



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

AGENDA AND MATERIAL

BOARD MEETING

**TUESDAY, DECEMBER 15, 2015
7:00 P.M.**



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

A. ROUTINE MATTERS

1. Opening Prayers – Trustee Charbonneau -
2. Roll Call -
3. Approval of the Agenda -
4. Declaration of Conflict of Interest -
5. Minutes of the Board Meetings
5.1 November 24, 2015 A5.1
5.2 December 1, 2015 A5.2

B. DELEGATIONS/PRESENTATIONS

1. Be A Voice Video Competition B1
2. Christmas Cards 2015 B2

C. COMMITTEE AND STAFF REPORTS

1. School Excellence Program C1
Holy Cross Catholic Secondary School
2. Unapproved Minutes of the Committee of the Whole Meeting of December 1, 2015 C2
and Consideration of Recommendation
2.1 Approval of Policies
2.1.1 Attendance Support Program Policy (201.16) C2.1.1
2.1.2 Asthma Policy (NEW) C2.1.2
3. Approved Minutes of the Special Education Advisory Committee (SEAC) C3
Meeting of November 4, 2015
4. Director of Education's Annual Report 2015 C4
5. Trustee Expenses and Reimbursement – Fiscal Year 2014-2015 C5
6. Revised Estimates for the Year 2015-2016 C6
7. Trustee Honorarium for the Year December 1, 2015 to November 30, 2016 C7
8. International Holocaust Awareness Day C8

D. TRUSTEE ITEMS, OPEN QUESTION PERIOD & OTHER BUSINESS

- | | | |
|-----|--|------|
| 1. | Correspondence | |
| 1.1 | November 25, 2015 Letter from Trillium Lakelands District School Board | D1.1 |
| 1.2 | November 25, 2015 Letter from Friends of Simon Wiesenthal Center | D1.2 |
| 2. | Report on Trustee Conferences Attended | - |
| 3. | General Discussion to Plan for Future Action | - |
| 4. | Trustee Information | |
| 4.1 | Spotlight – December 1, 2015 | D4.1 |
| 4.2 | Calendar of Events – January 2016 | D4.2 |
| 4.3 | OCSTA 2016 January Regional Meeting Discussions | D4.3 |
| 4.4 | Business Education Council 2016 Annual Partners Breakfast – February 5, 2016 | D4.4 |
| 4.5 | OCSTA 2015 Resolutions | D4.5 |
| 4.6 | Man of the Shroud Exhibit – March 2-8, 2016 | D4.6 |
| 5. | Open Question Period | |
| | <i>(The purpose of the Open Question Period is to allow members of the Catholic school supporting public to ask about items on that night's public agenda or any previous agendas, and the Board to answer and react.)</i> | |

E. NOTICES OF MOTION**F. BUSINESS IN CAMERA****G. REPORT ON IN CAMERA SESSION****H. FUTURE MEETINGS AND EVENTS****I. MOMENT OF SILENT REFLECTION FOR LIFE****J. ADJOURNMENT**

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
DECEMBER 15, 2015**

PUBLIC SESSION

**TITLE: MINUTES OF THE BOARD MEETING OF
NOVEMBER 24, 2015**

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Minutes of the Board Meeting of November 24, 2015, as presented.



MINUTES OF THE BOARD MEETING

TUESDAY, NOVEMBER 24, 2015

Minutes of the Meeting of the Niagara Catholic District School Board, held on Tuesday, November 24, 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 Chairperson MacNeil.

A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayers were led by Trustee Vernal

2. Roll Call

Chairperson MacNeil noted that all Trustees and Student 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				
Michaela Bodis	✓			
Aidan Harold	✓			

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

3. Approval of the Agenda

Moved by Trustee Charbonneau
Seconded by Trustee Sicoli

THAT the Niagara Catholic District School Board approve the Agenda of the Board Meeting of November 24, 2015, as presented.

4. Declaration of Conflict of Interest

A Disclosure of Interest was declared by Trustee O'Leary with Items F9.1.1 F9.2.1 and F9.2.2 of the In Camera Agenda.

5. Approval of Minutes of the Board Meeting of October 27, 2015

Moved by Trustee Burtnik
Seconded by Trustee Vernal

THAT the Niagara Catholic District School Board approve the Minutes of the Board Meeting of October 27, 2015, as presented.

CARRIED

B. DELEGATIONS/PRESENTATIONS

Nil

C. COMMITTEE AND STAFF REPORTS

1. School Excellence Program – Our Lady of Victory Catholic Elementary School

Director Crocco provided background information on the monthly School Excellence Program. Lee Ann Forsyth-Sells, Superintendent of Education introduced Theresa Murphy, Principal and Angela Vilella, Vice Principal of Our Lady of Victory Catholic Elementary School.

Principal Murphy and Vice-Principal Vilella showcased Our Lady of Victory Catholic Elementary School as part of the School Excellence Program.

Chairperson MacNeil and Vice-Chair Sicoli thanked Principal Murphy, the staff and students for their attendance, presentation and performance.

2. Unapproved Minutes of the Committee of the Whole Meeting of November 10, 2015

Moved by Trustee O'Leary
Seconded by Trustee Nieuwesteeg

THAT the Niagara Catholic District School Board receive the unapproved Minutes of the Committee of the Whole Meeting of November 10, 2015, as presented.

CARRIED

3. **Approved Minutes of the Niagara Catholic Parent Involvement Committee (NCPIC) Meeting of September 17, 2015**

Moved by Trustee Burtnik
Seconded by Trustee Fera

THAT the Niagara Catholic District School Board receive the Approved Minutes of the Niagara Catholic Parent Involvement Committee (NCPIC) Meeting of September 17, 2015, as presented for information.

CARRIED

Trustee Burtnik announced the re-election of Shonna Daly as Chair of NCPIC.

4. **Approved Minutes of the Special Education Advisory Committee (SEAC) Meeting of October 7, 2015**

Moved by Trustee Vernal
Seconded by Trustee Charbonneau

THAT the Niagara Catholic District School Board receive the Approved Minutes of the Special Education Advisory Committee Meeting of October 7, 2015, as presented for information.

CARRIED

5. **Rescind the Approval of Niagara Catholic Special Education Advisory Committee (SEAC) Members 2014-2018**

Yolanda Baldasaro, Superintendent of Education provided an explanation for the necessity to rescind the approval of Niagara Catholic Special Education Advisory Committee (SEAC) members 2014-2018.

Trustee Burtnik recommended the motion include “as they do not meet the criteria outlined in Regulation 464”.

Moved by Trustee Burtnik
Seconded by Trustee Sicoli

THAT the Niagara Catholic District School Board rescind the January 27, 2015 Board Motion approving the following local association representatives to serve as Special Education Advisory Committee members for the term of 2014-2018: Cindy Palumbo – Learning Disabilities Association of Niagara Region (Alternate Representative) and Mario Palumbo – Learning Disabilities Association of Niagara Region (Alternate Representative) as they do not meet the criteria outlined in Regulation 464.

CARRIED

6. **Annual Culture of Life Conference 2015**

Director Crocco introduced Stephanie Jarrett, Chaplaincy Leader at Notre Dame College School and Greg Robertson, Chaplaincy Leader at Saint Paul Catholic High School who presented the report on the 3rd Annual Culture of Life Conference.

Chair MacNeil thanked Ms. Jarrett and Mr. Robertson for their presentation.

7. **Education Quality and Accountability Office (EQAO) Primary and Junior Assessments of Reading, Writing and Mathematics – 2014-2015**

Superintendent Forsyth-Sells presented the Education Quality and Accountability Office (EQAO) Primary and Junior Assessments of Reading, Writing and Mathematics – 2014-2015 for Trustee information.

Superintendent Forsyth-Sells answered questions of Trustees.

8. **Multi-Year Snowplowing and Salting Tender Approval**

Scott Whitwell, Controller of Facilities Services presented the multi-year contracts for snowplowing and salting.

Moved by Trustee Charbonneau

Seconded by Trustee Burtnik

THAT the Niagara Catholic District School Board approve the Multi-Year Contracts for Snowplowing and Salting as presented.

CARRIED

9. **Financial Reports**

9.1 **Audited Consolidated Financial Statements 2014-2015**

Giancarlo Vetrone, Superintendent of Business & Financial Services introduced the Audited Consolidated Financial Statements 2014-2015 report and the recommendation from the Audit Committee. Superintendent Vetrone introduced Mark Palumbi, CPA, CA Crawford, Smith and Swallow Chartered Accountants LLP, who presented highlights from the Niagara Catholic District School Board Audited Consolidated Financial Statements 2014-2015.

Chair MacNeil and Trustee Burtnik thanked Mr. Palumbi and the Audit Committee.

Moved by Trustee Vernal

Seconded by Trustee O'Leary

THAT the Niagara Catholic District School Board approve the Audited Consolidated Financial Statements 2014-2015, as presented.

CARRIED

D. TRUSTEE ITEMS, OPEN QUESTION PERIOD & OTHER BUSINESS

1. **Correspondence**

1.1 November 3, 2015 Letter from Superior-Greenstone District School Board

Director Crocco highlighted information contained in the letter from Superior-Greenstone District School Board addressed to The Honourable Liz Sandals, Minister of Education regarding their support for the Bluewater District School Board communique sent to the Minister of Education on October 1, 2015

1.2 November 11, 2015 Letter from Catholic School Chaplains of Ontario

Chair MacNeil highlighted information contained in the letter from the Catholic School Chaplains of Ontario expressing sympathy for the passing of Debra McCaffrey.

2. Report on Trustee Conferences Attended

Nil Report

3. General Discussion to Plan for Future Action

Director Crocco reported that as noted at the November Committee of the Whole meeting, a number of Multi-Year Reports as required by the Board approved System Priorities 2014-2015 will be the focus of upcoming Committee of the Whole meetings for the consideration of Trustees.

4. Trustee Information

Director Crocco noted there was an update on the St. Martin Catholic Elementary School construction schedule – Item 4.7.

4.1 Spotlight on Niagara Catholic – November 10, 2015

Director Crocco presented the Spotlight on Niagara Catholic – November 10, 2015 for Trustees information

4.2 Calendar of Events – December 2015

Director Crocco reviewed the Calendar of Events - December 2015 for Trustees information

4.3 Annual Organizational Meeting of the Board – December 1, 2015 – 6:00 p.m.

Director Crocco reminded Trustees of the Annual Organizational Meeting of the Board on December 1, 2015 at 6:00 p.m.

4.4 December Committee of the Whole – December 1, 2015 – 7:00 p.m.

Director Crocco reminded Trustees of the December Committee of the Whole on December 1, 2015 at 7:00 p.m.

4.5 Annual Administrators, Trustees and Parish Priests Faith Formation – December 10, 2015

Director Crocco reminded Trustees of the Annual Administrators, Trustees and Parish Priests Faith Formation on December 10, 2015 at 11:00 a.m. at Club Roma in St. Catharines and asked Trustees to confirm their attendance with Anna Pisano, Administrative Assistant of Corporate Services & Communications.

4.6 CCSTA 2017 AGM Niagara Update

Chair MacNeil provided an update on the CCSTA 2017 AGM Niagara and noted next meeting will be on Thursday January 28, 2016 at the Catholic Education Centre.

4.7 St. Martin Catholic Elementary School Update

Controller Whitwell announced that the letter of approval has been received from the Ministry of Education and two potential ground breaking ceremony dates of December 4, 2015 and December 11, 2015 are being considered. Trustees will be advised of the date once confirmed.

5. Open Question Period

None Submitted

E. NOTICES OF MOTION

F. BUSINESS IN CAMERA

Moved by Trustee Nieuwesteeg
Seconded by Trustee O'Leary

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

CARRIED

The Niagara Catholic District School Board moved into the In Camera Session of the Board Meeting at 8:38 p.m. and reconvened at 9:43 p.m.

G. REPORT ON THE IN-CAMERA SESSION

Moved by Trustee Charbonneau
Seconded by Trustee O'Leary

THAT the Niagara Catholic District School Board report the motions from the In Camera Session of the Board Meeting of November 24, 2015.

CARRIED

SECTION A: STUDENT TRUSTEES PRESENT

Moved by Trustee Sicoli
Seconded by Trustee Fera

THAT the Niagara Catholic District School Board approve the Minutes of the In Camera Session of the Board Meeting - SECTION A: Student Trustees Present of October 27, 2015, as presented.

CARRIED (Item F1)

Moved by Trustee Vernal
Seconded by Trustee O'Leary

THAT the Niagara Catholic District School Board receive the unapproved Minutes of the In Camera Session of the Committee of the Whole Meeting - SECTION A: Student Trustees Present of November 10, 2015, as presented.

CARRIED (Item F2)

SECTION B: STUDENT TRUSTEES EXCLUDED

Moved by Trustee O'Leary
Seconded by Trustee Vernal

THAT the Niagara Catholic District School Board approve the Minutes of the In Camera Session of the Board Meeting - SECTION B: Student Trustees Excluded of October 27, 2015, as presented.

CARRIED (Item F4)

Moved by Trustee Sicoli
Seconded by Trustee Vernal

THAT the Niagara Catholic District School Board receive the unapproved Minutes of the In Camera Session of the Committee of the Whole Meeting - SECTION B: Student Trustees Excluded of November 10, 2015, as presented.

CARRIED (Item F5)

The following motions were reported from the In Camera Session of the Committee of the Whole Meeting - SECTION B: Student Trustees Excluded of November 24, 2015:

Moved by Trustee Burtnik
Seconded by Trustee Vernal

THAT the Niagara Catholic District School Board approve the motion from the In Camera Session of the Board Meeting – SECTION B: Student Trustees Excluded of F6

CARRIED (Item F6)

H. FUTURE MEETINGS AND EVENTS

I. MOMENT OF SILENT REFLECTION FOR LIFE

J. ADJOURNMENT

Moved by Trustee Vernal
Seconded by Trustee Charbonneau

THAT the November 24, 2015 meeting of the Niagara Catholic District School Board be adjourned.

CARRIED

This meeting was adjourned at 9:46

Minutes of the Meeting of the Niagara Catholic District School Board held on **November 24, 2015**.

Approved on **December 15, 2015**.

Fr. Paul MacNeil
Chairperson of the Board

John Crocco
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
DECEMBER 15, 2015**

PUBLIC SESSION

**TITLE: MINUTES OF THE BOARD MEETING OF
DECEMBER 1, 2015**

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Minutes of the Board Meeting of December 1, 2015, as presented.



MINUTES OF THE ANNUAL ORGANIZATIONAL MEETING OF THE BOARD

TUESDAY, DECEMBER 1, 2015

Minutes of the Annual Organizational Meeting of the Niagara Catholic District School Board, held on Tuesday, December 1, 2015, at 6:00 p.m. in the Father Kenneth Burns C.S.C. Board Room, at the Catholic Education Centre, 427 Rice Road, Welland.

A. ROUTINE MATTERS

1. Meeting Call to Order – John Crocco, Director of Education/CEO/Secretary-Treasurer

The meeting was called to order at 6:00 p.m. by Chief Executive Officer and Director of Education John Crocco, in accordance with section 208-4 of the Education Act.

Director Crocco thanked Bishop Bergie, Honorary Chair of the Board, the Saint Paul Catholic High School Chamber Choir, Principals, Vice-Principals, Managers, staff, partners, special guests, students, family and friends for attending the Annual Organizational Meeting of the Board.

Director Crocco informed the guests in attendance that at the Inaugural Meeting of the Board in 2010, the first action of the elected Board of Trustees was to approve a motion naming His Excellency - Bishop Gerard Bergie as the Honourary Chair of the Niagara Catholic District School Board.

On behalf of all in attendance, the Director expressed gratitude to Bishop Bergie for his valued partnership with Niagara Catholic, his continuous support and celebration of the importance and excellence of Niagara Catholic schools, the Board, Administrators and staff as Niagara Catholic models and shares the teachings of Jesus and the Church.

2. Opening Prayer and Comments - (Most Rev.) Gerard P. Bergie, D.D., Bishop of St. Catharines Honorary Chair of the Board

Bishop Bergie opened the 2015 Annual Organizational Meeting of the Board with a dedicated prayer.

His Excellency then thanked Director Crocco for his kind words and the opportunity to participate in the Annual Organizational Meeting of the Board. He expressed appreciation for the partnership between Niagara Catholic and the Diocese of St. Catharines.

Bishop Bergie described Niagara Catholic as being a beacon of light during dark times and expressed his gratitude to Niagara Catholic for overcoming the darkness with the message of Jesus Christ and moving forward for many years to come.

Director Crocco thanked Bishop Bergie for his inspiring message and for his continued support.

3. Roll Call

Director Crocco noted that Bishop Bergie, all Trustees, Student Trustees and staff 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				
Michaela Bodis	✓			
Aidan Harold	✓			

Special Guest:

Honorary Chair: (Most Rev.) **Gerard P. Bergie**, D.D., Bishop of St. Catharines

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

4. Approval of the Agenda

Moved by Trustee MacNeil

Seconded by Trustee Sicoli

THAT the Niagara Catholic District School Board approve the Agenda of the Annual Organizational Meeting of the Board of December 1, 2015, as presented.

CARRIED

5. Declaration of Conflict of Interest

No Disclosures of Interest were declared with any items on the Agenda of the Annual Organizational Meeting of the Board.

6. Saint Paul Catholic High School Chamber Choir

Mark Lefebvre, Superintendent of Education, welcomed Lou Stranges, Vice-Principal of Saint Paul Catholic High School, who introduced Louisa Ibbotson, Vocal Teacher/Director and Rebecca Goode, accompanist.

Chamber Choir from Saint Paul Catholic High School performed for the Board.

Director Crocco, on behalf of Trustees, Senior Staff and everyone present, congratulated and thanked the students of Saint Paul Catholic High School for sharing their special gift of song and music.

Niagara Falls Trustees Fera and Nieuwesteeg presented the students with Niagara Catholic “Excellence in the Arts” pins to wear proudly with their uniform.

7. Election Procedures

Director Crocco reviewed the procedures for the election of the Chairperson and Vice-Chairperson in accordance with Section 7 Subsection 5 of the Board By-Laws and appointed Bill Amadio, Board Solicitor and Frank Iannantuono, Superintendent of Education, as scrutineers.

8. Election of Chairperson

Moved by Trustee Vernal

THAT Trustee MacNeil be nominated for the position of Chairperson of the Niagara Catholic District School Board to hold office from December 1, 2015 until the December 2016 Inaugural Meeting of the Board.

Director Crocco asked Trustee MacNeil if he wished to stand for the position of Chairperson of the Niagara Catholic District School Board. Trustee MacNeil accepted the nomination.

Moved by Trustee O’Leary

THAT Trustee Burtnik be nominated for the position of Chairperson of the Niagara Catholic District School Board to hold office from December 1, 2015 until the December 2016 Inaugural Meeting of the Board.

Director Crocco asked Trustee Burtnik if she wished to stand for the position of Chairperson of the Niagara Catholic District School Board. Trustee Burtnik accepted the nomination.

There were no further nominations forthcoming.

Moved by Trustee Charbonneau

Seconded by Trustee Sicoli

THAT the nominations for the position of Chairperson of the Niagara Catholic District School Board be closed.

CARRIED

Following the counting of the ballots, a tie was declared. A second vote was taken. Following the counting of the second set of ballots, Trustee MacNeil was elected to the position of Chairperson of the Niagara Catholic District School Board.

Director Crocco turned over the Chairship of the Annual Organization Meeting of the Board to Chairperson MacNeil.

Moved by Trustee Vernal
Seconded by Trustee Burtnik

THAT the ballots for the election of the Chairperson of the Niagara Catholic District School Board be destroyed.

CARRIED

9. Election of Vice-Chairperson

Moved by Trustee Charbonneau

THAT Trustee Burtnik be nominated for the position of Vice-Chairperson of the Niagara Catholic District School Board to hold office from December 1, 2015 until the December 2016 Inaugural Meeting of the Board.

Chair MacNeil asked Trustee Burtnik if she wished to stand for the position of Vice-Chairperson of the Niagara Catholic District School Board. Trustee Burtnik accepted the nomination.

Moved by Trustee Fera

THAT Trustee Sicoli be nominated for the position of Vice-Chairperson of the Niagara Catholic District School Board to hold office from December 1, 2015 until the December 2016 Inaugural Meeting of the Board.

Chair MacNeil asked Trustee Sicoli if he wished to stand for the position of Vice-Chairperson of the Niagara Catholic District School Board. Trustee Sicoli accepted the nomination.

There were no further nominations forthcoming.

Moved by Trustee Vernal
Seconded by Trustee Charbonneau

THAT the nominations for the position of Vice-Chairperson of the Niagara Catholic District School Board be closed.

CARRIED

Following the counting of the ballots, Trustee Burtnik was elected to the position of Vice-Chairperson of the Niagara Catholic District School Board.

Moved by Trustee Charbonneau
Seconded by Trustee Fera

THAT the ballots for the election of the Vice-Chairperson of the Niagara Catholic District School Board be destroyed.

CARRIED

10. Chairperson's Remarks

Chair MacNeil thanked Bishop Bergie for his constant inspiration, support and friendship as Niagara Catholic's Honorary Chair of the Board. In his remarks Chair MacNeil reaffirmed his commitment to the excellence of Catholic Education in Niagara and Ontario and to serving Niagara Catholic and its students.

A copy of Chair MacNeil's remarks are attached to the Minutes for information and are posted on the Board, My Niagara Catholic and My Niagara Catholic Alumni websites.
(Appendix A)

11. Vice-Chairperson's Remarks

Trustee Burtnik thanked Trustees for their support. In her remarks Vice-Chairperson Burtnik pledged her commitment to working with Trustees and staff to provide the best education for all Niagara Catholic students.

A copy of Vice-Chairperson Burtnik's remarks are attached to the Minutes for information are posted on the Board, My Niagara Catholic and My Niagara Catholic Alumni websites.
(Appendix B)

B. COMMITTEE AND STAFF REPORTS

1. Board Committees

Director Crocco presented the Report on Board Committees, in accordance with Board By-Law 17 which calls for Trustee membership on Board Ad Hoc, Statutory, Standing and Liaison Committees until the next Annual Organizational Meeting of the Board.

Director Crocco stated that members to the committees are appointed by the Chairperson of the Board in consultation with the Vice-Chairperson of the Board. He asked that Trustees submit their completed form to the Office of the Director of Education by the December 15, 2015 Board Meeting.

Moved by Trustee Sicoli

Seconded by Trustee O'Leary

THAT the Niagara Catholic District School Board approve the formation of the following Liaison Committee for the year 2016:

- Staff Wellness Committee

THAT the Niagara Catholic District School Board approve the continuation of the following Ad Hoc Committees for the year 2016:

- Blessed Trinity Catholic Elementary and Secondary Family of Schools Attendance Area Ad Hoc Committee
- Denis Morris, Holy Cross, and Saint Francis Catholic Elementary and Secondary Family of Schools Attendance Area Ad Hoc Committee
- Lakeshore Catholic Elementary and Secondary Family of Schools Attendance Area Ad Hoc Committee
- Notre Dame College Catholic Elementary and Secondary Family of Schools Attendance Area Ad Hoc Committee
- Saint Michael and Saint Paul Catholic Elementary and Secondary Family of Schools Attendance Area Ad Hoc Committee

CARRIED

C. MOMENT OF SILENT REFLECTION FOR LIFE

D. ADJOURNMENT

Moved by Trustee Charbonneau

Seconded by Trustee O'Leary

THAT the December 1, 2015 Annual Organizational Meeting of the Niagara Catholic District School Board be adjourned.

CARRIED

This meeting was adjourned at 7:06 p.m.

Minutes of the Annual Organizational Meeting of the Niagara Catholic District School Board held on **December 1, 2015.**

Approved on **December 15, 2015.**

Fr. Paul MacNeil
Chairperson of the Board

John Crocco
Director of Education/Secretary -Treasurer

CHAIRPERSON FR. PAUL MACNEIL'S REMARKS

**Annual Organizational Meeting
of the Niagara Catholic District School Board
December 1, 2015**

Bishop Bergie, vice chair Burtnik, fellow trustees, senior staff and honoured guests, it is a great honour for me to stand before you as chair of the board for this amazing institution of catholic education. First of all, I would like to thank the principals and guests who have taken time out of their busy schedules to be this us tonight. But before I say anything, let me say how genuinely proud I am of the improvements we have made in working together as a board. Thank you all for helping us make this happen and I continue to count on each of you to build on what we are creating together.

Bishop Bergie has said on many occasions that the real threat to catholic education is not only from outside but from within. As chair, I will continue to do whatever I can to bring us closer together as one family in Christ, so that we may each know him, love him and serve him. We must continue to work together, allowing the Holy Spirit to guide us in our decisions, to protect us from our own egos, including mine, and point us in the right direction. To the teachers who stand in front of our children and students and our staff who support them, thank you for what you do every day. Thank you for doing what may at times feel like a thankless task. It is not. You have our deepest gratitude as a board, and the gratitude of our whole community, as you care for our most precious and valuable resource, our students.

As we enter a new year, I will make a concerted effort to continue to understand and clarify our role as a governing body, so we can make the best and most effective contribution to the organization as a whole. To me, this means three things. First to provide direction to the organization, not as individuals pushing our own agendas but as a unified group, giving one voice to what is being expressed by the entire organization, leaving no voice unheard. Secondly, to provide the resources available to make our vision and direction a reality. To this end, I would like us as trustees to fully engage our budgeting and financial processes, not only in June, but every time we meet. Finally, as facilitator of many off our meetings, I want to provide a safe and positive environment where genuine and respectful dialogue can take place, starting with our executive, John, myself and my vice chair. On that note, I am so proud of how strong that particular relationship has become in the past year. John, thank you for your leadership as our executive director. You have our full and unwavering support as a board. I hope that our example of frank and loving dialogue can be passed on to those we serve.

Let me conclude then, with the prayer of St. Francis, a true master of living dialogue with the Almighty.

Lord, make me an instrument of Your peace. Where there is hatred, let me sow love; where there is injury, pardon; where there is doubt, faith; where there is despair, hope; where there is darkness, light; where there is sadness, joy. O, Divine Master, grant that I may not so much seek to be consoled as to console; to be understood as to understand; to be loved as to love; For it is in giving that we receive; it is in pardoning that we are pardoned; it is in dying that we are born again to eternal life.

God bless you, God bless Niagara Catholic.

VICE-CHAIRPERSON KATHY BURTNIK'S REMARKS

**Annual Organizational Meeting
of the Niagara Catholic District School Board
December 1, 2015**

I stand before you with an exceptionally hopeful heart that this Board can continue to move forward in solidarity with our single purpose of making Niagara Catholic even greater than it is at this moment in time. We have so much to celebrate in our rich history. There is no single event or individual who gets credit for where we are right now. We have a diverse, dedicated staff whose efforts to bring the light and the life of Christ into our classrooms, hallways, offices and communities need our appreciation and continued support. We have parishes, deacons, priests, sisters and parishioners who count on us to keep the gift of Catholic education fully alive. We have parents and guardians who for a multitude of very personal reasons choose Niagara Catholic to help raise their children to be all they can be in this world.

We must continue to build relationships with each other and with all those who have an interest in Catholic education. We are all aware of the constant whispers calling for the discontinued funding of our schools. We cannot dismiss them; we can however diminish their noise by loudly and proudly proclaiming our distinctiveness. If we can continue to do this without using words, by simply living out the gospel story of peace, love, acceptance and forgiveness we will have done what we could to keep our story alive. There will be many next chapters as long as together, we get this one right.

I look forward to working with Father Paul and all of you in the best interest of the children whose parents have chosen Niagara Catholic.

Wishing you all of God's blessings – healthy bodies, healthy minds and happy hearts.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
DECEMBER 15, 2015**

PUBLIC SESSION

TITLE: BE A VOICE VIDEO COMPETITION

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

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

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

Date: December 15, 2015



PRESENTATION BACKGROUND

**Board Meeting
December 15, 2015**

BE A VOICE FOR AFFORDABLE HOUSING VIDEO COMPETITION

Be a Voice for Affordable Housing and Homelessness in Niagara is supported by the Niagara Prosperity Initiative and includes partners from Niagara Regional Housing, the Niagara Poverty Reduction Network, Habitat for Humanity, the Niagara Catholic District School Board and the District School Board of Niagara. Scott Whitwell, Controller of Facilities Services, Kathy Levinski, Manager, and Debbie Ogilvie, Community Outreach Coordinator, coordinate the prosperity initiative on behalf of Niagara Catholic.

Notre Dame College School students, Kiersten Atamanyk, David Butko, Alex Carullo, Matt Mocha, and Chae Porter, under the direction of their teacher Jonathan Lau, received the first place award for their video entry, entitled, “Affordable Housing Man” in the *Be A Voice* video competition in celebration of National Housing Day. There were approximately 60 entries and each entry was evaluated for originality, knowledge of the subject matter, critical thinking and presentation. The *Be A Voice* contest provided students with the opportunity to increase awareness about affordable housing in Niagara. The students received their first place award of \$1000 on Friday, November 27, 2015 at Niagara Regional Headquarters. As David Butko stated, “The most important thing I have learned from this project is that this isn’t just an issue that’s happening in poorer countries; it’s happening right here in Niagara. This is significant because this is our home and it affects everyone around us”.

As part of the presentation, the video, “Affordable Housing Man” will be presented to the Board.

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

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

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

Date: December 15, 2015

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
DECEMBER 15, 2015**

PUBLIC SESSION

TOPIC: CHRISTMAS CARDS 2015

Prepared by: Mark Lefebvre, Superintendent of Education

Presented by: Mark Lefebvre, Superintendent of Education

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

Date: December 15, 2015



PRESENTATION BACKGROUND

**Board Meeting
December 15, 2015**

CHRISTMAS CARDS 2015

Schools throughout Niagara Catholic were invited to submit one (1) piece of artwork designed by their students in order to create the 2015 Niagara Catholic Christmas Cards. A Selection Committee, selected the 2015 Niagara Catholic Christmas Cards.

The parents/guardians of the students whose artwork was chosen to represent the Niagara Catholic District School Board have received copies of their child's artwork on Christmas cards.

The following students had their artwork selected to be shared with the Niagara Catholic community for the Christmas Season of 2015 and will be recognized and presented with plaqued cards at the Board Meeting.

Student Name	Grade	School
Brooke Atamanyk	8	Alexander Kuska Catholic Elementary School
Herman Tang	9	Lakeshore Catholic High School
Stephanie Naccarato	11	Holy Cross Catholic Secondary School
Jedidiak Demesa	5	St. Anthony Catholic Elementary School
Tori Aquino	9	Blessed Trinity Catholic Secondary School
Janel Szarko	6	St. John Catholic Elementary School
Dana Borowitz	10	Saint Paul Catholic High School
Paula Gomez	8	Mary Ward Catholic Elementary School

Prepared by: Mark Lefebvre, Superintendent of Education

Presented by: Mark Lefebvre, Superintendent of Education

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

Date: December 15, 2015

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
DECEMBER 15, 2015**

PUBLIC SESSION

**TITLE: SCHOOL EXCELLENCE PROGRAM
HOLY CROSS CATHOLIC SECONDARY SCHOOL**

The School Excellence Program report is presented for information.

Prepared by: Ted Farrell, Superintendent of Education

Presented by: Ted Farrell, Superintendent of Education

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

Date: December 15, 2015



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

SCHOOL EXCELLENCE PROGRAM HOLY CROSS CATHOLIC SECONDARY SCHOOL

Contact Information

460 Linwell Road
St. Catharines, Ontario

L2M 2P9

Ph: 905 937 6446

Fx: 905 937 0630

hcchs@ncdsb.com

www.holycrossraiders.com

Grades

9 – 12

Enrolment

703

Principal

Denice Robertson

Vice Principals

Ugo Fazari

Jay Lennox

Superintendent of Education

Ted Farrell

Catholic School Council Chair

Ian Scott

Parish(s)

St. Alfred

St. Vince



Bricks and mortar comprise a school building and our building is beautiful but more important are the people inside who make our school community what it is. Our school motto is 'Spec Unica' – that means only hope.

Mission Statement

Holy Cross Catholic Secondary School strives to build a Christian Faith Community committed to the Gospel values of Compassion, Service, and the attainment of each individual's optimum potential.

Our Vision

We are a strong Catholic School Community devoted to the teachings of Jesus Christ. Within a safe environment, we inspire learning and balanced growth in all our students.

The Holy Cross Way

We strive to succeed in everything we do. Action is followed by Consequence which is followed by Forgiveness and Praise. Civility and good manners are expected.

Prepared by: Ted Farrell, Superintendent of Education

Presented by: Ted Farrell, Superintendent of Education

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

Date: December 15, 2015

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
DECEMBER 15, 2015**

PUBLIC SESSION

**TITLE: UNAPPROVED MINUTES OF THE COMMITTEE OF THE
WHOLE MEETING OF DECEMBER 1, 2015**

RECOMMENDATION

THAT the Niagara Catholic District School Board receive the unapproved Minutes of the Committee of the Whole Minutes of December 1, 2015, as presented.

The following recommendations are being presented for the Board's consideration from the Committee of the Whole Meeting of December 1, 2015:

2.1 Policies

2.1.1 Attendance Support Program Policy (201.16)

THAT the Niagara Catholic District School Board approve the Attendance Support Program Policy (201.16), as presented.

2.1.2 Asthma Policy (NEW)

THAT the Niagara Catholic District School Board approve the Asthma Policy (NEW), as presented.



**MINUTES OF THE
COMMITTEE OF THE WHOLE MEETING
TUESDAY DECEMBER 1, 2015,**

Minutes of the Meeting of the Committee of the Whole of the Niagara Catholic District School Board, held on Tuesday, December 1, 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 7:29 p.m. by Vice-Chairperson Burtnik.

A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayer was led by Vice-Chair Burtnik

2. Roll Call

Trustee	Present	Present Electronically	Absent	Excused
Kathy Burtnik	✓			
Maurice Charbonneau	✓			
Frank Fera	✓			
Fr. Paul MacNeil	✓			
Ed Nieuwesteeg	✓			
Ted O'Leary	✓			
Dino Sicoli	✓			
Pat Vernal	✓			
Student Trustees				
Michaela Bodis	✓			
Aidan Harold	✓			

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

3. Approval of the Agenda

Moved by Trustee Vernal

THAT the Committee of the Whole approve the Agenda of the Committee of the Whole Meeting of December 1, 2015, as presented.

CARRIED

4. Declaration of Conflict of Interest

Declaration of Conflict of Interest was declared by Trustees O'Leary with Item F4.1.1, F4.2.1 and F4.2.2 of the In Camera Agenda.

5. Approval of Minutes of the Committee of the Whole Meeting of November 10, 2015

Moved by Trustee O'Leary

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

CARRIED

B. PRESENTATIONS

Nil

C. COMMITTEE AND STAFF REPORTS

1. Policy Committee

1.1 Unapproved Minutes of the Policy Committee Meeting of November 24, 2015

Moved by Trustee Vernal

THAT the Committee of the Whole receive the unapproved Minutes of the Policy Committee Meeting of November 24, 2015, as presented.

CARRIED

1.2 Approval of Policies

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

1.2.1 Attendance Support Program Policy (201.16)

Moved by Trustee Sicoli

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the revised Attendance Support Program Policy (201.16), as presented.

CARRIED

1.2.2 Asthma Policy (NEW)

Moved by Trustee Fera

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the revised Asthma Policy (NEW), as presented.

CARRIED

1.3 Policy and Guideline Review 2015-2016 Schedule

Director Crocco presented the Policy and Guideline Review 2015-2016 Schedule for the information of Trustees with a reminder to Trustees that the next Policy Committee Meeting is scheduled for January 26, 2016.

2. Student Voice Conference 2015 – Lead Out Loud!

Mark Lefebvre, Superintendent of Education introduced Teri Cristelli, Arts and Student Leadership Consultant.

Ms. Cristelli presented information on the Student Voice Conference 2015 – Lead Out Loud and introduced Michaela Bodis and Aidan Harold, Co-Chairs of Secondary Student Senate.

Michaela and Aidan provided highlights of the Student Voice Conference 2015 – Lead Out Loud.

Chair Burtnik extended congratulations on the annual student conference to Ms. Cristelli, Michaela Bodis and Aidan Harold.

3. Niagara Catholic Safe Arrival Program

Ted Farrell, Superintendent of Education presented the background on the Niagara Catholic Safe Arrival Program and introduced Diane van der Veldt, Coordinator of Student Information Services.

Ms. van der Veldt provided a demonstration of the web version of the electronic Safe Arrival Program.

Superintendent Farrell and Ms. van der Veldt answered questions of Trustees.

Chair Burtnik thanked Superintendent Farrell and Ms. van der Veldt.

4. Extended Overnight Field Trip, Excursion and Exchange Committee Approvals – 2015

Superintendent Lefebvre provided the information report on Extended Overnight Field Trip/Excursion/Exchange Information.

5. Staff Development Department Professional Development Opportunities – 2015

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

6. Committee of the Whole System Priorities and Budget 2015-2016 Update - December

Director Crocco and members of Senior Administrative Council presented the December Committee of the Whole System Priorities and Budget 2015-2016 Update for the information of the Committee of the Whole.

Director Crocco and members of Senior Staff answered questions of Trustees.

7. Monthly Updates

7.1 Capital Projects Update

Scott Whitwell, Controller of Facilities Services, presented the Capital Projects Update and extended an invitation to Trustees for the new St. Martin Catholic Elementary School ground breaking celebration on December 9, 2015 at 1:30 p.m.

7.2 Student Trustees' Update

Student Senate will be meeting later in December 2015 and a report on the meeting will be provided at the January 2016 Committee of the Whole Meeting.

7.3 Senior Staff Good News Update

Senior Staff highlights included:

Superintendent Farrell

- This Remembrance Day Holy Cross Catholic Secondary School hosted a member of the Canadian Armed Forces and Holy Cross Alumni John Gallagher. Mr. Gallagher presented Holy Cross Catholic Secondary School and Our Lady of Fatima Catholic Elementary School with a Canadian flag that flew at the Canadian Embassy in Damascus, Syria before the Embassy closed due to the current conflict.

Superintendent Lee Ann Forsyth-Sells

- Benjamin Shoalts, a Grade 8 student at St. Patrick Catholic Elementary School in Port Colborne is currently serving as a legislative page at the Legislative Assembly of Ontario at Queen's Park until December 18, 2015. Benjamin submitted his application, which included an essay outlining his accomplishments, his suitability for the program and his academic average of approximately 90 per cent. Benjamin has stated that it is important for kids to be interested and involved in politics and that he is enjoying his time at Queen's Park meeting and getting to know the members of provincial parliament.
- Notre Dame College School students, Kiersten Atamanyk, David Butko, Alex Carullo, Matt Mocha, and Chae Porter, under the direction of their teacher Jonathan Lau, received the first place award for their video entry, entitled, "Affordable Housing Man" in the "Be A Voice" video competition in celebration of National Housing Day. The students received their first place award of \$1000 on Friday, November 27, 2015 at Niagara Regional Headquarters.

Director Crocco

- Three Niagara Catholic schools have been chosen as finalists in the OCSTA Living the Gospel short video competition; Assumption Catholic Elementary School for their video entitled “Living the Beatitudes”; Saint Paul Catholic High School for “Gracious Words”; and Lakeshore Catholic High School for “Catholic Schools – Living the Gospel”. The final awards will be announced at the January 2016 OCSTA meeting.

D. INFORMATION

1. Trustee Information

1.1 Spotlight on Niagara Catholic – November 24, 2015

Director Crocco highlighted the Spotlight on Niagara Catholic – November 24, 2015 issue for Trustees information.

1.2 Calendar of Events – December 2015

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

1.3 Annual Administrators, Trustees, Parish Priests, Faith Formation – December 10, 2015

Director Crocco reminded Trustees of the Annual Administrators, Trustees, Parish Priests, Faith Formation being held at Club Roma December 10, 2015 at 11:00 a.m. and asked Trustees to confirm their attendance with Anna Pisano, Administrative Assistant to Corporate Services & Communications.

1.4 OCSTA Professional Development Seminar January 15-16, 2016

Director Crocco reminded Trustees of the OCSTA Professional Development Seminar on January 15-16, 2016.

1.5 OCSTA Annual General Meeting & Conference April 28-30, 2016 Package

Director Crocco informed Trustees that Anna Pisano has reserved accommodations for all Trustees for the OCSTA Annual General Meeting & Conference. Trustees are asked to confirm accommodations with Anna Pisano by the March 18, 2016 early bird registration date.

E. OTHER BUSINESS

1. General Discussion to Plan for Future Action

- 1.1 Director Crocco informed the Board that the multi-year reports to Committee of the Whole are on target commencing at the January 2016 Committee of the Whole Meeting.

F. BUSINESS IN CAMERA

Moved by Trustee Vernal

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 9:00 p.m. and reconvened at 9:48 p.m.

G. REPORT ON THE IN-CAMERA SESSION

Moved by Trustee Charbonneau

THAT the Committee of the Whole report the motions from the In Camera Session of the Committee of the Whole Meeting of December 1, 2015.

CARRIED

SECTION A: STUDENT TRUSTEES INCLUDED

Moved by Trustee Vernal

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 10, 2015, as presented.

CARRIED (Item F1)

SECTION B: STUDENT TRUSTEES EXCLUDED

Moved by Trustee Fera

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

CARRIED (Item F3)

H. ADJOURNMENT

Moved by Trustee Charbonneau

THAT the December 1, 2015 Committee of the Whole Meeting be adjourned.

CARRIED

This meeting was adjourned at 9:49p.m.

Minutes of the Committee of the Whole Meeting of the Niagara Catholic District School Board held on **December 1, 2015.**

Approved on **January 12, 2016.**

Kathy Burtnik
Vice-Chairperson of the Board

John Crocco
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
DECEMBER 15, 2015**

PUBLIC SESSION

**TITLE: APPROVAL OF POLICIES
ATTENDANCE SUPPORT POLICY (201.16)**

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Attendance Support Policy (201.16), as presented

Prepared by: Frank Iannantuono, Superintendent of Education

Presented by: Policy Committee

Recommended by: Committee of the Whole

Date: December 15, 2015



Niagara Catholic District School Board

ATTENDANCE SUPPORT PROGRAM

STATEMENT OF POLICY

200 – Human Resources

Policy No 201.16

Adopted Date: June 23, 1998

Latest Reviewed/Revised Date: January 28, 2014

In keeping with the Mission, Vision, and Values of the Niagara Catholic District School Board, all employees have the responsibility of contributing to the success of the organization in fulfilling its Mission, Vision and Values for students and the families it serves.

To achieve the Mission of the Board, the Board is committed to creating and maintaining a healthy workplace for all employees as both individual and organizational health, are important factors affecting the ability of all employees to attend work and to contribute fully to its mission.

To achieve the Board's Mission, Vision, and Values regular attendance by all employees is an essential expectation. It is the responsibility of all employees to manage their regular attendance in order to maintain the quality of programs and services, to students, staff and the community, as well as ensuring a fair distribution of work among colleagues. All employees have a responsibility to ensure their optimal and consistent regular and prompt attendance at work so as to fulfill their duties and responsibilities. Through a supportive process, the Board will ensure the regular monitoring of attendance of all employees as part of the board's duties and fiscal responsibilities

The Attendance Support Program (ASP) is a non-disciplinary, supportive program that respects and protects the confidentiality and privacy of employee information. Throughout all aspects of the phased program, the Board is committed to establishing healthy relationships and working together in a mutually respectful environment that is caring of all employees. The focus of the Attendance Support Program is to create, maintain and support a healthy workplace, which includes the physical and social environment, as well as personal health practices by addressing workplace, wellness and promoting a healthy workplace.

This Attendance Support Program combines prevention, intervention and supportive assistance to achieve the goals of personal and workplace wellness.

The Niagara Catholic District School Board Attendance Support Program (ASP) is built upon the following principles:

- a. To encourage optimal and consistent attendance at work by supporting all staff in a sensitive, caring and compassionate manner.
- b. To provide assistance to all employees who are absent from work by utilizing effective practices, supports and return to work procedures.
- c. To hold all staff accountable through a subsidiary approach for responding to absenteeism by an employee's immediate supervisor.
- d. The Attendance Support Program (ASP) will comply with the legislated Short Term Sick Leave and Disability Plan.
- e. Through objective standards, culpable absences will be managed through the independent process consistent with the Collective Agreement, Terms and Conditions of Employment and the Education Act.
- f. To apply this program in a manner consistent with the Ontario Human Rights Code and any other applicable legislation.

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

References:

- [*Employment Standards Act*](#)
- [*Municipal Freedom of Information and Protection of Privacy Act*](#)
- [*Ontario Human Rights Code*](#)
- [*Workplace Safety and Insurance Act*](#)
- [*Employee Assistance Program \(EAP\)*](#)
- [*Equity and inclusive Education Policy*](#)
- [*Employee Code of Conduct Policy*](#)
- [*Employee Workplace Harassment Policy*](#)
- [*Accessibility Standards*](#)
- [*Collective Agreements*](#)
- [*Terms and Conditions*](#)
- [*Education Act and Regulations*](#)



ATTENDANCE SUPPORT PROGRAM

ADMINISTRATIVE GUIDELINES

ATTENDANCE SUPPORT PROGRAM: DEFINITIONS AND PROCEDURES

Definitions of Absenteeism

Non-Culpable or Innocent Absenteeism occurs when an employee, through no fault of his/her own, is absent from the workplace because of a personal illness, disease or injury. The Attendance Support Program (ASP) recognizes that employees with non-culpable absenteeism may require assistance to attend work regularly.

Culpable or Accountable Absenteeism refers to absences from work for which the employee is found to be accountable and within the employee's control. Some examples of culpable absences are: failure to attend work without notifying the employer; late for work or leaving early; and abuse of leave. Employees with culpable absences are subject to progressive discipline in accordance with associated Board Policies, Administrative Guidelines, Procedures, Collective Agreements and Terms of Employment. It is required that culpable absences be directed to Human Resource Services for further direction and advice and are not intended to be addressed in the Attendance Support Program (ASP). Board approved Leaves of Absence are excluded from the Attendance Support Program (ASP).

Absence Reporting

Employees are required to attend work as scheduled, with the understanding that there will be times when employees are unable to attend work due to a legitimate personal illness, or injury.

In order to ensure a consistent and equitable approach throughout the Board, all employees are required to report his/her own absences for all vacancies through the normal reporting procedures (Smartfind Express) within the required timeframe.

Process of Addressing Absenteeism

The process of addressing absenteeism is to understand the reasons for the absences, provide support and identify support services that are available to the employee. This process of addressing absenteeism will allow sufficient time for the employee to address issues so he/she will attend work regularly in the future.

ABSENCE INDICATORS

Attendance indicators to address attendance concerns are defined as a rate of absenteeism equivalent to 11 days per year prorated to the employee's employment status. Board approved leaves are excluded from the absence indicators.

Notwithstanding the above indicators, it is the responsibility of all immediate supervising administrators (Director of Education, Superintendent of Education, Controller of Facilities Services, Principal, Vice-Principal and Managers) to identify the absences and/or circumstances which may necessitate a meeting with the employee when;

- i. the Attendance Support Program indicators has been reached or exceeded

- and/or;
- ii. the types of absences include, but are not limited to:
- A pattern of absenteeism (e.g. Mondays and Fridays, P.A. Days)
 - Unclear rationale for absences
 - Unauthorized absences

HEALTH AND MEDICAL INFORMATION

Health and medical information is among the most sensitive information that employees provide to the employer, the Board. All health and medical information will be treated with the utmost respect and confidentiality. The Board acknowledges and shall strictly adhere to the legislation pertaining to personal information under the Personal Health Information Act.

If the employee indicates at any step that there is a medical condition or disability contributing to their attendance challenges then the supervising administrator should discuss the situation with the Coordinator of Attendance Support Program so that appropriate steps can be taken.

Medical information is required for several reasons:

1. To provide the Human Resources Services Department with the necessary information to ensure that appropriate accommodation strategies can be explored and to ensure compliance with the Human Rights and Workplace Safety Insurance Legislation.
2. To medically verify absences as outlined in the respective Collective agreements or Terms and Conditions for employees.
3. To verify that the employee is sick or fit to return to work.
4. To staff and replace personnel appropriately.

The Human Resource Services Department may request medical confirmation of illness or injury confirming the dates of the absence, the reason, (omitting a diagnosis), the employee's prognosis and any limitations or restrictions. As per the Collective Agreement and/or Terms and Conditions of an employee, medical confirmation will be required to be provided by the employee as determined by the Human Resource Services Department for absences of five (5) consecutive days or greater.

The Human Resource Services Department is entitled to make reasonable follow up requests and seek periodic updates. Requests shall be sent to the employee who shall be responsible for authorizing the medical practitioner to respond in a timely fashion. The medical confirmation and follow up requests will be required to be provided in the attached Medical Certificate form (Appendix A).

SUPPORTIVE INTERVENTION HAS TWO (2) DISTINCT STAGES

Stage 1

1. Employees may be identified by either the supervising administrator or as a result of the attendance monitoring of the Coordinator of Attendance Support who have attendance related concerns.
2. The supervising administrator who has a concern with the employee's attendance will arrange a meeting to review the attendance concern with the employee under their supervision.
3. The areas of concern discussed at the meeting will include, but not be limited to;

- a. Employee absences which may have a negative impact on the learning environment;
 - b. identified patterns of absence.
4. The meeting shall include the employee, the supervising administrator, union/association representative and other administrative staff as required to support the process.
 5. The supervising administrator will determine whether the attendance concerns are such that they should progress to the Superintendent of Human Resources.
 6. The supervising administrator will have access to attendance records of their staff.
 7. The Coordinator of Attendance Support will have access to the attendance information for all employees of the Board and will provide this information to supervising administrators as required.

Stage 2

1. When the attendance concern is brought forward to the Superintendent of Human Resources, a meeting will occur with the Superintendent of Human Resources, the employee, the supervising administrator, non-union or union or association representative and other administrative staff as required to support the process.
2. The Superintendent of Human Resources may notify the employee that a medical note for each absence in the future will be required until the Superintendent of Human Resources and the supervising administrator deem that the attendance has been corrected.
3. The monitoring of absences may be deemed disciplinary and if so will be managed through the process of progressive discipline consistent with the Collective Agreement, Terms and Conditions of Employment and the Education Act.
4. The Superintendent of Human Resources will determine if absences will be deemed disciplinary and will inform the employee that the appropriate sections of the Collective Agreement and/or Terms and Conditions will apply.
5. A record of the meeting will be issued to the employee via a letter and will be filed in the employee's personnel file.

ROLES AND RESPONSIBILITIES

Personnel involved in the Attendance Support Program will respect and protect the confidentiality and privacy of employee information.

Employer – Niagara Catholic District School Board

- Expects that employees will attend work regularly as they fulfill the services they were hired to provide
- Promotes and foster the expectation of regular attendance in the work environment
- Promotes and maintain a work environment that promotes overall health, safety and wellness of all employees
- Advocates that the Attendance Support Program be administered in a fair and consistent manner.
- Provides employee training and orientation on the program, attendance expectations, supports and resources
- Promotes timely and successful return to work transitions

Employee

- Attends work as scheduled and actively participate in managing his/her attendance
- Maintains a record of all absences due to personal illnesses and be familiar with the attendance process
- Reports all absences in Smartfind Express, in accordance with his/her appropriate Employee group procedure
- Seeks and actively participate in appropriate Counselling (Employee and Family Assistance Program) and/or medical attention to address health concerns
- Cooperates in setting personal attendance goals
- Promotes timely and successful return to work transitions
- Maintains regular contact with the Supervising Administrator during extended absences
- Contacts union representative
- Provides any appropriate documentation and relevant health information, during any level of the process, in a timely manner, or upon request.

Senior Administration

- Acts as positive role models for employees and provides support to supervisors
- Promotes and maintains a work environment which protects the overall health, safety and wellness of all Employees
- Demonstrates a commitment to the Attendance Support Program
- Ensures all Supervisors act consistently in dealing with attendance issues at all levels of the organization
- Communicates expectations for attendance at work.

Supervising Administrator

- The supervising administrator includes the Director of Education, Superintendents of Education, Controller of Facilities Services, Principals, Vice-Principals and Managers. The supervisors are responsible for the promotion of a positive work environment and to ensure employees are aware that their contributions are valued. As well, supervisors are responsible for;

Communication

- Communicates attendance expectations to all employees and ensure that they understand the principles of the Attendance Support Program
- Advises employees of available resources (i.e. Employee and Family Assistance program (EFAP), Ontario Teachers Insurance Plan (OTIP))
- Maintains obligatory confidentiality
- Participates in all meetings as outlined in the Attendance Support Program.

Monitoring Attendance

- Accesses and reviews monthly attendance reports from Smartfind Express for all Employees under his/her direct supervision
- Ensures all employees are treated fairly and equitably when monitoring attendance
- Provides assistance and support to all employees as necessary
- Maintains reasonable contact with absent employees
- Ensures a consistent and timely application of the Attendance Support Program

Attendance Recognition

- Practices, expects and promotes regular attendance of all employees as advocated by the employer
- Provides positive reinforcement to employees who are progressing and reaching their attendance goals.

Coordinator of Attendance Support Program

- Safeguards employee confidentiality
- Supports and offers guidance with return to work transitions
- Supports supervisors to follow the Attendance Support Program process
- Offer support and resources to assist employees to meet attendance goals, as necessary
- Supports and promotes regular and improved attendance
- Monitor and report regularly on attendance
- To provide information to employees and their respective unions or employee group representatives about excessive absenteeism and or any reoccurring attendance patterns and advise on expectations.
- To monitor the consistent application of the Attendance Support Program.
- To maintain appropriate documentation throughout the Attendance Support Program.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
DECEMBER 15, 2015**

PUBLIC SESSION

**TITLE: APPROVAL OF POLICIES
ASTHMA POLICY (NEW)**

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Asthma Policy (NEW), as presented

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

Presented by: Policy Committee

Recommended by: Committee of the Whole

Date: December 15, 2015



Niagara Catholic District School Board

ASTHMA

STATEMENT OF POLICY

Policy No

Adopted Date: New

Latest Reviewed/Revised Date: New

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the Board and its staff, work cooperatively with families, health care providers, and community partners in order to provide a safe, inclusive, and healthy educational environment for all students. The Board recognizes that students with asthma achieve at their fullest potential when their needs are met at school.

This policy is intended to meet the needs of students with asthma and be in compliance with *Ryan's Law - Ensuring Asthma Friendly Schools-2015*.

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

References:

- Ryan's Law, Ensuring Asthma Friendly Schools-2015
- Ontario Lung Association (www.on.lung.ca)
- *Education Act* Section 265-Duties of Principal
- Regulation 298 s20-Duties of Teachers
- Niagara Catholic Policies:
 - Anaphylaxis Policy No. 302.1
 - Administration of Oral Medication of Students Under the Age of 18 Policy No. 302.2



Niagara Catholic District School Board

ASTHMA POLICY

ADMINISTRATIVE GUIDELINES

Policy No

Adopted Date: New

Latest Reviewed/Revised Date: New

DEFINITIONS

Definition of Asthma

According to the Ontario Lung Association (www.on.lung.ca), asthma is very common chronic (long-term) lung disease making it difficult for a person to breathe. Persons with asthma have sensitive airways that react to triggers including but not limited to air quality, allergies, cold/flu, physical activities, and pollen. When the airways react to a trigger, they become narrow due to swelling and squeezing of the airways resulting in less air getting through to the lungs and less air getting out.

Symptoms of Asthma

Symptoms of asthma include acute episodes of coughing, wheezing, difficulty breathing, shortness of breath and chest tightness. Symptoms can vary in severity, as they can be mild or moderate and affect activity levels, or they can be severe and life threatening.

Medication

“Medication” refers to any medication prescribed by a health care provider and may be administered to a student or taken by the student during school hours or school related activities.

Emergency Medication and Administration of Medication

“Emergency Medication” refers to medication that is administered by a staff member to a student at the time of an asthma exacerbation; i.e. reliever inhaler or stand-by-medication.

Employees of the Board may be preauthorized to administer medication or supervise a student while the student takes medication in response to an asthma exacerbation with the consent of the parent/ guardian or student.

If an employee of the Board has reason to believe that a student is experiencing an asthma exacerbation, the employee may administer asthma medication even if there is no authorization.

Immunity

The Act to Protect Pupils with Asthma states that “No action or other proceeding for damages shall be commenced against a Board employee for an act or omission done or omitted by the employee in good faith in the execution or intended execution of any duty or power under this Act.”

The procedures outlined will establish an appropriate response when a parent/guardian or adult student indicates to the Principal, in writing, that a student/adult student has been diagnosed with asthma and that the student/adult student will require assistance or will have easy access to their prescribed reliever inhaler(s) medication at the first sign of an asthma attack with consent from the parent/guardian/student.

PROCEDURES

The Board shall:

- Ensure that all schools identify students with asthma as part of the registration process or following a diagnosis, to gather necessary asthma related information from parents/guardians and the student.
- Provide asthma education and training opportunities for all staff, employees and others, in direct contact with students on a regular basis, on recognizing and preventing asthma triggers, recognizing when symptoms are worsening, and managing asthma exacerbations. The Board will ensure that all administrative, teaching, support staff and others are familiar with the *Asthma Policy* and with students and staff who have asthma.
- Review the Board's Asthma Policy as part of the Board's regular policy review cycle.

SCHOOL STAFF TRAINING

All administrative, teaching, support staff and others at the school must familiarize themselves with students and staff members with asthma and the Board Asthma Policy.

A Niagara Region Public Health Nurse from the School Health Program shall be contacted by the Principal/Vice-Principal or designate to provide training to all staff on the use of reliever inhalers at the beginning of each school year or as soon as an at-risk individual(s), student/adult student has been identified at the school.

Should staff change at any time throughout the year, it is the responsibility of the Principal to inform and provide training for new staff member(s), occasional teachers and support staff.

APPENDIX A

DIVISION OF RESPONSIBILITIES

RESPONSIBILITIES OF THE PARENTS/GUARDIANS OF A STUDENT WITH ASTHMA

- Be familiar with the Board's *Asthma Policy*.
- Inform the Principal in writing that his/her student has been diagnosed with asthma and provide consent for the student to carry his/her asthma medication.
- Complete and authorize the *Student Asthma Management Plan* (Appendix B) approved by the student's physician. Any changes to the student's medication will require a revised Student Asthma Management Plan (Appendix B) to be completed and authorized by the students' physician and parent/guardian.
- Continually provide the required medication to the school with administration direction provided by the student's physician/ health care provider.
- Ensure that any devices that are necessary for the administration of the prescribed medication are clean and free from defects.
- Annually review the *Student Asthma Management Plan* and procedures with school personnel and others as required.
- Provide current emergency contact information to the school.
- Ensure that their student:
 - Recognizes early warning signs and symptoms of an asthma attack
 - Carries their prescribed reliever inhaler(s) medication and understand how to take the medication
- At the end of each school year it is the responsibility of the parent/guardian to pick-up any unused medication. If unused medication is not picked-up, the Principal/Designate will take the medication to a local pharmacy for disposal.

RESPONSIBILITIES OF THE SCHOOL PRINCIPAL

With Parents/Guardians and students, the Principal shall:

- Ensure that, upon registration, parents/guardians or adult student shall be asked to supply information about the diagnosis of asthma.
- Develop a *Student Asthma Management Plan* (Appendix B) for each student with asthma based on the recommendations of the student's health care provider, including details about the monitoring and avoidance strategies, appropriate treatment, a readily accessible emergency procedure for the student, and storage of the student's asthma medication.
- Inform school board personnel and others who are in direct contact on a regular basis with a student with asthma about the contents of the student's *Student Asthma Management Plan* (Appendix B).
- Allow students to carry his/her own asthma medication with the consent of his/her parents/guardians. If the student 16 years or older, he/she is not required to have parental consent.

- Require that all school staff ensure that all students have easy access to their prescribed reliever inhaler(s) medication at all times in the schools of the Board.
- Identify each student with asthma in Maplewood.
- Maintain a file for each student with asthma, including current treatment and other information, a copy of the prescription and instructions from the student's physician, and a current emergency contact list.
- Inform the Executive Director, Niagara Student Transportation Services of any problems reported regarding busing and the safety of students with asthma.
- In conjunction with the Controller of Facilities Services and the Board's Facilities Services' Department, identify asthma triggers in school to reduce the risk of exposure, and to set and monitor consistent standards for school maintenance, ventilation, indoor air quality, and dust control at all Board sites. In addition, Facilities Services will ensure that repairs, renovations and cleaning will be scheduled to avoid exposing students and staff to dust and other irritants, with major projects scheduled when schools are not in operation.

RESPONSIBILITIES OF THE CLASSROOM TEACHER AND SUPPORT STAFF

- Participate in the review of the *Student Asthma Management Plan* (Appendix B) for each student with asthma in his/her classroom.
- Conduct spot checks to reinforce the student's responsibility to carry their prescribed reliever inhaler(s) medication.
- Participate in training on recognizing asthma symptoms and managing asthma exacerbations.
- Discuss signs and symptoms of asthma with the class in age-appropriate terms.
- Provide *Student Asthma Management Plans* (Appendix B) to occasional teachers, parent/guardian volunteers, or others who are in direct contact with the student when required.
- Plan for field trips by communicating with parents/guardians/students prior to the activity.

RESPONSIBILITIES OF STUDENTS WITH ASTHMA

The student shall:

- Take age-appropriate responsibility for avoiding asthma triggers.
- Recognize early warning signs and symptoms of an asthma attack.
- Carry their prescribed reliever inhaler(s) medication and understand how to take the medication with parental permission under the age of sixteen (16) years.

RESPONSIBILITY OF EXECUTIVE DIRECTOR, NIAGARA STUDENT TRANSPORTATION SERVICES

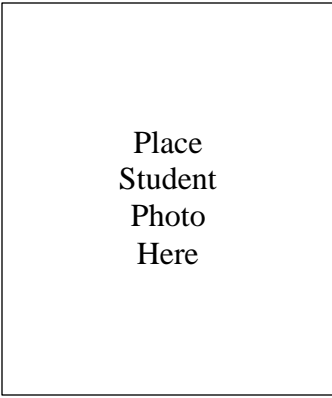
- Ensure that all bus drivers are familiar with the Board's *Asthma Policy* and provide training for bus drivers.

RESPONSIBILITIES OF PUBLIC HEALTH/SCHOOL NURSE

- Consult with and provide information to parents/guardians, students, and school personnel.
- Participate and/or conduct in-services, including training, on the use of reliever inhalers.
- Assist in developing the *Student Asthma Management Plan* (Appendix B) as required.
- Be available as a school resource.

APPENDIX B

Niagara Catholic Student Asthma Management Plan



Name of Student: _____ D.O.B.: _____

Name of Teacher: _____ Grade: _____

Emergency Contact Information (List in priority of contact)			
Name	Relationship	Daytime Phone	Alternate Phone
1.			
2.			
3.			

Known Asthma Triggers

- Air Quality
 Allergies (specify) _____
 Cold/flu
 Physical Activities
 Pollen
 Anaphylaxis (specify allergy) _____
 Other (specify) _____

RELIEVER INHALER

_____ has been diagnosed with asthma and has been prescribed a reliever inhaler.
(Name of student)

Instructions/Dosage: _____ **Expiry Date:** _____

Name of Physician: _____ **Phone No.** _____

Signature of Physician: _____ **Date:** _____

PARENT/GUARDIAN CONSENT

I, _____ confirm that my son/daughter _____
(Print Name) (Print Name of Student)

is responsible and has permission to carry his/her reliever inhaler at all times including outdoor activities and field trips.

Please Check One:

- Student will be responsible to carry and administer his/her own reliever inhaler.
 Student requires assistance to use his/her reliever inhaler. Make sure it is readily accessibility by teacher/supervisor.

Signature of Parent/Guardian: _____ **Date:** _____

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
DECEMBER 15, 2015**

PUBLIC SESSION

**TITLE: APPROVED MINUTES OF THE SPECIAL EDUCATION
ADVISORY COMMITTEE (SEAC) MEETING OF
NOVEMBER 4, 2015**

RECOMMENDATION

THAT the Niagara Catholic District School Board receive the Approved Minutes of the Special Education Advisory Committee Meeting of November 4, 2015 as presented for information.



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

MINUTES OF THE SPECIAL EDUCATION ADVISORY COMMITTEE MEETING WEDNESDAY, NOVEMBER 4, 2015

Minutes of the Meeting of the Special Education Advisory Committee, held on Wednesday, November 4, 2015, at 7:00 p.m. in the Father Kenneth Burns csc Board Room, at the Catholic Education Centre, 427 Rice Road, Welland.

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

A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayers were led by Vice-Chair Lavorato

2. Roll Call

Members	Affiliations	Present	Excused	Absent
Anna Racine	The Tourette Syndrome Association of Ontario		✓	
Rob Lavorato	Down Syndrome Caring Parents (Niagara)	✓		
Carol Baldinelli	VOICE for Hearing Impaired Children	✓		
Sarah Farrell	Learning Disabilities Association – Niagara		✓	
Bill Helmeczi	Pathstone Mental Health		✓	
Andrew Howcroft	Community Living Welland Pelham	✓		
Trustees				
Pat Vernal		✓		
Maurice Charbonneau		✓		
Student Senate Representative				
Taylor Timoney		✓		

The following staff were in attendance:

Yolanda Baldasaro, Superintendent of Education; **Amy Dowd**, Special Education Coordinator; **Jim Whittard**, Principal – Secondary; **Lisa Selman**, Principal – Elementary; **Tina DiFrancesco**, Recording Secretary

3. Approval of the Agenda

Moved by Carol Baldinelli

Seconded by Andrew Howcroft

THAT the Special Education Advisory Committee approve the Agenda of the Special Education Advisory Committee Meeting of November 4, 2015.

CARRIED

4. Disclosure of Interest

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

5. Approval of Minutes of the Special Education Advisory Committee Meeting of October 7, 2015

Moved by Carol Baldinelli

Seconded by Andrew Howcroft

THAT the Special Education Advisory Committee approve the Minutes of the Special Education Advisory Committee Meeting of October 7, 2015 as presented.

CARRIED

B. PRESENTATIONS

1. Blueprint for Technology Plan – Ted Farrell

Ted Farrell, Superintendent of Education and Grant Frost, Education Technology Officer presented Niagara Catholic's Blueprint for Technology Plan showing how the blueprint aligns with the Board's goals and strategic direction to enhance technology for optimal learning. Information was presented in regards to network infrastructure, central services, special education devices and Apps for Education. Questions were asked and answered during the presentation.

C. VISIONING

1. Goals and Vision for 2014-2015

1.1 Goals for 2014-2015 – SEAC Presentation at the New Teacher Induction Program

Chair Racine, Vice-Chair Lavorato, Sarah Farrell, Andrew Howcroft and Trustee Vernal presented at the New Teacher Induction Program held on October 28 at the Sheraton Four Points in Thorold. SEAC members provided feedback stating that the presentation went really well and that there were conversations and engagement amongst the group.

1.2 Goals for the 2015-2016 School Year

Vice-Chair Lavorato suggested that members bring forward ideas for goals for this school year. A discussion was held and the following suggestions were made regarding proposed goals.

- Recruiting new associations to join SEAC
- Resource Directory for teachers – who to contact in the community for assistance (teachers or parents)
- Presentation to Student Senate – improving inclusion
- Pro-grant to be able to engage a dynamic speaker to present on inclusion in one of the schools.

D. BUSINESS ARISING FROM THE MINUTES OF THE MEETING OF OCTOBER 7, 2015

1. Learner Advocacy
2. Parent Outreach
3. Program and Service Recommendations
4. Special Education Budget
5. Annual Review, Special Education Plan
6. Other Related Items
7. Policy Review

The *Attendance Support Program Policy (201.16)* and the new *Asthma Policy* were presented for information and review. The deadline to respond is November 15, 2015. Vice-Chair Lavorato provided feedback for both policies and suggested that any further comments be provided to the SEAC for review. The comments will then be forwarded to Jennifer Pellegrini in the Communications department.

The *Pupil Accommodation Review Policy (701.02)* and *Facility Partnerships Policy (800.6)* were presented for information and review. The deadline to respond is January 14, 2016. Any suggestions/comments can be brought back to the December meeting.

E. SEAC REPORT

1. Review and Approval of SEAC Insert for Catholic School Council Agenda

- Nil Report

2. Review and Approval of SEAC Insert for School Newsletters

- Nil Report

F. AGENCY REPORTS

1. VOICE for Hearing Impaired Children – Carol Baldinelli

- Kim Rosati has stepped down as Co-Chair for VOICE for Hearing Impaired Children.
- ***Transitions Being Prepared for Change*** workshop is being held this Saturday, November 7 from 9:00a.m. – 12:00p.m. at Our Lady of Peace YMCA Child Care Centre, 391 River Glen Blvd, Oakville.

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

- 1st week of November is Down Syndrome Awareness Week. Jennifer Mooradian and Rob Lavorato did a presentation at Canadian Martyrs Catholic Elementary school. On November 5th Jennifer Mooradian will do a presentation at St. Peter Catholic Elementary school.
- November 14 – Trivia Night - Armenian Hall on Martindale Road in St. Catharines.

3. The Tourette Syndrome Association of Ontario – Anna Racine

- Nil Report

4. Learning Disabilities Association (Niagara) – Sarah Farrell **Report Submitted**

- We partnered with Niagara College for LD Awareness Month in October to raise more awareness on learning disabilities, support on campus and our agency. We went to both the Welland and Niagara on the Lake campuses with a booth and increased awareness on learning disabilities and our programs to the students of Niagara College.
- We will be accepting all winter program applications starting December 1. We will be running Reading Rocks, Reading Rocks Jr., Let's R.E.A.D., and B.E.S.T. for 8 weeks from February – April. We will send out the finalized brochures shortly.
- The LDANR will be holding a Steeped Tea Fundraiser from November 8th – November 21st. Steeped Tea products (a variety of loose leaf teas that are \$12 each) will be sold and 40% of the proceeds will go to support the work of LDANR. If you are interested in learning which teas are for sale and would like to purchase some, please call the office at 905-641-1021 or email Sarah at programsLdan@cogeco.net between November 8th – 21st!

5. Pathstone Mental Health – Bill Helmeczi

- Nil Report

6. Community Living Welland Pelham – Andrew Howcroft

- The article entitled, “*The Us vs. Them Mentality: How Group Thinking Can Irrationally Divide Us*” is included in the December agenda package for information.

G. STAFF REPORTS

1. Lisa Selman – Principal, Elementary

- Individual Education Plans went home a few weeks ago.
- Many schools have attended the Brock SNAP program.
- Afterschool reading programs are in full swing.
- Professional development sessions are occurring for support staff; a representative from the Down Syndrome Association is coming in next week.
- Structured Teaching is happening.
- Tutors in the classrooms are in process.
- Student Senate leaders felt that for Halloween we needed healthy choices. Sandy Maxwell, Nutritionist from Niagara Region Public Health came in and had different sessions regarding diabetes, healthy lifestyles and healthy choices.

2. Jim Whittard – Principal, Secondary

Saint Michael

- Transition activities have started for current Grade 8 students with high special education needs.
- Our students in the Special Education class are really enjoying the pilot Horticulture program at Niagara Catholic’s classroom at the School of Horticulture.
- Our students in the Special Education class are enjoying participating in many of the specialized classrooms at Saint Michael High school such as Culinary Arts, Horticulture, Cosmetology and Fashion.
- One major initiative at Saint Michael Catholic High school this year is teacher reflection/practice on how to best assess students in open classrooms with particular emphasis on supporting students registered in K Coded, Locally developed and Applied level courses.
- Many of our students in the Special Education class have been enjoying getting involved in Saint Michael co-curricular activities including Football, Volleyball, Basketball, Drum Circle and Cross Country activities.

Blessed Trinity

- IEP’s were mailed home on October 21st. The Special Education department continues to welcome discussions with parents as their child’s academic, social and emotional needs evolve.

- As we approach midterm, Educational Resource Teachers are monitoring the progress of students with Individual Education Plans and maintaining dialogue with classroom teachers in regard to accommodations outlined in the IEP.
- The Special Education Department continues to support students in regard to mental health. We continue to be actively involved in the Youth Net program in order to identify students who are experiencing mental health issues and to be part of the follow up plan.
- Students in the Special Education Class have experienced a very smooth, positive and enriching start to the school year. They are loving unique integration opportunities throughout our school and in the community.
- Students in the Special Education Class and the Peer Tutors have already been to the Pumpkin Farm, Cooking Class at the Superstore, the Halloween dance at Denis Morris, the YMCA swimming and participated in Music Therapy! An action packed start to the year!
- Our work continues in the area of Person-Centered Planning and the TAY initiative. We are in discussions with Contact Niagara, Bethesda and the Association for Community Living about available Support Services as youth transition out of secondary school.

Denis Morris

- The Halloween Dance inviting all students from secondary Special Education classes took place at Denis Morris on October 30, 2015 in the Kenneth Burns Gymnasium. We had an outstanding turn-out with all secondary schools across Niagara Catholic well-represented. It was a great opportunity for our students to socialize and share in the festivities of Halloween.
- The Denis Morris pilot project “Applied Behaviour Analysis in the Secondary Classroom” was a focus during our October 9th Professional Development Day. The entire staff was given an opportunity to review this mindset and link it to our School Effectiveness Framework. ABA is being used as a tool to build capacity within our classrooms in the following areas: knowing our students through the collection of data, understanding the communicative function of behaviour, making thinking and learning more visible, creating a common language of student achievement and promoting learning skills and executive function. The Professional development was well received by staff.
- The Denis Morris Special Education Department has developed a capacity building series of Professional development each month to support staff. September’s edition was 5 questions every teacher may have about Special Education and Growing Success and Special Education. October’s edition was exploring the resource “Gateway to Special Education”. November’s edition will be “Understanding the Communicative Function of Behaviour”. Stay tuned for December’s edition that will focus on learning skills.

3. Yolanda Baldasaro – Superintendent of Education

- November 4 - Take your kids to work day for Grade 9 students across Niagara.
- November 13 – Professional Activity Day – A Faith Day is planned for Niagara Catholic staff within each elementary and secondary Catholic school.
- December 2 – Board Improvement Plan for Student Achievement and Well Being (BIPSAW) Ministry meeting. The focus is continued integration and increasing student success through Board planning for continuous improvement.

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

- This month, preschool transition presentations are being held for parents at the Niagara Children's Centre.
- For the first time, Speech Services Niagara – Infant Hearing Program will also be hosting presentations for parents.

H. TRUSTEE REPORTS

1. **Pat Vernal – Trustee**

- Trustee Vernal congratulated the SEAC members who presented at the New Teacher Induction Program on a job well done.

2. **Maurice Charbonneau – Trustee**

- Nil Report

I. STUDENT REPORT

1. **Taylor Timoney – Student Senate Representative**

- The *Lead Out Loud* student voice conference is being held on November 18, 2015. Student Senators and students from each elementary and secondary school will participate in a variety of engaging activities to celebrate diversity and ensure equity in our Catholic school communities, and support Bullying Awareness and Prevention Week.
- The Ontario Student Leadership Conference (OSLC) is being held on November 8-10 in Niagara Falls.
- The next Student Senate meeting will be held on November 10.

J. NCPIC REPORT

- Nil Report

K. NEW BUSINESS

1. **Learner Advocacy**

3. **Parent Outreach**

3. **Program and Service Recommendations**

4. **Special Education Budget**

5. Annual Review, Special Education Plan

6. Other Related Items

7. Policy Review

L. CORRESPONDENCE

1. New correspondence was received and will be reviewed at the December meeting.

M. QUESTION PERIOD

N. NOTICES OF MOTION

O. AGENDA ITEMS – DISCUSSION FOR FUTURE MEETINGS

1. Special Needs Strategy
2. Highlight students/schools in the system

P. INFORMATION ITEMS

1. Vice-Chair Lavorato spoke about the annual SEAC Christmas Dinner which will be held at 6:00p.m. prior to the next SEAC meeting on December 2nd.

Q. NEXT MEETING:

Wednesday, December 2, 2015 at 7:00p.m. at the Catholic Education Centre

R. ADJOURNMENT

Moved by Andrew Howcroft
Seconded by Carol Baldinelli

THAT the November 4, 2015 meeting of the Special Education Advisory Committee be adjourned.

CARRIED

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

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
DECEMBER 15, 2015**

PUBLIC SESSION

TOPIC: DIRECTOR OF EDUCATION'S ANNUAL REPORT 2015

The Director of Education's Annual Report 2015
is presented for information.

A copy of the Director's Annual Report 2015 will be distributed at the Board Meeting.

Prepared by: John Crocco, Director of Education/Secretary-Treasurer
Presented by: John Crocco, Director of Education/Secretary-Treasurer
Date: December 15, 2015



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

REPORT TO THE BOARD DECEMBER 15, 2015

DIRECTOR'S ANNUAL REPORT 2015

BACKGROUND INFORMATION

In compliance with the Education Act, Section 283(3), the Chief Executive Officer of a Board is required to submit to the Board an Annual Report highlighting the action taken during the preceding twelve (12) months. A copy of the annual report must be submitted yearly to the Minister of Education before January 31st.

For the 2015 Annual Director's Report, the Minister of Education provided Director's of Education with an outline of specific information to be included, at a minimum, in the Annual Report. The Niagara Catholic Director's Annual Report 2015 is once again presented in a new layout and contains all of the information as required by the Minister of Education.

It is expected that the Annual Report is posted on a Board's website with a link to the Ministry's website for access to the Director's Annual Report. Once the Board receives the Director's Annual Report 2015, it will be placed on the Niagara Catholic website at *niagaracatholic.ca*, My Niagara Catholic, My Niagara Catholic Alumni and linked to the Ministry's website.

In addition to these requirements, hard copies of the Niagara Catholic Director's Annual Report 2015 are provided to the Trustees of the Niagara Catholic District School Board along with the following individuals and / or organizations;

- Bishop Bergie and all Parish Priests in the Diocese of St. Catharines
- Principals, Vice-Principals and Managers
- Special Education Advisory Committee (SEAC)
- Niagara Catholic Parent Involvement Committee
- Niagara Catholic Alliance Committee
- Catholic School Council Chairs
- CUPE, OECTA Elementary and Secondary
- Local Member of Parliament (MP), Member of Provincial Parliament (MPP) and Mayors

Electronic copies of the Director's Annual Report 2015 will be emailed to;

- All Catholic School Boards in Ontario
- Other Catholic Partners (Institute for Catholic Education, OCSTA, CCSTA)
- Other Educational Institutions
- Municipal Libraries - Niagara Region

A copy of the Director's Annual Report 2015 will be distributed at the Board Meeting.

The report on the Director's Annual Report 2015 is presented for information.

PREPARED BY: John Crocco, Director of Education/Secretary-Treasurer

PRESENTED BY: John Crocco, Director of Education/Secretary-Treasurer

DATE: December 15, 2015

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
DECEMBER 15, 2015**

PUBLIC SESSION

**TITLE: TRUSTEE EXPENSES AND REIMBURSEMENT
FISCAL YEAR 2014-2015**

The Trustee Expenses and Reimbursement Fiscal Year 2014-2015 report is presented for information.

Prepared by: Giancarlo Vetrone, Superintendent of Business & Financial Services

Presented by: Giancarlo Vetrone, Superintendent of Business & Financial Services

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

Date: December 15, 2015



REPORT TO THE BOARD DECEMBER 15, 2015

TRUSTEE EXPENSES AND REIMBURSEMENT FISCAL YEAR 2014-2015

BACKGROUND INFORMATION

In accordance with Board Policy #100.13 Trustee Expense and Reimbursement (Appendix A), it is required that all Trustee expenses for the previous school year will be posted annually on the Board website and reported publicly to the Board before December 31 of the current school year. The expenses are to be reported under the following categories:

- a. Office equipment
- b. Office supplies
- c. Conference and workshops
- d. Travel for board business
- e. Other Expenses

As required by the Education Act, the Broader Public Sector Expenses Directive and Board Policy, all Expense Reports for each Trustee will remain on the Board website for one year after the expiry of the term of office.

Attached to this report is Appendix B which provides the Trustee expenses for the previous fiscal year 2014-2015. This report confirms that the expenditures are within the Board approved Budget for 2014-2015.

The Trustee Expenses and Reimbursement Fiscal Year 2014-2015 report is presented for information.

Prepared by: Giancarlo Vetrone, Superintendent of Business & Financial Services

Presented by: Giancarlo Vetrone, Superintendent of Business & Financial Services

Approved by: John Crocco, Director Education/Secretary Treasurer

Date: December 15, 2015



Niagara Catholic District School Board

TRUSTEE EXPENSE AND REIMBURSEMENT POLICY

STATEMENT OF POLICY

100 – Board

Policy No 100.13

Adopted Date: April 26, 2011

Latest Reviewed/Revised Date: NIL

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

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

ELIGIBLE EXPENSES

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

- Office equipment
- Office supplies
- Conference and workshops
- Travel for Board sanctioned business
- Other costs

APPROPRIATE APPROVALS

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

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

WHERE AN EXPENSE CLAIM IS DENIED

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

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

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

CLAIMS FOR TRAVEL TO MEETINGS AND BOARD FUNCTIONS

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

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

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

CLAIMS FOR ACCOMMODATION, MEALS

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

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

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

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

CLAIMS FOR CONFERENCES, WORKSHOPS AND OVERNIGHT MEETINGS

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

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

All claims for Trustee Conference expenses shall be submitted and processed using the [Trustee Conference, Workshop and Overnight Meetings Form](#).

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

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

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

CLAIMS FOR OTHER EXPENSES

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

RECEIPTS AND TIMING OF CLAIMS FOR REIMBURSEMENT

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

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

GIFTS AND DONATIONS

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

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

ADVERTISING AND COMMUNICATIONS

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

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

OFFICE EQUIPMENT

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

- Home based computer
- Home based printer
- Allowance for internet service
- Standard office computer software

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

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

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

REPORTING OF TRUSTEE EXPENSES

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

- Office equipment
- Office supplies
- Conference and workshops
- Travel for board business
- Other

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

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

References

- [*Education Act*](#)
- [*Income Tax Act*](#)
- [*Ministry of Finance Broader Public Sector Expenses Directive, April 1, 2011*](#)
- [*Report of the Auditor, December 2005*](#)

2014-2015 Trustee Expenditures & Reimbursement									
Trustees			Office Equipment	Office Supplies	Conference & Workshop	Travel (ie. mileage, airfare)	Internet	Total Expenses	Budget
Ted O'Leary	Trustee	701			\$3,081.44	\$1,080.63	\$360.00	\$4,522.07	\$3,325.00
Kathy Burtnik	Trustee	702			\$0.00	\$0.00	\$360.00	\$360.00	\$3,325.00
Maurice Charbonneau	Trustee	703			\$0.00	\$0.00	\$360.00	\$360.00	\$3,325.00
Dino Sicoli	Vice Chair - Trustee	704			\$4,431.79	\$853.64	\$360.00	\$5,645.43	\$3,325.00
Frank Fera	Trustee	705			\$1,943.43	\$473.19	\$360.00	\$2,776.62	\$3,325.00
Ed Nieuwesteeg	Trustee	706			\$252.55	\$669.40	\$360.00	\$1,281.95	\$3,325.00
Pat Vernal	Trustee	707			\$1,347.23	\$248.00	\$360.00	\$1,955.23	\$3,325.00
Fr. Paul MacNeil	Chair - Trustee	708			\$1,265.47	\$83.00	\$360.00	\$1,708.47	\$3,325.00
Central Purchases			\$1,601.58					\$1,601.58	\$8,000.00
Total - Trustees			\$1,601.58	\$0.00	\$12,321.91	\$3,407.86	\$2,880.00	\$20,211.35	
									\$34,600.00

2014-2015 Student Trustee Expenditures & Reimbursement									
Trustees			Office Equipment	Office Supplies	Conference Workshop	Travel (ie. mileage, airfare)	Internet	Total	Budget
Student Trustee (A)	Student Trustee	709			\$4,193.53	\$1,411.32		\$5,604.85	\$2,950.00
Student Trustee (B)	Student Trustee	710			\$4,095.47	\$1,788.60		\$5,884.07	\$2,950.00
Central Purchases			\$3,317.73					\$3,317.73	\$2,000.00
Total - Trustees			\$3,317.73	\$0.00	\$8,289.00	\$3,199.92	\$0.00	\$14,806.65	
									\$7,900.00

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
DECEMBER 15, 2015**

PUBLIC SESSION

TITLE: REVISED ESTIMATE FOR THE YEAR 2015-2016

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Report on the Revised Estimate for the year 2015-2016, as presented.

Prepared by: Giancarlo Vetrone, Superintendent of Business & Financial Services

Presented by: Giancarlo Vetrone, Superintendent of Business & Financial Services
John Crocco, Director of Education/Secretary-Treasurer

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

Date: December 15, 2015



**REPORT TO THE BOARD
DECEMBER 15, 2015
REVISED ESTIMATE FOR THE YEAR 2015-2016**

BACKGROUND INFORMATION

On an annual basis, school boards are required to submit a revised estimate for the current year to the Ministry of Education. The purpose of the revised estimates is to give all school boards the opportunity to revise their budgets, taking into account up-to-date information on new enrolment projections and other data available at the current time. Niagara Catholic's recovery plan that began in December of 2014 has been fully implemented and will bring the Board into a balanced position by fiscal year-end August 31, 2016. The estimates are projecting in full compliance with Ministry Requirements except for the Board Administration Envelope, which is overspent by a total of \$453,120. The Ministry of Education is aware that the Director of Education, the Superintendent of Business & Financial Services and Senior Administrative Council continue to implement a multi-year plan which will eliminate the above-mentioned Board Administration over-expenditure.

The following information is attached for the review of the Board:

- APPENDIX A** Analysis of Average Daily Enrolment (A.D.E.) & FTEs)
- APPENDIX B** Revised Estimates - Grants for Student Needs (GSN)
- APPENDIX C** Analysis of Expenses by Category
- APPENDIX D** Analysis of Special Education Revenue & Expenditures
- APPENDIX E** Analysis of Expenses by Panel

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Report on the Revised Estimate for the year 2015-2016, as presented.

Prepared by: Giancarlo Vetrone, Superintendent of Business & Financial Services

Presented by: Giancarlo Vetrone, Superintendent of Business & Financial Services
John Crocco, Director of Education/Secretary-Treasurer

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

Date: December 15, 2015

A. PROJECTED DAY SCHOOL STUDENT ENROLMENT

APPENDIX A

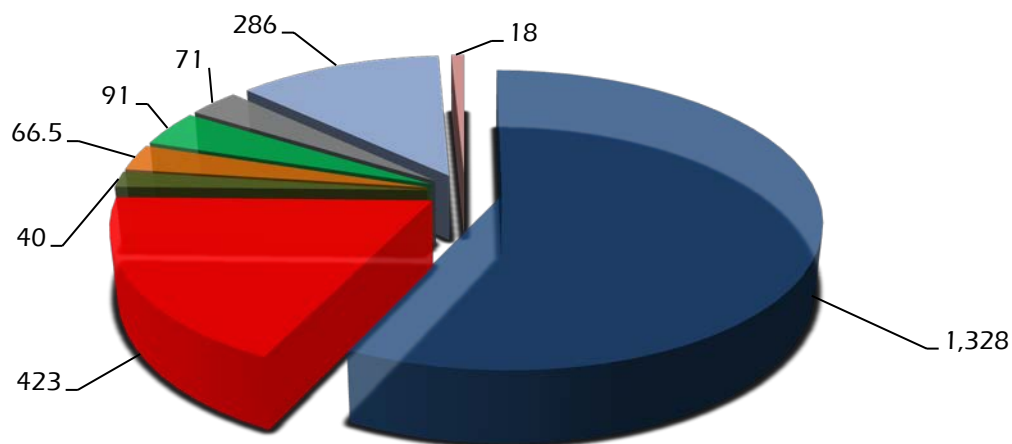
AVERAGE DAILY ENROLMENT	2014-15	Estimates 2015-16	DIFF	Revised Estimates 2015-16	DIFF
ELEMENTARY	14,872	14,488	(384)	14,796	308
SECONDARY	7,160	7,250	90	7,164	(86)
TOTAL ENROLMENT	22,032	21,738	(294)	21,960	222

B. NUMBER OF SCHOOLS

ELEMENTARY	49	49	0	49	0
SECONDARY	8	8	0	8	0
TOTAL NUMBER SCHOOLS	57	57	0	57	0

C. STAFFING

	# FTE	# FTE		# FTE	
CLASSROOM INSTRUCTIONAL	1382	1,317	(65)	1,328	11
TEACHING ASSISTANTS & ECE	417	414	(3)	423	9
STUDENT SUPPORT	41	40	(1)	40	0
LIBRARY & GUIDANCE	65.8	70	4	66.5	(4)
SCHOOL ADMINISTRATION	101	100	(2)	91	(9)
ADMINISTRATION & GOVERNANCE	71	71	0	71	0
SCHOOL OPERATIONS	286	286	0	286	0
COORDINATORS & CONSULTANTS	18	18	0	18	0
			0		
TOTAL STAFF	2,382	2,316	(66)	2,323	8



- CLASSROOM INSTRUCTIONAL
- TEACHING ASSISTANTS & ECE
- STUDENT SUPPORT
- LIBRARY & GUIDANCE
- SCHOOL ADMINISTRATION
- ADMINISTRATION & GOVERNANCE
- SCHOOL OPERATIONS
- COORDINATORS & CONSULTANTS

GRANTS FOR STUDENT NEEDS (GSN)

	ESTIMATES 2015-2016	REVISED 2015-16	VARIANCE
PUPIL FOUNDATION GRANT	114,834,419	116,997,773	2,163,354
SCHOOL FOUNDATION GRANT	16,010,261	16,184,779	174,518
SPECIAL PURPOSE GRANTS			
SPECIAL EDUCATION	27,882,595	28,296,161	413,566
LANGUAGE	3,773,625	3,895,771	122,146
LEARNINGS OPPORTUNITY	2,921,327	2,927,971	6,644
CONTINUING EDUCATION	2,086,708	2,110,929	24,221
QUALIFICATIONS & EDUCATION	23,939,104	23,677,494	(261,610)
NEW TEACHER INDUCTION PROGRAM	94,500	94,500	0
ECE Q&E	731,127	796,077	64,950
TRANSPORTATION	10,360,001	10,360,001	0
ADMINISTRATION & GOVERNANCE	6,059,627	6,200,741	141,114
SCHOOL OPERATIONS	20,722,229	20,701,388	(20,841)
COMMUNITY USE	283,297	283,297	0
DECLINING ENROLMENT	1,248,198	731,296	(516,902)
FIRST NATIONS, METIS AND INUIT	435,014	374,649	(60,365)
SAFE SCHOOLS	392,705	398,956	6,251
PERMANENT FINANCING OF NPF	117,487	117,487	0
MINOR TANGIBLE CAPITAL ASSETS	(5,031,789)	(5,097,842)	(66,053)
OPERATION GRANT ALLOCATION	226,860,435	229,051,428	2,190,993
TOTAL CAPITAL ALLOCATION	18,816,777	18,880,133	63,356
TOTAL GSN	245,677,212	247,931,561	2,254,349

EXPENDITURE BUDGET

	ESTIMATES 2015-2016	REVISED 2015-16	VARIANCE
CLASSROOM INSTRUCTION			
CLASSROOM TEACHERS	129,849,867	131,113,531	1,263,664
SUPPLY TEACHERS	4,322,027	4,004,754	(317,273)
EDUCATION ASSISTANTS	19,441,650	18,646,516	(795,134)
EARLY CHILDHOOD EDUCATORS	4,663,148	4,883,480	220,332
TEXTBOOKS & CLASSROOM SUPPLIES	6,145,345	6,256,719	111,374
COMPUTERS	1,912,839	1,977,673	64,834
PROFESSIONAL & PARAPROFESSIONAL	4,728,869	4,482,410	(246,459)
LIBRARY & GUIDANCE	4,401,727	4,191,030	(210,697)
PROFESSIONAL DEVELOPMENT	359,782	2,028,694	1,668,912
CONSULTANTS & COORDINATORS	1,539,791	1,538,188	(1,603)
PRINCIPALS	10,297,845	10,298,112	267
SCHOOL OFFICE	5,694,376	5,894,354	199,978
DEPARTMENT HEADS	321,595	321,595	0
TOTAL CLASSROOM INSTRUCTION	193,678,861	195,637,056	1,958,195
NON-CLASSROOM			
BOARD ADMINISTRATION	7,496,472	7,496,472	0
TRANSPORTATION	9,631,547	9,520,800	(110,747)
SCHOOL OPERATIONS	23,588,174	23,326,532	(261,642)
CONTINUING EDUCATION	5,126,818	5,126,818	0
TOTAL NON-CLASSROOM	45,843,011	45,470,622	(372,389)
OTHER			
AMORTIZATION	11,335,000	11,335,000	0
CAPITAL DEBT CHARGES	3,582,094	3,582,094	0
SCHOOL RENEWAL EXPENSES	740,980	740,980	0
NON-OPERATING EXPENSES	117,487	117,487	0
TOTAL EXPENDITURES	255,297,433	256,883,239	1,585,806

* Includes \$2,000,000 EPO grants for 2015-2016

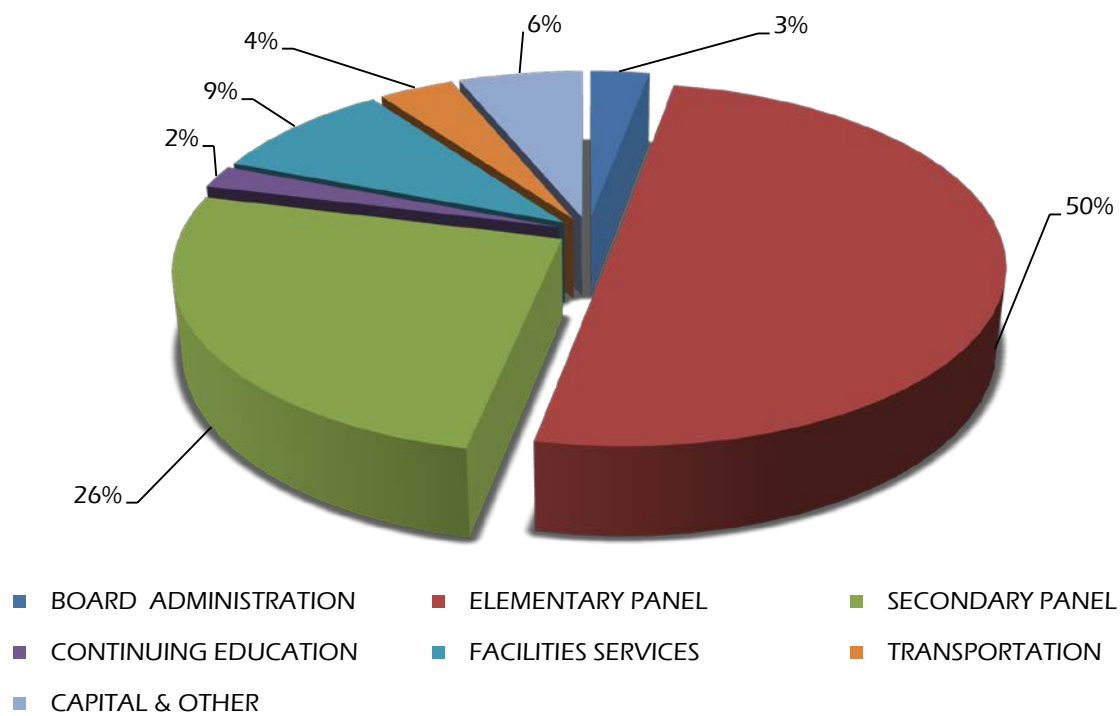
SPECIAL EDUCATION

	ESTIMATE 2015-2016	REVISED 2015-16	VARIANCE
SPECIAL EDUCATION REVENUE ALLOCATION			
SEPPA ALLOCATION	15,193,014	15,500,779	307,765
SEA ALLOCATION	1,089,264	1,102,778	13,514
ENROLMENT BASED HIGH NEEDS	5,260,641	5,351,872	91,231
HIGH NEEDS AMOUNT	5,714,710	5,714,710	0
APPROVED SIP	30,000	30,000	0
BEHAVIOURAL EXPERTISE AMOUNT	144,967	146,022	1,055
SPECIAL EDUCATION ALLOCATION	27,432,596	27,846,161	413,565
EXPENDITURES			
CLASSROOM TEACHERS	7,571,211	7,950,385	379,174
SUPPLY TEACHERS	68,640	110,496	41,856
EDUCATION ASSISTANTS & CYW	17,992,183	17,970,686	(21,497)
TEXTBOOKS & LEARNING MATERIALS	850,000	850,000	0
PARA-PROFESSIONALS	1,393,557	1,384,167	(9,390)
STAFF DEVELOPMENT	20,000	25,000	5,000
COORDINATORS	338,779	225,900	(112,879)
TOTAL SPECIAL ED. EXPENDITURES	28,234,370	28,516,634	282,264
UNSPENT/(OVERSPENT) FUNDING	(801,774)	(670,473)	131,301

APPENDIX E

EXPENSES BY PANEL	ESTIMATE 2015-2016	REVISED 2015-16	VARIANCE
BOARD ADMINISTRATION	7,496,472	7,496,472	0
ELEMENTARY PANEL	126,287,464	127,944,779	1,657,315
SECONDARY PANEL	65,340,494	65,641,374	300,880
CONTINUING EDUCATION	5,126,818	5,126,818	0
FACILITIES SERVICES	23,588,174	23,326,532	(261,642)
TRANSPORTATION	9,631,547	9,520,800	(110,747)
CAPITAL & OTHER	15,775,561	15,775,561	0
TOTAL	253,246,530	254,832,336	1,585,806

* Excludes School Generated Funds expenditures



**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
DECEMBER 15, 2015**

PUBLIC SESSION

**TITLE: TRUSTEE HONORARIUM FOR THE YEAR FROM
DECEMBER 1, 2015 TO NOVEMBER 30, 2016**

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Trustee Honorarium for the year period from December 1, 2015 to November 30, 2016, as noted in Appendix A, as follows:
\$16,825 for the Chairperson of the Board
\$13,775 for the Vice-Chairperson of the Board
\$10,710 for the Other Trustees

Prepared by: Giancarlo Vetrone, Superintendent of Business & Financial Services

Presented by: Giancarlo Vetrone, Superintendent of Business & Financial Services

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

Date: December 15, 2015



REPORT TO THE BOARD MEETING DECEMBER 15, 2015

TRUSTEE HONORARIUM FOR THE YEAR FROM DECEMBER 1, 2015 TO NOVEMBER 30, 2016

BACKGROUND INFORMATION

Ontario Regulation 357 sets out the method for calculating the limits on honoraria paid to Trustees under Section 191 of the Education Act. The regulation states that the honorarium shall consist of the following 4 components:

- 1) The base amount for the year
- 2) The enrolment amount for the year
- 3) The attendance amount for the year
- 4) The distance amount for the year

Under the provisions of the Restraint Act (Section 7), Trustees cannot receive an honorarium greater than the honorarium paid during the previous year.

However, in accordance with the provisions of Ontario Regulation 357, the honorarium will be adjusted each year to take into consideration the changes in enrolment from the previous year.

In accordance with Board Policy #100.11, we have now calculated the Trustee Honorarium for the year period from December 1, 2015 to November 30, 2016, as noted in Appendix A.

Please note that the new honorarium for all Trustees for the year 2015-2016 will be as follows:

- \$16,825 for the Chairperson of the Board (last year - \$16,846)
- \$13,775 for the Vice-Chairperson of the Board (last year - \$13,786)
- \$10,710 for the Other Trustees (last year - \$10,803)

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Trustee Honorarium for the year period from December 1, 2015 to November 30, 2016, as noted in Appendix A, as follows:

- \$16,825 for the Chairperson of the Board
 - \$13,775 for the Vice-Chairperson of the Board
 - \$10,710 for the Other Trustees
-
-

Prepared by: Giancarlo Vetrone, Superintendent of Business & Financial Services
Presented by: John Crocco, Director of Education/Secretary-Treasurer
Recommended by: John Crocco, Director of Education/Secretary-Treasurer
Date: December 15, 2015

APPENDIX A

HONORARIUM PAYABLE TO BOARD TRUSTEES	DECEMBER 1, 2015 TO NOVEMBER 30, 2016		
*Regulation 190/14 allows for CPI-related increases commencing in 2018	Annual Base Amount	Annual Enrolment Amount	Annual Total Honorarium
MAXIMUM BASE AMOUNT	\$5,900		
Increase in CPI*	0.0%		
Maximum Base Amount for the year	\$5,900		
Enrolment ADE		21,990	
Enrolment Factor		1.75	
Enrolment Amount		\$38,483	
Number of Members		8	
MAXIMUM ENROLMENT AMOUNT		\$4,810	
MAXIMUM AMOUNT FOR MEMBERS	\$5,900	\$4,810	\$10,710

HONORARIUM PAYABLE TO BOARD CHAIR	DECEMBER 1, 2015 TO NOVEMBER 30, 2016		
	Annual Base Amount	Annual Enrolment Amount	Annual Total Honorarium
MAXIMUM BASE AMOUNT	\$5,900		
Increase in Core Consumer Price Index	0.0%		
Maximum Base Amount for the year	\$5,900	\$4,825.40	
ADDITIONAL BASE AMOUNT FOR CHAIR	\$5,000		
Enrolment ADE		21,990	
Enrolment Factor		0.05	
Enrolment Amount (A)		\$1,100	
Minimum Amount (A < \$500)		\$500	
Maximum Amount (A > \$5000)		\$5,000	
ADDITIONAL ENROLMENT AMOUNT		\$1,100	
MAXIMUM AMOUNT FOR MEMBERS	\$10,900	\$5,925	\$16,825

HONORARIUM PAYABLE TO BOARD VICE CHAIR	DECEMBER 1, 2015 TO NOVEMBER 30, 2016		
	Annual Base Amount	Annual Enrolment Amount	Annual Total Honorarium
MAXIMUM BASE AMOUNT	\$5,900		
Increase in CPI	0.0%		
Maximum Base Amount for the year	\$5,900	\$4,825.40	
MAXIMUM BASE FOR VICE-CHAIR	\$2,500		
Enrolment ADE		21,990	
Enrolment Factor		0.025	
Enrolment Amount (A)		\$550	
Minimum Amount (A < \$250)		\$250	
Maximum Amount (A > \$2,500)		\$2,500	
ADDITIONAL ENROLMENT AMOUNT		\$550	
MAXIMUM AMOUNT FOR MEMBERS	\$8,400	\$5,375	\$13,775

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
DECEMBER 15, 2015**

PUBLIC SESSION

TITLE: INTERNATIONAL HOLOCAUST AWARENESS DAY

RECOMMENDATION

THAT the Niagara Catholic District School Board recognize the United Nations International Holocaust Awareness Day annually on January 27, as presented.

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

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

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

Date: December 15, 2015



REPORT TO THE BOARD DECEMBER 15, 2015

INTERNATIONAL HOLOCAUST AWARENESS DAY

BACKGROUND INFORMATION

In early December 2015, both the Chair of the Board, Fr. Paul MacNeil and John Crocco, Director of Education received a letter from Avi Benlolo, President and CEO of the Friends of Simon Wiesenthal Centre for Holocaust Studies. (Appendix A)

The letter drew attention to the “United Nations international declaration enacting January 27th as the annual day to commemorate the Holocaust.”

Provided with the letter was an attachment from The Holocaust and the United Nations Outreach Programme which stated that “the Holocaust and the United Nations Outreach Programme seeks to remind the world of the lessons to be learnt from the Holocaust in order to help to prevent future acts of genocide.”

The United Nations “Holocaust Remembrance resolution designates 27 January as an annual International Day of Commemoration in memory of the victims of the Holocaust – observed with ceremonies and activities at United Nations Headquarters in New York and at UN offices around the world.”

“Recalling the Universal Declaration of Human Rights, the United Nations General Assembly reaffirms that the Holocaust, which resulted in the murder of one-third of the Jewish people along with countless members of other minorities, will forever be a warning to all people of the dangers of hatred, bigotry, racism and prejudice.”

Currently Niagara Catholic staff utilize various educational resources provided by a number of references to teach the Holocaust to students. The references include, but are not limited to, studying what St. John Paul II called “the inhumanity with which the Jews were persecuted and massacred during the Holocaust in Europe”; educational resources from the Friends of Simon Wiesenthal Centre for Holocaust Studies in Toronto; visiting the Centre in Toronto; or the Holocaust Museums in New York City or Washington D.C. along with teach students the significance of the January 27th United Nations declaration marking the anniversary of the liberation of the Auschwitz-Birkenau concentration camp in 1945.

Niagara Catholic annually participates in recognizing a variety of provincial, national and international declared days. In alignment with the Mission, Vision and Value statements of the Niagara Catholic District School Board, it is recommended by Executive Council for the consideration of the Board, that in the 50th Anniversary year of *Nostra Aetate*, a declaration from the Second Vatican Council on Catholic and Jewish relations, that the Niagara Catholic District School Board recognize the United Nations International Holocaust Awareness Day annually on January 27th.

RECOMMENDATION

THAT the Niagara Catholic District School Board recognize the United Nations International Holocaust Awareness Day annually on January 27, as presented.

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

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

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

Date: December 15, 2015

Rabbi Marvin Hier
SWC Dean & Founder

Avi Benlolo
President & CEO, Canada

Samuel Belzberg, OC, OBC
Honourary Chairman

Gerald W. Schwartz, OC
Chairman

Board of Directors

Lawrence Bloomberg, C.M.,
O.Ont.

Michael Bregman
Paul Bronfman
David Cynamon
Gordon R. Diamond, LLD,
OBC

Joel Feldberg
Jeremy Freedman
Ron Frisch

Rabbi Marvin Hier
Tom Koffler

Rabbi Meyer May
Sam Mizrahi

Philip Reichmann
Jill Reitman

Honey Sherman
Alex Shnaider

Raymond Stone
Eric Weisz

Honourary Board Member
Cecil Yolles

Board of Governors

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Mark Teitelbaum
Co-Chairs

Victor Arluk
Brad Ashley
Norm Bacal
Gary Bensky

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Ricky Brooks
Mel Brown

Mitchell Brown
Farley Cohen

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Garry Foster

Dr. Susan Glick
Joe Gottdenker

Evan Green
Allen Grinberg

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Howard Kerbel

Anna Koffler
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Alan Lechem
Dr. Fred Leitner

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Israel Mida
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Leslie Orbach
Leah Price

Dr. Rose Rahmani
Bob Rubinoff

Rick Sacks
Bev Saitowitz

Gloria Saloman
Leora Shemesh

Dorothy Shoichet
Harry Silverberg

Marilyn Sliwin
Molly Spinak

Jack Steckel
Arthur Stern

Alan Wainer
Laura Walsh

Mark Weisbarth
Dr. Janice Weiss

Eddie Weisz
Maryka Weisz

Lawrence Wilder
Howard Wise

Daniel Wittlin

Director John Crocco
427 Rice Road
Welland Ontario L3C 7C1

November 25, 2015

Dear Director Crocco,

I was delighted to recently learn that the Halton Catholic District School Board passed a unanimous resolution to proclaim International Holocaust Awareness Day. My hope is that your school board will follow this important educational precedent (see attached).

This precedent is in accordance with the United Nations international declaration enacting January 27th as the annual day to commemorate the Holocaust. For your reference, I have attached information relating to the UN designation and UNESCO's education strategy.

The Holocaust was a human catastrophe, which must be forever remembered and studied to ensure its lessons in future genocide prevention. Of course, the conflicts raging in our world today make the lessons of the Holocaust more pivotal in our shared desire to promote tolerance, freedom and human rights.

With your board joining in formally recognizing International Holocaust Awareness Day every January 27th – your community will be mobilizing to commemorate one of the darkest days in humanity.

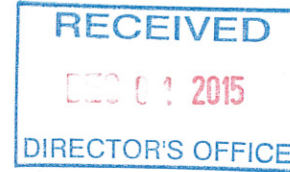
We have attached a brief educational guide to assist your educators in commemorating the Holocaust. As well, our organization has tremendous resources to assist your school board in creating Holocaust awareness on the 27th of January and beyond.

Should you require, I will make myself available to meet with your board and trustees to discuss why commemorating the Holocaust and placing it on your board's calendar is of vital importance.

Please see our enclosures and write to me to give me some of your thoughts. While this may be a process, Anne Frank once said that we don't need to wait a moment to start improving the world. I am counting on your help.

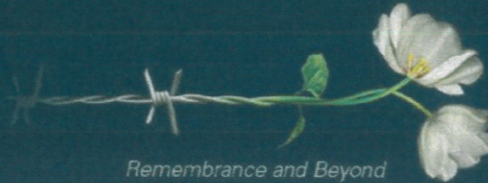
Sincerely,

Avi Benlolo
President & CEO, FSWC
abenlolo@fswc.ca
(416) 864-9735 x 25





The Holocaust and
the United Nations
Outreach Programme



Remembrance and Beyond

Background

About the Holocaust and the United Nations Outreach Programme

The Holocaust and the United Nations Outreach Programme seeks to remind the world of the lessons to be learnt from the Holocaust in order to help to prevent future acts of genocide.

The Outreach Programme was created at the request of the United Nations General Assembly in its [resolution 60/7](#), adopted on 1 November 2005. The United Nations Department of Public Information (UN DPI) has taken the lead in creating a broad initiative, designed to encourage the development by United Nations Member States of educational curricula on the subject of the Holocaust, and to mobilize civil society for education and awareness.

The "Holocaust Remembrance" resolution also designates 27 January as an annual International Day of Commemoration in memory of the victims of the Holocaust – observed with ceremonies and activities at United Nations Headquarters in New York and at UN offices around the world. The 2006 ceremony in the General Assembly Hall drew over 2200 people, and was viewed by countless others globally via webcast and live television broadcast.

Recalling the Universal Declaration of Human Rights, the United Nations General Assembly reaffirms that "the Holocaust, which resulted in the murder of one-third of the Jewish people along with countless members of other minorities, will forever be a warning to all people of the dangers of hatred, bigotry, racism and prejudice".

In addition, resolution 60/7 rejects any denial of the Holocaust as an historical event, either in full or in part, and commends those states which have actively engaged in the preservation of sites which served as Nazi death camps, concentration camps, forced labour camps and prisons during the Holocaust.

United Nations General Assembly [Resolution 61/255](#) adopted on 26 January 2007 also condemns any denial of the Holocaust and urges all Member States unreservedly to reject any denial of the Holocaust.

UNDPI has embarked on a number of activities, including special events, film screenings, discussion papers from leading academics, information materials, partnerships with intergovernmental organizations and other initiatives, to encourage awareness and remind the world of the threat posed to us all when genocide and crimes against humanity are allowed to occur.

[Programme of outreach on the "Holocaust and the United Nations": report of the Secretary-General \(2008\) A/63/316 \[PDF Document 203 KB\]](#)

[Backgrounder on the Holocaust and the United Nations Outreach Programme](#)

About UNESCO and Holocaust Remembrance

At its 34th session of the General Conference in Paris in 2007, UNESCO adopted by consensus 34c/61 resolution on Holocaust Remembrance. The resolution requests the Director General to consult with the United Nations Secretary-General on the programme of outreach on the subject of "the Holocaust and the United Nations", with a view to exploring what role UNESCO could play in promoting awareness of Holocaust remembrance through education and in combating all forms of Holocaust denial. It also requests the Director-General to report the results of these consultations and his recommendations to the Executive Board at its 180th session.

The two programmes complement each other: while the Holocaust and the United Nations Outreach Programme aims to mobilize civil society for Holocaust and education in order to prevent future acts of genocide, UNESCO seeks to promote Holocaust remembrance through education.

[UNESCO resolution 34c/61 on Holocaust Remembrance](#)

[UNESCO - Education for Holocaust Remembrance](#)

[Statement from Mr Koïchiro Matsuura, Director-General of UNESCO, on the occasion of the 60th anniversary of the liberation of the Auschwitz Concentration Camp, 26 January 2005](#)

[Message from Mr Koïchiro Matsuura, Director-General of UNESCO, on the occasion of the International Day of Commemoration in Memory of the Victims of the Holocaust, 27 January 2008 \[PDF Document 116 KB\]](#)

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
DECEMBER 15, 2015**

PUBLIC SESSION

**TOPIC: CORRESPONDENCE
NOVEMBER 25, 2015 LETTER FROM TRILLIUM LAKELANDS
DISTRICT SCHOOL BOARD**

November 25, 2015

The Honourable Liz Sandals
Minister of Education
22nd Floor, Mowat Block
900 Bay Street
Toronto, Ontario
M7A 1L2

Dear Minister Sandals;

On behalf of the Trillium Lakelands District School Board trustees I am sending you this letter in support of the Bluewater District School Board and the Superior-Greenstone District School Board communiqués sent to you over the past weeks.

Having reviewed the Bluewater DSB and the Superior-Greenstone DSB letters at our Regular Meeting of the Board on November 24, 2015, the Trillium Lakelands District School Board agreed to the following motion:

J. Byrne / D. Morrison

That a letter is sent from the Board to Minister Liz Sandals in support of the Superior-Greenstone DSB and the Bluewater DSB motion regarding developing kindergarten to grade 12 curriculum and learning resources on aboriginal people in Canadian history.

We have worked diligently in TLDSB to provide FNMI resources and opportunities to our students in an effort to ensure there is common understanding and knowledge about and with our aboriginal people. However, as has been expressed by other school boards, there is a need for the Ministry of Education to consult with First Nations, Métis, and Inuit communities and expand the current Native Studies curriculum, so that a deeper understanding may be reached by our staff and students.

While the First Nations, Métis, and Inuit population in TLDSB is small, we are committed to offering teaching and learning to all of our students that will increase comprehension, compassion, and respect for aboriginal culture and history.

Sincerely,



Louise Clodd
Chairperson

- c. The Honourable Kathleen Wynne, Premier of Ontario
The Honourable David Zimmer, Minister of Aboriginal Affairs
National Chief Perry Bellegarde, Assembly of First Nations
Michael Barrett, OPSBA President
MPP Norm Miller, Muskoka-Parry Sound and PC Aboriginal Affairs Critic
MPP Laurie Scott, Haliburton-Victoria-Brock
MPP France G linas, NDP Aboriginal Affairs Critic
MPP Patrick Brown, PC Education Critic
MPP Lisa Gretzky, NDP Education Critic
All school board chairs in Ontario (via email to Directors of Education)

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
DECEMBER 15, 2015**

PUBLIC SESSION

**TOPIC: CORRESPONDENCE
NOVEMBER 25, 2015 LETTER FROM FRIENDS OF SIMON
WIESENTHAL CENTER**

Rabbi Marvin Hier
SWC Dean & Founder

Avi Benlolo
President & CEO, Canada

Samuel Belzberg, OC, OBC
Honourary Chairman

Gerald W. Schwartz, OC
Chairman

Board of Directors

Lawrence Bloomberg, C.M.,
O.Ont.

Michael Bregman
Paul Bronfman

David Cynamon
Gordon R. Diamond, LLD,
OBC

Joel Feldberg
Jeremy Freedman
Ron Frisch

Rabbi Marvin Hier
Tom Koffler

Rabbi Meyer May
Sam Mizrahi

Philip Reichmann
Jill Reitman

Honey Sherman
Alex Shnaider

Raymond Stone
Eric Weisz

Honourary Board Member
Cecil Yolles

Board of Governors

Alan Farber
Mark Teitelbaum
Co-Chairs

Victor Arluk
Brad Ashley
Norm Bacal
Gary Bensky
Dr. Andrew Braude
Judy Bronfman

Ricky Brooks
Mel Brown
Mitchell Brown
Farley Cohen
Leslie Dan
Merrick Falkenstein

Helena Fine
Garry Foster
Dr. Susan Glick
Joe Gottdenker
Evan Green
Allen Grinberg

Dr. Carole Gruson
Howard Kerbel
Anna Koffler
Helene Korn
Alan Lechem
Dr. Fred Leitner

Justin Linden
Howard Meyer
Israel Mida
Faye Minuk
Leslie Orbach
Leah Price

Dr. Rose Rahmani
Bob Rubinoff
Rick Sacks
Bev Saitowitz
Gloria Salomon
Leora Shemesh

Dorothy Shoichet
Harry Silverberg
Marilyn Sliwin
Molly Spinak
Jack Steckel
Arthur Stern

Alan Wainer
Laura Walsh
Mark Weisbarth
Dr. Janice Weiss
Eddie Weisz
Maryka Weisz

Lawrence Wilder
Howard Wise
Daniel Wittlin

Chair Fr. Paul MacNeil
834 Canboro Road
P.O. Box 6
Fenwick Ontario L0S 1C0

November 25, 2015

Dear Chair MacNeil,

I was delighted to recently learn that the Halton Catholic District School Board passed a unanimous resolution to proclaim International Holocaust Awareness Day. My hope is that your school board will follow this important educational precedent (see attached).

This precedent is in accordance with the United Nations international declaration enacting January 27th as the annual day to commemorate the Holocaust. For your reference, I have attached information relating to the UN designation and UNESCO's education strategy.

The Holocaust was a human catastrophe, which must be forever remembered and studied to ensure its lessons in future genocide prevention. Of course, the conflicts raging in our world today make the lessons of the Holocaust more pivotal in our shared desire to promote tolerance, freedom and human rights.

With your board joining in formally recognizing International Holocaust Awareness Day every January 27th – your community will be mobilizing to commemorate one of the darkest days in humanity.

We have attached a brief educational guide to assist your educators in commemorating the Holocaust. As well, our organization has tremendous resources to assist your school board in creating Holocaust awareness on the 27th of January and beyond.

Should you require, I will make myself available to meet with your board and trustees to discuss why commemorating the Holocaust and placing it on your board's calendar is of vital importance.

Please see our enclosures and write to me to give me some of your thoughts. While this may be a process, Anne Frank once said that we don't need to wait a moment to start improving the world. I am counting on your help.

Sincerely,


Avi Benlolo
President & CEO, FSWC
abenlolo@fswc.ca
(416) 864-9735 x 25



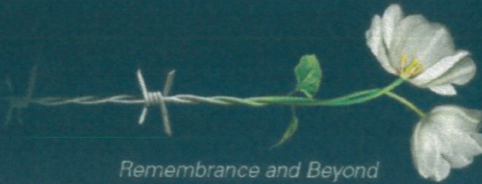
5075 Yonge Street, Suite 902
Toronto, ON M2N 6C6

T 416.864.9735
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The Holocaust and
the United Nations
Outreach Programme



Remembrance and Beyond

Background

About the Holocaust and the United Nations Outreach Programme

The Holocaust and the United Nations Outreach Programme seeks to remind the world of the lessons to be learnt from the Holocaust in order to help to prevent future acts of genocide.

The Outreach Programme was created at the request of the United Nations General Assembly in its [resolution 60/7](#), adopted on 1 November 2005. The United Nations Department of Public Information (UN DPI) has taken the lead in creating a broad initiative, designed to encourage the development by United Nations Member States of educational curricula on the subject of the Holocaust, and to mobilize civil society for education and awareness.

The "Holocaust Remembrance" resolution also designates 27 January as an annual International Day of Commemoration in memory of the victims of the Holocaust – observed with ceremonies and activities at United Nations Headquarters in New York and at UN offices around the world. The 2006 ceremony in the General Assembly Hall drew over 2200 people, and was viewed by countless others globally via webcast and live television broadcast.

Recalling the Universal Declaration of Human Rights, the United Nations General Assembly reaffirms that "the Holocaust, which resulted in the murder of one-third of the Jewish people along with countless members of other minorities, will forever be a warning to all people of the dangers of hatred, bigotry, racism and prejudice".

In addition, resolution 60/7 rejects any denial of the Holocaust as an historical event, either in full or in part, and commends those states which have actively engaged in the preservation of sites which served as Nazi death camps, concentration camps, forced labour camps and prisons during the Holocaust.

United Nations General Assembly [Resolution 61/255](#) adopted on 26 January 2007 also condemns any denial of the Holocaust and urges all Member States unreservedly to reject any denial of the Holocaust.

UNDPI has embarked on a number of activities, including special events, film screenings, discussion papers from leading academics, information materials, partnerships with intergovernmental organizations and other initiatives, to encourage awareness and remind the world of the threat posed to us all when genocide and crimes against humanity are allowed to occur.

[Programme of outreach on the "Holocaust and the United Nations": report of the Secretary-General \(2008\) A/63/316 \[PDF Document 203 KB\]](#)

[Backgrounder on the Holocaust and the United Nations Outreach Programme](#)

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**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
DECEMBER 15, 2015**

PUBLIC SESSION

**TOPIC: TRUSTEE INFORMATION
SPOTLIGHT ON NIAGARA CATHOLIC – DECEMBER 1, 2015**



December 1 2015

Trustees Elect 2016 Chair and Vice-Chair



The Niagara Catholic District School Board held its Annual Organizational Meeting at the Catholic Education Centre on December 1, 2015, before the December Meeting of the Committee of the Whole.

Father Paul MacNeil was re-elected Chair for 2016, and Kathy Burtnik was elected as Vice-Chair.

Father MacNeil was first elected to the Board in 2010, representing voters in Grimsby, Pelham, Lincoln and West Lincoln. This is his second term on the Board and his second time as Chair.

"As Chair, I will continue to do whatever I can to bring us closer together as one family in Christ, so that we may each know Him, love Him and serve Him," said Chair MacNeil. "We must continue to work together, allowing the Holy Spirit to guide us in our decisions, to protect us from our own egos, including mine, and point us in the right direction."

Kathy Burtnik has served as Chair and Vice-Chair in the past. She is currently the President of the Ontario Catholic School Trustees' Association.

"There is no single event or individual who gets credit for where we are right now," Mrs. Burtnik said, remarking on the Board's rich history and spirit of collaboration. "We have a diverse, dedicated staff whose efforts to bring the light and the life of Christ into our classrooms, hallways, offices and communities need our appreciation and continued support."

Director of Education John Crocco congratulated the Chair and Vice-Chair on their election.

"Congratulations to Chair MacNeil and Vice-Chair Burtnik on their selection as Chair and Vice-Chair of the Board for 2016," said Mr. Crocco. "Appreciation and gratitude are extended to Trustee MacNeil and Trustee Sicoli for their commitment, dedication and service to Catholic education as Chair and Vice-Chair of the Board for 2015."

Read the full texts of the Chair and Vice-Chair's statements [here](#).

Niagara Catholic Students Lead Out Loud to End Stereotypes of All Types



On November 18, 184 students in Grades 6 through 12 participated in the Board's annual Student Voice Conference, Lead Out Loud.

This year's event focused on encouraging students to better understand biases and stereotypes so that they can become "social changemakers" and effect positive change in the world.

During the December 1 Committee of the Whole Meeting, Arts and Student Leadership Consultant Teri Cristelli shared some of the highlights of the day-long conference, which was organized and led by Niagara Catholic Student Senata and [Harmony Movement](#), which promotes equity, diversity and inclusion.

Student Trustees Michaela Bodis and Aidan Harold also spoke about Lead Out Loud.

Michaela called it an "enriching and enlightening experience" for students, and Aidan spoke of how students learned about the lesser-known "isms," such as ageism, classism and ableism, which impact our lives every day.

View photos from the Lead Out Loud Conference [here](#).

New "Safe Arrival" Student Absence Reporting Tool is Now Online in All Schools

In May, Niagara Catholic launched a pilot project to test the company's Safe Arrival system, which provides parents with fast, new way to report their child's absence from school.

The pilot project was so successful that the School Connects system has now been fully integrated into all Niagara Catholic schools. Parents can call a toll-free number (1.844.287.6287), use the Safe Arrival App on Apple and Android phones or use the web (nc.schoolconnects.com) to report their child's absence. Elementary absences may be reported at any time up until the bell time for the day, and secondary absences may be reported at any time. Parents have the option of putting in planned absences in advance, and can also report their child late using the Safe Arrival System. To find out more about the Safe Arrival system, click [here](#).

Policy Vetting

As part of its regular, cyclical review of policies, Niagara Catholic is currently vetting five policies with stakeholders. Stakeholders may provide comments about [Facilities Partnerships Policy \(800.6\)](#) and [Pupil Accommodation Review \(701.2\)](#) through January 14, 2016 and [Dress Code – Secondary Uniform – Safe Schools Policy \(302.6.6\)](#), [Elementary Standardized Dress Code – Safe Schools Policy \(302.6.10\)](#) and [French Immersion Policy \(New\)](#) by January 15, 2016. All comments are to be sent to [Jennifer Pellegrini, Communications Officer](#) by the deadline for consideration that the next Policy Committee meeting, which will take place January 26, 2016.

Follow us!

To ensure you stay connected with Niagara Catholic news and events, please be sure to like us on Facebook and follow us on Twitter, and check our website often for updates and breaking news. It's the best way to stay in the know.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
DECEMBER 15, 2015**

PUBLIC SESSION

**TOPIC: TRUSTEE INFORMATION
CALENDAR OF EVENTS – JANUARY 2016**



JANUARY 2016

GRADE 9 OPEN HOUSES 2016



JANUARY 12 - 14

Sun	Mon	Tue	Wed	Thu	Fri 1 Happy New Year! Welcome to 2016	Sat 2
3	4	5	6 SEAC Meeting	7	8	9
10	11	12 SAL Meeting CW Meeting Grade 9 Open House BT and DM—6:30 p.m.	13 Baby Day ELKP Registration Day Grade 9 Open House HC and LC—7:00 p.m.	14 Grade 9 Open House ND and SP —6:30 p.m. SF and SM—7:00 p.m.	15 Elementary PA Day	16
17	18	19	20	21	22	23
24	25	26 Policy Meeting Board Meeting	27 Junior Literacy Day	28	29 Secondary Semester One Exams Begin	30

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
DECEMBER 15, 2015**

PUBLIC SESSION

**TOPIC: TRUSTEE INFORMATION
OCSTA 2016 JANUARY REGIONAL MEETING DISCUSSIONS**



Ontario Catholic School
Trustees' Association

P.O. Box 2064, Suite 1804
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T. 416.932.9460 F. 416.932.9459
ocsta@ocsta.on.ca www.ocsta.on.ca

Kathy Burtnik, *President*
Bob Schreder, *Vice President*
Nick Milanetti, *Executive Director*

December 9, 2015

MEMO TO: All Trustees and Directors of Education
Catholic District School Boards

CC: OCSTA Directors

FROM: Kathy Burtnik, President

RE: **2016 January Regional Meeting Discussions**

During the fall I had the pleasure of visiting Catholic trustees across the province during OCSTA's five regional meetings. These discussions offered an opportunity for rich conversations and meaningful face to face dialogue. The next round of Association Regional Meetings will be held in one location as part of our 2016 Catholic Trustees' Seminar at the Hilton Mississauga Meadowvale Hotel (6750 Mississauga Rd., Mississauga). Regional meetings will be held concurrently on Friday, January 15 from 11:00 a.m. to 12:30 p.m.

In preparation for these meetings, trustees are kindly asked to come prepared to discuss the following topics:

1. OCSTA has adopted 3 new strategic priorities for 2016 and invites trustees to share their ideas and recommendations for initiatives to support each of the following strategic directions:
 - a. Enhance Political Advocacy for Catholic Education
 - b. Engage Trustees in an Enriched Development Program
 - c. Manage Human and Fiscal Resources at OCSTA to Effectively Meet Changing Membership Needs
2. The first centralized labour negotiations under the *School Board Collective Bargaining Act* has just been completed (local negotiations continue). Please share your feedback and insight on this round of central and local negotiations.
3. Please share the ways in which trustees at your board initiate outreach initiatives to re-connect and/or strengthen relationships with partners in the Catholic community in order to advance the board's agenda (e.g. meeting with representatives of the Ontario Association for Parents in Catholic Education, attending school council meetings or parish ministry committees, etc.).

Continued...

For your reference, OCSTA's five regional meetings include boards in the following groupings:

Region	Boards and Region Numbers
West	Brant Haldimand Norfolk (4), Bruce-Grey (4), Huron-Perth (4), London (5), St. Clair (5), Waterloo (4), Wellington (4), Windsor/Essex (5)
Central	Dufferin-Peel (7), Durham (9), Halton (11), Hamilton-Wentworth (11), Niagara (11), Simcoe Muskoka (9), Toronto (6), York (8)
Northeast	Huron-Superior (1), Nipissing-Parry Sound (1), Northeastern (1), Sudbury (1)
Northwest	Kenora (2), Northwest (2), Superior North (2), Thunder Bay (2)
East	Algonquin and Lakeshore (10), Eastern Ontario (10), Ottawa (12), Peterborough Victoria Northumberland & Clarington (9), Renfrew (10)

Your support and participation at these sessions is very much appreciated. Your contributions of ideas and recommendations help to ensure that the Association continues to address the current needs and priorities of Catholic school trustees.

As you prepare for the season, I'd like to take this opportunity to wish you, your families and your school communities a joyous celebration of Christmas!



**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
DECEMBER 15, 2015**

PUBLIC SESSION

**TOPIC: TRUSTEE INFORMATION
BUSINESS EDUCATION COUNCIL 2016 ANNUAL PARTNERS
BREAKFAST – FEBRUARY 5, 2016**



Niagara's **LARGEST** networking
event of the year!

2016 ANNUAL PARTNERS BREAKFAST

Register early! Sells out quickly!

FRIDAY, FEBRUARY 5, 2016

7:30 am to 10:00 am

Marriott Gateway on the Falls, 6755 Fallsview Boulevard, Niagara Falls
\$40 per person or \$480 per table of 12

TO REGISTER: visit www.becniagara.ca
For more information, call 905.684.7200 ext. 1712

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
DECEMBER 15, 2015**

PUBLIC SESSION

**TOPIC: TRUSTEE INFORMATION
OCSTA 2015 RESOLUTIONS**



Ontario Catholic School
Trustees' Association

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ocsta@ocsta.on.ca www.ocsta.on.ca

Kathy Burtnik, *President*
Bob Schreader, *Vice President*
Nick Milanetti, *Executive Director*

December 1, 2015

TO: Chairpersons and Directors of Education
- All Catholic District School Boards

FROM: Nick Milanetti, Executive Director

SUBJECT: OCSTA 2015 Resolutions
#9 - School Support (Simcoe Muskoka CDSB)
#18 - Municipal Election Voting (Ottawa CSB)
#19 - Election of Catholic School Trustees (Windsor-Essex CDSB)

Resolutions 9, 18 and 19 were considered by the membership at our 2015 Annual General Meeting (*copies of the resolutions are attached for your reference*).

OCSTA met with the Municipal Property Assessment Corporation (MPAC) on August 5, 2015, and with the Association of Municipal Managers, Treasurers and Clerks of Ontario on September 28, 2015. Some very interesting information came out as a result of these meetings.

With respect to the automatic default to *public school support* for those moving residences and making a real estate transaction, MPAC has indicated that changes to the *Land Registration Act* are being explored to build into the land transfer process the requirement to select school support.

Our meeting with AMCTO dealt with issues brought forward by trustees following the last municipal election. These included:

- individuals running for election as Catholic school trustee who were not Catholic
- instances of Catholic ratepayers given the wrong ballot
- polling station staff unaware of the process for changing direction of school support
- clerks not knowing how to change tax support
- shortage of ballots for English Catholic trustee candidates.

AMCTO has committed to sharing this information with clerks as part of their Association's membership communication and priority alerts.

1/2

As a matter of practice, clerks verify candidates for the position of Catholic trustee by requiring a signed affidavit that attests to the fact that they meet the requirements for becoming a Catholic trustee. Clerks also verify that candidates are on the voters list as Catholic school supporters.

Another issue discussed with AMCTO related to electronic voting. A wide variation in voting processes occurs among municipalities – from the use of traditional paper ballots at polling stations, to touch screen voting, voting by mail, voting by phone and internet voting. AMCTO does not interfere with municipalities and what they offer. Each municipal council decides on which methods will be used in each election. If municipalities use alternative voting methods, the clerks are responsible for establishing policies and procedures for voting and for informing electors how to cast their ballots. AMCTO’s role is one of encouraging municipalities to offer alternative voting procedures and does not mandate or insist on consistency from municipality to municipality.

OCSTA will continue to engage on an ongoing basis with MPAC and AMCTO to monitor these issues and to keep apprised of any new developments related to school support and municipal elections.



Ontario Catholic School
Trustees' Association

Resolution #9-15

School Support

Whereas: the method of indicating your intention to support the Catholic Separate School System is ambiguous; and

Whereas: the method that allows you to vote for a Catholic Separate School Trustee during a Municipal election is confusing; and

Whereas: in some municipalities, Catholic Trustees are not geographically represented on the ballot.

Therefore be it Resolved That:

Approach the Government of Ontario and the Canada Law Society to change the existing default of educational support to the public system to be an intentional choice when property purchase agreements are being signed; and

Therefore be it Resolved That:

OCSTA, along with local school Boards, develop a plan to amplify and clarify the extreme importance of identifying Catholic Separate School supporters.

AGM Decision

Approve and refer to Legislation & Finance Committee.



Ontario Catholic School
Trustees' Association

Resolution 18-15

Municipal Election Voting

Whereas: school board trustees are elected in municipal elections; and

Whereas: voter turnout in municipal elections is well below 50 percent in virtually all municipalities; and

Whereas: voter turnout is essential to a properly functioning democracy; and

Whereas: the introduction of more widespread voting procedures would provide more opportunities for voting and undoubtedly increase voter turnout.

Therefore be it Resolved That:

The Ontario Catholic School Trustees Association make presentations to the provincial government to ensure that alternative ways of casting a ballot in a municipal election are available to all voters in the province including voting by telephone, by mail and online.

AGM Decision

Receive and refer to Legislation & Finance Committee.



Ontario Catholic School
Trustees' Association

Resolution 19-15

Election of Catholic School Trustees

- Whereas:** the Education Act provides that a candidate is qualified for the office of Catholic Trustee if they are Roman Catholic; and
- Whereas:** Section 16 of the Assessment Act provides the process for the identification of those qualified as candidates for the position of Catholic Trustee; and
- Whereas:** the Municipal Elections Act establishes the duties and responsibilities of the Clerk in conducting municipal elections including the certification of candidates for the position of Catholic Trustee.

Therefore be it Resolved That:

Prior to the 2018 municipal election, OCSTA develop a document that provides direction to the Clerks of municipalities in the Province of Ontario regarding their responsibilities in certifying candidates for the office of Catholic Trustee as established by the Education Act, the Assessment Act and the Municipal Elections Act.

AGM Decision

Receive and refer to Legislation & Finance Committee.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
DECEMBER 15, 2015**

PUBLIC SESSION

**TOPIC: TRUSTEE INFORMATION
MAN OF THE SHROUD EXHIBIT**

An extensive exhibition on the history, science and significance of the Shroud of Turin.

MAN OF THE SHROUD EXHIBIT

©1978 Barrie M. Schwartz Collection, STERA, Inc



On display will be a replica of the Shroud and numerous replica artifacts related to the Crucifixion of Christ. Museum boards are designed to enlighten and educate the visitors on the Shroud of Turin.

Informative and motivating presentations will be given by Shroud scholars Barrie Schwartz and John Iannone.



Barrie Schwartz
Official Shroud Photographer
with the Shroud of Turin
Research Project of 1978



John Iannone
Author and
Shroud Scholar

HOSTED BY:
St. Alfred Catholic Church
272 Vine Street
St. Catharines, Ontario

For more information visit:
www.stalfredcatholicchurch.ca

2016

MARCH 2,3,4,7,8th

10 am - 4 pm | 6 pm - 9 pm

MARCH 5th

10 am - 5:30 pm

MARCH 6th

1 pm - 4 pm | 6 pm - 9 pm