



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

BOARD MEETING

TUESDAY, APRIL 26, 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 MacNeil -
2. Roll Call -
3. Approval of the Agenda -
4. Declaration of Conflict of Interest -
5. Minutes of the Board Meetings
 - 5.1 March 29, 2011 A5.1
 - 5.2 April 12, 2011 A5.2

B. DELEGATIONS/PRESENTATIONS

C. COMMITTEE AND STAFF REPORTS

1. School Excellence Program C1
St. John Catholic Elementary School, Beamsville
2. Unapproved Minutes of the Committee of the Whole Meeting of April 12, 2011 C2
and Consideration of Recommendations
 - 2.1 Education-Based Research Policy (301.2) C2.1
3. Policies (*Interim Policies approved at April Special Board Meeting*)
 - 3.1 Purchasing/Supply Chain Management Policy (600.1) C3.1
 - 3.2 Trustee Expenses & Reimbursement Policy (100.13) C3.2
4. Approved Minutes of the S.E.A.C. Meeting of March 2, 2011 C4
 - 4.1 Letter from the Special Education Advisory Committee to the Ministry of Education C4.1
5. Niagara Catholic Equity and Inclusive Education Strategy C5
6. Student Mental Health Initiatives Update C6
7. Catholic Education Week 2011 C7
8. School Year Calendar 2011-2012 C8
9. Financial Reports
 - 9.1 Monthly Banking Transactions for the Month of March 2011 C9.1
 - 9.2 Statement of Revenue and Expenditures as at March 31, 2011 C9.2

D. TRUSTEE ITEMS, OPEN QUESTION PERIOD & OTHER BUSINESS

1. Correspondence
- 1.1 OFSAA – Thank You for Support D1.1
2. Report on Trustee Conferences Attended -
3. General Discussion to Plan for Future Action -
4. Trustee Information -
 - 4.1 Spotlight on Niagara Catholic – April 12, 2011 D4.1
 - 4.2 Calendar of Events – May 2011 D4.2
 - 4.3 Specialist High Skills Major Celebration – April 28, 2011 -
 - 4.4 OCSTA/OCSBOA Finance Seminar & OCSTA AGM – April 28 – April 30, 2011 -
 - 4.5 Catholic Education Week – May 1 – 7, 2011 -
 - May 2, 2011 – Catch the Spirit – Holy Cross Catholic Secondary School
 - May 3, 2011 – Celebrating Staff Excellence – Quality Hotel Parkway Convention Centre
 - 4.6 Ground Breaking Ceremony - Blessed Trinity Catholic Secondary School May 3, 2011 -
 - 4.7 Ground Breaking Ceremony – St. Anthony Catholic Elementary School May 5, 2011 -
 - 4.8 Graduation Celebration 2011 – Scotiabank Convention Centre – May 19, 2011 -
 - 4.9 Partners in Catholic Education – Quality Hotel Parkway Convention Centre – May 19, 2011 -
 - 4.10 Niagara Catholic Family Picnic Day 2011 – Queenston Heights – June 5, 2011 D4.10
 - 4.11 Premier’s Award for Teaching Excellence – Donna Saunders -
5. Open Question Period -

(The purpose of the Open Question Period is to allow members of the Catholic school supporting public to ask about items on that night’s public agenda or any previous agendas, and the Board to answer and react.)

E. NOTICES OF MOTION

1. Inclusivity Policy on the Hiring Process of Senior Staff E1

F. BUSINESS IN CAMERA

G. REPORT ON IN CAMERA SESSION

H. FUTURE MEETINGS AND EVENTS

I. MOMENT OF SILENT REFLECTION FOR LIFE

J. ADJOURNMENT

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
PUBLIC SESSION
APRIL 26, 2011**

**TOPIC: MINUTES OF THE BOARD MEETING OF
MARCH 29, 2011**

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Minutes of Board Meeting of March 29, 2011, as presented.



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

MINUTES OF THE BOARD MEETING

TUESDAY, MARCH 29, 2011

Minutes of the Meeting of the Niagara Catholic District School Board, held on Tuesday, March 29, 2011, at 7:00 p.m. in the Father Kenneth Burns csc Board Room, at the Catholic Education Centre, 427 Rice Road, Welland.

The meeting was called to order at 7:00 p.m. by Chairperson Burtnik.

A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayers were led by Chairperson Burtnik.

2. Roll Call

Moved by Trustee Burkholder
Seconded by Trustee Nieuwesteeg

THAT the Niagara Catholic District School Board excuse Trustee O'Leary from attending the Board Meeting of March 29, 2011.

CARRIED

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**, **Lee Ann Forsyth-Sells**, **Frank Iannantuono**, Superintendents of Education; **Larry Reich**, Superintendent of Business & Financial Services; **James Woods**, Controller of Plant; **Sherry Morena**, Recording Secretary/ Administrative Assistant, Corporate Services & Communications

3. **Approval of the Agenda**

Moved by Trustee Charbonneau

Seconded by Trustee Burkholder

THAT the Niagara Catholic District School Board approve the Agenda of the Board Meeting of March 29, 2011, as amended:

ADDITION TO THE PUBLIC AGENDA

ITEM B2 Niagara Peninsula Conservation Authority ECO School Program Awards

CARRIED

4. **Disclosure of Interest**

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

5. **Approval of Minutes of the Board Meeting of February 22, 2011**

Trustee MacNeil requested the minutes be amended to include reference to the Board By-Law Section 17 as it refers to the duties of the Policy Committee.

Moved by Trustee Charbonneau

Seconded by Trustee Burkholder

THAT the Niagara Catholic District School Board approve the Minutes of the Board Meeting of February 22, 2011, as amended to incorporate information on the Board By-Laws as it refers to the duties of the Policy Committee.

CARRIED

B. DELEGATIONS

1. **Lakeshore Catholic High School Play “Pressure”**

Lee Ann Forsyth-Sells, Superintendent of Education, welcomed Danny DiLorenzo, Principal of Lakeshore Catholic High School, who spoke to the play “Pressure” which won the award for the Best Play for Social Justice Issues and Dallas Suesz won for best original sound.

The students explained the premise of the play and performed a portion of the play for the Board.

Chairperson Burtnik thanked the students for their outstanding performance.

2. **Niagara Peninsula Conservation Authority ECO School Program Awards**

James Woods, Controller of Plant, welcomed Barry Porter, Restoration Program Assistant, Niagara Peninsula Conservation Authority ECO School Program Awards. Mr. Porter presented information on the Watershed Restoration Program stating that is a hands-on learning opportunity for both elementary and high school students. The program encourages young people to take an active role in local water quality and habitat improvements through planning and developing a native wildflower garden on their school grounds.

Mr. Porter presented the following schools with plaques for their participation in the ECO Schools Program: St. Edward Catholic Elementary School; Alexander Kuska Catholic Elementary School; Denis Morris Catholic High School; Our Lady of Fatima Catholic Elementary School; St. Ann Catholic Elementary School; St. Elizabeth Catholic Elementary School; St. Francis Catholic Secondary School; St. Joseph Catholic Elementary School; St. Mary Catholic Elementary School; St. Nicholas Catholic Elementary School; St. Philomena Catholic Elementary School and St. Vincent de Paul Catholic Elementary School.

C. COMMITTEE AND STAFF REPORTS

1. School Excellence Program - St. Joseph Catholic Elementary School, Grimsby

Director Crocco provided background information on the monthly School Excellence Program. Yolanda Baldasaro, Superintendent of Education, introduced John Bosco, Principal of St. Joseph Catholic Elementary School, Grimsby.

Principal Bosco, with the assistance of students and staff showcased St. Joseph Catholic Elementary School as part of the School Excellence Program.

Chairperson Burtnik thanked Principal Bosco, the staff and students for their presentation and performance.

2. Unapproved Minutes of the Committee of the Whole Meeting of March 8, 2011 and Consideration of Recommendations

Moved by Trustee Burkholder

Seconded by Trustee Charbonneau

THAT the Niagara Catholic District School Board receive the unapproved Minutes of the Committee of the Whole Meeting of March 8, 2011, as presented.

CARRIED

The following recommendations were presented for the Board's consideration from the Committee of the Whole Meeting of March 8, 2011:

2.1 Complaint Resolution Policy (800.3)

Moved by Trustee Sicoli

Seconded by Trustee Burkholder

THAT the Niagara Catholic District School Board approve the Complaint Resolution Policy (800.3), as presented.

CARRIED

2.2 Nutrition Policy (302.7)

Moved by Trustee Charbonneau

Seconded by Trustee Burkholder

THAT the Niagara Catholic District School Board approve the Nutrition Policy (302.7), as presented.

CARRIED

3. **Minutes of the Special Education Advisory Committee Meeting of February 2, 2011**

Moved by Trustee MacNeil
Seconded by Trustee Burkholder

THAT the Niagara Catholic District School Board receive the Minutes of the Special Education Advisory Committee Meeting of February 2, 2011, as presented for information.

CARRIED

4. **Extended Overnight Field Trip/Excursion/Exchange Trip Information**

Superintendent Baldasaro presented the Extended Overnight Field Trip/Excursion/Exchange Trip Information.

5. **Financial Reports**

5.1 **Monthly Banking Transactions**

Moved by Trustee Nieuwesteeg
Seconded by Trustee Charbonneau

THAT the Niagara Catholic District School Board approve the Monthly Banking Transactions for the month of February 2011, as presented for information.

CARRIED

5.2 **Statement of Revenue & Expenditures**

Moved by Trustee Charbonneau
Seconded by Trustee Sicoli

THAT the Niagara Catholic District School Board approve the Statement of Revenue and Expenditures as at February 28, 2011, as presented for information.

CARRIED

D. TRUSTEE ITEMS, OPEN QUESTION PERIOD & OTHER BUSINESS

1. **Correspondence**

Nil Report

2. **Report on Trustee Conferences Attended**

Chairperson Burtnik and Trustee Burkholder gave a brief update on the Annual Catholic School Council Spring Convention held on Saturday, March 26, 2011.

3. **General Discussion to Plan for Future Action**

Nil Report

4. **Trustee Information**

4.1 **Spotlight on Niagara Catholic – February 22, 2011**

Director Crocco presented the Spotlight on Niagara Catholic – February 22, 2011, issue for Trustees' information.

4.2 Calendar of Events – April 2011

Director Crocco presented the Calendar of Events – April 2011 for Trustees' information.

4.3 Trustee & Senior Staff Faith Formation Retreat – March 30, 2011
Mount Carmel Spiritual Centre

Director Crocco reminded Trustees of the Trustee & Senior Staff Faith Formation Retreat March 30, 2011 at 4:00 p.m. with Bishop Gerard Bergie.

4.4 Ontario Catholic Student Leadership Conference 2011 – March 31 – April 2, 2011

Director Crocco presented an update on the Ontario Catholic Student Leadership Conference 2011 being held in Niagara Falls from March 31 to April 2, 2011.

Trustees were invited to attend any or all of the activities.

4.5 Special Board Meeting following April Committee of the Whole Meeting

Director Crocco informed Trustees that a Tentative Special Board Meeting on April 12, 2011, following the Committee of the Whole Meeting.

4.6 Tentative Ground Breaking Ceremony
Blessed Trinity Catholic Secondary School – April 27, 2011

Director Crocco reminded Trustees that the Tentative Groundbreaking Ceremony for Blessed Trinity Catholic Secondary School is scheduled for April 27, 2011.

4.7 Municipal, Provincial and Federal Election Administrative Procedures

Director Crocco presented Trustees with a copy of the Municipal, Provincial and Federal Election Administrative Procedures.

5. Open Question Period

None Submitted

E. NOTICES OF MOTION

F. BUSINESS IN CAMERA

Moved by Trustee Charbonneau
Seconded by Trustee Burkholder

THAT the Niagara Catholic District School Board move into the In Camera Session.

CARRIED

The Niagara Catholic District School Board moved into the In Camera Session of the Board Meeting at 8:55 p.m. and reconvened at 10:15 p.m.

G. REPORT ON THE IN-CAMERA SESSION

Moved by Trustee Burkholder
Seconded by Trustee Charbonneau

THAT the Niagara Catholic District School Board report the motions from the In Camera Session of the Board Meeting of March 29, 2011.

CARRIED

SECTION A: STUDENT TRUSTEES PRESENT

Moved by Trustee Nieuwesteeg
Seconded by Trustee Charbonneau

THAT the Niagara Catholic District School Board approve the Minutes of the In Camera Session of the Board Meeting - SECTION A: Student Trustees Present of February 22, 2011, as presented.

CARRIED (Item F1)

Moved by Trustee Nieuwesteeg
Seconded by Trustee Charbonneau

THAT the Niagara Catholic District School Board receive the unapproved Minutes of the In Camera Session of the Committee of the Whole Meeting - SECTION A: Student Trustees Present of March 8, 2011, as presented.

CARRIED (Item F2)

SECTION B: STUDENT TRUSTEES EXCLUDED

Moved by Trustee Burkholder
Seconded by Trustee Charbonneau

THAT the Niagara Catholic District School Board approve the Minutes of the In Camera Session of the Board Meeting - SECTION B: Student Trustees Excluded of February 22, 2011, as presented.

CARRIED (Item F4)

Moved by Trustee Burkholder
Seconded by Trustee Charbonneau

THAT the Niagara Catholic District School Board receive the unapproved Minutes of the In Camera Session of the Committee of the Whole Meeting - SECTION B: Student Trustees Excluded of March 8, 2011, as presented.

CARRIED (Item F5)

H. FUTURE MEETINGS AND EVENTS

I. MOMENT OF SILENT REFLECTION FOR LIFE

J. ADJOURNMENT

Moved by Trustee Nieuwesteeg
Seconded by Trustee Burkholder

THAT the March 29, 2011 meeting of the Niagara Catholic District School Board be adjourned.

CARRIED

This meeting was adjourned at 10:25 p.m.

Minutes of the Meeting of the Niagara Catholic District School Board held on **March 29th, 2011.**

Approved on the **26th** day of **April 2011.**

Kathy Burtnik
Chairperson of the Board

John Crocco
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
PUBLIC SESSION
APRIL 26, 2011**

**TOPIC: MINUTES OF THE SPECIAL BOARD MEETING OF
APRIL 12, 2011**

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Minutes of Special Board Meeting of April 12, 2011, as presented.



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

MINUTES OF THE SPECIAL BOARD MEETING

TUESDAY, APRIL 12, 2011

Minutes of the Special Meeting of the Niagara Catholic District School Board, held on Tuesday, April 12, 2011, at 9:00 p.m. in the Father Kenneth Burns csc Board Room, at the Catholic Education Centre, 427 Rice Road, Welland.

The meeting was called to order at 10:59 p.m. by Chairperson Burtnik.

A. ROUTINE MATTERS

Moved by Trustee Nieuwesteeg

Seconded by Trustee MacNeil

THAT the Niagara Catholic District School Board approve the Special Board Meeting be extended by 15 minutes.

CARRIED

1. Opening Prayer

Opening Prayers were led by Trustee Fera.

2. Roll Call

Chairperson Burtnik noted that all 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**, **Lee Ann Forsyth-Sells**, **Frank Iannantuono**, Superintendents of Education; **Larry Reich**, Superintendent of Business & Financial Services; **James Woods**, Controller of Plant; **Jennifer Brailey**, Manager of Corporate Services & Communications; **Sherry Morena**, Recording Secretary/Administrative Assistant, Corporate Services & Communications

3. **Approval of the Agenda**

Moved by Trustee Charbonneau

Seconded by Trustee MacNeil

THAT the Niagara Catholic District School Board approve the Agenda of the Special Board Meeting of April 12, 2011, as amended:

CARRIED

4. **Disclosure of Interest**

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

B. COMMITTEE AND STAFF REPORTS

1. **Addition and Alterations to St. Anthony Catholic Elementary School Award of Construction Contract**

Moved by Trustee O'Leary

Seconded by Trustee Burkholder

THAT the Niagara Catholic District School Board approve the award of a construction contract to Charter Building Company for the addition and alterations to St. Anthony Catholic Elementary School in the amount of \$1,728,360.

CARRIED

2. **Addition and Alterations to Blessed Trinity Catholic Secondary School Award of Construction Contract**

Moved by Trustee O'Leary

Seconded by Trustee Burkholder

THAT the Niagara Catholic District School Board approve the award of a construction contract to Brouwer Construction (1981) Ltd., for the addition and alterations to Blessed Trinity Catholic Secondary School in the amount of \$11,329,915.

CARRIED

3. **Policies**

3.1 **Approval of Purchasing/Supply Chain Management Policy (600.1)**

Moved by Trustee Nieuwesteeg

Seconded by Trustee Charbonneau

THAT the Niagara Catholic District School Board approve the Interim Approval of Purchasing/Supply Chain Management Policy (600.1), as presented.

CARRIED

3.2 Approval of Trustee Expenses & Reimbursement Policy (100.13)

Moved by Trustee Nieuwesteeg
Seconded by Trustee Charbonneau

THAT the Niagara Catholic District School Board approve the Approval of Trustee Expenses & Reimbursement Policy (100.13) , as presented.

CARRIED

3.3 Deletion of Trustee Conference & Travel Expenses Policy (100.2)

Moved by Trustee O'Leary
Seconded by Trustee Charbonneau

THAT the Niagara Catholic District School Board approve the approve the deletion of the Trustee Conference & Travel Expenses Policy (100.2), pending approval of the Trustee Expenses and Reimbursement Policy.

CARRIED

3.4 Deletion of Trustee Travel Expenses Policy (100.3)

Moved by Trustee O'Leary
Seconded by Trustee Charbonneau

THAT the Niagara Catholic District School Board approve the deletion of the Trustee Travel Expenses Policy (100.3), pending approval of the Trustee Expenses and Reimbursement Policy.

CARRIED

4. Larkin Estate Admission Awards 2011-2012

Moved by Trustee Burkholder
Seconded by Trustee Fera

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the payment of scholarships for the Larkin Estate Admission Awards for 2011, as noted in the report.

CARRIED

C. BUSINESS IN CAMERA

Moved by Trustee Charbonneau
Seconded by Trustee Sicoli

THAT the Niagara Catholic District School Board move into the In Camera Session.

CARRIED

The Niagara Catholic District School Board moved into the In Camera Session of the Special Board Meeting at 11:06 p.m. and reconvened at 11:07 p.m.

D. REPORT ON THE IN-CAMERA SESSION

Due to time restraints the In-Camera Session of the Special Board Meeting was deferred to the April 26, 2011 Board Meeting.

E. MOMENT OF SILENT REFLECTION FOR LIFE

F. ADJOURNMENT

Moved by Trustee Burkholder

Seconded by Trustee O'Leary

THAT the April 12, 2011 Special Meeting of the Niagara Catholic District School Board be adjourned.

CARRIED

This meeting was adjourned at 11:07

Minutes of the Special Meeting of the Niagara Catholic District School Board held on **April 12th, 2011.**

Approved on the **26th** day of **April 2011.**

Kathy Burtnik
Chairperson of the Board

John Crocco
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
PUBLIC SESSION
APRIL 26, 2011**

**TOPIC: SCHOOL EXCELLENCE PROGRAM
ST. JOHN CATHOLIC ELEMENTARY SCHOOL, BEAMSVILLE**



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

REPORT TO THE BOARD DECEMBER 21, 2010

SCHOOL EXCELLENCE PROGRAM ST. JOHN CATHOLIC ELEMENTARY SCHOOL, BEAMSVILLE

Contact Info:
5684 Reg Rd 81
Beamsville, ON
L0R 1B0
Ph: 905.945.5331
Fx: 905.945.1877
st.john@ncdsb.com

Grades:
JK - 8

Principal:
Emma Fera Massi

Superintendent:
Yolanda Baldasaro

**Catholic School
Council Chair:**
Paula Davis-Barlow

Parish:
St. Helen



*We are a community
of Catholic learners,
independent and respectful
of self and others,
developing to our
fullest potential
while fostering a climate
of uniqueness and equity
for each individual
in our community.*

- School Mission Statement

St. John School is located on Old Highway #8, (now Regional Road 81) between Beamsville and Grimsby. The school is halfway between the two urban centres. St. John was built in 1958 as a four-room school and has had two major additions. It is a beautiful setting for a school with orchards on both sides and the Bruce Trail just behind the school.

Total enrolment as of September 2010: 341

Prepared by: Yolanda Baldasaro, Superintendent of Education

Presented by: Yolanda Baldasaro, Superintendent of Education

Approved by: John Crocco, Director of Education

Date: January 25, 2011

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
PUBLIC SESSION
APRIL 26, 2011**

**TOPIC: UNAPPROVED MINUTES OF THE COMMITTEE OF THE
WHOLE MEETING OF APRIL 12, 2011**

RECOMMENDATION

THAT the Niagara Catholic District School Board receive the unapproved Minutes of the Committee of the Whole Meeting of April 12, 2011, as presented.

The following recommendation is being presented for the Board's consideration from the Committee of the Whole Meeting of April 12, 2011.

1.1 Education-Based Research Policy (301.2)

THAT the Niagara Catholic District School Board approve the Education-Based Research Policy (301.2), as presented.



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

MINUTES OF THE COMMITTEE OF THE WHOLE MEETING

TUESDAY, APRIL 12, 2011

Minutes of the Meeting of the Committee of the Whole of the Niagara Catholic District School Board, held on Tuesday, April 12, 2011, at 7:00 p.m. in the Father Kenneth Burns csc Board Room, at the Catholic Education Centre, 427 Rice Road, Welland.

The meeting was called to order at 7:00 p.m. by Vice-Chairperson Charbonneau.

A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayers were led by Vice-Chairperson Charbonneau.

2. Roll Call

Vice-Chairperson noted that all 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**, **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; **Marcel Jacques**, Administrator – Student Achievement K-12, Special Education; **Jennifer Brailey**, Manager of Corporate Services & Communications; **Sherry Morena**, Recording Secretary/Administrative Assistant, Corporate Services & Communications

3. **Approval of the Agenda**

Moved by Trustee Burkholder

THAT the Committee of the Whole approve the Agenda of the Committee of the Whole Meeting of April 12, 2011, as presented.

CARRIED

4. **Disclosure of Interest**

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

5. **Minutes of the Committee of the Whole Meeting of March 8, 2011**

Moved by Trustee Nieuwesteeg

THAT the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting of March 8, 2011, as presented.

CARRIED

B. PRESENTATIONS

1. **St. Edward Catholic Elementary School Choir**

Andy Cipro, Principal of St. Edward Catholic Elementary School introduced the St. Edward Catholic Elementary School Choir, who performed a song composed by parent Judy Lypka to celebrate the opening of the Scotiabank Convention Centre in Niagara Falls.

Director Crocco informed Trustees that he attended the Grand Opening of the Scotiabank Convention Centre last week to watch the Choirs, and stated that 13 of the 19 School Choirs were from Niagara Catholic.

The Choir was applauded for their very talented and gifted performance. Trustees also complimented Ms. Lypka on having her song chosen out of the many submissions to the Scotiabank Convention Centre.

2. **Ontario Catholic Student Leadership Conference 2011**

Director Crocco invited Student Trustees Patrick Fowler and Shelby Levesque to present information on the Inaugural Ontario Catholic Student Leadership Conference 2011 along with the Final Conference Report. Trustees were informed that this was a student lead Conference for Catholic students from across Ontario, and was attended by over 400 students and staff moderators.

Director Crocco informed Trustees of the process followed in gathering the students thoughts and opinions on Catholic Education in preparation of the Final Conference Report. He mentioned that the Final Conference Report was presented to the Bishops of Ontario and he will be presenting the Report to Catholic Directors of Education and Catholic Superintendents of Education from across Ontario at the OCSOA AGM.

Director Crocco praised Student Trustees Fowler and Levesque for their handwork, diligence, commitment and proud representation of Niagara Catholic as they emceed the entire conference in front of 400 people for the three days.

Chairperson Burtnik informed the Board that through her association with OCSTA she has been hearing very positive feedback regarding the Conference and the voice of the students from across Ontario is being heard. A presentation on the Conference is scheduled for the OCSTA AGM at the end of April 2011.

C. COMMITTEE AND STAFF REPORTS

1. Policy Committee

1.1 Unapproved Minutes Policy Committee Meeting – March 29, 2011

Moved by Trustee Fera

THAT the Committee of the Whole receive the unapproved Minutes of the Policy Committee Meeting of March 29, 2011, as presented.

CARRIED

1.2 Policies

Policy Committee Chairperson spoke to the three (3) policies being presented for approval.

1.2.1 Approval of Education-Based Research Policy (301.2)

Moved by Trustee Burkholder

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Approval of Education-Based Research Policy (301.2), as presented.

CARRIED

1.2.2 Approval of Purchasing/Supply Chain Management Policy (600.1)

Moved by Trustee Sicoli

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Interim Approval of Purchasing/Supply Chain Management Policy (600.1), as presented.

CARRIED

1.2.3 Approval of Trustee Expenses & Reimbursement Policy (100.13)

Moved by Trustee MacNeil

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Approval of Trustee Expenses & Reimbursement Policy (100.13), as amended...to delete the words “*unless they are approved in advance by the Chairperson of the Board and the Director of Education*” at the end of the first paragraph under Gifts & Donations.

CARRIED

1.2.4 Deletion of Trustee Conference & Travel Expenses Policy (100.2)

Moved by Trustee MacNeil

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the deletion of the Trustee Conference & Travel Expenses Policy (100.2), pending approval of the Trustee Expenses and Reimbursement Policy.

CARRIED

1.2.5 Deletion of Trustee Travel Expenses Policy (100.3)

Moved by Trustee O’Leary

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the deletion of the Trustee Travel Expenses Policy (100.3), pending approval of the Trustee Expenses and Reimbursement Policy.

CARRIED

1.3 Policy Development Update

Director Crocco presented the Policy Development Update.

2. Elementary Blended Learning

Superintendent Baldasaro welcomed Robert Di Persio, Administrator – Research, Assessment & Evaluation, and Pat Mete, Consultant: Mentor Connector/Homework Help, who introduced the report on Elementary Blended Learning.

Staff involved with the Blended Learning Pilot provided a demonstration about how the Program has been integrated into the school environments.

Trustees asked questions of staff regarding the e-Learning Ontario Blended Learning Pilot Projects.

3. Junior Reading Pilot Initiative 2010-2011

Superintendent Baldasaro welcomed Marcel Jacques, Administrator – Student Achievement K-12, Special Education; Colleen Atkinson, Coordinator - Special Education; and Amy Dowd, Coordinator – Special Education.

The team presented the report on the Junior Reading Pilot Initiative 2010 which will take place in ten (10) Catholic elementary schools across Niagara. Trustees were informed that the Junior Reading Initiative aligns itself with Ministry guidelines and current best practices in Literacy programs throughout Niagara Catholic. It is also aimed at addressing one of the Literacy Smart Goals on our Board Improvement Plan. Its focus is to reduce the achievement gap between males and females by improving the achievement of male students based on EQAO scores.

4. Niagara Catholic Parent Involvement Committee Catholic School Councils' Annual Spring Convention 2011

Lee Ann Forsyth-Sells, Superintendent of Education, presented the report on the Niagara Catholic Parent Involvement Committee Catholic School Councils' Annual Spring Convention 2011 which took place on Saturday, March 26, 2011 at Blessed Trinity Catholic Secondary School in Grimsby.

Approximately 180 participants including the Niagara Catholic Parent Involvement Committee, parents, Trustees, Senior Staff, Principals and Vice-Principals were in attendance for the annual convention to continue to foster parent engagement in the Niagara Catholic District School Board.

5. Family Violence Prevention - "It's Everybody's Business"

Frank Iannantuono, Superintendent of Education, welcomed Mark Lefebvre, Administrator: School Effectiveness, who presented the report Family Violence Prevention - "It's Everybody's Business".

Mr. Lefebvre stated that a Regional Task Force against Family Violence was formed with representation from municipal government, health, the Niagara Catholic District School Board, the legal/justice sector, the media and business and labour to work within their specific sectors to increase awareness about family violence and its impact on the workplace. Workplace toolkits have been developed to help employers address the issue of family violence in the workplace.

On Friday February 18, 2011, the Niagara Catholic District School Board was recognized by the Neighbours, Friends, and Families Committee for its outstanding achievement in educating the staff of Niagara Catholic on the issue of family violence.

6. Bill 157: Update on School Climate Surveys

Frank Iannantuono, Superintendent of Education/Human Resources, presented the Bill 157: Update on School Climate Surveys. He informed Trustees that following a vetting process, the Bullying Prevention Policy and Progressive Discipline Policy were revised to reflect Regulation 472/02 and additions to PPM's 144 and 145.

The implementation plan includes a small group of schools piloting the survey during the spring of 2011 and all schools to conduct the survey during Bullying Prevention Week which is celebrated during the week of November 14th-18th, 2011.

7. Addition and Alterations to St. Anthony Catholic Elementary School Award of Construction Contract

James Woods, Controller of Plant, presented the report on the Addition and Alterations to St. Anthony Catholic Elementary School Award of Construction Contract.

Moved by Trustee MacNeil

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the award of a construction contract to Charter Building Company for the addition and alterations to St. Anthony Catholic Elementary School in the amount of \$1,728,360.

CARRIED

8. Addition and Alterations to Blessed Trinity Catholic Secondary School Award of Construction Contract

James Woods, Controller of Plant, presented the report on the Addition and Alterations to Blessed Trinity Catholic Secondary School Award of Construction Contract.

Moved by Trustee Sicoli

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the award of a construction contract to Brouwer Construction (1981) Ltd., for the addition and alterations to Blessed Trinity Catholic Secondary School in the amount of \$11,329,915.

CARRIED

9. Staff Development Department Professional Development Opportunities

Khayyam Syne, Administrator of Staff Development, highlighted the Professional Development opportunities and events outlined in the report. He then welcomed Teachers Laurie Crain-Anez and Nadine Riddle who presented information on the Teacher Learning and Leadership Program (TLLP) as part of the Staff Development Department Professional Development Opportunities Report.

10. Catholic Leadership: Superintendent of Education Selection 2011

Director Crocco presented the report on the Catholic Leadership: Superintendent of Education Selection 2011, and informed Trustees of the process to be followed, the criteria required and the timelines to be implemented. Director Crocco invited input on the qualifications and profile of a Niagara Catholic Superintendent of Education.

After discussions with Trustees the qualifications regarding "*Specialist in Religious Education and Special Education preferred*" was amended to include replace the word "*preferred*" with "*by September 2013*", as well as the adjustment to include two Trustees as observers in the interview process.

Trustees were invited to submit their names to the Chairperson of the Board if they are interested in an observation role during the interview process.

Director Crocco reminded Trustees that as mentioned previously, Senior Administrative Council is in the process of designing a comprehensive Niagara Catholic Leadership Succession Plan Policy as part of the Board's Leadership Program for all levels within the Board; Teachers, Consultants, Special Assignment Teachers, Program Chairs, Vice-Principals, Managers,

Administrators, Principals, Controller of Plant, Superintendents to Director of Education. Through the Policy Committee process, the Director anticipates presenting a comprehensive Niagara Catholic Leadership Succession Plan Policy to the Board in the Fall of 2011.

11. Extended Overnight Field Trip/Excursion/Exchange Trip Information

Superintendent Baldasaro presented the Extended Overnight Field Trip/Excursion/Exchange Trip Information.

12. Larkin Estate Admission Awards 2011-2012

Superintendent Baldasaro and Superintendent of Business & Financial Services Reich presented the report on the Larkin Estate Admission Awards 2011-2012. A brief history of the Scholarship was presented to Trustees.

Moved by Trustee O'Leary

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the payment of scholarships for the Larkin Estate Admission Awards for 2011, as noted in the report.

CARRIED

13. Monthly Updates

13.1 Capital Projects Progress Report

James Woods, Controller of Plant, presented the Capital Projects Progress Report.

13.2 Student Trustees' Update

Shelby Levesque, Student Trustee, gave a brief verbal update on the activities of the Student Senate.

13.3 Senior Staff Good News Update

Senior Staff highlights included:

Superintendent Baldasaro

- The Student Achievement Department and the English Curriculum Council hosted the very first Niagara Catholic Student Writers Workshop. Six distinguished Canadian authors hosted literacy based workshops for Niagara Catholic secondary students.
- Over 180 students ranging from Grades three to twelve participated in workshops that centered around the theme of the Equity, Diversity and Inclusively during Niagara Catholic's Second Annual Student Symposium.

Director Crocco

- The Greatest High School Teacher Award at Humber College was posthumously awarded to Ralph Serravalle (Denis Morris Catholic High School) thanks to a well-written and very touching essay by Trevor Speechly. This award consists of one (1) year tuition paid by Humber College for a Denis Morris Catholic High School Class of 2011 graduating student.

D. INFORMATION

1. Trustee Information

1.1 Spotlight on Niagara Catholic – March 29, 2011

Director Crocco presented the Spotlight on Niagara Catholic – March 29, 2011 issue for Trustees' information and to register with Sherry Morena.

1.2 Calendar of Events – April 2011

Director Crocco presented information on the Calendar of Events – April 2011.

1.3 Volunteer Appreciation Breakfast – April 18, 2011

Director Crocco presented information on the Volunteer Appreciation Breakfast – April 18, 2011.

1.4 Specialist High Skills Major Celebration – April 28, 2011

Director Crocco presented information on the Specialist High Skills Major Celebration – April 28, 2011.

1.5 OCSTA/OCSBOA Finance Seminar & OCSTA AGM – April 28 – April 30, 2011

Director Crocco reminded Trustees of the OCSTA/OCSBOA Finance Seminar & OCSTA AGM – April 28 – April 30, 2011.

1.6 Catholic Education Week – May 1 – 7, 2011

- *May 2, 2011 – Catch the Spirit*
- *May 3, 2011 – Celebrating Staff Excellence*

Director Crocco presented information on Catholic Education Week – May 1 – 7, 2011.

1.7 Ground Breaking Ceremony - Blessed Trinity Catholic Secondary School - May 3, 2011

Director Crocco informed Trustees of the Ground Breaking Ceremony - Blessed Trinity Catholic Secondary School - May 3, 2011.

1.8 Ground Breaking Ceremony - St. Anthony Catholic Elementary School - May 5, 2011

Director Crocco informed Trustees of the Ground Breaking Ceremony for - St. Anthony Catholic Elementary School - May 5, 2011.

1.9 Niagara Catholic's Elementary and Secondary School Year Calendars

Director Crocco informed Trustees that the Board has received notification that our proposed modified school year calendar for 2011-2012 was approved by the Ministry of Education.

Superintendent Iannantuono will email the system to inform school communities of the school year calendar 2011-2012, post in on the Board's Website and a copy included in the April Board Meeting agenda.

E. OTHER BUSINESS

1. General Discussion to Plan for Future Action

F. BUSINESS IN CAMERA

Moved by Trustee Burkholder

THAT the Committee of the Whole move into the In Camera Session.

CARRIED

The Committee of the Whole moved into the In Camera Session of the Meeting at 10:50 p.m. and reconvened at 11:11 p.m.

G. REPORT ON THE IN-CAMERA SESSION

Moved by Trustee Burkholder

THAT the Committee of the Whole report the motions from the In Camera Session of the Committee of the Whole Meeting of April 12, 2011.

CARRIED

SECTION A: STUDENT TRUSTEES PRESENT

Moved by Trustee Burtnik

THAT the Committee of the Whole approve the Minutes of the In Camera Session of the Committee of the Whole Meeting - Section A: Student Trustees Present held on March 8, 2011, as presented.

CARRIED (Item F1)

SECTION B: STUDENT TRUSTEES EXCLUDED

Moved by Trustee O'Leary

THAT the Committee of the Whole approve the Minutes of the In Camera Session of the Committee of the Whole Meeting - Section B: Student Trustees Excluded held on March 8, 2011, as presented.

CARRIED (Item F3)

H. ADJOURNMENT

Moved by Trustee MacNeil

THAT the April 12, 2011 Committee of the Whole Meeting be adjourned.

CARRIED

This meeting was adjourned at 11:11 p.m.

Minutes of the Committee of the Whole Meeting of the Niagara Catholic District School Board held on **April 12th, 2011.**

Approved on the **10th** day of **May 2011.**

Maurice Charbonneau
Vice-Chairperson of the Board

John Crocco
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
PUBLIC SESSION
APRIL 26, 2011**

TOPIC: EDUCATION-BASED RESEARCH POLICY (301.2)

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Education-Based Research Policy (301.2), as presented.

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

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

Recommended by: John Crocco, Director of Education

Date: April 26, 2011

EDUCATION-BASED RESEARCH

Adopted: April 28, 1998
Revised: July 8, 2008
Revised:

Policy No. 800.5
(Previously Policy No. 301.2)

STATEMENT OF POLICY

The Niagara Catholic District School Board will assist staff, individuals or organizations in the field of education-based research, where it is deemed contributory to the greater understanding of the teaching-learning process, and facilitates student learning, professional development, and instructional practices.

All education-based research must support the Mission Statement, Vision 2020 Statements, Strategic Directions and Enabling Strategies from the Vision 2020 Strategic Plan of the Board.

The Board will establish a Research Ethics Review Committee to review all education-based research applications.

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

EDUCATION-BASED RESEARCH

Adopted: April 28, 1998
Revised: July 8, 2008
Revised:

Policy No. 800.5
(Previously Policy No. 301.2)

ADMINISTRATIVE GUIDELINES

1. Education Research is the investigation of education-based topics through the collection, analysis and dissemination of data. This research data is obtained either directly or indirectly from students, staff, parents, school boards or any other education stakeholders through ethically acceptable practices that align with current scientific research methodologies.
2. Niagara Catholic District School Board staff, individuals and organizations wishing to conduct education-based research within the Niagara Catholic District School Board must be affiliated with a university, college, provincial/national/international education-based research organization, as recognized by the Director of Education or his/her designate.
3. Individuals and or organizations generally involved in education-based research may include:
 - Teacher-education candidates
 - Graduate students
 - Niagara Catholic District School Board staff conducting research as part of a program of study
 - University/college researchers
 - Government agencies (federal, provincial regional, municipal), and
 - Other recognized education-based research organizations.
4. A request to conduct education-based research in the Niagara Catholic District School Board must be sent to the Director of Education or his/her designate. A completed **Niagara Catholic Education-Based Research Proposal Review Template** (Appendix 1) must be submitted and will include:
 - a summary of the education-based research proposal,
 - details of student or staff population sought,
 - examples of test instruments,
 - samples of a parent /guardian letter and permission form, and the,
 - sponsoring university, college, and / or recognized organization's Board of Ethics notice of approval to conduct the education-based research.
5. A research application will be forwarded to the Research Ethics Review Committee of the Board. Recommendations by the Research Ethics Review Committee will be provided to the Superintendent of Education who will consult with other Board departments, and Senior Administrative Council to arrive at a final decision to proceed with the education-based research.
6. The role of the Research Ethics Review Committee is:
 - to review all requests for education-based research to be conducted within the Niagara Catholic District School Board as it relates to the Board's Mission Statement, Vision 2020 Statements, Strategic Directions, and Enabling Strategies from the Vision 2020 Strategic Plan,
 - to refer the education-based research to other Board departments and Senior Administrative Council for consultation, and
 - to recommend to the Superintendent of Education either the approval or denial of the education-based research, or refer back to the researcher for further clarification.

7. The following Code of Research Ethics must be followed for all education-based research:
 - must abide by the teachings of the Catholic Church
 - will not pose any risk to the participants
 - must adhere to the guidelines of the Municipal Freedom of Information legislation (M.F.I.P.P.A.)
 - must apply informed active consent with all participants and/or parent(s)/guardian(s)
 - must be kept in strict confidence, unless permission has been granted through informed active consent, and will not be released to a third party unless written permission has been granted by the Superintendent of Education, and
 - the Board must not be identified unless permission has been granted by the Director of Education.
8. If the education-based research is approved, Principals will be contacted about their participation.
9. Unless otherwise directed by Senior Administrative Council, the decision regarding the participation of a school in approved education-based research will include consultation with the Principal of the school and approval by the appropriate Superintendent of Education.
10. A subject's decision to participate in education-based research rests with the participant and or parent(s)/guardian(s).
11. Upon completion of the education-based research, the researchers will provide a summary report to the participating schools and to the Superintendent of Education.
12. The Superintendent of Education shall prepare an annual report for the Committee of the Whole Meeting in June.



EDUCATION-BASED RESEARCH PROPOSAL REVIEW TEMPLATE

Personal information on this form is collected under the authority of the Education Act and will be used by the researcher for the sole purpose as described in this form. At no time is research/data-collection being conducted for another party not disclosed above. The future release of any information pertaining to this research to other groups not mentioned above must be approved by the Superintendent of Education responsible for research with the Niagara Catholic District School Board. Questions about this collection should be directed to the Superintendent of Education, Research, Niagara Catholic District School Board, 427 Rice Road, Welland, Ontario. L3C 7C1, 905.735.0240.

Education-Based Research Title

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Researcher Information

<u>Name(s)</u>	<u>Phone</u>	<u>E-Mail</u>

Proposed Date of Commencement	
Proposed Date of Completion	
Proposed Date of Report	

Research Authorizing Organization (ie: University, Community Group, etc.)

Name:	Phone:	Date:
Address:	City:	Postal Code:

Has the Research Authorizing Organization approved the proposed research through its research ethics review board? Yes No (If yes, attach ethics clearance documentation)

If your organization does not have a research ethics board, please attach a letter from a senior management representative of the sponsoring organization approving of this research.

Research Sample Information

Are students involved?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Sample Size:	
Student Ages:		Grades Involved:	
Attach all research information documents for parents/students including permission forms.			
Are staff members Involved?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Sample Size:	
Target Employee Group(s):			
Attach all research information documents including permission forms.			
Other Participants:			
Sample Size:			
Attach all research information documents including permission forms.			
The Consent Process:			
If Students or Staff Members are involved, describe the process that the investigator(s) will be using to obtain informed consent. Include a description of who will be obtaining the informed consent			

Research Items

What is the purpose of this research?
Describe the Methodology involved in the research in detail. (attach all survey instruments and other documentation that will be used in the data collection)

Findings Distribution

How will the findings of this education-based research be distributed and to whom?

Will there be a press release at any time dealing with this research?

Yes No (if yes, please describe)

Confidentiality

Will the participants be identified in any way in this research?

Yes No (If yes, how will identification take place?)

Will the Niagara Catholic District School Board and/or any of its schools be identified or referred to in any way?

Yes No (If yes, how will identification take place?)

Risks

Indicate if the participants might experience any of the following risks:

Physical risks (including any bodily contact, physical stress)?

Psychological risks (including feeling demeaned, embarrassed worried or upset, emotional stress)?

Social risks (including possible loss of status, privacy, and / or reputation)?

Are any possible risks to participants greater than those that the participants might encounter in their everyday life?

Is there any deception involved?

Is there any potential for participants to feel obligated to participate or coerced into contributing to this research (because of regular contact between participants and the researcher, relationships that involve power-dynamics, etc.)?

If you answered YES to any of the above, please explain the risk.

Educational Implications

How is the data collected going to ...

improve student learning?

increase teachers' understanding of student learning?

enhance Niagara Catholic District School Board decision making?

All data collected in the proposed research is being done for the sole purpose as described above by the researcher. At no time is research/data-collection being done for another party that has not been disclosed above. The release of any information pertaining to this research in the future to other groups not mentioned above must be approved by the Superintendent of Education responsible for research with the Niagara Catholic District School Board.

Researcher's Signature

Date

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
PUBLIC SESSION
APRIL 26, 2011**

**TOPIC: POLICIES
PURCHASING/SUPPLY CHAIN MANAGEMENT POLICY (600.1)**

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Purchasing/Supply Chain Management Policy (600.1), as presented.

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

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

Recommended by: John Crocco, Director of Education

Date: April 26, 2011

PURCHASING/SUPPLY CHAIN MANAGEMENT POLICY

Adopted: 1998
Revised: March 29, 2011

Policy No. 600.1

STATEMENT OF POLICY

The Niagara Catholic District School Board supports the concept of “centralized purchasing” as a means of obtaining maximum value for each dollar expended, consistent with the educational goals of the Board and fair business principles.

The Niagara Catholic District School Board recognizes that fair, open and transparent competition is a basic tenet of public acquisition through the Quotation, Tender and Request for Proposal processes using a variety of source selection methods under varying market conditions, in accordance with the Supply Chain Management regulations. Awards will be given to the lowest qualified bidder except where the best interests of the Board are served by accepting other than the lowest price.

All staff involved in purchasing activities shall abide by all applicable Board Policies, Statutory Acts & Regulations and Code of Ethics stipulated by the Purchasing Management Association of Canada.

The Purchasing/Supply Chain Management activities, including leases and commitments exceeding twelve (12) calendar months, will be carried out in accordance with the following Approval Authority Limits.

APPROVAL AUTHORITY LIMITS			
Purchase Authority Limit	Purchase Initiated By	Purchase Approved By	Procedure
<\$1,000	School Staff CEC Staff Program Staff	Appropriate Supervisor or member of Senior Staff	Purchases can be paid by petty cash, purchasing card, cheque requisition or purchase order requisition.
>\$1,001 - \$50,000	Managers Principals Consultants Senior Staff	Appropriate Supervisor or member of Senior Staff	At least three (3) verbal quotes to be documented on purchase requisition and submitted to Manager of Purchasing
>\$50,001 - \$100,000	Managers Principals Consultants Senior Staff	Appropriate Supervisor & Supt. of Business	At least three (3) written quotes to be attached to the purchase requisition and submitted to Manager of Purchasing
>\$100,001 - \$500,000	Managers Principals Consultants Senior Staff	Supt. of Business & Director of Education	Open Competitive Process - Tenders/RFP's issued by Purchasing/SCM Department or Architectural/Engineering Firm
>\$500,000	Superintendents Controller of Plant	Director of Education & Board of Trustees	Open Competitive Process - Tenders/RFP's issued by Purchasing/SCM Department or Architectural/Engineering Firm

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

PURCHASING/SUPPLY CHAIN MANAGEMENT POLICY

ADMINISTRATIVE GUIDELINES

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PURCHASING CODE OF ETHICS – NIAGARA CATHOLIC DSB

All Board employees involved in any aspect of purchasing or other supply chain related activities must comply with the following Supply Chain Code of Ethics. These are not a substitute for personal integrity and good judgment; they are intended to serve as a minimum standard of behaviour.

Personal Integrity and Professionalism

All individuals involved in purchasing or other supply chain-related activities must act, and be seen to act, with integrity and professionalism.

Honesty, care and due diligence must be integral to all supply chain activities within and between broader public sector organizations, suppliers and other stakeholders.

Respect must be demonstrated for each other and for the environment.

Confidential information must be safeguarded.

Participants must not engage in any activity that may create, or appear to create a conflict of interest, such as accepting gifts or favours, providing preferential treatment, or publicly endorsing suppliers or products.

Accountability and Transparency

Supply chain activities must be open and accountable. In particular, tendering, contracting and purchasing activities must be fair, open, transparent and conducted with a view to obtaining the best value for public money.

All participants must ensure that public sector resources are used in a responsible, efficient and effective manner.

Compliance and Continuous Improvement

All broader public sector supply chain participants must comply with this Code of Ethics and the laws of Canada and Ontario.

Participants should continuously work to improve supply chain policies and procedures, to improve supply chain knowledge and skill levels, and to share leading practices.

PURCHASING PRINCIPLES – NIAGARA CATHOLIC DSB

The purchasing principles of the Board shall be as follows:

1. Board staff shall utilize a centralized purchasing program for the purchase of all Goods and Services through the Purchasing section of the Financial Services Department.
2. The Niagara Catholic District School Board has a centralized purchasing function in the Purchasing (Purchasing/Supply Chain Management) section of the Financial Services Department, responsible for acquisition of Goods and Services and disposal of Board assets.
3. The Purchasing/Supply Chain Management Policy/Regulations and Administrative Guidelines recognize that fair, open and transparent competition is a basic tenet of public acquisition, using a variety of source selection methods under varying market conditions.
4. Board staff shall procure by purchase, rental or lease, the required quality and quantity of Goods and Services in an efficient and cost effective manner.
5. Board staff shall consider all costs, including acquisition, operating and disposal costs, in evaluating Bid submissions from Responsive and Responsible Vendors, rather than basing a decision solely on the lowest Bid price (i.e. “Total Acquisition Cost” method of procurement).
6. Awards will be given to the lowest qualified bidder, except where the best interests of the Board are served by accepting other than the lowest price.
7. All Supervisory personnel are responsible for ensuring their immediate staff are properly informed of and comply with this policy, its regulations and guidelines.
8. Personal purchases on behalf of an employee, elected official or family member, the requirement for which is not for the Board or any of its purposes, are not permitted.
9. Unauthorized purchases will be considered an obligation of the person making the purchase and not an obligation of the Board.
10. Employees of the Board may not promote or sell goods or services for compensation to any board, provincial school or teachers’ college, or pupil enrolled therein, except as permitted by the Education Act.
11. Any arrangements which might prevent, or appear to prevent, fair, open and transparent competition shall be avoided in order to ensure open competition among qualified bidders.
12. Lobbying, during a competitive procurement call, is prohibited. An official point of contact shall be named and communication with anyone other than the official point of contact from the time of issuance, up to and including the time of award, is prohibited.
13. Any vendor/proponent who violates the lobbying prohibition will be subject to disqualification from the current and future procurements, at the Board’s discretion.

A. CRITERIA DETERMINING PURCHASING (PURCHASING/SUPPLY CHAIN MANAGEMENT) PROCESS

The Manager of Purchasing – Supply Chain Management, in consultation with the initiating member of Senior Staff, Principal or Manager, shall consider the following criteria in determining the acquisition process to be followed in the procurement of all applicable Goods and Services:

1. Where the required Goods or Service can be specified, the Tender or Quote process shall apply.
2. Where only the need can be specified rather than the specific product or service to fill the need, the Proposal process shall apply. The Proposal process may include the process of pre-qualification.
3. Where professional or consulting services are being requested, the Proposal process shall apply.

B. NON COMPETITIVE PROCUREMENT

When a non-competitive procurement purchase is proposed, the following procedures must be followed:

1. The member of Senior Staff will ensure that the Goods and Services are procured by the most open market procedure practicable under the circumstances.
2. Documentation, including a non-competitive approval form, explaining the nature of the situation and the actions taken will be forwarded, with a purchase requisition, to the Purchasing/Supply Chain Management Department and a copy sent by the originator to the Superintendent of Business & Finance.
3. Purchase orders shall not be issued without the required documentation.

Purchase by Negotiation

Purchase by negotiation shall apply when, in the judgment of the Manager of Purchasing – Supply Chain Management, in consultation with the initiating member of Senior Staff, Principal or Manager, any of the following conditions exist:

1. Due to market conditions, Goods are in short supply.
2. There is only one known source of the Goods or Services.
3. Two or more identical low bids have been received.
4. The lowest bid received substantially exceeds the estimated cost of the Goods.
5. All bids received fail to comply with the specifications, tender terms and conditions, and it is impractical to recall Tenders
6. The extension or revision of an existing contract would prove more cost effective or beneficial. Same must be duly authorized by a “Change Order” and documentation sent to Purchasing.
7. A single source or sole source is being recommended because it is more cost effective or beneficial for the Board.
8. Purchase of an item where compatibility with an existing product, service or program is an overriding consideration.
9. When only one Bid is received through the tendering system.

Formal documentation must be completed and authorized by the Superintendent of Business and Finance, in order to support and justify the decision to Purchase by Negotiation.

Emergency Purchasing

Emergency Purchasing shall apply when a member of Senior Staff verifies that the procurement of Goods and/or Services is necessary to prevent, or correct, dangerous or potentially dangerous safety conditions, serious delays, or further damage, or to restore minimum service.

Non-Competitive Procurement (exemptions from the Competitive Process)

In certain unique circumstances, the Board will not have the ability to go through a competitive process activity. The Purchasing/Supply Chain Management Department would then go directly to one supplier to meet the requirements of the Board.

There are two main types of direct awards:

Single Sourcing – is the use of non-competitive procurement process to acquire goods, services or construction from a specific supplier even though there may be more than one supplier capable of delivering the same Goods, Services or Construction.

Sole Sourcing – means the use of a non-competitive procurement process to acquire Goods or Services where there is only one available supplier for the source of Goods or Services.

Single Sourcing

Allowable exceptions for competitive procurements include:

- a. Where an unforeseen situation of urgency exists and the Goods, Services or Construction cannot be obtained by means of open procurement procedures. Where a non-competitive procurement is required due to an urgent situation, the Board may conduct the procurement prior to obtaining the appropriate approvals, provided that the urgency has been justified in writing (see Emergency Purchasing).
- b. Where Goods or consulting Services regarding matters of confidential or privileged nature are to be purchased and the disclosure of those matters through an open competitive process could reasonably be expected to compromise confidentiality, cause economic disruption or otherwise be contrary to the public interest.
- c. Where a contract is awarded under a cooperation agreement that is financed, in whole or in part, by an international organization only to the extent that the agreement includes different rules for awarding contracts.
- d. Where construction materials are to be purchased and it can be demonstrated that transportation costs or technical considerations imposed geographic limits on the availability of the supply base, specifically in the case of sand, stone, gravel, asphalt compound and pre-mixed concrete for use in the construction or repair of roads.
- e. Where an open competitive process could interfere with the organization's ability to maintain security or order or to protect human, animal or plant life.
- f. Where there is an absence of any bid in response to an open competitive process that has been conducted in compliance with this document.
- g. Where only one supplier is able to meet the requirements of procurement in the circumstances (Sole Sourcing).

Sole Sourcing

In accordance with the Agreement on Internal Trade (AIT), in the situation where only one supplier is able to meet the requirements of procurement, the Board may use the following Sole Source method:

- a. To ensure compatibility with an existing product, to recognize exclusive rights, such as exclusive licenses, copyrights and patent rights, or to maintain specialized products that must be maintained by the manufacturer or its representative.

- b. Where there is an absence of competition for technical reasons and the Goods or Services can only be supplied by a particular supplier and no alternative or substitute exists.
- c. For the procurement of Goods or Services, the supply of which is controlled by a supplier that is a statutory monopoly.
- d. For the purchase of Goods on a commodity market.
- e. For work to be performed on or about a leased building or portions thereof that may be performed only by the lessor or its authorized work force.
- f. For works to be performed on property by a contractor according to provisions of a warranty or guarantee held in respect of the property or the original work.
- g. For a contract to be awarded to the winner of a design contest.
- h. For the procurement of a prototype or a first Good or Service to be developed in the course of and for a particular contract for research, experiment, study or original development, but not for any subsequent purchases.
- i. For the purchase of Goods under exceptionally advantageous circumstances such as bankruptcy or receivership, but not for routine purchases.
- j. For the procurement of original works of art.
- k. For the procurement of subscriptions to newspapers, magazines or other periodicals.
- l. For the procurement of real property.

Formal documentation must be completed to support and justify the decisions above. This documentation must be completed and approved by the appropriate authority levels within the Board and may be used as supporting documentation in the case of a competitive dispute.

C. COMPETITIVE PROCUREMENT/ACQUISITION PROCESS

The following acquisition process indicates the methodology to be applied by the Purchasing/Supply Chain Management Department within the outlined source selection techniques, taking into consideration the following dollar guidelines:

- Zero (0), and less than \$1,000.00 – at the discretion of the originator
- More than \$1,001.00, and less than \$50,000.00 – at least three (3) verbal quotes
- More than \$50,001.00, and less than \$100,000.00 – at least three (3) written quotes
- More than \$100,000.00 – Tender/Request for Proposal – Purchasing Department

No contract or purchase shall be divided to avoid the requirements of these guidelines, and the annual or total project requirement shall be considered.

D. ADVERTISING OF BIDS

Advertising of Bids shall be conducted through the Purchasing/Supply Chain Management Department utilizing an electronic Website. Bids must be advertised for a period of 15 calendar days for procurements valued at \$100,000 or more. Any addenda must be issued at least seven days PRIOR to the closing date of the Bid. Questions and addenda are posted in the same manner as the competitive documents when advertised to the market and therefore shall be made available to all potential proponents. The Board must ensure that the closing date of the Bid is set on a normal working day (Monday to Friday, excluding provincial and national holidays). Submissions that are delivered after the closing time will not be considered and will be returned unopened.

The Board abides by and is governed by legislation and trade agreements with respect to procurement listed below:

- 1. Agreement on Internal Trade (AIT)
- 2. Ontario-Quebec Procurement Agreement
- 3. Canadian Law of Competitive Processes and Contract Law
- 4. Freedom of Information and Protection of Privacy Act (FIPPA)

*Note: Construction Competitive Contracts can be processed through an electronic tendering system and/or one of the following methods: Publication in one or more predetermined daily newspapers that are easily accessible to all Canadian suppliers; or the use of source lists, such as Vendor of Record (VOR) or preferred supplier lists.

Agreement on Internal Trade (AIT)

AIT regulates trade between the provinces to ensure equal access to public sector procurement for all Canadian suppliers. Thresholds are as follows for competitive processes which would include using electronic tendering systems, advertisements in daily newspapers or other source lists:
School Boards – Goods \$100,000.00, Services \$100,000.00, Construction \$250,000.00

Ontario/Quebec Procurement Agreement

Similar to the AIT, the Ontario/Quebec Procurement Agreement regulates trade between Ontario and Quebec to ensure equal access to public sector procurement for local suppliers. Thresholds are as follows:
School Boards – Goods \$100,000.00, Services \$100,000.00, Construction \$100,000.00

Canadian Law of Competitive Processes and Contract Law

When the Board conducts a solicitation, the law of competitive processes applies. The receipt of Tenders, and in some cases Proposals, during a competitive procurement process may result in the formation of a Bid contract (Contract A) between the Board and the proponent. The Board is obligated to take special care to understand the obligations that are made in soliciting Bids, such as rejecting non-compliant Bids and not deviating from the process described in the Bid documents.

The Board shall not breach Contract A by providing information or changing the specifications during the competitive process to unfairly benefit a particular bidder, or enter into side negotiations with any bidder in an effort to obtain more desirable contract conditions. When the Board enters into a contractual agreement with a supplier (Contract B), the agreement creates obligations on both parties and is subject to applicable contract law, including accepted meanings and interpretations of enforceability, non-performance, breach of contract and remedies that may occur from time to time.

All contract documents, competitive procurement process and any correspondence or supporting information relating in any way to a competitive procurement process are subject to subpoena by a Canadian court of law. The Board, through specified individuals, would be compelled to defend or otherwise explain documents in court.

Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)

The purpose of MFIPPA is to make Boards accountable to the public and to protect personal privacy. MFIPPA accomplishes these purposes by:

- providing the public with a right of access to records within the Board's custody or control
- preventing the unauthorized collection, use and disclosure of personal information.

All notes, e-mails, memos, letters or any other documentation relating to a competitive procurement process are ordinarily subject to MFIPPA requests. Freedom of Information requests can be made for information on tendering and administration of contracts. Any record, so requested, must be disclosed in its entirety unless MFIPPA exceptions to disclosure apply to all or part of the request.

E. APPROVAL AUTHORITY LIMITS

The Approval Authority Limits outlined in the Purchasing/Supply Chain Management Policy will be reviewed and updated as necessary, with the approval of the Board.

1. Tenders for the Board shall be issued and received by the Manager of Purchasing/Supply Chain Management and opened in public, if specified in the Tender document.

1.2 Tenders shall be opened, Bid amounts recorded, sureties and other requirements of the Tender confirmed (if applicable), and Bid amounts entered on the Summary of Bidders Sheet. After all Bids have been recorded on the Summary of Bidders sheet, it shall be initialed by at least two Supply Chain Department members. Evaluation team members will be advised of the restrictions related to confidential information shared through the competitive process and refrain from engaging in activities that may create, or appear to create, a Conflict of Interest. The Board will have team members sign a Conflict of Interest Declaration and Non-Disclosure Agreement. All Tenders received for the purchase of Goods and Services, * with the exception of construction contracts, shall be tabulated, analyzed and awarded by the Manager of Purchasing/Supply Chain Management, in consultation with the initiating member of Senior Staff, Principal or Manager.

2. Where market conditions are such that price protection cannot be obtained for Goods and Services having an annual total value in excess of \$100,000.00, the Manager of Purchasing/Supply Chain Management shall obtain competitive prices for short term commitments until such time as reasonable price protection and fair marketing pricing is restored.

* NOTE: All New School Construction Tenders are approved by the Board.

3. Proposal Calls

To be used:

- 3.1 when only the need can be specified rather than the specific product or service to fill the need;
- 3.2 when it is not practical to prepare precise specifications which permit bids of readily comparable products or services.

The acquisition regulations governing the use of Proposal calls are similar to the Tender process outlined earlier in this document. However, it is recognized that there is more lead time and effort involved in a Proposal process than there is for a Tender.

- 3.3 Where it has been determined by the Manager of Purchasing/Supply Chain Management, in consultation with the initiating member of Senior Staff, Principal or Manager, that the Proposal acquisition method is adopted, and where it is estimated that Goods and Services will cost more than \$100,000.00, the Manager of Purchasing/Supply Chain Management, in consultation with the initiating member of Senior Staff , Principal or Manager, may determine whether to:
 - a) issue a “Request for Proposal” and establish a Selection Committee for the purpose of Proposal review, or
 - b) Advertise a “Request for Information” in publications of general circulation/Website and establish a Selection Committee for review purposes. Once this process has been completed, a Tender/Proposal may be issued to vendors and the Selection Committee would reconvene to review the Bids and determine the award. The Board is under no obligation to award a contract based on informational gathering activities, such as an RFI.

Request for Expressions of Interest (RFEI)

The purpose of an RFEI is to gather information on supplier interest in an opportunity or information on supplier capabilities/qualifications. This mechanism will be used by the Board when wishing to gain a better understanding of the capacity of the supplier community to provide the services or solutions needed. Information collected can also facilitate selecting the best possible competition method for a follow-up competition. NOTE: A response to an RFI or a RFEI MUST not pre-qualify

a potential supplier and MUST not influence a supplier's chance of being the successful proponent on any subsequent opportunity.

Request for Supplier Qualifications (RFSQ)

The purpose of an RFSQ is to gather information on supplier capabilities and qualifications, with the intention of creating a list of pre-qualified suppliers. This mechanism may be used either to identify qualified candidates in advance of expected future competitions or to narrow the field for an immediate need. The purpose of this process is to reduce subsequent effort devoted to the competitive process (i.e. Bid preparation on the part of suppliers and evaluation on the part of the Board). An RFSQ can be used to understand which potential proponents have the capabilities that the Board requires, as the first stage in a two staged solicitation (followed by either a Request for Proposal or a Request for Tender), whereby only pre-qualified suppliers will be invited to respond to the actual competition. This can make the number of responses and the evaluation process more manageable for the Board evaluators, while allowing unqualified proponents to avoid the effort and expense of preparing a complete competitive response. An RFSQ can also be used to pre-qualify suppliers who are interested in supplying Goods or Services in the future, if and when requested. The typical result of this procedure is referred to as a Vendor of Record (VOR) or a preferred suppliers list. An RFSQ document specifically defines the type of materials or services included as part of the process and sets upper limits to the value of future awards. Further, the document will clearly indicate the time duration the list is to be valid, the methods by which suppliers can be placed on the list and what specific intervals opportunities for being qualified will come up. The document will also indicate that suppliers who do not participate in the pre-qualification or do not appear on the list may be excluded from opportunities. If the VOR or preferred supplier list is to be used for procurement valued at \$100,000.00, a supplier that meets the conditions for registration on the list must be able to register at any time. The RFSQ must contain specific language to disclaim any obligation on the part of the Board to actually call on any supplier as a result of the pre-qualification to supply such Goods or Services.

F. CONTRACTS/LEASES/AGREEMENTS

Contracts, leases and agreements will be processed in accordance with the Approval Authority Limits, as specified in the Purchasing/Supply Chain Management Policy.

G. SEGREGATION OF DUTIES

Budget(s) – authorized and approved by the Board on an annual basis. The Budget department forward/allocates budgets to originators (Schools Administrators/Department Managers).

Requisition(s)/Commitments – authorized by the budget holder (Schools/Departments) and forwarded to the Purchasing/Supply Chain Management Department for acquisition purposes.

Receipt(s) – authorized by the budget holder (Schools/Departments) and forwarded to the Expediting Department for receiving purposes.

Payment(s) – authorized by the budget holder (Schools/Departments) and forwarded to the Accounts Payable Department for verification of prices, matched with the receipt, then processed for payment by the Accounts Payable Department.

H. EVALUATION OF BIDS

All information regarding timelines of Bids, Bid receipts, evaluation criteria, evaluation methodology and process, selection process, tie score process, fixed evaluation criteria, evaluation matrix, conflict of interests, and dispute resolution process are contained within the terms and conditions of the individual Bid and the Bid specifications. Evaluation methods and processes to be used in assessing the bidder's submission must be fully disclosed and must not discriminate or exercise preferential treatment in awarding a contract to a supplier as a result of a competitive procurement process.

The Board must then select only the highest ranked submissions that meet all mandatory requirements set out in the related procurement documents. Alternative strategies or solutions NOT requested in the original procurement documents will not be accepted unless expressly requested in the original procurement documents.

- The Board is entitled to ask bidders for clarification on their Bid as long as it does not change their Bid in any way.
- Where Bids are received in response to a solicitation but exceed the Board's budget, are not responsive to the requirement or do not represent fair market value, a revised solicitation can be issued in an effort to obtain an acceptable Bid.
- If no Bids are acceptable and it is not reasonable to go through any other method, the Board may choose to negotiate directly with a chosen supplier.

Bidders will be notified of the rejection of their Bids in writing, as specified in the RFP or tender, as soon as practicable after completion of the evaluation. With the exception of any pricing that was made publicly available at the time of a public opening, all submission evaluation details are subject to MFIPPA.

Evaluation records of procurement process must be fair, factual, fully defensible, auditable and kept on file in the Purchasing/Supply Chain Management Department.

Bids will be evaluated according to all relevant criteria contained in each particular Bid. The Board will evaluate Bids based on price, product quality, past performance, delivery and payment terms or any combination or additions thereof, at its sole discretion. The Board reserves the right to evaluate pricing based on the combined total cost of the items tendered or separately. Maximum justifiable weighting will be allocated to the price/cost component of the evaluation criteria.

Evaluation of Bids include, but are not limited to:

- (*) Bid is appropriately received
- Bid meets all mandatory requirements (compliant vs. non compliant)
- Bid meets optional/desirable requirements
- schedule compliance
- skills/experience and capability
- price/quality/value analysis
- weights, sub-weights for rated requirements
- reference checks, oral interviews, demonstrations
- any and all other criteria as listed within the Bid

* Bid Receipt - The Board must ensure that the closing date is set on a normal working day. Submissions that are delivered after the closing time must not be considered and will be returned unopened. Each Bid must be stamped as it arrived with the date, time, location, company name and contact information. Bids are not opened until after the competitive process has closed. The Board has to ensure that there is at least one witness to view the Bid openings.

Evaluation criteria will be developed, reviewed and approved BEFORE the competitive process begins and contained within the Bid documents. Mandatory and any technical standards that need to be met have to be identified. The evaluation criteria cannot be changed or altered once the competitive process begins, with the exception of an addendum sent to all suppliers prior to Bid closing.

Evaluation Team

Every competitive process requires an evaluation team that will be responsible for reviewing all the compliant Bids. Evaluation team members will be selected and participation confirmed before the competitive documents have been posted. Board evaluation team members will have been included in the development of the evaluation criteria and general requirements. Each team member will complete an evaluation matrix rating each of the submissions in a fair, factual and fully defensible manner. Evaluation team members will be made aware of the restrictions related to confidential information shared through the competitive process and refrain from engaging in activities that may

create, or appear to create, a Conflict of Interest. The Board will require team members to sign a Conflict of Interest Declaration and Non Disclosure Agreement. The Board will require suppliers to sign a Conflict of Interest Declaration with each Bid submitted. The Board must consider any Conflict of Interest during procurement activities applicable to all employees, advisors, external consultants or suppliers.

Note: Consultants that are hired by the Board must be aware of the conflict of interest created when a consulting organization is involved in the development of the competitive documents and also has the ability to fulfill the procurement needs that are being contemplated in those competitive documents. The Board must be very clear and insist on documented agreements that any consultants involved in developing the competitive documents CANNOT be involved in the creation of the response to those competitive documents.

Employees, Consultants and Advisors who are on the Evaluation Team must also declare a Conflict of Interest. Employees, Consultants and Advisors are ultimately responsible and accountable for using good judgment in the exercise of the Board's duties and must:

- disclose Conflict of Interest to the Board in writing to the Manager of Purchasing/Supply Chain Management
- avoid situations that may present Conflict of Interest while working with persons doing business or seeking to do business with the Board.

Situations that might result in a Conflict of Interest are:

- engage in outside employment
- not disclosing an existing relationship that may be perceived as being a real or apparent influence on their objectivity in carrying out an official role
- providing assistance or advice to a particular supplier participating in a competitive process
- having an ownership, investment interest, or compensation arrangement with any entity participating in a competitive process
- having a family member with an ownership, investment interest or compensation arrangement with any entity participating in a competitive process
- having access to confidential information
- accepting favours or gratuities from those doing business with the organization

Selection Process

The submission that receives the highest evaluation score and meets all mandatory requirements set out in the competitive procurement document must be declared the winning bid.

- a. The Board will select Bids based on criteria contained within the Bid but shall not discriminate:
 - Between the Goods or Services of a particular province or region, including those goods and services included in construction contracts, and those of any other province or region; or
 - Between the suppliers of such Goods or Services of a particular province or region and those of any other province or region.
- b. Except as otherwise provided, measures that are inconsistent with the above include the following:
 - The imposition of conditions on the invitation to compete, registration requirements or qualification procedures that are based on the location of a supplier's place of business in Canada, the place in Canada where the Goods are produced or the Services are provided, or other like criteria.
 - The biasing of technical specifications in favour of, or against, particular Goods or Services, including those Goods or Services included in construction contracts, or in favour of, or against, the suppliers of such Goods or Services for the purpose of avoiding the obligations of the Board.
 - The timing of events in the competitive process so as to prevent suppliers from submitting Bids.
 - The specification of quantities and delivery schedules of a scale and frequency that may

- reasonably be judged as deliberately designed to prevent suppliers from meeting the requirements of the procurement.
- The division of required quantities or the diversion of budgetary funds to subsidiary agencies in a manner designed to avoid these obligations.
 - The use of price discounts or preferential margins to favour particular suppliers.
- c. The Board shall not impose or consider, in the evaluation of bids or the award of contracts, local content or other economic benefits criteria that are designed to favour:
- The Goods and Services of a particular province or region, including those Goods and Services included in construction contracts; or
 - The suppliers of a particular province or region of such goods or services.
- d. Except as otherwise required to comply with international obligations, the Board may accord a preference for Canadian value-added, subject to the following conditions:
- The preference for Canadian value-added must be no greater than 10 per cent.
 - The organization shall specify in the call for competition the level of preference to be used in the evaluation of the Bid.
 - All qualified suppliers must be informed through the call for competition of the existence of the preference and the rules applicable to determine the Canadian value-added.
- e. Except as otherwise required to comply with international obligations, the Board may limit its competition to Canadian goods, Canadian services or Canadian suppliers, subject to the following conditions:
- The Board must be satisfied that there is sufficient competition among Canadian suppliers.
 - All qualified suppliers must be informed through the call for competition of the existence of the preference and the rules applicable to determine Canadian content.
 - The requirement for Canadian content must be no greater than necessary to qualify the procured Good or Services as a Canadian Good or Service.

I. CONTRACT AWARDS & MANAGEMENT

Contract Awards

Upon request of the Board, a bidder whose Tender is under consideration for the award of a contract shall promptly submit satisfactory evidence of financial resources, experience of the organization and its staff, and equipment available for the performance of the contract. In addition, a technical question and answer interview may be conducted, if deemed necessary to clarify or verify the Bidder's Tender and to develop a comprehensive assessment of the Tender.

The award of any Bid, or any part thereof, will be made in writing and may be subject to the successful bidder entering into a contract that is satisfactory to the Board. Provided however, and it is expressly understood and agreed, that upon the acceptance of the Bid by the Board, the said Bid shall, with the said conditions, specifications and form of Bid constitute a valid and binding contract. The Board must obtain the supplier's signatures before obtaining the designated Board's signature. The contract must be finalized using the form of agreement/contract that was released with the procurement document. If it appears to the Board that the Tender will be adversely affected because timely signing of a contract acceptable to the Board will not take place, the Board reserves the right to award the contract to the next ranked qualified bidder. Appropriate terminology regarding cancellation/termination clauses, vendor debriefing notification and protocol, dispute resolution process and arbitration are contained within Bid specifications and terms and conditions.

For procurements valued at \$100,000 or more, results will be posted in the same manner as the procurement documents were posted.

A Purchase Order will be issued upon formal award.

Unsuccessful bidders will be provided with the name of the successful bidder(s), start and end dates including any options for extension. Any information provided must comply with MFIPPA.

Contract Type

Fixed price: A fixed price contract is a contract that has a set fee for a specific scope of work to be completed, which can include the completion of a specific deliverable or deliverables. When deciding to use a fixed price contract, the organization must consider the level of scope detail that has been developed. The more well defined the scope and the requirements, the lower the risk of using a fixed price contract for the Board. Using a fixed price contract with a scope that is not well defined contains risk for the Board because items may be deemed out of scope and thus result in costly change orders. If using a fixed price contract for a specific deliverable or deliverables, the Board must understand the desired outcome of the work being completed. One advantage of a fixed price contract is that the cost of the procurement is known in advance.

Time and material: A time and materials contract identifies work to be paid based on units of time spent on the procurement. These time units are typically in the form of daily or hourly rates for the amount of time and materials used by the resources assigned by the supplier. If the Board does not have a well defined scope of work, a time and materials contract may be the only option. The Board must monitor the hours spent during a time and materials contract to ensure that the procurement does not exceed the budget.

Cost reimbursable: A cost reimbursable contract is a contract where the Board agrees to reimburse all of the costs incurred by a supplier in the completion of the work identified. Typically, the Board will pay an additional fee on top of those costs to represent the supplier's profit. This additional fee can be calculated as a percentage of the costs incurred or as a flat fee on top of the costs incurred.

A combination of the contract types above can also be used, depending on the requirements being contemplated.

Note: The Board must include proper cancellation or termination clauses in all contracts.

The term of the contract agreement and any options to extend must be set out in the procurement documents (Bid documents). Changes to the term of the contract may change the procurement value. Prior written approval by the appropriate approval authority is necessary before changing contract start and end dates. Extensions to the contract beyond what is set out in the procurement document are considered non competitive procurements and the Board must seek appropriate approval authority prior to proceeding.

Contract Management

Procurements and the resulting contracts must be managed responsibly and effectively.

Payments must be made in accordance with the provisions of the contract. All invoices must contain detailed information sufficient to warrant payment. Any overpayments must be recovered in a timely manner.

Assignments must be properly documented. Supplier performance must be managed and documented, and any performance issues must be addressed.

Service type contracts will be managed as follows:

- Establish clear terms of reference for assignment. The terms will include objectives, background, scope, constraints, staff responsibilities, tangible deliverables, timing, progress reporting, approval requirements and knowledge transfer requirements.
- Establish expense claim and reimbursement rules compliant with the Broader Public Sector Expenses Directive and ensure all expenses are claimed and reimbursed in accordance with these rules.
- Ensure that expenses are claimed and reimbursed only where the contract explicitly provides for reimbursement of expenses.

J. COOPERATIVE PURCHASING

Under the direction of the Director of Education, or his/her designate, the Board shall **explore** cooperative purchasing with other school boards and other units of government or their agencies of public authorities, or utilize a “piggy-back clause” to existing ministry or government service contracts or other cooperatives, whenever the best interest of the Board will be served.

K. DISPOSAL PROCEDURES

The following shall apply for disposal of surplus equipment:

1. Any property belonging to the Board and declared surplus to its particular use by the respective member of Senior Staff, Principal or Manager shall be disposed of by means of public auction, tender or quotation or released to a charitable organization by the Purchasing/Supply Chain Management Department and documented accordingly.
2. The Manager of Purchasing/Supply Chain Management shall have the authority to sell, exchange, or trade-in all goods declared surplus to need, and where it is cost effective and in the best interest of the Board to do so.
3. If it is determined that a higher return of net disposal costs can be achieved by sale of surplus Goods to the original vendor or vendors in that line of business, the Manager of Purchasing/Supply Chain Management shall negotiate to sell such Goods at the highest return.
4. Where it is deemed appropriate by the Manager of Purchasing/Supply Chain Management and/or the respective member of Senior Staff, Principal or Manager, a reserve price may be established and, in the case of disposal by Tender, published and disclosed; and in the case of auction or quotation, shall be used as an internal estimate and not disclosed.
5. Where items have been declared surplus and are determined by the Manager of Purchasing/Supply Chain Management to have little or no value, the Manager of Purchasing/Supply Chain Management, in consultation with the respective member of Senior Staff, Principal or Manager, shall have such item scrapped or donated to a charitable organization by the Purchasing Department and documented accordingly.

L. PROHIBITIONS REGARDING PURCHASES

1. No contract or purchase shall be divided to avoid the requirements of these guidelines, and the annual or total project requirement shall be considered.
2. All petty cash purchases must exclude Tendered Goods, Tendered Programs and Tendered Services.
3. No employee or elected official shall purchase or offer to purchase, on behalf of the Board, any Goods or Services, except in accordance with these guidelines.
4. No personal purchases shall be made by the Board for elected members, or any appointed member of the Board, or for any Board employees, who are not deemed to be at Arms Length.
5. No member of the Board of Trustees and no officer or employee of the Board, shall become interested, directly or indirectly as a contracting party, or partner, in the work, the supplies or business in connection with a contract, or in any portion thereof, or of any supplies to be used therein, or in any monies to be derived there from.
6. No employee or elected official shall bid on the sale of Goods except those Goods disposed of by public auction.

6.1 No employee of the Board who is assigned to work at an auction may bid on any Board assets being offered for sale at the auction.

6.2 No employee of the Board having the responsibility for identifying items as surplus may bid on such items at the auction sale.

M. MISCELLANEOUS

1. Discounts

In arriving at a price, cash discounts will be considered part of the vendor's Bid.

2. Procurement Documentation and Records Retention

All acquisition processes shall be documented by the Purchasing Department and kept on file in the Purchasing Department. In the case of a Tender/RFP issued by a Consultant, records will be retained by the department of the originating member of Senior Staff. A record of the procurement process documentation includes the following:

- a copy of the procurement justification or the business case.
- information regarding all supplier consultations, including any requests for information undertaken in the development of the procurement business case and/or procurement documents.
- evidence that all required approvals were obtained.
- copies of all procurement documents used to qualify and select the supplier.
- where the procurement was conducted through a VOR arrangement, information regarding the second stage selection process used to select the particular vendor of record.
- where the procurement was single or sole sourced, documented justification, applicable exemptions and associated approvals.
- copies of all advertisements of procurement documents.
- copies of all successful and unsuccessful responses, submissions, proposals and Bids received in response to procurement documents, including the Conflict of Interest Declaration and other attached forms.
- information regarding any issues that arose during the procurement process.
- information regarding all evaluations of submissions, Proposals and Bids received in response to procurement documents.
- information regarding all vendor debriefings including written documentation of the offer of vendor debriefing.
- copies of all award letters, notices and posted announcements.
- copies of additional agreements.
- information regarding all changes to the terms and conditions of an agreement, including any changes that resulted in an increase to pricing.
- information regarding the management of the supplier, including how the supplier's performance was monitored and managed and, where applicable, mechanisms used to transfer knowledge from the supplier to Board staff.
- risk assessment information and recommendations, where applicable.
- contractor security screening decisions, where applicable.
- information regarding all protests, disputes or supplier complaints regarding the procurement process.
- evidence of receipt of deliverables.
- any other documentation as identified by the Board.

All procurement documents, as well as any other pertinent information for reporting and auditing purposes, must be maintained for a period of seven years and be in recoverable form if requested.

3. Special Funding/Bulk Purchase

When special or additional funding (from any and all sources) for approved projects or programs has been allocated and the respective member of Senior Staff, Principal or Manager is ready to initiate the procurement process, the Manager of Purchasing/Supply Chain Management shall be consulted prior to any request for purchases, pricing or demonstrations.

4. Change Orders/Retrofits Only

Extensions or changes to existing construction/service contracts shall be authorized in the following manner:

4.1 The originator of the contemplated change shall obtain a price from the contractor/supplier for the change under consideration.

4.2 When the originator is satisfied that the price for the contemplated change fairly represents the value of the work, he/she shall prepare and issue a "Change Order" to the original contract, subject to the following limitations;

4.2.1 For Change Orders of \$15,000.00 (within budget) or less, approval must be obtained from the member of Senior Staff or designate.

4.2.2 For Change Orders in excess of \$15,000.00, (or excess of Budget) approval must be obtained from the Superintendent of Business & Finance or designate.

4.3 Copies of all Change Orders shall be distributed to the Accounting Department and to the Purchasing Department. In the case of a Tender/RFP issued by a Consultant, copies of all Change Orders will be retained by the department of the originating member of Senior Staff.

5. Environment

Every effort shall be made to competitively procure, whenever possible, environmentally appropriate and ecologically sound products while giving vendors fair and equitable access to School Board business.

The Board needs to consider environmentally responsible and sustainable Goods and Services as part of the purchasing decisions. The objectives of environmental sourcing are to:

- Provide an environmental role model for public procurement by making it a priority to use environmentally responsible Goods and Services, where feasible and cost effective;
- Support a healthier working environment for employees and for citizens in general through the purchase of environmentally preferable Goods and Services;
- Increase demands for environmentally responsible Goods and Services, which may ultimately enhance their quality and cost competitiveness;
- Increase the conservation of resources through the use of more reusable products, and/or Goods and Services that require less energy and materials to produce or use.

6. Auctions

When deemed cost effective to the Board, the Manager of Purchasing/Supply Chain Management, in consultation with the initiating member of Senior Staff, Principal or Manager, shall consider auctions as a viable alternative to purchase.

7. Health and Safety

All products and service purchases through the Tendering/Quotation/Proposal process must adhere to the Board's policy of acquiring and maintaining Material Safety Data Sheets on file. Any Goods/Services purchased by an individual will become the obligation and liability of said individual.

8. Bidder's Recourse/Debriefing and Bid Protest Procedures

By contacting the Board's Manager of Purchasing/Supply Chain Management, within 60 calendar days following the date of contract award notification, unsuccessful bidders will have an opportunity to request a debriefing session. The debriefing will provide a bidder with a critical review of the unsuccessful Bid and, what, in the opinion of the Evaluation Committee, were its particular strengths and weaknesses.

In scheduling vendor debriefings, the Board will:

- confirm the date and time of the debriefings with each vendor
- conduct separate debriefings with each vendor
- ensure that the same participants from the Board participate in every debriefing conducted
- retain all correspondence and documentation relevant to the debriefing session as part of the procurement documentation
- provide a general overview of the evaluation process set out in the procurement documents
- discuss the strengths and weaknesses of the supplier's submission in relation to the specific evaluation criteria and the supplier's evaluation score, if used. If more than price is evaluated, the Board may provide the supplier's evaluation scores and their evaluation ranking.
- provide suggestions on how the supplier may improve future submissions
- be open to feedback from the supplier on current procurement processes and practices
- address specific questions and issues raised by the supplier in relation to their submission.

The Board must not disclose information concerning other suppliers other than as specified above, as it may contain confidential third party organization proprietary information subject to the mandatory third party exemption under the MFIPPA. If a supplier makes such a request, the Board must advise the supplier that a formal FOI request be submitted.

Questions unrelated to the procurement process must not be responded to during the debriefing and must be noted as out of scope based on the debriefing process agreed to in the procurement documents.

If the bidder has further concerns after meeting with the Manager of Purchasing/Supply Chain Management, the bidder will be referred to the Superintendent of Business and Finance to discuss the concern and attempt to resolve the matter.

If not satisfactorily resolved, then the complaint will be referred to the Director of Education for resolution or to be directed to the Board of Trustees at an appropriate meeting.

9. Claims or Possible Claims

The Niagara Catholic District School Board will preclude a vendor from bidding if the vendor has made a formal demand or otherwise put the Board on notice of a pending action or is involved in any actual litigation proceedings (excepting only construction lien demands, notices or proceedings) by or against or otherwise involving the Board.

10. Arbitration

The Board will utilize an Arbitration clause within bid documents as follows:

Any dispute between the parties arising out of or relevant to the Bid which cannot be resolved by the parties shall be referred to mediation for mandatory Alternative Dispute Resolution, and a Mediator shall be selected from the list of approved Mediators of the Ontario Court (General Division), and such mediation is to take place within thirty (30) days of such referral. Any dispute between the parties which cannot be resolved by such mediation shall be settled and determined by any Court of competent jurisdiction, provided however, that the Board reserves the right to submit such dispute for settlement and determination by arbitration pursuant to the Arbitration Act of Ontario (the "Act") in which case the following provisions shall apply. Either party may at any time give written notice to the other of its desire to submit such dispute to arbitration stating with reasonable particularity the subject matter of such dispute. In the case of the vendor giving notice to the Board, if the Board does not consent to submitting such matter to arbitration, the vendor may refer such matter to a court of competent jurisdiction. If the Board generates the notice, or if the notice is generated by the vendor and consented to by the Board, then the following provisions shall apply. Within five (5) business days after receipt of such notice, the parties shall appoint a single arbitrator with appropriate experience to determine such dispute. If the parties fail to appoint an arbitrator, either party may apply to a Judge of the Ontario Court (General Division) to appoint an arbitrator to determine such dispute. The costs of arbitration shall be paid by the party as determined by the arbitrator, which jurisdiction shall include the determination of the costs to be paid by the unsuccessful party. The award of the arbitrator shall be final and binding upon the parties. Judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction and enforced in the normal course.

11. Demonstration/Pilot Programs

If a department/school wishes to participate in a demonstration program/pilot to test certain products in specific Instructional or Administrative environments, the following must be followed:

Administrative:

Standard Agreement to be formalized by the originator to include terms of agreement (listing of products, title risk, termination, etc.) and duly authorized by the Superintendent of Business & Finance. All administrative pilots will incorporate (if feasible) a minimum of three vendors for comparison purposes.

Instructional:

Request for Information to be issued which would include terms of reference (termination dates, etc.) duly authorized by the appropriate Superintendent of Education and the Superintendent of Business & Finance. All Instructional pilots must adhere to operational procedures of the Program Department as well as incorporate (if feasible) a minimum of three vendors for comparison purposes.

12. Procurement Card

In support of sound business practices, a procurement card will be issued to authorized Board employees for the acquisition of low dollar value, non-tendered Goods/Services.

13. Code of Ethics

All NCDSB employees shall abide by the Purchasing Code of Ethics.

The Purchasing Department Staff of the Niagara Catholic District School Board shall abide by the Code of Ethics for the Purchasing Associations of which they are a member .

14. Bid Irregularities

Major Irregularity: A deviation from the Bid request which affects the price, quality, quantity, or delivery and is material to the award. The Manager of Purchasing/Supply Chain Management must reject any Bid which contains a major irregularity.

Major Irregularity – Automatic Rejection:

Failure to meet any of the following requirements constitutes a major irregularity:

1. The Bid must be received in the manner prescribed by the applicable Bid document and time stamped by the Reception staff in the lobby by official bid closing time.
2. Price related information must be non-erasable, i.e. completed in ink, marker, etc.
3. Bid surety must be submitted with the Bid when the Bid request (or any addenda) indicated that such surety is required.
4. Proof of authority to bind the bidder must be evident in the submission when the Bid request (or any addenda) indicated that such proof is required.
5. Bid surety must be in the form specified in the Bid request or in a form providing equivalent or greater financial security for the Board.
6. Amount of Bid surety must be no less than the amount indicated in the Bid request when a dollar amount is specified.
7. Bid or performance bonding company must be licensed to conduct business in Canada and in the Province of Ontario.
8. Prices must be complete and specified in accordance with the Bid request.
9. Notwithstanding provisions for “alternate Bids” which may be contained in the Bid request, Bids must conform to the essential requirements in the specifications or terms of reference. Essential requirements are those which are necessary to perform the intended operation.
10. Bidders must attend site meetings if such attendance is identified in the advertisement and Bid request as mandatory.

Note: The above list of irregularities are not to be considered all inclusive. The Manager of Purchasing/Supply Chain Management, after consultation with the originator, may reject a Bid based on an irregularity not listed, but considered major. Bidders whose Bids are rejected due to a major irregularity will be notified by the Manager of Purchasing/Supply Chain Management or designate prior to any Bid award.

Minor Irregularity:

A deviation from the Bid request which affects form rather than substance, providing the effect on the price, quality, quantity or delivery is not material to the award. If the deviation is permitted or corrected the bidder would not gain an unfair advantage over competitors. The Manager of Purchasing/Supply Chain Management may permit the bidder to correct a minor irregularity. (Substantial compliance or strict compliance).

Minor Irregularity – Bidder may rectify:

Failure to meet any of the following requirements constitutes a minor irregularity. The Manager of Purchasing/Supply Chain Management will notify the bidder and ask that the deviation from the Bid request be rectified within a specified time (usually two working days from the time of notification). If the information is not provided within the specified time, the Manager of Purchasing/Supply Chain Management may reject the Bid.

1. Agreements to provide surety must be submitted with the Bid when the bid request indicated that such agreements are required.
2. The authorized signatures and corporate seals of both the bidder and the bonding company must be supplied on the Bid bond forms and agreements to bond.
3. All changes to information contained in the Bid document must be initialed by an authorized representative of the bidder.
4. Technical specifications documents must be completed and submitted with the bid when specified in the Bid request.

NOTE: The above list of irregularities are not to be considered all inclusive. Minor irregularities not listed will be reviewed by the Manager of Purchasing/Supply Chain Management in consultation with the originator. The Manager of Purchasing/Supply Chain Management may then accept the Bid or request that the bidder rectify the deviation.

Mathematical Errors: Rectified by Staff

Errors in mathematical extensions and/or taxes will be corrected by the Manager of Purchasing/Supply Chain Management and the unit prices will govern.

References:

Agreement on Internal Trade (AIT)

Canadian Law of Competitive Processes and Contract Law

Ontario Association of School Business Officials (OASBO)

Ontario Management Board of Cabinet – Broader Public Sector Procurement Directive

Ontario Public Buyers Association (OPBA)

Ontario/Quebec Procurement Agreement

Purchasing Management Association of Canada (PMAC)

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
PUBLIC SESSION
APRIL 26, 2011**

**TOPIC: POLICIES
TRUSTEE EXPENSES & REIMBURSEMENT POLICY (100.13)**

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Trustee Expenses & Reimbursement Policy (100.13), as presented.

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

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

Recommended by: John Crocco, Director of Education

Date: April 26, 2011

Niagara Catholic District School Board

TRUSTEE EXPENSES AND REIMBURSEMENTS

Adopted:
Revised:

Policy No. 100.12

STATEMENT OF POLICY

The Niagara Catholic District School Board is committed to an organizational culture that operates with integrity and promotes responsibility, excellence, transparency and accountability with respect to decisions and practices.

The Board is committed to ensuring that all expenses claimed by the Trustees are associated with the responsibilities of a Board member and that these expenses support the program objectives of the organization and that they maximize the benefits to the Board.

Eligible Expenses

It is the policy of the Niagara Catholic District School Board to reimburse Trustees and Student Trustees for out-of-pocket expenses reasonably incurred in connection with carrying out the responsibilities of a Board member in accordance with the operating procedures outlined in this Policy, including:

- a) office equipment
- b) office supplies
- c) conference and workshops
- d) travel for Board sanctioned business
- e) other costs

Appropriate Approvals

Under the Trustee Expense Guideline issued by the Ministry of Education, the approval of Trustee expense will be approved as follows:

- a) Claims by Trustees for the reimbursement of expenses require the approval of the Chairperson of the Board and the Director of Education.
- b) Claims by Chairperson of the Board for the reimbursement of expenses require the approval of the Director of Education and the Superintendent of Business & Financial Services.

Where an expense claim is denied

When a Trustee's expense claim has not been approved, the Trustee will be informed of the reason in writing by the Chair of the Board and/or the Director of Education.

If the Trustee disagrees with the denial, the Trustee may bring the matter to the next regular meeting of the Committee of the Whole (In-Camera) with a recommendation. In making its decision, the Committee of the Whole will determine whether or not the denial is consistent with the terms of the Board Policy.

If a satisfactory resolution is not reached then the affected party may contest the decision during a public meeting of the Niagara Catholic District School Board of Trustees.

Claims for Travel to Meetings and Board Functions

Travel costs by private automobiles will be reimbursed for actual kilometers travelled on Board sanctioned business. If the Trustee travels to various locations during the day, travel shall be calculated from the last location to the next location.

Expenses related to travel, such as parking and personal meals, will be reimbursed based on actual expense receipts presented for reimbursement.

Automobile travel and related expenses shall be paid to Trustees at a rate per kilometre approved by the Board for all Board employees, using the Reimbursement of Travel Expenses Form.

Claims for Accommodation, Meals

When Trustees travel on Board sanctioned business, they may be reimbursed for costs incurred for accommodation and meals, using the Trustee Conference, Workshop and Overnight Meetings Form.

Accommodation costs shall be reimbursed for reasonable costs incurred and shall not include personal charges.

Meal costs shall be reimbursed for breakfast, lunch and dinner for reasonable amounts and shall not include charges for other people.

Alcohol costs shall not be reimbursed, even when served with meals.

Claims for Conferences, Workshops and Overnight Meetings

The Board encourages all Trustees to attend Conferences, Workshops and Meetings relating to educational issues and events. The Board shall establish a budget amount for each Trustee to attend Conferences, Workshops and Overnight Meetings.

Reimbursement of Trustee conference and travel expenses shall require the approval of the Chairperson of the Board and the Director of Education. All claims for reimbursement of Trustee conference and travel expenses claimed by the Chairperson of the Board shall require the approval of the Superintendent of Business and Financial Services and the Director of Education.

All claims for Trustee Conference expenses shall be submitted and processed using the Trustee Conference, Workshop and Overnight Meetings Form.

All Trustee Conference expenses shall be claimed during the appropriate budget year and shall not exceed the amount of the Trustee allocation for that budget year.

Unused funds in the individual Trustee allocation for the budget year shall not be re-allocated to other Trustees and shall not be carried forward to another budget year.

Trustee Conference expenses, which exceed the amount allocated to an individual Trustee, shall be repaid to the Board by the individual Trustee before the end of the following budget year, unless otherwise directed by the Board.

Claims for Other Expenses

Any other extraordinary or unusual expenses that a Trustee feels should be paid by the Board shall be referred to the Chairperson of the Board and the Director of Education with a written explanation and request for payment. The Chairperson of the Board and the Director of Education may approve or disapprove of payment.

Receipts and Timing of Claims for Reimbursement

All claims for the reimbursement of Trustee expenses must be accompanied by original receipts and the original bill/invoice providing the details of the expense.

All claims for the reimbursement of Trustee expenses shall generally be submitted on a monthly basis, using the appropriate forms and approvals, within the appropriate budget year.

Gifts and Donations

Gifts and donations, by any Trustee, to any groups or individuals will not be reimbursed.

Gifts and donations may be made on behalf of the Board of Trustees, if approved in advance by the Chairperson of the Board and the Director of Education.

Advertising and Communications

Trustees will not be reimbursed for expenses related to political advocacy.

The cost related to supporting a fundraiser or event for a specific political party is not eligible for reimbursement.

Office Equipment

It is the Policy of the Niagara Catholic District School Board to provide the Trustees with the following office equipment and services to be used from the beginning to the end of the term of office:

- a) home based computer
- b) home based printer
- c) allowance for internet service
- d) standard office computer software

All equipment will be provided in accordance with current Board standards and shall be maintained in good repair by the computer technicians of the Board.

At the end of the Trustee's term of office, the equipment is to be returned to the Board, unless the Trustee decides to purchase the equipment from the Board.

The purchase of the equipment shall be processed through the office of the Director of Education and shall be processed at the fair market value of the equipment at the end of the term of office of the Trustee.

Reporting of Trustee Expenses

All Trustee expenses for the previous school year will be posted annually on the Board website and reported publicly to the Board before December 31 of the current school year, under the following categories:

- a) office equipment
- b) office supplies
- c) conference and workshops
- d) travel for board business
- e) other

All expense reports for each Trustee will remain on the Board website for one year after the expiry of the term of office.

Information pertaining to individual Trustee expenses will be forwarded to the Ministry of Education, as required by the Ministry.

References:

The Education Statutes and Regulations of Ontario

The Income Tax Act

Report of the Auditor, December 2005

Ministry of Education Broader Public Sector Expenses Directive, April 1, 2011

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
PUBLIC SESSION
APRIL 26, 2011**

**TOPIC: APPROVED MINUTES OF THE SPECIAL EDUCATION
ADVISORY COMMITTEE MEETING OF MARCH 2, 2011**

RECOMMENDATION

THAT the Niagara Catholic District School Board receive the Approved Minutes of the Special Education Advisory Committee Meeting of March 2, 2011, as presented for information.

The following recommendation is being presented for the Board's consideration from the Special Education Advisory Committee of March 2, 2011.

***1.1 Letter from the Special Education Advisory Committee
to the Ministry of Education***

THAT the Niagara Catholic District School Board approve the attached letter from the Special Education Advisory Committee to the Ministry of Education regarding Special Education Part I.



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

MINUTES OF THE SPECIAL EDUCATION ADVISORY COMMITTEE MEETING WEDNESDAY, MARCH 2, 2011

Minutes of the Meeting of the Special Education Advisory Committee, held on Wednesday, March 2, 2011, at 7:00 p.m. in the Father Kenneth Burns csc Board Room, at the Catholic Education Centre, 427 Rice Road, Welland.

The meeting was called to order at 7:00 p.m. by Chair Racine.

A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayers were led by Chair Racine.

2. Roll Call

Members	Affiliations	Present	Excused	Absent
Anna Racine	The Tourette Syndrome Association of Ontario	✓		
Kim Rosati	VOICE for Hearing Impaired Children	✓		
Connie Parry	Association for Bright Children	✓		
Heather Schneider	Community Living-Welland/Pelham		✓	
Sarina Labonte	Community Living-Grimsby, Lincoln & West Lincoln	✓		
Rob Lavorato	Down Syndrome Caring Parents (Niagara)	✓		
Mike Gowan	Autism Ontario	✓		
Jim Wells	John Howard Society of Niagara	✓		
Dianne Radunsky	Ontario Brain Injury Association	✓		
Naomi Gutknecht	Learning Disabilities Association – Niagara	✓		
Bill Helmeczi	Pathstone Mental Health		✓	
Trustees				
Father Paul MacNeil			✓	
Rhianon Burkholder		✓		

The following staff were in attendance:

Yolanda Baldasaro, Superintendent of Education; **Marcel Jacques**, Administrator Special Education; **Ted Farrell**, Principal – Secondary; **Tina DiFrancesco**, Recording Secretary

Introductions

Michael Reich, Educational Resource Teacher introduced the Special Education Part I and Part II classes to the SEAC members.

3. Approval of the Agenda

Moved by Trustee Burkholder

Seconded by Mike Gowan

THAT the Special Education Advisory Committee approve the Agenda of the Special Education Advisory Committee Meeting of March 2, 2011.

CARRIED

4. Disclosure of Interest

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

5. Approval of Minutes of the Special Education Advisory Committee Meeting of February 9, 2011

Moved by Rob Lavorato

Seconded by Kim Rosati

THAT the Special Education Advisory Committee approve the Minutes of the Special Education Advisory Committee Meeting of February 9, 2011, as presented.

CARRIED

B. PRESENTATIONS

1. Superintendent Iannantuono – Human Resources

Superintendent Iannantuono presented background information on the hiring process, including areas of specialization, focussing on Special Education staff. Information was presented on the revised *Catholic Leadership: Principal and Vice-Principal Selection Statement of Policy*, the new *On-line Teacher Application* system and the *Teacher New Hire Contract Letter*. Superintendent Iannantuono described the New Teacher Induction Program (NTIP) which is led by the Administrator of Staff Development. All new teachers are mandated to participate in this program once they receive a permanent contract position. Questions were asked and a discussion was held in regards to adding the requirement of successful completion of the Special Education Part I Teacher Qualification course as outlined by the Ontario College of Teachers to the qualification necessary for all newly hired teachers.

A decision was made by the SEAC members to create a subcommittee and draft a letter to the Ontario College of Teachers and to other SEACs. The draft letters will be presented at the April meeting.

Action to be taken by Superintendent Baldasaro

Moved by Connie Parry

Seconded by Kim Rosati

That the Special Education Advisory Committee recommends that Superintendent Baldasaro bring to Senior Administrative Council a recommendation that a higher “weight” be given to teacher candidates who have completed the Ontario College of Teachers Special Education Part I additional qualification course in the hiring process for the Niagara Catholic District School Board.

CARRIED

C. VISIONING

1. Goals and Vision for 2010/2011

1.1 SEAC Logo Update

The revised SEAC Logo memo was sent out to Secondary Principals on February 11, 2011. Each Secondary school is asked to select one design to be submitted to the SEAC for consideration. The deadline is April 27th, 2011.

D. BUSINESS ARISING FROM THE MINUTES OF THE MEETING OF FEBRUARY 9, 2011

1. Learner Advocacy

2. Parent Outreach

3. Program and Service Recommendations

4. Special Education Budget

5. Annual Review, Special Education Plan

Special Education staff will continue to update information; however the Special Education Plan is now being embedded into the Board Improvement Plan.

6. Other Related Items

7. Policy Review

The Records Management Policy and Niagara Catholic Parent Involvement Committee Policy have a deadline of March 21, 2011. Any comments can be forwarded to Chair Racine by March 15th, 2011 and she will respond on behalf of the SEAC or members can respond individually.

E. AGENCY REPORTS

1. VOICE for Hearing Impaired Children – Kim Rosati

- Dress Loud Day – May 6th, 2011
Get Involved in Dress Loud Day!
On May 6th, 2011 sport your kookiest clothes and help raise awareness for children with a hearing loss. This year we are raising funds for the VOICE Auditory-Verbal Therapy Program – and you can help! Dress Loud Day is an excellent way to raise awareness about the needs of individuals with a hearing loss. This year there will be a delicious prize for the group who gets the loudest! The school with the most participants will receive a free Pizza Pizza lunch. All you have to do is return your funds to our office by May 31st, 2011 and let us know how many individuals participated.
- Annual VOICE Conference - Saturday May 7th, 2011 in Guelph.
Theme is “Brain Power” Evidence Based Practice in Listening, Language & Literacy.
This conference is for parents and professionals who support children with hearing loss.
Also includes a full day Teen Program.
- 20th Annual Golf Classic is being held June 23rd, 2011 at the Cedar Brae Gold & Country Club
- Annual VOICE Camp will be August 5-7th at Bark Lake in Irondale.

2. Down Syndrome Caring Parents (Niagara) – Rob Lavorato

- The Annual General Meeting will be held on March 24th, 2011.

3. Community Living – Welland/Pelham – Heather Schneider

- Nil Report

4. Association for Bright Children – Connie Parry

- The Halton District School Board has launched its new primary gifted placement. Information is hereby attached and forms part of the minutes.

5. Community Living – Grimsby, Lincoln and West Lincoln – Sarina Labonte

- Contact Niagara will continue to be the access point for developmental and mental health services for children; as previously reported, a Developmental Services Ontario agency based out of Hamilton will be the access point for all adult developmental services for the Hamilton, Niagara, Haldimand-Norfolk and Brant regions effective July 1, 2011.
- The Ontario Disability Support Program has announced a new modernization to its services; applications for social assistance through this program can be made on line 24 hours per day; the services through this program will be streamlined to increase ease of access for all recipients and applicants;
- The Ontario Association on Developmental Disabilities is hosting their annual conference at the Four Points Sheraton in Thorold on April 5-7, 2011. This provincial association focuses on training and research for all professionals/staff working in the field. For further information, please visit the website www.oadd.org

6. **Autism Ontario – Mike Gowan**

- Social skills classes and parent support groups are running again for 10 weeks every Tuesday and Thursday.
- Interviews are being held for a new Regional Director.
- Camps were held during exam week.

7. **The Tourette Syndrome Association of Ontario – Anna Racine**

- At the April meeting the Ministry of Labour will be presenting information on employment for people with disabilities.

8. **John Howard Society of Niagara – Jim Wells**

- Construction continues for the new facility in Welland.
- Summer youth job services are going to be annualized.
- The SNAP training has paved the way for new programs that are forthcoming.

9. **Ontario Brain Injury Association – Dianne Radunsky**

- Nil Report

10. **Learning Disabilities Association (Niagara) – Naomi Gutknecht**

- Nil Report

11. **Pathstone Mental Health – Bill Helmeczi**

- Nil Report

F. STAFF REPORTS

1. **Patsy Rocca – Principal, Elementary**

- Kids helping Kids was a great success across all schools in Niagara Catholic.
- The winter session of SNAP continues through March and April.
- At Alexander Kuska, we continue to attend our swimming program at NPCC.

2. Ted Farrell – Principal, Secondary

- The Valentine's Day Semi-Formal was held at Saint Michael High School on Wednesday, February 23rd. All of the students had a wonderful time and were treated to a fabulous luncheon served up by students from the culinary class.
- Special Education classes are now looking forward to Lakeshore Catholic's red carpet event, "Hurray for Hollywood." Each school has entered a short film for viewing in which the students are stars.
- Semester One IEP's have been sent home with the report card. All schools are currently working on Semester 2 Individual Education Plans for students which will be mailed home shortly.
- High schools are currently in the midst of having students select their courses online for the upcoming academic year 2011-12. Special Education departments are working closely with students to select courses having conversations about potential pathways.
- On March 31st grade 10 students will be writing the OSSLT (Ontario Secondary School Literacy Test) which is a graduation requirement. Special Education departments are working with identified students to support them through the preparatory process. Information has been submitted to EQAO (Education Quality and Accountability Office), which is the agency that oversees the test, concerning exemptions for Special Education students, deferrals for students who are not currently at a level appropriate for a grade 9 student and for any accommodations that are required for identified students to write the test.

Blessed Trinity

- All students from the Special Education Class attend at least one regular class per day.
- Two students have continued with the same Co-Op placements as semester one, but have increased their hours.
- Two of the Educational Assistants and their dogs have completed "Therapy Tails" training. We are very fortunate to have regular visits by Mandy and Mika. The students respond so well to the dogs, generating plenty of communication and lots of smiles!
- Sharon Phillips (Special Education Teacher) and all EA's are currently participating in a five week Structured Teaching workshop. This program is especially effective for students with ASD. Structured Teaching is already being used with two students and the program will be expanded to include additional students and diverse subject areas. Some schools are currently offering Structured Teaching to their students already.
- Many pictures of the students are taken to create memory books which are exchanged between home and school. The books help parents fill in the gaps of information shared by their sons and daughters about "what happened at school today." Not only does it provide information but the books are a continuous record of our year in the class and all the fun and successes that have been shared.
- Mass continues to be part of the weekly routine. Students all look forward to going to Mass, and being acknowledged in church by parishioners and Monsignor. It was a very sweet moment when, upon meeting the new set of peer helpers, one of the students exclaimed: "You are so lucky - you get to come to church with us!"

Denis Morris

- Through supports and collaborations outlined in the new Niagara Catholic District School Board's Employability Skills for Students with Special Needs, two students will be completing independent Co-operative Education Placements this semester at Shoppers Drugmart and at St. Theresa School. We also have several students attending a Co-operative Education Placement with EA support at Kelsey's Restaurant and in our school cafeteria.

- The Special Education Department is working closely with community agencies to transition our students to the world of work. Through collaboration with our community service providers, we are engaged in creating meaningful exit transition plans for our students who are graduating. Four of our graduating students have been working with Jobs Niagara and its manager, Celine Hardy Johnson to create an exit transition plan from Denis Morris Catholic School and an entry transition plan to the exciting world of work community opportunities.

Holy Cross

- For the event, "Hurray for Hollywood." each school has entered a short film for viewing in which the students are stars. Holy Cross accessed our incredibly talented music therapist from Bethesda, Mendelt Hoekstra, to lead the students in a song he wrote about our class. Many thanks go to Mr. Quinn's tech class for filming and editing our video!

St. Francis

- New Co-op placements for the students in our Special Education Class have also begun. Our Special Education Class students have also been integrated into new classes for Semester 2 as well.

Lakeshore Catholic

- Continued support of the nutrition program Co-op started for this semester for Special Education students.
- Continued Structured Teaching

Saint Michael

- Work has begun on second semester IEPs, scheduling IPRCs and transitioning students from elementary to secondary and to post high school.

3. Marcel Jacques – Administrator Special Education

- Information and a survey were presented on the *Ontario Best Start Initiative*. A link to the website will be sent to the SEAC members electronically.

4. Yolanda Baldasaro – Superintendent of Education

- The Niagara Catholic Parent Involvement Committee Convention will be held at Blessed Trinity on March 26th, 2011.
- In September 2011, Niagara Catholic District School Board will have 10 schools enrolled in the full day Early Learning Kindergarten Program (ELKP) and in 2012 an additional 11 schools will be enrolled.

G. TRUSTEE REPORTS

1. Father Paul MacNeil – Trustee

- Nil Report

2. Rhianon Burkholder – Trustee

- The Board approved the 2011-2012 School Year Calendar; however it is still pending Ministry approval.
- Following the successful implementation of the Niagara Regional Police Service School Resource Officer Program in Niagara Falls, there has been discussion about the expansion of the School Resource Officer Program in St. Catharines.

H. NEW BUSINESS

1. Learner Advocacy

2. Parent Outreach

3. Program and Service Recommendations

4. Special Education Budget

5. Annual Review, Special Education Plan

6. Other Related Items

7. Policy Review

I. CORRESPONDENCE

J. QUESTION PERIOD

K. NOTICES OF MOTION

L. AGENDA ITEMS – DISCUSSION FOR FUTURE MEETINGS

1. Supervise Alternative Learning Program (SAL)

Special Education staff will do a future presentation.

2. Mobile Intensive Treatment Team (MITT)

A possible presentation will be held at the April meeting.

3. Mental Health Initiatives through Niagara Catholic District School Board

Special Education staff will do a presentation in May or June.

4. Special Education Budget

Marcel Jacques will contact Superintendent Reich to do a possible budget presentation in May.

M. INFORMATION ITEMS

N. NEXT MEETING:

Wednesday, April 6, 2011 at 7:00p.m. at the Catholic Education Centre

O. ADJOURNMENT

Moved by Jim Wells

Seconded by Sarina Labonte

THAT the March 2, 2011 meeting of the Special Education Advisory Committee be adjourned.

CARRIED

This meeting was adjourned at 9:15p.m.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
PUBLIC SESSION
APRIL 26, 2011**

**TOPIC: LETTER FROM THE SPECIAL EDUCATION ADVISORY
COMMITTEE TO THE MINISTRY OF EDUCATION**

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the attached letter from the Special Education Advisory Committee to the Ministry of Education regarding Special Education Part I.

Prepared by: Yolanda Baldsasaro, Superintendent of Education

Presented by: Yolanda Baldsasaro, Superintendent of Education

Recommended by: John Crocco, Director of Education

Date: April 26, 2011



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

**REPORT TO THE BOARD MEETING
APRIL 26TH, 2011**

**LETTER FROM THE SPECIAL EDUCATION ADVISORY
COMMITTEE TO THE MINISTRY OF EDUCATION**

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the attached letter from the Special Education Advisory Committee to the Ministry of Education regarding Special Education Part I.

Prepared by: Yolanda Baldasaro, Superintendent of Education

Presented by: Yolanda Baldasaro, Superintendent of Education

Recommended by: John Crocco, Director of Education

Date: April 26, 2011

April 20, 2011

The Honourable Leona Dombrowsky
Ministry of Education
Mowat Block, 18th floor
900 Bay Street
Toronto, ON M7A 1L2

Dear Madam Minister:

The Niagara Catholic District School Board Special Education Advisory Committee puts great emphasis and importance on its role as advocate for programs and services that will meet the needs of all students, especially those with exceptionalities.

As part of our mandate, we are asking the Ministry of Education to recognize the need for our new teachers, before obtaining their teaching certificate, to have completed Special Education Part I as a mandatory course. We understand that the main purpose of the Special Education Part I course is to develop knowledge and skills for teachers in the design, delivery, programming and assessment of special education. We also recognize that today's inclusive classroom presents challenges to the classroom teacher in meeting the individual needs of the students.

SEAC feels that the Special Education Part I course is critical to the delivery of Special Education in that it enables teachers to ensure a positive learning experience for all of their students.

Your time and consideration is greatly appreciated.

Sincerely,

Kathy Burtnik
Chairperson
Niagara Catholic District School Board

Anna Racine
Special Education Advisory Committee Chair
Niagara Catholic District School Board

cc: Minister John Milloy, MPP, Ontario Ministry of Training, Colleges and Universities
Jim Bradley, MPP
Kim Craitor, MPP
Tim Hudak, MPP
Peter Kormos, MPP
Ontario College of Teachers
Chair, Minister's Advisory Council on Special Education
Special Education Advisory Committee Chairs, Ontario Catholic School Boards
Special Education Advisory Committee Chairs, Ontario Public School Boards

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
PUBLIC SESSION
APRIL 26, 2011**

**TOPIC: NIAGARA CATHOLIC EQUITY AND
INCLUSIVE EDUCATION STRATEGY**

The Niagara Catholic Equity and Inclusive Education Strategy
is presented for information.

Prepared by: Yolanda Baldasaro, Superintendent of Education
Jackie Watson, Equity, Diversity and Community Relations Consultant

Presented by: Yolanda Baldasaro, Superintendent of Education
Jackie Watson, Equity, Diversity and Community Relations Consultant

Approved by: John Crocco, Director of Education

Date: April 26, 2011



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

REPORT TO THE BOARD MEETING TUESDAY APRIL 26th, 2011

NIAGARA CATHOLIC EQUITY AND INCLUSIVE EDUCATION STRATEGY UPDATE

BACKGROUND INFORMATION

In April of 2009, the Ministry of Education released its Equity and Inclusive Education Strategy document, Realizing the Promise of Diversity: Ontario's Equity and Inclusive Education Strategy. This four-year plan, which culminates in 2012, sets out a clear vision for an equitable and inclusive education system where:

- All students, parents and members of the school community are welcomed and respected;
- Every student is supported and inspired to succeed in a culture of high expectations for learning.

The Niagara Catholic District School Board is dedicated to the implementation and achievement of equity and inclusive education within its schools through shared and committed leadership.

The list below outlines the 2010-2011 school year activities that support Niagara Catholic's implementation of the Equity and Inclusive Education Strategy.

- September 2010: Equity, Diversity and Community Relations Consultant established to provide focused leadership to support the Board's Equity and Inclusive Education Strategy.
- September 28, 2010: Intermediate Division Gifted Program Module: First Nation Storyteller Aaron Bell presented an oral workshop on the culture of the First Nation People and their creation story.
- October 15, 2010: Professional Development activity for all Grade 11 World Religion Teachers which focused on the new Religion text, World Religion: a Canadian Catholic Perspective.
- October 19, 2010: Niagara Catholic invited community members to vet the Equity and Inclusive Education (Interim) Policy and Religious Accommodation (Interim) Policy. This community focus group made recommendations on the two interim policies.
- November 4, 2010: Professional Development activity for all Grade 6 Teachers which focused on the Six Nations Iroquois Program Teacher's Resource Guide by its author, Zig Misiak.
- November 23, 2010: The Board adopts two policies: Equity and Inclusive Education Policy (100.10) and Religious Accommodation Policy (100.10.1).
- December 2010: Director's 2010 Annual Report incorporates the status of the implementation of Equity and Inclusive Education in Niagara Catholic.
- December 6, 2010: Professional Development activity for all Child Youth Workers, Behaviour Resource Teachers and Chaplains on Bullying, Homophobic and Harassment Awareness facilitated by Bonnie Prentice, TALK (Teams of Adults Listening to Kids) Niagara.
- December 7, 2010: Professional Development activity for all Behaviour Resource Teachers on Positive Mental Health, facilitated by TAMI (Talking about Mental Illness) Niagara.
- December 9, 2010: Board attendance at a Brock University Aboriginal Awareness Initiative, Increasing Language and Writing Skills workshop.
- December 20 – 22, 2010: First Nation Hand Drum Fireart Workshop for students at Lakeshore Catholic High School.

- February 16, 2011: Professional Development activity for all Educational Resource Teachers on Aboriginal Awareness: Learning Styles of Students and Residential Homes, facilitated by Brenda LaFormme, Fort Erie Native Friendship Centre.
- February 16, 2011: Professional Development activity for all Educational Resource Teachers on the role of SWIS (Settlement Workers in Schools) Niagara, facilitated by Baria Nasser and her team.
- March 2, 2011: Afterschool workshop open to all Niagara Catholic Staff, Talking Circle Feather.
- March 3, 2011: Professional Development activity for all new teachers and their mentors (NTIP), on all Equity and Inclusive Education documents and policies.
- March 10, 2011: Métis Awareness presentation for students at Notre Dame College School by the Métis Council of Welland.
- March 29, 2011: Draft Voluntary and Confidential Self-Identification Policy for First Nation, Métis and Inuit Students presented to the Policy Committee.
- March – May 2011: Building of Three First Nation Canoes by the Specialist High Skills Major students and staff at the Seaway Mall, Welland.
- April 11, 2011: Celebrating Equity, Diversity and Inclusivity Board-Wide Student Symposium
- April 11 -26, 2011: First Nation Hand Drum Fireart and Fire Art Plaques workshop for students of Saint Paul Catholic Secondary School.
- May 2011: Workshop for Grade 6 students at Our Lady of Fatima Catholic School (Grimsby) for Diversity and Inclusivity (Peace Tree Day), facilitated by the Harmony Movement.
- May 16-20, 2011: First Nation Hand Drum Fireart workshop for students of Blessed Trinity Catholic Secondary.

The following Equity and Inclusive Education initiatives are ongoing:

- September 2010 – August 2011: Accessibility for Ontarians with Disabilities: barriers have been identified, and plans have been addressed for accessibility in each of the following areas: architectural, attitudinal, communication, technological and systemic barriers.
- Formation, continuation and expansion of Safe School Action Teams within schools that promote equity, diversity, inclusivity and safety for all.
- Monthly Student Achievement Memorandums listing equity and inclusive education notable dates.
- Recognition of significant Holy Days through the distribution of Multifaith Calendars, Multifaith Information Manuals and Student Achievement Memorandums.
- Raising awareness of the Aboriginal Peoples and the importance of the inclusion of their history and culture in our education system through community guest speakers, artists and Niagara Catholic's Aboriginal Liaison Coordinator.
- Ensuring that our Early Learning Kindergarten Programs incorporate a variety of toys and learning materials reflective of today's diverse society.
- In-service of all Board staff on the Accessibility Customer Service Policy (701.4).
- Diabetes Protocol currently under development.

The report on Niagara Catholic Equity and Inclusive Education
Strategy Update is presented for information.

Prepared By Yolanda Baldasaro, Superintendent of Education
Jackie Watson, Equity, Diversity and Community Relations Consultant

Presented By: Yolanda Baldasaro, Superintendent of Education
Jackie Watson, Equity, Diversity and Community Relations Consultant

Approved By: John Crocco, Director of Education

Date: Tuesday, April 26, 2011

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
PUBLIC SESSION
APRIL 26, 2011**

TOPIC: STUDENT MENTAL HEALTH INITIATIVES UPDATE

The report on
Student Mental Health Initiatives Update
is presented for information.

Prepared by: Yolanda Baldasaro, Superintendent of Education
Marcel Jacques, Administrator Special Education

Presented by: Yolanda Baldasaro, Superintendent of Education
Marcel Jacques, Administrator Special Education

Approved by: John Crocco, Director of Education

Date: April 26, 2011



REPORT TO THE BOARD MEETING APRIL 26TH, 2011

STUDENT MENTAL HEALTH INITIATIVES UPDATE

BACKGROUND INFORMATION

The Niagara Catholic District School Board strives to address the needs of all students, including social and emotional needs. Niagara Catholic has identified the importance of student mental health and thus, has developed the following enabling strategy in its list of Strategic Directions and Priority Indicators for 2010-2011:

“To develop a mental health support plan to address the need for increased supports for mental health and to increase the involvement of these supports at school team meetings by June 2011.”

In addition, the Special Education Advisory Committee (SEAC), when developing its goals for the 2010-2011 school year, included a goal to design and support a Niagara Catholic District School Board Mental Health plan.

Special Education staff from the Student Achievement, K-12 department has focused its effort on programs, community partnerships and professional development to assist Niagara Catholic staff with issues of children’s mental health.

Programs

Beginning in 2009-2010, Niagara Catholic, working with community partners, implemented the “Stop Now and Plan” (SNAP) program in 8 elementary classrooms across the region. Currently 10 classes are involved and an additional 2 classes, for a total of 12, will begin the program in the 2011/2012 school year. During the summer of 2010 a “Summer SNAP Program” was held in Welland. Niagara Catholic and the John Howard Society are currently considering implementing a SNAP summer program for 2011.

The Niagara region is one of four regions within the province implementing the “Working Together for Children’s Mental Health” Tri-Ministry pilot project. This project, which began in the fall of 2010, involves Educational Resource Teachers and Behaviour Resource Teachers screening students (with parental permission) who may have a potential mental health concern. Data from this pilot project will be analyzed by the Ministry and the results will be released in the 2011/2012 school year. In addition a professional development workshop is being created for staff to address issues of mental health.

Community Partnerships

In 2008, the Ministry of Education and the Ministry of Children and Youth Services launched the “Student Support Leadership Initiative” (SSLI). This initiative is a provincial project focused on building and enhancing community partnerships that will meet the mental health needs of students and their families. Niagara Catholic is an active member of this partnership. Currently, two schools, an elementary and a secondary school, are involved in a pilot project that provides for a Pathstone Mental Health worker to sit as a member during School Based Team or Student Success Team meetings.

In addition to SSLI, Special Education staff from the Student Achievement, department sit on numerous committees that discuss and support children's mental health, such as the "Anti-Stigma" Committee, Niagara Suicide Prevention Coalition and TAMI Niagara Committee.

Professional Development

The Student Achievement K-12, Special Education department, over the last several years, has provided professional development in many areas including mental health. Since the fall of 2010, the Special Education Advisory Committee, Principals, Vice-Principals, Educational Resource Teachers, Educational Assistants, Child and Youth Workers and Student Success Teachers have participated in workshops and presentations in the area of mental health.

The Ontario Catholic School Trustees' Association

Children's Mental Health in the Province of Ontario is a growing concern. Several Ministries are working collaboratively to address the issues of Mental Health in schools.

In support of mental health initiatives, The Ontario Catholic School Trustees' Association issued the April 5th, 2011 memorandum re: **Coalition for Children and Youth Mental Health – Update** to Chairpersons and Directors of Education. A copy of the memorandum is attached. (Appendix A)

OCSTA's update requests the following of all Catholic School Boards:

- **Request for Board Motion**

Catholic School Boards are asked to pass a formal Board motion to "*Support, in principle, the Coalition's Statement of Intent and to formally join the Coalition for Children and Youth Mental Health.*"

- **Summit on Children and Youth Mental Health**

Catholic School Boards are asked to have representation at the June 2, 2011 Summit in Toronto. A copy of the preliminary flyer is attached. (Appendix B)

RECOMMENDATION

THAT the Niagara Catholic District School Board support, in principle, the Coalition's Statement of Intent and to formally join the Coalition for Children and Youth Mental Health.

Prepared by: Yolanda Baldasaro, Superintendent of Education
Marcel Jacques, Administrator Special Education

Presented by Yolanda Baldasaro, Superintendent of Education
Marcel Jacques, Administrator Special Education

Approved by: John Crocco, Director of Education

Date: April 26th, 2011



Ontario Catholic School
Trustees' Association

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Toronto, Ontario M4R 1K8
T. 416.932.9460 F. 416.932.9459
ocsta@ocsta.on.ca www.ocsta.on.ca

Nancy Kirby, *President*
Marino Gazzola, *Vice President*
Kevin Kobus, *Executive Director*

April 5, 2011

TO: Chairpersons & Directors of Education
FROM: Kevin Kobus, Executive Director
RE: **Coalition for Children and Youth Mental Health - Update**

In a memo to you dated February 14, 2011, you were informed of OCSTA's involvement in a coalition of various associations and health care groups, all concerned for the health and well-being of children and youth.

Today's update is to make a request of all Catholic school boards as well as to inform you of an upcoming Summit on Children and Youth Mental Health.

Request for Board Motion

Each school board is being asked to pass a formal Board motion to "*support in principle the Coalition's Statement of Intent and to formally join the Coalition for Children and Youth Mental Health.*" A copy of the Statement of Intent is attached.

Notification to me of your board's approval of the motion would be very helpful.

Summit on Children and Youth Mental Health

This will be a unique event that will unite the voices of many sectors in a common purpose. These voices include educators, professional student services personnel, mental health and health professionals, children's services agencies, children's services advocates, parents and students. This Summit is designed as an event where the power of our collective voices, commitment and efforts can bring a sense of urgency and action to the vital issue of mental health. Our goal is to work for equitable and timely access to the full continuum of mental health services and supports for children and youth in Ontario.

[On-line Registration](#)

Preliminary Flyer <http://opsba.org/files/2011SummitCYMH.pdf>

Your support of this initiative, by passing a motion as suggested as well as by having representation at the June Summit is greatly appreciated.

Attachment

L:\USR\Kevin\Children & Youth Mental Health Resources\Board Memo.doc

CHILDREN AND YOUTH MENTAL HEALTH STATEMENT OF INTENT

The Coalition for Children and Youth Mental Health believes that fostering social and emotional health as a part of healthy child development must be a priority in Ontario schools and a priority for integrated public policy in the province. Nurturing the whole child promotes children's rights. It involves engaging with the entire community of caring adults to provide a full continuum of services that includes mental health literacy, promotion of positive social-emotional development, prevention of mental health problems, intervention services and clear pathways to care. The Coalition advocates for the conditions that promote student success in school and in life and recognizes that this is strongly linked with student mental health and well-being. It is vital to recognize that investing in mental health and well-being of children and youth is an investment in Ontario's future sustainability and prosperity.

The Coalition's work in this area will focus on:

- **Mental Health Literacy and Wellness:** Advocating for funding and support for an effective mental health literacy program for all staff working directly with children and youth in schools as well as promoting mental health literacy and wellness in children and youth themselves
- **Integration, not Fragmentation:** Promoting inter-ministerial collaboration and a multi-sectoral approach to ensure facilitated access to timely, integrated, responsive and equitable mental health services for children and youth across Ontario
- **Integrated Public Policy:** Contributing to the development and implementation of strategic and integrated public policy that will positively transform mental health for children and youth through action that takes into account the impact of the social determinants of health*
- **Partnerships:** Building a network of provincial partners dedicated to children and youth mental health to ensure an alignment of priorities and consolidation of effort for sustained change to mental health services, supports and promotion
- **Student and Parent Voice:** Ensuring that the wisdom and lived experiences of students and parents provide a vital voice in the work of the Coalition.

*Social determinants of health are: "the conditions in which people are born, grow, live, work and age, including the health system." (World Health Organization)



LET'S PUT
OUR HEADS
TOGETHER.

Summit on Children and Youth Mental Health

Save this date: June 2, 2011 in Toronto

EARLY BIRD
REGISTRATION
DATE: APRIL 30, 2011

Register your organization's
team early – limited spaces
Program information to follow

Who will be there?

Students/ Parents/ Educators/
Professional Student Services
Personnel (PSSP)/ Mental Health
and Health Professionals/
Children's Services Agencies/
Children's Services Advocates

Who is hosting this event?

Hosted by the Coalition for Children
and Youth Mental Health – a multi-
sectoral group committed to urgent
and positive change for children and
youth mental health services in Ontario

About programming

Keynote speakers, panel presentations,
exhibitors – evidence-based practices
and resources

Summit Participants will:

- Forge a new and dynamic partnership among all the participating groups
- Identify priorities for integrated public policy for children and youth mental health
- Determine together advocacy strategies that focus on urgent action



Coalition for Children
AND Youth Mental Health

Let's put our heads together.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
PUBLIC SESSION
APRIL 26, 2011**

TOPIC: CATHOLIC EDUCATION WEEK 2011

The report on
Catholic Education Week 2011
is presented for information.

Prepared by: Yolanda Baldasaro, Superintendent of Education
Jennifer Brailey, Manager Board Services and Communications
Mark Lefebvre, Administrator: School Effectiveness Framework
Terri Pauco, Religion and Family Life Consultant

Presented by: Yolanda Baldasaro, Superintendent of Education
Jennifer Brailey, Manager Board Services and Communications

Approved by: John Crocco, Director of Education

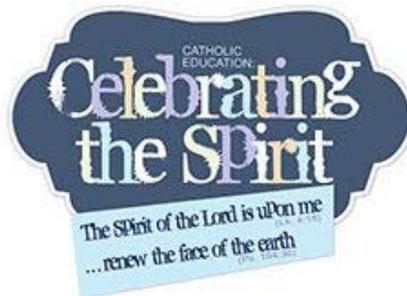
Date: April 26, 2011



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

REPORT TO THE BOARD MEETING APRIL 26, 2010

CATHOLIC EDUCATION WEEK 2011 “CELEBRATING THE SPIRIT”



BACKGROUND INFORMATION

Catholic Education Week 2011 - May 1 – May 6, 2011

Through the week of May 1st – May 6th, 2011, our Catholic school community will once again celebrate Catholic Education Week.

This year's theme is *Celebrating the Spirit*. Catholic Education, grounded in the Gospel Values of Jesus, has reason to celebrate the Spirit, which supports and sustains it.

There are five sub-themes, one for each day of Catholic Education Week and they are aimed at helping staff and students understand more clearly what we mean when we 'Celebrate the Spirit.'

The five sub-themes are:

- Day 1: The Spirit of Hospitality
- Day 2: The Spirit of Understanding
- Day 3: The Spirit of Wisdom
- Day 4: The Spirit of Justice
- Day 5: The Spirit of Gratitude

The School Resource Kits developed by the Ontario Catholic Schools Trustees Association (OCSTA) have been delivered to each school within our system. These resource kits are an integral part in ensuring that the activities within our schools remain focused on Catholic education and reflect the themes. A letter from our Chair of the Board and Director of Education was included in the package and attached to this report for your information. (Appendix A)

An opening mass celebrating the beginning of this week will occur on Monday, May 2nd and will focus on the Grade 7 students of our system. All members of Senior Administrative Council will attend a Grade 7 Mass across the Diocese. The masses will be celebrated at:

FAMILY OF SCHOOLS	TIME	PARISH	CELEBRANT
Blessed Trinity	10:00 am	St. Joseph, Grimsby	Msgr. Vladimir Zivcic
Denis Morris	10:00 am	St. Julia, St. Catharines	Father Charles Mosher
Lakeshore Catholic	10:00 am	St. Michael, Fort Erie	Fr. Randy Gallant
St. Francis	10:00 am	Cathedral of St. Catherine, St. Catharines	Monsignor Wayne Kirkpatrick
Saint Michael	9:45 am	Sacred Heart, Chippawa	Fr. Don Lizzotti
Saint Paul	10:30 am	St. Patrick, Niagara Falls	Father Gerard Power
Notre Dame College	10:30 am	St. Alexander, Fonthill	Fr. Peter Rowe
Holy Cross	10:00 am	St. Vincent De Paul, NOTL	Fr. Mitch Kasza

Other system activities, which will be highlighted through this week, include:

- **Catch the Spirit Award Celebration** - Monday, May 2nd, 2011 at Holy Cross Catholic Secondary School at 7:00 p.m.
- **Celebrating Staff Excellence Evening** - Tuesday, May 3rd, 2011 at the Quality Inn, St. Catharines at 6:00 pm.
- The members of the Leadership Intern Program (LIP) under the direction of Khayyam Syne, have once again organized Families of Schools to come together to set up and man displays, showcasing our Niagara Catholic schools, throughout the region's shopping malls and local libraries on Thursday, May 5th and/or Friday, May 6th of Catholic Education Week.

The locations for the public displays across the Niagara Region are as follows:

Location	Family of Schools
Pen Centre	Denis Morris
Fairview Mall	Holy Cross, St. Francis
Niagara Square	Saint Michael, Saint Paul
Seaway Mall	Notre Dame College
Port Colborne Market Square Port Colborne Public Library Fort Erie Public Library (Centennial Branch)	Lakeshore Catholic
Grimsby Public Library/Art Gallery	Blessed Trinity

- Each elementary school has been invited to contribute to the production of a system-wide keepsake publication, comprising of student developed literature and artwork, which reflects this year's theme and the seven virtues of Niagara Catholic's Virtues Model.
- Each secondary school has been invited to create a poster, under the direction of a secondary arts representative from each school, reflecting either this year's theme or one of the seven virtues of Niagara Catholic's Virtues Model. The posters will be prominently featured in each Family of Schools community displays. Secondary schools were also invited to create original musical compositions, under the direction of a secondary music representative from each school, that reflect the theme of *Celebrating the Spirit*. The compilation of songs will be included as a CD with the elementary keepsake publication.

A compilation of Catholic Education Week Planners for all of our schools in the system will be provided for each Trustee at the April Board meeting. The planners outline the multitude of exciting activities planned for school communities to share and celebrate the theme of *Celebrating the Spirit*.

The Niagara Catholic District School Board will provide our Catholic community with a most meaningful Catholic Education Week both at the system level and at every school site.

The report on Catholic Education Week 2011 is presented for information.

Prepared by: Yolanda Baldasaro, Superintendent of Education
 Jennifer Brailey, Manager Board Services and Communications
 Mark Lefebvre, Administrator: School Effectiveness Framework
 Terri Pauco, Religion and Family Life Consultant

Presented by: Yolanda Baldasaro, Superintendent of Education
 Jennifer Brailey, Manager Board Services and Communications

Approved by: John Crocco, Director of Education

Date: April 26, 2011

Appendix A Catholic Education Week Letter from the Chairperson of the Board and Director of Education



May 2011

Dear Students, Parents and Guardians:

While we celebrate the gift of Catholic Education and the exceptional accomplishments of our students who are inspired by our exemplary staff throughout the year, the Ministry of Education annually designates a week to highlight education in Ontario. This year, Catholic Education Week takes place from Sunday, May 1st to Friday, May 6th, 2011. Throughout this week, Catholic schools place extra special prominence on celebrating the distinctive contributions that Catholic education makes in the lives of our students, communities and society.

This year's Catholic Education Week theme across Ontario is "*Celebrating the Spirit*". As human beings we find many reasons to celebrate. We celebrate births and marriages; birthdays and graduations; successes be they academic, athletic or the many friendships and of being together. In a world inundated with bad news on a regular basis, the human Spirit, with its capacity for hope and promise will want to cry out in celebration if for no other reason that God created the world and saw that 'it was good' and then created us humans and declared that this was 'very good'.

Catholic Education is grounded in the Gospel Values of Jesus, has reason to celebrate the Spirit, which supports and sustains it. In keeping with our mission as a faith-based Catholic education system, we integrate the Gospel values and teachings into our distinctive programs and services. We accomplish this through our extraordinary staff in a covenant partnership with parents, our Bishop, Priests, the Diocese of St. Catharines and the Catholic community throughout Niagara. The success of student excellence in our schools and communities through religious, academic, athletic and social justice activities and events is well recognized and celebrated throughout Niagara Catholic, provincially and internationally.

Catholic Education Week begins on a Sunday May 1st to embrace the school-home-parish partnership that is the foundation of Catholic education. This triad is central to the mission of Catholic education and the vital role that staff, parents and our Pastors have in the continued success of Catholic education. We encourage parents, guardians and students to join parishioners at Mass on Sunday, May 1st to pray for Catholic education. The sub-themes for each day of Catholic Education Week 2011 celebrate the Spirit of Hospitality, Understanding, Wisdom, Justice and Gratitude. These sub-themes will help students to understand the rich meaning of this year's theme, "*Celebrating the Spirit*." Many celebrations and special events will take place throughout Catholic Education Week in Niagara Catholic, at schools, parishes and in the community. A list of all events is posted on our Board website at www.niagaracatholic.ca. We invite you to participate in as many events as possible.

As we celebrate Catholic Education Week, we remind you of the importance of protecting the precious gift of Catholic education. We once again request that homeowners and supporters of Catholic education please verify that your property assessment notice for School Support indicates English Separate. This is important for a number of reasons including a public record of support for Catholic schools in a community; attendance rights for admission into Catholic elementary schools and population projections which affect funding for new pupil places in Niagara Catholic. For your convenience, the short process to complete the forms is accessible via the Support Niagara Catholic tab on our Board website. It only takes a few minutes to complete the form which can then be submitted to the Catholic Education Centre via your local Catholic school. Please share this information with family and friends who may not have children in Niagara Catholic, but who support Catholic education.

We also want to remind and encourage all parents and guardians to join Niagara Catholic's growing online *eCommunity* to receive instant communication and notifications of events and news throughout Niagara Catholic.

On behalf of the Trustees, Bishop Bergie, Priests across the Diocese of St. Catharines, Senior Staff and all Niagara Catholic staff, we thank you for your continued support, commitment and celebration of Catholic education as we continue to nurture souls and build minds of our most precious gift – our students.

Kathy Burtnik
Chairperson of the Board

John Crocco
Director of Education

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
PUBLIC SESSION
APRIL 26, 2011**

TOPIC: SCHOOL YEAR CALENDAR 2011-2012

The School Year Calendar 2011-2012
is presented for information.

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: April 26, 2011



**Ministry
of Education**

**Ministère
de l'Éducation**

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April 7, 2011

John Crocco
Director of Education
Niagara Catholic District School Board
427 Rice Road
Welland, Ontario
L3C 7C1

Dear Mr. Crocco:

On behalf of the Minister of Education, I am responding to your request for approval of the modified calendar for your elementary and secondary schools for 2011-2012.

In accordance with subsection 5(1) of Regulation 304, your modified calendar has been approved. It is understood that consultation with stakeholder groups has taken place and that support for the modification has been obtained from your parent and community groups.

In order to assist you in informing your school communities, a note will be added to the school year calendar web site, advising that the 2011-2012 school year calendars have been modified according to the provision for this in Regulation 304 and directing individuals to contact their local board for further information.

Sincerely,

A handwritten signature in blue ink, appearing to read "G. Treble".

Gerry Treble, Regional Manager (A)
London Regional Office
Field Services Branch
Ministry of Education

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
PUBLIC SESSION
APRIL 26, 2011**

**TOPIC: FINANCIAL REPORTS
MONTHLY BANKING TRANSACTIONS
MARCH 2011**

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the report on the Monthly Banking Transactions for the month of March 2011, as presented.

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

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

Recommended by: John Crocco, Director of Education

Date: April 26, 2011



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

**REPORT TO THE BOARD
APRIL 26, 2011**

**MONTHLY BANKING TRANSACTIONS
FOR THE MONTH OF MARCH 2011**

BACKGROUND INFORMATION

In accordance with the Monthly Financial Reports Policy Statement, we are pleased to enclose the Monthly Banking Transactions for the month of March 2011 for the Niagara Catholic District School Board. (See Appendix A)

As required by the Policy, a monthly list of payments is available in the Holy Cross Community Room for the Trustees to review at their convenience.

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Report on the Monthly Banking Transactions for the month of March 2011, as presented.

Prepared by: Larry Reich, Superintendent of Business & Financial Services
Presented by: Larry Reich, Superintendent of Business & Financial Services
Recommended by: John Crocco, Director of Education
Date: April 26, 2011

Appendix A

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD REPORT ON BANKING TRANSACTIONS	
SUMMARY OF BANK TRANSACTIONS FOR THE MONTH OF:	MARCH, 2011
DESCRIPTION OF ITEMS	BANK ACCOUNT
CASH BALANCE AT BEGINNING OF MONTH	(A) 19,887,673
OPERATING CASH RECEIPTS FOR THE MONTH	
1. GENERAL LEGISLATIVE GRANTS	17,077,409
2. OTHER GRANTS (EPO, O.E.Y.C.)	1,649,768
3. INTEREST REVENUE	20,128
4. MUNICIPAL TAXES	12,115,338
5. TUITION FEES REVENUE - A.C.E. & OTHER	811,926
6. CHARITABLE DONATIONS	350
7. GOVERNMENT REBATES (GST 68% REBATE ON TAXABLE PURCHASES)	988,795
8. RECOVERY OF COSTS (LTD, WCB, BENEFITS, OTHER REIMBURSEMENTS)	291,900
9. OTHER CASH RECEIPTS	
- Reimbursements of Employee Benefits	5,382
- Donations Collected from Employees for Haiti Relief	0
- Sale of Land (St. Martin School - Strip of Land)	0
10. PROCEEDS FROM OFA DEBENTURE ISSUE (NET)	8,177,838
11. CAPITAL LOAN PRINCIPAL ADVANCES	0
TOTAL OPERATING CASH RECEIPTS AND LOAN ADVANCE	(B) 41,138,834
OPERATING CASH DISBURSEMENTS FOR THE MONTH	
1. ACCOUNTS PAYABLE (NET OF CANCELLED CHEQUES AND DEBT REPAYMENTS)	(21,578,377)
2. TEACHER PENSION DEDUCTIONS	(1,576,472)
3. O.M.E.R.S. PENSION DEDUCTIONS	(434,492)
4. CANADA SAVINGS BONDS DEDUCTIONS	(157,647)
5. TRANSFER TO 4 OVER 5 TRUST ACCOUNTS	(89,299)
6. OTHER DEBITS	(39,376)
7. INTEREST PAYMENTS ON CAPITAL DEBT	(637,240)
8. PRINCIPAL PAYMENTS ON CAPITAL DEBT	(331,591)
TOTAL OPERATING CASH DISBURSEMENTS	(C) (24,844,493)
CASH BALANCE AT END OF MONTH	A + B - C = D (D) 36,182,013

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD REPORT ON LOAN BALANCES				
SUMMARY OF LOAN BALANCES AS AT :	MARCH, 2011			
The Debentures & Capital Loans are made up as follows:				
Loan Description	Opening Balance	Loan Advances	Loan Repayments	Ending Balance
1. GPL1 Loan 25 YR.	(12,674,199.57)		0.00	(12,674,199.57)
2. GPL2 Loan 25 YR.	(9,777,075.01)		0.00	(9,777,075.01)
3. GPL3 Loan 25 YR.	(4,534,798.96)	0.00	0.00	(4,534,798.96)
4. Debenture (Niagara Region)	(1,829,000.00)		0.00	(1,829,000.00)
5. Debenture (Niagara Region)	(3,168,000.00)		0.00	(3,168,000.00)
6. Capital Projects - Completed 2001	(20,444,422.72)		0.00	(20,444,422.72)
7. Capital Projects - Completed 2002/03	(21,693,889.34)		331,590.73	(21,362,298.61)
8. Capital Projects - Completed 2004/05	(8,873,227.36)		0.00	(8,873,227.36)
9. Capital Projects - Completed 2005/06	(7,818,442.95)		0.00	(7,818,442.95)
10. Capital Projects - Completed 2010/11	(8,177,838.00)		0.00	(8,177,838.00)
Total Debentures & Capital Loans	(98,990,893.91)	8,177,838.00	(331,590.73)	(98,659,303.18)

PREPARED BY : William Tumath
PRESENTED BY: Larry Reich

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
PUBLIC SESSION
APRIL 26, 2011**

**TOPIC: FINANCIAL REPORTS
STATEMENT OF REVENUE & EXPENDITURES
MARCH 31, 2011**

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Statement of Revenue and Expenditures as at March 31, 2011, as presented.

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

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

Recommended by: John Crocco, Director of Education

Date: April 26, 2011



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

**REPORT TO THE BOARD
APRIL 26, 2011**

**STATEMENT OF REVENUE AND EXPENDITURES
AS AT MARCH 31, 2011**

In accordance with the Monthly Financial Reports Policy Statement, we are pleased to enclose the summarized Statement of Revenue and Expenditures by Department as at March 31, 2011.
(See Appendix A)

As required by the Policy, a copy of the Financial Statement is available in the Holy Cross Community Room for the Trustees to review at their convenience.

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Report on the Statement of Revenue and Expenditures as at March 31, 2011 as presented.

Prepared by: Larry Reich, Superintendent of Business & Financial Services
Presented by: Larry Reich, Superintendent of Business & Financial Services
Recommended by: John Crocco, Director of Education
Date: April 26, 2011

Appendix A

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
SUMMARY OF REVENUE AND EXPENDITURES
SUMMARY STATEMENT
AS AT MARCH 31, 2011**

ACCOUNT DESCRIPTION	THIS YEAR			CHANGES	LAST YEAR		
	EXPENDED	BUDGET	% LEFT		EXPENDED	BUDGET	% LEFT
REVENUE							
REVENUE	-148,839,933	-242,123,100	38.5%		-143,669,785	-230,111,033	37.6%
TOTAL REVENUE	-148,839,933	-242,123,100	38.5%		-143,669,785	-230,111,033	37.6%
EXPENDITURES							
BOARD ADMINISTRATION	4,647,686	7,478,758	37.9%		4,268,550	7,315,444	41.7%
ELEMENTARY SCHOOLS	71,620,277	116,883,819	38.7%		62,643,976	108,279,161	42.1%
SECONDARY SCHOOLS	40,693,576	66,994,976	39.3%		37,839,793	65,163,057	41.9%
CONTINUING EDUCATION	3,186,534	5,706,458	44.2%		3,365,247	6,497,202	48.2%
PLANT OPERATIONS	10,601,206	17,878,648	40.7%		9,582,999	16,631,386	42.4%
PLANT MAINTENANCE	2,062,889	3,275,833	37.0%		1,930,774	3,538,658	45.4%
TRANSPORTATION	5,903,973	10,462,843	43.8%		5,762,095	10,641,107	45.9%
CAPITAL AND OTHER EXPENDITURES	4,458,562	13,441,765	66.8%		4,361,222	12,045,018	63.8%
TOTAL EXPENDITURES	143,174,703	242,123,100	40.9%		129,754,656	230,111,033	43.6%

PREPARED BY : William Tumath
Finance Department

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
UPDATED UNAUDITED EXPENDITURE STATEMENT - CLOSED
FOR THE PERIOD ENDED: MARCH 31, 2011

BOARD ADMINISTRATION

ACCOUNT	THIS YEAR TO DATE					LAST YEAR TO DATE		
	EXPENDED	BUDGET	% Ava	\$ AVAIL	COMMIT	EXPENDED	BUDGET	% AV
SALARY & BEN - TRUSTEES	176,386	213,359	17.3	36,973	0	153,949	227,213	32.2
SALARY & BEN - SENIOR STAFF	792,795	1,142,749	30.6	349,954	0	652,231	1,095,287	40.5
SALARY & BEN - MANAGERS	897,637	1,545,693	41.9	648,056	0	865,063	1,679,537	48.5
SALARY & BEN - TECHNICAL	185,042	372,143	50.3	187,101	0	192,394	320,065	39.9
SALARY & BEN - CLERICAL	1,246,964	2,277,578	45.3	1,030,614	0	1,134,451	2,261,646	49.8
TEMPORARY STAFF	72,334	64,236	12.6	8,098	0	59,873	64,203	6.7
PROFESSIONAL DEVELOPMENT	36,260	60,000	39.6	23,740	0	31,995	60,000	46.7
SUPPLIES - ADMINISTRATION	407,245	465,500	12.5	58,255	84,962	365,415	539,993	32.3
SUPPLIES - HUMAN RESOURCES	9,011	30,000	70.0	20,989	7,906	13,773	15,000	8.2
SUPPLIES - COMPUTER SERVICE	60,113	62,500	3.8	2,387	60,215	93,652	62,500	49.8
SUPPLIES - PLANT OPERATIONS	245,456	405,000	39.4	159,544	46,418	243,700	330,000	26.2
SUPPLIES - BUILDING MAINTENANC	32,500	75,000	56.7	42,500	4,724	44,408	100,000	55.6
FURNITURE & EQUIPMENT	13,118	60,000	78.1	46,882	22,578	23,382	50,000	53.2
FEES & CONTRACTS	461,617	665,000	30.6	203,383	37,535	378,540	470,000	19.5
MISCELLANEOUS EXPENDITURES	11,211	40,000	72.0	28,789	0	15,724	40,000	60.7
Total - BOARD ADMINISTRATION	4,647,689	7,478,758	37.9	2,831,069	264,338	4,268,550	7,315,444	41.7

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
UPDATED UNAUDITED EXPENDITURE STATEMENT - CLOSED
FOR THE PERIOD ENDED: MARCH 31, 2011

ELEMENTARY SCHOOLS

ACCOUNT	THIS YEAR TO DATE					LAST YEAR TO DATE		
	EXPENDED	BUDGET	% Ava	\$ AVAIL	COMMIT	EXPENDED	BUDGET	% AV
CLASSROOM TEACHERS	47,050,155	78,995,247	40.4	31,945,092	0	41,216,088	73,728,876	44.1
OCCASSIONAL TEACHERS	2,380,950	2,721,566	12.5	340,616	0	2,597,927	2,582,595	0.6
TEACHER ASSISTANTS	9,142,149	13,610,720	32.8	4,468,571	0	7,807,925	11,969,002	34.8
PROFESSIONAL STAFF	1,502,374	2,197,520	31.6	695,146	0	1,258,808	2,094,428	39.9
LIBRARY TECHNICIANS	1,226,506	1,918,532	36.1	692,026	0	1,250,179	1,925,566	35.1
PRINCIPALS & V.PS.	4,101,235	7,069,937	42.0	2,968,702	0	4,083,952	6,827,890	40.2
SCHOOL SECRETARIES	1,478,266	2,379,206	37.9	900,940	0	1,397,741	2,338,601	40.2
TEACHER CONSULTANTS	1,028,324	1,541,742	33.3	513,418	0	462,348	1,735,688	73.4
PROFESSIONAL DEVELOPMENT	56,795	330,000	82.8	273,205	0	95,699	305,000	68.6
PROGRAM CLASSROOM RESOURC	755,749	1,493,200	49.4	737,451	92,688	836,760	1,430,000	41.5
CLASSROOM SUPPLIES	826,398	1,486,798	44.4	660,400	55,512	815,335	1,525,408	46.6
PROGRAM SUPPLIES	82,351	215,000	61.7	132,649	1	86,221	265,000	67.5
SCHOOL ADMIN. SUPPLIES	184,662	400,000	53.8	215,338	2,976	171,618	455,000	62.3
COMPUTERS - CLASSROOM	1,640,909	2,131,925	23.0	491,016	13,950	371,498	702,503	47.1
COMPUTERS - NON CLASSROOM	4,238	50,000	91.5	45,762	0	0	50,000	100.0
F & E - CLASSROOM	142,422	300,365	52.6	157,943	40,602	174,303	301,271	42.1
F & E - NON CLASSROOM	16,791	42,061	60.1	25,270	357	17,565	42,333	58.5
Total - ELEMENTARY SCHOOLS	71,620,274	116,883,819	38.7	45,263,545	206,086	62,643,967	108,279,161	42.2

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
UPDATED UNAUDITED EXPENDITURE STATEMENT - CLOSED
FOR THE PERIOD ENDED: MARCH 31, 2011

SECONDARY SCHOOLS

ACCOUNT	THIS YEAR TO DATE					LAST YEAR TO DATE		
	EXPENDED	BUDGET	% Ava	\$ AVAIL	COMMIT	EXPENDED	BUDGET	% AV
CLASSROOM TEACHERS	28,737,842	47,490,900	39.5	18,753,058	0	26,588,841	46,439,806	42.8
OCCASSIONAL TEACHERS	879,699	1,613,364	45.5	733,665	0	1,036,652	1,595,580	35.0
TEACHER ASSISTANTS	3,135,727	4,571,239	31.4	1,435,512	0	2,844,639	4,298,750	33.8
PROFESSIONAL STAFF	669,233	1,365,470	51.0	696,237	0	647,142	1,341,936	51.8
LIBRARY TECHNICIANS	271,888	386,749	29.7	114,861	0	247,130	375,803	34.2
PRINCIPALS & V.PS.	1,713,420	2,910,397	41.1	1,196,977	0	1,603,285	2,706,813	40.8
SCHOOL SECRETARIES	1,253,753	1,904,534	34.2	650,781	0	1,224,105	1,787,944	31.5
TEACHER CONSULTANTS	410,442	672,455	39.0	262,013	0	290,935	665,761	56.3
LIBRARY & GUIDANCE - TEACHING	1,476,380	1,831,679	19.4	355,299	0	1,343,586	1,760,061	23.7
PROFESSIONAL DEVELOPMENT	62,018	120,000	48.3	57,982	0	39,390	120,000	67.2
PROGRAM CLASSROOM RESOURC	943,186	1,826,693	48.4	883,507	165,428	817,055	1,623,950	49.7
CLASSROOM SUPPLIES	876,137	1,479,936	40.8	603,799	82,134	820,798	1,564,508	47.5
PROGRAM SUPPLIES	16,987	71,000	76.1	54,013	0	18,524	64,000	71.1
SCHOOL ADMIN. SUPPLIES	92,202	225,000	59.0	132,798	3,125	99,614	275,000	63.8
COMPUTERS - CLASSROOM	96,589	319,830	69.8	223,241	3,190	120,479	334,694	64.0
COMPUTERS - NON CLASSROOM	4,240	25,000	83.0	20,760	0	0	25,000	100.0
F & E - CLASSROOM	43,831	86,687	49.4	42,856	5,710	67,882	88,780	23.5
F & E - NON CLASSROOM	0	22,043	100.0	22,043	0	29,733	22,671	31.2-
FEES & CONTRACTS	10,000	72,000	86.1	62,000	0	0	72,000	100.0
Total - SECONDARY SCHOOLS	40,693,574	66,994,976	39.3	26,301,402	259,587	37,839,790	65,163,057	41.9

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
UPDATED UNAUDITED EXPENDITURE STATEMENT - CLOSED
FOR THE PERIOD ENDED: MARCH 31, 2011

CONTINUING EDUCATION

ACCOUNT	THIS YEAR TO DATE					LAST YEAR TO DATE		
	EXPENDED	BUDGET	% Ava	\$ AVAIL	COMMIT	EXPENDED	BUDGET	% AV
TEACHER ASSISTANTS	18,343	40,405	54.6	22,062	0	51,095	34,821	46.7-
PROFESSIONAL STAFF	59,586	83,832	28.9	24,246	0	68,543	46,227	48.3-
PRINCIPALS & V.PS.	236,535	397,847	40.6	161,312	0	186,290	448,574	58.5
SCHOOL SECRETARIES	217,990	354,489	38.5	136,499	0	220,347	355,402	38.0
TEMPORARY STAFF	11,409	50,186	77.3	38,777	0	14,738	55,958	73.7
GRANT OFFICERS	68-	0	0.0	68	0	22,076	0	0.0
A.E. TEACHERS / INSTRUCTORS	2,149,015	3,746,794	42.6	1,597,779	700	2,170,296	4,074,664	46.7
PROFESSIONAL DEVELOPMENT	11,384	23,200	50.9	11,816	0	9,450	25,360	62.7
PROGRAM CLASSROOM RESOURC	215,535	366,608	41.2	151,073	9,509	303,819	527,826	42.4
CLASSROOM SUPPLIES	251,194	617,397	59.3	366,203	59,499	275,309	866,370	68.2
COMPUTERS - CLASSROOM	13,787	20,000	31.1	6,213	2,510	41,393	45,000	8.0
F & E - CLASSROOM	0	0	0.0	0	1,307	0	10,000	100.0
FEES & CONTRACTS	1,824	5,700	68.0	3,876	0	1,890	7,000	73.0
Total - CONTINUING EDUCATION	3,186,534	5,706,458	44.2	2,519,924	73,525	3,365,246	6,497,202	48.2

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
UPDATED UNAUDITED EXPENDITURE STATEMENT - CLOSED
FOR THE PERIOD ENDED: MARCH 31, 2011

ACCOUNT	EXPENDED	PLANT OPERATIONS THIS YEAR TO DATE				LAST YEAR TO DATE		
		BUDGET	% Ava	\$ AVAIL	COMMIT	EXPENDED	BUDGET	% AV
SALARY & BEN - MANAGERS	291,460	606,165	51.9	314,705	0	341,137	518,870	34.3
SALARY & BEN - CARETAKERS	2,838,662	4,847,377	41.4	2,008,715	41,851	2,591,854	4,361,377	40.6
SALARY & BEN - CLEANERS	2,742,103	5,198,599	47.3	2,456,496	4,254	2,810,373	4,893,822	42.6
SALARY & BEN - CLERICAL	60,528	187,507	67.7	126,979	0	66,299	168,317	60.6
PROFESSIONAL DEVELOPMENT	2,777	10,000	72.2	7,223	0	6,905	10,000	31.0
SUPPLIES - UTILITIES	2,325,139	4,350,000	46.6	2,024,861	14	2,100,820	4,500,000	53.3
SUPPLIES - PLANT OPERATIONS	528,535	697,500	24.2	168,965	37,428	492,979	717,500	31.3
SUPPLIES - GROUNDS	908,880	845,000	7.6-	63,880-	66,443	600,233	830,000	27.7
F & E - PLANT OPERATIONS	342,486	576,500	40.6	234,014	190,188	26,965	71,500	62.3
FEES & CONTRACTS	560,637	560,000	0.1-	637-	1	545,433	560,000	2.6
Total - PLANT OPERATIONS	10,601,207	17,878,648	40.7	7,277,441	340,179	9,582,998	16,631,386	42.4

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
UPDATED UNAUDITED EXPENDITURE STATEMENT - CLOSED
FOR THE PERIOD ENDED: MARCH 31, 2011

PLANT MAINTENANCE

ACCOUNT	EXPENDED	THIS YEAR TO DATE				LAST YEAR TO DATE		
		BUDGET	% Ava	\$ AVAIL	COMMIT	EXPENDED	BUDGET	% AV
SALARY & BEN - MANAGERS	329,846	573,283	42.5	243,437	0	311,807	555,382	43.9
SALARY & BEN - TECHNICAL	577,328	865,843	33.3	288,515	0	500,140	863,676	42.1
SALARY & BEN - CLERICAL	55,651	77,239	28.0	21,588	0	29,300	52,373	44.1
TEMPORARY STAFF	8,363	21,468	61.0	13,105	0	1,342	32,227	95.8
PROFESSIONAL DEVELOPMENT	1,037	7,500	86.2	6,463	0	7,455	7,500	0.6
SUPPLIES - PLANT OPERATIONS	284,153	350,000	18.8	65,847	19,242	279,260	525,215	46.8
SUPPLIES - GROUNDS	85,173	200,000	57.4	114,827	43,596	78,103	229,785	66.0
SUPPLIES - PLANT MAINTENANCE	95,552	169,000	43.5	73,448	134	84,169	196,000	57.1
SUPPLIES - BUILDING MAINTENANC	580,986	905,000	35.8	324,014	58,696	526,169	995,000	47.1
F & E - PLANT MAINTENANCE	3,692	31,500	88.3	27,808	680	27,465	31,500	12.8
FEES & CONTRACTS	41,108	75,000	45.2	33,892	477	85,562	50,000	71.1-
Total - PLANT MAINTENANCE	2,062,889	3,275,833	37.0	1,212,944	122,825	1,930,772	3,538,658	45.4

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
UPDATED UNAUDITED EXPENDITURE STATEMENT - CLOSED
FOR THE PERIOD ENDED: MARCH 31, 2011

TRANSPORTATION DEPARTMENT

ACCOUNT	THIS YEAR TO DATE					LAST YEAR TO DATE		
	EXPENDED	BUDGET	% Ava	\$ AVAIL	COMMIT	EXPENDED	BUDGET	% AV
SALARY & BEN - MANAGERS	44,637	111,069	59.8	66,432	0	43,135	107,530	59.9
SALARY & BEN - TECHNICAL	37,619	162,103	76.8	124,484	0	36,341	156,936	76.8
SALARY & BEN - CLERICAL	0	47,204	100.0	47,204	0	0	18,781	100.0
TEMPORARY STAFF	57	0	0.0	57-	0	0	0	0.0
SUPPLIES - ADMINISTRATION	35	69,823	100.0	69,788	0	471	63,382	99.3
FURNITURE & EQUIPMENT	0	91,753	100.0	91,753	0	0	11,876	100.0
FEES & CONTRACTS	5,821,623	9,980,891	41.7	4,159,268	7	5,682,147	10,282,602	44.7
Total - TRANSPORTATION DEPART	5,903,971	10,462,843	43.6	4,558,872	7	5,762,094	10,641,107	45.9

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
UPDATED UNAUDITED EXPENDITURE STATEMENT - CLOSED
FOR THE PERIOD ENDED: MARCH 31, 2011

CAPITAL AND OTHER EXPENDITURES

ACCOUNT	EXPENDED	THIS YEAR TO DATE				LAST YEAR TO DATE		
		BUDGET	% Ava	\$ AVAIL	COMMIT	EXPENDED	BUDGET	% AV
GOOD PLACES TO LEARN	1,001,723	1,294,887	22.6	293,164	0	1,001,723	2,003,445	50.0
FACILITY RENEWAL PROJECTS	742,184	841,417	11.8	99,233	165,935	409,449	2,040,431	79.9
DEBT CHARGES BEFORE MAY, 1998	399,036	405,406	1.6	8,370	0	390,706	1,090,431	64.2
DEBT CHARGES AFTER MAY, 1998	0	117,487	100.0	117,487	0	0	117,487	100.0
NEW PUPIL PLACES	2,315,619	10,782,568	78.5	8,466,949	0	2,559,346	5,793,224	55.8
PROVISION FOR RESERVES	0	0	0.0	0	0	0	1,000,000	100.0
Total - CAPITAL AND OTHER EXPEN	4,458,562	13,441,765	66.8	8,983,203	165,935	4,361,224	12,045,018	63.8

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
 UPDATED UNAUDITED EXPENDITURE STATEMENT - CLOSED
 FOR THE PERIOD ENDED: FEBRUARY 28, 2011**

ACCOUNT	THIS YEAR TO DATE				LAST YEAR TO DATE				
	EXPENDED	BUDGET	% Left		CHANGES		EXPENDED	BUDGET	% Left
GRAND TOTAL-	143,174,703	242,123,100	40.9	 		 	129,754,656	230,111,033	43.6

**Prepared by : William Tumath
 Finance Department**

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
PUBLIC SESSION
APRIL 26, 2011**

**TOPIC: CORRESPONDENCE
OFSAA – THANK YOU FOR SUPPORT**

March 23, 2011

Mr. John Crocco
Director of Education
Niagara Catholic District School Board

Dear Mr. Crocco,

I wanted to personally thank you for your support of our most recent OFSSAA Boys' "AAA" Basketball Championship held in Niagara Falls on March 7-9, 2011. The support of school boards such as yours greatly contributes to the success of OFSSAA championships.

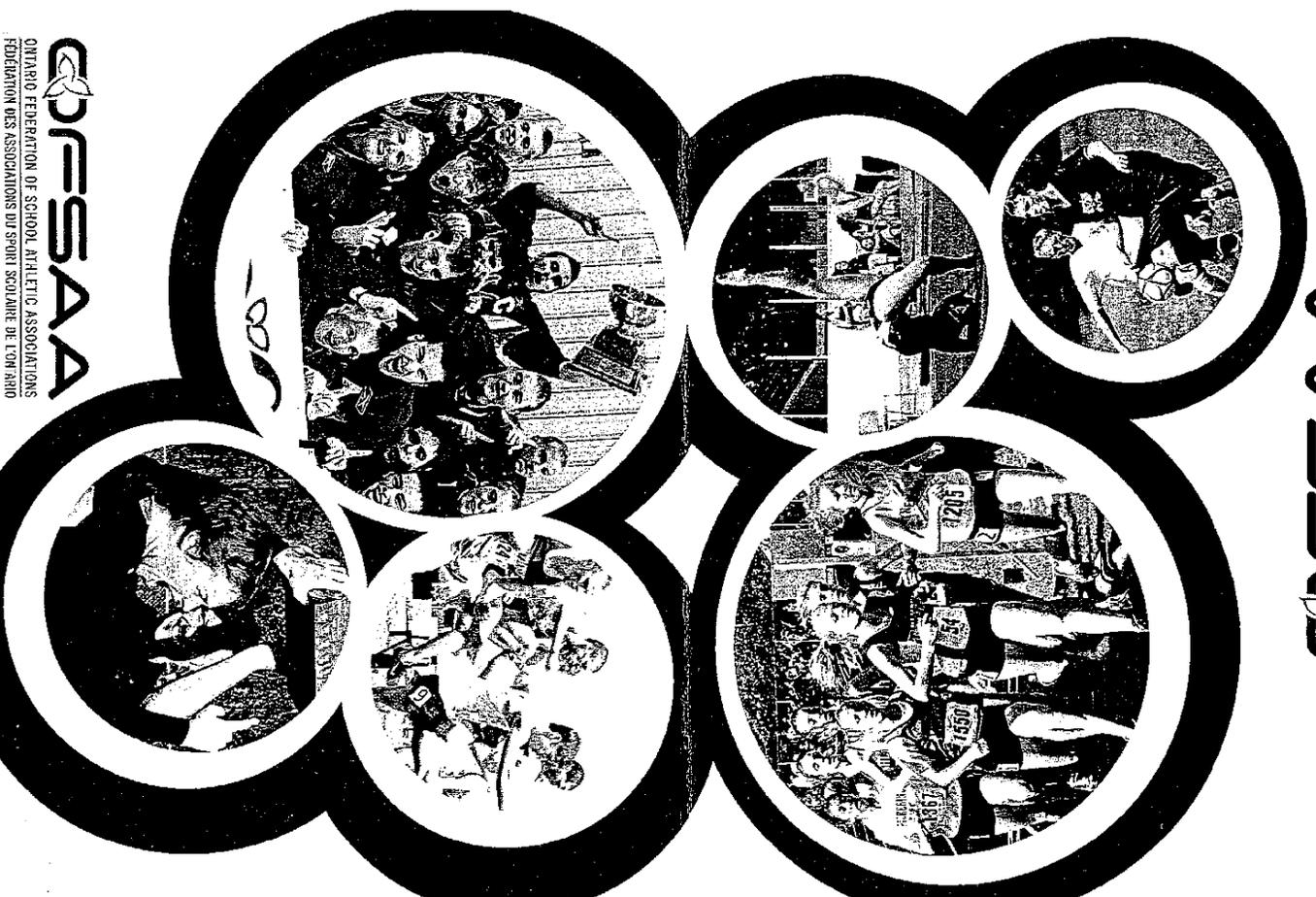
Our championship convener, Frank Capretta at St. Paul HS and the rest of the organizing committee did an outstanding job of preparing for this provincial championship. Our schools and teacher-coaches value your support given by the Niagara Catholic District School Board. Your continued support of OFSSAA events is truly appreciated by the staff here at OFSSAA and our organization in general.

Sincerely,



Michael Suraci
Assistant Director

Education Through School Sport
AVSSJCB



OFSSAA

ONTARIO FEDERATION OF SCHOOL ATHLETIC ASSOCIATIONS
FÉDÉRATION DES ASSOCIATIONS DU SPORT SCOLAIRE DE L'ONTARIO

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
PUBLIC SESSION
APRIL 26, 2011**

**TOPIC: TRUSTEE INFORMATION
SPOTLIGHT ON NIAGARA CATHOLIC
APRIL 12, 2011**



Spotlight

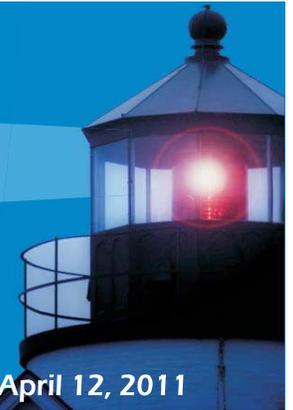
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NIAGARA CATHOLIC

Nurturing Souls & Building Minds

www.niagaracatholic.ca

REVISED ISSUE April 12, 2011



Niagara Catholic Hosts Inaugural Ontario Catholic Student Leadership Conference



More than 400 Catholic secondary school students and moderators from across Ontario visited Niagara March 31-April 2 to participate in the inaugural Ontario Catholic Students Leadership Conference. Student Trustees Shelby Levesque and Patrick Fowler provided the Board with an overview of the event during the April 12th Committee of the Whole Meeting. Above, Mr. Crocco and Board Chair Kathy Burtnik pose with Education Minister Leona Dombrowsky. For more from the event, see pages 3-4 of Spotlight on Niagara Catholic.

Niagara Catholic Piloting Projects to Boost Literacy, Skills Development

Niagara Catholic is currently involved in two Ministry of Education pilot projects aimed at increasing students' exposure to technology in the classroom and helping boys in the Junior grades become better readers.

Elementary Blending Learning was launched by e-Learning Ontario in time for the 2009-2010 school year. Niagara Catholic was accepted into the initial stage of this pilot project, which blends traditional classroom teaching with online teaching via the Ministry of Education's Learning Management System (LMS). In November 2010, Niagara Catholic's Blended Learning Project was expanded to include Mary Ward and Holy Name Catholic Elementary Schools.

Blended Learning allows the students to integrate technology into their classroom lessons, including a student drop box for assignments, an online calendar a news and events page, online content and multimedia resources. It is available to parents and students, both at home and at school. The Blended Learning environment transforms the classroom environment to meet the learning needs of tech-savvy students.

The Junior Reading Pilot Initiative was designed to support specific reading needs of students in Niagara Catholic elementary schools. The pilot is in place in 10 Catholic elementary schools. The targeted group for this initiative are male students in Grades 4-6 who met the criteria for a learning disability in reading and are at least two grade levels below their peers. The students receive one-on-one reading assistance 30 minutes each day and focuses on the essentials of reading. The program will run from February to May. A follow-up summer program is also under consideration.

Policy Review Update

Trustees approved two Niagara Catholic policies during a Special Board Meeting following the April 12th meeting of the Committee of the Whole.

Purchasing/Supply Chain Management Policy (600.1, Interim) and Trustee Expenses and Reimbursement Policy (100.13, Interim) were approved by the Board.

With the approval of the Trustee Expenses and Reimbursement Policy, the Trustee Conference and Travel Expenses Policy (100.2) and Trustee Travel Expenses Policy (100.3) were deleted by the Board.

Surveying School Climates

A handful of Niagara Catholic schools are currently in the midst of a pilot project for a new School Climate Survey, which will be conducted by all schools during Bullying Prevention Week in November 2011.

The survey is based on similar one produced by the Ministry of Education and is in accordance with **Bill 157: Keeping Our Kids Safe at School**, which became law on February 1, 2010. **Bill 157** requires all schools to follow specific reporting and responding requirements for bullying complaints and implement a progressive discipline policy. In April 2010, Niagara Catholic revised the **Bullying Prevention Policy** and **Progressive Discipline Policy** to reflect these regulations.

This survey will allow schools to evaluate the effectiveness of their Safe Schools Programs and to share results with their Safe School Action Teams.

St. Edward Catholic Elementary School Choir Performs for Board at Committee of the Whole



The St. Edward Catholic Elementary School Choir performed *Your Heart Will Stay* for the Board at the April 12th Committee of the Whole Meeting. The song was written by Judy and Bob Lypka, whose children attend St. Edward, to commemorate the Scotiabank Convention Centre in Niagara Falls. The St. Edward Choir performed the song at the Grand Opening of the facility on April 8th.

Board Approves Construction Tenders for Blessed Trinity, St. Anthony

Trustees approved construction tenders for additions and renovations to Blessed Trinity Catholic Secondary School and St. Anthony Catholic Elementary School during a Special Board Meeting, April 12th.

The Board accepted Brouwer Construction (1981) Ltd.'s bid of \$6.8-million for Phase 2 of a construction project to build 17 standard classrooms, a Special Education classroom, two science classrooms, a GIS computer lab, music room, culinary classroom, single gymnasium, weight room, staff lounge, washrooms and an expanded cafeteria.

The Board also approved a bid by Charter Building Company to complete an addition and alterations to St. Anthony Catholic Elementary School.

The \$1.7 million project will allow for the building of three new kindergarten classrooms and a paved playground, as well as a required upgrade to the school's electrical system.

Construction at St. Anthony Catholic Elementary School is due to be completed this fall. The Blessed Trinity Catholic Secondary School renovation and addition will be completed in time for the start of the 2012-2013 school year.

Niagara Catholic Program Praised

The Niagara Catholic District School Board has been recognized by the Regional Task Force Against Family Violence for its initiative to protect staff from domestic abuse.

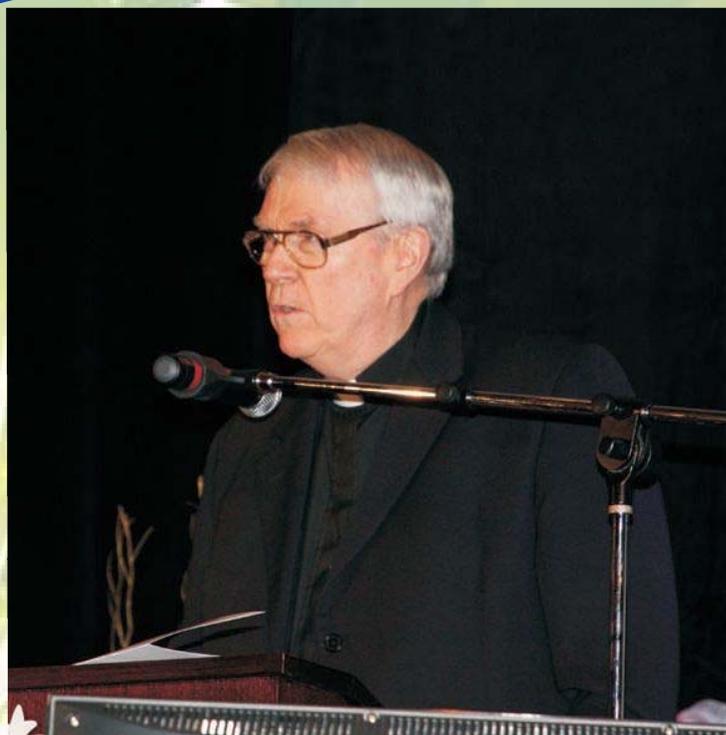
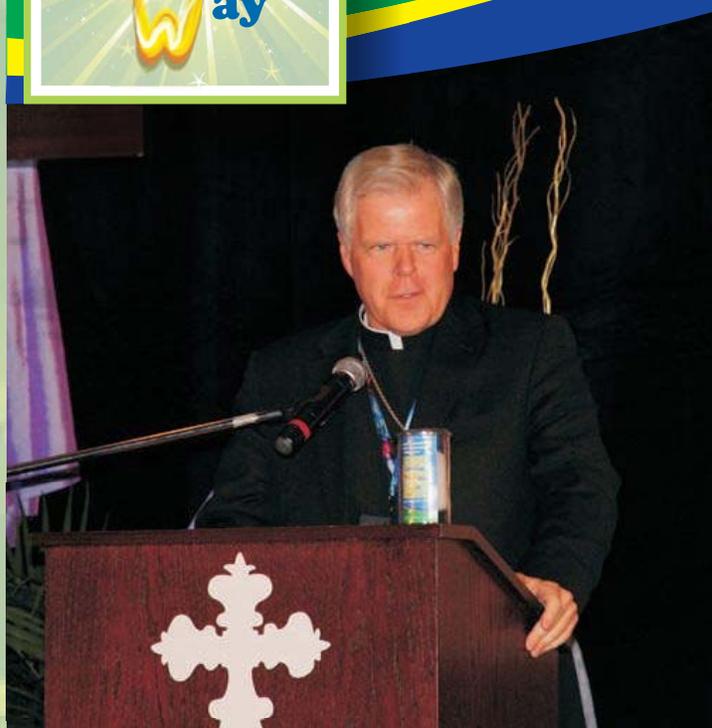
A presentation concerning family violence and its effects on the workplace was made at the Director's Administrative, Professional Development and Faith Formation Meeting in August 2010. This presentation was part of the roll-out for the newly developed Workplace Violence Policy, which contains a very specific reference to domestic violence.

As a result of this targeted effort, Niagara Catholic was recognized by the Task Force's Neighbours, Friends and Families Committee for its outstanding effort to educate staff about domestic violence.



Scenes from the Ontario Catholic Student Leadership Conference

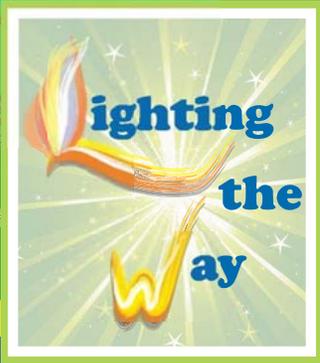
March 31-April 2, 2011



Bishop Gerard Bergie, top left, welcomed delegates to the Ontario Catholic Student Leadership Conference on March 31st and celebrated the closing Mass at St. Patrick Roman Catholic Church on April 2nd. At right, Father James Mulligan C.S.C., a pioneer of Catholic education in Niagara and across Canada, delivered the keynote address during Friday evening's celebration.



Above right: Father Norm Roberts, a Religion teacher at Cardinal Ambrozic Catholic High School in Brampton, delivered the address during the opening night celebration. Above left: The use of candles during the Friday evening celebration paid homage to the theme of the Ontario Catholic Student Leadership Conference, Lighting the Way.

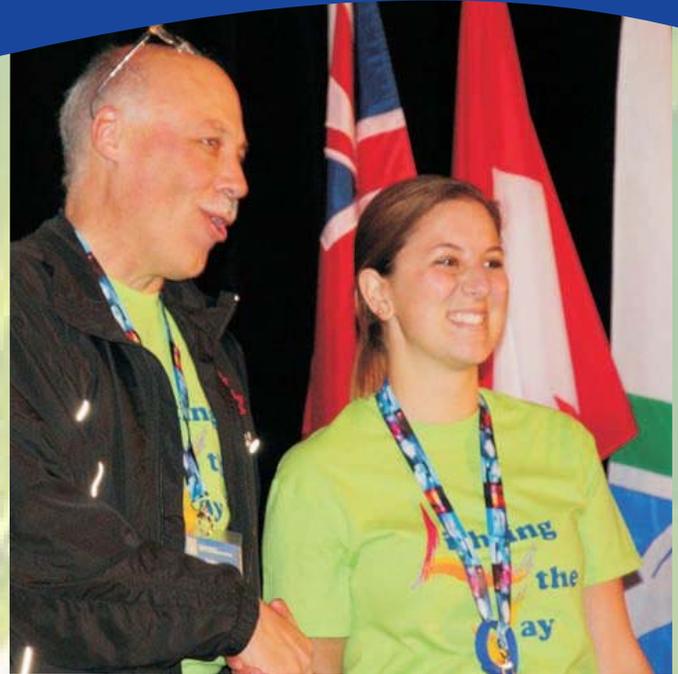


Scenes from the Ontario Catholic Student Leadership Conference

March 31-April 2, 2011



Above: Niagara Catholic Student Trustees Patrick Fowler and Shelby Levesque emceed the Ontario Catholic Student Leadership Conference. The Niagara Catholic Student Senate co-ordinated an Experience Niagara tour for delegates, which included Journey Behind the Falls, Niagara's Fury, the Mount Carmel Spiritual Centre and a visit to Clifton Hill. Above, Shelby and Patrick are presented with a letter of congratulations from the Province by Education Minister Leona Dombrowsky, on behalf of Ontario Premier Dalton McGuinty.



Director of Education John Crocco congratulates Arianna Cornella, a delegate from York Catholic District School Board, who won a new iPad at the end of the three-day Ontario Catholic Student Leadership Conference.



Above: An exuberant Niagara Catholic Board Chair Kathy Burtnik hugs Mary Ann McKinley, Niagara Catholic's Student Engagement/Student Leadership Consultant during the conference. Right: Saint Paul Catholic High School's choir performed during the opening celebration on Thursday night.



Volunteers worked tirelessly behind the scenes to collate the results of Friday's discussions, led by facilitator Maria Sanchez-Keane. The information was collated into a final conference report that all 400 delegates received at the end of the conference.



**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
PUBLIC SESSION
APRIL 26, 2011**

**TOPIC: TRUSTEE INFORMATION
CALENDAR OF EVENTS – MAY 2011**

May 2011

SUN MON TUE WED THU FRI SAT

	SUN	MON	TUE	WED	THU	FRI	SAT
1	Catholic Education Week Masses	2 - Gr 7 Masses - "Catch the Spirit" Awards - Music Monday - Federal Election	3 - Groundbreaking BT - Festival of Arts, Brock U - Celebrating Staff Excellence	4 SEAC Mtg Brock-Niagara French Contest	5 Groundbreaking St. Anthony	6	7
<< CATHOLIC EDUCATION WEEK >>							
8		9 CW Mtg	10	11 Scrabble Tournament	12	13	14
15	International Day of Families	16	17 Community Support Information Evening	18	19 Gr 12 Graduation Celebration Partners in Catholic Education	20	21
22	International Day for Biological Diversity	23 Victoria Day - holiday	24 Policy Committee Mtg & Board Mtg	25	26 Student Success Motivational Speaker—ND	27	28
29		30	31	May is Better Hearing and Speech Month			



Niagara Catholic
District School Board

Events posted at
niagaracatholic.ca



**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
PUBLIC SESSION
APRIL 26, 2011**

**TOPIC: TRUSTEE INFORMATION
NIAGARA CATHOLIC FAMILY PICNIC DAY 2011
QUEENSTON HEIGHTS – JUNE 5, 2011**



“The Niagara Catholic District School Board, through its 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.”

MEMO: Staff Development Memorandum – SDM 299

MEMO TO: Principals, Vice-Principals and Managers

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

DATE: Monday, April 18, 2011

SUBJECT: **NIAGARA CATHOLIC FAMILY PICNIC DAY 2011**

CONTACT: Khayyam Syne, Administrator of Staff Development

Further to information shared at the last two Director’s Meetings, Niagara Catholic is pleased to advertise in all schools and Board sites the inaugural **Niagara Catholic Family Picnic Day on Sunday, June 5, 2011 at Queenston Heights Bandshell and Pavilion.**

Corporate family picnics are very popular and successful among leading organizations and businesses throughout North America as it brings colleagues and families together in a relaxed environment. It is also a great way for colleagues to meet each other’s families and our goal is to make this an annual event held on the first Sunday of June each year.

A unique aspect of this special Niagara Catholic Family Picnic is the celebration of the Eucharist in an open-air environment by Father John Vickers csc. The collection will be held for the Niagara Catholic Helping Hands Fund, created by the Director of Education and the Niagara Catholic Principals and Vice-Principals Council to assist students and their families in need.

Mike Sheahan, Physical Health and Education Consultant, along with senior leadership students from our Catholic secondary schools will organize interactive activities for the younger children attending.

An invitation is extended to all Niagara Catholic staff to attend. Those attending need to bring lawn chairs or blankets for mass and a family picnic to enjoy as a family after mass.

Principals, Vice-Principals and Managers are asked to share this information and the attached flyer with all employees and also to encourage attendance at our **Niagara Catholic Family Picnic Day**. Additional and larger copies of the flyer will be sent to all school secretaries with a request to post them in prominent place in schools.

In order to assist with proper planning, those attending are requested to register at the following link.

<http://www.surveymonkey.com/s/NCDSBPICNIC>

Please direct any questions to Khayyam Syne, Administrator of Staff Development at khayyam.syne@ncdsb.com; Ext. 163; VOIP 8100163.

- c. Senior Administrative Council
 - Mark Lefebvre, Administrator – School Effectiveness Framework
 - Marcel Jacques, Administrator – Special Education
 - David Pihach, Administrator – Student Success
 - Robert Di Persio, Administrator – Research, Assessment and Evaluation



Niagara Catholic District School Board

1st Annual

Family Picnic

Queenston Heights

Sunday, June 5, 2011

9:00 a.m. to 1:00 p.m.

Mass begins at 10:00 a.m.

With Fr. John Vickers as celebrant
at the Bandshell (bring your chairs).

Collection to be taken for the
Niagara Catholic Helping Hands Fund
Followed by a picnic with family and friends!

*Bring lawn chairs, blankets and your family picnic to enjoy -
Interactive games for young children!*

**RSVP to the following link <http://www.surveymonkey.com/s/NCDSBPICNIC>
or anna.tykoliz@ncdsb.com by Friday, May 27, 2011**

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
PUBLIC SESSION
APRIL 26, 2011**

**TOPIC: NOTICE OF MOTION
INCLUSIVITY POLICY ON THE HIRING PROCESS
OF SENIOR STAFF**

RECOMMENDATION

THAT the Niagara Catholic District School Board develop an inclusive policy on the hiring process of Members of Senior Staff (Supervisory Officers, Controller of Plant); and

THAT all Trustees be involved in the final interview phase of the short listed group of applicants for position of the Supervisory Officer or Controller of Plant.

Date: April 26, 2011



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

REPORT TO THE BOARD MEETING APRIL 26TH, 2011

NOTICE OF MOTION INCLUSIVITY POLICY ON THE HIRING PROCESS OF SENIOR STAFF

BACKGROUND INFORMATION

Trustee Fera put forth the following Notice of Motion regarding the development of an Inclusivity Policy on the Hiring Process of Senior Staff for presentation at the May 24th, 2011 Board Meeting.

Whereas it seems to be a lack of clarity in the role played by trustees in the interview process.

Whereas the role of trustees is key in the Governance of Catholic Education.

Whereas the appointment of staff to Senior positions, i.e. Principals, Superintendents, Director of Education is key to fulfilling the Catholic mission of the Board

Whereas transparency and inclusivity are ideals we should all hold.

Therefore, the following Notice of Motion is being presented;

“**THAT** the Niagara Catholic District School Board develop an inclusive policy on the hiring process of Members of Senior Staff (Supervisory Officers, Controller of Plant); and
THAT all Trustees be involved in the final interview phase of the short listed group of applicants for position of the Supervisory Officer or Controller of Plant.”

<p>THAT the Niagara Catholic District School Board develop an Inclusive Policy on the Hiring Process of Members of Senior Staff (Supervisory Officers, Controller of Plant); and THAT all Trustees be involved in the final interview phase of the short listed group of applicants for position of the Supervisory Officer or Controller of Plant.</p>

Submitted by: Trustee Fera

Date: April 26, 2011