



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

AGENDA AND MATERIAL

COMMITTEE OF THE WHOLE MEETING

**TUESDAY, MARCH 10, 2015
7:00 P.M.**



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

A. ROUTINE MATTERS

1. Opening Prayer – Trustee Fera -
2. Roll Call -
3. Approval of the Agenda -
4. Declaration of Conflict of Interest -
5. Approval of Minutes of the Committee of the Whole Meeting of February 10, 2015 A5

B. PRESENTATIONS

1. Speak Out Showcase 2015 B1

C. COMMITTEE AND STAFF REPORTS

1. Policy Committee
 - 1.1 Unapproved Minutes of the Policy Committee Meeting of February 24, 2015 C1.1
 - 1.2 Approval of Policies
 - 1.2.1 Educational Field Trips Policy (400.2) C1.2.1
 - 1.2.2 Volunteer Driver Policy (302.4) C1.2.2
 - 1.2.3 Volunteer Recognition Policy (800.4) C1.2.3
 - 1.3 Policy and Guideline Review 2014-2015 Schedule C1.3
2. Mental Health and Addiction Strategy C2
3. Staff Development Department Professional Development Opportunities C3
4. Preparation of System Priorities and Balanced Budget 2015-2016 – March 2015 Update C4
5. Niagara Catholic Education Award of Distinction 2015 C5
6. Monthly Updates
 - 6.1 Capital Projects Update C6.1
 - 6.2 Student Senate Update -
 - 6.3 Senior Staff Good News Update -

D. INFORMATION

- | | |
|---|------|
| 1. Trustee Information | |
| 1.1 Spotlight on Niagara Catholic – February 2015 | D1.1 |
| 1.2 Calendar of Events – March 2015 | D1.2 |
| 1.3 March Break 2015 | - |
| 1.4 Bishops Gala 2015 – April 10, 2015 | D1.4 |

E. OTHER BUSINESS

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

F. BUSINESS IN CAMERA**G. REPORT ON THE IN CAMERA SESSION****H. ADJOURNMENT**

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
MARCH 10, 2015**

PUBLIC SESSION

**TOPIC: MINUTES OF THE COMMITTEE OF THE WHOLE
MEETING OF FEBRUARY 10, 2015**

RECOMMENDATION

THAT the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting of February 10, 2015, as presented.



MINUTES OF THE COMMITTEE OF THE WHOLE MEETING TUESDAY, FEBRUARY 10, 2015

Minutes of the Meeting of the Committee of the Whole of the Niagara Catholic District School Board, held on Tuesday, February 10, 2015 in the Father Kenneth Burns C.S.C. Board Room, at the Catholic Education Centre, 427 Rice Road, Welland.

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

A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayer was led by Vice-Chair Sicoli

2. Roll Call

Trustee	Present	Present Electronically	Absent	Excused
Kathy Burtnik	✓			
Maurice Charbonneau	✓			
Frank Fera	✓			
Fr. Paul MacNeil	✓			
Ed Nieuwesteeg	✓			
Ted O'Leary	✓			
Dino Sicoli	✓			
Pat Vernal		✓		
Student Trustees				
Jessica Di Pasquale	✓			
Chloe Demizio	✓			

The following staff were in attendance:

John Crocco, Director of Education; **Yolanda Baldasaro**, **Ted Farrell**, **Lee Ann Forsyth-Sells**, **Frank Iannantuono**, **Mark Lefebvre**, Superintendents of Education; **Giancarlo Vetrone**, Superintendent of Business & Financial Services; **Scott Whitwell**, Controller of Facilities Services; **Linda Marconi**, Recording Secretary/Executive Assistant – Director of Education.

3. Approval of the Agenda

Moved by Trustee Charbonneau

THAT the Committee of the Whole approve the Agenda of the Committee of the Whole Meeting of February 10, 2015 as presented.

CARRIED

Vice-Chair Sicoli welcomed Anna Pisano, Administrative Assistant to Corporate Services & Communications.

4. Declaration of Conflict of Interest

Declaration of Conflict of Interest was declared by Trustee O’Leary with Item F2 of the In Camera Agenda. These trustees have family members who are teachers, or employees of the Board.

5. Approval of Minutes of the Committee of the Whole Meeting of January 13, 2015

Moved by Trustee Nieuwesteeg

THAT the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting of January 13, 2015, as presented.

CARRIED

B. PRESENTATIONS

1. Norah Morgan Memorial Award

Mark Lefebvre, Superintendent of Education provided information on the Norah Morgan Memorial Award and introduced Dr. Debra McLauchlan and Jessica Carmichael, Carousel’s new Artistic Directors and Catie Cordes from Carousel Players, who presented the award to this year’s recipient, Marty Umanetz, teacher at Our Lady of Fatima Catholic Elementary School, St. Catharines.

2. Blessed Trinity Catholic secondary School Recipient of the Premier’s Award for Accepting Schools 2013-2014

Yolanda Baldasaro, Superintendent of Education provided information on the Premier’s Award for Accepting Schools. Blessed Trinity Catholic Secondary School is the recipient of the 2013-2014 award. Superintendent Baldasaro introduced Joe Zaroda, Principal, John Cino, Student Success Lead and Josephine Moretuzzo, Student Services Program Chair of Blessed Trinity Catholic Secondary School. Principal Zaroda, staff and students showcased the work of the Blessed Trinity Catholic Secondary School Safe and Accepting Schools’ Team. Student Trustee Jessica DiPasquale and Chair MacNeil commented and thanked the staff at Blessed Trinity Catholic Secondary School.

C. COMMITTEE AND STAFF REPORTS

1. Policy Committee

1.1 Unapproved Minutes of the Policy Committee Meeting of January 27, 2015

Moved by Trustee MacNeil

THAT the Committee of the Whole receive the unapproved Minutes of the Policy Committee Meeting of January 27, 2015 as presented.

CARRIED

1.2 Approval of Policies

Policy Committee Chairperson Burtnik presented the Policy Committee recommendations to the Committee of the Whole for consideration.

1.2.1 Accessibility Customer Service Policy (800.8.1)

Moved by Trustee Burtnik

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the revised Accessibility Customer Service Policy (800.8.1), as presented.

CARRIED

1.2.2 Employee Workplace Harassment Policy (201.7)

Moved by Trustee Burtnik

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

CARRIED

1.2.3 Employee Workplace Violence Policy (201.11)

Moved by Trustee Burtnik

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the revised Employee Workplace Violence Policy (201.11), as presented.

CARRIED

1.2.4 Occupational Health & Safety Policy (201.6)

Moved by Trustee Burtnik

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the revised Occupational Health & Safety Policy as presented.

CARRIED

1.3 Policy and Guideline Review 2015-2015 Schedule

John Crocco, Director of Education presented the Policy and Guideline Review 2014-2015 Schedule for the information of Trustees.

2. Special Needs Strategy for Children and Youth

Superintendent Baldasaro and David O'Rourke, Special Education Coordinator provided a PowerPoint presentation on the Special Needs Strategy for Children and Youth Report. Superintendent Baldasaro answered questions of Trustees. Trustee Burtnik requested that an update be provided at a future meeting, and the Board supported this request.

3. Preparation of System Priorities and Balanced Budget 2015-2016 – February 2015 Update

Director Crocco and Giancarlo Vetrone, Superintendent of Business & Financial Services provided a graphic presentation on the Preparation of the System Priorities and Budget 2015-2016 - February 2015 Update. Director Crocco and Senior Administrative Council will continue to update and engage the Trustees in discussions as the final report and recommendation is prepared to be presented to the April 2015 Committee of the Whole meeting.

4. Monthly Updates

4.1 Capital Projects Update

Scott Whitwell, Controller of Facilities Services, presented the Capital Projects Update.

4.2 Student Senate Update

Student Trustees Chloe Demizio and Jessica Di Pasquale presented a brief verbal update on the current activities of the Student Senate. Chair MacNeil thanked the Student Trustees

4.3 Senior Staff Good News Update

Senior Staff highlights included:

Ted Farrell, Superintendent of Education

- Thorold City Council extended congratulations to Monsignor Clancy and St. Charles Catholic Elementary Schools for receiving the Best School Entry award at the Santa Clause parade.
- Denis Morris Catholic High School hosted the 40th Annual Catholic Classic Basketball tournament, Denis Morris Catholic High School went to the Consolation Final and Saint Francis Catholic Secondary School to the Final in the tournament.

D. INFORMATION

1. Trustee Information

1.1 Spotlight on Niagara Catholic – January 2015

Director Crocco highlighted the Spotlight on Niagara Catholic – January 2015 issue for Trustees information.

1.2 Calendar of Events – February 2015

Director Crocco presented the February 2015 Calendar of Events for Trustees information.

1.3 OCSTA/OCSBOA Business Seminar 2015 – April 30, 2015

Director Crocco asked those Trustees who are interested in attending the OCSTA/OCSBOA Business Seminar on April 30th to confirm their attendance with Linda Marconi, Executive Assistant – Director of Education.

1.4 OCSTA 85th Annual General Meeting & Conference, Toronto – April 30 – May 2, 2015

Director Crocco provided information on the OCSTA AGM and Conference. Trustees were asked to confirm their attendance with Linda Marconi.

Trustees are asked to confirm their attendance for the CCSTA Conference to be held June 11 - 13, 2015 in Newfoundland.

1.5 Reimbursement of Mileage

Superintendent Vetrone provided information on the new process of mileage reimbursement when attending conference. Reimbursement will be included on monthly honorarium. Trustees supported this new process as presented.

E. OTHER BUSINESS

1. General Discussion to Plan for Future Action

- 1.1 Director Crocco informed Trustees that a recommendation to engage the Attendance Area Review Committees and the ARC Process will potentially take place in the Fall of 2015.
- 1.2 A report will be brought forth to address the letter to the Board regarding the request for a secondary school in Niagara-on-the-Lake.
- 1.3 A request has been made by the Ontario College of Teachers to present to Boards and Parent Involvement Committees on the Role of the Ontario College of Teachers. Discussion took place on possible dates and the format of the presentation. Director Crocco will contact OCT and recommend one evening presentation for interested Trustees, staff and parents.

F. BUSINESS IN CAMERA

Moved by Trustee O’Leary

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 Committee of the Whole Meeting at 8:47 p.m. and reconvened at 10:12 p.m.

G. REPORT ON THE IN-CAMERA SESSION

Moved by Trustee O’Leary

THAT the Committee of the Whole report the motions from the In Camera Session of the Committee of the Whole Meeting of February 10, 2015.

CARRIED

SECTION A: STUDENT TRUSTEES INCLUDED

Moved by Trustee Charbonneau

THAT the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting - In Camera Session (Section A: Student Trustees Included) held on January 13, 2015 as presented.

CARRIED (Item F1)

SECTION B: STUDENT TRUSTEES EXCLUDED

Moved by Trustee

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the recommendation as outlined in Item F3 of the In Camera Agenda.

CARRIED (Item F3)

Moved by Trustee Nieuwesteeg

THAT the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting - In Camera Session (Section B: Student Trustees Excluded) held on January 13, 2015 as presented.

CARRIED (Item F4)

H. ADJOURNMENT

Moved by Trustee Charbonneau

THAT the February 10, 2015 Committee of the Whole Meeting be adjourned.

CARRIED

This meeting was adjourned at 10:12 p.m.

Minutes of the Committee of the Whole Meeting of the Niagara Catholic District School Board held on **February 10, 2015.**

Approved on **March 10, 2015.**

Dino Sicoli
Vice-Chairperson of the Board

John Crocco
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE MEETING
MARCH 10, 2015**

PUBLIC SESSION

TITLE: SPEAK OUT! SHOWCASE 2015

Prepared by: Mark Lefebvre, Superintendent of Education
Lisa Incaviglia, Co-Chair of the Speak Out! Committee, Acting Vice-Principal, Our Lady of Fatima Catholic School, Grimsby
Christine Battagli, Co-Chair of the Speak Out! Committee, Consultant – Research, Assessment, Evaluation and Reporting

Presented by: Mark Lefebvre, Superintendent of Education
Lisa Incaviglia, Co-Chair of the Speak Out! Committee, Acting Vice Principal, Our Lady of Fatima Catholic School, Grimsby
Christine Battagli, Co-Chair of the Speak Out! Committee, Consultant – Research, Assessment, Evaluation and Reporting

Approved by: John Crocco, Director of Education/Secretary-Treasurer

Date: March 10, 2015



PRESENTATION BACKGROUND

**Board Meeting
March 10, 2015**

SPEAK OUT!

Throughout the last few months, in 48 of our Catholic elementary schools, students in Grades Seven (7) and Eight (8) have been involved in speech writing and delivery to an audience of their families, peers and teachers. Students across Niagara Catholic, with the support and guidance of their classroom teachers, have been developing their messages. The Speak Out! Committee provided several resources to guide teachers in instruction and assessment of students' speech writing and delivery. This dedicated committee also organized the three (3) Team Speak Out! Events and Showcase, meeting several times throughout the school year to make this a success.

The Speak Out! Committee consists of Student Achievement K-12 staff, Elementary Principals, Vice-Principals and teachers. The Committee Members are:

- Lisa Incaviglia, Co-Chair of the Speak Out! Committee, Acting Vice Principal of Our Lady of Fatima Catholic Elementary School
- Christine Battagli, Co-Chair of the Speak Out! Committee, Consultant – Research, Assessment, Evaluation and Reporting
- Mark Lefebvre, Superintendent of Education
- Randy Pruyne, Consultant – K to 12 Literacy
- Deborah Guthrie, Acting Principal of St. John Catholic Elementary School
- Jackie Watson, Vice Principal of St. Anthony Catholic Elementary School
- Gus Marchio, Student Work Study Teacher
- Susy Walsh, Acting Vice Principal of Loretto Catholic Elementary School
- Tracy Kovacs, Classroom Teacher
- Paul Moccia, Classroom Teacher
- Melissa Monachino, Classroom Teacher
- Rosie Araujo, Classroom Teacher
- Tara Vinc, Classroom Teacher
- Annalisa Petriello, Classroom Teacher
- Cathryn Hay, K to 12 Literacy Coach
- Krista Moscato, K to 12 Literacy Coach

From the school speech competitions, the first place speakers were selected to represent their schools at one of the three (3) Team Speak Out! Events held across Niagara Catholic in March 2015 at the following Catholic Secondary School locations:

Team 1 – Blessed Trinity Catholic Secondary School on March 4, 2015

Team 2 - Saint Michael Catholic High School on March 4, 2015

Team 3 – Notre Dame College School on March 5, 2015

From each of the Team competitions a panel of teacher judges selected a First Place, Second Place and Catholic Messenger Award recipient to participate in the Speak Out! Showcase held on March 9, 2015 at the Catholic Education Centre.

Speak Out! is proudly co-sponsored by the Niagara Catholic District School Board and the Ontario English Catholic Teachers Association - Niagara Elementary Unit.

Four representative students of the Speak Out! Showcase 2015 will deliver their speeches as part of this report at the Committee of the Whole Meeting.

A copy of the 2015 Speak Out! Showcase program is attached to this Presentation Background. (Appendix A)

Appendix A – 2015 Speak Out Showcase Program

The report on the Niagara Catholic District School Board Speak Out! Showcase 2015 is presented for information.

Prepared by: Mark Lefebvre, Superintendent of Education
Lisa Incaviglia, Co-Chair of the Speak Out! Committee, Acting Vice Principal, Our Lady of Fatima Catholic School, Grimsby
Christine Battagli, Co-Chair of the Speak Out! Committee, Consultant – Research, Assessment, Evaluation and Reporting

Presented by: Mark Lefebvre, Superintendent of Education
Lisa Incaviglia, Co-Chair of the Speak Out! Committee, Acting Vice Principal, Our Lady of Fatima Catholic School, Grimsby
Christine Battagli, Co-Chair of the Speak Out! Committee, Consultant – Research, Assessment, Evaluation and Reporting

Approved by: John Crocco, Director of Education/Secretary-Treasurer

Date: March 10, 2015

**Niagara Catholic District School Board
and
Ontario English Catholic Teachers Association**

present

SHOWCASE



Thank you...

- ❖ to the Niagara Catholic Intermediate Student Speakers who have shared their God-given talents and demonstrated excellence in public speaking.
- ❖ to Niagara Catholic District School Board and Ontario English Catholic Teachers Association – Niagara Elementary Unit for their continued collegial and financial support of Speak Out!
- ❖ to the members of the Speak Out! Committee for their dedication and commitment to speech arts and student success.
- ❖ to all staff from Niagara Catholic District School Board and Ontario English Catholic Teachers Association – Niagara Elementary Unit for their representation and active participation in all Speak Out! events.
- ❖ to the Judges for their time and reflective thoughts.
- ❖ to families and teachers for preparing and supporting our Niagara Catholic students to speak out!

Prayer for Speak Out!

Protector of all, please watch over our young speakers.
Give them the courage to stand before their audience.

Grant them the clarity to speak their convictions,
thoughts and ideas.

Please help them to be comfortable as they share their style
and speaking presence.

Keep our young messengers calm and relaxed.

Let everyone hear and learn from their messages.

Please guide us to nurture and support these speakers.

We ask this in Your Name, Christ Our Lord and Teacher,

Amen.

Welcome and Prayer:

Lisa Incaviglia and Christine Battagli

Co-Chairs of the Speak Out! Committee

Greetings

Niagara Catholic District School Board

Mark Lefebvre

Superintendent of Education

Greetings

Ontario English Catholic Teachers Association

Niagara Elementary Unit:

Marie Balanowski

President of OECTA-NEU

Presentation of Speeches

Presentation of Certificates

Members of the Speak Out! Committee

Closing Remarks

John Crocco

Director of Education

Speak Out! Winners

Speak Out! Winners - First Place

Erica DaSilva - Why Nursery Rhymes are Bad for Children

St. Martin Catholic Elementary School

Madison Caldwell - The Real Cost of the Oil Sands Project

Canadian Martyrs Catholic Elementary School

Julia Sacco - Loss of Innocence in the Age of Information

St. Andrew Catholic Elementary School

Speak Out! Winners - Second Place

Colin Kwiatkowski - Dial Down Your Devices

St. Ann Catholic Elementary School (S.C.)

Michael Solomon - Unsung Heroes

Mary Ward Catholic Elementary School

Melissa Loeffen - Memory

St. Elizabeth Catholic Elementary School

Speak Out! Winners - Catholic Messenger

Makenzie York - Blake Mycoskie

Monsignor Clancy Catholic Elementary School

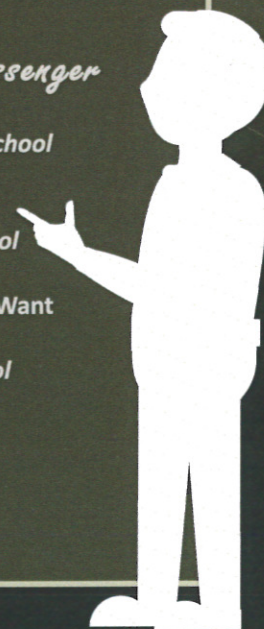
Jonathan Krekorian - Stewardship

Assumption Catholic Elementary School

Grace-Anna Piett - Live Life the Way You Want

to be Remembered

St. George Catholic Elementary School



**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
MARCH 10, 2015**

PUBLIC SESSION

**TOPIC: UNAPPROVED MINUTES OF THE POLICY COMMITTEE
MEETING OF FEBRUARY 24, 2015**

RECOMMENDATION

THAT the Committee of the Whole receive the Unapproved Minutes of the Policy Committee Meeting of February 24, 2015, as presented.



MINUTES OF THE POLICY COMMITTEE MEETING

TUESDAY, FEBRUARY 24, 2015

Minutes of the Policy Committee Meeting held on Tuesday, February 24, 2015 at 4:30 p.m. in the Holy Cross Community Room, at the Catholic Education Centre, 427 Rice Road, Welland.

The meeting was called to order at 4:30 p.m. and chaired by Trustee Fera.

1. Opening Prayer

The meeting was opened with a prayer by Trustee Fera.

2. Attendance

Moved by Trustee Sicoli

THAT the Policy Committee excuse Kathy Burtnik, Committee Chair from attending the Policy Meeting of February 24, 2015 and that Trustee Fera serve as Acting Chair of the February 24, 2015 Policy Committee Meeting.

Committee Members	Present	Absent	Excused
Kathy Burtnik (Committee Chair)			✓
Frank Fera	✓		
Dino Sicoli	✓		

Student Trustees:

Chloe Demizio, Trustee
Jessica Di Pasquale, Trustee

Staff:

John Crocco, Director of Education
Yolanda Baldasaro, Superintendent of Education
Lee Ann Forsyth-Sells, Superintendent of Education
Mark Lefebvre, Superintendent of Education

Anna Pisano, Administrative Assistant, Corporate Services & Communications Department
/Recording Secretary

3. Approval of Agenda

Moved by Trustee Sicoli

THAT the February 24, 2015, Policy Committee Agenda be approved, as presented.

APPROVED

4. Declaration of Conflict of Interest

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

5. Minutes of the Policy Committee Meeting of January 27, 2015

Moved by Trustee Sicoli

THAT the Policy Committee approve the minutes of the Policy Committee Meeting of January 27, 2015, as presented.

APPROVED

6. Policies

ACTION REQUIRED

POLICIES - FOR RECOMMENDATION TO MARCH 10, 2015 COMMITTEE OF THE WHOLE MEETING

6.1 Educational Field Trips Policy (400.2)

Mark Lefebvre, Superintendent of Education, presented the Educational Field Trips Policy (400.2) following the vetting process. Superintendent Lefebvre presented the comments from the vetting process.

Following discussion, the Policy Committee recommended the following amendments:

POLICY STATEMENT

- No amendment

ADMINISTRATIVE GUIDELINES

- No amendment

Moved by Trustee Sicoli

THAT the Policy Committee recommend to the March 10, 2015 Committee of the Whole Meeting to approve the Educational Field Trips Policy (400.2) as presented.

APPROVED

6.2 Volunteer Driver Policy (302.4)

Mark Lefebvre, Superintendent of Education, presented the Volunteer Driver Policy (302.4) following the vetting process. Superintendent Lefebvre presented the comments from the vetting process.

POLICY STATEMENT

- No amendment

ADMINISTRATIVE GUIDELINES

- No amendment

Following discussion, the Policy Committee made the following recommendation:

Moved by Trustee Sicoli

THAT the Policy Committee recommend to the March 10, 2015 Committee of the Whole Meeting to approve the revisions to the Volunteer Driver Policy (302.4), as presented.

APPROVED

6.3 Volunteer Recognition Policy (800.4)

John Crocco, Director of Education presented the amendments to the Volunteer Recognition Policy (800.4) following the vetting process. Director Crocco presented the comments from the vetting process.

POLICY STATEMENT

- No amendment

ADMINISTRATIVE GUIDELINES

- No amendment

Following discussion, the Policy Committee made the following recommendation:

Moved by Trustee Sicoli

THAT the Policy Committee recommend to the March 10, 2015 Committee of the Whole Meeting to approve the revisions to the Volunteer Recognition Policy (800.4) as presented.

APPROVED

POLICIES - PRIOR TO VETTING

6.4 Admission of Elementary & Secondary Students (301.1)

Lee Ann Forsyth-Sells, Superintendent of Education presented the Admission of Elementary & Secondary Students Policy (301.1).

POLICY STATEMENT

- No amendments

ADMINISTRATIVE GUIDELINES

- No amendments

The Policy Committee requested that the Admission of Elementary & Secondary Students Policy, be vetted from February 25, 2015 to May 1, 2015 with a recommended deadline for presentation to the Policy Committee in May 2015, for consideration to the Committee of the Whole and Board in June 2015.

6.5 Progressive Student Discipline – Safe Schools (302.6.9)

Superintendent Forsyth-Sells presented the Progressive Student Discipline – Safe Schools Policy (302.6.9).

POLICY STATEMENT

- No amendments

ADMINISTRATIVE GUIDELINES

- No amendments

The Policy Committee requested that the Progressive Student Discipline – Safe Schools Policy, be vetted from February 25, 2015 to May 1, 2015 with a recommended deadline for presentation to the Policy Committee in May 2015, for consideration to the Committee of the Whole and Board in June 2015.

6.6 Safe Physical Intervention with Students (301.8)

Yolanda Baldasaro, Superintendent of Education presented the Safe Physical Intervention with Students Policy (301.8).

The Policy Committee suggested the following amendments:

POLICY STATEMENT

- No amendments

ADMINISTRATIVE GUIDELINES

- Pg. 4 – change WSIP Administrator to Staff Wellness Coordinator

The Policy Committee requested that the Safe Physical Intervention with Students Policy, be vetted from February 25, 2015 to May 1, 2015 with a recommended deadline for presentation to the Policy Committee in May 2015, for consideration to the Committee of the Whole and Board in June 2015.

INFORMATION

6.7 Policies Currently Being Vetted until April 10, 2015

- Student Expulsion Policy (302.6.5)
- Student Suspension Policy (302.6.4)

6.8 Policy and Guideline Review 2014-2015 Schedule

Director Crocco presented the Policy and Guideline Review 2014-2015 Schedule.

Frank Iannantuono, Superintendent of Education provided copies of a draft memo regarding the Attendance Support Program Policy Implementation Update #2. Discussion took place regarding the information provided in the memo. The Human Resources Services memo will be provided to all Trustees at the February 24, 2015 Board Meeting and distributed through email to all staff on February 25, 2015.

7. Date of Next Meeting

Tuesday, March 24, 2015

8. Adjournment

The meeting adjourned at 6:05 pm.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE MEETING
MARCH 10, 2015**

PUBLIC SESSION

TITLE: EDUCATIONAL FIELD TRIPS POLICY (400.2)

RECOMMENDATION

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the revision to the Educational Field Trips Policy (400.2), as presented.

Prepared by: Mark Lefebvre, Superintendent of Education

Presented by: Mark Lefebvre, Superintendent of Education

Recommended by: Policy Committee

Date: March 10, 2015



EDUCATIONAL FIELD TRIPS POLICY

STATEMENT OF POLICY

Section: 400 – Educational Programs

No: 400.2

Adopted: May 26, 1998

Revised: March 24, 2015

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the Board recognizes the educational value for students and staff to participate in educationally based field trip experiences. The Board encourages educational field trips as part of an enriching Catholic educational program for all students, and supports the participation of students and staff in educational activities and programs off school premises.

All Niagara Catholic educational field trips must have a direct and enhancing relationship with the curriculum of the classroom. This includes local, regional and provincial field trips, as well as those of an extended nature to other parts of Canada and to other parts of the world.

The Board recognizes that most educational field trips bear a cost for participation. If there is a direct cost to the student, participation is strictly voluntary and arrangements will be made for the education of those students not participating.

It is expected that all educational field trips involve preparatory, follow-up and assessment activities. Where an Education Field Trip occurs on a Day of Obligation, the Principal is to ensure that an appropriate liturgy, including Eucharist, is conducted for all students, staff and supervisors.

Individuals who are employed by the Niagara Catholic District School Board and appointed by the Principal as a chaperone to meet the supervision requirements of the Board can participate and accompany students on Board approved educational field trips.

Individuals, who are not employed by the Niagara Catholic District School Board, and are requested by the Principal to serve as a chaperone/volunteer to meet the supervision requirements of the Board, will require prior to being appointed as a chaperone/volunteer, an acceptable Vulnerable Sector Background Check from the Niagara Regional Police Services or another police service, approval from the Family of Schools' Superintendent of Education and the school Principal.

Only registered students, appointed employees and approved chaperones/volunteers of the Niagara Catholic District School Board can participate in educational field trips.

The Director of Education will issue Administrative Guidelines for the implementation of the Policy.

References:

- **Canadian Standards Association (CSA)**
- **Education Statutes and Regulations of Ontario**
- **Ontario Physical and Health Education Association (OPHEA)**
- **Ontario School Boards Insurance Exchange (OSBIE):Risk Management Advisory**
- **Niagara Catholic – Volunteer Drivers Policy (302.4)**
- **Niagara Catholic - Volunteers in Catholic Schools Policy (800.9) (Safe Schools Policy)**



EDUCATIONAL FIELD TRIPS POLICY

ADMINISTRATIVE GUIDELINES

Section:	400 – Educational Programs
No:	400.2
Adopted:	May 26, 1998
Revised:	March 24, 2015

PART I - DEFINITIONS AND EXPECTATIONS

A. EDUCATIONAL FIELD TRIPS

Educational Field Trip is an all-encompassing phrase which may include neighbourhood studies; visits to buildings and sites of historical interest; visits to museums, galleries, factories, zoos and farms, sport events, theaters, Parish Church; overnight visits to field centres and campgrounds; and travel in Canada and abroad.

All Education Field Trips must be supervised by an employee of the Board, unless otherwise approved by the Family of Schools' Superintendent of Education and the Principal.

Educational Field Trips are:

- Any school supervised activity beyond the school property.
- Trips that directly enhance specific curriculum expectations designed to improve student knowledge.
- Based on Social Justice objectives that are classified as educational field trips since social justice expectations are provided in all subject based curricula within Niagara Catholic.
- Linked to specific subject curriculum expectations designed for students to achieve a credit or credits as part of their trip outside the Province of Ontario are classified as educational field trips and designated as extended overnight field trips.
- For registered students, appointed employees and approved chaperones/volunteers of the Niagara Catholic District School Board.

B. EXPECTATIONS

The following are required expectations of all educational field trips:

- Enhances the spiritual, esthetic, cultural, intellectual, athletic or social experiences of students.
- Made available to every student at every grade level; exceptions respecting individual students may be made at the discretion of the school Principal.
- Extension of the classroom and school with all expectations enforced.
- Begin the moment the students leave the school property.
- Regular school attendance with appropriate programming is expected for those students not participating in the Educational Field Trips.

C. EDUCATIONAL GOALS

The following broad objectives should be considered by a teacher planning Educational Field Trips:

- Trips that directly enhance specific curriculum expectations designed to improve student knowledge.
- Experiential learning for students and staff at a particular event or location.
- Where reasonable and practical, educational field trips shall be in the Niagara Region and surrounding area where appropriate program experiences can be realized.
- The experience should have educational value in proportion to the time spent traveling, the time spent on the activity, and the cost to each student.

PART II - CATEGORIES

Educational Field Trips within Niagara Catholic are defined as:

- Day Field Trips
- Extended Day Field Trips
- Overnight Field Trips
- Extended Overnight Field Trips
- Continuing Education Credit Programs
- Exchanges or
- Excursions

To determine the type of educational field trip and approvals required, the following criteria are provided.

1. *Day Field Trips (Day)*

A field trip which occurs within the hours of classes of a school.

2. *Extended Day Field Trips (Day trips)*

A field trip which extends beyond regular school hours, but does not include an overnight stay.

A field trip in which students are driven to and/or picked up by parents/guardians at the school.

3. *Overnight Field Trip (One to three nights)*

A field trip that normally requires students to be lodged for one, two or three nights.

Overnight Field Trips of more than one night's duration shall be limited to one per class per school year, and shall be restricted to students of Grade 6 and up (Grades 5/6 combination excepted).

4. *Extended Overnight Field Trip (Four or more nights or flight ticket of \$600.00 or more)*

Any school/board sponsored and supervised activity, on scheduled instructional days, beyond the school property that requires four or more nights lodgings, or requiring an individual flight ticket of \$600.00 or more.

(An Extended Overnight Field Trip which involves more than one school will follow the same procedures and will require the approval of the Principal of all affected schools at the time of submission to the Committee). (See Section C)

5. *Continuing Education Credit Programs*

Credit courses organized during the school year or during the summer require approval from the Principal of Continuing Education, the Superintendent of Education responsible for Continuing Education and the Director of Education.

6. *Exchanges*

School-to-School exchanges are available for all elementary and secondary students in Niagara Catholic. Applications must be made by the school Principal to the Family of Schools' Superintendent of Education and include detailed plans and financial expenditures regarding the educational, cultural and linguistic aspects of a school-to-school exchange. Principals are to ensure that there is a formalized reciprocal agreement between participating schools. School-to-school exchanges can take place at any time during the calendar year. School-to-School exchanges require the approval of the Principal, Family of Schools' Superintendent of Education, Extended Overnight Field Trip, Exchange and Excursion Committee and the Director of Education prior to any authorization to participate.

Student Exchanges may be planned for elementary or secondary school students by parents/guardians. Prior to any commitment, parents/guardians are to discuss the student exchange request with the Principal for approval. In considering the request, Principals are to ensure that there is a formalized reciprocal agreement with the student exchange company for an exchange to take place in a mutually agreed upon school year prior to submission to the Extended Overnight Field Trip, Exchange and Excursion Approval Committee.

7. *Excursion*

An excursion is a trip that enhances specific subject curriculum expectations to enrich a student's overall Catholic education.

An excursion is a trip that is planned and arranged for secondary school students that would be held during the year when the students are not normally expected to be attending classes and that may not adhere to all guidelines and procedures relating to Educational Field Trips. Approval will not normally be granted for excursions that require the students and/or staff to be away from school on a regularly scheduled instructional school day.

8. *Extended Overnight Field Trip, Exchange and Excursion Approval Committee*

The Committee is composed of:

- 1 Superintendent of Education
- 1 Elementary School Principal
- 1 Secondary School Principal
- 1 Secondary School Vice-Principal
- 1 Program Department Consultant

PART III - FINANCING EDUCATIONAL FIELD TRIPS

1. If there is a direct cost to the student(s), participation is voluntary and arrangements must be made for the education of the student(s) not participating.
2. Principals should take steps to ensure that all students have an equal opportunity to participate in a planned trip (excluding excursions). This may include partial or complete financial subsidy for some students.
3. Principals are to ensure that the actual cost to the student is kept at a reasonable level, taking into consideration that some students may have limited financial resources.
4. It is the responsibility of the Principal to ensure that the fairest prices for transportation, accommodation and all other expenditures are obtained and that all transactions are carried out according to procedures and guidelines of the Board.
5. For all overnight field trips and excursions, Principals must submit three (3) written proposals from travel companies along with a Principal recommendation of the best value for students. The proposals and Principal recommendation are to be attached to either the Request for Overnight Field Trip or Request for Extended Overnight Field Trip form.
6. Central Funding for Out-of-Classroom Activities

The Board may allocate funds as determined by the annual budgeting process, which may be available to the Principals for the purpose of providing out-of-classroom activities.

PART IV - APPROVALS

Applicable Forms

- [*Airline/Tour Company/Insurance Checklist*](#)
- [*Request for Co-instructional Participation Form*](#)
- [*Request for Credit Program Overnight Field Trip, Extended Overnight Field Trip Exchange and Excursion Cover Sheet*](#)
- [*Request for Educational Field Trip Transportation Form*](#)
- [*Request for Extended Overnight Field Trip Form*](#)
- [*Request for Overnight Field Trip, Extended Overnight Field Trip, Exchange and Excursion Cover Sheet*](#)
- [*Request for Overnight Field Trip Form*](#)
- [*Request to Transport Student Consent Form*](#)
- [*Volunteer Drivers - Authorization to Transport Students*](#)

Parents/guardians whose children may be involved in an approved Overnight Field Trip, Exchange or Excursion shall be invited to a meeting where the trip proposal will be explained in detail and their support of the proposed trip solicited. A written consent form will be completed and signed by a parent/guardian granting approval for the child to participate in the proposed trip.

1. Principals may approve:
 - trips within walking distance of a school;
 - half-day or full day trips;
 - extended school day trips, but not continuing overnight.
 - All Overnight Field Trips (one to three nights lodging), including athletic and academic tournaments and competitions.

Information regarding Overnight Field Trips shall be sent to the respective Family of Schools' Superintendent of Education at least four weeks prior to arrangements for the trip being completed. ([*Request for Overnight Field Trip, Extended Overnight Field Trip and Excursion Cover Sheet*](#))

2. Approvals of the Principal, Family of Schools' Superintendent of Education, Extended Overnight Field Trip, Exchange and Excursion Approval Committee and Senior Administrative Council are required for:
 - all Extended Overnight Field Trips;
 - all Excursions;
 - any other trip not covered by these Guidelines and Procedures.

Requests for approval of Extended Overnight Field Trips, Exchanges and Excursions shall be submitted by the Principal to the respective Family of Schools' Superintendent of Education for consideration. If approved, the requests are forwarded to the Extended Overnight Field Trip and Excursion Approval Committee at least six (6) months prior to the planned activity. Exceptions to the timelines can be made at the discretion of the respective Family of Schools' Superintendent in consultation with Senior Administrative Council.

Submissions to the Extended Overnight Field Trip, Exchange and Excursion Approval Committee must be made prior to the first Fridays in June, October and February.

All requests shall include:

- A completed applicable Field Trip Request Form
- [*Request for Overnight Field Trip, Extended Overnight Field Trip and Excursion Cover Sheet*](#)
- [*Airline/Tour Company/Insurance Checklist*](#)
- A copy of proposed itinerary.
- Additional written information that will assist the committee in its consideration of the request.

3. To ensure extended overnight field trips and excursions meet the full intent of the Educational Field Trip Policy, only Extended Overnight Field Trip and Excursion Committee approved trips and/or excursions are to be proposed to students and parents/guardians for participation. No extended overnight field trips and/or excursions are to be presented to students or parents/guardians

without the signed approval of the Superintendent of Education who is the Chair of the Extended Overnight Field Trip, Exchange and Excursion Approval Committee.

4. Any Field Trip/Excursion may be cancelled at any time by a Principal and/or Family of Schools' Superintendent of Education, if required.
5. Prior to approving all travel requests by staff, Principals are to clearly understand the answers to the following questions as they apply to individual trip applications.

All Principals are to:

- record the answers and file responses at the school;
 - submit the responses with the application form to the Family of Schools' Superintendent of Education if the trip is required to have Superintendent of Education approval;
 - instruct the tour supplier to forward a letter outlining their understanding of the Terms and Conditions prior to any finalization/approval of the trip. (fax copy of [Airline/Tour Company/Insurance Checklist](#) to agent if required)
 - When applicable, determine the exact date and time period each policy is in effect and the length of time it remains in effect. (i.e. cancellation of trip without penalty must be made by - date and time; cancellation with fifty-percent refund must be made by - date and time; cancellation done in writing individually or by the entire group signing a letter etc.)
 - A copy of the [Airline/Tour Company/Insurance Checklist](#) is to be submitted with the Checklist for Extended Overnight Field Trip Form approval to the "Extended Overnight Field Trip, Exchange and Excursion Approval Committee".
6. All approved trips by the Extended Overnight Field Trip, Exchange and Excursion Committee will be reported to the Senior Administrative Council for consideration. Only educational field trips approved by Senior Administrative Council will be reported to the Board of Trustees for information. Following notification of the Board, Principals will be informed that submitted trips have been approved by Senior Administrative Council and the Board has been informed of the trip and can proceed in notifying staff of the approval.
 7. If not approved, the Committee will forward to the Principal of the school requesting permission for the trip, a summary of the rationale.
 8. Where approval has not been granted, the Principal may re-submit a proposal to the Family of Schools' Superintendent of Education with the required revisions.
 9. An unapproved trip is one, which has not followed the process outlined to receive official approval or is one, which has followed process, but has been denied. Neither the school nor the Board will sponsor, promote or participate in the planning of any unapproved trip.
 10. Teachers are deemed in law to be in a position of authority over students by virtue of their positions as teachers. Therefore, teachers shall not become involved in any unapproved field trips with students. As well as facing disciplinary procedures, teachers involved in non-approved field trips surrender their legal claim to the Board's liability insurance coverage and to Worker's Compensation protections.
 11. Only individuals approved to chaperone or supervise a field trip are eligible to participate in any aspect of the educational field trip. For clarity, individuals who are not approved as chaperones, supervisors or volunteers cannot be included in travel arrangements, travel with or accompany the students and staff on the field trip.
 12. Students or staff who request to leave the group on an approved field trip, such as to meet a family member, must submit a request, in writing, to the Principal prior to the departure of the field trip. The Principal will determine if arrangements can be made to assist with the request providing it does not interfere with the travel arrangements of the group. If approval is granted by the Principal, it is permitted with the condition that:
 - the Board is not responsible for the safety of the student or staff member when away from the group; and,
 - a staff member, chaperone or supervisor must meet with a designated family member prior to a student's departure and upon return to the group

- the student or staff member must report to the chaperone/supervisor upon their return; and,
- any delay in meeting with the group at the designated time and location is not the responsibility of the Board and will not adversely affect the travel arrangements of the group; and,
- students or staff who miss returning to the group will incur any costs for the delay or will be solely responsible for alternate transportation arrangements to either meet the group at a designated location or to return home.

PART V - PARENT/GUARDIAN NOTIFICATION

When planning a school educational field trip, excursions or exchanges, the Principal, or designate, shall contact the Special Education Department for input regarding any special accommodations required pertaining to any exceptional student or students with special needs participating in the field trip.

1. Trips within walking distance or trips as part of curriculum expectations:
 - A signed parental application form is recommended but not required for a day trip beyond school property where the students will be traveling on foot or is part of non-optional program or Board expectations of students. (i.e. day retreats, Church liturgies, graduation practices, graduation celebrations)
 - Teachers are required to obtain Principal approval and indicate to the Principal the destination and approximate return time.

Although specific notification and application are not necessary for such trips, it is essential that parents be made aware of the fact that such trips may take place throughout the school year as part of the total school curriculum or Board expectations. It is mandatory that such awareness be created by means of information letters and/or newsletters throughout the school year.

2. Letter to Parents/Guardians

For all other school trips, written permission/consent from the parent /guardian will be obtained. The supervising teacher shall, prior to obtaining consent of parents or guardians, inform parents or guardians of trip details. (The signed documentation of all trips shall be retained for the current school year until the successful completion of that trip).

These details shall include program rationale; dates; departure, return time and pick up arrangements; cost; method of transportation; and, destination;

This letter will be signed by both the supervising teacher and the Principal.

Parent/guardian requests should be phrased as follows:

I, (parent's/guardian's name) consent that (student's name) participate in the trip to (destination).

If a non-refundable deposit/payment is required from the parent, the form signed by the parent shall include this statement. "A non-refundable deposit/payment of \$ AMOUNT is required for this trip."

The parent/guardian acknowledges that neither the Board nor any employee bears liability for the deposit/payment once paid if the child is unable to attend.

Parent/Guardian Signature

Date of Signature

3. Emergency Planning

- An itinerary of each trip must be available in the school office in order that the Principal may contact the supervising teacher in charge of the group if an emergency arises.
- Provision shall be made by the Principal/teacher that someone at the school site be available to be contacted should an emergency arise at any time during the trip or if a return is delayed. Parents are to be contacted as soon as possible.

- The supervising teacher/teacher designate has the right to change the itinerary of the trip if, at his/her discretion, an emergency or dangerous situation arises, or as the situation warrants. Any change to the itinerary must be communicated to the Principal, and as determined by the Principal based on the nature of the change of itinerary, communicated with parents/guardians of students on the field trip.
- If students are billeted in homes, then the host family must have information which will allow them to contact the teacher in charge at any time.

4. List of Participants

When a group of students leaves the school on an approved trip, a list of all students and staff in the group in each vehicle must be prepared, one copy of which will be left in the school office, and another copy to accompany the group.

PART VI - SAFETY REQUIREMENTS

1. The supervising teacher shall obtain relevant medical information about each student and also authorization to procure medical attention in the event of an emergency.
2. Parent/Guardians should be made aware that this medical information may be required for the health and safety of the students and that the information provided will be held in confidence. The teacher must then ensure that medical information is kept confidential.
3. Before any out-of-school program, the teacher must instruct the students in appropriate behaviour and safety procedures as well as any inherent dangers of the activity. The teacher(s) must show that the students have been carefully prepared and that the activity is appropriate to the age and physical/motor maturity of the participants.
4. For pupils who require medication, the routine parental consent form is to be completed and an adequate supply of medicine is to be secured.
5. Where there is instruction in High Care (e.g. water activities, skiing, etc.) activities, the instructor(s) must be certified personnel, and additional supervision must be provided by appropriate teaching personnel.

6. Water Safety

Water safety requires close and direct supervision at all times. Teachers must inform parents when the trip will include planned water activities.

7. Swimming and Water Activities including Rowing

Notwithstanding Year End Field Trips, recreation swimming is prohibited unless it is an integral part of the program. With the exception of Board sanctioned co-instructional rowing programs, and regattas, when students are in public or private pools, or natural bodies of water, the Principal shall designate, as adults in charge of the water safety, only individuals who have a valid and current lifeguarding certificate: Red Cross Safety: Bronze Cross - minimum qualifications.

*Ratios: 1:10 natural bodies of water
1:20 private pool*

In Public Pools, the appropriate Public Health By-Laws will prevail.

8. Year End Field Trips

Field trips that include water parks, public beaches, private pools, etc. are at the discretion of the Principal providing all safety and supervision guidelines are adhered to. O.P.H.E.A. Safety Services Package at opeha.net

9. Non-Commercial/Recreational and Co-Instructional Boating

- Boating trips are generally to be organized only for secondary school students. Principals must obtain the prior approval of the Family of Schools' Superintendent of Education to plan a non-commercial/recreational boating trip. (See O.P.H.E.A. Safety Guidelines.)

Ratios: 1:8 on a trip

1:10 water activities in a confined area with a clear overall view and reasonable distance to craft

- With the exception of Board sanctioned co-instructional rowing programs, and regattas, all students must wear a properly fastened M.O.T. approved life jacket or personal flotation device when in a boat or canoe.
- Instruction in boating, sailing and canoeing must be supervised by suitably qualified teachers or adults.
- It is the responsibility of the trip supervisor to ascertain that instructors in these activities are qualified according to current regulations.
- All students and adult supervisors must acquire at least minimum competency levels as determined by the qualified instructors before participating in a boating excursion.
- Prior to any boating, canoeing or rowing program, the swimming ability of each student must be ascertained. To be considered a swimmer the student must demonstrate to qualified personnel, (the skills outlined in the O.P.H.E.A. Safety Services Package) that he/she is able to:
 - Swim 100 meters;
 - Tread water for 5 minutes;
 - H.E.L.P. and huddle with P.F.D. on for 5 minutes
 - (H.E.L.P. = Heat Escape Lessening Position)
 - (P.F.D. = Personal Flotation Device)
- Field trips involving commercial ship, ferry or other boat cruises are not prohibited by this policy.

See O.P.H.E.A. Safety Services Package

10. Downhill Skiing/Snowboarding Trips or Co-Instructional Activities

Downhill Skiing/Snowboarding Trips are permitted only for Grade 4 to Grade 12 students. Principals are to ensure that adequate supervision is in place and that qualified instructors are available to provide the necessary training and instruction (See O.P.H.E.A. Safety Guidelines).

All students participating in a school sponsored ski/snowboarding trip will be required to provide and wear a Canadian Standards Association (CSA) properly fitted, snow sport certified ski helmet indicating the helmet is approved as a ski helmet specifically designed for skiing or snowboarding. (i.e. ASTM, CE, SNELL)

It is recommended that all staff and chaperones participating in a school-sponsored ski/snowboarding trip provide and wear a Canadian Standards Association (CSA) ski helmet indicating the helmet is approved as a ski helmet specifically designed for skiing or snowboarding.

For these activities, all equipment must be provided or rented by the participant.

Principals will ensure that prior to boarding a bus to depart on a ski trip or co-instructional activity, all students prove to the staff supervisor that (a) they are in possession of an approved ski helmet for their individual use or (b) show written proof that they have reserved an approved ski helmet at the ski resort.

Staff supervisors will record on a trip/activity list of participating students that the student is in possession of an approved ski helmet to wear at all times while skiing/snowboarding.

Students who are not in compliance with this requirement will be prohibited from participating in optional ski trips/co-instructional activities.

Parent/guardian approval letters for participation in ski/snowboarding trips or co-instructional activities will include the following acknowledgements signed by parents/guardians;

- that students will be skiing/boarding on their own, parents/guardians are to impress upon their child to follow all safety rules including wearing a properly certified and fitted ski/boarding helmet at all times while skiing/boarding
- that parents/guardians will provide their child with all certified safety equipment for the activity
- that skiing/boarding is a high-risk sport and students are accountable for their own safety
- that student consequences are in place for non-compliance which could include a revoking of a ski/boarding pass for the remainder of the season
- that the school nor the Board is responsible for any accident.

11. Procedures in Cases of Student Injury or Illness

- In the event of serious injury or illness to the student, the person nearest to the incident shall begin appropriate emergency action: ensure breathing, the stoppage of blood flow, ensure the injured student's comfort. This will include immediately notifying a person qualified in first aid. If the in-charge person is not present, this person shall be notified immediately and proper procedures initiated.
- The in-charge person shall establish and follow an emergency action plan.
- If the class is to be away from school for an extended period of time (overnight), the person in charge shall collect in advance the Health Card number for each student and a blanket approval for permission to seek medical attention is required.
- All teachers are encouraged to undergo training in first aid and C.P.R.

12. Additional Coverage

All Niagara Catholic District School Board students are encouraged to purchase the Accident Insurance Policy offered by the school board each September.

13. Health Insurance Out of Province

Because of the high cost of health services in other countries, parents must submit proof of an out-of-province health insurance policy which will cover children on a school tour out of the province.

14. If, as a result of discipline/safety concerns, a student is required to be sent home by the supervising teacher during an educational field trip, the school and or Board is not responsible for any cost incurred in transporting a student home. These students may be required to discontinue their journey and such persons shall not be entitled to a refund.

It is the responsibility of the student(s), parent(s) or guardian(s) to provide, or arrange for supervision of a student who is sent home by the supervisor in charge. All costs to provide for such supervision is incurred by the parent/guardian.

PART VII – SUPERVISION

1. Out-of-classroom programs are to be under the supervision of at least one teacher or, in unique situations, any Board employee or designate approved by the Principal. Where more than one person participates in out-of-classroom activities, the Principal shall designate one as the “in-charge” person. Principals shall ensure that all precautions for the safety, comfort and supervision of participating students are taken.
2. For most trips outside Canada or the continental United States, a minimum of ten (10) participating students are required for an overseas trip to be approved. Exceptions may be approved for participation in international co-instructional activities or events.
3. All trips outside Canada or the continental United States require a minimum of two (2) supervisors/chaperones recommended by the Principal, and approved by the Family of Schools’ Superintendent of Education.
4. The following minimum adult-to-student ratios are required. As soon as the number of students increases by one over the ratio, another supervisor **must** be added.

School Trips:

	<i>JK-K</i>	<i>Grade 1 to 6</i>	<i>Grade 7 & 8</i>	<i>Grade 9 to 12</i>
Walking Tours – One Day Trips	1:10	1:10	1:15	1:20
One Day Trips	1:10	1:10	1:15	1:20
Overnight Trips	N/A	N/A	1:10	1:15
Overnight Trips Outside Canada or the continental United States	N/A	N/A	1:10	1:14+1 additional supervisor

- The ratios for Walking Tours and One Day Trips may be modified at the discretion of the Principal to accommodate such events as sacramental preparation, liturgies, or the spontaneity of the teachable moment.
 - To accommodate the possibility of medical emergencies, at least two adults should accompany students for all overnight trips or arrangements made for students to join other school communities.
5. Principals shall ensure that a sufficient number of supervisors/chaperones accompany the students in order that the visit or field trip will be a safe and valid educational experience. Some circumstances will require additional instructional staff than others in order that the students obtain the maximum benefit from their excursion.
 6. Employees of the Niagara Catholic District School Board can participate and accompany students on approved education field trips, as appointed by the Principal, to act as a chaperone to meet supervision requirements.
 7. Individuals who are not employed by the Niagara Catholic District School Board and are requested by the Principal to serve as a chaperone/volunteer to meet the supervision requirements will require to produce, prior to being appointed as a chaperone/volunteer, a negative Criminal Background Check from the Niagara Regional Police Services, approval from the Family of Schools' Superintendent of Education and the school Principal.
 8. At a minimum, Vulnerable Sector checks will be required of all volunteers participating in overnight field trips which are approved by the school Principal and/or Senior Administrative Council.
 9. Principals are required to make approved chaperones/volunteers aware of their insurance coverage under this policy. Names of all staff and chaperone/volunteer supervisors must be recorded in order to protect them from liability for which the Board carries a liability policy to a limit of \$20,000,000.00.
 10. In determining supervision requirements, Principals shall ensure that;
 - the number of supervisors/chaperones comply with the adult-to-student ratios as indicated in Point Four (#4)
 - all staff beyond those organizing the overnight field trip or excursion are notified of the opportunity to supervise or chaperone the trip.
 - supervisors/chaperones maybe parent volunteers approved by the Principal to act as official school chaperones.
 - the selection of additional supervisors/chaperones will be recommended by the Principal after consultation with the Family of Schools' Superintendent of Education.
 11. If a program includes students of both genders, and extends overnight, then supervisors/ chaperones of both genders must accompany the trip. Under exceptional circumstances, the Family of School's Superintendent of Education may waive this provision, and parents/guardians will be notified of this documented exception, and a notation will be made on file.

12. Supervisors/chaperones that comply with this Board Policy and Guidelines participate free of charge. The costs associated with compliance will be recovered either through a combination of complimentary tickets and/or a surcharge to students.
13. Notwithstanding Point Eleven (#11), supervisors/chaperones approved by the Principal, after consultation with the Family of Schools' Superintendent of Education, may elect to participate in a trip by making a financial contribution to the cost of the trip equal to the amount paid by individual students. For example, trips that focus on Social Justice experiential learning.
14. All complimentary tickets provided by a travel company will be used to reduce the cost of travel of the number of supervisors/chaperones as required by these Administrative Guidelines. Additional complimentary travel tickets provided will be used to defray the cost of the students participating in the program.
15. Notwithstanding Point Thirteen (#13), additional supervisors/chaperones may receive financial assistance up to 25% of the cost of the trip.

The amount of financial assistance provided to additional supervisors is calculated by a combination of additional complimentary tickets and student surcharge.

For example:

36 participating students generates 6 complimentary tickets.
Based on these guidelines, 36 students require three (3) supervisors who travel free.
Therefore there are three (3) complimentary tickets remaining.

The Principal would inform staff that three (3) complimentary travel spaces are available with financial assistance up to 25% of the cost of the trip. The difference of the three (3) complimentary tickets would be used to defray the cost paid by students participating in the program.

16. For trips that do not involve complimentary tickets based on the number of students traveling, all approved chaperones/supervisors above the Board supervision ratio of 14.1 or 15.1, excluding the first two staff members supervising overseas trips, will be required to pay the same travel cost as each student.

PART VIII - TRANSPORTATION

1. General Considerations
 - While the Board does not recommend using private passenger vehicles to transport students to a school related activity, all staff members (administrators/teachers/support staff) or volunteer drivers must complete the [*Volunteer Drivers - Authorization to Transport Students Form*](#) and have authorization from the school Principal.
 - In the event that privately owned automobiles are used in the transportation of students, only fully-graduated licensed drivers authorized by the Principal shall be permitted to transport the pupils.
 - A passenger list containing the name of the driver and the names of each student in the vehicle must be made, with one copy provided to the driver of the vehicle, and one copy retained at the school. Only the students on the passenger list are permitted in the designated vehicle.
 - All parents/guardians of the students transported by volunteer drivers must be informed of the transportation arrangements and liability by providing a signed letter consenting to their son/daughter being transported by the approved volunteer driver. (Reference: [*Request to Transport Student Consent Form*](#))
 - When a school activity is completed, Principals will ensure that prior to the event, a student provides written permission from their parent/guardian to allow them to:
 - return to the school with the volunteer driver;
 - receive a ride home from another parent as identified on the permission letter; or
 - receive a ride home from an identified parent/guardian.
 - The Board cannot by law provide the automobile insurance for individuals and vehicles not owned by the Board. Principals are to ensure that persons using their own vehicles to transport students for extracurricular activities have a minimum auto insurance limit of \$1 million in the

event of an accident. A vehicle shall not be used to transport in excess of six passengers unless licensed under the Highway Traffic Act as a bus and the driver is licensed appropriately.

- Persons transporting students in private motor vehicles should be sure that their Automobile Public Liability Insurance coverage is valid and current and meets the Board's requirements. The Board, however, maintains an Excess Liability Insurance Policy, which covers all employees and volunteers who are transporting students within Canada and Continental United States on behalf of the Board to a combined limit of \$20,000,000.00. This policy comes into effect if a judgment arises against that employee or volunteer resulting from use of his vehicle and is in excess of the limit carried by the individual on his/her personal policy.
- It is expected that all parents/guardians of students being transported in Private Motor Vehicles have O.P.C.F. 44 Coverage with their own Insurance Policy.
- When a school group is staying in a remote area, teachers are advised to have a vehicle available for emergency transport of students, in the event of medical emergency, to the nearest appropriate Medical Facility.
- Where staff or parent volunteers provide transportation, a seat belt must be provided for each student and no reimbursement shall be provided.

2. Rental Vehicles

- Vehicles may be rented for student transportation to school board events.
- Vehicle rental is limited to 30 days or less. Rented vehicle use is for approved school board business only.
- Employees who rent vehicles in Ontario under their own name may be exposing their own insurance policies to a claim for any damage or injury which occurs while the vehicle is in their custody or control. The school board has purchased the OPCF 27 endorsement, in the event of a third party liability loss, the fleet policy is the primary coverage, therefore removing the exposure to an employee's personal policy, and transferring to the board's fleet policy.
- To avoid personal liability, the rental contract must clearly show the Niagara Catholic District School Board as the "renter." For example, Renter: Niagara Catholic District School Board, Name of School, Name of Teacher
- When vehicles are rented to transport students the Deductible Waiver or Collision Damage Coverage from the rental agency must be purchased. Without this coverage in place, when a vehicle is rented for board purposes, the primary liability coverage comes from the personal policy of the driver, whether it be an employee or a volunteer.
- In the event of an accident, contact the car rental agency immediately.

3. Air Travel

- Air Travel shall be arranged through properly licensed travel agencies or airlines.
- Students, staff, chaperones and supervisors must purchase cancellation insurance.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE MEETING
MARCH 10, 2015**

PUBLIC SESSION

TITLE: VOLUNTEER DRIVER POLICY (302.4)

RECOMMENDATION

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the revision to the Volunteer Driver Policy (302.4), as presented.

Prepared by: Mark Lefebvre, Superintendent of Education

Presented by: Mark Lefebvre, Superintendent of Education

Recommended by: Policy Committee

Date: March 10, 2015



VOLUNTEER DRIVERS POLICY

STATEMENT OF POLICY

Section:	300 – Schools/Students
No:	302.4
Adopted:	February 27, 2001
Revised:	March 24, 2015

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the Board generally provides Board-approved transportation to students attending school-approved activities. However, it is acknowledged that, on occasion, upon Principal approval, it is necessary to transport students in private or rental vehicles.

In such instances, it is understood that any volunteer driver transporting students to school-approved activities in private or rental vehicles have completed the Volunteer Driver-Authorization to Transport Students Form and have been approved by the school Principal.

The Director of Education will establish Administrative Guidelines for the implementation of the Policy.

Reference:

- **OPHEA: Ontario Safety Guidelines**
- **Ontario School Boards Insurance Exchange (OSBIE):Risk Management Advisory**
- **Niagara Catholic – Educational Field Trips Policy (400.2)**
- **Niagara Catholic - Volunteering in Catholic Schools Policy (800.9)**



VOLUNTEER DRIVERS POLICY

ADMINISTRATIVE GUIDELINES

Section:	300 – Schools/Students
No:	302.4
Adopted:	February 27, 2001
Revised:	March 24, 2015

The Niagara Catholic District School Board does not endorse students driving other students to school-approved activities. The following procedures have been established for the purpose of providing consistent directives relative to the transportation of students in private vehicles. It is understood that the procedures apply to all volunteer drivers, including staff.

When transportation is by private vehicle, the Principal/designate shall advise those volunteers requesting to transport students of the following;

1. Volunteer Drivers must have the minimum qualification to drive: the volunteer drivers must be fully licensed; having obtained a class "G" license - successfully completed a Level 2 - G2 Exit Test.
2. Persons transporting students in privately owned automobiles should be sure their Public Liability Insurance coverage is valid and current and meets the Board's requirement for non-owned auto insurance coverage. The Board, however, maintains the Excess Liability Insurance Policy, which covers all employees and volunteers who transport students within Canada and the Continental United States on behalf of the Board to a limit of \$20,000,000. This policy comes into effect if a judgment arises against that employee or volunteer resulting from use of his /her vehicle and is in excess of the limit carried by the individual on his/her personal policy.
3. The Volunteer Drivers-Authorization to Transport Students must be fully completed and returned to the school and submitted to school Principal.
4. Parents of students transported to school-approved events by school-approved volunteer drivers must be informed of this and sign the Transport Student Consent Form which lists dates, activity, destination, departure/return times and the name of volunteer driver.
5. A passenger list for each vehicle will be provided to the main office prior to departure. A second list will be kept by the teacher in charge.
6. A vehicle shall not be used to transport in excess of six passengers and a seat belt must be provided for each student.
7. Rental Vehicles
 - Vehicles may be rented for student transportation to school board events.
 - Vehicle rental is limited to 30 days or less. Rented vehicle use is for approved school board business only.
 - Employees who rent vehicles in Ontario under their own name may be exposing their own insurance policies to a claim for any damage or injury which occurs while the vehicle is in their custody or control. The school board has purchased the OPCF 27 endorsement, in the event of a third party liability loss, the fleet policy is the primary coverage, therefore removing the exposure to an employee's personal policy, and transferring to the Board's fleet policy. To avoid personal liability, the rental contract must clearly show the Niagara Catholic District School Board as the "renter." For example, Renter: Niagara Catholic District School Board, Name of School, Name of Teacher
 - When vehicles are rented to transport students the Deductible Waiver or Collision Damage Coverage from the rental agency must be purchased. Without this coverage in place, when a

vehicle is rented for board purposes, the primary liability coverage comes from the personal policy of the driver, whether it be an employee or a volunteer.

- In the event of an accident, contact the car rental agency immediately.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE MEETING
MARCH 10, 2015**

PUBLIC SESSION

TITLE: VOLUNTEER RECOGNITION POLICY (800.4)

RECOMMENDATION

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the revision to the Volunteer Recognition Policy (800.4), as presented.

Prepared by: John Crocco, Director of Education /Secretary Treasurer

Presented by: John Crocco, Director of Education/Secretary Treasurer

Recommended by: Policy Committee

Date: March 10, 2015



VOLUNTEER RECOGNITION POLICY

STATEMENT OF POLICY

Section:	800 – School and Community Councils
No:	800.4
Adopted:	April 24, 2007
Revised:	April 1, 2008

In keeping with the Mission, Vision and Values, the Niagara Catholic District School Board recognizes and values the positive contribution that individuals make while volunteering in our Catholic school communities, committees and organizations.

With approval from the authorized administrator, Niagara Catholic volunteers undertake, without pay, assigned tasks that support and enhance the mission, vision and values of the Board.

Annually, administrators will be invited to select volunteers to be recognized at a celebration hosted by the Board. Volunteers will be recognized for making a positive, meaningful and significant contribution to a school and/or the Board. Through their spirit of volunteerism, they help in building a strong Catholic identity and community that nurtures the distinctiveness of Catholic education and advances student achievement.

The Director of Education will ~~shall~~ issue Administrative Guidelines for the implementation of this Policy.

References:

- ***Volunteering in Catholic Schools Policy (800.9)***



VOLUNTEER RECOGNITION POLICY

ADMINISTRATIVE GUIDELINES

Section:	800 – School and Community Relations
No:	800.4
Adopted:	April 1, 2008
Revised:	

1. Annually, administrators will complete the Volunteer Recognition Form (Appendix A) when submitting the name(s) of volunteers being recognized.
2. The same volunteer may be nominated annually.
3. Administrators shall consult with staff, the Chair of the Catholic School council, committee or organization when selecting the name(s) of the volunteer for the annual recognition.
4. When possible, the annual Niagara Catholic Volunteer Recognition Celebration will occur during National Volunteer Appreciation Week.
5. With their permission volunteers recognized at the annual Niagara Catholic Volunteer Recognition Celebration will be acknowledged through the Board website and social media communications.



VOLUNTEER RECOGNITION FORM

SCHOOL: _____

First Name	Last Name

Principal Attending

Vice-Principal Attending

Volunteers have provided permission to be acknowledged through the Board website and social media communications.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE MEETING
MARCH 10, 2015**

PUBLIC SESSION

TITLE: POLICY AND GUIDELINE REVIEW 2014-2015 SCHEDULE

The Policy and Guideline Review 2014-2015 Schedule is presented for information.

Prepared by: John Crocco, Director of Education/Secretary-Treasurer

Presented by: Policy Committee

Date: March 10, 2015



POLICY AND GUIDELINE REVIEW SCHEDULE

SEPTEMBER 2014 - JUNE 2015

Updated: March 4, 2015

<i>SORTED BY POLICY COMMITTEE MEETING DATE</i>				
Policy Issued	Reviewed Revised	Policy #	POLICY NAME	Prior to Vetting After Vetting
NEW		NEW	Concussions (prior to January 2015)	Sept. 2014
1998	2014	201.4	Reimbursement of Travel Expenses	Sept. 2014
2003	2013	302.6.8	Bullying Prevention & Intervention - <i>Safe Schools</i>	Sept. 2014
2009	2009	800.8.1	Accessibility Customer Service Policy	Oct. 2014
2012	2012	203.1	Employee Hiring and Selection Policy (Teachers) (<i>referred back to staff</i>)	Oct. 2014
2002	2013	201.7	Employee Workplace Harassment *	Oct. 2014
2002	2013	201.11	Employee Workplace Violence *	Oct. 2014
2002	2013	201.6	Occupational Health & Safety *	Oct. 2014
1998	2013	400.2	Educational Field Trips	Nov. 2014
2012	NIL	203.1	Employee Hiring and Selection Policy (Teachers)	Nov. 2014
2001	2009	302.4	Volunteer Driver	Nov. 2014
2007	NIL	800.4	Volunteer Recognition	Nov. 2014
NEW		NEW	Concussions	Dec. 2014
2001	2009	302.6.5	Student Expulsion - <i>Safe Schools</i>	Jan. 2015
2001	2009	302.6.4	Student Suspension - <i>Safe Schools</i>	Jan. 2015
1998	2013	301.1	Admission of Elementary & Secondary Students	Jan. 2015
2009	2009	800.8.1	Accessibility Customer Service Policy	Jan. 2015
2002	2013	201.7	Employee Workplace Harassment *	Jan. 2015
2002	2013	201.11	Employee Workplace Violence *	Jan. 2015
2002	2013	201.6	Occupational Health & Safety *	Jan. 2015
1998	2013	400.2	Educational Field Trips	Feb. 2014
2001	2009	302.4	Volunteer Driver	Feb. 2014
2007	2008	800.4	Volunteer Recognition	Feb. 2014
1998	2011	600.1	Purchasing/Supply Chain Management	March 2015
2010	2010	100.10	Equity and Inclusive Education	March 2015
1998	2010	201.2	Retirement & Service Recognition Celebration	March 2015
2012	2014	201.16	Attendance Support Program	March 2015
2001	2009	302.6.5	Student Expulsion - <i>Safe Schools</i>	Apr. 2015
2001	2009	302.6.4	Student Suspension - <i>Safe Schools</i>	Apr. 2015
1998	2013	301.1	Admission of Elementary & Secondary Students	Apr. 2015

1998	2011	600.1	Purchasing/Supply Chain Management	Sept. 2015
2010	2010	100.10	Equity and Inclusive Education	Sept. 2015
1998	2010	201.2	Retirement & Service Recognition Celebration	Sept. 2015
2012	2014	201.16	Attendance Support Program	Sept. 2015
NEW		NEW	Anti-Spam	

* Ministry of Labour Compliance Annual Review

SORTED BY CW/BOARD MEETING DATE

Policy Issued	Reviewed Revised	Policy #	POLICY NAME	CW/BD
2003	2013	302.6.8	Bullying Prevention & Intervention - <i>Safe Schools</i>	Oct. 2014
1998	2008	201.4	Reimbursement of Travel Expenses	Oct. 2014
NEW		NEW	Concussions (prior to January 2015)	Dec. 2014
2009	2009	800.8.1	Accessibility Customer Service Policy	Feb. 2015
2002	2013	201.7	Employee Workplace Harassment *	Feb. 2015
2002	2013	201.11	Employee Workplace Violence *	Feb. 2015
2002	2013	201.6	Occupational Health & Safety *	Feb. 2015
1998	2013	400.2	Educational Field Trips	Mar. 2015
2001	2009	302.4	Volunteer Driver	Mar. 2015
2007	NIL	800.4	Volunteer Recognition	Mar. 2015
2001	2009	302.6.5	Student Expulsion - <i>Safe Schools</i>	May 2015
2001	2009	302.6.4	Student Suspension - <i>Safe Schools</i>	May 2015
1998	2013	301.1	Admission of Elementary & Secondary Students	May 2015
1998	2011	600.1	Purchasing/Supply Chain Management	Sept. 2015
2010	2010	100.10	Equity and Inclusive Education	Sept. 2015
1998	2010	201.2	Retirement & Service Recognition Celebration	Sept. 2015
2012	2014	201.16	Attendance Support Program	Sept. 2015

Policy Issued	Reviewed Revised	Policy #	NIAGARA CATHOLIC DISTRICT SCHOOL BOARD - POLICIES	Resp
<i>Sorted by Policy Name</i> <i>Updated: January 27, 2015</i>				

1	2003	2013	400.5	Acceleration/Retention (Elementary)	ML
2	2001	2013	302.6.3	Access to Board Premises - <i>Safe Schools</i>	LAFS
3	2009	2014	800.8.1	Accessibility Customer Service	YB
4	2012	2013	800.8	Accessibility Standards	YB
5	1998	2009	302.2	Administration of Oral Medication to Students Under the Age of 18 During School Hours	YB
6	1998	2013	301.1	Admission of Elementary & Secondary Students	LAFS
7	2007	2014	600.5	Advertising Expenditures	GV
8	2007	2014	100.9	Advocacy Expenditures	GV
9	1998	2014	302.1	Anaphylaxis	YB
10	2014	NEW	NEW	Anti-Spam	JC
11	1998	2014	701.1	Architect Selection	SW
12	2011	2013	301.10	Assessment, Evaluation, Reporting and Homework Policy	LAFS
13	1998	2012	203.2	Assignment of Principals & Vice-Principals	FI
14	1998	2012	301.3	Attendance Areas	TF
15	2012	2014	201.16	Attendance Support Program	FI
16	1997	2010	100.1	Board By-Laws	JC
17	2012	2012	701.5	Bottled Water	LAFS
18	2003	2014	302.6.8	Bullying Prevention & Intervention - <i>Safe Schools</i>	LAFS
19	1998	2012	203.3	Catholic Leadership: Principal & Vice-Principal Selection	FI
20	1998	2013	800.1	Catholic School Councils	LAFS
21	2001	2012	400.3	Christian Community Service	ML
22	2001	2013	302.6.2	Code of Conduct - <i>Safe Schools</i>	LAFS
23	1998	2013	800.2	Community Use of Facilities	SW
24	1998	2011	800.3	Complaint Resolution	JC
25	2014	NIL	303.1	Concussion	ML
26	1998	2013	400.1	Continuing Education	FI
27	2007	2013	600.4	Corporate Cards, Purchasing Cards & Petty Cash	GV
28	2001	2014	302.6.7	Criminal Background Check - <i>Safe Schools</i>	LAFS
29	2002	2013	201.5	Death Benefit	FI
30	2002	2013	201.10	Deferred Salary Plan (X/Y)	FI
31	2012	2012	302.8	Diabetes Management	YB
32	2001	2012	302.6.6	Dress Code - Secondary Uniform - <i>Safe Schools</i>	LAFS
33	1998	2013	400.2	Educational Field Trips	ML
34	1998	2012	800.5	Education-Based Research	LAFS
35	2006	2012	201.12	Electronic Communications Systems (Employees)	TF
36	2006	2012	301.5	Electronic Communications Systems (Students)	TF
37	2005	2014	100.8	Electronic Meetings (Board and Committees)	JC
38	2012	2012	302.6.10	Elementary Standardized Dress Code - <i>Safe Schools</i>	LAFS
39	2002	2012	201.9	Employee Attendance During Inclement Weather & Workplace Closure	FI
40	2012	2012	201.17	Employee Code of Conduct & Ethics	FI
41	2007	2013	201.15	Employee Conferences, Workshops & Meetings	GV
42	2012	2012	203.1	Employee Hiring and Selection Policy (Teachers)	FI
43	1998	2013	201.1	Employee Leaves of Absence	FI
44	2007	2013	201.14	Employee Meals & Hospitality	GV
45	2002	2014	201.7	Employee Workplace Harassment *	FI
46	2002	2014	201.11	Employee Workplace Violence *	FI
47	2011	2011	400.6	Environmental Stewardship	SW
48	2010	2010	100.10	Equity and Inclusive Education	YB
49	1998	2010	100.5	Establishment and Cyclical Review of Policies	JC
50	2010	2010	800.6	Facility Partnerships	SW

51	2002	2012	301.4	Fundraising	GV
52	2013	2013	203.4	Leadership Pathways	FI
53	1998	2010	600.3	Monthly Financial Reports	GV
54	2004	2012	100.7	Niagara Catholic Education Award of Distinction	FI
55	2011	2013	800.7	Niagara Catholic Parent Involvement Committee & By-Laws	LAFS
56	2005	2011	302.7	Nutrition	ML
57	2002	2014	201.6	Occupational Health & Safety *	FI
58	2006	2014	301.7	Ontario Student Record (OSR)	ML
59	2001	2013	302.6.1	Opening or Closing Exercises - Safe Schools	LAFS
60	1998	2012	702.1	Playground Equipment	SW
61	2003	2013	400.4	Prior Learning Assessment and Recognition (PLAR)	ML
62	2008	2010	302.6.9	Progressive Student Discipline - <i>Safe Schools</i>	LAFS
63	1998	2010	701.2	Pupil Accommodation Review	SW
64	1998	2011	600.1	Purchasing/Supply Chain Management	GV
65	1998	2011	600.2	Records and Information Management	JC
66	1998	2014	201.4	Reimbursement of Travel Expenses	GV
67	2010	2010	100.10.1	Religious Accommodation	YB
68	1998	2014	201.3	Religious Education Courses for Staff	FI
69	1998	2010	201.2	Retirement & Service Recognition Celebration	FI
70	1999	2010	302.3	Safe Arrival	LAFS
71	2009	2014	301.8	Safe Physical Intervention with Students	YB
72	2001	2013	302.6	Safe Schools	LAFS
73	2006	2014	301.6	School Generated Funds	GV
74	2006	2014	201.13	Sexual Misconduct	FI
75	2001	2014	302.6.5	Student Expulsion - <i>Safe Schools</i>	LAFS
76	2011	2011	301.11	Student Fees	GV
77	2001	2012	302.5	Student Parenting	ML
78	2013	2013	100.6.2	Student Senate - Elementary	JC
79	2000	2013	100.6.1	Student Senate - Secondary	JC
80	2001	2014	302.6.4	Student Suspension - <i>Safe Schools</i>	LAFS
81	2007	2014	500.2	Student Transportation	GV
82	1998	2012	100.4	Student Trustees	JC
83	1998	2013	500.1	Transportation & School Operations for Inclement Weather	JC
84	2010	2010	100.12	Trustee Code of Conduct	JC
85	2011	2011	100.13	Trustee Expenses & Reimbursement	JC
86	2010	2010	100.11	Trustee Honorarium	JC
87	2014	NIL	100.14	Use of Corporate Logo	JC
88	2002	2013	701.3	Video Security Surveillance	SW
89	2011	2011	301.9	Voluntary and Confidential Self-Identification Policy for First Nation, Métis and Inuit Students	ML
90	2001	2014	302.4	Volunteer Driver	ML
91	2007	2014	800.4	Volunteer Recognition	JC
92	2013	2013	800.9	Volunteering in Catholic Schools	FI

* MINISTRY OF LABOUR COMPLIANCE ANNUAL REVIEW

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE MEETING
MARCH 10, 2015**

PUBLIC SESSION

**TITLE: NIAGARA CATHOLIC MENTAL HEALTH AND
ADDICTIONS STRATEGY**

The Niagara Catholic Mental Health and Addiction Strategy is presented for information.

Prepared by: Lee Ann Forsyth-Sells, Superintendent of Education
Andrea Bozza, Mental Health Lead

Presented by: Lee Ann Forsyth-Sells, Superintendent of Education
Andrea Bozza, Mental Health Lead

Approved by: John Crocco, Director of Education/Secretary-Treasurer

Date: March 10, 2015



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

REPORT TO THE COMMITTEE OF THE WHOLE MEETING MARCH 10, 2015

MENTAL HEALTH AND ADDICTIONS STRATEGY

BACKGROUND INFORMATION

The Niagara Catholic Mental Health and Addictions strategy reflects the mission, vision and values of the Board, as a response to mental health and addictions in school communities. Positive mental health for students and staff involves a positive sense of spiritual and emotional well-being which respects the dignity of each individual. The enabling strategies *Design Pathway to Care Program*, *Design awareness, prevention and intervention program*, and *Design clinical support counselling services*, from the Board's Strategic Plan Vision 2020, provide supports for the success of all students:

The Board's Mental Health and Addictions strategy includes short, medium and long term goals for implementation in the elementary and secondary schools of the Board. The plan contains activities, programs, and training sessions in order to support students in the three stages of mental health and addictions initiatives: promotion, prevention and intervention. In addition, the Niagara Catholic internal and external protocols for mental health and addictions detail the contacts and actions to respond to the needs of students who may be at imminent risk and may require emergency support. The Community Agency List acknowledges the community resources and partnerships that are available to Niagara Catholic staff and students as additional supports for students.

The Mental Health and Addictions Strategy, as a Board resource, will be provided to schools to assist with building capacity about the mental health and addictions. By building capacity in schools, students and staff have opportunities to improve mental health and addictions literacy and to foster resilience and mental wellness in school and in their lives.

A copy of the Mental Health and Addictions Strategy has been provided for information. (Appendix A)

The Niagara Catholic Mental Health and Addictions Strategy is presented for information.

Prepared by: Lee Ann Forsyth-Sells, Superintendent of Education
Andrea Bozza, Mental Health Lead

Presented by: Lee Ann Forsyth-Sells, Superintendent of Education
Andrea Bozza, Mental Health Lead

Approved by: John Crocco, Director of Education/Secretary-Treasurer

Date: March 10, 2015

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE MEETING
MARCH 10, 2015**

PUBLIC SESSION

**TITLE: STAFF DEVELOPMENT DEPARTMENT PROFESSIONAL
DEVELOPMENT OPPORTUNITIES**

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

Prepared by: Frank Iannantuono, Superintendent of Education
Anthony Corapi, Coordinator of Staff Development

Presented by: Frank Iannantuono, Superintendent of Education

Approved by: John Crocco, Director of Education/Secretary-Treasurer

Date: March 10, 2015



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

REPORT TO THE COMMITTEE OF THE WHOLE MEETING MARCH 10, 2015

STAFF DEVELOPMENT DEPARTMENT PROFESSIONAL DEVELOPMENT OPPORTUNITIES

BACKGROUND INFORMATION

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

The following is a listing of activities occurring during the period February 10, 2015 through March 10, 2015.

Tuesday, February 10, 2015

Nurturing independent Reading in Applied English Classrooms (Monsignor Clancy)

- The struggle to engage certain students in meaningful independent reading is a persistent one. Students in Applied English classes are often dependent readers and therefore spend much less time reading than their peers enrolled in the academic courses. In order to reverse what is often coined "The Mathew Effect" (Stanovich 1986) in reading, poor readers need to do much more reading than their already successful peers.
- Secondary Schools will be involved in this initiative. They will have a chance to collaborate and devise a plan to increase the quality and quantity of independent reading in Applied English classrooms. How we go about this will be decided by the group and could include, but is not limited to, building functional classroom libraries, goal setting, conferencing and marks for independent reading.

Friday, February 13, 2015

Professional Development for Tutors (CEC)

- To help support the important work tutors in the classroom and after school tutors are doing, including FNMI and FSL tutors, the Program Department is offering a half day in-service on Friday, February 13, 2015, from 1:00 p.m. to 3:00 p.m. in the Father Burns Room at the Catholic Education Centre. The Tutors will have the chance to review current resources, participate in hands-on activities and learn new strategies to enhance program delivery, to close gaps and increase student engagement.

Thursday, February 19, Tuesday, March 3 and Wednesday, March 4, 2015

Early Development Index ELKP Teacher Training and Completion (CEC)

- Early Development Index (EDI) is a population measure of children's developmental health and well-being as they enter school. Research has demonstrated that developmental health and well-being are connected to success in school and in life. The EDI measures early childhood

development in five areas: physical health and well-being; social competence; emotional maturity; language and cognitive development; and communication skills and general knowledge.

- Each Kindergarten Teacher will be given one half day of release (February 19, March 3 or March 4 a.m. or p.m. session) to complete the e-EDI (electronic format of the EDI) during a training session at the CEC (Vincentian Sisters of Charity - Computer Lab).

Wednesday, February 25, 2015

Roots of Empathy Training (Alexander Kuska Catholic School)

- The Niagara Catholic District School Board has been a champion of the Roots of Empathy program. Child and Youth Workers are required to attend a mid-year training session. This mid-year training is a required component of Instructor Certification. It is important to note that Instructors must be certified in order to deliver subsequent years of the Roots of Empathy program.

Thursday, February 26, 2015

Early Learning Principal Meetings - Session #2(CEC)

- The second of four sessions titled: The Language of Play: How to Promote Good Oral Language Skills in Kindergarten to Grade Two focuses on oral language skills being vitally important to the ongoing development of students in all subject areas. This workshop will show what oral language should look and sound like in K to 2 classrooms.

Wednesday and Thursday – February 25 & 26, 2015

First Nations metis and Inuit (FNMI) Cultural Competency Training for Secondary Teachers and Elementary Resource Teachers (Riverstone Event Centre)

- First Nation, Metis and Inuit people are the fastest growing population across in Canada with the largest growth in Ontario. Provincial EQAO data continues to demonstrate a growing disparity in student achievement between the aboriginal and non-aboriginal students.
- At Niagara Catholic, student achievement is the goal for all students. Becoming culturally competent of First Nations, Metis and Inuit culture and rich histories will help develop a broader understanding of these students, their stories and how their culture impacts achievement.

Monday, March 2, 2015

Carol Todd Staff Presentation (Denis Morris Catholic High School)

- The Niagara Catholic District School Board in collaboration with the Niagara Regional Police Service, Child Abuse Unit are pleased to announce that Carol Todd, mother of Amanda Todd, a 15 year old girl from British Columbia who ended her short life after enduring bullying at school and cyber-bullying, made a presentation to Niagara Catholic staff. The Amanda Todd Legacy presentation entitled “Making the Difference” supports youth mental health, anti-bullying, and social media safety.

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

Prepared by: Frank Iannantuono, Superintendent of Education
Anthony Corapi, Coordinator of Staff Development

Presented by: Frank Iannantuono, Superintendent of Education

Approved by: John Crocco, Director of Education/Secretary-Treasurer

Date: March 10, 2015

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE MEETING
MARCH 10, 2015**

PUBLIC SESSION

**TITLE: PREPARATION OF THE SYSTEM PRIORITIES
AND BUDGET 2015-2016– MARCH 2015 UPDATE**

The Preparation of the System Priorities and Budget 2015-2016
March 2015 Update is presented for information.

Prepared by: John Crocco, Director of Education, Secretary/Treasurer
Giancarlo Vetrone, Superintendent of Business and Financial Services
Senior Administrative Council

Presented by: John Crocco, Director of Education, Secretary/Treasurer
Giancarlo Vetrone, Superintendent of Business and Financial Services
Senior Administrative Council

Approved by: John Crocco, Director of Education/Secretary-Treasurer

Date: March 10, 2015



REPORT TO THE COMMITTEE OF THE WHOLE MARCH 10, 2015

PREPARATION OF THE SYSTEM PRIORITIES AND BUDGET 2015-2016 – MARCH 2015 UPDATE

BACKGROUND INFORMATION

At the January 13th, 2015 Committee of the Whole Meeting, the Director of Education and Superintendent of Business and Financial Services presented the initial report on the Preparation of the System Priorities and Annual Board Budget 2015-2016 for the information of the Committee of the Whole.

The information report began the monthly dialogue with the Committee of the Whole towards the consideration of a recommendation for the System Priorities and Annual Board Budget 2015-2016 in the spring of this school year. As noted in the initial report, the annual System Priorities and balanced annual Board Budget will continue to be in alignment with the Board's Vision 2020 Strategic Plan, Mission, Vision and Values, the two Strategic Directions and the four goals of the Ministry of Education.

The Director of Education and Senior Administrative Council continue to be committed to two fundamental principles in preparing the 2015-2016 System Priorities and Budget along with balanced financial sustainability for 2016-2017 and beyond. The two principles are:

- a) A commitment to providing Catholic educational excellence through programs and services for all students.
- b) A commitment to achieving the Board's Vision 2020 Strategic Plan and Annual System Priorities through balanced and sustainable annual budgets.

In preparing recommendations for the 2015-2016 System Priorities and balanced Budget for the consideration of the Board, the Director of Education and Senior Administrative Council continually monitor and review a wide variety of data and information about Niagara. The data includes city demographics, economic and employment statistics and trends; current and projected enrolment in elementary, secondary and continuing education schools; provincial educational directions; provincial grants for student needs (GSN), Educational Funding Other (EPO) grants and capital funding of district school boards.

As part of the design, consultation and decision making process, the Director of Education, the Superintendent of Business and Financial Services and members of Senior Administrative Council will continue to engage, update and inform, through graphical reports, the March 2015 Committee of the Whole Meeting.

The Consultation and Decision Making Process towards finalizing the System Priorities and the Annual balanced Budget for 2015-2016 is as follows:

System Priorities and Annual Budget 2015-2016 Consultation & Decision Making Process

Continuous discussion and consultation:

- ❖ Senior Administrative Council
- ❖ Committee of the Whole – Trustees
- ❖ Principals at Director’s Meetings
- ❖ Family of Schools Meetings
- ❖ Academic Council
- ❖ Elementary and Secondary Curriculum Councils
- ❖ Management Council Meetings and School Staff Meetings

In collaboration with our partners:

- ❖ Student Senates – Elementary and Secondary
- ❖ Catholic School Councils
- ❖ Special Education Advisory Committee (SEAC)
- ❖ Niagara Catholic Parent Involvement Committee (NCPIC)
- ❖ Niagara Elementary Unit – OEETA
- ❖ Niagara Secondary Unit – OEETA
- ❖ CUPE 1317

System Priorities 2015-2016 recommendations to April 2015 Committee of the Whole Meeting

Balanced Annual Budget 2015-2016 recommendation to May 2015 Committee of the Whole Meeting

As we progress towards a final report and recommendation to the Committee of the Whole in the spring of 2015 for the 2015-2016 school year, the Director of Education and Senior Administrative Council will continue to update, inform and engage in continuous discussions with the Board.

The report on Preparation of the System Priorities and Budget 2015-2016
– March 2015 Update is presented for information.

PREPARED BY: John Crocco, Director of Education, Secretary/Treasurer
Giancarlo Vetrone, Superintendent of Business and Financial Services
Senior Administrative Council

PRESENTED BY: John Crocco, Director of Education, Secretary/Treasurer
Giancarlo Vetrone, Superintendent of Business and Financial Services
Senior Administrative Council

DATE: March 10, 2015

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE MEETING
MARCH 10, 2015**

PUBLIC SESSION

**TITLE: NIAGARA CATHOLIC EDUCATION AWARD OF
DISTINCTION 2015**

Niagara Catholic Education Award Of Distinction 2015 is presented for information.

Prepared by: John Crocco, Director of Education /Secretary-Treasurer

Presented by: John Crocco, Director of Education /Secretary-Treasurer
Frank Iannantuono, Superintendent of Education

Approved by: John Crocco, Director of Education/Secretary-Treasurer

Date: March 10, 2015



REPORT TO THE COMMITTEE OF THE WHOLE MEETING MARCH 10, 2015

NIAGARA CATHOLIC EDUCATION AWARD OF DISTINCTION 2015

BACKGROUND INFORMATION

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the Board believes in the importance of recognizing individuals and groups who have made/or continue to make outstanding contributions to Catholic Education in the Niagara Region.

In honour of these contributions the Niagara Catholic District School Board established an award known as the “Niagara Catholic Education Award of Distinction” to annually recognize individuals or groups with this prestigious honour. The Policy and Administrative Guidelines provide the Eligibility, Criteria, Nomination Process, Selection Committee and Presentation of the Award expectations as follows;

Eligibility

Any individual or group (school, parish, home, community) who has participated in, or contributed to the growth of Catholic Education in the Niagara Region.

Criteria

Nominees must have:

- Made a notable, significant and positive contribution to Catholic Education in the Niagara Region over a sustained period of time
- Demonstrated recognized leadership that has had an identifiable impact and has made a significant difference to the Catholic character of the Board
- The fundamental, all-pervasive quality that distinguishes our schools as Catholic schools
- Believing that education in the faith is possible in every aspect of school life
- Striving to build community and the ideal of the Christian community among Catholic schools and the Niagara Catholic District School Board and the Diocese
- Accompanying and guiding students on their faith journey which is our most sacred responsibility
- Demonstrated tangible sacrifice for Catholic Education
- Inspired Catholic Education in the Niagara Region.

Nomination Process

1. Each year, nominations will be invited from the public at large (through newspaper advertisements, forms available at the CEC, the schools and on the Board’s website. Nominations will also be sent to the Parishes, Catholic School Councils, Diocesan Office, and groups such as past and present leaders of the Board).
2. Nomination Forms will require detailed documentation and substantiation of a nominee’s contribution to Catholic Education in Niagara. This may include input from the group being nominated.

3. Each nomination will require the signed endorsement of three individuals.
4. Nominations must be sent to the Manager of Corporate Services and Communications Services, who will forward them to the designated Superintendent of Education.
5. Nominations must be received by the Manager of Corporate Communication and Communications Services at the Catholic Education Centre as announced on the Nomination Form.

Selection Committee

Each fall, the Director will establish a Niagara Catholic Award of Distinction Selection Committee, which will consist of the following members:

- The Chairperson of the Board or his/her designate
- The Vice-Chairperson of the Board or his/her designate
- The Director of Education or his/her designate
- The Bishop or his designate
- A Superintendent of Education
- A Elementary Principal
- A Secondary Principal
- Board Chaplaincy Leader
- Up to three additional members as selected by the Director, in consultation with Senior Administrative Council. The Chairperson of the Board, or designate, will be the Chairperson of the Selection Committee.

The Selection Committee will review all submissions and arrive at a final decision. Once the Committee makes a decision, it will be promptly communicated to the Board through the Director of Education.

Presentation of the Award

1. The Award will be announced and presented annually. The recipient(s) will also be publicized through the local media.
2. The Award will consist of a commemorative plaque which will be presented to the recipient. A permanent acknowledgment plaque will also be placed on the Wall of Distinction. Recipients will be invited to view the commemorative plaques on the Wall of Distinction.

Niagara Catholic Award of Distinction 2015

For 2015, the Selection committee met on Thursday, March 5th, 2015. The committee members consisted of:

Fr. Paul MacNeil	Chairperson of the Board
Dino Sicoli	Vice-Chairperson of the Board
John Crocco	Director of Education
Sister Mary Kay Camp	Bishop's Designate
Frank Iannantuono	Superintendent of Education
Joe Biamonte	Elementary Principal
Denice Robertson	Secondary Principal
Shonna Daly	Chairperson, Niagara Catholic Parent Involvement Committee
Debra McCaffery	Board Chaplaincy Leader

The Selection Committee reviewed and evaluated all nominations received by the February 27th, 2015 deadline. The selection was conducted in accordance with the criteria outlined in the Niagara Catholic Education Award of Distinction Policy (100.7) and Guidelines.

The Selection Committee is to be commended for its dedication and commitment to upholding the prestige and honour of the award.

At the March 10th, 2015 Committee of the Whole Meeting, we will publically announce the recipient(s) of the Niagara Catholic Education Award of Distinction 2015 through a Communications Notice, Media Release and publication on the Board website and social media accounts. The recipient, as well as the nominators, will be informed of the selection for this year's award and invited to attend the Bishop's Gala on April 10th, 2015.

Niagara Catholic Education Award of Distinction 2015 is presented for
information.

Prepared by: John Crocco, Director of Education/Secretary-Treasurer

Presented by: John Crocco, Director of Education/Secretary-Treasurer
Frank Iannantuono, Superintendent of Education

Approved by: John Crocco, Director of Education/Secretary-Treasurer

Date: March 10, 2015

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE MEETING
MARCH 10, 2015**

PUBLIC SESSION

TITLE: CAPITAL PROJECTS PROGRESS REPORT UPDATE

The Capital Projects Progress Report Update is presented for information.

Prepared by: Scott Whitwell, Controller of Facilities Services
Presented by: Scott Whitwell, Controller of Facilities Services
Approved by: John Crocco, Director of Education/Secretary-Treasurer
Date: March 10, 2015



**REPORT TO THE COMMITTEE OF THE WHOLE MEETING
TUESDAY, MARCH 10, 2015
CAPITAL PROJECTS PROGRESS REPORT UPDATE**

BACKGROUND INFORMATION

Individual progress reports for capital projects are presented as follows:

In Progress

NEW BUILD

Appendix A

St. Martin Catholic Elementary School

CAPITAL PRIORITIES

Appendix B

Lakeshore Catholic High School

The Capital Projects Progress Report Update is presented for information.

Prepared by: Scott Whitwell, Controller of Facilities Services

Presented by: Scott Whitwell, Controller of Facilities Services

Approved by: John Crocco, Director of Education/Secretary-Treasurer

Date: March 10, 2015



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
CAPITAL PROJECT PROGRESS REPORT
MARCH 10, 2015**

APPENDIX A

ST. MARTIN CATHOLIC ELEMENTARY SCHOOL

Scope of Project:

Design and construction of a replacement school and child care centre on a new site.

Current Status: We have received MOE Approval to Proceed to tender based on the revised design/estimate. Tender documents are being revised accordingly.



Project Information:

New Area to be Constructed	47,443	sq. ft.
Existing Area to be Renovated		sq. ft.
Total New Facility Area	47,443	sq. ft.
Total Site Area	5	acres
Pupil Places Added	115	students
New Facility Capacity	454	students

Project Funding:

Capital Priorities	9,819,364
	<u>\$9,819,364</u>

Project Costs:

	Budget	Paid
Construction Contract	7,479,925	0
Fees & Disbursements	900,000	625,382
Furniture & Equipment	100,000	0
Other Project Costs	1,339,439	177,396
	<u>\$9,819,364</u>	<u>\$802,778</u>

Project Timelines:

	<u>Scheduled Completion</u>	<u>Actual Completion</u>
Funding Approval	July 7, 2011	July 7, 2011
Ministry Approval (space)	December 2011	February 14, 2012
Architect Selection	January 30, 2012	March 22, 2012
Design Development	March 2012	October 2013
Contract Documents	January 2014	Feb 2014
Tender & Approvals	February 2014	
Ministry Approval (cost - revised)	February 2015	
Ground Breaking Date	May 2015	
Construction Start	May 2015	
Occupancy	September 2016	
Official Opening & Blessing	TBD	

Project Team:

Architect	MMMC Inc. Architects
General Contractor	TBD
Project Manager	Anthony Ferrara
Superintendent	Yolanda Baldasaro
Principal	Chris Zanuttini



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
CAPITAL PROJECT PROGRESS REPORT
MARCH 10, 2015**

APPENDIX B

LAKESHORE CATHOLIC HIGH SCHOOL

Scope of Project: Design and construction of a ten classroom addition, science lab/student services renovations and upgraded parking lot.



Current Status: The project is four weeks behind schedule due to weather conditions. First floor masonry and structural steel are completed. Precast slabs installed over first floor.

Project Information:

New Area to be Constructed	1441	sq. m.
Existing Area to be Renovated		sq. m.
Total New Facility Area		sq. m.
Total Site Area		ha.
Pupil Places Added	210	students
New Facility Capacity	1071	students

Project Funding:

Capital Priorities	5,501,722
	0
	\$5,501,722

Project Costs:

	Budget	Paid
Construction Contract	4,235,021	874,078
Fees & Disbursements	568,520	429,808
Other Project Costs	698,181	58,312
	\$5,501,722	1,362,198

Project Timelines:

	Scheduled Completion	Actual Completion
Funding Approval	January 2013	January 2013
Architect Selection	May 2013	May 2013
Design Development	November 2013	December 2013
Contract Documents	March 2014	May 2014
Tender & Approvals	June 2014	June 2014
Construction	August 2015	
Occupancy	September 2015	
Official Opening & Blessing		

Project Team:

Architect	Raimondo + Associates Architects Inc.
General Contractor	Manorcore Group Inc.
Project Manager	Tunde Labbancz
Superintendent	Lee Ann Forsyth-Sells
Principal	Glenn Gifford

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
MARCH 10, 2015**

PUBLIC SESSION

**TOPIC: TRUSTEE INFORMATION
SPOTLIGHT ON NIAGARA CATHOLIC – FEBRUARY 24, 2015**



February 24, 2015

Policies Updated

During the February 24 Board meeting, Trustees approved four updated policies.

Accessibility Customer Service Policy (800.8.1), Employee Workplace Harassment Policy (201.7), Employee Workplace Violence Policy (201.11) and Occupational Health and Safety Policy (201.6) were approved and are now available in the [Policies](#) section of the Board website for review.

School Excellence Program – Continuing Education

Niagara Catholic Continuing Education was the featured presenter during the February 24 Board meeting, as part of our ongoing School Excellence Program. During the presentation, Principal Rob DiPersio shone the spotlight on Continuing Education, speaking about the various aspects of Continuing Education, from adults who wish to complete their high school diploma, to individuals from other countries who come to study in Canada on short-stay or year-long programs and those who need ESL assistance after moving here, as well as others who take post-graduate programs.

Today, there are nearly 7,900 students enrolled at Niagara Catholic's six permanent locations (in Welland, St. Catharines, Niagara Falls and Fort Erie). Classes are also available at the Hope Centre in Welland, online and through various summer school programs.

Learn more about the possibilities offered by our [Continuing Education Department](#).

Schools Perform Well in Police Film Festival

Three Niagara Catholic schools finished in the Top Five of the Niagara Regional Police Service's Second Annual Film Festival, which took place at the Landmark Cinemas in St. Catharines February 26.

[Saint Michael Catholic High School's](#) 40-second submission finished second in the competition, followed by [Blessed Trinity Catholic Secondary School's](#) entry and [Saint Paul Catholic High School's](#) PSA.

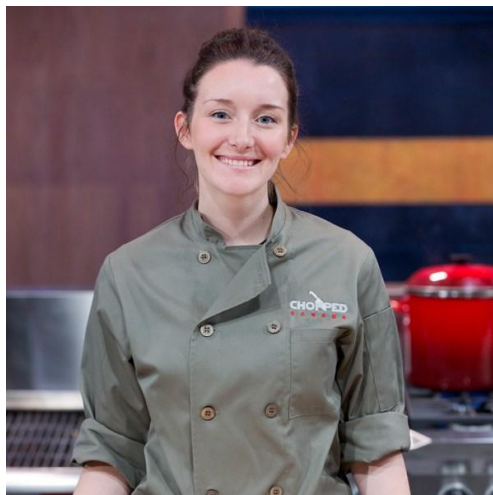
This year there were more than 26 entries in the competition, which focused on the dangers of distracted driving.

Lakeshore Catholic Graduate Wins \$10,000 on Chopped Canada

When Erin Moore (now Erin Smith) attended Lakeshore Catholic High School a decade ago, she was introduced to Culinary Arts by teacher Leanne Bizley.

That course inspired her to follow her dream of a career in Culinary Arts when she graduated from high school.

Today, Erin is a new mother and is a Sous Chef at Bymark Restaurant in Toronto. On Saturday, February 28, Erin appeared on Chopped Canada, on the Food Network Canada, one of four chefs who squared off in the kitchen in an episode called [Steaking Their Claim](#). When the final garnish was placed and the last bite eaten, Erin reigned supreme, taking home the \$10,000 prize for the episode.



If You Can't Beat It – Enjoy It!

Winter is showing no signs of letting up, so all we can do is embrace the snowy bounty God has provided this year with some outdoor activities. The Grade 6,7 and 8 students at St. Martin Catholic Elementary School took advantage of the (very slight) warm-up this week to take to the great outdoors to try snowshoeing in the field. Looks like they had lots of fun, fresh air and exercise!



Fuelling Food Programs

It is a well-known fact that it's hard to keep your mind on your studies when you are hungry. Students perform at their best academically when their tummies are full.

On February 11, St. Catharines MPP the Hon. Jim Bradley visited St. Nicholas Catholic Elementary School to announce \$582,000 in funding for breakfast and lunch and snack programs in Niagara schools from the Ministry of Child and Youth Services (MCYS). This funding is provided to Niagara Nutrition Partners for distribution to schools.

Niagara Nutrition Partners is a Region-wide initiative, which provides coordinated nutrition programs in elementary and secondary schools and community based programs. This is achieved through provincial grant programs and local fundraising efforts. Currently, more than 400 Niagara Nutrition Partners volunteers bring this program to life at more than 200 school programs by buying, preparing and serving food to students and cleaning up afterward.

For more information about Niagara Nutrition Partners, please visit www.niagaranutritionpartners.com. Thanks to [The Standard](#) for covering this event at St. Nicholas Catholic Elementary School.



BT Students Win Safe Driving Video Competition

Congratulations to Blessed Trinity Catholic Secondary School students Paige Andrews, Jess DiPasquale and Kiki DiPasquale and Connor Jones, who were the winners of Allstate Canada's Just Drive Canada Safe Driving competition.

It's an outstanding accomplishment for Blessed Trinity, as this contest was open to high school students across Canada.

Paige and Connor won in the audio category, Jess won the poster category and Kiki was the runner-up in the poster category. Paige and Conner will share the \$1,000 prize from Allstate Canada, Jess received \$500 and Kiki received \$250. Blessed Trinity Catholic Secondary School also received \$875 from the company for the wins.

Blessed Trinity students Connor Jones and Paige Andrews (Winner, audio category), Jess DiPasquale (Winner, poster category) and Kiki DiPasquale (Runner-up poster category) earned prizes of \$1000, \$500 and \$250 respectively and also earned a total of \$875 towards their school for their wins in the contest.

For more information, and to view all winning entries, visit: www.justdrivecanada.ca.



**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
MARCH 10, 2015**

PUBLIC SESSION

**TOPIC: TRUSTEE INFORMATION
CALENDAR OF EVENTS – MARCH 2015**



MARCH 2015



Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3 Family of Schools Public Speaking	4 Family of Schools Public Speaking SEAC Meeting	5 Family of Schools Public Speaking French, Italian Spanish Public Speaking	6	7
8 Daylight Savings Time Begins	9 Speak Out! Showcase	10 Technology Skills Competition Committee of the Whole Meeting	11 Technology Skills Competition	12	13	14
15	16 March Break	17 March Break St. Patrick's Day	18 March Break	19 March Break	20 March Break	21
22	23	24 Policy Committee Meeting Board Meeting	25	26 OSSLT Test NCPIC Meeting	27	28
29 Palm Sunday	30 Holy Week	31 Holy Week	1 Holy Week	2 Holy Week	3 Good Friday	

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
MARCH 10, 2015**

PUBLIC SESSION

**TOPIC: TRUSTEE INFORMATION
BISHOPS GALA 2015 – APRIL 10, 2015**



12th Annual

Bishop's Gala

(Most Reverend) Gerard P. Bergie, D.D.
Bishop of St. Catharines



Evening of *Celebration, Dining & Dancing* | Silent Auction

Club Roma **Friday, April 10th, 2015**

125 Vansickle Road, St. Catharines, ON

Antipasto Bar & Cocktail Reception: 5:30 p.m. | Cash Bar

Dinner: 7:00 p.m. | DJ to follow dinner

Proceeds to
the Niagara
Foundation
for Catholic
Education

Niagara Catholic Education Award of Distinction

To honour those individuals and/or groups, who have made, or continue to make outstanding contributions to Catholic Education in Niagara Region.

TICKET ORDER FORM

Tickets: \$75 each

Payment must
be included
with your order

Name _____ **Phone #** _____

Address _____ **# of Tickets** _____

Payment Attached \$ _____

Tickets must be
purchased by
March 27, 2015

Send your Ticket Order Form and Payment to
Sherry Morena, Coordinator of Information Management
Niagara Catholic District School Board, 427 Rice Rd., Welland, ON L3C 7C1
Cheques payable to: **Niagara Foundation for Catholic Education**