



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

*AGENDA AND MATERIAL*

## **BOARD MEETING**

**TUESDAY, JUNE 21, 2016  
7:00 P.M.**



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

**8:00 p.m. Timed In Camera Item**

### **A. ROUTINE MATTERS**

1. Opening Prayers – Charbonneau -
2. Roll Call -
3. Approval of the Agenda -
4. Declaration of Conflict of Interest -
5. Minutes of the Board Meeting of May 24, 2016 A5
6. Minutes of the Special Board Meeting of June 14, 2016 A6

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

1. Kids Helping Kids – Celebrating 18 Years of Contributions B1
2. Signing of FACS Protocol B2

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

1. School Excellence Program C1  
St. Martin Catholic Elementary School
2. Unapproved Minutes of the Committee of the Whole Meeting of June 14, 2016 C2  
and Consideration of Recommendations
  - 2.1 Approval of Policies
    - 2.1.1 Employee Workplace Harassment Policy (201.7) C2.1.1
    - 2.1.2 Employee Workplace Violence Policy (201.11) C2.1.2
    - 2.1.3 Occupational Health & Safety Policy (201.6) C2.1.3
    - 2.1.4 Board By-Laws Policy (100.1) C2.1.4
    - 2.1.5 Niagara Catholic Parent Involvement Committee & By-Laws Policy (800.7) C2.1.5
    - 2.1.6 Religious Accommodation Policy (100.10.1) C2.1.6
    - 2.1.7 Safe Arrival Policy (302.3) C2.1.7
    - 2.1.8 Naming of a Board Facility Policy (NEW) C2.1.8
  - 2.2 Larkin Estates Admission Awards 2016-2017 C2.2
  - 2.3 Attendance Area Review – South Niagara Falls C2.3
  - 2.4 Capital Projects Submission 2016 C2.4

- |    |   |    |
|----|---|----|
| 3. | Approved Minutes of the Staff Wellness Committee Meeting of February 24, 2016 and May 5, 2016 | C3 |
| 4. | Approved Minutes of the Special Education Advisory Committee (SEAC) Meeting of May 4, 2016    | C4 |
| 5. | Niagara Catholic EcoSchools Certification 2015-2016   | C5 |
| 6. | The Provisions of Special Education Programs and Services – Special Education Plan            | C6 |
| 7. | Financial Report 2015-2016 as at May 31, 2016   | C7 |

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

- |     |  |      |
|-----|--|------|
| 1.  | Correspondence   |      |
| 1.1 | CCSTA 2017 Letter  | D1.1 |
| 2.  | Report on Trustee Conferences Attended   | -    |
| 3.  | General Discussion to Plan for Future Action   | -    |
| 4.  | Trustee Information  |      |
| 4.1 | Calendar of Events – September 2016  | D4.1 |
| 5.  | Open Question Period   |      |
|     | <i>(The purpose of the Open Question Period is to allow members of the Catholic school supporting public to ask about items on that night's public agenda or any previous agendas, and the Board to answer and react.)</i> |      |

**E. NOTICES OF MOTION**

**F. BUSINESS IN CAMERA**

**G. REPORT ON IN CAMERA SESSION**

**H. FUTURE MEETINGS AND EVENTS**

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

**J. ADJOURNMENT**

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
JUNE 21, 2016**

***PUBLIC SESSION***

**TITLE: MINUTES OF THE BOARD MEETING OF  
MAY 24, 2016**

---

**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the Minutes of the Board Meeting of May 24, 2016, as presented.



## MINUTES OF THE BOARD MEETING

**TUESDAY, MAY 24, 2016**

Minutes of the Meeting of the Niagara Catholic District School Board, held on Tuesday, May 24, 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 Chairperson MacNeil.

### A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayers were led by Trustee Vernal.

2. Roll Call

Chairperson MacNeil noted that Trustee Nieuwesteeg would be late for the May 24, 2016 Board meeting.

| Trustee                 | 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 O'Leary  
Seconded by Trustee Sicoli

**THAT** the Niagara Catholic District School Board approve the Agenda of the Board Meeting of May 24, 2016, as presented.

**CARRIED**

**4. Declaration of Conflict of Interest**

A Disclosure of Interest was declared by Trustee Fera with Item F9.2.1 of the In Camera Agenda. This trustee has family members who are employees of the Board. He left the meeting during discussion of this item.

**5. Approval of Minutes of the Board Meeting of April 26, 2016**

Moved by Trustee Vernal  
Seconded by Trustee Fera

**THAT** the Niagara Catholic District School Board approve the Minutes of the Board Meeting of April 26, 2016, as presented.

**CARRIED**

**6. Approval of Minutes of the Special Board Meeting of May 10, 2016**

Moved by Trustee Fera  
Seconded by Trustee O'Leary

**THAT** the Niagara Catholic District School Board approve the Minutes of the Special Board Meeting of May 10, 2016, as presented.

**CARRIED**

**B. DELEGATIONS/PRESENTATIONS**

Nil

**C. COMMITTEE AND STAFF REPORTS**

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

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

Principal Selman, with the assistance of students, staff and community members showcased St. Therese Catholic Elementary School as part of the School Excellence Program.

Chairperson MacNeil and Trustee Sicoli thanked Principal Selman, the staff, students and the community for their presentation and performance.

Trustee Nieuwesteeg arrived at 7:30 p.m.

**2. Unapproved Minutes of the Committee of the Whole Meeting of May 10, 2016 and Consideration of Recommendations**

Moved by Trustee Charbonneau

Seconded by Trustee O'Leary

**THAT** the Niagara Catholic District School Board receive the unapproved Minutes of the Committee of the Whole Meeting of May 10, 2016, as presented.

**CARRIED**

The following recommendations were presented for the Board's consideration from the Committee of the Whole Meeting of May 10, 2016:

**2.1 Approval of Policies**

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

Moved by Trustee Vernal

Seconded by Trustee Sicoli

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

**(NOT VOTED)**

Following a question and comment by Trustee Fera on the reference to Trustees as visitors to Board premises it was recommended by Vice-Chair Burtnik to defer the Access to Board Premises – Safe Schools Policy back to the Policy Committee.

Moved by Trustee Fera

Seconded by Trustee Sicoli

**THAT** the Niagara Catholic District School Board defer the Access to Board Premises – Safe Schools Policy to the Policy Committee.

**CARRIED**

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

Moved by Trustee Vernal

Seconded by Trustee Sicoli

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

**CARRIED**

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

Moved by Trustee Vernal

Seconded by Trustee Sicoli

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

**CARRIED**

**2.2 Approval of Administrative Guidelines Reference to Administrative Procedures**

Moved by Trustee Vernal  
Seconded by Trustee O'Leary

**THAT** the Niagara Catholic District School Board approve the Approval of Administrative Guidelines Reference to Administrative Procedures, as presented.

**CARRIED**

**2.3 Consolidated Long Term Accommodation Plan**

Moved by Trustee Burtnik  
Seconded by Trustee Sicoli

**THAT** the Niagara Catholic District School Board endorse the Long Term Accommodation Plan Report, Phase One, Two and Three, as presented.

**CARRIED**

**2.4 Board and Committee Meeting Dates Calendar 2016-2017 – Revised**

Director Crocco presented the request from the Niagara Catholic Parent Involvement Committee (NCPIC) to change the May 18, 2017 NCPIC meeting date to May 11, 2017.

Moved by Trustee Vernal  
Seconded by Trustee O'Leary

**THAT** the Niagara Catholic District School Board approve the Board and Committee Meeting Dates Calendar 2016-2017 – Revised, as presented.

**CARRIED**

**2.5 Report on the 2016-2017 Balanced Board Budget**

Moved by Trustee Charbonneau  
Seconded by Trustee O'Leary

**THAT** the Niagara Catholic District School Board receive the Report on the 2016-2017 Balanced Board Budget, as presented for information.

**CARRIED**

**3. Approved Minutes of the Niagara Catholic Parent Involvement Committee (NCPIC) Meeting of March 3, 2016**

Moved by Trustee Fera  
Seconded by Trustee Burtnik

**THAT** the Niagara Catholic District School Board receive the Approved Minutes of the Niagara Catholic Parent Involvement Committee (NCPIC) Meeting of March 3, 2016, as presented for information.

**CARRIED**

**4. Approved Minutes of the Special Education Advisory Committee (SEAC) Meeting of April 6, 2016**

Moved by Trustee Vernal  
Seconded by Trustee Nieuwesteeg

**THAT** the Niagara Catholic District School Board receive the Approved Minutes of the Special Education Advisory Committee Meeting of April 6, 2016, as presented for information.

**CARRIED**

**5. Niagara Catholic Athletic Association**

Mark Lefebvre, Superintendent of Education introduced Mike Sheahan, Consultant, Health and Physical Education, Science and Social Sciences.

Mr. Sheahan presented the Niagara Catholic Athletic Association report.

Trustee Charbonneau expressed appreciation for the thoroughness of the report.

Mr. Sheahan answered questions of Trustees.

Moved by Trustee O'Leary

Seconded by Trustee Charbonneau

**THAT** the Niagara Catholic District School Board endorses the Niagara Catholic Athletic Association, as presented.

**CARRIED**

**6. Extended Overnight Field Trip, Excursion and Exchange Approval Committee 2015-2016**

Superintendent Lefebvre presented the Extended Overnight Field Trip, Excursion and Exchange Approval Committee 2015-2016 report for Trustee information.

Superintendent Lefebvre answered questions of Trustees.

**7. Financial Report 2015-2016 as at April 29, 2016**

Giancarlo Vetrone, Superintendent of Business & Financial Services presented the Financial Report 2015-2016 as at April 29, 2016 for information.

Superintendent Vetrone answered questions of Trustees.

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

**1. Correspondence**

**1.1 May 17, 2016 Letter from Monsignor Clancy Catholic and St. Charles Catholic Elementary Schools Catholic School Councils**

Chair MacNeil, highlighted information contained in the May 17, 2016 Letter from Monsignor Clancy Catholic and St. Charles Catholic Elementary Schools Catholic School Councils. Director Crocco announced that this letter will be posted on the Niagara Catholic website under Long Term Accommodation Plan tab and would be included in the working documents of the Pupil Accommodation Review Committee for Monsignor Clancy Catholic and St. Charles Catholic Elementary School.

**2. Report on Trustee Conferences Attended**

Trustees Vernal, Burtnik and O'Leary commented on the excellence of the OCSTA AGM Conference and highlighted key areas of the AGM.



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

Director Crocco reminded Trustee that there is no Policy Committee meeting in June 2016 and provided advanced notice of the one item Special Board meeting on June 14, 2016 following the Committee of the Whole meeting to consider the approval of the Annual Board Budget 2016-2017.

### **4. Trustee Information**

#### **4.1 Spotlight on Niagara Catholic – May 10, 2016**

Director Crocco highlighted the Spotlight on Niagara Catholic – May 10, 2016.

#### **4.2 Calendar of Events – June 2016**

Director Crocco reviewed the Calendar of Events – June 2016, 2016 for Trustees information.

Director Crocco reminded Trustees of the Niagara Catholic Family Mass and Picnic on June 5, 2016 at Queenston Heights and the Retirement & Service Recognition on June 24, 2016 at Club Roma. Director Crocco asked Trustees to confirm their attendance with Anna Pisano, Administrative Assistant of Corporate Services & Communications.

Chair MacNeil extended an invitation to Trustees interested in participating in the CCSTA 2017 teleconference at 11:00 a.m. Wednesday May 25, 2016.

### **5. Open Question Period**

None Submitted

## **E. NOTICES OF MOTION**

## **F. BUSINESS IN CAMERA**

Moved by Trustee Vernal

Seconded by Trustee Nieuwesteeg

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

**CARRIED**

The Niagara Catholic District School Board moved into the In Camera Session of the Board Meeting at 8:40 p.m. and reconvened at 9:15 p.m.

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

Moved by Trustee Vernal

Seconded by Trustee Nieuwesteeg

**THAT** the Niagara Catholic District School Board report the motions from the In Camera Session of the Board Meeting of May 24, 2016.

**CARRIED**

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

Moved by Trustee O'Leary

Seconded by Trustee Sicoli

**THAT** the Niagara Catholic District School Board approve the Minutes of the In Camera Session of the Board Meeting - SECTION A: Student Trustees Present of April 26, 2016, as presented.

**CARRIED (Item F1)**

Moved by Trustee O'Leary

Seconded by Trustee Sicoli

**THAT** the Niagara Catholic District School Board receive the unapproved Minutes of the In Camera Session of the Committee of the Whole Meeting - SECTION A: Student Trustees Present of May 10, 2016, as presented.

**CARRIED (Item F2)**

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

Moved by Trustee Vernal

Seconded by Trustee Fera

**THAT** the Niagara Catholic District School Board approve the Minutes of the In Camera Session of the Board Meeting - SECTION B: Student Trustees Excluded of April 26, 2016, as presented.

**CARRIED (Item F4.1)**

Moved by Trustee Vernal

Seconded by Trustee Fera

**THAT** the Niagara Catholic District School Board approve the Minutes of the In Camera Session of the Special Board Meeting - SECTION B: Student Trustees Excluded of May 10, 2016, as presented.

**CARRIED (Item F4.2)**

Moved by Trustee Sicoli

Seconded by Trustee O'Leary

**THAT** the Niagara Catholic District School Board receive the unapproved Minutes of the In Camera Session of the Committee of the Whole Meeting - SECTION B: Student Trustees Excluded of May 10, 2016, as presented.

**CARRIED (Item F5)**

The following motions were reported from the In Camera Session of the Committee of the Whole Meeting - SECTION B: Student Trustees Excluded of May 10, 2016:

Moved by Trustee Fera

Seconded by Trustee Sicoli

**THAT** the Niagara Catholic District School Board approve the motion from the In Camera Session of the Board Meeting – SECTION B: Student Trustees Excluded of F5.1

**CARRIED (Item F5.1)**

Moved by Trustee Fera

Seconded by Trustee Sicoli

**THAT** the Niagara Catholic District School Board approve the motion from the In Camera Session of the Board Meeting – SECTION B: Student Trustees Excluded of F5.2

**CARRIED (Item F5.2)**

Moved by Trustee Fera

Seconded by Trustee Sicoli

**THAT** the Niagara Catholic District School Board approve the motion from the In Camera Session of the Board Meeting – SECTION B: Student Trustees Excluded of F5.3

**CARRIED (Item F5.3)**

Moved by Trustee Fera

Seconded by Trustee O’Leary

**THAT** the Niagara Catholic District School Board approve the recommendation as outlined in Item F8 of the In Camera Agenda.

**CARRIED (Item F8)**

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

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

### **J. ADJOURNMENT**

Moved by Trustee Nieuwesteeg

Seconded by Trustee O’Leary

**THAT** the May 24, 2016 meeting of the Niagara Catholic District School Board be adjourned.

**CARRIED**

This meeting was adjourned at 9:16 p.m.

---

---

Minutes of the Meeting of the Niagara Catholic District School Board held on **May 24, 2016**.

Approved on **June 21, 2016**.

---

Fr. Paul MacNeil  
Chairperson of the Board

---

John Crocco  
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
JUNE 21, 2016**

***PUBLIC SESSION***

**TITLE: MINUTES OF THE SPECIAL BOARD MEETING OF  
JUNE 14, 2016**

---

**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the Minutes of the Special Board Meeting of June 14, 2016, as presented.



# MINUTES OF THE SPECIAL BOARD MEETING

**TUESDAY, JUNE 14, 2016**

Minutes of the Special Meeting of the Niagara Catholic District School Board, held on Tuesday June 14, 2016 at 7:00 p.m. in the Father Kenneth Burns c.s.c Board Room, at the Catholic Education Centre, 427 Rice Road, Welland.

The meeting was called to order at 9:45 p.m. by Chairperson MacNeil.

## A. ROUTINE MATTERS

### 1. Opening Prayer

The Opening Prayer was led by Trustee Burtnik.

### 2. Roll Call

Chairperson MacNeil noted that Trustees Fera and Nieuwesteeg asked to be excused.

| Trustee             | Present | Present Electronically | Absent | Excused |
|---------------------|---------|------------------------|--------|---------|
| Kathy Burtnik       | ✓       |                        |        |         |
| Maurice Charbonneau |         | ✓                      |        |         |
| Frank Fera          |         |                        |        | ✓       |
| Fr. Paul MacNeil    | ✓       |                        |        |         |
| Ed Nieuwesteeg      |         |                        |        | ✓       |
| Ted O'Leary         | ✓       |                        |        |         |
| Dino Sicoli         | ✓       |                        |        |         |
| Pat Vernal          | ✓       |                        |        |         |

The following staff were in attendance:

**John Crocco**, Director of Education; **Yolanda Baldasaro**, **Ted Farrell**, **Lee Ann Forsyth-Sells**, **Frank Iannantuono**, **Mark Lefebvre**, Superintendents of Education; **Scott Whitwell**, Controller of Facilities Services; **Giancarlo Vetrone**, Superintendent of Business & Financial Services; **Sherry Morena**, Recording Secretary/Coordinator of Information Management

**3. Approval of the Agenda**

Moved by Trustee Sicoli  
Seconded by Trustee Vernal

**THAT** the Niagara Catholic District School Board approve the Agenda of the Special Board Meeting of June 14, 2016, as presented.

**CARRIED**

**4. Declaration of Conflict of Interest**

No conflict of interest.

**5. Annual Board Budget 2016-2017**

Chair MacNeil thanked the Director, Senior Staff and specifically Superintendent Vetrone for all the hard work and effort that he and his staff dedicated to preparing the Annual Balanced Board Budget 2016-2017.

Moved by Trustee Sicoli  
Seconded by Trustee Charbonneau

**THAT** the Niagara Catholic District School Board approve the Annual Board Budget 2016-2017, as presented.

**CARRIED**

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

**C. ADJOURNMENT**

Moved by Trustee Vernal  
Seconded by Trustee Sicoli

**THAT** the June 14, 2016 Special Meeting of the Niagara Catholic District School Board be adjourned.

**CARRIED**

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

---

---

Minutes of the Special Meeting of the Niagara Catholic District School Board held on **June 14, 2016**.

Approved on the **June 21, 2016**.

---

Fr. Paul MacNeil  
Chairperson of the Board

---

John Crocco  
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
JUNE 21, 2016**

***PUBLIC SESSION***

**TITLE: KIDS HELPING KIDS – CELEBRATING 18 YEARS OF  
CONTRIBUTIONS**

---

---

---

---

Prepared by: Yolanda Baldasaro, Superintendent of Education

Presented by: Yolanda Baldasaro, Superintendent of Education

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

Date: June 21, 2016



## **PRESENTATION BACKGROUND**

**Board Meeting  
June 21, 2016**

### **KIDS HELPING KIDS – CELEBRATING 18 YEARS OF CONTRIBUTIONS**

All students of the Niagara Catholic District School Board are to be congratulated for their participation in the “KIDS HELPING KIDS” project in support of the Niagara Children’s Centre. At the Board Meeting on June 21<sup>st</sup>, a cheque for \$35,146.85 will be presented to Oksana Fisher, Chief Executive Officer and Cindy Mewhinney, Director of Development of the Niagara Children’s Centre.

This year marks 18 years of contributions from all our schools in the Niagara Catholic District School Board. Our students in the Niagara Catholic District School Board gathered together in an outpouring of generosity.

A resource package of materials and poster was sent to each elementary and secondary school. The resource package included an awareness and education component, as well as suggestions for fund raising activities. Personnel from the Centre made visits to classrooms and school assemblies throughout the Board, providing opportunities for students and staff to learn more about the facility and its many services. Students made visits to the Centre for job shadowing, video presentations and general awareness.

The Niagara Catholic District School Board’s schools, students, staff and parent community have, once again, demonstrated in a concrete way, commitment to their Faith and a willingness to help with the success of this year’s campaign.

---

Prepared by: Yolanda Baldasaro, Superintendent of Education  
Presented by: Yolanda Baldasaro, Superintendent of Education  
Approved by: John Crocco, Director of Education/Secretary-Treasurer  
Date: June 21, 2016



**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
JUNE 21, 2016**

***PUBLIC SESSION***

**TITLE: PROTOCOL BETWEEN NIAGARA CATHOLIC DISTRICT  
SCHOOL BOARD AND FAMILY AND CHILDREN'S  
SERVICES NIAGARA JUNE 2016**

---

---

---

---

Prepared by: Yolanda Baldasaro, Superintendent of Education

Presented by: Yolanda Baldasaro, Superintendent of Education

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

Date: June 21, 2016



## PRESENTATION BACKGROUND

**Board Meeting  
June 21, 2016**

### **PROTOCOL BETWEEN NIAGARA CATHOLIC DISTRICT SCHOOL BOARD AND FAMILY AND CHILDREN'S SERVICES NIAGARA JUNE 2016**

As part of a cyclical review process of protocols shared with Niagara Catholic and its community partners, the Protocol between Niagara Catholic District School Board and Family and Children's Services (FACS) Niagara has recently been updated by a committee of individuals that included both Niagara Catholic and FACS Niagara staff.

John Crocco, Director of Education/Secretary-Treasurer, Niagara Catholic District School Board and Chris Stevens, Executive Director, Family and Children's Services Niagara will formally sign the protocol at the Board Meeting of June 21, 2016.

The protocol will be shared with Principals and Vice-Principals and posted internally on *My Niagara Catholic* staff portal.

---

Prepared by: Yolanda Baldasaro, Superintendent of Education  
Presented by: Yolanda Baldasaro, Superintendent of Education  
Approved by: John Crocco, Director of Education/Secretary-Treasurer  
Date: June 21, 2016

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
JUNE 21, 2016**

***PUBLIC SESSION***

**TITLE: SCHOOL EXCELLENCE PROGRAM  
ST. MARTIN CATHOLIC ELEMENTARY SCHOOL**

---

---

The School Excellence Program report is presented for information.

---

---

Prepared by: Yolanda Baldasaro, Superintendent of Education

Presented by: Yolanda Baldasaro, Superintendent of Education

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

Date: June 21, 2016



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

## SCHOOL EXCELLENCE PROGRAM ST. MARTIN CATHOLIC ELEMENTARY SCHOOL

### Contact Info

186 Margaret St.  
Smithville, Ontario  
L0R 2A0  
P. 905.957.3032  
F. 905.957.4093  
[st.martin@ncdsb.com](mailto:st.martin@ncdsb.com)

### Grades

ELKP – 8

### Enrolment

363 as of September 2015

### Principal

Christopher Zanuttini

### Superintendent

Yolanda Baldasaro

### Catholic School Council

**Chair:** Kathleen Diletti

**Co-Chair:** MaryJane Ivancic

### Parish

St. Martin



St. Martin School is located off Reg. Rd. 20 just west of the Town of Smithville. The original school was built in 1964. A large addition was added to the school in 1984 consisting of a library, gymnasium and a number of classrooms. A second addition of a Senior Kindergarten classroom was completed in 1993. In 2005, construction was completed on an addition of 8 new classrooms and a special needs room. St. Martin Catholic Elementary School celebrated its 50th anniversary on May 1, 2016.

St. Martin Catholic Elementary School is a part of the Blessed Trinity Catholic Secondary School Family of Schools.

### School Mission Statement

*The St. Martin School Community recognizes each child's uniqueness as created by God and will strive to help each child reach their full potential in order to serve God and others. We are committed to building character, fostering Catholic values and promoting civic duty.*

Prepared by: Yolanda Baldasaro, Superintendent of Education

Presented by: Yolanda Baldasaro, Superintendent of Education

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

Date: June 21, 2016

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
JUNE 21, 2016**

***PUBLIC SESSION***

**TITLE: UNAPPROVED MINUTES OF THE COMMITTEE OF THE  
WHOLE MEETING OF JUNE 14, 2016**

---

**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board receive the unapproved Minutes of the Committee of the Whole Minutes of June 14, 2016, as presented.

The following recommendations are being presented for the Board's consideration from the Committee of the Whole Meeting of June 14, 2016:

**2.1 Policies**

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

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

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

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

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

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

**2.1.4 Board By-Laws Policy (100.1)**

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

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

**THAT** the Niagara Catholic District School Board approve the Niagara Catholic Parent Involvement Committee & By-Laws Policy (800.7), as presented.

**2.1.6 Religious Accommodation Policy (100.10.1)**

**THAT** the Niagara Catholic District School Board approve the Religious Accommodation Policy (100.10.1), as presented.

**2.1.7 Safe Arrival Policy (302.3)**

**THAT** the Niagara Catholic District School Board approve the Safe Arrival Policy (302.3), as presented.

**2.1.8 Naming of a Board Facility Policy (NEW)**

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

**2.2 Larkin Estates Admission Awards 2016-2017**

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

**2.3 Attendance Area Review – South Niagara Falls**

**THAT** 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 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 possibility and the potential 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.

**2.4 Capital Projects Submission 2016**

**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.



## MINUTES OF THE COMMITTEE OF THE WHOLE MEETING TUESDAY, JUNE 14, 2016

Minutes of the Meeting of the Committee of the Whole of the Niagara Catholic District School Board, held on Tuesday, June 14, 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 7:05 p.m. by Vice-Chairperson Burtnik.

### A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayer was led by Trustee Burtnik.

2. Roll Call

Vice-Chair Burtnik noted that Trustees Fera and Nieuwesteeg asked to be excused.

| Trustee                 | 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; **Sherry Morena**, Recording Secretary/Coordinator of Information Management

3. **Approval of the Agenda**

Moved by Trustee O'Leary

**THAT** the Committee of the Whole approve the Agenda of the Committee of the Whole Meeting of June 14, 2016, as presented.

**CARRIED**

4. **Declaration of Conflict of Interest**

No Declaration of Conflict of Interest was declared with any items on the Agenda.

5. **Approval of Minutes of the Committee of the Whole Meeting of May 10, 2016**

Moved by Trustee MacNeil

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

**CARRIED**

## **B. PRESENTATIONS**

1. **Student Trustees and Co-Chairs – Student Senate 2016-2017 Introductions**

John Crocco, Director of Education, introduced Kira Petriello of Denis Morris Catholic High School and Nico Tripodi of Saint Francis Catholic Secondary School and provided background information as part of their welcome as Niagara Catholic District School Board's 2016-2017 Student Trustees. Vice-Chair Burtnik and Chair MacNeil welcomed the new Student Trustees.

2. **Student Trustees and Co-Chairs – Student Senate 2015-2016 Appreciation**

Director Crocco expressed appreciation, pride and best wishes to Student Trustees Michaela Bodis and Aidan Harold, and thanked them for representing all of the students across the Niagara Catholic District School Board as Co-Chairs of Student Senate and Student Trustees. Vice-Chair Burtnik and Chair MacNeil thanked Michela and Aidan for all of the knowledge and passion they brought to the table.

Aidan and Michela expressed gratitude to the Niagara Catholic system for the extraordinary Catholic education and experiences they have received, and described how it has modeled them into the young adults they are today.

3. **National & Provincial Medalists 2016**

Mark Lefebvre, Superintendent of Education, provided a brief presentation on National and Provincial competitions during the Spring/Summer school season and introduced Mike Sheahan,

Physical Education Consultant. Mr. Sheahan introduced several coaches, principals and teachers who presented background information on the 70 students who were recognized.

Students were congratulated for their success, and presented with Niagara Catholic “Excellence in Academics” or “Excellence in Athletics” pins.

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

### **1. Policy Committee**

#### **1.1 Unapproved Minutes of the Policy Committee Meeting of May 24, 2016**

Moved by Trustee

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

**CARRIED**

#### **1.2 Approval of Policies**

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

##### **1.2.1 Employee Workplace Harassment Policy (201.7)**

Moved by Trustee Charbonneau

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

**CARRIED**

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

Moved by Trustee Charbonneau

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

**CARRIED**

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

Moved by Trustee Charbonneau

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

**CARRIED**

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

Trustees discussed a recommendation on having an Executive Council meet prior to Board Meetings as well as Committee of the Whole meetings to review and assist with the preparation of the agendas. It was decided that the current practice

of Executive Council reviewing both the Committee of the Whole and Board Meeting Agendas would continue. Any changes would be discussed with Executive Council. A special Executive Council meeting could be called as required in accordance with Board Policy.

A friendly amendment was made to delete the word “A” at the beginning of section 9v.

Moved by Trustee Vernal

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

**CARRIED**

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

Moved by Trustee Charbonneau

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the revised Niagara Catholic Parent Involvement Committee & By-Laws Policy, as presented.

**CARRIED**

**1.2.6 Religious Accommodation Policy (100.10.1)**

Moved by Trustee Charbonneau

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

**CARRIED**

**1.2.7 Safe Arrival Policy (302.3)**

Moved by Trustee Charbonneau

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the revised Safe Arrival Policy, as presented.

**CARRIED**

**1.2.8 Naming of a Board Facility Policy (NEW)**

Moved by Trustee Charbonneau

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

**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. He congratulated members of the Policy Committee and thanked them for their time and diligence; as well as to all Trustees who attended the meetings and

provided input. Senior Administrative Council was also recognized for all the work they put into the policies.

**2. Larkin Estates Admission Awards 2016-2017**

Superintendent Lefebvre presented the report and recommendation on the Larkin Estate Admission Awards.

Moved by Trustee Sicoli

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

**CARRIED**

**3. Attendance Area Review – South Niagara Falls**

Ted Farrell, Superintendent of Education presented the Attendance Area Review – South Niagara Falls report. Trustees discussed the wording of fourth paragraph and agreed to a friendly amendment to include the words “the possibility and the potential;” following the word considering.

Moved by Trustee Charbonneau

**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 possibility and the potential 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.

**CARRIED**

**4. Capital Projects Submission 2016**

Superintendent Farrell presented the Capital Projects Submission 2016 report.

Moved by Trustee Charbonneau

**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.

**CARRIED**

**5. Research Collaborations in the Niagara Catholic District School Board 2015-2016**

Lee Ann Forsyth-Sells, Superintendent of Education presented the Research Collaborations in the Niagara Catholic District School Board 2015-2016 report for information.

**6. Extended Overnight Field Trip, Excursion and Exchange Committee Approvals – 2016**

Superintendent Lefebvre presented the report on Extended Overnight Field Trip, Excursion and Exchange Committee Approvals 2016 for information.

**7. Committee of the Whole System Priorities and Budget 2015-2016 Update – June 2016**

Director Crocco, Giancarlo Vetrone, Superintendent of Business & Financial Services and Frank Iannantuono, Superintendent of Education/Human Resources provided an update on the Committee of the Whole System Priorities and Budget 2015-2016.

**8. Annual Board Budget 2016-2017**

Director Crocco as Treasurer of the Board, provided background information on the Annual Board Budget 2016-2017. He noted that it was a balanced budget for 2016-2017 and built on the report to the May Committee of the Whole meeting following our annual consultation process with all of our partners in Catholic Education.

Director Crocco noted that while budgets are a lens to the mission of our Board, budgets are a plan that are aligned with the Ministry of Education, the board's strategic plan and provides the financial support to achieve the Board approved System Priorities 2016-2017. The balanced budget is a very positive budget for students, is focused on providing elite programs, services and support to meet the expectations of our system, is a flexible budget without the use of reserves and it is in compliance with public sector accounting standards.

Director Crocco extended appreciation to all who contributed in the consultation process in the design of the budget, with recognition to trustees and all senior staff as the budget represents the collective work of all and specifically to Giancarlo Vetrone our Superintendent of Business and

Financial Services who along with his staff, pulled the budget together into a balanced budget for 2016-2017.

Giancarlo Vetrone, Superintendent of Business & Financial Services presented the Annual Board Budget 2016-2017. Trustees discussed the proposed budget and asked questions for clarification.

Moved by Trustee O'Leary

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Annual Board Budget 2016-2017, as presented.

**CARRIED**

**9. 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.

**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 which included the signing of a revised Senate Constitution.

**10.3 Senior Staff Good News Update**

Senior Staff highlights included:

**Superintendent Lee Ann Forsyth-Sells**

- Benjamin Shoalts, student at St. Patrick Catholic Elementary School in Port Colborne, was selected from over 450 applicants to serve on the 2016-2017 Minister's Student Advisory Council (MSAC). Benjamin will have the opportunity to take action on issues that will strengthen student engagement in Niagara Catholic and throughout Ontario for Ontario students.

**Superintendent Baldasaro**

- Three hundred and fifty (350) students and staff members from Saint Francis Catholic Secondary School, joined by cancer survivors and members of the community, conducted a Relay for Life event that raised \$54,550.59 for cancer research and treatment.

## **D. INFORMATION**

### **1. Trustee Information**

#### **1.1 Spotlight on Niagara Catholic – May 24, 2016**

Director Crocco highlighted the Spotlight on Niagara Catholic – May 24, 2016 issue for Trustees information.

#### **1.2 Calendar of Events – June 2016 & September 2016**

Director Crocco presented the June and September 2016 Calendar of Events for Trustees information.

## **E. OTHER BUSINESS**

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

Director Crocco informed the Board that Senior Administrative Council and staff will be working, between now and when we have our first Committee of the Whole meeting in September, on the System Priority 2016-2017 final report, various policies for revision, preparation of information for the Attendance Area Review Committee for the Saint Michael Catholic High School family of school and school level and system level staffing.

The Committee of the Whole recessed at 9:45 p.m. to hold a Special Board Meeting. The Committee of the Whole reconvened and moved into the In Camera Session of the Committee of the Whole Meeting at 10:05 p.m. and reconvened at 11:25 p.m.

Moved by Trustee O'Leary

**THAT** the Committee of the Whole recess the Committee of the Whole Meeting to hold a Special Board Meeting.

**CARRIED**

## **F. BUSINESS IN CAMERA**

Moved by Trustee Sicoli

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

**CARRIED**

The Committee of the Whole recessed at 9:45 p.m. to hold a Special Board Meeting. The Committee of the Whole reconvened and moved into the In Camera Session of the Committee of the Whole Meeting at 10:05 p.m. and reconvened at 11:25 p.m.

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

Moved by Trustee Charbonneau

**THAT** the Committee of the Whole report the motions from the In Camera Session of the Committee of the Whole Meeting of June 14, 2016.

**CARRIED**

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

Moved by Trustee Vernal

**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 May 10, 2016, as presented.

**CARRIED (Item F1)**

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

Moved by Trustee O'Leary

**THAT** the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting - In Camera Session (Section B: Student Trustees Excluded) held on May 10, 2016, as presented.

**CARRIED (Item F3)**

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 of the In Camera Agenda.

**CARRIED (Item F4)**

Moved by Trustee O'Leary

**THAT** the Committee of the Whole Meeting be extended beyond 11:00 p.m.

**CARRIED**

## **H. ADJOURNMENT**

Moved by Trustee Charbonneau

**THAT** the June 14, 2016 Committee of the Whole Meeting be adjourned.

**CARRIED**

This meeting was adjourned at 11:30 p.m.

---

---

Minutes of the Committee of the Whole Meeting of the Niagara Catholic District School Board held on **June 14, 2016.**

Approved on **September 13, 2016.**

---

Kathy Burtnik  
Vice-Chairperson of the Board

---

John Crocco  
Director of Education/Secretary -Treasurer



**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
JUNE 21, 2016**

***PUBLIC SESSION***

**TITLE: APPROVAL OF POLICIES  
EMPLOYEE WORKPLACE HARASSMENT POLICY (201.7)**

---

---

**RECOMMENDATION**

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

---

---

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

Presented by: Policy Committee

Recommended by: Committee of the Whole

Date: June 21, 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 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.

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.

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 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. The Director of Education may elect 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 Director of Education choose to investigate the matter through the Director of Education's office 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  
BOARD MEETING  
JUNE 21, 2016**

***PUBLIC SESSION***

**TITLE: APPROVAL OF POLICIES  
EMPLOYEE WORKPLACE VIOLENCE POLICY (201.11)**

---

---

**RECOMMENDATION**

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

---

---

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

Presented by: Policy Committee

Recommended by: Committee of the Whole

Date: June 21, 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 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 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 may include personal information related to a risk of violence from a person with a history of violent behaviour if,

- The 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 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 immediately, if the immediate Supervisor at the time of the incident deems it reasonable and practical.
2. The 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 Supervisor.
4. At the earliest opportunity, the assaulted employee(s) shall inform the immediate Supervisor. The 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 Police and/or their Association/union representatives.
6. The 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 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 and 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 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(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 and immediate Supervisor shall report the incident(s) on the appropriate form.
14. Copies of reports made by the employee and 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 Supervisor will be provided to the 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 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 as often as necessary 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 with 48 hours. In the absence of 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 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 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  
BOARD MEETING  
JUNE 21, 2016**

***PUBLIC SESSION***

**TITLE: APPROVAL OF POLICIES  
OCCUPATIONAL HEALTH & SAFETY POLICY (201.6)**

---

---

**RECOMMENDATION**

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

---

---

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

Presented by: Policy Committee

Recommended by: Committee of the Whole

Date: June 21, 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

The Employer through the supervisor has a responsibility for the safety of employees who report to 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 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 Employer, or legislation, requires to be used or worn; to report to their supervisor, the absence or defect in any equipment or protective device of which they are aware and which may endanger them or another worker; to report to their supervisor any hazard or potential hazard, within the Board's jurisdiction, of which they are aware.

All parties employed within or contracted by the 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.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
JUNE 21, 2016**

***PUBLIC SESSION***

**TITLE: APPROVAL OF POLICIES  
BOARD BY-LAWS POLICY (100.1)**

---

---

**RECOMMENDATION**

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

---

---

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

Presented by: Policy Committee

Recommended by: Committee of the Whole

Date: June 21, 2016



**TABLE OF CONTENTS**

BOARD BY-LAWS ..... 1

BOARD ORGANIZATION ..... 1

1. NAME AND JURISDICTION OF THE BOARD ..... 1

2. MISSION STATEMENT ..... 1

3. ORGANIZATION CHART ..... 1

4. STRUCTURE OF THE BOARD ..... 2

    i. Board of Trustees..... 2

    ii. Executive Council..... 2

    iii. Statutory Committees ..... 2

    iv. Terms of Reference..... 2

5. OFFICERS OF THE BOARD ..... 3

6. DUTIES OF BOARD OFFICIALS ..... 3

    i. Trustees of the Board..... 3

    ii. Chairperson of the Board.....4

    iii. Vice-Chairperson of the Board .....4

    iv. Director of Education – Chief Executive Officer .....4

    v. Board Officers .....5

7. INAUGURAL MEETING OF THE BOARD ..... 5

8. ANNUAL ORGANIZATIONAL MEETING OF THE BOARD- ..... 6

9. REGULAR MEETINGS OF THE BOARD ..... 8

    i. Schedule of Meetings ..... 8

    ii. Agenda Distribution..... 8

    iii. Physical Presence..... 8

    iv. Amendment of Agenda..... 8

    v. Trustee Absences and Attendances at Meetings ..... 8

    vi. Closing Hour of Meeting ..... 9

    vii. Presiding Officer..... 9

10. SPECIAL MEETINGS OF THE BOARD ..... 9

11. ELECTRONIC MEETINGS OF THE BOARD ..... 9

12. QUORUM..... 10

13. RIGHT OF THE CHAIRPERSON TO VOTE..... 10

14. ACCESS TO MEETING ..... 10

15. ACCESS TO RECORDS..... 10

16. DELEGATIONS..... 11

17. OPEN QUESTION PERIOD..... 11

18. ORDER OF BUSINESS ..... 12

19. COMMITTEE MEETINGS ..... 13

20. RULES OF ORDER ..... 14

21. MOTIONS AND DEBATE..... 15

22. VOTING ..... 17

23. CONFLICT OF INTEREST ..... 18

24. CODE OF CONDUCT ..... 18



## BOARD BY-LAWS

Pursuant to the provisions of the *Education Act* and 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.

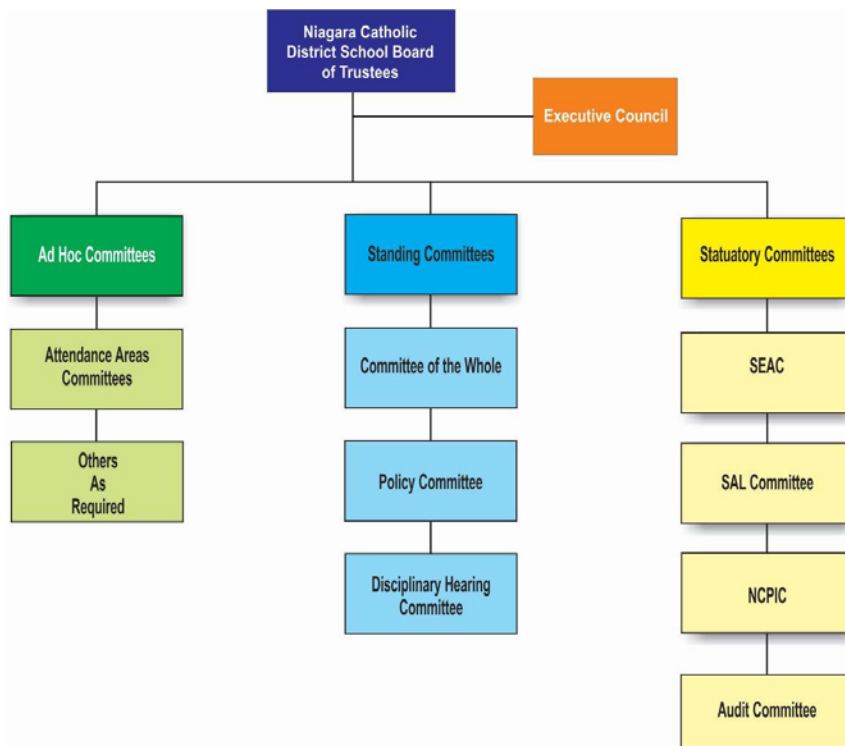
### 1. NAME AND JURISDICTION OF THE BOARD

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 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 review and assist with the preparation of the agenda for Committee of the Whole and Board meetings.

### iii. **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; 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 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 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 Policies, are required to;

- (a) act in the best interest of publicly 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 Multi-Year plan;
- (k) comply with the Board's Code of Conduct Policy 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 publicly 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 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 Director of Education or the Supervisory Officer acting as the Director of Education;
- (h) provide leadership to the Board in maintaining the Board's focus on the Multi-Year Plan;
- (i) provide leadership to the Board in maintaining the Board's focus on the Board's Mission Vision and Values;
- (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 their position as 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) 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 their position as 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 Multi-Year Plan;
- (d) ensure that the Multi-Year Plan 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 Multi-Year Plan; 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 Multi-Year Plan 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, 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. Excluding the Inaugural Meeting of the Board , annually, the first Tuesday of December will be designated as the 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 their absence a person designated by a two-thirds (2/3) majority of the trustees present at the meeting shall preside until the election of the Chairperson.
- 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 the Secretary of the Board at least two (2) clear days, including Saturday and Sunday, before the time of the meeting.

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

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

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 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 trustee, 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 Board or a Board meeting or fail to notify the Secretary of the Board or designate if unable to attend a Committee of the Board or Board meeting will be marked as absent in the official minutes of the Committee of the Board or Board meeting.

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

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 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 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 dealt with under Trustee Absence and Attendance at Meetings within these By-Laws (Section 9 Sub v)
- 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 the Committee of the Whole Board, shall be held on regular meeting dates, and shall be open to the public, except when the subjectmatter 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, an employee or prospective employee of the Board or a pupil or their parent or guardian;

- (c) the acquisition or disposal of a school site;
  - (d) decisions in respect of negotiations with employees of the Board;
  - (e) litigation or possible litigation affecting the Board; or
  - (f) an ongoing investigation under the *Ombudsman Act* respecting the Board.
- ii. The presiding officer 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 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) InCamera rules shall apply to Delegations of an InCamera 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 .

- 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 fifteen (15) minutes. 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 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**
- 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. All members of the Board shall receive notice, agenda, 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 InCamera session.
- iv. 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, an employee or prospective employee of the Board or a pupil or their parent or guardian;
  - (c) the acquisition or disposal of a school site;
  - (d) decisions in respect of negotiations with employees of the Board;
  - (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 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 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 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, they shall call upon the Vice-Chairperson or in their absence one (1) of the members to fill their place until they resume it. The right of the Chairperson to vote is outlined in Section 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. 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 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  
BOARD MEETING  
JUNE 21, 2016**

***PUBLIC SESSION***

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

---

---

**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the Niagara Catholic Parent Involvement Committee & By-Laws Policy (800.7), as presented.

---

---

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

Presented by: Policy Committee

Recommended by: Committee of the Whole

Date: June 21, 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.

The Niagara Catholic Parent Involvement Committee, 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 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 District School Board

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

ADMINISTRATIVE PROCEDURES

800 – Schools and Community Councils

Policy No. 800.7

Adopted Date: May 24, 2011

Latest Reviewed/Revised Date: June 18, 2013

### **PURPOSE OF THE NIAGARA CATHOLIC PARENT INVOLVEMENT COMMITTEE**

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. Recommendations made by the committee shall be in keeping with the Mission, Vision and Values of Niagara Catholic District School Board 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.

### **MANDATE 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
    - communicate 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 school year, the Niagara Catholic Parent Involvement Committee shall make recommendations to promote Catholic values and to encourage parental involvement in 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.
  3. The Board shall establish a yearly budget to address the various activities 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.

## COMPOSITION

1. The Niagara Catholic Parent Involvement Committee shall include the following:
  - The number of parent/guardian members the Board determines appropriate and as specified in the 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.
  - Up to three (3) Community Representatives appointed by the Board on an annual basis.



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:
  - The Bishop of the Diocese of St. Catharines or his appointed representative,
  - One (1) Principal of an elementary school of the Board
  - One (1) Principal of a secondary school of the Board
  - One (1) teacher employed, other than a Principal or Vice-Principal, in an elementary school of the Board
  - One (1) teacher employed, other than a Principal or Vice-Principal, in a secondary school of the Board
  - One (1) person employed by the Board, other than a Principal, Vice-Principal or teacher, i.e. (support staff)
  - One (1) Special Education Advisory Committee (SEAC) representative to advocate for students with special needs
  - One (1) Secondary Student Senate representative
  - One (1) parent/guardian to represent the Niagara Catholic District School Board as the Regional Director for the Ontario Association of Parents in Catholic Education (OAPCE)

## 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 | 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 |

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

1. To be eligible for election/appointment to the Niagara Catholic Parent Involvement Committee a person must:
  - be a parent/guardian of a student enrolled in a Niagara Catholic District School Board school,
  - reside within the Board's jurisdiction,
  - support the Mission of Catholic Education, the Mission, Vision and Values of the Niagara Catholic District School Board, and
  - fully participate in the Annual Commissioning Ceremony of NCPIC members.
2. A parent/guardian who is employed by the Board is qualified to be elected/appointed to the Niagara Catholic Parent Involvement Committee and shall at the first meeting notify the committee of 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.

## 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.

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

## 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).

## 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.

## MEETINGS

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.

## VOTING

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

## BY-LAWS

The Niagara Catholic Parent Involvement Committee shall recommend to the Board its By-Laws for approval.

## 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**

1. The Niagara Catholic Parent Involvement Committee shall keep and retain the approved minutes of its meetings and records of its financial transactions in accordance with the policies of the Board respecting the retention of documents by committees of the Board.
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.
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.
4. Minutes posted on the website of the Board shall remain on the website for four (4) years.

## **INCORPORATION**

The Niagara Catholic Parent Involvement Committee shall not be incorporated.

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

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.
2. The Niagara Catholic District School Board shall inform the Niagara Catholic Parent Involvement Committee of its response to advice provided by the committee.

## **CONSULTATION BY THE MINISTRY OF EDUCATION**

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.

## **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.

## SUMMARY OF ACTIVITIES

The Niagara Catholic Parent Involvement Committee shall annually submit a written summary of 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.

## 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.

## CODE OF 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.

## FUNDRAISING

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

## REMUNERATION

1. A person shall not receive any remuneration for serving as a member of the Niagara Catholic Parent Involvement Committee.
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.



**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 by:

- 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 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;
  - 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;
    - communicate 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 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:

- Up to sixteen (16) parent/guardian members.
- Up to three (3) community representatives appointed by the Board that are not members or employees of the Board.
- 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.
- The Bishop of the Diocese of St. Catharines or his appointed representative.
- One (1) representative to advocate for students with special needs appointed by the Special Education Advisory Committee (SEAC).
- 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) 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 |

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 form and submit the completed form 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:
  - be a parent/guardian of a student enrolled in a Niagara Catholic District School Board school,
  - reside within the Board's jurisdiction,
  - support the Mission of Catholic Education, and the Mission, Vision and Values of the Niagara Catholic District School Board, and
  - fully participate in the Annual Commissioning Ceremony of NCPIC members.
2. A parent/guardian who is employed by the Board is qualified to be elected/appointed to the Niagara Catholic Parent Involvement Committee and shall at the first meeting inform the committee of their employment with the Board prior to elections.

### **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.

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:

1. act in the best interest of Catholic Education;
2. 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;
3. attend and participate in meetings of the Niagara Catholic Parent Involvement Committee, including sub-committee meetings of which they are members; and
4. promote student achievement and well-being of all students in the Niagara Catholic District School Board.

The Community Representative Nomination Form 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 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 and location 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 posted on the Board website.

### **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 sever for a one (1) year term.

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 one (1) year.
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).

## **OFFICERS**

The Niagara Catholic Parent Involvement Committee shall elect Chair/Co-Chair(s) 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.

### **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. An individual may not serve more than two (2) consecutive terms (four (4) years) as Chair/Co-Chair(s) unless at least one (1) full two (2) year term has elapsed since the last term as Chair/Co-Chair(s).
4. An employee of the Board cannot serve as the Chair/Co-Chair(s) of the committee.

### **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.
- may include persons who are not members of the Niagara Catholic Parent Involvement Committee.
- 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.

- 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)**

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 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/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) 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 will have the time of departure noted in the minutes of the meeting.
- Members, who have not been excused from attendance at a Niagara Catholic Parent Involvement Committee meeting will be 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 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 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 approved minutes of its meetings and 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.
  - 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 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.

## **CONFLICT OF INTEREST**

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

- Each Niagara Catholic Parent Involvement Committee member shall avoid situations that could result in an inconsistency between the overall goals and vision of the Niagara Catholic Parent Involvement Committee and a personal or vested interest that may arise in connection with his or her duties as a Niagara Catholic Parent Involvement Committee member.
- Should an issue or agenda item arise during a Niagara Catholic Parent Involvement Committee meeting where a committee member is in a conflict of interest situation, he or she shall declare the conflict of interest immediately and decline from the discussion and resolution.
- The committee member shall declare a conflict of interest in matters that they, members of their families or their business affiliations could directly or indirectly benefit from the decisions of the committee.

- A committee member who identifies a conflict of interest must declare it before any discussion of the matter begins. The member must:
  - Publicly state the conflict of interest, explain the general nature of the interest and have the declaration recorded in the minutes.
  - Not vote on the matter under discussion.
  - Leave the room when the committee is discussing the matter and have this facet recorded in the minutes.
  - Not discuss the matter with members or attempt to influence the decision.

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  
BOARD MEETING  
JUNE 21, 2016**

***PUBLIC SESSION***

**TITLE: APPROVAL OF POLICIES  
RELIGIOUS ACCOMMODATION POLICY (100.10.1)**

---

---

**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the Religious Accommodation Policy (100.10.1), as presented.

---

---

Prepared by: Yolanda Baldasaro, Superintendent of Education

Presented by: Policy Committee

Recommended by: Committee of the Whole

Date: June 21, 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 Niagara Catholic District School Board (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.

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

**References:**

- [\*Canadian Charter of Rights and Freedoms\*](#)
- [\*Constitution Act, 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 Code\*](#)
- [\*Ontario Human Rights Commission – Policy on Preventing Discrimination based on Creed\*](#)
- [\*Ministry of Education - Policy/Program Memorandum No. 108\*](#)
- [\*Ministry of Education - Policy/Program Memorandum No. 119\*](#)
- [\*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 PROCEDURES

100 – Board

Policy No 100.10.1

Adopted Date: June 15, 2010

Latest Reviewed/Revised Date: November 23, 2010

All 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 prohibited grounds. Consistent with this legislation is the *Education Act*, its Regulations and policies governing equity and inclusion in 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 recognizes, and is committed to, the values of freedom of religion and freedom from discriminatory or harassing behaviour based on 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 (“OHRC”) Policy on Preventing Discrimination based on Creed, (“OHRC Policy”) released on September 17, 2015, recognizes a duty to accommodate creed beliefs and practices.

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

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, 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.

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.

## ACCOMMODATION PROCEDURES

The Accommodation 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 prohibited grounds. Accommodation will be provided in accordance with the principles of dignity 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 will not be placed in the position of monitoring a student's compliance with a religious obligation, and enforcing such practices.

### 2. General Procedures for Religious Accommodation

#### 2.1 Staff

If a staff member requests a religious accommodation, the staff member is required to advise their immediate supervisor, in writing at the beginning of the school year, to the extent possible. If September notice is not feasible, the 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.

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 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;
- Absence for Religious Holy Days;
- Prayer;
- Dietary requirements;
- Fasting;
- Religious dress;
- Modesty requirements in physical education; and
- Participation in daily activities, 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.

## **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.

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 will advise their immediate supervisor at, or as close as possible to, the beginning of the school year and the leave will be granted in accordance with the terms of the appropriate collective agreement/terms and conditions/employment contract.

Students requesting a leave 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 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 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 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 attention to accommodations requested during overnight outdoor education activities, as well as field trips that extend over a mealtime period.

#### **4.5 Fasting**

The Board is sensitive to religious periods of fasting. Schools will endeavour to provide appropriate space, other than cafeterias or lunchrooms, for individuals who are fasting in religious observance. The Board recognizes that students who are fasting 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. 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.

Administrators will ask the student to wear religious attire in the same colour as the elementary standardized dress code or secondary uniform however, there may be religious requirements of colour that cannot be modified.

Special attention will be given to accommodations necessary for a student to participate in physical education and school organized sports.

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 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. Requirements regarding the accommodation of Khalsa Sikh students who wish to carry a Kirpan 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. 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, Curriculum and Co-curricular Activities**

The Board will seek to reasonably accommodate students where there is a demonstrated conflict between a specific class, 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.

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 the student's family.

### **LIMITATIONS TO RELIGIOUS ACCOMMODATION**

1. The Board supports freedom of religion and an individual's right to manifest 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. All chapels in Niagara Catholic schools are specifically designed and furnished for prayer and liturgy within the Catholic tradition and are not to be considered multi-faith chapels. Chapels are open to all people for individual silent prayer or meditation. Non-Catholic liturgies or group prayers will not be held in any chapel.
4. 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.

### REQUIREMENTS FOR KIRPAN ACCOMMODATION

A Kirpan is a ceremonial sword that must be worn by all 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.
- 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  
BOARD MEETING  
JUNE 21, 2016**

***PUBLIC SESSION***

**TITLE: APPROVAL OF POLICIES  
SAFE ARRIVAL POLICY (302.3)**

---

---

**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the Safe Arrival Policy (302.3), as presented.

---

---

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

Presented by: Policy Committee

Recommended by: Committee of the Whole

Date: June 21, 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 effective, regular and timely communication between the home and school in relation to student attendance and has implemented the Niagara Catholic Safe Arrival system.

It is an expectation that parents/guardians will be responsible to use the Niagara Catholic Safe Arrival system to report their child's late arrival or absences for part or all of the school day.

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

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

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





**SAFE ARRIVAL POLICY**

ADMINISTRATIVE 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*
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 use the Niagara Catholic Safe Arrival system to report their child's late arrival or absence for part or all of the school day.

- 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.
- 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 the main office, in a timely manner, of any changes to emergency contact information.
- 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 is designed to be flexible, with a view of achieving overall effectiveness and efficiency.

The Principal of the school will:

- 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 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;
- implement procedures that facilitate the communication of a student's late arrival or absence by the home to the school and the school to the home;
- 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**

The school secretary will:

- 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;
- ensure accurate and timely tracking of attendance throughout the day;
- ensure accurate record keeping of home, work and emergency contact information and phone numbers;
- 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).

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
JUNE 21, 2016**

***PUBLIC SESSION***

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

---

---

**RECOMMENDATION**

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

---

---

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

Presented by: Policy Committee

Recommended by: Committee of the Whole

Date: June 21, 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  
BOARD MEETING  
JUNE 21, 2016**

***PUBLIC SESSION***

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

---

---

**RECOMMENDATION**

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

---

---

Prepared by: Mark Lefebvre, Superintendent of Education

Presented by: Mark Lefebvre, Superintendent of Education

Recommended by: Committee of the Whole

Date: June 21, 2016





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

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

---

---

#### **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.

---

---

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

---

**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<br>McMaster University          | 2                    | \$225.00                 | Nursing                     | Blessed Trinity    |
| Korsmit, Jennifer<br>Laurentian University        | 2                    | \$225.00                 | Nursing                     | Holy Cross         |
| Thompson, Sean Michael<br>McMaster University     | 2                    | \$225.00                 | Nursing                     | Notre Dame         |
| Ward, Zoie<br>Western University                  | 2                    | \$225.00                 | Nursing                     | Holy Cross         |
| Wasak, Marta<br>Niagara College                   | 2                    | \$225.00                 | Practical Nursing           | Holy Cross         |
| Sansotta, Adriana<br>Brock University             | 3                    | \$125.00                 | Nursing                     | Holy Cross         |
| Benincasa, Bianca<br>University of Toronto        | 4                    | \$125.00                 | Criminology/Social Sciences | Lakeshore Catholic |
| DellaSmirra, Melissa<br>Brock University          | 4                    | \$125.00                 | Nursing                     | Notre Dame         |
| <b>TOTAL</b>                                      |                      | <b>\$1500.00</b>         |                             |                    |

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
JUNE 21, 2016**

***PUBLIC SESSION***

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

---

---

**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board endorse the Long Term Accommodation Plan Report, Phase One, Two and Three, as presented

---

---

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: Committee of the Whole

Date: May 24, 2016

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
JUNE 21, 2016**

***PUBLIC SESSION***

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

---

---

**RECOMMENDATION**

**THAT** 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 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 possibility and the potential 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.

---

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: Committee of the Whole

Date: June 21, 2016



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

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

---

---

#### **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.

---

---

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  
BOARD MEETING  
JUNE 21, 2016**

***PUBLIC SESSION***

**TITLE: CAPITAL PRIORITIES SUBMISSION 2016**

---

---

**RECOMMENDATION**

**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.

---

---

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: Committee of the Whole

Date: June 21, 2016



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

### **CAPITAL PRIORITIES SUBMISSION 2016**

---

---

#### **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.

---

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  
BOARD MEETING  
JUNE 21, 2016**

***PUBLIC SESSION***

**TITLE: APPROVED MINUTES OF THE STAFF WELLNESS  
COMMITTEE MEETING OF FEBRUARY 24, 2016 AND  
MAY 5, 2016**

---

**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board receive the Approved Minutes of the Staff Wellness Committee Meeting of February 24, 2016 and May 5, 2016, as presented for information.



# STAFF WELLNESS COMMITTEE

WEDNESDAY, FEBRUARY 24<sup>TH</sup>, 2016

1:30 pm – 3:00 pm

Holy Cross Community Room

## APPROVED MINUTES



### 1. Opening Prayer – Dino Sicoli

| Staff Wellness Committee 2016                               | Present | Present Electronically | Absent | Regrets |
|---|---------|------------------------|--------|---------|
| John Crocco, Director of Education                          | ✓       |                        |        |         |
| Frank Iannantuono, Superintendent of Human Resources        | ✓       |                        |        |         |
| Gina Sattin, Coordinator of Staff Wellness ( <i>Chair</i> ) | ✓       |                        |        |         |
| Krista Wood, Board Chaplaincy Leader                        | ✓       |                        |        |         |
| Mary Ann McKinley, Vice Principal                           |         |                        |        | ✓       |
| Marie Balanowski, OECTA-E President                         | ✓       |                        |        |         |
| Sylvia Nemcko, CUPE Chief Steward                           | ✓       |                        |        |         |
| Dino Sicoli, Trustee  | ✓       |                        |        |         |
| Anthony Corapi, Coordinator of Staff Development            | ✓       |                        |        |         |
| Andrea Bozza, Mental Health Leader                          |         |                        |        | ✓       |
| Teresa Claxton, Supervisor of Benefits                      | ✓       |                        |        |         |
| Anna Maxner, CUPE President                                 | ✓       |                        |        |         |
| Scott McAvoy, OECTA-S President                             |         |                        |        | ✓       |
| Jennifer McArthur, OECTA-E Vice President                   |         |                        |        | ✓       |

### 2. Welcome new members of the Committee – Gina Sattin

- Introductions
- John Crocco discussed how committee was formed and why.
- Dino Sicoli is representing the trustees, Maurice Charbonneau the alternate.

### 3. Review of Committee Terms of Reference

*Design healthy lifestyle programs and supports for staff- Mind, Body, Spirit*

*Promote healthy lifestyle programs and supports for staff – Mind, Body, Spirit*

*Monitor the implementation of healthy lifestyle programs and supports for staff- Mind, Body, Spirit*

- Add measure to the last term of reference, approved by committee
- “Quality Control” suggested

4. Niagara Catholic District School Board – Staff Supports (Handout)
  - Handout discussed
  - Information discussed:
    - Insurance carriers: some employees are aware of this information and some are not. This info is available to all employees.
    - Greenshield launched Change 4 Life
    - Provincial plans will take over for OECTA, but may offer same type of program
  - Social Committee Events were discussed, such as volleyball
  
5. Suggestions for consideration from previous Staff Wellness Committee meetings
  - Corporate Gym membership discounts*
  - Fitness challenges e.g. Walk around the world; 8 Week Challenge; Fitbit Activity Tracker; White Oaks Wellness Challenge; Heartfit365 Workshops*
  - Sponsoring a sports team*
  - Niagara Catholic email blasts*
  - Adding a tab to My Niagara Catholic for Staff Wellness*
  - Reviewed Suggestions
  - Sponsoring a team may be problematic, would like to see money going to students and schools first.
  
6. Staff Wellness Survey – DRAFT handout (March 29 – April 5, 2016)
  - Survey handed out
  - Committee reviewed questions and answers
  - A number of edits will be performed on survey:
    - Gender
    - Add all positions – check with Check In survey
    - Move question #6 to end – Add a Maybe option with explanation
    - Grief and Bereavement to be separated
    - Provide information on grief (perhaps a link)
    - Add, relationships, caregiving, Sexuality, parenting, personal safety to question
    - Add weekends to question #8
    - Combine questions #9 and #10 to one question (willing to spend money on specific events)
    - Change question #11 to Meetings and add Personal Invitation and Phone
    - The goal is to release survey to staff on March 29<sup>th</sup> – April 8<sup>th</sup>
    - Question #12 (omit – check only one)
    - Question #13 (omit – please be brief)
    - Question #14 (change to provide colleagues within NCDSB....)
    - Add question #6 after question#8
    - Add Committee Terms of Reference and Committee Members Names to the end of the survey (pending approval) and direct them to contact anyone of the members if they have questions
  
7. Ideas, Recommendations/Suggestions from the Staff Wellness Committee
  - Change dates to March 29<sup>th</sup> – April 8<sup>th</sup>
  - Is it okay to use everyone’s name on survey for those not present today? When are we going to implement some of the initiatives? Is there a budget? CarePath from OTIP is a great cancer related resource and a good program.



- Chair to get approval on using names.
  - Posters are available from Change 4 Life for all board sites
  - Information should be shared at staff meeting; can we add Health & Wellness talks to those meetings? Also mentioned Health & Wellness nights.
8. Next Meeting – Wednesday, April 20, 2016 @ 2:00 p.m. – 3:30 p.m.
    - Staff Wellness Survey Results
  9. Adjournment



# STAFF WELLNESS COMMITTEE

THURSDAY, MAY 5, 2016

2:00 pm – 3:30 pm

Holy Cross Community Room



## APPROVED MINUTES

### 1. Opening Prayer (Krista Wood)

| Staff Wellness Committee 2016                               | Present | Present Electronically | Absent | Regrets |
|---|---------|------------------------|--------|---------|
| John Crocco, Director of Education                          | ✓       |                        |        |         |
| Frank Iannantuono, Superintendent of Human Resources        | ✓       |                        |        |         |
| Gina Sattin, Coordinator of Staff Wellness ( <i>Chair</i> ) | ✓       |                        |        |         |
| Krista Wood, Board Chaplaincy Leader                        | ✓       |                        |        |         |
| Mary Ann McKinley, Vice Principal                           | ✓       |                        |        |         |
| Marie Balanowski, OECTA-E President                         | ✓       |                        |        |         |
| Sylvia Nemcko, CUPE Chief Steward                           | ✓       |                        |        |         |
| Dino Sicoli, Trustee  | ✓       |                        |        |         |
| Anthony Corapi, Coordinator of Staff Development            | ✓       |                        |        |         |
| Andrea Bozza, Mental Health Leader                          | ✓       |                        |        |         |
| Teresa Claxton, Supervisor of Benefits                      | ✓       |                        |        |         |
| Anna Maxner, CUPE President                                 | ✓       |                        |        |         |
| Jennifer McArthur, OECTA-E Vice President                   | ✓       |                        |        |         |

### 2. Committee Members

- Welcome to all committee members
- OECTA Secondary respectfully declined

### 3. Unapproved Minutes of Staff Wellness Meeting – February 24, 2016 (A. Corapi)

- Minutes approved by committee

### 4. Review results of Staff Wellness Survey – A. Corapi

- Results and data discussion.
- Employees using a secondary school gym, legalities may exist?
- Form could be signed clearing of liability.
- Use corporate strength for discounts.
- Travelling fitness instructors.
- Workshops have to catch all interests, coping stress, management etc...
- Need for physical and mental wellness.

- Brock university is doing a study on teacher burn-out and stress...what can we do with that?
- Niagara region is reaching out with programs to assist in a number of healthy initiatives.
- Exercise program would be a program through the workplace to give them a nudge to actually do it? How many will follow through?
- Walk to run program, people who are uncomfortable will join.
- Some people say they are overwhelmed at work.
- This should be a multi-year program, a 3 or 4 year plan.
- Programs should be accessible to all and equitable.
- Website will be a very important part to reach 27k individual stories.
- Need easy access to information.
- Staff wellness idea box?
- Committee needs to communicate with employees, next priority.
- What can we do for administrators in schools with regards to wellness?
- Relationships between supervisors and employees
- Corporate challenges as an idea.
- Building a strong community is important.
- Relationships in schools are very difficult, how people being treated?
- If there is a lack of respect between supervisors and staff, need an effective way to fix the problem.
- Counselors in schools to cope with day-to-day stress.
- Team building in schools.
- As an administrator, not seeing as many issues with stress etc...in schools, Need to work on relationships.
- Comes down to the “how” in relationships. Learning all the way around and if these are issues, how do we deal with it.
- Need to create a safe environment within our own community; so how can we effect changes to the system.
- Keep motivating people that are doing things.
- Faith Day at fairgrounds, you always remember them; they could be motivational and focused on how to cope.
- Mindful and respectful of each other.
- Director’s Meetings, focus on building positive relationships.
- Restorative Practice as an idea, creating empathy. Staff meeting in restorative circles.
- Crucial Conversations, Niagara Region is doing this.

## **5. Ideas, Recommendations/Suggestions from the Staff Wellness Committee**

- a) Create a Staff Wellness tab on “My Niagara Catholic”
  - Add information to website
  - Continue to add current information
  - Emergency lines at the top
  - Communication letter to staff before putting anything on website
  - Need communication out before June 7<sup>th</sup>
- b) Formation of sub-committees
  - Staff representative?
  - Faith Ambassador
  - Mental health Champion

**6. Ontario's Well-Being Strategy for Education – Issued by Ministry of Education-May 4, 2016**

- Handout given
- Parent communication

**7. Next Meeting – Tuesday, June 7, 2016 @ 2:00 p.m.**

- a) Design of Staff Wellness Tab/Page

**8. Adjournment**

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
JUNE 21, 2016**

***PUBLIC SESSION***

**TITLE: APPROVED MINUTES OF THE SPECIAL EDUCATION  
ADVISORY COMMITTEE (SEAC) MEETING OF  
MAY 4, 2016**

---

**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board receive the Approved Minutes of the Special Education Advisory Committee Meeting of May 4, 2016 as presented for information.



## MINUTES OF THE SPECIAL EDUCATION ADVISORY COMMITTEE MEETING WEDNESDAY, MAY 4, 2016

Minutes of the Meeting of the Special Education Advisory Committee, held on Wednesday, May 4, 2016, at 7:00 p.m. in the Father Kenneth Burns csc Board Room, at the Catholic Education Centre, 427 Rice Road, Welland.

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

### A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayers were led by Chair Racine

2. Roll Call

| Members                              | Affiliations                                 | Present | Excused | Absent |
|--------------------------------------|--|---------|---------|--------|
| Anna Racine                          | The Tourette Syndrome Association of Ontario | ✓       |         |        |
| Rob Lavorato                         | Down Syndrome Caring Parents (Niagara)       | ✓       |         |        |
| Carol Baldinelli                     | VOICE for Hearing Impaired Children          |         | ✓       |        |
| Sarah Farrell                        | Learning Disabilities Association – Niagara  | ✓       |         |        |
| Bill Helmeczi                        | Pathstone Mental Health                      |         | ✓       |        |
| Michael Jacques                      | Community Living Welland Pelham              | ✓       |         |        |
| <b>Trustees</b>                      |  |         |         |        |
| Pat Vernal                           |  | ✓       |         |        |
| Maurice Charbonneau                  |  |         | ✓       |        |
| <b>Student Senate Representative</b> |  |         |         |        |
| Taylor Timoney                       |  |         | ✓       |        |

The following staff were in attendance:

**Yolanda Baldasaro**, Superintendent of Education; **David O'Rourke**, Special Education Coordinator; **Ken Griepsma**, Principal – Secondary; **Tina DiFrancesco**, Recording Secretary

3. **Approval of the Agenda**

Moved by Trustee Vernal  
Seconded by Sarah Farrell

**THAT** the Special Education Advisory Committee approve the Agenda of the Special Education Advisory Committee Meeting of May 4, 2016.

**CARRIED**

4. **Disclosure of Interest**

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

5. **Approval of Minutes of the Special Education Advisory Committee Meeting of April 6, 2016**

Moved by Sarah Farrell  
Seconded by Rob Lavorato

**THAT** the Special Education Advisory Committee approve the Minutes of the Special Education Advisory Committee Meeting of April 6, 2016 as presented.

**CARRIED**

**B. PRESENTATIONS**

**C. VISIONING**

1. **Goals and Vision for 2015-2016**

**1.1 Goals for the 2015-2016 School Year – ProGrant Application**

Chair Racine and Vice-Chair Lavorato reviewed the responses to the questionnaire and SEAC members offered feedback. Chair Racine, Vice-Chair Lavorato and Superintendent Baldasaro will meet one more time in order to finalize the application to meet the May 29, 2016 deadline.

**D. BUSINESS ARISING FROM THE MINUTES OF THE MEETING OF APRIL 6, 2016**

1. **Learner Advocacy**

2. **Parent Outreach**

3. **Program and Service Recommendations**

4. **Special Education Budget**

**5. Annual Review, Special Education Plan**

**5.1 Discuss Revisions to the Plan**

Superintendent Baldasaro reviewed further revisions to several sections of the Niagara Catholic Special Education Plan and asked the SEAC members for their feedback regarding the proposed changes. Further review of the remaining sections will occur at the June meeting. Once completed, the Special Education Plan will be posted on the Board website and SEAC Electronic Portal.

**6. Other Related Items**

**7. Policy Review**

The *Niagara Catholic Parent Involvement Committee & By-Laws Policy (800.7)*, *Religious Accommodation Policy (100.10.1)*, *Safe Arrival Policy (302.3)* and *Board By-Laws Policy (100.1)* were presented for information and review. The deadline to respond is May 13, 2016.

**E. SEAC REPORT**

**1. Review and Approval of SEAC Insert for Catholic School Council Agenda**

- The following information was sent to Principals to include in the Catholic School Council agenda:
  - The Special Education Advisory Committee (SEAC) has submitted an application for a Parents Reaching Out Grant to support a SEAC Conference for parents on Inclusion;
  - SEAC has participated in the annual review of the Board's Special Education Plan;
  - Niagara Catholic was proud to fly the Special Olympics flag at the Catholic Education Centre on April 19, as it made its way through Niagara as part of the Special Olympics/Knights of Columbus Flag Relay; For further information regarding the Special Olympics, programs, upcoming events and athlete registrations please visit; <http://welland.specialolympicsontario.ca/>;
  - Further information regarding the Niagara Catholic Special Education Advisory Committee can be found on the Board website at <http://www.niagaracatholic.ca/special-education/special-education-advisory-committee-seac/>

**2. Review and Approval of SEAC Insert for School Newsletters**

- Principals were advised to use the same SEAC insert (noted above) in their school newsletter.



## F. AGENCY REPORTS

1. **VOICE for Hearing Impaired Children – Carol Baldinelli**

- Nil Report

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

- Nil Report

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

- Nil Report

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

- Our spring programs are all underway and off to a great start!
- We are accepting applications for our full-day summer literacy program called Sunshine, Learning, Achievement & More (SLAM). There are very limited spots left!
- This Friday, May 6, we will be holding our 4<sup>th</sup> Annual Trivia Night at St. Thomas' Church in St. Catharines. A few tables are still available! Doors open at 6:00p.m. and games begin at 6:30p.m. The cost is \$20/individual or \$120/team of 6-8. Call 905-641-1021 to purchase your tickets by May 4<sup>th</sup> (pre-sale only).
- We are seeking a few more volunteers to help out at the Trivia Night this Friday. This is a great way to gain experience with an event, give back to the community and make a positive difference. Responsibilities include:
  - Help with set-up/take-down
  - Selling 50/50 tickets
  - Helping to mark the answers electronically or by hand
  - Helping at the door
  - Volunteers are asked to arrive at 5:00p.m. to help set up and the event starts at 6:00p.m.
  - Those that are interested can contact Sarah at [programsLdan@cogeco.net](mailto:programsLdan@cogeco.net)
- On Saturday, June 11, we will be hosting our first golf tournament fundraiser at Sparrow Lakes Golf Club (Welland).
  - Registration & Lunch: 12 noon
  - Shot Gun Start: 2:00p.m.
  - Dinner and Ancillary Events: 6:00p.m.
  - Cost: \$150/twosome; \$80/single golfer (added to foursome)
  - Register Today At: <http://ldanrgolf.com/>

5. **Pathstone Mental Health – Bill Helmecki**

- Nil Report

**6. Community Living Welland Pelham – Michael Jacques**

- In 2017, there may be the possibility of a new program for students with challenges to pursue a post-secondary education through Niagara College.

**G. STAFF REPORTS**

**1. Lisa Selman – Principal, Elementary**  
Report Submitted

- Principal from St. Andrew Catholic Elementary school sent a photo showing accessibility for all. The photo shows a student on a trip.
- Principal from St. Alexander Catholic Elementary school sent a newspaper article showing St. Alexander's Students Fundraise for Autism Ontario in the The Voice of Pelham.
- Elementary schools are fully engaged in celebrating Catholic Education Week activities.
- Grade 3 and grade 6 students are preparing for EQAO which will occur at the end of this month.
- Grade 8 students are completing transition surveys this month.
- In many of our schools and parishes grade 2 and grade 8 students are making the sacrament of First Holy Communion and Confirmation this month.
- Many elementary schools are in the process of facilitating IPRCs this month.
- Students are enjoying the warmer temperatures and enjoy their time playing on the school yard for outdoor recesses. We continue to reinforce social skills during our recesses.
- Transition meetings for incoming new ELKP students with special education needs continue to occur this month.

**2. Ken Griepsma – Principal, Secondary**

Blessed Trinity

- Our Special Education event was held on April 28, 2016. We would like to thank our entire sister secondary schools for attending the event. The enthusiasm and participation of the students, peers and staff was amazing. A good time was had by all as we learned some new hip hop moves from the group Illskillz (one of the presenters at the Reaction4Inclusion Conference). The event ended with a spectacular Glow in the Dark Dance – our kids love to dance!
- Transition visits are underway for students who will join our Special Education class in September as well as students who are anxious about what the next stage of their education will look like. We welcome their families into our environment and prepare them for what is to come in order to make the journey a little easier.
- Transition and IPRC meetings are also taking place at the elementary schools for our students with Individual Education Plans. Transfer of Information meetings bring Grade 8 classroom teachers together with the secondary Special Education, Guidance and Success Team and are a key piece in the transition process. We strive to prepare students for success in grade 9.
- During Catholic Education Week, our Special Education class will focus on the theme 'Mercy that Welcomes' by creating a welcoming garden area outside the entrance to the Special Education classroom. We will construct some planter boxes and plant bright, seasonal flowers to make this area attractive and welcoming.

### Denis Morris

- Denis Morris Catholic High School Special Education department is in the process of reviewing our 2015-2016 goals as we plan for next year. The following goals have been achieved:
  1. The development of a *Gifted and Enrichment Resource* package to support our gifted and talented learners.
  2. A monthly *Capacity Building Series* to support our staff with supporting student achievement, engagement and social-emotional well-being through effective instructional practices and review of Ontario Ministry of Education support documents.
  3. Implementation of *Transition Aged Youth Protocols* and community supports.
  4. Implementation of *PPM 140* with transition plans developed in the IEP.
  5. Roll out of *ABA in the Secondary Classroom* to support our School effectiveness.
  6. To promote *dignity and safe place for all* students with tiered interventions and supports to target learning gaps.
  7. *Experiential Learning Opportunities* (co-op placements, SHSM – Horticulture, Hospitality, Technology) for students with special education needs to create multiple pathways to success.
- Next year, we will “dig deeper” into each of these areas, engaging in rich conversations that will, through collaboration and on-going learning, move us forward as a Catholic Community of Learners.

### Holy Cross

- The Holy Cross Special Education class thoroughly enjoyed their trip to Blessed Trinity where they met many of their NCDSB friends and learned some hip hop dance moves. Many thanks to Blessed Trinity for organizing such a special event. We are also looking forward to creating some spring crafts for Mother’s Day, using silk flowers and floral tape to create unique pens for the important women in our lives. Best wishes to all for a beautiful Catholic Education Week.

### Saint Paul

- Students at co-op placements have received wonderful feedback from their respective placements (Bulk Barn and Pet Valu, both on Portage Rd.) regarding work ethic and efficiency, and overall effectiveness. Students in the culinary arts class continue to amaze with their own food creations (choose, plan, and create a dish once a week). Some of the delicious dishes made include mini pizzas, gourmet macaroni and cheese, cheeseburgers and lemon meringue pie. As well, all of the kids continue to thrive in their integrated classes; they are learning great skills and gaining knowledge in a variety of subjects (Art, Math, Science, Physical Education etc.).
- The students participated in a Special Education social event hosted by Blessed Trinity on April 28; the students had a great time showing off their dance moves!
- A special congratulations goes out to a student who placed in three events at a qualifier Special Olympics Weightlifting event in London, Ontario. As a result of his strong performance, he has advanced to the Provincial Championships!
- As we head towards the end of the school year, we look forward to see what the students will accomplish in the next few weeks.

**3. Yolanda Baldasaro – Superintendent of Education**

- May 2 – 6 is *Catholic Education Week*.
- Friday, May 6 – *Distinguished Alumni Award Celebration* is being held at the Catholic Education Centre.
- Thursday, May 19 - *Graduation Ceremonies* will be held at the Gale Centre in Niagara Falls.
- Thursday, May 19 - *Partners in Catholic Education* is being held at the Americana in Niagara Falls.
- Niagara Catholic celebrated the Special Olympics by flying the flag at the Catholic Education Centre on April 19 as it made its way through Niagara as part of the Special Olympics/Knights of Columbus relay.
- SEAC Dates for 2016-2017; first Wednesday of the month, except for January due to Christmas holiday shutdown.
  - September 7, 2016
  - October 5, 2016
  - November 2, 2016
  - December 7, 2016
  - January 11, 2017
  - February 1, 2017
  - March 1, 2017
  - April 5, 2017
  - May 3, 2017
  - June 7, 2017

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

- Transition meetings are happening for students coming into and out of Niagara Catholic as well as for students going from grade 8 to grade 9.

**H. TRUSTEE REPORTS**

**1. Pat Vernal – Trustee**

- Currently working on budget, policies and the Long Term Accommodation Plan for the Board.

**2. Maurice Charbonneau – Trustee**

- Nil Report

**I. STUDENT REPORT**

**1. Taylor Timoney – Student Senate Representative**

- Nil Report

## **J. NCPIC REPORT**

### ***2015-2016 NCPIC GOALS***

1. *Building capacity with Catholic School Councils*
  2. *Subcommittee meeting will be held to review the NCPIC Policy and By-Laws.*
  3. *Alliance Committee-PRO Grant: Catholic Congress*
- Phase I - 2015-2016 events with the theme “One Family in Christ: Embracing Catholic Education”. Father Thomas Rosica will be the keynote speaker at each session.
  - Event dates: Monday, April 25, 2016 - Blessed Trinity Catholic Secondary School  
Tuesday, May 3, 2016 - Denis Morris Catholic High School  
Wednesday, May 4, 2016 - Lakeshore Catholic High School  
Thursday, May 5, 2016 - Saint Michael Catholic High School
  - Invitation was extended to all NCPIC members to attend the Man of the Shroud Exhibit at St. Alfred Church in St. Catharines with Mass celebrated by Bishop Bergie.
  - NCPIC will be submitting an application for the 2016-2017 PRO Grant in partnership with the Alliance Committee in support of Phase II of the Niagara Catholic Congress focusing on parent/guardian engagement throughout the Niagara Catholic District School Board
  - Superintendent Forsyth-Sells shared that school boards must conduct anonymous School Climate Surveys at least once every two (2) years. Staff, grades 4 to 12 students and parents/guardians are invited to participate in completing online school climate surveys.
  - NCPIC Catholic School Council Survey will be sent to all Catholic School Councils to complete.
  - Funds from NCPIC budget will be used to support the Partners in Catholic Education Dinner on May 19, 2016.
  - Discussion was held as to how NCPIC can build on the disconnect between the NCPIC and Catholic School Councils with a suggestion to add information on the Board website under the Parent Involvement tab. The names of parent representatives and the school that they are connected to will be posted on the site.

## **K. NEW BUSINESS**

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

7. Policy Review

**L. CORRESPONDENCE**

1. A letter was received from Toronto Catholic District School Board to the Ministry of Education to consider funding to enable school boards to conduct hearing and vision testing within the school setting at the time of registration.

**M. QUESTION PERIOD**

**N. NOTICES OF MOTION**

**O. AGENDA ITEMS – DISCUSSION FOR FUTURE MEETINGS**

**P. INFORMATION ITEMS**

1. Preparations are happening for the upcoming SEAC year-end dinner, starting at 6:00p.m. prior to the June meeting.

**Q. NEXT MEETING:**

Wednesday, June 1, 2016 at 7:00p.m. at the Catholic Education Centre

**R. ADJOURNMENT**

Moved by Rob Lavorato

Seconded by Trustee Vernal

**THAT** the May 4, 2016 meeting of the Special Education Advisory Committee be adjourned.

**CARRIED**

This meeting was adjourned at 8:35p.m.

---

---

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
JUNE 21, 2016**

***PUBLIC SESSION***

**TITLE: NIAGARA CATHOLIC ECOSCHOOLS CERTIFICATION  
2015 - 2016**

---

---

The Niagara Catholic EcoSchools Certification 2015 - 2016 report is presented for information.

---

---

Prepared by: Scott Whitwell, Controller of Facilities Services

Presented by: Scott Whitwell, Controller of Facilities Services

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

Date: June 21, 2016



## **REPORT TO THE BOARD JUNE 21, 2016**

### **NIAGARA CATHOLIC ECOSCHOOLS CERTIFICATION 2015 - 2016**

---

---

#### **BACKGROUND INFORMATION**

Since 2007 Niagara Catholic District School Board has participated in the Ontario EcoSchools environmental education program. EcoSchools incorporates environmental education as well as environmentally responsible action into the school setting and influences young people during a formative period of life. This has an exponential impact as children take a culture of conservation home with them.

We are extremely pleased to announce for the 7<sup>th</sup> year in a row, that all Niagara Catholic Elementary and Secondary schools achieved the Ontario EcoSchools Certification for 2015 - 2016.

This is quite an accomplishment and has been made possible through the exceptional learning provided to our students and the environmentally responsible practices that have been incorporated into each one of our schools.

Final standings for Niagara Catholic are 8 Platinum, 41 Gold, 7 Silver, and 1 Bronze.

The extraordinary level of care for our environment that our staff and students have demonstrated has set the example as Stewards of the Earth for Niagara Catholic, which is unparalleled in this province.

Attached (Appendix A) is a school certification summary for 2016.

Congratulations GREEN Niagara Catholic!

The Niagara Catholic EcoSchools Certification 2015 - 2016 report is presented for information.

---

---

Prepared by: Scott Whitwell, Controller of Facilities Services

Presented by: Scott Whitwell, Controller of Facilities Services

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

Date: June 21, 2016

---



## NCDSB ECOSCHOOLS FINAL STANDINGS 2015 - 2016

| School Name   | Level 2016 |
|---|------------|
| Holy Cross Catholic Secondary School                | Platinum   |
| St. Mary Catholic Elementary School (W)             | Platinum   |
| St. Andrew Catholic Elementary School               | Platinum   |
| Holy Name Catholic Elementary School                | Platinum   |
| Alexander Kuska K.S.G. Catholic Elementary School   | Platinum   |
| St. Ann Catholic Elementary School (F)              | Platinum   |
| Blessed Trinity Catholic Secondary School           | Platinum   |
| St. George Catholic Elementary School               | Platinum   |
| St. Michael Catholic Elementary School (NOTL)       | Gold       |
| Notre Dame College School                           | Gold       |
| St. Christopher Catholic Elementary School          | Gold       |
| Our Lady of Victory Catholic Elementary School      | Gold       |
| St. Philomena Catholic Elementary School            | Gold       |
| Mary Ward Catholic Elementary School                | Gold       |
| St. Patrick Catholic Elementary School (NF)         | Gold       |
| St. Theresa Catholic Elementary School              | Gold       |
| St. John Bosco Catholic Elementary School           | Gold       |
| St. Therese Catholic Elementary School (PC)         | Gold       |
| Loretto Catholic Elementary School                  | Gold       |
| St. Martin Catholic Elementary School               | Gold       |
| Sacred Heart Catholic Elementary School             | Gold       |
| Our Lady of Fatima Catholic Elementary School (SC)  | Gold       |
| Lakeshore Catholic High School                      | Gold       |
| St. Charles Catholic Elementary School              | Gold       |
| St. Alexander Catholic Elementary School            | Gold       |
| St. Anthony Catholic Elementary School              | Gold       |
| Denis Morris Catholic High School                   | Gold       |
| St. Joseph Catholic Elementary School (S)           | Gold       |
| Cardinal Newman Catholic Elementary School          | Gold       |
| St. Mark Catholic Elementary School                 | Gold       |
| St. Vincent de Paul Catholic Elementary School      | Gold       |
| Saint Francis Catholic Secondary School             | Gold       |
| St. James Catholic Elementary School                | Gold       |
| Assumption Catholic Elementary School               | Gold       |
| Saint Michael Catholic High School (NF)             | Gold       |
| St. Augustine Catholic Elementary School            | Gold       |
| Saint Paul Catholic High School                     | Gold       |
| Monsignor Clancy Catholic Elementary School         | Gold       |
| St. Denis Catholic Elementary School                | Gold       |
| Father Hennepin Catholic Elementary School          | Gold       |
| Notre Dame Catholic Elementary School (NF)          | Gold       |
| Our Lady of Mount Carmel Catholic Elementary School | Gold       |
| St. Mary Catholic Elementary School (NF)            | Gold       |

|  |        |
|--|--------|
| St. Joseph Catholic Elementary School (Gr)         | Gold   |
| St. Ann Catholic Elementary School (SC)            | Gold   |
| St. Edward Catholic Elementary School              | Gold   |
| St. Gabriel Lalemant Catholic Elementary School    | Gold   |
| St. Alfred Catholic Elementary School              | Gold   |
| St. Patrick Catholic Elementary School (PC)        | Gold   |
| St. Peter Catholic Elementary School               | Silver |
| Our Lady of Fatima Catholic Elementary School (Gr) | Silver |
| Canadian Martyrs Catholic Elementary School        | Silver |
| Mother Teresa Catholic Elementary School           | Silver |
| St. Kevin Catholic Elementary School               | Silver |
| St. John Catholic Elementary School (B)            | Silver |
| St. Nicholas Catholic Elementary School            | Silver |
| St. Elizabeth Catholic Elementary School           | Bronze |

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
JUNE 21, 2016**

***PUBLIC SESSION***

**TITLE: THE PROVISIONS OF SPECIAL EDUCATION PROGRAMS  
AND SERVICES – SPECIAL EDUCATION PLAN**

---

---

The Provisions of Special Education Programs and Services – Special Education Plan  
report is presented for information.

---

---

Prepared by: Yolanda Baldasaro, Superintendent of Education

Presented by: Yolanda Baldasaro, Superintendent of Education

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

Date: June 21, 2016



## REPORT TO THE BOARD JUNE 21, 2016

### THE PROVISIONS OF SPECIAL EDUCATION PROGRAMS AND SERVICES – SPECIAL EDUCATION PLAN

---

---

#### BACKGROUND INFORMATION

The Ministry of Education requires district school boards to publicly make available a comprehensive report regarding the current special education programs and services of the board. *Building Bridges to Services 2016 and Beyond* is our Board's version of the Ministry of Education mandated Special Education Report that includes the components that are defined in *Standards for School Boards' Special Education Plans (2000)* as well as the protocols established in Policy and Program Memorandum 149. In compliance with *Regulation 464/97*, Special Education staff consults with the Niagara Catholic Special Education Advisory Committee (SEAC) in the preparation and update of the Special Education Plan.

A checklist that notes the plan's component parts, updated sections and the URL leading to the Special Education Plan on our Board's website is annually completed and submitted to the London Regional Education Office by July 31<sup>st</sup> each year.

The Niagara Catholic District School Board recognizes that *Building Bridges to Services 2016 and Beyond* is a valuable resource to students, parents and school and Board staff.

In the fall of each school year, the revised Special Education Plan will be shared with the Board of Trustees and the Special Education Advisory Committee (SEAC).

The Provisions of Special Education Programs and Services – Special Education Plan report is presented for information.

---

---

Prepared by: Yolanda Baldasaro, Superintendent of Education

Presented by: Yolanda Baldasaro, Superintendent of Education

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

Date: June 21, 2016

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
JUNE 21, 2016**

***PUBLIC SESSION***

**TITLE: FINANCIAL REPORT 2015-2016 AS AT MAY 31, 2016**

---

---

The Financial Report 2015-2016 as at May 31, 2016 report is presented for information.

---

---

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

Presented by: Giancarlo Vetrone, Superintendent of Business and Financial Services

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

Date: June 21, 2016



**REPORT TO THE BOARD  
JUNE 21, 2016**

**FINANCIAL REPORT 2015-2016 AS AT MAY 31, 2016**

---

---

**BACKGROUND INFORMATION**

Financial Report 2015-2016 is presented in Appendix A

Financial Report as at May 31, 2016 is presented in Appendix B

The Financial Report 2015-2016 as at May 31, 2016 report is presented for information.

---

---

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

Presented by: Giancarlo Vetrone, Superintendent of Business and Financial Services

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

Date: June 21, 2016



## FINANCIAL REPORT

### MONTH-END REVIEW

The operations for Niagara Catholic have ended May in a projected surplus position for compliance purposes of approximately \$771,538. The contributing factors of this in-year projected surplus are primarily attributed to the planned delays in implementing the remaining 2015-2016 Board approved System Priorities. Also, a milder winter season has created a savings of approximately \$400,000 in snow removal and utilities.

The Catholic Education Centre has committed to move forward with repairs and replacement of the roof structure this summer at a cost of \$350,000. The capital project is being funded internally through approved Proceeds of Disposition – Administration of \$207,518. However, the remaining non-supported capital commitment of approximately \$142,000 will be resourced by the anticipated 2015-2016 projected surplus.

Board Administration variance is attributed to the central bargaining costs incurred by OCSTA during central negotiations. Niagara Catholic will be reimbursed by the Provincial government for all central negotiation costs through the Grants for Student Needs.

### COMMITMENT TO YEAR-END

To achieve our commitment for a balanced budget for 2015-2016, Senior Administrative Council and its departments continues to monitor the pressures that have in prior years negatively impacted the financial results of Niagara Catholic.

- Fringe benefit costs associated with health benefit costs.
- The continued monthly costs associated with sick replacement for all staff that requires coverage.
- The legal fees associated with local negotiations, grievances, and arbitrations.

### *Looking Forward*

#### *2016-2017*



The 2016-2017 Board Budget was approved at the June 14, 2016 Board Meeting with a balanced position without the use of reserves.

An estimated increase of 7.5% for our current benefit package was built into 2016-2017.

The 2016-2017 classroom size regulation is in full Ministry compliance.

An increased allocation in Professional Development to address new math strategies for September 1, 2016.

Niagara Catholic has addressed the pay equity non-union management group effective September 1, 2016.

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
FINANCIAL REPORT  
AS AT MAY 31, 2016

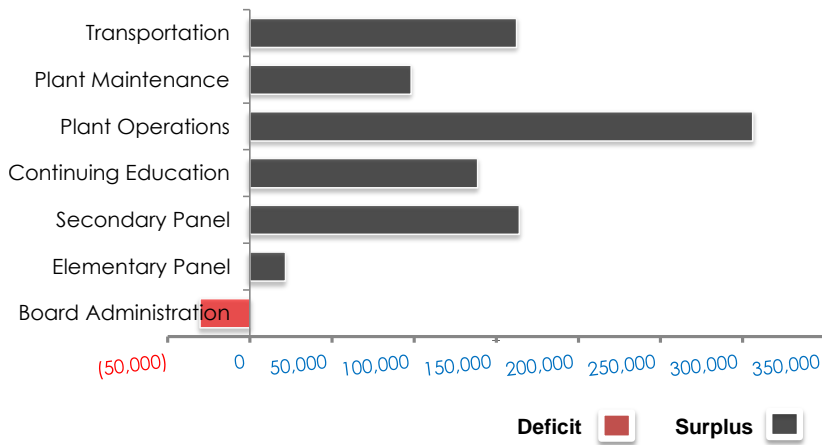


Appendix B

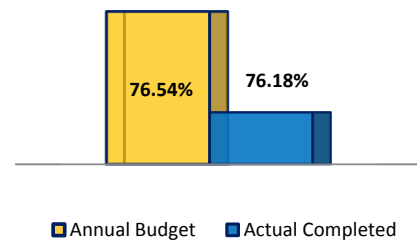
**FINANCIAL RESULTS:**

|   | 2014-15            | -----2015-16----- |             |                | 2015-16<br>Forecast | Annual<br>Budget | %       |
|---|--------------------|-------------------|-------------|----------------|---------------------|------------------|---------|
|   | YTD                | Year-to-date      |             |                |                     |                  |         |
|   | Actual             | Actual            | Budget      | Variance       |                     |                  |         |
| <b>Revenues</b>                             | 193,561,132        | 194,784,841       | 194,923,792 | (138,951)      | 255,080,207         | 255,080,207      | 76.36%  |
| <b>Total Revenue</b>                        | 193,561,132        | 194,784,841       | 194,923,792 | (138,951)      | 255,080,207         | 255,080,207      | 76.36%  |
| <b>Expenditures</b>                         |                    |                   |             |                |                     |                  |         |
| Board Administration                        | 6,146,324          | 6,156,416         | 6,126,099   | (30,317)       | 7,748,334           | 7,768,132        | 79.25%  |
| Elementary Panel                            | 97,769,232         | 97,576,225        | 97,597,949  | 21,724         | 127,856,431         | 127,913,433      | 76.28%  |
| Secondary Panel                             | 50,912,824         | 49,456,184        | 49,620,212  | 164,028        | 65,433,246          | 65,433,246       | 75.58%  |
| Continuing Education                        | 4,024,931          | 3,747,276         | 3,886,010   | 138,734        | 5,192,000           | 5,299,104        | 70.72%  |
| Plant Operations                            | 14,615,948         | 13,685,885        | 13,991,959  | 306,074        | 18,245,000          | 18,655,945       | 73.36%  |
| Plant Maintenance                           | 2,519,842          | 2,869,842         | 2,967,975   | 98,133         | 3,900,000           | 4,047,239        | 70.91%  |
| Transportation                              | 8,526,541          | 8,224,732         | 8,387,055   | 162,323        | 9,479,000           | 9,530,744        | 86.30%  |
| <b>Total Operating Expenses</b>             | 184,515,642        | 181,716,560       | 182,577,258 | 860,698        | 237,854,011         | 238,647,843      | 76.14%  |
| Amortization                                | 7,703,061          | 8,142,130         | 8,123,417   | (18,713)       | 11,335,000          | 11,335,000       | 71.83%  |
| Interest Expenses                           | 4,173,881          | 3,710,981         | 3,779,485   | 68,504         | 4,387,000           | 4,123,074        | 90.01%  |
| Other                                       | 117,487            | 117,487           | 117,487     | 0              | 117,487             | 117,487          | 100.00% |
| Adjustments for compliance                  |                    | 642,602           | 642,602     | 0              | 856,803             | 856,803          | 75.00%  |
| <b>Total Expenditures</b>                   | 196,510,071        | 194,329,760       | 195,240,249 | 910,489        | 254,550,301         | 255,080,207      | 76.18%  |
| <b>Net Surplus/(Deficit) for Compliance</b> | <b>(2,948,939)</b> |                   |             | <b>771,538</b> | <b>529,906</b>      |                  |         |

**Chart: YTD Variance Per Operating Area**



**YTD Percentage of Annual Budget Completed**



**Cost Per Average Daily Enrolment:**

|                      | Forecast | Budget  | Variance | %    |
|----------------------|----------|---------|----------|------|
| Elementary Panel     | \$8,641  | \$8,645 | \$4      | 0.0% |
| Secondary Panel      | \$9,134  | \$9,134 | \$0      | 0.0% |
| Facilities Services  | \$1,008  | \$1,034 | \$25     | 2.5% |
| Board Administration | \$353    | \$354   | \$1      | 0.3% |



**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
JUNE 21, 2016**

*PUBLIC SESSION*

**TOPIC: CORRESPONDENCE  
CCSTA 2017 LETTER**

---



Growing together in the vineyard of Christ  
Grandir ensemble dans le vignoble du Seigneur

Join us in Niagara Falls for our annual CCSTA conference June 1-3, 2017,  
“growing together in the vineyard of Christ.”

*Venez nous rejoindre à Niagara Falls pour le congrès annuel de l'ACCEC, du 1-3  
juin 2017 et  
«Grandissons ensemble dans le vignoble du Seigneur.»*

Niagara Catholic District School Board  
427 Rice Rd  
Welland, ON  
L3C 7C1

Dear Chair McNeil,  
*Chers présidents McNeil,*

On behalf of the Conseil scolaire de District catholique Centre-Sud and the Niagara Catholic District School Board, co-hosts of the 2017 CCSTA convention, we welcome you to Niagara Falls for the 2017 Canadian Catholic School Trustees Association annual conference, June 1-3, 2017.

*Le Conseil scolaire de District catholique Centre-Sud et le Niagara Catholic District School Board, vous invitent à Niagara Falls pour le congrès annuel 2017 de l'Association canadienne des commissaires d'écoles catholiques, qui se tiendra du 1-3 juin.*

We have a very exciting conference planned for you, with some excellent speakers lined up and some top-notch entertainment, of course, all in the beautiful setting of Niagara with its rolling vineyards and the natural beauty of Niagara Falls. In addition to the wonder of Niagara Falls and an exceptional conference on Catholic Education, the Niagara region is a first class tourist destination in its own right, with plenty of fun activities for the whole family.

*Nous vous préparons un congrès des plus emballants avec d'excellents conférenciers et plusieurs activités, et tout cela, dans le décor enchanteur des chutes Niagara et des vignobles environnants. Reconnue mondialement, la région du Niagara est l'endroit par excellence pour le tourisme et les voyages en famille.*

Page 1 of 2



CONVENTION AND ANNUAL MEETING - CONGRÈS ET ASSEMBLÉE GÉNÉRALE ANNUELLE  
1-3 JUNE 2017 • NIAGARA FALLS • 1-3 JUIN 2017



Growing together in the vineyard of Christ  
Grandir ensemble dans le vignoble du Seigneur

With this letter, please find a memory stick with a short video highlighting some of the warmth and excitement that you can expect to find in Niagara next spring. We ask that you show this video at one of your board meetings so that our colleagues around the table may also get a taste of the beauty of Niagara and our most sincere welcome. Please join us in 2017 as we continue “growing together in the vineyard of Christ.”

*Accompagnée de cette lettre, veuillez trouver une clé USB contenant une courte vidéo de ce qui vous attend le printemps prochain à Niagara Falls. Nous vous demandons de présenter cette vidéo à l'occasion de vos réunions de conseil pour permettre à tous nos collègues à travers le Canada de s'imprégner des beautés de la région. Joignez-vous à nous en 2017 et «Grandissons ensemble dans le vignoble du Seigneur.»*

Sincerely,  
*Sincèrement,*

Fr. Paul MacNeil, Chair, Niagara Catholic District School Board  
*Père Paul MacNeil, président, Niagara Catholic District School Board*

Melinda Chartrand, chair, Conseil scolaire de District catholique Centre-Sud  
*Melinda Chartrand, présidente, Conseil scolaire de District catholique Centre-Sud*

PS. The conference hotel will begin booking June 20<sup>th</sup>. Book early, it will fill up quickly.  
*PS. Les réservations de l'hôtel débiteront le 20 juin. Faites vite pour assurer vos places!*

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
*JUNE 21, 2016***

***PUBLIC SESSION***

**TOPIC: TRUSTEE INFORMATION  
CALENDAR OF EVENTS – SEPTEMBER 2016**

---



# SEPTEMBER 2016



| Sun | Mon             | Tue                                     | Wed                                 | Thu                 | Fri | Sat                                   |
|-----|-----------------|---|-------------------------------------|---------------------|-----|---------------------------------------|
|     |                 | 1                                       | 2                                   | 1                   | 2   | 3                                     |
| 4   | 5<br>Labour Day | 6<br>First day of school                | 7<br>SEAC Meeting                   | 8                   | 9   | 10                                    |
| 11  | 12              | 13<br>SAL Meeting<br>CW Meeting         | 14<br>Foundation<br>Golf Tournament | 15<br>NCPIC Meeting | 16  | 17                                    |
| 18  | 19              | 20                                      | 21                                  | 22                  | 23  | 24<br>Niagara Wine<br>Festival Parade |
| 25  | 26              | 27<br>Policy Committee<br>Board Meeting | 28                                  | 29                  | 30  |                                       |
|     |                 |   |                                     |                     |     |                                       |