



*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, OCTOBER 9, 2012  
7:00 P.M.**

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



**A. ROUTINE MATTERS**

1. Opening Prayers – Trustee Charbonneau -
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 September 11, 2012 A5

**B. PRESENTATIONS**

**C. COMMITTEE AND STAFF REPORTS**

1. Policy Committee
  - 1.1 Unapproved Minutes of the Policy Committee Meeting of September 25, 2012 C1.1
  - 1.2 Approval of Policies
    - 1.2.1 Assignment of Principals and Vice-Principals Policy (202.1) C1.2.1
    - 1.2.2 Attendance Areas Policy (301.3) C1.2.2
  - 1.3 Policy Schedule C1.3
  - 1.4 Policy Update C1.4
2. International Student Exchange Program 2012-2013 C2
3. Passport Niagara: Journey Through the War of 1812 Community Collaboration C3
4. Mobile Computer Lab Update C4
5. Extended Overnight Field Trip, Excursion and Exchange Committee Approvals – 2012-2013 C5
6. Catholic School Council Annual Report 2011-2012 C6
7. Staff Development Department Professional Development Opportunities C7
8. Monthly Updates
  - 8.1 Capital Projects Update C8.1
  - 8.2 Student Senate Update -
  - 8.3 Senior Staff Good News Update -

**D. INFORMATION**

1. Trustee Information
  - 1.1 Spotlight on Niagara Catholic – September 25, 2012 D1.1
  - 1.2 Calendar of Events – October 2012 D1.2

1.3 My Niagara Catholic Alumni	D1.3
1.4 Niagara Catholic Distinguished Alumni Award	D1.4
1.5 Trustee and Senior Staff Retreat – October 16, 2012	-
1.6 OCSTA 2013 Catholic Trustees' Professional Development Seminar	D1.6
1.7 Beyond Catholic Graduation Survey	D1.7

## **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  
OCTOBER 9, 2012**

***PUBLIC SESSION***

**TOPIC: MINUTES OF THE COMMITTEE OF THE WHOLE  
MEETING OF SEPTEMBER 11, 2012**

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**RECOMMENDATION**

**THAT** the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting of September 11, 2012, as presented.



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

## MINUTES OF THE COMMITTEE OF THE WHOLE MEETING TUESDAY, SEPTEMBER 11, 2012

Minutes of the Meeting of the Committee of the Whole of the Niagara Catholic District School Board, held on Tuesday, September 11, 2012, at 7:00 p.m. in the Father Kenneth Burns csc Board Room, at the Catholic Education Centre, 427 Rice Road, Welland.

The meeting was called to order at 7:00 p.m. by Chairperson Burtnik.

### A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayers were led by Trustee Burkholder.

2. Roll Call

Chairperson Burtnik noted that all Trustees were in attendance, and that Vice-Chairperson Charbonneau would be joining the meeting electronically at a later time.

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>				
Vincent Atallah	✓			
Michael Blair	✓			

The following staff were in attendance:

**John Crocco**, Director of Education; **Yolanda Baldasaro**, **Mario Ciccarelli**, **Lee Ann Forsyth-Sells**, **Frank Iannantuono**, **Mark Lefebvre**, Superintendents of Education;; **Khayyam Syne**, Administrator of Staff Development;; Administrator of School Effectiveness; **Jennifer Brailey**, Manager of Corporate Services & Communications; **Sherry Morena**, Recording Secretary/Administrative Assistant, Corporate Services & Communications

3. **Approval of the Agenda**

Moved by Trustee Nieuwesteeg

**THAT** the Committee of the Whole approve the Agenda of the Committee of the Whole Meeting of September 11, 2012, as presented.

**CARRIED**

4. **Disclosure of Interest**

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

5. **Minutes of the Committee of the Whole Meeting of June 5, 2012**

Moved by Trustee Burkholder

**THAT** the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting of June 5, 2012, as presented.

**CARRIED**

**B. PRESENTATIONS**

**C. COMMITTEE AND STAFF REPORTS**

1. **Policy Committee**

1.1 **Policy Schedule**

Director Crocco presented the Policy Schedule for 2012-2013.

1.2 **Policy Update**

Director Crocco presented the Policy Update.

2. **International Partnership Network – Global Best Award 2012 to Niagara Catholic**

Mark Lefebvre, Superintendent of Education, presented background information on The Global Best Awards. Marco Magazzeni, Consultant K-12 Technology/Specialist High Skills Major, presented information on Niagara Catholic's submission to the International Partnership Network, for the 2012 Global Best Awards of which Niagara Catholic was awarded the Global Best Award 2012 for innovative programs.

Niagara Catholic was the only school board in the Americas; North, South and Central America to receive such an international award and is nominated for the Global Best – World Award.

Niagara Catholic has also been invited to the International Partnership Network Conference 2012 in Durban South Africa - September 25-28, 2012 to be a keynote presenter and to accept this internationally recognized award of excellence.

**3. Director of Education and Senior Staff Introduction to the 2012-2013 School Year**

Director Crocco along with Senior Staff presented Trustees with information regarding the 2012-2013 School Year, which included the Strategic Directions System Priorities for 2012-2013, and a booklet outlining the Faith Formation Program “Wisdom, Worship, Witness”.

Senior Staff answered Trustees questions regarding the various information and programs outlined in the report.

**4. Annual Accessibility Plan - September 2012 to August 2013 (Year 10)**

Yolanda Baldasaro, Superintendent of Education, presented the report on the Niagara Catholic District School Board Annual Accessibility Plan, stating that the Niagara Catholic District School Board is committed to the continual improvement of access to school board facilities, policies, programs, and services for students, staff, parents/guardians, and members of the community with disabilities.

**5. Parents Reaching Out (PRO) Grants 2012-2013**

Lee Ann Forsyth-Sells, Superintendent of Education, presented the report on Catholic School Councils Parents Reaching Out Grants 2012-2013, and indicated that for the 2012-2013 school year, twenty-nine (29) schools in the Niagara Catholic District School Board received PRO Grants to a total of \$ 25,985.00.

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

Khayyam Syne, Administrator of Staff Development, presented the report on the Staff Development Department Professional Development Opportunities for information.

**7. Monthly Updates**

**7.1 Capital Projects Progress Report**

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

**7.2 Student Trustees' Update**

Vincent Atallah and Michael Blair, 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 Lee Ann Forsyth-Sells**

- A Grade 4 student at Alexander Kuska Catholic Elementary School is one of 8000 children from across Canada participating in the “Windows to the World” a National Art Competition with a Global Reach that will help to brighten the rooms of children on respirators in the Herzog Hospital in Jerusalem, Israel.

On September 28, 2012, the Executive Director and the Project Development Director of the Canadian Friends of Herzog Hospital will be visiting the school to collect the art and to present a plaque engraved with the school name. The plaque will hang in the hallway of the hospital in Jerusalem.

## **D. INFORMATION**

### **1. Trustee Information**

#### **1.1 Spotlight on Niagara Catholic – June 12, 2012**

Director Crocco presented the Spotlight on Niagara Catholic – June 12, 2012 issue for Trustees' information.

#### **1.2 Calendar of Events – September 2012**

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

#### **1.3 Niagara Catholic School Year Calendar and Meeting Dates 2012-2013**

Director Crocco presented Trustees with the Niagara Catholic School Year Calendar and Meeting Dates 2012-2013.

#### **1.4 Director's Letter to Students and Parents – September 2012**

Director Crocco presented the Director's Letter to Students and Parents September 2012.

#### **1.5 Swedish Delegation to Niagara Catholic – September 13 & 14, 2012**

Director Crocco presented information on Swedish Delegation which will be visiting Niagara Catholic on September 13 & 14, 2012, along with their itinerary, and invited Trustees to meet the delegates.

#### **1.6 Niagara Foundation for Catholic Education Golf Tournament – September 19, 2012**

Director Crocco reminded Trustees that the Niagara Foundation for Catholic Education Golf Tournament is taking place on September 19, 2012 at Legends on the Niagara Golf Course, and to contact Sue Baxter, Administrative Assistant, Business and Financial Services if they will be attending.

#### **1.7 Niagara Festival Grande Parade – September 29, 2012**

Director Crocco presented information on the Niagara Festival Grand Parade – September 29, 2012, and invited Trustees to participate in the Board entry.

#### **1.8 Trustee and Senior Staff Retreat – October 16, 2012**

Director Crocco reminded Trustees that the Annual Trustee and Senior Staff Retreat is rescheduled for October 16, 2012 at 4:00 p.m. at Mount Carmel Spiritual Centre.

## **E. OTHER BUSINESS**

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

\* Vice-Chairperson Charbonneau joined the meeting electronically at 9:55 p.m.

## **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 Meeting at 9:55 p.m. and reconvened at 10:35 p.m.

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

Moved by Trustee O'Leary

**THAT** the Committee of the Whole report the motions from the In Camera Session of the Committee of the Whole Meeting of September 11, 2012.

**CARRIED**

### **SECTION A: STUDENT TRUSTEES PRESENT**

Moved by Trustee O'Leary

**THAT** the Committee of the Whole approve the Minutes of the In Camera Session of the Committee of the Whole Meeting - Section A: Student Trustees Present held on June 5, 2012, as presented.

**CARRIED (Item F1)**

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

Moved by Trustee O'Leary

**THAT** the Committee of the Whole approve the Minutes of the In Camera Session of the Committee of the Whole Meeting - Section B: Student Trustees Excluded held on June 5, 2012, as presented.

**CARRIED (Item F3)**

Moved by Trustee O'Leary

**THAT** the Committee of the Whole approve the Minutes of the In Camera Session of the Committee of the Whole Meeting - SECTION B: Student Trustees Excluded (Trustees & Director Only) of June 5, 2012, as presented.

**CARRIED (Item F4)**

## **H. ADJOURNMENT**

Moved by Trustee Fera

**THAT** the September 11, 2012 Committee of the Whole Meeting be adjourned.

**CARRIED**



This meeting was adjourned at 10:40 p.m.

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Minutes of the Committee of the Whole Meeting of the Niagara Catholic District School Board held on **September 11, 2012.**

Approved on the **9<sup>th</sup>** day of **October 2012.**

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Kathy Burtnik  
Chairperson of the Board

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John Crocco  
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
OCTOBER 9, 2012**

***PUBLIC SESSION***

**TOPIC: POLICY COMMITTEE - UNAPPROVED MINUTES  
MEETING OF SEPTEMBER 25, 2012**

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**RECOMMENDATION**

**1.1 THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board receive the unapproved Minutes of the Policy Committee Meeting of September 25, 2012, as presented.

The following recommendations are being presented for the Committee of the Whole's consideration from the Policy Committee Meeting of September 25, 2012:

**1.2.1 Assignment of Principals and Vice-Principals Policy (202.1)**

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Assignment of Principals and Vice-Principals Policy (202.1), as presented.

**1.2.2 Attendance Areas Policy (301.3)**

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Attendance Areas Policy (301.3), as presented.



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

## MINUTES OF THE POLICY COMMITTEE MEETING

### TUESDAY, SEPTEMBER 25, 2012

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Minutes of the Policy Committee Meeting held on Tuesday, September 25, 2012 at 4:30 p.m. in the Holy Cross Community Room, at the Catholic Education Centre, 427 Rice Road, Welland.

The meeting was called to order at 4:30 p.m. by Trustee Burtnik.

#### 1. Opening Prayer

The meeting was opened with a prayer.

#### 2. Attendance

Committee Members	Present	Absent	Excused
Ed Nieuwesteeg (Committee Chair)			✓
Kathy Burtnik	✓		
Dino Sicoli			✓

In the absence of Committee Chairperson Nieuwesteeg, Trustee Burtnik chaired the Policy Committee Meeting.

Trustees Burkholder and Charbonneau attended as Policy Committee voting Trustees in place of Committee Chairperson Nieuwesteeg and Trustee Sicoli.

#### **Trustees:**

**Rhianon Burkholder**, Trustee  
**Maurice Charbonneau**, Trustee  
**Vincent Atallah**, Student Trustee

#### **Staff:**

**John Crocco**, Director of Education  
**Mark Lefebvre**, Superintendent of Business & Financial Services  
**Frank Iannantuono**, Superintendent of Education/Human Resources  
**Larry Reich**, Superintendent of Business & Financial Services  
**Scott Whitwell**, Controller of Facilities Services  
**Jennifer Brailey**, Manager of Corporate Services & Communications Department  
**Sherry Morena**, Administrative Assistant - Corporate Services & Communications Department  
/Recording Secretary

3. **Approval of Agenda**

Moved by Trustee Charbonneau

**THAT** the September 25, 2012 Policy Committee Agenda be approved, as presented.

**APPROVED**

4. **Disclosure of Interest**

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

5. **Minutes of the Policy Committee Meeting of May 22, 2012**

Moved by Trustee Burtnik

**THAT** the Policy Committee approve the minutes of the Policy Committee Meeting of May 22, 2012, as presented.

**APPROVED**

6. **Policies**

**ACTION REQUIRED**

**RECOMMENDATION TO OCTOBER 9, 2012 COMMITTEE OF THE WHOLE**

**6.1 Assignment of Principals and Vice-Principals Policy (202.1)**

Frank Iannantuono, Superintendent of Education/Human Resources, presented the amendments to the Assignment of Principals and Vice-Principals Policy (202.1).

The Policy Committee amended the Administrative Guidelines as follows:

**ADMINISTRATIVE GUIDELINES**

6. When ~~and if~~ required the Director may appoint an Acting Principal. The Acting Principal will hold the qualifications of a Principal and may supervise one or two elementary schools operated by the Board. The Acting Principal (*insert space*) shall be in charge of the school and shall perform the duties of the Principal subject to the authority of the Family of Schools' Supervisory Officer.
10. The Director of Education may transfer and/or remove a Vice-Principal to ~~from~~ a school regardless of the student enrolment based on (*delete space*), but not limited to (*insert comma*), the following:
  1. Budget availability
  2. System Leadership needs
  3. Specific school needs
  4. Increasing enrolment trends and/or boundary changes

Moved by Trustee Burkholder

**THAT** the Policy Committee recommend to the Committee of the Whole approval of the Assignment of Principals and Vice-Principals Policy (202.1), as amended.

**APPROVED**

## **6.2 Attendance Areas Policy (301.3)**

Scott Whitwell, Controller of Facilities Services, presented the amendments to the Attendance Areas Policy (301.3).

The Policy Committee amended the Administrative Guidelines as follows:

### **ADMINISTRATIVE GUIDELINES**

#### **4. AD HOC ATTENDANCE AREA REVIEW COMMITTEE**

An Ad Hoc Attendance Area Review Committee shall be comprised of:

- a. Three (3) Trustees, as appointed by the Chairperson of the Board,
- b. One of the three (3) Area Attendance Review Committee Trustees must be a local Trustee of the Attendance Area under consideration,
- c. The three (3) Trustees shall be the voting members of the Committee,
- d. The Ad-Hoc Committee shall elect a Chair of the Committee,
- e. A Superintendent of Education who shall serve as secretary of the Committee,
- f. The Principal(s) ~~who~~ will act as a resource to the Superintendent of Education and will be in attendance as required,
- g. The Controller of Facilities Services and/or designate who shall serve as a resource person.
- h. Catholic School Council Chairs of each of the identified schools within the Ad Hoc Attendance Area Review Committee will be invited to participate as a resource to the Committee

Moved by Trustee Charbonneau

**THAT** the Policy Committee recommend to the Committee of the Whole approval of the Assignment of Attendance Areas Policy (301.3), as amended.

**APPROVED**

### **POLICIES - VETTED**

Nil

### **POLICIES – PRIOR TO VETTING**

## **6.3 Niagara Catholic Education Award of Distinction Policy (100.7)**

Superintendent Iannantuono presented the amendments to the Niagara Catholic Education Award of Distinction Policy (100.7).

Trustees asked questions of Superintendent Iannantuono and discussed the Policy and Administrative Guidelines.

The Policy Committee amended the Administrative Guidelines as follows:

### **ADMINISTRATIVE GUIDELINES**

#### **Nomination Process**

4. Nominations must be sent to the Manager of Corporate Services & Communications ~~and Board Services~~, who will forward them to the designated Superintendent of Education.

5. Nominations must be received by the Manager of Corporate Services & Communications and ~~Board Services~~ at the Catholic Education Centre as announced on the Nomination Form.

### **Selection Committee**

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

1. The Chairperson of the Board or his/her designate
2. The Vice-Chairperson of the Board or his/her designate
3. The Director of Education or his/her designate
4. The Bishop or his designate
5. A Superintendent of Education
6. An Elementary Principal
7. A Secondary Principal
8. Up to three additional members as selected by the Director of Education, in consultation with Senior Administrative Council. The Chairperson of the Board, or designate, will be the Chairperson of the Selection Committee.

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

~~Up to three additional members as selected by the Director of Education, in consultation with Senior Administrative Council. The Chairperson of the Board, or designate, will be the Chairperson of the Selection Committee.~~

### **Presentation of Award**

1. Ordinarily the Award will be announced and presented annually ~~at the Bishop's Gala~~. The recipient(s) will also be publicized through the local media.

The Policy Committee requested that the Niagara Catholic Education Award of Distinction Policy (100.7) be vetted from September 26 to November 9, 2012, with a recommended deadline for presentation to the Policy Committee in November 2012, and the Committee of the Whole and Board in December 2012.

### **6.4 School Generated Funds Policy (301.6)**

Larry Reich, Superintendent of Business & Financial Services, presented the amendments to the School Generated Funds Policy (301.6).

Trustees asked questions of Superintendent Reich and discussed the Policy and Administrative Guidelines.

The Policy Committee amended the Policy Statement and Administrative Guidelines as follows:

#### **POLICY NAME**

- School Generated Funds Management (SGF) Policy

## POLICY STATEMENT

- Paragraph 3 - *Delete*  
~~School Generated Funds will also include funds generated through cafeteria services, vending machine services, school events and other school activities approved by the Principal, in consultation with the Family of Schools Superintendent.~~
- Paragraph 5  
The Principal of the school will be solely responsible for the management of all School Generated Funds with the support of members of School Staff, and/or designated individuals. ~~The Principal may seek advice from the members of the Catholic School Council, in connection with planned fundraising activities.~~
- Add the following statement:  
The Catholic School Council and the Student Council must not operate a separate bank account for their fundraising activities. All funds collected and spent are to be recorded in SchoolCash.net.

## ADMINISTRATIVE GUIDELINES

- **Section 2 – Sources and Uses of SGF**

- Uses of School Generated Funds - Paragraph 2

- School Generated Funds are to be used to enhance the purchase of educational resources ~~not to be used to purchase textbooks and educational resources~~, which are not usually funded by the Ministry of Education and which are usually administered through the School Budget Accounts.

- **Section 3 – Roles and Responsibilities of SGF - Paragraph 2**

- The following individuals have roles and responsibilities concerning School Generated Funds; these roles and responsibilities are provided in detail within the School Generated Funds Manual:

- Principal
    - Designated Secretary in the School
    - ~~Catholic School Council Chair~~ Other Designated Individual
    - Staff Members
    - Family of Schools Superintendent
    - Coordinator of Financial Reporting

- **Section 5 – Charts of Accounts - Paragraph 2**

- The Board has an approved a standard chart of accounts with broad revenue and expenditure categories that provide sufficient and appropriate information, which will help Principals in the management and reporting of School Generated Funds.

- **Section 6 – Banking - Paragraph 2**

- The Principal must ensure that all transactions are documented in a clear and consistent manner and that they are processed in a timely fashion, and maintained in accordance with the appropriated legislation,

- **Section 8 – Expenditures - Paragraph 1**

All invoices and reimbursements must be paid by cheque. Cheque requests must be filled out and signed as a request for payment of all expenditures. The pre-signing of “blank” cheques is not an acceptable practice. All cheques must be signed by two individuals including;

- a) the Principal
- b) and the Vice Principal or the school secretary.

- **Section 10 – ~~Annual~~ Financial Reporting**

~~Annual~~ Financial reports must be prepared by the secretary. The Principal must review and approve these annual financial reports which must be forwarded to the attention of the Coordinator of Financial Reporting by September 15.

Monthly financial reports prepared by the secretary must be reviewed and initialled by the Principal.

Financial reports are to be shared with the Catholic School Council.

- **Section 14 – Catholic School Councils/Student Councils**  
Delete Section

The Policy Committee requested that the School Generated Funds Policy (301.6) be vetted from September 26 to November 9, 2012, with a recommended deadline for presentation to the Policy Committee in November 2012, and the Committee of the Whole and Board in December 2012.

### **6.5 Student Parenting Policy (302.5)**

Mark Lefebvre, Superintendent of Education, presented the amendments to the Student Parenting Policy (302.5).

Trustees asked questions of Superintendent Lefebvre and discussed the Policy, Administrative Guidelines and Student Parenting Resource Guide.

Suggested amendments were made to the Student Parenting Resource Guide.

The Policy Committee amended the Policy Statement and Administrative Guidelines as follows:

#### **POLICY STATEMENT**

- Globally replace the word “empower(s)” with “require(s)”
- Reword the first paragraph to reflect respect and understanding.
- *Second paragraph*  
Niagara Catholic District School Board ~~students~~ **staff** are to be assisted in understanding the Catholic teaching of respect for life from the moment of conception.
- *Last paragraph*  
The Director of Education will establish a Resource Guide that will serve as the Administrative Guidelines for the ~~application~~ **implementation** of this policy.



## RESOURCE GUIDE

### DISCLOSURE

#### c. **The student's family.**

The staff member(s) in consultation with the Principal, School Administration and the school support team, will make a concerted effort to assist the student in informing family members as soon as possible after it is ascertained that a student has conceived or fathered a child. When the student's health is in immediate danger, a family member or a guardian must be told.

### THE ROLE OF STAFF

#### *For a Student who has been sexually assaulted and has become pregnant*

Delete points 2 and 3

The Policy Committee requested that the Student Parenting Policy (302.5) be vetted from September 26 to November 9, 2012, with a recommended deadline for presentation to the Policy Committee in November 2012, and the Committee of the Whole and Board in December 2012.

### INFORMATION

#### **6.6 Policies Being Vetted (until October 12, 2012)**

- Policy and Elementary Standardized Dress Code Policy (new)
- Employee Code of Conduct and Ethics Policy (new)
- Attendance Support Program Policy

#### **6.7 Policy Schedule**

Director Crocco presented the Policy Schedule for 2012-2013.

#### **6.8 Policy Update**

Director Crocco presented the Policy Update.

#### **7. Date of Next Meeting**

Tuesday, October 23, 2012 – 4:30 p.m.

#### **8. Adjournment**

The meeting adjourned at 6:40 p.m.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
OCTOBER 9, 2012**

***PUBLIC SESSION***

**TOPIC: POLICY COMMITTEE  
ASSIGNMENT OF PRINCIPALS AND VICE-PRINCIPALS  
POLICY (202.1)**

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**RECOMMENDATION**

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Assignment of Principals and Vice-Principals Policy (202.1), as presented.

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Prepared by: Frank Iannantuono, Superintendent of Education – Human Resources  
Presented by: Policy Committee  
Recommended by: Policy Committee  
Date: October 9, 2012

**DRAFT**



**Niagara Catholic District School Board**

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

Adopted: April 28, 1998

Policy No. 202.1

Revised:

### **STATEMENT OF POLICY**

In keeping with the Mission, Vision and Values of the Niagara Catholic District School, the Board believes that the realization of the goals of Catholic education requires leadership founded on faith, inspired by the Gospel, and committed to service. ~~Catholic Principals and Vice Principals are central figures within the leadership of the Board. They represent and affect our daily mission within each school community.~~

The Board requires a Principal and/or Vice Principal who is a person of faith, vision, commitment and leadership. Our schools benefit from a continuity and stability in leadership. The Principal and Vice Principal's tenure at a school should normally be of sufficient duration for the development and evidence of strength in the following areas:

- Catholic Faith, Community and Culture
- Setting Directions
- Building Relationships and Developing People
- Developing the Organization
- Leading the Instructional Program
- Securing Accountability
- ~~the development of a thorough understanding of the community;~~
- ~~the building of strong relationships with the parents, students and staff;~~
- ~~the growth of a principal pastor, school church and school community cooperative bond;~~
- ~~the natural completion of many program review, development and implementation activities~~

~~Our schools also benefit from a periodic change in leadership. This opportunity can provide:~~

- ~~a matching of individual expertise and/or experience to the needs of a particular community;~~
- ~~professional growth experiences for the staff involved;~~
- ~~the possibility of "re-creation" activities for the school community;~~
- ~~new program directions and initiatives.~~

~~Our Catholic schools benefit from a continuity and stability in leadership. The principal's tenure at a school should normally be of sufficient duration to develop the following characteristics of a Catholic school community:~~

- ~~the development of a thorough understanding of the community;~~
- ~~the building of strong relationships with the parents, students and staff;~~
- ~~the growth of a principal pastor, school church and school community cooperative bond;~~
- ~~the natural completion of many program review, development and implementation activities~~

Our schools also benefit from a periodic change in leadership. This opportunity can provide:

- a matching of individual expertise and/or experience to the needs of a particular community;
- professional growth experiences for the staff involved;
- the possibility of "re-creation" activities for the school community;
- new program directions and initiatives.

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

Principals and Vice Principals will experience assignments to different schools throughout their career.

The tenure of the vice principal at a school will typically be of a shorter duration. vice principals can benefit from experiencing leadership opportunities in different communities and with different principals. The Supervisory Officers Annually Senior Administrative Council will review the assignment and/or reassignment of Principals and Vice-Principals. Consultation with the individuals involved will be part of the process. A Principal or Vice-Principal may also initiate a reassignment

Periodically, and at least every three years, On an annual basis, the Director of Education will provide an opportunity for ~~will invite~~ Catholic School Councils to provide, for consideration, information on a suggested Principal Profile ~~regarding the selection and placement of Principals and Vice-Principals for a school in the Niagara Catholic District School Board.~~

In special ~~all~~ circumstances, The Director of Education may change the assignment of a ~~will assign~~ a Principal or Vice-Principal, based on system leadership needs. at any time. A Principal or Vice-Principal may initiate a request for reassignment. and will report to the Board on the assignments of Principals and Vice Principals.

The Director of Education will issue administrative guidelines for the implementation of this policy.

References:

- *Education Act, Statutes and Regulations*
- *Ontario Leadership Strategy*
- *School Board Governance Act 2011*

**DRAFT**



**Niagara Catholic District School Board**

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

Adopted: April 28, 1998

Policy No. 202.1

Revised: September 25, 2012

### **ADMINISTRATIVE GUIDELINES**

Assignment of duties for Principals and Vice-Principals will be based on the following criteria:

1. Each school will be assigned a Principal.
2. Vice-Principals assigned to Elementary Schools will include a component of teaching, instructional, resource or support duties unless otherwise designated by the Director of Education.
3. As a minimum, all Secondary schools will have one (1) full time Vice-Principal. Additional Vice-Principals assigned to Secondary Schools may include a component of teaching, instructional, resource or support duties unless otherwise designated by the Director of Education.
4. In consultation with the school Principal, any assigned teaching, instructional, resource or support duties of the Vice-Principal must be approved by Senior Administrative Council on an annual basis.
5. A Principal or Vice-Principal may initiate a request for reassignment. This will normally occur through the [Principal/Vice-Principal Transfer Request Form](#) as issued by the Superintendent of Human Resources.
6. ~~When and if necessary~~ required the Director may appoint an Acting Principal. The Acting Principal will hold the qualifications of a Principal and may supervise one or two elementary schools operated by the Board. The Acting Principal shall be in charge of the school and shall perform the duties of the Principal subject to the authority of the Family of Schools' Supervisory Officer
7. The calculation of Vice-Principal Allotment will be determined by school enrolment and based upon the FTE (Full time Equivalent) as of March 31<sup>st</sup> of the previous year giving consideration to projected enrolment increases and/or decreases as of September in the current year.
8. The Director of Education may assign additional Vice-Principal time to a school regardless of enrolment.
9. Appointments, assignments and/or reassignments of Principals and/or Vice-Principals will be made by the Director of Education with consideration to the Principal Profile as submitted by the Catholic School Council. Appointments and assignments will be reported to the Board.
10. The Director of Education may transfer and/or remove a Vice-Principal to or from a school regardless of the student enrolment based on, but not limited to the following:
  - i. Budget availability
  - ii. System Leadership needs
  - iii. Specific school needs
  - iv. Increasing enrolment trends and/or boundary changes

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
OCTOBER 9, 2012**

***PUBLIC SESSION***

**TOPIC: POLICY COMMITTEE  
ATTENDANCE AREAS POLICY (301.3)**

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**RECOMMENDATION**

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Attendance Areas Policy (301.3), as presented.

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Prepared by: Scott Whitwell, Controller of Facilities Services  
Presented by: Policy Committee  
Recommended by: Policy Committee  
Date: October 9, 2012



## Niagara Catholic District School Board

### ATTENDANCE AREAS POLICY

Adopted: June 23, 1998

Revised: June 16, 2009

Policy No. 301.3

#### STATEMENT OF POLICY

In keeping with the Mission, Vision and Values of the The Niagara Catholic District School Board, the Board recognizes its responsibility to operate its schools economically and efficiently, while taking into account the best education of the children students, within the limits of the Board's available resources.

The Board will establish Attendance Areas for each of the its schools in within its jurisdiction to ensure that facilities are used effectively and that Catholic programs and services are provided to students—~~are best served.~~

The Board acknowledges that there may be changes to School Attendance Areas from time to time, to accommodate the changing demographics of the Region and as schools open or close. Changes to School Attendance Areas will follow a public consultation process.

The Director of Education shall make recommendations to the Board as required to establish an Ad-hoc Attendance Area Review Committee with specific terms of reference. ~~The Ad-hoc Attendance Area Review Committee for a specific geographic area within Board jurisdiction which will review and recommend potential adjustments to the boundaries of school attendance areas.~~

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

#### References:

- Education Act R.S.O. 1990, c. E.2, s. 171 (1), par. 7
- Board Policy #-701.2 - ~~Closure of Schools/Accommodation Review~~ Pupil Accommodation Review
- Board Policy #301.1 – Admission of Students



**Niagara Catholic District School Board**

**ATTENDANCE AREAS POLICY**

Adopted: June 23, 1998  
Revised: November 9, 1999  
September 12, 2000  
September 19, 2001  
June 16, 2009

Policy No. 301.3

**ADMINISTRATIVE GUIDELINES**

**1. DEFINITION**

For the purpose of this document, an “Attendance Area” is an area surrounding a school, defined by a specific boundary line, in which residing students would normally attend the school located within the attendance area.

**2. ACCOMMODATION PLANNING**

The Controller of ~~Plant~~ **Facilities Services** shall maintain information on school capacities, enrolments, attendance area boundaries and out-of attendance-area students.

The Controller of ~~Plant~~ **Facilities Services** shall report annually to the Director of Education outlining accommodation utilization and ~~identifying~~ **identification** of potential attendance area boundary reviews and **new schools**, school **additions**, school consolidations or school closures.”

The Director of Education will provide recommendations to the Board where an Ad-hoc Attendance Area Review Committee may be required due to changing demographics **and the need for new schools, school additions or school closures.**

**3. SCHOOLS IDENTIFIED FOR ATTENDANCE AREA REVIEWS**

**Specific schools** ~~Schools~~ may be identified for ~~a~~ **attendance area** reviews:

- ~~of the school attendance areas~~ where the long-term enrolment projections ~~in one or more schools will cause indicate~~ significant ~~under utilization or over crowding or~~ under or over utilization,
- when ~~a new~~ **new schools**, school **additions** or **school consolidations** or **school closures** ~~is~~ are being ~~built~~ **considered.**

**4. AD-HOC ATTENDANCE AREA REVIEW COMMITTEE**

An Ad-Hoc Attendance Area Review Committee shall be comprised of:

- ~~Three (3) Trustees, as appointed by the one of whom shall serve as chair~~ **Chair** ~~Chairperson of the committee and one of whom shall be a local trustee~~ **Trustee Board,**
- ~~A Superintendent who shall serve as secretary of the committee,~~ **One of the three (3) Area Attendance Review Committee Trustees must be a local Trustee of the Attendance Area under consideration,**



- ~~b.c. The principal **Principal**(s) who will act as a resource to the Superintendent and will be in attendance as required.~~ The three (3) Trustees shall be the voting members of the Committee,
- ~~e.d. The Controller of **PlantFacilities Services** and / or designate who shall serve as a resource person.~~ The Ad-Hoc Committee shall elect a Chair of the Committee,
- ~~d.e. A Superintendent of Education who shall serve as secretary of the Committee,~~
- e-f. The Principal(s) will act as a resource to the Superintendent of Education and will be in attendance as required,
- ~~f.g. The Controller of Facilities Services and/or designate who shall serve as a resource person.~~
- ~~g-h. Catholic School Council Chairs of each of the identified schools within the Ad Hoc Attendance Area Review Committee will be invited to participate as a resource to the Committee~~

The Committee shall consider such factors as the following in the Attendance Area Review:

- a. Current and projected enrolment, ~~Enrolment figures:~~  
for the current year,  
for 5 years prior to Attendance Area Review,  
for 5 years hence, as projected.
- ~~b.b.~~ Out-of attendance-area students,
- ~~f.c.~~ Location and proximity of adjacent schools,
- d. The **current and future** capacity of the school and the school site,
- e. Other appropriate statistics,
- f. Effects on transportation, the facility and such other factors as ~~are~~ appropriate,
- g. Recommendations arising from a ~~pupil Pupil accommodation-Accommodation review~~ **Review**, conducted by the local Accommodation Review Committee,
- ~~h-h.~~ Notification to parents and guardians of proposed changes to attendance areas, providing ~~them~~ the opportunity to respond at public **consultation** meetings **as well as in writing. or by delegation to the Board** prior to consideration of changes by the Board.

## 5. AD-HOC ATTENDANCE AREA REVIEW COMMITTEE RECOMMENDATIONS

The ~~final report of the~~ **The Ad-hoc Committee's final report** shall be submitted by a date established by the Board ~~and will include the meeting minutes of the Committee.:-~~

The Committee of the Whole shall receive the **report of the Ad-hoc Committee's report** in public session.

The Board shall make a decision regarding ~~the report as recommended by the Committee of the Whole. the report of the Ad hoc Committee's recommendation(s).~~

The Director of Education **and Senior Administrative Council** will develop ~~and a plan to implement a plan of action~~ **the Board direction**.

~~The effective date of implementing the decision will be determined by the circumstances and time required to prepare the community and students for the change.~~

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
OCTOBER 9, 2012**

***PUBLIC SESSION***

**TOPIC: POLICY SCHEDULE**

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The Policy Schedule  
is presented for information.

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Prepared by: John Crocco, Director of Education  
Presented by: John Crocco, Director of Education  
Date: October 9, 2012



POLICY SCHEDULE

AS AT OCTOBER 9, 2012 (Sorted by Policy Name)

Legend	
	Policy/Administrative Guidelines Adopted
	Policy/Administrative Guidelines Reviewed ( <b>NO REVISIONS</b> )
	Policy/Administrative Guidelines Reviewed ( <b>REVISIONS</b> )

Policy #	POLICY NAME	Policy Issued	Reviewed Revised	PC	CW	BD	AG	Reviewed Revised	Resp
400.5	Acceleration Retention	2003		Nov. 2012	Feb. 2013	Feb. 2013	2003		ML
302.6.3	Access to School Premises - <i>Safe Schools</i>	2001	2008				2001	2008	FI
701.4	Accessibility Customer Service	2009					2009		LAFS
302.2	Administration of Oral Medication to Students Under the Age of 18 During School Hours	1998	2009				1998	2009	LAFS
301.1	Admission of Students	1998	2010				1998	2010	FI
400.1	Adult and Continuing Education	1998		Nov. 2012	Feb. 2013	Feb. 2013	N/A	N/A	FI
600.5	Advertising Expenditures	2007		Mar. 2013	Jun. 2013	Jun. 2013	2007		LR
100.9	Advocacy Expenditures	2007		Mar. 2013	Jun. 2013	Jun. 2013	2007		LR
302.1	Anaphylaxis	1998	2010				1998	2010	YB
701.1	Architect Selection	1998		Nov. 2012	Feb. 2013	Feb. 2013	1998	2007	SW
301.10	Assessment, Evaluation And Reporting ( <i>Interim</i> )	2011		Jan. 2013	Apr. 2013	Apr. 2013	2011		LAFS
202.1	Assignment of Principals and Vice-Principals	1998		Apr. 2012	Oct. 2012	Oct. 2012	N/A	N/A	FI
301.3	Attendance Areas	1998	2009	Sept. 2012	Oct. 2012	Oct. 2012	1998	2009	SW
<b>NEW</b>	Attendance Support Program	<b>NEW</b>		Oct. 2012	Nov. 2012	Nov. 2012	<b>NEW</b>		FI
100.1	Board By-Laws	1997	2010				N/A	N/A	JC
701.5	Bottled Water	2012					2012		LAFS
302.6.8	Bullying Prevention & Intervention - <i>Safe Schools</i>	2003	2010	Oct. 2012	Jan. 2013	Jan. 2013	2003	2010	FI
202.2	Catholic Leadership: Principal & Vice-Principal Selection	1998	2012				1998	2012	FI
800.1	Catholic School Councils	1998	2011				1998	2011	LAFS
400.3	Christian Community Service	2001	2012				2001	2012	ML
302.6.2	Code of Conduct - <i>Safe Schools</i>	2001	2009				2008	2009	FI
800.2	Community Use of Facilities	1998	2012	Jan. 2013	Mar. 2013	Mar. 2013	1998	2012	SW
800.3	Complaint Resolution	1998	2011				1998	2011	JC
600.4	Corporate Cards, Purchasing Cards & Petty Cash	2007		Jan. 2013	Apr. 2013	Apr. 2013	2007		LR
302.6.7	Criminal Background Check - <i>Safe Schools</i>	2001	2003				2001	2003	FI
201.5	Death Benefit	2002		Nov. 2012	Feb. 2013	Feb. 2013	N/A	N/A	FI
201.10	Deferred Salary Plan (X/Y)	2002		Nov. 2012	Feb. 2013	Feb. 2013	2002		FI
302.8	Diabetes Management	2012					2012		YB
302.6.6.2	Dress Code - Secondary Uniform - <i>Safe Schools</i>	2001	2012				2001	2012	FI
400.2	Educational Field Trips	1998	2012				1998	2012	ML
301.2	Education-Based Research	1998	2012				1998	2012	LAFS
201.12	Electronic Communications Systems (Employees)	2006	2012				2006	2012	MC

Policy #	POLICY NAME	Policy Issued	Reviewed	PC	CW	BD	AG	Reviewed	Resp
			Revised	Projected Presentation Timelines			Issued	Revised	
301.5	Electronic Communications Systems (Students)	2006	2012				2006	2012	MC
100.8	Electronic Meetings (Board and Committees)	2005		Jan. 2013	Apr. 2013	Apr. 2013	N/A	N/A	JC
302.6.6.1	Elementary Standardized Dress Code - <i>Safe Schools</i>			Oct. 2012	Nov. 2012	Nov. 2012			FI
201.9	Employee Attendance During Inclement Weather & Workplace Closure	2002	2012				2002	2012	FI
<b>NEW</b>	Employee Code of Conduct & Ethics	<b>NEW</b>		Oct. 2012	Nov. 2012	Nov. 2012	<b>NEW</b>		FI
201.15	Employee Conferences, Workshops & Meetings	2007		Oct. 2012	Jan. 2013	Jan. 2013	2007		LR
203.1	Employee Hiring and Selection Policy (Teachers)	2012	2012				2012	2012	FI
201.1	Employee Leaves of Absence	1998	2001	Feb. 2013	May 2013	May 2013	1998	2001	FI
201.14	Employee Meals & Hospitality	2007		Oct. 2012	Jan. 2013	Jan. 2013	2007		LR
201.7	Employee Workplace Harassment *	2002	2012				2002	2012	FI
201.11	Employee Workplace Violence *	2002	2011				2002	2011	FI
<b>NEW</b>	Enrolment Register Policy	<b>NEW</b>		Feb. 2013	May 2013	May 2013			LR
400.6	Environmental Stewardship	2011					2011		SW
100.10	Equity and Inclusive Education	2010	2010				2010	2010	YB
100.5	Establishment and Cyclical Review of Policies	1998	2010				1998	2010	JC
800.6	Facility Partnerships	2010					2010		SW
301.4	Fundraising	2002	2012				2002	2012	LR
<b>NEW</b>	Integrated Standards	<b>NEW</b>		Oct. 2012	Jan. 2013	Jan. 2013	<b>NEW</b>		YB
<b>NEW</b>	Leadership Succession Plan	<b>NEW</b>		Oct. 2012	Jan. 2013	Jan. 2013	<b>NEW</b>		FI
600.3	Monthly Financial Reports	1998	2010				N/A	N/A	LR
100.7	Niagara Catholic Education Award of Distinction	2004	2005	Sept. 2012	Dec. 2012	Dec. 2012	2004	2005	FI
800.7	Niagara Catholic Parent Involvement Committee	2011	2012				2011	2012	LAFS
302.7	Nutrition	2005	2011				2005	2011	YB
201.6	Occupational Health & Safety *	2002	2011				2002	2011	FI
301.7	Ontario Student Record (OSR)	2006		Mar. 2013	Jun. 2013	Jun. 2013	2006		ML
302.6.1	Opening or Closing Exercises - <i>Safe Schools</i>	2001	2002	Apr. 2013	Jun. 2013	Jun. 2013	2001	2002	FI
702.1	Playground Equipment	1998	2012				1998	2012	SW
400.4	Prior Learning Assessment & Recognition (PLAR)	2003		Jan. 2013	Apr. 2013	Apr. 2013	2003		ML
302.6.9	Progressive Student Discipline - <i>Safe Schools</i>	2008	2010				2008	2010	FI
701.2	Pupil Accommodation Review	1998	2010				1998	2010	SW
600.1	Purchasing/Supply Chain Management (previously Purchasing of Goods & Services)	1998	2011				1998	2011	LR
600.2	Records and Information Management	1998	2011				1998	2011	JC
201.4	Reimbursement of Travel Expenses	1998	2008				1998	2008	LR
100.10.1	Religious Accommodation	2010	2010				2010	2010	YB
201.3	Religious Education Courses for Staff	1998	2002	Apr. 2013	Jun. 2013	Jun. 2013	1998	2002	FI
201.2	Retirement & Service Recognition Celebration	1998	2010				1998	2010	FI
302.3	Safe Arrival	1999	2010				1999	2010	FI
302.8	Safe Physical Intervention with Students	2009					2009		LAFS
302.6	Safe Schools	2001	2008	Oct. 2012	Jan. 2013	Jan. 2013	N/A	N/A	FI
301.6	School Generated Funds	2006		Sept. 2012	Dec. 2012	Dec. 2012	2006		LR
201.13	Sexual Misconduct	2006		Feb. 2013	May 2013	May 2013	2006		FI

Policy #	POLICY NAME	Policy Issued	Reviewed	PC	CW	BD	AG	Reviewed	Resp
			Revised					Projected Presentation Timelines	
302.6.5	Student Expulsion - <i>Safe Schools</i>	2001	2009				2001	2009	FI
301.11	Student Fees	2011	2011				2011	2011	YB
302.5	Student Parenting	2001		Sept. 2012	Dec. 2012	Dec. 2012	2001		ML
100.6	Student Senate	2000	2012				2000	2012	JC
302.6.4	Student Suspension - <i>Safe Schools</i>	2001	2009				2001	2009	FI
500.2	Student Transportation	2007	2010	TBD	TBD	TBD	2007	2010	LR
100.4	Student Trustees	1998	2012				1998	2012	JC
500.1	Transportation Inclement Weather	1998	2004	Oct. 2012	Jan. 2013	Jan. 2013	1998	2004	LR
100.12	Trustee Code of Conduct	2010					N/A	N/A	JC
100.13	Trustee Expenses & Reimbursement ( <i>Interim</i> )	2011					N/A	N/A	JC
100.11	Trustee Honorarium	2010					N/A	N/A	JC
701.3	Video Security Surveillance	2002	2004	Jan. 2013	Apr. 2013	Apr. 2013	2002	2004	SW
301.9	Voluntary and Confidential Self-Identification Policy for First Nation, Métis and Inuit Students	2011					2011		YB
302.4	Volunteer Driver	2001	2009				2001	2009	YB
800.4	Volunteer Recognition	2007	2008				2008		JC

### POLICIES RESCINDED

Policy #	POLICY NAME	Policy Issued	AG Issued	Policy Rescinded	Policy Replaced With
100.2	Trustee Conference & Travel Expenses	1998	1998	2011	Trustee Expenses and Reimbursement Policy (100.13)
100.3	Trustee Travel Expenses	1998	1998	2011	

\* MINISTRY OF LABOUR COMPLIANCE ANNUAL REVIEW

\*\* POLICY COMMITTEE REVIEW

POLICY & GUIDELINES REVIEW REPORTS TO SENIOR ADMINISTRATIVE COUNCIL AGENDA ONE WEEK PRIOR TO A REGULARLY SCHEDULED POLICY COMMITTEE MEETING

*PC MEETING DATES - 4:30 PRIOR TO SEPT, OCT, NOV, JAN, FEB, MAR, APR & MAY BD MEETINGS*

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
OCTOBER 9, 2012**

***PUBLIC SESSION***

**TOPIC: POLICY UPDATE**

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The Policy Update  
is presented for information.

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Prepared by: John Crocco, Director of Education  
Presented by: John Crocco, Director of Education  
Date: October 9, 2012



## REPORT TO THE COMMITTEE OF THE WHOLE MEETING AS AT OCTOBER 9, 2012

### POLICY UPDATE

#### BACKGROUND INFORMATION

The Policy Update is submitted for the information of Trustees.

A copy of the Policy and Administrative Guidelines - The Establishment and Cyclical Review of Policies Policy (Appendix A) is included for ease of reference.

POLICIES BEING DEVELOPED/REVIEWED		PC	CW	BD	APPENDIX
		Projected Presentation Timelines			
<b>POLICIES BEING DEVELOPED</b>					
1	Integrated Standards	Oct. 2012	Jan. 2013	Jan. 2013	B
2	Leadership Succession Plan	Oct. 2012	Jan. 2013	Jan. 2013	C
3	Enrolment Register Policy	Feb. 2012	May 2013	May 2013	D
<b>POLICIES BEING REVIEWED</b>					
4	Bullying Prevention & Intervention-Safe Schools (302.6.8)	Oct. 2012	Jan. 2013	Jan. 2013	E
5	Employee Conferences, Workshops & Meetings (201.15)	Oct. 2012	Jan. 2013	Jan. 2013	F
6	Employee Meals & Hospitality (201.14)	Oct. 2012	Jan. 2013	Jan. 2013	G
7	Safe Schools (302.6)	Oct. 2012	Jan. 2013	Jan. 2013	H
8	Transportation Inclement Weather (500.1)	Oct. 2012	Jan. 2013	Jan. 2013	I
9	Acceleration Retention (400.5)	Nov. 2012	Feb. 2013	Feb. 2013	J
10	Adult and Continuing Education (400.1)	Nov. 2012	Feb. 2013	Feb. 2013	K
11	Architect Selection (701.1)	Nov. 2012	Feb. 2013	Feb. 2013	L
12	Death Benefit (201.5)	Nov. 2012	Feb. 2013	Feb. 2013	M
13	Deferred Salary Plan (X/Y) (201.10)	Nov. 2012	Feb. 2013	Feb. 2013	N
14	Student Transportation (500.2)	TBD	TBD	TBD	O
<b>POLICIES BEING VETTED (October 4 to November 13, 2012)</b>					
1	Niagara Catholic Education Award of Distinction Policy (100.7)	Sept. 2012	Dec. 2012	Dec. 2012	
2	School Generated Funds Policy (301.6)	Sept. 2012	Dec. 2012	Dec. 2012	
3	Student Parenting Policy (302.5)	Sept. 2012	Dec. 2012	Dec. 2012	

<b>POLICIES VETTED</b> (May 3 to October 12, 2012)					
1	Attendance Support Program	Oct. 2012	Feb. 2013	Feb. 2013	
2	Elementary Standardized Dress Code - Safe Schools (302.6.6.1)	Oct. 2012	Feb. 2013	Feb. 2013	
3	Employee Code of Conduct & Ethics	Oct. 2012	Feb. 2013	Feb. 2013	
<b>POLICIES BEING PRESENTED TO THE COMMITTEE OF THE WHOLE</b>					
	Nil				

Trustees are reminded that the Policies are published on the Board's website [www.niagaracatholic.ca](http://www.niagaracatholic.ca)

The Policy Update is presented for information.

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Prepared by: John Crocco, Director of Education  
Presented by: John Crocco, Director of Education  
Date: October 9, 2012



## POLICY UPDATE

### STATEMENT OF POLICY

The Niagara Catholic District School Board, in order to fulfill its duties and responsibilities, reserves to itself the function of establishing guides for the discretionary action of those to whom it delegates authority. These guides for action will constitute the policies governing the operation of the school system and the internal operations of the Board. The policies pertaining to the internal operations of the Board shall be called bylaws.

The Director of Education, as C.E.O., is accountable to the Board for the implementation of policy and shall issue Administrative Guidelines in support of policy.

The policies of the Board shall be congruent with and supportive of the Mission Statement of the Board.

The process of establishing and reviewing policy will include timely consultation with individuals and groups as deemed appropriate to a particular policy.

The policy shall be based on and supportive of the Catholic Mission Statement of the Board.

### ADMINISTRATIVE GUIDELINES

The development and review of all policies shall be initiated by the Board or the Director of Education.

The Director of Education may delegate the development or revision of Policy Statements and Administrative Guidelines to appropriate members of Senior Administrative Council and staff.

The establishment of new Policies and Administrative Guidelines as well as the cyclical review of existing Policies and Administrative Guidelines will adhere to the following process:

1. The draft Policy will be reviewed by Senior Administrative Council for input.
2. Once approved by the Director of Education, the draft Policy will then be forwarded to the Policy Committee for input and information.
3. The Policy Committee may recommend that the draft Policy be vetted to various stakeholder groups or that it be returned to staff for further study.
4. Once approved by the Policy Committee for vetting, the draft Policy will then be distributed to stakeholder groups as identified in the Policy Development Update Form.
5. Once the vetting process has been completed, the final draft Policy will then be presented to Senior Administrative Council for review.
6. Once approved by the Director of Education, the final draft Policy will then be submitted to the Policy Committee for recommendation to the Committee of the Whole.
7. Once reviewed by the Committee of the Whole, the final draft will then be forwarded to the Board for consideration at its next meeting.
8. The Director of Education will issue Administrative Guidelines if necessary in support of the policy, and will distribute the policy to the system.
9. Policies and Administrative Guidelines will be reviewed with the appropriate staff, who will in turn review with school staff to begin the implementation process.

**VETTING**

A draft policy may be vetted with all or any of the following individuals or groups:

Trustees	O.E.C.T.A. Occasionals	Niagara Catholic Parent Involvement
Director of Education	C.U.P.E.	Committee
Superintendents	Managers'/Supervisors' Group	Special Education Advisory Committee
Principals/Vice-Principals	Student Services	The Bishop
Curriculum Support Staff	Principals'/Vice-Principals' Council	Pastors
O.E.C.T.A. Elementary	Non-Unionized Staff	Board Solicitor
O.E.C.T.A. Secondary	Catholic School Council Chairs	Student Senate
		Others



## POLICY UPDATE

For the Month of October 2012

STEP 1 – NOTIFICATION OF INTENT TO COMMITTEE OF THE WHOLE						
<b>Name of Policy</b>	Integrated Standards Policy			<b>Policy #</b> N/A	<b>Initiated by</b>	
<b>Intent of Policy</b>	To design a Niagara Catholic Integration Standards Policy and practical procedures for integrated standards by January 2012.			<b>Issued</b> N/A	Board	
<b>Resource</b>	Yolanda Baldasaro, Superintendent of Education			<b>Revised</b> N/A	Director	✓
					Sr. Admin. Council	
					Ministry of Education	
Distribution of Vetting						
Trustees	✓	OECTA Occasional	✓	NC Parent Involvement Committee	✓	
Principals/V-Principals	✓	Student Services	✓	Pastors	✓	
Director	✓	CUPE	✓	S.E.A.C.	✓	
Superintendents	✓	Managers/Supervisors	✓	Bishop	✓	
Curriculum Support Staff	✓	Principals/V-Principals Council	✓	Board Solicitor	✓	
OECTA Elementary	✓	Non-Unionized Staff	✓	Student Senate	✓	
OECTA Secondary	✓	Catholic School Council Chairs	✓	Others	✓	
STEP 2 – DRAFT POLICY REVIEW						
	Date of Notification to Committee of the Whole			October 2011		
Senior Administrative Council	Date of Draft Policy Reviewed			January 2012		
Trustees	Date Draft Policy Sent to Trustees			October 2012		
Stakeholders	Date of Draft Policy Reviewed			October 2012		
Policy Committee	Date of Draft Policy Reviewed			October 2012		
Committee of the Whole	Date of Draft Policy Reviewed			January 2013		
Board	Date of Draft Policy Reviewed			January 2013		
COMMENTS						
A Integrated Standards Policy is being developed to ensure continued compliance with the Education Statutes and Regulations of Ontario and other relevant legislation, as well as to ensure that the Policy and Administrative Guidelines continues to meet the goals, best practices and needs of the system.						
STATUS OF POLICY GUIDELINES (For Information - Issued by Director of Education)						



## POLICY UPDATE

For the Month of October 2012

STEP 1 – NOTIFICATION OF INTENT TO COMMITTEE OF THE WHOLE						
<b>Name of Policy</b>	Leadership Succession Plan			<b>Policy #</b> N/A	<b>Initiated by</b>	
<b>Intent of Policy</b>	To design a Niagara Catholic Leadership Succession Planning Policy and process for the selection to all positions of leadership within Niagara Catholic by March 2012.			<b>Issued</b> N/A	Board	
<b>Resource</b>	Frank Iannantuono, Superintendent of Education/ Human Resources			<b>Revised</b> N/A	Director	✓
					Sr. Admin. Council	
					Ministry of Education	
Distribution of Vetting						
Trustees	✓	OECTA Occasional	✓	NC Parent Involvement Committee	✓	
Principals/V-Principals	✓	Student Services	✓	Pastors	✓	
Director	✓	CUPE	✓	S.E.A.C.	✓	
Superintendents	✓	Managers/Supervisors	✓	Bishop	✓	
Curriculum Support Staff	✓	Principals/V-Principals Council	✓	Board Solicitor	✓	
OECTA Elementary	✓	Non-Unionized Staff	✓	Student Senate		
OECTA Secondary	✓	Catholic School Council Chairs	✓	Others		
STEP 2 – DRAFT POLICY REVIEW						
	Date of Notification to Committee of the Whole		September 2012			
Senior Administrative Council	Date of Draft Policy Reviewed		October 2012			
Trustees	Date Draft Policy Sent to Trustees		October 2012			
Stakeholders	Date of Draft Policy Reviewed		October 2012			
Policy Committee	Date of Draft Policy Reviewed		October 2012			
Committee of the Whole	Date of Draft Policy Reviewed		January 2013			
Board	Date of Draft Policy Reviewed		January 2013			
COMMENTS						
A Leadership Succession Planning Policy is being developed to ensure continued compliance with the Education Statutes and Regulations of Ontario and other relevant legislation, as well as to ensure that the Policy and Administrative Guidelines continues to meet the goals, best practices and needs of the system.						
STATUS OF POLICY GUIDELINES (For Information - Issued by Director of Education)						



## POLICY UPDATE

For the Month of October 2012

## STEP 1 – NOTIFICATION OF INTENT TO COMMITTEE OF THE WHOLE

<b>Name of Policy</b>	Enrolment Register Policy	<b>Policy #</b> N/A	<b>Initiated by</b>	
<b>Intent of Policy</b>	To design a Enrolment Register Policy and practical procedures as recommended by the Niagara Catholic Audit Committee.	<b>Issued</b> N/A	Board	
<b>Resource</b>	Larry Reich, Superintendent of Business & Financial Services	<b>Revised</b> N/A	Director	✓
			Sr. Admin. Council	
			Ministry of Education	

## Distribution of Vetting

Trustees	✓	OECTA Occasional	✓	NC Parent Involvement Committee	✓
Principals/V-Principals	✓	Student Services	✓	Pastors	✓
Director	✓	CUPE	✓	S.E.A.C.	✓
Superintendents	✓	Managers/Supervisors	✓	Bishop	✓
Curriculum Support Staff	✓	Principals/V-Principals Council	✓	Board Solicitor	✓
OECTA Elementary	✓	Non-Unionized Staff	✓	Student Senate	✓
OECTA Secondary	✓	Catholic School Council Chairs	✓	Others	✓

## STEP 2 – DRAFT POLICY REVIEW

	Date of Notification to Committee of the Whole	October 2012
Senior Administrative Council	Date of Draft Policy Reviewed	February 2013
Trustees	Date Draft Policy Sent to Trustees	February 2013
Stakeholders	Date of Draft Policy Reviewed	February 2013
Policy Committee	Date of Draft Policy Reviewed	February 2013
Committee of the Whole	Date of Draft Policy Reviewed	May 2013
Board	Date of Draft Policy Reviewed	May 2013

## COMMENTS

A Enrolment Register Policy and Administrative Guidelines are being developed to meet the goals, best practices and needs of the system.

## STATUS OF POLICY GUIDELINES (For Information - Issued by Director of Education)

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## POLICY UPDATE

For the Month of October 2012

### STEP 1 – NOTIFICATION OF INTENT TO COMMITTEE OF THE WHOLE

**Name of Policy** Safe Schools Policy (302.6)

**Resource** Frank Iannantuono, Superintendent of Education/Human Resource

#### Distribution of Vetting

Trustees	✓	OECTA Occasional	✓	NC Parent Involvement Committee	✓
Principals/V-Principals	✓	Student Services	✓	Pastors	✓
Director	✓	CUPE	✓	S.E.A.C.	✓
Superintendents	✓	Managers/Supervisors	✓	Bishop	✓
Curriculum Support Staff	✓	Principals/V-Principals Council	✓	Board Solicitor	✓
OECTA Elementary	✓	Non-Unionized Staff	✓	Student Senate	✓
OECTA Secondary	✓	Catholic School Council Chairs	✓	Others	✓

### STEP 2 – DRAFT POLICY REVIEW

	Date of Notification to Committee of the Whole	October 2011
Senior Administrative Council	Date of Draft Policy Reviewed	February 2012
Trustees	Date Draft Policy Sent to Trustees	October 2012
Stakeholders	Date of Draft Policy Reviewed	October 2012
Policy Committee	Date of Draft Policy Reviewed	October 2012
Committee of the Whole	Date of Draft Policy Reviewed	January 2013
Board	Date of Draft Policy Reviewed	January 2013

#### COMMENTS

The current policy is being reviewed as part of the cyclical Policy and Administrative Guidelines Review Process to ensure continued compliance with the Education Statutes and Regulations of Ontario and other relevant legislation, as well as to ensure that the Policy and Administrative Guidelines continues to meet the goals, best practices and needs of the system.

#### STATUS OF POLICY GUIDELINES (For Information - Issued by Director of Education)

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# POLICY UPDATE

For the Month of October 2012

## STEP 1 – NOTIFICATION OF INTENT TO COMMITTEE OF THE WHOLE

**Name of Policy** Bullying Prevention & Intervention Policy - Safe Schools  
(302.6.8)

**Resource** Frank Iannantuono, Superintendent of Education/Human Resource

### Distribution of Vetting

Trustees	✓	OECTA Occasional	✓	NC Parent Involvement Committee	✓
Principals/V-Principals	✓	Student Services	✓	Pastors	✓
Director	✓	CUPE	✓	S.E.A.C.	✓
Superintendents	✓	Managers/Supervisors	✓	Bishop	✓
Curriculum Support Staff	✓	Principals/V-Principals Council	✓	Board Solicitor	✓
OECTA Elementary	✓	Non-Unionized Staff	✓	Student Senate	✓
OECTA Secondary	✓	Catholic School Council Chairs	✓	Others	✓

## STEP 2 – DRAFT POLICY REVIEW

	Date of Notification to Committee of the Whole	October 2011
Senior Administrative Council	Date of Draft Policy Reviewed	March 2012
Trustees	Date Draft Policy Sent to Trustees	October 2012
Stakeholders	Date of Draft Policy Reviewed	October 2012
Policy Committee	Date of Draft Policy Reviewed	October 2012
Committee of the Whole	Date of Draft Policy Reviewed	January 2013
Board	Date of Draft Policy Reviewed	January 2013

### COMMENTS

The current policy is being reviewed as part of the cyclical Policy and Administrative Guidelines Review Process to ensure continued compliance with the Education Statutes and Regulations of Ontario and other relevant legislation, as well as to ensure that the Policy and Administrative Guidelines continues to meet the goals, best practices and needs of the system.

### STATUS OF POLICY GUIDELINES (For Information - Issued by Director of Education)

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# POLICY UPDATE

For the Month of October 2012

## STEP 1 – NOTIFICATION OF INTENT TO COMMITTEE OF THE WHOLE

**Name of Policy** Employee Conferences, Workshops & Meetings Policy  
(201.15)

**Resource** Larry Reich, Superintendent of Business & Financial Services

### Distribution of Vetting

Trustees	✓	OECTA Occasional	✓	NC Parent Involvement Committee	✓
Principals/V-Principals	✓	Student Services	✓	Pastors	✓
Director	✓	CUPE	✓	S.E.A.C.	✓
Superintendents	✓	Managers/Supervisors	✓	Bishop	✓
Curriculum Support Staff	✓	Principals/V-Principals Council	✓	Board Solicitor	✓
OECTA Elementary	✓	Non-Unionized Staff	✓	Student Senate	✓
OECTA Secondary	✓	Catholic School Council Chairs	✓	Others	✓

## STEP 2 – DRAFT POLICY REVIEW

	Date of Notification to Committee of the Whole	September 2012
Senior Administrative Council	Date of Draft Policy Reviewed	October 2012
Trustees	Date Draft Policy Sent to Trustees	October 2012
Stakeholders	Date of Draft Policy Reviewed	October 2012
Policy Committee	Date of Draft Policy Reviewed	October 2012
Committee of the Whole	Date of Draft Policy Reviewed	January 2013
Board	Date of Draft Policy Reviewed	January 2013

### COMMENTS

The current policy is being reviewed as part of the cyclical Policy and Administrative Guidelines Review Process to ensure continued compliance with the Education Statutes and Regulations of Ontario and other relevant legislation, as well as to ensure that the Policy and Administrative Guidelines continues to meet the goals, best practices and needs of the system.

### STATUS OF POLICY GUIDELINES (For Information - Issued by Director of Education)

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# POLICY UPDATE

For the Month of October 2012

## STEP 1 – NOTIFICATION OF INTENT TO COMMITTEE OF THE WHOLE

**Name of Policy** Employee Meals & Hospitality Policy (201.14)

**Resource** Larry Reich, Superintendent of Business & Financial Services

### Distribution of Vetting

Trustees	✓	OECTA Occasional	✓	NC Parent Involvement Committee	✓
Principals/V-Principals	✓	Student Services	✓	Pastors	✓
Director	✓	CUPE	✓	S.E.A.C.	✓
Superintendents	✓	Managers/Supervisors	✓	Bishop	✓
Curriculum Support Staff	✓	Principals/V-Principals Council	✓	Board Solicitor	✓
OECTA Elementary	✓	Non-Unionized Staff	✓	Student Senate	✓
OECTA Secondary	✓	Catholic School Council Chairs	✓	Others	✓

## STEP 2 – DRAFT POLICY REVIEW

	Date of Notification to Committee of the Whole	September 2012
Senior Administrative Council	Date of Draft Policy Reviewed	October 2012
Trustees	Date Draft Policy Sent to Trustees	October 2012
Stakeholders	Date of Draft Policy Reviewed	October 2012
Policy Committee	Date of Draft Policy Reviewed	October 2012
Committee of the Whole	Date of Draft Policy Reviewed	January 2013
Board	Date of Draft Policy Reviewed	January 2013

### COMMENTS

The current policy is being reviewed as part of the cyclical Policy and Administrative Guidelines Review Process to ensure continued compliance with the Education Statutes and Regulations of Ontario and other relevant legislation, as well as to ensure that the Policy and Administrative Guidelines continues to meet the goals, best practices and needs of the system.

### STATUS OF POLICY GUIDELINES (For Information - Issued by Director of Education)

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# POLICY UPDATE

For the Month of October 2012

## STEP 1 – NOTIFICATION OF INTENT TO COMMITTEE OF THE WHOLE

**Name of Policy**                      Transportation Inclement Weather Policy (500.1)

**Resource**                              Larry Reich, Superintendent of Business & Financial Services

### Distribution of Vetting

Trustees	✓	OECTA Occasional	✓	NC Parent Involvement Committee	✓
Principals/V-Principals	✓	Student Services	✓	Pastors	✓
Director	✓	CUPE	✓	S.E.A.C.	✓
Superintendents	✓	Managers/Supervisors	✓	Bishop	✓
Curriculum Support Staff	✓	Principals/V-Principals Council	✓	Board Solicitor	✓
OECTA Elementary	✓	Non-Unionized Staff	✓	Student Senate	✓
OECTA Secondary	✓	Catholic School Council Chairs	✓	Others	✓

## STEP 2 – DRAFT POLICY REVIEW

	Date of Notification to Committee of the Whole	September 2012
Senior Administrative Council	Date of Draft Policy Reviewed	October 2012
Trustees	Date Draft Policy Sent to Trustees	October 2012
Stakeholders	Date of Draft Policy Reviewed	October 2012
Policy Committee	Date of Draft Policy Reviewed	October 2012
Committee of the Whole	Date of Draft Policy Reviewed	January 2013
Board	Date of Draft Policy Reviewed	January 2013

### COMMENTS

The current policy is being reviewed as part of the cyclical Policy and Administrative Guidelines Review Process to ensure continued compliance with the Education Statutes and Regulations of Ontario and other relevant legislation, as well as to ensure that the Policy and Administrative Guidelines continues to meet the goals, best practices and needs of the system.

### STATUS OF POLICY GUIDELINES (For Information - Issued by Director of Education)

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# POLICY UPDATE

For the Month of October 2012

## STEP 1 – NOTIFICATION OF INTENT TO COMMITTEE OF THE WHOLE

**Name of Policy**                      **Adult and Continuing Education Policy (400.1)**

**Resource**                              **Frank Iannantuono, Superintendent of Education/Human Resource**

### Distribution of Vetting

Trustees	✓	OECTA Occasional	✓	NC Parent Involvement Committee	✓
Principals/V-Principals	✓	Student Services	✓	Pastors	✓
Director	✓	CUPE	✓	S.E.A.C.	✓
Superintendents	✓	Managers/Supervisors	✓	Bishop	✓
Curriculum Support Staff	✓	Principals/V-Principals Council	✓	Board Solicitor	✓
OECTA Elementary	✓	Non-Unionized Staff	✓	Student Senate	✓
OECTA Secondary	✓	Catholic School Council Chairs	✓	Others	✓

## STEP 2 – DRAFT POLICY REVIEW

	Date of Notification to Committee of the Whole	September 2012
Senior Administrative Council	Date of Draft Policy Reviewed	November 2012
Trustees	Date Draft Policy Sent to Trustees	November 2012
Stakeholders	Date of Draft Policy Reviewed	November 2012
Policy Committee	Date of Draft Policy Reviewed	November 2012
Committee of the Whole	Date of Draft Policy Reviewed	February 2013
Board	Date of Draft Policy Reviewed	February 2013

### COMMENTS

The current policy is being reviewed as part of the cyclical Policy and Administrative Guidelines Review Process to ensure continued compliance with the Education Statutes and Regulations of Ontario and other relevant legislation, as well as to ensure that the Policy and Administrative Guidelines continues to meet the goals, best practices and needs of the system.

### STATUS OF POLICY GUIDELINES (For Information - Issued by Director of Education)

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# POLICY UPDATE

For the Month of October 2012

## STEP 1 – NOTIFICATION OF INTENT TO COMMITTEE OF THE WHOLE

**Name of Policy** Acceleration Retention Policy (400.5)

**Resource** Mark Lefebvre, Superintendent of Education

### Distribution of Vetting

Trustees	✓	OECTA Occasional	✓	NC Parent Involvement Committee	✓
Principals/V-Principals	✓	Student Services	✓	Pastors	✓
Director	✓	CUPE	✓	S.E.A.C.	✓
Superintendents	✓	Managers/Supervisors	✓	Bishop	✓
Curriculum Support Staff	✓	Principals/V-Principals Council	✓	Board Solicitor	✓
OECTA Elementary	✓	Non-Unionized Staff	✓	Student Senate	✓
OECTA Secondary	✓	Catholic School Council Chairs	✓	Others	✓

## STEP 2 – DRAFT POLICY REVIEW

	Date of Notification to Committee of the Whole	September 2012
Senior Administrative Council	Date of Draft Policy Reviewed	November 2012
Trustees	Date Draft Policy Sent to Trustees	November 2012
Stakeholders	Date of Draft Policy Reviewed	November 2012
Policy Committee	Date of Draft Policy Reviewed	November 2012
Committee of the Whole	Date of Draft Policy Reviewed	February 2013
Board	Date of Draft Policy Reviewed	February 2013

### COMMENTS

The current policy is being reviewed as part of the cyclical Policy and Administrative Guidelines Review Process to ensure continued compliance with the Education Statutes and Regulations of Ontario and other relevant legislation, as well as to ensure that the Policy and Administrative Guidelines continues to meet the goals, best practices and needs of the system.

### STATUS OF POLICY GUIDELINES (For Information - Issued by Director of Education)

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# POLICY UPDATE

For the Month of October 2012

## STEP 1 – NOTIFICATION OF INTENT TO COMMITTEE OF THE WHOLE

**Name of Policy** Architect Selection Policy (701.1)

**Resource** Scott Whitwell, Controller of Facilities Services

### Distribution of Vetting

Trustees	✓	OECTA Occasional	✓	NC Parent Involvement Committee	✓
Principals/V-Principals	✓	Student Services	✓	Pastors	✓
Director	✓	CUPE	✓	S.E.A.C.	✓
Superintendents	✓	Managers/Supervisors	✓	Bishop	✓
Curriculum Support Staff	✓	Principals/V-Principals Council	✓	Board Solicitor	✓
OECTA Elementary	✓	Non-Unionized Staff	✓	Student Senate	✓
OECTA Secondary	✓	Catholic School Council Chairs	✓	Others	✓

## STEP 2 – DRAFT POLICY REVIEW

	Date of Notification to Committee of the Whole	September 2012
Senior Administrative Council	Date of Draft Policy Reviewed	November 2012
Trustees	Date Draft Policy Sent to Trustees	November 2012
Stakeholders	Date of Draft Policy Reviewed	November 2012
Policy Committee	Date of Draft Policy Reviewed	November 2012
Committee of the Whole	Date of Draft Policy Reviewed	February 2013
Board	Date of Draft Policy Reviewed	February 2013

### COMMENTS

The current policy is being reviewed as part of the cyclical Policy and Administrative Guidelines Review Process to ensure continued compliance with the Education Statutes and Regulations of Ontario and other relevant legislation, as well as to ensure that the Policy and Administrative Guidelines continues to meet the goals, best practices and needs of the system.

### STATUS OF POLICY GUIDELINES (For Information - Issued by Director of Education)

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# POLICY UPDATE

For the Month of October 2012

## STEP 1 – NOTIFICATION OF INTENT TO COMMITTEE OF THE WHOLE

**Name of Policy**                      Death Benefit Policy (201.5)

**Resource**                              Frank Iannantuono, Superintendent of Education/Human Resource

### Distribution of Vetting

Trustees	✓	OECTA Occasional	✓	NC Parent Involvement Committee	✓
Principals/V-Principals	✓	Student Services	✓	Pastors	✓
Director	✓	CUPE	✓	S.E.A.C.	✓
Superintendents	✓	Managers/Supervisors	✓	Bishop	✓
Curriculum Support Staff	✓	Principals/V-Principals Council	✓	Board Solicitor	✓
OECTA Elementary	✓	Non-Unionized Staff	✓	Student Senate	✓
OECTA Secondary	✓	Catholic School Council Chairs	✓	Others	✓

## STEP 2 – DRAFT POLICY REVIEW

	Date of Notification to Committee of the Whole	September 2012
Senior Administrative Council	Date of Draft Policy Reviewed	November 2012
Trustees	Date Draft Policy Sent to Trustees	November 2012
Stakeholders	Date of Draft Policy Reviewed	November 2012
Policy Committee	Date of Draft Policy Reviewed	November 2012
Committee of the Whole	Date of Draft Policy Reviewed	February 2013
Board	Date of Draft Policy Reviewed	February 2013

### COMMENTS

The current policy is being reviewed as part of the cyclical Policy and Administrative Guidelines Review Process to ensure continued compliance with the Education Statutes and Regulations of Ontario and other relevant legislation, as well as to ensure that the Policy and Administrative Guidelines continues to meet the goals, best practices and needs of the system.

### STATUS OF POLICY GUIDELINES (For Information - Issued by Director of Education)

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# POLICY UPDATE

For the Month of October 2012

## STEP 1 – NOTIFICATION OF INTENT TO COMMITTEE OF THE WHOLE

**Name of Policy**                      Deferred Salary Plan (X/Y) Policy (201.10)

**Resource**                              Frank Iannantuono, Superintendent of Education/Human Resource

### Distribution of Vetting

Trustees	✓	OECTA Occasional	✓	NC Parent Involvement Committee	✓
Principals/V-Principals	✓	Student Services	✓	Pastors	✓
Director	✓	CUPE	✓	S.E.A.C.	✓
Superintendents	✓	Managers/Supervisors	✓	Bishop	✓
Curriculum Support Staff	✓	Principals/V-Principals Council	✓	Board Solicitor	✓
OECTA Elementary	✓	Non-Unionized Staff	✓	Student Senate	✓
OECTA Secondary	✓	Catholic School Council Chairs	✓	Others	✓

## STEP 2 – DRAFT POLICY REVIEW

	Date of Notification to Committee of the Whole	September 2012
Senior Administrative Council	Date of Draft Policy Reviewed	November 2012
Trustees	Date Draft Policy Sent to Trustees	November 2012
Stakeholders	Date of Draft Policy Reviewed	November 2012
Policy Committee	Date of Draft Policy Reviewed	November 2012
Committee of the Whole	Date of Draft Policy Reviewed	February 2013
Board	Date of Draft Policy Reviewed	February 2013

### COMMENTS

The current policy is being reviewed as part of the cyclical Policy and Administrative Guidelines Review Process to ensure continued compliance with the Education Statutes and Regulations of Ontario and other relevant legislation, as well as to ensure that the Policy and Administrative Guidelines continues to meet the goals, best practices and needs of the system.

### STATUS OF POLICY GUIDELINES (For Information - Issued by Director of Education)

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# POLICY UPDATE

For the Month of October 2012

## STEP 1 – NOTIFICATION OF INTENT TO COMMITTEE OF THE WHOLE

**Name of Policy** Student Transportation Policy (500.2)

**Resource** Larry Reich, Superintendent of Business & Financial Services

### Distribution of Vetting

Trustees	✓	OECTA Occasional	✓	NC Parent Involvement Committee	✓
Principals/V-Principals	✓	Student Services	✓	Pastors	✓
Director	✓	CUPE	✓	S.E.A.C.	✓
Superintendents	✓	Managers/Supervisors	✓	Bishop	✓
Curriculum Support Staff	✓	Principals/V-Principals Council	✓	Board Solicitor	✓
OECTA Elementary	✓	Non-Unionized Staff	✓	Student Senate	✓
OECTA Secondary	✓	Catholic School Council Chairs	✓	Others	✓

## STEP 2 – DRAFT POLICY REVIEW

	Date of Notification to Committee of the Whole	October 2011
Senior Administrative Council	Date of Draft Policy Reviewed	March 2012
Trustees	Date Draft Policy Sent to Trustees	TBD
Stakeholders	Date of Draft Policy Reviewed	TBD
Policy Committee	Date of Draft Policy Reviewed	TBD
Committee of the Whole	Date of Draft Policy Reviewed	TBD
Board	Date of Draft Policy Reviewed	TBD

### COMMENTS

The current policy is being reviewed as part of the cyclical Policy and Administrative Guidelines Review Process to ensure continued compliance with the Education Statutes and Regulations of Ontario and other relevant legislation, as well as to ensure that the Policy and Administrative Guidelines continues to meet the goals, best practices and needs of the system.

### STATUS OF POLICY GUIDELINES (For Information - Issued by Director of Education)

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**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
OCTOBER 9, 2012**

***PUBLIC SESSION***

**TOPIC: INTERNATIONAL STUDENT EXCHANGE  
PROGRAM 2012-2013**

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The report on the  
International Student Exchange Program 2012-2013  
is presented for information.

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Prepared by: Mark Lefebvre, Superintendent of Education  
Presented by: Mark Lefebvre, Superintendent of Education  
Jayne Evans, FSL /ESL/Arts Consultant  
Approved by: John Crocco, Director of Education  
Date: October 9, 2012



## REPORT TO THE COMMITTEE OF THE WHOLE MEETING OCTOBER 9, 2012

### INTERNATIONAL STUDENT EXCHANGE PROGRAM 2012-2013

#### BACKGROUND INFORMATION

International Student Exchange - Ontario (ISE) is a not for profit agency which specializes in coordinating educational and cultural exchanges.

This year nine (9) students from Niagara Catholic are participating in the international student exchange program and four (4) will be travelling to European destinations next February, 2013. One student has already completed her exchange last February and is presently hosting a new partner. The visiting partners are spending the fall with us learning the Canadian culture and the English language while attending our secondary schools.

The five (5) international exchange students and their Niagara Catholic student exchange partners will be introduced to the Committee of the Whole as part of this information report.

Niagara Catholic Student	Exchange Partner	School	European Destination
Stephen Lyons	Jacques Vincent	Denis Morris	France
Rachel Mecca	Anaïs Faure	Saint Michael	France
Jordan Hunsley	Partner pending	Notre Dame College	Switzerland
Michelle Peters	Celia Robles Cabaniñas	Denis Morris	Spain
Kasey Cleveland	Oumnia Hamed-Bey	Lakeshore Catholic	Travelled Feb. 2012
Christian Kudeba	Guillermo Abio	École secondaire catholique Jean-Vanier (partnered with Niagara Catholic ISE Programme)	Spain

The report on International Student Exchange Program 2012-2013 is presented for information.

Prepared by: Mark Lefebvre, Superintendent of Education

Presented by: Mark Lefebvre, Superintendent of Education  
Jayne Evans, FSL /ESL/Arts Consultant

Approved by: John Crocco, Director of Education

Date: October 9, 2012

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
OCTOBER 9, 2012**

***PUBLIC SESSION***

**TOPIC: PASSPORT NIAGARA: JOURNEY THROUGH  
THE WAR OF 1812 COMMUNITY COLLABORATION**

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The report on Passport Niagara: Journey Through the War of 1812  
Community Collaboration, is presented for information.

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Prepared by: Mark Lefebvre, Superintendent of Education  
Presented by: Mark Lefebvre, Superintendent of Education  
Janice Barretto-Mendonca, Junior Curriculum Consultant  
Jennifer DeCoff, Intermediate Curriculum Consultant  
Approved by: John Crocco, Director of Education  
Date: October 9, 2012



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

## REPORT TO THE COMMITTEE OF THE WHOLE MEETING OCTOBER 9, 2012

### PASSPORT NIAGARA – A JOURNEY THROUGH THE WAR OF 1812 COMMUNITY COLLABORATION

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#### BACKGROUND INFORMATION

In 2010, Niagara Catholic spear-headed a community partnership with our co-terminus boards, local museums, historic sites and the Niagara 1812 Bicentennial Legacy Council. This group, the Niagara Historical Education Committee, considered many projects before deciding to create *Passport Niagara – A Journey through the War of 1812*.

This project celebrates the Bicentennial of the War of 1812 and marks 200 years of peace between Canada, the United States and our First Nations people.

*Passport Niagara* is now a region-wide program. Students, teachers and families in partnership with local museums and historic sites can learn about the contributions of the many groups and individuals that formed our nation. It emulates real-world travel. 30 000 students in Grades 3 to 8 have received a complimentary student Passport, Bicentennial Map, and a pencil in a commemorative backpack. Schools have access to a transportation subsidy which encourages teachers and students to travel to historic sites and stand on the ground where many lives were lost to form the Canada we know today.

On September 27<sup>th</sup> 2012, one teacher from every publicly funded school in Niagara attended the official launch of *Passport Niagara – A Journey through the War of 1812*. Teachers were introduced to the 1812 Teacher Resource Kit prepared for every school. This teacher-created kit provides a wealth of resources and cross-curricular lessons that are rooted in the Ontario Catholic Graduate Expectations. Interest generated has now extended to our secondary schools and over 1200 backpacks have been sent for our Grade 10 history students.

This project truly exemplifies the triad between home, school and community. Our students learn about the War of 1812 through classroom teaching. Teachers are encouraged to make the learning authentic by visiting actual battlegrounds in their very own neighbourhoods and take their students to historic sites. Families are also invited to follow the Bicentennial Map and collect “stamps” in their child’s Passport as they visit our project partners. Finally, historic sites and museums have become more than a repository of artifacts but also an educational institution that can partner with schools to augment the school curriculum. Niagara Catholic is dedicated to building strong community partnerships that advance the learning of our students. This is evident in the Passport Niagara project.

The report on Passport Niagara – A Journey Through the War of 1812  
Community Collaboration, is presented for information.

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Prepared by: Mark Lefebvre, Superintendent of Education  
Presented by: Mark Lefebvre, Superintendent of Education  
Janice Barretto-Mendonca, Junior Curriculum Consultant  
Jennifer DeCoff, Intermediate Curriculum Consultant  
Approved by: John Crocco, Director of Education  
Date: October 9, 2012

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
OCTOBER 9, 2012**

***PUBLIC SESSION***

**TOPIC: MOBILE COMPUTER LAB UPDATE**

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The Mobile Computer Lab Update  
is presented for information.

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Prepared by: Mario Ciccarelli, Superintendent of Education  
Presented by: Mario Ciccarelli, Superintendent of Education  
Robin McNaughton, Education Technology Officer  
Approved by: John Crocco, Director of Education  
Date: October 9, 2012



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

## REPORT TO THE COMMITTEE OF THE WHOLE MEETING OCTOBER 9, 2012

### MOBILE COMPUTER LAB UPDATE

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#### BACKGROUND INFORMATION

At the October Committee of the Whole Meeting, we will provide Trustees with an update on the arrival of the mobile computer labs and carts that were ordered for all elementary schools throughout our system.

We will also provide the Committee of the Whole with a schedule for the distribution of the mobile computer labs to all elementary schools in the system.

As part of our presentation, we will demonstrate a mobile computer lab's capability and versatility in advancing student achievement in alignment with our Blueprint for Technology within the Board's Vision 2020 Strategic Plan.

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Prepared by: Mario Ciccarelli, Superintendent of Education

Presented by: Mario Ciccarelli, Superintendent of Education  
Robin McNaughton, Education Technology Officer

Approved by: John Crocco, Director of Education

Date: October 9, 2012

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
OCTOBER 9, 2012**

***PUBLIC SESSION***

**TOPIC: EXTENDED OVERNIGHT FIELD TRIP, EXCURSION  
AND EXCHANGE APPROVAL COMMITTEE**

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The report on the Extended Overnight Field Trip,  
Excursion and Exchange Approval Committee  
is presented for information.

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Prepared by: Mark Lefebvre, Superintendent of Education  
Presented by: Mark Lefebvre, Superintendent of Education  
Approved by: John Crocco, Director of Education  
Date: October 9, 2012



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

## REPORT TO THE BOARD MEETING OCTOBER 9, 2012

### EXTENDED OVERNIGHT FIELD TRIP, EXCURSION AND EXCHANGE APPROVAL COMMITTEE – 2012-2013

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#### BACKGROUND INFORMATION

The Extended Overnight Field Trip, Excursion and Exchange Approval Committee continues to review proposals for 2011-2012 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 Principal	-	Andrew Bartley
1 Secondary School Principal	-	Jeff Smith
1 Elementary School Principal	-	Steve Ward
1 Education Services Member	-	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 2012-2013 Extended Overnight Field Trip as submitted on Tuesday, October 9, 2012.

The report on the Extended Overnight Field Trip, Excursion and Exchange Approval Committee for Tuesday, October 9, 2012 is presented for information.

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Prepared by: Mark Lefebvre, Superintendent of Education

Presented by: Mark Lefebvre, Superintendent of Education

Approved by: John Crocco, Director of Education

Date: October 9, 2012



Appendix A

EXECUTIVE SUMMARY

Extended Overnight Field Trip, Excursion and Exchange Committee Approvals – 2011-2012

SCHOOL	TYPE	APPROVAL REQUIRED	DESTINATION	CURRICULUM UNIT/THEME	EDUCATION VALUE	DATE	NUMBER OF STUDENTS, STAFF & CHAPERONES ON TRIP	DURATION	COST (APPROX)	TRANSPOR-TATION
Lakeshore Catholic High School	Extended Overnight Field Trip	Superintendent and Extended Field Trip Committee	New Orleans, Louisiana, USA	Music	A music/performance-based trip to the city that is the birthplace of jazz music. Students will be immersed in the culture of this historic place while representing their school community through planned performances. Students will absorb the history and culture of New Orleans – thus deepening their understanding of the evolution of the jazz genre and the musical figures contributing to its historic development. The values of our Catholic faith will focus on time spent with a New Orleans volunteer organization providing services to those in need.	Tues. April 23 – Sat. April 27, 2013	45 Students 3 staff	5 days (4 school days)	\$1,270.00 – all inclusive - Coach/ flight/ accommodations /lunch, breakfast & dinner daily/tours, workshop, clinic, performance venue Additional spending money	Coach, air
Lakeshore Catholic High School	Extended Overnight Field Trip	Superintendent and Extended Field Trip Committee	Dominica	Religion: Encourage students to become Christian (Catholic) leaders	Pilgrimage to Dominica – Seniors' home renovations and volunteering, school renovations, encourage students to become collaborative contributors, see the value, rights and sacredness of all people	Mon. Feb. 25 – Tues. March 5, 2013	12 students 3 staff (1 for each work site)	9 days 8 nights (7 school days)	\$1,252.00 – flight, taxes, fees, insurance \$432.68 – drivers, vans, accommodations, meals TOTAL-\$1,684.68 Additional spending money	Air, Vans

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
OCTOBER 9, 2012**

***PUBLIC SESSION***

**TOPIC: CATHOLIC SCHOOL COUNCIL ANNUAL REPORT 2011-2012**

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The Catholic School Council Annual Report 2011-2012  
is presented for information.

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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  
Date: October 9, 2012



## **REPORT TO THE COMMITTEE OF THE WHOLE MEETING OCTOBER 9, 2012**

### **CATHOLIC SCHOOL COUNCILS' ANNUAL REPORT 2011-2012**

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#### **BACKGROUND INFORMATION**

Every School Council shall annually submit a written report on its activities to the Principal of the school and to the Board that established the Council (O. Reg. 612/00, s. 24 (1). If the School Council engages in fundraising activities, the annual report shall include a report of those activities. (O. Reg. 612/00, s. 24 (24).

Catholic School Councils in the Niagara Catholic District School Board have been asked to submit a brief report outlining the membership of the Catholic School Council, meeting dates, goals, achievement of the goals, and a financial statement for the year.

A copy of the Catholic School Councils' Annual Report 2011-2012 has been provided under separate cover.

The Catholic School Councils' Annual Report 2011-2012 is presented for information.

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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

Date: October 9, 2012

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
OCTOBER 9, 2012**

***PUBLIC SESSION***

**TOPIC: STAFF DEVELOPMENT DEPARTMENT PROFESSIONAL  
DEVELOPMENT OPPORTUNITIES**

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

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Prepared by:	Frank Iannantuono, Superintendent of Education/Human Resources Khayyam Syne, Administrator of Staff Development
Presented by:	Frank Iannantuono, Superintendent of Education/Human Resources Khayyam Syne, Administrator of Staff Development
Approved by:	John Crocco, Director of Education
Date:	October 9, 2012



## TO THE COMMITTEE OF THE WHOLE MEETING OCTOBER 9, 2012

### 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 that will be occurring during the period October 10, 2012 through November 13, 2012.

#### Wednesday, October 10, 2012

##### *Child and Youth Workers (CYW) - Roots of Empathy*

- A two-day workshop involving this group of support staff to train them in the and Roots of Empathy program which is an evidence-based classroom program that has shown significant effect in reducing levels of aggression among schoolchildren by raising social/emotional competence and increasing empathy.

#### Thursday, October 11, 2012

##### *Elementary and Secondary Teachers involved in the New Teacher Induction Program (NTIP)*

- The second session of this year's NTIP that will consist of a workshop presented by the Board's Special Education department on "*Mental Health*" designed to heighten the awareness of teachers regarding their students' mental well-being as they cater to their needs in the classroom. Strategies for early detection and knowledge of available supports will also be explored.

#### Tuesday, October 16, 2012

##### *Administrative, Teaching and Support Staff – Health and Safety Basic Training Certification (Part 2)*

- A one-day day workshop designed by the Ministry of Labour for this group of staff who received Part 1 training last month, to fulfill the Board's legal requirements under the Occupational Health and Safety Act, by completing the training and becoming fully certified.

**Wednesday, October 17, 2012**

*Secondary Senior Success Teachers (SST) – Suicide Intervention Skills Training (ASIST)*

- ASIST is a two-day intensive, interactive and practice-dominated course designed to help this group of teachers recognize risk and learn how to intervene in order to prevent the immediate risk of suicide among adolescents.

**Thursday, October 18, 2012**

*Senior and School Administrators Professional Development Carousel*

- A series of workshops dealing with topics that correspond to current Ministry of Education initiatives offered in a carousel format that will all allow each administrator to select and attend three offerings. This program is in keeping with the new approach to the Director's Meetings which will have a professional development component included in the agenda.

**Tuesday, October 23, 2012**

*Senior and School Administrators – Human Resources Certification Program- Mental Health*

- A workshop designed to meet the needs of administrators identified as being crucial to the effective management of the system and schools. This session will deal with the first part of "Mental Health" certification, that will allow participants to recognize early signs of this malaise both in students and adults, and by so doing, arrange for intervention supports to assist in dealing with it.

**Tuesday, October 30, 2012**

*Primary and Junior Teachers of Mathematics – Context for Learning Mathematics*

- A series of workshops designed to assist this group of educators with the proper and most effective use of newly acquired classroom resource kits. The resource is intended to support classroom teachers in their mathematical instruction as they continue with their collaborative group work and teaching through problem solving initiatives.

**Thursday, November 1, 2012**

*Education Resource Teacher (ERT) and Junior Teacher Mathematics Workshop*

- A workshop designed to introduce this group of Resource and regular classroom teachers to a project that will include the use of diagnostic assessments and interventions specifically intended to meet the needs of the individual student in order to improve their conceptual understanding of mathematics and help close the learning gap.

**Thursday, November 8, 2012**

*Elementary and Secondary Teachers Involved in the Leadership Identification Program (LIP)*

- A workshop designed for this group of leadership hopefuls to introduce them to the two year program that will provide them opportunities for professional development, system initiative involvement, leadership potential exploration and mentoring. This first session will also outline their leadership practicum that is a very large part of the program.

**Monday, November 12, 2012**

*Elementary Secretaries – OnSIS*

- A workshop designed for this group of secretarial support staff to update them with the latest expectations of the Ministry of Education in terms of the accurate completion and submission of school records through the OnSIS portal.

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

Prepared By: Frank Iannantuono, Superintendent of Education  
Khayyam Syne, Administrator of Staff Development

Presented By: Frank Iannantuono, Superintendent of Education  
Khayyam Syne, Administrator of Staff Development

Approved By: John Crocco, Director of Education

Date: October 9, 2012

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
OCTOBER 9, 2012**

***PUBLIC SESSION***

**TOPIC: CAPITAL PROJECT UPDATE**

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The Capital Project 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  
Date: October 9, 2012





NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

## REPORT TO COMMITTEE OF THE WHOLE OCTOBER 9, 2012

### CAPITAL PROJECTS PROGRESS REPORT

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#### BACKGROUND INFORMATION

Individual progress reports for capital projects are presented as follows:

##### In Progress

Appendix A	Blessed Trinity Catholic Secondary School (Gr.)
Appendix B	Cardinal Newman Catholic Elementary School (NF)
Appendix C	Mary Ward Catholic Elementary School (NF)
Appendix D	Our Lady of Fatima Catholic Elementary School (Gr.)
Appendix E	Sacred Heart Catholic Elementary School
Appendix F	Saint Michael Catholic High School (NF)
Appendix G	St. Alfred Catholic Elementary School (SC)
Appendix H	St. Charles Catholic Elementary School
Appendix I	St. Joseph Catholic Elementary School (Gr.)
Appendix J	St. Martin Catholic Elementary School
Appendix K	St. Michael Catholic Elementary School (NOTL)

The Capital Projects Progress Report is presented for information.

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Prepared by	Scott Whitwell, Controller of Facilities Services
Presented by:	Scott Whitwell, Controller of Facilities Services
Recommended by:	John Crocco, Director of Education
Date:	October 9, 2012



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
CAPITAL PROJECT PROGRESS REPORT  
OCTOBER 9, 2012**

**APPENDIX A**

**BLESSED TRINITY CATHOLIC SECONDARY SCHOOL, GRIMSBY**



**Scope of Project:** Design and construction of a twenty-three classroom addition to the existing facility under the Energy Efficient Funding Program

**Current Status:** Construction nearing completion. Chapel and Hospitality scheduled for October 2012 completion.

**Project Funding:**

Energy Efficiency	11,000,000
Facilities Renewal	329,915

**\$11,329,915**

**Project Costs:**

	Budget	Paid	Forecast
Contract, Phase 1	1,435,925	1,440,130	1,440,130
Contract, Phase 2	7,873,905	6,617,277	6,835,375
Contract, Phase 3	0	338,227	700,808
Fees & Disbursements	880,000	1,082,019	1,144,790
Furniture & Equipment	700,085	216,162	176,816
Other Project Costs	440,000	354,285	1,031,996
	<b>\$11,329,915</b>	<b>\$10,048,100</b>	<b>\$11,329,915</b>

**Project Information:**

New Area to be Constructed	43,338	sq. ft.
Existing Area to be Renovated	16,864	sq. ft.
Total New Facility Area	129,731	sq. ft.
Total Site Area	16.8	acres
Pupil Places Added	483	students
New Facility Capacity	1059	students

**Project Timelines:**

	Scheduled Completion	Actual Completion
Funding Approval	June 10, 2009	10 June 2009
Architect Selection	July 20, 2009	26 July 2009
Design Development	November 2, 2009	26 January 2010
Contract Documents, Phase 1	April 8, 2010	18 June 2010
Tender & Approvals, Phase 1	May 25, 2010	7 July 2010
Construction, Phase 1	August 27, 2010	27 September 2010
Contract Documents, Phase 2	March 24, 2011	16 March 2011
Tender & Approvals, Phase 2	March 29, 2011	12 April 2011
Construction, Phase 2	September 2012	
Construction, Phase 3	November 2012	
Occupancy	September 4, 2012	4 September 2012
Official Opening & Blessing		

**Project Team:**

Architect	Raimondo + Associates Architects Inc.
General Contractor, Phase 1	Rankin Construction Inc.
General Contractor, Phase 2	Brouwer Construction (1981) Ltd.
General Contractor, Phase 3	Brouwer Construction (1981) Ltd.
Project Manager	Anthony Ferrara
Superintendent	Yolanda Baldasaro
Principal	Joseph Zaroda



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
CAPITAL PROJECT PROGRESS REPORT  
OCTOBER 9, 2012**

**APPENDIX B**

**CARDINAL NEWMAN CATHOLIC ELEMENTARY SCHOOL**

**Scope of Project:** design and construction of a single classroom addition, and expansion of an existing classroom to be a full day early learning kindergarten classroom

**Current Status:**  
Complete. Deficiencies being rectified.

**Project Information:**

New Area to be Constructed	1,200	sq. ft.
Existing Area to be Renovated		sq. ft.
Total New Facility Area	39,729	sq. ft.
Total Site Area	4.27	acres
Pupil Places Added	44	students
New Facility Capacity	518	students



**Project Funding:**

FDK Grant	434,584
Facilities Renewal	53,483
	<b>\$488,067</b>

**Project Costs:**

	Budget	Paid	Forecast
Construction Contract	350,000	387,932	403,483
Fees & Disbursements	70,000	67,992	70,000
Furniture & Equipment	5,000	3,912	4,000
Other Project Costs	9,584	21,603	21,917
	<b>\$434,584</b>	<b>\$481,439</b>	<b>\$499,400</b>

**Project Timelines:**

	<u>Scheduled Completion</u>	<u>Actual Completion</u>
Funding Approval	March 2, 2011	March 2, 2011
Architect Selection	July 19, 2011	July 19, 2011
Design Development	September 2011	September 30, 2011
Contract Documents	February 2012	January 27, 2010
Tender & Approvals	February 2012	March 6, 2012
Construction	August 2012	August 31, 2012
Occupancy	September 4, 2012	September 4, 2012
Official Opening & Blessing		

**Project Team:**

Architect	Venerino V.P. Panici Architect Inc
General Contractor	King Contractors of Niagara Ltd.
Project Manager	Anthony Ferrara
Superintendent	Mark Lefebvre
Principal	Chris Kerho



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
CAPITAL PROJECT PROGRESS REPORT  
OCTOBER 9, 2012**

**APPENDIX C**

**MARY WARD CATHOLIC ELEMENTARY SCHOOL**

**Scope of Project:** Design and construction of a library addition, and renovation of the existing library to be a new full day early learning kindergarten classroom.

**Current Status:** Tender documents have been prepared and property approval issues have been finalized with the city.

**Project Information:**

New Area to be Constructed	2000	sq. ft.
Existing Area to be Renovated	1500	sq. ft.
Total New Facility Area	37,034	sq. ft.
Total Site Area	4	acres
Pupil Places Added	38	students
New Facility Capacity	400	students



**Project Funding:**

FDK Grant	434,584
	<b>\$434,584</b>

**Project Costs:**

	Budget	Paid	Forecast
Construction Contract	350,000	0	350,000
Fees & Disbursements	50,000	44,005	50,000
Furniture & Equipment	10,000	0	10,000
Other Project Costs	24,584	9,825	24,584
	<b>\$434,584</b>	<b>\$53,830</b>	<b>\$434,584</b>

**Project Timelines:**

	<u>Scheduled Completion</u>	<u>Actual Completion</u>
Funding Approval	March 2, 2011	March 2, 2011
Architect Selection	August 2011	August 12, 2011
Design Development	September 2011	September 30, 2011
Contract Documents	February 2012	February 17, 2012
Tender & Approvals	February 2013	
Construction	August 2013	
Occupancy	September 2013	
Official Opening & Blessing		

**Project Team:**

Architect	Svedas Koyanagi Architects Inc.
General Contractor	TBD
Project Manager	Tunde Labbanicz
Superintendent	Mark Lefebvre
Principal	Domenic Massi



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
CAPITAL PROJECT PROGRESS REPORT  
OCTOBER 9, 2012**

**APPENDIX D**

**OUR LADY OF FATIMA CATHOLIC ELEMENTARY SCHOOL, GRIMSBY**



**Scope of Project:**

Installation of a 109 kW roof top solar photovoltaic system consisting of a total of 504 solar panels, estimated to produce 120,000 kWh of electricity annually, and supplied to the utility company under the Feed-In-Tariff Program. A web enabled data acquisition system to monitor performance is also included within the scope.

**Current Status:**

Solar panel installation is complete and the system has been connected to the power grid.

**Project Funding:**

Renewable Energy	949,373
Facilities Renewal	460,000
	<b>\$1,409,373</b>

**Project Costs:**

	<u>Budget</u>	<u>Paid</u>	<u>Forecast</u>
Construction Contract	1,200,000	1,043,137	1,200,000
Fees & Disbursements	78,250	81,860	78,250
Other Project Costs	130,900	105,486	130,900
	<b>\$1,409,150</b>	<b>\$1,230,483</b>	<b>\$1,409,150</b>

**Project Timelines:**

	<u>Scheduled Completion</u>	<u>Actual Completion</u>
Funding Approval	February 19, 2010	February 19, 2010
Design Development	January 10, 2011	January 24, 2011
Contract Documents	January 31, 2011	January 31, 2011
Tender	February 17, 2011	February 17, 2011
Construction	August 31, 2011	August 31, 2011
Operation	March 31, 2012	August 7, 2012

**Project Team:**

Architect	Venerino V.P. Panici Architect Inc
General Contractor	Carmanah Technologies
Project Manager	Anthony Ferrara
Superintendent	Yolanda Baldasaro
Principal	Michael Hendrickse



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
CAPITAL PROJECT PROGRESS REPORT  
OCTOBER 9, 2012**

**APPENDIX E**

**SACRED HEART CATHOLIC ELEMENTARY SCHOOL**

**Scope of Project:** expansion of an existing classroom to be 2 new full day early learning kindergarten classrooms.

**Current Status:** Construction is completed. Deficiencies being rectified.

**Project Information:**

New Area to be Constructed	1200	sq. ft.
Existing Area to be Renovated		sq. ft.
Total New Facility Area	25,258	sq. ft.
Total Site Area	5.2	acres
Pupil Places Added	32	students
New Facility Capacity	328	students



**Project Funding:**

FDK Grant	434,584
Facilities Renewal	143,433
	<b>\$578,017</b>

**Project Costs:**

	Budget	Paid	Forecast
Contract	493,433	493,944	493,944
Fees & Disbursements	50,000	60,831	60,831
Furniture & Equipment	10,000	14,819	14,819
Other Project Costs	24,584	55,633	55,633
	<b>\$578,017</b>	<b>\$625,227</b>	<b>\$625,227</b>

**Project Timelines:**

	<u>Scheduled Completion</u>	<u>Actual Completion</u>
Funding Approval	March 2, 2011	March 2, 2011
Architect Selection	August 2011	September 21, 2011
Design Development	September 2011	October 21, 2011
Contract Documents	February 2012	January 30, 2012
Tender & Approvals	February 2012	March 6, 2012
Construction	August 2012	August 31, 2012
Occupancy	September 4, 2012	September 4, 2012
Official Opening & Blessing		

**Project Team:**

Architect	Chapman Murray Associates Architects Inc
General Contractor	Brouwer Construction
Project Manager	Tunde Labbancz
Superintendent	Mark Lefebvre
Principal	Lisa Selman



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
CAPITAL PROJECT PROGRESS REPORT  
OCTOBER 9, 2012**

**APPENDIX F**

**SAINT MICHAEL CATHOLIC HIGH SCHOOL**

**Scope of Project:**

Design and construction of a ten classroom addition.

**Current Status:**

Schematic Designs are being prepared.

**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

**\$5,527,880**

**Project Costs:**

	<u>Budget</u>	<u>Paid</u>	<u>Forecast</u>
Construction Contract	4,450,000	0	4,450,000
Fees & Disbursements	500,000	20,452	500,000
Furniture & Equipment	50,000	0	50,000
Other Project Costs	527,880	1,131	527,880
	<u><b>\$5,527,880</b></u>	<u><b>\$21,583</b></u>	<u><b>\$5,527,880</b></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	July 2012
Contract Documents	May 2013	
Tender	June 2013	
Ministry Approval (cost)	June 2013	
Construction	September 2014	
Occupancy	September 2014	
Official Opening & Blessing		

**Project Team:**

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



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
CAPITAL PROJECT PROGRESS REPORT  
OCTOBER 9, 2012**

**APPENDIX G**

**ST. ALFRED CATHOLIC ELEMENTARY SCHOOL**

**Scope of Project:**

Design and construction of a new full day early learning kindergarten classroom and renovation of classroom into Kindergarten and Staff Lounge relocation/renovation.

**Current Status:**

Construction is completed. Deficiencies being rectified.

**Project Information:**

New Area to be Constructed	1,200	sq. ft.
Existing Area to be Renovated	2,460	sq. ft.
Total New Facility Area	42,524	sq. ft.
Total Site Area	6.84	acres
Pupil Places Added	38	students
New Facility Capacity	492	students



**Project Funding:**

FDK Grant	434,584
Facilities Renewal	88,164
	<b>\$522,748</b>

**Project Costs:**

	Budget	Paid	Forecast
Construction Contract	438,164	400,579	418,754
Fees & Disbursements	40,000	47,675	49,341
Furniture & Equipment	5,000	31,485	32,000
Other Project Costs	39,584	164,527	164,527
	<b>\$522,748</b>	<b>\$644,266</b>	<b>\$664,622</b>

**Project Timelines:**

	<u>Scheduled Completion</u>	<u>Actual Completion</u>
Funding Approval	March 2, 2011	March 2, 2011
Architect Selection	August 9, 2011	August 9, 2011
Design Development	September 2011	September 30, 2011
Contract Documents	February 2012	February 3, 2012
Tender & Approvals	February 2012	March 6, 2012
Construction	August 2012	August 31, 2012
Occupancy	September 4, 2012	September 4, 2012
Official Opening & Blessing		

**Project Team:**

Architect	Macdonald Zuberec Ensslen Architects Inc.
General Contractor	T.R. Hinan Inc.
Project Manager	Tunde Labbancz
Superintendent	Mario Ciccarella
Principal	Ken Czaplicki





**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
CAPITAL PROJECT PROGRESS REPORT  
OCTOBER 9, 2012**

**APPENDIX H**

**ST. CHARLES CATHOLIC ELEMENTARY SCHOOL**

**Scope of Project:**

Expansion and renovation of six classrooms to be full day early learning kindergarten classrooms.

**Current Status:**

Construction is completed. Deficiencies being rectified.

**Project Information:**

New Area to be Constructed	3,600	sq. ft.
Existing Area to be Renovated		sq. ft.
Total New Facility Area	42,125	sq. ft.
Total Site Area	3.5	acres
Pupil Places Added	18	students
New Facility Capacity	442	students



**Project Funding:**

FDK Grant	1,086,462
Facilities Renewal	110,736
	<b>\$1,197,198</b>

**Project Costs:**

	Budget	Paid	Forecast
Construction Contract	980,736	949,080	980,736
Fees & Disbursements	100,000	101,824	108,028
Furniture & Equipment	20,000	54,890	55,000
Other Project Costs	96,462	81,774	81,774
	<b>\$1,197,198</b>	<b>\$1,187,568</b>	<b>\$1,225,538</b>

**Project Timelines:**

	<u>Scheduled Completion</u>	<u>Actual Completion</u>
Funding Approval	March 2, 2011	March 2, 2011
Architect Selection	June 29, 2011	June 29, 2011
Design Development	September 2011	September 30, 2011
Contract Documents	February 2012	February 3, 2012
Tender & Approvals	February 2012	March 6, 2012
Construction	August 2012	August 31, 2012
Occupancy	September 4, 2012	September 4, 2012
Official Opening & Blessing		

**Project Team:**

Architect	Grguric Architects Incorporated
General Contractor	Bromac Construction
Project Manager	Tunde Labbanicz
Superintendent	Mario Ciccarella
Principal	Kim Kuchar



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
CAPITAL PROJECT PROGRESS REPORT  
SEPTEMBER 11, 2012**

**APPENDIX I**

**ST. JOSEPH CATHOLIC ELEMENTARY SCHOOL, GRIMSBY**



**Scope of Project:**

Installation of a 109 kW roof top solar photovoltaic system consisting of a total of 504 solar panels, estimated to produce 120,000 kWh of electricity annually, and supplied to the utility company under the Feed-In-Tariff Program. A web enabled data acquisition system to monitor performance is also included within the scope.

**Current Status:**

Solar panel installation is complete. Approval to tie in to the power grid has not yet been obtained.

**Project Funding:**

Renewable Energy	949,373
Facilities Renewal	355,000
	<u>\$1,304,373</u>

**Project Costs:**

	Budget	Paid	Forecast
Construction Contract	1,041,818	1,012,206	1,041,818
Fees & Disbursements	78,250	75,989	78,250
Other Project Costs	184,305	71,352	184,305
	<u>\$1,304,373</u>	<u>\$1,159,547</u>	<u>\$1,304,373</u>

**Project Timelines:**

	<u>Scheduled Completion</u>	<u>Actual Completion</u>
Funding Approval	February 19, 2010	February 19, 2010
Design Development	January 10, 2011	January 24, 2011
Contract Documents	January 31, 2011	January 31, 2011
Tender	February 17, 2011	February 17, 2011
Construction	August 31, 2011	August 31, 2011
Operation		

**Project Team:**

Architect	Venerino V.P. Panici Architect Inc
General Contractor	Carmanah Technologies
Project Manager	Anthony Ferrara
Superintendent	Yolanda Baldasaro
Principal	Lori Spadafora



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
CAPITAL PROJECT PROGRESS REPORT  
OCTOBER 9, 2012**

**APPENDIX J**

**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:**

Client-architect agreement is being prepared for signature. Property investigation is on-going.



**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
Reserve for Property	250,000

**\$9,680,364**

**Project Costs:**

	Budget	Paid	Forecast
Purchase of Site	250,000	12,318	250,000
Construction Contract	7,479,925	0	7,479,925
Fees & Disbursements	900,000	56,777	900,000
Furniture & Equipment	100,000	0	100,000
Other Project Costs	950,439	15,613	950,439
	<b><u>\$9,680,364</u></b>	<b><u>\$84,708</u></b>	<b><u>\$9,680,364</u></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	
Contract Documents	May, 2012	
Tender & Approvals	July, 2012	
Ministry Approval (cost)	July, 2012	
Construction	August, 2013	
Occupancy	September 3, 2014	
Official Opening & Blessing		

**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  
OCTOBER 9, 2012**

**APPENDIX K**

**ST. MICHAEL CATHOLIC ELEMENTARY SCHOOL**

**Scope of Project:**

Design and construction of a new full day early learning kindergarten classroom.

**Current Status:**

Construction is nearing completion.

**Project Information:**

New Area to be Constructed	1,200	sq. ft.
Existing Area to be Renovated		sq. ft.
Total New Facility Area	27,906	sq. ft.
Total Site Area	6.45	acres
Pupil Places Added	38	students
New Facility Capacity	343	students



**Project Funding:**

FDK Grant	434,584
Facilities Renewal	116,405
	<b>\$550,989</b>

**Project Costs:**

	Budget	Paid	Forecast
Construction Contract	461,405	350,098	461,405
Fees & Disbursements	55,000	59,955	60,000
Furniture & Equipment	10,000	7,363	7,500
Other Project Costs	24,584	83,192	84,796
	<b>\$550,989</b>	<b>\$500,608</b>	<b>\$613,701</b>

**Project Timelines:**

	<u>Scheduled Completion</u>	<u>Actual Completion</u>
Funding Approval	March 2, 2011	March 2, 2011
Architect Selection	August 11, 2011	August 11, 2011
Design Development	September 2011	September 30, 2011
Contract Documents	February 2012	January 30, 2012
Tender & Approvals	February 2012	March 6, 2012
Construction	August 2012	September 28, 2012
Occupancy	September 4, 2012	October 2012
Official Opening & Blessing		

**Project Team:**

Architect	Quartek Group Inc.
General Contractor	Stolk Construction
Project Manager	Tunde Labbancz
Superintendent	Mario Ciccarelli
Principal	Brian Palujanskas

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
OCTOBER 9, 2012**

***PUBLIC SESSION***

**TOPIC: TRUSTEE INFORMATION  
SPOTLIGHT ON NIAGARA CATHOLIC – SEPTEMBER 25, 2012**

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# Spotlight

on

## NIAGARA CATHOLIC

*Nurturing Souls & Building Minds*

[www.niagaracatholic.ca](http://www.niagaracatholic.ca)

September 25, 2012



### Board Approves Plans for \$6 Million Renovation to Saint Michael Catholic High School

Niagara Catholic's Board of Trustees has approved the use of \$400,000 from the Facilities Renewal budget for additions to Saint Michael Catholic High School.

In 2011, the Ministry of Education approved \$5,527,880 from the Capital Priorities Funding Program to replace the portable classrooms at the school with a new 10-classroom addition to the building.

In March 2012, Raimondo + Associates Architects was hired to prepare conceptual designs and cost estimates for the renovations, based on consultations with Board and school staff. Four different designs were reviewed to meet school needs with a recommendation for additions beyond Ministry of Education funding. The Ministry recently approved the use of \$400,000 from the Facility Renewal funds for the following construction: The addition of 10 classrooms to the school and renovations to the servery, hospitality, technology, music, weight and exercise rooms.

The Board must now request Approval to Proceed from the Ministry of Education. The project is expected to be completed by September 2014.



**Ground is set to be broken on a \$6-million, 10-classroom addition and renovation to Saint Michael Catholic High School in Niagara Falls in Spring 2013. The complete report, which includes proposed plans for the school, is available under the meetings tab on the Board section of [www.niagaracatholic.ca](http://www.niagaracatholic.ca).**

### Elementary Students Perform Well on EQAO

Niagara Catholic has released the annual Education Quality and Accountability Office (EQAO) results for students in Grades 3, 6 and 9. Students in all publicly funded schools, including Niagara Catholic's 51 elementary and eight secondary schools, write the assessment during the 2011-2012 school year.

Once again, Niagara Catholic students surpassed the provincial averages in Primary and Junior Assessments of reading, writing and mathematics.

Kathy Burtnik, Chair of the Niagara Catholic Board of Trustees, said staff continues to make student success their number one priority.

*"Niagara Catholic students consistently exceed the provincial averages for EQAO testing,"* said Mrs. Burtnik. *"We are grateful for the many partners in Catholic education who assist our staff in guiding students to their full academic potential. The Board will continue its commitment to use the data from these tests to improve student success."*

*"We are exceptionally proud the work and dedication to academic excellence demonstrated by our staff and students,"* said Niagara Catholic Director of Education, John Crocco. *"EQAO results are one of many measurement tools used by the Board to evaluate student achievement. We will continue to analyze the data to reinforce and build upon our areas of strength and to address areas marked for improvement."*

Highlights of the results are available at [niagaracatholic.ca](http://niagaracatholic.ca).

### Niagara Catholic Seeking Distinguished Alumni

Niagara Catholic has created a new award to recognize graduates who have left their mark on the world.

The Niagara Catholic Distinguished Alumni Award will be presented annually to alumni of Niagara Catholic's secondary schools, beginning in 2013. Niagara Catholic Distinguished Alumni Award recipients will be invited to share their success with the Niagara Catholic community.

To be nominated for the Niagara Catholic Distinguished Alumni Award, the individual:

- Must be described by the nominee as distinguished, notable or acclaimed
- Has achieved success in his or her adult life
- Is a graduate of more than 10 years from a Niagara Catholic secondary school
- Must reflect the characteristics defined in the Ontario Catholic School Graduate Expectations

Candidates may be nominated by anyone in the community. Nominations must be made on a Niagara Catholic Distinguished Alumni Nomination Form and are to be submitted to Linda Marconi, Executive Assistant to the Director of Education, by April 1st.

Additional information about the Niagara Catholic Distinguished Alumni Award and how to nominate a candidate is available at [niagaracatholic.ca](http://niagaracatholic.ca).

## Niagara Catholic Shares 2011-2012 Strategic Directions Achievement with Board

During the September 25th Board Meeting, Niagara Catholic Director of Education John Crocco shared *Niagara Catholic's 2011-2012 Strategic Directions Priority Indicators Achievement Report* with Trustees.

The Strategic Directions Priority Indicators were approved by the Board at the May 24th 2011 Board Meeting. They were designed to provide the annual focus for the system towards achieving the outcomes of the Niagara Catholic Vision 2020 Strategic Plan. Within the two Strategic Directions and seven enabling strategies are the approved priority indicators, which provide the specific framework to measure the achievement of each direction and strategy within a specific school year.

The Board-approved 2011-2012 Strategic Directions Priority Indicators were posted on the Niagara Catholic website and were provided to all

Principals, Vice-Principals, staff, Bishop Bergie, Special Education Advisory Committee (SEAC), Catholic School Council Chairs and the Niagara Catholic Parent Involvement Committee (NCPIC). In addition, a poster-sized copy of the Niagara Catholic Strategic Directions Priority Indicators 2011-2012 was posted in public locations of all schools, Board sites and the Catholic Education Centre, for review by students, staff, parents and guests to Niagara Catholic.

With the conclusion of the 2011-2012 academic year, members of Senior Administrative Council and Board staff collated, analyzed and reviewed all measurements and data gathered for the 2011-2012 school year, and completed its review of the progress in achieving the indicators of success within each Strategic Direction and Enabling Strategy indicator for 2011-2012.

This information was then published in the *Niagara Catholic System Priorities 2011-2012 Achievement Report*. Within each Strategic Direction and Enabling Strategy is the indicator of success and comments on the measurables to determine the achievement of either "Completed" or "In Progress 2012-2013."

A copy of this final report will be provided to all Principals, Vice-Principals, Bishop Bergie, Special Education Advisory Committee (SEAC), Catholic School Council Chairs and Niagara Catholic Parent Involvement Committee (NCPIC).

An electronic version of the *Niagara Catholic Strategic Directions Priority Indicators 2011-2012 Achievement Report* is also available through the System Priorities 2012-2013 link on the main page of the Board website at [niagaracatholic.ca](http://niagaracatholic.ca).

## My Niagara Catholic Alumni is Now Live



Niagara Catholic has officially launched a new website designed specifically for former students, staff and trustees - **My Niagara Catholic Alumni**.

Alumni were invited to join the site in order to stay connected with their former colleagues and friends.

Members of the **My Niagara Catholic Alumni** community can chat with each other online, stay up-to-date on events throughout the system and share their own news with the **My Niagara Catholic Alumni** community.

Joining the **My Niagara Catholic Alumni** community is as easy as clicking on the tab on the Board website and filling in the membership form. Participants will receive an email confirming membership and can begin posting photos, news and events on their profile.

## Bishop's Gala Gets New Date for 2013

Mark April 19th, 2013 on your calendars: That is the new date for the upcoming Bishop's Gala.

The upcoming 10th Anniversary celebration marks a departure from the traditional date of the Bishop's Gala, which had previously been held in January.

The event will continue to take place at Club Italia in Niagara Falls and will remain a premier event for Niagara Catholic and the Niagara Foundation for Catholic Education.

In keeping with tradition, the Bishop's Gala will continue to celebrate the recipient of the Niagara Catholic Award of Distinction, recognizing the person or organization which has made an outstanding contribution to Catholic education



**Looking for** activities, events and programs for your family?  
Visit the eFlyer section of [niagaracatholic.ca](http://niagaracatholic.ca)

A circular icon showing a white figure holding a magnifying glass over a document.

# School Excellence Program

FOCUS on

## Cardinal Newman Catholic Elementary School

The January 27, 2009 Board meeting saw the launch of a new initiative at Niagara Catholic.

The **School Excellence Program** is part of a series of new strategies within Niagara Catholic to increase the profile of our schools and celebrate the success of our students and staff.

Each month, one Niagara Catholic school will have the opportunity to appear before the Board to celebrate their successes, share their plans for continuous improvement and showcase one “extraordinary item or initiative that makes the school an indispensable choice for parents.”

Cardinal Newman Catholic Elementary School opened its doors in Niagara Falls in 1956, in response to a growing demand from Catholic families living in the city's northern end. As the neighbouring community grew, additions were added to the school in 1977, 2002, 2010 and in 2012. Today, Cardinal Newman is a home away from home to approximately 560 students from the Early Learning Kindergarten Program through Grade 8, led by 46 staff.

Cardinal Newman, the school's namesake, was a priest in the Church of England in the 19th century. By the mid-1830s, John Henry Newman was known throughout the country for his desire to bring the Anglican Church back to its medieval Catholic roots, including restoring traditional forms of worship and rituals. The staff and students at Cardinal Newman Catholic Elementary School seek to foster their Catholic identity by retaining the strong bond between the school and its parish, Our Lady of the Scapular Church. Students and staff regularly assist the church through food and clothing drives and the annual Share Lent campaign.

The parish priests at Our Lady of the Scapular, led by Monsignor Clutterbuck and Fr. Rico Passero offer spiritual guidance for staff and students and preside over the Sacraments of Reconciliation, Communion and Confirmation and also assist with Journey Retreat and a church-based sacramental preparation program called *Deepening the Roots*.

Cardinal Newman has forged alliances with community organizations such as Family and Children's Services Niagara (FACS) and Pathstone Mental Health. Students took part in FACS' "What Family Means to Me" student artwork campaign and a similar campaign for Pathstone Mental Health's "Shatter the Stigma, Mend the Mind" to promote mental health awareness.



**Top:** Parents are an integral part of life at Cardinal Newman. They support students at home and are a regular presence in the school, assisting with fundraisers and other special events.



**Centre:** Students work together to keep Cardinal Newman beautiful.

**Below:** The girls baseball team is one of many co-curricular sports and activities available at Cardinal Newman.







**Top: Students use SmartBoard technology to enhance learning**

**Below: Faith is an integral part of life at Cardinal Newman Catholic Elementary School, including the annual presentation of the Stations of the Cross during Holy Week.**



Cardinal Newman students consistently perform at or above the provincial averages on Grade 3 and 6 EQAO tests, but staff continue to strive for ways to assist students in meeting and exceeding their goals.

In 2011-2012, the school-wide focus in literacy involved developing explicit reading strategies to develop reading comprehension in students. In numeracy, staff worked on implementing a three-part lesson plan which focused on problem solving, inquiry and communication. This year, students will be asked to consider the feedback they have received from teachers regarding individual assignments and in-class work. By thinking about the ways in which teachers have commented on work, students can continue to work towards their academic potential.

Cardinal Newman is blessed to have a strong and active parent community, which adds to the fabric of the school by giving their time and talents throughout the year. From helping in the classroom to running special events and participating in school celebrations, our parents truly are partners in Catholic education.

Cardinal Newman is home to the Firebirds. Students have an opportunity to participate in many athletic teams, including cross country, soccer, volleyball, basketball and baseball. The boys and girls who participate in the sports teams not only increase their fitness level and acquire new skills, they also develop personally by learning how to be good sports both on and off the playing field.

Students with interests other than sports can participate in a number of activities, including the PALS playground program, the Arts Club, Chess Club and Me to We Club, as well as the school's Eco Team, which continues to work toward Cardinal Newman's outstanding Gold ranking in the Ontario EcoSchools program.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
OCTOBER 9, 2012**

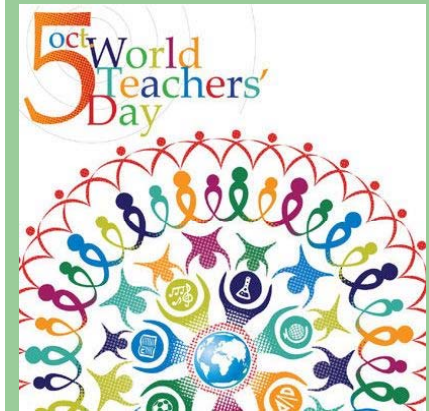
***PUBLIC SESSION***

**TOPIC: TRUSTEE INFORMATION  
CALENDAR OF EVENTS – OCTOBER 9, 2012**

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# October 2012

SUN	MON	TUE	WED	THU	FRI	SAT
	1 National Family Week >>	2	3 SEAC Meeting	4	5 World Teachers' Day	6
7	8 Thanksgiving 	9 CW Meeting	10 World Mental Health Day  International Walk to School Day	11 - NCPIC New Chairs/Co-Chairs Orientation Mtg -1st Int'l Day of the Girl Child	12 National Science & Technology Week >>	13
14 Local Government Week >>	15	16 Trustees & Sr Staff Retreat	17 National School Safety Week >>	18 Persons Day	19	20 Father Patrick Fogarty Awards Dinner
21	22	23 Policy Committee & Board Meetings	24	25	26	27
28 Pilgrimage Sunday	29	30	31 Halloween 	<p>Faith Meets Pedagogy Conference October 25-27</p> <p>The month of October begins Niagara Catholic's Holy Childhood Association Drive </p>		



**Niagara Catholic  
District School Board**

Events posted at  
[niagaracatholic.ca](http://niagaracatholic.ca)

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
OCTOBER 9, 2012**

***PUBLIC SESSION***

**TOPIC: TRUSTEE INFORMATION  
MY NIAGARA CATHOLIC ALUMNI**

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Nurturing SOULS  
&  
Building MINDS



Office of the  
Director of Education  
*John Crocco*



Calling All Niagara Catholic Alumni

**Stay Connected!**

We are excited to announce the launch of "My Niagara Catholic Alumni" website.

The site will allow former Trustees, staff and students to stay connected to Niagara Catholic, access current information and stay connected to other alumni.

We have created our *My Niagara Catholic Alumni* site to invite former members of Niagara Catholic to continue to journey with us as important members of our family and team. The site is also in response to numerous requests we receive from our retirees and graduates for news on their colleagues, births, bereavements and system activities. Alumni will now be able to easily access up-to-date information on events and milestones as they happen.

We believe that we have designed a site that you will find easy to navigate. We encourage you to use the suggestion tab to submit your ideas and feedback to help us ensure that the site serves your needs as it evolves.

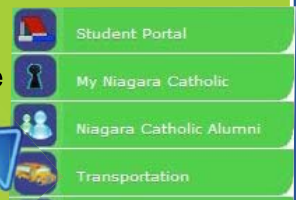
You can help us to get the word out by encouraging any Niagara Catholic alumni you know to join us. Let us keep the Niagara Catholic spirit strong and connected!

**To All Alumni**

Trustees, Staff  
Graduates  
September 2012

*Sign up now!*

Click here  
on the front page  
of the Board  
website



Once you click on the alumni tab, you will be asked to sign in with a confidential username and password and fill in a membership form.

You will receive a return email confirming your membership. That's it!!!

## Features

- Alumni News
- Bereavements
- Birth Announcements
- Calendars
- Directories
- Feature videos - highlights
- Media Releases
- Members - *connect to other alumni*
- News
- Niagara Foundation for Catholic Education - *a link*
- Suggestions
- Upcoming Events



BULLETIN BOARD	
<b>SPOTLIGHT</b> June 12, 2012	<b>BIRTH ANNOUNCEMENTS</b> Melo - July 13, 2012 Taylor - August 8, 2012
<b>MEDIA RELEASES</b> RELEASE - Niagara Catholic Wins Global Best Award NCDSStandings2012 RELEASE Niagara Catholic once again obtains 100 per cent certification in Ontario EcoSchools program RELEASE Niagara Catholic OSSLT results OSSLT 2012 PRESS RELEASE DATA (2)	<b>UPCOMING EVENTS</b> 07 September - Mount Carmel Music 05 September - Secondary students and adult volunteer actors needed 07 September - Call for Help from Welland and Port Colborne St. Vincent de Paul 01 September - Peter Pan letter to principals and teachers 12 September - Farewell to the Bell luncheon for new retirees

*Check your property assessment  
English Separate  
Find out how at*  
**niagaracatholic.ca**

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
OCTOBER 9, 2012**

***PUBLIC SESSION***

**TOPIC: TRUSTEE INFORMATION  
NIAGARA CATHOLIC DISTINGUISHED ALUMNI AWARD**

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Nurturing SOULS  
&  
Building MINDS



Office of the  
Director of Education  
*John Crocco*

Fall 2012

*Looking for*

*Distinguished*  
NIAGARA CATHOLIC  
*Alumni*

**DISTINGUISHED  
ALUMNI  
AWARD** **NEW**



The Niagara Catholic Distinguished Alumni Award is presented annually to an alumnus from Niagara Catholic's secondary school panel or its Catholic predecessor Boards. The Distinguished Alumni Award celebrates past students whose life journeys have been positively influenced by the education they received at Niagara Catholic. The Award honours these alumni and invites them to share their successes with current students, staff and the communities serviced by Niagara Catholic.

### Nomination Process

1. Annually, nominations will be accepted from individuals by completing the Niagara Catholic Distinguished Alumni Award Nomination Form and submitting it to the Executive Assistant to the Director of Education.
2. The nominee will be contacted to ensure acceptance; provide additional information if required; request additional support names or to confirm the names that have been submitted with the nomination.
3. Individuals previously nominated may be re-nominated.
4. Deadline for annual submissions is April 1st.

### Selection Committee

Senior Administrative Council of the Board, Chaired by the Director of Education will review all nomination submission packages and select the Distinguished Alumni Award recipient or recipients for each calendar year.

### Awarding of annual Distinguished Alumni Award Recipient(s)

1. The Distinguished Alumni Award recipient(s) will be announced and invited to attend a special luncheon during Catholic Education Week.
2. The Distinguished Alumni Award recipient(s) will be invited to be the keynote speaker at the graduation ceremony of either their elementary or secondary school where he/she will receive the Distinguished Alumni Award.
3. The Corporate Services and Communications Department will issue a Communications Release to the system and local media announcing the recipient(s) of the Niagara Catholic Distinguished Alumni Award. Further, the department will design an annual Niagara Catholic Distinguished Alumni Award poster to be prominently displayed at the Catholic Education Centre and at each Niagara Catholic school.

## Eligibility

To be nominated for the Niagara Catholic Distinguished Alumni Award, the individual;

- a) must be described by the nominee as distinguished, notable or acclaimed;
- b) has achieved success in his or her adult life;
- c) is a graduate of more than ten (10) years from a secondary school in Niagara Catholic; and
- d) must reflect the characteristics described by the Ontario Catholic School Graduate Expectations:

- A discerning believer formed in the Catholic Faith Community who celebrates the signs and sacred mystery of God's presence through word, sacrament and prayer, forgiveness, reflection and moral living
- An effective communicator who speaks, writes and listens honestly and sensitively, responding critically in light of gospel values
- A reflective, creative and holistic thinker who solves problems and makes responsible decisions with an informed moral conscience for the common good
- A self-directed, responsible, lifelong learner who develops and demonstrates their God-given potential
- A collaborative contributor who finds meaning, dignity and vocation in work which respects the rights of all and contributes to the common good
- A caring family member who attends to family, school, parish, and the wider community
- A responsible citizen who gives witness to Catholic social teaching by promoting peace, justice and the sacredness of human life

**Nominations forms available  
at  
[niagaracatholic.ca](http://niagaracatholic.ca)**

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
OCTOBER 9, 2012**

***PUBLIC SESSION***

**TOPIC: TRUSTEE INFORMATION  
OCSTA 2013 CATHOLIC TRUSTEES' PROFESSIONAL  
DEVELOPMENT SEMINAR**

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Ontario Catholic School  
Trustees' Association

October 3, 2012

**MEMO TO:** Trustees, Directors of Education & Student Trustees  
Catholic District School Boards

**FROM:** Margaret Binns, Office Administrator

**RE:** **2013 Catholic Trustees' Professional Development Seminar**

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**Theme: "Catholic Trustees: Embracing Who We Are"**

We are pleased to invite you to attend OCSTA's Annual Catholic Trustees' Professional Development Seminar on January 18 and 19, 2013 at the Doubletree by Hilton – Toronto Airport Hotel. This event offers the opportunity for OCSTA members to:

- Participate in the new and distinctly Catholic Trustee Training Module 15: "The Trustees We Are Becoming!"  
*Since we are an educational system that is different because we are firmly grounded in the Gospel Values of Jesus Christ, Module 15 was created by OCSTA to complement the 14 OESC modules on trustee training but with a very specific emphasis on the critical difference that being a Catholic Trustee entails.*
- Gain a deeper understanding of some of the key provincial issues in K-12 education
- Learn best practices in school board leadership communications
- Celebrate Mass as a provincial community of Catholic school board leaders
- Network with trustee peers from across the province

### Seminar Registration Information

**Early Bird Fee** (until November 30, 2012)

\$327.70 (\$290.00 + \$37.70 HST)

**Full payment must be received in the OCSTA office by this date.**

**Regular Fee** (after November 30, 2012)

\$350.30 (\$310.00 + \$40.30 HST)

**Student Trustee Fee**

\$226.00 (\$200.00 + \$26.00 HST)

**Spouse/Guest Dinner Ticket**

\$84.75 (\$75.00 + \$ 9.75 HST)

The delegate registration fee includes meals and admission to all sessions of the OCSTA Catholic Trustees' Professional Development Seminar. Non-registrants attending Friday night's dinner must purchase a dinner ticket. Please note the cancellation policy.

Please complete the on-line registration [form](#).

Please make cheques payable to:

OCSTA

Attention: Pam DeNobrega

1804 – 20 Eglinton Avenue West

P.O. Box 2064

Toronto, ON M4R 1K8

## **Cancellation Policy**

### ***Registration Fees:***

- **Prior to November 30, 2012** – full refund
- **December 3-7, 2012** – 25% of the registration fee will be charged.
- **December 10-14, 2012** – 50% of the registration fee will be charged.
- **After December 14, 2012** – no refund, under any circumstances will be issued. Substitutions are welcomed.

### ***Spouse/Guest Dinner Ticket:***

A full refund will be issued for cancellations received by **January 7, 2013**. No refunds will be issued after that date. Substitutions are welcomed.

All cancellations must be submitted to Pam DeNobrega by email at [pdenobrega@ocsta.on.ca](mailto:pdenobrega@ocsta.on.ca) or by fax at 416-932-9459 within the specified timelines.

## **Hotel Registration**

### ***Room Rates:***

The Doubletree by Hilton – Toronto Airport Hotel has set aside a block of rooms for delegates and

guests attending the OCSTA 2013 Catholic Trustees' Professional Development Seminar, starting at the discounted rate of **\$135.00 + applicable taxes**.

Boards are asked to make room reservations directly with the hotel by calling 1-800-668-3656 or on-line at [Doubletree by Hilton – Toronto Airport Hotel](#). Be sure to identify yourself as being an OCSTA delegate when booking by telephone to secure the group discount rate.

In order to secure this rate, **rooms must be booked by December 28, 2012**. After this date the rate will be provided on the basis of availability.

Late checkout and early departure fees apply as follows:

- Early departure fee (check-out prior to the original departure date) = \$50.00
- Late departure fee (check-out at 3:00 p.m.) = \$80.00
- Late departure fee (check-out at 7:00 p.m.) = \$89.00

If you require additional information, please contact Pam DeNobrega at 416-932-9460 ext. 234 or by email at [pdenobrega@ocsta.on.ca](mailto:pdenobrega@ocsta.on.ca).

**If you have any Special Dietary needs (not preferences), please contact Margaret Binns, OCSTA Office Administrator, at 416-932-9460 ext. 228, by no later than December 20, 2012.**



Ontario Catholic School  
Trustees' Association

# Catholic Trustees' Professional Development Seminar Preliminary Program

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## Module 15: The Trustees We Are Becoming

Friday, January 18, 2013

<b>Time/Room</b>	<b>Event</b>
7:30 a.m. International Foyer	<b>Registration</b>
7:30 a.m. International C	<b>Breakfast</b>
8:30 a.m. International A & B	<b>Gathering Prayer</b> <i>Father Pat Fitzpatrick, Chaplain</i> <i>Ontario Catholic School Trustees' Association</i>
	<b>Welcome Remarks</b> <i>Colleen Landers, Chair, Conference Committee</i> <i>Ontario Catholic School Trustees' Association</i>
8:45 a.m. International A & B	<b>President's Report and Q &amp; A</b> <i>Marino Gazzola, President</i> <i>Ontario Catholic School Trustees' Association</i>
9:15 a.m. International A & B	<b>Module 15: History of Catholic Education</b> <i>Mark McGowan, Professor</i> <i>University of Toronto</i>
10:30 a.m. International Foyer	<b>Break</b>
10:45 a.m. International A & B	<b>Theological Foundations</b> <i>Doug Finbow, Professor</i> <i>Trent University</i>
12:00 p.m. International C	<b>Lunch</b>
1:00 p.m. International A & B	<b>Faith Based Decision Making</b> <i>(Presenter – TBA)</i>

## Friday, January 18, 2013 (Continued)

<b>Time/Room</b>	<b>Event</b>
2:15 p.m. International Foyer	<b>Break</b>
2:30 p.m. International A & B	<b>Application of Foundational Components to Decision Making Process</b> - Panel Discussion ( <i>Panel – TBA</i> )
3:45 p.m.	<b>Meeting Adjourned</b>
5:30 p.m. International Foyer	<b>Reception</b> (1 complimentary drink ticket included in registration)
6:15 p.m. International A, B & C	<b>Dinner</b> (Cash Bar)

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## “Catholic Trustees: Embracing Who We Are”

### Saturday, January 19, 2013

<b>Time/Room</b>	<b>Event</b>
7:30 a.m. International C	<b>Breakfast</b>
8:30 a.m. Plaza A	<b>Eucharistic Celebration</b> <i>Presider: Father Pat Fitzpatrick, Chaplain</i> <i>Ontario Catholic School Trustees’ Association</i>
9:30 a.m. International A & B	<b>“Best Practices in Leadership Communications”</b> ( <i>Presenter – TBA</i> )
11:00 a.m. International Foyer	<b>Break</b>
11:15 a.m. International A & B	<b>The Honourable Laurel Broten, Minister of Education</b> (Invited)
12:00 p.m. International A & B	<b>Closing Remarks and Adjournment</b>

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
OCTOBER 9, 2012**

***PUBLIC SESSION***

**TOPIC: TRUSTEE INFORMATION  
BEYOND CATHOLIC GRADUATION SURVEY**

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*Forwarded on behalf of the Institute for Catholic Education*

**TO: Trustees & Directors of Education**  
**CC: Board Secretaries & Administrative Assistants**  
**OCSTA Staff**

Dear Partners in Ontario Catholic Education:

We believe that Ontario Catholic education makes a difference. The Institute for Catholic Education (ICE) invites you to participate in a "Beyond Catholic Graduation Survey" about:

- the spiritual formation
- the cultural engagement
- the academic development

of Ontario school graduates.

This survey, conducted for ICE by the Ontario Institute for Studies in Education, remains true to the long-standing distinctive mandate of Catholic education as reflected in the *Ontario Catholic School Graduate Expectations*.

It is the hope of the partners in Catholic education that the findings will help us celebrate achievements and identify opportunities for further development and growth in pedagogy as well as social and cultural change in the world.

The success of this survey depends on all of us. We invite our Catholic education partners to encourage the participation of as many Ontario Catholic school graduates as possible.

I urge all Catholic school graduates to complete this survey in the next few weeks, and I request all partners in Catholic education to share this invitation with as many graduates as possible.

For further information about this survey, go to [www.beyondcatholicgraduation.com](http://www.beyondcatholicgraduation.com).

Sincerely yours,

Sr. Joan Cronin, g.s.i.c.  
Executive Director  
Institute for Catholic Education



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

*"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."*

**MEMO #:** Director's Memorandum – DM 085 (2012-2013)

**MEMO TO:** Trustees, Senior Staff, Principals, Vice-Principals, Staff and Alumni

**FROM:** John Crocco, Director of Education

**DATE:** Tuesday, October 10<sup>th</sup>, 2012

**RE:** **BEYOND CATHOLIC GRADUATION SURVEY 2012**

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In support of an initiative by the Institute for Catholic Education (ICE) and a request by its Executive Director Sister Joan Cronin, g.s.i.c, Niagara Catholic is actively assisting ICE in reaching out to all graduates of Ontario Catholic education to complete an on-line survey.

We are requesting the assistance of all administrators and staff to forward the information within this Director's Memorandum to all alumni of an Ontario Catholic secondary education. The invitation to complete the ICE survey has been posted on My Niagara Catholic Alumni and emailed to all Niagara Catholic secondary alumni dating back to the Class of 2009. All staff who has graduated from an Ontario Catholic system is encouraged to complete the survey.

We believe that Ontario Catholic education makes a difference. The Institute for Catholic Education (ICE) invites alumni to participate in a "Beyond Catholic Graduation Survey" focused on:

- the spiritual formation;
- the cultural engagement; and the
- the academic development of Ontario school graduates.

The survey, conducted for ICE by the Ontario Institute for Studies in Education, remains true to the long-standing distinctive mandate of Catholic education as reflected in the *Ontario Catholic School Graduate Expectations*. It is the hope of the partners in Catholic education that the findings will assist in celebrating achievements and identify opportunities for further development and growth in pedagogy as well as social and cultural change in the world.

The success of this survey depends on the level of participation by alumni. ICE invites Catholic education partners to encourage the participation of as many Ontario Catholic school graduates as possible over the next few weeks.

The survey is located at - [www.beyondcatholicgraduation.com](http://www.beyondcatholicgraduation.com)

Thank you for your cooperation in sharing this information with alumni and your participation in the survey.

