



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, OCTOBER 25, 2011

7:00 P.M.

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

8:45 p.m. Timed In Camera Item

A. ROUTINE MATTERS

1. Opening Prayers – Trustee Fera -
2. Roll Call -
3. Approval of the Agenda -
4. Declaration of Conflict of Interest -
5. Minutes of the Board Meeting of September 27, 2011 A5

B. DELEGATIONS/PRESENTATIONS

1. Canada Blood Services Partners for Life Agreement with the Niagara Catholic District School Board B1
2. King's College at The University of Western Ontario Partnership Agreement with the Niagara Catholic District School Board B2

C. COMMITTEE AND STAFF REPORTS

1. School Excellence Program St. Denis Catholic Elementary School C1
2. Unapproved Minutes of the Committee of the Whole Meeting of October 11, 2011 C2
3. Approved Minutes of the S.E.A.C. Meeting of September 7, 2011 C3
4. Follow-Up Report to the Operational Review for the Niagara Catholic District School Board – October 2011 C4
5. Extended Overnight Field Trip/Excursion/Exchange Trip Information C5
6. Niagara Catholic Parent Involvement Committee Policy (800.7) (Interim) C6

D. TRUSTEE ITEMS, OPEN QUESTION PERIOD & OTHER BUSINESS

1. Correspondence
 - 1.1 Hon. Leona Dombrowsky, Minister of Education
Acknowledgement of Letter from SEAC D1.1
2. Report on Trustee Conferences Attended
 - 2.1 OCSTA Regional Meeting – October 2011 -
 - 2.2 OSTA-AECO Fall AGM -
3. General Discussion to Plan for Future Action -
4. Trustee Information -
 - 4.1 Spotlight on Niagara Catholic – October 11, 2011 D4.1
 - 4.2 Calendar of Events – November 2011 D4.2
 - 4.3 St. Andrew Catholic Elementary School Blessing - November 1, 2011 – 7:00 p.m. -
 - 4.4 Random Act of Kindness Day – November 4, 2011 -
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. Establishment of Communication Policy 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
OCTOBER 25, 2011**

PUBLIC SESSION

**TOPIC: MINUTES OF THE BOARD MEETING OF
SEPTEMBER 27, 2011**

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Minutes of the Board Meeting of September 27, 2011, as presented.



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

MINUTES OF THE BOARD MEETING

TUESDAY, SEPTEMBER 27, 2011

Minutes of the Meeting of the Niagara Catholic District School Board, held on Tuesday, September 27, 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 Trustee Burkholder.

2. Roll Call

Chairperson Burtnik noted that all Trustees and Student Trustees were in attendance.

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

The following staff were in attendance:

John Crocco, Director of Education; **Yolanda Baldasaro**, **Mario Ciccarelli**, **Lee Ann Forsyth-Sells**, **Frank Iannantuono**, **Mark Lefebvre**, 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 O'Leary

Seconded by Trustee Nieuwesteeg

THAT the Niagara Catholic District School Board approve the Agenda of the Board Meeting of September 27, 2011, as presented.

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 June 14, 2011

Moved by Trustee Burkholder

Seconded by Trustee Charbonneau

THAT the Niagara Catholic District School Board approve the Minutes of the Board Meeting of June 14, 2011, as presented.

CARRIED

B. DELEGATIONS/PRESENTATIONS

C. COMMITTEE AND STAFF REPORTS

1. School Excellence Program - St. Francis Catholic Secondary School

Director Crocco provided background information on the monthly School Excellence Program. Yolanda Baldasaro, Superintendent of Education welcomed Ken Griepsma, Principal of St. Francis Catholic Secondary School.

Principal Griepsma with the assistance of St. Francis Catholic Secondary School students and staff showcased St. Francis as part of the School Excellence Program.

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

2. Unapproved Minutes of the Committee of the Whole Meeting of September 13, 2011 and Consideration of Recommendations

Moved by Trustee Nieuwesteeg

Seconded by Trustee MacNeil

THAT the Niagara Catholic District School Board receive the unapproved Minutes of the Committee of the Whole Meeting of September 13, 2011, as presented.

CARRIED

The following recommendations were presented for the Board's consideration from the Committee of the Whole Meeting of September 13, 2011:

2.1 Niagara Catholic Parent Involvement Committee By-Laws

Lee Ann Forsyth-Sells, Superintendent of Education, presented the Niagara Catholic Parent Involvement Committee By-Laws.

The following amendment was made to the By-Laws:

Membership

- b. *Two (2)* Trustees will be appointed to the committee annually.

Moved by Trustee Sicoli

Seconded by Trustee Charbonneau

THAT the Niagara Catholic District School Board approve the amendment to the Niagara Catholic Parent Involvement Committee By-Laws (800.7).

CARRIED

Moved by Trustee Sicoli

Seconded by Trustee Charbonneau

THAT the Niagara Catholic District School Board approve the Niagara Catholic Parent Involvement Committee By-Laws (800.7), as amended.

CARRIED

2.2 Long Term Financing of Sinking Fund Debentures Scheduled to Mature in October 2011

Moved by Trustee Burkholder

Seconded by Trustee Fera

THAT the Niagara Catholic District School Board approve the Borrowing By-Law #B1-2011 in the amount of \$2,409,181 and the related documents, as presented in the report.

CARRIED

2.3 Elementary & Secondary Staffing 2011-2012

Moved by Trustee Charbonneau

Seconded by Trustee O'Leary

THAT the Niagara Catholic District School Board approve up to five (5) additional staff for deployment in the Elementary panel for the 2011-2012 school year.

THAT the Niagara Catholic District School Board approve up to five (5) additional staff for deployment in the Secondary panel for the 2011-2012 school year.

CARRIED

3. Special Education Advisory Committee Meeting

3.1 Approved Minutes of the S.E.A.C. Meeting of June 1, 2011

Moved by Trustee Burkholder

Seconded by Trustee MacNeil

THAT the Niagara Catholic District School Board receive the Approved Minutes of the Special Education Advisory Committee Meeting of June 1, 2011, as presented for information.

CARRIED

3.2 Change in Representation to S.E.A.C.

Moved by Trustee Charbonneau

Seconded by Trustee MacNeil

THAT the Niagara Catholic District School Board approve the change in representation for the Learning Disabilities Association of Niagara to the Special Education Advisory Committee; Primary Representative: Ms. Sarah Farrell.

CARRIED

4. Niagara Catholic Parent Involvement Committee

4.1 Approved Minutes of the N.C.P.I.C. Meeting of May 12, 2011

Moved by Trustee Charbonneau

Seconded by Trustee Sicoli

THAT the Niagara Catholic District School Board receive the Approved Minutes of the Niagara Catholic Parent Involvement Committee Meeting of May 12, 2011, as presented for information.

CARRIED

4.2 Student Learning II - A Parent Focus

Lee Ann Forsyth-Sells, Superintendent of Education, presented the report and video highlighting the Niagara Catholic Parent Involvement Committee "Student Learning II - A Parent Focus".

5. Niagara Catholic Strategic Directions Priority Indicators 2010-2011 Achievement Report

Director Crocco presented the Niagara Catholic Strategic Directions Priority Indicators 2010-2011 Achievement Report and highlighted the key areas for Trustees.

The Director reminded Trustees that in June of 2010 the Board approved the Niagara Catholic Priority Indicators for the 2010-2011 school year. A mid-year report was presented to the Board in February 2011.

He indicated that following the completion of the 2010-2011 academic school year in June 2011, data was collated, analyzed and reviewed by school and Board staff in order to evaluate the Board's overall achievements for the 2010-2011 school year.

Director Crocco informed Trustees that copies of the Niagara Catholic District School Board Priority Indicators 2010-2011 Achievement Report will be provided to all Principals, Vice-Principals and Managers, to review with staff; Bishop Bergie, SEAC, Catholic School Council Chairs, NCPIC, Parish Priests, local Mayors, MP's, MPP's and Regional Niagara as well as being posted on the Board Website.

Director Crocco indicated that Senior Administrative Council was proud of the overall achievement of the 2010-2011 System Priorities and will continue to focus on areas which require improvement in 2011-2012 as approved by the Board's System Priorities for 2011-2012.

**6. Education Quality and Accountability Office (EQAO)
Primary and Junior Provincial Assessments of Reading, Writing and Mathematics
and Grade 9 Assessments of Mathematics - Academic and Applied 2010-2011**

Superintendent Forsyth-Sells introduced Anthony Corapi, Consultant: Research, Assessment and Evaluation who presented the Education Quality and Accountability Office (EQAO) Primary and Junior Provincial Assessments of Reading, Writing and Mathematics and Grade 9 Assessments of Mathematics - Academic and Applied 2010-2011.

7. Financial Reports

7.1 Monthly Banking Transactions

Moved by Trustee Charbonneau
Seconded by Trustee Nieuwesteeg

THAT the Niagara Catholic District School Board approve the Monthly Banking Transactions for the months of June, July and August 2011, as presented for information.

CARRIED

7.2 Statement of Revenue & Expenditures

Moved by Trustee Charbonneau
Seconded by Trustee Nieuwesteeg

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

CARRIED

D. TRUSTEE ITEMS, OPEN QUESTION PERIOD & OTHER BUSINESS

1. Correspondence

1.1 OCSTA - Broader Public Sector Perquisites Directive

Director Crocco presented the OCSTA – Broader Public Sector Perquisites Directive, stating that this directive includes Trustees and employees regarding privileges provided to an individual or group that provides personal benefit. Niagara Catholic is in full compliance with this broader public sector directive, governed by Niagara Catholic's Policies regarding broader public sector perquisites, such as Board By-laws and the following Policies; Purchasing Supply Chain Management Policy, Reimbursement of Travel Expenses, School Generated Funds, Trustee Code of Conduct; Trustee Expenses and Reimbursement, Trustee Honorarium as well as the new Employee Code of Conduct Policy which is currently being developed.

2. Report on Trustee Conferences Attended

2.1 Catholic Education: A National Conversation

Chairperson Burtnik along with Trustees MacNeil, Burkholder, Sicoli and O'Leary provided information on the Catholic Education: A National Conversation Conference they attended last week in Ottawa along with the Director of Education.

3. General Discussion to Plan for Future Action

3.1 Pupil Accommodation and Attendance Area Ad Hoc Committees

Director Crocco presented information on the Pupil Accommodation and Attendance Area Ad Hoc Committees stating that Senior Staff has been reviewing the most recent data and options for the consideration of the Ad Hoc Attendance Area Committees, and that given the complexities of the numerous options that are being considered and the impact any changes may have across the system, Senior Staff will bring a report to the Board recommending that certain motions approved by the Board in May 2009 maybe be deferred until such a time that Senior Staff can present a detailed report to the Board.

The Attendance Area Review for Notre Dame and its elementary schools will continue this Fall with a recommendation no later than the January 2012 to the Committee of the Whole in preparation for February registration. Meetings are currently being confirmed for parental input and town hall meetings.

4. Trustee Information

4.1 Spotlight on Niagara Catholic – September 13, 2011

Director Crocco presented the Spotlight on Niagara Catholic – September 13, 2011 issue for Trustees' information.

4.2 Calendar of Events – October 2011

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

4.3 St. Augustine Catholic Elementary School Blessing – September 29, 2011 – 7:00 p.m.

Director Crocco reminded Trustees of the St. Augustine Catholic Elementary School Blessing being celebrated on September 29, 2011 at 7:00 p.m.

Trustees were asked to inform Sherry Morena - Administrative Assistance, Corporate Services & Communications, if they will be in attendance at the Blessing.

4.4 Professional Activity Day – October 7, 2011

Director Crocco reminded Trustees of the Board-Wide Professional Activity Day being held on October 7, 2011 at the Scotiabank Convention Centre in Niagara Falls with Mass beginning at 8:00 a.m.

Trustees were asked to inform Sherry Morena if they will be in attendance for Mass.

4.5 OCSTA Labour Relations Seminar – November 17 & 18, 2011

Director Crocco presented information on the OCSTA Labour Relations Seminar being held November 17 & 18, 2011 at the Doubletree in Toronto.

Trustees were asked to confirm their attendance with Sherry Morena within the next few days.

4.6 2012 OCSTA AGM & Conference
Resolutions & Trustee Award of Merit Nomination Packages

Director Crocco presented information on the OCSTA AGM & Conference being held April 26 to 28, 2012 in Kingston.

Trustees were asked to confirm their attendance with Sherry Morena.

4.7 Tomato Sauce from SHSM Program

Director Crocco, on behalf of Marco Magazzeni and the Specialist High Skills Major Program, presented Trustees with jars of tomato sauce made by the students for donation to community shelters.

5. Open Question Period

None Submitted

E. NOTICES OF MOTION

1. Inclusivity Policy on the Hiring Process of Senior Staff

Trustee Fera presented his Notice of Motion.

Moved by Trustee Fera

Seconded by Trustee Sicoli

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.

Following a discussion by Trustees, the Mover and Seconder of the Motion withdrew the Motion as it will be reviewed when the new Hiring Policy is presented to the Policy Committee scheduled for January 2012.

The Motion was withdrawn by Trustee Fera and Seconded by Trustee Sicoli

Moved by Trustee Fera

Seconded by Trustee Sicoli

THAT the Motion regarding the Inclusivity Policy on the Hiring Process of Senior Staff, be withdrawn.

CARRIED

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 9:45 p.m. and reconvened at 10:25 p.m.

G. REPORT ON THE IN-CAMERA SESSION

Moved by Trustee O'Leary
Seconded by Trustee Charbonneau

THAT the Niagara Catholic District School Board report the motions from the In Camera Session of the Board Meeting of September 27, 2011.

CARRIED

SECTION A: STUDENT TRUSTEES PRESENT

Moved by Trustee Charbonneau
Seconded by Trustee Burkholder

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 June 14, 2011, as presented.

CARRIED (Item F1)

Moved by Trustee Charbonneau
Seconded by Trustee Burkholder

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 September 13, 2011, as presented.

CARRIED (Item F2)

SECTION B: STUDENT TRUSTEES EXCLUDED

Moved by Trustee Charbonneau
Seconded by Trustee Nieuwesteeg

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 June 14, 2011, as presented.

CARRIED (Item F4)

Moved by Trustee Charbonneau
Seconded by Trustee Nieuwesteeg

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 September 13, 2011, as presented.

CARRIED (Item F5)

Moved by Trustee Burtnik
Seconded by Trustee MacNeil

THAT the Niagara Catholic District School Board receive the Approved Minutes of the Niagara Catholic Audit Committee Meeting (In Camera) of June 14, 2011, as presented.

CARRIED (Item F6.1)

H. FUTURE MEETINGS AND EVENTS

I. MOMENT OF SILENT REFLECTION FOR LIFE

J. ADJOURNMENT

Moved by Trustee O'Leary

Seconded by Trustee Charbonneau

THAT the September 27, 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 **September 27, 2011**.

Approved on the **25th** day **October 2011**.

Kathy Burtnik
Chairperson of the Board

John Crocco
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
OCTOBER 25, 2011**

PUBLIC SESSION

**TOPIC: CANADA BLOOD SERVICES PARTNERS
FOR LIFE AGREEMENT WITH
THE NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**



PRESENTATION BACKGROUND

Board Meeting
October 25, 2011

CANADA BLOOD SERVICES PARTNERS FOR LIFE AGREEMENT WITH THE NIAGARA CATHOLIC DISTRICT SCHOOL BOARD

On October 25th, 2011, the Niagara Catholic District School Board will officially become a member of Canadian Blood Services' Partners For Life program.

As the sole provider of blood and blood products for Canadians, Canadian Blood Services relies on the support of individual donors and Partner For Life groups to ensure there is enough blood for local patients in need year-round.

Partners For Life (PFL) is a national program designed to secure annual commitment to the blood system through partnerships with corporations and community organizations. Participation in the PFL program is based on an annual commitment to donate by the corporation or community organization.

As a registered member, Niagara Catholic donations will be counted towards the annual donation pledge made by your organization. Your commitment to save lives will help motivate your colleagues to register as members and will encourage other organizations to join the Partners for Life program.

Last year there were about 3,000 registered Partners for Life organizations whose employees contributed 160,000 units of blood. This year, we continue to rely on the generosity of our donors to help save the lives of Canadians from coast to coast.

Through this partnership, Niagara Catholic employees committed to donating 20 units of blood each subsequent calendar year. Since one unit of blood can be divided into three components, this means 60 patients will receive the blood they need to survive illness, accidents and other life-threatening situations.

Canadian Blood Services is very proud to be linked with such a committed and valuable partner.

Niagara Catholic's Partners For Life ID is: NIAG001482.

The Partnership Agreement between the Niagara Catholic District School Board and Canada Blood Services will be signed by Mark Malinowski, Community Development Coordinator, Niagara Area – Canadian Blood Services; Kathy Burtnik, Chairperson of the Niagara Catholic District School Board and John Crocco, Director of Education for the Niagara Catholic District School Board.

Prepared by: John Crocco, Director of Education

Presented by: John Crocco, Director of Education

Date: October 25, 2011

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
OCTOBER 25, 2011**

PUBLIC SESSION

**TOPIC: KING'S COLLEGE AT THE UNIVERSITY OF WESTERN
ONTARIO PARTNERSHIP AGREEMENT WITH
THE NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**



PRESENTATION BACKGROUND

Board Meeting
October 25, 2011

KING'S COLLEGE AT THE UNIVERSITY OF WESTERN ONTARIO PARTNERSHIP AGREEMENT WITH THE NIAGARA CATHOLIC DISTRICT SCHOOL BOARD

Following meetings and dialogue between Marilyn Mason, Registrar for King's University College at the University of Western Ontario and John Crocco, Director of Education for the Niagara Catholic District School Board, there will be an official signing ceremony and presentation of the partnership between King's University College and Niagara Catholic District School Board at the October 25th, 2011 meeting of the Niagara Catholic District School Board.

The purpose of the partnership is to promote the belief that Catholic Education is a life long process. Furthermore, the Partners share the responsibility of educating students of all ages to serve our Church and Canadian society. The partnership will provide the Partners with opportunities to share human resources, facilities and programs through the Articles of the Partnership between Niagara Catholic and King's University College.

In recognition of the Declaration of Partnership between the Niagara Catholic District School Board and King's University College, the Partners set forward the Articles of their Partnership.

- ARTICLE I** Establish a Partnership Advisory Committee made up of two members appointed by each Partner.
- ARTICLE II** Promote professional development for the staff of both partners which would include but not be limited to courses, programmes, centres, seminars, staff exchange and developing specialized offerings that meet the needs and interests of the Partners.
- ARTICLE III** Create opportunities for students to experience voluntary service/ work bursary education placements. Students from the Board and from the College would enjoy reciprocal opportunities to experience work/service placements and earn appropriate academic credits and/or experience.
- ARTICLE IV** Share access to, and exchange in a reciprocal way, physical facilities within the policies and procedures of each Partner.
- ARTICLE V** Provide opportunities for research initiated by the Board or the College, which meets the needs of both Partners, subject to an appropriate approval process that respects the integrity of both institutions.

- ARTICLE VI** Cooperate in the development of curricula that meet the distinctive needs of Catholic education.
- ARTICLE VII** In conjunction with parish and diocesan requirements, develop opportunities for Religious Education and Faith Development through joint efforts to provide appropriate courses, programmes and public for a for the adult faith community.
- ARTICLE VIII** Conduct periodic needs assessments in partnership with the Board and other Catholic District School Boards to determine the needs of the Boards and design appropriate programmes to meet these needs.
- ARTICLE IX** Provide opportunities for leadership and faith development in Catholic Education.
- ARTICLE X** Commit themselves to cooperate in sponsoring activities that promote the education of students at all levels of the Catholic education system, and of adults within the broader Catholic community.

The Partnership Agreement between the Niagara Catholic District School Board and King's University College at The University of Western Ontario will be signed by Paul Fox, Chair of the Board of King's University College; David Sylvester, Principal of King's University College; Kathy Burtnik, Chair of the Board for the Niagara Catholic District School Board and John Crocco, Director of Education for the Niagara Catholic District School Board.

Marilyn Mason, Register of King's University College and Dr. Sauro Camiletti, Academic Dean of King's University College at The University of Western Ontario will make a presentation to the Niagara Catholic District School Board as part of the official signing of the partnership agreement.

Prepared by: John Crocco, Director of Education

Presented by: John Crocco, Director of Education

Date: October 25, 2011

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
OCTOBER 25, 2011**

PUBLIC SESSION

**TOPIC: SCHOOL EXCELLENCE PROGRAM
ST. DENIS CATHOLIC ELEMENTARY SCHOOL**

Prepared by: Yolanda Baldasaro, Superintendent of Education

Presented by: Yolanda Baldasaro, Superintendent of Education

Presented by: John Crocco, Director of Education

Date: October 25, 2011



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

REPORT TO THE BOARD OCTOBER 25, 2011

SCHOOL EXCELLENCE PROGRAM ST. DENIS CATHOLIC ELEMENTARY SCHOOL

St. Denis Catholic Elementary School

175 Carlton St.
St. Catharines, ON
L2R 1S1

Ph: 905.682.4156
Fx: 905.684.9586

st.denis@ncdsb.com

Grades:
JK - 8

Principal:
Joseph Biamonte

Superintendent:
Yolanda Baldasaro

**Catholic School
Council Chair:**
Jennifer Goertz

Parish:
St. Denis

*The traditional teachings
of the Catholic faith
are reflected in
all aspects of school life
at St. Denis School.
Students are provided with
a safe, nurturing
environment
where they journey as
unique and independent
life-long learners.
All children are encouraged
to develop their gifts,
working toward their
full potential,
while recognizing, respecting
and accepting individual
differences of others.*

**- School Mission
Statement**



St. Denis School was built in 1952. The founding Principal was Sister Angelica.

In 1994-95 a library, gymnasium, kindergarten room and staff room were added.

Total enrolment as of September 2011: 289

Prepared by: Yolanda Baldasaro, Superintendent of Education

Presented by: Yolanda Baldasaro, Superintendent of Education

Approved by: John Crocco, Director of Education

Date: October 25, 2011

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
OCTOBER 25, 2011**

PUBLIC SESSION

**TOPIC: UNAPPROVED MINUTES OF THE COMMITTEE OF THE
WHOLE MEETING OF OCTOBER 11, 2011**

RECOMMENDATION

THAT the Niagara Catholic District School Board receive the unapproved Minutes of the Committee of the Whole Meeting of October 11, 2011, as presented.



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

MINUTES OF THE COMMITTEE OF THE WHOLE MEETING

TUESDAY, OCTOBER 11, 2011

Minutes of the Meeting of the Committee of the Whole of the Niagara Catholic District School Board, held on Tuesday, October 11, 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 Charbonneau noted that Trustee O'Leary asked to be excused from the Committee of the Whole Meeting.

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

The following staff were in attendance:

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

3. Approval of the Agenda

An amendment was proposed to reverse Items C1 and C2 of the public agenda.

Moved by Trustee Burkholder

THAT the Committee of the Whole approve the amendment to reverse the order of Items C1 and C2.

CARRIED

Moved by Trustee Burkholder

THAT the Committee of the Whole approve the Agenda of the Committee of the Whole Meeting of October 11, 2011, as amended to reverse the order of Items C1 and C2.

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 September 13, 2011

Moved by Trustee Sicoli

THAT the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting of September 13, 2011, as presented.

CARRIED

B. PRESENTATIONS

C. COMMITTEE AND STAFF REPORTS

1. International Student Exchange 2011-2012

Mark Lefebvre, Superintendent of Education, introduced Jayne Evans, FSL/ESL/Arts Consultant, who presented the report on the International Student Exchange 2011-2012. Mrs. Evans welcomed this year's International Exchange Students from France and Switzerland, as well as their Niagara Catholic hosts. The Exchange Students are attending Monsignor Clancy Catholic Elementary School, Denis Morris Catholic High School, Holy Cross Catholic Secondary School, Lakeshore Catholic High School, St. Francis Catholic Secondary School and Saint Paul Catholic High School.

Chairperson Burtnik, Vice-Chairperson Charbonneau and Director of Education Crocco presented the host and exchange students with Niagara Catholic District School Board pins.

2. Policy Committee

2.1 Unapproved Minutes
Policy Committee Meeting – September 27, 2011

Moved by Trustee Nieuwesteeg

THAT the Committee of the Whole receive the unapproved Minutes of the Policy Committee Meeting of September 27, 2011, as presented.

CARRIED

2.2 Niagara Catholic Parent Involvement Committee Policy (800.7)

Board Chairperson Burtnik, representing Policy Committee Chairperson Nieuwesteeg, presented the Niagara Catholic Parent Involvement Committee Policy (800.7), and informed Trustees that it is being recommended that the Policy be referred back to the Policy Committee for further clarification around the election process and membership. It was also stated that there is a possibility that the amended Policy may bypass the Committee of the Whole and be presented directly to the Board Meeting in November.

Moved by Trustee Burtnik

THAT the Committee of the Whole recommend that the Niagara Catholic Parent Involvement Committee Policy (800.7), be referred back to the Policy Committee for further clarification around the election process and membership.

CARRIED

2.3 Policy Schedule – September 27, 2011

Director Crocco presented the Policy Schedule. It was suggested that the wording of the Policy Schedule be amended to indicate that presentations to Committee of the Whole and Board are projected timelines.

2.4 Policy Update

Director Crocco presented the Policy Update.

3. The New Grade 8 Retreat Experience – The Journey

Superintendent Lefebvre welcomed Terri Pauco, Religious Education and Family Life Consultant, who presented the report on The New Grade 8 Retreat Experience – The Journey.

Trustees were informed that commencing on October 17, 2011, Niagara Catholic's Grade 8 students and their classroom teacher will now participate in a two day, one overnight retreat at the Board's Retreat Site. The Journey Retreat Team will provide a variety of active and experiential opportunities that will both empower and challenge Niagara Catholic's Grade 8 students to discover their own spirituality and personal witness to God revealed in creation, in others, but most importantly, in themselves.

It was stated that in developing a revised retreat program, there was sensitivity given to the ecumenical dimension of each session so that all participants will feel welcomed and included.

Trustees expressed their pleasure in the redesign of the Program, and asked that they be supplied with a schedule so that they can attend parts of the Program throughout the year in order to witness the significance of the Program and the impact it has on the students.

4. **Catholic School Council Annual Report 2010-2011**

Superintendent Forsyth-Sells presented the Catholic School Council Annual Report 2010-2011, which is in compliance with School Councils' legislation, that states every School Council shall annually submit a written report on its activities to the Principal of the school and to the Board that established the Council (O. Reg. 612/00, s. 24 (1)).

5. **Technology Blueprint Implementation Update**

Mario Ciccarelli, Superintendent of Education, presented the Technology Blueprint Implementation Update which outlined Niagara Catholic's multi-year strategic Technology Blueprint that addresses both academic and corporate needs for teaching, learning and improved efficiencies. The Blueprint provides direction, strategies and proposed capital investments to ensure that appropriate technology resources and services are deployed in support of student success and business continuity.

Superintendent Ciccarelli informed Trustees that the Niagara Catholic Technology Blueprint will be regularly reviewed to ensure it remains both valid and progressive over the next four years. Modifications, as required, will be made as needed to reflect changes in our teaching, learning and corporate environment.

Trustees asked questions and discussed their satisfaction with the Technology Blueprint Implementation.

6. **Staff Development Department Professional Development Opportunities**

Khayyam Syne, Administrator of Staff Development, presented the report on the Staff Development Department Professional Development Opportunities for information.

Mr. Syne highlighted the System Wide Professional Development Day held on Friday, October 7, 2011.

7. **Monthly Updates**

7.1 **Capital Projects Progress Report**

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

7.2 **Student Trustees' Update**

Ryan Creelman and Patrick Morris, Student Trustees, gave a brief verbal update on the activities of the Student Senate.

7.3 **Senior Staff Good News Update**

Senior Staff highlights included:

Superintendent Lefebvre

- St. Mary Catholic Elementary School in Niagara Falls contributed over \$700.00 to the Kids Helping Kids Fundraiser, which marked them as the highest contributor per student.
- Niagara Catholic's Specialist High Skills Major Culinary Program students and staff participated in the Niagara Food Festival last week.

Superintendent Forsyth-Sells

- Mike Hominuck, Teacher at St. Augustine Catholic Elementary School, recently participated in the Mann Cup final for Lacrosse in which his team was awarded the Mann Cup.

D. INFORMATION

1. Trustee Information

1.1 Spotlight on Niagara Catholic – September 27, 2011

Director Crocco presented the Spotlight on Niagara Catholic – September 27, 2011 issue for Trustees' information.

1.2 Calendar of Events – October 2011

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

1.3 Priorities 2010-2011 Achievement Report

Trustees were presented with a copy of Niagara Catholic's Priorities 2010-2011 Achievement Report, which were presented at the September Board Meeting, which is in the process of being distributed to all Administrators, Bishop Bergie, SEAC, CSC, NCPIC, Parish Priests, local Mayors, MP's, MPP's and Regional Niagara.

1.4 Niagara Catholic Parent Involvement Committee Annual Chair and Catholic School Council Meeting – October 20, 2011 – Monsignor Clancy Catholic Elementary School

Director Crocco invited Trustees to attend the Niagara Catholic Parent Involvement Committee Annual Chair and Catholic School Council Meeting being held on October 20, 2011 at Monsignor Clancy Catholic Elementary School.

1.5 Pilgrimage Sunday – October 23, 2011

Director Crocco presented information on the Pilgrimage Sunday taking place on Sunday, October 23, 2011, stating that is a week early than usual in order to link with Mission Sunday. Members of Senior Staff will once again be walking with schools.

1.6 St. Andrew Catholic Elementary School Blessing - November 1, 2011 – 7:00 p.m.

Director Crocco informed Trustees of the St. Andrew Catholic Elementary School Blessing being celebrated on November 1, 2011 at 7:00 p.m.

Trustees were asked to inform Sherry Morena - Administrative Assistance, Corporate Services & Communications, if they will be in attendance at the Blessing.

1.7 Random Act of Kindness Day - November 4, 2011

Director Crocco presented information on the Random Act of Kindness Day - November 4, 2011.

1.8 Partnership Agreements – October Board Meeting

Director Crocco informed Trustees that Partnership Agreements between the Niagara Catholic District School Board and Kings University College and Canada Blood Services will be presented at the October Board Meeting.

E. OTHER BUSINESS

1. General Discussion to Plan for Future Action

Director Crocco presented information on the Pupil Accommodation and Attendance Area Ad Hoc Committees stating that due to its complex options and impact across the system, Senior Staff continues its detailed review of the Niagara Falls and St. Catharines Ad Hoc Committees; a recommendation for the consideration of the Committees and the Board will potentially be presented at the October Board Meeting.

The Notre Dame Family of Schools/Port Robinson Ad Hoc Committee will be commencing its Public Meeting Process shortly with a report projected to be made to the January Committee of the Whole Meeting.

2. OCSTA Regional Meetings

Chairperson Burtnik, Trustee Burkholder and Trustee MacNeil will be attending the OCSTA Regional Meeting October 12 in Toronto, with Director Crocco, Chairperson Burtnik and Trustee Sicoli attending the session in Waterloo on October 18, 2011.

Trustees interested in attending with session were asked to inform Sherry Morena.

F. BUSINESS IN CAMERA

Moved by Trustee

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 9:10 p.m. and reconvened at 9:25 p.m.

G. REPORT ON THE IN-CAMERA SESSION

Moved by Trustee Burtnik

THAT the Committee of the Whole report the motions from the In Camera Session of the Committee of the Whole Meeting of October 11, 2011.

CARRIED

SECTION A: STUDENT TRUSTEES PRESENT

Moved by Trustee Fera

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 September 13, 2011, as presented.

CARRIED (Item F1)

SECTION B: STUDENT TRUSTEES EXCLUDED

Moved by Trustee Nieuwesteeg

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 September 13, 2011, as presented.

CARRIED (Item F3)

H. ADJOURNMENT

Moved by Trustee MacNeil

THAT the October 11, 2011 Committee of the Whole Meeting be adjourned.

CARRIED

This meeting was adjourned at 9:25 p.m.

Minutes of the Committee of the Whole Meeting of the Niagara Catholic District School Board held on **October 11, 2011.**

Approved on the **8th** day of **November 2011.**

Maurice Charbonneau
Vice-Chairperson of the Board

John Crocco
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
OCTOBER 25, 2011**

PUBLIC SESSION

**TOPIC: APPROVED MINUTES OF THE SPECIAL EDUCATION
ADVISORY COMMITTEE MEETING OF
SEPTEMBER 7, 2011**

RECOMMENDATION

THAT the Niagara Catholic District School Board receive the Approved Minutes of the Special Education Advisory Committee Meeting of September 7, 2011, as presented for information.



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

MINUTES OF THE SPECIAL EDUCATION ADVISORY COMMITTEE MEETING WEDNESDAY, SEPTEMBER 7, 2011

Minutes of the Meeting of the Special Education Advisory Committee, held on Wednesday, September 7, 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-Chair Rosati.

A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayers were led by Superintendent Baldasaro.

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	✓		
Dr. John McNamara	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; **Ted Farrell**, Principal – Secondary;
Tina DiFrancesco, Recording Secretary

Introductions

Vice-Chair Rosati welcomed Sarah Farrell, LDA-N representative.

Approval for recommendation for change in representation for the Learning Disabilities Association to the Special Education Advisory Committee.

Moved by Father Paul MacNeil

Seconded by Sarina Labonte

Recommendation

That the Niagara Catholic District School Board approve the change in representation for the Learning Disabilities Association of Niagara to the Special Education Advisory Committee; Primary Representative: Ms. Sarah Farrell; LDA-Niagara; Address: 366 St. Paul Street East, St. Catharines, ON L2R 3N2

CARRIED

3. Approval of the Agenda

Moved by Mike Gowan

Seconded by Dianne Radunsky

THAT the Special Education Advisory Committee approve the Agenda of the Special Education Advisory Committee Meeting of September 7, 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 June 1, 2011

Moved by Rob Lavorato

Seconded by Connie Parry

THAT the Special Education Advisory Committee approve the Minutes of the Special Education Advisory Committee Meeting of June 1, 2011, as presented.

CARRIED

B. PRESENTATIONS

1. Special Education Budget – Superintendent Reich

Superintendent Reich presented information on the 2011-2012 budget. A review of the highlights was explained to the members with specific focus on Special Education. Questions were asked and answered during the presentation.

C. VISIONING

1. Goals and Vision for 2011/2012

1.1 SEAC Logo – Future Presentation to Winner

Superintendent Baldasaro spoke of the plaque and gift which will be presented at the October meeting to the winner of the SEAC logo competition.

1.2 Newsletter Submission

Information about the Special Education Advisory Committee was sent to the Principals to insert in their school newsletters.

1.3 Planning for Goals/Vision for 2011/2012

Deferred to October meeting.

1.4 SEAC Presence at School Open Houses

Superintendent Baldasaro informed the members that two PowerPoint presentations, that also included information about the SEAC, were sent to Principals to present at their School Open Houses. A suggestion was made to have SEAC members, possibly one association per month, present at the monthly Educational Resource Teachers' (ERTs) meetings. A list of the ERT meeting dates will be sent electronically to the members. A recommendation was made to have SEAC presence at Catholic School Council meetings and the Niagara Catholic Parent Involvement Committee (NCPIC).

D. BUSINESS ARISING FROM THE MINUTES OF THE MEETING OF JUNE 1, 2011

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

6.1 Update from staff regarding an EA survey

Superintendent Baldasaro suggested using the same format that was used for the ERT survey. More discussion will follow at the October meeting.

7. **Policy Review**

E. AGENCY REPORTS

1. **VOICE for Hearing Impaired Children – Kim Rosati**

- VOICE SEAC Training Workshop will be held in Toronto on November 5, 2011. The workshop provides the opportunity to discuss issues affecting school boards' SEACs and students that are represented.
- VOICE Advocacy
A letter was written to Leona Dombrowsky, Minister of Education to share our concerns over cuts to services and supports for students with hearing loss. This is a huge concern as there is a growing trend to cutting the hours of support by teachers of the deaf. VOICE has written letters to the Teachers Union as well as the College of Teachers. I wish to share these concerns with SEAC. Please see attached brief.

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

- Nil Report

3. **Community Living – Welland/Pelham – Heather Schneider**

- Nil Report

4. **Association for Bright Children – Connie Parry**

- Nil Report

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

- The Developmental Services Ontario organizations throughout the province became operational July 1, 2011 as the access point for adult developmental services. Contact Niagara continues to operate as a single point of access for children's mental health and developmental services.
- Families of children over the age of 18 in receipt of Special Services at Home (SSAH) funding will have this funding converted into "Passport" funding commencing April 1, 2012. SSAH funding will no longer exist for adults with developmental disabilities. SSAH funding for children will continue on as it currently exists.
- Community Living – Grimsby, Lincoln and West Lincoln is co-hosting its 44th Annual Festival of Art in Grimsby on Saturday, September 10th. 147 artists and artisans will showcase and sell their art. Everyone is invited to attend. Entertainment is also provided to give this festival a community atmosphere. For further information, please visit our website at www.grimsby-festival-arts.com
- Sarina Labonte will do a possible presentation at an ERT meeting regarding Passport Funding.

6. **Autism Ontario – Mike Gowan**

- Summer Camps have finished and the 10 week fall programs are starting.
- In October, Mike Gowan will attend a meeting in Toronto bringing in SEACs in Ontario.

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

- Nil Report

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

- The John Howard Society has moved to 225 East Main in Welland.
- Stop Now and Plan (SNAP) Training is rolling out in the schools and Project Rewind continues.
- Ken Lococo, Behaviour Resource Teacher from the Niagara Catholic District School Board and Rachel Clair from the John Howard Society attended a Mental Health First Aid Training course on August 29th – September 2nd, 2011.

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

- The OBIA Review was presented to members for information. The Acquired Brain Injury Provincial Conference is being held on Wednesday, November 2nd – Friday, November 4th at the Sheraton on the Falls Hotel in Niagara Falls.

10. **Learning Disabilities Association (Niagara) – Dr. John McNamara**

- Nil Report

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

- Nil Report

F. STAFF REPORTS

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

- Nil Report

2. Ted Farrell – Principal, Secondary

- Educational Resource Teachers and Special Education Teachers throughout Niagara Catholic were thrilled to welcome our students back to school after a busy summer holiday.
- All schools will host a Grade 9 Curriculum Night during the month of September. The Special Education Department, in conjunction with the Special Education Advisory Committee (SEAC), has developed two Power Point presentations that will be shared with school communities on Curriculum Night.
- SEA equipment has been updated and distributed to students.
- Schedules for Educational Assistants and timetables for students are being developed as our students are integrated into a variety of classes and activities throughout the schools. Classes include not only core subjects but Culinary Arts, Transportation and Co-Operative Education.
- Individual Education Plans (IEP's) are currently being developed. Parental input is always invited and appreciated. IEP's will be mailed home no later than 30 days after the commencement of the school year. Teachers have been made aware of the students they will accommodate and there is ongoing discussion between them and the Resource Department to ensure student needs are met.
- The Structured Teaching program is expanding. Schools are busy programming for several students and looking forward to the results of the implementation.
- The Peer Tutoring course is taught by Educational Resource Teachers in the high schools. This rewarding program pairs peers with our Special Education Students as they go to classes and participate in events. The bonds are incredible and can be felt at the special events held throughout the year.

3. Yolanda Baldasaro – Superintendent of Education

- The *2011-2012 School Year calendar*, the *2010-2011 Ministry of Education Special Education Advisory Committee Building Capacity Survey Results Highlights* and the *Niagara Catholic Strategic Directions Priority Indicators 2011-2012* were presented to the members for information.
- Staff and students from St. Francis High School and St. Mary elementary school in Niagara Falls will represent the Niagara Catholic District School Board in the Kids Helping Kids fundraising event being held on September 30th, 2011.

G. TRUSTEE REPORTS

1. Father Paul MacNeil – Trustee

- Two new Superintendent positions have been created and filled by Mark Lefebvre and Mario Ciccarelli. Congratulations to both, and please keep them in your prayers as they begin their new positions.
- Two new student trustees, Ryan Creelman and Patrick Morris, have been appointed to represent the student voice at Committee of the Whole and Board meetings. We look forward to their contributions to our Board meetings.
- Three policies were approved in June: an interim policy on Assessment, Evaluation and Reporting (800.1); an interim policy on Student Fees (800.3) and a policy on the Voluntary and Confidential Self Identification for First Nations. In addition, several policies are under review, including the Community Use of Schools; Dress Code-Safe Schools; Leadership Succession Plan; Educational Field Trips; Fundraising, Hiring, Playground Equipment and the Bullying Prevention and Intervention policy. We are also in the process of developing an Employee Code of Conduct.

2. **Rhianon Burkholder – Trustee**

- Nil Report

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. Mental Health Initiatives through Niagara Catholic District School Board

A possible presentation by Special Education staff will be held in the fall.

2. Autism Ontario – Niagara Chapter

A possible presentation will be held in October.

3. Niagara Catholic District School Board, Board Improvement Plan.

A possible agenda item for the October meeting.

M. INFORMATION ITEMS

N. NEXT MEETING:

Wednesday, October 5, 2011 at 7:00p.m. at the Catholic Education Centre

O. ADJOURNMENT

Moved by Sarina Labonte

Seconded by Connie Parry

THAT the September 7, 2011 meeting of the Special Education Advisory Committee be adjourned.

CARRIED

This meeting was adjourned at 9:10p.m.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
OCTOBER 25, 2011**

PUBLIC SESSION

**TOPIC: FOLLOW-UP REPORT TO THE OPERATIONAL REVIEW
FOR THE NIAGARA CATHOLIC DISTRICT SCHOOL
BOARD – OCTOBER 2011**

The Follow-Up Report to the Operational Review for the
Niagara Catholic District School Board – October 2011
is presented for information.

Prepared by: John Crocco, Director of Education

Presented by: John Crocco, Director of Education

Date: October 25, 2011



REPORT TO THE BOARD MEETING OCTOBER 25, 2011

FOLLOW-UP REPORT TO THE OPERATIONAL REVIEW FOR THE NIAGARA CATHOLIC DISTRICT SCHOOL BOARD – OCTOBER 2011

BACKGROUND INFORMATION

Beginning in 2008, the Ministry of Education began a four (4) year Operational Review process of all seventy-two (72) District School Boards across the Province of Ontario.

The primary goal of the Ministry of Education Operational Review process is to “enhance management capacity within school boards by encouraging good stewardship of public resources and by the leveraging and sharing of best practices. By identifying opportunities for continual improvement, school board administration and operations will be aligned to support the government’s highest priority: student achievement.” (Ministry of Education Operational Review Memorandum, November 2008)

Operational Reviews are conducted by an Operational Review Team comprised of third party external consultants and Ministry of Education operations staff. The Ministry of Education identifies that the purpose of the Review is to increase public confidence, identify strengths and areas for continual improvement and to ensure alignment with government priorities. The four non-academic areas that the Operation Review process focuses on are as follows:

- Governance and School Board Administration;
- Human Resource Management;
- Financial Management; and
- School Operations

As part of the continuous improvement strategy of the Operational Review process, the Operational Review Team is scheduled to visit all Boards again within twelve (12) months of the initial visit to follow-up on the recommendations and provide a Follow-Up Report to the initial Operational Review Report.

As the Board is aware, the Niagara Catholic District School Board was identified as a Board that would participate in the Operational Review process in February 2010 by a team of three (3) staff from Deloitte & Touche LLP and three (3) operations staff from the Ministry of Education.

The review process was focused and rigorous requiring hours of preparation by the Niagara Catholic team of the Director of Education, Superintendent of Business and Finance, Superintendent of Human Resources, Controller of Plant and Board staff prior to the on-site visit by the Operational Review Team.

The actual Operational Review process contains several phases which include the following:

- (i) Pre-Field Work
- (ii) Field Work
- (iii) Reporting (Draft and Final) and
- (iv) Follow-up.

Within each of these phases, numerous activities occurred including gathering specific information and documentation as requested by the Operational Review Team; analysis of the data; and meetings conducted by the Operational Review Team of Deloitte and Ministry officials with the Chair of the Board, Director of Education, Superintendent of Business and Finance, Superintendent of Human Resources, Controller of Plant and support staff during their four (4) day Niagara Catholic review.

The initial Niagara Catholic Operation Review was conducted over four (4) days between Monday, February 22nd, 2010 and Thursday, February 25th, 2010. Each day was focused on one of the four non-academic areas of the Operational Review of (1) Governance and School Board Administration; (2) Human Resource Management; (3) Financial Management; and (4) School Operations.

Niagara Catholic participated in the Operational Review process approximately three-quarters of the way through the provincial review process with each of the 72 school districts in the province.

Operational Review Report – June 2010

In June 2010, Niagara Catholic received a copy of the Operational Review Final Report for the Niagara Catholic District School Board. From an operational focus, Niagara Catholic has been recognized by the third party Operational Review Team, both verbally and in the final report, for its numerous provincial leading practices. This third party review is clearly about the process of continuous improvement to which we have a focused commitment.

As noted in the June 2010 Report, *“the review team found that the school board (Niagara Catholic) has implemented many leading practices. Noted strengths include the school board’s leadership in its strategic planning process, succession, and talent development, the use of three-way matching, and the development of a framework to prioritize maintenance and capital projects.”* (Operational Review – Executive Summary). The final report was posted on the website of the School Business Support Branch of the Ministry of Education.

A copy of the Executive Summary from the June 2010 Operational Review Report for the Niagara Catholic District School Board has been included with this Board report. (Appendix A)

All of the recommendations provided by the Operational Review Team were reviewed and have either been implemented immediately, included within the Board Priorities Indicators for 2010-2011 or 2011-2012 or have been implemented within departmental Operational Plans.

Follow Up Report to the Operation Review for Niagara Catholic – October 2011

On June 28th, 2011, the Deloitte Operational Review team conducted the Follow-up Review with Niagara Catholic, approximately 16 months after the initial Operational Review.

In preparation for the Follow-up Review, identified Senior Staff members were requested to provide implementation status reports and supporting material to the Deloitte team on specifically selected recommendations by Deloitte from the June 2010 Operational Review Report.

On October 12th, 2011, the Chair of the Board and Director of Education received correspondence from the Ministry of Education which included a copy of the Follow Up Report to the Operational Review for the Niagara Catholic District School Board.

As noted in the Summary of Recommendation Status of the October 2011 Report, “*Overall, Senior Administration has either fully implemented or has made significant progress on all of the recommendations chosen for follow-up.*”

A copy of the Status and Implementation Update from the Follow Up Report to the Operational Review Report October 2011 for the Niagara Catholic District School Board has been included with this Board report (Appendix B). Also included are a copy of the letter from the Ministry of Education and a copy of the full Follow Up Report to the Operational Review for the Niagara Catholic District School Board. (Appendix C)

The Follow Up Report to the Operational Review Report October 2011 for the Niagara Catholic District School Board has also been posted on the website of the School Business Support Branch of the Ministry of Education.

Appreciation was extended by the Deloitte Operational Review team to the Director of Education, Superintendent of Business and Finance, Superintendent of Human Resources, Controller of Plant and support staff for the assistance provided throughout the follow up review by the Ministry of Education.

The Follow Up Report to the Operational Review Report for the
Niagara Catholic District School Board October 2011 is presented for information.

PREPARED BY: John Crocco, Director of Education

PRESENTED BY: John Crocco, Director of Education

DATE: October 25th, 2011

Appendix A – Executive Summary – Operational Review Report for Niagara Catholic – June 2010

*Appendix B – Status and Implementation Update – Follow Up Report to the Operational Review
October 2011*

*Appendix C – Follow Up Report to the Operational Review for the Niagara Catholic District
School Board – October 2011*

1. Executive Summary

This report details the findings and recommendations of the Operational Review of the Niagara Catholic District School Board (the school board) conducted by the Operational Review Team composed of external consultants from Deloitte and Ministry of Education staff. The Operational Review was conducted over four days beginning February 22, 2010.

Introduction

The Ministry plans to perform Operational Reviews of the 72 district school boards across the province. The initiative supports Ministry goals and will increase confidence in public education. The Ministry's goal is to enhance management capacity within school boards by encouraging good stewardship of public resources and by the leveraging and sharing of best practices. By identifying opportunities for continual improvement, school board administration and operations will be aligned to support the government's highest priority: student achievement.

The Operational Review Team assessed the school board's operations in four functional areas: Governance and Board Administration; Human Resource Management and School Staffing/Allocation; Financial Management; and School Operations and Facilities Management. The purpose of this was to determine the extent to which the school board has implemented the leading practices set out in the "Operational Review Guide for Ontario School Boards". The review also provides, where appropriate, recommendations on opportunities for improvement. Appendix A provides an overview summary of the Operational Review scope and methodology.

The review team found that the school board has implemented many leading practices. Noted strengths include the school board's leadership in its strategic planning process, succession, and talent development, the use of three-way matching, and the development of a framework to prioritize maintenance and capital projects. A summary of the findings and recommendations identified in each of the functional areas reviewed follows. Details can be found in subsequent sections of the report.

Governance and School Board Administration

The board has adopted many leading practices in governance and school board administration, including:

- A governance model that clearly delineates the division of duties and responsibilities between the Board and the Director of Education, and supports an effective working relationship.
- Maintaining a current strategic plan and building toward their long term 2020 strategic plan.
- A formal and well-developed Succession and Talent Development Plan has been established.
- A formal stakeholder and communications plan that actively engages internal and external stakeholders on a regular basis.

Recommendations: none

Human Resources Management and School Staffing/Allocation

The Human Resources (HR) department at the school board has implemented many of the leading practices, including:

- Creating processes to monitor compliance of HR policies and procedures.
- Creating opportunities to inform/train staff on HR policies and procedures.
- Effective labour relations, including established policies and procedures to minimize grievances.
- Policies and procedures for employee evaluation, professional development, and discipline are in place for all staff.
- Management of HR and payroll data is adequately controlled, tracked, and reviewed.
- Plans and processes for the monitoring and reporting of staff allocation are maintained and accessed by both HR and Finance.

Management should consider developing an annual departmental plan, complete with measurable targets, designated accountabilities, and target timelines that are aligned with the annual operating plan. The departmental plan should be founded on the strategic directions of the Board and the board-wide operating plan. It should link department priorities with unit or individual performance measures and accountabilities, facilitate clear definition of roles, enable collaboration among the team members, and provide a roadmap for the department.

The school board does not have policies to adequately support the recruitment process. The school board is encouraged to formalize these procedures, to ensure transparency, and to provide consistency across the teaching and non-teaching staff groups.

Management undertakes various activities in support of an attendance management program. The school board is encouraged to consolidate and build on their procedures to create an effective attendance management system, which combines policies/procedures, information systems to record and analyze trends in absenteeism, and dedicated resources to develop a cohesive and consistent strategy. While there is some reporting on absence statistics, reports are not tied to targets or initiatives driven by a formal attendance support process or program.

The school board is encouraged to formalize the process for exit interviews, and ensure they are performed for all staff. Practices such as staff surveys and exit interviews can provide management with valuable input, for both professional development and policies impacting future employee relations.

The school board's staff planning and allocation process is based on enrolment projections, student need, class size maximums, preparation time, alignment to collective agreements, and resource and program needs, among others. The school board is encouraged to clearly document this process, and create a detailed document demonstrating the procedures in use.

Recommendations:

- Management should develop a recruitment policy and ensure it is reviewed annually to align staff planning with student achievement.
- Management should continue to develop a comprehensive attendance management program, including policies and procedures to address specific categories of absenteeism. This will provide management with a consistent and structured approach to improve attendance across all employee groups.
- Management should periodically report to the Board and senior management on the effectiveness of its attendance management program, once it is in place.
- Management should implement an approved pay equity plan, which is reviewed periodically and amended as necessary.
- Management should consider developing a formal plan for conducting exit interviews. These interviews would provide input for HR policy as well as process and program improvement.
- The school board should develop policies and procedures to govern the development of an annual staffing plan and allocation process that reflects the priorities of the Board and Ministry initiatives.

Financial Management

The department has implemented several leading practices:

- The finance department has clearly defined organizational units and delineates the respective roles and responsibilities for its staff
- Staff are appropriately trained, and maintain significant experience with the school board.
- Ongoing education regarding financial policy is supported by monitoring the compliance of these policies.
- The annual budget development process is transparent and clearly communicated, incorporating input from key stakeholders including staff, management, trustees, and the community.
- The school board's integrated financial information system provides useful, timely, and accurate information for management and stakeholders.
- Controls are used to safeguard non-grant revenues, while ensuring the proper reporting of revenues and expenditures from all sources.

Management should consider developing an annual departmental plan, complete with measurable targets, designated accountabilities, and target timelines that are aligned with the annual operating plan, which are in turn guided by the overall strategic plan. This would help link department priorities with unit or individual performance measures and accountabilities, facilitate clear definition of roles, enable collaboration among the team members, and provide a roadmap for the department.

Management has processes in place to mitigate budgetary risks. The key risks and mitigation strategies should be formalized and summarized into a single risk plan. The plan should be presented to senior management and the Board as part of the budget development process. It should explain why accumulated reserves are being used.

Management does not report to the Board on investment activities because there are too few banking transactions involving term investments. The school board should assess its financial risks and determine if a plan to monitor its cash and investment activities is necessary.

The school board does not currently have an internal auditor but reported that they will follow the Ministry directive once the new guidelines are established. Developing a mandate for the internal audit function would assist the executive leadership team and the Board in their overall governance and accountability roles. The internal audit function can also help develop performance measures and indicators for programs and services. The school board does not have an audit committee, and is awaiting further direction from the Ministry. The establishment of an audit committee with external advisors should be considered.

There has been no requirement to centralize bank accounts to one institution due primarily to geographic consideration. Schools should be encouraged to use the school board's bank where feasible.

The school board does not currently maintain approved procurement policies or procedures aligned with the Supply Chain Secretariat's Supply Chain Guideline 1.0. As a result, the current procurement policy does not identify circumstances where the school board will use competitive versus non-competitive procurement methods. Aligning the policy with the new guidelines will also ensure that vendor evaluation criteria is developed, reviewed, or approved before the competitive process begins.

There is currently no policy or procedural guideline that indicates that purchasing authorization levels are commensurate with job roles and responsibilities. These should be formalized and monitored for compliance by supervisors or department heads.

The school board uses Electronic Funds Transfer (EFT) payments to school for employee payroll, but does not use EFT to pay the majority of its suppliers. The school board is encouraged to expand the use of EFT in the purchasing payment cycle, to maximize efficiency within the Accounts Payable department.

Recommendations:

- The department should consider developing an annual departmental plan aligned with the school board's annual operating plan and overall strategic direction. This action will enable the department to track and report the progress of its defined priorities and goals throughout the year.
- The school board should consider consolidating key risks and mitigation strategies into a single risk plan.
- Management should establish an internal audit function giving due consideration to the new Ministry's direction on internal audit.

- Management should ensure the internal and external audit plans are clearly documented and acted upon by senior management.
- Management and the board of trustees should consider establishing an audit committee that includes external advisors in accordance with the Ministry's emerging direction on internal audit.
- Cash management activities should be consolidated with a single institution.
- Management should periodically report to the Board on the performance of the investment activity, including not investing and the reason as to why, in accordance with the approved investment policy in accordance with the Education Act.
- Management should monitor financial risks related to cash/investment management and develop a plan to mitigate associated risks.
- The school board should review existing supply chain and procurement policies, ensuring they are communicated to staff with purchasing authority and are periodically reviewed and updated.
- Management is encouraged to develop procurement policies that clearly outline circumstances under which the school board will use competitive versus non-competitive procurement methods.
- Management is encouraged to develop guidelines that ensure purchasing authorization levels are commensurate with job roles and responsibilities and that such levels are monitored for compliance by a supervisor or department head.
- Management should continue to explore additional Electronic Fund Transfers (EFT) opportunities to maximize efficiencies.

School Operations and Facilities Management

The department has adopted several of the leading practices in operations and facilities management, including:

- The development of an annual maintenance plan, including staff training.
- Standardization of cleaning and maintenance supplies.
- An automated work-order system that is evaluated by senior administration.
- Development, implementation and monitoring of a detailed security plan and health strategy.
- An approved annual and multi-year capital plan.
- On-going monitoring and maintenance of data supporting capital planning, including using SFIS and ReCAPP methodology.
- Cost effective practices in the design and use of facilities, project management controls, and maintaining and updating lists of contractors and service providers.

- The school board shares facilities with both the conterminous and French school boards.

The department has not developed an annual departmental plan. Currently, system priorities are used to drive departmental priorities. Management should consider developing an annual departmental plan, complete with measurable targets, designated accountabilities, and target timelines aligned with the annual operating plan, which in turn would roll up to the overall strategic plan. This would help link department priorities with unit or individual performance measures and accountabilities, facilitate clear definition of roles, enable collaboration among the team members, and provide a roadmap for the department.

The school board has piloted green product usage at some facilities to evaluate their effectiveness, and has plans for further testing. However, it has not implemented a formal green clean program.

Although the school board has reviewed the synopsis of the *Ontario Green Energy Act, 2009*, it does not have a formal energy management or conservation plan and has not set any goals related to energy conservation. While there are no formal consumption reduction goals or a designated energy manager, the Eco Schools program has seen significant impacts on behaviour of students and staff. There are presently no procurement practices that support objectives or targets of energy management.

The school board should expand its energy conservation procedures. Some minor components of an energy management policy are in place. The department should combine them while establishing a multi-year energy management plan that incorporates measures to be implemented, and the tools to monitor and manage the plan. Included in the multi-year plan should be a procurement policy that includes references to green and energy efficient products. This would include, where feasible, a requirement that all new equipment has an appropriate energy efficiency rating.

Occupational health and safety is the responsibility of HR. The school board does not have a occupational health and safety committee, as no such comprehensive occupational health and safety plan has been developed. The school board is encouraged to develop one.

Recommendations:

- The department should consider developing an annual departmental plan aligned with the school board's operating plan and overall strategic directions. This will enable the department to track and report the progress of its defined priorities and goals throughout the year.
- The department should develop a green clean program.
- The school board is encouraged to establish a multi-year energy management plan that incorporates measures to be implemented and the tools to monitor and manage the plan.

- The school board should enhance its procurement policy to support energy management goals.
- Management should provide formal annual reporting to the board of trustees on the conservation savings achieved against the plan once it has been developed.
- The school board should develop a system to track consumption, budget expenditures, and identify opportunities for further energy management savings.
- The department should work with its major utility providers to consolidate billings for schools to one periodic invoice per utility.
- The school board should develop an occupational health and safety plan, to ensure compliance with associated health and safety statutory requirements.

2. Status and Implementation Update

Introduction

The Niagara Catholic District School Board Operational Review follow-up review took place on June 28, 2011, approximately 16 months after the release of the initial Operational Review report. The Deloitte Operational Review team conducted a teleconference with the Superintendent of Business & Financial Services. In advance of the teleconference, the Deloitte team selected recommendations from the Operational Review Report and asked the board to provide an implementation status along with any related supporting material.

Summary of Recommendation Status

The school board has made significant progress in implementing the recommendations since the completion of its original review in February 2010. Of particular note is the implementation of departmental plans and the full adoption of procurement policy recommendations.

Following the Operational Review, management reported to the Board regarding the findings of the Operational Review report. The executive summary of the report was shared with the public through a public report to the Board, which is currently available on the school board's website.

There were twenty-six recommendations made in the original report. The Operational Review team focused on fourteen of the recommendations in the follow-up review. The selected recommendations and the corresponding criteria are listed in Appendix A.

Overall, senior administration has either fully implemented or has made significant progress on all of the recommendations chosen for follow-up.

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October 12, 2011

Ms. Kathy Burtnik
Chair
Niagara Catholic DSB
427 Rice Road
Welland, ON L3C 7C1

Mr. John Crocco
Director of Education
Niagara Catholic DSB
427 Rice Road
Welland, ON L3C 7C1

Dear Ms. Burtnik and Mr. Crocco,

I am writing to thank you and your staff for the support and assistance provided to the Review Team during the course of the Operational Review and subsequent follow-up review of your board. The willingness of your staff to give of their time and expertise was very much appreciated.

As you know, the purpose of the follow-up review is to clarify what action has occurred within the school board relative to the opportunities for improvement contained in the Operational Review report. The process was designed by the School Business Support Branch and the Operational Review teams and has been shared with the Operational Review Advisory Committee and the Trustee Reference Group.

I'm pleased to enclose your Follow-up report which details the progress your school board has made in implementing the recommendations contained in the final report. The scope of the Follow-up review also includes high-level consideration of whether your school board demonstrates adoption of the leading practices that were added or amended for the fourth edition of the Operational Review Guide, released to the sector in September 2010. These were not part of the original review process.

As part of our ongoing process to communicate the status of the Operational Reviews and the Follow-Up reviews, this report will be posted on our School Business Support Branch website.

The Ministry appreciates your board's continued support and participation in the Operational Review initiative. We believe that it will serve as a foundation to identifying "leading practices" in the sector and will facilitate continual improvement of the effectiveness and efficiency in the business functions of school boards.

If you have any questions or observations regarding the process, please do not hesitate to contact Miranda Bisnauth at Miranda.bisnauth@ontario.ca or (416) 314-3465 or myself.

Sincerely,

A handwritten signature in cursive script that reads "Cheri Hayward". The signature is written in a dark ink and is positioned above the printed name and title.

Cheri Hayward
Director
School Business Support Branch

cc: Larry Reich, Superintendent of Business & Finance
Andy Potter, Deloitte



Ministry of Education

**Niagara Catholic
District School Board**

**Follow-up Report to the
Operational Review**

October 2011



reach every student



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1. Introduction

The Ministry is in the final stages of conducting Operational Reviews of the 72 district school boards across the province. The Ministry's goal is to enhance management capacity within school boards by encouraging good stewardship of public resources and by the leveraging and sharing of best practices. By identifying opportunities for continual improvement, school board administration and operations will be aligned to support the government's highest priority: student achievement.

In accordance with the stated objectives of the Operational Reviews, the Ministry has also engaged school boards to participate in a status and implementation update as part of the Operational Review cycle. Occurring approximately 12 months after the issuance of the final Operational Review report, the purpose of the update is to discuss with each school board the progress made in implementing the recommendations contained in the final report. It will also provide school boards with an opportunity to communicate to the Ministry their thoughts on the process, benefits that have been derived, and areas where some adjustments to the process would be beneficial.

As the recommendations vary between school boards, both in terms of quantity and scope, the following criteria were developed to help focus the review team, and the school board, on specific recommendations:

- Is the recommendation linked to the 12 Areas of Opportunity identified in the 2008 Sector Summary Report (seven) and the 2009 Sector Summary Report (five)?
- Does the recommendation represent a move toward more Strategic Planning on the part of Boards?
 - The departments that are responsible for the business functions perform significant activities in support of Student Success. The update should profile whether or not the school board is establishing links between the academic and non-academic functions through its strategic goals and priorities.
- Does the recommendation represent an area of potential risk to the board?
 - As an example, financial systems that are antiquated and require staff with very specialized knowledge could potentially disrupt the operations of the school board should those business skills be lost.
- Is the recommendation deemed to have positive Return on Investment?
 - For example, implementation of an attendance management system may have greater potential for savings to the school board than introducing an electronic funds transfer system.
- Does the recommendation reflect updates to the Leading Practices?

For each of the selected recommendations, the school board was asked to provide the following information to the Operational Review team:

- Description of action(s) taken/not taken by the board to address recommendation(s).
- Supporting documentation
- If implemented, describe benefits derived, if possible, and date of implementation.

Details of the prioritization of the recommendations can be found in Appendix A of this report.

The scope of the follow up review also includes high-level consideration of whether the school board demonstrates adoption of those leading practices that were added to the fourth edition of the Operational Review Guide, released to the sector in September 2010. These were not part of the original review process.

2. Status and Implementation Update

Introduction

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Summary of Recommendation Status

The school board has made significant progress in implementing the recommendations since the completion of its original review in February 2010. Of particular note is the implementation of departmental plans and the full adoption of procurement policy recommendations.

Following the Operational Review, management reported to the Board regarding the findings of the Operational Review report. The executive summary of the report was shared with the public through a public report to the Board, which is currently available on the school board's website.

There were twenty-six recommendations made in the original report. The Operational Review team focused on fourteen of the recommendations in the follow-up review. The selected recommendations and the corresponding criteria are listed in Appendix A.

Overall, senior administration has either fully implemented or has made significant progress on all of the recommendations chosen for follow-up.

3. Governance and School Board Administration

No recommendations

4. Human Resource Management and School Staffing/Allocations

Operational Review Recommendation	Implementation Update
#1 Attendance Support	
Management should continue to develop a comprehensive attendance management program, including policies and procedures to address specific categories of absenteeism. This will provide management with a consistent and structured approach to improve attendance across all employee groups.	In progress
#2 Report on Attendance Support	
Management should periodically report to the Board and senior management on the effectiveness of its attendance management program, once it is in place.	In progress
#3 Staff Planning and Allocation	
The school board should develop policies and procedures to govern the development of an annual staffing plan and allocation process that reflects the priorities of the Board and Ministry initiatives.	In progress

#1 Attendance Support

The school board is working to complete a comprehensive attendance support program with implementation taking place in September 2012. Management reported that they already receive comprehensive reports on attendance from the HR department. It is reported school board staff are familiar and comfortable working with attendance support processes. The school board has met with a third party provider on the topic of attendance support and is working to engage a third party to develop a stronger methodology regarding attendance support to address short term absences as well as the root causes of long term attendance issues. The school board intends to fully integrate the new attendance support program with existing attendance systems and processes already in place.

#2 Report on Attendance Support

Management reported that they already receive comprehensive reports on attendance from the HR department. The school board intends to report information on attendance support and disability management to the Board after the new attendance support program is implemented. The Board has been kept up-to-date on the ongoing considerations and development of the attendance support program.

#3 Staff Planning and Allocation

The school board is working to develop a policy and associated procedures to govern the development of an annual staffing plan and allocation process as part of the 2011-2012 System Priorities document. The target completion date is October 2011.

As work progresses on the policies and formalized procedures, management has begun to report to the Board. This information is broken down by school and function. The Board is kept informed on allocation details during budget discussions and staff provide comparisons on the previous year's staffing numbers to the Board.

5. Financial Management

Operational Review Recommendation	Implementation Update
#1 Annual Departmental Plan	
The department should consider developing an annual departmental plan aligned with the school board's annual operating plan and overall strategic direction. This action will enable the department to track and report the progress of its defined priorities and goals throughout the year.	In progress
#2 Risk Management	
The school board should consider consolidating key risks and mitigation strategies into a single risk plan	Completed
#3 Internal Audit Function	
Management should establish an internal audit function giving due consideration to the new Ministry's direction on internal audit.	Completed
#4 Internal Audit Plans	
Management should ensure the internal and external audit plans are clearly documented and acted upon by senior management	In progress
#5 Audit – External Advisors	
Management and the board of trustees should consider establishing an audit committee that includes external advisors in accordance with the Ministry's emerging direction on internal audit.	Completed
#6 Review Supply Chain and Procurement Policies	
The school board should review existing supply chain and procurement policies, ensuring they are communicated to staff with purchasing authority and are periodically reviewed and updated.	Completed
#7 Competitive Versus Non-competitive Procurement	
Management is encouraged to develop procurement policies that clearly outline circumstances under which the board will use competitive versus non-competitive procurement methods.	Completed
#8 Purchasing Authorization Levels	
Management is encouraged to develop guidelines that ensure purchasing authorization levels are commensurate to job roles and responsibilities and that such levels are monitored for compliance by a supervisor or department head.	Completed

#9 Electronic Fund Transfers	
Management should continue to explore additional Electronic Fund Transfers (EFT) opportunities to maximize efficiencies.	In Progress

#1 Annual Departmental Plan

The school board has completed the "Vision 2020" process and has begun to update department specific planning documents. The Vision 2020 Strategic Plan specifies a long term vision and the main strategic direction of the school board. The Finance department has decided to focus on 2-4 priorities that are aligned directly with the multi-year strategic plan. The department's plan is iterative in nature and will be updated throughout the school year. Management has suggested that updates to the current departmental plan are a work in progress and that senior staff intend to fully expand on and add defined priorities, targets and areas of responsibilities going forward as new iterations of departmental plans are developed.

#2 Risk Management

As part of the 2011-12 budgeting process, the school board has compiled and considered a comprehensive list of budget risks. Budget risk discussions take place at both the senior administration and Board levels. The use of risk planning has permitted a clearer understanding regarding potential in-year budget variations and the options that exist to mitigate these risks. Through the use of these risk plans, senior staff are able to better address and plan for possible scenarios and mitigation strategies.

#3 Internal Audit Function

In accordance with the provisions mandated by the Ministry of Education, the school board has created an internal audit function. Internal audit meetings have already taken place in March and June of 2011. The next internal audit meeting is planned for September 2011.

#4 Internal Audit Plans

The development of internal audit plans is underway. Internal audit plans will be presented to the Audit Committee by the Regional Internal Audit Team (RIAT) in September 2011. School board staff are working with audit committee members to ensure the plans are prepared by the September deadline. The school board is encouraged to continue to work with the Regional Internal Audit Team to ensure full implementation of this recommendation.

#5 Audit – External Advisors

In compliance with the Audit Committee Regulation that came into effect in September 2010 which requires the establishment of audit committees in school boards by January 31, 2011, the school board has appointed two external advisors to its Audit committee.

The school board received 8 applications for the two positions on the Audit Committee, and nearly all candidates were interviewed. Both new members have business backgrounds and the school board reported that the committee is functioning well.

#6 Review Supply Chain and Procurement Policies

The school board has reviewed their existing supply chain and procurement policies and have established a new Purchasing Policy. The new policy was approved by the Board in February 2011 and is in accordance with all directives issued by the Ministry of Education and the Supply Chain Guideline v1.0. The school board is currently monitoring to ensure all purchases are done in compliance with the new policy. Monitoring is done through the purchasing department which ensures each tender is completed in accordance to procurement procedures and approved standards. The school board is also working with new and longstanding vendors to educate and share the new changes and requirements. The department is also providing professional development to staff on the new purchasing policy and procurement requirements.

The school board should ensure they are also in compliance with the new *Broader Public Sector (BPS) Accountability Act, 2010*, which brings new rules and higher accountability standards for designated broader public sector organizations. The Act includes sections that provide authority to the Management Board of Cabinet to issue directives to designated BPS organizations in the areas of procurement and expenses. The BPS Accountability Act, the new BPS Procurement Directive and the BPS Expenses Directive are now available to school boards. The school board should become familiar with these documents, note any differences from the Supply Chain Guideline and begin planning for compliance with both directives.

#7 Competitive Versus Non-competitive Procurement

The school board's new procurement policy states clear language and expectations regarding the use of competitive versus non-competitive procurement practices. The school board has trained the appropriate staff on competitive and non-competitive procurement practices and has also implemented a series of forms such as templates and checklists to help ensure that staff make the appropriate purchasing choices. One of these templates includes a form required for emergency purchasing which requires the Director's signature for approval. The school board has shown significant improvement in this regard.

#8 Purchasing Authorization Levels

Guidelines have been developed to ensure purchasing authorization levels are commensurate to job roles and responsibilities. The levels have been set and are monitored for compliance by a supervisor or a department head. The guidelines have been adopted in Board policy and they are communicated during board-wide training sessions. The school board focuses training on the principal and vice principal group, who are most directly impacted by the policy.

#9 Electronic Fund Transfers

The school board is currently using Electronic Fund Transfers (EFTs) for employee payroll. The Financial Services department is planning to use EFT in other manners in the future such as using EFT for incoming payments to the school board. The expansion of the EFT program has been postponed due to staffing changes at the school board. Management is encouraged to revisit and continue plans to expand EFT functionality once there is the capacity to do so.

6. School Operations and Facilities Management

Operational Review Recommendation	Implementation Update
#1 Annual Departmental Plan	
The department should consider developing an annual departmental plan aligned with the operating plan and overall strategic directions. This will enable the department to track and report the progress of its defined priorities and goals throughout the year.	In progress
#2 Energy Management Plan	
The school board is encouraged to establish a multi-year energy management plan that incorporates measures to be implemented and the tools to monitor and manage the plan.	In progress

#1 Annual Departmental Plan

The Plant Services Department's goals are aligned with the annual priorities of the school board. The department is working to build further detail into its departmental plan to make it a stand-alone document which will provide direction for the entire department on a yearly basis. Timelines and responsibilities have been included in the departmental plan and management suggests that periodic reporting will be done on the plan throughout the school year. The department is encouraged to finalize its departmental plan.

#2 Energy Management Plan

The school board is working to establish a multi-year energy management plan that will identify specific energy saving measures to be implemented and tools to measure and monitor improvements. Currently, there are numerous individual energy management projects underway at sites across the school board. However, there is no plan in place to guide or provide strategic direction when it comes to all of the school board's energy management initiatives. The school board is working with a local software firm to develop energy management software to track, analyze and compare energy consumption across all of the school board's sites and facilities. This software will in turn help provide data and benchmarks for the energy management plan. The school board maintains a longstanding relationship with the local software developer and suggests that they have a strong understanding of the school board's needs and requirements when it comes to energy management. The school board is encouraged to continue with its efforts to develop an energy management plan. Once a plan is in place, the school board should report on progress made against the plan and any savings from conservation initiatives to the Board.

7. School Board Adoption of New Leading Practices

The following leading practices were added or amended for the Fourth Edition of the Operational Review Guide that was released to the sector. Some of these leading practices are a result of the observations and learning from earlier waves of reviews.

School boards that were reviewed prior to September 2010 were not assessed against the new leading practices identified below. During this follow-up review process, the Operational Review team asked those school boards to comment on the extent to which they demonstrate adoption of these practices.

Governance and School Board Administration

New Leading Practice	Adopted?
The governance model reflects the roles and responsibilities mandated by the <i>Student Achievement and School Board Governance Act</i> , Bill 177.	In progress

The school board has updated its roles and responsibilities as mandated by Bill 177. Management has worked with trustees to implement new practices that align with Bill 177 requirements. Management reports progress in the adoption of new practices and a collaborative working relationship with trustees.

HR Management and School Staffing/Allocation

New Leading Practice	Adopted?
Trustees do not sit on hiring panels (exception hiring the director of education) but provide policies to govern staffing and recruitment.	Yes
Processes are in place to identify and remove discriminatory biases and systemic barriers in staff recruitment, selection, hiring, mentoring, promotion and succession planning processes. The school board conducts employment system reviews and works towards broadening the diversity of recruitment pools.	Yes
Trustees provide the school board's policy and priority framework within which bargaining takes place	Yes

The school board has recognized the implications of Bill 177 and has stated that trustees no longer sit on hiring panels.

The school board maintains processes to identify and remove discriminatory biases and systemic barriers in staff recruitment, selection, hiring, mentoring, and promotion of staff.

The school board had recently completed an update of hiring process to ensure transparency and fairness. The school board uses Ministry funds to help increase awareness of diversity issues within the school board and to provide diversity training and professional development for senior staff and trustees. The school board uses these funds to help pay for a consultant who works on equity and inclusion programs and initiatives for the school board. The school board is currently working to establish a voluntary self identification survey within the student population. The survey has been piloted in 6 schools and will be rolled out across system in October 2011. Management suggests that they will consider adapting the survey for staff self identification in the future.

Labour negotiations are driven by the school board's collective agreements and bargaining parameters, frameworks and guidelines are provided by the Board. Trustees have not traditionally played a role in labour negotiations, and there is no indication that management expects this to change in the future.

Financial Management

New Leading Practice	Adopted?
The established policies and procedures that govern all aspects of supply chain management, including both planned (recurring) and unplanned (non-recurring/emergency purchases, comply with the Supply Chain Guideline (SCG) v.1.0.	Yes
In line with the SCG, purchasing authorization levels are commensurate to job roles and responsibilities, and are monitored for compliance by a supervisor or department head.	Yes

The school board has adopted and maintains procurement guidelines that are aligned with the mandatory elements of the Supply Chain Secretariat's Supply Chain Guideline (SCG) v1.0.

The school board has also established an associated procurement code of ethics which has been tailored to be an overarching code of ethics for all staff at the school board. This code of ethics will be released in the fall of 2011.

The school board's policies and procedures clearly articulate levels of purchasing authorization that are commensurate to job roles and all related responsibilities. The school board should ensure that the purchasing authorization levels and job roles and responsibilities are monitored for compliance by a supervisor or department head.

Operations and Facilities Management

New Leading Practice	Adopted?
The school board has an approved facility partnership policy.	Yes
A Project Manager is appointed to oversee all aspects of the project including monitoring the budget and project timelines and ensuring management processes are in place for issues such as change orders and other internal approvals. This includes periodic project status updates and post-construction project evaluation.	Yes
An independent Cost Consultant is retained by the school board to review the design, provide objective costing analysis and advice, and report to the school board on options to ensure that the proposed capital expenditure is within the approved budget, prior to tendering a project.	Yes

The school board has an approved facility partnership policy and has agreements with most of the municipalities within the region. Agreements between the school board and municipalities govern the use of swimming pools, sports fields and other recreational spaces. Many of these agreements are a result of long-term local partnerships. There is ongoing work with municipalities to ensure appropriate use of facilities and that operating costs are recovered, where possible.

Management has an effective process in place to monitor and control construction project costs, in line with Ministry requirements. The school board employs project managers that are assigned to manage a multi-year plan of all major renewal and new construction projects.

The school board has retained an independent cost consultant for past capital projects, which have provided mixed results. School board staff work with cost consultant estimates and use them to help make informed decisions. The school board has found that cost consultant recommendations vary from project to project and as such, cost consultant recommendations and estimates are considered by staff along with other internal cost estimates.

Appendix A – Selection of Recommendations

- **SP** - Strategic Planning (SP)
- **AR** - Areas of Risk Categories
 - AR 1 - Undue reliance on specific human and / or non-human resources
 - AR 2 - Reputational risk in the community from not acting on the recommendation
 - AR 3 - Financial risk impacting school board's financial position
- **ROI** - Potential for material Return on Investment
- **TAO** - Twelve Areas of Opportunity from 2008 sector report (seven) and the 2009 sector report (five)
- **NLP** – New leading practices introduced in Wave 4 through the Third Edition of the Operational Review Guide.

Ref.	Recommendation	Follow-up Yes/No	Criteria
Governance and School Board Administration			
	No recommendations		
HR Management and School Staffing/Allocation			
1.	Management should develop a recruitment policy and ensure it is reviewed annually to align staff planning with student achievement.	No	
2.	Management should continue to develop a comprehensive attendance management program, including policies and procedures to address specific categories of absenteeism. This will provide management with a consistent and structured approach to improve attendance across all employee groups.	Yes	TAO / AR3
3.	Management should periodically report to the Board and senior management on the effectiveness of its attendance management program, once it is in place.	Yes	TAO / AR3
4.	Management should implement an approved pay equity plan, which is reviewed periodically and amended as necessary.	No	
5.	Management should consider developing a formal plan for conducting exit interviews. These interviews would provide input for HR policy as well as process and program improvement.	No	

Ref.	Recommendation	Follow-up Yes/No	Criteria
6.	The school board should develop policies and procedures to govern the development of an annual staffing plan and allocation process that reflects the priorities of the Board and Ministry initiatives.	Yes	AR2 / ROI
Financial Management			
7.	The department should consider developing an annual departmental plan aligned with the school board's annual operating plan and overall strategic direction. This action will enable the department to track and report the progress of its defined priorities and goals throughout the year	Yes	SP
8.	The school board should consider consolidating key risks and mitigation strategies into a single risk plan.	Yes	ROI
9.	Management should establish an internal audit function giving due consideration to the new Ministry's direction on internal audit.	Yes	TAO
10.	Management should ensure the internal and external audit plans are clearly documented and acted upon by senior management.	Yes	AR2 / TAO
11.	Management and the board of trustees should consider establishing an audit committee that includes external advisors in accordance with the Ministry's emerging direction on internal audit.	Yes	AR2 / ROI / TAO
12.	Cash management activities should be consolidated with a single institution.	No	
13.	Management should periodically report to the Board on the performance of the investment activity, including not investing and the reason as to why, in accordance with the approved investment policy in accordance with the Education Act.	No	
14.	Management should monitor financial risks related to cash/investment management and develop a plan to mitigate associated risks.	No	
15.	The school board should review existing supply chain and procurement policies, ensuring they are communicated to staff with purchasing authority and are periodically reviewed and updated.	Yes	AR2 / ROI
16.	Management is encouraged to develop procurement policies that clearly outline circumstances under which the board will use competitive versus non-competitive procurement methods.	Yes	AR2 / ROI

Ref.	Recommendation	Follow-up Yes/No	Criteria
17.	Management is encouraged to develop guidelines that ensure purchasing authorization levels are commensurate to job roles and responsibilities and that such levels are monitored for compliance by a supervisor or department head.	Yes	AR2 / ROI
18.	Management should continue to explore additional Electronic Fund Transfers (EFT) opportunities to maximize efficiencies.	Yes	ROI
School Operations and Facilities Management			
19.	The department should consider developing an annual departmental plan aligned with the operating plan and overall strategic directions. This will enable the department to track and report the progress of its defined priorities and goals throughout the year	Yes	SP
20.	The department is encouraged to develop a green clean pilot program as a first step towards full implementation of a formal green clean program	No	
21.	The school board is encouraged to establish a multi-year energy management plan that incorporates measures to be implemented and the tools to monitor and manage the plan	Yes	TAO
22.	The school board should enhance its procurement policy to support energy management goals.	No	
23.	Management should provide formal annual reporting to the board of trustees on the conservation savings achieved against the plan once it has been developed	No	
24.	The school board should develop a system to track consumption, budget expenditures, and identify opportunities for further energy management savings.	No	
25.	The department should work with its major utility providers to consolidate billings for schools to one periodic invoice per utility.	No	
26.	The school board should develop an occupational health and safety plan, to ensure compliance with associated health and safety statutory requirements.	No	

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
OCTOBER 25, 2011**

PUBLIC SESSION

**TOPIC: EXTENDED OVERNIGHT FIELD TRIP, EXCURSION
AND EXCHANGE APPROVAL COMMITTEE**

The report on the Extended Overnight Field Trip,
Excursion and Exchange Approval Committee
is presented for information.

Prepared by: Mark Lefebvre, Superintendent of Education

Presented by: Mark Lefebvre, Superintendent of Education

Approved by: John Crocco, Director of Education

Date: October 25, 2011



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

REPORT TO THE BOARD MEETING OCTOBER 25, 2011

EXTENDED OVERNIGHT FIELD TRIP, EXCURSION AND EXCHANGE APPROVAL COMMITTEE – 2011-2012

BACKGROUND INFORMATION

The Extended Overnight Field Trip, Excursion and Exchange Approval Committee continues to review proposals for 2011-2012 extended overnight field trips, excursions and exchanges as submitted to date. The composition of the approval Committee is as follows:

1 Supervisory Officer	-	Mark Lefebvre
1 Secondary School Principal	-	Andrew Bartley
1 Secondary School Principal	-	Jeff Smith
1 Education Services Member	-	Mike Sheahan

As defined in the Niagara Catholic Educational Field Trip Policy (400.2) Administrative Guidelines, an Extended Overnight Field Trip is:

- “Any school/board sponsored and supervised activity, on scheduled instructional days, beyond the school property that requires four or five more night lodgings”
or
- “Requiring an individual flight ticket of \$600.00 or more.” (Part II, A.4)

An Excursion is defined as follows:

- “A trip not directly linked to specific subject curriculum expectations, but provided to enrich a student’s overall Catholic education. An excursion is a trip that is planned and arranged for secondary school students that would be held during the year when the students are not normally expected to be attending classes and that does not adhere to all guidelines and procedures relating to Educational Field Trips.” (Part II, A.5)

Attached to this information report is an Executive Summary of a 2011-2012 Extended Overnight Field Trip as submitted on Tuesday, October 25, 2011.

The report on the Extended Overnight Field Trip, Excursion and Exchange Approval Committee for Tuesday, October 25, 2011 is presented for information.

Prepared by: Mark Lefebvre, Superintendent of Education

Presented by: Mark Lefebvre, Superintendent of Education

Approved by: John Crocco, Director of Education

Date: Tuesday, October 25, 2011

Appendix A

EXECUTIVE SUMMARY

Extended Overnight Field Trip, Excursion and Exchange Committee Approvals – 2011-2012

School	Type	Approval Required	Destination	Curriculum Unit/Theme	Education Value	Date	Students on Trip	Duration	Cost (Approx)	Transportation
Approved, October, 2011										
Lakeshore Catholic	Extended Overnight Field Trip and Excursion	Superintendent and Extended Overnight Field Trip Committee	Italy	Cultural, historical, religion, politics and arts	Students will enhance their understanding of life in the Roman Empire (CHW 3M), Renaissance Italy (CHY 4U), Modern European history, art, religious life, politics	Friday, March 9, 2012 to Friday, March 17, 2012	18-20 students 2 staff 1 chaperone	9 days 8 nights 0 school days	\$2,641.00/student plus additional costs	Air

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
OCTOBER 25, 2011**

PUBLIC SESSION

**TOPIC: NIAGARA CATHOLIC PARENT INVOLVEMENT
COMMITTEE POLICY (800.7) (INTERIM)**

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Niagara Catholic Parent Involvement Committee Policy (800.7) (Interim), 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: October 25, 2011

Niagara Catholic District School Board

NIAGARA CATHOLIC PARENT INVOLVEMENT COMMITTEE

Adopted: May 24, 2011

Policy No. 800.7

Revised:

STATEMENT OF POLICY

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

The Niagara Catholic Parent Involvement Committee (NCPIC), is a regional body of representative stakeholders, that supports the Mission of Catholic Education and the Mission of the Niagara Catholic District School Board, by providing a communication link to parents/guardians, Catholic School Councils, the Director of Education, and the Board of Trustees.

The Niagara Catholic Parent Involvement Committee as supported by the Niagara Catholic District School Board, promotes active parent engagement with all parents/guardians in all schools for the improvement of student achievement and the well-being of all students in the Niagara Catholic District School Board.

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

References:

- *Ontario Regulation 330/10 School Councils and Parent Involvement Committees*
- *Parents in Partnership...A Parent Engagement Policy for Ontario Schools*
- *Niagara Catholic District School Board Catholic School Councils Policy 800.1*
- *Niagara Catholic District School Board Complaint Resolution Policy No. 800.3*
- *Niagara Catholic District School Board By-Laws*

Niagara Catholic District School Board

NIAGARA CATHOLIC PARENT INVOLVEMENT COMMITTEE

Issued: May 24, 2011

Policy No. 800.7

Revised:

ADMINISTRATIVE GUIDELINES

1. RESPONSIBILITIES OF THE NIAGARA CATHOLIC PARENT INVOLVEMENT COMMITTEE (NCPIC)

- 1.1 The Niagara Catholic Parent Involvement Committee (NCPIC) is an advisory body, and the recommendations of the committee shall be in keeping with the Mission Statement of the Board, Vision 2020 Statements, Strategic Directions and the Enabling Strategies from the Vision 2020 Strategic Plan, along with the distinctive character, philosophy and goals of Catholic Education and respectful of the faith and traditions of the Catholic Church. The Board will retain all the powers and duties specified in the Education Act and its related Regulations.
- 1.2 Niagara Catholic Parent Involvement Committee members are to maintain a regional wide focus to support Catholic Education in all schools, to encourage and enhance parent engagement for the improvement of student achievement, and the well-being of all students in the Niagara Catholic District School Board.
- 1.3 Individual members of the Niagara Catholic Parent Involvement Committee do not speak for the committee and the Chairperson must be diligent in ensuring that any views presented in the capacity of Chairperson represent fairly the position of the NCPIC.

2. MANDATE OF THE NIAGARA CATHOLIC PARENT INVOLVEMENT COMMITTEE (NCPIC)

- 2.1 The Board and/or School Administration may ask for recommendations from the Niagara Catholic Parent Involvement Committee.
- 2.2 The Niagara Catholic Parent Involvement Committee shall achieve its purpose by:
 - providing information and advice on parent engagement to the Board;
 - communicating with, and supporting Catholic School Councils of schools of the Board;
 - undertaking activities to help parents/guardians of students of the Board support their children's learning at home and at school;
 - developing strategies and initiatives the Board and the Director of Education could use to effectively communicate with parents/guardians and to effectively engage parents in improving student achievement and the well-being of all students in the Board such as Meetings, Faith Formation, Conventions and other events for Catholic School Councils as approved by the Board;
 - advising the Board and the Director of Education on ways to use the strategies and initiatives;
 - working with Catholic School Councils, the Director of Education or designate, and with employees of the Board to:
 - share effective practices to help engage parents, especially parents/guardians who may find engagement challenging, in their children's learning,
 - identify and reduce barriers to parent engagement,
 - help ensure that schools of the Board create a welcoming environment for parents/guardians of its students, and
 - develop skills and acquire knowledge that will assist the Niagara Catholic Parent Involvement Committee and Catholic School Councils of the Board with their work; and by
 - communicating information from the Parent Engagement Office of the Ministry of Education to Catholic School Councils of the Board and to the parents/guardians of students of the Board;

- determining, in consultation with the Director of Education or designate, and in keeping with the Board's policies, how funding, if any, provided under the Education Act for parent involvement is to be used by the Niagara Catholic Parent Involvement Committee,
- reviewing new and revised policies and guidelines, and
- other issues deemed appropriate by the Board.

2.3 Each year, the Niagara Catholic Parent Involvement Committee shall make recommendations to promote Catholic values and to encourage parental involvement in the schools. The recommendations shall be presented to the Director of Education through the appointed Superintendent of Education (Director's designate) and shall outline the objectives, description of activities, personnel and required budgets, as well as a brief statement of expected outcomes.

2.4 The Board shall establish a yearly budget to address the various activities as outlined in 2.2 projected for the Niagara Catholic Parent Involvement Committee.

2.5 The normal reporting system for the Niagara Catholic Parent Involvement Committee will be through the appointed Superintendent of Education (Director's designate) to the Director of Education.

3. MEMBERSHIP

3.1 Every effort will be made to ensure that membership is representative of the population distribution within the geographic areas of the Board's jurisdiction with half of the parent representatives serving for a one year term with the remainder serving for a two year term:

Niagara Falls/Niagara-on-the-Lake	up to 4 Parent Representatives
St. Catharines	up to 4 Parent Representatives
Welland	up to 2 Parent Representatives
Fort Erie, Port Colborne, Wainfleet	up to 2 Parent Representatives
Thorold/Merriton	up to 2 Parent Representatives
Grimsby/Lincoln/West Lincoln/Pelham	up to 2 Parent Representatives

3.2 ELIGIBILITY OF MEMBERSHIP

3.2.1 To be eligible for election/appointment to the Niagara Catholic Parent Involvement Committee, a parent/guardian must be a parent/guardian of a student enrolled in a Niagara Catholic District School Board school and must reside within the Board's jurisdiction.

3.2.2 A parent who is employed by the Board is qualified to be appointed to the NCPIC.

3.2.3 A parent who is employed by the Board shall at his or her first meeting inform the NCPIC of his or her employment with the Board.

3.3 COMPOSITION OF THE NIAGARA CATHOLIC PARENT INVOLVEMENT COMMITTEE

The Niagara Catholic Parent Involvement Committee shall include the following:

- The number of parent members as specified in the By-Laws of the Niagara Catholic Parent Involvement Committee,
- The Director of Education or Designate, the appointed Superintendent of Education (non-voting member),
- Two members of the Board appointed by the Chairperson of the Board for a one year term (non-voting member),
- The Bishop of the Diocese of St. Catharines or his appointed representative,
- The number of Community Representatives as specified in the By-Laws of the Niagara Catholic Parent Involvement Committee,
- One Principal of an elementary school of the Board recommended by the Principal/Vice-Principal Council to Senior Administrative Council for approval,
- One Principal of a secondary school of the Board recommended by the Principal/Vice-Principal Council to Senior Administrative Council, for approval,
- One teacher employed, other than a Principal or Vice-Principal, in an elementary school of the Board recommended by the Ontario English Catholic Teachers' Association (OECTA) to Senior Administrative Council for approval,
- One teacher employed, other than a Principal or Vice-Principal, in a secondary school of the Board recommended by the Ontario English Catholic Teachers' Association (OECTA) to Senior Administrative Council, for approval,

- One person employed by the Board, other than a Principal, Vice-Principal or teacher, i.e. (support staff) recommended by Canadian Union of Public Employees (CUPE) to Senior Administrative Council, for approval,
 - One parent/guardian of a student with special needs enrolled in a Niagara Catholic District School Board school who will not be counted as a parent/representative from one of the geographic areas, and as an advocate for students with special needs recommended by motion of the Special Education Advisory Committee (SEAC) at the first meeting of the school year, and
 - One (1) Secondary Student Senate Representative to be appointed by the Student Senate.
- 3.4 The Niagara Catholic Parent Involvement Committee shall elect/acclaim parent members in the Fall of each school year to the committee before November 15 and before the first meeting of the Committee in the school year.
- 3.5 In specifying the number of parent members to be elected to the Niagara Catholic Parent Involvement Committee in its By-Laws, the committee shall ensure that parent members constitute a majority of the members of the committee.
- 3.6 Any appointment to the Niagara Catholic Parent Involvement Committee is of no effect unless the person agrees to the appointment.

4. VACANCIES/TERMS OF OFFICE/OFFICERS/ ELECTIONS

- 4.1 Vacancies on the Niagara Catholic Parent Involvement Committee may occur when:
- a parent member has reached the end of a one or two year term
 - a member resigns
 - a member is unable to fulfill his/her duties/roll as per sections:
6. Role of Council Members and 18. Code of Ethics
to be resolved through section 17. Resolution Conflicts
- 4.2 A vacancy in the membership of the Niagara Catholic Parent Involvement Committee does not prevent the committee from exercising its authority to make an appointment to fill the vacancy as specified in the By-Laws of the Niagara Catholic Parent Involvement Committee.
- 4.3 Vacancies in parent member positions shall be advertised through a variety of methods which may include:
- advertisements in newsletters of all schools or Catholic School Councils of schools of the Board,
 - advertisements in the newspaper with general circulation in the geographic jurisdiction of the Board,
 - advertisements on radio or television stations that broadcast in the geographic jurisdiction of the Board,
 - notices in schools of the Board,
 - notices on the Board website www.niagaracatholic.ca and on the websites of the Board's schools, and
 - notices in the Parish bulletins.
- 4.4 Where a vacancy of an elected parent member occurs in a geographic area of the Board's jurisdiction, notification will be given to all schools in the geographic area and interested parents/guardians will be required to submit their names to the Niagara Catholic Parent Involvement Committee by a designated date.
- 4.4.1 The Niagara Catholic Parent Involvement Committee may appoint a parent to serve on the Niagara Catholic Parent Involvement Committee until the next election.
- 4.5 Where a vacancy of a Community representative occurs, the Niagara Catholic Parent Involvement Committee may request the agency to appoint another member, choose a different organization, or choose not to fill the position.
- 4.6 Where a Principal/Vice-Principal, student, teacher or non-teaching representative vacancy occurs, the Niagara Catholic Parent Involvement Committee Chairperson and the appointed Superintendent of Education shall arrange for a replacement as outlined in Section 3.3.
- 4.7 Individuals filling a vacated position shall hold the position until the original term for that position expires.

4.8 TERMS OF OFFICE

- 4.8.1 The term of office of some of the parent members of the Niagara Catholic Parent Involvement Committee shall be one (1) year and the term of office of some of the parent members shall be two (2) years, as provided in the By-Laws of the committee. Half of the parent representatives from each of the geographic areas will serve a two year term with the remainder serving for a one year term.
- 4.8.2 Parent representatives will declare their desired term of office on the nomination/self-nomination forms. At the first meeting of the Niagara Catholic Parent Involvement Committee, terms for representatives from each geographic area will be determined by consensus.
 - 4.8.2.1 Failing a consensus the representatives from the geographic areas shall draw lots (straws) to determine the length of the term. The drawing of lots shall be done in alphabetical order and the person who draws the longest straw shall be the representative for a two (2) year term.
- 4.8.3 A member of the Niagara Catholic Parent Involvement Committee may be reappointed or re-elected to the Committee for more than one (1) term unless otherwise provided in the By-Laws of the committee.

4.9 OFFICERS

- 4.9.1 The Niagara Catholic Parent Involvement Committee shall have a Chairperson or, if the By-Laws of the committee so provides, a Co-Chairperson.
- 4.9.2 The Chairperson and/or Co-Chairperson must be parent members of the committee and shall be elected for a two (2) year term by the parent members of the committee at the first meeting of the committee in each school year that there is a vacancy in the office of the Chairperson or Co-Chairperson.
- 4.9.3 Only parent members with a two (2) year term on the Niagara Catholic Parent Involvement Committee are eligible to be elected to the position of Chairperson or Co-Chairperson.
- 4.9.4 An individual may not serve more that two (2) consecutive terms as Chairperson or Co-Chairperson.
- 4.9.5 An individual who has served one (1) term or two (2) consecutive terms as Chairperson or Co-Chairperson may be re-elected as Chairperson or Co-Chairperson of the committee provided at least one (1) two (2) year term has elapsed since his or her last term as Chairperson or Co-Chairperson.
- 4.9.6 The Chairperson or Co-Chairperson shall act as spokespersons for the committee in communicating with the Director of Education of the Board and the Board.
- 4.9.7 The Niagara Catholic Parent Involvement Committee shall have such other officers as are provided for in the By-Laws of the committee.
- 4.9.8 A vacancy in the office of Chairperson, Co-Chairperson or any office provided for in the By-Laws shall be filled in accordance with the By-Laws of the committee.

4.10 ELECTIONS

- 4.10.1 Elections of parent representatives to the Niagara Catholic Parent Involvement Committee are to be held in the Fall of each school year before November 15 and before the first meeting of the Committee in the school year.
- 4.10.2 Election Forms will be sent to individual Catholic School Councils one month prior to the Annual Catholic School Councils' Convention.
- 4.10.3 Nomination forms and self-nomination forms must be submitted and received by the nomination date before 4:00 p.m. EST. Nomination forms will be date stamped for receipt. Nomination forms that are incomplete by the nomination submission deadline will not be accepted. Nominees should apply to their geographic residential jurisdiction to ensure parent representation of their geographic area.
- 4.10.4 If an election is to be held, notification will be given to all candidates as to the date/time of the election which will occur at the Niagara Catholic Parent Involvement Committee Annual Catholic School Council Chairpersons and Members' Meeting in the Fall of each school year.

- 4.10.5 To be eligible to vote a parent/guardian must be a resident of the geographic area. Residency may be verified through a request for official documentation such as a tax bill. A parent/guardian of the geographic area must be in attendance at the Niagara Catholic Parent Involvement Committee Annual Catholic School Councils Chairpersons and Members' Meeting to vote. Nominees will be invited to make a brief two (2) minute presentation to parents/guardians present in the geographic area before the vote. The vote will be by secret ballot and tabulated by the Election sub-committee of the Niagara Catholic Parent Involvement Committee.
- 4.10.6 An (election) sub-committee, comprised of the previous year's NCPIC Chairperson, (if not seeking re-election) or at least (1) Co-Chairperson, the Superintendent of Education and up to four (4) additional members will oversee the election process. (Niagara Catholic Parent Involvement Committee By-Laws)
- 4.10.7 The person elected Chairperson shall be Chairperson until the next organizational meeting. The person elected Vice-Chairperson shall be Vice-Chairperson until the next organizational meeting of the NCPIC.
- 4.10.8 Names and addresses of members of the Niagara Catholic Parent Involvement Committee will be forwarded to the Director of Education within thirty (30) days of the election.
- 4.10.9 Names of the Niagara Catholic Parent Involvement Committee members will be published to the Niagara Catholic District School Board school communities.
- 4.10.10 Where a Niagara Catholic Parent Involvement Committee member resigns or is absent from three (3) consecutive Niagara Catholic Parent Involvement Committee meetings, the Niagara Catholic Parent Involvement Committee may appoint a replacement to serve until the next election as per Section 4.4 Vacancies.

5. ROLE OF THE NIAGARA CATHOLIC PARENT INVOLVEMENT COMMITTEE CHAIRPERSON

- 5.1 Determine the Niagara Catholic Parent Involvement Committee meetings, in consultation with the appointed Superintendent of Education.
- 5.2 Plan the agenda with the appointed Superintendent of Education.
- 5.3 Chair the Niagara Catholic Parent Involvement Committee meetings.
- 5.4 Communicate regularly with the appointed Superintendent of Education and Catholic School Councils.
- 5.5 The Chairperson must be diligent in ensuring that any views presented in the capacity of Chairperson represent fairly the position of the. Niagara Catholic Parent Involvement Committee.

6. ROLE OF COUNCIL MEMBERS

- 6.1 Participate in Niagara Catholic Parent Involvement Committee meetings on a regular basis.
- 6.2 Participate in information and training sessions.
- 6.3 All members of the Niagara Catholic Parent Involvement Committee shall have the primary responsibility to work with the committee to facilitate the approved mandate.

7. ROLE OF THE APPOINTED SUPERINTENDENT OF EDUCATION

- 7.1 Facilitate and assist in the operation of the Niagara Catholic Parent Involvement Committee and assist in its operation.
- 7.2 Support and promote the approved activities of the Niagara Catholic Parent Involvement Committee.
- 7.3 Seek input from the council Niagara Catholic Parent Involvement Committee.
- 7.4 Act as a resource on laws, regulations, Board policies and collective agreements.
- 7.5 Communicate with the Chairperson of the Niagara Catholic Parent Involvement Committee as required.
- 7.6 Plan the agenda with the Chairperson of the Niagara Catholic Parent Involvement Committee.
- 7.7 Assist the Niagara Catholic Parent Involvement Committee in encouraging increased parent involvement.
- 7.8 Ensure that the minutes of the meetings are recorded, maintained, and posted on the Board website.
- 7.9 Facilitate all communication between the Niagara Catholic Parent Involvement Committee and the Catholic School Councils.

7.10 Act as the secretary/treasurer to the Niagara Catholic Parent Involvement Committee.

7.11 Prepare and present a report at each meeting, including a financial statement.

8. MEETING PROCEDURES

8.1 Meetings will open and close with a prayer.

8.2 Meetings should be held on a bi-monthly basis between September to June. Special meetings may also be called by the appointed Superintendent of Education or by three (3) parent members by written request to the appointed Superintendent of Education.

8.3 Meetings will commence on time and not last more than two (2) hours, unless the Niagara Catholic Parent Involvement Committee members unanimously agree to a longer meeting of no more than thirty (30) minutes beyond the two (2) hour time limit.

8.4 All meetings are open to members of the public and Catholic School Councils within the Board's jurisdiction and will be held at the Catholic Education Centre.

8.5 Niagara Catholic Parent Involvement Committee meetings shall not proceed unless there is a quorum in attendance. A quorum is fifty percent plus one (50% + 1) of members, but at all times there must be a majority of parents at the meeting. A member who participates through electronic means shall be deemed to be present at the meeting.

8.6 A meeting cannot be held unless,

- a majority of the members present at the meeting are parent members;
- the Director of Education, or designated Superintendent of Education is present, and, at least one of the appointed Trustees to the committee is present.

8.7 Every effort will be made to distribute the agenda to members of the Niagara Catholic Parent Involvement Committee at least five (5) calendar days prior to the meeting by delivering a notice by e-mail or regular mail and post a notice on the Board website.

8.8 Approved minutes of the meetings are to be recorded, maintained and posted on the Board website.

8.9 The Niagara Catholic Parent Involvement Committee may establish committees to carry out specific tasks or projects in accordance with the overall mandate and one (1) parent member from the NCPIC must be a part of the committee.

8.10 The Niagara Catholic Parent Involvement Committee shall use consensus as the usual method for developing recommendations and plans. If voting becomes necessary, a simple majority will be sufficient for a vote on any issue.

8.11 The Niagara Catholic Parent Involvement Committee will inform Catholic School Councils and parent communities of their activities through newsletters, special meetings, the Board website, and through liaison with Catholic School Councils. Information to Catholic School Councils shall flow through the school Principal and/or the Chairperson of the Catholic School Council.

9. SUBCOMMITTEES

9.1 The Niagara Catholic Parent Involvement Committee may establish subcommittees to make recommendations to the Niagara Catholic Parent Involvement Committee.

9.2 A subcommittee of the Niagara Catholic Parent Involvement Committee must have at least one (1) parent member of the Niagara Catholic Parent Involvement Committee.

9.3 A subcommittee of the Niagara Catholic Parent Involvement Committee may include persons who are not members of the committee.

10. BY-LAWS

In accordance with the Niagara Catholic Parent Involvement Committee Policy (800.7) the Niagara Catholic Parent Involvement Committee, shall recommend to the Niagara Catholic District School Board its By-Laws for approval.

a. shall make By-Laws governing the conduct of the committee's affairs; subject to the approval of the Board.

b. shall make By-Laws,

- specifying the number of parent members to be appointed or elected to the committee, governing the process of appointment or election of parent members and governing the filling of vacancies in parent membership,
- specifying the number of community representatives, up to three (3), to be appointed to the committee, governing the process of appointment of community representatives and governing the filling of vacancies in community representative membership,

- governing the election of members of the committee to the offices of Chairperson or Co-Chairperson, and any offices provided for in the By-Laws, and governing the filling of vacancies in the offices of the committee,
- specifying the number of parent members of the Niagara Catholic Parent Involvement Committee that will hold office for one (1) year and the number of parent members that will hold office for two (2) years,
- specifying the length of the term of office for the community representative member(s),
- establishing rules respecting conflicts of interest of the members of the Niagara Catholic Parent Involvement Committee, and
- establishing a process for resolving conflicts internal to the committee, consistent with the Board Complaint Resolution Policy. (See Policy 800.3)

11. MINUTES AND FINANCIAL RECORDS

- 11.1 The Niagara Catholic Parent Involvement Committee shall keep minutes of all of its meetings and records of all of its financial transactions.
- 11.2 The Niagara Catholic Parent Involvement Committee shall retain the minutes of its meetings and the records of its financial transactions in accordance with the policies of the Board respecting the retention of documents by committees of the Board.
- 11.3 The minutes of the Niagara Catholic Parent Involvement Committee shall be,
- posted on the website of the Board; and
 - sent electronically to the Chairperson or Co-Chairperson of the Catholic School Council of each school of the Board.
- 11.4 The minutes and the records of its financial transactions shall be available for examination at the Board by any person without charge for four (4) years.
- 11.5 Minutes posted on the website of the Board shall remain on the website for four (4) years.

12. INCORPORATION

The Niagara Catholic Parent Involvement Committee shall not be incorporated.

13. CONSULTATION WITH THE NIAGARA CATHOLIC DISTRICT SCHOOL BOARD, AND THE MINISTRY OF EDUCATION

- 13.1 The Niagara Catholic District School Board may solicit and take into consideration the advice of the Niagara Catholic Parent Involvement Committee with regards to matters that relate to improving student achievement and well-being.
- 13.2 The Niagara Catholic District School Board shall inform the Niagara Catholic Parent Involvement Committee of its response to advice provided to it by the committee.
- 13.3 The Ministry of Education may solicit and take into consideration the advice of Niagara Catholic Parent Involvement Committee with regard to matters that relate to improving student achievement and well-being.

14. CONSULTATION BY THE NIAGARA CATHOLIC PARENT INVOLVEMENT COMMITTEE

The Niagara Catholic Parent Involvement Committee may solicit and take into consideration the advice of parents/guardians of students enrolled in schools of the Board with regard to matters that relate to improving student achievement and well-being.

15. SUMMARY OF ACTIVITIES

- 15.1 The Niagara Catholic Parent Involvement Committee shall annually submit a written summary of the committee's activities to the Chairperson of the Board and to the Director of Education of the Board.
- 15.2 The summary of activities shall include a report on how funding, if any, provided under the Education Act for the Niagara Catholic Parent Involvement Committee was spent.
- 15.3 The Director of Education or designate shall,
- provide the summary of activities to the Catholic School Councils of the schools of the Board; and
 - post the summary of activities on the website of the Board.

16. DELEGATIONS

16.1 Individuals may approach the Chairperson of the Niagara Catholic Parent Involvement Committee or the appointed Superintendent of Education to be placed on the agenda. This request must be in writing and received at least two (2) weeks before the meeting. The Chairperson, in consultation with the appointed Superintendent of Education, may approve or reject such requests.

16.2 Delegations will be limited to ten (10) minutes.

16.3 Following a presentation, the Niagara Catholic Parent Involvement Committee will decide whether to amend the agenda at that point, refer it to a future meeting, or take no action.

17. RESOLUTION OF CONFLICTS

If the appointed Superintendent of Education, after discussion with the Niagara Catholic Parent Involvement Committee Chairperson, determines that any of the members have contravened Regulation 330/10 or Board Policy 800.1, the appointed Superintendent of Education or Chairperson will discuss the matter with the Director of Education. Please see the Complaint Resolution Policy No. 800.3.

Conflict Resolution Process (adapted from School Councils-A Guide for Members)

- If a member becomes disruptive during a meeting, the Chairperson shall ask for order.
- If all efforts to restore order fail or the unbecoming behaviour continues, the Chairperson may direct the individual Niagara Catholic Parent Involvement Committee member to leave the meeting, citing reasons for the request.
- The removal of member for one (1) meeting does not prevent the member from participating in future meetings of the Niagara Catholic Parent Involvement Committee.
- The incident shall be recorded and submitted to Director of Education by the appointed Superintendent of Education within one week of the meeting.
- It is recommended that parties involved in the conflict follow the Board's Complaint Resolution Policy No. 800.3.
- Upon removal of a member, a special meeting shall be called, the purpose of which will be to arrive at a mutually acceptable solution to the dispute.
- Such a meeting shall be a private meeting and not construed as a meeting of the Niagara Catholic Parent Involvement Committee.
- Any resolution reached at the meeting to resolve the conflict shall be signed and respected in full by all parties to the agreement.

18. CODE OF ETHICS

A member shall:

- Consider the best interest of all students.
- Be guided by the Mission Statement of the Board.
- Become familiar with the Education Act according to school and Board guidelines, and Ministry of Education Regulations.
- Maintain the highest standards of integrity, recognizing and respecting the personal integrity of each member of the school community.
- Treat all other Niagara Catholic Parent Involvement Committee members with respect and allow for diverse opinions to be shared, without interruption.
- Create a positive environment in which individual contributions are encouraged and valued.
- Acknowledge democratic principles and accept the consensus of the Niagara Catholic Parent Involvement Committee for recommendation to the Superintendent of Education.
- Respect the confidential nature of some school business, respect the limitations this places on the operation of the Niagara Catholic Parent Involvement Committee, and not disclose confidential information.
- Focus discussions at Niagara Catholic Parent Involvement Committee meetings to those items that fall within the mandate of Niagara Catholic Parent Involvement Committee.
- Use established communication channels when questions or concerns arise.
- Promote high standards of ethical practice within the school communities.
- Not accept any payment for their Niagara Catholic Parent Involvement Committee involvement.
- Refrain from making any negative statements about any individual or groups.
- Declare any conflict of interest.

19. FUNDRAISING

19.1 Any funds/or assets generated through activities assisted by the Niagara Catholic Parent Involvement Committee are the property of the Board.

20. REMUNERATION

20.1 A person shall not receive any remuneration for serving as a member of the Niagara Catholic Parent Involvement Committee.

20.2 Subsection (1) does not preclude payment of an honorarium under section 191 of the Act that takes into account the attendance of a Board member at the Niagara Catholic Parent Involvement Committee meeting.

20.3 The Board shall reimburse members of the Niagara Catholic Parent Involvement Committee for pre-approved travel expenses through the Superintendent of Education in accordance with Board policies.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
OCTOBER 25, 2011**

PUBLIC SESSION

**TOPIC: HON. LEONA DOMBROWSKY, MINISTER OF EDUCATION
ACKNOWLEDGEMENT OF LETTER FROM SEAC**

Ministry of Education

Ministère de l'Éducation

Minister

Ministre

Mowat Block
Queen's Park
Toronto ON M7A 1L2
Telephone (416) 325-2600
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July 5, 2011

Ms. Kathy Burnik
Chairperson
Ms. Anna Racine
Special Education Advisory Committee Chair
Niagara Catholic District School Board
427 Rice Road
Welland ON L3C 7C1

Dear Ms. Burnik and Ms. Racine,

Thank you for your letter about special education training for teachers in Ontario's publicly funded school system. I am pleased to respond.

I appreciate your concerns about the very real challenges facing Ontario's teachers in their day-to-day work with students of differing ages and abilities. Our government recognizes teachers as the single most important factor in improving student achievement. We are committed to supporting teachers in every way possible.

The Ministry of Education continues to focus on improving the achievement of all students, including those with special education needs. Almost 81 percent of the students in Ontario's publicly funded schools who receive special education programs and services are placed in regular classrooms for more than half the instruction day. My ministry supports school boards' efforts to enhance the skills and knowledge of classroom teachers in topics such as assessing achievement in alternative areas, differentiated instruction, the development and implementation of effective Individual Education Plans and communicating effectively with parents.

The ministry has also developed resource documents to support classroom teachers. Examples include:

- *Education for All: The Report of the Expert Panel on Literacy and Numeracy Instruction for Students With Special Education Needs, Kindergarten to Grade 6*
- *Draft Learning for All, K-12*
- *Effective Educational Practices for Students with Autism Spectrum Disorder*
- *Caring and Safe Schools in Ontario: Supporting Students with Special Education Needs Through Progressive Discipline, Kindergarten to Grade 12*

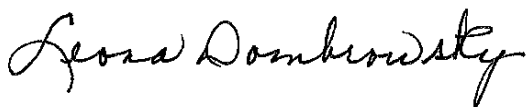
These resources recommend research-based practices that allow Ontario teachers, using an inclusive approach, to manage students with varying abilities in their classrooms, including students with special education needs. These documents may be accessed through the ministry's website at www.edu.gov.on.ca/eng/parents/speced.html or www.edu.gov.on.ca/eng/teachers/buildingfutures/resources.html.

The ministry supports district school boards in their implementation of dedicated professional activity days to help assist classroom teachers working with students with special education needs. These resources are found on the Council of Ontario Directors of Education website at www.ontariodirectors.ca. Many challenges remain, but my ministry continues to work closely with school boards, teachers and parents to provide the relevant information and practices to help students with special education needs.

The ministry also collaborates with the Ontario College of Teachers to set guidelines for the provision of special education training at the various faculties of education in the province. Training is offered through pre-service teacher training programs, as well as Additional Qualification Courses for teachers employed in school boards. In 2006, as part of *Preparing Teachers for Tomorrow*, the Ontario College of Teachers consulted with stakeholders regarding its teacher qualifications regulations. The College made a number of recommendations, including identifying special education as a required component within the program of professional education. The ministry continues to work with the College on these recommendations.

I trust that you will find this information helpful. Thank you again for your ongoing work to support the teaching profession.

Sincerely,

A handwritten signature in black ink, reading "Leona Dombrowsky". The signature is written in a cursive style with a large, prominent initial 'L'.

Leona Dombrowsky
Minister of Education

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
OCTOBER 25, 2011**

PUBLIC SESSION

**TOPIC: TRUSTEE INFORMATION
SPOTLIGHT ON NIAGARA CATHOLIC
OCTOBER 11, 2011**



Spotlight

on

NIAGARA CATHOLIC

Nurturing Souls & Building Minds

www.niagaracatholic.ca

October 11, 2011



Niagara Catholic Staff Come Together for Thanksgiving Mass



Approximately 3,000 members of the Niagara Catholic family came together for spiritual and professional development on October 7th, during a Professional Development Day held at the Scotiabank Convention Centre in Niagara Falls. Board Chair Kathy Burtnik and Director of Education John Crocco welcomed staff and highlighted the System Priorities for 2011-2012. Mass was celebrated by Bishop Gerard Bergie, Monsignor Murray Kroetsch from Hamilton and Rev. Peter Rowe, Pastor of St. Alexander Roman Catholic Church in Fonthill. The Mass included beautiful musical selections performed by a Niagara Catholic staff choir. Following a nutrition break, school staff took part in approximately 80 workshops, including ones on mental health, the electronic classroom, the new Mass, basic sign language and health and safety. Photos from the event are on the Niagara Catholic website and Facebook page.

New Retreat Experience for Grade 8 Students in 2011

Beginning on October 17th, Niagara Catholic Grade 8 students and their classroom teachers will participate in a two-day, one night, retreat at the Board's Retreat Site.

Journey Retreat is a revised version of the program formerly known as Niagara Catholic's Spiritually Centred and Outdoor Education

Program (SCOEP). It will provide a variety of experiences that will empower and challenge Grade 8 students to discover their own spirituality and personal witness to God revealed in creation, in others and, most importantly, in themselves.

Using the *Road to Emmaus* as a model, this new retreat will

invite students to journey on a path that follows Jesus through interactive participation.

The Journey includes an excursion to Marcy's Woods and a more casual approach to the family dinner.

The full report is available in the October 11 agenda at niagaracatholic.ca.

Technology Blueprint Information Update

Today's learners are immersed in technology, creating a high level of expectation that classrooms be equipped with digital tools that enhance their educational experience. Senior Administrative Council, administrators and staff are committed to investing in the development of technology strategies, programs and services that best prepare our students for success.

The Vision 2020 Strategic Plan signals change in policies and practices relating to the use of technology in both the academic and corporate sectors of our Board.

Niagara Catholic has an ambitious, multi-year strategic Technology Blueprint that addresses both academic needs for teaching, learning and improved efficiencies and corporate needs.

The Blueprint will be regularly reviewed to ensure it remains valid and progressive.

The Technology Blueprint includes plans to create mobile computer labs with more modern computers and wireless implementation and to allow students to use their personal technology in schools.

Read the complete report at niagaracatholic.ca.

Niagara Catholic Hosts Launch for 2011 Random Act of Kindness Day in Niagara



On October 5th, Niagara Catholic hosted the launch of Random Act of Kindness Day in Niagara, an initiative of the Niagara Community Foundation (NCF). On hand for the event, from left, are NCF Executive Director Liz Palmieri, Blessed Trinity Catholic High School teacher Katherine Perry, Director of Education John Crocco, Blessed Trinity students Alleda Farrell and Simone Pitre, West Lincoln Mayor Douglas Joyner, Niagara Catholic Community Outreach Coordinator Debbie Ogilvie, and Kathy Levinski, Niagara Catholic's Manager of Plant Services

Niagara Catholic Welcomes Exchange Students

Several Niagara Catholic students and their exchange partners attended the October 11th Committee of the Whole Meeting, where they were introduced to the Board.

Nine Niagara Catholic students are involved in the program - seven of whom will travel to Europe in February. Two have already travelled abroad. The Niagara Catholic students and their partners are:

- **Desmond Kennedy, Monsignor Clancy Catholic Elementary School** (Sacha Nicholas, France);
- **Emma Légerè, Denis Morris Catholic High School** (Pauline Chenal, France);
- **Brahian Gutierrez, Holy Cross Catholic Secondary School** (Clément Boulic, France);
- **Ellie Kenny, Monsignor Clancy Catholic Elementary School** (Clara Savelli, France);
- **Sarah McGuire, Lakeshore Catholic High School** (Sophie Lemoine, France);
- **Samantha Boer, Lakeshore Catholic High School** (Anne Elise Communal, France);
- **Jocelyn Topp, Lakeshore Catholic High School** (Melody Nugues, Switzerland);
- **Marcus Kretz, St. Francis Catholic Secondary School** (Léo Caratsch, Switzerland);
- **Jackson Seib, Saint Paul Catholic High School** (Jean Duval, France).



Staff Raise \$6,400 For Helping Hands

Niagara Catholic staff donated \$6,424.91 to the Board's Helping Hands Fund during Mass at the October 7th Professional Development Day.

The Helping Hands Fund was created in 2010 to help families in need throughout Niagara Catholic.

All money raised by staff and students is used to assist students in times of need.

Niagara Catholic Teachers Excel in Sports



Congratulations to Jessica MacDonald and Mike Hominuk, for their recent athletic accomplishments. Jessica, a teacher at Canadian Martyrs Catholic Elementary School and member of Brock's wrestling team, brought home a bronze medal from the World Wrestling Championships in Turkey in September. An accomplished lacrosse player, Mike was a member of the Brampton Excelsiors team which recently won the Mann Cup, Canada's top prize in lacrosse. Mike is a teacher at St. Augustine Catholic Elementary School.

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facebook.com/niagaracatholic

DID YOU KNOW?

eFlyers for community events and information are available under the Parents/Community section of niagaracatholic.ca

Follow Niagara Catholic on
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twitter.com/niagaracatholic





**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
OCTOBER 25, 2011**

PUBLIC SESSION

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

November 2011

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<p>1 Bullying Awareness & Prevention Week, November 13-19</p> <p>National Technology Week, November 1 - 7, 2011</p>	<p>2 SEAC Mtg Take Our Kids to Work Day</p> <p>All Saints' Day</p>	<p>3</p>	<p>4 Random Acts of Kindness Day</p>	<p>5</p>
<p>6 Daylight Savings Time ends</p>  <p>7 Celebrating Junior Artists – 2011 Opening Gala, CEC, 6:30-7:30 p.m</p>	<p>8 CW Mtg</p>	<p>9</p>	<p>10</p>	<p>11 Remembrance Day</p>  <p>12</p>
<p>13</p>	<p>14</p>	<p>15</p>	<p>16</p>	<p>17</p>
<p>20 Universal Child & National Child Day</p> 	<p>21</p>	<p>22 Policy Committee Mtg & Board Mtg</p>	<p>23</p>	<p>24</p>
<p>27 First Sunday of Advent</p> 	<p>28</p>	<p>29</p>	<p>30 2nd Annual Spelling Bee</p>	<p>25 Intn'l Day for the Elimination of Violence against Women</p>



Niagara Catholic
District School Board

Events posted at
niagaracatholic.ca



**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
SEPTEMBER 27, 2011**

PUBLIC SESSION

**TOPIC: NOTICE OF MOTION
ESTABLISHMENT OF COMMUNICATION POLICY**

RECOMMENDATION

THAT a clear policy be developed by the Board of Trustees to guide effective communication between Trustees, the Director of Education, Administration, and the community that is consistent with provincial legislation, the By-Law's of Niagara Catholic and the Trustee Code of Conduct, so that Trustees may make clear decisions to guide Senior Administration in an atmosphere of mutual trust.

Presented By: Trustee Sicoli

Date Submitted: June 14, 2011

To be Presented: October 25, 2011

Date: October 25, 2011



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

REPORT TO THE BOARD MEETING JUNE 14, 2011

NOTICE OF MOTION ESTABLISHMENT OF COMMUNICATION POLICY

BACKGROUND INFORMATION

Trustee Sicoli presented the following Notice of Motion regarding the Establishment of a Communications Policy for presentation at the September 13th, 2011 Board Meeting.

Whereas, current legislation clearly holds Boards of Trustees responsible for student achievement and effective stewardship of Board Resources;

Whereas, the report of the governance review committee (“School Board Governance, a focus on Achievement, April 2009”) found a need for boards of trustees to “hold the system to account by regular performance monitoring;”

Whereas, according to the same document, “the effective board is one that learns to make clear decisions to guide senior administration.”

Whereas, according to the same document, “transparency and maintaining an effective and appropriate flow of information between the board, the administration, parents and the community are also essential;” and

Whereas Boards must develop effective [communication] practices that suit their context, and reflect on them regularly in order to adjust and refine them on an ongoing basis,

Therefore the following notice of motion is given:

“THAT a clear policy be developed by the Board of Trustees to guide effective communication between Trustees, the Director of Education, Administration, and the community that is consistent with provincial legislation, the By-Law’s of Niagara Catholic and the Trustee Code of Conduct, so that Trustees may make clear decisions to guide Senior Administration in an atmosphere of mutual trust.”

RECOMMENDATION

THAT a clear policy be developed by the Board of Trustees to guide effective communication between Trustees, the Director of Education, Administration, and the community that is consistent with provincial legislation, the By-Law’s of Niagara Catholic and the Trustee Code of Conduct, so that Trustees may make clear decisions to guide Senior Administration in an atmosphere of mutual trust.

Presented by:	Trustee Sicoli
Date Submitted:	June 14, 2011
To be Presented:	October 25, 2011
Date:	October 25, 2011