

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, FEBRUARY 28, 2012  
7:00 P.M.**

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

**A. ROUTINE MATTERS**

- 1. Opening Prayers – Trustee Sicoli -
- 2. Roll Call -
- 3. Approval of the Agenda -
- 4. Declaration of Conflict of Interest -
- 5. Minutes of the Board Meetings
  - 5.1 January 31, 2012 A5.1
  - 5.2 February 14, 2012 A5.2

**B. DELEGATIONS/PRESENTATIONS**

- 1. Cheque Presentation to the United Way of South Niagara B1

**C. COMMITTEE AND STAFF REPORTS**

- 1. School Excellence Program C1  
Saint Paul Catholic High School
- 2. Unapproved Minutes of the Committee of the Whole Meeting of February 14, 2012 C2  
and Consideration of Recommendations
  - 2.1 Policies
    - 2.1.1 Community Use of Facilities Policy (#800.2) C2.1.1
    - 2.1.2 Niagara Catholic Parent Involvement Committee Policy (#800.7) C2.1.2
    - 2.1.3 Catholic Leadership: Principal & Vice-Principal Selection Policy (#202.2) C2.1.3
    - 2.1.4 Employee Workplace Harassment Policy (#201.7) C2.1.4
  - 2.2 Mid-Year Progress Review of the Niagara Catholic C2.2  
System Priorities 2011-2012
- 3. Approved Minutes of the Special Education Advisory Committee (SEAC) C3  
Meeting of January 11, 2012
- 4. Niagara Catholic Education Acronyms Booklet 2012 C4
- 5. Financial Reports
  - 5.1 Monthly Banking Transactions for the Month of January 2012 C5.1
  - 5.2 Statement of Revenue and Expenditures as at January 31, 2012 C5.2

## **D. TRUSTEE ITEMS, OPEN QUESTION PERIOD & OTHER BUSINESS**

1. Correspondence
  - 1.1 Carousel Players – Thank You for Support D1.1
  - 1.2 Ministry of Education – London Regional Office D1.2
    - Thank You for Director’s Annual Report
  - 1.3 Ministry of Education – Transportation Task Force D1.3
2. Report on Trustee Conferences Attended -
3. General Discussion to Plan for Future Action -
4. Trustee Information -
  - 4.1 Spotlight on Niagara Catholic – February 14, 2012 D4.1
  - 4.2 Calendar of Events – March 2012 D4.2
  - 4.3 Speak Out Showcase – March 5, 2012 - 6:30 p.m. – Catholic Education Centre -
  - 4.4 March 9 - 18, 2012 – March Break 2012 -
  - 4.5 Respect for Life Mass - March 26, 2012 - 7:00 p.m. -
    - The Cathedral of St. Catherine of Alexandria
  - 4.6 Dress Code – Elementary and Secondary Student Uniform Vetting and Consultation D4.6
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**

## **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  
FEBRUARY 28, 2012**

***PUBLIC SESSION***

**TOPIC: MINUTES OF THE BOARD MEETING OF  
JANUARY 31, 2012**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the Minutes of the Board Meeting of January 31, 2012, as presented.



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

## MINUTES OF THE BOARD MEETING

**TUESDAY, JANUARY 31, 2012**

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Minutes of the Meeting of the Niagara Catholic District School Board, held on Tuesday, January 31, 2012, 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 7:05 p.m. by Chairperson Burtnik.

### A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayers were led by Trustee MacNeil.

2. Roll Call

Moved by Trustee Nieuwesteeg

Seconded by Trustee O'Leary

**THAT** the Niagara Catholic District School Board excuse Trustee Fera from attending the Board Meeting of January 31, 2012.

**CARRIED**

Trustee	Present	Absent	Excused
Rhianon Burkholder	✓		
Kathy Burtnik	✓		
Maurice Charbonneau	✓		
Frank Fera			✓
Fr. Paul MacNeil	✓		
Ed Nieuwesteeg	✓		
Ted O'Leary	✓		
Dino Sicoli	✓		
<b>Student Trustees</b>			
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 Charbonneau

Seconded by Trustee Nieuwesteeg

**THAT** the Niagara Catholic District School Board approve the Agenda of the Board Meeting of January 31, 2012, as amended:

**ADDITION TO THE PUBLIC AGENDA**

ITEM C3.3.1 (iv) Closure of Michael J. Brennan Catholic Elementary School

**CARRIED**

**4. Disclosure of Interest**

A Disclosure of Interest was declared by Trustee Burtnik with Item C8.1 of the Public Agenda. This item may show cheques issued to this trustee's family business. She refrained from voting on this item.

**5. Approval of Minutes of the Board Meeting of December 20, 2012**

Moved by Trustee Burkholder

Seconded by Trustee O'Leary

**THAT** the Niagara Catholic District School Board approve the Minutes of the Board Meeting of December 20, 2012, as presented.

**CARRIED**

**B. DELEGATIONS/PRESENTATIONS**

**1. OFSAA Medalists**

Mark Lefebvre, Superintendent of Education, welcomed Ken Griepsma, Principal of St. Francis Catholic Secondary School, who introduced Coach Patrick O'Leary and the St. Francis Senior Girls' Basketball team who captured OFSAA Bronze at the AA Championships.

Chairperson Burtnik, Vice-Chairperson Charbonneau along with Director Crocco presented the students with Niagara Catholic "Excellence in Athletics" pins.

**C. COMMITTEE AND STAFF REPORTS**

**1. School Excellence Program - St. Patrick Catholic Elementary School, Port Colborne**

Director Crocco provided background information on the monthly School Excellence Program. Lee Ann Forsyth-Sells, Superintendent of Education introduced Susan Tromanhauser Principal of St. Patrick Catholic Elementary School, Port Colborne.

Principal Tromanhauser, with the assistance of staff showcased St. Patrick Catholic Elementary School as part of the School Excellence Program.

Chairperson Burtnik thanked Principal Tromanhauser for her presentation.

**2. Niagara Catholic International Cooperative Education Program (NCICE) Dominica 2011**

Mark Lefebvre, Superintendent of Education, welcomed teachers Jason Benoit (Lakeshore Catholic) and Amber Benoit (Saint Michael) who led the Niagara Catholic International Cooperative Education Program (NCICE) to Dominica.

Mr. Benoit along with the students presented information on the many activities and excursions they participated in during their three (3) months in Dominica. The students worked at four (4) cooperative education placements and were enrolled in three (3) academic credits as part of the seven (7) credit program. During the cooperative education placements the students assisted classroom teachers, registered nurses, worked at a literacy club at the library, Grange Home for the Elderly, and at the Centre where Adolescents Learn to Love and Serve (CALLS).

**3. Unapproved Minutes of the Committee of the Whole Meeting of January 17, 2012 and Consideration of Recommendations**

Moved by Trustee Charbonneau

Seconded by Trustee Sicoli

**THAT** the Niagara Catholic District School Board receive the unapproved Minutes of the Committee of the Whole Meeting of January 17, 2012.

**CARRIED**

**3.1 Notre Dame College School and Associated Elementary Schools Area, and Port Robinson Attendance Area Ad Hoc Committee**

**3.1.1 Board Correspondence Received by January 20, 2012**

Moved by Trustee Burkholder

Seconded by Trustee Nieuwesteeg

**THAT** the Niagara Catholic District School Board receive the correspondence regarding the Notre Dame College School and Associated Elementary Schools Area, and Port Robinson Attendance Area.

**CARRIED**

**3.1.2 Report from the Committee of the Whole Meeting & Recommendation(s)**

Moved by Trustee Burkholder

Seconded by Trustee Nieuwesteeg

**THAT** the Niagara Catholic District School Board approve:

- 1. THAT** as of January 9, 2012 all current Niagara Catholic students residing in the existing Port Robinson attendance area will be permitted to attend their current family of schools and will be granted Out of Boundary status.
- 2. THAT** as of January 9, 2012 all current Niagara Catholic Grade 8 students (attending Monsignor Clancy Catholic Elementary School) and Denis Morris Catholic High School students residing in the Port Robinson area will be granted transportation until 2015-2016.
- 3. THAT** as of January 9, 2012 transportation will be provided to current students residing in the Port Robinson area attending Monsignor Clancy Catholic Elementary School in Grades 5, 6, 7, and 8 until 2015-2016 at which time transportation will be discontinued.

4. **THAT** as of January 9, 2012 a boundary change will occur for Port Robinson with Allanport Road inclusive to Barron Road attending the Notre Dame College Family of Schools. The Boundary descriptions for Denis Morris, St. Charles, Monsignor Clancy, Notre Dame College School and St. Andrew Catholic schools will be amended with the revised Port Robinson boundary of;

*South: Thorold Townline Road (centreline) to Barron Road (inclusive) crossing the Welland Canal to Turner Rd (and its projection) to the Welland Canal to a line halfway between Holland Rd and Barron Rd to the township lot lines between lots 63 and 64 and lots 86 and 87 and lots 109 and 110 and lots 132 and 133 to the Town Boundary (Lincoln and Pelham).*

**CARRIED**

**3.2 Consolidation of St. Thomas More and Our Lady of Mount Carmel Catholic Elementary Schools**

**3.2.1 Community Information Meeting – January 23, 2012**

- i) **Agenda**
- ii) **Minutes**
- iii) **Board Correspondence from the Community Information Meeting**

Moved by Trustee Burkholder

Seconded by Trustee Nieuwesteeg

**THAT** the Niagara Catholic District School Board receive the correspondence regarding the Consolidation of St. Thomas More and Our Lady of Mount Carmel Catholic Elementary Schools.

**CARRIED**

**3.2.2 Report from the Committee of the Whole Meeting & Recommendation(s)**

Moved by Trustee Nieuwesteeg

Seconded by Trustee MacNeil

**THAT** the Niagara Catholic District School Board approve the consolidation of St. Thomas More and Our Lady of Mount Carmel Catholic Elementary Schools at the Our Lady of Mount Carmel site for September 2013, subject to funding approval by the Ministry of Education for renovation and addition to Our Lady of Mount Carmel Catholic Elementary School.

**CARRIED**

**3.3 Consolidation of Michael J. Brennan and St. James Catholic Elementary Schools**

**3.3.1 Community Information Meeting – January 24, 2012**

- i) **Agenda**
- ii) **Minutes**
- iii) **Board Correspondence from the Community Information Meeting**

Moved by Trustee Burkholder

Seconded by Trustee Nieuwesteeg

**THAT** the Niagara Catholic District School Board receive the correspondence regarding the Consolidation of Michael J. Brennan and St. James Catholic Elementary Schools.

**CARRIED**

**iv) Closure of Michael J. Brennan Catholic Elementary School**

Director Crocco explained the process followed by the Accommodation Review Committee (ARC), the Pupil Accommodation Review and Attendance Area Review Committees, along with the information received at the Community Information Meeting all of which resulted in a revised report and five new motions being presented to the Board for its consideration, and the recommendations being presented to the Board.

Trustees discussed the report and asked questions of clarification.

Moved by Trustee Charbonneau

Seconded by Trustee Burkholder

**THAT** the Niagara Catholic District School Board approve:

**THAT**, subject to Ministry of Education funding, the closure of Michael J. Brennan Catholic Elementary School by September 2014;

**THAT**, subject to Ministry of Education funding, students attending Michael J. Brennan and St. James Catholic Elementary Schools as of February 1<sup>st</sup>, 2012 be grandfathered, including siblings, until completion of Grade 8 at the St. James Catholic Elementary School site commencing September, 2014;

**THAT**, in compliance with Board Policy 301.1 Admission of Students, effective February 1<sup>st</sup>, 2012 out of boundary requests will not be granted for Michael J. Brennan and St. James Catholic Elementary Schools based on current or revised attendance area boundaries;

**THAT**, the St. Catharines Attendance Area Review Ad Hoc Committee be directed to commence deliberation and public consultation on revised attendance area boundaries for defined areas of St. Catharines and provide a report and recommendations to the Board no later than June 2012;

**THAT**, revised attendance area boundaries for Michael J. Brennan and St. James Catholic Elementary Schools, excluding students grandfathered as of February 1<sup>st</sup>, 2012, will be in effect for the September identified by the St. Catharines Attendance Area Review Ad Hoc Committee and approved by the Board.

**CARRIED**

**3.3.2 Report from the Committee of the Whole Meeting & Recommendation(s)**

Item C3.3.1 (iv) Closure of Michael J. Brennan Catholic Elementary School superseded Item C3.3.2 - Consolidation of Michael J. Brennan and St. James Catholic Elementary Schools Report from the Committee of the Whole Meeting & Recommendation(s), therefore, Item C3.3.2 was not discussed.



Moved by Trustee Charbonneau

Seconded by Trustee Sicoli

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

**CARRIED**

The Niagara Catholic District School Board moved into the In Camera Session of the Board Meeting at 9:15 p.m. to address a timed In Camera item and reconvened at 10:00 p.m.

**4. Approved Minutes of the Special Education Advisory Committee Meeting of December 7, 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 December 7, 2011, as presented for information.

**CARRIED**

**5. Unapproved Minutes of the Ad Hoc Attendance Area Review Committee Meeting Notre Dame College and Associated Elementary Schools Area, and Port Robinson of January 9, 2012**

Moved by Trustee Burkholder

Seconded by Trustee O'Leary

**THAT** the Niagara Catholic District School Board receive the Unapproved Minutes of the Unapproved Minutes of the Ad Hoc Attendance Area Review Committee Meeting - Notre Dame College and Associated Elementary Schools Area, and Port Robinson of January 9, 2012, as presented for information.

**CARRIED**

**6. Approve Minutes of the Niagara Catholic Parent Involvement Committee Meeting of November 10, 2011**

Moved by Trustee Charbonneau

Seconded by Trustee O'Leary

**THAT** the Niagara Catholic District School Board receive the Approved Minutes of the Niagara Catholic Parent Involvement Committee Meeting of November 10, 2011, as presented for information.

**CARRIED**

**7. Mid-Year Progress Review of the Niagara Catholic System Priorities 2011-2012**

The Mid-Year Progress Review of the Niagara Catholic System Priorities was deferred to the February Committee of the Whole Meeting.

**8. Financial Reports**

**8.1 Monthly Banking Transactions**

Moved by Trustee Sicoli

Seconded by Trustee Nieuwesteeg

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

**CARRIED**

**8.2 Statement of Revenue & Expenditures**

Moved by Trustee Burkholder

Seconded by Trustee Charbonneau

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

**CARRIED**

**D. TRUSTEE ITEMS, OPEN QUESTION PERIOD & OTHER BUSINESS**

**1. Correspondence**

Nil Report

**2. Report on Trustee Conferences Attended**

Nil Report

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

**3.1 Special Board Meeting – February 14, 2012**

**Report on Long Term Financing for Capital Projects**

Director Crocco informed Trustees that a Special Board Meeting is required on February 14, 2012, following the Committee of the Whole Meeting to receive recommendations regarding the Report on the Long Term Financing for Capital Projects in order to meet the submission deadline of February 24, 2012 to the Ministry of Education.

**4. Trustee Information**

**4.1 Spotlight on Niagara Catholic – January 17, 2012**

Director Crocco presented the Spotlight on Niagara Catholic – January 17, 2012 issue for Trustees' information.

**4.2 Calendar of Events – February 2012**

Director Crocco presented the Calendar of Events – February 2012 for Trustees' information

**4.3 BEC - 2012 Annual Partners Breakfast - February 10, 2012 - 7:30 - 10:00 a.m.**

Director Crocco reminded Trustees of the BEC - 2012 Annual Partners Breakfast being held February 10, 2012 from 7:30 to 10:00 a.m.

**4.4 Director's Annual Report 2011 – Finalized Version**

Director Crocco presented the finalized version of the Director's Annual Report 2011.

**4.5 Trustee and Senior Staff Faith Formation Retreat**

Director Crocco presented information on the Trustee and Senior Staff Faith Formation Retreat.

**5. Open Question Period**

None Submitted

**E. NOTICES OF MOTION**

**F. BUSINESS IN CAMERA**

Moved by Trustee Nieuwesteeg  
Seconded by Trustee Charbonneau

**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 10:20 p.m. and reconvened at 11:35 p.m.

**G. REPORT ON THE IN-CAMERA SESSION**

Moved by Trustee Nieuwesteeg  
Seconded by Trustee Charbonneau

**THAT** the Niagara Catholic District School Board report the motions from the In Camera Session of the Board Meeting of January 31, 2012.

**CARRIED**

**SECTION A: STUDENT TRUSTEES PRESENT**

Moved by Trustee O'Leary  
Seconded by Trustee Sicoli

**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 December 20, 2011, as presented.

**CARRIED (Item F1)**

Moved by Trustee O'Leary  
Seconded by Trustee Sicoli

**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 January 17, 2012, as presented.

**CARRIED (Item F2)**

**SECTION B: STUDENT TRUSTEES EXCLUDED**

Moved by Trustee Burkholder  
Seconded by Trustee O'Leary

**THAT** the Board rise from the In Camera Session and resume the Public Session of the Board Meeting.

**CARRIED**

Moved by Trustee MacNeil  
Seconded by Trustee Nieuwesteeg

**THAT** the Niagara Catholic District School Board approve the recommendation as outlined in Item F4 of the In Camera Agenda.

**CARRIED (Item F4)**

Moved by Trustee Burkholder

Seconded by Trustee Nieuwesteeg

**THAT** the Niagara Catholic District School Board approve that the Board Meeting be extended by fifteen (15) minutes.

**CARRIED**

Moved by Trustee MacNeil

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 B: Student Trustees Excluded of January 17, 2012, as presented.

**CARRIED (Item F6)**

Moved by Trustee O'Leary

Seconded by Trustee Nieuwesteeg

**THAT** the Niagara Catholic District School Board approve the recommendation as outlined in Item F9 of the In Camera Agenda.

**CARRIED (Item F9)**

Moved by Trustee Burkholder

Seconded by Trustee MacNeil

**THAT** the Niagara Catholic District School Board approve that the Board Meeting be extended by fifteen (15) minutes.

**CARRIED**

Moved by Trustee Charbonneau

Seconded by Trustee Nieuwesteeg

**THAT** the Niagara Catholic District School Board approve that the Board Meeting be extended by fifteen (15) minutes.

**CARRIED**

Moved by Trustee Charbonneau

Seconded by Trustee Nieuwesteeg

**THAT** the Niagara Catholic District School Board approve that the Board Meeting be extended by fifteen (15) minutes.

**CARRIED**

## **H. FUTURE MEETINGS AND EVENTS**

## **I. MOMENT OF SILENT REFLECTION FOR LIFE**

## **J. ADJOURNMENT**

Moved by Trustee O'Leary

Seconded by Trustee Nieuwesteeg

**THAT** the January 31, 2012 meeting of the Niagara Catholic District School Board be adjourned.

**CARRIED**

This meeting was adjourned at 11:40 p.m.

Minutes of the Meeting of the Niagara Catholic District School Board held on **January 31<sup>st</sup>, 2012.**

Approved on **28<sup>th</sup>** day **February 2012.**

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Kathy Burtnik  
Chairperson of the Board

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John Crocco  
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
FEBRUARY 28, 2012**

***PUBLIC SESSION***

**TOPIC: MINUTES OF THE SPECIAL BOARD MEETING OF  
FEBRUARY 14, 2012**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the Minutes of the Board Meeting of February 14, 2012, as presented.



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

## MINUTES OF THE SPECIAL BOARD MEETING

**TUESDAY, FEBRUARY 14, 2012**

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Minutes of the Special Meeting of the Niagara Catholic District School Board, held on Tuesday, February 14, 2012, 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 9:35 p.m. by Chairperson Burtnik.

### A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayers were led by Trustee O'Leary.

2. Roll Call

Moved by Trustee Burkholder

Seconded by Trustee Charbonneau

**THAT** the Niagara Catholic District School Board excuse Trustee Fera and Nieuwesteeg from attending the Special Board Meeting of February 14, 2012.

**CARRIED**

Trustee	Present	Absent	Excused
Rhianon Burkholder	✓		
Kathy Burtnik	✓		
Maurice Charbonneau	✓		
Frank Fera			✓
Fr. Paul MacNeil	✓		
Ed Nieuwesteeg			✓
Ted O'Leary	✓		
Dino Sicoli	✓		
<b>Student Trustees</b>			
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 Burkholder

Seconded by Trustee Charbonneau

**THAT** the Niagara Catholic District School Board approve the Agenda of the Special Board Meeting of February 14, 2012, as presented.

**CARRIED**

**4. Disclosure of Interest**

A Disclosure of Interest was declared by Trustee MacNeil with Item C1 of the In Camera Agenda. He left the In Camera Meeting during discussion of this item.

**B. COMMITTEE AND STAFF REPORTS**

**1. Long Term Financing of Capital Projects Approved by the Ministry of Education**

Moved by Trustee MacNeil

Seconded by Trustee O'Leary

**THAT** the Niagara Catholic District School Board approve the Borrowing By-Law #A1-2012 in the amount of \$4,538,461 and the related documents, as presented in the report.

**CARRIED**

**C. BUSINESS IN CAMERA**

Moved by Trustee Burkholder

Seconded by Trustee O'Leary

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

**CARRIED**

The Niagara Catholic District School Board moved into the In Camera Session of the Special Board Meeting at 9:40 p.m. and reconvened at 9:45 p.m.

**D. REPORT ON THE IN-CAMERA SESSION**

Moved by Trustee Burkholder

Seconded by Trustee Charbonneau

**THAT** the Niagara Catholic District School Board report the motions from the In Camera Session of the Special Board Meeting of February 14, 2012.

**CARRIED**



Moved by Trustee Charbonneau

Seconded by Trustee O'Leary

**THAT** the Niagara Catholic District School Board approve the recommendation as outlined in Item C1 of the In Camera Agenda.

**CARRIED (Item C1)**

## **E. MOMENT OF SILENT REFLECTION FOR LIFE**

## **F. ADJOURNMENT**

Moved by Trustee Sicoli

Seconded by Trustee O'Leary

**THAT** the February 14, 2012 Special Meeting of the Niagara Catholic District School Board be adjourned.

**CARRIED**

This meeting was adjourned at 9:45 p.m.

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Minutes of the Special Meeting of the Niagara Catholic District School Board held on **February 14<sup>th</sup>, 2012.**

Approved on the **28<sup>th</sup>** day of **February 2012.**

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Kathy Burtnik  
Chairperson of the Board

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John Crocco  
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
FEBRUARY 28, 2012**

***PUBLIC SESSION***

**TOPIC: PRESENTATION/DELEGATION  
CHEQUE PRESENTATION TO THE UNITED WAY  
OF SOUTH NIAGARA**

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Prepared by: John Crocco, Director of Education  
Presented by: John Crocco, Director of Education  
Date: February 28, 2012



## PRESENTATION BACKGROUND

Board Meeting  
February 28, 2012

### **CHEQUE PRESENTATION TO THE UNITED WAY OF SOUTH NIAGARA**

In early November 2011 the Niagara Catholic District School Board commenced its United Way 2011 campaign. United Way is one of Niagara Catholic's approved charitable community agencies.

A newly constituted Niagara Catholic United Way Committee was established and set the target to collect through pledges an ambitious \$10,000 over last year by way of individual donations and fundraising activities.

Canvassers in each of the Board's sixty-five (65) locations collected payroll and donations from students, staff and families through a variety of organized fundraising events.

With the 2011 campaign now completed, the fundraising results have been confirmed by United Way of South Niagara.

Niagara Catholic raised a grand total of \$ 41,568.00 for United Way which is an increase of \$15,186 over the 2010 campaign - a 58% increase.

Thank you to all those who contributed to the 2011 United Way Campaign as we surpassed our target for this past year.

Congratulations to all members of the Niagara Catholic United Way Committee comprised of;

Terry Antoniou	Elementary Principal
Susan Baxter	Administrative Assistant
Carla Bianco	Elementary Principal
John Crocco	Director of Education
Gregory Hulse	Elementary Principal
Linda Marconi	Executive Assistant
Santo Scala	Continuing Education Principal
Jeffery Smith	Secondary Principal
Victoria Wegelin	Elementary Principal

Angela Carter, United Way Board President and Sharon Svob from the United Way of South Niagara will be in attendance to accept the Niagara Catholic cheque in the amount of \$ 41,568.00 on behalf of United Way.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
FEBRUARY 28, 2012**

***PUBLIC SESSION***

**TOPIC: SCHOOL EXCELLENCE PROGRAM  
SAINT PAUL CATHOLIC HIGH SCHOOL**

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Prepared by: Mark Lefebvre, Superintendent of Education  
Presented by: Mark Lefebvre, Superintendent of Education  
Approved by: John Crocco, Director of Education  
Date: February 28, 2012



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

## REPORT TO THE BOARD MEETING FEBRUARY 28, 2012

### SCHOOL EXCELLENCE PROGRAM SAINT PAUL CATHOLIC HIGH SCHOOL

3834 Windermere Rd.  
Niagara Falls, ON  
Ph: 905.356.4313  
Fx: 905 356-6605

**Grades:**  
9 - 12

**Principal:**  
Jeff Smith

**Superintendent:**  
Mark Lefebvre

**Catholic School  
Council Chair:**  
Teri Venzon

**Parishes:**  
Our Lady of Scapular  
St. Patrick

**Total enrolment as of  
September 2011**  
935



Saint Paul Catholic High School is located in North Niagara Falls and is in close proximity to the community's tourist district. Our Family of schools include; Cardinal Newman Catholic Elementary, Mary Ward Catholic Elementary, Notre Dame Catholic Elementary, St. Gabriel Lalemant Catholic Elementary, St. Mary Catholic Elementary, St. Patrick Catholic Elementary and St. Vincent de Paul Catholic Elementary.

Saint Paul opened its doors in 1982 and since then has become well known locally, regionally, provincially and nationally through the dedication and achievements of students and staff. We are a school that is built on a strong foundation of Catholic traditions, values and culture as set by its past leaders and in conjunction with the moral principles established by the Holy Cross Fathers and Sisters. As a staff and Catholic community, we welcome the opportunity to celebrate Saint Paul's rich past, embrace its present and set the course and direction for its promising future.

Saint Paul is committed to providing engaging learning experiences for ALL of our students so they can strive for excellence and explore their unique pathways as directed by the Gospel values and the Catholic Graduate expectations. Our exemplary staff is committed to challenging our students academically, socially, morally and spiritually so that students will make a difference in their own lives and thus 'pay it forward' to make a difference in the lives of others.

Prepared by: Mark Lefebvre, Superintendent of Education  
Jeff Smith, Principal, Saint Paul High School

Presented by: Mark Lefebvre, Superintendent of Education  
Jeff Smith, Principal, Saint Paul Catholic High School

Approved by: John Crocco, Director of Education

Date: February 28, 2012

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
FEBRUARY 28, 2012**

***PUBLIC SESSION***

**TOPIC: UNAPPROVED MINUTES OF THE COMMITTEE OF THE  
WHOLE MEETING OF FEBRUARY 14, 2012**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board receive the unapproved Minutes of the Committee of the Whole Minutes of February 14, 2012, as presented.

The following recommendations are being presented for the Board's consideration from the Committee of the Whole Meeting of February 14, 2012.

**2.1 Policies**

**2.1.1 Community Use of Facilities Policy (#800.2)**

**THAT** the Niagara Catholic District School Board approve the Community Use of Facilities Policy (#800.2), as presented.

**2.1.2 Niagara Catholic Parent Involvement Committee Policy (#800.7)**

**THAT** the Niagara Catholic District School Board approve the Niagara Catholic Parent Involvement Committee Policy (#800.7), as presented.

**2.1.3 Catholic Leadership: Principal & Vice-Principal Selection (#202.2)**

**THAT** the Niagara Catholic District School Board approve the Catholic Leadership: Principal & Vice-Principal Selection (#202.2), as presented.

**2.1.4 Employee Workplace Harassment Policy (#201.7)**

**THAT** the Niagara Catholic District School Board approve the Employee Workplace Harassment Policy (#201.7), as presented.

**2.2 Mid-Year Progress Review of the Niagara Catholic System Priorities 2011-2012**

**THAT** the Niagara Catholic District School Board receive the Mid-Year Progress Review of the Niagara Catholic System Priorities 2011-2012, as presented.



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

## MINUTES OF THE COMMITTEE OF THE WHOLE MEETING

**TUESDAY, FEBRUARY 14, 2012**

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Minutes of the Meeting of the Committee of the Whole of the Niagara Catholic District School Board, held on Tuesday, February 14, 2012, 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 Trustee Nieuwesteeg.

2. Roll Call

Vice-Chairperson Charbonneau noted that Trustees Fera and Nieuwesteeg asked to be excused from the February 14, 2012 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	✓		
<b>Student Trustees</b>			
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; **Jennifer Brailey**, Manager of Corporate Services & Communications; **Sherry Morena**, Recording Secretary/Administrative Assistant, Corporate Services & Communications

3. **Approval of the Agenda**

Moved by Trustee Burkholder

**THAT** the Committee of the Whole approve the Agenda of the Committee of the Whole Meeting of February 14, 2012, as presented.

**CARRIED**

4. **Disclosure of Interest**

A Disclosure of Interest was declared by Trustee MacNeil with Item F4 of the In Camera Agenda. He left the in camera meeting during discussion of this item.

5. **Minutes of the Committee of the Whole Meeting of January 17, 2012**

Moved by Trustee Sicoli

**THAT** the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting of January 17, 2012, as presented.

**CARRIED**

**B. PRESENTATIONS**

**C. COMMITTEE AND STAFF REPORTS**

1. **Policy Committee**

1.1 **Unapproved Minutes**

**Policy Committee Meeting – January 31, 2012**

Moved by Trustee Burtnik

**THAT** the Committee of the Whole receive the unapproved Minutes of the Policy Committee Meeting of January 31, 2012, as presented.

**CARRIED**

1.2 **Approval of Policies**

1.2.1 **Community Use of Facilities Policy (#800.2)**

Moved by Trustee MacNeil

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Community Use of Facilities Policy (#800.2), as presented.

**CARRIED**

**1.2.2 Niagara Catholic Parent Involvement Committee Policy (#800.6)**

Moved by Trustee Sicoli

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Niagara Catholic Parent Involvement Committee Policy (#800.6), as presented.

**CARRIED**

**1.2.3 Catholic Leadership: Principal & Vice-Principal Selection Policy (#202.2)**

The Catholic Leadership: Principal & Vice-Principal Selection Policy (#202.2) was amended to reword the first sentence in the Conflict of Interest section to read, "No individual will be involved in any part of the selection process *if it is self-declared and/or deemed to be a* Conflict of Interest regarding any individual submitting their name for a position with Niagara Catholic."

Moved by Trustee Burkholder

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Catholic Leadership: Principal & Vice-Principal Selection Policy (#202.2), as amended.

**CARRIED**

**1.2.4 Employee Workplace Harassment Policy (#201.7)**

Moved by Trustee MacNeil

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Employee Workplace Harassment Policy (#201.7), as presented.

**CARRIED**

**1.3 Policy Schedule**

Director Crocco presented the Policy Schedule and noted that the Attendance Support Program Policy will be presented to the Policy Committee in March 2012 not May 2012 as stated in the schedule.

**1.4 Policy Update**

Director Crocco presented the Policy Update.

**2. Holy Childhood Association Walk 2011-2012**

Mark Lefebvre, Superintendent of Education, welcomed Mary Lou Vescio, Acting Principal, Alexander Kuska Catholic Elementary School, who presented information on the Holy Childhood Association Walk. She informed Trustees that this year, 35 elementary schools participated in the Holy Childhood Walkathons raising \$15,000. It was also noted that the Niagara Catholic District School Board raised over \$599,000 since commencing involvement with the Holy Childhood Association in 1984.

**3. Student Voice Initiative - Speakup Projects**

Superintendent Lefebvre presented the Student Voice Initiative - Speakup Projects report which outlines the details of the \$16,000.00 in funding received from the Ministry of Education supporting the sixteen (16) proposals at fifteen (15) different elementary and secondary schools.

**4. Mid-Year Progress Review of the Niagara Catholic System Priorities 2011-2012**

Director Crocco presented the Mid-Year Progress Review of the Niagara Catholic System Priorities 2011-2012. He reminded Trustees that in May 2011, the Board approved the Niagara Catholic System Priorities 2011-2012 which are designed to provide the specific annual focus for the system towards achieving the outcomes of the Board approved Niagara Catholic Vision 2020 Strategic Plan. Within the two (2) Strategic Directions and the seven (7) Enabling Strategies are the approved priority indicators which provide the specific framework to measure the achievement of each direction and strategy.

On behalf of Senior Administrative Council, Director Crocco highlighted each section of the report and answered questions of Trustees. The final report on 2011-2012 will be presented at the September 2012 Board Meeting.

With the deferral of this report from January Board Meeting, Chairperson Burtnik requested that the report be included in the February Board Meeting Agenda as a received report.

Moved by Trustee MacNeil

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board receive the Mid-Year Progress Review of the Niagara Catholic System Priorities 2011-2012, as presented.

**CARRIED**

**5. 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.

**6. Catholic Leadership: Principal and Vice-Principal Selection 2012**

Director Crocco and Superintendent Iannantuono presented the report on the Catholic Leadership: Principal and Vice-Principal Selection 2012, which is in compliance with the Niagara Catholic District School Board Catholic Leadership: Principal and Vice-Principal Selection Policy (202.2).

Trustees were informed of the required qualifications, skill set, and profile of Catholic Principals and Vice-Principals, along with the process to be followed in order for applicants to be considered for positions as Principals and Vice-Principals.

As per the Policy, Trustees were invited to submit input on the timeline, skill set or profile to the Director of Education.

**7. Long Term Financing of Capital Projects Approved by the Ministry of Education**

Larry Reich, Superintendent of Business & Financial Services presented the report on the Long Term Financing of Capital Projects Approved by the Ministry of Education

Moved by Trustee Burkholder

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Borrowing By-Law #A1-2012 in the amount of \$4,538,461 and the related documents, as presented in the report.

**CARRIED**

**8. Monthly Updates**

**8.1 Capital Projects Progress Report**

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

**8.2 Student Trustees' Update**

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

**8.3 Senior Staff Good News Update**

Senior Staff presented highlights and achievements from the Board's elementary and secondary schools.

**D. INFORMATION**

**1. Trustee Information**

**1.1 Spotlight on Niagara Catholic – January 31, 2012**

Director Crocco presented the Spotlight on Niagara Catholic – January 31, 2012 issue for Trustees' information.

**1.2 Calendar of Events – February 2012**

Director Crocco presented information on the Calendar of Events – February 2012.

**1.3 St. Mark Catholic Elementary School Blessing – February 15, 2012**

Director Crocco presented information on the St. Mark Catholic Elementary School Blessing taking place February 15, 2012 at 7:00 p.m.

Trustees were asked to confirm their attendance with Sherry Morena, Administrative Assistant, Corporate Services & Communications.

**1.4 St. Anthony Catholic Elementary School Blessing – April 23, 2012**

Director Crocco presented information on the St. Anthony Catholic Elementary School Blessing taking place April 23, 2012 at 7:00 p.m.

Trustees were asked to confirm their attendance with Sherry Morena, Administrative Assistant, Corporate Services & Communications.

**1.5 SpeakOut Showcase – March 5, 2012**

Director Crocco presented information on the SpeakOut Showcase being held on March 5, 2012 at 6:00 p.m. at the Catholic Education Centre.

**1.6 OCSTA AGM 2012**

Director Crocco presented information on the OCSTA AGM 2012 and asked Trustee to confirm their attendance with Sherry Morena, Administrative Assistant, Corporate Services & Communications.

**E. OTHER BUSINESS**

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

Director Crocco noted that if the Ministry of Education approved the Board's Business Case Submission for the Closure and Consolidation of Michael J. Brennan Catholic Elementary School, the St. Catharines Ad Hoc Attendance Area Review Committee would meet towards a recommendation to the June 2012 Committee of the Whole Meeting.

**F. BUSINESS IN CAMERA**

Moved by Trustee Burkholder

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

**CARRIED**

The Committee of the Whole moved into the In Camera Session of the Meeting at 9:05 p.m. and reconvened at 9:30 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 February 13, 2012.

**CARRIED**

**SECTION A: STUDENT TRUSTEES PRESENT**

Moved by Trustee Burkholder

**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 January 17, 2012, as presented.

**CARRIED (Item F1)**

**SECTION B: STUDENT TRUSTEES EXCLUDED**

Moved by Trustee O'Leary

**THAT** the Committee of the Whole approve the Minutes of the In Camera Session of the Committee of the Whole Meeting - Section B: Student Trustees Excluded held on January 17, 2012, as presented.

**CARRIED (Item F3)**

Moved by Trustee O'Leary

**THAT** the Niagara Catholic District School Board approve the recommendation as outlined in Item F4 of the In Camera Agenda.

**CARRIED (Item F4)**

## **H. ADJOURNMENT**

Moved by Trustee Burkholder

**THAT** the February 14, 2012 Committee of the Whole Meeting be adjourned.

**CARRIED**

This meeting was adjourned at 9:30 p.m.

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Minutes of the Committee of the Whole Meeting of the Niagara Catholic District School Board held on **February 14<sup>th</sup>, 2012.**

Approved on the **6<sup>th</sup>** day of **March 2012.**

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Maurice Charbonneau  
Vice-Chairperson of the Board

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John Crocco  
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
FEBRUARY 28, 2011**

***PUBLIC SESSION***

**TOPIC: POLICIES  
COMMUNITY USE OF FACILITIES POLICY (800.2)**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the Community Use of Facilities Policy (800.2), as presented.

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Prepared by: James Woods, Controller of Plant  
Presented by: James Woods, Controller of Plant  
Recommended by: John Crocco, Director of Education  
Date: February 28, 2012



## COMMUNITY USE OF FACILITIES

Adopted: April 28, 1998  
Revised: February 25, 2003  
Revised: October 18, 2011

Policy No. 800.2

### STATEMENT OF POLICY

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the Niagara Catholic District School Board supports the responsible use of Board facilities by the community where it does not detract from the operations of the facility as it pertains to Board and / or School programs.

A schedule of fees will reflect the varying nature and purpose of the community use of its facilities based on the fee structure as determined by the community use classifications.

The schedule of fees shall be reviewed and revised annually by Senior Staff.

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

#### References:

*701.4 Accessibility Customer Services Policy*  
*302.6.3 Access to School Premises*





## COMMUNITY USE OF FACILITIES

Issued: April 28, 1998  
 Revised: April 18, 2000  
 March 17, 2003  
 August 31, 2006  
 October 18, 2011

Policy No. 800.2

### ADMINISTRATIVE GUIDELINES

#### GENERAL CONDITIONS

1. School facilities are primarily for the use of the school and permits shall be granted in compliance with educational programs offered in the Board's schools, custodial and maintenance programs, and the Board's Mission, Vision and Values.
2. Applications for the use of facilities or grounds by community-based groups and organizations will be received by the Controller of Plant or designate through the Niagara Catholic Community Use Online Reservation System. The Controller of Plant or designate will decide on the approval of each application.
3. The general term of indoor permits will be from October 1 to the first Friday in August in the current school year of issue.
4. Use of grounds will be from May 1 to October 1 for elementary schools only.
5. Secondary school playing fields are not available to permit groups without a reciprocal agreement.

#### **INSIDE FACILITY - Hours available for permit groups**

Weekdays all facilities	6:00 p.m. - 10:00 p.m.
Weekends all facilities	8:00 a.m. - 10:00 p.m.

#### **GROUNDS - During school year - Hours available for permit groups**

Weekdays	6:00 p.m. to dusk
Weekends	9:00 a.m. to dusk

#### **GROUNDS - During summer months - Hours available for permit groups**

Weekdays	9:00 a.m. to dusk
Weekends	9:00 a.m. to dusk

6. Unless otherwise approved by the Controller of Plant, schools and other facilities will be closed for permit users on the following dates:

Thanksgiving Weekend	Friday to Monday inclusive
Christmas Holidays	Two week shutdown, incl. Friday to commencement of school on Monday
Family Day	Monday
Mid-Winter Break	Friday to commencement of school on Monday
Easter Weekend	Friday to Monday inclusive
Victoria Day Weekend	Saturday to Monday inclusive
PA Days that include custodial staff	

7. The person who obtains a Community Use of Facilities permit shall be 18 years of age or older, shall accept full and personal responsibility for the conduct and supervision of all persons admitted to Board facilities, and shall be accountable for any and all damages resulting from the use of Board property.
8. The person who obtains a Community Use of Facilities permit must designate and identify a person who will be in attendance at the facility during the times and uses to which the permit applies.
9. A Custodian (subject to the Collective Agreement), security person or responsible person acceptable to the Controller of Plant may be assigned to the permitted facility to protect the interests of the Board by opening the facility, flushing water lines where applicable, providing access to appropriate areas, ensuring the security of the Board's property, responding to emergency situations and shutting down and securing the building at the completion of the program. Costs associated with the additional staff may be charged to the permit holder.
10. The Board will not be responsible for personal injury or for the loss or damage to personal belongings of participants or spectators inside the building or on the property.
11. Smoking is not permitted on Board property. The permit holder shall be responsible for enforcing this regulation.
12. No utterance, portrayal, display, or performance of an obscene or disloyal nature will be permitted.
13. Exits must be kept free from any obstruction. Exterior doors are to be locked at all times and are not to be wedged open. If necessary, a monitor is to be stationed at the door to admit guests and to keep the door secure at all times.
14. Sleepovers are not permitted in Board facilities.
15. Any advertising for the Community Use activities, which identify the school as the location, must have written permission by the Controller of Plant.
16. No parking is permitted on lawns or asphalt play areas.
17. The Controller of Plant / designate will monitor and record group activity complaints received and take appropriate action.
18. No storage space is granted to outside organizations.
19. Professional movers approved by the Board and paid by the permit holder must carry out moving of any school piano from stage to floor or vice-versa. Pianos must be returned to the same location in which they are found. When the permit holder requests tuning of pianos, a charge will be made.
20. Facilities shall not be physically altered in any way.
21. Custodial staff is on duty for the care and protection of school property and not as supervisors of an activity in progress.
22. Appropriate attire for the activity including footwear (e.g. running shoes on gym floors) must be worn by the active participants of the permit group.
23. Decorations must conform to fire safety practices as recommended by the Fire Department. The Board reserves the right to request inspections by Fire Department, Municipal and Provincial officials as deemed necessary. Any violations with respect to the above conditions may result in immediate cancellation of the Community Use Agreement.

## **PERMIT APPLICATION AND PROCESS**

All individuals or groups (including Board staff) must apply and pay for use of Board facilities through the Niagara Catholic Community Use Online Reservation System at <http://ncdsb.ebasefm.com/communityuse/>

School staff shall plan their after school hours facility needs in advance. The system will be available prior to July 7<sup>th</sup> to school principals to enter their permits.

Board staff, no user fee and not-for-profit groups will be able to enter their permit requests from July 7<sup>th</sup> to August 31<sup>st</sup>, and all other groups after September 7<sup>th</sup> for the coming school year. Upon approval, a permit number will be issued.

1. All after school events using Board facilities must have a Community Use Permit Number.
2. Applicants must be 18 years of age or older to obtain a permit.
3. Permits will be issued for a minimum of 1 hour.
4. Permits are valid for the current school year only. Applications must be made on a yearly basis.
5. Applications for community use must be received at least ten (10) working days prior to the date of use.
6. Depending on the classification of the user group, a non-refundable administration fee for community use of facility is required upon application.
7. Applicants are required to pay the applicable fees for any time or space used that exceeds the information stated on the permit.
8. All taxes imposed on the sale of tickets for an event and all arrangements in regard to taxes shall be the responsibility of the organization using the facility.
9. Cost for the improper use of fire and security alarms or equipment will be charged to the permit holder.
10. The permit holder will make restitution for any damages caused.
11. It is the responsibility of the applicant to examine the facility to ensure its acceptability for the event.

## **USER GROUP CLASSIFICATIONS**

### **Classification A:**

Board or school sponsored activities including: school council events, school dances, school sporting activities and Continuing Education, Catholic Church Services, Masses and Religious Instruction Classes.

### **Classification B:**

Not-for-profit youth related community groups providing services free of charge and no user fee.

### **Classification C:**

Not-for-profit youth related community groups including activities run by local not-for-profit youth groups, groups directly involved with children and youth including scouts/guides, YMCA/YWCA, 4H clubs, and other youth groups where the activities are intended for participants under the age of 18; not-for-profit recognized children's sport and recreation service providers including members or affiliates of Provincial sports organizations that are recognized by the Ministry of Tourism; not-for-profit childcare operations – before and after school childcare (as the Day Nurseries Act); other not-for profit or charitable groups such as local service clubs, community health associations, senior groups, etc. as determined by Senior Administrative Council.

### **Classification D:**

Religious, cultural, service and recognized political organizations (Federal/Provincial/Municipal); individuals or groups providing services and programs for the community and charging participation or user fees (paid instruction/supervision) including music, dancing, arts, drama, gymnastics classes, sports and other groups including driver education programs, partnership in education – colleges and universities, enterprises, general public.

## **INSURANCE**

All permit holders shall carry liability insurance of at least \$2 million and name the Niagara Catholic District School Board as an additional insured. An insurance certificate proving compliance with this requirement must be provided before the permit application is approved. Where there is ongoing, continuous use, the insurance will contain a clause that it will not be cancelled or changed without the Board first having received not less than 30 days written notice of such a cancellation or change.

If an applicant for a permit is not able to provide his/her own liability insurance, the applicant can apply for the required insurance through the School Board under the following terms and conditions:

- A. The applicant must agree to pay the premium at the time of the application;
- B. The applicant must satisfy itself as to the limits of coverage and the exclusions from coverage;
- C. The applicant must be truthful in providing full information about the event that may be necessary to assess the risk;
- D. The applicant acknowledges that the Board would prefer the applicant to arrange his/her own insurance coverage. The Board assumes no liability with respect to the administration or placing of the insurance and the applicant releases the Board from such liability.

## **CANCELLATION OF PERMITS**

1. In the event of any cancellation, the permit holder must contact the staff assigned to community use coordination a minimum of seven (7) working days in advance of any booking. The cancellation must be in writing through the Community Use Online Reservation System. Failure to do so may necessitate full charge for the rental facility. A cancellation fee will be applied in all cases.
2. Designated Board administrative staff may, at any time, cancel or withdraw the use of any facility, without cause or sufficient notice. In the event of such cancellation staff will endeavour, if requested, to find an acceptable alternate location. There shall be no claim or right to damage or reimbursement on account of any loss, damage or expense incurred by the permit applicant/holder.
3. Permits shall be invalid during the days when the schools are closed due to inclement weather. The Inclement Weather Policy will prevail in the event of school closures. Refunds or rescheduling of cancelled events must be applied for within the school year and will be undertaken at no cost to the user group.

## **SERVING OF ALCOHOL ON BOARD PREMISES (This applies to all permit groups and Board staff)**

When any group (including Board staff) proposes the consumption of alcoholic beverages during the rental period, it must be stated in the **Application for Permission to Serve Alcoholic Beverages on Board Premises form** and the appropriate licensing must be obtained. In addition, the following conditions must be met:

1. One individual is to be designated (name to be provided to the Board in advance) as the person in charge of the bar and must be a licensed bartender or have a Smart Serve Certificate. The designate must be given specific instructions and authority by the user to refuse alcoholic beverages to any person appearing to be intoxicated.
2. The application, together with all required information (liquor licence, alcohol insurance), is to be submitted one month in advance to the staff assigned to community use coordination.
3. Where alcohol is served, Alcohol Liability Insurance in an amount no less than two million dollars with the Niagara Catholic District School Board named as an additional insured and Liquor Licence obtained from the Liquor Control Board of Ontario must be carried by the user group.
4. When serving alcohol, no minors are to be present.
5. Food must be served in conjunction with alcoholic beverages.
6. When alcoholic beverages are served, a custodian must be in attendance at the event and be responsible to lock up. In addition to the applicable rate, the organization must pay for this custodial assistance for the duration of the event.

**The Board may enter into negotiated agreements for defined space requirements. Such agreements may include before and after school programs, licensed childcare centres, elections and polling stations, and reciprocal agreements.**

## **EQUIPMENT**

Auditorium equipment such as lighting and sound is included in the hourly rates below. (Technicians are an extra hourly charge). User groups may be permitted to use some Board/School equipment through the Community Use Online Registration application.

## **APPENDIX A – SCHEDULE OF FEES**

***Cancellation Fees:*** A Cancellation fee of \$10 will apply per cancelled permit.

***Administration Fees:*** No Administration fee for Non-Profit Groups (Class A, B and C); \$25.00 per single use, and per facility, payable in advance (Class D); \$125.00 for multi-use for up to a yearly permit in a single facility, payable in advance (Class D).

***Custodial Fees:*** Custodial fees are based on Costs x hours of work – when required (3 hours minimum, if called in to work), (\$30/hr Monday to Saturday, \$40/hr Sunday, \$60/hr Statutory Holidays). (Applies to all Classes)

Facilities may require the use of additional custodial staff during times of community use depending upon the event and at the discretion of the Controller of Plant or designate. The permit holder will pay the applicable custodial fee, if additional staff is required.

***Facility Rental Fees:*** Facility Rental fees apply to Class C and D as outlined below.

## **DEPOSITS**

For all non-school related group permit uses, there shall be a refundable deposit of \$100.00 required per facility per group, per year for the use of the facility. These deposits are payable in advance of the permit.

If a key or access card to the facility is required a refundable deposit of \$35.00 for each key or access card issued is required (applies to Classes B, C and D).

**USER GROUP CLASSIFICATIONS AND FEES**

<b>CLASS</b>	<b>DESCRIPTION</b>	<b>FEE</b>
<b>Class A Board/School Use</b>	<b><i>Board or School Sponsored Activities</i></b> Including:  Board or school authorized events including school council events, school dances, school sporting activities and Continuing Education, Catholic Church Services, Masses and Religious Instruction Classes.	No administration fee; No user fee; Custodial fee if additional custodian is required
<b>Class B No User Fee</b>	<b><i>Not-for-Profit Youth-related Community Groups providing services free of charge</i></b>	No administration fee; No user fee
<b>Class C Not-for-Profit</b>  No Administration fee for Non-Profit groups; custodial fee if additional custodian is required.  *applicable administration fee for NCDSB staff members	<b><i>Not-for profit Youth- related Community Groups</i></b> - Activities run by local not-for-profit youth groups, groups directly involved with children and youth (Scouts/Guides, YMCA/YWCA, 4H Clubs, and other youth groups where the activities are intended for participants under the age of 18).  <b><i>Not-for-profit recognized children's sport and recreation service providers</i></b> - members or affiliates of Provincial sports organizations that are recognized by the Ministry of Tourism  <b><i>Not-for-profit childcare Operations-Before and after-school childcare (as per the Day Nurseries Act)</i></b>  <b><i>Other not-for-profit or charitable groups</i></b> such as local service clubs, community health associations, senior groups, etc. as determined by Senior Administrative Council.  <b>*NCDSB Staff Members</b>	<b>Classroom</b> \$4.25 per hour  <b>Library</b> \$6.37 per hour  <b>Gymnasium</b> Double \$33.97 per hour Single \$16.99 per hour  <b>Cafeteria</b> \$8.49 per hour (excluding kitchen)  <b>Auditorium</b> (500 + fixed seating) Performance or Rehearsal \$27.60 per hour  <b>All other Auditoriums</b>  <b>Auditorium Technician</b>  <b>Playing fields</b> (Elementary only)

<p><b>Class D For Profit</b></p> <p>Administration fee and facility user fees; Custodial fee, if additional custodian is required.</p>	<p><i>Religious, Cultural, Service and recognized Political Organizations</i> (Federal/Provincial/Municipal)</p> <p><i>Individuals or groups providing Services and Programs for the Community and Charging Participation or User Fees</i> (paid instruction/supervision) including: music, dancing, arts, drama, gymnastics classes, sports</p> <p>Other Groups Including: <i>Driver education programs, partnership in education – colleges and universities, enterprises, general public</i></p>	<p><b>Classrooms</b> \$11.32 per hour</p> <p><b>Library</b> \$16.99 per hour</p> <p><b>Gymnasium</b> Double \$90.59 per hour Single \$45.30 per hour</p> <p><b>Cafeteria</b> \$22.65 per hour (excluding kitchen)</p> <p><b>Auditorium</b> (500 + fixed seating) Performance or Rehearsal \$73.60 per hour</p> <p><b>All other Auditoriums</b> Performance or Rehearsal \$40.00 per hour</p> <p><b>Auditorium Technician</b> \$10.00 per hour</p> <p><b>Playing fields</b> (Elementary only) \$10.00 per hour</p>
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**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
FEBRUARY 28, 2012**

***PUBLIC SESSION***

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

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**RECOMMENDATION**

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Niagara Catholic Parent Involvement Committee Policy (#800.7), as presented..

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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: February 28, 2012



Niagara Catholic District School Board

## NIAGARA CATHOLIC PARENT INVOLVEMENT COMMITTEE

Adopted: May 24, 2011  
Revised: January 31, 2012

Policy No. 800.7

### STATEMENT OF POLICY

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, 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/guardian 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 for the implementation 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 Parent Involvement Committee By-Laws*



**Niagara Catholic District School Board**

**NIAGARA CATHOLIC PARENT INVOLVEMENT COMMITTEE**

Issued: May 24, 2011

Policy No. 800.7

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**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/guardian 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 Niagara Catholic Parent Involvement Committee.

**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/guardian 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/guardians 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/guardians, especially parents/guardians who may find engagement challenging, in their children's learning,

- identify and reduce barriers to parent/guardian 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/guardian 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 parent/guardian 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/guardian representatives serving for a one (1) year term with the remainder serving for a two (2) year term:

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

### **3.2 ELIGIBILITY OF MEMBERSHIP**

- 3.2.1 To be eligible for election/appointment to the Niagara Catholic Parent Involvement Committee:
- must be a parent/guardian of a student enrolled in a Niagara Catholic District School Board school;
  - must reside within the Board’s jurisdiction, and
  - must represent the geographic area where the student(s) is enrolled.
- 3.2.2 A parent/guardian who is employed by the Board is qualified to be appointed to the Niagara Catholic Parent Involvement Committee.
- 3.2.3 A parent/guardian who is employed by the Board shall at his or her first meeting inform the Niagara Catholic Parent Involvement Committee 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/guardian 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 (2) members of the Board appointed by the Chairperson of the Board for a one (1) 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 (1) Principal of an elementary school of the Board recommended by the Principal/Vice-Principal Council to Senior Administrative Council, for approval,
- One (1) Principal of a secondary school of the Board recommended by the Principal/Vice-Principal Council to Senior Administrative Council, for approval,
- One (1) 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 (1) 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 (1) 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 (1) 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/guardian representative from one (1) of the geographic areas, but 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/guardian 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/guardian members to be elected to the Niagara Catholic Parent Involvement Committee in its By-Laws, the committee shall ensure that parent/guardian 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/guardian member has reached the end of a one (1) or two (2) year term
- a member resigns
- a member is unable to fulfill his/her duties.

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/guardian 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/guardian member occurs, the Niagara Catholic Parent Involvement Committee may appoint a parent/guardian to serve on the Niagara Catholic Parent Involvement Committee until the next election.
- 4.4.1 The Niagara Catholic Parent Involvement Committee shall fill the vacancy by appointment from the pool of candidates from the previous election process.
- 4.4.2 If none of the candidates from the pool of the previous election process is interested in becoming a Niagara Catholic Parent Involvement Committee member, the Niagara Catholic Parent Involvement Committee may request nominations from interested parents/guardians of the Niagara Catholic District School Board from the vacant geographic area to submit their names by the designated date for consideration.
- 4.4.3 The Niagara Catholic Parent Involvement Committee may then appoint one (1) of the interested candidates from the vacant geographic area.
- 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/guardian members of the Niagara Catholic Parent Involvement Committee shall be one (1) year and the term of office of some of the parent/guardian members shall be two (2) years, as provided in the By-Laws of the committee. Half of the parent/guardian representatives from each of the geographic areas will serve a two (2) year term with the remainder serving for a one (1) year term.
- 4.8.2 Parent/guardian 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.
- 4.8.3 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.
- 4.8.4 A member of the Niagara Catholic Parent Involvement Committee may be re-appointed 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/guardian members of the committee and shall be elected for a two (2) year term by the parent/guardian 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 and/or Co-Chairperson.
- 4.9.3 Only parent/guardian 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/guardian 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 (1) month prior to the elections.
- 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.
- 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 Niagara Catholic Parent Involvement Committee 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 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.

4.10.8 Names of the Niagara Catholic Parent Involvement Committee members will be published to the Niagara Catholic District School Board school communities.

4.10.9 Where a Niagara Catholic Parent Involvement Committee member submits a letter of resignation 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 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/guardian 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/guardian 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 voting members, but at all times there must be a majority of parents/guardians 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/guardian members;
  - the Director of Education, or designated Superintendent of Education is present, and
  - at least one (1) 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/guardian member from the Niagara Catholic Parent Involvement Committee 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/guardian 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/guardian 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, and

- 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/guardian members to be appointed or elected to the committee, governing the process of appointment or election of parent/guardian members and governing the filling of vacancies in parent/guardian 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/guardian members of the Niagara Catholic Parent Involvement Committee that will hold office for one (1) year and the number of parent/guardian 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 shall be posted on the website of the Board and 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 (1) 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  
FEBRUARY 28, 2012**

***PUBLIC SESSION***

**TOPIC: POLICIES  
CATHOLIC LEADERSHIP: PRINCIPAL & VICE-PRINCIPAL  
SELECTION (#202.2)**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the Catholic Leadership: Principal & Vice-Principal Selection (#202.2), as presented.

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Prepared by: Frank Iannantuono, Superintendent of Education – Human Resources  
Presented by: Frank Iannantuono, Superintendent of Education – Human Resources  
Recommended by: John Crocco, Director of Education  
Date: February 28, 2012



Niagara Catholic District School Board

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

Adopted: April 28, 1998

Policy No. 202.2

Revised:

### **STATEMENT OF POLICY**

In keeping with its Mission, Vision and Values, the Niagara Catholic District School believes that the realization of the goals of Catholic education requires leadership founded on faith, inspired by the Gospel, and committed to service.

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

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

Prior to the commencement of the Principal and Vice-Principal Selection process, the Director of Education will review and seek input from the Board of Trustees on the selection process, skill set and profile of a Catholic Principal and Vice-Principal within the Niagara Catholic District School Board.

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

#### *References:*

- *Education Act and Regulations*
- *Policy/Program Memorandum (PPM) No. 152 Terms and Conditions of the Employment of Principals and Vice-Principals, 2010*
- *Ontario Leadership Strategy*
- *Reach Every Student: Energizing Ontario Education, 2008*
- *Effective Practices Guide for Principal/Vice-Principal Terms and Conditions of Employment*
- *School Board Governance Act 2011*



Niagara Catholic District School Board

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

Adopted: April 28, 1998  
Revised: January 8, 2002  
October 23, 2002

Policy No. 202.2

### **ADMINISTRATIVE GUIDELINES**

#### **PREAMBLE**

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

#### **ROLE OF THE PRINCIPAL/VICE-PRINCIPAL**

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

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

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

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

The Vice Principal supports the Principal in the leadership of the school community.

#### **LEADERSHIP FRAMEWORK FOR CATHOLIC PRINCIPALS AND VICE-PRINCIPALS**

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

**QUALIFICATIONS REQUIRED AT THE TIME OF APPLICATION  
EFFECTIVE SEPTEMBER 1<sup>st</sup>, 2011 \***

**SELECTION OF PRINCIPALS**

1. Religious Education Qualifications  
Part III Specialist of the O.E.C.T.A./O.C.S.T.A. Religion course  
OR  
Four full graduate courses in Theology/Christian Education toward a degree or diploma in Theology from a Catholic university.  
OR  
Part II of the O.E.C.T.A./O.C.S.T.A. Religion course and two graduate courses in Theology/Christian Education toward a degree or diploma in Theology from a Catholic university.
2. Ontario School Principal's Qualifications Part I and Part II as per Ontario Regulation 184/97 under the Ontario College of Teachers' Act.
3. Part II of the Special Education qualifications as per the Ontario College of Teacher Qualifications.
4. A minimum of seven years of successful teaching and/or administrative experience in Catholic education – five years as a teacher and two years in some position of responsibility in education (i.e. Vice-Principal).
5. A participating member of a Catholic community as attested by a parish priest.
6. A positive recommendation from the candidate's Principal and an appropriate Superintendent of Education.
7. Successful Vice-Principal Performance Appraisal (if applicable).
8. Successful participation in the Board's Administrative Internship Program or an equivalent leadership program.

**SELECTION OF VICE-PRINCIPALS**

1. Part II of the O.E.C.T.A./O.C.S.T.A. Religion course  
OR  
Four full graduate courses in Theology/Christian Education toward a degree or diploma in Theology from a Catholic university.  
OR  
Part I of the O.E.C.T.A./O.C.S.T.A. Religion course and two graduate courses in Theology/Christian Education toward a degree or diploma in Theology from a Catholic university.
2. Ontario School Principal's Qualifications Part I and Part II as per Ontario Regulation 184/97 under the Ontario College of Teachers' Act.
3. Part I of the Special Education Course will be required prior to assuming the position.
4. Vice-Principal candidates are required to have:  
A minimum of five/ year's successful teaching and/or acceptable related experience in at least two different divisions (Primary, Junior, Intermediate, or Senior)
5. A positive recommendation from candidate's principal and an appropriate Superintendent of Education.
6. A participating member of a Catholic community as attested by a parish priest.
7. Successful participation in the Leadership Identification Program or an equivalent leadership program.

**EFFECTIVE SEPTEMBER 1<sup>st</sup>, 2011**

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



## **NIAGARA CATHOLIC DISTRICT SCHOOL BOARD: APPLICATION PROCESS**

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

### **ADVERTISING AND APPLICATIONS**

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

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

### **SELECTION PROCESS**

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

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

8. The scoring system for the selection process will be as follows:
 

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

### **CONFLICT OF INTEREST**

No individual will be involved in any part of the selection process if it is self-declared and/or deemed to be a Conflict of Interest regarding any individual submitting their name for a position with Niagara Catholic. Conflicts of Interest will be declared to either the Superintendent of Education/Human Resources or to the Director of Education who will ensure that the individual declaring the conflict of interest is not involved in any facet of the selection process.

### **FORMATION OF POTENTIAL PRINCIPAL AND VICE-PRINCIPAL POOLS**

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

### **APPOINTMENT AND ASSIGNMENT OF PRINCIPALS AND VICE-PRINCIPALS**

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

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
FEBRUARY 28, 2012**

***PUBLIC SESSION***

**TOPIC: POLICIES  
EMPLOYEE WORKPLACE HARASSMENT POLICY (#201.7)**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the Employee Workplace Harassment Policy (#201.7), as presented.

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Prepared by: Frank Iannantuono, Superintendent of Education – Human Resources  
Presented by: Frank Iannantuono, Superintendent of Education – Human Resources  
Recommended by: John Crocco, Director of Education  
Date: February 28, 2012



Niagara Catholic District School Board

## EMPLOYEE WORKPLACE HARASSMENT

Adopted: March 26, 2002  
Revised: February 23, 2010  
Reviewed: November 22, 2011

Policy No. 201.7

### STATEMENT OF POLICY

In keeping with the Mission, Vision, and Values of the Niagara Catholic District School Board, the Niagara Catholic District School Board will endeavour to provide a work environment that promotes the treatment of every employee with dignity, respect and equity.

The Board believes that the eradication of harassment in the school/workplace is the joint responsibility of the employer and the employee. Therefore, any employee who becomes aware of a harassment situation has a responsibility to draw appropriate attention to it.

Where the occasion of a complaint of harassment arises, the Board may achieve resolution through a formal or informal process. During the process all information gathered is to be kept confidential.

It is the intention of the policy and the resulting guidelines to attempt to protect both the complainant and the accused. Therefore, each party has equal rights at all steps throughout the process.

The Director of Education will issue administrative guidelines in support of this policy.

#### *Reference:*

- *Ontario Human Rights Code 1990*
- *Teaching Profession Act*
- *Municipal Freedom of Information and Protection of Privacy Act*
- *Occupational Health & Safety Act (December 2009)*
- *Workplace Violence Policy 201.11*



Niagara Catholic District School Board

**EMPLOYEE WORKPLACE HARASSMENT**

Adopted: March 26, 2002  
Revised: February 23, 2010  
Reviewed: November 22, 2011

Policy No. 201.7

**ADMINISTRATIVE GUIDELINES**

**1. DEFINITIONS**

Definitions are subject to changes from time to time as the appropriate legislation is reviewed and amended.

a. **Workplace Harassment**

- means engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought to reasonably to be known to be unwelcome.”

b. **Ethnocultural Harassment**

is one or a series of unwanted, unsolicited remarks, behaviours or communications, in any form, directed toward an individual or members of an identifiable group because of a prohibited ground of discrimination, which has the effect of:

- creating an intimidating, hostile, or offensive psychological or emotional climate for work or study, and/or
- undermining work/academic performance, and/or
- preventing or impairing full and equal enjoyment of employment/educational services, benefits, and/or opportunities.

c. **Sexual Harassment is**

- unwanted sexual attention of a persistent or abusive nature made by a person who knows, or ought to know, that such attention is unwanted;
- implied or expressed threat or reprisal in the form either of actual reprisal or the denial of opportunity for refusal to comply with a sexually oriented request; and
- sexually oriented remarks, gestures and/or behaviour which may reasonably be perceived to cause humiliation or a negative psychological and/or emotional environment for work or study.

i. **Sexual Harassment may include**

- the display or distributing of offensive material such as pictures, cartoons, e-mails and graffiti in schools, or in other Board premises,
- unwanted and unnecessary physical contact,
- unwelcome remarks, jokes or other gestures of a sexual nature.
- unwelcome sexual innuendo, sexual advances, inappropriate body contact, request for sexual favours and the display of exploitive material

ii. **Sexual Harassment is not**

- conduct which both parties find acceptable such as an occasional compliment,
- an occasional or appropriate comment which a reasonable person, in his/her circumstances, would not take to have an unwelcome sexual connotation.
- relationships between consenting adults which are voluntary. However, when such a relationship ends, continued unwanted attention may constitute sexual harassment.

## **GENERAL**

The normal and proper exercise of supervisory responsibilities including, but not limited to training, evaluating, counseling and disciplining when warranted, does not in itself constitute harassment.

### **2. COMPLAINT RESOLUTION PROCEDURES - INFORMAL RESOLUTION (VERBAL PROCESS)**

- a. Complainants are encouraged to attempt to resolve concerns at the Informal Resolution Stage. However, if the complainant believes circumstances make this difficult to do, the complainant may follow the Formal Resolution procedures.
- b. The complainant may speak directly to the accused, in order to:
  - i. identify the specific conduct, action or attitudes which are alleged to be harassing
  - ii. demand that the conduct, action or attitudes cease
- c. The complainant may choose to speak to his/her Immediate Supervisor, or another supervisor, in an attempt to resolve the complaint.
- d. This supervisor may arrange informal meetings to resolve the issue and the parties concerned may be accompanied by an advocate to attend the meetings if they so choose.
- e. No formal written records are necessary at this stage. It is strongly suggested, however, that the parties should keep personal documentation of the meeting(s).

### **3. COMPLAINT RESOLUTION PROCEDURES—FORMAL RESOLUTION**

- a. This complaint procedure is not intended to affect the employee's rights and duties as outlined in relevant legislation and/or Collective Agreements or Terms of Employment.
- b. If the complainant is not satisfied that the informal resolution procedure has produced acceptable results, or if circumstances warrant further action, then the complainant may initiate the formal resolution procedure.
- c. The complainant has the right to bring forward a formal complaint and to obtain a review of her/his complaint in an atmosphere of respect and confidentiality without fear of embarrassment or reprisals.
- d. The formal complaint shall be in written form.
- e. The formal complaint should be brought to the attention of the Immediate Supervisor with copies to the appropriate Superintendent and the Senior Administrator of Human Resources.
- f. Resolution to the formal complaint process shall be initiated through the Immediate Supervisor or Senior Administrator of Human Resources.
- g. When the accused is the Immediate Supervisor the complaint shall be directed to the appropriate Superintendent, with a copy to the Senior Administrator of Human Resources.
- h. When the accused person is a Superintendent or Senior Administrator of Human Resources the complaint shall be directed to the Director of Education.
- i. When allegations are made against the Director the complaint shall be directed to the Chairperson of the Board.
- j. The complaint shall be forwarded to the Director if the accused is a Trustee.
- k. The formal written complaint shall include:
  - i. identification of the accused individual(s) involved
  - ii. identification of the specific conduct, action, or attitudes which the complainant considers harassing
  - iii. identification of any witnesses to the conduct, action or attitudes
  - iv. a suggested resolution
- l. A copy of this complaint must be sent by the complainant to the accused within 3 working days of the registration of the complaint.
- m. If the complaint is directed at another member of the College of Teachers, teachers are required to comply with section 18 1(b) of the regulation made under the **Teaching Profession Act**.

#### 4. INVESTIGATIVE PROCEDURE OF THE COMPLAINT BY THE SUPERVISOR

- a. Upon receipt of a formal complaint the Supervisor shall ascertain that a copy of the complaint has been provided to the accused and to the appropriate Superintendent and the Senior Administrator of Human Resources.
  - b. The Supervisor shall arrange a meeting within ten (10) working days, under ordinary circumstances, of the written complaint being sent to the accused. Each party to this meeting may have an "advocate" present during the meeting. This advocate may be a principal, vice principal, supervisor, trusted staff member, friend, association or union representative.
  - c. During this meeting the Supervisor shall review the complaint, allow each party to present their position relative to the complaint, and question the parties for clarification.
- No Merit**
- d. A written report is expected if the Supervisor concludes after an internal investigation that the complainant's allegations have no merit. This report shall be completed with a rationale for ending the investigation. The report shall be communicated to the parties within ten (10) working days of the meeting (refer to 4 b). A copy of this report shall be forwarded to the appropriate Superintendent and to the Senior Administrator of Human Resources.
- With Merit**
- e. An internal investigation is expected if the Supervisor concludes that the allegations have merit. After internal investigation,
    - i. If it is clear that the respondent's behaviour did constitute harassment/ discrimination, the respondent will be required to provide a written plan that outlines what will be done to prevent any reoccurrence of the harassing behaviour(s).
    - ii. The plan will also address future interactions with the complainant to ensure that there will be no overt or subtle intimidation or retaliation. The plan may include specific action regarding harassment/discrimination prevention education or counseling provided in the community.
    - iii. The complainant's wishes regarding future interactions with the respondent may be considered in the development and the final approval of the plan.
    - iv. The Superintendent of Human Resources will determine the appropriate disciplinary action to be taken.
  - f. If either party is not accepting of the findings the matter may be referred to the Director. The Director may select to proceed with an investigation through his / her office or refer the matter to an independent third party. Selection of the third party shall be the exclusive decision of the Director.
  - g. Should the Director choose to investigate the matter through his / her office the Director may request, in writing a meeting with either party for the purpose of reviewing the decision reached by the Supervisor. This request must be made within fourteen (14) fifteen (15) working days of the decision by the Supervisor. The Director will hold a meeting with both parties.
  - h. After a meeting with the Director a written final decision will be presented to both parties. A copy of this final decision including any prescribed action and discipline will be filed with the Senior Administrator of Human Resources.
  - i. The final decision of the Director may be appealed to the Committee of the Whole/ or the Board by either party not to exceed sixty (60) school days.
  - j. If the complaint is against the Director of Education the Chairperson of the Board will refer the issue to the Board after conducting an informal investigation in order to assess merit.
  - k. If the complaint is against a Trustee, the Director will refer the issue to Chair of the Board after conducting an informal investigation in order to assess merit.

## 5. RECORDS

- a. All records for cases determined to have merit, shall be sealed and placed in the accused person's electronic personnel file and are accessible only to authorized Board personnel, the accused and any representative of the accused with the appropriate written permission. If there are no further complaints that are deemed to have merit, within a three (3) year period this individual may request, in writing, that their record be removed and destroyed.
- b. At the written request of the accused, the Director and / or delegate may review the appropriate harassment file after a three (3) year period provided the individual has fully complied with the Board's Employee Workplace Harassment policy during that time period.
- c. The Director may, at his/her discretion, determine that the harassment file be retained or destroyed following the review.

## 6. OTHER CONSIDERATIONS

- a. All investigations, accusations and all matters dealing with the Employee Workplace Harassment complaint will be conducted with regard to due process and confidentiality.
- b. Any breach of confidentiality by those parties involved may result in disciplinary action.
- c. The process does not abrogate or deny the rights of any employee granted or contained in any other provincial acts or regulations, federal legislation or collective agreements.
- d. If the most recent incident giving rise to the complaint occurred prior to the current school year or prior to six months before initiation of the complaint, the complaint must have a reasonable explanation of why the complaint was not promptly made and the supervisor must be satisfied that the delay was incurred in good faith and no substantial prejudice will result to any individual affected by the delay.
- e. If the complaint is made by a student or a parent against an employee of the Board the appropriate supervisor will exercise the relevant guidelines or regulations as set out in the Police Protocol section of the **Safe Schools Policy**.
- f. All principals/supervisors shall make all employees aware of this policy.
- g. Failure to take measures to address harassment in the workplace has legal implications for the employer (Board) under the Ontario Human Rights Code.
- h. This policy will be implemented in accordance with the Municipal Freedom of Information and Protection of Privacy Act.
- i. Timelines to the investigation and the process listed in this policy may be extended with the approval and agreement of the parties.
- j. Copies of this policy will be submitted to the complainant and harasser upon receipt of the complaint.



**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
FEBRUARY 28, 2012**

***PUBLIC SESSION***

**TOPIC: MID-YEAR PROGRESS REVIEW OF THE NIAGARA  
CATHOLIC SYSTEM PRIORITIES 2011-2012**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board receive the Mid-Year Progress Review of the Niagara Catholic System Priorities 2011-2012, as presented.

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Prepared by: John Crocco, Director of Education  
Presented by: John Crocco, Director of Education  
Recommended by: John Crocco, Director of Education  
Date: February 28, 2012



## **REPORT TO THE COMMITTEE OF THE WHOLE MEETING FEBRUARY 14, 2012**

### **MID-YEAR PROGRESS REVIEW OF THE NIAGARA CATHOLIC SYSTEM PRIORITIES 2011-2012**

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#### **BACKGROUND INFORMATION**

At the May 24<sup>th</sup>, 2011 meeting of the Niagara Catholic District School Board, the following motion was approved;

*THAT the Niagara Catholic District School Board approve the Niagara Catholic Strategic Directions Priority Indicators 2011-2012, as presented. (Appendix A)*

The Niagara Catholic Strategic Directions Priority Indicators 2011-2012 are designed to provide the annual focus for the system towards achieving the outcomes of the Niagara Catholic Vision 2020 Strategic Plan. Within the two (2) Strategic Directions and the seven (7) Enabling Strategies are the approved system priority indicators which provide the specific framework to measure the achievement of each direction and strategy within our multi-year strategic plan.

The Board approved Strategic Directions Priority Indicators 2011-2012 were posted on the Niagara Catholic website and copies were provided to Bishop Bergie, the Diocese of St. Catharines, Special Education Advisory Committee (SEAC), Catholic School Council Chairs and the Niagara Catholic Parent Involvement Committee (NCPIC). In addition, a poster size copy of the Niagara Catholic Strategic Direction Priority Indicators 2011-2012 were displayed in public locations in all schools, Board sites and the Catholic Education Centre for review by students, staff, parents and guests to Niagara Catholic.

As we reach the approximate mid-point of the 2011-2012 academic year, Senior Administrative Council conducted its annual mid-year review of the progress in achieving the indicators of success within each Strategic Direction and Enabling Strategy. The results of the mid-year review were collated and reviewed by Senior Administrative Council, administrators and Board staff as a measurement of our success to date in achieving each priority indicator by the conclusion of the academic year. Principals will conduct similar discussions with staff on the implementation of system priorities and the measurements of success following a presentation to Principals at the February Director's Meeting.

Attached to this report (Appendix B) is a copy of the redesigned Mid-Year Progress Review of the Niagara Catholic System Priorities for 2011-2012. Within each Strategic Direction and Enabling Strategy is the indicator of success and comments on the measurables to determine the achievement of either *Action Required, On Target or Completed*.

With the majority of indicators directly linked to final achievement results at the conclusion of the 2011-2012 school year, members of Senior Administrative Council, administrators and Board staff will collate, analyze and review all data gathered for the 2011-2012 school year and present a final report to the Board and to all stakeholders at the September 2012 Board Meeting.

The annual final report will provide evidenced based information on the achievement of the Board's annual system priorities and the achievement of specific expectations within Niagara Catholic's multi-year strategic plan, Vision 2020.

The Mid-Year Progress Review of the Niagara Catholic System Priorities 2011-2012  
is presented for information.

PREPARED BY: Senior Administrative Council  
PRESENTED BY: John Crocco, Director of Education  
APPROVED BY: John Crocco, Director of Education  
DATE: February 14, 2012

**Attached**

*Appendix A - Niagara Catholic Strategic Directions Priority Indicators 2011-2012*

*Appendix B - Mid-Year Progress Review of the Niagara Catholic System Priorities 2011-2012  
(under separate cover)*



## NIAGARA CATHOLIC

### STRATEGIC DIRECTIONS PRIORITY INDICATORS 2011-2012

#### ***STRATEGIC DIRECTIONS***

##### ***Build Strong Catholic Identity and Community to Nurture the Distinctiveness of Catholic Education***

- To enhance our distinctive Catholic educational system by designing and implementing a Niagara Catholic Faith Formation program, rooted in the Board's Vision 2020 Strategic Plan, and integrating into programs and services for students, parents and the community served by the Board by June 2012.
- To conduct a Niagara Catholic elementary and secondary Student Conference 2012 focused on the theme of "Nurturing the Distinctiveness of Catholic Education" by March 2012.

##### ***Advance Student Achievement for All***

- To continue to support all students who are six years of age in the development of literacy and numeracy skills, particularly in learning to read, by June 2012.
- To expand and enhance e-Learning initiatives in Niagara Catholic by June 2012.
- To continue with system implementation of the Ministry of Education Policy "Growing Success" – Assessment, Evaluation and Reporting in Ontario Schools" and the Niagara Catholic Assessment, Evaluation and Reporting K-12 Policy and Guidelines for all schools in the Board by June 2012.
- To continue to advance student achievement through Ministry of Education, Board and School initiatives on Provincial EQAO Primary and Junior Assessments, EQAO Secondary Mathematics Assessment, and the Ontario Secondary School Literacy Test (OSSLT) by June 2012.
- To align and design initiatives to achieve the target of 85% graduation rate of 2011-2012 Grade 12 students by June 2012.

#### ***ENABLING STRATEGIES***

##### ***Provide Supports for Success***

- To design a Niagara Catholic Mental Health Support Plan to address the need for increased supports for mental health by June 2012.
- Enhance Technology for Optimal Learning
- To design a comprehensive Niagara Catholic Teaching and Learning through Technology Blueprint by March 2012.
- To continue the implementation of the Niagara Catholic Data Warehouse with elementary and secondary staff by June 2012.
- To initiate the implementation of a hardware platform for all school-based computer technology by September 2012.
- Building Partnerships and Schools as Hubs
- To continue to expand educational research in the Board to include Board research projects, the sharing of current research, and an extension of research partnerships with outside agencies by June 2012.

- To continue to build capacity with Trustees, the Diocese of St. Catharines, Parishes, administrators, staff and parents by providing information and opportunities for dialogue on Catholic education.
- To develop and implement programs through the engagement of community groups and the community use of schools program to address the needs of children and families including nutrition, physical activity and literacy by June 2012.

### ***Strengthen Human Resource Practices and Develop Transformational Leadership***

- To develop a Niagara Catholic Hiring Policy and process for the selection of staff by March 2012.
- To develop a Niagara Catholic Leadership Succession Planning Policy and process for the selection to all positions of leadership within Niagara Catholic by March 2012.
- To design and implement an annual Niagara Catholic Human Resources Certificate Program for all administrators by October 2011 for the 2011-2012 school year.

### ***Create Equity and Accessibility of Resources***

- To consolidate the implementation of the Teaching Learning Critical Pathway initiative in all elementary and secondary schools by June 2012.
- To expand the secondary Math TLCP process to all Academic and Applied Mathematics courses by June 2012.
- To expand the Collaborative Inquiry for Learning in Mathematics process in all elementary schools by June 2012.
- To implement a plan to identify and remove barriers to individuals with disabilities in Board facilities as identified in the 2011-2012 Niagara Catholic Accessibility Plan by August 31, 2012.

### ***Ensure Responsible Fiscal and Operational Management***

- To ensure that all Catholic Education Centre departments develop annual Operational Plans and review cycles, which align with the Vision 2020 Strategic Plan by October 2011.
- To comply with Ministry of Education requirements for fiscal financial management with a balanced budget.
- To consolidate key risks and mitigate budget factors into a single risk plan by June 2012.
- To ensure that the Internal Audit Plans are presented to the Audit Committee as required throughout 2011-2012.
- To ensure that the External Audit Plans are presented to the Audit Committee as required throughout 2011-2012.
- In compliance with Ministry directives, to ensure that the Board Purchasing Policy is monitored for compliance by June 2012.
- To implement a plan to generate savings on electrical energy through the installation of solar photovoltaic systems at Our Lady of Fatima Catholic and St. Joseph Catholic Elementary Schools in Grimsby by September 2011.
- To develop, implement and monitor the day cleaning program in all school facilities by June 2012.
- To enhance the Niagara Catholic Green Niagara program to continue the reduction of total energy consumption within Niagara Catholic facilities over the average consumption in previous years.

### ***Address Changing Demographics***

- To develop a report on school capacities, enrolment, attendance area boundaries and accommodation utilization with recommendations to address the changing demographics in Niagara Catholic to meet the timelines of Board motions, by October 2011.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
FEBRUARY 28, 2012**

***PUBLIC SESSION***

**TOPIC: APPROVED MINUTES OF THE SPECIAL EDUCATION  
ADVISORY COMMITTEE (SEAC) MEETING OF  
JANUARY 11, 2012**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board receive the Approved Minutes of the Special Education Advisory Committee Meeting of January 11, 2012, as presented for information.



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

## MINUTES OF THE SPECIAL EDUCATION ADVISORY COMMITTEE MEETING WEDNESDAY, JANUARY 11, 2012

Minutes of the Meeting of the Special Education Advisory Committee, held on Wednesday, January 11, 2012, 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 Superintendent Baldasaro.

### 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	✓		
Sarah Farrell	Learning Disabilities Association – Niagara	✓		
Bill Helmeczi	Pathstone Mental Health	✓		
<b>Trustees</b>				
Father Paul MacNeil			✓	
Rhianon Burkholder		✓		

The following staff were in attendance:

**Yolanda Baldasaro**, Superintendent of Education; **Ted Farrell**, Principal – Secondary;  
**Terry Antoniou**, Principal – Elementary; **Amy Dowd**, Coordinator – Special Education;  
**Tina DiFrancesco**, Recording Secretary

### **3. Election of Chairperson**

Moved by Sarina Labonte

Seconded by Dianne Radunsky

**THAT** Anna Racine be nominated for the position of Chairperson of the Special Education Advisory Committee.

Superintendent Baldasaro asked Anna Racine if she wished to stand for the position of Chairperson of the Special Education Advisory Committee. Anna Racine accepted the nomination.

There were no further nominations forthcoming.

Anna Racine was acclaimed as the Chairperson of the Special Education Advisory Committee.

Superintendent Baldasaro turned over the Chairship of the Special Education Advisory Committee to Chairperson Racine.

### **Election of Vice-Chairperson**

Moved by Trustee Burkholder

Seconded by Dianne Radunsky

**THAT** Kim Rosati be nominated for the position of Vice-Chairperson of the Special Education Advisory Committee.

Chair Racine asked Kim Rosati if she wished to stand for the position of Vice-Chairperson of the Special Education Advisory Committee. Kim Rosati accepted the nomination.

There were no further nominations forthcoming.

Kim Rosati was acclaimed as the Vice-Chairperson of the Special Education Advisory Committee.

### **4. Approval of the Agenda**

Moved by Mike Gowan

Seconded by Bill Helmeczi

**THAT** the Special Education Advisory Committee approve the Agenda of the Special Education Advisory Committee Meeting of January 11, 2012.

**CARRIED**

### **5. Disclosure of Interest**

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



6. Approval of Minutes of the Special Education Advisory Committee Meeting of December 7, 2011

Moved by Rob Lavorato

Seconded by Sarina Labonte

**THAT** the Special Education Advisory Committee approve the Minutes of the Special Education Advisory Committee Meeting of December 7, 2011, as presented.

**CARRIED**

## **B. PRESENTATIONS**

## **C. VISIONING**

1. Goals and Vision for 2011/2012

1.1 EA Survey

Superintendent Baldasaro presented the EA survey questionnaire to Senior Administrative staff. A recommendation was made to align the EA survey with the ERT survey and included recommendations on the proposed questions. A discussion was held and a decision was made to proceed with the EA survey using the recommendations presented by Senior Administrative Council.

Moved by Bill Helmeczi

Seconded by Rob Lavorato

**THAT** the Special Education Advisory Committee approve the EA survey using the recommendations presented by Senior Administrative Council.

**CARRIED**

## **D. BUSINESS ARISING FROM THE MINUTES OF THE MEETING OF DECEMBER 7, 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 Special Education Funding Discussion**

Deferred to February meeting.

### **6.2 Follow up Letter to the Minister of Education regarding Special Education**

Chair Racine presented the draft letter to the SEAC members for review. Changes were made based on the suggestions of members. Chair Racine will bring forward the revised letter at the next meeting.

### **6.3 Follow up Letter to Special Education Advisory Committee's regarding support letter to the Ministry**

A discussion was held and a decision was made to defer this letter at this time.

### **6.4 Sensory Rooms Discussion**

Staff had a meeting with Autism Ontario, Niagara Region Chapter in regards to the proper use of Sensory rooms. Information was provided to the SEAC members describing Sensory rooms and an explanation was given on how they are used to assist students with their sensory needs.

## **7. Policy Review**

### **7.1 Employee Attendance During Inclement Weather and Workplace Closure Policy**

This policy was sent electronically to the members for review. Chair Racine suggested that any recommendations can be forwarded to her and she will respond on behalf of the SEAC. Individual responses are also welcome. The deadline to respond is February 17, 2012. This policy will be revisited at the February meeting.

## **E. AGENCY REPORTS**

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

- Nil Report

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

- The DSCP Christmas Party held in December had 30 families in attendance.

### **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**

- Nil Report

**6. Autism Ontario – Mike Gowan**

- Winter programs are underway running in conjunction with parent support groups.
- A grant has been received to be used to develop strategies for adults.
- Awaiting a grant to be used for a Volunteer Coordinator.

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

- Information was presented about *Camp Kennebec*, located in Arden, Ontario. The summer camp welcomes campers with a range of exceptionalities.

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

- Nil Report

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

- January 23<sup>rd</sup> and January 24<sup>th</sup> is the Brain Basics course in Windsor.
- February 21<sup>st</sup> – 24<sup>th</sup> is the Neurorehabilitation Level 1 course at Brock University.

**10. Learning Disabilities Association (Niagara) – Sarah Farrell**

- Winter 2012 programs (Reading Rocks, BEST, STEPS) will be running for another 8 weeks starting the week of February 6<sup>th</sup>, 2012. All of the details (days, times, locations) are posted on our website. We are still accepting applications for our BEST (especially Welland) and STEPS program.
- Reading Rocks Junior will be running in Niagara Falls again this Winter, specifically for the Victoria/Drummond neighbourhood (Niagara Prosperity Initiative).
- Our Parents Advocating – Children Excelling program, which is a program to provide information and strategies for parents of children with LD/ADHD, will be running again every Mondays from 6:00p.m.-7:00p.m. starting February 6<sup>th</sup>, 2012 for 8 weeks.
- We are also currently on the look out for volunteers for our Reading Rocks program (one-on-one literacy tutoring program) in Welland and Beamsville specifically. It would be a great opportunity for people wanting to gain more teaching experience or retired teachers looking to continue working with children and youth.

- We will be running our full-day March Break Boost program again this year during March Break in St. Catharines and Welland. In this program, children will spend half the day on literacy, numeracy and social skills (in stations through fun, hands-on activities) and the other half of the day on recreational activities, sports and crafts to keep them on their toes during the break!

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

- Pathstone recently received funding for an additional 13 clinical positions. Hiring is underway and it is anticipated that by mid to late February all positions will be filled. These positions include four mental health workers for the schools. Currently Pathstone is working with the Niagara Catholic District School Board to develop a protocol for these positions and clinical service.
- On February 29<sup>th</sup> there will be a parent night held at Pathstone’s Schmon Parkway location. Attached is a flyer for that evening.

**F. STAFF REPORTS**

**1. Terry Antoniou – Principal, Elementary**

**Lorrie MacKenzie-Principal, Elementary**

**St. Joseph Catholic – Snyder**

- For Christmas, our E.L.F.S (Everyone Learns From Someone) group had their E.L.F.S. Shoppe Christmas Sale. They have been working on Christmas crafts with the Educational Assistants for a couple of months. The one-day Christmas Shoppe Sale was held December 6<sup>th</sup> and the group raised \$696.00. This money purchased Food vouchers for the C.O.P.E. (Community Outreach Programme of Erie) and was distributed to needy families in the area.

**Lisa Selman-Principal, Elementary**

**Sacred Heart Catholic**

- The Sacred Heart Parent Council and Student Council hosted a Christmas Open House on Wednesday, December, 14<sup>th</sup>. Approximately 250 parents and children attended. Several literacy, numeracy, art, musical and culinary activities were available to the students and parents.
- One station in particular was facilitated by a group of Sacred Heart students, some with special needs who created a sold Prayer Bracelets. One of Sacred Heart’s Advent Project is to reach out to those in need beyond our community through an organization called Mary’s Meals. Check out the web site: [www.marysmeals.org](http://www.marysmeals.org).
- Mary’s Meals is an international movement that sets up school feeding projects in communities where poverty and hunger prevent children from gaining an education. Mary’s Meals provides daily meals to over 500,000 students in 16 different countries, including Haiti, Malawi and Somalia.
- Through the sales of the prayer bracelets the students donated \$125.00 to Mary’s Meals.

**Terry Antoniou-Principal, Elementary**

**Loretto Catholic**

- Loretto Catholic has established a Lego Club that our special needs students participate in every lunch recess building lego structures with their peers. These structures will be displayed to share within our Loretto Catholic community.
- Our special needs students help run the milk program where their responsibilities include sorting, labelling, delivering and collecting milk bags for our students at lunch.

- All will be participating in the SNAP (Special Needs Activity Program) on February 2nd, speeches, and the Kids Helping Kids campaign.

**Robert Grand-Principal, Elementary**

**St. Philomena**

**Reading Buddies at St. Philomena!**

- St. Philomena School is participating in the “Paws 4 Stories” program which is run by St. John’s Ambulance volunteers. Twice a month we get to see “Mara” a golden lab therapy dog, which is trained to be a good listener as students take turns reading a story to their canine friend.

**Enrico Schirru-Principal, Elementary**

**St. Kevin**

- The St. Kevin school choir performed at the Seaway Mall during December and also participated in two additional choir performances since September.

**2. Ted Farrell – Principal, Secondary**

**BLESSED TRINITY**

- Preparation for Grade 9 EQAO Mathematics Assessment is under way. Accommodations are in place for students with Individual Education Plans and letters to parents have been mailed home.
- Preparation for the OSSLT is in full force. The Special Education, Student Success and English Departments staff members are working closely together to identify students who will require additional preparation and a letter has gone home to parents to inform them as such.
- Individual transition meetings with the Elementary Catholic schools have begun. These early meetings with Resource teachers and parents are key to a student’s successful integration into high school. Addressing questions and concerns about programming and accommodations early helps to alleviate the unknowns and therefore the anxiety that often comes with the transition.
- Two Personal Centered Review meetings took place for one of our students who will be graduating next year. They looked at employment, social skills, life skills, communication, mobility, family situation, etc.
- Students, peer tutors and staff in the Special Education Class enjoyed a Sign Language Class that was presented by Tara Formisano, the Teacher of the Deaf and Hard of Hearing for the Niagara Catholic District School Board. Everyone loved it and can now be spotted signing all the time!
- Our amazing peer tutors accompanied the students to their many outings in December, including the Grimsby Museum (theme: Christmas cultures around the world and making ornaments), bowling, swimming, cooking at the Superstore and the Christmas event at St. Francis.

**DENIS MORRIS**

- In preparation for advent, students in the Special Education Department were instrumental in organizing and preparing our family Christmas basket for Community Care. As well, the Christmas dinner, hosted by the Special Education Class was enjoyed by all who attended. Students, along with the Special Education staff, prepared a wonderful meal of turkey, stuffing, mashed potatoes, cranberry sauce and salad.
- The Special Education Department has been involved in the OSSLT preparation and practice tests for students with Special Education needs. The practice tests were evaluated by staff; students requiring further support will be provided with ongoing assistance.
- The Special Education Department has already set up several meetings with parents, students and Jobs Niagara to start the transition process from Secondary to the community.

### **HOLY CROSS**

- **Students integrated into the Workplace Art Class** - Our Christmas Showcase and Sale was held on December 15<sup>th</sup>. Student artwork was sold and profits generated by our ART4WORK class will be sent to our students at Holy Cross Thibeau, Haiti.
- **Lunch Program** - The healthy lunch program has been a success! Students have enjoyed many different items so far and look forward to planning and preparing each week.
- **Special Events** - Most recently we attended the St. Francis Christmas Party. A big thank you to staff and students at St. Francis for your warm hospitality! Staff and students had a fantastic time singing and dancing.
- **Therapy Tails** - Students are really enjoying the Therapy Tails Niagara Program. In December we arranged to have two dogs come in to visit the students and hope to continue to have a lap dog in addition to our regular visitor "Charlie."
- **Christmas Caroling** - Just before we went on our break for the holidays a Grade 4 student came in to play Christmas carols for our students. Students enjoyed listening to the music and singing along.

### **LAKESHORE CATHOLIC**

- We just finished having our Annual Lakeshore Catholic Christmas Party, whereby the students help in the cooking of a traditional Christmas meal (turkey, ham, mashed potatoes, etc.) and they participate in completing various Christmas crafts and Christmas games.
- Staff has been working on revamping the school's sensory room.
- Special Education staff has been busy with transition visits as we are welcoming five new Gator Special Education Students. All students have come for a half-day transition.
- In the New Year we will be starting to form committees for our March Hollywood Special Education Day.

### **ST. FRANCIS**

- We held our annual Christmas Event on December 15<sup>th</sup>. More than 150 people were in attendance at some point during the day! We were very pleased to see the students enjoy themselves at the event!
- We are in the process of beginning IPRC's for our senior level students during the month of January. Special Class IPRC's will take place at the end of the month as per usual.
- Math EQAO will take place next week. EQAO prep will take place this week for all Grade 9 Math students, including those on IEP's.
- Co-ops for Special Education Class students are continuing, as are the snack preparations for the P3 program by our Special Education class students.

### **SAINT MICHAEL**

- We are continuing with transition meetings for our future Special Education Class students. Special Class IPRC's for current students are scheduled for the end of January.
- We held our Grade 8 Day and Grade 8 Curriculum Night for parents this month. Curriculum Night gave us a chance to explain course selections and the differences between Resource and Special Education Class support.
- Our Special Education Class went to Father Hennepin for their Christmas Bazaar to buy presents for their parents.
- Over the holidays, we are going through some small cosmetic changes to the Special Education department. A doorway is being put between the two sides of Resource to allow for greater support and communication.
- Our school website is being updated to include a section on Special Education. It will also include a list of community agencies/resources for parents and students. SEAC member organizations have been included.
- Accommodation letters were sent home for the EQAO Mathematics Assessment in January. Parents have been contacted by phone to discuss EQAO / OSSLT accommodations, deferrals. Letters will be sent home in the new year.
- Elementary Catholic school ERT's have submitted background information for incoming students on an IEP. Meetings continue to ensure that plans are in place for all students.

- Our new Special Education News Bulletin Board continues to be updated and is becoming a nice resource for parents in the community since it is located in the wing across from the gym.

**3. Yolanda Baldasaro – Superintendent of Education**

- Kindergarten Open houses will be held on February 1<sup>st</sup>, 2012.
- The Bishop's Gala is being held on Friday, January 27<sup>th</sup>, 2012 at Club Italia in Niagara Falls.
- Mental Health First Aid Training is ongoing. Elementary Child and Youth Workers were trained in November. There will be training for Secondary Child and Youth Workers, Secondary Student Success Teachers and the Stay in School Coordinator on February 16<sup>th</sup> and February 23<sup>rd</sup>. Behaviour Resource Teachers, ABA Supervisors, Elementary and Secondary Chaplaincy Leaders and the Religion and Family Life Consultant will be trained on March 23<sup>rd</sup> and March 30<sup>th</sup>.

**4. Amy Dowd – Coordinator Special Education**

- The review of the Special Education Plan is forthcoming. Dates will be established and brought back to SEAC so that they may participate in the review.

## **G. TRUSTEE REPORTS**

**1. Father Paul MacNeil – Trustee**

- Nil Report

**2. Rhianon Burkholder – Trustee**

- We now have a Niagara Catholic Good Samaritan Award. This award is new and we are pleased to announce we had three recipients at the last Board meeting. Meredith Vanderlee is a grade 2 student at St. Ann Catholic Elementary - Meredith took hold of a situation when her mother began seizing and called 911. She directed the callers appropriately and also took care of her younger brother until help arrived. Ada Storin and Barb Campbell, both employees of Niagara Catholic's Adult Learning Center - A co-worker became quite ill and they called 911 and administered CPR until help arrived.
- Rev. Msgr. Clement Schwalm and Father Denis Warburton are the recipients of the 2012 Niagara Catholic Education Award of Distinction. Rev. Msgr Schwalm was the past Pastor of St. Alfred's Church and was instrumental in building Niagara Catholic's Elementary schools. Father Denis Warburton was an educator for over 30 years at Denis Morris and was instrumental in social issues and the starvathon events.

## **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**

1. Chair Racine reminded members to review the correspondence included in the November agenda package.

## **J. QUESTION PERIOD**

## **K. NOTICES OF MOTION**

## **L. AGENDA ITEMS – DISCUSSION FOR FUTURE MEETINGS**

1. **Mental Health Initiatives**
2. **Contact Niagara**
3. **Agency Presentations**  
A possible VOICE presentation will be held in February 2012.
4. **TAY – Transitional Aged Youth – Transition from Children’s Services to Adult Services**

## **M. INFORMATION ITEMS**

## **N. NEXT MEETING:**

**Wednesday, February 1, 2012 at 7:00p.m. at the Catholic Education Centre**



## **O. ADJOURNMENT**

Moved by Trustee Burkholder

Seconded by Rob Lavorato

**THAT** the January 11, 2012 meeting of the Special Education Advisory Committee be adjourned.

**CARRIED**

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

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**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
FEBRUARY 28, 2012**

***PUBLIC SESSION***

**TOPIC: NIAGARA CATHOLIC EDUCATIONAL ACRONYM  
BOOKLET 2012**

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The Niagara Catholic Education Acronym Booklet 2012  
is presented for information.

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Prepared by: Mark Lefebvre, Superintendent of Education  
Presented by: Mark Lefebvre, Superintendent of Education  
Approved by: John Crocco, Director of Education  
Date: February 28, 2012



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

## REPORT TO THE BOARD MEETING FEBRUARY 28, 2012

### NIAGARA CATHOLIC EDUCATION ACRONYMS BOOKLET 2012

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#### BACKGROUND INFORMATION

Within all professions, acronyms are used on a regular basis. Chambers Dictionary defines acronym as “*n. a word formed from the initial letters of other words.*”

To assist staff, Trustees and community partners in Catholic education, the Niagara Catholic Educational Acronyms Booklet 2012 was compiled as a reference to assist in decoding acronyms that appear in text or correspondence that are otherwise not identified.

Senior Administrative Council is please to provide the Board, administrators and community partners with a copy of the Niagara Catholic Education Acronyms Booklet 2012.

A copy of the booklet is attached to this report.

This report on the Niagara Catholic Education Acronym Booklet 2012  
is presented for information.

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Prepared by: Mark Lefebvre, Superintendent of Education

Presented by: Mark Lefebvre, Superintendent of Education

Approved by: John Crocco, Director of Education

Date: February 28, 2012

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
FEBRUARY 28, 2012**

**PUBLIC SESSION**

**TOPIC: FINANCIAL REPORTS  
MONTHLY BANKING TRANSACTIONS  
JANUARY 2012**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the report on the Monthly Banking Transactions for the month of January 2012, as presented.

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Prepared by: Larry Reich, Superintendent of Business and Financial Services  
Presented by: Larry Reich, Superintendent of Business and Financial Services  
Recommended by: John Crocco, Director of Education  
Date: February 28, 2012



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

**REPORT TO THE BOARD  
FEBRUARY 28, 2012**

**MONTHLY BANKING TRANSACTIONS  
FOR THE MONTH OF JANUARY, 2012**

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**BACKGROUND INFORMATION**

In accordance with the Monthly Financial Reports Policy Statement, we are pleased to enclose the Monthly Banking Transactions for the Niagara Catholic District School Board for the month of January, 2012.

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

**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the Report on the Monthly Banking Transactions for the month of January 2012, as presented.

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Prepared by: Larry Reich, Superintendent of Business & Financial Services  
Presented by: Larry Reich, Superintendent of Business & Financial Services  
Recommended by: John Crocco, Director of Education  
Date: February 28, 2012

Appendix A

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD REPORT ON BANKING TRANSACTIONS	
SUMMARY OF BANK TRANSACTIONS FOR THE MONTH OF:	JANUARY, 2012
DESCRIPTION OF ITEMS	BANK ACCOUNT
<b>CASH BALANCE AT BEGINNING OF MONTH</b>	<b>(A) 30,553,904</b>
<b>OPERATING CASH RECEIPTS FOR THE MONTH</b>	
1. GENERAL LEGISLATIVE GRANTS	15,385,049
2. OTHER GRANTS (EPO, O.E.Y.C.)	591,204
3. INTEREST REVENUE	28,674
4. MUNICIPAL TAXES	126,734
5. TUITION FEES REVENUE - A.C.E. & OTHER	707,693
6. CHARITABLE DONATIONS	15,243
7. GOVERNMENT REBATES (GST 68% REBATE ON TAXABLE PURCHASES)	524,239
8. RECOVERY OF COSTS (LTD, WCB, BENEFITS, OTHER REIMBURSEMENTS))	333,976
9. OTHER CASH RECEIPTS	
- Reimbursements of Employee Benefits	2,010
- Donations Collected from Employees - Other	0
- Other	0
10. PROCEEDS FROM DEBENTURE ISSUE (NET)	0
11. CAPITAL LOAN PRINCIPAL ADVANCES	0
<b>TOTAL OPERATING CASH RECEIPTS AND LOAN ADVANCE</b>	<b>(B) 17,714,821</b>
<b>OPERATING CASH DISBURSEMENTS FOR THE MONTH</b>	
1. ACCOUNTS PAYABLE (NET OF CANCELLED CHEQUES AND DEBT REPAYMENTS)	(18,726,390)
2. TEACHER PENSION DEDUCTIONS	(1,105,357)
3. O.M.E.R.S. PENSION DEDUCTIONS	(688,877)
4. CANADA SAVINGS BONDS DEDUCTIONS	(127,940)
5. TRANSFER TO 4 OVER 5 TRUST ACCOUNTS	(72,763)
6. OTHER DEBITS	(40,395)
7. TRANSFER TO SINKING FUNDS	0
8. INTEREST PAYMENTS ON CAPITAL DEBT	(184,257)
9. PRINCIPAL PAYMENTS ON CAPITAL DEBT	(126,411)
<b>TOTAL OPERATING CASH DISBURSEMENTS</b>	<b>(C) (21,072,390)</b>
<b>CASH BALANCE AT END OF MONTH</b>	<b>A + B - C = D (D) 27,196,335</b>

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD REPORT ON LOAN BALANCES				
SUMMARY OF LOAN BALANCES AS AT : JANUARY, 2012				
The Debentures & Capital Loans are made up as follows:				
Loan Description	Opening Balance	Loan Advances	Loan Repayments	Ending Balance
1. OFA - GPL1 Loan 25 YR.	(12,303,672.35)			(12,303,672.35)
2. OFA - GPL2 Loan 25 YR.	(9,527,451.58)			(9,527,451.58)
3. OFA - GPL3 Loan 25 YR.	(4,429,563.12)			(4,429,563.12)
4. OFA - PTR - Completed 2010/11	(8,090,847.35)			(8,090,847.35)
5. OFA - 2001-A1 Debenture	(2,409,181.00)			(2,409,181.00)
6. Debenture (Niagara Region)	(1,521,000.00)			(1,521,000.00)
7. Debenture (Niagara Region)	(2,750,000.00)			(2,750,000.00)
8. Capital Projects - Completed 2001	(14,039,294.59)			(14,039,294.59)
9. Capital Projects - Completed 2002/03	(21,020,925.95)			(21,020,925.95)
10. Capital Projects - Completed 2004/05	(8,721,808.22)			(8,721,808.22)
11. Capital Projects - Completed 2005/06	(7,694,988.54)			(7,694,988.54)
<b>Total Debentures &amp; Capital Loans</b>	<b>(92,508,732.70)</b>	<b>0.00</b>	<b>(126,410.51)</b>	<b>(92,382,322.19)</b>

PREPARED BY : William Tumath  
PRESENTED BY: Larry Reich

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
FEBRUARY 28, 2012**

**PUBLIC SESSION**

**TOPIC: FINANCIAL REPORTS  
STATEMENT OF REVENUE & EXPENDITURES  
JANUARY 31, 2012**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the Statement of Revenue and Expenditures as at January 31, 2012, as presented.

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Prepared by: Larry Reich, Superintendent of Business and Financial Services  
Presented by: Larry Reich, Superintendent of Business and Financial Services  
Recommended by: John Crocco, Director of Education  
Date: February 28, 2012



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

**REPORT TO THE BOARD  
FEBRUARY 28, 2012**

**STATEMENT OF REVENUE AND EXPENDITURES  
AS AT JANUARY 31, 2012**

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In accordance with the Monthly Financial Reports Policy Statement, we are pleased to enclose the summarized Statement of Revenue and Expenditures by Department as at January 31, 2012. (See Appendix A)

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

**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the Report on the Statement of Revenue and Expenditures as at January 31, 2012 as presented.

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Prepared by: Larry Reich, Superintendent of Business & Financial Services  
Presented by: Larry Reich, Superintendent of Business & Financial Services  
Recommended by: John Crocco, Director of Education  
Date: February 28, 2012



# Appendix A

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
SUMMARY OF REVENUE AND EXPENDITURES - CLOSED  
SUMMARY STATEMENT  
AS AT JANUARY 31, 2012**

ACCOUNT DESCRIPTION	THIS YEAR			CHANGES	LAST YEAR		
	EXPENDED	BUDGET	% LEFT		EXPENDED	BUDGET	% LEFT
<b>REVENUE</b>							
REVENUE	-108,937,506	-250,504,359	56.5%		-105,943,752	240,139,674	144.1%
<b>TOTAL REVENUE</b>	<b>-108,937,506</b>	<b>-250,504,359</b>	<b>56.5%</b>		<b>-105,943,752</b>	<b>240,139,674</b>	<b>144.1%</b>
<b>EXPENDITURES</b>							
BOARD ADMINISTRATION	3,586,399	8,010,826	55.2%		3,253,881	7,428,758	56.2%
ELEMENTARY SCHOOLS	50,369,255	122,343,045	58.8%		49,572,151	115,294,976	57.0%
SECONDARY SCHOOLS	28,197,528	68,803,010	59.0%		27,888,068	66,850,146	58.3%
CONTINUING EDUCATION	2,355,695	6,131,132	61.6%		2,167,630	5,706,458	62.0%
PLANT OPERATIONS	6,824,391	17,997,907	62.1%		6,771,052	17,770,648	61.9%
PLANT MAINTENANCE	1,261,191	3,390,846	62.8%		1,173,931	3,275,833	64.2%
TRANSPORTATION	4,114,677	10,102,839	59.3%		3,920,291	10,371,090	62.2%
CAPITAL AND OTHER EXPENDITURES	2,730,678	13,724,754	80.1%		3,072,160	13,441,765	77.1%
<b>TOTAL EXPENDITURES</b>	<b>99,439,814</b>	<b>250,504,359</b>	<b>60.3%</b>		<b>97,819,164</b>	<b>240,139,674</b>	<b>59.3%</b>

PREPARED BY : William Tumath  
Finance Department

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**  
**UPDATED UNAUDITED EXPENDITURE STATEMENT - CLOSED**  
**FOR THE PERIOD ENDED: JANUARY 31, 2012**  
**BOARD ADMINISTRATION**

Page : /

ACCOUNT	THIS YEAR TO DATE				LAST YEAR TO DATE		
	EXPENDED	BUDGET	% LEFT	CHANGES	EXPENDED	BUDGET	% LEFT
SALARY & BEN - TRUSTEES	137,003	215,744	36.5		155,174	213,359	27.3
SALARY & BEN - SENIOR STAFF	738,809	1,498,161	50.7		490,030	1,142,749	57.1
SALARY & BEN - MANAGERS	629,602	1,593,425	60.5		684,841	1,545,693	55.7
SALARY & BEN - TECHNICAL	159,315	321,068	50.4		132,872	372,143	64.3
SALARY & BEN - CLERICAL	972,998	2,358,107	58.7		870,714	2,277,578	61.8
TEMPORARY STAFF	32,165	64,321	50.0		50,828	64,236	20.9
PROFESSIONAL DEVELOPMENT	36,025	60,000	40.0		27,120	60,000	54.8
SUPPLIES - ADMINISTRATION	182,676	472,500	61.3		233,885	465,500	49.8
SUPPLIES - HUMAN RESOURCES	7,238	20,000	63.8		6,307	30,000	79.0
SUPPLIES - COMPUTER SERVICE	42,456	62,500	32.1		47,348	62,500	24.2
SUPPLIES - PLANT OPERATIONS	157,456	380,000	58.6		137,463	405,000	66.1
SUPPLIES - BUILDING MAINTENANCE	18,153	50,000	63.7		15,053	75,000	79.9
FURNITURE & EQUIPMENT	86,693	155,000	44.1		8,037	10,000	19.6
FEES & CONTRACTS	378,297	715,000	47.1		383,578	665,000	42.3
MISCELLANEOUS EXPENDITURES	7,513	45,000	83.3		10,631	40,000	73.4
<b>TOTAL - BOARD ADMINISTRATION</b>	<b>3,586,399</b>	<b>8,010,826</b>	<b>55.2</b>	<b> </b>	<b>3,253,881</b>	<b>7,428,758</b>	<b>56.2</b>

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**  
**UPDATED UNAUDITED EXPENDITURE STATEMENT - CLOSED**  
**FOR THE PERIOD ENDED: JANUARY 31, 2012**  
**ELEMENTARY SCHOOLS**

ACCOUNT	THIS YEAR TO DATE				LAST YEAR TO DATE		
	EXPENDED	BUDGET	% LEFT	CHANGES	EXPENDED	BUDGET	% LEFT
CLASSROOM TEACHERS	32,960,444	83,122,056	60.4		31,785,725	78,995,247	59.8
OCCASSIONAL TEACHERS	1,196,518	3,592,748	66.7		1,666,395	2,721,566	38.8
TEACHER ASSISTANTS	7,274,987	15,294,372	52.4		6,599,161	13,610,720	51.5
PROFESSIONAL STAFF	1,237,107	2,579,397	52.0		1,086,691	2,197,520	50.6
LIBRARY TECHNICIANS	899,052	2,055,961	56.3		898,454	1,918,532	53.2
PRINCIPALS & V.PS.	3,093,896	7,222,285	57.2		2,891,203	7,069,937	59.1
SCHOOL SECRETARIES	1,134,329	2,496,710	54.6		1,070,352	2,379,206	55.0
TEACHER CONSULTANTS	768,010	994,429	22.8		662,514	1,541,742	57.0
PROFESSIONAL DEVELOPMENT	114,091	430,000	73.5		37,589	330,000	88.6
PROGRAM CLASSROOM RESOURCE	536,855	1,125,000	52.3		568,092	1,493,200	62.0
CLASSROOM SUPPLIES	622,070	1,490,196	58.3		593,450	1,486,798	60.1
PROGRAM SUPPLIES	56,439	205,000	72.5		54,787	215,000	74.5
SCHOOL ADMIN. SUPPLIES	149,688	400,000	62.6		101,336	400,000	74.7
COMPUTERS - CLASSROOM	229,608	638,147	64.0		1,524,729	593,082	157.1-
COMPUTERS - NON CLASSROOM	0	49,956	100.0		0	0	0.0
F & E - CLASSROOM	91,872	604,658	84.8		22,466	300,365	92.5
F & E - NON CLASSROOM	4,289	42,130	89.8		9,207	42,061	78.1
<b>TOTAL - ELEMENTARY SCHOOLS</b>	<b>50,369,255</b>	<b>122,343,045</b>	<b>58.8</b>	<b> </b>	<b>49,572,151</b>	<b>115,294,976</b>	<b>57.0</b>

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**  
**UPDATED UNAUDITED EXPENDITURE STATEMENT - CLOSED**  
**FOR THE PERIOD ENDED: JANUARY 31, 2012**  
**SECONDARY SCHOOLS**

ACCOUNT	THIS YEAR TO DATE			CHANGES	LAST YEAR TO DATE		
	EXPENDED	BUDGET	% LEFT		EXPENDED	BUDGET	% LEFT
CLASSROOM TEACHERS	19,554,181	48,394,318	59.6		19,545,223	47,490,900	58.8
OCCASSIONAL TEACHERS	807,936	2,157,811	62.6		630,342	1,613,364	60.9
TEACHER ASSISTANTS	2,248,722	4,574,629	50.8		2,268,115	4,571,239	50.4
PROFESSIONAL STAFF	527,910	1,433,411	63.2		499,164	1,365,470	63.4
LIBRARY TECHNICIANS	191,715	404,382	52.6		187,749	386,749	51.5
PRINCIPALS & V.PS.	1,249,421	3,031,525	58.8		1,244,499	2,910,397	57.2
SCHOOL SECRETARIES	949,467	2,026,523	53.2		915,733	1,904,534	51.9
TEACHER CONSULTANTS	277,849	897,114	69.0		279,859	672,455	58.4
LIBRARY & GUIDANCE - TEACHING	909,453	1,912,692	52.5		1,018,105	1,831,679	44.4
PROFESSIONAL DEVELOPMENT	36,900	120,000	69.3		28,787	120,000	76.0
PROGRAM CLASSROOM RESOURCE	757,951	1,685,966	55.0		526,098	1,826,693	71.2
CLASSROOM SUPPLIES	532,916	1,500,666	64.5		578,609	1,480,936	60.9
PROGRAM SUPPLIES	12,511	71,000	82.4		12,120	85,000	85.7
SCHOOL ADMIN. SUPPLIES	65,771	205,000	67.9		55,844	210,000	73.4
COMPUTERS - CLASSROOM	66,079	288,060	77.1		73,316	200,000	63.3
COMPUTERS - NON CLASSROOM	0	25,000	100.0		16,046	26,687	39.9
F & E - CLASSROOM	6,746	17,788-	137.9		8,459	60,000	85.9
F & E - NON CLASSROOM	0	20,701	100.0		0	22,043	100.0
FEES & CONTRACTS	2,000	72,000	97.2		0	72,000	100.0
<b>TOTAL - SECONDARY SCHOOLS</b>	<b>28,197,528</b>	<b>68,803,010</b>	<b>59.0  </b>	<b> </b>	<b>27,888,068</b>	<b>66,850,146</b>	<b>58.3</b>

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**  
**UPDATED UNAUDITED EXPENDITURE STATEMENT - CLOSED**  
**FOR THE PERIOD ENDED: JANUARY 31, 2012**  
**CONTINUING EDUCATION**

ACCOUNT	THIS YEAR TO DATE				LAST YEAR TO DATE		
	EXPENDED	BUDGET	% LEFT	CHANGES	EXPENDED	BUDGET	% LEFT
TEACHER ASSISTANTS	15,955	30,800	48.2		18,343	40,405	54.6
PROFESSIONAL STAFF	44,825	105,440	57.5		43,613	83,832	48.0
PRINCIPALS & V.PS.	225,999	490,884	54.0		170,219	397,847	57.2
SCHOOL SECRETARIES	147,182	399,032	63.1		157,599	354,489	55.5
TEMPORARY STAFF	12,629	38,157	66.9		9,135	50,186	81.8
GRANT OFFICERS	19,998	70,540	71.7		68-	0	0.0
A.E. TEACHERS / INSTRUCTORS	1,502,307	4,056,207	63.0		1,415,060	3,746,794	62.2
PROFESSIONAL DEVELOPMENT	9,762	14,750	33.8		6,001	23,200	74.1
PROGRAM CLASSROOM RESOURCE	162,541	386,680	58.0		160,402	366,608	56.3
CLASSROOM SUPPLIES	211,861	532,642	60.2		179,091	617,397	71.0
COMPUTERS - CLASSROOM	2,585	4,000	35.4		6,411	20,000	67.9
F & E - CLASSROOM	51	0	0.0		0	0	0.0
FEES & CONTRACTS	0	2,000	100.0		1,824	5,700	68.0
<b>TOTAL - CONTINUING EDUCATION</b>	<b>2,355,695</b>	<b>6,131,132</b>	<b>61.6</b>	<b> </b>	<b>2,167,630</b>	<b>5,706,458</b>	<b>62.0</b>

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**  
**UPDATED UNAUDITED EXPENDITURE STATEMENT - CLOSED**  
**FOR THE PERIOD ENDED: JANUARY 31, 2012**  
**PLANT OPERATIONS**

ACCOUNT	THIS YEAR TO DATE				LAST YEAR TO DATE		
	EXPENDED	BUDGET	% LEFT	CHANGES	EXPENDED	BUDGET	% LEFT
SALARY & BEN - MANAGERS	330,572	883,674	62.6		210,893	606,165	65.2
SALARY & BEN - CARETAKERS	2,149,001	5,466,685	60.7		2,077,352	4,847,377	57.1
SALARY & BEN - CLEANERS	1,660,998	4,268,355	61.1		1,885,823	5,090,599	63.0
SALARY & BEN - CLERICAL	46,899	200,193	76.7		61,932	187,507	67.0
PROFESSIONAL DEVELOPMENT	4,256	10,000	57.4		928	10,000	90.7
SUPPLIES - UTILITIES	1,398,665	4,600,000	69.6		1,186,877	4,350,000	72.7
SUPPLIES - PLANT OPERATIONS	328,705	712,500	53.9		283,170	697,500	59.4
SUPPLIES - GROUNDS	114,744	770,000	85.1		254,282	845,000	69.9
F & E - PLANT OPERATIONS	231,544	526,500	56.0		252,223	576,500	56.3
FEES & CONTRACTS	559,207	560,000	0.1		557,572	560,000	0.4
<b>TOTAL - PLANT OPERATIONS</b>	<b>6,824,391</b>	<b>17,997,907</b>	<b>62.1</b>	<b> </b>	<b>6,771,052</b>	<b>17,770,648</b>	<b>61.9</b>

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**  
**UPDATED UNAUDITED EXPENDITURE STATEMENT - CLOSED**  
**FOR THE PERIOD ENDED: JANUARY 31, 2012**  
**PLANT MAINTENANCE**

ACCOUNT	THIS YEAR TO DATE				LAST YEAR TO DATE		
	EXPENDED	BUDGET	% LEFT	CHANGES	EXPENDED	BUDGET	% LEFT
SALARY & BEN - MANAGERS	209,232	505,303	58.6		238,635	573,283	58.4
SALARY & BEN - TECHNICAL	412,154	1,064,020	61.3		419,367	865,843	51.6
SALARY & BEN - CLERICAL	42,537	78,172	45.6		40,843	77,239	47.1
TEMPORARY STAFF	8,135	5,351	52.0		8,363	21,468	61.0
PROFESSIONAL DEVELOPMENT	588	7,500	92.2		817	7,500	89.1
SUPPLIES - PLANT OPERATIONS	89,273	400,000	77.7		75,293	350,000	78.5
SUPPLIES - GROUNDS	55,916	180,000	68.9		63,569	200,000	68.2
SUPPLIES - PLANT MAINTENANCE	54,812	159,000	65.5		56,800	169,000	66.4
SUPPLIES - BUILDING MAINTENANCE	347,417	880,000	60.5		242,935	905,000	73.2
F & E - PLANT MAINTENANCE	5,974	36,500	83.6		0	31,500	100.0
FEES & CONTRACTS	35,153	75,000	53.1		27,309	75,000	63.6
<b>TOTAL - PLANT MAINTENANCE</b>	<b>1,261,191</b>	<b>3,390,846</b>	<b>62.8</b>	<b> </b>	<b>1,173,931</b>	<b>3,275,833</b>	<b>64.2</b>

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**  
**UPDATED UNAUDITED EXPENDITURE STATEMENT - CLOSED**  
**FOR THE PERIOD ENDED: JANUARY 31, 2012**  
**TRANSPORTATION DEPARTMENT**

ACCOUNT	THIS YEAR TO DATE			LAST YEAR TO DATE		
	EXPENDED	BUDGET	% LEFT   CHANGES	EXPENDED	BUDGET	% LEFT
SALARY & BEN - MANAGERS	33,723	117,590	71.3	32,290	111,069	70.9
SALARY & BEN - TECHNICAL	28,357	176,514	83.9	27,241	162,103	83.2
SALARY & BEN - CLERICAL	0	23,508	100.0	0	47,204	100.0
SUPPLIES - ADMINISTRATION	104	74,278	99.9	91	69,823	99.9
FURNITURE & EQUIPMENT	0	12,675	100.0	0	0	0.0
FEES & CONTRACTS	4,052,493	9,698,274	58.2	3,860,669	9,980,891	61.3
<b>TOTAL - TRANSPORTATION DEPARTMENT</b>	<b>4,114,677</b>	<b>10,102,839</b>	<b>59.3  </b>	<b>3,920,291</b>	<b>10,371,090</b>	<b>62.2</b>



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**  
**UPDATED UNAUDITED EXPENDITURE STATEMENT - CLOSED**  
**FOR THE PERIOD ENDED: JANUARY 31, 2012**  
**CAPITAL AND OTHER EXPENDITURES**

ACCOUNT	THIS YEAR TO DATE			CHANGES	LAST YEAR TO DATE		
	EXPENDED	BUDGET	% LEFT		EXPENDED	BUDGET	% LEFT
GOOD PLACES TO LEARN	837,513	1,688,284	50.4		1,001,723	1,294,887	22.6
FACILITY RENEWAL PROJECTS	0	733,751	100.0		324,613	841,417	61.4
DEBT CHARGES BEFORE MAY, 1998	195,081	376,880	48.2		399,036	405,406	1.6
DEBT CHARGES AFTER MAY, 1998	0	117,487	100.0		0	117,487	100.0
NEW PUPIL PLACES	1,698,084	2,465,060	31.1		1,346,788	3,435,058	60.8
AMORTIZATION & NET LOSS DISPOSALS	0	8,343,292	100.0		0	7,347,510	100.0
<b>TOTAL - CAPITAL AND OTHER EXPENDITUR</b>	<b>2,730,678</b>	<b>13,724,754</b>	<b>80.1</b>		<b>3,072,160</b>	<b>13,441,765</b>	<b>77.1</b>

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
 UPDATED UNAUDITED EXPENDITURE STATEMENT - CLOSED  
 FOR THE PERIOD ENDED: JANUARY 31, 2012**

ACCOUNT	THIS YEAR TO DATE				LAST YEAR TO DATE		
	EXPENDED	BUDGET	% Left	CHANGES	EXPENDED	BUDGET	% Left
<b>GRAND TOTAL-</b>	<b>99,439,814</b>	<b>250,504,359</b>	<b>60.3</b>		<b>97,819,164</b>	<b>240,139,674</b>	<b>59.3</b>

Prepared by : William Tumath  
 Finance Department

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
FEBRUARY 28, 2012**

***PUBLIC SESSION***

**TOPIC: CORRESPONDENCE  
CAROUSEL PLAYERS – THANK YOU FOR SUPPORT**

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# Carousel Players

Theatre You Never Outgrow!

January 27, 2012



Mr. John Crocco, Director of Education  
and Board of Trustees  
Niagara Catholic District School Board  
427 Rice Road  
Welland, ON L3C 7C1

Dear Mr. Crocco and Board of Trustees:

I wanted to express our great gratitude for your support over our 40 year history and to share with you news about 7 NCDSB schools that will receive fully-sponsored performances from Carousel Players at their school by March 2012.

Thanks to revenues raised at our Carousel Caravan fundraising event and other private donations, the following 7 NCDSB schools will receive fully-sponsored performances for students in Grades JK to 3 of *Here to Hear* at their schools at no cost to the school. All of the schools receive a study guide that links the Ontario curriculum to the play.

Father Hennepin  
Our Lady of Fatima (St. Catharines)  
Our Lady of Victory  
St. Alfred

St. Andrew  
St. Anthony  
St. Thomas More

Here to Hear is a new music-making participatory play that is touring throughout Niagara from January to March 2012. We have already booked 19 performances of our 2011-2012 season productions at NCDSB schools. In our 40 year history, over 2.7 million people, largely from the Niagara region, have enjoyed our award-winning theatre productions in schools and theatres. We have produced over 10,000 performances. Whether touring to schools, developing new plays, training and mentoring young artists, or enriching the lives of children through outreach programming, Carousel Players is committed to making a difference in the community. Thank you for your generous support.

We want to convey our special thanks to NCDSB arts consultant Jayne Evans for the exceptional partnerships she supports with many artists, arts organizations, and community groups throughout Niagara.

Sincerely,

  
Jane Gardner  
General Manager

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
FEBRUARY 28, 2012**

***PUBLIC SESSION***

**TOPIC: CORRESPONDENCE  
MINISTRY OF EDUCATION – LONDON REGIONAL OFFICE  
THANK YOU FOR DIRECTOR'S ANNUAL REPORT**

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**Ministry  
of Education**

**Ministère  
de l'Éducation**

**London Regional Office**  
217 York St. Suite 207  
2nd Floor West  
London ON N6A 5P9  
(519) 667-1440  
1-800-265-4221  
FAX (519) 667-9769

**Bureau régional de London**  
217, rue York - bureau 207  
2<sup>e</sup> étage ouest  
London ON N6A 5P9  
(519) 667-1440  
1 800 265-4221  
Télécopieur (519) 667-9769

February 8, 2012

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

Dear John:

Thank you for submitting your annual report to the London Regional Office. We appreciate receiving your report which includes your board's notable accomplishments and other information of particular interest to your board.

Thank you also for posting the report to your board website as requested in the July 14, 2011 memo regarding the Format of Directors' Annual Reports.

Sincerely,

**Gerry**

Gerry Treble  
Regional Manager  
London Regional Office

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
FEBRUARY 28, 2012**

*PUBLIC SESSION*

**TOPIC: CORRESPONDENCE  
MINISTRY OF EDUCATION  
TRANSPORTATION TASK FORCE**

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**Ministry of Education**

Minister

Mowat Block  
Queen's Park  
Toronto ON M7A 1L2  
Telephone 416 325-2600  
Facsimile 416 325-2608

**Ministère de l'Éducation**

Ministre

Édifice Mowat  
Queen's Park  
Toronto ON M7A 1L2  
Téléphone 416 325-2600  
Télécopieur 416 325-2608



February 13, 2012

Dear Chair,

I am pleased to tell you that I have received the report of the Transportation Task Force from the Chair, the Honourable Coulter Osborne.

The Task Force was made up of representatives from school boards, transportation consortia, school bus operators, a procurement expert and a ministry representative. Their mandate was to review the competitive processes used to procure student home-to-school transportation, paying special attention to their fairness, transparency, accountability and value for money. This, I know, was no small challenge, and the diverse views of the Task Force's membership are reflected in the report.

For many parents, the school day begins the moment their child steps on board a school bus. Our priority is to ensure our school bus transportation system is safe, efficient and accountable, while giving parents peace of mind. We know that school boards and operators share this goal and we thank the Task Force for their efforts to study such a complex issue with many competing interests and needs.

I want to let you know that I am appreciative of the sector's support of the Task Force and your patience during the last six months. I am currently reviewing the report with ministry staff and I will be communicating further with you very shortly on the direction this report will take us.

Thank you again for supporting the government's commitment to safety, fairness, transparency and accountability in public sector procurement.

Yours truly,

A handwritten signature in blue ink that reads "Laurel Broten". The signature is written in a cursive, flowing style.

Laurel Broten  
Minister



**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
FEBRUARY 28, 2012**

***PUBLIC SESSION***

**TOPIC: TRUSTEE INFORMATION  
SPOTLIGHT ON NIAGARA CATHOLIC – FEBRUARY 14, 2012**

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# Spotlight

on  
**NIAGARA CATHOLIC**

*Nurturing Souls & Building Minds*

www.niagaracatholic.ca

February 14, 2012



## St. Peter Gets Early Start To Kids Helping Kids Week With Hockeypalooza 2



*Hockey legend Marcel Dionne, left, was part of a special celebration at St. Peter Catholic Elementary School on February 9th. The celebration was a lead-up to Niagara Catholic's Kids Helping Kids Campaign. Mr. Dionne was joined by author Lorna Schultz Nicholson and members of the St. Catharines Jr. B Falcons for Hockeypalooza 2. Mr. Dionne is joined in this photo by Grade 4 student Isabella Taraba.*

## Holy Childhood Walks Raise \$15,000 in 2011

Every year, Niagara Catholic co-ordinates a Board-wide effort in support of the Holy Childhood Association. The organization is a Mission Club for elementary students. Its goal is to awaken missionary consciousness in children, and its motto is "Children Helping Children". Children are encouraged to pray for, learn more about and share material resources with children around the world.

Niagara Catholic has supported the Holy Childhood Association for 27 years. In 2011, 35 schools held Holy Childhood Walks to raise money for students in South America, Africa and Asia. The 2011 walks raised \$15,000, bringing Niagara Catholic's total raised to approximately \$600,000.

Projects funded include: nursery schools, childcare centres and orphanages, literacy programs, feeding programs, skills development programs, scholarships and bursaries for tuition, school supplies and uniforms, medical assistance, nutrition programs, child catechetical leadership training seminars and retreats and construction of schools and classrooms.

## Niagara Catholic Receives \$16,000 From Province for Student Voice Projects

Niagara Catholic has received \$16,000 from the Ministry of Education to fund Student Voice "Speak Up" projects in 15 schools.

The Student Voice initiative is part of the Ministry of Education's engagement strategy, to seek student input on what helps strengthen their engagement in learning and ensures all voices are heard. The Speak Up projects approved for 2012 are:

- **Grade 9 Thunderstruck Night** (Blessed Trinity, \$1,000)
- **iStand Project** (Blessed Trinity, \$1,000)

- **Positive Communication and Facebook** (Denis Morris, \$1,000)
- **Pride and Beautification of our Hallways** (Monsignor Clancy, \$1,000)
- **Creating a Community of Care** (Notre Dame College, \$1,000)
- **Music Mania 2011-2012** (Notre Dame Elementary, \$1,000)
- **Fatima Lunch Heroes** (Our Lady of Fatima St. Catharines, \$1,000)
- **Victory Voice Magazine** (Our Lady of Victory, \$1,000)
- **International Culture and Food Fest** (Saint Michael HS, \$1,000)
- **School Climate Committee** (Saint Paul, \$1,000)
- **GET (Get Everyone Together) Club** (St. Alfred, \$1,000)
- **Reading Club for ELLs** (St. Anthony, \$1,000)
- **Catholic Leadership Week** (St. Kevin, \$1,000)
- **Fitness for All** (St. Patrick Niagara Falls, \$1,000)
- **Speaker's Corner** (St. Patrick, Port Colborne, \$1,000)
- **Go Green** (St. Philomena, \$1,000)

Family Day	February 20
Shrove Tuesday	February 21
Ash Wednesday	February 22

## Mid-Year Progress Review of Niagara Catholic 2011-2012 System Priorities

The Niagara Catholic Strategic Directions Priority Indicators 2011-2012 are designed to provide the annual focus for the system towards achieving the outcomes of the Niagara Catholic Vision 2020 Strategic Plan. Within the two Strategic Directions and the seven Enabling Strategies are the approved system priority indicators which provide the specific framework to measure the achievement of each direction and strategy within our multi-year strategic plan.

At the approximate mid-point of the 2011-2012 academic year, Senior Administrative Council conducted its annual mid-year review of the progress in achieving the indicators of success within each Strategic Direction and Enabling Strategy.

The results of the mid-year review were collated and reviewed by Senior Administrative Council, administrators and Board staff as a measurement of Niagara Catholic's success to date in achieving each priority indicator by the conclusion of the academic year.

Trustees were presented with the Mid-Year Progress Review at the February 14th

Committee of the Whole Meeting.

Niagara Catholic is on target to complete the Strategic Direction **To Build Strong Catholic Identity and Community To Nurture the Distinctiveness of Catholic Education.**

The first Priority Indicator, *To enhance our distinctive Catholic educational system by designing and implementing a Catholic Faith Formation program, rooted in the Board's Vision 2020 Strategic Plan, and integrating into programs and services for students, parents and the community served by June 2012*, is anticipated to be finalized by May 2012 for implementation in September 2012.

The second Priority Indicator, *To Conduct a Niagara Catholic elementary and secondary conference 2012, focused on the theme titled "Nurturing the Distinctiveness of Catholic Education"* will be fulfilled following the Niagara Catholic 2012 Student Symposium on February 23. Students will present the outcomes of the student conference at their schools during Catholic Education Week.

Niagara Catholic is also on target to fulfil the Priority

Indicators and Enabling Strategies for the in the second Strategic Direction, **Advance Student Achievement for All.**

These Priority Indicators are:

- To continue to support all students who are six years of age in the development of literacy and numeracy skills, particularly in learning to read by June 2012;
- To expand and enhance e-Learning initiatives in Niagara Catholic by June 2012;
- To continue with system implementation of the Ministry of Education Policy "Growing Success - Assessment, Evaluation and Reporting in Ontario Schools" and the Niagara Catholic Assessment, Evaluation and Reporting K-12 Policy and Guidelines for all schools in the Board by June 2012 and
- To continue to advance student achievement through Ministry of Education, Board and School initiatives on Provincial EQAO Primary and Junior Assessments, EQAO Secondary Mathematics Assessment and the Ontario Secondary School Literacy Test (OSSLT) by June 2012.

The complete **Mid-Year Progress Review** report is available by clicking the Niagara Catholic System Priorities 2011-2012 link on [niagaracatholic.ca](http://niagaracatholic.ca).

## Niagara Catholic Policy Update

Niagara Catholic is currently in the process of developing six new Policies:

- Bottled Water
- Diabetes Management
- Employee Code of Conduct and Ethics
- Employee Hiring and Selection
- Leadership Succession Plan
- Attendance Support Program

Sixteen Niagara Catholic Policies are currently under review:

- Community Use of Facilities (800.2)
- Niagara Catholic Parent Involvement Committee (Interim), (800.7)
- Playground Equipment (702.1)
- Educational Field Trips (400.2)
- Employee Attendance During Inclement Weather and Workplace Closure (200.9)
- Student Parenting (302.5)
- Assignment of Principals and Vice-Principals (202.1)
- Christian Community Service (400.3)
- Bullying Prevention & Intervention - Safe Schools (302.6.8)
- Dress Code - Safe Schools (302.6.6)
- Electronic Communications Systems (Employees) (201.12)
- Electronic Communications Systems (Students) (301.3)
- Fundraising (301.4)
- Safe Schools (302.6)
- School Generated Funds (301.6)
- Student Transportation (500.2).

The full report is available in the February 14 agenda at [niagaracatholic.ca](http://niagaracatholic.ca).

## Niagara Catholic Speak Out Competitions Coming Up This Month

Canadian Martyrs CES March 1 6:30 p.m.	St. Mark CES February 29 6:30 p.m.	Alexander Kuska CES February 28 6:30 p.m.	St. Vincent de Paul CES March 1 6:30 p.m.	Monsignor Clancy CES February 28 6:30 p.m.	St. John Bosco CES February 29 6:30 p.m.	Speak Out Showcase March 5 6:30 p.m.
St. James Assumption Cdn. Martyrs Michael J. Brennan Fatima - St. C St. Alfred St. Michael Mother Teresa	St. Mark Fatima Grimsby St. Ann St. C St. Anthony St. Edward St. John St. Joseph St. Martin	Alexander Kuska Holy Name St. Ann Fenwick St. Alexander St. Andrew St. Augustine St. Kevin St. Mary W Sacred Heart	Father Hennepin Mary Ward Notre Dame OLMC St. Gabriel St. Mary NF St. Patrick NF St. Vincent de Paul	Cardinal Newman Loretto Catholic St. Denis St. Christopher St. Nicholas St. Peter St. Theresa Msgr. Clancy	St. George OLV St. Joseph FE St. Philomena St. John Bosco St. Patrick PC St. Therese St. Elizabeth	Catholic Education Centre, for winners from each of the area competitions.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
FEBRUARY 28, 2012**

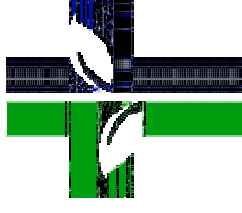
***PUBLIC SESSION***

**TOPIC: TRUSTEE INFORMATION  
CALENDAR OF EVENTS – MARCH 2012**

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# March 2012

SUN MON TUE WED THU FRI SAT



4	5	6	7	8	9	10	3
	Speak Out Showcase, CEC	CW Meeting	SEAC Meeting	NCPIC Meeting Int'l Women's Day			
11	12	13	14	15	16	17	
		Tech Skills Competitions-Seaway Mall			March Break >>		
18	19	20	21	22	23	24	
			<< March Break 9-16 >>				
25	26	27	28	29	30	31	
		-Policy & Board Meetings - French, Italian, Spanish Public Speaking Contest				Earth Hour	



**Niagara Catholic**  
District School Board  
Events posted at  
[niagaracatholic.ca](http://niagaracatholic.ca)

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
FEBRUARY 28, 2012**

***PUBLIC SESSION***

**TOPIC: TRUSTEE INFORMATION  
DRESS CODE – ELEMENTARY AND SECONDARY  
STUDENT UNIFORM VETTING AND CONSULTATION**

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## **DRESS CODE – ELEMENTARY AND SECONDARY POLICY COMMUNITY VETTING AND CONSULTATION**

- Tuesday, February 14<sup>th</sup> – Policy Committee
- Thursday, March 1<sup>st</sup> – Principals at March Director’s Meeting
- Wednesday, March 7<sup>th</sup> – Special Education Advisory Committee (SEAC)
- Thursday, March 8<sup>th</sup> – Niagara Catholic Parent Involvement Committee (NCPIC)
- Tuesday, March 20<sup>th</sup> to Wednesday, May 2<sup>nd</sup> – Elementary Family of Schools

### **Elementary Family of Schools Presentation Schedule**

<b>School</b>	<b>Date</b>	<b>Time</b>	<b>Location</b>
Lakeshore Catholic	Tuesday, March 20 <sup>th</sup>	7.00	Auditorium
Blessed Trinity	Wednesday March 28 <sup>th</sup>	7.00	Gymnasium
Denis Morris	Thursday, March 29 <sup>th</sup>	7.00	Alumni Theatre
Holy Cross	Monday, April 16 <sup>th</sup>	7.00	Gymnasium
St Francis	Tuesday, April 17 <sup>th</sup>	7.00	Gymnasium
Saint Michael	Monday, April 30 <sup>th</sup>	7.00	Cafetorium
Saint Paul	Tuesday, May 1 <sup>st</sup>	7.00	Gymnasium
Notre Dame	Wednesday, May 2 <sup>nd</sup>	7.00	Leon Hall



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

March 1<sup>st</sup>, 2012

Dear Parents / Guardians:

Throughout the consultation process in designing Niagara Catholic's Vision 2020 Strategic Plan there was strong support and consistent recommendation from students, staff, parents and community members to introduce a student uniform in all of our elementary schools throughout Niagara Catholic. A rich history of student uniforms in Catholic education exists in Niagara dating back to 1861. Students and families have embraced the tremendous advantages of student uniforms in our Catholic secondary schools for the past 151 years and have requested us to implement an elementary uniform.

On February 14<sup>th</sup>, 2012, at the public meeting of the Policy Committee of the Board, a revised *Dress Code – Elementary and Secondary Student Uniform Policy* was presented for the consideration of the Policy Committee requiring all elementary students within Niagara Catholic to wear a specific school uniform commencing no later than September 2013. With the endorsement of the Policy Committee, we are commencing our vetting process with Catholic stakeholders. This process is in alignment with our established procedures for all policies prior to the Policy Committee considering a new policy or revisions to an existing policy. The draft changes to the revised *Dress Code – Elementary and Secondary Student Uniform Policy* are available for viewing through our Policy Vetting tab on our Board website at [www.niagaracatholic.ca](http://www.niagaracatholic.ca)

Niagara Catholic prides itself on its open, transparent and accountable decision making process. A significant component of our openness and transparency is the engagement of parents, guardians, staff and the broader community in the vetting of proposed changes to policies of the Board prior to any recommendations to the Policy Committee and the Committee of the Whole of the Board. Over the next few months we are hosting eight Family of Schools evening consultations throughout our Board in order to engage as many parents and guardians of our elementary students in the vetting process of the recommended revisions to the *Dress Code Policy*.

We are extending an invitation to all elementary students, parents and guardians to attend your elementary Family of Schools presentation on the proposed changes to the *Dress Code Policy* which includes the introduction of an elementary uniform for Niagara Catholic students. The meeting will consist of a presentation on elementary uniforms and the proposed implementation strategy in Niagara Catholic followed by an opportunity for open dialogue for input, questions and clarification.

**The Lakeshore Catholic Elementary Family of Schools meeting will take place on Tuesday, March 20<sup>th</sup>, 2012 in the Auditorium at Lakeshore Catholic High School at 7.00 pm. You are cordially invited to attend this information and consultation meeting.** Throughout our process, if you have any questions or comments please dialogue with your school Principal and/or email either of us. Once the extensive vetting process has been completed, the feedback will be presented to the Policy Committee for discussion. The decision of the Board will be communicated to all families in a timely manner regarding an elementary student uniform by September 2013.

We are very enthusiastic about the positive revisions to the draft *Dress Code Policy* and the possibility of introducing a uniform dress code for our elementary students as suggested throughout our extensive Vision 2020 Strategic Plan consultation. We look forward to meeting you and engaging in rich, open conversation. Thank you for your continued support of Catholic education in the Niagara Catholic District School Board.

Sincerely,

John Crocco  
Director of Education

Frank Iannantuono  
Superintendent of Education