



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

*AGENDA AND MATERIAL*

## **BOARD MEETING**

**TUESDAY, DECEMBER 17, 2013  
7:00 P.M.**

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



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

### **A. ROUTINE MATTERS**

1. Opening Prayers – Trustee Nieuwesteeg -
2. Roll Call -
3. Approval of the Agenda -
4. Declaration of Conflict of Interest -
5. Minutes of the Board Meeting
  - 5.1 November 26, 2013 A5.1
  - 5.2 December 3, 2013 A5.2

### **B. DELEGATIONS/PRESENTATIONS**

1. Christmas Cards 2013 B1

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

1. School Excellence Program C1  
St. John Bosco Catholic Elementary School
2. Unapproved Minutes of the Committee of the Whole Meeting of December 3, 2013 C2  
and Consideration of Recommendations
  - 2.1 Approval of Policies
    - 2.1.1 Employee Meals & Hospitality Policy (201.14) C2.1.1
    - 2.1.2 Employee Conferences, Workshops & Meetings Policy (201.15) C2.1.2
    - 2.1.3 Corporate Cards, Purchasing Cards & Petty Cash Policy (600.4) C2.1.3
    - 2.1.4 Admission of Elementary and Secondary Students Policy (301.1) C2.1.4
    - 2.1.5 Continuing Education Policy (400.1) C2.1.5
    - 2.1.6 Access to School Premises Policy (302.6.3) C2.1.6
  - 2.2 St. Catharines Ad Hoc Attendance Area Review Committee C2.2
3. Approved Minutes of the Special Education Advisory Committee (SEAC) C3  
Meeting of November 6, 2013
4. Trustee Honorarium for the Year December 1, 2013 to November 30, 2014 C4

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|----|--|----|
| 5. | Trustee Expenses and Reimbursement Fiscal Year 2012-2013 | C5 |
| 6. | Director of Education's Annual Report 2013               | C6 |
| 7. | Revised Budget for the Year 2013-2014                    | C7 |

**D. TRUSTEE ITEMS, OPEN QUESTION PERIOD & OTHER BUSINESS**

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|-----|--|------|
| 1.  | Correspondence   |      |
| 1.1 | York Catholic District School Board – Re: Bill 69  | D1.1 |
| 2.  | General Discussion to Plan for Future Action   |      |
| 2.1 | Draft Letter to the District School Board of Niagara   | D2.1 |
| 3.  | Trustee Information  |      |
| 3.1 | Spotlight on Niagara Catholic – December 3, 2013   | D3.1 |
| 3.2 | Calendar of Events – January 2014  | D3.2 |
| 3.3 | Business Education Council Annual Partners Breakfast - February 7, 2014  | D3.3 |
| 3.4 | Faith in Our Future Video  |      |
| 4.  | Open Question Period   |      |
|     | <i>(The purpose of the Open Question Period is to allow members of the Catholic school supporting public to ask about items on that night's public agenda or any previous agendas, and the Board to answer and react.)</i> |      |

**E. NOTICES OF MOTION**

**F. BUSINESS IN CAMERA**

**G. REPORT ON IN CAMERA SESSION**

**H. FUTURE MEETINGS AND EVENTS**

**I. MOMENT OF SILENT REFLECTION FOR LIFE**

**J. ADJOURNMENT**

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
DECEMBER 17, 2013**

***PUBLIC SESSION***

**TOPIC: MINUTES OF THE BOARD MEETING OF  
NOVEMBER 26, 2013**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the Minutes of the Board Meeting of November 26, 2013, as presented.



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

## MINUTES OF THE BOARD MEETING

**TUESDAY, NOVEMBER 26, 2013**

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Minutes of the Meeting of the Niagara Catholic District School Board, held on Tuesday, November 26, 2013, at 7:00 p.m. in the Father Kenneth Burns CSC Board Room, at the Catholic Education Centre, 427 Rice Road, Welland.

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

### A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayers were led by Trustee Fera.

2. Roll Call

Chairperson Burtnik noted that all Trustees and Student Trustees were in attendance.

Moved by Trustee Nieuwesteeg  
Seconded by Trustee Charbonneau

**CARRIED**

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	✓			
Dallas McMahon	✓			

The following staff were in attendance:

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

3. **Approval of the Agenda**

Moved by Trustee Nieuwesteeg  
Seconded by Trustee Charbonneau

**THAT** the Niagara Catholic District School Board approve the Agenda of the Board Meeting of November 26, 2013, as presented.

**CARRIED**

4. **Disclosure of Interest**

Nil

5. **Approval of Minutes of the Board Meetings**

5.1 **October 22, 2013**

Moved by Trustee Sicoli  
Seconded by Trustee Fera

**THAT** the Niagara Catholic District School Board approve the Minutes of the Board Meeting of October 22, 2013, as presented.

**CARRIED**

5.2 **November 12, 2013**

Moved by Trustee Sicoli  
Seconded by Trustee Fera

**THAT** the Niagara Catholic District School Board approve the Minutes of the Special Board Meeting of November 12, 2013, as presented.

**CARRIED**

**B. DELEGATIONS/PRESENTATIONS**

**C. COMMITTEE AND STAFF REPORTS**

1. **School Excellence Program – St. Kevin Catholic Elementary School**

Director Crocco provided background information on the monthly School Excellence Program. Lee Ann Forsyth-Sells, Superintendent of Education introduced Enrico Schirru, Principal of St. Kevin Catholic Elementary School.

Principal Schirru, with the assistance of students and staff showcased St. Kevin Catholic Elementary School as part of the School Excellence Program.

Chairperson Burtnik thanked Principal Schirru, the staff and students for their presentation and performance.

**2. Unapproved Minutes of the Committee of the Whole Meeting of November 12, 2013 and Consideration of Recommendations**

Moved by Trustee O'Leary  
Seconded by Trustee MacNeil

**THAT** the Niagara Catholic District School Board receive the unapproved Minutes of the Committee of the Whole Meeting of November 12, 2013, as presented.

**CARRIED**

The following recommendations were presented for the Board's consideration from the Committee of the Whole Meeting of November 12, 2013.

**2.1 Approval of Policies**

**2.1.1 Acceleration Retention Policy Elementary (400.5)**

Moved by Trustee Burkholder  
Seconded by Trustee Charbonneau

**THAT** the Niagara Catholic District School Board approve the Acceleration Retention Policy Elementary (400.5), as presented.

**CARRIED**

**2.1.2 Employee Leaves of Absence Policy (201.1)**

Moved by Trustee Burkholder  
Seconded by Trustee Charbonneau

**THAT** the Niagara Catholic District School Board approve the Employee Leaves of Absence Policy (201.1), as presented.

**CARRIED**

**2.1.3 Opening or Closing Exercises Policy - Safe Schools (302.6.1)**

Moved by Trustee Burkholder  
Seconded by Trustee Charbonneau

**THAT** the Niagara Catholic District School Board approve the Opening or Closing Exercises Policy - Safe Schools (302.6.1), as presented.

**CARRIED**

**2.1.4 Employee Workplace Harassment Policy (201.7)**

Moved by Trustee Burkholder  
Seconded by Trustee Charbonneau

**THAT** the Niagara Catholic District School Board approve the Employee Workplace Harassment Policy (201.7)

**CARRIED**

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

Moved by Trustee Burkholder  
Seconded by Trustee Charbonneau

**THAT** the Niagara Catholic District School Board approve the Employee Workplace Violence Policy (201.11), as presented.

**CARRIED**

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

Moved by Trustee Burkholder

Seconded by Trustee Charbonneau

**THAT** the Niagara Catholic District School Board approve the Occupational Health & Safety Policy (201.6), as presented.

**CARRIED**

**3. Approved Minutes of Niagara Catholic Parent Involvement Committee (NCPIC) Meeting of May 9, 2013,**

Moved by Trustee Niewesteeeg

Seconded by Trustee Burkholder

**THAT** the Niagara Catholic District School Board receive the Approved Minutes of the Niagara Catholic Parent Involvement Committee (NCPIC) Meeting of May 9, 2013, as presented for information.

**CARRIED**

**4. Approved Minutes of the Special Education Advisory Committee Meeting of October 2, 2013**

Moved by Trustee Burkholder

Seconded by Trustee MacNeil

**THAT** the Niagara Catholic District School Board receive the Approved Minutes of the Special Education Advisory Committee Meeting of October 2, 2013, as presented for information.

**CARRIED**

**5. VOICE Representation for Hearing Impaired Children**

Moved by Trustee MacNeil

Seconded by Trustee Burkholder

**THAT** the Niagara Catholic District School Board approve the change in representation for VOICE for Hearing Impaired Children to the Special Education Advisory Committee, Alternate Representative: Carol Baldinelli.

**CARRIED**

**6. Random Act of Kindness Day – Oatmeal Day 2013**

John Crocco, Director of Education, introduced Kathy Levinski, Manager of Facilities Services, and Deborah Ogilvie, Community Outreach Coordinator, who presented the Random Act of Kindness Day – Oatmeal Day 2013 report.

Ms. Levinski and Ms. Ogilvie provide highlights of the Random Act of Kindness Oatmeal Day 2013 during which students and staff of Niagara Catholic raised \$35,900. This amount is sufficient funding to provide meals for an entire year to more than 3,000 students.

7. **Facility Options Report for St. Nicholas Catholic Elementary School**

Scott Whitwell, Controller of Facilities Services, presented the Facility Options Report for St. Nicholas Catholic Elementary School, which highlighted the various meetings which have been held regarding partnerships and a new site for St. Nicholas Catholic Elementary School.

Trustees will be kept informed of the progress of meetings and the Capital Priority submission to the Ministry of Education.

8. **Financial Reports**

8.1 **Monthly Banking Transactions**

Moved by Trustee O'Leary  
Seconded by Trustee Sicoli

**THAT** the Niagara Catholic District School Board approve the Monthly Banking Transactions for the month of October 2013, as presented for information.

**CARRIED**

8.2 **Statement of Revenue & Expenditures**

Moved by Trustee O'Leary  
Seconded by Trustee Sicoli

**THAT** the Niagara Catholic District School Board approve the Statement of Revenue and Expenditures as at October 31, 2013, as presented for information.

**CARRIED**

**D. TRUSTEE ITEMS, OPEN QUESTION PERIOD & OTHER BUSINESS**

1. **Correspondence**

Chair Burtnik presented the following correspondence for Trustees' information:

- 1.1 Jill Mowser, President Mary's Meals Canada
- 1.2 Daniel Adams, Head of Fundraising, Mary's Meals Scotland
- 1.3 Canadian Catholic School Trustees' Association Charitable Foundation
- 1.4 Ontario College of Teachers

2. **Report on Trustee Conferences Attended**

Student Trustees Atallah and MacMahon reported on the OSTA-AECO Fall AGM Conference on November 14-17, 2013 in Toronto.

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

Nil Report

4. **Trustee Information**

4.1 **Spotlight on Niagara Catholic – November 12, 2013**

Director Crocco highlighted the Spotlight on Niagara Catholic – November 12, 2013 issue for Trustees' information.



**4.2 Calendar of Events – December 2013**

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

**4.3 Annual Administrators, Trustees and Priests Faith Formation – December 12, 2013**

Director Crocco reminded Trustees of the Annual Administrators, Trustees and Priests Faith Formation being held on December 12, 2013.

Trustees were asked to confirm their attendance with Linda Marconi, Executive Assistant.

**4.4 Bishop's Gala 2014 – April 12, 2014**

Director Crocco presented the notice regarding the Bishop's Gala scheduled for Saturday, April 12, 2014 at Club Roma in St. Catharines.

**4.5 Distinguished Niagara Catholic Alumni Award 2014**

Director Crocco presented the notice regarding the Distinguished Niagara Catholic Alumni Award 2014 and invited nomination submissions from Trustees.

**5. Open Question Period**

None Submitted

**E. NOTICES OF MOTION**

**F. BUSINESS IN CAMERA**

Moved by Trustee Burkholder

Seconded by Trustee Fera

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

**CARRIED**

The Niagara Catholic District School Board moved into the In Camera Session of the Board Meeting at 8:25 p.m. and reconvened at 9:15 p.m.

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

Moved by Trustee Charbonneau

Seconded by Trustee Nieuwesteeg

**THAT** the Niagara Catholic District School Board report the motions from the In Camera Session of the Board Meeting of November 26, 2013.

**CARRIED**

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

Moved by Trustee Niewesteege

Seconded by Trustee Sicoli

**THAT** the Niagara Catholic District School Board approve the Minutes of the In Camera Session of the Board Meeting - SECTION A: Student Trustees Present of October 22, 2013, as presented.

**CARRIED (Item F1)**

Moved by Trustee Niewesteege

Seconded by Trustee Sicoli

**THAT** the Niagara Catholic District School Board receive the unapproved Minutes of the In Camera Session of the Committee of the Whole Meeting - SECTION A: Student Trustees Present of November 12, 2013, as presented.

**CARRIED (Item F2)**

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

Moved by Trustee

Seconded by Trustee

**THAT** the Niagara Catholic District School Board approve the Minutes of the In Camera Session of the Board Meeting - SECTION B: Student Trustees Excluded of October 22, 2013, as presented.

**CARRIED (Item F4)**

Moved by Trustee

Seconded by Trustee

**THAT** the Niagara Catholic District School Board receive the unapproved Minutes of the In Camera Session of the Committee of the Whole Meeting - SECTION B: Student Trustees Excluded of November 12, 2013, as presented.

**CARRIED (Item F5)**

## **H. FUTURE MEETINGS AND EVENTS**

## **I. MOMENT OF SILENT REFLECTION FOR LIFE**

## **J. ADJOURNMENT**

Moved by Trustee Burkholder

Seconded by Trustee O'Leary

**THAT** the November 26, 2013 meeting of the Niagara Catholic District School Board be adjourned.

**CARRIED**

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

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Minutes of the Meeting of the Niagara Catholic District School Board held on **November 26, 2013**.

Approved on the **December 17, 2013**.

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Kathy Burtnik  
Chairperson of the Board

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John Crocco  
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
DECEMBER 17, 2013**

***PUBLIC SESSION***

**TOPIC: MINUTES OF THE BOARD MEETING OF  
DECEMBER 3, 2013**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the Minutes of the Board Meeting of December 3, 2013, as presented.



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

## MINUTES OF THE ANNUAL ORGANIZATIONAL MEETING OF THE BOARD

TUESDAY, DECEMBER 3, 2013

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Minutes of the Annual Organizational Meeting of the Niagara Catholic District School Board, held on Tuesday, December 3, 2013, at 6:00 p.m. in the Father Kenneth Burns C.S.C. Board Room, at the Catholic Education Centre, 427 Rice Road, Welland.

### A. ROUTINE MATTERS

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

The meeting was called to order at 6:05 p.m. by Chief Executive Officer and Director of Education John Crocco, in accordance with section 208-4 of the Education Act.

Director Crocco thanked Bishop Bergie, Principals, Vice-Principals, Managers, special guests, students, family and friends for attending the Annual Organizational Meeting of the Board.

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

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

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

Bishop Bergie thanked Director Crocco for his kind words and the opportunity to participate in the Annual Organizational Meeting of the Board. He expressed appreciation for the dedication of Trustees, administrators, staff and everyone involved in the gift of Catholic Education.

Bishop Bergie said that Catholic education involves developing the whole person, mind, body and soul. He thanked everyone involved in Catholic education for their diligence in putting students first and recognizing that faith is fundamental in Catholic Education.

His Excellency then opened the 2013 Annual Organizational Meeting of the Board with a dedicated prayer.

3. **Roll Call**

Director Crocco noted that Bishop Bergie, all Trustees and Student Trustees were in attendance.

<b>Trustee</b>	<b>Present</b>	<b>Absent</b>	<b>Excused</b>
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	✓		

Special Guest:

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

The following staff were in attendance:

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

4. **Approval of the Agenda**

Moved by Trustee Charbonneau

Seconded by Trustee Sicoli

**THAT** the Niagara Catholic District School Board approve the Agenda of the Annual Organizational Meeting of the Board of December 3, 2013, as presented.

**CARRIED**

5. **Declaration of Conflict of Interest**

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

6. **Saint Francis Catholic Secondary High School Senior Concert Band**

Yolanda Baldasaro, Superintendent of Education, welcomed Ken Griepsma, Principal of Saint Francis Catholic Secondary School, who introduced Music Teachers, Mr. Steve De Angelis and Mr. Frank Mancuso. The Phoenix Funk Band from Saint Francis Catholic Secondary School performed for the Board.

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

St. Catharines Trustees Burtnik and Charbonneau presented the students with Niagara Catholic "Excellence in the Arts" pins.

7. **Election Procedures**

Director Crocco reviewed the procedures for the election of the Chairperson and Vice-Chairperson in accordance with Section 7 of the Board By-Laws. He appointed Giancarlo Vetrone, Superintendents of Business and Finance Services and Scott Whitwell, Controller of Facilities Services, as scrutineers.

8. **Election of Chairperson**

Moved by Trustee Burkholder

**THAT** Trustee Kathy Burtnik be nominated for the position of Chairperson of the Niagara Catholic District School Board to hold office from December 3, 2013 until the December 2014 Inaugural Meeting of the Board.

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

Moved by Trustee Fera

**THAT** Trustee MacNeil be nominated for the position of Chairperson of the Niagara Catholic District School Board to hold office from December 3, 2013 until the December 2014 Inaugural Meeting of the Board.

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

There were no further nominations forthcoming.

Moved by Trustee Charbonneau

Seconded by Trustee O'Leary

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

**CARRIED**

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

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

Moved by Trustee Nieuwesteeg

Seconded by Trustee Sicoli

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

**CARRIED**

9. Election of Vice-Chairperson

Moved by Trustee Sicoli

**THAT** Trustee MacNeil be nominated for the position of Vice-Chairperson of the Niagara Catholic District School Board to hold office from December 3, 2013 until the December 2014 Inaugural Meeting of the Board.

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

Moved by Trustee Charbonneau

**THAT** Trustee Burkholder be nominated for the position of Vice-Chairperson of the Niagara Catholic District School Board to hold office from December 3, 2013 until the December 2014 Inaugural Meeting of the Board.

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

There were no further nominations forthcoming.

Moved by Trustee Charbonneau

Seconded by Trustee Fera

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

**CARRIED**

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

Moved by Trustee MacNeil

Seconded by Trustee Nieuwesteeg

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

**CARRIED**

10. Chairperson's Remarks

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

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



### **11. Vice-Chairperson's Remarks**

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

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

## **B. COMMITTEE AND STAFF REPORTS**

### **1. Board Committees**

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

Director Crocco stated that members to the committees are appointed by the Chairperson of the Board in consultation with the Vice-Chairperson of the Board. He asked that Trustees submit their completed form to the Office of the Director of Education by the December 17, 2013 Board Meeting.

Moved by Trustee Charbonneau

Seconded by Trustee Nieuwesteeg

**THAT** the Niagara Catholic District School Board approve the continuation of the following Ad Hoc Committees for the year 2014:

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

**CARRIED**

## **C. MOMENT OF SILENT REFLECTION FOR LIFE**

## **D. ADJOURNMENT**

Moved by Trustee Fera

Seconded by Trustee MacNeil

**THAT** the December 3, 2013 Annual Organizational Meeting of the Niagara Catholic District School Board be adjourned.

**CARRIED**

This meeting was adjourned at 7:10 p.m.

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Minutes of the Annual Organizational Meeting of the Niagara Catholic District School Board held on **December 3, 2013.**

Approved on **December 17, 2013.**

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Kathy Burtnik  
Chairperson of the Board

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John Crocco  
Director of Education/Secretary -Treasurer

**CHAIRPERSON KATHY BURTNIK'S REMARKS**

**Annual Organizational Meeting  
of the Niagara Catholic District School Board  
December 3, 2013**

Bishop Bergie, thank you for your constant inspiration, support and friendship as our honorary chair. Your leadership inspires all of us to work together with the diocese to celebrate all that is good and to work toward reconciliation for things that can be better.

Forgive me if you have heard parts of this before – it bears repeating for to me it expresses who we are as a system, and a little bit of who I am. I look forward with humble anticipation to fulfilling the role of Chairperson of this dynamic family of Faith. Niagara Catholic is not a place, it is not a single person; it is a community of people at various stages in their individual faith journeys who need to be inspired by the birth, life, death and resurrection of Christ. Each of us is called to be a leader, as each of us has someone who is looking to us for an authentic Christ-like response to their life story. To be a Catholic leader, requires first and foremost that we be followers, that we recognize the absolute fact that we alone are not capable of that which we are collectively capable of. To be a follower of Christ, we are called to carry on His story: To love unconditionally, to put the needs of others always before our own, to not cast stones or pass judgment, to have meaningful conversations with God, to be thankful for the smallest of things, to know that every human is created in the likeness and image of God to fulfill whatever promise lives within them. The greatest joy of being a follower is to recognize and celebrate that we are fully human, we fall, we fail, we seek forgiveness and we rise again. To be able to live this truth each and every moment of our day at work and at home is an incredible gift.

Each of you can be assured of my commitment to Catholic Education. What we have been given as a gift is meant to be shared. It can only be shared if each of us, in each of our roles, lives joyfully the promise that comes from the birth of Christ. There are many challenges ahead of us – those from the ministry, those from staff, those from the families that choose our system and most importantly those from the students we are here to serve. Every challenge must be responded to through the lens of student success – academic, physical, emotional and spiritual. I look forward to working with the vice chair Rhianon Burkholder and my trustee colleagues as we continue to hold our senior team accountable to meet those challenges with grace, dignity and consistency. I look forward to doing my part to bring the life of Christ to every person I encounter over the next year as the Chair of Niagara Catholic.

May all of us have the wisdom to recognize just how blessed we are. Thank you.

**VICE-CHAIRPERSON RHIANON BURKHOLDER'S REMARKS**

**Annual Organizational Meeting  
of the Niagara Catholic District School Board  
December 3, 2013**

My congratulations to Kathy Burtnik on her election as Chair of the Board for 2014 and to my fellow Trustees for your confidence in electing me as Vice Chair of the Board. Thank you for entrusting me with the position of Vice Chair and I will make every effort to meet the expectations as Vice Chair and our collective responsibilities for Catholic education in our Board. Thank you to Trustee Charbonneau for his strong leadership as our Vice Chair this past year. As Vice Chair, I look forward to working closely with Kathy as our Chair of the Board and Director Crocco as part of Executive Council, all Trustees, Senior Staff, administrators and staff across the system this coming year.

As Trustees, together with our staff, we are the voice for all students throughout Niagara Catholic. With our strong support we can ensure that students continue to receive the best Catholic education which they deserve. I trust that my fellow Trustees will agree with me that with the hard work and dedication which I have witness of our staff, I believe that our students do receive the very best in Catholic education in Ontario. As a strong proponent for all students, most especially our most vulnerable, we as Trustees need to ensure that we stay focused on our priorities to provide the resources and supports so that Niagara Catholic continues to take the best care of all our students, ELKP to Grade 12.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
DECEMBER 17, 2013**

***PUBLIC SESSION***

**TOPIC: CHRISTMAS CARDS 2013**

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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: December 17, 2013



## PRESENTATION BACKGROUND

Board Meeting  
December 17, 2013

### CHRISTMAS CARDS 2013

Schools throughout Niagara Catholic were invited to submit one (1) piece of artwork designed by their students in order to create the 2013 Niagara Catholic Christmas Cards. A Selection Committee comprised of Jayne Evans, Arts Consultant and Jennifer Brailey, Manager of Corporate Services and Communications selected the 2013 Niagara Catholic Christmas Cards.

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

The following students had their artwork selected to be shared with the Niagara Catholic community for the Christmas Season of 2013 and will be presented with plaqued cards at the Board Meeting.

**Isabella DiPaola**, Grade 3, St. Anthony Catholic Elementary School

**Brooke Atamanyk**, Grade 6, Alexander Kuska Catholic Elementary School

**Casey Talampas**, Grade 7, Loretto Catholic Elementary School

**Yang Xi An**, Grade 7, St. Peter Catholic Elementary School

**Cassandra Potter**, Grade 9, Saint Michael Catholic High School

**Kiera McKee**, Grade 9, Saint Michael Catholic High School

**Rea Krutschke**, Grade 9, Saint Michael Catholic High School

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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: December 17, 2013

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
DECEMBER 17, 2013**

***PUBLIC SESSION***

**TOPIC: SCHOOL EXCELLENCE PROGRAM  
ST. JOHN BOSCO CATHOLIC ELEMENTARY SCHOOL**

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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: December 17, 2013



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

**REPORT TO THE BOARD  
DECEMBER 17, 2013**

**SCHOOL EXCELLENCE PROGRAM  
ST. JOHN BOSCO CATHOLIC ELEMENTARY SCHOOL**

191 Highland Ave.  
Port Colborne, ON  
L3K 3S7  
Ph: 905.835.1930  
Fx: 905.835.1275

st.john.bosco@ncdsb.com

Grades  
JK – 8

Enrolment  
269 as of September 2013

Principal  
Theo Dagenais

Superintendent  
Lee Ann Forsyth-Sells

Catholic School Council  
Chair  
Carol Bujan

Parish  
St. John Bosco



*We the teachers and Catholic School Council of St. John Bosco Catholic School support and affirm each other in our mission to work in partnership with the church, the home and the community to provide quality education for the students in our care. As care givers, sensitive to the needs of children, we commit ourselves to this mission with a sense of fairness, equity, patience and humour.*  
- School Mission Statement

The original St. John Bosco School was built in 1944 by the Humberstone Village Separate School Board. It consisted of 3 rooms, Grade 1 & 2, Grade 3, 4, 5, Grade 6, 7, and 8. Three more rooms were added in 1953 – 54.

Holy Cross School was built in 1967. A new addition consisting of five rooms, a Library, and change rooms was added to Holy Cross in 1999 to form the New St. John Bosco School on Highland Avenue. The Official Blessing was held on October 4th, 1999 to re-name the new site St. John Bosco School. The principal of the amalgamated schools was John Boyer. The Holy Cross Library was dedicated in March 2004 with a commemorative plaque.

Prepared by: Lee Ann Forsyth-Sells, Superintendent of Education  
Presented by: Lee Ann Forsyth-Sells, Superintendent of Education  
Approved by: John Crocco, Director of Education/Secretary-Treasurer  
Date: December 17, 2013



**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
DECEMBER 17, 2013**

***PUBLIC SESSION***

**TOPIC: UNAPPROVED MINUTES OF THE COMMITTEE OF THE  
WHOLE MEETING OF DECEMBER 3, 2013**

**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board receive the unapproved Minutes of the Committee of the Whole Minutes of December 3, 2013, as presented.

The following recommendations are being presented for the Board's consideration from the Committee of the Whole Meeting of December 3, 2013:

**2.1 Policies**

**2.1.1 Employee Meals & Hospitality Policy (201.14)**

**THAT** the Niagara Catholic District School Board approve the Employee Meals & Hospitality Policy (201.14), as presented.

**2.1.2 Employee Conferences, Workshops & Meetings Policy (201.15)**

**THAT** the Niagara Catholic District School Board approve the Employee Conferences, Workshops & Meetings Policy (201.15), as presented.

**2.1.3 Corporate Cards, Purchasing Cards & Petty Cash Policy (600.4)**

**THAT** the Niagara Catholic District School Board approve the Corporate Cards, Purchasing Cards & Petty Cash Policy (600.4), as presented.

**2.1.4 Admission of Elementary and Secondary Students Policy (301.1)**

**THAT** the Niagara Catholic District School Board approve the Admission of Elementary and Secondary Students Policy (301.1), as presented.

**2.1.5 Continuing Education Policy (400.1)**

**THAT** the Niagara Catholic District School Board approve the Continuing Education Policy (400.1), as presented.

**2.1.6 Access to School Premises Policy (302.6.3)**

**THAT** the Niagara Catholic District School Board approve the Access to School Premises Policy (302.6.3)

**2.2 St. Catharines Ad Hoc Attendance Area Review Committee**

**THAT** the Niagara Catholic District School Board approve the report of the St. Catharines Elementary and Secondary Family of Schools/Michael J. Brennan Catholic, St. James Catholic, Assumption Catholic, St. Alfred Catholic, St. Ann Catholic, Canadian Martyrs Catholic and Our Lady of Fatima Catholic Elementary Schools Ad Hoc Attendance Area Review Committee and approve the recommendations as presented.

**2.2.1 THAT** upon further consideration by the St. Catharines Elementary and Secondary Family of Schools/Michael J. Brennan Catholic, St. James Catholic, Assumption Catholic, St. Alfred Catholic, St. Ann Catholic, Canadian Martyrs Catholic and Our Lady of Fatima Catholic Elementary Schools Ad Hoc Attendance Area Review Committee that the following proposed boundary changes occur for St. Ann Catholic, St. James Catholic, Our Lady of Fatima Catholic, and Assumption Catholic Elementary Schools effective September 2014.

**THAT** the new boundary description for St. Ann Catholic Elementary School be described as:

*East:* Commencing on Lake Street (centerline) to

*South:* Lakeshore Road (centerline) to Lakeport Road (centerline) to Linwell Road (centerline) to Ontario Street (centerline) to Ontario Jaycee Gardens (Fairview Creek) projected west to Twelve Mile Creek South to Hwy 406 to Vansickle Road N (centerline) to Martindale Road to Erion Road (centerline – and its extension) to

*West:* Hwy 406 to the QEW to

*North:* Fifteen Mile Creek to Lake Ontario to the point of commencement on Lake Street (centerline)

**THAT** the new boundary for St. James Catholic Elementary School be described as:

*East:* Commencing at Lake Ontario and Vine Street (centerline) to

*South:* Linwell Road (centerline) to

*West:* Lakeport Road (centerline) to Ontario Street (centerline) to Lakeshore Road (centerline) to Lake Street (centerline) to

*North:* Lake Ontario to the point of commencement on Vine Street

**THAT** the new boundary description for Our Lady of Fatima Catholic Elementary School be described as:

*East:* Commencing on Niagara Street (centerline) at Linwell Road to

*South:* Scott Street (centerline) to

*West:* Lake Street (centerline) to

*North:* Linwell Road (centerline) to the point of commencement on Niagara Street

**THAT** the new boundary description for Assumption Catholic Elementary School be described as:

*East:* Commencing on the City Boundary (St. Catharines & Niagara on the Lake) to

*South:* Linwell Road East (centerline), crossing Welland Canal to Linwell Road to

*West:* Vine Street (centerline) to

*North:* Lake Ontario to the point of commencement on the City Boundary

- 2.2.2 THAT** there is grandfathered right of attendance to current students at Our Lady of Fatima Catholic Elementary School without transportation (as per Board Policy/Guidelines 301.1, Admission of Elementary and Secondary Students and Board Policy/Guidelines 500.2, Student Transportation).
- 2.2.3 THAT** there is grandfathered right of attendance to St. James Catholic Elementary School, with transportation (as per as per Board Policy/Guidelines 301.1, Admission of Elementary and Secondary Students and Board Policy/Guidelines 500.2, Student Transportation) provided to current Grade 6 Michael J. Brennan Catholic/St. James Catholic Elementary School students only, and their siblings, who choose to attend St. James Catholic Elementary School until June 2016 at which time transportation will be discontinued.
- 2.2.4 THAT** students currently in Grade 7 at St. James Catholic Elementary School will be considered as a grandfathered right of attendance with transportation (as per Board Policy/Guidelines 301.1, Admission of Elementary and Secondary Students and Board Policy/Guidelines 500.2, Student Transportation) until June 2015.
- 2.2.5 THAT** Senior Staff proceed with the transition plan in consultation with staff and Catholic School Councils for the transition of students of the affected school communities.



## MINUTES OF THE COMMITTEE OF THE WHOLE MEETING

### TUESDAY, DECEMBER 3, 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, December 3, 2013 at 7:00 p.m. in the Father Kenneth Burns C.S.C. Board Room, at the Catholic Education Centre, 427 Rice Road, Welland.

The meeting was called to order at 7:30 p.m. by Vice-Chairperson Burkholder.

#### A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayers were led by Trustee MacNeil

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	✓			
Dallas McMahan	✓			

The following staff were in attendance:

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

3. Approval of the Agenda

Moved by Trustee Charbonneau

**THAT** the Committee of the Whole approve the Agenda of the Committee of the Whole Meeting of December 3, 2013, as presented.

**CARRIED**

4. Declaration of Interest

A Disclosure of Interest was declared by Vice-Chairperson Burkholder with Item C6.1 of the Public Agenda, as she has a family member who is associated with the Quartek Group.

5. Approval of Minutes of the Committee of the Whole Meeting of November 12, 2013

Moved by Trustee Nieuwesteeg

**THAT** the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting of November 12, 2013, as presented.

**CARRIED**

## B. PRESENTATIONS

1. Nil

## C. COMMITTEE AND STAFF REPORTS

1. Policy Committee

1.1 Unapproved Minutes of the Policy Committee Meeting of October 22, 2013

Moved by Trustee O'Leary

**THAT** the Committee of the Whole receive the unapproved Minutes of the Policy Committee Meeting of October 22, 2013, as presented.

**CARRIED**

1.2 Approval of Policies

1.2.1 Employee Meals & Hospitality Policy (201.14)

Moved by Trustee O'Leary

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Employee Meals & Hospitality Policy (201.14), as presented.

**CARRIED**

**1.2.2 Employee Conferences, Workshops & Meetings Policy (201.15)**

Moved by Trustee O'Leary

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Employee Conferences, Workshops & Meetings Policy (201.15), as presented.

**CARRIED**

**1.2.3 Corporate Cards, Purchasing Cards & Petty Cash Policy (600.4)**

Moved by Trustee O'Leary

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Corporate Cards, Purchasing Cards & Petty Cash Policy (600.4), as presented.

**CARRIED**

**1.2.4 Admission of Elementary and Secondary Students Policy (301.1)**

Moved by Trustee O'Leary

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Admission of Elementary and Secondary Students Policy (301.1), as presented.

**CARRIED**

**1.2.5 Continuing Education Policy (400.1)**

Moved by Trustee O'Leary

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Continuing Education Policy (400.1), as presented.

**CARRIED**

**1.2.6 Access to School Premises Policy (302.6.3)**

Moved by Trustee O'Leary

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Access to School Premises Policy (302.6.3), as presented.

**CARRIED**

**1.3 Policy and Guideline Review 2013-2014 Schedule**

Director Crocco presented the Policy and Guideline Review 2013-2014 Schedule for Trustees' Information. He pointed out that the new policy on the use of the Board Logo will be brought to the March Policy Committee prior to vetting.

**2. St. Catharines Elementary and Secondary Family of Schools /Michael J. Brennan Catholic, St. James Catholic, Assumption Catholic, St. Alfred Catholic, St. Ann Catholic, Canadian Martyrs Catholic and Our Lady of Fatima Catholic Elementary Schools Ad Hoc Attendance Area Review Committee**

**2.1 Unapproved Minutes of the Town Hall Feedback Session – November 18, 2013**

The Unapproved Minutes of Ad Hoc Attendance Area Review Town Hall Feedback Session for the St. Catharines Elementary and Secondary Family of Schools of November 18, 2013 were presented for information.

**2.2 Unapproved Minutes of the Committee Meeting – November 18, 2013**

The Unapproved Minutes of Ad Hoc Attendance Area Review Committee Meeting for the St. Catharines Elementary and Secondary Family of Schools of November 18, 2013 were presented for information.

**2.3 St. Catharines Ad Hoc Attendance Area Review Committee Report**

Trustee Burkholder, Chair of the St. Catharines Ad Hoc Attendance Area Review committee introduced the report and thanked all the members of the Committee for their diligent work.

Yolanda Baldasaro, Superintendent of Education presented details outlined in the report, following which Trustees discussed the proposed changes.

Moved by Trustee Charbonneau

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board receive the report of the St. Catharines Elementary and Secondary Family of Schools/Michael J. Brennan Catholic, St. James Catholic, Assumption Catholic, St. Alfred Catholic, St. Ann Catholic, Canadian Martyrs Catholic and Our Lady of Fatima Catholic Elementary Schools Ad Hoc Attendance Area Review Committee and approve the recommendations as presented.

- 1. THAT** upon further consideration by the St. Catharines Elementary and Secondary Family of Schools/Michael J. Brennan Catholic, St. James Catholic, Assumption Catholic, St. Alfred Catholic, St. Ann Catholic, Canadian Martyrs Catholic and Our Lady of Fatima Catholic Elementary Schools Ad Hoc Attendance Area Review Committee that the following proposed boundary changes occur for St. Ann Catholic, St. James Catholic, Our Lady of Fatima Catholic, and Assumption Catholic Elementary Schools effective September 2014.

**THAT** the new boundary description for St. Ann Catholic Elementary School be described as:

*East:* Commencing on Lake Street (centerline) to

*South:* Lakeshore Road (centerline) to Lakeport Road (centerline) to Linwell Road (centerline) to Ontario Street (centerline) to Ontario Jaycee Gardens (Fairview Creek) projected west to Twelve Mile Creek South to Hwy 406 to Vansickle Road N (centerline) to Martindale Road to Erion Road (centerline – and its extension) to

*West:* Hwy 406 to the QEW to

*North:* Fifteen Mile Creek to Lake Ontario to the point of commencement on Lake Street (centerline)

**THAT** the new boundary for St. James Catholic Elementary School be described as:

*East:* Commencing at Lake Ontario and Vine Street (centerline) to

*South:* Linwell Road (centerline) to

*West:* Lakeport Road (centerline) to Ontario Street (centerline) to Lakeshore Road (centerline) to Lake Street (centerline) to

*North:* Lake Ontario to the point of commencement on Vine Street

**THAT** the new boundary description for Our Lady of Fatima Catholic Elementary School be described as:

*East:* Commencing on Niagara Street (centerline) at Linwell Road to

*South:* Scott Street (centerline) to

*West:* Lake Street (centerline) to

*North:* Linwell Road (centerline) to the point of commencement on Niagara Street

**THAT** the new boundary description for Assumption Catholic Elementary School be described as:

*East:* Commencing on the City Boundary (St. Catharines & Niagara on the Lake) to

*South:* Linwell Road East (centerline), crossing Welland Canal to Linwell Road to

*West:* Vine Street (centerline) to

*North:* Lake Ontario to the point of commencement on the City Boundary

**CARRIED**

Moved by Trustee Sicoli

2. **THAT** there is grandfathered right of attendance to current students at Our Lady of Fatima Catholic Elementary School without transportation (as per Board Policy/Guidelines 301.1, Admission of Elementary and Secondary Students and Board Policy/Guidelines 500.2, Student Transportation).

**CARRIED**

Moved by Trustee O'Leary

3. **THAT** there is grandfathered right of attendance to St. James Catholic Elementary School, with transportation (as per Board Policy/Guidelines 301.1, Admission of Elementary and Secondary Students and Board Policy/Guidelines 500.2, Student Transportation) provided to current Grade 6 Michael J. Brennan Catholic/St. James Catholic Elementary School students only, and their siblings, who choose to attend St. James Catholic Elementary School until June 2016 at which time transportation will be discontinued.

**CARRIED**

Moved by Trustee Charbonneau

4. **THAT** students currently in Grade 7 at St. James Catholic Elementary School will be considered as a grandfathered right of attendance with transportation (as per Board Policy/Guidelines 301.1, Admission of Elementary and Secondary Students and Board Policy/Guidelines 500.2, Student Transportation) until June 2015.

**CARRIED**

Moved by Trustee Nieuwesteeg

5. **THAT** Senior Staff proceed with the transition plan in consultation with staff and Catholic School Councils for the transition of students of the affected school communities.

**CARRIED**



3. *Niagara Catholic Parent Involvement Committee, Catholic School Council Chairs/Co-Chairs and Members' Sharing Session*

Lee Ann Forsyth-Sells, Superintendent of Education presented the report on the Niagara Catholic Parent Involvement Committee (NCPIC), Catholic School Council Chairs/Co-Chairs and Members' Sharing Session for information.

Chair Burkholder welcomed Mary-Jo Au, Chair of the NCPIC who was in attendance.

4. *Early Learning Program Initiatives 2013-2014*

Mark Lefebvre Superintendent of Education introduced Kendall Cappellazzo, Early Years Consultant Lead and Chris Moscato, Numeracy Facilitator who presented the report on Early Learning Program Initiatives 2013-2014 for information.

Trustees asked questions for clarifications.

5. *Staff Development Department Professional Development Opportunities*

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

6. *Monthly Updates*

6.1 *Capital Projects Update*

Scott Whitwell, Controller of Facilities Services, presented the Capital Projects and advised that all projects are completed except Lakeshore Catholic High School.

6.2 *Student Trustees' Update*

Vincent Atallah and Dallas McMahon, Student Trustees, will present an update on the activities of the Student Senate at the December Board Meeting.

6.3 *Senior Staff Good News Update*

The following Senior Staff presented Good New updates:

**Ted Farrell, Superintendent of Education**

The Culinary Arts students from Denis Morris Catholic High School received media attention for the work they do in preparing meals for organizations such as the Project Share Food Bank in Niagara Falls. Last year the students hosted a dinner for 800 for the Salvation Army and are planning to do the same this year.

**Mark Lefebvre, Superintendent of Education**

Our Lady of Mount Carmel Grade 6 students participated in two (2) virtual classroom lessons with prominent Canadians via the National Film Board of Canada – Understanding Earth and Space Systems with Chris Hadfield and Understanding Life Systems – Biodiversity. Interacting with students were David Suzuki and Olympic medallist in kayaking, Adam van Koverden.

Joseph Forte a teacher at Mary Ward Catholic Elementary School has published a book "At the Window". The book will be distributed to Niagara Catholic Elementary School Information Centres by the Program Department.

**John Crocco, Director of Education**

Niagara Catholic's total contribution to Development and Peace Caritas Nassa in the Philippines was \$51,126.94. The goal was reached through matched funds by the Government of Canada and from the school community's support through the Holy Childhood Walk, Pilgrimage and Mary's Meals.

**D. INFORMATION**

**1. Trustee Information**

**1.1 Spotlight on Niagara Catholic – November 26, 2013**

Director Crocco highlighted the Spotlight on Niagara Catholic – November 26, 2013 issue for Trustees' information.

**1.2 Calendar of Events – December 2013**

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

**1.3 Annual Administrators, Trustees and Parish Priests Faith Formation – December 12, 2013**

Trustees were asked to confirm their attendance at the Annual Administrator, Trustees and Parish Faith Formation – December 12, 2013 with Linda Marconi, by December 9, 2013.

**E. OTHER BUSINESS**

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

**1.1 Draft Letter of Reply to District School Board of Niagara**

Chair Kathy Burtnik presented a draft letter addressed to the Chair of the District School Board of Niagara.

Trustees discussed the content of the letter and agreed that a revised draft of the letter will be brought to the Board Meeting on December 17, 2013.

**F. BUSINESS IN CAMERA**

Moved by Trustee O'Leary

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

**CARRIED**

The meeting went into In Camera Session at 8:50 p.m. and reconvened in public session at 9:46 p.m.

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

Moved by Trustee Nieuwesteeg

**THAT** the Committee of the Whole report the motions from the In Camera Session of the Committee of the Whole Meeting of December 3, 2013.

**CARRIED**

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

Moved by Trustee Nieuwesteeg

**THAT** the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting - In Camera Session (Section A: Student Trustees Included) held on November 12, 2013, as presented.

**CARRIED (Item F1)**

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

Moved by Trustee Charbonneau

**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 November 12, 2013, as presented.

**CARRIED (Item F4)**

Moved by Trustee Nieuwesteeg

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Terms and Conditions - September 1, 2013 – August 31, 2014 - for the Principals and Vice-Principals of the Niagara Catholic District School Board, as presented.

**CARRIED (Item F6)**

## **H. ADJOURNMENT**

Moved by Trustee Sicoli

**THAT** the December 3, 2013 Committee of the Whole Meeting be adjourned.

**CARRIED**

This meeting was adjourned at 9:50 p.m.

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Minutes of the Committee of the Whole Meeting of the Niagara Catholic District School Board held on **December 3, 2013.**

Approved on **January 14, 2014.**

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Rhianon Burkholder  
Vice-Chairperson of the Board

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John Crocco  
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING DECEMBER 17, 2013**

***PUBLIC SESSION***

**TOPIC: EMPLOYEE MEALS & HOSPITALITY POLICY (201.14)**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the Employee Meals & Hospitality Policy (201.14), as presented.

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Prepared by: Giancarlo Vetrone, Superintendent of Business & Financial Services  
Presented by: Giancarlo Vetrone, Superintendent of Business & Financial Services  
Recommended by: Committee of the Whole  
Date: December 17, 2013



## EMPLOYEE MEALS AND HOSPITALITY POLICY

### STATEMENT OF POLICY

Section:	200 – Human Resources
No:	201.14
Adopted:	December 17, 2013
Revised:	NIL

In keeping with, the Mission, Vision, and Values of the Niagara Catholic District School Board, the Board acknowledges that the employees may incur expenses related to their work for the Board. It is the Policy of Niagara Catholic District School Board that staff designated by the Director of Education may provide hospitality on behalf of the Board where necessary and reasonable in the course of their duties.

Hospitality is defined as the provision of food, beverages, accommodations, transportation, and/or other amenities expensed to Board funds. .

The Board shall assume no obligation to reimburse hospitality expenses that are not in compliance with 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.

All expenditures related to Hospitality shall be made available through the Freedom of Information (FOI) requests.

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

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

Reference:

- *Code of Conduct Policy No. 302.6.2*



## EMPLOYEE MEALS AND HOSPITALITY POLICY

### ADMINISTRATIVE GUIDELINES

Section:	200 – Human Resources
No:	201.14
Adopted:	December 17, 2013
Revised:	NIL

#### Approval Procedure

1. All employees shall be reimbursed for legitimate approved expenses, which are incurred in fostering good relationships and networking.
2. Employees are directed to ensure that the expenses related to Hospitality are reasonable and economical and that they are required in carrying out their responsibilities.

#### Reimbursement Procedure

1. All claims for reimbursement of expenses require the authorization of the supervisor. All claims for reimbursement of expenses by the Director of Education are to be approved by the Chairperson of the Board.
2. All claims for reimbursement of expenses shall be supported by original receipts, as well as the Credit Card Slips. The receipts shall indicate the specific purpose of the travel and hospitality, indicating location, dates and individuals in attendance.
3. All claims for reimbursement of expenses should be submitted on a monthly basis, following the appropriate procedures and using the prescribed expense forms.
4. All expenses shall be claimed during the appropriate corresponding budget year.
5. All claims for hospitality shall be submitted for reimbursement and/or for payment using the appropriate forms and related procedures, including:
  - [Request for Payment of Corporate Card Form](#)
  - [Request for Payment of Purchasing Card Form](#)
  - [Request for Reimbursement of Petty Cash Form](#)
  - [Cheque Requisition Form](#)
6. All requests for payment of expenses related to hospitality shall be supported by the original receipts and related details. The following expenses and charges will be eligible for reimbursement and/or payment: travel costs by automobile and other means, hotel room charges (standard room rates), meals (including food, beverages, taxes and gratuities), telephone calls, taxi costs, parking fees, etc.
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, lavish gifts for staff and other individuals.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING DECEMBER 17, 2013**

***PUBLIC SESSION***

**TOPIC: EMPLOYEE CONFERENCES, WORKSHOPS & MEETINGS  
POLICY (201.15)**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the Employee Conferences, Workshops & Meetings Policy (201.15), as presented.

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Prepared by: Giancarlo Vetrone, Superintendent of Business & Financial Services  
Presented by: Giancarlo Vetrone, Superintendent of Business & Financial Services  
Recommended by: Committee of the Whole  
Date: December 17, 2013



**EMPLOYEE CONFERENCES,  
WORKSHOPS,  
AND MEETINGS POLICY**  
STATEMENT OF POLICY

Section:	200 – Human Resources
No:	201.15
Adopted:	March 27, 2007
Revised:	NIL

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.

All employees are encouraged to attend business related and Board approved conferences, workshops and meetings in their capacity as Niagara Catholic District School Board employees.

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.

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

Reference:

- *Code of Conduct Policy No. 302.6.2*





**EMPLOYEE CONFERENCES,  
WORKSHOPS,  
AND MEETINGS POLICY  
ADMINISTRATIVE GUIDELINES**

Section:	200 – Human Resources
No:	201.15
Adopted:	March 27, 2007
Revised:	NIL

**APPROVAL PROCEDURE**

1. For all Conferences, Workshops and Meetings, which are held outside the Province of Ontario, prior approval by the Director of Education shall be required.
2. All Requests to Attend Conferences, Workshops and Meetings Forms shall be approved by the immediate supervisor and the appropriate managing Senior Administrative Council member.
3. All eligible employees shall be reimbursed for approved expenses, which are incurred while attending conferences, workshops and meetings.
4. Employees shall ensure that the expenses related to Conferences and Workshops are reasonable and economical and that they are required in carrying out their responsibilities.

**REIMBURSEMENT PROCEDURE**

1. All claims for reimbursement of expenses require the authorization of the immediate supervisor. Expense claims by the Director of Education are to be approved by the Chairperson of the Board.
2. All expense claims shall be supported by original receipts, as well as the credit card slips. The receipts shall indicate the specific purpose of the travel and hospitality, indicating location, dates and individuals in attendance.
3. All expense claims of the Employees should be submitted on a monthly basis, following the appropriate procedures and using the prescribed expense forms.
4. All expenses shall be claimed during the appropriate corresponding budget year.
5. All requests for payment of expenses related to Conferences, Workshops and Meetings shall be submitted for reimbursement and/or for payment, using the appropriate Employee Conferences, Workshops and Meetings Form and the related instructions.
6. All requests for payment of expenses related to Conferences, Workshops and Meetings shall be supported by the original receipts and related details. The following expenses and charges will be eligible for reimbursement and/or payment: travel costs by automobile and other means, hotel room charges (standard room rates), meals (including food, beverages, taxes and gratuities), telephone calls, taxi costs, parking fees, etc.
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.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING DECEMBER 17, 2013**

***PUBLIC SESSION***

**TOPIC: CORPORATE CARDS, PURCHASING CARDS & PETTY CASH  
POLICY (600.4)**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the Corporate Cards, Purchasing Cards & Petty Cash Policy (600.4), as presented.

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Prepared by: Giancarlo Vetrone, Superintendent of Business & Financial Services  
Presented by: Giancarlo Vetrone, Superintendent of Business & Financial Services  
Recommended by: Committee of the Whole  
Date: December 17, 2013



## CORPORATE CARDS, PURCHASING CARDS AND PETTY CASH POLICY

### STATEMENT OF POLICY

Section:	600 – Business Services
No:	600.4
Adopted:	March 27, 2007
Revised:	Nil

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the **Purchasing of Goods and Services Policy (#600.1)** and the related Administrative Guidelines recognize that the purchase and payment of low value goods and services can be expedited through the use of Corporate Cards, Purchasing Cards and Petty Cash.

The Niagara Catholic District School Board authorizes the Director of Education to provide Corporate Cards, Purchasing Cards and Petty Cash to appropriate employees in order to fulfill their duties.

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

#### References:

- *Purchasing/Supply Chain Management Policy (#600.1)*
- *Employee Code of Conduct and Ethics Policy (#201.17)*
- *Broader Public Sector Accountability Act (BPSAA), 2010*



## CORPORATE CARDS, PURCHASING CARDS AND PETTY CASH POLICY

### ADMINISTRATIVE GUIDELINES

Section: 600 – Business Services  
No: 600.4  
Adopted: March 27, 2007  
Revised: Nil

#### DEFINITIONS

##### *Corporate Card*

A Niagara Catholic credit card that is issued to corporate executives who can then acquire goods and services without having to process the transaction through the traditional purchasing procedure, such as, using purchase requisitions or purchase orders. The purchases made by an executive using the corporate care are generally larger and higher in value.

##### *Purchase Card*

Procurement card, or P-card, is a form of company credit card that is issued to employees who can then acquire goods and services without having to process the transaction through the traditional purchasing procedure, such as using purchase requisitions or purchase orders. The purchases made by an employee using a procurement cards are generally small and low value.

All cards are issued to employees who are expected to follow Niagara Catholic's policies and procedures related to credit card use, including reviewing and approving transactions according to a set schedule.

1. Corporate Cards will be issued to Members of Senior Administrative Council.
2. Purchasing Cards will be provided to all Principals and Vice-Principals.
3. Corporate Cards and/or Purchasing Cards may be provided with the approval of the Director of Education to other board employees, if it is deemed necessary for them to carry out their responsibilities.
4. Through the Superintendent of Business & Financial Service, the appropriate Family of Schools Superintendent of Education may provide adequate Petty Cash Funds for the schools and departments under his/her supervision, in order to facilitate the purchase and payments of low value goods and services.
5. Approved Corporate Cards and Purchasing Cards will be issued by the bank responsible for the Board's Banking Services and they shall be issued in the name of the Board and the Employee. Approved Petty Cash Funds will be issued by the Accounting Department.
6. Corporate Cards, Purchasing Cards and Petty Cash Funds are to be used solely for expenses related to Board Business.
7. Cash Advances from Corporate Cards, Purchasing Cards and Petty Cash are not permitted.
8. Personal expenses shall not be charged to Corporate Cards, Purchasing Cards and Petty Cash. Any personal expenses charged in error shall be recovered from the respective employee.
9. Purchases and payments paid by Corporate Card shall be processed using the **Request for Payment of Corporate Card Form** and in accordance with the related instructions.

10. Purchases and payments paid by Purchasing Card shall be processed using the **Request for Payment of Purchasing Card Form** and in accordance with the related instructions.
11. Purchases and payments paid by Petty Cash shall be processed using the **Request for Reimbursement of Petty Cash Form** and the related instructions.
12. All expenses paid by Corporate Card, Purchasing Card and Petty Cash shall be reviewed and approved by the appropriate supervisor, with the following exceptions:
  - The expenses of the Director of Education shall be approved by the Chair of the Board.
  - The expenses of the Chair of the Board shall be approved by the Superintendent of Business and Director of Education.
13. Failure to abide by this policy and the related administrative guidelines may lead to the cancellation of the Corporate Cards, Purchasing Cards and Petty Cash and may lead to appropriate disciplinary action at the discretion of the Director of Education.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING DECEMBER 17, 2013**

***PUBLIC SESSION***

**TOPIC: ADMISSION OF ELEMENTARY AND SECONDARY STUDENTS  
POLICY (301.1)**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the Admission of Elementary and Secondary Students Policy (301.1), as presented.

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Prepared by: Lee Ann Forsyth-Sells, Superintendent of Education  
Presented by: Lee Ann Forsyth-Sells, Superintendent of Education  
Recommended by: Committee of the Whole  
Date: December 17, 2013



## ADMISSION OF ELEMENTARY AND SECONDARY STUDENTS POLICY

### STATEMENT OF POLICY

Section: 300 – Schools/Students

No: 301.1

Adopted: February 24, 1998

Revised: February 26, 2013

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, Niagara Catholic embraces the opportunities and challenges of providing a learning environment in which the teachings of Christ and the Catholic faith provide a distinctive Catholic education for all students within its jurisdiction.

The Board, in cooperation with the Bishop, pastors/priests and the parent/guardian community, fosters the spiritual growth of all students enabling them to become responsible citizens, who give witness to Catholic social teachings by promoting peace, justice and sacredness of human life.

The purpose of this policy is to provide direction on the process for admission of students to the elementary and secondary schools of the Niagara Catholic District School Board.

Therefore, upon approval, any student within the Niagara Region, electing to attend a Niagara Catholic elementary or secondary school may attend with the understanding that they respect the environment and traditions of Catholic Education, and the expectations of the Niagara Catholic District School Board.

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

#### *References:*

- *Education Act, Section 33 (3), 1997*
- *Ontario Catholic School Graduation Expectations*
- *Immigration and Refugee Protection Act (Canada)*
- *Aboriginal Affairs and Northern Development Canada*
- *International Exchange Student-Ontario (ISE)*
- *Niagara Catholic - Attendance Areas Policy (301.3)*
- *Niagara Catholic - Ontario Student Record: Policy No. (301.7)*
- *Niagara Catholic - Safe Schools Policy No. (302.6)*
- *Niagara Catholic - Student Transportation Policy (500.2)*
- *Niagara Catholic - Voluntary and Confidential Self-Identification Policy for First Nation, Métis and Inuit Students Policy No. (301.9)*



# ADMISSION OF ELEMENTARY AND SECONDARY STUDENTS POLICY

## ADMINISTRATIVE GUIDELINES

Section:	300 – Schools/Students
No:	301.1
Adopted:	February 24, 1998
Revised:	February 26, 2013

The residential address of the parent(s)/guardian(s) of a student or where applicable adult student will determine the designated home school.

The Principal/Vice-Principal, in consultation with the parent(s)/guardian(s) or where applicable adult student is responsible for placing the student in the most appropriate program. Where applicable, a student transferring from outside of Ontario may be granted a course equivalency in accordance with authority granted by the Ministry of Education.

### 1. ADMISSION REQUIREMENTS-ELEMENTARY AND SECONDARY

#### **Early Learning Kindergarten Program (ELKP)**

In a school where the Early Learning Kindergarten Program (ELKP) has been implemented, a student shall be admitted on the first day of school in September provided that they reach the age of four (4) on, or before December 31, in that same calendar year.

#### **Junior Kindergarten**

A student shall be admitted to Junior Kindergarten on the first day of school in September provided that they reach the age of four (4) on, or before December 31, in that same calendar year.

#### **Senior Kindergarten**

A student shall be admitted to Kindergarten on the first day of school in September provided that they reach the age of five (5) on, or before December 31, in that same calendar year.

Note: A student currently registered in an Early Learning Kindergarten Program (year one) or Junior Kindergarten are not required to register for the Early Learning Kindergarten Program (year two) or Senior Kindergarten Program. Placement will be processed by the school unless otherwise notified by the parent(s)/guardian(s).

#### **Grade One**

A student shall be admitted to Grade One (1) on the first day of school in September provided that they reach the age of six (6) on, or before December 31, in that same calendar year.

### 2. ELEMENTARY AND SECONDARY ADMISSION NON-CATHOLIC

#### **Elementary School Admission Non-Catholic**

Parent(s)/Guardian(s) requesting to register a student in a Niagara Catholic elementary school, and who are not eligible to direct their school support to the Catholic Board, shall make application to the Principal of the school.

The application will require the recommendation from the school Principal/Vice-Principal in consultation with, and the approval of the Family of Schools' Superintendent of Education

Principals/Vice-Principals will ensure that all students attending a Niagara Catholic elementary school will participate in the faith life activities of the Catholic elementary school and respect the environment and traditions of Catholic Education and the expectations of the Niagara Catholic District School Board.



Parent(s)/Guardian(s) have the responsibility to notify the school of changes regarding biographical information.

### **Secondary School Admission Non-Catholic**

Parent(s)/Guardian(s) or where applicable adult student requesting admission to a Niagara Catholic secondary school, and who are not eligible to direct their school support to the Catholic Board, shall make application to the Principal/Vice-Principal of the Catholic secondary school.

Principals/Vice-Principals will ensure that all students attending a Niagara Catholic secondary school will successfully achieve a credit in Religious Education for every year of attendance, up to graduation (total of four Religious Education Credits), participate fully in the faith life activities of the Catholic secondary school, and respect the environment and traditions of Catholic Education and the expectations of the Niagara Catholic District School Board.

### **Religious Education Credits and Graduation**

Achievement of Religious Education credits and participation in faith life activities are criteria for all students to participate in faith-based graduation ceremonies. This expectation is to fulfill the Ontario Catholic School Graduate Expectations as endorsed by the Niagara Catholic District School Board for all graduates.

## **3. REQUIRED DOCUMENTATION: ELEMENTARY AND SECONDARY**

### **Responsibility of Parent(s)/Guardian(s) or adult student**

It is the responsibility of the parent(s)/guardian(s) or where applicable adult student to complete the required Niagara Catholic District School Board Admission Forms (where applicable):

- [Elementary Student Registration Form](#)
- [Secondary Student Registration Form](#)
- [Consent for Release of Information](#)
- [Application for Direction of School Support](#)
- [Roman Catholic School Assessment Lease](#)
- [Request for Admission Form \(Non-Catholic/Out-of-Boundary\)](#)
- [Confirmation of Pupil Eligibility for English as a Second Language/Literacy Development Funding](#)
- [International Student Application Form](#)
- [Renewal International Student Application Form](#)
- Completion of the Niagara Region Public Health Confidential Student Immunization Form (provided by the school)

In addition, it is the responsibility of the parent(s)/guardian(s) or where applicable adult student to provide original documentation or a copy certified as original (where applicable) for the following:

- Proof of age: Birth Certificate, Statement of Live Birth or Passport
- A Roman or Eastern Rite Catholic Baptismal Certificate. If the student has not been baptized, the student may be admitted if one parent can provide a Roman/Eastern Rite Baptismal Certificate. If necessary, a letter from a pastor certifying that the child or parent/guardian has been baptized in the Roman or Eastern Rite will be accepted in lieu of a Baptismal Certificate.
- Ontario Health Card
- Immunization Record or Statement of Conscience or Religious Belief Affidavit
- Proof of Immigration Status
- Court Order
- International Student Letter of Confirmation

**Note:** Staff is to ensure that the Niagara Catholic Registration Checklist (internal use only) and copies of all relevant registration documents are placed in the student's OSR.

#### **4. ATTENDANCE AREA EXCEPTIONS**

In accordance with the Education Act, the Niagara Catholic District School Board has established boundaries for student attendance.

If, parent(s)/guardian(s) request to register a student or where applicable, an adult student in a Niagara Catholic school other than their home school, it is expected that the Admission of Elementary and Secondary Students' Policy and the Attendance Areas Policy are followed.

Approval for an Out-of-Boundary admission request will require a recommendation from the Principal/Vice-Principal in consultation with, and the approval of the Family of Schools' Superintendent of Education and Senior Administrative Council.

Transportation for an approved Out-of-Boundary admission request shall be the sole responsibility of the parent(s)/guardian(s) or where applicable adult student.

Approved attendance area exceptions are for the identified school boundaries at the time of the approval. Any changes which occur to the attendance area boundaries may require attendance area exceptions for those families currently registered to attend the school within the boundaries of their residence.

Parent(s)/Guardian(s) or where applicable adult student have the responsibility to notify the Principal/Vice-Principal of changes to their residency status and/or circumstances for the initial attendance area exception request.

#### **5. NON-RESIDENT OF CANADA (VISA) STUDENT**

The designated Superintendent of Education may approve the admission of a non-resident student in accordance with the Education Act. Such approval shall be reviewed annually.

- The student must obtain approval from the designated Superintendent of Education prior to admission into any school.
- The International Student Application form must be completed. Prior to admission into any school, a Visa student will be provided with a letter from the designated Superintendent of Education confirming attendance.
- A Visa student shall be charged the fee determined by the Board.

#### **6. RESIDENTS OF ONTARIO BUT OUTSIDE OF THE NIAGARA REGION**

Parent(s)/Guardian(s) or where applicable adult student who reside in Ontario, but outside of the Niagara Region, may request to register a student in a Niagara Catholic District School Board school in compliance with the Admission of Elementary and Secondary Students' Policy and the Attendance Areas Policy.

A student, whose legal residence is outside the jurisdiction of the Niagara Catholic District School Board, but within Ontario requesting admission to a school under the jurisdiction of the Board, may have fees paid by the resident Board. Such a request is to be accompanied by a statement from the resident Board indicating fees will be paid on behalf of the student. Where fees are not paid, approval must be obtained from the Director of Education and are reviewed on an annual basis.

#### **7. EXCHANGE STUDENTS**

A student approved, as an Exchange Student will participate in reciprocal, school-based programs, provided in co-operation with the Canadian School Authorities and the foreign exchange partners of the International Student Exchange-Ontario (ISE) in compliance with the Admission of Elementary and Secondary Students' Policy.

## **8. STUDENTS WITH IMMIGRATION DOCUMENTS**

A student identified as a: Non-Landed Immigrant, Permanent Resident, Refugee, Work Permit, or Diplomatic Status, will be admitted in accordance to the Ontario Education Statutes and Regulations, following Immigration Canada Laws and procedures, and in compliance with the Admission of Elementary and Secondary Students' Policy.

A Principal/Vice-Principal who receives immigration documents from a student applying for admission will review the documents for eligibility and request completion of the Confirmation of Eligibility Form. The Principal/Vice-Principal will ensure that the information is completed according to the immigration documents provided.

## **9. ABORIGINAL PEOPLES**

A student identified as Aboriginal Peoples will be admitted in accordance with the Aboriginal Affairs and Northern Development Canada, the Ontario Education Statutes and Regulations, and in compliance with the Admission of Elementary and Secondary Students' Policy.

## **10. EXPELLED STUDENTS**

An expelled student will be referred to the Family of Schools' Superintendent of Education, who in consultation with the Principal/Vice-Principal, parent(s)/guardian(s)/student or where applicable adult student will determine an appropriate placement recommendation.

## **11. EXTENUATING CIRCUMSTANCES**

A request for school admission which has extenuating and/or compelling family circumstances shall be submitted in writing to the Family of Schools' Superintendent of Education for consideration.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING DECEMBER 17, 2013**

***PUBLIC SESSION***

**TOPIC: CONTINUING EDUCATION POLICY (400.1)**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the Continuing Education Policy (400.1), as presented.

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Prepared by: Frank Iannantuono, Superintendent of Education  
Presented by: Frank Iannantuono, Superintendent of Education  
Recommended by: Committee of the Whole  
Date: December 17, 2013



# CONTINUING EDUCATION POLICY

## STATEMENT OF POLICY

Section:	400 – Educational Programs
No:	400.1
Adopted:	February 24, 1998
Revised:	Nil

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the Board recognizes the importance of Continuing Education programs and accepts its role in providing quality Catholic education programs through its Continuing Education Learning Centres to enhance lifelong learning opportunities for elementary students, secondary students, and adult students.

The Niagara Catholic learning community benefits when Continuing Education programs and courses are provided for students in order to complete their Secondary School Graduation Diploma, improve literacy and numeracy skills, learn English as a Second Language, International Languages, or obtain new skills for life and career endeavours through a variety of program delivery models which allows all students to realize their potential.

Staff will continue to actively pursue Local, National and International Continuing Education initiatives, in collaboration with government agencies and community partners to provide quality Catholic Continuing Education courses and programs for all students and staff.

The Niagara Catholic Continuing Education Department is mandated to be self-funded and self-sustaining and will endeavor to provide a wide variety of Catholic Continuing Education courses and programs subject to funding and viability.

In order for the Niagara Catholic District School Board to be recognized as an international destination for students and staff, Catholic educational experiences and educational partnerships will continue to be developed through International Education partnership agreements which in turn will facilitate international experiences and opportunities for students and staff.



## CONTINUING EDUCATION POLICY

Section:	400 – Educational Programs
No:	400.1
Adopted:	NEW
Revised:	Nil

### References:

Education Act, Section 171. (1), 31.

Ontario Schools: Kindergarten to Grade 12, Policy and Program Requirements, 2011

*Ontario Schools, 2011*

*Ministry of Citizenship and Immigration Website, 2013*

*Citizenship and Immigration Canada Website, 2013*

*Literacy and Basic Skills: Service Provider Guidelines, 2012*

*Continuing Education Enrolment Registers: Instructions for Administrators, 2012-2013*

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING DECEMBER 17, 2013**

***PUBLIC SESSION***

**TOPIC: ACCESS TO SCHOOL PREMISES POLICY (302.6.3)**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the Access to School Premises Policy (302.6.3), as presented.

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Prepared by: Lee Ann Forsyth-Sells, Superintendent of Education  
Presented by: Lee Ann Forsyth-Sells, Superintendent of Education  
Recommended by: Committee of the Whole  
Date: December 17, 2013



## ACCESS TO BOARD PREMISES POLICY

### STATEMENT OF POLICY

Section:	300 – Schools/Students
No:	302.6.3
Adopted:	June 26, 2001
Revised:	June 17, 2008

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, current legislation specifies who is permitted on Board premises when the premises are being used for a purpose authorized by the Board on any day or at any time.

The Niagara Catholic District School Board authorizes its staff to utilize the provision of the regulation and the Criminal Code in efforts to ensure the safety of all authorized persons on Board premises, including all schools of the Board, Board sites and all adjacent Board property of the Niagara Catholic District School Board, inclusive of playgrounds, parking lots, and school buses.

The Principal/Vice-Principal or another person authorized by the Board may prohibit entry to Board premises of an unauthorized person or to direct any unauthorized person to leave Board premises.

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

#### References:

- *Access to School Premises, Regulation (0.Reg.474/00) and Amendments (0.Reg. 471/07) s. 305 of the Education Act*
- *Trespass to Property Act (R.S.O. 1990 C. T. 21; Sections 1-5, 9)*
- *Video Security Surveillance Policy No. 701.3*
- *Protocol between Niagara Regional Police Service and the Niagara Catholic District School Board*





## ACCESS TO BOARD PREMISES POLICY

### ADMINISTRATIVE GUIDELINES

Section:	300 – Schools/Students
No:	302.6.3
Adopted:	June 26, 2001
Revised:	June 17, 2008

The Access to Board Premises Administrative Guidelines clarify the expectations and procedures governing who is and who is not permitted on school premises in keeping with O. Reg. 474/00 as amended by O. Reg. 471/07.

**1. Subject to any restrictions set out in this regulation, the following persons are permitted to be on school premises when the premises are being used for a purpose authorized by the Board:**

- A person/pupil enrolled in the school.
- A parent or guardian of such pupil.
- A person employed or retained by the Board.
- A person on the premises for lawful purpose.

Access to school premises does not entitle the person to have access to all areas of the school.

**2. Conditional Access is granted to the following:**

- A person invited to attend an event, class or meeting.
- A person invited by the Principal/Vice-Principal or another person authorized by Board policy to be in the school for a specific purpose.

**3. Prohibition from Access**

- All entrances of elementary schools shall remain locked and/or secured.
- All entrances of secondary schools shall remain locked and/or secured where appropriate.
- A Principal/Vice-Principal or another person authorized by the Board has the duty to exercise his/her discretion to refuse admission to anyone whose presence on the premises would be detrimental to the safety or well-being of a person on the premises. *O. Reg. 474/00, s. 3 (1)*
- A Principal/Vice-Principal or another person authorized by the Board has the duty to exercise his/her discretion to refuse admission to anyone who fails to report his or her presence on the premises in a specified manner. *O. Reg. 474/00, s. 3 (2)*

**4. Trespass to Property**

A Principal/Vice-Principal or designate of a school may direct a person to leave the school premises if the person is prohibited by regulation or Board policy.

If a Principal/Vice-Principal or designate observes or becomes aware of a person entering the premises where entry is prohibited, or is engaging in a prohibited activity, or fails to leave the premises immediately after being directed the following procedures will be followed:

- i. Approach the person.
- ii. Ask the person to identify him/herself and the reason for his/her presence on Board property.
- iii. If the person is a student from another school, ask for the name of the school.
- iv. Request that the person leave the premises.
- v. In consultation with the Family of Schools' Superintendent, the Principal will send a Trespass to Property Letter (**Appendix A**) by registered mail with copies

sent to the Niagara Regional Police Service, the Family of Schools' Superintendent and the Board Lawyer.

- vi. If a Principal/Vice-Principal or designate is unable to identify the person for the purpose of sending a letter, the Principal/Vice-Principal or designate will record the incident that the person has received a verbal warning.
- vii. If a Principal/Vice-Principal or designate observes or becomes aware of the person returning, the police will be contacted and the situation will be monitored.

#### **5. Building Entrance Signage**

Schools are encouraged to make the public aware of the *Education Act's Access to School Premises Regulation 474/00*.

All schools are required to post signs welcoming and requiring all visitors to begin their visit to the school by reporting to the school office or designated area before going to other sections of the building.

Each school shall designate the location(s) of visitor entrances which will be identified by Board approved signs.

Schools may wish to consider other control measures to ensure that these identified entrances are the only entrances available to visitors during the regular school hours.

#### **6. School Watch Program**

School Watch Program signs are posted at all schools and Board sites in the Niagara Catholic District School Board. Principals/Vice-Principals will invite community partners/neighbours by letter (**Appendix B**) to participate in the School Watch Program by anonymously contacting the police during non-school hours if they observe any inappropriate activities or actions on school or Board property.

#### **7. Visitor's Book**

Each school will keep a Visitor's Book to record pertinent information regarding all visitors. The Visitor's Book will be maintained as per the following guidelines:

- i. As outlined in Section 265(n) of the Education Act, the maintenance of the Visitor's Book shall be the responsibility of the school Principal.
- ii. The Visitor's Book shall be kept in a location determined by the Principal and shall be administered by such personnel as directed by the school Principal.
- iii. All visitors entering the school beyond the office must complete the information required in the Visitor's Book and wear a Visitor's Identification Card.

#### **8. Visitors to Schools – Visitor Identification Cards**

All visitors authorized to be in a school building or on Board and school property are required to wear a Visitor's Identification Card issued by the Board's Facilities Services Department. Visitor Identification Cards apply during the hours of operation of the schools.

#### **9. Photo Identification Cards**

Photo Identification Cards shall be issued to all Niagara Catholic employees who are required to wear the Photo Identification Card during the hours of operation of the schools. Photo Identification Cards are the property of the Board and must be returned as required when no longer in use. A lost Photo Identification Card must be reported to the Facilities Services Department.

## APPENDIX A

Niagara Catholic District School Board

### ACCESS TO BOARD PREMISES

Adopted: June 26, 2001  
Revised: May 28, 2002

Policy No. 302.6.3  
Safe Schools

#### SAMPLE LETTER

Date

Name  
Address  
Town, Province  
Postal Code

Dear:

Re: Trespass to Property Letter  
*Sent by Registered Mail*

This letter is to inform you that under the *Trespass to Property Act*, s. 305 of the Education Act, you are not permitted access to, or be on the premises of, \_\_\_\_\_ [*Name of School, and address*], and all Board sites. Board sites include all schools of the Board, other Board sites, and all adjacent Board property of the Niagara Catholic District School Board, inclusive of playgrounds, parking lots, and school buses.

The conditions of this letter are in effect from \_\_\_\_\_ to \_\_\_\_\_.  
insert date insert date

If you [*or Name of Student*] for any reason, disregard the conditions set out in this letter and enter(s) the premises of the Board, the Niagara Regional Police Service will be instructed to charge you under the *Trespass to Property Act*, R.S.O. 1990 c.T.21 as amended.

If found guilty of trespassing, you (*he/she*) could be liable to a fine of up to \$2000, and in the event of any damage, a further judgement of up to \$1000.

Please be advised that no further warning will be given and you are expected to conduct yourself appropriately.

Should you wish to appeal the conditions set out in this letter, you must provide written notice of your intention to appeal to the Family of Schools' Superintendent within ten (10) days of receipt of this letter. Please forward such written notice to the *Family of Schools' Superintendent of Education*, Niagara Catholic District School Board, 427 Rice Road, Welland, Ontario L3C 7C1 or (Fax 905.735.9710).

Sincerely,

Principal

c. Chief of Police, Niagara Regional Police Services  
\_\_\_\_\_, Family of Schools' Superintendent  
Board Lawyer

## APPENDIX B

### SAMPLE LETTER OF PARTICIPATION-SCHOOL WATCH PROGRAM

Place on School Letterhead

RE: SCHOOL WATCH PROGRAM

Dear Community Partner/Neighbour:

As community partners and neighbours you are invited to participate in the School Watch Program simply by anonymously contacting the Niagara Regional Police Service during non-school hours if you observe any inappropriate activities or actions on school or board property.

For non-emergency calls or for general information, do not dial 9-1-1.

Use the Niagara Regional Police Service number for your area and follow the instructions given by the automated attendant:

Area	Phone Number
St. Catharines, Niagara-on-the-Lake, Niagara Falls and Thorold	905.688.4111
Pelham	905.735.7811
Grimsby, Lincoln and West Lincoln	905.945.2211
Welland, Wainfleet and Port Colborne	905.735.7811
Callers with a TTY, a text telephone device that is used by the hearing or speech impaired	905.688.1466

Thank you for your participation in the Niagara Catholic School Watch Program, for your continued support of Catholic education and the safety of our school communities in the Niagara Catholic District School Board.

Sincerely,

(Insert Principal's Name/Designate)  
(Insert Title)

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
DECEMBER 17, 2013**

***PUBLIC SESSION***

**TOPIC: ST. CATHARINES ELEMENTARY AND SECONDARY FAMILY OF SCHOOLS /MICHAEL J. BRENNAN CATHOLIC, ST. JAMES CATHOLIC, ASSUMPTION CATHOLIC, ST. ALFRED CATHOLIC, ST. ANN CATHOLIC, CANADIAN MARTYRS CATHOLIC AND OUR LADY OF FATIMA CATHOLIC ELEMENTARY SCHOOLS  
AD HOC ATTENDANCE AREA REVIEW COMMITTEE**

**RECOMMENDATIONS FROM THE COMMITTEE OF THE WHOLE**

**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the report of the St. Catharines Elementary and Secondary Family of Schools/Michael J. Brennan Catholic, St. James Catholic, Assumption Catholic, St. Alfred Catholic, St. Ann Catholic, Canadian Martyrs Catholic and Our Lady of Fatima Catholic Elementary Schools Ad Hoc Attendance Area Review Committee and approve the recommendations as presented.

1. **THAT** upon further consideration by the St. Catharines Elementary and Secondary Family of Schools/Michael J. Brennan Catholic, St. James Catholic, Assumption Catholic, St. Alfred Catholic, St. Ann Catholic, Canadian Martyrs Catholic and Our Lady of Fatima Catholic Elementary Schools Ad Hoc Attendance Area Review Committee that the following proposed boundary changes occur for St. Ann Catholic, St. James Catholic, Our Lady of Fatima Catholic, and Assumption Catholic Elementary Schools effective September 2014.

**THAT** the new boundary description for St. Ann Catholic Elementary School be described as:

*East:* Commencing on Lake Street (centerline) to

*South:* Lakeshore Road (centerline) to Lakeport Road (centerline) to Linwell Road (centerline) to Ontario Street (centerline) to Ontario Jaycee Gardens (Fairview Creek) projected west to Twelve Mile Creek South to Hwy 406 to Vansickle Road N (centerline) to Martindale Road to Erion Road (centerline – and its extension) to

*West:* Hwy 406 to the QEW to

*North:* Fifteen Mile Creek to Lake Ontario to the point of commencement on Lake Street (centerline)

**THAT** the new boundary for St. James Catholic Elementary School be described as:

*East:* Commencing at Lake Ontario and Vine Street (centerline) to

*South:* Linwell Road (centerline) to

*West:* Lakeport Road (centerline) to Ontario Street (centerline) to Lakeshore Road (centerline) to Lake Street (centerline) to

*North:* Lake Ontario to the point of commencement on Vine Street

**THAT** the new boundary description for Our Lady of Fatima Catholic Elementary School be described as:

*East:* Commencing on Niagara Street (centerline) at Linwell Road to

*South:* Scott Street (centerline) to

*West:* Lake Street (centerline) to

*North:* Linwell Road (centerline) to the point of commencement on Niagara Street

**THAT** the new boundary description for Assumption Catholic Elementary School be described as:

*East:* Commencing on the City Boundary (St. Catharines & Niagara on the Lake) to

*South:* Linwell Road East (centerline), crossing Welland Canal to Linwell Road to

*West:* Vine Street (centerline) to

*North:* Lake Ontario to the point of commencement on the City Boundary

2. **THAT** there is grandfathered right of attendance to current students at Our Lady of Fatima Catholic Elementary School without transportation (as per Board Policy/Guidelines 301.1, Admission of Elementary and Secondary Students and Board Policy/Guidelines 500.2, Student Transportation).
3. **THAT** there is grandfathered right of attendance to St. James Catholic Elementary School, with transportation (as per as per Board Policy/Guidelines 301.1, Admission of Elementary and Secondary Students and Board Policy/Guidelines 500.2, Student Transportation) provided to current Grade 6 Michael J. Brennan Catholic/St. James Catholic Elementary School students only, and their siblings, who choose to attend St. James Catholic Elementary School until June 2016 at which time transportation will be discontinued.
4. **THAT** students currently in Grade 7 at St. James Catholic Elementary School will be considered as a grandfathered right of attendance with transportation (as per Board Policy/Guidelines 301.1, Admission of Elementary and Secondary Students and Board Policy/Guidelines 500.2, Student Transportation) until June 2015.
5. **THAT** Senior Staff proceed with the transition plan in consultation with staff and Catholic School Councils for the transition of students of the affected school communities.

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Prepared by: St. Catharines Elementary and Secondary Family of Schools/Michael J. Brennan Catholic, St. James Catholic, Assumption Catholic, St. Alfred Catholic, St. Ann Catholic, Canadian Martyrs Catholic and Our Lady of Fatima Catholic Elementary Schools Ad Hoc Attendance Area Review Committee

Presented by: Rhianon Burkholder, Chair of the Ad Hoc Committee

Recommended by: Committee of the Whole

Date: December 17, 2013



**REPORT TO THE COMMITTEE OF THE WHOLE  
DECEMBER 3, 2013**

**REPORT OF THE ST. CATHARINES ELEMENTARY AND  
SECONDARY FAMILY OF SCHOOLS/MICHAEL J. BRENNAN  
CATHOLIC, ST. JAMES CATHOLIC, ASSUMPTION CATHOLIC,  
ST. ALFRED CATHOLIC, ST. ANN CATHOLIC, CANADIAN  
MARTYRS CATHOLIC AND OUR LADY OF FATIMA CATHOLIC  
ELEMENTARY SCHOOLS AD HOC ATTENDANCE AREA  
REVIEW COMMITTEE**

**ST. CATHARINES AD HOC ATTENDANCE AREA REVIEW  
COMMITTEE REPORT**

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**BACKGROUND INFORMATION**

The mandate of the St. Catharines Elementary and Secondary Family of Schools/ Michael J. Brennan Catholic, St. James Catholic, Assumption Catholic, St. Alfred Catholic, St. Ann Catholic, Canadian Martyrs Catholic and Our Lady of Fatima Catholic Elementary Schools Ad Hoc Attendance Area Review Committee is the result of the System Priority 2012-2013 to submit to the Board a School Capacities, Enrolment Trends, Attendance Area Boundaries and Building Utilization 2013 – Phase Two Report by Senior Administrative Council presented to the Board. The annual Report was submitted to the April 23, 2013 Board Meeting where the following recommendation was approved by the Board:

*THAT the Niagara Catholic District School Board approve that the St. Catharines Elementary and Secondary Ad Hoc Attendance Area Review Committee of the Board review the attendance boundaries of the following St. Catharines Catholic Elementary Schools, Assumption Catholic Elementary School, St. Alfred Catholic Elementary School, St. Ann Catholic Elementary School, Canadian Martyrs Catholic Elementary School, Our Lady of Fatima Catholic Elementary School and the consolidated St. James Catholic Elementary School/Michael J. Brennan Catholic Elementary School and that a report be submitted to the Committee of the Whole no later than December 2013.*

**Terms of Reference**

The terms of reference for the St. Catharines Elementary and Secondary Family of Schools/ Michael J. Brennan Catholic, St. James Catholic, Assumption Catholic, St. Alfred Catholic, St. Ann Catholic, Canadian Martyrs Catholic and Our Lady of Fatima Catholic Elementary Schools Ad Hoc Attendance Area Review Committee were as follows:

*The Terms of Reference for the St. Catharines Elementary and Secondary Ad Hoc Attendance Area Review Committee 2013 are for the following identified schools: Michael J Brennan/St. James Catholic, Assumption Catholic, St. Alfred Catholic, St. Ann Catholic, Canadian Martyrs Catholic and Our Lady of Fatima Catholic Elementary Schools only.*

*In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board and the Board's Vision 2020 Strategic Plan, and fulfilling the Board motions of April 23, 2013, the Terms of Reference for the Committee are established as follows:*

1. *To be open and transparent throughout the consultation and decision making process with the identified school communities involved in the Attendance Area Review towards a recommendation to the December 2013 Committee of the Whole Meeting.*
2. *To design a new attendance area boundary for the St. James Catholic Elementary School effective for September 2014.*
3. *To balance an increased maximization of school occupancy utilization through the adjustment of attendance area boundaries for the identified schools while endeavoring to minimize adjustments to the identified school attendance boundaries to have a minimum impact on families.*
4. *To recommend to the December 2013 Committee of the Whole attendance area boundaries for the identified school facilities which can operate long term in a fiscally responsible manner within the Board's available resources to continue to provide Catholic programs and services to all present and future students.*

### **Committee Membership**

The St. Catharines Elementary and Secondary Family of Schools/ Michael J. Brennan Catholic, St. James Catholic, Assumption Catholic, St. Alfred Catholic, St. Ann Catholic, Canadian Martyrs Catholic and Our Lady of Fatima Catholic Elementary Schools Ad Hoc Attendance Area Review Committee as outlined in the Niagara Catholic District School Board Attendance Areas Policy and Administrative Guidelines 301.3 consisted of the following members:

Rhianon Burkholder	Trustee/Chair of the Committee – Thorold/Merritton
Kathy Burtnik	Trustee – St. Catharines
Maurice Charbonneau	Trustee – St. Catharines
John Crocco	Director of Education/Secretary – Resource
Yolanda Baldasaro	Superintendent of Education/Committee Secretary – Resource
Scott Whitwell	Controller of Facilities Services – Resource
Kathy Levinski	Manager of Facilities Services – Resource
Tina DiFrancesco	Recording Secretary

Elementary Principals of the schools within the Ad Hoc Attendance Area Review Committee mandate were references to the Committee and attended all committee and public consultation meetings.

### **Timelines of Committee and Recommendation to the December Committee of the Whole**

The following timeline and public meeting schedule was followed by the Ad Hoc Attendance Area Review Committee:

Tuesday, September 10, 2013	Committee Meeting
Wednesday, September 25, 2013	Committee Meeting
Wednesday, October 9, 2013	Public Consultation Meeting
Thursday, October 10, 2013	Public Consultation Meeting
Wednesday, October 23, 2013	Committee Meeting
Tuesday, November 5, 2013	Public Consultation Meeting
Tuesday, November 12, 2013	Committee Meeting
Thursday, November 14, 2013	Committee Meeting
Monday, November 18, 2013	Town Hall Feedback Session
Monday, November 18, 2013	Committee Meeting
Tuesday, December 3, 2013	Report to the Committee of the Whole
Tuesday, December 17, 2013	Board Meeting



## Considerations by the Committee

The following information was taken into consideration by the Ad Hoc Attendance Area Review Committee:

- Current student population in identified schools
- Projected student population growth in identified schools for the next thirteen years
- Number of surplus spaces in identified schools
- Number of portables at identified schools
- Current existing boundaries of identified schools
- Early Learning Kindergarten Program
- French Immersion Program
- Grandfathering clause: that subject to Ministry of Education funding, students attending Michael J. Brennan and St. James Catholic Elementary Schools as of February 1<sup>st</sup>, 2012 be grandfathered, including siblings, until completion of Grade 8 at the St. James Catholic Elementary School site commencing September, 2014
- Fourteen proposed attendance area/boundary options
- Realignment of transportation routes for students
- Recommendations and feedback from members of Senior Staff, Principal and Vice- Principals of identified schools, Parents/Guardians of students attending identified schools, and Niagara Student Transportation Services Staff during the consultation process about proposed boundary changes
- Niagara Catholic District School Board Policies/Administrative Guidelines, 301.1 – Admission of Elementary and Secondary Students, 500.2 – Student Transportation

Information detailing the work of the St. Catharines Elementary and Secondary Family of Schools Ad Hoc Attendance Area Committee, including all agendas, presentations, and minutes, were posted and available on the Niagara Catholic website under the Attendance Area Review link.

## Recommendations

Following the final town hall feedback session on November 18<sup>th</sup>, 2013, the St. Catharines Elementary and Secondary Family of Schools/Michael J. Brennan Catholic, St. James Catholic, Assumption Catholic, St. Alfred Catholic, St. Ann Catholic, Canadian Martyrs Catholic and Our Lady of Fatima Catholic Elementary Schools Ad Hoc Attendance Area Review Committee met at 8:00 p.m. on November 18<sup>th</sup>, 2013 to consider all of the feedback and recommendations discussed throughout the process to meet the Board approved motion and Terms of Reference.

At the final meeting of the Ad Hoc Attendance Committee, the following committee motions were approved to be submitted to the Committee of the Whole for consideration.

**THAT** the St. Catharines Elementary and Secondary Family of Schools/Michael J. Brennan Catholic, St. James Catholic, Assumption Catholic, St. Alfred Catholic, St. Ann Catholic, Canadian Martyrs Catholic and Our Lady of Fatima Catholic Elementary Schools Ad Hoc Attendance Area Review Committee recommend to the December 2013 Committee of the Whole:

1. **THAT** upon further consideration by the St. Catharines Elementary and Secondary Family of Schools/Michael J. Brennan Catholic, St. James Catholic, Assumption Catholic, St. Alfred Catholic, St. Ann Catholic, Canadian Martyrs Catholic and Our Lady of Fatima Catholic Elementary Schools Ad Hoc Attendance Area Review Committee that the following proposed boundary changes occur for St. Ann Catholic, St. James Catholic, Our Lady of Fatima Catholic, and Assumption Catholic Elementary Schools effective September 2014.

**THAT** the new boundary description for St. Ann Catholic Elementary School be described as:

*East:* Commencing on Lake Street (centerline) to

*South:* Lakeshore Road (centerline) to Lakeport Road (centerline) to Linwell Road (centerline) to Ontario Street (centerline) to Ontario Jaycee Gardens (Fairview Creek) projected west to Twelve Mile Creek South to Hwy 406 to Vansickle Road N (centerline) to Martindale Road to Erion Road (centerline – and its extension) to

*West:* Hwy 406 to the QEW to

*North:* Fifteen Mile Creek to Lake Ontario to the point of commencement on Lake Street (centerline)

**THAT** the new boundary for St. James Catholic Elementary School be described as:

*East:* Commencing at Lake Ontario and Vine Street (centerline) to

*South:* Linwell Road (centerline) to

*West:* Lakeport Road (centerline) to Ontario Street (centerline) to Lakeshore Road (centerline) to Lake Street (centerline) to

*North:* Lake Ontario to the point of commencement on Vine Street

**THAT** the new boundary description for Our Lady of Fatima Catholic Elementary School be described as:

*East:* Commencing on Niagara Street (centerline) at Linwell Road to

*South:* Scott Street (centerline) to

*West:* Lake Street (centerline) to

*North:* Linwell Road (centerline) to the point of commencement on Niagara Street

**THAT** the new boundary description for Assumption Catholic Elementary School be described as:

*East:* Commencing on the City Boundary (St. Catharines & Niagara on the Lake) to

*South:* Linwell Road East (centerline), crossing Welland Canal to Linwell Road to

*West:* Vine Street (centerline) to

*North:* Lake Ontario to the point of commencement on the City Boundary

2. **THAT** there is grandfathered right of attendance to current students at Our Lady of Fatima Catholic Elementary School without transportation (as per Board Policy and Administrative Guidelines 301.1, Admission of Elementary and Secondary Students).
3. **THAT** there is grandfathered right of attendance to St. James Catholic Elementary School, with transportation (as per Board Policy and Administrative Guidelines 500.2, Student Transportation) provided to current Grade 6 Michael J. Brennan Catholic/St. James Catholic Elementary School students only, and their siblings, who choose to attend St. James Catholic Elementary School until June 2016 at which time transportation will be discontinued.
4. **THAT** students currently in Grade 7 at St. James Catholic Elementary School will be considered as grandfathered right of attendance with transportation (as per Board Policy and Administrative Guidelines 500.2, Student Transportation) until June 2015.
5. **THAT** Senior Staff proceed with the transition plan in consultation with staff and Catholic School Councils for the transition of students of the affected school communities.

Appendix A: Attendance Areas as per recommended new boundary descriptions.

### **Future Action**

The St. Catharines Elementary and Secondary Family of Schools Ad Hoc Attendance Area Committee requested that a letter detailing the approved recommendations of the December 17<sup>th</sup>, 2013 Board Meeting be sent by Senior Staff to parents/guardians of the identified school communities by December 18<sup>th</sup>, 2013. The Committee also requested that the transition process for the affected school communities commence and be communicated to the parents/guardians of students of the affected school communities beginning mid-January, 2014.

## RECOMMENDATION

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board receive the report of the St. Catharines Elementary and Secondary Family of Schools/Michael J. Brennan Catholic, St. James Catholic, Assumption Catholic, St. Alfred Catholic, St. Ann Catholic, Canadian Martyrs Catholic and Our Lady of Fatima Catholic Elementary Schools Ad Hoc Attendance Area Review Committee and approve the recommendations as presented.

- 1. THAT** upon further consideration by the St. Catharines Elementary and Secondary Family of Schools/Michael J. Brennan Catholic, St. James Catholic, Assumption Catholic, St. Alfred Catholic, St. Ann Catholic, Canadian Martyrs Catholic and Our Lady of Fatima Catholic Elementary Schools Ad Hoc Attendance Area Review Committee that the following proposed boundary changes occur for St. Ann Catholic, St. James Catholic, Our Lady of Fatima Catholic, and Assumption Catholic Elementary Schools effective September 2014.

**THAT** the new boundary description for St. Ann Catholic Elementary School be described as:

*East:* Commencing on Lake Street (centerline) to

*South:* Lakeshore Road (centerline) to Lakeport Road (centerline) to Linwell Road (centerline) to Ontario Street (centerline) to Ontario Jaycee Gardens (Fairview Creek) projected west to Twelve Mile Creek South to Hwy 406 to Vansickle Road N (centerline) to Martindale Road to Erion Road (centerline – and its extension) to

*West:* Hwy 406 to the QEW to

*North:* Fifteen Mile Creek to Lake Ontario to the point of commencement on Lake Street (centerline)

**THAT** the new boundary for St. James Catholic Elementary School be described as:

*East:* Commencing at Lake Ontario and Vine Street (centerline) to

*South:* Linwell Road (centerline) to

*West:* Lakeport Road (centerline) to Ontario Street (centerline) to Lakeshore Road (centerline) to Lake Street (centerline) to

*North:* Lake Ontario to the point of commencement on Vine Street

**THAT** the new boundary description for Our Lady of Fatima Catholic Elementary School be described as:

*East:* Commencing on Niagara Street (centerline) at Linwell Road to

*South:* Scott Street (centerline) to

*West:* Lake Street (centerline) to

*North:* Linwell Road (centerline) to the point of commencement on Niagara Street

**THAT** the new boundary description for Assumption Catholic Elementary School be described as:

*East:* Commencing on the City Boundary (St. Catharines & Niagara on the Lake) to

*South:* Linwell Road East (centerline), crossing Welland Canal to Linwell Road to

*West:* Vine Street (centerline) to

*North:* Lake Ontario to the point of commencement on the City Boundary

- 2. THAT** there is grandfathered right of attendance to current students at Our Lady of Fatima Catholic Elementary School without transportation (as per Board Policy/Guidelines 301.1, Admission of Elementary and Secondary Students and Board Policy/Guidelines 500.2, Student Transportation).

3. **THAT** there is grandfathered right of attendance to St. James Catholic Elementary School, with transportation (as per as per Board Policy/Guidelines 301.1, Admission of Elementary and Secondary Students and Board Policy/Guidelines 500.2, Student Transportation) provided to current Grade 6 Michael J. Brennan Catholic/St. James Catholic Elementary School students only, and their siblings, who choose to attend St. James Catholic Elementary School until June 2016 at which time transportation will be discontinued.
4. **THAT** students currently in Grade 7 at St. James Catholic Elementary School will be considered as a grandfathered right of attendance with transportation (as per Board Policy/Guidelines 301.1, Admission of Elementary and Secondary Students and Board Policy/Guidelines 500.2, Student Transportation) until June 2015.
5. **THAT** Senior Staff proceed with the transition plan in consultation with staff and Catholic School Councils for the transition of students of the affected school communities.

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Prepared by: St. Catharines Elementary and Secondary Family of Schools/Michael J. Brennan Catholic, St. James Catholic, Assumption Catholic, St. Alfred Catholic, St. Ann Catholic, Canadian Martyrs Catholic and Our Lady of Fatima Catholic Elementary Schools Ad Hoc Attendance Area Review Committee

Presented by: Rhianon Burkholder, Chair of the Ad Hoc Committee

Recommended by: St. Catharines Ad Hoc Attendance Area Review Committee

Date: December 3, 2013

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
DECEMBER 17, 2013**

***PUBLIC SESSION***

**TOPIC: APPROVED MINUTES OF THE SPECIAL EDUCATION  
ADVISORY COMMITTEE (SEAC) MEETING OF  
NOVEMBER 6, 2013**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board receive the Approved Minutes of the Special Education Advisory Committee Meeting of November 6, 2013, as presented for information.



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

## MINUTES OF THE SPECIAL EDUCATION ADVISORY COMMITTEE MEETING WEDNESDAY, NOVEMBER 6, 2013

Minutes of the Meeting of the Special Education Advisory Committee, held on Wednesday, November 6, 2013, at 7:00 p.m. in the Father Kenneth Burns csc Board Room, at the Catholic Education Centre, 427 Rice Road, Welland.

The meeting was called to order at 7:00 p.m. by Chair Racine.

### A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayers were led by Chair Racine.

2. Roll Call

Members	Affiliations	Present	Excused	Absent
Anna Racine	The Tourette Syndrome Association of Ontario	✓		
Rob Lavorato	Down Syndrome Caring Parents (Niagara)		✓	
Connie Parry	Association for Bright Children		✓	
Kerry Thomas	Community Living-Welland/Pelham		✓	
Sarina Labonte	Community Living-Grimsby, Lincoln & West Lincoln		✓	
Kim Rosati	VOICE for Hearing Impaired Children	✓		
Colleen Sword	Autism Ontario – Niagara Region Chapter	✓		
Jay Gemmell	John Howard Society of Niagara		✓	
Katie Muirhead	Ontario Brain Injury Association	✓		
Sarah Farrell	Learning Disabilities Association – Niagara	✓		
Bill Helmeczi	Pathstone Mental Health	✓		
<b>Trustees</b>				
Father Paul MacNeil		✓		
Rhianon Burkholder		✓		
<b>Student Senate Representative</b>				
Leah Zahorchak			✓	

The following staff were in attendance:

**Yolanda Baldasaro**, Superintendent of Education; **Danny DiLorenzo**, Principal, Secondary;  
**Terry Antoniou**, Principal, Elementary; **David O'Rourke**, Coordinator Special Education;  
**Tina DiFrancesco**, Recording Secretary

**3. Approval of the Agenda**

Moved by Trustee Burkholder

Seconded by Kim Rosati

**THAT** the Special Education Advisory Committee approve the Agenda of the Special Education Advisory Committee Meeting of November 6, 2013.

**CARRIED**

**4. Disclosure of Interest**

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

**5. Approval of Minutes of the Special Education Advisory Committee Meeting of October 2, 2013**

Moved by Bill Helmeczi

Seconded by Trustee Burkholder

**THAT** the Special Education Advisory Committee approve the Minutes of the Special Education Advisory Committee Meeting of October 2, 2013 as presented.

**CARRIED**

## **B. PRESENTATIONS**

1. John Crocco – Director of Education: 2013-2014 School Year

Director Crocco presented information about the 2013-2014 school year, reviewing the Mission Statement, Vision 2020 Strategic Plan and the System Priorities 2013-2014. The launch of many initiatives and programs were presented including the Elementary Standardized Dress Code, French Immersion Program, Elementary Student Council and Elementary Student Senate, Director's Inspiration Award and the Distinguished Alumni Award.

Director Crocco presented information relating to the International Education Partnership Agreement. A Niagara Catholic District School Board delegation of five (5) travelled to China and South Korea to meet with government and school officials to sign a memorandum of understanding which enhances cooperation between these two countries and Niagara Catholic.

## C. VISIONING

### 1. Goals and Vision for 2013/2014

#### 1.1 Committee of the Whole Presentation

Chair Racine reviewed the report that will be presented to the Committee of the Whole. A dry run was held in preparation for the upcoming November 12<sup>th</sup> meeting. Members provided suggestions and feedback regarding the content and formatting of the PowerPoint presentation.

## D. BUSINESS ARISING FROM THE MINUTES OF THE MEETING OF OCTOBER 2, 2013

### 1. Learner Advocacy

### 2. Parent Outreach

### 3. Program and Service Recommendations

### 4. Special Education Budget

### 5. Annual Review, Special Education Plan

### 6. Other Related Items

#### 6.1 Future of Education in Ontario Symposium

Chair Racine attended a Ministry conference regarding the *Future of Education in Ontario*. Members divided into groups to discuss and complete the questions that require responses. Online submissions need to be completed by the end of November. Individual submissions can also be sent directly from the agency to the Ministry. Chair Racine will send out responses to SEAC members for review prior to submission.

### 7. Policy Review

#### 7.1 Review Policies

*The Adult and Continuing Education Policy, Corporate Cards, Purchasing Cards and Petty Cash Policy, Access to School Premises Policy – Safe Schools, Employee Conferences, Workshops & Meetings Policy, Employee Meals and Hospitality Policy were presented.* The deadline to respond is November 11, 2013. Chair Racine stated that any suggestions can be sent individually. Katie Muirhead stated that she has reviewed the policies and has no recommendations at this time.



The *Religious Education for Teaching Staff Policy* and the *School Generated Funds Policy* were presented. The deadline to respond is January 7, 2014

## E. AGENCY REPORTS

### 1. *VOICE for Hearing Impaired Children – Kim Rosati*

- Saturday November 30<sup>th</sup>, 2013 VOICE HHNP will be hosting an information workshop from 9:00a.m. - noon at the Appleby United Church in Burlington. Our guest presenter will be Ron Foster Specialist Teacher of the Deaf. He has worked for the Ministry of Education for the Province of Ontario for 32 years. He is currently employed as an Educational Consultant with Resource Services-Outreach Programs/Provincial Schools Branch. Ron works collaboratively with community organizations and with professionals at school boards across Ontario to provide assistance for educating Deaf and Hard of Hearing children ranging in age from birth to 21 years of age. This workshop is open to all VOICE families, friends, Itinerant Teachers and Teachers of the deaf. Professionals and any College /University students that may benefit with the information shared at this workshop are also encouraged to attend. Daycare will be available.

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

- Nil Report

### 3. *Community Living – Welland/Pelham – Kerry Thomas*

- Met with the team to review and discuss what happens for students that are not writing exams. Each of us are going to do some homework then meet again, review and provide next steps. We want to also make sure we maintain the inclusionary practices and that any recommendations keep in line with the mission.
- We attended the Reaction for Inclusion summit and Community Living Welland Pelham and Notre Dame worked together and was able to send 5 students and an EA. I will be following up in the next month or so and would like to arrange a presentation with the students to present at SEAC.
- Our 60<sup>th</sup> Anniversary, Diamond Jubilee is sold out already and is looking to be a great night. It will be held on November 23, 2013.
- We hosted a meeting with Cindy Forster and family's that are or will be affected by the Passport/SSAH changes that the ministry has set out. We had over 50 families attend from Welland and Port Colborne. It was a very emotional meeting as parents and families shared stories, struggles and fears. Cindy will be bringing these stories and concerns to Queens Park.

### 4. *Association for Bright Children – Connie Parry*

- Nil Report

### 5. *Community Living – Grimsby, Lincoln and West Lincoln – Sarina Labonte*

- Nil Report

**6. Autism Ontario – Colleen Sword**

- Join us on Saturday, December 7, 2013 in the beautiful Starlight Room of Club Roma for our annual Starlight dinner and dance gala!

Date: Saturday, December 7, 2013

Time: 5:30pm-1:00am

Location: Club Roma, 125 Vansickle Road, St. Catharines, ON

Price: \$55 per ticket, or a table of 10 for \$500

Enjoy a cocktail hour, five-course dinner, a mystery grand prize, MC Mark Matthews, a live and silent auction, and more!

Sponsorship tables can be bought for \$700, which includes tickets for 10 guests.

REGISTER EARLY, TICKETS ARE LIMITED. CLICK HERE TO REGISTER:  
[starlightsoiree.eventbrite.ca](http://starlightsoiree.eventbrite.ca).

100% of the proceeds support Autism Ontario - Niagara Region Chapter programs & services.

Call (905) 682-2776 for more information, or contact  
[administration.niagara@autismontario.com](mailto:administration.niagara@autismontario.com).

**7. The Tourette Syndrome Association of Ontario – Anna Racine**

- Nil Report

**8. John Howard Society of Niagara – Jay Gemmell**

- Nil Report

**9. Ontario Brain Injury Association – Katie Muirhead**

- Nil Report

**10. Learning Disabilities Association (Niagara) – Sarah Farrell**

- Dates for our Winter literacy and social skills programs (Reading Rocks, Reading Rocks Jr., Let's READ, BEST) have been confirmed: we will be offering the programs the 2<sup>nd</sup> week of February for 8 weeks. Applications will be accepted from December 1 – January 20, 2014. Spots are limited so we encourage families to apply as soon as the application date opens.
- We are more than halfway through our Fall programs and the children have been making great gains in their literacy and social skills. We have been receiving positive feedback from the facilitators, tutors and parents – great job everyone!

11. *Pathstone Mental Health – Bill Helmeczi*

- Nil Report

F. STAFF REPORTS

1. *Terry Antoniou - Principal, Elementary*

*Mrs. T. Antoniou – Principal - Holy Name Catholic Elementary*

- One of our students participated in the last 2 metres of the “Niagara Falls School Marathon Challenge” October 27<sup>th</sup>.
- Alternative educational plans and progress reports will go home November 20th.
- We are excited to offer the opportunity for several students to engage in the Special Needs Activity Program (S.N.A.P) at Brock University. The program is set up to provide unique movement experiences.

2. *Danny DiLorenzo –Principal, Secondary*

*Lakeshore Catholic High School*

- We’ve had another great start to the school year. Welcoming our new Special Education teacher.
- Students are all integrated and included in age appropriate classes. Students continue to be supported through their IEP and with close collaboration between parents, teachers and the Special Education Class Teacher.
- Students attended the Halloween dance at DM on Friday, October 25 and looked forward to meeting with and socializing with friends from other schools. Students in our Special Education Class have also been helping with distribution and the preparation of foods and drinks in our Student Nutrition program.

*Notre Dame College School*

- Our new Special Education Class Teacher has brought renewed energy and enthusiasm to our department.
- New Special Education staff is being in-serviced in Structured Teaching through ASD supports.
- Therapy Tails will be having monthly visits to Special Education Resource Centre.
- Swimming at the Niagara Children's Centre will be a monthly activity.
- Students will be attending a Splatter Art Class at 4 Cats Art Studio in November.
- Students from the Special Education Class recently attended SNAP at Brock University.
- Five current students and one Graduate attended the Reaction for Inclusion Symposium near Huntsville, ON. A Notre Dame Graduate was a guest speaker. A current student is on the organizing committee.
- Co-op placements are up and running at Giant Tiger, No Frills and Royal Pet Spa.

### Saint Paul High School

- Saint Paul Catholic Special Education Class recently attended the Halloween Dance hosted by Denis Morris Catholic High School in St. Catharines.
- Our students look forward to the following upcoming events:
  - Special Olympics Bocce – Niagara Provincial Qualifier, November 7<sup>th</sup>
  - SNAP Program, Brock University, November 14<sup>th</sup>
  - Saint Paul Catholic system wide Special Education Ball Hockey/Dance Event, November 29<sup>th</sup>

### Saint Michael High School

- Semester One IEPs have been sent home after consultations with parents.
- Our Special Education Class welcomed two new students this September. Both students have transitioned nicely and are enjoying their year at Saint Michael High School.
- We had two students from our Special Education Class make it to OFSAA for Cross Country this past weekend. This is due to all of their hard work in being a part of our Cross Country team that practices 5 days a week.
- Our students in the Special Education Class have enjoyed their recent outing to Denis Morris for their Halloween Dance and are enjoying their regular outings to bowling and swimming.
- Our number of students in the Special Education Class who are taking a "co-op" placement is growing. We are very thankful of our community partners.
- In October, we had some staff attend a Pathways Workshop in St. Catharines to learn more about Service Providers after high school. This will allow us to transition our students to the community as they ready to leave Saint Michael High School.
- Our EQAO results have come in and we are happy with the success of our students on IEPs. This is in large part due to the concerted effort of all staff and the hard work of all students who wrote.
- Our "Math Readiness" course, GLS10, is going very well. We are piloting this class to help students who are below level in mathematics, who are working towards an OSSD. Our Program Chair of Mathematics is teaching this course which is allowing our students to master basic skills and become more effective communicators in mathematics.

### Saint Francis High School

- We are starting transition visits for our incoming Grade 9 students who will join us next year, helping them to become more acclimated to Saint Francis and its staff. On November 6, "Take our Kids to Work Day", our incoming Grade 8 students will be visiting classes, meeting teachers, and becoming more knowledgeable about Saint Francis. Special transition arrangements will be made for those students who will require additional transitional support and transitional opportunities.
- We are all in the process of meeting with any students on an IEP for whom a credit is in jeopardy. We are working to develop a plan of action to help the students to succeed in their respective courses by the end of the semester.
- Several of our students in the Special Education Class are participating in Co-op placements. There are placements both at an elementary school location and at our local Wal-Mart. In all cases, the students take the "city transit" from Saint Francis to the placement - and back from the placement to Saint Francis. This allows them to learn about transportation safety and the way to access public transportation.

- The students in the Special Education Class are continuing to bake muffins for our P3 program each week on Tuesdays, Wednesdays and Thursdays.
- We are starting to plan our I.P.R.C meetings for the majority of our senior students. These I.P.R.C. meetings will take place in December of 2013 and January of 2014.
- Some of our Special Education Staff attended the Pathways Information Workshop on October 23<sup>rd</sup> at the Holiday Inn in St. Catharines. This workshop provided information that we can use to help to transition our students, especially those in the Special Education Classroom, from high school to the world beyond high school.
- Our students in the Special Education Class participated in the Halloween event at Denis Morris and will participate in the Bocce tournament event at Notre Dame. Our students also have gone on an outing to a local bowling alley and plan to go bowling again several times before the end of the school year.

#### Denis Morris High School

- Denis Morris Catholic High School hosted the Special Needs Halloween Masquerade Dance on Friday, October 25, 2013. The Special Education Classes from our eight secondary schools across Niagara Catholic joined together to celebrate our unique talents and gifts. Everyone had a wonderful time.
- Denis Morris is piloting *Applied Behaviour Analysis in the Secondary Classroom Initiative to Improve Student Achievement*. Our target group is students in GLS10 (Learning Strategies – Literacy Development) and ENG1L (Locally Developed English). The principles of ABA and teaching-learning strategies will be implemented in the two classes over the course of first and second semester. Data will be collected from various sources (OCA, EQAO, student work samples, teacher surveys, and student surveys) to assess the effectiveness of ABA as an evidence-based strategy that improves student engagement and student achievement. The initiative is off to a wonderful start.

#### Blessed Trinity

- IEP's were mailed home on October 18<sup>th</sup>. The Special Education department continues to welcome discussions with parents as their child's academic, social and emotional needs change.
- As we approach midterm, Educational Resource Teachers are monitoring the progress of students with Individual Education Plans and maintaining dialogue with classroom teachers in regard to accommodations outlined in the IEP.
- The Special Education Department continues to support students in regard to mental health. We have teamed with the Success Department's initiative involving Youth Net in order to identify students who are experiencing mental health issues and to be part of the follow up plan.
- Students in the Special Education Class have experienced a very smooth, positive and enriching start to the school year. They are loving unique integration opportunities throughout our school, enjoying new facilities such as the weight room.
- Students in the Special Education Class and the Peer Tutors enjoyed the Halloween Dance at Denis Morris and are looking forward to the annual trip to the Watering Can in Vineland where they will construct and take home a beautiful, fresh Christmas floral masterpiece.
- The students in our Peer Leadership and Support Program continue to support programming in the classroom.

- Through a Special Class IPRC, we welcomed a new student and his family to our Special Education Class. We look forward to developing innovative programming in order to improve his communication skills. He has been a wonderful addition and is thriving!
- The YMCA welcomes our students, teacher and Educational Assistants once per week for swimming. This is a favourite activity.
- We must thank our wonderful Co-Op placements for welcoming us back. The businesses and organizations in Grimsby provide unique experiences for the kids to build work and life skills.

3. *Yolanda Baldasaro – Superintendent of Education*

- The Niagara Catholic District School Board System Priorities 2012-2013 Achievement Report was presented for information.
- A *Consultation Session for the Development of a Provincial Framework to Support Programs that are not based on the Provincial Curriculum* is being held on November 20<sup>th</sup> in Ancaster. Kerry Thomas is the SEAC representative attending this meeting.

4. *David O'Rourke – Coordinator Special Education*

- Nil Report

## G. TRUSTEE REPORTS

1. *Father Paul MacNeil – Trustee*

- Pilgrimage 2013
  - On Sunday, October 27th, more than 4,000 members of the Niagara Catholic family – students, staff, alumni, parents and supporters – took part in the Board's 38th Annual Pilgrimage.
  - Since the first Pilgrimage was held by Notre Dame College School in 1975, Niagara Catholic has raised more than \$6 million for people living in developing nations around the world.
  - Thank you to all who participated and to those who donated.
- November 1st - Random Act of Kindness Day and Oatmeal Day in support of Mary's Meals.  
From their website:
  - We are part of the global Mary's Meals movement which sets up school feeding projects in the world's poorest communities, where hunger and poverty stop children from going to school. By providing one daily meal in a place of learning, children gain an education, which can be their ladder out of poverty. Mary's Meals Canada currently focuses on supporting feeding projects in Malawi.
  - Through the generous support of people just like you, Mary's Meals feeds over 622,554 children in Malawi, which is 20% of the primary school population. Although Mary's Meals Canada focuses on Malawi, globally Mary's Meals feeds over 792,621 children in 16 different countries. Please take a look at the work we are doing and become part of the movement that is changing the lives of some of the world's poorest children.

- Ruby Award of Excellence
  - Niagara Catholic is a leader in environmental stewardship, as the only school board in Ontario to maintain 100 per cent certification in the Ontario EcoSchools Program since 2010. The Board was recognized for its green initiatives locally during the Ruby Awards, hosted by the Welland-Pelham Chamber of Commerce, on October 18th. Congratulations to the Facilities Services Department, which spearheads so many Green Niagara Catholic initiatives, including our annual Earth Week Recycle Your Electronics event, the EcoSchools Program and the many innovative ways staff in that department look to save energy in our schools and sites.
- Director of Education Inspiration Award
  - This new award will be presented annually to exemplary Niagara Catholic employees who embody the Mission, Vision and Values of our system, our vocation and our call to serve students, colleagues and our community.
  - The Inspiration Award is presented in recognition of faithful, passionate, innovative and extraordinary contributions to Niagara Catholic.
- Visit to Asia:
  - In October, representatives of the Board and Senior Staff visited China and South Korea to sign a memorandum of understanding which enhances cooperation between these two countries and Niagara Catholic. This is a truly wonderful initiative and will reap many positive benefits for the future of our Board and our international community. Niagara Catholic is on the map!
- ARC - Accommodation Review Committee has been looking at St. Theresa and St. Christopher schools in St. Catharines to consider the impact of demographics on school attendance. From the "terms of reference":
  - "At the Public Session of the Board Meeting on April 23, 2013 a Motion was made that the Niagara Catholic District School Board approve that an Accommodation Review Committee be established to review St. Christopher Catholic Elementary School and St. Theresa Catholic Elementary School and that Senior Staff bring a report to the Committee of the Whole no later than January 2014".
- Attendance Area Review Committee has been looking at St. James and Michael J. Brennan attendance boundaries. From the terms of Reference for the committee:
  - "To design a new attendance area boundary for St. James Catholic Elementary School effective for September 2014."

2. *Rhianon Burkholder – Trustee*

- Nil Report

## **H. STUDENT REPORT**

1. *Leah Zahorchak – Student Representative*

- Nil Report

## **I. NCPIC REPORT**

- Nil Report

## J. NEW BUSINESS

1. Learner Advocacy
2. Parent Outreach
3. Program and Service Recommendations
4. Special Education Budget
5. Annual Review, Special Education Plan

6. Other Related Items

- 6.1 Approval of the change in representation to the Special Education Advisory Committee

**Recommendation:**

**Approval of the change in representation to the Special Education Advisory Committee**

Moved by Trustee MacNeil

Seconded by Katie Muirhead

**THAT** the Special Education Advisory Committee approve the change in representation for VOICE for Hearing Impaired Children to the Special Education Advisory Committee Meeting: Alternate Representative: Carol Baldinelli

**CARRIED**

7. Policy Review

## K. CORRESPONDENCE

## L. QUESTION PERIOD

## M. NOTICES OF MOTION

## N. AGENDA ITEMS – DISCUSSION FOR FUTURE MEETINGS

1. Mental Health Lead – Andrea Bozza
2. Review of the new SEAC website
3. Election Proceedings for SEAC Chair and Vice-Chair – January 2014



## O. INFORMATION ITEMS

1. Superintendent Baldasaro reminded SEAC members that the January meeting will include the Election proceedings for Chair and Vice-Chair of SEAC and that quorum is required.
2. The SEAC Christmas Dinner will be held prior to the December 4<sup>th</sup> meeting at 6:00p.m. at the Catholic Education Centre.

## P. NEXT MEETING:

Wednesday, December 4, 2013 at 7:00p.m. at the Catholic Education Centre

## Q. ADJOURNMENT

Moved by Katie Muirhead

Seconded by Kim Rosati

**THAT** the November 6, 2013 meeting of the Special Education Advisory Committee be adjourned.

**CARRIED**

This meeting was adjourned at 8:55p.m.

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**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
DECEMBER 17, 2013**

***PUBLIC SESSION***

**TOPIC: TRUSTEE HONORARIUM FOR THE YEAR DECEMBER 1, 2013  
TO NOVEMBER 30, 2014**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve Trustee Honorarium for the Year December 1, 2013 to November 30, 2014, as presented.

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Prepared by: Giancarlo Vetrone, Superintendent of Business & Financial Services  
Presented by: Giancarlo Vetrone, Superintendent of Business & Financial Services  
Recommended by: John Crocco, Director of Education/Secretary-Treasurer  
Date: December 17, 2013



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

## REPORT TO THE BOARD MEETING DECEMBER 17, 2013

### TRUSTEE HONORARIUM

**FOR THE YEAR FROM DECEMBER 1, 2013 TO NOVEMBER 30, 2014**

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#### BACKGROUND INFORMATION

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

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

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

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

In accordance with Board Policy #100.11 we have now calculated the Trustee Honorarium for the period from December 1, 2013 to November 30, 2014, as noted in Appendix A.

Please note that the new honorarium for all Trustees for the year 2013-2014 will be slightly less than last year.

#### RECOMMENDATION

THAT the Niagara Catholic District School board approve the Trustee Honorarium for the year period from December 1, 2013 to November 30, 2014, as noted in Appendix A, as follows:

\$16,781 for the Chairperson of the Board  
\$13,753 for the Vice-Chairperson of the Board  
\$10,517 for the other Trustees

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

Presented by: John Crocco, Director Education/Secretary Treasurer

Recommended by: John Crocco, Director Education/Secretary Treasurer

Date: December 17, 2013

## APPENDIX A

HONORARIUM PAYABLE TO BOARD TRUSTEES	DECEMBER 1, 2013 TO NOVEMBER 30, 2014		
	Annual Base Amount	Annual Enrolment Amount	Annual Total Honorarium
MAXIMUM BASE AMOUNT	\$5,900		
Increase in CPI	0.0%		
Maximum Base Amount for the year	\$5,900		
Enrolment ADE		21,105	
Enrolment Factor		1.75	
Enrolment Amount		\$36,934	
Number of Members		8	
MAXIMUM ENROLMENT AMOUNT		\$4,617	
<b>MAXIMUM AMOUNT FOR MEMEBERS</b>	<b>\$5,900</b>	<b>\$4,617</b>	<b>\$10,517</b>

HONORARIUM PAYABLE TO BOARD CHAIR	DECEMBER 1, 2013 TO NOVEMBER 30, 2014		
	Annual Base Amount	Annual Enrolment Amount	Annual Total Honorarium
MAXIMUM BASE AMOUNT	\$5,900		
Increase in Core Consumer Price Index	0.0%		
Maximum Base Amount for the year	\$5,900	\$4,825.40	
<b>ADDITIONAL BASE AMOUNT FOR CHAIR</b>	<b>\$5,000</b>		
Enrolment ADE		21,105	
Enrolment Factor		0.05	
Enrolment Amount (A)		\$1,055	
Minimum Amount (A < \$500)		\$500	
Maximum Amount (A > \$5000)		\$5,000	
ADDITIONAL ENROLMENT AMOUNT		\$1,055	
<b>MAXIMUM AMOUNT FOR MEMEBERS</b>	<b>\$10,900</b>	<b>\$5,881</b>	<b>\$16,781</b>

HONORARIUM PAYABLE TO BOARD VICE CHAIR	DECEMBER 1, 2013 TO NOVEMBER 30, 2014		
	Annual Base Amount	Annual Enrolment Amount	Annual Total Honorarium
MAXIMUM BASE AMOUNT	\$5,900		
Increase in CPI	0.0%		
Maximum Base Amount for the year	\$5,900	\$4,825.40	
MAXIMUM BASE FOR VICE-CHAIR	\$2,500		
Enrolment ADE		21,105	
Enrolment Factor		0.025	
Enrolment Amount (A)		\$528	
Minimum Amount (A < \$250)		\$250	
Maximum Amount (A > \$2,500)		\$2,500	
ADDITIONAL ENROLMENT AMOUNT		\$528	
<b>MAXIMUM AMOUNT FOR MEMEBERS</b>	<b>\$8,400</b>	<b>\$5,353</b>	<b>\$13,753</b>

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
DECEMBER 17, 2013**

***PUBLIC SESSION***

**TOPIC: TRUSTEE EXPENSES AND REIMBURSEMENT  
FISCAL YEAR 2012-2013**

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The report on Trustee Expenses and Reimbursement  
Fiscal 2012-2013  
is presented for information.

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Prepared by: Giancarlo Vetrone, Superintendent of Business & Financial Services  
Presented by: Giancarlo Vetrone, Superintendent of Business & Financial Services  
Approved by: John Crocco, Director of Education/Secretary-Treasurer  
Date: December 17, 2013



**REPORT TO THE BOARD  
DECEMBER 17, 2013**

**TRUSTEE EXPENSES AND REIMBURSEMENT  
FISCAL YEAR 2012 – 2013**

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**BACKGROUND INFORMATION**

In accordance with Niagara Catholic Board Policy 100.13, the Policy requires “that all Trustee expenses for the previous school year will be posted annually on the Board website and reported publicly to the Board before December 31 of the current school year, under the following categories:

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

All Expense Reports for each Trustee will remain on the Board website for one year after the expiry of the term of office.”

In compliance with this Policy, **Appendix A** provides the Trustee expenses for the previous school year 2012 – 2013. All expenditures are within budget.

Attached for your information as **Appendix B, Board Policy #100.13 – Trustee Expenses and Reimbursement Policy**.

**RECOMMENDATION**


**THAT** the Niagara Catholic District School Board receive the report on Trustee Expenses and Reimbursement for the Fiscal Year 2012-2013 for information.

Prepared by: Giancarlo Vetrone, Superintendent of Business & Financial Services  
Presented by: Giancarlo Vetrone, Superintendent of Business & Financial Services  
Approved by: John Crocco, Director of Education/Secretary-Treasurer  
Date: December 17, 2013

2012-13 Trustee Expenditures & Reimbursement									
Trustees				Office Equipment	Office Supplies	Conference & Workshop	Travel	Internet	Total
Ted O'Leary	Trustee		701			\$1,992.96		\$30.00	\$2,022.96
Kathy Burtnik	Chair - Trustee		702			\$4,948.27		\$30.00	\$4,978.27
Maurice Charbonneau	Vice Chair - Trustee		703			\$1,650.50		\$30.00	\$1,680.50
Dino Sicoli	Trustee		704			\$2,825.41		\$30.00	\$2,855.41
Frank Fera	Trustee		705			\$1,891.75	\$239.05	\$30.00	\$1,921.75
Ed Nieuwesteeg	Trustee		706			\$663.02		\$30.00	\$932.07
Rhianon Burkholder	Trustee		707			\$4,771.27		\$30.00	\$4,801.27
Fr. Paul MacNeil	Trustee		708			\$765.18	\$362.18	\$30.00	\$1,157.36
Central Purchases				\$6,306.39	\$2,290.52				
<b>Total - Trustees</b>				<b>\$6,306.39</b>	<b>\$2,290.52</b>	<b>\$19,508.36</b>	<b>\$601.23</b>	<b>\$240.00</b>	<b>\$20,349.59</b>
<b>Budget</b>									<b>\$30,000.00</b>

2012-13 Trustee Expenditures

Trustees				Office Equipment	Office Supplies	Conference Workshop	Travel	Internet	Total
Student Trustee (A)	Student Trustee		709			\$3,522.44	\$463.39		\$3,985.83
Student Trustee (B)	Student Trustee		710			\$3,933.40	\$1,069.96		\$5,003.36
<b>Total - Trustees</b>				<b>\$0.00</b>	<b>\$0.00</b>	<b>\$7,455.84</b>	<b>\$1,533.35</b>	<b>\$0.00</b>	<b>\$8,989.19</b>

	<b>TRUSTEE EXPENSES AND REIMBURSEMENT POLICY</b>	
	STATEMENT OF POLICY	
	Section:	100 - Board
	No:	100.13
	Adopted:	April 26, 2011
	Revised:	NIL

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

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

### ELIGIBLE EXPENSES

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

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

### APPROPRIATE APPROVALS

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

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

### WHERE AN EXPENSE CLAIM IS DENIED

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

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

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

### CLAIMS FOR TRAVEL TO MEETINGS AND BOARD FUNCTIONS

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

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



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

### **CLAIMS FOR ACCOMMODATION, MEALS**

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

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

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

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

### **CLAIMS FOR CONFERENCES, WORKSHOPS AND OVERNIGHT MEETINGS**

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

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

All claims for Trustee Conference expenses shall be submitted and processed using the Trustee Conference, Workshop and Overnight Meetings Form.

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

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

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

### **CLAIMS FOR OTHER EXPENSES**

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

### **RECEIPTS AND TIMING OF CLAIMS FOR REIMBURSEMENT**

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

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

## GIFTS AND DONATIONS

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

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

## ADVERTISING AND COMMUNICATIONS

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

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

## OFFICE EQUIPMENT

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

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

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

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

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

## REPORTING OF TRUSTEE EXPENSES

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

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

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

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

### *References*

- *The Education Statutes and Regulations of Ontario*
- *The Income Tax Act*
- *Report of the Auditor, December 2005*
- *Ministry of Finance Broader Public Sector Expenses Directive, April 1, 2011*

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
DECEMBER 17, 2013**

***PUBLIC SESSION***

**TOPIC: DIRECTOR OF EDUCATION'S ANNUAL REPORT 2013**

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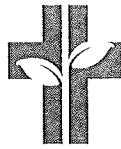
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The report on Director of Education's Annual Report 2013  
is presented for information.

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Prepared by: John Crocco, Director of Education/Secretary-Treasurer  
Presented by: John Crocco, Director of Education/Secretary-Treasurer  
Date: December 17, 2013



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

## REPORT TO THE BOARD DECEMBER 17, 2013

### DIRECTOR'S ANNUAL REPORT 2013

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#### BACKGROUND INFORMATION

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

For the 2013 Annual Director's Report, the Minister of Education provided Director's of Education with an outline of specific information to be included, at a minimum, in the Annual Report. The Niagara Catholic Director's Annual Report 2013 is once again presented in a new layout and contains all of the information as required by the Minister of Education.

It is expected that the Annual Report is posted on a Board's website with a link to the Ministry's website for access to the Director's Annual Report. Once the Board receives the Director's Annual Report 2013, it will be placed on the Niagara Catholic website at *niagaracatholic.ca*, My Niagara Catholic, My Niagara Catholic Alumni and linked to the Ministry's website.

In addition to these requirements, hard copies of the Niagara Catholic Director's Annual Report 2013 are provided to the Trustees of the Niagara Catholic District School Board along with the following individuals and / or organizations;

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

Electronic copies of the Director's Annual Report 2013 will be emailed to;

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

A copy of the Director's Annual Report 2013 is attached to this annual report to the Board.

The report on the Director's Annual Report 2013 is presented for information.

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

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

DATE: December 17, 2013

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
DECEMBER 17, 2013**

***PUBLIC SESSION***

**TOPIC: REVISED ANNUAL BUDGET 2013 - 2014**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the Revised Annual Budget 2013-2014, as presented.

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

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

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

Date: December 17, 2013



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

## REPORT TO THE BOARD MEETING DECEMBER 17, 2013

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

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#### **BACKGROUND INFORMATION**

Annually, school boards are required to submit to the Ministry of Education a revised budget for the current year by December 31. The purpose of the Revised Budget 2013-2014 is to provide all school boards with the opportunity to append their annual budget by taking into account current information relating to revised enrolment and other data available at the current time.

In June 2013, the Board approved the Original Annual Budget for the year 2013-2014 with a balanced budget, without the transfer of funds from the reserves, in order to achieve the Board approved System Priorities for 2013-2014 and the overarching Strategic Directions of the Board's Vision 2020 Strategic Plan.

Throughout the months of October, November and December 2013, members of Senior Administrative Council reviewed and updated the revenue and expenditures of the Board based on new information, including the revised Average Daily Enrolment (ADE) of students and most recently the unexpected loss of the Board's annual utility rebate of approximately \$600,000.

Based on the above-mentioned review, Senior Administrative Council's risk assessment plan and the latest adjustments to the anticipated Ministry revenue, an in-year deficit of \$600,000 is projected for 2013-2014. Senior Administrative Council continues to review all sources of revenue and expenditures aggressively to reduce the cost structure and achieve a balanced budget without the use of reserves. There is the possibility however, that to meet the System Priorities for 2013-2014 the Board may need to draw on its reserves to balance the budget for 2013-2014 or to purchase specific technology hardware to meet system functionality and/or System Priorities for this school year. The Director of Education and the Superintendent of Business and Financial Services will continue to update the Board throughout the year on the status of our in-year deficit.

It is important to note that the 2013-2014 Revised Budget was prepared in accordance with the Strategic Directions and Priority Indicators approved by the Board in June 2013.

In addition, we inform the Board that the proposed 2013-2014 Revised Budget is in compliance with the guidelines and regulations issued by the Ministry of Education with the exception of the Board Administration line. While the Board Administrative line continues to be non-compliant, through the continued focused commitment of the Director of Education and Senior Staff to align administrative expenditures to revenue where possible, the Board Administrative line continues to trend with decreases in expenditures. The Board may be required in future to submit to the Ministry of Education a plan that will eliminate the current Board Administration over-expenditure.

The following information is attached to this report:

Appendix A – Revised Estimates  
Appendix B – Funding Allocations

As required by the Ministry of Education, the Revised Budget Estimates for 2013-2014 will be submitted to the Ministry of Education on December 17<sup>th</sup>, 2013.

**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the Revised Annual Budget 2013-2014 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: December 17, 2013

# **Appendix A**



NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
2013-14 REVISED BUDGET

Total Budget Revenue & Expenditures

	Annual Budget 2013-14	Revised Budget 2013-14	Increase (Decrease)	Comments
<b>Budget Revenue</b>				
Total Operating Funding & Other Rev.	238,911,759	235,860,033	(3,051,726)	Decrease in projected enrolment Ministry MOU Initiatives
Total Capital Funding & Other Rev.	13,965,412	13,965,412	-	
Funds transferred from Accumulated Surplus	-	600,000	(600,000)	Utilities Rebate 2013-14 Reduction
<b>Total Budget Revenue</b>	<b>252,877,171</b>	<b>250,425,445</b>	<b>(2,451,726)</b>	
<b>Budget Expenditures</b>				
Total Operating Expenditures	238,911,759	236,460,033	2,451,726	Reduction in Sick Replacement (\$1,800,000) Reduction in School Budget (\$180,000)
Total Capital & Other Expenditures	13,965,412	13,965,412	-	Reduction in Professional Development (\$170,000) Reduction Telephone Charges (\$50,000)
Amount Required to Balance	0	0	-	Reduction Continuing Education - Supplies (\$80,000) Reduction in Misc. Supplies (\$100,000) Reduction miscellaneous Revenues \$150,000
<b>Total Budget Expenditures</b>	<b>252,877,171</b>	<b>250,425,445</b>	<b>2,451,726</b>	
<b>Total Budget Surplus (Deficit)</b>	<b>0</b>	<b>0</b>	<b>0</b>	

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
2013-14 REVISED BUDGET

Projected Student Enrolment

	Annual Budget 2013-14	Revised Budget 2013-14	Increase (Decrease)	Comments
Elementary Enrolment - ADE	13,648	13,502	(146)	Decline in ADE
Secondary Enrolment - ADE	7,493	7,591	98	Actual ADE 2012-2013 7,769
<b>Total Board Enrolment - ADE</b>	<b>21,141</b>	<b>21,093</b>	<b>(48)</b>	
Adult & Continuing Education - ADE	462	461	(1)	
Summer School Enrolment - ADE	129	144	15	
Adult Non-Credit ESL Programs - ADE	406	406	-	
<b>Total Adult &amp; Cont. Ed. Enrolment - ADE</b>	<b>997</b>	<b>1,011</b>	<b>14</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.

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
2013-14 REVISED BUDGET

Projected School Staffing

	Annual Budget 2013-14	Revised Budget 2013-14	Increase (Decrease)	Comments
Total Elementary School Teachers	905	905	-	
Total Secondary School Teachers	518	518	-	
<b>Total Board School Teachers</b>	<b>1,423</b>	<b>1,423</b>	<b>-</b>	
<b>Average Class Size - Elementary</b>	<b>23.5 : 1</b>	<b>23.5 : 1</b>		No Change
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				
<b>Average Class Size - Secondary</b>	<b>22.0 : 1</b>	<b>22.0 : 1</b>		No Change
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.				

# **Appendix B**

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
 2013-14 REVISED BUDGET  
 Budget Expenditures

	Annual Budget 2012-13	Revised Budget 2013-14	Increase (Decrease) 2012-13	Comments on Major Changes
Salary & Wages	180,879,859	177,725,654	(3,154,205)	MOU Initiatives - Sick Replace 11 days to 7.5 days
Employee Benefits	27,023,382	27,071,369	47,987	
Professional Development	603,150	551,600	(51,550)	
Supplies & Services	17,264,006	18,016,704	752,698	Adjusted Utility Costs to actual usage
Furniture & Equipment	1,430,995	1,266,722	(164,273)	Reduction in replacement of equipment
Facility Renewal	624,666	624,666	-	
Depreciation & Amortization	8,996,553	9,120,304	123,751	
Interest on Capital Debt	4,102,555	4,102,955	400	
Fees & Contracts	10,900,946	10,894,413	(6,533)	
Other Expenditures	117,487	117,487	-	
Amortization of Future Benefits	933,572	933,572	-	Estimated Amortization of Future Benefit
<b>Total Budget Expenditures</b>	<b>252,877,171</b>	<b>250,425,446</b>	<b>-2,451,725</b>	

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
2013-14 REVISED BUDGET

Education Grants - Funding Allocations

	Annual Budget 2013-14	Revised Budget 2013-14	Increase (Decrease) 2013-14	Comments on Major Changes
<b>Foundation Grants</b>				
Pupil Foundation Grants	109,623,818	109,571,711	(52,107)	Decrease is mainly due to changes in enrolment
School Foundation Grants	16,020,232	16,105,486	(85,254)	Decrease is mainly due to changes in enrolment
<b>Subtotal - Foundation Grants</b>	<b>125,644,050</b>	<b>125,677,197</b>	<b>(33,147)</b>	
<b>Special Purpose Grants</b>				
Special Education	26,466,089	26,442,446	(23,643)	Decrease is mainly due to changes in enrolment
Language - ESL & FSL	3,742,067	3,559,539	(182,528)	Decrease is mainly due to changes in enrolment
Geographic & Small Schools	0	0	-	
Learning Opportunities	3,018,608	3,013,964	(4,644)	Decrease is mainly due to changes in enrolment
Continuing Education	2,493,253	2,113,426	(379,827)	Grid Movement overstated for Original Budget
Teacher Compensation	19,426,322	18,720,788	(705,534)	Decrease is mainly due to changes in enrolment
Transportation	10,370,465	10,556,966	186,501	No Change
Board Administration	5,943,028	5,935,033	(7,995)	Decrease is mainly due to changes in enrolment
School Operations	20,219,613	20,094,615	(124,998)	Increase is mainly due to changes in enrolment
Declining Enrolment	1,519,723	1,733,542	213,819	No Change
Program Enhancement	0	0	-	
First Nation Supplemental	233,264	201,834	(31,430)	Decrease is mainly due to changes in enrolment
Safe Schools	388,757	388,482	(275)	Decrease is mainly due to changes in enrolment
Non-Operating Expenditures	117,487	117,487	-	
<b>Subtotal - Special Purpose Grants</b>	<b>93,938,676</b>	<b>92,878,122</b>	<b>(1,060,554)</b>	
<b>Subtotal - Total Operating Grants</b>	<b>219,582,726</b>	<b>218,555,319</b>	<b>(1,093,701)</b>	
Less: Current Year Deferred Amount	-	-	-	
<b>Capital Grants</b>				
School Facilities Renewal	219,582,726	218,555,319	(1,093,701)	No significant changes in this envelope
Interest on Capital Debt	624,666	624,666	-	No Change
Depreciation & Amortization	4,102,555	4,102,955	400	increase is mainly due to the completion of additional capital projects
Other Capital Expenditures	8,996,553	9,120,304	123,751	
	0	0	-	
<b>Subtotal - Capital Grants</b>	<b>13,723,774</b>	<b>13,847,925</b>	<b>124,151</b>	
<b>Total Funding Allocations</b>	<b>233,306,500</b>	<b>232,403,244</b>	<b>(969,550)</b>	



NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
2013-14 REVISED BUDGET

Budget Restrictions on Special Education Funding Envelope

	Annual Budget 2013-14	Revised Budget 2013-14	Increase (Decrease) 2013-14	Comments on Major Changes
<b>Special Education Funding Allocations</b>				
SEPPA Grants - Elementary	10,968,984	10,845,694	(123,290)	
SEPPA Grants - Secondary	3,519,944	3,528,842	8,898	
Approved Specialized Equipment - Elementary	\$441,085	\$300,000	(141,085)	
Approved Specialized Equipment - Secondary	\$238,777	\$115,987	(122,790)	
High Needs Amount (HNA) - Elementary	\$8,250,000	\$7,837,103	(412,897)	
High Needs Amount (HNA) - Secondary	\$2,030,000	\$2,659,057	629,057	
Measures of Variability Amount (MOV) - Elementary	\$500,000	\$400,000	(100,000)	
Measures of Variability Amount (MOV) - Secondary	\$262,888	\$183,705	(79,183)	
Section 23 Education Programs	\$86,000	\$84,331	(1,669)	
Behavioural Expertise	\$143,402	\$143,642	240	
Other Special Education Revenue	1100000	\$1,100,000	-	
	<u>27,541,080</u>	<u>27,198,361</u>	<u>(342,719)</u>	Decline in Enrolment
<b>Special Education Expenditures</b>				
Classroom Teachers	\$8,017,715	\$8,579,500	561,785	
Occasional / Supply Teachers	\$99,550	\$242,257	142,707	
Educational Assistants	\$15,373,687	\$16,756,475	1,382,788	
Textbooks, Learning Materials, Classroom Supplies	\$930,000	\$910,000	(20,000)	
Classroom Computers & Networks	\$0	\$0	-	
Professionals, Paraprofessionals & Team Teachers	\$4,083,190	\$1,587,339	(2,495,851)	
Library & Guidance	\$0	\$0	-	
Staff Development	\$25,000	\$25,000	-	
Coordinators	316,990	283,639	(33,351)	
	<u>28,846,132</u>	<u>28,384,210</u>	<u>(461,922)</u>	
<b>Total Expenditures for Special Education</b>				
	<u>(483,775)</u>	<u>(483,775)</u>		
<b>Add (Less) Revenue &amp; Adjustments for Special Ed.</b>				
	<u>28,362,357</u>	<u>27,900,435</u>		
<b>Total Special Education Net Expenditures</b>				
	<u>-821,277</u>	<u>-702,074</u>		

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

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



NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
2013-14 REVISED BUDGET

Budget Restrictions on Board Administration Funding Envelope

	Annual Budget 2013-14	Revised Budget 2013-14	Increase (Decrease) 2013-14	Comments on Major Changes
<b>Board Administration Funding Allocation</b>				
Total Funding Allocation for Board Administration	5,943,028	5,935,033	7,995	
Add: Additional Funding Allocations	0	0	-	
Less: Other Adjustments	0	0	-	
	<u>5,943,028</u>	<u>5,935,033</u>	<u>7,995</u>	
<b>Board Administration Expenditures</b>				
Net Expenditures relating to Board Administration	7,355,617	7,464,190	(108,573)	
Add: Net strike savings attributable to Administration	0	0	-	
Less: Transfer from Reserve Funds	0	0	-	
Less: Other Revenue Attributable to Administration	-545,450	-545,450	-	
Less: Other Adjustments	0	0	-	
	<u>6,810,167</u>	<u>6,918,740</u>	<u>(108,573)</u>	
<b>Unspent (Overspent) Board Admin. Funding</b>	<u>(867,139)</u>	<u>(983,707)</u>	<u>116,568</u>	

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

The Board is not in compliance and may have to submit a plan to reduce the overexpenditure within two years.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
DECEMBER 17, 2013**

***PUBLIC SESSION***

**TOPIC: CORRESPONDENCE  
YORK CATHOLIC DISTRICT SCHOOL BOARD – RE: BILL 69**

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# York Catholic District School Board

Catholic Education Centre, 320 Bloomington Road West, Aurora, Ontario L4G 0M1  
Tel: 905-713-2711, 416-221-5050, 1-800-363-2711, Automated Lines: 905-713-1211, 416-221-5051  
Fax: 905-713-1272 • www.ycdsb.ca

November 20, 2013

Elizabeth Crowe  
Chair of the Board  
Aurora/King  
Whitchurch Stouffville

Theresa McNicol  
Vice-Chair of the Board  
East Gwillimbury/  
Georgina/Newmarket

Teresa Ciaravella  
Vaughan  
Area 1, Ward 1

Carol Cotton  
Markham  
Area 1, Wards 1, 2, 3, 6

Arlene Mogado  
Markham  
Area 2, Wards 4, 5, 7, 8

Ann Stong  
Richmond Hill

Dominic Mazzotta  
Richmond Hill

Dino Giuliani  
Vaughan  
Area 2, Ward 2

Maria Carnovale  
Vaughan, Woodbridge  
Area 3, Ward 3

Cathy Ferlisi  
Vaughan, Thornhill/Concord  
Area 4, Wards 4, 5

Honourable Premier Kathleen Wynne  
Legislative Building  
Queen's Park  
Toronto, Ontario  
M7A 1A1

Dear Premier Wynne:

Re: Bill 69 - Prompt Payment Act 2013

I am writing on behalf of the York Catholic District School Board (YCDSB) to express our concerns regarding the proposed Bill 69, *Prompt Payment Act 2013*. As currently drafted, the Bill, if approved, would likely result in higher cost and delayed completion of construction projects. There is a very high probability that this legislation will result in Ontario residents having to contribute more financial resources (i.e. increased taxes) to support the construction of all public facilities – not just schools.

YCDSB has entered into many agreements with contractors for new school and school addition construction projects as well as for existing school alteration and renovation projects. As such, the Board recognizes the value of a good owner-contractor relationship that leads to the successful completion of a project on time and within budget. The current legislation regarding the construction environment supports this co-operative working relationship.

The underlying philosophy of the proposed legislation is that the owner is the sole cause of payment issues. In fact, payment issues can arise as a result of the actions of any party involved in a construction project whether it is the owner, contractor, sub-contractor or supplier. For example, a contractor may not fully reimburse its' sub-contractors or suppliers; a sub-contractor in turn may not fully reimburse its' suppliers and so on. The current remedy for not receiving fair payment is to file a lien against the owner's property – notwithstanding that the owner has fairly reimbursed the contractor. Under this proposed legislation, the owner will have little to no protection against a contractor who acts unethically (e.g. exaggerated claims, failure to complete the scope of work).

Under Article 6(3) of Bill 69, if approved as drafted, the contractor could claim for work not yet completed either by overstating the progress of work completed or by claiming for "...the value of the services and materials that have been or will be supplied to the improvement...". There are no parameters associated with this clause. The contractor, in effect, can claim for any amount of work at the beginning of the project and the owner is left with little authority to deny the claim for future work.



# York Catholic District School Board

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Under other clauses, the owner cannot withhold funds for any other purpose than for Holdback as permitted in the Construction Lien Act.

Restrictions to the payment period are also proposed in Bill 69. By restricting the payment timeline, owners would not have an appropriate amount of time for due diligence to review the contractor's progress draw by the consultant(s) and to do a title search to ensure that no liens have been placed on the property.

Each of the issues noted in the previous paragraphs can lead to a disagreement between the owner and contractor with regard to quantity and quality of work performed. In the proposed legislation, the contractor has the right to suspend work. Currently, if there is a disagreement, the owner and contractor can submit the matter to arbitration and there is no work disruption. All parties' rights are protected.

As previously stated, Bill 69 is directed at owners. It has been developed based on the construction industry's input with minimal to no consultation with owners of major projects in Ontario. There will be negative consequences to this legislation if approved. In addition to the likely negative impact on school construction projects, this legislation could become a barrier to private industry investing in the province due to the uncertainty of project completion and ultimate cost.

There is current legislation (e.g. Construction Lien Act) that protects the contractor against owners who act unethically. As well, Performance Bonds or Labour and Material Bonds are available options that protect all parties including the contractors, sub-contractors and suppliers. With proper forms of contract protection in place, the ultimate goal of a construction project being completed on time and within budget to mutual satisfaction and benefit to all parties can be achieved.

It is in the best interests of all concerned that Bill 69 be withdrawn. We recommend that, prior to any further action regarding Bill 69, meaningful dialogue with owner representatives be undertaken.

Sincerely,

A handwritten signature in cursive script that reads "Elizabeth Crowe".

Elizabeth Crowe  
Chair, York Catholic District School Board

cc: Hon. Liz Sandals, Minister of Education  
Hon. Michael Chan, Liberal MPP



# York Catholic District School Board

Catholic Education Centre, 320 Bloomington Road West, Aurora, Ontario L4G 0M1  
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Fax: 905-713-1272 • [www.ycdsb.ca](http://www.ycdsb.ca)

Frank Klees, PC MPP  
Helena Jaczek, Liberal MPP  
Hon. Reza Moridi, Liberal MPP  
Peter Shurman, PC MPP  
Steven Del Duca, Liberal MPP  
Julia Munro, PC MPP  
Bill Fisch, Chairman and CEO of The Regional Municipality of York  
All York Region Municipal Councils  
Chairs of Ontario School Boards  
Ontario Catholic School Trustees' Association  
Members -Standing Committee on Regulations and Private Bills

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
DECEMBER 17, 2013**

***PUBLIC SESSION***

**TOPIC: GENERAL DISCUSSION TO PLAN FOR FUTURE ACTION  
DRAFT LETTER TO THE DISTRICT SCHOOL BOARD OF  
NIAGARA**

---



**DRAFT**

December 12, 2013

Kevin Maves  
Chair of the Board  
District School Board of Niagara  
191 Carlton Street  
St. Catharines, Ontario L2R 7P4

Dear Chair Maves:

As Chair of the Niagara Catholic District School Board I write this letter on behalf of the Board to address a matter of concern.

If quoted accurately, a recent statement by DSBN Trustee Dalton Clark in the November 13<sup>th</sup>, 2013 issue of the St. Catharines Standard is troublesome given it is our belief that we enjoy a cooperative relationship on a number of staff and consortium levels. A copy of the article is attached for your reference.

In the November 13<sup>th</sup>, 2013 article entitled “Board renews call for special-needs money” Trustee Clark is quoted regarding Niagara Catholic’s funding for special education, “gets for whatever reason, more money than we get”. The Board is troubled by this statement given the specific referral to Niagara Catholic rather than no mentioning at all or a more general reference to other District School Boards. As a Board, we do not engage in this type of direct reference of another school Board by name, most especially one in the same region. As a practice, we only speak to matters related to Niagara Catholic while leaving other Boards to speak for themselves. The mentioning of Niagara Catholic is most disappointing especially given a very clear understanding and difference in Board philosophy and practice for providing programs and services for students with special education needs. Further, there are well documented facts related to how funding benchmarks for special education were determined in the late 1990’s which explains the funding differences between school Boards in Ontario. While there may be inequities in special education funding based on provincial benchmark decisions, insights into the funding differences began with the submissions by all school Boards to the Ministry of Education to identify levels of need for students with special education needs within a school Board. For the record, Niagara Catholic’s annual budget expenditures for Special Education consistently exceed the revenue provided by the Province of Ontario.

In the future, we request that references to Niagara Catholic be avoided and that we be afforded the opportunity to speak for Niagara Catholic. We wish you every success lobbying the government to receive the funding you require to serve your students with special education needs. I would be most pleased to discuss this matter with you further and can be reached at 905.329.1072.

Sincerely,

Kathy Burtnik  
Chair of the Board

Cc – Niagara Catholic Trustees  
John Crocco, Director of Education – Niagara Catholic District School Board  
Warren Hoshizaki, Director of Education – District School Board of Niagara

427 Rice Road, Welland, Ontario L3C 7C1  
Telephone 905-735-0240 Facsimile 905-734-8828 Email: info@ncdsb.com  
www.niagaracatholic.ca

John Crocco, Director of Education/Secretary Treasurer

# St. Catharines Standard

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## NEWS LOCAL

### DSBN calls for equitable special-needs funding

By Don Fraser, QMI Agency



Tuesday, November 12, 2013 11:15:34 EST PM



DSBN education centre

#### ST. CATHARINES -

Niagara's public school board has ramped up its call for more provincial funding for its special needs programs.

The District School Board of Niagara says it has been chronically underfunded on a per-student basis for nearly a decade. Had it received the average provincial school board amount, that would have meant \$9 million more per year.

Instead, it has dealt with a shortfall of about \$90 million over that period.

Repeated calls to address the matter have gone unheeded by the province, trustees charged Tuesday night.

The board was told Oct. 25 that letters to Education Minister Liz Sandals and Premier Kathleen Wynne urged the two to visit the board, check out its programs and listen to the DSBN plea.

"We've been after this for 10 years," said trustee Dalton Clark. "There have been countless meetings ... we've pleaded with several different ministers.

"We've never had any luck, but we just can't just stop trying as it means so much to our special education kids."



Board officials say the "inequitable distribution" of "high needs amount" funds at \$355 per student put it second-lowest of school boards in Ontario.

Given average per-pupil funds to other boards is \$636, it says a more equitable provincial distribution process is needed.

Clark also referred to the Niagara Catholic District School Board, which he said "gets for whatever reason, more money than we get."

Meanwhile, Niagara Catholic education director John Crocco said his board has been spending more than the ministry has allocated for its special needs students.

In a previous interview, Crocco said his board's funding for special needs students varies. It depends on programs to ensure the appropriate inclusion of students in their home schools and "age-appropriate classes."

To this end, Niagara Catholic spends about \$800,000 to \$900,000 per year more than the ministry provides it through that funding.

At Tuesday's meeting, board chair Kevin Maves said DSBN's efforts for improved funding would continue, "until they right this inequity."

"It is a travesty, because we could certainly use that money," he said. "We will certainly keep up that fight."

Education director Warren Hoshizaki said the DSBN is working with other provincial boards dealing with the same perceived low-funding plight for special needs students.

"We're not asking to add more money to the education system," he told the board. "We're asking it be distributed fairly ... for special education."

don.fraser@sunmedia.ca

Twitter @don\_standard

\*\*\*

Dollars and cents

District School Board of Niagara spokeswoman Kim Yielding in a statement:

<sup>1</sup> school boards get a baseline for funding programs and services for students with high needs, under a special education funding formula.

<sup>2</sup> based on the level of funding they got in 2003- 2004.

<sup>3</sup> not adjusted annually to reflect the enrolment of special education students with high needs.

<sup>4</sup> because of this, DSBN gets \$355.46 for each of those students, while the average amount in Ontario is \$635.76.

<sup>5</sup> DSBN's board wants the education ministry to fund such students on a per-pupil basis.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
DECEMBER 17, 2013**

***PUBLIC SESSION***

**TOPIC: TRUSTEE INFORMATION  
SPOTLIGHT ON NIAGARA CATHOLIC – DECEMBER 3, 2013**

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# Spotlight

on

## NIAGARA CATHOLIC

*Nurturing Souls & Building Minds*

www.niagracatholic.ca

December 3, 2013



### Kathy Burtnik Re-Elected Chair of Niagara Catholic Board; Rhianon Burkholder Elected 2014 Vice-Chair

During Niagara Catholic's Annual Organizational Meeting, which took place at the Catholic Education Centre on Tuesday, December 3rd, Kathy Burtnik was re-elected as Chair of the Niagara Catholic Board. Rhianon Burkholder was elected Vice-Chair.

"I look forward with humble anticipation to fulfilling the role of Chairperson of this dynamic family of Faith," said Mrs. Burtnik. "Niagara Catholic is not a place, it is not a single person. It is a community of people at various stages of their individual faith journeys who need to be inspired by the birth, life, death and resurrection of Christ. Each of us is called to be a leader, as each of us has

*someone who is looking to us for an authentic Christ-like response to their life story."*

This is Mrs. Burkholder's first term as Vice-Chair. She was first elected to the Board in 2010.

"Thank you for entrusting me with the position of Vice-Chair," said Mrs. Burkholder. "I will make every effort to meet the expectations. I look forward to working closely with Mrs. Burtnik as our Chair of the Board and Director Crocco as part of Executive Council, all Trustees, Senior Staff, administrators and staff across the system this coming year. With our strong support we can ensure that students continue to receive the best Catholic education.

Director of Education John Crocco congratulated Mrs. Burtnik and Mrs. Burkholder following the election.

"Congratulations to Chair Burtnik and Vice-Chair Burkholder on their election by the Board as Chair and Vice-Chair for 2014," said Mr. Crocco. "On behalf of the Niagara Catholic family, I would like to publicly thank both the Chair and Vice-Chair for their dedicated leadership and service to Catholic education. I would also like to thank outgoing Vice-Chair Maurice Charbonneau for his many years of faithful dedication to Catholic education and look forward to continuing to work with him in 2014."



2014 Board Chair Kathy Burtnik



2014 Vice-Chair Rhianon Burkholder

### St. Catharines Boundary Changes Proposed

During the December 3rd Meeting of the Committee of the Whole, Trustees received a report recommending changes to school boundaries in the north end of St. Catharines.

The schools in the Attendance Area Review are Assumption, Canadian Martrys, Michael J. Brennan, Our Lady of Fatima, St. Alfred, St. Ann and St. James Catholic elementary schools.

The schools with proposed boundary changes are Our Lady of Fatima Catholic, St. Ann Catholic and St. James Catholic.

The St. Catharines Ad Hoc Attendance Area Review Report will be presented to the Board at the December 17th Board Meeting.



### Trustees Recommend Six Policies

Trustees recommended six policies for approval during the December 3rd Meeting of the Committee of the Whole. *Access to School Premises Policy (302.6.3)* will be considered at the December 17th Board Meeting.

*Employee Meals and Hospitality Policy (201.4), Employee Conferences, Workshops & Meetings Policy (201.15), Corporate Cards, Purchasing Cards and Petty Cash Policy (600.4), Admission of Elementary and Secondary Students Policy (301.1), Continuing Education Policy (400.1)*



## Intermediate Mathletes Compete at CEC



*The 3rd Annual Intermediate Mathletes Competition took place at the Catholic Education Centre on Tuesday, December 3rd. Grade 7 and 8 students from across the system participated in the event, which promotes proficiency in numeracy and allows some of our best budding mathematicians to test their skills.*

## Choirfest is Coming

Niagara Catholic schools will participate in the annual Choirfest celebrations, which take place in public venues throughout the community each Christmas.

Our schools will be singing at the Pen Centre, Fairview Mall, Seaway Mall, Niagara Square and at the Walker Family YMCA in St. Catharines from December 9th through 13th.

Schools will publicize the dates and locations of their performances. We invite you to stop by one of the local malls or to enjoy the sounds of our elementary students while working out at the YMCA this Christmas season.

We also invite you to visit your school to see their Christmas performances this festive season. Christmas concerts are a tradition in our Catholic schools, and we hope you will take the time to see your children or grandchildren perform in one of our many Christmas concerts this year.

*Second Sunday  
In Advent*

## Niagara Catholic Raises More Than \$250,000 For Brothers and Sisters in Need Around the World

In the past two months, the Niagara Catholic family of students, staff and parents raised more than a quarter of a million dollars for people in need around the world.

The Annual Pilgrimage raised \$178,000 for a variety of social justice projects in South and Central America, the Caribbean and Africa, and our Random Act of Kindness Day Oatmeal Day fundraiser raised \$33,000 - enough to feed

3,000 school children in Malawi one hot meal a day for an entire year.

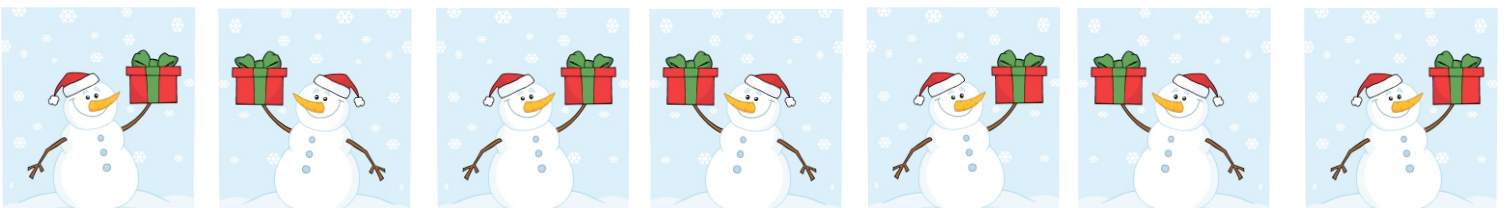
Following those fundraisers, our family once again answered the call to assist the millions of people in the Philippines affected by Typhoon Haiyan. The funds raised, submitted to Development and Peace, were matched by the federal government, for a combined total of \$51,126.94 for typhoon relief efforts.

In addition to this, our elementary students participated in Holy Childhood Walks throughout October, raising money for the Holy Childhood Association. Although the final amount raised is still being counted, this annual event traditionally raises close to \$40,000 a year.

Students and staff were also incredibly generous in supporting our food banks at Thanksgiving and are already in the process of

collecting food, warm clothing and gifts for our local families in need this Christmas. Across the system, many Niagara Catholic staff have also contributed to the United Way's fall campaign, to support local agencies assisting people in our communities across Niagara.

Thank you to all who have made contributions to any or all of those campaigns throughout the fall.



**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
DECEMBER 17, 2013**

***PUBLIC SESSION***

**TOPIC: TRUSTEE INFORMATION  
CALENDAR OF EVENTS – JANUARY 2014**

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# JANUARY 2014



Sun	Mon	Tue	Wed	Thu	Fri	Sat
			<b>1</b> Happy New Year!	<b>2</b>	<b>3</b>	<b>4</b>
<b>5</b>	<b>6</b> Epiphany Classes Resume	<b>7</b>	<b>8</b> SEAC Meeting	<b>9</b> NCPIC Meeting Saint Paul Open House	<b>10</b>	<b>11</b>
<b>12</b>	<b>13</b>	<b>14</b> Lakeshore Catholic Open House	<b>15</b> Niagara Catholic Baby Celebration	<b>16</b> Denis Morris, Notre Dame & Saint Francis Open Houses	<b>17</b> Elementary PA Day	<b>18</b>
<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b> Secondary Exams Begin	<b>23</b>	<b>24</b>	<b>25</b>
<b>26</b>	<b>27</b> Family Literacy Day	<b>28</b> Secondary Exams End Policy Meeting Board Meeting	<b>29</b> Secondary PA Day	<b>30</b>	<b>31</b>	

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
DECEMBER 17, 2013**

***PUBLIC SESSION***

**TOPIC: TRUSTEE INFORMATION  
BUSINESS EDUCATION COUNCIL ANNUAL PARTNERS  
BREAKFAST – FEBRUARY 7, 2014**

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# REGISTRATION OPEN!



## 2014 ANNUAL PARTNERS BREAKFAST Friday, February 7, 2014

**Register today!**

**CULTIVATING YOUNG LEADERS** ●●●●●  
featuring keynote speaker **Anil Patel of** **TIMERAISE**

7:30 am - 10 am -- Marriott Gateway on the Falls, Niagara Falls



**Cost: \$40 per person or \$480 per table of 12**  
**To register, visit [www.becniagara.ca](http://www.becniagara.ca)**