



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

AGENDA AND MATERIAL

COMMITTEE OF THE WHOLE MEETING

**TUESDAY, NOVEMBER 13, 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 MacNeil -
2. Roll Call -
3. Approval of the Agenda -
4. Declaration of Conflict of Interest -
5. Approval of Minutes of the Committee of the Whole Meeting of October 9, 2012 A5

B. PRESENTATIONS

C. COMMITTEE AND STAFF REPORTS

1. Pilgrimage Sunday – October 2012 C1
2. School Wide Positive Behaviour Supports Program
St. Patrick Catholic Elementary School, Niagara Falls C2
3. Niagara Catholic French Immersion Program 2013-2014 C3
4. Policy Committee
 - 4.1 Unapproved Minutes of the Adjourned Policy Committee Meeting
of October 23, 2012 (*October 29, 2012*) C4.1
 - 4.2 Approval of Policies
 - 4.2.1 Attendance Support Program Policy (*new*) C4.2.1
 - 4.2.2 Elementary Standardized Dress Code Policy – Safe Schools (*302.6.6.1*) C4.2.2
 - 4.2.3 Employee Code of Conduct and Ethics Policy (*new*) C4.2.3
 - 4.3 Policy Schedule C4.3
 - 4.4 Policy Update C4.4
5. Support for the Legal Roles, Rights and Responsibilities of Local School Boards in Ontario C5
6. Board Improvement Plan for Student Achievement (BIPSA) 2012-2013 C6
7. Niagara Catholic Parent Involvement Committee (NCPIC) Conference 2012 C7
8. Extended Overnight Field Trip, Excursion and Exchange Committee Approvals – 2012-2013 C8
9. Staff Development Department Professional Development Opportunities C9

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|------------------------------------|-------|
| 10. Monthly Updates | |
| 10.1 Capital Projects Update | C10.1 |
| 10.2 Student Senate Update | - |
| 10.3 Senior Staff Good News Update | - |

D. INFORMATION

- | | |
|---|------|
| 1. Trustee Information | |
| 1.1 Spotlight on Niagara Catholic – October 23, 2012 | D1.1 |
| 1.2 Calendar of Events – November 2012 | D1.2 |
| 1.3 Niagara Catholic Spelling Bee – November 22, 2012 | - |
| 1.4 2013 OCSTA Labour Relations Seminar | D1.4 |
| 1.5 2013 OCSTA AGM | D1.5 |

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
NOVEMBER 13, 2012**

PUBLIC SESSION

**TOPIC: MINUTES OF THE COMMITTEE OF THE WHOLE
MEETING OF OCTOBER 9, 2012**

RECOMMENDATION

THAT the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting of October 9, 2012, as presented.



**MINUTES OF THE
COMMITTEE OF THE WHOLE MEETING
TUESDAY, OCTOBER 9, 2012**

Minutes of the Meeting of the Committee of the Whole of the Niagara Catholic District School Board, held on Tuesday, October 9, 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 Vice-Chairperson Charbonneau.

A. ROUTINE MATTERS

1. *Opening Prayer*

Opening Prayers were led by Vice-Chairperson Charbonneau.

2. *Roll Call*

Vice-Chairperson Charbonneau noted that all Trustees were in attendance.

Trustees	Present	Present Electronically	Absent	Excused
Rhianon Burkholder	✓			
Kathy Burtnik	✓			
Maurice Charbonneau	✓			
Frank Fera	✓			
Fr. Paul MacNeil	✓			
Ed Nieuwesteeg	✓			
Ted O'Leary	✓			
Dino Sicoli	✓			
Student Trustees				
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; **Scott Whitwell**, Controller of Facilities Services; **Sherry Morena**, Recording Secretary /Administrative Assistant, Corporate Services & Communications

3. Approval of the Agenda

Moved by Trustee O'Leary

THAT the Committee of the Whole approve the Agenda of the Committee of the Whole Meeting of October 9, 2012, as presented.

CARRIED

4. Disclosure of Interest

A Disclosure of Interest was declared by Trustee Burkholder with Item C8.1 of the Public Agenda, as she has a family member who is associated with the Quartek Group.

Disclosures of Interest were declared by Trustees Fera and O'Leary with Item F5.2 of the In Camera Agenda, as they have family members who are employees of the Board. Trustees Fera and O'Leary left the meeting during discussion of this item.

5. Minutes of the Committee of the Whole Meeting of September 11, 2012

Moved by Trustee Sicoli

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

CARRIED

B. PRESENTATIONS

C. COMMITTEE AND STAFF REPORTS

1. Policy Committee

1.1 Unapproved Minutes
Policy Committee Meeting – September 25, 2012

Moved by Trustee Burkholder

THAT the Committee of the Whole receive the unapproved Minutes of the Policy Committee Meeting of September 25, 2012, as amended to change the deadline for the vetting of the Niagara Catholic Education Award of Distinction Policy (#100.7); School Generated Funds Policy (#301.6); and Student Parenting Policy (#302.5) to November 14, 2012.

CARRIED

1.2 Approval of Policies

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

Moved by Trustee Burtnik

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.

CARRIED

1.2.2 Attendance Areas Policy (301.3)

Moved by Trustee Fera

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

CARRIED

1.3 Policy Schedule

Director Crocco presented the Policy Schedule.

1.4 Policy Update

Director Crocco presented the Policy Update.

2. International Student Exchange Program 2012-2013

Mark Lefebvre, Superintendent of Education, introduced Jayne Evans, FSL/ESL/Arts Consultant, who presented the report on the International Student Exchange 2012-2013. Mrs. Evans welcomed this year's International Exchange Students from France, Spain and Switzerland, as well as their Niagara Catholic hosts. The Exchange Students are attending, Denis Morris Catholic High School, Lakeshore Catholic High School, Saint Paul Catholic High School and Notre Dame College School.

Chairperson Burtnik, Vice-Chairperson Charbonneau and Director of Education Crocco presented the host and exchange students with Niagara Catholic District School Board pins.

3. Passport Niagara: Journey Through the War of 1812 Community Collaboration

Superintendent Lefebvre welcomed Janice Barretto-Mendonca, Junior Curriculum Consultant and Jennifer DeCoff, Intermediate Curriculum Consultant and introduced the report on Passport Niagara: Journey Through the War of 1812 Community Collaboration.

Ms. Barretto-Mendonca and Ms. DeCoff presented information on the region-wide program which exemplifies the triad between home, school and community. They shared with Trustees that the students are learning about the War of 1812 through classroom teaching, and are encouraged to visit actual battlegrounds in their very own neighbourhoods and to follow the Bicentennial Map and collect "stamps" in their Passports as they visit the project partners.

4. **Mobile Computer Lab Update**

Mario Ciccarelli, Superintendent of Education, welcomed Robin McNaughton, Education Technology Officer, who with the assistance of two of Niagara Catholic's computer technicians provided Trustees with a demonstration of 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.

5. **Extended Overnight Field Trip/Excursion/Exchange Trip Information**

Superintendent Lefebvre presented the Extended Overnight Field Trip/Excursion/Exchange Trip Information.

6. **Catholic School Council Annual Report 2011-2012**

Superintendent Forsyth-Sells presented the Catholic School Council Annual Report 2011-2012, which is in compliance with School Councils' legislation, that states 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)).

7. **Staff Development Department Professional Development Opportunities**

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

8. **Monthly Updates**

8.1 **Capital Projects Progress Report**

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

8.2 **Student Trustees' Update**

Vincent Atallah and Michael Blair, Student Trustees, presented a brief verbal update on the current activities of the Student Senate.

8.3 **Senior Staff Good News Update**

Senior Staff highlights included:

Superintendent Ciccarelli

- Carrie Stasiak, former student at Holy Cross Catholic Secondary School (Class of 1998) was inducted into the Holy Cross Wall of Fame last week. Carrie was recognized for her accomplishments in rowing for Holy Cross and the University of Washington.

Director Crocco

- The itinerary and happenings of the Swedish Delegation that visited Niagara Catholic were highlighted.

D. INFORMATION

1. Trustee Information

1.1 Spotlight on Niagara Catholic – September 25, 2012

Director Crocco presented the Spotlight on Niagara Catholic – September 25, 2012 issue for Trustees' information.

1.2 Calendar of Events – October 2012

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

1.3 My Niagara Catholic Alumni

Director Crocco presented information on the newly launched My Niagara Catholic Alumni website.

1.4 Niagara Catholic Distinguished Alumni Award

Director Crocco presented information on the Niagara Catholic Distinguished Alumni Award.

1.5 Trustee and Senior Staff Retreat – October 16, 2012

Director Crocco reminded Trustees that the Annual Trustee and Senior Staff Retreat is scheduled for October 16, 2012 at 4:00 p.m. at Mount Carmel Spiritual Centre. Trustees were presented with the Retreat Booklet to review prior to the Retreat.

1.6 OCSTA 2013 Catholic Trustees' Professional Development Seminar

Director Crocco presented information on OCSTA Trustees' Professional Development Seminar, being held in Toronto on January 18-19, 2013.

Trustees were asked to confirm their attendance with Sherry Morena, Corporate Services & Communications Department.

1.7 Beyond Catholic Graduation Survey

Director Crocco presented correspondence from the Institute for Catholic Education (ICE) inviting Catholic secondary school alumni to participate in the "Beyond Catholic Graduation Survey".

E. OTHER BUSINESS

1. General Discussion to Plan for Future Action

F. BUSINESS IN CAMERA

Moved by Trustee Burkholder

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 8:35 p.m. and reconvened at 9:25 p.m.

G. REPORT ON THE IN-CAMERA SESSION

Moved by Trustee MacNeil

THAT the Committee of the Whole report the motions from the In Camera Session of the Committee of the Whole Meeting of October 9, 2012.

CARRIED

SECTION A: STUDENT TRUSTEES PRESENT

Moved by Trustee Nieuwesteeg

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 September 11, 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 September 11, 2012, as presented.

CARRIED (Item F3)

Moved by Trustee Fera

THAT the Niagara Catholic District School Board approve the recommendation as outlined in Item F4.1 of the In Camera Agenda.

CARRIED (Item F4.1)

Moved by Trustee Fera

THAT the Niagara Catholic District School Board approve the recommendation as outlined in Item F4.2 of the In Camera Agenda.

CARRIED (Item F4.2)

Moved by Trustee Sicoli

THAT the Niagara Catholic District School Board approve the recommendation as outlined in Item F5.2 of the In Camera Agenda.

CARRIED (Item F5.2)

H. ADJOURNMENT

Moved by Trustee Burkholder

THAT the October 9, 2012 Committee of the Whole Meeting be adjourned.

CARRIED

This meeting was adjourned at 9:25 p.m.

Minutes of the Committee of the Whole Meeting of the Niagara Catholic District School Board held on **October 9th, 2012**

Approved on the **13th** day of **November 2012**.

Maurice Charbonneau
Vice-Chairperson of the Board

John Crocco
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
NOVEMBER 13, 2012**

PUBLIC SESSION

TOPIC: PILGRIMAGE SUNDAY – OCTOBER 2012

The report Pilgrimage Sunday – October 2012
is presented for information.

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

Presented by: Mark Lefebvre, Superintendent of Education
Terri Pauco, Religious Education and Family Life Consultant

Approved by: John Crocco, Director of Education

Date: November 13, 2012



REPORT TO COMMITTEE OF THE WHOLE MEETING NOVEMBER 13, 2012

PILGRIMAGE SUNDAY – OCTOBER 2012

BACKGROUND INFORMATION

On Sunday, October 28th, 2012, just over 3800 Niagara Catholic students, staff, alumni, parents and community members took to the wind sweep and rainy streets of the Niagara region to become the body of Christ today and a powerful symbol of *“Growing in Wisdom to Worship and Witness”*. This annual Niagara Catholic Pilgrimage, with its long history, best exemplifies the vision of the Catholic student *“called to bear witness to Jesus Christ”*...and reverence Him in the poor, the lowly and the marginalized (This Moment of Promise). The millions of dollars in pilgrimage funds raised since its inception have supported many diverse projects including the construction of schools, medical clinics, wells and orphanages in many third world countries.

Meeting Catholic Graduate Expectations through the Annual Pilgrimage

When students choose to collect pledges and put their faith into action along routes that range from 10 to 15 kilometres, they demonstrate many of the Catholic Graduate Expectations envisioned within their Catholic School experience. As young Catholic Christians, they join with their friends who share in this annual opportunity to integrate faith with life. They proudly demonstrate the call to wisdom, the attitudes, and gospel values, needed to help form a just, peaceful, and compassionate society. They promote Catholic social teachings, and as the prayer of St. Teresa of Avila suggests, the Niagara Catholic students become the feet, hands, eyes, and body of Christ today in their commitment to Pilgrimage Sunday.

Witnessing Vocation

All staff members, Trustees, Senior Administration, alumni, Catholic School Council members, and parents who support this annual event are excellent faith models to the vocation to which they are called.

In addition, many Grade 8 students and Family of Schools staff members volunteer to make this journey of faith in partnership with the secondary panel. Here, they witness the energy and spirit of the Catholic secondary school community of believers first hand. This serves as a powerful bond between the elementary and secondary panel during this time of transition.

Summary School Report

Denis Morris

\$15,000.00 was raised this year by 350 damp yet enthusiastic students and staff of Denis Morris who were inspired by the pilgrimage theme, *"Today I'm Gonna Try and Change the World"*. The efforts of a Pilgrimage staff committee, lead by David Drago, and the DM Social Justice Committee is to be congratulated. These proceeds will be shared between the Holy Cross Sister's Ecole Imaculee Conception in Pilate, Haiti and the Wells of Hope Projects in Guatemala.

Holy Cross

For the past 17 years, the staff and students of Holy Cross, through a partnership with the Holy Cross Sisters and Fathers, have supported a variety of work in the villages of Thibeau, Cap Haitian and Milot, as well as surrounding areas in the northern Haiti. Over 300 students and staff participated and took *'One Small Step'*– their pilgrimage theme – to raise approximately \$18,000.00, an increase of \$2000 from last year. This year's Pilgrimage was dedicated to Father Denis Warburton by the Holy Cross Pilgrimage Committee of staff and students, chaired by Religion Chair, Marc Ferretti.

St. Francis

More than 400 students, staff members, and parents walked through the streets of northern St. Catharines, to raise \$44,500.00. This year, participants were challenged by the pilgrimage theme, *"Take a Look at Yourself...Make the Change."* These money will be distributed and shared among three different organizations: St. Marc School in Haiti run by the Holy Cross Sisters, Fogquest (an organization which uses run off tarps to collect condensation in foggy areas where water is scarce) in Guatemala, and the Dominican Canadian Community Development Group (DCCD) which supports grassroots projects in the Dominican Republic. Appreciation is extended to the vibrant Pilgrimage Committee, under the dedicated leadership of teacher, Mary Jo Drago.

Note: The three St. Catharine's area Catholic high schools – Denis Morris, Holy Cross and St. Francis – met downtown to participate in a communal mass at the Market Square. Celebrant of this Holy Eucharist was Father Hugh Gibson, pastor of St. Alfred's Parish, assisted by Deacon Brian Prieur, Chaplain of Holy Cross.

Lakeshore Catholic

Close to 500 committed students, staff members, parents and family of school volunteers raised approximately \$11,000.00 in this year's Gator Walk. The Student – Staff Pilgrimage Committee, lead by Jason Benoit, was instrumental in preparing for this year's pilgrimage and choosing the theme: *Those who can help, should help. Wouldn't you want help if you needed it?* The money raised helps support St. John's Catholic Elementary School and the Grange Seniors Home in Portsmouth, Dominica.

Last year, an enthusiastic team of senior Niagara Catholic students experienced first-hand the benefits that the Niagara Catholic Pilgrimage brings, while they completed their Niagara Catholic International Cooperative Education (NCICE) learning placement in Dominica.

Notre Dame College

Proud of their rich tradition as the founding school of the annual pilgrimage, over 850 Fighting Irish including students, staff, parents and alumni took to the 14 km route this year. The group successfully raised \$45,000.00 which will be distributed to Canadian Catholic Organization for Development and Peace, Yancana Huasy (a centre for children with special needs in Lima, Peru founded by the Congregation of the Holy Cross which serves the needs of many families who would otherwise not be able to find services to attend to their children) and the Dominican Canadian Community Development Group (a grassroots not-for-profit charitable organization founded by Notre Dame alumni that works toward community development in the Dominican Republic). The commitment of the students, including representatives from *every* Welland Catholic Elementary School, despite their wet clothes and blisters, was a testament to their character and commitment to justice.

Saint Paul High School

Celebrating its 30th Anniversary of pilgrimage involvement, Saint Paul raised \$16, 200.00 for the Holy Cross School and Orphanage in Milot, Haiti, inspiring its community with the message of *Hope, Help, Heal Haiti*. Close to 350 participants, including elementary students and staff from each of Saint Paul's Family of Schools braved the weather as they walked 15 km along several major roads in the Niagara Falls north end. Pilgrimage Chair, Chaplaincy Leader Greg Robertson, with his team of dedicated staff and students hosted all pilgrims at Saint Paul. The day began with a beautiful liturgy, which was enriched by the gifts and talents of Saint Paul student cantors, choir, and musicians.

Saint Michael

Over 470 students, staff and parents collected over \$21,000.00 this year for the Hope for Rwanda's Children Fund. This year's pilgrimage was represented visually by a collection of words displayed in the shadow of the country of Rwanda. Under the leadership of the Pilgrimage Committee Chair, teacher Tricia Naphin, this year's pilgrimage raised \$7,000.00 more than any other year and proved to be an overwhelming success!

Note: The Pilgrimage committees of Saint Michael and Saint Paul take turns hosting and organizing the mass and pilgrimage route through the streets of Niagara Falls. Friendly rivalries are put aside and the Mustangs and Patriots join together to promote justice and witness solidarity to the residents and visiting tourists.

Blessed Trinity

Close to 600 students, parents and alumni, staff members, and elementary students from every one of the Blessed Trinity feeder schools, provided the "Thunder" through the streets of Grimsby and participated in the school's most successful pilgrimage to date.

Just over \$13,000.00 was raised to aid and support a variety of aid projects in Las Pajas, Dominican Republic including those of the Dominican Canadian Community Development (DCCD) Group. The theme of "*Dream, Act, Change*" allowed this community to better understand how their efforts were changing the lives of the children of the Dominican Republic, especially through increased educational opportunities including post-secondary scholarships. Pilgrimage Committee Chair, Josie Moretuzzo and her dedicated committee of Tony Gambale, Stephanie Magnini, Meghan Bodis, Jessica Andreatta and Kelsey Molnar are to be commended. One of the youngest participants and fund raisers, 4 year old Ellia Gambale, daughter of teachers Tony and Emily Gambale, was very excited to give all the pennies she had collected over the past year, \$8.00 worth to help the children of Las Pajas. Father Ben Weber celebrated the Pilgrimage mass. To date, Blessed Trinity has raised more than \$110,000.00 through the annual pilgrimage.

With approximately 3800 Niagara Catholic students, staff, Trustees, Senior Administration, priests, Catholic School Council members, and alumni participating in this year's annual Pilgrimage, close to \$183,500.00 was raised in this annual event to assist our needy brothers and sisters in Haiti, the Dominican Republic, Dominica, Guatemala, Peru, and Rwanda, in addition to Development & Peace and Fogquest.

Pilgrimage Sunday is an annual tradition that promotes the virtues and charisms of Niagara Catholic and truly demonstrates what it means to be part of a faith-filled Catholic Learning Community that is *Growing in Wisdom to Worship and Witness*.

A short presentation to capture the spirit and images of this year's pilgrimage will be shown as part of this information report.

The report on Pilgrimage Sunday – October 2012 is presented for information.

PREPARED BY: Mark Lefebvre, Superintendent of Education
Terri Pauco, Religious Education and Family Life Consultant

PRESENTED BY: Mark Lefebvre, Superintendent of Education
Terri Pauco, Religious Education and Family Life Consultant

APPROVED BY: John Crocco, Director of Education

DATE: Tuesday, November 13, 2012

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
NOVEMBER 13, 2012**

PUBLIC SESSION

**TOPIC: SCHOOL WIDE POSITIVE BEHAVIOUR SUPPORTS
PROGRAM - ST. PATRICK CATHOLIC ELEMENTARY
SCHOOL, NIAGARA FALLS**

The report on the
School Wide Positive Behaviour Supports Program
St. Patrick Catholic Elementary School, Niagara Falls
is presented for information.

Prepared by: Yolanda Baldasaro, Superintendent of Education
Amanda Cybula, Principal – St. Patrick Catholic Elementary School, Niagara Falls
Amy Dowd, Special Education Coordinator
Cathy McMullin, Applied Behaviour Analysis Coordinator

Presented by: Yolanda Baldasaro, Superintendent of Education
Amanda Cybula, Principal – St. Patrick Catholic Elementary School, Niagara Falls
Amy Dowd, Special Education Coordinator
Cathy McMullin, Applied Behaviour Analysis Coordinator

Approved by: John Crocco, Director of Education

Date: November 13, 2012



REPORT TO THE COMMITTEE OF THE WHOLE MEETING NOVEMBER 13, 2012

SCHOOL WIDE POSITIVE BEHAVIOUR SUPPORTS PROGRAM – ST. PATRICK CATHOLIC ELEMENTARY SCHOOL, NIAGARA FALLS

BACKGROUND INFORMATION

“A school can create a coherent environment, a climate, more potent than any single influence...so potent that for at least six hours a day it can override almost everything else in the lives of children.”
~Ron Edmonds~

Behavioural issues in schools can interfere with learning, instruction and a positive school climate. There are students, for a variety of reasons, who may not understand acceptable social behaviour and find it difficult to meet the behavioural expectations of the school. Positive Behaviour Supports (PBS) involves an integrated system of school-wide, classroom management and individual student supports that provide staff with effective strategies to improve behavioural outcomes in their school.

PBS also compliments the theory of Behaviour Management Systems (BMS) which states that typically a child's inappropriate behaviour is not willful, but rather that environmental factors and relationships influences a child's social/emotional development.

In the spring of 2012, staff from the Niagara Catholic Special Education Department travelled to Chatham, Ontario to meet with PBS trained staff and tour two elementary schools that have implemented PBS. Staff also participated in a one day training session in Toronto on facilitating PBS in schools.

Niagara Catholic Special Education Department staff continues to work closely with staff from the Autism Spectrum Disorder School Support Program to roll out PBS within the Niagara Catholic District School Board. Currently, St. Patrick Catholic Elementary School in Niagara Falls serves as an initial implementation site, and the school is mid-way in the planning stages of PBS. The planning part is essential to the success of these proactive, educative and reinforcement-based strategies that will build an effective functional learning environment. The school-wide launch is planned for early 2013.

During the afternoon of the October Director's Meeting, PBS was one of several carousel activities offered for Principals and Vice-Principals during this Professional Development opportunity. Principals and Vice-Principals who participated in the PBS presentation shared an overwhelming interest and expressed serious consideration to implement this foundational process/system within their school community. PBS will also provide another approach for students in our system to continue to strive

towards being self-directed, responsible, life long learners and collaborative contributors with our school, local and world wide communities.

As part of this report, Amanda Cybula, Principal of St. Patrick Catholic Elementary School, Amy Dowd, Special Education Coordinator, and Cathy McMullin, Applied Behaviour Analysis Supervisor will present a visual presentation and brief overview of PBS during the Committee of the Whole meeting.

The report on School Wide Positive Behaviour Supports Program
– St. Patrick Catholic Elementary School, Niagara Falls is presented for information.

Prepared by: Yolanda Baldasaro, Superintendent of Education
Amanda Cybula, Principal – St. Patrick Catholic Elementary School, Niagara Falls
Amy Dowd, Special Education Coordinator
Cathy McMullin, Applied Behaviour Analysis Coordinator

Presented by: Yolanda Baldasaro, Superintendent of Education
Amanda Cybula, Principal – St. Patrick Catholic Elementary School, Niagara Falls
Amy Dowd, Special Education Coordinator
Cathy McMullin, Applied Behaviour Analysis Coordinator

Approved by: John Crocco, Director of Education

Date: November 13, 2012

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
NOVEMBER 13, 2012**

PUBLIC SESSION

**TOPIC: NIAGARA CATHOLIC FRENCH IMMERSION
PROGRAM 2013-2014**

The report on the
Niagara Catholic French Immersion
Program 2013-2014
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: November 13, 2012



REPORT TO THE COMMITTEE OF THE WHOLE MEETING NOVEMBER 13, 2012

NIAGARA CATHOLIC FRENCH IMMERSION PROGRAM 2013-2014

Core French - Grade 1 to Grade 8 Since 1998

The Niagara Catholic District School Board currently offers daily Core French to students in Grades 1 to 12 and the intent of the program is to enable students to communicate purposefully in French in order to fully explore the world around them. Students study French for forty-two (42) minutes daily and receive a minimum of 960 hours of instruction in French by the end of Grade 8. Students are required to also complete a minimum of one French credit in secondary school.

Intensive Core French - St. Vincent de Paul, St. Michael, St. Alexander, Monsignor Clancy Catholic Elementary Schools Since 2007

Intensive Core French is available in four (4) Niagara Catholic elementary schools. This program is offered to students in Grade 5 at St. Vincent de Paul, St. Michael, St. Alexander and in Grade 6 at Monsignor Clancy. The participants in this program receive approximately 200 minutes of daily French literacy instruction for five (5) months during one school year. Following the intensive year students carry on with post-Intensive French which continues to foster oral communication skills as well as further developing reading and writing skills. Post-Intensive Core French is currently offered in Grades 9 to 11 at Saint Paul Catholic High School and Denis Morris Catholic High School. Holy Cross Catholic Secondary School will also offer post-Intensive Core French beginning in 2014 followed by Notre Dame College School in 2015.

Extended French since 2008

In an Extended French program, French must be the language of instruction for a minimum of 25 per cent of the total instructional time at every grade level of the program. Extended French programs must include the study of French as a second language and the study of at least one other subject taught in French. That subject must be selected from the following: the Arts, Social Studies (Grades 1 to 6) or History and Geography (Grades 7 and 8), Mathematics, Science and Technology, and Health and Physical Education. Extended French programs must provide a minimum of 1260 hours of instruction in French by the end of Grade 8. (The Ontario Curriculum, French as a second language, 2001)

Extended French is available at Monsignor Clancy Catholic Elementary School and St. Michael Catholic Elementary School where students also study *géographie* and *histoire* beginning in Grade 7. The Extended French program at Denis Morris Catholic High School offers Grade 9 *géographie*, Grade 10 *histoire* and Grade 11 *religions du monde*. Saint Paul Catholic High School will offer Grade 9 *religion* beginning Semester 2, 2013. Extended French will be introduced at Holy Cross Catholic Secondary School in September 2014.

French Immersion – Beginning September 2013

In a French Immersion program, French must be the language of instruction for a minimum of 50 per cent of the total instructional time at every grade level of the program. Immersion programs must include the study of French as a second language and the study of at least two (2) other subjects taught in French. These two subjects must be selected from the following: the Arts, Social Studies (Grades 1 to 6), History and Geography (Grades 7 and 8), Mathematics, Science and Technology, and Health and Physical Education. Immersion programs must provide a minimum of 3800 hours of instruction in French by the end of Grade 8.

It has been shown that a student's level of proficiency in French increases with the number of accumulated hours of instruction in French. (Ontario Curriculum, 2001)

French Immersion Implementation Proposal

In compliance with the Board approved 2012-2013 System Priority – *“To expand language acquisition for elementary and secondary students through the introduction of French Immersion designated sites and specific international languages to meet the needs of students by June 2013”*, Niagara Catholic staff continues to investigate the introduction of a French Immersion option for families, which would begin in Junior Kindergarten or Full Day Early Learning Kindergarten (FDELK) classroom as well as Grade 1 and Grade 4 in September 2013.

The goal of French Immersion is to develop functionally bilingual students through teaching most of the curriculum with French as the language of instruction. Students enrolled in French Immersion would receive a minimum of 3800 hours of instruction in French by the end of Grade 8.

In exploring the viability to offer French Immersion to our students, parents, guardians and other interested members of the Niagara Catholic community will be invited to participate in an Information Night and a Survey (Appendix A) to gather feedback on French Immersion commencing in September 2013. This survey will be available electronically on our Board website between **November 23rd and December 12th, 2012.**

Parent Information Nights will be held during the first and second weeks of December 2012 on the following dates at the following locations:

- Monday, December 3rd, 2012 – Denis Morris Family of Schools;
- Wednesday, December 5th, 2012 – Blessed Trinity Family of Schools;
- Thursday, December 6th, 2012 – Notre Dame College Family of Schools;
- Monday, December 10th, 2012 – Lakeshore Catholic Family of Schools;
- Tuesday, December 11th, 2012 – Saint Francis and Holy Cross Family of Schools at Saint Francis Catholic Secondary School; and
- Wednesday, December 12th, 2012 – Saint Michael and Saint Paul Family of Schools at Saint Michael Catholic High School.

Each session will provide families with specific information on the French Immersion program commencing in September, 2013. While families can attend any of the sessions, each information evening will provide those in attendance with an opportunity for open discussion, to provide input and recommendations to Board staff.

Following our Niagara Catholic open and transparent process, a letter addressed to all families (Appendix B) will invite elementary families to complete the survey and attend any of the Information Nights.

Copies of the letter will be sent home with students along with a voice call through the Niagara Catholic Communication System to all elementary homes beginning November 14th, 2012.

Selection of French Immersion School sites

Selection of French Immersion School sites will be based on the following considerations:

- a) Dialogue with Senior Administrative Council and respective Principals of potential French Immersion school sites.
- b) Seven or eight elementary schools have been identified as potential sites, given consideration to declining enrollment/ surplus space, associate school and geographical locations
- c) Selected elementary schools will feed French Immersion students to each Niagara Catholic secondary school that will have French Immersion offerings
- d) Input from families through survey and feedback from parent information night.

French Immersion Delivery Model

French Immersion can be delivered in either a single track or dual track school

Dual Track Schools

Dual Track schools offer two parallel programs. FI students share the school with the English students.

Single Track Schools or Immersion Centres

Single Track schools, also known as Immersion Centres, are made up exclusively of French Immersion students.

The proposed sites for consideration for French Immersion commencing September 2013 in Niagara Catholic will be Dual Track delivery model.

Transportation

The transportation model and expenditures will be determined upon the results of the survey, information nights and confirmed enrolment.

Funding opportunities for French Immersion

Each student enrolled in the program would be eligible for special Immersion grants of \$371.46 (5 classes per site @ 140 maximum students x \$371.46 = \$51940 per site)

Program Delivery Expenditures

- a) Classroom resources and learning materials will total approximately \$10,000 per classroom.
- b) Specialized staff to meet French Immersion delivery model.
- c) Student transportation.

Registration protocol

With the confirmation of the program delivery model and location, Niagara Catholic families will be invited to complete an online registration which will coincide with 2013-2014 registration time period.

Annual Evaluation of French Immersion

Recognizing that according the Ontario Curriculum, French as a Second Language, 2011, "In any program of study, students should advance through an organized sequence of learning experiences that permits a steady accumulation of knowledge and skills. Therefore, once students embark on an

instructional sequence in Extended French or French Immersion, they must be given the opportunity to continue in an uninterrupted program to Grade 8". (Ontario Curriculum, French as a Second language, 2001)

Prior to each year's annual French Immersion enrollment an evaluation of the French Immersion program will be conducted by Program Staff and presented to Senior Administrative Council to determine the continued viability of the implementation of the Niagara Catholic French Immersion ELKP to Grade 12 program by September 2020.

A follow-up report on the implementation of French Immersion in Niagara Catholic commencing September 2013 will be provided at the January 2013 Committee of the Whole meeting.

APPENDIX A: Niagara Catholic French Immersion Interest Survey

APPENDIX B: A Letter of Invitation to Niagara Catholic Families

The report on the Niagara Catholic French Immersion
Program 2013-2014 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: November 13, 2012

Welcome to the Niagara Catholic French Immersion Survey

The purpose of this survey is to gather valuable feedback from parents, guardians and other interested members of the Niagara Catholic community on the proposed offering and implementation of a French Immersion Program at Niagara Catholic.

1. Please indicate which group best describes you as a respondent to this survey

- Parent
- Guardian
- Grandparent
- Other (please specify)

2. Do you have any children between the ages of 2 and 9?

- Yes
- No

3. Do you have a child/children currently enrolled at a Niagara Catholic school?

- Yes
- No

4. If you answered "no" in question #2, in what year will your child/children be enrolled in a school in the Niagara Catholic District School Board?

- 2013
- 2014
- 2015
- 2016
- 2017
- Other (please specify)

5. What school does your child/children currently attend? (use drop-down menu and select a school)

6. If you do not have a child/children currently attending a Niagara Catholic school, which would be the closest English Catholic elementary school to your home? (use drop-down menu and select a school)

7. What grade level will your child/children be in as of September, 2013? (Check all that apply)

Early Learning Kindergarten Program - Year 1

Grade 3

Early Learning Kindergarten Program - Year 2

Grade 4

Junior Kindergarten

Grade 5

Senior Kindergarten

Grade 6

Grade 1

Grade 7

Grade 2

Grade 8

Other (please specify)

8. Are you interested in having your child/children enroll in a French Immersion Program, where most of the curriculum would be delivered in French language?

Yes

No

9. If you answered yes in question #7, which would be your preferred entry point?

- Early Learning Kindergarten Program - Year 1
- Early Learning Kindergarten Program - Year 2
- Junior Kindergarten
- Senior Kindergarten
- Grade 1
- Grade 4

10. Please indicate your level of interest in the following options, using Highly Interested, Moderately Interested, Not Interested, Undecided

	Highly Interested	Moderately interested	Not interested	Undecided
An elementary French Immersion Program at your nearest Catholic school.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
An elementary French Immersion Program at several centralized locations, with transportation provided.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
An elementary French Immersion Program at several centralized locations, with transportation NOT provided.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

***11. For your input and recommendations on the proposed French Immersion program to be considered, please provide your name and mailing address. Your information will not be provided to any individual or organization outside of the Niagara Catholic District School Board.**

Under the Municipal Freedom of Information and Protection of Privacy Act, the information collected in this survey will be used for the sole purpose of determining the viability of a proposed French Immersion program in the Niagara Catholic District School Board. For information about the collection of this data contact the Superintendent of Education (Program), 427 Rice Road, Welland, ON, L3C 7C1, 905-735-0240.

Thank you for participating in this interest survey of a proposed Niagara Catholic French Immersion program and your continued support of Catholic education in the Niagara Catholic District School Board.

DRAFT



November 2012

Dear Parents / Guardians:

Consistent with the Niagara Catholic District School Board's Vision 2020 Strategic Plan and the Strategic Direction and Priority Indicators for 2012-2013, Niagara Catholic has begun a consultation process with parents and guardians regarding a proposed phased in approach to a French Immersion Program commencing September 2013.

The Niagara Catholic District School Board prides itself on its open, transparent and accountable decision making process. A significant component of our openness and transparency is the engagement of parents, guardians, staff and the broader community. Over the next month Program Department staff will host eight Family of Schools Information Evenings which are designed to engage as many parents and guardians of our students in the consultation process of the recommended implementation of a French Immersion Program.

In addition to the Information Evenings, from November 12, 2012 to December 12, 2012 we are inviting your feedback through an electronic survey designed to gauge interest in a French Immersion Program in Niagara Catholic. The survey can be found at www.niagaracatholic.ca and will only take a few minutes for you to complete.

We are extending an invitation to all elementary students, parents and guardians to attend your elementary Family of Schools presentation on the proposed implementation of French Immersion in Niagara Catholic. The meeting will consist of a presentation followed by an opportunity for open dialogue for input, questions and clarification. Parent Information Nights will be held during the first and second weeks of December 2012 on the following dates at the following locations:

Monday, December 3rd, 2012 – Denis Morris Family of Schools;
 Wednesday, December 5th, 2012 – Blessed Trinity Family of Schools;
 Thursday, December 6th, 2012 – Notre Dame College Family of Schools;
 Monday, December 10th, 2012 – Lakeshore Catholic Family of Schools;
 Tuesday, December 11th, 2012 – Saint Francis and Holy Cross Family of Schools at Saint Francis Catholic Secondary School; and
 Wednesday, December 12th, 2012 – Saint Michael and Saint Paul Family of Schools at Saint Michael Catholic High School.

Each session will provide families with specific information on the French Immersion program commencing in September 2013. While families can attend any of the sessions, each information evening will provide those in attendance with an opportunity for open discussion, to provide input and recommendations to Board staff.

Throughout our process, if you have any questions or comments please dialogue with your school Principal and/or email Mark Lefebvre, Superintendent of Program (mark.lefebvre@ncdsb.com) or Jayne Evans, French as a Second Language Consultant. (jayne.evans@ncdsb.com). Once the extensive consultation process has been completed, the feedback will be reviewed by Senior Administrative Council and presented to the Board. The decision on the implementation of a French Immersion program for September 2013 will be communicated to all families in a timely manner.

We look forward to meeting you and engaging in rich, open conversation. Thank you for your continued support of Catholic education in the Niagara Catholic District School Board.

Sincerely,

John Crocco
 Director of Education

Mark Lefebvre
 Superintendent of Education, Program

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
NOVEMBER 13, 2012**

PUBLIC SESSION

**TOPIC: POLICY COMMITTEE - UNAPPROVED MINUTES
OF THE ADJOURNED POLICY COMMITTEE MEETING OF
OCTOBER 23, 2012 (OCTOBER 29, 2012)**

RECOMMENDATION

4.2 THAT the Committee of the Whole recommend that the Niagara Catholic District School Board receive the unapproved Minutes of the Adjourned Policy Committee Meeting of October 23, 2012 (*October 29, 2012*), as presented.

The following recommendations are being presented for the Committee of the Whole's consideration from the Adjourned Policy Committee Meeting of October 23, 2012 (October 29, 2012):

4.2.1 Attendance Support Program Policy

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

4.2.2 Elementary Standardized Dress Code Policy – Safe Schools (302.6.6.1)

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Elementary Standardized Dress Code Policy – Safe Schools (302.6.6.1), as presented.

4.2.3 Employee Code of Conduct and Ethics Policy

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Employee Code of Conduct and Ethics Policy, as presented.



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

MINUTES OF THE ADJOURNED POLICY COMMITTEE MEETING

(Unfinished Business from the Policy Committee Meeting of October 23, 2012)

MONDAY, OCTOBER 29, 2012

Minutes of the Adjourned Policy Committee Meeting held on Monday, October 29, 2012 at 3:30 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 3:30 p.m. by Policy Committee Chairperson Nieuwesteeg.

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	✓		

Trustees Present:

Rhianon Burkholder

Staff Present:

John Crocco, Director of Education

Frank Iannantuono, Superintendent of Education/Human Resources

Yolanda Baldasaro, Superintendent of Education

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

3. Approval of Agenda

Moved by Trustee Sicoli

THAT the October 23, 2012, Policy Committee Agenda be approved, as presented.

APPROVED ON OCTOBER 23, 2012

4. Disclosure of Interest

No Disclosures of Interest were declared with any items on the agenda on October 23, 2012.

5. **Minutes of the Policy Committee Meeting of September 25, 2012**

Moved by Trustee Burtnik

THAT the Policy Committee approve the minutes of the Policy Committee Meeting of September 25, 2012, as presented.

APPROVED ON OCTOBER 23, 2012

5.1 **Minutes of the Adjourned Policy Committee Meeting of October 23, 2012**

Moved by Trustee Burtnik

THAT the Policy Committee approve the minutes of the Adjourned Policy Committee Meeting of October 23, 2012, as presented.

APPROVED

6. **Policies**

ACTION REQUIRED

POLICIES - VETTED

6.1 **Attendance Support Program Policy (new)**

Moved by Trustee Sicoli

THAT the Policy Committee recommend to the Committee of the Whole approval of the Attendance Support Program Policy, as amended.

APPROVED ON OCTOBER 23, 2012

6.2 **Elementary Standardized Dress Code Policy – Safe Schools (new)**

Superintendent Iannantuono presented the amendments to the Elementary Standardized Dress Code Policy – Safe Schools as of the September 25, 2012 Policy Committee Meeting.

Trustees asked questions of Superintendent Iannantuono and discussed the Policy and Administrative Guidelines. The Policy Committee amended the Policy Statement and Administrative Guidelines as follows:

POLICY STATEMENT

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board and the dress code requirements of the Safe Schools Act, 2007, commencing September 1st, 2013 all elementary schools within the Niagara Catholic District School Board will implement an elementary standardized dress code. **Upon registration in an elementary school, parents will be made aware of the Elementary Standardized Dress Code expectation of all elementary students.**

ADMINISTRATIVE GUIDELINES

Elementary Standardized Dress Code Items

At a minimum, every student is required to wear one (1) of the following items:

- Navy Blue sweat pants for students in Early Learning Kindergarten to Grade 3
- Navy Blue Pants (Dress, Cargo, Denim, Kobe, Corduroy style permitted) ~~No denim or jean material permitted~~

~~The skirt or dress must be properly hemmed and cannot be worn higher than the top of the knee cap.~~

~~Pants must be in good repair, buttoned or with elastic to the waist and properly hemmed.~~

~~Shorts or capris must be worn according to sizing provided by the Board supplier and/or the retail store. Shorts may not be shortened or altered. Shorts or capris may be worn in the months of September, October, April, May and June only.~~

Pant, skirt or dress length must be appropriate and modest. Only knee length shorts or capris are permitted. All clothing must be in good repair.

Accessories to the Elementary Standardized Dress Code

~~BELT:~~ no distracting buckles are permitted.

~~JEWELRY / BELTS:~~ must be neat, respectable, inoffensive and non-distracting. Jewellery, including spiked or studded bracelets and necklaces, earrings, chains and expanders are considered safety hazards and are not permitted.

Acceptance of the Standardized Elementary Dress Code Compliance

At a minimum and in addition to the following, if the elementary student is not in compliance with the mandatory elementary standardized dress code, parents and guardians will be contacted to bring the required dress code ~~(s)~~ items to school.

Progressive Discipline

Through open communication with parents and guardians, staff will review the standardized dress code expectations of all elementary students in Niagara Catholic and consider family circumstances as presented. Staff will implement a progressive discipline process, as required, to ensure acceptance of the standardized elementary dress code. The progressive discipline process includes, but not limited to;

1.3 The third reminder will be made by the classroom teacher through a note in the agenda and/or a phone call to the student's parent or guardian **inviting the parent or guardian to a meeting to discuss the dress code requirements.** The notification will indicate that the next breach of the expectations of the elementary standardized dress code will result in the student **and parent** meeting with the Principal or Vice Principal.

2. Written or verbal communication by the Principal, Vice Principal or designate to parents or guardians regarding the **persistent opposition to** ~~breach~~ of the Board's Elementary Standardized Dress Code Policy. The communication will outline the following consequences for further non-compliance:

2.4 student ~~will~~ **may** be suspended in the event the student attends without proper elementary standardized dress code attire.

Moved by Trustee Sicoli

THAT the Policy Committee recommend to the Committee of the Whole approval of the Dress Code – Elementary Standardized Dress Code Policy, as amended.

APPROVED

6.3 Employee Code of Conduct and Ethics Policy (new)

Superintendent Iannantuono presented the amendments to Employee Code of Conduct and Ethics Policy.

Trustees asked questions of Superintendent Iannantuono and discussed the Policy and Administrative Guidelines. The Policy Committee amended the Policy Statement and Administrative Guidelines as follows:

POLICY STATEMENT

- Combine paragraph 5 of Policy Statement with paragraph 1.2 of Administrative Guidelines

Under *References* include:

- Broader Public Sector

ADMINISTRATIVE GUIDELINES

Page 2, **2.4 Alcohol and Substance Use**

- i. Employees will not consume alcoholic beverages (with the exception of sacramental wine) and/or illegal substances during an employee's scheduled working hours;

Page 4, **5.0 Confidentiality of Information**

- 5.1 Employees shall keep confidential and will not use. *Etc.*

Page 5, **7.0 Appearance and Courtesy**

The Board is a public organization and as such, requires all employees to dress and present themselves in a respectful, modest and professional manner considered by their immediate supervisor as professional for the worksite will be required to change their dress.

Moved by Trustee Burtnik

THAT the Policy Committee recommend to the Committee of the Whole approval of the Employee Code of Conduct and Ethics Policy, as presented.

APPROVED

POLICIES - PRIOR TO VETTING

6.4 Accessibility Standards Policy (new)

Yolanda Baldasaro, Superintendent of Education, presented the Accessibility Standards Policy.

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

POLICY STATEMENT

The Board strives to ensure that the principle of equity of opportunity is reflected and valued in our Catholic learning and working environments.

The Board is committed to ensuring that all people ~~with disabilities~~ have the same opportunity of access to our serves in a similar way as these services are available to all others we serve.

The Policy Committee requested that the Accessibility Standards Policy be vetted October 29, 2012 to December 21, 2012 with a recommended deadline for presentation to the Policy Committee in January 2013, and the Committee of the Whole and Board in February 2013.

6.5 Transportation Inclement Weather Policy (500.1)

On behalf of Larry Reich, Superintendent of Business & Financial Services, John Crocco, Director of Education, presented the amendments to the Transportation Inclement Weather Policy.

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

POLICY STATEMENT

- Amendment to title: Transportation *During* Inclement Weather Policy

ADMINISTRATIVE GUIDELINES

- 1.1 *Transportation* School-Bus Contractors serving the Board

The Policy Committee requested that the Transportation Inclement Weather Policy (500.1) be vetted October 29, 2012 to December 21, 2012 with a recommended deadline for presentation to the Policy Committee in January 2013, and the Committee of the Whole and Board in February 2013.

INFORMATION

6.6 Policies Being Vetted (until November 14, 2012)

- Niagara Catholic Education Award of Distinction Policy (100.7)
- School Generated Funds Policy (301.6)
- Student Parenting Policy (302.5)

6.7 Policy Schedule

Director Crocco presented the Policy Schedule.

6.8 Policy Update

Director Crocco presented the Policy Update.

7. Date of Next Meeting

Tuesday, November 27, 2012 – 4:30 p.m.

8. Adjournment

Moved by Trustee Burtnik

THAT the Adjourned Policy Committee be adjourned.

APPROVED

The Adjourned Policy Committee meeting adjourned at 5:40 p.m.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
NOVEMBER 13, 2012**

PUBLIC SESSION

**TOPIC: POLICY COMMITTEE
ATTENDANCE SUPPORT PROGRAM POLICY**

RECOMMENDATION

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

Prepared by: Frank Iannantuono, Superintendent of Education – Human Resources
Presented by: Policy Committee
Recommended by: Policy Committee
Date: November 13, 2012

DRAFT



Niagara Catholic District School Board

ATTENDANCE SUPPORT PROGRAM POLICY

Adopted:

Policy No. _____

Revised:

STATEMENT OF POLICY

In keeping with the Mission, Vision, and Values of the Niagara Catholic District School Board, the Board is committed to creating and maintaining a healthy workplace. The Board believes that both individual and organizational health, are important factors affecting the ability of all employees to attend work and to contribute fully to its mission.

In order to carry out the Mission, Vision, and Values of the Niagara Catholic District School Board, regular attendance by all employees is an essential expectation. The Attendance Support Program (ASP) is a comprehensive program aimed at positively supporting the health & wellness of employees and the organization. All employees contribute to the Board's Mission, Vision, and Values and their regular attendance is required to maintain the quality of programs and services, to students, staff and the community, as well as ensuring a fair distribution of work among colleagues.

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

The Attendance Support Program (ASP) is a comprehensive program aimed at positively supporting the health & wellness of employees and the organization. Its primary focus is to create, maintain and support a healthy workplace, which includes the physical and social environment, as well as personal health practices by addressing workplace wellness issues and promoting a healthy workplace. The Attendance Support Program will **consistently** support all employees so they are able to attend work regularly and contribute to the success of the Board. All employees have a responsibility to ensure their regular and prompt attendance at work.

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

References:

- ***Ontario Human Rights Code***
- ***Workplace Safety and Insurance Act***
- ***Employment Standards Act***
- ***Municipal Freedom of Information and Protection of Privacy Act***
- ***Putting Students First Act***



Niagara Catholic District School Board

ATTENDANCE SUPPORT PROGRAM POLICY

Adopted:

Policy No. _____

Revised:

1. Guiding Principles

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

- a. To provide assistance to employees who are absent from work and to enable them to attend work regularly and productively.
- b. To utilize effective and successful practices, supports and return to work procedures.
- c. To encourage regular attendance at work through the proactive use of preventative measures.
- d. To apply the application of this program in a manner consistent with the Ontario Human Rights Code and any other applicable legislation.
- e. The Attendance Support Program (ASP) will comply with the Short Term Sick Leave and Disability Plan of the Putting Students First Act.

2. Attendance Support Program Procedures

i. Definitions of Absenteeism

- a. Non-Culpable or Innocent Absenteeism occurs when an Employee, through no fault of his/her own, is absent from the workplace because of a **personal** illness, disease or injury. The reason for the absence is not the concern; rather, it is the need to meet attendance expectations.
- b. The Attendance Support Program (ASP) recognizes that employees with non-culpable absenteeism may require assistance to attend work regularly and meet attendance expectations.
- c. Culpable Absenteeism refers to absences from work for which the employee **is found to be** accountable. Some examples of culpable absences are: failure to attend work without notifying the employer; late for work or leaving early; and abuse of leave. Employees with culpable absences are subject to progressive discipline in accordance with associated Board Policies, Administrative Guidelines, Procedures, Collective Agreements and Terms of Employment. It is required that culpable absences be directed to Human Resources for further direction and advice and are not intended to be addressed in the Attendance Support Program (ASP).

Culpable absences will be managed through the process of progressive discipline.

ii. Absence Reporting

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

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

iii. Process of Addressing Non-Culpable Absenteeism/**Innocent Absenteeism**

When an employee reaches or exceeds the determined absence threshold, specific to their employment group, he/she will enter into the Attendance Support Program.

The process of addressing **non-culpable** absenteeism is supportive in nature. The intent is to understand the absences, discuss the impact the absences are having on the specific school, department or location, provide support and identify support services that are available to the employee. This process will allow sufficient time for the employee to address issues so he/she will attend work regularly in the future.

iv. ~~Non-Culpable~~ Identifying Absences That Require Attention by Supervisors

It is the responsibility of all Supervising Administrators (Director of Education, Superintendent of Education, Controller of Facilities Services, Principals, Vice-Principals and Managers) to identify the absences and/or circumstances which may necessitate a meeting with the employee when the Attendance Support Program threshold has been reached or exceeded. The types of absences include, but are not limited to:

- A pattern of absenteeism (e.g. Mondays and Fridays)
- Absences due to personal illness, personal appointments, and ~~non-emergency~~ leaves related to personal or family matters
- Absences due to workplace injury and/or illness
- Frequent absences of short duration
- Unclear rationale for absences
- Unauthorized absences

3. Absence Threshold

- a. Absence Threshold – is the established number of absences over a rolling ~~twelve (12) month~~ working period. When an employee's absences reach or exceed the determined threshold, the process of supportive intervention with administration will commence to discuss the level of absenteeism, having regard for the personal circumstances of the employee.

Identified Absence Thresholds are as follows:

10 occurrences for 10 and 12 month employees

Absences beyond 10 days will follow the provisions of the Putting Students First Act.

- b. The Absence threshold will be reviewed every two years by **Senior Administration**. Employees will be notified of the initial threshold and any subsequent changes thereafter.
- c. The goals that are set within any phase of the multi-level process are specific and unique to each employee's circumstances.

4. Supportive Intervention has four (4) distinct Phases:

- i. **Phase 1** – When the employee reaches or exceeds the determined Absence threshold, the Supervising Administrator will arrange a meeting to initiate discussion related to the employee’s absence level, gain an understanding of the issue(s) that may be preventing the employee from regularly attending work, offer support and guidance, as well as set attendance goals for the next four (4) months. During the four (4) month period, if the Supervising Administrator determines that the employee has met the goals set, then an “Improvement Letter” will be issued (Appendix A). The Phase 1 meeting ~~should~~ **shall** include: the employee, Supervising Administrator, union/association representative (per employee request) and other administrative staff as required to support the process. A letter will be issued to the employee acknowledging entry into the Attendance Support Program (Appendix B).
- ii. **Phase 2** – When the employee has been unable to meet the attendance goals established in Phase 1 or the prorated threshold is reached or exceeded during the first phase review period, the employee will enter into Phase 2. Attendance goals will again be set with the employee that will apply for the next four (4) months. During the next four (4) months, if the Supervising Administrator determines that the employee has met the goals set, then an “Improvement Letter” will be issued (Appendix A). The Phase 2 meeting ~~should~~ **shall** include: the employee, Supervising Administrator, Coordinator of Attendance Support, union/association representative (per employee request) and other administrative staff as required to support the process. A letter will be issued to the employee acknowledging entry into Phase 2 of the Attendance Support Program (Appendix D).
- iii. **Phase 3** – When the employee has been unable to meet the attendance goals established in Phase 2 or the prorated threshold is reached or exceeded during the Phase 2 review period, the employee will enter into Phase 3. Attendance goals will again be set with the employee that will apply for the next four (4) months. The employee will be advised that failure to meet the attendance goals set in Phase 3 may result in termination of employment. During the next four (4) months, if the Supervising Administrator determines that the employee has met the goals set, then an “Improvement Letter” will be issued (Appendix A). The Phase 3 meeting ~~should~~ **shall** include: the Employee, Supervising Administrator and next level Supervisor or Family of Schools Superintendent, Coordinator of Attendance Support, union/association representative (per employee request) and other administrative staff as required to support the process. A letter will be issued to the employee acknowledging entry into Phase 3 of the Attendance Support Program (Appendix E).
- iv. **Phase 4** – When the employee has been unable to meet the attendance goals established in Phase 3 or the prorated threshold is reached or exceeded during the Phase 3 review period, the employee will enter into Phase 4. The Phase 4 meeting ~~should~~ **shall** include: the Employee, Supervising Administrator, next level Supervisor or Family of Schools Superintendent, union/association representative (per employee request), Coordinator of Attendance Support and Superintendent of Human Resources or designate.

Where the employee progresses to Phase 4 and the Employer determines, as a result of the Phase 4 meeting, that there are no conditions which would suggest the need for reconsidering termination, the employee may be advised that his/her employment is being terminated on a non-disciplinary basis due to “frustration of contract”. If the decision is to terminate employment, the formal request of such is made to the Director of Education.

- v. When attendance goals have been achieved, within any of the review periods, the employee remains in the Attendance Support Program (ASP), and their absences are monitored by the Coordinator of Attendance Support for a period of up to 12 working months.
- vi. Employees who do not reach or exceed the established threshold during the 12 working month review period will exit from the Attendance Support Program.

- vii. To provide consistency, an interview check list must be completed, during the meeting/interview, at every phase of the process (Appendix C).

5. Roles and Responsibilities

Employee

- Attend work as scheduled and actively participate in managing his/her attendance
- Maintain a record of all absences due to personal/family illnesses and be familiar with the attendance process
- Report all absences in Smartfind Express, in accordance with his/her appropriate Employee group procedure
- Seek and actively participate in appropriate Counselling (Employee and Family Assistance Program) and/or medical attention to address health concerns
- Cooperate in setting personal attendance goals
- Promote timely and successful return to work transitions
- Maintain regular contact with the Supervising Administrator during extended absences
- Contact union representative, if ~~required~~ ~~deemed necessary~~
- Provide any appropriate documentation and relevant health information, during any level of the process, in a timely manner, or upon request

Employer – Niagara Catholic District School Board

- Promote and foster the expectation of regular attendance in the work environment
- Promote and maintain a work environment that ~~protects~~ **promotes** overall health, safety and wellness of all employees
- Advocate that the Attendance Support Program be administered in a fair and consistent manner

Supervising Administrator

- Supervising Administrator includes Director of Education, Superintendent of Education, Controller of Facilities Services, Principal, Vice-Principal and Managers
- Communicate attendance expectations to all employees and ensure that they understand the principles of the Attendance Support Program
- Access and review monthly attendance reports from Smartfind Express for all Employees under his/her supervision
- Ensure all employees are treated fairly and equitably when monitoring attendance
- Practice, expect and promote regular attendance of all employees as advocated by the employer
- Ensure a consistent and timely application of the Attendance Support Program
- Maintain professional confidentiality
- Provide assistance and support to all employees as necessary
- Maintain regular contact with absent employees
- Advise employees of available resources (i.e. Employee and Family Assistance program (EFAP), Ontario Teachers Insurance Plan (OTIP))
- Participate in all meetings as outlined in the Attendance Support Program and provide input into the development of individualized attendance goals for each employee involved in the program
- Provide positive reinforcement to employees **who are progressing and reaching** their attendance goals

Coordinator of Attendance Support

- Provide training and support to Supervising Administrator regarding the Attendance Support Program
- Manage the implementation of the Attendance Support Program
- Safeguard employee confidentiality
- Support and offer guidance with return to work transitions
- Support Supervising Administrator to follow the Attendance Support Program process
- Offer support to assist employees to meet attendance goals, as necessary
- Support and promote regular and improved attendance
- Assist in setting attendance standards and protocols
- Monitor, evaluate and recommend revisions to the Attendance Support Program on an annual basis and/or as necessary

~~Family of Schools Superintendent~~—Supervisory Officer

- Promote and maintain a work environment which protects the overall health, safety and wellness of all Employees
- Demonstrate a commitment to the Attendance Support Program
- Ensure all Supervising Administrators act consistently in dealing with attendance issues at all levels of the organization
- Communicate expectations for attendance at work

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
NOVEMBER 13, 2012**

PUBLIC SESSION

**TOPIC: POLICY COMMITTEE
ELEMENTARY STANDARDIZED DRESS CODE POLICY –
SAFE SCHOOLS (302.6.6.1)**

RECOMMENDATION

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Elementary Standardized Dress Code Policy – Safe Schools (302.6.6.1), as presented.

Prepared by: Frank Iannantuono, Superintendent of Education – Human Resources
Presented by: Policy Committee
Recommended by: Policy Committee
Date: November 13, 2012



Niagara Catholic District School Board

**ELEMENTARY STANDARDIZED
DRESS CODE POLICY**

Adopted: June 26, 2001
Revised: May 28, 2012

Policy No. 302.6.6.1
Safe Schools

STATEMENT OF POLICY

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board and the dress code requirements of the Safe Schools Act, 2007, commencing September 1st, 2013 all elementary schools within the Niagara Catholic District School Board will implement an elementary standardized dress code. **Upon registration in an elementary school, parents will be made aware of the Elementary Standardized Dress Code expectation of all elementary students.**

As a fully inclusive Board, the Elementary Standardized Dress Code Policy recognizes the uniqueness and gift of all students. This Policy acknowledges a respect for self and others by supporting each student to actively and equitably participate fully in the Catholic learning environment through the creation of school climates which **seek to** equalize all students regardless of a family's socio-economic background.

~~In alignment with the design and expectations of the Niagara Catholic Vision 2020 Strategic Plan, an elementary standardized dress code creates a unified sense of belonging for all students, Early Learning Kindergarten to Grade 8. The elementary standardized dress code supports the commitment of our students to be visible role models of the teachings of the Gospel and the Roman Catholic Church within all our schools, communities and society.~~

~~The Board's elementary standardized dress code aligns with the mission, vision and values of the Board and assists in creating a caring, safe and welcoming learning environment which is respectful of the needs and well-being of all individuals. The elementary standardized dress code is designed to build community as it promotes an environment of belonging, Catholic school identity, instills pride and spirit by identifying with a particular Catholic elementary school community. The elementary standardized dress code is inclusionary by striving to equalize any peer pressure through proper and respectful dress which and is intended to be economical for families. The elementary standardized dress code assists in ensuring that the focus on an individual student is rooted in the uniqueness as a gift of God.~~

All Niagara Catholic elementary standardized dress code items as defined in the Administrative Guidelines – Elementary Standardized Dress Code can be purchased **either** through Board suppliers or through parent selected retail stores who supply the acceptable elementary standardized dress code clothing items.

The Dress Code – Elementary Standardized Dress Code Policy has been developed in compliance with the Canadian Charter of Rights and Freedoms, the Ontario Human Rights Code and the Education Statutes and Regulations of Ontario. For the purpose of this Policy, the term standardized elementary dress code aligns with the Education Statutes and Regulations of Ontario term dress code.

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

References

- *Education Statutes and Regulations of Ontario - Regulation 298 S.23 (1) (f).*
- *Safe Schools Act, 2007. Education Act S. 301 (1) (3), 302 (3) (5).*
- *Ontario Human Rights Code*
- *Religious Accommodation Policy #100.10.1*
- *Purchasing / Supply Chain Management Policy*



Niagara Catholic District School Board

ELEMENTARY STANDARDIZED DRESS CODE POLICY

Adopted: June 26, 2001

Revised: May 28, 2012

Policy No. 302.6.6.1
Safe Schools

ADMINISTRATIVE GUIDELINES

1. Commencing September 2013, it is the expectation that all elementary students, parents and guardians within the Niagara Catholic District School Board comply with the expectations of the Elementary Standardized Dress Code Policy and Administrative Guidelines. Elementary students entering Grade 8 in September 2013 have the option to participate in the required elementary standardized dress code for their final year of elementary school.
2. Compliance with the Niagara Catholic Elementary Standardized Dress Code Policy and Administrative Guidelines is a condition of registration and attendance in an elementary school within the Niagara Catholic District School Board.
3. The Principal, in consultation with the Catholic School Council, will annually review the elementary standardized dress items as part of the Student Code of Conduct.
4. The elementary standardized dress code requirements and expectations will be communicated annually to all families through school agendas, newsletters, school website or correspondence from the school Principal.
5. It is the expectation that students wear the elementary standardized dress code **items** properly and in compliance with expectations ~~from home to school~~; throughout the school day ~~from school to home~~; and at all activities and events as representatives of the school and/or Board.
6. Commencing January 2013, all newly purchased student co-curricular **clothing items** ~~uniforms~~, spirit wear or athletic uniforms, will have, in addition to the school name and logo, the Board logo embroidered and/or screened on the **item**. ~~uniforms~~. Advertisement on any school-based **co-curricular clothing item** or uniform is prohibited.
7. No advertisement of any kind is permitted on any ~~mandatory~~ elementary standardized dress code **item**.
8. Alternate Dress Days will be determined by the school Principal for specific events or activities and communicated in advance to students, parents and guardians. All elementary standardized dress code expectations regarding student safety, hats, jewellery, body piercing, tattoos, hair style and colour apply on alternate dress days. On alternate dress days, shirts must modestly cover from shoulders to hips. Pant, skirt or dress length must be appropriate and modest. Only knee length shorts or capris are permitted. All clothing must be in good repair. ~~and not ripped, torn or have holes~~. Clothing must not display any sign, symbol or phrase which is directed at an individual, group or culture or which contains an offensive or inappropriate message, advertisement or slogan.

9. All students are expected to wear the elementary standardized dress code when on field trips unless approved by the Principal.
10. Appropriate dress will be required for specialized activities, including physical education and play days. Appropriate dress for these activities will be determined by the Principal in consultation with the classroom teacher. Notification to students, parents or guardians regarding appropriate dress for specialized activities will be communicated in advance.
11. As part of the elementary standardized dress code, elementary students are ~~not required to purchase designated~~ **required to wear appropriately** chosen physical education clothing items.

Elementary Standardized Dress Code Items

1. Designated Board suppliers and/or retail stores as selected by parents and guardians will make available for purchase by parents and guardians the following minimum elementary standardized dress code items required of every elementary school student.

- 1.1 At a minimum, every student is required to wear one (1) of the following items:

- **Navy Blue sweat pants for students in Early Learning Kindergarten to Grade 3**
- Navy Blue Pants (Dress, Cargo, **Denim**, Kobe, Corduroy style permitted) ~~No denim or jean material permitted~~
- Navy Blue Skorts or Dresses (~~females only~~)
- Navy Blue Walking Shorts or Capris (~~September, October, April, May and June~~)
- **Grade 8 students have the option to wear grey secondary uniform pants**
- ~~Navy Blue sweat pants for students in Early Learning Kindergarten to Grade 3~~

~~The skort or dress must be properly hemmed and cannot be worn higher than the top of the kneecap.~~

~~Pants must be in good repair, buttoned or with elastic to the waist and properly hemmed.~~

~~Shorts or capris must be worn according to sizing provided by the Board supplier and/or the retail store. Shorts may not be shortened or altered. Shorts or capris may be worn in the months of September, October, April, May and June only.~~

Pant, skirt or dress length must be appropriate and modest. Only knee length shorts or capris are permitted. All clothing must be in good repair.

Socks must be worn with the elementary standardized dress code pants or shorts at all times.

- 1.2 At a minimum, every student is required to wear one (1) of the following items;

- Navy Blue or White Oxford shirt (short or long sleeve)
- Navy Blue or White Polo shirt (short or long sleeve)
- School designed spirit wear polo shirt

The elementary standardized dress code shirt, either polo or oxford must be buttoned ~~to the second button from the collar~~ **in a respectable manner**. Visible t-shirts worn under the elementary standardized dress code top must be either navy blue or white.

Approved Board or retail supplied sweaters and hoodies embroidered and/or screened with the school logo are permitted to be worn as part of the elementary standardized dress code.

2. Running shoes are the recommended footwear. ~~Shoes must have~~ **with** a full back and a closed toe for the health and safety of the entire school community. It is recommended that parents/guardians provide a pair of indoor shoes for physical education and indoor wear.
3. Designated Board suppliers will make available for purchase optional spirit wear, including current spirit wear, sweaters and hoodies as part of the elementary standardized dress code. The design of the sweater or hoodie will be in place for a minimum of three (3) years before a new design is made available for purchase. The original sweater or hoodie design will be grandfathered and permitted to

be worn as part of the elementary standardized dress code. These items are not mandatory and can supplement the minimum elementary standardized dress code items required of every elementary school student. Non-mandatory optional items are determined by the Principal in consultation with the Catholic School Council.

4. To assist **families** with the purchase of elementary standardized dress code items throughout the year, the following will be implemented with Board approved **dress code suppliers through the Board's Request for Proposal process** ~~elementary standardized dress code suppliers~~ and within every Niagara Catholic elementary school:
 - 4.1 **Board approved** suppliers will provide a **discount to families** ~~percent return~~ to assist **with** initial purchases.
 - 4.2 **Board approved** suppliers will provide discounts to families with more than two (2) children or a family spending more than \$100.00 per purchase for elementary and/or secondary clothing items.
 - 4.3 All elementary schools will, with the voluntary assistance of Catholic School Council members set up annual or semi-annual "Dress Code Trade Days".
 - 4.4 All elementary schools will, with the assistance of Catholic School Council members facilitate donations of outgrown dress code items.

Note – Above items 3.1 and 3.2 do not apply to parent and guardian selected retail stores for the purchase of elementary standardized dress code items.

Accessories to the Elementary Standardized Dress Code

Any accessories not in keeping with the Mission, Vision and Values of the Niagara Catholic District School Board and the expectations of the elementary standardized dress code as determined by the Principal or designate is not permitted and/or will be required to be removed.

The following accessories, but not limited to, are not permitted with the elementary standardized dress code:

BELT: ~~no distracting buckles are permitted.~~

BANDANAS: prohibited and will be confiscated.

BODY PIERCING: visible body piercing, such as the lip, eyebrow or any other facial area, excluding a stud in the nose, is prohibited. Piercing may not be covered by a bandage. Ear expanders and excessive piercing are prohibited.

HAIR STYLES AND COLOUR: must be styled in a way that is not distracting or conspicuous. Only natural hair colours will be deemed acceptable. Shaved symbols or designs are not acceptable.

HATS / HOODS: may not be worn inside the school building.

JEWELERY / BELTS: must be neat, respectable, inoffensive and non-distracting. Jewellery, including spiked or studded bracelets and necklaces, earrings, chains and expanders are considered safety hazards and are not permitted.

TATTOOS: visible tattooing and branding which is inappropriate, excessive or is directed at an individual, group, culture or which contains an offensive or inappropriate message, advertisement or slogan are prohibited.

Acceptance of the Standardized Elementary Dress Code Compliance

The elementary standardized dress code requires that all students arrive at school daily and/or for special school related community events dressed in the required elementary standardized dress code. Compliance by all elementary students registered with Niagara Catholic is expected as determined by the Principal or Vice-Principal.

As determined by the Principal or Vice-Principal, students who do not comply with the elementary standardized dress code expectations will be consequenced according to school guidelines and will either:

1. prohibit the school registration as an elementary student;
2. loss of privilege to wear an approved elementary standardized dress code item; or
3. result in progressive disciplinary consequences.

The following progressive disciplinary consequences will be followed, at a minimum, by all Niagara Catholic elementary schools. Any consequences beyond those listed below or out of the progressive discipline sequence will be at the discretion of the Principal following consultation with the appropriate Family of Schools' Superintendent.

At a minimum and in addition to the following, if the elementary student is not in compliance with the mandatory elementary standardized dress code, parents and guardians will be contacted to bring the required dress code (s) **items** to school.

Progressive Discipline

Through open communication with parents and guardians, staff will review the standardized dress code expectations of all elementary students in Niagara Catholic and consider family circumstances as presented. Staff will implement a progressive discipline process, as required, to ensure acceptance of the standardized elementary dress code. The progressive discipline process includes, but not limited to;

1. Three reminders.
 - 1.1 The first reminder will be made by the classroom teacher, Vice Principal or Principal to the student and is recorded.
 - 1.2 The second reminder will be made by the classroom teacher, Vice Principal or Principal to the student's parent or guardian through a telephone call and is recorded.
 - 1.3 The third reminder will be made by the classroom teacher through a note in the agenda and/or a phone call to the student's parent or guardian **inviting the parent or guardian to a meeting to discuss the dress code requirements**. The notification will indicate that the next breach of the expectations of the elementary standardized dress code will result in the student **and parent** meeting with the Principal or Vice Principal.
2. Written or verbal communication by the Principal, Vice Principal or designate to parents or guardians regarding the **persistent opposition to** ~~breach~~ of the Board's Elementary Standardized Dress Code Policy. The communication will outline the following consequences for further non-compliance:
 - 2.1 loss of school privileges, and/or;
 - 2.2 student receives detention/age appropriate discipline assignment, and/or;
 - 2.3 parents or guardians are contacted to pick up the student from school, and/or
 - 2.4 student ~~will~~ **may** be suspended in the event the student attends without proper elementary standardized dress code attire.

Repeat infractions will result in a meeting between the student, parents or guardians and the school Principal or Vice-Principal to review expectations of all elementary students in the Board.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
NOVEMBER 13, 2012**

PUBLIC SESSION

**TOPIC: POLICY COMMITTEE
EMPLOYEE CODE OF CONDUCT AND ETHICS POLICY**

RECOMMENDATION

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Employee Code of Conduct and Ethics Policy, as presented.

Prepared by: Frank Iannantuono, Superintendent of Education – Human Resources
Presented by: Policy Committee
Recommended by: Policy Committee
Date: November 13, 2012

DRAFT



Niagara Catholic District School Board

EMPLOYEE CODE OF CONDUCT AND ETHICS

Adopted:

Policy No. _____

Revised:

STATEMENT OF POLICY

In keeping with the Mission, Vision, and Values of the Niagara Catholic District School Board (the “Board”), all employees of the Board occupy positions of public trust and confidence and, as such, are expected to discharge their duties and responsibilities with integrity and professionalism.

As required by regulation within the Operational Reviews of District School Boards, all Boards in the Province of Ontario are required to have an Employee Code of Conduct and Ethics Policy. This policy will create and maintain a culture of integrity through clearly defined expectations for all employees.

As an accountable public organization, the Board is committed to conducting all of its affairs with the highest standards of ethics, integrity, honesty, fairness and professionalism. Of equal importance to the achievement of the strategic plan and annual system priorities of the Niagara Catholic District School Board, is the way in which we achieve them.

It is imperative that Board employees act, and be seen to act, in the best interests of the public they serve. It is the responsibility of the Board to promote student achievement and well-being through the delivery of Catholic education programs and the effective stewardship of the Board’s resources.

All employees of the Board are required to be in compliance with the Mission, Vision and Values of the Board, all provincial statutes, regulations, the Municipal Freedom of Information and Protection of Privacy Act and its Regulations, and Policies and Administrative Guidelines of the Board. Employees are responsible to be aware of and understand the provisions of this Code, as well as other applicable Board policies, including those specifically identified in this Code

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

References

- *Ontario Education Act Statutes and Regulations*
- *Human Rights Code*
- *Municipal Freedom of Information and Protection of Privacy Act*
- *Occupational Health and Safety Act*
- *The Ethical Standards for the Teaching Profession, Ontario College of Teachers*
- *Electronic Communications Systems Policy*
- *Employee Workplace Harassment Policy*
- *Occupational Health and Safety Policy*
- *Employee Workplace Violence Policy*
- *Purchasing/Supply Chain Management Policy*
- *Municipal, Provincial and Federal Election Administrative Procedures*
- *Accessibility Customer Service Policy*
- *School Board Governance Act 2009*
- *Broader Public Sector Accountability Act, 2010*
- *Community Use of Facilities Policy (800.2)*



Niagara Catholic District School Board

EMPLOYEE CODE OF CONDUCT AND ETHICS

Adopted:

Policy No.

Revised:

ADMINISTRATIVE GUIDELINES

The Employee Code of Conduct and Ethics establishes the standards that govern the way all employees of the Niagara Catholic District School Board (the “Board”) are expected to interact with each other, our students, parents, trustees, parish priests, suppliers and the community. In addition, some employees owe professional responsibilities to professional associations, self regulatory organizations or regulators.

Within this framework, employees are expected to exercise good judgment and be accountable for their actions.

1.0 Complying with the Law

1.1 Employees shall comply with the letter and spirit of all of the laws of Canada and the Province of Ontario and any contractual obligations resulting from the employees’ duties, responsibilities, assignments, and/or any contractual obligations of the Board.

2.0 Personal Integrity

2.1 Criminal Offence

Employees must refer to the Board’s Criminal Background Check Policy (302.6.7) and its Administrative Guidelines on the annual requirements of an employee.

2.2 Hospitality, Gifts or Favours

The Board welcomes and encourages the writing of letters or notes expressing gratitude or appreciation to staff. Gifts that are principally sentimental in nature and of insignificant financial value may be accepted in the spirit in which they were given.

Although the exchange of common courtesies, is recognized as acceptable business practice, there is a danger in offering or accepting gratuities or favours that could be mistaken for improper payment. As such it is important that employees adhere to the following conditions.

Conditions for Accepting

As professionals, employees should not use their position for improper gain, nor under any circumstances accept gifts of cash, bonds, securities, and/or personal loans.

An employee may accept hospitality or a gift (other than cash, bonds, securities or loans) from another individual in the course of the professional relationship, if:

- i. The employee is not involved in purchasing goods, processing accounts, or is otherwise involved in supply chain management;
- ii. The employee believes that the donor is not trying to obligate them, or improperly influence a decision; and
- iii. It is a “normal business practice” for the purposes of courtesy and good business relations and acceptance is legal and consistent with generally accepted ethical standards.

In the professional opinion of the employee, if there is uncertainty regarding what is considered an appropriate gift to give or receive, the employee must discuss the gift with his/her immediate supervisor.

2.3 Honoraria

Employees shall not accept honoraria including gift certificates or payments of any kind, while performing instructional or informational duties during ~~instructional time~~ **the work day**. The exception to this may be available if significant preparation time was required and this preparation time was conducted on personal time. All honoraria must be reported to the Superintendent of Human Resources and/or designate as part of the prior approval process to participate in the event during instructional time.

In the professional opinion of the employee, if there is uncertainty regarding what is considered an appropriate honoraria to give or receive, the employee must discuss the honoraria with his/her immediate supervisor.

2.4 Alcohol and Substance Use

The Board is committed to providing a work and business environment that is free of alcohol and drug abuse. This will not include accommodations which are provided by the Board for addictions. The following conduct is prohibited, and if violated, will result in immediate discipline:

- i. Employees will not consume alcoholic beverages (with the exception of sacramental wine) and/or illegal substances during an employee’s scheduled working hours;
- ii. Employees will not consume, provide or serve alcoholic beverages on Board sites, facilities, or at Board **approved** events or activities except when **the event is approved by the Controller of Facilities and/or designate a member of Senior Administration Council through the permit approval process within the Community Use of Schools Policy;**
- iii. Employees ~~shall~~ **will** not provide or serve alcoholic beverages on Board sites, facilities or at Board events or activities to individuals who are under the legal drinking age, or who are impaired; and
- iv. Employees ~~shall~~ **will** not consume, possess, sell, or distribute illegal substances, on Board premises, sites, facilities or at Board events or activities.

2.5 Working Relationships

The conduct and language of employees shall meet acceptable social standards as in any professional business environment. In all working relationships, all employees are expected to apply the principles of human rights, equity, dignity and respect. The workplace must be free from discrimination, harassment and violence as outlined in Employee Workplace Harassment Policy and the Employee Workplace Violence Policy.

2.6 Standards of Behaviour

All Board employees must:

- respect and comply with all applicable federal, provincial, and municipal laws;
- demonstrate honesty and integrity;
- respect differences in people, their ideas and their opinions;
- treat one another with dignity and respect at all times, and especially when there is disagreement;
- respect and treat others fairly, regardless of, for example, race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age, or disability;
- respect the rights of others;
- show proper care and regard for school property and the property of others;
- respect all members of the school community;
- respect the need of others to work in an environment that is conducive to the learning and teaching.

2.7 Use of the Internet, Email and Electronic and Social Media

All employees are prohibited from transmitting, viewing, generating, printing, retrieving, downloading or storing any communication of a discriminatory, defamatory, obscene, damaging, threatening or harassing nature, or any material that is inappropriate for an educational or business environment. Employees must comply with the Board's Electronic Communications Systems Policy - Employees.

Employees must refer to the Board's Electronic Communication Policy - Employees (201.12) and its Administrative Guidelines on the requirements of an employee.

2.8 Irregular Conduct

Employees are not to engage in any irregular conduct which includes, but not limited to, any criminal, fraudulent or illegal conduct, any impropriety, lack of professional responsibility or dishonesty, under any circumstances. Such conduct may be subject to internal disciplinary action, including possible termination of employment, and may also lead to criminal prosecution or a civil suit.

2.9 Board Property

Employees must make every effort to protect Board property and assets from harm, theft, loss or misuse. No employee is permitted to use Board resources for personal gain.

2.10 Board Trademark

As a public institution, the Niagara Catholic District School Board has an officially registered logo. The Board logo is a trademark and must be appropriately placed on all official Board literature, including materials, such as letterhead, memorandum, agendas, brochures, educational materials, Board generated publications and commencing September 2012 on all newly purchased student co-curricular uniforms, spirit wear or athletic uniforms. Where appropriate, all materials that are created or prepared by a Board employee in the course of his/her duties must receive authorization by his/her immediate supervisor and must properly use the Board logo in its entirety.

2.11 Media Relations

In accordance with Board policy, the Chair of the Board and the Director of Education are the only official spokespersons for the Board.

2.12 Workplace Health and Safety

All employees must work in compliance with the Board's Occupational Health and Safety Policy, and the *Occupational Health and Safety Act* and its Regulations.

Employees must refer to the Board's Occupational Health and Safety Policy (210.6.) and its Administrative Guidelines.

3.0 Conflicts of Interest

- 3.1 Employees shall not use their position, authority or influence for personal, financial or material gain or personal business purposes or for the personal, financial or material gain or business purposes of a relative and/or business associate.
- 3.2 Employees must not engage in or promote any outside employment, business or commercial undertaking (paid or volunteer) that interferes with the performance of his or her duties as an employee of the Board, from which an economic, financial or commercial advantage may be derived by the employee, a relative and/or business associate of the employee as a result of business, financial or commercial information gained by the employee from employment with the Board.
- 3.3 Employees shall not use his or her position, authority or influence to give any person or organization special treatment that might or might be perceived to advance the interests of the employee, or the interests of a relative and/or business associate of the employee. This includes providing preferential treatment or publicly endorsing suppliers or products.
- 3.4 Employees will not participate in any decision or recommendation in which he or she, or a relative, or business associate may have a pecuniary financial, commercial or business interest.
- 3.5 Employees may make personal political contributions and charitable donations, at their discretion, subject to satisfying themselves that there is no regulatory prohibition or restriction on such contributions. An employee will not commit the Board to a political or charitable contribution without prior approval from the Board. If an employee holds a position in a political organization which may influence the financial needs of that organization, or if an employee is asked to conduct financial transactions or fund raising on that organization's behalf, senior administration may review this relationship to ensure that there is no perception of influence. An employee will not engage in any political activity in the workplace unless authorized by senior administration as provided in the Municipal, Provincial and Federal Election Administrative Procedures (Appendix B).

4.0 Supply Chain Policy

Employees involved in any aspect of purchasing or other supply chain related activities must comply with the Purchasing/Supply Chain Management Policy.

5.0 Confidentiality of Information

- 5.1 Employees shall keep confidential and will not use, directly or indirectly, for his or her benefit or for the benefit of any person, organization, firm or other entity, the Board's proprietary or confidential information disclosed or entrusted to that employee or developed or generated by the employee during the performance of his or her duties with the Board or otherwise made known to that employee.

- 5.2 Except as required by law, and in accordance with the *Education Act*, and *Municipal Freedom of Information and Protection of Privacy Act*, an employee shall not use or disclose the personal and/or educational information of students and/or other employees and their families in the Board's possession, or which may come to the attention of such employee during the course of his/her duties with the Board.

6.0 Use of Board Technology

- 6.1 Employees, when using Board technology devices and systems and accessing Board information, must be identified at all times. In addition, access to passwords must be strictly controlled. It is an employee's responsibility to take the necessary steps to protect his or her logon id, password, digital signature any or other means used to identify oneself on the Board computer network.
- 6.2 Communication conducted over the Board's internal network or any external network is not considered private. Communication conducted over external networks must be protected from unauthorized access (for example, with encryption). When communicating via the Board's internal network, employees should consider the sensitivity and confidentiality of the information. All computer hardware, software, email, voicemail and internet accounts provided to employees are the property of the Board and may be monitored and accessed by authorized Board representatives in accordance with Electronic Communications Systems Policy and applicable law. In addition, all information stored, processed or transmitted on any Board system or network used by the Board to conduct business, is considered the property of the Board and can be accessed at any time.
- 6.3 Employees must refer to the Board's Electronic Communications Systems Policy – Employees and its Administrative Guidelines on the use of the Board's computer systems and technology.

7.0 Appearance and Courtesy

The **Niagara Catholic District School** Board is a public organization and as such, requires all employees to dress and present themselves in a professional, **and respectful** manner. Employees not dressed in a manner considered by their immediate supervisor as professional for the worksite will be required to change their dress.

All employees represent the Board to parents, students and the community with whom they come in direct contact. Employees must be courteous and respectful in all dealings with the public and other employees and in all other business relationships.

8.0 Compliance with the Code of Conduct and Ethics

- 8.1 It is the responsibility of every employee, in every job class and every level to safeguard the assets, property and reputation of Niagara Catholic District School Board.
- 8.2 The Principal of each school and the administrators of each Board department will review the contents of this Policy and Administrative Guidelines with all employees who report to him/her in the fall of each school year.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
NOVEMBER 13, 2012**

PUBLIC SESSION

TOPIC: POLICY SCHEDULE

The Policy Schedule
is presented for information.

Prepared by: John Crocco, Director of Education
Presented by: John Crocco, Director of Education
Date: November 13, 2012



POLICY SCHEDULE

AS AT NOVEMBER 13, 2012 (Sorted by Policy Name)

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

Policy #	POLICY NAME	Policy Issued	Reviewed Revised	PC	CW	BD	AG	Reviewed	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
NEW	Accessibility Standards	NEW		Oct. 2012	Feb. 2013	Feb. 2013	NEW		YB
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	Nov. 2012	Feb. 2013	Feb. 2013	1998	2010	LAFS
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	2012				1998	2012	FI
301.3	Attendance Areas	1998	2012				1998	2012	SW
NEW	Attendance Support Program	NEW		Oct. 2012	Nov. 2012	Nov. 2012	NEW		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	Nov. 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	Nov. 2012	Feb. 2013	Feb. 2013	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

Policy #	POLICY NAME	Policy Issued	Reviewed	PC	CW	BD	AG	Reviewed	Resp
			Revised	Projected Presentation Timelines			Issued	Revised	
201.12	Electronic Communications Systems (Employees)	2006	2012				2006	2012	MC
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 - Safe Schools			Oct. 2012	Nov. 2012	Nov. 2012			FI
201.9	Employee Attendance During Inclement Weather & Workplace Closure	2002	2012				2002	2012	FI
NEW	Employee Code of Conduct & Ethics	NEW		Oct. 2012	Nov. 2012	Nov. 2012	NEW		FI
201.15	Employee Conferences, Workshops & Meetings	2007		Nov. 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		Nov. 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
NEW	Enrolment Register Policy	NEW		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
NEW	Leadership Succession Plan	NEW		Nov. 2012	Feb. 2013	Feb. 2013	NEW		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 - Safe Schools	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 - Safe Schools	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	Nov. 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	Feb. 2013	Feb. 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
NEW	Volunteer	NEW		Nov. 2012	Feb. 2013	Feb. 2013	NEW		FI
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
NOVEMBER 13, 2012**

PUBLIC SESSION

TOPIC: POLICY UPDATE

The Policy Update
is presented for information.

Prepared by: John Crocco, Director of Education
Presented by: John Crocco, Director of Education
Date: November 13, 2012



REPORT TO THE COMMITTEE OF THE WHOLE MEETING AS AT NOVEMBER 13, 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			
POLICIES BEING DEVELOPED					
1	Leadership Succession Plan	Nov. 2012	Feb. 2013	Feb. 2013	B
2	Volunteer	Nov. 2012	Feb. 2013	Feb. 2013	C
3	Enrolment Register	Feb. 2013	May 2013	May 2013	D
POLICIES BEING REVIEWED					
4	Bullying Prevention & Intervention-Safe Schools (302.6.8)	Nov. 2012	Jan. 2013	Jan. 2013	E
5	Employee Conferences, Workshops & Meetings (201.15)	Nov. 2012	Jan. 2013	Jan. 2013	F
6	Employee Meals & Hospitality (201.14)	Nov. 2012	Jan. 2013	Jan. 2013	G
7	Safe Schools (302.6)	Nov. 2012	Jan. 2013	Jan. 2013	H
8	Acceleration Retention (400.5)	Nov. 2012	Feb. 2013	Feb. 2013	I
9	Admission of Students (301.1)	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	Code of Conduct - Safe Schools (302.6.2)	Nov. 2012	Feb. 2013	Feb. 2013	M
13	Death Benefit (201.5)	Nov. 2012	Feb. 2013	Feb. 2013	N
14	Deferred Salary Plan (X/Y) (201.10)	Nov. 2012	Feb. 2013	Feb. 2013	O
15	Student Transportation (500.2)	TBD	TBD	TBD	P
POLICIES BEING VETTED (October 4 to November 14, 2012)					
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	

POLICIES BEING VETTED (October 29 to December 21, 2012)					
1	Accessibility Standards	Oct. 2012	Feb. 2013	Feb. 2013	
2	Transportation Inclement Weather (500.1)	Oct. 2012	Feb. 2013	Feb. 2013	
POLICIES BEING PRESENTED TO THE COMMITTEE OF THE WHOLE					
1	Attendance Support Program	Oct. 2012	Nov. 2012	Nov. 2012	
2	Elementary Standardized Dress Code - Safe Schools (302.6.6.1)	Oct. 2012	Nov. 2012	Nov. 2012	
3	Employee Code of Conduct & Ethics	Oct. 2012	Nov. 2012	Nov. 2012	

Trustees are reminded that the Policies are published on the Board's website www.niagaracatholic.ca

The Policy Update is presented for information.

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 November 2012

STEP 1 – NOTIFICATION OF INTENT TO COMMITTEE OF THE WHOLE						
Name of Policy	Leadership Succession Plan			Policy # N/A	Initiated by	
Intent of Policy	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.			Issued N/A	Board	
Resource	Frank Iannantuono, Superintendent of Education/ Human Resources			Revised 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		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						
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 November 2012

STEP 1 – NOTIFICATION OF INTENT TO COMMITTEE OF THE WHOLE

Name of Policy	Volunteer	Policy # N/A	Initiated by	
Intent of Policy	To design a Niagara Catholic Volunteer Policy and Administrative Guidelines within Niagara Catholic by February 2013.	Issued N/A	Board	
Resource	Frank Iannantuono, Superintendent of Education/ Human Resources	Revised 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	November 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

A Volunteer 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)

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POLICY UPDATE

For the Month of November 2012

STEP 1 – NOTIFICATION OF INTENT TO COMMITTEE OF THE WHOLE

Name of Policy	Enrolment Register Policy	Policy # N/A	Initiated by	
Intent of Policy	To design a Enrolment Register Policy and practical procedures as recommended by the Niagara Catholic Audit Committee.	Issued N/A	Board	
Resource	Larry Reich, Superintendent of Business & Financial Services	Revised 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 November 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	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	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 November 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	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	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 November 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	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	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 November 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	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	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 November 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 November 2012

STEP 1 – NOTIFICATION OF INTENT TO COMMITTEE OF THE WHOLE

Name of Policy Admission of Students (301.1)

Resource Lee Ann Forsyth-Sells, 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	November 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 November 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 November 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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NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

POLICY UPDATE

For the Month of November 2012

STEP 1 – NOTIFICATION OF INTENT TO COMMITTEE OF THE WHOLE

Name of Policy Code of Conduct - Safe Schools (302.6.2)

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	November 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)

POLICY UPDATE

For the Month of November 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 November 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 November 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
NOVEMBER 13, 2012**

PUBLIC SESSION

**TOPIC: SUPPORT FOR THE LEGAL ROLES, RIGHTS AND
RESPONSIBILITIES OF LOCAL SCHOOL BOARDS
IN ONTARIO**

RECOMMENDATION

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve:

THAT local Catholic School Board Trustees are legally entrusted with ensuring that Ontario students receive the highest level of quality Catholic education possible;

THAT the Education Act and the Ontario Labour Relations Act clearly signify that local school Boards are the legally designated employers in Ontario's education system;

THAT the rights of democratically elected Catholic Trustees were usurped by the signing of the Memorandum of Understanding by the Minister of Education in July 2012;

THAT the relationships and partnership within the Catholic education sector have been negatively affected by the decisions of the Government of Ontario to sign the Memorandum of Understanding void of an open, consultative, inclusive and transparent process with Catholic Trustees and stakeholders;

THAT the Minister of Education and all elected members of the Ontario Provincial Parliament publicly demonstrate their support for the roles, rights and responsibilities of all local district school Boards in Ontario as they exist in both the Education Act and the Ontario Labour Relations Act.

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

Presented by: Kathy Burtnik, Chair of the Board
John Crocco, Director of Education – Secretary / Treasurer

Date: November 13, 2012



REPORT TO THE COMMITTEE OF THE WHOLE MEETING NOVEMBER 13, 2012

SUPPORT FOR THE LEGAL ROLES, RIGHTS AND RESPONSIBILITIES OF LOCAL SCHOOL BOARDS IN ONTARIO

BACKGROUND INFORMATION

On October 22nd, 2012, Chairpersons and Directors of Education of Ontario Catholic District School Boards received a memorandum from Marino Gazzola, President of the Ontario Catholic School Trustees' Association. The memorandum stated the following;

"I am writing regarding the concerns many Board Chairs and Directors have expressed about the impact the *Putting Students First Act* has had on the role and rights of Trustees and school boards.

At a September 25 board meeting, the Trustees of the Dufferin-Peel Catholic DSB passed a motion calling for Ontario's MPP's to affirm their support for the legal roles, rights and responsibilities of local school boards in Ontario. This motion was then sent to my attention requesting that I endorse and distribute the contents of the motion to all boards.

I firmly believe that it is essential for Ontario's MPP's, including the Minister of Education, to be informed of boards' concerns regarding the infringements the MoU and the *Putting Students First Act* have had on the rights of boards. Further, a key component of OCSTA's government relations strategy is to engage and mobilize local boards to complement our efforts provincially.

In this light, I would like to express my endorsement for what the Dufferin-Peel Catholic DSB is doing, and encourage boards to contact their local MPP's and to echo these same sentiments. By presenting a united front to the government regarding our discontent over the usurpation of boards' rights, and holding MPP's accountable in their support for local school boards, we would send a strong message on this issue."

The Dufferin-Peel Catholic District School Board – Board Motion of September 25, 2012 states;

WHEREAS local school board Trustees are legally entrusted with ensuring that Ontario students receive the highest level of quality education possible;

WHEREAS the Education Act and the Ontario Labour Relations Act clearly signify that local school boards are the legally designated employers in Ontario's education system;

WHEREAS the rights of democratically elected trustees were usurped by the signing of the Memorandum of Understanding by the Minister of Education in July 2012;

WHEREAS the relationships within the education sector have been negatively affected by the signing of the Memorandum of Understanding and no consultation with stakeholders;

BE IT RESOLVED THAT the Minister of Education and all elected members of provincial parliament publicly demonstrate their support for the roles, rights and responsibilities of local school boards in Ontario as they exist in both the Education Act and the Ontario Labour Relations Act.

In support of the request from the Ontario Catholic School Trustees' Association and in solidarity with our colleagues at the Dufferin-Peel Catholic District School Board, the following Niagara Catholic recommendations are presented to the November Committee of the Whole for consideration;

THAT local Catholic School Board Trustees are legally entrusted with ensuring that Ontario students receive the highest level of quality Catholic education possible;

THAT the Education Act and the Ontario Labour Relations Act clearly signify that local school Boards are the legally designated employers in Ontario's education system;

THAT the rights of democratically elected Catholic Trustees were usurped by the signing of the Memorandum of Understanding by the Minister of Education in July 2012;

THAT the relationships and partnership within the Catholic education sector have been negatively affected by the decisions of the Government of Ontario to sign the Memorandum of Understanding void of an open, consultative, inclusive and transparent process with Catholic Trustees and stakeholders;

THAT the Minister of Education and all elected members of the Ontario Provincial Parliament publicly demonstrate their support for the roles, rights and responsibilities of all local district school Boards in Ontario as they exist in both the Education Act and the Ontario Labour Relations Act

If the Niagara Catholic District School Board endorses the recommendation presented to the Committee of the Whole for consideration, the Board approved motions will be forwarded to all Members of Provincial Parliament.

RECOMMENDATION

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve:

THAT local Catholic School Board Trustees are legally entrusted with ensuring that Ontario students receive the highest level of quality Catholic education possible;

THAT the Education Act and the Ontario Labour Relations Act clearly signify that local school Boards are the legally designated employers in Ontario's education system;

THAT the rights of democratically elected Catholic Trustees were usurped by the signing of the Memorandum of Understanding by the Minister of Education in July 2012;

THAT the relationships and partnership within the Catholic education sector have been negatively affected by the decisions of the Government of Ontario to sign the Memorandum of Understanding void of an open, consultative, inclusive and transparent process with Catholic Trustees and stakeholders;

THAT the Minister of Education and all elected members of the Ontario Provincial Parliament publicly demonstrate their support for the roles, rights and responsibilities of all local district school Boards in Ontario as they exist in both the Education Act and the Ontario Labour Relations Act.

Prepared By: John Crocco, Director of Education – Secretary / Treasurer

Presented By: Kathy Burtnik, Chair of the Board
John Crocco, Director of Education – Secretary / Treasurer

Date: November 13, 2012

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
NOVEMBER 13, 2012**

PUBLIC SESSION

**TOPIC: BOARD IMPROVEMENT PLAN FOR STUDENT
ACHIEVEMENT (BIPSA) 2012-2013**

The report on the Board Improvement Plan
for Student Achievement (BIPSA) 2012-2013
is presented for information.

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: November 13, 2012



REPORT TO THE COMMITTEE OF THE WHOLE MEETING NOVEMBER 13, 2012

BOARD IMPROVEMENT PLAN FOR STUDENT ACHIEVEMENT (BIPSA) 2012-2013

BACKGROUND INFORMATION

The elementary and secondary Catholic schools of the Niagara Catholic District School Board continue to celebrate student success with the improvement of student achievement for all students.

The Board Improvement Plan for Student Achievement (BIPSA) is the plan that provides guidance to schools on the process of improving student learning outcomes and the refinement of School Improvement Plans within collaborative Catholic Learning Communities in the elementary and secondary schools of the Board.

The two Strategic Directions of the Board are incorporated in the BIPSA:

- *Build Strong Catholic Identity and Community to Nurture the Distinctiveness of Catholic Education, and*
- *Advance Student Achievement for All*

The Ministry of Education has identified “Coherence and Alignment” as themes for the 2012-2013 school year.

Coherence:

- improves student outcomes
- makes knowledge building synergistic
- supports sustainability of underlying practices embedded across implementation efforts
- makes activity manageable and scalable

Alignment:

- supports efficiency of implementation

Board Improvement Plan for Student Achievement (BIPSA) Process

The Board Improvement Plan for Student Achievement is developed by the BIPSA Committee, Senior Administrative Council, in consultation with Principals and Vice-Principals.

School Improvement Planning Teams and staff review the BIPSA SMART GOALS to support school improvement, with a focus on knowledge, skill capacity building in literacy and numeracy, student learning and engagement.

The BIPSA Committee follows the process of:

1. **Data Analysis**: To identify student achievement, to address groups of students with specific needs, to assess programs and services and to incorporate and respond to perceptual data.
2. **Comprehensive Needs Assessment**: A review of the previous year's BIPSA and SIPSAs outcomes includes:
 - i. The organization of data for analysis,
 - ii. A gap analysis considering:
 - What coherence exists among curriculum, instruction, assessment, resources, professional learning, policy and governance, family and community?
 - What student achievement data is of greatest concern?
 - Are the present programs and services addressing the achievement gap?
 - What actions are impacting on successful outcomes for all students?
3. **Review of SMART GOALS** (Specific, Measurable, Attainable, Results-Oriented, Time Bound)for:
 - Catholic Faith Community and Culture
 - Literacy
 - Numeracy
 - Pathways
4. **Targeted, Evidence-Based Strategies/Action**: How will the strategies and actions change practice to achieve the goal(s)?
5. **Resources**: How have learning, financial, human and technological resources been aligned and differentiated based on student and school needs?
6. **Professional Learning**: How is professional learning responsive to the goal(s)?
7. **Ministry Goals**: How is the monitoring of implementation and impact being acted on?
8. **Responsibility**: Shared leadership between the Board and the schools facilitates monitoring and support.
9. **Evaluation**: An evaluation involves a reflection on the achievement of BIPSA goals.

HIGHLIGHTS OF THE BIPSA 2012-2013

Niagara Catholic Faith Formation Program Goals

- To implement the theological theme, "Growing in Wisdom to Worship and Witness" to guide Niagara Catholic for the next three years 2012-2013, 2013-2014, and 2014-2015.
- To implement the Niagara Catholic Faith Formation Program to nurture the faith development of all staff within Niagara Catholic.

Catholic Faith Community and Culture Goals

- To continue to enhance our distinctive Catholic educational system by implementing a Niagara Catholic Faith Formation program, rooted in the Board's Vision 2020 Strategic Plan, and integrating a three year theological theme "Growing in Wisdom to Worship and Witness" into programs and services for students, parents and the community by June 30, 2013.

- To begin the implementation of the Elementary Religious Education Policy (2012) from the Institute of Catholic Education.
- To enhance local, national and international social justice experiences for elementary and secondary students by June 2013.
- To increase parental involvement of all parents/guardians in all schools in the Board and increased representation on Catholic School Councils by June 30, 2013.
- To continue to promote a safe and healthy learning environment using the feedback from the Safe Schools Survey.
- To design, implement and assess the model of intervention strategies, programs and services within the Niagara Catholic Mental Health and Addiction Plan by June 2013.
- To continue to promote and foster safe, and healthy learning environments in all elementary and secondary schools by June 2013.

Literacy Goals

- Between 2011 and 2013 to increase the percentage of primary students performing at or above the provincial standard in reading by 5% to 75% by June 2013.
- Between 2011 and 2013 to increase the percentage of primary students performing at or above the provincial standard in writing by 3% to 80% by June 2013.
- Between 2011 and 2013 to increase the percentage of junior students performing at or above the provincial standard in reading by 2% to 80% by June 2013.
- Between 2012 and 2013 to increase the percentage of junior students performing at or above the provincial standard in writing by 1% to 80% by June 2013.
- Between 2011 and 2013 to increase the percentage of Grade 10 students performing at or above the provincial standard on the OSSLT by 4% to 89% by June 2013.

Numeracy Goals

- Between 2011 and 2013 to increase the percentage of primary students performing at or above the provincial standard in mathematics by 7% to 80% by June 2013.
- Between 2011 and 2013 to increase the percentage of junior students performing at or above the provincial standard in mathematics by 11% to 75% by June 2013.
- Between 2011 and 2013 to increase the percentage of Grade 9 students taking the Applied Mathematics course performing at or above the provincial standard in by 14% to 50% by June 2013.

Pathways Goals

- Between 2011 and 2013 to ensure that all teachers implement pathways, options, and transition programs in order to align and design initiatives to achieve a graduation rate of 85% by June 30, 2013.
- Between 2011 and 2013 to increase the percentage of students receiving a “Red Seal” Specialist High Skills Major designation by 5% by June 30, 2013.
- Between 2011 and 2013 to retain 100% of Grade 8 students to Catholic secondary schools by June 30, 2013.

SCHOOL IMPROVEMENT PLANS

Elementary and secondary Principals with their School Improvement Teams will consider the goals of the Board Improvement Plan for Student Achievement when reviewing School Improvement Plans focusing on the needs of the school.

School Improvement Plans will be reviewed with the Family of Schools' Superintendent during the school year.

Ministry Visit #1

The Director of Education, John Crocco and the BIPSA Team will be meeting with the Ministry of Education on December 18, 2012 to review the Board Improvement Plan for Student Achievement 2012-2013. At this meeting, there will be discussion of the implementation and impact of BIPSA at the Board and school levels.

The Board Improvement Planning Committee Members:

Lee Ann Forsyth-Sells	Superintendent of Education (Chair)
Yolanda Baldasaro	Superintendent of Education
Mark Lefebvre	Superintendent of Education
David Pihach	Administrator Student Success
Terry Antoniou	Elementary Principal
Elizabeth Davey	Elementary Principal
Ted Farrell	Secondary Principal
Joseph Zaroda	Secondary Principal
Anthony Corapi	Consultant-Research, Assessment and Evaluation
Debra McCaffery	Board Chaplaincy Leader
Terri Pauco	Consultant-Religion and Family Life
Jacqueline Watson	Consultant-Equity and Student Leadership

Attachment

The Niagara Catholic District School Board, Board Improvement Plan for Student Achievement BIPSA 2012-2013 has been attached to this report.

The Board Improvement Plan for Student Achievement: (BIPSA) 2012-2013
is presented for information.

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: November 13, 2012



Mission Statement

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

Board Improvement Plan for Student Achievement (BIPSA) (2012 - 2013)

- Build Strong Catholic Identity and Community to Nurture the Distinctiveness of Catholic Education and
- Advance Student Achievement for All

Board Improvement Plan Committee

Lee Ann Forsyth-Sells
Superintendent of Education (Chair)

Yolanda Baldasaro
Superintendent of Education

Mark Lefebvre
Superintendent of Education

David Pihach
Administrator Student Success

Terry Antoniou
Elementary Principal

Elizabeth Davey
Elementary Principal

Ted Farrell
Secondary Principal

Joseph Zaroda
Secondary Principal

Anthony Corapi
Consultant
Research, Assessment and Evaluation

Debra McCaffery
Board Chaplaincy Leader

Terri Paucio
Consultant
Religion and Family Life

Jacqueline Watson
Consultant
Equity and Student Leadership



NIAGARA CATHOLIC DISTRICT SCHOOL BOARD BOARD IMPROVEMENT PLAN FOR STUDENT ACHIEVEMENT

FOREWARD

Catholic schools develop in our youth a love of God and people, an appreciation of prayer, and a moral foundation to help them as they journey through life. Catholic schools provide a complete academic program in an environment that integrates learning, religious instruction, gospel values, and spiritual formation into all aspects of the curriculum. The Catholic school is a faith community in which spirituality and practice of faith are lived out in the daily experiences of staff and students.

The Board Improvement Plan provides guidance to schools on the process of improving student learning outcomes and the refinement of School Improvement Plans within collaborative Catholic Learning Communities in the elementary and secondary schools of the Board.

Schools build on successes and provide future direction and resources within the context of the Board's Strategic Directions: "Build Strong Catholic Identity And Community to Nurture the Distinctiveness of Catholic Education" and "Advance Student Achievement for All".

STRATEGIC DIRECTIONS 2012-2013

Build Strong Catholic Identity And Community To Nurture The Distinctiveness Of Catholic Education

- To conduct a Niagara Catholic elementary and secondary Student Conference 2013, focusing on the theme of *Growing in Wisdom* by April 2013.
- To enhance our distinctive Catholic educational system by implementing the first year of Niagara Catholic Faith Formation program, "*Growing in Wisdom to Worship and Witness*" by June 2013.
- To enhance our Elementary Chaplaincy Leader program in elementary schools through the addition of Elementary Chaplaincy Leaders who, through Family of Schools, will implement the Niagara Catholic Faith Formation Program and the Journey Retreat Program in all elementary schools by June 2013.
- To enhance local, national and international social justice experiences for elementary and secondary students by June 2013.

Advance Student Achievement For All

- To continue to support all students who are six years of age in the development of literacy skills, particularly in learning to read by June 2013.
- To continue to develop and implement specific literacy and numeracy strategies to support all students from early learning kindergarten programs to graduation by June 2013.
- To develop a school-based inquiry process focusing on mathematical processes, problem solving and communication with all secondary mathematics teachers by June 2013.
- To consolidate an inquiry based model of teaching and learning in all elementary and secondary schools by June 2013.
- To expand language acquisitions for elementary and secondary students through the introduction of French Immersion at designated sites and specific international languages to meet the needs of students by June 2013.
- To nurture global citizenship of our students through enhanced national and international educational travel opportunities for students and staff by June 2013.
- To enhance e-Learning initiatives in Niagara Catholic by June 2013.
- To continue with system implementation of the Ministry of Education Policy, "Growing Success Assessment, Evaluation and Reporting in Ontario Schools", and the Niagara Catholic Assessment, Evaluation and Reporting K-12 Policy for all schools in the Board by June 2013.

- To continue to advance student achievement with Ministry of Education, Board and School, teaching and learning initiatives on the Provincial EQAO Primary and Junior Assessments, the EQAO Secondary Mathematics Assessment, the Ontario Secondary School Literacy Test (OSSLT) and classroom assessments to close the achievement gap by June 2013.
- To align and design initiatives to achieve the target of 85% graduation rate of 2012-2013 Grade 12 students by June 2013.
- To continue to advance student achievement using the Learning for ALL, K-12 (Draft 2011) resource as an integrated process of assessment and instruction in all elementary and secondary schools in the Board by June 2013.
- To continue to advance student achievement, through the development and implementations of the Board Improvement Plan for Student Achievement (BIPSA), and School Improvement Plans (SIPs), for every elementary and secondary school focusing on the pillars of Catholic Faith Community and Culture, Literacy, Numeracy, and Pathways in all schools by June 2013.

ENABLING STRATEGIES

Provide Supports for Success

- To design, implement and assess the model of intervention strategies, programs and services within the Niagara Catholic Mental Health and Addictions Plan by June 2013.
- To implement the Social Workers in Schools protocol in cooperation with Pathstone Mental Health and Contact Niagara to continue to address the need for increased supports for children and youth mental health by June 2013.
- To promote and design programs and supports for healthy lifestyles of students and staff by June 2013.
- To provide continued supports and coordinate training on Applied Behaviour Analysis (ABA) instructional methods and resources to increase capacity of school and Board staff to use ABA methods by June 2013.

Enhance Technology for Optimal Learning

- To implement the Course Planner component of the Career Cruising platform in all secondary schools by October 2012.
- To design a technology refresh program for the Niagara Catholic Data Centre by November 2012.
- To design and implement a Niagara Catholic Technology Conference for staff to engage in selected technology training delivered by Board approved companies by April 2013.
- To increase the number of technological devices for optimal learning in school by June 2013.
- To research, select and train all administrators on a student achievement software program by June 2013.

Building Partnerships and Schools as Hubs

- To continue to build capacity with Trustees, the Diocese of St. Catharines, parishes, administrators, staff, Student Senate, the Niagara Catholic Parent Involvement Committee, Catholic School Councils, Special Education Advisory Council and parents/guardians by providing information and opportunities for dialogue on Catholic education for all students in the Niagara Catholic District School Board by June 2013.
- To develop and implement programs through the engagement of community groups and the community use of schools program to address the needs of children and families including nutrition, physical activity and literacy by June 2013.
- To continue to expand educational-based research projects in the Board, by sharing current research, and by extending research partnerships with outside agencies by June 2013.

Strengthen Human Resource Practices and Develop Transformational Leadership

- To implement the Niagara Catholic Attendance Support Program for staff of Niagara Catholic by September 2012.
- To further enhance the knowledge and skills of staff to achieve the annual system priorities of the Board, Human Resources will identify, design and support focused Professional Development opportunities for staff through the implementation of an electronic Professional Development Program by October 2012.
- To develop a consistent tool for the scoring, assessment and evaluation component of the interview process for all job classes within the Niagara Catholic District School Board by January 2013.
- To develop within the Employee Hiring and Selection specific Administrative Guidelines for designated non-teaching job classes by March 2013.
- To continue with the development and implementation of the second year of the Niagara Catholic Human Resources Certificate Program for all Principals, Vice-Principals and Senior Administrators by May 2013.

Create Equity and Accessibility for Resources

- To increase the knowledge, awareness and acceptance of equity and diversity initiatives with all staff and students by June 2013.
- To implement the strategies supporting equity, diversity and accessibility as identified under Catholic Faith Community and Culture within the 2012-2013 Board Improvement Plan for Student Achievement by June 2013.
- To implement a plan to identify and remove barriers to individuals with disabilities in Board facilities as identified in the 2012-2013 Niagara Catholic Accessibility Plan and the Integrated Accessibility Standards Regulation by August 31, 2013.

Ensure Responsible Fiscal and Operational Management

- To ensure that all Catholic Education Centre departments develop Operational Plans and review cycles, which align with the Vision 2020 Strategic Plan by October 2012.
- To consolidate key risks and mitigate budget factors into a single risk plan in connection with the annual budget for 2012-2013 by October 2012.
- To ensure that the School Generated Funds and related Procedures Manual are finalized by November 2012 and that school administration staff are trained to implement the Policy and Administrative Guidelines by March 2013.
- To initiate the upgrading of the Budgetary Accounting System Computer Program in collaboration with other school Boards through the Educational Computer Network of Ontario by June 2013.
- To continue to develop, implement and monitor the day cleaning program in all school facilities by June 2013.
- To develop and implement measurement systems for the reduction of energy consumption, diversion of waste from landfill, reduction of greenhouse gas emissions and school ground greening through the Green Niagara Catholic program by June 2013.
- To comply with Ministry of Education requirements for fiscal financial management by presenting to the Board a balanced budget for 2012-2013 by June 2013.
- To ensure that the Internal Audit Plans are presented to the Audit Committee as required throughout 2012-2013.
- To ensure that the External Audit Plans are presented to the Audit Committee as required throughout 2012-2013.

Address Changing Demographics

- To develop a report on school capacities, enrolment, attendance area boundaries and building utilization with recommendations to address changing demographics within Niagara Catholic by January 31, 2013.



NIAGARA CATHOLIC DISTRICT SCHOOL BOARD BOARD IMPROVEMENT PLAN FOR STUDENT ACHIEVEMENT

Introduction

The Niagara Catholic District School Board Improvement Plan for Student Achievement 2012-2013 Kindergarten to Grade 12 provides direction for the school improvement planning process in all Catholic elementary and secondary schools of the Board. The Board Improvement Plan aligns with the Ministry of Education School Effectiveness Framework, outlining the goals, strategies, and partnerships required to support the student success of all students in the Board.

The Board Improvement Plan is a working document to:

- Guide the ongoing process of school improvement planning and action for all elementary and secondary schools.
- Describe the work of central teams in supporting school improvement with a focus on knowledge, skill capacity building, student learning and engagement.
- Highlight the critical role of the Family of Schools' Superintendent in supporting schools and school improvement planning with Principals, Vice Principals and School Improvement Planning Teams.
- Build on a comprehensive needs assessment based on an analysis of qualitative and quantitative data: including school assessment data, report card data, student success indicators and EQAO results.
- Continue to build and sustain capacity through job embedded professional learning, target setting, and collaborative inquiry to implement instructional and assessment practices in support of the understanding, application and communication of skills and knowledge networked learning sessions for school administrators and teachers.

Catholic Virtues



Ontario Catholic School Graduate Expectations



Four Pillars

The four pillars: Catholic Faith Community and Culture, Literacy, Numeracy, and Pathways support the improvement of student achievement from Early Learning Kindergarten Programs to Grade 12 for all students, guided by the Catholic Virtues and the Ontario Catholic School Graduate Expectations (Second Edition 2011).

CATHOLIC FAITH COMMUNITY AND CULTURE
Staff and students demonstrate respect for human dignity and the environment within safe and inclusive Catholic learning communities that will foster discerning, respectful and caring believers who are collaborative contributors and citizens.

LITERACY
Literacy skills and achievement of related curriculum expectations will empower all learners to be effective communicators, reflective and creative thinkers, and self-directed, responsible life long learners.

NUMERACY
Mathematical literacy skills and achievement of related curriculum expectations will empower all learners to be successful in the workplace and in daily life as effective communicators, reflective and creative thinkers, and collaborative contributors.

PATHWAYS
To foster self-directed, responsible, life long learners who demonstrate their God-given potential and who find meaning, dignity and vocation in work that respects the rights of all and contributors to the common good.



NIAGARA CATHOLIC DISTRICT SCHOOL BOARD BOARD IMPROVEMENT PLAN FOR STUDENT ACHIEVEMENT

NIAGARA CATHOLIC FAITH FORMATION PROGRAM

The Niagara Catholic District School Board K–12 Continuous Improvement Plan 2012-2013 enhances our distinctive Catholic educational system by designing and implementing a Niagara Catholic Faith Formation Program to ensure that the Board's Vision 2020 Strategic Plan is modelled and integrated into programs and services by academic and support staff for all students, parents/guardians and the community served by the Board, along with continuing to build confidence in Catholic Education.

Goals

- To implement the theological theme "*Growing in Wisdom to Worship and Witness*" to guide Niagara Catholic for the next three years 2012-2013, 2013-2014, and 2014-2015.
- To implement the Niagara Catholic Faith Formation Program to nurture the faith development of all staff within Niagara Catholic.

Strategies

- To develop and support Adult Faith Formation through activities designed to improve personal and professional knowledge as a community of believers that continues to learn about, grow in, and give witness to, its faith in Jesus Christ.
- To implement Niagara Catholic District School Board's "*Wisdom Model*" as a vehicle for staff and students to effectively implement the expectations of Bill 157 and Catholic Character Education.

Activities

Faith Formation 3 Year Cycle

Year 1 – Individual School Faith Formation – Wisdom 2012-2013

Year 2 – Family of Schools' Faith Formation – Worship 2013-2014

Year 3 – System Level Faith Formation – Witness 2014-2015

- To implement Niagara Catholic District School Board's "*Wisdom Model*" as a vehicle for staff and students to effectively implement the expectations of Bill 157 and Catholic Character Education.
- To continue to support Faith Formation Teams in elementary and secondary schools consisting of the Principals/Vice-Principals, Teacher Representative(s) and Support Staff Representative(s).
- To continue to support additional qualifications for staff in theology and other individual faith based professional development through the provision of centrally-based subsidies.
- To continue to strengthen support for secondary Faith Formation Teams.



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD IMPROVEMENT PLAN FOR STUDENT ACHIEVEMENT
NEEDS ASSESSMENT**

CATHOLIC FAITH COMMUNITY AND CULTURE
<ul style="list-style-type: none"> • A need for authentic faith formation opportunities for staff, students and parents. • Province-wide need for improved catechetical instruction within the current Religious Education curriculum. • A need for increased parental involvement in all schools within the Board. • A need to identify and implement resources to support the increase of mental health issues in schools. • A need to ensure correct terminology is being used when providing information and curriculum about First Nation, Métis and Inuit cultures, histories and perspectives. • To continue to implement the Safe Schools Act, the Accepting Schools Act (2012) and the Board's Safe Schools Policy and Guidelines: Policy 302.6 in all elementary and secondary schools. • To continue to apply progressive discipline strategies appropriately in all schools. • To continue to consider mitigating factors for all students, in particular students with special needs. • To continue to reduce the number of suspensions in elementary and secondary schools.

LITERACY
<ul style="list-style-type: none"> • To improve gender performance across all EQAO assessments. • To build new administrator capacity. • To decrease gaps between non-identified students and ELL students and/or students with special needs. • To improve student literacy in primary reading, specifically fluency and reading for meaning. • To develop and Implement Student/Class profiles. • To increase student access to assistive technology.

NUMERACY
<ul style="list-style-type: none"> • To focus on the improvement of Mathematics: Primary, Junior and Grade 9. • To practice multiple choice questions. • To differentiate instruction and assessments in Mathematics. • To foster collaborative inquiry in all schools.

PATHWAYS
<ul style="list-style-type: none"> • To re-culture students, parents and staff on the various pathway options available for all secondary schools. • To continue to facilitate student and parent participation in transition programs. • To implement the Transitional Age Youth protocol in coordination with community agencies to improve transitional planning for students with special educational needs.



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD IMPROVEMENT PLAN**

EQAO Targets 2011 – 2013

	Primary			Junior			Grade 9 Math		OSSLT
	Reading	Writing	Math	Reading	Writing	Math	Applied	Academic	
2010 – 2011 Scores	70	77	73	78	76	64	36	82	85
2011-2013 Targets	75	80	80	80	78	75	50	85	89
2011-2012 Scores	67	83	72	79	79	62	43	82	86
2012-2013 Revised Targets	75	80	80	80	80	75	50	85	89

* based on Junior EQAO Assessment Results through Cohort Tracking

Niagara Catholic D.S.B. Student Success Indicators 2011-2012
For Secondary Students (As defined by the Ontario Ministry of Education)

Credit Accumulation

Grade 9 (2011 – 2012)			Grade 10 (2011 – 2012)		
Credits Acquired	#of Students	%	Credits Acquired	#of Students	%
7.0-7.9	132	7.44%	14.0-15.9	226	12.55%
8.0-8.9	1632	92.00%	16.0-16.9	1355	75.24%
9.0+	10	0.56%	17+	220	12.22%

Compulsory Credit Pass Rate

Grade 9 Compulsory Courses				Grade 10 Compulsory Courses			
Course Code	#of Marks Entered	#of Credits Earned	Pass Rate %	Course Code	#of Marks Entered	#of Credits Earned	Pass Rate %
ENG 1D	1375	1365	99.27%	ENG 2D	1415	1396	98.66%
ENG 1P	403	386	95.78%	ENG 2P	440	418	95.00%
ENG 1L	80	77	96.25%	ENG 2L	64	59	92.19%
MPM 1D	1251	1234	98.64%	MPM 2D	1193	1146	96.06%
MFM 1P	471	451	95.75%	MFM 2P	585	528	90.26%
MAT 1L	89	87	99.09%	MAT 2L	82	78	95.12%
SNC 1D	1316	1304	97.66%	SNC 2D	1305	1284	98.39%
SNC 1P	427	417	98.70%	SNC 2P	518	498	96.14%
SNC 1L	77	76	99.40%	CHC 2D	1057	1046	98.96%
CGC 1D	1328	1320	97.07%	CHC 2P	661	642	97.13%
CGC 1P	443	430	99.55%	CHC 2L	157	152	96.82%
FSF 1D	1103	1098	98.13%	GLC 2D	1595	1553	97.37%
FSF 1P	588	577	98.53%	CHV 2D	1580	1545	97.78%

OSSLT Success Rate 2011-2012

OSSLT First- Time Eligible Students (2012)		
	Board	Province
Number of Students	1695	137002
Successful	86%	83%
Not Successful	14%	18%

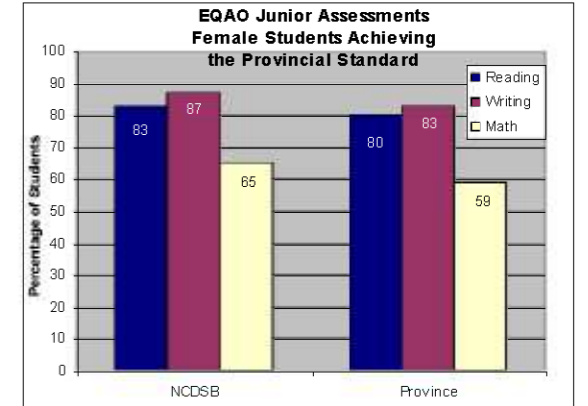
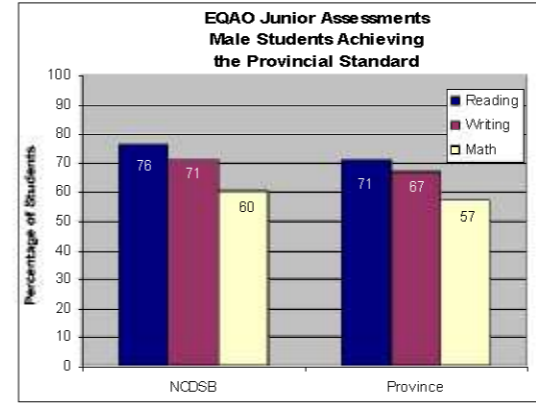
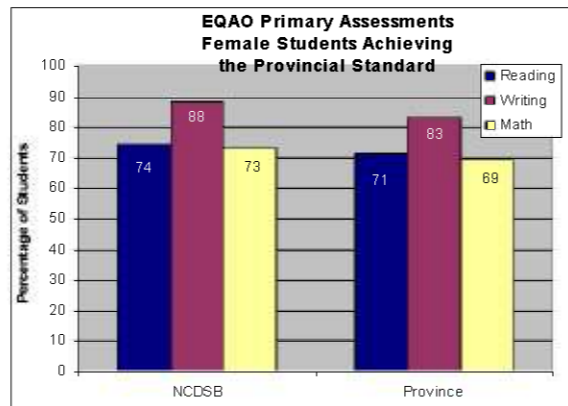
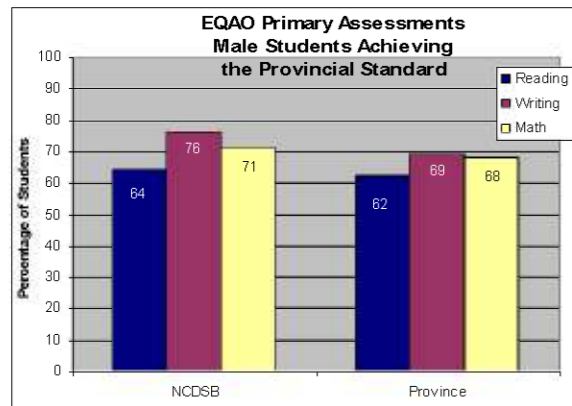
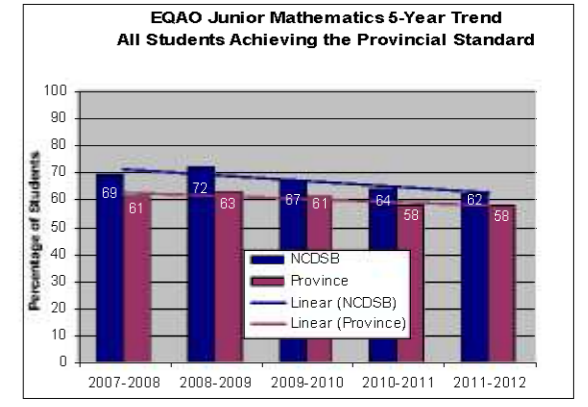
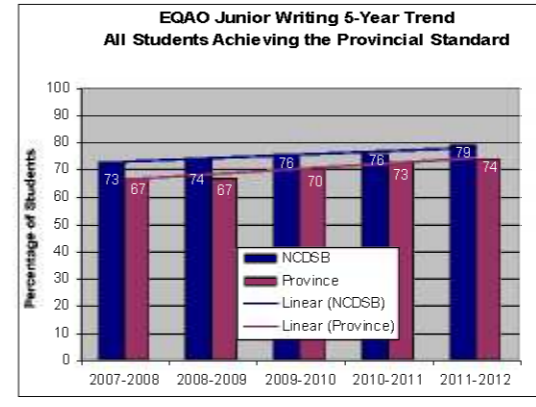
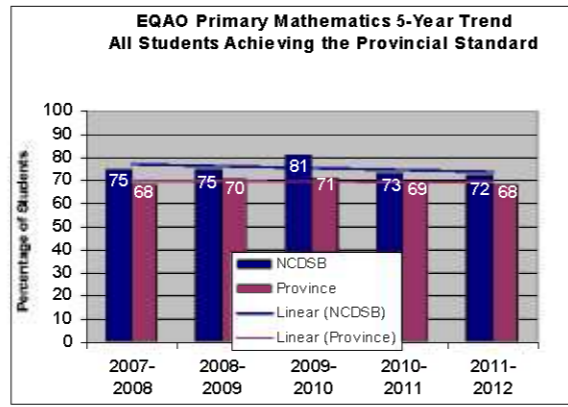
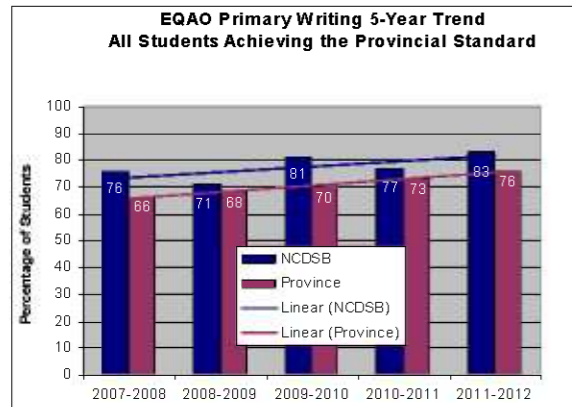
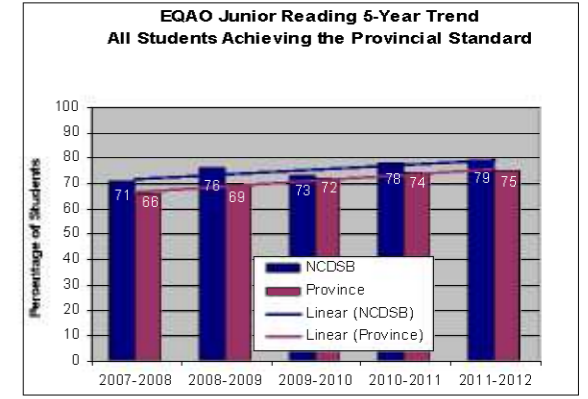
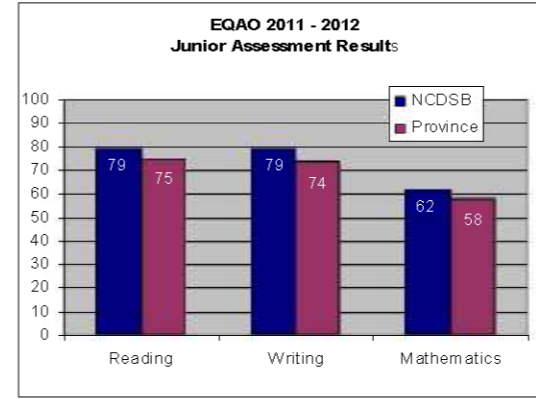
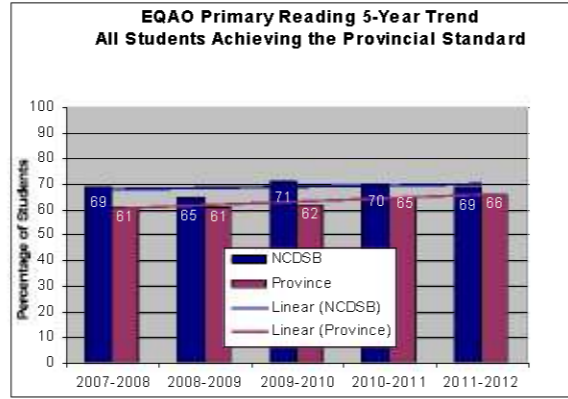
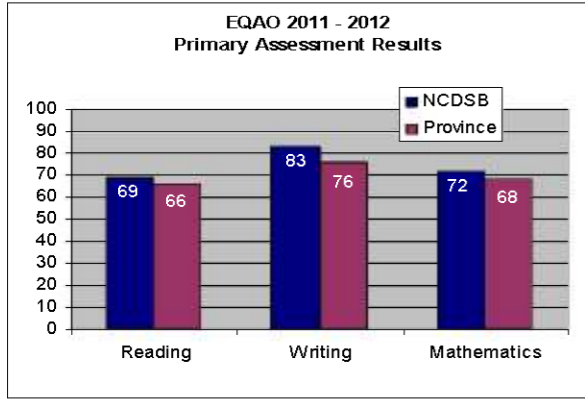
Annual School Leaver Rates for 2011-2012*

Total #of Day School Students Registered as of October 31 Annual School	8259
Total #of School Leavers	79
Leaver Rate	0.96%

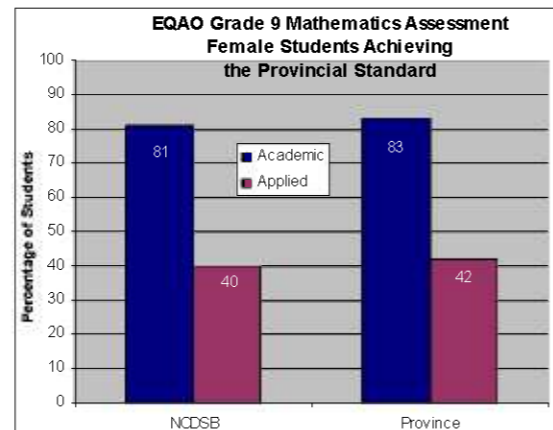
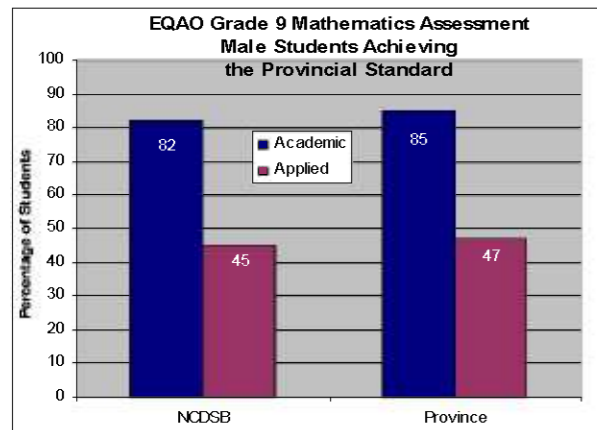
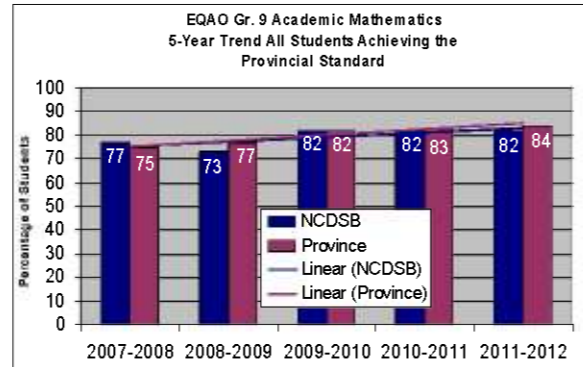
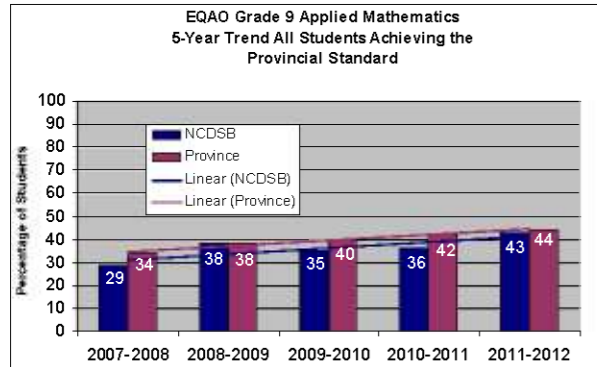
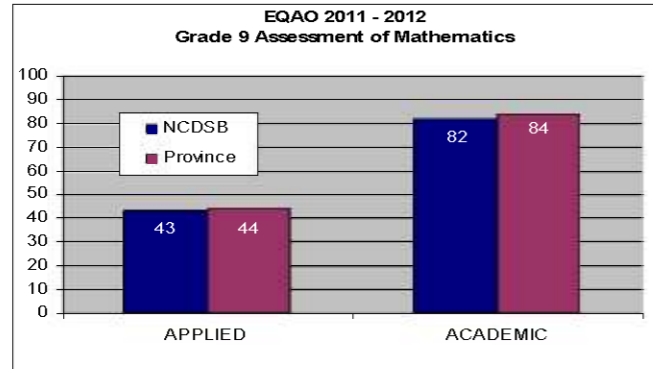
*A school leaver may or may not have left the Niagara Catholic District School Board

PRIMARY ASSESSMENTS

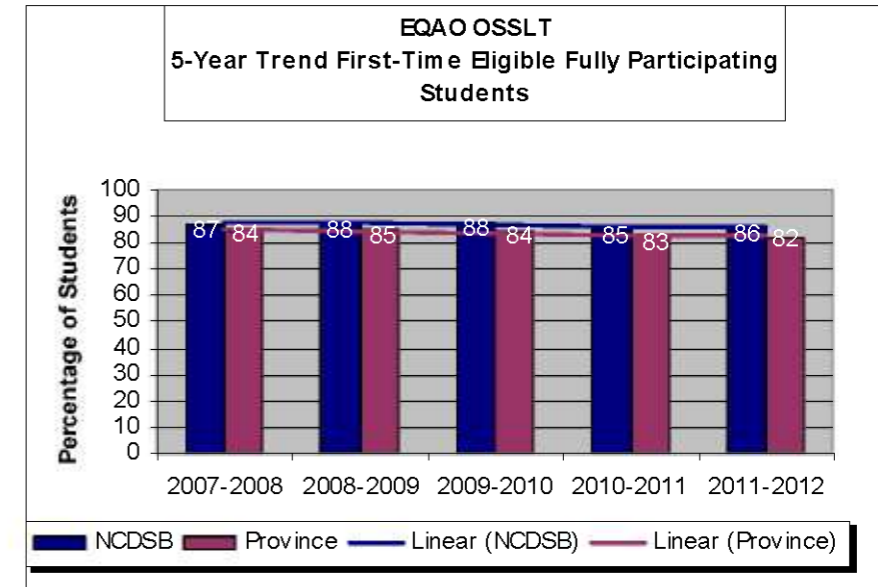
JUNIOR ASSESSMENTS



EQAO ASSESSMENT OF GRADE NINE MATHEMATICS



ONTARIO SECONDARY LITERACY TEST



Education Quality and Accountability Office (EQAO)

"EQAO assesses all students in Grade 3 and Grade 6 in reading, writing and mathematics. EQAO also administers two secondary school assessments. The Ontario Secondary School Literacy Test (OSSLT) is administered in March each year. The Grade 9 Assessment of Mathematics is administered in January to students enrolled in first semester mathematics courses and in May/June to students enrolled in second semester and full-year courses." (EQAO Website, 2008)



CATHOLIC FAITH COMMUNITY AND CULTURE

PLAN, DESIGN IMPLEMENTATION STRATEGIES						MONITORING STRATEGIES		
Needs Assessment	Goals	SEF Indicators	Targeted, Evidence-based Strategies	Resources	Professional Learning	Monitoring Goals	Responsibility	Evaluation
<ul style="list-style-type: none"> A need for authentic faith formation opportunities for staff, students and parents. Province-wide need for improved catechetical instruction within the current Religious Education curriculum. A need for increased parental involvement in all schools within the Board. 	<p>To continue to enhance our distinctive Catholic educational system by implementing a Niagara Catholic Faith Formation program, rooted in the Board's Vision 2020 Strategic Plan, and integrating a three year theological theme "Growing in Wisdom to Worship and Witness" into programs and services for students, parents and the community by June 30, 2013.</p> <p>To begin the implementation of the Elementary Religious Education Policy (2012) from the Institute of Catholic Education.</p> <p>To enhance local, national and international social justice experiences for elementary and secondary students by June 2013.</p> <p>To increase parental involvement of all parents/guardians in all schools in the Board and increased representation on Catholic School Councils by June 30, 2013.</p>	<p>3.2 School programs incorporate students' stated priorities and reflect the diversity, needs and interests of the school population.</p> <p>6.2 Students, parents and community members are engaged and welcomed as respected, valued partners.</p> <p>6.3 The school and community build partnerships to enhance learning opportunities for students.</p> <p>6.4 Learning opportunities, resources and supports are provided to help parents support student learning and have productive parent-teacher-student conversations.</p>	<ul style="list-style-type: none"> To continue to develop the Faith Ambassadors' program to enhance the faith climate of staff. To implement Niagara Catholic's Adult Faith Formation Program. To develop monthly prayers and focus resources for student engagement with our theological theme, beginning Sept. 2012. To continue to focus on the six tasks of catechesis in elementary schools. To increase awareness of all staff participation in the "When Faith Meets Pedagogy" Conference 2012. To coordinate a 2013 Niagara Catholic Student Symposium. 	<ul style="list-style-type: none"> Chaplaincy Department Resources shared with other Catholic boards (York, Dufferin-Peel, Halton) Ontario Conference of Catholic Bishops General Directory for Catechesis Virtues Resources Religion Teacher Helper Niagara Catholic Interactive Prayer Table Resource Development and Peace Writing Project ICE Elementary Religious Education and Family Life Education Policy 	<ul style="list-style-type: none"> Faith Formation at Staff Meetings Faith Ambassadors' Programs Faith Formation Team Workshop When Faith Meets Pedagogy 2012 Faith Formation opportunities as outlined in the Niagara Catholic Faith Formation Program 2012-2013 High School Faith Formation Teams Masters in Theology program CECTA Religion courses Faith Day-Family of Schools Faith Formation Sessions for Administrators Family Retreats Elementary Religion Council Group Analysis 	<ul style="list-style-type: none"> Present theological theme and faith formation program to Board and community Participation of staff in faith formation initiatives Workshop completion. Follow up to all activities 	<ul style="list-style-type: none"> Chaplaincy Leaders Religion and Family Life Consultant School Administrators Senior Administrative Council 	<p>December 2012</p> <p>March 2013</p> <p>May 2013</p>

PLAN, DESIGN IMPLEMENTATION STRATEGIES						MONITORING STRATEGIES		
Needs Assessment	Goals	SEF Indicators	Targeted, Evidence-based Strategies	Resources	Professional Learning	Monitoring Goals	Responsibility	Evaluation
<ul style="list-style-type: none"> A need to identify and implement resources to support the increase of mental health issues in schools. 	<p>To continue to promote a safe and healthy learning environment using the feedback from the Safe Schools Survey.</p> <p>To design, implement and assess the model of intervention strategies, programs and services within the Niagara Catholic Mental Health and Addiction Plan by June 2013.</p>	<p>2.5 Staff, students and school community promote and sustain student well-being and positive student behaviour in a safe and healthy learning environment.</p> <p>3.3 Students are partners in conversations about school improvement.</p> <p>3.4 Explicit strategies are in place to enable students to demonstrate strong citizenship skills such as leadership, teamwork and advocacy.</p>	<ul style="list-style-type: none"> To train key personnel in Mental Health First Aid Certification. To provide information to parents about the inclusive model of special education. To support membership on the Anti-Stigma Committee. 	<ul style="list-style-type: none"> Pastoral Guidelines for Students of Same Sex Attraction Framework for School Social Climate Clubs from the Ontario Bishops' Committee NCDSB Mental Health and Addiction Plan Social Workers in Schools Protocols Student Support Leadership Initiative 	<ul style="list-style-type: none"> Mental Health First Aid Certification 	<ul style="list-style-type: none"> Presentation of Mental Health Plan Completion of Safe Schools Survey Implementation of strategies/feedback for Safe Schools strategy 	<ul style="list-style-type: none"> Special Education Department staff Senior Administrative Council Superintendent of Education responsible for Safe Schools Administrators and school staff Child and Youth Workers Chaplaincy Leaders (elementary and secondary) Supervisor of Counselling Services Religion and Family Life Consultant Educational Resource Teacher 	<p>December 2012</p> <p>March 2013</p> <p>May 2013</p>
PLAN, DESIGN IMPLEMENTATION STRATEGIES						MONITORING STRATEGIES		
Needs Assessment	Goals	SEF Indicators	Targeted, Evidence-based Strategies	Resources	Professional Learning	Monitoring Goals	Responsibility	Evaluation
<ul style="list-style-type: none"> Need to ensure correct terminology is being used when providing information and curriculum about First Nation, Métis and Inuit cultures, histories and perspectives. 		<p>3.2 School programs incorporate students' stated priorities and reflect the diversity, needs and interests of the school population.</p>	<ul style="list-style-type: none"> To increase the knowledge, awareness and acceptance of equity and diversity initiatives with all staff and students by June 30, 2013. 	<ul style="list-style-type: none"> Ontario Equity and Inclusive Education Strategy Equity and Inclusive Education in Ontario Schools – Guidelines for Policy Development and Implementation Ontario First Nation, Métis, Inuit Education Policy Framework Niagara Catholic Equity and Inclusive Education Policy and Guidelines Religious Education Accommodation Policy Niagara Catholic Voluntary and Confidential Self-Identification 	<ul style="list-style-type: none"> Equity and Inclusion Workshops and professional development on equity and inclusion support sessions Workshops facilitated by diverse community members to increase awareness 		<ul style="list-style-type: none"> Equity and Inclusive Consultant Senior Administrative Council Administrators and school staff Chaplaincy Leaders 	<p>December 2012</p> <p>March 2013</p> <p>May 2013</p>

PLAN, DESIGN IMPLEMENTATION STRATEGIES						MONITORING STRATEGIES		
Needs Assessment	Goals	SEF Indicators	Targeted, Evidence-based Strategies	Resources	Professional Learning	Monitoring Goals	Responsibility	Evaluation
<ul style="list-style-type: none"> To continue to implement the Safe Schools Act, the Accepting Schools Act (2012) and the Board's Safe Schools Policy and Guidelines: Policy 302.6 in all elementary and secondary schools. To continue to apply progressive discipline strategies appropriately in all schools. To continue to consider mitigating factors for all students, in particular students with special needs. To continue to reduce the number of suspensions in elementary and secondary schools. 	<ul style="list-style-type: none"> To continue to promote and foster safe, and healthy learning environments in all elementary and secondary schools by June 2013. 	<p>3.1 The teaching and learning environment is inclusive and reflects individual student strengths, needs and learning preferences.</p> <p>3.2 School programs incorporate students' stated priorities and reflect the diversity, needs and interests of the school population.</p> <p>3.3 Students are partners in conversation about school improvement.</p> <p>3.4 Explicit strategies are in place to enable students to demonstrate strong citizenship skills such as leadership, teamwork and advocacy.</p>	<ul style="list-style-type: none"> To present suspension indicator data to Principals on a consistent basis. To ensure that mitigating factors, as well as progressive discipline, are considered, in particular for students with special needs. 	<ul style="list-style-type: none"> Indicator Data as per Student Success initiatives Safe Schools Legislation PPM: 144, 145 and 119 Stop Now and Plan (SNAP) program PPM: 144, 145 and 119 (AOCB) Social Workers in School Protocol Accepting Schools Act (2012) 	<ul style="list-style-type: none"> Family of Schools' Superintendent Secondary School Principals' Meetings Ongoing in-services on "Safe Schools/Equity and Inclusion" Director's Meetings Educational Resource Teacher Meetings Staff Meetings School Improvement Plan Meetings (school level) 	<ul style="list-style-type: none"> Suspension indicator data 	<ul style="list-style-type: none"> Superintendent: responsible for Safe Schools. Student Success Lead Student Success Teachers Secondary Principals and Vice-Principals Staff Development Department Family of Schools' Superintendent Administrator of Staff Development 	<p>December 2012</p> <p>March 2013</p> <p>May 2013</p>



LITERACY

PLAN, DESIGN IMPLEMENTATION STRATEGIES						MONITORING STRATEGIES		
Needs Assessment	Smart Goals	SEF Indicators	Targeted, Evidence-based Strategies	Resources	Professional Learning	Monitoring Goals	Responsibility	Evaluation
<ul style="list-style-type: none"> To improve gender performance across all EQAO assessments. To build new administrator capacity. To decrease gaps between non-identified students and ELL students and/or students with special needs. To improve student literacy in primary reading specifically fluency and reading for meaning. To develop and Implement Student/Class profiles. To Increase student access to assistive technology 	<p>Between 2011 and 2013 to increase the percentage of primary students performing at or above the provincial standard in reading by <u>59%</u> to <u>79%</u> by June 2013.</p> <p>Between 2011 and 2013 to increase the percentage of primary students performing at or above the provincial standard in writing by <u>39%</u> to <u>80%</u> by June 2013.</p> <p>Between 2011 and 2013 to increase the percentage of junior students performing at or above the provincial standard in reading by <u>2%</u> to <u>80%</u> by June 2013.</p> <p>Between 2012 and 2013 to increase the percentage of junior students performing at or above the provincial standard in writing by <u>1%</u> to <u>80%</u> by June 2013.</p>	<p>1.2 During learning, students receive ongoing, descriptive feedback based on the success criteria, from the teacher and from peers.</p> <p>1.5 A variety of valid and reliable assessment data is used by students and teachers to continuously monitor learning, to inform instruction and assessment and to determine next steps.</p> <p>1.6 Assessment of learning provides evidence for evaluating the quality of student learning at or near the end of a period of learning.</p> <p>2.1 Collaborative instructional leadership builds capacity to strengthen and enhance teaching and learning.</p> <p>2.2 Processes and practices are designed to deepen content knowledge and refine instruction to support student learning and achievement.</p> <p>2.4 Job-embedded inquiry-based professional learning builds capacity, informs instructional practice and contributes to a culture of learning.</p>	<ul style="list-style-type: none"> Clustering of schools according to evidence based needs assessment. Expand explicit reading strategy instruction to all 2012-13 Early Learning Program school sites. Expansion of Explicit Reading Instruction to 22 additional schools (JK-Grade 2). New Teacher Induction Program will reflect the Teaching-Learning Critical Pathways. Assignment of school based resources to acquire gender and equity specific literacy supports. Expand rollout of the reading strategies K2 to all elementary ERTs Deepen the culture of collaborative inquiry into teaching and learning. 	<ul style="list-style-type: none"> School Effectiveness Framework K-12 Self-Assessment School Improvement Plan Template (SIP) Ontario Leadership Strategy (OLS) Expansion of Lead TLCP Principals' support as demonstration schools Deconstruct Teaching-Learning Critical Pathways Scripts Program Department Reading Strategies Coaches Reading Recovery Teachers Primary Consultant Program Resource Teachers Educational Resource Teachers Sharing best Practices Literacy Professional Development session led by "Expert Teachers" Amended MCE/NTIP manuals Word Q take home version Board wide Kurzweil license IEP Internal Review feedback 	<ul style="list-style-type: none"> Principal Learning Teams Family of Schools' Meetings Scheduled Ministry of Education workshop sessions Ontario Leadership Strategy Principals and Vice-Principals' PD Council TLCP Symposia Literacy Coach training Staff workshops Reading Interventions Strategies Workshop for all elementary ERTs Regular Professional Development sessions that reflect TLCP foci Joint OECTA and NCEB workshops for new teachers Mentor and Protégé sessions Ministry of Education web conferences Administrative best practice sharing (ie: HUBS) Ontario Leadership Strategy (OLS) Director's Meetings Family of Schools' Meetings Professional Development Sessions Program and Subject Council Meetings Assistive Technology training for school staff 	<ul style="list-style-type: none"> School Improvement Planning Administrative Logs Pre and post-testing SEF Self Assessment School Improvement Planning Tracking of Teaching-Learning Critical Pathways partnerships via the Program Department Pre and post-testing Running Records (pre and post) and Observation Surveys New Teacher Induction Program (NTIP) Mentoring Program (observations, evaluations, surveys, etc.) Ministry of Education survey via University of Ottawa NTIP Individual Strategy Sheet SEF School Support Visits 	<ul style="list-style-type: none"> System Improvement Team Principal Learning Team Family of Schools' Superintendent School Improvement Teams Research, Assessment, and Evaluation Department Program Department Special Education Department Classroom Teacher Reading Recovery Teacher Primary Consultant Program Resource Teacher Educational Resource Teacher New Teacher Induction Program Steering Committee FOS Superintendent School Principals Special Needs Facilitator-AT 	<p>December 2012</p> <p>March 2013</p> <p>May 2013</p>

		<p>4.1 A culture of high expectations supports the belief that all students can learn, progress and achieve.</p> <p>4.2 A clear emphasis on high levels of achievement in literacy and numeracy is evident throughout the school.</p> <p>4.5 Instruction and assessment are differentiated in response to student strengths, needs and prior learning.</p>						
PLAN, DESIGN IMPLEMENTATION STRATEGIES						MONITORING STRATEGIES		
Needs Assessment	Smart Goals	SEF Indicators	Targeted, Evidence-based Strategies	Resources	Professional Learning	Monitoring Goals	Responsibility	Evaluation
	Between 2011 and 2013 to increase the percentage of Grade 10 students performing at or above the provincial standard on the OSSLT by <u>4%</u> to <u>89%</u> by June 2013.	<p>4.1 A culture of high expectations supports the belief that all students can learn, progress, and achieve.</p> <p>4.2 A clear emphasis on high levels of achievement in literacy and numeracy is evident throughout the school.</p> <p>4.5 Instruction and assessment are differentiated in response to student strengths, needs and prior learning.</p> <p>4.7 Timely and tiered interventions, supported by a team approach, respond to individual student learning needs.</p>	<ul style="list-style-type: none"> Implementation of the "Growing Success: Assessment, Evaluation and Reporting in Ontario Schools" guidelines in all schools. OSSLT/EQAO Practice Test. Implementation of OCA. 	<ul style="list-style-type: none"> School Effectiveness Framework (3.1) Ontario Software Acquisition Program Advisory Committee (OSAPAC) Web Resources "Growing Success" Policy document Elementary and Secondary Reporting Templates EDUGAINS website Niagara Catholic Policy on Assessment and Evaluation and Reporting School Information Centres E-books 	<ul style="list-style-type: none"> Principal Learning Teams Family of Schools' Meetings OSSLT Board Committee Secondary school Literacy Committees 	<ul style="list-style-type: none"> School Improvement Planning EQAO data analysis Research, Assessment and Evaluation Department 	<ul style="list-style-type: none"> Principal and School Improvement Planning Teams FOS Superintendent 	<p>December 2012</p> <p>March 2013</p> <p>May 2013</p>



NUMERACY

PLAN, DESIGN IMPLEMENTATION STRATEGIES					MONITORING STRATEGIES			
Needs Assessment	Smart Goals	SEF Indicators	Targeted, Evidence-based Strategies	Resources	Professional Learning	Monitoring Goals	Responsibility	Evaluation
<ul style="list-style-type: none"> To focus on the improvement of Mathematics: Primary, Junior and Grade 9. To practice multiple choice questions To differentiate instruction and assessments in Mathematics. To foster collaborative inquiry in all schools. 	<p>Between 2011 and 2013 to increase the percentage of primary students performing at or above the provincial standard in mathematics by <u>7%</u> to <u>80%</u> by June 2013.</p> <p>Between 2011 and 2013 to increase the percentage of junior students performing at or above the provincial standard in mathematics by <u>11%</u> to <u>75%</u> by June 2013.</p> <p>Between 2011 and 2013 to increase the percentage of Grade 9 students taking the Applied Mathematics course performing at or above the provincial standard in by <u>14%</u> to <u>50%</u> by June 2013.</p>	<p>2.1 Collaborative instructional leadership builds capacity to strengthen and enhance teaching and learning.</p> <p>2.2 Processes and practices are designed to deepen content knowledge and refine instruction to support student learning and achievement.</p> <p>2.4 Job-embedded inquiry-based professional learning builds capacity, informs instructional practice and contributes to a culture of learning.</p>	<ul style="list-style-type: none"> Collaborative Inquiry Learning for Mathematics expansion, K&S Appropriate selection of CLM teacher leader by site Principal. Diagnostic Completion of the Education Quality and Accountability Office Grade 9 Assessment of Mathematics Junior Math Intervention (JMI) Gross-panel network (Grade 8 and 9 teachers) Financial literacy focus Intermediate Mathletes Tournament Junior Math ERT Project 	<ul style="list-style-type: none"> Professional Learning Teams (site based) Junior Consultant Mathematics Coach Mathematics Consultant Mathematics Facilitators Program Resource Teacher Ministry of Education Student Achievement Officers EQAO Practice Assessments provided to all Grade 9 students Social Worker provided to select Grade 9 Applied Level Mathematics classrooms for additional student support. Sharing best practices Numeracy Professional Development session led by "Expert Teachers" Amended MCE/NTIP manuals Ontario Leadership Strategy Curriculum documents Math Scope and Sequence Planning Resource Numeracy Representatives Financial literacy resources 	<ul style="list-style-type: none"> Training for teachers in the Collaborative inquiry for Learning –Math (CLM) process sessions Job embedded PD sessions (site based) Math Subject Council meetings Secondary Principals' Meetings Professional Development Sessions Joint OECTA and NCSB workshops for new teachers Mentor and Protégé sessions Ministry of Education web conferences Ontario Leadership Strategy Network Hub Sessions Director's Meetings FOS Meetings Professional Development Sessions Gap Closing /Deci-Blocks Program and Subject Council Meetings Junior Math Intervention (JMI) Gross-panel network (Grade 8 and 9 Teachers) Numeracy Nuggets Elementary Professional Activity Day: November 2012 Training for ERTs in use of diagnostic assessment: Numeracy Nets 	<ul style="list-style-type: none"> Education Quality and Accountability Office (EQAO) Assessment Data School Improvement Team Administration Logs SEF School Support Visits SIP Visits Mathematics Subject Council Feedback Professional Development Surveys Secondary Mathematics teachers New Teacher Induction Program Mentoring program Ministry of Education survey via University of Ottawa NTIP Individual Strategy Sheet Research, Assessment and Evaluation Department FOS Superintendent School Principals and SIP Teams Program Resource Teacher, Numeracy facilitator 	<ul style="list-style-type: none"> Program Department School Support Teams School Improvement Teams FOS Superintendent Mathematics Subject Council Research, Assessment, and Evaluation Department Student Success Teachers Grade 9 Mathematic Teachers New Teacher Induction Program Steering Committee Network Leads FOS Superintendent School Principal and SIP Team Numeracy Representatives 	<p>December 2012</p> <p>March 2013</p> <p>May 2013</p>

PLAN, DESIGN IMPLEMENTATION STRATEGIES						MONITORING STRATEGIES		
Needs Assessment	Smart Goals	SEF Indicators	Targeted, Evidence-based Strategies	Resources	Professional Learning	Monitoring Goals	Responsibility	Evaluation
		4.5 Instruction and assessment are differentiated in response to strengths, needs and prior learning.	<ul style="list-style-type: none"> New Teacher Induction Program sessions in pedagogy will reflect the Teacher Learning Critical Pathways Collaborative Inquiry for Mathematics Implementation of the "Growing Success: Assessment, Evaluation and Reporting in Ontario Schools" guidelines in all schools. Implementation of EQAO School Improvement Planning Tool. 	<ul style="list-style-type: none"> "Growing Success" Policy document Elementary and Secondary Reporting Templates EDUGAINS website Niagara Catholic Policy and Guidelines on Assessment, Evaluation and Reporting 	<ul style="list-style-type: none"> Family of Schools' Superintendents Principals/Vice Principals Educational Resource Teachers Family of Schools' Meetings Director's Meetings 	<ul style="list-style-type: none"> Family of Schools' Superintendents School Improvement Planning Visits School Support Visits 	<ul style="list-style-type: none"> Family of Schools' Superintendents Principals/Vice Principals Consultant, Assessment, Evaluation and Reporting 	<p>December 2012</p> <p>March 2013</p> <p>May 2013</p>



PATHWAYS

PLAN, DESIGN IMPLEMENTATION STRATEGIES						MONITORING STRATEGIES		
Needs Assessment	Smart Goals	SEF Indicators	Targeted, Evidence-based Strategies	Resources	Professional Learning	Monitoring Goals	Responsibility	Evaluation
<ul style="list-style-type: none"> To re-culture students, parents and staff on the various pathway options available for all secondary schools. To continue to facilitate student and parent participation in transition programs. To implement the Transitional Age Youth protocol in coordination with community agencies to improve transitional planning for students with special educational needs. 	<p>Between 2011 and 2013 to ensure that all teachers implement pathways, options, and transition programs in order to align and design initiatives to achieve a graduation rate of 85% by June 30, 2013.</p> <p>Between 2011 and 2013 to increase the percentage of students receiving a "Red Seal" Specialist High Skills Major designation by 5% by June 30, 2013.</p> <p>Between 2011 and 2013 to retain 100% of Grade 8 students to Catholic secondary schools by June 30, 2013.</p>	<p>5.1 Programs, pathways, and career planning meet the learning needs and interests of all students.</p> <p>5.2 Authentic learning experiences and experiential learning are built into all subject areas and programs.</p> <p>5.3 Students, parents, and teachers understand the full range of pathways, options programs and supports that are available.</p> <p>5.4 Students have opportunities to build on in-school and out-of-school experiences and activities to further explore personal interests, strengths and career options.</p> <p>6.4 Learning opportunities, resources and supports are provided to help parents support student learning and have productive parent-teacher-student conversations.</p>	<ul style="list-style-type: none"> To identify and track students interested in SHSM at the senior division. Tracking, monitoring and reporting of Grade 10 intention sheets. To hold Cross Panel Team Meetings <ul style="list-style-type: none"> School level Class level To implement Career Education with the Ministry's Annual Education Plan (AEP) Electronic format by utilizing the software program "Career Cruising" with Grade 7 students. To continue with the implementation of AEP with students in Grades 8 to 10. 	<ul style="list-style-type: none"> Individual Support Plan SHSM booklet outlining sectors and expectations distributed to all secondary schools SHSM Website Grade 10 Tracking Tool School Indicator data Promotional SHSM video Information gathered from partner Boards in the London Region TAY Protocol Children Services Sector Forum membership Student Support Leadership Initiative 	<ul style="list-style-type: none"> Student Success Lead acts as a resource to Secondary Schools' Student Success Teams Meetings with partners and Student Success Secondary School Student Success Team meetings Secondary Principals' meetings NTIP Program addressing Student Success strategies Site based SHSM team meetings: one per semester Community Services Information evening session 	<ul style="list-style-type: none"> Student Success Tracking Tools Implementation of Student Success programs Regular benchmarks and checkpoints Periodic reporting to the Ministry of Education Individual Education Plan 	<ul style="list-style-type: none"> Student Success Team Student Success Lead Technology/ SHSM Consultant Student Success Teachers Administrator of Staff Development Elementary and Secondary Principals Family of Schools' Superintendent Special Education Classroom Teachers 	<p>December 2012</p> <p>March 2013</p> <p>May 2013</p>

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
NOVEMBER 13, 2012**

PUBLIC SESSION

**TOPIC: NIAGARA CATHOLIC PARENT INVOLVEMENT COMMITTEE
(NCPIC) CONFERENCE 2012**

The report on the Niagara Catholic Parent Involvement Committee (NCPIC)
Conference 2012 is presented for information.

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: November 13, 2012



REPORT TO THE COMMITTEE OF THE WHOLE MEETING NOVEMBER 13, 2012

NIAGARA CATHOLIC PARENT INVOLVEMENT COMMITTEE (NCPIC) CONFERENCE 2012

BACKGROUND INFORMATION

The Niagara Catholic District School Board and the Niagara Catholic Parent Involvement Committee presented the Annual Catholic School Councils' Conference for Catholic School Councils and Parents and Guardians on Saturday, November 3, 2012 at Notre Dame College School with the theme of "What it means to be a Niagara Catholic Parent in 2012".

Mass, with the commissioning of the Niagara Catholic Parent Involvement Committee was celebrated by Bishop Bergie and con-celebrated by Fr. Peter Rowe. Mary-Jo Au, Chair of the Niagara Catholic Parent Involvement Committee and John Crocco, Director of Education, greeted all participants and thanked them for their continued support of parent engagement in the Niagara Catholic District School Board.

Eight workshops on various topics such as "Why It's Cool to be Catholic", "Helping Our Children to Grieve Well", "Planning for Post-Secondary Education", "Children's Mental Health -From the Family Perspective", "Courageous Parenting-Daring To Do What's Right Not What's Popular", "Parenting Resources-e-Learning", "Communication between Home and School", and "Family Faith Matters!", were well received by all participants.

The conference concluded with a luncheon provided for all in attendance.

The Niagara Catholic Parent Involvement Committee would also like to acknowledge the support of the fourteen (14) community partners who participated in the conference and to all Principals and Vice-Principals for their continued support of parent engagement with Catholic School Councils in the Niagara Catholic District School Board.

The report on the Niagara Catholic Parent Involvement Committee (NCPIC)
Conference 2012 is presented for information.

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: November 13, 2012

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
NOVEMBER 13, 2012**

PUBLIC SESSION

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

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

Prepared by: Mark Lefebvre, Superintendent of Education
Presented by: Mark Lefebvre, Superintendent of Education
Approved by: John Crocco, Director of Education
Date: November 13, 2012



REPORT TO THE BOARD MEETING NOVEMBER 13, 2012

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

BACKGROUND INFORMATION

The Extended Overnight Field Trip, Excursion and Exchange Approval Committee continues to review proposals for 2012-2013 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	-	Jeff Smith
1 Secondary School Vice-Principal	-	Andrew Bartley
1 Elementary School Principal	-	Steve Ward
1 Student Achievement 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, November 13, 2012. (Appendix A)

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

Prepared by: Mark Lefebvre, Superintendent of Education
Presented by: Mark Lefebvre, Superintendent of Education
Approved by: John Crocco, Director of Education
Date: November 13, 2012

EXECUTIVE SUMMARY

Appendix A

Extended Overnight Field Trip, Excursion and Exchange Committee Approval – 2012-2013

SCHOOL	TYPE	APPROVAL REQUIRED	DESTINATION	CURRICULUM UNIT/THEME	EDUCATION VALUE	DATE	NUMBER OF STUDENTS, STAFF & CHAPERONES ON TRIP	DURATION	COST (APPROX)	TRANSPOR -TATION
Notre Dame College School	Extended Overnight Field Trip	Superintendent and Extended Overnight Field Trip Committee	Chicago, Illinois, USA	Arts	To explore career opportunities in the arts and to reinforce concepts and theories taught in the classroom.	May 29 – June 2, 2013	50 students 4 staff	4 nights 5 days (3 school days)	\$700.00 – transportation, accommodations, breakfast @ hotel, all admission fees to all attractions Additional spending money Total – \$850.00 (approx.)	Coach

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
NOVEMBER 13, 2012**

PUBLIC SESSION

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

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

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: November 13, 2012



REPORT TO THE COMMITTEE OF THE WHOLE MEETING NOVEMBER 13, 2012

STAFF DEVELOPMENT DEPARTMENT PROFESSIONAL DEVELOPMENT OPPORTUNITIES

BACKGROUND INFORMATION

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

The following is a listing of activities that will be occurring during the period November 14, 2012 through December 4, 2012.

Wednesday, November 14, 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.

Thursday, November 15, 2012

Elementary and Secondary Library Technicians

- An annual opportunity for this group of support staff to meet with their counterparts from the co-terminus Board to share ideas and best practices as well as, collaborate on purchasing resources for our Board's Library Resource Centres.

Friday, November 16, 2012

System-Wide Professional Activity Day

- A full day of professional development opportunities for academic teaching and support staff as well as non-academic support staff to attend several workshops throughout the day designed to assist them in their respective roles.

Tuesday, November 20, 2012

Elementary and Secondary Core French Teachers – Ministry of Education Training

- A workshop designed by the Ministry of Education for this group of teachers to represent our Board at its annual *Common European Framework of Reference* training in the regulations and expectations involved in teaching core French.

Wednesday, November 21, 2012

Primary and Junior Teachers of Mathematics – Context for Learning Mathematics

- The third in 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.

Friday, November 23, 2012

Kindergarten to Grade 8 Teachers at St. Mark Catholic Elementary School- Co-operative Learning

- A workshop designed to assist this group of teachers to explore Co-operative Learning structures that exist in the classroom as a way of building a Catholic Learning Community which will capitalize on individual strengths in improving student achievement.

Monday, November 26, 2012

Grade 3-6 Teachers at St. John, St. Thomas More, St. Andrew and St. Mary (Welland) Catholic Elementary Schools – Junior Intervention in Mathematics

- A workshop designed to implement and support successful intervention practices in order to close the gap in students' achievement in Mathematics.

Tuesday, November 27, 2012

Elementary and Secondary Teachers –New Teacher Induction Program (NTIP)

- The third workshop this year for teachers involved in this Ministry of Education mandated program that will explore the benefits of mentoring and an investigation into the individual roles of the stakeholders in NTIP viz., Protégé, mentor and principal. One half of the workshop will also be devoted to Assessment and Evaluation.

Thursday, November 29, 2012

Secondary Secretaries – OnSIS

- A first of a two-day 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.

Senior Administrators, Elementary and Secondary School Administrators – Human Resources Certification – Session 2 – Mental Health and Teacher Performance Appraisal (TPA)

- A two-part workshop designed for these groups of administrators to complete their Mental Health Certification program with an interactive session featuring Dr. Ian Manion the founder of “*Youth Net/Réseau Ado (YN/RA) Ottawa*,” a bilingual regional mental health promotion and intervention program, run by youth for youth.

The second part of the day will feature a refresher course on Teacher Performance Appraisal (TPA), new Ministry of Education and the use of the accompanying technology.

Friday, November 30, 2012

Secondary Secretaries – OnSIS

- The second of a two-day 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: November 13, 2012

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
NOVEMBER 13, 2012**

PUBLIC SESSION

TOPIC: CAPITAL PROJECT UPDATE

The Capital Project Update
is presented for information

Prepared by: Scott Whitwell, Controller of Facilities Services
Presented by: Scott Whitwell, Controller of Facilities Services
Approved by: John Crocco, Director of Education
Date: November 13, 2012



REPORT TO COMMITTEE OF THE WHOLE MEETING NOVEMBER 13, 2012

CAPITAL PROJECTS PROGRESS REPORT

BACKGROUND INFORMATION

Individual progress reports for capital projects are presented as follows:

In Progress

Appendix A	Blessed Trinity Catholic Secondary School (Gr.)
Appendix B	Mary Ward Catholic Elementary School (NF)
Appendix C	Saint Michael Catholic High School (NOTL)
Appendix D	St. Alexander Catholic Elementary School
Appendix E	St. Andrew Catholic Elementary School
Appendix F	St. John Catholic Elementary School (B)
Appendix G	St. Kevin Catholic Elementary School
Appendix H	St. Martin Catholic Elementary School
Appendix I	St. Philomena Elementary School (FE)

The Capital Projects Progress Report is presented for information.

Prepared by: Scott Whitwell, Controller of Facilities Services
Presented by: Scott Whitwell, Controller of Facilities Services
Approved by: John Crocco, Director of Education
Date: November 13, 2012



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
CAPITAL PROJECT PROGRESS REPORT
NOVEMBER 13, 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 November 2012 completion.

Project Funding:

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

\$11,329,915

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 Costs:

	Budget	Paid	Forecast
Contract, Phase 1	1,435,925	1,440,130	1,440,130
Contract, Phase 2	7,873,905	6,729,156	6,835,375
Contract, Phase 3	0	441,541	700,808
Fees & Disbursements	880,000	1,082,019	1,144,790
Furniture & Equipment	700,085	241,042	176,816
Other Project Costs	440,000	293,423	1,031,996
	\$11,329,915	\$10,227,311	\$11,329,915

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	September 2012
Construction, Phase 3	November 2012	November 2012
Occupancy	September 4, 2012	4 September 2012
Official Opening & Blessing	December 17, 2012	

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
NOVEMBER 13, 2012**

APPENDIX B

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
Facilities Renewal	265,916
	\$700,500

Project Costs:

	Budget	Paid	Forecast
Construction Contract	562,500	0	562,500
Fees & Disbursements	59,000	44,005	59,000
Furniture & Equipment	25,000	0	25,000
Other Project Costs	54,000	9,831	54,000
	\$700,500	\$53,836	\$700,500

Project Timelines:

	Scheduled Completion	Actual Completion
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 Labbancz
Superintendent	Mark Lefebvre
Principal	Domenic Massi



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
CAPITAL PROJECT PROGRESS REPORT
NOVEMBER 13, 2012**

APPENDIX C

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
Facilities Renewal	400,000

\$5,927,880

Project Costs:

	Budget	Paid	Forecast
Construction Contract	4,760,323	0	4,760,323
Fees & Disbursements	544,037	21,656	544,037
Furniture & Equipment	204,820	0	204,820
Other Project Costs	418,700	1,131	418,700
	<u>\$5,927,880</u>	<u>\$22,787</u>	<u>\$5,927,880</u>

Project Timelines:

	Scheduled Completion	Actual Completion
Funding Approval	July 7, 2011	July 7, 2011
Ministry Approval (space)	December 2011	March 9, 2012
Architect Selection	January 30, 2012	March 22, 2012
Design Development	March 2012	October 2012
Contract Documents	May 2013	
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
NOVEMBER 13, 2012**

APPENDIX D

ST. ALEXANDER CATHOLIC ELEMENTARY SCHOOL

Scope of Project:

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

Current Status: Architects have been appointed and schematic designs are being prepared.



Project Information:

New Area to be Constructed	1,339	sq. ft.
Existing Area to be Renovated	0	sq. ft.
Total New Facility Area	1,339	sq. ft.
Total Site Area	4.98	acres
Pupil Places Added	26	students
New Facility Capacity	411	students

Project Funding:

FDK Grant	479,925
	\$479,925

Project Costs:

	Budget	Paid	Forecast
Construction Contract	312,065		312,065
Fees & Disbursements	31,200		31,200
Furniture & Equipment	4,000		4,000
Other Project Costs	45,000		45,000
	\$392,265	\$0	\$392,265

Project Timelines:

	<u>Scheduled Completion</u>	<u>Actual Completion</u>
Funding Approval	December 12, 2011	December 12, 2011
Architect Selection	April 12, 2012	
Design Development	November 07, 2012	
Contract Documents	December 13, 2012	
Tender & Approvals	January 31, 2013	
Construction	August 2013	
Occupancy	September 2013	
Official Opening & Blessing		

Project Team:

Architect	Venerino V. P. Panici Architect Inc
General Contractor	TBD
Project Manager	Tunde Labbancz
Superintendent	Lee Ann Forsyth-Sells
Principal	Irene Ricci



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
CAPITAL PROJECT PROGRESS REPORT
NOVEMBER 13, 2012**

APPENDIX E

ST. ANDREW CATHOLIC ELEMENTARY SCHOOL

Scope of Project:

Expansion of an existing classroom for a new full day early leaning kindergarten classroom.

Current Status: Architects have been appointed and schematic designs are being prepared.



Project Information:

New Area to be Constructed	0	sq. ft.
Existing Area to be Renovated	3,835	sq. ft.
Total New Facility Area	3,835	sq. ft.
Total Site Area	4.6	acres
Pupil Places Added	6	students
New Facility Capacity	394	students

Project Funding:

FDK Grant	239,962
Facilities Renewal	108,038
	\$348,000

Project Costs:

	Budget	Paid	Forecast
Construction Contract	285,000		285,000
Fees & Disbursements	28,500		28,500
Furniture & Equipment	12,000		12,000
Other Project Costs	22,500		22,500
	\$348,000	\$0	\$348,000

Project Timelines:

	<u>Scheduled Completion</u>	<u>Actual Completion</u>
Funding Approval	December 12, 2011	December 12, 2011
Architect Selection	April 12, 2012	
Design Development	November 97, 2012	
Contract Documents	December 11, 2012	
Tender & Approvals	January 24, 2013	
Construction	August 2013	
Occupancy	September 2013	
Official Opening & Blessing		

Project Team:

Architect	Chapman Murray Associate Architects Inc.
General Contractor	TBD
Project Manager	Tunde Labbanicz
Superintendent	Lee Ann Forsyth-Sells
Principal	Carla Bianco



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
CAPITAL PROJECT PROGRESS REPORT
NOVEMBER 13, 2012**

APPENDIX F

ST. JOHN CATHOLIC ELEMENTARY SCHOOL

Scope of Project:

Construction of two new purpose built kindergarten rooms for the full day early learning program.

Current Status: Architects have been appointed and schematic designs are being prepared.



Project Information:

New Area to be Constructed	3,800	sq. ft.
Existing Area to be Renovated	0	sq. ft.
Total New Facility Area	3,800	sq. ft.
Total Site Area	9.27	acres
Pupil Places Added	52	students
New Facility Capacity	311	students

Project Funding:

FDK Grant	959,850
Facilities Renewal	42,350
	<u>\$1,002,200</u>

Project Costs:

	Budget	Paid	Forecast
Construction Contract	881,100		881,100
Fees & Disbursements	88,100		88,100
Furniture & Equipment	10,000		10,000
Other Project Costs	23,000		23,000
	<u>\$1,002,200</u>	<u>\$0</u>	<u>\$1,002,200</u>

Project Timelines:

	<u>Scheduled Completion</u>	<u>Actual Completion</u>
Funding Approval	December 12, 2011	December 12, 2011
Architect Selection	April 12, 2012	
Design Development	November 07, 2012	
Contract Documents	December 14, 2012	
Tender & Approvals	February 04, 2013	
Construction	August 2013	
Occupancy	September 2013	
Official Opening & Blessing		

Project Team:

Architect	Grguric Architects Incorporated
General Contractor	TBD
Project Manager	Tunde Labbanicz
Superintendent	Yolanda Baldasaro
Principal	Emma Fera Massi



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
CAPITAL PROJECT PROGRESS REPORT
NOVEMBER 13, 2012**

APPENDIX G

ST. KEVIN CATHOLIC ELEMENTARY SCHOOL

Scope of Project: Design and construction of a single classroom addition and expansion of an existing classroom to be a new full day early learning kindergarten classroom.

Current Status: Architects have been appointed and schematic designs are being prepared.



Project Information:

New Area to be Constructed	3,685	sq. ft.
Existing Area to be Renovated	2,580	sq. ft.
Total New Facility Area	6,265	sq. ft.
Total Site Area	4.2	acres
Pupil Places Added	32	students
New Facility Capacity	417	students

Project Funding:

FDK Grant	719,888
Facilities Renewal	188,612
	\$908,500

Project Costs:

	Budget	Paid	Forecast
Construction Contract	770,000		770,000
Fees & Disbursements	77,000		77,000
Furniture & Equipment	20,000		20,000
Other Project Costs	41,500		41,500
	\$908,500	\$0	\$908,500

Project Timelines:

	Scheduled Completion	Actual Completion
Funding Approval	December 12, 2011	December 12, 2011
Architect Selection	April 12, 2011	
Design Development	November 07, 2012	
Contract Documents	December 11, 2012	
Tender & Approvals	January 24, 2013	
Construction	August 2013	
Occupancy	September 2013	
Official Opening & Blessing		

Project Team:

Architect	Chapman Murray Associate Architects Inc.
General Contractor	TBD
Project Manager	Tunde Labbanicz
Superintendent	Lee Ann Forsyth-Sells
Principal	Acting Principal, Branka Jones



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
CAPITAL PROJECT PROGRESS REPORT
NOVEMBER 13, 2012**

APPENDIX H

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. Ministry of Education approved funding for purchase of property. Township holding public open house on November 14, 2012 to hear concerns about proposed change in zoning.



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
Land Purchase	100,000
	<u>\$9,530,364</u>

Project Costs:

	Budget	Paid	Forecast
Site Purchase	100,000		100,000
Construction Contract	7,479,925	0	7,479,925
Fees & Disbursements	900,000	58,226	900,000
Furniture & Equipment	100,000	0	100,000
Other Project Costs	950,439	34,177	950,439
	<u>\$9,530,364</u>	<u>\$92,403</u>	<u>\$9,530,364</u>

Project Timelines:

	<u>Scheduled Completion</u>	<u>Actual Completion</u>
Funding Approval	July 7, 2011	July 7, 2011
Ministry Approval (space)	December, 2011	February 14, 2012
Architect Selection	January 30, 2012	March 22, 2012
Design Development	March, 2012	
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
NOVEMBER 13, 2012**

APPENDIX I

ST. PHILOMENA CATHOLIC ELEMENTARY SCHOOL

Scope of Project: Expansion of an existing classroom to be a new full day early learning kindergarten classroom.

Current Status: Architects have been appointed and schematic designs are being prepared.



Project Information:

New Area to be Constructed	0	sq. ft.
Existing Area to be Renovated	3,850	sq. ft.
Total New Facility Area	3,850	sq. ft.
Total Site Area	10.55	acres
Pupil Places Added	6	students
New Facility Capacity	233	students

Project Funding:

FDK Grant	239,962
Facilities Renewal	49,938
	\$289,900

Project Costs:

	Budget	Paid	Forecast
Construction Contract	199,400	4,072	199,400
Fees & Disbursements	27,000		27,000
Furniture & Equipment	28,000		28,000
Other Project Costs	35,500		35,500
	\$289,900	\$4,072	\$289,900

Project Timelines:

	Scheduled Completion	Actual Completion
Funding Approval	December 12, 2011	December 12, 2011
Architect Selection	April 12, 2012	
Design Development	November 07, 2012	
Contract Documents	December 10, 2012	
Tender & Approvals	January 22, 2013	
Construction	August 2013	
Occupancy	September 2013	
Official Opening & Blessing		

Project Team:

Architect	Quartek Group Inc.
General Contractor	TBD
Project Manager	Tunde Labbanicz
Superintendent	Lee Ann Forsyth-Sells
Principal	Robert Grand

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
NOVEMBER 13, 2012**

PUBLIC SESSION

**TOPIC: TRUSTEE INFORMATION
SPOTLIGHT ON NIAGARA CATHOLIC – OCTOBER 23, 2012**



Spotlight

on NIAGARA CATHOLIC

Nurturing Souls & Building Minds

www.niagaracatholic.ca

October 23, 2012



New Netbook for Saint Francis Student Following Golf Classic



Each year, the names of all 2,000 Niagara Catholic graduating students are entered into a draw for a new computer during the annual Niagara Foundation for Catholic Education Charity Golf Classic, held each September. The name of one student is drawn during dinner. This year's recipient, Taylor DeMontbrun, received an HP Envy notebook, courtesy of HP Financial Services and Telecom Computer during a recent presentation at her school. In the photo, from left, are: Saint Francis Catholic Secondary School Vice-Principal Kevin Timmins; Niagara Catholic Director of Education John Crocco; Taylor DeMontbrun, the recipient of the new HP Envy Notebook; Maria Anania, Fundraiser for the Niagara Foundation for Catholic Education; Saint Francis Vice-Principal Thomas Marshall; Arlene Ferguson from Telecom Computer and Saint Francis Principal Ken Griepsma.

Annual Pilgrimage Set for Sunday

Niagara Catholic high school students, staff, trustees, family members and senior students from Catholic elementary schools within their family of schools will take to the streets on Sunday, October 28th for Niagara Catholic's 37th Annual Pilgrimage.

The first Pilgrimage was held by students at Notre Dame College School in 1975. Today, approximately 4,000 participants representing all eight Niagara Catholic secondary schools continue this rich tradition of generosity, which has its foundations in Jesus' words in the Gospel of Matthew, "Whatever you did for the least of these brothers and sisters of mine, you did for me."

To date, Niagara Catholic has raised \$5.8 million for social justice programs in developing nations around the world through the Pilgrimage. In addition to raising funds, schools are involved in supporting various initiatives through the donation of clothing, equipment and supplies.

Over the years, students and staff have travelled to their project location to work with children, youth and senior citizens.

Two Policies Approved by Board

During the October 23rd Board Meeting, Niagara Catholic's Board of Trustees approved revisions to the Assignment of Principals and Vice-Principals Policy (202.1) and Attendance Area Policy (301.3).

The revisions to these two Policies were done in accordance with the Board's commitment to an ongoing, cyclical review of Policies to ensure that they continue to comply with the Ministry of Education and meet the needs of the Board.

The revised Policies are now available on the Board website, niagaracatholic.ca.

Catholic School Councils' Conference November 3

Niagara Catholic and the Niagara Catholic Parent Involvement Committee will host the 2012 Catholic School Councils' Conference at Notre Dame College School on November 3.

This year's event focuses on the theme

"What It Means to be a Niagara Catholic Parent in 2012."

The program will begin at 8:45 a.m., followed by a Mass at 9 a.m. There will be two workshops and lunch before the event concludes at 2 p.m.

The Institute for Catholic Education (ICE) is seeking responses for graduates of a Catholic secondary school for a survey it is conducting on Catholic education. To participate, visit www.niagaracatholic.ca.



www.beyondcatholicgraduation.com

School Excellence Program

FOCUS on

Father Hennepin Catholic Elementary School

Father Hennepin Catholic Elementary School in Niagara Falls was named for Father Louis Hennepin, a Franciscan Friar from Belgium who was sent to New France as a missionary in 1675. In 1679, he sailed through the Great Lakes en route to Western Canada and saw Niagara Falls. Four years later, he published "A New Discovery," which is believed to be the first recorded description of Niagara Falls. The school, located on Churchill Street, is the closest Niagara Catholic school in the city to the Falls and so was named for the man often credited with discovering them.

The school had six classrooms when it first opened in in 1957. Father Hennepin school was expanded and renovated in 1980 to accommodate students in JK through Grade 8. Today, 239 students from 174 families attend class at Father Hennepin Catholic Elementary School.

During the School Excellence portion of the October 23rd Board Meeting, Principal Marcel Jacques was joined by members of his school community to share the many wonderful things that happen at Father Hennepin throughout the year.

Academic achievement is very important to the staff and students at Father Hennepin. On the recent EQAO assessments, students performed far above the provincial average in reading, writing and mathematics.

Staff continue to work towards growing that level of academic success. To do that, they integrate new technology through the use of SMART boards and the Internet to participate in live broadcasts of events happening at home and around the world.

The Mathematics Project provides targeted numeracy support for Grade 4 students and the P-3 Homework Club for students in Grades 7 and 8 allowing them with homework help and clarification on work they have done to prevent them from falling behind.

There are many activities available to students at Father Hennepin Catholic Elementary School, including the Chess Club, Eco Club and Scrabble Club and all manners of sports.

The Stop Now and Plan (SNAP) Program provides students on alternative ways to deal with difficult situations so they don't act out. Students also take part in various artistic opportunities, such as art workshops and last year offered students the chance to take part in a production of The Wizard of Oz and a talent show.

Father Hennepin has a strong connection with its parish church, Our Lady of Peace. Father Thomas Hakala guides students on their spiritual journey throughout elementary school, culminating with students receiving the Sacrament of Confirmation in Grade 8.

Students put their faith into action by participating in events which raise funds for various Catholic organizations at home and abroad, as well as the annual Kids Helping Kids campaign for the Niagara Peninsula Children's Centre.

Parents complete the home-school and church triad, and Father Hennepin school is fortunate to have a strong Catholic School Council to assist with projects in the school and with fundraising. The Breakfast Club, organized by a parent volunteer, ensures that students are well-fed and ready to learn at the start of the day and parents often assist in classrooms and on trips.

Father Hennepin truly does live up to its motto: "A school with vision, seeing above and beyond."



Students from Father Hennepin presented parts of their spring play, "The Wizard of Oz," at Niagara Square during Catholic Education Week.



SMART boards are among the many different types of technology staff at Father Hennepin use in the classroom.

The Playing and Learning to Socialize (PALS) program (right) brings together older and younger students.



Cross Country is among the many sports and activities available to students.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
NOVEMBER 13, 2012**

PUBLIC SESSION

**TOPIC: TRUSTEE INFORMATION
CALENDAR OF EVENTS – NOVEMBER 2012**

November 2012

SUN MON TUE WED THU FRI SAT



				1 All Saints' Day	2 All Souls' Day	3 NCPIC Annual Conference St. Charles 60th Anniversary Mass
4 St. Charles 60th Anniversary Open House Daylight Savings Time ends	5 National Technology Week >>	6	7 SEAC Mtg Take Our Kids to Work Day	8 Faith Formation NCPIC Mtg	9 Random Act of Kindness Day	10
11 	12	13 CW Mtg	14 Celebrating Junior Artists – 2012 Opening Gala	15 Faith Formation	16 Elem & Sec PA Day Int'l Day for Tolerance	17
18 Bullying Awareness & Prevention Week >>	19	20 Universal Child & National Child Days 	21	22 Annual Spelling Bee	23	24
25 Int'l Day for the Elimination of Violence Against Women	26	27 Policy Committee Mtg & Board Mtg	28	29	30	



Niagara Catholic
District School Board

Events posted at
niagaracatholic.ca

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
NOVEMBER 13, 2012**

PUBLIC SESSION

**TOPIC: TRUSTEE INFORMATION
2013 OCSTA LABOUR RELATIONS SEMINAR**



VIA EMAIL

October 24, 2012

MEMO TO: Trustees, Directors of Education, Business Officials and Human Resources Personnel
Catholic District School Boards

FROM: Mike McPhee, Coordinator, Labour Relations

RE: **2013 OCSTA Labour Relations Seminar**

We are pleased to invite you to attend OCSTA's Labour Relations Seminar on January 17, 2013 at the Doubletree by Hilton – Toronto Airport Hotel. The Seminar will start with registration at 11:30 a.m. followed by lunch at 12:00 p.m. The session will begin at 1:00 p.m. sharp and will conclude at 5:00 p.m. The cost for attending this seminar is \$152.55 (\$135.00 + \$17.55 HST).

This facilitated and interactive half-day seminar will address OCSTA's position with respect to the bargaining model to be used for the next set of negotiations.

These negotiations could be in 2014 or 2015. The Ministry has indicated that there will be consultation on the model to be used. Part of the discussion will be the role of the local school board, the role of OCSTA and the role of the Ministry of Education.

The objective of the January 17th seminar will be to provide input into a model that reflects the OCSTA position which will ultimately be conveyed to the Ministry during the consultation process. There is a reference in the current Memorandum of Understanding (MoU) to a new model being in place by January 2014.

We look forward to meeting with you in order to move forward in a unified and strategic manner as we approach the potential of a legislated and regulatory framework for the next round of bargaining.

If needed, reservations can be made online at the [Doubletree by Hilton – Toronto Airport Hotel](#) or by calling the hotel directly at 416-244-1711 or 1-800-668-3656. The OCSTA special rate starts at \$135.00 plus applicable taxes.

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

Thank you.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
NOVEMBER 13, 2012**

PUBLIC SESSION

**TOPIC: TRUSTEE INFORMATION
2013 OCSTA ANNUAL GENERAL MEETING (AGM)
& CONFERENCE**



Ontario Catholic School
Trustees' Association

OCSTA 83rd Annual General Meeting & Conference

May 2 to 4, 2013



Location:

**Doubletree by Hilton – Toronto Airport Hotel
655 Dixon Road
Toronto, Ontario, M9W 1J3**

Featured Speakers Include:

Silken Laumann, Olympian, Inspirational Speaker and Author

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Meals and Receptions	3
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Elections	4
Plenaries, Workshops and Business Sessions	5



Dates to Remember

Deadline Date	Action
January 9, 2013 12:00 p.m. (EST)	Deadline for Trustee Award of Merit nominations.
January 31, 2013	Deadline for Resolutions from Boards.
March 21, 2013	Deadline for 'Early Bird' registration discount (full payment must be received in the OCSTA office by this date). No exceptions.
March 28, 2013	Deadline for full refund of registration fees.
April 4, 2013 10:00 a.m. (EST)	Deadline for nominations for: <ul style="list-style-type: none"> • OCSTA Regional Directors (<i>Region Numbers 1, 2, 3, 4, 5, 9, 10 & 11</i>) If however, no nominations for the positions of OCSTA Regional Directors are received at the Corporation Head Office within the time so limited, nominations shall remain open for that particular region for which no nomination had been received, until but not later than two hours and fifteen minutes prior to the time fixed in the Notice of Meeting for the call to order of the first plenary session at the Annual Meeting.
April 11, 2013	Deadline for full refund of Additional Annual Dinner Ticket cancellation.
Doubletree by Hilton Deadline Date: April 9, 2013	Hotel rooms held in the OCSTA block at the Doubletree by Hilton – Toronto Airport Hotel will be released to the public.
May 1, 2013 10:00 a.m. (EST)	Deadline for receipt of Proxy Forms in OCSTA office.
May 3, 2013 10:00 a.m.	All proxy badges must be obtained from staff at the OCSTA Registration Desk. Proxies not collected by the deadline will be deemed invalid.

Delegate Registration Information

Conference Registration Fees

Early Bird Fee (until March 21, 2013)
\$665.57 (\$589.00 + \$76.57 HST)
Full payment must be received in the OCSTA office by this date. No exceptions.

Regular Fee (after March 21, 2013)
\$733.37 (\$649.00 + \$84.37 HST)

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

Additional Annual Dinner Ticket
\$101.70 (\$90.00 + \$11.70 HST)

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

Registration

Please click [here](#) for the on-line registration form.

Submit payment to:

Attn: Ashlee Cabral
OCSTA
1804 – 20 Eglinton Avenue West
P.O. Box 2064
Toronto, ON M4R 1K8

Please make cheques payable to OCSTA.

Note: There is no cost for attending business sessions only. However, individuals must register before **April 18, 2013**, so that identification badges may be prepared. Requests for a reduction in fees for partial attendance will not be accepted.

Name Badges

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

Conference Kits

Conference kits contain information about the conference and business sessions and will be distributed to delegates as they register. The kit will include:

- Conference program
- Resolutions package
- List of delegates
- Copy of auditor's report
- Other material as appropriate.

Cancellations

Registration Fees:

Up to March 28, 2013 – full refund

March 29 to April 4, 2013 – 25% of the registration fee will be charged.

April 5 to April 11, 2013 – 50% of the registration fee will be charged.

After April 11, 2013 – no refund, under any circumstances will be issued – substitutions are welcomed.

Additional Annual Dinner Ticket:

A full refund will be issued for cancellations received by **April 11, 2013**. No refunds will be issued after that date – substitutions are welcomed.

All cancellations must be submitted to Ashlee Cabral by email at acabral@ocsta.on.ca or fax at 416-932-9459.

Hotel Registration

Room Rates

A room block has been set aside at the following hotel:

Doubletree by Hilton – Toronto Airport Hotel
Room Rate: Starting at \$135.00 + applicable taxes (single or double occupancy)
Telephone: 416-244-1711 or 1-800-668-3656
Online Reservations: [Doubletree by Hilton](#)
Deadline Date: April 9, 2013

When making reservations by telephone, in order to secure the special rate, guests must identify themselves as members of the Ontario Catholic School Trustees' Association.

IMPORTANT NOTES:

Early and late 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

Meals and Receptions

May 2 to 4

Following is a summary of the receptions and meals planned for OCSTA's 83rd AGM & Conference. Meeting session details will be included in the official conference program.

Receptions

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

May 2

- **Meet & Greet** (Light Supper)
- **Opening Reception:** *immediately following the Keynote Presentation.*

May 3

- **Annual Dinner Reception**

Meals

The registration fee for delegates covers the cost of all meals offered during the OCSTA AGM & Conference. See official conference program for times.

May 3

- **Breakfast**
- **Delegate Luncheon**
- **Annual Dinner**

May 4

- **Breakfast**

If you have any Special Dietary needs (not preferences), please notify Margaret Binns, OCSTA Office Administrator, at mbinns@ocsta.on.ca by no later than April 11, 2013.

Eucharistic Celebration

The Eucharistic Celebration will be held on Friday, May 3, 2013 at 5:00 p.m. in International A & B rooms.

Elections

Nominations

Nominations are open for the following:

- **OCSTA Regional Director**
(Region Numbers 1, 2, 3, 4, 5, 9, 10 & 11)

A nomination form is attached and additional forms may be reproduced locally as required. The deadline date for nominations is **10:00 a.m. (EST) on April 4, 2013.**

A list of all nominations received in the OCSTA office by **April 4, 2013** will be distributed to all member boards no later than **April 5, 2013.**

If however, no nominations for the positions of OCSTA Regional Directors are received at the Corporation Head Office within the time so limited, nominations shall remain open for that particular region for which no nomination had been received, until but not later than two hours and fifteen minutes prior to the time fixed in the Notice of Meeting for the call to order of the first plenary session at the Annual Meeting.

Voters' List

All trustees are deemed to be Trustee Members of the Association and are eligible to vote. A list of Trustee Members in each Region, based on existing records, will be emailed separately to all boards. Boards will be asked to verify the information and advise OCSTA of any changes.

Proxy Votes

Trustee Members who cannot attend the Annual Meeting may appoint a proxy to vote on their behalf. We have outlined below some rules governing the appointment of proxies.

NOTE: No appointment as proxy shall entitle any individual to vote at any meeting of the Members unless the appointment:

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

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

The deadline date for receipt of Proxy Forms in the OCSTA office is **10:00 a.m. (EST) May 1, 2013.**

Plenaries, Workshops and Business Sessions

Plenaries and Workshops

Details of plenaries and workshops will be included in the official conference program.

Resolutions

The resolutions process provides member boards with the opportunity to bring important issues that have provincial implications to the attention of all trustees in the province. The deadline date for receipt of resolutions in the OCSTA office is **January 31, 2013**.

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

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

Business Sessions consist of:

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

Times and details of all sessions will be included in the official conference program.

Note: There is no cost for attending business sessions only. However, meals are not provided and individuals must register before **April 18, 2013**, so that identification badges may be prepared.



OCSTA 2013 Conference – Preliminary Program

Theme: “You Raise Me Up!” Trustee Leadership and Ontario’s Catholic Schools

Thursday, May 2, 2013

Time/Room	Event
5:30 p.m. to 6:45 p.m. <i>Plaza Foyer</i>	Meet & Greet – Light Buffet <i>(Cash Bar)</i>
5:30 p.m. to 6:45 p.m. <i>Plaza Foyer</i>	Registration
7:00 p.m. <i>Plaza B & C</i>	Opening Liturgy
7:20 p.m. <i>Plaza B & C</i>	Opening Remarks, Special Acknowledgements <i>Colleen Landers, Chairperson, Conference Committee, OCSTA</i>
	President’s Welcome <i>Marino Gazzola, President, OCSTA</i>
7:30 p.m. <i>Plaza B & C</i>	Leadership That Inspires <i>Silken Laumann, Olympian, Inspirational Speaker and Author</i>
8:30 p.m. to 9:30 p.m. <i>Plaza Foyer</i>	Opening Reception <i>(Cash Bar)</i>

Friday, May 3, 2013

7:30 a.m. to 3:00 p.m. <i>Plaza Foyer</i>	Registration
7:30 a.m. to 8:45 a.m. <i>Plaza A</i>	Buffet Breakfast <i>(Delegates only)</i>
8:45 a.m. <i>Plaza B & C</i>	Morning Praise <i>Father Patrick Fitzpatrick, Chaplain, OCSTA</i>
	Opening Remarks <i>Colleen Landers, Chairperson, Conference Committee, OCSTA</i>
9:00 a.m. <i>Plaza B & C</i>	President’s Address <i>Marino Gazzola, President, OCSTA</i>
9:20 a.m. <i>Plaza B & C</i>	Nominations Report & Introduction of Candidates <i>Nancy Kirby, Past President, OCSTA</i>



Friday, May 3, 2013 – Con't

<p>9:45 a.m. Plaza Foyer</p>	<p>Break</p>
<p>10:00 a.m. Plaza B & C</p>	<p>Resolutions Session</p>
<p>10:00 a.m. to 11:30 a.m. Hamilton Room</p>	<p>Student Trustee Workshop</p>
<p>11:30 a.m. Plaza B & C</p>	<p>Presentation of Financial Report <i>Nancy Kirby, Chairperson, Office Management Committee, OCSTA</i></p>
<p>11:45 a.m. Plaza A</p>	<p>Buffet Lunch</p>
<p>Hamilton Room</p>	<p>Elections</p>
<p>1:00 p.m.</p>	<p>Regional Meetings</p>

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

<p>2:15 p.m. Plaza Foyer</p>	<p>Break</p>
<p>2:30 p.m. Plaza B & C</p>	<p>Plenary (<i>Panel Discussion</i>) "You Raise Me Up: How Trustees Can Inspire, Motivate and Transform Communities" <i>Panelists – TBA</i></p>
<p>3:15 p.m. Plaza B & C</p>	<p>Report of the Returning Officer</p>
<p>3:30 p.m.</p>	<p>Adjournment</p>
<p>Plaza Foyer/Plaza B & C</p>	<p>Silent Auction (3:30 p.m. to 4:30 p.m. & 6:15 p.m. to 9:30 p.m.) <i>Coordinated by: Niagara CDSB</i> <i>Proceeds from the Silent Auction benefit CCSTA's Toonies for Tuition Endowment Fund. This fund helps students receive a faith-based Catholic education in provinces which do not publicly fund Catholic schools.</i></p>

Friday, May 3, 2013 – Con't

Time/Room	Event
5:00 p.m. <i>International A & B</i>	Mass & Awards Ceremony
6:15 p.m. <i>Plaza Foyer</i>	Reception and Entertainment (<i>Delegates are provided with one complimentary drink ticket</i>)
7:00 p.m. <i>Plaza B & C</i>	Annual Dinner

Saturday, May 4, 2013

Time/Room	Event
8:00 a.m. <i>Plaza A</i>	Buffet Breakfast (<i>Delegates only</i>)
9:00 a.m. <i>Plaza B & C</i>	Morning Praise
9:15 a.m. <i>Plaza B & C</i>	Plenary: Media Personality (Invited)
10:15 a.m. <i>Plaza Foyer</i>	Break
10:30 a.m. <i>Rooms TBA</i>	Concurrent Workshops <ol style="list-style-type: none">1. How to Use Social Media to Connect with your Constituency and Address Issues Important to your Board2. Conflict Resolution: How to be Affective Adjudicators3. Communicating Effectively with Diverse Cultures4. TBA
12:00 p.m.	Adjournment



Ontario Catholic School
Trustees' Association

Nomination Form for OCSTA Regional Director Region Numbers 1, 2, 3, 4, 5, 9, 10, 11

2013 AGM and Conference

Region # _____

MOVED BY: _____ SIGNATURE: _____
(Print Name) *(Signature)*

BOARD: _____

SECONDED BY: _____ SIGNATURE: _____
(Print Name) *(Signature)*

BOARD: _____

THAT _____ BOARD: _____
(Nominee's Name)

BE NOMINATED FOR THE POSITION OF OCSTA DIRECTOR FOR THE PERIOD MAY 2013 TO THE CONCLUSION OF THE 2015 AGM & CONFERENCE.

I, _____ consent to stand for election to the above position.
(Signature of Nominee)

Deadline Date: April 4, 2013 – 10:00 a.m. EST



Appointment as Proxy by Catholic School Trustee

Extra copies may be printed as required

I, _____ hereby appoint
(Please print trustee name)

(Please print proxy holder's name)

Address _____
(Please print)

as a proxy to attend and vote on my behalf at the Annual General Meeting to commence on Friday, May 3, 2013 at 10:00 a.m. on such business as may come before the meeting, hereby revoking any proxy previously given.

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

(Please print name of school board)

and that my appointee as proxy is a Catholic School Trustee.

Date: _____ Signature: _____

DECLARATION OF WITNESS

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

that I saw _____ sign
(Please print trustee name)

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

Signature: _____

NOTE: No appointment as proxy shall entitle any individual to vote at any meeting of the Members unless the appointment:

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

Deadline Date: May 1, 2013 – 10:00 a.m. EST