



*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, FEBRUARY 10, 2015
7:00 P.M.**

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



A. ROUTINE MATTERS

1. Opening Prayers – Vice-Chair Sicoli -
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 January 13, 2015 A5

B. PRESENTATIONS

1. Norah Morgan Memorial Award B1
2. Blessed Trinity Catholic Secondary School B2
Recipient of Premiere's Award for Accepting Schools 2013-2014

C. COMMITTEE AND STAFF REPORTS

1. Policy Committee
 - 1.1 Unapproved Minutes of the Policy Committee Meeting of January 27, 2015 C1.1
 - 1.2 Approval of Policies
 - 1.2.1 Accessibility Customer Service Policy (800.8.1) C1.2.1
 - 1.2.2 Employee Workplace Harassment Policy (201.7) * C1.2.2
 - 1.2.3 Employee Workplace Violence Policy (201.11) * C1.2.3
 - 1.2.4 Occupational Health & Safety Policy (201.6) * C1.2.4
* Ministry of Labour Compliance Annual Review
 - 1.3 Policy and Guideline Review 2014-2015 Schedule C1.3
2. Special Needs Strategy for Children and Youth C2
3. Preparation of System Priorities and Balanced Budget 2015-2016 – February 2015 Update C3
4. Monthly Updates
 - 4.1 Capital Projects Update C4.1
 - 4.2 Student Senate Update -
 - 4.3 Senior Staff Good News Update -

D. INFORMATION

1. Trustee Information
- 1.1 Spotlight on Niagara Catholic – January 2015 D1.1
- 1.2 Calendar of Events – February 2015 D1.2
- 1.3 OCSTA/OCSBOA Business Seminar 2015 – April 30, 2015 D1.3
- 1.4 OCSTA 85th Annual General Meeting & Conference, Toronto – April 30 – May 2, 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
BOARD MEETING
FEBRUARY 10, 2015**

PUBLIC SESSION

**TITLE: MINUTES OF THE COMMITTEE OF THE WHOLE MEETING
OF JANUARY 13, 2015**

RECOMMENDATION

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



MINUTES OF THE COMMITTEE OF THE WHOLE MEETING

**TUESDAY, JANUARY 13, 2015
7:00 P.M.**

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

Minutes of the Meeting of the Committee of the Whole of the Niagara Catholic District School Board, held on Tuesday, January 13, 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-Chairperson Sicoli.

A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayer was led by Trustee Nieuwesteeg.

2. Roll Call

Trustee Sicoli noted that all Trustees were in attendance.

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; **Sherry Morena**, Coordinator of Information Management, Recording Secretary

3. **Approval of the Agenda**

Moved by Trustee O'Leary

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

CARRIED

4. **Declaration of Conflict of Interest**

A Declaration Conflict of Interest was declared by Trustee O'Leary with Item F2 of the In Camera Agenda.

5. **Approval of Minutes of the Committee of the Whole Meeting of December 2, 2014**

Moved by Trustee Nieuwesteeg

THAT the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting of December 2, 2014, as presented.

CARRIED

B. PRESENTATIONS

Nil

C. COMMITTEE AND STAFF REPORTS

1. **Holy Childhood Walk**

Mark Lefebvre, Superintendent of Education gave a brief presentation on the Holy Childhood Walk. This year, forty-four (44) elementary schools participated in the Holy Childhood Walkathons in an effort to raise money for various countries in *Africa, South America and Asia*. The walkathons were conducted through October and early November and raised \$18,816.06.

2. **Consecration of the Niagara Catholic District School Board to the Immaculate Heart of Mary and the Sacred Heart of Jesus**

Director Crocco presented the report recommending that the Niagara Catholic District School Board be Consecrated to the Immaculate Heart of Mary and the Sacred Heart of Jesus.

Moved by Trustee MacNeil

THAT the Committee of the Whole recommend to the Niagara Catholic District School Board the approval of the Consecration of the Niagara Catholic District School Board to the Immaculate Heart of Mary and the Sacred Heart of Jesus, as presented.

CARRIED

3. Staff Development: Professional Development Opportunities 2015

Frank Iannantuono, Superintendent of Education/Human Resources, presented the report on the Staff Development Department Professional Development Opportunities for information.

4. Preparation of the System Priorities and Budget 2015-2016

John Crocco, Director of Education, Secretary/Treasurer and Giancarlo Vetrone, Superintendent of Business & Financial Services presented the report on the Preparation of the System Priorities and Budget 2015-2016 which included information on the foundation, background, current status, Ministry of Education and Board financed programs and services in Niagara Catholic.

Trustees asked questions of Director Crocco and Superintendent Vetrone regarding the various aspects of the report. Director Crocco indicated that in accordance with the consultation and decision making timelines, Senior Administrative Council would provide additional reports on the Preparation of the System Priorities and Budget 2015-2016 at upcoming Committee of the Whole meetings prior to a presentation of a final report and recommendation in the spring of 2015.

5. Monthly Updates

5.1 Capital Projects Update

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

5.2 Student Trustees' Update

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

5.3 Senior Staff Good News Update

Senior Staff highlights included:

Superintendent Baldasaro

- Blessed Trinity was recognized on the Youth and Philanthropy Initiative (YPI) website, which displayed the winning group from Blessed Trinity Catholic last year. For the past three years, Blessed Trinity Catholic students researched charitable organizations in their school's demographic area and presented both an oral and video presentation about the charity to a panel of distinguished judges. Winning groups can secure a \$5,000 subsidy towards the charity that they research.

Superintendent Lefebvre

- Sarah Quaranta, student at Saint Paul Catholic High School, was one of 13 forwards chosen to represent Canada on the under-18 women's national hockey team. Canada secured a silver medal in the tournament.

D. INFORMATION

1. Trustee Information

1.1 Spotlight on Niagara Catholic – December 2014

Director Crocco highlighted the Spotlight on Niagara Catholic – December 2014 issue for Trustees information.

1.2 Calendar of Events – January 2015

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

1.3 Trustee and Senior Staff Retreat – January 27, 2015 – Mount Carmel Spiritual Centre

Director Crocco reminded Trustees of the Trustee and Senior Staff Retreat being held January 27, 2015 at the Mount Carmel Spiritual Centre beginning at 9:30 a.m.

1.4 EQAO Strategic Planning Session Representation – February 2, 2015, 5:00 – 7:00 p.m. – Waterloo

Superintendent Forsyth-Sells informed Trustees that an EQAO Strategic Planning Session is scheduled for February 2, 2015 between 5:00 – 7:00 p.m. in Waterloo. Trustees were asked to inform Sherry Morena if they are interested in attending the event.

1.5 Business Education Council Annual Partners Breakfast – February 6, 2015

Director Crocco reminded Trustees about the Business Education Council Annual Partners Breakfast being held on Friday, February 6, 2015 at Marriott Gateway on the Falls, Niagara Falls from 7:30 a.m. – 10:00 a.m., featuring keynote speaker Taylor Conroy of Change Heros.

Trustees were asked to confirm their attendance with Sherry Morena by Friday, January 17, 2015.

1.6 Niagara Catholic Education Award of Distinction

Director Crocco provided Trustees with information about the Niagara Catholic Education Award of Distinction 2015 and the Bishops Gala on April 10, 2015.

1.7 Draft 2015 Board Committee Membership

Chair MacNeil presented the Draft 2015 Board Committee Membership and requested Trustees to advise him of committee membership. The confirmed 2015 Board Committee Membership will be provided at the January 2015 Board Meeting.

E. OTHER BUSINESS

1. General Discussion to Plan for Future Action

Director Crocco informed Trustees that in addition to the Preparation of the System Priorities and Budget 2015-2016 report, at the February 2015 Committee of the Whole Meeting, Senior Administrative Council will present the annual Mid-Year System Priorities Achievement Report at the January Board Meeting and a report on Board properties and service locations at the February Committee of the Whole meeting.

F. BUSINESS IN CAMERA

Moved by Trustee Sicoli

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 8:30 p.m. and reconvened at 1:25 a.m.

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 January 13, 2015.

CARRIED

SECTION A: STUDENT TRUSTEES INCLUDED

Moved by Trustee Burtnik

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 November 11, 2014 as presented.

CARRIED (Item F1)

SECTION B: STUDENT TRUSTEES EXCLUDED

Moved by Trustee Charbonneau

THAT the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting - In Camera Session (SECTION B: Student Trustees Excluded) of November 11, 2014, as presented.

CARRIED (Item F4)

Moved by Trustee Burtnik

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the recommendation as outlined in Item F5 of the In Camera Agenda.

CARRIED (Item F5)

Moved by Trustee Charbonneau

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the recommendation as outlined in Item F7.1 of the In Camera Agenda.

CARRIED (Item F7.1)

Moved by Trustee Nieuwesteeg

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the recommendation as outlined in Item F7.2 of the In Camera Agenda.

CARRIED (Item F7.2)

Moved by Trustee Charbonneau

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the recommendation as outlined in Item F7.3 of the In Camera Agenda.

CARRIED (Item F7.3)

Moved by Trustee Vernal

THAT the Committee of the Whole extend the meeting 15 minutes.

CARRIED

Moved by Trustee Burtnik

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the recommendation as outlined in Item F7.4 of the In Camera Agenda.

CARRIED (Item F7.4)

Moved by Trustee Vernal

THAT the Committee of the Whole extend the meeting 15 minutes.

CARRIED

Moved by Trustee Burtnik

THAT the Committee of the Whole extend the meeting 15 minutes.

CARRIED

Moved by Trustee Nieuwesteeg

THAT the Committee of the Whole extend the meeting 15 minutes.

CARRIED

Moved by Trustee Charbonneau

THAT the Committee of the Whole extend the meeting 15 minutes.

CARRIED

Moved by Trustee MacNeil

THAT the Committee of the Whole extend the meeting 15 minutes.

CARRIED

Moved by Trustee O'Leary

THAT the Committee of the Whole extend the meeting 15 minutes.

CARRIED

Moved by Trustee Vernal

THAT the Committee of the Whole extend the meeting 15 minutes.

CARRIED

Moved by Trustee Vernal

THAT the Committee of the Whole extend the meeting 15 minutes.

CARRIED

Moved by Trustee Nieuwesteeg

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the recommendation as outlined in Item F7.5 of the In Camera Agenda.

CARRIED (Item F7.5)

Moved by Trustee Nieuwesteeg

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the recommendation as outlined in Item F7.6 of the In Camera Agenda.

CARRIED (Item F7.6)

Moved by Nieuwesteeg

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the recommendation as outlined in Item F7.7 of the In Camera Agenda.

CARRIED (Item F7.7)

Moved by Nieuwesteeg

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the recommendation as outlined in Item F7.8 of the In Camera Agenda.

CARRIED (Item F7.8)

Moved by Charbonneau

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the recommendation as outlined in Item F7.9 of the In Camera Agenda.

CARRIED (Item F7.9)

Moved by Burtnik

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the recommendation as outlined in Item F7.10 of the In Camera Agenda.

CARRIED (Item F7.10)

Moved by Burtnik

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the recommendation as outlined in Item F7.11 of the In Camera Agenda.

CARRIED (Item F7.11)

Moved by Burtnik

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the recommendation as outlined in Item F7.12 of the In Camera Agenda.

CARRIED (Item F7.12)

Moved by O'Leary

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the recommendation as outlined in Item F7.13 of the In Camera Agenda.

CARRIED (Item F7.13)

Moved by Burtnik

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the recommendation as outlined in Item F7.14 of the In Camera Agenda.

CARRIED (Item F7.14)

G. ADJOURNMENT

Moved by Trustee Charbonneau

THAT the January 13, 2015 Committee of the Whole Meeting be adjourned.

CARRIED

This meeting was adjourned at 1:30 a.m.

Minutes of the Committee of the Whole Meeting of the Niagara Catholic District School Board held on **January 13, 2015.**

Approved on **February 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
FEBRUARY 10, 2015**

PUBLIC SESSION

TITLE: NORAH MORGAN MEMORIAL AWARD

Prepared by: Mark Lefebvre, Superintendent of Education
Jayne Evans, FSL & International Languages, ESL and Arts Consultant

Presented by: Mark Lefebvre, Superintendent of Education
Jayne Evans, FSL & International Languages, ESL and Arts Consultant

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

Date: February 10, 2015



PRESENTATION BACKGROUND

**Committee of the Whole Meeting
February 10, 2105**

NORAH MORGAN MEMORIAL AWARD

Carousel Players has recently announced that Marty Umanetz, teacher at Our Lady of Fatima Catholic Elementary School, is the 2015 winner of the Norah Morgan Memorial Award. Established by Carousel Players, the award celebrates the contributions and achievements of elementary school teachers who have made a strong contribution to the arts in Niagara region schools.

Mr. Umanetz has shared his expertise and love of the arts in his daily classroom activities by integrating art, dance, drama and music into all curriculum areas.

One of the benefits of the award is that Our Lady of Fatima Catholic Elementary will receive a free performance by Carousel Players. The Grade ELKP - 3 students at Our Lady of Fatima Catholic will enjoy a performance of *Peg and the Yeti*.

This is the tenth annual presentation of the award in memory of drama education pioneer Norah Morgan. Previous Niagara Catholic winners of the award include Paul Lukacs (2013), Laurie Crain-Anez (2011), Anneliese Burke (2009) and Barb Hennessy (2007).

The Norah Morgan Memorial Award alternates from year to year between the Niagara Catholic District School Board and the District School Board of Niagara.

Marty Umanetz will attend the February Committee of the Whole Meeting to receive the award from Dr. Debra McLauchlan, Jessica Carmichael, Carousel's new Artistic Director and Catie Cordes from Carousel Players.

Prepared by: Mark Lefebvre, Superintendent of Education
Jayne Evans, FSL & International Languages, ESL and Arts Consultant

Presented by: Mary Lefebvre, Superintendent of Education
Jayne Evans, FSL & International Languages, ESL and Arts Consultant

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

Date: February 10, 2015

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

PUBLIC SESSION

**TITLE: BLESSED TRINITY CATHOLIC SECONDARY SCHOOL -
RECIPIENT OF PREMIER'S AWARD FOR ACCEPTING
SCHOOLS 2013-2014**

Prepared by: Yolanda Baldasaro, Superintendent of Education

Presented by: Joseph Zaroda, Principal
John Cino, Student Success Lead
Josephine Moretuzzo, Student Services Program Chair

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

Date: February 10, 2015



PRESENTATION BACKGROUND

Committee of the Whole Meeting
February 10, 2105

BLESSED TRINITY CATHOLIC SECONDARY SCHOOL RECIPIENT OF PREMIER'S AWARD FOR ACCEPTING SCHOOLS 2013-2014

The Premier's Awards for Accepting Schools recognize exceptional and innovative work being done in schools to create a safe and accepting school environment. Each year, the Ministry of Education accepts nomination packages from across the Province of Ontario from safe and accepting schools teams.

Congratulations to Blessed Trinity Catholic Secondary School Safe and Accepting Schools' Team which has been recognized as a recipient of the Premier's Awards for Accepting Schools, 2013-2014.

The information below, posted on the Ministry of Education website, <http://www.edu.gov.on.ca/eng/safeschools/award.html>, describes activities at Blessed Trinity Catholic that show initiative, leadership and creativity in promoting a positive school climate.

Mental Health Mission

Blessed Trinity Catholic's most significant challenge was fostering a safe and positive school environment that supported the mental health needs of its students. They set out to meet this challenge by raising awareness of and decreasing the stigma around mental health issues to build resiliency in its students.

These efforts reached out to engage their entire school community: students, parents, staff and local health agencies.

Activities included:

- Mental health promotion and suicide prevention initiatives, such as bullying awareness and prevention week, mental health assemblies, community forums, class presentations, guest speakers, student discussion groups, student mentor training and dedicated units added to the Grade 9 curriculum.
- A mentoring program for young men through the John Howard Society called Guys Talk which paired them with university students to discuss issues such as self-esteem, relationships, and substance abuse and career pathways.
- Welcome barbeques for new students and high school orientation activities.

An improved school climate has produced promising results in several areas. Student achievement and graduation rates have improved. There's been a steady reduction in student suspensions from 52 in 2011-12 down to 19 in 2013-14. Blessed Trinity Catholic now has an impressive number of students; staff and parents trained in suicide awareness and prevention, and are more aware of the signs of mental health issues and resources that are available. A former student commended the school for helping her manage anxiety and depression and ultimately navigate her final year, graduate and successfully pursue post-graduate education with confidence.

Principal Joseph Zaroda, Student Success Lead John Cino, and Student Services Program Chair, Josephine Moretuzzo, will showcase the work of the Blessed Trinity Catholic Secondary School Safe and Accepting Schools' Team at the Committee of the Whole meeting.

Prepared by: Yolanda Baldasaro, Superintendent of Education

Presented by: Joseph Zaroda, Principal
John Cino, Student Success Lead
Josephine Moretuzzo, Student Services Program Chair

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

Date: February 10, 2015

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

PUBLIC SESSION

**TITLE: UNAPPROVED MINUTES OF THE POLICY COMMITTEE
MEETING OF JANUARY 27, 2015**

RECOMMENDATION

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

The following recommendation is being presented for the Committee of the Whole's consideration from the Policy Committee Meeting of January 27, 2015:

1.2.1 Accessibility Customer Service Policy (800.8.1)

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

1.2.2 Employee Workplace Harassment Policy (201.7)

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

1.2.3 Employee Workplace Violence Policy (201.11)

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

1.2.4 Occupational Health & Safety Policy (201.6)

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Occupational Health & Safety Policy (201.6) , as presented.



MINUTES OF THE POLICY COMMITTEE MEETING

TUESDAY, JANUARY 27, 2015

Minutes of the Policy Committee Meeting held on Tuesday, January 27, 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. by Director Crocco, who chaired the meeting until the election of a Committee Chair.

1. Opening Prayer

The meeting was opened with a prayer by Director Crocco.

2. Election of Chair of the Policy Committee 2015

Director Crocco asked for nominations for the position of Chair of the Policy Committee 2015. Trustee Sicoli nominated Trustee Burtnik.

Director Crocco asked Trustee Burtnik if she wished to stand for the position of Chair of the Policy Committee. Trustee Burtnik accepted the nomination.

There were no further nominations forthcoming. Trustee Burtnik was acclaimed to the position of Chair of the Policy Committee 2015.

Moved by Trustee Sicoli

THAT Trustee Burtnik be elected to the position of Chair of the Policy Committee 2015.

APPROVED

3. Attendance

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

Guests:

Pat Vernal, Trustee

Student Trustees:

Jessica Di Pasquale, Trustee

Staff:

John Crocco, Director of Education

Frank Iannantuono, Superintendent of Education/Human Resources

Yolanda Baldasaro, Superintendent of Education

Lee Ann Forsyth-Sells, Superintendent of Education

Linda Marconi, Executive Assistant, Director of Education /Recording Secretary

4. Approval of Agenda

Item 7.6 was moved to 7.5

Moved by Trustee Fera

THAT the January 27, 2015, Policy Committee Agenda be approved, as amended.

Approved

5. Declaration of Conflict of Interest

Nil

6. Minutes of the Policy Committee Meeting of November 25, 2014

Moved by Trustee Sicoli

THAT the Policy Committee approve the minutes of the Policy Committee Meeting of November 25, 2014, as presented.

Approved

7. Policies

ACTION REQUIRED

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

7.1 Accessibility Customer Service Policy (800.8.1)

Yolanda Baldasaro, Superintendent of Education, presented the Accessibility Customer Service Policy (800.8.1) following the vetting process.

Following discussion, the Policy Committee recommended the following amendments:

POLICY STATEMENT

- Change the word “person” to “customer” in 2nd paragraph.

ADMINISTRATIVE GUIDELINES

- Pg. 1, under “Barrier to Accessibility”, change the question mark to a period.
- Appendix 2 - Pg 2, 7th bullet – add the word “or”

Moved by Trustee Fera

THAT the Policy Committee recommend to the Committee of the Whole approval of the Accessibility Customer Service Policy (800.8.1), as amended.

APPROVED

7.2 Employee Workplace Harassment Policy (201.7)

Frank Iannantuono, Superintendent of Education/Human Resources Services, presented the Employee Workplace Harassment Policy (201.7). Following discussion, the Policy Committee recommended the following amendments:

POLICY STATEMENT

- Include 1st paragraph from the “Workplace Violence” policy and replace the 1st paragraph in the Workplace Harassment policy
- 4th paragraph – change “workplace violence” to workplace harassment
- 5th paragraph – change “in support” to “for the implementation”
- Add to references – Complaint Resolution Policy and Trustee Code of Conduct

ADMINISTRATIVE GUIDELINES

- Change “Director of Education” in some of the bullets to “he/she”
- Pg. 4 – last bullet, include “the” Chair of the Board
- Add from Trustee Code of Conduct, a statement to include a complaint against the Chair of the Board.

Moved by Trustee Sicoli

THAT the Policy Committee recommend to the Committee of the Whole the approval of the Employee Workplace Harassment Policy (201.7) as amended.

APPROVED

7.3 Employee Workplace Violence Policy (201.11)

Superintendent Iannantuono, presented the Employee Workplace Violence Policy (201.11). Following discussion, the Policy Committee recommended the following amendments:

POLICY STATEMENT

- 9th paragraph – change “in support” to “for the implementation”

ADMINISTRATIVE GUIDELINES

- No amendment

Moved by Trustee Sicoli

THAT the Policy Committee recommend to the Committee of the Whole the approval of the Employee Workplace Violence Policy (201.11).

APPROVED

7.4 Occupational Health & Safety Policy (201.6)

Superintendent Iannantuono presented the Occupational Health & Safety Policy (201.6).

POLICY STATEMENT

- No amendment

ADMINISTRATIVE GUIDELINES

- No amendment

Moved by Trustee Sicoli

THAT the Policy Committee recommend to the Committee of the Whole the approval of the Occupational Health & Safety Policy (201.6).

APPROVED

POLICIES – PRIOR TO VETTING

7.5 Student Suspension Policy (302.6.4)

Superintendent Forsyth-Sells presented the Student Suspension Policy (302.6.4). Following discussion, the Policy Committee recommended the following amendments:

POLICY STATEMENT

- 3rd paragraph – remove “s” – impede
- 3rd paragraph – start the sentence at “The Niagara Catholic District...”
- 4th paragraph – remove “and Procedures”

ADMINISTRATIVE GUIDELINES

- Item E. – first sentence, include Principal or Designate
- Copies of the Suspension are given to Chair of the Board – will look into if this is part of the Education Act. If not in the Education Act, it is recommended that copies of the suspension are not provided to the Chair of the Board.
- Item G., 3rd paragraph, 1st bullet, include six (6) or more “days”
- Pg. 6, last bullet – “reduce future suspension and expulsions”.

Moved by Trustee Fera

RECOMMENDATION that the Student Suspension Policy (302.6.4) be vetted until April 10, 2015 with a recommended deadline for presentation to the Policy Committee on April 28, 2015 for consideration to the Committee of the Whole and Board in May 2015.

APPROVED

7.6 Student Expulsion Policy (302.6.5)

Lee Ann Forsyth-Sells, Superintendent of Education presented the Student Expulsion Policy (302.6.5). Following discussion, the Policy Committee recommended the following amendments:

POLICY STATEMENT

- 3rd paragraph – remove “s” – impede
- 3rd paragraph – start the sentence at “The Niagara Catholic District...”
- 4th paragraph – remove “and Procedures”

ADMINISTRATIVE GUIDELINES

- Pg 4 – 4th bullet under This alternative program will strive to – “reduce future suspensions and expulsions.
- Pg. 5 – item 6.iv. include at the end of the sentence – “or alternative program”
- Pg. 5 – item 6.v. – change the word “form” to “from”; change the word “assign” to “recommend”; include “an alternative” program.

Moved by Trustee Sicoli

RECOMMENDATION that the Student Expulsion Policy (302.6.5) be vetted until April 10, 2015 with a recommended deadline for presentation to the Policy Committee on April 28, 2015 for consideration to the Committee of the Whole and Board in May 2015.

APPROVED

7.7 Admission of Elementary & Secondary Students Policy (301.1)

Superintendent Forsyth-Sells presented the Admission of Elementary & Secondary Students Policy (301.1). Following discussion, the Policy Committee made the following recommendation:

Moved by Trustee Sicoli

RECOMMENDATION that the Admission of Elementary & Secondary Students Policy (301.1) be deferred to the next Policy Committee meeting and referred back to staff for further information.

APPROVED

INFORMATION

7.8 Policies Currently Being Vetted (Due date – February 6, 2015)

- Educational Field Trips Policy (400.2)
- Volunteer Driver Policy (302.4)
- Volunteer Recognition Policy (800.4)

7.9 Policy and Guideline Review 2014-2015 Schedule

Director Crocco presented the Policy and Guideline Review 2014 -2015 Schedule. He reminded the Policy Committee of the schedule requirement to review the Attendance Support Program Policy following the first year of implementation. Director Crocco mentioned that as part of the implementation of the new Policy, the establishment of a Staff Wellness Committee. Recommendations for changes to the Policy or Administrative Guidelines for the implementation of this Policy will be brought to the Policy Committee in the spring of 2015 for consideration.

7. Date of Next Meeting

February 24, 2015 at 4:30 p.m.

8. Adjournment

The meeting adjourned at 6:30 p.m

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

PUBLIC SESSION

TITLE: ACCESSIBILITY CUSTOMER SERVICE POLICY (800.8.1)

RECOMMENDATION

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

Prepared by: Yolanda Baldasaro, Superintendent of Education

Presented by: Yolanda Baldasaro, Superintendent of Education

Recommended by: Policy Committee

Date: February 10, 2015



ACCESSIBILITY CUSTOMER SERVICE POLICY

STATEMENT OF POLICY

Section:	800 – School and Community Relations
No:	800.8.1
Adopted:	December 15, 2009
Revised:	NIL

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, ~~The~~ Niagara Catholic ~~District School Board~~ is committed to providing educational programs and services in its learning and working environments and facilities which are free of barriers, building on the key principles of independence, dignity, and respect for all students, parents/guardians, ~~staff and~~ members of the community ~~and staff~~.

The Board defines a customer as any person who uses the services of the school board, who is not a student or staff, as they are covered by the Education Act and Regulations, various Employment and Labour Acts, and Board Policies and Guidelines, ~~as a customer~~.

The Board is committed to giving persons with disabilities equal opportunity of access to services and programs offered by the Board in locations normally accessed by the public.

The provision of educational programs and services involves the positive implementation of attitudes, actions, structures, and systems that support the continual improvement of accessibility and customer service in the Niagara Catholic District School Board.

The Director of Education will issue Administrative Guidelines ~~in conjunction with~~ for the implementation of this ~~p~~Policy.

References

- [Accessibility for Ontarians with Disabilities Act, 2005 \(AODA\)](#)
- [Accessibility Standards for Customer Service, Ontario Regulation 429/07](#)
- [Ontario Human Rights Code](#)
- [Ontario Education Services Corporation](#)
- [Niagara Catholic Policies/Documents](#)
 - [Accessibility Standards Policy \(800.8\)](#)
 - [Niagara Catholic Multi-Year Accessibility Plan, 2012-2017](#)



ACCESSIBILITY CUSTOMER SERVICE POLICY

ADMINISTRATIVE GUIDELINES

Section:	800 – School and Community Relations
No:	800.8.1
Adopted:	December 15, 2009
Revised:	NIL

DEFINITIONS

For the purpose of this Policy, the following definitions are provided;

Customer is any person who uses the services of the school board, who is not a student or staff, as they are covered by the Education Act and Regulations, various Employment and Labour Acts, and Board Policies and Guidelines.

Assistive Device is any device used by people with disabilities to help with daily living. Assistive devices include but are not limited to a range of products such as wheelchairs, walkers, white canes, oxygen tanks, and electronic communication devices.

Service Animal is an animal that is being used because of a person's disability and this is either readily apparent or is supported by a letter from a medical practitioner.

Support Person is a person who assists or interprets for a person with a disability as he/she access the services of the Board. A support person is distinct from an employee who supports a student in the system.

Third Party Contractors is any person or organization acting on behalf of or as an agent of the Board (e.g. bus operators, contracted professionals.)

Barrier to Accessibility is anything that prevents a person with a disability from fully participating in all aspects of the services of the Board². This includes, but is not limited to, a physical barrier, an architectural barrier, information or communications barrier, an attitudinal barrier, and or a technological barrier.

Accommodation is a means through reasonable efforts, of preventing and removing barriers that impede individuals with disabilities from participating fully in the services of the Board.

EXPECTATIONS

1. The Board will make all reasonable efforts to ensure that all policies, practices and procedures from the date of this policy forward are consistent with the principles of independence, dignity, integration, and equality of opportunity for all, with particular attention to persons with disabilities.
2. The Board will welcome all members of the school and broader community to our facilities by committing our staff and volunteers to providing services that respect the independence and dignity of persons with disabilities and such services to incorporate measures that include but are not limited to the use of support persons, assistive devices and service animals. ([Appendix 1](#), [Appendix 2](#), [Appendix 3](#))
3. To ensure greater awareness and responsiveness to the needs of a person with disabilities, the Board will provide appropriate training for all staff who deals with the public or other third parties on behalf of the Board.

4. Training as identified in No. 3 will be provided to all staff and, when appropriate, to volunteers. As new staff is hired, the training will become a component of their orientation training and will be provided within a reasonable timeframe.
5. The Board will ensure that its policies and procedures related to the ~~Accessibility for Ontarians with Disabilities Act, 2005~~ *Accessibility for Ontarians with Disabilities Act, 2005* are made available to the public and also ensure there is capacity to provide communication about these policies and procedures in a format that takes into account a person's disability.
6. When services that are normally provided to a person with a disability are temporarily unavailable such as access to an elevator, a disruption of service notice will be posted at the site and on the Board website. **(Appendix 4)**

Please note: The Board encourages individual members of the public, who will be accessing any Board site, to provide sufficient notice of their special needs to Board staff so that staff may accommodate the individual.

7. In order to monitor the effectiveness of implementation of the Accessible Customer Service Standard, the Board will develop a process for receiving and responding to feedback. Information about the feedback process will be readily available to the public and will allow people to provide feedback using a number of methods.
8. So that adherence to this policy can be achieved efficiently and effectively, the Board and all its managers and school-based administrators will take into account the impact on persons with disabilities when purchasing new equipment, designing new systems, or planning a new initiative.
9. The Board will create a feedback process that will review the implementation of this policy with the Board's various constituency groups. Examples include: the Special Education Advisory Committee (SEAC), Federations, unions, citizens' groups. Methods of communication will include the use of electronic means such as Board Website. **(Appendix 5)**
10. The Board will establish a process for consulting with frontline staff and volunteers who have a role in implementing the expectations and procedures established under this policy to review its effectiveness.

GLOSSARY OF TERMS

Customer

- ~~Is any person who uses the services of the school board, who is not a student or staff, as they are covered by the Education Act and Regulations, various Employment and Labour Acts, and Board Policies and Guidelines?~~

Assistive Device

- ~~Is any device used by people with disabilities to help with daily living. Assistive devices include but are not limited to a range of products such as wheelchairs, walkers, white canes, oxygen tanks, and electronic communication devices.~~

Service Animal

- ~~Is an animal that is being used because of a person's disability and this is either readily apparent or is supported by a letter from a medical practitioner.~~

Support Person

- ~~Is a person who assists or interprets for a person with a disability as he/she access the services of the Board? A support person is distinct from an employee who supports a student in the system.~~

~~Third Party Contractors~~

- ~~Is any person or organization acting on behalf of or as an agent of the Board (e.g. bus operators, contracted professionals?)~~

~~Barrier to Accessibility~~

- ~~Is anything that prevents a person with a disability from fully participating in all aspects of the services of the Board? This includes, but is not limited to, a physical barrier, an architectural barrier, information or communications barrier, an attitudinal barrier, and or a technological barrier.~~

~~Accommodation~~

- ~~Is a means through reasonable efforts, of preventing and removing barriers that impede individuals with disabilities from participating fully in the services of the Board?~~



ACCESSIBILITY CUSTOMER SERVICE GUIDELINE SUPPORT PERSONS

Use of Support Persons by the General Public

The Niagara Catholic District School Board will welcome all members of the school and broader community to our facilities by committing our staff and volunteers to providing services that respect the independence and dignity of people with disabilities, such service to incorporate measures that include but are not limited to the use of support persons.

Definition/Explanation of Support Person

A support person is a person who assists or interprets for a person with a disability who accesses the services of the Board. A support person is distinct from an employee who provides support services to a student or staff person in the system - separate and specific procedures apply.

Additional Information

A support person is an individual chosen by a person with a disability to provide services or assistance with communication, mobility, personal care, medical needs or with access to goods or services. Personal care needs may include, but are not limited to, physically transferring an individual from one location to another or assisting an individual with eating or using the washroom. Medical needs may include, but are not limited to, monitoring an individual's health or providing medical support by being available in the event of a seizure.

The support person could be a paid professional, a volunteer, a friend or a family member. He or she does not necessarily need to have special training or qualifications.

ADMINISTRATIVE PROCEDURES

1.0 Responsibility

- 1.1 Supervisory Officers, Principals and Departmental Managers will ensure that staff receive training in interacting with people with disabilities who are accessing Board services accompanied by a support person.

2.0 Access to Board Premises

- 2.1 Any person with a disability who is accompanied by a support person will be welcomed on Board and/ or school premises with his or her support person. Access will be in accordance with normal security procedures.
- 2.2 This requirement applies only to those areas of the premises where the public or third parties customarily have access and does not include places or areas of the school or board offices where the public does not have access.

3.0 Confidentiality

- 3.1 Where a support person is accompanying a person with a disability, who is the parent/guardian of a student, for the purpose of assisting in a discussion that may involve confidential information concerning the student, the Superintendent, Principal or other staff member must first secure the consent of the parent/guardian regarding such disclosure.
- 3.2 Consent to the disclosure of confidential information in the presence of the support person must be given in writing by the parent or guardian. (See attached "Sample Consent Form".)
- 3.3 The support person must also provide assurance in writing to safeguard the confidentiality of information disclosed in the discussion.
- 3.4 A copy of the signed consent document will be retained in the school/board office.
- 3.5 If the parent/guardian uses a different support person for subsequent meetings, a new signed consent will be required.

4.0 Support Persons Accompanying a Person with a Disability at School Events for which there is an admission fee

- 4.1 Where an individual with a disability who is accompanied by a support person wishes to attend a school, family of schools or board-organized event for which a fee is charged, the notice of the event will include information as to whether support persons will be charged a fee and specify the amount of the fee.

5.0 Where the Board may require the presence of a Support Person

- 5.1 The Board may require a person with a disability to be accompanied by a support person when on the premises, but only if a support person is necessary to protect the health or safety of the person with a disability or the health or safety of others on the premises.

NOTE: This would be a highly rare situation and would only occur where, after consultation with the person with the disability, requiring a support person is the only means available to allow the person to be on the premises and, at the same time, fulfill the Board's obligations to protect the health or safety of the person with a disability or of others on the premises.

It is further noted that people with disabilities are free to accept a reasonable risk of injury to themselves just as other people do. Different individuals will have a different tolerance for risk. Risk should be weighed against any benefit for the person with a disability. It is not enough that the support person might help to protect health and safety; a support person must be necessary or essential to protect health and safety before you can require one - the risk cannot be eliminated or reduced by other means. Any considerations on protecting health or safety should be based on specific factors and not on assumptions. Just because someone has a disability doesn't mean they're not capable of meeting health or safety requirements.

SAMPLE CONSENT FORM

I, (parent/guardian) consent to the sharing of confidential information by (name of principal teacher/other staff member) related to my child/ward (name) in the presence of my support person (name).

My support person (name) consents to safeguarding the confidentiality of the information shared.

Affirmation of consent:

Parent/Guardian Signature _____ Date _____

(Printed Name of Parent/Guardian)_____

I undertake to safeguard the confidentiality of information shared between (school staff) and (parent/guardian) for whom I am a support person.

Support Person Signature _____ Date _____

(Printed Name of Support Person)_____

Signature of Witness - Principal/Staff Member_____

(Printed Name of Staff Person)_____ Date_____



ACCESSIBILITY CUSTOMER SERVICE GUIDELINE ASSISTIVE DEVICES

Use of Assistive Devices by the General Public

The Niagara Catholic District School Board will welcome all members of the school and broader community to our facilities by committing our staff and volunteers to providing services that respect the independence and dignity of people with disabilities. Such services incorporate measures that include but are not limited to the use of assistive devices.

Definition/Explanation of Assistive Devices

An assistive device is any device used by people with disabilities to help with daily living. Assistive devices include a range of products such as wheelchairs, walkers, white canes, oxygen tanks, and electronic communication devices.

ADMINISTRATIVE PROCEDURES

1.0 Responsibility

- 1.1 Supervisory Officers, Principals and Departmental Managers will ensure that staff are trained to support parents and the general public who may use assistive devices while accessing board services.
- 1.2 Training is focused on how to interact with people using assistive devices rather than on the technical use of the assistive devices.
- 1.3 Students and staff have separate and specific procedures related to their personal use of assistive devices.

2.0 Communication re Use of Assistive Devices

Assistive Devices Carried by Persons with Disabilities

- 2.1 The Board website and each school website will indicate that all Board facilities provide services that respect the independence and dignity of people with disabilities and offer services that include the use of assistive devices.
- 2.2 Each Board facility that is open to the public will post information in the front office/reception area that welcomes the use of assistive devices and encourages users to seek support from staff and volunteers as they require it.

*Assistive Devices/Services- Made available by the Board**

- 2.3 The Board website and school websites, as applicable, will indicate the availability of assistive devices provided by the board or school to assist in provision of services to people with disabilities.
- 2.4 Each Board facility that is open to the public will, as applicable, post information in the front office/reception area that indicates the availability of assistive devices and encourage potential users to seek support from staff and volunteers as they require it.

***NOTE:** These could include:

Assistive devices:	Telephones with large numbers, amplifiers, lifts.
Services:	Sign language interpretation, oral interpretation, real-time captioning.
Alternate service methods:	Assistance of a staff person to complete a transaction, e.g., school registration

TIPS FOR PRINCIPALS/MANAGERS

The following pages contain useful information on:

- ~~Interacting with people using Assistive Devices~~

TIPS FOR HELPING SOMEONE WITH AN ASSISTIVE DEVICE

Many users of board services and facilities who have disabilities will have their own personal assistive devices.

Examples of personal assistive devices include:

- wheelchairs
- scooters
- walker
- amplification devices that boost sound for listeners who are hard-of-hearing without reducing background noise
- hearing aids
- oxygen tanks
- electronic notebooks or laptop computers or personal data managers
- communication boards used to communicate using symbols, words or pictures
- speech-generating devices that "speak" when a symbol, word or picture is pressed

Key Point To Remember: One should not touch or handle an assistive device without permission.

MOVING PERSONAL ASSISTIVE DEVICES

If you have permission to move a person in a wheelchair remember to:

- wait for and follow the person's instructions;
- confirm that the person is ready to move;
- describe what you are going to do before you do it;
- avoid uneven ground and objects that create bumpy and unsafe ride; and
- practice consideration and safety - do not leave the person in an awkward, dangerous or undignified position such as facing a wall or in the path of opening doors.

Do not move items or equipment, such as canes and walkers, out of the users reach.

Respect personal space. Do not lean over a person with a disability or lean on their assistive device.

Let the person know about accessible features in the immediate environment (automatic doors, accessible washrooms, etc.).

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ACCESSIBILITY CUSTOMER SERVICE GUIDELINE USE OF SERVICE ANIMALS

Use of Service Animals by General Public

The Niagara Catholic District School Board will welcome all members of the school and broader community to our facilities by committing our staff and volunteers to providing services that respect the independence and dignity of people with disabilities, such service to incorporate measures that include but are not limited to the use of service animals.

Definition/Explanation of Service Animal

A service animal is an animal that is being used because of a person's disability and this is either readily apparent or is supported by a letter from a physician or nurse.

Additional Information

Examples of service animals include dogs used by people who have vision loss, hearing alert animals for people who are deaf, deafened or hard of hearing, and animals trained to alert an individual to an oncoming seizure and lead them to safety. The customer service standard's provisions also apply to animals providing other services to people with disabilities.

It is "readily apparent" that an animal is a service animal when it is obvious by its appearance or by what it is doing. For example, it may be readily apparent that an animal is a service animal if it is wearing a harness, saddle bags, a sign that identifies it as a service animal or has a certificate or identification card from a service animal training school or an identification card from the Attorney General of Ontario. It may also be readily apparent if a person is using the animal to assist him or her in doing things, such as opening doors or retrieving items.

ADMINISTRATIVE PROCEDURES

1.0 Responsibility

- 1.1 Supervisory Officers, Principals and Departmental Managers will ensure that all staff, volunteers and others dealing with the public are properly trained in how to interact with people with disabilities who are accompanied by a service animal.

2.0 Access to Board premises

- 2.1 Any person with a disability who is accompanied by a service animal will be welcomed on Board and/or school premises with his or her service animal and will be accompanied by the service animal while on the premises. Access will be in accordance with normal security procedures.
- 2.2 This requirement applies only to those areas of the premises where the public or third parties customarily have access and does not include places or areas of the school or board offices where the public does not have access.
- 2.3 This procedure deals solely with the individual's right to be accompanied by a service animal.

3.0 Exclusion of Service Animal

- 3.1 A service animal can only be excluded from access to the premises where this is required by another law. Examples include the *Health Protection and Promotion Act* and the *Food Safety and Quality Act*. The former Act prohibits service animals in places where food is prepared, processed, or handled (e.g., kitchen of school cafeteria or culinary arts classroom) although service dogs are permitted where food is served and sold (e.g. school cafeteria or lunchroom).
- 3.2 Where there is a risk to the health and safety of another person as a result of the presence of a service animal, consideration must be given to options available prior to exclusion of a service animal. An example would be a situation where an individual has a severe allergy to the service animal. It is the Board's expectation that the situation be fully analyzed and all measures to eliminate the risk be considered, e.g. creating distance between the two individuals concerned, making reasonable alterations to schedules, etc.
- 3.3 A service animal can be excluded if it is of a breed that is prohibited by law. An example would be the Ontario *Dog Owners' Liability Act* which places restrictions on pit bull terriers.

4.0 Alternative measures if Service Animal must be excluded

- 4.1 In the rare instance where a service animal must be excluded, the Board must make every effort to put alternative arrangements in place to provide the services required by the person with a disability. This could involve leaving the animal in a secure area where it is permitted by law and discussing with the person how best to serve them, e.g., a person with a vision disability might need someone (a member of staff or volunteer) to guide them.

5.0 When it is necessary to confirm an animal is a Service Animal

- 5.1 Where an animal is not a trained guide dog and it is not readily apparent that the animal is a service animal, the school or board staff member may ask the person using the service animal for a letter from a physician or nurse confirming that the animal is needed because of a disability. The letter does not need to identify the disability, why the animal is needed or how it is used.
- 5.2 Where the person using the service animal regularly attends at the school or Board facility, the Principal or Departmental Manager may request to keep a copy of the letter on file but only as long as required by the circumstances. Alternatively, the person using the service animal may be asked to bring a letter with them on occasions when they visit the premises. The Principal or Departmental Manager shall preserve the confidentiality of the letter and information contained in the letter, and shall not use or disclose the letter or information except as provided for in the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, cM56, or as otherwise required by law.



ACCESSIBILITY CUSTOMER SERVICE GUIDELINE DISRUPTION OF SERVICE

When services that are normally provided to a person with a disability are unavailable such as access to an elevator, a disruption of service notice will be posted at the site and on the Board website.

Definition/Explanation of Disruption of Service:

As members of the general public, people with disabilities may rely on certain facilities, services or systems in order to access the services of the school or Board offices. Escalators and elevators, for example, are important to people with mobility disabilities because that may be the only way they can access the premises. Other systems and services designed to meet the needs of people with disabilities can include accessible washrooms, amplification systems, and note-taking. When those facilities or services are temporarily unavailable or if they are expected to be unavailable in the near future, a notice of disruption of service is required.

Generally, disruptions to all of the Board's services, such as during a major storm or power outage, do not require this special notice. However, if the disruption has a significant impact on people with disabilities, a notice of the disruption should be provided.

ADMINISTRATIVE PROCEDURES

1.0 Responsibility

- 1.1 Supervisory Officers, Principals, Departmental Managers, Board Communications Specialists and/or ~~(name other position)~~ **Facilities Services Staff** will ensure that the users of Board and school services are notified when there is a disruption in services that may have an impact on access to services by people with disabilities.

2.0 How Must the Notice of Disruption of Services be provided?

- 2.1 Notice may be given by posting the information at a conspicuous place at or in the school or at or in Board facilities. Other options that may be used include: posting on the Board and/or school website; through direct communication with users of the services in accordance with school practices.
- 2.2 Consideration should be given to providing notice in multiple formats.
- 2.3 If the disruption is planned, notice should be provided in advance of the disruption. If the notice is unplanned, notice should be provided as soon as possible after the disruption has been identified.

3.0 What Must be Included in Notice of Disruption of Services

- 3.1 The notice of disruption of service must include information about the reason for the disruption, its anticipated duration and a description of alternative facilities or services, if any, that are available.

SAMPLE NOTICES DISRUPTION OF SERVICE

Sample I - Access to School Building

To: Parents, Guardians and Community Users of our School

Maintenance work will make the main door of the school and the access ramp inaccessible from May 1 to May 8. A temporary ramp has been set up that gives access to the door at the east of the school building. We regret this inconvenience. If you have questions or concerns, please contact at... [*insert phone number*].

Thank you,
Principal

Sample 2 - Accessible Washroom

To: Visitors to the Education Centre

Our accessible washroom is out of service due to a broken pipe. Repairs are underway and the washroom is expected to be usable again by tomorrow. In the interim, we have made arrangements for our visitors to use the accessible washroom at 123 Main Street, which is located next door to our premises. We apologize for this inconvenience.

Thank you,
~~Superintendent~~ Controller of Facilities Services



ACCESSIBILITY CUSTOMER SERVICE GUIDELINE MONITORING AND FEEDBACK ON ACCESSIBLE CUSTOMER SERVICE

The Niagara Catholic District School Board will monitor the effectiveness of implementation of the Accessibility Standard for Customer Service through a process for receiving and responding to feedback. Information about the feedback process will be readily available to the public and will allow people with disabilities to provide feedback using a number of methods.

The Board will create a feedback process that will review the implementation of this policy with the Board's various constituency groups. Examples include, but are not limited to, the Special Education Advisory Committee (SEAC), Teacher Federations*, Employee unions, and citizens' groups. Methods will include electronic means such as websites.

*NOTE: Consultation relates to membership of these groups as providers of Accessible Customer Service.)

ADMINISTRATIVE PROCEDURE

1.0 Responsibility

- 1.1 The Director of Education and/or designates will implement a process for feedback on Accessibility Customer Service that has the following components:
 - Information on the Board and school websites inviting users of Board services to provide feedback on their experience with, or concerns about, access to services for people with disabilities
 - Printed information available through school offices and public offices of the Board to invite people with disabilities to provide feedback on their experience with, or concerns about, accessibility of services. Consideration should be given to providing information in alternate formats.
 - Information on how the Board will respond to feedback.
- 1.2 The Director of Education and/or designates will create a process for reviewing implementation of the policy on Accessibility Customer Service that includes consultation with various constituency groups including, the Special Education Advisory Committee (SEAC), Federations, unions, and citizens' groups. Consultation methods could include electronic feedback and focus groups.

2.0 Methods for Feedback

- 2.1 A range of methods for soliciting feedback will be employed to ensure optimum access to the feedback process by people with disabilities.
- 2.2 Methods could include e-mail, verbal input, suggestion box or feedback card.
- 2.3 The feedback process should include the title(s) of the person(s) responsible for receiving feedback and indicate how the Board's response to the feedback will be made known.

3.0 Proactive Measures for Accessibility Customer Service

- 3.1 To ensure ongoing efficient and effective adherence to the Accessibility Customer Service Policy, the Board, its school-based administrators, and its managers including those representing the Board, will take into account the impact on people with disabilities when purchasing new equipment, designing new systems, or planning a new initiative.

SAMPLE NOTICE MONITORING AND FEEDBACK ON ACCESSIBLE CUSTOMER SERVICE

The Niagara Catholic District School Board is committed to ensuring that its services meet optimum standards of accessibility for people with disabilities using the facilities and services of the Board. Comments on our services regarding how well those expectations are being met are welcome and appreciated.

Feedback regarding the way Niagara Catholic District School Board provides services to people with disabilities can be made by [*insert the ways feedback can be provided, for example, e-mail, verbally, suggestion box, feedback card, etc.*].

All feedback will be directed to [*insert title of person responsible for receiving feedback*].

Response to your feedback will be provided as follows: [*indicate method, e.g., direct response to the individual, summary report on website, etc.*]

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

PUBLIC SESSION

TITLE: EMPLOYEE WORKPLACE HARASSMENT POLICY (201.7)

RECOMMENDATION

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

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

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

Recommended by: Policy Committee

Date: February 10, 2015



EMPLOYEE WORKPLACE HARASSMENT POLICY

STATEMENT OF POLICY

Section 200 – Human Resources

Policy No 201.7

Adopted: March 26, 2002

Reviewed/Revised: February 24, 2015; November 16, 2013; February 28, 2012

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

In keeping with the Mission, Vision, and Values of the Niagara Catholic District School Board, the Niagara Catholic District School Board is committed to providing a safe working environment in which all Employees are treated with consideration, dignity, respect, equity and in accordance with the gospel values of Jesus Christ, as well as the Mission, Vision and Values of the Board.

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

Where the occasion of a complaint of harassment arises, the Board may achieve resolution through a formal or informal process. During the process all information gathered is to be kept confidential. It is the intention of the policy and the resulting guidelines to attempt to protect both the complainant and the accused. Therefore, each party has equal rights at all steps throughout the process.

The Board will review this policy with respect to workplace violence, harassment on an annual basis, and will post this policy in the workplace along with any applicable procedures and/or related programs.

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

References:

- [Municipal Freedom of Information and Protection of Privacy Act](#)
- [Occupational Health & Safety Act \(December 2009\)](#)
- [Ontario Human Rights Code 1990](#)
- [Teaching Profession Act](#)
- [Niagara Catholic - Workplace Violence Policy \(201.11\)](#)
- [Protocol Between Niagara Region Police Service and the Niagara Catholic District School Board](#)
- [FACS Protocol](#)
- [Safe Schools Act 2012](#)
- [Trustee Code of Conduct](#)
- [Complaint Resolution Policy](#)



EMPLOYEE WORKPLACE HARASSMENT POLICY

ADMINISTRATIVE GUIDELINES

Section 200 – Human Resources

Policy No 201.7

Adopted: March 26, 2002

Reviewed/Revised: February 24, 2015; November 16, 2013; February 28, 2012; March 26, 2002

DEFINITIONS

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

The expected duties of a supervisor of the Niagara Catholic District School Board are comprised of but not limited to the responsibilities of training, evaluating, counselling, supervising and disciplining when warranted. These duties in itself do not constitute harassment.

Workplace Harassment

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

Ethnocultural Harassment

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

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

Sexual Harassment is

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

Sexual Harassment may include

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

Sexual Harassment is not

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

GENERAL

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

COMPLAINT RESOLUTION PROCEDURES - INFORMAL RESOLUTION (VERBAL PROCESS)

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

COMPLAINT RESOLUTION PROCEDURES - FORMAL RESOLUTION

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

INVESTIGATIVE PROCEDURE OF THE COMPLAINT BY THE SUPERVISOR

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

RECORDS

- ◆ All records for cases determined to have merit, shall be sealed and placed in the accused person's electronic personnel file and are accessible only to authorized Board personnel, the accused and any representative of the accused with the appropriate written permission. If there are no further complaints that are deemed to have merit, within a three (3) year period this individual may request, in writing, that their record be removed and destroyed.

- ◆ At the written request of the accused, the Director of Education and / or delegate may review the appropriate harassment file after a three (3) year period provided the individual has fully complied with the Board's Employee Workplace Harassment policy during that time period.
- ◆ The Director of Education and/or delegate may, at his/her discretion, determine that the harassment file be retained or destroyed following the review.

OTHER CONSIDERATIONS

- ◆ All investigations, accusations and all matters dealing with the Employee Workplace Harassment complaint will be conducted with regard to due process and confidentiality.
- ◆ Any breach of confidentiality by those parties involved may result in disciplinary action.
- ◆ The process does not abrogate or deny the rights of any employee granted or contained in any other provincial acts or regulations, federal legislation or collective agreements.
- ◆ If the most recent incident giving rise to the complaint occurred prior to the current school year or prior to six months before initiation of the complaint, the complaint must have a reasonable explanation of why the complaint was not promptly made and the supervisor, in consultation with the appropriate Supervisory Officer and/or Controller of Facilities Services, must be satisfied that the delay was incurred in good faith and no substantial prejudice will result to any individual affected by the delay.
- ◆ If the complaint is made by a student or a parent against an employee of the Board the appropriate supervisor will exercise the relevant guidelines or regulations as set out in the Police Protocol section of the Safe Schools Policy (302.6) as well as the FACS Protocol.
- ◆ All principals/supervisors shall make all employees aware of this policy as well as the Employee Assistance Program (EAP).
- ◆ Failure to take measures to address harassment in the workplace has legal implications for the employer (Board) under the Ontario Human Rights Code.
- ◆ This policy will be implemented in accordance with the Municipal Freedom of Information and Protection of Privacy Act.
- ◆ Timelines to the investigation and the process listed in this policy may be extended with the approval and agreement of the parties.
- ◆ Copies of this policy will be submitted to the complainant and harasser upon receipt of the complaint.

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

PUBLIC SESSION

TITLE: EMPLOYEE WORKPLACE VIOLENCE POLICY (201.11)

RECOMMENDATION

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

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

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

Recommended by: Policy Committee

Date: February 10, 2015

	<p>EMPLOYEE WORKPLACE VIOLENCE POLICY</p> <p>STATEMENT OF POLICY</p>	<p>Section: 200 – Human Resources</p> <p>No: 201.11</p> <p>Adopted: April 23, 2002</p> <p>Revised: December 20, 2011 November 26, 2012 October 22, 2013</p>
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In keeping with the Mission, Vision, and Values of the Niagara Catholic District School Board, the Niagara Catholic District School Board is committed to providing a safe working environment in which all Employees are treated with consideration, dignity, respect, equity and in accordance with the gospel values of Jesus Christ, as well as the Mission, Vision and Values of the Board.

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

Workplace Violence will not be tolerated on the Niagara Catholic District School Board premises, while conducting company business, or work related functions, whether such violence is perpetrated by senior administration, managers, employees, contractors, customers, clients, visitors or members of the general public.

If the employee believes they are at risk of violence in the workplace including domestic violence they must advise the employer and the employer should take appropriate steps which may include seeking the assistance of the local police.

Where the occasion of workplace violence arises, the Board will achieve resolution through a formal process. During the process all information gathered is to be kept confidential.

The Board will assess the risks of workplace violence that may arise from the nature of the workplace, and provide relevant training, information and instruction, in accordance with current legislation in the Province of Ontario.


This Policy is to be applied in conjunction with other Board Policies dealing with employee behaviour, progressive discipline, conflict resolution and school safety (i.e. Code of Conduct, Access to School Premises, Criminal Background Check, Police and School Board Protocol, Occupational Health and Safety, Safe Physical Intervention for Students, Employee Workplace Harassment).

The Board will review this policy with respect to workplace violence, on an annual basis, and will post this policy in the workplace along with any applicable procedures and/or related programs.

The Director of Education will issue Administrative Guidelines ~~in support~~ **for the implementation** of this policy.

References:

- [Ontario Human Rights Code 1990](#)
- [Municipal Freedom of Information and Protection of Privacy Act](#)
- [Occupational Health & Safety Act \(December 2009\)](#)
- [Bill 168: Occupational Health and Safety Amendment Act \(Violence and Harassment in the Workplace\) 2009](#)
- [Niagara Catholic - Employee Workplace Harassment Policy \(201.7\)](#)
- [Niagara Catholic - Workplace Violence Management Program](#)

	EMPLOYEE WORKPLACE VIOLENCE POLICY ADMINISTRATIVE GUIDELINES	Section:	200 – Human Resources
		No:	201.11
		Adopted:	April 23, 2002
		Revised:	December 20, 2011 November 26, 2012 October 22, 2013

Workplace Violence is defined by the Ministry of Labour (MOL) as:

- ◆ the exercise of physical force by a person against an employee, in a workplace, that causes or could cause physical injury to the employee;
- ◆ an attempt to exercise physical force against a employee, in a workplace, that could cause physical injury to the employee; and
- ◆ a statement or behaviour that it is reasonable for an employee to interpret as a threat to exercise physical force against the employee, in the workplace, that could cause physical injury to the employee.
- ◆ **Workplace** refers to any place where employees perform work or work-related duties or functions. Schools and school-related activities, such as co-curricular activities and excursions, comprise the workplace, as do Board offices and facilities. Conferences and training sessions fall within the ambit of this policy.
- ◆ **Employee** refers to all employees of the Board.

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

The Employee Workplace Violence Policy and Administrative Guidelines shall be posted in a conspicuous place in every workplace throughout the Niagara Catholic District School Board.

Provision of Information

Disclosure of Information with respect to Workplace Violence provided to an Employee may include personal information related to a risk of violence from a person with a history of violent behaviour if,

- ◆ The Employee can be expected to encounter that person in the course of his or her work; and
- ◆ The risk of workplace violence is likely to expose the employee to physical injury, as outlined in legislation.

No employer or supervisor shall disclose more personal information than is reasonably necessary to protect the worker from physical injury.

Domestic Violence

If the employer becomes aware, or ought to reasonably be aware that domestic violence that is likely to expose an Employee to physical injury may occur in the workplace, the employer will take every reasonable precaution to protect the employee.

Complaint Procedure

When an employee has been the subject of a workplace violence, the following steps shall be considered:

1. The alleged assailant will be removed from the presence of the Employee immediately, if the Immediate Supervisor at the time of the incident deems it reasonable and practical.
2. The Employee(s) shall receive immediate and appropriate support and/or medical attention if warranted.
3. In the event of a physical assault, medical verification of the injury sustained in the assault must be established and recorded as soon as possible by the Immediate Supervisor.
4. At the earliest opportunity, the assaulted Employee(s) shall inform the Immediate Supervisor. The Immediate Supervisor must inform the Senior Administrator of Human Resources, who will then notify the appropriate Superintendent or Controller of Plant.

5. It shall be the responsibility of the Senior Administrator of Human Resources to inform the appropriate Union President, if applicable, of the incident. These guidelines do not preclude the assaulted employee(s) from contacting the police and/or their Association/union representatives.
6. The Immediate Supervisor will advise the alleged assailant, as soon as it is practical, that documentation of the specific details shall be recorded.
7. The Immediate Supervisor will endeavour to restore the environment to normalcy and will conduct an investigation into the assault. The completed [Incident Report, Employee Workplace Violence](#), resulting from the investigation will be forwarded to the Senior Administrator of Human Resources with a copy to the appropriate Superintendent or Controller of Plant. A copy of the [Workplace Safety and Insurance Board, Employee Incident/Accident Report](#) will also be required in the event of a physical assault.
8. Upon receiving the reports from the Employee and Immediate Supervisor, the Senior Administrator of Human Resources will consult with the appropriate Superintendent(s) and/or Controller of Plant prior to any action taken.
9. The Senior Administrator of Human Resources may seek legal advice for the Board regarding the incident.
10. The Senior Administrator of Human Resources shall inform the Employee of the support mechanisms available through the Board.
11. With the approval of the Superintendent of Human Resources, the Senior Administrator of Human Resources may, if deemed appropriate, grant an approved leave of absence without loss of pay or sick leave credit, to the Employee(s) who has been the subject of an assault.
12. The Niagara Catholic District School Board will not discriminate employees because they are perceived to be victims of workplace violence.
13. In all cases, with Police involvement, the Employee and Immediate Supervisor shall report the incident(s) on the appropriate form.
14. Copies of reports made by the Employee and Immediate Supervisor must be given to the Senior Administrator of Human Resources, appropriate Superintendent(s) and/or Controller of Plant if appropriate, where appropriate action will be taken. Upon written request to the Senior Administrator of Human Resources, a copy of the detailed report from the Immediate Supervisor will be provided to the Employee(s).
15. Where the two or more parties involved in the assault are assigned to the same department or work-site, future work assignments and location shall be reviewed with the Senior Administrator of Human Resources, the appropriate Superintendent(s) or Controller of Plant, and the Immediate Supervisor.
16. Infringement of this policy will give rise to disciplinary measures up to and including termination of employment.

Joint Occupational Health and Safety Committee Representatives

The employer shall advise the Joint Occupational Health and Safety Committee Representatives at the school site of the results of the assessment or re-assessment of the Workplace Violence Management Program and provide a copy where the assessment or re-assessment is in writing.

The Employee Workplace Violence Survey will be conducted on an annual basis in order to monitor employee input on risk assessments, and the provision of necessary information to employees.

The OHSA requires employers to notify the Ministry of Labour of critical injury (as defined by the OHSA) or fatality immediately and file a written report with 48 hours. Absent a critical injury or fatality, an employer need not report a workplace violence incident to the Ministry of Labour unless ordered to do so by a Ministry of Labour Inspector.

The JHSC, the health and safety representative and the union(s) shall be notified within 4 days of a workplace violence incident if a person is disabled from performing his or her usual work or requires medical attention because of the incident.

This policy is to be interpreted and applied in conjunction with other board policies dealing with employee behaviour, progressive discipline, conflict prevention and resolution, and school safety.

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

PUBLIC SESSION

TITLE: OCCUPATIONAL HEALTH & SAFETY POLICY (201.6)

RECOMMENDATION

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Occupational Health & Safety Policy (201.6), as presented.

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

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

Recommended by: Policy Committee

Date: February 10, 2015



OCCUPATIONAL HEALTH & SAFETY

STATEMENT OF POLICY

Section:	200 – Human Resources
No:	201.6
Adopted:	January 29, 2002
Revised:	December 20, 2011 October 22, 2013 November 16, 2013

In keeping with the Mission, Vision, and Values of the Niagara Catholic District School Board the Niagara Catholic District School Board believes that the prevention of employee occupational illness and injury, and the prevention of accidents to volunteers, students and visitors on Board premises, is of the utmost importance. The Board, therefore, shall endeavour to provide and maintain as safe a work environment as possible.

The Director of Education shall issue Administrative Guidelines ~~in conjunction with~~ **for the implementation of this** Policy ~~and reflective of applicable legislation.~~

Reference

- **Occupational Health and Safety Act and Regulations for Industrial Establishments, R.S.O. 2001, Chapter 0.1**



OCCUPATIONAL HEALTH & SAFETY

ADMINISTRATIVE GUIDELINES

Section:	200 – Human Resources
No:	201.6
Adopted:	January 29, 2002
Revised:	December 20, 2011

Every supervisor has a responsibility to the safety of employees who report to him/her and therefore must ensure that employees work in a safe manner and use or wear the equipment, protective devices or clothing that the Board, or legislation, requires to be used or worn. Additionally, the Board, through its supervisors and/or other designated personnel, has a responsibility to respond promptly to any concerns put forth by any party regarding matters of occupational health and safety that are within the Board's jurisdiction;

Every employee has a responsibility to work in a safe manner; to use or wear the equipment, protective devices or clothing that the Board, or legislation, requires to be used or worn; to report to his/her supervisor, the absence or defect in any equipment or protective device of which s/he is aware and which may endanger him/herself or another worker; to report to his/her supervisor any hazard or potential hazard, within the Board's jurisdiction, of which s/he is aware;

All parties employed within or contracted by the Board must act in compliance with the **Occupational Health and Safety Act and Regulations for Industrial Establishments, R.S.O. 2001, Chapter 0.1**, as amended.

Refer to the Occupational Health and Safety Procedural Manual developed by the Joint Occupational Health & Safety Committee.

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



POLICY AND GUIDELINE REVIEW SCHEDULE

SEPTEMBER 2014 - JUNE 2015

Updated: January 27, 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
2012	NIL	203.1	Employee Hiring and Selection Policy (Teachers)	Feb. 2014
2001	2009	302.4	Volunteer Driver	Feb. 2014
2007	2008	800.4	Volunteer Recognition	Feb. 2014
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
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. 2014
2012	NIL	203.1	Employee Hiring and Selection Policy (Feachers)	Mar. 2014
2001	2009	302.4	Volunteer Driver	Mar. 2014
2007	NIL	800.4	Volunteer Recognition	Mar. 2014
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

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	2009	800.1	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	1998	2014	701.1	Architect Selection	SW
11	2011	2013	301.10	Assessment, Evaluation, Reporting and Homework Policy	LAFS
12	1998	2012	203.2	Assignment of Principals & Vice-Principals	FI
13	1998	2012	301.3	Attendance Areas	SW
14	2012	2014	201.16	Attendance Support Program	FI
15	1997	2010	100.1	Board By-Laws	JC
16	2012	2012	701.5	Bottled Water	LAFS
17	2003	2014	302.6.8	Bullying Prevention & Intervention - <i>Safe Schools</i>	LAFS
18	1998	2012	203.3	Catholic Leadership: Principal & Vice-Principal Selection	FI
19	1998	2013	800.1	Catholic School Councils	LAFS
20	2001	2012	400.3	Christian Community Service	ML
21	2001	2013	302.6.2	Code of Conduct - <i>Safe Schools</i>	LAFS
22	1998	2013	800.2	Community Use of Facilities	SW
23	1998	2011	800.3	Complaint Resolution	JC
24	2014	NIL	303.1	Concussion	ML
25	1998	2013	400.1	Continuing Education	FI
26	2007	2013	600.4	Corporate Cards, Purchasing Cards & Petty Cash	GV
27	2001	2014	302.6.7	Criminal Background Check - <i>Safe Schools</i>	LAFS
28	2002	2013	201.5	Death Benefit	FI
29	2002	2013	201.10	Deferred Salary Plan (X/Y)	FI
30	2012	2012	302.8	Diabetes Management	YB
31	2001	2012	302.6.6	Dress Code - Secondary Uniform - <i>Safe Schools</i>	LAFS
32	1998	2013	400.2	Educational Field Trips	ML
33	1998	2012	800.5	Education-Based Research	LAFS
34	2006	2012	201.12	Electronic Communications Systems (Employees)	TF
35	2006	2012	301.5	Electronic Communications Systems (Students)	TF
36	2005	2014	100.8	Electronic Meetings (Board and Committees)	JC
37	2012	2012	302.6.10	Elementary Standardized Dress Code - <i>Safe Schools</i>	LAFS
38	2002	2012	201.9	Employee Attendance During Inclement Weather & Workplace Closure	FI
39	2012	2012	201.17	Employee Code of Conduct & Ethics	FI
40	2007	2013	201.15	Employee Conferences, Workshops & Meetings	GV
41	2012	2012	203.1	Employee Hiring and Selection Policy (Teachers)	FI
42	1998	2013	201.1	Employee Leaves of Absence	FI
43	2007	2013	201.14	Employee Meals & Hospitality	GV
44	2002	2012	201.7	Employee Workplace Harassment *	FI
45	2002	2011	201.11	Employee Workplace Violence *	FI
46	2011	2011	400.6	Environmental Stewardship	SW
47	2010	2010	100.10	Equity and Inclusive Education	YB
48	1998	2010	100.5	Establishment and Cyclical Review of Policies	JC
49	2010	2010	800.6	Facility Partnerships	SW
50	2002	2012	301.4	Fundraising	GV
51	2013	2013	203.4	Leadership Pathways	FI
52	1998	2010	600.3	Monthly Financial Reports	GV

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

* MINISTRY OF LABOUR COMPLIANCE ANNUAL REVIEW

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

1	1997	2010	100.1	Board By-Laws	JC
2	1998	2012	100.4	Student Trustees	JC
3	1998	2010	100.5	Establishment and Cyclical Review of Policies	JC
4	2000	2013	100.6.1	Student Senate - Secondary	JC
5	2013	2013	100.6.2	Student Senate - Elementary	JC
6	2004	2012	100.7	Niagara Catholic Education Award of Distinction	FI
7	2005	2014	100.8	Electronic Meetings (Board and Committees)	JC
8	2007	2014	100.9	Advocacy Expenditures	GV
9	2010	2010	100.10	Equity and Inclusive Education	YB
10	2010	2010	100.10.1	Religious Accommodation	YB
11	2010	2010	100.11	Trustee Honorarium	JC
12	2010	2010	100.12	Trustee Code of Conduct	JC
13	2011	2011	100.13	Trustee Expenses & Reimbursement	JC
14	2014	Nil	100.14	Use of Corporate Logo	JC
15	1998	2013	201.1	Employee Leaves of Absence	FI
16	1998	2010	201.2	Retirement & Service Recognition Celebration	FI
17	1998	2014	201.3	Religious Education Courses for Staff	FI
18	1998	2014	201.4	Reimbursement of Travel Expenses	GV
19	2002	2013	201.5	Death Benefit	FI
20	2002	2011	201.6	Occupational Health & Safety *	FI
21	2002	2012	201.7	Employee Workplace Harassment *	FI
22	2002	2012	201.9	Employee Attendance During Inclement Weather & Workplace Closure	FI
23	2002	2013	201.10	Deferred Salary Plan (X/Y)	FI
24	2002	2011	201.11	Employee Workplace Violence *	FI
25	2006	2012	201.12	Electronic Communications Systems (Employees)	TF
26	2006	2014	201.13	Sexual Misconduct	FI
27	2007	2013	201.14	Employee Meals & Hospitality	GV
28	2007	2013	201.15	Employee Conferences, Workshops & Meetings	GV
29	2012	2014	201.16	Attendance Support Program	FI
30	2012	2012	201.17	Employee Code of Conduct & Ethics	FI
31	2012	2012	203.1	Employee Hiring and Selection Policy (Teachers)	FI
32	1998	2012	203.2	Assignment of Principals & Vice-Principals	FI
33	1998	2012	203.3	Catholic Leadership: Principal & Vice-Principal Selection	FI
34	2013	2013	203.4	Leadership Pathways	FI
35	1998	2013	301.1	Admission of Elementary & Secondary Students	LAFS
36	1998	2012	301.3	Attendance Areas	SW
37	2002	2012	301.4	Fundraising	GV
38	2006	2012	301.5	Electronic Communications Systems (Students)	TF
39	2006	2014	301.6	School Generated Funds	GV
40	2006	2014	301.7	Ontario Student Record (OSR)	ML
41	2009	2009	301.8	Safe Physical Intervention with Students	LAFS
42	2011	2011	301.9	Voluntary and Confidential Self-Identification Policy for First Nation, Métis and Inuit Students	YB
43	2011	2013	301.10	Assessment, Evaluation, Reporting and Homework Policy	LAFS
44	2011	2011	301.11	Student Fees	YB
45	1998	2014	302.1	Anaphylaxis	YB
46	1998	2009	302.2	Administration of Oral Medication to Students Under the Age of 18 During School Hours	YB
47	1999	2010	302.3	Safe Arrival	FI
48	2001	2009	302.4	Volunteer Driver	ML
49	2001	2012	302.5	Student Parenting	ML
50	2001	2013	302.6	Safe Schools	LAFS
51	2001	2013	302.6.1	Opening or Closing Exercises - Safe Schools	LAFS
52	2001	2013	302.6.2	Code of Conduct - <i>Safe Schools</i>	LAFS
53	2001	2013	302.6.3	Access to Board Premises - <i>Safe Schools</i>	LAFS

54	2001	2009	302.6.4	Student Suspension - <i>Safe Schools</i>	LAFS
55	2001	2009	302.6.5	Student Expulsion - <i>Safe Schools</i>	LAFS
56	2001	2012	302.6.6	Dress Code - Secondary Uniform - <i>Safe Schools</i>	LAFS
57	2001	2014	302.6.7	Criminal Background Check - <i>Safe Schools</i>	LAFS
58	2003	2014	302.6.8	Bullying Prevention & Intervention - <i>Safe Schools</i>	LAFS
59	2008	2010	302.6.9	Progressive Student Discipline - <i>Safe Schools</i>	LAFS
60	2012	2012	302.6.10	Elementary Standardized Dress Code - <i>Safe Schools</i>	LAFS
61	2005	2011	302.7	Nutrition	YB
62	2012	2012	302.8	Diabetes Management	YB
63	2014	NIL	303.1	Concussion	ML
64	1998	2013	400.1	Continuing Education	FI
65	1998	2013	400.2	Educational Field Trips	ML
66	2001	2012	400.3	Christian Community Service	ML
67	2003	2013	400.4	Prior Learning Assessment and Recognition (PLAR)	ML
68	2003	2013	400.5	Acceleration/Retention (Elementary)	ML
69	2011	2011	400.6	Environmental Stewardship	SW
70	1998	2013	500.1	Transportation & School Operations for Inclement Weather	JC
71	2007	2014	500.2	Student Transportation	GV
72	1998	2011	600.1	Purchasing/Supply Chain Management	GV
73	1998	2011	600.2	Records and Information Management	JC
74	1998	2010	600.3	Monthly Financial Reports	GV
75	2007	2013	600.4	Corporate Cards, Purchasing Cards & Petty Cash	GV
76	2007	2014	600.5	Advertising Expenditures	GV
77	1998	2014	701.1	Architect Selection	SW
78	1998	2010	701.2	Pupil Accommodation Review	SW
79	2002	2013	701.3	Video Security Surveillance	SW
80	2012	2012	701.5	Bottled Water	LAFS
81	1998	2012	702.1	Playground Equipment	SW
82	2009	2009	800.1	Accessibility Customer Service	YB
83	1998	2013	800.1	Catholic School Councils	LAFS
84	1998	2013	800.2	Community Use of Facilities	SW
85	1998	2011	800.3	Complaint Resolution	JC
86	2007	2008	800.4	Volunteer Recognition	JC
87	1998	2012	800.5	Education-Based Research	LAFS
88	2010	2010	800.6	Facility Partnerships	SW
89	2011	2013	800.7	Niagara Catholic Parent Involvement Committee & By-Laws	LAFS
90	2012	2013	800.8	Accessibility Standards	YB
91	2013	2013	800.9	Volunteering in Catholic Schools	FI
92	2014	NEW	NEW	Anti-Spam	JC

* MINISTRY OF LABOUR COMPLIANCE ANNUAL REVIEW

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

PUBLIC SESSION

TITLE: SPECIAL NEEDS STRATEGY FOR CHILDREN AND YOUTH

The Special Needs Strategy for Children and Youth report is presented for information.

Prepared by: Yolanda Baldasaro, Superintendent of Education

Presented by: Yolanda Baldasaro, Superintendent of Education
David O'Rourke, Special Education Coordinator

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

Date: February 10, 2015



REPORT TO THE COMMITTEE OF THE WHOLE FEBRUARY 10, 2015

SPECIAL NEEDS STRATEGY FOR CHILDREN AND YOUTH

BACKGROUND INFORMATION

Ontario's Special Needs Strategy marks the beginning of a new way of delivering services to children and youth with special needs and their families: "*The Special Needs Strategy places the needs of children/youth at the centre of all policy, program and service delivery decisions*". (Coordinated Service Planning and Integrated Delivery of Rehabilitation Services: Guidelines for Children's Community Agencies, Health Services Providers and District School Boards, Ontario Special Needs Strategy for Children and Youth, 2014)

The Ministries of Children and Youth Services, Community and Social Services, Education, and Health and Long-Term Care are jointly pursuing the Special Needs Strategy. The vision of this strategy is an Ontario where children and youth with special needs get the timely and effective services they need to participate fully at home, at school, in the community, and as they prepare to achieve their goals for adulthood.

The Special Needs Strategy, announced in February 2014, aims to connect children and youth with special needs, to the services they require as early as possible and to improve the service experience of families in three key areas:

1. Early identification of special needs in children,
2. Coordinated service planning, and
3. Integrated delivery of children's rehabilitation services (includes Physiotherapy, Occupational Therapy and Speech and Language Therapy)

For the purpose of the Special Needs Strategy, the province of Ontario is divided into 34 service delivery areas, all of which align with the community-based child and youth mental health service areas. The Niagara Region, itself, is considered to be one of these service delivery areas.

As a requirement of the Special Needs Strategy, the service area of Niagara is required to convene a community planning table to develop local proposals that are inclusive and collaborative and which includes the engagement of parents and youth and front-line professionals. The ministries have defined specific signatory agencies and school boards that must be part of the process. Additional stakeholders groups have also been identified to participate in the planning process.

The Niagara service delivery area has established two distinct planning tables, one for Coordinated Service Planning and one for Integrated Delivery of Rehabilitation Services. Through funding available from the Ministry of Children and Youth Services, the Niagara region planning tables have hired a facilitator, Health Innovations Group, to address the work required to submit local proposals, using established guidelines, proposal instructions and templates provided by the ministries to be submitted by specific due dates listed below:

1. Coordinated Service Planning due to the ministries by June 15, 2015 and;
2. Integrated Delivery of Rehabilitation Services proposal due by October 30, 2015.

Additional information on the Special Needs Strategy can be found at <http://specialneedsstrategy.children.gov.on.ca/background/>.

Yolanda Baldasaro, Superintendent of Education, and David O'Rourke, Special Education Coordinator, members on both planning tables will provide a power point presentation about the strategy at the Committee of the Whole meeting.

The Special Needs Strategy for Children and Youth report is presented for information.

Prepared by: Yolanda Baldasaro, Superintendent of Education
Presented by: Yolanda Baldasaro, Superintendent of Education
David O'Rourke, Special Education Coordinator
Approved by: John Crocco, Director of Education/Secretary-Treasurer
Date: February 10, 2015

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

PUBLIC SESSION

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

The Preparation of the System Priorities and Budget 2015-2016
February 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: January 13, 2015



REPORT TO THE COMMITTEE OF THE WHOLE FEBRUARY 10, 2015

PREPARATION OF THE SYSTEM PRIORITIES AND BUDGET 2015-2016 – FEBRUARY 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 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 February and March 2015 Committee of the Whole Meetings.

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

In collaboration with our partners:

- ❖ Student Senates – Elementary and Secondary
- ❖ Catholic School Councils
- ❖ Special Education Advisory Committee (SEAC)
- ❖ Niagara Catholic Parent Involvement Committee (NCPIC)
- ❖ Administrators and Staff

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
– February 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: February 10, 2015

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



**REPORT TO THE COMMITTEE OF THE WHOLE
FEBRUARY 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: February 10, 2015



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
CAPITAL PROJECT PROGRESS REPORT
FEBRUARY 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

\$9,819,364

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
	\$9,819,364	\$802,778

Project Timelines:

	Scheduled Completion	Actual Completion
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

Ministry of Education

Office of the ADM
Financial Policy and Business Division
20th Floor, Mowat Block
900 Bay Street
Toronto ON M7A 1L2

Ministère de l'Éducation

Bureau du sous-ministre adjoint
Division des politiques financière et des opérations
20^e étage, Édifice Mowat
900, rue Bay
Toronto ON M7A 1L2



FEB 02 2015

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

Dear Mr. Crocco 

The ministry has received your board's request for a revised Approval to Proceed to tender the construction of the new replacement St. Martin CES in Smithville at a total estimated cost of \$9,819,364.

Ministry staff have reviewed the Capital Analysis and Planning Template for your board. Based on our assessment, the ministry agrees that your board has the financial capacity to support the total costs related to this project, as shown in the table below. Therefore, the ministry grants your board a revised Approval to Proceed for the new St. Martin CES at a total cost of \$9,819,364.

	Total Project Cost	2011 Capital Priorities Grant	Full Day Kindergarten Year 5*	Primary Class Size	Child Care Replacement (Capital Priorities Grant)	Unique Site Costs (2014-15 Capital Priority Grant)
St. Martin CES – Replacement school (SFIS # 7976)	\$9,819,364	\$7,033,355	\$479,925	\$1,437,159	\$479,925	\$389,000

*previously Year 4 site, however, NCDSB received approval from the Early Years Division to switch the year of implementation with St. Gabriel Lalemant CES (previously Yr. 5 site)

I would like to remind you that the board must receive ministry approval if the total cost of this project exceeds the total amount the ministry has granted in this Approval to Proceed. Please also note, should the scope of this project changes, your board would be required to notify the ministry and seek any further approvals.

Please be aware that the board's FDK allocation can only be used to address capital costs related to the implementation of FDK.

Should you have any questions, please contact Hemwanti Dobbs at 416-325-2018 or via email at Hemwanti.Dobbs@ontario.ca.

Sincerely,

A handwritten signature in black ink, appearing to read 'G. Sékaly', with a long horizontal line extending to the right from the end of the signature.

Gabriel F. Sékaly
Assistant Deputy Minister
Financial Policy and Business Division

cc: Grant Osborn, Director, Capital Policy and Programs Branch
Marie Li, Director, Financial Analysis and Accountability Branch
Giancarlo Vetrone, Superintendent of Business & Financial Services, NCDSB



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
CAPITAL PROJECT PROGRESS REPORT
FEBRUARY 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 a few weeks behind schedule. 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
	<u>\$5,501,722</u>

Project Costs:

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

Project Timelines:

	<u>Scheduled Completion</u>	<u>Actual Completion</u>
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 Labbanicz
Superintendent	Lee Ann Forsyth-Sells
Principal	Glenn Gifford

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

PUBLIC SESSION

**TITLE: TRUSTEE INFORMATION
SPOTLIGHT ON NIAGARA CATHOLIC – JANUARY 2015**



January 2015

St. Alfred Student Meets Prime Minister at CHL Prospects Game

Ava Lemaire, a Grade 7 student at St. Alfred Catholic Elementary School in St. Catharines, meets Prime Minister Stephen Harper moments before the puck dropped on the CHL Prospects Game at the Meridian Centre January 22. Ava Lemaire, a Grade 7 student at St. Alfred Catholic Elementary School, is a huge hockey fan; so much so that the 12-year-old jumped at the opportunity to enter a contest to be a Reporter for a Day at the CHL Prospects Game. When she learned she was one of two local winners of the competition sponsored by BMO, she was thrilled at the prospect of meeting some of her favourite Ontario Hockey League players, including Connor McDavid, who is currently considered the top prospect in this year's NHL draft, as well as coaches Don Cherry and Bobby Orr.

The morning of the event, she found out there would be another thrill for her that day – a meet-and-greet with Prime Minister Stephen Harper, who was in town to make an announcement and attended the game.

Ava was not the only Niagara Catholic student to represent the Board. Madison Mikolic, a student at Denis Morris Catholic High School, sang *The Star-Spangled Banner* at the start of the game, and Cole McMann, an ELKP student at St. Peter Catholic Elementary School, had his photo taken with Prime Minister Harper at the game.



Trustees Receive Mid-Year Progress Review

In keeping with the Vision 2020 Strategic Plan, each spring Niagara Catholic Senior Administrative Council approves the System Priorities, which are designed to provide the annual focus for the System toward achieving the outcomes of the Vision 2020 Strategic Plan. In January 2015, Senior Staff concluded its mid-year review of the progress in achieving the success of each System Priority with the seven Enabling Strategies of Vision 2020.

The Mid-Year Progress Review is available online for your information.

Niagara Catholic Consecrated to the Immaculate Heart of Mary and Sacred Heart of Jesus

Beginning in February 2015, Niagara Catholic Board Meetings will begin with the [Angelus](#) and conclude with the [Hail Mary](#).

During the January 27 Board Meeting, the Board of Trustees approved a recommendation that Niagara Catholic follow the lead of Bishop Bergie and the [Diocese of St. Catharines](#) to have the Niagara Catholic District School Board consecrated to the Immaculate Heart of Mary and the Sacred Heart of Jesus. This consecration puts our Board "in a very special way under the spiritual care and protection of our Lord and His Blessed Mother."

The Diocese of St. Catharines was consecrated to the Immaculate Heart of Mary and Sacred Heart of Jesus on November 25, 2013. The timing followed the example of Pope Francis, who had brought the Year of Faith to a close a day before with the consecration of the world to the Immaculate Heart of Mary, asking her to intercede for the world "with the benevolence of a mother."

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

PUBLIC SESSION

TITLE: CALENDAR OF EVENTS – FEBRUARY 2015

FEBRUARY 2015



Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 Semester 2 Begins	3	4 SEAC Meeting	5	6	7
8	9 Kids Helping Kids Week Begins	10 SAL Meeting CW Meeting	11 Celebrating Junior Artists—6:30 p.m. CEC	12	13 Elementary and Secondary Report Cards Issued	14 <i>Happy Valentine's Day</i>
15 Flag Day Canada	16 Family Day Schools Closed	17 Shrove Tuesday Parent-Student- Teacher Interviews	18 Ash Wednesday Lent Begins	19	20	21
22	23 Sears Drama Festival Beings (through 27th)	24 Policy Committee Meeting Board Meeting	25	26	27	28

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

PUBLIC SESSION

**TITLE: TRUSTEE INFORMATION
OCSTA/OCSBOA BUSINESS SEMINAR 2015 – APRIL 30, 2015**



Ontario Catholic School
Trustees' Association



**CATHOLIC TRUSTEES, DIRECTORS OF EDUCATION, AND
SCHOOL BOARD BUSINESS OFFICIALS**

TAKE NOTE!

OCSTA/OCSBOA BUSINESS SEMINAR 2015

Thursday, April 30, 2015

11:30 a.m. to 3:30 p.m.

Sheraton Toronto Airport Hotel and Conference Centre

Keynote Speaker:

André Marin, Ombudsman of Ontario

CATHOLIC EDUCATION
**Exploring
Paths
of JOY**



Ontario Catholic School
Trustees' Association

P.O. Box 2064, Suite 1804
20 Eglinton Avenue West
Toronto, Ontario M4R 1K8
T. 416.932.9460 F. 416.932.9459
ocsta@ocsta.on.ca www.ocsta.on.ca

Marino Gazzola, *President*
Kathy Burtnik, *Vice President*
Kevin Kobus, *Executive Director*

January 21, 2015

MEMORANDUM

TO: All Catholic School Trustees, Directors of Education and Senior Business Officials
FROM: Wally Easton, Policy Advisor - Finance
SUBJECT: OCSTA/OCSBOA Business Seminar – Registration

The annual OCSTA/OCSBOA Business Seminar is scheduled for Thursday, April 30, 2015 at the Sheraton Toronto Airport Hotel and Conference Centre, 801 Dixon Road, Toronto, Ontario.

Please click [here](#) to register on-line.

Please submit payment by **April 20, 2015** to:

Attention: Connie Araujo-De Melo
OCSTA
1804-20 Eglinton Avenue West
Box 2064
Toronto, ON M4R 1K8

Cancellations

The deadline date for full refund of seminar registration fees, due to cancellation, is March 27, 2015. A 50% administrative charge will apply to each cancelled registration received after March 27, 2014 and before April 10, 2015.

No refund, under any circumstances, will be available for cancellations received after April 10, 2015, however, substitutions will be accepted. Confirmed registrants who do not attend the event are responsible for the full registration fee.

All cancellations must be submitted to Connie Araujo-De Melo by email at cdemelo@ocsta.on.ca or by fax 416-932-9459 within the timelines.

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

PUBLIC SESSION

**TITLE: TRUSTEE INFORMATION
OCSTA 85TH ANNUAL GENERAL MEETING &
CONFERENCE, TORONTO – APRIL 30 – MAY 2, 2015**



Ontario Catholic School
Trustees' Association

OCSTA 85TH ANNUAL GENERAL MEETING & CONFERENCE

APRIL 30 TO MAY 2, 2015

Theme:



Location:

Sheraton Toronto Airport Hotel and Conference Centre
801 Dixon Road, Toronto M9W 1J5
(416) 675-6100



Dates to Remember

Deadline Date	Action
January 23, 2015 12:00 p.m. (EST)	Deadline for Trustee Award of Merit nominations. <i>Please refer to memo sent on October 9, 2014, and included in this package for your convenience.</i>
January 30, 2015	Deadline for receipt of Annual General Meeting Resolutions from Boards. <i>Please refer to memo sent on September 24, 2014, and included in this package for your convenience.</i>
March 20, 2015	Deadline for 'Early Bird' registration discount (full payment must be received in the OCSTA office by this date).
March 27, 2015	Deadline for full refund of registration fees.
April 10, 2015	Deadline for full refund of purchased Annual Dinner Ticket(s).
Sheraton Toronto Airport Hotel (801 Dixon Road) Hotel Room Release Date: April 10, 2015	After April 10, 2015, hotel rooms held in the OCSTA block at the Sheraton Airport Hotel will be released to the public.
April 29, 2015 10:00 a.m. (EST)	Deadline for receipt of Proxy Forms in the OCSTA office.
May 1, 2015 10:00 a.m.	All proxy badges must be obtained from staff at the OCSTA Registration Desk. Proxies not collected by the deadline will be deemed invalid.

Delegate Registration Information

Conference Registration Fees

Early Bird Fee (until March 20, 2015)
\$665.57 (\$589.00 + \$76.57 HST)

Full payment must be received in the OCSTA office by this date in order to receive the discounted rate. No exceptions.

Regular Fee (after March 20, 2015)
\$733.37 (\$649.00 + \$84.37 HST)

Student Trustee Fee
\$395.50 (\$350.00 + \$45.50 HST)

Additional Annual Dinner Ticket
\$101.70 (\$90.00 + \$11.70 HST) – *gratuities included*

Delegate registration fees include admission to all sessions, receptions and meals, including breakfasts, lunch and the Annual Dinner.

Registration

For on-line registration, please click [here](#).

Please make cheques payable to
OCSTA
Attn: Camille Martin
1804 – 20 Eglinton Avenue West
Box 2064
Toronto, ON M4R 1K8

Note: There is no cost for attending the business session only. However, individuals must register before **April 17, 2015**. Requests for a reduction in fees for partial attendance will not be accepted.

Name Badges

Name badges are required for admission to all AGM & Conference functions. Delegates are asked to wear their name badges at all times.

Conference Package & Event App

OCSTA will once again be using a mobile application or "app" for our event. The event app can be viewed on any device with an internet connection. There will not be a printed program. **Information and instructions for downloading the app can be found on page 5.**

The conference package will be distributed to delegates at the event and will contain:

- Resolutions package
- Copy of auditor's report
- Other material as appropriate.

Cancellations

Registration Fees:

Up to March 27, 2015 – full refund

March 28 to April 2, 2015 – 25% of the registration fee will be charged.

April 3 to April 10, 2015 – 50% of the registration fee will be charged.

After April 10, 2015 – no refund, under any circumstances will be issued – substitutions are welcomed.

Additional Annual Dinner Ticket:

A full refund will be issued for cancellations received by **April 10, 2015**. No refunds will be issued after that date – substitutions are welcomed.

All cancellations must be submitted in writing to Camille Martin at cmartin@ocsta.on.ca.

Hotel & Meals

Hotel Reservations & Room Rates

The Sheraton Toronto Airport Hotel has set aside a block of rooms for delegates and guests attending the OCSTA 2015 AGM & Conference, starting at the discounted rate of \$139 + applicable taxes.

Boards are asked to make room reservations directly with the hotel by calling 1-866-932-7058, or click [here](#) for on-line registration. Be sure to identify yourself as being an OCSTA delegate or by quoting the group code "OCD28A", when booking by telephone to secure the group discount rate.

The deadline date for booking rooms is **April 10, 2015.**

IMPORTANT NOTE:

A deposit equal to one night's stay is required to hold each guest's reservation at the time of reservation. Full refund of this deposit will be given to cancellations received until 72 hours prior to arrival. For cancellations received within 72 hours of arrival, the deposit is non-refundable.

Meals and Receptions

Our Conference receptions provide wonderful opportunities to meet other trustees and colleagues from across the province. There will be three receptions held during the conference.

The registration fee for delegates covers the cost of all meals offered during the OCSTA AGM & Conference.

The following is a summary of the receptions and meals planned for OCSTA's 85th AGM & Conference.

NOTE: Times listed below are subject to change.

April 30

- **Meet & Greet** (5:30 pm – 6:45 pm)
Heavy hors d'oeuvres, cash bar
- **Opening Reception** (8:30 pm – 9:30 pm)
Cash bar

May 1

- **Delegate Breakfast** (7:30 am – 8:45 am)
- **Delegate Lunch** (12:00 pm)
- **Annual Dinner Reception** (7:00 pm)
- **Annual Dinner** (7:30 pm)

May 2

- **Delegate Breakfast** (8:00 am)

If you have any special dietary needs (not preferences), please notify Margaret Binns, OCSTA Office Administrator, at mbinns@ocsta.on.ca by no later than April 10, 2015.

Eucharistic Celebration

The Eucharistic Celebration will be held at 5:30 p.m. on Friday, May 1, 2015, at the Transfiguration of our Lord Roman Catholic Church, 45 Ludstone Drive, Etobicoke. The Principal Celebrant and Homilist will be the Most Reverend Gerard P. Bergie, Bishop of St. Catharines.

Elections

Elections – Regional Directors

Due to the recent amendments to the OCSTA By-law, there may be significant changes to the voting process for Regional Directors. A memo detailing these changes was sent to all member Boards on November 7, 2014.

Should you have any questions, please contact Jane Ponte at jponte@ocsta.on.ca, or call the OCSTA office at 416-932-9460.

Proxy Votes

Trustee Members who cannot attend the Annual Meeting may appoint a proxy to vote on their behalf. The following rules govern the appointment of proxies:

- NOTE:** No appointment as proxy shall entitle any individual to vote at any meeting of the Members unless the appointment:
- is in writing in the appropriate form set out herein;
 - has been completed in all respects;
 - has been witnessed by a Roman Catholic who has attained the age of eighteen years and who has completed the Declaration of Witness;
 - has been delivered to the Head Office of the Corporation [OCSTA] no later than 48 hours, excluding Saturdays and Holidays, before the meeting of the Members is scheduled to commence; and
 - the individual has registered as proxy with the OCSTA Registration Desk no later than **10:00 a.m.** on the day the meeting of the Members is to commence.

A proxy form is included in this package. Additional forms may be reproduced locally as required.

The deadline date for receipt of Proxy Forms in the OCSTA office is **10:00 a.m. (EST), April 29, 2015.**

Business & Conference Sessions

Resolutions

The resolutions process provides member boards with the opportunity to bring important issues that have provincial implications to the attention of all trustees in the province. The deadline date for receipt of resolutions in the OCSTA office is **January 30, 2015.**

Generally, voting at business sessions will be by a show of hands. Delegates carrying proxies must have and show a valid proxy badge. In the event that a recorded vote is needed, ballots will be distributed.

Your AGM & Conference badge must be worn at all times as it identifies your eligibility to vote.

Business Sessions consist of:

- Nominations report (if required)
- President's address
- Introduction of and address by candidates (if required)
- Presentation of Audited Financial Statements
- Resolutions session(s)
- Report of the returning officer re: Election(s) (if required)

Note: There is no cost for attending the business session only. However, meals are not provided and individuals must register before **April 17, 2015.**

Download Your Guide to the AGM & Conference!

Once again, we at OCSTA are excited to be offering to all attendees the digital **EventMobi Guide to the AGM & Conference**.

EventMobi is an event app that allows convenient, 24-hour access information about sessions, speakers, hotel reservations, conference registration, and much more!

Here's how it works:



- Download the event app on any device that has an internet browser: (smartphone, tablet, laptop, desktop computer, etc.).
- Follow your device's instructions to add the app icon to your home screen.
- On the home page of the event app, click (or tap) images for the following features:
 - **Registration** (links to a conference registration form)
 - **Hotel Reservations** (links to the Sheraton reservation webpage)
 - **Agenda**
 - Session times, locations, and descriptions
 - Create your own calendar of sessions and events
 - **Speakers** (photos, bios)
 - **Attendees**
 - Create and personalize your profile and see those of other attendees
 - Text-message other attendees
 - **Sponsors** (see who's sponsoring our event, with links to websites)

Hint: Scroll down if you don't see all of these images on your screen.

- If you prefer, click or tap "Menu" to get these and other options in list format.

How to Access our Mobile Event Guide:

- Method 1: Scan the QR Code below



- Method 2: Go to <http://eventmobi.com/OCSTA2015AGM-CONFERENCE> on your browser to instantly access your mobile event guide.

Please note that there will not be a printed program at the AGM & Conference.

Download your event app today and explore!



Appointment as Proxy by Catholic School Trustee

Extra copies may be printed as required

I, _____ hereby appoint
(Please print trustee name)

(Please print proxy holder's name)

of the _____
(Please print proxy holder's Board)

as a proxy to attend and vote on my behalf at the Annual General Meeting to commence on Friday, May 1, 2015, at 10:00 a.m. on such business as may come before the meeting, hereby revoking any proxy previously given.

I hereby certify that I am a Catholic School Trustee of the

(Please print name of school board)

Date: _____ Signature: _____

DECLARATION OF WITNESS

I, _____ hereby certify
(Please print name of witness)

that I saw _____ sign
(Please print trustee name)

this document, that it was completed in all respects at that time, and that I am a Roman Catholic and at least eighteen years of age and am not the person appointed proxy by this document.

Signature: _____

- NOTE:** No appointment as proxy shall entitle any individual to vote at any meeting of the Members unless the appointment:
- is in writing in the appropriate form set out herein;
 - has been completed in all respects;
 - has been witnessed by a Roman Catholic who has attained the age of eighteen years and who has completed the Declaration of Witness;
 - has been delivered to the Head Office of the Corporation no later than 48 hours excluding Saturdays and Holidays before the meeting of the Members is scheduled to commence; and
 - the individual has registered as proxy with the Registration Desk no later than 10:00 a.m. on the day the meeting of the Members is to commence.

Deadline Date: April 29, 2015 – 10:00 a.m. EST



Ontario Catholic School
Trustees' Association

September 24, 2014

MEMO TO: Chairpersons and Directors of Education
Catholic District School Boards

FROM: Margaret Binns, Office Administrator

RE: **2015 AGM & Conference Resolutions**

The 2015 OCSTA Annual General Meeting will once again offer an opportunity for delegates to consider and vote on all resolutions received from our members.

The resolution process provides member boards with the opportunity to bring important issues, which have provincial implications, to the attention of all trustees in the province.

The processing of all resolutions is a fundamental responsibility of the Association. Attached please find guidelines to assist you in the preparation of your resolution(s).

Please Note:

*To assist OCSTA with preparation for the Annual Finance Brief to the Minister and in providing input into the consultation process regarding the GSNs, boards are encouraged to submit education funding issues requiring Association action and advocacy by **October 15, 2014**. However, should a board prefer to use the AGM Resolutions process for funding issues with provincial implications, they are, of course, welcome to do so.*

**THE DEADLINE FOR RECEIPT OF RESOLUTIONS
IN THE OCSTA OFFICE IS:
12:00 P.M. EST, JANUARY 30, 2015.**

Attachments

Guidelines for Preparing Resolutions

To improve the effectiveness of the resolution process, we ask boards to review the following guidelines.

Resolutions are your opportunity to address problems, solutions or concerns, which affect Catholic education in Ontario. A resolution approved by the membership at the Annual General Meeting calls for priority action by OCSTA and the commitment of OCSTA resources to address the particular issue outlined in the resolution.

A. Criteria for Submitting a Resolution

A resolution should:

- a. Address an area of concern for the province's Catholic school boards.
- b. Concern a matter which requires attention or action.
- c. Be written in language appropriate for province-wide consideration (language contained in resolutions is often incorporated into subsequent communications to the government or other relevant parties).
- d. Be accompanied by substantiated rationale.
- e. Not deal with education funding issues (a separate process has been created to deal with this type of issue).

B. Steps in Preparing a Resolution

1. Identify the concern. Be sure the concern is a matter of **province-wide** scope.
2. Research and gather sufficient supporting background materials to substantiate the resolution. If the concern has been presented/dealt with in a previous resolution, review the outcome of that process to assess what changes in approach/additional information might be useful.
3. Write the resolution in the following proposed format taking care to ensure that:
 - a. Each "*Whereas*" is accompanied by adequate background material.
 - b. The "*Therefore be it Resolved*" directs OCSTA to take specific action.

C. Writing A Resolution

Structure

The resolution should be assigned a succinct title that identifies the problem or issue (or its proposed solution). There should be two parts to the resolution: a preamble followed by a resolving clause (or clauses).

1. Preamble

The preamble is a brief statement of background or rationale coming before the resolving clause(s). The purpose of the preamble is to provide information without which the point or the merits of a resolution are likely to be poorly understood.

Each clause in a preamble is written as a separate paragraph, beginning with the word "WHEREAS".

2. Resolving Clauses

A resolving clause indicates what action(s) is to be taken given the “WHEREAS” clause(s) in the preamble. If more than one action is being recommended, the “Therefore be It Resolved” portion should be divided into a), b), c), etc.

3. Submission Statement

Please include the following information in the submission statement.

[Mover’s Name]
[Secunder’s Name]
[Board Name]
[Topic]

D. Submission Deadline Date

The deadline date for receipt of resolutions in the OCSTA office is **12:00 p.m. EST, January 30, 2015**. We encourage boards to submit their resolutions by email to Jane Ponte at jponte@ocsta.on.ca. The provincial office will distribute, in the delegate kits, resolutions to be presented from the floor provided a minimum of 225 copies of each resolution (and background material, if applicable) are received in the Provincial Office by **April 10, 2015**.

E. Regulations

Please see the attached current regulations regarding submission and presentation of resolutions at the AGM.

These guidelines and the enclosed template and the resolution session procedures have been provided as a reference that we hope you will find useful in preparing effective resolutions for your Association and Catholic education in Ontario.

Template

Please do not use tables, text boxes or any type of graphic. The type of font to be used in this document is Times New Roman 12pt.

The following example is taken from a Resolution dealt with at a previous AGM and is provided for your reference.

Moved by: [Mover's Name] [Board Name]

Seconded by: [Secunder's Name]

Topic: [e.g. Vacancies on School Boards]

Whereas: from time to time a vacancy occurs in the office of a member of the board; and

Whereas: according to Section 221(1) of the *Education Act*, the vacancy must be filled by either a by-election or by appointment; and

Whereas: boards choosing to appoint a new trustee will, most commonly, engage in an open and fair process of selection; and

Whereas: the *Education Act* requires that the process be fully completed within 60 days of the office becoming vacant; and

Whereas: the 60 day time period may encompass a part of the year (e.g. Christmas, summer months, March Break) when board operations and processes are reduced, thus making the timelines very tight and, potentially, unmanageable;

Therefore be it Resolved that:

OCSTA petition the Ministry of Education to review the section of the *Education Act* which relates to trustee vacancies with a view to extending the timeline by either increasing the number of days or altering the requirement that the process be completed within a designated number of regular school days.

If you have any questions regarding this template please contact Jane Ponte either by telephone at 416-932-9460 ext. 223 or by e-mail at jponte@ocsta.on.ca.

Explanation of Committee Recommendations & Resolution Session Procedures

Resolution sessions will be conducted using “Robert’s Rules of Order” and the provisions of the OCSTA Constitution. The chairperson of the session will ensure compliance with their rules.

Explanation of Committee Recommendations

The Conference Committee will study the resolutions and offer recommendations on the best way to meet their intent. The recommendations and their implications are:

- i. **Approve**
The direction given in the “therefore be it resolved” section of the resolution will be carried out.
- ii. **Approve and refer to the committee for appropriate implementation.**
The resolution will be forwarded to the designated committee for implementation.
- iii. **Receive and refer to the committee for study.**
The resolution will be forwarded to the designated committee for study. Following the study and receipt of the committee’s recommendation, the Board of Directors will determine whether or not the resolution will be implemented.
- iv. **Not approve**
No action will be taken.
- v. **No recommendation**
The committee is not making any recommendation with respect to the resolution.
- vi. **No action required**
The intent of the resolution has been met. No further action will be taken.

Resolution Session Procedures

Delegates wishing to speak to a resolution must go to one of the floor microphones and state their name and the name of the board they represent.

The mover of a resolution will have the opportunity to be the first and last to speak to that resolution. Other trustees may speak once to a resolution.

The chairperson may declare a motion out of order giving the reasons for doing so. The chairperson’s decision may be challenged by a majority vote of those voting delegates present at the session when the vote is called.

Voting will be by a show of hands. Delegates carrying proxies must have and show proper identification - i.e. proxy badge. Ballots will be provided in the event that a vote by ballot is called for.

Note Re Quorum: *A quorum for the transaction of business at any general meeting of Members shall consist of not fewer than forty (40) individuals entitled to vote, present in person.*

Grouped Resolutions

- a. the chair of the session will ask for a mover and seconder to approve the **grouping** of various related resolutions.
- b. the chair of the session will ask for movers and seconders for the committee recommendation for each group.
- c. delegates will vote on the committee recommendation for each group.

Delegates may request that any resolution(s) be removed from a “group” to be handled individually. These will be addressed when the group from which they have been removed has been dealt with.

Resolutions Handled Individually

These will include resolutions removed from the groups, resolutions for which the committee has not made any recommendation and resolutions from the floor.

A. Resolutions with committee recommendations

1. The chair of the session will announce the resolution number and the name of the sponsoring board:
 - the chair will call for the sponsoring board to move and second **the committee recommendation**;
 - delegates will speak to the committee recommendation;
 - delegates will vote on the committee recommendation.
2. If the sponsoring board does not move the committee recommendation from the floor:
 - the chair will call for the sponsoring board to move their **original resolution**;
 - delegates will speak to the resolution;
 - delegates will vote on the resolution.
3. If the original resolution is not moved by the sponsoring board, the resolution will be withdrawn.

B. Resolutions without committee recommendations

1. These resolutions will be handled as follows:
 - the chair will call for the sponsoring board to move their **original resolution**;
 - delegates will speak to the resolution;
 - delegates will vote on the resolution.
2. If the original resolution is not moved by the sponsoring board, the resolution will be withdrawn.

C. Amendments from the Floor

Amendments made on the floor relate to the “therefore be it resolved” section of the resolution and **must be written out** and handed to the chairperson. The chairperson will consider the amendment and, if necessary, discuss it with the parliamentarian or others to ensure that it is clearly understood.

- the chair will **read** the amendment;
- delegates will speak to the amendment;
- delegates will vote on the amendment;
- delegates will vote on the resolution as amended.

If the amendment is defeated:

- delegates will be asked to speak to the original resolution;
- delegates will vote on the original resolution.

D. Resolutions Presented from the Floor

After resolutions presented by the committee have been dealt with, other resolutions may be presented from the floor. The following rules apply:

- 2/3 of the voting delegates present at the session must consent to consider the resolution;
- sufficient copies of the resolution (and background material) must be provided for all those present at the resolution session;
- these resolutions will be handled as outlined above.

The provincial office will distribute, in the delegate kits, resolutions to be presented from the floor provided a minimum of 225 copies of each resolution (and background material, if applicable) are received in the Provincial Office by **April 10, 2015**.



Ontario Catholic School
Trustees' Association

October 14, 2014

EMAIL TO: Trustees and Directors of Education
Catholic District School Boards

FROM: Margaret Binns, Office Administrator

RE: **OCSTA Trustee Award of Merit**

NOMINATION FORMS

We have outlined the categories to be addressed by the author of the nomination. The response for each category must **not** exceed one 8.5 x 11 double-spaced page or 400 words. Only information within the prescribed length will be considered. Submissions must be clearly legible and must address the categories outlined by OCSTA.

Boards are encouraged to submit nominations by email to Camille Martin at cmartin@ocsta.on.ca. You may also submit nominations by fax at 416-932-9459, by mail, or by courier.

**THE DEADLINE FOR RECEIPT OF AWARD NOMINATIONS
IN THE OCSTA OFFICE IS 12:00 P.M. EST.,
JANUARY 22, 2015**

“To their Catholic school trustees, families entrust hundreds of thousands of human lives with the capability, the possibility, and finally the promise of achieving human greatness. It is these small, fragile and ultimately marvellous lives that you as a trustee are called to serve.”

BECOMING A CATHOLIC SCHOOL TRUSTEE (OCSTA PUBLICATION)

NOMINATIONS FOR THE OCSTA 2015 TRUSTEE AWARD OF MERIT

Once again, OCSTA is providing an opportunity for member boards or individual trustees to nominate Catholic school trustees to be publicly honoured at the provincial level. A trustee can nominate another trustee who is not from his or her own board.

All boards or individual trustees are strongly encouraged to participate in this process, which allows us to recognize very deserving Catholic trustees who have served Catholic education so well over the years.

CRITERIA

This award is given to those trustees who have demonstrated one or more of the following criteria:

- Have made a significant contribution to the Catholic education community while serving as a Catholic trustee.
- Have strong Catholic leadership qualities and give witness to their faith commitment.
- Have served as a Catholic trustee for a significant period of time.

This award is not a reward for long-service but this may be taken into account by the OCSTA Board of Directors.

REGULATIONS

- a. The Award will be given to Catholic school trustees only.
- b. Up to three awards may be presented in one year.
- c. Current members of the OCSTA Board of Directors are not eligible to receive this award.
- d. Nominations (if any) received by the deadline date will be reviewed at the February Board of Directors' meeting.
- e. The Board of Directors makes the selection from among all nominations.
- f. The deadline date selected will stand firm and will not be extended.
- g. The official OCSTA Trustee Award of Merit nomination format must be used for all nominations.
- h. The response for each category must not exceed one 8.5 x 11 double-spaced page or 400 words. Only information within the prescribed length will be considered.

DEADLINE

The deadline date for receiving nominations in the provincial office whether by email, fax, courier service or regular mail is **12:00 p.m. EST, January 22, 2015**.

The 2015 AGM & Conference will be held at the Sheraton Toronto Airport Hotel from the evening of **Thursday, April 30 to Saturday, May 2**. Recipients of the Award of Merit will be honoured during the Eucharistic Celebration on Friday.

**COVER SHEET FOR NOMINATION FOR
OCSTA TRUSTEE AWARD OF MERIT**

NAME OF NOMINEE: _____

NOMINATED BY: _____

BOARD: _____

CONTACT PERSON: _____

TELEPHONE NO: _____

FAX NO: _____

This award is given to trustees who have made significant contributions to the Catholic education community. Please provide details of the nominee's contributions which, in your opinion, exceed the community's expectations of a Catholic trustee. (Worth 50 points)

**This award is given to trustees with strong Catholic leadership qualities who give witness to their faith commitment. Please provide details of how this nominee's leadership qualities exemplify his/her faith commitment.
(Worth 30 points)**

The term of service will be taken into consideration by the Committee. How long has the nominee served as a trustee and what positions has he/she held? (Worth 20 points)