



*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, JUNE 11, 2013  
7:00 P.M.**

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



### **A. ROUTINE MATTERS**

1. Opening Prayers – Trustee O’Leary -
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 May 14, 2013 A5

### **B. PRESENTATIONS**

1. Our Lady of Fatima Catholic Elementary School, St. Catharines - Lego/Robotics Team B1
2. Skills Canada National Competition B2
3. OFSAA Medalists B3
4. Notre Dame College School Cheerleaders - 2013 Canadian National Champion Team B4
5. European Council for Nuclear Research Award B5

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

1. Policy Committee
  - 1.1 Unapproved Minutes of the Policy Committee Meeting of May 28, 2013 C1.1
  - 1.2 Policies
    - 1.2.1 Community Use of Facilities Policy (#800.2) C1.2.1
    - 1.2.2 Catholic School Councils Policy (#800.1) and By-Laws C1.2.2
    - 1.2.3 Niagara Catholic Parent Involvement Community Policy (#800.7) and By-Laws C1.2.3
    - 1.2.4 Video Security Surveillance Policy (#701.3) C1.2.4
    - 1.2.5 Death Benefit Policy (#201.5) C1.2.5
    - 1.2.6 Deferred Salary Plan (X/Y) Policy (#201.10) C1.2.6
    - 1.2.7 Leadership Pathway Policy (new) C1.2.7
  - 1.3 Policy and Guideline Review 2012-2013 Schedule C1.3
2. First Annual Youth Leadership Camp – Niagara Regional Police and Niagara Catholic C2
3. Larkin Estate Admission Awards 2013-2014 C3
4. Addition and Alterations to Saint Michael Catholic High School – Award of Construction Contract C4
5. Report on the 2013-2014 Annual Budget C5

6.	Research Projects in the Niagara Catholic District School Board – 2012-2013 School Year	C6
7.	Early Learning Kindergarten Extended Day Program – Update	C7
8.	Staff Development Department Professional Development Opportunities	-
9.	Monthly Updates	
	9.1 Capital Projects Update	C9.1
	9.2 Student Senate Update	-
	9.3 Senior Staff Good News Update	-

#### **D. INFORMATION**

1.	Trustee Information	
	1.1 Spotlight on Niagara Catholic – May 28, 2013	D1.1
	1.2 Calendar of Events – June 2013	D1.2
	1.3 Niagara Catholic Retirement Celebration and Recognition Night – June 22, 2013	-
	1.4 Summer Hours 2013 – Catholic Education Centre	-
	1.5 Draft Board Calendar 2013-2014	D1.5

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

1.	General Discussion to Plan for Future Action	-
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#### **F. BUSINESS IN CAMERA**

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

#### **H. ADJOURNMENT**

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
JUNE 11, 2013**

*PUBLIC SESSION*

**TOPIC: MINUTES OF THE COMMITTEE OF THE WHOLE  
MEETING OF MAY 14, 2013**

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**RECOMMENDATION**

**THAT** the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting of May 14, 2013, as presented.



## MINUTES OF THE COMMITTEE OF THE WHOLE MEETING

### TUESDAY, MAY 14, 2013

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Minutes of the Meeting of the Committee of the Whole of the Niagara Catholic District School Board, held on Tuesday, May 14, 2013 at 4:30 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 4:35 p.m. by Vice-Chairperson Charbonneau.

#### A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayers were led by Trustee Fera.

2. Roll Call

Trustee	Present	Present Electronically	Absent	Excused
Rhianon Burkholder	✓			
Kathy Burtnik	✓			
Maurice Charbonneau	✓			
Frank Fera	✓			
Fr. Paul MacNeil	✓			
Ed Nieuwesteeg	✓			
Ted O'Leary	✓			
Dino Sicoli				✓
<b>Student Trustees</b>				
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; **Giancarlo Vetrone**, Superintendent of Business & Financial Services; **Scott Whitwell**, Controller of Facilities Services; **Jennifer Brailey**, Manager of Corporate Services & Communications; **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 May 14, 2013, as presented.

**CARRIED**

4. **Disclosure of Interest**

\* NOTE: Trustee Burkholder arrived at 4:40 p.m., at which time she declared a Disclosure of Interest with Item C4.1 of the Public Agenda, as she has a family member who is associated with the Quartek Group.

5. **Minutes of the Committee of the Whole Meeting of April 9, 2013**

Moved by Trustee Fera

**THAT** the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting of April 9, 2013, as presented.

**CARRIED**

**B. PRESENTATIONS**

*Nil*

**C. COMMITTEE AND STAFF REPORTS**

1. **Policy Committee**

1.1 **Unapproved Minutes of the Policy Committee Meeting of April 23, 2013**

Moved by Trustee Burtnik

**THAT** the Committee of the Whole receive the unapproved Minutes of the Policy Committee Meeting of April 23, 2013, as presented.

**CARRIED**

1.2 **Approval of Policies**

1.2.1 **Prior Learning Assessment and Recognition (PLAR) Policy (400.4)**

Moved by Trustee Burtnik

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Prior Learning Assessment and Recognition (PLAR) Policy (400.4), as presented.

**CARRIED**

**1.2.2 Assessment, Evaluation and Reporting Policy (301.1)**

Moved by Trustee O'Leary

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Assessment, Evaluation, Reporting and Homework Policy (301.1), as presented.

**CARRIED**

**1.3 Policy and Guideline Review 2012-2013 Schedule**

Director Crocco presented the revised Policy and Guideline Review 2012-2013 Schedule as supported at the April Policy Committee Meeting, for Trustees' Information.

Trustee Burkholder arrived at 4:40 p.m.

A Disclosure of Interest was declared by Trustee Burkholder with Item C4.1 of the Public Agenda, as she has a family member who is associated with the Quartek Group.

**2. Niagara Catholic Strategic Directions System Priorities 2013-2014**

On behalf of Senior Administrative Council, Director Crocco presented the Niagara Catholic Strategic Directions System Priorities 2013-2014 report for the consideration of Committee of the Whole and the Board.

The System Priorities 2013-2014 will provide the overall focus of the Board throughout 2013-2014 in fulfilling the expectation of the Vision 2020 Strategic Plan and form the key elements of the design of the Annual Budget 2013-2014.

NOTE: Chairperson Burtnik and Superintendent Iannantuono left the meeting at 5:00 p.m. to participate in a Ministry of Education teleconference.

Moved by Trustee MacNeil

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board the approval of the Niagara Catholic Strategic Directions System Priorities 2013-2014, as presented.

**CARRIED**

**3. Staff Development Department Professional Development Opportunities - 2013**

On behalf of Superintendent Iannantuono, Director Crocco presented the report on the Staff Development Department Professional Development Opportunities for information.

**4. Monthly Updates**

**4.1 Capital Projects Update**

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

**4.2 Student Trustees' Update**

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

### **4.3 Senior Staff Good News Update**

Senior Staff highlights included:

#### **Superintendent Lefebvre**

- Fran Caruso-Leitch, Program Chair of Science at Saint Michael High School, was asked by the Canadian Space Agency to witness Commander Chris Hatfield's landing in Montreal on May 13, 2013. Mrs. Caruso-Leitch's Grade 9 Science Class has been following Commander Hatfield during his five month mission on the International Space Station. The students have been collecting data for experiments and tweeting with Commander Hatfield.

#### **Superintendent Ciccarelli**

- Holy Cross Catholic Secondary School held their first Canadian Cancer Society Relay for Life event. Between 7:00 p.m. and 7:00 a.m. students walked around a track to raise money for cancer research and its support services. In total, 160 students participated raising \$20,000.

#### **Superintendent Baldasaro**

- The Blessed Trinity Catholic Secondary School Co-Ed Cheerleading Team, captured the 2013 Canadian National Championships in the category of High School Cheerleading - Senior Co-Ed Advanced.
- Blessed Trinity Catholic Secondary School was the recipient of the inaugural St. Joseph's Mental Health Spirit of Hope Award for 2013. The award recognizes an individual, group, or organization in the Hamilton Niagara Haldimand Brant community that has made a significant contribution to person in need and/or to mental health awareness.

#### **Controller of Plant**

- Niagara Catholic filled two 40 cubic yard containers and a partial third container with old TV's, video recorders, cameras, cell phones and other old equipment during Earth Week. This translates into 8,020 metric tons of electronic waste that generated \$1,483.70. This exceeds last years' total of just over \$1,000. Funds were contributed to the Niagara Catholic Helping Hands Fund, which supports our families in need so they can fully experience everything Catholic education has to offer.

#### **Director Crocco**

- On Friday, May 10, 2013, the Board held its First Annual Distinguished Alumni Awards Ceremony. Trustees received a copy of the Distinguished Alumni Awards 2013 program and were shown a copy of the Distinguished Alumni 2013 poster which will be provided to all Principals at the May Director's Meeting.

The Distinguished Alumni luncheon to present the awards will be held annually on the Friday of Catholic Education Week.

## **D. INFORMATION**

### **1. Trustee Information**

#### **1.1 Spotlight on Niagara Catholic – April 23, 2013**

Director Crocco highlighted the Spotlight on Niagara Catholic – April 23, 2013 issue for Trustees' information.

**1.2 Calendar of Events – May 2013**

Director Crocco presented the May 2013 Calendar of Events for Trustees' information.

**1.3 Graduation Celebration - May 16, 2013**

Director Crocco presented information on the 2013 Graduation Celebration being held May 16, 2013 at 10:00 a.m. the ScotiaBank Centre in Niagara Falls.

Trustees were asked to confirm their attendance with Sherry Morena.

**1.4 Partners in Catholic Education - May 16, 2013**

Director Crocco presented information on Partners in Catholic Education being held May 16, 2013 at 5:30 p.m. Club Roma.

Trustees were asked to confirm their attendance with Sherry Morena.

**1.5 Niagara Catholic Picnic – June 2, 2013**

Director Crocco presented information on the Niagara Catholic Picnic scheduled for June 2, 2013 at 10:00 a.m. at Queenston Heights.

Trustees were asked to confirm their attendance with Sherry Morena.

**1.6 June Committee of the Whole Meeting – June 11, 2013  
June Board Meeting – June 18, 2013**

Director Crocco reminded Trustees that the June Committee of the Whole Meeting is being held on June 11, 2013, and that the June Board Meeting is being held a week later on June 18, 2013.

**1.7 Graduation Dates 2013**

Director Crocco presented information on the 2013 Elementary & Secondary School Graduation Dates, times and locations, and informed Trustees that Principals would be in direct contact with them regarding invitations and any request to present any awards.

An updated schedule would be provided at the May Board Meeting.

**1.8 CCSTA – National Conversation on Catholic Education – Oct. 3, 4 & 5, 2013**

Director Crocco presented information on the CCSTA National Conversation on Catholic Education being held October 3, 4 & 5, 2013 in Ottawa.

Trustees were asked to confirm their attendance with Sherry Morena.

**E. OTHER BUSINESS**

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

**1.1** Director Crocco informed the Board that they are currently finalizing French Immersion in selected schools.



- 1.2** Director Crocco informed Trustees that the 2013-2014 Annual Board Budget will be presented at the June Committee of the Whole Meeting.

NOTE: Chairperson Burtnik and Superintendent Iannantuono returned to meeting at 5:40 p.m. following the Ministry of Education teleconference.

## **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 Committee of the Whole Meeting at 6:05 p.m. and reconvened at 10:15 p.m.

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

Moved by Trustee Burkholder

**THAT** the Committee of the Whole report the motions from the In Camera Session of the Committee of the Whole Meeting of May 14, 2013.

**CARRIED**

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

Moved by Trustee O'Leary

**THAT** the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting - In Camera Session (Section A: Student Trustees Included) held on April 9, 2013, as presented.

**CARRIED (Item F1)**

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

Moved by Trustee Nieuwesteeg

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the recommendation as outlined in Item F3.1 of the In Camera Agenda.

**CARRIED (Item F3.1)**

Moved by Trustee Burkholder

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the recommendation as outlined in Item F3.2 of the In Camera Agenda.

**CARRIED (Item F3.2)**

Moved by Trustee Burtnik

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the recommendation as outlined in Item F3.3 of the In Camera Agenda.

**CARRIED (Item F3.3)**

Moved by Trustee O'Leary

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the recommendation as outlined in Item F3.4 of the In Camera Agenda.

**CARRIED (Item F3.4)**

Moved by Trustee Fera

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the recommendation as outlined in Item F3.5 of the In Camera Agenda.

**CARRIED (Item F3.5)**

Moved by Trustee Nieuwesteeg

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the recommendation as outlined in Item F3.6 of the In Camera Agenda.

**CARRIED (Item F3.6)**

Moved by Trustee O'Leary

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the recommendation as outlined in Item F3.7 of the In Camera Agenda.

**CARRIED (Item F3.7)**

Moved by Trustee Burkholder

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the recommendation as outlined in Item F3.8 of the In Camera Agenda.

**CARRIED (Item F3.8)**

Moved by Trustee Fera

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the recommendation as outlined in Item F3.9 of the In Camera Agenda.

**CARRIED (Item F3.9)**

Moved by Trustee Burkholder

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the recommendation as outlined in Item F3.10 of the In Camera Agenda.

**CARRIED (Item F3.10)**

Moved by Trustee Burkholder

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the recommendation as outlined in Item F3.11 of the In Camera Agenda.

**CARRIED (Item F3.11)**

Moved by Trustee Nieuwesteeg

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the recommendation as outlined in Item F3.12 of the In Camera Agenda.

**CARRIED (Item F3.12)**

Moved by Trustee MacNeil

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the recommendation as outlined in Item F3.13 of the In Camera Agenda.

**CARRIED (Item F3.13)**

Moved by Trustee O'Leary

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the recommendation as outlined in Item F3.14 of the In Camera Agenda.

**CARRIED (Item F3.14)**

Moved by Trustee Fera

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the recommendation as outlined in Item F3.15 of the In Camera Agenda.

**CARRIED (Item F3.15)**

Moved by Trustee Burkholder

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the recommendation as outlined in Item F3.16 of the In Camera Agenda.

**CARRIED (Item F3.16)**

Moved by Trustee Fera

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the recommendation as outlined in Item F3.17 of the In Camera Agenda.

**CARRIED (Item F3.17)**

Moved by Trustee O'Leary

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the recommendation as outlined in Item F3.18 of the In Camera Agenda.

**CARRIED (Item F3.18)**

Moved by Trustee Burkholder

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the recommendation as outlined in Item F3.19 of the In Camera Agenda.

**CARRIED (Item F3.19)**

Moved by Trustee Nieuwesteeg

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the recommendation as outlined in Item F3.20 of the In Camera Agenda.

**CARRIED (Item F3.20)**

Moved by Trustee Nieuwesteeg

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the recommendation as outlined in Item F3.21 of the In Camera Agenda.

**CARRIED (Item F3.21)**

Moved by Trustee Fera

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the recommendation as outlined in Item F3.22 of the In Camera Agenda.

**CARRIED (Item F3.22)**

Moved by Trustee MacNeil

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the recommendation as outlined in Item F3.23 of the In Camera Agenda.

**CARRIED (Item F3.23)**

Moved by Trustee O'Leary

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the recommendation as outlined in Item F3.24 of the In Camera Agenda.

**CARRIED (Item F3.24)**

Moved by Trustee MacNeil

**THAT** the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting - In Camera Session (Section B: Student Trustees Excluded) held on April 9, 2013, as presented.

**CARRIED (Item F4)**

## **H. ADJOURNMENT**

Moved by Trustee MacNeil

**THAT** the May 14, 2013 Committee of the Whole Meeting be adjourned.

**CARRIED**

This meeting was adjourned at 10:15 p.m.

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Minutes of the Committee of the Whole Meeting of the Niagara Catholic District School Board held on **May 14<sup>th</sup>, 2013.**

Approved on the **11<sup>th</sup>** day of **June 2013.**

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Maurice Charbonneau  
Vice-Chairperson of the Board

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John Crocco  
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
JUNE 11, 2013**

***PUBLIC SESSION***

**TOPIC: PRESENTATION/DELEGATION  
OUR LADY OF FATIMA CATHOLIC  
ELEMENTARY SCHOOL, ST. CATHARINES  
LEGO/ROBOTICS TEAM**

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Prepared by: Mario Ciccarelli, Superintendent of Education

Presented by: Mario Ciccarelli, Superintendent of Education

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

Date: June 11, 2013



## PRESENTATION BACKGROUND

Committee of the Whole Meeting  
June 11, 2013

### **OUR LADY OF FATIMA CATHOLIC ELEMENTARY SCHOOL, ST. CATHARINES LEGO/ROBOTICS TEAM**

The Lego/Robotics team at Our Lady of Fatima Catholic Elementary School in St. Catharines, Ontario has been in existence for four years. The team is made up of students in Grades 4 to 8 as well as two high school mentors. From October to April, the team met several times a week to prepare their project and robot for this year's FLL topic, Student Solutions. The team participated in the Regional Tournament held in December and qualified for the Provincial East Tournament in January. The team placed first at the Provincial East Tournament out of 40 teams which qualified them to participate in the FLL North American Open Tournament held at Legoland in Carlsbad, California. The team has just returned from California where they placed 19<sup>th</sup> out of 74 teams in the Robot Games.

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Prepared by: Mario Ciccarelli, Superintendent of Education  
Presented by: Mario Ciccarelli, Superintendent of Education  
Approved by: John Crocco, Director of Education  
Date: June 11, 2013

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
JUNE 11, 2013**

***PUBLIC SESSION***

**TOPIC: PRESENTATION/DELEGATION  
SKILLS CANADA NATIONAL COMPETITION**

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Prepared by: Mark Lefebvre, Superintendent of Education  
Presented by: Mark Lefebvre, Superintendent of Education  
Approved by: John Crocco, Director of Education/Secretary-Treasurer  
Date: June 11, 2013



## PRESENTATION BACKGROUND

Committee of the Whole Meeting  
June 11, 2013

### SKILLS CANADA NATIONAL COMPETITION

On May 6 and May 7, 2013, close to 2000 of Ontario's top technology students competed in the largest skills competition in Canada, the Ontario Technological Skills Competition. To qualify for this prestigious event, competitors had to medal at board and regional competitions. Well over 30,000 spectators watched students from all over Ontario compete in 60 elementary, secondary and post-secondary skills categories

#### **Marc Mailhot - WEB DEVELOPMENT**

Competing in the Secondary Web Site Development category was Marc Mailhot, a grade 11 student from Notre Dame College High School. His exceptional talents and commitment to excellence helped him capture GOLD at this event, a great follow-up to the silver medal he received at last year's competition. The Web Site Development contest challenged competitors to design a web site based on client needs that were presented to them once they arrived at the contest. Navigation, content, structure, design, and the presentation of this newly designed web site to a "client" was the focus for this contest. Competitors were also required to complete a job interview incorporated into the contest. Mark had no problem exceeding all category expectations.

Mark represented Ontario at the Skills Canada National Competition - June 5 - 8, 2013, Vancouver, British Columbia.

#### **Alex Vandenberg - ELECTRONICS**

Under the guidance of Paul Cianflone, Teacher and Skills Coach from Saint Michael Catholic High School, Niagara Catholic once again took centre stage at Skills Ontario May 6 and 7 winning Provincial GOLD in Electronics. Alex Vandenberg worked diligently over the past year to move straight on to the Skills Ontario Technological Competition. Electronics competition challenges students with PLC Control, power limits and circuit board development. This competition is a 'scouting' ground for industry and post-secondary institutions.

Alex represented Ontario at the Skills Canada National Competition - June 5 - 8, 2013, Vancouver, British Columbia.

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Prepared by: Mark Lefebvre, Superintendent of Education

Presented by: Mark Lefebvre, Superintendent of Education

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

Date: June 11, 2013



**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
JUNE 11, 2013**

***PUBLIC SESSION***

**TOPIC: PRESENTATION/DELEGATION  
OF SAA MEDALISTS**

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Prepared by: Mark Lefebvre, Superintendent of Education  
Presented by: Mark Lefebvre, Superintendent of Education  
Approved by: John Crocco, Director of Education/Secretary-Treasurer  
Date: June 11, 2013



## PRESENTATION BACKGROUND

Committee of the Whole Meeting  
June 11, 2013

### **OFSAA MEDALISTS Blessed Trinity Catholic Secondary School**

#### **Swimming 2012-2013**

Blessed Trinity is now the home of the 2013 OFSAA Para-swimming Championship team. Blessed Trinity had three para-swimmers compete at OFSAA: Andrew McClory was a double medalist with a Silver in the 50 M Free and a Bronze in the 100 M Free. Warren McDonald placed 7<sup>th</sup> in the 50 M Free and Alex Book placed 8<sup>th</sup> in the 50 M Back and 10<sup>th</sup> in the 50 M Free. Together with the amazing coaching of Mrs. Donna Saunders - they accumulated 200 points to win the Ontario Championship.

The medals did not stop there. Finishing off his amazing swim season with two OFSAA Medals was Thomas Volz. Thomas won the gold in the Junior Boys 50 M Back and he won the Bronze in the 100 M Individual Medley. The Junior Boys Medley relay team of Thomas Volz, Ian Snow, Christian Medeiros and Jack Butler won the Consolation Finals and Amanda Hendriks finished the Open girls 100 M Butterfly with her best time of the year. Approximately 1000 swimmers participated at this OFSAA event and Blessed Trinity finished 16<sup>th</sup> out of 153 teams. Mrs. Heron, Mrs. Saunders and Ms. Molnar are extremely proud of the entire swim team and thank the athletes for an amazing season.

#### **Soccer 2012-2013**

The Blessed Trinity Girls Soccer Team is comprised of 20 girls who have been together in this long journey beginning in March. The girls have a knack for competing in tight games. The SOSSA championship against St. Mike's went to overtime as did the 3 final games at OFSAA. The girls traveled to Windsor (June 6-8) where they were the only team to go the whole tournament undefeated with 6 wins and 1 tie. The girls showed heart, dedication, team spirit and tenacity throughout the whole tournament. They played the number one seed in the final at the University of Windsor and the game went to a thrilling 7th round of penalty shots. The girls were excellent ambassadors for Niagara and made their coaches so very proud.

#### **Co-ed Cheerleaders 2012-2013**

The Blessed Trinity Co-ed Cheerleading claimed both the Provincial and National Championship title this year in the Senior Unlimited Co-ed Advanced Division at the Cheer Evolution Championships held in March and in May. Competing in the highest level of difficulty the team had a come-from-behind victory on the second day of competition to out-score the second place team from Quebec. This is the 3rd National title for Blessed Trinity Co-ed cheerleading team, however it is the first National title to be earned at the top level of cheerleading for our Co-ed team. We are extremely proud of our athletes for this outstanding accomplishment.

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Prepared by: Mark Lefebvre, Superintendent of Education  
Presented by: Mark Lefebvre, Superintendent of Education  
Approved by: John Crocco, Director of Education/Secretary-Treasurer  
Date: June 11, 2013

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
JUNE 11, 2013**

***PUBLIC SESSION***

**TOPIC: PRESENTATION/DELEGATION  
NOTRE DAME COLLEGE SCHOOL CHEERLEADING  
2013 CANADIAN NATIONAL CHAMPION TEAM**

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

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

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

Date: June 11, 2013



## PRESENTATION BACKGROUND

Committee of the Whole Meeting  
June 11, 2013

### **NOTRE DAME COLLEGE SCHOOL CHEERLEADING 2013 CANADIAN NATIONAL CHAMPION TEAM**

At the conclusion of the 2012 season the Notre Dame College Cheerleading team accepted a bid to compete at the 2<sup>nd</sup> Annual World School Cheerleading Championships at the ESPN Wide World of Sports Complex on the Disney World Property in Orlando, Florida.

The team spent many hours practicing, sometimes five days a week to get into peak performance condition before heading off to Orlando in February, 2013.

In addition to the strenuous workout schedule, the team also fundraised through Cheer Club at the Niagara Catholic Elementary Schools and Camps, while at the same time promoting Literacy Skills at those schools through the CheeReader program.

Although the team suffered a last minute injury in the practice gym on their final run, their Captain Carla Alfaro persevered to complete the routine which in the end earned the girls a 2<sup>nd</sup> place in the Nations' Cup and a 7<sup>th</sup> place finish in their division overall.

The team also defended their Canadian Students National title at the Hershey Centre for a second year in a row making it a back to back National title for the Irish. It is not easy to make a year round commitment and the team persevered and came out on top.

The 2013 Canadian National Champion Team consisted of: Kelsey MacIssac, Ashley Gamsby, Lillianna Pavelich, Carla Alfaro, Caylea Alfaro, Yolanda Alfaro, Kayla Connelly, Kalena Consigli, Danielle Brochu, Mackenzie Chamberlain, Victoria Myslowka, Julie Murray and Kylie Menard.

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Prepared by: Lee Ann Forsyth-Sells, Superintendent of Education  
Presented by: Lee Ann Forsyth-Sells, Superintendent of Education  
Approved by: John Crocco, Director of Education/Secretary-Treasurer  
Date: June 11, 2013

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
JUNE 11, 2013**

***PUBLIC SESSION***

**TOPIC: PRESENTATION/DELEGATION  
EUROPEAN COUNCIL FOR NUCLEAR RESEARCH AWARD**

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Prepared by: Lee Ann Forsyth-Sells, Superintendent of Education  
Presented by: Lee Ann Forsyth-Sells, Superintendent of Education  
Approved by: John Crocco, Director of Education/Secretary-Treasurer  
Date: June 11, 2013



## PRESENTATION BACKGROUND

Committee of the Whole Meeting  
June 11, 2013

### EUROPEAN COUNCIL FOR NUCLEAR RESEARCH AWARD

As a result of having participated in the International Science and Engineering Fair held in Phoenix, Arizona in May as one of the 18 Canadian students.

Jennifer Csele, Grade 11 at Notre Dame College School is the recipient of the CERN Award which is the "Conseil Européen pour la Recherche Nucléaire", or European Council for Nuclear Research Award. There were 1600 students competing from 70 countries.

As one of the 12 finalists, Jennifer will be travelling to Switzerland on June 22, 2013 to visit the CERN Hadron Collider.

In addition to the CERN award, Jennifer is the recipient of the "Google Think Big Award" for a project that addresses a large and seemingly impossible problem and finding an elegant solution with broad impact. Finally, Jennifer has been awarded a scholarship to the University of Virginia.

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Prepared by: Lee Ann Forsyth-Sells, Superintendent of Education  
Presented by: Lee Ann Forsyth-Sells, Superintendent of Education  
Approved by: John Crocco, Director of Education/Secretary-Treasurer  
Date: June 11, 2013

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
JUNE 11, 2013**

*PUBLIC SESSION*

**TOPIC: UNAPPROVED MINUTES OF THE POLICY COMMITTEE  
MEETING OF MAY 28, 2013**

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**RECOMMENDATION**

**THAT** the Committee of the Whole receive the Unapproved Minutes of the Policy Committee Meeting of May 28, 2013, as presented.

The following recommendations are being presented for the Committee of the Whole's consideration from the Policy Committee Meeting of May 28, 2013:

**1.2 Policies**

**1.2.1 Community Use of Facilities Policy (#800.2)**

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Community Use of Facilities Policy (#800.2), as presented.

**1.2.2 Catholic School Councils Policy (#800.1) and By-Laws**

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Catholic School Councils Policy (#800.1) and By-Laws, as presented.

**1.2.3 Niagara Catholic Parent Involvement Community Policy (#800.7) and By-Laws**

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Niagara Catholic Parent Involvement Community Policy (#800.7) and By-Laws, as presented.

**1.2.4 Video Security Surveillance Policy (#701.3)**

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Video Security Surveillance Policy (#701.3), as presented.

**1.2.5 Death Benefit Policy (#201.5)**

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Death Benefit Policy (#201.5), as presented.

**1.2.6 Deferred Salary Plan (X/Y) Policy (#201.10)**

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Deferred Salary Plan (X/Y) Policy (#201.10), as presented.

**1.2.7 Leadership Pathway Policy (new)**

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Leadership Pathway Policy (new), as presented





## MINUTES OF THE POLICY COMMITTEE MEETING

**TUESDAY, MAY 28, 2013**

Minutes of the Policy Committee Meeting held on Tuesday, May 28, 2013 at 4:30 p.m. in the Holy Cross Community Room, at the Catholic Education Centre, 427 Rice Road, Welland.

The meeting was called to order at 4:30 p.m. by Policy Committee Chairperson Burkholder.

**1. Opening Prayer**

The meeting was opened with a prayer.

**2. Attendance**

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

**Student Trustees:**

*Michael Blair*, Student Trustee

**Staff:**

*John Crocco*, Director of Education

*Lee Ann Forsyth-Sells*, Superintendent of Education

*Frank Iannantuono*, Superintendent of Education/Human Resources

*Giancarlo Vetrone*, Superintendent of Business & Financial Services

*Scott Whitwell*, Controller of Facilities Services

*Sherry Morena*, Administrative Assistant, Corporate Services & Communications  
Department /Recording Secretary

**3. Approval of Agenda**

Moved by Trustee Burtnik

**THAT** the May 28, 2013, Policy Committee Agenda be approved, as presented.

**APPROVED**

4. **Disclosure of Interest**

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

5. **Minutes of the Policy Committee Meeting of April 23, 2013**

Moved by Trustee Burtnik

**THAT** the Policy Committee approve the minutes of the Policy Committee Meeting of April 23, 2013, as presented.

**APPROVED**

6. **Policies**

**ACTION REQUIRED**

**POLICIES - FOR RECOMMENDATION TO JUNE 11, 2013 COMMITTEE OF THE WHOLE MEETING**

6.1 **Community Use of Facilities Policy (#800.2)**

Scott Whitwell, Controller of Facilities, presented the amendments to the Community Use of Facilities Policy.

The Policy Committee suggested the following amendments and asked that Senior Administrative Council report to Trustees any changes to the Fee Schedule.

**POLICY STATEMENT**

Add Reference  
*Schedule of Fees*

**ADMINISTRATIVE GUIDELINES**

**GENERAL CONDITIONS**

Delete - point number 12

Delete - Appendix A – Schedule of Fees

The Policy Committee requested that Senior Administrative Council report to the Board of Trustees, any changes to the Fee Schedule.

Moved by Trustee Sicoli

**THAT** the Policy Committee recommend to the Committee of the Whole approval of the Community Use of Facilities Policy (#800.2), as amended.

**APPROVED**

6.2 **Catholic School Councils Policy (#800.1) and By-Laws**

Lee Ann Forsyth-Sells, Superintendent of Education, presented the amendments to the Catholic School Councils Policy (#800.1) and By-Laws.

The Policy Committee suggested the following amendments:

- any reference to parents or guardians should read “*parents/guardians*”
- any reference Chairs should read “*Chair and/or Co-Chair(s)*”

## **POLICY STATEMENT**

Add References

- *Education Act - Section 1*
- *OAPCE By-Law and Constitution*

## **ADMINISTRATIVE GUIDELINES**

### **3. COMPOSITION**

3.5 In accordance with the Catholic School Council By-Laws, one (1) parent/guardian who supports the Mission, Vision and Values of the Niagara Catholic District School Board will be ~~appointed~~ “*elected as required for a term not to exceed two (2) years*” by the Catholic School Council, as the OAPCE Liaison Representative to the Ontario Association of Parents in Catholic Education (OAPCE) through the Niagara Catholic Regional OAPCE Director.

### **4. ELECTIONS AND TERM OF OFFICE**

4.7 Students, staff and non-teaching staff will “*usually*” be “*appointed*” ~~elected~~ for a one (1) year term.

### **5. ROLES AND RESPONSIBILITIES OF CATHOLIC SCHOOL COUNCIL MEMBERS**

5.3 add as last bullet

- “*Vote on matters of the Catholic School Council only.*”

5.4 School Staff, Student, Special Needs, and Parish Priest Representatives (*non-voting members*) shall:

### **9. ESTABLISHING BY-LAWS**

9.1 Catholic School Councils must develop By-Laws within the first sixty (60) days of the school year to address “*at a minimum*” the following areas:

Add a point that states that the Catholic School Council are encouraged to make additions to the Catholic School Council By-Laws Template to reflect their school’s needs.

## **CATHOLIC SCHOOL COUNCIL BY-LAWS**

Include the word Template on the By-Laws Cover Sheet

### **7. MEMBER ABSENCES AND ATTENDANCE AT MEETINGS**

4<sup>th</sup> Bullet

- A member of the ~~Niagara Catholic Parent Involvement Committee~~ “*Catholic School Council*” may lose his or her position for being absent without authorization for (3) three consecutive meetings.

Moved by Trustee Burtnik

**THAT** the Policy Committee recommend to the Committee of the Whole approval of the Catholic School Councils Policy (#800.1) and By-Laws, as amended.

**APPROVED**

### **6.3 Niagara Catholic Parent Involvement Community Policy (#800.7) and By-Laws**

Superintendent Forsyth-Sells presented the amendments to the Niagara Catholic Parent Involvement Community Policy (#800.7) and By-Laws.

The Policy Committee suggested the following amendments be made and that these amendments be reflected in the By-Laws as well:

- any reference to parents or guardians should read “*parents/guardians*”
- any reference Chairs should read “*Chair and/or Co-Chair(s)*”

### **POLICY STATEMENT**

Add References

*Education Act - Section 1*

*OAPCE By-Law and Constitution*

### **3. MEMBERSHIP**

3.3 Composition of the Niagara Catholic Parent Involvement Committee

- Break into two separate sections to outline tasks of voting and non-voting members
- 13<sup>th</sup> Bullet  
One (1) “*member of the*” Secondary Student Senate ~~Representative~~ to be appointed by the Student Senate.

3.4 Delete and renumber remaining points.

### **4. VACANCIES/TERMS OF OFFICE/OFFICERS/ELECTIONS**

4.6 Where a Principal/Vice-Principal, student, teacher or non-teaching representative vacancy occurs, the ~~Niagara Catholic Parent Involvement Committee Chair and the~~ “*Director’s designate/*” ~~appointed~~ Superintendent of Education shall arrange for a replacement as outlined in Section 3.3.

4.9.6 The Chair “*and/ or Co-Chair(s)*” shall act as spokespersons for the committee in communicating “*matters of the committee*” with the Director of Education ~~of the Board~~ and “*/or the Director’s Designate/Superintendent of Education*” of the Board the Board.

### **5. ROLE OF THE NIAGARA CATHOLIC PARENT INVOLVEMENT COMMITTEE CHAIR “AND OR CO-CHAIR(S)”**

The Chair “*and/or Co-Chair(s)*” of the Niagara Catholic Parent Involvement Committee ~~in consultation with the appointed Superintendent of Education~~ shall:

- 5.1 Determine “*the dates of*” the Niagara Catholic Parent Involvement Committee meetings in consultation with the ~~appointed~~ “*Director’s designate/*” Superintendent of Education.
- 5.2 Plan the agenda with the ~~appointed~~ “*Director’s designate/*” Superintendent of Education.
- 5.3 Chair the Niagara Catholic Parent Involvement Committee meetings.

- 5.4 Communicate regularly with the ~~appointed~~ “Director’s designate/” Superintendent of Education and Catholic School Councils “regarding matters of the committee”.
- 5.5 ~~The Chairperson must~~ Be diligent in ensuring that any views presented in the capacity of Chairperson “and/or Co-Chair(s)” represent fairly the position of the Niagara Catholic Parent Involvement Committee.
- 5.6 “Review the By-Laws annually in consultation with the Niagara Catholic Parent Involvement Committee.”
- 5.7 “Participate as ex-officio members of all subcommittees established by the NCPIC.”

## 7. **ROLE OF THE APPOINTED “DIRECTOR’S DESIGNATE/” SUPERINTENDENT OF EDUCATION**

- 7.2 “In consultation with the Chair and/or Co-Chair(s),” determine the date and time of the Niagara Catholic Parent Involvement Committee and subcommittee meetings and arrange a meeting room.
- 7.6 Seek input from the ~~council~~ Niagara Catholic Parent Involvement Committee.
- 7.8 Communicate with the Chair “and/or Co-Chairs” of the Niagara Catholic Parent Involvement Committee, “on matters of the committee,” as required.

## 8. **MEETING PROCEDURES**

Add as 8.1

“Must fully participate in the Annual Commissioning Ceremony of NCPIC members.”

8.2 becomes 8.3

At the first meeting of the new school year the “voting” parent/guardian members ~~appointed by the board~~ shall “in the year where necessary”, elect a parent/guardian member to serve as Chair or parent members to serve as Co-Chairs of the Niagara Catholic Parent Involvement Committee for a term of (2) years.

- 8.5 Meetings will commence on time and not last more than two (2) hours, unless the “majority of the” Niagara Catholic Parent Involvement Committee members agree to a longer meeting of no more than thirty (30) minutes beyond the two (2) hour time limit.

## 9. **SUBCOMMITTEES**

- 9.1 The Niagara Catholic Parent Involvement Committee may establish subcommittees to carry out specific tasks or projects in accordance with the overall mandate of the Niagara Catholic Parent Involvement Committee and to make recommendations “on these matters” to the Niagara Catholic Parent Involvement Committee.
- 9.5 The Chair of the subcommittee, in consultation with the appointed Superintendent of Education shall:

2<sup>nd</sup> bullet

- Plan the agenda “in consultation with the Director’s designate/ Superintendent of Education”.

3<sup>rd</sup> bullet

- Report on the recommendations of the subcommittee at the subsequent Niagara Catholic Parent Involvement Committee meeting “on matters of the Committee”.

4<sup>th</sup> bullet

- Report on the recommendations of the subcommittee at the subsequent Niagara Catholic Parent Involvement Committee meeting “on matters of the Committee”.

5<sup>th</sup> bullet

- Record and make available the minutes of the subcommittee meetings to the ~~appointed~~ “Director’s designate/”Superintendent of Education “and the NCPIC members.”

6<sup>th</sup> bullet

- ~~report on the recommendations of the subcommittee at the subsequent Niagara Catholic Parent Involvement Committee meeting.~~
- “Communicate matters of the subcommittee with the Director’s designate/Superintendent of Education and the Chair and/or Co-Chair(s) of the Niagara Catholic Parent Involvement Committee.”

### **13. CONSULTATION WITH THE NIAGARA CATHOLIC DISTRICT SCHOOL BOARD, AND THE MINISTRY OF EDUCATION**

13.1 The Niagara Catholic District School Board may solicit and take into consideration the advice of the Niagara Catholic Parent Involvement Committee with regards to matters that relate to improving student achievement, ~~and~~ well-being “and active parent engagement”.

13.3 The Ministry of Education may solicit and take into consideration the advice of Niagara Catholic Parent Involvement Committee with regard to matters that relate to improving student achievement, ~~and~~ well-being “and active parent engagement”.

### **18. CODE OF ETHICS**

A member shall:

Add as 1<sup>st</sup> bullet

- “Fully participate in the Annual Commissioning Ceremony of the NCPIC members.”

### **NIAGARA CATHOLIC PARENT INVOLVEMENT COMMITTEE BY-LAWS**

Amend the By-Laws to reflect changes made in the Policy.

Moved by Trustee Sicoli

**THAT** the Policy Committee recommend to the Committee of the Whole approval of the Niagara Catholic Parent Involvement Committee Policy (#800.7) and By-Laws, as amended.

**APPROVED**

#### **6.4 Video Security Surveillance Policy (#701.3)**

Controller of Facilities Whitwell presented the amendments to the Video Security Surveillance Policy, and provided feedback from the vetting process.

He informed the Policy Committee the OECTA Elementary stated that they reserve the right to grieve.

The Policy Committee suggested the following amendments:

##### **POLICY STATEMENT**

2<sup>nd</sup> paragraph, 2<sup>nd</sup> sentence

The use “implementation” of video security surveillance systems requires the approval of the Director of Education.

Add the following:

“The Director of Education is responsible for the overall Board video security surveillance program.”

##### **ADMINISTRATIVE GUIDELINES**

##### **EVALUATING THE USE OF A VIDEO SURVEILLANCE SYSTEM**

~~The Board~~ “Senior Administrative Council” will regularly review and evaluate its video surveillance practice at each site.

Moved by Trustee Burtnik

**THAT** the Policy Committee recommend to the Committee of the Whole approval of the Video Security Surveillance Policy (#701.3), as amended.

**APPROVED**

#### **6.5 Death Benefit Policy (#201.5)**

Frank Iannantuono, Superintendent of Education/Human Resources, presented the amendments to the Death Benefit Policy, and provided feedback from the vetting process.

He informed the Policy Committee the OECTA Elementary stated that they reserve the right to grieve.

Moved by Trustee Burtnik

**THAT** the Policy Committee recommend to the Committee of the Whole approval of the Death Benefit Policy (#201.5), as presented.

**APPROVED**

#### **6.6 Deferred Salary Plan (X/Y) Policy (#201.10)**

Superintendent Iannantuono presented the amendments to the Deferred Salary Plan (X/Y) Policy, and provided feedback from the vetting process.

He informed the Policy Committee the OECTA Elementary stated that they reserve the right to grieve.

The Policy Committee suggested the following amendments:

## **POLICY STATEMENT**

Add Reference

- *Collective Agreements between the Niagara Catholic District School Board and OECTA*

Moved by Trustee Burtnik

**THAT** the Policy Committee recommend to the Committee of the Whole approval of the Deferred Salary Plan (X/Y) Policy (#201.10), as amended.

**APPROVED**

### **6.7 Leadership Pathway Policy (new)**

Superintendent Iannantuono presented the amendments to the Leadership Pathway Policy, and provided feedback from the vetting process.

He informed the Policy Committee the OECTA Elementary stated that they reserve the right to grieve.

Moved by Trustee Sicoli

**THAT** the Policy Committee recommend to the Committee of the Whole approval of the Leadership Pathway Policy (new), as presented.

**APPROVED**

## **POLICIES - PRIOR TO VETTING**

### **6.8 Employee Conferences, Workshops & Meetings Policy (201.15)**

Giancarlo Vetrone, Superintendent of Business & Financial Services, presented the amendments to the Employee Conferences, Workshops & Meetings Policy.

The Policy Committee suggested the following amendments:

#### **POLICY NAME**

Employee Conferences, Workshops, and ~~Meetings~~ Seminars Policy

#### **POLICY STATEMENT**

1<sup>st</sup> paragraph

In keeping with the Mission, Vision, and Values of the Niagara Catholic District School Board, the Board recognizes "*and supports where appropriate*" the value of professional staff development and that, conventions, conferences, and meetings assist in facilitating this objective.

3<sup>rd</sup> paragraph

*"Authorized"* employee expenditures incurred while attending conferences, conventions, and other professional development activities as an approved representative of the Niagara Catholic District School Board shall be reimbursed.

#### **ADMINISTRATIVE GUIDELINES**

Reimbursement Procedure

7. The following expenses and charges will not be eligible for reimbursement and/or payment: movies or entertainment charges, charges for use of recreational/fitness facilities, *"alcohol,"* charges incurred by a family member, parking violation charges, traffic violation charges.



The Policy Committee requested that the Employee Conferences, Workshops & Meetings Policy (201.15) be vetted from June 3, 2013 to November 11, 2013 with a recommended deadline for presentation to the Policy Committee in November 2013, for consideration to the Committee of the Whole and Board in December 2013.

#### **6.9 Employee Meals & Hospitality Policy (201.14)**

Superintendent Vetrone presented the amendments to the Employee Meals & Hospitality Policy.

The Policy Committee suggested the following amendments:

##### **POLICY NAME**

~~Employee Meals and Hospitality Policy~~

##### **POLICY STATEMENT**

2<sup>nd</sup> paragraph

~~The Policy defines~~ Hospitality is “*defined as*” the provision of food, beverages, accommodations, transportation, and/or other amenities expensed to Board funds.

4<sup>th</sup> paragraph

~~This policy~~ “*The Niagara Catholic District School Board*” shall comply with the Broader Public Sector Expenses Directive in a manner that achieves value for money while treating all employees fairly and equitably. These expenditures shall be reasonable, transparent, appropriate and as approved.

6<sup>th</sup> paragraph

Expenditures shall be reimbursed in accordance with administrative guidelines established by the Board “*Director of Education*”.

##### **ADMINISTRATIVE GUIDELINES**

Reimbursement Procedure

7. The following expenses and charges will not be eligible for reimbursement and/or payment: movies or entertainment charges, charges for use of recreational/fitness facilities, charges incurred by a family member, “*alcohol*,” parking violation charges, traffic violation charges, lavish gifts for staff and other individuals.

The Policy Committee requested that the Employee Meals & Hospitality Policy (201.14) be vetted from June 3, 2013 to November 11, 2013 with a recommended deadline for presentation to the Policy Committee in November 2013, for consideration to the Committee of the Whole and Board in December 2013.

#### ***INFORMATION***

#### **6.10 Policies Being Vetted (Due date – October 11, 2013)**

- \$ Acceleration/Retention Policy (400.5)
- \$ Opening or Closing Exercises Policy - Safe Schools (302.6.1)
- \$ Employee Leaves of Absence Policy (201.1)

#### **6.11 Policy and Guideline Review 2012-2013 Schedule**

Director Crocco presented the Policy and Guideline Review 2012-2013 Schedule.

7. **Date of Next Meeting**

Tuesday, September 24, 2013 – 4:30 p.m.

8. **Adjournment**

The meeting adjourned at 6:35 p.m.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
JUNE 11, 2013**

*PUBLIC SESSION*

**TOPIC: COMMUNITY USE OF FACILITIES POLICY (#800.2)**

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**RECOMMENDATION**

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Community Use of Facilities Policy (#800.2), as presented.

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Prepared by: Scott Whitwell, Controller of Facilities Services  
Presented by: Policy Committee  
Recommended by: Policy Committee  
Date: June 11, 2013



## **COMMUNITY USE OF FACILITIES POLICY**

Adopted: April 28, 1998  
Revised: February 25, 2003  
October 18, 2011

Policy No.800.2

### **STATEMENT OF POLICY**

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the Niagara Catholic District School Board supports the responsible use of Board facilities by the community where it does not detract from the operations of the facility as it pertains to Board and / or School programs.

Niagara Catholic acknowledges that schools in Ontario are recognized as hubs for community activity and will be affordable and accessible to communities in order to support the goals of a healthier Ontario, stronger communities and student success.

A schedule of fees will reflect the varying nature and purpose of the community use of its facilities based on the fee structure as determined by the community use classifications.

The schedule of fees shall be reviewed and revised annually by Senior ~~Staff~~ Administrative Council.

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

#### *References:*

- *Accessibility Customer Services Policy (701.4)*
- *Access to School Premises (302.6.3)*
- *Accepting Schools Act, 2011*
- *Fire Safety Reference Guide for Schools (November 2008)*
- *Code of Conduct Policy (302.6.2)*
- *Schedule of Fees*



## **COMMUNITY USE OF FACILITIES POLICY**

Adopted: April 28, 1998  
Revised: April 18, 2000  
March 17, 2003  
August 31, 2006  
October 18, 2011

Policy No.800.2

### **ADMINISTRATIVE GUIDELINES**

#### **GENERAL CONDITIONS**

1. School facilities are primarily for the use of the school and permits shall be granted in compliance with educational programs offered in the Board's schools, custodial and maintenance programs, and the Board's Mission, Vision and Values and the Code of Conduct.
2. Applications for the use of facilities or grounds by community-based groups and organizations will be received by the Controller of ~~Plant~~Facilities Services or designate through the Niagara Catholic Community Use Online Reservation System. The Controller of ~~Plant~~Facilities Services or designate will decide on the approval of each application.
3. The general term of indoor permits will be from October 1 to the first Friday in August in the current school year of issue.
4. Use of grounds will be from May 1 to October 1 for elementary schools only.
5. Secondary school playing fields are not available to permit groups without a reciprocal agreement.

#### **INSIDE FACILITY - Hours available for permit groups**

Weekdays all facilities 6:00 p.m. - 10:00 p.m.  
Weekends all facilities 8:00 a.m. - 10:00 p.m.

#### **GROUNDNS - During school year - Hours available for permit groups**

Weekdays 6:00 p.m. to dusk  
Weekends 9:00 a.m. to dusk

#### **GROUNDNS - During summer months - Hours available for permit groups**

Weekdays 9:00 a.m. to dusk  
Weekends 9:00 a.m. to dusk

6. Unless otherwise approved by the Controller of ~~Plant~~Facilities Services or designate, schools and other facilities will be closed for permit users on the following dates:

Thanksgiving Weekend	Friday to Monday inclusive
Christmas Holidays	Two week shutdown, including Friday to commencement of school on Monday (except for school use)
Family Day	Monday
Mid-Winter Break	Friday to commencement of school on Monday (except for school use)
Easter Weekend	Holy Thursday <del>Friday</del> to Easter Monday inclusive
Victoria Day Weekend	Saturday to Monday inclusive
PA Days <del>that include</del> with custodial staff participation	

7. The person who obtains a Community Use of Facilities permit shall be 18 years of age or older, shall accept full and personal responsibility for the conduct and supervision of all persons admitted to Board facilities, and shall be accountable for any and all damages resulting from the use of Board property.
8. The person who obtains a Community Use of Facilities permit must designate and identify a person who will be in attendance at the facility during the times and uses to which the permit applies.
9. A Custodian (subject to the Collective Agreement), security person or responsible person acceptable to the Controller of ~~Plant~~Facilities Services or designate may be assigned to the permitted facility to protect the interests of the Board by opening the facility, flushing water lines where applicable, providing access to appropriate areas, ensuring the security of the Board's property, responding to emergency situations and shutting down and securing the building at the completion of the program. Costs associated with the additional staff may be charged to the permit holder.
10. The Board will not be responsible for personal injury or for the loss or damage to personal belongings of participants or spectators inside the building or on the property.
11. Smoking is not permitted on Board property. The permit holder shall be responsible for enforcing this regulation.
- ~~12. No utterance, portrayal, display, or performance of an obscene or disloyal nature will be permitted.~~
12. All parties are to follow standards of behaviour that are consistent with the Provincial and local Code of Conduct when using space in our schools.
13. Exits must be kept free from any obstruction. Exterior doors are to be locked at all times and are not to be wedged open. If necessary, a monitor is to be stationed at the door to admit guests and to keep the door secure at all times.
14. Sleepovers are not permitted in Board facilities.
15. Any advertising for the Community Use activities, which identify the school as the location, must have written permission by the Controller of ~~Plant~~ Facilities Services or designate.
16. No parking is permitted on lawns or asphalt play areas.
17. The Controller of ~~Plant~~Facilities Services / designate will monitor and record group activity complaints received and take appropriate action.
18. No storage space is granted to outside organizations.

19. Professional movers approved by the Board and paid by the permit holder must carry out moving of any school piano from stage to floor or vice-versa. Pianos must be returned to the same location in which they are found. When the permit holder requests tuning of pianos, a charge will be made.
20. Facilities shall not be physically altered in any way.
21. Custodial staff is on duty for the care and protection of school property and not as supervisors of an activity in progress.
22. Appropriate attire for the activity including footwear (e.g. running shoes on gym floors) must be worn by the active participants of the permit group.
23. Decorations must conform to fire safety practices as recommended by the Fire Department. The Board reserves the right to request inspections by Fire Department, Municipal and Provincial officials as deemed necessary. Any violations with respect to the above conditions may result in immediate cancellation of the Community Use Agreement.

### **PERMIT APPLICATION AND PROCESS**

All individuals or groups (including Board staff) must apply and pay for use of Board facilities through the Niagara Catholic Community Use Online Reservation System at <http://ncdsb.ebasefm.com/communityuse/>

School ~~staff~~ Administration shall plan their after school hours facility needs in advance. The system will be available ~~prior~~ up to July 7<sup>th</sup> to school principals to enter their permits requests, prior to public bookings.

Board staff, no user fee and not-for-profit groups will be able to enter their permit requests from July 7<sup>th</sup> to August 31<sup>st</sup> and all other groups after September 7<sup>th</sup> for the coming school year. Upon approval, a permit number will be issued.

- ~~A~~-1. All after school events using Board facilities must have a Community Use Permit Number.
- ~~B~~-2. Applicants must be 18 years of age or older to obtain a permit.
- ~~C~~-3. Permits will be issued for a minimum of 1 hour.
- ~~D~~-4. Permits are valid for the current school year only. Applications must be made on a yearly basis.
- ~~E~~-5. Applications for community use must be received at least ten (10) working days prior to the date of use.
- ~~F~~-6. Depending on the classification of the user group, a non-refundable administration fee for community use of facility is required upon application.
7. Applicants are required to pay the applicable fees for any time or space used that exceeds the information stated on the permit.
- ~~G~~-8. Applicants are required to provide a valid credit card on their application form and agree to update their credit card information as required.
- ~~H~~-9. All taxes imposed on the sale of tickets for an event and all arrangements in regard to taxes shall be the responsibility of the organization using the facility.
- ~~I~~-10. Cost for the improper use of fire and security alarms or equipment will be charged to the permit holder.
- ~~J~~-11. The permit holder will make restitution for any damages caused.

~~K-12.~~ It is the responsibility of the applicant to examine the facility to ensure its acceptability for the event.

## **USER GROUP CLASSIFICATIONS**

### **Classification A:**

Board or school sponsored activities including: school council events, school dances, school sporting activities and Continuing Education, Catholic Church Services, Masses and Religious Instruction Classes.

### **Classification B:**

Not-for-profit youth related community groups providing services free of charge and no user fee.

### **Classification C:**

Not-for-profit youth related community groups including activities run by local not-for-profit youth groups, groups directly involved with children and youth including scouts/guides, YMCA/YWCA, 4H clubs, Special Olympics and other youth groups where the activities are intended for participants under the age of 18; not-for-profit recognized children's sport and recreation service providers including members or affiliates of Provincial sports organizations that are recognized by the Ministry of Tourism; not-for-profit childcare operations – before and after school childcare (as the Day Nurseries Act); ~~other not for profit or charitable groups such as local service clubs, community health associations, senior groups, etc. as determined by Senior Administrative Council.~~

### **Classification D:**

Not-for profit adult related community groups or other charitable groups such as local service clubs, community health associations, senior groups, etc. as determined by Senior Administrative Council, Niagara Catholic staff members booking a personal event.

### **Classification E~~D~~:**

Commercial or profit groups including ~~R~~religious, cultural, service and recognized political organizations (Federal/Provincial/Municipal); individuals or groups providing services and programs for the community and charging participation or user fees (paid instruction/supervision) including music, dancing, arts, drama, gymnastics classes, sports and other groups including driver education programs, partnership in education – colleges and universities, enterprises, general public, Niagara Catholic staff members booking a for profit event.;

## **INSURANCE**

All permit holders shall carry liability insurance of at least \$2 million and name the Niagara Catholic District School Board as an additional insured. An insurance certificate proving compliance with this requirement must be provided before the permit application is approved. Where there is ongoing, continuous use, the insurance will contain a clause that it will not be cancelled or changed without the Board first having received not less than 30 days written notice of such a cancellation or change.

If an applicant for a permit is not able to provide his/her own liability insurance, the applicant can apply for the required insurance through the School Board under the following terms and conditions:

- ~~1~~.A. The applicant must agree to pay the premium at the time of the application;
- ~~2~~.B. The applicant must satisfy itself as to the limits of coverage and the exclusions from coverage;
- ~~3~~.C. The applicant must be truthful in providing full information about the event that may be necessary to assess the risk;
- ~~4~~.D. The applicant acknowledges that the Board would prefer the applicant to arrange his/her own insurance coverage. The Board assumes no liability with respect to the administration or placing of the insurance and the applicant releases the Board from such liability.



## CANCELLATION OF PERMITS

1. In the event of any cancellation, the permit holder must contact the staff assigned to community use coordination a minimum of seven (7) working days in advance of ~~any~~ the booking. The cancellation must be in writing through the Community Use Online Reservation System. Failure to do so may necessitate full charge for the rental facility. A cancellation fee will be applied in all cases.
2. Designated Board administrative staff may, at any time, cancel or withdraw the use of any facility, without cause or sufficient notice. In the event of such cancellation staff will endeavour, if requested, to find an acceptable alternate location. There shall be no claim or right to damage or reimbursement on account of any loss, damage or expense incurred by the permit applicant/holder.
3. Permits shall be invalid during the days when the schools are closed due to inclement weather. The Inclement Weather Policy will prevail in the event of school closures. Refunds or rescheduling of cancelled events must be applied for within the school year and will be undertaken at no cost to the user group.

## SERVING OF ALCOHOL ON BOARD PREMISES (This applies to all permit groups and Board staff)

When any group (including Board staff) proposes the consumption of alcoholic beverages during the rental period, it must be stated in the Community Use Online Registration Application ~~Application for Permission to Serve Alcoholic Beverages on Board Premises form~~ and the appropriate licensing must be obtained. In addition, the following conditions must be met:

1. One individual is to be designated (name to be provided to the Board in advance) as the person in charge of the bar and must be a licensed bartender and/or have a Smart Serve Certificate. The designate must be given specific instructions and authority by the ~~user~~ applicant to refuse alcoholic beverages to any person appearing to be intoxicated.
2. The application, together with all required information (liquor licence, alcohol insurance), is to be submitted one month in advance to the staff assigned to community use coordination.
3. Where alcohol is served, Alcohol Liability Insurance in an amount no less than two million dollars with the Niagara Catholic District School Board named as an additional insured and Liquor Licence obtained from the Liquor Control Board of Ontario must be carried by the user group.
4. ~~When serving alcohol, no minors are to be present.~~ Persons under the age of 19 must not handle nor be served alcohol.
5. Food must be served in conjunction with alcoholic beverages.
6. When alcoholic beverages are served, a custodian must be in attendance at the event and be responsible to lock up. In addition to the applicable rate, the organization must pay for this custodial assistance for the duration of the event.

The Board may enter into negotiated agreements for defined space requirements. Such agreements may include before and after school programs, licensed childcare centres, elections and polling stations, and reciprocal agreements.

## EQUIPMENT

Auditorium equipment such as lighting and sound is included in the hourly rates below. (Technicians are an extra hourly charge). User groups may be permitted to use some Board/School equipment through the Community Use Online Registration application.

**APPENDIX A**

**SCHEDULE OF FEES**

~~**Cancellation Fees:** A Cancellation fee of \$10 will apply per cancelled permit.~~

~~**Administration Fees:** No Administration fee for Non-Profit Groups (Class A, B, and C and D);  
\$25.00 per single use, and per facility, payable in advance (Class ED);  
\$125.00 for multi-use for up per single facility to a yearly permit in a single facility, payable in advance (Class ED).~~

~~**Custodial Fees:** Custodial fees are based on Costs x hours of work when required (3 hours minimum, if called in to work), (\$30/hr. Monday to Saturday, \$40/hr. Sunday, \$60/hr. Statutory Holidays). (Applies to all Classes)~~

~~Facilities may require the use of additional custodial staff during times of community use depending upon the event and at the discretion of the Controller of Plant Facilities Services or designate. The permit holder will pay the applicable custodial fee, if additional staff is required.~~

~~**Facility Rental Fees:** Facility Rental fees apply to Class C, and D and E as outlined below.~~

**DEPOSITS**

~~For all non-school related group permit uses, there shall may be a refundable deposit of \$100.00 required per facility per group, per year for the use of the facility. These deposits are payable in advance of the permit.~~

~~If an access card to the facility is required a refundable deposit of \$35.00 for each key or access card issued is may be required (applies to Classes B, C, and D and E).~~

## USER GROUP CLASSIFICATIONS AND FEES

To be replaced with Appendix A – attached

CLASS	DESCRIPTION	FEE
<p><b>Class A Board/School Use</b></p>	<p><del><i>Board or School Sponsored Activities</i></del> Including: Board or school authorized events including school council events, school dances, school sporting activities and Continuing Education, Catholic Church Services, Masses and Religious Instruction Classes.</p>	<p>No administration fee; No user fee; Custodial fee if additional eustodian is required</p>
<p><b>Class B Not for Profit Youth with No User Fee</b></p>	<p><del><i>Not for Profit Youth related Community Groups providing services free of charge</i></del></p>	<p>No administration fee; No user fee</p>
<p><b>Class C Not for Profit Youth with User Fee</b></p> <p>No Administration fee for Non-Profit groups; custodial fee if additional eustodian is required.</p> <p>*applicable administration fee for NCDSB staff members</p>	<p><del><i>Not for profit Youth related Community Groups</i></del> Activities run by local not for profit youth groups; groups directly involved with children and youth (Scouts/Guides, YMCA/YWCA, 4H Clubs, Special Olympics and other youth groups where the activities are intended for participants under the age of 18);</p> <p><del><i>Not for profit recognized children's sport and recreation service providers</i></del> – members or affiliates of Provincial sports organizations that are recognized by the Ministry of Tourism</p> <p><del><i>Not for profit childcare Operations Before and after school childcare (as per the Day Nurseries Act)</i></del></p> <p><del><i>Other not for profit or charitable groups</i></del> such as local service clubs, community health associations, senior groups, etc. as determined by Senior Administrative Council.</p> <p><del><b>*NCDSB Staff Members</b></del></p>	<p>No administration fee for non-profit groups; custodial fee if additional eustodian is required.</p> <p><del><b>Classroom</b></del> — \$4.25-1.60 per hour</p> <p><del><b>Library</b></del> — \$6.37-2.00 per hour</p> <p><del><b>Gymnasium-Regular Use</b></del> Double — \$33.97-10.50 per hour Single — \$16.99-5.20 per hour</p> <p><del><b>Gymnasium-Tournament Use</b></del> Double — \$31.40 per hour Single — \$15.70 per hour</p> <p><del><b>Cafeteria</b></del> — \$8.49-2.60 per hour (excluding kitchen)</p> <p><del><b>Auditorium</b></del> (500+ fixed seating) Performance or Rehearsal — \$27.60-8.50 per hour</p> <p><del><b>All other Auditoriums</b></del></p> <p><del><b>Auditorium Technician</b></del></p> <p><del><b>Playing fields</b></del> (Elementary only) \$10.00</p>

<p><b>Class D Not-For-Profit Adult or Charitable Groups</b></p> <p>Administration fee and facility user fees; Custodial fee, if additional custodian is required.</p>	<p><i>Religious, Cultural, Service and recognized Political Organizations</i> (Federal/Provincial/Municipal)</p> <p><i>Individuals or groups providing Services and Programs for the Community and Charging Participation or User Fees</i> (paid instruction/supervision) including: music, dancing, arts, drama, gymnastics classes, sports</p> <p>Other Groups Including: <i>Driver education programs, partnership in education—colleges and universities, enterprises, general public</i></p> <p><i>Other not-for-profit or charitable groups</i> such as local service clubs, community health associations, senior groups, etc. as determined by Senior Administrative Council.</p> <p><b>*Niagara Catholic staff members booking a personal event</b></p>	<p>Administration fee and facility user fees; Custodial fee, if additional custodian is required.</p> <p>Applicable administration fee for Niagara Catholic staff members</p> <p><b>Classrooms</b>—\$11.32-4.70 per hour</p> <p><b>Library</b>—\$16.99-5.90 per hour</p> <p><b>Gymnasium</b> Double—\$90.59-31.40 per hour Single—\$45.30-15.70 per hour</p> <p><b>Cafeteria</b>—\$22.65-7.90 per hour (excluding kitchen)</p> <p><b>Auditorium</b>— (500+ fixed seating) Performance or Rehearsal—\$73.60-25.60 per hour</p> <p><b>All other Auditoriums</b> Performance or Rehearsal—\$40.00 per hour</p> <p><b>Auditorium Technician</b> —\$10.00 per hour</p> <p><b>Playing fields</b> (Elementary only) —\$10.00 per hour</p>
<p><b>Class E Profit or Commercial</b></p>	<p><i>Religious, Cultural, Service and recognized Political Organizations</i> (Federal/Provincial/Municipal)</p> <p><i>Individuals or groups providing Services and Programs for the Community and Charging Participation or User Fees</i> (paid instruction/supervision) including: music, dancing, arts, drama, gymnastics classes, sports</p> <p>Other Groups Including: <i>Driver education programs, partnership in education—colleges and universities, enterprises, general public</i></p> <p><i>Niagara Catholic staff members booking a for profit event</i></p>	<p>*Applicable administration fee for Niagara Catholic staff members</p> <p><b>Classrooms</b>—\$12.60 per hour</p> <p><b>Library</b>—\$15.70 per hour</p> <p><b>Gymnasium</b> Double—\$83.60 per hour Single—\$41.90 per hour</p> <p><b>Cafeteria</b>—\$21.00 per hour (excluding kitchen)</p> <p><b>Auditorium</b>— Performance or Rehearsal—\$68.10 per hour</p> <p><b>Playing fields</b> (Elementary only) —\$10.00 per hour</p>

USER GROUP CLASSIFICATIONS AND FEES

CLASSIFICATION	GROUP DESCRIPTION	APPLICABLE FEES
<b>Class A Board/School Use</b>	<i>Board or School Sponsored Activities</i> Including: Board or school authorized events including school council events, school dances, school sporting activities and Continuing Education, Catholic Church Services, Masses and Religious Instruction Classes.	No administration fee; no user fee; custodial fee if additional custodian is required
<b>Class B Not for Profit Youth with No User Fee</b>	<i>Not for Profit Youth-related Community Groups providing services free of charge</i>	No administration fee, no user fee; custodial fee if additional custodian is required.
<b>Class C Not for Profit Youth with User Fee</b>	<i>Not for profit Youth-related Community Groups</i> – Activities run by local not for profit youth groups, groups directly involved with children and youth (Scouts/Guides, YMCA/YWCA, 4H Clubs, Special Olympics and other youth groups where the activities are intended for participants under the age of 18 <i>Not for profit recognized children’s sport and recreation service providers</i> – members or affiliates of Provincial sports organizations that are recognized by the Ministry of Tourism <i>Not for profit childcare Operations-Before and after-school childcare (as per the Day Nurseries Act)</i>	No administration fee; user fee at reduced rate; custodial fee if additional custodian is required.
<b>Class D Not for Profit Adult or Charitable Groups</b>	<i>Other not for profit or charitable groups</i> such as local service clubs, community health associations, senior groups, etc. as determined by Senior Administrative Council. <i>*Niagara Catholic staff members booking a personal event</i>	No administration fee, reduced user fee; custodial fee if additional custodian is required.
<b>Class E Profit or Commercial</b>	<i>Religious, Cultural, Service and recognized Political Organizations</i> (Federal/Provincial/Municipal) <i>Individuals or groups providing Services and Programs for the Community and Charging Participation or User Fees</i> -(paid instruction/supervision) including: music, dancing, arts, drama, gymnastics classes, sports <b>Other Groups Including:</b> <i>Driver education programs, partnership in education – colleges and universities, enterprises, general public Niagara Catholic staff members booking a for-profit event</i>	Administration fee and facility user fees; custodial fee, if additional custodian is required.  Applicable administration fee for Niagara Catholic staff members

<b>FACILITY RENTAL FEES FOR CLASSIFICATION C</b>	<b>FACILITY RENTAL FEES FOR CLASSIFICATION D</b>	<b>FACILITY RENTAL FEES FOR CLASSIFICATION E</b>
<b>Classroom</b> —\$1.60 per hour <b>Library</b> —\$ 2.00 per hour <b>Gymnasium-Regular Use</b> Double—\$10.50 per hour Single—\$5.20 per hour  <b>Gymnasium-Tournament Use</b> Double—\$31.40 per hour Single—\$15.70 per hour  <b>Cafeteria</b> —\$2.60 per hour (excluding kitchen)  <b>Auditorium</b> Performance or Rehearsal —————\$8.50 per hour  <b>Playing fields</b> Elementary schools only —————\$10.00 per hour	<b>Classrooms</b> —\$4.70 per hour <b>Library</b> —\$5.90 per hour  <b>Gymnasium</b> Double—\$31.40 per hour Single—\$15.70 per hour   <b>Cafeteria</b> —\$7.90 per hour (excluding kitchen)  <b>Auditorium</b> — Performance or Rehearsal —————\$25.60 per hour  <b>Playing fields</b> Elementary schools only —————\$10.00 per hour	<b>Classrooms</b> —\$12.60 per hour <b>Library</b> —\$15.70 per hour  <b>Gymnasium</b> Double—\$83.60 per hour Single—\$41.90 per hour   <b>Cafeteria</b> —\$21.00 per hour (excluding kitchen)  <b>Auditorium</b> — Performance or Rehearsal —————\$68.10 per hour  <b>Playing fields</b> Elementary schools only —————\$10.00 per hour

~~The Board may enter into negotiated agreements for defined space requirements. Such agreements may include before and after school programs, licensed childcare centres, elections and polling stations, and reciprocal agreements.~~

**ADMINISTRATION FEE**

No Administration fee for Non-Profit Groups (Class A, B, C and D);

~~Fees: —\$25.00 per single use, and per facility, payable in advance (Class E);  
—————\$125.00 for multi-use, and per single facility for a yearly permit, payable in advance (Class E).~~

**CANCELLATION FEE**

~~A cancellation fee of \$ 10.00 will be applied per cancelled permit.~~

**CUSTODIAL FEE**

~~Costs x hours of work—when required (3 hours minimum, if called in to work)  
(\$30/hour Monday to Sat, \$40/hour Sunday, \$60/hour Statutory Holidays).  
Facilities may require the use of additional custodial staff during times of community use depending upon the event and at the discretion of the Controller of Facilities Services or designate. The permit holder will pay the applicable custodial fee, if additional staff is required.~~

**DEPOSITS**

~~For all non-school related group permit uses, there may be a refundable deposit of \$100.00 required per facility per group, per year for the use of the facility. These deposits are payable in advance of the permit. If an access card to the facility is required a refundable deposit of \$35.00 for each access card issued may be required (applies to Classes B, C, D and E).~~

**EQUIPMENT**

~~Auditorium equipment such as lighting and sound is included in the hourly rates below. User groups may be permitted to use some equipment through the Community Use Online Registration application.~~

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
JUNE 11, 2013**

*PUBLIC SESSION*

**TOPIC: CATHOLIC SCHOOL COUNCILS POLICY (#800.1)  
AND BY-LAWS**

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**RECOMMENDATION**

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Catholic School Councils Policy (#800.1) and By-Laws, as presented.

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Prepared by: Lee Ann Forsyth-Sells, Superintendent of Education  
Presented by: Policy Committee  
Recommended by: Policy Committee  
Date: June 11, 2013

**DRAFT**



## CATHOLIC SCHOOL COUNCILS POLICY

Adopted: February 24, 1998  
Revised: September 26, 2000  
January 25, 2011

Policy No. 800.1

### STATEMENT OF POLICY

~~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.~~

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, Catholic School Councils support the Mission of Catholic Education and the Mission of the Niagara Catholic District School Board, by providing a communication link to parents/guardians, Principals/Vice-Principals, staff, students, school communities and the Board.

Catholic Education, in the Niagara Catholic District School Board, is the shared responsibility of all partners: the Board, the Bishop of St. Catharines, parish priests, staff, students, parents/guardians, and members of the community. The Mission Statement, Vision 2020 Statements, Strategic Directions and Enabling Strategies from the Vision 2020 Strategic Plan support parent/guardian engagement in the Niagara Catholic District School Board.

A Catholic School Council will be established in each elementary and secondary school in the Board to encourage the active participation of parents/guardians in Catholic Education, to improve student achievement of all students, and to enhance the accountability of the education system to all parents/guardians in the Board.

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

#### References:

- Ontario Regulation 330/10 School Councils and Parent Involvement Committees
- Ministry of Education: School Councils, A Guide for Members: [www.edu.gov.on.ca](http://www.edu.gov.on.ca)
- Niagara Catholic District School Board Complaint Resolution Policy No. 800.3
- Education Act-Section 1
- OAPCE By-Law and Constitution





## **CATHOLIC SCHOOL COUNCILS POLICY**

Adopted: February 24, 1998

Policy No. 800.1

Revised: September 26, 2000  
July 16, 2003  
July 8, 2008  
September 22, 2008  
January 6, 2009  
January 25, 2011

### **ADMINISTRATIVE GUIDELINES**

#### **1. PURPOSE**

- 1.1 The purpose of the Catholic School Council, as an advisory body, through the active participation of parents/**guardians** is:
- to advocate and strengthen Catholic Education
  - to improve student achievement and the well-being of students
  - to enhance the accountability of the education system to parents/**guardians**
  - to support the Mission Statement, Vision 2020 Statements, Strategic Directions and Enabling Strategies from the Vision 2020 Strategic Plan.

- 1.2 The Catholic School Council may provide recommendations to the Board and/or Principal on any matters that the Catholic School Council identifies as priorities and shall consult with parents/**guardians** about matters being considered by the Catholic School Council.

Recommendations provided to the Board and/or Principal will represent the general views of the school community and the best interests of all students in the school.

The Board and/or Principal shall consider each recommendation and shall advise the Catholic School Council of the action taken in response to the recommendation.

- 1.3 The Catholic School Council shall have an understanding of current Board policies and the By-Laws of the Catholic School Council to allow members to make meaningful contributions.
- 1.4 The Board will retain all the powers and duties as specified in the Education Act and its related Regulations.
- 1.5 Each Catholic School Council will bear the name “(School Name) Catholic School Council”.

#### **2. CONSULTATION**

- 2.1 Catholic School Councils shall be consulted by the Board and/or Principal for recommendations on new and revised policies and guidelines with respect to:
- the student achievement of all students
  - the accountability of the education system to parents/**guardians**

- the code of conduct (provincial and local)
  - the appropriate dress code for students (provincial and local)
  - the allocation of funding to the Catholic School Council
  - the fundraising activities by Catholic School Council members
  - the resolution of internal Catholic School Council disputes
  - the reimbursement of expenses of the Catholic School Council
  - the Board and school's action plans for improvement based on EQAO results and the communication of the plans to parents/guardians
  - the criteria and process for selection and placement of Principals and Vice-Principals
  - any new educational initiatives at the Board and school levels
  - the development of a plan for providing co-instructional activities
- 2.2 In addition, Catholic School Councils, may provide advice to the Board and/or Principal on any matters that the Catholic School Council identifies as priorities such as:
- the Catholic character of the school and/or the system
  - the preparation of the school year calendar
  - the development, implementation and review of all Board policies at the local level
  - the involvement with the Parish and liturgical celebrations and sacraments
  - Board and/or school policies regarding field trips for students
  - school budget priorities
  - the community use of school facilities
  - fundraising activities
  - participation in the Niagara Catholic Parent Involvement Committee (NCPIC)
  - information and training sessions: curriculum , program goals and priorities
  - the school mission statement, and
  - other issues deemed appropriate by the Board

### 3. COMPOSITION

The composition of the Catholic School Council will reflect the diversity of the school community.

- 3.1 Parents/guardians **who support the Mission, Vision and Values of the Niagara Catholic District School Board** shall form the majority of the Catholic School Council as specified in the By-Laws of the Catholic School Council. A parent/**guardian**, in respect of a Catholic School Council is a parent/**guardian** of a student who is enrolled in the school and includes a **parent/guardian** as defined in section 1 of the Education Act. In the case of a Catholic School Council in a school that is for adult students, students enrolled in the school may act as “parents” on a Catholic School Council.
- 3.2 A person is not qualified to be a parent/**guardian** member of the Catholic School Council if,
- i. he/she is employed at the school; or
  - ii. he/she is employed elsewhere by the Board and fails to take reasonable steps to inform persons qualified to vote of that employment
- 3.3 The Catholic School Council may choose to include other members as deemed appropriate to reflect the community of the school.
- 3.4 The Catholic School Council may appoint two **(2)** or more Community representatives as specified in the By-Laws of the Catholic School Council.
- 3.5 **In accordance with the Catholic School Council By-Laws, one (1) parent/guardian who supports the Mission, Vision and Values of the Niagara Catholic District School Board will be appointed—elected as required for a term not to exceed two (2) years by the Catholic School Council, as the OAPCE Liaison Representative to the Ontario Association of Parents in Catholic Education (OAPCE) through the Niagara Catholic Regional OAPCE Director.**

- 3.6 A parish priest or representative from the local parish or a designate from the community will represent the parish on the Catholic School Council.
- 3.7 One (1) secondary student representative enrolled in a Catholic secondary school, who is appointed by the student council, or in an elementary school one (1) student enrolled in the school, who is appointed by the Principal, after consulting with the Catholic School Council.
- 3.8 The Principal and/or Vice-Principal of the school.
- 3.9 One (1) teacher who is employed at the school elected by teachers.
- 3.10 One (1) non-teaching staff member who is employed at the school elected by non-teaching staff.
- 3.11 Where appropriate, one (1) parent/guardian representative of a special needs child within the school may be appointed as a special needs advocate.

#### 4. ELECTIONS AND TERM OF OFFICE

- 4.1 Elections shall be held within the first **thirty (30)** calendar days of the start of the school year, on a date that has been selected by the current ~~Chairperson~~ **and/or Co-Chair(s)** of the Catholic School Council in consultation with the Principal of the school.
- 4.2 The Principal shall at least **fourteen (14)** days before the date of the election give written notice of the date, time, and location and availability of election forms to every parent/**guardian** who has a student enrolled at the school. This notification may be given by giving the notice to the students for delivery to parents/**guardians** and by posting the notice in the school that is accessible to parents/**guardians**.
- 4.3 Self-nominations are acceptable.
- 4.4 The elections must be organized by the school Principal and any retiring Catholic School Council members, if applicable, in a way that will ensure that all parents/**guardians** and staff have the opportunity to vote for their representatives. The election of parent/**guardian** members shall be by secret ballot.
- 4.5 Principals, with the assistance of the Catholic School Council election committee, are to review and finalize nominations, confirm names on ballots, run the election, and communicate the results.
- 4.6 The term of office for elected positions will be a one (1) year term, in order to encourage increased parent/**guardian** involvement and leadership. It is recommended that every Catholic School Council will include a statement in their By-Laws such as “that a term for elected officer positions of the Catholic School Council will not exceed two consecutive years”.
- 4.7 Students, staff and non-teaching staff will **usually** be ~~elected~~ **appointed** for a one (1) year term.
- 4.8 A member of a Catholic School Council may be re-elected or reappointed, unless otherwise provided by the By-Laws of the Catholic School Council.
- 4.9 Names and addresses, and contact information of the ~~Chairperson~~ **and/or Co-Chair(s)** of the Catholic School Council shall be forwarded to the Director of Education within **thirty (30)** days of the election.

- 4.10 Names of Catholic School Council members will be published to the school community by the Principal no later than **thirty (30)** days following the election.
- 4.11 For election purposes, each Catholic School Council may determine the maximum number of parent/**guardian** members to be elected as stated in the By-Laws of the Catholic School Council.
- 4.12 Members of the Catholic School Council will not receive an honorarium or payment for general expenses.

## **5. ROLES AND RESPONSIBILITIES OF CATHOLIC SCHOOL COUNCIL MEMBERS**

The role of a Catholic School Council member carries with it certain responsibilities. The Catholic School Council may define the roles and responsibilities of its members in its own operating By-Laws in addition to the following responsibilities:

- 5.1 Catholic School Council Chairperson and/or Co-Chairperson(s) (voting members) shall:
- Call Catholic School Council Meetings in consultation with the Principal.
  - Cooperatively plan the agenda with the Principal.
  - Chair the meetings.
  - Ensure the minutes of the meetings are recorded, maintained, and posted on the school website.
  - Participate as ex-officio members of all committees established by the Catholic School Council.
  - Ensure that any views presented in the capacity of Chairperson and/or Co-Chair(s) represent the position of the Catholic School Council.
- 5.2 Parent/**Guardian** Representatives (voting members) shall:
- Attend and participate in Catholic School Council meetings.
  - Solicit views of other parents/**guardians** and members of the community to share with the Catholic School Council.
  - Participate in information and training sessions.
  - Respond to requests from the Board.
  - Observe the Catholic School Council's Code of Ethics and established By-Laws.
  - Maintain a school focus on all issues. Meetings are not a forum for discussion about individual students, staff, Catholic School Council members or Trustees.
  - Promote the best interests of the Catholic school community.
- 5.3 Community Representative(s) (voting members) shall:
- Attend and participate in Catholic School Council meetings.
  - Solicit views of other parents/**guardians** and members of the community to share with the Catholic School Council.
  - Participate in information and training sessions.
  - Respond to requests from the Board.
  - Observe the Catholic School Council's Code of Ethics and established By-Laws.
  - Maintain a school focus on all issues. Meetings are not a forum for discussion about individual students, staff, Catholic School Council members or Trustees.
  - Promote the best interests of the Catholic school community.
  - **Vote on matters of the Catholic School Council only.**
- 5.5 School Principal (non-voting member) shall:
- Facilitate the operation of the Catholic School Council.
  - Attend every meeting of the Catholic School Council, or direct a designate.
  - Support and promote the Catholic School Council.
  - Seek input from the Catholic School Council.
  - Act as a resource on laws, regulations, Board policies and collective agreements.

- Communicate with the Chairperson and/or Co-Chair(s) of the Catholic School Council as required.
  - Act as the secretary/treasurer of the Catholic School Council.
  - Prepare and present a Principal's Report at each Catholic School Council meeting including a financial statement of the Catholic School Council.
  - Ensure that copies of the minutes of the meetings are kept at the school and posted on the school website.
  - Assist the Catholic School Council in encouraging participation of all groups within the school community.
  - Cooperatively plan the agenda with the Catholic School Council Chairperson and/or Co-Chair(s) and forward to all Catholic School Council members a minimum of three (3) calendar days before the meeting date.
  - Maintain a full and accurate account of the proceedings and transactions of each Catholic School Council meeting.
- 5.4 School Staff, Student, Special Needs, and Parish Priest Representatives (non-voting members) shall:
- Contribute to the discussions of the Catholic School Council.
  - Solicit views and report where applicable at each Catholic School Council meeting.
  - Communicate information back to their representative groups.

## 6. MEETING PROCEDURES

- 6.1 Meetings will open and close with a prayer.
- 6.2 The Catholic School Council shall meet a minimum of four (4) times during the school year.
- 6.3 Meetings will commence on time and not last more than two (2) hours, unless the Catholic School Council agrees to a longer meeting as determined by the By-Laws.
- 6.4 All meetings of the Catholic School Council shall be held at the school and are open to members of the school community.
- 6.5 Catholic School Council meetings shall not proceed unless there is a quorum in attendance. A quorum is fifty percent plus one (50% + 1) of members, but at all times there must be a majority of parents/guardians at the meeting as well as the Principal and/or his or her designate.
- 6.6 Substitutes or proxies are not permitted.
- 6.7 The agenda for Catholic School Council meetings shall be distributed to all members a minimum of three days in advance of the meeting.
- 6.8 The Principal shall give written notice or post on the school website of the dates, times and location of the meetings of the Catholic School Council, to every parent/guardian of a student who, on the date the notice is given is enrolled in the school.
- 6.9 At the first meeting of the new school year, the parent/guardian members of the Catholic School Council shall elect a parent/guardian to serve as Chairperson and may choose to elect a and/or Co-Chairperson(s).
- 6.10 Minutes of the meetings are to be recorded and maintained at the school site, posted on the school website, and made available at the office of the school.
- 6.11 The Catholic School Council may establish committees to carry out specific functions and will seek widespread participation in these activities. Every committee of the Catholic School Council must include at least one (1) parent/guardian member.

- 6.12 The Catholic School Council shall use consensus, where possible as the usual method for developing recommendations and plans. If voting becomes necessary, a simple majority will be sufficient for a vote on any issue.
- 6.13 The Catholic School Council, in consultation with the Principal of the school, shall inform the general school and parent/**guardian** communities of its activities, through the school website and school newsletters.

## **7. VACANCIES**

- 7.1 The By-Laws of the Catholic School Council shall include the expectation that members attend Catholic School Council meetings regularly, and will include provisions for the Chairperson and/or Co-Chairperson(s) to determine the intent of members to continue serving on the Catholic School Council if absenteeism occurs on a regular basis.
- 7.2 There will be no discretionary removal of a duly elected or appointed Catholic School Council member before the end of his or her term.
- 7.3 If a vacancy of a parent/**guardian** member occurs, and only if this vacancy changes the simple majority of parents/**guardians**, notification will be given to all families and interested parents/**guardians** will be asked to submit their names to the Principal by a designated date. The Catholic School Council will hold an election in accordance with the By-Laws of the Catholic School Council.
- 7.4 Where a Catholic School Council member submits a letter of resignation or is absent from three (3) consecutive Catholic School Council meetings, the Catholic School Council may appoint a replacement to serve until the next election as per the Catholic School Council By-Laws (Member Absences and Attendance at Meetings).
- 7.5 If a vacancy of a community representative occurs, the Catholic School Council may request that the agency appoint another member, may choose a different organization, or, choose not to fill the position.
- 7.6 If a student, teacher or non-teaching representative vacancy occurs, the Principal shall arrange for a replacement where possible.
- 7.7 Individuals filling a vacated position shall hold the position until the term for that position expires.
- 7.8 A vacancy in the membership of Catholic School Council does not prevent the Catholic School Council from exercising its authority to fill the position.

## **8. CODE OF ETHICS**

Catholic School Councils shall establish a code of ethics that outlines expectations of its members and guides their behaviour. The code of ethics shall address such matters as:

- roles and responsibilities of Catholic School Council members,
- conflict of interest and the management of conflict,
- manner in which members are expected to act, and
- the establishment of a process for resolving internal conflict disputes in accordance with Board policy.

## **9. ESTABLISHING BY-LAWS**

- 9.1 Catholic School Councils must develop By-Laws within the first sixty (60) days of the school year to address at a minimum the following areas:

- Election procedures
  - Filling vacancies
  - Conflict of interest
  - Conflict resolution procedures as per Board Policy No. 800.3
- 9.2 By-Laws governing other areas of operation may also be developed but must be in accordance with any applicable Board policies and Ontario Regulation 612/00.
- 9.3 By-Laws are to be reviewed annually by the Catholic School Council.
- 9.4 [Catholic School Councils are encouraged to make additions to the Catholic School Council By-Laws Template \(Appendix A\) to reflect the needs of their individual school.](#)

## 10. DELEGATIONS

- 10.1 Individuals may approach the ~~Chairperson~~ [and/or Co-Chair\(s\)](#) or the Principal to be placed on the agenda. This request must be in writing and received at least two (2) weeks before the meeting. The ~~Chairperson~~ [and/or Co-Chair\(s\)](#) in consultation with the Principal may approve or deny such requests.
- 10.2 Delegations will be limited to ten (10) minutes.
- 10.3 Following a presentation, the Catholic School Council will decide, whether to amend the agenda at that point, refer it to a future meeting, or take no action.

## 11. RESOLUTION OF CONFLICTS

If, the Principal, after discussion with the Catholic School Council ~~Chairperson~~ [and/or Co-Chair\(s\)](#), determines that the Catholic School Council or any of its members have contravened Regulation 612/00 or Board Policy 800.1, the Principal or ~~Chairperson~~ [and/or Co-Chair\(s\)](#) will discuss the matter with the Family of Schools' Superintendent of Education. Please see the [Complaint Resolution Policy No. 800.3](#).

## 12. FUNDRAISING

- 12.1 Fundraising activities may be conducted as long as they are in accordance with Board policies and guidelines. Funds raised are to be used for a purpose approved by the Board and/or Principal.
- 12.2 Any funds and assets generated through fundraising activities assisted by the Catholic School Council are the property of the Board.
- 12.3 All fundraising activities conducted by the Catholic School Council must be included in the annual report prepared by the Catholic School Council.

## 13. ANNUAL REPORT

- 13.1 The Catholic School Council shall submit an annual written report on its activities to the Principal of the school and to the Board. Please see the [Catholic School Council Annual Report](#)
- 13.2 The Principal shall provide a copy of the report to every parent/[guardian](#) of a student enrolled in the school by giving the report to the ~~parent's~~ student for delivery or by posting the report in the school that is accessible to parents/[guardians](#), or on the school website.



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

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

**(Insert School Name)**  
**Catholic School Council**

**By-Laws**  
**TEMPLATE**

**Revised:** \_\_\_\_\_

***CATHOLIC SCHOOL COUNCIL BY-LAWS***



Everything that follows in these By-Laws for the (Insert School Name) Catholic School Council must be in keeping with Ontario Regulation 330/10 School Councils and Parent Involvement Committees, Ministry of Education: School Councils, A Guide for Members: [www.edu.gov.on.ca](http://www.edu.gov.on.ca) and the Niagara Catholic District School Board Complaint Resolution Policy No. 800.3.

These Catholic School Council BY-LAWS must be in place within sixty (60) days of the school year and reviewed annually.

## 1. NAME OF CATHOLIC SCHOOL COUNCIL

The name of this advisory body is “(school name) Catholic School Council”

## 2. PURPOSE

The purpose of the Catholic School Council, as an advisory body, through the active participation of parents/**guardian** is:

- to advocate and strengthen Catholic Education,
- to provide recommendations to the Board and/or Principal to improve student achievement and the well-being of all students,
- to enhance the accountability of the education system to parents/**guardians**, and
- to support the Mission Statement, Vision 2020 Statements, Strategic Directions and Enabling Strategies from the Vision 2020 Strategic Plan.

## 3. COMPOSITION (see Board Guideline section 3)

The Parents/Guardians of students who are enrolled at (Insert School Name) shall form the majority of (Insert School Name) Catholic School Council to a maximum of thirty (30) members.

The membership shall be comprised of:

- Parents/Guardians of a student enrolled in the school **who supports the Mission, Vision and Values of the Niagara Catholic District School Board.**
- A person is not qualified to be a parent/**guardian** member of the Catholic School Council if,
  - he/she is employed at the school; or
  - he/she is employed elsewhere by the Board and fails to take reasonable steps to inform persons qualified to vote of that employment.
- The Principal and/or Vice-Principal of the school, (non-voting member)
- One (1) teacher who is employed by the school,
- One (1) non-teaching staff member who is employed by the school,
- A parish priest or representative from the local parish,
- One (1) secondary student representative enrolled in the school, (if applicable)
- One (1) elementary student representative enrolled in the school, (if applicable)
- One (1) parent/guardian representative of a special needs child within the school, (if applicable)
- Community representation (as determined by the CSC)
- **One(1) parent/guardian who supports the Mission, Vision and Values of the Niagara Catholic District School Board appointed yearly by the Catholic School Council, to act as a OAPCE Liaison Representative to the Ontario Association of Parents in Catholic Education (OAPCE) through the Niagara Catholic Regional OAPCE Director.**
- A school that is for adult students, students enrolled in the school may act as “parents” on a Catholic School Council.

## 4. ELECTIONS & TERM OF OFFICE

- Elections shall be held within the first thirty (30) calendar days of the start of the school year.
- The Principal shall at least fourteen (14) calendar days before the date of the election give written notice of the date, time, and location and availability of election forms to every parent who has a student enrolled at the school.
- Self-nominations are acceptable.

- The elections will be organized by the Principal and any outgoing council members to: review and finalize nominations, confirm names on ballots, run the election, and communicate the results.
- The election of parent members shall be by secret ballot.
- In order to encourage increased parent involvement and leadership it is recommended that a term for elected officer positions of the Catholic School Council will not exceed two (2) consecutive years.
- Names and addresses, and contact information of the Chairperson/Co-Chair(s) of the Catholic School Council shall be forwarded to the Director of Education within thirty (30) calendar days of the election.
- Names of Catholic School Council members will be published to the school community by the Principal no later than thirty (30) calendar days following the election.
- Members of the Catholic School Council will not receive an honorarium or payment for general expenses.

## 5. ROLES & RESPONSIBILITIES OF CATHOLIC SCHOOL COUNCIL MEMBERS

The role of the Catholic School Council member carries with it certain responsibilities.

Catholic School Council Chairperson/Co-Chair(s), (voting members) shall:

- Call Catholic School Council meetings in consultation with the Principal.
- Plan the agenda with the Principal.
- Chair the meetings.
- Ensure the minutes of the meeting are recorded, maintained, and submitted to the Principal for review.
- Participate as ex-officio members of all committees established by the Catholic School Council.
- Ensure that any views presented by the Chairperson/Co-Chair(s) represent the position of the Catholic School Council.

Parent Representatives (voting members) shall:

- Attend and participate in meetings.
- Solicit views of other parents/guardians and members of the community to share with the members.
- Participate in information and training sessions.
- Respond to requests from the Board.
- Observe the Catholic School Council's Code of Ethics and By-Laws.
- Maintain a school focus on all issues.

School Principal (non-voting member) shall:

- Facilitate the operation of the Catholic School Council.
- Attend every meeting or direct a designate.
- Plan the agenda and communicate with the Catholic School Council Chairperson/Co-Chair(s).
- Support and promote the Catholic School Council.
- Seek input from the Catholic School Council.
- Act as a resource on laws, regulations, Board policies and collective agreements.
- Act as the secretary/treasurer.
- Prepare and present a report at each Catholic School Council meeting including a financial statement of the Catholic School Council.
- Ensure that copies of the approved minutes of the meetings are kept at the school and posted on the school website.

School Staff, Community, Student, Special Needs, and Parish Priest Representatives (voting members) shall:

- Contribute to the discussions of the Catholic School Council.
- Solicit views and report where applicable at each Catholic School Council meeting.

## 6. MEETING PROCEDURES

- Meetings will open and close with a prayer.
- The first meeting of the new school year, the Catholic School Council shall elect a parent/guardian to serve as Chairperson and may choose to elect a Co-Chairperson(s).
- The Catholic School Council shall meet a minimum of four (4) times during the school year.
- Catholic School Council meetings shall not proceed unless there is a quorum in attendance. A quorum is fifty percent plus one (50% + 1) of members, but at all times there must be a majority of parents/guardians at the meeting as well as the Principal and/or his or her designate.
- The Principal shall give written notice or post on the school website of the dates, times and location of the meetings of the Catholic School Council.
- Meetings will commence on time and not last more than two (2) hours, unless the members agree to a longer meeting.
- All meetings shall be held at the school and are open to ALL members of the school community.
- Substitutes or proxies are not permitted.
- The Principal will make every effort to distribute the agenda to members in advance.
- Minutes of the Catholic School Council meeting are to be recorded and maintained at the school site, posted on the school website, and made available at the office of the school.
- The Catholic School Council may establish committees to carry out specific functions but at least one (1) parent member must be on the committee.
- Consensus shall be the usual method for developing recommendations and plans. If voting becomes necessary, a simple majority will be sufficient for a vote on any issue.

## 7. MEMBER ABSENCES AND ATTENDANCE AT MEETINGS

Catholic School Council members are expected to attend all Catholic School Council meetings and all meetings of the subcommittee meetings of which they are members, either physically or through electronic means.

- A member who is unable to attend a scheduled Catholic School Council meeting must request to be excused from a meeting by contacting the Principal or Catholic School Council Chair/Co-Chairs and will be marked as excused in the minutes of the meeting.
- Members, who, prior to the adjournment of a meeting, have excused themselves or depart at any time during a meeting for the remainder of the meeting, will have the time of departure noted in the minutes of the meeting.
- Members, who are not excused from attendance at a Catholic School Council meeting or fail to notify the appointed Principal or Catholic School Council Chair or Co-Chairs if unable to attend a meeting, will be marked as absent in the minutes of the meeting.
- A member of the ~~Niagara Catholic Parent Involvement Committee~~ Catholic School Council may lose his or her position for being absent without authorization for (3) three consecutive meetings

## 8. VACANCIES

- The expectation of (Insert School Name) Catholic School Council is for members to attend meetings regularly. The Chairperson/Co-Chair(s) and Principal shall address incidents of member's irregular attendance to determine the member's intent or ability to continue serving on the Catholic School Council.
- There will be no discretionary removal of a duly elected or appointed Catholic School Council member before the end of his or her term.
- If a vacancy of a parent member occurs, and only if this vacancy changes the simple majority of parents/guardians, notification will be given to all families and interested parents/guardians will be asked to submit their names to the Principal.
- Where a Catholic School Council parent member submits a letter of resignation or is absent from three (3) consecutive Catholic School Council meetings, the Catholic School Council may appoint a replacement to serve until the next election.

- If a vacancy of a community representative occurs, the Catholic School Council may request that the agency appoint another member, may choose a different organization, or, choose not to fill the position.
- If a student, teacher or non-teaching representative vacancy occurs, the Principal shall arrange for a replacement where possible.
- Individuals filling a vacated position shall hold the position until the term for that position expires.
- A vacancy in the membership of Catholic School Council does not prevent the Catholic School Council from exercising its authority to fill the position.

## 9. CODE OF ETHICS

A member shall:

- Consider the best interest of all students.
- Be guided by the Mission Statements of the Board and school.
- Become familiar with the Education Act according to school and Board guidelines, and Ministry of Education Regulations.
- Maintain the highest standards of integrity, recognizing and respecting the personal integrity of each member of the school community.
- Treat all other Catholic School Council members with respect and allow for diverse opinions to be shared, without interruption.
- Create a positive environment in which individual contributions are encouraged and valued.
- Acknowledge democratic principles and accept the consensus of the Catholic School Council for recommendation to the Principal.
- Respect the confidential nature of some school business, respect the limitations this places on the operation of the Catholic School Council, and not disclose confidential information.
- Focus discussions at Catholic School Council meetings to those items that fall within the mandate of Catholic School Councils.
- Use established communication channels when questions or concerns arise.
- Promote high standards of ethical practice within the school community.
- Not accept any payment for their Catholic School Council involvement.
- Refrain from making any negative statements about any individual or groups.
- Declare any conflict of interest.

## 10. DELEGATIONS

- Individuals may approach the Chairperson/Co-Chair(s) or the Principal to be placed on the agenda. This request must be in writing and received at least two (2) weeks before the meeting.
- The Chairperson/Co-Chair(s), in consultation with the Principal, may approve or deny such requests.
- Delegations will be limited to ten (10) minutes.

## 11. RESOLUTION OF CONFLICTS

If the Principal, after discussion with the Catholic School Council Chairperson/Co-Chair(s), determines that the Catholic School Council or any of its members have contravened Regulation 330/10 or Board Policy 800.1, the Principal or Chairperson/Co-Chair(s), will discuss the matter with the Family of Schools' Superintendent of Education. Please see the Complaint Resolution Policy No. 800.3.

Conflict Resolution Process (adapted from School Councils-A Guide for Members)

- If a member becomes disruptive during a meeting, the Chairperson/Co-Chair(s), shall ask for order.
- If all efforts to restore order fail or the unbecoming behaviour continues, the Chairperson/Co-Chair(s), may direct the individual Catholic School Council member to leave the meeting, citing reasons for the request.

- The removal of member for one (1) meeting does not prevent the member from participating in future meetings of the Catholic School Council.
- The incident shall be recorded and submitted to the appointed Superintendent of Education by the Principal within one (1) week of the meeting.
- It is recommended that parties involved in the conflict follow the Board's Complaint Resolution Policy No. 800.3.
- Upon removal of a member, a special meeting shall be called, the purpose of which will be to arrive at a mutually acceptable solution to the dispute.
- Such a meeting shall be a private meeting and not construed as a meeting of the Catholic School Council.
- Any resolution reached at the meeting to resolve the conflict shall be signed and respected in full by all parties to the agreement.

## **12. FUNDRAISING**

- Fundraising activities may be conducted as long as they are in accordance with Board policies and guidelines.
- Funds raised are to be used for a purpose recommended by the Catholic School Council and approved by the Board and/or Principal.
- Any funds and assets generated through fundraising activities assisted by the Catholic School Council are the property of the Board.
- All fundraising activities conducted by the Catholic School Council must be included in the annual report prepared by the Catholic School Council.

## **13. ANNUAL REPORT**

The Catholic School Council shall submit an annual written report on its activities to the Principal of the school and to the Board (Appendix A).

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
JUNE 11, 2013**

*PUBLIC SESSION*

**TOPIC: NIAGARA CATHOLIC PARENT INVOLVEMENT  
COMMUNITY POLICY (#800.7) AND BY-LAWS**

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**RECOMMENDATION**

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Niagara Catholic Parent Involvement Community Policy (#800.7) and By-Laws, as presented.

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Prepared by: Lee Ann Forsyth-Sells, Superintendent of Education  
Presented by: Policy Committee  
Recommended by: Policy Committee  
Date: June 11, 2013

**DRAFT**



## **NIAGARA CATHOLIC PARENT INVOLVEMENT COMMITTEE POLICY**

Adopted: May 24, 2011  
Revised: October 25, 2011  
February 28, 2012

Policy No. 800.7

### **STATEMENT OF POLICY**

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the Niagara Catholic Parent Involvement Committee (NCPIC), is a regional body of representative stakeholders, that supports the Mission of Catholic Education and the Mission of the Niagara Catholic District School Board, by providing a communication link to parents/guardians, Catholic School Councils, the Director of Education, and the Board of Trustees.

The Niagara Catholic Parent Involvement Committee, as supported by the Niagara Catholic District School Board, promotes active parent/guardian engagement with all parents/guardians in all schools for the improvement of student achievement and the well-being of all students in the Niagara Catholic District School Board.

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

#### ***References:***

- *Ontario Regulation 330/10 School Councils and Parent Involvement Committees*
- *Parents in Partnership...A Parent Engagement Policy for Ontario Schools*
- *Niagara Catholic District School Board Catholic School Councils Policy 800.1*
- *Niagara Catholic District School Board Complaint Resolution Policy No. 800.3*
- *Niagara Catholic District School Board By-Laws*
- *Niagara Catholic Parent Involvement Committee By-Laws*
- *Education Act-Section 1*
- *OAPCE By-Law and Constitution*

**DRAFT**



## **NIAGARA CATHOLIC PARENT INVOLVEMENT COMMITTEE POLICY**

Adopted: May 24, 2011  
Revised: October 25, 2011  
February 28, 2012

Policy No. 800.7

### **ADMINISTRATIVE GUIDELINES**

#### **1. RESPONSIBILITIES OF THE NIAGARA CATHOLIC PARENT INVOLVEMENT COMMITTEE (NCPIC)**

- 1.1** The Niagara Catholic Parent Involvement Committee (NCPIC) is an advisory body, and the recommendations of the committee shall be in keeping with the Mission Statement of the Board, Vision 2020 Statements, Strategic Directions and the Enabling Strategies from the Vision 2020 Strategic Plan, along with the distinctive character, philosophy and goals of Catholic Education and respectful of the faith and traditions of the Catholic Church. The Board will retain all the powers and duties specified in the Education Act and its related Regulations.
- 1.2** Niagara Catholic Parent Involvement Committee members are to maintain a regional wide focus to support Catholic Education in all schools, to encourage and enhance parent/guardian engagement for the improvement of student achievement, and the well-being of all students in the Niagara Catholic District School Board.
- 1.3** Individual members of the Niagara Catholic Parent Involvement Committee do not speak for the committee and the Chairperson and/or Co-Chair(s) must be diligent in ensuring that any views presented in the capacity of Chairperson and/or Co-Chair(s) represent fairly the position of the Niagara Catholic Parent Involvement Committee.

#### **2. MANDATE OF THE NIAGARA CATHOLIC PARENT INVOLVEMENT COMMITTEE (NCPIC)**

- 2.1** The Board and/or School Administration may ask for recommendations from the Niagara Catholic Parent Involvement Committee.
- 2.2** The Niagara Catholic Parent Involvement Committee shall achieve its purpose by:
  - providing information and advice on parent/guardian engagement to the Board;
  - communicating with, and supporting Catholic School Councils of schools of the Board;
  - undertaking activities to help parents/guardians of students of the Board support their children's learning at home and at school;
  - developing strategies and initiatives the Board and the Director of Education could use to effectively communicate with parents/guardians and to effectively engage parents/guardians in improving student achievement and the well-being of all students in the



- Board such as Meetings, Faith Formation, ~~Conventions~~ **Conferences** and other events for Catholic School Councils as approved by the Board;
- advising the Board and the Director of Education on ways to use the strategies and initiatives;
- working with Catholic School Councils, the Director of Education and/or the **Director's designate**/Superintendent of Education, and with employees of the Board to:
- share effective practices to help engage parents/**guardians**, especially parents/guardians who may find engagement challenging, in their children's learning,
- identify and reduce barriers to parent/guardian engagement,
- help ensure that schools of the Board create a welcoming environment for parents/guardians of its students, ~~and~~
- develop skills and acquire knowledge that will assist the Niagara Catholic Parent Involvement Committee and Catholic School Councils of the Board with their work; and by
- communicating information from the Parent Engagement Office of the Ministry of Education to Catholic School Councils of the Board and to the parents/guardians of students of the Board;
- determining, in consultation with the Director of Education and/or the **Director's designate**/ Superintendent of Education, and in keeping with the Board's policies, how funding, if any, provided under the Education Act for parent/guardian involvement is to be used by the Niagara Catholic Parent Involvement Committee,
- reviewing new and revised policies and guidelines, and
- other issues deemed appropriate by the Board.

- 2.3 Each year, the Niagara Catholic Parent Involvement Committee shall make recommendations to promote Catholic values and to encourage parental involvement in the schools. The recommendations shall be presented to the Director of Education through the **Director's designate**/ Superintendent of Education ~~appointed Superintendent of Education (Director's designate)~~ and shall outline the objectives, description of activities, personnel and required budgets, as well as a brief statement of expected outcomes.
- 2.4 The Board shall establish a yearly budget to address the various activities as outlined in 2.2 projected for the Niagara Catholic Parent Involvement Committee.
- 2.5 The normal reporting system for the Niagara Catholic Parent Involvement Committee will be through the **Director's designate**/ Superintendent of Education. ~~appointed Superintendent of Education (Director's designate) to the Director of Education.~~

**3. MEMBERSHIP**

- 3.1 Every effort will be made to ensure that membership is representative of the population distribution within the geographic areas of the Board's jurisdiction with half of the parent/guardian representatives serving for a one (1) year term with the remainder serving for a two (2) year term:
 

Niagara Falls/Niagara-on-the-Lake	up to 4 Parent/Guardian Representatives
St. Catharines	up to 4 Parent/Guardian Representatives
Welland	up to 2 Parent/Guardian Representatives
Fort Erie, Port Colborne, Wainfleet	up to 2 Parent/Guardian Representatives
Thorold/Merritton	up to 2 Parent/Guardian Representatives
Grimsby/Lincoln/West Lincoln/Pelham	up to 2 Parent/Guardian Representatives

- 3.2 Eligibility of Membership
  - 3.2.1 To be eligible for election/appointment to the Niagara Catholic Parent Involvement Committee:
    - must be a parent/guardian of a student enrolled in a Niagara Catholic District School Board school,

- must reside within the Board’s jurisdiction,
- must represent the geographic area where the student(s) is enrolled,
- **must support the Mission, Vision and Values of the Niagara Catholic District School Board, and**
- **must fully participate in the Annual Commissioning Ceremony of NCPIC members.**

3.2.2 A parent/guardian who is employed by the Board is qualified to be appointed to the Niagara Catholic Parent Involvement Committee.

3.2.3 A parent/guardian who is employed by the Board shall at his or her first meeting inform the Niagara Catholic Parent Involvement Committee of his or her employment with the Board.

### 3.3 Composition of the Niagara Catholic Parent Involvement Committee

The Niagara Catholic Parent Involvement Committee shall include the following:

#### VOTING MEMBERS

- The number of parent/guardian members as specified in the By-Laws of the Niagara Catholic Parent Involvement Committee,
- The number of Community Representatives as specified in the By-Laws of the Niagara Catholic Parent Involvement Committee,
- **In accordance with the Niagara Catholic Parent Involvement Committee By-Laws, one (1) parent/guardian will be elected as required for a term not to exceed two (2) years annually to represent the Niagara Catholic District School Board as the Regional Director for the Ontario Association of Parents in Catholic Education (OAPCE) and will act as liaison between the Ontario Association of Parents in Catholic Education (OAPCE) and the OAPCE Liaison Representatives from the Catholic School Councils of the Board.**

#### NON-VOTING MEMBERS

- The Director of Education and/or **the Director’s designate/Superintendent of Education Designate, the appointed Superintendent of Education, (non-voting member),**
- Two (2) members of the Board appointed by the Chairperson of the Board for a one (1) year term, ~~(non-voting member),~~
- The Bishop of the Diocese of St. Catharines or his appointed representative,
- One (1) Principal of an elementary school of the Board recommended by the Principal/Vice-Principal Council to Senior Administrative Council, for approval,
- One (1) Principal of a secondary school of the Board recommended by the Principal/Vice-Principal Council to Senior Administrative Council, for approval,
- One (1) teacher employed, other than a Principal or Vice-Principal, in an elementary school of the Board recommended by the Ontario English Catholic Teachers’ Association (OECTA) to Senior Administrative Council, for approval,
- One (1) teacher employed, other than a Principal or Vice-Principal, in a secondary school of the Board recommended by the Ontario English Catholic Teachers’ Association (OECTA) to Senior Administrative Council, for approval,
- One (1) person employed by the Board, other than a Principal, Vice-Principal or teacher, i.e. (support staff) recommended by Canadian Union of Public Employees (CUPE) to Senior Administrative Council, for approval,
- One (1) parent/guardian of a student with special needs enrolled in a Niagara Catholic District School Board school who will not be counted as a parent/guardian representative from one (1) of the geographic areas, but as an advocate for students with special needs recommended by motion of the Special Education Advisory Committee (SEAC) at the first meeting of the school year, and
- One (1) **member of the** Secondary Student Senate ~~Representative~~ to be appointed by the Student Senate.

~~When the Niagara Catholic Parent Involvement Committee votes on a matter, only parent members and community representative members are entitled to vote (As per the *Education Act*).~~

- 3.4 The Niagara Catholic Parent Involvement Committee shall elect/acclaim parent/guardian members in the Fall of each school year to the committee before November 15 and before the first meeting of the Committee in the school year.
- 3.5 In specifying the number of parent/guardian members to be elected to the Niagara Catholic Parent Involvement Committee in its By-Laws, the committee shall ensure that parent/guardian members constitute a majority of the members of the committee.
- 3.6 Any appointment to the Niagara Catholic Parent Involvement Committee is of no effect unless the person agrees to the appointment.

#### **4. VACANCIES/TERMS OF OFFICE/OFFICERS/ ELECTIONS**

- 4.1 Vacancies on the Niagara Catholic Parent Involvement Committee may occur when:
  - a parent/guardian member has reached the end of a one (1) or two (2) year term
  - a member resigns
  - a member is unable to fulfill his/her duties
- 4.2 A vacancy in the membership of the Niagara Catholic Parent Involvement Committee does not prevent the committee from exercising its authority to make an appointment to fill the vacancy as specified in the By-Laws of the Niagara Catholic Parent Involvement Committee.
- 4.3 Vacancies in parent/guardian member positions shall be advertised through a variety of methods which may include:
  - advertisements in newsletters of all schools or Catholic School Councils of schools of the Board,
  - advertisements in the newspaper with general circulation in the geographic jurisdiction of the Board,
  - advertisements on radio or television stations that broadcast in the geographic jurisdiction of the Board,
  - notices in schools of the Board,
  - notices on the Board website [www.niagaracatholic.ca](http://www.niagaracatholic.ca) and on the websites of the Board's schools, and
  - notices in the Parish bulletins.
- 4.4 Where a vacancy of an elected parent/guardian member occurs, the Niagara Catholic Parent Involvement Committee may appoint a parent/guardian to serve on the Niagara Catholic Parent Involvement Committee until the next election.
  - 4.4.1 The Niagara Catholic Parent Involvement Committee shall fill the vacancy by appointment from the pool of candidates from the previous election process.
  - 4.4.2 If none of the candidates from the pool of the previous election process is interested in becoming a Niagara Catholic Parent Involvement Committee member, the Niagara Catholic Parent Involvement Committee may request nominations from interested parents/guardians of the Niagara Catholic District School Board from the vacant geographic area to submit their names by the designated date for consideration.
  - 4.4.3 The Niagara Catholic Parent Involvement Committee may then appoint one (1) of the interested candidates from the vacant geographic area.

- 4.5 Where a vacancy of a Community representative occurs, the Niagara Catholic Parent Involvement Committee may request the agency to appoint another member, choose a different organization, or choose not to fill the position.
- 4.6 Where a Principal/Vice-Principal, student, teacher or non-teaching representative vacancy occurs, ~~the Niagara Catholic Parent Involvement Committee Chairperson and the Director's designate/Superintendent of Education~~ ~~the appointed Superintendent of Education~~ shall arrange for a replacement as outlined in Section 3.3.
- 4.7 Individuals filling a vacated position shall hold the position until the original term for that position expires.
- 4.8 Terms of Office
- 4.8.1 The term of office of some of the parent/guardian members of the Niagara Catholic Parent Involvement Committee shall be one (1) year and the term of office of some of the parent/guardian members shall be two (2) years, as provided in the By-Laws of the committee. Half of the parent/guardian representatives from each of the geographic areas will serve a two (2) year term with the remainder serving for a one (1) year term.
- 4.8.2 Parent/guardian representatives will declare their desired term of office on the nomination/self-nomination forms. At the first meeting of the Niagara Catholic Parent Involvement Committee, terms for representatives from each geographic area will be determined by consensus.
- 4.8.3 Failing a consensus, the representatives from the geographic areas shall draw lots (straws) to determine the length of the term. The drawing of lots shall be done in alphabetical order and the person who draws the longest straw shall be the representative for a two (2) year term.
- 4.8.4 A member of the Niagara Catholic Parent Involvement Committee may be re-appointed or re-elected to the Committee for more than one (1) term unless otherwise provided in the By-Laws of the committee.
- 4.9 Officers
- 4.9.1 The Niagara Catholic Parent Involvement Committee shall have a Chairperson ~~and/or Co-Chair(s)~~, if the By-Laws of the committee so provides, a Co-Chair(s) ~~person~~.
- 4.9.2 The Chairperson ~~and/or Co-Chair(s)~~ ~~Co-Chairperson~~ must be parent members of the committee and shall be elected for a two (2) year term by the parent/~~guardian~~ members of the committee at the first meeting of the committee in each school year that there is a vacancy in the office of the Chairperson ~~and/or Co-Chair(s)~~ ~~or Co-Chairperson~~.
- 4.9.3 Only parent/~~guardian~~ members with a two (2) year term on the Niagara Catholic Parent Involvement Committee are eligible to be elected to the position of Chairperson ~~and/or Co-Chair(s)~~ ~~or Co-Chairperson~~.
- 4.9.4 An individual may not serve more than two (2) consecutive terms as Chairperson ~~and/or Co-Chair(s)~~ ~~or Co-Chairperson~~.
- 4.9.5 An individual who has served one (1) term or two (2) consecutive terms as Chairperson ~~and/or Co-Chair(s)~~ ~~or Co-Chairperson~~ may be re-elected as Chairperson ~~and/or Co-Chair(s)~~ ~~or Co-Chairperson~~ of the committee provided at least one (1) two

(2) year term has elapsed since his or her last term as Chairperson and/or Co-Chair(s) or Co-Chairperson.

4.9.6 The Chairperson and/or Co-Chair(s) or Co-Chairperson shall act as spokespersons for the committee in communicating matters of the committee with the Director of Education of the Board and/or the Director's Designate/Superintendent of Education of the Board. and the Board.

4.9.7 The Niagara Catholic Parent Involvement Committee shall have such other officers as are provided for in the By-Laws of the committee.

4.9.8 A vacancy in the office of Chairperson and/or Co-Chair(s) Co-Chairperson or any office provided for in the By-Laws shall be filled in accordance with the By-Laws of the committee.

#### 4.10 Elections

4.10.1 Elections of parent/guardian representatives to the Niagara Catholic Parent Involvement Committee are to be held in the Fall of each school year before November 15 and before the first meeting of the Committee in the school year.

4.10.2 Election Forms will be sent to individual Catholic School Councils one (1) month prior to the elections.

4.10.3 Nomination forms and self-nomination forms must be submitted and received by the nomination date before 4:00 p.m. EST. Nomination forms will be date stamped for receipt. Nomination forms that are incomplete by the nomination submission deadline will not be accepted.

4.10.4 If an election is to be held, notification will be given to all candidates as to the date/time of the election which will occur at the Niagara Catholic Parent Involvement Committee Annual Catholic School Council Chairpersons and/or Co-Chair(s) and Members' Meeting in the Fall of each school year.

4.10.5 To be eligible to vote a parent/guardian must be a resident of the geographic area. Residency may be verified through a request for official documentation such as a tax bill. A parent/guardian of the geographic area must be in attendance at the Niagara Catholic Parent Involvement Committee Annual Catholic School Councils Chairpersons and/or Co-Chair(s) and Members' Meeting to vote. Nominees will be invited to make a brief two (2) minute presentation to parents/guardians present in the geographic area before the vote. The vote will be by secret ballot and tabulated by the Election sub-committee of the Niagara Catholic Parent Involvement Committee.

4.10.6 An (election) sub-committee, comprised of the previous year's Niagara Catholic Parent Involvement Committee Chairperson, (if not seeking re-election) or at least (1) and/or Co-Chair(s) Co-Chairperson, the Director's designate/ Superintendent of Education and up to four (4) additional members will oversee the election process. (Niagara Catholic Parent Involvement Committee By-Laws).

4.10.7 Names and addresses of members of the Niagara Catholic Parent Involvement Committee will be forwarded to the Director of Education within thirty (30) days of the election.

4.10.8 Names of the Niagara Catholic Parent Involvement Committee members will be published to the Niagara Catholic District School Board school communities.

4.10.9 Where a Niagara Catholic Parent Involvement Committee member submits a letter of resignation or is absent from three (3) consecutive Niagara Catholic Parent Involvement Committee meetings, the Niagara Catholic Parent Involvement Committee may appoint a replacement to serve until the next election as per Section 4.4 Vacancies and NCPIC By-Laws.

## 5. **ROLE OF THE NIAGARA CATHOLIC PARENT INVOLVEMENT COMMITTEE CHAIRPERSON AND/OR CO-CHAIR(S)**

The Chair and/or Co-Chair(s) of the Niagara Catholic Parent Involvement Committee in consultation with the Director's designate/Superintendent of Education shall:

- 5.1 Determine the dates of the Niagara Catholic Parent Involvement Committee meetings in consultation with the Director's designate/Superintendent of Education.
- 5.2 Plan the agenda with Director's designate/Superintendent of Education.
- 5.3 Chair the Niagara Catholic Parent Involvement Committee meetings.
- 5.4 Communicate regularly with the Director's designate/Superintendent of Education appointed Superintendent of Education and Catholic School Councils regarding matters of the committee.
- 5.5 The Chairperson must Be diligent in ensuring that any views presented in the capacity of Chairperson and/or Co-Chair(s) represent fairly the position of the Niagara Catholic Parent Involvement Committee.
- 5.6 Review the By-Laws annually in consultation with the Niagara Catholic Parent Involvement Committee.
- 5.7 Participate as ex-officio members of all subcommittees established by the NCPIC.

## 6. **ROLE OF COUNCIL THE PARENT/GUARDIAN MEMBERS**

- 6.1 Participate in Niagara Catholic Parent Involvement Committee meetings on a regular basis as per the NCPIC By-Laws.
- 6.2 Participate in information and training sessions.
- 6.3 All members of the Niagara Catholic Parent Involvement Committee shall have the primary responsibility to work with the committee to facilitate the approved mandate.

## 7. **ROLE OF THE DIRECTOR'S DESIGNATE/SUPERINTENDENT OF EDUCATION APPOINTED SUPERINTENDENT OF EDUCATION**

- 7.1 Facilitate and assist in the operation of the Niagara Catholic Parent Involvement Committee and assist in its operation.
- 7.2 In consultation with the Chair and/or Co-Chair(s) determine the date and time of the Niagara Catholic Parent Involvement Committee and subcommittee meetings and arrange a meeting room.
- 7.3 Plan the agenda with the Chairperson and/or Co-Chair(s) and subcommittee Chairs and/or Co-Chair(s) of the Niagara Catholic Parent Involvement Committee.
- 7.4 Make every effort to distribute the agenda to all members of the Niagara Catholic Parent Involvement Committee at least five (5) calendar days prior to the meeting.
- 7.5 Support and promote the approved activities of the Niagara Catholic Parent Involvement Committee.
- 7.6 Seek input from the council Niagara Catholic Parent Involvement Committee.
- 7.7 Act as a resource on laws, regulations and Board policies. and collective agreements.
- 7.8 Communicate with the Chairperson and/or Co-Chair(s) of the Niagara Catholic Parent Involvement Committee on matters of the Committee as required.
- ~~7.9 Plan the agenda with the Chairperson of the Niagara Catholic Parent Involvement Committee.~~
- 7.10 Assist the Niagara Catholic Parent Involvement Committee in encouraging increased parent/guardian involvement.



- 7.11 Ensure that the minutes of the meetings are recorded, maintained, and posted on the Board website.
- 7.12 Facilitate all communication between the Niagara Catholic Parent Involvement Committee and the Catholic School Councils.
- 7.13 Act as the secretary/treasurer to the Niagara Catholic Parent Involvement Committee.
- 7.14 Prepare and present a report at each meeting, including a financial statement.

## 8. MEETING PROCEDURES

- 8.1 Meetings will open and close with a prayer.
- 8.2 Must fully participate in the Annual Commissioning Ceremony of the NCPIC members.
- 8.3 At the first meeting of the new school year the voting parent/guardian members appointed by the Board shall in the year where necessary elect a parent/guardian member to serve as Chair and/or Co-Chair(s) of the Niagara Catholic Parent Involvement Committee for a term of (2) years.
- 8.4 Meetings should be held on a bi-monthly basis between September to June. Special meetings may also be called by the Director's designate/Superintendent of Education appointed Superintendent of Education or by three (3) parent/guardian members by written request to the Director's designate/Superintendent of Education appointed Superintendent of Education.
- 8.5 Meetings will commence on time and not last more than two (2) hours, unless the majority of the Niagara Catholic Parent Involvement Committee members unanimously agree to a longer meeting of no more than thirty (30) minutes beyond the two (2) hour time limit.
- 8.6 All meetings are open to members of the public and Catholic School Councils within the Board's jurisdiction and will be held at the Catholic Education Centre.
- 8.7 Niagara Catholic Parent Involvement Committee meetings shall not proceed unless there is a quorum in attendance. A quorum is fifty percent plus one (50% + 1) of voting members, but at all times there must be a majority of parents/guardians at the meeting. A member who participates through electronic means shall be deemed to be present at the meeting.
- 8.8 A meeting cannot be held unless,
  - a majority of the members present at the meeting are parent/guardian members;
  - the Director of Education, or the Director's designate/ Superintendent of Education is present, and
  - at least one (1) of the appointed Trustees to the committee is present.
- 8.9 Every effort will be made to distribute the agenda to members of the Niagara Catholic Parent Involvement Committee at least five (5) calendar days prior to the meeting by delivering a notice by e-mail or regular mail and post a notice on the Board website.
- 8.10 Approved minutes of the meetings are to be recorded, maintained and posted on the Board website.
- ~~8.11 The Niagara Catholic Parent Involvement Committee may establish committees to carry out specific tasks or projects in accordance with the overall mandate and one (1) parent/guardian member from the Niagara Catholic Parent Involvement Committee must be a part of the committee.~~
- ~~8.10~~
- 8.9 The Niagara Catholic Parent Involvement Committee shall use consensus as the usual method for developing recommendations and plans. If voting becomes necessary, a simple majority will be sufficient for a vote on any issue.
- ~~8.11~~
- 8.10 The Niagara Catholic Parent Involvement Committee will inform Catholic School Councils and parent/guardian communities of their activities through newsletters, special meetings, the Board website, and through liaison with Catholic School Councils. Information to Catholic School Councils shall flow through the school Principal and/or the Chairperson and/or Co-Chair(s) of the Catholic School Council.

## 9. SUBCOMMITTEES

- 9.1 The Niagara Catholic Parent Involvement Committee may establish subcommittees to carry out specific tasks or projects in accordance with the overall mandate of the Niagara Catholic Parent Involvement Committee and to make recommendations on these matters to the Niagara Catholic Parent Involvement Committee.
- 9.2 A subcommittee of the Niagara Catholic Parent Involvement Committee must have at least one (1) parent/guardian member of the Niagara Catholic Parent Involvement Committee.
- 9.3 A subcommittee of the Niagara Catholic Parent Involvement Committee may include persons who are not members of the Niagara Catholic Parent Involvement Committee.
- 9.4 The members of a Niagara Catholic Parent Involvement Committee subcommittee shall elect a Chair and/or Co-Chair(s) at the first meeting of the subcommittee.
- 9.5 The Chair and/or Co-Chair(s) of the subcommittee appointed Superintendent of Education shall:
- In consultation with the Director's designate/Superintendent of Education and all subcommittee members determine the date and time of the Niagara Catholic Parent Involvement Committee subcommittee meetings.
  - Plan the agenda in consultation with the Director's designate/Superintendent of Education.
  - Chair the subcommittee meetings.
  - Report on the recommendations of the subcommittee at the subsequent Niagara Catholic Parent Involvement Committee meeting on matters of the Committee.
  - Record and make available the minutes of the subcommittee meetings to the Director's designate/Superintendent of Education appointed Superintendent of Education and the NCPIC members.
  - Communicate matters of the subcommittee regularly with the Director's designate/Superintendent of Education appointed Superintendent of Education and the Chair and/or Co-Chair(s) of the Niagara Catholic Parent Involvement Committee.
- ~~9.6 The Chairperson must be diligent in ensuring that any views presented in the capacity of Chairperson represent fairly the position of the Niagara Catholic Parent Involvement Committee.~~

## 10. BY-LAWS

In accordance with the Niagara Catholic Parent Involvement Committee Policy (800.7) the Niagara Catholic Parent Involvement Committee, shall recommend to the Niagara Catholic District School Board its By-Laws for approval, and shall make By-Laws governing the conduct of the committee's affairs; subject to the approval of the Board.

- shall make By-Laws governing the conduct of the committee's affairs; subject to the approval of the Board.
- shall make By-Laws,
  - specifying the number of parent/guardian members to be appointed or elected to the committee, governing the process of appointment or election of parent/guardian members and governing the filling of vacancies in parent/guardian membership,
  - specifying the number of community representatives, up to three (3), to be appointed to the committee, governing the process of appointment of community representatives and governing the filling of vacancies in community representative membership,
  - governing the election of members of the committee to the offices of Chairperson and/or Co-Chair(s) or Co-Chairperson, and any offices provided for in the By-Laws, and governing the filling of vacancies in the offices of the committee,
  - specifying the number of parent/guardian members of the Niagara Catholic Parent Involvement Committee that will hold office for one (1) year and the number of parent/guardian members that will hold office for two (2) years,
  - specifying the length of the term of office for the community representative member(s),



- establishing rules respecting conflicts of interest of the members of the Niagara Catholic Parent Involvement Committee, and
- establishing a process for resolving conflicts internal to the committee, consistent with the Board Complaint Resolution Policy. (See Policy 800.3)

## **11. MINUTES AND FINANCIAL RECORDS**

- 11.1** The Niagara Catholic Parent Involvement Committee shall keep minutes of all of its meetings and records of all of its financial transactions.
- 11.2** The Niagara Catholic Parent Involvement Committee shall retain the minutes of its meetings and the records of its financial transactions in accordance with the policies of the Board respecting the retention of documents by committees of the Board.
- 11.3** The minutes of the Niagara Catholic Parent Involvement Committee shall be:
- posted on the website of the Board; and
  - sent electronically to the Chairperson and/or Co-Chair(s) or Co-Chairperson of the Catholic School Council of each school of the Board.
- 11.4** The minutes and the records of its financial transactions shall be available for examination at the Board by any person without charge for four (4) years.
- 11.5** Minutes posted on the website of the Board shall remain on the website for four (4) years.

## **12. INCORPORATION**

The Niagara Catholic Parent Involvement Committee shall not be incorporated.

## **13. CONSULTATION WITH THE NIAGARA CATHOLIC DISTRICT SCHOOL BOARD, AND THE MINISTRY OF EDUCATION**

- 13.1** The Niagara Catholic District School Board may solicit and take into consideration the advice of the Niagara Catholic Parent Involvement Committee with regards to matters that relate to improving student achievement, and well-being and active parent engagement.
- 13.2** The Niagara Catholic District School Board shall inform the Niagara Catholic Parent Involvement Committee of its response to advice provided to it by the committee.
- 13.3** The Ministry of Education may solicit and take into consideration the advice of Niagara Catholic Parent Involvement Committee with regard to matters that relate to improving student achievement, and well-being and active parent engagement.

## **14. CONSULTATION BY THE NIAGARA CATHOLIC PARENT INVOLVEMENT COMMITTEE**

The Niagara Catholic Parent Involvement Committee may solicit and take into consideration the advice of parents/guardians of students enrolled in schools of the Board with regard to matters that relate to improving student achievement and well-being.

## **15. SUMMARY OF ACTIVITIES**

- 15.1** The Niagara Catholic Parent Involvement Committee shall annually submit a written summary of the committee's activities to the Chairperson of the Board and to the Director of Education of the Board.
- 15.2** The summary of activities shall include a report on how funding, if any, provided under the Education Act for the Niagara Catholic Parent Involvement Committee was spent.
- 15.3** The Director of Education and/or the Director's designate/Superintendent of Education shall,
- provide the summary of activities to the Catholic School Councils of the schools of the Board; and

- post the summary of activities on the website of the Board.

## 16. DELEGATIONS

- 16.1 Individuals may approach the Chairperson and/or Co-Chair(s) of the Niagara Catholic Parent Involvement Committee or the Director's designate/Superintendent of Education appointed Superintendent of Education to be placed on the agenda. This request must be in writing and received at least two (2) weeks before the meeting. The Chairperson and/or Co-Chair(s), in consultation with the Director's designate/Superintendent of Education appointed Superintendent of Education, may approve or reject such requests.
- 16.2 Delegations will be limited to ten (10) minutes.
- 16.3 Following a presentation, the Niagara Catholic Parent Involvement Committee will decide whether to amend the agenda at that point, refer it to a future meeting, or take no action.

## 17. CONFLICT RESOLUTION OF CONFLICTS

If the Director's designate/Superintendent of Education appointed Superintendent of Education, after discussion with the Niagara Catholic Parent Involvement Committee Chairperson and/or Co-Chair(s), determines that any of the members have contravened Regulation 330/10 or Board Policy 800.1, the Director's designate/Superintendent of Education appointed Superintendent of Education or Chairperson and/or Co-Chair(s) will discuss the matter with the Director of Education. Please see the Complaint Resolution Policy No. 800.3.

Conflict Resolution Process (adapted from School Councils-A Guide for Members)

- If a member becomes disruptive during a meeting, the Chairperson and/or Co-Chair(s) shall ask for order.
- If all efforts to restore order fail or the unbecoming behaviour continues, the Chairperson and/or Co-Chair(s) may direct the individual Niagara Catholic Parent Involvement Committee member to leave the meeting, citing reasons for the request.
- The removal of a member for one (1) meeting does not prevent the member from participating in future meetings of the Niagara Catholic Parent Involvement Committee.
- The incident shall be recorded and submitted to Director of Education and/or the Director's designate/Superintendent of Education by the appointed Superintendent of Education within one (1) week of the meeting.
- It is recommended that parties involved in the conflict follow the Board's Complaint Resolution Policy No. 800.3.
- Upon removal of a member, a special meeting shall be called, the purpose of which will be to arrive at a mutually acceptable solution to the dispute.
- Such a meeting shall be a private meeting and not construed as a meeting of the Niagara Catholic Parent Involvement Committee.
- Any resolution reached at the meeting to resolve the conflict shall be signed and respected in full by all parties to the agreement.

## 18. CODE OF ETHICS

A member shall:

- Fully participate in the Annual Commissioning Ceremony of the NCPIC members.
- Consider the best interest of all students and the NCPIC members.
- Be guided by the Mission, Vision and Values Statement of the Board.
- Become familiar with the Education Act, according to school and Board Policies guidelines, and Ministry of Education Regulations.
- Maintain the highest standards of integrity, recognizing and respecting the personal integrity of each member of the school community. NCPIC.
- Treat all other Niagara Catholic Parent Involvement Committee members with respect and allow for diverse opinions to be shared, without interruption.
- Create a positive environment in which individual contributions are encouraged and valued.

- Acknowledge democratic principles and accept the consensus of the Niagara Catholic Parent Involvement Committee for recommendation to the **Director's designate**/Superintendent of Education.
- ~~Respect the confidential nature of some school business, respect the limitations this places on the operation of the Niagara Catholic Parent Involvement Committee, and not disclose confidential information.~~
- Focus discussions at Niagara Catholic Parent Involvement Committee meetings to those items that fall within the mandate of Niagara Catholic Parent Involvement Committee.
- ~~Use established communication channels when questions or concerns arise.~~
- **Bring questions or concerns to the attention of the Director's designate/Superintendent of Education through appropriate policies of the Board.**
- Promote high standards of ethical practice within the ~~school communities~~ **NCPIC**.
- Not accept any payment for their Niagara Catholic Parent Involvement Committee involvement.
- Refrain from making any negative statements about any individual or groups.
- Declare any conflict of interest.

## **19. FUNDRAISING**

### ~~10.1~~

Any funds/or assets generated through activities assisted by the Niagara Catholic Parent Involvement Committee are the property of the Board.

## **20. REMUNERATION**

- 20.1** A person shall not receive any remuneration for serving as a member of the Niagara Catholic Parent Involvement Committee.
- 20.2** Subsection (1) does not preclude payment of an honorarium under section 191 of the Act that takes into account the attendance of a Board member at the Niagara Catholic Parent Involvement Committee meeting.
- 20.3** ~~The Board shall reimburse~~ **Members of the Niagara Catholic Parent Involvement Committee will be reimbursed** for pre-approved ~~travel~~ **expenses for conferences attended on behalf of the NCPIC, including accommodation, mileage, parking and meals** through the **Director's designate/Superintendent of Education** in accordance with Board policies.



**NIAGARA CATHOLIC**  
DISTRICT SCHOOL BOARD

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

**Niagara Catholic  
Parent Involvement Committee  
(NCPIC)**

**BY-LAWS**

Revised: September 27, 2011  
April 24, 2012

# **Niagara Catholic Parent Involvement Committee**

## **TERMS OF REFERENCE**

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the Niagara Catholic Parent Involvement Committee (NCPIC), is a regional body of representative stakeholders, that supports the Mission of Catholic Education and the Mission of the Niagara Catholic District School Board, by providing a communication link to parents/guardians, Catholic School Councils, the Director of Education, and the Board of Trustees.

The Niagara Catholic Parent Involvement Committee, as supported by the Niagara Catholic District School Board, promotes active parent/guardian engagement with all parents/guardians in all schools for the improvement of student achievement and the well-being of all students in the Niagara Catholic District School Board.

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

# Niagara Catholic Parent Involvement Committee

## BY-LAWS

The Niagara Catholic Parent Involvement Committee By-Laws are in accordance with the Education Act and its Regulations (Ontario Regulations 330/10 School Councils and Parent Involvement Committees) and the Niagara Catholic District School Board Niagara Catholic Parent Involvement Committee Policy (800.7).

### 1. MEMBERSHIP

Parents/guardians who support the Mission, Vision and Values of the Niagara Catholic District School Board will make up the majority of the Niagara Catholic Parent Involvement Committee (NCPIC).

#### Voting members:

- Members will include up to sixteen (16) parent/guardian members who are voting members,
- Up to three (3) community representatives will be appointed to the committee who are voting members;
- One (1) parent/guardian will be elected as required for a term not to exceed two (2) years annually to represent the Niagara Catholic District School Board as the Regional Director for the Ontario Association of Parents in Catholic Education (OAPCE) and will act as liaison between the Ontario Association of Parents in Catholic Education (OAPCE) and the OAPCE Liaison Representatives from the Catholic School Councils of the Board. In the event that nominations or self-nominations are not received for the position, the Chair and the Vice-Chair of the Board, and the Director of Education reserve the right to appoint a representative.

#### Non-voting members:

- The Director of Education and/or the Director's designate/Superintendent of Education
- Two (2) members of the Board appointed by the Chairperson of the Board for a one (1) year term, (~~non-voting member~~);
- A member will be appointed by the Special Education Advisory Committee (SEAC) ~~who is a voting member~~;
- A diocesan member will be appointed by the Bishop of St. Catharines;
- A student member will be appointed by the Secondary Student Senate;
- One (1) elementary Principal and one secondary Principal member;
- One (1) elementary teacher and one (1) secondary teacher member; and
- One (1) support staff member.

Every effort will be made to ensure that membership is representative of the population distribution within the geographic areas of the Board's jurisdiction with half of the parent/guardian representatives serving for a one (1) year term with the remainder serving for a two (2) year term:

Niagara Falls/Niagara-on-the-Lake	up to 4 Parent/Guardian Representatives
St. Catharines	up to 4 Parent/Guardian Representatives
Welland	up to 2 Parent/Guardian Representatives
Fort Erie, Port Colborne, Wainfleet	up to 2 Parent/Guardian Representatives
Thorold/Merritton	up to 2 Parent/Guardian Representatives
Grimsby/Lincoln/West Lincoln/Pelham	up to 2 Parent/Guardian Representatives

## 2. TERMS

- Half of the Niagara Catholic Parent Involvement Committee will serve for a term of two (2) years, (renewable) and all other members will serve for a term of one (1) year, (renewable).
- Non-parent/guardian members will serve for a term of two (2) years.
- **An (election) sub-committee, comprised of the Chairperson or at least one (1) Co-Chairperson, the Director's designate/ Superintendent of Education and up to four (4) additional members will oversee the election process.**
- **Every effort will be made to represent the diverse communities of the Board.**
- **Whenever possible, the committee will make most decisions based on consensus. When a vote is necessary all voting members (only parent/guardian members and community representative members are entitled to vote) will vote. A vote can only be taken if Quorum is present (fifty percent plus one (50% + 1) of the voting members).**

## 3. MEETINGS

- **General meetings of the Niagara Catholic Parent Involvement Committee will be bi-monthly.**
- **Working meetings for sub-committees of the Niagara Catholic Parent Involvement Committee will be held in the opposing months. Additional meetings may be called as required by the Director's designate/ Superintendent of Education and the Chairperson and/or Co-Chair(s) ~~Co-Chairperson(s)~~ or at the written request of a minimum of three (3) committee members.**
- **Meetings are open to the public and will be held at the Catholic Education Centre (CEC).**

## MEMBER ABSENCES AND ATTENDANCE AT MEETINGS

Niagara Catholic Parent Involvement Committee members are expected to attend all Niagara Catholic Parent Involvement Committee meetings and subcommittee meetings of which they are members, either physically or through electronic means.

- A member who is unable to attend a scheduled Niagara Catholic Parent Involvement Committee meeting must request to be excused from a meeting by contacting the ~~appointed~~ Director's designate/Superintendent of Education and will be marked as excused in the minutes of the meeting.
- Members, who, prior to the adjournment of a meeting, have excused themselves or depart at any time during a meeting for the remainder of the meeting, will have the time of departure noted in the minutes of the meeting.
- Members, who are not excused from attendance at a Niagara Catholic Parent Involvement Committee meeting or fail to notify the ~~appointed~~ and/or the Director's designate/Superintendent of Education if unable to attend a meeting, will be marked as absent in the minutes of the meeting.
- A member of the Niagara Catholic Parent Involvement Committee may lose his or her position **for being absent without authorization for (3) three consecutive meetings.**

## 4. OFFICES

- The Niagara Catholic Parent Involvement Committee shall elect one (1) Chairperson or two (2) Co-Chairperson(s) from the parent/guardian members to chair the Committee for a term of two (2) years.

- Elections for the position of Chairperson and/or Co-Chair(s) ~~Co-Chairperson(s)~~ shall take place at the first general meeting of the committee in the school year when there is a vacancy.
- The Chairperson and/or Co-Chair(s) ~~Co-Chairperson(s)~~ cannot be employees of the Niagara Catholic District School Board.
- Only parent/guardian members that have been elected/appointed or re-elected/re-appointed to the committee for a two (2) year term are eligible to be elected as a Chairperson and/or Co-Chair(s) ~~Co-Chairperson(s)~~. Parent/guardian members with only one (1) year left of their term are not eligible to stand for election as Chairperson and/or Co-Chair(s) ~~Co-Chairperson(s)~~.
- An individual may not serve more than two (2) consecutive terms (four (4) years) as Chairperson and/or Co-Chair(s) ~~Co-Chairperson(s)~~.
- An individual who has served one (1) term or two (2) term consecutive terms may be re-elected to the position of Chairperson and/or Co-Chair(s) ~~Co-Chairperson(s)~~ of the committee provided that at least one (1) full two (2) year term has elapsed since the last term as Chairperson and/or Co-Chair(s) ~~Co-Chairperson(s)~~.
- If the committee chooses to elect two (2) Co-Chairpersons, each Co-Chairperson will be considered to have equal responsibility to fulfill all duties of the position of Chairperson including, setting agendas, chairing meetings and acting as spokesperson(s) for the committee in communication with the Director of Education of the Board and the Board.
- The committee may choose to elect other officers to the executive as deemed necessary.
- If a vacancy occurs in the office of Chairperson and/or Co-Chair(s) ~~Co-Chairperson(s)~~ the committee shall elect a parent representative to complete the remainder of the term that has been vacated.

*Chairperson and/or Co-Chair(s) ~~Co-Chairperson(s)~~ of the Niagara Catholic Parent Involvement Committee:*

- Determine the dates of the Niagara Catholic Parent Involvement Committee meetings in consultation with the Director's designate/Superintendent of Education.
- Plan the agenda with Director's designate/Superintendent of Education.
- Chair the Niagara Catholic Parent Involvement Committee meetings.
- Communicate regularly with the Director's designate/Superintendent of Education ~~appointed Superintendent of Education~~ and Catholic School Councils regarding matters of the committee.
- ~~The Chairperson~~ must Be diligent in ensuring that any views presented in the capacity of Chairperson and/or Co-Chair(s) represent fairly the position of the Niagara Catholic Parent Involvement Committee.
- Review the By-Laws annually in consultation with the Niagara Catholic Parent Involvement Committee.
- Participate as ex-officio members of all subcommittees established by the NCPIC.
- ~~Prepare the agenda for all meetings of the Niagara Catholic Parent Involvement Committee, in consultation with the appointed /Superintendent of Education, for distribution to committee members at least five (5) days prior to the meeting date.~~
- ~~Chair all meetings of the Niagara Catholic Parent Involvement Committee.~~
- ~~Communicate regularly with the appointed /Superintendent of Education and Catholic School Councils of the Niagara Catholic District School Board.~~
- ~~Act as spokesperson for the Niagara Catholic Parent Involvement Committee while ensuring that any views presented in the capacity of Chairperson) Co-Chairperson(s) represent fairly the position of the Niagara Catholic Parent Involvement Committee.~~
- ~~Ensure that minutes of meetings of the committee are recorded, maintained and posted on the Board website for a period of four (4) years.~~
- ~~Review all reports and financial records of the committee.~~

## 5. VACANCIES

Vacancies on the Niagara Catholic Parent Involvement Committee occur when:

- a parent/guardian member has reached the end of a one (1) or two (2) year term



- a member resigns
- a member is unable to fulfill his/her duties

#### Filling Vacancies

- When a vacancy occurs, the Niagara Catholic Parent Involvement Committee will decide if the vacancy is to be filled.
- The Niagara Catholic Parent Involvement Committee may appoint a parent/guardian to serve on the Committee until the next election.
- The Niagara Catholic Parent Involvement Committee shall fill the vacancy by appointment from the pool of candidates from the previous election process.
- If none of these candidates is interested in becoming a NCPIC member, the NCPIC may request that interested parents/guardians submit their names for consideration as stated in the NCPIC Policy/Guidelines 800.7.

### 6. CONFLICT OF INTEREST

- A conflict of interest for a Niagara Catholic Parent Involvement Committee member involves situations in which the member's private interests may be incompatible or in conflict with the Niagara Catholic Parent Involvement Committee.
- Each Niagara Catholic Parent Involvement Committee member shall avoid situations that could result in an inconsistency between the overall goals and vision of the Niagara Catholic Parent Involvement Committee and a personal or vested interest that may arise in connection with his or her duties as a Niagara Catholic Parent Involvement Committee member.
- Should an issue or agenda item arise during a Niagara Catholic Parent Involvement Committee meeting where a committee member is in a conflict of interest situation, he or she shall declare the conflict of interest immediately and decline from the discussion and resolution.
- The committee member shall declare a conflict of interest in matters that they, members of their families or their business affiliations could directly or indirectly benefit from the decisions of the committee.
- A committee member who identifies a conflict of interest must declare it before any discussion of the matter begins.
- The member must:
  - Publicly state the conflict of interest, explain the general nature of the interest and have the declaration recorded in the minutes.
  - Not vote on the matter under discussion.
  - Leave the room when the committee is discussing the matter and have this facet recorded in the minutes.
  - Not discuss the matter with members or attempt to influence the decision.

### 7. CONFLICT RESOLUTION

If the ~~appointed~~ Director's designate/Superintendent of Education, after discussion with the Niagara Catholic Parent Involvement Committee Chairperson and/or Co-Chair(s) ~~Co-Chairperson(s)~~, determines that any of the members have contravened Regulations 330/10 or Board Policy 800.1, the ~~appointed~~ Director's designate/Superintendent of Education or Chairperson and/or Co-Chair(s) ~~Co-Chairperson(s)~~ will discuss the matter with the Director of Education. Please see the Complaint Resolution Policy No. 800.3.

- If a member becomes disruptive during a meeting, the Chairperson and/or Co-Chair(s) ~~Co-Chairperson(s)~~ shall ask for order.
- If all efforts to restore order fail or the unbecoming behaviour continues, the Chairperson and/or Co-Chair(s) ~~Co-Chairperson(s)~~ may direct the individual Niagara Catholic Parent Involvement Committee member to leave the meeting, citing reasons for the request.

- The removal of a member for one (1) meeting does not prevent the member from participating in future meetings of the Niagara Catholic Parent Involvement Committee.
- The incident shall be recorded and submitted to the Director of Education by the ~~appointed~~ [Director's designate](#)/Superintendent of Education within one (1) week of the meeting.
- It is recommended that parties involved in the conflict follow the Board's Complaint Resolution Policy No. 800.3.
- Upon removal of a member, a special meeting shall be called, the purpose of which will be to arrive at a mutually acceptable solution to the dispute.
- Such a meeting shall be a private meeting and not construed as a meeting of the Niagara Catholic Parent Involvement Committee.
- Any resolution reached at the meeting to resolve the conflict shall be signed and respected in full by all parties to the agreement.

## 8. CODE OF ETHICS

A member shall:

- [Fully participate in the Annual Commissioning Ceremony of the NCPIC members.](#)
- Consider the best interest of all students [and the NCPIC members.](#)
- Be guided by the Mission, [Vision and Values Statement](#) of the Board.
- Become familiar with the Education Act, ~~according to school and~~ [Board Policies guidelines](#), and Ministry of Education Regulations.
- Maintain the highest standards of integrity, recognizing and respecting the personal integrity of each member of the ~~school community.~~ [NCPIC.](#)
- Treat all other Niagara Catholic Parent Involvement Committee members with respect and allow for diverse opinions to be shared, without interruption.
- Create a positive environment in which individual contributions are encouraged and valued.
- Acknowledge democratic principles and accept the consensus of the Niagara Catholic Parent Involvement Committee for recommendation to the [Director's designate](#)/Superintendent of Education.
- ~~Respect the confidential nature of some school business, respect the limitations this places on the operation of the Niagara Catholic Parent Involvement Committee, and not disclose confidential information.~~
- Focus discussions at Niagara Catholic Parent Involvement Committee meetings to those items that fall within the mandate of Niagara Catholic Parent Involvement Committee.
- ~~Use established communication channels when questions or concerns arise.~~
- [Bring questions or concerns to the attention of the Director's designate/Superintendent of Education through appropriate policies of the Board.](#)
- Promote high standards of ethical practice within the ~~school communities~~ [NCPIC.](#)
- Not accept any payment for their Niagara Catholic Parent Involvement Committee involvement.
- Refrain from making any negative statements about any individual or groups.
- Declare any conflict of interest.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
JUNE 11, 2013**

*PUBLIC SESSION*

**TOPIC: VIDEO SECURITY SURVEILLANCE POLICY (#701.3)**

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**RECOMMENDATION**

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Video Security Surveillance Policy (#701.3), as presented.

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Prepared by: Scott Whitwell, Controller of Facilities Services  
Presented by: Policy Committee  
Recommended by: Policy Committee  
Date: June 11, 2013



## VIDEO SECURITY SURVEILLANCE POLICY

Adopted: February 26, 2002

Policy No. 701.3

Revised:

### STATEMENT OF POLICY

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the Board strives to maintain safe and secure learning environments for students, staff and community members involved in ~~school~~ **Board authorized** programs.

The Niagara Catholic District School Board supports the use of video security surveillance systems at any facility owned by the Board, if deemed necessary to ensure the on-going safety of students, staff, community members and property. The ~~use~~ **implementation** of video security surveillance systems requires the approval of the Director of Education.

Surveillance equipment will be located in public access areas of schools/buildings and/or in areas where there is a demonstrated need to protect students, staff, community members and Board-owned equipment and property. Any exterior surveillance equipment will be located to monitor Board property only, and not neighbourhood areas. It is intended that the surveillance equipment will be operational at all times throughout the day and night. Video security surveillance systems complement other means being used to promote and foster a safe and secure learning environment under the *Safe Schools Act*.

School principals, or their designates, will be responsible for the use of the system equipment and for the privacy obligations under the Municipal Freedom of Information and Protection of Privacy Act.

Board employees and service providers will have access to the personal information collected under the video surveillance program only where necessary in the performance of their duties, and where the access is necessary and proper in the discharge of the Board's functions.

The Board recognizes its obligations under the Municipal Freedom of Information and Protection of Privacy Act regarding the collection, retention, use, disclosure and disposal of personal information relating to video surveillance. Any questions relating to the Board's privacy obligations under the Act must be referred to the Board's Freedom of Information Coordinator.

The Niagara Catholic District School Board will maintain control of and responsibility for the video surveillance system at all times.

**The Director of Education is responsible for the overall Board video security surveillance program.**

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

### References

- *The Education Statutes and Regulations of Ontario*
- *The Municipal Freedom of Information and Protection of Privacy Act*
- *Information and Privacy Commissioner of Ontario: Guidelines for Using Video—Security Surveillance Cameras in Schools – Revised July 2009*
- *The Safe Schools Act*



## **VIDEO SECURITY SURVEILLANCE POLICY**

Adopted: October 25, 2002  
Revised: June 4, 2003  
May 11, 2004

Policy No. 701.3

### **ADMINISTRATIVE GUIDELINES**

#### **DEFINITIONS**

***Video Surveillance System*** refers to a video, physical or other mechanical, electronic or digital surveillance system or device that enables continuous or periodic video recording, observing or monitoring of individuals in school buildings and on school premises. A video surveillance system includes an audio device, thermal imaging technology, or any other component associated with recording the image of an individual.

***Reception Equipment*** refers to the equipment or device used to receive or record the personal information collected through a video surveillance system, including a camera or video monitor or any other video, audio, physical or other mechanical, electronic or digital device.

***Storage Device*** refers to a computer disk or drive, CD ROM, computer chip or other device used to store the recorded data or visual, audio or other images captured by a video surveillance system.

#### **RESPONSIBILITIES**

##### ***Director of Education***

The Director of Education is responsible for the overall Board video security surveillance program.

##### ***Controller of Facilities Services***

The Controller of Facilities Services is responsible for the development and review of the policy and supporting guidelines along with the technical aspects of the video security surveillance systems and the coordination of related audits.

##### ***Manager of Corporate Services & Communications/Freedom of Information Coordinator***

The Manager of Corporate Services & Communications/Freedom of Information Coordinator is the staff member responsible for the Board's privacy obligations under the *Municipal Freedom of Information and Protection of Privacy Act* and privacy issues related to this policy.

### ***Manager of Facilities Services***

The Manager of Facilities Services is responsible for the life-cycle management of authorized video security surveillance systems (specifications, equipment standards, installation, maintenance, replacement, disposal, and related requirements (e.g. signage)) and Principal/Facility Manager/Delegate training at Board sites.

### ***Principal/Facility Manager***

The Principal/Facility Manager of a school/site having a video security surveillance system is responsible for the day-to-day operation of the system in accordance with the policy, guidelines, and direction/guidance that may be issued from time-to-time.

### ***General***

Video security surveillance systems are a resource used by the Niagara Catholic District School Board at selected schools and sites within the Board's jurisdiction to promote the safety of students, staff, and community members. Where deployed for that purpose, these systems help to protect school property against theft or vandalism and can assist in the identification of intruders and of persons breaking the law.

In the event of a reported or observed incident, the review of recorded information may be used to assist in the investigation of the incident. These guidelines are not intended to deal with instances where school staff record a specific school event, or an isolated instance where a classroom is recorded for educational or research purposes.

The guidelines do not apply to “covert surveillance” i.e. surveillance conducted by means of hidden devices, without notice to the individuals being monitored. Employees who knowingly or deliberately breach the policy or the provisions of the Municipal Freedom of Information and Protection of Privacy Act or other relevant statutes may be subject to discipline. Service providers who knowingly or deliberately breach the policy or the provisions of the Acts or other relevant statutes may be found to be in breach of the contract leading to penalties up to and including contract termination. Service contracts must be worded accordingly in order to permit such a process. Any agreements between the Board and service providers shall state that the records dealt with or created while delivering a video security surveillance program are under the Board's control and subject to the Acts.

## **CONSIDERATIONS FOR VIDEO SECURITY SURVEILLANCE SYSTEMS**

Before deciding if a school or facility warrants a video security surveillance system, the following will be taken into consideration:

- Whether less intrusive means of deterrence, such as increased monitoring by ~~teachers~~ **staff** and after-hours security guard patrols, have been shown or are believed to be ineffective or unworkable.
- The history of incidents (e.g. intrusion, personal safety issues) occurring in the specific school/facility.
- The physical layout of the school/facility – does it permit ready access to unauthorized individuals?
- The effectiveness of a video security surveillance program in dealing with or preventing future incidents of the type that have already occurred or may occur.

Consultations should be conducted with relevant stakeholders as to the necessity of the proposed video security surveillance program at the school/facility.

### *Notification*

The Board is required to adhere to the notification requirements of the Municipal Freedom of Information and Protection of Privacy Act by prominently displaying signs at the entrances, exterior walls, and/or the interior of buildings having video security surveillance systems, indicating that video surveillance is in effect. Signage must include the legal authority for the collection of personal information; the principal purpose(s) for which the personal information is intended to be used and the title, business address and telephone number of someone who can answer questions about the collection.

### *Security and Storage*

Reception equipment and storage devices shall be in a strictly controlled access area.

### *Use of Recorded Video*

Only the Principal, **Vice-Principal** or designate may review the recorded video. Circumstances, which would warrant review, will normally be limited to an incident that has been reported/observed or to investigate a potential crime. Real-time viewing of monitors may be delegated by the Principal to a very limited number of individuals (e.g. a secretary, a special event security guard).

### *Retention of Recorded Information*

The retention period for information that has not been viewed for law enforcement, school or public safety purposes shall be twenty-eight (28) calendar days (four (4) weeks) for digital systems. Recorded information is to be routinely erased in a manner in which it cannot be reconstructed or retrieved.

When recorded information has been viewed for law enforcement, school, or public safety purposes the retention period shall be one (1) year from the date of viewing.

## **EVALUATING THE USE OF A VIDEO SURVEILLANCE SYSTEM**

~~The Board~~ **Senior Administrative Council** will regularly review and evaluate its video surveillance program to ascertain whether it is still justified **practice at each site.**

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
JUNE 11, 2013**

*PUBLIC SESSION*

**TOPIC: DEATH BENEFIT POLICY (#201.5)**

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**RECOMMENDATION**

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Death Benefit Policy (#201.5), as presented.

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Prepared by: Frank Iannantuono, Superintendent of Education/Human Resources  
Presented by: Policy Committee  
Recommended by: Policy Committee  
Date: June 11, 2013



**DRAFT**



## **DEATH BENEFIT POLICY**

Adopted: January 29, 2002

Policy No. 201.5

Revised:

### **STATEMENT OF POLICY**

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board and as a board which is grounded in the value of human dignity, we are a system which responds to the needs of our Catholic community and especially our employees. It is the policy of the ~~Niagara Catholic District School Board~~ Board that upon the death of an Employee, ~~the amount~~ and if the employee is eligible for retirement gratuity at the date of death, the benefit will be paid to the deceased employee's estate as a death benefit, provided that ~~the Employee~~:

- the employee has previously qualified for a retirement gratuity through his/her collective agreement or conditions of employment with the Board;
- the employee has not previously retired from the Board, and returned to employment with the Board in either a similar or different capacity;
- the employee has not already received a retirement gratuity from the Board.

The surviving spouse of the employee and/or eligible dependents shall be entitled to continued medical and dental benefit coverage in the Board's benefit plan for a period of one year following the date of death. The Board will assume 100% of the cost of the medical and dental premiums.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
JUNE 11, 2013**

*PUBLIC SESSION*

**TOPIC: DEFERRED SALARY PLAN (X/Y) POLICY (#201.10)**

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**RECOMMENDATION**

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Deferred Salary Plan (X/Y) Policy (#201.10), as presented.

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Prepared by: Frank Iannantuono, Superintendent of Education/Human Resources  
Presented by: Policy Committee  
Recommended by: Policy Committee  
Date: June 11, 2013

**DRAFT**



## **DEFERRED SALARY PLAN (X/Y) POLICY**

Adopted: March 26, 2002

Policy No. 201.10

Revised:

### **STATEMENT OF POLICY**

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, it is the policy of the ~~Niagara Catholic District School Board~~ to ~~grant permission to~~ support eligible Employees to participate in a deferred salary plan to provide for a self-funded leave of absence for personal and professional development purposes.

The granting of such leaves will be at the sole discretion of the Director of Education and/or designate.

The Director of Education will issue administrative guidelines ~~in support~~ for the implementation of this Policy.

#### References

- *Collective Agreements between the Niagara Catholic District School Board and OECTA*



## DEFERRED SALARY PLAN (X/Y) POLICY

Adopted: March 26, 2002

Policy No. 201.10

Revised:

### ADMINISTRATIVE GUIDELINES

#### 1. ELIGIBILITY

- a. For the purpose of this plan, "Employee" means anyone who is presently employed by the Niagara Catholic District School Board on a permanent full time or permanent part-time basis.
- b. ~~To be eligible to participate in the plan,~~ **An Employee will be eligible according to their respective Collective Agreements and/or Terms and Conditions** ~~must have been working for the Board for at least three (3) consecutive years at the time of the application.~~
- c. Employees interested in participating in the "X" over "Y" Plan are advised that it is their responsibility to apprise themselves of any terms, conditions, or restrictions which may apply. For example, they should be aware of any income tax, pension plan, L.T.D. or benefit implications
- d. The number of participants accepted into the plan on an annual basis shall normally not exceed 3% of eligible staff within any given year.

#### 2. APPLICATIONS

- a. Employees applying for this type of leave must make written application to the ~~Senior Administrator~~ **Superintendent** of Human Resources at least six (6) months prior to the date the plan is to take effect (i.e. the date of the first salary deduction). In the case of the teachers an application must be filed no later than January 31 of the school year prior to the school year in which the Plan will commence.
- b. In general, the expectation is that the "X" Over "Y" Leaves of Absences will coincide with the school year (e.g. elementary panel). At no time shall the leave of absence be less than six (6) consecutive months inclusive of July or August (e.g. one semester in the secondary panel).
- c. **The Board will grant leaves of absence of one (1) year to eligible employees on the basis of spreading the payment over the period of the leave.**
- d. **An eligible employee shall not be permitted to transfer between plans.**

#### 3. APPROVAL PROCESS

- a. The ~~Senior Administrator~~ Superintendent of Human Resources shall, in a timely manner, consult with the employee's immediate supervisor ~~prior to seeking approval from the Director for this leave~~ **prior to granting approval for the leave.**
- b. Written acceptance or refusal of the Employee's request will be sent to the Employee within three (3) months of receipt of the application and in the case of the teachers' written acceptance or denial of such application will be forwarded to the ~~Teacher~~ **employee** by May 1 of the school year prior to which the plan **would** commence.

- c. If an employee decides not to return to the Board following a Financed Leave, the Board shall be notified as soon as possible of this decision and not later than April 1<sup>st</sup> of the year of the leave.
- d. Approval of individual requests to participate in the Plan will be based on the terms of the Collective Agreements and /or Terms and Conditions. ~~shall rest solely with the Director of Education.~~

**4. PAYMENT FORMULA**

- a. The Employee shall specify on the application form the percentage of salary to be deferred in each year of the leave. These amounts will be accumulated and the total amount deferred, along with any interest earned, shall be retained by the Board for payment to the Employee during the year of the leave. Interest shall accrue at the Board's consolidated rate of interest. The accrued interest shall be paid annually, as required by Revenue Canada.
- b. All benefits for Employees will be maintained by the Board during the leave of absence.

However, the premium costs for all benefits for which the Employee is eligible must be repaid to the Board ~~as mutually agreed upon or as written in their respective Collective Agreement~~ **through payroll deductions**. Any benefits tied to salary level shall be structured according to the percentage of actual salary paid, for example:

Year 1 - Grid Salary	=	\$40 000
Salary Paid	=	\$32 000
		(80% based on a 4/5 plan)

Insurable salary used for group life purposes = \$32 000 (80%)

**5. CONDITIONS**

- a. Subject to the approval of the ~~Director or designate,~~ **the Superintendent of Human Resources** an Employee may take the leave of absence in ~~any~~ **the specified** year of the Plan. However, the salary paid during the leave is restricted to the actual Employee contributions up to the commencement of the leave plus accrued interest. All amounts held for the Employee's benefit shall be paid to the Employee no later than the end of the first taxation year that commences after the end of the deferral period.
- b. The amount of salary deferred by the Employee in a given year must not exceed one-third (33 1/3%) of the salary the Employee would have received in that year.
- c. The leave of absence must start within six (6) years from the start of the salary deferrals.
- d. ~~Principals / Vice Principals will not normally be granted such leave unless they are at least four (4) years away from the first year of eligible unreduced pension.~~

**6. TERMS**

- a. Should an Employee voluntarily leave the employ of the Board before any financial obligation to the Board has been discharged, any monies outstanding shall be repaid prior to the effective date of termination.
- b. Following the year of the Leave, the ~~Teacher~~ **Employee** shall return to duty with the Board for a period of at least one (1) school year.
- c. Upon return from the leave of absence, an Employee will be assigned a position with the Board according to the terms and conditions of employment, prevailing contracts, Board Policies and Administrative Regulations. Subject to the surplus and redundancy provisions, if any, of the prevailing collective agreements, terms and conditions and other legally binding terms of employment, Employees will be assigned to a comparable assignment, not necessarily the same location.

- d. Upon return from the leave of absence, Principals, Vice Principals and Managers will retain their status, unless a change has been mutually determined. However, they may be assigned to a different location dependent upon system needs.
- e. Sick leave credits will not accumulate during the ~~year spent on~~ period of leave.
- f. ~~A year~~ The period of leave will count for seniority experience but not for salary increment.
- g. Employees declared redundant or Employees who have been terminated, will be required to withdraw from the Plan and will be paid a lump sum adjustment for any monies deferred to the date of withdrawal, plus any interest earned.
- h. Repayment shall be made within sixty (60) days of withdrawal from the Plan.
  - In the case of Employees where it is applicable, Pension Plan deductions are to be continued as provided by the Teachers' Pension Plan Act.
  - In the case of Employees not involved with the Teachers' Pension Plan, the terms and conditions of the respective pension plan shall apply.
- i. ~~An~~ Employees may withdraw from the Plan any time prior to six (6) months before the commencement of the leave. Upon withdrawal, any monies accumulated plus interest owed will be repaid to the Employee within sixty (60) days of notification of his/her intent to leave the Plan.
- j. Should an Employee die while participating in the Plan, any monies accumulated plus interest owed at the time of death will be paid to the Employee's estate. Conversely, any monies plus interest owed to the Board at the time of death, shall be payable to the Board from the Employee's estate.
- k. ~~All~~ Employees wishing to participate in the Plan shall be required to sign forms of agreement supplied by the Board before final approval for participation will be granted.
- l. ~~All~~ Employees participating in the Plan are subject to all terms of the Board contract including the applicable surplus and redundancy clauses or other employer-Employee applicable contracts and/or agreements.
- m. ~~An~~ Employees participating in the X over Y Plan will be covered by Long Term Disability Insurance of the Board for any claim arising during the year of leave, provided the Employee has opted to pay his/her share of the premiums. In the case of the teachers' premiums for Long Term Disability Insurance will be deducted as it is a condition of employment.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
JUNE 11, 2013**

*PUBLIC SESSION*

**TOPIC: LEADERSHIP PATHWAY POLICY (NEW)**

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**RECOMMENDATION**

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve Leadership Pathway Policy, as presented.

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Prepared by: Frank Iannantuono, Superintendent of Education/Human Resources  
Presented by: Policy Committee  
Recommended by: Policy Committee  
Date: June 11, 2013

**DRAFT**



## **LEADERSHIP PATHWAY POLICY**

Adopted: NEW

Policy No. NEW

Revised:

### **STATEMENT OF POLICY**

In keeping with the Mission, Vision and Values of the Niagara District School Board, professional development programs will continue to be developed and made available to all Niagara Catholic staff who aspire to leadership position at the school and system levels within the Board.

While specific qualifications are required by the Education Act, Niagara Catholic requires staff aspiring to leadership positions, to have additional qualifications that focus on faith, Catholicity, and enhanced experiences.

The additional qualifications are critical to fulfilling the mandate of the Board, to ensuring the continued strength and growth of its Catholic identity, and to nurturing the faith development of its students and staff.

Niagara Catholic's Leadership Programs provide leadership tools that allow participants to build on and enhance their current skills, acquire new skills as well as focus on the gift of Catholic education while deepening their own faith journeys.

It is expected that staff who participate in Niagara Catholic Leadership Programs will, on completion, have the tools to be dynamic, passionate and skilled leaders who as Catholic leaders will focus their vocation and service on the success of all students and staff.

The Director of Education has established a Leadership Succession Program Guide that will serve to support the implementation of this Policy.

#### ***References:***

- ***Education Act R.S.O. 1990, Chapter E.2***
- ***Institute for Education Leadership (IEL)***
- ***Ontario Catholic Leadership Framework***
- ***Niagara Catholic District School Board Mission, Beliefs and Values***
- ***Niagara Catholic Leadership Succession Resource Guide (School & System Level)***
- ***Board Policies:***
  - ***Religious Education Courses for Staff (201.3)***
  - ***Catholic Leadership: Principal and Vice-Principal Selection (202.2)***



**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
JUNE 11, 2013**

*PUBLIC SESSION*

**TOPIC: POLICY AND GUIDELINE REVIEW 2012-2013 SCHEDULE**

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The Policy and Guideline Review 2012-2013 Schedule  
is presented for information.

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Prepared by: John Crocco, Director of Education/Secretary-Treasurer  
Presented by: Policy Committee  
Date: June 11, 2013

# POLICY AND GUIDELINE REVIEW 2012-2013 SCHEDULE

AS AT MAY 28, 2013 (Sorted by PC DATE)

Policy Issued	Reviewed Revised	Policy #	POLICY NAME	Resp	Policy Committee Prior to Vetting After Vetting	Proposed CW & Board Timeline
2011		301.10	Assessment, Evaluation and Reporting	LAFS	Jan. 2013	May 2013
<b>NEW</b>		<b>NEW</b>	Student Senate - Elementary	JC	Jan. 2013	Apr. 2013
2000	2012	100.6	Student Senate - Secondary	JC	Jan. 2013	Apr. 2013
2012		800	Accessibility Standards (Interim)	YB	Jan. 2013	Feb. 2013
1998	2010	301.1	Admission of Students	LAFS	Jan. 2013	Feb. 2013
2003	2010	302.6.8	Bullying Prevention & Intervention - <i>Safe Schools</i>	FI	Jan. 2013	Feb. 2013
2001	2009	302.6.2	Code of Conduct - <i>Safe Schools</i>	FI	Jan. 2013	Feb. 2013
2001	2008	302.6	Safe Schools	FI	Jan. 2013	Feb. 2013
1998	2012	400.2	Educational Field Trips	ML	Feb. 2013	Mar. 2013
1998	2004	500.1	Transportation & School Operations for Inclement Weather	JC	Feb. 2013	Mar. 2013
<b>NEW</b>		<b>NEW</b>	Volunteering in Catholic Schools	FI	Feb. 2013	Mar. 2013
1998	2012	800.2	Community Use of Facilities	SW	Feb. 2013	May 2013
2003		400.4	Prior Learning Assessment & Recognition (PLAR)	ML	Feb. 2013	May 2013
<b>NEW</b>		<b>NEW</b>	Student Senate - Elementary	JC	Mar. 2013	Apr. 2013
2000	2012	100.6	Student Senate - Secondary	JC	Mar. 2013	Apr. 2013
1998	2011	800.1	Catholic School Councils	LAFS	Mar. 2013	Jun. 2013
2002		201.5	Death Benefit	FI	Mar. 2013	Jun. 2013
2011	2012	800.7	Niagara Catholic Parent Involvement Committee & By Laws	LAFS	Mar. 2013	Jun. 2013
2002	2004	701.3	Video Security Surveillance	SW	Mar. 2013	Jun. 2013
2002		201.10	Deferred Salary Plan (X/Y)	FI	Mar. 2013	Oct. 2013
<b>NEW</b>		<b>NEW</b>	Leadership Succession Plan	FI	Mar. 2013	Oct. 2013
2003		400.5	Acceleration/Retention	ML	Apr. 2013	Oct. 2013
2001	2002	302.6.1	Opening or Closing Exercises - Safe Schools	FI	Apr. 2013	Nov. 2013
1998	2001	201.1	Employee Leaves of Absence	FI	Apr. 2013	Nov. 2013
2011		301.1	Assessment, Evaluation and Reporting	LAFS	Apr. 2013	May 2013
2003		400.4	Prior Learning Assessment and Recognition (PLAR)	ML	Apr. 2013	May 2013
2007		201.15	Employee Conferences, Workshops & Meetings	GV	May 2013	Dec. 2013
2007		201.14	Employee Meals & Hospitality	GV	May 2013	Dec. 2013
1998	2012	800.2	Community Use of Facilities	SW	May 2013	Jun. 2013
1998	2011	800.1	Catholic School Councils	LAFS	May 2013	Jun. 2013
2011	2012	800.7	Niagara Catholic Parent Involvement Committee & By-Laws	LAFS	May 2013	Jun. 2013
2002	2004	701.3	Video Security Surveillance	SW	May 2013	Jun. 2013
2002		201.5	Death Benefit	FI	May 2013	Jun. 2013
2002		201.10	Deferred Salary Plan (X/Y)	FI	May 2013	Jun. 2013
<b>NEW</b>		<b>NEW</b>	Leadership Pathway	FI	May 2013	Jun. 2013

Policy Issued	Reviewed Revised	Policy #	POLICY NAME	Resp	Policy Committee Prior to Vetting After Vetting	Proposed CW & Board Timeline
1998		400.1	Adult and Continuing Education	FI	Sept. 2013	Dec. 2013
2007		600.4	Corporate Cards, Purchasing Cards & Petty Cash	GV	Sept. 2013	Dec. 2013
2001	2008	302.6.3	Access to School Premises - <i>Safe Schools</i>	FI	Sept. 2013	Dec. 2013
2006		301.7	Ontario Student Record (OSR)	ML	Oct. 2013	Feb. 2014
1998	2002	201.3	Religious Education Courses for Staff	FI	Oct. 2013	Apr. 2014
2003		400.5	Acceleration/Retention (Elementary)	ML	Oct. 2013	Nov. 2013
1998	2001	201.1	Employee Leaves of Absence	FI	Oct. 2013	Nov. 2013
2001	2002	302.6.1	Opening or Closing Exercises - <i>Safe Schools</i>	FI	Oct. 2013	Nov. 2013
2007		600.5	Advertising Expenditures	GV	Nov. 2013	Feb. 2014
1998		701.1	Architect Selection	SW	Nov. 2013	Feb. 2014
1998		400.1	Adult and Continuing Education	FI	Nov. 2013	Dec. 2013
2007		600.4	Corporate Cards, Purchasing Cards & Petty Cash	GV	Nov. 2013	Dec. 2013
2007		201.15	Employee Conferences, Workshops & Meetings	GV	Nov. 2013	Dec. 2013
2007		201.14	Employee Meals & Hospitality	GV	Nov. 2013	Dec. 2013
2007		100.9	Advocacy Expenditures	GV	Jan. 2014	Apr. 2014
2006		201.13	Sexual Misconduct	FI	Jan. 2014	Apr. 2014
2007	2010	500.2	Student Transportation	GV	Jan. 2014	Apr. 2014
2006		301.7	Ontario Student Record (OSR)	ML	Jan. 2014	Feb. 2014
1998		701.1	Architect Selection	SW	Jan. 2014	Feb. 2014
2005		100.8	Electronic Meetings (Board and Committees)	JC	Feb. 2014	May 2014
<b>NEW</b>		<b>NEW</b>	Enrolment Register Policy	GV	Feb. 2014	May 2014
2001	2008	302.6.3	Access to School Premises - <i>Safe Schools</i>	FI	Feb. 2014	Mar. 2014
2007		600.5	Advertising Expenditures	GV	Feb. 2014	Mar. 2014
2006		301.6	School Generated Funds	GV	Feb. 2014	Mar. 2014
2001	2003	302.6.7	Criminal Background Check - <i>Safe Schools</i>	FI	Mar. 2014	Jun. 2014
2007		100.9	Advocacy Expenditures	GV	Mar. 2014	Apr. 2014
1998	2002	201.3	Religious Education Courses for Staff	FI	Mar. 2014	Apr. 2014
2006		201.13	Sexual Misconduct	FI	Mar. 2014	Apr. 2014
2005		100.8	Electronic Meetings (Board and Committees)	JC	Apr. 2014	May 2014
<b>NEW</b>		<b>NEW</b>	Enrolment Register Policy	GV	Apr. 2014	May 2014
2007	2010	500.2	Student Transportation	GV	Apr. 2014	May 2014
2001	2003	302.6.7	Criminal Background Check - <i>Safe Schools</i>	FI	May 2014	Jun. 2014

Policy Issued	Reviewed Revised	Policy #	POLICY NAME	Resp	Policy Committee Prior to Vetting After Vetting	Proposed CW & Board Timeline
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2009		701.4	Accessibility Customer Service	LAFS		
1998	2009	302.2	Administration of Oral Medication to Students Under the Age of 18 During School Hours	LAFS		
1998	2010	302.1	Anaphylaxis	YB		
1998	2012	202.1	Assignment of Principals and Vice-Principals	FI		
1998	2012	301.3	Attendance Areas	SW		
2012		201.16	Attendance Support Program	FI		
1997	2010	100.1	Board By-Laws	JC		
2012		701.5	Bottled Water	LAFS		
2003	2013	302.6.8	Bullying Prevention & Intervention - <i>Safe Schools</i>	FI		
1998	2012	202.2	Catholic Leadership: Principal & Vice-Principal Selection	FI		
2001	2012	400.3	Christian Community Service	ML		
2001	2013	302.6.2	Code of Conduct - <i>Safe Schools</i>	FI		
1998	2011	800.3	Complaint Resolution	JC		
2012		302.8	Diabetes Management	YB		
2001	2012	302.6.6.2	Dress Code - Secondary Uniform - <i>Safe Schools</i>	FI		
1998	2012	301.2	Education-Based Research	LAFS		
1998	2013	400.2	Educational Field Trips	ML		
2006	2012	201.12	Electronic Communications Systems (Employees)	MC		
2006	2012	301.5	Electronic Communications Systems (Students)	MC		
2012		302.6.6.1	Elementary Standardized Dress Code - <i>Safe Schools</i>	FI		
2002	2012	201.9	Employee Attendance During Inclement Weather & Workplace Closure	FI		
2012		201.17	Employee Code of Conduct & Ethics	FI		
2012	2012	203.1	Employee Hiring and Selection Policy (Teachers)	FI		
2002	2012	201.7	Employee Workplace Harassment *	FI		
2002	2011	201.11	Employee Workplace Violence *	FI		
2011		400.6	Environmental Stewardship	SW		
2010	2010	100.1	Equity and Inclusive Education	YB		
1998	2010	100.5	Establishment and Cyclical Review of Policies	JC		
2010		800.6	Facility Partnerships	SW		
2002	2012	301.4	Fundraising	GV		
1998	2010	600.3	Monthly Financial Reports	GV		
2004	2012	100.7	Niagara Catholic Education Award of Distinction	FI		
2005	2011	302.7	Nutrition	YB		
2002	2011	201.6	Occupational Health & Safety *	FI		
1998	2012	702.1	Playground Equipment	SW		
2003	2013	400.4	Prior Learning Assessment and Recognition (PLAR)	ML		
2008	2010	302.6.9	Progressive Student Discipline - <i>Safe Schools</i>	FI		
1998	2010	701.2	Pupil Accommodation Review	SW		
1998	2011	600.1	Purchasing/Supply Chain Management	GV		
1998	2011	600.2	Records and Information Management	JC		

Policy Issued	Reviewed Revised	Policy #	POLICY NAME	Resp	Policy Committee Prior to Vetting After Vetting	Proposed CW & Board Timeline
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1998	2008	201.4	Reimbursement of Travel Expenses	GV		
2010	2010	100.10.1	Religious Accommodation	YB		
1998	2010	201.2	Retirement & Service Recognition Celebration	FI		
1999	2010	302.3	Safe Arrival	FI		
2009		302.8	Safe Physical Intervention with Students	LAFS		
2001	2013	302.6	Safe Schools	FI		
2001	2009	302.6.5	Student Expulsion - <i>Safe Schools</i>	FI		
2011	2011	301.11	Student Fees	YB		
2001	2012	302.5	Student Parenting	ML		
2013		100.6.12	Student Senate - Elementary	JC		
2000	2013	100.6	Student Senate - Secondary	JC		
2001	2009	302.6.4	Student Suspension - <i>Safe Schools</i>	FI		
1998	2012	100.4	Student Trustees	JC		
1998	2013	500.1	Transportation & School Operations for Inclement Weather	JC		
2010		100.12	Trustee Code of Conduct	JC		
2011		100.13	Trustee Expenses & Reimbursement ( <i>Interim</i> )	JC		
2010		100.11	Trustee Honorarium	JC		
2011		301.9	Voluntary and Confidential Self-Identification Policy for First Nation, Métis and Inuit Students	YB		
2001	2009	302.4	Volunteer Driver	YB		
2007	2008	800.4	Volunteer Recognition	JC		
2013		800.9	Volunteering in Catholic Schools	FI		

\* MINISTRY OF LABOUR COMPLIANCE ANNUAL 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  
JUNE 11, 2013**

*PUBLIC SESSION*

**TOPIC: FIRST ANNUAL YOUTH LEADERSHIP CAMP – NIAGARA  
REGIONAL POLICE AND NIAGARA CATHOLIC**

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The First Annual Youth Leadership Camp  
– Niagara Regional Police and Niagara Catholic report  
is presented for information.

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Prepared by: Yolanda Baldasaro, Superintendent of Education  
Presented by: Yolanda Baldasaro, Superintendent of Education  
Approved by: John Crocco, Director of Education/Secretary-Treasurer  
Date: June 11, 2013



**REPORT TO THE COMMITTEE OF THE WHOLE**  
**JUNE 11, 2013**

**FIRST ANNUAL YOUTH LEADERSHIP CAMP**  
**– NIAGARA REGIONAL POLICE AND NIAGARA CATHOLIC**

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**BACKGROUND INFORMATION**

The Niagara Catholic District School Board and its eight Catholic Secondary Schools proudly supported the Niagara Regional Police Service with its first annual Youth Leadership Camp held at Camp Medeba in West Guilford, Ontario on May 6<sup>th</sup> through 8<sup>th</sup>, 2013.

The School Resource Officer Unit of the Niagara Regional Police Service inaugurated this Secondary Student Leadership camp and requested that each Niagara Catholic Secondary School select one worthy student to attend. The leadership camp afforded each student an opportunity to network with the Niagara Regional Police Officers in a proactive and friendly environment while learning the necessary skills to become a leader within each school community.

A total of eight Niagara Catholic secondary school students accompanied by Mr. Josh Oort, Student Success Teacher from Saint Michael Catholic High School and Niagara Regional Police School Liaison Officers spent the three days at Camp Medeba. Interactive activities included rope climbing events, team building exercises, zip lining and congregating around the camp fire. These activities were designed to develop communication, trust, co-operation and team building skills among the students and officers. As stated in the Niagara Regional Police Service press release *Cops and Youth return from Medeba*, “they came together as strangers and left as very good friends.”

This student opportunity was made possible through the joint approval and support of Chief of Police Jeffrey McGuire and John Crocco, Director of Education with the assistance of the John Howard Society of Niagara Prevent Challenge Foundation and Port Cares.

Sergeant Chris Stewart of the Niagara Regional Police Service will provide a brief visual presentation as part of this report to the Committee of the Whole.

The First Annual Youth Leadership Camp – Niagara Regional Police and Niagara Catholic  
report is presented for information.

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Prepared by: Yolanda Baldasaro, Superintendent of Education  
Presented by: Yolanda Baldasaro, Superintendent of Education  
Approved by: John Crocco, Director of Education/Secretary-Treasurer  
Date: June 11, 2013

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
JUNE 11, 2013**

*PUBLIC SESSION*

**TOPIC: LARKIN ESTATE ADMISSION AWARDS 2013-2014**

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**RECOMMENDATION**

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the payment of \$5,375.00 for the Larkin Estate Admission Awards 2013-2014 per eligible student, as presented.

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Prepared by: Mark Lefebvre, Superintendent of Education  
Presented by: Mark Lefebvre, Superintendent of Education  
Recommended by: John Crocco, Director of Education/Secretary-Treasurer  
Date: June 11, 2013





## **REPORT TO THE COMMITTEE OF THE WHOLE MEETING JUNE 11, 2013**

### **LARKIN ESTATE ADMISSION AWARDS 2013-2014**

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#### **BACKGROUND INFORMATION**

The Larkin Estate Admission Awards are administered by the Board of Trustees of the Niagara Catholic District School Board. Funding for the awards comes from a bequest from the estate of Maria Eveleen Larkin and Aimee Theresa Larkin. These awards have been administered annually since 1969 by the Board of Trustees of the former Lincoln County R.C.S.S. Board

As of April 30, 2013 the undistributed earnings and the balance of the scholarship fund amounted to \$5,233.53 with projected interest in the amount of \$4,398.00 at the end of 2013. According to the terms of the bequest, the undistributed earnings may be paid to eligible students who are approved by the Board.

The Larkin Estate Admission Award is available to graduates of a Catholic high school situated in the jurisdiction of the Niagara Catholic District School Board. Candidates must be enrolled in St. Michael's College, University of Toronto, or a school of nursing, social service work or a college or university offering such course. Applications have been reviewed and a list of qualifying candidates has been prepared, as noted on Appendix A (New Applicants).

The applicants have been made aware that they must provide proof that they have registered in the eligible courses and/or school in order to receive the award. This proof is in the form of an official letter from the registrar of either St. Michael's College or a school of nursing, social service work or a college or university offering such course. Candidates are also obliged to submit evidence of successful completion of their year's study in order to qualify for a renewal of the award. (Appendix B- Renewal Applicants)

#### **RECOMMENDATION**

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the payment of \$5,375.00 for the Larkin Estate Admission Awards 2013-2014 per eligible student, as presented.

Prepared by: Mark Lefebvre, Superintendent of Education

Presented by: Mark Lefebvre, Superintendent of Education

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

Date: June 11, 2013

## APPENDIX A

### LARKIN ESTATE AWARDS 2013-2014 New Applicants May 2013

Name	Amount to be Paid	Degree/Diploma	Graduate of
Benincasa, Bianca Francesca	\$125.00	Criminology/ Social Sciences	Lakeshore
DellaSmirra, Melissa	\$125.00	Nursing	Notre Dame
Hamilton, Olivia Sarah	\$125.00	Nursing	Denis Morris
Innamorati, Selena	\$125.00	Nursing	Holy Cross
Russell, Elizabeth	\$125.00	Nursing	Notre Dame
Terryberry, Jessica Lynn	\$125.00	Nursing	Blessed Trinity
Welsh, Maranda Ellen	\$125.00	Nursing	Notre Dame
<b>TOTAL</b>	<b>\$875.00</b>		

## APPENDIX B

### LARKIN ESTATE AWARDS 2013-2014 Renewal Applicants (Eligible To Re-apply)

Applicant Name & College or University	Year	Amount to be paid	Degree/Diploma	Graduate of
Laura Bilodeau Loyalist College	2	\$125.00	Practical Nursing	Saint Paul Catholic High School
Cassandra Frketich Seneca College	2	\$125.00	Bachelor of Science – Nursing	Blessed Trinity Catholic Secondary School
Carlo Mauricio Brock University	2	\$125.00	Bachelor of Science in Nursing	Notre Dame College School
Aryn Richardson McMaster University	2	\$125.00	Bachelor of Science – Nursing (BScN)	Denis Morris Catholic High School
Ashley Litalien Niagara College	3	\$250.00	Nursing	Notre Dame College School
Alysha Ducharme Niagara College	3	\$250.00	Social Service Worker	Notre Dame College School
Melaney Turner McMaster University	3	\$250.00	Nursing - BScN	Notre Dame College School
Michael Favero McMaster University	3	\$250.00	Nursing (BScN)	Denis Morris Catholic High School
Amanda Lafleur Niagara College	4	\$500.00	Child and Youth Worker	Notre Dame College School
Hilary Nolle McMaster University	4	\$500.00	Nursing	Notre Dame College School
Samantha Symonds Western University	4	\$500.00	Social Science (Linguistics)	Notre Dame College School
Erika Rogers Brock University	4	\$500.00	Nursing – B. SC.	Notre Dame College School
Olivia Hunter Trent University	4	\$500.00	Nursing	Notre Dame College School
Ashley Cascanette McMaster University	4	\$500.00	Nursing – B. SC.	Blessed Trinity Catholic Secondary School
<b>TOTAL</b>		<b>\$4500.00</b>		

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
JUNE 11, 2013**

*PUBLIC SESSION*

**TOPIC: ADDITION AND ALTERATIONS TO SAINT MICHAEL  
CATHOLIC HIGH SCHOOL – AWARD OF CONSTRUCTION  
CONTRACT**

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**RECOMMENDATION**

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the award of a construction contract to Brouwer Construction (1981) Ltd. for the addition and alterations to Saint Michael Catholic High School.

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Prepared by: Scott Whitwell, Controller of Facilities Services  
Presented by: Scott Whitwell, Controller of Facilities Services  
Recommended by: John Crocco, Director of Education/Secretary-Treasurer  
Date: June 11, 2013



**REPORT TO THE COMMITTEE OF THE WHOLE MEETING  
JUNE 11, 2013**

**ADDITION AND ALTERATIONS TO SAINT MICHAEL CATHOLIC  
HIGH SCHOOL – AWARD OF CONSTRUCTION CONTRACT**

**BACKGROUND INFORMATION**

In compliance with the Purchasing/Supply Chain Management Policy, tenders were opened on Tuesday, June 4, 2013 for the addition and alterations to Saint Michael Catholic High School per the drawings and specifications prepared by Raimondo + Associates Architects Inc. The results of the tender were as follows:

CONTRACTOR	BID PRICE
Brouwer Construction (1981) Ltd.	\$ 4,696,000
Manorcore Group Inc.	\$ 5, 422,000
Merit Contractors	\$ 4,799,000
T.R. Hinan Contractors	\$ 4,950,000

**PROJECT SCOPE**

This project incorporates a new addition and alterations to the existing building including 8 standard classrooms, 1 hospitality classroom, 1 science classroom, 2 renovated computer classrooms, a weight room, an exercise room, a kitchen/servery, 1 music room, an expanded transportation technology area and 2 outdoor storage areas.

The areas highlighted in blue on the attached plans comprise the scope of work for this project.

**TOTAL PROJECT COST**

The architects have analyzed the bids and have recommended the award of a construction contract to Brouwer Construction (1981) Ltd.

Given the indicated Contract Price of \$ 4,696,000, the total project cost is:

Construction Cost	\$ 4, 696,000
Net HST	\$ 101,434
Consultant Fees and Disbursements	\$ 527,717
Furniture and Equipment	\$ 191,919
Other Project Costs	\$ 649,915
<b>TOTAL</b>	<b>\$ 6,166,985</b>

## FUNDING

Funding for the project would be from the following sources:

<b>APPROVED MINISTRY FUNDING</b>	
Capital Priorities	\$ 5,527,880
Facility Renewal	\$ 639,105
TOTAL	\$ 6,166,985

## RECOMMENDATION

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the award of a construction contract to Brouwer Construction (1981) Ltd. for the addition and alterations to Saint Michael Catholic High School.

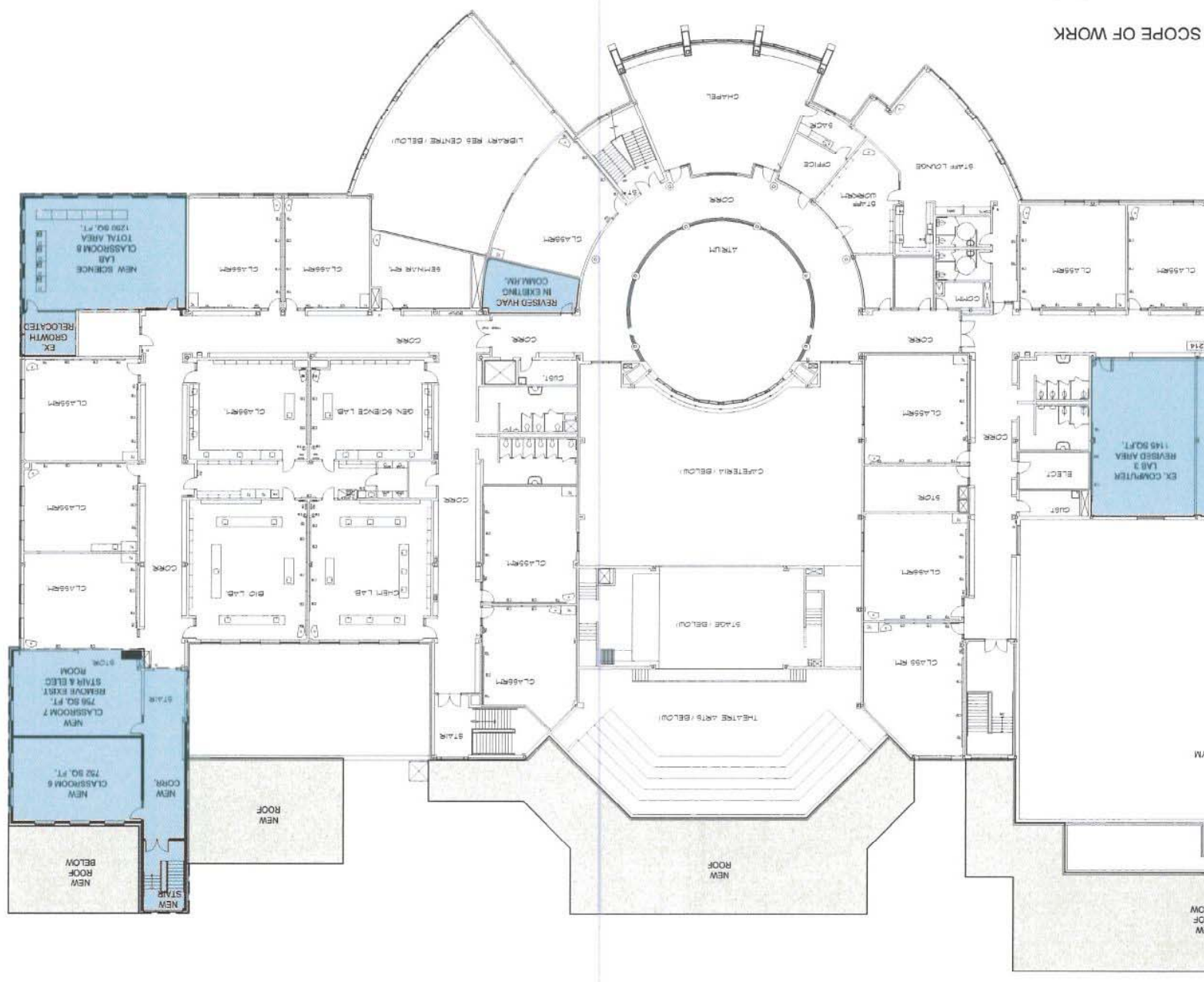
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PREPARED BY: Scott Whitwell, Controller of Facilities Services  
PRESENTED BY: Scott Whitwell, Controller of Facilities Services  
RECOMMENDED BY: John Crocco, Director of Education /Secretary Treasurer  
DATE: June 11, 2013





SCOPE OF WORK  
NEW ADDITIONS  
UNALTERED



SHEET NO. **A1.1**  
REV. A

DRAWN BY: **BWA**  
DATE: **JUNE 2013**  
SCALE: **N.T.S.**  
PROJECT NO.: **11-135**  
CHECKED: **ER**  
REV. DATE: \_\_\_\_\_  
PURPOSE: \_\_\_\_\_

ADDITIONS AND ALTERATIONS TO  
EXISTING SECONDARY SCHOOL  
**SAINT MICHAEL  
CATHOLIC SECONDARY SCHOOL**  
8689 McLEOD ROAD, NIAGARA FALLS, ONTARIO  
NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
**ALTERNATIVE DELETION PRICE  
SECOND FLOOR PLAN**

4687 Queen Street, Studio 2  
Niagara Falls, Ontario, L2E 2L9  
TEL. 905-357-4441 FAX 905-357-9203  
WEB. www.raidmondarchitects.com  
EMAIL. msai@raidmondarchitects.com  
**RAIMONDO + ASSOCIATES ARCHITECTS INC.**



**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
JUNE 11, 2013**

*PUBLIC SESSION*

**TOPIC: REPORT ON THE 2013-2014 ANNUAL BUDGET**

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**RECOMMENDATION**

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Report on the 2013-2014 Annual Budget, as presented.

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

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

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

Date: June 11, 2013



## **REPORT TO THE COMMITTEE OF THE WHOLE MEETING JUNE 11, 2013**

### **REPORT ON THE 2013-2014 ANNUAL BUDGET**

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#### **BACKGROUND INFORMATION**

On March 27, 2013, the Ministry of Education, announced the education funding for the 2013-2014 school year. The announcement indicated that education funding for 2013-2014, through the Grants for Student Needs (GSN), would be held stable at almost \$21 Billion and that the Early Learning Program, which is funded outside the GSN, would continue to be phased-in as originally planned.

In order to deal with the projected Provincial Deficit, the Ontario Government found it necessary to freeze all salaries in the Education Sector for two (2) years at the level paid as at August 31, 2012, without additional increases for qualification, experience and cost of living. To achieve this objective, the Ministry of Education issued a set of parameters, which were designed to form the basis for the negotiations with the various employee groups in the Education Sector.

In addition to the freeze of funding for all salaries and wages, the Ontario Government has found it necessary to continue the constraint measures for some expenditure envelopes, including board administration, textbooks and learning materials, computers, professional development and transportation.

The 2013-2014 Grants for Student Needs (GSN) do not include funding for increases in benefits and other operating expenditures. This means that school boards will have to fund these increases with corresponding reductions in expenditures in other envelopes.

It is important to note that average daily enrolment is projected to decrease by approximately 400 students for the 2013-2014 academic school year. This decrease in enrolment will result in a reduction of the GSN funding, which must be partially offset by a proportional reduction in expenditures.

Based on the foregoing funding information, Senior Administrative Council have held numerous meetings to review the 2013-2014 Budget requests submitted by staff, as we designed the Budget with the goal to align 2013-2014 Budget Expenditures to a level that would match the Budget Revenue available to the Board.

Senior Administrative Council has now completed the design of the 2013-2014 Budget, including the deployment of staff and the allocation of resources to the schools and departments of the Board. The 2013-2014 Budget is in alignment to achieve the Board approved Strategic Directions System Priorities 2013-2014 (Appendix A) to attain the expectations of Niagara Catholic's Vision 2020 Strategic Plan.

The Director of Education and members of Senior Administrative Council are pleased to present a proposed Annual Budget for the 2013-2014 school year, which is balanced without the transfer of funds from the reserves. The proposed Annual Budget includes Operating Expenditures amounting to \$252,877,171.

Trustees are to note that this 2013-2014 annual Board Budget does not include the associated costs to implement the Supplemental Memorandum of Understanding signed between the Ministry of Education and OECTA. Once these costs have been established and verified we will be petitioning the Ministry of Education to cover these expenditures without Niagara Catholic utilizing funds allocated for programs and services. Senior Administration will continue to keep the Board informed as to these costs and the discussions with the Ministry of Education.

For the review of the Trustees, we enclose the following information:

**APPENDIX A**

Strategic Directions System Priorities 2013-2014

**APPENDIX B**

Summary of Revenue & Expenditures & Key Budget Factors

**APPENDIX C**

Analysis of Funding Allocations

**APPENDIX D**

Analysis of Expenditures by Department

We take this opportunity to thank all the members of Board staff, who have been involved in the preparation of the 2013-2014 Annual Budget.

**RECOMMENDATION**

**THAT** the Committee of the Whole recommends that the Niagara Catholic District School Board approve the Report on the 2013-2014 Annual Budget, as presented.

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

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

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

Date: June 11, 2013



**NIAGARA CATHOLIC STRATEGIC DIRECTIONS  
SYSTEM PRIORITIES 2013-2014**

***STRATEGIC DIRECTIONS***

***Build Strong Catholic Identity and Community to Nurture the Distinctiveness of Catholic Education***

- To enhance our distinctive Catholic educational system by implementing the second year of the Niagara Catholic Faith Formation program, *Growing in Wisdom to Worship and Witness*.
- To conduct a Niagara Catholic elementary and secondary Student Conference 2014 focusing on the theme of *Growing in Wisdom to Worship*.
- To enhance social justice experiences and global citizenship for elementary and secondary students and staff through local, national and international experiences.

***Advance Student Achievement for All***

- To support all students who are six years of age in the development of literacy skills, particularly in learning to read.
- To consolidate an inquiry based model of teaching and learning in all elementary and secondary schools.
- To enhance language acquisition for elementary and secondary students through the expansion of French Immersion at designated sites and specific international languages to meet the needs of students.
- To implement a Niagara Catholic High Performance Academic Support Program for identified students which supports their training, competition and academic pathway with the excellence of Catholic education.
- To implement a Niagara Catholic Secondary School to provide alternative Catholic education to students through a variety of individualized programming models to achieve student success.
- To support the system implementation of the Ministry of Education “Growing Success Assessment, Evaluation and Reporting in Ontario Schools” and the Niagara Catholic Assessment, Evaluation Reporting and Homework Policy for all schools in the Board.
- 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 for all students.
- To design specific initiatives to exceed the provincial target of 85% graduation rate of 2013-2014 Grade 12 students.
- To advance student achievement, through the development and implementation of the Board Improvement Plan for Student Achievement (BIPSA), and School Improvement Plans (SIP), for every elementary and secondary school focusing on the pillars of Catholic Faith, Community and Culture, Literacy, Numeracy, and Pathways in all schools.

## ***ENABLING STRATEGIES***

### ***Provide Supports for Success***

- To conduct a review of the Niagara Catholic Special Education Delivery Model to continue to ensure that all students who are most in need receive timely and appropriate supports.
- To implement the Mental Health and Addictions Nurses program in cooperation with the Hamilton Niagara Haldimand Brant Community Care Access Centre to address the need for increased supports for child and youth mental health.
- To facilitate training and certification opportunities for Board and school personnel in the area of suicide awareness and prevention as part of the Niagara Catholic Mental Health and Addictions Plan.
- To promote and design programs and supports for healthy lifestyles of students and staff.

### ***Enhance Technology for Optimal Learning***

- To implement the second year of the digital transformation of the Board approved Niagara Catholic Blueprint for Technology Plan.
- To deploy system coaches to train and mentor staff on new technology and software to improve student achievement.
- To enhance software and hardware technology resources for the delivery of special education programs and services in all schools.
- To research and select a student achievement software program.
- To upgrade the technology infrastructure at the Niagara Catholic Data Centre.
- To design and implement a Technology Training Program for all staff.
- To design and implement a Niagara Catholic Technology Team that will install and repair technology hardware in all schools and Board sites.

### ***Building Partnerships and Schools as Hubs***

- To build capacity with Trustees, the Diocese of St. Catharines, Parishes, administrators, staff, Student Senate, Special Education Advisory Committee, Niagara Catholic Parent Involvement Committee, Catholic School Councils and parents/guardians by providing current information and regular opportunities for continued dialogue on Catholic education for all students in the Niagara Catholic District School Board.
- 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.
- To expand educational-based research projects in the Board, by sharing current research and by extending research partnerships with outside agencies.

### ***Strengthen Human Resource Practices and Develop Transformational Leadership***

- To develop and implement the third year of the Niagara Catholic Human Resources Certificate Program for all Principals, Vice-Principals and Senior Administrators.
- To develop a web-based application which will provide elementary and secondary student enrolment to be accessed in real time.
- To develop Administrative Guidelines for the hiring and selection process of non-teaching staff in alignment with the Employee Hiring and Selection Policy.

### ***Create Equity and Accessibility of Resources***

- To monitor and address the compliance requirements that support the removal of barriers to individuals with disabilities in Board facilities as identified in the 2012-2017 Niagara Catholic Accessibility Plan and the Integrated Accessibility Standards Regulation.

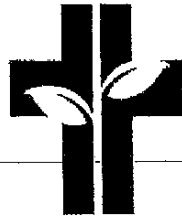
- To implement the strategies supporting equity, diversity and accessibility as identified under Catholic Faith, Community and Culture within the 2013-2014 Board Improvement Plan for Student Achievement.

#### ***Ensure Responsible Fiscal and Operational Management***

- To comply with Ministry of Education requirements for fiscal financial management by presenting to the Board a balanced budget for 2013-2014.
- To consolidate key risks and mitigate budget factors into a single risk plan in connection with the annual budget for 2013-2014.
- To establish an integrated decision-making structure that supports responsive and responsible allocation of Ministry of Education resources.
- To foster a strong accountability framework that effectively aligns resources to support learning initiatives for all.
- To design a process to provide timely, relevant and reliable financial information that supports effective decision-making at both the school and system level.
- To achieve the goal of 100% certification of all elementary and secondary schools in the Provincial EcoSchool Program.
- To initiate a comprehensive plan for school ground greening initiatives in all elementary and secondary schools as part of our Green Niagara Catholic Program.
- To develop and implement a Niagara Catholic Energy Saving Program to reduce energy consumption as part of our Green Niagara Catholic Program.
- To design a revised Emergency Response Plan for all schools and Board sites.

#### ***Address Changing Demographics***

- To monitor, report and make recommendations through stakeholder consultation, a comprehensive plan which incorporates changing enrolment, school capacity, attendance area boundaries and accommodation data by June 2014.



**NIAGARA CATHOLIC**  
DISTRICT SCHOOL BOARD

# **ANNUAL BUDGET**

**Summary of  
Revenue & Expenditures  
and Key Budget Factors**

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
2013-14 ANNUAL BUDGET**

**Total Budget Revenue & Expenditures**

	Revised Budget 2012-13	Annual Budget 2013-14	Increase (Decrease)	Comments
<b>Budget Revenue</b>				
Total Operating Funding & Other Rev.	236,883,813	238,652,769	1,768,956	
Total Capital Funding & Other Rev.	12,997,353	14,224,402	1,227,049	
Funds transferred from Accumulated Surplus	1,899,540	-	1,899,540	
<b>Total Budget Revenue</b>	<b>251,780,706</b>	<b>252,877,171</b>	<b>1,096,465</b>	
<b>Budget Expenditures</b>				
Total Operating Expenditures	237,604,568	238,911,759	1,307,191	
Total Capital & Other Expenditures	14,176,138	13,965,412	(210,726)	
Amount Required to Balance	0	0	-	
<b>Total Budget Expenditures</b>	<b>251,780,706</b>	<b>252,877,171</b>	<b>(1,096,465)</b>	
<b>Total Budget Surplus (Deficit)</b>	<b>0</b>	<b>0</b>	<b>0</b>	



NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
2013-14 ANNUAL BUDGET

Projected Student Enrolment

	Revised Budget 2012-13	Annual Budget 2013-14	Increase (Decrease)	Comments
Elementary Enrolment - ADE	13,706	13,623	(83)	The ADE enrolment is projected to decrease
Secondary Enrolment - ADE	7,760	7,443	(317)	The ADE enrolment is projected to decrease
<b>Total Board Enrolment - ADE</b>	<b>21,466</b>	<b>21,066</b>	<b>(400)</b>	
Continuing Education - ADE	524	462	(62)	
Summer School Enrolment - ADE	108	129	21	
Non-Credit ESL Programs - ADE	472	406	(66)	
<b>Total Cont. Ed. Enrolment - ADE</b>	<b>1,104</b>	<b>997</b>	<b>(107)</b>	

Average Daily Enrolment (ADE) continues to be a major factor in the calculation of the Funding Allocations for all school boards.

Under the Regulations, the calculation of Average Daily Enrolment for the school year is to be based on the number of students enrolled in our schools on two specific dates: OCTOBER 31 and MARCH 31.  
 - The number of students enrolled on those dates is to be weighted at 50% for each date.  
 - The number of students enrolled in JK & SK is to be counted as half-time.

ADE for Adult & Continuing Education programs is to be calculated using the same methods and parameters, as outlined in the regulations, as in prior years.

Projected School Staffing

	Revised Budget 2012-13	Annual Budget 2013-14	Increase (Decrease)	Comments
Total Elementary School Teachers	896	905	9	FDLK and French Immersion
Total Secondary School Teachers	530	518	(12)	Decline in Enrolment
<b>Total Board School Teachers</b>	<b>1,426</b>	<b>1,423</b>	<b>(3)</b>	

**Average Class Size - Elementary**

**23.5 : 1**                      **23.5 : 1**

Under the Regulations,

- The Maximum Average Class Size for JK, SK and Grades 1, 2 & 3 is 20 : 1.
- and the Maximum Average Class Size for Grades 4 to 8 is expected to decrease to 24.5:1

No Change

**Average Class Size - Secondary**

**22.0 : 1**                      **22.0 : 1**

Under the Regulations,

- Under the Regulations, the Maximum Average Class Size for all Secondary School Grades is 21 : 1.
- However, school boards may adjust the Maximum Average Class Size up to 22 : 1
- The Board has approved a special motion to increase the Maximum Average Class Size up to 22: 1.

No Change



**NIAGARA CATHOLIC**  
DISTRICT SCHOOL BOARD

# **ANNUAL BUDGET**

## **Analysis of Funding Allocations**

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
2013-14 ANNUAL BUDGET

Analysis of Funding Allocations & Budget Restrictions  
Budget Revenue

	Revised Budget 2012-13	Annual Budget 2013-14	Increase (Decrease)	Comments on Major Changes
Education Taxes	45,703,242	45,007,393	(695,849)	Adjusted Revenue
Education Grants	190,828,477	188,859,143	(1,969,334)	Declining Enrolment
	-----	-----	-----	
<b>Total Funding Allocations</b>	<b>236,531,719</b>	<b>233,866,536</b>	<b>(2,665,183)</b>	For details relating to changes in funding allocations, see page 4
Adult & Cont. Education Other Revenue	3,589,779	3,625,968	36,189	
Other Operating Grants (EPO)	8,270,000	13,796,667	5,526,667	Increase is mainly due to additional EPO grants for ELKP Program
Other Miscellaneous Revenue	793,668	825,000	31,332	
Tuition Fees - Elementary & Secondary	696,000	763,000	67,000	
Funds transferred from Accumulated Surplus	1,899,540	-	(1,899,540)	
	-----	-----	-----	
<b>Total Budget Revenue</b>	<b>251,780,706</b>	<b>252,877,171</b>	<b>1,096,466</b>	

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
2013-14 ANNUAL BUDGET**

**Analysis of Funding Allocations & Budget Restrictions  
Budget Expenditures**

	Revised Budget 2012-13	Annual Budget 2013-14	Increase (Decrease)	Comments on Major Changes
Salary & Wages	178,091,108	180,756,108	2,665,000	FDLK and French Immersion
Employee Benefits	27,772,095	27,023,382	(748,713)	Corrected allocation
Professional Development	675,000	603,150	(71,850)	
Supplies & Services	16,624,937	17,264,006	639,069	Reallocation
Furniture & Equipment	2,107,106	1,430,995	(676,111)	Reallocation
Facility Renewal	624,666	624,666		
Depreciation & Amortization	8,996,553	9,120,304	123,751	
Interest on Capital Debt	4,437,432	4,102,555	(334,877)	
Fees & Contracts	11,163,828	10,900,946	(262,882)	
Other Expenditures	647,487	117,487	(530,000)	
Amortization of Future Benefits	640,494	933,572	293,078	
<b>Total Budget Expenditures</b>	<b>251,780,706</b>	<b>252,877,171</b>	<b>1,096,465</b>	

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**  
**2013-14 ANNUAL BUDGET**

**Analysis of Funding Allocations & Budget Restrictions**  
**Education Taxes**

	Revised Budget 2012-13	Annual Budget 2013-14	Increase (Decrease)	Comments on Major Changes
<b>Share of Taxes (September to December)</b>				
38% of Residential & Farm Taxes	6,374,531	6,530,500	155,969	
38% of Industrial & Commercial Taxes	11,241,797	11,444,228	202,431	
38% of Payments In Lieu Of Taxes	14,139	21,842	7,703	
<b>Subtotal</b>	<b>17,630,466</b>	<b>17,996,569</b>	<b>366,103</b>	
<b>Share of Taxes (January to August)</b>				
62% of Residential & Farm Taxes	10,400,551	10,655,026	254,475	
62% of Industrial & Commercial Taxes	18,341,878	18,672,161	330,283	
62% of Payments In Lieu Of Taxes	23,068	35,636	12,568	
<b>Subtotal</b>	<b>28,765,497</b>	<b>29,362,824</b>	<b>597,326</b>	
<b>Add: Estimated Supplementary Taxes</b>	<b>751,479</b>	<b>522,000</b>	<b>(229,479)</b>	
<b>Less: Estimated Tax Write-Offs</b>	<b>-1,444,201</b>	<b>-2,874,000</b>	<b>(1,429,799)</b>	
<b>Total Education Taxes for the Year</b>	<b>45,703,242</b>	<b>45,007,393</b>	<b>(695,849)</b>	

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**  
2013-14 ANNUAL BUDGET

**Analysis of Funding Allocations & Budget Restrictions**  
**Education Grants - Funding Allocations**

	Revised Budget 2012-13	Annual Budget 2013-14	Increase (Decrease)	
<b>Foundation Grants</b>				
Pupil Foundation Grants	113,135,016	109,623,818	(3,511,198)	Decrease is mainly due to changes in enrollment
School Foundation Grants	16,358,884	16,029,232	(329,652)	Decrease is mainly due to changes in enrollment
<b>Subtotal - Foundation Grants</b>	<b>129,493,900</b>	<b>125,653,050</b>	<b>3,840,850</b>	
<b>Special Purpose Grants</b>				
Special Education	26,787,638	26,466,089	(321,549)	Decrease is mainly due to changes in enrollment
Language - ESL & FSL	3,734,862	3,742,067	7,205	Decrease is mainly due to changes in enrollment
Learning Opportunities	3,347,892	3,018,737	(329,155)	Decrease is mainly due to changes in enrollment
Adult Education	2,174,775	2,493,253	318,478	Decrease is mainly due to changes in enrollment
Teacher Compensation	17,896,730	19,361,401	1,464,671	Increase is mainly due to changes in teacher grid placements
Transportation	10,464,647	10,423,257	(41,390)	Decrease is mainly due to changes in enrollment
Board Administration	5,970,288	5,943,028	(27,260)	Decrease is mainly due to changes in enrollment
School Operations	20,571,806	20,225,261	(346,545)	Decrease is mainly due to changes in enrollment
Declining Enrollment	1,741,339	1,513,692	(227,647)	Decrease is mainly due to changes in enrollment
First Nation Supplemental	237,461	233,264	(4,197)	Increase is mainly due to changes in enrollment
Safe Schools	396,962	388,757	(8,205)	Decrease is mainly due to changes in enrollment
Community Use of School	237,461	292,509	55,048	
Non-Operating Expenditures	117,487	117,487	-	
<b>Subtotal - Special Purpose Grants</b>	<b>93,679,348</b>	<b>94,218,802</b>	<b>539,454</b>	
<b>Subtotal - Total Operating Grants</b>	<b>223,173,248</b>	<b>219,871,852</b>	<b>3,301,396</b>	
Less: Current Year Deferred Amount	-	-	-	
<b>Capital Grants</b>	<b>223,173,248</b>	<b>219,871,852</b>	<b>3,301,396</b>	
School Facilities Renewal	624,666	757,181	132,515	No significant changes in this envelope
Interest on Capital Debt	4,437,432	4,117,199	(320,233)	No Change
Depreciation & Amortization	8,296,373	9,120,304	823,931	Increase is mainly due to the completion of additional capital projects
Other Capital Expenditures	0	0	-	
<b>Subtotal - Capital Grants</b>	<b>13,358,471</b>	<b>13,994,684</b>	<b>636,213</b>	
<b>Total Funding Allocations</b>	<b>236,531,719</b>	<b>233,866,536</b>	<b>(2,665,183)</b>	

Analysis of Funding Allocations & Budget Restrictions  
Funding Lines - Net Revenue & Net Expenditures

	ANNUAL BUDGET 2013-14		
	Net Revenue 2013-14	Net Expenditures 2013-14	Variance 2013-14
<b>Classroom</b>			
Classroom Teachers	132,850,981	132,950,146	(99,165)
Occasional / Supply Teachers	3,960,836	4,207,642	(246,806)
Educational Assistants & Early Childhood Educators	21,133,147	21,180,833	(47,686)
Textbooks, Learning Materials & Equip.	6,937,891	6,965,681	(27,790)
Classroom Computers	1,417,501	1,611,817	(194,316)
Professionals & Paraprofessionals	6,246,644	5,960,964	285,680
Library & Guidance	5,411,309	5,225,854	185,455
Staff Development	390,000	371,550	18,450
Program Chairs	375,090	376,934	(1,844)
Adjustment for Minor Tangible Capital Assets	-	-	-
	<u>178,723,399</u>	<u>178,851,421</u>	<u>(128,022)</u>
<b>Non-Classroom</b>			
Principals, Vice-Principals	10,617,697	10,644,909	(27,212)
School Office Administration	4,885,999	4,902,547	(16,548)
Coordinators & Consultants	2,124,804	2,134,127	(9,323)
Board Administration	6,418,028	6,810,166	(392,138)
Operations & Maintenance - Schools	20,255,791	20,305,685	(49,894)
Continuing Education, Summer School	5,515,576	5,534,701	(19,125)
Pupil Transportation	10,370,465	9,728,203	642,262
	<u>60,188,360</u>	<u>60,060,338</u>	<u>128,022</u>
	<u>238,911,759</u>	<u>238,911,759</u>	<u>-</u>
<b>Capital &amp; Other</b>			
School Facilities Renewal	624,666	624,666	-
Interest on Capital Debt	4,102,955	4,102,955	-
Depreciation & Amortization	9,120,304	9,120,304	-
Non-Operating Expenditures	117,487	117,487	-
	<u>13,965,412</u>	<u>13,965,412</u>	<u>0</u>
<b>Total</b>	<u><u>252,877,171</u></u>	<u><u>252,877,171</u></u>	<u><u>0</u></u>



Analysis of Funding Allocations & Budget Restrictions  
Budget Restrictions on Special Education Funding Envelope

	Revised Budget 2012-13	Annual Budget 2013-14	Increase (Decrease)	Comments on Major Changes
<b>Special Education Funding Allocations</b>				
SEPPA Grants - Elementary JK - Gr 3	5,468,237	5,406,715	(61,522)	
SEPPA Grants - Elementary Gr 4 - 8	5,605,233	5,562,269	(42,964)	
SEPPA Grants - Secondary 9 - 12	3,670,077	3,519,944	(150,133)	
Approved Specialized Equipment - Elementary	432,375	441,085	8,710	
Approved Specialized Equipment - Secondary	238,174	238,777	603	
High Needs Amount (HNA) - Elementary	6,133,367	8,230,000	2,116,633	Reallocation
High Needs Amount (HNA) - Secondary	4,226,423	2,030,000	(2,196,423)	Reallocation
Measures of Variability Amount (MOV) - Elementary	500,000	500,000	-	
Measures of Variability Amount (MOV) - Secondary	283,290	262,888	(20,402)	
Section 23 Education Programs	86,000	86,000	-	
Behavioural Expertise	144,462	143,402	(1,060)	
Other - Revenue	499,862	1,200,000	700,138	FDLK
	<b>27,287,500</b>	<b>27,641,080</b>	<b>353,580</b>	
<b>Special Education Expenditures</b>				
Classroom Teachers	7,905,572	8,017,715		
Occasional / Supply Teachers	113,571	99,550		
Educational Assistants	15,401,832	15,373,687		
Textbooks, Learning Materials, Classroom Supplies	1,077,091	930,000		
Classroom Computers & Networks	-	-		
Professionals, Paraprofessionals & Team Teachers	3,734,321	4,083,190		
Library & Guidance	-	-		
Staff Development	10,000	25,000		
Coordinators	336,000	316,990		
	<b>28,578,587</b>	<b>28,846,132</b>		
<b>Add (Less) Revenue &amp; Adjustments for Special Ed.</b>	<b>(483,775)</b>	<b>(627,258)</b>		
<b>Total Special Education Net Expenditures</b>	<b>28,094,812</b>	<b>28,218,874</b>		

**Unspent (Overspent) Special Education Funding Allocations**  
Note: Unspent Funding Allocations must be placed  
in the Special Education Reserve Fund

The Board is in compliance with the regulations  
because it spends more than the funding allocation

**-807,312**

**-577,794**

Analysis of Funding Allocations & Budget Restrictions  
Budget Restrictions on Board Administration Funding Envelope

	Revised Budget 2012-13	Annual Budget 2013-14	Increase (Decrease)	Comments on Major Changes
<b>Board Administration Funding Allocation</b>				
Total Funding Allocation for Board Administration	6,229,650	5,943,028	(286,622)	
Add: Additional Funding Allocations	0	0	-	
Less: Other Adjustments	0	0	-	
	<u>6,229,650</u>	<u>5,943,028</u>	<u>(286,622)</u>	
<b>Board Administration Expenditures</b>				
Net Expenditures relating to Board Administration	7,355,617	6,810,166	(545,451)	
Add: Net strike savings attributable to Administration	0	0	-	
Less: Transfer from Reserve Funds	0	0	-	
Less: Other Revenue Attributable to Administration	-475,000	-475,000	-	
Less: Other Adjustments	0	0	-	
	<u>6,880,617</u>	<u>6,335,166</u>	<u>(545,451)</u>	
<b>Unspent (Overspent) Board Admin. Funding</b>	<u>(650,967)</u>	<u>(392,138)</u>	<u>(258,829)</u>	<b>The Board is not in compliance and may have to submit a plan to reduce the overexpenditure within two years.</b>

Note: If the Funding Allocation is overspent, then the Board may have to submit a plan to reduce the expenditures within two years.

APPENDIX D



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

# ANNUAL BUDGET

Analysis of Expenditures by Department

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
2013-14 ANNUAL BUDGET**

Analysis of Expenditures by Department  
Total Board Expenditures

	Revised Budget 2012-13	Annual Budget 2013-14	Increase (Decrease)	Comments on Major Changes
<b>Operating Expenditures</b>				
Board Administration	7,371,597	6,810,166	-561,431	See comments on page 2
Elementary Schools	124,939,320	127,673,040	2,733,721	See comments on page 3
Secondary Schools	69,371,331	68,859,964	-511,368	See comments on page 4
Continuing Education	5,834,515	5,534,701	-299,814	See comments on page 5
Plant Operations	17,483,098	17,212,073	-271,025	See comments on page 6
Plant Maintenance	3,065,293	3,093,612	28,319	See comments on page 7
Student Transportation	9,539,412	9,728,203	188,791	See comments on page 8
	237,604,566	238,911,759	1,307,193	
<b>Capital &amp; Other Expenditures</b>				
Facility Renewal	624,666	624,666	0	See comments on page 9
Interest on Capital Debt	4,437,432	4,102,955	-334,477	See comments on page 10
Depreciation & Amortization	8,996,553	9,120,304	123,751	See comments on page 11
Non-Operating Expenditures	117,487	117,487	0	See comments on page 12
	14,176,138	13,965,412	-210,726	
<b>Total Board Operating Expenditures</b>	<b>251,780,704</b>	<b>252,877,171</b>	<b>1,096,467</b>	

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
2013-14 ANNUAL BUDGET**

**Analysis of Expenditures by Department  
Board Administration Expenditures**

	Revised Budget 2012-13	Annual Budget 2013-14	Increase (Decrease)	Comments on Major Changes
Salary & Wages	4,443,176	4,251,314	-191,862	Reallocation of IT staff to school level
Employee Benefits	950,921	910,770	-40,151	Proportionate benefit allocation to school level
Professional Development	92,500	92,500	0	
Supplies & Services General Administration	117,500	117,500	0	
Business Administration	872,500	863,082	-9,418	
Program Administration	0	0	0	
Computers	50,000	50,000	0	
Furniture & Equipment	10,000	10,000	0	
Fees & Contracts	835,000	515,000	-320,000	Reallocated software costs to school level
<b>Total Administration Expenditures</b>	<b>7,371,597</b>	<b>6,810,166</b>	<b>-561,431</b>	

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
2013-14 ANNUAL BUDGET**

Analysis of Expenditures by Department  
Elementary School Expenditures

	Revised Budget 2012-13	Annual Budget 2013-14	Increase (Decrease)	Comments on Major Changes
Salary & Wages	103,138,372	106,460,257	3,321,885	Increase is mainly due to changes in FDLK & French Immersion
Employee Benefits	15,930,994	15,812,161	-118,833	Corrected Porportion of fringe benefits
Professional Development	430,000	380,000	-50,000	Unused resources reallocated to balance 2013-14
Supplies & Services				
School Instruction Budgets	1,492,869	1,450,280	-42,589	Unused resources reallocated to balance 2013-14
Central Instruction Budgets	1,555,000	1,022,500	-532,500	Unused resources reallocated to balance 2013-14
Central Other Budgets	575,000	575,000	0	
Computers	1,169,932	1,140,792	-29,140	Computer Leasing Agreement
Furniture & Equipment	647,153	641,326	-5,827	No Significant Change
Fees & Contracts	0	190,725	190,725	Portion of software allocation costs from Board Adm.
<b>Total Elementary School Expenditures</b>	<b>124,939,320</b>	<b>127,673,040</b>	<b>2,733,721</b>	

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
2013-14 ANNUAL BUDGET**

**Analysis of Expenditures by Department  
Secondary School Expenditures**

	Revised Budget 2012-13	Annual Budget 2013-14	Increase (Decrease)	Comments on Major Changes
Salary & Wages	56,580,081	56,437,757	-142,324	Declining Enrolment
Employee Benefits	8,210,233	7,842,733	-367,500	Proportionate fringe benefit Savings
Professional Development	120,000	101,550	-18,450	Reallocated Resources to balance portfolio
Supplies & Services				
School Instruction Budgets	1,370,614	1,368,656	-1,958	Not significant
Central Instruction Budgets	2,076,227	2,011,227	-65,000	Reallocation of resources to balance 2013-14
Central Other Budgets	271,091	271,091	0	
Computers	570,476	545,981	-24,495	Repair and Aging computers
Furniture & Equipment	100,609	99,119	-1,490	
Fees & Contracts	72,000	181,849	109,849	Portion of software allocation costs from Board Adm.
<b>Total Secondary School Expenditures</b>	<b>69,371,331</b>	<b>68,859,964</b>	<b>-511,368</b>	

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**  
**2013-14 ANNUAL BUDGET**

**Analysis of Expenditures by Department**  
**Continuing Education Expenditures**

	Revised Budget 2012-13	Annual Budget 2013-14	Increase (Decrease)	Comments on Major Changes
Salary & Wages	3,925,024	3,702,976	-222,048	Student to Teacher ratio was increased/ Declining Enrolment
Employee Benefits	688,562	645,117	-43,445	Proportionate benefit savings
Professional Development	15,000	11,600	-3,400	
Supplies & Services				
School Instruction Budgets	1,159,429	1,165,018	5,589	
Central Instruction Budgets	0	0	0	
Central Other Budgets	0	0	0	
Computers	40,000	5,000	-35,000	
Furniture & Equipment	0	0	0	
Fees & Contracts	6,500	4,990	-1,510	
<b>Total Continuing Ed. Expenses</b>	<b>5,834,515</b>	<b>5,534,701</b>	<b>-299,814</b>	



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
2013-14 ANNUAL BUDGET**

**Analysis of Expenditures by Department  
Facilities Services Expenditures**

	Revised Budget 2012-13	Annual Budget 2013-14	Increase (Decrease)	Comments on Major Changes
Salary & Wages	8,446,974	8,315,450	-131,524	Savings through attrition
Employee Benefits	2,203,624	2,319,123	115,499	Correction of fringe benefit resources
Professional Development	10,000	10,000	0	
Supplies & Services	3,370,000	3,370,000	0	
Utilities				
Cleaning & Operating	1,162,500	1,162,500	0	
Sites & Grounds Maintenance	1,055,000	755,000	-300,000	Reduction in Snow Removal budget
Computers	30,000	30,000	0	
Furniture & Equipment	645,000	645,000	0	
Fees & Contracts	560,000	605,000	45,000	Investment in Consultant for EDI
<b>Total Plant Operations Expenditures</b>	<b>17,483,098</b>	<b>17,212,073</b>	<b>-271,025</b>	

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
2013-14 ANNUAL BUDGET**

**Analysis of Expenditures by Department  
Facilities Services - Plant Ops Expenditures**

	Revised Budget 2012-13	Annual Budget 2013-14	Increase (Decrease)	Comments on Major Changes
Salary & Wages	1,321,110	1,344,865	23,755	No Significant Change
Employee Benefits	353,683	358,247	4,565	No Significant Change
Professional Development	7,500	7,500	0	
Supplies & Services Department Operation	169,000	169,000	0	
Mechanical & Electrical	577,500	577,500	0	
Building Maintenance	525,000	525,000	0	
Computers	1,500	1,500	0	
Furniture & Equipment	35,000	35,000	0	
Fees & Contracts	75,000	75,000	0	
<b>Total Plant Maintenance Expenditures</b>	<b>3,065,293</b>	<b>3,093,612</b>	<b>28,319</b>	

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
2013-14 ANNUAL BUDGET**

**Analysis of Expenditures by Department  
Student Transportation Expenditures**

	Revised Budget 2012-13	Annual Budget 2013-14	Increase (Decrease)	Comments on Major Changes
Salary & Wages	236,365	243,489	7,124	
Employee Benefits	74,576	68,953	-5,623	
Professional Development	0	0	0	
Supplies & Services	75,707	76,798	1,091	
Computers	12,675	10,581	-2,094	
Furniture & Equipment	0	0	0	
Fees & Contracts				
Bus Transportation	8,326,866	8,447,210	120,344	Increase in Fuel Costs
Taxi & Minivan	155,145	123,094	-32,051	Less utilization
Other Transportation	658,078	758,078	100,000	Increase in Fuel Costs/Demand of Service
<b>Total Student Transportation Exp.</b>	<b>9,539,412</b>	<b>9,728,203</b>	<b>188,791</b>	

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
2013-14 ANNUAL BUDGET**

**Analysis of Expenditures by Department  
School Facilities Renewal Expenditures**

	Revised Budget 2012-13	Annual Budget 2013-14	Increase (Decrease)	Comments on Major Changes
<b>School Facilities Renewal Expenses</b>	<b>624,666</b>	<b>624,666</b>	<b>0</b>	No significant changes in this envelope

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
2013-14 ANNUAL BUDGET**

**Analysis of Expenditures by Department  
Interest on Capital Debt**

	Revised Budget 2012-13	Annual Budget 2013-14	Increase (Decrease)	Comments on Major Changes
Interest on Long Term Debentures	4,437,432	4,102,955	-334,477	
Interest on Short Term Capital Loans	0	0	0	
<b>Total Interest on Capital Debt</b>	<b>4,437,432</b>	<b>4,102,955</b>	<b>-334,477</b>	

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
2013-14 ANNUAL BUDGET**

**Analysis of Expenditures by Department  
Annual Depreciation Expenditure**

	<b>Revised Budget 2012-13</b>	<b>Annual Budget 2013-14</b>	<b>Increase (Decrease)</b>	<b>Comments on Major Changes</b>
Annual Depreciation	8,996,553	9,120,304	123,751	
<b>Total Annual Depreciation Exp.</b>	<b>8,996,553</b>	<b>9,120,304</b>	<b>123,751</b>	No significant changes in this envelope

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
2013-14 ANNUAL BUDGET

Analysis of Expenditures by Department  
Non-Operating Expenditures

	Revised Budget 2012-13	Annual Budget 2013-14	Increase (Decrease)	Comments on Major Changes
Other Non-Operating Expenditures	117,487	117,487	0	
<b>Total Non-Operating Exp.</b>	<b>117,487</b>	<b>117,487</b>	<b>0</b>	No Change

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
JUNE 11, 2013**

*PUBLIC SESSION*

**TOPIC: RESEARCH PROJECTS IN THE NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD – 2012-2013 SCHOOL YEAR**

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The report on Research Projects in the Niagara Catholic District School Board – 2012-2013 School Year is presented for information.

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Prepared by: Lee Ann Forsyth-Sells, Superintendent of Education  
Anthony Corapi, Consultant-Research, Assessment and Evaluation

Presented by: Lee Ann Forsyth-Sells, Superintendent of Education  
Anthony Corapi, Consultant-Research, Assessment and Evaluation

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

Date: June 11, 2013





## REPORT TO THE COMMITTEE OF THE WHOLE MEETING JUNE 11, 2013

### RESEARCH PROJECTS IN THE NIAGARA CATHOLIC DISTRICT SCHOOL BOARD - 2012-2013 SCHOOL YEAR

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#### **BACKGROUND INFORMATION**

The research projects conducted in the Niagara Catholic District School Board support the Strategic Directions:

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

The System Priority, *to expand educational-based research projects in the Board, by sharing current research, and by extending research partnerships with outside agencies* encourages education-based research to enhance the teaching-learning process and professional learning.

#### **Research Ethics Review Committee**

The Research Ethics Review Committee of the Niagara Catholic District School Board meets regularly to review education-based research projects presented for consideration by various universities, government agencies, and other education stakeholders.

The committee will make recommendations to the Superintendent of Education for approval of education-based research projects.

The committee would like to acknowledge Principals, Vice-Principals, teaching and support staff for their continued support of education-based research in the elementary and secondary schools of the Board.

#### **Research Ethics Review Committee Members**

Lee Ann Forsyth-Sells, Superintendent of Education  
Anthony Corapi, Consultant-Research, Assessment and Evaluation Department (Chairperson)  
Andrew Bartley, Secondary Vice-Principal  
Theo Dagenais, Elementary Principal  
Lorrie MacKenzie, Elementary Principal  
Susan Tromanhauser, Elementary Principal

## RESEARCH PROJECTS 2012-2013

<i>Research Title</i>	<i>Organization</i>
Cross-Panel Literacy Collaborative Inquiry Project	Brock University and the Niagara Catholic District School Board
Implementation of the revised Elementary Health and Physical Education Curriculum Living Skills Expectations: A Case Study of Teacher's Experiences	Brock University
YMCA and Family Development Study	Brock University
The Social Child Activities Study	Brock University
Class Project OHBR 2P91 Study	Brock University
F.U.E.L - Females Using Energy For Life	Niagara Region Public Health
Sparking Life Niagara	Niagara Region Public Health
The Compass Project	University of Waterloo
Junior Math Intervention	Brock University and the Niagara Catholic District School Board
Reading Books in the Mobile Age: Effects on the Reading, Motivation, Cognitive Strategy Use, and Comprehension of Grade 1 Students	Brock University
An Evaluation of the Kinect-Ed Program	University of Windsor

The Report on the Research Projects in the Niagara Catholic District School Board for the 2012-2013 school year is presented for information.

Prepared by: Lee Ann Forsyth-Sells, Superintendent of Education  
Anthony Corapi, Consultant-Research, Assessment and Evaluation

Presented by: Lee Ann Forsyth-Sells, Superintendent of Education  
Anthony Corapi, Consultant-Research, Assessment and Evaluation

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

Date: June 11, 2013

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
JUNE 11, 2013**

*PUBLIC SESSION*

**TOPIC: EARLY LEARNING KINDERGARTEN EXTENDED DAY  
PROGRAM – UPDATE**

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The report on Early Learning Kindergarten Extended Day Programs – Update  
is presented for information.

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Prepared by: Scott Whitwell, Controller of Facilities Services  
Kathy Levinski, Manager of Facilities Services

Presented by: Scott Whitwell, Controller of Facilities Services

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

Date: June 11, 2013



## **REPORT TO THE COMMITTEE OF THE WHOLE JUNE 11, 2013**

### **EARLY LEARNING KINDERGARTEN EXTENDED DAY PROGRAMS – UPDATE**

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#### **BACKGROUND INFORMATION**

On June 8, 2011, the Ministry of Education released Memorandum 2011:EL4 – Regulatory Amendments Respecting Full-Day Junior Kindergarten and Kindergarten and Extended Day and Third Party Programs. This memorandum included new information and regulatory requirements to comply with Ontario Regulation 221/11 – (Extended Day and Third Party Programs).

Subject to regulations, policies and guidelines, boards have the choice to either directly operate a before and/or after extended day school program or ensure the operation of a third party before and after school extended day program at ELKP schools.

Niagara Catholic will have implemented the Early Learning Kindergarten Program in a total of thirty-five (35) sites as of September 2013. A list of the participating schools and the daycare providers in the school is provided in Appendix A.

#### **Fee Calculation Process: Determination of Daily Base Fee and Non-Instructional Day Fee**

District School Boards were required to determine a board-wide base daily fee if: it intended to operate the program in the upcoming school year, it has not determined whether it will operate or ensure a third party program will be in operation or if it intends to enter into a third party agreement but has not yet been advised by the third party with respect to the fee that would be charged. Using the fee calculation tool template provided by the Ministry of Education, a board base daily fee of \$23.50 and non-instructional day fee of \$47.50 was calculated. Niagara Catholic posted the fees and communicated them to parents through letters on January 7, 2013.

#### **Viability of Extended Day Programs**

The Board is not required to ensure the provision of an Extended Day Program at sites where:

- a) there is a projected enrolment of less than 20 pupils in at least one part of the day (before or after school) and,
- b) the appropriate projected pupil enrolment cannot be reached by using up to 5 pupils who will be enrolled in Grades 1 and 2 (for schools who currently have daycare services).

Survey results were collected for all 35 sites to determine if there was sufficient interest in instructional day childcare using the Niagara Region's Waitlist online registration program. Using Ministry of Education criteria, it was determined that there was no Extended Day Program viability.

Third-party childcare operators will continue to run established before and after school programs at the several school sites which were deemed not viable for an Extended Day Program as shown on Appendix A. The average daily fee for before and after school care is approximately \$15.50.

## Submission of Information and Confirmations, Declarations and Affirmations to the Ministry

District School Boards are required to collect relevant information and complete the Ministry provided Extended Day Fees Excel Workbook to calculate a base daily fee (based on an extended day program unit size of 25 pupils) and actual daily fees for site specific locations.

The following are the timelines for the process:

1. Boards are required to post the following information on their websites and communicate this information to the relevant parents before the last day of April of the preceding school year:
  - Which of the Board's schools will have extended day and/or third party programs in the upcoming school year,
  - Which schools will not have extended day and/or third party programs in the upcoming school year,
  - The minutes of operation of the extended day and/or third party programs,
  - The times of the day that the before and/or after school portions of the extended day and/or third party programs will operate,
  - The non-instructional days, if any, on which the extended day and/or third party programs will operate,
  - Whether the extended day and/or third party programs will include older pupils (e.g. Grades 1 to 6),
  - Information regarding how to apply for fee subsidies for extended day and/or third party programs.
2. Boards are required to submit the following information to the Minister through workbook and affirmation no later than May 15 of the preceding school year:
  - A list of the schools in which the board will operate extended day programs in the upcoming school year and the calculations for extended day actual fees and actual non-instructional day fees (where applicable),
  - A list of the schools in which the board will ensure operation of a third party program in the upcoming school year, the name of the third party operating at the school and the fees that the third party has advised the board it will charge,
  - A list of the schools where the board has determined that extended day and/or third party programs are not viable, as well as the information on which this conclusion was based and an affirmation that this conclusion was reached in good faith,
  - Affirmation that a third party program(s) meets the requirements under the Education Act,
  - Affirmation that if a board has entered into an agreement with a for-profit operator, it did so in compliance with the requirements set out in O. Reg. 221/11.

An appropriate affirmation with regard to the viability of schools for the extended day program and the collection of information for non-viable schools has been submitted by the timelines provided to the Ministry of Education.

The report on Early Learning Kindergarten Extended Day Programs – Update  
is presented for information.

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Prepared by: Scott Whitwell, Controller of Facilities Services  
Kathy Levinski, Manager of Facilities Services

Presented by: Scott Whitwell, Controller of Facilities Services

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

Date: June 11, 2012

## EARLY LEARNING KINDERGARTEN SITES FOR 2013-14

Phase	ELKP Schools with Third Party Programs for 2013/2014	Child Care Operator
1	Father Hennepin Catholic Elementary School (Niagara Falls)	YMCA Child Care
1	Holy Name Catholic Elementary School (Welland)	YMCA Child Care
1	Our Lady Of Fatima Catholic Elementary School (St. Catharines)	YMCA Child Care
1	St. Denis Catholic Elementary School (St. Catharines)	YMCA Child Care
1	St. Joseph Catholic Elementary School (Grimsby)	YMCA Child Care
1	St. Mary Catholic Elementary School (Welland)	ACW Early Learning
1	St. Patrick Catholic Elementary School (Niagara Falls)	NA
1	St. Therese Catholic Elementary School (Port Colborne)	NA
2	Our Lady Of Victory Catholic Elementary School (Fort Erie)	YMCA Child Care
2	St. Mark Catholic Elementary School (Lincoln)	YMCA Child Care
3	Cardinal Newman Catholic Elementary School (Niagara Falls)	YMCA Child Care
3	Mary Ward Catholic Elementary School (Niagara Falls)	Valley Way Day Care Centre
3	Mother Teresa Catholic Elementary School (St. Catharines)	YMCA Child Care
3	Notre Dame Catholic Elementary School (Niagara Falls)	NA
3	Our Lady Of Fatima Catholic Elementary School (Grimsby)	YMCA Child Care
3	Sacred Heart Catholic Elementary School (Niagara Falls)	ACW Early Learning
3	St. Alfred Catholic Elementary School (St. Catharines)	YMCA Child Care
3	St. Anthony Catholic Elementary School (St. Catharines)	YMCA Child Care
3	St. Charles Catholic Elementary School (Thorold)	YMCA Child Care
3	St. George Catholic Elementary School (Fort Erie)	NA
3	St. Michael Catholic Elementary School (Niagara-on-the-Lake)	YMCA Child Care
4	Assumption Catholic Elementary School (St. Catharines)	YMCA
4	St. Alexander Catholic Elementary School (Pelham)	YMCA
4	St. Andrew Catholic Elementary School (Welland)	ACW Learning
4	St. Ann Catholic Elementary School (St. Catharines)	YMCA
4	St. John Catholic Elementary School (Lincoln)	YMCA
4	St. Gabriel Lalemant Catholic Elementary School	NA
4	St. Peter Catholic Elementary School (St. Catharines)	YMCA
4	St. Philomena Catholic Elementary School (Fort Erie)	YMCA
4	St. Vincent de Paul Catholic Elementary School (Niagara Falls)	YMCA
4	St. Christopher Catholic Elementary School (St. Catharines)	NA
4	St. Edward Catholic Elementary School (Lincoln)	NA
4	St. Joseph Catholic Elementary School (Fort Erie)	NA
4	St. Kevin Catholic Elementary School (Welland)	NA
4	St. Mary Catholic Elementary School (Niagara Falls)	NA

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
JUNE 11, 2013**

*PUBLIC SESSION*

**TOPIC: CAPITAL PROJECT UPDATE**

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The Capital Project Update  
is presented for information

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Prepared by: Scott Whitwell, Controller of Facilities Services  
Presented by: Scott Whitwell, Controller of Facilities Services  
Approved by: John Crocco, Director of Education/Secretary-Treasurer  
Date: June 11, 2013



**REPORT TO THE COMMITTEE OF THE WHOLE MEETING  
JUNE 11, 2013  
CAPITAL PROJECTS PROGRESS REPORT**

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**BACKGROUND INFORMATION**

Individual progress reports for capital projects are presented as follows:

In Progress

ELKP	Appendix A Appendix B Appendix C Appendix D Appendix E Appendix F	Mary Ward Catholic Elementary School (NF) St. Alexander Catholic Elementary School St. Andrew Catholic Elementary School St. John Catholic Elementary School (B) St. Kevin Catholic Elementary School St. Philomena Catholic Elementary School (FE)
Secondary	Appendix G	Saint Michael Catholic High School (NF)
New Build	Appendix H	St. Martin Catholic Elementary School

The Capital Projects Progress report is presented for information.

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Prepared by:	Scott Whitwell, Controller of Facilities Services
Presented by:	Scott Whitwell, Controller of Facilities Services
Approved by:	John Crocco, Director of Education/Secretary-Treasurer
Date:	June 11, 2013





**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
CAPITAL PROJECT PROGRESS REPORT  
JUNE 11, 2013**

**APPENDIX A**

**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:** Concrete slab poured; Block walls completed; Interior renovation underway.

**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	470,230
	<b>\$904,814</b>

**Project Costs:**

	Budget	Paid	Forecast
Construction Contract	562,500	80,942	743,492
Fees & Disbursements	59,000	52,413	57,005
Furniture & Equipment	25,000	0	25,000
Other Project Costs	54,000	31,580	83,096
	<b>\$700,500</b>	<b>\$164,935</b>	<b>\$908,593</b>

**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	January 29, 2013	February 28, 2013
Construction	August 2013	
Occupancy	September 2013	
Official Opening & Blessing		

**Project Team:**

Architect	Svedas Koyanagi Architects Inc.
General Contractor	Charter Building Company
Project Manager	Tunde Labbancz
Superintendent	Mark Lefebvre
Principal	Domenic Massi



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
CAPITAL PROJECT PROGRESS REPORT  
JUNE 11, 2013**

**APPENDIX B**

**ST. ALEXANDER CATHOLIC ELEMENTARY SCHOOL**

**Scope of Project:**

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

**Current Status:** Concrete slab poured; Block walls completed; Sanitary rough-in complete.



**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
Facilities Renewal	93,708
	<b>\$573,633</b>

**Project Costs:**

	Budget	Paid	Forecast
Construction Contract	312,065	83,049	417,527
Fees & Disbursements	31,200	74,613	87,721
Furniture & Equipment	4,000	0	8,500
Other Project Costs	45,000	14,514	60,385
	<b>392,265</b>	<b>172,176</b>	<b>574,133</b>

**Project Timelines:**

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

**Project Team:**

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



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
CAPITAL PROJECT PROGRESS REPORT  
JUNE 11, 2013**

**APPENDIX C**

**ST. ANDREW CATHOLIC ELEMENTARY SCHOOL**

**Scope of Project:**

Expansion of 3 existing classrooms for 3 new full day early leaning kindergarten classroom.

**Current Status:** Mechanical underground installation is complete; Air handling unit ordered.



**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	360,995
	<b>\$600,957</b>

**Project Costs:**

	Budget	Paid	Forecast
Construction Contract	285,000	46,615	478,747
Fees & Disbursements	28,500	29,337	47,875
Furniture & Equipment	12,000	0	12,000
Other Project Costs	22,500	18,054	62,335
	<b>\$348,000</b>	<b>\$94,006</b>	<b>\$600,957</b>

**Project Timelines:**

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

**Project Team:**

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



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
CAPITAL PROJECT PROGRESS REPORT  
JUNE 11, 2013**

**APPENDIX D**

**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:** Septic tank removed; Back fill completed; Underground services installed.



**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
Prev. Unspent	
FDK Grant	165,000
Facilities Renewal	267,843
	<b>1,392,693</b>

**Project Costs:**

	Budget	Paid	Forecast
Construction Contract	881,100	107,733	1,118,138
Fees & Disbursements	88,100	94,421	117,688
Furniture & Equipment	10,000	0	10,000
Other Project Costs	23,000	24,650	146,867
	<b>\$1,002,200</b>	<b>\$226,804</b>	<b>\$1,392,693</b>

**Project Timelines:**

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

**Project Team:**

Architect	Grguric Architects Incorporated
General Contractor	Manorcore Group Inc.
Project Manager	Tunde Labbancz
Superintendent	Yolanda Baldasaro
Principal	Emma Fera Massi



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
CAPITAL PROJECT PROGRESS REPORT  
JUNE 11, 2013**

**APPENDIX E**

**ST. KEVIN CATHOLIC ELEMENTARY SCHOOL**

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**Scope of Project:** Design and construction of 2 classroom addition and expansion of an existing classroom to be a new full day early learning kindergarten classroom.

**Current Status:** Site plan approved; Building permit received; Underground installation complete; Block walls complete.



**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	423,769
	<b>\$1,143,657</b>

**Project Costs:**

	Budget	Paid	Forecast
Construction Contract	770,000	135,265	921,381
Fees & Disbursements	77,000	58,857	92,138
Furniture & Equipment	20,000	0	20,000
Other Project Costs	41,500	35,781	109,928
	<b>\$908,500</b>	<b>\$229,903</b>	<b>\$1,143,447</b>

**Project Timelines:**

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

**Project Team:**

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



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
CAPITAL PROJECT PROGRESS REPORT  
JUNE 11, 2013**

**APPENDIX F**

**ST. PHILOMENA CATHOLIC ELEMENTARY SCHOOL**

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

**Current Status:** Internal renovation of one kindergarten room is complete; Site work completed; Renovation of second room will start in July.



**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	102,284
	<b>\$342,246</b>

**Project Costs:**

	Budget	Paid	Forecast
Construction Contract	199,400	58,016	229,553
Fees & Disbursements	27,000	29,620	31,656
Furniture & Equipment	28,000	30,140	32,000
Other Project Costs	35,500	35,607	65,000
	<b>\$289,900</b>	<b>\$153,383</b>	<b>\$358,209</b>

**Project Timelines:**

	<u>Scheduled Completion</u>	<u>Actual Completion</u>
Funding Approval	December 12, 2011	December 12, 2011
Architect Selection	April 12, 2012	April 12, 2012
Design Development	November 7, 2012	November 2012
Contract Documents	December 10, 2012	December 2012
Tender & Approvals	January 22, 2013	February 2013
Construction	August 2013	
Occupancy	September 2013	
Official Opening & Blessing		

**Project Team:**

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





**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
CAPITAL PROJECT PROGRESS REPORT  
JUNE 11, 2013**

**APPENDIX G**

**SAINT MICHAEL CATHOLIC HIGH SCHOOL**

**Scope of Project:**

Design and construction of a ten classroom addition.

**Current Status:**

June 4, 2013 tender closing.

**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
	<hr/>
	<b>\$5,927,880</b>

**Project Costs:**

	Budget	Paid	Forecast
Construction Contract	4,760,323	0	4,760,323
Fees & Disbursements	544,037	338,890	544,037
Furniture & Equipment	204,820	0	204,820
Other Project Costs	418,700	44,632	418,700
	<hr/>		
	<b>\$5,927,880</b>	<b>\$383,522</b>	<b>\$5,927,880</b>

**Project Timelines:**

	<u>Scheduled Completion</u>	<u>Actual Completion</u>
Funding Approval	July 7, 2011	July 7, 2011
Ministry Approval (space)	December 2011	March 9, 2012
Architect Selection	January 30, 2012	March 22, 2012
Design Development	March 2012	October 2012
Contract Documents	May 2013	
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  
JUNE 11, 2013**

**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:**

Ministry of Education approved funding for purchase of property. Township of West Lincoln has approved rezoning request (February 19, 2013) from commercial to institutional. Property has been purchased. Estimated construction completion date is March 2015. Proceeding with design and development.



**Project Information:**

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

**Project Funding:**

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

**Project Costs:**

	Budget	Paid	Forecast
Construction Contract	7,479,925	0	7,479,925
Fees & Disbursements	900,000	91,435	900,000
Furniture & Equipment	100,000	0	100,000
Other Project Costs	950,439	86,310	950,439
	<b>\$9,430,364</b>	<b>\$177,745</b>	<b>\$9,430,364</b>

**Project Timelines:**

	<u>Scheduled Completion</u>	<u>Actual Completion</u>
Funding Approval	July 7, 2011	July 7, 2011
Ministry Approval (space)	December, 2011	February 14, 2012
Architect Selection	January 30, 2012	March 22, 2012
Design Development	March, 2012	
Contract Documents	May, 2012	
Tender & Approvals	July, 2012	
Ministry Approval (cost)	July, 2012	
Construction	August, 2013	
Occupancy	September 3, 2014	
Official Opening & Blessing		

**Project Team:**

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



**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
JUNE 11, 2013**

*PUBLIC SESSION*

**TOPIC: TRUSTEE INFORMATION  
SPOTLIGHT ON NIAGARA CATHOLIC – MAY 28, 2013**

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# Spotlight

on

## NIAGARA CATHOLIC

*Nurturing Souls & Building Minds*

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

May 28, 2013



### Blessed Trinity Catholic Secondary School Receives Spirit of Hope Award



*On May 7th, the St. Joseph's Healthcare Hamilton Foundation hosted a Mental Health Morning to support the Mental Health and Addiction Program at St. Joseph's Healthcare Hamilton. During the breakfast, the inaugural St. Joseph's Mental Health Spirit of Hope Award was presented to Blessed Trinity Catholic Secondary School. This award honors and celebrates an individual, group, or organization in the Hamilton Niagara Haldimand Brant community that has made a significant contribution in the area of mental health awareness. Among a list of 12 worthy nominees from across the region Blessed Trinity Catholic Secondary School was awarded the Spirit of Hope Award for its efforts to promote mental health awareness and reduce the stigma of mental health within the community. In the past year Blessed Trinity has developed and carried out a comprehensive mental health plan which empowered both students and staff to assist students in need. Trustees recognized Blessed Trinity Catholic Secondary School for receiving the Spirit of Hope Award during the May 28th Board Meeting.*

### Niagara Catholic Creates Mental Health Curriculum for Grade 9 Religion Classes

Niagara Catholic has launched a pilot of Mental Health: Hope, Dignity and Our Compassionate Care, in the Grade 9 religion classes at Denis Morris Catholic High School.

The pilot strives to connect and align our Catholicity, the strategic directions and enabling strategies and the School Effectiveness Framework in an enriching, authentic way.

This new program is in compliance with the Niagara Catholic Mental Health and Addictions Plan.

In February, 38 secondary school Religious Education teachers were certified in Mental Health First Aid. In addition to expanding their personal knowledge, the training provided an opportunity for teachers to have conversations about Catholic social teaching and

issues such as poverty, access to health care, and the need to create comprehensive class/student profiles.

The lessons developed and data shared from this pilot project will be shared with the Secondary Religion Chair Council in 2013-2014. To read the complete report, please find the May 28th Board Meeting agenda at [niagaracatholic.ca](http://niagaracatholic.ca).

### Board Approves Two Policies

Trustees approved two policies during the May 28th Board Meeting.

**Prior Learning Assessment and Recognition (PLAR) Policy (400.4) and Assessment, Evaluation, Reporting and Homework Policy (301.1)** are now available to review on the Board website, [niagaracatholic.ca](http://niagaracatholic.ca).

### Strategic Directions Approved

During the May 28th Board meeting, Trustees approved the 2013-2014 System Priorities.

The report listing the complete Strategic Directions System Priorities 2013-2014 is available on the Board website, [niagaracatholic.ca](http://niagaracatholic.ca).

### Class of 2013 Graduation Schedule Online

A complete schedule of all Niagara Catholic Graduation Ceremonies is available at [niagaracatholic.ca](http://niagaracatholic.ca).





# School Excellence Program

FOCUS on

## St. Patrick Catholic Elementary School (Niagara Falls)

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

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

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

The original St. Patrick Catholic Elementary School was the first Catholic school in Niagara Falls, built in 1870. The two-room schoolhouse, believed to have been on the site of the current St. Patrick Roman Catholic Church.

The current St. Patrick Catholic Elementary School was built on Victoria Avenue in 1966. Today, it has 16 classrooms and approximately 225 students in Early Learning Kindergarten through Grade 8.

During the May 28th Board meeting, St. Patrick Principal Amanda Cybula was joined by the school community for its School Excellence Presentation.

There is a close tie between the school and parish. Students are well-supported by parishioners through Christmas drives, the breakfast program, Sacrament preparation and the rosary presentation. Fr. Gerard often interacts with students during recess and is a frequent presence inside the school. Students are also active choir members and altar servers of St. Patrick Church.

Staff regularly participate in faith formation activities. The Grade 6/7 class lead many social justice activities promoting stewardship and awareness of the "Me to We" events. The school community participates in initiatives such as the Board's Kids helping Kids Campaign, as well as the Holy Childhood Walk, Terry Fox School Run, Me to We events, the Hanna House Bottle Campaign and supports Big Brothers/Big Sisters.

The Professional Catholic Learning Community of St. Patrick participates in on-going collaboration to increase student achievement. This year, teachers focussed on numeracy and inquiry to evolve teaching into student-led learning.

Students at St. Patrick Catholic Elementary School have many opportunities to discover their unique gifts and talents. There are several sports teams for students to join, as well as a variety of clubs such as the Lego Club, Lego Robotics and the Peace Tree Club.

St. Patrick is the first school to launch the Positive Behaviour Support (PBS) program within Niagara Catholic. This program supports reinforces positive behaviour among students. A report on this project will be presented to the Board in the new academic year.



**Top: The ELKP students at St. Patrick Catholic Elementary School made mitres to celebrate the election of Pope Francis. Bottom: Students learn about gardening hands-on, through St. Patrick's backyard garden. They also get to enjoy the fruits of their labour.**

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
JUNE 11, 2013**

*PUBLIC SESSION*

**TOPIC: TRUSTEE INFORMATION  
CALENDAR OF EVENTS – JUNE 2013**

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**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**

“The month of June is dedicated to **The Sacred Heart of Jesus**.”

The entire month falls within the liturgical season of **Ordinary Time**, which is represented by the liturgical color green. This symbol of hope is the color of the sprouting seed and arouses in the faithful the hope of reaping the eternal harvest of heaven, especially the hope of a glorious resurrection.

The last portion of the liturgical year represents the time of our pilgrimage to heaven during which we hope for reward.

**Nurturing SOULS & Building MINDS**

# June 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5 SEAC	6	7	8
9	10	11 CW Meeting	12	13 Director's Meeting/Leadership Symposium	14	15
16	17	18 Groundbreaking Saint Michael Board Meeting	19 Last Day of Semester 2	20	21	22 Retirement/Service Recognition Dinner
23	24	Secondary Graduations June 25th—27th BT—7 p.m. HC—7 p.m. St. Ann CELC & St. Thomas CELC—7 p.m.		Secondary Exams June 20-26 LC—7 p.m. SM—7 p.m.		29
				Last Day of School		
30						

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
JUNE 11, 2013**

*PUBLIC SESSION*

**TOPIC: TRUSTEE INFORMATION  
DRAFT BOARD CALENDAR 2013-2014**

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# DRAFT / UNOFFICIAL (June 4, 2013) NIAGARA CATHOLIC DISTRICT SCHOOL BOARD 2013-2014 School Year Calendar & Meeting Dates

SEPTEMBER 2013						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4 SEAC	5	6	7
8	9	10 SAL CW	11	12 NCPIC	13	14
15	16	17	18	19	20	21
22	23	24 PC BD	25	26	27	28
29	30					

OCTOBER 2013						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2 SEAC	3	4	5
6	7	8 SAL CW	9	10	11	12
13	14	15	16	17	18	19
20	21	22 PC BD	23	24	25	26
27	28	29	30	31		

NOVEMBER 2013						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6 SEAC	7	8	9
10	11	12 SAL CW	13	14 NCPIC	15	16
17	18	19	20	21	22	23
24	25	26 PC BD	27	28	29	30

DECEMBER 2013						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3 SAL ORG/CW	4 SEAC	5	6	7
8	9	10	11	12	13	14
15	16	17 BD	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JANUARY 2014						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8 SEAC	9 NCPIC	10	11
12	13	14 SAL CW	15	16	17	18
19	20	21	22	23	24	25
26	27	28 PC BD	29	30	31	

FEBRUARY 2014						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5 SEAC	6	7	8
9	10	11 SAL CW	12	13	14	15
16	17	18	19	20	21	22
23	24	25 PC BD	26	27	28	

MARCH 2014						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3 SEAC	4 SAL CW	5	6	7	8
9	10	11	12	13	14	15
16	17	18 PC BD	19	20 NCPIC	21	22
23 30	24 31	25	26	27	28	29

APRIL 2014						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2 SEAC	3	4	5
6	7	8 SAL CW	9	10	11	12
13	14	15	16	17	18	19
<b>HOLY WEEK</b>						
20	21	22 PC BD	23	24	25	26
27	28	29	30			

MAY 2014						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7 SEAC	8 NCPIC	9	10
<b>CATHOLIC EDUCATION WEEK</b>						
11	12	13 SAL CW	14	15	16	17
18	19	20	21	22	23	24
25	26	27 PC BD	28	29	30	31

JUNE 2014						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4 SEAC	5	6	7
8	9	10 SAL CW	11	12	13	14
15	16	17 BD	18	19	20	21
22	23	24	25	26	27	28
29	30					

JULY 2014						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

AUGUST 2014						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24 31	25	26	27	28	29	30

### REGULAR SCHEDULE OF MEETINGS

Committee of the Whole Meeting  
 Supervised Alternative Learning Meeting  
 Board Meeting  
 Annual Organizational Meeting of the Board  
 Special Education Advisory Committee Meeting  
 Policy Committee Meeting  
 Niagara Catholic Parent Involvement Committee Meeting

7:00 p.m.  
 2:00 p.m.  
 7:00 p.m.  
 6:00 p.m.  
 7:00 p.m.  
 4:30 p.m.  
 7:00 p.m.

2<sup>nd</sup> Tuesday of each month  
 2<sup>nd</sup> Tuesday of each month  
 4<sup>th</sup> Tuesday of each month  
 1<sup>st</sup> Tuesday of December  
 1<sup>st</sup> Wednesday of each month  
 4<sup>th</sup> Tuesday of each month  
 2<sup>nd</sup> Thursday bi-monthly

CW  
 SAL  
 BD  
 ORG  
 SEAC  
 PC  
 NCPIC

	Elementary P.A. Day		Statutory/Other
	Secondary P.A. Day		School Holidays
	Elementary &		Secondary Exams