



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

AGENDA AND MATERIAL

BOARD MEETING

**TUESDAY, DECEMBER 20, 2016
7:00 P.M.**

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



8:30 p.m. Timed In Camera Item

A. ROUTINE MATTERS

1. Opening Prayers – Trustee Vernal -
2. Roll Call -
3. Approval of the Agenda -
4. Declaration of Conflict of Interest -
5. Minutes of the Board Meeting
 - 5.1 November 1, 2016 A5.1
 - 5.2 November 22, 2016 A5.2
 - 5.3 December 6, 2016 A5.3
6. Consent Agenda Items
 - 6.1 Unapproved Minutes of the Committee of the Whole Meeting of December 6, 2016 and Consideration of Recommendations A6.1
 - 6.1.1 Administration of Oral Medication to Students Policy (302.2) A6.1.1
 - 6.1.2 Accessibility Customer Service Policy (800.8.1) A6.1.2
 - 6.1.3 Access to Board Premises – Safe Schools Policy (302.6.3) A6.1.3
 - 6.1.4 Progressive Student Discipline Policy (302.6.9) A6.1.4
 - 6.1.5 Lakeshore Catholic High School Building Envelope Upgrade Tender A6.1.5
 - 6.2 Approved Minutes of the Niagara Catholic Parent Involvement Committee (NCPIC) Meeting of May 12, 2016 A6.2
 - 6.3 Approved Minutes of the Staff Wellness Committee Meeting of October 18, 2016 A6.3
 - 6.4 Approved Minutes of the Special Education Advisory Committee (SEAC) Meeting of November 2, 2016 A6.4
 - 6.5 Approved Minutes of the Saint Michael and Saint Paul Catholic Elementary and Secondary Family of Schools Ad Hoc Committee Meeting of November 15, 2016 A6.5
 - 6.6 Approved Minutes of the Saint Michael and Saint Paul Catholic Elementary and Secondary Family of Schools Ad Hoc Committee Meeting of November 28, 2016 A6.6
 - 6.7 Appointment of Niagara Catholic District School Board Special Education Advisory Committee (SEAC) Members 2014-2018 A6.7
 - 6.8 Director of Education’s Annual Report 2016 A6.8
 - 6.9 In-Camera Agenda Items F1, F2, F4.1, F4.2, F5, F6 and F7 -

B. DELEGATIONS/PRESENTATIONS

- | | |
|-------------------------|----|
| 1. Christmas Cards 2016 | B1 |
|-------------------------|----|

C. COMMITTEE AND STAFF REPORTS

- | | |
|--|------|
| 1. School Excellence Program
St. Theresa Catholic Elementary School | C1 |
| 2. Artificial Turf Field Agreement - Saint Paul Catholic High School | C2 |
| 3. Trustee Expenses and Reimbursement – Fiscal Year 2015-2016 | C3 |
| 4. Trustee Honorarium for the Year December 1, 2016 to November 30, 2017 | C4 |
| 5. Financial Reports | |
| 5.1 Revised Estimate for the Year 2016-2017 | C5.1 |
| 5.2 Financial Reports as at November 30, 2016 | C5.2 |

D. TRUSTEE ITEMS, OPEN QUESTION PERIOD & OTHER BUSINESS

- | | |
|--|------|
| 1. Correspondence | - |
| 1.1 November 22, 2016 Letter from Crawford, Smith & Swallow Chartered Accountants | D1.1 |
| 2. Report on Trustee Conferences Attended | - |
| 3. General Discussion to Plan for Future Action | - |
| 4. Trustee Information | |
| 4.1 Spotlight on Niagara Catholic – December 6, 2016 | D4.1 |
| 4.2 Calendar of Events – January 2017 | D4.2 |
| 4.3 OCSTA Information – December 2, 2016 | D4.3 |
| 4.4 OCSTA Information – December 9, 2016 | D4.4 |
| 4.5 OCSTA Information – December 16, 2016 | D4.5 |
| 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
DECEMBER 20, 2016**

PUBLIC SESSION

**TITLE: MINUTES OF THE SPECIAL BOARD MEETING OF
NOVEMBER 1, 2016**

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Minutes of the Special Board Meeting of November 1, 2016, as presented.



MINUTES OF THE SPECIAL BOARD MEETING

**TUESDAY, NOVEMBER 1, 2016
5:00 P.M.**

Minutes of the Special Meeting of the Niagara Catholic District School Board, held on November 1, 2016 at 5:00 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 5:00 p.m. by Chair MacNeil.

A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayer were led by Chair MacNeil.

2. Roll Call

Chair MacNeil noted that Trustee Charbonneau and Steve Wilson, Board Legal Council joined the Special Board meeting electronically and Trustees Fera and Nieuwesteeg were 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; **Anna Pisano**, Recording Secretary/Administrative Assistant, Corporate Services & Communications

3. Approval of the Agenda

Moved by Trustee Vernal
Seconded by Trustee O'Leary

THAT the Niagara Catholic District School Board approve the Agenda of the Special Board Meeting of November 1, 2016, as presented.

CARRIED

4. Disclosure of Interest

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

B. BUSINESS IN CAMERA

Moved by Trustee Charbonneau
Seconded by Trustee Burtnik

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 Special Board Meeting at 5:05 p.m. and reconvened at 5:50 p.m.

C. REPORT ON THE IN-CAMERA SESSION

Moved by Trustee Charbonneau
Seconded by Trustee Burtnik

THAT the Committee of the Whole report the motions from the In Camera Session of the Special Board Meeting of November 1, 2016.

CARRIED

D. MOMENT OF SILENT REFLECTION FOR LIFE

E. ADJOURNMENT

Moved by Trustee Burtnik
Seconded by Trustee O'Leary

THAT the November 1, 2016 Special Meeting of the Niagara Catholic District School Board be adjourned.

CARRIED

This meeting was adjourned at 5:51 p.m.

Minutes of the Special Meeting of the Niagara Catholic District School Board held on **November 1, 2016**.

Approved on the **November 22, 2016**.

Fr. Paul MacNeil
Chair of the Board

John Crocco
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
DECEMBER 20, 2016**

PUBLIC SESSION

**TITLE: MINUTES OF THE BOARD MEETING OF
NOVEMBER 22, 2016**

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Minutes of the Board Meeting of November 22, 2016, as presented.



MINUTES OF THE BOARD MEETING

TUESDAY, NOVEMBER 22, 2016

Minutes of the Meeting of the Niagara Catholic District School Board, held on Tuesday, November 22, 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 Chair MacNeil.

A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayers were led by Trustee O'Leary.

2. Roll Call

Chair MacNeil noted that all Trustees and Student Trustees were in attendance.

Trustee	Present	Present Electronically	Absent	Excused
Kathy Burtnik	✓			
Maurice Charbonneau	✓			
Frank Fera	✓			
Fr. Paul MacNeil	✓			
Ed Nieuwesteeg	✓			
Ted O'Leary	✓			
Dino Sicoli	✓			
Pat Vernal	✓			
Student Trustees				
Kira Petriello	✓			
Nico Tripodi	✓			

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, Corporate Services & Communications

3. Approval of the Agenda

Moved by Trustee Charbonneau

Seconded by Trustee Vernal

THAT the Niagara Catholic District School Board approve the Agenda of the Board Meeting of November 22, 2016, as presented.

CARRIED

4. Declaration of Conflict of Interest

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

5. Approval of Minutes of the Board Meetings

5.1 October 11, 2016

Moved by Trustee Sicoli

Seconded by Trustee Vernal

THAT the Niagara Catholic District School Board approve the Minutes of the Board Meeting of October 11, 2016, as presented.

CARRIED

5.2 October 25, 2016

Moved by Trustee Sicoli

Seconded by Trustee Vernal

THAT the Niagara Catholic District School Board approve the Minutes of the Board Meeting of October 25, 2016, as presented.

CARRIED

6. Consent Agenda Items

6.1 Unapproved Minutes of the Committee of the Whole Meeting of November 8, 2016

THAT the Niagara Catholic District School Board receive the unapproved Minutes of the Committee of the Whole Meeting of November 8, 2016, as presented.

6.2 Approved Minutes of the Niagara Catholic Parent Involvement Committee (NCPIC) of May 12, 2016

THAT the Niagara Catholic District School Board receive the approved Minutes of the Niagara Catholic Parent Involvement Committee Meeting of May 12, 2016, as presented for information.

6.3 Approved Minutes of the Open Audit Committee Meeting of September 23, 2016

THAT the Niagara Catholic District School Board receive the approved Minutes of the Open Audit Committee Meeting of September 23, 2016, as presented for information.

6.4 Approved Minutes of the Special Education Advisory Committee (SEAC) Meeting of October 5, 2016

THAT the Niagara Catholic District School Board receive the approved Minutes of the Special Education Advisory Committee Meeting of October 5, 2016, as presented for information.

6.5 Approved Minutes of the Saint Michael and Saint Paul Catholic Elementary and Secondary Family of Schools Ad Hoc Committee Meeting of November 3, 2016

THAT the Niagara Catholic District School Board receive the approved Minutes of the Saint Michael and Saint Paul Catholic Elementary and Secondary Family of Schools Ad Hoc Committee Meeting of November 3, 2016, as presented for information.

6.6 Approved Minutes of the Saint Michael and Saint Paul Catholic Elementary and Secondary Family of Schools Ad Hoc Committee Meeting of November 9, 2016

THAT the Niagara Catholic District School Board receive the approved Minutes of the Saint Michael and Saint Paul Catholic Elementary and Secondary Family of Schools Ad Hoc Committee Meeting of November 9, 2016, as presented for information.

6.7 Approved Minutes of the Saint Michael and Saint Paul Catholic Elementary and Secondary Family of Schools Ad Hoc Committee Meeting of November 10, 2016

THAT the Niagara Catholic District School Board receive the approved Minutes of the Saint Michael and Saint Paul Catholic Elementary and Secondary Family of Schools Ad Hoc Committee Meeting of November 10, 2016, as presented for information.

6.8 Appointment of Community Representative(s) to the Niagara Catholic Parent Involvement Committee

THAT the Niagara Catholic District School Board approve the appointment of the following community members to serve as Community Representatives on the NCPIC for the 2016-2017 term:

Leone Strilec - St. Catharines Diocesan Council for Development and Peace (Appendix A)
Shelley Gilbert – St. Vincent de Paul society (Appendix B)

6.9 Extended Overnight Field Trip, Excursion and Exchange

Presented for information.

6.10 In-Camera Items F1, F2, F4.1, F4.2, F5, F5.1, F6, F7 and F8.1

Moved by Trustee Fera
Seconded by Trustee O’Leary

THAT the Niagara Catholic District School Board adopt the consent agenda items.
CARRIED

B. DELEGATIONS/PRESENTATIONS

Nil

C. COMMITTEE AND STAFF REPORTS

1. School Excellence Program – Mother Teresa Catholic Elementary School

Director Crocco provided background information on the monthly School Excellence Program. Yolanda Baldasaro, Superintendent of Education introduced Margaret Marion, Principal of Mother Teresa Catholic Elementary School.

Principal Marion, with the assistance of students and staff showcased Mother Teresa Catholic Elementary School as part of the School Excellence Program.

Trustee Charbonneau, Vice-Chair Burtnik and Chair MacNeil thanked Principal Marion, the staff and students for their presentation.

2. Financial Reports

2.1 Audited Consolidated Financial Statements 2015-2016

Giancarlo Vetrone, Superintendent of Business & Financial Services introduced Mark Palumbi, CPA, CA Crawford, Smith and Swallow Chartered Accountants LLP.

Mr. Palumbi presented the Audited Consolidated Financial Statements 2015-2016.

Moved by Trustee Vernal
Seconded by Trustee Sicoli

THAT the Niagara Catholic District School Board approve the Audited Consolidated Financial Statements 2015-2016, as presented.

CARRIED

2.2 Financial Report 2016-2017 as at October 31, 2016

Superintendent Vetrone presented the Financial Report 2016-2017 as at October 31, 2016 for information.

D. TRUSTEE ITEMS, OPEN QUESTION PERIOD & OTHER BUSINESS

1. Correspondence

Nil

2. Report on Trustee Conferences Attended

Student Trustees Kira Petriello and Nico Tripodi presented information on the OSTA-AECO Fall General Meeting 2016 they attended.

3. General Discussion to Plan for Future Action

Director Crocco noted a report on the continued implementation and expansion of French Immersion as well as the Revised Budgetary Estimates for this current school year will be brought to the December Board meeting. Recommendations from the Board's Attendance Area Review Ad Hoc Committee will be brought to the January 2017 Committee of the Whole meeting. Also in January, discussion and consultation for the design of the 2017-2018 System Priorities and Budget will take place.

4. Trustee Information

4.1 Spotlight on Niagara Catholic – November 8, 2016

Director Crocco highlighted the November 8, 2016 Spotlight on Niagara Catholic.

4.2 Calendar of Events – December 2016

Director Crocco reviewed the Calendar of Events - December, 2016 for Trustees information.

4.3 Annual Organizational Meeting of the Board – December 6, 2016 – 6:00 P.M.

Director Crocco reminded Trustees of the Annual Organizational Meeting of the Board on December 6, 2016 at 6:00 p.m.

4.4 December Committee of the Whole Meeting – December 6, 2016 – 7:00 P.M.

Director Crocco reminded Trustees of the December Committee of the Whole Meeting on December 6, 2016 at 7:00 p.m.

4.5 Annual Administrators, Trustees, Parish Priests, Faith Formation – December 15, 2016

Director Crocco asked Trustees to confirm their attendance to the Annual Administrators, Trustees, Parish Priests, Faith Formation of December 15, 2016 with Anna Pisano, Administrative Assistant to Corporate Services & Communications.

4.6 Ontario Well Being Strategy for Education

Director Crocco highlighted the correspondence with the Office of the Premier of Ontario regarding the Ontario Well Being Strategy for Education. Trustees were invited to respond to the survey link in the Ontario Well Being Strategy.

4.7 OCSTA November 14, 2016 Memorandum – Fall Economic Statement

Director Crocco highlighted the November 14, 2016 OCSTA Memorandum regarding the Minister of Finance's Fall Economic Statement.

4.8 OCSTA 87th Annual General Meeting & Conference – April 27-29, 2017

Director Crocco reminded Trustees of the OCSTA 87th Annual General Meeting & Conference taking place on April 27-29, 2017.

Director Crocco asked Trustees to confirm their attendance with Anna Pisano.

5. Open Question Period

None Submitted

E. NOTICES OF MOTION

F. BUSINESS IN CAMERA

Moved by Trustee Sicoli

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 7:55 p.m. and reconvened at 9:54 p.m.

G. REPORT ON THE IN-CAMERA SESSION

Moved by Trustee Sicoli

Seconded by Trustee Nieuwesteeg

THAT the Niagara Catholic District School Board report the motions from the In Camera Session of the Board Meeting of November 22, 2016.

CARRIED

SECTION A: STUDENT TRUSTEES PRESENT

Moved by Trustee Fera

Seconded by Trustee O'Leary

THAT the Niagara Catholic District School Board approve the Minutes of the In Camera Session of the Board Meeting - SECTION A: Student Trustees Present of October 25, 2016, as presented.

CARRIED (Item F1)

Moved by Trustee Fera

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 A: Student Trustees Present of November 8, 2016, as presented.

SECTION B: STUDENT TRUSTEES EXCLUDED

Moved by Trustee Fera

Seconded by Trustee O'Leary

THAT the Niagara Catholic District School Board approve the Minutes of the In Camera Session of the Board Meeting - SECTION B: Student Trustees Excluded of October 11, 2016, as presented.

CARRIED (Item F4.1)

Moved by Trustee Fera

Seconded by Trustee O'Leary

THAT the Niagara Catholic District School Board approve the Minutes of the In Camera Session of the Board Meeting - SECTION B: Student Trustees Excluded of October 25, 2016, as presented.

CARRIED (Item F4.2)

Moved by Trustee Fera
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 November 8, 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 November 8, 2016:

Moved by Trustee Fera
Seconded by Trustee O'Leary

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 O'Leary

THAT the Niagara Catholic District School Board approve the recommendation as outlined in Item F8.1 of the In Camera Agenda.

CARRIED (Item F8.1)

Moved by Trustee Burtnik
Seconded by Trustee Fera

THAT the Niagara Catholic District School Board approve the recommendation as outlined in Item F8.2 of the In Camera Agenda.

CARRIED (Item F8.2)

Moved by Trustee Burtnik
Seconded by Trustee Vernal

THAT the Niagara Catholic District School Board approve the recommendation as outlined in Item F8.3 of the In Camera Agenda.

CARRIED (Item F8.3)

Moved by Trustee Vernal
Seconded by Trustee Charbonneau

THAT the Niagara Catholic District School Board approve the recommendation as outlined in Item F8.5 of the In Camera Agenda.

CARRIED (Item F8.5)

Moved by Trustee O'Leary
Seconded by Trustee Burtnik

THAT the Niagara Catholic District School Board extend the Board meeting.

CARRIED

Moved by Trustee Nieuwesteeg
Seconded by Trustee Fera

THAT the Niagara Catholic District School Board approve the recommendation as outlined in Item F10 of the In Camera Agenda.

CARRIED (Item F10)

H. FUTURE MEETINGS AND EVENTS

I. MOMENT OF SILENT REFLECTION FOR LIFE

J. ADJOURNMENT

Moved by Trustee Vernal

Seconded by Trustee O'Leary

THAT the November 22, 2016 meeting of the Niagara Catholic District School Board be adjourned.

CARRIED

This meeting was adjourned at 9:55 p.m.

Minutes of the Meeting of the Niagara Catholic District School Board held on **November 22, 2016**.

Approved on **December 20, 2016**.

Fr. Paul MacNeil
Chair of the Board

John Crocco
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
DECEMBER 20, 2016**

PUBLIC SESSION

**TITLE: MINUTES OF THE ORGANIZATIONAL MEETING OF THE
BOARD OF DECEMBER 6, 2016**

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Minutes of the Organizational Meeting of the Board of December 6, 2016, as presented.



MINUTES OF THE ANNUAL ORGANIZATIONAL MEETING OF THE BOARD

TUESDAY, DECEMBER 6, 2016

Minutes of the Annual Organizational Meeting of the Niagara Catholic District School Board, held on Tuesday, December 1, 2015, at 6:00 p.m. in the Father Kenneth Burns C.S.C. Board Room, at the Catholic Education Centre, 427 Rice Road, Welland.

A. ROUTINE MATTERS

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

The meeting was called to order at 6:00 p.m. by Chief Executive Officer and Director of Education John Crocco, in accordance with section 208-4 of the Education Act.

Director Crocco thanked Bishop Bergie, Honorary Chair of the Board, the Blessed Trinity Catholic Secondary School Jazz Choir, school and system administrators, special guests, family and friends for attending the Annual Organizational Meeting of the Board.

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

On behalf of all in attendance, the Director expressed gratitude to Bishop Bergie for his faith filled leadership, presence, guidance and teaching, as well as his valued partnership with Niagara Catholic. Niagara Catholic is grateful for Bishop Bergie's continuous support and celebration of the importance and excellence of Niagara Catholic schools, the Board, administrators and staff as Niagara Catholic models and shares the teachings of Jesus and the Church.

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

Bishop Bergie opened the 2016 Annual Organizational Meeting of the Board with a dedicated prayer.

His Excellency then thanked Director Crocco for his kind words and the opportunity to participate in the Annual Organizational Meeting of the Board. He expressed appreciation for the partnership between Niagara Catholic and the Diocese of St. Catharines.

Bishop Bergie described Niagara Catholic as a community of various individuals that help bring our children to Christ. That we are a system working together to bring all closer to Christ our Lord. The holier we become the holier we become as a community. Bishop Bergie thanked Niagara Catholic District School Board for all they do for Catholic Education.

Director Crocco thanked Bishop Bergie for his inspiring message, for his presence and for his continued support.

3. Roll Call

Director Crocco noted that Bishop Bergie and all Trustees were in attendance. Student Trustees will be arriving following the Student Senate meeting and Giancarlo Vetrone, Superintendent of Business & Financial Services was excused from the 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	✓			
Student Trustees				
Kira Petriello	✓			
Nico Tripodi	✓			

Special Guest:

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

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

4. Approval of the Agenda

Moved by Trustee Burtnik

Seconded by Trustee Vernal

THAT the Niagara Catholic District School Board approve the Agenda of the Annual Organizational Meeting of the Board of December 6, 2016, as presented.

CARRIED

5. Declaration of Conflict of Interest

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

6. Blessed Trinity Catholic Secondary School Jazz Choir

Yolanda Baldasaro, Superintendent of Education, welcomed the Blessed Trinity Catholic Secondary School Jazz Choir, Joe Zaroda, Principal, Fran Brockenshire and Dominic Scozzafava, Vice-Principals and Angela Maccaroni, Music Director.

The Jazz Choir from Blessed Trinity Catholic Secondary School performed three advent songs for the Board.

Director Crocco, on behalf of Trustees, Senior Staff and everyone present, congratulated and thanked the students of Blessed Trinity Catholic Secondary School for sharing their angelic voices.

Trustee MacNeil joined Director Crocco in presenting the students with Niagara Catholic “Excellence in the Arts” pins to wear proudly with their uniform.

7. Election Procedures

Director Crocco reviewed the procedures for the election of the Chairperson and Vice-Chairperson in accordance with Section 8 Subsection 4 of the Board By-Laws, asked if there were any questions of the procedures before proceeding and appointed Bill Amadio, Board Solicitor and Ted Farrell, Superintendent of Education, as scrutineers.

8. Election of Chairperson

Director Crocco called for nominations for the position of Chair of the Board.

Moved by Trustee Vernal

THAT Trustee MacNeil be nominated for the position of Chairperson of the Niagara Catholic District School Board to hold office from December 6, 2016 until the December 2017 Inaugural Meeting of the Board.

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

Moved by Trustee Charbonneau

THAT Trustee Burtnik be nominated for the position of Chairperson of the Niagara Catholic District School Board to hold office from December 6, 2016 until the December 2017 Inaugural Meeting of the Board.

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

Following three calls for nominations there were no further nominations forthcoming.

Moved by Trustee Fera

Seconded by Trustee Charbonneau

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

CARRIED

Following the counting of the ballots, a tie was declared. A second vote was taken and was also declared a tie. In compliance with Board By-Laws, the two nominees drew straws for the position of Chairperson alphabetically by last name with the person drawing the long straw

elected. Trustee MacNeil was elected by straw ballot to the position of Chairperson of the Niagara Catholic District School Board until the Annual Organizational Meeting of the Board in 2017.

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

Moved by Trustee Burtnik

Seconded by Trustee Vernal

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

CARRIED

9. Election of Vice-Chairperson

Chair MacNeil called for nominations for the position of Vice-Chair of the Board.

Moved by Trustee Nieuwesteeg

THAT Trustee Burtnik be nominated for the position of Vice-Chairperson of the Niagara Catholic District School Board to hold office from December 6, 2016 until the December 2017 Inaugural Meeting of the Board.

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

Moved by Trustee Sicoli

THAT Trustee Vernal be nominated for the position of Vice-Chairperson of the Niagara Catholic District School Board to hold office from December 6, 2016 until the December 2017 Inaugural Meeting of the Board.

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

Following three calls for nominations there were no further nominations forthcoming.

Moved by Trustee O'Leary

Seconded by Trustee Nieuwesteeg

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

CARRIED

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

Moved by Trustee Charbonneau

Seconded by Trustee Nieuwesteeg

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

CARRIED

10. Chairperson's Remarks

Chair MacNeil thanked the Board of Trustees for their confidence in his continued role as Board chair. He noted Niagara Catholics unwavering commitment to Catholic education in Niagara and Ontario, the value of a Board of Trustees working together to guide and protect the board and that as we face the future with all its challenges and opportunities, we must face that future together, not just as a board of 8 trustees, but all 25,000 of us.

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

11. Vice-Chairperson's Remarks

Trustee Burtnik expressed the importance of Catholic Education and the need to hold it sacred, to continue to share the good news with all we meet and to move our staff, students and communities ever closer to the face of God.

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

B. COMMITTEE AND STAFF REPORTS

1. Board Committees

Director Crocco presented the Report on Board Committees, in accordance with Board By-Law 19 which calls for Trustee membership on Board Ad Hoc, Statutory, Standing and Liaison Committees until November 30, 2017.

Director Crocco stated that members to the committees are appointed by the Chairperson of the Board in consultation with the Vice-Chairperson of the Board. He asked that Trustees submit their completed form to the Office of the Director of Education by the December 20, 2016 Board Meeting.

Moved by Trustee Sicoli

Seconded by Trustee Nieuwesteeg

THAT the Niagara Catholic District School Board approve the continuation of the following Ad Hoc Committees for the year 2017:

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

CARRIED

C. MOMENT OF SILENT REFLECTION FOR LIFE

D. ADJOURNMENT

Moved by Trustee Charbonneau

Seconded by Trustee O'Leary

THAT the December 6, 2016 Annual Organizational Meeting of the Niagara Catholic District School Board be adjourned.

CARRIED

This meeting was adjourned at 7:15 p.m.

Minutes of the Annual Organizational Meeting of the Niagara Catholic District School Board held on **December 6, 2016.**

Approved on **December 20, 2016.**

Fr. Paul MacNeil
Chairperson of the Board

John Crocco
Director of Education/Secretary -Treasurer

CHAIRPERSON FR. PAUL MACNEIL'S REMARKS

**Annual Organizational Meeting
of the Niagara Catholic District School Board
December 6, 2016**

Bishop Bergie, Vice chair Burtnik, fellow trustees, director Crocco, superintendents, administration and honoured guests. I would like once again to thank the board of trustees for their confidence in me in my continued role as board chair.

In my role as chair for the past several years, I have learned three things about us as a board.

First, I have learned first hand of our unwavering commitment to Catholic education in Niagara and Ontario. If I may point out one particularly positive initiative, the new religion curriculum developed by the Bishops of Ontario is stunning in its depth and breadth. I must commend the bishops of Ontario and all those who have worked so hard at making this a reality. I foresee over time that this will have an incredibly positive impact on our board.

Secondly, I have learned first hand of the value of a board of trustees working together to guide and protect our board. Now, more so than ever, we are a group of 8 individuals with strong and passionate ideals, but we come together as one body, sharing a deep concern for the spiritual well-being of our children. Scott Peck in his book "The road less travelled" had a name for this care for the spiritual well being of another: he called it love. It is the foundation of our organization.

Thirdly, as we face the future with all its challenges and opportunities, we must face that future together, not just as a board of 8 trustees, but all 25,000 of us. And here I turn to our 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."

This statement is anchored in another statement, which comes first in every way: our mission to love one another as Christ has loved us. So I conclude with a quotation from Paul's letter to the Ephesians:

"I therefore, the prisoner in the Lord, beg you to lead a life worthy of the calling to which you have been called, with all humility and gentleness, with patience, bearing with one another in love, 3 making every effort to maintain the unity of the Spirit in the bond of peace. There is one body and one Spirit, just as you were called to the one hope of your calling, 5 one Lord, one faith, one baptism, one God and Father of all, who is above all and through all and in all." (Ephesians 4: 1-6)

May God bless you tonight and always. Fr. Paul MacNeil

VICE-CHAIRPERSON KATHY BURTNİK'S REMARKS

**Annual Organizational Meeting
of the Niagara Catholic District School Board
December 6, 2016**

We have so much to celebrate in our rich history. We have a remarkable, dedicated staff who constantly bring the light and the life of Christ into our classrooms, hallways, offices and communities. The coming year will be marked with challenges and opportunities. We will only be able to meet those challenges, and take the opportunities if we are committed as trustees, not to our own motives, but to the collective mission of Catholic education here in Niagara. We have our Bishop & a Diocese of parishioners who count on us to keep the gift of Catholic education fully alive. We have parents and guardians who for a multitude of very personal reasons choose Niagara Catholic to help raise their children to be all they can be in this world. We have students from 3 to 93 who are counting on us to be the hands, the feet and the heart of Christ.

We must continue to build relationships with each other and with all those who have an interest in Catholic education. I know I said this last year, but it bears repeating - We are all aware of the constant whispers calling for the discontinued funding of our schools. We cannot dismiss them, we can however diminish their noise by loudly and proudly proclaiming our distinctiveness. If we can continue to do this, as we did this past year, without using words, by simply living out the gospel story of peace, love, acceptance and forgiveness we will have accomplished great things in our community. We will have honoured the sacrifices of those that have gone before us in building the foundation upon which we stand. This moment of promise has been given to each of us, we are not here by mistake, let's hold it sacred and continue to share the good news with all we meet.

I look forward to working with Father Paul in moving our staff, students and communities ever closer to the face of God.

Wishing you all of God's blessings – blessings of Peace, of Love and of Joy.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
DECEMBER 20, 2016**

PUBLIC SESSION

**TITLE: UNAPPROVED MINUTES OF THE COMMITTEE OF THE
WHOLE MEETING OF DECEMBER 6, 2016**

RECOMMENDATION

THAT the Niagara Catholic District School Board receive the unapproved Minutes of the Committee of the Whole Minutes of December 6, 2016, as presented.

The following recommendations are being presented for the Board's consideration from the Committee of the Whole Meeting of December 6, 2016:

6.1.1 Administration of Oral Medication to Students Policy (302.2)

THAT the Niagara Catholic District School Board approve the Administration of Oral Medication to Students Policy (302.2), as presented.

6.1.2 Accessibility Customer Service Policy (800.8.1)

THAT the Niagara Catholic District School Board approve the Accessibility Customer Service Policy (800.8.1), as presented.

6.1.3 Access to Board Premises – Safe Schools Policy (302.6.3)

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

6.1.4 Progressive Student Discipline Policy (302.6.9)

THAT the Niagara Catholic District School Board approve the Progressive Student Discipline Policy (302.6.9), as presented.

6.1.5 Lakeshore Catholic High School Building Envelope Upgrade Tender

THAT the Niagara Catholic District School Board approve the Award of Construction Tender for the Building Envelope Upgrade at Lakeshore Catholic High School to Manorcore Group Inc. for \$865,600 (HST excluded), as presented.



MINUTES OF THE COMMITTEE OF THE WHOLE MEETING TUESDAY, DECEMBER 6, 2016

Minutes of the Meeting of the Committee of the Whole of the Niagara Catholic District School Board, held on Tuesday, December 6, 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 7:33 p.m. by Vice-Chair Burtnik.

A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayer was led by Trustee Sicoli

2. Roll Call

Vice-Chair Burtnik noted that Giancarlo Vetrone, Superintendent of Business & Financial Services was excused from the Committee of the Whole 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	✓			
Student Trustees				
Kira Petriello	✓			
Nico Tripodi	✓			

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

3. Approval of the Agenda

Moved by Trustee Charbonneau

THAT the Committee of the Whole approve the Agenda of the Committee of the Whole Meeting of December 6, 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 November 8, 2016

Moved by Trustee Charbonneau

THAT the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting of November 8, 2016, as presented.

CARRIED

6. Consent Agenda Items

6.1 Unapproved Minutes of the Policy Committee Meeting of November 22, 2016

THAT the Committee of the Whole receive the Unapproved Minutes of the Policy Committee Meeting of November 22, 2016, as presented.

6.2 Approval of Administration of Oral Medication to Students Policy (302.2)

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Administration of Oral Medication to Students Policy (302.2), as presented.

6.3 Approval of Accessibility Customer Service Policy (800.8.1)

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Accessibility Customer Service Policy (800.8.1), as presented.

6.4 Approval of Access to Board Premises – Safe Schools Policy (302.6.3)

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

6.5 Approval of Progressive Student Discipline Policy (302.6.9)

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Progressive Student Discipline Policy (302.6.9), as presented.

6.6 Staff Development Department Professional Development Opportunities

Presented for information.

6.7 Capital Projects Update

Presented for information.

6.8 In Camera Items F.1 and F.3

Moved by Trustee Sicoli

THAT the Committee of the Whole adopt the consent agenda items.

CARRIED

B. PRESENTATIONS

Nil

C. COMMITTEE AND STAFF REPORTS

1. Niagara Catholic French Immersion Program Update

Mark Lefebvre, Superintendent of Education presented the Niagara Catholic French Immersion Program Update report for Trustee information.

Superintendent Lefebvre answered questions of Trustees.

2. Lakeshore Catholic High School Building Envelope Upgrade Tender

Scott Whitwell, Controller of Facilities Services presented the result of the Lakeshore Catholic High School Building Envelope Upgrade Tender.

Controller Whitwell answered questions of Trustees.

Moved by Trustee Sicoli

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Award of Construction Tender for the Building Envelope Upgrade at Lakeshore Catholic High School to Manorcove Group Inc. for \$865,600 (HST excluded), as presented.

3. Committee of the Whole System Priorities and Budget 2016-2017 Update

Director Crocco along with Senior Administrative Council provided a verbal and visual update on the implementation of the annual Board approved System Priorities and Budget 2016-2017.

Director Crocco and Senior Administrative Council answered questions of Trustees. Trustee Charbonneau thanked Director Crocco and Senior Administrative Council for the clarity, informative and professionalism of the monthly System Priority and Budget Report which provides valuable and current information to Trustees which is used in making decisions by the Board.

4. Monthly Updates

4.1 Student Trustees' Update

Kira Petriello and Nico Tripodi, Student Trustees, presented a brief verbal update on the current activities of the Student Senate.

4.2 Senior Staff Good News Update

Senior Staff highlights included:

Superintendent Farrell

- Isabella Dayaram, a Grade 6 student at Assumption Catholic Elementary School was announced the winner of the Fire Prevention poster contest sponsored by the St. Catharines Fire Services. Isabella's poster was chosen from hundreds of entries and will be displayed on the side of 70 St. Catharines public transit busses.
- St. Theresa Catholic Elementary School, Saint Catharines ECE Nancy Ricci and ELKP Teacher Allison Szalai were awarded the Kindergarten Team Award for their outstanding kindergarten partnerships at the Early Childhood Community Centres 20th Annual Awards of Excellence celebration.

Superintendent Lefebvre

- There were approximately 470 new Kindergarten registrations that took place on November 23, 2016, the first day of Kindergarten registration for 2017-2018.

Superintendent Baldasaro

- This past month, the Junior division students at St. James Catholic Elementary School participated in the "Meaning of Home" writing challenge to help make difference in our world. Habitat for Humanity and Genworth Canada have partnered together to support this Canada wide writing challenge. Every written entry results in a ten dollar donation to the Habit to Humanity program, with winners to be announced in January 2017. St. James students have created several original and heartfelt entries, and have raised \$740.00 for Habitat for Humanity.
- Saint Francis Catholic Secondary School music students placed in the top 5 from all entries in the Country 89 Christmas Song Contest. The talented students and their music teachers will visit Country 89 on Friday December 9, 2016 at 8 a.m. and will perform their songs at approximately 8:10 a.m.

Superintendent Forsyth-Sells

- The Fourth Annual Film Festival hosted by Niagara Regional Police Service, with assistance from community partners, including Pro-Action - Cops and Kids, was held Thursday, December 1, 2016 at the Landmark Theater with Niagara secondary schools. This year's topic of "Drugged Driving" is one of growing concern. Niagara Catholic schools were well represented with their video submissions. The first place winning submission was awarded to Notre Dame College School, second place to Saint Michael Catholic High School, and third place to Denis Morris Catholic High School.

D. INFORMATION

1. Trustee Information

1.1 Spotlight on Niagara Catholic – November 22, 2016

Director Crocco highlighted the Spotlight on Niagara Catholic – November 22, 2016 issue for Trustees information.

1.2 Calendar of Events – December 2016

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

Director Crocco reminded Trustees of the December 15, 2016 Faith Formation at Club Roma, St. Catharines beginning at 11:00 a.m.

Director Crocco reminded Trustees of the Boards Annual Advent and Christmas gathering following the December Board meeting in the Holy Cross Community Room.

E. OTHER BUSINESS

1. General Discussion to Plan for Future Action

- 1.1** Director Crocco announced that work is well underway in implementing the 2016-2017 phase of the Board's Long Term Accommodation Plan.
- 1.2** Director Crocco informed the Board that Ad Hoc Committee for the Attendance Area Review in Niagara Falls will have their final meeting on December 14, 2016 with a recommendation to be brought forth at the January 2017 Committee of the Whole meeting.
- 1.3** Discussions on the System Priorities and Budget for 2017-2018 will commence at the January 2017 Committee of the Whole meeting.
- 1.4** Controller Whitwell announced that funding for the St. Nicholas Catholic Elementary School joint venture has been denied by the Ministry of Education. Director Crocco added that a report on future options will be presented in the new year.

F. BUSINESS IN CAMERA

Moved by Trustee Charbonneau

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

CARRIED

The Committee of the Whole moved into the In Camera Session of the Committee of the Whole Meeting at 8:32 p.m. and reconvened at 9:15 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 December 6, 2016.

CARRIED

SECTION A: STUDENT TRUSTEES INCLUDED

Moved by Trustee Sicoli

THAT the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting - In Camera Session (Section A: Student Trustees Included) held on November 8, 2016, as presented.

CARRIED (Item F1)

SECTION B: STUDENT TRUSTEES EXCLUDED

Moved by Trustee Sicoli

THAT the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting - In Camera Session (Section B: Student Trustees Excluded) held on November 8, 2016, as presented.

CARRIED (Item F4)

H. ADJOURNMENT

Moved by Trustee Charbonneau

THAT the December 6, 2016 Committee of the Whole Meeting be adjourned.

CARRIED

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

Minutes of the Committee of the Whole Meeting of the Niagara Catholic District School Board held on **December 6, 2016.**

Approved on **January 17, 2017.**

Kathy Burtnik
Vice-Chair of the Board

John Crocco
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
DECEMBER 20, 2016**

PUBLIC SESSION

**TITLE: ADMINISTRATION OF ORAL MEDICATION TO STUDENTS
POLICY (302.2)**

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Administration of Oral Medication to Students Policy (302.2), as presented

Prepared by: Yolanda Baldasaro, Superintendent of Education

Presented by: Policy Committee

Recommended by: Committee of the Whole

Date: December 20, 2016



Niagara Catholic District School Board

ADMINISTRATION OF ORAL MEDICATION TO STUDENTS

STATEMENT OF POLICY

300 – School/Students

Policy No 302.2

Adopted Date: October 27, 1998

Latest Reviewed/Revised Date: May 26, 2009

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the Board and its staff work cooperatively with families, health care providers and community partners in order to provide a safe, inclusive and healthy educational environment for all students.

This policy is intended to meet the needs of students who require administration of prescribed and non-prescribed oral medication during school hours by Niagara Catholic staff. Parents/guardians/students are responsible to provide the necessary information to school staff prior to any administration of oral medication.

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

Reference

- [***Ministry of Education Policy/Program Memorandum No. 81***](#)



ADMINISTRATION OF ORAL MEDICATION TO STUDENTS

ADMINISTRATIVE PROCEDURES

1. In accordance with the Ministry of Education Policy/Program Memorandum No. 81 Provision of Health Support Services in School Settings, all school boards will be responsible for the administration of oral medication where such medication has been prescribed during school hours.
 - That such procedures be applied only to those services, requested by the parent and prescribed by a physician or other health care professional, which must be provided during school hours.
 - That a request for the service and the authorization to provide such service be made in writing by the parent and the physician, specifying the medication, the dosage, the frequency and method of administration, the dates for which the authorization applies, and the possible side effects, if any.
 - That the storage and safekeeping requirements for any labeled medication be stated.
 - That a record of administration be maintained which includes the pupil's name, date, time of provision, dosage given, name of person administering, etc.
 - That the telephone numbers of the parent and physician be readily accessible in the school.
 - That the medication be administered in a manner which allows for sensitivity and privacy and which encourages the pupil to take an appropriate level of responsibility for his or her medication.

[\(Source: Ministry of Education Policy/Program Memorandum No. 81\)](#)
2. For all prescribed and non-prescribed medication taken during school hours, the parent/guardian's signature and the physician's signature are required on the completed Administration of Prescribed and Non-Prescribed Medication During School Hours Form (*Appendix A*).
3. Any changes to the dosage/regimen requires that the parent/guardian provide an updated form signed by the parent/guardian and physician.
4. In order for medication to be accepted by the Principal for administration purposes, it must be hand delivered in the original container by the parent/guardian to the Principal or designate who shall inform the Principal as soon as possible.
5. All medication stored in the school shall be kept in a secure location.
6. The Principal/Designate of each school shall be responsible for both the control and administration of the medication.
7. Under no condition should a Principal/Designate administer medication if the specific dosage and directions are not provided on the signed Administration of Prescribed and Non-Prescribed Medication form.
8. The Principal/Designate can delegate the responsibility for the administration of medication to an appropriate staff member. Staff members, aside from trained Educational Assistants or other trained individuals, may exercise the option not to become involved in the administration of medication; the responsibility thereby returning to the Principal/Designate.

9. The medication is to be administered by the Principal/Designate in a manner which allows for the sensitivity and privacy of the student and which encourages the student to take an appropriate level of responsibility for the medication.
10. A record of administration is to be maintained at the school by the Principal/Designate on the Record of Administration of Prescribed and Non-Prescribed Medication Form (*Appendix B*).
11. Once the regimen has been completed, the parent/guardian will be contacted to pick up the unused medication. If the parent/guardian does not comply, the Principal/Designate will take the medication to a local pharmacy.
12. The parent/guardian shall be given a copy of the Record of Administration of Prescribed and Non-Prescribed Medication Form at the completion of the regimen.
13. The Principal shall keep on file the Record of Administration of Prescribed and Non-Prescribed Medication Form for the duration of the student's attendance at the school.
14. Parents/guardians/students will plan for the administration of medication during field trips with the Principal/school staff prior to the activity.

NOTE "Administration" for the purposes of this policy means:

- The safe storage and handling of the medication
- The visual supervision and observation of the taking of the medication
- The actual administration of the medication if appropriate or necessary
- The recording of the administration on the Record of Administration of Prescribed and Non-Prescribed Medication form.



NIAGARA CATHOLIC DISTRICT SCHOOL BOARD

ADMINISTRATION OF PRESCRIBED AND NON-PRESCRIBED MEDICATION DURING SCHOOL HOURS

This information is being collected under the Authority of The Education Act, and will be used for the purposes of administering prescribed and non-prescribed medication during school hours. Questions about this collection should be directed to the Superintendent of Education, Niagara Catholic District School Board, 427 Rice Road, Welland, ON L3C 7C1 Telephone (905) 735-0240

TO BE COMPLETED BY PARENT/GUARDIAN		TO BE COMPLETED BY PHYSICIAN		
Name of Student		Name of Physician		
Student's Date of Birth	Grade	Street Address		
Day	Month	Year		
School		City	Postal Code	
Student's OEN #		Telephone		
<i>Parent/Guardian Telephone</i>		Name of Medication		
Home:		Condition for Which Medication is Prescribed		
Mobile:		Possible Side Effects		
Business:		Number of Times Per School Day for Administration:		
E-mail:		Time of Day for Administration:		
<i>Emergency Contact</i>		Dosage Per Administration		
Name:		Administration Parameters (Dates)		
Telephone:		From _____ To: _____		
Mobile:		Storage Requirements		
Parent/Guardian Approval		Date:		
<i>I hereby request and give permission to _____</i>		Signature of Physician		
<i>School to administer the noted medication according to Board</i>				
<i>procedures and the instructions of the Physician.</i>				
<i>(Remaining Medication will be returned to the Parent/Guardian)</i>				
Date:				
Signature of Parent/Guardian				

DECEMBER 2016

H:PM6.5\SSISSF005.PM6.5

NOTE: PLEASE RETAIN A COPY FOR THE DURATION OF THE STUDENTS ATTENDANCE AT THE SCHOOL



NIAGARA CATHOLIC DISTRICT SCHOOL BOARD

**RECORD OF ADMINISTRATION OF PRESCRIBED AND
NON-PRESCRIBED MEDICATION**

This information is being collected under the Authority of The Education Act, and will be used for the purposes of recording administration of prescribed and non-prescribed medication during school hours. Questions about this collection should be directed to the Superintendent of Education, Niagara Catholic District School Board, 427 Rice Road, Welland, ON L3C 7C1 Telephone (905) 735-0240

Name of Student	OEN#	School Name
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DATE	TIME	DOSAGE	SIGNATURE

Copy Provided to Parent/Guardian:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Remaining Medication Returned:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Signature of Principal	Date:	

NOTE: PLEASE RETAIN A COPY FOR THE DURATION OF THE STUDENTS ATTENDANCE AT THE SCHOOL

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
DECEMBER 20, 2016**

PUBLIC SESSION

TITLE: ACCESSIBILITY CUSTOMER SERVICE POLICY (800.8.1)

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Accessibility Customer Service Policy (800.8.1), as presented

Prepared by: Yolanda Baldasaro, Superintendent of Education

Presented by: Policy Committee

Recommended by: Committee of the Whole

Date: December 20, 2016



Niagara Catholic District School Board
ACCESSIBILITY CUSTOMER SERVICE POLICY
STATEMENT OF POLICY

800.8.1 – Schools and Community Councils

Policy No. 800.8.1

Adopted Date: December 15, 2009

Latest Reviewed/Revised Date: February 24, 2015

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, Niagara Catholic is committed to providing educational programs and services in its learning and working environments and facilities which are free of barriers, building on the key principles of independence, dignity, and respect for all students, parents/guardians, staff and members of the community.

The Board defines a customer as any person who uses the services of the school board, who is not a student or staff, as they are covered by the Education Act and Regulations, various Employment and Labour Acts, and Board Policies and Procedures.

The Board is committed to giving persons with disabilities equal opportunity of access to services and programs offered by the Board in locations normally accessed by the public.

The provision of educational programs and services involves the positive implementation of attitudes, actions, structures, and systems that support the continual improvement of accessibility and customer service in the Niagara Catholic District School Board.

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

References

- [*Accessibility for Ontarians with Disabilities Act, 2005 \(AODA\)*](#)
- [*Ontario Regulation 191/11, Integrated Accessibility Standards*](#)
- [*Ontario Education Services Corporation*](#)
- [*Ontario Human Rights Code*](#)
- [*Niagara Catholic District School Board Policies/Procedures/Documents*](#)
 - [*Accessibility Standards Policy \(800.8\)*](#)
 - [*Niagara Catholic Multi-Year Accessibility Plan 2012-2017*](#)



Niagara Catholic District School Board
ACCESSIBILITY CUSTOMER SERVICE POLICY
ADMINISTRATIVE PROCEDURES

800.8.1 – Schools and Community Councils

Policy No. 800.8.1

Adopted Date: December 15, 2009

Latest Reviewed/Revised Date: February 24, 2015

DEFINITIONS

For the purpose of this Policy, the following definitions are provided;

Customer is any person who uses the services of the school board, who is not a student or staff, as they are covered by the Education Act and Regulations, various Employment and Labour Acts, and Board Policies and Procedures.

Assistive Device is any device used by people with disabilities to help with daily living. Assistive devices include but are not limited to a range of products such as wheelchairs, walkers, white canes, oxygen tanks, and electronic communication devices.

Service Animal is an animal that is being used because of a person's disability and this is either readily apparent or is supported by a letter from a regulated health professional.

Support Person is a person who assists or interprets for a person with a disability as he/she accesses the services of the Board. A support person is distinct from an employee who supports a student in the system.

Third Party Contractors is any person or organization acting on behalf of or as an agent of the Board (e.g. bus operators, contracted professionals.)

Barrier to Accessibility is anything that prevents a person with a disability from fully participating in all aspects of the services of the Board. This includes, but is not limited to, a physical barrier, an architectural barrier, information or communications barrier, an attitudinal barrier, and or a technological barrier.

Accommodation is a means through reasonable efforts, of preventing and removing barriers that impede individuals with disabilities from participating fully in the services of the Board.

EXPECTATIONS

1. The Board will make all reasonable efforts to ensure that all policies, practices and procedures from the date of this policy forward are consistent with the principles of independence, dignity, integration, and equality of opportunity for all, with particular attention to persons with disabilities.
2. The Board will welcome all members of the school and broader community to our facilities by committing members of the organization to providing services that respect the independence and dignity of persons with disabilities and such services to incorporate measures that include but are not limited to the use of support persons, assistive devices and service animals. (*Appendix 1, Appendix 2, Appendix 3*)

3. To ensure greater awareness and responsiveness to the needs of a person with disabilities, the Board provides appropriate training for all members of the organization on Accessible Customer Service and how to interact with people with different disabilities.
4. Training as identified in No. 3 will be provided to all members of the organization. As new members of the organization are hired or identified, the training is a component of their orientation training and will be provided within a reasonable timeframe.
5. The Board will ensure that its policies and procedures related to the *Accessibility for Ontarians with Disabilities Act, 2005* are made available to the public and also ensure there is capacity to provide communication about these policies and procedures in a format that takes into account a person's disability.
6. When services that are normally provided to a person with a disability are temporarily unavailable such as access to an elevator, a disruption of service notice will be posted at the site and on the Board website. (*Appendix 4*)

Please note: The Board encourages individual members of the public, who will be accessing any Board site, to provide sufficient notice of their special needs to Board staff so that staff may accommodate the individual.

7. In order to monitor the effectiveness of implementation of the Accessible Customer Service Standard, the Board has a process for receiving and responding to feedback. Information about the feedback process is readily available to the public and will allow people to provide feedback using a number of methods.
8. So that adherence to this policy can be achieved efficiently and effectively, the Board and all its managers and school-based administrators will take into account the impact on persons with disabilities when purchasing new equipment, designing new systems, or planning a new initiative.
9. The Board has a feedback process that will review the implementation of this policy with the Board's various constituency groups. Examples include: the Special Education Advisory Committee (SEAC), Federations, unions, citizens' groups. Methods of communication will include the use of electronic means such as Board Website. (*Appendix 5*)
10. The Board has a process for consulting with frontline staff and volunteers who have a role in implementing the expectations and procedures established under this policy to review its effectiveness.



ACCESSIBILITY CUSTOMER SERVICE GUIDELINE SUPPORT PERSONS

Use of Support Persons by the General Public

The Niagara Catholic District School Board will welcome authorized members of the school and broader community to our facilities by committing the members of our organization to providing services that respect the independence and dignity of people with disabilities, such service to incorporate measures that include but are not limited to the use of support persons.

Definition/Explanation of Support Person

A support person is a person who assists or interprets for a person with a disability who accesses the services of the Board. A support person is distinct from an employee who provides support services to a student or staff person in the system - separate and specific procedures apply.

Additional Information

A support person is an individual chosen by a person with a disability to provide services or assistance with communication, mobility, personal care, medical needs or with access to goods or services. Personal care needs may include, but are not limited to, physically transferring an individual from one location to another or assisting an individual with eating or using the washroom. Medical needs may include, but are not limited to, monitoring an individual's health or providing medical support by being available in the event of a seizure.

The support person could be a paid professional, a volunteer, a friend or a family member. He or she does not necessarily need to have special training or qualifications.

ADMINISTRATIVE PROCEDURES

1.0 Responsibility

- 1.1 Supervisory Officers, Principals and Departmental Managers will ensure that members of the organization receive training in interacting with people with disabilities who are accessing Board services accompanied by a support person.

2.0 Access to Board Premises

- 2.1 Any person with a disability who is accompanied by a support person will be welcomed on Board and/ or school premises with his or her support person. Access will be in accordance with normal security procedures.
- 2.2 This requirement applies only to those areas of the premises where the public or third parties customarily have access and does not include places or areas of the school or board offices where the public does not have access.

3.0 Confidentiality

- 3.1 Where a support person is accompanying a person with a disability, who is the parent/guardian of a student, for the purpose of assisting in a discussion that may involve confidential information concerning the student, the Superintendent, Principal or other staff member must first secure the consent of the parent/guardian regarding such disclosure.
- 3.2 Consent to the disclosure of confidential information in the presence of the support person must be given in writing by the parent or guardian. (See attached "Sample Consent Form".)
- 3.3 The support person must also provide assurance in writing to safeguard the confidentiality of information disclosed in the discussion.
- 3.4 A copy of the signed consent document will be retained in the school/board office.
- 3.5 If the parent/guardian uses a different support person for subsequent meetings, a new signed consent will be required.

4.0 Support Persons Accompanying a Person with a Disability at School Events for which there is an admission fee

- 4.1 Where an individual with a disability who is accompanied by a support person wishes to attend a school, family of schools or board-organized event for which a fee is charged, the notice of the event will include information as to whether support persons will be charged a fee and specify the amount of the fee.

5.0 Where the Board may require the presence of a Support Person

- 5.1 The Board may require a person with a disability to be accompanied by a support person when on the premises, but only if a support person is necessary to protect the health or safety of the person with a disability or the health or safety of others on the premises.

NOTE: This would be a highly rare situation and would only occur where, after consultation with the person with the disability, requiring a support person is the only means available to allow the person to be on the premises and, at the same time, fulfill the Board's obligations to protect the health or safety of the person with a disability or of others on the premises. In such a situation the Board will waive the admission fee or fare for the support person, if one exists.

It is further noted that people with disabilities are free to accept a reasonable risk of injury to themselves just as other people do. Different individuals will have a different tolerance for risk. Risk should be weighed against any benefit for the person with a disability. It is not enough that the support person might help to protect health and safety; a support person must be necessary or essential to protect health and safety before you can require one - the risk cannot be eliminated or reduced by other means. Any considerations on protecting health or safety should be based on specific factors and not on assumptions. Just because someone has a disability doesn't mean they're not capable of meeting health or safety requirements.



SAMPLE CONSENT FORM

I, (parent/guardian) consent to the sharing of confidential information by (name of principal teacher/other staff member) related to my child/ward (name) in the presence of my support person (name).

My support person (name) consents to safeguarding the confidentiality of the information shared.

Affirmation of consent:

Parent/Guardian Signature _____ Date _____

(Printed Name of Parent/Guardian) _____

I undertake to safeguard the confidentiality of information shared between (school staff) and (parent/guardian) for whom I am a support person.

Support Person Signature _____ Date _____

(Printed Name of Support Person) _____

Signature of Witness - Principal/Staff Member _____

(Printed Name of Staff Person) _____ Date _____



ACCESSIBILITY CUSTOMER SERVICE GUIDELINE ASSISTIVE DEVICES

Use of Assistive Devices by the General Public

The Niagara Catholic District School Board will welcome authorized members of the school and broader community to our facilities by committing the members of our organization to providing services that respect the independence and dignity of people with disabilities. Such services incorporate measures that include but are not limited to the use of assistive devices.

Definition/Explanation of Assistive Devices

An assistive device is any device used by people with disabilities to help with daily living. Assistive devices include a range of products such as wheelchairs, walkers, white canes, oxygen tanks, and electronic communication devices.

ADMINISTRATIVE PROCEDURES

1.0 Responsibility

- 1.1 Supervisory Officers, Principals and Departmental Managers will ensure that members of the organization are trained to support parents and the general public who may use assistive devices while accessing Board services.
- 1.2 Training is focused on how to interact with people using assistive devices rather than on the technical use of the assistive devices.
- 1.3 Students and staff have separate and specific procedures related to their personal use of assistive devices.

2.0 Communication re Use of Assistive Devices

Assistive Devices Carried by Persons with Disabilities

- 2.1 The Board website and each school website will indicate that all Board facilities provide services that respect the independence and dignity of people with disabilities and offer services that include the use of assistive devices.
- 2.2 Each Board facility that is open to the public will post information in the front office/reception area that welcomes the use of assistive devices and encourages users to seek support from members of the organization as they require it.

*Assistive Devices/Services- Made available by the Board**

- 2.3 The Board website and school websites, as applicable, will indicate the availability of assistive devices provided by the Board or school to assist in provision of services to people with disabilities.

***NOTE:** These could include:

<i>Assistive devices:</i>	Telephones with large numbers, amplifiers, lifts.
<i>Services:</i>	<i>Sign language interpretation, oral interpretation, real-time captioning.</i>
<i>Alternate service methods:</i>	<i>Assistance of a staff person to complete a transaction, e.g., school registration</i>

TIPS FOR HELPING SOMEONE WITH AN ASSISTIVE DEVICE

Many users of Board services and facilities who have disabilities will have their own personal assistive devices.

Examples of personal assistive devices include:

- wheelchairs
- scooters
- walker
- amplification devices that boost sound for listeners who are hard-of-hearing without reducing background noise
- hearing aids
- oxygen tanks
- electronic notebooks or laptop computers or personal data managers
- communication boards used to communicate using symbols, words or pictures
- speech-generating devices that "speak" when a symbol, word or picture is pressed

Key Point To Remember: One should not touch or handle an assistive device without permission.

MOVING PERSONAL ASSISTIVE DEVICES

If you have permission to move a person in a wheelchair remember to:

- wait for and follow the person's instructions;
- confirm that the person is ready to move;
- describe what you are going to do before you do it;
- avoid uneven ground and objects that create bumpy and unsafe ride; and
- practice consideration and safety - do not leave the person in an awkward, dangerous or undignified position such as facing a wall or in the path of opening doors.

Do not move items or equipment, such as canes and walkers, out of the users reach.

Respect personal space. Do not lean over a person with a disability or lean on their assistive device.

Let the person know about accessible features in the immediate environment (automatic doors, accessible washrooms, etc.).

(Copyright for the above resource is Queen's Printer. The resource is excerpted from the e-learning course developed by the Accessibility Directorate of Ontario and modified for this use.)



ACCESSIBILITY CUSTOMER SERVICE GUIDELINE USE OF SERVICE ANIMALS

Use of Service Animals by General Public

The Niagara Catholic District School Board will welcome authorized members of the school and broader community to our facilities by committing the members of our organization to providing services that respect the independence and dignity of people with disabilities, such service to incorporate measures that include but are not limited to the use of service animals.

Definition/Explanation of Service Animal

A service animal is an animal that is being used because of a person's disability and this is either readily apparent or is supported by a letter from a regulated health professional.

Additional Information

Examples of service animals include dogs used by people who have vision loss, hearing alert animals for people who are deaf, deafened or hard of hearing, and animals trained to alert an individual to an oncoming seizure and lead them to safety. The customer service standard's provisions also apply to animals providing other services to people with disabilities.

It is "readily apparent" that an animal is a service animal when it is obvious by its appearance or by what it is doing. For example, it may be readily apparent that an animal is a service animal if it is wearing a harness, saddle bags, a sign that identifies it as a service animal or has a certificate or identification card from a service animal training school or an identification card from the Attorney General of Ontario. It may also be readily apparent if a person is using the animal to assist him or her in doing things, such as opening doors or retrieving items.

ADMINISTRATIVE PROCEDURES

1.0 Responsibility

- 1.1 Supervisory Officers, Principals and Departmental Managers will ensure that all members of the organization are properly trained in how to interact with people with disabilities who are accompanied by a service animal.

2.0 Access to Board premises

- 2.1 Any person with a disability who is accompanied by a service animal will be welcomed on Board and/or school premises with his or her service animal and will be accompanied by the service animal while on the premises. Access will be in accordance with normal security procedures.
- 2.2 This requirement applies only to those areas of the premises where the public or third parties customarily have access and does not include places or areas of the school or board offices where the public does not have access.
- 2.3 This procedure deals solely with the individual's right to be accompanied by a service animal.

3.0 Exclusion of Service Animal

- 3.1 A service animal can only be excluded from access to the premises where this is required by another law. Examples include the *Health Protection and Promotion Act* and the *Food Safety and Quality Act*. The former Act prohibits service animals in places where food is prepared, processed, or handled (e.g., kitchen of school cafeteria or culinary arts classroom) although service dogs are permitted where food is served and sold (e.g. school cafeteria or lunchroom).
- 3.2 Where there is a risk to the health and safety of another person as a result of the presence of a service animal, consideration must be given to options available prior to exclusion of a service animal. An example would be a situation where an individual has a severe allergy to the service animal. It is the Board's expectation that the situation be fully analyzed and all measures to eliminate the risk be considered, e.g. creating distance between the two individuals concerned, making reasonable alterations to schedules, etc.
- 3.3 A service animal can be excluded if it is of a breed that is prohibited by law. An example would be the Ontario *Dog Owners' Liability Act* which places restrictions on pit bull terriers.

4.0 Alternative measures if Service Animal must be excluded

- 4.1 In the rare instance where a service animal must be excluded, the Board must make every effort to put alternative arrangements in place to provide the services required by the person with a disability. This could involve leaving the animal in a secure area where it is permitted by law and discussing with the person how best to serve them, e.g., a person with a vision disability might need someone (a member of staff or volunteer) to guide them.

5.0 When it is necessary to confirm an animal is a Service Animal

- 5.1 Where an animal is not a trained guide dog and it is not readily apparent that the animal is a service animal, the school or Board staff member may ask the person using the service animal for a letter from a regulated health professional confirming that the animal is needed because of a disability. The letter does not need to identify the disability, why the animal is needed or how it is used.
- 5.2 Where the person using the service animal regularly attends at the school or Board facility, the Principal or Departmental Manager may request to keep a copy of the letter on file but only as long as required by the circumstances. Alternatively, the person using the service animal may be asked to bring a letter with them on occasions when they visit the premises. The Principal or Departmental Manager shall preserve the confidentiality of the letter and information contained in the letter, and shall not use or disclose the letter or information except as provided for in the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, cM56, or as otherwise required by law.

ACCESSIBILITY CUSTOMER SERVICE GUIDELINE DISRUPTION OF SERVICE

When services that are normally provided to a person with a disability are unavailable such as access to an elevator, a disruption of service notice will be posted at the site and on the Board website. Definition/Explanation of Disruption of Service:

As members of the general public, people with disabilities may rely on certain facilities, services or systems in order to access the services of the school or Board offices. Escalators and elevators, for example, are important to people with mobility disabilities because that may be the only way they can access the premises. Other systems and services designed to meet the needs of people with disabilities can include accessible washrooms, amplification systems, and note-taking. When those facilities or services are temporarily unavailable or if they are expected to be unavailable in the near future, a notice of disruption of service is required.

Generally, disruptions to all of the Board's services, such as during a major storm or power outage, do not require this special notice. However, if the disruption has a significant impact on people with disabilities, a notice of the disruption should be provided.

ADMINISTRATIVE PROCEDURES

1.0 Responsibility

- 1.1 Supervisory Officers, Principals, Departmental Managers, Board Communications Specialists and/or Facilities Services Staff will ensure that the users of Board and school services are notified when there is a disruption in services that may have an impact on access to services by people with disabilities.

2.0 How Must the Notice of Disruption of Services be provided

- 2.1 Notice may be given by posting the information at a conspicuous place at or in the school or at or in Board facilities. Other options that may be used include: posting on the Board and/or school website; through direct communication with users of the services in accordance with school practices.
- 2.2 Consideration should be given to providing notice in multiple formats.
- 2.3 If the disruption is planned, notice should be provided in advance of the disruption. If the notice is unplanned, notice should be provided as soon as possible after the disruption has been identified.

3.0 What Must be Included in Notice of Disruption of Services

- 3.1 The notice of disruption of service must include information about the reason for the disruption, its anticipated duration and a description of alternative facilities or services, if any, that are available.

SAMPLE NOTICES DISRUPTION OF SERVICE

Sample I - Access to School Building

To: Parents, Guardians and Community Users of our School

Maintenance work will make the main door of the school and the access ramp inaccessible from May 1 to May 8. A temporary ramp has been set up that gives access to the door at the east of the school building. We regret this inconvenience. If you have questions or concerns, please contact [*insert Principal's name*] at [*insert phone number*].

Thank you,
Principal

Sample 2 - Accessible Washroom

To: Visitors to the Education Centre

Our accessible washroom is out of service due to a broken pipe. Repairs are underway and the washroom is expected to be usable again by tomorrow. In the interim, we have made arrangements for our visitors to use the accessible washroom at 123 Main Street, which is located next door to our premises. We apologize for this inconvenience.

Thank you,
Controller of Facilities Services

ACCESSIBILITY CUSTOMER SERVICE GUIDELINE MONITORING AND FEEDBACK ON ACCESSIBLE CUSTOMER SERVICE

The Niagara Catholic District School Board will monitor the effectiveness of implementation of the Accessibility Standard for Customer Service through a process for receiving and responding to feedback. Information about the feedback process will be readily available to the public and will allow people with disabilities to provide feedback using a number of methods.

The Board has a feedback process that will review the implementation of this policy with the Board's various constituency groups. Examples include, but are not limited to, the Special Education Advisory Committee (SEAC), Teacher Federations*, Employee unions, and citizens' groups. Methods will include electronic means such as websites.

*NOTE: Consultation relates to membership of these groups as providers of Accessible Customer Service.

ADMINISTRATIVE PROCEDURE

1.0 Responsibility

- 1.1 The Director of Education and/or designates will implement a process for feedback on Accessibility Customer Service that has the following components:
 - Information on the Board and school websites inviting users of Board services to provide feedback on their experience with, or concerns about, access to services for people with disabilities
 - Printed information available through school offices and public offices of the Board to invite people with disabilities to provide feedback on their experience with, or concerns about, accessibility of services. Consideration should be given to providing information in alternate formats.
 - Information on how the Board will respond to feedback.
- 1.2 The Director of Education and/or designates will create a process for reviewing implementation of the policy on Accessibility Customer Service that includes consultation with various constituency groups including, the Special Education Advisory Committee (SEAC), Federations, unions, and citizens' groups. Consultation methods could include electronic feedback and focus groups.

2.0 Methods for Feedback

- 2.1 A range of methods for soliciting feedback will be employed to ensure optimum access to the feedback process by people with disabilities.
- 2.2 Methods could include e-mail, verbal input, suggestion box or feedback card.
- 2.3 The feedback process should include the title(s) of the person(s) responsible for receiving feedback and indicate how the Board's response to the feedback will be made known.

3.0 Proactive Measures for Accessibility Customer Service

- 3.1 To ensure ongoing efficient and effective adherence to the Accessibility Customer Service Policy, the Board, its school-based administrators, and its managers including those representing the Board, will take into account the impact on people with disabilities when purchasing new equipment, designing new systems, or planning a new initiative.

SAMPLE NOTICE MONITORING AND FEEDBACK ON ACCESSIBLE CUSTOMER SERVICE

The Niagara Catholic District School Board is committed to ensuring that its services meet optimum standards of accessibility for people with disabilities using the facilities and services of the Board. Comments on our services regarding how well those expectations are being met are welcome and appreciated.

Feedback regarding the way Niagara Catholic District School Board provides services to people with disabilities can be made by *[insert the ways feedback can be provided, for example, e-mail, verbally, suggestion box, feedback card, etc.]*.

All feedback will be directed to *[insert title of person responsible for receiving feedback]*.

Response to your feedback will be provided as follows: *[indicate method, e.g., direct response to the individual, summary report on website, etc.]*

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
DECEMBER 20, 2016**

PUBLIC SESSION

TITLE: ACCESS TO BOARD PREMISES POLICY (302.6.3)

RECOMMENDATION

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

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

Presented by: Policy Committee

Recommended by: Committee of the Whole

Date: December 20, 2016



Niagara Catholic District School Board
ACCESS TO BOARD PREMISES POLICY
(SAFE SCHOOLS)
STATEMENT OF POLICY

300 – Schools/Students

Policy No 302.6.3

Adopted Date: June 26, 2001

Latest Reviewed/Revised Date: December 17, 2013

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the safety of students, staff, parents/guardians and authorized persons is a priority of the Board. The Board promotes a safe learning environment and workplace for all students, staff and authorized persons which is consistent with current legislation specifying who is permitted on Board premises when the premises are being used for a purpose authorized at any time by the Board.

This policy applies to all persons accessing any Board owned property or building under the jurisdiction of the Niagara Catholic District School Board. The Board authorizes its administrators to exercise rights as occupiers under the provisions of the Trespass to Property Act to ensure the safety of all authorized persons accessing Board property or buildings, including Board contracted transportation vehicles.

The Board authorizes administrators or another person authorized by Board policy to prohibit entry onto Board premises of any unauthorized person and to direct any unauthorized person to leave Board premises.

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

References:

- *Access to School Premises, Regulation (0.Reg.474/00)*
- *Education Act (Section 53 ss 1-3, s.o. 1997, c.31, s.28)*
- *Protocol between Niagara Regional Police Service and the Niagara Catholic District School Board*
- *Protocol between Niagara Catholic District School Board and Family and Children's Services Niagara*
- *Safe and Accepting Schools Act*
- *Trespass to Property Act (R.S.O. 1990 c. T.21; Sections 1-5, 9)*

Niagara Catholic District School Board Policies/Procedures/Documents

- *Bullying Prevention and Intervention Policy (302.6.8)*
- *Code of Conduct Policy (302.6.2)*
- *Community Use of Facilities Policy (800.2)*
- *Criminal Background Check Policy (302.6.7)*
- *Dress Code-Secondary Uniform Policy (302.6.6)*
- *Elementary Standardized Dress Code Policy (302.6.10)*
- *Progressive Student Discipline Policy (302.6.9)*
- *Safe and Accepting Schools Policy (302.6)*
- *Student Expulsion Policy (302.6.5)*
- *Student Suspension Policy (302.6.4)*
- *Video Security Surveillance Policy (701.3)*



Niagara Catholic District School Board
ACCESS TO BOARD PREMISES POLICY
(SAFE SCHOOLS)
ADMINISTRATIVE PROCEDURES

300 – Schools/Students

Policy No 302.6.3

Adopted Date: June 26, 2001

Latest Reviewed/Revised Date: December 17, 2013

SIGNAGE

The Facilities Services Department will ensure that all Board property and buildings have clearly marked signage indicating that it is Board Property; trespassers are prohibited; and that all visitors are to report to the main office or designated area in accordance with the Access to Board Premises Policy.

PERSONS AUTHORIZED ON BOARD PREMISES

Persons authorized to be on Board premises are not entitled to have access to all areas of the premises. Access shall be restricted to areas authorized by an administrator/supervisor or by permit approved by the Facilities Services Department.

The following persons are permitted to be on Board premises when the premises are being used for a purpose authorized by the Board:

- A person enrolled as a student in the school.
- A parent/guardian of a student enrolled in the school.
- A person employed or retained by the Board.
- A person who is otherwise on the premises for lawful purposes (i.e. mail, deliveries, voting, Community Use Permit).
- A person invited to attend an event, class or meeting.
- A person invited by the Administrator/Supervisor or another person authorized by Board policy to be on the Board premises for a specific purpose (i.e. Catholic School Council, NCPIC, SEAC).

VISITORS

The Administrator/Supervisor will authorize access within the school site as a visitor to:

- A parent/guardian of a child attending a Roman Catholic school and a member of the Board that operates the school may visit the school.
- A member of the Assembly may visit a Roman Catholic school in the member's constituency.
- A member of clergy of the Roman Catholic Church may visit a Roman Catholic school in the area where the member has pastoral charge.
- Any other person invited by the Administrator/Supervisor to attend an event, class or meeting.

ACCESS BY VISITORS TO BOARD PREMISES

All non-school based employees and visitors are to comply with the following procedures during operational hours:

1. Upon arrival, report to the main office/front desk:

- Sign the Visitor's Book, stating name, time and reason for the visit.

- Wear a Visitor's Identification name tag or Board Photo Identification Card for the duration of the visit.
 - Sign the Visitor's Book upon departure.
2. All visitors, excluding permit holders and those attending a Board authorized event beyond normal operational hours, must be accompanied by Board authorized person to gain access to Board premises.

BOARD PHOTO IDENTIFICATION CARDS AND AUTHORIZED ACCESS CARDS

Niagara Catholic Photo Identification Cards and authorized Access Cards provide access to designated Board buildings and/or rooms within a building as authorized by the Facilities Services Department.

Individuals, who have been authorized to use the identification card to gain access to a Board building and/or rooms within a building are to provide their own individual access and are prohibited from providing access to visitors or unauthorized individuals.

Niagara Catholic Photo Identification Cards and authorized Access Cards are the property of the Board:

- Cards must not be altered, covered or defaced in any way.
 - Cards must be returned to the Board when no longer valid or in use.
 - Any lost or damaged cards must be reported immediately to the Facilities Services Department.
 - Damaged cards must be returned in part or whole to the Facilities Services Department for replacement.
 - A cardholder may be charged a twenty-five (\$25.00) dollar fee for a replacement card at the discretion of the Facilities Services Department.
1. A Niagara Catholic Photo Identification Card will be authorized by Human Resources Services and issued by the Facilities Services Department to all Niagara Catholic employees and occasional employees and must be worn by the employee during working hours and the hours of operation. Employees must use their own photo identification card to gain access to a Board building and/or rooms within a building and are prohibited from providing access to visitors.
 2. A Niagara Catholic authorized Access Card will be made available upon the request of a Trustee, including a Student Trustee of the Board, for access to the Catholic Education Centre and Holy Cross Community Room during their term of office.
 3. A Niagara Catholic authorized Access Card will be made available, upon the request of a school Principal and authorized by the Facilities Services Department to the local Parish Priest. As a visitor, the local Parish Priest is required to enter the school at the main entrance, sign in and out at the main office, and have access as authorized by the school Principal.
 4. A Niagara Catholic authorized Access Card will be issued to an authorized person, upon approval of community use of facilities permit by the Facilities Services Department.

REFUSAL OF ACCESS TO BOARD PREMISES

An Administrator/Supervisor or another person authorized by the Board has the duty to exercise discretion to refuse access to Board premises to:

- anyone whose presence on the premises would be detrimental to the safety or well-being of a person on the premises.
- anyone who fails to report his or her presence on the premises as required by the Access to Board Premises Policy.
- a student who is suspended or expelled unless determined that the student is using the services of, or taking a course or program to assist suspended or expelled students.
- individuals, under the order of the court, are not permitted to access Board premises, including, but not limited to, identified trespassers, non-custodial parents or other offenders.

TRESPASS TO PROPERTY

An Administrator/Supervisor or authorized designate may direct a person to leave the Board premises if the person is prohibited by regulation or Board policy. When a person is prohibited from Board premises, it means all premises and property of the Niagara Catholic District School Board.

If determined necessary by the Administrator/Supervisor and in consultation with the Family of Schools' Superintendent/Controller of Facilities Services, the Administrator/Supervisor will issue a Trespass to Property Letter (*Appendix A*) by registered mail with copies sent to the Niagara Regional Police Service, the Family of Schools' Superintendent/Controller of Facilities Services and the Board Lawyer. The Trespass to Property Letter will prohibit the individual from access to all Board property and premises throughout the Niagara Catholic District School Board until otherwise notified.

A person is entitled to appeal the conditions set out in the Trespass to Property Letter and must give written notice of appeal to the Family of Schools' Superintendent of Education within ten (10) days of the commencement of the Trespass to Property. A request for an appeal shall not stay the Trespass to Property notice.

SCHOOL WATCH PROGRAM

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

TRESPASS TO PROPERTY
SAMPLE LETTER
Place on School Letterhead

Date

Name
Address
Town, Province
Postal Code

Dear:

Re: Trespass to Property Letter
Sent by Registered Mail

This letter is to inform you that under the *Trespass to Property Act*, s. 305 of the Education Act, you are not permitted access to, or be on the premises of, _____ [*Name of School, and address*], Board property or buildings, including Board contracted transportation vehicles of the Niagara Catholic District School Board.

The conditions of this letter are in effect from _____ to _____.
[*insert date*] [insert date]

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

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

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

Should you wish to appeal the conditions set out in this letter, you must provide written notice of your intention to appeal to the Family of Schools' Superintendent within ten (10) days of receipt of this letter. A request for an appeal shall not stay the Trespass to Property notice.

Please forward such written notice to _____ [*Insert Name*] Family of Schools' Superintendent of Education, Niagara Catholic District School Board, 427 Rice Road, Welland, Ontario L3C 7C1 or (Fax 905.735.9710).

Sincerely,

Principal

c. Chief of Police, Niagara Regional Police Service
Family of Schools' Superintendent/Controller of Facilities Services
Board Lawyer

**PARTICIPATION IN SCHOOL WATCH PROGRAM
SAMPLE LETTER**

Place on School Letterhead

RE: SCHOOL WATCH PROGRAM

Dear Community Partner/Neighbour:

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

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

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

<i>Area</i>	<i>Phone Number</i>
St. Catharines, Niagara-on-the-Lake, Niagara Falls and Thorold	905.688.4111
Fort Erie	905.871.2300
Pelham	905.735.7811
Grimsby, Lincoln and West Lincoln	905.945.2211
Welland, Wainfleet and Port Colborne	905.735.7811
Callers with a TTY <i>(a text telephone device that is used by the hearing or speech impaired)</i>	905.688.1466

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

Sincerely,

[Insert Principal's Name/Designate]

[Insert Title]

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
DECEMBER 20, 2016**

PUBLIC SESSION

TITLE: PROGRESSIVE STUDENT DISCIPLINE POLICY (302.6.9)

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Progressive Student Discipline Policy (302.6.9), as presented

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

Presented by: Policy Committee

Recommended by: Committee of the Whole

Date: December 20, 2016



Niagara Catholic District School Board
PROGRESSIVE STUDENT DISCIPLINE POLICY
STATEMENT OF POLICY

300 – Schools/Students

Policy No 302.6.9

Adopted Date: February 1, 2008

Latest Reviewed/Revised Date: June 16, 2015

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the Board is committed to building and promoting appropriate and positive student behaviour that contributes to, and sustains a safe, inclusive, and accepting learning and teaching environment for all students to reach their full potential and become living witnesses of Christ.

The Niagara Catholic District School Board acknowledges that inappropriate student behaviour, including bullying must be addressed by all staff. Progressive discipline is a whole-school approach which involves all members of the school community and utilizes a continuum of prevention programs, interventions, supports, and consequences to address inappropriate student behaviour, and to build upon strategies that build skills for healthy relationships and promote and foster learning opportunities and positive behaviours.

At times students may act inappropriately or impede the rights of others; therefore, in some circumstances a suspension or an expulsion may be required.

Each school of the Niagara Catholic District School Board shall implement school-wide progressive discipline procedures consistent with current legislation and Board policies.

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

References

- **Ontario Human Rights Code**
- **Policy/Program Memorandum 120: Reporting Violent Incidents to the Ministry of Education**
- **Policy/Program Memorandum 145: Progressive Discipline and Promoting Positive Student Behaviour**
- **Regulation 472/07: Behaviour, Discipline and Safety of Pupils**
- **Protocol Between the Niagara Region Police Service and the Niagara Catholic District School Board**

Niagara Catholic District School Board Policies and Procedures/Documents

- **Access to Board Premises Policy (302.6.3)**
- **Bullying Prevention and Intervention Policy (302.6.8)**
- **Code of Conduct Policy (302.6.2)**
- **Ontario Student Record Policy (301.7)**
- **Safe Physical Intervention with Students Policy (301.8)**
- **Student Expulsion Policy (302.6.5)**
- **Student Suspension Policy (302.6.4)**
- **Pope Francis Centre Alternative Learning Manual: Niagara Catholic Fresh Start Program**



Niagara Catholic District School Board

PROGRESSIVE STUDENT DISCIPLINE POLICY

ADMINISTRATIVE PROCEDURES

300 – Schools/Students

Policy No 302.6.9

Adopted Date: February 1, 2008

Latest Reviewed/Revised Date: June 16, 2015

Administrators, teachers and school staff play an important role in actively promoting and supporting positive student behaviours.

A positive school climate exists when all students and members of the school community feel safe, included and accepted, which promotes positive behaviours and interactions. Programs and activities that focus on the building of healthy relationships, a safe, inclusive and accepting learning environment, faith and character development, and positive peer relations provide the foundation for an effective continuum of strategies within a school and school-related activities or events.

A positive school climate also includes the participation of students, parents/guardians, the school community and the broader community to ensure that all members of the school community are welcome, respected, and valued, and that all students are supported in their learning and inspired to succeed in a culture of high expectations for learning.

It is the expectation of the Board that, provided that there is no immediate risk of physical harm to any individual, staff members in accordance with Board procedures, must respond to any such inappropriate and disrespectful behaviour or any other behaviour that causes a negative school climate which they have observed or heard during the course of their duties or otherwise while on school property or during a school-related activity or event.

An appropriate response by staff to an incident may include, but not limited to:

- Asking a student to stop the inappropriate behaviour;
- Naming the type of behaviour and explaining why it is inappropriate and/or disrespectful;
- Asking the student to correct the behaviour (e.g. to apologize for a hurtful comment); and
- Responding for the safety of the student and others.

PREVENTATIVE PRACTICES

Preventative practices may include, but not limited to:

- Bullying Prevention and Intervention Programs
- Citizenship development
- Faith and character education
- Mentorship programs
- Promoting healthy student relationships and lifestyles
- Student leadership
- Student success strategies

BEHAVIOUR SUPPORT PRACTICES

Behaviour management practices may include, but not limited to:

- Behaviour Support Plans and Safety Plans
- Class placement

- Conflict resolution / Dispute resolution
- Individual, peer and group counselling
- Mentorship programs
- Positive encouragement and reinforcement
- Program modifications or accommodations
- Promotion of healthy student relationships and lifestyles
- School, Board and community support programs
- Sensitivity programs
- Student success strategies

EARLY AND ONGOING INTERVENTION STRATEGIES

Early intervention strategies support students in learning and adopting appropriate responses to events and circumstances that trigger disrespectful or illegal behaviour that could result in suspension or possible expulsion from school.

Early interventions are opportunities for students to self-assess and self-regulate with support from both the school and home.

An early intervention strategy may include, but not limited to:

- Contact and ongoing communication with the student's parents/guardians
- Verbal reminders
- Review of expectations
- Written work assignment with a learning component that requires reflection
- Volunteer service to the school community
- Peer mentoring
- Referral to counselling
- Conflict mediation and resolution and/or consultation

Ongoing intervention strategies may include, but not limited to:

- Meeting with the student's parents/guardians
- Requiring the student to perform volunteer service in the school community
- Conflict mediation
- Peer mentoring
- Sensitivity program
- Safety plans/behaviour support plans/planned safe physical intervention
- A referral to counselling

PROGRESSIVE DISCIPLINE STRATEGIES FOR ADDRESSING INAPPROPRIATE BEHAVIOUR

The Principal and staff will consider the following to address inappropriate behaviour:

- the particular student and circumstances
- the nature and severity of the behaviour
- the impact on the school climate, including the impact on students or other individuals in the community

When inappropriate student behaviour occurs, schools should utilize a range of interventions, supports and consequences that are developmentally appropriate and should include opportunities for students to focus on improving behaviour.

Consequences for inappropriate behaviour may include, but not limited to:

- Meeting with the student's parents/guardians, the student and the Principal
- Referral to a community agency for anger management or substance abuse counselling

- Detentions
- Withdrawal of privileges
- Withdrawal from class
- Restitution for damages
- Restorative practices
- Alternative Placement
- Suspension
- Expulsion
- Exclusion

VIOLENT INCIDENT

Where inappropriate student behaviour constitutes a violent incident, a *Violent Incident Form* (Appendix A) must be completed by the Principal, filed and retained in the student's Ontario Student Record and shall not be removed unless three (3) consecutive years have passed during which no further suspensions for serious violent incidents have taken place. If the student transfers to another school, the information in the OSR relating to the serious violent incident that led to a suspension or expulsion, as well as a report to the police, will remain in the OSR unless three (3) consecutive years have passed during which no further suspensions for serious violent incidents have taken place.

The term violent incident is defined as the occurrence of any one of the following, or the occurrences of a combination of any of the following:

- possessing a weapon, including possessing a firearm
- physical assault causing bodily harm requiring medical attention
- sexual assault
- robbery
- using a weapon to cause or to threaten bodily harm to another person
- extortion
- hate and/or bias-motivated occurrences

VICTIMS OF SERIOUS STUDENT INCIDENTS

The Board supports students who are victims of serious incidents. The Principal is required to provide information to the parents/guardians of a student who is less than 18 years of age, is not 16 or 17 and withdrawn from parental control.

If a Principal decides not to notify the parents/guardians of a student involved in an incident, if in the opinion of the Principal doing so would put the student at risk of harm, the Principal will document the rationale for this decision, and share this decision with the Family of Schools' Superintendent and if applicable, the teacher(s) of the student.

The Board shall ensure that Principals develop appropriate plans to protect the victim and will communicate to parents/guardians of victim's information about the plan and a method of identifying dissatisfaction with steps taken to provide support to the victim.

Mitigating and Other Factors

Appropriate action must consistently be taken by schools to address behaviours that are contrary to Provincial, Board and School Codes of Conduct, which includes, but not limited to: inappropriate sexual behaviour, gender-based violence, homophobia, and harassment on the basis of sex, gender identity, sexual orientation, race, colour, ethnicity, culture, citizenship, ancestry, origin, religion, creed, family status, socio-economic status, disability and/or any other immutable characteristic or ground protected by the Human Rights Code. The Board authorizes Principals, or their delegates, to impose consequences in appropriate circumstances.

Mitigating and other factors including expectations documented in a student's Individual Education Plan (IEP) must be considered in the determination of interventions, supports and consequences in order to reinforce positive behaviours and help students make good choices.

A Principal, in determining the consequence will consider:

1. whether the student has the ability to control his or her behaviour
2. whether the student has the ability to understand the foreseeable consequences of his or her behaviour
3. whether the student's continuing presence in the school does or does not create an unacceptable risk to the safety of any other individual at the school
4. the student's academic, discipline and personal history
5. whether a progressive discipline approach has been used with the student
6. whether the activity for which the student might be disciplined was related to any harassment of the student because of race, ethnic origin, religion, disability, gender or sexual orientation or harassment for any other reason
7. how the discipline would affect the student's ongoing education
8. the age of the student
9. where the student has an Individual Education Plan (IEP) or disability related needs,
 - i. whether the behaviour was a manifestation of a disability identified in the student's Individual Education Plan;
 - ii. whether appropriate individualized accommodation has been provided; and
 - iii. whether a suspension is likely to result in aggravating or worsening the student's behaviour or conduct.
10. other matters as the Principal considers appropriate.

RECORD OF PROGRESSIVE DISCIPLINE

The Principal or designate shall keep a record for each student with whom progressive discipline approach(es) is utilized on the Board's student administrative system under the discipline tab.

The record should include:

1. Name of the student.
2. Date of the incident or behaviour.
3. Nature of the incident or behaviour.
4. Considerations taken into account.
5. Progressive discipline approach used; consequences and outcome.
6. Contact with the student's parents/guardians (unless the student is an adult student).

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
DECEMBER 20, 2016**

PUBLIC SESSION

**TITLE: LAKESHORE CATHOLIC HIGH SCHOOL BUILDING
ENVELOPE UPGRADE TENDER**

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Award of Construction Tender for the Building Envelope Upgrade at Lakeshore Catholic High School to Manorcore Group Inc. for \$865,600 (HST excluded), as presented.

Prepared by: Scott Whitwell, Controller of Facilities Services

Presented by: Scott Whitwell, Controller of Facilities Services

Recommended by: Committee of the Whole

Date: December 20, 2016



**REPORT TO THE COMMITTEE OF THE WHOLE
DECEMBER 6, 2016**

PUBLIC SESSION

**LAKESHORE CATHOLIC HIGH SCHOOL BUILDING ENVELOPE
UPGRADE TENDER**

BACKGROUND INFORMATION

The main scope of work for the subject tender includes:

- Holy Family Chapel – replace exterior glass block wall with curtain wall to match stairwell curtain wall of new addition to address structural issues
- Replace skylights – these skylights are approaching their end of life and are causing water infiltration to the interior of the building
- Re-flash roof penetrations/new caulking – various areas
- Interior Repairs – various areas – replace water damaged drywall and repaint

As part of this report, photographs of the areas will be presented at the Committee of the Whole meeting.

This project was tendered with a closing date of November 8, 2016. Raimondo + Associates Architects Inc. was the architectural firm for this project.

In accordance with the Board's Purchasing/Supply Chain Management Policy, the Director of Education and the Superintendent of Business & Financial Services are recommending to the Board of Trustees that Manorcore Group Inc., who was the low bidder, be awarded this project. Their bid was \$865,600 (HST excluded).

This project is being funded by the School Condition Improvement grant received from the Ministry of Education.

It is the recommendation of the Director of Education, Superintendent of Business & Financial Services and the Controller of Facilities Services in consultation with the project architect, that the Niagara Catholic District School Board approve the award of this project to Manorcore Group Inc.

RECOMMENDATION

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Award of Construction Tender for the Building Envelope Upgrade at Lakeshore Catholic High School to Manorcore Group Inc. for \$865,600 (HST excluded), as presented.

Prepared by: Scott Whitwell, Controller of Facilities Services

Presented by: Scott Whitwell, Controller of Facilities Services

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

Date: December 6, 2016

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
DECEMBER 20, 2016**

PUBLIC SESSION

**TITLE: APPROVED MEETING MINUTES OF THE NIAGARA
CATHOLIC PARENT INVOLVEMENT COMMITTEE OF
MAY 12, 2016**

RECOMMENDATION

THAT the Niagara Catholic District School Board receive the Approved Meeting Minutes of the Niagara Catholic Parent Involvement Committee of May 12, 2016, as presented for information.



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

**APPROVED MINUTES OF THE
NIAGARA CATHOLIC PARENT INVOLVEMENT COMMITTEE MEETING**

THURSDAY, MAY 12, 2016

Minutes of the Meeting of the Niagara Catholic Parent Involvement Committee, held on Thursday, May 12, 2016, at 7:00 p.m. in the Father Kenneth Burns csc Board Room at the Catholic Education Centre, 427 Rice Road, Welland, ON.

The meeting was called to order at 7:10 p.m. by Chair Daly

A. ROUTINE MATTERS

1. Opening Prayer

Opening prayer was led by Krista Wood, Board Chaplaincy Leader

2. Roll Call

Guests in attendance: John Crocco, Director of Education/Secretary Treasurer and
Krista Wood, Board Chaplaincy Leader

Parent Members	Affiliations	Present	Excused	Absent
Jennifer Pellegrini	Fort Erie/Port Colborne/Wainfleet		√	
Kristina Kym Raso	Fort Erie/Port Colborne/Wainfleet		√	
Shonna Daly	Grimsby/Lincoln/West Lincoln/Pelham	√		
Rebecca Monte	Grimsby/Lincoln/West Lincoln/Pelham	√		
Kim Hedden	Merritton/Thorold		√	
Heather McCluckie	Merritton/Thorold	√		
Alexandra Attree	Niagara Falls/Niagara-on-the-Lake	√		
Gregg Kirchofer	Niagara Falls/Niagara-on-the-Lake			√
Mary Mannella-Byers	Niagara Falls/Niagara-on-the-Lake	√		
Josephine Muraca-Lettieri	Niagara Falls/Niagara-on-the-Lake	√		
Marion Battersby	St. Catharines	√		
Lisa Finley	St. Catharines	√		
Kate Hingston	St. Catharines		√	
Julie Wiley-Pol	St. Catharines		√	
Agnes Dim	Welland		√	
Carrie Vernelli	Welland			
<small>Arrived at 7:10 p.m. Departed at 7:20 p.m.</small>				
Leone Strilec	Development and Peace	√		
Heather Pyke	OAPCE	√		
Shelley Gilbert	Society of St. Vincent de Paul	√		
Anna Racine	SEAC Representative	√		
Fr. Peter Rowe	Bishop/Diocesan Representative	√		
Carter Cake	Secondary Student Senate Representative		√	

Trustees				
Kathy Burtnik	Vice-Chair of the Board	√		
Dino Sicoli	Trustee		√	

The following staff was in attendance:

Superintendent Lee Ann Forsyth-Sells, Theo Dagenais, Elementary Principal, Josie Rocca, Support Staff Representative and Yvonne Anderson, Recording Secretary.

Regrets sent: Trustee Dino Sicoli, Carter Cake, Glenn Gifford, Kim Hedden, Kate Hingston, Jennifer Pellegrini, Kristina Raso, and Julie Wiley-Pol.

3. Approval of the Agenda

Moved by: Carrie Vernelli

Seconded by: Heather McCluckie

THAT the Niagara Catholic Parent Involvement Committee approve the agenda of the Niagara Catholic Parent Involvement Committee Meeting of May 12, 2016 as presented.

CARRIED

4. Declaration of Conflict of Interest

No conflict of interest was declared with any item on the agenda.

5. Approval of the Niagara Catholic Parent Involvement Committee Meeting Minutes of March 3, 2016

Moved by: Shelley Gilbert

Seconded by: Heather McCluckie

THAT the Niagara Catholic Parent Involvement Committee approve the minutes of the Niagara Catholic Parent Involvement Committee Meeting of March 3, 2016 as presented.

CARRIED

B. PRESENTATIONS

1. Niagara Catholic 2016-2017 Budget-*John Crocco, Director of Education /Secretary Treasurer*
 John Crocco presented and reviewed the Ministry of Education Funding Model and the Niagara Catholic 2016-2017 Budget. The 2016-2017 balanced budget has been designed to align with and to achieve the Board approved System Priorities 2016-2017 and accomplish the expectations of Niagara Catholic's Vision 2020 Strategic Plan. John Crocco invited NCPIC members to provide feedback and/or recommendations to Superintendent Forsyth-Sells no later than Monday, May 30, 2016.
2. London Regional PIC Symposium-*Marion Battersby*
 Marion Battersby reported that The Deputy Premier Deb Matthews was the keynote speaker and that the two of the areas of focus for the 2016 London Regional PIC Symposium included leadership development for PICs and School Council Chairs and building connections. The

Ministry of Education provided a summary of the activities including parent/guardian feedback that was shared with all NCPIC members for information.

3. Phase I-Catholic Congress Update-*Krista Wood, Board Chaplaincy Leader*

Krista Wood, Board Chaplaincy Leader provided a brief overview on the completion of Phase I of the Catholic Congress events with keynote speaker Fr. Tom Rosica CEO of Salt and Light television held on Monday, April 25, 2016 at Blessed Trinity Catholic Secondary School, Tuesday, May 3, 2016 at Denis Morris Catholic High School, Wednesday, May 4, 2016 at Lakeshore Catholic High School and Thursday, May 5, 2016-Saint Michael Catholic High School. Feedback from the break-out sessions is currently being collated and will support Phase II and III. Fr. Tom Rosica will be returning to Niagara Catholic to film faith activities at the system and school levels.

C. 2015-2016 NCPIC GOALS

1. Building capacity with Catholic School Councils-Catholic School Councils Survey

Superintendent Forsyth-Sells shared the results from the survey.

- Ninety-five (95) parents/guardians from the NCPIC and Catholic School Councils participated in the Catholic School Councils survey.
- 52.63% responded for a one day conference and 47.37 % for several evenings.
- 63% would be interested in the NCPIC sponsoring training or workshops of effective or best practices for Catholic School Councils' meetings.
- 77% supported the NCPIC developing a Catholic School Councils' handbook.
- 93% agreed that a monthly NCPIC Newsletter would assist Catholic School Councils with updated information about the NCPIC and Ministry of Education initiatives.
- Parents/Guardians indicated the following items as their top five interests for workshops:
 1. Fundraising (57.89%)
 2. Bullying Awareness (55.79%)
 3. Mathematics (55.79%)
 4. Mental Health (53.68%)
 5. Internet Safety (52.63%)
 6. Planning for Post-Secondary (46.32%)

2. Alliance Committee-PRO Grant: Catholic Congress Phase II and III

Krista Wood, on behalf of the Niagara Catholic Alliance Committee provided an overview of Phase II and III of the Catholic Congress proposal; to strengthen the triad relationship of the home, school and church as the foundation for Catholic Education, and to increase and strengthen the articulation around Catholic Education, so that students, parents/guardians and community members understand the benefits of Catholic Education in the Niagara Catholic District School Board.

D. SUBCOMMITTEE REPORTS

1. FAITH FORMATION-*Josie Rocca*

- Josie reported that contact has been made with Fr. Rico but that a date had not been set for Faith Formation.
- Shonna suggested that Fr. Rowe could provide a Faith Formation session for NCPIC and thanked Fr. Rowe for his continued spiritual guidance.

2. POLICY- *Shonna Daly*

The following Policies and Administrative Guidelines are currently being vetted as part of the cyclical Policy and Administrative Guidelines Review process.

- Board By-Laws Policy (100.1)
- Niagara Catholic Parent Involvement Committee and By-Laws Policy (800.7)
- Religious Accommodation Policy (100.10.1)
- Safe Arrival Policy (302.3)
- Name of Board Facility Policy (NEW)

Feedback is to be submitted to jennifer.pellegrini@ncdsb.com by May 13, 2016.

3. PRO GRANT- 2016-2017

The Niagara Catholic Parent Involvement Committee will complete and submit an application for the 2016-2017 PRO Grant in partnership with the Alliance Committee supporting Phase II and III of the Catholic Congress initiatives focusing on parent/guardian engagement throughout the Niagara Catholic District School Board.

E. REPORT FROM THE DIRECTOR'S DESIGNATE SUPERINTENDENT OF EDUCATION

1. Vision 2020 Check-In Survey Results

Superintendent Forsyth-Sells presented the results of the Vision 2020 Check-In Survey. Administrators will share the predominant themes that have emerged from the Niagara Catholic Vision 2020 Strategic Plan Check-In with staff, Student Senate, and Catholic School Councils. Consideration will be given to aligning the feedback themes within the Enabling Strategies into our multi-year plan from 2016 to 2020 supported by annual balanced budgets.

2. Partners in Catholic Education-Thursday, May 19, 2016

Superintendent Forsyth-Sells extended an invitation to NCPIC members to attend the Partners in Catholic Education Dinner on Thursday, May 19, 2016 at the Americana Event Centre in Niagara Falls beginning at 5:30 p.m. Interested members are to contact Yvonne Anderson no later than Friday, May 13, 2016.

3. Proposed NCPIC Meeting Dates for 2016-2017

Superintendent Forsyth-Sells provided the proposed NCPIC Meeting dates for 2016-2017

- September 15, 2016
- November 17, 2016
- January 19, 2017
- March 23, 2017
- May 18, 2017

4. 2016-2017 NCPIC Membership

Superintendent Forsyth-Sells encouraged the current NCPIC community representatives and parent/guardian members coming to the end of their term to complete and submit a nomination package for the 2016-2017 NCPIC membership. Packages will be sent to all NCPIC members, elementary and secondary schools and will be posted on the Board website later this month.

5. NCPIC Financial Report

A financial statement was provided for information. Funds will once again be allocated to support the Partners in Catholic Education Dinner held on Thursday, May 19, 2016.

F. COMMUNITY REPORTS

1. Development and Peace-*Leone Strilec*

- Ari Régis, the president of the WACC-Caribbean Region was the Development and Peace solidarity visitor this Lent and he presented to the Grades 11 and 12 students at Saint Paul Catholic High School.
- During Lent, Development and Peace ran a series on Laudato Si at the Chancery office and it was well received.
- The Ontario Regional Meeting was held in Toronto May 13-15, 2016. Five (5) members of Development and Peace including two (2) youth members were in attendance.
- On Saturday, June 11, 2016 the St. Catharines Annual General Meeting will be held at St. Alfred's Church in St. Catharines beginning at 9:00 a.m. The guest speaker Elizabeth Fedorkow, the National Council Representative from Toronto will be speaking about the Development and Peace solidarity tour of Ethiopia last year. All are welcome to attend.

2. Society of St. Vincent de Paul-*Shelley Gilbert*

- Saint Vincent de Paul will be hosting a Trivia Night on Friday, May 27, 2016 at 7:00 p.m. at St. Alfred Church Hall. Proceeds will support sending kids to camp.
- Mother Teresa Catholic Elementary School donated 15 bags of clothing to St. Vincent de Paul for Earth Day.
- Saint Vincent de Paul now has a liaison with Chez Marie (Refugee House)

3. Ontario Association Parents in Catholic Education-*Heather Pyke*

- A report highlighting the OAPCE Conference and a letter from the OAPCE President and Vice-President were provided for information.

G. SEAC REPORT-Anna Racine

- The Special Education Department with feedback from SEAC has been reviewing changes to sections of the Niagara Catholic Special Education Plan. The final copy of the Special Education Plan will be posted on the Board website.
- In order to support student needs for the 2016-2017, staff at each Catholic elementary and secondary schools are completing and submitting needs assessment data. Special Education staff will review the student profiles with school Principals in order to prepare for the 2016-2017 school year.
- Workshops have been created for teaching staff and administrators on how to successfully write Individual Education Plans.
- Transition and IPRC meetings are underway. The information shared at these meetings support students as they transition to secondary school helping to alleviate initial anxiety of students and parents.
- Meetings are also taking place for students who will attend a post-secondary institution next year to review the accommodations on their IEP and inform them of the process for maintaining these accommodations in college or university.
- A summary of all secondary activities and events offered to the secondary Special Education students was included.

H. BISHOP/DIOCESAN REPORT-Fr. Peter Rowe

1. Fr. Peter encouraged all NCPIC members to read the Encyclical Letter Laudato Si' by Pope Francis on Care of Our Common Home, especially chapter 13 on "Love," as it is a reflective piece.
2. Fr. Peter shared that Bishop Bergie celebrated his 32nd Anniversary as a priest.
3. Fr. Peter expressed appreciation for Niagara Catholic, the Catholic Congress and Fr. Rosica's message on being a Catholic Witness in everything we do.
4. Fr. Peter requested prayers that the government will respect the beginning of life to the natural end and will not pass the Assisted Suicide Bill C-14.

I. STUDENT SENATE REPORT-Carter Cake

- Nil Report

J. STAFF REPORTS-Glenn Gifford

A report was provided on the events that took place throughout the Catholic Secondary Schools during Catholic Education Week.

K. TRUSTEE REPORTS-Kathy Burtnik

1. Trustee Burtnik shared the good news that a tentative agreement between the Board and CUPE Local 1317 had been reached.

2. Trustee Burtnik reported on Wednesday, May 11, 2016 that Niagara Catholic met with our French Catholic colleagues to discuss a joint proposal regarding St. Nicholas Catholic Elementary School and École élémentaire catholique Immaculée-Conception.
3. Trustee Burtnik reported that the Long Term Accommodation Plan Phase 3 has been completed and will guide Niagara Catholic to provide the very best programming for our students and ensure that our schools are utilized.
4. Trustee Burtnik represented OCSTA at the OAPCE Conference in May. OAPCE has worked extensively to increase its presence at provincial Ministry of Education curriculum tables to provide guidance and advice on new programs and curriculum. Trustee Burtnik recommended and encouraged NCPIC members to “save the date” and attend next year’s OAPCE Conference.
5. Trustee Burtnik encouraged NCPIC members to utilize the Niagara Catholic E-Flyer to promote their school events and activities. Submissions are to be forwarded to Jennifer Pellegrini for posting.
6. Trustee Burtnik thanked the NCPIC members for their outstanding service, dedication and commitment to parent engagement in Niagara Catholic throughout the 2015-2016 school year.

L. NEW BUSINESS

- Rebecca Monte at the request of the St. Mark Catholic School Council inquired about the possibility of a Balanced School Day Schedule within Niagara Catholic schools. Superintendent Forsyth-Sells responded that all Niagara Catholic schools follow best practices of instructional time, and suggested that further discussion could take place at the school level with the Principal.

M. AGENDA ITEMS-DISCUSSION FOR FUTURE MEETINGS

N. NEXT MEETING:

September 15, 2016 at 7:00 p.m. at the Catholic Education Centre

O. CLOSING PRAYER: Closing Prayer was led by Fr. Peter Rowe

P. ADJOURNMENT

Moved by: Shelley Gilbert

Seconded by: Mary Mannella-Byers

THAT the May 12, 2016 meeting of the Niagara Catholic Parent Involvement Committee be adjourned.

CARRIED

This meeting was adjourned at 9:10 p.m.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
DECEMBER 20, 2016**

PUBLIC SESSION

**TITLE: APPROVED MINUTES OF THE STAFF WELLNESS
COMMITTEE MEETING OF OCTOBER 18, 2016**

RECOMMENDATION

THAT the Niagara Catholic District School Board receive the Approved Minutes of the Staff Wellness Committee Meeting of October 18, 2016, as presented for information.



STAFF WELLNESS COMMITTEE

TUESDAY, OCTOBER 18, 2016

2:00 pm – 3:30 pm

Holy Cross Community Room

APPROVED MINUTES



1. Opening Prayer – Krista Wood
2. Committee Members – roll call

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			✓	

3. Approval of Minutes of Staff Wellness Meeting – June 7, 2016

Moved by committee member

Seconded by committee member

That the Niagara Catholic District School Board Staff Wellness Committee members approve the Minutes of the meeting of June 7, 2016, as presented.

Carried

4. Staff Wellness Tab on “My Niagara Catholic”
 - a) First email blast sent on May 27, 2016 to all staff
 - b) Review design of Staff Wellness website/Input/suggestions
 - Hector displayed website for committee members
 - c) Input/suggestions re: website and content
 - Committee members made some suggestions:

- Rotating panel; requires image
- Move Mind/Body/Spirit tabs to centre; larger font; more visible
- Link back to board website
- Background should be seasonal/promotions
- Add motivational quotes just below “What’s Up In Wellness”
- Add a counter for staff entry to website & what area staff are viewing
- Add feedback & suggestions button
- Discussion: Staff vs. open access
- Add Crisis contact information; use universal symbol (COAST)
- Andrea to provide links to community crisis numbers
- In case of crisis contact.....
- Add photos to represent Mind-Body-Spirit
- Aim to release website within a few weeks
- Tips: Add updates to website using “New”
- “Wellness Events” tab will not be visible until we have content

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

- Work on plan for Wellness – next steps from survey results
 - Majority of staff completing survey-elementary teachers
 - Survey results reviewed; highlighted activities with most interest
 - Discussed building a program based on survey results
 - Spread out the offerings over the entire year
 - Present the board with a schedule of offerings for full year
 - Give opportunity for employees to plan for activities offered
 - Discussed offering 2 Faith Formation; 2 Mental Health; 2 Body/Health
 - Nov/Dec – 2 Faith Formation in place; organize Mental Health sessions
 - Jan to June – offer 2 in each area
- Offer a workshop/Information session? E.g. Mental health/spiritual awareness
- Organize a walking club? Offer yoga?
- Suggestions?
 - Cathedral; out of the cold volunteers; must commit to 10 volunteers
 - Relaxation/stress reduction/faith workshops
 - Similar to Faith Formation program
 - Calendar of events created & provided
 - 2017-2018 build budget in for Staff Wellness
 - Friendship Centres; discuss with Marco for possible activities
 - Start with activities without a cost
 - What will Greenshield offer through “Change 4 Life” workshops
 - Address items which staff have identified
 - Send survey to specific people to see who would provide sessions on specific activities
 - Discussed fun activities; laughter yoga
 - Discussed seeking individuals to volunteer to provide services
 - Start a calendar of activities
 - Goal: 6 activities per month (including 2 Faith formation events)

6. Next Meeting – Tuesday, November 22, 2016 @ 2:00 p.m.

7. Adjournment

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
DECEMBER 20, 2016**

PUBLIC SESSION

**TITLE: APPROVED MINUTES OF THE SPECIAL EDUCATION
ADVISORY COMMITTEE (SEAC) MEETING OF
NOVEMBER 2, 2016**

RECOMMENDATION

THAT the Niagara Catholic District School Board receive the Approved Minutes of the Special Education Advisory Committee Meeting of November 2, 2016, as presented for information.



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

MINUTES OF THE SPECIAL EDUCATION ADVISORY COMMITTEE MEETING WEDNESDAY, NOVEMBER 2, 2016

Minutes of the Meeting of the Special Education Advisory Committee, held on Wednesday, November 2, 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)	✓		
Sarah Farrell	Learning Disabilities Association – Niagara	✓		
Bill Helmeczi	Pathstone Mental Health	✓		
Andrew Howcroft	Community Living Welland Pelham		✓	
Trustees				
Pat Vernal		✓		
Maurice Charbonneau		✓		
Student Senate Representative				
Sarah Milinkovich		✓		

The following staff were in attendance:

Yolanda Baldasaro, Superintendent of Education; **Lisa Selman**, Principal, Elementary, **Denice Robertson**, Principal, Secondary; **Tina DiFrancesco**, Recording Secretary

3. Approval of the Agenda

Moved by Trustee Vernal
Seconded by Rob Lavorato

THAT the Special Education Advisory Committee approve the Agenda of the Special Education Advisory Committee Meeting of November 2, 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 October 5, 2016

Moved by Sarah Farrell
Seconded by Bill Helmeczi

THAT the Special Education Advisory Committee approve the Minutes of the Special Education Advisory Committee Meeting of October 5, 2016 as presented.

CARRIED

B. PRESENTATIONS

1. Meeting of Student Success Leaders, School Effectiveness Leads and Special Education Leads, October 2016 – Yolanda Baldasaro

On October 13 and October 14 the Ministry of Education held a symposium for Student Success Leaders, School Effectiveness Leads and Special Education Leads to participate and to understand and define their respective and common capacity building work. The Ministry is looking at school boards and how we work together to support our students. A suggestion was made to upload the *Learning for All* document in the SEAC Electronic portal.

C. VISIONING

1. Goals and Vision for 2015-2016 and 2016-2017

1.1 Goals for the 2016-2017 School Year

A discussion was held regarding the new goals for the 2016-2017 school year. The letters inviting new associations to join the Niagara Catholic Special Education Advisory Committee were mailed. In order to encourage parent engagement, a suggestion was made to include information regarding presentations/professional development working sessions at SEAC meetings in the SEAC insert for school newsletters and Catholic School Council agendas. Chair Racine will follow up with NCPIC at their next meeting regarding SEAC support and involvement with the NCPIC ProGrant.

D. BUSINESS ARISING FROM THE MINUTES OF THE MEETING OF OCTOBER 5, 2016

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**

- 7.1 ***Progressive Student Discipline Policy (302.6.9)***
Access to Board Premises – Safe Schools Policy (302.6.3)
Accessibility Customer Service Policy (800.8.1)

A discussion was held regarding these policies. Feedback is to be submitted to jennifer.pellegrini@ncdsb.com by November 9, 2016.

The following policies were presented for review:

Assessment, Evaluation, Reporting and Homework Policy (301.10)
Catholic Leadership Principal and Vice-Principal Selection Policy (202.2)
Student Suspension Policy (302.6.4)
Student Expulsion Policy (302.6.5)

Feedback is to be submitted to jennifer.pellegrini@ncdsb.com by January 13, 2017.

E. SEAC REPORT

1. **Review and Approval of SEAC Insert for Catholic School Council Agenda**
 - SEAC goals for the 2016-2017 school year and information regarding presentations/ professional development working sessions at SEAC meetings will be included in the SEAC insert for Catholic School Council agenda.

2. Review and Approval of SEAC Insert for School Newsletters

- SEAC goals for the 2016-2017 school year and information regarding presentations/professional development working sessions at SEAC meetings will be included in the SEAC insert for School Newsletters.

F. AGENCY REPORTS

1. Down Syndrome Caring Parents (Niagara) – Rob Lavorato

- Kids Halloween party was held in Port Dalhousie on Saturday, October 29th. We had approximately 20 families attend. Kids had a blast dancing.
- 1st week of November is Down Syndrome Awareness week. To mark this occasion, we are having our Annual Trivia Night / silent auction fund raiser at the Armenian Hall on Martindale Road on Saturday, November 5th. The event starts at 6:00p.m. Tables are still available. Tickets are \$20.00 each or \$140.00 for a table of 8.

2. The Tourette Syndrome Association of Ontario – Anna Racine

- Nil Report

3. Learning Disabilities Association (Niagara) – Sarah Farrell

- We are halfway through our fall literacy and social skills programs, which are all running well, and the participants have all been making a lot of gains already. We are proud of everyone's hard work so far!
- Winter program dates have been finalized for our programs and applications will be accepted starting December 1st. There are limited spots and they fill up very quickly!
- We are now recruiting volunteers for our upcoming winter programs. This is a great opportunity for those seeking experience teaching and working with children. More information can be found on our website at www.LDANiagara.org under "Get Involved".
- Our LD Awareness Month Social Media Contest was a huge success this October. This contest increased awareness of learning disabilities and the LDANR through active engagement of our social media. Four individuals won gift cards to the Book Outlet. It was a successful initiative!
- We are currently hosting a Steeped Tea Fundraiser until November 4th. We will be selling Steeped Teas during this time and will be looking for LDANR supporters to help us sell the teas. 40% of the proceeds will go to support the work of LDANR. If anyone is interested in purchasing or selling, please email Sarah at programsLdan@cogeco.net.

4. Pathstone Mental Health – Bill Helmeczi

- Nil Report

5. **Community Living Welland Pelham – Andrew Howcroft Report Submitted**

- Representatives from **Community Living Ontario's Re: Action4Inclusion** movement headed south to attend the *Shaping The Future 2016 National Convention and International Forum*, held in Orlando, Florida from October 27th to the 29th. The forum will be hosted by **Inclusion International** and **The Arc of the United States**. The conference will provide participants from across the globe with the opportunity to connect with other members of the international inclusion movement.
- Through support from Community Living Ontario, twelve delegates from Re:Action4Inclusion will be traveling to Florida to take part in the *Global Self-Advocacy Leadership Summit*, which will enable self-advocates to connect and to be part of building self-advocacy globally. It will also set the course for greater self-advocacy, inclusion and define what matters most to self-advocates around the world.
- “Shaping the Future is a global forum where people who have an intellectual disability will be advocating for change and they are coming together to look at what we are going to do for the future. If there is anyone who needs to contribute more to the conversation about the future, it is our young people,” says Linda White. “We felt it was really important to have a voice from Re:Action4Inclusion team, which is supported through Community Living Ontario, to be part of this conversation.”
- Michael Jacques, long-time Re:Action4Inclusion champion, self-advocate and member of Community Living Ontario's Board of Directors, is one of the twelve delegates attending the international forum. He hopes that the conference, especially the self-advocacy summit, will be an opportunity to gain additional knowledge. “For me, as a self-advocate, I'm going to learn,” says Jacques. “I want to find out more about the different ways people are doing things in their communities. Hopefully I can bring some of that back to Ontario.”
- White also anticipates that she and the delegates will be able to provide insight into issues faced by youth in the province. “We hope we can share information regarding what's happening in high schools in Ontario to a larger, global audience.”
- The Re:Action4Inclusion movement began eight years ago, out of Community Living Ontario's Community Inclusion Initiative. What started as a call to action has steadily built momentum and grown. The movement now represents youth from across Ontario, with and without disabilities, who are working with their education and community allies to change the culture of their schools to become more inclusive. They are having conversations about what inclusion requires from all of us and what young people who have a disability are experiencing. “Re:Action4Inclusion creates a space to bring in the youth voice into the Community Living Movement,” says White. “It's a space where young people can come together who have this interest and want to really create more inclusive spaces, specifically within their high schools.”
- The youth from Re:Action4Inclusion are committed to ensuring students who have an intellectual disability experience a sense of belonging. They believe everyone is and should be seen as valued and contributing members in their schools and communities.

G. STAFF REPORTS

1. Lisa Selman – Principal, Elementary

Happening in Elementary Schools

- Participated in Holy Childhood and WE Day.
- Upcoming in November – Veterans week
- Early Learning Kindergarten Program (ELKP) Registration will be held on November 23rd.
- Preparing for progress reports.
- Speech Services Niagara (SSN) referrals are happening.
- Halloween was a big success!

2. Denice Robertson – Principal, Secondary

Happening in Secondary Schools

- Special Education Classrooms will be participating in SNAP next week at Brock University. All students love the SNAP program and are looking forward to this event.
- IEP's were recently mailed home. The Special Education departments continue to welcome discussions with parents as their child's academic, social and emotional needs evolve.
- Work continues in the area of Person-Centered Planning and the TAY initiative. We are in discussions with Contact Niagara, Bethesda and the Association for Community Living about available Support Services as youth transition out of secondary school.
- Secondary Open Houses for Grade 9 students will occur from November 22nd – November 30th.

Denis Morris

- A great start to the Best Buddies program. The Best Buddies participated in a Halloween movie and craft making session with their students. The Best Buddy Director visited the school during our meet and greet.
- The Special Education department is meeting with the ABA Supervisor and Math Lead to continue ABA at Denis Morris by using ABA strategies in Applied Math classrooms.
- Denis Morris is continuing the Capacity Building series and continued Professional development for staff in order to move student achievement forward. The October series will reflect determining functions of behaviour through collection of data (checklist) from teachers and then providing teachers with strategies to target each behaviour displayed.

Saint Francis

- Continuing to prepare food each day for our P3 program and the Breakfast program (through the Special Education Classroom).
- Have begun planning for the Christmas Event we are hosting on December 15th for all Special Education Classroom students of the Niagara Catholic District School Board.
- Planning stages to create a "unified" team for the Special Olympics Basketball tournament coming up later this fall.

Holy Cross

- The Special Education Class has been actively involved in preparing for Sunday's pilgrimage. Several students are doing modified and supported walks while others are raising pledge money. We have been assisting with awareness activities for this very important mission.
- The students are also very much looking forward to attending SNAP. One of our former Raiders, who was at one time a SNAP participant, is now a volunteer and mentor at the program. She is our most recent Holy Cross Catholic Wall of Fame recipient and we are very proud of her many accomplishments, including her Special Olympian status. This, along with the Pilgrimage, has provided us with the opportunity to discuss what makes a good role model and how we can make good decisions and do the work of Jesus every day.

Blessed Trinity

- All members of the Special Education department are now trained in ASIST (Applied Suicide Intervention Skills Training) so that we may continue to support students in regard to mental health.
- Educational Resource Teachers will meet with each Grade 9 student who is taking Religion during Semester 1 to ensure that they have a community service placement and to assist in finding one if they do not.
- Once again, Blessed Trinity will take a group of students to the Reaction4Inclusion Conference which takes place on November 18-20, 2016. We look forward to presenting and sharing our experiences with SEAC at an upcoming meeting. A huge thank you to the Association for Community Living for funding the trip! Their generosity makes this amazing opportunity possible!

3. Yolanda Baldasaro – Superintendent of Education

- November 2 - Take Your Kids To Work Day for Grade 9 students across Niagara.
- November 18 – Elementary and Secondary Professional Activity Day – planning is taking place.

4. David O'Rourke – Coordinator Special Education

- Nil Report

H. TRUSTEE REPORTS

1. Pat Vernal – Trustee

- Nil Report

2. Maurice Charbonneau – Trustee

- Nil Report

I. STUDENT REPORT

1. Sarah Milinkovich– Student Senate Representative

- The next Student Senate meeting will be held on Tuesday, November 8th.

J. NCPIC REPORT

- Nil Report

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. Review letters from PAAC on SEAC and Renfrew County Catholic District School Board

A letter was received from PAAC on SEAC regarding the development of new SEAC Training Resources. On the *PAAC on SEAC* website at www.paac-seac.ca you can find the revised *PAAC on SEAC Effective Practices Handbook for SEAC Members, 2016* and three *SEAC Training Video modules*. A suggestion was made to bring the video modules to the December meeting for review. The video modules will be posted on the SEAC Electronic Portal.

2. A letter was received from the *Renfrew County Catholic District School Board* regarding data relating to *PPM 156, Supporting Transitions for Students with Special Needs*, the transition out of secondary school and employment prospects for students with disabilities. A suggestion was made to bring this letter to the Board of Trustees, noting that both Trustees sitting on the SEAC strongly support and encourage discussion regarding this letter.

M. QUESTION PERIOD

N. NOTICES OF MOTION

O. AGENDA ITEMS – DISCUSSION FOR FUTURE MEETINGS

P. INFORMATION ITEMS

Q. NEXT MEETING:

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

R. ADJOURNMENT

Moved by Trustee Vernal
Seconded by Rob Lavorato

THAT the November 2, 2016 meeting of the Special Education Advisory Committee be adjourned.

CARRIED

This meeting was adjourned at 8:50p.m.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
DECEMBER 20, 2016**

PUBLIC SESSION

**TITLE: APPROVED MINUTES OF THE SAINT MICHAEL AND
SAINT PAUL CATHOLIC ELEMENTARY AND SECONDARY
FAMILY OF SCHOOLS AD HOC PUBLIC MEETING OF
NOVEMBER 15, 2016**

RECOMMENDATION

THAT the Niagara Catholic District School Board receive the Approved Minutes of the Saint Michael and Saint Paul Catholic Elementary and Secondary Family of Schools Ad Hoc Public Meeting of November 15, 2016, as presented for information.



“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.”

MINUTES

**Saint Michael Catholic and Saint Paul Catholic Elementary and Secondary
Family of Schools**

Ad Hoc Attendance Area Review Committee

Loretto Catholic Elementary School, Our Lady of Mount Carmel Catholic
Elementary School
and Father Hennepin Catholic Elementary School

November 15, 2016

5:00 p.m.

**FATHER KENNETH BURNS, csc BOARD ROOM
CATHOLIC EDUCATION CENTRE - WELLAND**

Minutes of Ad Hoc Attendance Area Review Committee Meeting for the Saint Michael Catholic and Saint Paul Catholic Elementary and Secondary Family of Schools of November 15, 2016 at 5:00 p.m. at the Catholic Education Centre.

The meeting was called to order at 5:00 p.m. by Trustee Burtnik. Trustee Burtnik offered apologies on behalf of Trustee/Chair Nieuwesteeg for his absence and agreed to act as Chair for this meeting.

A. ROUTINE MATTERS

1. Opening Prayer

The opening prayer was led by Ted Farrell.

2. Roll Call and Attendance

Committee Members		Present	Excused	Absent
Kathy Burtnik	Trustee	x		
Frank Fera	Trustee	x		
Ed Nieuwesteeg	Chair/Trustee		x	

Resources to Committee		Present	Excused	Absent
Ted Farrell	Superintendent of Education	x		
Scott Whitwell	Controller of Facilities Services	x		
Kathy Levinski	Manager of Facilities Services	x		

Mary Gallardi	Recording Secretary	X		
Antonio Cardamone	Principal - Loretto Catholic	X		
Amanda Cybula	Principal - Father Hennepin	X		
Elizabeth Davey	Principal - Our Lady of Mount Carmel			X
CSC Chair/Co-Chair	Loretto Catholic	X		
CSC Chair/Co-Chair	Father Hennepin			X
CSC Chair/Co-Chair	Our Lady of Mount Carmel			X

The following staff were also in attendance: Mark Lefebvre, Family of Schools Superintendent of Education, and Christopher Moscato, Vice-principal, Loretto Catholic Elementary School.

3. Approval of Agenda

Moved by Trustee Fera

THAT the Agenda of the Ad Hoc Attendance Area Review Committee Meeting for the Saint Michael Catholic and Saint Paul Catholic Elementary and Secondary Family of Schools of November 15, 2016 be approved 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

a) Moved by Trustee Fera

THAT the Minutes of the Ad Hoc Attendance Area Review Committee Meeting for the Saint Michael Catholic and Saint Paul Catholic Elementary and Secondary Family of Schools of November 3, 2016 be approved as presented.

CARRIED

b) Moved by Trustee Burtnik

THAT the Minutes of the Ad Hoc Attendance Area Review Public Meeting for the Saint Michael Catholic and Saint Paul Catholic Elementary and Secondary Family of Schools of November 9, 2016 be approved as presented.

CARRIED

c) Moved by Trustee Burtnik

THAT the Minutes of the Ad Hoc Attendance Area Review Public Meeting for the Saint Michael Catholic and Saint Paul Catholic Elementary and Secondary Family of Schools of November 10, 2016 be approved as presented.

CARRIED

B. REVIEW OF FEEDBACK FROM PUBLIC MEETINGS

Superintendent Farrell and Kathy Levinski reviewed feedback from both the November 9, 2016 and November 10, 2016 Public Meetings.

It was suggested that the Guiding Principles for the Committee be revised to reflect that students affected by a boundary change be supported by a transition plan that is developed and supported by the Catholic school community.

1. Putting an addition on Loretto Catholic (Option 12)
2. Is it possible to move Grade 7 and 8 students into Our Lady of Mount Carmel or Father Hennepin?
This violates the Planning Principles articulated in the Niagara Catholic Long Term Accommodation Plan stating the preferred model for an elementary school be ELKP-Grade 8.
3. Are other options possible that include areas like E4 and W4?
Students who reside in the E4 and W4 areas are well within 1.6 km of the school. The Committee decided against considering these zones any further.
4. Is it possible to exclude the walkers in considering the E1 area? (Options 9/10/11)
5. Is it possible for families that live in the walking area of W2 to go to a general pickup spot, like Forestview Blvd, and then be bussed to Our Lady of Mount Carmel?
There is a bus that runs through the area to pick up students who attend the French Immersion Program at Our Lady of Mount Carmel. The Student Transportation Policy does not permit out of boundary students receive transportation through Niagara Student Transportation Services. Such a bus run would set a precedent that violates Board Policy.
6. Is status quo an option if combined with preventing future out of boundary registrations?
This option is most similar to Option 5 which was presented in the earlier Public Meetings. Option 5 has all current out of boundary students attending Loretto Catholic returning to their home school. Enrolment pressure will continue to exist at Loretto from within the existing boundary.
7. Are out of boundary students being returned to their home school? (Options 10/11)
8. Is it possible to not permit out of boundary students in the future?
It has been done in the past with a Board Motion as in the case of Mother Teresa Catholic Elementary School and Canadian Martyrs Catholic Elementary School in 2009.
9. Has it been considered to offer parents the option of Loretto parents volunteering that their children go another school?
This is difficult to project the impact of an offer to return. It was noted that at the Public Meeting at Our Lady of Mount Carmel on November 10th, 2016 several comments were made by those attending that they did not know much about Our Lady of Mount Carmel Catholic Elementary School and were pleased with what they saw that evening. It was suggested parents be encouraged to visit the school.
10. Why can't future students moving into the new areas be bussed to Our Lady of Mount Carmel instead of moving current students to a new school?

Students who move into Garner South should be attending Our Lady of Mount Carmel Catholic Elementary School with transportation provided. These students are included in Our Lady of Mount Carmel enrolment projections.

11. Has it been considered that if students are within walking distance they be permitted to stay and students who live beyond 1.6 km of Loretto, within the Loretto boundary, receive transportation to Our Lady of Mount Carmel? Also, if you are out of bounds, to Loretto and are already going to Loretto Catholic, you get grandfathered in but new out of boundary students should not be accepted .

This option was discussed and the Committee requested it be considered.

C. REVIEW OF POTENTIAL ATTENDANCE AREA OPTIONS

Superintendent Farrell and Kathy Levinski presented a slideshow that incorporated the feedback from the Public Meetings as new options. Each option was discussed.

Option 8 – Return Out of Boundary Students from Garner South to Our Lady of Mount Carmel

Additional information was requested on the number of families that 1) may be affected who have students currently attending Loretto as out of boundary students and 2) who currently live in the Garner South area who have students who already attend Our Lady of Mount Carmel Catholic Elementary School.

Option 9 – Students who reside more than 1.6 km from Loretto Catholic in E1 & E2B be required to attend Our Lady of Mount Carmel

No further information requested.

Option 10 - Students who reside more than 1.6 km from Loretto Catholic in E1 & E2B + return out of boundary students to Our Lady of Mount Carmel

No further information requested.

Option 11 – Students who reside more than 1.6 km from Loretto Catholic in E1 & E2B + return all out of boundary students to home schools

Discussion centred on the reasons why so many students attend Loretto who are from out of the area, including the availability of child care. It was noted that although the students currently reside out of boundary they are now part of the Loretto Catholic community.

Option 12 – Build 7 classroom addition onto Loretto Catholic

Discussion centred on the long term implications of an addition. While putting students in the building it does not address the current pressures on the gymnasium, library or reduce overcrowding. An addition would likely not be complete for three years following the application for funding, approval, design and build process and so the current pressures would continue to exist in the interim. The application for funding would be impacted by the current available space at Our Lady of Mount Carmel Elementary School. An addition would impact asphalt and grass play space with the building extending out.

An addition to Loretto would delay the need for the construction of a new school in the Garner South area which is projected to have sufficient enrolment for its own school.

The Committee decided that this option, while addressing current enrolment pressures, is not in the best long term interest of the Loretto Catholic Elementary School Community.

Other Information Requested by the Committee:

- Bus times for options presented at the upcoming Public Meeting be broken down into smaller blocks in the 16-30 minute time travel area.
- Map of the three school boundaries that reflects the smaller parcels of Loretto Catholic and includes the Our Lady of Mount Carmel and Father Hennepin boundaries.
- Boundary descriptions from allocating all of the Oldfield subdivision to Father Hennepin Catholic Elementary School

Committee Recommendations for Consideration at the November 28, 2016 Public Meeting:

The Options 1-7 presented at the Public Meetings were reviewed. Discussions occurred about the best options to be presented at the next Public Meeting. The Committee recommended the following four options be presented to Senior Administrative Council for review. Any additional suggestions that evolve from Senior Administration can be presented for consideration at the Public Meeting on November 28, 2016, as well.

Consideration 1:

Area of change in Oldfield Estates from Our Lady of Mount Carmel Catholic Elementary School to Father Hennepin Catholic Elementary School

North Side – East from Dorchester Road at Oldfield Road along powerline to projection of Wilson Crescent,
 East Side – South on projection of Wilson Crescent to Oldfield Road (including),
 South Side – West along Oldfield Road (including) to Dorchester Road,
 West Side – to point of start at Dorchester and Oldfield Road

Consideration 2:

Status Quo with no consideration of new out of boundary requests

Consideration 3:

i) Area of Change from Loretto Catholic Elementary School to Our Lady of Mount Carmel Catholic Elementary School (part of E1 & part of E2)

North Side – East from Kalar Road on Lundy's Lane (centreline) to Montrose Road,
 East Side – South on Montrose Road (centreline) to south entrance of Charnwood Avenue (including),

South Side – West along Charnwood Avenue (including), turning north on Charnwood Avenue to Alfred Street, west on Alfred Street (including) to Sherri Avenue (including), north on Sherri Avenue to Ethel Street (including), west on Ethel Street to Pitton Road

(including), north on Pitton Road to Catalina Street (including), west on Catalina Street to Kalar Road,

West Side – North on Kalar Road (including) to start at Lundy’s Lane

- ii) No new out of boundary requests will be considered*
- iii) Current Grade 7 students will be grandfathered and permitted to remain at Loretto Catholic.*

Consideration 4:

- i) Area of Change from Loretto Catholic Elementary School to Our Lady of Mount Carmel Catholic Elementary School (part of W1/part of E1 & part of E2)*

North Side – East from Garner Road (centerline) at Lundy’s Lane (centerline) to Montrose Road (centerline),

East Side – South on Montrose Road (centreline) to south entrance of Charnwood Avenue (including),

South Side – West along Charnwood Avenue (including), turning north on Charnwood Avenue to Alfred Street, west on Alfred Street (including) to Sherri Avenue (including), north on Sherri Avenue to Ethel Street (including), west on Ethel Street to Pitton Road (including), north on Pitton Road to Catalina Street (including), west on Catalina Street to Kalar Road (including), south on Kalar Road to Angie Drive (including) south to St. Michael Avenue (including) to Forestview Blvd. (centerline) west to Garner Road (centerline),

West Side – North on Garner Road (centreline) to start at Lundy’s Lane

- ii) No new out of boundary requests will be considered*
- iii) Current Grade 7 students will be grandfathered and permitted to remain at Loretto Catholic.*

Other Relevant Information:

- Students remain in the Saint Michael Catholic High School Family of Schools
- St. Thomas More remains the same parish for the students moving from Loretto Catholic to Our Lady of Mount Carmel

D. FUTURE ACTION

- | | | |
|----|-------------------|--|
| 1. | Public Meeting | November 28, 2016 - 7:00 p.m.
Saint Michael Catholic High School |
| 2. | Committee Meeting | December 6, 2016 - 4:00 p.m.
Fr. Kenneth Burns, csc Board Room
Catholic Education Centre - Welland |

E. ADJOURNMENT

Moved by Trustee Fera

THAT the Ad Hoc Attendance Area Review Committee Meeting for the Saint Michael Catholic and Saint Paul Catholic Elementary and Secondary Family of Schools of

November 15, 2016 be adjourned. Seconded by Trustee Burtnik

CARRIED

This meeting was adjourned at 7:15 p.m.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
DECEMBER 20, 2016**

PUBLIC SESSION

**TITLE: APPROVED MINUTES OF THE SAINT MICHAEL AND
SAINT PAUL CATHOLIC ELEMENTARY AND SECONDARY
FAMILY OF SCHOOLS AD HOC PUBLIC MEETING OF
NOVEMBER 28, 2016**

RECOMMENDATION

THAT the Niagara Catholic District School Board receive the Approved Minutes of the Saint Michael and Saint Paul Catholic Elementary and Secondary Family of Schools Ad Hoc Public Meeting of November 28, 2016, as presented for information.



“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.”

MINUTES

**Saint Michael Catholic and Saint Paul Catholic Elementary and Secondary
Family of Schools**

Ad Hoc Attendance Area Review Committee

Loretto Catholic Elementary School, Our Lady of Mount Carmel Catholic
Elementary School
and Father Hennepin Catholic Elementary School

**November 28, 2016
7:00 p.m.**

SAINT MICHAEL CATHOLIC HIGH SCHOOL

Minutes of Ad Hoc Attendance Area Review Committee Meeting for the Saint Michael Catholic and Saint Paul Catholic Elementary and Secondary Family of Schools of November 28, 2016 at 7:00 p.m. at Saint Michael Catholic High School.

The meeting was called to order at 7:00 p.m. by Trustee Nieuwesteeg.

A. ROUTINE MATTERS

1. Opening Prayer

The opening prayer was led by Ted Farrell, Superintendent of Education.

2. Roll Call and Attendance

Committee Members		Present	Excused	Absent
Kathy Burtnik	Trustee		x	
Frank Fera	Trustee	x		
Ed Nieuwesteeg	Trustee	x		

Resources to Committee		Present	Excused	Absent
Ted Farrell	Superintendent of Education	x		
Scott Whitwell	Controller of Facilities Services	x		
Kathy Levinski	Administrator of Facilities Services	x		
Mary Gallardi	Recording Secretary	x		
Antonio Cardamone	Principal - Loretto Catholic	x		

Resources to Committee		Present	Excused	Absent
Amanda Cybula	Principal - Father Hennepin	x		
Elizabeth Davey	Principal - Our Lady of Mount Carmel	x		
CSC Chair/Co-Chair	Loretto Catholic			x
CSC Chair/Co-Chair	Father Hennepin			x
CSC Chair/Co-Chair	Our Lady of Mount Carmel			x

The following staff were also in attendance:

Mark Lefebvre, Family of Schools Superintendent of Education; Christopher Moscato, Vice-Principal, Loretto Catholic Elementary School; Ken Griepsma, Principal, Saint Michael Catholic High School.

Fifteen members of the public also attended and signed in to the meeting.

B. TERMS OF REFERENCE

Superintendent Farrell reviewed the Terms of Reference for information. It was noted that the Terms of Reference initially suggested to “consider the impact of moving the French Immersion Program from Notre Dame.” Following public consultation on the issue, the decision was that the program would remain at Notre Dame Catholic Elementary School.

C. MEETING SCHEDULE

Superintendent Farrell presented the Meeting Schedule for information.

D. BACKGROUND INFORMATION

Kathy Levinski and Superintendent Farrell provided background information pertaining to the identified schools in the Attendance Area Review from the June 21, 2016 Board Report: Father Hennepin Catholic Elementary School, Loretto Catholic Elementary School and Our Lady of Mount Carmel Catholic Elementary School.

The current boundaries map for each school were reviewed in addition to the potential students living in each elementary school boundary.

A catchment summary for Loretto Catholic, Father Hennepin and Our Lady of Mount Carmel was provided showing students who are currently attending a Niagara Catholic school.

Enrolment projections were reviewed for each of the three schools.

An Education Development Charge, which is used to purchase land and develop school sites, was reviewed as it relates to south Niagara Falls. The areas of development in south Niagara Falls were reviewed: Garner South Oldfield Estates, and Thundering Waters.

E. ATTENDANCE AREA OPTIONS FOR CONSIDERATION

Superintendent Farrell and Kathy Levinski reviewed the Attendance Area Options presented at the Public Meeting on November 9th, 2016 at Loretto Catholic Elementary School and the Public Meeting on November 10th, 2016 at Our Lady of Mount Carmel Catholic Elementary School.

Option 1

Status Quo

Option 2

Area E1 to Our Lady of Mount Carmel Catholic Elementary School

Option 3

Areas E1 + E2 (A&B) to Our Lady of Mount Carmel Catholic Elementary School

Option 4

Areas E1 + E2B to Our Lady of Mount Carmel Catholic Elementary School

Option 5

All Out of Boundary Students Attending Loretto Catholic Returned to Home Schools

Option 6

Students bussed greater than 1.6 km from Loretto Catholic in areas W1 + E1 + E2 (A&B) to Our Lady of Mount Carmel Catholic Elementary School

Option 7

Open Option Discussion

Superintendent Farrell explained that feedback for each of Options 1-6, and the suggestions received as part of the Open Option Discussion at each of the Public Meetings.

Feedback from the two Public Meetings included:

1. Consideration of options to deal with current and potential out of boundary students to Loretto Catholic.
2. Consideration of including areas other than E1, in Loretto Catholic.
3. Having parents volunteer to have their children attend Our Lady of Mount Carmel Catholic Elementary School who reside within the Loretto Catholic Elementary School boundary and be provided transportation.
4. Building an addition at Loretto Catholic Elementary School to accommodate students.
5. The Committee should not restrict consideration to the options in isolation but should look at combining options to achieve the desired effect on enrolment at the schools.

The feedback was used by Board Staff to prepare additional attendance area options to be considered. Options 8-12 were presented at the Committee Meeting on November 15th, 2016 for consideration.

Option 8

Return Out of Boundary Students from Garner South to Our Lady of Mount Carmel

The Committee determined that the option of returning students to their home school lacked sensitivity for the underlying basis of the application for out of boundary status due to child care needs and other family situations. The Committee also decided that it was not fair to isolate students from one neighbourhood.

Option 9

Students bussed greater than 1.6 km from from E1 & E2B to Our Lady of Mount Carmel

The Committee noted that this option minimized the effect on students in the walking boundary of Loretto Catholic. It was recommended that this option be presented to the public in combination with immediate restriction of out of boundary students. Grandfathering of current Grade 7 students, affected by the boundary change, at Loretto Catholic should be considered.

Option 10

Students bussed greater than 1.6 km from E1 & E2B + return out of boundary students to Our Lady of Mount Carmel

The Committee noted that this option minimized the effect on students in the walking boundary of Loretto Catholic, similar to Option 9. However, it was decided that this option not be considered given that it restricted its focus to students from one neighbourhood and did not give due consideration to the unique circumstances that precipitated the request for out of boundary status to Loretto Catholic.

Option 11

Students bussed greater than 1.6 km from E1 & E2B + return all out of boundary students to home schools

The Committee noted that this option minimized the effect on students in the walking boundary of Loretto Catholic, similar to Option 9. However, it was decided that this option not be considered given that it did not give due consideration to the unique circumstances that precipitated the request for out of boundary status to Loretto Catholic.

Option 12

Build 7 classroom addition to Loretto Catholic

The Committee noted that while this option puts more students in the building it does not address the overcrowding issue. There will continue to be pressure as students try to access the gym, library and washrooms. Parking will continue to be an issue. There would be a reduction to the available square footage of asphalt and grass play space for children.

An application to fund the construction of an addition would require that the Board still address underutilization at both Our Lady of Mount Carmel and Father Hennepin Catholic Elementary Schools. If approved, it is likely that an addition would not be completed for at least 3 years. Enrolment pressure would continue in the interim.

The construction of an addition to Loretto Catholic would delay the need for construction of new school in the Garner South area, which is projected to have sufficient enrolment for its own school, approximately 400 students.

The Committee decided that although this option would reduce the on the ground capacity issues at Loretto Catholic it was not in the best interest of the school over the the long term and was not to be considered.

The Options provided the basis for Options 13-16 to be presented at the next Public Meeting for feedback at Saint Michael Catholic High School on Monday, November 28th, 2016.

F. COMMITTEE RECOMMENDATIONS

Superintendent Farrell presented the following recommendations by the Committee:

Option 13 – Area of change from Our Lady of Mount Carmel Catholic to Father Hennepin Catholic Elementary School

No questions or comments on this option. Superintendent Farrell indicated that given families have not moved into the Oldfield Estates area and the transportation efficiencies that could be realized with bus runs that this option should be considered realized with the following options.

Option 14 – Status Quo at Loretto Catholic and Our Lady of Mount Carmel Catholic Elementary Schools with no consideration of new out of boundary requests at Loretto Catholic

This option does not result in any boundary changes, grandfathers out of boundary students currently attending Loretto Catholic but does not permit future students from outside the Loretto boundary to attend the school.

Charla Mannell - Loretto:

Regarding the out of boundary students that are grandfathered, would younger siblings who are beginning school be permitted to come to Loretto Catholic?

Superintendent Farrell:

The way this is written there would be no new students admitted from outside the Loretto Catholic boundary. Students who are currently attending the school would be allowed to remain. The younger sibling would be required to attend the home school.

Charla Mannell:

Do you take case by case scenarios because I know there are other students that are out of bounds to Loretto that live in other areas and don't go to their home schools? I'm on the border of Welland and Niagara Falls. I pay taxes to Niagara Falls but my school board is suppose to be Welland, so it doesn't make sense to me, I'm kind of a different case, so that is why I am wondering why do you say home school?

Superintendent Farrell:

We have students attending Loretto Catholic who based on their address should be attending other schools. It is the home address that determines the home school. So if the home address where the family lived was in, the St. Mary area, for example, then the younger sibling would go to St. Mary and the older sibling would be permitted to remain at Loretto Catholic.

There is no dispute that there is overcrowding at Loretto Catholic. With the out of boundary condition families would need to make a decision as to what was more important; to keep their child at Loretto Catholic or to have the siblings together at the home school.

Option 15 – Area of change from Loretto Catholic to Our Lady of Mount Carmel Catholic School (part of E1 and part of E2) and

- **No new out of boundary requests will be considered**
- **Current Grade 7 students will be grandfathered**

This option removes some of the enrolment pressure from Loretto Catholic from within the boundary and removes future enrolment pressure due to out of boundary students.

Charles Baker - Loretto:

Two questions for consideration: Aside from ELKP, is there an obligation for the Board to provide bus service? So if you didn't offer bus service at all to anyone over ELKP, how could that affect enrolment at Loretto? So basically if you walked or could walk, when moving into the Garner South area it is an understanding that you drive your children because they don't qualify for bussing, we provide our own transportation. So that's question one.

My second question deals with child care, or no child care, at Our Lady of Mount Carmel School. The reason, if I am not mistaken, is because there wasn't enough interest by the parents in that school for those services. At what point would you determine whether or not there is enough of a demand to make that available. How much of an effect would that have?

Kathy Levinski:

Thank you for that question. We have been working since the committee was struck on making childcare available at Our Lady of Mount Carmel. In the past, there has not been sufficient interest when we put out the surveys. There is childcare available for Our Lady of Mount Carmel students but it is provided at Father Hennepin and students are transported back and forth. We are working hard to get childcare right in Our Lady of Mount Carmel. Typically, for before and after school care, providers need fifteen children before and fifteen children after school. The number of children needs to be consistent for financial viability. The providers are not for profit organizations.

Charles Baker:

I know that the Board sends out a survey which parents may, or may not, look at. If childcare service was actually offered families would take advantage of it. If you were to

send out the survey demanding a yes or no response, it might help you to get them to give you an answer. So in other words, get them to give you an answer and what percentage is responding?

Kathy Levinski:

That is a good question. Right now we ask parents to sign up on the Region's Onelist, which is a childcare survey. In the past, we have had to provide the results of our surveys to the Ministry of Education. We don't have to do that this year in the same way, but we are going to survey those schools that do not have childcare yet to gauge interest. Regardless, we are working with the Regional Director of Children's Services to get childcare services at Our Lady of Mount Carmel, at least before and after school.

Charles Baker:

My last question is with respect to childcare. Part of the reason we took my son to Loretto was because of the YMCA Daycare which is in the building. Even the childcare providers are quite full. There aren't enough room for the providers which means that they get spread out to different classrooms. If you limit the access to childcare at Loretto Catholic, that will create an overflow that might help force parents to find alternative care for their children at Our Lady of Mount Carmel. The issue with Loretto has to do with the enrolment pressures. It is a very full before and after school program. Are we able to limit the number of classrooms we make available to the childcare providers?

Kathy Levinski:

That is not something we have done in the past.

Superintendent Farrell:

The Board is obligated by our policy to provide transportation to students Grade 1-8 who live more than 1.6 km from the school and are within the school boundary.

Charles Baker:

Okay so you can't say we are not offering bus services to Loretto and if you are going to be bussed we are going to bus you to Our Lady of Mount Carmel?

Superintendent Farrell:

All school boards deal with temporary capacity issues with portables before looking at adjusting attendance areas. These options that we have presented reduce the number of portables at Loretto Catholic but if students live within 1.6 km of the school they would walk. Students who live within the 1.6 km boundary of the school would be entitled to receive transportation to Loretto. If we adjust boundaries, and move students from Loretto Catholic to Our Lady of Mount Carmel they would receive transportation to Our Lady of Mount Carmel. School boundaries and Board policy determine bus transportation. Part of our mandate is to reduce enrolment pressure at Loretto Catholic which would increase the number of students bussed to Our Lady of Mount Carmel.

Charles Baker:

Can you create a dual boundary, like a boundary A and boundary B. So boundary A, this is the walking boundary and boundary B these are your boundaries and if you don't bus to Loretto you bus to Our Lady of Mount Carmel. Basically what I am saying is that we don't bus to Loretto, take out bussing all together, except for the ELKP. Any busses in the current boundary should have students transported to Our Lady of Mount Carmel.

Superintendent Farrell:

Every school within the board does have a walking boundary and a bus boundary. Any movement of the boundary from Loretto Catholic would result in more students who would be bussed to Our Lady of Mount Carmel.

More than 70% of the students who reside within the Loretto Catholic boundary are walkers. Many of the areas that we investigated in looking at potential boundary changes, such as W3/W4 and E3/E4, are within 1.6 km of the school. In these areas students can walk to the school. The Committee has tried to minimize the effect of boundary changes to students within the walking boundary of Loretto Catholic.

Kevin Olesen - Loretto:

Of the 95 of the students of the 610 population are out of boundary, do you have numbers on what percentage of them use the before and after school daycare? I assume that is the number one draw for Loretto students.

Kathy Levinski:

No we do not have that information. The childcare provider is unable to tell us who is out of bounds and who is within the boundaries.

Kevin Olesen:

I appreciate the answer, I guess what I was trying to do is flush out some kind of response as to why they are attending Loretto from out of boundary, excluding childcare reasons

Superintendent Farrell:

We have a process for admission as an out of boundary student that we follow at each of the schools in Niagara Catholic. Every family has a story and every parent acts in what they feel is the best interest of their child, especially at a time when they are moving into the area. Some families have moved in and their children have attended Loretto from out of bounds and their children have had a very good experience at Loretto, despite the overcrowding. There has been good word of mouth in the neighbourhood due to the care and attention that students receive at the school. Other out of boundary parents have moved into the area and have applied to Loretto Catholic because they want their child to have that same experience. Every out of boundary application is thoughtfully considered. There is an out of boundary form that needs to be completed, they meet with the Principal and with the Principal's support it is then provided to Superintendent Lefebvre to have that student approved. There are times when families and children are not admitted. Every family situation is considered individually due to unique circumstances

As far as the 95 students attending Loretto Catholic from out of bounds, it is not fair for us to say the enrolment pressure at the school is due solely to the 95 students. If you recall on the boundary map shown earlier, the school would be near capacity solely with students west of Kalar. There is enrolment pressure at the school from within the boundary.

Charles Baker:

What are the capacity of the schools just outside of these three schools boundaries? Are they at capacity or below? Like if you were to add, like go further than just these three schools, like what are the capacities just further up.

Superintendent Farrell:

The nearest school, Cardinal Newman is full. St Mary is nearly full. As we go further north to St. Vincent dePaul there is some space.

A note on bussing, looking at this proposal, we have no students on the bus for longer than 20 minutes.

Josie CuvIELLO - Loretto:

My children and I are part of area E1. It is nice that you have considered current grade 7 students at Loretto. There was a letter sent home in October about the attendance areas that said you could transfer children to Father Hennepin and Our Lady of Mount Carmel and later on in the future you would have a new school built. I'm just wondering when you are going to consider my children's feelings caused by being brought back and forth between Loretto & Carmel due to the section of growth?

Superintendent Farrell:

Our intention is to minimize the movement of students with boundary changes. Once students are moved to Our Lady of Mount Carmel that would become their home school through to graduation. Our intent is not to return students to Loretto if a new school is built, which would be a few years down the road.

Josie CuvIELLO:

I am just wondering later on, as the population around McLeod and Kalar increases and a new school is built in the future, what children will be filling that school? Will they be students from Our Lady of Mount Carmel and Father Hennepin?

Superintendent Farrell:

Earlier a map was shown that used dots to depict where students lived in south Niagara Falls in the different catchment areas. The map that showed the Garner South area had several dots depicting the anticipated 400 students who will be attending a Niagara Catholic school. Discussions of boundaries are premature but it is reasonable to anticipate that the majority of these students would come from the Garner South development, which is currently in the Our Lady of Mount Carmel boundary.

Trustee Nieuwesteeg:

Some of the parents express that we are doing this because we want to build a new school in Niagara South. We can't just do that. We need to realign the enrolment in all our schools to fill up the vacant seats. Some parents have said that Loretto is a great school and we don't want you to move any of our kids. The reality is, do you want the enrolment up to 800 students at a school only built for 400? There are issues with the washroom facilities and other issues. We need to realign enrolment before we can even make an application to the Ministry for a new school. For us to even suggest that we are going to change boundaries if and when the new school is built, that is so far down the road right now. That can't be part of our committee's mandate right now or the way we think. What we are here for now is to reduce the enrolment pressure at Loretto Catholic. I think all of you parents understand that.

Josie CuvIELLO:

I'm not disagreeing with that. I just disagree that my children have to go to another school after they have been at Loretto for the last seven years.

Trustee Nieuwesteeg:

I completely understand what you are saying. One of the things I have said many times is that this is not an easy thing for us to do. I thank all of you parents as this is a difficult process to go through. You are emotionally involved and we get that. We don't like to uproot children and move them to different schools, that is not what we do as a school board; however, we do realize that we have some difficult decisions to make, we make them because they are the right thing to do.

Every student in our school board has a story. One thing that we pride ourselves on is that we do look at each child. A lot of these kids that have been given out of boundary status are because their grandmother lives close to the school and they provide day care. Those are the types of things we are not going to overlook. In the broader picture, we need to look the 600 plus kids at Loretto who are in a school that was built for less than 400. We are not servicing these kids and the parents of our children with such an overcrowded situation. We know that but we want to do it in a very humane, very sensitive way and that is all we are trying to accomplish right now.

Superintendent Farrell:

Any movement of students would be based on a strong transition plan involving principals and teachers.

Charles Baker

This is more of a comment, I think. My son is in grade 2 and has difficulty with transitions. My wife and I have been extremely surprised at how well he transitioned in going from the school to Y daycare and being bussed to the Boys and Girls Club. He's adjusted to being with different people and different teachers. As a parent of a child with autism, I'm more worried than my kid is. Our kids will probably transition a lot better than we think they will. There are supports in all of the schools, more gym time, more room, and more availability to washrooms. I need to look at that; he has done very well. We need to give our kids more credit.

Trustee Fera:

There is a growing concern with the number of portables at Loretto and I'm sure that the parents that are here tonight if you have a child in a portable at Loretto you must be concerned about it. These children have to line up to go to bathroom, half their recess is probably gone by the time they get there. Building a new school in the south end will alleviate the growing population and will get rid of those portable classrooms. All students should be and will be housed in the main building. The only possible way to receive funds for a new school from the Ministry of Education is to fill up the empty classrooms at Our Lady of Mount Carmel. It's as simple as that. I know a lot of parents are upset, but we are in a tough situation here and have to make these decisions.

I'll just give you an example. When I was Principal, years ago at Cardinal Newman School, we had 10 portables at that time. The Ministry does not give you funds for the projected number of students. They give you funds for the actual number that you have. A year or two down the road, when a school goes from 400 to 600 students we are left no option but to bring in portables. So when I was Principal at Cardinal Newman, in order to alleviate the enrolment pressure and reduce our portables, the Board took 150 students from the school and had them attend Notre Dame. That was the solution to that problem. This would not be the first time that we have had to move students from one school to another. I hope you can understand that.

Trustee Nieuwesteeg:

For those of you not familiar with Father Hennepin and Our Lady of Mount Carmel, they are two wonderful school facilities. Our Lady of Mount Carmel has two gymnasiums. There are a lot of pluses to that school community as well as the Father Hennepin school community. It is not a situation where children are being moved from Loretto to a substandard facility; that is not at all the case. When your children ultimately have to be moved we want you to know they will be well cared for and that there will be a very, very strong transition plan in place. As I mentioned at an earlier meeting, when we closed St. Joseph School in Niagara Falls, the kids from there went to either St. Mary, Father Hennepin or St. Patrick. Three different school communities. There was a welcome ceremony for students that was part of a very, very strong transition plan. I think it went very smooth and this is coming from a school that at one time we actually had added a gymnasium onto. Ten years later because of the shifting enrolment we had to close the school. That's demographics. That's what we are dealing with. I want you to understand that for any students that may be affected by boundary changes that there will be a very strong transition plan put in place so that your children will feel welcome and secure in their new school environment. I want you to know they are going to facilities in our board that we are very proud of.

Option 16 – Area of change from Loretto Catholic to Our Lady of Mount Carmel Catholic School (part of W1/part of E1 & part of E2) and

- **No new out of boundary requests will be considered**
- **Current Grade 7 students will be grandfathered**

This option provides greater relief due to enrolment pressure at Loretto Catholic from within the existing boundary and removes future enrolment pressure due to out of boundary students.

No questions or comments on this option.

G. OTHER

Berta Nasic - Loretto:

Just a little background, we are from the Garner South area, and when we built our home the builder showed us Loretto and the public school and where a new school would be built. They never even showed us Our Lady of Mount Carmel or told us that was the school the children should attend. So Loretto was the school we thought our children would be going to from day one. Have you spoken to the builder so that when buyers come to the area they will know about Carmel? I think that is a big issue.

Kathy Levinski:

Thank you, I have spoken with the developer and I will certainly speak to the developer again.

Berta Nasic:

Just one more thing. It doesn't affect me but the whole no grandfathering of siblings, any parent would agree that it's not beneficial for them to have the siblings continue at Loretto.

Superintendent Farrell:

The options we have presented attempt to address enrolment pressure at Loretto Catholic. We have heard concerns from out of bounds families about not permitting their children to continue at the school. What we have presented requires that parents/families make the decision as to what is more important to their family, to have their child continue at Loretto or to have all the siblings together at Our Lady of Mount Carmel.

Trustee Nieuwesteeg:

The whole issue of grandfathering hasn't been finalized. We haven't finalized anything yet. Nothing has been decided. We have another Public Meeting coming up on December 14th. We are sensitive to the needs of parents who may have two children at two different schools, such as parent teacher interviews. When the final recommendation comes down please rest assured all those things will have been taken into consideration.

Sandra Elia - Loretto:

Now there are 16 options? Or are just the new options up for grabs?

Superintendent Farrell:

Staff started with six that were brought to the Committee and discussed. The initial six options were then presented at the two Public Meetings. Staff incorporated the feedback from these meetings and then designed four additional options (Options 8-12) for the

Committee. The Committee revised these options and recommended that Options 13-16 be presented for Public Input at tonight's meeting. We are down to these four options.

Sandra Elia:

I have one child left going into Grade 8 next year, so this it seems like we are okay, like this won't affect me.

Superintendent Farrell:

No final decision has been made yet but two of Options 15 and 16, that changes the Loretto Catholic boundaries, permit current Grade 7 students remain.

Angela Cacerb:

I don't understand. If we recognize that there is an enrolment problem and the status quo doesn't address the issue, why suggest it as an option?

Superintendent Farrell:

Status quo is an option in terms of the physical boundaries but Option 14 would through board motion would not permit students attend Loretto Catholic from out of bounds.

Angela Cacerb:

I don't think it shouldn't be considered an option anymore.

Trustee Nieuwesteeg:

It was presented as an option tonight because of input we received from the public at previous meetings. It is something we have to present.

Josie CuvIELLO - Loretto:

Just wondering, when Saint Michael Catholic High School moved here, I had one sister in Grade 9 going into Gr 10 and they allowed her to continue to go here and then changed the boundaries. Just wondering if that is it still an option that if children are here now stay?

Superintendent Farrell:

The options presented tonight include Students in Grade 7 staying so they could graduate at Loretto Catholic. In options 15 and 16 current Grade 7 students would be grandfathered. Students below Grade 7 would be required to attend Our Lady of Mount Carmel.

Josie CuvIELLO:

So is Option 14 still on the table for consideration?

Superintendent Farrell:

We are taking all of the input from tonight and discussing it at the next Committee Meeting on December 6th. The Committee will then make recommendations for the next Public Meeting on December 14th for input.

Trustee Nieuwesteeg:

Committee Meetings are open to the public. If you have other input or anything further to tonight's meeting you can email us at NFAAR@ncdsb.com. The plan is to bring our recommendation to the Board in January to make a decision to take effect September, 2017.

Jim Karagiannis - Loretto:

At best, with all your options we are still overpopulated at Loretto.

Superintendent Farrell:

Yes. We will still have enrolment pressure at Loretto Catholic with all the options. The school would be full today if we use the current boundary and included everything west of Kalar Road. If we used Kalar Road as a boundary line and had students move to Our Lady of Mount Carmel we would simply be moving students from portables at Loretto to portables at Our Lady of Mount Carmel. From a long term perspective, we anticipate 400 students will be attending Niagara Catholic schools from Garner South. That area is projected to be able to sustain its own school.

Jim Karagiannis:

So the portables will still be there.

Superintendent Farrell:

Portables will still be there in the interim until we are able to longer term deal with the enrolment issues.

Jim Karagiannis - Loretto:

You talk about the other schools, just past Cardinal Newman we have St. Vincent de Paul. How is the population there?

Superintendent Farrell:

It has space.

Jim Karagiannis:

It has space so move them there.

Superintendent Farrell:

The Terms of Reference, approved by the Board this past June, requires that the Committee focus on equalizing enrolment using the three schools identified.

Trustee Nieuwesteeg:

We try to minimize disruption to school communities, as much as possible; so we don't want to disrupt seven or eight school communities due to an issue at one. In a perfect world, all 24000 students in Niagara Catholic we would say, 300 in this school and, 300 in that school. Understand that what we try to do as a committee is to minimize disruption. I agree with your point 100%. We are not going to eliminate the overcrowding at Loretto but if we can even the flow of students across the south Niagara schools, then and only then, will the Ministry consider funding for a new school in the South End. Until we demonstrate to the Ministry that we are trying to maximize capacity at our schools in the southern Niagara Falls the Ministry won't even consider it.

By the way, this is not the primary function of this committee. Our primary function is to try to alleviate the pressure at Loretto Catholic and we are doing that to our utmost best. Please understand that we are trying. With the help of parents like yourselves we are coming up with more options.

Charles Baker:

What is restricting you from looking at the other schools? No matter what option you look at by 2020 you are over capacity at all schools.

Superintendent Farrell:

What is restricting us here are the Terms of Reference set by the Board. The Committee was asked to consider these three schools and try to do the best you can to equalize enrolment.

Charles Baker:

Can you go back to Board and ask them to change the mandate to increase the area?

Superintendent Farrell:

In restricting our focus to these three schools, we keep students together when they come here to Saint Michael. Each of the schools in the Review are associated with this high school. If we include schools in north Niagara Falls some students might need to attend a different high school. With these three schools we don't end up with additional transition issues where you have students growing up with one set of friends for ten years then going off to a different high school. Niagara Catholic is not unique in facing challenges due to declining enrolment.

Charles Baker:

I don't know if you can ask this question, but how many of the families currently within this community are actively practicing the Catholic faith. I'm not Catholic and so in terms of where my kid goes it doesn't so much matter. I don't think it matters where my child will go for high school. I am from Toronto and we could choose which of the five high schools we wanted to go to. Don't know if that would alleviate or even make it an option.

Superintendent Farrell:

We believe in Catholic Education and we hope that families that are sending our children to us feel the same and are going to be committed and continue with Niagara Catholic. Loretto has been very successful with that to the point of over capacity. We are trying to do the best we can with the mandate that was provided to us.

Jim Karagiannis:

Behind Garner Road, the old sugar plant, across Lundy's Lane, where are students going to go?

Superintendent Farrell:

Cardinal Newman is their home school.

Jim Karagiannis:

Do you guys take care of high schools? Are we addressing St. Michael?

Superintendent Farrell:

Our long term plan is on our board website for you to look at. We are projecting that St. Michael's will be full in the future, but we not to the point of over capacity.

Jim Karagiannis:

All those kids will be going to one high school.

Ken Griepsma:

Cardinal Newman is associated with Saint Paul. Students attending Cardinal Newman will be going to Saint Paul.

Trustee Nieuwesteeg:

It's a problem. We knew when we we built Saint Michael and needed portables almost immediately, as Trustee Fera stated, it's the way the Ministry funds school boards. We monitor the enrolment and do the best we can with the Ministry Funding. The kids from the south schools will be well accommodated at Saint Michael.

H. FUTURE ACTION

Superintendent Farrell outlined upcoming meeting dates and highlighted the upcoming Public Meeting on December 14th dedicated to receiving public input. Committee Meetings are also open for the public to attend on December 6th and following the Public Meeting on December 14th, 2016.

I. ADJOURNMENT

Moved by Trustee Nieuwesteeg

THAT the Ad Hoc Attendance Area Review Committee Meeting for the Saint Michael Catholic and Saint Paul Catholic Elementary and Secondary Family of Schools of November 28, 2016 be adjourned.

CARRIED

This meeting was adjourned at 8:34 p.m.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
DECEMBER 20, 2016**

PUBLIC SESSION

**TITLE: APPOINTMENT OF NIAGARA CATHOLIC SPECIAL
EDUCATION ADVISORY COMMITTEE (SEAC) MEMBERS
2014-2018**

RECOMMENDATION

THAT the Niagara Catholic District School Board appoint the following local association representatives to serve as Special Education Advisory Committee members for the term of 2014-2018:

Karen Murphy – Autism Ontario Niagara Region
Rita Smith – Community Living Port Colborne/Wainfleet
Dorothy Harvey – Niagara Children’s Centre

Prepared by: Yolanda Baldasaro, Superintendent of Education
Presented by: Yolanda Baldasaro, Superintendent of Education
Recommended by: John Crocco, Director of Education/Secretary-Treasurer
Date: December 20, 2016



REPORT TO THE BOARD DECEMBER 20, 2016

APPOINTMENT OF NIAGARA CATHOLIC SPECIAL EDUCATION ADVISORY COMMITTEE (SEAC) MEMBERS

BACKGROUND INFORMATION

In the Education Act, Ontario Regulation 464/97 (O. Regulation 464/97) Special Education Advisory Committees outlines the composition, eligibility requirements and length of term served by the membership of this Board committee.

Sections 1, 2, 5 and 6 below are the excerpts from O. Regulation 464/97:

1. In this Regulation, “local association” means an association or organization of parents that operates locally within the area of jurisdiction of a Board and that is affiliated with an association or organization that is not an association or organization of professional educators but that is incorporated and operates throughout Ontario to further the interests and well-being of one or more groups of exceptional children or adults. O. Regulation 464/97, s. 1.
2. (1) Every district school Board shall establish a Special Education Advisory Committee that shall consist of,
 - (a) subject to subsections (2) and (3), one representative from each of the local associations that operates locally within the area of jurisdiction of the Board, as nominated by the local association and appointed by the Board;
 - (b) one alternate for each representative appointed under clause (a), as nominated by the local association and appointed by the Board;
 - (c) such number of members from among the Board’s own members as is determined under subsection (4), as appointed by the Board;
 - (d) where the number of members appointed under clause (c) is less than three, one alternate, as appointed by the Board from among its own members, for each member appointed under clause (c);
 - (e) one or two persons to represent the interests of Indian pupils, as provided by section 4; and
 - (f) one or more additional members appointed under subsection (5).
- (2) The Board shall not appoint more than twelve (12) representatives under clause (1) (a).
- (3) Where there are more than twelve (12) local associations within the area of jurisdiction of the Board, the Board shall select the twelve (12) local associations that shall be represented.
- (4) The number to be appointed by the Board under clause (1) (c) shall be the lesser of,
 - (a) three; and
 - (b) twenty-five (25) per cent of the total number of members of the Board, rounded down to the nearest whole number.
- (5) For the purposes of clause (1) (f), the Board may appoint one or more additional members who are neither representatives of a local association nor members of the Board or another committee of the Board. O. Regulation 464/97, s. 2.

5. (1) A person is not qualified to be nominated or appointed under section 2 or 3 to a Special Education Advisory Committee of a Board unless the person is qualified to vote for members of that Board and is resident in its area of jurisdiction.
6. Subject to section 7, each of the persons appointed to a Special Education Advisory Committee of a Board shall hold office during the term of office of the members of the Board and until a new Board is organized. O. Regulation 464/97, s. 6.

The attached letters of nomination has been received for consideration of appointment to the Special Education Advisory Committee for the 2014-2018 term of office.

RECOMMENDATION

THAT the Niagara Catholic District School Board appoint the following local association representatives to serve as Special Education Advisory Committee members for the term of 2014-2018:

Karen Murphy – Autism Ontario Niagara Region
Rita Smith – Community Living Port Colborne/Wainfleet
Dorothy Harvey – Niagara Children’s Centre

Prepared by: Yolanda Baldasaro, Superintendent of Education
Presented by: Yolanda Baldasaro, Superintendent of Education
Recommended by: John Crocco, Director of Education/Secretary-Treasurer
Date: December 20, 2016



November 8, 2016

Niagara Catholic District School Board SEAC
c/o Yolanda Baldasaro
Superintendent of Education

Dear Anne Racine, SEAC Chair, Niagara Catholic District School Board

Please be advised that at the November 7th meeting of the Niagara Chapter Leadership Council a motion was passed approving the NCDSB SEAC Representatives for Autism Ontario – Niagara Region Chapter:

Karen Murphy
(905) 227-9249
M__murphy7@sympatico.ca

SEAC Representatives are provided with information and updates from Autism Ontario and the local Niagara Region Chapter. The local Niagara Region Chapter Manager is Fran Chesney. Should you require any further details, please contact me at 905.682.2776, Ext. 201 or via email at chaptermgr.niagara@autismontario.com.

Sincerely,

A handwritten signature in cursive script that reads "Fran Chesney".

Fran Chesney
Chapter Manager, Autism Ontario – Niagara Region

November 8, 2016

Ms. Anna Racine, SEAC Chair

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

Dear Anna:

This letter is in response to your correspondence dated October 18, 2016 informing me of the Niagara Catholic District School Board - Special Education Advisory Committee (SEAC). A number of years ago Lucille Terreberry-Stepanchuk sat on SEAC as a representative of Community Living Port Colborne-Wainfleet. Lucille has since retired from our organization however, in discussion with staff, Rita Smith has expressed an interest in being considered for the committee.

As a qualified representative Rita lives in Port Colborne, is eligible to vote for members of the Niagara Catholic District School Board and has many years of experience as an employee of CLPCW. She is the Coordinator for our Children's Community Support Program and as such supports more than 60 children with developmental disabilities and their families.

Thank you very much for your consideration of this nomination. If you have any questions or require additional information, please do not hesitate to contact me at 905-835-8941 ext 102 or vmoreland@clpcw.com,

Sincerely,

Vickie Moreland

Vickie Moreland
Executive Director

Cc Yolanda Baldasaro, Superintendent of Education
Rita Smith, Coordinator – Children's Community Support Program



November 30, 2016

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

Attention: Chair of the Board and Director of Education

Niagara Children's Centre would like to nominate Dorothy Harvey for membership on the Niagara Catholic Special Education Advisory Committee.

Dorothy Harvey meets the criteria as she is able to vote for the current Board of Trustees and lives within the jurisdiction of the Board.

As the Manager of Rehabilitation Services, Dorothy oversees the rehabilitation and support services for children and youth presenting with physical, developmental or communicative delays or disabilities. The services include physiotherapy, occupational therapy, speech language pathology, social work, therapeutic recreation, preschool resource services and aquatic programs.

I am confident that she will bring a valuable perspective to the Special Education Advisory Committee.

Dorothy's contact information is below for your information.

Address: 12 Boese Court, St. Catharines L2N 7E7

Phone number: 905-935-2305 (home), 905-688-1890 ext 200 (work), 289-929-4964 (cell)

Email Address: gdharvey@sympatico.ca (home), dorothy.harvey@niagarachildrenscentre.com (work)

Thank you for your consideration.

Sincerely,

Oksana Fisher
Chief Executive Officer

cc: Dorothy Harvey

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
DECEMBER 20, 2016**

PUBLIC SESSION

TOPIC: DIRECTOR OF EDUCATION'S ANNUAL REPORT 2016

The Director of Education's Annual Report 2016
is presented for information.

A copy of the Director's Annual Report 2016 will be distributed at the Board Meeting.

Prepared by: John Crocco, Director of Education/Secretary-Treasurer
Presented by: John Crocco, Director of Education/Secretary-Treasurer
Date: December 20, 2016



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

REPORT TO THE BOARD DECEMBER 15, 2016

DIRECTOR'S ANNUAL REPORT 2016

BACKGROUND INFORMATION

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

For the 2016 Annual Director's Report, the Minister of Education provided Director's of Education with an outline of specific information to be included, at a minimum, in the Annual Report. The Niagara Catholic Director's Annual Report 2016 is once again presented in a new layout and contains all of the information as required by the Minister of Education.

It is expected that the Annual Report is posted on a Board's website with a link to the Ministry's website for access to the Director's Annual Report. Once the Board receives the Director's Annual Report 2016, it will be placed on the Niagara Catholic website at *niagaracatholic.ca*, *My Niagara Catholic*, *My Niagara Catholic Alumni* and linked to the Ministry's website.

In addition to these requirements, copies of the Niagara Catholic Director's Annual Report 2016 are provided to the Trustees of the Niagara Catholic District School Board along with the following individuals and / or organizations;

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

Electronic copies of the Director's Annual Report 2016 will be emailed to;

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

A copy of the Director's Annual Report 2016 will be distributed at the Board Meeting.

The report on the Director's Annual Report 2016 is presented for information.

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

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

Date: December 20, 2016

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
DECEMBER 20, 2016**

PUBLIC SESSION

TOPIC: CHRISTMAS CARDS 2016

Prepared by: Mark Lefebvre, Superintendent of Education

Presented by: Mark Lefebvre, Superintendent of Education

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

Date: December 20, 2016



PRESENTATION BACKGROUND

**Board Meeting
December 20, 2016**

CHRISTMAS CARDS 2016

All schools throughout Niagara Catholic were invited to submit one (1) piece of artwork designed by their students in order to create the 2016 Niagara Catholic Christmas Cards. A Selection Committee, selected the 2016 Niagara Catholic Christmas Cards.

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

The following students had their artwork selected to be shared with the Niagara Catholic community for the Christmas Season of 2016 and will be recognized and presented with plaqued cards at the Board Meeting.

Student Name	Grade	School
Alexandra Khem Marquez	11	Saint Michael Catholic High School
Haley Miller	12	Lakeshore Catholic High School
Dana Borowitz	11	Saint Paul Catholic High School
Ava Curvelo	8	Holy Cross Catholic Secondary School
Teagan Atkinson	8	St. Patrick Catholic Elementary School, Niagara Falls
Elli Rigby	6	St. Peter Catholic Elementary School
Hailey Tonkin	8	Our Lady of Victory Catholic Elementary School
Jackson Louws	8	St. Joseph Catholic Elementary School, Snyder

Prepared by: Mark Lefebvre, Superintendent of Education

Presented by: Mark Lefebvre, Superintendent of Education

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

Date: December 20, 2016

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
DECEMBER 20, 2016**

PUBLIC SESSION

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

The School Excellence Program report is presented for information.

Prepared by: Ted Farrell, Superintendent of Education

Presented by: Ted Farrell, Superintendent of Education

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

Date: December 20, 2016



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

SCHOOL EXCELLENCE PROGRAM ST. THERESA CATHOLIC ELEMENTARY SCHOOL

Contact Info

58 Seymour Avenue
St. Catharines, Ontario
L2P 1A7
ph: 905.682.0244
fx: 905.682.9941

st.theresa.sc@ncdsb.com

Grades

ELKP – 8

Enrolment

168 as of September 2016

Principal

Deborah Mercnik

Superintendent

Ted Farrell

Catholic School Council

Chair: Carrie-Ann Csordas

Parish

[St. Patrick](#)



St. Theresa School is an open area school located within the parish boundaries of the St. Patrick Catholic Church in the community of Merritton. The Church plays an important role in the faith development of our students. Liturgies and prayer services planned by students and teachers in close co-operation with Rev. Father Christopher Gillen continue to be a focus for our school spiritual life.

The St. Theresa Community is very family oriented, with the school situated next to the hub of neighbourhood events. The Community Center and the Merritton Arena are located within walking distance. A dedicated involved School Council adds to our vibrant atmosphere.

St. Theresa Catholic Elementary School is a part of the [Denis Morris Catholic High School](#) Family of Schools

We, the staff of St. Theresa School serve as models while we encourage and challenge each student to be a witness to his/her faith and join with us on our journey to Christ. While recognizing the unique gifts and talents of each student, we will strive to instill mutual respect for each other and develop the knowledge, skills and values of each child in order that he/she may realize he/her full potential as a contributing member of society.

-School Mission Statement-

Prepared by: Ted Farrell, Superintendent of Education

Presented by: Ted Farrell, Superintendent of Education

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

Date: December 20, 2016

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
DECEMBER 20, 2016**

PUBLIC SESSION

**TOPIC: ARTIFICIAL TURF FIELD AGREEMENT – SAINT PAUL
CATHOLIC HIGH SCHOOL**

Prepared by: John Crocco, Director of Education/Secretary-Treasurer
Giancarlo Vetrone, Superintendent of Business & Financial Services

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

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

Date: December 20, 2016



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

REPORT TO THE BOARD MEETING OF DECEMBER 20, 2016

ARTIFICIAL TURF FIELD AGREEMENT SAINT PAUL CATHOLIC HIGH SCHOOL

BACKGROUND INFORMATION

Further to information shared at previous Committee of the Whole Meetings regarding the Artificial Turf Field Capital Campaign and Projects across Niagara Catholic's secondary schools, we are pleased to report that at the Tuesday, December 13th, 2016 meeting of the City of Niagara Falls City Council, the City of Niagara Falls unanimously approved a staff motion resolving to include \$500,000 in the City of Niagara Falls 2017 Budget for a new artificial turf field at Saint Paul Catholic High School by September 2017. This approved resolution will require the City of Niagara Falls to enter into a revised partnership agreement and new service level agreement with the Niagara Catholic District School Board.

Over the last number of months, Director Crocco and Superintendent Vetrone have engaged in dialogue with Kathy Moldenhauer, Director of Recreation & Culture for the City of Niagara Falls and members of her staff regarding revisions to our current service level partnership agreement between the City of Niagara Falls and the Niagara Catholic District School Board for our shared property at Mitchelson Field One and Saint Paul Catholic High School.

As you are aware, the City of Niagara Falls and the Niagara Catholic District School Board have enjoyed a very successful partnership that has spanned more than twenty-two (22) years. The impetus for the meetings has been to engage our partner, the City of Niagara Falls regarding the capital construction of an artificial turf field at Mitchelson Field One and Saint Paul Catholic High School.

In addition to the capital contribution by the City of Niagara Falls, we are pleased that the Niagara Foundation for Catholic Education and the Niagara Falls Soccer Club has generously contributed \$200,000 each towards the total cost of the new artificial turf field. With the City's financial contribution, \$900,000 has been contributed to date for the new field.

As we have presented in the past, the added value of a new artificial turf field for the community and its partners are as follows:

- Expand the community hub partnership between the City, the Board, Niagara Falls Soccer and the community served by Saint Paul Catholic High School;
- Sharing capital project costs;
- Leveraging existing amenities at current field (lighting, drainage, grading, bleachers, fencing, parking);
- Enhance existing positive relationship for scheduling sports activities;
- Enhance existing successful long-term partnership;
- Aligns with Board's Vision 2020 Strategy Plan to establish effective community partnerships;

- Aligns with the City of Niagara Falls strategy for an artificial turf field in the north-end;
- Expanded utility for artificial turf use for community members; and
- Ease of scheduling for all stakeholders to use the new artificial turf field.

With the capital commitment of \$500,000 from the City of Niagara Falls, the additional \$500,000 previously secured for project, a revised partnership agreement and new service level agreements between the Niagara Catholic District School Board and the City of Niagara Falls, we believe that this provides the capital and structure to construct and provide ongoing operations of a new artificial turf field at Saint Paul Catholic High School by September 2017, or sooner.

Based on initial consultations, as we move to a tendering process we continue to estimate a potential capital cost of approximately \$900,000 to \$1.0 million for the field to be built by September 2017. The continued effort of our school level fundraising campaign is expected to close the \$100,000 gap without the use of any Board funds.

However, the anticipated community support at Saint Paul Catholic could potentially present some timing pressures on the approval and completion of the project by September 2017. As we move through the tendering and completion phase, we may need to provide temporary financial support from the unrestricted portion of the Board’s annual capital school renewal funds which is permitted by the Ministry of Education and used by other Boards as a funding option to secure turf fields. If we need to provide such temporary financial support to close the \$100,000 gap, it will not negatively affect our financial position.

As we move towards the design and construction of the artificial turf field at Saint Paul Catholic High School we will update the Board.

As part of this report, a visual presentation on the new artificial turf field at Saint Paul Catholic High School as presented to the City of Niagara Falls City Council will be included.

Turf Field Installation Schedule

The following is the targeted schedule for the installation of artificial turf fields within Niagara Catholic:

Fall 2017 – Saint Paul Catholic High School / Lakeshore Catholic High School

Fall 2018 – Notre Dame College / Blessed Trinity Catholic Secondary School

Fall 2019 – Denis Morris Catholic High School

Fall 2020 – Saint Francis / Holy Cross Catholic Secondary School

Fall 2021 – Saint Michael Catholic High School

Field Naming Rights

Donations of \$200,000 or more will be considered by the Niagara Catholic District School Board to name the field in honor of an individual or group approved by the Board in accordance with Board Policy 100.15 – Naming of a Board Facility, Designated Area or Chapel.

Acknowledgement

In addition to charitable receipts provided to all financial donors through either the Board’s Charitable Number or the Niagara Foundation for Catholic Education Turf Field Capital Campaign, the \$200,000

donations by the Foundation will be publically acknowledged on a visible Donations Wall along with the names of the partners and any single donation of more than \$50,000.

As funding is secured for the artificial turf fields, we will present information reports to the Committee of the Whole or Board meetings for the information of Trustees.

The Artificial Turf Field Agreement – Saint Paul Catholic High School report is presented for information.

Prepared by: John Crocco, Director of Education / Secretary-Treasurer
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: December 20, 2016

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
DECEMBER 20, 2016**

PUBLIC SESSION

**TITLE: TRUSTEE EXPENSES AND REIMBURSEMENT
FISCAL YEAR 2015-2016**

The Trustee Expenses and Reimbursement Fiscal Year 2015-2016 report is presented for information.

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

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

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

Date: December 20, 2016



REPORT TO THE BOARD DECEMBER 20, 2016

TRUSTEE EXPENSES AND REIMBURSEMENT FOR THE FISCAL YEAR 2015-2016

BACKGROUND INFORMATION

In accordance with Board Policy #100.13 Trustee Expense and Reimbursement (Appendix A), it is required that all Trustee expenses for the previous school year will be posted annually on the Board website and reported publicly to the Board before December 31 of the current school year. Expenses are reported under the following categories:

- a. Office equipment
- b. Office supplies
- c. Conference and workshops
- d. Travel for board business
- e. Other Expenses

As required by the Education Act, the Broader Public Sector Expenses Directive and Board Policy, all Expense Reports for each Trustee will remain on the Board website for one year after the expiry of the term of office.

Attached to the report is Appendix B, which provides the Trustee expenses for the previous fiscal year 2015-2016.

The Trustee Expenses and Reimbursement Fiscal Year 2015-2016 report is presented for information.

Prepared by: Giancarlo Vetrone, Superintendent of Business & Financial Services
Presented by: Giancarlo Vetrone, Superintendent of Business & Financial Services
Approved by: John Crocco, Director Education/Secretary Treasurer
Date: December 20, 2016



Niagara Catholic District School Board

TRUSTEE EXPENSE AND REIMBURSEMENT POLICY

STATEMENT OF POLICY

100 – Board

Policy No 100.13

Adopted Date: April 26, 2011

Latest Reviewed/Revised Date: NIL

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

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

ELIGIBLE EXPENSES

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

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

APPROPRIATE APPROVALS

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

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

WHERE AN EXPENSE CLAIM IS DENIED

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

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

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

CLAIMS FOR TRAVEL TO MEETINGS AND BOARD FUNCTIONS

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

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

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

CLAIMS FOR ACCOMMODATION, MEALS

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

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

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

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

CLAIMS FOR CONFERENCES, WORKSHOPS AND OVERNIGHT MEETINGS

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

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

All claims for Trustee Conference expenses shall be submitted and processed using the [Trustee Conference, Workshop and Overnight Meetings Form](#).

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

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

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

CLAIMS FOR OTHER EXPENSES

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

RECEIPTS AND TIMING OF CLAIMS FOR REIMBURSEMENT

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

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

GIFTS AND DONATIONS

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

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

ADVERTISING AND COMMUNICATIONS

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

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

OFFICE EQUIPMENT

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

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

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

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

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

REPORTING OF TRUSTEE EXPENSES

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

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

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

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

References

- [*Education Act*](#)
- [*Income Tax Act*](#)
- [*Ministry of Finance Broader Public Sector Expenses Directive, April 1, 2011*](#)
- [*Report of the Auditor, December 2005*](#)

Appendix B

2015-2016 Trustee Expenditures & Reimbursement										
Trustees			Office Equipment	Office Supplies	Conference & Workshop	Travel (ie. mileage, airfare)	Internet	Total Expenses	Budget	(Over)/Under Budget
Ted O'Leary	Trustee	701			2,858.28	408.36	360.00	3,626.64	3,250.00	(376.64)
Kathy Burtnik	Trustee - Vice Chair	702			2,346.97	-	360.00	2,706.97	3,250.00	543.03
Maurice Charbonneau	Trustee	703	776.41		80.55	1,510.45	360.00	2,727.41	3,250.00	522.59
Dino Sicoli	Trustee	704			3,261.77	756.55	360.00	4,378.32	3,250.00	(1,128.32)
Frank Fera	Trustee	705		109.00	2,403.00	1,551.64	360.00	4,423.64	3,250.00	(1,173.64)
Ed Nieuwesteeg	Trustee	706			584.20	519.23	360.00	1,463.43	3,250.00	1,786.57
Pat Vernal	Trustee	707			3,233.65	1,522.73	360.00	5,116.38	3,250.00	(1,866.38)
Fr. Paul MacNeil	Chair - Trustee	708			155.14	277.05	360.00	792.19	3,250.00	2,457.81
Central Purchases			603.49					603.49	8,000.00	7,396.51
Total - Trustees			1,379.90	-	14,923.56	6,546.01	2,880.00	25,838.47		
									34,000.00	

2015-2016 Student Trustee Expenditures & Reimbursement										
Trustees			Office Equipment	Office Supplies	Conference Workshop	Travel (ie. mileage, airfare)	Internet	Total	Budget	
Student Trustee (A)	Student Trustee	709			4,052.84	524.53		4,577.37	4,000.00	(577.37)
Student Trustee (B)	Student Trustee	710			5,451.01	1,396.19		6,847.20	4,000.00	(2,847.20)
Central Purchases								-	2,000.00	2,000.00
Total - Trustees			-	-	9,503.85	1,920.72	-	11,424.57		
									10,000.00	

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
DECEMBER 20, 2016**

PUBLIC SESSION

**TOPIC: FINANCIAL REPORTS
TRUSTEE HONORARIUM FOR THE YEAR FROM
DECEMBER 1, 2016 TO NOVEMBER 30, 2017**

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Trustee Honorarium for the year period from December 1, 2016 to November 30, 2017, as noted in Appendix A, as follows:

\$16,819 for the Chairperson of the Board

\$13,772 for the Vice-Chairperson of the Board

\$10,683 for the Other Trustees

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

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

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

Date: December 20, 2016



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

REPORT TO THE BOARD MEETING DECEMBER 20, 2016

TRUSTEE HONORARIUM FOR THE YEAR FROM DECEMBER 1, 2016 TO NOVEMBER 30, 2017

BACKGROUND INFORMATION

Ontario Regulation 357 sets out the method for calculating the limits on honoraria paid to Trustees under Section 191 of the Education Act. The regulation states that the honorarium shall consist of the following 4 components:

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

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

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

In accordance with Board Policy #100.11, we have now calculated the Trustee Honorarium for the year period from December 1, 2016 to November 30, 2017, as noted in Appendix A.

Please note that the new honorarium for all Trustees for the year 2016-2017 will be as follows:

\$16,819 for the Chairperson of the Board
\$13,772 for the Vice-Chairperson of the Board
\$10,683 for the Other Trustees

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Trustee Honorarium for the year from December 1, 2016 to November 30, 2017, as noted in Appendix A, as follows:

\$16,819 for the Chairperson of the Board
\$13,772 for the Vice-Chairperson of the Board
\$10,683 for the Other Trustees

Prepared by:	Giancarlo Vetrone, Superintendent of Business & Financial Services
Presented by:	John Crocco, Director of Education/Secretary-Treasurer
Recommended by:	John Crocco, Director of Education/Secretary-Treasurer
Date:	December 20, 2016

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
DECEMBER 20, 2016**

PUBLIC SESSION

TITLE: REVISED ESTIMATE FOR THE YEAR 2016-2017

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Report on the Revised Budget for the year 2016-2017, as presented.

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

Presented by: Giancarlo Vetrone, Superintendent of Business & Financial Services
John Crocco, Director of Education/Secretary-Treasurer

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

Date: December 20, 2016



REPORT TO THE BOARD DECEMBER 20, 2016

REVISED ESTIMATE FOR THE YEAR 2016-2017

BACKGROUND INFORMATION

On an annual basis, school boards are required to submit a revised estimate for the current year to the Ministry of Education. The purpose of the revised estimates is to give all school boards the opportunity to revise their operating budgets, taking into account up-to-date information on new enrolment projections and other data available at the current time. The estimates are projecting in full compliance with Ministry Requirements except for the Board Administration Envelope, which is overspent by a total of (\$414,659). The Board has committed to a multi-year plan, which will eliminate the above-mentioned Board Administration over-expenditure.

The following information is attached for the review of the Trustees:

- APPENDIX A** Average Daily Enrolment (ADE)
- APPENDIX B** Revised Estimates - Grants for Student Needs (GSN)
- APPENDIX C** Analysis of Expenses by Category
- APPENDIX D** Analysis of Special Education Revenue & Expenditures
- APPENDIX E** Analysis of Expenses by Panel

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Report on the Revised Budget for the year 2016-2017, as presented.

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

Presented by: Giancarlo Vetrone, Superintendent of Business & Financial Services
John Crocco, Director of Education/Secretary-Treasurer

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

Date: December 20, 2016

APPENDIX A

Projected Student Enrolment	Original Budget 2016-2017	Revised Budget 2016-2017	Increase (Decrease)
	-----	-----	-----
Elementary Enrolment - ADE	14,668	14,720	52
Secondary Enrolment - ADE	6,812	6,939	127
	-----	-----	-----
Total Board Enrolment - ADE	21,480	21,659	179
	=====	=====	=====

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

Under the Regulations, the calculation of Average Daily Enrolment for the school year is to be based on the number of students enrolled in our schools on two specific dates: OCTOBER 31 and MARCH 31.

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

Projected School Staffing	Original Budget 2016-2017	Revised Budget 2016-2017	Increase (Decrease)
	-----	-----	-----
Total Elementary School Teachers	830	841	11
Total Secondary School Teachers	463	463	0
	-----	-----	-----
Total Board School Teachers	1,293	1,304	11
	=====	=====	=====

Average Class Size:

Kindergarten ELKP (Year 1, 2)	26:1	26:1
Primary (Grade 1 to 3)	19.8:1	19.8:1
Junior and Intermediate (Grade 4 to 8)	24.5:1	24.5:1
Secondary (Grade 9 to 12)	22:1	22:1
Early Childhood Educator	26:1	26:1

* Compliant in all panels for Classroom Teachers and Early Childhood Educators

APPENDIX B

Revised Estimates - Grants for Student Needs

	Original Budget 2016-2017	Revised Budget 2016-2017	Increase (Decrease)
	-----	-----	-----
Provincial Grants	\$194,756,939	\$195,764,601	1,007,662
Provincial Grants - EPO	\$2,195,000	\$2,195,000	0
Grants from Other Ministries	\$1,512,899	\$1,500,000	(12,899)
Tax Revenue From Municipalities	\$44,317,569	\$44,388,500	70,931
Federal Grant - LINC	\$375,275	\$375,000	(275)
Investment Income	\$259,000	\$266,000	7,000
Fees and Revenues from Other Sources	\$2,837,600	\$2,837,600	0
Amortization	\$10,519,886	\$10,953,774	433,888
	-----	-----	-----
Total Revenue (before SGF)	\$256,774,168	\$258,280,475	1,506,307
	-----	-----	-----
School Generated Funds	\$8,372,100	\$8,225,000	(147,100)
Total Revenue Schedule 9	\$265,146,268	\$266,505,475	1,359,207
	=====	=====	=====
	-----	-----	-----
Total Board Operating Revenue	\$256,774,168	\$258,280,475	1,506,307
	=====	=====	=====
	-----	-----	-----
Operating Balanced Position	\$0	\$0	\$0
	=====	=====	=====

APPENDIX C-1

Expenditures by Department	Original Budget 2016-2017	Revised Budget 2016-2017	Increase (Decrease)
	-----	-----	-----
Operating Expenditures			
Board Administration	\$7,688,786	\$7,611,299	(\$77,487)
Elementary Schools	\$128,820,242	\$130,069,629	\$1,249,387
Secondary Schools	\$65,798,560	\$66,193,473	\$394,912
Continuing Education	\$5,182,558	\$4,945,290	(\$237,268)
Facilities Operations	\$19,374,241	\$19,379,463	\$5,222
Facilities Maintenance	\$3,404,286	\$3,408,666	\$4,380
Student Transportation	\$9,553,860	\$9,553,860	\$0
Amortization of Future Benefits	\$962,000	\$810,000	(\$152,000)
Employee Future Benefits - Service Costs	\$450,000	\$450,000	\$0
Benefits - Maternity, WSIB, LTD	\$645,722	\$645,722	\$0
Total Operating Expenses	\$241,880,255	\$243,067,402	\$1,187,147
	-----	-----	-----
Capital & Other Expenditures			
Facility Renewal	\$509,531	\$509,531	\$0
Interest on Capital	\$3,617,883	\$3,617,883	\$0
Depreciation & Amortization	\$10,649,012	\$10,968,172	\$319,160
Non-Operating Expenditures	\$117,487	\$117,487	\$0
Total Capital & Other Expenses	\$14,893,913	\$15,213,073	\$319,160
	-----	-----	-----
Total Board Operating Expenditures	\$256,774,168	\$258,280,475	\$1,506,307
	=====	=====	=====

APPENDIX C-2

	Original Budget 2016-2017	Revised Budget 2016-2017	Increase (Decrease)
	-----	-----	-----
Board Administration			
Salary & Wages	4,370,328	4,310,100	(60,228)
Employee Benefits	950,940	933,681	(17,259)
Professional Development	130,450	130,450	0
Supplies & Services	1,032,150	1,032,150	0
Computer Equipment	35,000	35,000	0
Furniture & Equipment	15,000	15,000	0
Fees & Contracts	1,154,917	1,154,917	0
	-----	-----	-----
Total Board Administration	7,688,786	7,611,299	(77,487)
	=====	=====	=====

APPENDIX C-3

	Original Budget 2016-2017	Revised Budget 2016-2017	Increase (Decrease)
Elementary Panel	-----	-----	-----
Salary & Wages	\$106,596,185	\$107,970,520	\$1,374,335
Employee Benefits	\$16,701,355	\$16,926,106	\$224,752
Professional Development	\$538,701	\$538,701	\$0
Supplies & Services			
School Instruction Budgets	\$1,424,912	\$1,424,912	\$0
Central Instruction Budgets	\$733,500	\$733,500	\$0
Central Other Budgets	\$472,640	\$472,640	\$0
Computers	\$1,174,050	\$1,174,050	\$0
Furniture & Equipment	\$470,000	\$470,000	\$0
Fees & Contracts	\$359,200	\$359,200	\$0
Elementary Panel Total Expenditures	----- \$128,470,543 =====	----- \$130,069,629 =====	----- \$1,599,086 =====

APPENDIX C-4

	Original Budget 2016-2017 -----	Revised Budget 2016-2017 -----	Increase (Decrease) -----
Salary & Wages	\$53,934,686	\$54,116,783	\$182,097
Employee Benefits	\$7,725,101	\$7,737,916	\$12,815
Professional Development	\$230,500	\$230,500	\$0
Supplies & Services			
School Instruction Budgets	\$1,035,331	\$1,035,331	\$0
Central Instruction Budgets	\$2,026,848	\$2,026,848	\$0
Central Other Budgets	\$200,044	\$200,044	\$0
Computers	\$703,050	\$703,050	\$0
Furniture & Equipment	\$70,000	\$70,000	\$0
Fees & Contracts	\$73,000	\$73,000	\$0
	-----	-----	-----
Total Secondary Panel Expenditures	\$65,998,560 =====	\$66,193,473 =====	\$194,912 =====

APPENDIX C-5

	Original Budget 2016-2017	Revised Budget 2016-2017	Increase (Decrease)
	-----	-----	-----
Continuing Education School			
Salary & Wages	\$3,508,784	\$3,288,467	(\$220,317)
Employee Benefits	\$621,199	\$588,750	(\$32,449)
Professional Development	\$35,500	\$34,000	(\$1,500)
Supplies & Services	\$1,009,575	\$1,004,073	(\$5,502)
Computer Equipment	\$7,500	\$30,000	\$22,500
Furniture & Equipment	\$0	\$0	\$0
Fees & Contracts	\$0	\$0	\$0
	-----	-----	-----
Total Continuing Education Expenditures	\$5,182,558	\$4,945,290	(\$237,268)
	=====	=====	=====

APPENDIX C-6

Facilities Plant & Facilities Maintenance Services	Original Budget 2016-2017	Revised Budget 2016-2017	Increase (Decrease)
	-----	-----	-----
Salary & Wages	\$9,691,425	\$9,699,689	\$8,264
Employee Benefits	\$2,669,102	\$2,670,440	\$1,338
Professional Development	\$15,000	\$15,000	\$0
Supplies & Services			
Utilities	\$4,779,000	\$4,779,000	\$0
Cleaning & Operating	\$1,322,500	\$1,322,500	\$0
Site & Grounds Maintenance	\$1,515,000	\$1,515,000	\$0
Department Operation	\$169,000	\$169,000	\$0
Mechanical & Electrical	\$589,000	\$589,000	\$0
Building Maintenance	\$705,000	\$705,000	\$0
Computer Equipment	\$31,500	\$31,500	\$0
Furniture & Equipment	\$602,000	\$602,000	\$0
Fees & Contracts	\$690,000	\$690,000	\$0
Total Plant Facilities Services	----- \$22,778,527 =====	----- \$22,788,129 =====	----- \$9,602 =====

APPENDIX C-7

	Original Budget 2016-2017	Revised Budget 2016-2017	Increase (Decrease)
	-----	-----	-----
Transportation			
Salary & Wages	\$122,978	\$122,978	\$0
Employee Benefits	\$34,875	\$34,875	\$0
Professional Development	\$0	\$0	\$0
Supplies & Services	\$0	\$0	\$0
Computer Equipment	\$0	\$0	\$0
Furniture & Equipment	\$0	\$0	\$0
Fees & Contracts	\$9,396,007	\$9,396,007	\$0
	-----	-----	-----
Total Transportation Expenditures	\$9,553,860	\$9,553,860	\$0
	=====	=====	=====

APPENDIX D

	Original Budget 2016-2017	Revised Budget 2016-2017	Increase (Decrease)
Special Education Funding			
SEPPA Allocation	\$15,193,014	\$15,630,278	\$437,264
SEA Allocation	\$773,699	\$711,951	(\$61,748)
HNA / DSENA	\$11,618,425	\$11,646,280	\$27,855
Approval of SIP	\$60,000	\$120,000	\$60,000
Behavioural Expertise amount	\$146,107	\$146,158	\$51
Special Education Allocation	\$27,791,245	\$28,254,667	\$463,422
	=====	=====	=====
Expenditures			
Classroom Teachers	\$7,833,800	\$7,996,186	\$162,386
Occasional /Supply Teachers	\$105,315	\$125,000	\$19,685
Education Assistants, CYW	\$17,711,535	\$17,626,477	(\$85,058)
Textbooks, Learning materials, Supplies	\$1,024,200	\$981,700	(\$42,500)
Paraprofessionals, Mental Health Leader	\$1,366,022	\$1,529,504	\$163,482
Staff Development	\$15,000	\$15,000	\$0
Coordinators	\$345,139	\$345,139	\$0
	-----	-----	-----
	\$28,401,011	\$28,619,006	\$217,995
	-----	-----	-----
Less: Revenue Adj. Education Program - Other	\$0	\$0	\$0
	-----	-----	-----
Total Special Education Net Expenditures	\$28,401,011	\$28,619,006	\$217,995
	=====	=====	=====
Unspent (Overspent) Special Education Funding	(\$609,766)	(\$364,339)	(\$245,427)
	=====	=====	=====

APPENDIX E

	Original Budget 2015-2016	Revised Budget 2015-2016	Increase (Decrease)
	-----	-----	-----
Board Administration Funding Allocation			
Total Funding Allocation for board Administration	\$6,346,640	\$6,446,640	\$100,000
	-----	-----	-----
Restraint Savings	\$0	\$0	\$0
Revenue from Fees & Other	\$660,000	\$750,000	(\$90,000)
Total Board Funding Allocation	\$7,006,640	\$7,196,640	\$190,000
	-----	-----	-----
Board Administration Expenditures			
Net Expenditures relating to Board Administration	\$7,688,786	\$7,611,299	(\$77,487)
	-----	-----	-----
Unspent (Overspent) Board Admin. Funding*	(\$682,146)	(\$414,659)	(\$267,487)
	=====	=====	=====

* noncompliant with Ministry funding

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
DECEMBER 20, 2016**

PUBLIC SESSION

TITLE: FINANCIAL REPORT 2016-2017 AS AT NOVEMBER 30, 2016

The Financial Report 2016-2017 as at November 30, 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: December 20, 2016



REPORT TO THE BOARD DECEMBER 20, 2016

FINANCIAL REPORT 2016-2017 AS AT NOVEMBER 30, 2016

BACKGROUND INFORMATION

Financial Report 2016-2017 is presented in Appendix A

Also attached;

Appendix B1 – Financial Report as at November 30, 2016

Appendix C - Total Sick Occurrences vs. Sick Replacement YTD November 30, 2016

The Financial Report 2016-2017 as at November 30, 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: December 20, 2016



FINANCIAL REPORT

NOVEMBER 2016-2017

This month has provided Niagara Catholic District School Board an opportunity to revise our estimated projections to August 31, 2016. We continue to realize a balanced portfolio to year-end. However, the first three months of this fiscal year is illustrating a substantially higher rate of sick occurrences and replacement costs in our Elementary classroom teaching category in comparison to fiscal 2015-2016. Replacement costs for classroom teachers associated with sick time that require replacement is trending approximate \$100,000 more than last year's YTD November 30, 2016 (Appendix C).

To achieve our commitment for a balanced budget for 2016-2017, Senior Administrative Council and its central office administrators continue 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 for both permanent employees and those on long-term disability.
- Replacement costs for all staff associated with sick time that require replacement is projected to be approximate \$500,000 more than 2015-2016 fiscal year.
- Utility costs associated with increased hydro costs for 2016-2017.
- Harsh inclement weather pressures on our grounds maintenance costs associated with snow removal and salt.
- The legal fees associated with local negotiations, grievances, and arbitrations.
- Additional legal support needed through the Elementary Bargaining Unit's legal strike position.

Looking Forward

2016-2017



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

Provincial Benefit Trust for the OECTA bargaining unit is expected to commence in the early spring pending local ratification.

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.

Education Technology Services department are beginning the planning to move staff to St. Thomas Centre in 2016-2017. The Board is awaiting approval for a portion of Proceed of Disposition of Land to net against the cost of the relocation.

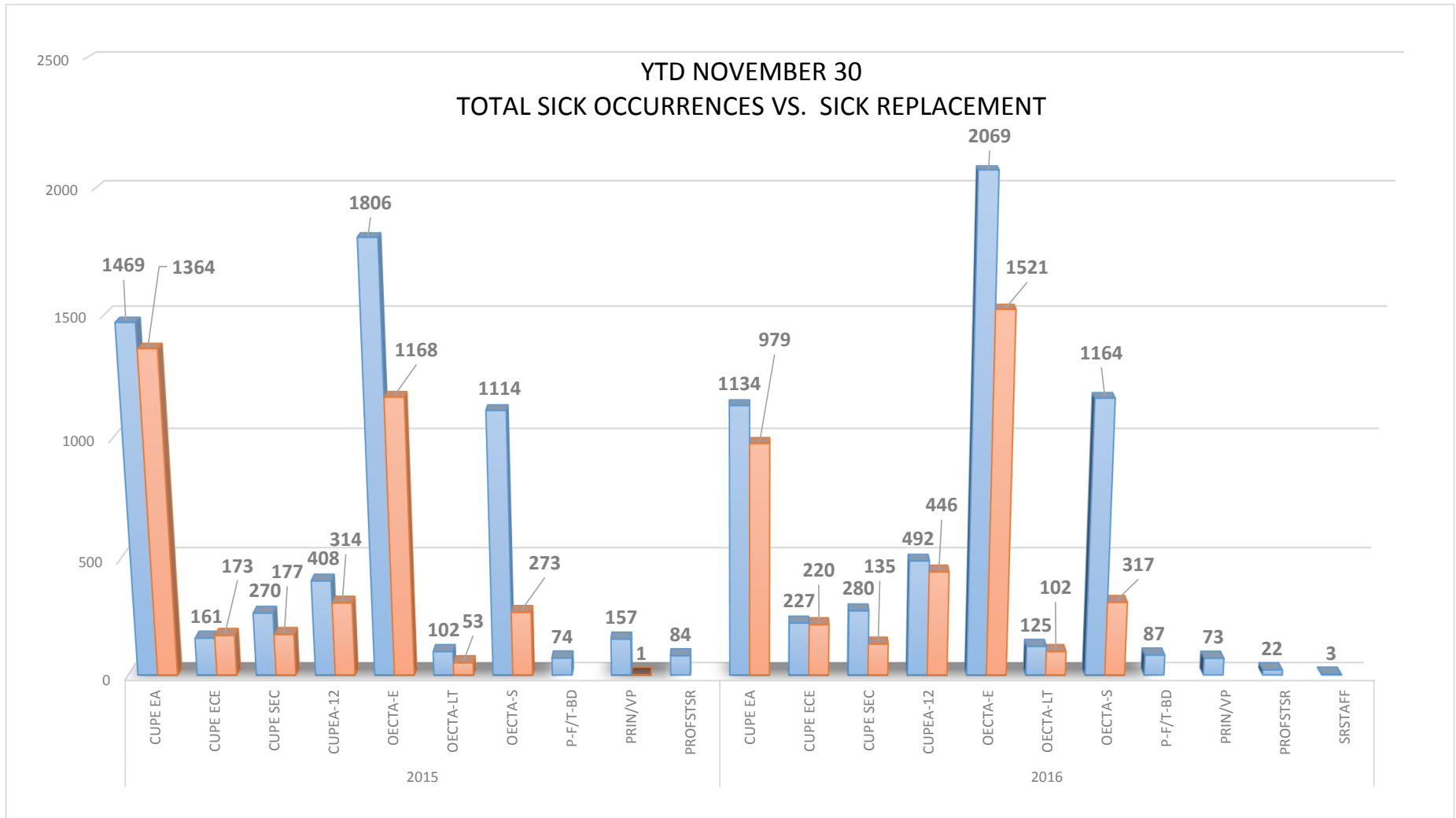
NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
FINANCIAL REPORT
AS AT NOVEMBER 30, 2016



Appendix B1

REPORTING RESULTS:

	2015-2016	2016-2017	%	2016-2017	2016-2017	2016-2017
	LY YTD NOV	YTD NOV	CHANGE	FORECAST	REV BUDGET	VARIANCE
In thousands of dollars ('000)						
INSTRUCTIONAL						
Principals & Vice Principals	1,806	1,676	-7.2%	10,708	10,708	0
Classroom Teachers	29,452	29,526	0.3%	133,799	133,799	0
Supply Staff	680	808	18.8%	4,063	4,063	0
E.As & E.C.Es	6,496	6,563	1.0%	21,670	21,670	0
Professional Development	914	936	2.4%	948	948	0
Supplies & Services	2,287	2,244	-1.9%	7,480	7,480	0
Fees & Contracts	23	40	73.9%	1,587	1,587	0
Computers	987	701	-29.0%	1,973	1,973	0
Library & Guidance	1,122	1,182	5.3%	4,329	4,329	0
Paraprofessionals	511	545	6.7%	6,210	6,210	0
Secretarial School Office	1,242	1,245	0.2%	4,750	4,750	0
Coordinators & Consultants	385	319	-17.1%	2,499	2,499	0
Continuing Education	702	540	-23.1%	4,915	4,915	0
INSTRUCTIONAL SUBTOTAL	\$46,607	\$46,325	-0.6%	\$204,931	\$204,931	\$0
NON INSTRUCTIONAL						
Administration	2,152	2,262	5.1%	7,657	7,657	0
Transportation	2,424	2,531	4.4%	9,553	9,553	0
School Operations & Maintenance	4,456	4,852	8.9%	22,069	22,069	0
TOTAL EXPENDITURES	\$55,639	\$55,970	0.6%	\$244,210	\$244,210	\$0
AVERAGE DAILY ENROLMENT						
	2015-2016	2016-2017	2016-2017	2016-2017	2016-2017	
	ACTUALS	ESTIMATES	ACTUALS	REVISED	CHG %	
ELEMENTARY						
JK - 3	7103	6,962	7,039	7,021	-0.9%	
GR4 - GR8	7708	7,706	7,699	7,699	-0.1%	
TOTAL ELEMENTARY	14,811	14,668	14,738	14,720	-0.5%	
SECONDARY < 21						
PUPILS OF THE BOARD	7,164	6,812	7,035	6,899	-1.8%	
OTHER PUPILS	40	40	40	40	0.0%	
TOTAL SECONDARY	7,204	6,852	7,075	6,939	-1.8%	
TOTAL ENROLMENT	22,015	21,520	21,813	21,659	-0.9%	



**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
DECEMBER 20, 2016**

PUBLIC SESSION

**TOPIC: CORRESPONDENCE
NOVEMBER 22, 2016 LETTER FROM CRAWFORD, SMITH &
SWALLOW CHARTERED ACCOUNTANTS**

Crawford, Smith and Swallow
Chartered Accountants LLP

4741 Queen Street
Niagara Falls, Ontario
L2E 2M2
Telephone (905) 356-4200
Telecopier (905) 356-3410

Offices in:
Niagara Falls, Ontario
St. Catharines, Ontario
Fort Erie, Ontario
Niagara-on-the-Lake, Ontario
Port Colborne, Ontario

**crawford
smith &
swallow**

THIS IS A COPY OF A LETTER SENT
FROM OUR OFFICE TODAY. IT IS
SENT TO YOU TO KEEP YOU
INFORMED OF OUR PROGRESS
WITH THIS MATTER.
CRAWFORD, SMITH AND SWALLOW
Chartered Accountants LLP

November 22, 2016

Board of Trustees
Niagara Catholic District School Board
427 Rice Road
Welland, Ontario
L3C 7C1
Re: Audit of 2016 Financial Statements

Dear Members of the Board of Trustees:

We have now completed our examination of the financial statements of the Niagara Catholic District School Board for the year ended August 31, 2016. As stated in our report dated November 22, 2016 addressed to the Board of Trustees of the Niagara Catholic District School Board, the objective of our audit was to express an opinion on the financial statements and our audit included considerations of internal controls relevant to our audit to obtain reasonable assurance that the financial statements were free of material misstatements. Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal controls or for identifying all significant deficiencies that may exist. Accordingly, our audit would not usually identify all such matters that may be of interest to you and it is inappropriate to conclude that no such matters exist.

In accordance with CAS 265 of the CPA Canada Handbook, Assurance, the auditor is required to communicate to those charged with governance and management deficiencies in internal control that the auditor has identified during the audit and that, in the auditor's professional judgment, are of sufficient importance to merit their respective attentions.

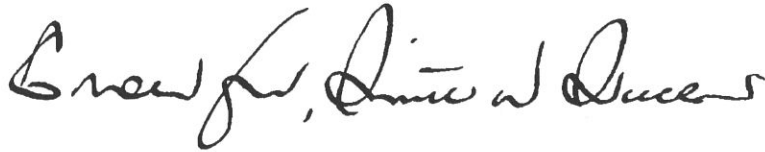
We are pleased to report that during the course of our audit of Niagara Catholic District School Board for the year ended August 31, 2016, we have not identified any significant deficiencies that the Board of Trustees should be made aware of.

This communication is prepared solely for the information of the Niagara Catholic District School Board and is not intended for any other purpose. We accept no responsibility to a third party that relies on this communication.



We would like to take this opportunity to thank the staff for all their assistance and co-operation during our audit. Should you wish to discuss the above matters further, please contact our office at your convenience.

Yours very truly,

A handwritten signature in cursive script, appearing to read "Crawford, Smith and Swallow".

CRAWFORD, SMITH AND SWALLOW
CHARTERED ACCOUNTANTS LLP

MP*gz

c.c. Mr. J. Crocco, Director of Education/Secretary Treasurer
Mr. G. Vetrone, Superintendent of Business & Financial Services

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
DECEMBER 20, 2016**

PUBLIC SESSION

**TOPIC: TRUSTEE INFORMATION
SPOTLIGHT ON NIAGARA CATHOLIC – DECEMBER 6, 2016**



December 6, 2016

Trustees MacNeil, Burtnik, Chair and Vice-Chair of Board for 2017



The Niagara Catholic District School Board held its Annual Organizational Meeting at the Catholic Education Centre on December 6, 2016, before the December Meeting of the Committee of the Whole.

During the meeting, Father Paul MacNeil was elected Chair for 2017, and Kathy Burtnik was elected as Vice-Chair. During his remarks at the closing of the Annual Organizational Meeting, Chair MacNeil remarked on what he has learned over his terms as a Trustee and Board Chair.

"I have learned first-hand of the value of a board of trustees working together to guide and protect our Board," he said. "Now, more so than ever, we are a group of eight individuals with strong and passionate ideals, but we come together as one body, sharing a deep concern for the spiritual well-being of our children. Scott Peck, in his book "The Road Less Travelled," had a name for this care for the spiritual well-being of another: He called it love. It is the foundation of our organization."

Mrs. Burtnik's comments focused on the incredible commitment to Catholic education by staff throughout the system, and challenges and opportunities that lie ahead for the coming year, the Diocese and Catholic school supporters count on Niagara Catholic leaders to keep the gift of Catholic education alive and students who "count on us to be the hands, feet and heart of Christ."

"We have a remarkable, dedicated staff, who constantly bring the light and life of Christ to our classrooms, our hallways, our offices, our communities," she said. "This coming year ... will be marked with challenges and opportunities, and we will only be able to meet those challenges and take the opportunities if we are committed as trustees, not to our own motives, but the collective mission of Catholic education here in Niagara."

Director of Education John Crocco congratulated both Chair MacNeil and Vice-Chair Burtnik on their election. *"I am confident that Chair MacNeil and Vice-Chair Burtnik will continue to be strong and vocal advocates for Niagara Catholic, and for Catholic education in Ontario, throughout the coming year, and I offer each my continued gratitude and heartfelt congratulations on their election,"* said Director Crocco. *"I also extend my gratitude to Bishop Gerard Bergie, Honourary Chair of the Board, who opened the Annual Organizational Meeting with a dedicated prayer and inspirational marks for all those who attended, and to the Blessed Trinity Catholic Secondary School Jazz Choir for their beautiful Advent songs."*

The full texts of the Chair and Vice-Chair's statements are attached. You may also watch [Chair MacNeil](#) and [Vice-Chair Burtnik](#) deliver their remarks. You can also watch Blessed Trinity Catholic Secondary School's stunning a capella rendition of the Carol of the Bells [here](#).

Policies Recommended for Approval

During the December 6 Meeting of the Committee of the Whole, Trustees recommended the following policies be approved at the December 20 Board Meeting:

Administration of Oral Medication to Students Policy (302.2), Accessibility Customer Service Policy (800.8.1), Access to Board Premises Policy – Safe Schools (302.6.3) and Progressive Student Discipline Policy (302.6.9) will be considered by the Board later this month.

French Immersion is On the Grow



French Immersion [registration information»](#)

Niagara Catholic began offering French Immersion at five Catholic elementary schools in Niagara in September, 2013. Since then, the program has grown considerably, and Niagara Catholic now has 395 French Immersion students in Kindergarten through Grade 4, enrolled at five Catholic elementary schools: Holy Name Catholic, Notre Dame Catholic, Our Lady of Fatima Catholic, Our Lady of Mount Carmel Catholic and St. Mark Catholic.

[Registration](#) for siblings of students already enrolled in the program is now open, and closes January 9, 2017. Registration for students new to the French Immersion program opens on January 9, 2017 at 7:30 a.m. and closes on February 10, 2017 at 4 p.m.

Capital Projects Update

During the December 6 Committee of the Whole Meeting, Controller of Facilities Services Scott Whitwell presented a report outlining the status of capital projects currently under way across Niagara Catholic.



Ground was broken for a new St. Martin Catholic Elementary School on December 9, 2015, and a year later, the storm sewer and water service installation is complete, electrical ducts have been installed and the roof is being installed in sections. The curbs will be poured this month and masonry veneer is in progress.

Students are expected to begin attending class at the new \$5.3-million St. Martin Catholic Elementary School in the spring of 2017. A date for the Official Blessing and Opening has yet to be determined.

Tender documents and drawings are currently being developed by Svedas Architects Inc. for the addition of six classrooms and three childcare rooms at Our Lady of Fatima Catholic Elementary School in Grimsby. When finished, the \$4.4-million addition will provide space for an extra 138 students, bringing the school's capacity to 541 students in Kindergarten through Grade 8.



Lakeshore Catholic High School opened its doors to 303 Grade 9 and 10 students in September, 1988. Since then, the school has grown many times, and now has a student body of close to 1,000 students. A renovation and expansion updated much of the school in 2014, but repairs are now needed to some of the older sections of the school. On December 6, Trustees recommended a

report to the Board which, if approved, will see Manorcore Group Inc. replace the exterior glass wall of the chapel with a curtain wall to match the new addition to address structural issues; replace aging skylights which leak and have caused water damage; re-flash the roof in various areas to prevent leaking and replace water-damaged areas of the school. The anticipated cost of this is \$865,000 plus HST. Funding for this project is provided by the Ministry of Education's School Condition Improvement Grant.

Good News!

Have you checked out the [Good News](#) section of the Board website lately? If not, you're missing some great stories and photos about our students. Be sure to check it out often to keep up to date on the fantastic things happening in our schools and across the system. There's also some great stories on the In the News section of our website, accessible through the [home page](#). Once there, you'll find great stories about the fantastic things happening in our schools, including St. Gabriel Lalemant Catholic Elementary School's [12 Days of Caring](#) and Niagara Catholic's big wins in the Niagara Regional Police Service's [Student Video](#) competition.

Follow us!

To ensure you stay connected with Niagara Catholic news and events, please be sure to like us on [Facebook](#) and follow us on [Twitter](#) and [Instagram](#), and check our website often for updates and breaking news. It's the best way to stay in the know.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
DECEMBER 20, 2016**

PUBLIC SESSION

**TOPIC: TRUSTEE INFORMATION
CALENDAR OF EVENTS – JANUARY 2017**



JANUARY 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat	
1 Happy New Year!	2	3 Christmas Break from December 24, 2016—January 8, 2017					7
8	9 Welcome back to school!	10	11 SEAC Meeting	12	13	14	
15	16	17 SAL Meeting CW Meeting	18 Niagara Catholic Baby Celebration	19	20 Elementary P.A. Day	21	
22	23	24	25	26	27 Family Literacy Day Secondary Semester 1 Exams begin	28	
29	30	31 Policy Committee Board Meeting	Secondary Semester 1 Exams continue				

**4TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
DECEMBER 20, 2016**

PUBLIC SESSION

**TOPIC: TRUSTEE INFORMATION
OCSTA INFORMATION – DECEMBER 2, 2016**

ENTERPRISE

ONTARIO LEGISLATIVE HIGHLIGHTS

 enterprisecanada.com/ontario-legislative-highlights-december-2/

December 2, 2016

Updated wall charts listing MPP responsibilities and key government contacts are now available. [Click here to download:](#)

[MPP Chart \(Dec 2\)](#)

[Government Contact Chart \(Dec 2\)](#)

WEEKLY ROUNDUP

BONNIE ON THE SPOT – Ask a political staffer what their least favourite day of the year is and most will say the release of the Auditor General’s report. At least, that’s what government-side politicians will say; for the Opposition parties – and the media – it’s got more of a Christmas Day feel to it, with the gift of a long list of things the government has fouled up. Never mind that for the most part the problems stem from bureaucratic bungling. Nobody is sticking microphones in bureaucrats’ faces, leaving their elected bosses to take the lumps. And there were lumps aplenty as Auditor **Bonnie Lysyk** took the government to task in a thousand pages of snafus, including climate change initiatives that will cost billions and do little for the environment; lax oversight of doctor billings; road maintenance contractors getting repeat business despite doing shoddy work; and the perennial criticism that eHealth Ontario still hasn’t put together an electronic health records system that works. Perhaps more troubling for the Liberals is that their relationship with Lysyk is deteriorating into a feud. She is still mad that the LIBs diluted her power to vet advertising (they argue she was being overly restrictive), while they are miffed at what they see as her arbitrary change to accounting rules adding more than \$2 billion to this year’s deficit. After a much-publicized dispute with former Ombudsman **André Marin** – who recently ran, unsuccessfully, as a PC by-election candidate – the LIBs can ill afford another open battle with a government watchdog.

BLUE BLAZES – With the next provincial election now just 17 months away – and we all know the campaigning will start long before that – PC Leader **Patrick Brown** is getting a sense of the scrutiny he can expect to face as a contender for the Queen’s Park throne. Current Premier **Kathleen Wynne**’s Liberals are reeling – bad polling numbers, bribery charges, hydro rates enraging consumers, feuds with the Auditor – which adds credence to the notion of Brown as would-be Premier. Intent to fight back, the Liberals are doing their best to intensify that scrutiny, and a handful of incidents this week demonstrate the crucible in which Brown now finds himself:

- Normally, when more than one MPP is elected on the same day – as Liberal **Nathalie Des Rosiers** and Tory **Sam Oosterhoff** were in by-elections on November 17 – they are sworn in together as well. But on Monday, Des Rosiers took her seat in the Legislature while Oosterhoff was a no-show. Brown explained the delay as logistical, offering, “It’s a special occasion to have a celebration of a 19-year-old, it’s making history, and so Sam is planning a much larger swearing-in ceremony” – preparations for which hadn’t been completed in time. But Brown’s critics seized on a more sinister explanation, positing that the socially conservative Oosterhoff was dodging a vote on Bill 28 – legislation enshrining parental rights for LGBTQ parents – scheduled for Tuesday. Brown himself brushed aside such speculation, insisting, “I’ve made my position clear on Bill 28. I support Bill 28 and I’ve said our caucus is going to support Bill 28.” They did, with 16 of the 29 Tory MPPs in the House for the vote (including Brown, but not, obviously, Oosterhoff), as the legislation passed Third Reading 79-0. But that wasn’t the end of it. Before being sworn in Oosterhoff did his first media interviews at Queen’s Park, calling Bill 28 a “horrible piece of legislation” – albeit citing legal rather than philosophical reasons – and indicating he would “definitely not have supported” it had he been eligible for the vote.
- Bribery charges against Liberal operatives stemming from the 2015 by-election in Sudbury have been a bonanza for Brown, but it was seen as inevitable that previous political deals would come into question. This week it was the *Toronto Star* trumpeting internal emails showing that the Tories were nervous about former MPP **Garfield Dunlop** resigning his Simcoe North seat – so Brown could run there after winning the PC leadership – and joining the party payroll not long after. Brown dismissed the comparisons to Sudbury – where a former Liberal candidate was allegedly offered inducements to not seek the nomination again – as apples and oranges. “Listen, we have a case where the OPP have laid charges for an alleged bribe,” Brown argued. “And we have a case where someone, who was planning to retire, retired after 25 years of public service. You can’t even compare ... not even remotely.” He called the *Star* story “unfair.”
- PC MPP **Randy Hillier** didn’t help Brown’s efforts to change perceptions of his caucus as reactionary, when he was forced to backtrack after retweeting an image of NDP Leader **Andrea Horwath** with a snide comment underneath. Hillier withdrew and apologized for promoting the tweet, which featured a picture of a shoeless Horwath wearing an orange head covering and talking with a Muslim cleric. The original tweet had the caption “Meet Ontario NDP leader @AndreaHorwath bare foot and dehumanized with head gear, as she submits to the will of a Muslim male,” to which Hillier added, “quite the image.” He later backtracked, posting, “Without reservation I regret my tweets on Friday night, being offensive is not my nature and I’m Sorry. Posts have been deleted.”

LIFE BEGINS AT 40% – Whatever heat he may be feeling, Brown can take comfort that polls still show him with a solid lead in popularity. The latest survey by Nanos Research found Brown’s Tories with 40% support, compared with 31% for the Liberals – better than the low 20s reported in other recent polls, but still a long way back – and 22% for the NDP. Perhaps more significantly, Nanos asked about priorities and found hydro costs at the top of the list, with more than 20% of respondents saying it’s the issue they are most concerned about. Next were health care, jobs/economy and taxes. Not, notably, infrastructure and climate-change – two eggs filling much of the Liberal basket at the moment.

TRADE DISPUTE – Usually protesters on the front lawn of Queen’s Park are not friends of the Liberal government. Most recently, it has been the perennial anti-sex education social conservative crowd, and the LIBs don’t much worry about those kinds of protesters – they won’t be voting Liberal even if Hell freezes over. However, Wednesday marked the first rally comprised of a usually Liberal friendly group, namely building trade unions, many of which were big supporters of the Working Families Coalition that helped the LIBs win and keep power. This time many of the same players came together as part of the Progressive Certified Trade Coalition to fight Section 17 of omnibus Bill 70 introduced by Finance Minister **Charles Sousa**. The new coalition claims that Section 17 guts enforcement of trade licenses by the Ontario College of Trades, and thousands of supporters filled the lawn at Queen’s Park to voice their displeasure. Hillier was among the speakers, setting aside whatever sensitivity lessons he may have learned recently by suggesting that what the fight amounts to is a “punch in the nose” for Premier Wynne. Hillier’s

position also represents something of a reversal for the Tories, in that the party opposed the College of Trades in the 2014 election.

WAGONS EAST ASIA – Premier Wynne wasn't around for any of the above sparring. In fact, she was just about as far away as humanly possible, leading a business mission to Japan and South Korea. Wynne is fronting a delegation of more than 45 Ontario business and academic leaders visiting Tokyo and Seoul – adding East Asia to her passport stamps after similar missions to China, India and Israel. This latest jaunt included a meeting with the Governor of Tokyo, **Yuriko Koike**, with Wynne noting that “Governor Koike and I are the first women to hold our respective political offices. We believe that more needs to be done to ensure women have a seat at all tables to influence policy decisions.”

HE'LL MANAGE – With **Pat Sorbara** sidelined indefinitely as she fights bribery charges, the Liberals have landed on **Chad Walsh** as their Interim Campaign Director. Walsh is no stranger to the job, having worked closely with Sorbara going back to their days in Ottawa together. He was the party's Director of Operations in the 2014 election. Meanwhile, another Liberal also has a new job – on top of her new job. Wynne wasted little time getting rookie MPP Des Rosiers into the thick of things, naming her Parliamentary Assistant to the Minister of Housing and PA to the Minister responsible for Women's Issues.



FOR THE RECORD

“I call it R and D. Not necessarily research and development, but rip-off and duplicate.”

— Energy Minister **Glenn Thibeault**, under pressure to find ways to bring hydro costs down, suggesting Ontario's energy system should copy money-saving ideas from other sectors and jurisdictions.

“We're balancing next year and we're balancing the year after that. We're much more aggressive in our assumptions.”

— Finance Minister **Charles Sousa**, on the defensive after the province's Financial Accountability Office cast doubts on the Liberal plan to eliminate the deficit.

“We don't want to do anything that would impact direct patient care. Among the many things that frustrate physicians are things around ‘administrivia’ and duplicative bureaucracy. Perhaps those are the sorts of things that we'll be able to encourage our members to focus their actions on.”

— Ontario Medical Association President **Virginia Walley**, trying to lower the temperature after a group of disgruntled doctors got a motion passed calling for the OMA to lead a PR campaign, “including possible job actions” if the government doesn't agree to binding arbitration in their ongoing contract dispute.

RUMOURS & RUMBLINGS

IT TOLLS FOR THEE

While the polarizing issue of road tolls on Toronto's Don Valley Parkway and Gardiner Expressway would seem to be a City Hall challenge, it has serious implications for Queen's Park. Yes, Toronto is more autonomous than other Ontario municipalities – thanks to the Liberals' *City of Toronto Act* implemented a decade ago – but some provincial approval for tolling would be required. More to the point, it is widely believed that Mayor **John Tory** would not have signalled his support for tolls unless he knew Premier Wynne was on side. Much of the debate falls into the usual downtown-versus-the-suburbs split that haunts Toronto's decision-making, with the outer GTA "905" ring – a vote-rich area seen as critical to any party's election aspirations – expected to be firmly on the No side. The 905 is especially crucial for Brown, and he made it clear this week he wants to be a champion of beleaguered motorists. "These attacks on 905 commuters must stop," Brown thundered in Question Period, setting off a municipal name-dropping contest with Sousa. Sousa taunted Brown to have a dialogue with Tory – "a past leader of the Conservative Party no less" – to which Brown responded by alluding to Mayor **Bonnie Crombie** in Mississauga (Sousa's home turf) warning about the ramifications of tolls on businesses and tourism. Brown chided that Sousa is "offside with his own mayor...If you won't do it for commuters, will the Minister of Finance do it for Bonnie and stop these Liberal tolls?" This figures to be an ongoing tug of war, with other cities like Ottawa and Hamilton also said to be considering tolls on their municipally-run highways.

IT'S INCUMBENT UPON THEM

Sitting MPPs can usually bide their time before being officially nominated for the next election; some have even made it a tradition to wait until the actual writ drop, using the nomination to launch their campaign. But the apparent rise of an aggressive social conservative movement – shades of the so-called "alt-right" in the U.S. – has reportedly unnerved some PC MPPs, who are looking to secure their names on the ballot pronto. They are well aware that **Lisa MacLeod** is already facing a challenge from Ottawa businessman **Riven Zhang** – a threat she is taking seriously, as she kicked off a vigorous nomination campaign last weekend. Word is several incumbent Tories want to avoid that scenario, and are pushing the party for quick nominations before potential opponents have time to organize.

IN THE HOUSE

- No new government bills were introduced this week.
- Two bills passed Third Reading: Bill 2, the *Election Finances Statute Law Amendment Act* revamping political fundraising rules, and Bill 28, the aforementioned *All Families are Equal Act*.
- Four more sitting days are scheduled before the Assembly breaks for its winter recess next Thursday. Legislation expected to pass before then includes Bill 70, the *Building Ontario Up for Everyone Act (Budget Measures)*, and Bill 41, the *Patients First Act*.

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**4TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
DECEMBER 20, 2016**

PUBLIC SESSION

**TOPIC: TRUSTEE INFORMATION
OCSTA INFORMATION – DECEMBER 9, 2016**

ENTERPRISE

ONTARIO LEGISLATIVE HIGHLIGHTS

 enterprisecanada.com/ontario-legislative-highlights-december-9/

December 9, 2016

CHRISTMAS TIME IS HERE – For the first time since last March Ontario has a full complement of MPPs. But the full house in the Assembly was brief, and they won't be together again for the next couple of months. After an often acerbic fall session, the House has gone mercifully quiet, recessing for its winter break. The province's 107 MPPs can now scatter to their home ridings, not due to reconvene until Tuesday, February 21st, right after Family Day.

GOOD POINTS – When the House does come back, there will be eight outstanding government bills on the Order Paper. In the annual last-minute flurry, three new government bills were introduced this week (see *In The House*, below), while four government bills passed (ditto), along with a handful of private member's bills that made it through with all-party agreement. Most of the private member's bills were innocuous, such as proclaiming Hindu Heritage Month and Nurse Practitioners Week, but one had much larger significance. Bill 47, the *Protecting Rewards Points Act* introduced by Liberal backbencher **Arthur Potts**, became a de facto government bill, complete with official news release and statement from Government and Consumer Services Minister **Marie-France Lalonde**. The legislation bans expiry dates on reward points – a sore spot for many consumers when Air Miles unilaterally declared that unused points more than five years old would be wiped out. Air Miles subsequently reversed that decision, but the legislation went ahead to prevent a repeat.

BUMPS IN THE ROAD TOLLS – Always on the hunt for wedge issues to give voters a clear choice, PC Leader **Patrick Brown** clearly sees opposition to road tolls as a way to differentiate himself from the Liberals. However, it also means creating a rift with Toronto Mayor **John Tory** – who once led the same party – and they are now engaged in a very public feud. Brown has surmised that voters in the suburbs are deeply opposed to tolls on the Don Valley Parkway and Gardiner Expressway – two major arteries linking suburbia to downtown – and is vociferously campaigning against them. But he isn't running municipally, and from his perspective this needs to be a provincial issue. Hence his statement, "This isn't about John Tory. This is about **Kathleen Wynne**'s underfunding of municipalities." Plus there's a new PC website with the banner headline, "NO TOLLS IN T.O. It's up to Kathleen Wynne to approve the T.O. Toll Tax, and she wants to. Let's tell her no tolls in T.O!" This is drawing a distinct battle line between Toronto proper – the 416 area code – and the vast 905 area surrounding it. Brown purported to be championing both – "The reality is these tolls in Toronto are not going to be popular with 416 commuters or 905 drivers," he argued – but it's obvious he's calculated that his electoral chances hinge on the vote-rich 905 rather than the traditionally Liberal-friendly 416. Whether this becomes a true wedge issue remains to be seen (remember, the tolled Highway 407 runs almost entirely through the 905, and suburban motorists are evidently willing to pay the price for using it), but in the meantime Brown will have to navigate through some political sensitivities. Many of Tory's senior advisors are long-time party loyalists – like his Principal Secretary **Vic Gupta**, who ran as a PC candidate – and Brown's anti-toll stance is testing some allegiances.

THE VETTER WAY – Few subjects are as ‘inside baseball’ as riding nominations – most voters only care about the name on the ballot, not the mechanics of how it got there. But nominations are always a challenge for political parties – walking the tightrope between open democracy and getting candidates they actually want on their team – and Brown is on the hot seat right now over a number of hopefuls his office has nixed. At least five would-be nominees have reportedly been rejected through the vetting process, and a couple of them are loudly protesting on social media. **Jay Tysick** had his bid to run in the Ottawa-area riding of Carleton scotched by party headquarters, and he asserted that the decision was based on his right-wing views. “There seems to be sort of an aggression pointed toward social conservatives in that party now,” Tysick charged. Brown acknowledged that potential candidates are asked about a range of topics, but wouldn’t say whether positions on issues like the sex-ed curriculum are grounds for rejection. “We do our best to make sure that candidates share the values we’re putting forward, and so there’s a variety of things a candidate can be disqualified for,” he told reporters. “But that’s an internal process.” Tysick didn’t buy it, and voiced a theory many were thinking: “I’m pretty sure if Sam hadn’t won ... they wouldn’t have been looking at [my views] so closely,” he mused, in reference to unabashed SoCon **Sam Oosterhoff**’s upset win in the Niagara West-Glanbrook nomination, leading to his election as the province’s youngest-ever MPP. Brown is undaunted by the controversy, confirming that he expects at least 10 nominations a month throughout 2017, so that his full slate will be in place six months before the June 2018 election.

NORTHERN DANCE – Exactly how many candidates will constitute a ‘full slate’ is still up in the air, with decisions pending on how many ridings will be created by redistribution. Ontario mostly follows the federal riding map, which has 122 electoral districts, but has always had an extra riding in the North. Now it looks like there will be two more – Premier Wynne specifically mentioned 124 seats in a recent speech – but the actual boundaries have not yet been determined. Legislation passed this week creates the Far North Electoral Boundaries Commission, which will make recommendations on carving out sections of Kenora-Rainy River and Timmins-James Bay. Whether it has one or two additional seats, the new configuration will almost certainly result in the province’s first Indigenous MPP, with the new riding(s) expected to comprise mostly First Nations communities.

FOR THE RECORD

“Today we still own a majority of Hydro One and there is still accountability to our government. The minute we lose majority control, decisions about the electrical system will be controlled by a corporate board whose sole interest is in raising profit, not the interests of the people.”

- CUPE Ontario President **Fred Hahn**, explaining why his union has launched a lawsuit to halt the sale of Hydro One, citing Premier **Kathleen Wynne**, Finance Minister **Charles Sousa** and former Energy Minister **Bob Chiarelli** for misfeasance.

“What Ontario needs is a hero for the forgotten students, seniors, precarious workers, young workers, small business owners, racialized and indigenous people, family farmers and workers previously employed in manufacturing. We can’t seem to find this hero in the Liberals. After all these years, they prefer rubbing shoulders with millionaires and billionaires.”

- Another union leader, OPSEU President **Smokey Thomas**, making a plea for someone to stand up and represent what he is calling “The Forgotten Coalition of Ontarians.”

“He’s constantly surrounded in fog. The only time we’ve ever been able to speak with him is if we catch him at an event. He’s never given us a clear answer on where he stands on these social

| issues.”

- Long-time *St. Catharines Standard* columnist **Grant Lafleche**, expressing the frustration much of the media is feeling with newly elected MPP **Sam Oosterhoff**.

IN THE HOUSE

- Health and Long-Term Care Minister **Eric Hoskins** introduced Bill 84, the *Medical Assistance in Dying Statute Law Amendment Act*, in response to federal legislation on medically assisted death, clarifying provincial rules such as insurance benefits and privacy.
- Hoskins also introduced Bill 87, the *Protecting Patients Act*, to strengthen and reinforce the zero tolerance policy on sexual abuse of patients by any regulated health professional.
- Children and Youth Services Minister **Michael Coteau** introduced Bill 89, the *Supporting Children, Youth and Families Act*, to modernize child and youth services, including improving oversight of children’s aid societies and licensed residential services.
- Government bills that passed before the House recessed included Bill 7, modernizing social housing; Bill 41, revamping healthcare delivery; Bill 45, updating election rules; and Bill 70, an omnibus bill amending 27 statutes.

STATUS OF GOVERNMENT BILLS

For an updated **STATUS OF GOVERNMENT BILLS** Table, click [here](#).

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**4TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
DECEMBER 20, 2016**

PUBLIC SESSION

**TOPIC: TRUSTEE INFORMATION
OCSTA INFORMATION – DECEMBER 16, 2016**

ENTERPRISE

ONTARIO LEGISLATIVE HIGHLIGHTS

 enterprisecanada.com/ontario-legislative-highlights-december-16/

December 16, 2016

HAPPY HOLIDAYS! This is the final edition of *Ontario Legislative Highlights* for 2016, with the next edition to be posted on January 6, 2017. From all of us here at Enterprise, have a safe and happy holiday season!

TOLL STORY – Of all the issues out there that could cause cracks in party solidarity, who would have thought road tolls would be the biggest threat? This may yet turn out to be a tempest in a teapot, but for now it is creating some pretty serious rifts for everybody:

- PC Leader **Patrick Brown** has all but declared war with Toronto Mayor – and former PC Leader – **John Tory** over the latter’s embrace of tolls on the Don Valley Parkway and Gardiner Expressway. Word from the PC camp is that the spat is getting increasingly nasty, with no signs of letting up. Some PC operatives are reportedly trying to find ways to heal the rift between Brown and Tory. But others are said to be coalescing around bombastic former Toronto councillor – and Brown ally — **Doug Ford** to lead the anti-tolling charge, possibly challenging Tory for the mayoralty.
- Schisms in the NDP have also been exposed, courtesy of *Toronto Star* columnist **Martin Regg Cohn**, who reported that former New Democrat MPP and activist **Paul Ferreira** has quit the party in disgust over NDP support for Brown’s anti-toll motion in the Legislature. “From a strategic point of view I was gobsmacked that we would support that motion,” Ferreira told Cohn, arguing that the party was being “reactionary” and “fundamentally dishonest” by opposing the plan to generate cash for transit infrastructure by charging user fees to motorists. According to Cohn, other New Democrats are similarly disenchanted, partly for philosophical reasons, but also pragmatically, recognizing that in a battle between downtown Toronto and its suburbs, NDP support is far stronger downtown. Underscoring that point, Ferreria took exception to Northern Ontario MPP **Gilles Bisson** speaking to the motion on behalf of the NDP, offering an incredulous, “The guy from Timmins is the guy who speaks out on a Toronto issue?”
- The Liberal response to all of this has been to sit back and simply say they will not stand in the way of a City of Toronto request for tolls. But this has made some Liberals uncomfortable too, fearing that if the anti-toll movement gains traction, it could cost the LIBs seats in suburban ridings teeming with unhappy drivers. They also worry that if the province okays the regulatory changes for Toronto to bring in tolls, Queen’s Park could hardly say no to other municipalities looking for new revenue streams – potentially adding up to the Liberals taking the brunt of pocketbook anger across the province.

JUSTIN CASE – Looks like we are about to find out if having Liberals in power provincially and federally will actually bring about intergovernmental peace. For decades, with parties of different political stripes at Queen’s Park and

Parliament Hill, the default setting for both was to bash the other guy whenever there was a disagreement. Nowadays they have to tiptoe around issues, to avoid perceptions of family strife. There's no indication Premier **Kathleen Wynne** would ever want to be openly critical of Prime Minister **Justin Trudeau** – insiders say they genuinely have a good relationship – but the mutual admiration takes the blame-game out of their public relations arsenal. After a sort-of productive meeting last week on a national carbon pricing strategy, the next issue to test the bonds is Ontario's proposed 10-year plan to revamp health-care transfers. It calls for annual increases in federal funding to the provinces of 5.2% – far above the 3% Ottawa has planned – in exchange for a provincial focus on Ottawa's priority areas, such as mental health. "Premiers are very worried about the sustainability of the health-care system," Wynne explained after the proposal went public (presumably via deliberate leak, given that more than one journalist received a copy). "Three per cent is just not sustainable and so that's why we put the proposal on the table, because it is based in evidence." An agreement could be in place on Monday, when Health Ministers from across the country get together – but if the feds balk it could create some awkward moments.

DOCS BOX – On another health-care front, the ongoing dispute between Queen's Park and the province's doctors took a new turn this week, as Health Minister **Eric Hoskins** unveiled a proposed three-year contract. Not surprisingly, the physicians who shot down the last proposal were just as miffed at this one, with the added umbrage that Hoskins dropped it on them suddenly then released it publicly minutes later. While Hoskins expressed disappointment at the reaction, he had to know it was coming, and his news release was designed to paint doctors as villains if they turn down the plan. To wit: Provisions in the proposal, as described by the Liberals, include an extra 2.5% in physician funding annually – with an additional \$185 million in compensation to family doctors; a 'fairness review' of fees paid to physicians, to reflect technological advancements (read: stop doctors from billing the same amount for procedures that used to take hours and can now be done in minutes, meaning many more patients in a day); and reducing fees paid to doctors billing over \$1 million annually. Despite Hoskins' effort to depict the terms as reasonable, they are quite similar to what was previously rejected, and don't include the doctors' key demand of binding arbitration. Ontario Medical Association President **Virginia Walley**, who was stung when her members voted down a contract last summer, wasn't about to play nice with Hoskins this time. She called the latest proposal "an insult" and "disrespectful." Asked what action doctors might take to press their case, such as withdrawing services, Walley said, "Anything's on the table right now."

TO BE SOCON-TINUED – Another week, another incident of Brown having to defend himself against his own right flank. This time it was Chatham-Kent-Essex MPP **Rick Nicholls** – who was ridiculed by the Liberals a couple of years ago for suggesting evolution should not be taught in schools – being recorded pushing a social conservative agenda. TFO, the province's French-language television network, had cameras on Nicholls in early December, capturing him in a meeting with the Canadian Christian Association and Canadian Multicultural Care Group, exhorting, "Social issues are really, really important. We need to form government. Then...watch us go!" Brown was clearly exasperated at this sentiment, which was naturally interpreted by his critics as evidence of a hidden agenda, especially because Nicholls was a co-chair on Brown's leadership campaign. "I will lead an inclusive government where intolerance will have no place," Brown insisted, once again espousing a centrist philosophy and trying to distance himself from the SoCon faction. "Any statement or implication to the contrary, including the comment made by MPP Nicholls, is false and needs to be immediately retracted." Which it was, a chastened Nicholls issuing a statement that he "fully supports" Brown's direction. "I retract and apologize for my comments," Nicholls wrote. "The party will not be revisiting divisive social issues."

SEX OBJECT – While a SoCon surge is obviously causing problems for Brown, he's not the only one facing a backlash against progressive policies. When **Shelley Carroll**, the Toronto City Councillor hoping to run provincially for the Liberals in Don Valley North, launched her nomination campaign last weekend, she told the crowd of well-wishers she was surprised to find bitter opposition to the new sex-ed curriculum within her own party. This might not extrapolate to the rest of the province – Don Valley North is right next to Premier Wynne's riding, which is known to be a hotbed of opposition to the modernized curriculum – but Carroll said she didn't expect the nomination race to be as ugly as it has.

LEAPS AND BOUNDARIES – As Speaker of the Legislature, **Dave Levac** is shielded from most political issues, but he still has to get elected in his own Brant riding. He’s surely relieved that a controversy around local municipal boundaries has been resolved. Municipal Affairs Minister **Bill Mauro** has approved the City of Brantford-Brant County boundary adjustment, which will see 2,719 hectares of County territory become part of the City on January 1, 2017. Brantford has wanted to expand for decades, and started often-acrimonious negotiations with the County way back in 2003. The completion of the deal ends a major headache for Levac, as the “annexation question” was a perennial provincial election issue. And the electoral politics are a wash – rural Brant County tends to vote PC anyway, so Liberal Levac isn’t losing any votes. It’s also a feather in Mauro’s cap, inasmuch as municipal boundary agreements are not successfully completed very often.

FOR THE RECORD

“We need to remind the province, the No. 1 part of their mandate is jobs. No. 2 is economic development and then No. 3 is revenue for the province. That was their mandate and we need to remind them to respect that.”

- Niagara Falls Mayor **Jim Diodati**, backing a plea from his city’s MPP **Wayne Gates** to extend the deadline for interested parties to bid on operation of the two casinos in the Falls. Diodati and Gates are concerned that a “major” player such as MGM has yet to express an interest.

“They talked about a minimum age of 18. They did not preclude any higher age limit.”

- Attorney General **Yasir Naqvi**, acknowledging that the legal age for marijuana use – Ontario’s age of majority is 19 – is one of the many issues Ontario is grappling with as the federal government moves toward legalization of pot.

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