



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

*AGENDA AND MATERIAL*

## **COMMITTEE OF THE WHOLE MEETING**

**TUESDAY, NOVEMBER 11, 2014  
7:00 P.M.**

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



**9:00 p.m. Timed In Camera Item**

### **A. ROUTINE MATTERS**

1. Opening Prayer – Trustee Nieuwesteeg -
2. Roll Call -
3. Approval of the Agenda -
4. Declaration of Conflict of Interest -
5. Approval of Minutes of the Committee of the Whole Meeting of October 14, 2014 A5

### **B. PRESENTATIONS**

### **C. COMMITTEE AND STAFF REPORTS**

1. Policy Committee
  - 1.1 Unapproved Minutes of the Policy Committee Meeting of October 28, 2014 C1.1
  - 1.2 Policy and Guideline Review 2014-2015 Schedule C1.2
2. Pilgrimage 2014 C2
3. The Pope Francis Centre C3
4. Staff Development Department Professional Development Opportunities C4
5. Extended Overnight Field Trip, Excursion and Exchange 2014-2015 C5
6. Monthly Updates
  - 6.1 Capital Projects Update C6.1
  - 6.2 Student Senate Update -
  - 6.3 Senior Staff Good News Update -

**D. INFORMATION**

- |  |      |
|--|------|
| 1. Trustee Information   |      |
| 1.1 Spotlight on Niagara Catholic – October 28, 2014   | D1.1 |
| 1.2 Calendar of Events – November 2014   | D1.2 |
| 1.3 Trustee Orientation 2014-2018 – November 24, 2014  | -    |
| 1.4 Inaugural Mass & Board Meeting – December 2, 2014  | -    |
| 1.5 Blessing of Renovation & Addition to St. James Catholic Elementary School – December 4, 2014 | -    |

**E. OTHER BUSINESS**

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

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

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE MEETING  
NOVEMBER 11, 2014**

***PUBLIC SESSION***

**TITLE: MINUTES OF THE COMMITTEE OF THE WHOLE  
MEETING OCTOBER 14, 2014**

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**RECOMMENDATION**

**THAT** the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting of October 14, 2014, as presented.



## MINUTES OF THE COMMITTEE OF THE WHOLE MEETING

### TUESDAY, OCTOBER 14, 2014

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Minutes of the Meeting of the Committee of the Whole of the Niagara Catholic District School Board, held on Tuesday, October 14, 2014 in the Father Kenneth Burns C.S.C. Board Room, at the Catholic Education Centre, 427 Rice Road, Welland.

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

#### A. **ROUTINE MATTERS**

##### 1. **Opening Prayer**

Opening Prayer was led by Trustee Fera.

##### 2. **Roll Call**

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

The following staff were in attendance:

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

**3. Approval of the Agenda**

Moved by Trustee Nieuwesteeg

**THAT** the Committee of the Whole approve the Agenda of the Committee of the Whole Meeting of October 14, 2014, as presented.

**CARRIED**

**4. Declaration of Conflict of Interest**

No Declaration of Conflict of Interest was declared with any items on the Agenda.

**5. Approval of Minutes of the Committee of the Whole Meeting of September 9, 2014**

Moved by Trustee O'Leary

**THAT** the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting of September 9, 2014, as presented.

**CARRIED**

**B. PRESENTATIONS**

**1. International Student Exchange Program 2014 – 2015**

Mark Lefebvre, Superintendent of Education presented the report on International Student Exchange Program 2014-2015, for information. He introduced Jayne Evans, FSL & International languages/ESL/Arts Consultant who introduced the nine (9) international exchange students and their Niagara Catholic student exchange partners.

Chair Burtnik and Vice-chair Burkholder handed out Board pins to the nine international exchange students.

**C. COMMITTEE AND STAFF REPORTS**

**1. Policy Committee**

**1.1 Unapproved Minutes of the Policy Committee Meeting of September 23, 2014**

Moved by Trustee Sicoli

**THAT** the Committee of the Whole receive the unapproved Minutes of the Policy Committee Meeting of September 23, 2014, as presented.

**CARRIED**

## **1.2 Approval of Policies**

### **1.2.1 Bullying Prevention Intervention Policy (302.6.8)**

Moved by Trustee Burtnik

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the revised Bullying Prevention Intervention Policy (302.6.8), as presented.

**CARRIED**

### **1.2.2 Reimbursement of Travel Expenses Policy (201.4)**

Moved by Trustee MacNeil

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the revised Reimbursement of Travel Expenses Policy (201.4), as presented.

**CARRIED**

## **1.3 Policy and Guideline Review 2014-2015 Schedule**

Director Crocco presented the Policy and Guideline Review 2014-2015 Schedule for the information of Trustees, and information on a clarification memorandum to all staff on the implementation of the Attendance Support Program Policy.

## **2. Integrated Transition Planning for Youth**

Yolanda Baldasaro, Superintendent of Education presented the report on Integrated Transition Planning for youth.

Superintendent Baldasaro introduced Colleen Atkinson, Amy Dowd, and David O'Rourke, Special Education Coordinators who provided a brief overview of resources and working documents, developed by Niagara Catholic staff, that Catholic secondary school Special Education Class teachers are using to support the direction of the transitional framework.

Superintendent Baldasaro answered questions of Trustees.

## **3. Education Quality and Accountability Office (EQAO) Grade 9 Assessment of Mathematics and the Ontario Secondary School Literacy Test (OSSLT) 2013-2014 Results**

Lee Ann Forsyth-Sells, Superintendent of Education, presented the Education Quality and Accountability Office EQAO Grade 9 Assessment of Mathematics and the Ontario Secondary School Literacy Test (OSSLT) 2013 – 2014 Results, for information.

Superintendent Forsyth-Sells answered questions of Trustees.

## **4. Student Achievement Teams 2014 -2015**

Mark Lefebvre, Superintendent of Education, presented the report on Student Achievement Terms 2014 – 2015 for information.

Superintendent Lefebvre answered questions of Trustees.

5. **Catholic School Councils' Annual Report 2013-2014**

Superintendent Forsyth-Sells presented the report on Catholic School Councils' Annual report 2013 – 2014 for information.

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

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

Moved by Trustee Nieuwesteeg

**THAT** the Niagara Catholic District School Board excuse Trustee Charbonneau from attending the Committee of the Whole Meeting of October 14, 2014.

**CARRIED**

7. **Monthly Updates**

7.1 **Capital Projects Update**

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

7.2 **Student Trustees' Update**

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

7.3 **Senior Staff Good News Update**

Senior Staff highlights included:

**Superintendent Farrell**

- St. Alfred Catholic Elementary School received a Trillium Award from the City of St. Catharines for their Learning Garden, created with financial support from a grant from TD Friends of the Environment. The grant money was used to purchase plants for the outdoor learning class.

**Superintendent Baldasaro**

- Stephanie Kennedy, a Grade Eight student from Mother Teresa Catholic Elementary School received the Governor General's Caring Canadian Award for her work with Free the Children foundation. The award was presented at the Evening of Champions, in Toronto, where Stephanie attended with her mom, teacher Ann Marie Maloney and Principal Margaret Marion.

**Director Crocco**

- On October 2<sup>nd</sup> Team Canada 1972 launched their 28,800 Second Leadership Project. The event was held at the Holiday Inn in St. Catharines. The organization is looking at teaming up with school boards to promote their vision of inspiring generations of Canadians through a national legacy venture. The Program Department will work together to have Niagara Catholic participate in this program.

- Director Crocco and Vice-Chair Burkholder reported on the meeting held with Mayor Luciani of the City of Thorold regarding the tennis courts at Monsignor Clancy Catholic Elementary School. The City of Thorold is interested in partnering with Niagara Catholic to provide support in future projects. A plan will be forthcoming.
- Director Crocco reported that brochures were delivered to parishes entitled “*Are You Registered as a Catholic School Supporter*”, along with a poster to register voters support. Parish Priests were asked to assist in distributing this information to their parish community.

#### **D. INFORMATION**

##### **1. Trustee Information**

###### **1.1 Calendar of Events – October 2014**

Director Crocco reviewed the October 2014 Calendar of Events for Trustees information.

###### **1.2 Pilgrimage Sunday – October 26, 2014**

Director Crocco reminded the Trustees of Pilgrimage Sunday – October 26, 2014. Trustees were invited to participate and asked to confirm their attendance with Kristine Murphy.

#### **E. OTHER BUSINESS**

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

Nil

#### **F. BUSINESS IN CAMERA**

Moved by Trustee Fera

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

**CARRIED**

The Committee of the Whole moved into the In Camera Session of the Committee of the Whole Meeting at 8:20 p.m. and reconvened at 8:50 p.m.

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

##### **SECTION A: STUDENT TRUSTEES INCLUDED**

Moved by Trustee Nieuwesteeg

**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 September 9, 2014, as presented.

**CARRIED (Item F1)**



## **SECTION B: STUDENT TRUSTEES EXCLUDED**

Moved by Trustee O'Leary

**THAT** the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting – In Camera Session (Section B: Student Trustees Excluded) held on September 9, 2014, as presented.

**CARRIED (Item F3)**

Moved by Trustee Sicoli

**THAT** the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting - In Camera Session (Section B: Student Trustees Excluded) held on September 9, 2014 as presented.

**CARRIED (Item F4)**

## **H. ADJOURNMENT**

Moved by Trustee

**THAT** the October 14, 2014 Committee of the Whole Meeting be adjourned.

**CARRIED**

This meeting was adjourned at 8:50 p.m.

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Minutes of the Committee of the Whole Meeting of the Niagara Catholic District School Board held on **October 14, 2014.**

Approved on **November 11, 2014.**

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Rhianon Burkholder  
Vice-Chair of the Board

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John Crocco  
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE MEETING  
NOVEMBER 11, 2014**

*PUBLIC SESSION*

**TITLE: UNAPPROVED MINUTES OF THE POLICY COMMITTEE  
MEETING OF OCTOBER 28, 2014**

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**RECOMMENDATION**

**THAT** the Committee of the Whole receive the Unapproved Minutes of the Policy Committee Meeting of October 28, 2014, as presented.



# MINUTES OF THE POLICY COMMITTEE MEETING

## TUESDAY, OCTOBER 28, 2014

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Minutes of the Policy Committee Meeting held on Tuesday, October 28, 2014 at 4:30 p.m. in the Holy Cross Community Room, at the Catholic Education Centre, 427 Rice Road, Welland.

The meeting was called to order at 4:42 p.m. by Kathy Burtnik, Chair of the Board.

**1. Opening Prayer**

The meeting was opened with a prayer by Trustee Burkholder.

**2. Attendance**

Committee Members	Present	Absent	Excused
Rhianon Burkholder	✓		
Kathy Burtnik	✓		
Dino Sicoli (Committee Chair)	✓		

\* 4:55 p.m.

**Student Trustees:**

*Chloe Demizio*, Trustee  
*Jessica Di Pasquale*, Trustee

**Staff:**

*John Crocco*, Director of Education  
*Yolanda Baldasaro*, Superintendent of Education  
*Frank Iannantuono*, Superintendent of Education/Human Resources  
*Ted Farrell*, Superintendent of Education  
*Lee Ann Forsyth-Sells*, Superintendent of Education  
*Mark Lefebvre*, Superintendent of Education  
*Giancarlo Vetrone*, Superintendent of Business & Finance  
*Jennifer Brailey*, Manager of Corporate Services & Communications Department  
*Linda Marconi*, Executive Assistant, Director of Education /Recording Secretary

**3. Approval of Agenda**

Moved by Trustee Burkholder

**THAT** the October 28, 2014, Policy Committee Agenda be approved, as presented.

**Approved**

**4. Declaration of Conflict of Interest**

Nil

**5. Minutes of the Policy Committee Meeting of September 23, 2014**

Moved by Trustee Burkholder

**THAT** the Policy Committee approve the minutes of the Policy Committee Meeting of September 23, 2014, as presented.

**Approved**

**POLICIES - PRIOR TO VETTING**

**6. Policies**

***ACTION REQUIRED***

**POLICIES - FOR RECOMMENDATION TO NOVEMBER COMMITTEE OF THE WHOLE MEETING**

**6.1 Accessibility Customer Service Policy (800.8.1)**

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

The Policy Committee suggested no additional amendments.

**POLICY STATEMENT**

- No amendment

**ADMINISTRATIVE GUIDELINES**

- No amendment

The policy committee requested that the Accessibility Customer Service Policy (800.8.1) be vetted from November 6<sup>th</sup>, 2014 – January 8<sup>th</sup>, 2015 with a recommended deadline for presentation to the Policy Committee on January 27<sup>th</sup>, 2015 for consideration to the Committee of the Whole and Board in February 2015.

**Trustee Sicoli arrived at 4:55 p.m. and the Chair was handed back to Trustee Sicoli, Committee Chairperson.**

## **6.2 Employee Hiring and Selection Policy (203.1)**

Frank Iannantuono, Superintendent of Education/Human Resources, presented the Employee Hiring and Selection Policy (203.1).

Following discussion, the Policy Committee recommended the following amendments:

### **POLICY STATEMENT**

- Change 2<sup>nd</sup> last paragraph to read:  
*This Policy and accompanying Administrative Guidelines will clearly ~~define~~ defines and ~~clarify~~ clarifies the hiring criteria and selection ~~practices~~ process of all employee groups of the Niagara Catholic District School Board.*

### **ADMINISTRATIVE GUIDELINES**

- Pg. 2, Section B, vi and vii – remove the word “being”
- Include chart for pastoral reference for roster or list.
- Include “current” references under section A – bullets
- Pg. 4, 1<sup>st</sup> paragraph – remove “to fill vacancies in” and replace with “for”
- Pg. 5, #10 - Include statement regarding probationary period

Moved: Trustee Burtnik

Seconded: Trustee Burkholder

**RECOMMENDATION** that Employee Hiring and Selection Policy (203.1) be referred back to staff and brought back to the November Policy Committee Meeting.

**APPROVED**

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

Superintendent Iannantuono presented the Employee Workplace Harassment Policy (201.7).

The Policy Committee suggested no additional amendments.

Following discussion, the Policy Committee recommended the following amendments:

### **POLICY STATEMENT**

- 4<sup>th</sup> paragraph - change the word “violence” to “harassment.”

### **ADMINISTRATIVE GUIDELINES**

- No amendment

The Policy Committee requested that the Employee Workplace Harassment Policy (201.7) be vetted from November 6<sup>th</sup>, 2014 – January 8<sup>th</sup>, 2015 with a recommended deadline for presentation to the Policy Committee on January 27<sup>th</sup>, 2015 for consideration to the Committee of the Whole and Board in February 2015.

**6.4 Employee Workplace Violence Policy (201.11)**

Superintendent Iannantuono presented the Employee Workplace Violence Policy (201.11).

The Policy Committee suggested no additional amendments.

**POLICY STATEMENT**

- No amendment

**ADMINISTRATIVE GUIDELINES**

- No amendment

The Policy Committee requested that the Employee Workplace Violence Policy (201.11) be vetted from November 6<sup>th</sup>, 2014 – January 8<sup>th</sup>, 2015 with a recommended deadline for presentation to the Policy Committee on January 27<sup>th</sup>, 2015 for consideration to the Committee of the Whole and Board in February 2015.

**6.5 Occupational Health & Safety Policy (201.6)**

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

The Policy Committee suggested no additional amendments:

The Policy Committee requested that the Occupational Health & Safety Policy (201.6) be vetted from November 6<sup>th</sup>, 2014 – January 8<sup>th</sup>, 2015 with a recommended deadline for presentation to the Policy Committee on January 27<sup>th</sup>, 2015 for consideration to the Committee of the Whole and Board in February 2015.

Moved by Trustee Burtnik

**THAT** the Policy Committee recommends that the Occupational Health & Safety Policy (201.6) be moved through the vetting process.

**APPROVED**

**INFORMATION**

**6.6 Policies Currently Being Vetted (Due date – November 14, 2014)**

- Concussions Policy (New)

**6.7 Policy and Guideline Review 2014-2015 Schedule**

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

**7. Date of Next Meeting**

November 25, 2014 at 4:30 p.m.

**8. Adjournment**

The meeting adjourned at 5:40 p.m.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE MEETING  
NOVEMBER 11, 2014**

*PUBLIC SESSION*

**TITLE: POLICY AND GUIDELINE REVIEW 2014-2015 SCHEDULE**

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

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

Presented by: Policy Committee

Date: November 11, 2014

# POLICY AND GUIDELINE REVIEW SCHEDULE

SEPTEMBER 2014 - JUNE 2015

Updated: October 28, 2014

<i>SORTED BY POLICY COMMITTEE MEETING DATE</i>				
Policy Issued	Reviewed Revised	Policy #	POLICY NAME	Prior to Vetting After Vetting
2003	2013	302.6.8	Bullying Prevention & Intervention - <i>Safe Schools</i>	May 2014
<b>NEW</b>		<b>NEW</b>	Concussions (prior to January 2015)	Sept. 2014
1998	2014	201.4	Reimbursement of Travel Expenses	Sept. 2014
2009	2009	800.8.1	Accessibility Customer Service Policy	Oct. 2014
2012	2012	203.1	Employee Hiring and Selection Policy – Support Staff, Non Union	Oct. 2014
2002	2012	201.7	Employee Workplace Harassment *	Oct. 2014
2002	2011	201.11	Employee Workplace Violence *	Oct. 2014
2002	2011	201.6	Occupational Health & Safety *	Oct. 2014
<b>NEW</b>		<b>NEW</b>	Anti-Spam	Nov. 2014
2009	2009	800.8.1	Accessibility Customer Service Policy	Jan. 2015
2012	2012	203.1	Employee Hiring and Selection Policy – Support Staff, Non Union	Jan. 2015
2002	2012	201.7	Employee Workplace Harassment *	Jan. 2015
2002	2011	201.11	Employee Workplace Violence *	Jan. 2015
2002	2011	201.6	Occupational Health & Safety *	Jan. 2015

\* Ministry of Labour Compliance Annual Review

## *SORTED BY CW/BOARD MEETING DATE*

Policy Issued	Reviewed Revised	Policy #	POLICY NAME	CW/BD
1998	2014	201.4	Reimbursement of Travel Expenses	Oct. 2014
2003	2013	302.6.8	Bullying Prevention & Intervention - <i>Safe Schools</i>	Oct. 2014
2009	2009	800.8.1	Accessibility Customer Service Policy	Feb. 2015
2012	2012	203.1	Employee Hiring and Selection Policy – Support Staff, Non Union	Feb. 2015
2002	2012	201.7	Employee Workplace Harassment *	Feb. 2015
2002	2011	201.11	Employee Workplace Violence *	Feb. 2015
2002	2011	201.6	Occupational Health & Safety *	Feb. 2015



Policy Issued	Reviewed Revised	Policy #	NIAGARA CATHOLIC DISTRICT SCHOOL BOARD - POLICIES	Resp
<i>Sorted by Policy Name</i> <i>Updated: August 25, 2014</i>				

2003	2013	400.5	Acceleration/Retention (Elementary)	ML
2001	2013	302.6.3	Access to Board Premises - <i>Safe Schools</i>	LAFS
2009	2009	800.1	Accessibility Customer Service	LAFS
2012	2013	800.8	Accessibility Standards	YB
1998	2009	302.2	Administration of Oral Medication to Students Under the Age of 18 During School Hours	LAFS
1998	2013	301.1	Admission of Elementary & Secondary Students	LAFS
2007	2014	600.5	Advertising Expenditures	GV
2007	2014	100.9	Advocacy Expenditures	GV
1998	2014	302.1	Anaphylaxis	YB
NEW	NEW	NEW	Anti-Spam	JC
1998	2014	701.1	Architect Selection	SW
2011	2013	301.1	Assessment, Evaluation, Reporting and Homework Policy	LAFS
1998	2012	203.2	Assignment of Principals & Vice-Principals	FI
1998	2012	301.3	Attendance Areas	SW
2012	2014	201.16	Attendance Support Program	FI
1997	2010	100.1	Board By-Laws	JC
2012	2012	701.5	Bottled Water	LAFS
2003	2013	302.6.8	Bullying Prevention & Intervention - <i>Safe Schools</i>	LAFS
1998	2012	203.3	Catholic Leadership: Principal & Vice-Principal Selection	FI
1998	2013	800.1	Catholic School Councils	LAFS
2001	2012	400.3	Christian Community Service	ML
2001	2013	302.6.2	Code of Conduct - <i>Safe Schools</i>	LAFS
1998	2013	800.2	Community Use of Facilities	SW
1998	2011	800.3	Complaint Resolution	JC
NEW	NEW	NEW	Concussion	ML
1998	2013	400.1	Continuing Education	FI
2007	2013	600.4	Corporate Cards, Purchasing Cards & Petty Cash	GV
2001	2014	302.6.7	Criminal Background Check - <i>Safe Schools</i>	LAFS
2002	2013	201.5	Death Benefit	FI
2002	2013	201.1	Deferred Salary Plan (X/Y)	FI
2012	2012	302.8	Diabetes Management	YB
2001	2012	302.6.6.2	Dress Code - Secondary Uniform - <i>Safe Schools</i>	LAFS
1998	2013	400.2	Educational Field Trips	ML
1998	2012	800.5	Education-Based Research	LAFS
2006	2012	201.12	Electronic Communications Systems (Employees)	TF
2006	2012	301.5	Electronic Communications Systems (Students)	TF
2005	2014	100.8	Electronic Meetings (Board and Committees)	JC
2012	2012	302.6.1	Elementary Standardized Dress Code - <i>Safe Schools</i>	LAFS
2002	2012	201.9	Employee Attendance During Inclement Weather & Workplace Closure	FI
2012	2012	201.17	Employee Code of Conduct & Ethics	FI
2007	2013	201.15	Employee Conferences, Workshops & Meetings	GV
2012	2012	203.1	Employee Hiring and Selection Policy (Teachers)	FI
1998	2013	201.1	Employee Leaves of Absence	FI
2007	2013	201.14	Employee Meals & Hospitality	GV
2002	2012	201.7	Employee Workplace Harassment *	FI
2002	2011	201.11	Employee Workplace Violence *	FI
2011	2011	400.6	Environmental Stewardship	SW
2010	2010	100.1	Equity and Inclusive Education	YB
1998	2010	100.5	Establishment and Cyclical Review of Policies	JC
2010	2010	800.6	Facility Partnerships	SW
2002	2012	301.4	Fundraising	GV
2013	2013	203.4	Leadership Pathways	FI

1998	2010	600.3	Monthly Financial Reports	GV
2004	2012	100.7	Niagara Catholic Education Award of Distinction	FI
2011	2013	800.7	Niagara Catholic Parent Involvement Committee & By-Laws	LAFS
2005	2011	302.7	Nutrition	YB
2002	2011	201.6	Occupational Health & Safety *	FI
2006	2014	301.7	Ontario Student Record (OSR)	ML
2001	2013	302.6.1	Opening or Closing Exercises - Safe Schools	LAFS
1998	2012	702.1	Playground Equipment	SW
2003	2013	400.4	Prior Learning Assessment and Recognition (PLAR)	ML
2008	2010	302.6.9	Progressive Student Discipline - <i>Safe Schools</i>	LAFS
1998	2010	701.2	Pupil Accommodation Review	SW
1998	2011	600.1	Purchasing/Supply Chain Management	GV
1998	2011	600.2	Records and Information Management	JC
1998	2008	201.4	Reimbursement of Travel Expenses	GV
2010	2010	100.10.1	Religious Accommodation	YB
1998	2014	201.3	Religious Education Courses for Staff	FI
1998	2010	201.2	Retirement & Service Recognition Celebration	FI
1999	2010	302.3	Safe Arrival	FI
2009	2009	301.8	Safe Physical Intervention with Students	LAFS
2001	2013	302.6	Safe Schools	LAFS
2006	2014	301.6	School Generated Funds	GV
2006	2014	201.13	Sexual Misconduct	FI
2001	2009	302.6.5	Student Expulsion - <i>Safe Schools</i>	LAFS
2011	2011	301.11	Student Fees	YB
2001	2012	302.5	Student Parenting	ML
2013	2013	100.6.2	Student Senate - Elementary	JC
2000	2013	100.6.14	Student Senate - Secondary	JC
2001	2009	302.6.4	Student Suspension - <i>Safe Schools</i>	LAFS
2007	2014	500.2	Student Transportation	GV
1998	2012	100.4	Student Trustees	JC
1998	2013	500.1	Transportation & School Operations for Inclement Weather	JC
2010	2010	100.12	Trustee Code of Conduct	JC
2011	2011	100.13	Trustee Expenses & Reimbursement	JC
2010	2010	100.11	Trustee Honorarium	JC
2014		NEW	Use of Corporate Logo	JC
2002	2013	701.3	Video Security Surveillance	SW
2011	2011	301.9	Voluntary and Confidential Self-Identification Policy for First Nation, Métis and Inuit Students	YB
2001	2009	302.4	Volunteer Driver	YB
2007	2008	800.4	Volunteer Recognition	JC
2013	2013	800.9	Volunteering in Catholic Schools	FI

\* MINISTRY OF LABOUR COMPLIANCE ANNUAL REVIEW

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE MEETING  
NOVEMBER 11, 2014**

***PUBLIC SESSION***

**TITLE: PILGRIMAGE 2014**

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Prepared by: Mark Lefebvre, Superintendent of Education  
Terri Pauco, Religion and Family Life Consultant

Presented by: Mark Lefebvre, Superintendent of Education

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

Date: November 11, 2014



## PILGRIMAGE 2014

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### **BACKGROUND INFORMATION**

On Sunday, October 26<sup>th</sup>, 2014, approximately 4000 Niagara Catholic students, staff, administrators, trustees, alumni, parents and community members took to the overcast streets of the Niagara region, becoming the body of Christ in the world today. This Niagara Catholic tradition which began in 1975 at Notre Dame College School in Welland promotes the virtues and charisms of Niagara Catholic and truly demonstrates how we *WITNESS* our faith to the world.

This year, in solidarity, the eight secondary schools raised over \$168,000.00 to support the many diverse projects that the schools partner with in a variety of developing countries throughout the world.

This annual Niagara Catholic Pilgrimage, with its long history, best exemplifies the vision of the Catholic student “called to bear witness to Jesus Christ...and reverence Him in the poor, the lowly and the marginalized (This Moment of Promise)”. The millions of dollars in pilgrimage funds that have been raised since its inception fund the construction of schools, medical clinics, wells and orphanages.

### **21<sup>st</sup> Century Social Media captures this year’s Pilgrimage**

As Niagara Catholic embraces the call to the New Evangelization, Pilgrimage Committees from each secondary school made deliberate attempts this year to capture the spirit and service of the pilgrimage through Twitter and other social media platforms. Selfies, on-route reflections, and tweets of support from the international communities which benefit from the funds raised were some examples of how this social justice experience has adapted to the time and culture of today’s high school students to proclaim and be authentic witnesses of Christ’s mission in the world today.

### **School Summaries**

#### **Blessed Trinity Catholic High School**

With the theme “We are One”, 500 members of the Blessed Trinity Catholic community, including participants from their elementary associate schools, walked through the streets of Grimsby for the children of the Dominican Republic knowing that their efforts are changing lives. The \$18,000.00 raised will support a variety of projects in Las Pajas, Dominican Republic including the provision of post-secondary scholarships and improvements to homes and basic quality of life through the work of the Dominican Canadian Community Development (DCCD) Group. The day began with Mass celebrated by Rev. Richard Kowalchuk, Pastor of St. Joseph’s Parish and members of this church community.

#### **St. Catharines**

Over 1000 pilgrims from the three St. Catharines’ area Catholic high schools – Holy Cross, Denis Morris, and Saint. Francis – met downtown at the Market Square to participate in this year’s Pilgrimage Mass celebrated by Bishop Bergie, assisted by Deacon Brian Prieur. This year, the music ministry was provided by the talented students and staff of Saint Francis Catholic High School.

### **Holy Cross Catholic High School**

Inspired by this year's theme, 'See the Face of Christ, Be the Face of Christ,' the Holy Cross Catholic school community was represented by approximately 350 pilgrims. \$15,000.00 was raised to support the hard work of the Holy Cross Brothers and Sisters in the villages of Thibeau, Cap Haitian and Milot, as well as surrounding areas in northern Haiti.

### **Saint Francis Catholic High School**

Celebrating their highest participation ever, more than 480 students, staff members, and parents walked through the streets of northern St. Catharines to raise over \$40,000.00. Inspired by the Hedley song, this year's theme of *Got Love* fueled the "purple machine" to enjoy reaching their participation goal which resulted in the shaving of the head of teacher, Pat O'Leary. The donations will be distributed and shared among three different organizations: St. Marc School in Haiti run by the Holy Cross Sisters, Fogquest, an organization which uses run off tarps to collect condensation in foggy areas where water is scarce, in Guatemala, and the Dominican Canadian Community Development Group (DCCD) which supports grassroots projects in the Dominican Republic.

### **Denis Morris Catholic High School**

Over 480 students, staff and members of the Denis Morris Catholic School Council proved their theme of "Real Champions in the Service of Love" as they walked to the market square and raised \$13,000.00. These proceeds will be shared between the Holy Cross Sister's Ecole Imaculee Conception in Pilate, Haiti and the Wells of Hope Projects in Guatemala.

### **Niagara Falls**

The Pilgrimage committees of Saint Paul and Saint Michael take turns hosting and organizing the mass and pilgrimage route through the streets of Niagara Falls. This year, Saint Paul hosted and all pilgrims began the day with a liturgy, celebrated by Fr. William DeRousie. In his homily, he reminded those present that if in their participation they recognized the image and likeness of God in those they were seeking to serve, then their participation was fuelled by the right intention.

### **Saint Paul Catholic High School**

More than 500 Saint Paul Catholic students, staff, and associate elementary school students walked together to raise \$18,600.00 making this the most successful pilgrimage in the school's history. The school's theme was "It's a Love Haiti Relationship", reminding those who walked that they were making a difference for the students of Immaculate Conception School in Milot, Haiti to which the pilgrimage funds are donated. Tweeting encouragements from Sr. Doreen Cloutier in Haiti proved to be the community's greatest supporter.

### **Saint Michael Catholic High School**

Over 350 students, staff and Saint Michael Catholic Family members from Saint Michael Catholic participated in this year's annual Pilgrimage that was themed, "Hope Lives Here." Saint Michael students raised \$16,500.00 for the Hope for Rwanda's Children Fund. The staff is extremely proud of their students' dedication to this great cause because the genocide that occurred in Rwanda must never be forgotten.

### **Notre Dame College High School**

Approximately 650 students, staff, parents, and alumni walked 14 kilometers from Notre Dame College to the Forkes Road Bridge in Dain City and back to participate in the 39<sup>th</sup> Pilgrimage of the school's history. \$35,000.00 was raised and will be distributed to Development and Peace, Yancana Huasy in Lima Peru, and the Dominican Canadian Community Development Group. In the spring of this year, the school was recognized by the Ontario Chapter of the Catholic Organization for Development and Peace for its years of outstanding service.

### **Lakeshore Catholic High School**

Over 400 staff, students, alumni and community members took part in Lakeshore Catholic High School's annual Gator Walk, a social justice initiative benefitting communities in Dominica. Participants of this year's 'Walk of Life' began the morning with a celebration of the Eucharist followed by the 10 km walk through Port Colborne. The \$13,000.00 that was raised will be delivered by a group of students and staff who will be travelling to Dominica later this month to foster the many partnerships and friendships there.

As part of this report, students from each school will share a reflection on Pilgrimage 2014 along with a visual presentation to capture the spirit and images of this year's Pilgrimage 2014.

The Pilgrimage Sunday 2014 report is presented for information.

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Prepared by: Mark Lefebvre, Superintendent of Education  
Terri Pauco, Religion and Family Life Consultant

Presented by: Mark Lefebvre, Superintendent of Education

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

Date: November 11, 2014

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE MEETING  
NOVEMBER 11, 2014**

***PUBLIC SESSION***

**TITLE: THE POPE FRANCIS CENTRE**

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Prepared by: Mark Lefebvre, Superintendent of Education

Presented by: Marco Magazzeni, Coordinator of Student Success

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

Date: November 11, 2014



## THE POPE FRANCIS CENTRE

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### BACKGROUND INFORMATION

The 2014-2015 System Priority to “provide supports for success through the design of a Pathway to Care program” is achieved through the opening of the Board’s new Pope Francis Centre in September 2014.

The mandate of the Niagara Catholic Pope Francis Centre is to provide selected students with an alternative – a school connected place to learn with individually designed programs, experiences and support within our new Pathway to Care Program.

The Pope Francis Centre motto is “A Place Where all are Welcome”. Believing that all students learn differently, the Centre offers a different environment to assist in achieving academic and personal success. This alternative education program provides students who may struggle with learning in a traditional school setting, a supported learning environment where they can work on independently selected programming while receiving individualized support and counseling as required.

This program and the accompanying supports provide an alternative opportunity for elementary and secondary students in Grade 6 to Grade 12 to:

- Understand that they are valued members of a caring Niagara Catholic Faith Community;
- Demonstrate the Ontario Catholic School Graduate Expectations;
- Develop the skills and attitudes to be successful in school, work and the larger community;
- Progress academically through curriculum/credit attainment; and to
- Contribute to the community through service learning activities.

The Pope Francis Centre provides four over-arching programs and supports:

1. Fresh Start – an alternative suspension and expulsion program.
2. Jump Start – to support students with high absenteeism.
3. Parent Support – for female or male students with an infant.
4. Mental Health and Addictions – a support program for students.

These programs and supports are integrated with the following opportunities:

***Independent Learning:*** With the guidance and support of staff, students work on and complete their course of study.

***Community Involvement:*** Students participate in community service activities.

***Healthy Living:*** Students participate in Healthy Living activities including physical education activities, drug addiction and mental health guest speakers.

***Nutrition for Learning:*** Providing healthy breakfasts, lunches and snacks for students to help them be ready to learn.



**Pathways Planning:** Career planning, Co-op, trips to Niagara College, connections with Job Gym and experiential learning activities.

**Personal Life Management** – regular meetings with the CYWs to discuss personal socio-emotional and behavioral issues and to develop the skills necessary to more effectively problem solve.

**Goal Setting** – to develop goals related to the successful reintegration of the home school.

A copy of the Pope Francis Centre Alternative Learning program booklet is provided as Appendix A. The booklet outlines:

- The Mandate of the Program
- Program and Support Design
- Rules of the Pope Francis Centre Staff
- Responsibilities of Students
- Expectations of Students
- Admittance Process
- Hours of Operation

As part of this report, a visual presentation on the Pope Francis Centre will be provided.

Attached: Pope Francis Centre Alternative Learning Program (Appendix A)

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Prepared by: Mark Lefebvre, Superintendent of Education

Presented by: Marco Magazzeni, Coordinator of Student Success

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

Date: November 11, 2014

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE MEETING  
NOVEMBER 11, 2014**

***PUBLIC SESSION***

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

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

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

Presented by: Frank Iannantuono, Superintendent of Education

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

Date: November 11, 2014



## **REPORT TO THE COMMITTEE OF THE WHOLE MEETING NOVEMBER 11, 2014**

### **STAFF DEVELOPMENT DEPARTMENT PROFESSIONAL DEVELOPMENT OPPORTUNITIES**

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#### **BACKGROUND INFORMATION**

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

The following is a listing of activities occurring during the period November 11, 2014 through December 2, 2014.

#### **Tuesday and Wednesday, November 4/5 and 25/26 - 2014**

##### *ASIST Training for Educational Resource Teachers*

- As part of Niagara Catholic's Safe and Accepting Schools and Mental Health initiatives aligning with the Board Improvement Plan for Student Achievement (BIPSA) goals, we are continuing to provide Applied Suicide Intervention Skills Training (ASIST).
- ASIST is a two-day intensive, interactive and practice-dominated course designed to help individuals recognize risk and learn how to intervene in order to prevent the immediate risk of suicide.

#### **Wednesday, November 12, 2014**

##### *NTIP Mentor Training presented by Jim Strachan (Ministry of Education)*

- Mentoring for Mentors: Building Effective Mentoring Relationships
- Key session components of this interactive professional learning opportunity include:
  - o Overview of the needs of Beginning Teachers
  - o Strategies for establishing Trust and Rapport
  - o Introduction to the 3 C's (Consultant / Collaborator / Coach) as a framework for approaching mentoring relationships
  - o Learning focused conversations
  - o Using Scaling Questions to provide non-evaluative feedback.

#### **Friday, November 14, 2014**

##### *Professional Activity Day*

- The Professional Activity day on November 14<sup>th</sup> will focus on the following topics:
  - o Mathematical Mindset
  - o Literacy
  - o Concussion Protocol or BOSU training (EA's)
  - o Educational Technology.

The following school will be used to host the various training sessions for employees:

- **Saint Paul**
  - o Grades 3 – 6 Teachers
  - o French Teachers (Elementary)
  - o Kindergarten Teachers and Speech and Language Pathologists Project Participants
  - o Communicative Disorders Assistants (CDA).
- **Holy Cross**
  - o Grades K – 2 Teachers
  - o Early Childhood Educators (ECE)
  - o Elementary Educational Resource Teachers (ERT).
- **Notre Dame College**
  - o Grades 7 – 12 Teachers
  - o Secondary Educational Resource Teachers (ERT).
- **Denis Morris**
  - o Grades 7 – 12 Teachers
  - o Itinerant Arts Teachers
  - o English as a Second Language Teachers (ESL).
- **Saint Michael**
  - o Educational Assistants (EA).
- **Saint Francis**
  - o Library Technicians.
- **Catholic Education Centre**
  - o Child and Youth Workers (CYW)
  - o Secondary Finance Secretaries.

**Wednesday, November 19, 2014**

*NTIP Session #3: Growing Success & Learning for All (Riverstone Event Centre, Welland, ON)*

- NTIP Protégés and NTIP Mentors will attend a full day session on Growing Success as it pertains to all panels, followed by Assessment, Evaluation and Evidence Informed Decision Making classroom strategies. In addition, the group will be provided with an in-depth overview of Learning for All.

**Wednesday, November 19, 2014**

*The Inquiry Stance: After-School Workshop (Holy Name Catholic Elementary School)*

- Teachers (ELKP to Grade 2) are invited to attend an after-school workshop focused on explore ways to create meaningful provocations and discover how to become a teacher researcher.

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

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

Presented by: Frank Iannantuono, Superintendent of Education

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

Date: November 11, 2014

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
NOVEMBER 11, 2014**

***PUBLIC SESSION***

**TITLE: EXTENDED OVERNIGHT FIELD TRIP, EXCURSION AND  
EXCHANGE APPROVAL COMMITTEE 2014 - 2015**

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The Extended Overnight Field Trip, Excursion and Exchange Approval Committee 2014-2015 report is presented for information.

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Prepared by: Mark Lefebvre, Superintendent of Education

Presented by: Mark Lefebvre, Superintendent of Education

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

Date: November 11, 2014



## **REPORT TO THE COMMITTEE OF THE WHOLE NOVEMBER 11, 2014**

### **EXTENDED OVERNIGHT FIELD TRIP, EXCURSION AND EXCHANGE APPROVAL COMMITTEE 2014 - 2015**

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#### **BACKGROUND INFORMATION**

The Extended Overnight Field Trip, Excursion and Exchange Approval Committee continues to review proposals for 2014-2015 extended overnight field trips, excursions and exchanges as submitted to date. The composition of the approval Committee is as follows:

1 Supervisory Officer	-	Mark Lefebvre
1 Secondary School Vice-Principal	-	Andrew Bartley
1 Secondary School Principal	-	Jeff Smith
1 Elementary School Principal	-	Steve Ward
1 Program Department Consultant	-	Mike Sheahan

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

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

An Excursion is defined as follows:

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

Attached to this information report is an Executive Summary of a 2014-2015 Extended Overnight Field Trip as submitted on Tuesday, November 11, 2014. (Appendix A)

The Extended Overnight Field Trip, Excursion and Exchange Approval Committee 2014-2015 report is presented for information.

Prepared by: Mark Lefebvre, Superintendent of Education

Presented by: Mark Lefebvre, Superintended of Education

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

Date: November 11, 2014

**EXECUTIVE SUMMARY**

**Appendix A**

**Extended Overnight Field Trip, Excursion and Exchange Committee Approval – 2014-2015**

SCHOOL	TYPE	APPROVAL REQUIRED	DESTINATION	CURRICULUM UNIT/THEME	EDUCATION VALUE	DATE	NUMBER OF STUDENTS, STAFF & CHAPERONES ON TRIP	DURATION	COST (APPROX)	TRANSPORTATION
Lakeshore Catholic High School	Extended Overnight Excursion	Superintendent and Extended Overnight Field Trip Committee	Nashville/ Memphis Tennessee	Music History	Students will obtain a deeper understanding of North American musical forms that helped shape the musical genres existing today. They will also obtain a deeper awareness of the oppression suffered by the pioneers of this music and reflection on how our Catholic faith values of Social Justice are integral in the continuing development of a just and empathetic society.	Tuesday, April 28, 2015 to Friday, May 2, 2015	40 students 3 staff	5 days 4 nights (4 school days)	Approximately \$1,449.00 per person – coach, flight, accommodations, meals, tours workshops, clinics, performance venues.  Additional personal spending money.	Air and land transportation
Saint Francis Catholic Secondary School	Extended Overnight Excursion	Superintendent and Extended Overnight Field Trip Committee	Paradise Island Bahamas	Physical Education	Social and cultural growth, student leadership conference, global awareness, team building and competition.	Wednesday, December 3, 2014 to Sunday, December 7, 2014	10-11 students 2 staff	5 days 4 nights (3 school days)	No cost per person – coach, flight, accommodations, meals, paid for by KSA Events  Additional personal spending money.	Air and land transportation

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE MEETING  
NOVEMBER 11, 2014**

*PUBLIC SESSION*

**TITLE: CAPITAL PROJECTS PROGRESS REPORT UPDATE**

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The Capital Projects Progress Report Update is presented for information.

Prepared by: Scott Whitwell, Controller of Facilities Services  
Presented by: Scott Whitwell, Controller of Facilities Services  
Approved by: John Crocco, Director of Education/Secretary-Treasurer  
Date: November 11, 2014





**REPORT TO THE COMMITTEE OF THE WHOLE MEETING  
TUESDAY, NOVEMBER 11, 2014  
CAPITAL PROJECTS PROGRESS REPORT UPDATE**

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**BACKGROUND INFORMATION**

Individual progress reports for capital projects are presented as follows:

In Progress

ELKP PHASE 5

Appendix A	Canadian Martyrs Catholic Elementary School
Appendix B	Loretto Catholic Elementary School
Appendix C	St. John Bosco Catholic Elementary School

NEW BUILD

Appendix D	St. Martin Catholic Elementary School
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CAPITAL PRIORITIES

Appendix E	Lakeshore Catholic High School
Appendix F	Saint Michael Catholic High School
Appendix G	St. James Catholic Elementary School
Appendix H	Our Lady of Mount Carmel Catholic Elementary School

CHILDCARE CAPITAL RETROFIT

Appendix I	St. Gabriel Lalemant Catholic Elementary School
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The Capital Projects Progress Report Update is presented for information.

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Prepared by: Scott Whitwell, Controller of Facilities Services  
Presented by: Scott Whitwell, Controller of Facilities Services  
Approved by: John Crocco, Director of Education/Secretary-Treasurer  
Date: November 11, 2014



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
CAPITAL PROJECT PROGRESS REPORT  
NOVEMBER 11, 2014**

**APPENDIX A**

**CANADIAN MARTYRS CATHOLIC ELEMENTARY SCHOOL**

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**Scope of Project:** Design and construction of a library addition and renovation of the existing library to be 2 new ELKP classrooms.

**Current Status:** Contractor addressing deficiencies.



**Project Information:**

New Area to be Constructed	162	sq. m.
Existing Area to be Renovated	481	sq. m.
Total New Facility Area	3825	sq. m.
Total Site Area	3.193	ha.
Pupil Places Added	52	students
New Facility Capacity		students

**Project Funding:**

FDK Grant	959,850
Facilities Renewal	33,834
	<b>\$993,684</b>

**Project Costs:**

	Budget	Paid
Construction Contract	823,357	776,230
Fees & Disbursements	102,762	109,645
Furniture & Equipment	44,932	15,610
Other Project Costs	22,633	63,527
	<b>\$993,684</b>	<b>\$965,012</b>

**Project Timelines:**

	<u>Scheduled Completion</u>	<u>Actual Completion</u>
Funding Approval	June 2012	June 2012
Architect Selection	June 2013	June 25, 2013
Design Development	October 2013	October 18, 2013
Contract Documents	November 2013	November 12, 2013
Tender & Approvals	December 2013	February 26, 2014
Construction	September 2014	
Occupancy	September 2014	
Official Opening & Blessing	October 2014	

**Project Team:**

Architect	Grguric Architects Incorporated
General Contractor	King Contractors
Project Manager	Tunde Labbancz
Superintendent	Ted Farrell
Principal	Alan Creelman



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
CAPITAL PROJECT PROGRESS REPORT  
NOVEMBER 11, 2014**

**APPENDIX B**

**LORETTO CATHOLIC ELEMENTARY SCHOOL**

**Scope of Project:** Construction of a two classroom addition and renovation of the existing 3 classrooms to be 2 new ELKP classrooms.

**Current Status:** Contractor working on deficiencies.



**Project Information:**

New Area to be Constructed	199	sq. m.
Existing Area to be Renovated	228	sq. m.
Total New Facility Area	7689	sq. m.
Total Site Area	6.070	ha.
Pupil Places Added	29	students
New Facility Capacity		students

**Project Funding:**

FDK Grant	959,850
Facilities Renewal	0
	<b>\$959,850</b>

**Project Costs:**

	Budget	Paid
Construction Contract	662,995	641,977
Fees & Disbursements	84,205	82,656
Furniture & Equipment	7,794	7,061
Other Project Costs	46,621	67,588
	<b>\$801,615</b>	<b>\$799,282</b>

**Project Timelines:**

	<u>Scheduled Completion</u>	<u>Actual Completion</u>
Funding Approval	June 2012	June 2012
Architect Selection	June 2013	June 28, 2013
Design Development	October 2013	October 28, 2013
Contract Documents	November 2013	November 19, 2013
Tender & Approvals	December 2013	February 26, 2014
Construction	August 2014	August 29, 2014
Occupancy	September 2014	August 29, 2014
Official Opening & Blessing	October 2014	

**Project Team:**

Architect	Quartek Group Inc.
General Contractor	Brouwer Construction
Project Manager	Tunde Labbancz
Superintendent	Mark Lefebvre
Principal	Anthony Cardamone



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
CAPITAL PROJECT PROGRESS REPORT  
NOVEMBER 11, 2014**

**APPENDIX C**

**ST. JOHN BOSCO CATHOLIC ELEMENTARY SCHOOL**

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**Scope of Project:** Construction of a new classroom addition and renovation of existing classroom into a new ELKP classroom.



**Current Status:** Contractor addressing deficiencies.

**Project Information:**

New Area to be Constructed	122.3	sq. m.
Existing Area to be Renovated	109.1	sq. m.
Total New Facility Area	2181.1	sq. m.
Total Site Area	4.452	ha.
Pupil Places Added	29	students
New Facility Capacity		students

**Project Funding:**

FDK Grant	479,925
Facilities Renewal	121,933
	<b>\$601,858</b>

**Project Costs:**

	Budget	Paid
Construction Contract	512,967	386,969
Fees & Disbursements	43,979	52,732
Furniture & Equipment	3,478	3,376
Other Project Costs	41,434	20,837
	<b>\$601,858</b>	<b>\$463,914</b>

**Project Timelines:**

	<u>Scheduled Completion</u>	<u>Actual Completion</u>
Funding Approval	June 2012	June 2012
Architect Selection	June 2013	June 28, 2013
Design Development	October 2013	October 16, 2013
Contract Documents	November 2013	November 5, 2013
Tender & Approvals	December 2013	February 26, 2014
Construction	August 2014	
Occupancy	September 2014	
Official Opening & Blessing	October 2014	

**Project Team:**

Architect	MacDonald Zuberec Ensslen Architects Inc.
General Contractor	Stolk Construction
Project Manager	Tunde Labbancz
Superintendent	Lee Ann Forsyth-Sells
Principal	Theo Dagenais



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
CAPITAL PROJECT PROGRESS REPORT  
NOVEMBER 11, 2014**

**APPENDIX D**

**ST. MARTIN CATHOLIC ELEMENTARY SCHOOL**

**Scope of Project:**

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

**Current Status:** Original estimated construction completion date is March 2015. Site Plan application has been made to Township - working with Township to address sidewalk concern. The project has been tendered resulting in an over-budget condition – work is underway with the architect and MOE to resolve. Construction completion date will be delayed.



**Project Information:**

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

**Project Funding:**

Capital Priorities	9,430,364
	<b>\$9,430,364</b>

**Project Costs:**

	Budget	Paid
Construction Contract	7,479,925	0
Fees & Disbursements	900,000	618,080
Furniture & Equipment	100,000	0
Other Project Costs	950,439	244,176
	<b>\$9,430,364</b>	<b>\$862,256</b>

**Project Timelines:**

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

**Project Team:**

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



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
CAPITAL PROJECT PROGRESS REPORT  
NOVEMBER 11, 2014**

**APPENDIX E**

**LAKESHORE CATHOLIC HIGH SCHOOL**

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



**Current Status:** Columns installed in Construction Technology Shop. Site services extended to new construction.

**Project Information:**

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

**Project Funding:**

Capital Priorities	5,501,722
	0
	<b>\$5,501,722</b>

**Project Costs:**

	Budget	Paid
Construction Contract	4,235,021	521,978
Fees & Disbursements	568,520	423,582
Other Project Costs	698,181	57,324
	<b>\$5,501,722</b>	<b>1,002,884</b>

**Project Timelines:**

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

**Project Team:**

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



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
CAPITAL PROJECT PROGRESS REPORT  
NOVEMBER 11, 2014**

**APPENDIX F**

**SAINT MICHAEL CATHOLIC HIGH SCHOOL**

**Scope of Project:**

Design and construction of a ten classroom addition.

**Current Status:** Partial occupancy received.

Addressing deficiencies and final occupancy.

**Project Information:**

New Area to be Constructed	16,380	sq. ft.
Existing Area to be Renovated		sq. ft.
Total New Facility Area	119,868	sq. ft.
Total Site Area	15.8	acres
Pupil Places Added	210	students
New Facility Capacity	1,017	students



**Project Funding:**

Capital Priorities	5,527,880
Facilities Renewal	639,105
	<u>\$6,166,985</u>

**Project Costs:**

	<u>Budget</u>	<u>Paid</u>
Construction Contract	4,999,428	4,793,875
Fees & Disbursements	544,037	522,069
Furniture & Equipment	204,820	21,610
Other Project Costs	418,700	107,225
	<u>\$6,166,985</u>	<u>\$5,444,779</u>

**Project Timelines:**

	<u>Scheduled Completion</u>	<u>Actual Completion</u>
Funding Approval	July 7, 2011	July 7, 2011
Ministry Approval (space)	December 2011	March 9, 2012
Architect Selection	January 30, 2012	March 22, 2012
Design Development	March 2012	October 2012
Contract Documents	May 2013	May 2013
Tender	June 2013	June 2013
Ministry Approval (cost)	June 2013	May 2013
Construction	August 2014	
Occupancy	September 2014	
Official Opening & Blessing		

**Project Team:**

Architect	Raimondo + Associates Architects Inc.
General Contractor	Brouwer Construction
Project Manager	Anthony Ferrara
Superintendent	Mark Lefebvre
Principal	James Whittard





**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
CAPITAL PROJECT PROGRESS REPORT  
NOVEMBER 11, 2014**

**APPENDIX G**

**ST. JAMES CATHOLIC ELEMENTARY SCHOOL**

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**Scope of Project:** Construction of 2 new ELKP rooms, one classroom and renovations to Staff Room and Administration Area.



**Current Status:** Full occupancy received. Millwork installation and exterior panel installation still under construction.

**Project Information:**

New Area to be Constructed	458	sq. m.
Existing Area to be Renovated	499	sq. m.
Total New Facility Area	2590	sq. m.
Total Site Area	2.340	ha.
Pupil Places Added	78	students
New Facility Capacity	259	students

**Project Funding:**

Capital Priorities	1,357,761
FDK Grant	479,928
Proceeds of Disposition	883,353
	<b>\$2,721,042</b>

**Project Costs:**

	Budget	Paid
Construction Contract	2,304,966	1,953,566
Fees & Disbursements	212,000	207,409
Furniture & Equipment	29,666	24,867
Other Project Costs	174,410	125,167
	<b>\$2,721,042</b>	<b>\$2,311,009</b>

**Project Timelines:**

	<u>Scheduled Completion</u>	<u>Actual Completion</u>
Funding Approval	January 2013	January 2013
Architect Selection	May 2013	May 2013
Design Development	November 2013	November 14, 2013
Contract Documents	November 2013	November 28, 2013
Tender & Approvals	December 2013	March 28, 2014
Construction	September 2014	
Occupancy	September 2014	
Official Opening & Blessing	October 2014	

**Project Team:**

Architect	Svedas Architects Inc.
General Contractor	Charter Building Company
Project Manager	Tunde Labbancz
Superintendent	Yolanda Baldasaro
Principal	Glenda Hillier





**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
CAPITAL PROJECT PROGRESS REPORT  
NOVEMBER 11, 2014**

**APPENDIX H**

**OUR LADY OF MOUNT CARMEL CATHOLIC ELEMENTARY SCHOOL**

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**Scope of Project:** Interior renovations to result in 4 new classrooms, 3 new ELKP classrooms and renovations to gym change rooms and Administrative area.



**Current Status:** Contractor addressing deficiencies.

**Project Information:**

New Area to be Constructed	140	sq. m.
Existing Area to be Renovated	1601	sq. m.
Total New Facility Area	4909	sq. m.
Total Site Area	3.440	ha.
Pupil Places Added	55	students
New Facility Capacity		students

**Project Funding:**

Capital Priorities	1,473,555
FDK Grant	959,850
Facilities Renewal	0
	<b>\$2,433,405</b>

**Project Costs:**

	Budget	Paid
Construction Contract	1,848,137	1,717,133
Fees & Disbursements	291,363	319,338
Furniture & Equipment	33,357	28,049
Other Project Costs	260,548	162,990
	<b>\$2,433,405</b>	<b>\$2,227,510</b>

**Project Timelines:**

	<u>Scheduled Completion</u>	<u>Actual Completion</u>
Funding Approval	January 2013	January 2013
Architect Selection	May 2013	May 2013
Design Development	November 2013	November 4, 2013
Contract Documents	November 2013	November 26, 2013
Tender & Approvals	December 2013	February 26, 2014
Construction	September 2014	
Occupancy	September 2014	
Official Opening & Blessing	October 2014	

**Project Team:**

Architect	Venerino V. P. Panici Architect Inc.
General Contractor	Bromac Construction
Project Manager	Tunde Labbancz
Superintendent	Mark Lefebvre
Principal	Elizabeth Davey



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
CAPITAL PROJECT PROGRESS REPORT  
NOVEMBER 11, 2014**

**APPENDIX I**

**ST. GABRIEL LALEMANT CATHOLIC ELEMENTARY SCHOOL**

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**Scope of Project:** Conversion of two classrooms and storage room into two child care rooms for 22 preschoolers and 15 toddlers including two washrooms, kitchen and storage and play space. Child care program will be operated by Boys & Girls Club of Niagara.

**Current Status:** Working on deficiencies and front entrance canopy.



**Project Information:**

New Area to be Constructed		sq. m.
Existing Area to be Renovated	177	sq. m.
Total New Facility Area	2585	sq. m.
Total Site Area	2.8	ha.
Pupil Places Added		students
New Facility Capacity		students

**Project Funding:**

Schools First - Child Care Capital Retrofit

**Project Costs:**

	Budget	Paid
Construction Contract	446,919	435,538
Fees & Disbursements	66,270	76,457
Furniture & Equipment	15,000	11,104
Other Project Costs	69,511	16,947
	<b>\$597,700</b>	<b>\$540,046</b>

**Project Timelines:**

	<u>Scheduled Completion</u>	<u>Actual Completion</u>
Funding Approval	N/A	N/A
Architect Selection	February 2014	February 2014
Design Development	May 2014	May 2014
Contract Documents	May 2014	May 2014
Tender & Approvals	June 2014	June 2014
Construction	August 2014	
Occupancy	September 2014	
Official Opening & Blessing		

**Project Team:**

Architect	Venerino V. P. Panici Architect Inc.
General Contractor	Aldor Builders
Project Manager	Tunde Labbancz/Kathy Levinski
Superintendent	Mark Lefebvre
Principal	Deborah Mercnik

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE MEETING  
NOVEMBER 11, 2014**

***PUBLIC SESSION***

**TITLE: TRUSTEE INFORMATION  
SPOTLIGHT ON NIAGARA CATHOLIC – OCTOBER 28, 2014**

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# Spotlight Update

With an increased focus on digital marketing and the advantages gained by cross-promoting online content, the Communications Department has re-branded *Spotlight on Niagara Catholic* in a digital format. Niagara Catholic has experienced a tremendous increase in its web traffic. The Communications Department will continue to develop and promote the Board website as the centre of current information on the Board and its schools.

In addition to featuring news from Board Meetings, there will be a *What's New* feature to highlight special news or events in each *Spotlight on Niagara Catholic*.



October 2014

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**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE MEETING  
NOVEMBER 11, 2014**

***PUBLIC SESSION***

**TITLE: TRUSTEE INFORMATION  
CALENDAR OF EVENTS – NOVEMBER 2014**

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# NOVEMBER 2014



Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5 Grade 8 Orientation Take our Kids to Work Day SEAC Meeting	6	7 Random Act of Kindness Day	8
8	10 Catholic School Councils Annual Meeting	11 Remembrance Day SAL Meeting Committee of the Whole Meeting	12 Student Voice Conference	13 Culture of Life Conference  NCPIC Meeting	14 Elementary/ Secondary PA Day	15
16	17 Report Cards issued this week	18	19	20	21	22
23/30	24 Celebrating Jr. Artists	25 Policy Committee Board Meeting	26 Kids Lit Quiz	27	28	29