



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

*AGENDA AND MATERIAL*

## **COMMITTEE OF THE WHOLE MEETING**

**TUESDAY, JUNE 14, 2016  
7:00 P.M.**

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



### **A. ROUTINE MATTERS**

1. Opening Prayer – Trustee Burtnik -
2. Roll Call -
3. Approval of the Agenda -
4. Declaration of Conflict of Interest -
5. Approval of Minutes of the Committee of the Whole Meeting of May 10, 2016 A5

### **B. PRESENTATIONS**

1. Student Trustees and Co-Chairs – Student Senate 2016-2017 Introductions -
2. Student Trustees and Co-Chairs – Student Senate 2015-2016 Appreciation -
3. National & Provincial Medalists 2016 B3

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

1. Policy Committee
  - 1.1 Unapproved Minutes of the Policy Committee Meeting of May 24, 2016 C1.1
  - 1.2 Approval of Policies
    - 1.2.1 Employee Workplace Harassment Policy (201.7) C1.2.1
    - 1.2.2 Employee Workplace Violence Policy (201.11) C1.2.2
    - 1.2.3 Occupational Health & Safety Policy (201.6) C1.2.3
    - 1.2.4 Board By-Laws Policy (100.1) C1.2.4
    - 1.2.5 Niagara Catholic Parent Involvement Committee & By-Laws Policy (800.7) C1.2.5
    - 1.2.6 Religious Accommodation Policy (100.10.1) C1.2.6
    - 1.2.7 Safe Arrival Policy (302.3) C1.2.7
    - 1.2.8 Naming of a Board Facility Policy (NEW) C1.2.8
  - 1.3 Policy and Guideline Review 2015-2016 Schedule C1.3
2. Larkin Estates Admission Awards 2016-2017 C2
3. Attendance Area Review – South Niagara Falls C3
4. Capital Projects Submission 2016 C4

5.	Research Collaborations in the Niagara Catholic District School Board 2015-2016	C5
6.	Extended Overnight Field Trip, Excursion and Exchange Committee 2015-2016	C6
7.	Committee of the Whole System Priorities and Budget 2015-2016 Update – June 2016	-
8.	Annual Board Budget 2016-2017	C8
9.	Staff Development Department Professional Development Opportunities	C9
10.	Monthly Updates	
	10.1 Capital Projects Update	C10.1
	10.2 Student Senate Update	-
	10.3 Senior Staff Good News Update	-

#### **D. INFORMATION**

1.	Trustee Information	
	1.1 Spotlight on Niagara Catholic – May 24, 2016	D1.1
	1.2 Calendar of Events – June 2016 and September 2016	D1.2

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

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

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

#### **H. ADJOURNMENT**

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
JUNE 14, 2016**

***PUBLIC SESSION***

**TOPIC: MINUTES OF THE COMMITTEE OF THE WHOLE  
MEETING OF MAY 10, 2016**

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**RECOMMENDATION**

**THAT** the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting of May 10, 2016, as presented.



**MINUTES OF THE  
COMMITTEE OF THE WHOLE MEETING  
TUESDAY, MAY 10, 2016**

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Minutes of the Meeting of the Committee of the Whole of the Niagara Catholic District School Board, held on Tuesday, May 10, 2016 in the Father Kenneth Burns c.s.c. Board Room, at the Catholic Education Centre, 427 Rice Road, Welland.

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

**A. ROUTINE MATTERS**

**1. Opening Prayer**

Opening Prayer was led by Trustee O'Leary.

**2. Roll Call**

<b>Trustee</b>	Present	Present Electronically	Absent	Excused
Kathy Burtnik	✓			
Maurice Charbonneau		✓		
Frank Fera	✓			
Fr. Paul MacNeil	✓			
Ed Nieuwesteeg	✓			
Ted O'Leary	✓			
Dino Sicoli	✓			
Pat Vernal	✓			
<b>Student Trustees</b>				
Michaela Bodis	✓			
Aidan Harold	✓			

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; **Anna Pisano**, Recording Secretary/Administrative Assistant, Corporate Services & Communications

**3. Approval of the Agenda**

Moved by Trustee Vernal

**THAT** the Committee of the Whole approve the Agenda of the Committee of the Whole Meeting of May 10, 2016, as presented.

**CARRIED**

**4. Declaration of Conflict of Interest**

Declaration of Conflict of Interest was declared by Trustee Fera with Items F6.1.1, F6.2.2 and F6.3.1 and Trustee O'Leary with Items F6.2.1 and F6.2.2 of the In Camera Agenda. These trustees have family members who are teachers, or employees of the Board. They left the meeting during discussion of this item.

**5. Approval of Minutes of the Committee of the Whole Meeting of April 12, 2016**

Moved by Trustee Sicoli

**THAT** the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting of April 12, 2016, as presented.

**CARRIED**

**B. PRESENTATIONS**

Nil

**C. COMMITTEE AND STAFF REPORTS**

**1. Policy Committee**

**1.1 Unapproved Minutes of the Policy Committee Meeting of April 26, 2016**

Moved by Trustee Vernal

**THAT** the Committee of the Whole receive the unapproved Minutes of the Policy Committee Meeting of April 26, 2016, as presented.

**CARRIED**

**1.2 Approval of Policies**

Policy Committee Chair Vernal presented the Policy Committee recommendations to the Committee of the Whole for consideration.

**1.2.1 Access to Board Premises – Safe Schools Policy (302.6.3)**

Moved by Trustee Sicoli

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

**CARRIED**

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

Moved by Trustee Sicoli

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

**CARRIED**

**1.2.3 Establishment and Cyclical Review of Policies Policy (100.5)**

Moved by Trustee Vernal

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the revised Establishment and Cyclical Review of Policies Policy (100.5), as presented.

**CARRIED**

Moved by Trustee Vernal

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board that with the approval of the Establishment and Cyclical Review of Policies Policy (100.5), all references to Administrative Guidelines in current Board Policies be changed to Administrative Procedures.

**CARRIED**

**1.3 Policy and Guideline Review 2015-2016 Schedule**

Director Crocco presented the Policy and Guideline Review 2015-2016 Schedule for the information of Trustees.

**2. Consolidated Long Term Accommodation Plan**

Ted Farrell, Superintendent of Education presented the Niagara Catholic District School Board – Long Term Accommodation Plan – 2016-2021 report.

Moved by Trustee Fera

**THAT** the Committee of the Whole recommends to the Niagara Catholic District School Board the endorsement of the Long Term Accommodation Plan Report, Phase One, Two and Three, as presented.

**CARRIED**

Vice-Chair Burtnik thanked staff for all their efforts.

**3. Revised Health and Physical Education Family Life Curriculum Supplemental Resources**

Mark Lefebvre, Superintendent of Education introduced Terri Pauco, Religion and Family Life Consultant. Ms. Pauco presented the Revised Health and Physical Education Family Life Curriculum Supplemental Resources report.

Ms. Pauco answered questions of Trustees.

Chair McNeil and Vice-Chair Burtnik expressed their gratitude to Ms. Pauco and her colleagues who represented Niagara Catholic on the provincial writing team.

**4. Niagara Catholic District School Board Level Graduation Rates for the 2010-2011 Grade 9 Cohort**

Lee Ann Forsyth-Sells, Superintendent of Education presented the Niagara Catholic District School Board Level Graduation Rates for the 2010-2011 Grade 9 Cohort report which included the 2015 Graduation Rates, for all District School Boards in Ontario as provided by the Ministry of Education.

**5. Vision 2020 Strategic Plan Check-In**

Superintendent Forsyth-Sells introduced Christine Battagli, Consultant-Research, Assessment, Evaluation and Reporting, who presented the Vision 2020 Strategic Plan Check-In report.

Vice-Chair Burtnik thanked Ms. Battagli for the implementation of the Check-In and the presentation of the feedback as part of the planning for 2016 to 2020.

**6. Board and Committee Meeting Dates Calendar 2016-2017**

Director Crocco highlighted the report and the recommended Board and Committee meeting dates for 2016-2017.

Director Crocco announced once the Board approves the Board and Committee Meeting Dates Calendar, the calendar will be communicated to the system, Niagara Catholic families and all our partners.

Director Crocco answered questions of Trustees.

Moved by Trustee Vernal

**THAT** the Committee of the Whole recommend to the Niagara Catholic District School Board the approval of the Board and Committee Meeting Dates Calendar 2016-2017, as presented.

**CARRIED**

**7. Staff Development Department Professional Development Opportunities - 2016**

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

**8. Committee of the Whole System Priorities and Budget 2015-2016 Update – April 2016**

Director Crocco and Senior Administrative Council provided an update on the Committee of the Whole System Priorities and Budget 2015-2016.

Director Crocco and Senior Administrative Council answered questions of Trustees.

**9. Report on the 2016-2017 Balanced Board Budget**

Director Crocco and Giancarlo Vetrone, Superintendent of Business & Financial Services presented the Report on the 2016-2017 Balanced Board Budget.

Director Crocco and Superintendent Vetrone answered questions of Trustees.

Moved by Trustee Vernal

**THAT** the Committee of the Whole recommends that the Niagara Catholic District School Board receive the Report on the 2016-2017 Annual Balanced Budget, as presented for information.

**CARRIED**

**10. Monthly Updates**

**10.1 Capital Projects Update**

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

**10.2 Student Trustees' Update**

Aidan Harold and Michaela Bodis Student Trustees, presented a brief verbal update on the current activities of the Student Senate.

**10.3 Senior Staff Good News Update**

Senior Staff highlights included:

**Superintendent Baldasaro**

- All three Niagara Catholic Schools in Grimsby; Our Lady of Fatima Catholic Elementary School, St. Joseph Catholic Elementary School and Blessed Trinity Catholic Secondary School, will be participating in a Go Green Walk to School Day encouraging their students and staff to walk or bike to school. This program is linked to the national School Travel Planning program.

**Superintendent Lafebvre**

- Cardinal Newman Catholic Elementary School had a successful Walk to School Event with a total of 228 students who either walked or biked to school.
- Niagara Catholic students competed at the Ontario Technological Skills Competition in Waterloo and received three gold, three silver and two bronze. Alex DiPaola from Notre Dame College School and Justin Schulz from Lakeshore Catholic High School now advance to the Skills Canada National Competition taking place in Moncton, BC.

**Director Crocco**

- The four Catholic Educational Congresses were well attended with notes taken at break out sessions, facilitated by parents and staff, to be compiled and sent to schools as part of next years parish, school, home and community sessions.
- Fr. Tom Rosica, CEO of Salt and Light Television will be showcasing Niagara Catholic with a feature on Salt and Light. The program will highlight the Lakeshore Catholic High School students designing religious Icons, Niagara Catholic's unique Elementary and Secondary Chaplaincy Leader Program, the Journey Program, and the Pope Francis Centre.

## **D. INFORMATION**

### **1. Trustee Information**

#### **1.1 Spotlight on Niagara Catholic – April 29, 2016**

Director Crocco highlighted the Spotlight on Niagara Catholic – April 29, 2016 issue for Trustees information.

#### **1.2 Calendar of Events – May 2016**

Director Crocco presented the May 2016 Calendar of Events for Trustees information.

Director Crocco reminded Trustees of the May 19, 2015 Graduation celebration being held at the Gale Centre in Niagara Falls at 10:00 a.m., and the Partners in Catholic Education being held at the Americana at 5:30 p.m.

#### **1.3 Graduation Dates June 2016**

Director Crocco highlighted the Graduation dates for June 2016.

Director Crocco presented information on the 2016 Elementary & Secondary School Graduation Dates, times and locations, and informed Trustees that Elementary Principals would be in direct contact with them regarding invitations and any request to present awards.

Director Crocco requested that Trustees inform Anna Pisano, Administrative Assistant to Corporate Services & Communications if they would like to bring greetings at their family of Schools graduations. Ms. Pisano will inform the Principal.

## **E. OTHER BUSINESS**

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

- 1.1 Director Crocco informed the Board that Senior Administrative Council continues to design the balanced budget for 2016-2017 to meet the Board approved System Priorities and the goals of the Ministry of Education, and will be presenting a draft Facilities Partnership Plan at the June Committee of the Whole meeting.

## **F. BUSINESS IN CAMERA**

Moved by Trustee O'Leary

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

The Committee of the Whole moved into the In Camera Session of the Committee of the Whole Meeting at 8:59 p.m. and reconvened at 11:18 p.m.

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

Moved by Trustee O'Leary

**THAT** the Committee of the Whole report the motions from the In Camera Session of the Committee of the Whole Meeting of May 10, 2016.  
**CARRIED**

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

Moved by Trustee Fera

**THAT** the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting - In Camera Session (Section A: Student Trustees Included) held on April 12, 2016, as presented.

**CARRIED (Item F1)**

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

Moved by Trustee Sicoli

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

**CARRIED (Item F4.1)**

Moved by Trustee O'Leary

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

**CARRIED (Item F4.2)**

Moved by Trustee Sicoli

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the recommendation as outlined in Item F4.3 of the In Camera Agenda.

**CARRIED (Item F4.3)**

Moved by Trustee Nieuwesteeg

**THAT** the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting - In Camera Session (Section B: Student Trustees Excluded) held on April 12, 2016, as presented.

**CARRIED (Item F5)**

## **H. ADJOURNMENT**

Moved by Trustee Fera

**THAT** the May 10, 2016 Committee of the Whole Meeting be adjourned.

**CARRIED**

This meeting was adjourned at 11:19 p.m.

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Minutes of the Committee of the Whole Meeting of the Niagara Catholic District School Board held on **May 10, 2016.**

Approved on **June 14, 2016.**

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE MEETING  
JUNE 14, 2016**

*PUBLIC SESSION*

**TITLE: NATIONAL & PROVINCIAL MEDALISTS 2016**

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Prepared by: Mark Lefebvre, Superintendent of Education

Presented by: Mark Lefebvre, Superintendent of Education

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

Date: June 14, 2016



## **PRESENTATION BACKGROUND**

**Committee of the Whole Meeting  
June 14, 2016**

### **NATIONAL AND PROVINCIAL MEDALISTS 2016**

Students from across the Niagara Catholic District School Board medaled at several different events as they represented their school and our Board at recent national and provincial competitions.

Niagara Catholic students who won medals at various national and provincial events will be presented at this meeting.

Niagara Catholic District School Board is extremely proud to celebrate and recognize the accomplishments of these students.

Niagara Catholic also extends its sincere appreciation to school staff, outside coaches and parents for dedicating their time and efforts in motivating and guiding our students to achieve such a high level of performance at provincial and national competitions.

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Prepared by: Mark Lefebvre, Superintendent of Education  
Presented by: Mark Lefebvre, Superintendent of Education  
Approved by: John Crocco, Director of Education/Secretary-Treasurer  
Date: June 14, 2016

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
JUNE 14, 2016**

*PUBLIC SESSION*

**TOPIC: UNAPPROVED MINUTES OF THE POLICY COMMITTEE  
MEETING OF MAY 24, 2016**

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**RECOMMENDATION**

**THAT** the Committee of the Whole receive the Unapproved Minutes of the Policy Committee Meeting of May 24, 2016, as presented.



## MINUTES OF THE POLICY COMMITTEE MEETING

**TUESDAY, MAY 24, 2016**

Minutes of the Policy Committee Meeting held on Tuesday, May 24, 2016 at 4:00 p.m. in the Holy Cross Community Room, at the Catholic Education Centre, 427 Rice Road, Welland.

The meeting was called to order at 4:00 p.m. by Policy Committee Chairperson Vernal.

**1. Opening Prayer**

The meeting was opened with a prayer by Trustee Vernal.

**2. Attendance**

Committee Members	Present	Present Electronically	Absent	Excused
Pat Vernal (Committee Chair)	✓			
Kathy Burtnik	✓			
Dino Sicoli	✓			

**Trustees:**

*Fr. Paul MacNeil*

**Student Trustees:**

*Michaela Bodis*, Trustee

*Aidan Harold*, Trustee

**Staff:**

*John Crocco*, Director of Education

*Yolanda Baldasaro*, Superintendent of Education

*Frank Iannantuono*, Superintendent of Education/Human Resources

*Lee Ann Forsyth-Sells*, Superintendent of Education

*Scott Whitwell*, Controller of Facilities Services

*Anna Pisano*, Administrative Assistant, Corporate Services & Communications Department  
/Recording Secretary

**3. Approval of Agenda**

Director Crocco requested Item 6.9 Assessment, Evaluation, Reporting and Homework Policy (301.1) be deferred to the September Policy Committee.

Moved by Trustee Burtnik

**THAT** the May 24, 2016, Policy Committee Agenda be approved, as amended.

**APPROVED**

**4. Declaration of Conflict of Interest**

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

**5. Minutes of the Policy Committee Meeting of April 26, 2016**

Moved by Trustee Burtnik

**THAT** the Policy Committee approve the minutes of the Policy Committee Meeting of April 26, 2016, as presented.

**APPROVED**

**6. Policies**

***ACTION REQUIRED***

**POLICIES - FOR RECOMMENDATION TO JUNE 14, 2016 COMMITTEE OF THE WHOLE MEETING**

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

Frank Iannantuono, Superintendent of Education, presented feedback received from the vetting process and highlighted amendments to the Employee Workplace Harassment Policy (201.7) following the vetting process.

Following discussion, the Policy Committee recommended the following:

**POLICY STATEMENT**

- No amendment

**ADMINISTRATIVE GUIDELINES**

- No amendment

Moved by Trustee Burtnik

**THAT** the Policy Committee recommend to the June 14, 2016 Committee of the Whole Meeting to approve the revisions to the Employee Workplace Harassment Policy (201.7), as presented.

**APPROVED**

## **6.2 Employee Workplace Violence Policy (201.11)**

Superintendent Iannantuono, presented feedback received from the vetting process and highlighted amendments to the Employee Workplace Violence Policy (201.11) following the vetting process.

Following discussion, the Policy Committee recommended the following:

### **POLICY STATEMENT**

- No amendment

### **ADMINISTRATIVE GUIDELINES**

- Page 3 Bullet 12 add the word “*against*”
- Page 4 Last sentence of 2<sup>nd</sup> paragraph to read “*Although the Board is not required to file a written report the Board will nevertheless file a written report.*”

Moved by Trustee Sicoli

**THAT** the Policy Committee recommend to the June 14, 2016 Committee of the Whole Meeting to approve the revisions to the Employee Workplace Violence Policy (201.11), amended.

### **APPROVED**

## **6.3 Occupational Health & Safety Policy (201.6)**

Superintendent Iannantuono, presented feedback received from the vetting process and highlighted amendments to the Occupational Health & Safety Policy (201.6) following the vetting process.

Following discussion, the Policy Committee recommended the following:

### **POLICY STATEMENT**

- No amendment

### **ADMINISTRATIVE GUIDELINES**

- No amendment

Moved by Trustee Burtnik

**THAT** the Policy Committee recommend to the June 14, 2016 Committee of the Whole Meeting to approve the revisions to the Occupational Health & Safety Policy (201.6), as presented.

### **APPROVED**

#### **6.4 Board By-Laws Policy (100.1)**

John Crocco, Director of Education, presented feedback received from the vetting process and highlighted amendments to the Board By-Laws Policy (100.1) following the vetting process.

Following discussion, the Policy Committee recommended the following:

##### **POLICY STATEMENT**

- Page 2 add “*of Trustees*” to Organization Chart
- Page 3 Bullet 1 add “*and the two (2) Student Trustees,*”
- Page 3 remove bullet ii (b)
- Page 5 Bullets i. (a) and ii. (a) change “*publically*” to “*publicly*” Bullet i. (k) change “*and*” to “*as*”
- Page 10 Paragraph 1 change “*the morning of a*” to “*the day before the*”, Bullet v Paragraph 2 remove “*by specific motion*”, Paragraph 4 change “*Committee of the Whole*” to “*Committee of the Board*”, add “*or designate*”, Paragraph 5 change “*by resolution*” to “*as*”
- Page 11 Bullet vi change time to “*10:00*”
- Page 12 last paragraph change “*may*” to “*shall*”

Moved by Trustee Sicoli

**THAT** the Policy Committee recommend to the June 14, 2016 Committee of the Whole Meeting to approve the revisions to the Board By-Laws Policy (100.1), as amended.

**APPROVED**

#### **6.5 Niagara Catholic Parent Involvement Committee & By-Laws Policy (800.7)**

Lee Ann Forsyth-Sells, Superintendent of Education, presented feedback received from the vetting process and highlighted amendments to the Niagara Catholic Parent Involvement Committee & By-Laws Policy (800.7) following the vetting process.

Following discussion, the Policy Committee recommended the following:

##### **POLICY STATEMENT**

- No amendment

##### **ADMINISTRATIVE GUIDELINES**

- No amendment

Moved by Trustee Burtnik

**THAT** the Policy Committee recommend to the June 14, 2016 Committee of the Whole Meeting to approve the revisions to the Niagara Catholic Parent Involvement Committee & By-Laws Policy (800.7), as presented.

**APPROVED**

## **6.6 Religious Accommodation Policy (100.10.1)**

Yolanda Baldasaro, Superintendent of Education, presented feedback received from the vetting process and highlighted amendments to the Religious Accommodation Policy (100.10.1) following the vetting process.

Following discussion, the Policy Committee recommended the following:

### **POLICY STATEMENT**

- No amendment

### **ADMINISTRATIVE GUIDELINES**

- Page 6 Bullet 4.4 remove “*both elementary and secondary*”, Bullet 4.5 replace “*Elementary, Secondary and Continuing Education*” to “*in*”
- Page 9 1<sup>st</sup> Paragraph change “*all baptized Khalsa Sikhs*” to “*all Khalsa Sikhs baptized in the Khalsa Sikhs tradition.*”

Moved by Trustee Sicoli

**THAT** the Policy Committee recommend to the June 14, 2016 Committee of the Whole Meeting to approve the revisions to the Religious Accommodation Policy (100.10.1), as amended.

### **APPROVED**

## **6.7 Safe Arrival Policy (302.3)**

Superintendent Forsyth-Sells, presented feedback received from the vetting process and highlighted amendments to the Safe Arrival Policy (302.3) following the vetting process.

Following discussion, the Policy Committee recommended the following:

### **POLICY STATEMENT**

- No amendment

### **ADMINISTRATIVE GUIDELINES**

- No amendment

Moved by Trustee Burtnik

**THAT** the Policy Committee recommend to the June 14, 2016 Committee of the Whole Meeting to approve the revisions to the Safe Arrival Policy (302.3), as presented.

### **APPROVED**

## **6.8 Naming of a Board Facility Policy (NEW)**

Director Crocco, presented feedback received from the vetting process and highlighted amendments to the Naming of a Board Facility Policy (NEW) following the vetting process.

Following discussion, the Policy Committee recommended the following:

**POLICY STATEMENT**

- No amendment

**ADMINISTRATIVE GUIDELINES**

- No amendment

Moved by Trustee Sicoli

**THAT** the Policy Committee recommend to the June 14, 2016 Committee of the Whole Meeting to approve the revisions to the Naming of a Board Facility Policy (NEW), as presented .

**APPROVED**

**POLICIES - PRIOR TO VETTING**

**6.9 Assessment, Evaluation, Reporting and Homework Policy (301.1)**

Deferred to September 2016 Policy Committee meeting.

**6.10 Administration of Oral Medication to Students Under the Age of 18 During School Hours Policy (302.2)**

Superintendent Baldasaro presented the Administration of Oral Medication to Students Under the Age of 18 During School Hours Policy (302.2).

The Policy Committee suggested the following:

**POLICY STATEMENT**

- Paragraph 1 add “*work cooperatively with families*”

**ADMINISTRATIVE GUIDELINES**

- No amendments

The Policy Committee requested that the Administration of Oral Medication to Students Under the Age of 18 During School Hours Policy (302.2), be vetted from May 25, 2016 to October 6, 2016 with a recommended deadline for presentation to the Policy Committee in October 2016, for consideration to the Committee of the Whole and Board in November 2016.

**INFORMATION**

**6.11 Policies Currently Being Vetted**

- Nil

**6.12 Policy and Guideline Review 2015-2016 Schedule**

Director Crocco presented the Policy and Guideline Review 2015-2016 Schedule.

**7. Date of Next Meeting**

September 27, 2016 – 4:00 p.m.

**8. Adjournment**

The meeting adjourned at 6:26 p.m.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE MEETING  
JUNE 14, 2016**

***PUBLIC SESSION***

**TITLE: EMPLOYEE WORKPLACE HARASSMENT POLICY (201.7)**

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**RECOMMENDATION**

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Employee Workplace Harassment Policy (201.7), as presented.

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Prepared by: Frank Iannantuono, Superintendent of Education/Human Resources

Presented by: Frank Iannantuono, Superintendent of Education/Human Resources

Recommended by: Policy Committee

Date: June 14, 2016



Niagara Catholic District School Board

## **EMPLOYEE WORKPLACE HARASSMENT POLICY**

### STATEMENT OF POLICY

200 – Human Resources

Policy No 201.7

Adopted Date: March 26, 2002

Latest Reviewed/Revised Date: February 24, 2015

In keeping with the Mission, Vision, and Values of the Niagara Catholic District School Board, the Niagara Catholic District School Board is committed to providing a safe working environment in which all Employees are treated with consideration, dignity, respect, equity and in accordance with the gospel values of Jesus Christ, as well as the Mission, Vision and Values of the Board.

The Board believes that the eradication of harassment in the school/workplace is the joint responsibility of the employer and the employee. Therefore, any employee who becomes aware of a harassment situation has a responsibility to draw appropriate attention to it.

Where the occasion of a complaint of harassment arises, the Board may achieve resolution through a formal or informal process. During the process all information gathered is to be kept confidential. It is the intention of the policy and the resulting procedures to attempt to protect both the complainant and the accused. Therefore, each party has equal rights at all steps throughout the process.

The Board will review this policy ~~with respect to workplace violence~~, on an annual basis, and will post this policy in the workplace along with any applicable procedures and/or related programs.

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

#### **References:**

- [\*\*Municipal Freedom of Information and Protection of Privacy Act\*\*](#)
- [\*\*Occupational Health & Safety Act \(December 2009\)\*\*](#)
- [\*\*Ontario Human Rights Code 1990\*\*](#)
- [\*\*Teaching Profession Act\*\*](#)
- [\*\*Safe Schools Act 2012\*\*](#)
- [\*\*Niagara Catholic District School Board Policies/Procedures\*\*](#)
  - [\*\*Niagara Catholic - Workplace Violence Policy \(201.11\)\*\*](#)
  - [\*\*Protocol Between Niagara Region Police Service and the Niagara Catholic District School Board\*\*](#)
  - [\*\*Family and Children Services Niagara \(FACS\) Protocol\*\*](#)
  - [\*\*Trustee Code of Conduct\*\*](#)
  - [\*\*Complaint Resolution Policy\*\*](#)



## **EMPLOYEE WORKPLACE HARASSMENT POLICY**

### ADMINISTRATIVE PROCEDURES

Adopted Date: March 26, 2002

Latest Reviewed/Revised Date: February 24, 2015

The expected duties of a supervisor of the Niagara Catholic District School Board are comprised of but not limited to the responsibilities of training, evaluating, counselling, supervising and disciplining when warranted. These duties in itself do not constitute harassment.

### **WORKPLACE HARASSMENT**

Means engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought to reasonably to be known to be unwelcome.

### **ETHNOCULTURAL HARASSMENT**

Is one or a series of unwanted, unsolicited remarks, behaviours or communications, in any form, directed toward an individual or members of an identifiable group because of a prohibited ground of discrimination, which has the effect of:

- Creating an intimidating, hostile, or offensive psychological or emotional climate for work or study, and/or
- Undermining work/academic performance, and/or
- Preventing or impairing full and equal enjoyment of employment/educational services, benefits, and/or opportunities.

### **SEXUAL HARASSMENT**

#### **Sexual Harassment is:**

- Unwanted sexual attention of a persistent or abusive nature made by a person who knows, or ought to know, that such attention is unwanted;
- Implied or expressed threat or reprisal in the form either of actual reprisal or the denial of opportunity for refusal to comply with a sexually oriented request; and
- Sexually oriented remarks, gestures and/or behaviour which may reasonably be perceived to cause humiliation or a negative psychological and/or emotional environment for work or study.

#### **Sexual Harassment may include:**

- The display or distributing of offensive material such as pictures, cartoons, e-mails and graffiti in schools, or in other Board premises,
- Unwanted and unnecessary physical contact,
- Unwelcome remarks, jokes or other gestures of a sexual nature.
- Unwelcome sexual innuendo, sexual advances, inappropriate body contact, request for sexual favours and the display of exploitive material

#### **Sexual Harassment is not:**

- Conduct which both parties find acceptable such as an occasional compliment,
- An occasional or appropriate comment which a reasonable person, in his/her circumstances, would not take to have an unwelcome sexual connotation.

- Relationships between consenting adults which are voluntary. However, when such a relationship ends, continued unwanted attention may constitute sexual harassment.

## COMPLAINT RESOLUTION PROCEDURES - INFORMAL RESOLUTION (VERBAL PROCESS)

- Complainants are encouraged to attempt to resolve concerns at the Informal Resolution Stage. However, if the complainant believes circumstances make this difficult to do, the complainant may follow the Formal Resolution procedures.
- The complainant may speak directly to the accused, in order to:
  - identify the specific conduct, action or attitudes which are alleged to be harassing
  - demand that the conduct, action or attitudes cease
- The complainant may choose to speak to his/her Immediate Supervisor, or another supervisor, in an attempt to resolve the complaint.
- This supervisor may arrange informal meetings to resolve the issue and the parties concerned may be accompanied by an advocate to attend the meetings if they so choose.
- No formal written records are necessary at this stage. It is strongly suggested, however, that the parties should keep personal documentation of the meeting(s).

## COMPLAINT RESOLUTION PROCEDURES - FORMAL RESOLUTION

- This complaint procedure is not intended to affect the employee's rights and duties as outlined in relevant legislation and/or Collective Agreements or Terms of Employment.
- If the complainant is not satisfied that the informal resolution procedure has produced acceptable results, or if circumstances warrant further action, then the complainant may initiate the formal resolution procedure.
- The complainant has the right to bring forward a formal complaint and to obtain a review of her/his complaint in an atmosphere of respect and confidentiality without fear of embarrassment or reprisals.
- The formal complaint shall be in written form.
- The formal complaint should be brought to the attention of the Immediate Supervisor with copies to the appropriate Superintendent and the Senior Administrator of Human Resources.
- Resolution to the formal complaint process shall be initiated through the Immediate Supervisor or Senior Administrator of Human Resources.
- When the accused is the Immediate Supervisor the complaint shall be directed to the appropriate Superintendent, with a copy to the Senior Administrator of Human Resources.
- When the accused person is a Superintendent or Senior Administrator of Human Resources the complaint shall be directed to the Director of Education.
- When allegations are made against the Director the complaint shall be directed to the Chairperson of the Board.
- The complaint shall be forwarded to the Director if the accused is a Trustee.
- The formal written complaint shall include:
  - identification of the accused individual(s) involved
  - identification of the specific conduct, action, or attitudes which the complainant considers harassing
  - identification of any witnesses to the conduct, action or attitudes
  - a suggested resolution
- A copy of this complaint must be sent by the complainant to the accused within **three (3)** working days of the registration of the complaint.
- If the complaint is directed at another member of the College of Teachers, teachers are required to comply with section 18 1(b) of the regulation made under the **Teaching Profession Act**.

## INVESTIGATIVE PROCEDURE OF THE COMPLAINT BY THE SUPERVISOR

- Upon receipt of a formal complaint the Supervisor shall ascertain that a copy of the complaint has been provided to the accused and to the appropriate Superintendent and the Senior Administrator of Human Resources.
- The Supervisor shall arrange a meeting within ten (10) working days of the written complaint being sent to the accused. Each party to this meeting may have an "advocate" present during the meeting. This advocate may be a principal, vice principal, supervisor, trusted staff member, friend, association or union representative.
- During this meeting the Supervisor shall review the complaint, allow each party to present their position relative to the complaint, and question the parties for clarification.
- **No Merit**  
A written report is expected if the Supervisor concludes after an internal investigation that the complainant's allegations have no merit. This report shall be completed with a rationale for ending the investigation. The report shall be communicated to the parties within ten (10) working days of the meeting. A copy of this report shall be forwarded to the appropriate Superintendent and to the Senior Administrator of Human Resources.
- **With Merit**  
An internal investigation is expected if the Supervisor concludes that the allegations have merit. After internal investigation:
  - If it is clear that the respondent's behaviour did constitute harassment/ discrimination, the respondent will be required to provide a written plan that outlines what will be done to prevent any reoccurrence of the harassing behaviour(s).
  - The plan will also address future interactions with the complainant to ensure that there will be no overt or subtle intimidation or retaliation. The plan may include specific action regarding harassment/discrimination prevention education or counselling provided in the community.
  - The complainant's wishes regarding future interactions with the respondent may be considered in the development and the final approval of the plan.
  - The Superintendent of Human Resources will determine the appropriate disciplinary action to be taken.
- If either party is not accepting of the findings the matter may be referred to the Director of Education. ~~He/she~~ **They** Director of Education may select to proceed with an investigation through his / her office or refer the matter to an independent third party. Selection of the third party shall be the exclusive decision of the Director of Education.
- Should the ~~he/she~~ **Director of Education** choose to investigate the matter through ~~his / her~~ **the Director of Education's** office ~~he/she~~ **the Director of Education** may request, in writing a meeting with either party for the purpose of reviewing the decision reached by the Supervisor. This request must be made within fourteen (14) working days of the decision by the Supervisor. The Director of Education will hold a meeting with both parties.
- After a meeting with the Director of Education a written final decision will be presented to both parties. A copy of this final decision including any prescribed action and discipline will be filed with the Senior Administrator of Human Resources.
- The final decision of the Director of Education may be appealed to the Committee of the Whole/ or the Board by either party not to exceed sixty (60) school days.
- If the complaint is against the Director of Education the Chair of the Board will refer the issue to the Board after conducting an informal investigation in order to assess merit.
- If the complaint is against a Trustee, the Director of Education will refer the issue to the Chair of the Board after conducting an informal investigation in order to assess merit.
- If the complaint is against **the** Chair, the Director of Education will refer the issue to **the** Vice- Chair of the Board after conducting an informal investigation in order to assess merit.

## RECORDS

- All records for cases determined to have merit, shall be sealed and placed in the accused person's electronic personnel file and are accessible only to authorized Board personnel, the accused and any representative of the accused with the appropriate written permission **of the accused**. If there are no

further complaints that are deemed to have merit, within a three (3) year period this individual may request, in writing, that their record be removed and destroyed.

- At the written request of the accused, the Director of Education and / or delegate may review the appropriate harassment file after a three (3) year period provided the individual has fully complied with the Board's Employee Workplace Harassment policy during that time period.
- The Director of Education and/or delegate may, at his/her discretion, determine that the harassment file be retained or destroyed following the review.

## OTHER CONSIDERATIONS

- All investigations, accusations and all matters dealing with the Employee Workplace Harassment complaints will be conducted with regard to due process and confidentiality.
- Any breach of confidentiality by those parties involved may result in disciplinary action.
- The process does not abrogate or deny the rights of any employee granted or contained in any other provincial acts or regulations, federal legislation or collective agreements.
- If the most recent incident giving rise to the complaint occurred prior to the current school year or prior to six months before initiation of the complaint, the complaint must have a reasonable explanation of why the complaint was not promptly made and the supervisor, in consultation with the appropriate Supervisory Officer and/or Controller of Facilities Services, must be satisfied that the delay was incurred in good faith and no substantial prejudice will result to any individual affected by the delay.
- If the complaint is made by a student or a parent against an employee of the Board the appropriate supervisor will exercise the relevant procedures or regulations as set out in the Police Protocol section of the Safe Schools Policy (302.6) as well as the FACS Protocol.
- All principals/supervisors shall make all employees aware of this policy as well as the Employee Assistance Program (EAP).
- Failure to take measures to address harassment in the workplace has legal implications for the employer (Board) under the Ontario Human Rights Code.
- This policy will be implemented in accordance with the Municipal Freedom of Information and Protection of Privacy Act.
- Timelines to the investigation and the process listed in this policy may be extended with the approval and agreement of the parties.
- Copies of this policy will be submitted to the complainant and harasser upon receipt of the complaint.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE MEETING  
JUNE 14, 2016**

***PUBLIC SESSION***

**TITLE: EMPLOYEE WORKPLACE VIOLENCE POLICY (201.11)**

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**RECOMMENDATION**

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

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Prepared by: Frank Iannantuono, Superintendent of Education/Human Resources

Presented by: Frank Iannantuono, Superintendent of Education/Human Resources

Recommended by: Policy Committee

Date: June 14, 2016



Niagara Catholic District School Board

## **EMPLOYEE WORKPLACE VIOLENCE POLICY**

### STATEMENT OF POLICY

200 – Human Resources

Policy No 201.11

Adopted Date: March 26, 2002

Latest Reviewed/Revised Date: February 24, 2015

In keeping with the Mission, Vision, and Values of the Niagara Catholic District School Board, the Niagara Catholic District School Board is committed to providing a safe working environment in which all Employees are treated with consideration, dignity, respect, equity and in accordance with the gospel values of Jesus Christ, as well as the Mission, Vision and Values of the Board.

The Board believes that the eradication of workplace violence in the school/workplace is the joint responsibility of the employer and the employee. Therefore, any employee who becomes aware of a potential workplace violence situation has a responsibility to draw appropriate attention to it.

Workplace Violence will not be tolerated on the Niagara Catholic District School Board premises, while conducting company business, or work related functions, whether such violence is perpetrated by senior administration, managers, employees, contractors, customers, clients, visitors or members of the general public.

If the employee believes they are at risk of violence in the workplace including domestic violence they must advise the employer and the employer should take appropriate steps which may include seeking the assistance of the local police.

Where the occasion of workplace violence arises, the Board will achieve resolution through a formal process. During the process all information gathered is to be kept confidential.

In accordance with current legislation in the Province of Ontario, the Board will assess the risks of workplace violence that may arise from the nature of the workplace, and provide relevant training, information and instruction **to the employees**.

This Policy is to be applied in conjunction with other Board Policies dealing with employee behaviour, progressive discipline, conflict resolution and school safety (i.e. Code of Conduct, Access to School Premises, Criminal Background Check, Police and School Board Protocol, Occupational Health and Safety, Safe Physical Intervention ~~for~~ of Students, Employee Workplace Harassment).

The Board will review this policy with respect to workplace violence, on an annual basis, and will post this policy in the workplace along with any applicable procedures and/or related programs.

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

#### **References**

- [\*\*Bill 168: Occupational Health and Safety Amendment Act \(Violence and Harassment in the Workplace\) 2009\*\*](#)
- [\*\*Human Rights Code\*\*](#)
- [\*\*Municipal Freedom of Information and Protection of Privacy Act\*\*](#)
- [\*\*Occupational Health & Safety Act \(December 2009\)\*\*](#)
- [\*\*Niagara Catholic District School Board Policies/Procedures\*\*](#)
  - [\*\*Employee Workplace Harassment Policy \(201.7\)\*\*](#)



Niagara Catholic District School Board

## **EMPLOYEE WORKPLACE VIOLENCE POLICY**

### ADMINISTRATIVE PROCEDURES

200 – Human Resources

Policy No 201.11

Adopted Date: March 26, 2002

Latest Reviewed/Revised Date: February 24, 2015

**Workplace Violence** is defined by the Ministry of Labour (MOL) as:

- the exercise of physical force by a person against an employee, in a workplace, that causes or could cause physical injury to the employee;
- an attempt to exercise physical force against an employee, in a workplace, that could cause physical injury to the employee; and
- a statement or behaviour that it is reasonable for an employee to interpret as a threat to exercise physical force against the employee, in the workplace, that could cause physical injury to the employee.
- **Workplace** refers to any place where employees perform work or work-related duties or functions. Schools and school-related activities, such as co-curricular activities and excursions, comprise the workplace, as do Board offices and facilities. Conferences and training sessions fall within the ambit of this policy.
- **Employee** refers to all employees of the Board.

Definitions are subject to changes from time to time as the appropriate legislation is reviewed or amended.

The Employee Workplace Violence Policy and Administrative Procedures shall be posted in a conspicuous place (~~Health and Safety Station~~) **in a specific area, at the Health and Safety Station**, in every workplace throughout the Niagara Catholic District School Board.

## **PROVISION OF INFORMATION**

**Disclosure** of Information with respect to Workplace Violence provided to an ~~Employee~~ **employee** may include personal information related to a risk of violence from a person with a history of violent behaviour if,

- The ~~Employee~~ **employee** can be expected to encounter that person in the course of his or her work; and
- The risk of workplace violence is likely to expose the employee to physical injury, as outlined in legislation.

No employer or supervisor shall disclose more personal information than is reasonably necessary to protect the worker from physical injury.

## **DOMESTIC VIOLENCE**

If the employer becomes aware, or ought to reasonably be aware that domestic violence that is likely to expose an ~~Employee~~ **employee** to physical injury may occur in the workplace, the employer will take every reasonable precaution to protect the employee.

## **COMPLAINT PROCEDURE**

When an employee has been the subject of a workplace violence, the following steps shall be considered:

1. The alleged assailant will be removed from the presence of the ~~Employee~~ **employee** immediately, if the ~~Immediate~~ **immediate** Supervisor at the time of the incident deems it reasonable and practical.
2. The ~~Employee~~ **employee**(s) shall receive immediate and appropriate support and/or medical attention if warranted.
3. In the event of a physical assault, medical verification of the injury sustained in the assault must be established and recorded as soon as possible by the ~~Immediate~~ **immediate** Supervisor.
4. At the earliest opportunity, the assaulted ~~Employee~~ **employee**(s) shall inform the ~~Immediate~~ **immediate** Supervisor. The ~~Immediate~~ **immediate** Supervisor must inform the Senior Administrator of Human Resources, who will then notify the appropriate Superintendent or Controller of Plant.
5. It shall be the responsibility of the Senior Administrator of Human Resources to inform the appropriate Union President, if applicable, of the incident. These procedures do not preclude the assaulted employee(s) from contacting the ~~P~~ **Police** and/or their Association/union representatives.
6. The ~~Immediate~~ **immediate** Supervisor will advise the alleged assailant, as soon as it is practical, that documentation of the specific details shall be recorded.
7. The ~~Immediate~~ **immediate** Supervisor will endeavour to restore the environment to normalcy and will conduct an investigation into the assault. The completed *Niagara Catholic Violent Incident Form*, resulting from the investigation will be forwarded to the Senior Administrator of Human Resources with a copy to the appropriate Superintendent or Controller of Plant. A copy of the *Niagara Catholic Workplace Safety and Insurance Board Employee Incident/Accident Report* will also be required in the event of a physical assault.
8. Upon receiving the reports from the ~~Employee~~ **employee** and ~~Immediate~~ **immediate** Supervisor, the Senior Administrator of Human Resources will consult with the appropriate Superintendent(s) and/or Controller of Plant prior to any action taken.
9. The Senior Administrator of Human Resources may seek legal advice for the Board regarding the incident.
10. The Senior Administrator of Human Resources shall inform the ~~Employee~~ **employee** of the support mechanisms available through the Board.
11. With the approval of the Superintendent of Human Resources, the Senior Administrator of Human Resources may, if deemed appropriate, grant an approved leave of absence without loss of pay or sick leave credit, to the ~~Employee~~ **employee**(s) who has been the subject of an assault.
12. The Niagara Catholic District School Board will not discriminate **against** employees because they are perceived to be victims of workplace violence.
13. In all cases, with Police involvement, the ~~Employee~~ **employee** and ~~Immediate~~ **immediate** Supervisor shall report the incident(s) on the appropriate form.
14. Copies of reports made by the ~~Employee~~ **employee** and ~~Immediate~~ **immediate** Supervisor must be given to the Senior Administrator of Human Resources, appropriate Superintendent(s) and/or Controller of Plant if appropriate, where appropriate action will be taken. Upon written request to the Senior Administrator of Human Resources, a copy of the detailed report from the ~~Immediate~~ **immediate** Supervisor will be provided to the ~~Employee~~ **employee**(s).
15. Where the two (2) or more parties involved in the assault are assigned to the same department or work-site, future work assignments and location shall be reviewed with the Senior Administrator of Human Resources, the appropriate Superintendent(s) or Controller of Plant, and the Immediate Supervisor.
16. Infringement of this policy will give rise to disciplinary measures up to and including termination of employment.

## JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE REPRESENTATIVES

The employer shall advise the Joint Occupational Health and Safety Committee ~~Representatives~~ at the school site of the results of the assessment or re-assessment of the Workplace Violence Management Program and provide a copy where the assessment or re-assessment is in writing.

The Workplace Violence Survey will be conducted ~~on an annual basis~~ **as often as necessary** ~~required~~ in order to monitor employee input on assessments and the provision necessary information to employees.

The employer will provide for a risk assessment in relation to workplace violence having regard to the nature of the workplace, the type of work, working conditions, circumstances that would be common to similar workplaces and circumstances particular to that workplace. The results of the risk assessment must be provided to the joint health and safety committee or the health and safety representative, or, if none exists, to the workers themselves. Risk assessment must be performed as often as necessary.

The OHSA requires employers to notify the Ministry of Labour of critical injury (as defined by the OHSA) or fatality immediately and file a written report within 48 hours. ~~In the absence of a~~ ~~Absent a~~ critical injury or fatality, an employer need not report a workplace violence incident to the Ministry of Labour unless ordered to do so by a Ministry of Labour Inspector. ~~Although the Board is not required to file a written report, they will nevertheless determine whether or not to file a written report~~ ~~the Board will nevertheless file a written report.~~

The JHSC, the health and safety representative and the union(s) shall be notified within **four (4)** days of a workplace violence incident if a person is disabled from performing his or her usual work or requires medical attention because of the incident.

This ~~policy~~ **Policy** is to be interpreted and applied in conjunction with other board policies dealing with employee behaviour, progressive discipline, conflict prevention and resolution, and school safety.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE MEETING  
JUNE 14, 2016**

*PUBLIC SESSION*

**TITLE: OCCUPATIONAL HEALTH & SAFETY POLICY (201.6)**

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**RECOMMENDATION**

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

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Prepared by: Frank Iannantuono, Superintendent of Education/Human Resources

Presented by: Frank Iannantuono, Superintendent of Education/Human Resources

Recommended by: Policy Committee

Date: June 14, 2016



Niagara Catholic District School Board  
**OCCUPATIONAL HEALTH & SAFETY POLICY**  
STATEMENT OF POLICY

200 – Human Resources

Policy No 201.6

Adopted Date: January 29, 2002

Latest Reviewed/Revised Date: February 24, 2015

In keeping with the Mission, Vision, and Values of the Niagara Catholic District School Board the Niagara Catholic District School Board believes that the prevention of employee occupational illness and injury, and the prevention of accidents to volunteers, students and visitors on Board premises, is of the utmost importance. The Board, therefore, shall endeavour to provide and maintain as safe a work environment as possible.

The Director of Education shall issue Administrative Procedures for the implementation of this Policy.

**Reference**

- [\*\*\*Occupational Health and Safety Act and Regulations for Industrial Establishments, R.S.O. 2001, Chapter 0.1\*\*\*](#)
- *Niagara Catholic District School Board Policies/Procedures*
  - [\*\*\*Employee Workplace Violence Policy 201.11\*\*\*](#)



Niagara Catholic District School Board  
**OCCUPATIONAL HEALTH & SAFETY POLICY**  
ADMINISTRATIVE PROCEDURES

200 – Human Resources

Policy No 201.6

Adopted Date: January 29, 2002

Latest Reviewed/Revised Date: February 24, 2015

~~Every~~ **The Employer through the** supervisor has a responsibility ~~to~~ **for** the safety of employees who report to ~~him/her/them~~ and therefore must ensure that employees work in a safe manner and use or wear the equipment, protective devices or clothing that the Board, or legislation, requires to be used or worn. Additionally, the ~~Board, through its supervisors~~ **Employer** and/or other designated personnel, has a responsibility to respond promptly to any concerns put forth by any party regarding matters of occupational health and safety that are within the Board's jurisdiction.

Every employee has a responsibility to work in a safe manner; to use or wear the equipment, protective devices or clothing that the ~~Board~~ **Employer**, or legislation, requires to be used or worn; to report to ~~his/her/their~~ supervisor, the absence or defect in any equipment or protective device of which ~~s/he is~~ **they are** aware and which may endanger ~~him/herself/them~~ or another worker; to report to ~~his/her~~ **their** supervisor any hazard or potential hazard, within the Board's jurisdiction, of which ~~s/he is~~ **they are** aware.

All parties employed within or contracted by the ~~Board~~ Employer must act in compliance with the *Occupational Health and Safety Act and Regulations for Industrial Establishments, R.S.O. 2001, Chapter 0.1*, as amended.

~~Refer to the Occupational Health and Safety Procedural Manual developed by the Joint Occupational Health & Safety Committee.~~

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE MEETING  
JUNE 14, 2016**

***PUBLIC SESSION***

**TITLE: BOARD BY-LAWS POLICY (100.1)**

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**RECOMMENDATION**

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Board By-Laws Policy (100.1), as presented.

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

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

Recommended by: Policy Committee

Date: June 14, 2016



Adopted Date: December 18, 1997

Latest Reviewed/Revised Date: October 26, 2010

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## BOARD BY-LAWS

Pursuant to the provisions of the *Education Act* and regulations thereunder **its Regulations**, the By-Laws of Niagara Catholic District School Board shall regulate the powers and responsibilities of the Board, its officers and committees, and shall be observed for the procedure and dispatch of business at the meetings of the Board and its committees.

By-Laws of Niagara Catholic District School Board shall be approved by the Board and reviewed from time to time as directed by the Board or recommended by the Director of Education/Secretary-Treasurer.

**Definitions used in these By-Laws and not otherwise defined in the text shall have the meanings set out in the attached Definitions Schedule.**

## BOARD ORGANIZATION

The administrative organization of Niagara Catholic District School Board shall be subject to periodic review to ensure that it is designed to meet the needs of the school system.

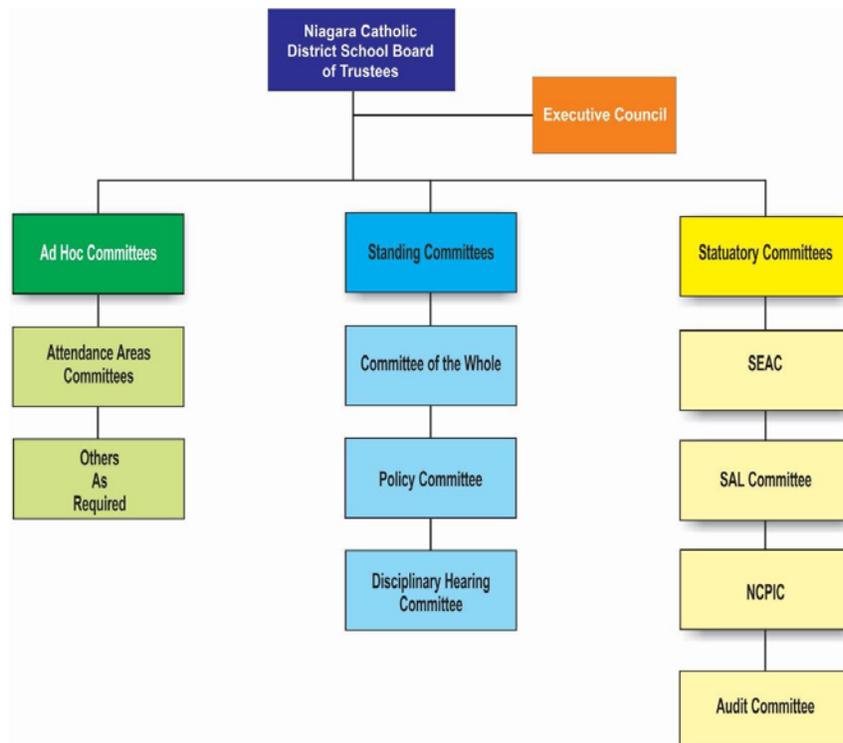
### 1. NAME AND JURISDICTION OF THE BOARD

The name of the Board shall be “Niagara Catholic District School Board” and it shall have jurisdiction as is provided by the *Education Act* and Regulations.

### 2. MISSION STATEMENT

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.

### 3. ORGANIZATION CHART



## 4. STRUCTURE OF THE BOARD

The Structure of the Board, its Sections and its ~~Standing~~ Committees will be set up according to the Organization Chart in **Section 3** and the following description.

### i. Board of Trustees

The Board shall be composed of all eight (8) trustees **and the two (2) Student Trustees** and shall perform duties in accordance with the *Education Act* and its Regulations, Board By-Laws and Policies.

### ii. Executive Council

The Executive Council shall be composed of the Chairperson of the Board, the Vice-Chairperson of the Board and the Director of Education/Secretary-Treasurer. It shall:

- (a) ~~Review~~ **review** and assist with the preparation of the agenda for **Committee of the Whole and** Board meetings.
- (b) ~~Assist in planning, coordination and communication~~

### iii. Statutory Committees

The Board is required by the *Education Act* to have the following Statutory Committees:

- **Audit Committee**
- Niagara Catholic Parent Involvement Committee (NCPIC)
- Special Education Advisory Committee (SEAC)
- Supervised Alternative Learning **Committee** (SAL)

**In addition the Board has the following standing committees:**

- **Committee of the Whole**
- **Disciplinary Hearing Committee**
- **Policy Committee**

**The Board may also put in place other committees as required from time to time.**

### iv. Terms of Reference

#### **Special Education Advisory Committee (SEAC)**

**The Special Education Advisory Committee is a statutory Committee of the Board established annually.** The Special Education Advisory Committee will be responsible to the Board for examining, reviewing and making recommendations, as appropriate, relative to the provision of special education programs and services. The composition and role of the Special Education Advisory Committee is outlined in the *Education Act* and its Regulations **and in particular O Reg 464/97.**

#### **Supervised Alternative Learning (SAL)**

The Supervised Alternative Learning for Excused Pupils Committee is a statutory Committee of the Board established annually. The composition and role of the Supervised Alternative Learning for Excused Pupils Committee is outlined in the *Education Act* and its Regulations **and in particular O Reg 374/10.**

## Niagara Catholic Parent Involvement Committee (NCPIC)

The Niagara Catholic Parent Involvement Committee is a statutory Committee of the Board established annually. The composition and role of the Parent Involvement Committee is outlined in the *Education Act* and its Regulations and in particular O Reg 612/00.

The purpose of the Niagara Catholic Parent Involvement Committee (NCPIC) is to support, encourage and enhance parent engagement at the Board level in order to improve student achievement and well-being. The NCPIC provides information and advice on parent engagement to the Board; communicates with and supports Catholic School Councils of the Board; and undertakes activities to help parents of pupils of the Board support their children's learning at home and at school.

The NCPIC is comprised of the number of parent members the Board determines appropriate; the Director of Education; ~~one~~ **two (2)** members of the Board appointed by the Board and the number of community representatives, up to three **(3)**, the Board determines appropriate. Subject to the By-laws of the NCPIC, the Board may appoint one **(1)** elementary principal, one **(1)** secondary principal, one **(1)** elementary teacher, one **(1)** secondary teacher and one **(1)** person employed by the Board, other than a Principal, Vice-Principal or teacher.

The NCPIC ~~meets~~ **shall meet** at least four **(4)** times in each school year.

### Audit Committee

The Audit Committee is a statutory Committee of the Board established annually. The composition and role of the Parent Involvement Committee is outlined in the *Education Act* and its Regulations and in particular O Reg 361/10.

The Audit Committee assists the Board in fulfilling its duties related to governance and oversight. The duties of the Audit Committee fall under the following key areas: The financial reporting process, internal control framework, risk management practices, performance and function of the Board's internal and external auditors and the Board's compliance with its obligations under legislation.

The Committee ~~meets~~ **shall meet** at least **three (3)** times per year, plus ad hoc meetings as required.

The Committee is made up of **three (3)** trustees and **two (2)** external members **approved by the Chairperson, Vice Chairperson and the Director of Education.**

## 5. OFFICERS OF THE BOARD

The officers of the Board shall consist of the Chairperson, the Vice-Chairperson of the Board **who are elected trustees**, and the Director of Education/Secretary-Treasurer, who is the Chief Executive Officer. They shall have such duties as are assigned to them by the *Education Act* and its Regulations, Board By-Laws and Policies.

## 6. DUTIES OF BOARD OFFICIALS

**i. Trustees of the Board**

In accordance with the *Education Act* and its Regulations, trustees, in addition to other duties under the *Education Act* and its Regulations, Board's By-Laws and ~~Board's~~ Policies, are required to;

- (a) act in the best interest of **publically funded** Catholic Education;
- (b) carry out their responsibilities in a manner that assists the Board in fulfilling its duties under the *Education Act*, the Regulations and the guidelines issued under the Act, Board's By-Laws and **Board Policies**;
- (c) attend and participate in meetings of the Board, including meetings of board committees of which they are members;
- (d) bring concerns of parents, students and supporters of the Board to the attention of Board staff through Policies determined by the Board;
- (e) uphold the implementation of any Board resolution after it is passed by the Board;
- (f) entrust the day to day management of the Board to its staff through the Board's Director of Education;
- (g) promote student achievement and well-being;
- (h) ensure effective stewardship of the Board's resources;
- (i) develop, monitor and evaluate the effectiveness of Policies;
- (j) develop and annually review the Board's ~~m~~**Multi-y**Year plan;
- (k) comply with the Board's Code of Conduct Policy ~~and as~~ addressed in Section 21 of these By-Laws.

**ii. Chairperson of the Board**

In accordance with the *Education Act* and its Regulations, the Chairperson of the Board, in addition to other duties under the *Education Act* and its Regulations, Board's By-Laws and Policies, is required to;

- (a) act in the best interest of **publically funded** Catholic Education;
- (b) preside over meetings of the Board;
- (c) conduct the meetings in accordance with the Board's procedures and practices for the conduct of board meetings;
- (d) **in consultation with Executive Council**, establish agendas for the **Committee of the Whole and Board Meetings**, in consultation with the ~~Board's~~ Director of Education or the Supervisory Officer acting as the Board's Director of Education;
- (e) ensure that members of the Board have the information needed for informed discussion of the agenda items;
- (f) with the Director of Education, act as spokesperson to the public on behalf of the Board, unless otherwise determined by the Board;
- (g) convey the decisions of the Board to the ~~Board's~~ Director of Education or the Supervisory Officer acting as the ~~Board's~~ Director of Education;
- (h) provide leadership to the Board in maintaining the Board's focus on the ~~m~~**Multi-y**Year ~~p~~Plan;
- (i) provide leadership to the Board in maintaining the Board's focus on the Board's ~~m~~**Mission and v**ision and **Values**; ~~and~~
- (j) **serve as an Ad Hoc member of any Board committee**;
- (k) **be an official signing officer of the Board**;
- (l) assume such other responsibilities as may be specified by the Board; **and**
- (m) perform such duties as are related to ~~his/her~~ **their** position as ~~an elected~~ **a** trustee.

### iii. Vice-Chairperson of the Board

In accordance with the *Education Act* and its Regulations, the Vice-Chairperson of the Board, in addition to other duties under the *Education Act* and its Regulations, Board's By-Laws and Policies, is required to;

- (a) act in the best interest of **publically funded** Catholic Education;
- (b) act in place of the Board Chairperson when absent and fulfill the duties of the Chairperson of the Board;
- (c) ~~C~~chair the Committee of the Whole Board Meeting;
- (d) perform such duties as determined by the Board or by the Chairperson;
- (e) perform such duties as are related to ~~his/her~~ **their** position as ~~an elected~~ a trustee; **and**
- (f) **be an official signing officer of the Board and shall assume all responsibilities and duties of the Chair in the event that the Chair is absent or incapacitated for a period exceeding forty-eight 48 hours.**

### iv. Director of Education – Chief Executive Officer

The Director of Education is the Chief Education Officer and the Chief Executive Officer (CEO) of the Board. The Chief Executive Officer of a Board shall ensure that Board staff comply with the duties under the *Education Act* and its Regulations, Board By-Laws and Policies established by the Board and shall develop and maintain an effective organization and programs required to implement the *Education Act* and its Regulations, Board's By-Laws and Policies.

In accordance with the *Education Act* and its Regulations, the Director of Education, in addition to other duties under the *Education Act* and its Regulations, Board's By-Laws and Policies, is required to;

- (a) act in the best interest of **publically funded** Catholic Education;
- (b) oversee the day to day management of the Board through Board staff;
- (c) annually review with the Board the ~~m~~**Multi-y**~~e~~**ar p**~~l~~**an**;
- (d) ensure that the ~~m~~**Multi-y**~~e~~**ar p**~~l~~**an** establishes the Board's priorities and identifies specific measures and resources that will be applied in achieving the priorities and in carrying out its duties under the *Education Act*, in particular, its responsibility for student achievement;
- (e) implement and monitor the implementation of the ~~m~~**Multi-y**~~e~~**ar p**~~l~~**an**; and other reports as required as CEO of the Board or as determined by Executive Council or by Board motion to provide the Board with information to fulfill their duties as trustees and as CEO of the Board;
- (f) report periodically to the Board on the implementation of the ~~m~~**Multi-y**~~e~~**ar p**~~l~~**an** and other reports as required as CEO of the Board and as determined by Executive Council or by Board motion to provide the Board with information to fulfill their duties as trustees and as CEO of the Board;
- (g) act as Secretary to the Board;
- (h) immediately upon discovery, bring to the attention of the Board any act or omission by the Board that in the opinion of the Director of Education may result in or has resulted in a contravention of the *Education Act* or any policy, guideline or regulation made under the *Education Act*; and
- (i) advise the Deputy Minister of Education if the Board does not respond in a satisfactory manner to an act or omission brought to its attention.

### v. Board Officers

The duties of Board Officers shall be as outlined in the *Education Act* and its Regulations and in the job description and Terms and Conditions approved by the Board **from time to time**.

## 7. INAUGURAL MEETING OF THE BOARD

- i. Subject to any statutory requirement, on the first Tuesday of December following a municipal election, the Board will hold the Inaugural Meeting of the Board.
- ii. At the appointed time, the Director of Education who is the Chief Executive Officer (CEO) and Secretary-Treasurer or in the absence, a person designated by the Director of Education, shall preside until the election of the Chairperson.
- iii. The Agenda for the Inaugural Meeting of the Board will be:

### A. ROUTINE MATTERS

1. Meeting Called to Order – *(Director of Education or Designate)*
2. Opening Prayer *(Bishop of St. Catharines or Designate)*
3. Roll Call
4. Declaration of Conflict of Interest
5. Returns of Election – *(Director of Education)*
6. Declaration of Office and Oath of Allegiance *(Director of Education or Designate)*
7. Election of Chairperson and Vice-Chairperson
8. Chairperson's Remarks
9. Vice-Chairperson's Remarks
10. Appointment of Board Auditors
11. Board Committees

### B. MOMENT OF SILENT REFLECTION

### C. ADJOURNMENT

- iv. At the Inaugural Meeting following a municipal election, ~~T~~the Director of Education shall read the returns of the election to the Board as certified to him/her by the municipal clerks and may request a Judge to attend to take the Declaration and the Oath of Allegiance as set out in the *Education Act*.
- v. At the Inaugural Meeting following a municipal election, every person elected to the Board shall make and sign the Declaration and the Oath of Allegiance before the Secretary of the Board or before any person authorized to administer an oath unless such requirement was fulfilled prior to the organizational meeting.
- vi. **Election of Chairperson & Vice-Chairperson**
  - (a) The Director of Education shall name the scrutineers appointed for the election of the Chairperson and Vice-Chairperson.
  - (b) The election of the Chairperson shall be by nomination and vote by ballot. The candidate receiving a clear majority of votes cast by all members present shall be elected but the count shall not be declared. Should no candidate receive a clear majority of votes cast, the candidate receiving the least number of votes shall be dropped and balloting shall be continued in this manner until a majority of ballots cast shall be in favour of one (1) person or an equality of votes results in a tie, in which case one (1) further ballot shall be held. If an equality of votes shall result again, the candidates shall draw lots (straws) to fill the

position. The drawing of lots shall be done in alphabetical order and the person who draws the longest straw shall be elected.

- (c) The person elected Chairperson shall be Chairperson until the next organizational meeting and shall at once take the chair and preside over the election of Vice-Chairperson (in the manner set out with respect to the election of the Chairperson in section (v. (b) above) and the further conduct of the meeting. The Chairperson has the right to vote as any other trustee for the position of Vice-Chairperson. The person elected Vice-Chairperson shall be Vice-Chairperson until the next organizational meeting of the Board.

vii. Ballots - The scrutineers shall be instructed by resolution to destroy the ballots.

## **8. ANNUAL ORGANIZATIONAL MEETING OF THE BOARD**

- i. ~~The first meeting~~ **Excluding the Inaugural Meeting** of the Board ~~in, annually, the first Tuesday of December of each year shall~~ **will** be designated as the ~~annual organizational meeting and shall be held during the first week of December~~ **Annual Organizational Meeting** unless otherwise determined by the Board.
- ii. At such meeting, at the appointed time, the Director of Education who is the Chief Executive Officer (CEO) or in ~~his/her~~ **their** absence a person designated by ~~the members~~ **a two-thirds (2/3) majority of the trustees** present **at the meeting** shall preside until the election of the Chairperson.
- iii. ~~At the inaugural meeting following a municipal election, the Director of Education / CEO shall read the returns of the election to the Board as certified to him/her by the municipal clerks and may request a Judge to attend to take the Declaration and the Oath of Allegiance as set out in the Education Act.~~
- iv. ~~At the inaugural meeting following a municipal election, every person elected to the Board shall make and sign the Declaration and the Oath of Allegiance before the Secretary of the Board or before any person authorized to administer an oath unless such requirement was fulfilled prior to the organizational meeting.~~

iii. **The Agenda for the Annual Organizational Meeting of the Board will be:**

### **A. ROUTINE MATTERS**

1. Meeting Called to Order (*Director of Education or Designate*)
2. Opening Prayer and Comments (*Bishop of St. Catharines or Designate*)
3. Roll Call
4. Approval of Agenda
5. Declaration of Conflict of Interest
6. Election Procedures
7. Election of Chairperson
8. Election of Vice-Chairperson
9. Chairperson's Remarks
10. Vice-Chairperson's Remarks

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

1. Board Committees

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

## **D. ADJOURNMENT**

### **iv. Election of Chairperson & Vice-Chairperson**

- (a) The Director of Education/CEO shall name the scrutineers appointed for the election of the Chairperson and Vice-Chairperson.
  - (b) The election of the Chairperson shall be by nomination and vote by ballot. The candidate receiving a clear majority of votes cast by all members present shall be elected but the count shall not be declared. Should no candidate receive a clear majority of votes cast, the candidate receiving the least number of votes shall be dropped and balloting shall be continued in this manner until a majority of ballots cast shall be in favour of one (1) person or an equality of votes results in a tie, in which case one (1) further ballot shall be held. If an equality of votes shall result again, the candidates shall draw lots (straws) to fill the position. The drawing of lots shall be done in alphabetical order and the person who draws the longest straw shall be elected.
  - (c) The person elected Chairperson shall be Chairperson until the next organizational meeting and shall at once take the chair and preside over the election of Vice-Chairperson (in the manner set out with respect to the election of the Chairperson in section (v. (b) above) and the further conduct of the meeting. The Chairperson has the right to vote as any other trustee for the position of Vice-Chairperson. The person elected Vice-Chairperson shall be Vice-Chairperson until the next organizational meeting of the Board.
- v. Ballots - The scrutineers shall be instructed by resolution to destroy the ballots.

## **9. REGULAR MEETINGS OF THE COMMITTEE OF THE WHOLE AND BOARD**

### **i. Schedule of Meetings**

Regular meetings of the **Committee of the Whole shall be held on the second Tuesday of the month, except July and August when there shall be no meetings. The Board Meeting shall be held on the fourth Tuesday of the month, except July and August when there shall be no meetings, unless otherwise decided by the Board or the Director of Education, in consultation with the Chairperson of the Board. In the event of a change to the posted schedule of meetings, the change will be publically communicated through the Boards communication process.**

### **ii. Agenda Distribution**

A copy of the agenda for regular meetings of the **Committee of the Whole and the Board shall be transmitted electronically to Trustees through My Niagara Catholic Trustee and to Senior Administrative Council through** by the Secretary of the Board ~~delivered or mailed to the address of each member of the Board~~ at least two (2) clear days, including Saturday and Sunday, before the time of the meeting. ~~of the Board.~~

To the extent possible, agendas with background material will be posted on the Board's website ~~the morning of a~~ **the day before the** regular scheduled meeting. ~~of the Board.~~

Hard copies of the agenda will also be available for public in attendance at meetings ~~of the Board.~~

Portions of the agenda dealing with In-Camera items shall be distributed only to Board members and if applicable to Supervisory Officers.

### iii. Physical Presence

The Chairperson or designate, the Vice-Chairperson or designate and the Director of Education / Secretary to the Board or designate must be physically present at all public (open) and in-camera (closed) sessions of the Board Meeting in the Board Room or at a site otherwise determined by the Board.

The Chairperson or designate, the Director of Education or designate and at least one (1) other Trustee must be physically present at all public (open) and in-camera (closed) sessions of an electronic meeting of the Board Meeting in the Board Room or at a site otherwise determined by the Board.

### iv. Amendment of Agenda

The agenda may be amended at the opening of the meeting with the consent of the majority of the trustees present at the meeting.

### v. Trustee Absences and Attendances at Meetings

Trustees are expected to attend all Board meetings and all meetings of Board committees of which they are members, either physically or through electronic means. A member of the Board who participates in a meeting through electronic means in compliance with Ontario Regulation 463/97 is considered to be present at the meeting. (Reference Board Policy: 100.8 – Electronic Meetings Board and Committees).

A trustee who is unable to attend a scheduled Board meeting must request that the Board excuse him/her ~~by specific motion~~ at that Board meeting, by so requesting through the Secretary of the Board. Trustees excused from a Board meeting will be marked as excused in the official minutes of the Board.

~~A~~ Trustees, who, prior to the adjournment of a meeting, have excused themselves or depart at any time during a Board meeting for the remainder of the meeting, will have the time of departure noted in the official minutes of the Board.

Trustees who are not excused from attendance at a Committee of the ~~Whole Board~~ or a Board meeting or fail to notify the Secretary of the Board ~~or designate~~ if unable to attend a Committee of the ~~Whole Board~~ or Board meeting will be marked as absent in the official minutes of the Committee of the ~~Whole Board~~ or Board meeting.

As set out in the *Education Act*, a trustee must physically attend at least three (3) Board meetings in a ~~each~~ calendar year. A trustee will lose his or her seat for being absent ~~without authorization~~ for three (3) consecutive meetings of the Board, including special meetings of the Board, ~~without being authorized by resolution~~ ~~as entered in the minutes~~.

~~A~~ Trustees are required to notify the Secretary of the Board if unable to attend a Committee of the Whole or a Board meeting.

### vi. Closing Hour of Meeting

The Board ~~and all its committees~~ shall not remain in session later than ~~11~~10:00 p.m. unless a ~~time is~~ otherwise determined by a 2/3 majority of the trustees present at the time such determination is made.

## **vii. Presiding Officer**

In the absence of the Chairperson, the Vice-Chairperson shall preside. In the absence of both the Chairperson and the Vice-Chairperson, **the Secretary of the Board shall call the meeting to order and if there is quorum the Secretary shall request that the trustees present at the meeting shall appoint a Chairperson for the meeting by a two-thirds (2/3) majority of the trustees present at the meeting.**

**In the absence of the Vice-Chairperson, the Chairperson will select the Vice-Chairperson to preside with the Chairperson.**

## **10. SPECIAL MEETINGS OF THE BOARD**

Special meetings of the Board shall be held by order of the Board, on the written request of three (3) trustees, to the Chairperson or the Director of Education, on the call of the Chairperson, or at the request of the Director of Education. The trustees shall be given a twenty-four (24) hour notice for special meetings except in emergency situations. Such meetings shall be called for specific reasons. Such subjects shall be stated in the notice calling the meeting. Notwithstanding any other provisions to the Board's By-Laws, no other business shall be considered at a special meeting other than the subjects stated in the notice.

## **11. ELECTRONIC MEETINGS OF THE BOARD**

The Chairperson or designate, the Director of Education or designate and at least one (1) other Trustee must be physically present at all public (open) and in-camera (closed) sessions of an electronic meeting of the Board Meeting in the Board Room or at a site otherwise determined by the Board.

At the request of a trustee or student trustee, the Board shall provide the appropriate technology to ensure that two way communication is available for trustee participation in the meeting. A written request shall be made to the Director of Education a minimum of forty-eight (48) hours (excluding weekends or holidays) prior to the date of the meeting.

Subject to any condition or limitations provided for under the *Education Act* or its Regulations, a member of the board who participates in the full Committee of the Whole Meeting, Board Meeting or Committee Meeting through electronic means shall be deemed to be present at the said meeting for the purposes of every *Act* and shall be recorded as being in attendance, electronically, in the minutes of the meeting. (Reference Board Policy: 100.8 – Electronic Meetings (Board and Committees).

A trustee or student trustee will be entitled to vote on any matter on which they are eligible to vote.

## **12. QUORUM**

- i. At all meetings of the Board, the presence of a majority of all trustees constituting the Board shall be necessary to form a quorum.
- ii. At meetings of all Committees of the Board the presence of a majority of all trustees constituting the committee shall be necessary to form a quorum.

- iii. Trustee attendance at Board and Committee meetings and notification of absence is ~~provided~~ **dealt with** under Trustee Absence and Attendance at Meetings within these By-Laws (Section ~~89~~ **Sub iv**)
- iv. Where required, alternates to Board Committees will be determined at the time of selection to Board committees, recorded in the minutes and posted on the Board Committee Membership Form. Alternates have all rights and privileges as the appointed trustee.
- v. Only Board approved alternates may represent the Board on Board Committees and participate on Board committees.
- vi. Unless there is a quorum present within thirty (30) minutes after the time appointed for the start of the meeting, the Secretary of the Board or Chairperson of the Board Committee shall record the names of those present, the time of adjournment, and the Board and its Committees shall stand adjourned.
- vii. Board appointed ~~Ex-Officio~~ members of Committees are not to be considered in the count for a quorum but, if present, have the right to vote.

### 13. RIGHT OF THE CHAIRPERSON TO VOTE

The Chairperson of the Board may vote only once with the other members of the Board upon all motions, and any motion on which there is an equality of votes is lost. The Chairperson shall be recorded as voting yea, nay or abstaining on a recorded vote.

### 14. ACCESS TO MEETING

- i. The meetings of the Board, and meetings of committees of the Board, including ~~a~~ **the** Committee of the Whole Board, shall be held on regular meeting dates, and shall be open to the public, except when the subject-matter under consideration involves:
  - (a) the security of the property of the Board;
  - (b) the disclosure of intimate, personal or financial information in respect of a member of the Board or committee, ~~and an~~ employee or prospective employee of the Board or a pupil or his/her **their** parent or guardian;**
  - (c) ~~(b)~~ the acquisition or disposal of a school site;**
  - (d) ~~(e)~~ decisions in respect of negotiations with employees of the Board; ~~or~~**
  - (e) ~~(d)~~ litigation or possible litigation affecting the Board; ~~or~~**
  - (f) an ongoing investigation under the *Ombudsman Act* respecting the Board.**
- ii. The presiding officer ~~may~~ **shall** expel or exclude from any meeting any person who has been guilty of improper conduct at the meeting.

### 15. ACCESS TO RECORDS

Any person may, at all reasonable hours, at the head office of the Board (Catholic Education Centre, 427 Rice Road, Welland Ontario), inspect the minute book, the audited annual financial report and the current accounts of the Board and, upon written request of any person and upon the payment to the Board of expenses associated with the reproduction of materials, the Secretary of the Board shall furnish copies of them or extracts therefrom certified under ~~his/her~~ **their** hand **in accordance with the Freedom of Information and Protection of Privacy Act and all relevant legislation and regulations.**

## 16. DELEGATIONS

- i.
  - (a) Any Catholic School elector or group (a “Delegation”) may request to address or ask questions of the Board.
  - (b) The Delegation or individual must provide the request in writing to the Director of Education or the Chairperson of the Board, at least 6 (six) days prior to the next regular meeting of the Board or Committee at which the Delegation may be heard.
  - (c) The request shall contain the topic to be discussed or questions to be asked and the identity of the Spokesperson(s).
  - (d) Copies of the complete presentation shall be shared with the Board or Committee at the same time that the agenda is distributed.
  - (e) In any case, the subject matter of the Delegation will not be discussed nor will a decision be made at the meeting at which the presentation is made.
  - (f) Following the presentation by the Delegation, questions of clarification only will be allowed by the Chairperson.
  - (g) A Delegation’s presentation will be limited to fifteen (15) minutes with a five (5) minute question period following. Amendments as to the length of time are at the discretion of the Chairperson.
  - (h) In-Camera rules shall apply to Delegations of an In-Camera nature.
  - (i) The person or persons wishing to address the Board, Section or Committee shall be notified of the date, time and location of the meeting at which the presentation may be made.
  - (j) Delegations will upon notification have these regulations shared with them prior to their presentation.
- ii. Notwithstanding the above, the Board retains discretion to decide all matters concerning Delegations. Decisions however, will not be discussed nor decided at the meeting at which the presentation is made.

## 17. OPEN QUESTION PERIOD

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. Questions shall be submitted in writing to the Chairperson or Secretary to the Board prior to the commencement of the Open Question Period and if possible prior to the beginning of the Board meeting, along with the name, address and telephone number of the questioner.
- ii. The Director of Education or designate will validate that the individual submitting the question is a member of the Catholic school supporting public through the Municipal Property Assessment Corporation.
- iii. The Chairperson will determine the validity of the questions.
- ~~iv.~~ The Open Question Period will last a maximum of ~~ten~~ fifteen (15) minutes, ~~with each questioner allowed a maximum of two (2) minutes.~~
- v. The Chairperson will attempt to provide a response or direct the question to another trustee or to the Director of Education. If no immediate response can be ~~given~~ provided, a verbal response will be communicated by the Board to the questioner at the earliest possible date, through the

Director of Education as Secretary to the Board. Copies of any written responses to question will be added to the minutes of the subsequent regular Board meeting.

## 18. ORDER OF BUSINESS

The order of business for the Committee of the Whole shall be as follows:

- A. Routine Matters**
  - 1. Opening Prayer
  - 2. Roll Call
  - 2. Approval of Agenda
  - 4. Declaration of Conflict of Interest
  - 5. Approval of Minutes of Board Meeting
  - 6. Consent Agenda Items
- B. Presentations**
- C. Committee and Staff Reports**
- D. Information**
- E. Other Business**
- F. Business In-Camera**
- G. Report on the In Camera Session**
- H. Adjournment**

The order of business for Board Meetings shall be as follows:

- A. Routine Matters**
  - 1. Opening Prayer
  - 2. Roll Call
  - 2. Approval of Agenda
  - 4. Declaration of Conflict of Interest
  - 5. Approval of Minutes of Board Meeting
  - 6. Consent Agenda Items
- B. Delegations/Presentations**
- C. Committee and Staff Reports**
- D. Trustee Items, Open Question Period & Other Business**
- E. Notices of Motion**
- F. Business In Camera**  
~~See In-Camera Agenda~~
- G. Report on the In Camera Session**

- H. Future Meetings and Events
- I. Moment of Silent Reflection for Life
- J. Adjournment

## 19. COMMITTEE MEETINGS

- i. Only members of a committee are required to attend that committee's meeting. ~~However,~~ All members of the Board shall receive notice, agenda (~~including background materials~~), and minutes of all committee meetings. All Board members shall be permitted to attend committee meetings and may take part in discussion, but only appointed trustees of the committee shall have voting power.
- ii. In dealing with committee reports at the Board meeting, it shall be the prerogative of the Chairperson to rule on a request by a trustee to have the recommendations dealt with item by item or as a whole.
- iii. Committee reports shall be considered public documents, except the reports **and minutes** presented to the In-Camera session.
- iv. ~~Committee minutes shall be considered public documents except when the subject matter under consideration involves:~~ **In accordance with the Education Act, In-Camera agenda items and minutes may only involve:**
  - (a) the security of the property of the Board;
  - (b) the disclosure of intimate, personal or financial information in respect of a member of the Board or Committee, ~~and an~~ **an** employee or prospective employee of the Board or a pupil or ~~his/her~~ **their** parent or guardian;
  - (c) the acquisition or disposal of a school site;
  - (d) decisions in respect of negotiations with employees of the Board; ~~or~~
  - (e) litigation or potential litigation affecting the Board; ~~or~~
  - (f) **an ongoing investigation under the Ombudsman Act respecting the Board.**
- v. All committees shall be established by Board resolution. The Chairperson, in consultation with the Vice-Chairperson, shall, by the Board meeting following the meeting at which a committee is established, appoint members to Board Committees, excluding the Committee of the Whole, which is made up of all trustees.

- (a) **Committee of the Whole Board**

All Trustees, **the Director of Education / Secretary-Treasurer and Senior Administrative Council** are members of this committee. The Vice-Chairperson of the Board chairs the Committee of the Whole Board meeting. In the absence of the Vice-Chairperson, the Chairperson shall preside. In the absence of both the Chairperson and the Vice-Chairperson, trustees present at the meeting shall appoint a Chairperson for the meeting by a two-thirds (2/3) majority of the trustees present. **The Chairperson will select the Vice-Chairperson to preside with the Chairperson.**

Regular meetings of the Committee of the Whole Board shall be held on the second (2<sup>nd</sup>) Tuesday of the month (except July and August) unless otherwise decided by the Board.

(b) **Ad-Hoc Committees**

The Board may establish Ad-Hoc committees as required. The establishing motion shall indicate the specific mandate of the committee, the membership of the committee, and the due date of the final report. All Ad-Hoc committees shall require a new Board motion at the yearly organizational meeting of the Board. The Chairperson of the Ad-Hoc committees shall be elected at the first meeting of the committee by the members of the committee held after the Annual Organizational Meeting of the Board.

(c) **Policy Committee**

Three (3) trustees one (1) being the Chairperson of the Board or designate) shall be members of the Policy Committee. This committee will receive reports from staff regarding policy recommendations and will forward recommendations and minutes to the Board through the Committee of the Whole.

The Chairperson of this committee will be elected by the members at the first meeting of the committee held after the **Inaugural or** Annual Organizational Meeting of the Board.

The committee may recommend to the Committee of the Whole the areas in which policy formation and/or review is desirable. (Reference Board Policy 100.5, The Establishment and Cyclical Review of Policies)

The meeting of the committee shall normally be held prior to each monthly Board ~~m~~Meeting scheduled on the fourth (4) Tuesday of each month except **December, June,** July and August, when there shall be no meetings. Additional meetings, as required, will be called by the Chairperson of the committee and the Director of Education.

- vi. Meetings of a committee shall be called by the Chairperson of the committee. If the Chairperson of a committee neglects to call meetings, it is the duty of the Committee to meet on the call of any two (2) of its members. All meetings shall be called or cancelled through the Office of the Director of Education. In the absence of the Chairperson, providing there is a quorum, the members will elect an interim Chairperson.
- vii. The Chairperson of the Board shall be an ex-officio member of all committees of the Board. Ex-Officio members of committees are not to be considered in the count for a quorum but, if present, have the right to vote (By-Laws Section ~~40~~ **12** Sub vii). The Chairperson may delegate some of the ex-officio duties to the Vice-Chairperson of the Board.

## **20. RULES OF ORDER**

- i. Any of these By-Laws may be temporarily suspended by a vote of three-quarters (3/4) of the members present at a duly constituted Board meeting. The By-Laws shall not be repealed, altered, or amended without a minimum of one (1) month's previous notice in writing having been given to the Policy Committee or the Board of the intended alteration or amendment.
- ii. Temporary suspension of any of these By-Laws shall be active for a specified period not to exceed two (2) months in any one (1) calendar year.
- iii. Whenever an adjournment takes place in consequence of there not being a quorum present, the time of adjournment and the names of the members present shall be entered in the records of the Board.

- iv. The Chairperson or other Presiding Officer shall preserve order and decorum and decide upon all questions of order.
- v. In the absence of the Chairperson and Vice-Chairperson for any cause, the Board may, from the members present, appoint a presiding officer who, during such absence, shall have the powers of the Chairperson of the Board.
- vi. The Chairperson may participate in any debate or discussion from ~~his/her~~ **their** position as Chairperson. Should the Chairperson elect to vacate the chair to take part in any debate or discussion or for any other reason, ~~he/she~~ **they** shall call upon the Vice-Chairperson or in ~~his/her~~ **their** absence one (1) of the members to fill ~~his/her~~ **their** place until ~~he/she~~ **they** resumes it. The right of the Chairperson to vote is outlined in Section ~~44~~ **13** of these By-Laws.
- vii. Where a question is before the Board, the mover may speak first and the seconder may speak next, and the Chairperson will attempt to allow each person wishing to speak the opportunity to speak once before any member may speak for a second time. The mover also has the prerogative to be the last speaker before the question is decided and the seconder shall be the penultimate speaker.
- viii. No member shall speak for more than a total of fifteen (15) minutes or more than three (3) times (not to exceed five (5) minutes each time) on the same question without the permission of the Chairperson of the Board.

## **21. MOTIONS AND DEBATE**

In all cases not provided for by these By-Laws, the rule and practice of the most recent edition of “Robert’s Rules of Order” shall govern so far as applicable.

- i. All motions shall be recorded in the minutes of the meeting in which it is presented and discussed and shall be seconded before being stated by the Chairperson, whereupon the Chairperson shall ask if there is any future discussion on the motion, before the vote.
- ii. When a motion has been stated by the Chairperson, it shall be open to debate and shall be disposed of only by a vote, unless the mover, by permission of the seconder, withdraws it, in which case such motion shall not appear in the minutes of the meeting.
- iii. Any trustee of the Board may require the question under discussion to be read at any part of the debate, but not so as to interrupt a speaker.
- iv. A member, prior to speaking to any question or motion, shall address the Chairperson. The member shall confine remarks to the question at hand.
- v. When two (2) or more members wish to speak at the same time, the Chairperson shall name the member who is to speak.
- vi. No member shall be interrupted while speaking, except in a case where the member is called to order by a member for a transgression of rules of the Board, in which case the member shall remain silent until the point of order has been decided by the Chairperson.

- vii. Where a member wishes to make a point of order or to seek clarification he or she should so indicate in addressing the Chairperson and the Chairperson will rule on such matters before the next speaker is allowed to speak.
- viii. When the question under consideration contains two (2) or more distinct propositions, any particular proposition upon the request of any member, shall be considered and voted upon separately.
- ~~ix. No question, when once decided by the Board at a regular meeting, shall be reconsidered during that meeting.~~
- ix. If it is desired to defer action on a question until a particular time, the proper motion to make is “to postpone it to that time”. This motion allows limited debate, which must be confined to the propriety of the postponement to that time; it can be amended by altering the time, and this amendment allows the same debate.
- x. Whenever a motion has been made and seconded, it is the duty of the Chairperson, if the motion is in order, to state the question, so that the members may know what question is before them.
- xi. In stating the question on an amendment, the Chairperson should read the passage to be amended; the words to be struck out, if any, the words to be inserted, if any; and the whole passage as it will stand if the amendment is adopted.
- xii. The motion to adjourn is not debatable, it cannot be amended, or have any other subsidiary motion applied to it; nor can a vote on it be reconsidered.
- xiii. If a trustee does not put new motions or amendments in writing for the Chairperson, the motion, as stated by the Chairperson and recorded by the secretary, shall be the motion.

(a) **Amendment(s) to Motion**

An amendment may be in any of the following forms:

- (i) to “add” or “insert” certain words or paragraphs;
- (ii) to “strike out” certain words or paragraphs, and if this fails it does not preclude any other amendment than the identical one that has been rejected;
- (iii) to “strike out certain words and insert others,” which motion is indivisible, and if lost does not preclude another motion to strike out the same words and insert different ones;
- (iv) to “substitute” another resolution or paragraph on the same subject for the one pending;
- (v) to “divide the question” into two (2) or more questions as the mover specifies, so as to get a separate vote on any particular point or points;
- (vi) if an amendment is defeated, vote on the motion. If an amendment is carried, vote on the amended motion.

(b) **Notice of Motion**

A member of the Board must give notice of motion in writing so that it appears on the agenda of the meeting at which the notice of motion is presented, if he/she wishes to:

- (i) Repeal or make permanent amendment to any of the Board’s By-Laws;
- (ii) Recommend an action which has not been considered and recommended to the Board by a Committee of the Board;
- (iii) Consider a matter by the Board without reference to a Committee.

(c) **Regulations - Notice of Motion**

- A Notice of Motion shall not be discussed or seconded at the meeting at which it is initially presented.
- Before any discussion shall take place at the meeting at which a Notice of Motion is presented as a proposed Board motion / resolution, a trustee must second it.
- The number of Notices of Motion which are presented as proposed Board motions / resolutions at any single meeting shall be limited in number at the discretion of the Chairperson.
- Notices of Motion which are not presented for discussion as proposed motions / resolutions at the meeting, shall be presented at the next regular meeting.
- Notices of Motion which require reports, or information, shall be presented to the Board without any written reports by the Director of Education. The Director of Education or his delegate, may be permitted to make oral statements relating to these Notices of Motion at the time of presentation.
- The Director of Education or his delegate may make written reports and/or recommendations supporting or opposing Notices of Motion, when they are presented as Motions, and which if carried will require direct action by the Board or its officials.

(d) **Reconsideration of a Motion**

- An adopted motion can be re-visited, provided that it (or the parts that the Board wishes to change or cancel) was not acted upon.
- **Adopted Motion:** An adopted motion that was not acted upon can be brought back for consideration at the same meeting, by majority vote,. The motion to reconsider must be made by a trustee who voted in favor of the motion. If the motion to reconsider is adopted, the motion to which it applies is re-opened for debate and a new vote.
- **Defeated Motion:** A defeated motion can be brought back for consideration at the same meeting if the trustees, by a majority vote, agree to do so. Only a member who voted against the motion may make the motion to reconsider in this case.

## 22. VOTING

(a) **Voting by ballot for the Election of the Chair and Vice-Chair of the Board**

- i. Voting by ballot will only take place for the election of the Chair and Vice-Chair of the Board.
- ii. The Director of Education should appoint two (2) or more persons to conduct the vote by distributing, collecting and counting the ballots. Following the voting by ballots, the Director of Education will announce the vote publicly. The Chairperson will move to destroy the ballots.
- iii. Trustees electronically attending the Inaugural or Annual Organizational Meeting of the Board may cast their vote by communicating their decision electronically through a private communication link with the Board solicitor (or designate) as determined by the

Board solicitor. The Board solicitor or designate shall be present physically at the meeting and will cast the communicated decision of the trustee by ballot with the other ballots casted by trustees present at the Board meeting. Trustee(s) joining electronically for the Inaugural or Annual Organizational Meeting of the Board and requesting to cast their vote electronically are to provide the Director of Education, Secretary to the Board 48 hours of advanced notice to make the necessary arrangements with the Board Solicitor or designate.

**(b) Recorded Vote**

Each member's vote shall not be recorded upon any motion unless requested by a member before the Chairperson calls upon the members to vote upon the question. Provided a request is made in the manner hereinbefore mentioned, the names of those who vote in favour of the question, those who vote in opposition and those who abstain, shall be entered upon the minutes. Any member may request that ~~his/her~~ **their** individual vote be recorded either before or after the Chairperson calls the question.

### **23. CONFLICT OF INTEREST**

Any Conflict of Interest shall be declared and dealt with in accordance with the *Municipal Conflict of Interest Act*, these By-Laws and the Code of Conduct Policy.

### **24. CODE OF CONDUCT**

All Trustees are required to be in full compliance with the Code of Conduct Policy as approved by the Board. The Board approved Code of Conduct Policy for trustees is in compliance with the *Education Act*.

*Code of Conduct is addressed in the Niagara Catholic District School Board Trustee Code of Conduct Policy (100.12).*

## DEFINITIONS SCHEDULE

For this By-Law and all other By-Laws of the Board unless the context otherwise requires:

Words importing gender shall include all genders;

A reference to a statute, refers to that statute, and any regulations or rules issued thereunder, as amended, supplemented or replaced from time to time;

“**Board**” for the By-Laws means the Board of Trustees of the Niagara Catholic District School Board and, where the context requires, means the NCDSB;

“**committee**” includes any committee or subcommittee of the Board established under this By-law;

“**Committee of the Whole Board**” for the purposes of this By-Law references in the Act to a Committee of the Whole or of the whole board are to situations when the trustees meet as a body but not as the Board. All trustees are members of the Committee of the Whole as described in more detail in section 17(v)

“**Director of Education**” means the Director of Education, who is also the Chief Executive Officer of the Niagara Catholic District School Board as well as the Secretary-Treasurer;

“**Education Act**” and “**Act**” means the Education Act, R.S.O. 1990, c.E.2, and includes, where the context requires, the Regulations enacted thereunder;

“**Inaugural Meeting**” means the meeting at which the Chairperson of the Board and the Vice-Chairperson of the Board are elected and members of Committees are appointed in the year after a municipal election;

“**Meeting**” includes a meeting of the Board and a meeting of a Committee;

“**Multi-Year Plan**” means the plan developed by the Board in accordance with Article 2.1.6;

“**Municipal Elections Act**” means the *Municipal Elections Act*, 1996, S.O. 1996, c.32 and includes, where the context requires, the Regulations enacted thereunder;

“**Annual Organizational Meeting**” means the meeting at which the Chairperson of the Board and the Vice-Chairperson of the Board are elected and members of committees are appointed in each year other than a year in which an inaugural meeting is held.

“**Policies**” means the policies put in place by the Board from time to time;

“**Roll Call**” means taking attendance by the Chair of the meeting by way of calling out the names of the Trustees;

“**Statutory Committee**” means any committee that, by law, the Niagara Catholic District School Board is required to establish;

“**Student Trustee**” means a Roman Catholic secondary school student, elected by a student body, to represent the interest of students in the last two (2) years of the intermediate division and students in the senior division of the Niagara Catholic District School Board;

“**NCDSB**” means the Niagara Catholic District School Board;

“**Trustee**” means a person elected, acclaimed, or appointed to the office of trustee of the Board of Trustees according to the provisions of the *Education Act* or the *Municipal Elections Act*;

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE MEETING  
JUNE 14, 2016**

***PUBLIC SESSION***

**TITLE: NIAGARA CATHOLIC PARENT INVOLVEMENT  
COMMITTEE & BY-LAWS POLICY (800.7)**

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**RECOMMENDATION**

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Niagara Catholic Parent Involvement Committee & By-Laws Policy (800.7), 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: Policy Committee

Date: June 14, 2016



Niagara Catholic District School Board

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

### STATEMENT OF POLICY

800 – Schools and Community Councils

Policy No. 800.7

Adopted Date: May 24, 2011

Latest Reviewed/Revised Date: June 18, 2013

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

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

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

#### **References:**

- [\*\*Ontario Regulation 330/10 School Councils and Parent Involvement Committees\*\*](#)
- [\*\*Parents in Partnership...A Parent Engagement Policy for Ontario Schools\*\*](#)
- [\*\*Education Act-Section 1\*\*](#)
- [\*\*OAPCE By-Law and Constitution\*\*](#)
- [\*\*Niagara Catholic District School Board Policies/Procedures\*\*](#)
  - [\*\*Board By-Laws \(100.1\)\*\*](#)
  - [\*\*Catholic School Councils Policy \(800.1\)\*\*](#)
  - [\*\*Complaint Resolution Policy \(800.3\)\*\*](#)
  - [\*\*Niagara Catholic Parent Involvement Committee By-Laws\*\*](#)
  - [\*\*Trustee Expenses and Reimbursement Policy \(100.13\)\*\*](#)



# NIAGARA CATHOLIC PARENT INVOLVEMENT COMMITTEE POLICY

## ADMINISTRATIVE GUIDELINES ~~PROCEDURES~~

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

The purpose of the Niagara Catholic Parent Involvement Committee (NCPIC) as an advisory committee to the Board is to support, encourage and enhance parent/guardian engagement to build strong Catholic identity and community to nurture the distinctiveness of Catholic education, and to advance student achievement and well-being for all students in the Niagara Catholic District School Board.

- ~~1.1~~ 1. Recommendations made by the committee shall be in keeping with the Mission, Vision and Values of Niagara Catholic District School Board. ~~The Niagara Catholic Parent Involvement Committee (NCPIC) is an advisory body, and the recommendations of the committee shall be in keeping with the Mission Statement of the Board, Vision 2020 Statements, Strategic Directions and the Enabling Strategies from the Vision 2020 Strategic Plan,~~ along with the distinctive character, philosophy and goals of Catholic Education and respectful of the faith and traditions of the Catholic Church. The Board will retain all the powers and duties specified in the Education Act and its related Regulations.
- ~~1.2~~ 2. Niagara Catholic Parent Involvement Committee members are to maintain a regional wide focus to support Catholic Education in all schools, to encourage and enhance parent/guardian engagement for the improvement of student achievement, and the well-being of all students in the Niagara Catholic District School Board.
- ~~1.3~~ 3. Individual members of the Niagara Catholic Parent Involvement Committee do not speak for the committee and the Chair/Co-Chair(s) must be diligent in ensuring that any views presented in the capacity of Chair/Co-Chair(s) represent fairly the position of the Niagara Catholic Parent Involvement Committee.

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

- ~~2.1~~ The Board and/or School Administration may ask for recommendations from the Niagara Catholic Parent Involvement Committee.
- ~~2.2~~ 1. The Niagara Catholic Parent Involvement Committee shall achieve its purpose by:
  - providing information and advice on parent/guardian engagement to the Board;
  - communicating with, and supporting Catholic School Councils of schools of the Board;
  - undertaking activities to help parents/guardians of students of the Board support their children's learning at home and at school;
  - developing strategies and initiatives the Board and the Director of Education could use to effectively communicate with parents/guardians and to effectively engage parents/guardians in improving student achievement and the well-being of all

students in the Board such as meetings, faith formation, conferences, Ministry of Education Parents Reaching Out (PRO) Grants, and other events for Catholic School Councils as approved by the Board;

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

2.3 2. Each school year, the Niagara Catholic Parent Involvement Committee shall make recommendations to promote Catholic values and to encourage parental involvement in the Niagara Catholic schools. The recommendations shall be presented to the Director of Education through the Director's designate/Superintendent of Education and shall outline the objectives, description of activities, personnel and required budgets, as well as a brief statement of expected outcomes.

2.4 3. The Board shall establish a yearly budget to address the various activities as outlined in 2.2 projected for the Niagara Catholic Parent Involvement Committee.

2.5 4. The normal reporting system for the Niagara Catholic Parent Involvement Committee will be through the Director's designate/Superintendent of Education.

### 3. COMPOSITION

3.1 ~~Composition of the Niagara Catholic Parent Involvement Committee~~

1. The Niagara Catholic Parent Involvement Committee shall include the following:

#### ~~VOTING MEMBERS~~

- The number of parent/guardian members the Board determines appropriate and as specified in the By-Laws of the Niagara Catholic Parent Involvement Committee By-Laws.
- The Director of Education of the Board and/or the Director's designate/Superintendent of Education.
- Two (2) members of the Board.
- The number of Up to three (3) Community Representatives appointed by the Board on an annual basis, as specified in the By-Laws of the Niagara Catholic Parent Involvement Committee;

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

2. **The Board may appoint one (1) or more of the following individuals subject to the By-Laws of the Niagara Catholic Parent Involvement Committee:**

**NON-VOTING MEMBERS**

- ~~The Director of Education and/or the Director's designate/Superintendent of Education,~~
- ~~Two (2) members of the Board appointed by the Chair of the Board for a one (1) year term,~~
- ~~The Bishop of the Diocese of St. Catharines or his appointed representative,~~
- ~~One (1) Principal of an elementary school of the Board recommended by the Principal/Vice-Principal Council to Senior Administrative Council, for approval,~~
- ~~One (1) Principal of a secondary school of the Board recommended by the Principal/Vice-Principal Council to Senior Administrative Council, for approval,~~
- ~~One (1) teacher employed, other than a Principal or Vice-Principal, in an elementary school of the Board recommended by the Ontario English Catholic Teachers' Association (OECTA) to Senior Administrative Council, for approval,~~
- ~~One (1) teacher employed, other than a Principal or Vice-Principal, in a secondary school of the Board recommended by the Ontario English Catholic Teachers' Association (OECTA) to Senior Administrative Council, for approval,~~
- ~~One (1) person employed by the Board, other than a Principal, Vice-Principal or teacher, i.e. (support staff) recommended by Canadian Union of Public Employees (CUPE) to Senior Administrative Council, for approval,~~
- ~~One (1) member of the Secondary Student Senate representative to be appointed by the Student Senate.~~
- ~~In accordance with the Niagara Catholic Parent Involvement Committee By-Laws, One (1) parent/guardian will be elected as required for a term not to exceed two (2) years to represent the Niagara Catholic District School Board as the Regional Director for the Ontario Association of Parents in Catholic Education (OAPCE). and will act as liaison between the Ontario Association of Parents in Catholic Education (OAPCE) and the OAPCE Liaison Representatives from the Catholic School Councils of the Board.~~

3.2 ~~The Niagara Catholic Parent Involvement Committee shall elect/acclaim parent/guardian members in the Fall of each school year to the committee before November 15 and before the first meeting of the Committee in the school year.~~

3.3 ~~In specifying the number of parent/guardian members to be elected to the Niagara Catholic Parent Involvement Committee in its By-Laws, the committee shall ensure that parent/guardian members constitute a majority of the members of the committee.~~

3.4 ~~Any appointment to the Niagara Catholic Parent Involvement Committee is of no effect unless the person agrees to the appointment.~~

## 4. MEMBERSHIP

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

Fort Erie, Port Colborne, Wainfleet  
Grimsby/Lincoln/West Lincoln/Pelham  
Niagara Falls/Niagara-on-the-Lake  
St. Catharines  
Thorold/Merritton  
Welland

up to 2 Parent/Guardian Representatives  
up to 2 Parent/Guardian Representatives  
up to 4 Parent/Guardian Representatives  
up to 4 Parent/Guardian Representatives  
up to 2 Parent/Guardian Representatives  
up to 2 Parent/Guardian Representatives

### **PARENTS/GUARDIANS MEMBERSHIP-Voting members**

#### **4.1 Eligibility of Membership**

- 4.1.1 **1.** To be eligible for election/appointment to the Niagara Catholic Parent Involvement Committee **a person must:**
- ~~must~~ be a parent/guardian of a student enrolled in a Niagara Catholic District School Board school,
  - ~~must~~ reside within the Board's jurisdiction,
  - ~~must represent the geographic area where the student(s) is enrolled,~~
  - ~~must~~ support the **Mission of Catholic Education, the Mission, Vision and Values of the Niagara Catholic District School Board, and**
  - ~~must~~ fully participate in the Annual Commissioning Ceremony of NCPIC members.
- 4.1.2 **2.** A parent/guardian who is employed by the Board is qualified to be **elected**/appointed to the Niagara Catholic Parent Involvement Committee **and**
- 4.1.3 ~~A parent/guardian who is employed by the Board shall at his or her~~ **the** first meeting ~~inform the Niagara Catholic Parent Involvement~~ **notify the** committee of ~~his or her~~ employment with the Board **prior to the election.**

### **COMMUNITY REPRESENTATIVES-Voting Members**

The Niagara Catholic District School Board will appoint up to three (3), Community Representatives to the Niagara Catholic Parent Involvement Committee for a one (1) year term.

1. To be eligible to be appointed by the Board to the Niagara Catholic Parent Involvement Committee as a community representative, the community representative(s) must:
  - i. provide a letter of reference from a community organization to the Chair of the Board to support the nomination,
  - ii. reside within the Board's jurisdiction, and be qualified to vote for a member of the Niagara Catholic District School Board,
  - iii. support the Mission of Catholic Education, and the Mission, Vision and Values of the Niagara Catholic District School Board, and
  - iv. fully participate in the Annual Commissioning Ceremony of NCPIC members.
2. A person is not qualified to be nominated or appointed to the Niagara Catholic Parent Involvement Committee as a community representative if the person is employed by the Board.

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

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

**VACANCIES**

A vacancy in the membership of the Niagara Catholic Parent Involvement Committee does not prevent the committee from exercising its authority.

- 6.1 Vacancies on the Niagara Catholic Parent Involvement Committee may occur when:
  - a parent/guardian member has reached the end of a one (1) or two (2) year term
  - a member resigns
  - a member is unable to fulfill his/her duties
  
- 6.2 ~~A vacancy in the membership of the Niagara Catholic Parent Involvement Committee does not prevent the committee from exercising its authority to make an appointment to fill the vacancy as specified in the By Laws of the Niagara Catholic Parent Involvement Committee.~~
  
- 6.3 ~~Vacancies in parent/guardian member positions shall be advertised through a variety of methods which may include:~~
  - ~~advertisements in newsletters of all schools or Catholic School Councils of schools of the Board,~~
  - ~~advertisements in the newspaper with general circulation in the geographic jurisdiction of the Board,~~
  - ~~advertisements on radio or television stations that broadcast in the geographic jurisdiction of the Board,~~
  - ~~notices in schools of the Board,~~
  - ~~notices on the Board website [www.niagaracatholic.ca](http://www.niagaracatholic.ca) and on the websites of the Board's schools, and~~
  - ~~notices in the Parish bulletins.~~
  
- 6.4 ~~Where a vacancy of an elected parent/guardian member occurs, the Niagara Catholic Parent Involvement Committee may appoint a parent/guardian to serve on the Niagara Catholic Parent Involvement Committee until the next election.~~
  - 6.4.1 ~~The Niagara Catholic Parent Involvement Committee shall fill the vacancy by appointment from the pool of candidates from the previous election process.~~
  
  - 6.4.2 ~~If none of the candidates from the pool of the previous election process is interested in becoming a Niagara Catholic Parent Involvement Committee member, the Niagara Catholic Parent Involvement Committee may request nominations from interested parents/guardians of the Niagara Catholic District School Board from the vacant geographic area to submit their names by the designated date for consideration.~~
  
  - 6.4.3 ~~The Niagara Catholic Parent Involvement Committee may then appoint one (1) of the interested candidates from the vacant geographic area.~~
  
- 6.5 ~~Where a vacancy of a Community representative occurs, the Niagara Catholic Parent Involvement Committee may request the agency to appoint another member, choose a different organization, or choose not to fill the position.~~
  
- 6.6 ~~Where a Principal/Vice Principal, student, teacher or non teaching representative vacancy occurs, the Director's designate/Superintendent of Education shall arrange for a replacement as outlined in Section 3.3.~~
  
- 6.7 ~~Individuals filling a vacated position shall hold the position until the original term for that position expires.~~

## 7. TERMS OF OFFICE

### Parent/Guardian Representatives

Half of the parent/guardian representatives from each geographical area will serve for a two (2) year term while the other half will serve for a one (1) year term.

### Chair/Co-Chair(s)

Chair/Co-Chair(s) will serve for a two (2) year term and may not serve more than two (2) consecutive terms (four (4) years) unless at least one (1) full two (2) year term has elapsed since the last term as Chair/Co-Chair(s).

### Community Representatives

Community Representatives will serve for a term of one (1) year (renewable).

### Non-Voting Members

Non-voting members will serve for a term of one (1) year (renewable).

- 7.1.1 ~~The term of office of some of the parent/guardian members of the Niagara Catholic Parent Involvement Committee shall be one (1) year and the term of office of some of the parent/guardian members shall be two (2) years, as provided in the By Laws of the committee. Half of the parent/guardian representatives from each of the geographic areas will serve a two (2) year term with the remainder serving for a one (1) year term.~~
- 7.1.2 ~~Parent/guardian representatives will declare their desired term of office on the nomination/self nomination forms. At the first meeting of the Niagara Catholic Parent Involvement Committee, terms for representatives from each geographic area will be determined by consensus.~~
- 7.1.3 ~~Failing a consensus, the representatives from the geographic areas shall draw lots (straws) to determine the length of the term. The drawing of lots shall be done in alphabetical order and the person who draws the longest straw shall be the representative for a two (2) year term.~~
- 7.1.4 ~~A member of the Niagara Catholic Parent Involvement Committee may be re-appointed or re-elected to the Committee for more than one (1) term unless otherwise provided in the By Laws of the committee.~~

## 8. OFFICERS

### Chair/Co-Chairs

The Niagara Catholic Parent Involvement Committee shall elect a Chair/Co-Chairs from the parent/guardian members to chair the committee for a term of two (2) years at the first general meeting of the committee in the school year when there is a vacancy. **An employee of the Board cannot serve as the Chair/Co-Chair(s) of the Niagara Catholic Parent Involvement Committee.**

### Sub-Committees

The Niagara Catholic Parent Involvement Committee may establish sub-committees to carry out specific tasks or projects in accordance with the overall mandate of the Niagara Catholic Parent Involvement Committee and to make recommendations on these matters to the Niagara Catholic Parent Involvement Committee.

- 8.1.1 ~~The Niagara Catholic Parent Involvement Committee shall have a Chair and/or Co-Chair(s), if the By-Laws of the committee so provides, a Co-Chair(s).~~
- 8.1.2 ~~The Chair and/or Co-Chair(s) must be parent members of the committee and shall be elected for a two (2) year term by the parent/guardian members of the committee at the first meeting of the committee in each school year that there is a vacancy in the office of the Chair, and/or Co-Chair(s).~~
- 8.1.3 ~~Only parent/guardian members with a two (2) year term on the Niagara Catholic Parent Involvement Committee are eligible to be elected to the position of Chair and/or Co-Chair(s).~~
- 8.1.4 ~~An individual may not serve more than two (2) consecutive terms as Chair and/or Co-Chair(s).~~
- 8.1.5 ~~An individual who has served one (1) term or two (2) consecutive terms as Chair and/or Co-Chair(s) may be re-elected as Chair and/or Co-Chair(s) of the committee provided at least one (1) two (2) year term has elapsed since his or her last term as Chair and/or Co-Chair(s).~~
- 8.1.6 ~~The Chair and/or Co-Chair(s) shall act as spokespersons for the committee in communicating matters of the committee with the Director of Education of the Board and/or the Director's Designate/Superintendent of Education of the Board.~~
- 8.1.7 ~~The Niagara Catholic Parent Involvement Committee shall have such other officers as are provided for in the By-Laws of the committee.~~
- 8.1.8 ~~A vacancy in the office of Chair and/or Co-Chair(s) or any office provided for in the By-Laws shall be filled in accordance with the By-Laws of the committee.~~

## 8.2 Elections

- 8.2.1 ~~Elections of parent/guardian representatives to the Niagara Catholic Parent Involvement Committee are to be held in the Fall of each school year before November 15 and before the first meeting of the Committee in the school year.~~
- 8.2.2 ~~Election Forms will be sent to individual Catholic School Councils one (1) month prior to the elections.~~
- 8.2.3 ~~Nomination forms and self-nomination forms must be submitted and received by the nomination date before 4:00 p.m. EST. Nomination forms will be date stamped for receipt. Nomination forms that are incomplete by the nomination submission deadline will not be accepted.~~
- 8.2.4 ~~If an election is to be held, notification will be given to all candidates as to the date/time of the election which will occur at the Niagara Catholic Parent Involvement Committee Annual Catholic School Council Chair and/or Co-Chair(s) and Members' Meeting in the Fall of each school year.~~
- 8.2.5 ~~To be eligible to vote a parent/guardian must be a resident of the geographic area. Residency may be verified through a request for official documentation such as a tax bill. A parent/guardian of the geographic area must be in attendance at the Niagara Catholic Parent Involvement Committee Annual Catholic School Councils Chair and/or Co-Chair(s) and Members' Meeting to vote. Nominees will be invited to make a brief two (2) minute presentation to parents/guardians present in the geographic area before the vote. The vote will be by secret ballot~~

~~and tabulated by the Election sub-committee of the Niagara Catholic Parent Involvement Committee.~~

- ~~8.2.6 An (election) sub-committee, comprised of the previous year's Niagara Catholic Parent Involvement Committee Chair, (if not seeking re-election) or at least (1) and/or Co-Chair(s), the Director's designate/ Superintendent of Education and up to four (4) additional members will oversee the election process. (Niagara Catholic Parent Involvement Committee By Laws).~~
- ~~8.2.7 Names and addresses of members of the Niagara Catholic Parent Involvement Committee will be forwarded to the Director of Education within thirty (30) days of the election.~~
- ~~8.2.8 Names of the Niagara Catholic Parent Involvement Committee members will be published to the Niagara Catholic District School Board school communities.~~
- ~~8.2.9 Where a Niagara Catholic Parent Involvement Committee member submits a letter of resignation or is absent from three (3) consecutive Niagara Catholic Parent Involvement Committee meetings, the Niagara Catholic Parent Involvement Committee may appoint a replacement to serve until the next election as per Section 4.4 Vacancies and NCPIC By Laws.~~

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

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

- ~~9.1 Determine the dates of the Niagara Catholic Parent Involvement Committee meetings in consultation with the Director's designate/Superintendent of Education.~~
- ~~9.2 Plan the agenda with Director's designate/Superintendent of Education.~~
- ~~9.3 Chair the Niagara Catholic Parent Involvement Committee meetings.~~
- ~~9.4 Communicate regularly with the Director's designate/Superintendent of Education and Catholic School Councils regarding matters of the committee.~~
- ~~9.5 Be diligent in ensuring that any views presented in the capacity of Chair and/or Co-Chair(s) represent fairly the position of the Niagara Catholic Parent Involvement Committee.~~
- ~~9.6 Review the By Laws annually in consultation with the Niagara Catholic Parent Involvement Committee.~~
- ~~9.7 Participate as ex-officio members of all subcommittees established by the NCPIC.~~

## **10. ~~ROLE OF THE PARENT/GUARDIAN MEMBERS~~**

- ~~10.1 Participate in Niagara Catholic Parent Involvement Committee meetings on a regular basis as per the NCPIC By Laws.~~
- ~~10.2 Participate in information and training sessions.~~
- ~~10.3 All members of the Niagara Catholic Parent Involvement Committee shall have the primary responsibility to work with the committee to facilitate the approved mandate.~~

## 11. ~~ROLE OF THE DIRECTOR'S DESIGNATE/SUPERINTENDENT OF EDUCATION~~

- ~~11.1 Facilitate and assist in the operation of the Niagara Catholic Parent Involvement Committee and assist in its operation.~~
- ~~11.2 In consultation with the Chair and/or Co-Chair(s) determine the date and time of the Niagara Catholic Parent Involvement Committee and subcommittee meetings and arrange a meeting room.~~
- ~~11.3 Plan the agenda with the Chair and/or Co-Chair(s) and subcommittee Chairs and/or Co-Chair(s) of the Niagara Catholic Parent Involvement Committee.~~
- ~~11.4 Make every effort to distribute the agenda to all members of the Niagara Catholic Parent Involvement Committee at least five (5) calendar days prior to the meeting.~~
- ~~11.5 Support and promote the approved activities of the Niagara Catholic Parent Involvement Committee.~~
- ~~11.6 Seek input from the Niagara Catholic Parent Involvement Committee.~~
- ~~11.7 Act as a resource on, regulations and Board policies.~~
- ~~11.8 Communicate with the Chair and/or Co-Chair(s) of the Niagara Catholic Parent Involvement Committee on matters of the Committee as required.~~
- ~~11.9 Assist the Niagara Catholic Parent Involvement Committee in encouraging increased parent/guardian involvement.~~
- ~~11.10 Ensure that the minutes of the meetings are recorded, maintained, and posted on the Board website.~~
- ~~11.11 Facilitate communication between the Niagara Catholic Parent Involvement Committee and the Catholic School Councils.~~
- ~~11.12 Act as the secretary/treasurer to the Niagara Catholic Parent Involvement Committee.~~
- ~~11.13 Prepare and present a report at each meeting, including a financial statement.~~

## 12. MEETINGS PROCEDURES

The Niagara Catholic Parent Involvement Committee shall meet between September to June at least four (4) times in each school year. Special meetings may also be called by the Director's designate/Superintendent of Education or by three (3) parent/guardian members by written request to the Director's designate/Superintendent of Education. All meetings will be held at the Catholic Education Centre and are open to the public.

- ~~12.1 Meetings will open and close with a prayer.~~
- ~~12.2 Must fully participate in the Annual Commissioning Ceremony of the NCPIC members.~~
- ~~12.3 At the first meeting of the new school year the voting parent/guardian members shall in the year where necessary elect a parent/guardian member to serve as Chair and/or Co-Chair(s) of the Niagara Catholic Parent Involvement Committee for a term of (2) years.~~
- ~~12.4 Meetings should be held on a bi-monthly basis between September to June. Special meetings may also be called by the Director's designate/Superintendent of Education or~~

- ~~by three (3) parent/guardian members by written request to the Director's designate/Superintendent of Education.~~
- 12.5 ~~Meetings will commence on time and not last more than two (2) hours, unless the majority of the Niagara Catholic Parent Involvement Committee members agree to a longer meeting of no more than thirty (30) minutes beyond the two (2) hour time limit.~~
- 12.6 ~~All meetings are open to members of the public and Catholic School Councils within the Board's jurisdiction and will be held at the Catholic Education Centre.~~
- 12.7 ~~Niagara Catholic Parent Involvement Committee meetings shall not proceed unless there is a quorum in attendance. A quorum is fifty percent plus one (50% + 1) of voting members, but at all times there must be a majority of parents/guardians at the meeting. A member who participates through electronic means shall be deemed to be present at the meeting.~~
- 12.8 ~~A meeting cannot be held unless,~~
- ~~• a majority of the members present at the meeting are parent/guardian members;~~
  - ~~• the Director of Education, or the Director's designate/Superintendent of Education is present, and~~
  - ~~• at least one (1) of the appointed Trustees to the committee is present.~~
- 12.9 ~~Every effort will be made to distribute the agenda to members of the Niagara Catholic Parent Involvement Committee at least five (5) calendar days prior to the meeting by delivering a notice by e-mail or regular mail and post a notice on the Board website.~~
- 12.10 ~~Approved minutes of the meetings are to be recorded, maintained and posted on the Board website.~~
- 12.11 ~~The Niagara Catholic Parent Involvement Committee shall use consensus as the usual method for developing recommendations and plans. If voting becomes necessary, a simple majority will be sufficient for a vote on any issue.~~
- 12.12 ~~The Niagara Catholic Parent Involvement Committee will inform Catholic School Councils and parent/guardian communities of their activities through newsletters, special meetings, the Board website, and through liaison with Catholic School Councils. Information to Catholic School Councils shall flow through the school Principal and/or the Chair and/or Co Chair(s) of the Catholic School Council.~~

### **13. SUBCOMMITTEES**

- 13.1 ~~The Niagara Catholic Parent Involvement Committee may establish subcommittees to carry out specific tasks or projects in accordance with the overall mandate of the Niagara Catholic Parent Involvement Committee and to make recommendations on these matters to the Niagara Catholic Parent Involvement Committee.~~
- 13.2 ~~A subcommittee of the Niagara Catholic Parent Involvement Committee must have at least one (1) parent/guardian member of the Niagara Catholic Parent Involvement Committee.~~
- 13.3 ~~A subcommittee of the Niagara Catholic Parent Involvement Committee may include persons who are not members of the Niagara Catholic Parent Involvement Committee.~~
- 13.4 ~~The members of a Niagara Catholic Parent Involvement Committee subcommittee shall elect a Chair and/or Co Chair(s) at the first meeting of the subcommittee.~~

13.5 The Chair and/or Co-Chair(s) of the subcommittee shall:

- ~~In consultation with the Director's designate/Superintendent of Education and all subcommittee members determine the date and time of the Niagara Catholic Parent Involvement Committee subcommittee meetings.~~
- ~~Plan the agenda in consultation with the Director's designate/Superintendent of Education.~~
- ~~Chair the subcommittee meetings.~~
- ~~Report on the recommendations of the subcommittee at the subsequent Niagara Catholic Parent Involvement Committee meeting on matters of the Committee.~~
- ~~Record and make available the minutes of the subcommittee meetings to the Director's designate/Superintendent of Education and the NCPIC members.~~
- ~~Communicate matters of the subcommittee with the Director's designate/Superintendent of Education and the Chair and/or Co-Chair(s) of the Niagara Catholic Parent Involvement Committee.~~

## 14. VOTING

When the Niagara Catholic Parent Involvement Committee votes on a matter, only parent/guardian members and community representatives are entitled to vote.

## 15. BY-LAWS

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

~~The Niagara Catholic Parent Involvement Committee shall make By Laws governing the conduct of the committee's affairs.; subject to the approval of the Board.~~

~~shall make By Laws,~~

- ~~specifying the number of parent/guardian members to be appointed or elected to the committee, governing the process of appointment or election of parent/guardian members and governing the filling of vacancies in parent/guardian membership;~~
- ~~specifying the number of community representatives, up to three (3), to be appointed to the committee, governing the process of appointment of community representatives and governing the filing of vacancies in community representative membership;~~
- ~~governing the election of members of the committee to the offices of Chair and/or Co-Chair(s), and any offices provided for in the By Laws, and governing the filling of vacancies in the offices of the committee;~~
- ~~specifying the number of parent/guardian members of the Niagara Catholic Parent Involvement Committee that will hold office for one (1) year and the number of parent/guardian members that will hold office for two (2) years;~~
- ~~specifying the length of the term of office for the community representative member(s);~~
- ~~establishing rules respecting conflicts of interest of the members of the Niagara Catholic Parent Involvement Committee, and~~
- ~~establishing a process for resolving conflicts internal to the committee, consistent with the Board Complaint Resolution Policy. (See Policy 800.3)~~

## 16. AGENDA & MINUTES AND FINANCIAL RECORDS

### Agenda

Every effort will be made to distribute the agenda to members of the Niagara Catholic Parent Involvement Committee at least five (5) calendar days prior to the meeting by delivering a notice by e-mail and post a notice on the Board website.

### Delegations

Individuals may approach the Chair/Co-Chair(s) of the Niagara Catholic Parent Involvement Committee or the Director's designate/Superintendent of Education to be placed on the agenda. This request must be in writing and received at least two (2) weeks before the meeting. The Chair/Co-Chair(s) in consultation with the Director's designate/ Superintendent of Education may approve or reject such requests.

### Minutes and Financial Records

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

## 17. INCORPORATION

The Niagara Catholic Parent Involvement Committee shall not be incorporated.

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

- 18.1 1. The Niagara Catholic District School Board may solicit and take into consideration the advice of the Niagara Catholic Parent Involvement Committee with regard to matters that relate to improving student achievement, well-being and active parent engagement.
- 18.2 2. The Niagara Catholic District School Board shall inform the Niagara Catholic Parent Involvement Committee of its response to advice provided to it by the committee.

## 19. CONSULTATION BY THE MINISTRY OF EDUCATION

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

## 20. CONSULTATION BY THE NIAGARA CATHOLIC PARENT INVOLVEMENT COMMITTEE

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

## 21. SUMMARY OF ACTIVITIES

- 21.1 The Niagara Catholic Parent Involvement Committee shall annually submit a written summary of ~~the committee's activities~~ **including a report on how funding if any, provided under the Education Act was spent** to the Chair of the Board and to the Director of Education of the Board.
- 21.2 ~~The summary of activities shall include a report on how funding, if any, provided under the Education Act for the Niagara Catholic Parent Involvement Committee was spent.~~
- 21.3 ~~The Director of Education and/or the Director's designate/Superintendent of Education shall:~~
- ~~• provide the summary of activities to the Catholic School Councils of the schools of the Board; and~~
  - ~~• post the summary of activities on the website of the Board.~~

## 22. DELEGATIONS

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

## 23. CONFLICT RESOLUTION

**All members of the Niagara Catholic Parent Involvement Committee are required to be in compliance with the Board's Complaint Resolution Policy No. 800.3 and the Niagara Catholic Parent Involvement Committee By-Laws.**

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

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

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

## 24. CODE OF ETHICS ~~CONDUCT~~

All members of the Niagara Catholic Parent Involvement Committee are required to be in full compliance with the Board Code of Conduct Policy No. 302.6.2 and the Niagara Catholic Parent Involvement Committee By-Laws.

A member shall:

- Fully participate in the Annual Commissioning Ceremony of the NCPIC members.
- Consider the best interest of all students and the NCPIC members.
- Be guided by the Mission, Vision and Values of the Board.
- Become familiar with the Education Act, Board Policies, and Ministry of Education Regulations.
- Maintain the highest standards of integrity, recognizing and respecting the personal integrity of each member of the NCPIC.
- Treat all other Niagara Catholic Parent Involvement Committee members with respect and allow for diverse opinions to be shared, without interruption.
- Create a positive environment in which individual contributions are encouraged and valued.
- Acknowledge democratic principles and accept the consensus of the Niagara Catholic Parent Involvement Committee for recommendation to the Director's designate/Superintendent of Education.
- Focus discussions at Niagara Catholic Parent Involvement Committee meetings to those items that fall within the mandate of Niagara Catholic Parent Involvement Committee.
- Bring questions or concerns to the attention of the Director's designate/Superintendent of Education through appropriate policies of the Board.
- Promote high standards of ethical practice within the NCPIC.
- Not accept any payment for their Niagara Catholic Parent Involvement Committee involvement.
- Refrain from making any negative statements about any individual or groups.
- Declare any conflict of interest.

## 25. FUNDRAISING

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

## 26. REMUNERATION

- ~~26.1~~ 1. A person shall not receive any remuneration for serving as a member of the Niagara Catholic Parent Involvement Committee.
- ~~26.2~~ ~~Subsection (1) does not preclude payment of an honorarium under section 191 of the Act that takes into account the attendance of a Board member at the Niagara Catholic Parent Involvement Committee meeting.~~
- ~~26.3~~ 2. Members of the Niagara Catholic Parent Involvement Committee will be reimbursed for pre-approved expenses for conferences attended on behalf of the NCPIC, including accommodation, mileage, parking and meals through the Director's designate/ Superintendent of Education in accordance with Board policies.



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



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

## **BY-LAWS**

# Niagara Catholic Parent Involvement Committee

## TERMS OF REFERENCE

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

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

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

## Niagara Catholic Parent Involvement Committee (NCPIC)

The Niagara Catholic Parent Involvement Committee By-Laws are in accordance with the Education Act and its Regulations (Ontario Regulations 330/10 School Councils and Parent Involvement Committees) and the Niagara Catholic District School Board and the Niagara Catholic Parent Involvement Committee Policy (800.7). **The By-Laws of the Niagara Catholic Parent Involvement Committee (NCPIC) shall be approved by the Niagara Catholic District School Board and will be subject to periodic review.**

The Niagara Catholic Parent Involvement Committee By-Laws govern the conduct of the committee's affairs:

- specifying the number of parent/guardian members to be appointed or elected to the committee, governing the process of appointment or election of parent/guardian members and governing the filling of vacancies in parent/guardian membership,
- specifying the number of community representatives, up to three (3), to be appointed to the committee, governing the process of appointment of community representatives and governing the filling of vacancies in community representative membership,
- governing the election of members of the committee to the offices of Chair/Co-Chair(s), and any offices provided for in the By-Laws, and governing the filling of vacancies in the offices of the committee,
- specifying the number of parent/guardian members of the Niagara Catholic Parent Involvement Committee that will hold office for one (1) year and the number of parent/guardian members that will hold office for two (2) years,
- specifying the length of the term of office for the community representative member(s),
- establishing rules respecting conflicts of interest of the members of the Niagara Catholic Parent Involvement Committee, and
- establishing a process for resolving conflicts internal to the committee, consistent with the Board Complaint Resolution Policy No. 800.3.

### PURPOSE

**The purpose of the Niagara Catholic Parent Involvement Committee (NCPIC) as an advisory committee is to support, encourage and enhance parent engagement at the Board level in order to build strong Catholic identity and community to nurture the distinctiveness of Catholic education, advance student achievement and well-being for all students in the Niagara Catholic District School Board.**

1. **Recommendations made by the committee shall be in keeping with the Mission, Vision and Values of Niagara Catholic District School Board** ~~The Niagara Catholic Parent Involvement Committee (NCPIC) is an advisory body, and the recommendations of the committee shall be in keeping with the Mission Statement of the Board, Vision 2020 Statements, Strategic Directions and the Enabling Strategies from the Vision 2020 Strategic Plan, along with the distinctive character, philosophy and goals of Catholic Education and respectful of the faith and traditions of the Catholic Church. The Board will retain all the powers and duties specified in the Education Act and its related Regulations.~~

2. Niagara Catholic Parent Involvement Committee members are to maintain a regional wide focus to support Catholic Education in all schools, to encourage and enhance parent/guardian engagement for the improvement of student achievement, and the well-being of all students in the Niagara Catholic District School Board.
3. Individual members of the Niagara Catholic Parent Involvement Committee do not speak for the committee and the Chair/Co-Chair(s) must be diligent in ensuring that any views presented in the capacity of Chair/Co-Chair(s) represent fairly the position of the Niagara Catholic Parent Involvement Committee.

The Board and/or School Administration may ask for recommendations from the Niagara Catholic Parent Involvement Committee.

1. The Niagara Catholic Parent Involvement Committee shall achieve its purpose by:
  - providing information and advice on parent/guardian engagement to the Board;
  - communicating with, and supporting Catholic School Councils of schools of the Board;
  - undertaking activities to help parents/guardians of students of the Board support their children's learning at home and at school;
  - developing strategies and initiatives the Board and the Director of Education could use to effectively communicate with parents/guardians and to effectively engage parents/guardians in improving student achievement and the well-being of all students in the Board such as meetings, faith formation, conferences, Ministry of Education Parents Reaching Out (PRO) Grants and other events for Catholic School Councils as approved by the Board;
  - advising the Board and the Director of Education on ways to use the strategies and initiatives;
  - working with Catholic School Councils, the Director of Education and/or the Director's designate/Superintendent of Education, and with employees of the Board to:
    - share effective practices to help engage parents/guardians, especially parents/guardians who may find engagement challenging, in their children's learning,
    - identify and reduce barriers to parent/guardian engagement,
    - help ensure that schools of the Board create a welcoming environment for parents/guardians of its students,
    - develop skills and acquire knowledge that will assist the Niagara Catholic Parent Involvement Committee and Catholic School Councils of the Board with their work; and by
    - communicating information from the Ministry of Education Parent Engagement Office to Catholic School Councils of the Board and to the parents/guardians of students of the Board;
    - determine, in consultation with the Director of Education and/or the Director's designate/Superintendent of Education, and in keeping with the Board's policies, how funding, if any, provided under the Education Act for parent/guardian involvement is to be used by the Niagara Catholic Parent Involvement Committee,
    - review new and revised policies and guidelines, and
    - other issues deemed appropriate by the Board.

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

**The Niagara Catholic Parent Involvement Committee shall include the following:**

**Voting members:**

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

**Non-voting members:**

- The Director of Education and/or the Director's designate/Superintendent of Education
- Two (2) members of the Board appointed by the Chair of the Board for a one (1) year term
- **One (1) representative to advocate for students with special needs** ~~A member will be~~ appointed by the Special Education Advisory Committee (SEAC)
- **One (1) A diocesan representative member** ~~will be~~ appointed by the Bishop of St. Catharines
- One (1) Principal of an elementary school of the Board recommended by the Principal/Vice-Principal Council to Senior Administrative Council, for approval.
- One (1) Principal of a secondary school of the Board recommended by the Principal/Vice-Principal Council to Senior Administrative Council, for approval.
- One (1) teacher employed, other than a Principal or Vice-Principal, in an elementary school of the Board recommended by the Ontario English Catholic Teachers' Association (OECTA) to Senior Administrative Council, for approval.
- One (1) teacher employed, other than a Principal or Vice-Principal, in a secondary school of the Board recommended by the Ontario English Catholic Teachers' Association (OECTA) to Senior Administrative Council, for approval.
- One (1) person employed by the Board, other than a Principal, Vice-Principal or teacher, i.e. (support staff) recommended by Canadian Union of Public Employees (CUPE) to Senior Administrative Council, for approval.
- One (1) ~~member of the~~ Secondary Student Senate **representative** appointed by the Student Senate.

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

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

~~The Niagara Catholic Parent Involvement Committee shall elect/acclaim members to the committee before November 15 and before the first meeting of the Committee in the school year.~~

~~In specifying the number of parent/guardian members to be elected to the Niagara Catholic Parent Involvement Committee in its By-Laws, the committee shall ensure that parent/guardian members constitute a majority of the members of the committee.~~

~~Any appointment to the Niagara Catholic Parent Involvement Committee is of no effect unless the person agrees to the appointment~~

**Nomination and Self-Nomination Forms will be sent each school year to all elementary and secondary schools one (1) month prior to the elections. Interested parties are to complete a nomination or self-nomination form and submit the completed forms by 4:00 p.m. EST. on the designated date. All forms will be date stamped for receipt. Incomplete forms will not be accepted.**

### **Eligibility**

**1.** To be eligible for election/appointment to the Niagara Catholic Parent Involvement Committee **a person must:**

- ~~must~~ be a parent/guardian of a student enrolled in a Niagara Catholic District School Board school,
- ~~must~~ reside within the Board's jurisdiction,
- ~~must represent the geographic area where the student(s) is enrolled,~~
- ~~must~~ support the **Mission of Catholic Education, and the** Mission, Vision and Values of the Niagara Catholic District School Board, and
- ~~must~~ fully participate in the Annual Commissioning Ceremony of NCPIC members.

**1.1.1** ~~2.~~ A parent/guardian who is employed by the Board is qualified to be appointed to the Niagara Catholic Parent Involvement Committee **and**

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

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

The Niagara Catholic District School Board will appoint up to three (3), Community Representatives to the Niagara Catholic Parent Involvement Committee for a one (1) year term.

A person nominated or appointed to the Niagara Catholic Parent Involvement Committee as a community representative by the Niagara Catholic District School Board will be required to:

- a) act in the best interest of Catholic Education;
- b) carry out responsibilities in a manner that assists the Board in fulfilling its duties under the Education Act, the Regulations and the guidelines issued under the Act, and the Niagara Catholic Parent Involvement Committee Policy No. 800.7 and By-Laws;
- c) attend and participate in meetings of the Niagara Catholic Parent Involvement Committee, including sub-committee meetings of which they are members; and
- d) promote student achievement and well-being of all students in the Niagara Catholic District School Board.

Community Representative Nomination Forms will be sent each school year to all elementary and secondary schools one (1) month prior to the elections. Interested parties are submit a complete Community Representative Nomination form, and provide a letter of reference from a community organization to support the nomination to the Chair of the Board by 4:00 p.m. EST. on the designated date. All forms will be date stamped for receipt. Incomplete forms will not be accepted.

#### **Eligibility**

1. A person is not qualified to be nominated or appointed to the Niagara Catholic Parent Involvement Committee as a community representative unless the person is qualified to vote for members of the Niagara Catholic District School Board and is a resident in the Board's jurisdiction.
2. A person is not qualified to be nominated or appointed to the Niagara Catholic Parent Involvement Committee as a community representative if the person is employed by the Board.

## **ELECTIONS**

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

1. If an election is to be held, notification will be given to all candidates as to the date/time of the election which will occur at the Niagara Catholic Parent Involvement Committee Annual Catholic School Council Chair and/or Co-Chair(s) and Members' Meeting in the Fall of each school year.
2. An (election) sub-committee, comprised of the previous year's Niagara Catholic Parent Involvement Committee Chair/Co-Chair(s), (if not seeking re-election), the Director's designate/ Superintendent of Education and up to four (4) additional members will oversee the election process.

3. Nominees must be in attendance and will be invited to make a brief two (2) minute presentation to parents/guardians present in the geographic area before the vote. The vote will be by secret ballot and tabulated by the Election sub-committee of the Niagara Catholic Parent Involvement Committee.
4. To be eligible to vote for a parent/guardian representative a person must:
  - be a parent/guardian of a student enrolled in a Niagara Catholic District School Board school,
  - be a resident of the geographic area, residency may be verified through a request for official documentation such as a tax bill, and
  - must be in attendance at the election site.
5. Names and addresses of elected/appointed members of the Niagara Catholic Parent Involvement Committee will be forwarded to the Director of Education within thirty (30) days of the election and will be published to the Niagara Catholic District School Board school communities and on the Board website.

### **Parent/Guardian Representatives**

Half of the parent/guardian representatives from each geographical area ~~Niagara Catholic Parent Involvement Committee~~ will serve for a two (2) year term while the other half will serve for a one (1) year term. ~~(renewable) and all other members will serve for a term of one (1) year, (renewable).~~

1. At the first meeting of the Niagara Catholic Parent Involvement Committee, terms of office for parent/guardian representatives of each geographical area will be determined by consensus.
2. Failing a consensus, the parent/guardian representatives from the geographical area will draw lots (straws) to determine the length of term.
3. The drawing of lots shall be done in alphabetical order and the person who draws the longest straw shall be the parent/guardian representative for a two (2) year term.
4. Members of the Board appointed by the Chair of the Board will serve for a one (1) year term.
5. Non-parent/guardian members will serve for a term of two (2) years.
6. A member of the Niagara Catholic Parent Involvement Committee may be re-appointed or re-elected to the committee for more than one (1) term.

### **Chair/Co-Chair(s)**

The Chair will serve for a two (2) year term and may not serve more than two (2) consecutive terms (four (4) years) unless at least one (1) full two (2) year term has elapsed since the last term as Chair/Co-Chair(s).

### **Community Representatives**

Community Representatives will serve for a term of one (1) year (renewable).

### **Non-Voting Members**

Non-voting members will serve for a term of one (1) year (renewable).

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

~~Elections for the position of Chair and/or Co-Chair(s) (s) shall take place at the first general meeting of the committee in the school year when there is a vacancy.~~

### **Eligibility**

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

### **Election of Chair/Co-Chair(s)**

~~The election of the Chair/Co-Chair shall be by nomination and vote by secret ballot. The candidates receiving a clear majority of votes cast by all parent/guardian members present shall be elected but the count shall not be declared. Should no candidate receive a clear majority of votes cast, the candidate receiving the least number of votes shall be dropped and balloting shall be continued in this manner until a majority of ballots cast shall be in favour of one person or an equality of vote result in a tie, in which one further ballot shall be held. If an equality of votes shall result again, the candidates shall draw lots (straws) to fill the position. The drawing of lots shall be done in alphabetical order and the person who draws the longest straw shall be elected.~~

### **Sub-Committees**

~~The Niagara Catholic Parent Involvement Committee may establish subcommittees to carry out specific tasks or projects in accordance with the overall mandate of the Niagara Catholic Parent Involvement Committee and to make recommendations on these matters to the Niagara Catholic Parent Involvement Committee. Members of the sub-committees will elect a Chair/Co-Chair(s) by consensus at the first meeting of the sub-committee.~~

~~Subcommittees shall include, but are not limited to: Faith Formation, Goals, Policy and PRO Grant.~~

~~A subcommittee of the Niagara Catholic Parent Involvement Committee:~~

- must have at least one (1) parent/guardian member of the Niagara Catholic Parent Involvement Committee.
- ~~A subcommittee of the Niagara Catholic Parent Involvement Committee~~ may include persons who are not members of the Niagara Catholic Parent Involvement Committee.
- ~~The members of a Niagara Catholic Parent Involvement Committee subcommittee~~ shall elect a Chair and/or Co-Chair(s) at the first meeting of the subcommittee.
- The Chair/Co-Chair(s) of the subcommittee shall:
  - In consultation with the Director's designate/Superintendent of Education and all subcommittee members determine the date and time of the Niagara Catholic Parent Involvement Committee subcommittee meetings.
  - Plan the agenda in consultation with the Director's designate/Superintendent of Education.
  - Chair the subcommittee meetings.
  - Report on the recommendations of the subcommittee at the subsequent Niagara Catholic Parent Involvement Committee meeting on matters of the Committee.
  - Record and make available the minutes of the subcommittee meetings to the Director's designate/Superintendent of Education and the NCPIC members.
  - Communicate matters of the subcommittee with the Director's designate/Superintendent of Education and the Chair/Co-Chair(s) of the Niagara Catholic Parent Involvement Committee.



A vacancy in the membership of the Niagara Catholic Parent Involvement Committee does not prevent the committee from exercising its authority.

Vacancies on the Niagara Catholic Parent Involvement Committee occur when:

- a parent/guardian member has reached the end of a one (1) or two (2) year term
- a member resigns
- a member is unable to fulfill his/her duties

Vacancies in parent/guardian member positions shall be advertised through a variety of methods which may include:

- advertisements in newsletters of all schools or Catholic School Councils of schools of the Board,
- advertisements in the newspaper with general circulation in the geographic jurisdiction of the Board,
- advertisements on radio or television stations that broadcast in the geographic jurisdiction of the Board,
- notices in schools of the Board,
- notices on the Board website [www.niagaracatholic.ca](http://www.niagaracatholic.ca) and on the websites of the Board's schools, and
- notices in the Parish bulletins.

### **Filling a parent/guardian vacancy**

Where a vacancy of an elected parent/guardian member occurs, the Niagara Catholic Parent Involvement Committee may appoint a parent/guardian from the pool of candidates from the previous election process to serve on the Niagara Catholic Parent Involvement Committee until the next election.

~~The Niagara Catholic Parent Involvement Committee shall fill the vacancy by appointment from the pool of candidates from the previous election process.~~

- If none of the candidates from the pool of the previous election process is interested in becoming a Niagara Catholic Parent Involvement Committee member, the Niagara Catholic Parent Involvement Committee may request nominations from interested parents/guardians of the Niagara Catholic District School Board from the vacant geographic area to submit their names by the designated date for consideration.
- The Niagara Catholic Parent Involvement Committee may then appoint one (1) of the interested candidates from the vacant geographic area.

### **Filling a vacancy in the Office of Chair/Co-Chair(s)**

~~If~~ Where a vacancy occurs in the office of Chair/Co-Chair(s) the committee shall elect a parent representative to complete the remainder of the term that has been vacated.

### **Filling a Community Representative Vacancy**

Where a vacancy of a Community Representative occurs, the Niagara Catholic District School Board Parent Involvement Committee may request the agency to appoint another member, choose a different organization, or choose not to fill the position. Individuals filling a vacated position shall hold the position until the original term for that position expires.

## **Members**

All members of the Niagara Catholic Parent Involvement Committee must:

- fully participate in the Annual Commissioning Ceremony of the NCPIC members,
- attend all Niagara Catholic Parent Involvement Committee meetings and subcommittee meetings of which they are members, either physically or through electronic means on a regular basis,
- participate in information and training sessions, and
- work with the committee to facilitate the approved mandate.

### **Chair/Co-Chair(s)**

The Chair/Co-Chair(s) of the Niagara Catholic Parent Involvement Committee shall:

- determine the dates of the Niagara Catholic Parent Involvement Committee meetings in consultation with the Director's designate/Superintendent of Education.
- Plan the agenda with Director's designate/Superintendent of Education.
- Chair the Niagara Catholic Parent Involvement Committee meetings.
- Communicate regularly with the Director's designate/Superintendent of Education and Catholic School Councils regarding matters of the committee.
- Be diligent in ensuring that any views presented in the capacity of Chair ~~and/or Co-Chair(s)~~ represent fairly the position of the Niagara Catholic Parent Involvement Committee.

- Review the By-Laws annually in consultation with the Niagara Catholic Parent Involvement Committee.
- Participate as ex-officio members of all subcommittees established by the NCPIC.

### **Director's Designate/Superintendent of Education**

The Directors' Designate/Superintendent of Education shall:

- Facilitate and assist in the operation of the Niagara Catholic Parent Involvement Committee and assist in its operation.
- In consultation with the Chair/Co-Chair(s) determine the date and time of the Niagara Catholic Parent Involvement Committee and subcommittee meetings and arrange a meeting room.
- Plan the agenda with the Chair/Co-Chair(s) and subcommittee Chairs/Co-Chair(s) of the Niagara Catholic Parent Involvement Committee.
- Make every effort to distribute the agenda to all members of the Niagara Catholic Parent Involvement Committee at least five (5) calendar days prior to the meeting.
- Support and promote the approved activities of the Niagara Catholic Parent Involvement Committee.
- Seek input from the Niagara Catholic Parent Involvement Committee.
- Act as a resource on regulations and Board policies.
- Communicate with the Chair/Co-Chair(s) of the Niagara Catholic Parent Involvement Committee on matters of the Committee as required.
- Assist the Niagara Catholic Parent Involvement Committee in encouraging increased parent/guardian involvement.
- Ensure that the **approved** minutes of the meetings are recorded, maintained, and posted on the Board website.
- Facilitate communication between the Niagara Catholic Parent Involvement Committee and the Catholic School Councils.
- Act as the secretary/treasurer to the Niagara Catholic Parent Involvement Committee.
- Prepare and present a report at each meeting, including a financial statement.
- **In the event that the NCPIC Chair/Co-Chair is unable to attend a meeting of the committee, the Directors' Designate/Superintendent of Education shall Chair the meeting.**

The Niagara Catholic Parent Involvement Committee shall meet between September to June at least four (4) times in each school year. Special meetings may also be called by the Director's designate, Superintendent of Education or by three (3) parent/guardian members by written request to the Director's designate/Superintendent of Education. All meetings will be held at the Catholic Education Centre and are open to the public.

1. Meetings will open and close with a prayer.
2. Meetings will commence on time and not last more than two (2) hours, unless the majority of the Niagara Catholic Parent Involvement Committee members agree to a longer meeting of no more than thirty (30) minutes beyond the two (2) hour time limit.
3. Niagara Catholic Parent Involvement Committee meetings shall not proceed unless there is a quorum in attendance. A quorum is fifty percent plus one (50% + 1) of voting members, but at all times there must be a majority of parents/guardians at the meeting. A member who participates through electronic means shall be deemed to be present at the meeting.

4. A meeting cannot be held unless,
  - a majority of the members present at the meeting are parent/guardian members;
  - the Director of Education, or the Director's designate/Superintendent of Education is present, and
  - **a member of the Board (Trustee) who sits on the committee, or a designated member of the Board (Trustee) at least one (1) of the appointed Trustees to the committee is present.**
  
5. The Niagara Catholic Parent Involvement Committee shall use consensus as the usual method for developing recommendations and plans. If voting becomes necessary, a simple majority will be sufficient for a vote on any issue.
  
6. **When the Niagara Catholic Parent Involvement Committee votes on a matter, only parent/guardian members and community representatives are entitled to vote.**

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

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

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

#### **Agenda**

Every effort will be made to distribute the agenda to members of the Niagara Catholic Parent Involvement Committee at least five (5) calendar days prior to the meeting by delivering a notice by e-mail ~~or regular mail~~ and posting a notice on the Board website.

#### **Delegations**

Individuals may approach the Chair/Co-Chair(s) of the Niagara Catholic Parent Involvement Committee or the Director's designate/Superintendent **of Education** to be placed on the agenda. This request must

be in writing and received at least two (2) weeks before the meeting. The Chair/Co-Chair(s), in consultation with the Director's designate/ Superintendent of Education may approve or reject such requests.

### **Minutes and Financial Records**

The Niagara Catholic Parent Involvement Committee shall **keep and** retain the minutes of its meetings and ~~the~~ records of its financial transactions in accordance with the policies of the Board respecting the retention of documents by committees of the Board.

1. The **approved** minutes of the Niagara Catholic Parent Involvement Committee shall be:
  - posted and remain on the website of the Board for four (4) years. ~~;~~ ~~and~~
  - sent electronically to the Chair and/or Co-Chair(s) of the Catholic School Council of each school of the Board.
2. The **approved** minutes and ~~the~~ records of its financial transactions shall be available for examination at the Board by any person without charge for four (4) years.
3. The Niagara Catholic Parent Involvement Committee will inform Catholic School Councils and parent/guardian communities of their activities through newsletters, special meetings, the Board website, and through liaison with Catholic School Councils. Information to Catholic School Councils shall flow through the school Principal. ~~and/or Co-Chair(s) of the Catholic School Council.~~

A conflict of interest for a Niagara Catholic Parent Involvement Committee member involves situations in which the member's private interests may be incompatible or in conflict with the Niagara Catholic Parent Involvement Committee.

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

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

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

## CODE OF CONDUCT

A member shall:

- Fully participate in the Annual Commissioning Ceremony of the NCPIC members.
- **Support, encourage and enhance parent engagement at the Board level in order to build strong Catholic identity and community to nurture the distinctiveness of Catholic education, and to advance student achievement and well-being for all students in the Niagara Catholic District School Board.**
- Consider the best interest of all students and the NCPIC members.
- Be guided by the **Mission of Catholic Education** and the Mission, Vision and Values of the Board.
- Become familiar with the Education Act, Board Policies, and Ministry of Education Regulations.
- Maintain the highest standards of integrity, recognizing and respecting the personal integrity of each member of the NCPIC **and Board Staff.**
- Treat all other Niagara Catholic Parent Involvement Committee members **and Board Staff** with respect and allow for diverse opinions to be shared, without interruption.
- Create a positive environment in which individual contributions are encouraged and valued.
- Acknowledge democratic principles and accept the consensus of the Niagara Catholic Parent Involvement Committee for recommendation to the Director's designate/Superintendent of Education.
- Focus discussions at Niagara Catholic Parent Involvement Committee meetings to those items that fall within the mandate of Niagara Catholic Parent Involvement Committee.

- Bring questions or concerns to the attention of the Director's designate/Superintendent of Education through appropriate policies of the Board.
- Promote high standards of ethical practice within the NCPIC.
- Not accept any payment for their Niagara Catholic Parent Involvement Committee involvement.
- Refrain from making any negative statements about any individual or groups.
- Declare any conflict of interest.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE MEETING  
JUNE 14, 2016**

***PUBLIC SESSION***

**TITLE: RELIGIOUS ACCOMMODATION POLICY (100.10.1)**

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**RECOMMENDATION**

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Religious Accommodation Policy (100.10.1), as presented.

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Prepared by: Yolanda Baldasaro, Superintendent of Education

Presented by: Yolanda Baldasaro, Superintendent of Education

Recommended by: Policy Committee

Date: June 14, 2016



Niagara Catholic District School Board

## RELIGIOUS ACCOMMODATION POLICY

### STATEMENT OF POLICY

100 – Board

Policy No 100.10.1

Adopted Date: June 15, 2010

Latest Reviewed/Revised Date: November 23, 2010

In keeping with the Mission, Vision and Values of the Board, the Board is committed to the values of freedom of religion and freedom from discriminatory or harassing behaviours based on religion and will take all reasonable steps to provide religious accommodations within the legal rights afforded to the Catholic school system. Such accommodations will be provided to staff, students and their families.

The Board believes in the dignity of all people and their equality as children of God. The Board recognizes the importance of freedom of religion and strives to recognize, value and honour the many customs, traditions and beliefs that make up the Catholic community.

Freedom of religion is an individual right and a collective responsibility. The Board commits to work with the community it serves to foster an inclusive learning environment that promotes acceptance and protects individuals from discrimination and harassment on the basis of their religion.

The Board and its staff are committed to the elimination of discrimination as outlined in relevant Provincial and Federal legislation in a manner which is consistent with the exercise of its denominational rights under section 93 of the *Constitution Act, 1867* and as recognized in section 19 of the Ontario *Human Rights Code (the "Code")*.

In accordance with the Catholic Church's teachings, it is the policy of the Board to provide, in all its operations, an educational environment which promotes and supports diversity within its Catholic community as well as the equal attainment of life opportunities for all students, staff, parents and other members of that community. ~~other recognized faith communities.~~

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

#### References:

- [Canadian Charter of Rights and Freedoms](#)
- [Constitution Act, 1982 1867](#)
- [Education Act](#)
- [Education Act – R.R.O. 1990, Regulation 298, "Operation of School-General" s 27-29, under the heading "Religion in Schools"](#)
- [Ontario's Equity and Inclusive Education Strategy](#)
- [Ontario Human Rights Commission – Human Rights at Work](#)
- [Ontario Human Rights Commission - Ontario Human Rights Code](#)
- [Ontario Human Rights Commission – Policy on Preventing Discrimination based on Creed and the Accommodation of Religious Observances](#)
- [Ministry of Education - Policy/Program Memorandum No. 108](#)
- [Ministry of Education - Policy/Program Memorandum No. 119 \(2009\)](#)
- [Multi-Faith Manual, Canadian Multi-Faith Federation](#)
- [Niagara Catholic District School Board Policies/Procedures](#)
  - [Equity and Inclusive Education Policy \(100.10\)](#)
  - [Elementary Standardized Dress Code Policy \(Safe Schools\)\(302.6.10\)](#)
  - [Dress Code – Secondary Uniform Policy \(Safe Schools\)\(302.6.6\)](#)



Niagara Catholic District School Board  
**RELIGIOUS ACCOMMODATION POLICY**  
ADMINISTRATIVE ~~GUIDELINES~~ PROCEDURES

100 – Board

Policy No 100.10.1

Adopted Date: June 15, 2010

Latest Reviewed/Revised Date: November 23, 2010

All ~~school boards~~ **Niagara schools and facilities** exist within a broader context of law and public policy that protect and defend human rights.

The *Canadian Charter of Rights and Freedoms* (**Section 2(a) and Section 15**) guarantees freedom of religion. The Ontario *Human Rights Code* (the “Code”) protects an individual’s freedom from discriminatory or harassing behaviours based on ~~religion~~ **prohibited grounds**. Consistent with this legislation is the *Education Act*, its Regulations and policies governing—~~Equity~~ **equity** and ~~Inclusion~~ **inclusion** in ~~Schools~~ **schools**:

- PPM No. 108, “Opening or Closing Exercises in Public Elementary and Secondary Schools”, **released on January 12, 1989**;
- R.R.O. 1990, Regulation 298, “Operation of School-General” s 27-29, under the heading “Religion in Schools”; **and**
- PPM No. 119, “Developing and Implementing Equity and Inclusive Education Policies in Ontario Schools”, **released on April 22, 2013**.

~~The Board and its staff are committed to the elimination of discrimination as outlined in this Federal and Provincial legislation in a manner which is consistent with the exercise of its denominational rights under section 93 of the *Constitution Act, 1982* and as recognized in section 19 of the *Ontario Human Rights Code* (the *Code*).~~

The Board recognizes, and is committed to, the values of freedom of religion and freedom from discriminatory or harassing behaviour based on ~~religion~~ **prohibited grounds** through its Equity and Inclusive Education Policy, the Safe Schools Policy and curriculum documents. All of these will be informed by, and interpreted in accordance with, the principles of the **Ontario Human Rights Code**.

This Policy reflects the Board’s fidelity to Canadian law protecting freedom of religion in accordance with the Catholic Church’s teachings.

## DEFINITIONS

### 1. Accommodation

The Ontario Human Rights Commission’s ~~*Policy on Creed and the Accommodation of Religious Observances*~~ defines “accommodation” as a duty corresponding to the right to be free from ~~discrimination~~: (“OHRC”) **Policy on Preventing Discrimination based on Creed, (“OHRC Policy”)** **released on September 17, 2015, recognizes a duty to accommodate creed beliefs and practices.**

The *Code* provides the right to be free from discrimination, and there is a general corresponding duty to ~~protect the right: the “duty to accommodate.”~~ The duty arises when a person’s religious beliefs conflict with a requirement, qualification or practice. The *Code* imposes a duty to accommodate based on the needs of the group of which the person making the request is a member. ~~Accommodation may modify a rule or make an exception to all or part of it for the person requesting accommodation.~~ **OHRC Policy provides that service providers, such as school boards, have a legal duty to accommodate people’s creed beliefs and practices to the point of undue hardship where they are:**

- Adversely affected by a standard, rule or requirement of the organization;
- Sincerely (honestly) held; and
- Connected to a creed.

For creed protections, a person's creed belief needs only to be sincerely held. The focus is on the person's sincerely held personal or subjective understanding of their creed. They do not need to show that their belief is an essential or obligatory element of their creed, or that it is recognized by others of the same creed (including religious officials).

Fulfilling the duty to accommodate requires that the most appropriate accommodation be determined and provided short of undue hardship. The most appropriate accommodation is the one that most:

- Respects dignity (including autonomy, comfort and confidentiality);
- Responds to a person's individualized needs; and
- Allows for integration and full participation.

The duty to accommodate is about more than providing the most appropriate accommodation in the circumstances (the substantive component). It is also about engaging in a meaningful, good-faith process to assess needs and find appropriate solutions (the procedural component).

Everyone involved in the accommodation process has a duty to cooperate to the best of their ability. While the Board is ultimately responsible for putting in place solutions and leading the process, persons seeking accommodation must cooperate in the process.

The OHRC's Policy also recognizes that there are limits on rights based on creed, as there are on all grounds protected under the *Ontario Human Rights Code*. Limits can, for example, arise if creed rights interfere with the human rights of others.

The duty to accommodate is an obligation that arises when requirements, factors, or qualifications, which are imposed in good faith, have an adverse impact on, or provide an unfair preference for, a group of persons based on a protected ground under the *Ontario Human Rights Code*. The duty to accommodate must be provided to the point of undue hardship. In determining whether there is undue hardship, section 24(2) of the *Ontario Human Rights Code* provides that reference should be made to the cost of accommodation, outside sources of funding, if any, and health and safety requirements, **if any**.

## 2. Creed

~~Creed is interpreted by the Ontario Human Rights Commission Policy on Creed and the Accommodation of Religious Observances as "religious creed" or "religion." It is defined as a professed system and confession of faith, including both beliefs and observances of worship.~~

~~The existence of religious beliefs and practices are both necessary and sufficient to the meaning of creed, if the beliefs and practices are sincerely held and/or observed.~~

~~Creed does not include secular, moral, or ethical beliefs or political convictions. This policy does not extend to religions that incite hatred or violence against other individuals or groups, or to practices and observances that purport to have a religious basis, but which contravene international human rights standards or criminal law.~~

The OHRC states that although the *Ontario Human Rights Code* does not define creed, the courts and tribunals have often referred to religious beliefs and practices. Creed may also include non-religious belief systems that, like religion, substantially influence a person's identity, worldview and way of life. The following characteristics are relevant when considering if a belief system is a creed under the *Ontario Human Rights Code*. A creed:

- Is sincerely, freely and deeply held;
- Is integrally linked to a person's identity, self-definition and fulfilment;

- Is a particular and comprehensive, overarching system of belief that governs one’s conduct and practices;
- Addresses ultimate questions of human existence, including ideas about life, purpose, death, and the existence or non-existence of a Creator and/or a higher or different order of existence; and
- Has some “nexus” or connection to an organization or community that professes a shared system of belief.

Creed does not include secular, moral or ethical beliefs or political convictions. This policy does not extend to religions that incite hatred or violence against other individuals or groups, or to practices and observances that purport to have a religious basis, but which contravene international human rights standards or criminal law.

### 3. Undue Hardship

Accommodation will be provided to the point of undue hardship, ~~as defined by the Ontario Human Rights Commission set out in the provisions of the Ontario Human Rights Code.~~ A determination regarding undue hardship will be based on an assessment of costs, outside sources of funding, and health and safety. It will be based on objective evidence.

A determination that an accommodation will create undue hardship carries with it significant liability for the Board. It should be made only with the approval of the appropriate Supervisory Officer or where appropriate the Board of Trustees.

Where a determination is made that an accommodation would create undue hardship, the person requesting accommodation will be given written notice, including the reasons for the decision and the objective evidence relied upon. The accommodation seeker shall be informed of his or her recourse under the Board’s Equity and Inclusive Education Policy. ~~and under the Ontario Human Rights Code.~~

Where a determination has been made that an accommodation would cause undue hardship, the Board will proceed to implement the next best accommodation short of undue hardship, or will consider phasing in the requested accommodation.

## PROCEDURES ACCOMMODATION GUIDELINES PROCEDURES

The Accommodation ~~Guidelines~~ Procedures are established to ensure that all Board staff, students, parents and other members of the school community are aware of their rights and responsibilities under the Ontario Human Rights Code with respect to religious accommodation. It also sets out the Board’s procedures for accommodation and the responsibilities of each of the parties to the accommodation process. In accordance with the Equity and Inclusive Education Strategy, the Ontario Human Rights Code and OHRC’s *Guidelines on Developing Human Rights Policies and Procedures*, it is intended that the accommodation process, as well as the accommodation itself, be effective and respectful of the dignity of accommodation seekers.

The Board is committed to providing an environment that is inclusive and that is free of barriers based on ~~creed (religion)~~ prohibited grounds. Accommodation will be provided in accordance with the principles of dignity, individualization, and inclusion. The Board will work cooperatively, and in a spirit of respect, with all partners in the accommodation process.

### 1. Accommodation Based on Request

The Board will take all reasonable steps to provide accommodation to individual members of a religious group to facilitate their religious beliefs and practices. All accommodation requests will be taken seriously. No person will be penalized for making an accommodation request.

The Board will base its decision to accommodate by applying the *Ontario Human Rights Code's* criteria of undue hardship, the Board's ability to fulfill its duties under Board policies and the *provisions of the Education Act*.

When concerns related to beliefs and practices arise in schools, collaboration among school, student, family, and religious community is needed in order to develop appropriate accommodation. It is the role of the Board and its staff to ensure equity and respect for the diverse religious beliefs and practices of students and their families and other staff in the school system. However, school administrators ~~should~~ **will** not be placed in the position of monitoring a ~~child's~~ **student's** compliance with a religious obligation, and enforcing such practices.

## 2. General Procedures for Religious Accommodation

### 2.1 Staff

~~The person requesting~~ **If a staff member requests a religious accommodation, should the staff member is required to** advise ~~the administration~~ **their immediate supervisor, in writing** at the beginning of the school year, to the extent possible. If September notice is not feasible, the ~~person~~ **staff member** should make the request as early as possible.

The absence of employees due to religious observances should be granted as determined by this policy and the appropriate collective agreement/**terms and conditions/employment contract**.

### 2.2 Students

Students must present written notice from their parents/guardians specifying their accommodation needs relating to religious observances, including holy days on which they will be absent from school. This notice should be made enough in advance, preferably at the beginning of each school year, to ensure that scheduling of major evaluations, such as tests, assignments or examinations, takes **into consideration** the religious observances ~~into consideration~~.

Student handbooks and **annual** parent newsletters will include information about the procedure to follow to request an accommodation for religious observances and/or holy days.

## 3. Unresolved Requests

If an individual feels that ~~their~~ **the** request has not been considered despite the Board's commitment to provide accommodation, the individual is to follow the Board's Complaint Resolution Policy (800.3).

## 4. Areas of Accommodation

For many students and staff of the Board, there are a number of areas where the practice of their religion will result in a request for accommodation on the part of the school and/or the Board. These areas include, but are not limited to the following:

- School opening and closing exercises;
- ~~Leave of~~ Absence for Religious Holy Days;
- Prayer;
- Dietary requirements;
- Fasting;
- Religious dress;
- Modesty requirements in physical education; and
- Participation in daily activities, ~~and~~ curriculum **and co-curricular activities**.

## 4.1 School Opening and Closing Exercises

Pursuant to the Ontario Ministry of Education Policy/Program Memorandum No. 108 (“Memorandum No. 108”), if a student or parent/guardian objects to all or part of the opening or closing exercises due to religious beliefs, the student will be exempted and given the option not to participate and to remain in class or in an agreed upon location through the duration of the exercise.

### *Memorandum No. 108 states the following:*

1. All public elementary and secondary schools in Ontario must be opened or closed each day with the national anthem. “God Save the Queen” may be included.
2. The inclusion of any content beyond “O Canada” in opening or closing exercises is to be optional for public school boards.
3. Where public school boards resolve to include, in the opening or closing exercises in their schools, anything in addition to the content set out in item 1 above, it must be composed of either or both of the following:
  - a. One or more readings that impart social, moral, or spiritual values and that are representative of our multicultural society. Readings may be chosen from both scriptural writings, including prayers, and secular writings;
  - b. A period of silence.
4. Parents who object to part or all of the exercises may apply to the Principal to have their children exempted. Students who are adults may also exercise such a right.  
~~These requirements will be interpreted in accordance with the Code and the Board will consider other requests for accommodation as may be made.~~

## 4.2 Absence for Religious Holy Days

The Board affirms and values the faith diversity in our Catholic secondary schools. Section 21(2) (g) of the *Education Act* provides that a person is excused from school attendance in observance of a “holy day by the Church or religious denomination to which he/she belongs.”

All staff and students who observe religious holidays in accordance with section 21(2) (g) of the *Education Act* may be excused from attendance, subject to the particular request for religious leave process.

The Board will encourage members of diverse groups to identify their religious holy days at the beginning of each school year. **Upon identification, the Board will make reasonable efforts to acknowledge the different observances of its Catholic community when planning programs and events, such as Board-wide tests and examinations. To the extent possible, conferences, meetings, workshops, co-curricular activities and exams/tests, will not be scheduled on these religious holy days.**

### *(Examples of) Significant Holy Days*

Baha’j	Ridvan
Buddhist	Lunar New Year/Chinese
Western Christian	Good Friday
Eastern Christian	Christmas, Holy Friday
Hindu	Diwali
Jewish	Rosh Hashanah (2 days), Yom Kippur, Passover (first day)
Muslim	Eid-ul-Fitr, Eid-ul-Adha
Sikh	Baisakhi

All staff and students who request to observe a religious holy day should be allowed this right without having to undergo any unnecessary hardship.

Staff requesting a leave ~~should~~ **will** advise ~~the school administration~~ **their immediate supervisor** at, or as close as possible to, the beginning of the school year and ~~the leave should be~~ **will be**

granted in accordance with the terms of the appropriate collective agreement/terms and conditions/employment contract.

Students requesting a leave ~~should~~ will give written notice from their parent/guardian to the school at, or as close as possible to, the beginning of the school year. Such procedures should be easy to understand and follow.

Student agendas, annual school newsletters and announcements will include information about the procedures for requesting leaves.

All staff members acting on behalf of/representing the Board on other organizations, which in partnership with the Board are planning events or activities that involve students and/or staff of Board schools, have the responsibility to bring this procedure to the attention of these organizations.

Administrators will consult with Human Resource Services regarding staff leave as required.

### *Unresolved Requests*

If an individual feels that ~~their~~ the request has not been considered despite the Board's commitment to provide accommodation, the individual is to follow the Board's Complaint Resolution Policy (800.3).

## **4.3 Prayer**

The Board recognizes the significance of prayer in religious practice. Board schools will make reasonable efforts to accommodate individuals' requirement for daily prayer by providing an appropriate location within the building for students and staff to participate in prayer. This may mean a quiet space in the ~~library~~ Library Information Centre, an empty room, or wherever it is mutually satisfactory for the school and the student or staff member requesting the accommodation. Adult presence should be for supervision purposes only.

## **4.4 Dietary Restrictions**

The Board is sensitive to the different dietary restrictions of various religious groups, staff and students. Such sensitivity includes attending to issues related to the menus provided by catering companies, snacks in elementary schools, and food provided within schools, at school-sponsored activities and community events.

Breakfast and lunch programs in ~~both elementary and secondary and elementary~~ schools will consider relevant dietary restrictions in their menu planning. Availability of vegetarian options is recommended as a form of inclusive design.

Staff will provide ~~Special~~ special attention to accommodations requested during ~~needs to be given to~~ overnight outdoor education activities, as well as field trips that extend over a mealtime period.

## **4.5 Fasting and/or Restriction of Food Intake**

The Board is sensitive to religious periods of fasting, ~~and/or restriction of food intake.~~ Board ~~Elementary, Secondary and Continuing Education~~ Schools will endeavour to provide appropriate space, other than cafeterias or lunchrooms, for individuals who are fasting ~~and/or restricting food intake~~ in religious observance. The Board recognizes that students who are fasting ~~and/or restricting food intake~~ may need exemptions from certain physical education classes and Board schools should make reasonable efforts to provide appropriate accommodations.

## **4.6 Religious Dress**

“Dress Code” is the appropriate dress policy established by the Board. ~~–a school, and may include a school uniform.~~ Students are required to comply with the Elementary Standardized Dress Code Policy (302.6.10) or the Dress Code - Secondary Uniform Policy (302.6.6) in all Niagara Catholic schools.

The Board recognizes that there are certain religious communities that require specific items of ceremonial dress. The Board understands that some religious attire, which is a requirement of religious observance, may not conform to a school’s Dress Code **Policy or Uniform Policy**. Board schools will reasonably accommodate students with regard to religious attire. Religious attire is not cultural dress; it is a requirement of religious observation.

Religious attire that should be reasonably accommodated in Board schools includes, but is not limited to:

- Head covers: Yarmulkes, turbans, Rastafarian headdress, hijabs
- Crucifixes, Stars of David, etc.
- Items of ceremonial dress.

~~Where uniforms are worn, Administrators may~~ **will** ask the student to wear religious attire in the same colour as the **elementary standardized dress code or secondary** uniform (~~e.g. the head scarves for females~~); however, there may be religious requirements of colour that cannot be modified.

Special attention ~~must~~ **will** be given to accommodations necessary for a student to participate in physical education and school organized sports. ~~Where possible, these should be incorporated into Board policies as part of an inclusive design process.~~

The Board seeks to foster an atmosphere of cultural understanding in order to be proactive in addressing potential harassment about religious attire. Schools should be aware that harassment about religious attire is one of the most common types of harassment and bullying. In accordance with Board policy, the Board and its schools will not tolerate any ~~teasing~~ **harassment or bullying** directed at, or inappropriate actions taken against, an individual’s religious attire and there will be appropriate consequences for individuals who violate this rule.

There are religious communities that require specific items of ceremonial dress which may be commonly perceived as contravening Board policies, for example the use of the Kirpan by Khalsa Sikh students. ~~For specific guidelines on~~ **Requirements regarding** the accommodation of Khalsa Sikh students ~~wishing who wish~~ to carry a Kirpan, ~~please see~~ **are set out at** [Appendix A](#).

#### **4.7 Modesty Requirements for Dress in Physical Education Classes**

The Board recognizes that some religious communities observe strict modesty attire in respect of their religion. This can become a matter of concern when students are asked to wear the clothing used in physical education activities. ~~Such policies should be~~ **These Accommodation Guidelines are** designed inclusively, taking into account common religious needs that may exist.

If a student and his or her family has concerns that cannot be addressed through inclusive design, the school should discuss the modesty requirements with them, and, taking into consideration the Ministry of Education’s mandated expectations in the physical education curriculum, provide reasonable accommodation. The curriculum requirements should be explained to the student and his or her family so that it has sufficient information to understand the physical education curriculum and to select available curriculum alternatives.

#### **4.8 Participation in Daily Activities, and Curriculum and Co-curricular Activities**

The Board will seek to reasonably accommodate students where there is a demonstrated conflict between a specific class, ~~or~~ **curriculum or co-curricular activity** and a religious requirement or observance. Where **an academic or co-curricular** accommodation is requested, the school should have an informed discussion with the student’s parents/guardians to understand the nature and extent of the conflict.

The school staff should make it clear during the discussion that its role is to protect students and staff from harassment and discrimination because of their religion and cultural practices. Where these conflict with the school routines, activities or curriculum, the school should consider accommodation. It cannot, however, accommodate religious values and beliefs that clearly conflict with mandated Ministry of Education and Board policies.

It is important to note that when an individual requests an accommodation related to the curriculum or co-curricular activity, the accommodation applies to the individual requesting the accommodation, in question and not to the whole class or to classroom practices in general.

The Ministry of Education recommends substitutions when there are exemptions requested related to specific curriculum (Ontario Secondary Schools, Grades 9-12, Program and Diploma Requirements).

In general, the Board recommends an informed, common-sense approach to questions of religion and curriculum and co-curricular activities. Hopefully, these questions can be solved by an open discussion between the teacher, the student and his/her the student's family.

## LIMITATIONS TO RELIGIOUS ACCOMMODATION

1. The Board supports freedom of religion and an individual's right to manifest his/her the individual's religious beliefs and observances. The right to freedom of religion, however, is not absolute and religious accommodation in the Board is carried out in the larger context of the Catholic education system and denominational rights of Catholic schools.
2. The Board, at all times, will seek to accommodate an individual's right to freedom of religion in a manner that not only respects the individual's beliefs but the principles of the Catholic Church. Following the general custom of the Church, non-Catholics are welcome to join in prayer services and liturgical celebrations of the Catholic Church community excluding some restrictions such as sharing in Holy Communion.
3. As for All chapels in Niagara Catholic schools, they are specifically designed and furnished for prayer and liturgy within the Catholic tradition and are not to be considered multi-faith chapels. Following the general custom of the Church, non-Catholics are welcome to join in prayer services and liturgical celebrations of the Catholic Church community (keeping in mind some restrictions such as sharing in Holy Communion). Such a chapel is Chapels are open to all people for individual silent prayer or meditation. However, it is not appropriate that non-Non-Catholic liturgies or group prayers will not be held in this setting any chapel.
4. It is therefore recommended:
  - That school administrators designate another appropriate space or classroom, other than the chapel, for religious celebrations celebrated by other Christian denominations or faith traditions; and
  - That Catholic school boards consult with their respective local Ordinary on such accommodations.

For students requesting a prayer space, school administrators are to designate an appropriate space or classroom, other than the chapel, for religious celebrations celebrated by other Christian denominations or faith traditions. Such requests will be made to the Principal, who, in discussion with the Family of Schools Superintendent and in consultation with the local Ordinary, will make the final decision.

## **GUIDELINE REQUIREMENTS FOR KIRPAN ACCOMMODATION**

A Kirpan is a ceremonial sword that must be worn by all baptized Khalsa Sikhs baptized in the Khalsa Sikh tradition. The Board seeks to accommodate Khalsa Sikhs who wear a kirpan under the following conditions as follows:

- **The five articles of faith worn by Khalsa Sikhs are the Kachera, Kara, Kanga, Kesh and Kirpan.** At the beginning of the school year or upon registration, the student and parents/guardians must report to their respective school administration that they are Khalsa Sikhs and wear the five articles of faith, including a Kirpan.

The principal, in consultation with the student and his/her parents/guardians, will develop appropriate accommodations to allow the student to wear the Kirpan while ensuring the safety of others. These may include the following conditions:

- **There is notification in writing to the principal by the parents/guardians and student and, where possible, from the Gurdwara (place of worship), confirming that the student requesting accommodation is a Khalsa Sikh.**
- The Kirpan is six inches or less.
- The Kirpan will be sufficiently secured with a stitched flap so it is not easily removed from its sheath.
- The Kirpan will not be worn visibly, but under the wearer's clothing.
- ~~There is notification in writing to the principal by the parents/guardians and student and, where possible, from the Gurdwara (place of worship), confirming that the student requesting accommodation is a Khalsa Sikh.~~
- Students under the age of eighteen must be accompanied by parents/guardians when discussing the rules regarding the wearing of a Kirpan.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE MEETING  
JUNE 14, 2016**

***PUBLIC SESSION***

**TITLE: SAFE ARRIVAL POLICY (302.3)**

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**RECOMMENDATION**

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Safe Arrival Policy (302.3), 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: Policy Committee

Date: June 14, 2016



Niagara Catholic District School Board

## **SAFE ARRIVAL POLICY**

### STATEMENT OF POLICY

300 – School/Students

Policy No 302.3

Adopted Date: May 31, 1999

Latest Reviewed/Revised Date: February 23, 2010

**In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the Board is committed to ~~strong~~ effective, regular and timely communication between the home and the school in relation to student ~~attendance~~ absence and as such ~~communication is important for the safety of our students, the efficient operation of the school, as well as for ensuring that parents/guardians are kept informed~~ has implemented the Niagara Catholic Safe Arrival system.**

It is an expectation that parents/guardians will be responsible to ~~use~~ **contact the school the Niagara Catholic Safe Arrival system** if they are aware that their child will be absent **to report their child's late arrival or** and absences for part or all of the school day.

~~In order to promote the safety of students within its jurisdiction, the Board has in place a Safe Arrival Program in compliance with current Ministry of Education legislation.~~

~~Each school shall design and affect a process that facilitates home to school communication and school to home communication regarding student absence.~~

The Director of Education will ~~establish~~ **issue** Administrative ~~Guidelines~~ **Procedures** for implementation of the Policy.

#### **References**

- [Ministry of Education Policy/Program Memorandum 123, dated February 2, 1999](#)
- [Education Act, \(21.5\)](#)
- ***Niagara Catholic District School Board Policies/Procedures***
  - [Safe Schools Policy No. 302.6](#)



## SAFE ARRIVAL POLICY

### ADMINISTRATIVE GUIDELINES PROCEDURES

The Niagara Catholic Safe Arrival system is accessible to parents/guardians to report their child's late arrival or absence quickly and conveniently in one of three ways:

1. Telephone: Toll free number (1.844.287.6287)
2. Parent Portal website: [nc.schoolconnects.com](http://nc.schoolconnects.com)
3. Free Smartphone App, "Safe Arrival"

#### REPORTED LATES/ABSENCES

When parents/guardians report their child's late arrival or absence, the late arrival or absence will be recorded and parents/guardians will receive confirmation through a text message or e-mail as provided by the parent/guardian in the Parent Portal. The automated system call-out will NOT be activated when a child's late arrival or absence has been reported.

#### UNREPORTED LATES/ABSENCES

If a student's late arrival or absence is unverified, parents/guardians will receive an automated communication by phone (home and mobile numbers), and/or text message/e-mail as provided and established in the Parent Portal, seeking verification of the late arrival or absence. Parents/guardians may then indicate the reason for the late arrival or absence through the automated system call-out.

The Niagara Catholic Safe Arrival system procedures are as follows:

1. Parents/Guardians will receive a call at the home and mobile number as provided by the parents/guardians.
2. Parents/Guardians are required to listen to the entire message and follow the prompts accordingly.
3. Parents/Guardians will be asked about the late arrival or absence.
  - i. If parents/guardians are unaware of the late arrival or absence, parents/guardians will be asked to call the school immediately.
  - ii. If parents/guardians are aware of the late arrival or absence, parents/guardians will be asked to enter the reason.
  - iii. At the end of the message, parents/guardians are to confirm that the message has been received.
  - iv. If parents/guardians do not confirm receipt of the message or if there is no response, the entire process will be repeated.
4. Parents/Guardians will also receive a text message/e-mail as provided and established in the Parent Portal.
5. If the system does not receive a response from parents/guardians, the school secretary will contact as listed in the student information system the parents/guardians and/or emergency contact(s) to verify a student's absence.
6. The Principal/Designate may contact the Niagara Regional Police Service regarding any student's failure to arrive at school.

## APPENDIX A

### TRAINING

The Board will facilitate training for teaching and support staff, including occasional and casual staff on the Niagara Catholic Safe Arrival system.

### DIVISION OF RESPONSIBILITIES

#### RESPONSIBILITIES OF PARENTS/GUARDIANS

It is an expectation that parents/guardians will be responsible to use contact the school the Niagara Catholic Safe Arrival system if they are aware that their child will be absent to report their child's late arrival or ~~and~~ absence s for part or all of the school day.

- ~~Parents/Guardians are to~~ Report their child's late arrival or absence prior to the commencement of the school day using the Niagara Catholic Safe Arrival phone system, web or app option. Notification by the parent/guardian and or adult student to the designated individual (i.e. school secretary) via phone, note, or in person of a student's absence and reason for absence for the school day or part of a day. This is to occur prior to the commencement of classes for that day.
- When a call is received through the automated system call-out, listen to the entire message and follow the prompts to confirm the late arrival or absence.
- Provide current emergency contact information, in order of priority of the individuals to be contacted in case of an unverified late arrival or absence.
- ~~Notify~~ation to the school main office, in a timely manner, of any changes regarding phone numbers or to emergency contact information. person(s).
- Provide written documentation that is signed, dated, stating the dates and reason for their child's absence that will exceed five (5) or more consecutive days (i.e. vacation, medical procedures).
- If parents/guardians do not report a student's absence, the Principal/Designate may contact the Niagara Regional Police Service regarding a student's failure to arrive at school.

#### BUS CANCELLATION AND SCHOOL CLOSURE

- When bus transportation is cancelled but schools are open, all parents/guardians are required to report their child's absence using the Niagara Catholic Safe Arrival system.
- When schools are closed by the Director of Education due to inclement weather or any other reason, parents/guardians are not required to report their child's absence.

#### RESPONSIBILITIES OF THE PRINCIPAL OF THE SCHOOL

The Niagara Catholic Safe Arrival system ~~programs are~~ is designed to be flexible, with a view of achieving overall effectiveness and efficiency.

The Principal of the school will ~~shall~~:

- support the use of the Niagara Catholic Safe Arrival system;
- communicate the plan to all parents/guardians, and the Catholic School Council, within the first month of each school year and to any new parents/guardians registering a student during the school year;
- include the Safe Arrival system and procedures in the student handbook detailing the expectations placed upon the parents/guardians. ~~by the school and the responsibilities accepted by the school on communication regarding student absence to report a late arrival or absence;~~
- periodically review the Safe Arrival system with parents/guardians and Catholic School Council to confirm its effectiveness;
- identify the time for the staff to input their classroom attendance into Maplewood;

- reliable system of documenting key information is to be developed and maintained subject to the Municipal Freedom of Information and protection of Privacy Act.
- implement procedures that facilitate the reporting communication of a student's late arrival or absence by the home to the school and the school to the home; The Principal of the school shall, with the approval of the Family of Schools Superintendent,
- ensure take into account both normal recurring circumstances and unusual events and conditions as regular procedures that may change due to inclement weather and/or bus cancellations.

### **RESPONSIBILITIES OF THE CLASSROOM TEACHER**

The classroom teacher will:

- input a student's late arrival or absence in Maplewood in a timely manner as determined by the school Principal;
- provide any documentation received from parents/guardians for an absence that exceeds five (5) or more days (i.e. vacation, medical procedures) to the school administration.

### **RESPONSIBILITIES OF THE SCHOOL SECRETARY**

1. The responsibilities of The School Secretary will shall include:

- confirm the attendance taken by classroom teacher(s);
- initiate the call-out;
- enter the specifics of the student's late arrival or absence;
- contact the parents/guardians/emergency contacts of students with unverified absences in a timely manner;
- Facilitation of the receipt of messages from parents/guardians and/or adult students.
- ensure accurate and timely tracking of attendance throughout the day;
- ensure accurate record keeping of home, work and emergency contact information and telephone numbers;
- Timely contact of parent or designate, regarding student absence when no prior notification has been received.
- record and retain any documentation received from parents/guardians for a students' absence that exceeds five (5) or more days (i.e. vacation, medical procedures).

- A reliable system of documenting key information is to be developed and maintained subject to the Municipal Freedom of Information and protection of Privacy Act.

2. Safe arrival programs are designed to be flexible, with a view of achieving overall effectiveness and efficiency. The Principal of the school shall implement procedures that facilitate the reporting of student absence by the home to the school and the school to the home.

3. The Principal of the school shall, with the approval of the Family of Schools Superintendent, communicate the plan to all parents, and the Catholic School Council, within the first month of each school year and to any parents registering a student during the school year.

4. The policy, which will be reviewed annually to confirm its effectiveness, is intended to ensure that:

- All schools have procedures in place which are conducted in conjunction with daily school attendance taking procedures that aim to account for absent students
- Timely efforts are made to contact parents, guardians or caregivers
- Safe arrival programs are developed and implemented by schools with advice from Catholic School Councils.
- Specific procedures are designed reflecting the needs and particular circumstances of each school community.
- Schools, parents/guardians, and Catholic School Councils work cooperatively toward the successful development and implementation of safe arrival programs.
- It takes into account both normal recurring circumstances and unusual events and conditions. Regular procedures may change due to inclement weather and/or bus cancellations.
- It specifies steps that are to be taken when a follow up contact cannot be reached.

- ~~Should bus transportation be cancelled, parents notify the school if their child will be in attendance.~~
5. ~~Where the Principal finds it necessary to use volunteers, the safe arrival program shall:~~
    - ~~Ensure that individuals delivering safe arrival programs receive appropriate training and supervision.~~
    - ~~Ensure that the individuals delivering safe arrival programs have been trained and supervised~~
    - ~~Encourage parents and volunteers to contribute to the delivery of the safe arrival program.~~
    - ~~Ensure that volunteer participation/involvement is carried out in a confidential manner.~~
    - ~~Ensure that the Volunteer Confidentiality Agreement has been signed.~~
  6. ~~These procedures shall detail the expectations placed upon the parents by the school and the responsibilities accepted by the school on communication regarding student absence.~~
  7. **It is an expectation that parents will be responsible to contact the school if they are aware that their child will be absent for part or all of the school day.**
  8. ~~The expectations placed upon the parents shall include:~~
    - ~~Notification by the parent/guardian and or adult student to the designated individual (i.e. school secretary) via phone, note, or in person of a student's absence and reason for absence for the school day or part of a day. This is to occur prior to the commencement of classes for that day.~~
    - ~~The provision at the beginning of the year or upon registration, of home, work and emergency contact information and contact telephone numbers;~~
    - ~~Notification to the school, in a timely manner, of any changes regarding phone numbers or emergency contact person(s).~~
  9. ~~The responsibilities of the school shall include:~~
    - ~~Facilitation of the receipt of messages from parents/guardians and/or adult students.~~
    - ~~Accurate and timely tracking of attendance throughout the day;~~
    - ~~Record keeping of home, work and emergency contact information and telephone numbers;~~
    - ~~Timely contact of parent or designate, regarding student absence when no prior notification has been received.~~
    - ~~A reliable system of documenting key information is to be developed and maintained subject to the Municipal Freedom of Information and protection of Privacy Act.~~
  10. ~~The Principal may contact the police regarding student absence when no prior notification of absence has been received and the school cannot contact the parent or designate.~~
  11. ~~Beginning 2010, parents/guardians will be able to confirm the Safe Arrival of their child by accessing the Niagara Catholic District School Board parent portal student attendance system.~~

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**The following is a sample of a letter that could be applied to the process.**

Dear Parents:

We wish to continue our "Safe Arrival Program" system as a safety precaution for our children. You may be familiar with this from last year or from other schools, but for those who are not, it works as follows:

1. If your child(ren) will be away from school you are expected to call the school to advise us of this fact. Please call between 8:45 a.m. and 9:15 a.m. (and in the afternoon between 12:30 p.m. and 1:00 p.m.).
2. At 9:00 a.m. and 12:45 p.m. teachers will report their absentees to the main office.
3. A telephone call will be made to the home of any child who is absent, but whose parents or guardian has not called to report an absence.

In order to have the system work effectively, we must ask your co-operation in adhering to the first point above and we are asking for volunteers to comprise the telephone committees.

The ~~TELEPHONE COMMITTEE~~ will be a group of persons (not necessarily parents, may be a grandparent, aunt, uncle) who will agree to take turns being at the school between 9:15 a.m. and 10:00 a.m. to receive and make the necessary calls (on any given day it may only be necessary to make one or two calls and thus the volunteer could be finished early). The more volunteers we get, of course, the less frequency any one person would be called upon. e.g. 20 volunteers would mean one day per month for each, 10 volunteers two days per month for each and so on.

Once we know our volunteers, we will meet with them very briefly to get the safe arrival system under way. All parents will be advised of the starting date, but, in the meantime, please do not hesitate to call if your child is going to be absent.

Those who are able to volunteer and who wish to do so are asked to return the bottom portion of this notice to us **immediately**.

Thank you for your anticipated co-operation.

Sincerely,

Principal

### **~~SAFE ARRIVAL PROGRAM~~**

I am able to volunteer my services as a member of the telephone committee. I am able to volunteer my services as a member of the telephone committee from 9:15 to 10:00 a.m. I would prefer to work on the following day of the week: **PLEASE CHECK**

Monday	Tuesday	Wednesday
Thursday	Friday	

### **~~CONFIDENTIALITY AGREEMENT~~**

In accepting the duties and responsibilities of a volunteer with the Niagara Catholic District School Board, I agree to abide by the following terms of confidentiality.

**~~I WILL KEEP CONFIDENTIAL:~~**

- Any personal and confidential information that I may become aware of in the course of my duties as a volunteer.
- Any information that I may come to know regarding the Board, school, staff, students and their families.

The Niagara Catholic District School Board depends on the maturity and loyalty of its volunteers to keep private any such information.

It is understood that any breach of this code of confidentiality will result in action by the Board, up to and including withdrawal of current and future volunteer opportunities.

I understand and agree to the above terms.

Name of Volunteer: \_\_\_\_\_

Signature of Volunteer: \_\_\_\_\_

Date: \_\_\_\_\_

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE MEETING  
JUNE 14, 2016**

***PUBLIC SESSION***

**TITLE: NAMING OF A BOARD FACILITY POLICY (NEW)**

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**RECOMMENDATION**

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Naming of a Board Facility Policy (NEW), as presented.

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

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

Recommended by: Policy Committee

Date: June 14, 2016



Niagara Catholic District School Board

## ***NAMING OF A BOARD FACILITY, DESIGNATED AREA OR CHAPEL***

### **STATEMENT OF POLICY**

100 – Board

Policy No (NEW)

Adopted Date: New

Latest Reviewed/Revised Date: Nil

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, all Board facilities, designated area or Chapel will be named to honour the Divinity, a Catholic tradition, a person, or a group that has been officially recognized by the Catholic Church or the Bishop of the Diocese of St. Catharines.

The name of all Board facilities, designated area or Chapel, in whole or in part, will reflect the faith traditions and Gospel values of the Catholic Church, be of inspiration, unique identity and a connection for the students, staff and families associated within the community it serves.

All requests to the Board to consider naming or renaming of a Board facility, designated area or Chapel, in whole or in part, must meet the criteria and process outlined within the Administrative Procedures.

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

#### References

- [\*Education Act\*](#)
- [\*Code of Canon Law\*](#)



Adopted Date: New

Latest Reviewed/Revised Date: Nil

All requests for the naming or renaming of a Board facility, designated area or Chapel, in whole or in part, will meet the criteria outlined in the Administrative Procedures and adhere to the following process for consideration and approval:

1. All requests to name or rename a Board facility or designated area, in whole or in part, excluding Chapels, must be:
  - a. Named after a Saint, a Pope, one of the mysteries of the Catholic Church or an exemplary Catholic individual or group of individuals;
  - b. Designated as “Catholic” in the name of the whole facility;
  - c. Used in full and not abbreviated;
  - d. Named in the possessive form;
  - e. Unique within the names approved for Board facilities;
  - f. Prominently displayed on the exterior of the facility or designated area along with the Board logo for the naming of an entire facility; or,
  - g. Prominently displayed in the interior of the facility identifying the named designated area.
2. All requests will be presented to the Family of Schools’ Superintendent of Education for consideration.
3. If supported by the Family of Schools’ Superintendent of Education, a recommendation will be made to the Director of Education for consideration.
4. If supported by the Director of Education, the Director will determine the appropriate course of action to present the request to the Board of Trustees.
5. The Board of Trustees will approve the naming of all Board facilities, designated area or Chapel, in whole or in part.

Excluded from the above process is the renaming of an existing Board facility if the individual is canonized by the Holy Father. In this circumstance, following consultation with the Family of Schools’ Superintendent of Education, the school Principal, the Student Council President, where it is in place, and the Chair of the Catholic School Council, the Director of Education will bring a report to the Board of Trustees for consideration.

## **NAMING OR RENAMING OF A BOARD FACILITY IN WHOLE**

All requests for the name of a new Board facility or to rename a current Board facility will meet the criteria outlined in this Policy and Administrative Procedures and adhere to the following process for consideration and approval.

The Director of Education will bring an Ad Hoc Committee report to the Board for the naming or renaming of a Board facility. The report will include the Terms of Reference and include the criteria as noted within this Policy and Administrative Procedures, the Ad Hoc Committee Membership and the timeline for the recommendation of the Ad Hoc Committee for the consideration of the Board.

The Ad Hoc Committee will consult with:

- a) the Bishop of the Diocese of St. Catharines;
- b) the local Trustee(s);
- c) the Chair and Vice-Chair of the Board;
- d) the Director of Education;
- e) the Board Chaplaincy Leader;
- f) where possible, staff of the facility;
- g) where possible, the local Student Council(s);
- h) where possible, the local Catholic School Council(s);
- i) where possible, the local Catholic school community.

## **PROCESS FOR NAMING OR RENAMING OF A DESIGNATED AREA WITHIN A BOARD FACILITY**

All requests for the naming or renaming of a designated area of a Board facility will meet the criteria outlined in this Policy and Administrative Procedures and adhere to the following process for consideration and approval:

1. Requests will be presented to the Family of Schools' Superintendent of Education for consideration.
2. If supported by the Family of Schools' Superintendent of Education, a recommendation will be made to the Director of Education for consideration.
3. If supported by the Director of Education, the Director will present the recommendation to the Board of Trustees for consideration.
4. The Board of Trustees will approve the naming or renaming of all designated areas within a Board facility.
5. The name of the designated area of the Board facility will be displayed with an appropriate sign or lettering.

## **PROCESS FOR NAMING OR RENAMING A CHAPEL WITHIN A BOARD FACILITY**

All requests for the naming or renaming of a Chapel within a Board facility will meet the criteria outlined in this Policy and Administrative Procedures and adhere to the following process for consideration and approval.

All Chapels in the Niagara Catholic District School Board will be named after the Blessed Trinity, or a name for Christ, or a mystery of his life already accepted in the liturgy, or the name of the Holy Spirit, or a name for the Blessed Virgin Mary, or a name of a holy angel, or the name of a Saint, or the name of a blessed provided the Bishop has given permission.

1. All requests will be presented to the Family of Schools' Superintendent of Education for consideration.
2. If supported by the Family of Schools' Superintendent of Education, a recommendation will be made to the Director of Education for consideration.
3. The Director of Education will consult with the Bishop of the Diocese of St. Catharines for endorsement.
4. If supported by the Director of Education and endorsed by the Bishop of the Diocese of St. Catharines, the Director will present the recommendation to the Board of Trustees for consideration.
5. The Board of Trustees will approve the naming or renaming of a Chapel within a Board facility.
6. The name of the Chapel within a Board facility will be displayed with an appropriate interior sign or lettering.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE MEETING  
JUNE 14, 2016**

*PUBLIC SESSION*

**TITLE: POLICY AND GUIDELINE REVIEW 2015-2016 SCHEDULE**

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The Policy and Guideline Review 2015-2016 Schedule is presented for information.

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

Presented by: Policy Committee

Date: June 14, 2016



# POLICY AND GUIDELINE REVIEW SCHEDULE

SEPTEMBER 2015 - JUNE 2016

Updated: May 24, 2016

<b>SORTED BY POLICY COMMITTEE MEETING DATE</b>				
<b>Policy Issued</b>	<b>Reviewed Revised</b>	<b>Policy #</b>	<b>POLICY NAME</b>	<b>Prior to Vetting After Vetting</b>
2012	2014	201.16	Attendance Support Program	Sept. 2015
<b>NEW</b>		<b>NEW</b>	Asthma	Sept. 2015
2010	2010	800.6	Facility Partnerships	Oct. 2015
1998	2010	701.2	Pupil Accommodation Review	Oct. 2015
2001	2012	302.6.6	Dress Code - Secondary Uniform - <i>Safe Schools</i>	Nov. 2015
2012	2012	302.6.10	Elementary Standardized Dress Code - <i>Safe Schools</i>	Nov. 2015
<b>NEW</b>		<b>NEW</b>	French Immersion	Nov. 2015
2012	2014	201.16	Attendance Support Program	Nov. 2015
<b>NEW</b>		<b>NEW</b>	Asthma	Nov. 2015
2001	2013	302.6.3	Access to Board Premises - <i>Safe Schools</i>	Jan. 2016
1998	2014	201.4	Reimbursement of Travel Expenses	Jan. 2016
2010	2010	800.6	Facility Partnerships	Jan. 2016
1998	2010	701.2	Pupil Accommodation Review	Jan. 2016
2001	2012	302.6.6	Dress Code - Secondary Uniform - <i>Safe Schools</i>	Jan. 2016
2012	2012	302.6.10	Elementary Standardized Dress Code - <i>Safe Schools</i>	Jan. 2016
<b>NEW</b>		<b>NEW</b>	French Immersion	Jan. 2016
1998	2010	100.5	Establishment and Cyclical Review of Policies	Feb. 2016
2002	2015	201.7	Employee Workplace Harassment *	Feb. 2016
2002	2015	201.11	Employee Workplace Violence *	Feb. 2016
2002	2015	201.6	Occupational Health & Safety *	Feb. 2016
2010	2010	100.10.1	Religious Accommodation	March 2016
<b>NEW</b>		<b>NEW</b>	Naming of a Board Facility	March 2016
1997	2010	100.1	Board By-Laws	March 2016
2011	2013	800.7	Niagara Catholic Parent Involvement Committee & By-Laws	March 2016
1999	2010	302.3	Safe Arrival	March 2016
1998	2009	302.2	Administration of Oral Medication to Students Under the Age of 18 During School Hours	May 2016
2001	2013	302.6.3	Access to Board Premises - <i>Safe Schools</i>	April 2016
1998	2014	201.4	Reimbursement of Travel Expenses	April 2016
1998	2010	100.5	Establishment and Cyclical Review of Policies	April 2016
2002	2015	201.7	Employee Workplace Harassment *	May 2016
2002	2015	201.11	Employee Workplace Violence *	May 2016
2002	2015	201.6	Occupational Health & Safety *	May 2016
2010	2010	100.10.1	Religious Accommodation	May 2016
<b>NEW</b>		<b>NEW</b>	Naming of a Board Facility	May 2016
1999	2010	302.3	Safe Arrival	May 2016
2011	2013	800.7	Niagara Catholic Parent Involvement Committee & By-Laws	May 2016
1997	2010	100.1	Board By-Laws	May 2016
2011	2013	301.1	Assessment, Evaluation, Reporting and Homework	Sept. 2016
2011	2013	301.1	Assessment, Evaluation, Reporting and Homework Policy	Oct. 2016
1998	2009	302.2	Administration of Oral Medication to Students Under the Age of 18 During School Hours	Oct. 2016
<b>NEW</b>		<b>NEW</b>	Anti-Spam	

<b>SORTED BY CW/BOARD MEETING DATE</b>				
<b>Policy Issued</b>	<b>Reviewed Revised</b>	<b>Policy #</b>	<b>POLICY NAME</b>	<b>CW/BD</b>
2012	2014	201.16	Attendance Support Program	Dec. 2015
<b>NEW</b>		<b>NEW</b>	Asthma	Dec. 2015
2010	2010	800.6	Facility Partnerships	Feb. 2016
1998	2010	701.2	Pupil Accommodation Review	Feb. 2016
2001	2012	302.6.6	Dress Code - Secondary Uniform - <i>Safe Schools</i>	Feb. 2016
2012	2012	302.6.10	Elementary Standardized Dress Code - <i>Safe Schools</i>	Feb. 2016
<b>NEW</b>		<b>NEW</b>	French Immersion	Feb. 2016
2001	2013	302.6.3	Access to Board Premises - <i>Safe Schools</i>	May 2016
1998	2014	201.4	Reimbursement of Travel Expenses	May 2016
1998	2010	100.5	Establishment and Cyclical Review of Policies	May 2016
2002	2015	201.7	Employee Workplace Harassment *	June 2016
2002	2015	201.11	Employee Workplace Violence *	June 2016
2002	2015	201.6	Occupational Health & Safety *	June 2016
2010	2010	100.10.1	Religious Accommodation	June 2016
<b>NEW</b>		<b>NEW</b>	Naming of a Board Facility	June 2016
1999	2010	302.3	Safe Arrival	June 2016
2011	2013	800.7	Niagara Catholic Parent Involvement Committee & By-Laws	June 2016
1997	2010	100.1	Board By-Laws	June 2016
2011	2013	301.1	Assessment, Evaluation, Reporting and Homework Policy	November 2016
1998	2009	302.2	Administration of Oral Medication to Students Under the Age of 18 During School Hours	November 2016
<b>NEW</b>		<b>NEW</b>	Anti-Spam	

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE MEETING  
JUNE 14, 2016**

***PUBLIC SESSION***

**TITLE: LARKIN ESTATE ADMISSION AWARDS 2016-2017**

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**RECOMMENDATION**

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the payment of \$5,600.00 for Larkin Estate Admission Awards per eligible student, as presented.

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Prepared by: Mark Lefebvre, Superintendent of Education

Presented by: Mark Lefebvre, Superintendent of Education

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

Date: June 14, 2016



## **REPORT TO THE COMMITTEE OF THE WHOLE JUNE 14, 2016**

### **LARKIN ESTATE ADMISSION AWARDS 2016-2017**

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#### **BACKGROUND INFORMATION**

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

As of April 30, 2016 the undistributed earnings and the balance of the scholarship fund amounted to \$15,259.00 with projected interest in the amount of \$4,824.11 at the end of 2016. According to the terms of the bequest, the undistributed earnings may be paid to eligible students who are approved by the Board.

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

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

#### **RECOMMENDATION**

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the payment of \$5,600.00 for Larkin Estate Admission Awards per eligible student, as presented.

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Prepared by: Mark Lefebvre, Superintendent of Education  
Presented by: Mark Lefebvre, Superintendent of Education  
Recommended by: John Crocco, Director of Education/Secretary-Treasurer  
Date: June 14, 2016

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**LARKIN ESTATE AWARDS 2016-2017**  
**New Applicants**

<b>Name</b>	<b>Amount to be Paid</b>	<b>Degree/Diploma</b>	<b>Graduate of:</b>
1. Ashley Anderson	\$225.00	Nursing	Blessed Trinity
2. Sonia OPala	\$225.00	Nursing	Denis Morris
3. Julia Pentesco	\$225.00	Nursing	Holy Cross
4. Kyla Gamble	\$225.00	Nursing	Notre Dame
5. Mackenzie DiSalvo	\$225.00	Nursing	Saint Francis
6. Madison Hvilvitzky	\$225.00	Nursing	Saint Paul

**LARKIN ESTATE AWARDS 2016-2017  
Renewal Applicants**

<b>Applicant Name &amp; College or University</b>	<b>Year of Award</b>	<b>Amount to be paid</b>	<b>Degree/ Diploma</b>	<b>Grad of:</b>
Anderson, Kristen McMaster University	2	\$225.00	Nursing	Blessed Trinity
Korsmit, Jennifer Laurentian University	2	\$225.00	Nursing	Holy Cross
Thompson, Sean Michael McMaster University	2	\$225.00	Nursing	Notre Dame
Ward, Zoie Western University	2	\$225.00	Nursing	Holy Cross
Wasak, Marta Niagara College	2	\$225.00	Practical Nursing	Holy Cross
Sansotta, Adriana Brock University	3	\$125.00	Nursing	Holy Cross
Benincasa, Bianca University of Toronto	4	\$125.00	Criminology/Social Sciences	Lakeshore Catholic
DellaSmirra, Melissa Brock University	4	\$125.00	Nursing	Notre Dame
<b>TOTAL</b>		<b>\$1500.00</b>		

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE MEETING  
JUNE 14, 2016**

***PUBLIC SESSION***

**TITLE: ATTENDANCE AREA REVIEW – SOUTH NIAGARA FALLS**

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**RECOMMENDATION**

**THAT** the Committee of the Whole recommend to the Niagara Catholic District School Board that in September 2016 the Saint Michael Catholic and Saint Paul Catholic Elementary and Secondary Family of Schools Attendance Area Ad Hoc Committee commence an attendance area review of boundaries for Loretto Catholic Elementary School, Father Hennepin Catholic Elementary School and Our Lady of Mount Carmel Catholic Elementary School in accordance with the Attendance Areas Policy (301.3) and submit recommendations to the January 17, 2017 Committee of the Whole Meeting.

**THAT** the Committee of the Whole recommend to the Niagara Catholic District School Board the approval of the following Terms of Reference for the Saint Michael Catholic and Saint Paul Catholic Elementary and Secondary Family of Schools Attendance Area Ad Hoc Committee:

Align student enrolment to facility capacity at Loretto Catholic Elementary School.

Align student enrolment to facility capacity at Our Lady of Mount Carmel Catholic Elementary School, considering the impact of moving the French Immersion Program from Notre Dame Catholic Elementary School.

Provide recommendations to address the increasing enrollment in the Imagine Estates subdivision.

Provide recommendations to support temporary overcapacity at Our Lady of Mount Carmel Catholic Elementary School for students from Imagine Estates until a new Catholic elementary school is built in Imagine Estates.

Review and recommend adjusted attendance area boundaries for Loretto Catholic Elementary School, Father Hennepin Catholic Elementary School and Our Lady of Mount Carmel Elementary School, within the Saint Michael Catholic High School – Family of Schools.

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Prepared by: Ted Farrell, Superintendent of Education  
Scott Whitwell, Controller of Facilities Services  
Kathy Levinski, Manager of Facilities Services

Presented by: Ted Farrell, Superintendent of Education  
Scott Whitwell, Controller of Facilities Services  
Kathy Levinski, Manager of Facilities Services

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

Date: June 14, 2016



## **REPORT TO THE COMMITTEE OF THE WHOLE JUNE 14, 2016**

### **ATTENDANCE AREA REVIEW – SOUTH NIAGARA FALLS**

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#### **BACKGROUND INFORMATION**

At the May 24<sup>th</sup>, 2016 Board Meeting, the Niagara Catholic District School Board approved the Niagara Catholic District School Board, Long-Term Accommodation Plan 2016-2021.

The Long-Term Accommodation Plan contained a number of recommendations to address a variety of accommodation issues that exist throughout the Board. The recommendations were provided for consideration by the Board in the Short Term (September 2016 – June 2018), Medium Term (September 2018 – June 2020), and Long Term (September 2020 – June 2021).

As one of the Short Term recommendations, the Long-Term Accommodation Plan recommended that an attendance area review be conducted in 2016-2017 for South Niagara Falls to address school utilization.

As indicated within the Long Term Accommodation Plan, Loretto Catholic Elementary School is currently operating at 155% utilization. The school's on the ground capacity is 392, however 608 students currently attend. The school currently has 9 portables. Enrolment is projected to increase each year for the foreseeable future. The boundary for Loretto Catholic commences on Montrose Road (centerline) at Lundy's Lane (centerline) to McLeod Road (centerline) to Thorold Townline Road (centerline) to Lundy's Lane (centerline) to the point of commencement on Montrose Road.

Our Lady of Mount Carmel Catholic Elementary School is currently under capacity, operating at 65% of capacity with 329 students attending the school and an on the ground capacity to accommodate 504 students. The school currently is offering the French Immersion program servicing the Saint Michael Catholic Family of Schools in Grades One and Three. Students will be enrolled in the French Immersion Program from Grade ELKP through to Grade Four in the 2016-2017 year. The number of students in the school's English speaking stream is projected to increase which when combined with the number of students in the French Immersion program is projected to have the school operating at 100% capacity in 2021-2022. The boundary for Our Lady of Mount Carmel commences on Glenholme Avenue (excluding – and its projection) to Lundy's Lane (centerline) to Franklin Avenue (excluding) to Culp Street (excluding) to Drummond Road (excluding) to the power transmission lines to Dell Avenue (excluding – and its projection) to McLeod Road (excluding) to Wilson Crescent (excluding – and its projection) south to Welland River, west to Thorold Townline Road and McLeod Road to Montrose to Lundy's Lane (centerline) to the hydro canal to Hwy 420 north to the point of commencement on Glenholme Avenue.

Father Hennepin Catholic Elementary School is currently operating at 87% of capacity with an enrolment of 244 students attending the school, and an on the ground capacity to accommodate 282 students. The boundary commences east on the Niagara River to south at Corfield Street (and its projection) to Stanley

Avenue to the Welland River west to Wilson Crescent (and its projection) to McLeod Road to Dell Avenue (including) (and its projection) to the power transmission lines to Drummond Road to Culp Street to Franklin Avenue (including) north to Lundy's Lane (centerline) to Ferry Avenue (centerline) to the extension of Magdalen Street to the point of commencement on the Niagara River.

### **Imagine Estates**

In 2008, a Pupil Accommodation Review was held for the Saint Michael Catholic High School Family of Schools. The review led to the closure of St. Joseph Catholic Elementary School and to pursue the construction of a new school in what was then referred to as Warren Woods, and subsequently referred to as Imagine Estates, with the Ministry of Education.

Students who live in Imagine Estates currently are designated to attend Our Lady of Mount Carmel Catholic Elementary School, despite the fact that in many cases students can see Loretto Catholic Elementary School from their homes and are within walking distance of the school.

Enrolment in the subdivision is expected to continue to grow as are the out of boundary requests for students to attend Loretto Catholic Elementary School.

An application to the Ministry of Education for funds to build a new Catholic elementary school will not be successful given the nearest Catholic elementary school to Loretto Catholic is Our Lady of Mount Carmel which is currently under-capacity.

Consequently, it is imperative that the schools closest to where a new school is proposed, Loretto Catholic Elementary School and Our Lady of Mount Carmel Catholic Elementary School, are each operating at a minimum of, or very close to, 100% of their on the ground capacity.

### **Education Development Charge**

The Niagara Catholic District School Board approved the collection of Education Development Charges in June, 2015 to fund the purchase of land for a new school in south Niagara Falls.

### **Terms of Reference**

It is recommended that the Terms of Reference for the Saint Michael Catholic and Saint Paul Catholic Elementary and Secondary Family of Schools Attendance Area Ad Hoc Committee are to:

Align student enrolment to facility capacity at Loretto Catholic Elementary School.

Align student enrolment to facility capacity at Our Lady of Mount Carmel Catholic Elementary School, considering the impact of moving the French Immersion Program from Notre Dame Catholic Elementary School.

Provide recommendations to address the increasing enrollment in the Imagine Estates subdivision.

Provide recommendations to support temporary overcapacity at Our Lady of Mount Carmel Catholic Elementary School for students from Imagine Estates until a new Catholic elementary school is built in Imagine Estates.

Recommend adjusted attendance area boundaries for Loretto Catholic Elementary School, Father Hennepin Catholic Elementary School and Our Lady of Mount Carmel Elementary School, within the Saint Michael Catholic High School – Family of Schools.

**Saint Michael Catholic and Saint Paul Catholic Elementary and Secondary Family of Schools Attendance Area Ad Hoc Committee**

As approved by the Board on January 26<sup>th</sup>, 2016, the Saint Michael Catholic and Saint Paul Catholic Elementary and Secondary Family of Schools Attendance Area Ad Hoc Committee be comprised of Trustees Kathy Burtnik, Frank Fera and Ed Nieuwesteeg. Resources to the Committee will include Ted Farrell, Superintendent of Education, Kathy Levinski, Manager of Facilities Services, Scott Whitwell, Controller of Facilities Services and Mary Gallardi, Recording Secretary.

**RECOMMENDATION**

**THAT** the Committee of the Whole recommend to the Niagara Catholic District School Board that in September 2016 the Saint Michael Catholic and Saint Paul Catholic Elementary and Secondary Family of Schools Attendance Area Ad Hoc Committee commence an attendance area review of boundaries for Loretto Catholic Elementary School, Father Hennepin Catholic Elementary School and Our Lady of Mount Carmel Catholic Elementary School in accordance with the Attendance Areas Policy (301.3) and submit recommendations to the January 17, 2017 Committee of the Whole Meeting.

**THAT** the Committee of the Whole recommend to the Niagara Catholic District School Board the approval of the following Terms of Reference for the Saint Michael Catholic and Saint Paul Catholic Elementary and Secondary Family of Schools Attendance Area Ad Hoc Committee:

Align student enrolment to facility capacity at Loretto Catholic Elementary School.

Align student enrolment to facility capacity at Our Lady of Mount Carmel Catholic Elementary School, considering the impact of moving the French Immersion Program from Notre Dame Catholic Elementary School.

Provide recommendations to address the increasing enrollment in the Imagine Estates subdivision.

Provide recommendations to support temporary overcapacity at Our Lady of Mount Carmel Catholic Elementary School for students from Imagine Estates until a new Catholic elementary school is built in Imagine Estates.

Review and recommend adjusted attendance area boundaries for Loretto Catholic Elementary School, Father Hennepin Catholic Elementary School and Our Lady of Mount Carmel Elementary School, within the Saint Michael Catholic High School – Family of Schools.

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Prepared by: Ted Farrell, Superintendent of Education  
Scott Whitwell, Controller of Facilities Services  
Kathy Levinski, Manager of Facilities Services

Presented by: Ted Farrell, Superintendent of Education  
Scott Whitwell, Controller of Facilities Services  
Kathy Levinski, Manager of Facilities Services

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

Date: June 14, 2016

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE MEETING  
JUNE 14, 2016**

***PUBLIC SESSION***

**TITLE: CAPITAL PRIORITIES SUBMISSION 2016**

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**RECOMMENDATION**

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Capital Priorities submission 2016 for a new St. Nicholas Catholic Elementary School as a joint school with École élémentaire catholique Immaculée-Conception.

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Prepared by: Ted Farrell, Superintendent of Education  
Scott Whitwell, Controller of Facilities Services  
Kathy Levinski, Manager of Facilities Services

Presented by: Ted Farrell, Superintendent of Education  
Scott Whitwell, Controller of Facilities Services  
Kathy Levinski, Manager of Facilities Services

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

Date: June 14, 2016



## REPORT TO THE COMMITTEE OF THE WHOLE MEETING JUNE 14, 2016

### CAPITAL PRIORITIES SUBMISSION 2016

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#### BACKGROUND INFORMATION

The Ministry of Education has requested that school boards provide their 2016 Capital Priorities Program funding submissions with associated business cases by July 15, 2016.

At the May 24, 2016 Board Meeting, the Board endorsed the Niagara Catholic District School Board Long Term Accommodation Plan Report 2016-2021. The Niagara Catholic Long Term Accommodation Plan provides the Niagara Catholic District School Board with a plan for the use of school facilities in line with the Mission, Vision and Values of the Board. The approved Long Term Accommodations Plan recognizes that our Catholic schools are an integral part of vibrant and healthy communities.

Niagara Catholic's Long Term Accommodations Plan provides historical, current and future information to Board staff, municipalities, the public and potential partners on the long term accommodations within the system. Changing demographics, enrolment and expanding program offerings such as Specialist High Skills Major Programs and French Immersion can challenge the ability of a school board to effectively manage resources impacting the need for school facilities.

Based on the enrolment information provided, the Niagara Catholic Long Term Accommodation Plan outlines potential short, medium and long term strategies to address accommodation issues through Attendance Area Reviews, Pupil Accommodation Reviews, relocation of programs such as French Immersion and expanding community partnerships to maximize utilization and guide future capital priority submissions. Capital considerations, such as the condition of the facility under review, will need to be factored in to the decision making process.

At the May 10<sup>th</sup>, 2016 Board Meeting, the following motion was passed:

**THAT the** Niagara Catholic District School Board submit a request to delegate to the Conseil scolaire de district catholique Centre-Sud requesting a partnership to submit a capital priorities business case for a joint use school between St. Nicholas Catholic Elementary School and Ecole Immaculee Conception.

On May 11<sup>th</sup>, 2016, a delegation comprised of Chair Father Paul MacNeil, Vice-Chair Kathy Burtnik, Trustee Moe Charbonneau, Director John Crocco, Superintendent Ted Farrell and Controller Whitwell made a presentation to Conseil scolaire de district catholique Centre-Sud.

The purpose of the presentation was to seek approval from Conseil scolaire de district catholique Centre-Sud to submit a capital priorities business case to the Ministry of Education to build a new joint school to replace the existing St. Nicholas Catholic Elementary School and École élémentaire catholique Immaculée-Conception.

While conversations continue between Trustees and the Director of Education with colleagues at Conseil scolaire de district catholique Centre-Sud, as of this June 14, 2016 Committee of the Whole Meeting we have not yet received a formal response from Conseil scolaire de district catholique Centre-Sud to our delegation.

To meet the Ministry of Education's July 15<sup>th</sup>, 2016 Capital Priorities submission deadline, it is recommended that the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Capital Priorities Submission 2016 for a new St. Nicholas Catholic Elementary School as a joint school with a new École élémentaire catholique Immaculée-Conception.

This project submission will be our only submission for 2016-2017.

### **RECOMMENDATION**

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Capital Priorities submission 2016 for a new St. Nicholas Catholic Elementary School as a joint school with École élémentaire catholique Immaculée-Conception.

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Prepared by: Ted Farrell, Superintendent of Education/Accommodation  
Scott Whitwell, Controller of Facilities Services  
Kathy Levinski, Manager of Facilities Services

Presented by: Ted Farrell, Superintendent of Education/Accommodation  
Scott Whitwell, Controller of Facilities Services  
Kathy Levinski, Manager of Facilities Services

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

Date: June 14, 2016

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE MEETING  
JUNE 14, 2016**

***PUBLIC SESSION***

**TITLE: RESEARCH COLLABORATIONS IN THE NIAGARA  
CATHOLIC DISTRICT SCHOOL BOARD 2015-2016**

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The Report on Research Collaborations in the Niagara Catholic District School Board  
2015-2016 is presented for information.

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Prepared by: Lee Ann Forsyth-Sells, Superintendent of Education  
Christine Battagli, Consultant-Research, Assessment, Evaluation and Reporting

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

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

Date: June 14, 2016



## **REPORT TO THE COMMITTEE OF THE WHOLE JUNE 14, 2016**

### **RESEARCH COLLABORATIONS IN THE NIAGARA CATHOLIC DISTRICT SCHOOL BOARD 2015-2016**

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#### **BACKGROUND INFORMATION**

The research collaborations in the Niagara Catholic District School Board support the two Strategic Directions:

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

The Niagara Catholic District School Board supports collaboration with partners from universities and the community, to enhance learning for the achievement and well-being of all students, and the professional learning of administrators and teachers.

#### Research Ethics Review Committee 2015-2016

The Research Ethics Review Committee of the Niagara Catholic District School Board regularly reviews education-based research projects following the Board Policy: *Education-Based Research Projects Policy No. 800.5*.

#### Research Ethics Review Committee Members:

Lee Ann Forsyth-Sells, Superintendent of Education  
Christine Battagli, Consultant, Research, Assessment, Evaluation and Reporting (Chair)  
Anthony Corapi, Coordinator, Staff Development  
Andrew Bartley, Secondary Vice-Principal  
Theo Dagenais, Elementary Principal  
Susan Tromanhauser, Elementary Principal  
Deborah Ogilvie, Coordinator, Community Outreach  
Christopher Moscato, Consultant, Numeracy, K to 12

Attached to this report is an update of the educational research projects currently underway in Niagara Catholic. (Appendix A)

## RESEARCH COLLABORATIONS 2015-2016

Title of Research Project	Research Partners	Description	Implementation
<i><b>Females Using Energy for Life (F.U.E.L.)</b></i>	Niagara Region Public Health	This project seeks to use a Continuous Quality Improvement (CQI) framework to increase participation in the pre-existing F.U.E.L program. F.U.E.L is an ongoing after-school physical activity program that provides female youth with the opportunity to be physically active in an inclusive, non-competitive, free-of-charge, female only environment.	2009 and Ongoing
<i><b>Healthy Schools Program</b></i>	Heart Niagara	This project investigates the increasing risk of premature cardiovascular disease and diabetes in elementary students and provides health programs to support learning.	Winter 2011 and Ongoing
<i><b>Face Perception Lab</b></i>	Brock University	The Face Perception Lab at Brock University is conducting research in schools to learn about how children recognize familiar people. Recognizing a face's identity and being sensitive to a variety of important social cues are critical to successful social interactions.	Fall 2012 to Spring 2016
<i><b>The COMPASS Project</b></i>	University of Waterloo	This four-year study tracks Ontario students progressing through high school to understand how to effectively improve their health behaviours and to work with schools to inform action for a healthier tomorrow.	Fall 2012 to Spring 2016
<i><b>Early Years Math Project</b></i>	Brock University	This research is based on the previous Junior Math Interventions (JMI) project. The intent is to document the effectiveness of the Early Years Math Project. Research focuses on teacher practices, beliefs and attitudes and students' conceptual understandings in early mathematics teaching and learning.	October 2013 to June 2016

<b>Title of Research Project</b>	<b>Research Partners</b>	<b>Description</b>	<b>Implementation</b>
<i>Reading and Writing Leads</i>	Brock University	This research aims to evaluate and inform the facilitation of a three-year project that will strive to enhance reading and writing assessment, instruction and remediation for K to 6 teachers and students.	September 2014 to June 2017
<i>Understanding Artistic Learning and Youth Engagement in a Digital Age</i>	Brock University	Using a survey approach, this research aims to identify the socio-emotional, creative and motivational factors that provide optimal opportunities for meaningful, engaged artistic learning and gain a better understanding of students' beliefs, values, activities and experiences across diverse arts activities.	October 2014 to December 2016
<i>If Not Now, Then When? Breaking the Stigma of Poverty, Mental Health and Education Success</i>	Brock University	This qualitative research collaborative pilot project will investigate how a secondary school community successfully works together to understand deeply held beliefs about poverty and its effect on mental health and education success.	January 2015 to September 2016
<i>Youth Net Niagara - Evaluation</i>	Niagara Region Public Health	The purpose of this evaluation is to assess the mental health promotion and early intervention program for students in grade nine in relation to three of Youth Net's objectives: 1. Increase awareness and communication about mental health/illness issues among youth 2. Decrease the stigma associated with mental illness among youth 3. Promote early identification and intervention of mental illness among youth.	Fall 2015 to June 2016
<i>Children's peer relations and Theory of Mind (ToM): Role of empathy, self-concept and coping during middle childhood</i>	Brock University	The purpose of this study is to investigate self-reported and teachers' perceptions of peer relations and ToM abilities in children between the ages of 8 to 13 years old.	Fall 2015 to May 2016

<b>Title of Research Project</b>	<b>Research Partners</b>	<b>Description</b>	<b>Implementation</b>
<i>Canadian and World Studies Teachers and Museums in Niagara</i>	Brock University	The purpose of this research is to focus on secondary Canadian and World Studies teachers and how their perceptions of how well local museums are suited for experiential learning which can keep students engaged and cognizant of the importance of their community.	Fall 2015 to Spring 2016
<i>Experiences of Secondary School Teachers, Students, and Administrators in EcoSchools: An Exploration of Best Practices and Challenges</i>	Brock University	This purpose of this study is to explore the experiences of staff and students in a Gold Certified EcoSchool to highlight best practices and challenges of implementing Environmental Education in a secondary school setting.	Fall 2015 to June 2016
<i>Addressing Literacy Learning Needs of Adolescents in Secondary School Contexts: Resilient Readers Project and Disciplinary Literacy Project</i>	Ontario Institute for Studies in Education (OISE), University of Toronto	The purpose of this study are: 1. To identify ways to support adolescent learners acquire strategies that will improve their ability to read, addressing both resilience and disciplinary literacy at the secondary level; 2. To increase the knowledge and skill of educators to be able to respond to students' literacy learning needs.	Fall 2015 to June 2016
<i>Succeed Clean Evaluation</i>	Wilfred Laurier University	In partnership with the Canadian Centre for Ethics in Sport (CCES) who will deliver Succeed Clean presentations in schools, this research aims to develop, deliver, evaluate and disseminate a model for educating young people and raising awareness about the social and health risks of Appearance and Performance Enhancing Drugs and nutritional supplements.	February 2016 to June 2017
<i>An Examination of the Extent of Food and Beverage Marketing in Canadian Schools</i>	University of Ottawa	This research includes surveying secondary school administrators regarding food and beverage marketing in schools in order to inform future policy and create health-promoting school environments for students.	February 2016 to May 2019
<b>Title of Research Project</b>	<b>Research Partners</b>	<b>Description</b>	<b>Implementation</b>

<b><i>Memoir Writing as an Educational Tool: Implications for Student Voice and Identity</i></b>	Brock University	The purpose of this study is to conduct qualitative research to explore the benefits of the memoir writing process with elementary students.	Fall 2015 to Spring 2016
<b><i>Early Child Development Screening Project (Ontario Early Years Centre)</i></b>	McMaster University	The study will collect information from volunteer parents and children accessing an OEYC to study a new early child development tool called the Developmental Temperature Taking Tool (DTT) to see if the tool is useful to identify children who would benefit from developmental support.	Fall 2015 to Spring 2016
<b><i>School Staff Mental Health Literacy</i></b>	Brock University	The purpose of this study is to gain an understanding of the knowledge of mental health prevention and intervention methods. Research findings will help us understand staff literacy in topics of mental health to increase mental health literacy and to ultimately support students.	February 2016 to June 2016
<b><i>A New Approach to Transition Planning for Transitional Aged Youth with Intellectual Disabilities</i></b>	Brock University	The purpose of this study is to gain a greater understanding of the transition process for transitional aged youth (TAY) with intellectual disabilities (ID) in the Niagara Region.	February 2016 to December 2016
<b><i>The Healthy Heart Schools' Program – EARLY Study – Early Assessment of Risk; Lipids in Youth</i></b>	Heart Niagara	This study intends to evaluate the clinical follow-up that may occur for children who have borderline-abnormal screening lipid results in order to support early identification of risk factors to reduce atherosclerotic disease in adulthood.	March 2016 to March 2021
<b><i>Ministry of Education Evaluation of the Innovative Programs for Students in the Care of, or Receiving Services from, Children's Aid Societies</i></b>	Ministry of Education	This study will evaluate the impact of innovative programming on student achievement and well-being for Ontario students in the care of, or receiving services from, children's aid societies. The study is designed to examine the implementation, impact, and effectiveness of Ministry-supported programs for students in care.	May 2016 to June 2016

The Report on the Research Collaborations in the Niagara Catholic District School Board  
2015-2016 is presented for information.

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Prepared by: Lee Ann Forsyth-Sells, Superintendent of Education  
Christine Battagli, Consultant-Research, Assessment, Evaluation and Reporting

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

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

Date: June 14, 2016

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE MEETING  
JUNE 14, 2016**

***PUBLIC SESSION***

**TITLE: EXTENDED OVERNIGHT FIELD TRIP, EXCURSION AND  
EXCHANGE APPROVAL COMMITTEE 2015 - 2016**

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The Extended Overnight Field Trip, Excursion and Exchange Approval Committee  
2015-2016 report is presented for information.

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Prepared by: Mark Lefebvre, Superintendent of Education

Presented by: Mark Lefebvre, Superintendent of Education

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

Date: June 14, 2016



## **REPORT TO THE COMMITTEE OF THE WHOLE JUNE 14, 2016**

### **EXTENDED OVERNIGHT FIELD TRIP, EXCURSION AND EXCHANGE APPROVAL COMMITTEE 2015 - 2016**

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#### **BACKGROUND INFORMATION**

The Extended Overnight Field Trip, Excursion and Exchange Approval Committee continues to review proposals for 2015-2016 extended overnight field trips, excursions and exchanges as submitted to date. The composition of the approval Committee is as follows:

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

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

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

An Excursion is defined as follows:

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

Attached to this information report is an Executive Summary of a 2015-2016 Extended Overnight Field Trip as submitted on Tuesday, June 14, 2016. (Appendix A)

The Extended Overnight Field Trip, Excursion and Exchange Approval Committee 2015-2016  
report is presented for information.

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Prepared by: Mark Lefebvre, Superintendent of Education

Presented by: Mark Lefebvre, Superintended of Education

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

Date: June 14, 2016

## EXECUTIVE SUMMARY

*Appendix A*

### Extended Overnight Field Trip, Excursion and Exchange Committee Approval – 2015-2016

SCHOOL	TYPE	APPROVAL REQUIRED	DESTINATION	CURRICULUM UNIT/THEME	EDUCATION VALUE	DATE	NUMBER OF STUDENTS, STAFF & CHAPERONES ON TRIP	DURATION	COST (APPROX)	TRANS-PORTATION
Continuing Education	Extended Overnight Field Trip	Superintendent and Extended Overnight Field Trip Committee	Italy	IDC 30 Italy Travel Credit Course (History, Geography, Art, Italian Language)	To reinforce the course expectations. Communicating in the target language (Italian). To experience the geography, history, art and architecture as well as the daily life and culture of Italy.	Saturday, March 4 to Friday, March 17, 2017. Includes attending Mass on Sunday, March 5, 2017	20 -25 students (approximately)  1 staff  1 chaperone  1 chaperone (self- paid)	14 days  13 nights  5 school days	\$4400.00 – Airfare, transportation, accommodations, meals, excursions,    \$330.00 – lunch and personal souvenirs. Personal spending money.	Air

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE MEETING  
JUNE 14, 2016**

*PUBLIC SESSION*

**TITLE: ANNUAL BOARD BUDGET 2016-2017**

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**RECOMMENDATION**

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Annual Board Budget 2016-2017, as presented.

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

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

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

Date: June 14, 2016



## **REPORT TO THE COMMITTEE OF THE WHOLE JUNE 14, 2016**

### **REPORT ON THE ANNUAL BOARD BUDGET 2016-2017**

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#### **BACKGROUND INFORMATION**

Annually, Senior Administrative Council and the Board of Trustees work together through a collaborative, consultative and transparent process in designing the Annual Board Budget.

On April 26, 2016 the Niagara Catholic District School Board approved the 2016-2017 System Priorities and the Director of Education, the Superintendent of Business and Financial Services and Senior Administrative Council was given the mandate to ensure resources were earmarked accordingly for all system priorities.

The Annual Budget process ensures that all internal key stakeholders were engaged and resources were aligned to ensure programs and services achieved their various key deliverables in 2016-2017. This outcome was an effective approach with transparency and accountability to all departments in Niagara Catholic.

On May 10, 2016 the Director of Education and Superintendent of Business & Financial Services presented for information the balanced 2016-2017 Annual Budget, which the Board endorsed at the May 24, 2016 Board Meeting.

In addition to a thorough engagement process with our key internal stakeholders, the Director of Education, the Superintendent of Business and Financial Services, members of Senior Administrative Council and Principals engaged our key external stakeholders for input and feedback on our projected balanced 2016-2017 Annual Budget. Presentations were made to the following groups and input and recommendations were solicited by the following:

- Principals at Director's Meetings
- School Staff Meeting
- Catholic School Councils
- Special Education Advisory Council (SEAC)
- Niagara Catholic Parent Involvement Committee (NCPIC)
- Niagara Catholic Alliance Committee (NCAC)
- OECTA - Niagara Elementary Unit
- OECTA - Niagara Secondary Unit
- CUPE 1317

The Niagara Catholic District School Board is pleased to provide key feedback and changes made to our projected balanced budget after the May 10, 2016 Committee of the Whole Meeting and the May 24, 2016 Board Meeting.

For the review and consideration of the Board, we enclose the following information:

**APPENDIX A**

System Priorities 2016-2017

**APPENDIX B**

Consultation and Collaboration Results

**APPENDIX C**

Financial Change to the 2016-2017 Annual Balanced Budget

**APPENDIX D**

2016-2017 Annual Budget Reports

We take this opportunity to thank all the members of Board staff, who have been involved in the preparation of the balanced 2016-2017 Annual Budget.

**RECOMMENDATION**

**THAT** the Committee of the Whole recommends that the Niagara Catholic District School Board approve the Annual Board Budget 2016-2017, as presented.

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

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

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

Date: June 14, 2016

## **Consultation and Collaboration Results**

The extensive consultation and collaboration process provided feedback that continues to strengthen our 2016-2017 System Priorities. It should be noted that not all responses to the minimal feedback received resulted in changes to budget allocations.

All feedback received and summarized was reviewed for alignment and compliance with the Ministry of Education Achieving Excellence: A Renewed Vision for Education in Ontario, the Board's Mission, Vision and Values, Niagara Catholic's Vision 2020 Strategic Plan, System Priorities 2016-2017, Board Policies, terms & conditions and collective agreements for consideration in this report to the Committee of the Whole.

In addition to the supportive feedback received on a balanced Budget 2016-2017 submission, the following is a thematic summary of the minimal input and recommendations provided through the extensive budget consultation process.

### **PROVIDE SUPPORTS FOR SUCCESS**

- Additional investment in one Education Resource Teacher to address the dynamic needs of our Elementary Learning Strategies and Social Skills Classes.
- An increased investment in our allocation of resources to elementary school budgets to enhance classroom technology.
- An investment in professional development for numeracy and technology

### **STRENGTHEN HUMAN RESOURCE PRACTICES AND DEVELOP TRANSFORMATIONAL LEADERSHIP**

- A decentralized approach to the Board's professional development plan to specifically meet the needs of a school community.
- To establish a network of shared knowledge and best practices to building teaching capacity for each grade level.
- To optimize empty school spaces for potential professional development sites and review the supports provided at meetings.

### **ENHANCING TECHNOLOGY FOR OPTIMAL LEARNING**

- To enhance professional development to enable the learning through digital devices in the classroom.

### Financial Change to the 2016-2017 Annual Balanced Budget

	2016-2017	2016-2017	
	May 10, 2016	June 14, 2016	Change (+/-)
<b>OPERATING EXPENDITURES</b>	\$177,586,399	\$177,652,747	+\$66,348
Salary & Wages	\$29,239,922	\$29,245,964	+\$6,042
Employee Benefits	\$450,000	\$450,000	
Employee Future Benefits	<b>\$207,276,261</b>	<b>\$207,348,711</b>	<b>+\$72,390</b>
<b>TOTAL SALARIES &amp; FRINGE BENEFITS</b>		-----	-----
Professional Development	\$499,850	\$449,850	
Supplies & Services - Instruction	\$5,617,864	\$5,840,618	+\$222,754
Supplies & Services - Other	\$10,784,334	\$10,784,334	
Computer Equipment	\$1,901,100	\$1,901,100	
Furniture & Equipment	\$1,157,000	\$1,157,000	
Fees & Contracts	\$11,673,124	\$11,673,124	
		-----	
<b>Total Operating Expenditures</b>	<b>\$238,859,533</b>	<b>\$239,086,737</b>	<b>+\$295,144</b>
	=====	=====	=====
Debt Charges - unsupported Interest	\$509,531	\$509,531	
Debt Charges - Debentures LTD	\$3,347,883	\$3,347,883	
Depreciation and Amortization	\$10,574,234	\$10,574,234	
Non-operating Interest Expenses	\$117,487	\$117,487	
		-----	
<b>Total Capital Expenditures</b>	<b>\$14,549,135</b>	<b>\$14,549,135</b>	
	=====	=====	
<b>Total Expenditures</b>	<b>\$253,408,688</b>	<b>\$253,635,872</b>	<b>+\$295,144</b>
	=====	=====	=====
Amortization of Future Benefits	\$856,805	\$856,805	
		-----	
<b>Total Board Expenses</b>	<b>\$254,265,473</b>	<b>\$254,531,191</b>	<b>+\$295,144</b>

*\*The reinvestment to address the consultative process is not a result of additional revenue from Ministry Funding.*

## APPENDIX D

Projected Student Enrolment	Revised Budget 2015-2016	Original Budget 2016-2017	Increase (Decrease)
	-----	-----	-----
Elementary Enrolment - ADE	14,798	14,636	(162)
Secondary Enrolment - ADE	7,064	6,800	(264)
	-----	-----	-----
<b>Total Board Enrolment - ADE</b>	<b>21,862</b>	<b>21,436</b>	<b>(426)</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.

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

Projected School Staffing	Revised Budget 2015-2016	Original Budget 2016-2017	Increase (Decrease)
	-----	-----	-----
Total Elementary School Teachers	835	830	(5)
Total Secondary School Teachers	480	463	(17)
	-----	-----	-----
<b>Total Board School Teachers</b>	<b>1,315</b>	<b>1,293</b>	<b>(22)</b>
	=====	=====	=====

### Average Class Size:

Kindergarten ELKP (Year 1, 2)	26:1	26:1
Primary (Grade 1 to 3)	19.8:1	19.8:1
Junior and Intermediate (Grade 4 to 8)	24.5:1	24.5:1
Secondary (Grade 9 to 12)	22:1	22:1
Early Childhood Educator	26:1	26:1

Expenditures by Department	Revised Budget 2015-2016	Original Budget 2016-2017	Increase (Decrease)
	-----	-----	-----
<b>Operating Expenditures</b>			
Board Administration	\$8,030,693	\$7,688,786	(\$341,907)
Elementary Schools	\$125,948,860	\$127,632,311	\$1,683,451
Secondary Schools	\$65,209,330	\$65,222,972	\$13,642
Continuing Education	\$5,182,558	\$5,182,558	\$0
Facilities Operations	\$19,391,474	\$19,374,241	(\$17,233)
Facilities Maintenance	\$3,187,773	\$3,404,286	\$216,513
Student Transportation	\$9,720,800	\$9,553,860	(\$166,940)
Amortization of Future Benefits	\$856,805	\$856,805	\$0
Employee Future Benefits - Service Costs	\$450,000	\$450,000	\$0
Benefits - Maternity, WSIB, LTD	\$500,000	\$645,722	\$145,722
<b>Total Operating Expenses</b>	<b>\$238,478,293</b>	<b>\$240,011,542</b>	<b>\$1,533,249</b>
	-----	-----	-----
<b>Capital &amp; Other Expenditures</b>			
Facility Renewal	\$540,980	\$509,531	(\$31,449)
Interest on Capital	\$3,582,094	\$3,617,883	\$35,789
Depreciation & Amortization	\$11,335,000	\$10,304,234	(\$1,030,766)
Non-Operating Expenditures	\$117,487	\$117,487	\$0
<b>Total Capital &amp; Other Expenses</b>	<b>\$15,575,561</b>	<b>\$14,549,135</b>	<b>(\$1,026,426)</b>
	-----	-----	-----
<b>Total Board Operating Expenditures</b>	<b>\$254,053,854</b>	<b>\$254,560,677</b>	<b>\$506,823</b>
	=====	=====	=====

	Revised Budget 2015-2016	Original Budget 2016-2017	Increase (Decrease)
	-----	-----	-----
<b>Board Administration</b>			
Salary & Wages	4,421,903	4,370,328	(51,575)
Employee Benefits	943,890	950,940	7,050
Professional Development	114,450	130,450	16,000
Supplies & Services	1,098,950	1,032,150	(66,800)
Computer Equipment	35,000	35,000	0
Furniture & Equipment	20,000	15,000	(5,000)
Fees & Contracts	1,396,500	1,154,917	(241,583)
	-----	-----	-----
<b>Total Board Administration</b>	<b>8,030,693</b>	<b>7,688,786</b>	<b>(341,907)</b>
	=====	=====	=====

	Revised Budget 2015-2016	Original Budget 2016-2017	Increase (Decrease)
Elementary Panel	-----	-----	-----
Salary & Wages	\$105,710,042	\$106,190,890	\$480,848
Employee Benefits	\$16,212,345	\$16,618,719	\$406,374
Professional Development	\$92,000	\$238,400	\$146,400
Supplies & Services			
School Instruction Budgets	\$1,126,434	\$1,424,912	\$298,478
Central Instruction Budgets	\$688,500	\$733,500	\$45,000
Central Other Budgets	\$428,500	\$472,640	\$44,140
Computers	\$1,162,239	\$1,124,050	(\$38,189)
Furniture & Equipment	\$470,000	\$470,000	\$0
Fees & Contracts	\$158,800	\$359,200	\$200,400
<b>Elementary Panel Total Expenditures</b>	----- \$126,048,860 =====	----- \$127,632,311 =====	----- \$1,583,451 =====

	Revised Budget 2015-2016	Original Budget 2016-2017	Increase (Decrease)
	-----	-----	-----
Salary & Wages	\$54,102,404	\$53,768,341	(\$334,063)
Employee Benefits	\$7,508,287	\$7,705,406	\$197,119
Professional Development	\$26,000	\$30,500	\$4,500
Supplies & Services			
School Instruction Budgets	\$1,089,306	\$1,035,331	(\$53,975)
Central Instruction Budgets	\$1,560,500	\$1,637,300	\$76,800
Central Other Budgets	\$215,500	\$200,044	(\$15,456)
Computers	\$393,000	\$703,050	\$310,050
Furniture & Equipment	\$140,133	\$70,000	(\$70,133)
Fees & Contracts	\$174,200	\$73,000	(\$101,200)
	-----	-----	-----
<b>Total Secondary Panel Expenditures</b>	<b>\$65,209,330</b>	<b>\$65,222,972</b>	<b>\$13,642</b>
	=====	=====	=====

	Revised Budget 2015-2016	Original Budget 2016-2017	Increase (Decrease)
	-----	-----	-----
<b>Continuing Education School</b>			
Salary & Wages	\$3,508,784	\$3,508,784	\$0
Employee Benefits	\$621,199	\$621,199	\$0
Professional Development	\$35,500	\$35,500	\$0
Supplies & Services	\$1,009,575	\$1,009,575	\$0
Computer Equipment	\$7,500	\$7,500	\$0
Furniture & Equipment	\$0	\$0	\$0
Fees & Contracts	\$0	\$0	\$0
	-----	-----	-----
<b>Total Continuing Education Expenditures</b>	<b>\$5,182,558</b>	<b>\$5,182,558</b>	<b>\$0</b>
	=====	=====	=====

Facilities Plant & Facilities Maintenance Services	Revised Budget 2015-2016	Original Budget 2016-2017	Increase (Decrease)
	-----	-----	-----
Salary & Wages	\$9,762,705	\$9,691,425	(\$71,280)
Employee Benefits	\$2,457,042	\$2,669,102	\$212,060
Professional Development	\$17,500	\$15,000	(\$2,500)
Supplies & Services			
Utilities	\$4,950,000	\$4,779,000	(\$171,000)
Cleaning & Operating	\$1,242,500	\$1,322,500	\$80,000
Site & Grounds Maintenance	\$1,515,000	\$1,515,000	\$0
Department Operation	\$169,000	\$169,000	\$0
Mechanical & Electrical	\$589,000	\$589,000	\$0
Building Maintenance	\$545,000	\$705,000	\$160,000
Computer Equipment	\$31,500	\$31,500	\$0
Furniture & Equipment	\$565,000	\$602,000	\$37,000
Fees & Contracts	\$735,000	\$690,000	(\$45,000)
<b>Total Plant Facilities Services</b>	<b>\$22,579,247</b>	<b>\$22,778,527</b>	<b>\$199,280</b>
	=====	=====	=====

	Revised Budget 2015-2016	Original Budget 2016-2017	Increase (Decrease)
	-----	-----	-----
<b>Transportation</b>			
Salary & Wages	\$153,465	\$122,978	(\$30,487)
Employee Benefits	\$38,953	\$34,875	(\$4,078)
Professional Development	\$0	\$0	\$0
Supplies & Services	\$0	\$0	\$0
Computer Equipment	\$0	\$0	\$0
Furniture & Equipment	\$0	\$0	\$0
Fees & Contracts	\$9,528,382	\$9,396,007	(\$132,375)
	-----	-----	-----
<b>Total Transportation Expenditures</b>	<b>\$9,720,800</b>	<b>\$9,553,860</b>	<b>(\$166,940)</b>
	=====	=====	=====

	Revised Budget 2015-2016	Original Budget 2016-2017	Increase (Decrease)
<b>Special Education Funding</b>	-----	-----	-----
SEPPA Allocation	\$15,193,014	\$15,193,014	\$0
SEA Allocation	\$792,778	\$773,699	(\$19,079)
HNA / DSENA	\$11,516,582	\$11,618,425	\$101,843
Approval of SIP	\$60,000	\$60,000	\$0
Behavioural Expertise amount	\$144,967	\$146,107	\$1,140
<b>Special Education Allocation</b>	<b>\$27,707,341</b>	<b>\$27,791,245</b>	<b>\$83,904</b>
	=====	=====	=====
<b>Expenditures</b>			
Classroom Teachers	\$7,571,211	\$7,833,800	\$262,589
Occasional /Supply Teachers	\$68,640	\$105,315	\$36,675
Education Assistants, CYW	\$17,992,183	\$17,711,535	(\$280,648)
Textbooks, Learning materials, Supplies	\$1,024,200	\$1,024,200	\$0
Paraprofessionals, Mental Health Leader	\$1,502,357	\$1,366,022	(\$136,335)
Staff Development	\$15,000	\$15,000	\$0
Coordinators	\$338,779	\$345,139	\$6,360
	-----	-----	-----
	\$28,512,370	\$28,401,011	(\$111,359)
	-----	-----	-----
Less: Revenue Adj. Education Program - Other	\$0	\$0	\$0
	-----	-----	-----
<b>Total Special Education Net Expenditures</b>	<b>\$28,512,370</b>	<b>\$28,401,011</b>	<b>(\$111,359)</b>
	=====	=====	=====
<b>Unspent (Overspent) Special Education Funding</b>	<b>(\$805,029)</b>	<b>(\$609,766)</b>	<b>\$195,263</b>
	=====	=====	=====

	Revised Budget 2014-2015	Original Budget 2015-2016	Increase (Decrease)
	-----	-----	-----
<b>Board Administration Funding Allocation</b>			
Total Funding Allocation for board Administration	\$6,342,098	\$6,347,568	\$5,470
	-----	-----	-----
Restraint Savings	(\$64,921)	(\$64,921)	\$0
Revenue from Fees & Other	\$660,000	\$660,000	\$0
<b>Total Board Funding Allocation</b>	<b>\$6,937,177</b>	<b>\$6,942,647</b>	<b>\$5,470</b>
	-----	-----	-----
<b>Board Administration Expenditures</b>			
Net Expenditures relating to Board Administration	\$8,030,693	\$7,688,786	(\$341,907)
	-----	-----	-----
<b>Unspent (Overspent) Board Admin. Funding*</b>	<b>(\$1,093,516)</b>	<b>(\$746,139)</b>	<b>(\$347,377)</b>
	=====	=====	=====

\* noncompliant with Ministry funding

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE MEETING  
JUNE 14, 2016**

*PUBLIC SESSION*

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

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

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

Presented by: Frank Iannantuono, Superintendent of Education

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

Date: June 14, 2016



## REPORT TO THE COMMITTEE OF THE WHOLE MEETING JUNE 14, 2016

### STAFF DEVELOPMENT DEPARTMENT PROFESSIONAL DEVELOPMENT OPPORTUNITIES

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#### BACKGROUND INFORMATION

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

The following is a listing of activities occurring during the period June 14, 2016 through September 13, 2016.

#### **Tuesday, June 14 and Wednesday, June 15, 2016**

*Teachers New to Kindergarten (St. Theresa and Our Lady of Fatima, Grimsby)*

- This year Niagara Catholic District School Board is offering teachers new to Kindergarten in September 2016 the opportunity to visit various Kindergarten classrooms across the Board.

#### **Monday, June 13, 2016**

*Introduction to Google Plus Online Music Program Workshop (Primary/Junior) (Catholic Education Centre)*

- Need help with your music mark? Want to have your music curriculum planned for next year? Before the end of this workshop, you will confidently be able to navigate through the Google+ online lessons for your grade assignment. Singing, note-reading, listening... it's all covered! All you need to do is get set up and away you go! Allow me to help you familiarize yourself with this program, and help you with assessment ideas. Bring your laptop and leave all worries at the door!

#### **Wednesday, June 15, 2016**

*Recorder in the Classroom Workshop (Junior) (Catholic Education Centre)*

- Recorder Power! This session will make a recorder teacher into a Recorder Ninja! This workshop will help teachers get started on teaching recorder and will give new ideas to those who are already teaching it in their classes. We'll learn the scale in 5 minutes, and then explore the series of recorder karate belts, each earned by mastering an easy skill. A great motivational tool to get student's engaged! All this in one hour or less. Recorders will be provided.

#### **Thursday, June 16, 2016**

*CEFR Virtual Meeting (Catholic Education Centre)*

- For the first time, representatives from all 60 English-language school boards are invited to join a virtual provincial meeting as we reflect on the impact of the CEFR-inspired classrooms and learn about professional learning opportunities for 2016-2017.

- On behalf of the Ottawa-Carleton District School Board, leaders and educators (e.g. formateurs, superintendents, school administrators, co-ordinators, coaches, or teachers) involved in planning CEFR professional learning are invited to attend this two (2) hour virtual event on Thursday, June 16, 2016 from 9:30 AM to 11:30 AM.

### **Wednesday, June 22, 2016**

#### *Teaching Ukuleles Workshop (Intermediate) (Catholic Education Centre)*

- Got Ukuleles? What Do You Do With Them? Walk away from this workshop playing three (3) chord songs! It's perfect for those who want to teach ukuleles once a week for only a term, or you can use this workshop as a springboard to further exploration on the uke. I'll share my passion for the ukulele with you as I explain how to buy and store ukes. You will learn how to tune and hand out 30 ukes in less than three (3) minutes. I'll present you with a method to easily teach your students how to become proficient at playing three (3) chords. You'll play a variety of songs and learn strategies to keep your lessons flowing smoothly keeping your students engaged with a purpose. This method reflects the philosophy of Kodaly and Howard Gardner's multiple Intelligences. I'll have tuned 60 ukes to loan, but bring your own if you can.

### **Wednesday, June 29, 2016**

#### *Behaviour Management Systems (BMS) Refresher Training for Selected Secondary Staff (Saint Francis Catholic Secondary School)*

- In an effort to have all Board designated staff trained in Behaviour Management Systems strategies and safe physical intervention techniques, Niagara Catholic Special Education staff will be providing mandatory Refresher Behaviour Management System (BMS) training (three (3) hours). This training is for selected secondary staff who were unable to attend an earlier session this year, or who are in jeopardy of losing their certification.

### **Monday – Friday, August 9 - 29, 2016**

#### *CODE - Summer Learning Program (various locations)*

- Niagara Catholic has received \$105,000 from the Council of Ontario Directors of Education (CODE) to participate in a study on minimizing summer learning loss in grades Senior Kindergarten – Grade 5.
- The program will:
  - o Deliver a minimum of 45 hours of Literacy/Numeracy instruction.
  - o Be offered for three weeks.
  - o Use technology to support student learning.
  - o Perform a standardized reading assessment (STAR Assessment).
  - o Include community organizations and agencies in regard to recreation, arts, drama and music.
  - o Communicate with parents about their son/daughter's participation.
  - o Have a minimum of 15 students on the roster (SK – Grade 5).
- The following schools will participate in the Summer Learning Program in August 2016:
  - o Our Lady of Victory
  - o St. Therese
  - o St. Mary (Welland)
  - o St. Andrew
  - o St. Alfred

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

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

Presented by: Frank Iannantuono, Superintendent of Education

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

Date: June 14, 2016

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE MEETING  
JUNE 14, 2016**

***PUBLIC SESSION***

**TITLE: CAPITAL PROJECTS PROGRESS REPORT UPDATE**

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The Capital Projects Progress Report Update is presented for information.

Prepared by: Scott Whitwell, Controller of Facilities Services  
Presented by: Scott Whitwell, Controller of Facilities Services  
Approved by: John Crocco, Director of Education/Secretary-Treasurer  
Date: June 14, 2016



**REPORT TO THE COMMITTEE OF THE WHOLE MEETING  
JUNE 14, 2016  
CAPITAL PROJECTS PROGRESS REPORT UPDATE**

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**BACKGROUND INFORMATION**

Individual progress reports for capital projects are presented as follows:

In Progress

NEW BUILD

Appendix A

St. Martin Catholic Elementary School

The Capital Projects Progress Report Update is presented for information.

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Prepared by: Scott Whitwell, Controller of Facilities Services  
Presented by: Scott Whitwell, Controller of Facilities Services  
Approved by: John Crocco, Director of Education/Secretary-Treasurer  
Date: June 14, 2016



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
CAPITAL PROJECT PROGRESS REPORT  
JUNE 14, 2016**

**APPENDIX A**

**ST. MARTIN CATHOLIC ELEMENTARY SCHOOL**

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**Scope of Project:**

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

**Current Status:**

Construction began in December 2015. Footing excavation and construction of foundation walls are complete. Site service work continues – sanitary sewer has been installed up to exterior of building/storm sewer installed. Electrical conduit construction to classrooms has started. Masonry work has started.

**Project Information:**

New Area to be Constructed	44,067	sq. ft.
Existing Area to be Renovated		sq. ft.
Total New Facility Area	44,067	sq. ft.
Total Site Area	6	acres
Pupil Places Added	115	students
New Facility Capacity	454	students



**Project Funding:**

Capital Priorities	9,910,289
	<b>\$9,910,289</b>

**Project Costs:**

	Budget	Paid
Construction Contract	7,734,824	805,257
Fees & Disbursements	937,360	911,039
Furniture & Equipment	260,917	0
Other Project Costs	977,188	161,857
	<b>\$9,910,289</b>	<b>\$1,878,153</b>

**Project Timelines:**

	<u>Scheduled Completion</u>	<u>Actual Completion</u>
Funding Approval	July 7, 2011	July 7, 2011
Ministry Approval (space)	December 2011	February 14, 2012
Architect Selection	January 30, 2012	March 22, 2012
Design Development	March 2012	October 2013
Contract Documents	January 2014	Feb 2014
Tender & Approvals (re-design)	Summer/Fall 2015	October 2015
Ministry Approval (cost - revised)	Summer/Fall 2015	November 2015
Ground Breaking Date	December 2015	December 9, 2015
Construction Start	December 2015	
Occupancy	Spring 2017	
Official Opening & Blessing	TBD	

**Project Team:**

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

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
JUNE 14, 2016**

***PUBLIC SESSION***

**TOPIC: TRUSTEE INFORMATION  
SPOTLIGHT ON NIAGARA CATHOLIC – MAY 24, 2016**

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**May 24, 2016**

**2016-2017 Meeting Dates Approved**

During the May 24 Board Meeting, the Board approved the meeting dates for the 2016-2017 academic year.

The approved 2016-2017 School Year calendar, which includes meeting dates, is available [here](#).

**2016-2017 Annual Budget Approved**

After months of working diligently to ensure Niagara Catholic's cost structure is aligned with the Board's estimated 2016-2017 Ministry revenue, on May 24, Trustees received a report on the 2016-2017 Annual Budget, which is balanced without the use of prior year surplus funds.

The 2016-2017 Annual Budget is set at \$254,053,854, an increase of \$211,000 over 2015-2016.

In March, the Ministry of Education announced funding for the 2016-2017 school year. This includes a 1.25 per cent increase for salaries, a result of the central labour agreements within the province.

Keeping this, an estimated decline in enrollment of 426 students for 2016-2017, and the two per cent benchmark for School Operations Allocation in mind, Senior Administrative Council presented a balanced budget which addresses these issues and accomplishes the expectations of the Vision 2020 Strategic Plan and the System Priorities 2016-2017.

The Report on the 2016-2017 Balanced Board Budget is available in the May 24 Board Meeting [agenda](#). The complete 2016-2017 Budget Book will be made available online shortly.

## Board Supports Niagara Catholic Athletic Association



During the May 24 Board Meeting, Trustees endorsed a report presented by Superintendent of Education Mark Lefebvre, and Niagara Catholic Health and Physical Education, Science and Social Science Consultant Mike Sheahan which would see Niagara Catholic form its own Athletic Association.

Niagara Catholic's eight Catholic secondary schools are part of the Southern Ontario Secondary School Athletic Association (SOSSA) and within this association, participate fully in the Niagara Regional Secondary Schools Athletic Association (NRHSAA) and are members of the Ontario Federation of Secondary School Athletics (OFSAA).

Our student-athletes compete against schools from the District School Board of Niagara, French Public and Catholic schools, private schools and independent schools.

This arrangement has proven to be challenging to Niagara Catholic schools (and student-athletes) for a variety of reasons, including being in a minority when voting on constitutional issues, the implementation of a tier system for sports (especially football) which prohibits our students from experiencing a true athletic experience and the way in which OFSAA's transfer rules for eligibility.

A Niagara Catholic Athletic Association would be similar in scope to the way other Catholic boards in Ontario have set up their athletic programs; in particular, boards like Hamilton Catholic, London Catholic and Waterloo Catholic. If approved at the Niagara Regional level, Niagara Catholic schools would compete against each other in league play for team sports, and enter back into Zone 3 (South Niagara) and Zone 4 (North Niagara) for SOSSA qualification.

If approved, individual or single athlete sports such as Cross Country or Track and Field from Niagara Catholic schools would continue to compete in the current Zone structure.

Read the complete report [here](#).

### **Trustees Approve Final Long Term Accommodation Report**

At the April 26 Board Meeting, Trustees approved the third phase of the Board's Long-Range Accommodations Plan for Niagara Catholic's 57 Catholic elementary and secondary schools. This phase focused on potential boundary changes, closings, amalgamations and potential space-sharing with outside agencies.

During the May 10 Committee of the whole Meeting, Trustees reviewed the complete Long-Term Accommodations Plan, which included a number of updates. Among the options being discussed is examining the potential of a joint venture with the French Catholic District School Board to build a new joint-use Catholic elementary school in downtown St. Catharines that would be occupied by St. Nicholas Catholic Elementary School and Ecole Immaculee Conception.

Following that meeting, copies of the Long Term Accommodation Plan were provided to all administrators, Catholic School Council Chairs, the Chairs of Niagara Catholic's SEAC Committee and Niagara Catholic Parent Involvement Council, Alliance Committee, Mayors and municipalities throughout Niagara.

During the May 24 Board Meeting, Trustees endorsed all three phases of Niagara Catholic's Long Term Accommodation Plan. All information, agendas and minutes related to Long Term Accommodation Planning will be posted on the Board website. Read the approved report [here](#).

### **Policies Approved**

During the May 24 Board Whole Meeting, Trustees approved two updated policies. ***Reimbursement of Travel Expenses Policy (201.4)*** and ***Establishment and Cyclical Review of Policies Policy (100.5)*** were updated following a vetting process. A third policy - ***Access to Board Premises – Safe Schools Policy (302.6.3)*** – was sent back to Policy Committee for further review. The Board regularly reviews policies to ensure that they continue to comply with Ministry of Education requirements and meet the needs of the system.

### **Catch Up With Our Good News!**

If you haven't checked out our [Good News](#) section in a while, be sure to take a look at some of the great stories we shared in throughout May, including our [Graduation Celebration](#), [Student Leadership Symposium](#) and our Specialist High Skills Major students gaining valuable experience at [Hollo Maple Farms](#).

**Follow us!**

To ensure you stay connected with Niagara Catholic news and events, please be sure to like us on [Facebook](#) and follow us on [Twitter](#) and [Instagram](#), and check our website often for updates and breaking news. It's the best way to stay in the know. There are also still a couple of weeks to register your child for one of our Niagara Catholic Summer Camps. To find out more or to complete a registration form, click [here](#).



**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE MEETING  
JUNE 14, 2016**

***PUBLIC SESSION***

**TOPIC: TRUSTEE INFORMATION  
CALENDAR OF EVENTS – JUNE 2016 & SEPTEMBER 2016**

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# JUNE 2016



Sun	Mon	Tue	Wed 1 SEAC Meeting	Thu 2	Fri 3	Sat 4
5 Niagara Catholic Family Mass and Picnic Queenston Heights	6	7	8	9	10 Elementary PA Day	11
12	13	14 SAL Meeting CW Meeting	15	16	17	18
19	20	21 Board Meeting	22	23	24 Retirement and Service Recognition Celebration Club Roma	25
26	27 Holy Cross Catholic	28 Blessed Trinity Catholic Notre Dame College Saint Michael Catholic Saint Paul Catholic	29 Denis Morris Catholic Lakeshore Catholic Saint Francis Catholic	30		

# SEPTEMBER 2016



Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	1	2	3
4	5 Labour Day	6 First day of school	7 SEAC Meeting	8	9	10
11	12	13 SAL Meeting CW Meeting	14 Foundation Golf Tournament	15 NCPIC Meeting	16	17
18	19	20	21	22	23	24 Niagara Wine Festival Parade
25	26	27 Policy Committee Board Meeting	28	29	30	