



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

AGENDA AND MATERIAL

COMMITTEE OF THE WHOLE MEETING

**TUESDAY, MARCH 7, 2017
7:00 P.M.**

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



A. ROUTINE MATTERS

1. Opening Prayer – Trustee MacNeil -
2. Roll Call -
3. Approval of the Agenda -
4. Declaration of Conflict of Interest -
5. Approval of Minutes of the Committee of the Whole Meeting of February 14, 2017 A5
6. Consent Agenda Items -
 - 6.1 Unapproved Minutes of the Policy Committee Meeting of February 28, 2017 A6.1
 - 6.2 Approval of Accessibility Standards Policy (800.8) A6.2
 - 6.3 Approval of Catholic School Councils Policy (800.1) A6.3
 - 6.4 Staff Development Department Professional Development Opportunities A6.4
 - 6.5 Capital Projects Update A6.5
 - 6.6 In Camera Items F1 and F3 -

B. PRESENTATIONS

C. COMMITTEE AND STAFF REPORTS

1. Niagara Catholic Alternative Learning Program C1
2. Committee of the Whole System Priorities and Budget 2016-2017 and 2017-2018 Update C2
3. Administrative Pool Assignments 2017-2019 C3
4. Monthly Updates -
 - 4.1 Student Senate Update -
 - 4.2 Senior Staff Good News Update -

D. INFORMATION

1. Trustee Information
 - 1.1 Spotlight on Niagara Catholic – February 28, 2017 D1.1
 - 1.2 Calendar of Events – March 2017 D1.2

E. OTHER BUSINESS

1. General Discussion to Plan for Future Action -

F. BUSINESS IN CAMERA

G. REPORT ON THE IN CAMERA SESSION

H. ADJOURNMENT

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
MARCH 7, 2017**

PUBLIC SESSION

**TOPIC: MINUTES OF THE COMMITTEE OF THE WHOLE
MEETING OF FEBRUARY 14, 2017**

RECOMMENDATION

THAT the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting of February 14, 2017, as presented.



MINUTES OF THE COMMITTEE OF THE WHOLE MEETING TUESDAY, FEBRUARY 14, 2017

Minutes of the Meeting of the Committee of the Whole of the Niagara Catholic District School Board, held on Tuesday, February 14, 2017 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, who chaired the February Committee of the Whole meeting for Vice-Chair Burtnik.

A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayer was led by Trustee Nieuwesteeg.

2. Roll Call

Chair MacNeil noted that Vice-Chair Burtnik was present electronically, Trustee Fera, Trustee O'Leary and Student Trustee Nico Tripodi 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	✓			
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; **Anna Pisano**, Recording Secretary/Administrative Assistant, Corporate Services & Communications

3. **Approval of the Agenda**

Moved by Trustee Nieuwesteeg

THAT the Committee of the Whole approve the Agenda of the Committee of the Whole Meeting of February 14, 2017, 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 January 17, 2017**

Moved by Trustee Charbonneau

THAT the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting of January 17, 2017, as presented.

CARRIED

6. **Consent Agenda Items**

6.1 **Unapproved Minutes of the Policy Committee Meeting of January 31, 2017**

THAT the Committee of the Whole receive the Unapproved Minutes of the Policy Committee Meeting of January 31, 2017, as presented.

6.2 **Assessment, Evaluation, Reporting and Homework Policy (301.10)**

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Assessment, Evaluation, Reporting and Homework Policy (301.10), as presented.

6.3 **Student Suspension – Safe Schools Policy (302.6.4)**

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Student Suspension – Safe Schools Policy (302.6.4), as presented.

6.4 **Student Expulsion – Safe Schools Policy (302.6.5)**

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Student Expulsion – Safe Schools Policy (302.6.5), as presented.

6.5 **Staff Development Department Professional Development Opportunities**

Presented for information.

6.6 **Capital Projects Update**

Presented for information.

6.7 In Camera Items F1 and F3

Moved by Trustee Charbonneau

THAT the Committee of the Whole adopt consent agenda items.

CARRIED

B. PRESENTATIONS

Nil

C. COMMITTEE AND STAFF REPORTS

1. The Renewed Math Strategy: Transforming Practice

Mark Lefebvre, Superintendent of Education presented background information on the Renewed Math Strategy: Transforming Practice. Superintendent Lefebvre introduced Laura Cronshaw, Co-K-12 Numeracy Coach, John Charette, Co-K-12 Numeracy Coach, Jeffery Martin, Secondary Numeracy Coach and Susan Ume, Renewed Mathematics Strategy Coach.

Ms. Cronshaw and Mr. Charette presented the Renewed Math Strategy: Transforming Practice report detailing the Program Departments strategy for supporting the system.

Superintendent Lefebvre, Ms. Cronshaw and Mr. Charette answered questions of Trustees.

2. Elementary and Secondary School Year Calendars: 2017-2018

Frank Iannantuono, Superintendent of Education/Human Resources presented the Elementary and Secondary School Year Calendars for 2017-2018.

Moved by Trustee Vernal

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Elementary and Secondary School Year Calendars for the 2017-2018 school year, as presented.

CARRIED

3. Initial Staff Report: Monsignor Clancy Catholic Elementary School and St. Charles Catholic Elementary Schools' Modified Accommodation Review

Ted Farrell, Superintendent of Education along with Kathy Levinski, Administrator of Facilities Services, Giancarlo Vetrone, Superintendent of Business & Financial Services and Scott Whitwell, Controller of Facilities Services presented the Initial Staff Report: Monsignor Clancy Catholic Elementary School and St. Charles Catholic Elementary Schools' Modified Accommodation Review.

Superintendent Farrell answered questions of Trustees.

Moved by Trustee Vernal

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board receive the Initial Staff Report – Monsignor Clancy Catholic Elementary School and St. Charles Catholic Elementary Schools' Modified Pupil Accommodation Review, as presented; and

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board initiate a Modified Pupil Accommodation Review for Monsignor Clancy Catholic Elementary and St. Charles Catholic Elementary Schools in accordance with the Pupil Accommodation Review Policy 701.2.

CARRIED

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

Director Crocco along with Senior Administrative Council provided an update on the implementation of the System Priorities and Budget 2016-2017.

Director Crocco confirmed the Design of the System Priorities and Budget 2017-2018 information meeting for Trustees on March 7, 2017 at 5:00 p.m. prior to the March Committee of the Whole Meeting.

Director Crocco and Senior Administrative Council answered questions of Trustees.

5. Monthly Updates

5.1 Student Trustees' Update

Kira Petriello, Student Trustee presented a brief verbal update on the current activities of the Student Senate and their participation with recommendations for the design of the System Priorities and Budget 2017-2018.

5.2 Senior Staff Good News Update

Senior Staff highlights included:

Superintendent Lee Ann Forsyth-Sells

- Students at Holy Name Catholic Elementary School, Welland that were involved in the #WeAre Rafikis club initiated a global social justice program by selling bracelets made by women in Kenya. The students raised \$3,020.00. Half of the funds raised were sent to the women to support their families, and the remaining funds were designated for water, education, health and food projects in their local communities.

Superintendent Baldasaro

- February 10-16, 2017 is designated as Kids Helping Kids week across Niagara Catholic. Activities that support fundraising in support of the Niagara Children's Centre will be occurring within our elementary and secondary Catholic schools.
- Senate Co-Chair and St. John Catholic Elementary School Grade 8 student, Luca DiPietro, has been accepted as a Page at Queen's Park for the February 10 - March 20, 2017 session.

D. INFORMATION

1. Trustee Information

1.1 Spotlight on Niagara Catholic – January 31, 2017

Director Crocco highlighted the Spotlight on Niagara Catholic – January 31, 2017 issue for Trustees information.

1.2 Calendar of Events – February 2017

Director Crocco presented the February 2017 Calendar of Events for Trustees information and reminded Trustees that Niagara Catholic will be closed Monday February 20, 2017 for Family Day.

1.3 OCSTA Information – January 6, 13, 20, 27 and February 3, 2017

Director Crocco presented highlighted the January 6, 13, 20, 27 and February 3, 2017 OCSTA Information.

1.4 Bishops Gala – April 1, 2017

Director Crocco Director Crocco reminded Trustees of the Bishops Gala that will be held on April 1, 2017 at Club Roma and requested Trustees contact Sherry Morena to reserve their ticket.

1.5 OCSTA Annual General Meeting & Conference – April 27-29, 2017

Director Crocco asked those Trustees who are interested in attending the OCSTA Annual General Meeting & Conference being held on April 27-29, 2017 to confirm their attendance with Anna Pisano, Administrative Assistant to Corporate Services & Communications prior to the March 17, 2017 OCSTA deadline.

1.6 Board Committee Membership 2017

Director Crocco presented the Board Committee Membership 2017 as requested at the January Board meeting.

E. OTHER BUSINESS

1. General Discussion to Plan for Future Action

- 1.1** Director Crocco noted the continued implementation of this years System Priorities, the designing of the System Priorities and Budget for 2017-2018 and if the Board approves the modified Pupil Accommodations Review for Thorold as significant plans for future action.

F. BUSINESS IN CAMERA

Moved by Trustee Sicoli

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

CARRIED

The Committee of the Whole moved into the In Camera Session of the Committee of the Whole Meeting at 9:08 p.m. and reconvened at 9:40 p.m.

G. REPORT ON THE IN-CAMERA SESSION

Moved by Trustee Sicoli

THAT the Committee of the Whole report the motions from the In Camera Session of the Committee of the Whole Meeting of February 14, 2017.

CARRIED

SECTION A: STUDENT TRUSTEES INCLUDED

Moved by Trustee Charbonneau

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 January 17, 2017, as presented.

CARRIED (Item F1)

SECTION B: STUDENT TRUSTEES EXCLUDED

Moved by Trustee Charbonneau

THAT the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting - In Camera Session (Section B: Student Trustees Excluded) held on January 17, 2017, as presented.

CARRIED (Item F3)

Moved by Trustee Charbonneau

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

CARRIED (Item F4.2)

H. ADJOURNMENT

Moved by Trustee Sicoli

THAT the February 14, 2017 Committee of the Whole Meeting be adjourned.

CARRIED

This meeting was adjourned at 9:41 p.m.

Minutes of the Committee of the Whole Meeting of the Niagara Catholic District School Board held on **February 14, 2017.**

Approved on **March 7, 2017.**

Fr. Paul MacNeil
Chair of the Board

John Crocco
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
MARCH 7, 2017**

PUBLIC SESSION

**TOPIC: UNAPPROVED MINUTES OF THE POLICY COMMITTEE
MEETING OF FEBRUARY 28, 2017**

RECOMMENDATION

THAT the Committee of the Whole receive the Unapproved Minutes of the Policy Committee Meeting of February 28, 2017, as presented.



MINUTES OF THE POLICY COMMITTEE MEETING

TUESDAY, FEBRUARY 28, 2017

Minutes of the Policy Committee Meeting held on Tuesday, February 28, 2017 at 4:30 p.m. in the Holy Cross Community Room, at the Catholic Education Centre, 427 Rice Road, Welland.

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

1. Opening Prayer

The meeting was opened with a prayer by Trustee Sicoli.

2. Attendance

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

Student Trustees:

Kira Petriello

Nico Tripodi

Staff:

John Crocco, Director of Education

Yolanda Baldasaro, Superintendent of Education

Frank Iannantuono, Superintendent of Education/Human Resources

Lee Ann Forsyth-Sells, Superintendent of Education

Mark Lefebvre, Superintendent of Education

Giancarlo Vetrone, Superintendent of Business & Finance

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

3. Approval of Agenda

Moved by Trustee Burtnik

THAT the February 28, 2017, Policy Committee Agenda be approved, as presented.

APPROVED

4. Declaration of Conflict of Interest

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

5. Minutes of the Policy Committee Meeting of January 31, 2017

Moved by Trustee Sicoli

THAT the Policy Committee approve the minutes of the Policy Committee Meeting of January 31, 2017, as presented.

APPROVED

6. Policies

ACTION REQUIRED

POLICIES – DEFERRED FROM JANUARY POLICY COMMITTEE

6.1 Accessibility Standards Policy (800.8)

Yolanda Baldasaro, Superintendent of Education, presented feedback received from the vetting process and highlighted amendments to the Accessibility Standards Policy (800.8) following the vetting process.

Following discussion, the Policy Committee recommended the following additional amendments:

POLICY STATEMENT

- No amendment

ADMINISTRATIVE PROCEDURES

- No amendment

Moved by Trustee Burtnik

THAT the Policy Committee recommend to the March 7, 2017 Committee of the Whole Meeting to approve the revisions to the Accessibility Standards Policy, as presented.

APPROVED

6.2 Catholic Leadership: Principal & Vice-Principal Selection Policy (202.2)

Director Crocco presented a Confidential Executive Summary Information Report as was requested at the January 31, 2017 Policy Committee meeting.

Following discussion, the Policy Committee recommended the following additional amendments:

POLICY STATEMENT

- No amendment

ADMINISTRATIVE PROCEDURES

- No amendment

Moved by Trustee Sicoli

THAT the Policy Committee, due to time restraints, recommend to the February 28, 2017 Board Meeting to approve the revisions to the Catholic Leadership: Principal & Vice-Principal Selection Policy, as presented.

APPROVED

POLICIES - FOR RECOMMENDATION TO MARCH 7, 2017 COMMITTEE OF THE WHOLE MEETING

6.3 Catholic School Councils Policy (800.1)

Lee Ann Forsyth-Sells, Superintendent of Education, presented feedback received from the vetting process and highlighted amendments to the Catholic School Councils Policy (800.1) following the vetting process.

Following discussion, the Policy Committee recommended the following additional amendments:

POLICY STATEMENT

- No amendment

ADMINISTRATIVE PROCEDURES

- No amendment

Moved by Trustee Burtnik

THAT the Policy Committee recommend to the March 7, 2017 Committee of the Whole Meeting to approve the revisions to the Catholic School Councils Policy, as presented.

APPROVED

POLICIES - PRIOR TO VETTING

6.4 Educational Field Trips Policy (400.2)

Mark Lefebvre, Superintendent of Education, presented the Educational Field Trips Policy (400.2).

The Policy Committee requested that the Educational Field Trips Policy be deferred to the March 28, 2017 Policy Committee meeting.

6.5 Monthly Financial Reports Policy (600.3)

Giancarlo Vetrone, Superintendent of Business & Financial Services, presented the Monthly Financial Reports Policy (600.3).

The Policy Committee suggested the following amendments:

POLICY STATEMENT

- Paragraph 1 add “*the Board*”

ADMINISTRATIVE PROCEDURES

- No amendments

The Policy Committee requested that the Monthly Financial Reports Policy, be vetted from March 1, 2017 to April 19, 2017 with a recommended deadline for presentation to the Policy Committee in May 9, 2017, for consideration to the Committee of the Whole and Board in May 23, 2017.

6.6 Employee Workplace Harassment Policy (201.7)

Superintendent Iannantuono, presented the Employment Workplace Harassment Policy (201.7).

The Policy Committee suggested the following amendments:

POLICY STATEMENT

- No amendments

ADMINISTRATIVE PROCEDURES

- No amendments

The Policy Committee requested that the Employee Workplace Harassment Policy, be vetted from March 1, 2017 to April 19, 2017 with a recommended deadline for presentation to the Policy Committee in May 9, 2017, for consideration to the Committee of the Whole and Board in May 23, 2017.

6.7 Employee Workplace Violence Policy (201.11)

Superintendent Iannantuono, presented the Employment Workplace Violence Policy (201.11).

The Policy Committee suggested the following amendments:

POLICY STATEMENT

- No amendments

ADMINISTRATIVE PROCEDURES

- No amendments

The Policy Committee requested that the Employee Workplace Violence Policy, be vetted from March 1, 2017 to April 19, 2017 with a recommended deadline for presentation to the Policy Committee in May 9, 2017, for consideration to the Committee of the Whole and Board in May 23, 2017.

6.8 Occupational Health & Safety Policy (201.6)

Superintendent Iannantuono, presented the Occupational Health & Safety Policy (201.6).

The Policy Committee suggested the following amendments:

POLICY STATEMENT

- No amendments

ADMINISTRATIVE PROCEDURES

- No amendments

The Policy Committee requested that the Occupational Health & Safety Policy, be vetted from March 1, 2017 to April 19, 2017 with a recommended deadline for presentation to the Policy Committee in May 9, 2017, for consideration to the Committee of the Whole and Board in May 23, 2017.

INFORMATION

6.9 Policies Currently Being Vetted to March 9, 2017

- Trustee Honorarium Policy (100.11)

6.10 Policy and Guideline Review 2016-2017 Schedule

Director Crocco presented the Policy and Guideline Review 2017-2017 Schedule.

7. Date of Next Meeting

March 28, 2017 – Start time to be determined and posted on the Board website and agenda cover.

8. Adjournment

The meeting adjourned at 6:30 p.m.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE MEETING
MARCH 7, 2017**

PUBLIC SESSION

TITLE: ACCESSIBILITY STANDARDS POLICY (800.8)

RECOMMENDATION

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Accessibility Standards Policy (800.8), as presented

Prepared by: Yolanda Baldasaro, Superintendent of Education

Presented by: Policy Committee

Recommended by: Policy Committee

Date: March 7, 2017



Niagara Catholic District School Board

ACCESSIBILITY STANDARDS POLICY

STATEMENT OF POLICY

800 – Schools and Community Councils

Policy No. 800.8

Adopted Date: December 18, 2012

Latest Reviewed/Revised Date: February 26, 2013

In keeping with its Mission, Vision and Values, the Niagara Catholic District School Board is committed to providing an environment that fosters independence, dignity and respect in all of its facilities.

The Board is committed to providing services that are free of barriers and biases to our students, parents/guardians, staff and the public.

The Board strives to ensure that the principle of equity of opportunity is reflected and valued in our Catholic learning and working environments.

As a fully inclusive Board, the Accessibility Standards Policy recognizes the uniqueness and gifts of all people. This Policy acknowledges a respect for self and others by ensuring that all people have the same opportunity of access to Board services in order to actively and equitably participate fully in the Catholic learning environment.

The Board is committed to meeting, in a timely manner, the accessibility needs of people with disabilities in the provision of services including those related to;

1. Information and communication;
2. Employment;
3. **Design of Public Spaces** and,
4. Student transportation.

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

References

- [Accessibility for Ontarians with Disabilities Act \(AODA\)](#)
- ~~[Accessibility Standards for Customer Service – Ontario Regulation 429/07](#)~~
- [Ontario Human Rights Code](#)
- [Ontario Regulation 191/11: Integrated Accessibility Standards - Ontario Regulation 191/11](#)
- [Ontarians with Disabilities Act, 2001](#)
- [Workplace Safety and Insurance Act](#)
- [Highway Traffic Act](#)
- *Niagara Catholic District School Board Policies/Procedures/Documents*
 - [Accessibility Customer Service Policy \(800.8.1\)](#)
 - [Equity and Inclusive Education Policy \(100.10\)](#)
 - [Student Transportation Policy \(500.2\)](#)
 - [Multi-Year Accessibility Plan, 2012-2017](#)



ACCESSIBILITY STANDARDS FOR INFORMATION AND COMMUNICATION

PROVIDING ACCESSIBLE INFORMATION AND COMMUNICATION SERVICES

The Board is committed to ensuring that people with disabilities have the same opportunity of access to our services as do all others we serve. The Board is committed to meeting the accessibility needs of people with disabilities, in a timely manner, in the provision of services related to information and communications.

DEFINITIONS

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

Information includes data, facts and knowledge that exist in any format, including text, audio, digital or images, and that conveys meaning.

Communications means the interaction between two or more persons or entities, or any combination of them, where information is provided, sent, or received.

Accessible formats include, but are not limited to, options such as large print, screen readers, Braille, audio format, captioning.

Conversion-ready is an electronic or digital format that facilitates conversion into an accessible format.

WCAG refers to the World Wide Web Consortium Web Content Accessibility Guidelines.

PROCEDURES

1. Responsibility

- 1.1 Supervisory Officers, Principals and Managers will ensure that all staff, volunteers and others providing services and programs on behalf of the Board have received training in the requirements of the Integrated Accessibility Standards including the Standards related to Information and Communications.
- 1.2 Initial training will be completed by January 1, 2014.

2. Feedback

- 2.1 The Board will ensure that its processes for receiving and responding to feedback are accessible to persons with disabilities.
- 2.2 Upon request the Board will provide or arrange for the provision of accessible formats and/or communication supports to facilitate feedback.

- 2.3 The Board will notify the public about the availability of accessible formats and communications supports with regard to its feedback processes.
- 2.4 The above provisions will be in place by January 1, 2014.

3. Procurement

- 3.1 The Board and all its managers and school-based administrators will, wherever practicable, incorporate accessibility criteria and features when procuring or acquiring goods and services, designing new systems or planning a new initiative that is related to provision of information and communication services.
- 3.2 The above approach will be in place by January 1, 2013.

4. Provision of Information and Communications in Accessible Formats

- 4.1 Upon request, the Board will provide, or arrange for the provision of, accessible formats and communications supports for persons with disabilities to facilitate their access to the services of the Board.
- 4.2 Accessible formats and communications supports will be provided in a timely manner that takes into account the person's accessibility needs and at a cost no greater than the regular cost charged to other persons.
- 4.3 The Board will determine the suitability of an accessible format or communication support and, in so doing, will consult with the person making the request.
- 4.4 The Board will notify the public, through the Board website, general publications and other relevant means, about the availability of accessible formats and communications supports.
- 4.5 The Board will ensure that the provisions of accessible formats are in place by January 1, 2014.

5. Accessible Websites

- 5.1 The Board will ensure that, as of January 1, 2014, all new websites and web content on these sites will conform with the WCAG 2.0 at Level A.
- 5.2 The Board will ensure that, as of January 1, 2021, all its internet websites and web content will conform with the WCAG 2.0 at Level AA.
- 5.3 These requirements do not include Live Captions or Pre-recorded Audio Descriptions.
- 5.4 These requirements apply to:
 - Websites and web content, including web-based applications, that the Board controls directly or controls through a contractual relationship that allows for modifications of the product.
 - Web content published on a website after January 1, 2012.
- 5.5 Where the Board determines that meeting these requirements is not practicable, such determination will include consideration of:
 - The availability of commercial software or tools or both; and
 - Significant impact on an implementation timeline that was planned or initiated before January 1, 2012.

6. Educational and Training Resources and Materials

- 6.1 The Board will, upon notification of need, provide educational or training resources or materials in an accessible format that takes into account the accessibility needs due to a disability of the person to whom the material is to be provided.
- 6.2 To do so, the Board will procure through purchase or obtain by other means an accessible or conversion-ready electronic format, where available.
- 6.3 If the resources cannot be procured or converted into an accessible format, the Board will arrange for the provision of comparable resources.

- 6.4 The Board will, upon notification of need, provide information on the requirements, availability and descriptions of programs in an accessible format to persons with disabilities.
- 6.5 The Board will, upon notification of need, provide student records in an accessible format to persons with disabilities.
- 6.6 The Board will ensure these services are in place as of January 1, 2013.

7. Training for Program/Classroom Staff

- 7.1 The Board will ensure that all staff involved in program or course design, delivery and instruction will be provided with accessibility awareness training related to these responsibilities.
- 7.2 The Board will keep a record of the training provided including the dates on which training was provided and the number of individuals to whom training was provided.
- 7.3 The effective date for provision of this training is January 1, 2013.

8. School Information Centres

- 8.1 The Board will ensure that school information centres (libraries) are able to provide, procure or acquire an accessible or conversion-ready format of print resources upon request by a person with a disability.
- 8.2 The effective date of the provision in 8.1 is January 1, 2015.
- 8.3 The Board will ensure that school **information centres (libraries)** are able to provide, procure or acquire an accessible or conversion-ready format of digital or multimedia resources materials upon request by a person with a disability.
- 8.4 The effective date of the provision in 8.3 is January 1, 2020.

ACCESSIBILITY STANDARDS FOR EMPLOYMENT

ACCESSIBILITY IN EMPLOYMENT

The Board is committed to ensuring that people with disabilities have the same opportunity of access to employment opportunities and services as do all employees and prospective employees. The Board is committed to meeting the accessibility needs of people with disabilities, in a timely manner, in the provision of services related to employment.

DEFINITIONS

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

Performance management means activities related to assessing and improving employee performance, productivity and effectiveness with the goal of facilitating employee success.

Career development and advancement includes providing additional responsibilities within an employee's current position and the movements of an employee from one job to another that may be higher in pay, provide greater responsibility or be at a higher level, or a combination of these. For both additional responsibilities and employee movement, this is usually based on merit or seniority or a combination of these.

Redeployment means the reassignment of employees to other departments or jobs as an alternative to layoff when a particular job or department has been eliminated.

Information includes data, facts and knowledge that exist in any format, including text, audio, digital or images, and that conveys meaning.

Communications means the interaction between two or more persons or entities, or any combination of them, where information is provided, sent, or received.

Accessible formats include, but are not limited to, options such as large print, screen readers, Braille, audio format, captioning.

Conversion-ready is an electronic or digital format that facilitates conversion into an accessible format.

WCAG refers to the World Wide Web Consortium Web Content Accessibility Guidelines.

PROCEDURES

The procedure with regard to Accessibility in Employment applies only to employees and does not apply to volunteers and other non-paid individuals.

9. Responsibility

- 9.1 Supervisory Officers, Principals, Managers and other staff who have responsibility for hiring and employee selection and/or supervise the work of employees of the Board, will ensure that the provisions in this procedure are implemented.
- 9.2 Staff of the Board's Human Resources department will ensure that the provisions of this procedure are incorporated in their practices.
- 9.3 Unless otherwise stated, the provisions of this procedure will be in place by January 1, 2014.

10. Recruitment

- 10.1 The Board will ensure that in its recruitment outreach practices the public is made aware that the Board will provide accommodation for applicants with disabilities in its recruitment processes.
- 10.2 Employees of the Board will be made aware that the Board provides accommodation for applicants with disabilities in its recruitment processes.
- 10.3 When the Board selects job applicants for a job selection process, the Board will make applicants aware that, upon request, they have access to accommodations in relation to materials and processes that will be used for applicant selection and that they will be consulted about the necessary accommodations that take into account their accessibility needs due to disability.
- 10.4 When the Board makes an offer of employment, the Board will notify the successful applicant of its policy of accommodating employees with disabilities.

11. Supports for Employees

- 11.1 The Board will inform employees of the Board's policy of supporting employees with disabilities and procedures that provide for job accommodations.
- 11.2 The Board will make this information available as soon as practicable to new employees and will provide updated information as policies are revised.

12. Accessible Formats and Communication Supports

- 12.1 Where an employee with a disability so requests, the Board will consult with the employee to provide or arrange for accessible formats and communication supports in relation to information that is generally available to employees in the workplace, and that the employee needs to perform the employee's job.

12.2 The Board, in determining the suitability of an accessible format or communication as required by 12.1, will consult with the employee.

13. Workplace Emergency Response Information

13.1 The Board will ensure that individualized workplace emergency response information is provided to employees who have a disability provided the disability is such that individualized information is necessary and the Board has been made aware of the need for accommodation due to the disability. The Board will provide the necessary information as soon as practicable after becoming aware of the need for accommodation.

13.2 If an employee who receives individualized workplace emergency response information requires assistance, the Board will, with the consent of the employee, provide such information to the person designated to provide assistance to the employee.

13.3 The Board will review individualized workplace emergency response information:

- When the employee moves to a different location in the Board;
- When the employee's overall accommodations needs or plans are reviewed, and;
- When the Board reviews its general emergency response procedures.

13.4 The Board will ensure that the requirements of this section are in place as of January 1, 2012.

14. Individual Accommodation Plans

14.1 The Board, through the Human Resources Department, will have in place a written process for the development of documented individual accommodation plans for employees with disabilities.

14.2 The Board's written process will address:

- How the employee requesting accommodation can participate in the development of the individual accommodation plan;
- The means by which the employee is assessed on an individual basis;
- In an effort to assist in determining if accommodation can be achieved and, if so, how it can be achieved, the Board may request an evaluation by an outside medical or other expert, at the Board's expense;
- How the employee can request to have a representative of their bargaining unit, or another workplace representative if the employee is not a member of a bargaining unit, participate in the development of the accommodation plan;
- The steps taken to protect the privacy of the employee's personal information;
- The frequency with which the individual accommodation plan will be reviewed and updated and how this will be done;
- How the reasons for denying an individual accommodation plan will be provided to an employee, if accommodation is denied;
- How the Board will ensure that the individual accommodation plan is provided in a format that takes into account the employee's accessibility needs due to disability.

14.3 The Board will provide individual accommodation plans that:

- Include, if requested, any information regarding accessible formats and accommodation supports provided;
- Include, if required, individualized workplace emergency response information; and
- Identify any other accommodation to be provided.

15. Return to Work Process

This return to work process does not replace or override any other return to work process created as a result of any other statutory compliance, e.g. under the Workplace Safety and Insurance Act.

- 15.1 The Board will develop, put in place and document a return to work process for its employees who have been absent from work due to a disability and require disability-related accommodations in order to return to work.
- 15.2 The return to work process will:
- Outline the steps the Board will take to facilitate the return to work of employees who were absent because their disability required them to be away from work;
 - Use documented individual accommodation plans (as in 14.0) as part of the process; and
 - Ensure that all staff involved in program or course design, delivery and instruction will be provided with accessibility awareness training related to these responsibilities.

16. Performance Management

- 16.1 In administering performance appraisal processes in respect of employees with disabilities, the Board will take into account the accessibility needs of employees with disabilities, as well as individual accommodation plans.

17. Career Development

- 17.1 Where the Board provides career development and advancement to its employees, the Board will take into account the accessibility needs of employees with disabilities, as well as any individual accommodation plans.

18. Redeployment

- 18.1 Where the Board has in place a redeployment process, the Board will take into account the accessibility needs of employees with disabilities as well as any individual accommodation plans during the redeployment process.

ACCESSIBILITY STANDARDS FOR THE DESIGN OF PUBLIC SPACES

The Board is committed to ensuring that people with disabilities have the same opportunity of access to all public areas. The Board is committed to meeting the accessibility needs of people with disabilities, in a timely manner, in the provision of services related to the design of public spaces.

DEFINITIONS

Amenities means items that provide conveniences or services for use by the public, examples of which include drinking fountains, benches and garbage receptacles.

Bevel means a small slope that helps an individual negotiate an elevation change.

Cross slope means the slope of a surface that is perpendicular to the direction of travel.

In-Line Ramp means a ramp that does not change directions.

Maintenance means activities that are intended to keep existing public spaces and elements in existing public spaces in good working order or to restore the spaces or elements to their original condition, examples of which include painting and minor repairs.

mm means millimeters.

Off-Street Parking Facilities includes open area parking lots and structures intended for the temporary parking of vehicles by the public, whether or not the payment of a fee is charged and includes visitor parking spaces in parking facilities.

On-Street Parking includes parking spaces located on highways, as defined in subsection 1 (1) of the *Highway Traffic Act*, that provide direct access to shops, offices and other facilities whether or not the payment of a fee is charged.

Recreational Trails means public pedestrian trails that are intended for recreational and leisure purposes.

Redeveloped means planned significant alterations to public spaces, but does not include maintenance activities.

Rest Area means, in respect of recreational trails and exterior paths of travel, a dedicated level area that is intended for public use to allow persons to stop or sit.

Running Slope means the slope of a surface that is parallel to the direction of travel.

APPLICATION

Accessible Design of Public Spaces

1. The Board will consult with the public when it constructs new or redevelops existing outdoor play spaces.
2. The Board will incorporate accessibility features as identified in the Integrated Accessibility Standards when it constructs new or redevelops existing outdoor play spaces that it intends to maintain.
3. The Board will address the requirements set out in the Integrated Accessibility Standards when it constructs new or redevelops existing exterior pedestrian walkways and outdoor sidewalks, connected ramps, and connected stairs, including those at Outdoor Education Centres.
4. The Board will consult with the public when it constructs new or redevelops existing rest areas on exterior pedestrian walkways and outdoor sidewalks.
5. The Board will address the requirements set out in the Integrated Accessibility Standards when it constructs new or redevelops existing parking facilities that it intends to maintain.
6. The Board will address the requirements set out in the Integrated Accessibility Standards when it constructs new service counters and fixed queuing guides, and when it constructs new or redevelops existing waiting areas.
7. The Board will prepare procedures for preventative and emergency maintenance of the accessible elements in the public spaces noted above in its multi-year accessibility plan.
8. The Board will prepare procedures for dealing with temporary disruptions when accessible elements in the public spaces noted above are not in working order.

ACCESSIBILITY STANDARDS FOR SCHOOL TRANSPORTATION

PROVISION OF ACCESSIBLE STUDENT TRANSPORTATION SERVICES

The Board is committed to ensuring that people with disabilities have the same opportunity of access to our services in a similar way as these services are available to all others we serve. We are committed to meeting, in a timely manner, the accessibility needs of students with disabilities in the provision of services related to student transportation.

The Board will support the planning of ensure that accessible school transportation services are provided for students with disabilities in a manner that meets their unique needs and ensures their safety. Where appropriate and practicable, integrated accessible school transportation services will be provided.

The provision of accessible student transportation services will include the development of an individual school transportation plan for each student who has a disability that affects their transportation to and from school, from school to school and field trips. The plan will be developed by the Board's Special Education Services, in collaboration with the Transportation Provider, and in consultation with the student's parents/guardians and home school staff.

These Administrative Guidelines Procedures will be included as an addendum to Niagara Student Transportation Services Consortium Operator contracts and training requirements for drivers/monitors.

DEFINITIONS

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

Individual school transportation plan is a plan that provides details of the arrangements that meet the transportation needs of an individual student who has a disability.

Operator means the driver of the school transportation vehicle.

Transportation Provider is an entity or person who has entered into an agreement with the Board for the transportation of students in accordance with the Education Act.

Transportation Services means transportation that a board provides for students in accordance with the Education Act.

PROCEDURES

19. Responsibility

- 19.1 The Board will ensure that the provisions of this the Administrative Guideline Procedures are in place by January 1, 2014.
- 19.2 The Superintendent responsible for Special Education and staff responsible for student transportation will ensure that the provisions of this the Administrative guideline Procedures are implemented.

20. Individual School Transportation Plans

- 20.1 The Superintendent responsible for Special Education, or his/her designate, will, in consultation with parents/guardians and home school staff, annually identify students with disabilities who require specific transportation services; such identification will, wherever possible, be made prior to the commencement of the school year.
- 20.2 Following consultation with parents/guardians and home school staff, the Superintendent responsible for Special Education, or his/her designate, will work with the Student Transportation Manager, or his/her designate, to develop an individual student transportation plan for each student with a disability who requires specific transportation services.

21. Content of Individual School Transportation Plans (*Appendix A*)

- 21.1 An individual school transportation plan shall, in respect of each student with a disability requiring specific transportation services, include the following:

- Details of the student's assistance needs with respect to transportation to and from school, from school to school and field trips;
- Provisions for the boarding, securement and deboarding of the student as applicable. (*Appendix B*)

22. Communication of Responsibilities re: Individual School Transportation Plans

- 22.1 The Superintendent responsible for Special Education and, where appropriate, the Student Transportation Manager, will identify and communicate roles and responsibilities with regard to the implementation of the individual school transportation plan to the following:
- The Transportation Provider
 - The parents or guardians of the student with the disability
 - The operator (driver) of the student transportation vehicle
 - The appropriate members of the school staff (e.g., principal, teacher, educational assistant)
 - The student with the disability.



**SAMPLE INDIVIDUAL STUDENT TRAVEL PLAN
NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
NIAGARA STUDENT TRANSPORTATION SERVICES (NSTS) CONSORTIUM
PERSONALIZED STUDENT TRANSPORTATION ACCESSIBILITY PLAN
FOR STUDENTS WITH SPECIAL NEEDS**

ID

Name: «First Name» «Last Name»

Ontario Education Number: «OEN»

Details of Student’s Assistance Needs:

Equipment check/drop down box, i.e. wheelchair, rider, etc.

Plans for individual student boarding: In accordance with Administrative ~~Guidelines~~ **Procedures**
Appendix B

Plans for individual student securement: In accordance with Administrative ~~Guidelines~~ **Procedures**
Appendix B

Plans for individual student deboarding: In accordance with Administrative ~~Guidelines~~ **Procedures**
Appendix B

Follow up: Annual Review initiated by School Board Special Education Superintendent to plan for new school year

ROLES

Transportation Provider	Operator/Driver	Parent/Guardian	School Staff	Student	School Board Staff
Ensure that all Bus Operators/ Drivers are made aware of individual student’s needs with regard to boarding, securement and deboarding, and provide appropriate training.	Ensure that the student is transported safely according to needs. Follow Consortium/Board procedures for the transportation of students with disabilities.	Advise home school staff of medical or other conditions affecting safe transportation of student and communicate any changes. Help identify tools or strategies that may help driver and/or monitor while transporting the student.	Advise NSTS and parents of relevant issues while at school during the day. Help identify tools or strategies that may help driver and/or monitor while transporting the student	Follow bus rules. Advise driver and/or monitor of any emergency health issues or concerns.	Consult with schools on students with specialized transportation needs and advise NSTS on the student’s specialized transportation requirements.

CONFIRMATION OF COMMUNICATION

School Board Responsibility:

- With School Staff Date: _____ (Staffpersonresponsible) _____
- With Parent/Guardian Date: _____ (Staffpersonresponsible) _____
- With Student Date: _____ (Staffpersonresponsible) _____
- With NSTS Date: _____ (Staffpersonresponsible) _____

Niagara Student Transportation Services Responsibility:

- With Operator/Driver Date: _____ (Staffpersonresponsible) _____

PROVISIONS FOR BOARDING, SECUREMENT AND DEBOARDING

The following notes provide a range of examples, but are not intended to be comprehensive or address all the situations school boards may need to consider in the development of individual student transportation plans.

With regard to boarding and de-boarding procedures, it will be important to clarify that a parent/guardian or family member must know that they have to be there to transfer and receive the student.

BOARDING

Loading a Wheelchair

When operating a lift to load a student with a wheelchair on highways, country roads, and city, town or village streets (unless otherwise directed by the Police or Transportation Manager) the driver must:

- a) Put the 4-way emergency flasher on in approaching the stop.
- b) Ensure vehicle is stopped in a safe position for the pick-up.
- c) Ensure the parking brake has been applied (most ramps will not operate if parking brake is not applied.)
- d) Check that the student is ready to be loaded onto lift.
- e) Check traffic and then activate overhead alternating lights and stop arm before exiting the vehicle.
- f) Open lift doors and secure them.
- g) Deploy and lower the lift and undo the lift safety belt.
- h) Back onto lift with wheelchair and set brakes. Secure lift safety belt. If the student is using a power chair, be sure to use low gear and turn power off.
- i) Keep one hand on the wheelchair and use the other hand to operate the controls.
- j) Inform the student you are raising the wheelchair lift.
- k) Ensure that in raising the lift, the front plate on the lift folds up and locks into position and the power cable is clear of any pinch points.
- l) Raise the lift to its fullest extent (level with vehicle floor).
- m) Release brakes on wheelchair and load student into the vehicle positioning the wheelchair into a tie-down position and reapply brakes. If power chair, use low gear and turn power off.
- n) Exit the vehicle, stow the ramp and close doors.
- o) Enter the vehicle and turn off the overhead alternating flashing lights and stop arm.
- p) Secure the wheelchair with the Q-strait system

SECUREMENT

Securing Students Who Have a Wheelchair

- a) Each wheelchair must be restrained and made secure as it is loaded onto the bus.
- b) There shall not be more than one wheelchair loose or free at any time while the bus is being loaded.
- c) Position the wheelchair, centred and square to the floor anchor points so that the restraint belts will attach to the chair and floor at approximately a 45 degree angle. The smaller front pivoting wheels on the wheelchair should be pointing straight.
- d) The chair and student must always face forward in the bus.

- e) Apply the wheelchair brakes (manual) or turn off the power (power chair).
- f) Attach the front belts (narrow type) by connecting the large hook to a solid frame member of the chair and connect the opposite end (flat hook) of the belt to the floor anchor point.
- g) Pull the belt through the clamping mechanism until all the slack is removed and the belt is snugly attached to the wheelchair.
- h) The rear belt clamps will provide the final tensioning of the front belts. Attach the loose end of the belt to the Velcro patch above the clamp.
- i) Attach the rear belts by connecting the chair hook to a solid frame member, as close to the point where the wheelchair back and seat cushion meet.
- j) Attach the floor hook at the opposite end of the belt into the floor anchor point.
- k) Attach the belts only to a solid, welded frame member on the wheelchair. Do not attach the hook to the wheels. Some chairs may come equipped with bolt-on anchor points or sling-straps, which are acceptable. Do not, under any circumstances, cross belts over each other.
- l) With the buckle open, pull the loose end of the belt until snug. While holding the loose end with one hand, close the clamp lever down until it securely locks into position. Connect the loose ends of the belts to the Velcro patch to keep the excess belting off the floor.
- m) Check that all the belts are tight and the wheelchair is secure and does not have any back and forth or sideways movement.
- n) To attach the lap belts, pass the loose ends of the lap belts around the student and downward toward the rear tie-down belts through the gap between the side panels and seat cushion or the gap between the seat cushion and the back rest of the wheelchair. Connect the belt ends to the pin connectors on the rear tie-down belts.
- o) The lap belt should be positioned as low as possible over the student's pelvic area and adjusted as tightly as possible. Ensure the belt is not twisted.
- p) To attach the shoulder belt, connect the loose end of the belt to the pin connector on either the left or right side of the lap belt. The ~~should~~ belt should be attached to the connector pin of the lap belt depending on which side of the bus the wheelchair is located. Use the right side pin if the wheelchair is on the left side of the bus and the left side pin if the wheelchair is on the right side of the bus. Again adjust the shoulder belt as snugly as possible, making sure the belt does not rub on the student's neck area.
- q) The shoulder belt should lie across the mid-point of the shoulder and travel upward and rearward from that point to ensure that downward force is avoided. Lap and shoulder belts should not be held away from the student's body by wheelchair components or parts such as wheelchair armrests or wheels.

DEBOARDING

Unloading a Wheelchair

When operating a lift to unload a student with a wheelchair on highways, country roads, city, town or village streets (unless otherwise directed by the Police or Transportation Manager) the driver must:

- a) Ensure the vehicle is parked in a safe position for unloading
- b) Put on 4-way emergency lights.
- c) Ensure parking brake has been applied.
- d) Go to the student in the wheelchair and remove lap belt, shoulder belt, front 2 floor Q-straints, rear 2 floor Q-straints, and hang up belts.
- e) Position the wheelchair to unload and set brakes; if it is a power chair make sure the power switch is off.
- f) Check traffic and, when ready, activate overhead alternating red flashing lights. ~~(g)~~ Exit the vehicle and open lift door and secure it.
- g) Deploy the lift to floor level.
- h) Go back inside the vehicle and push the wheelchair (if power chair, turn on power and put in low gear) onto the lift. Set the brakes. For power chair, turn off the power.
- i) With one hand on the chair and the other hand on the control, lower wheelchair to ground level.
- j) Make sure the student is made aware that he/she is about to be lowered.
- k) Release brakes and undo the lift safety belt and push the wheelchair (if power chair, turn on power and set in low gear) off the lift.

- l) A parent/guardian or family member must know that they have to be there so that immediately upon unloading, they are there to receive the student.
- m) If there is not a person there to meet the student, the driver must call dispatch and wait for further instruction; the student must not be left alone.
- n) Secure lift safety belt, raise and stow the lift into the vehicle and close the doors.
- o) Return to the vehicle and turn off the overhead alternating flashing red lights.

BOARDING

Loading a Walker

When operating a lift to load a student with a 4 point walker on highways, country roads, city, town or village streets (unless otherwise directed by the Police or Transportation Manager) the driver must:

- a) Put the 4-way emergency flasher on in approaching the stop.
- b) Ensure vehicle is stopped in a safe position for the pick-up.
- c) Ensure the parking brake has been applied (most ramps will not operate if parking brake is not applied.)
- d) Check that the student is ready to be loaded onto lift.
- e) Check traffic and then activate overhead alternating lights and stop arm before exiting the vehicle.
- f) Open lift doors and secure them.
- g) Deploy and lower the lift and undo the lift safety belt.
- h) Back onto lift with the walker and set brakes; secure the lift safety belt
- i) Keep one hand on the walker and use the other hand to operate the controls.
- j) Inform the student you are raising the lift.
- k) Ensure that in raising the lift, the front plate on the lift folds up and locks into position and the power cable is clear of any pinch points.
- l) Raise the lift to its fullest extent (level with vehicle floor).
- m) Release the brakes on the walker and load student into the vehicle and into assigned seat.
- n) Secure walker to the wall of the vehicle
- o) Exit the vehicle and stow the ramp and close doors.
- p) Enter the vehicle and turn off the overhead alternating flashing lights and stop arm.

DEBOARDING

Unloading a Walker

When operating a lift to unload a student with a 4 point walker on highways, country roads, city, town or village streets (unless otherwise directed by the Police or Transportation Manager) the driver must:

- a) Ensure the vehicle is parked in a safe position for unloading
- b) Put on 4-way emergency lights.
- c) Ensure parking brake has been applied.
- d) Position the walker to unload on the lift and set brakes.
- e) Check traffic and, when ready, activate overhead alternating red flashing lights.
- f) Exit the vehicle and open lift door and secure it.
- g) Deploy the lift to floor level.
- h) Go back inside the vehicle and help the student with the walker onto the lift. Set the brakes.
- i) With one hand on the walker and the other hand on the control, lower the walker to ground level. Make sure the student is made aware that he/she is about to be lowered.
- j) Release brakes and assist the student with the walker off the lift.
- k) A parent/guardian or family member must know that they have to be there so that immediately upon unloading, they are there to receive the student.
- l) If there is not a person there to meet the student, the driver must call dispatch and wait for further instruction; the student must not be left alone.
- m) Secure lift safety belt, raise and stow the lift into the vehicle and close the doors.
- n) Return to the vehicle and turn off the overhead alternating flashing red lights.

Note: In any instance where a student is required to wear a seatbelt or similar security device it will be the responsibility of the parent/guardian to secure/detach the device at the point of departure or arrival at the home stop and it will be the responsibility of the receiving school staff to secure/detach the device at the point of arrival at or departure from the school.

FOR STUDENTS WHO HAVE A DISABILITY AND ARE AMBULATORY
(Examples might be students who have vision or communication disabilities, or have autism)

Do not use the loading ramp unless authorized.

- a) Communicate with the student. Ask what help ~~the student~~ ~~he/she~~ needs. Allow time for response.
- b) Let the student set the pace. If the student is unable to respond, indicate clearly what you are going to do and what you expect the student to do.
- c) Follow behind the student while ~~the student~~ ~~he/she~~ is going up the steps; support the student while ~~the student~~ ~~he/she~~ steps up.

FOR STUDENTS WHO ARE DEAF OR HARD OF HEARING

Students board and deboard unassisted and are seated unsecured, unless otherwise specified in the student's individual student transportation plan.

FOR STUDENTS WHO HAVE ASTHMA

Students board and deboard unassisted and are seated unsecured, unless otherwise specified in the student's individual student transportation plan.

FOR STUDENTS WHO HAVE DIABETES

Students board and deboard unassisted and are seated unsecured, unless otherwise specified in the student's individual student transportation plan.

FOR STUDENTS WHO HAVE EPILEPSY

Students board and deboard unassisted and are seated unsecured, unless otherwise specified in the student's individual student transportation plan.

FOR STUDENTS WHO REQUIRE EPIPENS

Students board and deboard unassisted and are seated unsecured unless otherwise specified in the student's individual student transportation plan.

STUDENTS WHO HAVE SERVICE ANIMALS

Where a student with a disability is accompanied by a service animal, the requirement for the service animal, including the type of service animal, will be specified in the student's individual student transportation plan.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
MARCH 7, 2017**

PUBLIC SESSION

TOPIC: CATHOLIC SCHOOL COUNCILS POLICY (800.1)

RECOMMENDATION

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Catholic School Councils Policy (800.1), as presented.

Prepared by: Lee Ann Forsyth-Sells, Superintendent of Education
Presented by: Policy Committee
Recommended by: Policy Committee
Date: March 7, 2017



Niagara Catholic District School Board

CATHOLIC SCHOOL COUNCILS POLICY

STATEMENT OF POLICY

800 – Schools and Community Councils

Policy No. 800.1

Adopted Date: February 24, 1998

Latest Reviewed/Revised Date: June 18, 2013

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

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

A Catholic School Council will be established **and maintained** in each elementary and secondary school in the Board to encourage the active participation of **its members** ~~parents/guardians in Catholic Education~~, to improve student achievement **and the well-being** of all students **in their school community**, and to enhance the accountability of the education system ~~to all parents/guardians in the Board~~.

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

References

- **Education Act (O.Reg. 612/00 Section 1.1)**
- **Ministry of Education - School Councils, A Guide for Members**
- **Ontario Association of Parents in Catholic Education (OAPCE) By-Law and Constitution**
- **Ontario Regulation 330/10 School Councils and Parent Involvement Committees**
- **Niagara Catholic District School Board Policies/Procedures/Documents**
 - **Board By-Laws (100.1)**
 - **Code of Conduct Policy (302.6.2)**
 - **Complaint Resolution Policy (800.3)**
 - **Playground Equipment Policy (702.1)**
 - **Niagara Catholic Parent Involvement Committee Policy (800.7)**
 - **Niagara Catholic Parent Involvement Committee By-Laws**
 - **School Generated Funds Policy (301.6)**
 - **Trustee Expenses and Reimbursement Policy (100.13)**



Niagara Catholic District School Board

CATHOLIC SCHOOL COUNCILS POLICY

ADMINISTRATIVE GUIDELINES ~~PROCEDURES~~

800 – Schools and Community Councils

Policy No. 800.1

Adopted Date: February 24, 1998

Latest Reviewed/Revised Date: June 18, 2013

1. PURPOSE OF THE CATHOLIC SCHOOL COUNCIL

- ~~1.1~~ 1. The purpose of the Catholic School Council ~~as an advisory body, through the active participation of parents/guardians~~ **its members is:**
- **to build strong Catholic identity and community to nurture the distinctiveness of Catholic Education,**
 - **to advance student achievement and well-being for all students in their school community, and**
 - **to enhance the accountability of the education system to parents/guardians.**

- ~~1.2~~
- ~~to advocate and strengthen Catholic Education~~
 - ~~to improve student achievement and the well-being of students~~
 - ~~to enhance the accountability of the education system to parents/guardians~~
 - ~~to support the Mission Statement, Vision 2020 Statements, Strategic Directions and Enabling Strategies from the Vision 2020 Strategic Plan.~~

2. In accordance with the Regulations, A Catholic School Council's primary means of achieving its purpose is by making recommendations to the Principal of the school and/or the Board.

3. The Catholic School Council may provide Recommendations made to the Board and/or Principal of the school and/or the Board on any matters that the Catholic School Council identifies as priorities will represent the general views of the school community and the best interests of all students in the school. Recommendations shall be in keeping with the Mission, Vision and Values of the Niagara Catholic District School Board along with the distinctive character, philosophy and goals of Catholic Education and respectful of the faith and traditions of the Catholic Church. The Board will retain all the powers and duties specified in the Education Act and its related Regulations.

~~And shall consult with parents/guardians about matters being considered by the Catholic School Council. Recommendations provided to the Board and/or Principal will represent the general views of the school community and the best interests of all students in the school. The Board and/or Principal shall consider each recommendation and shall advise the Catholic School Council of the action taken in response to the recommendation.~~

- ~~1.3~~ The Catholic School Council shall have an understanding of current Board policies and the By-Laws of the Catholic School Council to allow members to make meaningful contributions.
- ~~1.4~~ The Board will retain all the powers and duties as specified in the Education Act and its related Regulations.

~~1.5 Each Catholic School Council will bear the name “(School Name) Catholic School Council”.~~

MANDATE OF THE CATHOLIC SCHOOL COUNCIL

Each Catholic School Council in schools of the Niagara Catholic District School Board will bear the name “(School Name) Catholic School Council”.

~~2. The Catholic School Council through active participation is:~~

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

2. CONSULTATION

~~Catholic School Councils shall be consulted by the Board and/or Principal for recommendations on new and revised policies and guidelines with respect to:~~

- ~~• the student achievement of all students~~
- ~~• the accountability of the education system to parents/guardians~~
- ~~• the code of conduct (provincial and local)~~
- ~~• the appropriate dress code for students (provincial and local)~~
- ~~• the allocation of funding to the Catholic School Council~~
- ~~• the fundraising activities by Catholic School Council members~~
- ~~• the resolution of internal Catholic School Council disputes~~
- ~~• the reimbursement of expenses of the Catholic School Council~~
- ~~• the Board and school's action plans for improvement based on EQAO results and the communication of the plans to parents/guardians~~
- ~~• the criteria and process for selection and placement of Principals and Vice Principals~~
- ~~• any new educational initiatives at the Board and school levels~~
- ~~• the development of a plan for providing co-instructional activities~~

~~2.1 In addition, Catholic School Councils, may provide advice to the Board and/or Principal on any matters that the Catholic School Council identifies as priorities such as:~~

- ~~• the Catholic character of the school and/or the system~~
- ~~• the preparation of the school year calendar~~
- ~~• the development, implementation and review of all Board policies at the local level~~
- ~~• the involvement with the Parish and liturgical celebrations and sacraments~~
- ~~• Board and/or school policies regarding field trips for students~~
- ~~• school budget priorities~~
- ~~• the community use of school facilities~~
- ~~• fundraising activities~~
- ~~• participation in the Niagara Catholic Parent Involvement Committee (NCPIC)~~
- ~~• information and training sessions: curriculum, program goals and priorities~~
- ~~• the school mission statement, and~~
- ~~• other issues deemed appropriate by the Board~~

3. COMPOSITION

The composition of the Catholic School Council will ensure that parent/guardian members constitute a majority of the members and reflect the diversity of the school and include the following:

- The number of parent/guardian members as specified in the Catholic School Council By-Laws or the number the Board determines appropriate.
- The Principal of the school.
- One (1) teacher who is employed at the school.
- One (1) person who is employed at the school, other than the Principal/Vice-Principal or any other teacher (i.e. support staff).
- In the case of a school with one or more secondary school grades,
 - one student enrolled in the school who is appointed by the student council, if the school has a student council, or
 - one student enrolled in the school who is elected in accordance with section 5, if the school does not have a student council.
- In the case of a school with no secondary school grades, one student enrolled in the school who is appointed by the Principal of the school, if the Principal determines, after consulting the other members of the council, that the council should include a student.
- Community representative(s) appointed by the Catholic School Council who is not an employee of the school or as specified in the By-Laws of the council.
- One (1) person to represent the Ontario Association of Parents in Catholic Education (OAPCE).

~~3.1— Parents/guardians who support the Mission, Vision and Values of the Niagara Catholic District School Board shall form the majority of the Catholic School Council as specified in the By Laws of the Catholic School Council. A parent/guardian, in respect of a Catholic School Council is a parent/guardian of a student who is enrolled in the school and includes a parent/guardian as defined in section 1 of the Education Act. In the case of a Catholic School Council in a school that is for adult students, students enrolled in the school may act as “parents” on a Catholic School Council.~~

~~3.2— A person is not qualified to be a parent/guardian member of the Catholic School Council if,~~

- ~~• he/she is employed at the school; or~~
- ~~• he/she is employed elsewhere by the Board and fails to take reasonable steps to inform persons qualified to vote of that employment~~

~~3.3— The Catholic School Council may choose to include other members as deemed appropriate to reflect the community of the school.~~

~~3.4— The Catholic School Council may appoint two (2) or more Community representatives as specified in the By Laws of the Catholic School Council.~~

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

The Catholic School Council may appoint/elect one (1) or more of the following individuals subject to the By-Laws of the Catholic School Council

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

MEMBERSHIP

PARENT/GUARDIAN MEMBERS

1. To be eligible for election/appointment to the Catholic School Council a person must:
 - be a parent/guardian of a student enrolled in the school,
 - reside within the Board's jurisdiction, and
 - support the Mission of Catholic Education, and the Mission, Vision and Values of the Niagara Catholic District School Board.
2. A parent/guardian who is employed by the Board is qualified to be elected/appointed to the Catholic School Council and shall at the first meeting notify the members of employment with the Board prior to the election.
3. A person is not qualified to be a parent/guardian member of a Catholic School Council if he or she is employed at the school.

COMMUNITY REPRESENTATIVES

To be eligible to be appointed as a community representative on a Catholic School Council, the community representative(s) must:

- i. provide a letter of reference from a community organization to the Principal of the school to support the nomination,
- ii. reside within the Board's jurisdiction, and be qualified to vote for a member of the Niagara Catholic District School Board,
- iii. support the Mission of Catholic Education, and the Mission, Vision and Values of the Niagara Catholic District School Board.

4. ELECTIONS AND TERM OF OFFICE

- ~~4. Elections shall be held within the first thirty (30) calendar days of the start of the school year, on a date that has been selected by the current Chair and/or Co-Chair(s) of the Catholic School Council in consultation with the Principal of the school.~~
- ~~4. The Principal shall at least fourteen (14) days before the date of the election give written notice of the date, time, and location and availability of election forms to every~~

~~parent/guardian who has a student enrolled at the school. This notification may be given by giving the notice to the students for delivery to parents/guardians and by posting the notice in the school that is accessible to parents/guardians.~~

~~4.3 Self-nominations are acceptable.~~

~~-~~

~~4.4 The elections must be organized by the school Principal and any retiring Catholic School Council members, if applicable, in a way that will ensure that all parents/guardians and staff have the opportunity to vote for their representatives. The election of parent/guardian members shall be by secret ballot.~~

~~-~~

~~4.5 Principals, with the assistance of the Catholic School Council election committee, are to review and finalize nominations, confirm names on ballots, run the election, and communicate the results.~~

~~-~~

~~4.6 The term of office for elected positions will be a one (1) year term, in order to encourage increased parent/guardian involvement and leadership. It is recommended that every Catholic School Council will include a statement in their By Laws such as "that a term for elected officer positions of the Catholic School Council will not exceed two consecutive years".~~

~~-~~

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

~~-~~

~~4.8 A member of a Catholic School Council may be re-elected or reappointed, unless otherwise provided by the By Laws of the Catholic School Council.~~

~~4.9 Names, and addresses, and contact information of the Chair and/or Co-Chair(s) of the Catholic School Council shall be forwarded to the Director of Education within thirty (30) days of the election.~~

~~-~~

~~4.10 Names of Catholic School Council members will be published to the school community by the Principal no later than thirty (30) days following the election.~~

~~4.11 For election purposes, each Catholic School Council may determine the maximum number of parent/guardian members to be elected as stated in the By Laws of the Catholic School Council.~~

~~4.12 Members of the Catholic School Council will not receive an honorarium or payment for general expenses.~~

5. ROLES AND RESPONSIBILITIES OF CATHOLIC SCHOOL COUNCIL MEMBERS

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

~~-~~

~~5.1 Catholic School Council Chair and/or Co-Chair(s) (voting members) shall:~~

- ~~• Call Catholic School Council Meetings in consultation with the Principal.~~
- ~~• Cooperatively plan the agenda with the Principal.~~
- ~~• Chair the meetings.~~
- ~~• Ensure the minutes of the meetings are recorded, maintained, and posted on the school website.~~

- ~~Participate as ex-officio members of all committees established by the Catholic School Council.~~
 - ~~Ensure that any views presented in the capacity of Chair and/or Co-Chair(s) represent the position of the Catholic School Council.~~
- 5.2 ~~Parent/Guardian Representatives (voting members) shall:~~
- ~~Attend and participate in Catholic School Council meetings.~~
 - ~~Solicit views of other parents/guardians and members of the community to share with the Catholic School Council.~~
 - ~~Participate in information and training sessions.~~
 - ~~Respond to requests from the Board.~~
 - ~~Observe the Catholic School Council's Code of Ethics and established By Laws.~~
 - ~~Maintain a school focus on all issues. Meetings are not a forum for discussion about individual students, staff, Catholic School Council members or Trustees.~~
 - ~~Promote the best interests of the Catholic school community.~~
- 5.3 ~~Community Representative(s) (voting members) shall:~~
- ~~Attend and participate in Catholic School Council meetings.~~
 - ~~Solicit views of other parents/guardians and members of the community to share with the Catholic School Council.~~
 - ~~Participate in information and training sessions.~~
 - ~~Respond to requests from the Board.~~
 - ~~Observe the Catholic School Council's Code of Ethics and established By Laws.~~
 - ~~Maintain a school focus on all issues. Meetings are not a forum for discussion about individual students, staff, Catholic School Council members or Trustees.~~
 - ~~Promote the best interests of the Catholic school community.~~
 - ~~Vote on matters of the Catholic School Council only.~~
- 5.4 ~~School Principal (non-voting member) shall:~~
- ~~Facilitate the operation of the Catholic School Council.~~
 - ~~Attend every meeting of the Catholic School Council, or direct a designate.~~
 - ~~Support and promote the Catholic School Council.~~
 - ~~Seek input from the Catholic School Council.~~
 - ~~Act as a resource on laws, regulations, Board policies and collective agreements.~~
 - ~~Communicate with the Chair and/or Co-Chair(s) of the Catholic School Council as required.~~
 - ~~Act as the secretary/treasurer of the Catholic School Council.~~
 - ~~Prepare and present a Principal's Report at each Catholic School Council meeting including a financial statement of the Catholic School Council.~~
 - ~~Ensure that copies of the minutes of the meetings are kept at the school and posted on the school website.~~
 - ~~Assist the Catholic School Council in encouraging participation of all groups within the school community.~~
 - ~~Cooperatively plan the agenda with the Catholic School Council Chair and/or Co-Chair(s) and forward to all Catholic School Council members a minimum of three (3) calendar days before the meeting date.~~
 - ~~Maintain a full and accurate account of the proceedings and transactions of each Catholic School Council meeting.~~
- 5.5 ~~School Staff, Student, Special Needs, and Parish Priest Representatives (non-voting members) shall:~~
- ~~Contribute to the discussions of the Catholic School Council.~~
 - ~~Solicit views and report where applicable at each Catholic School Council meeting.~~
 - ~~Communicate information back to their representative groups.~~

6. MEETING PROCEDURES

- ~~6.1 Meetings will open and close with a prayer.~~
- ~~6.2 The Catholic School Council shall meet a minimum of four (4) times during the school year.~~
- ~~6.3 Meetings will commence on time and not last more than two (2) hours, unless the Catholic School Council agrees to a longer meeting as determined by the By-Laws.~~
- ~~6.4 All meetings of the Catholic School Council shall be held at the school and are open to members of the school community.~~
- ~~6.5 Catholic School Council meetings shall not proceed unless there is a quorum in attendance. A quorum is fifty percent plus one (50% + 1) of members, but at all times there must be a majority of parents/guardians at the meeting as well as the Principal and/or his or her designate.~~
- ~~6.6 Substitutes or proxies are not permitted.~~
- ~~6.7 The agenda for Catholic School Council meetings shall be distributed to all members a minimum of three days in advance of the meeting.~~
- ~~6.8 The Principal shall give written notice or post on the school website of the dates, times and location of the meetings of the Catholic School Council, to every parent/guardian of a student who, on the date the notice is given is enrolled in the school.~~
- ~~6.9 At the first meeting of the new school year, the parent/guardian members of the Catholic School Council shall elect a parent/guardian to serve as Chair and/or Co-Chair(s).~~
- ~~6.10 Minutes of the meetings are to be recorded and maintained at the school site, posted on the school website, and made available at the office of the school.~~
- ~~6.11 The Catholic School Council may establish committees to carry out specific functions and will seek widespread participation in these activities. Every committee of the Catholic School Council must include at least one (1) parent/guardian member.~~
- ~~6.12 The Catholic School Council shall use consensus, where possible as the usual method for developing recommendations and plans. If voting becomes necessary, a simple majority will be sufficient for a vote on any issue.~~
- ~~6.13 The Catholic School Council, in consultation with the Principal of the school, shall inform the general school and parent/guardian communities of its activities, through the school website and school newsletters.~~

7. VACANCIES

A vacancy in the membership of the Catholic School Council does not prevent the council from exercising its authority.

1. Vacancies on the Catholic School Council may occur when:
- a parent/guardian member has reached the end of a year term
 - a member resigns
 - a member is unable to fulfill his/her duties

~~7.1 The By Laws of the Catholic School Council shall include the expectation that members attend Catholic School Council meetings regularly, and will include provisions for the Chair and/or Co-Chair(s) to determine the intent of members to continue serving on the Catholic School Council if absenteeism occurs on a regular basis.~~

~~7.2 There will be no discretionary removal of a duly elected or appointed Catholic School Council member before the end of his or her term.~~

~~7.3 If a vacancy of a parent/guardian member occurs, and only if this vacancy changes the simple majority of parents/guardians, notification will be given to all families and interested parents/guardians will be asked to submit their names to the Principal by a designated date. The Catholic School Council will hold an election in accordance with the By Laws of the Catholic School Council.~~

~~7.4 Where a Catholic School Council member submits a letter of resignation or is absent from three (3) consecutive Catholic School Council meetings, the Catholic School Council may appoint a replacement to serve until the next election as per the Catholic School Council By Laws (Member Absences and Attendance at Meetings).~~

~~7.5 If a vacancy of a community representative occurs, the Catholic School Council may request that the agency appoint another member, may choose a different organization, or, choose not to fill the position.~~

~~7.6 If a student, teacher or non-teaching representative vacancy occurs, the Principal shall arrange for a replacement where possible.~~

~~7.7 Individuals filling a vacated position shall hold the position until the term for that position expires.~~

~~7.8 A vacancy in the membership of Catholic School Council does not prevent the Catholic School Council from exercising its authority to fill the position.~~

TERMS OF OFFICE

A person elected/appointed as a member of a Catholic School Council holds office from the date the person is elected/appointed until the date of the first meeting of the Catholic School Council after the elections held in the next school year.

OFFICERS

Chair/Co-Chairs

A Catholic School Council shall have a Chair or, if the By-Laws of the council so provide two (2) Co-Chairs. An employee of the Board cannot serve as the Chair/Co-Chair of a Catholic School Council.

Sub-Committees

A Catholic School Council may establish sub-committees to carry out specific tasks or projects in accordance with the overall mandate of the Catholic School Council as provided in the By-Laws of the Catholic School Council.

MEETINGS

A Catholic School Council shall meet ~~between September to June~~ at least four (4) times in each school year ~~between September to June~~. ~~Special meetings may also be called by the school Principal or by three (3) parent/guardian members by written request to the school Principal.~~ All meetings will be held at the school that has established the Catholic School Council and shall be open to the public.

VOTING

When a Catholic School Council votes on a matter, each member of the council other than the school Principal is entitled to vote.

8. CODE OF ETHICS

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

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

9. ESTABLISHING BY-LAWS

9.1 ~~Every~~ Catholic School Councils ~~must~~ shall develop By-Laws (Appendix A) within the first sixty (60) days of the school year ~~governing the conduct of the Catholic School Council's affairs.~~ to address at a minimum the following areas:

- ~~• Election procedures~~
- ~~• Filling vacancies~~
- ~~• Conflict of interest~~
- ~~• Conflict resolution procedures as per Board Policy No. 800.3~~

- ~~• 9.2 By Laws governing other areas of operation may also be developed but must be in accordance with any applicable Board policies and Ontario Regulation 612/00.~~

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~~9.3 By Laws are to be reviewed annually by the Catholic School Council.~~

~~9.4 Catholic School Councils are encouraged to make additions to the Catholic School Council By Laws Template (Appendix A) to reflect the needs of their individual school.~~

AGENDA/MINUTES AND FINANCIAL RECORDS

Agenda

Every effort will be made to distribute the agenda to members of a Catholic School Council at least five (5) calendar days prior to the meeting by delivering a notice by e-mail and posting a notice on the school website (Appendix B-Agenda).

Delegations

Individuals may approach the Chair/Co-Chair(s) of a Catholic School Council or the school Principal to be placed on the agenda. This request must be in writing and received at least two (2) weeks before the meeting. The Chair/Co-Chair(s) in consultation with the school Principal may approve or reject such requests.

Minutes and Financial Records

1. A Catholic School Council shall keep and retain the approved minutes of its meetings and records of its financial transactions in accordance with the policies of the Board respecting the retention of documents by committees of the Board (Appendix C-Meeting Minutes).
2. The approved minutes of the Catholic School Council shall be posted on the website of each the school and remain on the site for four (4) years.
3. A Catholic School Council's meeting minutes and records of its financial transactions shall be available for examination at the school by any person without charge for four (4) years.

INCORPORATION

A Catholic School Council shall not be incorporated.

CONSULTATION BY THE NIAGARA CATHOLIC DISTRICT SCHOOL BOARD

Catholic School Councils shall be consulted by the Board and/or Principal for recommendations on new and revised policies and ~~guidelines~~ **procedures** with respect to:

- the student achievement **and well-being** of all students
- the accountability of the education system to parents/guardians
- the code of conduct (~~provincial and local~~)
- the appropriate dress code for students (~~provincial and local~~)
- the allocation of funding to the Catholic School Council
- the fundraising activities by Catholic School Council members
- the resolution of internal Catholic School Council disputes
- the reimbursement of expenses of the Catholic School Council
- the Board and school's action plans for improvement based on EQAO results and the communication of the plans to parents/guardians
- the criteria and process for selection and placement of Principals and Vice-Principals
- any new educational initiatives at the Board and school levels
- the development of a plan for providing co-instructional activities

- 9.4 In addition, Catholic School Councils, may provide advice to the Board and/or Principal on any matters that the Catholic School Council identifies as priorities such as:
- the Catholic character of the school and/or the system
 - the preparation of the school year calendar
 - the development, implementation and review of all Board policies at the local level
 - the involvement with the Parish and liturgical celebrations and sacraments
 - Board and/or school policies regarding field trips for students
 - school budget priorities
 - the community use of school facilities
 - fundraising activities
 - participation in the Niagara Catholic Parent Involvement Committee (NCPIC)
 - information and training sessions: curriculum , program goals and priorities
 - the school mission statement, and
 - other issues deemed appropriate by the Board

CONSULTATION WITH PARENTS

The Catholic School Council shall consult with parents/guardians of students enrolled in the school about matters under consideration by the Catholic School Council.

10. DELEGATIONS

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

11. RESOLUTION OF CONFLICTS RESOLUTION

All members of the Catholic School Council are required to be in compliance with the Board's Complaint Resolution Policy No. 800.3 and the Catholic School Council By-Laws.

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

CODE OF CONDUCT

All members of the Catholic School Council are required to be in full compliance with the Board's Code of Conduct Policy No. 302.6.2 and the Catholic School Council By-Laws.

12. FUNDRAISING

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

13. ANNUAL REPORT

- ~~13.1~~ ~~The~~ **Every** Catholic School Council shall **annually** submit a ~~n annual~~ written report of ~~n~~ its activities/**fundraising** to the Principal of the school and to the Board. **(Appendix A D)** ~~Please see the~~ *Catholic School Council Annual Report*.
- ~~13.2~~ The Principal shall **on behalf of the Catholic School Council** provide a copy of the report to every parent/guardian of a student enrolled in the school by giving the report to the student for delivery or by posting the report in the school that is accessible to parents/guardians, or on the school website.

REMUNERATION

A person shall not receive any remuneration for serving as a member or officer of a Catholic School Council.

Appendix A



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

Niagara Catholic District School Board

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

By-Laws

Revised: _____



Catholic School Council

TERMS OF REFERENCE

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

Catholic Education, in the Niagara Catholic District School Board, is the shared responsibility of all partners: the Board, the Bishop of St. Catharines, parish priests, staff, students, parents/guardians, and members of the community.

A Catholic School Council will be established in each elementary and secondary school in the Board to encourage the active participation of **its members** ~~parents/guardians in Catholic Education~~ to improve student achievement and the well-being of all students **in their school community**, and to enhance the accountability of the education system ~~to all parents/guardians in the Board~~.

Name of School
Catholic School Council

BY-LAWS

The **Name of School** Catholic School Council will develop By-Laws within the first sixty (60) days of the school year governing the conduct of the **Catholic School Council**'s affairs:

- specifying the number of parent/guardian members to be appointed or elected to the committee, governing the process of appointment or election of parent/guardian members and governing the filling of vacancies in parent/guardian membership,
- specifying the number of community representatives, up to three (3), to be appointed to the committee, governing the process of appointment of community representatives and governing the filling of vacancies in community representative membership,
- governing the election of members of the committee to the offices of Chair/Co-Chair(s), and any offices provided for in the By-Laws, and governing the filling of vacancies in the offices of the committee,
- establishing rules respecting conflicts of interest of the members of the Catholic School Council, and
- establishing a process for conflict resolution for internal Catholic School Council disputes, consistent with the Board Complaint Resolution Policy No. 800.3.

PURPOSE

The purpose of the **Name of School** Catholic School Council through the active participation of **its members** is:

- to build strong Catholic identity and community to nurture the distinctiveness of Catholic Education,
- advance student achievement and well-being for all students in their **school community**, ~~Niagara Catholic District School Board~~ and
- to enhance the accountability of the education system to parents/guardians.

The **Name of School** Catholic School Council will achieve its purpose by making recommendations in accordance with the Regulation to the Principal of the school and the Board.

- Recommendations made to the Principal of the school and/or the Board on any matters that the Catholic School Council identifies as priorities will represent the general views of the school community and the best interests of all students in the school. Recommendations shall be in keeping with the Mission, Vision and Values of Niagara Catholic District School Board along with the distinctive character, philosophy and goals of Catholic Education and respectful

of the faith and traditions of the Catholic Church. The Board will retain all the powers and duties specified in the Education Act and its related Regulations.

MANDATE OF THE CATHOLIC SCHOOL COUNCIL

The **Name of School** Catholic School Council through the active participation of **its members** ~~parents/guardians~~ is:

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

COMPOSITION

The composition of the **Name of School** Catholic School Council will **ensure that parent/guardian members constitute a majority of the members and** reflect the diversity of the school community and will include the following:

- **Insert Number of** parent/guardian members.
- The Principal of the school.
- One (1) teacher who is employed at the school.
- One (1) person who is employed at the school, other than the Principal/Vice-Principal or any other teacher (i.e. support staff).
- In the case of a school with one or more secondary school grades,
 - one student enrolled in the school who is appointed by the student council, if the school has a student council, or
 - one student enrolled in the school who is elected in accordance with section 5, if the school does not have a student council.
- In the case of a school with no secondary school grades, one student enrolled in the school who is appointed by the Principal of the school, if the Principal determines, after consulting the other members of the **Catholic School Council**, that the **Catholic School Council** should include a student.
- **Insert Number of** community representative(s) appointed by the Catholic School Council who is not an employee of the school.
- One (1) person to represent the Ontario Association of Parents in Catholic Education (OAPCE).
- A parish priest or representative from the local parish or a designate from the community will represent the parish on the Catholic School Council.
- One (1) parent/guardian representative of a special needs child within the school to advocate for students with special needs.

PARENT/GUARDIAN MEMBERSHIP

Nomination forms will be available at the school each September prior to the election of Catholic School Council members. Interested parties are to complete a nomination form and submit the completed form by 4:00 p.m. EST. on the designated date to the school Principal. All forms will be date stamped for receipt. Incomplete forms will not be accepted.

Eligibility

1. To be eligible for election/appointment to the **Name of School** Catholic School Council a person must:
 - be a parent/guardian of a student enrolled in **Name of School**,
 - reside within the Board's jurisdiction, and
 - support the Mission of Catholic Education, and the Mission, Vision and Values of the Niagara Catholic District School Board.
2. A parent/guardian who is employed by the Board is qualified to be elected/appointed to the **Name of School** Catholic School Council and shall at the first meeting inform the **Catholic School Council** of their employment with the Board.
3. **A person is not qualified to be a parent/guardian member of a Catholic School Council if he or she is employed at the school.**

COMMUNITY REPRESENTATIVES

Nomination Forms will be available at the school each September prior to the elections. Interested parties are to submit a complete Community Representative Nomination form, and provide a letter of reference from a community organization to support the nomination to the Principal of the school by 4:00 p.m. EST. on the designated date. All forms will be date stamped for receipt. Incomplete forms will not be accepted.

Eligibility

1. A person is not qualified to be nominated or appointed to the **Name of School** Catholic School Council as a community representative unless the person is qualified to vote for members of the Niagara Catholic District School Board and is a resident in the Board's jurisdiction.
2. A person is **who is employed by the Board** ~~not qualified to~~ **cannot** be nominated or appointed to the **Name of School** Catholic School Council as a community representative unless: ~~the person is employed by the Board.~~

- he or she is not employed at the school; and
- the other members of the Catholic School Council are informed of the person's employment with the Board before the appointment.

A person nominated/appointed to the **Name of School** Catholic School Council as a community representative will be required to:

- act in the best interest of Catholic Education;
- **support the Mission of Catholic Education, and the Mission, Vision and Values of the Niagara Catholic District School Board;**
- carry out responsibilities in a manner that assists the school in fulfilling its duties under the Education Act, the Regulations and the guidelines issued under the Act, and the Catholic School Council Policy No. 800.1 and **Name of School** Catholic School Council By-Laws;
- attend and participate in meetings of the **Name of School** Catholic School Council, including sub-committee meetings of which they are members; and
- promote student achievement and well-being of all students in the **school** ~~Niagara Catholic District School Board.~~

ELECTIONS

Elections shall be held within the first thirty (30) calendar days of the start of the school year, on a date that has been selected by the current Chair and/or Co-Chair(s) of **Name of School** Catholic School Council in consultation with the Principal of the school.

The Principal shall at least fourteen (14) days before the date of the election of parent/guardian members give written notice of the date, time, and location and availability of nomination forms to every parent/guardian who has a student enrolled at the school. This notification may be given by giving the notice to the students for delivery to parents/guardians and by posting the notice in the school that is accessible to parents/guardians, **and posting on the school website.**

If an election is to be held, notification will be given to all candidates as to the date/time of the election.

- Elections will be organized by the Principal and any outgoing **Catholic School Council** members to: review and finalize nominations, confirm names on ballots, run the election, and communicate the results.
- Nominees must be in attendance and will be invited to make a brief two (2) minute presentation to parents/guardians.
- The election of parent members shall be by secret ballot.

- Names and addresses, and contact information of the Chair/Co-Chair(s) and OAPCE representative of the **Name of School** Catholic School Council shall be forwarded to the Director of Education/**Designate** within thirty (30) calendar days of the election.
- Names of Catholic School Council members will be published to the school community by the Principal no later than thirty (30) calendar days following the election.

TERMS OF OFFICE

A person elected/appointed as a member of a Catholic School Council holds office from the date the person is elected/appointed until the date of the first meeting of the Catholic School Council after the elections held in the next school year (renewable).

OFFICERS

The **Name of School** Catholic School Council shall elect Chair/Co-Chair(s) from the parent/guardian members to chair the **Catholic School Council** ~~for a term of two (2) years at the first general meeting of the council in the school year when there is a vacancy.~~

- An employee of the Board cannot serve as the Chair/Co-Chair(s) of the council.

Chair/Co-Chair(s)

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

Election of Chair/Co-Chair(s)

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

Sub-Committees

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

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

A subcommittee of the **Name of School** Catholic School Council:

- must have at least one (1) parent/guardian member of the **Name of School** Catholic School Council.
- may include persons who are not members of the **Name of School** Catholic School Council.
- members of the sub-committees will elect a Chair/Co-Chair(s) by consensus at the first meeting of the sub-committee.

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

- in consultation with the school Principal and all subcommittee members determine the date and time of the **Name of School** Catholic School Council subcommittee meetings.
- plan the agenda in consultation with the school Principal.
- Chair the subcommittee meetings.
- Report on the recommendations of the subcommittee at the subsequent **Name of School** Catholic School Council meeting on matters of the committee.
- Record and make available the minutes of the subcommittee meetings to the school Principal and **Catholic School** Council members.
- communicate matters of the subcommittee with the school Principal and the Chair/Co-Chair(s) of the **Name of School** Catholic School Council.

VACANCIES

A vacancy in the membership of the **Name of School** Catholic School Council does not prevent the committee from exercising its authority.

Vacancies on the **Name of School** Catholic School Council occur when:

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

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

- advertisements in the school newsletters
- school Synervoice

Filling a parent/guardian vacancy

Where a vacancy of an elected parent/guardian member occurs, the **Name of School** Catholic School Council may appoint a parent/guardian from the pool of candidates from the previous election process to serve on the **Name of School** Catholic School Council until the next election.

- If none of the candidates from the pool of the previous election process is interested in becoming a **Name of School** Catholic School Council member, the **Catholic School Council** may request nominations from interested parents/guardians of the school to submit their names by the designated date for consideration.
- The **Name of School** Catholic School Council may then appoint one (1) of the interested candidates.

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

Where a vacancy occurs in the office of Chair/Co-Chair(s) the **Catholic School Council** shall elect a parent/guardian member to complete the remainder of the term that has been vacated.

Filling a Community Representative Vacancy

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

ROLES AND RESPONSIBILITIES

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

Members

All members of the **Name of School** Catholic School Council must:

- attend all **Name of School** Catholic School Council meetings and subcommittee meetings of which they are members, either physically or through electronic means on a regular basis,
- participate in information and training sessions, and
- work with the **Catholic School Council** to facilitate the approved mandate.
- solicit views of other parents/guardians and members of the community to share with the members.
- respond to requests from the Board.
- observe the Catholic School Council's Code of Ethics and By-Laws.
- maintain a school-wide focus on all issues.

Chair/Co-Chair(s)

The Chair/Co-Chair(s) of the **Name of School** Catholic School Council shall:

- determine the dates of **Name of School** Catholic School Council meetings in consultation with the school Principal.
- plan the agenda with school Principal.
- chair the **Name of School** Catholic School Council meetings.
- communicate regularly with the school Principal regarding matters of the **Catholic School Council**.

- be diligent in ensuring that any views presented in the capacity of Chair/Co-Chair(s) represent fairly the position of the **Name of School** Catholic School Council.
- review the By-Laws annually in consultation with **Name of School** Catholic School Council.
- participate as ex-officio members of all subcommittees established by the **Catholic School Council**.

School Principal

The School Principal shall:

- facilitate and assist in the operation of the **Name of School** Catholic School Council and assist in its operation;
- in consultation with the Chair/Co-Chair(s) determine the date and time of the **Name of School** Catholic School Council and subcommittee meetings and arrange a meeting room;
- plan the agenda with the Chair/Co-Chair(s) and subcommittee Chairs/Co-Chair(s) of the **Name of School** Catholic School Council.
- make every effort to distribute the agenda to all members of the **Name of School** Catholic School Council at least five (5) calendar days prior to the meeting.
- support and promote the approved activities of the **Name of School** Catholic School Council.
- seek input from the **Name of School** Catholic School Council.
- act as a resource on regulations and Board policies.
- communicate with the Chair/Co-Chair(s) of the **Name of School** Catholic School Council on matters of the **Catholic School Council** as required.
- assist the **Name of School** Catholic School Council in encouraging increased parent/guardian involvement.
- ensure that the **approved** minutes of the meetings are recorded, maintained, and posted on the Board website.
- facilitate communication between the Niagara Catholic Parent Involvement Committee and the Catholic School Councils.
- act as the secretary/treasurer to the **Name of School** Catholic School Council.
- prepare and present a report at each meeting, including a financial statement.
- chair the **Name of School** Catholic School Council meeting the event that the Chair/Co-Chair(s) is unable to attend a meeting of the **Catholic School Council**.

MEETINGS

The **Name of School** Catholic School Council shall meet at least four (4) times in each school year **between September to June**. ~~Special meetings may also be called by the school Principal or by three (3) parent/guardian members by written request to the school Principal.~~ All meetings will be held at the school and are open to the public.

1. Meetings will open and close with a prayer.
2. Meetings will commence on time and not last more than two (2) hours, unless the majority of the **Catholic School Council** members agree by motion to a longer meeting of no more than thirty (30) minutes beyond the two (2) hour time limit.
3. Meetings shall not proceed unless there is a quorum in attendance. A quorum is fifty percent plus one (50% + 1) of current **Catholic School Council** members.

4. At all times there must be a majority of parents/guardians at the meeting. A member who participates through electronic means shall be deemed to be present at the meeting.
5. The **Name of School** Catholic School Council shall use consensus as the usual method for developing recommendations and plans. If voting becomes necessary, a simple majority will be sufficient for a vote on any issue.
6. When the **Catholic School** Council votes on a matter, each member of the **Catholic School** Council is entitled to one (1) vote except for the school Principal.

MEMBER ABSENCES AND ATTENDANCE AT MEETINGS

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

- A member who is unable to attend a scheduled **Catholic School** Council meeting must request to be excused from a meeting by contacting the Chair/Co-Chairs or school Principal and will be marked as excused in the minutes of the meeting.
- Members, who, prior to the adjournment of a meeting, have excused themselves or depart at any time during a meeting will have the time of departure noted in the minutes of the meeting.
- Members, who have not been excused from attendance at a **Catholic School** Council meeting will be recorded as absent in the minutes of the meeting.
- A member of the **Name of School** Catholic School Council may lose his or her position for being absent for (3) three consecutive meetings without authorization.
- Where a **Catholic School** Council member submits a letter of resignation or is absent from three (3) consecutive meetings, the **Catholic School** Council may appoint a replacement to serve until the next election.

AGENDA AND MINUTES AND FINANCIAL RECORDS

Agenda

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

Delegations

Individuals may approach the Chair/Co-Chair(s) of the **Name of School** Catholic School Council or the school Principal to be placed on the agenda. This request must be in writing and received at least two (2) weeks before the meeting. The Chair/Co-Chair(s), in consultation with the school Principal may approve or reject such requests.

Minutes and Financial Records

The approved minutes and financial transactions of the **Name of School** Catholic School Council shall be retained in accordance with the policies of the Board respecting the retention of documents by committees of the Board.

1. The approved minutes of the **Name of School** Catholic School Council shall be:
 - posted and remain on the school website for four (4) years.
2. The approved minutes and records of its financial transactions shall be available for examination at the school by any person without charge for four (4) years.

CONFLICT OF INTEREST

A conflict of interest for a **Name of School** Catholic School Council member involves situations in which the member's private interests may be incompatible or in conflict with the **Catholic School Council**.

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

CONFLICT RESOLUTION

If the school Principal, after discussion with the **Name of School** Catholic School Council Chair/Co-Chair(s), determines that any of the members have contravened Regulations 330/10 or Board Policy 800.1, the school Principal or Chair/Co-Chair(s) will discuss the matter with the Director of Education. Please see the Complaint Resolution Policy No. 800.3.

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

CODE OF CONDUCT

A member shall:

- support, encourage and enhance parent engagement at the school level in order to build strong Catholic identity and community to nurture the distinctiveness of Catholic Education, and to advance student achievement and well-being for all students in the Niagara Catholic District School Board.
- consider the best interest of all students and the Catholic School Council members.
- be guided by the Mission of Catholic Education and the Mission, Vision and Values of the Board.
- become familiar with the Education Act, Board Policies, and Ministry of Education Regulations.
- maintain the highest standards of integrity, recognizing and respecting the personal integrity of each member of the Catholic School Council and Board Staff.
- treat all other **Catholic School** Council members and Board Staff with respect and allow for diverse opinions to be shared, without interruption.
- create a positive environment in which individual contributions are encouraged and valued.

- acknowledge democratic principles and accept the consensus of the **Name of School** Catholic School Council for recommendation to the school Principal.
- focus discussions at Catholic School Council meetings to those items that fall within the mandate of the Catholic School Council.
- bring questions or concerns to the attention of the school Principal through appropriate policies of the Board.
- promote high standards of ethical practice within the Catholic School Council.
- not accept any payment for their involvement on the Catholic School Council.
- refrain from making any negative statements about any individual or groups.
- declare any conflict of interest.

Appendix B



AGENDA **NAME OF SCHOOL CATHOLIC SCHOOL COUNCIL MEETING**

DATE
Location

A. ROUTINE MATTERS

1. Opening Prayer
2. Roll Call
3. Approval of the Agenda
4. Election of Chair and/or Co-Chairs (*when necessary*)
5. Election of the Ontario Association for Parents in Catholic Education (OAPCE) Representative (*when necessary*)
6. Disclosure of Interest
7. Approval of Minutes of the **Name of School** Catholic School Council Meeting of **Date**

B. PRESENTATIONS

C. PRINCIPAL'S REPORT

1. Niagara Catholic Parent Involvement Committee (NCPIC) Report
2. Special Education Advisory Committee (SEAC) Report
3. Catholic School Council Financial Report

D. OAPCE REPORT

E. STAFF REPORT

F. AGENDA ITEMS-DISCUSSION FOR FUTURE MEETINGS

G. NEXT MEETING

H. ADJOURNMENT

I. CLOSING PRAYER

Appendix C



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

**MINUTES OF THE
NAME OF SCHOOL CATHOLIC SCHOOL COUNCIL MEETING**

**DATE
Location**

Minutes of the Meeting of the **Name of School** Catholic School Council, held on **Date** at **Time**.

The meeting was called to order at **time** by Chair /Co-Chair **Name of Chair/Co-Chair**.

A. ROUTINE MATTERS

1. Opening Prayer

The opening prayer was led by _____

2. Roll Call

CATHOLIC SCHOOL COUNCIL MEMBERSHIP		Present	Excused	Absent
Principal/Vice-Principal Secretary/Treasurer				
Chair				
Co-Chair				
Teacher Representative				
Non-Teaching Representative				
Student Representative				
Parish Representative				
OAPCE Representative				
PARENT/GUARDIAN MEMBERS				

3. Approval of the Agenda

Moved by _____

Seconded by _____

THAT the **Name of School** Catholic School Council approve the Agenda of the **Name of School** Catholic School Council Meeting of **Date**.

CARRIED

4. Disclosure of Interest

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

(If conflict of Interest is declared please record)

5. Approval of Minutes of the **Name of School Catholic School Council Meeting of **Date****

Moved by _____

Seconded by _____

THAT **Name of School** Catholic School Council approve the Minutes of the **Name of School** Catholic School Council Meeting of **Date of Last Meeting** as presented.

CARRIED

B. PRESENTATIONS

C. PRINCIPAL'S REPORT

1. Niagara Catholic Parent Involvement Committee (NCPIC) Report
2. Special Education Advisory Committee (SEAC) Report
3. Catholic School Council Financial Statement

D. OAPCE REPORTS

E. STAFF REPORTS

F. AGENDA ITEMS-DISCUSSION FOR FUTURE MEETINGS

G. NEXT MEETING

H. ADJOURNMENT

Moved by

Seconded by

THAT the **Date** meeting of the **Name of School** Catholic School Council be adjourned.

CARRIED

This meeting was adjourned at _____

I. CLOSING PRAYER was led by _____

Insert School Letterhead

Annual Catholic School Council Report
School Year

CATHOLIC SCHOOL COUNCIL MEMBERSHIP	
Catholic School Council	Chair- Co-Chair(S)-
Principal/Vice-Principal Recording Secretary/ Treasurer	
Parent/Guardian Members	
Teaching Staff	
Non-Teaching Staff	
SEAC Representative	
OAPCE Representative	
Community Representative(s)	
Parish Representative	

MEETING DATES	EVENTS DISCUSSED

GOALS	ACHIEVEMENT OF GOALS

FINANCIAL REPORT				
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FUNDRAISING ACTIVITY	FUNDS RAISED FOR	REVENUE	EXPENSES	PROFIT
Example	Pasta Night	1000.00	350.00	650.00



**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE MEETING
MARCH 7, 2017**

PUBLIC SESSION

**TITLE: STAFF DEVELOPMENT DEPARTMENT PROFESSIONAL
DEVELOPMENT OPPORTUNITIES**

The Report on Staff Development Department:
Professional Development Opportunities is presented for information.

Prepared by: Frank Iannantuono, Superintendent of Education
Anthony Corapi, Coordinator of Staff Development

Presented by: Frank Iannantuono, Superintendent of Education

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

Date: March 7, 2017



REPORT TO THE COMMITTEE OF THE WHOLE MEETING MARCH 7, 2017

STAFF DEVELOPMENT DEPARTMENT PROFESSIONAL DEVELOPMENT OPPORTUNITIES

BACKGROUND INFORMATION

In alignment with the Board's Vision 2020 Strategic Plan and Annual System Priorities, the Department of Staff Development, as an integral aspect of its mandate, acts as the point of co-ordination among various departments. Thus ensuring that all professional development opportunities for staff, both teaching and non-teaching, occur in a seamless fashion so as to minimize disruptions to the myriad services provided within our Niagara Catholic community.

The following is a listing of activities occurring during the period March 7, 2017 through April 4, 2017.

Tuesday, March 7, 2017

Human Resource Certification Program (White Oaks Conference Centre)

- Senior Administration, Principals, Vice-Principals and Administrators will participate in a ½ day session called Health, Well-Being and High Performance presented by Dr. Greg Wells.
- Dr. Greg Wells' presentations are designed to educate, inspire and lead people towards better performance and health by getting them to sleep deeply, eat smarter, move more, think sharply and to perform better. Dr. Greg Wells is a renowned and highly respected scientist and physiologist who believes it is possible for anyone to have better health, energy and performance. After more than 20 years of experience working with elite and Olympic athletes and more than 10 years researching the significant benefits that improved exercise and nutrition has on those effected by chronic diseases, Dr. Wells offers unique understanding, insight and inspiration to be better.

Wednesday, March 8, 2017

Leadership Identification Program –Session #3 (Denis Morris Catholic High School)

LIP candidates will participate in an Emotional Intelligence Workshop. The session lead by Melanie Sodtka from Your Latitude is built to bring the participant's attention to their differing levels of self-awareness as they begin their leadership journey. The session is also built to review the different dimensions of Emotional Intelligence. The group will take a closer look a few specific dimensions where and be introduced to new tools to leverage during times of high-stress as well as the critical times to rally the staff, students and community around a common goal.

Thursday, March 9, 2017

Gap Closing in Literacy (Catholic Education Centre) – Session #2 of 4

- As part of the Ministry of Education's ongoing commitment to supporting literacy achievement, special funding has been allocated to support **Gap Closing in Literacy** in Grades 7-12. This initiative will aim to foster more precise and targeted reading instruction in applied level courses within specific subject areas (2017 Dates: February 15, March 9, April 18 and May 18).

- The work will focus on using assessment to better inform our decision making around next steps for reading instruction, and learning about how technology and specific ministry resources, such as, the *Adolescent Literacy Guide*, can help support student learning. The learning will be approached with an understanding that the literacy challenges students encounter will be different in each discipline and will need to be differentiated accordingly.

Thursday, March 23, 2017

Science Innovation Teacher Workshop (Saint Michael Catholic High School)

- Science North, an agency of the Government of Ontario, a registered charity and not-for-profit organization, is an educational resource for children and adults across the province. Science North is offering a free workshop for up to 14 teachers of Grades 9 and 10 Science.
- This workshop is a full day of hands-on learning, interactive experiments and engaging activities for teaching the Grade 9 Electricity and the Grade 10 Optics strands. This unique experience combines innovation with an inquiry-based learning approach that aligns with the Ontario Applied and Academic Science curriculum. The workshop will promote inquisition and critical thinking related to real life issues, as well as highlight the importance of Science, Engineering, Math and Technology.

Tuesday, Wednesday & Thursday, March 28 – 30, 2017

Knowledge Mobilization – Early Development Instrument (EDI) (Catholic Education Centre)

- Niagara Catholic District School Board participated in the 2015 administration of the Early Development Instrument (EDI) for all Kindergarten (Year 2) students. A province-wide EDI data collection occurred during the 2014-2015 school year. In cooperation with the Offord Centre for Child Studies, EDI is now under the Ministry of Education.
- The EDI is a population measure of children’s developmental health and well-being at school entry. The EDI measures early childhood development in five areas or domains: Physical Health and Well-Being; Social Competence; Emotional Maturity; Language and Cognitive Development; and Communication Skills and General Knowledge.
- Amy Romagnoli, the Data Analysis Coordinator at the Niagara Region has been working closely with Niagara Catholic to interpret the data from the EDI, including measures of ‘vulnerability’ in each domain.

The Report on Staff Development:
Professional Development Opportunities is presented for information.

Prepared by: Frank Iannantuono, Superintendent of Education
Anthony Corapi, Coordinator of Staff Development

Presented by: Frank Iannantuono, Superintendent of Education

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

Date: March 7, 2017

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE MEETING
MARCH 7, 2017**

PUBLIC SESSION

TITLE: CAPITAL PROJECTS PROGRESS REPORT UPDATE

The Capital Projects Progress Report Update is presented for information.

Prepared by: Scott Whitwell, Controller of Facilities Services
Presented by: Scott Whitwell, Controller of Facilities Services
Approved by: John Crocco, Director of Education/Secretary-Treasurer
Date: March 7, 2017



**REPORT TO THE COMMITTEE OF THE WHOLE MEETING
MARCH 7, 2017
CAPITAL PROJECTS PROGRESS REPORT UPDATE**

BACKGROUND INFORMATION

Individual progress reports for capital projects are presented as follows:

In Progress

NEW BUILD

Appendix A

St. Martin Catholic Elementary School

ADDITIONS

Appendix B

Our Lady of Fatima (G) Catholic Elementary School

The Capital Projects Progress Report Update is presented for information.

Prepared by: Scott Whitwell, Controller of Facilities Services

Presented by: Scott Whitwell, Controller of Facilities Services

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

Date: March 7, 2017



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
CAPITAL PROJECT PROGRESS REPORT
MARCH 7, 2017**

APPENDIX A

ST. MARTIN CATHOLIC ELEMENTARY SCHOOL

Scope of Project:

Design and construction of a replacement school and child care centre on a new site.

Current Status: Storm sewer work is complete. Water service installation is complete. The electrical primary/secondary ductbanks have been installed. Roofing is nearing completion. Parking lot curbing and asphalt base coat is complete. Masonry veneer is nearing completion. Window installation is underway.

Project Information:

New Area to be Constructed	44,067	sq. ft.
Existing Area to be Renovated		sq. ft.
Total New Facility Area	44,067	sq. ft.
Total Site Area	6	acres
Pupil Places Added	115	students
New Facility Capacity	454	students



Project Funding:

Capital Priorities	9,910,289
	<u>\$9,910,289</u>

Project Costs:

	Budget	Paid
Construction Contract	7,734,824	4,794,536
Fees & Disbursements	937,360	972,002
Furniture & Equipment	260,917	0
Other Project Costs	977,188	161,857
	<u>\$9,910,289</u>	<u>\$5,928,395</u>

Project Timelines:

	Scheduled Completion	Actual Completion
Funding Approval	July 7, 2011	July 7, 2011
Ministry Approval (space)	December 2011	February 14, 2012
Architect Selection	January 30, 2012	March 22, 2012
Design Development	March 2012	October 2013
Contract Documents	January 2014	Feb 2014
Tender & Approvals (re-design)	Summer/Fall 2015	October 2015
Ministry Approval (cost - revised)	Summer/Fall 2015	November 2015
Ground Breaking Date	December 2015	December 9, 2015
Construction Start	December 2015	
Occupancy	Spring 2017	
Official Opening & Blessing	TBD	

Project Team:

Architect	MMMC Inc. Architects
General Contractor	Brouwer Construction
Project Manager	Anthony Ferrara
Superintendent	Yolanda Baldasaro
Principal	Chris Zanuttini



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
CAPITAL PROJECT PROGRESS REPORT
MARCH 7, 2017**

APPENDIX B

OUR LADY OF FATIMA (G) CATHOLIC ELEMENTARY SCHOOL

Scope of Project: Design and construction of a 6 classroom/3 child care room addition.

Current Status: Tender has been issued.

Project Information:

New Area to be Constructed		sq. ft.
Pupil Places Added	138	students
New Facility Capacity	541	students



Project Funding:

Capital Priorities	2,860,000
Child Care	1,530,000
	<hr/>
	\$4,390,000

Project Costs:

	Budget	Paid
Construction Contract	0	0
Fees & Disbursements	0	201,865
Furniture & Equipment	0	0
Other Project Costs	0	2,632
	<hr/>	<hr/>
	\$4,390,000	\$204,497

Project Timelines:

	<u>Scheduled Completion</u>	<u>Actual Completion</u>
Funding Approval	November 9, 2015	November 9, 2015
Ministry Approval (space)		
Architect Selection	April 18, 2016	June 30, 2016
Design Development	August 2016	December 2016
Contract Documents	January 2017	February 2017
Tender & Approvals	February 2017	
Ministry Approval (cost)	March 2017	
Ground Breaking Date	March 2017	
Construction Start	March 2017	
Occupancy	December 2017	
Official Opening & Blessing	January 2018	

Project Team:

Architect	Svedas Architects Inc.
General Contractor	
Project Manager	Tunde Labbancz
Superintendent	Yolanda Baldasaro
Principal	Brian Palujanskas

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE MEETING
MARCH 7, 2017**

PUBLIC SESSION

**TITLE: NIAGARA CATHOLIC ALTERNATIVE LEARNING
PROGRAMS**

The Niagara Catholic Alternative Learning Programs report is presented for information.

Prepared by: Mark Lefebvre, Superintendent of Education
Marco Magazzeni, Administrator - Alternative Learning and Community Partnerships

Presented by: Mark Lefebvre, Superintendent of Education
Marco Magazzeni, Administrator - Alternative Learning and Community Partnerships

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

Date: March 7, 2017



REPORT TO THE COMMITTEE OF THE WHOLE MARCH 7, 2017

NIAGARA CATHOLIC ALTERNATIVE LEARNING PROGRAMS

BACKGROUND INFORMATION

The Niagara Catholic District School Board understands that all students learn differently and that some students require a different environment in order to achieve personal and academic goals.

Pope Francis Centre

The Pope Francis Centre provides our students with an alternative - school connected place to learn with individually designed programs, experiences and support. The Pope Francis Centre motto is “A Place Where all are Welcome”. The Centre works in conjunction with several other Niagara Catholic alternative programs designed to support all students, wherever their educational journey takes them, in a non-traditional school setting.

Niagara Catholic LINK

Niagara Catholic LINK is a program designed for students who are not currently attending secondary school or who are at risk of leaving school before graduation. Niagara Catholic LINK allows students to work towards earning secondary school courses while at the same time earning one Niagara College Dual Credit. (A Dual Credit counts both as a secondary school credit AND a College general elective credit).

Supervised Alternative Learning Plan

A Supervised Alternative Learning Plan (SALP) is used to encourage students who are at risk of not graduating to continue their education in an alternative manner. Students who are not attending school regularly are encouraged to apply to a SALP along with parental/guardian support. The goal of the SALP is to re-engage students to work towards their secondary school diploma and graduate with their peers.

Saint Kateri Located in the Former Village of St. John’s

The Niagara Catholic District School Board and Niagara Regional Native Centre have formed a partnership in providing secondary school students as well as adult learners of the indigenous community an opportunity to complete their OSSD in an alternative learning setting. Together in partnership with Niagara Peninsula Conservation Authority we are able to provide this learning environment at Saint Kateri located in the former Village of St. John’s.

Community Outreach Teacher

The Niagara Catholic District School Board supported a Community Outreach Teacher in the Fall of 2016. Together with the assistance of the Board Attendance Councilor, several students have been provided various options in order to complete the Ontario Secondary School Diploma (OSSD). Both the teacher and counselor reach out to community partners and agencies and find students of all needs and all points of their life who need assistance.

Young Parent Support Program

A Young Parent Support Program has been established to provide a safe nurturing environment for young parent(s) who may be experiencing challenges with completing school credits within a traditional school setting. With the added responsibility of caring for their child, the Parent Support Program provides an environment conducive to learning and caring for their child all within the same setting.

Parent Support Program

The Parent Support Program is for young mothers and fathers or mothers-to-be (up to 21 years of age) working to earn high school credits in an alternative learning environment and have the opportunity to bring their child to school. Parents are provided with opportunity to complete the requirements for an Ontario Secondary School Diploma and their home school's Catholic School Graduation Diploma.

Children Youth in Care

The Children Youth in Care (CYIC) Program at Niagara Catholic District School Board provides additional support to Crown Ward students in Secondary Schools. A designated teacher is assigned and provides academic support to students and assists them in navigating school resources as well as transitioning to post-secondary opportunities. The CYIC Teacher meets students in their school or off site.

Alternative Learning Program - Current Staffing:

Administrator of Alternative Programs and Community Partnerships	Marco Magazzeni
Pope Francis Centre, Welland	
Secondary Teacher	Ryan Dudley
Secondary Child and Youth Worker	Virginia Natale
Elementary Teacher	James Watson
Elementary Child and Youth Worker	Krista Belcamino
Niagara Link Program Niagara College Welland (Secondary)	
Educational Assistant	Chris McLean (.5) Tammy Morrone (.5) Dina Sheridan
Supervised Alternative Learning (SAL)	
Stay in School Coordinator	Bridgette Ridley
Niagara Regional Native Centre (NRNC)	
Saint Kateri (Soaring Eagles) – Secondary Resource Worker (NRNC)	Kelsey Dick Sherry Emmerson
Community Outreach Program (Secondary Success)	
Attendance Counselor	Paul DiFrancesco Brenda Allington
Children Youth in Care (.5 Secondary)	TBD - currently unfilled

A visual component of this report will be presented at the March Committee of the Whole meeting.

The Niagara Catholic Alternative Learning Programs report is presented for information.

Prepared by: Mark Lefebvre, Superintendent of Education
Marco Magazzeni, Administrator – Alternative Learning and Community Partnerships

Presented by: Mark Lefebvre, Superintendent of Education
Marco Magazzeni, Administrator - Alternative Learning and Community Partnerships

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

Date: March 7, 2017

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE MEETING
MARCH 7, 2017**

PUBLIC SESSION

**TITLE: COMMITTEE OF THE WHOLE SYSTEM PRIORITIES AND
BUDGET 2016-2017 AND 2017-2018 UPDATE**

The Committee of the Whole System Priorities and Budget 2016-2017 and 2017-2018
update report is presented for information.

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

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

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

Date: March 7, 2017



REPORT TO THE COMMITTEE OF THE WHOLE MARCH 7, 2017

COMMITTEE OF THE WHOLE SYSTEM PRIORITIES AND BUDGET 2016-2017 AND 2017-2018 UPDATE

BACKGROUND INFORMATION

At each month's Committee of the Whole meeting, the Director of Education and members of Senior Administrative Council will provide a verbal update on the implementation of the annual Board approved System Priorities and Budget 2016-2017 and the Design of the System Priorities and Budget 2017-2018.

This monthly report information, will be provided through a visual presentation.

This monthly report will provide an opportunity for dialogue with the Committee of the Whole on the status of the implementation of the annual System Priorities and Budget and the Design of the System Priorities and Budget 2017-2018.

The Committee of the Whole System Priorities and Budget 2016-2017 and 2017-2018 update report is presented for information.

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

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

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

Date: March 7, 2017

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE MEETING
MARCH 7, 2017**

PUBLIC SESSION

TITLE: ADMINISTRATIVE POOL ASSIGNMENTS 2017-2019

The Report on the Administrative Pool Assignments 2017-2019 is presented for information.

Prepared by: Frank Iannantuono, Superintendent of Education/Human Resources
Presented by: Frank Iannantuono, Superintendent of Education/Human Resources
Approved by: John Crocco, Director of Education/Secretary-Treasurer
Date: March 7, 2017



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

REPORT TO THE BOARD MARCH 7, 2017

ADMINISTRATIVE POOL ASSIGNMENTS 2017-2019

BACKGROUND INFORMATION

The Interview Process entailed the following process:

Administrative Pools

1. Skills Assessment: (for applicants to the Vice-Principal Pools)
 - a. Presentation
 - b. In-Basket Scenarios
 - c. Program Implementation
 - d. Leaderless Group Activity
2. Interview
3. Track Record
 - a. Qualifications
 - b. Leadership Experiences
 - c. Professional Growth
 - d. Principal Recommendation
 - e. Years of Experience
4. Senior Administrative Council Recommendation
5. The Interview Panels for Elementary and Secondary Principal and Vice-Principal consisted of the following:
 - Chair of the Committee: Superintendent of Human Resources
 - Maximum of two Supervisory Officers
 - Two Principals
 - One Vice-Principal

The following chart outlines the dates of the Selection Process.

Administrative Pool	Skills Assessment	Date of Interview
Secondary Vice-Principal	April 3-April 7	April 3-April 7
Secondary Principal	n/a	April 3-April 7
Elementary Vice-Principal	April 3-April 7	April 3-April 7
Elementary Principal	n/a	April 3-April 7

Following the interview process, the results of selection process will be reviewed by the Director of Education and Senior Administrative Council.

The successful applicants will be assigned to the respective Administrative Pools for a period of two years commencing September 1, 2017 until June 30, 2019.

For the information of Trustees, the names of the successful applicants will be announced at the In-Camera Board meeting of April 2017.

The Report on the Administrative Pool Assignments 2017-2019
is presented for information.

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

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

Approved By: John Crocco, Director of Education

Date: March 7, 2017

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
MARCH 7, 2017**

PUBLIC SESSION

**TOPIC: TRUSTEE INFORMATION
SPOTLIGHT ON NIAGARA CATHOLIC – FEBRUARY 28, 2017**



February 28, 2017

St. Charles Catholic Elementary School in the Spotlight at Board Meeting



Each month during the Board meeting, one Niagara Catholic school is invited to share the wonderful things that make their school the indispensable choice in their community for parents to choose for their child's education. In February, St. Charles Catholic Elementary School was in the spotlight.

Niagara Catholic's only primary school, St. Charles Catholic Elementary School in Thorold has a current enrolment of 285 students in Kindergarten through Grade 3. Principal Susy Walsh, who took over as administrator at the school in September, spoke about the feeling of community at St. Charles Catholic Elementary School, the tradition of excellence in Catholic education, and its close connection with Our Lady of the Holy Rosary Parish. Ms. Walsh was joined by students from her school, and from Monsignor Clancy Catholic Elementary School, where graduates from St. Charles attend from Grades 4 through 8, before moving on to Denis Morris Catholic High School to complete their Catholic education.

Their presentation, anchored by Grade 3 student Sophia Mullins, was presented as their morning "newscast," the Penguin Pit Stop. Student Reece Matier gave students an

overview of the history of the Pit Stop, and classmate Nikki Patterson spoke about the projects students and staff participate in to assist people in the developing world.

Carter Hall talked about the way students are encouraged to monitor their feelings and behaviour through the Zones of Regulation Program. Cameron Mullins, a graduate of St. Charles, spoke about the close connection between St. Charles and Monsignor Clancy Catholic Elementary School. Wrapping up the presentation were Sophie Timmins, who spoke about participating in the Roots of Empathy Program, and Kindergarten student Mikayla Stonham-Toneri, who talked about her experience being Principal of the Day.

Modified Pupil Accommodation Review for St. Charles and Monsignor Clancy Catholic Elementary Schools

Niagara Catholic, like other school boards across Ontario, continue to experience declining enrolment. The need to effectively balance costs with pupil spaces is critically important, in order to ensure that we continue to maintain our high academic standards and the ability to nurture the spiritual well-being of our students.

In 2012, the Board made the decision to consolidate St. Thomas More Catholic Elementary School with Our Lady of Mount Carmel Catholic Elementary School. Two years later, Niagara Catholic closed Michael J. Brennan Catholic Elementary School and relocated students to St. James Catholic Elementary School.

Niagara Catholic is currently reviewing St. Charles Catholic Elementary School and Monsignor Clancy Catholic Elementary School for potential consolidation. As part of this open and transparent process, a Modified Accommodation Review is being commenced, which will allow families in the St. Charles and Monsignor Clancy school communities to provide their valuable input to the Board. A public meeting will take place on April 20 at Monsignor Clancy Catholic Elementary School, beginning at 7 p.m.

Details about the Modified Accommodation Review can be found through the main page of this website.

Policies Approved

Niagara Catholic regularly reviews its policies, to ensure that they continue to meet the needs of our System and comply with provincial requirements.

Niagara Catholic recently asked for community input for three policies, as part of our open and transparent vetting process. During the February 28 Board Meeting, Trustees endorsed a recommendation from Committee of the Whole to approve the following revised policies: ***Assessment, Evaluation, Reporting and Homework Policy (301.10)***, ***Student Suspension – Safe Schools Policy (302.6.4)***, and ***Student Expulsion Policy (302.6.5)***.

Niagara Catholic currently has five policies being vetted: ***Trustee Honorarium Policy (100.11)***, which closes March 9, 2017, and four which are being vetted through April 19, 2017: ***Monthly Financial Reports Policy (600.3)***, ***Employee Workplace Harassment Policy (201.7)***, ***Employee Workplace Violence Policy (201.11)*** and ***Occupational Health and Safety Policy (201.6)***.

The policies are available for review on the Board website by clicking [here](#).

Niagara Catholic Summer Camp 2017

Niagara Catholic's 2017 Summer Camp program is an integrated program that consists of a summer learning program for students with literacy and numeracy needs, and a general summer camp for students.

The camp will operate at six Niagara Catholic locations:

- Our Lady of Victory Catholic Elementary School (Fort Erie)
- Blessed Trinity Catholic Secondary School (Grimsby)
- Saint Michael Catholic High School (Niagara Falls)
- Lakeshore Catholic High School (Port Colborne)
- Holy Cross Catholic Secondary School (St. Catharines)
- Notre Dame College School (Welland)

The Summer Learning component will be available to students who are recommended by their principal. This is funded by the Ministry of Education. The registration deadline is March 10, 2017. The general summer camp will be open to the community. Registration for this will open on March 27 and will be available through this website.

Board Approves 2017-2018 School Year Calendar

Niagara Catholic trustees have approved Niagara Catholic's proposed 2017-2018 School Year Calendar. It will now be sent to the Ministry of Education for final approval.

Highlights of the draft 2017-2018 School Year Calendar include:

First day of School:

September 5, 2017

Christmas Break:

Monday, December 25, 2017 to Friday, January 8, 2018

March Break:

March 12-16, 2018

Good Friday and Easter Monday:

Friday, March 30 and Monday, April 2, 2018

Elementary Professional Activity Days:

October 6 and November 17, 2017; January 19, February 16, May 18, June 8 and June 29 2018.

Secondary Professional Activity Days:

October 6 and November 17, 2017

February 2, February 16, May 18, June 28 and June 29, 2018.

Secondary school examinations:

First semester: January 26-February 1, 2018

Second semester: June 21-June 27, 2018

Once approved, a draft version of Niagara Catholic's 2017-2018 School Year Calendar will be posted on this website, updated with the final version, once it is approved by the Ministry of Education.

Stay up to date with our 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](#). Don't forget our monthly Director's Video is also available on the main page of this website.

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
COMMITTEE OF THE WHOLE
MARCH 7, 2017**

PUBLIC SESSION

**TOPIC: TRUSTEE INFORMATION
CALENDAR OF EVENTS MARCH 2017**

MARCH 2017



Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 Ash Wednesday	2 Culinary Arts Tech Challenge Niagara College	3	4
5	6	7 SAL Meeting CW Meeting	8 Tech Skills Challenge Scotiabank Centre SEAC Meeting	9	10	11
12	13	14	15	16	17	18
Have a safe and enjoyable March Break!						
19	20	21	22	23 NCPIC Meeting	24	25
26	27	28 Policy Meeting Board Meeting				