



The Niagara Catholic District School Board through the charisms of faith, social justice, support and leadership, nurtures an enriching Catholic learning community for all to reach their full potential and become living witnesses of Christ.

AGENDA AND MATERIAL

COMMITTEE OF THE WHOLE MEETING

TUESDAY, JANUARY 18, 2011

7:00 P.M.

**FATHER KENNETH BURNS, C.S.C. BOARD ROOM
CATHOLIC EDUCATION CENTRE, WELLAND, ONTARIO**

A. ROUTINE MATTERS

- | | |
|--|----|
| 1. Opening Prayers – Trustee Charbonneau | - |
| 2. Roll Call | - |
| 3. Approval of the Agenda | - |
| 4. Declaration of Conflict of Interest | - |
| 5. Approval of Minutes of the Committee of the Whole Meeting of December 7, 2010 | A5 |

B. PRESENTATIONS

C. COMMITTEE AND STAFF REPORTS

- | | |
|--|--------|
| 1. Policy Committee | |
| 1.1 Unapproved Minutes of the Policy Committee Meeting of December 21, 2010 | C1.1 |
| 1.2 Approval of Policies | |
| 1.2.1 Catholic Leadership: Principal and Vice-Principal Selection Policy (202.2) | C1.2.1 |
| 1.2.2 Catholic School Councils Policy (800.1) | C1.2.2 |
| 1.2.3 Complaint Resolution Policy (800.3) | C1.2.3 |
| 1.3 Policy Development | C1.3 |
| 2. Niagara Catholic's Best Practice Submission Using Ontario Catholic School Graduate Expectations (OCSGE) for the Institute of Catholic Education | C2 |
| 3. Niagara Catholic Early Years to Grade 2 Collaborative Inquiry Update Student Achievement K-12 | C3 |
| 4. Student Voice Initiative | C4 |
| 5. Catholic School Councils' Parent Reaching Out Grants 2010-2011 | C5 |
| 6. Additional and Alterations to St. Mark Catholic Elementary School – Awarding of Construction Contract | C6 |
| 7. Staff Development Department Professional Development Opportunities | C7 |
| 8. Establishment of an Audit Committee | C8 |

- | | |
|-----------------------------------|------|
| 9. Monthly Updates | |
| 9.1 Capital Projects Update | C9.1 |
| 9.2 Senior Staff Good News Update | - |
| 9.3 Student Senate Update | |

D. INFORMATION

- | | |
|--|------|
| 1. Trustee Information | |
| 1.1 Spotlight on Niagara Catholic – December 21, 2010 | D1.1 |
| 1.2 Calendar of Events – January 2011 | D1.2 |
| 1.3 January Board Meeting – Tuesday, January 25, 2011 | - |
| 1.4 Bishop’s Gala – January 28, 2011 – Club Italia | - |
| 1.5 BEC - 2011 Annual Partners Breakfast - February 11, 2011 - 7:30 - 10:00 a.m. | - |
| 1.6 Trustee & Senior Staff Faith Formation Retreat – February 24, 2011 | - |

E. OTHER BUSINESS

- | | |
|---|---|
| 1. General Discussion to Plan for Future Action | - |
|---|---|

F. BUSINESS IN CAMERA

G. REPORT ON THE IN CAMERA SESSION

H. ADJOURNMENT

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
PUBLIC SESSION
JANUARY 18, 2011**

**TOPIC: MINUTES OF THE COMMITTEE OF THE WHOLE MEETING
OF DECEMBER 7, 2010**

RECOMMENDATION

THAT the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting of December 7, 2010, as presented.



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

MINUTES OF THE COMMITTEE OF THE WHOLE MEETING

TUESDAY, DECEMBER 7, 2010

Minutes of the Meeting of the Committee of the Whole of the Niagara Catholic District School Board, held on Tuesday, December 7, 2010, at 7:00 p.m. in the Atrium at Saint Michael Catholic High School, 8699 McLeod Road, Niagara Falls.

The meeting was called to order at 8:15 p.m. by Vice-Chairperson Charbonneau.

A. ROUTINE MATTERS

1. Opening Prayer

The opening prayer was led by Bishop Gerard Bergie.

2. Roll Call

Vice-Chairperson Charbonneau indicated that all Trustees and Student Trustees were in attendance.

Trustee	Present	Absent	Excused
Rhianon Burkholder	✓		
Kathy Burtnik	✓		
Maurice Charbonneau	✓		
Frank Fera	✓		
Fr. Paul MacNeil	✓		
Ed Nieuwesteeg	✓		
Ted O'Leary	✓		
Dino Sicoli	✓		
Student Trustees			
Shelby Levesque	✓		
Patrick Fowler	✓		

The following staff were in attendance:

John Crocco, Director of Education; **Yolanda Baldasaro**, **Rob Ciarlo**, **Lee Ann Forsyth-Sells**, **Frank Iannantuono**, Superintendents of Education; **Larry Reich**, Superintendent of Business & Financial Services; **James Woods**, Controller of Plant; **Khayyam Syne**, Administrator of Staff Development; **Mark Lefebvre**, Administrator of School Effectiveness; **Jennifer Brailey**, Manager of Corporate Services & Communications; **Sherry Morena**, Recording Secretary/Administrative Assistant, Corporate Services & Communications

Special Guest: **Bishop Gerard Bergie**, Bishop of St. Catharines Diocese; **Honourable Mr. Justice Joseph Henderson**; **Bill Amadio**, Board Solicitor

3. **Approval of the Agenda**

Moved by Trustee Nieuwesteeg

THAT the Committee of the Whole approve the Agenda of the Committee of the Whole Meeting of December 7, 2010, as presented.

CARRIED

4. **Declaration of Conflict of Interest**

No Declarations of Conflict of Interest were declared with any items on the agenda.

5. **Minutes of the Committee of the Whole Meeting of November 9, 2010**

Moved by Trustee Fera

THAT the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting of November 9, 2010, as presented.

CARRIED

B. COMMITTEE AND STAFF REPORTS

1. **Catholic Education in Niagara**

Director Crocco gave a video presentation on Catholic Education in Niagara. He stated that the report, which is a prelude to the Annual Director's Report 2010, captures and highlights a sample of the many exceptional faith based programs and services provided to Niagara Catholic's students.

The Director's Annual Report 2010 is currently in its final stages of preparation and will be presented at the December Board Meeting.

C. INFORMATION

1. **Trustee Information**

1.1 **Annual Administrators, Trustees and Priests Faith Formation – December 16, 2010
11:00 a.m. – Club Roma, St. Catharines**

Director Crocco informed Trustees of the Annual Administrators, Trustees and Priests Faith Formation being held December 16, 2010 at 11:00 a.m. at Club Roma, St. Catharines. Trustees were asked to inform Sherry Morena if they will be attending.

1.2 OCSTA Trustee Orientation Seminar – Friday, January 14-15, 2011 – Toronto

Director Crocco informed Trustees of the OCSTA Trustee Orientation Seminar being held Friday, January 14 - 15, 2011 in Toronto. Trustees were asked to confirm their attendance with Sherry Morena.

1.3 Bishop's Gala - January 28, 2011 – Club Italia, St. Catharines

Director Crocco informed Trustees of the Bishop's Gala being held January 28, 2011 at Club Italia in Niagara Falls.

D. OTHER BUSINESS

1. General Discussion to Plan for Future Action

E. ADJOURNMENT

Director Crocco thanked Bishop Bergie, Justice Henderson, Saint Michael Catholic High School staff, Board staff, Principals, Vice-Principals, Managers and guests for attending and participating in the Commissioning Mass and Inaugural Meeting of the Board.

Moved by Trustee Burtnik

THAT the December 7, 2010 Committee of the Whole Meeting be adjourned.

CARRIED

This meeting was adjourned at 8:45 p.m.

Minutes of the Committee of the Whole Meeting of the Niagara Catholic District School Board held on **December 7, 2010.**

Approved on the **18th** day of **January 2011.**

Maurice Charbonneau
Vice-Chairperson of the Board

John Crocco
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
PUBLIC SESSION
JANUARY 18, 2011**

**TOPIC: POLICY COMMITTEE
UNAPPROVED MINUTES
DECEMBER 21, 2010**

RECOMMENDATION

THAT the Committee of the Whole receive the unapproved Minutes of the Policy Committee Meeting of December 21, 2010, as presented.



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

MINUTES OF THE POLICY COMMITTEE MEETING

TUESDAY, DECEMBER 21, 2010

Minutes of the Policy Committee Meeting held on Tuesday, December 21, 2010 at 4:30 p.m. in the Holy Cross Community Room, at the Catholic Education Centre, 427 Rice Road, Welland.

The meeting was called to order at 4:30 p.m. by Director of Education Crocco. Director Crocco presided over the meeting until the election of the Policy Committee Chairperson.

1. **Opening Prayer**

The meeting was opened with a prayer.

2. **Attendance**

Committee Members:

Ed Nieuwesteeg, Committee Chairperson

Rhianon Burkholder, Trustee

Kathy Burtnik, Trustee

Trustees:

Father Paul MacNeil, Trustee

Maurice Charbonneau, Trustee

Dino Sicoli, Trustee

Staff:

John Crocco, Director of Education

Frank Iannantuono, Superintendent of Education

Lee Ann Forsyth-Sells, Superintendent of Education

Yolanda Baldasaro, Superintendent of Education

Mike Sheahan, Consultant: Physical Education

Jennifer Brailey, Manager of Corporate Services & Communications Department

Sherry Morena, Administrative Assistant - Corporate Services & Communications Department
/Recording Secretary

3. **Election of Committee Chairperson**

Moved by Trustee Burtnik

THAT Trustee Nieuwesteeg be elected to the position of Chairperson of the Policy Committee.

APPROVED

Director Crocco asked Trustee Nieuwesteeg if he wished to stand for the position of Chairperson of the Policy Committee. Trustee Nieuwesteeg accepted the nomination.

There were no further nominations forthcoming. Trustee Nieuwesteeg was acclaimed to the position of Chairperson of the Policy Committee.

4. **Approval of Agenda**

Moved by Trustee Dino Sicoli

THAT the December 21, 2010 Policy Committee Agenda be approved, as presented.

APPROVED

5. **Minutes of the Policy Committee Meeting of November 23, 2010**

Moved by Trustee Burtnik

THAT the Policy Committee approve the Minutes of the Policy Committee Meeting of November 23, 2010, as presented.

APPROVED

6. **Policies**

ACTION REQUIRED

POLICIES - PRIOR TO VETTING

6.1 **Nutrition Policy (302.7)**

Yolanda Baldasaro, Superintendent of Education, and Mike Sheahan, Consultant: Physical Education, presented the amendments to the Nutrition Policy.

Trustees discussed the Policy and Administrative Guidelines and recommended that the Policy Statement's first reference be the Niagara Catholic District School Board's Anaphylaxis Policy; and that the Guidelines incorporate a statement to reflect that the Board and Schools endeavour, when possible, to purchase local produce.

Senior Staff is recommending that the Nutrition Policy be vetted in January 2011 with a recommended deadline for presentation to the Policy Committee in March 2011, and the Committee of the Whole and Board in April 2011.

Moved by Trustee Sicoli

THAT the Policy Committee approve that the Nutrition Policy be vetted.

APPROVED

6.2 **Education-Based Research Policy (800.5)**

Lee Ann Forsyth-Sells, Superintendent of Education, presented the Education-Based Research Policy.

Trustees discussed the Policy and Administrative Guidelines and recommended that the Policy Statement's include the words "deemed to be" prior to contributory in the first sentence; and to include a statement that the Board will establish a Research Review Committee.

Senior Staff is recommending that the Education-Based Research Policy be vetted in January 2011 with a recommended deadline for presentation to the Policy Committee in March 2011, and the Committee of the Whole and Board in April 2011.

Moved by Trustee Burtnik

That the Policy Committee approve that the Education-Based Research Policy be vetted.
APPROVED

POLICIES - VETTED

6.3 Catholic Leadership: Principal and Vice-Principal Selection Policy (202.2)

Frank Iannantuono, Superintendent of Education, presented the amendments to the Catholic Leadership: Principal and Vice-Principal Selection Policy.

Trustees asked questions of Superintendent Iannantuono and discussed the Policy and Administrative Guidelines. The Committee recommended that in the Guidelines section *The Selection of Vice-Principals* the last paragraph include the word “only” to read “...grandfathered in the application and assignment process only...”

Moved by Trustee Sicoli

THAT the Policy Committee recommend to the Committee of the Whole approval of the Catholic Leadership: Principal and Vice-Principal Selection Policy (202.2), as presented.
APPROVED

6.4 Catholic School Councils Policy (800.1)

Superintendent Forsyth-Sells presented the amendments to the Catholic School Councils Policy.

Trustees asked questions of Superintendent Forsyth-Sells and discussed the Policy and Administrative Guidelines. The Committee recommended that in the Guidelines A – *Purpose*, a 4th point be added to reflect that one of the CSC’s purposes is “to support the Mission, Vision and Values of the Niagara Catholic District School Board”.

Moved by Trustee Sicoli

THAT the Policy Committee recommend to the Committee of the Whole approval of the Catholic School Councils Policy (800.1), as presented.
APPROVED

6.5 Complaint Resolution Policy (800.3)

Director of Education John Crocco, presented the amendments to the Complaint Resolution Policy.

Trustees asked questions of Director Crocco and discussed the Policy and Administrative Guidelines.

Moved by Trustee Sicoli

THAT the Policy Committee recommend to the Committee of the Whole approval of the Complaint Resolution Policy (800.3), as presented.
APPROVED

INFORMATION

6.6 Policies Being Vetted

- Trustee Expenses Policy (100.13)
- Purchasing/Supply Chain Management Policy (600.1)

6.7 Policy and Guideline Review 2010-2011 Update

Director Crocco presented the Policy and Guideline Review 2010-2011 Update.

6.8 Policy Development Update

Director Crocco presented the Policy Development Update.

7. Date of Next Meeting

Tuesday, January 25, 2011 – 4:30 p.m.

8. Adjournment

The meeting adjourned at 6:40 p.m.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
PUBLIC SESSION
JANUARY 18, 2011**

**TOPIC: APPROVAL OF POLICIES
CATHOLIC LEADERSHIP: PRINCIPAL AND VICE-PRINCIPAL
SELECTION POLICY (202.2)**

RECOMMENDATION

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Principal and Vice-Principal Selection Policy (202.2), as presented.

Prepared by: Frank Iannantuono, Superintendent of Education – Human Resources

Presented by: Frank Iannantuono, Superintendent of Education – Human Resources

Approved by: John Crocco, Director of Education

Date: January 18, 2011

Niagara Catholic District School Board

**CATHOLIC LEADERSHIP:
PRINCIPAL AND VICE-PRINCIPAL SELECTION**

Adopted: April 28, 1998
Revised: December 21, 2010

Policy No. 202.2

STATEMENT OF POLICY

The Niagara Catholic District School Board believes that the realization of the goals of Catholic education requires leadership founded on faith, inspired by the Gospel, and committed to service.

For appointments to all positions of Principal and Vice-Principal with the Niagara Catholic District School Board, a candidate shall have a demonstrated record of promoting Catholic Education as evidenced in one's personal faith journey, as well as an understanding of and a genuine commitment to the Board's mission and shared vision.

Individuals aspiring to Catholic leadership positions within the Niagara Catholic District School Board shall possess the qualifications required by Education Statutes and Regulations of Ontario. The Board will ensure that individuals appointed to positions of responsibility as Principals and Vice-Principals possess all of the qualifications, experience and necessary skills to perform this role.

The Director of Education will issue Administrative Guidelines in support of this policy.

References:

Education Act and Regulations

Policy/Program Memorandum (PPM) No. 152 Terms and Conditions of the Employment of Principals and Vice-Principals, 2010.

Ontario Leadership Strategy

Reach Every Student: Energizing Ontario Education, 2008

Effective Practices Guide for Principal/Vice-Principal Terms and Conditions of Employment

Bill 177

Niagara Catholic District School Board

**CATHOLIC LEADERSHIP IN OUR SCHOOLS:
PRINCIPAL AND VICE-PRINCIPAL SELECTION**

Issued: April 28, 1998
Revised: January 8, 2002
October 23, 2002
December 21, 2010

Policy No. 202.2

ADMINISTRATIVE GUIDELINES

PREAMBLE

The major objectives of the role description and the procedures outlined herein are to provide a set of clear expectations of the most competent and knowledgeable candidates aspiring to the position of Catholic Leadership, i.e. Principal and Vice-Principal, while providing a clear set of procedures to be followed from application to appointment.

ROLE OF PRINCIPAL AND VICE-PRINCIPAL

Catholic Principals and Vice-Principals are the central figures within the leadership of the Niagara Catholic District School Board representing the mission and vision on a daily basis within each school community and on a system-wide basis.

The Principal is key to a quality Catholic school. The quality of a Principal's leadership is affected by the vision, knowledge, competence and personal qualities of the person who holds that position. The principal's leadership is a blend of educational skill, management skill and relationship-building, which is able to move others to perform well and to grow spiritually and professionally. Foremost among the attributes required must be a commitment and dedication to the mission and vision of Catholic education, and a willingness to accept responsibility from the Catholic community and to exercise Catholic leadership within this community.

Personal faith commitment is a fundamental criterion for leadership in Catholic education. This commitment will be evident in the candidate's involvement within their community and/or parish.

The Principal in the Catholic system demands a qualified educator who is a person of faith, vision, commitment and leadership. Throughout the stages of the selection process, evidence of strength in the following areas will be sought.

LEADERSHIP FRAMEWORK FOR CATHOLIC PRINCIPALS AND VICE-PRINCIPALS

- Catholic Faith, Community and Culture
- Setting Directions
- Building Relationships and Developing People
- Developing the Organization
- Leading the Instructional Program
- Securing Accountability

QUALIFICATIONS REQUIRED AT THE TIME OF APPLICATION

EFFECTIVE SEPTEMBER 1ST, 2011

SELECTION OF PRINCIPALS

1. Religious Education Qualifications

Part III Specialist of the O.E.C.T.A./O.C.S.T.A. Religion course

OR

Four full graduate courses in Theology/Christian Education toward a degree or diploma in Theology from a Catholic university.

OR

Part II of the O.E.C.T.A./O.C.S.T.A. Religion course and two graduate courses in Theology/Christian Education toward a degree or diploma in Theology from a Catholic university.

2. Ontario School Principal's Qualifications Part I and Part II as per Ontario Regulation 184/97 under the *Ontario College of Teachers' Act*.
3. Part II of the Special Education qualifications as per the Ontario College of Teacher Qualifications.
4. A minimum of seven years of successful teaching and/or administrative experience in Catholic education – five years as a teacher and two years in some position of responsibility in education (i.e. Vice-Principal).
5. A participating member of a Catholic community as attested by a parish priest.
6. A positive recommendation from the candidate's Principal and an appropriate Superintendent of Education.
7. Successful Vice-Principal Performance Appraisal (if applicable).
8. Successful participation in the Board's Administrative Internship Program or an equivalent leadership program.

SELECTION OF VICE-PRINCIPALS

1. Part II of the O.E.C.T.A./O.C.S.T.A. Religion course

OR

Four full graduate courses in Theology/Christian Education toward a degree or diploma in Theology from a Catholic university.

OR

Part I of the O.E.C.T.A./O.C.S.T.A. Religion course and two graduate courses in Theology/Christian Education toward a degree or diploma in Theology from a Catholic university.

2. Ontario School Principal's Qualifications Part I and Part II as per Ontario Regulation 184/97 under the *Ontario College of Teachers' Act*.
3. Part I of the Special Education Course will be required prior to assuming the position.

4. Vice-Principal candidates are required to have:
A minimum of five/ year's successful teaching and/or acceptable related experience in at least two different divisions (Primary, Junior, Intermediate, or Senior)
5. A positive recommendation from candidate's principal and an appropriate Superintendent of Education.
6. A participating member of a Catholic community as attested by a parish priest.
7. Successful participation in the Leadership Identification Program or an equivalent leadership program.

EFFECTIVE SEPTEMBER 1ST, 2011

- Those currently in the position of Vice Principal and/or in the Principal and Vice-Principal Administrative Pools with the Niagara Catholic District School Board will be grandfathered ***in the application and assignment process only*** and will be required to obtain the necessary qualifications as per revised Administrative Guidelines, within 2 years (no later than September 2013).
- The Administrative pools will run from the time of entry to the end of the school year in which it expires.

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD: APPLICATION PROCESS

1. A completed **application form**.
2. A written pastoral reference (within the current school year).
3. A one-page statement of philosophy of Catholic Education which outlines past experiences and examples of personal commitment to Catholicism.
4. The names addresses and telephone numbers of five references from the applicant's current or previous work environment.
5. A current written professional reference from the applicant's immediate supervisor or supervisor from the previous year as requested on the application form.
6. Evidence of preferred qualities/experiences relating to leadership experiences and professional growth initiatives as requested on the application form.
7. A current copy of the candidate's Ontario Certificate of Qualification (O.C.T.).
8. A copy of the most recent Performance Appraisal.
9. A copy of the Annual Growth Plan.

ADVERTISING AND APPLICATIONS

Applications will be invited from qualified internal candidates and may be invited from qualified external candidates.

Application information provided to candidates will stipulate the qualifications and all additional requirements involved in the selection process.

SELECTION PROCESS

The following process will establish a pool of potential Principals and Vice-Principals for each of the Elementary and Secondary School Panels:

1. Applications will be invited from qualified candidates for the positions of Principal and Vice-Principal as required.
2. The Superintendent of Human Resources, in consultation with Senior Administrative Council, shall review all applications to determine which applicants shall be invited to proceed in the selection process.
3. Those applicants not selected to proceed in the selection process shall be so notified and given reasons.
4. The Catholic Leadership Identification Process (C.L.I.P.) will be used in the selection of potential school leaders and in the creation of a "pool" from which appointments shall be made.
5. Vice-Principal applicants invited to proceed in the selection process will participate in a Skills Assessment Program prior to the interview.
6. Applicants who have not previously participated in a Skills Assessment Program may be required to do so prior to the interview.
7. The Interview Committee(s) shall consist of the following:
 - a maximum of two Superintendents of Education
 - Chair of the Committee: Superintendent of Human Resources
 - two Principals
 - one Vice-Principal
 - a. Members of the Interview Committee shall be present for all interviews.
 - b. Members of the Interview Committee will be provided with copies of the applicants' resumes and applications.
8. The scoring system for the selection process will be as follows:

Principal	70% Track record 30 % Interview
Vice-Principal	70% Track Record and Skills Assessment 30 % Interview
Track Record will include:	qualification, experience and professional growth supervisor(s) recommendations
Principal Site Visit: (as part of Track Record)	Tangible evidence of Leadership Framework Criteria, and Annual Growth Plan
9. Senior Administrative Council will review the results of the Interview Process, Skills Assessment and Track Record information in the formulation of a recommendation to be submitted to the Director of Education. After consideration, the Director of Education will determine the final report and inform the Board of placement in the Principal and/or Vice-Principal Pool.
10. The Superintendent of Human Resources who is the chairperson for the process shall coordinate the debriefing of each candidate upon request.

FORMATION OF POTENTIAL PRINCIPAL AND VICE-PRINCIPAL POOLS

Assignments to the Principal or Vice-Principal Pool will be for up to two years renewable for a second two year term at the recommendation of the Director of Education who will inform the Board.

APPOINTMENT AND ASSIGNMENT OF PRINCIPALS AND VICE-PRINCIPALS

1. Appointments as Principal or Vice-Principal will be made by the Director of Education. Assignments as Principal or Vice-Principal will be made by the Director of Education with consideration of the Principal Profile as submitted by the Catholic School Council and will inform the local Trustee(s). Appointments and assignments will be reported to the Board.
2. Initial appointments to the position of Principal and Vice-Principal shall be for up to a two (2) year probationary term. Subsequent to a successful Performance Appraisal at the conclusion of this term, he/she may be confirmed in that role.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
PUBLIC SESSION
JANUARY 18, 2011**

**TOPIC: APPROVAL OF POLICIES
CATHOLIC SCHOOL COUNCILS POLICY (800.1)**

RECOMMENDATION

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Catholic School Councils Policy (800.1), as presented.

Prepared by: Lee Ann Forsyth-Sells, Superintendent of Education

Presented by: Lee Ann Forsyth-Sells, Superintendent of Education

Approved by: John Crocco, Director of Education

Date: January 18, 2011

Niagara Catholic District School Board
CATHOLIC SCHOOL COUNCILS

Adopted: February 24, 1998
Revised: September 26, 2000
Revised: December 21, 2010

Policy No. 800.1

STATEMENT OF POLICY

The Niagara Catholic District School Board through the charisms of faith, social justice, support and leadership, nurtures an enriching Catholic learning community for all to reach their full potential and become living witnesses of Christ.

Catholic Education, in the Niagara Catholic District School Board, is the shared responsibility of all partners: the Board, parish priests, staff, students, parents/guardians, and members of the community. The Mission Statement, Vision 2020 Statements, Strategic Directions and Enabling Strategies from the Vision 2020 Strategic Plan support parent engagement in the Niagara Catholic District School Board.

A Catholic School Council will be established in each elementary and secondary school in the Board to encourage the active participation of parents/guardians in Catholic Education, to improve student achievement of all students, and to enhance the accountability of the education system to all parents/guardians in the Board.

The Director of Education will issue Administrative Guidelines in support of this Policy.

References

Ontario Regulation 330/10 School Councils and Parent Involvement Committees

Ministry of Education: School Councils, A Guide for Members: www.edu.gov.on.ca

Niagara Catholic District School Board Complaint Resolution Policy No. 800.3

Niagara Catholic District School Board

CATHOLIC SCHOOL COUNCILS

Policy No. 800.1

Issued: February 24, 1998
Revised: September 26, 2000
July 16, 2003
July 8, 2008
September 22, 2008
January 6, 2009
December 21, 2010

**ADMINISTRATIVE GUIDELINES
FOR CATHOLIC SCHOOL COUNCILS**

1. PURPOSE

- 1.1 The purpose of the Catholic School Council, as an advisory body, through the active participation of parents is:
- to advocate and strengthen Catholic Education,
 - to improve student achievement and the well-being of students,
 - to enhance the accountability of the education system to parents, and
 - to support the Mission Statement, Vision 2020 Statements, Strategic Directions and Enabling Strategies from the Vision 2020 Strategic Plan.

- 1.2 The Catholic School Council may provide recommendations to the Board and/or Principal on any matters that the Catholic School Council identifies as priorities and shall consult with parents about matters being considered by the Catholic School Council.

Recommendations provided to the Board and/or Principal will represent the general views of the school community and the best interests of all students in the school.

The Board and/or Principal shall consider each recommendation and shall advise the Catholic School Council of the action taken in response to the recommendation.

- 1.3 The Catholic School Council shall have an understanding of current Board policies and the By-Laws of the Catholic School Council to allow members to make meaningful contributions.
- 1.4 The Board will retain all the powers and duties as specified in the Education Act and its related Regulations.
- 1.5 Each Catholic School Council will bear the name “(School Name) Catholic School Council”.

2. CONSULTATION

- 2.1 Catholic School Councils shall be consulted by the Board and/or Principal for recommendations on new and revised policies and guidelines with respect to:
- the student achievement of all students,
 - the accountability of the education system to parents,
 - the code of conduct (provincial and local),
 - the appropriate dress code for students (provincial and local),
 - the allocation of funding to the Catholic School Council,
 - the fundraising activities by Catholic School Council members,

- the resolution of internal Catholic School Council disputes,
 - the reimbursement of expenses of the Catholic School Council,
 - the Board and school’s action plans for improvement based on EQAO results and the communication of the plans to parents/guardians,
 - the criteria and process for selection and placement of Principals and Vice-Principals,
 - any new educational initiatives at the Board and school levels, and
 - the development of a plan for providing co-instructional activities.
- 2.2 In addition, Catholic School Councils, may provide advice to the Board and/or Principal on any matters that the Catholic School Council identifies as priorities such as:
- the Catholic character of the school and/or the system,
 - the preparation of the school year calendar,
 - the development, implementation and review of all Board policies at the local level,
 - the involvement with the Parish and liturgical celebrations and sacraments,
 - Board and/or school policies regarding field trips for students,
 - school budget priorities,
 - the community use of school facilities,
 - fundraising activities,
 - participation in the Niagara Catholic Parent Involvement Committee (NCPIC),
 - information and training sessions: curriculum, program goals and priorities,
 - the school mission statement, and
 - other issues deemed appropriate by the Board.

3. COMPOSITION

The composition of the Catholic School Council will reflect the diversity of the school community.

- 3.1 Parents/Guardians shall form the majority of the Catholic School Council as specified in the By-Laws of the Catholic School Council. A parent, in respect of a Catholic School Council is a parent of a student who is enrolled in the school and includes a guardian as defined in section 1 of the Education Act. In the case of a Catholic School Council in a school that is for adult students, students enrolled in the school may act as “parents” on a Catholic School Council.
- 3.2 A person is not qualified to be a parent member of the Catholic School Council if,
- he/she is employed at the school; or
 - he/she is employed elsewhere by the Board and fails to take reasonable steps to inform persons qualified to vote of that employment.
- 3.3 The Catholic School Council may choose to include other members as deemed appropriate to reflect the community of the school.
- 3.4 The Catholic School Council may appoint two or more community representatives as specified in the By-Laws of the Catholic School Council.
- 3.5 A parish priest or representative from the local parish or a designate from the community will represent the parish on the Catholic School Council.
- 3.6 One secondary student representative enrolled in the school, who is appointed by the student council, or in an elementary school one student enrolled in the school, who is appointed by the Principal, after consulting with the Catholic School Council.
- 3.7 The Principal and/or Vice-Principal of the school.
- 3.8 One teacher, who is employed at the school, elected by teachers.

- 3.9 One non-teaching staff member, who is employed at the school, elected by non-teaching staff.
- 3.10 Where appropriate, one parent/guardian representative of a special needs child within the school may be appointed as a special needs advocate.

4. ELECTIONS AND TERM OF OFFICE

- 4.1 Elections shall be held within the first thirty (30) calendar days of the start of the school year, on a date that has been selected by the current Chairperson/Co-Chairperson of the Catholic School Council in consultation with the Principal of the school.
- 4.2 The Principal shall at least fourteen (14) calendar days before the date of the election give written notice of the date, time, and location and availability of election forms to every parent who has a student enrolled at the school. This notification may be given by giving the notice to the students for delivery to parents, and by posting the notice in the school that is accessible to parents.
- 4.3 Self-nominations are acceptable.
- 4.4 The elections must be organized by the school Principal and any retiring Catholic School Council members, if applicable, in a way that will ensure that all parents and staff have the opportunity to vote for their representatives. The election of parent members shall be by secret ballot.
- 4.5 Principals, with the assistance of the Catholic School Council election committee, are to review and finalize nominations, confirm names on ballots, run the election, and communicate the results.
- 4.6 The term of office for elected positions will be a one (1) year term, in order to encourage increased parent involvement and leadership. It is recommended that every Catholic School Council will include a statement in their By-Laws such as “that a term for elected officer positions of the Catholic School Council will not exceed two (2) consecutive years”.
- 4.7 Students, staff and non-teaching staff will be elected for a one (1) year term.
- 4.8 A member of a Catholic School Council may be re-elected or reappointed, unless otherwise provided by the By-Laws of the Catholic School Council.
- 4.9 Names and addresses, and contact information of the Chairperson of the Catholic School Council shall be forwarded to the Director of Education within thirty (30) calendar days of the election.
- 4.10 Names of Catholic School Council members will be published to the school community by the Principal no later than thirty (30) calendar days following the election.
- 4.11 For election purposes, each Catholic School Council may determine the maximum number of parent members to be elected as stated in the By-Laws of the Catholic School Council.
- 4.12 Members of the Catholic School Council will not receive an honorarium or payment for general expenses.

5. ROLES AND RESPONSIBILITIES OF CATHOLIC SCHOOL COUNCIL MEMBERS

The role of a Catholic School Council member carries with it certain responsibilities. The Catholic School Council may define the roles and responsibilities of its members in its own operating By-Laws in addition to the following responsibilities:

- 5.1 Catholic School Council Chairperson/Co-Chairperson (**voting members**) shall:
- Call Catholic School Council Meetings in consultation with the Principal.
 - Cooperatively plan the agenda with the Principal.
 - Chair the meetings.
 - Ensure the minutes of the meetings are recorded, maintained, and posted on the school website.
 - Participate as ex-officio members of all committees established by the Catholic School Council.
 - Ensure that any views presented in the capacity of Chairperson represent the position of the Catholic School Council.
- 5.2 Parent Representatives (**voting members**) shall:
- Attend and participate in Catholic School Council meetings.
 - Solicit views of other parents and members of the community to share with the Catholic School Council.
 - Participate in information and training sessions.
 - Respond to requests from the Board.
 - Observe the Catholic School Council's Code of Ethics and established By-Laws.
 - Maintain a school focus on all issues. Meetings are not a forum for discussion about individual students, staff, Catholic School Council members or Trustees.
 - Promote the best interests of the Catholic school community.
- 5.3 School Principal (**non-voting member**) shall:
- Facilitate the operation of the Catholic School Council.
 - Attend every meeting of the Catholic School Council or direct a designate.
 - Support and promote the Catholic School Council.
 - Seek input from the Catholic School Council.
 - Act as a resource on laws, regulations, Board policies and collective agreements.
 - Communicate with the Chairperson of the Catholic School Council as required.
 - Act as the secretary/treasurer of the Catholic School Council.
 - Prepare and present a report at each Catholic School Council meeting including a financial statement of the Catholic School Council.
 - Ensure that copies of the minutes of the meetings are kept at the school and posted on the school website.
 - Assist the Catholic School Council in encouraging participation of all groups within the school community.
 - Cooperatively plan the agenda with the Catholic School Council Chairperson and forward to all Catholic School Council members a minimum of three (3) calendar days before the meeting date.
 - Maintain a full and accurate account of the proceedings and transactions of each Catholic School Council meeting.
- 5.4 School Staff, Community, Student, Special Needs, and Parish Priest Representatives (voting members) shall:
- Contribute to the discussions of the Catholic School Council.
 - Solicit views and report where applicable at each Catholic School Council meeting.
 - Communicate information back to their representative groups.

6. MEETING PROCEDURES

- 6.1 Meetings will open and close with a prayer.
- 6.2 The Catholic School Council shall meet a minimum of four (4) times during the school year within the first thirty-five (35) days of the school year after the elections on a date fixed by the Principal of the school.
- 6.3 Meetings will commence on time and not last more than two (2) hours, unless the Catholic School Council agrees to a longer meeting as determined by the By-Laws.
- 6.4 All meetings of the Catholic School Council shall be held at the school and are open to members of the school community.
- 6.5 Catholic School Council meetings shall not proceed unless there is a quorum in attendance. A quorum is fifty percent plus one (50% + 1) of members, but at all times there must be a majority of parents at the meeting as well as the Principal and/or his or her designate.
- 6.6 Substitutes or proxies are not permitted.
- 6.7 The agenda for Catholic School Council meetings shall be distributed to all members a minimum of three (3) calendar days in advance of the meeting.
- 6.8 The Principal shall give written notice or post on the school website of the dates, times and location of the meetings of the Catholic School Council, to every parent of a student who, on the date the notice is given is enrolled in the school.
- 6.9 At the first meeting of the new school year, the Catholic School Council shall elect a parent/guardian to serve as Chairperson and may choose to elect a Co-Chairperson.
- 6.10 Minutes of the meetings are to be recorded and maintained at the school site, posted on the school website, and made available at the office of the school.
- 6.11 The Catholic School Council may establish committees to carry out specific functions and will seek widespread participation in these activities. Every committee of the Catholic School Council must include at least one parent member.
- 6.12 The Catholic School Council shall use consensus, where possible as the usual method for developing recommendations and plans. If voting becomes necessary, a simple majority will be sufficient for a vote on any issue.
- 6.13 The Catholic School Council, in consultation with the Principal of the school, shall inform the general school and parent communities of its activities, through the school website and school newsletters.

7. VACANCIES

- 7.1 The By-Laws of the Catholic School Council shall include the expectation that members attend Catholic School Council meetings regularly, and will include provisions for the Chairperson or Co-Chairperson to determine the intent of members to continue serving on the Catholic School Council if absenteeism occurs on a regular basis.
- 7.2 There will be no discretionary removal of a duly elected or appointed Catholic School Council member before the end of his or her term.

- 7.3 If a vacancy of a parent member occurs, and only if this vacancy changes the simple majority of parents, notification will be given to all families and interested parents will be asked to submit their names to the Principal by a designated date. The Catholic School Council will hold an election in accordance with the By-Laws of the Catholic School Council.
- 7.4 If a vacancy of a community representative occurs, the Catholic School Council may request that the agency appoint another member, may choose a different organization, or, choose not to fill the position.
- 7.5 If a student, teacher or non-teaching representative vacancy occurs, the Principal shall arrange for a replacement where possible.
- 7.6 Individuals filling a vacated position shall hold the position until the term for that position expires.
- 7.7 A vacancy in the membership of Catholic School Council does not prevent the Catholic School Council from exercising its authority to fill the position.

8. CODE OF ETHICS

Catholic School Councils shall establish a Code of Ethics that outlines expectations of its members and guides their behaviour. The Code of Ethics shall address matters such as:

- roles and responsibilities of Catholic School Council members,
- conflict of interest and the management of conflict,
- manner in which members are expected to act, and
- the establishment of a process for resolving internal conflict disputes in accordance with Board policy.

9. ESTABLISHING BY-LAWS

- 9.1 Catholic School Councils must develop By-Laws within the first sixty (60) days of the school year to address the following areas:
 - election procedures
 - filling vacancies
 - conflict of interest
 - conflict resolution procedures as per Board Policy No. 800.3
- 9.2 By-Laws governing other areas of operation may also be developed but must be in accordance with any applicable Board policies and Ontario Regulation 612/00.
- 9.3 By-Laws are to be reviewed annually by the Catholic School Council.

10. DELEGATIONS

- 10.1 Individuals may approach the Chairperson or the Principal to be placed on the agenda. This request must be in writing and received at least two (2) weeks before the meeting. The Chairperson, in consultation with the Principal, may approve or deny such requests.
- 10.2 Delegations will be limited to ten (10) minutes.
- 10.3 Following a presentation, the Catholic School Council will decide, whether to amend the agenda at that point, refer it to a future meeting, or take no action.

11. RESOLUTION OF CONFLICTS

If the Principal, after discussion with the Catholic School Council Chairperson, determines that the Catholic School Council or any of its members have contravened Regulation 612/00 or Board Policy 800.1, the Principal or Chairperson will discuss the matter with the Family of Schools' Superintendent of Education. Please see the Complaint Resolution Policy No. 800.3.

12. FUNDRAISING

- 12.1 Fundraising activities may be conducted as long as they are in accordance with Board policies and guidelines. Funds raised are to be used for a purpose approved by the Board and/or Principal.
- 12.2 Any funds and assets generated through fundraising activities assisted by the Catholic School Council are the property of the Board.
- 12.3 All fundraising activities conducted by the Catholic School Council must be included in the annual report prepared by the Catholic School Council.

13. ANNUAL REPORT

- 13.1 The Catholic School Council shall submit an annual written report on its activities to the Principal of the school and to the Board (Appendix A).
- 13.2 The Principal shall provide a copy of the report to every parent of a student enrolled in the school by giving the report to the parent's student for delivery or by posting the report in the school that is accessible to parents, or on the school website.

Appendix A

Please insert School Letterhead Catholic School Council Annual Report

Name of School:

Date of Submission:

Names and positions of the Catholic School Council members	
Catholic School Council Chairperson /Co-Chairperson	
Parent Representatives	
Student(s) (if applicable)	
Teaching Staff	
Non-Teaching Staff	
Community Representative(s)	
Principal	
Parish Representative	
Other	
Dates of the Catholic School Council meetings for the school year.	
Meeting Dates	
Goals set for the year and the achievement of these goals	
Goals	Achievement of Goals
Catholic School Council Financial Statement	

FUNDRAISING ACTIVITY	FUNDS RAISED FOR	REVENUE	EXPENSES	PROFIT

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
PUBLIC SESSION
JANUARY 18, 2011**

**TOPIC: APPROVAL OF POLICIES
COMPLAINT RESOLUTION POLICY (800.3)**

RECOMMENDATION

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Complaint Resolution Policy (800.3), as presented.

Prepared by: John Crocco, Director of Education

Presented by: John Crocco, Director of Education

Date: January 18, 2011

Niagara Catholic District School Board

COMPLAINT RESOLUTION POLICY

Adopted: April 28, 1998
Revised: June 15, 2010
October 26, 2010
January 18, 2011

Policy No. 800.3

STATEMENT OF POLICY

The Niagara Catholic District School Board is committed to open communication with its parents, Catholic ratepayers and all educational partners through effective system and school-based communication procedures.

The Board values and encourages an open and trusting culture that fosters, in individuals, a sense of comfort, without fear of reprisal. The Board encourages the resolution of conflicts within a process that is accountable, transparent and respectful of the complainant's and the Board's role in resolving conflicts in the best interest of students.

The Board recognizes that differences of opinion and concerns may arise during a school year. When differences in resolving a concern arise, there may be occasions when a complaint is made against an employee or a Trustee or the Niagara Catholic District School Board.

This Policy and Administrative Guidelines provides the process to resolve complaints in accordance with the Education Statutes and Regulations of Ontario, all applicable laws and statutes and the Mission Statement of the Board.

All Trustees and employees of the Niagara Catholic District School Board will co-operate to ensure that all complaints are dealt with in a fair, consistent and reasonable manner. It is expected that common courtesy and Christian charity will be used to obtain a prompt resolution and an opportunity for reconciliation between the parties.

Confidentiality of all complaints shall be maintained to the extent practicable and appropriate given the circumstances between the complainant and Board employees directly involved.

The Director of Education will issue Administrative Guidelines in support of this policy.

Reference:

The Education Act and Regulations of the Province of Ontario

Municipal Freedom of Information and Protection of Privacy Act

Teaching Profession Act

Board By-Laws

Niagara Catholic District School Board

COMPLAINT RESOLUTION POLICY

Issued: April 28, 1998
Revised: June 15, 2010
October 26, 2010
January 18, 2011

Policy No. 800.3

ADMINISTRATIVE GUIDELINES

Definition of a Complaint

A complaint is defined as any oral or written communication expressing dissatisfaction with the application of policies, procedures, programs, services or actions of an employee, or Niagara Catholic Trustee or the Niagara Catholic District School Board. Those expressing an oral complaint will be required to put the complaint in writing, dating and signing the complaint to facilitate the investigation.

Anonymous or pseudonymous complaints or material, unless it is believed that such complaint or material references an illegal, abusive or protection matter, or is otherwise believed to be relevant in law will not be considered, copied, distributed, repeated, responded to or entertained by the Board. In consultation with an employees superordinate, anonymous or pseudonymous complaints or material of an illegal, abusive or protection matter will be referred to the appropriate party or parties such as the police and/or Family and Children Services. Anonymous or pseudonymous written complaints received by staff, excluding those which it is believed refer to an illegal, abusive or protection matter will be shredded.

Investigation

Wherever possible, all complaints are to be dealt with at the school or site level, with the employee involved, providing the complaint is not frivolous or vexatious as determined by the employee's supervisor, in consultation with a Supervisory Officer of the Niagara Catholic District School Board. In accordance with the Process of Complaint section of these administrative guidelines, written complaints received by superordinates regarding an employee, other than the employees' immediate supervisor, will be redirected to the employees' immediate supervisor.

A person who makes or is the subject of a complaint must not conduct or oversee any aspect of the complaint investigation.

A complaint of a Trustee will be referred directly to the Chairperson of the Board and heard in the In-Camera Meeting of the Board.

Trustees who receive a complaint are to direct the complainant to contact the employee or the school Principal. If the concern is not resolved at the school level, Trustees will direct the complainant to contact the appropriate Superintendent of Education or the Director of Education.

Trustees will only facilitate the direction of the complainant to appropriate supervisory staff so as to not forfeit participation in a potential appeal to the Board.

Employee complaints related to working conditions and collective agreement items will be investigated as provided in the respective Collective Agreements.

Complaints between employees will follow the process outlined within this Policy and Administrative Guidelines. Teachers certified by the Ontario College of Teachers, have a professional obligation to inform a colleague that an adverse report has been made as set out in the Teaching Profession Act

Regulations, unless as set out in the Teaching Profession Act, a teacher suspects that another teacher's behaviour constitutes sexual abuse. In such a case a teacher is not obligated to report a fellow teacher that an allegation of sexual abuse of a student has occurred. In all cases the complainant must strictly adhere to the requirements of the Teaching Profession Act, as it may be amended from time to time.

It is the intent that procedural fairness will be observed in the investigation of a complaint. An employee named in a complaint is presumed innocent until such time as it is concluded through the results of the investigation, that on the balance of probabilities, that the complaint is substantiated. In such case, the Board will endeavour that the employee named in a complaint will be notified of the complaint within one (1) working week of the receipt of the complaint, be provided with the specific allegations being made and an opportunity to respond to the allegations within the complaint. Unless determined by the Police or Family and Children Services, an employee will be given the name of the individual submitting the complaint and provided with a copy of the complaint. The employee will be informed of the process, decision and resolution, if any, of the complaint.

No record of a complaint will be kept in the employee's personnel file unless disciplinary action was determined by the Director of Education / or delegate or the Board.

Conflict of Interest

Employees involved in conducting or directly supervising a complaint investigation must be free from actual or perceived conflict of interest, including actual or perceived non-pecuniary conflicts or biases.

A conflict of interest with resolving the complaint shall exist when the supervisor, otherwise charged with hearing the complaint or appeal about an employee, is related by family or by marriage to the employee who is the subject of the complaint. Employees deemed to be supervisors include Managers, Principals, Vice-Principals, Controller of Plant, Superintendents and the Director of Education. Trustees shall declare a conflict of interest with a complaint that involves an employee who is related by family or by marriage, or at the appeal to the Board if they have participated in the issue with the complainant.

For integrity of the process and decision, the supervisor or Trustee who is in a conflict situation will immediately declare a conflict of interest to the complainant and direct the complainant to the Director of Education who will either reassign the complainant to another supervisor or hear the complaint directly. At anytime the supervisor or Trustee may refer to the Director of Education for advice.

When a conflict of interest is declared by a Superintendent or Controller of Plant, the Director of Education will either reassign the complainant to another Superintendent of Education or hear the complaint.

When a conflict of interest is declared by the Director of Education, the Director will notify the Chairperson of the Board and will assign two (2) Superintendents of Education to investigate the complaint. An appeal of the decision by the Superintendents of Education is submitted to Executive Council to determine if the appeal will be heard by the Board.

Complaint Against the Board, Trustee or Senior Staff

When a complaint is filed against the Board, or a Trustee, or a Superintendent or the Controller of Plant, depending on the individual the complaint is filed against, the Director of Education will either hear the complaint or reassign the complainant to another Superintendent of Education. An appeal of the decision of a Superintendent of Education rests with the Director of Education and if not satisfied, the Board. An appeal of complaint against a Trustee rests with the Board.

When a complaint is filed against the Director of Education, the Director will notify the Chairperson of the Board, who will assign two (2) Superintendents of Education to investigate the complaint. An appeal of the decision by the Superintendents of Education is submitted to Executive Council to determine if the appeal will be heard by the Board.

Processing of Complaint

The appropriate Board staff will endeavour to act on complaints promptly, and no later than two (2) working weeks from the date of the complaint.

Complainants, who persist in opposing rules, routines and functions of a school or the Board, to the point of complaints being malicious, frivolous, vexatious or harassing of employees, will be advised in a firm and charitable manner that such action will not be condoned or tolerated.

Complaints will not be processed, where the complainants are members of the public who have had a recent opportunity to comment on a Board decision or a similar complaint by the individual has already been processed, or where another process is in place to hear complaints, such as public meetings.

To facilitate the resolution of complaints the following complaint process will be followed to focus on the issues:

1. Complainant and Employee Concerned

The complainant is to contact the employee involved to discuss the concern and attempt to resolve the matter. If not satisfactorily resolved, then;

2. Complainant and the Employee's Immediate Supervisor

The complainant will be referred to the employee's immediate supervisor to discuss the concern and attempt to resolve the matter. If not satisfactorily resolved, then;

3. Complainant and Superintendent/Controller of Plant

The complainant will be referred to the appropriate Superintendent or Controller of Plant to discuss the concern and attempt to resolve the matter. If not satisfactorily resolved, then;

4. Complainant and Director of Education

The complainant will be referred to the Director of Education for consideration of the complaint and the decisions made by supervisory staff of the Board. If not satisfactorily resolved, then;

5. Appeal to the Board

A complainant may submit a written request to the Chairperson of the Board to delegate to the In-Camera Meeting of the Board if not satisfied with the decision of the Director of Education. The delegation request will follow Board By-Law Section 13 subsection B through J. The complainant will be advised in writing, unless otherwise advised by Board legal counsel, of any decisions taken by the Board in relation to the complaint.

Complaint Resolution and Reconciliation

Upon the resolution of the complaint, the employee's superordinate or in the case of an appeal to the Board, the Director of Education, will meet with all parties involved with the complaint to discuss the resolution of the complaint and endeavour to facilitate an opportunity for reconciliation between the parties.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
PUBLIC SESSION
JANUARY 18, 2011**

TOPIC: POLICY DEVELOPMENT UPDATE

The Policy Development Update
is presented for information.

Prepared by: John Crocco, Director of Education

Presented by: John Crocco, Director of Education

Date: January 18, 2011



REPORT TO THE COMMITTEE OF THE WHOLE JANUARY 18, 2011

POLICY DEVELOPMENT UPDATE

Background Information

The Policy Development Update for the month of January 2011 is submitted for the information of Trustees.

A copy of the Policy and Administrative Guidelines - The Establishment and Cyclical Review of Policies Policy (Appendix A) is included for ease of reference.

POLICIES BEING DEVELOPED/REVIEWED		DUE DATE			APPENDIX
		PC	CW	BD	
POLICIES BEING DEVELOPED					
1	Niagara Catholic Parent Involvement Committee (800.7)	Jan. 2011	Feb. 2011	Feb. 2011	B
2	Environmental Education	Jan. 2011	Winter 2010	Winter 2010	C
3	Self-Identification of Aboriginal Students (301.9)	Winter 2010	Winter 2010	Winter 2010	D
4	Growing Success	Spring 2011	Spring 2011	Spring 2011	E
POLICIES BEING REVIEWED					
5	Records Management (600.2)	Jan. 2011	Winter 2010	Winter 2010	F
6	Assignment of Principals & Vice-Principals (202.1)	Winter 2010	Winter 2010	Winter 2010	G
7	Community Use of Schools (800.2)	Winter 2010	Winter 2010	Winter 2010	H
8	Dress Code - Safe Schools (302.6.6)	Winter 2010	Winter 2010	Winter 2010	I
9	Educational Field Trips (400.2)	Winter 2010	Winter 2010	Winter 2010	J
10	Fundraising (301.4)	Spring 2011	Spring 2011	Spring 2011	K
POLICIES - VETTING					
1	Education-Based Research (800.5) <i>(previously Research Projects)</i>	Feb. 2011	Mar. 2011	Mar. 2011	
2	Nutrition (302.7)	Feb. 2011	Mar. 2011	Mar. 2011	
3	Purchasing/Supply Chain Management (600.1) <i>(previously Purchasing of Goods & Services)</i>	Feb. 2011	Mar. 2011	Mar. 2011	
4	Trustee Expenses (100.13)	Jan. 2011	Feb. 2011	Feb. 2011	
POLICIES BEING PRESENTED TO THE BOARD					
1	Catholic Leadership: Principals & Vice-Principals (202.2)	Dec. 2010	Jan. 2011	Jan. 2011	
2	Catholic School Councils (800.1)	Dec. 2010	Jan. 2011	Jan. 2011	
3	Complaint Resolution (800.3)	Dec. 2010	Jan. 2011	Jan. 2011	

Trustees are reminded that the Policies are published on the Board's website www.niagaracatholic.ca.

The Policy Development Update is presented for information.

Prepared by: John Crocco, Director of Education
 Presented by: John Crocco, Director of Education
 Date: January 18, 2011

**THE ESTABLISHMENT AND CYCLICAL
REVIEW OF POLICIES POLICY**
POLICY # 100.5

STATEMENT OF POLICY

The Niagara Catholic District School Board, in order to fulfill its duties and responsibilities, reserves to itself the function of establishing guides for the discretionary action of those to whom it delegates authority. These guides for action will constitute the policies governing the operation of the school system and the internal operations of the Board. The policies pertaining to the internal operations of the Board shall be called bylaws.

The Director of Education, as C.E.O., is accountable to the Board for the implementation of policy and shall issue Administrative Guidelines in support of policy.

The policies of the Board shall be congruent with and supportive of the Mission Statement of the Board.

The process of establishing and reviewing policy will include timely consultation with individuals and groups as deemed appropriate to a particular policy.

The policy shall be based on and supportive of the Catholic Mission Statement of the Board.

ADMINISTRATIVE GUIDELINES

The development and review of all policies shall be initiated by the Board or the Director of Education.

The Director of Education may delegate the development or revision of Policy Statements and Administrative Guidelines to appropriate members of Senior Administrative Council and staff.

The establishment of new Policies and Administrative Guidelines as well as the cyclical review of existing Policies and Administrative Guidelines will adhere to the following process:

1. The draft Policy will be reviewed by Senior Administrative Council for input.
2. Once approved by the Director of Education, the draft Policy will then be forwarded to the Policy Committee for input and information.
3. The Policy Committee may recommend that the draft Policy be vetted to various stakeholder groups or that it be returned to staff for further study.
4. Once approved by the Policy Committee for vetting, the draft Policy will then be distributed to stakeholder groups as identified in the Policy Development Update Form.
5. Once the vetting process has been completed, the final draft Policy will then be presented to Senior Administrative Council for review.
6. Once approved by the Director of Education, the final draft Policy will then be submitted to the Policy Committee for recommendation to the Committee of the Whole.
7. Once reviewed by the Committee of the Whole, the final draft will then be forwarded to the Board for consideration at its next meeting.
8. The Director of Education will issue Administrative Guidelines if necessary in support of the policy, and will distribute the policy to the system.
9. Policies and Administrative Guidelines will be reviewed with the appropriate staff, who will in turn review with school staff to begin the implementation process.

VETTING

A draft policy may be vetted with all or any of the following individuals or groups:

Trustees	O.E.C.T.A. Occasionals	Regional Catholic School Council
Director of Education	C.U.P.E.	Special Education Advisory Committee
Superintendents	Managers'/Supervisors' Group	The Bishop
Principals/Vice-Principals	Student Services	Pastors
Curriculum Support Staff	Principals'/Vice-Principals' Council	Board Solicitor
O.E.C.T.A. Elementary	Non-Unionized Staff	Student Senate
O.E.C.T.A. Secondary	Catholic School Council Chairs	Others

Policy Issued: October 27, 1998

Policy Revised: April 27, 2010

Guidelines Issued: October 27, 1998

Guidelines Revised: June 26, 2001, September 19, 2001, April 27, 2010



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

POLICY DEVELOPMENT UPDATE

NEW

For the Month of January 2011

STEP 1 – NOTIFICATION OF INTENT TO COMMITTEE OF THE WHOLE

Name of Policy	Niagara Catholic Parent Involvement Committee Policy	Policy #	Initiated by	
		800.7	Board	
		Issued	Director	
Intent of Policy	This Policy and Guidelines supports the requirement that each Board establishes a Parent Involvement Committee. It details the composition and functions of the Niagara Catholic Parent Involvement Committee (NCPIC).	N/A	Admin. Council	
		Revised	Ministry of Education	✓
Resource	Lee Ann Forsyth-Sells, Superintendent of Education	N/A		

Distribution of Vetting					
Trustees	<input checked="" type="checkbox"/>	OECTA Occasional	<input checked="" type="checkbox"/>	PIC/Regional Cath. School Council	<input checked="" type="checkbox"/>
Director	<input checked="" type="checkbox"/>	CUPE	<input checked="" type="checkbox"/>	S.E.A.C.	<input checked="" type="checkbox"/>
Superintendents	<input checked="" type="checkbox"/>	Managers/Supervisors	<input checked="" type="checkbox"/>	Bishop	<input checked="" type="checkbox"/>
Principals/V-Principals	<input checked="" type="checkbox"/>	Student Services	<input checked="" type="checkbox"/>	Pastors	<input checked="" type="checkbox"/>
Curriculum Support Staff	<input checked="" type="checkbox"/>	Principals/V-Principals Council	<input checked="" type="checkbox"/>	Board Solicitor	<input checked="" type="checkbox"/>
OECTA Elementary	<input checked="" type="checkbox"/>	Non-Unionized Staff	<input checked="" type="checkbox"/>	Student Senate	<input checked="" type="checkbox"/>
OECTA Secondary	<input checked="" type="checkbox"/>	Catholic School Council Chairs	<input checked="" type="checkbox"/>	Others	<input checked="" type="checkbox"/>

STEP 2 – DRAFT POLICY REVIEW

Stakeholders	Date of Notification to Committee of the Whole	Jan. 2011
Administrative Council	Date of Draft Policy Reviewed	Jan. 2011
Trustees	Date Draft Policy Sent to Trustees	Dec. 2010
	Date Draft Policy Due From Trustees	Dec. 2010 { 7 Days
Stakeholders	Date of Draft Policy Reviewed	Dec. 2010
Policy Committee	Date of Draft Policy Reviewed	Jan. 2011
Committee of the Whole	Date of Draft Policy Reviewed	Feb. 2011
Board	Date of Policy Approved	Feb. 2011

COMMENTS

This new Policy and Guidelines has been developed from Part III entitled Parent Involvement Committees from the Ontario Regulation 330/10.

STATUS OF POLICY GUIDELINES (For Information - Issued by Director of Education)

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NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

POLICY DEVELOPMENT UPDATE

NEW

For the Month of January 2011

STEP 1 – NOTIFICATION OF INTENT TO COMMITTEE OF THE WHOLE

Name of Policy	Environmental Education Policy	Policy #	Initiated by	
		N/A	Board	
		Issued	Director	
Intent of Policy	The Ministry of Education has suggested that Boards develop an Educational Environment Policy.	N/A	Admin. Council	
		Revised	Ministry of Education	
Resource	James Woods, Controller of Plant	N/A		

Distribution of Vetting					
Trustees	<input checked="" type="checkbox"/>	OECTA Occasional	<input checked="" type="checkbox"/>	PIC/Regional Cath. School Council	<input checked="" type="checkbox"/>
Director	<input checked="" type="checkbox"/>	CUPE	<input checked="" type="checkbox"/>	S.E.A.C.	<input checked="" type="checkbox"/>
Superintendents	<input checked="" type="checkbox"/>	Managers/Supervisors	<input checked="" type="checkbox"/>	Bishop	<input checked="" type="checkbox"/>
Principals/V-Principals	<input checked="" type="checkbox"/>	Student Services	<input checked="" type="checkbox"/>	Pastors	<input checked="" type="checkbox"/>
Curriculum Support Staff	<input checked="" type="checkbox"/>	Principals/V-Principals Council	<input checked="" type="checkbox"/>	Board Solicitor	<input checked="" type="checkbox"/>
OECTA Elementary	<input checked="" type="checkbox"/>	Non-Unionized Staff	<input checked="" type="checkbox"/>	Student Senate	<input checked="" type="checkbox"/>
OECTA Secondary	<input checked="" type="checkbox"/>	Catholic School Council Chairs	<input checked="" type="checkbox"/>	Others	<input checked="" type="checkbox"/>

STEP 2 – DRAFT POLICY REVIEW

Stakeholders	Date of Notification to Committee of the Whole	Sept. 2010
Administrative Council	Date of Draft Policy Reviewed	Winter 2010
Trustees	Date Draft Policy Sent to Trustees	Winter 2010
	Date Draft Policy Due From Trustees	Winter 2010 { 7 Days
Stakeholders	Date of Draft Policy Reviewed	Winter 2010
Policy Committee	Date of Draft Policy Reviewed	Jan. 2011
Committee of the Whole	Date of Draft Policy Reviewed	Winter 2010
Board	Date of Policy Approved	Winter 2010

COMMENTS

Recommendation from the Ministry of Education for Boards to develop standards for relationships between school buildings and a) users, b) site and c) greater environment with respect to design, construction, operation, maintenance and protection.

STATUS OF POLICY GUIDELINES (For Information - Issued by Director of Education)

The Policy will be submitted to the Policy Committee pending the receipt of the regulations to the Student Achievement - School Board Governance Act.



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

POLICY DEVELOPMENT UPDATE

NEW

For the Month of January 2011

STEP 1 – NOTIFICATION OF INTENT TO COMMITTEE OF THE WHOLE

Name of Policy	Self-Identification of Aboriginal Students Policy	Policy #	Initiated by	
		309.1	Board	
		Issued	Director	
Intent of Policy	The Ministry of Education has suggested that Boards develop an Educational Environment Policy.	N/A	Admin. Council	✓
Resource	Yolanda Baldasaro, Superintendent of Education	Revised	Ministry of Education	
		N/A		

Distribution of Vetting

Trustees	✓	OECTA Occasional	✓	PIC/Regional Cath. School Council	✓
Director	✓	CUPE		S.E.A.C.	✓
Superintendents	✓	Managers/Supervisors		Bishop	✓
Principals/V-Principals	✓	Student Services	✓	Pastors	✓
Curriculum Support Staff	✓	Principals/V-Principals Council	✓	Board Solicitor	✓
OECTA Elementary	✓	Non-Unionized Staff		Student Senate	✓
OECTA Secondary	✓	Catholic School Council Chairs	✓	Others	✓

STEP 2 – DRAFT POLICY REVIEW

Stakeholders	Date of Notification to Committee of the Whole	2008
Administrative Council	Date of Draft Policy Reviewed	Winter 2010
Trustees	Date Draft Policy Sent to Trustees	Winter 2010
	Date Draft Policy Due From Trustees	Winter 2010 { 7 Days
Stakeholders	Date of Draft Policy Reviewed	Winter 2010
Policy Committee	Date of Draft Policy Reviewed	Winter 2010
Committee of the Whole	Date of Draft Policy Reviewed	Winter 2010
Board	Date of Policy Approved	Winter 2010

COMMENTS

As per recommendations outlined in the Ministry of Education Ontario First Nation, Metis and Inuit Education Policy Framework and Building Bridges to Success for First Nation, Metis and Inuit Students.

STATUS OF POLICY GUIDELINES (For Information - Issued by Director of Education)

The Policy will be submitted to the Policy Committee pending the receipt of the regulations to the Student Achievement - School Board Governance Act.



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

POLICY DEVELOPMENT UPDATE

NEW

For the Month of January 2011

STEP 1 – NOTIFICATION OF INTENT TO COMMITTEE OF THE WHOLE

Name of Policy	Growing Success Policy	Policy # N/A	Initiated by	
Intent of Policy	To support the assessment, evaluation, and reporting on student achievement of all students in Niagara Catholic schools.	Issued N/A	Board	
Resource	Lee Ann Forsyth-Sells, Superintendent of Education	Revised N/A	Director	
			Admin. Council	
			Ministry of Education	✓

Distribution of Vetting					
Trustees	✓	OECTA Occasional	✓	PIC/Regional Cath. School Council	✓
Director	✓	CUPE	✓	S.E.A.C.	✓
Superintendents	✓	Managers/Supervisors	✓	Bishop	✓
Principals/V-Principals	✓	Student Services	✓	Pastors	✓
Curriculum Support Staff	✓	Principals/V-Principals Council	✓	Board Solicitor	✓
OECTA Elementary	✓	Non-Unionized Staff	✓	Student Senate	✓
OECTA Secondary	✓	Catholic School Council Chairs	✓	Others	✓

STEP 2 – DRAFT POLICY REVIEW

Stakeholders	Date of Notification to Committee of the Whole	Sept. 14, 2010
Administrative Council	Date of Draft Policy Reviewed	Winter 2010
Trustees	Date Draft Policy Sent to Trustees	Winter 2010
	Date Draft Policy Due From Trustees	Winter 2010 { 7 Days
Stakeholders	Date of Draft Policy Reviewed	Winter 2010
Policy Committee	Date of Draft Policy Reviewed	Winter 2010
Committee of the Whole	Date of Draft Policy Reviewed	Winter 2010
Board	Date of Policy Approved	Winter 2010

COMMENTS

This Policy will address the issues of:

- a) the lower limit of the range of percentage marks below 50 percent for Grades 9 to 12
- b) late and missed assignments and
- c) cheating and plagiarism.

b)



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

POLICY DEVELOPMENT UPDATE

For the Month of January 2011

STEP 1 – NOTIFICATION OF INTENT TO COMMITTEE OF THE WHOLE					
Name of Policy	Records Management Policy (600.2)				
Resource	John Crocco, Director of Education				
Distribution of Vetting					
Trustees	<input checked="" type="checkbox"/>	OECTA Occasional	<input checked="" type="checkbox"/>	PIC/Regional Cath. School Council	<input checked="" type="checkbox"/>
Director	<input checked="" type="checkbox"/>	CUPE	<input checked="" type="checkbox"/>	S.E.A.C.	<input checked="" type="checkbox"/>
Superintendents	<input checked="" type="checkbox"/>	Managers/Supervisors	<input checked="" type="checkbox"/>	Bishop	<input checked="" type="checkbox"/>
Principals/V-Principals	<input checked="" type="checkbox"/>	Student Services	<input checked="" type="checkbox"/>	Pastors	<input checked="" type="checkbox"/>
Curriculum Support Staff	<input checked="" type="checkbox"/>	Principals/V-Principals Council	<input checked="" type="checkbox"/>	Board Solicitor	<input checked="" type="checkbox"/>
OECTA Elementary	<input checked="" type="checkbox"/>	Non-Unionized Staff	<input checked="" type="checkbox"/>	Student Senate	<input checked="" type="checkbox"/>
OECTA Secondary	<input checked="" type="checkbox"/>	Catholic School Council Chairs	<input checked="" type="checkbox"/>	Others	<input checked="" type="checkbox"/>
STEP 2 – DRAFT POLICY REVIEW					
Committee of the Whole	Date of Notification to Committee of the Whole	Jan. 2011			
Administrative Council	Date of Draft Policy Reviewed	Winter 2010			
Trustees	Date Draft Policy Sent to Trustees	Winter 2010			
	Date Draft Policy Due From Trustees	Winter 2010 { 7 Days			
Stakeholders	Date of Draft Policy Reviewed	Winter 2010			
Policy Committee	Date of Draft Policy Reviewed	Jan. 2011			
Committee of the Whole	Date of Draft Policy Reviewed	Winter 2010			
Board	Date of Policy Approved	Winter 2010			
COMMENTS					
<p>The current policy is being reviewed as part of the cyclical Policy and Administrative Guidelines Review Process to ensure continued compliance with the Education Statutes and Regulations of Ontario and other relevant legislation, as well as to ensure that the Policy and Administrative Guidelines continues to meet the goals, best practices and needs of the system.</p>					
STATUS OF POLICY GUIDELINES (For Information - Issued by Director of Education)					



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

POLICY DEVELOPMENT UPDATE

For the Month of January 2011

STEP 1 – NOTIFICATION OF INTENT TO COMMITTEE OF THE WHOLE					
Name of Policy	Assignment of Principals and Vice-Principals (202.1)				
Resource	Frank Iannantuono, Superintendent of Education				
Distribution of Vetting					
Trustees	<input checked="" type="checkbox"/>	OECTA Occasional	<input checked="" type="checkbox"/>	PIC/Regional Cath. School Council	<input checked="" type="checkbox"/>
Director	<input checked="" type="checkbox"/>	CUPE	<input type="checkbox"/>	S.E.A.C.	<input checked="" type="checkbox"/>
Superintendents	<input checked="" type="checkbox"/>	Managers/Supervisors	<input checked="" type="checkbox"/>	Bishop	<input checked="" type="checkbox"/>
Principals/V-Principals	<input checked="" type="checkbox"/>	Student Services	<input checked="" type="checkbox"/>	Pastors	<input checked="" type="checkbox"/>
Curriculum Support Staff	<input type="checkbox"/>	Principals/V-Principals Council	<input checked="" type="checkbox"/>	Board Solicitor	<input checked="" type="checkbox"/>
OECTA Elementary	<input checked="" type="checkbox"/>	Non-Unionized Staff	<input checked="" type="checkbox"/>	Student Senate	<input checked="" type="checkbox"/>
OECTA Secondary	<input checked="" type="checkbox"/>	Catholic School Council Chairs	<input checked="" type="checkbox"/>	Others	<input checked="" type="checkbox"/>
STEP 2 – DRAFT POLICY REVIEW					
Committee of the Whole	Date of Notification to Committee of the Whole	May 2010			
Administrative Council	Date of Draft Policy Reviewed	Winter 2010			
Trustees	Date Draft Policy Sent to Trustees	Winter 2010			
	Date Draft Policy Due From Trustees	Winter 2010 { 7 Days			
Stakeholders	Date of Draft Policy Reviewed	Winter 2010			
Policy Committee	Date of Draft Policy Reviewed	Winter 2010			
Committee of the Whole	Date of Draft Policy Reviewed	Winter 2010			
Board	Date of Policy Approved	Winter 2010			
COMMENTS					
<p>The current policy is being reviewed as part of the cyclical Policy and Administrative Guidelines Review Process to ensure continued compliance with the Education Statutes and Regulations of Ontario and other relevant legislation, as well as to ensure that the Policy and Administrative Guidelines continues to meet the goals, best practices and needs of the system.</p>					
STATUS OF POLICY GUIDELINES (For Information - Issued by Director of Education)					
<p> </p>					



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

POLICY DEVELOPMENT UPDATE

For the Month of January 2011

STEP 1 – NOTIFICATION OF INTENT TO COMMITTEE OF THE WHOLE

Name of Policy	Community Use of Schools Policy (800.2)					
Resource	James Woods, Controller of Plant					
Distribution of Vetting						
Trustees	<input checked="" type="checkbox"/>	OECTA Occasional	<input checked="" type="checkbox"/>	PIC/Regional Cath. School Council	<input checked="" type="checkbox"/>	
Director	<input checked="" type="checkbox"/>	CUPE	<input type="checkbox"/>	S.E.A.C.	<input checked="" type="checkbox"/>	
Superintendents	<input checked="" type="checkbox"/>	Managers/Supervisors	<input checked="" type="checkbox"/>	Bishop	<input checked="" type="checkbox"/>	
Principals/V-Principals	<input checked="" type="checkbox"/>	Student Services	<input checked="" type="checkbox"/>	Pastors	<input checked="" type="checkbox"/>	
Curriculum Support Staff	<input type="checkbox"/>	Principals/V-Principals Council	<input checked="" type="checkbox"/>	Board Solicitor	<input checked="" type="checkbox"/>	
OECTA Elementary	<input checked="" type="checkbox"/>	Non-Unionized Staff	<input checked="" type="checkbox"/>	Student Senate	<input checked="" type="checkbox"/>	
OECTA Secondary	<input checked="" type="checkbox"/>	Catholic School Council Chairs	<input checked="" type="checkbox"/>	Others	<input checked="" type="checkbox"/>	

STEP 2 – DRAFT POLICY REVIEW

Committee of the Whole	Date of Notification to Committee of the Whole	May 2010
Administrative Council	Date of Draft Policy Reviewed	Winter 2010
Trustees	Date Draft Policy Sent to Trustees	Winter 2010
	Date Draft Policy Due From Trustees	Winter 2010 { 7 Days
Stakeholders	Date of Draft Policy Reviewed	Winter 2010
Policy Committee	Date of Draft Policy Reviewed	Winter 2010
Committee of the Whole	Date of Draft Policy Reviewed	Winter 2010
Board	Date of Policy Approved	Winter 2010

COMMENTS

The current policy is being reviewed as part of the cyclical Policy and Administrative Guidelines Review Process to ensure continued compliance with the Education Statutes and Regulations of Ontario and other relevant legislation, as well as to ensure that the Policy and Administrative Guidelines continues to meet the goals, best practices and needs of the system.

STATUS OF POLICY GUIDELINES (For Information - Issued by Director of Education)

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NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

POLICY DEVELOPMENT UPDATE

For the Month of January 2011

STEP 1 – NOTIFICATION OF INTENT TO COMMITTEE OF THE WHOLE					
Name of Policy	Dress Code - Safe Schools Policy (302.6.6)				
Resource	Frank Iannantuono, Superintendent of Education				
Distribution of Vetting					
Trustees	<input checked="" type="checkbox"/>	OECTA Occasional	<input checked="" type="checkbox"/>	PIC/Regional Cath. School Council	<input checked="" type="checkbox"/>
Director	<input checked="" type="checkbox"/>	CUPE	<input type="checkbox"/>	S.E.A.C.	<input checked="" type="checkbox"/>
Superintendents	<input checked="" type="checkbox"/>	Managers/Supervisors	<input checked="" type="checkbox"/>	Bishop	<input checked="" type="checkbox"/>
Principals/V-Principals	<input checked="" type="checkbox"/>	Student Services	<input checked="" type="checkbox"/>	Pastors	<input checked="" type="checkbox"/>
Curriculum Support Staff	<input type="checkbox"/>	Principals/V-Principals Council	<input checked="" type="checkbox"/>	Board Solicitor	<input checked="" type="checkbox"/>
OECTA Elementary	<input checked="" type="checkbox"/>	Non-Unionized Staff	<input checked="" type="checkbox"/>	Student Senate	<input checked="" type="checkbox"/>
OECTA Secondary	<input checked="" type="checkbox"/>	Catholic School Council Chairs	<input checked="" type="checkbox"/>	Others	<input checked="" type="checkbox"/>
STEP 2 – DRAFT POLICY REVIEW					
Committee of the Whole	Date of Notification to Committee of the Whole	Nov. 2010			
Administrative Council	Date of Draft Policy Reviewed	Winter 2010			
Trustees	Date Draft Policy Sent to Trustees	Winter 2010			
	Date Draft Policy Due From Trustees	Winter 2010 { 7 Days			
Stakeholders	Date of Draft Policy Reviewed	Winter 2010			
Policy Committee	Date of Draft Policy Reviewed	Winter 2010			
Committee of the Whole	Date of Draft Policy Reviewed	Winter 2010			
Board	Date of Policy Approved	Winter 2010			
COMMENTS					
<p>The current policy is being reviewed as part of the cyclical Policy and Administrative Guidelines Review Process to ensure continued compliance with the Education Statutes and Regulations of Ontario and other relevant legislation, as well as to ensure that the Policy and Administrative Guidelines continues to meet the goals, best practices and needs of the system.</p>					
STATUS OF POLICY GUIDELINES (For Information - Issued by Director of Education)					
<p> </p>					



POLICY DEVELOPMENT UPDATE

For the Month of January 2011

STEP 1 – NOTIFICATION OF INTENT TO COMMITTEE OF THE WHOLE					
Name of Policy	Educational Field Trips Policy (400.2)				
Resource	Yolanda Baldasaro, Superintendent of Education				
Distribution of Vetting					
Trustees	<input checked="" type="checkbox"/>	OECTA Occasional	<input checked="" type="checkbox"/>	PIC/Regional Cath. School Council	<input checked="" type="checkbox"/>
Director	<input checked="" type="checkbox"/>	CUPE	<input checked="" type="checkbox"/>	S.E.A.C.	<input checked="" type="checkbox"/>
Superintendents	<input checked="" type="checkbox"/>	Managers/Supervisors	<input checked="" type="checkbox"/>	Bishop	<input checked="" type="checkbox"/>
Principals/V-Principals	<input checked="" type="checkbox"/>	Student Services	<input checked="" type="checkbox"/>	Pastors	<input checked="" type="checkbox"/>
Curriculum Support Staff	<input checked="" type="checkbox"/>	Principals/V-Principals Council	<input checked="" type="checkbox"/>	Board Solicitor	<input checked="" type="checkbox"/>
OECTA Elementary	<input checked="" type="checkbox"/>	Non-Unionized Staff	<input checked="" type="checkbox"/>	Student Senate	<input checked="" type="checkbox"/>
OECTA Secondary	<input checked="" type="checkbox"/>	Catholic School Council Chairs	<input checked="" type="checkbox"/>	Others	<input checked="" type="checkbox"/>
STEP 2 – DRAFT POLICY REVIEW					
Committee of the Whole	Date of Notification to Committee of the Whole	June 2010			
Administrative Council	Date of Draft Policy Reviewed	Winter 2010			
Trustees	Date Draft Policy Sent to Trustees	Winter 2010			
	Date Draft Policy Due From Trustees	Winter 2010 { 7 Days			
Stakeholders	Date of Draft Policy Reviewed	Winter 2010			
Policy Committee	Date of Draft Policy Reviewed	Winter 2010			
Committee of the Whole	Date of Draft Policy Reviewed	Winter 2010			
Board	Date of Policy Approved	Winter 2010			
COMMENTS					
<p>The current policy is being reviewed as part of the cyclical Policy and Administrative Guidelines Review Process to ensure continued compliance with the Education Statutes and Regulations of Ontario and other relevant legislation, as well as to ensure that the Policy and Administrative Guidelines continues to meet the goals, best practices and needs of the system.</p>					
STATUS OF POLICY GUIDELINES (For Information - Issued by Director of Education)					
<p> </p>					



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

POLICY DEVELOPMENT UPDATE

For the Month of January 2011

STEP 1 – NOTIFICATION OF INTENT TO COMMITTEE OF THE WHOLE		
Name of Policy	Fundraising Policy (301.4)	
Resource	Larry Reich, Superintendent of Business & Financial Services	
Distribution of Vetting		
Trustees	<input checked="" type="checkbox"/>	OECTA Occasional
Director	<input checked="" type="checkbox"/>	CUPE
Superintendents	<input checked="" type="checkbox"/>	Managers/Supervisors
Principals/V-Principals	<input checked="" type="checkbox"/>	Student Services
Curriculum Support Staff	<input checked="" type="checkbox"/>	Principals/V-Principals Council
OECTA Elementary	<input checked="" type="checkbox"/>	Non-Unionized Staff
OECTA Secondary	<input checked="" type="checkbox"/>	Catholic School Council Chairs
	<input checked="" type="checkbox"/>	PIC/Regional Cath. School Council
	<input checked="" type="checkbox"/>	S.E.A.C.
	<input checked="" type="checkbox"/>	Bishop
	<input checked="" type="checkbox"/>	Pastors
	<input checked="" type="checkbox"/>	Board Solicitor
	<input checked="" type="checkbox"/>	Student Senate
	<input checked="" type="checkbox"/>	Others
STEP 2 – DRAFT POLICY REVIEW		
Committee of the Whole	Date of Notification to Committee of the Whole	June 2010
Administrative Council	Date of Draft Policy Reviewed	Spring 2011
Trustees	Date Draft Policy Sent to Trustees	Spring 2011
	Date Draft Policy Due From Trustees	Spring 2011 { 7 Days
Stakeholders	Date of Draft Policy Reviewed	Spring 2011
Policy Committee	Date of Draft Policy Reviewed	Spring 2011
Committee of the Whole	Date of Draft Policy Reviewed	Spring 2011
Board	Date of Policy Approved	Spring 2011
COMMENTS		
<p>The current policy is being reviewed as part of the cyclical Policy and Administrative Guidelines Review Process to ensure continued compliance with the Education Statutes and Regulations of Ontario and other relevant legislation, as well as to ensure that the Policy and Administrative Guidelines continues to meet the goals, best practices and needs of the system.</p>		
STATUS OF POLICY GUIDELINES (For Information - Issued by Director of Education)		
<p> </p>		

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
PUBLIC SESSION
JANUARY 18, 2011**

**TOPIC: NIAGARA CATHOLIC'S BEST PRACTICE SUBMISSION
USING ONTARIO CATHOLIC SCHOOL
GRADUATE EXPECTATIONS (OCSGE) FOR THE
INSTITUTE OF CATHOLIC EDUCATION**

The report on Niagara Catholic's Best Practice Submission
Using Ontario Catholic School Graduate Expectations (OCSGE)
for the Institute of Catholic Education, is presented for information.

Prepared by: Yolanda Baldasaro, Superintendent of Education
Mark Lefebvre, School Effectiveness Framework Administrator
Terri Pauco, Religious Education and Family Life Consultant

Presented by: Yolanda Baldasaro, Superintendent of Education
Mark Lefebvre, School Effectiveness Framework Administrator
Terri Pauco, Religious Education and Family Life Consultant

Approved by: John Crocco, Director of Education

Date: January 18, 2011



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

REPORT TO THE COMMITTEE OF THE WHOLE MEETING JANUARY 18, 2011

NIAGARA CATHOLIC'S BEST PRACTICE SUBMISSION USING ONTARIO CATHOLIC SCHOOL GRADUATE EXPECTATIONS (OCSGE) FOR THE INSTITUTE OF CATHOLIC EDUCATION

BACKGROUND INFORMATION

In January 2009, to mark the 10th Anniversary of the development of the Ontario Catholic School Graduate Expectations (OCSGE), the Institute of Catholic Education (ICE) invited all Catholic partners to review and reflect on impact of the OCSGE and to evaluate whether they needed to be adjusted or revised to reflect the current realities of Catholic Education and the return to Virtues Education since their introduction.

At the same time, a call was made to all Catholic District School Boards for examples of best practices of the Ontario Catholic School Graduate Expectation use. This collection of best practices would then be organized and shared with all partners to celebrate the exemplary work of Catholic educators across the province.

NIAGARA CATHOLIC SUBMISSIONS

In December, 2010, Sister Joan Cronin, contacted the Niagara Catholic District School Board to inform the Board that two submissions had been accepted for the Provincial Catholic Best Practice Collection – the Virtues Education Model Poster, *Becoming Beatitude People*, and the Religion – Literacy Mentor Text lesson template and lesson based on the picture book, *Coming Home* by Max Lucado.

The poster, *Becoming Beatitude People*, visually reminds all those in the Niagara Catholic Community that our students receive a solid foundation that is based on the seven foci of the OCSGE and the Catholic Social Teachings. Because of this foundation, Niagara Catholic graduates are able to enter the world as living witnesses of Christ; called to a virtuous life.

The Religion – Literacy lesson template was created to assist elementary teachers develop purposeful lessons that focus on both literacy and Catholicity, and use high yield strategies to promote student engagement and achievement. It has been utilized to share several mentor text lessons throughout the system, as well as other Religion lessons. The sample lesson chosen by the ICE selection team was based on the picture book, *Coming Home*. This multi-day lesson integrates the meaning and rituals of Lent and the reading strategies of questioning and connecting to encourage the development of a discerning believer formed in a community of faith, and an effective communicator through the virtues of faith, temperance, and prudence.

The report on Niagara Catholic's Best Practice Submission using OCSGE
for the Institute of Catholic Education is presented for information.

Prepared by: Yolanda Baldasaro, Superintendent of Education
Mark Lefebvre, School Effectiveness Framework Administrator
Terri Pauco, Religious Education and Family Life Consultant

Presented by: Yolanda Baldasaro, Superintendent of Education
Mark Lefebvre, School Effectiveness Framework Administrator
Terri Pauco, Religious Education and Family Life Consultant

Approved by: John Crocco, Director of Education

Date: January 18, 2011

Fortitude Prudence Hope Love Faith Justice Temperance



***Becoming
Beatitude
People***

***Catholic
Social
Teachings***

*Dignity of the Human Person
Dignity of Work and Service
Rights and Responsibilities
Call to Family, Community
and Participation
Preferential Option for the
Poor and Vulnerable
Care of God's Creation
Solidarity*

***Catholic
Graduate
Expectations***

*A Discerning Believer formed
in a Catholic Faith Community
A Self-directed, Responsible Lifelong Learner
A Reflective & Creative Thinker
A Collaborative Contributor
An Effective Communicator
A Responsible Citizen
A Caring Family Member*

JK/SK

Primary

Junior

Intermediate

Senior



Mentor Text: Coming Home

ISBN 978-1-58134-756-2

By Max Lucado



Catholic Focus

Catholic Social Teaching

Virtue
Faith
Temperance
Prudence

Connection to Religion Programs
Meaning and rituals of Lent

Scripture
Matt 25: 1- 13, The Parable of the Ten Young Women
Matt 24: 36 -44/Mark 13: 32 – 37,
No one knows the Day or Hour
Matt 24: 45 -51/Luke 12: 41 -48, The Faithful/Unfaithful Servant
Luke 21: 34 – 38, The Need to Watch
John 14: 15-21, The Promise of the Holy Spirit

Catholic Graduate Expectation

- Discerning Believer
- Effective Communicator
- Collaborative Contributor
- Reflective, Creative and Holistic Thinker
- Self-directed, Life Long Learner
- Caring Family Member
- Responsible Citizen

Curriculum Expectations

Reading:

- 1.3 – identify a variety of reading comprehension strategies and use them appropriately before, during and after reading
- 1.6 – extending understanding of text by connecting, comparing and contrasting
- 2.4 – identify various elements of the text style and explain how these help to communicate meaning (e.g. word choice, similes, symbolism)

Visual Arts

D1.3 – demonstrate elements of design, namely colour, to communicate ideas, messages and understanding

Teacher Prep/Materials

Familiarize with the pre-reading strategy of **Tea Party**. Read Kylene Beers' *When Kids Can't Read – What Teachers Can Do*, pp. 94 -101

Day 1

Pre-read the copy of *Coming Home*.
Prepare sentence strips for the 'Tea Party.'
Have Q-chart and sticky notes available.
Chart paper; group assignments
Students will need Reader's Notebook

Day 2

Bibles
Prayer
Reader Notebooks

Day 3

copies of front inner book jacket (optional)
Writer's Workbook
Prayer

Summary of the Text

Twin brothers Arion and Argo are scared. They have spent most of their lives shipwrecked on the lonely, gray island of Terrene with their ship's captain. The captain will soon be leaving for Bluestone. He tells them he is going to prepare a home for them in this colourful and vibrant place. He promises to come back for them but the brothers soon grow tired of watching and waiting for their captain. Arion, forever faithful, tries to follow the rules the captain made but Argo rebels and travels into the forest. He begins to gray and lose his colour. Time passes and it becomes harder for the boys to really believe that the captain will come back for them? In the end, he does return and the brothers learn what faith is... seeing with your heart and not with your eyes, as they set sail for their new and colour infused life in Bluestone.

Instructional Approaches/Strategies to Support Student Learning and Literacy

Day One

Before Reading

Display cover to the students and share book's title. Inform students that they have been invited to a tea party to see how accurately they can predict this book's plot. Review the rules of the **Tea Party**. Hand out sentence strips and observe as the students mingle and share what is on the strips.

After an adequate amount of time, divide students into groups. Have them orally speculate what they think is the story's plot. You may choose to have each group write their prediction on chart paper or after the discussion or request that each student writes his/her own.

Encourage any students who may have questions about the story to post them on the class Q-chart.

During Reading

Begin teacher Read Aloud. Read until page 16- the point where the captain sails away and leaves the brothers alone. Have the students check their predictions, checking off any that were in the proper sequence, supported by evidence from the text.

Ask:

Why do you think Max Lucado decided to make Terrene so gray? How does this help to establish the mood?

What were some of the words or phrases that you remember? How do these help you to better understand the story? Copy onto chart paper.

Continue with the Read aloud. Read to the line... and became part of the grayness on page 24.

Have students check their predictions.

Ask: How has Argo changed? Are there any new reasons why you think the author continues to use the colour gray in the story?

Continue to the end of the story. Have the students check their predictions.

After Reading

Ask each student to reflect in his/her Reader's Notebook how accurate his/her own or group's prediction and/or what the gray symbolizes.

Day 2

Before Reading

Have volunteers retell the story of Coming Home. Try to answer any questions from the Q-chart.

During Reading

Hand out bibles. Assign **Matthew 25: 1- 13**, *The Parable of the Ten Young Women* as independent reading. If necessary, pair weaker readers with a stronger peer to support differentiated instruction.

It is best to encourage prayerful, repetitive reading of scripture passage. The first reading is to simply become familiar with the text. The second time should be read more slowly, visualizing the setting, the characters, their movement and interactions of the gospel story. Encourage the students to place themselves in the story and imagine being a witness to the event. During the third reading, focus should be made on what part of the reading touches the student's heart and this, then, is used in meditative prayer based on the scripture passage. Do not rush this part of the lesson!

Now, in their Reader's Notebooks, have students compare and contrast this parable to Coming Home. Encourage them to pick an appropriate graphic organizer to assist them (e.g. Venn diagram, T-chart...).

Allow those that need to talk through their answers before writing it down, to do so.

Early finishers may want to choose one other scripture reading from the list and repeat a prayerful reading of it.

Collect graphic organizers.

At end of class, pray together:

Find Us Ready, Lord

When you return Lord, I want to be ready.
Help me clean out the dusty corners of my life
And keep my heart ready for your return.
Through prayer I will grow closer to you.
By loving others I will prepare myself for your coming.
By knowing that you might come at any moment,
I will remain ready for your return because I wish to live
always in your love.

Amen

(from: *Break Through Bible for Young Catholics*, p.1428)

Visual Arts

Display some of the illustrations from Coming Home to the class, especially pp. 11,17, and 21.

Ask: What colours do you see? Where is the light source?

Ask: What mood does this colour choice invite in the viewer.

Depending on grade, introduce the following vocabulary: monochromatic or analogous colours and shading

Medium: Charcoal and pastel drawing.

Create a drawing of a natural object (e.g. shell, driftwood, seed pod, jagged rock...) or still life using pencil/charcoal/pastel to create a monochromatic (or analogous) colour drawing that features different values to provoke a particular emotion. Encourage students to add highlights.



Day 3

Hand back student work. In pairs, have students share their comparisons of the two scripture passages and Coming Home.

Define allegory.

An allegory is a story, poem or picture in which the characters and events are to be understood as representing other things and symbolically expressing a deeper, often spiritual or moral meaning.

Have students brainstorm what the characters and events might symbolize spiritually. Possible answers: Captain = Jesus, Bluestone = heaven, grayness and lack of light or colour = sin

Read the front inner panel of the picture book's dust jacket to the class or if copies are available, have students read it together and try to identify the four truths in the story from the context of faith.

- Jesus will return for us.
- God keeps God's promises
- While we wait, we must not get distracted and live as Jesus taught us.
- Our true home is heaven.

Have students write the definition of allegory into their Reader Notebooks as well as the four truths and one symbol.

Revisit the list of memorable words or phrases.

Ask: *How did these words/phrases contribute to your understanding of this allegory?* Give the students time to copy some of these into their Writer's Workbook.

Pray Find Us Ready, Lord.

Later, in Religion class, discuss Lent as a time to prepare for Jesus' return as we practice waiting patiently, trying to live as Jesus taught us.

Extending: Follow-Up Activities

1. Continue saying the prayer and using the scriptural references given in this lesson plan to encourage more authentic connections: text to faith, text to text, text to self, text to world.
2. Brainstorm the ways in which the forty days of Lent is like time on the gray island of Terenne.
3. Use some of the similes from the story as examples and have students write their own similes about a colour.

Examples from Coming Home

- Not a happy gray like the hue of a shadowed snow.
- Not a strong gray like the shade of thunderclouds.
- But a dirty, dismal gray – like the worn skin of an elephant or the cold ashes of a dead fire.

4. Have students write diamante poems using the contrasting ideas from either Coming Home or the Parable of the Ten Young Women. Examples:

Arion	Terrente	The Seashore	Stillness	Gray	Turning Away
Argo	Bluestone	The Forest	Distraction	Colour	Coming Home

5. Continue with other Visual Art lessons on the element of colour... cool vs. warm colours, colour wheel, shading
6. Author Study: Max Lucado.

Assessment

Spot check the summaries developed after the Tea Party.

Be aware of who is participating in the oral discussions during the read aloud and the complexity of their oral answers. Make anecdotal notes at earliest opportunity.

Read over the graphic organizers, identifying students who have made excellent connections, good connections, fair connections and few connections between the two stories. Select student pairs based on this data. Keep a list of those having difficulty so they can come together in a future guided reading lesson on connections.

Develop a rubric using the achievement chart for the Arts from the revised Arts Curriculum.

Teacher Reflection

Tea Party Strategy

By actively engaging students in this strategy, you are encouraging them in the meaning –making process long before they begin reading the selected text. You are setting up a situation in which students visit one peer, converse briefly, and move on to another. They engage in a talking-listening pattern that allows them to frontload their knowledge of the text. The students are invited to predict and make probable conclusions about the story.

Tea Party Rules

- 1) Share their sentence strip with as many classmates as possible.
- 2) Listen to others as they read their sentences.
- 3) Discuss how the sentences might be related.
- 4) Speculate on what the sentences, collectively, might be about

(Beer, Kylene. *When Kids Can't Read – What Teachers Can Do*. Portsmouth: Heinemann, 2003, pp. 94-101.)

24 Sentence Strips for The Coming Home Tea Party

“Just remember what I’ve taught you. And, remember, I’ll be back.”

“You can’t leave the island!”

As far as Argo and Arion knew, everything in the world was just like Terrene – small and gray.

The volcano erupted once. It will erupt again.

And stay out of the forest for the forest will take your colour.

I am going to Bluestone to prepare your place.

The captain smiled and helped Argo onto the ship.

Be ready!

So began the days when Argo and Arion were alone together.

We need to stay together.

Only the boys and the captain were not gray.

He moved faster and faster until he reached the schooner.

The two brothers stood and looked at each other – Arion with sorrow and Argo with disbelief.

It's hard for me to remember his voice!

The two boys looked at the captain with astonishment.

You've changed Argo. You are like the island.

Stay away from the mountain.

A few days later a speck of gold appeared on the morning horizon.

I've made some new friends in the forest.

Argo chose Terrene.

What Arion had been able to see only with his heart, he now saw with his eyes.

"Please, may I come with you?"

The ship set sail for Bluestone.

Argo and Arion were barely two years old the night their ship was wrecked.

JK/SK

Primary

Junior

Intermediate

Senior

Mentor Text Lesson Template
Title:

Catholic Focus

Catholic Social Teaching

Virtue

Connection to Religion Programs/Fully Alive

Scripture

Catholic Graduate Expectation

Discerning Believer

Effective Communicator

Collaborative Contributor

Reflective, Creative and Holistic Thinker

Self-directed, Life Long Learner

Caring Family Member

Responsible Citizen

Curriculum Expectations

Summary of the Text/Text type

Teacher Prep/Materials

Instructional Approaches/Strategies to Support Student Learning and Literacy

Before Reading

During Reading

After Reading

Extending: Follow-Up Activities

Assessment

Teacher Reflection

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
PUBLIC SESSION
JANUARY 18, 2011**

**TOPIC: NIAGARA CATHOLIC EARLY YEARS TO GRADE 2
COLLABORATIVE INQUIRY UPDATE
STUDENT ACHIEVEMENT K-12**

The report on the Niagara Catholic Early Years to Grade 2 Collaborative Inquiry Update Student Achievement K-12, is presented for information.

Prepared by: Yolanda Baldasaro, Superintendent of Education
Mark Lefebvre, Administrator: School Effectiveness
Kendall Cappellazzo, Early Years/Primary Consultant

Presented by: Yolanda Baldasaro, Superintendent of Education
Mark Lefebvre, Administrator: School Effectiveness
Kendall Cappellazzo, Early Years/Primary Consultant

Approved by: John Crocco, Director of Education

Date: January 18, 2011



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

REPORT TO THE COMMITTEE OF THE WHOLE MEETING JANUARY 18, 2011

NIAGARA CATHOLIC EARLY YEARS TO GRADE 2 COLLABORATIVE INQUIRY UPDATE STUDENT ACHIEVEMENT K-12

In September 2010, the Ministry of Education provided Niagara Catholic with funds to support a Collaborative Inquiry for Early Years to Grade 2. The parameters for funding were to be used primarily for teacher professional development through release time.

Previously, a Council of Ontario Directors of Education (CODE) Project provided funds to Niagara Catholic for ten (10) Educational Resource Teachers to be trained in Early Reading Strategies. The ten (10) ERTs significantly raised the reading scores of struggling students in Grade 1 at each of their schools. The ERTs at these schools were positioned to support the teachers in their schools.

Based on the success of the CODE Project, it was decided to align and extend the Collaborative Inquiry K-2 and CODE Projects together with a focus on Early Reading. The goal is to reduce the gap between males and females through explicit reading strategy instruction at all Full Day Early Learning Kindergarten Program (FD-ELKP) sites.

In September 2010, all FD-ELKP teachers and Early Childhood Educators (ECEs) enjoyed a full day of training on preparing a timetable, rethinking calendar time and show and tell, examining assessment and evaluation, and what you would see and hear in an exceptional FD-ELKP classroom. All of these factors contribute to a successful literacy program. Soon after, FD-ELKP teachers were released for two half day sessions on how to administer, score and use the results of the Observation Survey and Running Records to guide and focus their instruction with individual and small groups of students.

An additional ten (10) ERTs were trained in Early Reading Strategies, and work on a daily basis with two struggling readers in the FD-ELKP classrooms in their schools. The ERTs from the 2009-2010 training continue to work with identified struggling readers at their schools.

In October 2010, the Ministry of Education announced another Collaborative Inquiry initiative that would include students from Kindergarten to Grade 4. There was no funding attached to this project. The Student Achievement Department decided to bring the Grades 3 and 4 teachers from St. Patrick Catholic, Niagara Falls and St. Joseph Catholic, Grimsby into the project so that these teachers could acquire precise reading strategies to use with the struggling readers in their classrooms.

Niagara Catholic Early Childhood Educators have received the same training that ERTs and teachers have received. In the New Year, ECEs will also receive training in Balanced Literacy, and explore how all the components of a solid literacy program fit together.

Training has been extended to Grade 1 and 2 teachers at the same school sites. The FD-ELKP teachers have been positioned as a significant resource for the training and support of the Grade 1 and 2 teachers in their schools. Network hubs of FD-ELKP teachers and ECEs, who train the Grade 1 and 2 teachers in early reading strategies, have been created.

A Niagara Catholic Literacy Coach has been dedicated to work exclusively with all FD-ELKP classrooms to guide and model Early Reading Strategies with the students in classrooms. The Literacy Coach goes to each classroom once a week and collaborates with the educators to improve the reading levels of the students.

Under the guidance of Kendall Cappellazzo, Early Years Primary Consultant, Jill Ferneyhough, Reading Recovery Teacher Leader and Dana Sacco, FD-ELKP Literacy Coach, these staff members have provided support and direction to all of the FD-ELKP teachers and ECEs. They bring a wealth of knowledge, leadership and professionalism to every workshop and in their advice and suggestions to teachers and ECEs. Yvonne Diodati, a Program Resource Teacher, has been crucial in the training and continued support of the 20 ERTs involved in this Collaborative Inquiry.

Student Achievement Department staff has already begun to see improvement evidence in the reading scores of our youngest learners and the students who have difficulty reading in Grades 1 and 2. We have also been blessed to witness the empowerment of our teachers who are collaborating with one another and seeing how the pieces of the literacy program fit together.

This is an enormous undertaking involving many teachers, ECEs and ERTs. The success of this initiative so far is due to the dedicated professionals involved and the positive collaboration among the School Effectiveness and Special Education staff at Niagara Catholic.

The report on Niagara Catholic Early Years to Grade 2
Collaborative Inquiry Update is presented for information.

Prepared by: Yolanda Baldasaro, Superintendent of Education
Mark Lefebvre, Administrator: School Effectiveness
Kendall Cappellazzo, Early Years/Primary Consultant

Presented by: Yolanda Baldasaro, Superintendent of Education
Mark Lefebvre, Administrator: School Effectiveness
Kendall Cappellazzo, Early Years/Primary Consultant

Approved by: John Crocco, Director of Education

Date: January 18, 2011

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
PUBLIC SESSION
JANUARY 18, 2011**

TOPIC: STUDENT VOICE INITIATIVE

The report on the
Student Voice Initiative
is presented for information.

Prepared by: Yolanda Baldasaro, Superintendent of Education
David Pihach, Administrator: Student Success

Presented by: Yolanda Baldasaro, Superintendent of Education
David Pihach, Administrator: Student Success

Approved by: John Crocco, Director of Education

Date: January 18, 2011



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

REPORT TO THE COMMITTEE OF THE WHOLE MEETING JANUARY 18, 2011

STUDENT VOICE INITIATIVE

BACKGROUND INFORMATION

The Student Voice initiative is a part of the Ministry of Education's engagement strategy to seek student input on what helps strengthen their engagement in learning and ensures all voices are heard. Student engagement leads to higher student achievement, reduced gaps in student achievement and increased public confidence in publicly funded education.

There are three components of the Student Voice initiative:

1. **SpeakUp Projects** – Student-led projects that focus on strengthening engagement in the under-engaged are the priority. The Ministry has \$1.2M in funding to support student-led projects up to \$1000 (Grade 7 -12) designed to strengthen engagement in their learning environment.
2. **Minister's Student Advisory Council (MSAC)** – MSAC applications will be available on-line in early January 2011. Sixty students (Grades 7 -12) and from across the province will meet twice a year with the minister to share their ideas and perspective.
3. **Regional Student Forums** – During 2010-2011 student forums (OS Technology format) will be available upon request for regions or co-terminus boards.

SpeakUp Submissions from the Niagara Catholic District School Board

All schools in the Niagara Catholic District School Board had the opportunity to submit projects to the Ministry of Education to be considered for funding through the SpeakUp initiative. The deadline for submissions was November 5th, 2010. A total of twenty submissions were sent from fourteen different schools (8 elementary and 6 secondary).

SpeakUp Approvals for the Niagara Catholic District School Board

Niagara Catholic received funding approval totaling \$18,650 for twenty different projects. The attached chart shows each school's project and approved funding. No school in Ontario could obtain more than \$2,000 in total for project approvals. All grant dollars are to be spent before June 2011.

The report on Student Achievement K-12 Student Voice Initiative for 2010-2011
is presented for information.

Prepared by: Yolanda Baldasaro, Superintendent of Education
David Pihach, Administrator: Student Success

Presented by: Yolanda Baldasaro, Superintendent of Education
David Pihach, Administrator: Student Success

Approved by: John Crocco, Director of Education

Date: January 18, 2011

SPEAKUP FUNDING ALLOCATIONS

Name of School	Project Title(s)	Allocated Amount
Alexander Kuska	Alternative Recess	\$1000.00
Alexander Kuska	Intramurals	\$1000.00
Blessed Trinity	IMPACT – Random Acts of Kindness	\$1000.00
Denis Morris	“Be My BUDDY NOT MY BULLY” Student Initiative	\$1,000.00
Denis Morris	“Offensive Foul” – Theatre Production – Follow-Up activities	\$1,000.00
Lakeshore Catholic	Wellness Fair	\$1,000.00
Notre Dame College	Creating a Community of Care	\$1,000.00
Notre Dame (Elementary)	We Kinect Together Club	\$650.00
Our Lady of Victor Senior	“Victory Voice” Community Magazine	\$1,000.00
Sacred Heart	The Big Bad Musical	\$1,000.00
Saint Michael (Secondary)	Relay for Life	\$1,000.00
Saint Paul	Social Climate Committee	\$1,000.00
Saint Paul	War Child	\$1,000.00
St. Alfred	Get Everyone Together (GET) Club	\$1,000.00
St. Anthony	Reaching Out Project	\$1,000.00
St. Kevin	Intramurals and Personal Fitness; Lego Engineering Project; Helping Hands	\$2,000.00
St. Patrick (Niagara Falls)	Peace/Unity Gardens	\$1,000.00
St. Patrick (Niagara Falls)	Pumping Up The Arts!	\$1,000.00
TOTAL		\$18,650.00

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
PUBLIC SESSION
JANUARY 18, 2011**

**TOPIC: CATHOLIC SCHOOL COUNCILS'
PARENT REACHING OUT GRANTS 2010-2011**

The Report on the Catholic School Councils' Parent Reaching Out Grants
2010-2011 is presented for information, is presented for information.

Prepared by: Lee Ann Forsyth-Sells, Superintendent of Education

Presented by: Lee Ann Forsyth-Sells, Superintendent of Education

Approved by: John Crocco, Director of Education

Date: January 18, 2011



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

REPORT TO THE COMMITTEE OF THE WHOLE MEETING JANUARY 18, 2011

CATHOLIC SCHOOL COUNCILS' PARENT REACHING OUT GRANTS 2010-2011

BACKGROUND INFORMATION

Catholic School Councils, in the Niagara Catholic District School Board, continue to foster parent engagement, demonstrating the positive link between committed parent engagement and improved student achievement.

The Ministry of Education Parent Engagement and Regional Offices received 1871 applications for Parent Reaching Out Grants for the 2010-2011 school year.

As a result of the high quality of the applications, the highest number of approved school council grants has been approved for this school year.

The Niagara Catholic District School Board has received PRO Grants for 32 schools to a total of \$28,493.00. The list of schools and their projects is attached to this report.

As per the requirements of the PRO Grants, schools will complete their projects by June 30th, 2011 and will submit a report for the project by August 31st, 2011 to the Ministry of Education.

The Report on the Catholic School Councils' Parent Reaching Out Grants
2010-2011 is presented for information.

Prepared by: Lee Ann Forsyth-Sells, Superintendent of Education

Presented by: Lee Ann Forsyth-Sells, Superintendent of Education

Approved by: John Crocco, Director of Education

Date: January 18, 2011

Board Name	MIDINT	School Name	Title of Project	Amount Requested	Amount Approved
Niagara CDSB	686042	Alexander Kuska KSG Separate School	Way2click Internet Safety	1000	1000
Niagara CDSB	703796	Denis Morris High School	Parent to Parent Handbook	1000	1000
Niagara CDSB	706655	Father Hennepin Separate School	Internet Safety-Your Child and You & Bring Your Parents to School	1000	810
Niagara CDSB	715247	Holy Cross Secondary School	Holy Cross Welcome Home Magazine	1000	1000
Niagara CDSB	726087	Lakeshore Catholic High School	Wellness Workshops for Parents of Students of Lakeshore Catholic High School	1000	800
Niagara CDSB	728098	Loretto Catholic Elementary School	Lending Library	1000	1000
Niagara CDSB	725587	Michael J Brennan Separate School	Modern Technology and Our Children	500	500
Niagara CDSB	782831	Monsignor Clancy Catholic Elementary School	Helping our Children's in today's World	1000	1000
Niagara CDSB	688784	Mother Teresa Catholic Elementary School	Building Community & Character Development for the 21st Century	1000	1000
Niagara CDSB	740195	Notre Dame College School	Coping Strategies for High School Parents and Students	1000	1000
Niagara CDSB	737720	Notre Dame Separate School	Parent Resource Centre	998	998
Niagara CDSB	742155	Our Lady of Fatima Separate School	Exploring our Diversity - Strengthening our Community	1000	650
Niagara CDSB	694304	Our Lady of Mount Carmel Elementary School	Keeping Kids Healthy	1000	1000
Niagara CDSB	758264	Sacred Heart Catholic School	Sacred Heart Parents Resource Library	1000	1000
Niagara CDSB	773662	Saint Michael High School	Meeting Challenges Making Choices	1000	1000
Niagara CDSB	761710	Saint Paul High School	The Joys and Perils of Safe Social Networking	1000	1000
Niagara CDSB	766453	St Alexander Separate School	Educating Parents on using Tools for Healthy Eating	850	350
Niagara CDSB	766712	St Alfred Separate School	Healthy Families Healthy Schools	1000	1000
Niagara CDSB	768928	St Andrew Catholic Elementary School	To Infinity and Beyond...	800	570
Niagara CDSB	787906	St Edward School	Parent Lending Library	1000	1000
Niagara CDSB	790818	St Francis Secondary School	Grade 9 Welcome Kit	1000	800
Niagara CDSB	793752	St Gabriel Lalemant Separate School	Internet Advantage Night	1000	700
Niagara CDSB	744743	St George Catholic Elementary School	Building Capacity with Parents in Literacy and Numeracy	1000	1000
Niagara CDSB	715166	St John Bosco School	Parent Lending Library	1000	1000
Niagara CDSB	823783	St Martin School	Using Virtues Education As a Pillar for all Learning	1000	800
Niagara CDSB	827819	St Mary School	Nifty Nutrition Knowledge	750	750
Niagara CDSB	832880	St Michael Catholic School	Using Technology to Improve Student Success	815	815
Niagara CDSB	837563	St Patrick Separate School	Developing Student Supports at Home	1000	950
Niagara CDSB	844322	St Peter School	St. Peter Family Nights	1000	1000
Niagara CDSB	846147	St Philomena Separate School	We Learn to Develop Resiliency Together for our Youth in our School Community	1000	1000
Niagara CDSB	856029	St Thomas More Separate School	Bullying Prevention	1000	1000
Niagara CDSB	736465	St Vincent de Paul Catholic (Elementary) School	Parenting Skills Speaker Series	1000	1000

Niagara CDSB Total

32

\$28,493

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
PUBLIC SESSION
JANUARY 18, 2011**

**TOPIC: ADDITIONAL AND ALTERATIONS TO
ST. MARK CATHOLIC ELEMENTARY SCHOOL
– AWARDING OF CONSTRUCTION CONTRACT**

RECOMMENDATION

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the award of a construction contract to Aldor Builders Limited, for the addition and alterations to St. Mark Catholic Elementary School.

Prepared by: James Woods, Controller of Plant
Presented by: James Woods, Controller of Plant
Approved by: John Crocco, Director of Education
Date: January 18, 2011



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

**REPORT TO THE COMMITTEE OF THE WHOLE
JANUARY 18, 2011**

**ADDITION AND ALTERATIONS TO
ST. MARK CATHOLIC ELEMENTARY SCHOOL
AWARDING OF CONSTRUCTION CONTRACT**

BACKGROUND INFORMATION:

Tenders were opened on Thursday January 13 for the addition and alterations to St. Mark Catholic Elementary School, as per the drawings and specifications prepared by Garwood-Jones & Hanham Architects. The results of the tender were as follows:

	Contractor	Bid Price
1.	Aldor Builders	\$1,623,961
2.	Charter Building Company	\$1,636,551
3.	Brouwer Construction (1981) Ltd.	\$1,639,000
4.	TR Hinan Contractors Inc	\$1,649,000
5.	Merit Contractors Niagara Ltd	\$1,672,000
6.	Bromac Construction Ltd	\$1,700,000
7.	Stolk Construction Ltd	\$1,712,680
8.	TRP Construction	\$1,778,000

TOTAL PROJECT COST

Given the indicated Contract Price of \$1,623,961 by Aldor Builders, the total project cost would be calculated as follows:

Construction Contract	\$ 1,623,961
Consultant Fees & Disbursements	\$ 220,000
Permits	\$ 10,000
Furniture & Equipment	\$ 50,000
Other Project Costs	\$ 100,000
Contingency	\$ 150,000
Portable Removal and Relocation	\$ 70,000
HST, after rebate	\$ 35,077
	<u>\$ 2,259,038</u>

PROJECT SCOPE

The project includes the addition of four new general classrooms and two new Kindergarten classrooms.

FUNDING

Funding for the project would be from the following sources:

Primary Class Size Funding	1,437,159
Full Day Early Learning Capital Funding	<u>869,170</u>
	\$ 2,306,329

MINISTRY OF EDUCATION APPROVAL

The Ministry granted approval to proceed with this Capital Project for the total amount of \$2,306,329 on June 22, 2010.

RECOMMENDATION

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the award of a construction contract to Aldor Builders Limited, for the addition and alterations to St. Mark Catholic Elementary School.

Prepared by: James Woods, Controller of Plant
Presented by: James Woods, Controller of Plant
Approved by: John Crocco, Director of Education
Date: January 18, 2011

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
PUBLIC SESSION
JANUARY 18, 2011**

**TOPIC: STAFF DEVELOPMENT DEPARTMENT PROFESSIONAL
DEVELOPMENT OPPORTUNITIES**

The report on the
Staff Development Department
Professional Development Opportunities
is presented for information.

Prepared by: Frank Iannantuono, Superintendent of Education
Khayyam Syne, Administrator of Staff Development

Presented by: Frank Iannantuono, Superintendent of Education
Khayyam Syne, Administrator of Staff Development

Approved by: John Crocco, Director of Education

Date: January 18, 2011



REPORT TO THE COMMITTEE OF THE WHOLE MEETING JANUARY 18, 2011

STAFF DEVELOPMENT DEPARTMENT PROFESSIONAL DEVELOPMENT OPPORTUNITIES

BACKGROUND INFORMATION

In alignment with the Board's System Priorities and Vision 2020, the Department of Staff Development, as an integral aspect of its mandate, acts as the point of co-ordination among various departments. Thus ensuring that all professional development opportunities for staff, both teaching and non-teaching, occur in a seamless fashion so as to minimize disruptions to the myriad services provided within our Niagara Catholic community.

The following is a listing of activities that will be occurring during the period January 19, 2011, through February 8, 2011.

Wednesday, January 19, 2011

Elementary Teachers of the Junior Grades (Network # 2 Schools) – Collaborative Inquiry for Learning Mathematics

- An all-day workshop designed to provide this group of teachers with the School Effectiveness Framework information and strategies intended to promote more effective instruction in Mathematics.

Elementary Teachers – Growing Success

- A workshop given to representative groups of teachers from each division to introduce and assist them in the Ministry of Education's Report Card Comment Writing expectations as described in the new "Growing Success" document.

Secondary School Guidance and Student Services Teachers

- A workshop for this group of teachers on the Board's new "On-Line" registration, course selection and payment procedures for the 2011-12 school year.

Leadership Intern Program (LIP) Candidates

- The first meeting/workshop of the 2010-12 cohort of the Board's LIP Program candidates. This program forms an integral part of the Leadership Development and Succession Planning for future school leaders. Participants will be provided opportunities to explore their leadership potential and engage in system leadership activities.

Thursday, January 20, 2011

Junior and Intermediate Teachers

- An afternoon workshop for this group of teachers to familiarize and provide them with the most current best practices in delivering Literacy based curriculum in the classroom

Secondary Teacher s- Growing Success

- A half-day workshop designed to assist a select group of secondary teachers with effective strategies for writing report card comments based on the expectations of the Ministry of Education's "Growing Success" document.

Friday, January 21, 2011

Elementary Principals– Collaborative Inquiry for Learning Mathematics

- A half-day workshop designed to provide Elementary Principals an opportunity to network with colleagues who are at different stages of this initiative so as to allow for best practices sharing and more effective planning in Mathematics curriculum delivery.

Secondary Mathematics Teachers – Teacher Learning Critical Pathway (TLCP) Part 4

- A half-day workshop designed to provide this group of teachers (Denis Morris Catholic High School) with additional time to master the Teacher Learning and Critical Pathway (TLCP) concept of assessing students' work, which involves moderating marking among its strategies.

Monday, January 24, 2011

Secondary Mathematics Teachers – Teacher Learning Critical Pathway (TLCP) Part 4

- A half-day workshop designed to provide this group of teachers (Notre Dame College School) with additional time to master the Teacher Learning and Critical Pathway (TLCP) concept of assessing students' work, which involves moderating marking among its strategies.

Elementary Teachers of the Junior Grades (South Team 1) – Collaborative Inquiry for Learning Mathematics

- An all-day workshop designed to provide this group of teachers with the School Effectiveness Framework information and strategies intended to promote more effective instruction in Mathematics.

Educational Resource Teacher (ERT) – Computer Software

- The first of two workshops designed to provide this group of teachers a glimpse of the computer software programs that are available to assist Special Needs students with their classroom learning.

Tuesday, January 25, 2011

Educational Resource Teacher (ERT) – Computer Software

- The second of two workshops designed to provide this group of teachers an opportunity to work with the computer software programs that are available to assist Special Needs students with their classroom learning.

Wednesday, January 26, 2011

Elementary Teachers of the Junior Grades (North Team 1) – Collaborative Inquiry for Learning Mathematics

- An all-day workshop designed to provide this group of teachers with the School Effectiveness Framework information and strategies intended to promote more effective instruction in Mathematics.

Thursday, January 27, 2011

Junior and Intermediate Teachers

- An afternoon workshop for this group of teachers to familiarize and direct them with the most current best practices in delivering Mathematics (division) based curriculum in the classroom, entitled “Making Division Dynamic.”

Friday, January 28, 2011

Selected Elementary Educational Resource Teachers- Reading Workshop

- A half-day workshop designed to present this group of ten (10) teachers, the latest in Grades 4 to 6 Reading strategies for the Special Education classroom.

Guidance, Student Services and Student Success Teachers- Supervised Alternative Learning Program (SALP)

- Workshop designed for these groups of educators to outline and plan strategies that are in keeping with the new Ministry of Education guidelines that govern this Alternative Education initiative.

Monday, January 31, 2011

Elementary Teacher Professional Activity Day - Report Card Writing

- Ministry of Education and Board approved professional Activity Day devoted to report card writing and assessment and evaluation activities.

Elementary Education Assistants (EAs) - Behaviour Management Systems (BMS)

- Two half-day sessions of refresher training for this group of employees to maintain their legal status in the classroom pertaining to discipline problems.

Tuesday, February 1, 2011

Elementary Education Assistants (EAs) - Safe Management Group (SMG) - Group 1

- Workshop designed to present classroom safety strategies that pertain to extreme cases of physical restraints in the Special Education classroom.

Thursday, February 3, 2011

Elementary Education Assistants (EAs) - Safe Management Group (SMG) – Group 2

- Workshop designed to present classroom safety strategies that pertain to extreme cases of physical restraints in the Special Education classroom.

Friday, February 4, 2011

Secondary Education Assistants (EAs) - Behaviour Management Systems (BMS)

- Two half-day sessions of refresher training for this group of employees to maintain their legal status in the classroom pertaining to discipline problems.

Secondary Long Term Occasional Professional Development

- A full-day series of workshops to prepare this group of teachers for their second semester assignments dealing with: Safe Schools, Report Card Comment Writing, School Effectiveness Framework and the Ontario Electronic Resource Bank (OERB).

This report will also contain a presentation that highlights a New Teacher Induction Program initiative requested by the Ministry of Education.

The Report on Staff Development: Professional
Development Opportunities is presented for information.

Prepared By: Frank Iannantuono, Superintendent of Education
Khayyam Syne, Administrator of Staff Development

Presented By: Frank Iannantuono, Superintendent of Education
Khayyam Syne, Administrator of Staff Development

Approved By: John Crocco, Director of Education

Date: January 18, 2011

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
PUBLIC SESSION
JANUARY 18, 2011**

TOPIC: ESTABLISHMENT OF AN AUDIT COMMITTEE

RECOMMENDATION

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the establishment on an Audit Committee, in accordance with the provisions outlined in Regulation 361/10.

Prepared by: Larry Reich, Superintendent of Business & Financial Services

Presented by: Larry Reich, Superintendent of Business & Financial Services

Approved by: John Crocco, Director of Education

Date: January 18, 2011



REPORT TO THE COMMITTEE OF THE WHOLE MEETING JANUARY 18, 2011

ESTABLISHMENT OF AN AUDIT COMMITTEE

BACKGROUND INFORMATION

On September 23, 2010 the Ministry of Education announced the release of Regulation 361/10 regarding the establishment of an Audit Committee by every school board in the Province of Ontario by January 31, 2011.

The composition of the Audit Committee is prescribed by the Regulation and is based on the number of trustees. The Niagara Catholic District School Board has eight (8) Trustees, and therefore, the Audit Committee of the Board will consist of five (5) members, including three (3) Board Trustees and two (2) persons who are not Board members.

The Regulation specifies that a person shall not receive any remuneration for serving as a member of the Audit Committee.

The Regulation sets out the following major aspects for the establishment and operation of the Audit Committee:

- Appointment process for members
- Requirement of external member participation
- Term of appointment
- Duties and powers of the committee
- Reporting requirements
- Deadline for the first audit committee meeting (March 31, 2011)

On January 15, 2011 an ad was placed in the local newspapers for the recruitment of two (2) external members of the Niagara Catholic Audit Committee. The successful candidates will be appointed by a selection committee, which shall be comprised of the Chair of the Board, the Director of Education and the Senior Business Official of the Board. A copy of the above mentioned ad is hereby attached for information, as Appendix A.

A copy of Regulation 361/10 is also attached for information, as Appendix B.

The report on the Establishment of an Audit Committee, is presented for information.

Prepared by: Larry Reich, Superintendent of Business & Financial Services
Presented by: Larry Reich, Superintendent of Business & Financial Services
Approved by: John Crocco, Director of Education
Date: January 18, 2011



THE NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
seeks
TWO VOLUNTEER COMMUNITY MEMBERS
TO SERVE ON ITS AUDIT COMMITTEE

Term of Office

The Audit Committee will be comprised of three trustees and two volunteer community members. The term of office of the two volunteer community members will be three years effective January 2011.

Role of the Audit Committee

The primary role of the Audit Committee is to assist the Board of Trustees in fulfilling its duties related to governance and oversight. The duties of the Audit Committee fall under the following key areas:

- 1) the financial reporting process,
- 2) internal control framework, risk management practices,
- 3) performance and function of the board's internal and external auditors,
- 4) board's compliance with its obligations under legislation.

The Committee meets at least 3 times a year, plus ad hoc meetings as required. A formal training course will be provided to all committee members to clarify roles and responsibilities of audit committees for the school board sector.

Candidate Eligibility

Applicants must have sufficient accounting, financial management or other relevant business experience to understand public sector accounting and auditing standards. The applicant must not be a current employee or officer of the Board or of any other District School Board or school authority. The applicant must not have a parent, child or spouse currently employed by the Board.

Submission of Applications

Suitably qualified candidates interested in serving on the Audit Committee are invited to submit a letter of interest and resume by 4:00 p.m on Friday, January 28th, 2011 to:

John Crocco, Director of Education
Niagara Catholic District School Board
427 Rice Road, Welland, ON. L3C 7C1
Email: john.crocco@ncdsb.com
Phone: 1-905-735-0247 ext.220

Information about the Niagara Catholic District School Board is available on the Board Website <http://www.niagaracatholic.ca>.

Candidates who are short-listed may be requested to attend a private interview conducted by the Audit Committee's Selection Committee.

B

ONTARIO REGULATION 361/10

made under the

EDUCATION ACT

Made: September 9, 2010

Filed: September 10, 2010

Published on e-Laws: September 13, 2010

Printed in *The Ontario Gazette*: September 25, 2010

AUDIT COMMITTEES

Interpretation

1. (1) This Regulation applies in respect of audit committees established by district school boards under subsection 253.1 (1) of the Act.

(2) In this Regulation,

“external auditor” means an auditor appointed by a board under subsection 253 (1) of the Act to perform the duties referred to in subsection 253 (4) of the Act; (“vérificateur externe”)

“internal auditor” means a contractor or employee of a board who examines and evaluates a board’s records and procedures related to the board’s risk management, internal controls and governance processes and makes recommendations on ways to improve the board’s risk management, internal controls and governance processes; (“vérificateur interne”)

“reporting entity” means, with respect to a board, an organization that is required to prepare reports for the purposes of the board regarding the organization’s financial affairs and resources; (“entité comptable”)

“senior business official” means a senior business official described in subsection 3 (2) of Regulation 309 of the Revised Regulations of Ontario, 1990 (Supervisory Officers) made under the Act. (“cadre supérieur de l’administration des affaires”)

Establishment of audit committee

2. (1) Subject to subsection (3), every board shall establish an audit committee in accordance with this Regulation no later than January 31, 2011.

(2) The first meeting of an audit committee established under subsection (1) shall be held no later than March 31, 2011.

(3) A board established after the day this Regulation comes into force shall establish an audit committee in accordance with this Regulation no later than October 1 of the school year following the calendar year in which the board’s members are first elected.

(4) The first meeting of an audit committee established under subsection (3) shall be held no later than December 1 of the school year following the calendar year in which the board’s members are first elected.

Composition of audit committee

3. (1) An audit committee of a board shall consist of the following individuals appointed in accordance with the board’s by-laws:

1. If the board has fewer than eight board members, the audit committee shall consist of four members, including two board members and two persons who are not board members.
2. If the board has eight or more board members, but less than fifteen, the audit committee shall consist of five members, including three board members and two persons who are not board members.
3. If the board has fifteen or more board members, the audit committee shall consist of seven members, including four board members and three persons who are not board members.

(2) In the absence of a by-law setting out an appointment process, the board shall appoint the members of the audit committee in accordance with paragraphs 1, 2 and 3 of subsection (1).

(3) If the number of persons required by paragraphs 1, 2 and 3 of subsection (1) is not appointed to the audit committee, the Minister may appoint a person to each vacant position.

(4) A person appointed under subsection (3) holds the position until the board appoints another person to the position.

(5) An appointment made under subsection (3) must comply with paragraphs 1, 2 and 3 of subsection (1) and section 4.

Eligibility for appointment of persons who are not board members

4. (1) A person who is not a board member is eligible to be appointed to the board's audit committee only if he or she,
- (a) has accounting, financial management or other relevant business experience that would enable him or her to understand the accounting and auditing standards applicable to the board;
 - (b) is not an employee or officer of the board or of any other board at the time of his or her appointment;
 - (c) does not have a conflict of interest, as described in subsection (2), at the time of his or her appointment; and
 - (d) was identified by the selection committee described in section 5 as a potential candidate for appointment to the audit committee.
- (2) For the purposes of clause (1) (c), a person has a conflict of interest if his or her parent, child or spouse is employed by the board.
- (3) Clause (1) (d) does not apply if the person is appointed by the Minister under subsection 3 (3).

Selection committee

5. (1) Each board shall have a selection committee for the purpose of identifying persons who are not board members as potential candidates for appointment to the board's audit committee.
- (2) The selection committee shall be composed of,
- (a) the board's director of education;
 - (b) a senior business official of the board; and
 - (c) the chair of the board or a board member designated by the chair.

Chair of the audit committee

6. (1) At the first meeting of the audit committee in each fiscal year, the members of the committee shall elect the chair of the committee for the fiscal year of the board from among the board members appointed to the committee.
- (2) If at any meeting of the audit committee the chair is not present, the members present may elect a chair for that meeting.

Term of appointment

7. (1) The term of office of a member of the audit committee who is a board member shall be determined by the board but shall not exceed four years.
- (2) The term of office of a member of the audit committee who is not a board member shall be determined by the board but shall not exceed three years.
- (3) Subject to subsection (4), a member of the audit committee may be reappointed.
- (4) An individual who is not a board member may not be appointed to the audit committee more than twice unless,
- (a) the board advertised the position for at least 30 days; and
 - (b) after the 30 days, the selection committee did not identify any potential candidates.
- (5) When the term of a member of the audit committee expires, he or she continues to be a member until a successor is appointed or the member is reappointed.

Vacancies

8. (1) A member who is a board member vacates his or her position on the audit committee if,
- (a) he or she is convicted of an indictable offence; or
 - (b) he or she is absent from two consecutive regular meetings of the committee and the committee has not authorized those absences by a resolution at the first regular meeting of the committee that follows the second absence.
- (2) A member who is not a board member vacates his or her position on the audit committee if,
- (a) he or she is convicted of an indictable offence;
 - (b) he or she is absent from two consecutive regular meetings of the committee and the committee has not authorized those absences by a resolution at the first regular meeting of the committee that follows the second absence;
 - (c) he or she becomes an employee or officer of the board or of any other board; or
 - (d) it is discovered that he or she had a conflict of interest as described in subsection 4 (2) at the time of his or her appointment and failed to disclose it.
- (3) Despite any by-law of a board, if a position on the audit committee becomes vacant, the position shall be filled as soon as possible in accordance with this Regulation.
- (4) A person who is appointed to fill a vacancy shall hold the position for the remainder of the term of the member whose position became vacant.

Duties of an audit committee

9. (1) An audit committee of a board has the following duties related to the board's financial reporting process:
1. To review with the director of education, a senior business official and the external auditor the board's financial statements, with regard to the following:
 - i. Relevant accounting and reporting practices and issues.
 - ii. Complex or unusual financial and commercial transactions of the board.
 - iii. Material judgments and accounting estimates of the board.
 - iv. Any departures from the accounting principles published from time to time by the Canadian Institute of Chartered Accountants that are applicable to the board.
 2. To review with the director of education, a senior business official and the external auditor, before the results of an annual external audit are submitted to the board,
 - i. the results of the annual external audit,
 - ii. any difficulties encountered in the course of the external auditor's work, including any restrictions or limitations on the scope of the external auditor's work or on the external auditor's access to required information,
 - iii. any significant changes the external auditor made to the audit plan in response to issues that were identified during the audit, and
 - iv. any significant disagreements between the external auditor and the director of education or a senior business official and how those disagreements were resolved.
 3. To review the board's annual financial statements and consider whether they are complete, are consistent with any information known to the audit committee members and reflect accounting principles applicable to the board.
 4. To recommend, if the audit committee considers it appropriate to do so, that the board approve the annual audited financial statements.
 5. To review with the director of education, a senior business official and the external auditor all matters that the external auditor is required to communicate to the audit committee under generally accepted auditing standards.
 6. To review with the external auditor material written communications between the external auditor and the director of education or a senior business official.
 7. To ask the external auditor about whether the financial statements of the board's reporting entities, if any, have been consolidated with the board's financial statements.
 8. To ask the external auditor about any other relevant issues.

- (2) An audit committee of a board has the following duties related to the board's internal controls:
1. To review the overall effectiveness of the board's internal controls.
 2. To review the scope of the internal and external auditor's reviews of the board's internal controls, any significant findings and recommendations by the internal and external auditors and the responses of the board's staff to those findings and recommendations.
 3. To discuss with the board's officials the board's significant financial risks and the measures the officials have taken to monitor and manage these risks.
- (3) An audit committee of a board has the following duties related to the board's internal auditor:
1. To review the internal auditor's mandate, activities, staffing and organizational structure with the director of education, a senior business official and the internal auditor.
 2. To make recommendations to the board on the content of annual or multi-year internal audit plans and on all proposed major changes to plans.
 3. To ensure there are no unjustified restrictions or limitations on the scope of the annual internal audit.
 4. To review at least once in each fiscal year the performance of the internal auditor and provide the board with comments regarding his or her performance.
 5. To review the effectiveness of the internal auditor, including the internal auditor's compliance with the document *International Standards for the Professional Practice of Internal Auditing*, as amended from time to time, published by The Institute of Internal Auditors and available on its website.
 6. To meet on a regular basis with the internal auditor to discuss any matters that the audit committee or internal auditor believes should be discussed.
 7. To review with the director of education, a senior business official and the internal auditor,
 - i. significant findings and recommendations by the internal auditor during the fiscal year and the responses of the board's staff to those findings and recommendations,
 - ii. any difficulties encountered in the course of the internal auditor's work, including any restrictions or limitations on the scope of the internal auditor's work or on the internal auditor's access to required information, and
 - iii. any significant changes the internal auditor made to the audit plan in response to issues that were identified during the audit.
- (4) An audit committee of a board has the following duties related to the board's external auditor:
1. To review at least once in each fiscal year the performance of the external auditor and make recommendations to the board on the appointment, replacement or dismissal of the external auditor and on the fee and fee adjustment for the external auditor.
 2. To review the external auditor's audit plan, including,
 - i. the external auditor's engagement letter,
 - ii. how work will be co-ordinated with the internal auditor to ensure complete coverage, the reduction of redundant efforts and the effective use of auditing resources, and
 - iii. the use of independent public accountants other than the external auditor of the board.
 3. To review and confirm the independence of the external auditor.
 4. To meet on a regular basis with the external auditor to discuss any matters that the audit committee or the external auditor believes should be discussed.
 5. To resolve any disagreements between the director of education, a senior business official and the external auditor about financial reporting.
 6. To recommend to the board a policy designating services that the external auditor may perform for the board and, if the board adopts the policy, to oversee its implementation.

(5) An audit committee of a board has the following duties related to the board's compliance matters:

1. To review the effectiveness of the board's system for monitoring compliance with legislative requirements and with the board's policies and procedures, and where there have been instances of non-compliance, to review any investigation or action taken by the board's director of education, supervisory officers or other persons employed in management positions to address the non-compliance.
2. To review any significant findings of regulatory entities, and any observations of the internal or external auditor related to those findings.
3. To review the board's process for communicating any codes of conduct that apply to board members or staff of the board to those individuals and the board's process for administering those codes of conduct.
4. To obtain regular updates from the director of education, supervisory officers and legal counsel regarding compliance matters.
5. To obtain confirmation by the board's director of education and supervisory officers that all statutory requirements have been met.

(6) An audit committee of a board has the following duties related to the board's risk management:

1. To ask the board's director of education, a senior business official, the internal auditor and the external auditor about significant risks, to review the board's policies for risk assessment and risk management and to assess the steps the director of education and a senior business official have taken to manage such risks, including the adequacy of insurance for those risks.
2. To perform other activities related to the oversight of the board's risk management issues or financial matters, as requested by the board.
3. To initiate and oversee investigations into auditing matters, internal financial controls and allegations of inappropriate or illegal financial dealing.

(7) An audit committee of a board shall report to the board annually, and at any other time that the board may require, on the committee's performance of its duties.

(8) An audit committee shall make all reasonable efforts to ensure that a copy of this Regulation is posted on the board's website.

Powers of an audit committee

10. In carrying out its functions and duties, an audit committee of a board has the power to,

- (a) with the prior approval of the board, retain counsel, accountants or other professionals to advise or assist the committee;
- (b) meet with or require the attendance of board members, the board's staff, internal or external auditor or legal counsel or representatives from a reporting entity of the board at meetings of the committee, and require such persons or entities to provide any information and explanation that may be requested;
- (c) where the committee determines it is appropriate, meet with the board's external or internal auditor, or with any staff of the board, without the presence of other board staff or board members, other than board members who are members of the committee;
- (d) require the board's internal or external auditor to provide reports to the committee; and
- (e) have access to all records of the board that were examined by the internal or external auditor.

Meetings

11. (1) An audit committee of a board shall meet at least three times in each fiscal year at the call of the chair of the committee, and at such other times as the chair considers advisable.

(2) The first meeting of the audit committee in each fiscal year after the 2011 year shall take place no later than September 30.

(3) Each member of the audit committee has one vote.

(4) The audit committee shall make decisions by resolution.

(5) In the event of a tie vote, the chair is entitled to cast a second vote.

(6) A majority of the members of the audit committee that includes at least one member who is not a board member constitutes a quorum for meetings of the committee.

(7) The chair of the audit committee shall ensure that minutes are taken at each meeting and provided to the members of the committee before the next meeting.

(8) Despite subsection (1), an audit committee of a board is required to meet only twice during the 2010-2011 fiscal year.

Codes of Conduct

12. Any code of conduct of the board that applies to board members also applies to members of the audit committee who are not board members in relation to their functions, powers and duties as members of the committee.

Remuneration and compensation

13. (1) A person shall not receive any remuneration for serving as a member of the audit committee.

(2) Subsection (1) does not preclude payment of an honorarium under section 191 of the Act that takes into account the attendance of a board member at an audit committee meeting.

(3) A board shall establish policies respecting the reimbursement of members of its audit committee for expenses incurred as members of the committee.

(4) A board shall reimburse members of its audit committee for expenses incurred as members of the committee in accordance with the policies referred to in subsection (3).

Declaration of conflicts

14. (1) Every member of an audit committee shall, when he or she is appointed to the committee for the first time and at the first meeting of the committee in each fiscal year, submit a written declaration to the chair of the committee declaring whether he or she has a conflict of interest as described in subsection 4 (2).

(2) A member of an audit committee who becomes aware after his or her appointment that he or she has a conflict of interest, as described in subsection 4 (2), shall immediately disclose the conflict in writing to the chair.

(3) If a member or his or her parent, child or spouse could derive any financial benefit relating to an item on the agenda for a meeting, the member shall declare the potential benefit at the start of the meeting and withdraw from the meeting during the discussion of the matter and shall not vote on the matter.

(4) If no quorum exists for the purpose of voting on a matter only because a member is not permitted to be present at the meeting by reason of subsection (3), the remaining members shall be deemed to constitute a quorum for the purposes of the vote.

(5) If a potential benefit is declared under subsection (3), a detailed description of the potential benefit declared shall be recorded in the minutes of the meeting.

Reporting

15. (1) An audit committee of a board shall submit to the board on or before a date specified by the board an annual report that includes,

- (a) any annual or multi-year audit plan of the board's internal auditor;
- (b) a description of any changes made to a plan referred to in clause (a) since the last report of the committee;
- (c) a summary of the work performed by the internal auditor since the last annual report of the committee, together with a summary of the work the auditor expected to perform during the period, as indicated in the plan referred to in clause (a); and
- (d) a summary of risks identified and findings made by the internal auditor.

(2) A board who receives a report under subsection (1) shall submit a copy of it to the Minister in each fiscal year on or before a date specified by the Minister.

(3) An audit committee of a board shall submit a report to the board in each fiscal year on or before a date specified by the board, and at any other time as may be requested by the board, that includes,

- (a) a summary of the work performed by the committee since the last report;
- (b) an assessment by the committee of the board's progress in addressing any findings and recommendations that have been made by the internal or external auditor;
- (c) a summary of the matters addressed by the committee at its meetings;
- (d) the attendance record of members of the committee; and
- (e) any other matter that the committee considers relevant.

Commencement

16. This Regulation comes into force on the day it is filed.

Made by:
Leona Dombrowsky, Minister of Education

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
PUBLIC SESSION
JANUARY 18, 2011**

TOPIC: CAPITAL PROJECT UPDATE

The Capital Project Update
is presented for information.

Prepared by: James Woods, Controller of Plant
Presented by: James Woods, Controller of Plant
Approved by: John Crocco, Director of Education
Date: January 18, 2011



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

REPORT TO THE COMMITTEE OF THE WHOLE JANUARY 18, 2011

CAPITAL PROJECTS PROGRESS REPORT

BACKGROUND INFORMATION

Individual progress reports for capital projects are presented as follows:

In Progress

Appendix A	Blessed Trinity Secondary School (Gr.)
Appendix B	Our Lady of Fatima Elementary School (Gr.)
Appendix C	Our Lady of Victory Elementary School (FE)
Appendix D	St. Andrew Elementary School (W)
Appendix E	St. Anthony Elementary School (SC)
Appendix F	St. Augustine Elementary School (W)
Appendix G	St. Joseph Elementary School (Gr.)
Appendix H	St. Mark Elementary School (B)

The Capital Projects Progress Report is presented for information.

Prepared by: James Woods, Controller of Plant
Presented by: James Woods, Controller of Plant
Approved by: John Crocco, Director of Education
Date: January 18, 2011



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
CAPITAL PROJECT PROGRESS REPORT
JANUARY 18, 2011**

APPENDIX A

BLESSED TRINITY SECONDARY SCHOOL, GRIMSBY

Scope of Project:

Design and construction of a twenty-three classroom addition and alterations to the existing facility under the Energy Efficient Funding program.

Current Status:

Site work (Phase 1) is now complete. The architects are preparing tender documents for the building addition and renovations (Phase 2), to be tendered in March.



Project Information:

New Area to be Constructed	43,338	sq. ft.
Existing Area to be Renovated	16,864	sq. ft.
Total New Facility Area	129,731	sq. ft.
Total Site Area	16.8	acres
Pupil Places Added	483	students
New Facility Capacity	1059	students

Project Funding:

Energy Efficiency	11,000,000
Board Reserves	329,915
	\$11,329,915

Project Costs:

	Budget	Paid	Forecast
Contract, Phase 1	1,435,925	1,793,617	1,435,925
Contract, Phase 2	7,873,905	0	7,873,905
Fees & Disbursements	880,000	466,064	880,000
Furniture & Equipment	700,085	0	700,085
Other Project Costs	440,000	208,688	440,000
	\$11,329,915	\$2,468,369	\$11,329,915

Project Timelines:

	Scheduled Completion	Actual Completion
Funding Approval	10 June 2009	10 June 2009
Architect Selection	20 July 2009	26 July 2009
Design Development	2 November 2009	26 January 2010
Contract Documents, Phase 1	8 April 2010	18 June 2010
Tender & Approvals, Phase 1	25 May 2010	7 July 2010
Construction, Phase 1	27 August 2010	27 September 2010
Contract Documents, Phase 2	24 March 2011	
Tender & Approvals, Phase 2	29 March 2011	
Construction, Phase 2	16 December 2011	
Occupancy	9 January 2012	
Official Opening & Blessing	February 2012	

Project Team:

Architect	Raimondo + Associates Architects Inc.
General Contractor, Phase 1	Rankin Construction Inc.
General Contractor, Phase 2	TBD
Project Manager	Anthony Ferrara
Superintendent	Rob Ciarlo
Principal	Ted Farrell



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
CAPITAL PROJECT PROGRESS REPORT
JANUARY 18, 2011**

APPENDIX B

OUR LADY OF FATIMA CATHOLIC ELEMENTARY SCHOOL, GRIMSBY

Scope of Project:

Design and construction of a replacement school facility under the Prohibitive to Repair program. The new facility will be constructed on the existing site while the existing building continues to function. The existing building will be demolished, with the exception of the gymnasium and main entrance which will become a new home for the Cyberquest program, and the site will be restored during the summer prior to occupancy of the new facility. Cyberquest will be relocated from Blessed Trinity in December 2010



Current Status:

The official opening and blessing took place on November 30th. Construction on the new Cyber Quest facility will be ready for occupancy over March Break. Solar Panels will be tendered on February 1, 2011.

Project Information:

New Area to be Constructed	37,262	sq. ft.
Existing Area to be Renovated	0	sq. ft.
Total New Facility Area	37,262	sq. ft.
Total Site Area	6.5	acres (including leased property)
Pupil Places Added	129	students (6 classrooms)
New Facility Capacity	379	students (17 classrooms)

Project Funding:

Prohibitive to Repair	5,833,521
Primary Class Size	718,579
Facility Renewal	347,900
Board Reserves	438,528
	8,287,901

Project Costs:

	Budget	Paid	Forecast
Construction Contract	6,129,986	6,470,319	6,129,986
Fees & Disbursements	489,000	576,547	582,958
Furniture & Equipment	139,300	98,266	139,300
Other Project Costs	415,226	378,846	415,226
	\$8,122,885	7,523,978	\$8,216,843

Project Timelines:

	<u>Scheduled Completion</u>	<u>Actual Completion</u>
Funding Approval	7 September 2007	7 September 2007
Architect Selection	28 November 2007	28 November 2007
Design Development	27 February 2009	27 February 2009
Contract Documents	May 2009	22 May 2009
Tender	16 June 2009	16 June 2009
Construction	20 August 2010	3 September 2010
Occupancy	7 September 2010	7 September 2010
Official Opening & Blessing	30 November 2010	30 November 2010

Project Team:

Architect	Venerino V.P. Panici Architect Inc
General Contractor	Brouwer Construction (1981) Ltd.
Project Manager	Anthony Ferrara
Superintendent	Rob Ciarlo
Principal	Michael Hendrickse



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
CAPITAL PROJECT PROGRESS REPORT
JANUARY 18, 2011**

APPENDIX C

OUR LADY OF VICTORY CATHOLIC ELEMENTARY SCHOOL

Scope of Project:

Consolidation of the junior and senior schools through the design and construction of an eight classroom addition and alterations to the existing junior building under the Energy Efficient Funding program. Alterations will occur during the summer months, and the new classrooms will be added while the existing building continues to function.



Current Status:

Concrete block walls, plumbing and electrical rough-ins are in progress. Steel roof joists will be installed in the next few weeks.

Project Information:

New Area to be Constructed	1,7815	sq. ft.
Existing Area to be Renovated	28,848	sq. ft.
Total New Facility Area	47,200	sq. ft.
Total Site Area	8.6	acres
Pupil Places Added	184	students
New Facility Capacity	495	students

Project Funding:

Energy Efficiency ES	4,563,142
Energy Efficiency M	300,000
Facilities Renewal	525,000
GPTL	500,000
	\$5,888,142

Project Costs:

	Budget	Paid	Forecast
Construction Contract	4,321,000	1,005,797	4,321,000
Fees & Disbursements	554,700	428,925	554,700
Furniture & Equipment	119,500	0	119,500
Other Project Costs	689,572	92,123	689,572
	\$5,684,772	\$1,526,845	\$5,684,772

Project Timelines:

	<u>Scheduled Completion</u>	<u>Actual Completion</u>
Funding Approval	10 June 2009	10 June 2009
Architect Selection	20 July 2009	26 June 2009
Design Development	6 October 2009	9 December 2009
Contract Documents	26 January 2010	18 June 2010
Tender	13 May 2010	6 July 2010
Construction	12 August 2011	
Occupancy	6 September 2011	
Official Opening & Blessing	November 2011	

Project Team:

Architect	Raimondo + Associates Architects Inc.
General Contractor	T.R. Hinan Contractors
Project Manager	Anthony Ferrara
Superintendent	Lee Ann Forsyth-Sells
Principal	Theresa Murphy



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
CAPITAL PROJECT PROGRESS REPORT
JANUARY 18, 2011**

APPENDIX D

ST. ANDREW CATHOLIC ELEMENTARY SCHOOL

Scope of Project:

Construction of a new library and single classroom.
Renovations to the existing library to be two additional classrooms and expansion of the gymnasium to create a stage.

Current Status:

Construction is ahead of schedule and nearing completion.



Project Information:

New Area to be Constructed	3,774	sq. ft.
Existing Area to be Renovated	1,410	sq. ft.
Total New Facility Area	26,911	sq. ft.
Total Site Area	4.6	acres
Pupil Places Added	69	students (3 classrooms)
New Facility Capacity	411	students (18 classrooms)

Project Funding:

Primary Class Size	1,077,869
Good Places to Learn	55,000
	\$1,132,869

Project Costs:

	Budget	Paid	Forecast
Construction Contract	948,588	219,080	948,588
Fees & Disbursements	66,000	87,039	66,000
Furniture & Equipment	25,000	9,672	25,000
Other Project Costs	90,044	90,345	90,044
	\$1,129,632	\$406,136	\$1,129,632

Project Timelines:

	<u>Scheduled Completion</u>	<u>Actual Completion</u>
Funding Approval	10 June 2009	10 June 2009
Architect Selection	20 July 2009	26 July 2009
Design Development	15 March 2010	16 April 2010
Contract Documents	31 May 2010	23 July 2010
Tender	04 July 2010	10 August 2010
Construction	11 February 2011	
Occupancy	18 February 2010	
Official Opening & Blessing	March 2010	

Project Team:

Architect	Raimondo + Associates Architects
General Contractor	Stolk Construction
Project Manager	Tunde Labbancz
Superintendent	Lee Ann Forsyth-Sells
Principal	Chris Gobbi



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
CAPITAL PROJECT PROGRESS REPORT
JANUARY 18, 2011**

APPENDIX E

ST. ANTHONY CATHOLIC ELEMENTARY SCHOOL

Scope of Project:

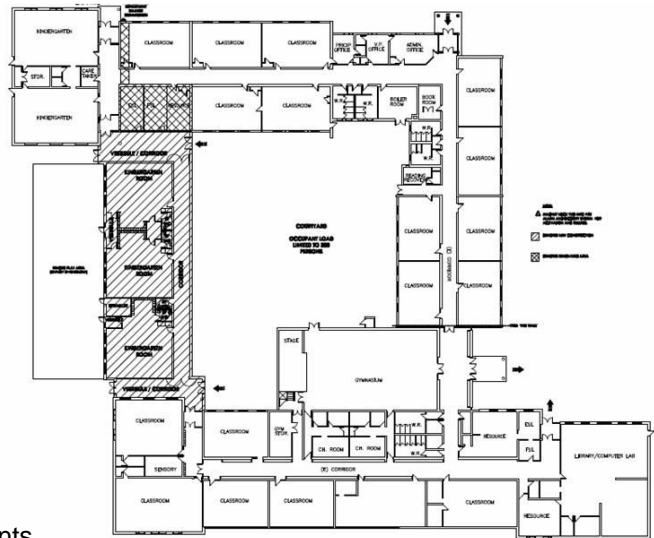
Design and construction of 3 new classrooms for Early Learning, plus renovations to provide 2 additional general classrooms within the existing building.

Current Status:

Staff room has been relocated to create an additional classroom. The architects are preparing tender documents for the new addition.

Project Information:

New Area to be Constructed	6,588	sq. ft.
Existing Area to be Renovated	2,400	sq. ft.
Total New Facility Area	50,777	sq. ft.
Total Site Area	5.04	acres
Pupil Places Added	124	students
New Facility Capacity	602	students



Project Funding:

Primary Class Size	1,077,869
Early Learning	434,585
	\$1,512,454

Project Costs:

	Budget	Paid	Forecast
Construction Contract	1,200,000	0	1,200,000
Fees & Disbursements	147,000	123,251	147,000
Furniture & Equipment	25,000	0	25,000
Other Project Costs	140,000	7,275	140,000
	\$1,512,000	\$130,526	\$1,512,000

Project Timelines:

	<u>Scheduled Completion</u>	<u>Actual Completion</u>
Funding Approval	19/12/2008 & 15/06/2010	15 June 2010
Architect Selection	26 July 2009	26 July 2009
Design Development	23 December 2009	10 August 2010
Contract Documents	17 February 2011	
Tender & Approvals	22 February 2011	
Construction	26 August 2011	
Occupancy	6 September 2011	
Official Opening & Blessing	October 2011	

Project Team:

Architect	Garwood-Jones & Hanham
General Contractor	TBD
Project Manager	Tunde Labbanicz
Superintendent	Rob Ciarlo
Principal	Anne Marie Crocco



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
CAPITAL PROJECT PROGRESS REPORT
JANUARY 18, 2011**

APPENDIX F

ST. AUGUSTINE CATHOLIC ELEMENTARY SCHOOL

Scope of Project:

Construction of a new library and renovations to the vacated space to be two additional classrooms, and expansion of two existing classrooms to create purpose built kindergarten classrooms. An additional driveway entrance, kiss and ride and parking lot will also be provided.

Current Status:

The project is substantially complete and the new classrooms and library were occupied following the Christmas break.



Project Information:

New Area to be Constructed	3,800	sq. ft.
Existing Area to be Renovated	1,950	sq. ft.
Total New Facility Area	19,469	sq. ft.
Total Site Area	6.22	acres
Pupil Places Added	46	students (2 classrooms)
New Facility Capacity	219	students (10 classrooms)

Project Funding:

Primary Class Size	718,579
Early Learning	434,585
	<u>\$1,153,164</u>

Project Costs:

	Budget	Paid	Forecast
Construction Contract	858,000	883,162	858,000
Fees & Disbursements	104,000	97,948	104,000
Furniture & Equipment	30,000	3,613	30,000
Other Project Costs	135,182	33,223	135,182
	<u>\$1,127,182</u>	<u>\$1,017,946</u>	<u>\$1,127,182</u>

Project Timelines:

	<u>Scheduled Completion</u>	<u>Actual Completion</u>
Funding Approval	10 June 2009	10 June 2009
Architect Selection	20 July 2009	26 July 2009
Design Development	11 January 2010	05 March 2010
Contract Documents	01 May 2010	6 July 2010
Tender	26 June 2010	20 July 2010
Construction	10 December 2010	23 December 2010
Occupancy	10 January 2011	10 January 2011
Official Opening & Blessing	February 2011	

Project Team:

Architect	Graff Grguric Architects Inc
General Contractor	Kenmore Management
Project Manager	Tunde Labbanicz
Superintendent	Lee Ann Forsyth-Sells
Principal	Mary Kay Kalagian



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
CAPITAL PROJECT PROGRESS REPORT
JANUARY 18, 2011**

APPENDIX G

ST. JOSEPH CATHOLIC ELEMENTARY SCHOOL, GRIMSBY

Scope of Project:

Design and construction of a replacement school facility under the Prohibitive to Repair program. The new facility will be constructed on the existing site while the existing building continues to function. The existing building will be demolished and the site will be restored during the summer months prior to occupancy of the new facility.

Current Status:

The official opening and blessing took place on November 24th. The solar panel system will be tendered on February 1, 2011.

Project Information:

New Area to be Constructed	26,709	sq. ft.
Existing Area to be Renovated	0	sq. ft.
Total New Facility Area	26,709	sq. ft.
Total Site Area	4.2	acres
Pupil Places Added	-29	students (-1 classroom)
New Facility Capacity	221	students (10 classrooms)



Project Funding:

Prohibitive to Repair	5,340,703
Primary Class Size	359,297
Facility Renewal	209,060
Board Reserves	381,545
	\$6,290,605

Project Costs:

	Budget	Paid	Forecast
Construction Contract	5,473,472	5,143,048	5,473,472
Fees & Disbursements	441,300	504,608	532,750
Furniture & Equipment	94,200	132,094	100,000
Other Project Costs	296,125	309,580	296,125
	\$6,305,097	\$6,089,330	\$6,402,347

Project Timelines:

	<u>Scheduled Completion</u>	<u>Actual Completion</u>
Funding Approval	7 September 2007	7 September 2007
Architect Selection	28 November 2007	28 November 2007
Design Development	27 February 2009	27 February 2009
Contract Documents	22 May 2009	22 May 2009
Tender	18 June 2009	18 June 2009
Construction	July 2010	3 September 2010
Occupancy	7 September 2010	7 September 2010
Official Opening & Blessing	24 November 2010	24 November 2010

Project Team:

Architect	Venerino V.P. Panici Architect Inc
General Contractor	Brouwer Construction (1981) Ltd.
Project Manager	Anthony Ferrara
Superintendent	Rob Ciarlo
Principal	John Bosco



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
CAPITAL PROJECT PROGRESS REPORT
JANUARY 18, 2011**

APPENDIX H

ST. MARK CATHOLIC ELEMENTARY SCHOOL

Scope of Project:

Design and construction of a six classroom addition to provide 4 additional general classrooms and 2 additional Early Learning Kindergarten classrooms.

Current Status:

Tenders were received on January 13, 2011. A report recommending approval to award a contract will be presented to CW on January 18, 2011

Project Information:

New Area to be Constructed	9,096	sq. ft.
Existing Area to be Renovated	1,600	sq. ft.
Total New Facility Area	45,028	sq. ft.
Total Site Area	5.31	acres
Pupil Places Added	138	students
New Facility Capacity	501	students



Project Funding:

Primary Class Size	1,437,159
Early Learning	869,170
	\$2,306,329

Project Costs:

	Budget	Paid	Forecast
Construction Contract	1,800,000	0	1,800,000
Fees & Disbursements	200,000	168,863	200,000
Furniture & Equipment	50,000	0	50,000
Other Project Costs	250,000	6,583	250,000
	\$2,300,000	\$175,446	\$2,300,000

Project Timelines:

	<u>Scheduled Completion</u>	<u>Actual Completion</u>
Funding Approval	19/12/2008 & 15/06/2010	15 June 2010
Architect Selection	26 July 2009	26 July 2009
Design Development	23 December 2009	10 August 2010
Contract Documents	17 February 2011	
Tender & Approvals	25 January 2011	
Construction	26 August 2011	
Occupancy	6 September 2011	
Official Opening & Blessing	October 2011	

Project Team:

Architect	Garwood-Jones & Hanham
General Contractor	TBD
Project Manager	Tunde Labbanicz
Superintendent	Rob Ciarlo
Principal	Carmela D'Andrea

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
PUBLIC SESSION
JANUARY 18, 2011**

**TOPIC: TRUSTEE INFORMATION
SPOTLIGHT ON NIAGARA CATHOLIC – DECEMBER 21, 2010**



Spotlight

on NIAGARA CATHOLIC

Nurturing Souls & Building Minds

www.niagracatholic.ca

December 21, 2010

Father Stanley Puchniak To Receive 2011 Niagara Catholic Education Award of Distinction

Father Stanley Puchniak, of the Oblate Fathers of Mary Immaculate, has been selected as the 2011 recipient of the Niagara Catholic Education Award of Distinction.

The Award of Distinction was created in 2004, after the Board initiated a policy which set in place a process for recognizing individuals and groups who have made, or continue to make, outstanding contributions to Catholic education in the Niagara Region.



Father Stanley Puchniak

Father Stan was born in Janow, Poland, in 1901. He was ordained in Edmonton, Alberta, in 1925 and served in a number of parishes and camps in Western Canada and Ontario before moving to Welland in 1947.

At the time of his arrival in Welland, the Oblate Fathers were entrusted with the care of Sts. Peter and Paul Catholic Church in Welland. Father Stan was passionate about starting a Catholic school in Welland, and had soon secured 14 acres of land donated to Sts. Peter and Paul Parish for the establishment of Sts. Peter and Paul School. Father Stan often went door-to-door in Welland, collecting for the building fund.

Sts. Peter and Paul School opened in Welland in 1953, making it the first Separate School in Welland.

The Felician Sisters, (honoured with the Award of

Distinction in 2004), were hired as teachers for the new school.

Father Stan also led a project to construct a convent home for the teaching sisters.

"When Father Stan arrived in Welland, Catholics in the community did not have a school where they could send their children for a faith-based education," said Niagara Catholic Board Chair Kathy Burtnik. *"When you think about the way Father Stan worked to bring Catholic education to the city, by getting land donated to the St. Peter and Paul Parish and by going door-to-door canvassing for money to build the school, it certainly proves his strong belief in the need for Catholic education in the area."*

Niagara Catholic Director of Education John Crocco echoed that sentiment.

"We are extremely pleased to recognize Father Stan, who was a true pioneer of Catholic education in south Niagara, as the 2011 recipient of the Award of Distinction," said Niagara Catholic Director of Education John Crocco. *"When we proudly and fondly speak about the individuals who laid the foundation for Niagara Catholic, Father Stan certainly exemplifies the dedication of these individuals who actively demonstrated passion and a strong commitment to Catholic education in this area. We congratulate Father Stan Puchniak of the Oblate Fathers of Mary Immaculate and look forward to presenting the Award of Distinction at the Bishop's Gala on January 28, 2011."*

Father Stan passed away in 1989. Representatives from the Oblate Fathers of Mary Immaculate will accept the award on his behalf.

Trustees Honour Students Who Designed 2010 Christmas Cards With Keepsake Set During December 21 Board Meeting



In keeping with a Niagara Catholic tradition, student-designed Christmas cards have been used by Trustees, Senior Staff, and Parish Priests to provide their annual Christmas greeting. During the December 21st Board Meeting, each student whose card design was selected was presented with a set of cards with their design. Director of Education, John Crocco, Board Chair Kathy Burtnik and Vice-Chair Maurice Charbonneau posed alongside the young artists following the presentation. The students who designed the cards, in alphabetical order by name, were: Jacobo Arredondo (Gr 7, St. Augustine), Alayshia Bannister (Gr 8, St. Philomena), Jason Friesen (Gr 2, St. Theresa), Dylan Kwacz (Gr 10, Saint Michael), Elaine Mhlanga (Gr 6, St. Patrick NF), Nicole Panday (Gr 11, Saint Michael) and Sierra Rosiana (Gr 9, Lakeshore Catholic).

Niagara Catholic Staff, Students Buzzing Over Success of Inaugural Spelling Bee



Niagara Catholic held its inaugural Spelling Bee at Saint Michael Catholic High School on December 1st, 2010. Students in Grades 4 through 8 represented each Niagara Catholic elementary school. Above from left are event organizer, Mary Ann McKinley, Niagara Catholic Student Engagement/Leadership Consultant, Ryan Gizzie (Grade 8, Our Lady of Mount Carmel) and Alexi Doan (Grade 8, Our Lady of Victory), who tied for third place, Nicholas Low (Grade 7, St. Gabriel Lalemant), who finished second, spelling bee champion Marni McLean (Grade 8, Notre Dame) and Niagara Catholic Director of Education, John Crocco.

Controller of Plant James Woods Tells Trustees Capital Projects Are Well Under Way

Niagara Catholic Controller of Plant James Woods provided trustees with a progress report on capital projects during the December 21st Board Meeting.

Phase 1 of the \$11.3-million renovation and expansion of Blessed Trinity Catholic Secondary School in Grimsby is now complete. With site work finished, architects are preparing documents for the building addition and renovations, which will be tendered in March. Construction of Phase 2 is expected to be completed by December 2011, with occupancy scheduled for January 2012. A groundbreaking ceremony is scheduled for April 15, 2011.

Construction is well under way at Our Lady of Victory Catholic Elementary School in Fort Erie, where a \$5.9-million project will see the Junior and Senior schools consolidated into one larger, modern building. Footings and foundations are complete and concrete block walls are now being built.

The school is expected to be completed by August, 2011, with occupancy set for September 6, 2011.

The project to build a new library and classroom at St. Andrew Catholic Elementary School in Welland is also on schedule. The concrete block walls for the library addition are complete and the block walls for the gymnasium are nearly complete. The \$1.1-million renovation also includes expanding the gymnasium to include a stage and converting

the existing library into two new classrooms.

The construction of a new library and renovations to convert vacant space at St. Augustine Catholic Elementary School in Welland into two new classrooms is well under way. The block walls, floor slabs and concrete curbs are complete, the roof deck is in place. Insulation and windows will be installed in the next few weeks. The \$1.1-million project also includes expanding two classrooms to create Kindergarten classrooms, an additional driveway entrance and a parking lot with a "kiss and ride" area.

Tendering documents are currently being prepared for St. Anthony Catholic Elementary School in St. Catharines and St. Mark Catholic Elementary School in Beamsville.

The \$1.5-million project at St. Anthony involves building three new Early Learning classrooms will be built, and renovations to the school will allow for the creation of two more general classrooms. St. Mark will receive a \$2.3-million, six-classroom addition to provide four general classrooms and two new Early Learning classrooms. Both of these projects will go to tender in February, 2011 and are scheduled for completion by August.

Construction at Our Lady of Fatima and St. Joseph Catholic Elementary Schools is complete, and Official Blessings and Openings took place in late November.

School Excellence Program

FOCUS on

St. Mark Catholic Elementary School

The January 27, 2009 Board meeting saw the launch of a new initiative at Niagara Catholic.

The **School Excellence Program** is part of a series of new strategies within Niagara Catholic to increase the profile of our schools and celebrate the success of our students and staff.

Each month, one Niagara Catholic school will have the opportunity to appear before the Board to celebrate their successes, share their plans for continuous improvement and showcase one “extraordinary item or initiative that makes the school an indispensable choice for parents.”

St. Mark Catholic Elementary School opened in 2001 to serve the residents of Beamsville in growing west Niagara.

The St. Mark motto is “**Shaping the Future Together**”, and togetherness was evident in the team presentation delivered to the Trustees during the School Excellence Program presentation at the December 21st Board Meeting. Principal Carm D’Andrea was joined by several school and community speakers to present St. Mark’s School Excellence Program to the Board.

Students Neil Taylor, Laura Voigt and Lisa Capostagno spoke about the culture of community at St. Mark, explaining many students consider the school a home away from home. There is sense of mutual respect between students and staff, and a strong belief that they are working together as a team. Students feel very comfortable sharing their ideas and/or concerns with staff, secure in the knowledge that their opinions are valued.

They also spoke about the many activities and clubs available at the school, including gardening, tech, craft, and photography clubs, a variety of sports teams and a cooking program.

Parent Tracey Palumbo spoke on behalf of parents, and shared her thoughts about the spirit of co-operation between parents, staff and students at St. Mark.

Mrs. Palumbo said events such as the annual pasta dinner and “Welcome Back Barbecue” give parents a chance to connect with the school in a fun, informal setting.

Parents of future St. Mark students get an early glimpse into life at the school through a special day dedicated to introducing children to school. Students play while their parents learn about daily life at St. Mark and the many resources available to them in the community..



Top: The CyberQuest Program introduces Grade 7 and 8 students to technology based programs.

Below: Students look forward to participating in the annual Science Fair each year.





Top: Students at St. Mark Catholic Elementary School take part in a number of inter-school sporting events.



Left: Advent celebrations are among many faith-based events at St. Mark Catholic Elementary School.

Bottom: The School Buddies program connects older students and younger students on the playground.

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Rachael Bakker spoke on behalf of the St. Helen Parish, sharing information about the many ways the parish is involved in the St. Mark community.

The school holds a prayer club every Wednesday morning, led by Mrs. Rose Luppino, a member of the St. Helen's Parish Council. Father Philip English visits St. Mark every Friday to see how everyone's week has been and to say hello. This very visible presence in the school makes Fr. Philip more than just a face up at the altar during Mass services, as students have an opportunity to chat with him while they are in school.

St. Helen Church is a very small, country church, but has a congregation of enthusiastic church-goers. To accommodate the number of people who wish to attend Sunday morning Mass, services at 11 a.m. take place in the St. Mark gym.

Students living in rural communities such as Beamsville often have to travel to larger centres to participate in sports and other recreational activities.

School staff recognized that it is often difficult for families to move their children in and out of town several times a week, so a partnership with the Town of Lincoln was forged.

Janice Makepeace, who works in the Town's Community Development office, told Trustees she has reached out to schools in her community, noting St. Mark is the most enthusiastic partner in this initiative.

Grade 8 students helped with plans to revitalize Angelina Prokich Park, which is located adjacent to St. Mark school. Their comments, and some of their design ideas, were incorporated into the final design of the park.

Beginning next month, the Town will run programs at the school one night a week. This program could expand to two nights in the spring.

"If I had to categorize St. Mark (Catholic) Elementary School, I would say that it is what my idea of a community school is," Ms. Makepeace said.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
PUBLIC SESSION
JANUARY 18, 2011**

TOPIC: CALENDAR OF EVENTS – JANUARY 2011

January 2011

SUN MON TUE WED THU FRI SAT



2	3	4	5	6	7	8
						1
~ Board Christmas Shutdown ~						
9	10 Classes resume	11	12 SEAC Mtg	13 Secondary Open Houses - SP	14	15
16	17	18 CW Mtg	19 Secondary Open Houses - DM - LC	20 Secondary Open Houses - ND - SF	21	22
23	24	25 Policy Mtg Board Mtg	26 Secondary Open Houses - BT	27 Family Literacy Day	28 Bishop's Gala	29
30	31 Elem PA Day				Secondary Exams >>	



Niagara Catholic
District School Board

Events posted at
niagaracatholic.ca