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

AGENDA AND MATERIAL

COMMITTEE OF THE WHOLE MEETING

TUESDAY, JUNE 13, 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 Nieuwesteeg	-
2.	Roll Call	-
3.	Approval of the Agenda	-
4.	Declaration of Conflict of Interest	-
5.	Approval of Minutes of the Committee of the Whole Meeting of May 9, 2017	A5
6.	Consent Agenda Items	-
6.1	Unapproved Minutes of the Policy Committee Meeting of May 23, 2017	A6.1
6.2	Approval of Educational Field Trip Policy (400.2)	A6.2
6.3	Approval of Privacy Policy (NEW)	A6.3
6.4	Extended Overnight Field Trip, Excursion and Exchange Committee	A6.4
6.5	The Provisions of Special Education Programs and Services – Special Education Plan	A6.5
6.6	Larkin Estate Admission Awards 2017-2018	A6.6
6.7	Research Collaborations in the Niagara Catholic District School Board 2016-2017	A6.7
6.8	Staff Development Department Professional Development Opportunities	A6.8
6.9	Capital Projects Update	A6.9
6.10	In Camera Items F1 and F4	-

B. PRESENTATIONS

1.	Student Trustees and Co-Chairs – Student Senate 2017-2018 Introductions	-
2.	Student Trustees and Co-Chairs – Student Senate 2016-2017 Appreciation	-
3.	National & Provincial Medalists 2017	B3

C. COMMITTEE AND STAFF REPORTS

1.	Committee of the Whole System Priorities and Budget 2016-2017 Update	C1
2.	Niagara Catholic District School Board Level Graduation Rates for the 2011-2012 Grade 9 Cohort	C2

3.	Annual Board Budget 2017-2018	C3
4.	Final Staff Report for the Monsignor Clancy Catholic Elementary School and St. Charles Catholic Elementary School Modified Pupil Accommodation Review	C4
5.	Capital Priorities Submission 2017	C5
6.	Award of Custodial Supplies and Service Tender	C6
7.	Tender Approval for Notre Dame College School – New Weight Room, Renovated Change Rooms and Storage Areas	C7
8.	Monthly Updates	
	8.1 Student Senate Update	-
	8.2 Senior Staff Good News Update	-

D. INFORMATION

1.	Trustee Information	
	1.1 Spotlight on Niagara Catholic – May 23, 2017	D1.1
	1.2 Calendar of Events – June 2017	D1.2
	1.3 OCSTA Information – May 26, 2017, June 2 & 9, 2017	D1.3
	1.4 Niagara Catholic District School Board Summer Camp 2017	D1.4
	1.5 Bill 68 Modernizing Ontario's Municipal Legislation Act	D1.5
	1.6 Trustee Survey re: OCSTA/Ontario Catholic University Certificate Course	D1.6

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
JUNE 13, 2017

PUBLIC SESSION

TOPIC: **MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF MAY 9, 2017**

RECOMMENDATION

THAT the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting of May 9, 2017, as presented.

NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

MINUTES OF THE
COMMITTEE OF THE WHOLE MEETING

TUESDAY, MAY 9, 2017

Minutes of the Meeting of the Committee of the Whole of the Niagara Catholic District School Board, held on Tuesday, May, 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 Vice-Chair Burtnik.

A. ROUTINE MATTERS

1. ***Opening Prayer***

Opening Prayer was led by Trustee Vernal

2. ***Roll Call***

Vice-Chair Burtnik noted that Chair MacNeil was excused, Trustee Nieuwesteeg will be late and Trustee Charbonneau was present electronically.

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 Fera

THAT the Committee of the Whole approve the Agenda of the Committee of the Whole Meeting of May 9, 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 April 4, 2017***

Moved by Trustee Vernal

THAT the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting of April 4, 2017, as presented.

CARRIED

6. ***Consent Agenda Items***

6.1 ***Unapproved Minutes of the Policy Committee Meeting of April 25, 2017***

THAT the Committee of the Whole receive the Unapproved Minutes of the Policy Committee Meeting of April 25, 2017, as presented.

6.2 ***Monthly Financial Reports Policy (600.3)***

THAT the Policy Committee recommend to the Committee of the Whole approval of the Monthly Financial Reports Policy (600.3), as presented.

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

THAT the Policy Committee recommend to the Committee of the Whole approval of the Employee Workplace Harassment Policy (201.7), as presented.

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

THAT the Policy Committee recommend to the Committee of the Whole approval of the Employee Workplace Violence Policy (201.11), as presented.

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

THAT the Policy Committee recommend to the Committee of the Whole approval of the Occupational Health & Safety Policy (201.6), as presented.

6.6 ***Staff Development Department Professional Development Opportunities***

Presented for information.

6.7 Capital Projects Update

Presented for information.

6.8 *In Camera Items F1 and F3*

Moved by Trustee Sicoli
THAT the Committee of the Whole adopt consent agenda items.
CARRIED

B. PRESENTATIONS

Nil

C. COMMITTEE AND STAFF REPORTS

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

Director Crocco along with Senior Administrative Council presented the monthly System Priorities and Budget 2016-2017 Update.

Director Crocco and Senior Administrative Council answered questions of Trustees.

Trustee Nieuwesteeg entered the meeting at this time.

2. *Executive Summary of the Grants for Student Needs 2017-2018*

Giancarlo Vetrone, Superintendent of Business & Financial Services presented the Grants for Student Needs 2017-2018 report for Trustee information.

Superintendent Vetrone answered questions of Trustees.

3. *Niagara Catholic System Priorities 2017-2018*

Director Crocco along with Senior Administrative Council presented the System Priorities 2017-2018 report.

Director Crocco, Senior Administrative Council and Trustees engaged in dialogue throughout the presentation.

Suggestions and recommendations by Trustees were incorporated into the Niagara Catholic System Priorities 2017-2018.

Moved by Trustee Fera
THAT the Committee of the Whole recommends to the Niagara Catholic District School Board the approval of the Niagara Catholic System Priorities 2017-2018, as discussed.
CARRIED

4. *Interim Final Staff Report for the Monsignor Clancy Catholic Elementary School and St. Charles Catholic Elementary School Modified Pupil Accommodation Review*

Ted Farrell, Superintendent of Education along with Kathy Levinski, Administrator of Facilities Services presented the Interim Final Staff Report for the Monsignor Clancy Catholic Elementary School and St. Charles Catholic Elementary School Modified Pupil Accommodation Review for information.
Superintendent Farrell answered questions of Trustees.

5. *Monthly Updates*

5.1 *Student Trustees' Update*

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

5.2 *Senior Staff Good News Update*

Senior Staff highlights included:

Superintendent Farrell

- St. Alfred Eagles and St. Ann Stallions competed in the VEX Robotics event and won gold medals in their respective categories. The Eagles topped the category for students in Grades 4-6, while the Stallions won gold for Grade 7 and 8 competitors.

- St. Alexander Catholic Elementary School "Nurdles" came first at the Regional Lego Robotics Competition in St. Catharines and received the Champion's Award at the Ontario Innovation competition in Toronto. They are nominated to present at the Global Innovation Award in Washington DC. Their Bee Hydration Station invention is currently being pursued for a patent by a local company.

Superintendent Lefebvre

- On May 1 & 2, 2017, students who placed gold at the Niagara Catholic District School Board's Technological Skills Competition competed at the Ontario Technological Skills Competition at the Toronto Congress Centre. Our students did exceptionally well. Congratulations to Hunter Spicer from Saint Paul Catholic High School and Nicholas Ierfino from Saint Michael Catholic High School, who will compete at the Skills Canada National Competition which will take place at the RBC Convention Centre in Winnipeg, from May 31 to June 3, 2017.

Superintendent Baldasaro

- Malcolm VanDenHurk and Noah Ferguson, two Grade 10 students from Blessed Trinity Catholic Secondary School, scored in the top 15% Canada wide in this year's Michael Smith Science Challenge, a contest sponsored by the University of British Columbia as part of the university's Physics and Astronomy Outreach. This national competition is named after Nobel Prize Canadian scientist Michael Smith, emphasizes logical and creative thinking, and covers material in the science curriculum common to all Canadian provinces.

- Chris Zhao, another Blessed Trinity Catholic Secondary School student, scored 45th out of 1957 participants who wrote world-wide the University of Waterloo Sir Isaac Newton Grade 12 Physics contest, scoring in the 97.7th percentile.

Director Crocco

- Five Niagara Catholic District School Board Alumni were recognized with a Distinguished Alumni Award on May 5, 2017. This year's five award recipients were athlete Bruno Agostinelli, which was presented posthumously, author Christine Dernederlanden, scientist Philip Eles, author and filmmaker Laura Rietveld, and military commander John Zorz. The luncheon was presented by Chef Begin and the culinary students of Notre Dame College School. The Notre Dame College Jazz Band performed during the annual event.

D. INFORMATION

1. *Trustee Information*

1.1 *Spotlight on Niagara Catholic – April 25, 2017*

Director Crocco highlighted the Spotlight on Niagara Catholic – April 25, 2017 issue for Trustees information.

1.2 *Calendar of Events – May 2017*

Director Crocco presented the May 2017 Calendar of Events for Trustees information and noted the following events;

May 18, 2017 – Annual Graduation Celebration at the Gale Centre, Niagara Falls at 10:00 a.m.

May 18, 2017 – Partners in Catholic Education at the Americana Conference Resort, Niagara Falls at 5:30 p.m.

May 25, 2017 – Catholic Education Congress – Festival of Faith at Saint Michael Catholic High School at 4:00 p.m. and if any Trustees are interested in playing soccer to let Anna Pisano know.

May 29, 2017 – Special Board Meeting at Monsignor Clancy Catholic Elementary School at 7:00 p.m.

1.3 *OCSTA Information – April 21 & 28, 2017*

Director Crocco highlighted the April 21 & 28, 2017 information provided by OCSTA from Enterprise Canada.

1.4 *Renewing the Promise Symposium*

Director Crocco reminded Trustees of the memo sent to all Trustees, all staff and all partners inviting participation, consultation and engagement in the Renewing the Promise Symposium. Director Crocco noted the May 19, 2017 deadline to provide comments.

Director Crocco provided an update on the media coverage of Carousel Players and the decision to cancel the four remaining performances as the content of the play was not age appropriate for a predominantly primary student audience and went beyond the description of the play.

Moved by Trustee O'Leary
THAT the Niagara Catholic District School Board extend the meeting.
CARRIED

E. OTHER BUSINESS

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

1.1 Director Crocco announced that with the Special Board meeting on May 29, 2017 for the consolidation of Monsignor Clancy Catholic Elementary School and St. Charles Catholic Elementary School a final decision will be brought forward at the June Board meeting for the consideration of the Board.

1.2 Director Crocco informed the Board of the continued design of the Balanced Budget for 2017-2018 for presentation at the May Board meeting.

1.3 Director Crocco reminded Trustees of the 3:30 p.m. start time for the May 23, 2017 Policy meeting, the Design of Budget 2017-2018 at 4:30 p.m., dinner at 6:00 and Board Meeting at 7:00 p.m.

F. BUSINESS IN CAMERA

Moved by Trustee O'Leary
THAT the Committee of the Whole move into the In Camera Session.
CARRIED

The Committee of the Whole moved into the In Camera Session of the Committee of the Whole Meeting at 9:42 p.m. and reconvened at 9:46 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 May 9, 2017.
CARRIED

SECTION A: STUDENT TRUSTEES INCLUDED

Moved by Trustee Sicoli
THAT the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting - In Camera Session (Section A: Student Trustees Included) held on April 4, 2017, as presented.
CARRIED (Item F1)

SECTION B: STUDENT TRUSTEES EXCLUDED

Moved by Trustee Sicoli
THAT the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting - In Camera Session (Section B: Student Trustees Excluded) held on April 4, 2017, as presented.
CARRIED (Item F3)

Moved by Trustee Fera
THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the recommendation as outlined in Item F6 of the In Camera Agenda.
CARRIED (Item F6)

H. ADJOURNMENT

Moved by Trustee Vernal
THAT the May 9, 2017 Committee of the Whole Meeting be adjourned.
CARRIED

This meeting was adjourned at 9:46 p.m.

Minutes of the Committee of the Whole Meeting of the Niagara Catholic District School Board held on **May 9, 2017.**

Approved on **June 13, 2017**.

_____	_____
Kathy Burtnik	John Crocco
Vice-Chair of the Board	Director of Education/Secretary -Treasurer

TO: **NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**
COMMITTEE OF THE WHOLE
JUNE 13 2017

PUBLIC SESSION

TOPIC: **UNAPPROVED MINUTES OF THE POLICY COMMITTEE MEETING OF MAY 23, 2017**

RECOMMENDATION

THAT the Committee of the Whole receive the Unapproved Minutes of the Policy Committee Meeting of May 23, 2017, as presented.

NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

MINUTES OF THE
POLICY COMMITTEE MEETING

TUESDAY, MAY 23, 2017

Minutes of the Policy Committee Meeting held on Tuesday, May 23, 2017 at 3:30 p.m. in the Holy Cross Community Room, at the Catholic Education Centre, 427 Rice Road, Welland.

The meeting was called to order at 3:30 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	✓			

Staff:

John Crocco, Director of Education
Mark Lefebvre, Superintendent of Education

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

3. ***Approval of Agenda***

Moved by Trustee Sicoli
THAT the April 25, 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 April 25, 2017***

Moved by Trustee Vernal

THAT the Policy Committee approve the minutes of the Policy Committee Meeting of April 25, 2017, as presented.

APPROVED

6. ***Policies***

ACTION REQUIRED

POLICIES - FOR RECOMMENDATION TO JUNE 13, 2017 COMMITTEE OF THE WHOLE MEETING

6.1 ***Educational Field Trip Policy (400.2)***

Mark Lefebvre, Superintendent of Education, presented feedback received from the vetting process and highlighted amendments to the Educational Field Trip Policy (400.2) following the vetting process.

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

POLICY STATEMENT

- No amendment

ADMINISTRATIVE PROCEDURES

- Add "*Where a vehicle is rented it must be rented by a licensed vehicle rental agency"*
- Delete bullet 4 of page 6
- Page 9, bullet 9 move definitions to corresponding bullet
- Page 10, bullet 11, sub-bullet 3 remove "*be"*

Moved by Trustee Burtnik

THAT the Policy Committee recommend to the June 13, 2017 Committee of the Whole Meeting to approve the revisions to the Educational Field Trip Policy (400.2), as amended.

APPROVED

6.2 ***Privacy Policy (NEW)***

John Crocco, Director of Education/Secretary-Treasurer, presented feedback received from the vetting process and highlighted amendments to the Privacy Policy 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 June 13, 2017 Committee of the Whole Meeting to approve the revisions to the Privacy Policy, as presented.

APPROVED

POLICIES – DEFERRED FROM APRIL POLICY COMMITTEE

6.3 ***Trustee Code of Conduct Policy (100.12)***

Director Crocco presented the Trustee Code of Conduct Policy (100.12).

Following a discussion and recommended edits, the Policy Committee requested that the Trustee Code of Conduct Policy be brought back to the September 26, 2017 Policy Committee with the agreed upon amendments and an opportunity for further discussion.

INFORMATION

6.4 ***Policies Currently Being Vetted to September 14, 2017***

- Complaint Resolution Policy (800.3)
- Education-Based Research Policy (800.5)
- Student Fees Policy (301.11)

6.5 ***Policy and Guideline Review 2016-2017 Schedule***

Director Crocco presented the Policy and Guideline Review 2016-2017 Schedule.

7. ***Date of Next Meeting***

September 26, 2017 – Start time to be determined and posted on the Board website and agenda cover.

8. ***Adjournment***

The meeting adjourned at 4:35 p.m.

TO: **NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**
COMMITTEE OF THE WHOLE MEETING
JUNE 13, 2017

PUBLIC SESSION

TOPIC: **EDUCATIONAL FIELD TRIP POLICY (400.2)**

RECOMMENDATION

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Educational Field Trip Policy (400.2), as presented.

Prepared by:	Mark Lefebvre, Superintendent of Education
Presented by:	Policy Committee
Recommended by:	Policy Committee
Date:	June 13, 2017

Niagara Catholic District School Board

EDUCATIONAL FIELD TRIPS POLICY

STATEMENT OF POLICY

400 – Educational Programs **Policy No 400.2**

Adopted Date: May 26, 1998 Latest Reviewed/Revised Date: April 28, 2015

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the Board recognizes the educational value for students and staff to participate in educationally based field trip experiences. The Board encourages educational field trips as part of an enriching Catholic educational program for all students, and supports the participation of students and staff in educational activities and programs off school premises.

All Niagara Catholic educational field trips must have a direct and enhancing relationship with the curriculum of the classroom. This includes local, regional and provincial field trips, as well as those of an extended nature to other parts of Canada and to other parts of the world.

The Niagara Catholic District School Board will make every effort to ensure that all students have every opportunity to access all field trips. The dignity of every student and parent/guardian will be honoured in the collection of fees. The Board recognizes that most educational field trips bear a cost for participation. If there is a direct cost to the student, participation is strictly voluntary and arrangements will be made for the education of those students not participating.

It is expected that all educational field trips involve preparatory, follow-up and assessment activities. ~~Where~~ When an Education Field/Excursion Trip occurs on a Sunday or Holy Day of Obligation, the Principal is to ensure that an appropriate liturgy, including Eucharist, is conducted for all students, staff and supervisors.

Individuals who are employed by the Niagara Catholic District School Board and appointed by the Principal as a chaperone to meet the supervision requirements of the Board can participate and accompany students on Board approved educational field trips.

Individuals, who are not employed by the Niagara Catholic District School Board, and are requested by the Principal to serve as a chaperone/volunteer to meet the supervision requirements of the Board, will require prior to being appointed as a chaperone/volunteer, an acceptable Vulnerable Sector Background Check from the Niagara Regional Police Services or another police service, approval from the Family of Schools' Superintendent of Education and the school Principal.

Only registered students, appointed employees and approved chaperones/volunteers of the Niagara Catholic District School Board can participate in educational field trips.

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

References

- ***Canadian Standards Association (CSA)***
- ***Education Statutes and Regulations of Ontario***
- ***Ontario Physical and Health Education Association (OPHEA)***
- ***Ontario School Boards Insurance Exchange (OSBIE):Risk Management Advisory***
- ***Niagara Catholic District School Board Policies/Procedures***
  - ***Volunteer Drivers Policy (302.4)***
  - ***Volunteers in Catholic Schools Policy (800.9) (Safe Schools Policy)***
  - ***Student Fees Policy (301.11)***

Niagara Catholic District School Board

EDUCATIONAL FIELD TRIPS POLICY

ADMINISTRATIVE PROCEDURES

400 – Educational Programs **Policy No 400.2**

Adopted Date: May 26, 1998 Latest Reviewed/Revised Date: April 28, 2015

PART I - DEFINITIONS AND EXPECTATIONS

A. EDUCATIONAL FIELD TRIPS

Educational Field Trip is an all-encompassing phrase which may include neighbourhood studies; visits to buildings and sites of historical interest; visits to museums, galleries, factories, zoos and farms, sport events, theaters, Parish Church; overnight visits to field centres and campgrounds; and travel in Canada and abroad.

All Educational Field Trips must be supervised by an employee of the Board, unless otherwise approved by the Family of Schools' Superintendent of Education and the Principal.

Educational Field Trips are:

- Any school supervised activity beyond the school property.
- Trips that directly enhance specific curriculum expectations designed to improve student knowledge.
- Based on Social Justice objectives that are classified as educational field trips since social justice expectations are provided in all subject based curricula within Niagara Catholic.
- Linked to specific subject curriculum expectations designed for students to achieve a credit or credits as part of their trip outside the Province of Ontario are classified as educational field trips and designated as extended overnight field trips.
- For registered students, appointed employees and approved chaperones/volunteers of the Niagara Catholic District School Board.

B. EXPECTATIONS

The following are required expectations of all educational field trips:

- Enhances the spiritual, esthetic, cultural, intellectual, athletic or social experiences of students.
- Made available to every student at every grade level; exceptions respecting individual students may be made at the discretion of the school Principal.
- Extension of the classroom and school with all expectations enforced.
- Begin the moment the students leave the school property.
- Regular school attendance with appropriate programming is expected for those students not participating in the Educational Field Trips.

C. EDUCATIONAL GOALS

The following broad objectives should be considered by a teacher planning Educational Field Trips:

- Trips that directly enhance specific curriculum expectations designed to improve student knowledge.
- Experiential learning for students and staff at a particular event or location.
- Where reasonable and practical, educational field trips shall be in the Niagara Region and surrounding area where appropriate program experiences can be realized.
- The experience should have educational value in proportion to the time spent traveling, the time spent on the activity, and the cost to each student.

PART II - CATEGORIES

Educational Field Trips within Niagara Catholic are defined as:

- Day Field Trips
- Extended Day Field Trips
- Overnight Field Trips
- Extended Overnight Field Trips
- Continuing Education Credit Programs
- Exchanges or
- Excursions

To determine the type of educational field trip and approvals required, the following criteria are provided.

1. ***Day Field Trips (Day)***

A field trip which occurs within the hours of classes of a school.

2. ***Extended Day Field Trips (Day trips)***

A field trip which extends beyond regular school hours, but does not include an overnight stay.

A field trip in which students are driven to and/or picked up by parents/guardians at the school.

3. ***Overnight Field Trip (One to three nights)***

A field trip that normally requires students to be lodged for one, two or three nights.

Overnight Field Trips of more than one night's duration shall be limited to one per class per school year, and shall be restricted to students of Grade 6 and up (Grades 5/6 combination excepted).

4. ***Extended Overnight Field Trip (Four or more nights or flight ticket of $600.00 or more)***

Any school/board sponsored and supervised activity, on scheduled instructional days, beyond the school property that requires four or more ~~nights~~nights' lodgings, or requiring an individual flight ticket of $600.00 or more.

(An Extended Overnight Field Trip which involves more than one school will follow the same procedures and will require the approval of the Principal of all affected schools at the time of submission to the Committee). (See Section C)

5. ***Continuing Education Credit Programs***

Credit courses organized during the school year or during the summer require approval from the Principal of Continuing Education, the Superintendent of Education responsible for Continuing Education and the Director of Education.

6. ***Exchanges***

School-to-School exchanges are available for all elementary and secondary students in Niagara Catholic. Applications must be made by the school Principal to the Family of Schools' Superintendent of Education and include detailed plans and financial expenditures regarding the educational, cultural and linguistic aspects of a school-to-school exchange. Principals are to ensure that there is a formalized reciprocal agreement between participating schools. School-to-school exchanges can take place at any time during the calendar year. School-to-School exchanges require the approval of the Principal, Family of Schools' Superintendent of Education, Extended Overnight Field Trip, Exchange and Excursion Committee and the Director of Education prior to any authorization to participate.

Student Exchanges may be planned for elementary or secondary school students by parents/guardians. Prior to any commitment, parents/guardians are to discuss the student exchange request with the Principal for approval. In considering the request, Principals are to ensure that there is a formalized reciprocal agreement with the student exchange company for an exchange to take place in a mutually agreed upon school year prior to submission to the Extended Overnight Field Trip, Exchange and Excursion Approval Committee.

7. *Excursion*

An excursion is a trip that enhances specific subject curriculum expectations to enrich a student's overall Catholic education.

An excursion is a trip that is planned and arranged for secondary school students that would be held during the year when the students are not normally expected to be attending classes and that may not adhere to all guidelines and procedures relating to Educational Field Trips. Approval will not normally be granted for excursions that require the students and/or staff to be away from school on a regularly scheduled instructional school day.

8. *Extended Overnight Field Trip, Exchange and Excursion Approval Committee*

The Committee is composed of:

- 1 Superintendent of Education
- 1 Elementary School Principal
- 1 Secondary School Principal
- 1 Secondary School Vice-Principal
- 1 Program Department Consultant

PART III - FINANCING EDUCATIONAL FIELD TRIPS

1. If there is a direct cost to the student(s), participation is voluntary and arrangements must be made for the education of the student(s) not participating.

2. All costs associated with trip must be considered, itemized and included in the original application prior to any application being considered by the Principal.

~~2.~~3. Principals should take steps to ensure that all students have an equal opportunity to participate in a planned trip (excluding excursions). This may include partial or complete financial subsidy for some students.

~~3.~~4. Principals are to ensure that the actual cost to the student is kept at a reasonable level~~ taking into consideration that some students may have limited financial resources~~.

~~4.~~5. It is the responsibility of the Principal to ensure that the fairest prices for transportation, accommodation and all other expenditures are obtained and that all transactions are carried out according to procedures and guidelines of the Board.

~~5.~~6. For all overnight field trips and excursions, Principals must submit three (3) written proposals from travel companies along with a Principal recommendation of the best value for students. The proposals and Principal recommendation are to be attached to either the Request for Overnight Field Trip or Request for Extended Overnight Field Trip form.

~~6.~~7. Central Funding for Out-of-Classroom Activities

The Board may allocate funds as determined by the annual budgeting process, which may be available to the Principals for the purpose of providing out-of-classroom activities.

PART IV - APPROVALS

Applicable Forms

- ***Airline/Tour Company/Insurance Checklist***
- ***Request for Co-instructional Participation Form***
- ***Request for Credit Program Overnight Field Trip, Extended Overnight Field Trip Exchange and Excursion Cover Sheet***
- ***Request for Educational Field Trip Transportation Form***
- ***Request for Extended Overnight Field Trip Form***
- ***Request for ~~Overnight~~ Field Trip, Extended Overnight Field Trip, Exchange and Excursion Cover Sheet***
- ***Request for Overnight Field Trip Form***
- ***Request to Transport Student Consent Form***
- ***Volunteer Drivers - Authorization to Transport Students***

Parents/guardians whose children may be involved in an approved Overnight Field Trip, Exchange or Excursion shall be invited to a meeting where the trip proposal will be explained in detail and their support of the proposed trip solicited. A written consent form will be completed and signed by a parent/guardian granting approval for the child to participate in the proposed trip.

1. Principals may approve:
   - trips within walking distance of a school;
   - half-day or full day trips;
   - extended school day trips, but not continuing overnight.
   - All Overnight Field Trips (one to three nights lodging), including athletic and academic tournaments and competitions.

   Information regarding Overnight Field Trips shall be sent to the respective Family of Schools' Superintendent of Education at least four weeks prior to arrangements for the trip being completed. ***(Request for Overnight Field Trip, Extended Overnight Field Trip and Excursion Cover Sheet)***

2. To ensure extended overnight field trips and excursions meet the full intent of the Educational Field Trip Policy, only Extended Overnight Field Trip and Excursion Committee approved trips and/or excursions are to be proposed to students and parents/guardians for participation. No extended overnight field trips and/or excursions are to be presented to students or parents/guardians without the signed approval of the Superintendent of Education who is the Chair of the Extended Overnight Field Trip, Exchange and Excursion Approval Committee.

~~2.~~3. Approvals of the Principal, Family of Schools' Superintendent of Education, Extended Overnight Field Trip, Exchange and Excursion Approval Committee and Senior Administrative Council are required for:
   - all Extended Overnight Field Trips;
   - all Excursions;
   - any other trip not covered by these Procedures.

   Requests for approval of Extended Overnight Field Trips, Exchanges and Excursions shall be submitted by the Principal to the respective Family of Schools' Superintendent of Education for consideration. If approved, the requests are forwarded to the Extended Overnight Field Trip and Excursion Approval Committee at least six (6) months prior to the planned activity. Exceptions to the timelines can be made at the discretion of the respective Family of Schools' Superintendent in consultation with Senior Administrative Council.

   Submissions to the Extended Overnight Field Trip, Exchange and Excursion Approval Committee must be made prior to the first Fridays in June, October and February.

All requests shall include:

- A completed applicable Field Trip Request Form
- ***Request for Overnight Field Trip, Extended Overnight Field Trip and Excursion Cover Sheet***
- ***Airline/Tour Company/Insurance Checklist***
- A copy of proposed itinerary.
- Additional written information that will assist the committee in its consideration of the request.

~~3. To ensure extended overnight field trips and excursions meet the full intent of the Educational Field Trip Policy, only Extended Overnight Field Trip and Excursion Committee approved trips and/or excursions are to be proposed to students and parents/guardians for participation. No extended overnight field trips and/or excursions are to be presented to students or parents/guardians without the signed approval of the Superintendent of Education who is the Chair of the Extended Overnight Field Trip, Exchange and Excursion Approval Committee.~~

4. Any Field Trip/Excursion may be cancelled at any time by a Principal and/or Family of Schools' Superintendent of Education, if required.

5. Prior to approving all travel requests by staff, Principals are to clearly understand the answers to the following questions as they apply to individual trip applications.

   All Principals are to:

   - record the answers and file responses at the school;
   - submit the responses with the application form to the Family of Schools' Superintendent of Education if the trip is required to have Superintendent of Education approval;
   - instruct the tour supplier to forward a letter outlining their understanding of the Terms and Conditions prior to any finalization/approval of the trip. (fax copy of ***Airline/Tour Company/ Insurance Checklist*** to agent if required)
   - When applicable, determine the exact date and time period each policy is in effect and the length of time it remains in effect. (i.e. cancellation of trip without penalty must be made by - date and time; cancellation with fifty-percent refund must be made by - date and time; cancellation done in writing individually or by the entire group signing a letter etc.)
   - A copy of the ***Airline/Tour Company/Insurance Checklist*** is to be submitted with the Checklist for Extended Overnight Field Trip Form approval to the "Extended Overnight Field Trip, Exchange and Excursion Approval Committee".

6. All approved trips by the Extended Overnight Field Trip, Exchange and Excursion Committee will be reported to the Senior Administrative Council for consideration. Only educational field trips approved by Senior Administrative Council will be reported to the Board of Trustees for information. Following notification of the Board, Principals will be informed that submitted trips have been approved by Senior Administrative Council and the Board has been informed of the trip and can proceed in notifying staff of the approval.

7. If not approved, the Committee will forward to the Principal of the school requesting permission for the trip, a summary of the rationale.

8. Where approval has not been granted, the Principal may re-submit a proposal to the Family of Schools' Superintendent of Education with the required revisions.

9. An unapproved trip is one, which has not followed the process outlined to receive official approval or is one, which has followed process, but has been denied. Neither the school nor the Board will sponsor, promote or participate in the planning of any unapproved trip.

10. Teachers are deemed in law to be in a position of authority over students by virtue of their positions as teachers. Therefore, teachers shall not become involved in any unapproved field trips with students. As well as facing disciplinary procedures, teachers involved in non-approved field trips surrender their legal claim to the Board's liability insurance coverage and to Worker's Compensation protections.

11. Only individuals approved to chaperone or supervise a field trip are eligible to participate in any aspect of the educational field trip. For clarity, individuals who are not approved as chaperones, supervisors or volunteers cannot be included in travel arrangements, travel with or accompany the students and staff on the field trip.

12. Students or staff who request to leave the group on an approved field trip, such as to meet a family member, must submit a request, in writing, to the Principal prior to the departure of the field trip. The Principal will determine if arrangements can be made to assist with the request providing it does not interfere with the travel arrangements of the group. If approval is granted by the Principal, it is permitted with the condition that:
    - the Board is not responsible for the safety of the student or staff member when away from the group; and,
    - a staff member, chaperone or supervisor must meet with a designated family member prior to a student's departure and upon return to the group
    - the student or staff member must report to the chaperone/supervisor upon their return; and,
    - any delay in meeting with the group at the designated time and location is not the responsibility of the Board and will not adversely affect the travel arrangements of the group; and,
    - students or staff who miss returning to the group will incur any costs for the delay or will be solely responsible for alternate transportation arrangements to either meet the group at a designated location or to return home.

PART V - PARENT/GUARDIAN NOTIFICATION

When planning a school educational field trip, excursions or exchanges, the Principal, or designate, shall contact the Special Education Department for input regarding any special accommodations required pertaining to any exceptional student or students with special needs participating in the field trip.

1. Trips within walking distance or trips as part of curriculum expectations:
    - A signed parental application form is recommended but not required for a day trip beyond school property where the students will be traveling on foot or is part of non-optional program or Board expectations of students. (i.e. day retreats, Church liturgies, graduation practices, graduation celebrations)
    - Teachers are required to obtain Principal approval and indicate to the Principal the destination and approximate return time.

    Although specific notification and application are not necessary for such trips, it is essential that parents be made aware of the fact that such trips may take place throughout the school year as part of the total school curriculum or Board expectations. It is mandatory that such awareness be created by means of information letters and/or newsletters throughout the school year.

2. Letter to Parents/Guardians

    For all other school trips, written permission/consent from the parent /guardian will be obtained. The supervising teacher shall, prior to obtaining consent of parents or guardians, inform parents or guardians of trip details. (The signed documentation of all trips shall be retained for the current school year until the successful completion of that trip).

    These details shall include program rationale; dates; departure, return time and pick up arrangements; cost; method of transportation; and, destination;

    This letter will be signed by both the supervising teacher and the Principal.

    Parent/guardian requests should be phrased as follows:

    I, (parent's/guardian's name) consent that (student's name) participate in the trip to (destination).

If a non-refundable deposit/payment is required from the parent, the form signed by the parent shall include this statement. "A non-refundable deposit/payment of $ AMOUNT is required for this trip."

The parent/guardian acknowledges that neither the Board nor any employee bears liability for the deposit/payment once paid if the child is unable to attend.

_____ _____

Parent/Guardian Signature *Date of Signature*

3. Emergency Planning
   - An itinerary of each trip must be available in the school office in order that the Principal may contact the supervising teacher in charge of the group if an emergency arises.
   - Provision shall be made by the Principal/teacher that someone at the school site be available to be contacted should an emergency arise at any time during the trip or if a return is delayed. Parents are to be contacted as soon as possible.
   - The supervising teacher/teacher designate has the right to change the itinerary of the trip if, at his/her discretion, an emergency or dangerous situation arises, or as the situation warrants. Any change to the itinerary must be communicated to the Principal, and as determined by the Principal based on the nature of the change of itinerary, communicated with parents/guardians of students on the field trip.
   - If students are billeted in homes, then the host family must have information which will allow them to contact the teacher in charge at any time.

4. List of Participants

   When a group of students leaves the school on an approved trip, a list of all students and staff in the group in each vehicle must be prepared, one copy of which will be left in the school office, and another copy to accompany the group.

PART VI - SAFETY REQUIREMENTS

1. The supervising teacher shall obtain relevant medical information about each student and also authorization to procure medical attention in the event of an emergency.

2. Parent/Guardians should be made aware that this medical information may be required for the health and safety of the students and that the information provided will be held in confidence. The teacher must then ensure that medical information is kept confidential.

3. Before any out-of-school program, the teacher must instruct the students in appropriate behaviour and safety procedures as well as any inherent dangers of the activity. The teacher(s) must show that the students have been carefully prepared and that the activity is appropriate to the age and physical/motor maturity of the participants.

4. For pupils who require medication, the routine parental consent form is to be completed and an adequate supply of medicine is to be secured.

5. Where there is instruction in High Care (e.g. water activities, skiing, etc.) activities, the instructor(s) must be certified personnel, and additional supervision must be provided by appropriate teaching personnel.

6. Water Safety

   Water safety requires close and direct supervision at all times. Teachers must inform parents when the trip will include planned water activities.

7. Swimming and Water Activities including Rowing

Notwithstanding Year End Field Trips, recreation swimming is prohibited unless it is an integral part of the program. With the exception of Board sanctioned co-instructional rowing programs, and regattas, when students are in public or private pools, or natural bodies of water, the Principal shall designate, as adults in charge of the water safety, only individuals who have a valid and current lifeguarding certificate: Red Cross Safety: Bronze Cross - minimum qualifications.

Ratios: 1:10 natural bodies of water
1:20 private pool

In Public Pools, the appropriate Public Health By-Laws will prevail.

8. Year End Field Trips

Field trips that include water parks, public beaches, private pools, etc. are at the discretion of the Principal providing all safety and supervision procedures are adhered to. O.P.H.E.A. Safety Services Package at ophea.net

9. Non-Commercial/Recreational and Co-Instructional Boating

- Boating trips are generally to be organized only for secondary school students. Principals must obtain the prior approval of the Family of Schools' Superintendent of Education to plan a non-commercial/recreational boating trip. (See O.P.H.E.A. Safety Guidelines.)
  Ratios: 1:8 on a trip
  1:10 water activities in a confined area with a clear overall view and reasonable distance to craft
- With the exception of Board sanctioned co-instructional rowing programs, and regattas, all students must wear a properly fastened M.O.T. approved life jacket or personal flotation device when in a boat or canoe.
- Instruction in boating, sailing and canoeing must be supervised by suitably qualified teachers or adults.
- It is the responsibility of the trip supervisor to ascertain that instructors in these activities are qualified according to current regulations.
- All students and adult supervisors must acquire at least minimum competency levels as determined by the qualified instructors before participating in a boating excursion.
- Prior to any boating, canoeing or rowing program, the swimming ability of each student must be ascertained. To be considered a swimmer the student must demonstrate to qualified personnel, (the skills outlined in the O.P.H.E.A. Safety Services Package) that he/she is able to:
  - Swim 100 meters;
  - Tread water for 5 minutes;
  - H.E.L.P. (Heat Escape Lessening Position) and huddle with P.F.D. (Personal Flotation Device) on for 5 minutes
  - ~~(H.E.L.P. = Heat Escape Lessening Position)~~
  - ~~(P.F.D. = Personal Flotation Device)~~
- Field trips involving commercial ship, ferry or other boat cruises are not prohibited by this policy.

See O.P.H.E.A. Safety Services Package

10. Downhill Skiing/Snowboarding Trips or Co-Instructional Activities

Downhill Skiing/Snowboarding Trips are permitted only for Grade 4 to Grade 12 students. Principals are to ensure that adequate supervision is in place and that qualified instructors are available to provide the necessary training and instruction (See O.P.H.E.A. Safety Guidelines).

All students participating in a school sponsored ski/snowboarding trip will be required to provide and wear a Canadian Standards Association (CSA) properly fitted, snow sport certified ski helmet indicating the helmet is approved as a ski helmet specifically designed for skiing or snowboarding. (i.e. ASTM, CE, SNELL)

It is recommended that all staff and chaperones participating in a school-sponsored ski/snowboarding trip provide and wear a Canadian Standards Association (CSA) ski helmet indicating the helmet is approved as a ski helmet specifically designed for skiing or snowboarding.

For these activities, all equipment must be provided or rented by the participant.

Principals will ensure that prior to boarding a bus to depart on a ski trip or co-instructional activity, all students prove to the staff supervisor that (a) they are in possession of an approved ski helmet for their individual use or (b) show written proof that they have reserved an approved ski helmet at the ski resort.

Staff supervisors will record on a trip/activity list of participating students that the student is in possession of an approved ski helmet to wear at all times while skiing/snowboarding.

Students who are not in compliance with this requirement will be prohibited from participating in optional ski trips/co-instructional activities.

Parent/guardian approval letters for participation in ski/snowboarding trips or co-instructional activities will include the following acknowledgements signed by parents/guardians;

- that students will be skiing/boarding on their own, parents/guardians are to impress upon their child to follow all safety rules including wearing a properly certified and fitted ski/boarding helmet at all times while skiing/boarding
- that parents/guardians will provide their child with all certified safety equipment for the activity
- that skiing/boarding is a high-risk sport and students are accountable for their own safety
- that student consequences are in place for non-compliance which could include a revoking of a ski/boarding pass for the remainder of the season
- that the school nor the Board is responsible for any accident.

11. Procedures in Cases of Student Injury or Illness

    - In the event of serious injury or illness to the student, the person nearest to the incident shall begin appropriate emergency action: ensure breathing, the stoppage of blood flow, ensure the injured student's comfort. This will include immediately notifying a person qualified in first aid. If the in-charge person is not present, this person shall be notified immediately and proper procedures initiated.
    - The in-charge person shall establish and follow an emergency action plan.
    - If the class is to be away from school for an extended period of time (overnight), the person in charge shall collect in advance the Health Card number for each student and a blanket approval for permission to seek medical attention is ~~be~~ required.
    - All teachers are encouraged to undergo training in first aid and C.P.R.

12. Additional Coverage

    All Niagara Catholic District School Board students are encouraged to purchase the Accident Insurance Policy offered by the school board each September.

13. Health Insurance Out of Province

    Because of the high cost of health services in other countries, parents must submit proof of an out-of-province health insurance policy which will cover children on a school tour out of the province.

14. If, as a result of discipline/safety concerns, a student is required to be sent home by the supervising teacher during an educational field trip, the school and or Board is not responsible for any cost incurred in transporting a student home. These students may be required to discontinue their journey and such persons shall not be entitled to a refund.

It is the responsibility of the student(s), parent(s) or guardian(s) to provide, or arrange for supervision of a student who is sent home by the supervisor in charge. All costs to provide for such supervision is incurred by the parent/guardian.

PART VII – SUPERVISION

1. Out-of-classroom programs are to be under the supervision of at least one teacher or, in unique situations, any Board employee or designate approved by the Principal. Where more than one person participates in out-of-classroom activities, the Principal shall designate one as the "in-charge" person. Principals shall ensure that all precautions for the safety, comfort and supervision of participating students are taken.

2. For most trips outside Canada or the continental United States, a minimum of ten (10) participating students are required for an overseas trip to be approved. Exceptions may be approved for participation in international co-instructional activities or events.

3. All trips outside Canada or the continental United States require a minimum of two (2) supervisors/chaperones recommended by the Principal, and approved by the Family of Schools' Superintendent of Education.

4. The following minimum adult-to-student ratios are required. As soon as the number of students increases by one over the ratio, another supervisor **must** be added.

   School Trips:

	JK-K	***Grade 1 to 6***	***Grade 7 & 8***	***Grade 9 to 12***
Walking Tours – One Day Trips	1:10	1:10	1:15	1:20
One Day Trips	1:10	1:10	1:15	1:20
Overnight Trips	N/A	N/A	1:10	1:15
Overnight Trips Outside Canada or the continental United States	N/A	N/A	1:10	1:14+1 additional supervisor

   - The ratios for Walking Tours and One Day Trips may be modified at the discretion of the Principal to accommodate such events as sacramental preparation, liturgies, or the spontaneity of the teachable moment.
   - To accommodate the possibility of medical emergencies, at least two adults should accompany students for all overnight trips or arrangements made for students to join other school communities.

5. Principals shall ensure that a sufficient number of supervisors/chaperones accompany the students in order that the visit or field trip will be a safe and valid educational experience. Some circumstances will require additional instructional staff than others in order that the students obtain the maximum benefit from their excursion.

6. Employees of the Niagara Catholic District School Board can participate and accompany students on approved education field trips, as appointed by the Principal, to act as a chaperone to meet supervision requirements.

7. Individuals who are not employed by the Niagara Catholic District School Board and are requested by the Principal to serve as a chaperone/volunteer to meet the supervision requirements will require to produce, prior to being appointed as a chaperone/volunteer, a negative Criminal Background Check from the Niagara Regional Police Services, approval from the Family of Schools' Superintendent of Education and the school Principal.

8. At a minimum, Vulnerable Sector checks will be required of all volunteers participating in overnight field trips which are approved by the school Principal and/or Senior Administrative Council.

9. Principals are required to make approved chaperones/volunteers aware of their insurance coverage under this policy. Names of all staff and chaperone/volunteer supervisors must be recorded in order to protect them from liability for which the Board carries a liability policy to a limit of $20,000,000.00.

10. In determining supervision requirements, Principals shall ensure that;
    - the number of supervisors/chaperones comply with the adult-to-student ratios as indicated in Point Four (#4)
    - all staff beyond those organizing the overnight field trip or excursion are notified of the opportunity to supervise or chaperone the trip.
    - supervisors/chaperones maybe parent volunteers approved by the Principal to act as official school chaperones.
    - the selection of additional supervisors/chaperones will be recommended by the Principal after consultation with the Family of Schools' Superintendent of Education.

11. If a program includes students of both genders, and extends overnight, then supervisors/ chaperones of both genders must accompany the trip. Under exceptional circumstances, the Family of School's Superintendent of Education may waive this provision, and parents/guardians will be notified of this documented exception, and a notation will be made on file.

12. Supervisors/chaperones that comply with this Board Policy and Procedures participate free of charge. The costs associated with compliance will be recovered either through a combination of complimentary tickets and/or a surcharge to students.

13. Notwithstanding Point Eleven (#11), supervisors/chaperones approved by the Principal, after consultation with the Family of Schools' Superintendent of Education, may elect to participate in a trip by making a financial contribution to the cost of the trip equal to the amount paid by individual students. For example, trips that focus on Social Justice experiential learning.

14. All complimentary tickets provided by a travel company will be used to reduce the cost of travel of the number of supervisors/chaperones as required by these Administrative Procedures. Additional complimentary travel tickets provided will be used to defray the cost of the students participating in the program.

15. Notwithstanding Point Thirteen (#13), additional supervisors/chaperones may receive financial assistance up to 25% of the cost of the trip.

    The amount of financial assistance provided to additional supervisors is calculated by a combination of additional complimentary tickets and student surcharge.

    For example:
    36 participating students generates 6 complimentary tickets.
    Based on these procedures, 36 students require three (3) supervisors who travel free.
    Therefore there are three (3) complimentary tickets remaining.

    The Principal would inform staff that three (3) complimentary travel spaces are available with financial assistance up to 25% of the cost of the trip. The difference of the three (3) complimentary tickets would be used to defray the cost paid by students participating in the program.

16. For trips that do not involve complimentary tickets based on the number of students traveling, all approved chaperones/supervisors above the Board supervision ratio of 14.1 or 15.1, excluding the first two staff members supervising overseas trips, will be required to pay the same travel cost as each student.

PART VIII - TRANSPORTATION

1. General Considerations
    - While the Board does not recommend using private passenger vehicles to transport students to a school related activity, all staff members (administrators/teachers/support staff) or volunteer drivers

must complete the ***Volunteer Drivers - Authorization to Transport Students Form*** and have authorization from the school Principal.

- In the event that privately owned automobiles are used in the transportation of students, only fully-graduated licensed drivers authorized by the Principal shall be permitted to transport the pupils.
- A passenger list containing the name of the driver and the names of each student in the vehicle must be made, with one copy provided to the driver of the vehicle, and one copy retained at the school. Only the students on the passenger list are permitted in the designated vehicle.
- All parents/guardians of the students transported by volunteer drivers must be informed of the transportation arrangements and liability by providing a signed letter consenting to their son/daughter being transported by the approved volunteer driver. (Reference: ***Request to Transport Student Consent Form***)

When a school activity is completed, Principals will ensure that prior to the event, a student provides written permission from their parent/guardian to allow them to:

  - return to the school with the volunteer driver;
  - receive a ride home from another parent as identified on the permission letter; or
  - receive a ride home from an identified parent/guardian.

- The Board cannot by law provide the automobile insurance for individuals and vehicles not owned by the Board. Principals are to ensure that persons using their own vehicles to transport students for extracurricular activities have a minimum auto insurance limit of $1 million in the event of an accident. A vehicle shall not be used to transport in excess of six passengers unless licensed under the Highway Traffic Act as a bus and the driver is licensed appropriately.
- Persons transporting students in private motor vehicles should be sure that their Automobile Public Liability Insurance coverage is valid and current and meets the Board's requirements. The Board, however, maintains an Excess Liability Insurance Policy, which covers all employees and volunteers who are transporting students within Canada and Continental United States on behalf of the Board to a combined limit of $20,000,000.00. This policy comes into effect if a judgment arises against that employee or volunteer resulting from use of his vehicle and is in excess of the limit carried by the individual on his/her personal policy.
- It is expected that all parents/guardians of students being transported in Private Motor Vehicles have O.P.C.F. 44 Coverage with their own Insurance Policy.
- When a school group is staying in a remote area, teachers are advised to have a vehicle available for emergency transport of students, in the event of medical emergency, to the nearest appropriate Medical Facility.
- Where staff or parent volunteers provide transportation, a seat belt must be provided for each student and no reimbursement shall be provided.

2. Rental Vehicles
   - Vehicles may be rented for student transportation to school board events.
   - Vehicle rental is limited to 30 days or less. Rented vehicle use is for approved school board business only.
   - Employees who rent vehicles in Ontario under their own name may be exposing their own insurance policies to a claim for any damage or injury which occurs while the vehicle is in their custody or control. The school board has purchased the OPCF 27 endorsement, in the event of a third party liability loss, the fleet policy is the primary coverage, therefore removing the exposure to an employee's personal policy, and transferring to the board's fleet policy.
   - To avoid personal liability, the rental contract must clearly show the Niagara Catholic District School Board as the "renter." For example, Renter: Niagara Catholic District School Board, Name of School, Name of Teacher
   - When vehicles are rented to transport students the Deductible Waiver or Collision Damage Coverage from the rental agency must be purchased. Without this coverage in place, when a vehicle is rented for board purposes, the primary liability coverage comes from the personal policy of the driver, whether it be an employee or a volunteer.
   - In the event of an accident, contact the car rental agency immediately.

3. Air Travel
   - Air Travel shall be arranged through properly licensed travel agencies or airlines.

- Students, staff, chaperones and supervisors must purchase cancellation insurance.

TO: **NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**
COMMITTEE OF THE WHOLE MEETING
JUNE 13, 2017

PUBLIC SESSION

TOPIC: **PRIVACY POLICY (NEW)**

RECOMMENDATION

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

Prepared by:	John Crocco, Director of Education/Secretary-Treasurer
Presented by:	Policy Committee
Recommended by:	Policy Committee
Date:	June 13, 2017

Niagara Catholic District School Board

PRIVACY POLICY

STATEMENT OF POLICY

*** **Policy No. ***

Adopted Date: *** Latest Reviewed/Revised Date: NIL

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the Niagara Catholic District School Board (Board) is committed to the protection of personal information under the custody and/or control of the Board ~~school board and~~ along with the right of privacy with respect to personal information that is collected, used, disclosed, and retained in the school system. The Board is in compliance ~~complies~~ with all applicable provisions in federal, provincial and municipal legislation regarding the security and confidentiality of personal information.

All Board employees are responsible for and shall make a reasonable effort to protect personal information in ~~him/her~~ their ~~his/her~~ custody or under ~~him/her~~ their ~~his/her~~ control, and to immediately notify and contain a privacy breach through a prompt, reasonable and coordinated effort as outlined in the Privacy Breach Protocol.

The Director of Education will issue Administrative Procedures in support of this policy.

References

- ***Education Act and Regulations (R.S.O. 1990 c.E.2)***
- ***Immunization of School Pupils Act***
- ***Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)***
- ***Ontario Student Record Guideline, 2000***
- ***Personal Health Information Protection Act (PHIPA)***
- ***Privacy and Information Management PIM Toolkit***
- ***The Personal Information and Protection of Electronic Documents Act (PIPEDA)***
- ***Niagara Catholic District School Board Policies***
  - ***Educational Field Trips Policy (400.2)***
  - ***Electronic Communications Systems Policy (Employees) (201.12)***
  - ***Electronic Communications Systems Policy (Students) (301.5)***
  - ***Ontario Student Record (OSR) Policy (301.7)***
  - ***Records and Information Management Policy (600.2)***
  - ***Video Security Surveillance Policy (701.3)***
- ***Niagara Catholic District School Board Procedures***
  - Privacy Breach Procedure (to be posted when the procedure is finalized)
  - Freedom of Information Request Procedure (to be posted when the procedure is finalized)

~~**DEFINITIONS**~~

DEFINITIONS

General Information

General information refers to recorded information in the custody or control of the Board's ~~custody or control~~ that is not of a personal nature and is not exempt from public access under *MFIPPA* unless an ~~access~~ exemption ~~exemption~~ to access applies. Examples of general information that can be routinely released include, but are not limited to, policies, Ministry guidelines and memoranda, travel expense statements, collective agreements, Board plans, public minutes, or school events and programs.

Personal Information

~~For the purposes of this Privacy Policy, any reference to "personal information" means "personal information" as defined in *MFIPPA*.~~

~~Personal Information: recorded information about an identifiable individual. This may include name, address, sex, age, medical information, educational information, employment history and any other information that directly identifies an individual.~~

Personal Information means recorded information about an identifiable individual, including,

(a) information relating to the race, national or ethnic origin, colour, religion, age, gender~~sex (gender?)~~, sexual orientation or marital or family status of the individual,
(b) information relating to the education or the medical, psychiatric, psychological, criminal or employment history of the individual or information relating to financial transactions in which the individual has been involved,
(c) any identifying number, symbol or other particular assigned to the individual,
(d) the address, telephone number, fingerprints or blood type of the individual,
(e) the personal opinions or views of the individual except if they relate to another individual,
(f) correspondence sent to an institution by the individual that is implicitly or explicitly of a private or confidential nature, and replies to that correspondence that would reveal the contents of the original correspondence,
(g) the views or opinions of another individual about the individual, and
(h) the individual's name if it appears with other personal information relating to the individual or where the disclosure of the name would reveal other personal information about the individual;

Confidentiality

A duty imposed on an organization or individual by laws or professional and ethical standards to restrict access to or disclosure of certain information, which may include personal and/or business information.

The protection of personal information held by the Niagara Catholic District School Board is guided by the principles contained in the Privacy Standard.

Security

"Security/Control" refers to measures designed to protect personal information regardless of media.

PRIVACY STANDARD

~~**PRIVACY STANDARD**~~

1. Accountability and Responsibility

Under the *Municipal Freedom of Information and Protection of Privacy Act*, the Board is responsible for personal information and confidential records under its custody and/or control and may designate an individual within the Board who is accountable for compliance with privacy legislation.

Under the *Personal Health Information Protection Act*, health information custodians are responsible for personal health information and may designate an individual within ~~their school~~ the B~~b~~oard as an agent to assist with compliance with privacy legislation.

2. Specified Purposes

The purposes for which personal information is collected are specified, and individuals are notified of the purposes at or before the time personal information is collected.

3. Consent

An individual's informed consent is required for the collection, use, and disclosure of personal information, except where otherwise permitted by law.

4. Limiting Collection

The collection of personal information is fair, lawful, and limited to that which is necessary for the specified purposes.

5. Limiting Use, Retention, and Disclosure

The use, retention, and disclosure of personal information are limited to the specified purposes identified to the individual, except where otherwise permitted by law.

6. Accuracy

To the extent it is able, the Board shall ensure that personal information is accurate and complete, and is updated in order to fulfill the specified purposes for its collection, use, disclosure, and retention.

7. Security Safeguards

The Board shall take all steps necessary to ensure that personal information is secured and protected from unauthorized access, disclosure, use, or modification or inadvertent loss or destruction.

8. Openness and Transparency

The ~~Board's~~ policies and practices of the Board relating to the management of personal information shall be made readily available to the public.

9. Access and Correction

~~Upon request,~~ ~~T~~The Board shall ~~allow~~ permit an individual access to any personal information about ~~him/her~~ their which is held by the Board in accordance with the provisions of the *Education Act* and *MFIPPA*.

An individual is entitled to challenge the accuracy and completeness of ~~him/her~~ their ~~his/her~~ personal information held by the Board and to request that it be amended or to have a letter of disagreement retained on file.

The Board shall notify an individual in accordance with the provisions of *MFIPPA* if any third party service provider requests ~~him/her~~ their ~~his/her~~ personal information.

10. Compliance

An individual may address a challenge concerning compliance with the above principles to the Director of Education or designate. The designate is~~,~~ the Coordinator of Information Management/ Privacy and Freedom of Information. ~~designated individual(s)~~[KH1] ~~accountable for the Board's compliance.~~

FREEDOM OF INFORMATION

~~The *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)* provides the legal right for individuals to access public records and to expect protection of their personal records in the care of public institutions. The Act regulates the formal procedure for individuals seeking access to their personal information or that of their child, subject to limited exemptions, and for requesting correction of that information. Under the Act, a written request for access must be received and the Board must make every effort to respond within a specified timeline after receiving the request.~~

~~While the Act provides individuals with a general right of access to their own personal information, it also seeks to protect the privacy of individuals by ensuring that access to personal information is not given to unauthorized persons. Persons seeking access to their own personal information are required to verify the identity of themselves before access to information or record(s) is given.~~

~~*MFIPPA* governs the relationships between public bodies, such as school boards, and private persons regarding information; provides access to information subject to specific and limited exemptions; provides for the protection of privacy respecting personal information subject to exceptions; and provides for a review of decisions on appeals to the Information and Privacy Commissioner (IPC) of Ontario.~~

The Board recognizes its responsibility to make accessible to the public the records which it has in its custody or control subject to the *Municipal Freedom of Information and Protection of Privacy Act*.

The Director of Education is designated as the Freedom of Information (FOI) Head. The ~~and the~~ Coordinator of Information Management/Privacy and Freedom of Information is appointed by the Director of Education to ensure compliance with the privacy standards and ~~principals~~ principles~~als~~ of the *Municipal Freedom of Information and Protection of Privacy Act* ~~as follows~~ according to the following:
~~to ensure compliance with the privacy standards and principals of the *Municipal Freedom of Information and Protection of Privacy Act* as follows:~~

- P~~p~~ublic information held by the Board shall be available to the public~~;~~.
- Exemptions from right of access to information shall be limited and specific.~~; and~~
- ~~a~~All personal information shall be protected from unauthorized disclosure.~~.~~

Further details are provided in ***Niagara Catholic's - Freedom of Information Request Procedure.***

PRIVACY BREACH PROCEDURE

A Privacy Breach is the loss of, unauthorized access to, disclosure of, or destruction of, personal information.

Niagara Catholic's - Privacy Breach Procedure is followed in the event of a privacy breach.

TO: **NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**
COMMITTEE OF THE WHOLE MEETING
JUNE 13, 2017

PUBLIC SESSION

TITLE: **EXTENDED OVERNIGHT FIELD TRIP, EXCURSION AND EXCHANGE APPROVAL COMMITTEE 2016 - 2017**

The Extended Overnight Field Trip, Excursion and Exchange Approval Committee 2016-2017 report is presented for information.

Prepared by: Mark Lefebvre, Superintendent of Education

Presented by: Mark Lefebvre, Superintendent of Education

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

Date: June 13, 2017

NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

REPORT TO THE COMMITTEE OF THE WHOLE
JUNE 13, 2017

EXTENDED OVERNIGHT FIELD TRIP, EXCURISON AND EXCHANCE APPROVAL COMMITTEE 2016 - 2017

BACKGROUND INFORMATION

The Extended Overnight Field Trip, Excursion and Exchange Approval Committee continues to review proposals for 2016-2017 extended overnight field trips, excursions and exchanges as submitted to date. The composition of the approval Committee is as follows:

1 Supervisory Officer	-	Mark Lefebvre
1 Secondary School Vice-Principal	-	Andrew Bartley
1 Secondary School Principal	-	Ken Griepsma
1 Elementary School Principal	-	Steve Ward
1 Program Department Consultant	-	Jennifer Pirosko

As defined in the Niagara Catholic Educational Field Trip Policy (400.2) Administrative Guidelines, an Extended Overnight Field Trip is:

- "Any school/board sponsored and supervised activity, on scheduled instructional days, beyond the school property that requires four or five more night lodgings"
  or
- "Requiring an individual flight ticket of $600.00 or more." (Part II, A.4)

An Excursion is defined as follows:

- "A trip not directly linked to specific subject curriculum expectations, but provided to enrich a student's overall Catholic education. An excursion is a trip that is planned and arranged for secondary school students that would be held during the year when the students are not normally expected to be attending classes and that does not adhere to all guidelines and procedures relating to Educational Field Trips." (Part II, A.5)

Attached to this information report is an Executive Summary of a 2016-2017 Extended Overnight Field Trip as submitted on Tuesday, June 13, 2017. (Appendix A)

The Extended Overnight Field Trip, Excursion and Exchange Approval Committee 2016-2017 report is presented for information.

Prepared by: Mark Lefebvre, Superintendent of Education

Presented by: Mark Lefebvre, Superintended of Education

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

Date: June 13, 2017

EXECUTIVE SUMMARY *Appendix A*

Extended Overnight Field Trip, Excursion and Exchange Committee Approval – 2016-2017

SCHOOL	TYPE	APPROVAL REQUIRED	DESTINATION	CURRICULUM UNIT/THEME	EDUCATION VALUE	DATE	NUMBER OF STUDENTS, STAFF & CHAPERONES ON TRIP	DURATION	COST (APPROX)	TRANS-PORTATION
Notre Dame College School	Extended Overnight Field Trip	Superintendent and Extended Overnight Field Trip Committee	Miami, Florida, USA – Belen Jesuit Prepatory School – Sr. Boy's Basketball Tournament. All Catholic New Years Holiday Tournament.	Physical Education	The tournament will provide our student athletes with the chance to compete against other Catholic schools from across the USA. Players will attend Mass on Sunday January 7, 2018 before leaving Miami and will do a basketball clinic at the WOW Center Miami for youths with disabilities.	Tuesday, January 2 to Sunday, January 7, 2018	15 students 2 staff 2 chaperones (unpaid)	7 days 6 nights 0 school days	$1000.00 - flights and hotels $200.00 - food	Air, ground transportation
Saint Francis Catholic Secondary School	Extended Overnight Field Trip	Superintendent and Extended Overnight Field Trip Committee	Orlando, Florida, USA - KSA Basketball Tournament	Physical Education	Athletic and educational experience for students and coaches. Social and cultural growth, educational exhibits (EPCOT, guest speakers), team competition and growth.	Tuesday, December 12 to Sunday, December 17, 2017.	14 students 2 staff	6 days 5 nights 4 school days	$1,209 – taxes, fees, accommodations, insurance, transportation, meals, excursions - plus flight cost (approximately $275.00 per person) $150.00 spending money	Air, ground transportation

TO: **NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**
COMMITTEE OF THE WHOLE MEETING
JUNE 13, 2017

PUBLIC SESSION

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

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

Prepared by: Yolanda Baldasaro, Superintendent of Education

Presented by: Yolanda Baldasaro, Superintendent of Education

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

Date: June 13, 2017

NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

REPORT TO THE COMMITTEE OF THE WHOLE
JUNE 13, 2017

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

BACKGROUND INFORMATION

The Ministry of Education requires district school boards to publicly make available a comprehensive report regarding the current special education programs and services of the board. *Building Bridges to Services 2017 and Beyond* is our Board's version of the Ministry of Education mandated Special Education Report that includes the components that are defined in *Standards for School Boards' Special Education Plans (2000)* as well as the protocols established in Policy and Program Memorandum 149. In compliance with *Regulation 464/97*, Special Education staff consults with the Niagara Catholic Special Education Advisory Committee (SEAC) in the preparation and update of the Special Education Plan.

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

The Niagara Catholic District School Board recognizes that *Building Bridges to Services 2017 and Beyond* is a valuable resource to students, parents and school and Board staff. In the fall of each school year, the revised Special Education Plan will be shared with the Board of Trustees and the Special Education Advisory Committee.

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

Prepared by: Yolanda Baldasaro, Superintendent of Education

Presented by: Yolanda Baldasaro, Superintendent of Education

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

Date: June 13, 2017

TO: **NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**
COMMITTEE OF THE WHOLE MEETING
JUNE 13, 2017

PUBLIC SESSION

TITLE: **LARKIN ESTATE ADMISSION AWARDS 2017-2018**

RECOMMENDATION

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the payment of $3,150.00 for Larkin Estate Admission Awards per eligible student, as presented.

Prepared by:	Mark Lefebvre, Superintendent of Education
Presented by:	Mark Lefebvre, Superintendent of Education
Recommended by:	John Crocco, Director of Education/Secretary-Treasurer
Date:	June 13, 2017

NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

REPORT TO THE COMMITTEE OF THE WHOLE
JUNE 13, 2017

LARKIN ESTATE ADMISSION AWARDS 2017-2018

BACKGROUND INFORMATION

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

As of April 30, 2017 the undistributed earnings and the balance of the scholarship fund amounted to $17,505.96 with projected interest in the amount of $4,300 at the end of 2017. According to the terms of the bequest, the undistributed earnings may be paid to eligible students who are approved by the Board.

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

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

RECOMMENDATION

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the payment of $3,150.00 for Larkin Estate Admission Awards per eligible student, as presented.

Prepared by:	Mark Lefebvre, Superintendent of Education
Presented by:	Mark Lefebvre, Superintendent of Education
Recommended by:	John Crocco, Director of Education/Secretary-Treasurer
Date:	June 13, 2017

APPENDIX A

LARKIN ESTATE AWARDS 2017-2018
New Applicants

Name	Amount to be Paid	Degree/Diploma	Graduate of:
1. Marisa Antonides	$225.00	Nursing – BScN	Saint Francis Catholic Secondary School
2. Lauren Oreskovich	$225.00	Nursing – BScN	Saint Paul Catholic High School
3. Liam Connor	$225.00	Social Work	Holy Cross Catholic Secondary School
4. Therese Zamora	$225.00	Nursing	Denis Morris Catholic High School
5. Caitlyn Jones	$225.00	Social work	Notre Dame College School
TOTAL	**$1125.00**		

APPENDIX B

LARKIN ESTATE AWARDS 2017-2018
Renewal Applicants

Applicant Name & College or University	Year of Award	Amount to be paid	Degree/ Diploma	Grad of:
Anderson, Ashley	2	$225.00	Nursing	Blessed Trinity Catholic Secondary School
Opala, Sonia	2	$225.00	Nursing	Denis Morris Catholic High School
Pentesco, Julia	2	$225.00	Nursing	Holy Cross Catholic Secondary School
Gamble, Kyla	2	$225.00	Practical Nursing	Notre Dame College School
DiSalvo, Mackenzie	2	$225.00	BScN- Nursing	Saint Francis Catholic Secondary School
Hvilvitzky, Madision	2	$225.00	Nursing	Saint Paul Catholic High School
Anderson, Kristen McMaster University	3	$225.00	Nursing	Blessed Trinity Catholic Secondary School
Korsmit, Jennifer Laurentian University	3	$225.00	Nursing	Holy Cross Catholic Secondary School
Thompson, Sean Michael McMaster University	3	$225.00	Nursing	Notre Dame College School
TOTAL		**$2025.00**		

TO: **NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**
COMMITTEE OF THE WHOLE MEETING
JUNE 13, 2017

PUBLIC SESSION

TITLE: **RESEARCH COLLABORATIONS IN THE NIAGARA CATHOLIC DISTRICT SCHOOL BOARD 2016-2017**

The Report on Research Collaborations in the Niagara Catholic District School Board 2016-2017 is presented for information.

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

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

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

Date: June 13, 2017

NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

REPORT TO THE COMMITTEE OF THE WHOLE
JUNE 13, 2017

RESEARCH COLLABORATIONS IN THE NIAGARA CATHOLIC DISTRICT SCHOOL BOARD 2016-2017

BACKGROUND INFORMATION

The research collaborations in the Niagara Catholic District School Board support the Strategic Directions:

- Build Strong Catholic Identity and Community to Nurture the distinctiveness of Catholic Education
- Advance Student Achievement for All

The Niagara Catholic District School Board supports collaboration with partners from the Ministry of Education, Niagara Region Public Health, universities, colleges and community organizations, in order to improve the achievement and well-being of all students, and the professional learning of administrators and staff.

Research Ethics Review Committee 2016-2017

The Research Ethics Review Committee of the Niagara Catholic District School Board regularly reviews research projects following the Board Policy: *Education-Based Research Projects Policy No. 800.5*.

Research Ethics Review Committee Members:
Lee Ann Forsyth-Sells, Superintendent of Education
Christine Battagli, Consultant, Research, Assessment, Evaluation and Reporting (Chair)
Theo Dagenais, Elementary Principal
Susan Tromanhauser, Elementary Principal
Andrew Bartley, Secondary Vice-Principal
Christopher Moscato, Elementary Vice-Principal
Anthony Corapi, Coordinator, Staff Development
Deborah Ogilvie, Coordinator, Community Outreach

Attached to this report is an update of the research collaborations in Niagara Catholic for the 2016-2017 school year.

RESEARCH COLLABORATIONS 2016-2017

Title of Research Project	Research Partners	Description	Implementation
Healthy Schools Program	Heart Niagara	This project investigates the increasing risk of premature cardiovascular disease and diabetes in elementary students and provides health programs to support learning.	Winter 2011 and ongoing
Face Perception Lab	Brock University	The Face Perception Lab at Brock University has conducted research in schools to learn about how children recognize familiar people. Recognizing a face's identity and being sensitive to a variety of important social cues are critical to successful social interactions.	Fall 2012 to June 2017
The COMPASS Project	University of Waterloo	This four-year study has tracked Ontario students progressing through high school to understand how to effectively improve their health behaviours and to work with schools to inform action for a healthier tomorrow.	Fall 2012 to June 2017
Reading and Writing Leads	Brock University	This research has evaluated and informed the facilitation of a three-year project to enhance reading and writing assessment, instruction and remediation for K to 6 teachers and students.	September 2014 to June 2017
If Not Now, Then When? Breaking the Stigma of Poverty, Mental Health and Education Success	Brock University	This qualitative research collaborative project investigates how a secondary school community successfully works together to understand deeply held beliefs about poverty and its effect on mental health and education success.	January 2015 and ongoing
Succeed Clean Evaluation	Wilfred Laurier University	In partnership with the Canadian Centre for Ethics in Sport (CCES) who will deliver Succeed Clean presentations in schools, this research develops, delivers, evaluates and disseminates a model for educating young people and raising awareness about the social and health risks of Appearance and Performance Enhancing Drugs and nutritional supplements.	February 2016 to June 2017
An Examination of the Extent of Food and Beverage Marketing in Canadian Schools	University of Ottawa	This research includes surveying secondary school administrators, regarding food and beverage marketing in schools, in order to inform future policy and create health-promoting school environments for students.	February 2016 to May 2019
A New Approach to Transition Planning for Transitional Aged Youth with Intellectual Disabilities	Brock University	The purpose of this study is to gain a greater understanding of the transition process for transitional aged youth (TAY) with intellectual disabilities (ID) in the Niagara Region.	February 2016 to December 2016
The Healthy Heart Schools' Program – EARLY Study – Early Assessment of Risk; Lipids in Youth	Heart Niagara	This study intends to evaluate the clinical follow-up that may occur for children who have borderline-abnormal screening lipid results in order to support early identification of risk factors to reduce atherosclerotic disease in adulthood.	March 2016 to March 2021

Science and Innovation	Ministry of Education and CODE	The purpose of this study was to collect administrator, teacher and student data about science courses at the secondary level; to examine pathway choices for males and females in science studies; and, to examine teacher practice in science courses.	October 2016 to December 2016
Developing a Pedagogy of Social Justice in the Classroom through Postcolonial Literature	Brock University	The purpose of this research is to engage in a national two-year study conducted in five universities and various school boards to engage English/language arts teachers and students in reading and responding to a range of post-colonial literary texts that have the potential to address issues of social justice.	Fall 2016 to June 2018
The Recess Project	Brock University	This action research collaboration will support the recess experience for students to provide positive social experiences and learn effective social strategies and positive coping skills.	October 2016 to August 2019
Brock Healthy Youth Project – A Longitudinal Study	Brock University	The goal is to provide comprehensive studies of youth lifestyle choices and experiences, by looking at how interactions among personality, activities, physical health, brain development, environmental factors, genetic and hormonal information impact on lifestyle choices, both those involving risk and those that are positive.	November 2016 to May 2021
Improving the Vaccination Experience at School	University of Toronto and Niagara Region Public Health	The purpose of this research, facilitated through the grade 7 school vaccination programs, is to integrate evidence-based pain, fear and fainting mitigation strategies into school-based mass vaccinations.	October 2016 to September 2018
Supporting Coaches As They Facilitate Teachers' Professional Learning	Brock and Nippissing University	The proposed four year study will address this critical void in the literature and answer an important question: how can the professional learning of coaches be supported, so that they in turn can support teachers' implementation of responsive programs that foster student learning?	October 2016 to June 2021
The Diverse Partnership Between Ontario Certified Teachers and Registered Early Childhood Educators in Full-Day Kindergarten	Brock University	This project studied the collaboration between Kindergarten teachers and Early Childhood Educators in order to support equitable and effective partnerships.	January 2017 to April 2017
2017 Ontario Student Drug Use and Health Survey (OSDUHS)	Centre for Addiction and Mental Health (CAMH)	This survey has been conducted across Ontario with students in grades 7 to 12 every two years since 1977 to describe the extent of and trends in the prevalence, incidence, and patterns of tobacco, alcohol, and other drug use.	January 2017 to May 2017
Early Child Development Screening Project (OEYC)	McMaster University	This project collected information from volunteer families and their children at our OEYC using an early childhood development screening tool to identify children who may need developmental support.	February 2017 to April 2017
Using the Visual Arts as a Means to Understanding Truth and Reconciliation	Brock University	This project has involved students in the Soaring Eagles Indigenous Secondary School Program, who created works of art that shared their thoughts and ideas on the "Calls to Action" found in the *Truth and Reconciliation Report*. The researcher collected feedback about learning experiences via surveys, journals and observations.	May 2017 to June 2017

The Report on the Research Collaborations in the Niagara Catholic District School Board 2016-2017 is presented for information.

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

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

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

Date: June 13, 2017

TO: **NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**
COMMITTEE OF THE WHOLE MEETING
JUNE 13, 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: June 13, 2017

NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

REPORT TO THE COMMITTEE OF THE WHOLE MEETING
June 13, 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 June 13, 2017 through September 12, 2017.

Friday, June 9, 2017
PA Day Training for Elementary Educational Assistants (EAs), Early Childhood Educators (ECEs) and Speech Language Pathologists (SLPs) (Holiday Inn Conference Centre)

- These employee groups will participate in workshops to support development of students' emotional maturity and social competence. This is an opportunity to provide staff with strategies and practices to support students in developing emotional maturity and improving social competence through Christian meditation, mindfulness, Applied Behaviour Analysis, understanding the brain and Executive Function.

Friday, June 9, 2017
PA Day Training for Child Youth Workers

- The final full-day professional development session for the year will be held at the Journey Retreat Centre from 8:30 a.m. to 3:00 p.m. This session will focus on the use of restorative circles, faith development, team building and a reflection on the 2016-2017 school year.

Tuesday, June 13 & Wednesday, June 14, 2017
After –School Math Workshops (K-8) (Various Sites)

- The following professional learning opportunities will allow educators to deepen their understanding of effective mathematics instruction and assessment. Teachers who are or will be new to a division (early years/primary, junior or intermediate) are invited to attend a learning session to explore assessment and instruction in mathematics as well as an understanding of the mathematics curriculum and resources to support mathematical thinking. The session will be further divided into divisional groups and will be repeated at three different locations.

Thursday, August 24, 2017

Annual Administrative Conference & Faith Formation (White Oaks Conference Centre)

- The annual event will be held at White Oaks Conference Centre in NOTL. The one-day meeting will be attended by all administrative staff in the system. The attendees will participate in a morning mass celebrated by Bishop Bergie followed by the Director's Meeting. The afternoon will be highlighted by professional development workshop presented by Dr. Michael Ungar. titled: Resilience on the Job: Maintaining Our Capacity to Cope During Times of Change and Challenge.
- Description of the workshop: Despite the myth of the rugged individual, studies of resilience are showing that our ability to cope with change is not just about having the right personal qualities. Our resilience is as, and sometimes more, dependent upon the types of support we receive from our employers, families and communities when workplace stress is high. In this inspiring, story-filled presentation, Dr. Ungar will use his research from around the world and examples from his clinical practice to explain nine factors that are critical to the resilience of employees on the job. Dr. Ungar will discuss (1) the need for structure and opportunities for advancement, (2) the benefits of predictable consequences related to performance, (3) the value of the many different relationships people need to cope well and the sense of belonging that results, (4) strategies to maintain a powerful identity during employment disruptions, (5) ways to experience personal control when job stress increases, (6) the need for employees to advocate for fair treatment, (7) the importance of ensuring basic needs get met, (8) the need for one's work to be meaningful, and (9) the necessity of making workplaces physical and psychologically safe. In the second part of Dr. Ungar's presentation, he will show that while all nine factors help people maintain their wellbeing during periods of transition in their workplaces, these factors can also offer employers ways to motivate their employees to contribute more to the growth and innovation taking place around them.

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:	June 13, 2017

TO: **NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**
COMMITTEE OF THE WHOLE MEETING
JUNE 13, 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: June 13, 2017

NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

REPORT TO THE COMMITTEE OF THE WHOLE MEETING
JUNE 13, 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:	June 13, 2017

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
CAPITAL PROJECT PROGRESS REPORT
JUNE 13, 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: Parking lot top asphalt coat scheduled for mid-June. A significant amount of millwork has been installed. Flooring installation is underway. Lighting fixture installation is underway. Locker installation will begin soon.

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
	$9,910,289

Project Costs:

	Budget	Paid
Construction Contract	7,734,824	6,090,103
Fees & Disbursements	937,360	972,002
Furniture & Equipment	260,917	2,446
Other Project Costs	977,188	161,857
	$9,910,289	**$7,226,408**

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
JUNE 13, 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: Exterior footings/walls are complete. Plumbing underground lines are complete. Floor will be poured in June.

Project Information:

New Area to be Constructed	14,974	sq. ft.
Pupil Places Added	138	students
New Facility Capacity	541	students

Project Funding:

Capital Priorities	2,997,890
Child Care	1,527,338
	$4,525,228

Project Costs:

	Budget	Paid
Construction Contract	0	82,170
Fees & Disbursements	0	254,159
Furniture & Equipment	0	0
Other Project Costs	0	28,192
	$4,525,228	**$364,521**

Project Timelines:

	Scheduled Completion	Actual Completion
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	Brouwer Construction Ltd.
Project Manager	Tunde Labbancz
Superintendent	Yolanda Baldasaro
Principal	Brian Palujanskas

TO: **NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**
COMMITTEE OF THE WHOLE MEETING
JUNE 13, 2017

PUBLIC SESSION

TITLE: **NATIONAL & PROVINCIAL MEDALISTS 2017**

Prepared by: Mark Lefebvre, Superintendent of Education

Presented by: Mark Lefebvre, Superintendent of Education

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

Date: June 13, 2017

NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

PRESENTATION BACKGROUND

Committee of the Whole Meeting
June 13, 2017

NATIONAL AND PROVINCIAL MEDALISTS 2017

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

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

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

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

Prepared by:	Mark Lefebvre, Superintendent of Education
Presented by:	Mark Lefebvre, Superintendent of Education
Approved by:	John Crocco, Director of Education/Secretary-Treasurer
Date:	June 13, 2017

National and Provincial Medalists 2017
Committee of the Whole Meeting – June 13, 2017

School	Event	Medal(s) Awarded	Coach and Team Members
Blessed Trinity Catholic Secondary School	Provincial Skills Competition – Toronto – Landscape Design	➢ Silver	Stephen Hagan
Blessed Trinity Catholic Secondary School	72nd Henley CSSRA Championships	➢ Bronze	Lauren Kelly – Women's Singles
Lakeshore Catholic High School	Musicfest Canada Nationals	➢ Jr. Concert Band – Silver ➢ Sr. Concert Band – Silver ➢ Jazz Band – Gold	Fraser Hebert - Musical Director; Haley Acaster, Julia Armenti, Kayla Armenti, Christian Babirad, Cole Babirad, Ashton Baer, Brookelyn Barkley, Ella Baswick, Adam Beam, Nicole Beacock-Schmura, Taylor Bochinski, Charles Bognar, Connor Chambers, Andrea Cicconi, Dillan Crites, Trinity Cuthbertson, Enzo D'Amico, Monica Dempsie, Nick Desrosiers, Brooke Edwards, Merideth Edwards, Maddie Fletcher, Corgan Garrison, Claire Gittins, Spencer Gittins, Jack Hickey, Sean Hink, Cora House, Kennedy House, Noah Kerekes, Synthia Khairallah, Maggey Lodba, Mitchell MacLean, Matt Mulholland, Kathryn Mullins, Natalie Palma, Devoghn Powell, Josh Qua, Brandon Ruch, Connor Ryerse, Alyssa Saliba, Luke Shin, Jessica Spelde, Margaret Taras, Willie Therrien, Sydney Torkos, Jessica Traynor, Caitlyn Vergara, Lucas Wainwright, Thomas Wang, Patrick Willson
Saint Francis Catholic Secondary School	Stotesbury Cup Rowing Regatta – Philadelphia PA	➢ Bronze	Michael Coholan (Coach) - Michael Adamczyk, Adam Coholan, Josh Saporito, Justin Aubin, Taylor Smith
Saint Francis Catholic Secondary School	Canadian Secondary Schools' Rowing Association – School Boy	➢ Bronze	Michael Coholan (Coach) - Michael Adamczyk, Adam Coholan, Josh Saporito, Justin Aubin, Taylor Smith
Saint Francis Catholic Secondary School	OFSAA Midget High Jump	➢ Gold – 1.85 m	Mike Lucas and Rose Bianco – Coaches - Quinton Duemo

Saint Paul Catholic High School	February 2017: The World School Cheerleading Championships. The event was held at the Wide World of Sports in Disney, FLA	Placed 6th	Jennifer Benoit and Natasha Fortuna – Coaches Team Members: Jocelyn Navarro, Olivia Noctor, Ashley Sousa, Emily Carbonne, Taylor Sariov, Emily Armstrong, Kate Reddick, Adele Spaan, Madison Hartl, Andrea Denomme, Jenna Navarro, Julia Fabiano, Kaitlynn Snell.
Saint Paul Catholic High School	March 2017: The Ontario High School Intermediate Cheerleading Championship	Placed 1st and were awarded Grand Champions at the Ontario Cheerleading Federation Provincial Championships	
Saint Paul Catholic High School	April 2017: The Ontario Cheerleading Federation National Championships	Placed 1st in the High School Intermediate Cheerleading division and at the and was awarded a bid to compete in the 2018 World School Cheerleading Championships at the Wide World of Sports in Disney, FLA once again.	
Saint Paul Catholic High School	MusicFest Nationals - Chamber Choir	Silver – all participants have to attend a Regional Music Festival and receive a gold and an invitation to move onto the National MusicFest where they won Silver	Louisa Smith – Teacher – Tyler Walsh, Jordan Mason, Mikhail Clemente, Stephanya Zimakas, Karen Hanna, Hunter Oatley, Barbara Jones, Madison Marino, Shemiah Marcus-McDonald, Bethany Poltl, Ariel Bortolin, Nicolette Salire, Grace Rufenacht. Our accompanist's is Mrs. Rebecca Goode.
Saint Paul Catholic High School	National Skills Competition - Culinary	Provincial – Gold National - 4th place	Vincenza Smith – Teacher - Hunter Spicer
Saint Paul Catholic High School	Regional Science Championship	Member of Team Ontario – National finalist (Science Fair) in Regina, Saskatchewan	Samantha Booth - Teacher – Bethany Poltl

TO: **NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**
COMMITTEE OF THE WHOLE MEETING
JUNE 13, 2017

PUBLIC SESSION

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

The Committee of the Whole System Priorities and Budget 2016-2017 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:	June 13, 2017

NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

REPORT TO THE COMMITTEE OF THE WHOLE
JUNE 13, 2017

COMMITTEE OF THE WHOLE SYSTEM PRIORITIES AND BUDGET 2016-2017 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.

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.

The Committee of the Whole System Priorities and Budget 2016-2017 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:	June 13, 2017

TO: **NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**
COMMITTEE OF THE WHOLE MEETING
JUNE 13, 2017

PUBLIC SESSION

TITLE: **NIAGARA CATHOLIC DISTRICT SCHOOL BOARD LEVEL GRADUATION RATES FOR THE 2011-2012 GRADE 9 COHORT**

The Niagara Catholic District School Board Level Graduation Rates for the 2011-2012 Grade 9 Cohort is presented for information.

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

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

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

Date: June 13, 2017

NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

REPORT TO THE COMMITTEE OF THE WHOLE MEETING
JUNE 13, 2017

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD LEVEL GRADUATION RATES
2011-2012 GRADE 9 COHORT

BACKGROUND INFORMATION

Niagara Catholic supports the achievement of all students from Kindergarten to Graduation with the implementation of innovative school and community programs and partnerships, including:

- Student Success programs in Niagara Catholic secondary schools,
- Specialist High Skills Major (SHSM) programs, Dual Credits/Connecting to College courses, Continuing Education and Cooperative Education courses,
- Niagara Launch Centre,
- Pope Francis Alternative Learning Centre, Pathways to Care programming,
- Saint Kateri Tekakwitha Centre,
- Supervised Alternative Learning Plans (SALPs),
- Child and Youth in Care programs, and
- Transition plans for all students.

Administrators, teachers and support staff continue to support all students in collaboration with parents/ guardians to increase the number of students who successfully become graduates of the Niagara Catholic District School Board, fulfilling the Mission of Catholic Education and the Ontario Catholic School Graduate Expectations.

The Niagara Catholic District School Board is pleased to announce the graduation rates for the 2011-2012 Grade 9 cohort as the second (2^{nd}) in the province among English boards for four-year and five-year graduation rates for 2016:

- 92.1 percent for the four-year graduation rate, and;
- 94.0 percent for the five-year graduation rate.

The visual presentation which includes comparative data on the 2016 four and five year graduations rates (Appendix A) will be presented as part of this report.

The chart below has been provided by the Ministry of Education:

2016 Graduation Rates Across the Province	Four-Year Graduation Rate	Five-Year Graduation Rate
Provincial Graduation Rate	**79.6%**	**86.5%**
Algoma DSB	68.4%	76.8%
Algonquin and Lakeshore CDSB	85.3%	89.8%
Avon Maitland DSB	72.0%	85.5%
Bluewater DSB	70.7%	83.8%
Brant Haldimand Norfolk CDSB	86.1%	89.0%
Bruce-Grey CDSB	82.0%	88.4%
CDSB of Eastern Ontario	88.0%	91.2%
Conseil scolaire catholique Providence	94.9%	97.3%
CS Viamonde	87.5%	92.6%
CSD du Grand Nord de l'Ontario	88.8%	92.2%
CSD du Nord-Est de l'Ontario	85.0%	87.9%
CSDC Centre-Sud	89.5%	92.3%
CSDC Franco-Nord	91.0%	94.0%
CSDC de l'Est ontarien	91.6%	92.6%
CSDC des Aurores boréales	85.0%	90.0%
CSDC des Grandes Rivières	85.9%	90.7%
CSDC du Centre-Est de l'Ontario	92.6%	93.9%
CSDC du Nouvel-Ontario	90.5%	93.8%
CÉP de l'Est de l'Ontario	87.5%	90.8%
DSB Niagara	78.9%	84.6%
DSB Ontario North East	45.8%	68.3%
Dufferin-Peel CDSB	88.6%	92.8%
Durham CDSB	88.8%	91.7%
Durham DSB	78.7%	86.1%
Grand Erie DSB	66.0%	77.6%
Greater Essex County DSB	78.2%	86.1%
Halton CDSB	89.8%	93.5%
Halton DSB	83.3%	90.7%
Hamilton-Wentworth CDSB	79.8%	86.4%
Hamilton-Wentworth DSB	70.0%	78.8%
Hastings & Prince Edward DSB	70.1%	76.2%
Huron Perth CDSB	85.1%	91.2%
Huron-Superior CDSB	78.2%	85.3%
Kawartha Pine Ridge DSB	74.4%	83.0%
Keewatin-Patricia DSB	67.1%	73.6%
Kenora CDSB	75.2%	81.7%
Lakehead DSB	68.1%	75.3%
Lambton Kent DSB	70.6%	80.5%
Limestone DSB	81.1%	86.3%
London District Catholic School Board	84.6%	89.8%

Near North DSB	68.3%	78.7%
Niagara CDSB	92.1%	94.0%
Nipissing-Parry Sound CDSB	74.0%	81.5%
Northeastern CDSB	64.4%	77.0%
Ottawa CDSB	89.2%	91.4%
Ottawa-Carleton DSB	81.6%	87.1%
Peel DSB	81.3%	87.7%
Peterborough Victoria Northumberland CDSB	87.0%	90.9%
Rainbow DSB	62.2%	73.7%
Rainy River DSB	75.1%	81.6%
Renfrew County CDSB	79.3%	90.1%
Renfrew County DSB	76.3%	85.6%
Simcoe County DSB	76.5%	82.6%
Simcoe Muskoka CDSB	83.3%	88.8%
St Clair CDSB	81.2%	91.5%
Sudbury CDSB	74.0%	81.7%
Superior-Greenstone DSB	62.6%	70.1%
Thames Valley DSB	66.9%	78.3%
Thunder Bay CDSB	79.0%	84.7%
Toronto CDSB	84.5%	89.5%
Toronto DSB	73.4%	82.5%
Trillium Lakelands DSB	76.9%	84.5%
Upper Canada DSB	77.0%	82.0%
Upper Grand DSB	73.4%	85.2%
Waterloo CDSB	78.1%	85.9%
Waterloo Region DSB	68.0%	81.0%
Wellington CDSB	87.0%	92.3%
Windsor-Essex CDSB	84.0%	89.3%
York CDSB	94.0%	96.4%
York Region DSB	88.4%	93.0%

The Niagara Catholic District School Board Level Graduation Rates for the 2011-2012 Grade 9 Cohort is presented for information.

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

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

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

Date: June 13, 2017

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.

Committee of the Whole Meeting
June 13, 2017

Niagara Catholic District School Board Graduation Rates

Nurturing Souls and Building Minds

Know, Love, Serve
HYM
ONE FAMILY IN CHRIST
2016-2017

Niagara Catholic District School Board Graduation Rates

Grade 9 Cohort	Year of Graduation	Four Year Graduation Rate (%)	Year of Graduation	Five Year Graduation Rate (%)
2007-2008	June 2011	88	June 2012	92
2008-2009	June 2012	88	June 2013	92
2009-2010	June 2013	89.0	June 2014	92.0
2010-2011	June 2014	91.3	June 2015	93.5
2011-2012	June 2015	92.1	June 2016	94.0

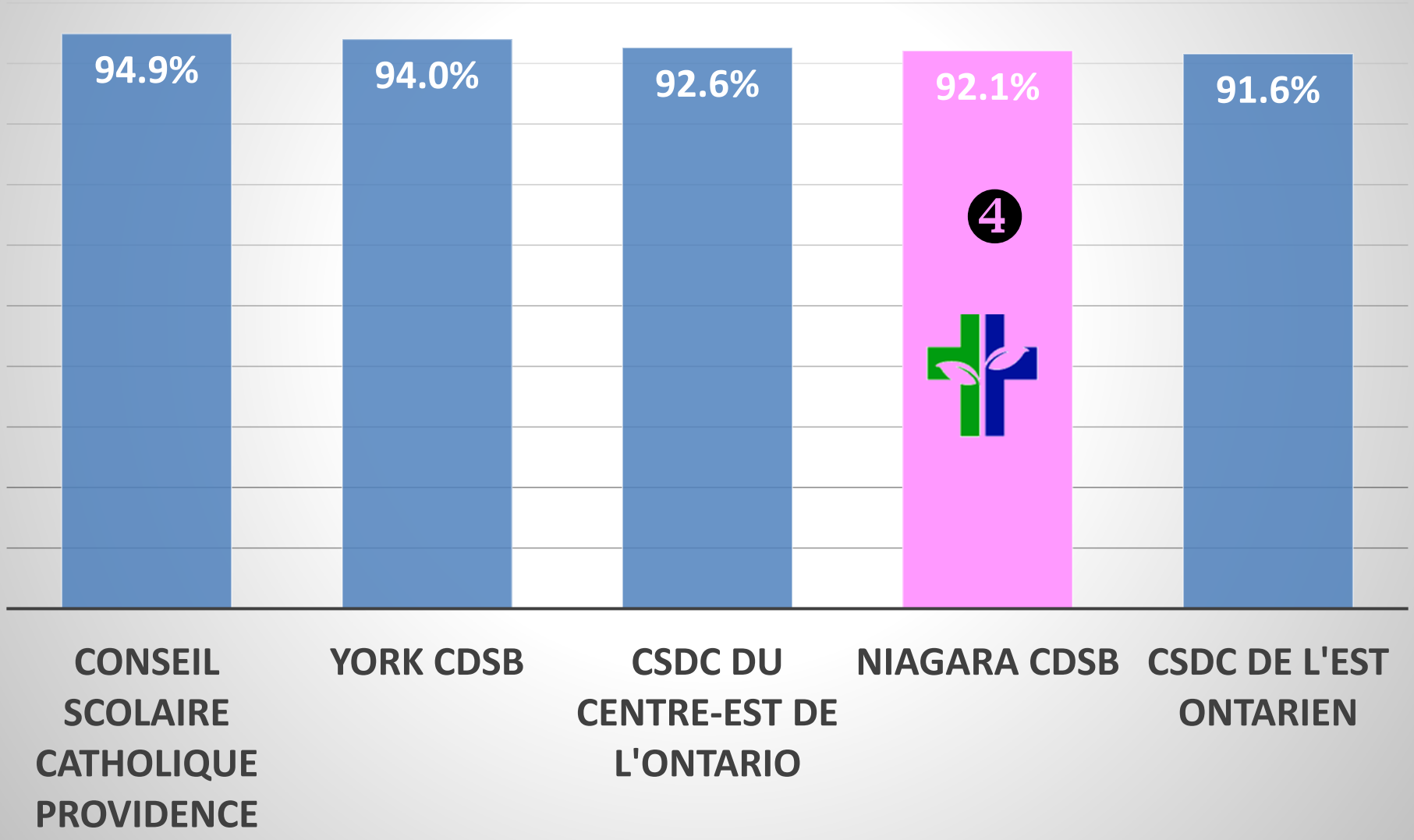
Comparison of Graduation Rates For Coterminous and Contiguous Boards

ONTARIO	79.6%	86.5%
School Board	**Four-Year Graduation Rate (%)**	**Five-Year Graduation Rate (%)**
York CDSB	94.0 (93.2) ↑	96.4 (95.9) ↑
Niagara CDSB *	**92.1 (91.3)** ↑	**94.0 (93.5)** ↑
CSDC Centre-Sud * (MonAvenir)	89.5 (91.0) ↓	92.3 (93.7) ↓
CS Viamonde *	87.5 (87.9) ↓	92.6 (92.0) ↑
Brant Haldimand Norfolk CDSB	86.1 (83.3) ↑	89.0 (87.6) ↑
Hamilton-Wentworth CDSB	79.8 (79.4) ↑	86.4 (85.4) ↑
DSB Niagara *	78.9 (77.4) ↑	84.6 (85.1) ↓
Hamilton-Wentworth DSB	70.0 (70.0)	78.8 (78.2) ↑
Grand Erie DSB	66.0 (62.3) ↑	77.6 (74.2) ↑

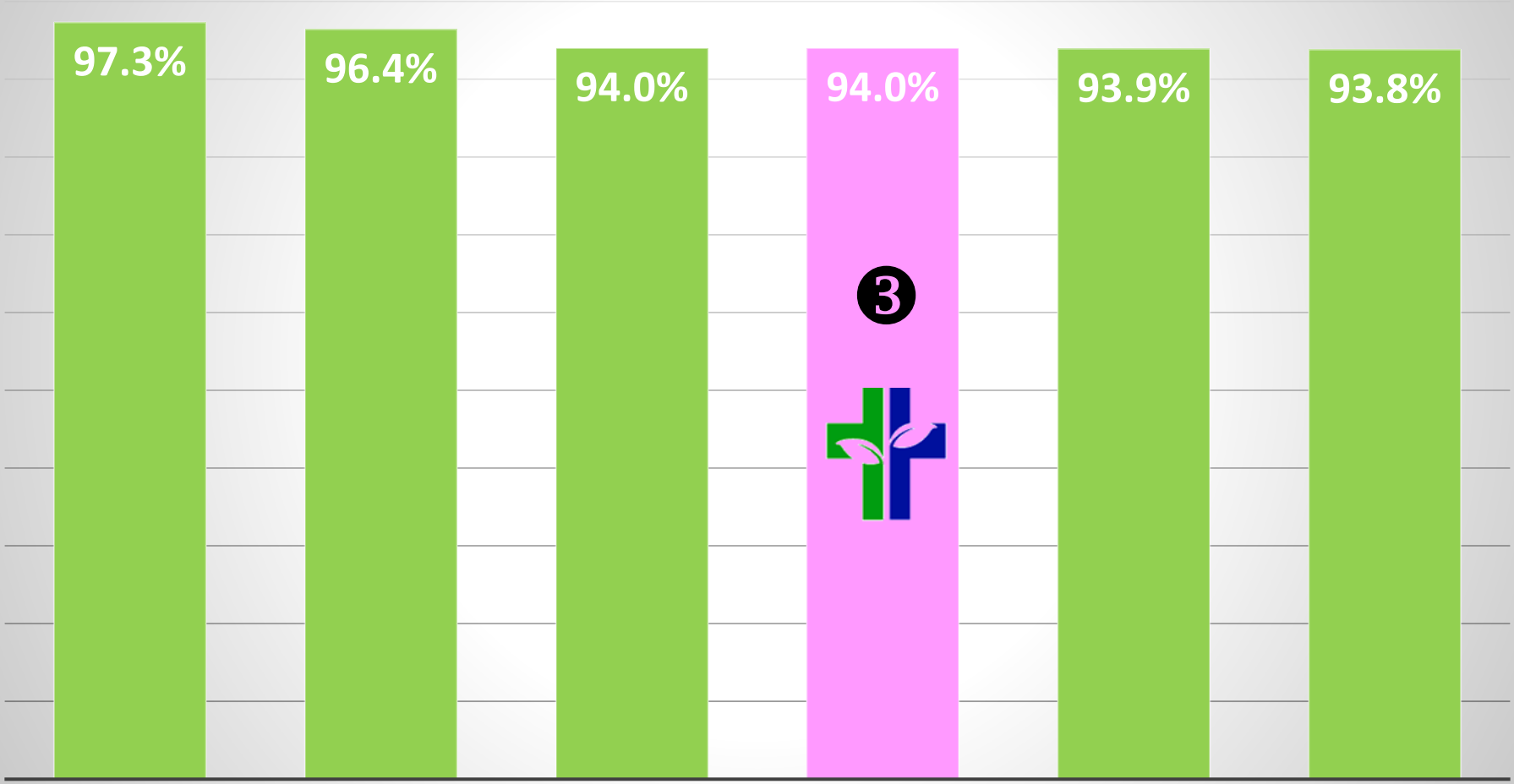
*Coterminous Boards

Four-Year Graduation Rate 2016
Top Five – All District School Boards

(English Catholic and Public, and French Catholic and Public)



Five-Year Graduation Rate 2016
Top Five – All District School Boards
(English Catholic and Public, and French Catholic and Public)

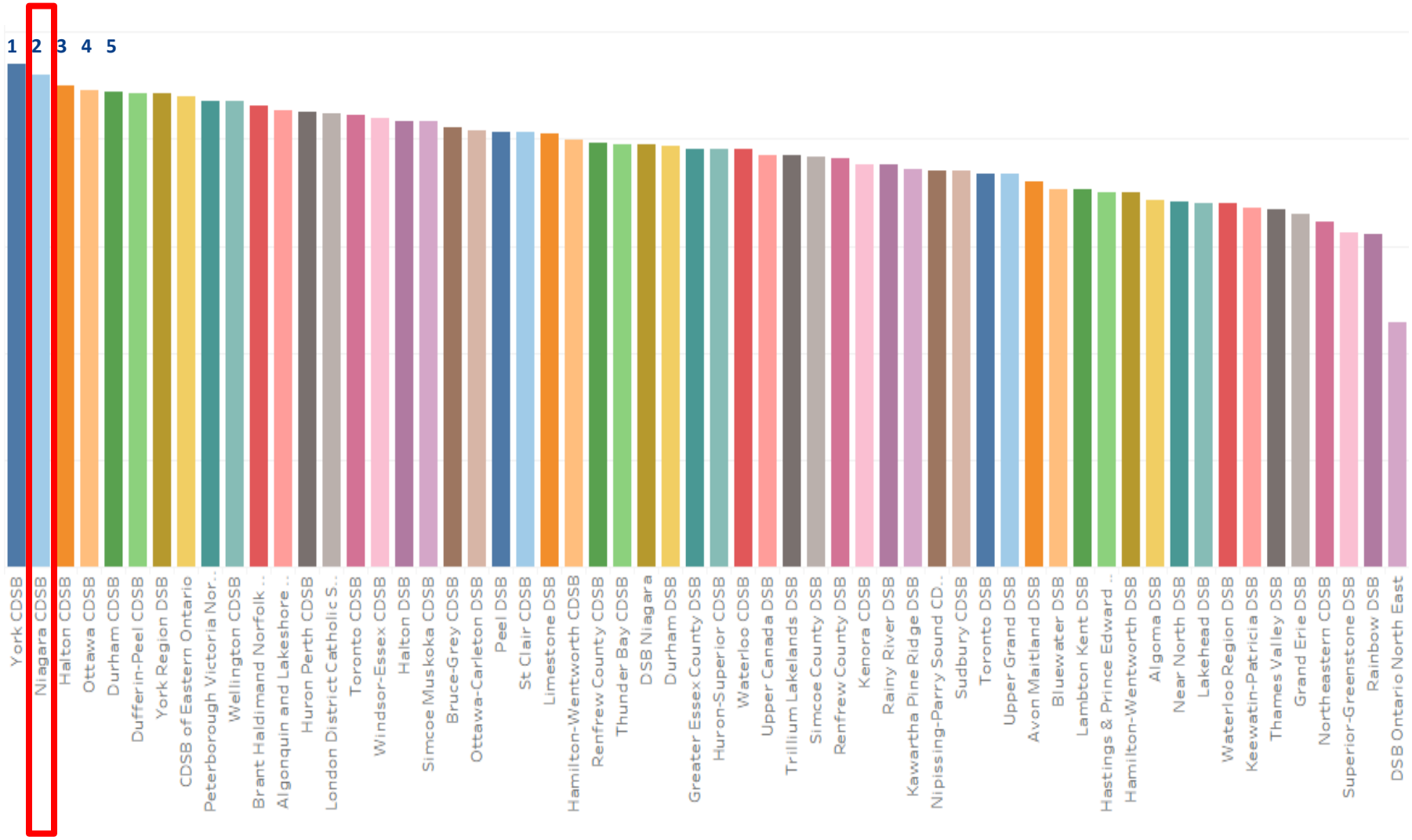


Niagara Catholic

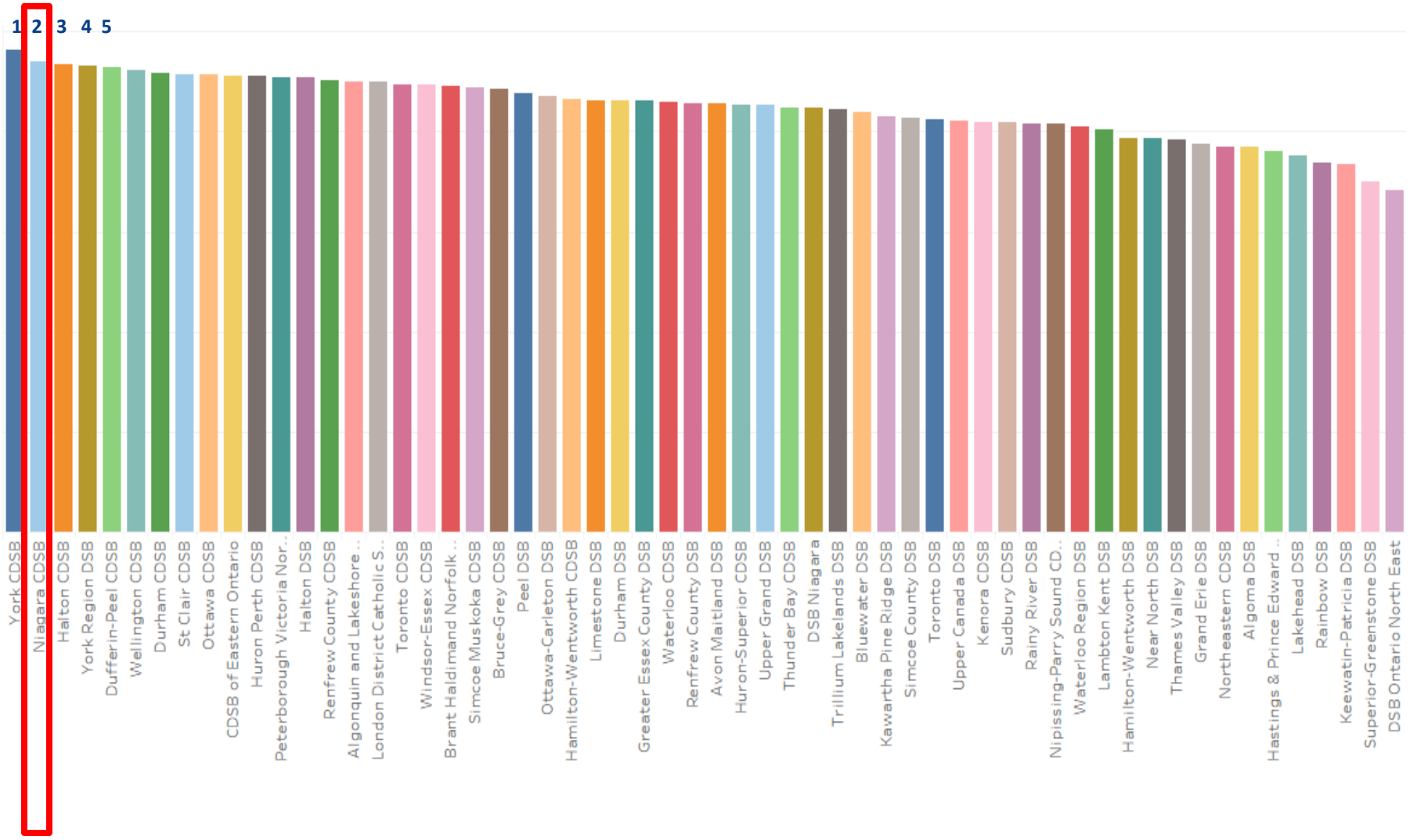
Second Highest Four-Year and Five-Year Graduation Rates in 2016 out of all English DSBs in Ontario

ENGLISH DSB	FOUR-YEAR GRADUATION RATE	ENGLISH DSB	FIVE-YEAR GRADUATION RATE
York CDSB	94.0%	York CDSB	96.4%
Niagara CDSB	**92.1%**	**Niagara CDSB**	**94.0%**
Halton CDSB	89.8%	Halton CDSB	93.5%
Ottawa CDSB	89.2%	York Region DSB	93.0%
Durham CDSB	88.8%	Dufferin-Peel CDSB	92.8%

Four-Year Graduation Rates 2016 for English Boards



Five-Year Graduation Rates 2016 for English Boards



TO: **NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**
COMMITTEE OF THE WHOLE MEETING
JUNE 13, 2017

PUBLIC SESSION

TITLE: **ANNUAL BOARD BUDGET 2017-2018**

RECOMMENDATION

THAT the Committee of the Whole recommends that the Niagara Catholic District School Board approve the 2017-2018 Annual Budget, as presented.

Prepared by:	Giancarlo Vetrone, Superintendent of Business & Financial Services Senior Administrative Council
Presented by:	Giancarlo Vetrone, Superintendent of Business & Financial Services Senior Administrative Council
Recommended by:	John Crocco, Director of Education/Secretary-Treasurer
Date:	June 13, 2017

NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

REPORT TO THE COMMITTEE OF THE WHOLE
JUNE 13, 2017

ANNUAL BUDGET BOARD BUDGET 2017-2018

BACKGROUND INFORMATION

On April 12th, 2017, the Ministry of Education announced the education funding for the 2017-2018 school year. Investments in Ontario's publicly-funded education system continue to increase, with total funding expected to increase from $23.0 billion in 2016-2017 to $23.8 billion in 2017-2018. Per-pupil funding is projected to increase in 2017-2018 to $12,100 – an increase of 68 per cent since 2002-2003.

Changes to the 2017-2018 Grants for Student Needs are as follows:

i) Modest wage increases and investment in benefit transformation;
ii) Local Priorities funding – including more support for Special Education;
iii) Class size investments for Kindergarten and Grade 4-8
iv) Community use of schools and other priorities

Board budgets are funded by the Ministry of Education based on the average daily enrolment of students per Board. As our Board is aware, the changing demographics of the Region of Niagara continues to confirm a decrease in school aged students. Niagara Catholic's enrolment numbers continue to trend downward over the past five years. This continued decrease in school aged enrolment has impacted the Grants for Student Needs funding received from the Ministry of Education. The 2017-2018 Annual Budget is built on an average daily enrolment of 21,099 students for the 2017-2018 school year.

Senior Administrative Council continues to design accountability mechanisms and risk management strategies for all areas of ministry revenues to ensure our cost structure is aligned with our 2017-2018 estimated GSN revenue.

Following an extensive consultation process, Senior Administrative Council has now completed the design of the 2017-2018 Annual Budget. The Annual Budget 2017-2018 provides the funding required to achieve the Board approved System Priorities 2017-2018, programs, supports, services, staffing and resources to meet the Mission, Vision and Values of the Niagara Catholic District School Board.

The Director of Education and members of Senior Administrative Council are pleased to present the Annual Budget for the 2017-2018 school year, which is balanced, without the transfer of funds from the reserves. The proposed Annual Budget includes operating expenditures amounting to approximately $267,958,165.

For the review and consideration of the Committee of the Whole to recommend to the Board, the following appendices are attached to this report:

APPENDIX A
System Priorities 2017-2018

APPENDIX B
Day School Enrolment
On the Ground Capacity

APPENDIX C
Class Size Aggregate – Compliance
Local Priority Funding – Central Agreement

APPENDIX D
2017-2018 Grants for Student Needs

APPENDIX E
2017-2018 Expenditure Annual Budget

APPENDIX F
2017-2018 Special Education Compliance

APPENDIX G
2017-2018 F.T.E Annual Budget

APPENDIX H
2017-2018 Annual Budget Expenditure by Type

APPENDIX I
2017-2018 Board Administration
2017-2018 Elementary Panel
2017-2018 Secondary Panel
2017-2018 Facilities Services

As part of this report, a visual Executive Summary presentation of the balanced 2017-2018 Annual Budget will be presented at the Committee of the Whole.

We take this opportunity to thank all the members of Board staff, who have been involved in the preparation of the 2017-2018 Annual Budget.

RECOMMENDATION

THAT the Committee of the Whole recommends that the Niagara Catholic District School Board approve the 2017-2018 Annual Budget, as presented.

Prepared by:	Giancarlo Vetrone, Superintendent of Business & Financial Services Senior Administration Council
Presented by:	Giancarlo Vetrone, Superintendent of Business & Financial Services Senior Administration Council
Recommended by:	John Crocco, Director of Education/Secretary-Treasurer
Date:	June 13, 2017

NIAGARA CATHOLIC
SYSTEM PRIORITIES 2017-2018

To continue to achieve excellence, ensure equity, promote well-being and enhance public confidence in publically funded Catholic education through the delivery of innovative and supportive programs and services for students and staff rooted in the Board's Mission, Vision and Values.

STRATEGIC DIRECTIONS

Build Strong Catholic Identity and Community to Nurture the Distinctiveness of Catholic Education

Advance Student Achievement for All

ENABLING STRATEGIES

Provide Supports for Success

- Increase student engagement, and student voice in student achievement, well-being and mental health awareness
- Engage in a review of specific programs, pathways, services and supports provided for all students
- Enhance global competencies and experiential learning opportunities for all students

Enhance Technology for Optimal Learning

- Improve access and use of technology for all students and staff

Building Partnerships and Schools as Hubs

- Create opportunities for meaningful dialogue, feedback and input from students, parents, staff, pastors and the community
- Refine brand awareness and communication with stakeholders
- Enhance and develop wrap around partnerships with community services

…2

Strengthen Human Resource Practices and Develop Transformational Leadership

- Enhance professional development opportunities for all staff
- Consolidate Board requirements for the Health and Safety of staff and students
- Address regulations regarding data management

Create Equity and Accessibility of Resources

- Conduct a review of the criteria used in the allocation of resources to deliver approved programs, supports and services within Board and School Improvement Plans

Ensure Responsible Fiscal and Operational Management

- Maintain financial stability through a balanced Budget 2017-2018
- Achieve Ministry of Education compliance for Grants for Student Needs

Address Changing Demographics

- Continue to optimize efficiency in capacity utilization in all Board facilities

DAY SCHOOL ENROLMENT

APPENDIX B

2017-2018 BUDGET

ELEMENTARY PANEL

	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 PROJECTED	2018-2019 PROJECTED	2019-2020 PROJECTED
Early Learning Kindergarten	2,639	2,644	2,662	2,536	2,500	2,500
Grade 1 - Grade 3	4,537	4,462	4,358	4,238	4,200	4,100
Grade 4 - Grade 8	7,658	7,689	7,699	7,637	7,600	7,500
TOTAL ELEMENTARY PANEL	14,834	14,795	14,719	14,411	14,300	14,100

SECONDARY PANEL

Grade 9 - Grade 12	7,396	7,154	6,936	6,688	6,300	6,200
TOTAL ENROLMENT	22,230	21,949	21,655	21,099	20,600	20,300

PREVIOUS YEAR

Increase (Decrease)	N/A	(281)	(294)	(556)	(499)	(300)
% Increase (Decrease)	N/A	-1.26%	-1.34%	-2.57%	-2.37%	-1.46%

ON THE GROUND CAPACITY

NUMBER OF SCHOOLS	57	57	57	57	57	56
ELEMENTARY PANEL						
Ground Capacity	16,732	16,758	16,746	16,326	16,326	15,908
Average Daily Enrolment	14,834	14,795	14,719	14,411	14,300	14,100
Utilization Capacity	88.66%	88.29%	87.90%	88.27%	87.59%	88.63%
SECONDARY PANEL						
Ground Capacity	6,999	7,296	7,275	7,275	7,275	7,275
Average Daily Enrolment	7,396	7,154	6,936	6,688	6,300	6,200
Utilization Capacity	105.67%	98.05%	95.34%	91.93%	86.60%	85.22%
TOTAL UTILIZATION	93.67%	91.25%	90.15%	89.40%	87.28%	87.56%

CLASS SIZE AGGREGATE

APPENDIX C

	MINISTRY	JUNE 2017	
Early Learning Kindegarten	25.75	23.81	✓
Grade 1 - Grade 3	19.80	18.60	✓
Grade 4 - Grade 8	24.17	24.17	✓
Grade 9 - Grade 12	22.00	21.30	✓
Early Childhood Educators	26:1	25.87	✓

All class size aggregates for each panel are below Ministry of Education compliance targets for 2017-2018.

LOCAL PRIORITY FUNDING - CENTRAL AGREEMENT

MINISTRY OF EDUCATION LOCAL PRIORITY FUNDING		$2,483,464

LOCAL PRIORITY FUNDING OECTA

	FTE	$
Classroom Teachers - Elementary	3.20	$337,440
Preparation & Planning - Elementary	0.48	$50,616
Classroom Teachers - Secondary	4.40	$463,980
Education Resource Teachers - Elementary	5.50	$579,975
Total Local Priority OECTA	13.58	$1,432,011

LOCAL PRIORITY FUNDING CUPE

SPECIAL EDUCATION FUNDING	FTE	$
Education Assistants	10.0	$568,466
OTHER CUPE FUNDING		
Caretakers	3.50	$203,224
School Secretaries	1.50	$74,748
Library Technician	1.00	$43,494
Child & Youth Worker	1.00	$57,539
Information Technologist - Special Education	1.00	$64,818
Maintenance / Trades	0.70	$50,577
Total Other CUPE Funding	8.70	$494,400
TOTAL LOCAL PRIORITY FUNDING ESTIMATE	32.28	$2,494,876 ✓

* local priority funding allocation - full compliance with Central Agreement.
* No funding provided for replacement costs to support additional investment in permanent staff.

GRANTS FOR STUDENT NEEDS

APPENDIX D

OPERATING REVENUE ALLOCATION

	BUDGET 2016-2017	BUDGET 2017-2018	BUDGET VARIANCE	
Pupil Foundation	$116,508,008	$115,627,091	($880,917)	A
School Foundation	$16,234,311	$16,211,571	($22,740)	
Special Education	$28,835,737	$28,660,049	($175,688)	
Language Allocation	$4,039,271	$4,093,681	$54,410	
Learning Opportunities	$3,272,491	$5,736,884	$2,464,393	B
Continuing Education Allocation	$1,734,587	$1,783,223	$48,636	
Teacher Qualification	$24,032,581	$26,221,667	$2,189,086	C
Restraint Savings	($64,921)	($64,921)	$0	
New Teacher Induction	$69,079	$75,000	$5,921	
ECE Q&E	$1,235,932	$1,367,385	$131,453	
Transportation	$10,360,001	$10,360,001	$0	
Administration and Governance	$6,380,580	$6,443,319	$62,739	
School Operations & Maintenance	$20,635,595	$20,632,325	($3,270)	
Community Use of Schools	$288,469	$295,332	$6,863	
Declining Enrolment	$920,666	$1,387,096	$466,430	D
Indigenious Funding	$458,914	$552,738	$93,824	
Safe and Accepting Schools	$397,100	$392,820	($4,280)	
Permanent Financing of NFP	$117,487	$117,487	$0	
General Operating Allocation	$235,455,888	$239,892,748	$4,436,860	
Minor Tangible Capital Assets	$5,886,397	$5,997,306	$110,909	
Total School Renewal Allocation	$3,905,356	$3,840,558	($64,798)	
Capital Grants - Temporary Accommodations	$626,500	$596,500	($30,000)	
Capital Debts Payments - Interest Payments	$3,347,883	$3,104,606	($243,277)	
Total Capital Allocation	$13,766,136	$13,538,970	($227,166)	
Total Allocation	$249,222,024	$253,431,718	$4,209,694	

A. Decline in enrolment projected for 2017-2018 Average Daily Enrolment 556 or 2.57%.

B. Local Priority Funding OECTA/CUPE - Central Agreement with the Province of Ontario $2.4M

C. Grid Adjustments and Qualifications Experience for Teaching Staff

D. Declining enrolment adjustment funding

EXPENDITURE BUDGET

APPENDIX E

BUDGET

	BUDGET 2016-2017	%	BUDGET 2017-2018	%	BUDGET VARIANCE	
CLASSROOM INSTRUCTION EXPENDITURES						
Classroom Teachers	$133,647,269	50.2%	$134,817,626	50.3%	$1,170,357	
Supply Staff	$4,800,341	1.8%	$5,024,916	1.9%	$224,575	
Coordinators and Consultants	$2,499,844	0.9%	$2,675,730	1.0%	$175,886	
Teacher Assistants	$16,829,674	6.3%	$16,526,241	6.2%	($303,433)	
Early Childhood Educators	$4,842,385	1.8%	$4,856,417	1.8%	$14,032	
Textbooks and Supplies	$6,243,727	2.3%	$6,854,743	2.6%	$611,016	A
Computers	$853,972	0.3%	$547,556	0.2%	($306,416)	B
Professionals, Paraprofessionals and Technicians	$6,550,698	2.5%	$7,255,889	2.7%	$705,191	C
Library & Guidance	$4,329,603	1.6%	$3,835,109	1.4%	($494,494)	D
Staff Development	$448,350	0.2%	$487,000	0.2%	$38,650	
Department Heads	$321,595	0.1%	$321,040	0.1%	($555)	
Total Classroom Instruction	$181,367,458	68.2%	$183,202,267	68.3%	$1,834,809	
NON CLASSROOM EXPEDITURES						
Principals & VPs	$10,708,963	4.0%	$11,285,142	4.2%	$576,179	E
Board Administration	$6,036,171	2.3%	$5,906,362	2.2%	($129,809)	
Director and Supervisory Officers	$1,736,082	0.7%	$1,692,882	0.6%	($43,200)	
Trustees	$311,810	0.1%	$289,433	0.1%	($22,377)	
School Operations and Maintenance	$22,768,969	8.6%	$22,477,226	8.4%	($291,743)	
School Office	$5,172,345	1.9%	$5,273,897	2.0%	$101,552	
Pupil Transportation	$9,553,680	3.6%	$9,828,728	3.7%	$275,048	
Continuing Education	$4,915,290	1.8%	$4,657,494	1.7%	($257,796)	
Total Non Classroom Expenditures	$61,203,310	23.0%	$61,411,163	22.9%	$465,649	
OTHER						
School Generated Funds	$8,225,000	3.1%	$8,180,000	3.1%	($45,000)	
Pupil Accommodation	$15,231,192	5.7%	$15,249,487	5.7%	$18,295	
TOTAL EXPENDITURES	$266,026,960	100%	$268,042,917	100%	$2,273,753	

* Estimates include $1.5M in Education Program Other Revenues.

A. Investment in Wireless Infrastructure $300,000, additional school resources $200,000, S.E.A pupil $100,000

B. Leasing Agreements for endpoint devices ending in 2017-2018

C. Investment in Coordinator Stay in School, Social Worker and reallocation of technicians. Salary grid adjustment

D. Decline in enrolment - reducing number of guidance teachers in Secondary and Library Technicians

E. Additional VP allocation for schools over 400 pupils. Adjustment of salary grid to Principals & VPs

SPECIAL EDUCATION BUDGET

APPENDIX F

BUDGET

	BUDGET 2016-2017	%	BUDGET 2017-2018	%	BUDGET VARIANCE
SPECIAL EDUCATION ALLOCATION					
Special Education Per Pupil Allocation	$15,630,748	54.2%	$15,645,558	54.6%	$14,810
SEA Allocation	$1,291,951	4.5%	$1,271,908	4.4%	($20,043)
Differential Special Education Needs	$11,644,280	40.4%	$11,474,982	40.0%	($169,298)
Approved SIP	$120,000		$120,000		$0
Behavioural Expertise amount	$146,758	0.5%	$147,601	0.5%	$843
Special Education Allocation	$28,833,737	100%	$28,660,049	100%	($173,688)
EXPENDITURES					
Classroom Teachers	$7,206,245	24.8%	$7,254,411	25.1%	$48,166
Supply Staff	$538,859	1.9%	$679,242	2.4%	$140,383
Coordinators and Consultants	$1,385,079	4.8%	$1,199,211	4.2%	($185,868)
Teacher Assistants	$13,855,820	47.6%	$13,420,319	46.5%	($435,501)
Child Youth Workers	$1,715,899	5.9%	$1,732,455	6.0%	$16,556
Professionals, Paraprofessionals and Technicians	$3,245,404	11.2%	$3,460,619	12.0%	$215,215
Textbooks and Supplies	$807,000	2.8%	$807,000	2.8%	$0
Computers	$60,000	0.2%	$50,000	0.2%	($10,000)
Staff Development	$15,000	0.1%	$20,000	0.1%	$5,000
Pupil Accommodation	$250,000	0.9%	$250,000	0.9%	$0
Special Education Expeditures	$29,079,306	100%	$28,873,258	100%	($206,048)
Special Education Surplus/(Deficit)	($245,569)		($213,209)		

* Niagara Catholic continues to allocate resources that exceed Special Education Funding for 2017-2018.

	BUDGET 2016-2017	%	BUDGET 2017-2018	%	BUDGET VARIANCE
Classroom Teachers	67.50		67.50		0.00
Supply Staff	7.50		10.00		2.50
Coordinators and Consultants	11.00		11.00		0.00
Teacher Assistants	283.00		273.00		(10.00)
Professionals, Paraprofessionals and Technicians	50.20		51.20		1.00
Total Special Education FTE	419.20		412.70		(6.50)

FTE ANNUAL BUDGET

APPENDIX G

FULL TIME EQUIVALENT BUDGET	BUDGET 2016-2017	%	BUDGET 2017-2018	%	BUDGET VARIANCE	
CLASSROOM INSTRUCTION FTE						
Classroom Teachers	1,286.0	47.9%	1,252.7	47.4%	(33.3)	
Supply Staff	53.5	2.0%	58.0	2.2%	4.5	A
Coordinators and Consultants	26.0	1.0%	23.0	0.9%	(3.0)	
Teacher Assistants	303.0	11.3%	296.0	11.2%	(7.0)	B
Early Childhood Educators	93.0	3.5%	98.0	3.7%	5.0	
Professionals, Paraprofessionals and Technicians	92.2	3.4%	93.2	3.5%	1.0	
Library & Guidance	67.5	2.5%	64.0	2.4%	(3.5)	C
Department Heads	88.0	3.3%	88.0	3.3%	0.0	
Total Classroom Instruction FTE	2,009.2	74.8%	1,972.9	74.7%	(36.2)	
NON CLASSROOM FTE						
Board Administration	51.0	1.9%	47.0	1.8%	(4.0)	D
Director and Supervisory Officers	7.0	0.3%	7.0	0.3%	0.0	
Trustees	10.0	0.4%	10.0	0.4%	0.0	
Principals & VPs	82.0	3.1%	83.0	3.1%	1.0	
School Office	98.5	3.7%	99.1	3.8%	0.6	
School Operations and Maintenance	214.0	8.0%	208.0	7.9%	(6.0)	E
Continuing Education	215.0	8.0%	213.4	8.1%	(1.6)	
Total Non Classroom FTE	677.5	25.2%	667.5	25.3%	(10.0)	
Total Full Time Equivalent	2,686.7	100%	2,640.4	100%	(46.2)	

A. Additional Supply Staff - Replacement costs reflects current trending in illness

B. Enrolment related reduction in Education Assistants and change in service delivery model for Speech & Language

C. Enrolment related criteria for Secondary Guidance Teachers and Library Technicians

D. Reduction in staffing and reallocation of personnel to panel support.

E. Enrolment related reduction in Cleaners

ADDITIONAL INVESTMENT IN SYSTEM PRIORITIES	FTE
Social Worker	1.00
Health & Safety Officer	1.00
Stay in School Coordinator	1.00
Computer Technician - Special Education	1.00

EXPENDITURE BUDGET BY TYPE

OPERATING BUDGET

	BUDGET 2016-2017	%	BUDGET 2017-2018	%	BUDGET VARIANCE	COMMENTS
REVENUE SCHEDULE 9	$258,896,097		$260,752,950		$1,856,853	
Salaries	$179,554,634	69.4%	$182,200,132	69.9%	$2,645,498	Local Investment, Grid Adjustments, Sick Replacement
Benefits	$30,391,596	11.7%	$29,448,148	11.3%	($943,448)	Teacher ELHT, Non Union CUPE (March 1, 2017)
Lump Sum 0.50%	$0	0.0%	$953,000	0.4%	$953,000	2016-2017 Central Agreement
Maternity Top-Up	$600,000	0.2%	$600,000	0.2%	$0	Maternity Top Up - Status Quo
Total Salaries, Wages & Benefits	$210,546,230	81.3%	$213,201,280	81.8%	$2,655,050	
Staff Development	$293,115	0.1%	$325,100	0.1%	$31,985	
Supplies and Services	$20,623,001	8.0%	$20,189,260	7.7%	($433,741)	Removal of the $400,000 Technology investment
Interest Charges	$3,974,901	1.5%	$3,732,487	1.4%	($242,414)	Reduction of debt principal
Rental Expenses	$658,700	0.3%	$723,500	0.3%	$64,800	
Fees and Contract Services	$11,473,621	4.4%	$11,226,824	4.3%	($246,797)	Transportation increase $225,000, Investment in Thrive
Other Expenses	$407,517	0.2%	$354,500	0.1%	($53,017)	
Amortization	$10,919,012	4.2%	$11,000,000	4.2%	$80,988	Updated amortization schedules for 2017-2018
Supplies and Other Expenses	$48,349,867	18.7%	$47,551,671	18.2%	($798,196)	
Total Expenses by Type	$258,896,097	100.0%	$260,752,950	100.0%	$1,856,853	
OPERATING BALANCED POSITION	$0		($0)		$0	Balanced Budget 2017-2018

* Estimates include $1.5M in Education Program Other Revenues.

EXPENDITURE BUDGET BOARD ADMINISTRATION

APPENDIX I

BOARD ADMINISTRATION 6

	BUDGET 2016-2017	%	BUDGET 2017-2018	%	BUDGET VARIANCE	
Salaries	$4,308,099	52.8%	$4,179,326	53.1%	($128,773)	
Benefits	$933,357	11.4%	$1,028,183	13.1%	$94,826	
Total Salaries, Wages & Benefits	$5,241,456	64.2%	$5,207,509	66.1%	($33,947)	
Staff Development	$130,450	1.6%	$146,350	1.9%	$15,900	
Supplies and Services	$1,532,150	18.8%	$1,132,300	14.4%	($399,850)	A
Interest Charges	$0	0.0%	$0	0.0%	$0	
Rental Expenses	$0	0.0%	$0	0.0%	$0	
Fees and Contract Services	$1,076,517	13.2%	$1,193,017	15.1%	$116,500	B
Other Expenses	$178,400	2.2%	$197,500	2.5%	$19,100	
Amortization	$0	0.0%	$0	0.0%	$0	
Supplies and Other Expenses	$2,917,517	35.8%	$2,669,167	33.9%	($248,350)	
Total Expenses Board Administration	$8,158,973	100.0%	$7,876,676	100.0%	($282,297)	C

A. Print Shop redesign for September 1, 2017

B. Legal increase $30,000 and investment $30,000 Asbestos Training for Facilities

C. Board Administration is in full compliance for 2017-2018.

FTE BUDGET BOARD ADMINISTRATION

	BUDGET 2016-2017	%	BUDGET 2017-2018	%	BUDGET VARIANCE
Senior Administration	7.0	10.0%	7.0	10.6%	0.0
Governance / Trustees	10.0	14.3%	10.0	15.2%	0.0
Human Resources Administration	13.0	18.6%	13.0	19.7%	0.0
Finance	8.0	11.4%	7.0	10.6%	(1.0)
Information Technology Administration	4.0	5.7%	3.0	4.5%	(1.0)
Payroll Administration	6.0	8.6%	6.0	9.1%	0.0
Purchasing and Procurement	4.0	5.7%	3.0	4.5%	(1.0)
Operations & Maintenance	3.0	4.3%	3.0	4.5%	0.0
Director's Office	7.0	10.0%	7.0	10.6%	0.0
Transportation General	2.0	2.9%	2.0	3.0%	0.0
Administration and Other Support	6.0	8.6%	5.0	7.6%	(1.0)
Total Board Administration FTE	70.0	100.0%	66.0	100.0%	(4.0)

EXPENDITURE BUDGET ELEMENTARY PANEL

APPENDIX I

ELEMENTARY PANEL

	BUDGET 2016-2017	%	BUDGET 2017-2018	%	BUDGET VARIANCE	
Salaries	$108,601,602	82.5%	$111,539,810	82.8%	$2,938,208	
Benefits	$16,926,106	12.9%	$16,717,952	12.4%	($208,154)	
Lump Sum 0.50%	$0	0.0%	$500,000	0.4%	$500,000	
Maternity Top-Up	$450,000	0.3%	$450,000	0.3%	$0	
WSIB	$200,000	0.2%	$200,000	0.1%	$0	
Total Salaries, Wages & Benefits	$126,177,708	95.9%	$129,407,761	96.1%	$3,230,053	
Staff Development	$325,100	0.2%	$336,400	0.2%	$11,300	
Supplies and Services	$4,510,280	3.4%	$4,384,408	3.3%	($125,872)	A
Rental Expenses	$261,000	0.2%	$261,000	0.2%	$0	
Fees and Contract Services	$289,200	0.2%	$289,200	0.2%	$0	
Supplies and Other Expenses	$5,385,580	4.1%	$5,271,008	3.9%	($114,572)	
Total Expenses Elementary Panel	$131,563,288	100.0%	$134,678,769	100.0%	$3,115,481	

A. Lease Agreement for endpoint devices ending in 2017-2018

FTE BUDGET ELEMENTARY PANEL

	BUDGET 2016-2017	%	BUDGET 2017-2018	%	BUDGET VARIANCE
Classroom Teachers	840.6	57.6%	834.4	57.6%	(6.2)
Supply Staff	35.5	2.4%	39.5	2.7%	4.0
Coordinators and Consultants	11.0	0.8%	11.0	0.8%	0.0
Teacher Assistants	248.0	17.0%	242.0	16.7%	(6.0)
Early Childhood Educators	101.0	6.9%	98.0	6.8%	(3.0)
Professionals, Paraprofessionals and Technicians	63.2	4.3%	64.2	4.4%	1.0
Library & Guidance	42.0	2.9%	40.0	2.8%	(2.0)
Principals & VPs	60.0	4.1%	61.0	4.2%	1.0
School Office	58.5	4.0%	58.6	4.0%	0.1
Total Elementary Panel FTE	1,459.8	100.0%	1,448.7	100.0%	(11.0)

EXPENDITURE BUDGET SECONDARY PANEL

APPENDIX I

SECONDARY PANEL

	BUDGET 2016-2017	%	BUDGET 2017-2018	%	BUDGET VARIANCE	
Salaries	$54,116,783	81.4%	$53,076,418	81.7%	($1,040,365)	
Benefits	$7,737,916	11.6%	$7,135,721	11.0%	($602,195)	
Lump Sum 0.50%	$0	0.0%	$265,000	0.4%	$265,000	
Maternity Top-Up	$150,000	0.2%	$150,000	0.2%	$0	
WSIB	$100,000	0.2%	$100,000	0.2%	$0	
Total Salaries, Wages & Benefits	$62,104,699	93.5%	$60,727,139	93.5%	($1,377,560)	
Staff Development	$146,795	0.2%	$169,500	0.3%	$22,705	
Supplies and Services	$3,886,573	5.8%	$3,698,435	5.7%	($188,138)	A
Rental Expenses	$171,000	0.3%	$231,000	0.4%	$60,000	
Fees and Contract Services	$145,000	0.2%	$148,000	0.2%	$3,000	
Supplies and Other Expenses	$4,349,368	6.5%	$4,246,935	6.5%	($102,433)	
Total Expenses Secondary Panel	$66,454,067	100.0%	$64,974,074	100.0%	($1,479,993)	

A. Lease Agreement for endpoint devices ending in 2017-2018

FTE BUDGET SECONDARY PANEL

	BUDGET 2016-2017	%	BUDGET 2017-2018	%	BUDGET VARIANCE
Classroom Teachers	439.0	60.6%	418.3	59.4%	(20.7)
Supply Staff	18.0	2.5%	18.5	2.6%	0.5
Coordinators and Consultants	12.0	1.7%	12.0	1.7%	0.0
Teacher Assistants	54.0	7.4%	54.0	7.7%	0.0
Professionals, Paraprofessionals and Technicians	26.5	3.7%	27.0	3.8%	0.5
Library & Guidance	25.5	3.5%	24.0	3.4%	(1.5)
Department Heads	88.0	12.1%	88.0	12.5%	0.0
Principals & VPs	22.0	3.0%	22.0	3.1%	0.0
School Office	40.0	5.5%	40.0	5.7%	0.0
Total Secondary Panel FTE	725.0	100.0%	703.8	100.0%	(21.2)

EXPENDITURE BUDGET FACILITIES SERVICES

APPENDIX I

FACILITIES SERVICES

School Operations and Maintenance	BUDGET 2016-2017	%	BUDGET 2017-2018	%	BUDGET VARIANCE
Salaries	$9,699,689	43.8%	$9,628,699	43.0%	($70,990)
Benefits	$2,670,440	12.1%	$2,574,727	11.5%	($95,713)
Lump Sum 0.50%	$0	0.0%	$0	0.0%	$0
Maternity Top-Up	$0	0.0%	$0	0.0%	$0
WSIB	$0	0.0%	$0	0.0%	$0
Total Salaries, Wages & Benefits	$12,370,129	55.8%	$12,203,426	54.5%	($166,703)
Staff Development	$16,000	0.1%	$16,000	0.1%	$0
Supplies and Services	$9,596,300	43.3%	$9,952,800	44.5%	$356,500
Rental Expenses	$70,000	0.3%	$70,000	0.3%	$0
Fees and Contract Services	$105,000	0.5%	$135,000	0.6%	$30,000
Other Expenses	$0	0.0%	$0	0.0%	$0
Amortization	$0	0.0%	$0	0.0%	$0
Supplies and Other Expenses	$9,787,300	44.2%	$10,173,800	45.5%	$386,500
Total Expenses Facilities	$22,157,429	100.0%	$22,377,226	100.0%	$219,797

FTE BUDGET FACILITIES SERVICES

	BUDGET 2016-2017	%	BUDGET 2017-2018	%	BUDGET VARIANCE
Senior Manager	1.0	0.5%	1.0	0.5%	0.0
Managers	3.0	1.4%	3.0	1.4%	0.0
Coordinator	9.0	4.3%	8.0	3.9%	(1.0)
Maintenance Staff	18.0	8.6%	18.0	8.7%	0.0
Secretarial	5.0	2.4%	5.0	2.4%	0.0
Caretakers	135.0	64.6%	137.0	66.2%	2.0
Cleaners	23.0	11.0%	15.0	7.2%	(8.0)
Supply Staff	15.0	7.2%	20.0	9.7%	5.0
Total Facilities FTE	209.0	100.0%	207.0	100.0%	(2.0)

TO: **NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**
COMMITTEE OF THE WHOLE
JUNE 13, 2017

PUBLIC SESSION

TITLE: **FINAL STAFF REPORT FOR THE MONSIGNOR CLANCY CATHOLIC ELEMENTARY SCHOOL AND ST. CHARLES CATHOLIC ELEMENTARY SCHOOL MODIFIED PUPIL ACCOMMODATION REVIEW**

RECOMMENDATION

THAT the Committee of the Whole receive the Final Staff Report for the Monsignor Clancy Catholic Elementary School and St. Charles Catholic Elementary School Modified Pupil Accommodation Review.

THAT the the Committee of the Whole recommend to the Niagara Catholic District School Board the approval of the consolidation of Monsignor Clancy Catholic Elementary School and St. Charles Catholic Elementary School, subject to funding approval by the Ministry of Education for renovations and/or an addition to Monsignor Clancy Catholic Elementary School.

Prepared by:	Ted Farrell, Superintendent of Education Kathy Levinski, Administrator of Facilities Services Scott Whitwell, Controller of Facilities Services
Presented by:	Ted Farrell, Superintendent of Education Kathy Levinski, Administrator of Facilities Services Scott Whitwell, Controller of Facilities Services
Recommended by:	John Crocco, Director of Education
Date:	June 13, 2017

NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

FINAL STAFF REPORT FOR THE MONSIGNOR CLANCY CATHOLIC ELEMENTARY SCHOOL AND ST. CHARLES CATHOLIC ELEMENTARY SCHOOL MODIFIED PUPIL ACCOMMODATION REVIEW

BACKGROUND INFORMATION

The Niagara Catholic District School Board, approved at the February 28th, 2017 Board Meeting the initiation of 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.

As part of the open and transparent process, the Final Staff Report for the Monsignor Clancy Catholic Elementary School and St. Charles Catholic Elementary School Modified Pupil Accommodation Review is provided to Trustees with a recommended accommodation option by Board staff to consolidate the two schools, at Monsignor Clancy Catholic Elementary School, following renovation and/or an addition. The Final Staff Report has been prepared in compliance with the Pupil Accommodation Review Policy, 701.2

A Community Planning and Partnerships Meeting was held at the Catholic Education Centre on November 30th, 2016. Attendees were provided with Expression of Interest forms. There were none returned expressing interest in using any of the vacant space at either school.

The Notice of Initiation was sent to the community, within the five (5) business day window required by the Pupil Accommodation Review Policy requesting feedback from community partners and lower and upper-tier municipalities throughout the process. None was received.

The existing child care provider at St. Charles Catholic Elementary School, theYMCA of Niagara, has expressed an interest, via email on May 9th, 2017, in continuing at a combined school.

There was no input from lower or upper-tier municipalities and community partners in response to the Notification of Initiation.

Information on the process has been available on the Board website throughout the process and communicated to the school communities directly using the SchoolConnects system.

The Public has had the opportunity to delegate to the Board at a Special Board Meeting on Monday, May 29th, 2017. The public continues to have the opportunity to provide input on the final staff recommended option, via public delegations, to be considered by the Trustees at the June 20th, 2017 Board Meeting. Feedback from the public, to date, has been incorporated into the Final Staff Report and shared with Trustees at previous meetings verbally and in writing.

A copy of the Final Staff Report is included as Appendix A.

RECOMMENDATION

THAT the Committee of the Whole receive the Final Staff Report for the Monsignor Clancy Catholic Elementary School and St. Charles Catholic Elementary School Modified Pupil Accommodation Review.

THAT the the Committee of the Whole recommend to the Niagara Catholic District School Board the approval of the consolidation of Monsignor Clancy Catholic Elementary School and St. Charles Catholic Elementary School, subject to funding approval by the Ministry of Education for renovations and/or an addition to Monsignor Clancy Catholic Elementary School.

Prepared by:	Ted Farrell, Superintendent of Education Kathy Levinski, Administrator of Facilities Services Scott Whitwell, Controller of Facilities Services
Presented by:	Ted Farrell, Superintendent of Education Kathy Levinski, Administrator of Facilities Services Scott Whitwell, Controller of Facilities Services
Recommended by:	John Crocco, Director of Education
Date:	June 13, 2017

NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

Final Staff Report

Monsignor Clancy Catholic Elementary School and St. Charles Catholic Elementary School

Modified Pupil Accommodation Review

Know, Love, Serve
HIM
ONE FAMILY IN CHRIST
2016-2017

Mission Statement

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

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1.0 INTRODUCTION

In accordance with the Pupil Accommodation Review Policy 701.2, this Final Staff Report is provided to Trustees as part of the Modified Pupil Accommodation Review process for Monsignor Clancy Catholic Elementary School and St. Charles Catholic Elementary School.

The purpose of the Final Staff Report is to update Trustees on the process followed and to provide information obtained through community consultation that has formed the basis for the final recommended accommodation option of Board staff.

This report has been prepared following the Special Board Meeting on Monday, May 29th, 2017, at 7:00 p.m. at Monsignor Clancy Catholic Elementary School which provided the public with the opportunity to provide input to the Trustees through delegations.

This Final Staff Report is provided to Trustees for their consideration at the June 13, 2017, Committee of the Whole Meeting before the June 20, 2017, Board Meeting.

2.0 BACKGROUND

On February 28th, 2017, the Niagara Catholic District School Board approved a Modified Pupil Accommodation Review process for Monsignor Clancy Catholic Elementary School and St. Charles Catholic Elementary School based on the Initial Staff Report that was presented to the Committee of the Whole Meeting of the Niagara Catholic District School Board on February 14th, 2017 (Appendix A) prepared, and presented, by Board Staff. The recommended accommodation option, proposed by Board staff, was to consolidate Monsignor Clancy Catholic Elementary School and St. Charles Catholic Elementary School at Monsignor Clancy Catholic Elementary School, following any required renovations or addition, and to close St. Charles Catholic Elementary School.

The Notice of Initiation (Appendix B) of a Modified Pupil Accommodation Review was provided to the community within the five-day time frame prescribed by Pupil Accommodation Review Policy 701.2 and the Ministry of Education's Pupil Accommodation Review Guideline March 2015. A letter was sent to the school communities (Appendix C) advising them that the schools were now being considered for consolidation as part of a Modified Pupil Accommodation Review on March 1st, 2017.

A presentation was made at a combined Catholic School Council Meeting of the two schools on Tuesday, March 28, 2017, at 6:00 p.m. at Monsignor Clancy Catholic Elementary School to introduce the process and to provide parents with the opportunity to ask questions and provide input. A verbal update about the meeting was provided to Trustees at the April 4, 2017, Committee of the Whole Meeting and approved as an information item at the April 25, 2017, Board Meeting.

A Public Meeting was held at Monsignor Clancy Catholic Elementary School on Thursday, April 20th, 2017 to secure broader community consultation on the recommended option contained in the Initial Staff Report. Board staff organized and facilitated the Public Meeting.

A Special Board Meeting was held on Monday, May 29th, 2017 at Monsignor Clancy Catholic Elementary School to provide the opportunity for the public to provide feedback through public delegations to the Board of Trustees as per Board By-Law 100.1. The input from the meeting has been incorporated into this Final Staff Report.

3.0 MODIFIED PUPIL ACCOMMODATION REVIEW PROCESS

The proposed timeline for the Modified Pupil Accommodation Review is provided in Table 1 and is in full compliance with the Ministry of Education Pupil Accommodation Review Guidelines and Board's Pupil Accommodation Review Policy, 701.2. An additional meeting was held with the Catholic School Councils on March 28, 2017, not required by Board policy.

Table 1

Date	Meeting	Expectation
February 14, 2017	Submission of Initial Staff Report to the Board (Committee of the Whole Meeting)	● Initial Staff Report and School Information Profiles (SIPs) are presented to Board of Trustees with staff Accommodation Review Recommendation
February 28, 2017	Board Meeting	● Approval by the Board to conduct Modified Pupil Accommodation Review
March 7, 2017	Notice of Initiation to public of Modified Accommodation Review Process	● Notice of Initiation distributed within 5 business days of initiation of accommodation review (following approval at Board Meeting) ● Initial Staff Report and School Information Profiles will be made available to the public
March 28, 2017	Meeting of Catholic School Councils	● Overview of process to Catholic School Councils
No later than April 4, 2017	Input to be received from single and upper-tier municipalities and community partners	● A minimum of 10 business days prior to Public Meeting
April 20, 2017	Public Meeting held at Monsignor Clancy Catholic Elementary School	● No sooner than 30 business days after Board approval to conduct modified ARC ● Review of Initial Staff Report ● Presentation of School Information Profile(s) ● Receive public input

May 10, 2017	Final Staff Report (Interim) posted on the Board Website	• To be posted a minimum of 10 business days prior to Board Meeting for public input through public delegations
May 29, 2017	Special Board Meeting for Public Input through delegations at Monsignor Clancy Catholic Elementary School	• Notice of Board Meeting for Public Input through Delegations
June 13, 2017	Final Staff Report to Committee of the Whole	• To Board of Trustees through Committee of the Whole including public input from Delegations
June 20, 2017	Board Meeting to decide accommodation	• No earlier than 10 business days after public delegations • Public to be notified of meeting in advance
June 27, 2017	Notice of decision on accommodation	• Public to be notified of decision of Board of Trustees within 5 business days of decision

This Final Staff Report will be posted on the Board website, www.niagaracatholic.ca, on Wednesday, June 14, 2017, as part of an open and transparent process.

4.0 COMMUNICATION PLAN

The communication plan used throughout the process incorporated a variety of different strategies and involved the Communications Department of the Board and the Principals of the schools.

A dedicated page, and appropriate banner were posted on the Board website under the Accommodation Planning tab. The website was kept current.

The website included the:

- Initial Staff Report
- The Notice of Initiation to the public
- Letter to the community and guardians
- Online feedback form that permits the public to provide input into the process
- Modified Pupil Accommodation Review timelines
- Meeting Agendas, presentations and minutes
- A Frequently Asked Questions section that outlines general answers and responses that the public may have about the process.
- The Pupil Accommodation Review Policy, 701.2

The website also includes a section on Pupil Accommodation Reviews in general that contains information on:

- Niagara Catholic District School Board
    - Long Term Accommodation Plan, 2016-2021
    - The Pupil Accommodation Review Policy, 701.2
- Ministry of Education
    - Pupil Accommodation Review Guidelines, March 2015
    - Guide to Pupil Accommodation Reviews
    - Administrative Review of a Pupil Accommodation Review Process
    - Community Planning and Partnerships Guidelines, March 2015

An email account dedicated to the process, thoroldmpar@ncdsb.com was created and monitored by the Administrator of Facilities Services, Kathy Levinski. Each incoming email received a response.

The SchoolConnects system was used to inform the school communities via phone and/or email on March 1, 2017, that a Modified Pupil Accommodation Review Process was underway and advised the community of the combined meeting of the Catholic School Councils on March 28th, 2017, the Public Meeting on April 20th, 2017, and the May 29th, 2017 Special Board Meeting at Monsignor Clancy Catholic Elementary School. The system was also used to inform the communities when the Initial, Interim Final and Final Staff Reports were made available online.

Letters were sent to all lower and upper-tier municipalities, the Bishop, local parish priest, Catholic School Council Chairs and Co-Chairs, the three coterminous school boards, childcare partner, and the Ministry of Education.

The broader community was informed that a Modified Pupil Accommodation Review was being conducted in the St. Catharines Standard, on Saturday March 5, 2017, in Niagara This Week (Thorold and St. Catharines) on Wednesday March 8 and Thursday March 9, 2017, and in the Thorold News on Thursday March 9, 2017.

Facebook and Twitter were used the day of the April 20th, 2017, Public Meeting to remind the public of the meeting. Pictures were also posted, of attendees participating in the process, during the meeting.

The Principals of each of the schools also included updates on the process in the monthly Newsletters that went home with students.

5.0 COMMUNITY CONSULTATION

Members of the community have been provided an opportunity to provide feedback in a variety of ways, including meetings and via electronic means.

5.1 Combined Catholic School Council Meeting - March 28, 2017

This meeting was attended by 13 parents/guardians from the school community. Board staff in attendance outlined the Modified Pupil Accommodation Review process and responded to questions from those in attendance. Questions generated concerned the scope of renovations that would be required at Monsignor Clancy Catholic Elementary School and how renovations would be managed with students still attending the school, how student safety would be addressed during renovations and following consolidation, whether opening up school boundaries was considered, how school histories will be honoured, what would happen if funding was not granted and if there was a change in government.

One parent, from St. Charles, spoke against the consolidation and requested that the existing principal of the school be appointed as the principal of the consolidated school.

Parents also commented on the advantages of a consolidation for families and from a socialization perspective for students.

The minutes from the meeting that were shared with Trustees, at the April 25th, 2017 meeting of the Niagara Catholic District School Board on the combined Catholic School Council Meeting are included in Appendix D.

5.2 Online Feedback Via The Board Website/Email

The Board website was an important part of the communication strategy. Online feedback received is included in Appendix E.

Two pieces of online feedback were received following the Notice of Initiation about the Modified Pupil Accommodation Review:

1. One email was received at the thoroldmpar@ncdsb.com address that suggested the Board leave the two schools open in anticipation of future growth in the area.

2. One piece of online feedback was received using the website link that recommended that the two schools continue to operate and that any money that would have been directed to constructing a new school be provided to the two schools to support their continued operation.

An additional inquiry was received online following the April 20th, 2017 Public Meeting concerning the impact on staff if the schools are consolidated.

5.3 Municipality/Community Partner Feedback

The community feedback from the Community Partnerships Meeting, held on November 30, 2016, did not garner any interest from potential new partners in either Monsignor Clancy Catholic Elementary School or St. Charles Catholic Elementary School.

No feedback was received from any of the municipalities, either lower-tier or upper-tier, or potential community partners in response to the Notice of Initiation of the Modified Pupil Accommodation Review that they received.

The existing childcare provider, YMCA of Niagara at St. Charles Catholic Elementary School did express the desire to the Administrator of Facilities Services, Kathy Levinski, to continue to provide service at a consolidated school. (Appendix F)

5.4 Public Meeting - April 20th, 2017

The Public Meeting was attended by 22 people. Following a presentation, a facilitated feedback technique known as the Interview Matrix was used to get input on the recommended option proposed by Board staff. The technique facilitated 100% participation from those in attendance.

The minutes of the meeting and the feedback collected through the process have been provided to Trustees for their review. (Appendix G)

5.5 Public Delegations - Special Board Meeting held at Monsignor Clancy Catholic Elementary School - May 29th, 2017

A Special Board Meeting was held at Monsignor Clancy Catholic Elementary School on Monday, May 29th, 2017 for members of the public to provide input on the Modified Pupil Accommodation Review Process for Monsignor Clancy Catholic Elementary School and St. Charles Catholic Elementary School. There were 7 members of the public in attendance.

The school communities were notified using the SchoolConnects message system by phone and email, where possible. Information on how to delegate to the Board was posted on the Board website with the timelines for the Modified Pupil Accommodation Review process. No delegations were received by the deadline of Thursday, May 18th, 2017.

6.0 STAFF RECOMMENDATION

Following the consultation process, and considering the feedback received, ***Board staff continues to recommend the recommended accommodation option presented in the Initial Staff Report.***

The Initial Staff Report - Monsignor Clancy Catholic Elementary School and St. Charles Catholic Elementary School recommended, from among four options, that the schools be consolidated within the existing Monsignor Clancy Catholic Elementary School. Monsignor Clancy Catholic Elementary School would need to be renovated and an addition added if required. Renovations would be required to meet the needs of primary students. Kindergarten classrooms would also need to be renovated.

The rationale for the Board staff decision, in the Initial Staff Report, was based on:

- Program Benefits
- Social Benefits
- Co-Curricular Opportunities

- Staff Impact
- School boundaries do not need to change and the local parish, Holy Rosary Roman Catholic Church, remains the same
- Transportation Benefits.

6.1 ACCOMMODATION PLAN

The recommended option, as initially proposed in the Initial Staff Report and subsequently reinforced in the Interim Final Staff Report - Monsignor Clancy Catholic Elementary School and St. Charles Catholic Elementary School Modified Pupil Accommodation Review, is to renovate and/or add to Monsignor Clancy Catholic Elementary School and to close St. Charles Catholic Elementary School and direct students to attend Monsignor Clancy Catholic Elementary School.

No boundary changes are required as a result of the consolidation of the schools.

7.0 NEXT STEPS

The Final Staff Report will be available to the public tomorrow, June 14th, 2017, and posted on the Board's website. The link to the report, will be provided to the Monsignor Clancy Catholic Elementary School and St. Charles Catholic Elementary School parents/guardians via the SchoolConnects system by email/phone.

Members of the public have the opportunity to provide feedback through public delegations to the Board of Trustees as per Board By-law 100.1 at the usual Board Meeting on Tuesday, June 20th, 2017, at the Catholic Education Centre at 7:00 p.m.

If the recommended accommodation option is not approved by the Board, the schools will continue to exist status quo.

If the recommended accommodation is approved by the Board, a funding application will be made, at the earliest opportunity, through the Capital Priorities Program. If unsuccessful, the Board will then apply through the next round of Capital Priorities Program funding by the Ministry of Education. Until such time as funding is approved the schools will continue to exist, status quo.

Should the application for Ministry funding be approved, the school communities will be notified and the transition planning process to consolidate the two schools will begin. It is important that the integration of students and staff from St. Charles Catholic Elementary School into Monsignor Clancy Catholic Elementary School is achieved in a way that is positive and supportive of the incoming and existing students and parents of the respective school communities.

This process of integration will be carried out in consultation with parents and staff. The Board will establish an ad hoc Transition Committee which will include Superintendent(s) of Education, school principal(s), Catholic School Council representative(s), teacher representative(s), student representative(s), Chaplaincy Leader(s), and appropriate Board staff.

The Transition Committee will identify the issues, needs and responsibilities related to the implementation of the school consolidation, will monitor progress on the transition, and communicate with stakeholders on a regular basis.

NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

Initial Staff Report

Monsignor Clancy Catholic Elementary School and St. Charles Catholic Elementary School

Modified Pupil Accommodation Review

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APPENDICES

1.0 BACKGROUND INFORMATION

The Niagara Catholic District School Board, like other school boards in the province, is experiencing declining enrolment. The need to effectively manage its fiscal resources and pupil spaces becomes even more critical during this time. Since 2010, student enrolment has declined in the Board from 24,012 to 22,017. Maintaining high academic standards to advance student achievement and nurturing the spiritual well-being of students becomes more difficult with the reduction of provincial funding that accompanies fewer students.

In 2012, the Board made the decision to consolidate St. Thomas More Catholic Elementary School, which offered Kindergarten to Grade 3 programming, with Our Lady of Mount Carmel Catholic Elementary School, which offered Grade 4 -8 programming. The schools shared the same attendance boundary and served the same families with students progressing from St. Thomas More Catholic into Our Lady of Mount Carmel Catholic, following renovations to the school. Students from St. Thomas More Catholic Elementary School were accommodated in Our Lady of Mount Carmel Catholic Elementary School in September 2014.

Another consolidation of school communities occurred in September 2014, when students from Michael J. Brennan Catholic Elementary School which offered Kindergarten-Grade 6 moved into a renovated St. James Catholic Elementary School, which already offered Kindergarten-Grade 8 programming.

Since the Board's most recent consolidations, the provincial Pupil Accommodation Review Process has changed. The School Board Efficiencies and Modernization Strategy was introduced by the Provincial Government in 2014-2015. The Ministry of Education issued Pupil Accommodation Review Guidelines (Appendix A), in March 2015, to provide support to school boards attempting to make more efficient use of school space.

The Ministry of Education Guidelines expected school boards to update their policies to reflect the change in provincial process. In February 2016, the Niagara Catholic revised the Pupil Accommodation Review Policy #701.2 (Appendix B) and the Community Planning and Partnerships Policy #800.6 (Appendix C) as the two policies are linked in terms of the community consultation required in the pupil accommodation decision making process.

The Niagara Catholic District School Board's Long-Term Accommodation Plan 2016-2021 identified a Pupil Accommodation Review for Thorold in the 2016-2017 school year for Monsignor Clancy Catholic Elementary School and St. Charles Catholic Elementary School to address current and projected surplus space issues at each of the schools and improve programming offered to students. The average age of the original portion of Thorold schools is approximately 59 years, the oldest average in the Board's jurisdiction.

In compliance with procedural changes to the Niagara Catholic District School Board Pupil Accommodation Review Policy, staff is required to present an Initial Staff Report as part of an open and transparent process, to begin the Pupil Accommodation Review Process for the consideration of the Committee of the Whole and the Board. The elements of the Initial Staff Report are identified in the Board's Pupil Accommodation Review Policy of which this report is in full compliance. This Report

provides background information and data for the two schools contained within the accommodation review. This Report includes the accommodation options considered and the underlying rationale, and notes the preferred option. The community consultation process will be outlined as well the timelines for implementation.

1.1 History

The book "Catholic Education a gift from the past...A present for the future 1842 - 2007" provides the following recent history of Catholic Education in Thorold:

> *Monsignor Clancy Catholic High School opened in 1989 in enlarged and renovated facilities of Monsignor Clancy Catholic Elementary School in Thorold.*
>
> *By the late eighties Holy Rosary Catholic Elementary School was in deteriorating physical condition and the cost of renovating it would approximate the cost of a new structure. In the late nineties another Catholic elementary school had opened in an expanding new subdivision in Thorold South. The school was housed in six portable classrooms, but it was necessary to close it because of a mould condition.*
>
> *In order to resolve the overall accommodation problems in Thorold, the Board decided to close both Holy Rosary School and Monsignor Clancy Catholic High School in June 1999. At the time there were only 386 secondary students in Monsignor Clancy. The school would revert to an elementary school.*
>
> *Therefore effective September 1, 1999, the 386 secondary students from Monsignor Clancy Catholic High School transferred to Denis Morris Catholic High School in St. Catharines. The 500 Junior Kindergarten to Grade 3 students from Holy Rosary Catholic School transferred to St. Charles Catholic School. The 521 Grades 4 to 8 students from St. Charles were transferred to Monsignor Clancy Catholic Elementary School.*

1.2 Present

Monsignor Clancy Catholic Elementary School, constructed originally in 1964 as A.T. Clancy Catholic Elementary School, has the largest elementary school footprint in the Board at 70,300 square feet. The school also sits on the largest site elementary school site with 11.6 acres. The school has a large double gym, cafeteria and Library Information Centre. Monsignor Clancy Catholic Elementary School meets the Ministry guidelines for square footage requirements for instructional spaces for junior/intermediate programming.

Currently, the Catholic Resource Centre for the Board occupies space in the former Cyberquest Centre at Monsignor Clancy Catholic Elementary School along with space for the Denis Morris Catholic High School Robotics program. The school is also a storage facility for special needs equipment for the Board's Special Education Department and hosts the Board's Learning Strategies Class for students from Grade 4-7.

Monsignor Clancy Catholic Elementary School has never provided primary programming in its history. Given the school currently serves only Grade 4-8 students there are no classrooms that are adequate in their present state for Kindergarten classes or a dedicated fenced in play area.

St. Charles Catholic Elementary School was constructed in 1950 and sits on a much smaller school site, 3.5 acres. Renovations were completed at the site in 2012-2013 for six Kindergarten classes. The school also hosts the Board's Learning Strategies at the primary level.

Both St. Charles Catholic Elementary School Catholic and Monsignor Clancy Catholic Elementary School Catholic are regular track English language schools that deliver Ontario Ministry of Education curriculum from a Catholic perspective. Currently, all Kindergarten- Grade 3 programming is provided at St. Charles Catholic Elementary School and all Grade 4-8 programming at Monsignor Clancy Catholic Elementary School

2.0 PURPOSE OF INITIAL STAFF REPORT

The purpose of this Initial Staff Report, which is part of an open and transparent process, is to provide the Committee of the Whole and the Board with:

1. Background information on the accommodation issues that result from current/projected enrolment vs. on-the-ground capacity at Monsignor Clancy Catholic Elementary School and St. Charles Catholic Elementary School, and
2. A recommended accommodation option to address the accommodation issues at Monsignor Clancy Catholic Elementary School and St. Charles Catholic Elementary School.

The information contained in the Initial Staff Report is provided to the Board of Trustees for decision making.

3.0 SCHOOL BOARD PLANNING PRIOR TO AN ACCOMMODATION REVIEW

Monsignor Clancy Catholic Elementary School and St. Charles Catholic Elementary School are being considered for an accommodation review for the following reasons identified in the Pupil Accommodation Review Policy #701.2:

- Reorganization involving the school or group of schools could enhance program and learning opportunities for students;
- One or more of the schools is experiencing higher building maintenance expenses than the average for the system and/or is in need of major capital improvements; and
- The consolidation of the schools is in the best overall interest of the school system.

The information used in this Initial Staff Report addresses the Niagara Catholic Long Term Accommodation 2016-2021 Planning Principle "that when addressing enrolment pressures, in this case underutilization, current projections and planning techniques will be used to make decisions." Watson and

Associates Economists Ltd. was provided actual enrolment information on December 14th, 2016 and used the numbers to calculate projections that are used in this report.

3.1 Provincial Background

In 2014, the Ministry of Education introduced a School Consolidation Capital program to assist school boards with adjusting to reduced funding as a result of excess pupil space.

The most recent funding announcements by the Ministry of Education have reduced the following grants to Niagara Catholic:

- School Facility Operations and Renewal Grant
- Declining Enrolment Adjustment Grant
- School Foundation Grant
- Ministry Benchmark Funding for Principal/Vice Principals

There was an increase in funding made available to school boards in the area of School Consolidation Capital funding.

3.2 Niagara Catholic Long Term Accommodation Plan 2016-2021

In 2016, the Niagara Catholic District School Board developed a Long Term Accommodation Plan 2016-2021 to provide the Board with direction in relation to the use of schools aligned with its Mission, Vision and Values. The Long Term Accommodation Plan was developed to help effectively steward Board resources while continuing to provide high quality Catholic education in alignment with the Board's Strategic Plan: Vision 2020.

The Long Term Accommodation Plan 2016-2021 was developed and presented to the Board of Trustees over a series of three phases to share the elements of the Plan as it was developed.

Phase One included the development of Planning Principles to guide accommodation decision making.

Phase Two presented school information and past/projected enrolment by Family of Schools and lower-tier municipality, and French Immersion sites.

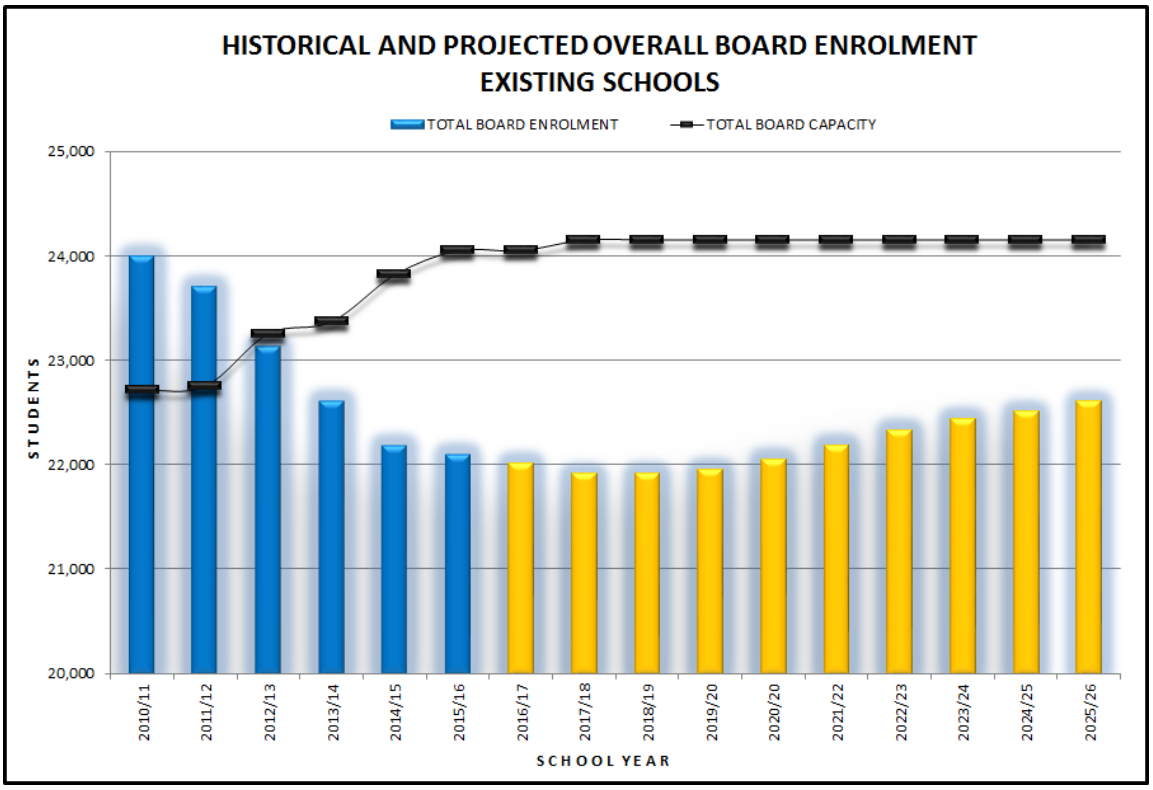
Phase Three presented a five-year plan of recommendations to address enrolment issues such as plans to pursue partnerships, and initiate attendance area and pupil accommodation reviews. The three phases were then consolidated into the Niagara Catholic Long Term Accommodation Plan 2016-2021 which is available on the Board website in the Accommodations tab. The intent is that the Board will review annually plans to address enrolment.

The Niagara Catholic Long Term Accommodation Plan 2016-2021 supports the Government of Ontario's School Board Efficiencies and Modernization Strategy (SEBM) and associate funding and incentives.

Annually, Grants for Student Needs and incentive funding, such as School Consolidation Capital Funding, support school boards as they make efficient use of school space.

3.2.1 Overall Board Enrolment

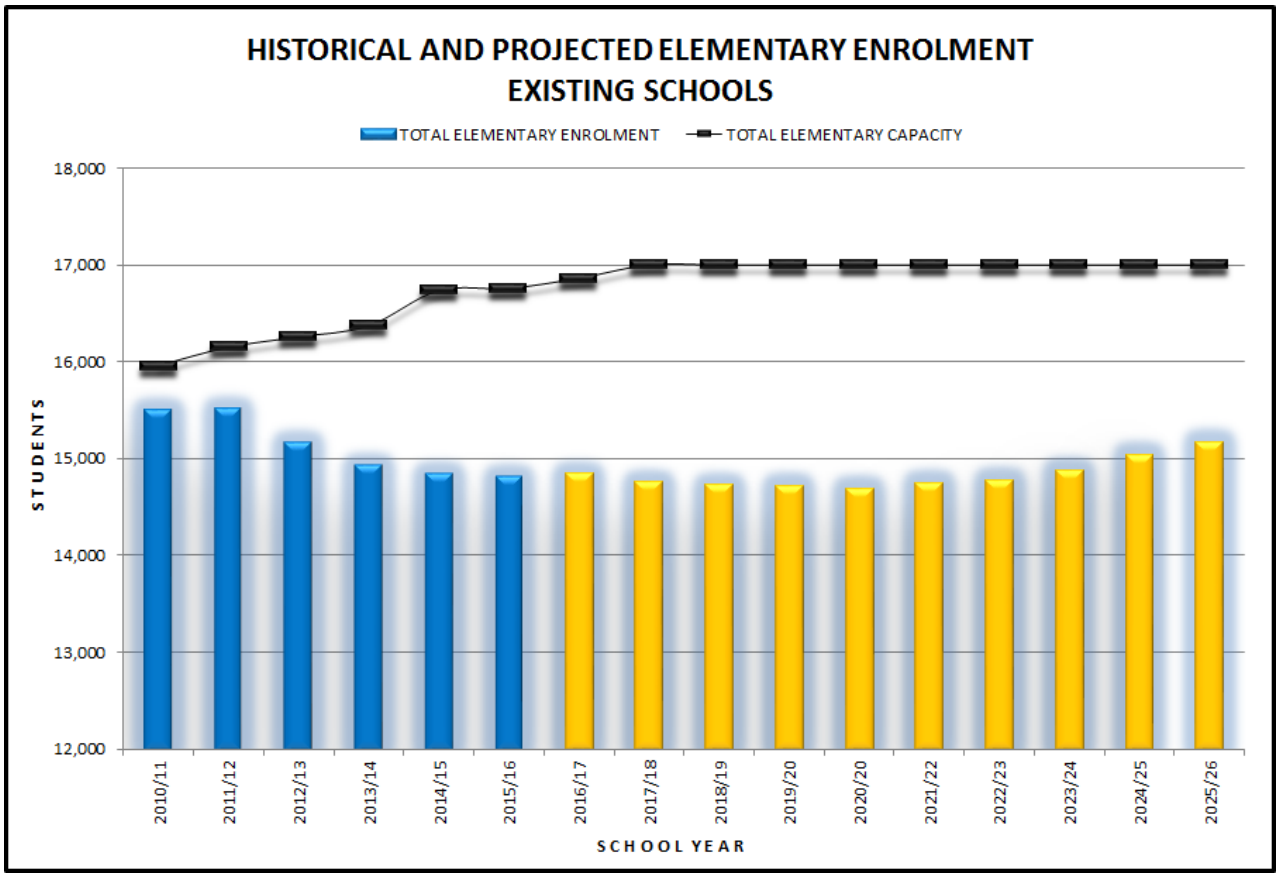
Historical and projected overall Board enrolment figures are provided below:



	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/20	2021/22	2022/23	2023/24	2024/25	2025/26
TOTAL ELEMENTARY ENROLMENT	**15,496**	**15,511**	**15,171**	**14,931**	**14,837**	**14,810**	**14,846**	**14,766**	**14,743**	**14,749**	**14,729**	**14,816**	**14,880**	**14,994**	**15,178**	**15,348**
ELEMENTARY ON THE GROUND CAPACITY	15,958	16,149	16,255	16,369	16,732	16,755	16,755	16,858	16,858	16,858	16,858	16,858	16,858	16,858	16,858	16,858
TOTAL SECONDARY ENROLMENT	**8,516**	**8,199**	**7,974**	**7,686**	**7,360**	**7,302**	**7,171**	**7,149**	**7,176**	**7,211**	**7,328**	**7,376**	**7,458**	**7,450**	**7,335**	**7,259**
SECONDARY ON THE GROUND CAPACITY	6,753	6,600	6,999	6,999	7,086	7,296	7,296	7,296	7,296	7,296	7,296	7,296	7,296	7,296	7,296	7,296
TOTAL BOARD ENROLMENT	**24,012**	**23,710**	**23,145**	**22,617**	**22,197**	**22,112**	**22,017**	**21,915**	**21,919**	**21,959**	**22,057**	**22,192**	**22,338**	**22,444**	**22,513**	**22,606**
TOTAL BOARD CAPACITY	**22,711**	**22,749**	**23,254**	**23,368**	**23,818**	**24,051**	**24,051**	**24,154**	**24,154**	**24,154**	**24,154**	**24,154**	**24,154**	**24,154**	**24,154**	**24,154**

Enrolment has been declining across the Board since 2010. There are currently 2,034 vacant pupil spaces in the Board which is 9% of the On The Ground Capacity across both panels. Declining enrolment results in decreased per pupil funding and impacts all schools.

3.2.2 Elementary Enrolment



The Niagara Catholic District School Board currently has more than 1,909 surplus (unfunded) pupil spaces in the elementary panel. The Board's current 49 elementary schools provide programming for 14,846 pupils yet has the space to service 16,755 pupils. Of the Board's unfunded surplus pupil spaces, 94% are at the elementary level. The cost to operate these surplus pupil spaces are subsidized by the overall system and result not only in fewer educational resources being dedicated to pupils within these two schools but to pupils in the all other schools. The projected financial burden of declining enrolment is projected to increase over time.

3.2.3 Consideration of Planning Principles

The Planning Principles (Appendix D) articulated in the Long Term Accommodation Plan 2016-2021 guide the Board in its planning decisions to deal with enrolment. Students are to be educated in high quality facilities and there is to be equity of educational opportunities for all students. The current structure of the schools presents challenges unique to these two school communities that are not faced elsewhere in the Board from an equity of academic and social opportunities perspective.

The Planning Principles also identified that the preferred models of school organization are self- contained within the on- the- ground capacity of the school: Elementary: Kindergarten to Grade 8; and Secondary: Grades 9 to 12. Currently, Monsignor Clancy Catholic Elementary School and St. Charles Catholic

Elementary School are the only two elementary schools within the Niagara Catholic District School Board that do not follow this model. St. Charles Catholic Elementary School delivers programming for Kindergarten to Grade 3 and then all students move to Monsignor Clancy Catholic Elementary School for Grade 4 to Grade 8.

3.3 Community Planning and Partnership Consultation

The Board approved the Community Planning and Partnerships Policy No. 800.6 on February 23, 2016.

The following is as an excerpt from the Policy:

> "The Niagara Catholic District School Board recognizes its responsibility to provide, operate and maintain school facilities as effectively and efficiently as possible, while providing the best education of students, as well as recognizing the value of Catholic schools in fostering a spirit of cooperation between the home, the school and the church. Offering space in schools to partners can also strengthen the role of schools in communities, provide a place for programs and facilitate the coordination of, and improve access to, services for students and the wider community.
>
> Any partnership arrangements must be consistent with the Board's mandate to provide learning environments in which the Gospel values and teachings of the Catholic Church are central to its vision and mission."

In the fall of 2016, the position of Administrator of Alternative Programs and Community Partnerships was created, and filled, to support the implementation of the revised Partnerships Policy.

The Board website, niagaracatholic.ca, contains information for the community to access the possibility of partnerships with the Niagara Catholic District School Board. An expression of interest form is posted and available at http://www.niagaracatholic.ca/wp-content/uploads/2013/08/Expression-of-Interest-Form.pdf. Expressions of interest are received by the Community Outreach Coordinator and followed up.

In compliance with the Board's Community Planning and Partnership Policy #800.6 and the Pupil Accommodation Review Policy #701.2 a letter was sent on November 10, 2016 to Lower and Upper Tier municipalities in addition to twenty-seven (27) organizations inviting them to participate in a public meeting at the Catholic Education Centre on November 30th, 2016. Notifications regarding this meeting were also placed in four local newspapers and invitations were also sent directly to thirty-nine (39) community organizations.

On November 30, 2016 the Board hosted its annual Community Planning and Partnerships Meeting. The meeting provided community partners information such as our Board's profile, purpose of the meeting, discussion of our Community Planning and Partnerships Policy, our Long Term Accommodation Plan, an Expression of Interest Form for potential partnerships and schools eligible for partnerships. Organizations were requested to bring relevant planning information regarding their needs/plans to the meeting. The presentation of the meeting is posted on the Board website.

The meeting was well attended with twenty-six (26) people representing two municipalities, the Region of Niagara and nine community organizations. Board administrative staff presented an overview of the partnership parameters, an overview of the Board's Long Term Accommodation Plan, a review of the schools eligible for community partnerships and information on next steps of how groups can pursue potential partnerships with the Niagara Catholic District School Board.

As of the writing of this report no applications, comments, or inquiries have been received in response to the communication provided by the Board, from existing community partners or community use of school partners, with respect to Monsignor Clancy and St. Charles Catholic Elementary Schools.

3.4 Municipal Consultation

Staff from Niagara Catholic met with City of Thorold representatives from the Community Planning and Development Department in January 2017. The meeting was held to discuss the Initial Staff Report being prepared for the Board for an accommodation review involving St. Charles Catholic and Monsignor Clancy Catholic Elementary Schools.

The Director of Development and Engineering Services and the Senior Planner from the Planning Division of the City of Thorold, outlined the interests of the city in ensuring appropriate traffic strategies, adequate parking and municipal infrastructure for any proposed solution.

City staff provided an updated community development map and shared that even though the development has begun in the Thorold South area, it is progressing more slowly than originally anticipated and that the growth is expected to continue to be gradual in the near future.

During the meeting, the use of the existing tennis courts on the Monsignor Clancy Catholic Elementary School site was discussed. Individuals have, in the past, expressed interest in the ability to have access to the tennis courts at Monsignor Clancy Catholic Elementary School. To date, there have not been any mutually beneficial partnerships proposed.

4.0 PUPIL ACCOMMODATION REVIEW PROCESS

The Niagara Catholic Pupil Accommodation Review Policy #701.2 provides for two possible accommodation review processes to address accommodation pressures: 1) a Standard Pupil accommodation Review Process or 2) a Modified Accommodation Review Process.

The Policy permits, in certain circumstances where the potential pupil accommodation options available are deemed by the Board to be less complex, a modified pupil accommodation review process may be followed.

4.1 Rationale for Modified Pupil Accommodation Review Process

To qualify for consideration of the Modified Accommodation Review process, the schools under consideration must satisfy a *minimum* of two of the Modified Accommodation Review Process criteria. In

considering a potential consolidation of Monsignor Clancy Catholic Elementary School and St. Charles Catholic Elementary School *each of the four criteria* are satisfied. Evidence that the criteria has been met is provided in Items 4.1.1 to 4.1.4.

4.1.1 Enrolment

Criteria: *A school with utilization rate of 65% or lower. Utilization will be determined by dividing the school's enrolment by the on-the-ground capacity of the school building.*

Monsignor Clancy Catholic Elementary School meets this criteria as it is operating at 60% in 2016-2017 and is projected to continue be below 60% for the foreseeable future.

MONSIGNOR CLANCY CATHOLIC ELEMENTARY SCHOOL												
	HISTORICAL 2014/ 2015	HISTORICAL 2015/ 2016	Year 1 2016/ 2017	Year 2 2017/ 2018	Year 3 2018/ 2019	Year 4 2019/ 2020	Year 5 2020/ 2021	Year 6 2021/ 2022	Year 7 2022/ 2023	Year 8 2023/ 2024	Year 9 2024/ 2025	Year 10 2025/ 2026
JK												
SK												
1												
2												
3												
4	69	58	57	76	58	65	55	70	63	62	64	65
5	76	69	58	62	78	60	67	57	72	63	64	65
6	74	81	66	63	64	80	63	70	60	73	65	66
7	75	78	82	71	65	66	83	66	73	60	74	67
8	69	74	78	86	72	67	68	85	68	72	62	76
Total	363	360	341	356	337	339	337	347	335	331	329	339
OTG	573	573	573	573	573	573	573	573	573	573	573	573
Utilization	63%	63%	60%	62%	59%	59%	59%	61%	58%	58%	57%	59%

St. Charles Catholic Elementary School is projected to fall to 66% utilization in 2017-2018 and will increase slightly over the projection until 2025-2026.

Changes to the total capacity at St. Charles Catholic Elementary School are a result of the renovations for Kindergarten and changes to the use of classrooms.

ST. CHARLES CATHOLIC ELEMENTARY SCHOOL												
	HISTORICAL 2014/ 2015	HISTORICAL 2015/ 2016	Year 1 2016/ 2017	Year 2 2017/ 2018	Year 3 2018/ 2019	Year 4 2019/ 2020	Year 5 2020/ 2021	Year 6 2021/ 2022	Year 7 2022/ 2023	Year 8 2023/ 2024	Year 9 2024/ 2025	Year 10 2025/ 2026
JK	47	46	56	52	53	55	58	60	63	63	65	67
SK	53	53	44	61	54	56	58	60	62	63	64	66
1	78	52	57	48	63	56	58	59	61	61	63	64
2	58	78	52	61	50	65	58	60	61	61	62	64
3	57	62	71	55	62	52	66	59	61	61	62	63
4												
5												
6												
7												
8												
Total	293	291	280	277	283	284	297	298	308	308	316	324
OTG	418	418	418	418	418	418	418	418	418	418	418	418
Utilization	70%	70%	67%	66%	68%	68%	71%	71%	74%	74%	76%	78%

Enrolment for St. Charles Catholic Elementary School is projected to increase slightly in the near future through to 2025. It should be noted that enrolment is projected to peak in 2025-2026 at 324, which barely

exceeds enrolment of 2013-2014 which was 323. Thus, the highest projected enrolment has St. Charles Catholic Elementary School at 78% of On-The-Ground Capacity or 22% unfunded pupil spaces.

4.1.2 Operating and Maintenance Costs

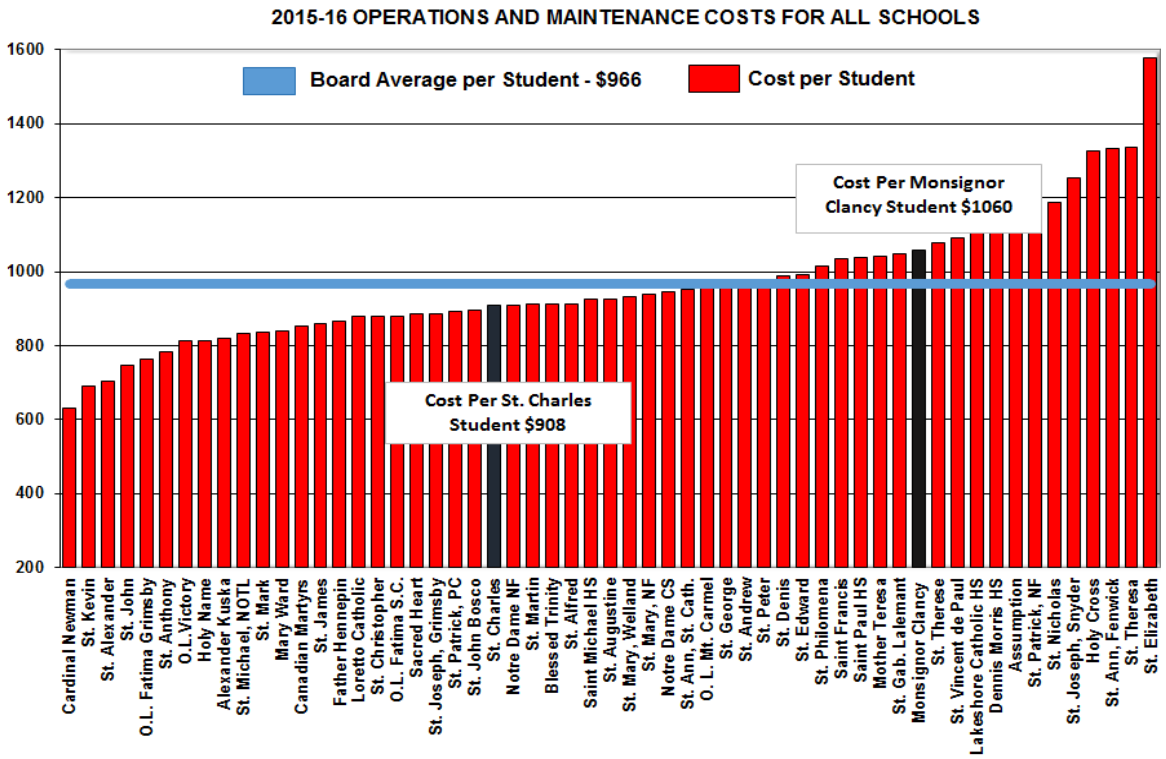
Criteria: *A school facility that is physically not suitable to serve the school community and; where the school has a higher than average operating and maintenance costs.*

The School Operations Report for Monsignor Clancy Catholic Elementary School reports the Total Expenditure for custodial and maintenance operations, utilities and administration to be $385,183 for the 2015-2016 academic year. The per pupil cost for the year, based on the average daily enrolment of 364 pupils was $1,060/pupil. Had the school been at its capacity of 573 the per cost would have been reduced to $672/pupil or a reduction of $388/pupil. As enrolment continues to fall, the per pupil operating cost per pupil at Monsignor Clancy Catholic Elementary School will rise.

The School Operations Report for St. Charles Catholic Elementary School reports the Total Expenditure for custodial and maintenance operations, utilities and administration to be $264,158 for the 2015-2106 academic year. The per pupil cost for the year, based on the average daily enrolment of 291 pupils was $908/pupil. Had the school been at its capacity of 418 the per pupil cost would have been reduced to $632/pupil or a reduction of $276/pupil.

	Monsignor Clancy Catholic Elementary School	St. Charles Catholic Elementary School
Custodial Operations	$213,063	$169,987
Maintenance Operations	$46,042	$26,999
Utilities	$95,889	$43,006
Administration	$30,189	$24,166
Total Operations Expenditure	**$385,183**	**$264,158**
Enrolment	363.5	291
Total Operations Expenditure/Pupil	**$1,060**	**$908**
On-The-Ground Capacity	573	418
Total Operations Expenditure/Pupil Space	**$672**	**$632**
Additional Operations Expenditure due to Underutilization	**$388**	**$276**

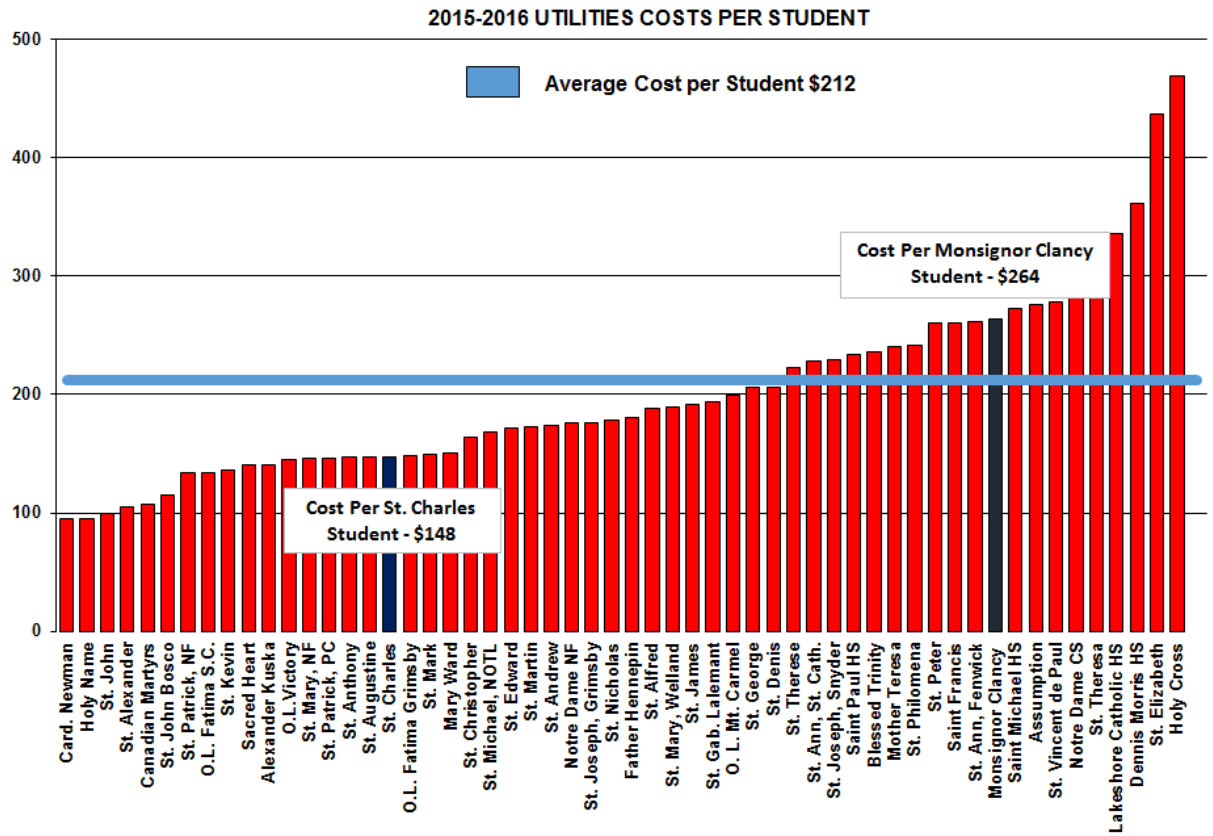
As enrolment continues to fall, the per pupil operating cost per pupil at Monsignor Clancy Catholic Elementary School will rise. The utilities costs at Monsignor Clancy Catholic Elementary School, $264/per pupil are also $52 higher than the Board's average cost per pupil of $212 due to the school's lower enrolment.



The School Operations Report for Monsignor Clancy Catholic Elementary School reports the Total Utilities for electricity, heating and water/sewage to be $95,889 for the 2015-2016 academic year. The per pupil cost for the year, based on the average daily enrolment of 364 pupils was $264/pupil. Had the school been at its capacity of 573 the per pupil cost would have been reduced to $167/pupil or a reduction of $97/pupil. As enrolment continues to fall the per pupil utilities cost at Monsignor Clancy Catholic Elementary School will rise. The utilities costs at Monsignor Clancy Catholic Elementary School at $264/per pupil are also $52 higher than the Board's average cost per pupil of $212 due to the school's low enrolment.

The School Operations Report for St. Charles Catholic Elementary School reports the Total Utilities for electricity, heating and water/sewage to be $43,006 for the 2015-2016 academic year. The per pupil cost for the year, based on the average daily enrolment of 291 pupils was $148/pupil. Had the school been at its capacity of 418 the per pupil cost would have been reduced to $103/pupil or a reduction of $45/pupil.

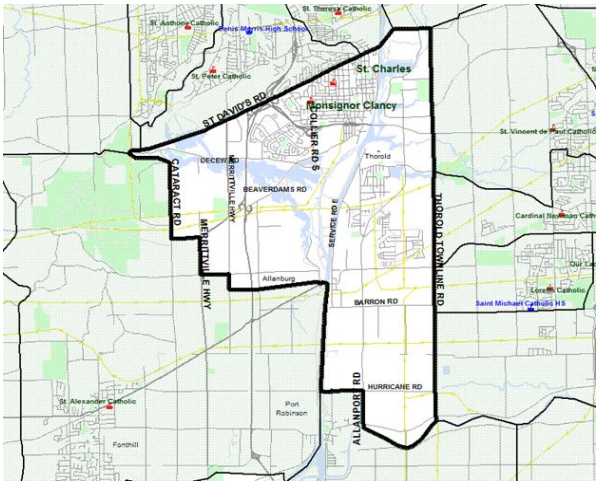
	Monsignor Clancy Catholic Elementary School	St. Charles Catholic Elementary School
Electricity	$64,085	$22,498
Gas Heating	$25,528	$17,794
Water and Sewage	$6,276	$2,714
Total Utilities Expenditure	**$95,889**	**$43,006**
Enrolment	363.5	291
Total Utilities Expenditure/Pupil	**$264**	**$148**
On-The-Ground Capacity	573	418
Total Utilities Expenditure/Pupil Space	**$167**	**$103**
Additional Utilities Expenditure due to Underutilization	**$97**	**$45**



The annual cost to the Board for the underutilized space at the two schools is $333,793.

4.1.3 Distance to the Nearest Available Accommodation

Criteria: *In the case of an elementary school review where the nearest available accommodation option is 10 kms or less from the school(s) under review.*



Monsignor Clancy Catholic Elementary School and St. Charles Catholic Elementary School are 1.1 km from each other and share the same boundary.

4.1.4 Relocation of Program

Criteria: *When the Board is planning the relocation (in any school year or over a number of school years) of a program in which the projected enrolment constitutes more than or equal to 50% of the school's enrolment (calculation based on enrolment at the time of the relocation or the first phase of a relocation carried over a number of school years).*

Programming benefits emerge for the entire school community when primary students are in the same building as junior and intermediate students. The consolidation of St. Charles Catholic Elementary School with Monsignor Clancy Catholic Elementary School Catholic Elementary satisfies this criteria as 100% of the primary program at St. Charles Catholic Elementary School would be provided at Monsignor Clancy Catholic Elementary School.

Additionally, consolidation of the two schools will align the two communities with the remainder of the Niagara Catholic elementary schools in terms of grade structure and satisfy the Planning Principle in the Long Term Accommodation Plan 2016-2021 "that the preferred models of school organization are self-contained with the on-the-ground capacity of the school: Elementary: Kindergarten to Grade 8."

Given that *each of the four of the criteria* for a Modified Accommodation Process is satisfied, the Modified Accommodation Process is recommended by staff and in accordance with the Niagara Catholic Pupil Accommodation Review Policy #701.2.

4.2 Communication

The Initial Staff Report, which includes the School Information Profiles (SIPs), will be made available to the public and posted on the Board's website, www.niagaracatholic.ca under Pupil Accommodation Review banner and also under the Accommodations tab. Additionally, a PDF of the report will be emailed to families where possible through the Board's SchoolConnect system and phone messages will be sent to families without email to refer them to the Board website.

An email account thoroldmpar@ncdsb.com will be created for feedback and a form for input provided on the Board website to provide the public the opportunity to easily provide input and feedback.

4.3 Proposed Timelines for a Modified Pupil Accommodation Review

If the Board approves a Modified Accommodation Review process, an Accommodation Area Review Committee does not need to be established and one Public Meeting must be held. The proposed timeline is in compliance with the Ministry of Education Pupil Accommodation Review Guidelines and Board Policy.

Proposed Timelines for a Modified Pupil Accommodation Review		
Date	**Meeting**	**Expectation**
February 14, 2017	Submission of Initial Staff Report to the Board (Committee of the Whole Meeting)	• Initial Staff Report and School Information Profiles (SIPs) are presented to Board of Trustees with staff Accommodation Review Recommendation
February 28, 2017	Board Meeting	• Approval by the Board to conduct Modified Pupil Accommodation Review
March 7, 2017	Notice of Initiation to public of Modified Accommodation Review Process	• Notice of Initiation distributed within 5 business days of initiation of accommodation review (following approval at Board Meeting) • Initial Staff Report and School Information Profiles will be made available to the public
March 28, 2017	Meeting of Catholic School Councils	• Overview of process to Catholic School Councils
No later than April 4, 2017	Input to be received from single and upper-tier municipalities and community partners	• A minimum of 10 business days prior to Public Meeting
April 20, 2017	Public Meeting held at Monsignor Clancy Catholic Elementary School	• No sooner than 30 business days after Board approval to conduct modified ARC • Review of Initial Staff Report • Presentation of School Information Profile(s) • Receive public input
May 10, 2017	Final Staff Report posted on the Board Website	• To be posted a minimum of 10 business days prior to Board Meeting for public input through public delegations
May 29, 2017	Special Board Meeting for Public Input through delegations at Monsignor Clancy Catholic Elementary School	• Notice of Board Meeting for Public Input through Delegations
June 13, 2017	Final Staff Report to Committee of the Whole	• To Board of Trustees through Committee of the Whole including public input from Delegations
June 20, 2017	Board Meeting to decide accommodation	• No earlier than 10 business days after public delegations • Public to be notified of meeting in advance
June 27, 2017	Notice of decision on accommodation	• Public to be notified of decision of Board of Trustees within 5 business days of decision

4.4 Role of the Board of Trustees

The Niagara Catholic Pupil Accommodation Review Policy #701.2 provides for Trustee engagement in the process in five ways:

1. Approving the Initiation of the Pupil Accommodation Review Process through the Initial Staff Report
2. Reviewing the Final Staff Report that includes the input from the public at the meeting (and provided electronically)
3. Receive public delegations
4. Review the Final Staff Report with the input from the Public Delegations
5. Making the final decision.

In accordance with Board Policies, Trustees represent the interests of all constituents of Niagara Catholic and make decisions that are in the best interests of the entire Niagara Catholic District School Board. As such, Board Policy and the Ministry of Education Pupil Accommodation Review Guidelines indicates the Pupil Accommodation Review is a staff process with a recommendation for the consideration of the Board of Trustees. Trustees are, therefore, not required to attend community consultation meetings.

The final decision, however, regarding the future of a school or group of schools rests solely with the Board of Trustees.

4.5 Recommendation to the Board of Trustees

Having given consideration to the Ministry of Education Pupil Accommodation Review Guidelines and the Niagara Catholic Pupil Accommodation Review Policy #701.2 and data within the report, it is the recommendation of staff that the following recommendations be considered by the Board of Trustees:.

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 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

5.0 THOROLD CATHOLIC ELEMENTARY SCHOOLS AREA OVERVIEW

The following section will outline the School Information Profiles and the other relevant data that were considered in the creation of possible options that were considered and arriving at a recommended option.

5.1 Accommodation Issue

The Board's Long Term Accommodation Plan demonstrated that in the City of Thorold that the Catholic elementary schools will continue to be well-below capacity due to decline in enrolment. Monsignor Clancy Catholic Elementary School will continue to experience a decline through to 2025-2026, at 59% of the on-the-ground capacity. St. Charles Catholic Elementary School is projected to see a slight increase in enrolment of 44 students by 2026. At that time the school will be 22% underutilized. The rationale for the recommendation to conduct a Pupil Accommodation Review is based on the surplus pupil spaces at each site.

In addition to addressing excess pupil space, programming improvements are possible.

5.2 School Information Profiles

A School Information Profile (SIP) provides an understanding and familiarity with the facilities under review. A facility, instructional and other school use profile will constitute the SIP. The SIP will include data for each of the following two considerations about the school(s) under review: value to the student; and value to the Board.

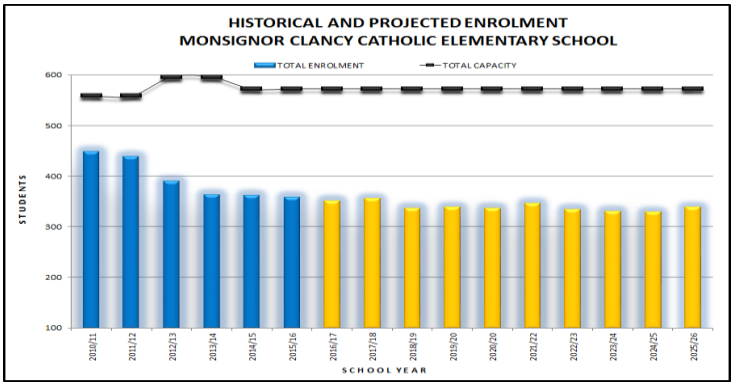
The Profiles were prepared at the same time for comparison purposes so that the community understands the context surrounding the decision to include the schools in the accommodation review.

The School Information Profiles are attached, Monsignor Clancy Catholic Elementary School (Appendix E) and St. Charles Catholic Elementary School (Appendix F).

5.3 Enrolment and Utilization

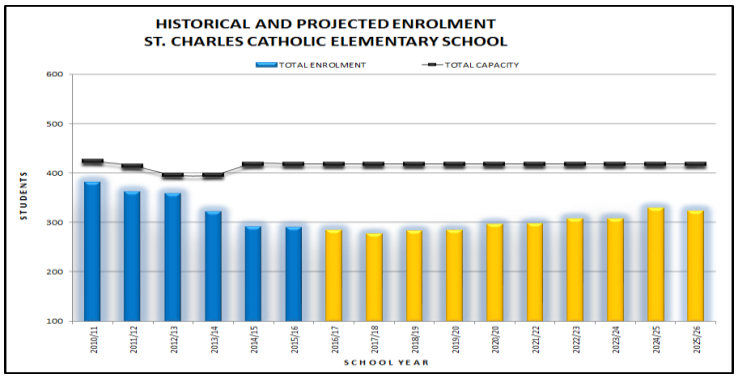
Between 2001-2002 and 2011-2012 elementary enrolment in the review area has declined by almost 25% which is more than triple the Board- wide decline in elementary enrolment of 7% over the same time period. This declining elementary enrolment trend has continued between 2011-2012 and 2014-2015, dropping by approximately 18%.

Monsignor Clancy Catholic Elementary School dipped below 65% utilization in 2013-2014, is operating currently at 60%, and is projected to be below 60% utilization in 2018-2019.



With currently 232 empty pupil spaces, there are 16 Niagara Catholic elementary schools that could be absorbed by Monsignor Clancy Catholic Elementary School and there would still be excess space. Throughout the projection, Monsignor Clancy Catholic Elementary School is expected to have a capacity below 60%.

St. Charles Catholic Elementary School is currently operating at 67% of capacity and is projected to increase slightly beginning in 2020-2021 and for the remainder of the Long Term Accommodation Plan. There currently are 138 surplus/unfunded pupil spaces available.



The two schools combined currently have 370 empty pupil spaces; greater than the enrolment of 32 elementary schools in Niagara Catholic.

5.4 Facility Condition Index and Renewal Needs

In an effort to ensure that Ontario schools are in good condition, the Ministry of Education releases Facility Condition Index (FCI) data. This reflects the link between schools that are in good repair and student achievement and well-being and is publicly available to parents on the Ministry of Education website, http://www.edu.gov.on.ca/eng/parents/renewal_data.html.

The Facility Condition Index is created by independent, third-party inspectors who view the essential structures and systems for each school building and the school interior. The results of these inspections are inputted into a Ministry database called VFA. The school assessment of the school results in an FCI which compares the current condition of the building to that at the time of construction. The FCI is not a comparison of one school relative to another.

By reviewing the findings from the school inspections for a five-year time frame, the Ministry can determine a school's repair and renewal costs. These costs are then compared against the cost of rebuilding that same school from the ground up. The lower the FCI the fewer repairs needed and less need to construct a new facility. As a benchmark, the Ministry generally uses an FCI of 65%, or higher, to classify a school as prohibitive to repair; that is, the Ministry would be more likely to replace a school than to repair/renovate when the FCI is higher than 65%.

The Ministry reports that the average age of schools in the province is 38 years old and that on average schools have an FCI of 27%. In comparison, the original portion of Monsignor Clancy Catholic Elementary School was constructed in 1964, 53 years old, and has an FCI of 34% and St. Charles Catholic Elementary School, originally constructed in 1953 is 64 years old with an FCI of 24%

The table below shows the overall estimated five-year renewal needs at each school.

School	Original Construction	Date of Additions	Projected 5 Year Renewal Needs	Replacement Value
Monsignor Clancy Catholic Elementary School	1964	1967, 1990	$3,920,180.00	$11,487,688
St. Charles Catholic Elementary School	1950	1953, 1956, 1989, 2000	$2,055,880.00	$8,620,105

The Ministry of Education published School Facility Condition data results in August 2016 for all school boards in Ontario.

5.5 Program Needs and Accessibility Standards

Educational programming for elementary schools has changed significantly over the past several years. Safe, properly sized and modern learning environments are critical to program delivery. Niagara Catholic District School Board has high quality facilities that meet Ministry of Education standards for instructional spaces such as classrooms and gymnasiums. Technological improvements will be required at the school to modernize the classrooms to deliver global competencies. Both Monsignor Clancy Catholic and St. Charles Catholic Elementary Schools have architectural, mechanical and/or electrical needs as shown in the five year renewal needs list in the School Information Profiles that would enhance the learning spaces.

Ontario's Accessibility Action Plan details that the all buildings in the province will be fully accessible by 2025, which includes all schools in Ontario. Information is included in School Information Profile that indicates recommended work to improve accessibility at each school. The sites are not fully accessible and the costs associated costs with making them accessible are not reflected in the Facility Condition Index calculation.

6.0 RECOMMENDED ACCOMMODATION OPTION

As required by Niagara Catholic Pupil Accommodation Policy #701.2 and the Ministry of Education Guidelines for Pupil Accommodation Reviews, staff is required to provide a recommended option as part of an open and transparent process.

6.1 Accommodation Plan

The preferred accommodation option for the Thorold Catholic Elementary School Modified Pupil Accommodation Review is to consolidate the two schools into the current Monsignor Clancy Catholic Elementary School facility. It is recommended that St. Charles Catholic Elementary School be closed and students directed to Monsignor Clancy Catholic Elementary School, which will need to be renovated to make it suitable for primary programming and to accommodate the larger student population.

The maximum site size for school of 600 to 700 elementary pupils is between 6 and 7 acres according to the Ministry of Education's Education Development Charge Guidelines. The current Monsignor Clancy Catholic Elementary School site, at 11.6 acres, is more than adequate to accommodate the combined population.

6.2 Accommodation Options Considered

Staff considered other options while considering the Planning Principles from the Niagara Catholic District School Board Long Term Accommodation Plan 2016-2021. (Appendix D)

	PLAN	DETAILS
Option 1	● Renovate and/or add to Monsignor Clancy Catholic Elementary School ● Close St. Charles Catholic Elementary School and direct students attend Monsignor Clancy Catholic Elementary School	Monsignor Clancy Catholic Elementary School would require retrofitting and/or an addition in order to deliver Kindergarten programming. Other facility modifications will be required in order to accommodate the primary students. The Monsignor Clancy Catholic Elementary School site is more than adequate to accommodate both school communities and a child care centre (if supported by the Region and funded by the Ministry of Education). The estimated cost to retrofit the school is an estimated $3,250,000. A renovation would provide the opportunity to ensure that accessibility requirements and technology upgrades are addressed.
Option 2	● Build a new elementary school on the Monsignor Clancy Catholic Elementary School site ● Close St. Charles Catholic Elementary School and direct students attend Monsignor Clancy Catholic Elementary School	The estimated Ministry of Education benchmark for new school construction for 663 students is approximately $14 million - significantly more than a retrofit. The application to the Ministry of Education for funding is considered with all provincial needs and the funding available at the time.

Option 3	● Renovate and add to St. Charles Catholic Elementary School ● Close Monsignor Clancy Catholic Elementary School and direct students attend St. Charles	The current site of 3.5 acres at St. Charles Catholic Elementary School is too small to accommodate the enrolment of a consolidated school. It also sits on a site that is 8.1 acres smaller than Monsignor Clancy Catholic Elementary School's site and is about 3 acres smaller than recommended for a consolidated school.
Option 4	● Keep both schools open ● Renovate Monsignor Clancy Catholic Elementary School for kindergarten programming ● Adjust attendance area boundaries through an Attendance Area Review to increase the enrolment at St. Charles Catholic Elementary School ● Demolish excess space at Monsignor Clancy Catholic Elementary School. Both schools would have the Kindergarten to Grade 8 model.	Demolition of part of Monsignor Clancy Catholic Elementary School would align the facility size to capacity. This option, while keeping families together then splits the two school communities creating potential staffing pressures and programming pressures due to the smaller school population.

6.3 Recommended Option

Having given due consideration to all data provided within this Initial Staff Report, Option 1 is the preferred recommendation of Staff.

It is recommended that Monsignor Clancy Catholic Elementary School be renovated, and potentially added to. St. Charles Catholic Elementary School would close and students attending the school would be directed to attend Monsignor Clancy Catholic Elementary School.

Monsignor Clancy Catholic Elementary School would require retrofitting and/or an addition in order to deliver Kindergarten programming. Other facility modifications will be required in order to accommodate the primary students. The Monsignor Clancy Catholic Elementary School site is more than adequate to accommodate both school communities and a child care centre (if supported by the Region and funded by the Ministry of Education). The estimated cost to retrofit the school is an estimated $3,250,000. A renovation would provide the opportunity to ensure that accessibility requirements and technology upgrades are addressed.

6.4 Program Benefits

Combining the two schools addresses one of the Planning Principles articulated in the Long Term Accommodation Plan 2016-2021 which identifies a Kindergarten-Grade 8 model for elementary schools and facilitates improvements in programming.

The sense of belonging and contributing to a Catholic Learning Community can be instilled from the beginning of the student's ten year journey in one faith environment. Their sense of connectedness to

others and their contributions to one Catholic family is nurtured from the very start of their educational path until it is time for students to transition to a secondary setting.

The schools currently attend Mass and liturgies together through the work of Principals and Parish. Classes of odd grades go to Mass one day and even grades go the next, instead of each school having separate Masses. In a consolidated school, the planning for faith based activities, such as Mass, can be shared by grades and buddy classes. Primary students are then able to become active participants in the preparation through the help of their older grade buddies.

A Kindergarten to Grade 8 Catholic Learning Community can also be nurtured within one building by the families of the students. Parents are an integral part of their child's education and they also possess talents and expertise that can be shared within a larger context. For example, if a parent has a child(ren) that are only in Kindergarten to Grade 3, they are limited to the grades that they may volunteer, coach, and share expertise within. Families within a Kindergarten to Grade 8 community can feel welcomed and at ease to take part in events, celebrations and opportunities with students in other grades, beyond the grade of their own child(ren).

Continuity of programming in an effort to advance student achievement and well-being is a greater challenge with staff in different divisions located at different sites. Programming with primary and junior teachers is better facilitated with in a consolidated site. Having staff in the same building creates opportunities to learn from each other through professional dialogue across all divisions and implement common instructional methods and assessment and evaluation.

The continuity of pedagogy, expectations and to some extent activities is a challenge currently due to having two sites. There is a professional learning chasm that is naturally created by the current grade structures of the school. Primary teachers would benefit from daily exposure to junior/intermediate students and their teachers; likewise for the junior/intermediate teachers to primary students and their teachers. It is important professionally, for teachers, to understand where children start their educational career and how students develop.

At present, many teachers between the two schools have not had the professional benefit of working with children in an educational environment programming for Kindergarten to Grade 8. Unlike teachers in 47 other elementary schools in Niagara Catholic, this presents instructional challenges when implementing differentiated programs and modifications due to a more limited range of expertise within the building. For example, what does a Grade 2 expectation really look like and how is it most effectively demonstrated? This type of question is more difficult to answer for teachers currently at Monsignor Clancy Catholic Elementary School who do not have easy access to colleagues to dialogue with and to see examples of student work. Likewise, what does a Grade 6 math expectation look like and how should instruction progress? Research has proven the greater professional capacity of a student yields greater student achievement results.

Students in a primary school are removed from the realities of a Kindergarten-Grade 8 school. Their challenge when moving to Monsignor Clancy Catholic Elementary School is to become involved in a setting with the various activities offered appropriate for their grade. Some curriculum examples are Speak

Out and the Heritage Fair. In a Kindergarten-Grade 8 school, the primary students would have an opportunity to be an audience for various events held for junior and intermediate students. Vicarious experience builds confidence and motivation for real experience when age appropriate.

To compensate, under the leadership of the Principals, students from each of the schools have the opportunity to see students from the other site and participate in organized activities. These activities can only occur with extensive planning and not on short notice due to the school locations.

Having the Kindergarten classes within the same building as Grades 4-8 can be beneficial in moving the inquiry learning model forward to older grades. Junior and Intermediate teachers would benefit from witnessing first hand the inquiry based learning that is taking place in the younger grades. This collaborative environment would allow conversations to take place, as well as celebrate one another's achievements throughout the grades.

The current grade structure of the schools requires an additional transition unique to the students who attend St. Charles Catholic Elementary School. The students need to move school locations to begin Grade 4, which often leaves families with children in two different elementary schools. At a minimum, students who begin school at St. Charles Catholic Elementary School will attend their third school when they transition to Denis Morris Catholic High School. For all other students in elementary schools of Niagara Catholic the transition to Grade Four is within the same building.

School Based Teams exist in all Niagara Catholic elementary schools. Their purpose is support, from a school perspective to work as a team to be creative in dealing with student issues that require more intensive support than the classroom teacher can provide. The School Based Team at Monsignor Clancy Catholic Elementary School lacks an Early Years' representative, who is at St. Charles Catholic Elementary School. This primary representative is not there to offer insight or support for the students at Monsignor Clancy Catholic Elementary School. For students brought to School Based Team at Monsignor Clancy Catholic Elementary School students have no voice from their past and the history for how a student's needs were met.

Tracking of students identified by the formal Identification Placement Review Committee/and or those with Individual Education Plans is more effectively done in a traditional Kindergarten-8 school because teachers from various grades can contribute their ideas and effective strategies used since they may have familiarity with the student's needs and areas of growth/development.

A larger school population provides greater flexibility to the Principal to determine class organization and teacher assignments. With the current school structure, teachers do not have the opportunity to move between primary and the junior/intermediate classrooms without having to transfer schools.

By having students in the same building throughout their elementary years it will help them develop greater connection to their school and be more likely to demonstrate respect for the building.

Before and after school childcare currently is available at St. Charles Catholic Elementary School and not at Monsignor Clancy Catholic Elementary School.

6.5 Social Benefits

There are social benefits to having primary students exposed to older students who are role models who benefit from the leadership opportunity.

Due to the lack of older students at St. Charles Catholic Elementary School, in Grades 4-8, the primary students and teachers do not benefit from seeing the next steps of growth and development. Children are socialized within school communities. The maximum age for a student role model at St. Charles Catholic Elementary School currently is eight years old which increases the length of time for primary students to learn appropriate behaviours and routines due to the lack of older and more mature student role models.

The social emotional learning that is promoted in Kindergarten and Primary grades can be modelled and shared with educators beyond Grade Three. This collective approach from Kindergarten to Grade 8 can help support colleagues in providing consistency in delivering the tools needed for self regulation and well-being.

With the current school structure, it is not possible for any Grade 4/5 students who lack the social/emotional development and to play with younger students. A combined school provides these children with this opportunity.

Also, a consolidated school eliminates the additional transition at the end of Grade 3 as St. Charles Catholic Elementary School students leave to attend Monsignor Clancy Catholic Elementary School. This keeps families together while children attend elementary school and will reduce stress associated with the transition.

6.6 Co-Curricular Opportunities

With the school consolidation, the usual benefits of larger schools emerge such as increased co-curricular opportunities and other after school programs due to the greater number of school staff available. Combining the two schools, given existing Ministry class size ratios almost doubles the size of the staff available to offer co-curricular activities both at lunch and after-school.

6.7 Staff Impact

There will be minimal impact to the number of teaching staff required. Each of the schools currently operates within the Ministry ratios for class-size (Kindergarten - 26:1, Grades 1-3 - 20, Grades 4-8 - 24.5)

The school would continue to have a Principal and would qualify for a full time Vice-Principal. The combined population would qualify for two 35-hour secretaries, which would be beneficial particularly at the start and end of the day. Also, the office would be able to be covered by a secretary during the lunch time for parents/visitors.

There would also be opportunities for efficiencies with custodial staff contained within the same building.

6.8 School Boundaries

St. Charles and Monsignor Clancy Catholic Elementary Schools share the same attendance boundary for students. Consolidation of the two schools would not require any corresponding attendance area boundary changes to merge the school populations.

As the Thorold South area grows, students will attend the consolidated school on Collier Road. It is anticipated that once development becomes more rapid in that the area, it will be able to sustain its own school.

Both Monsignor Clancy Catholic Elementary School and St. Charles Catholic Elementary School belong to Our Lady of The Holy Rosary Catholic Church parish and work in partnership with the parish priest for school Masses and participation in the sacraments.

6.9 Transportation Benefits

Currently, students attending the two schools do not ride on the same bus at the same time. The reason for separate transportation is that St. Charles Catholic Elementary School bell times are 8:55 a.m. and 3:20 p.m. and Monsignor Clancy Catholic Elementary School bell times are 8:35 a.m. and 2:57 p.m. The current staggered bell times have permitted route tiering between the schools, including other area public schools to achieve maximum efficiencies.

Consolidating the schools means that routes within the school boundary do not need to duplicate the service area which saves route time and kilometres. In addition to this efficiency and potential for service improvement, consolidating the schools reduces the strain on families who have siblings attending both schools that are subject to two different eligibilities (walk distance policy application to one school vs two schools) or bus stop times.

In simulating the recommendation within this Initial Staff Report, Niagara Student Transportation Services would need to determine the ideal bell time for the consolidated school to present the most cost effective times for continued route tiering and to maintain efficiencies.

Consolidating the school population into Monsignor Clancy Catholic Elementary School would provide the opportunity for older students to support younger students in getting to and from the bus stops. There is also the opportunity for older students to support younger students while they are on the bus. As well, siblings who currently attend different schools would now be able to be together.

Consolidation of the two schools into one site reduces the number of students from St. Charles Catholic Elementary School eligible for transportation by 19 students.

	PRESENT	RECOMMENDATION
Description	St. Charles Catholic Elementary School with bell times of 8:55 & 3:20	Consolidate all students at Monsignor Clancy Catholic Elementary School with bell times of 8:35 & 2:57
Eligibility	Eligibility: # of Students Walkers: 55 Bussed: 208 Out of Boundary: 22 Total: 285	Eligibility: # of Students Walkers: 74 Bussed: 189 Out of Boundary: 22 Total: 285
Ride Times	Time Range: 0 - 10 min; 11 - 20 min; 21 - 30 min; 31 - 40 min; 41 - 50 min; 51 - 60 min; > 60 min Percentage: 39.8; 42.9; 15.9; 1.4; 0; 0; 0 Accumulated %: 39.8; 82.7; 98.6; 100; 100; 100; 100 Minimum Ride Time – 1 minutes Maximum Ride Time – 40 minutes Average Ride Time – 13 minutes	Time Range: 0 - 10 min; 11 - 20 min; 21 - 30 min; 31 - 40 min; 41 - 50 min; 51 - 60 min; > 60 min Percentage: 65.8; 29.5; 2.1; 2.6; 0; 0; 0 Accumulated %: 65.8; 95.3; 97.4; 100; 100; 100; 100 Minimum Ride Time – 2 minutes Maximum Ride Time – 31 minutes Average Ride Time – 10 minutes

	PRESENT	RECOMMENDATION
Description	Monsignor Clancy Catholic Elementary School with bell times of 8:35 & 2:57	Consolidate all students at Monsignor Clancy Catholic Elementary School with bell times of 8:35 & 2:57
Eligibility	Eligibility: # of Students Walkers: 114 Bussed: 217 Out of Boundary: 21 Total: 352	Eligibility: # of Students Walkers: 114 Bussed: 217 Out of Boundary: 21 Total: 352
Ride Times	Time Range: 0 - 10 min; 11 - 20 min; 21 - 30 min; 31 - 40 min; 41 - 50 min; 51 - 60 min; > 60 min Percentage: 69.2; 23.6; 6.4; 0.8; 0; 0; 0 Accumulated %: 69.2; 92.8; 99.2; 100; 100; 100; 100 Minimum Ride Time – 2 minutes Maximum Ride Time – 36 minutes Average Ride Time – 10 minutes	Time Range: 0 - 10 min; 11 - 20 min; 21 - 30 min; 31 - 40 min; 41 - 50 min; 51 - 60 min; > 60 min Percentage: 64.4; 31.4; 3; 1.2; 0; 0; 0 Accumulated %: 64.4; 95.8; 98.8; 100; 100; 100; 100 Minimum Ride Time – 2 minutes Maximum Ride Time – 37 minutes Average Ride Time – 10 minutes

	PRESENT	RECOMMENDATION
Notes		No additional buses needed to transport students into one school. Addition of 19 students walking to school. Families with children presently at both St. Charles Catholic Elementary School and Monsignor Clancy Catholic Elementary School will be riding together. Average Ride Times decrease by 3 minutes for present St. Charles Catholic Elementary School students. Average Ride Times remain the same for present Monsignor Clancy Catholic Elementary School students. Cost savings are primarily due to less overall kilometers run by the buses.

A combined student population will have a greater impact on traffic at the Monsignor Clancy Catholic Elementary School site due to the greater number of cars used to drop off primary aged students. There will also be an increase in the demand for parking for staff and visitors.

6.10 Enrolment and Facility Utilization

Monsignor Clancy Catholic Elementary School has an on the ground capacity of 573 pupil spaces and would require renovations and/or addition to accommodate the projected enrolment increase from St. Charles Catholic Elementary School. The population of the consolidated school would result in a combined school that would be operating at capacity.

The current grade structure of the two schools will continue to have each of the schools with more than 30% of its available pupil spaces underutilized for the foreseeable future.

Combining the two schools reduces the number of unused pupil spaces by 370.

6.11 Transition Plan

Should the decision be made to consolidate the two school communities, a transition plan would be developed in consultation with the school Principals, Catholic School Councils, Family of Schools' Superintendent, parents/guardians and students representatives on the planning committee.

Currently, the two schools work closely together having combined Catholic School Council Meetings and activities at each school with students from the other school attending.

Part of the transition plan would include consideration of how to honour the histories of the school recommended for closure.

7.0 NEW CAPITAL INVESTMENTS REQUIRED

The grade structure at Monsignor Clancy Catholic Elementary School has never included primary programming. The school will require renovations to provide suitable Kindergarten classrooms, washrooms and associated defined play areas. An appropriate drop-off area for students (Kiss & Ride), parking lot upgrades to ensure suitable traffic flow for student safety and additional staff parking will also need to be provided. A Child Care operation/facility will also be considered in consultation with our Niagara Region partners.

The Monsignor Clancy School Information Profile includes an itemized list of upcoming five-year renewal needs for Monsignor Clancy and St. Charles Catholic Elementary Schools which comes from the Ontario Ministry of Education School Facility Condition Data, from August 2016. Renewal needs are part of regular maintenance to keep the school in good condition.

7.1 Sources of Capital Funding

<u>School Consolidation Capital (SCC)</u>

The Ministry of Education introduced the School Consolidation Capital (SCC) program, as one of the pillars of School Board Efficiencies and Modernization (SBEM), in 2014–2015 to further assist school

boards in managing their excess capacity and right-sizing their capital footprint. In 2015-2016, the Ministry of Education further broadened SBEM measures by phasing out top up funding and by no longer funding empty classroom spaces.

In the first year of this program, the Ministry funded 31 capital projects at a cost of approximately $150 million. The Ministry reviewed board submissions for the second round of SCC funding in spring 2016. The SCC funding is being allocated on a business case basis for new schools, retrofits and additions that support the reduction of excess capacity.

School Condition Improvement (SCI) and School Renewal Grants (SRG)

For 2016–2017, $500 million has been allocated to school boards through the School Condition Improvement (SCI) program to address the significant backlog in school renewal needs. SCI funding has been allocated to school boards, in proportion to the renewal needs assessed (for these facilities during the 2011–2015 cycle of the Ministry's Condition Assessment Program.

Since 2015–2016, school boards are required to direct 80 percent of their SCI funds to address major building components (for example, foundations, roofs, windows) and systems (for example, HVAC and plumbing). The remaining 20 percent of SCI funding can continue to address the above listed building components or, alternatively, building interiors and surrounding site components (for example, utilities, parking and pavements).

The School Renewal allocation is provided annually through the Ministry of Education's Grants for Student Needs (GSN) with enrolment being the primary driver of the allocation. The School Renewal Allocation addresses the costs of repairing and renovating schools.

Capital Priorities Grant (CPG)

The Ministry of Education continues its multi-year capital funding allocation designed to target board-identified capital needs.

The Capital Priorities program serves as the primary means for funding school capital projects required to address accommodation pressures, replace facilities in poor repair, and support the consolidation of underutilized facilities. Since the Capital Priorities program began in 2011, the Ministry has allocated over $2.4 billion in capital funding to support 166 new school facilities and 156 additions/retrofits at existing schools.

Proceeds of Disposition (POD)

Property deemed as surplus to a Board can be sold at fair market value following the procedures outlined in Ontario Regulation 444/98. Restrictions on the use of POD from the sale of Board surplus properties are outlined in Ontario Regulation 193/10 as follows:

1. Repair or replacement of components within a school

2. For components, boards are to follow the expenditure requirements set out in the School Condition Improvement (SCI) policy. Through this policy, boards are to spend a minimum of 80% of their POD to target key building components and systems, with the remaining up to 20% addressing other locally identified renewal needs. Boards will not need to seek Ministry Approval to Proceed for school component repair or replacement using POD.
3. Boards will not be required to contribute POD to Capital Priority projects unless the board identifies POD as a source of funding for that project.
4. Boards can use POD to replace a school due to poor condition, but the Board must submit the project through the Ministry's Capital Priorities process.
5. Board's requesting to use POD for purposes that fall outside of the SCI expenditure requirements may request a Minister's exemption.

As the Board prepares its business case to the Ministry of Education to secure funding, all necessary work will be included to ensure the facility continues to be in excellent condition to receive all students.

7.2 Proposed Timelines for a Renovation/and or Addition to Monsignor Clancy Catholic Elementary School

Pupil Accommodation Review Process	February - June 2017
Capital Funding Application Process	Application at the Earliest Opportunity for School Consolidation Capital or Capital Priorities Grant
Pre-Construction - Design/Tender/Approval	Twelve Months
Renovation	Sixteen Months
Close Schools	June 2020 or earlier
School Occupancy	September 2020 or earlier

The proposed timelines are contingent on Board approval of this recommendation and the Ministry of Education approval of the business case submission for adequate funding.

7.3 Proposal for Accommodation if Funding Does Not Become Available

Staff is recommending that based on the programming benefits to combining the two schools that two business cases for funding be provided for approval to the Ministry of Education.

Should funding not become available, the status quo with the Board operating both Monsignor Clancy Catholic Elementary School and St. Charles Catholic Elementary School will continue until such time as it does.

8.0 SUMMARY

The Ministry of Education encourages school boards to make efficient use of their resources and in particular, school space, through the Provincial School Board Efficiencies and Modernization Strategy that was released in 2014-2015.

The strategy proposed improves educational opportunities for students and staff at the two schools while simultaneously improving operating efficiencies for the Niagara Catholic District School Board.

There is currently surplus space in each of the schools which will be addressed through the consolidation of Monsignor Clancy Catholic and St. Charles Catholic Elementary Schools. The community was consulted, unsuccessfully, in an effort to develop partnerships in accordance with the Community Planning and Partnerships Policy.

The operating costs savings of approximately $265,000 annually of closing St. Charles Catholic Elementary School can be redirected to benefit all students in the Board, including those in the proposed consolidated school. The majority of the savings achieved are facility related, not due to any reduction in staffing to support the students.

If the option is approved by the Board, the Niagara Catholic District School Board will make application to the Ministry of Education for funding through both the Consolidation Funding and the Capital Priorities Funding. Upon funding, the transition planning would begin to consolidate the two school communities towards an opening of a Kindergarten to Grade 8 Monsignor Clancy Catholic Elementary School by September 2020.

MINISTRY OF EDUCATION

PUPIL ACCOMMODATION REVIEW GUIDELINE

March 2015

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PREAMBLE

School boards are responsible for managing their school capital assets in an effective manner. They must respond to changing demographics and program needs while ensuring continued student achievement and well-being, and the financial viability/sustainability of the school board.

One aspect of a school board's capital and accommodation planning is reviewing schools that have underutilized space. These are schools where the student capacity of the school is greater than the number of students enrolled. When a school board identifies a school that is projected to have long-term excess space, a school board would typically look at a number of options such as:

- moving attendance boundaries and programs to balance enrolment between over and underutilized schools;
- offering to lease underutilized space within a school to a coterminous school board;
- finding community partners who can pay the full cost of operating the underutilized space; and/or
- decommissioning or demolishing a section of the school that is not required for student use to reduce operating costs.

If none of these options are deemed viable by a school board, the board may determine that a pupil accommodation review process take place which could lead to possible school consolidations and closures. These decisions are made within the context of supporting the school board's student achievement and well-being strategy and to make the most effective use of its school buildings and funding.

The Ministry of Education expects school boards to work with their community partners when undertaking capital planning, including when a school board is beginning to develop options to address underutilized space in schools. The Ministry of Education's *Community Planning and Partnerships Guideline* (CPPG) outlines requirements for school boards to reach out to their local municipalities and other community partners to share planning related information and to explore potential partnership opportunities. This version of the *Pupil Accommodation Review Guideline* (the "*Guideline*") builds upon the CPPG by providing requirements for school boards to share information with and seek feedback from their local municipalities and other community partners related to any pupil accommodation reviews a school board initiates.

If a pupil accommodation review results in a school closure decision, a school board will then need to decide whether to declare that school as surplus, potentially leading to the future sale of the property. These sales are governed by provincial regulation. Alternately, a school board may decide to use a closed school for other school board purposes, or hold the property as a strategic long-term asset of the school board due to a projected need for the facility in the

future. Each school board decides when it is appropriate to review its strategic property holdings to determine if these properties are still required to be held or should be considered surplus to the school board's needs and considered for a future sale.

This document provides direction to school boards on one component of their capital planning - the pupil accommodation review process. It provides the minimum standards the province requires school boards to follow when undertaking a pupil accommodation review. It is important to note that school boards have flexibility to modify their pupil accommodation review policies to meet their local needs, and can develop policies that exceed the provincial minimum standards outlined in this document.

I. PURPOSE

The purpose of the *Guideline* is to provide a framework of minimum standards for school boards to undertake pupil accommodation reviews to determine the future of a school or group of schools. This *Guideline* ensures that where a decision is taken by a school board regarding the future of a school, that decision is made with the involvement of an informed local community and is based on a broad range of criteria regarding the quality of the learning experience for students.

This *Guideline* is effective upon release and replaces the previous *Guideline* of June 2009.

II. INTRODUCTION

Ontario's school boards are responsible for deciding the most appropriate pupil accommodation arrangements for the delivery of their elementary and secondary programs. These decisions are made by school board trustees in the context of carrying out their primary responsibilities of fostering student achievement and well-being, and ensuring effective stewardship of school board resources. In some cases, to address changing student populations, this requires school boards to consider undertaking pupil accommodation reviews that may lead to school consolidations and closures.

Under paragraph 26, subsection 8 (1) of the *Education Act*, the Minister of Education may issue guidelines with respect to school boards' school closure policies.

III. GUIDING PRINCIPLES

The *Guideline* has been established to align with the Ministry of Education's vision and as such, focuses on student well-being; academic achievement; and school board financial viability/sustainability.

All school board pupil accommodation review policies should be designed to align with these guiding principles.

IV. SCHOOL BOARD ACCOMMODATION REVIEW POLICIES

School boards are responsible for creating and implementing a policy to address pupil accommodation reviews to serve their local needs. The Ministry of Education expects school boards to consult with local communities prior to adopting or subsequently amending their pupil accommodation review policies.

All pupil accommodation review policies must be clear in stipulating that the final decision regarding the future of a school or group of schools rests solely with the Board of Trustees. If the Board of Trustees votes to close a school or schools in accordance with their policy, the school board must provide clear timelines regarding the closure(s) and ensure that a transition plan is communicated to all affected school communities within the school board.

It is important to note that this *Guideline* is intended as a **minimum** requirement for school boards in developing their policies. School boards are responsible for establishing and complying with their pupil accommodation review policies to serve their local needs.

A copy of the school board's pupil accommodation review policy, the government's *Pupil Accommodation Review Guideline* and the *Administrative Review of Accommodation Review Process* documents are to be made available to the public as determined in the school board's policy, and posted on the school board's website.

The *Guideline* recognizes that pupil accommodation reviews include a school or group of schools to facilitate the development of viable solutions for pupil accommodation that support the guiding principles.

School board pupil accommodation review policies will include statements that encourage the sharing of relevant information as well as providing the opportunity for the public and affected school communities to be heard.

The Ministry of Education recommends that, wherever possible, schools should only be subject to a pupil accommodation review once in a five-year period, unless there are circumstances determined by the school board, such as a significant change in enrolment.

V. SCHOOL BOARD PLANNING PRIOR TO AN ACCOMMODATION REVIEW

As described in the *Community Planning and Partnerships Guideline*, school boards must undertake long-term capital and accommodation planning, informed

by any relevant information obtained from local municipal governments and other community partners, which takes into consideration long-term enrolment projections and planning opportunities for the effective use of excess space in all area schools.

School boards must document their efforts to obtain information from local municipal governments as well as other community partners that expressed an interest prior to the pupil accommodation review; and provide any relevant information from municipalities and other community partners as part of the initial staff report (see Section VI).

VI. ESTABLISHING AN ACCOMMODATION REVIEW

School boards may proceed to establish a pupil accommodation review only after undertaking the necessary assessment of long-term capital and accommodation planning options for the school(s).

Initial Staff Report

Prior to establishing a pupil accommodation review, the initial staff report to the Board of Trustees must contain one or more options to address the accommodation issue(s). Each option must have a supporting rationale. There must be a recommended option if more than one option is presented. The initial staff report must also include information on actions taken by school board staff prior to establishing a pupil accommodation review process and supporting rationale as to any actions taken or not taken.

The option(s) included in the initial staff report must address the following:

- summary of accommodation issue(s) for the school(s) under review;
- where students would be accommodated;
- if proposed changes to existing facility or facilities are required as a result of the pupil accommodation review;
- identify any program changes as a result of the proposed option;
- how student transportation would be affected if changes take place;
- if new capital investment is required as a result of the pupil accommodation review, how the school board intends to fund this, as well as a proposal on how students would be accommodated if funding does not become available; and
- any relevant information obtained from municipalities and other community partners prior to the commencement of the pupil accommodation review, including any confirmed interest in using the underutilized space.

Each recommended option must also include a timeline for implementation.

The initial staff report and School Information Profiles (SIPs) (see Section VIII) will be made available to the public, as determined in the school board’s policy,

and posted on the school board's website following the decision to proceed with a pupil accommodation review by the Board of Trustees.

School boards must ensure that individuals from the school(s) under review and the broader community are invited to participate in the pupil accommodation review consultation. At a minimum, the pupil accommodation review process must consist of the following methods of consultation:

- Accommodation Review Committee (ARC) (see Section VII);
- consultation with municipal governments local to the affected school(s) (see Section IX);
- public meetings (see Section X); and
- public delegations (see Section XI).

VII. THE ACCOMMODATION REVIEW COMMITTEE

Role

School boards must establish an ARC that represents the school(s) under review and acts as the official conduit for information shared between the school board and the school communities. The ARC may comment on the initial staff report and may, throughout the pupil accommodation review process, seek clarification of the initial staff report. The ARC may provide other accommodation options than those in the initial staff report; however, it must include supporting rationale for any such option.

The ARC members do not need to achieve consensus regarding the information provided to the Board of Trustees.

The school board's staff resources assigned to the ARC are required to compile feedback from the ARC as well as the broader community in the Community Consultation section of the final staff report (see Section XI) to be presented to the Board of Trustees.

Membership

The membership of the ARC should include, at a minimum, parent/guardian representatives from each of the schools under review, chosen by their respective school communities.

Where established by a school board's pupil accommodation review policy, there may also be the option to include students and representation from the broader community. For example, a school board's policy may include a requirement for specific representation from the First Nations, Metis, and Inuit communities. In addition, school board trustees may be ad hoc ARC members to monitor the ARC progress.

Formation

The ARC should be formed following the Board of Trustees' consideration of the initial staff report but prior to the first public meeting. The school board will invite ARC members from the school(s) under review to an orientation session that will describe the mandate, roles and responsibilities, and procedures of the ARC.

Terms of Reference

School boards will provide the ARC with Terms of Reference that describe the ARC's mandate. The mandate will refer to the school board's education and accommodation objectives in undertaking the ARC and reflect the school board's strategy for supporting student achievement and well-being.

The Terms of Reference will also clearly outline the school board's expectations of the roles and responsibilities of the ARC; and describe the procedures of the ARC. At a minimum, the ARC will provide feedback on the initial staff report option(s).

The Terms of Reference will outline the minimum number of working meetings of the ARC.

Meetings of the Accommodation Review Committee

The ARC will meet to review materials presented by school board staff. It is recommended that the ARC hold as many working meetings as is deemed necessary within the timelines established in their school board's pupil accommodation review policy.

VIII. SCHOOL INFORMATION PROFILE

School board staff are required to develop School Information Profiles (SIPs) as orientation documents to help the ARC and the community understand the context surrounding the decision to include the specific school(s) in a pupil accommodation review. The SIP provides an understanding of and familiarity with the facilities under review.

The SIP is expected to include data for each of the following two considerations about the school(s) under review:

- value to the student; and
- value to the school board.

A SIP will be completed by school board staff for each of the schools under review. The following are the minimum data requirements and factors that are to be included in the SIP:

- Facility Profile:
  - School name and address.
  - Site plan and floor plan(s) (or space template) of the school with the date of school construction and any subsequent additions.
  - School attendance area (boundary) map.
  - Context map (or air photo) of the school indicating the existing land uses surrounding the school.
  - Planning map of the school with zoning, Official Plan or secondary plan land use designations.
  - Size of the school site (acres or hectares).
  - Building area (square feet or square metres).
  - Number of portable classrooms.
  - Number and type of instructional rooms as well as specialized classroom teaching spaces (e.g., science lab, tech shop, gymnasium, etc.).
  - Area of hard surfaced outdoor play area and/or green space, the number of play fields, and the presence of outdoor facilities (e.g., tracks, courts for basketball, tennis, etc.).
  - Ten-year history of major facility improvements (item and cost).
  - Projected five-year facility renewal needs of school (item and cost).
  - Current Facility Condition Index (FCI) with a definition of what the index represents.
  - A measure of proximity of the students to their existing school, and the average distance to the school for students.
  - Percentage of students that are and are not eligible for transportation under the school board policy, and the length of bus ride to the school (longest, shortest, and average length of bus ride times).
  - School utility costs (totals, per square foot, and per student).
  - Number of parking spaces on site at the school, an assessment of the adequacy of parking, and bus/car access and egress.
  - Measures that the school board has identified and/or addressed for accessibility of the school for students, staff, and the public with disabilities (i.e., barrier-free).
  - On-the-ground (OTG) capacity, and surplus/shortage of pupil places.

- Instructional Profile:
  - Describe the number and type of teaching staff, non-teaching staff, support staff, itinerant staff, and administrative staff at the school.
  - Describe the course and program offerings at the school.
  - Describe the specialized service offerings at the school (e.g., cooperative placements, guidance counseling, etc.).
  - Current grade configuration of the school (e.g., junior kindergarten to Grade 6, junior kindergarten to Grade 12, etc.).
  - Current grade organization of the school (e.g., number of combined grades, etc.).
  - Number of out of area students.
  - Utilization factor/classroom usage.

- Summary of five previous years' enrolment and 10-year enrolment projection by grade and program.
- Current extracurricular activities.

- Other School Use Profile:
  - Current non-school programs or services resident at or co-located with the school as well as any revenue from these non-school programs or services and whether or not it is at full cost recovery.
  - Current facility partnerships as well as any revenue from the facility partnerships and whether or not it is at full cost recovery.
  - Community use of the school as well as any revenue from the community use of the school and whether or not it is at full cost recovery.
  - Availability of before and after school programs or services (e.g., child care) as well as any revenue from the before and after school programs and whether or not it is at full cost recovery.
  - Lease terms at the school as well as any revenue from the lease and whether or not it is at full cost recovery.
  - Description of the school's suitability for facility partnerships.

School boards may introduce additional items that could be used to reflect local circumstances and priorities which may help to further understand the school(s) under review.

Each school under review will have a SIP completed at the same point-in-time for comparison purposes. The Ministry of Education expects school boards to prepare SIPs that are complete and accurate, to the best of the school board's ability, prior to the commencement of a pupil accommodation review.

While the ARC may request clarification about information provided in the SIP, it is not the role of the ARC to approve the SIP.

IX. CONSULTATION WITH LOCAL MUNICIPAL GOVERNMENTS

Following the Board of Trustees' approval to undertake a pupil accommodation review, school boards must invite affected single and upper-tier municipalities as well as other community partners that expressed an interest prior to the pupil accommodation review to discuss and comment on the recommended option(s) in the school board's initial staff report.

The invitation for this meeting will be provided through a written notice, and will be directed through the Clerks Department (or equivalent) for the affected single and upper-tier municipalities.

The affected single and upper-tier municipalities, as well as other community partners that expressed an interest prior to the pupil accommodation review, must provide their response on the recommended option(s) in the school board's initial staff report before the final public meeting. School boards must provide

them with advance notice of when the final public meeting is scheduled to take place.

School boards must document their efforts to meet with the affected single and upper-tier municipalities, as well as other community partners that expressed an interest prior to the pupil accommodation review; and provide any relevant information from this meeting as part of the final staff report to the Board of Trustees (see Section XI).

X. PUBLIC MEETINGS

Once a school board has received an initial staff report and has approved the initiation of a pupil accommodation review, the school board must arrange to hold a minimum of two public meetings for broader community consultation on the initial staff report. School board staff are expected to facilitate the public meetings to solicit broader community feedback on the recommended option(s) contained in the initial staff report.

The public meetings are to be announced and advertised publicly by the school board through an appropriate range of media as determined by the school board.

At a minimum, the first public meeting must include the following:

- an overview of the ARC orientation session;
- the initial staff report with recommended option(s); and
- a presentation of the SIPs.

XI. COMPLETING THE ACCOMMODATION REVIEW

Final Staff Report

At the conclusion of the pupil accommodation review process, school board staff will submit a final staff report to the Board of Trustees which must be available to the public as determined in the school board's policy, and posted on the school board's website.

The final staff report must include a Community Consultation section that contains feedback from the ARC and any public consultations as well as any relevant information obtained from municipalities and other community partners prior to and during the pupil accommodation review.

School board staff may choose to amend their proposed option(s) included in the initial staff report. The recommended option(s) must also include a proposed accommodation plan, prepared for the decision of the Board of Trustees, which contains a timeline for implementation.

Delegations to the Board of Trustees Meeting

Once school board staff submits the final staff report to the Board of Trustees, the school board must allow an opportunity for members of the public to provide feedback on the final staff report through public delegations to the Board of Trustees. Notice of the public delegation opportunities will be provided based on school board policy.

After the public delegations, school board staff will compile feedback from the public delegations which will be presented to the Board of Trustees with the final staff report.

Decision of the Board of Trustees

The Board of Trustees will be provided with the final staff report, including the compiled feedback from the public delegations, when making its final decision regarding the pupil accommodation review.

The Board of Trustees has the discretion to approve the recommendation(s) of the final staff report as presented, modify the recommendation(s) of the final staff report, or to approve a different outcome.

The Ministry encourages school boards not to make final pupil accommodation review decisions during the summer holiday period (typically from July 1 to the day after Labour Day).

XII. TRANSITION PLANNING

The transition of students should be carried out in consultation with parents/guardians and staff. Following the decision to consolidate and/or close a school, the school board is expected to establish a separate committee to address the transition for students and staff.

XIII. TIMELINES FOR THE ACCOMMODATION REVIEW PROCESS

The pupil accommodation review process must comply with the following minimum timelines:

- Following the date of the Board of Trustees' approval to conduct a pupil accommodation review, the school board will provide written notice of the Board of Trustees' decision within 5 business days to each of the affected single and upper-tier municipalities through the Clerks Department (or equivalent), other community partners that expressed an interest prior to the pupil accommodation review; and include an invitation for a meeting to discuss and comment on the recommended option(s) in the school board's

initial staff report. School boards must also notify the Director(s) of Education of their coterminous school boards and the Ministry of Education through the office of the Assistant Deputy Minister of the Financial Policy and Business Division.

- The affected single and upper-tier municipalities, as well as other community partners that expressed an interest prior to the pupil accommodation review, must provide their response on the recommended option(s) in the school board's initial staff report before the final public meeting.
- Beginning with the date of the Board of Trustees' approval to conduct a pupil accommodation review, there must be no fewer than 30 business days before the first public meeting is held.
- There must be a minimum period of 40 business days between the first and final public meetings.
- The final staff report must be publicly posted no fewer than 10 business days after the final public meeting.
- From the posting of the final staff report, there must be no fewer than 10 business days before the public delegations.
- There must be no fewer than 10 business days between public delegations and the final decision of the Board of Trustees.

XIV. MODIFIED ACCOMMODATION REVIEW PROCESS

In certain circumstances, where the potential pupil accommodation options available are deemed by the school board to be less complex, school boards may find it appropriate to undertake a modified pupil accommodation review process. The *Guideline* permits a school board to include an optional modified pupil accommodation review process in its pupil accommodation review policy.

A school board's pupil accommodation review policy must clearly outline the conditions where a modified pupil accommodation review process could be initiated by explicitly defining the factors that would allow the school board the option to conduct a modified pupil accommodation review process. The conditions for conducting a modified pupil accommodation review process need to be based on two or more of the following factors:

- distance to the nearest available accommodation;
- utilization rate of the facility;
- number of students enrolled at the school; or

- when a school board is planning the relocation (in any school year or over a number of school years) of a program, in which the enrolment constitutes more than or equal to 50% of the school's enrolment (this

calculation is based on the enrolment at the time of the relocation, or the first phase of a relocation carried over a number of school years).

School boards may consider additional factors that are defined in their pupil accommodation review policy to qualify for the modified pupil accommodation review process. Multiple factors may be developed by the school board to appropriately reflect varying conditions across the board (e.g., urban, rural, elementary panel, secondary panel, etc.). The Board of Trustees must approve these explicitly defined factors, after community consultation, in order to adopt a modified pupil accommodation review process as part of their school board's pupil accommodation review policy.

The guiding principles of this *Guideline* apply to the modified pupil accommodation review process.

Even when the criteria for a modified pupil accommodation review are met, a school board may choose to use the standard pupil accommodation review process.

Implementing the Modified Accommodation Review Process

The initial staff report will explain the rationale for exempting the school(s) from the standard pupil accommodation review process, in accordance with the school board's pupil accommodation review policy.

The initial staff report and SIPs must be made available to the public, as determined in the school board's policy, and posted on the school board's website.

A public meeting will be announced and advertised through an appropriate range of media as determined by the school board.

Following the public meeting, school board staff will submit a final staff report to the Board of Trustees which must be available to the public as determined in the school board's policy, and posted on the school board's website. The final staff report must include a Community Consultation section that contains feedback from any public consultations as well as any relevant information obtained from municipalities and other community partners prior to and during the modified pupil accommodation review.

Once school board staff submit the final staff report to the Board of Trustees, the school board must allow an opportunity for members of the public to provide feedback through public delegations to the Board of Trustees. Notice of the public delegation opportunities will be provided based on school board policy.

After the public delegations, school board staff will compile feedback from the public delegations which will be presented to the Board of Trustees with the final staff report.

The Board of Trustees has the discretion to approve the recommendation(s) of the final staff report as presented, modify the recommendation(s) of the final staff report, or to approve a different outcome.

The Ministry encourages school boards not to make final pupil accommodation review decisions during the summer holiday period (typically from July 1 to the day after Labour Day).

A transition plan will be put in place following the decision to consolidate and/or close a school.

Timelines for the Modified Accommodation Review Process

The modified pupil accommodation review process must comply with the following minimum timelines:

- Following the date of the Board of Trustees' approval to conduct a modified pupil accommodation review, the school board will provide written notice of the Board of Trustees' decision within 5 business days to each of the affected single and upper-tier municipalities through the Clerks Department (or equivalent), other community partners that expressed an interest prior to the modified pupil accommodation review; and include an invitation for a meeting to discuss and comment on the recommended option(s) in the school board's initial staff report. School boards must also notify the Director(s) of Education of their coterminous school boards and the Ministry of Education through the office of the Assistant Deputy Minister of the Financial Policy and Business Division.
- The affected single and upper-tier municipalities, as well as other community partners that expressed an interest prior to the modified pupil accommodation review, must provide their response on the recommended option(s) in the school board's initial staff report before the final public meeting.
- The school board must hold at least one public meeting. Beginning with the date of the Board of Trustees' approval to conduct a modified pupil accommodation review, there must be no fewer than 30 business days before this public meeting is held.
- The final staff report must be publicly posted no fewer than 10 business days after the final public meeting.
- From the posting of the final staff report, there must be no fewer than 10 business days before the public delegations.
- There must be no fewer than 10 business days between public delegations and the final decision of the Board of Trustees.

XV. EXEMPTIONS

This *Guideline* applies to schools offering elementary or secondary programs. However, there are specific circumstances where school boards are not obligated to undertake a pupil accommodation review. These include:

- where a replacement school is to be built by the school board on the existing site, or built or acquired within the existing school attendance boundary, as identified through the school board's policy;

- where a replacement school is to be built by the school board on the existing site, or built or acquired within the existing school attendance boundary and the school community must be temporarily relocated to ensure the safety of students and staff during the reconstruction, as identified through the school board's policy;

- when a lease for the school is terminated;

- when a school board is planning the relocation (in any school year or over a number of school years) of grades or programs, in which the enrolment constitutes less than 50% of the school's enrolment (this calculation is based on the enrolment at the time of the relocation, or the first phase of a relocation carried over a number of school years);

- when a school board is repairing or renovating a school, and the school community must be temporarily relocated to ensure the safety of students during the renovations;

- where a facility has been serving as a holding school for a school community whose permanent school is over-capacity and/or is under construction or repair; or

- where there are no students enrolled at the school at any time throughout the school year.

In the above circumstances, a school board is expected to inform school communities about proposed accommodation plans for students before a decision is made by the Board of Trustees. The school board will also provide written notice to each of the affected single and upper-tier municipalities through the Clerks Department (or equivalent), as well as other community partners that expressed an interest prior to the exemption, and their coterminous school boards in the areas of the affected school(s) through the Director of Education, and to the Ministry of Education through the Assistant Deputy Minister of the Financial Policy and Business Division no fewer than 5 business days after the decision to proceed with an exemption.

A transition plan will be put in place following the Board of Trustees' decision to consolidate, close or move a school or students in accordance with this section.

XVI. DEFINITIONS

Accommodation review: A process, as defined in a school board pupil accommodation review policy, undertaken by a school board to determine the future of a school or group of schools.

Accommodation Review Committee (ARC): A committee, established by a school board that represents the affected school(s) of a pupil accommodation review, which acts as the official conduit for information shared between the school board and the affected school communities.

ARC working meeting: A meeting of ARC members to discuss a pupil accommodation review, and includes a meeting held by the ARC to solicit feedback from the affected school communities of a pupil accommodation review.

Business day: A calendar day that is not a weekend or statutory holiday. It also does not include calendar days that fall within school boards' Christmas, spring, and summer break. For schools with a year-round calendar, any break that is five calendar days or longer is not a business day.

Consultation: The sharing of relevant information as well as providing the opportunity for municipalities and other community partners, the public and affected school communities to be heard.

Facility Condition Index (FCI): A building condition as determined by the Ministry of Education by calculating the ratio between the five-year renewal needs and the replacement value for each facility.

On-the-ground (OTG) capacity: The capacity of the school as determined by the Ministry of Education by loading all instructional spaces within the facility to current Ministry standards for class size requirements and room areas.

Public delegation: A regular meeting of the Board of Trustees where presentations by groups or individuals can have their concerns heard directly by the school board trustees.

Public meeting: An open meeting held by the school board to solicit broader community feedback on a pupil accommodation review.

School Information Profile (SIP): An orientation document with point-in-time data for each of the schools under a pupil accommodation review to help the ARC and the community understand the context surrounding the decision to include the specific school(s) in a pupil accommodation review.

Space template: A Ministry of Education template used by a school board to determine the number and type of instructional areas to be included within a new school, and the size of the required operational and circulation areas within that school.

Niagara Catholic District School Board

PUPIL ACCOMMODATION REVIEW POLICY

STATEMENT OF POLICY

700 – Building and Sites **Policy No. 701.2**

Adopted Date: April 28, 1998 Latest Reviewed/Revised Date: February 23, 2016

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, Niagara Catholic is committed to providing the best educational facilities that advance student achievement for all and build strong Catholic identity and community.

In accordance with the Ministry of Education, the Niagara Catholic District School Board recognizes its responsibility:

- To provide adequate accommodation and instruction for all pupils attending its schools;
- To undertake long-term capital planning;
- To operate its schools economically and efficiently, while providing the best Catholic education for the pupils, within the limits of the Board's available resources;
- To explore opportunities for effective, sustainable partnerships; and
- To maintain communication with stakeholders and potential partners concerning possible changes in the status of a school or of school boundaries.

The Board acknowledges that the consolidation or closure of schools may be required to meet the above objectives. The Board is committed to providing student accommodation in a responsible and organized manner considering reasonable and just alternatives.
The Director of Education shall present an Initial Staff Report to the Board to review a school or schools for potential consolidation or closure. The Board may establish an Accommodation Review Committee (ARC) and provide the Terms of Reference or proceed to the Modified Accommodation Review Process.
The Board shall consider consolidation or closure of a school(s) following the submission of the Final Staff Report which will contain feedback from an Accommodation Review Committee and/or a community consultation section. The Niagara Catholic District School Board has the discretion to approve the recommendation(s) of the Final Staff Report as presented, modify the recommendation(s) of the Final Staff Report or to approve a different outcome. The final decision regarding the future of a school or group of schools rests solely with the Board of Trustees.
The Director of Education will issue Administrative Procedures in support of this policy.

References

- ***Ministry of Education - Administrative Review of the Accommodation Review Process***
- ***Ministry of Education - Pupil Accommodation Review Guidelines (Revised March 2015)***
- ***Niagara Catholic District School Board Policies/Procedures***
  - ***Admission of Students Policy (301.1)***
  - ***Attendance Areas Policy (301.3)***
  - ***Board By-Laws (100.1)***
  - ***Community Planning & Partnerships Policy (800.6)***

Niagara Catholic District School Board

PUPIL ACCOMMODATION REVIEW POLICY

ADMINISTRATIVE PROCEDURES

700 – Building and Sites **Policy No. 701.2**

Adopted Date: April 28, 1998 Latest Reviewed/Revised Date: February 23, 2016

BACKGROUND

The Pupil Accommodation Review Policy and Administrative Procedures 701.2 implement the Pupil Accommodation Review Guidelines released by the Ministry of Education in March 2015. A copy of the Ministry of Education Pupil Accommodation Review Guidelines, and link to the Ministry documents entitled Administrative Review of Accommodation Review Process along with the Niagara Catholic District School Board Pupil Accommodation Review Policy and Administrative Procedures are posted on the Board website and will be made available at the Catholic Education Centre.

CONTEXT

The Board's elementary schools are organized as families of schools, linked to a secondary school. The goal of providing a suitable and equitable range of learning opportunities in a school or family of schools requires monitoring and active curriculum and programming decisions to nurture the distinctiveness of Catholic Education.

The Board is responsible for fostering student achievement and well-being and ensuring effective stewardship of its resources. One aspect of the Board's capital and accommodation planning is reviewing schools that have underutilized space. These are schools where the student capacity of the school is greater than the number of students enrolled. When the Board identifies a school that is projected to have long-term excess space, the Board will look at a number of options such as:

- moving attendance boundaries and programs to balance enrolment between over and underutilized schools;
- offering to lease underutilized space within a school to a coterminous school board;
- finding community partners who can pay the full cost of operating the underutilized space; and/or
- decommissioning or demolishing a section of the school that is not required for student use to reduce operating costs.

If none of these options are deemed viable by the Board, the Board may determine that a pupil accommodation review process take place which could lead to possible school consolidations and closures. These decisions are made within the context of supporting the Board's student achievement and well-being strategy and to make the most effective use of its school buildings and funding.

In some cases, to address changing student populations, decisions that might require consolidation, closure or major program relocation will take into account the needs of all of the students in all of the schools in a particular group. There may, however, be circumstances in which a single school should be studied for closure or relocation.

PLANNING PRIOR TO AN ACCOMMODATION REVIEW

The Niagara Catholic District School Board will undertake long-term capital and accommodation planning informed by any relevant information obtained from local municipal governments and other community partners, which takes into consideration long-term enrolment projections and planning

opportunities for the effective use of excess space in all area schools. The planning will take into account opportunities for partnerships with other school boards and appropriate organizations that are financially sustainable, safe for students and staff, and are consistent with the core values and Mission of the Board.

A school or group of schools may be considered for an accommodation review if one or more of the following conditions apply:

- The school or group of schools is, currently or projected to be, unable to provide a suitable and equitable range of learning opportunities for students;
- The school or group of schools has experienced or will experience an adverse impact on learning opportunities for students due to changes in enrolment;
- Reorganization involving the school or group of schools could enhance program and learning opportunities for students;
- Teaching/learning spaces are not suitable to provide the programs needed to serve the community and retrofitting may be cost prohibitive;
- Under normal staff allocation practices, it would be necessary to assign three grades to one class in one or more of the schools;
- One or more of the schools is experiencing higher building maintenance expenses than the average for the system and/or is in need of major capital improvements;
- In respect of one or more of the schools there are safety and/or environmental concerns attached to the building, the school site or its locality;
- The consolidation of schools is in the best interests of the overall school system;
- It has been no less than five years since the inception of a study of the school by an Accommodation Review Committee, except where extenuating circumstances warrant such as an unexpected economic or demographic shift or a change in a school's physical condition;
- Any other reason upon recommendation of the Director of Education and subject to the approval of the Board. Examples include, but are not limited to: unforeseen changes in funding, policy or legislation; a request from the community; etc.

ESTABLISHING AN ACCOMMODATION REVIEW

The Board may proceed to establish a pupil accommodation review only after undertaking the necessary assessment of long-term capital and accommodation planning options for the school(s).

Initial Staff Report

Prior to establishing a pupil accommodation review, the Initial Staff Report to the Board must contain one or more options to address the accommodation issue(s) and each option must have supporting rationale. There must be a recommended option if more than one option is presented. The Initial Staff Report must also include information on actions taken by board staff prior to establishing a pupil accommodation review process, supporting rationale as to any actions taken or not taken, School Information Profile(s) (SIPs) and proposed Terms of Reference for the Accommodation Review Committee. The Initial Staff Report will recommend an accommodation review process, standard or modified, and provide rationale.

The option(s) included in the Initial Staff Report must address the following:

- Summary of accommodation issue(s) for the school(s) under review;
- Where students would be accommodated;
- If proposed changes to existing facility or facilities are required as a result of the pupil accommodation review;
- Identify any program changes as a result of the proposed option;
- How student transportation would be affected if changes take place;
- If new capital investment is required as a result of the pupil accommodation review, how the Board intends to fund the capital investment and a proposal on how students would be accommodated if funding does not become available;

- Any relevant information obtained from municipalities and other community partners prior to the commencement of the pupil accommodation review, including any confirmed interest in using the underutilized space.

Each recommended option must include a timeline for implementation.

The Director and/or designate will present an Initial Staff Report to the Board identifying a school or group of schools in which challenges may be faced in providing a suitable and equitable range of learning opportunities for students, and in respect of which there may be a need to consider the possible consolidation, closure or major program relocation in respect of one or more schools.

The Initial Staff Report and School Information Profile(s) will be made available to the public and posted on the Board's website following the Board's decision to undertake an accommodation review.

Efforts to obtain information from local municipal governments as well as other community partners that expressed an interest prior to the pupil accommodation review will be documented and included in the Initial Staff Report.

NOTICE OF INITIATION OF AN ACCOMMODATION REVIEW

Following the date of the Board's approval to initiate an accommodation review, Notice of Initiation shall be provided within 5 business days to:

1. Affected school Principal(s), Catholic School Council(s) and local Roman Catholic parishes;
2. Affected lower and upper-tier municipalities through the Clerk's Office;
3. Community partners that expressed interest prior to the pupil accommodation review;
4. The general public;
5. The Directors of Education of coterminous boards; and
6. The Ministry of Education through the office of the Assistant Deputy Minister of the Financial Policy and Business Division.

Notice of Initiation shall be given as follows:

1. Posting on the Niagara Catholic District School Board website;
2. Publishing in the local newspaper(s);
3. Mailing or emailing to the Principals of the affected schools, the Catholic School Councils of affected schools, the Clerks of lower and upper-tier municipalities and community partners.

Notice of Initiation will include an invitation to municipalities and community partners for a meeting to discuss and comment on the recommended option(s) in the Initial Staff Report.

The affected lower and upper-tier municipalities, as well as community partners that expressed an interest prior to the pupil accommodation review, must provide their responses, if any, on the recommended option(s) in the Initial Staff Report a minimum of two weeks prior to the final public meeting.

ESTABLISHING AN ACCOMMODATION REVIEW COMMITTEE

After reviewing the Initial Staff Report, the Board may direct the formation of an Accommodation Review Committee (ARC) to lead the review of a group of schools or a single school.

Role of the Accommodation Review Committee

The Board will establish an Accommodation Review Committee (ARC) that represents the school(s) under review. The Accommodation Review Committee will act as the official conduit for information shared between the Board and the school communities. The Accommodation Review Committee may comment on the Initial Staff Report and may, throughout the pupil accommodation review process, seek

clarification of the Initial Staff Report. The Accommodation Review Committee may provide accommodation options other than those in the Initial Staff Report; however, it must include supporting rationale for any option.

The Accommodation Review Committee members do not need to achieve consensus regarding information provided to the Board.

Membership of the Accommodation Review Committee

The Accommodation Review Committee will consist of the following persons:

1. A Superintendent of Education, or designate, who shall:
   a. Coordinate appointments to the Accommodation Review Committee;
   b. Ensure that staff resources are available to the Accommodation Review Committee to provide support;
   c. Interpret and ensure compliance with the Pupil Accommodation Review Policy;
   d. Ensure meeting records are kept;
   e. Ensure attendance registers are maintained for all meetings, and;
   f. Facilitate all Accommodation Review Committee meetings.

2. From each school:
- a parent/guardian representative chosen by their respective school communities;
- a student representative to represent the views of the student body;

3. A Priest or representative from each parish associated with the school(s);
4. Principals from each of the schools under review to;
- act as a resource;
- coordinate appointment of parent/guardian and student representative;
- ensure notices are posted in school communications and on the school website;
- arrange for space for Accommodation Review Committee meetings;
- arrange and coordinate school staff input; and
- respond to day to day inquires about the accommodation review.

5. Controller of Facilities Services, or designate, to act as a resource and compile feedback from the pupil accommodation review process;
6. Any other individual as deemed necessary by the Board.

The Accommodation Review Committee will be deemed to be properly constituted whether or not all of the listed members are willing and able to participate.

Terms of Reference

The Board of Trustees will provide the Accommodation Review Committee with the Terms of Reference (Appendix A) that will include:

1. The Accommodation Review Committee's Mandate:
   - The mandate of the Accommodation Review Committee will refer to the Board's education and accommodation objectives in undertaking the Accommodation Review Committee and reflect the Board's strategy for supporting student achievement and well-being while nurturing the distinctiveness of Catholic education.
2. The Roles and Responsibilities of the Accommodation Review Committee:
   - The Accommodation Review Committee is to act as the official conduit for information between the Board and school communities and the Accommodation Review Committee will:
     - will review the Initial Staff Report and other information presented by staff;
     - provide feedback on the Initial Staff Report;
     - provide other accommodation options with supporting rationale if desired.
3. The Procedure of the Accommodation Review Committee s:
   - The Accommodation Review Committee shall hold a minimum of two working meetings.

The Accommodation Review Committee does not need to achieve a consensus regarding information provided to the Board.

Meetings of the Accommodation Review Committee

The Accommodation Review Committee will meet to review materials presented by Board staff, receive public input for consideration and provide feedback to Board staff for the Final Staff Report.

The Board will ensure that individuals from the school(s) under review and the broader community are invited to participate in the pupil accommodation review process through consultation with municipalities local to the affected school(s), public meetings and public delegations.

Orientation Session

The Accommodation Review Committee will be formed following the Board's consideration of the Initial Staff Report and prior to the first public meeting. Accommodation Review Committee members will be invited to an orientation session that will describe the mandate, roles and responsibilities and procedures of the Accommodation Review Committee.

School Information Profile (SIP)

Board staff will develop a School Information Profile (SIP) for each of the schools under review at the same point in time for comparison purposes as orientation documents to help the Accommodation Review Committee and the community understand the context surrounding the decision to include the specific school(s). The School Information Profile provides an understanding and familiarity with the facilities under review.

A facility, instructional and other school use profile will constitute the SIP. The SIP will include data for each of the following two considerations about the school(s) under review:

- value to the student; and
- value to the Board.

The Accommodation Review Committee may request clarification about information provided in the School Information Profile but it is not the role of the Accommodation Review Committee to approve the School Information Profile.

The SIP will include, at a minimum, the following data for the school(s) in the review:

Facility Profile:

1. School name and address.
2. Site plan and floor plan(s) (or space template) of the school with the date of school construction and any subsequent additions.
3. School attendance area (boundary) map.
4. Context map (or air photo) of the school indicating the existing land uses surrounding the school.
5. Planning map of the school with zoning, Official Plan or secondary plan land use designations
6. Size of school (acres or hectares).
7. Building area (square feet or square metres).
8. Number of portable classrooms.
9. Number and type of instructional rooms as well as specialized classroom teaching spaces (e.g. science lab, tech shop, gymnasium, etc.).
10. Area of hard surfaced outdoor play area and/or green space, the number of play fields and the presence of outdoor facilities (e.g. tracks, courts for basketball, tennis, etc.).
11. Ten-year history of major facility improvements (item and cost).
12. Projected five-year facility renewal needs of school (item and cost).
13. Current Facility Condition Index (FCI) with a definition of what the index represents.

14. A measure of proximity of the students to their existing school, and the average distance to the school for students.
15. Percentage of students that are and are not eligible for transportation under the school board policy and the length of bus ride to the school (longest, shortest, and average length of bus ride times).
16. School utility costs (totals, per square foot, and per student).
17. Number of parking spaces on site at the school, an assessment of the adequacy of parking, and bus/car access and egress.
18. Measures that the school board has identified and/or addressed for accessibility of the school for students, staff, and the public with disabilities (i.e. barrier-free).
19. On-the-ground (OTG) capacity and surplus/shortage of pupil places.

Instructional Profile:

1. Describe the number and type of teaching staff, non-teaching staff, support staff, itinerant staff and administrative staff at the school.
2. Describe the course and program offerings at the school.
3. Describe the specialized service offerings at the school (e.g., cooperative placements, guidance counseling, etc.).
4. Current grades configuration of the school (e.g. ELKP to Grade 6, ELKP to Grade 12, etc.).
5. Current grade organization of the school (e.g. number of combined grades etc.).
6. Number of out of area students.
7. Utilization factor/classroom usage.
8. Summary of five previous years' enrolment and 10-year enrolment projection by grade and program.
9. Current extracurricular activities.

Other School Use Profile:

1. Current non-school programs or services resident at or co-located with the school as well as any revenue from those non-school programs or services and whether or not it is at full cost recovery.
2. Current facility partnerships as well as any revenue from the facility partnerships and whether or not it is at full cost recovery.
3. Community use of the school as well as any revenue from the community use of the school and whether or not it is at full cost recovery.
4. Availability of before and after school programs or services (e.g. child care) as well as any revenue from the before and after school programs and whether or not it is at full cost recovery.
5. Lease terms at the school as well as any revenue from the lease and whether or not it is at full cost recovery.
6. Description of the school's suitability for facility partnerships.
7. Parish locations, proximity to school and other considerations.

Public Meetings

The Board will hold two public meetings to secure broader community consultation on the recommended option(s) contained in the Initial Staff Report. The Board may hold additional public meetings, if considered appropriate. Board staff will organize and facilitate the public meetings. For greater certainty, the public meetings will not be meetings of the Board of Trustees. Members of the Accommodation Review Committee may attend the public meetings held by the Board in accordance with this policy. If the members of the Accommodation Review Committee do not attend such public meetings, the meetings will proceed nonetheless.

Notice of the public meetings will be provided through school newsletters, letters to the school community, the home notification system, the Board's website and advertisements in local community newspapers, and will include date, time, location, purpose, name of contact and phone number.

Notice of the first public meeting will be provided no less than twenty business days in advance of the meeting; excluded from the calculation will be school holidays such as summer vacation, Christmas break and Spring break, including adjacent weekends.

The first public meeting will be held no fewer than thirty business days after the Board of Trustees decides to conduct a pupil accommodation review.

At a minimum, the first public meeting will address the following:

- an overview of the Accommodation Review Committee orientation session;
- the Initial Staff Report with recommended option(s); and
- a presentation of the School Information Profile(s).

The Final Public Meeting will be held at least forty business days after the date of the first public meeting. Notice of the final public meeting will be provided no less than twenty business days in advance of the meeting; excluded from the calculation will be school holidays such as summer vacation, Christmas break and Spring break, including adjacent weekends.

Final Staff Report

At the conclusion of the pupil accommodation review process, Board staff will submit a Final Staff Report to the Board that will include the following:

- The recommended option(s) which may be amended from the Initial Staff Report;
- A proposed accommodation plan which contains a timeline for implementation, and,
- A community consultation section that records feedback from the Accommodation Review Committee, any public consultations, and any relevant information obtained from municipalities and other community partners prior to and during the accommodation review process.

Delegations to the Board

The Final Staff Report will be available to the public and posted on the Board's website no fewer than 10 business days after the final public meeting and no fewer than 10 business days before public delegations.

After the Final Staff Report is presented to the Board, members of the public will be provided with an opportunity to provide feedback through public delegations to the Board of Trustees as per Board By-law 100.1.

Board staff will compile feedback from the public delegations which will be presented to the Board of Trustees with the Final Staff Report.

Decision of the Board

Public notice of the meeting at which the Board will make its decision regarding the accommodation review will be provided through school newsletters, letters to the school community, the Board website and advertisements in local community newspapers, and will include date, time, location, purpose, contact name and number.

The Board will make the final decision regarding the future of the school(s). If the Board votes to close or consolidate a school or schools, the Board will outline clear timelines around when the school(s) will close and the transition plans.

Parents/guardians, staff and Catholic School Council members of the affected schools, municipalities and community partners will be informed, in writing**,** within five business days of the Board's decision. The decision will also be posted on the Board website.

The Board has the discretion to approve the recommendation(s) of the Final Staff Report as presented, modify the recommendation(s) of the Final Staff Report or to approve a different outcome.

TIMELINES FOR THE ACCOMMODATION REVIEW PROCESS (Appendix B)

As noted above, upon the Board's approval to initiate an accommodation review, Notice of Initiation will be completed within 5 business days.

After the Board's approval to conduct a pupil accommodation review, there must be no less than thirty (30) business days prior to the first public meeting.

Beginning with the first public meeting, there must be no less than forty (40) business days before the final public meeting.

The Final Staff Report must be publicly posted no less than ten (10) business days before the opportunity for public delegations to the Board.

The final decision by the Board must not take place sooner than ten (10) business days after the public delegations to the Board.

Summer vacation, Christmas break and Spring break, including adjacent weekends, will not be considered part of the 5, 10, 30 and 40 business day periods.

MODIFIED ACCOMMODATION REVIEW PROCESS

In certain circumstances where the potential pupil accommodation options available are deemed by the Board to be less complex, a modified pupil accommodation review process may be followed. The modified accommodation review process can be conducted if two or more of the following factors apply:

- Enrolment:
  - An elementary school with an enrolment of less than 125 students for the current year and which is projected to remain below 125 for the next two years.
  - A secondary school with an enrolment of less than 300 students for the current year and which is projected to remain below 300 for the next two years.
  - A school with utilization rate of 65% or lower. Utilization will be determined by dividing the school's enrolment by the on-the-ground capacity of the school building.
- A school facility that is physically not suitable to serve the school community and;
  - Where retrofitting may involve major capital investment or
  - Where the Facility Condition Index (FCI) deems the school prohibitive to repair; or
  - Where the school has a higher than average operating and maintenance costs.
- Distance to the nearest available accommodation:
  - In the case of an elementary school review where the nearest available accommodation option is 10 kms or less from the school(s) under review; and
  - In the case of a secondary school review where the nearest available accommodation option is 20 km or less from the school(s) under review.
- When the Board is planning the relocation (in any school year or over a number of school years) of a program in which the projected enrolment constitutes more than or equal to 50% of the school's enrolment (calculation based on enrolment at the time of the relocation or the first phase of a relocation carried over a number of school years).

The modified accommodation review process is implemented in accordance with the remainder of this policy except for the following:

1. The Initial Staff Report must provide the rationale for exempting the school(s) from the standard accommodation review process;
2. No Accommodation Review Committee is required to be established; and,

3. A minimum of one public meeting must be held.

Upon the Board's approval to initiate a modified accommodation review, written notice shall be provided within 5 business days to the following:

1. Affected school Principal and Catholic School Council(s);
2. Affected lower and upper-tier municipalities through the Clerk's Office or equivalent;
3. Community partners that expressed interest prior to the modified pupil accommodation review;
4. The general public;
5. The Directors of Education of coterminous boards; and
6. The Ministry of Education through the office of the Assistant Deputy Minister of the Financial Policy and Business Division.

Such written notice will include an invitation to municipalities and community partners for a meeting to discuss and comment on the recommended option(s) in the Initial Staff Report.

The Initial Staff Report and SIPs will be made available to the public and posted on the Board website.
A public meeting will be announced through school newsletters, letters to the school community, the Board website and advertisements in local community newspapers, and will include date, time, location and purpose. The meeting will be held no sooner than 30 business days after approval to conduct a modified pupil accommodation review.

Following the Public Meeting, Board staff will submit a Final Staff Report to the Board that will include a community consultation section containing feedback from public consultations, information obtained from municipalities and other community partners prior to and during the modified pupil accommodation review. The Final Staff Report will be available to the public and posted on the Board's website no fewer than 10 business days after the final public meeting and no fewer than 10 business days before public delegations.

The Board will allow the opportunity for members of the public to provide feedback on the Final Staff Report through public delegations to the Board per Board By-law 100.1.

Board staff will compile feedback from the public delegations and submit such feedback to the Board to be included in the Director's Report.

There will be no fewer than 10 business days between public delegations and the final decision of the Board.

The Board has the discretion to approve the recommendation(s) of the Director's Report as presented, modify the recommendation(s) or approve a different outcome.

Should the decision to consolidate and/or close a school be made by the Board, a transition plan and timelines will be provided to all the affected school communities.

TRANSITION PLANNING PROCESS

If the Board decision is consolidation, closure, or program relocation, it is important that the integration of students and staff into their new school(s) is achieved in a way that is positive and supportive for the incoming and existing students and parents of the respective school communities.

This process of integration will be carried out in consultation with parents and staff. The Board will establish an ad hoc Transition Committee which will include Superintendent(s) of Education, school principal(s), Catholic School Council representative(s), teacher representative(s), student representative(s), Chaplaincy Leader(s), and appropriate board staff.

The Transition Committee will identify the issues, needs and responsibilities related to the implementation of the school consolidation, will monitor progress on the transition, and communicate with stakeholders on a regular basis.

EXEMPTIONS FROM APPLICATION OF ACCOMMODATION REVIEW PROCESS

The following outlines circumstances where the Board is not obliged to undertake an accommodation review in accordance with the Ministry of Education Pupil Accommodation Review Guideline, March 2015. In these circumstances, the Board will consult with local communities about proposed accommodation options for students in advance of any decisions by the Board.

- Where a replacement school is to be rebuilt by the Board on the existing site or built or acquired within the existing school attendance boundary as identified through the Board's existing policies;
- Where a replacement school is to be built by the Board on the existing site, or built or acquired within the existing school attendance boundary and the school community must be temporarily relocated to ensure the safety of students and staff during the reconstruction as identified through Board policy;
- When a lease is terminated;
- When the Board is considering the relocation (in any school year or over a number of school years) of grades, or programs, where the enrolment in the grades, or programs, constitutes less than 50% of the enrolment of the school (this calculation is based on the enrolment at the time of the relocation, or the first phase of a relocation carried over a number of school years);
- When the Board is repairing or renovating a school, and the school community must be temporarily relocated to ensure the safety of students and staff during the renovations;
- Where a facility has been serving as a holding school for a school community whose permanent school is under construction or repair;
- Where there are no students enrolled at the school at any time throughout the school year;
- Where an accommodation proposal does not involve a school offering elementary or secondary regular day school programs.

In the above circumstances, the Board will inform school communities about the proposed accommodation plans for students before a decision is made by the Board. The Board, through the Director of Education, will also provide written notice to each of the affected lower and upper-tier municipalities through the Clerks Department (or equivalent), as well as other community partners that expressed an interest prior to the exemption, and the Board's coterminous school boards in the areas of the affected school(s) and to the Ministry of Education through the Assistant Deputy Minister of the Financial Policy and Business Division no fewer than 5 business days after the decision to proceed with an exemption.

ADMINISTRATIVE REVIEW OF THE ACCOMMODATION REVIEW PROCESS

The Ministry of Education has provided a process for an individual(s) to initiate a review of the Accommodation Review Process - Ministry of Education, Administrative Review of the Accommodation Review Process. A copy of the Ministry of Education, Administrative Review of the Accommodation Review Process is also available at the Catholic Education Centre through the Controller of Facilities Services and on the Board website.

DEFINITIONS

Accommodation review: A process, as defined in a school board pupil accommodation review policy, undertaken by a school board to determine the future of a school or group of schools.

Accommodation Review Committee (ARC): A committee, established by a school board that represents the affected school(s) of a pupil accommodation review, which acts as the official conduit for information shared between the school board and the affected school communities.

ARC working meeting: A meeting of ARC members to discuss a pupil accommodation review, and includes a meeting held by the ARC to solicit feedback from the affected school communities of a pupil accommodation review.

Business day: A calendar day that is not a weekend or statutory holiday. It also does not include calendar days that fall within school boards' Christmas, spring, and summer break. For schools with a year-round calendar, any break that is five calendar days or longer is not a business day.

Consultation: The sharing of relevant information as well as providing the opportunity for municipalities and other community partners, the public and affected school communities to be heard.

Facility Condition Index (FCI): A building condition as determined by the Ministry of Education by calculating the ratio between the five-year renewal needs and the replacement value for each facility.

Final Staff Report: The report to the Board at the conclusion of the PAR process made available to the public and containing community consultation section, feedback from ARC and public consultations, relevant information obtained from municipalities and other community partners prior to and during PAR, and recommended option(s), proposed accommodation plan and timeline for implementation.

Initial Staff Report: The report to the Board containing one or more options to address accommodation issue(s) including information on actions taken by Board staff prior to establishing PAR process and supporting rationale.

On-the-ground (OTG) capacity: The capacity of the school as determined by the Ministry of Education by loading all instructional spaces within the facility to current Ministry standards for class size requirements and room areas.

Public delegation: A regular meeting of the Board of Trustees where presentations by groups or individuals can have their concerns heard directly by the school board trustees.

Public meeting: An open meeting held by the school board to solicit broader community feedback on a pupil accommodation review.

School Information Profile (SIP): An orientation document with point-in-time data for each of the schools under a pupil accommodation review to help the ARC and the community understand the context surrounding the decision to include the specific school(s) in a pupil accommodation review.

Space template: A Ministry of Education template used by a school board to determine the number and type of instructional areas to be included within a new school, and the size of the required operational and circulation areas within that school.

NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

Appendix A

ACCOMMODATION REVIEW COMMITTEE
TERMS OF REFERENCE TEMPLATE

1. Name of School or Group of Schools

2. Mandate

a. Educational Objectives
b. Accommodation Objectives
c. Strategy for Supporting Student Achievement and Well-Being

3. Committee Members

Roles and Responsibilities

4. Procedures

5. Meetings

NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

STANDARD PUPIL ACCOMMODATION REVIEW PROCESS

MEETING DATES AND EXPECTATION SUMMARY

Meeting	Expectation	Date	Time
Submission of Initial Staff Report to the Board	✓ Board to consider initiation of a pupil accommodation review		
Approval by Board to Conduct a Pupil Accommodation Review	✓ Notice of Initiation of Accommodation Review Process within 5 business days of initiation of pupil accommodation review		
ARC Orientation Session	✓ Presentation of ARC Terms of Reference ✓ Committee Member Roles/Responsibilities/Expectations ✓ Review of ARC Mandate ✓ Review of Initial Staff Report ✓ Presentation and review of School Information Profile(s)		
[t] First ARC Working Meeting	✓ Tour of School(s) ✓ Discussion of tour(s) ✓ Feedback on Initial Staff Report ✓ Preparation for Public Meeting Presentation		
First Public Meeting	✓ No earlier than 30 business days following Board approval for a pupil accommodation review ✓ Overview of ARC Orientation Meeting and tour(s) ✓ Review of Initial Staff Report ✓ Presentation of School Information Profile(s) ✓ Receive public input		
Second ARC Working Meeting	✓ Review Feedback from First Public Meeting ✓ Provide input for Final Staff Report ✓ Second Public Meeting preparation		
Input from lower and upper-tier municipalities and community partners on Initial Staff Report	✓ To be received a minimum of 10 business days prior to Final Public Meeting		
Final Public Meeting	✓ No earlier than 40 business days from the First Public Meeting ✓ Review ARC Process to date ✓ Presentation of community and committee feedback ✓ Receive Public input ✓ Discuss ARC Timelines		
Third ARC Working Meeting	✓ Consider Feedback from Second Public Meeting ✓ Finalize input for Final Staff Report to Trustees		
Preparation of Final Staff Report	✓ In a timely manner		

Final Staff Report	✓ Available no earlier than 10 business days following the Final Public Meeting and no earlier than 10 business days prior to Board meeting for public delegations		
Board Meeting for Public Input through delegations	✓ As scheduled by the Board ✓ Notice of Board Meeting based on timelines outlined in Board By-Laws		
Final Staff Report including input from Public Delegations at Board Meeting to Committee of the Whole	✓ date to be determined by Board		
Board Meeting to decide accommodation	✓ No earlier than 10 business days after the Board meeting for public input through delegations ✓ Notice of Board Meeting to decide accommodation provided in advance ✓ Accommodation decision to be approved by Board		
Notice of decision on accommodation	✓ Public to be notified within 5 business days of decision by Board of Trustees		

NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

MODIFIED PUPIL ACCOMMODATION REVIEW PROCESS

MEETING DATES AND EXPECTATION SUMMARY

Meeting	Expectation	Date	Time
Submission of Initial Staff Report to the Board	✓ Board to consider initiation of a modified accommodation review		
Notice of Initiation to public of Modified Accommodation Review Process	✓ Within 5 business days of initiation of Modified Accommodation Review Process ✓ Initial Staff Report and School Information Profile will be made available to the public		
Input from lower and upper-tier municipalities and community partners	✓ To be received a minimum of 10 business days prior to Public Meeting		
Public Meeting	✓ No earlier than 30 business days after Board approval to conduct modified pupil accommodation review process ✓ Review of Initial Staff Report ✓ Presentation of School Information Profile(s) ✓ Receive public input		
Final Staff Report	✓ Final Staff Report to be posted a minimum of 10 business days prior to Board Meeting for public input through public delegations		
Board Meeting for Public Input through delegations	✓ As scheduled by the Board ✓ Notice of Board Meeting for Public Input through Delegations		
Final Staff Report including public input from delegations presented to Committee of the Whole	✓ To Board of Trustees t through Committee of the Whole		
Board Meeting to decide accommodation	✓ No earlier than 10 business days after public delegations ✓ Public to be notified of meeting in advance		
Notice of decision on accommodation	✓ Public to be notified of decision of Board of Trustees within 5 business days of decision		

Niagara Catholic District School Board

COMMUNITY PLANNING & PARTNERSHIPS POLICY

STATEMENT OF POLICY

800 – Schools and Community Councils **Policy No. 800.6**

Adopted Date: May 25, 2010	Latest Reviewed/Revised Date: February 23, 2016

In keeping with its Mission, Vision and Values, Niagara Catholic District School Board is committed to working with community partners who support Catholic education to make the best use of its facilities. The Niagara Catholic District School Board recognizes its responsibility to provide, operate and maintain school facilities as effectively and efficiently as possible, while providing the best education of students, as well as recognizing the value of Catholic schools in fostering a spirit of cooperation between the home, the school and the church. Offering space in schools to partners can also strengthen the role of schools in communities, provide a place for programs and facilitate the coordination of, and improve access to, services for students and the wider community.

Any partnership arrangements must be consistent with the Board's mandate to provide learning environments in which the Gospel values and teachings of the Catholic Church are central to its vision and mission.

The Board will build its success with community partners by putting measures in place to increase the opportunities to expand the number of partnerships as well as long-term planning in a way that is well-informed, well-coordinated, transparent, sustainable and supportive of student achievement in its Catholic schools.

Where opportunities exist to share facilities with community partners that enhance Catholic Education and the partnership between the home, school, church and the broader community, the Niagara Catholic District School Board may enter into license or joint-use agreements for unused space in open and operating facilities, or may co-build a new school or addition with such partners.

The Director of Education will issue Administrative Procedures in support of this policy.

References

- ***Ministry of Education – Community Planning and Partnerships Guideline (March 2015)***
- ***Ontario Regulation 444/98 – Disposition of Surplus Real Property***

- ***Niagara Catholic District School Board Policies/Procedures***
  - ***Attendance Areas Policy (301.3)***
  - ***Pupil Accommodation Review Policy (701.2)***

Niagara Catholic District School Board

COMMUNITY PLANNING & PARTNERSHIPS POLICY

ADMINISTRATIVE PROCEDURES

800 – Schools and Community Councils **Policy No. 800.6**

Adopted Date: May 25, 2010 Latest Reviewed/Revised Date: February 23, 2016

BACKGROUND

The *Community Planning & Partnerships Policy and Administrative Procedures* implements the Community Planning and Partnerships Guideline released by the Ministry of Education in March 2015. A copy of the Policy and Procedures as well as a list of available space and/or co-building opportunities are posted on the Niagara Catholic District School Board website and available, through the Facilities Services Department, at the Catholic Education Centre, 427 Rice Road, Welland, Ontario.

The Niagara Catholic District School Board, while supporting the achievement and safety of students, through community planning and partnerships, strives to:

- Reduce facility operating costs;
- Improve services and supports available to students;
- Strengthen relationship between the Board, community partners and the public;
- Maximize the use of public infrastructure through increased flexibility and utilization; and
- Provide a foundation for improved service delivery for communities.

The Board will continue to follow Ontario Regulation 444/98 – Disposition of Surplus Real Property regarding the lease or sale of surplus assets, to co-build facilities with other entities, and to enter into a variety of facility partnerships through a licence or a joint use agreement.

FACILITY PARTNERSHIPS AND BOARD PLANNING

The Niagara Catholic District School Board will undertake long-term capital and accommodation planning informed by relevant information obtained from local municipal governments and potential community partners. Long-term enrolment projections and planning opportunities for the effective use of excess space in all area schools will take into account opportunities for partnerships with other school boards and appropriate organizations. Such partnerships must be financially sustainable, safe for students and staff, and protect the core values and objectives of the Board.

The Controller of Facilities Services shall report annually to the Board identifying facilities that may be suitable for facility partnerships with respect to new construction and unused space in open and operating schools and administrative buildings.

The Board will share planning information with potential community partners in a timely manner to allow external entities sufficient time to respond to presented opportunities. These opportunities may include participation in a facility partnership or contribution to land-use or green space/park plans. The Board will include information related to the Community Planning and Partnerships Policy and discussions with community organizations in School Information Profiles when the Board is undertaking accommodation review processes.

SUITABILITY OF FACILITY PARTNERSHIPS

The suitability of facility partners shall be determined by criteria including the following:

- The use of facilities is consistent with the Board Mission, Vision and Values;
- The use of facilities is in compliance with the Education Act and Board policy;
- The health and safety of students and staff must be protected;
- The partnership must be appropriate for school setting; and
- The partnership must not compromise student achievement.

Entities that provide competing education services such as tutoring services, ELKP to Grade 12, private schools or private colleges and credit offering entities that are not government funded are not eligible partners.

The Board, in compliance with local bylaws, may consider both for-profit and non-profit entities.

NOTIFICATION PROCESS

Facilities

The Controller of Facilities Services or designate will post information on the website, under the Facilities tab, regarding its intention to build new schools and to undertake significant renovations, as well as information regarding unused space, in open and operating schools and administrative buildings, that is available for facility partnerships. This information will be updated at least once per year in the case of space in existing facilities, and as needed in the case of co-building opportunities. The Board will post the name and contact information of the staff member who will respond to questions regarding facility partnerships throughout the year.

Facilities – Surplus Space

For surplus space being offered for sale the Board will follow the circulation process outlined in O. Reg. 444/98.

Facilities – Non-Surplus Space

Where the unused space in open and operating schools is not surplus, but is available for partnership, or where the partnership opportunity involves new construction, the information will be provided to potential partners through the notification process outlined below. The notification should be supported by a Board resolution.

1. The Controller of Facilities Services will create a notification list of Potential Partners who will be notified when key information regarding community planning or facility partnerships is changed or updated. The notification list will address the following requirements:
    - Entities listed in Ontario Regulation 444/98 – Disposition of Surplus Real Property, and will include:
        - All applicable levels of municipal government (upper, lower tiers)
        - Consolidated Municipal Service Manager(s)
        - Public Health Boards, Local Health Integration Networks and Children's Mental Health Centres
        - Child care operators or government-funded organizations, if requested
        - Other entities as determined by Board staff

2. The Board will provide information about the available space to the entities on the notification list including size, location, facility amenities and required renovations, if needed.

3. Entities may then express their interest in using the space. Senior Administrative Council will evaluate the expressions of interest to select partner(s) based on the Community Planning and Partnerships Policy. The Board may enter into a license or joint use agreement. Approval from the Minister of Education may be required depending on the provision under the Education Act allowing the transaction.

Public Meeting

The Controller of Facilities Services or designate will coordinate a public meeting at least once per year to discuss potential community partnership opportunities. The potential partners on the notification list and the general public will be notified about the meetings through the Board website and three (3) local newspapers: the St. Catharines Standard, the Niagara Falls Review, and the Welland Tribune. Additional staff level meetings may also be held if required.

During the annual meeting, Board staff will present all or a portion of the Board's capital plan, details of any schools deemed eligible for community partnerships, relevant information available on the Board's website and any supplementary community planning and partnership information. This information will be shared during the public meeting and any staff level meetings as appropriate.

When inviting entities on the notification list to the annual meeting and/or staff level meeting, Board staff will clearly request that organizations be prepared to share planning information including population projections, growth plans, community needs, land-use and green space/park requirements. The invitation list, the entities in attendance at the public meeting and any information exchanged will be formally documented by Board staff.

In addition to the annual Community Planning and Partnership meeting, the Board will continue discussions with affected municipalities and community organizations as it explores options to address underutilized space issues within specific areas of the Board. These discussions will inform proposals that Board staff may present to Trustees, including recommendations to undertake a pupil accommodation review process.

CO-BUILDING WITH COMMUNITY PARTNERS

When considering building a new school or undertaking a significant addition or renovation, the Controller of Facilities Services will inform Potential Partners on the notification list one (1) to three (3) years prior to the potential construction start date. The notification must be supported by a Board resolution. An identified source of funding or Ministry approval is not required at this point. Senior Administrative Council will receive and evaluate expressions of interest to select partner(s) based on its Community Planning and Partnership Policy.
The Board has the authority to co-build schools with other entities and to enter into a variety of facility partnerships through license or joint use agreement as outline in paragraph 44 of subsection 171(1), paragraph 4 of subsection 171.1(2) and sections 183, 194 and 196 of the Education Act, although Education Act required Minister approval in some circumstances. .

Partnership agreements cannot be finalized until the Board and the partner(s) have an approved source of funding. Prior to receiving Ministry of Education approval to proceed with new construction or major renovation projects, the Board will be required to demonstrate that potential partnerships have been considered.

SHARING UNUSED EXISTING SPACE WITH COMMUNITY PARTNERS

Underutilized open and operating school and administrative facilities will be reviewed for their suitability for partnership, in alignment with the Board's mission, vision and values, based on the following criteria:

- The facility is 60 percent utilized (or less) for two years and/or have 200 or more unused pupil places;
- Space needs of existing educational programming and initiatives has been taken into consideration;
- Student and staff safety will not be compromised;
- Student achievement will not be compromised;
- Pupil accommodation has been taken into consideration;
- The partnership will be in compliance with zoning and site use restrictions;
- Facility condition is suitable, or will be addressed at the partner's cost;
- Configuration of existing space is suitable or will be altered at the partner's cost; and
- There is an ability to separate the student space from the partner space.

PARTNERSHIP AGREEMENTS

The Board should not incur additional costs to support facility partnerships. On a cost-recovery basis, the fees charged to partners should cover the operations, administrative and capital cost to the Board of the space occupied by the partner.
In co-building, partners will be required to pay for and finance their share of construction, including a proportional share of joint-use or shared space. Construction is required to be within Ministry funding and space benchmarks for the Board portion of the facility.

The Director of Education shall ensure the provision of proper legal agreements to potential partners that respect the Education Act and protect the rights of the Board and will include clauses regarding but not limited to:

- Terms of the Agreement;
- Cost sharing;
- Hours of operation;
- Improvements to the building;
- Insurance and liability;
- Terms of termination;
- Mediation in event of conflict; and
- Other clauses as deemed applicable.

Planning Principles

The following Long Term Accommodation Planning Principles will guide the long term planning of the Niagara Catholic District School Board:

1. Ensure viable and sustainable Catholic schools and programs for all students:

    I. that students are accommodated in safe, healthy and appropriate facilities that support the highest quality Catholic education to meet their needs, while advancing student achievement and well-being and nurturing the distinctiveness of Catholic education in local communities.

    II. that schools should be of a sufficient size to support equity of educational opportunities for all students from a resource perspective, including technology, to ensure effective and efficient stewardship of Board resources from fiscal and environmental perspectives.

    III. that schools should be of a sufficient size to support equity of educational opportunities for all students from a resource perspective, including technology, to ensure effective and efficient stewardship of Board resources from fiscal and environmental perspectives.

2. Minimize the use of temporary accommodation/ facilities to address short, medium and long term enrolment pressures:

    i. that the use of portables be minimized in terms of number and duration.

    ii. that the preferred models of school organization are self-contained within the on- the- ground capacity of the school: Elementary: ELKP to Grade 8; and Secondary: Grades 9 to 12.

    iii. that new programs support the Board's Vision and be fiscally responsible.

    iv. that boundary changes may be required to ensure a viable distribution of pupils across school communities as per the Attendance Areas Policy, 301.3.

    v. that the Pupil Accommodation Review Policy, 701.2 will be used to guide the process for arriving at accommodation decisions.

    vi. that when addressing enrolment pressures, current projections and planning techniques will be used to make decisions.

    vii. that all capital projects are 100% dependent on approval and funding from the Ministry of Education.

3. The Long Term Accommodation Plan will be in compliance with legislation such as the *Accessibility for Ontarians with Disabilities Act,* and will consider Daily Physical Activity, Child Care Centres with Before and After School Programs available at the school, the locations of Child Care Centres, Community Partnerships, and the community use of schools.

4. The Long Term Accommodation Plan will promote facility partnerships to market schools as a community resource within the Region, municipalities and not for profit agencies.

Niagara Catholic District School Board
School Information Profile
Monsignor Clancy Catholic Elementary School

FACILITY PROFILE

School Address: 41 Collier Road South, Thorold

School Attendance Area Map (attached)

Two Planning Maps (attached)

Air Photo of Monsignor Clancy Catholic Elementary School and surrounding area (attached)

Year of Construction	1964
Year of Addition(s)	1967, 1990
On the Ground Capacity	573
Utilization	60%
Site (Acres)	11.60
Site (Hectares)	4.65
Building Area (sq. ft.)	70,322
Building Area (sq. m.)	6,533

Classrooms: 23	**Library Resource Rooms:** 1	**Staff Rooms:** 1
Kindergarten Rooms: 0	**Computer Labs:** 0	**Child Care Rooms:** 0
Special Education Rooms: 1	**Science Rooms:** 0	**Other Instructional Spaces:** 2
Resource Rooms: 1	**Gymnasium:** 1 double gym	(music, art room)
Other: Cafeteria, Chapel, Catholic Resource Centre, Theatre, Robotics Room		**No. of Portables:** 0

Floor Plans - first and second floor (attached)

Area of Green Space: 270,072 sq. ft. / 25,090 sq. m.

Area of Hard Surface: 53,389 sq. ft. / 4,960 sq. m. (including tennis courts–22,307 sq. ft. /2072 sq. m.)

No. of Play Fields: 2 soccer fields

Outdoor Facilities: tennis courts (currently unusable)

Site Plan (attached)

Parish: Our Lady of the Holy Rosary Church
21 Queen St S, Thorold

Proximity to School (km): .68 miles / 1.09 km

10 YEAR FACILITY IMPROVEMENT SUMMARY

Budget Year	Description	Net Cost
2006-2007	Card access system	$ 7,182.74
2006-2007	Communications upgrade	$ 532.15
2006-2007	Condenser renewal	$ 735.50
2006-2007	Upgrade door	$ 363.02
2006-2007	Flooring replacement	$ 5,041.20
2006-2007	Renovations to Life Skills room 136	$ 5,455.75
2006-2007	Renovations to science room 135	$ 14,318.97
2006-2007	Repaint washrooms & stalls & hallways	$ 9,511.17
2006-2007	Roof replacement 10,435 square feet	$ 18,756.17
2006-2007	Ventilation system -design	$ 19,781.13
2006-2007	Video surveillance system	$ 19,394.85
2006-2007	Window Replacement	$ 48,779.64
2007-2008	GPS Clock System	$ 7,599.37
2007-2008	Gym Floor Refinish	$ 3,016.83
2007-2008	Paint rooms 126,146,144,112, 113 lockers, hallways	$ 3,044.35
2007-2008	Paint cafeteria servery	$ 1,168.40
2007-2008	Re-keying	$ 9,687.68
2007-2008	Special needs room refurbish	$ 7,849.62
2007-2008	Ventilation system new- stage one	$ 915,939.97
2008-2009	Compressor in kitchen replacement	$ 1,491.79
2008-2009	Flagpole - Install new	$ 1,535.18
2008-2009	Gym Floor Refinish	$ 2,723.90
2008-2009	Ventilation system phase 2	$ 19,556.11
2009-2010	Replace flooring in main office	$ 8,129.89
2009-2010	Hot water tank replacement	$ 1,023.28
2009-2010	Occupancy lighting control system installation	$ 8,183.48
2009-2010	Replace metal stairs	$ 4,045.71
2010-2011	Window Replacement	$ 81,866.12
2010-2011	Replace window shades	$ 4,520.97
2011-2012	BAS Controller Replacement	$ 21,628.30
2012-2013	Roof Replacement - Partial	$ 251,146.07
2012-2013	Window Replacement - partial	$ 47,609.93
2013-2014	Boiler plant (East) upgrade PRT	$ 110,976.41
2013-2014	Interior renovations and HVAC upgrade	$ 117,103.33
2013-2014	Sign Replacement	$ 4,229.42
2013-2014	Roof Replacement - Partial	$ 12,613.18
2014-2015	Upgrade 3 PTR boilers	$ 62,748.86
2014-2015	Interior renovations & HVAC upgrade to administration area	$ 45,266.84
2015-2016	Interior alterations to old Cyberquest space	$ 104,275.12
	Grand Total	**$ 2,008,831.41**

Facility Condition Index

Facility Condition Index (FCI) Description: FCI is determined by the ratio between the 5-year renewal needs and the replacement value of the school. A higher FCI indicates a higher cost to repair the facility.

FCI: 34%

PROJECTED 5 YEAR RENEWAL NEEDS

Event	Element	Net Cost	*
.Study [B101001 Structural Frame - Original Building & Addition 1]	B101001 Structural Frame - Original Building & Addition 1	$ 10,300	
.Study [G30 Site Civil/Mechanical Utilities - Site]	G30 Site Civil/Mechanical Utilities - Site	$ 10,300	
Major Repair [B101001 Structural Frame - Original Building & Addition 1]	B101001 Structural Frame - Original Building & Addition 1	$ 122,570	
Major Repair [B2010 Exterior Walls - Original Building, Addition 1 & 2]	B2010 Exterior Walls - Original Building, Addition 1 & 2	$ 81,370	
Replacement [D304003 Heating/Chilling water distribution systems - Original Building]	D304003 Heating/Chilling water distribution systems - Original Building	$ 360,500	
Replacement [B2030 Exterior Doors - Original Building & Addition 1]	B2030 Exterior Doors - Original Building & Addition 1	$ 83,430	
Replacement [B3010 Roof Coverings - Addition 1 - section C-7789 sq. ft.]	B3010 Roof Coverings - Addition 1 - section C-7789 sq. ft.	$ 152,440	
Replacement [B3010 Roof Coverings - Addition 2 - section 1-4947 sq. ft.]	B3010 Roof Coverings - Addition 2 - section 1-4947 sq. ft.	$ 96,820	*
Replacement [B3010 Roof Coverings - Addition 2 - section 2-18258 sq. ft.]	B3010 Roof Coverings - Addition 2 - section 2-18258 sq. ft.	$ 357,410	*
Replacement [B3010 Roof Coverings - Addition 2 - section 3-3049 sq. ft.]	B3010 Roof Coverings - Addition 2 - section 3-3049 sq. ft.	$ 59,740	*
Replacement [B3010 Roof Coverings - Addition 2 - section 4-4088 sq. ft.]	B3010 Roof Coverings - Addition 2 - section 4-4088 sq. ft.	$ 80,340	
Replacement [B3010 Roof Coverings - Addition 2 - section 5-1307 sq. ft.]	B3010 Roof Coverings - Addition 2 - section 5-1307 sq. ft.	$ 25,750	*
Replacement [C1020 Interior Doors - Original Building & Addition 1]	C1020 Interior Doors - Original Building & Addition 1	$ 150,380	
Replacement [C1020 Interior Doors - Hardware - Original Building & Addition 1]	C1020 Interior Doors - Hardware - Original Building & Addition 1	$ 45,320	
Replacement [C1030 Fittings - Original Building & Addition 1]	C1030 Fittings - Millwork - Original Building & Addition 1	$ 166,860	
Replacement [C201001 Interior Stair Construction - Original Building]	C201001 Interior Stair Construction - Original Building	$ 10,300	
Replacement [C3010 Wall Finishes - Paint Wall Covering - Original Building, Addition 1 & 2]	C3010 Wall Finishes - Paint Wall Covering - Original Building, Addition 1 & 2	$ 255,440	
Replacement [C3020 Floor Finishes - Addition 2]	C3020 Floor Finishes - Carpeting - Addition 2	$ 25,750	
Replacement [C3020 Floor Finishes - Vinyl Floor Tiles - Original Building, Addition 1 & 2]	C3020 Floor Finishes - Vinyl Floor Tiles - Original Building, Addition 1 & 2	$ 27,810	

Event	Element	Net Cost	*
Replacement [C3030 Ceiling Finishes - Suspended Acoustic Tiles - Original Building Addition 1 & 2]	C3030 Ceiling Finishes - Suspended Acoustic Tiles - Original Building Addition 1 & 2	$122,570	
Replacement [D1010 Elevators & Lifts - Addition 1]	D1010 Elevators & Lifts - Addition 1	$ 46,350.	
Replacement [D2010 Plumbing Fixtures - Addition 1]	D2010 Plumbing Fixtures - Addition 1	$ 51,500	
Replacement [D2010 Plumbing Fixtures - Original Building]	D2010 Plumbing Fixtures - Original Building	$ 41,200	
Replacement [D2020 Domestic Water Distribution - Original Building]	D2020 Domestic Water Distribution - Original Building	$206,000	
Replacement [D301002 Gas Supply System - Addition 1]	D301002 Gas Supply System - Addition 1	$ 103,000	*
Replacement [D304007 Exhaust Systems - Original Building]	D304007 Exhaust Systems - Original Building	$24,720	
Replacement [G2030 Pedestrian Paving - Concrete]	G2030 Pedestrian Paving - Concrete	$46,350	
Replacement [G204001 Fencing & Gates - Site]	G204001 Fencing & Gates - Site	$75,190	
Replacement [G204007 Playing Fields - Site]	G204007 Playing Fields - Paved - Site	$ 96,820	
Replacement [G30 Site Civil/Mechanical Utilities - Site]	G30 Site Civil/Mechanical Utilities - Site	$647,870	
Study [D2020 Domestic Water Distribution - Original Building]	D2020 Domestic Water Distribution - Original Building	$ 10,300	
Study [D304003 Heating/Chilling water distribution systems - Original Building]	D304003 Heating/Chilling water distribution systems - Original Building	$ 10,300	
Replacement [D304008 Air Handling Units - Addition 1	D304008 Air Handling Units - Addition 1	$154,500	
Replacement [C1030 Fittings - Washroom Partition - Entire Building]	C1030 Fittings - Washroom Partition - Entire Building	$ 21,630	
Replacement [D502002 Lighting Equipment - Addition 1]	D502002 Lighting Equipment - Addition 1	$ 25,750	
Replacement [D302002 Hot Water Boilers - Original Building]	D302002 Hot Water Boilers - Original Building	$ 103,000	
Replacement [B2020 Exterior Windows - Original Building]	B2020 Exterior Windows - Original Building	$ 10,300	
***Completed**	**TOTAL**	**$ 3,920,180**	

UTILITY COSTS *

Utility Cost Total: $95,889

Utility Costs: $1.36 sq. ft. / $14.68 sq. m.

Utility Cost per Student: $264

*based on complete 2015-2016 data

ACCESSIBILITY MEASURES

Measures that the Board has identified and/or addressed for accessibility of the school for students, staff, and the public with disabilities (i.e. barrier free)

Monsignor Clancy Catholic Elementary School has no accessible washroom on the first or second floor.

ACCESSIBILITY NEEDS	ESTIMATED COST
Courtyard bus drop off front entrance doors - fit with power door operators and adjust door threshold	$ 4,500.00
Main Office – counter modifications and door clearance or operator installation	$ 4,500.00
Cafeteria door – requires clearance or operator installed	$ 3,000.00
Library counter modification and door clearance or operator installed	$ 3,000.00
Existing ground floor corridor ramps require handrail pair installed, floor elevation in two locations	$ 1,200.00
Classroom door widths and/or door lever handle upgrades	$ 75,000.00
School stage requires lift installation	$ 50,000.00
Change rooms require accommodation for barrier free or separate change room created	$ 50,000.00
Upgrades to existing barrier free washrooms and/or add new universal washroom on both floor levels	$ 30,000.00
Auditorium requires barrier free allocation and power door operator	$ 5,000.00
Chapel requires door operator and wheel chair designated spaces	$ 3,000.00
Total Accessibility Needs	**$ 229,200.00**

No. of Parking Spaces: 110 spaces including 2 accessible spaces

Adequacy of Bus/Car Access & Egress:

The space for bus loading and unloading is adequate at Monsignor Clancy Catholic Elementary School.

All six (6) large buses, one small bus, one wheelchair accessible bus and two cars fit into the loading zone on the school site located off of Sullivan Avenue.

TRANSPORTATION INFORMATION

Average Student Distant to School (km):	2.64 km
% Students Eligible for Transportation:	61.7%
Longest Bus Route Time (minutes):	31 - 40 minutes (2 students)
Shortest Bus Route Time (minutes):	0 – 10 minutes (165 students)
Average Bus Route Time (minutes):	10 minutes

INSTRUCTIONAL PROFILE

No. of Teaching Staff:	15 Classroom Teachers
No. of Itinerant Staff:	2 Arts Coaches travel to Monsignor Clancy to deliver Arts Programming for 79 school days 0.5 Education Resource Teacher shared with St. Charles Catholic Elementary 0.5 Prep & Planning Teacher
No. of Administrative Staff:	1 Principal
No. of Support Staff:	1.5 Educational Resource Teachers (.5 Itinerant) 2 French as a Second Language Teachers
No. of Non-Teaching Staff:	3.25 caretakers, 1 secretary
Available Programs:	Students begin elementary school at St. Charles Catholic Elementary School, from Kindergarten to Grade 3, and then come to Monsignor Clancy. Elementary Programming continues to be based on Ontario Curriculum from Grade 4 to Grade 8

Grade Configuration: Grade 4 to Grade 8

No. of Students Out-of-Catchment: 21 **No. of Students Attending Elsewhere:** 26

Grade Organization:
2 Grade 4 - 24/24 Students
1 Grade 4/5 Split - 9/9 students
2 Grade 5 - 24/25 students
3 Grade 6 - 23/22/21 students
3 Grade 7 - 29/25/28 students
3 Grade 8 - 26/28/24 students
1 Learning Strategies Class (Grades 4 - 8) - 8 students

Extracurricular Activities:
Junior/Senior Cross-Country, Track and Field, Soccer, Basketball, Volleyball, Dance team, Scrabble, Chess, Intramural indoor hockey for Grade 7/8
Relaxation Station is a classroom dedicated for indoor recess student created clubs and activities

Specialized Service Offerings:
One Learning Strategies Class available to students throughout the Board for students from Grade 4-8 that currently has 8 students

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Historical and Projected Enrolment Summary by Grade												
	HISTORICAL 2014/ 2015	HISTORICAL 2015/ 2016	Year 1 2016/ 2017	Year 2 2017/ 2018	Year 3 2018/ 2019	Year 4 2019/ 2020	Year 5 2020/ 2021	Year 6 2021/ 2022	Year 7 2022/ 2023	Year 8 2023/ 2024	Year 9 2024/ 2025	Year 10 2025/ 2026
JK												
SK												
1												
2												
3												
4	69	58	57	76	58	65	55	70	63	62	64	65
5	76	69	58	62	78	60	67	57	72	63	64	65
6	74	81	66	63	64	80	63	70	60	73	65	66
7	75	78	82	71	65	66	83	66	73	60	74	67
8	69	74	78	86	72	67	68	85	68	72	62	76
Total	363	360	341	356	337	339	337	347	335	331	329	339
Capacity	573	573	573	573	573	573	573	573	573	573	573	573
Utilization	63%	63%	60%	62%	59%	59%	59%	61%	58%	58%	57%	59%

OTHER SCHOOL USE PROFILE

Description of Suitability for Facility Partnerships:

On November 30, 2016 our Board hosted its annual Community Planning and Partnerships meeting. The meeting provided community partners information such as our Board's profile, purpose of the meeting, discussion of our Community Planning and Partnerships Policy, our Long Term Accommodation Plan, Expression of Interest Form for potential partnerships and schools eligible for partnerships. Organizations were requested to bring relevant planning information regarding their needs/plans to the meeting.

A number of schools eligible for a partnership(s) were presented at the meeting. The PowerPoint presentation shown at the meeting was also posted on the Board's website.

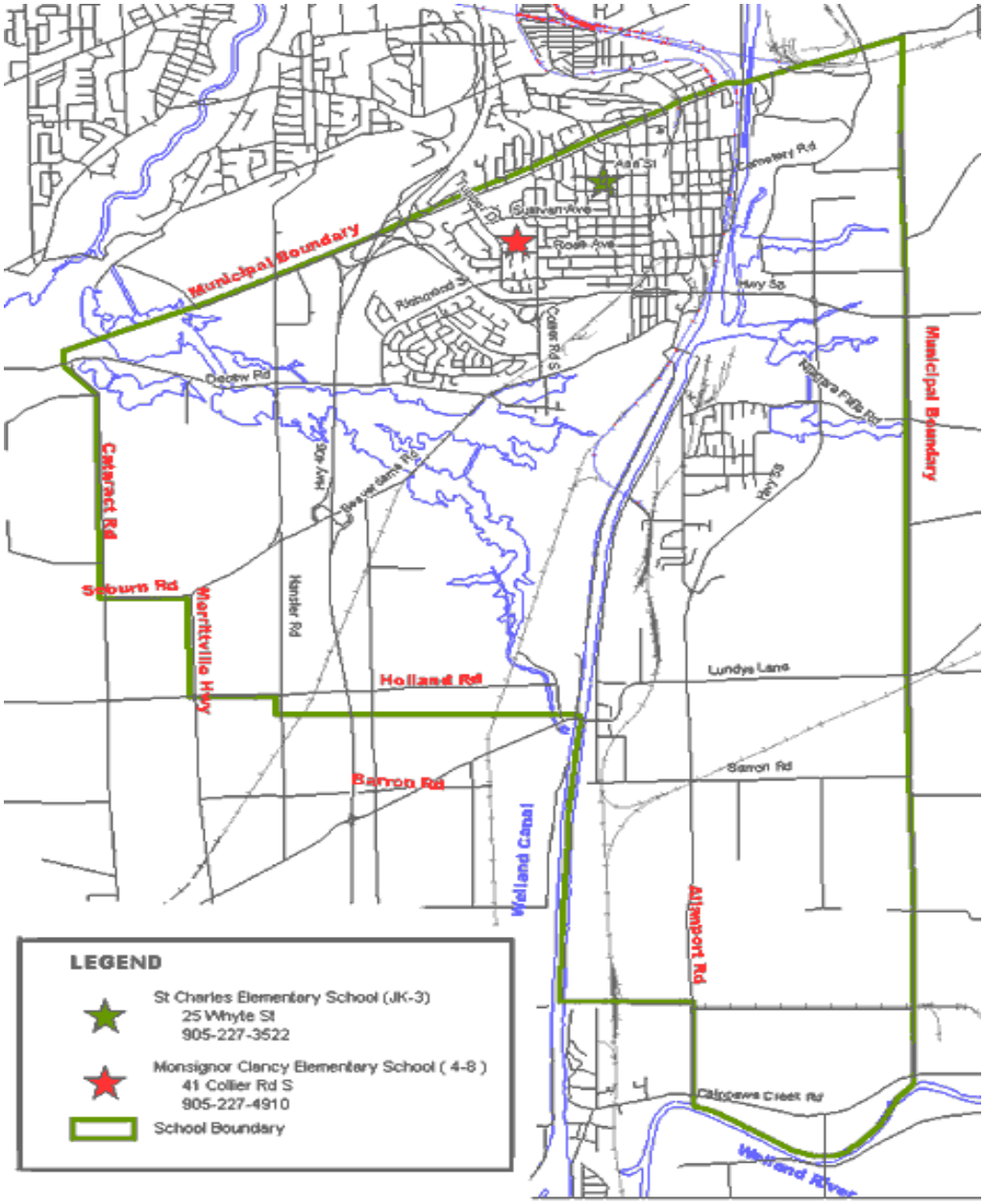
Notifications regarding this meeting were placed in local newspapers and invitations were also sent directly to a number of organizations.

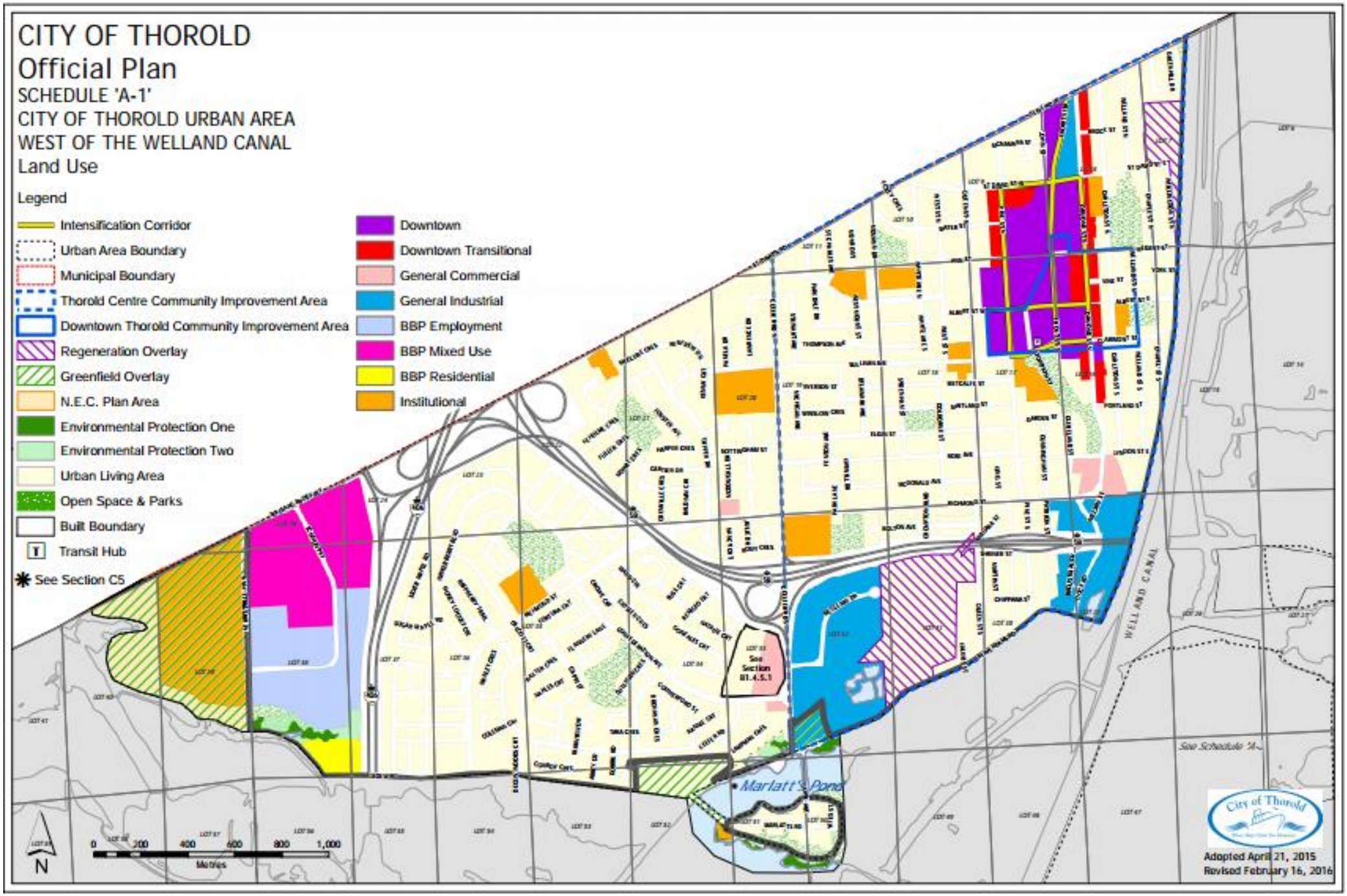
To date no partnership proposals have been submitted to the Board subsequent to the above meeting for neither St. Charles nor Monsignor Clancy Catholic Elementary Schools.

PARTNERSHIP OVERVIEW	
Current non-School programs or services: **Catholic Resource Centre** **Revenue:** $0.00 **Cost Recovery:** No	**Current Facility Partnerships: Niagara Nutrition Partners** **Revenue:** $0.00 **Cost Recovery:** N/A
Community Use of School: 5405 permitted hours in 2015-2016 **Revenue:** $8,866 **Cost Recovery:** No	**Before and After School Programs:** No **Revenue:** $0.00 **Cost Recovery:** No
Current Leases: No **Revenue:** $0.00 **Cost Recovery:** No	

Monsignor Clancy & St. Charles Catholic Elementary Schools

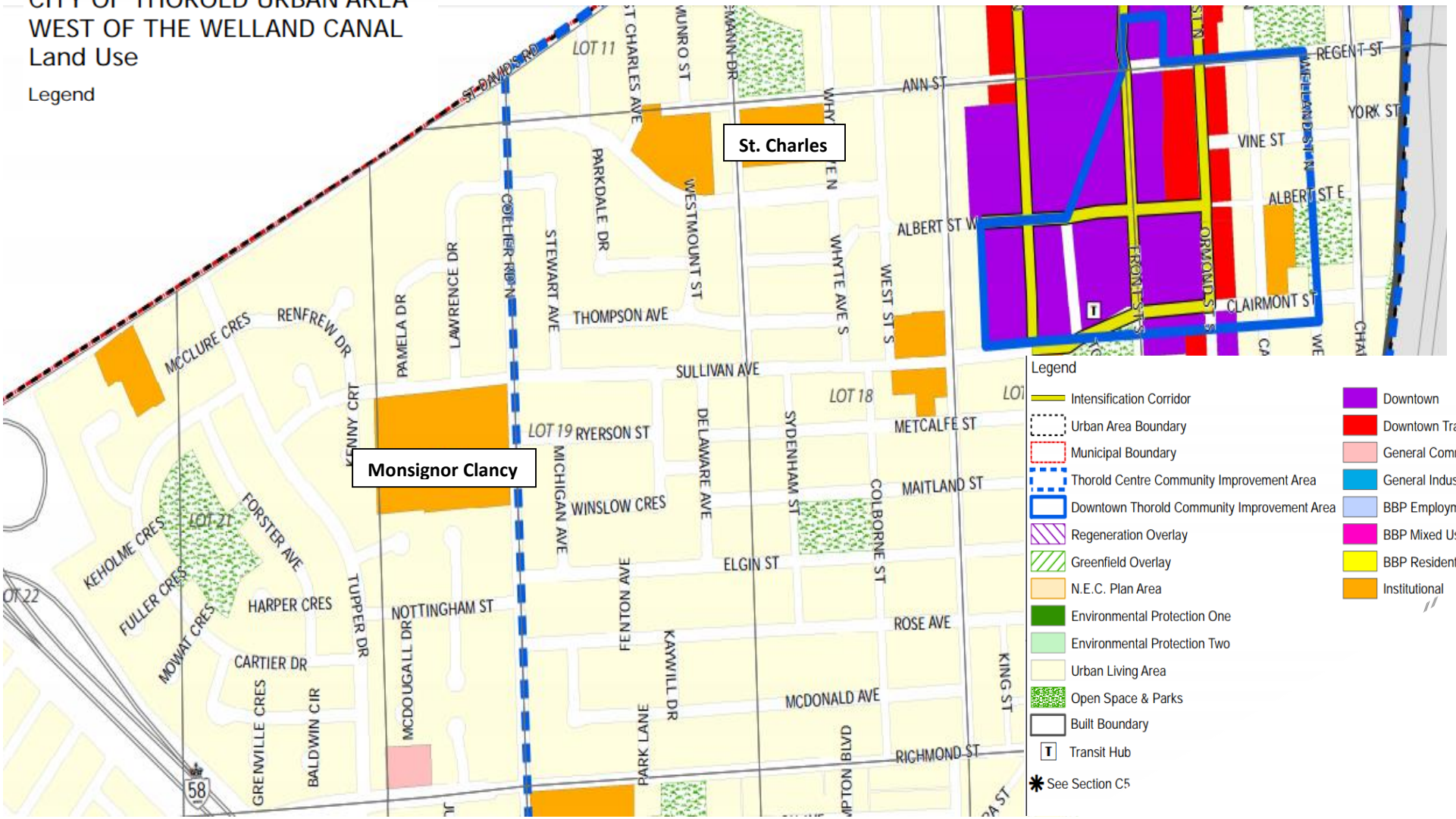
- East: Commencing on the City Boundary (Thorold & Niagara Falls – Thorold Townline Rd – centerline) to
- South: and its projection) to the Welland Canal to a line halfway between Holland Rd and Barron Rd to
- West: Hansler Rd to Merrittville Hwy to Seburn Rd (and its projection) to the township lot line between lots 86 and 87 and lots 63 and 64 to
- North: the City Boundary (Thorold & St Catharines – St Davids Rd and Townline Rd – centerlines) to the point of commencement on the City Boundary (between Thorold and Niagara Falls)



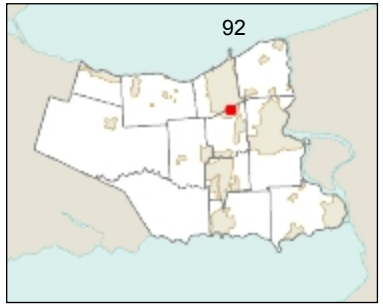

CITY OF THOROLD
Official Plan
SCHEDULE 'A-1'
CITY OF THOROLD URBAN AREA
WEST OF THE WELLAND CANAL
Land Use
Legend
Intensification Corridor
Urban Area Boundary
Municipal Boundary
Thorold Centre Community Improvement Area
Downtown Thorold Community Improvement Area
Regeneration Overlay
Greenfield Overlay
N.E.C. Plan Area
Environmental Protection One
Environmental Protection Two
Urban Living Area
Open Space & Parks
Built Boundary
Transit Hub
See Section C5
Downtown
Downtown Transitional
General Commercial
General Industrial
BBP Employment
BBP Mixed Use
BBP Residential
Institutional
See Section B1.4.5.1
Marlatt's Pond
WELLAND CANAL
See Schedule 'A'
N
0
200
400
600
800
1,000
Metres
Adopted April 21, 2015
Revised February 16, 2016

CITY OF THOROLD
Official Plan
SCHEDULE 'A-1'
CITY OF THOROLD URBAN AREA
WEST OF THE WELLAND CANAL
Land Use

Legend



Monsignor Clancy Catholic Elementary School



Legend

Streets Labels

0.3 0 0.13 0.3 Kilometers

N

Notes

41 Collier Road,
Thorold, Ontario

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD

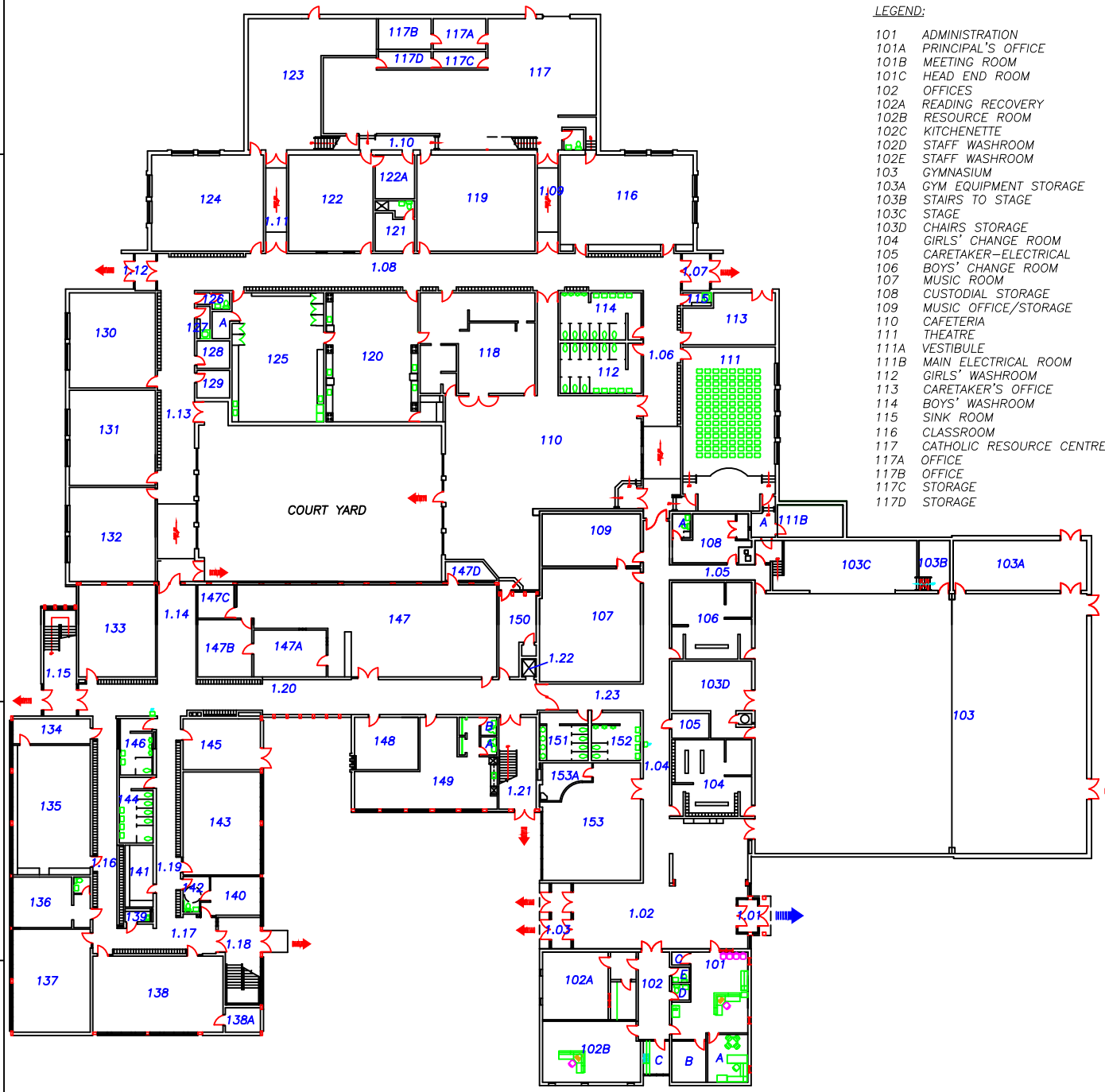
FIRM NAME AND ADDRESS
NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
427 RICE ROAD, WELLAND, ONTARIO, L3C 7C1, (905) 735-0240

PROJECT NAME AND ADDRESS
MONSIGNOR CLANCY ELEMENTARY SCHOOL
41 COLLIER RD S, THOROLD, ON, L2V 3S9

DWG.NO. 139gf
REVISION SEPTEMBER 2016
SHEET TITLE GROUND FLOOR PLAN
DATE JUNE 1997
SCALE NTS
DRAWN BY T. LABBANCZ

GENERAL NOTES

TOTAL SCHOOL AREA 6533 SQ.M.
PROPERTY ACREAGE 46500 SQ.M.



LEGEND:

101	ADMINISTRATION
101A	PRINCIPAL'S OFFICE
101B	MEETING ROOM
101C	HEAD END ROOM
102	OFFICES
102A	READING RECOVERY
102B	RESOURCE ROOM
102C	KITCHENETTE
102D	STAFF WASHROOM
102E	STAFF WASHROOM
103	GYMNASIUM
103A	GYM EQUIPMENT STORAGE
103B	STAIRS TO STAGE
103C	STAGE
103D	CHAIRS STORAGE
104	GIRLS' CHANGE ROOM
105	CARETAKER–ELECTRICAL
106	BOYS' CHANGE ROOM
107	MUSIC ROOM
108	CUSTODIAL STORAGE
109	MUSIC OFFICE/STORAGE
110	CAFETERIA
111	THEATRE
111A	VESTIBULE
111B	MAIN ELECTRICAL ROOM
112	GIRLS' WASHROOM
113	CARETAKER'S OFFICE
114	BOYS' WASHROOM
115	SINK ROOM
116	CLASSROOM
117	CATHOLIC RESOURCE CENTRE
117A	OFFICE
117B	OFFICE
117C	STORAGE
117D	STORAGE
118	KITCHEN
119	CLASSROOM
120	CLASSROOM
121	SENSORY ROOM
122	CLASSROOM
122A	SERVER ROOM
123	TECHNOLOGY LAB
124	CLASSROOM
125	CLASSROOM
125A	STORAGE
126	STAFF WASHROOM
127	SINK ROOM
128	OFFICE–CQT
129	OFFICE–GRADE 8
130	CLASSROOM
131	CLASSROOM
132	CLASSROOM
133	CLASSROOM
134	SCIENCE STORAGE
135	CLASSROOM
136	LIFE SKILLS ROOM
137	CLASSROOM
138	CLASSROOM
139	CUSTODIAN
140	OFFICE
141	MECHANICAL ROOM
142	ACCESSIBLE WASHROOM
143	CLASSROOM
144	GIRLS' WASHROOM
145	FURNACE ROOM
146	BOYS' WASHROOM
147	LIBRARY/COMPUTERS
147A	LIBRARY OFFICE
147B	LIBRARY WORK ROOM
147C	HEAD END ROOM
147D	STORAGE
148	FRENCH OFFICE
149	STAFF ROOM
149A	STAFF WASHROOM
149B	STAFF WASHROOM
150	PHOTOCOPY ROOM
151	GIRLS' WASHROOM
152	BOYS' WASHROOM
153	CHAPEL
153A	CHAPEL STORAGE ROOM

1.01	MAIN VESTIBULE
1.02	LOBBY
1.03	VESTIBULE
1.04	CORRIDOR
1.05	CORRIDOR
1.06	CORRIDOR
1.07	VESTIBULE
1.08	CORRIDOR
1.09	CORRIDOR
1.10	CORRIDOR
1.11	CORRIDOR
1.12	VESTIBULE
1.13	CORRIDOR
1.14	CORRIDOR
1.15	STAIRWELL
1.16	CORRIDOR
1.17	CORRIDOR
1.18	STAIRWELL
1.19	CORRIDOR
1.20	CORRIDOR
1.21	STAIRWELL
1.22	ELEVATOR
1.23	CORRIDOR

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD

FIRM NAME AND ADDRESS
NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
427 RICE ROAD, WELLAND, ONTARIO, L3C 7C1, (905) 735-0240

PROJECT NAME AND ADDRESS
MONSIGNOR CLANCY ELEMENTARY SCHOOL
41 COLLIER RD S, THOROLD, ON, L2V 3S9

DWG.NO. 139sf
REVISION SEPTEMBER 2016
SHEET TITLE SECOND FLOOR PLAN
DATE JUNE 1997
SCALE NTS
DRAWN BY T. LABBANCZ

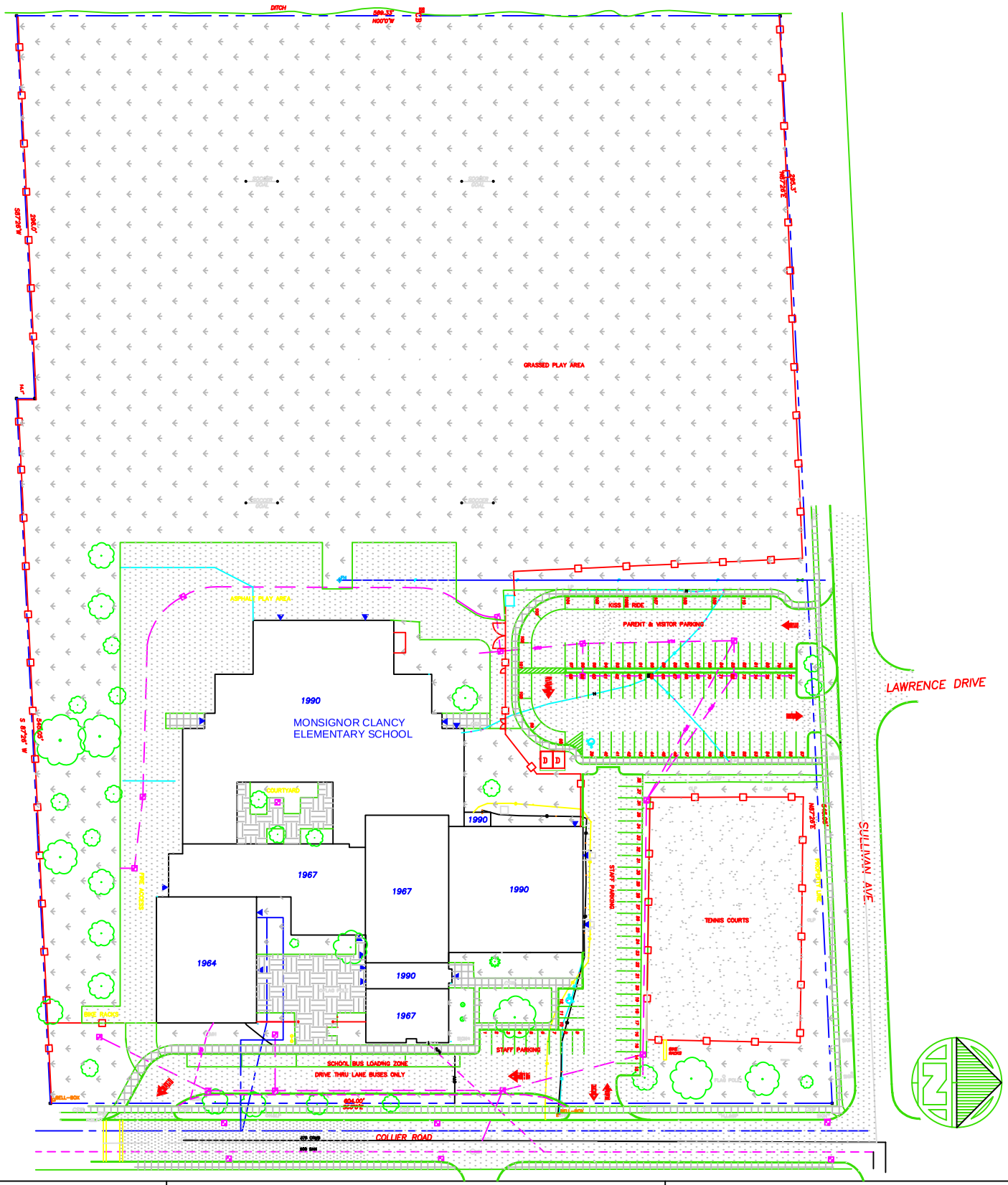
GENERAL NOTES

TOTAL SCHOOL AREA 6533 SQ.M.
PROPERTY ACREAGE 46500 SQ.M.

LEGEND:

201	PHYSIOTHERAPY/PHOTOCOPY
202	ACCESSIBLE WASHROOM
203	CLASSROOM
203A	SINK ROOM
203B	STORAGE
204	CLASSROOM
205	CLASSROOM
206	STORAGE ROOM
207	CLASSROOM
208	CLASSROOM
209	CLASSROOM
210	CLASSROOM
211	CLASSROOM
212	CLASSROOM
212A	STORAGE ROOM
213	CARETAKER
214	CLASSROOM
215	MECHANICAL ROOM
216	STORAGE
217	BOYS' WASHROOM
218	CLASSROOM
219	GIRLS' WASHROOM
220	STORAGE
221	STORAGE
222	MECHANICAL ROOM

2.01	STAIRWELL
2.02	CORRIDOR
2.03	STAIRWELL
2.04	CORRIDOR
2.05	CORRIDOR
2.06	STAIRWELL
2.07	CORRIDOR



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

FIRM NAME AND ADDRESS

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD

427 RICE ROAD, WELLAND, ONTARIO, L3C 7C1, (905) 735-0240

PROJECT NAME AND ADDRESS

MONSIGNOR CLANCY ELEMENTARY SCHOOL
41 COLLIER RD S, THOROLD, ON, L2V 3S9

DWG.NO.	REVISION	SHEET TITLE
139sp	SEPTEMBER 2016	SITE PLAN

DATE	SCALE	DRAWN BY
JUNE 1997	NTS	T. LABBANCZ

GENERAL NOTES

SCHOOL AND PROPERTY

ADDITIONS:

1964	1377 SQ.M.
1967	2583 SQ.M.
1990	2573 SQ.M.

TOTAL SCHOOL AREA	6533 SQ.M.
TOTAL PROPERTY ACREAGE	46500 SQ.M.

Niagara Catholic District School Board
School Information Profile
St. Charles Catholic Elementary School

FACILITY PROFILE

School Address: 25 Whyte Street, Thorold

School Attendance Area Map (attached)

Two Planning Maps (attached)

Air Photo of St. Charles Catholic Elementary School and surrounding area (attached)

Year of Construction	1950
Year of Addition(s)	1953, 1956, 1989, 2000
On the Ground Capacity	418
Utilization	67%
Site (Acres)	3.5
Site (Hectares)	1.42
Building Area (sq. ft.)	38,525
Building Area (sq. m.)	3,690

Classrooms: 11	**Library Resource Rooms:** 1	**Staff Rooms:** 1
Kindergarten Rooms: 6	**Computer Labs:** 0	**Child Care Rooms:** 0
Special Education Rooms: 1	**Science Rooms:** 0	**Other Instructional Spaces:** 0
Resource Rooms: 0	**Gymnasium:** 1 single gym	**No. of Portables:** 0
Other: ERT/Book room		

Floor Plans (attached)

Area of Green Space: 44,034 sq. ft. / 4,091 sq. m.

Area of Hard Surface: 22,460 sq. ft. / 2,087 sq. m.

No. of Play Fields: 1 playfield

Outdoor Facilities: playground equipment

Site Plan (attached)

Parish: Our Lady of the Holy Rosary Church
21 Queen St S, Thorold

Proximity to School (km): .34 miles / 0.55 km

10 YEAR FACILITY IMPROVEMENT SUMMARY

Budget Year	Description	Net Cost
2006-2007	Washroom renovation phase one	$ 55,460
2006-2007	Water line replacement	$ 21,264
2006-2007	Card access system	$ 9,006
2006-2007	Washroom renovation - office and staff	$ 11,735
2006-2007	Electrical repairs	$ 120
2006-2007	Boiler system upgrade	$ 362
2006-2007	Washroom renovation phase two	$ 61,149
2006-2007	Air conditioner in room 116 - install	$ 3,557
2007-2008	Quiet room 127 provide and room 129 withdrawal	$ 24,234
2007-2008	Shades (roller shades) in rooms 132 and 133 - provide	$ 2,363
2007-2008	Washroom renovation - completion	$ 2,420
2007-2008	Card access	$ 213
2007-2008	Surveillance system for portables - provide	$ 1,046
2007-2008	GPS Clock System	$ 7,599
2008-2009	Washroom (accessible washroom) renovation	$ 8,978
2008-2009	Blinds for room 108- provide	$ 1,544
2009-2010	Security panel - upgrade	$ 5,805
2009-2010	Occupancy lighting control systems - Provide	$ 3,273
2009-2010	Boilers - replace	$ 32,208
2009-2010	Parking - provide new kiss and ride lane and additional parking spaces	$ 6,036
2009-2010	Portable on site - relocate	$ 17,332
2010-2011	Boilers - replace	$ 1,027
2010-2011	Parking - provide new kiss and ride lane and additional parking spaces	$ 88,032
2010-2011	Portable on site - relocate	$ 2,515
2010-2011	Window shades - replace	$ 4,111
2010-2011	Sanitary Sewer - Replace	$ 9,173
2011-2012	Expansion - FDK - 6 Classroom Expansion	$ 1,187,569
2011-2012	Light - Gymnasium lighting - replace	$ 10,217
2011-2012	Light fixture replacement during FDK construction.	$ 15,000
2012-2013	Expansion - FDK - 6 Classroom Expansion	$ 54,582
2012-2013	Roof replacement - Partial	$ 12,498
2013-2014	Roof replacement - Partial	$ 2,554
	Grand Total	**$ 1,662,982**

Facility Condition Index (FCI) Description: FCI is determined by the ratio between the 5-year renewal needs and the replacement value of the school. A higher FCI indicates a higher cost to repair the facility. **FCI:** 24%

PROJECTED 5 YEAR RENEWAL NEEDS

Event	Element	2011-2015 Cost
Replacement [D2020 Domestic Water Distribution - Domestic Water Heaters]	D2020 Domestic Water Distribution - Domestic Water Heaters	$20,600
Replacement [D2020 Domestic Water Distribution - 1950 Original 1953 & 1956 Addition - Plumbing Piping Systems]	D2020 Domestic Water Distribution - 1950 Original 1953 & 1956 Addition - Plumbing Piping Systems	$108,150
Replacement [D304003 Heating/Chilling water distribution systems - 1950 Original, 1953 & 1956 Addition]	D304003 Heating/Chilling water distribution systems - 1950 Original, 1953 & 1956 Addition	$309,000
Replacement [D304007 Exhaust Systems - Entire Building except 2000 Addition]	D304007 Exhaust Systems - Entire Building except 2000 Addition	$ 18,025
Replacement [D3050 Terminal & Package Units - Entire Building except 2000 Addition]	D3050 Terminal & Package Units - Entire Building except 2000 Addition	$442,900
Replacement [D3060 Controls & Instrumentation - Entire Building except 2000 Addition]	D3060 Controls & Instrumentation - Entire Building except 2000 Addition	$ 257,500
Replacement [D501002 Secondary - 1950 Original, 1953 & 1956 Addition]	D501002 Secondary - 1950 Original, 1953 & 1956 Addition	$ 72,100
Replacement [D502001 Branch Wiring - Original Building]	D502001 Branch Wiring - 1950 Original, 1953 & 1956 Addition	$267,800
Replacement [D502002 Lighting Equipment - Entire Building except 2000 Addition]	D502002 Lighting Equipment - Entire Building except 2000 Addition	$ 32,445
Replacement B2010 Exterior Walls - All Sections - Exterior Paint	B2010 Exterior Walls - All Sections - Exterior Paint	$ 25,750
Replacement B2030 Exterior Doors - Section 1950, 1953, 1956 and 1989 - Doors and Hardware	B2030 Exterior Doors - Section 1950, 1953, 1956 and 1989 - Doors and Hardware	$ 37,080
Replacement B3010 Roof Coverings - Section A	B3010 Roof Coverings - Section A	$ 100,940
Replacement B3010 Roof Coverings - Section F	B3010 Roof Coverings - Section F	$65,920
Replacement C1020 Interior Doors - 1956 Addition - Doors and Hardware	C1020 Interior Doors - 1956 Addition - Doors and Hardware	$40,170
Replacement C1030 Fittings - 1956 Addition - Millwork	C1030 Fittings - 1956 Addition - Millwork	$ 61,800
Replacement C3010 Wall Finishes - 1956 and 1989 Sections - Paint Wallcovering	C3010 Wall Finishes - 1956 and 1989 Sections - Paint Wallcovering	$ 92,700
Replacement C3020 Floor Finishes - 1953 and 2000 Addition - Carpeting	C3020 Floor Finishes - 1953 and 2000 Addition - Carpeting	$ 20,600
Replacement C3030 Ceiling Finishes - 1956 Addition - Acoustic Tile Ceiling	C3030 Ceiling Finishes - 1956 Addition - Acoustic Tile Ceiling	$ 61,800
Study [D2020 Domestic Water Distribution - 1950 Original 1953 & 1956 Addition - Plumbing Piping Systems]	D2020 Domestic Water Distribution - 1950 Original 1953 & 1956 Addition - Plumbing Piping Systems	$10,300
Study [D502001 Branch Wiring - 1950 Original, 1953 & 1956 Addition]	D502001 Branch Wiring - 1950 Original, 1953 & 1956 Addition	$10,300
	TOTAL	**$ 2,055,880**

UTILITY COSTS *

Utility Cost Total: $43,006 **Utility Costs:** $1.09 sq. ft. / $11.65 sq. m.

Utility Cost per Student: $148

*based on complete 2015-2016 data

ACCESSIBILITY MEASURES

Measures that the Board has identified and/or addressed for accessibility of the school for students, staff, and the public with disabilities (i.e. barrier free)

St. Charles Catholic Elementary School has no identified accessibility issues at this time.

ACCESSIBILITY NEEDS	ESTIMATED COST
Main office requires counter upgrades and operator	4,500
Library requires counter upgrades and operator	4,500
Stage requires lift installation	50,000
Drinking fountain modifications	30,000
Classroom door widths and/or door lever handle upgrades	75,000
Total Accessibility Needs	**$ 164,000**

No. of Parking Spaces: 52 spaces including 1 accessible spaces

Adequacy of Bus/Car Access & Egress:

The space for bus loading and unloading is adequate at St. Charles Catholic Elementary School.

The five (5) large buses and one small bus load and unload student in the bus loading zone located on Whyte Avenue, in front of the school.

The loading zone length fits four (4) large buses. In the morning, buses arrive with enough stagger between them to never require any buses to wait outside of the loading zone to unload.

In the afternoon, one large bus and one small bus wait until two buses have left the school before entering the loading zone.

The school's practice of loading one bus at a time so buses waiting for space in the loading zones are not delayed because of the lack of space.

The wheelchair accessible vehicle loads and unloads on the site off of Whyte Avenue using the school's handicap accessible parking and school access.

Cars load and unload students in the school parking lot off of Ann Street.

TRANSPORTATION INFORMATION

Average Student Distant to School (km):	3.24 km
% Students Eligible for Transportation:	73%
Longest Bus Route Time (minutes):	31 - 40 minutes (3 students)
Shortest Bus Route Time (minutes):	0 – 10 minutes (90 students)
Average Bus Route Time (minutes):	13 minutes

INSTRUCTIONAL PROFILE

No. of Teaching Staff:	14 Classroom Teachers
No. of Itinerant Staff:	1 Arts Coach travels to St. Charles to deliver Arts Programming for 67 school days .5 Prep & Planning Teacher .5 Resource Teacher – shared with Monsignor Clancy
No. of Administrative Staff:	1 Principal, .86 Secretary
No. of Support Staff:	4 Early Childhood Educators 1.5 Educational Resource Teachers (.5 Itinerant) 1.67 French as a Second Language Teachers
No. of Non-Teaching Staff:	2.5 caretakers

Available Programs:	Elementary Programming offered as based on Ontario Curriculum from Kindergarten to Grade 3 students then attend Monsignor Clancy Catholic Elementary School to finish elementary (Grade 4 to Grade 8)
Grade Configuration:	Kindergarten to Grade 3
No. of Students Out-of-Catchment: 22	**No. of Students Attending Elsewhere:** 14
Grade Organization:	4 ELKP – 24/26/26/24 students 3 Grade 1 – 20/18/19 students 2 Grade 2 – 21/22 students 1 Grade 2/3 Split – 9/11 students 3 Grade 3 – 19/20/20 students 1 Learning Strategies Class (Grades 1-3) - 6 students
Extracurricular Activities:	Intramurals during lunch, Chess, Dance Team, ECO Team, Parade Involvement, Yearbook, Play Day, Talent Show, Track and Field, Kids Helping Kids
Specialized Service Offerings:	One Learning Strategies Class available to students throughout the Board for students from Grades 1 - 3 that currently has 6 students

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Historical and Projected Enrolment Summary by Grade												
	HISTORICAL 2014/ 2015	HISTORICAL 2015/ 2016	Year 1 2016/ 2017	Year 2 2017/ 2018	Year 3 2018/ 2019	Year 4 2019/ 2020	Year 5 2020/ 2021	Year 6 2021/ 2022	Year 7 2022/ 2023	Year 8 2023/ 2024	Year 9 2024/ 2025	Year 10 2025/ 2026
JK	47	46	56	52	53	55	58	60	63	63	65	67
SK	53	53	44	61	54	56	58	60	62	63	64	66
1	78	52	57	48	63	56	58	59	61	61	63	64
2	58	78	52	61	50	65	58	60	61	61	62	64
3	57	62	71	55	62	52	66	59	61	61	62	63
Total	293	291	280	277	283	284	297	298	308	308	316	324
Capacity	418	418	418	418	418	418	418	418	418	418	418	418
Utilization	70%	70%	67%	66%	68%	68%	71%	71%	74%	74%	76%	78%

OTHER SCHOOL USE PROFILE

Description of Suitability for Facility Partnerships:

On November 30, 2016 our Board hosted its annual Community Planning and Partnerships meeting. The meeting provided community partners information such as our Board's profile, purpose of the meeting, discussion of our Community Planning and Partnerships Policy, our Long Term Accommodation Plan, Expression of Interest Form for potential partnerships and schools eligible for partnerships. Organizations were requested to bring relevant planning information regarding their needs/plans to the meeting.

A number of schools eligible for a partnership(s) were presented at the meeting. The PowerPoint presentation shown at the meeting was also posted on the Board's website.

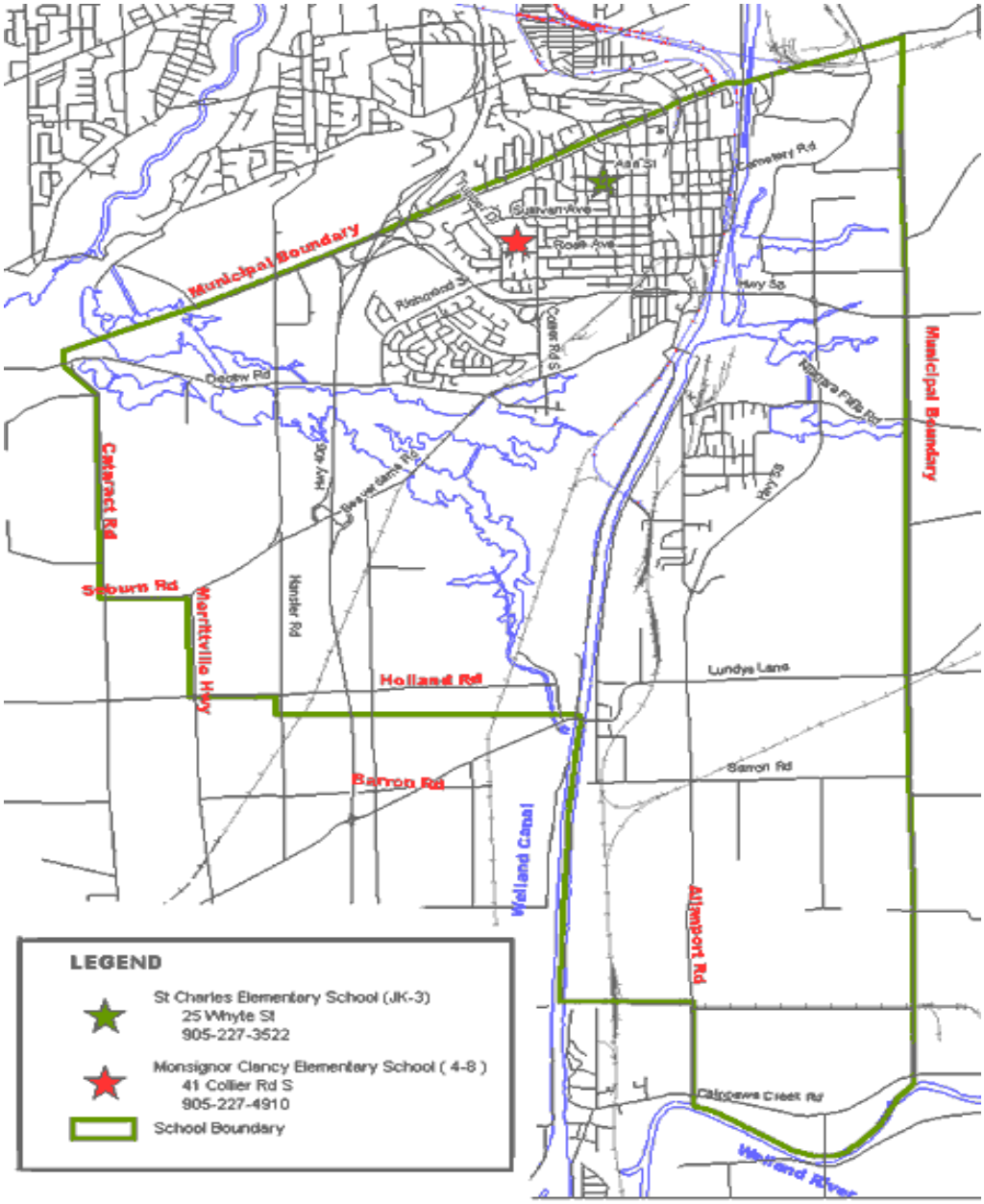
Notifications regarding this meeting were placed in local newspapers and invitations were also sent directly to a number of organizations.

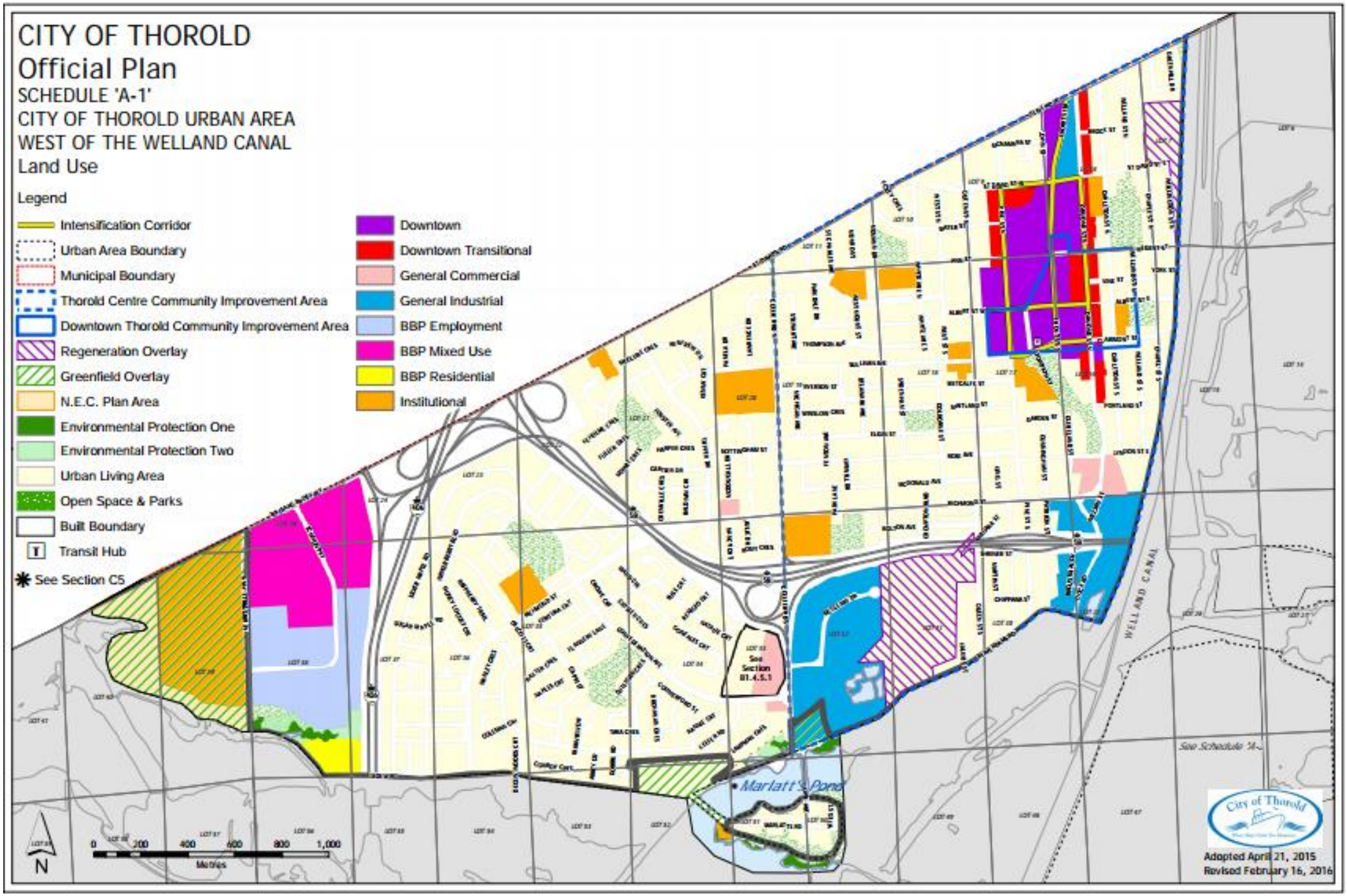
To date no partnership proposals have been submitted to the Board subsequent to the above meeting for neither St. Charles nor Monsignor Clancy Catholic Elementary Schools.

PARTNERSHIP OVERVIEW	
Current non-School programs or services: **Revenue:** $0.00 **Cost Recovery:** No	**Current Facility Partnerships: Niagara Nutrition Partners** **Revenue:** $0.00 **Cost Recovery:** N/A
Community Use of School: 3138 permitted hours in 2015-2016 (including childcare) **Revenue:** $5,258 (including childcare) **Cost Recovery:** No	**Before and After School Programs:** Yes **Revenue:** $4,467 **Cost Recovery:** No
Current Leases: No **Revenue:** $0.00 **Cost Recovery:** No	

Monsignor Clancy & St. Charles Catholic Elementary Schools

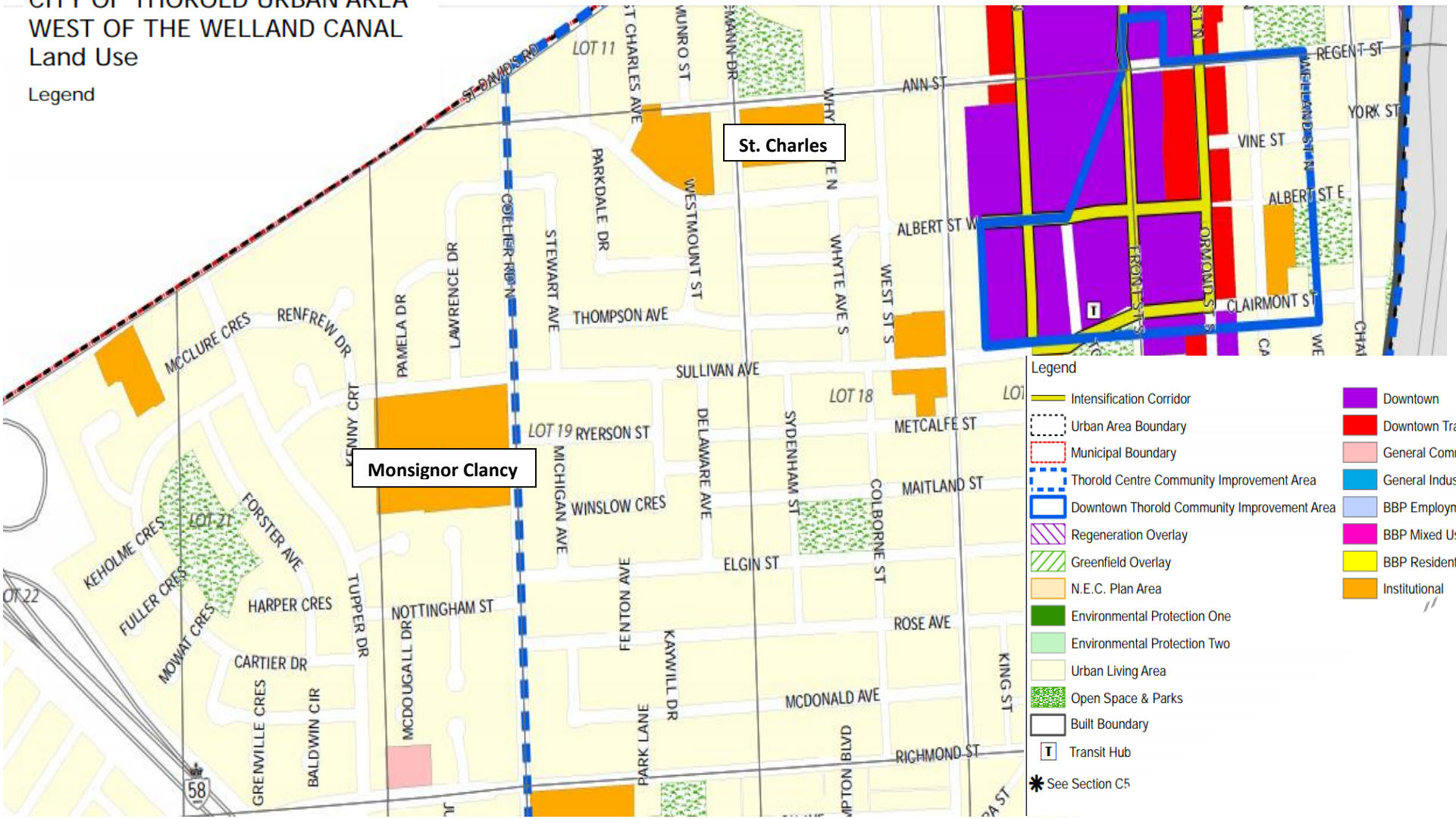
- East: Commencing on the City Boundary (Thorold & Niagara Falls – Thorold Townline Rd – centerline) to
- South: and its projection) to the Welland Canal to a line halfway between Holland Rd and Barron Rd to
- West: Hansler Rd to Merrittville Hwy to Seburn Rd (and its projection) to the township lot line between lots 86 and 87 and lots 63 and 64 to
- North: the City Boundary (Thorold & St Catharines – St Davids Rd and Townline Rd – centerlines) to the point of commencement on the City Boundary (between Thorold and Niagara Falls)



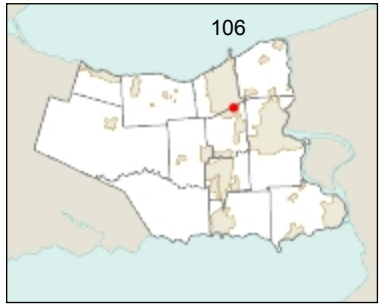

CITY OF THOROLD
Official Plan
SCHEDULE 'A-1'
CITY OF THOROLD URBAN AREA
WEST OF THE WELLAND CANAL
Land Use
Legend
Intensification Corridor
Urban Area Boundary
Municipal Boundary
Thorold Centre Community Improvement Area
Downtown Thorold Community Improvement Area
Regeneration Overlay
Greenfield Overlay
N.E.C. Plan Area
Environmental Protection One
Environmental Protection Two
Urban Living Area
Open Space & Parks
Built Boundary
Transit Hub
See Section C5
Downtown
Downtown Transitional
General Commercial
General Industrial
BBP Employment
BBP Mixed Use
BBP Residential
Institutional
See Section 81.4.5.1
Marlatt's Pond
See Schedule 'A'
WELLAND CANAL
0 200 400 600 800 1,000
Metres
N
Adopted April 21, 2015
Revised February 16, 2016

CITY OF THOROLD
Official Plan
SCHEDULE 'A-1'
CITY OF THOROLD URBAN AREA
WEST OF THE WELLAND CANAL
Land Use

Legend



St. Charles Catholic Elementary School



Legend

Streets Labels

0.1 0 0.06 0.1 Kilometers

N

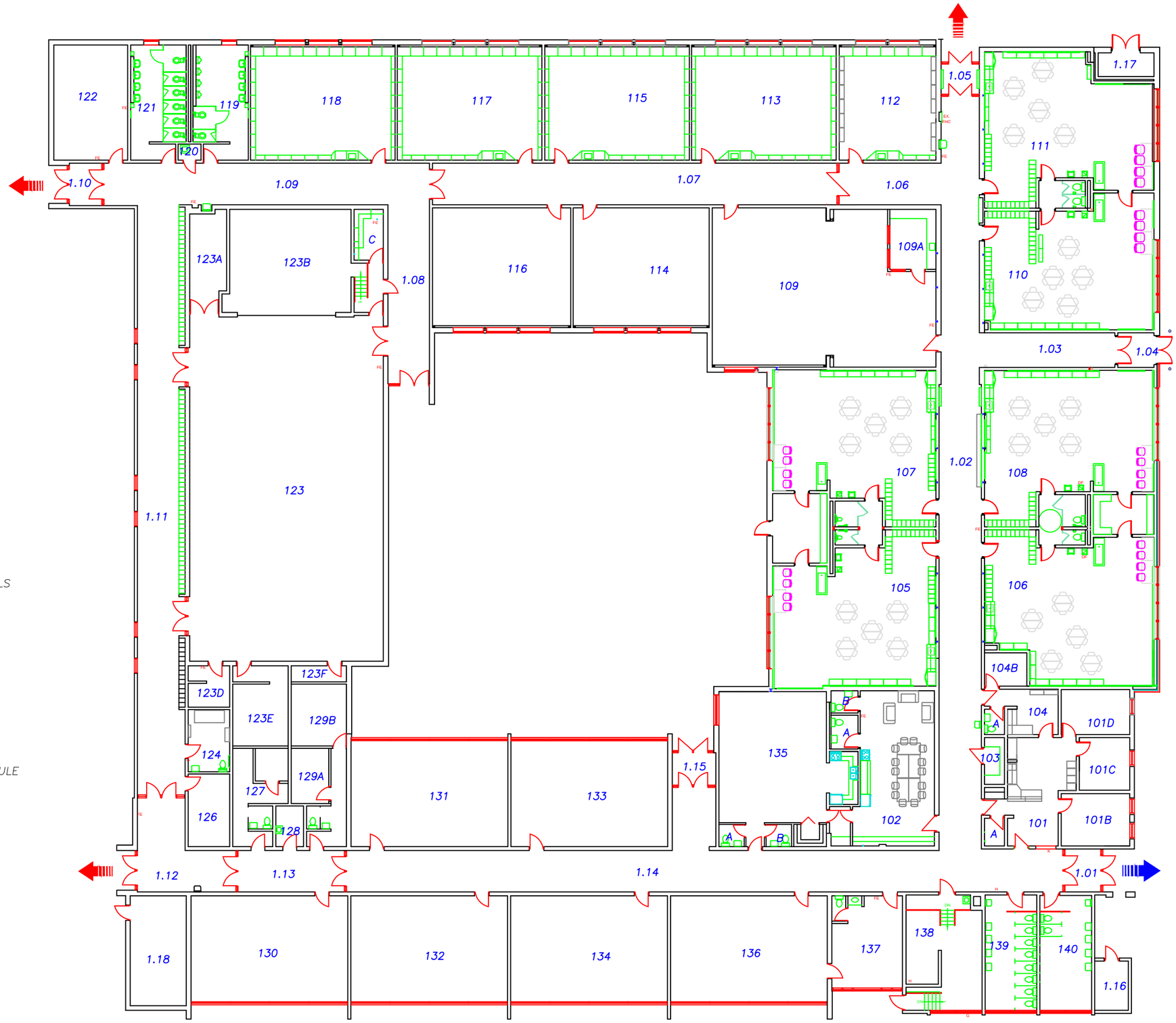
Notes

25 Whyte Avenue.
Thorold, Ontario

LEGEND:

101 ADMINISTRATION
101A STAFF WASHROOM
101B PRINCIPAL'S OFFICE
101C SEMINAR ROOM
101D VICE-PRINCIPAL'S OFFICE
102 STAFF LOUNGE
102A WASHROOM
102B WASHROOM
103 STORAGE
104 FRENCH OFFICE
104A STAFF WASHROOM
104B SERVER ROOM
105 KINDERGARTEN
106 KINDERGARTEN
107 KINDERGARTEN
108 KINDERGARTEN
109 LIBRARY/COMPUTERS
109A LIBRARY OFFICE
110 KINDERGARTEN
111 KINDERGARTEN
112 ERT/BOOK ROOM
113 CLASSROOM
114 CLASSROOM
115 CLASSROOM
116 CLASSROOM
117 CLASSROOM
118 CLASSROOM
119 BOYS' WASHROOM
120 JANITOR
121 GIRLS' WASHROOM
122 FURNACE ROOM
123 GYMNASIUM
123A GYM STORAGE
123B STAGE
123C KITCHEN
123D CARETAKER
123E SNOOZLEN
124 ACCESSIBLE WASHROOM
126 CHILD/YOUTH WORKER
127 CALMING ROOM
128 CARETAKER
129A E.A. WORKROOM
129B READING RECOVERY
130 CLASSROOM-SOCIAL SKILLS
131 CLASSROOM
132 CLASSROOM
133 CLASSROOM
134 CLASSROOM
135 KINDERGARTEN
135A JK WASHROOM
135B JK WASHROOM
136 CLASSROOM
137 STAFF WORK ROOM
138 FURNACE ROOM
139 GIRLS' WASHROOM
140 BOYS' WASHROOM

1.01 MAIN ENTRANCE/VESTIBULE
1.02 CORRIDOR
1.03 CORRIDOR
1.04 VESTIBULE
1.05 VESTIBULE
1.06 CORRIDOR
1.07 CORRIDOR
1.08 CORRIDOR
1.09 CORRIDOR
1.10 VESTIBULE
1.11 CORRIDOR
1.12 CORRIDOR
1.13 CORRIDOR
1.14 CORRIDOR
1.15 VESTIBULE
1.16 EXT. STORAGE
1.17 EXT. STORAGE
1.18 EXT. STORAGE



NORTH

GENERAL NOTES
TOTAL SCHOOL AREA 3690 SQ.M.
PROPERTY ACREAGE 14164 SQ.M.

FIRM NAME AND ADDRESS
NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
427 RICE ROAD, WELLAND, ONTARIO, L3C 7C1, (905) 735-0240

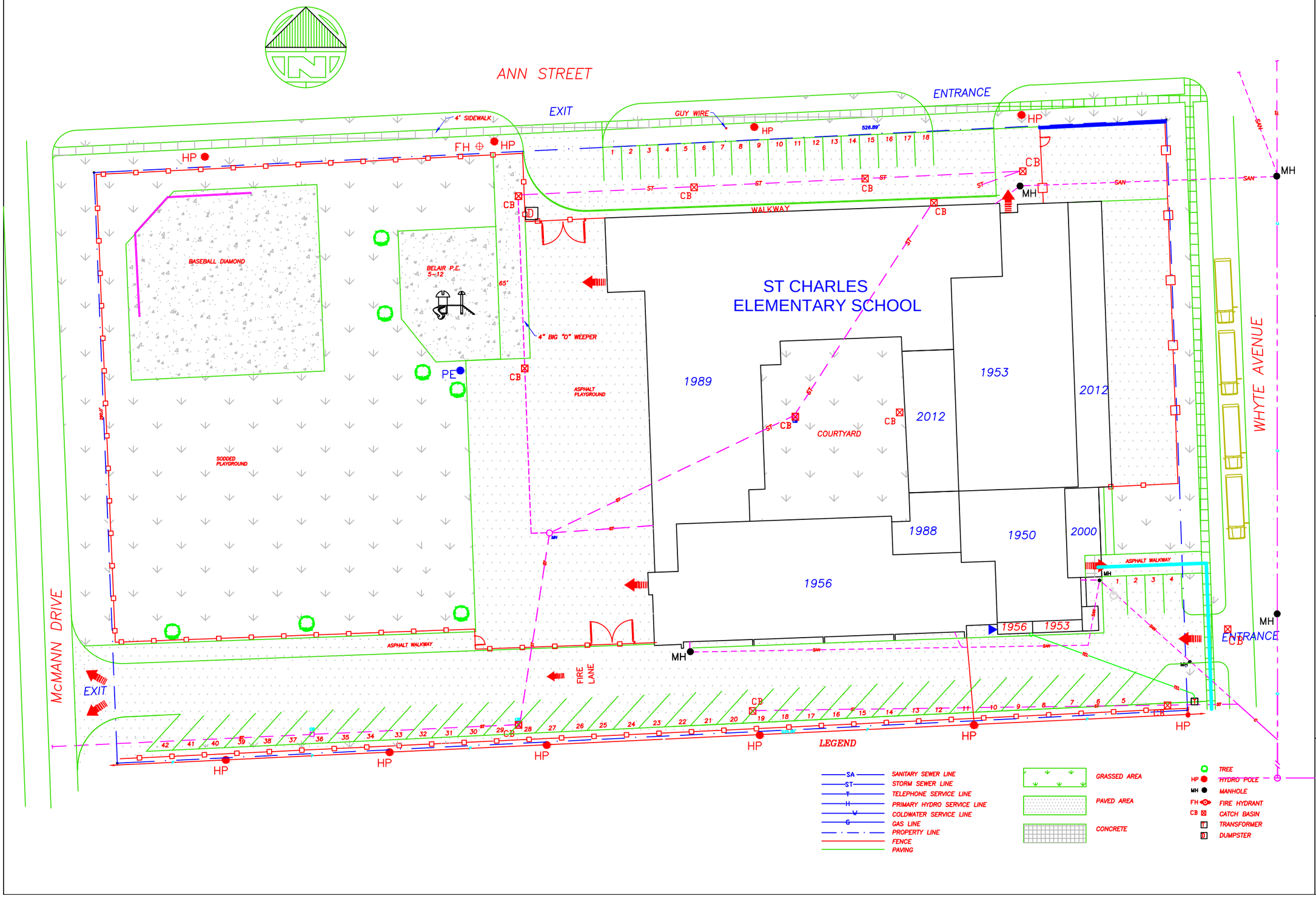
PROJECT NAME AND ADDRESS
ST CHARLES ELEMENTARY SCHOOL
25 WHYTE ST, THOROLD, ON, L2V 2T4

SHEET TITLE: GROUND FLOOR PLAN

DWG.NO.	REVISION	SCALE	DRAWN BY
141gf	NOVEMBER 2015	NTS	T. LABBANCZ

DATE JUNE 1997

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD



GENERAL NOTES

SCHOOL AND PROPERTY

ADDITIONS:	
1950	649 SQ.M.
1953	319 SQ.M.
1956	780 SQ.M.
1989	1612 SQ.M.
2000; 2012	51; 279 SQ.M.
TOTAL SCHOOL AREA	3690 SQ.M.
TOTAL PROPERTY ACREAGE	14164 SQ.M.

FIRM NAME AND ADDRESS
NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
427 RICE ROAD, WELLAND, ONTARIO, L3C 7C1, (905) 735-0240

PROJECT NAME AND ADDRESS
ST CHARLES ELEMENTARY SCHOOL
25 WHYTE ST, THOROLD, ON, L2V 2T4

DWG.NO.	REVISION	SHEET TITLE	DRAWN BY
141sp	JUNE 2015	SITE PLAN	T. LABBANCZ

DATE	SCALE
JULY 1999	NTS

NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

APPEXDIX B

NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

NOTICE OF INITIATION - MODIFIED PUPIL ACCOMMODATION REVIEW

At the February 28th, 2017 meeting, the Niagara Catholic District School Board approved the initiation of a Modified Pupil Accommodation Review process for the Catholic elementary schools in Thorold, namely Monsignor Clancy Catholic Elementary School and St. Charles Catholic Elementary School.

Both schools have been experiencing declining enrolment for several years. The Modified Accommodation Review process has been established to explore solutions (1) to reduce the number of excess pupil spaces and (2) to improve programming and learning opportunities for students.

As part of an open and transparent process, the Niagara Catholic District School Board encourages input from school communities, municipal partners, stakeholders and the public throughout the process.

The Initial Staff Report, was originally presented at the February 14th, 2017 Committee of the Whole meeting which recommended it to the Board for approval on February 28th, 2017. The report can be accessed through the Board's website, www.niagaracatholic.ca. The site will be an important tool for the community to be informed to provide input/feedback via an online form. The attached timeline for the Monsignor Clancy Catholic Elementary School and St. Charles Catholic Elementary School Modified Pupil Accommodation Review is attached to this letter and is also online.

As we begin the consultation process, **no decision has been made** regarding the initial staff recommendation for the schools under consideration. The Board has directed staff to initiate the process and receive public input, which will follow the timelines attached, for its consideration in the decision making process.

As we work through the Modified Pupil Accommodation Review process, if you have any questions, please contact Kathy Levinski, Administrator of Facilities Services at 905-735-0240 ext. 273 or email thoroldmpar@ncdsb.com.

Monsignor Clancy Catholic Elementary School and St. Charles Catholic Elementary School Timeline for the Modified Pupil Accommodation Review Process	
Date	**Event**
March 28, 2017	**Meeting of Catholic School Councils (Combined)** Monsignor Clancy Catholic Elementary School 41 Collier Road South, Thorold, Ontario 6:00 p.m.
No later than April 4, 2017	Input to be received from single and upper-tier municipalities and community partners
April 20, 2017	**Public Meeting** Monsignor Clancy Catholic Elementary School 41 Collier Road South, Thorold, Ontario 7:00 p.m.
May 10, 2017	**Final Staff Report posted on the Board Website** www.niagaracatholic.ca
May 29, 2017	**Special Board Meeting** Public input through delegations. Monsignor Clancy Catholic Elementary School 41 Collier Road South, Thorold, Ontario 7:00 p.m.
June 13, 2017	**Committee of the Whole Meeting** Final Staff Report presented which includes input through public delegations at the Special Board Meeting. Catholic Education Centre 427 Rice Road, Welland, Ontario 7:00 p.m.
June 20, 2017	**Board Meeting** Decision by Niagara Catholic District School Board. Catholic Education Centre 427 Rice Road, Welland, Ontario 7:00 p.m.
June 27, 2017	Notice of decision to stakeholders.

APPENDIX C

NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

March 1st, 2017

Dear Parents/Guardians:

SUBJECT: NOTICE OF INITIATION - MODIFIED PUPIL ACCOMMODATION REVIEW

At the February 28th, 2017 meeting, the Niagara Catholic District School Board approved the initiation of a Modified Pupil Accommodation Review process for the Catholic elementary schools in Thorold, namely Monsignor Clancy Catholic Elementary School and St. Charles Catholic Elementary School.

Both schools have been experiencing declining enrolment for several years. The Modified Accommodation Review process has been established (1) to explore solutions to reduce the number of excess pupil spaces and (2) to improve programming and learning opportunities for students.

Parents and guardians are invited and encouraged to read the Initial Staff Report, which includes the recommended option of Board staff to address with the under-utilization of both schools. This report has been posted on the Board website, www.niagaracatholic.ca. This report is also available upon request at the school from Principal Trainor or Principal Walsh.

As part of the Board's open and transparent process, the Initial Staff Report contains a recommended option to deal with the current under-utilization. The final decision will be made after a full public consultation process has been completed by the Board of Trustees.

Board Staff will be making an initial presentation to outline the upcoming process at a combined Catholic School Council Meeting on Tuesday, March 28th, 2017 at 6 p.m. at Monsignor Clancy Catholic Elementary School. A Public Meeting has been scheduled for Thursday, April 20th, 2017 at 7 p.m. at Monsignor Clancy Catholic Elementary School.

As we work through the Modified Pupil Accommodation Review Process, if you have any questions, please contact Kathy Levinski, Administrator of Facilities Services at 905-735-0240 ext. 273 or email thoroldmpar@ncdsb.com.

Sincerely,

Ted Farrell
Superintendent of Education

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

John Crocco, Director of Education / Secretary Treasurer

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

MINUTES
Monsignor Clancy and St. Charles Catholic Elementary Schools
Modified Pupil Accommodation Review
Combined Catholic School Council Meeting

March 28, 2017
6:00 p.m.

MONSIGNOR CLANCY CATHOLIC ELEMENTARY SCHOOL THEATRE

Minutes of the Monsignor Clancy and St. Charles Catholic Elementary Schools Modified Pupil Accommodation Review of March 28, 2017 at 6:00 p.m. at Monsignor Clancy Catholic Elementary School.

St. Charles Catholic *Elementary* School Principal Walsh opened with a prayer.

Monsignor Clancy Catholic Elementary School Principal Trainor welcomed everyone and introduced Board staff present.

Presentation:

Superintendent Farrell welcomed and thanked everyone for attending and outlined the upcoming presentation which would cover the modified pupil accommodation review process and the opportunities for parents to be involved. He advised that the slide deck will be posted to the Board website and that the upcoming Public Meeting on April 20th, at Monsignor Clancy, will be more detailed.

Superintendent Farrell indicated that Niagara Catholic, like all school boards in the province, are dealing with declining enrolment. In Niagara Catholic, 94% of our vacant space is at the elementary level and approximately 30% of that vacant space is here in Thorold.

The Niagara Catholic Long Term Accommodation Plan is available on the Board website which outlines potential accommodation strategies for the next five years. This Pupil Accommodation Review was identified to be addressed and recommended for the first year. Potential community partnerships were investigated, through a public meeting, and the local municipality was consulted in early January.

Each of the slides was reviewed and guests were provided the opportunity to ask questions.

The Initial Staff Report, prepared by Board staff is available in its entirety on the Board website for review and provides an open and transparent view into the rationale for selecting the recommended option. Superintendent Farrell outlined how the current accommodation review process was different than conducted in earlier years. The purpose of the modified accommodation review process is to seek input on the recommended option.

The four accommodation options considered were listed. The recommended option, to consolidate the schools at a renovated Monsignor Clancy, was reviewed and the double-gym, theatre, cafeteria and Chapel were highlighted as important considerations.

There will be a Public Meeting at Monsignor Clancy on April 20th, 2017 for the community to provide input on the recommended option.

Kathy Levinski, Administrator of Facilities Services, outlined the open and transparent process and showed where all information, including the Board Policy, Initial Staff Report and meeting dates, can be found on niagaracatholic.ca, the Board website. Parents will also receive information through the SchoolConnects system, through phone and email.

The feedback page for comments and questions, from the website, was shown. All inquiries will receive a response. All feedback is provided to the Board of Trustees.

Superintendent Farrell reviewed the timelines, in compliance with Board Policy, for the Modified Pupil Accommodation Review, including the April 20th, 2017 Public Meeting and a dedicated Board Meeting at Monsignor Clancy Catholic Elementary School to receive public delegations on May 29th, 2017. Minutes from the meetings will be presented to the Trustees and posted on the Board website. Feedback and correspondence will also be provided to the Trustees and incorporated in subsequent reports prepared by Board staff for Trustee consideration at the Committee of the Whole. If approved, Board staff will make a final recommendation to the Board of Trustees to be voted on at a formal Board Meeting, June 20th, 2017.

The final decision rests with the Trustees. The community would be advised of the decision by June 27th, 2017.

Scott Whitwell, Controller of Facilities Services, advised that a capital application would be submitted to the Ministry of Education at the earliest opportunity, if the approved recommendation involved renovation or construction.

Upon Ministry approval, pre-construction would take approximately 12 months which includes the selection of an architect, facility design, tendering and co-ordinating with the municipality for approval of site plan and obtaining building permits. Sources of funding were reviewed. If the recommendation is approved by the Board, it is contingent on a successful business case approved by the Ministry. Renovations could take up to 16 months. A combined school could open September 2020 or earlier.

Questions/Comments from Attendees:

What renovations would you need to do given, the school is already here and you have the surplus rooms? We need ELKP and Grade 1 classrooms here, what are you going to do - put up portables or are you going to build?

Scott Whitwell: With additions, portables are not usually added for construction. St. Charles goes from Kindergarten to Grade 3 and will require purpose built classrooms, which tend to be bigger than regular classrooms. The parking lot may need to be modified with the additional staff. The tennis courts will be addressed through the process.

Because the JK's are younger, how are you going to separate them on the playground to keep them away from the older grades? My son got bullied by a Grade 3. Keep in mind this was a high school, during the construction time frame. Where are kids going to go to school while renovations are going on?

Superintendent Farrell: The Facilities Services Department, has successfully orchestrated a number of renovations and new construction projects. Student safety is paramount throughout the entire process. It is premature to address how students will be affected by construction as the accommodation solution needs to be resolved first.

These are questions parents are wondering right now. How are our kids going to be safe? Are we going to lose Ms. Wash our wonderful Principal, or are we getting two Principals? What about the teachers at St. Charles, are you going to move them somewhere else or are you going to bring everyone from over there here too? How does that work? Who are the partners? Who are the architects?

Superintendent Farrell: We will be able to answer those questions if it is decided that the schools are to be combined and we receive funding. The selection of an architect is done at the conclusion of this process. What I can assure you is that we want the best quality education for every child.

Well, I just want this on record, the best quality education right now is at St. Charles because of Mrs. Walsh - she knows every student coming into that building. She stands there every morning, knows every parent and I would like for her to be principal of Monsignor Clancy.

Superintendent Farrell: We have 49 elementary schools and parent and student affection for their school and Principal is natural. We believe that all of the communities should feel the same way about their school.

I read that there are other schools underperforming as well, so it's not just St. Charles and Monsignor. What about opening up boundaries? A lot of moms I've talked to, we can't afford Thorold anymore. Look at the demographics. The majority of the people that live here are elderly or Brock students so you are going to lose children coming to school anyways.

Superintendent Farrell: Declining enrolment is an issue throughout the province. In our Long Term Accommodation Plan we provide strategies to address this locally. Earlier this year, we adjusted the boundaries for Loretto Catholic in Niagara Falls and this area was also identified as a priority to address.

As a child who went through construction and lost my high school, I was here, I went through all that construction; the tar smell, headaches, sick days. I have two girls, one in each school, and I worry about their safety. I know you try; but I've been through it and it's hard. The children are still little, but they will be affected here. They are losing their identity. How are the St. Charles kids going to keep their identity? They are Penguins. How is it that those St. Charles kids are going to have their identity kept? Mr. Trainor and Mrs. Walsh have done a phenomenal job joining these two schools as one unit; in the community they are seen as one unit. I know this man (Mr. Trainor). I know what this man does to keep the bullying to a minimum. When you have little kids here and there is a Grade 8 with a Grade 4, what are they going to do to the little ones? That is something concerning as well as making sure the kids are safer during construction. You're going 16 months. That's over one full school year of construction they have to suffer through. Things like their playground, is it going to be brought over because we lost the one that we built? St. Charles had one for the little JK and SK's and it's gone. As parents, we spent money for it. Those are my main concerns to be addressed. Their identity, their safety, full and complete safety. You can't stop paint smell, you can't stop tar smell, you can't stop re-routing. The months of construction, for Mr. Rapattoni, I can't even use the word. Those are the things that are my concerns.

Superintendent Farrell: We appreciate your concerns and understand the amount of work on that will be required by both Principals to bring both school communities together. A transition plan will be developed if the decision is made to combine the schools. The intent is not to erase the history of either school. The intent is to honour that history, but, move forward.

But there is a dilemma right there. As a Monsignor Clancy High School student, where is my identity? Mr. Trainor knows. We just did our reunion and one of the things we don't have is a wall, our Grad pictures put back up. We don't have a home. Our home was taken from us as a high school because it

was changed back to elementary. Mr. Trainor has been working to get our home put back into Clancy. We want a name, we want a place, we want to tell our kids we went here. You walk into DM and you go back generations. We don't even have a home so as you say the Penguins are gonna keep their face, I don't believe that. As a Crusader, I went here from Grade 6 to OAC, I don't have an identity. And that was partially the Board and partially the Church that took it away.

Another thing I want to point out is that you say that this could happen. If you know this is going to happen you should have everything prepared now. If you have a transition plan, where is it? Give it to us right now, because parents want to see it. You people have it in your mind that it is probably going to happen so. You guys are very political. If you want us to vote on it, we need information in our hands, not online - we want paper.

Superintendent Farrell: We can make the report available at the school or you are able to print it off. The transition plan is premature.

You should have a transition report now. If you think this is going to happen, you need to have your ducks in a row. You should have a transition plan for us now. Get that stuff to parents early so we are not sitting here wondering. Parents weren't heard when they turned this from a high school and made it back to elementary.

Superintendent Farrell: As far as what happens next, we have a Public Meeting here on April 20th. We will be presenting the options considered and the rationale for our recommended option. We will not be presenting a transition plan at that time. At this stage in the process, we need to hear from the community and what the concerns are. If the recommended option is ultimately approved there will continue to be time to communicate. We are not talking about beginning construction for September. These things take years.

You said 2020 is the date that the two schools will be amalgamated, that is three years away and construction will take 16 months.

Superintendent Farrell: One of the things we need to do, if this is approved by the Trustees, is to apply to the Ministry of Education for funding. If there is no funding then we go status quo.

There is an election next year, what happens if you go through all this and don't get funding?

Scott Whitwell: We would prepare a business case. Each Board can submit up to 8 business cases to the Ministry of Education. There are boards that put in a business case and get turned down the first time. That doesn't prevent them from applying again.

But wouldn't that put construction back due to the election.

Scott Whitwell: I believe that once the Ministry of Education gives the funding it generally stays in place. That has been the history.

So this whole recommendation is based on getting funding from the Ministry?

Yes, we require funding. If we don't get it we will need to consider next steps. We have looked at our empty spaces and it may not seem like it would have a large impact on the board, but, resources allocated to empty spaces mean less resources for all students in the Board. It doesn't just affect one or two schools. It means less resources for your children.

Look at Thorold South, all that land just went up for construction.

Superintendent Farrell: We will get into that more on the April 20 meeting. Tonight, we wanted to let you know how you can be involved and where you can find information. Our website has all of the information. You leave a question or comment using the site. You can use regular mail if you are not comfortable with electronic or you can call Kathy Levinski. Everything gets documented and is provided to the Trustees. We can't be more open with our rationale or what we are thinking than we are in our Initial Staff Report.

Comment: I think it worth noting as well that we are the only schools that are separated by Primary and Junior/Intermediate. We are the last remaining to be K-8 and the benefits to having the K-8 are important.

Comment: I think what this lady over here was saying about the safety of our students is probably the most important thing. I remember when my son was in Grade 1 at St. Charles and the ELKP was being constructed. Part of his Grade 1 year was spent in the gym. So things like that might happen again here. I just want to make sure that the students are still having their best year even though all of these other things are going on around them.

Superintendent Farrell: We recognize and appreciate your concern for your children. They are our children as well. We also have future children coming and we want to plan for them. We have a long term vision for Catholic education in Thorold. If the recommended option is approved, communication will continue. You will be part of the conversation. Safety of the students is paramount.

Comment: As a parent of two kids, one in each school, I think it will be wonderful to have both in one. I have two different bus schedules, two calendars, they will never be in school together. My little one is so excited when her sister is at the school helping. I think it will be great to have one school.

Comment: I understand safety will be an issue. We are not separating the Grades 4 to 8 anymore because of the guidance of the principal here. I remember the fear I had sending my son from St. Charles to Monsignor Clancy. I heard all kinds of bad stuff but once he got here he was fine. It is a wonderful school. You have your first born who has never seen how older kids act, now you have older kids that need to keep themselves in check for the younger kids. They learn from each other. It think it's a great opportunity to put them together to get a well rounded education. I believe you will do the best to keep our kids safe. It may be bumpy, but, I know Mr. Trainor and only had brief moments with Mrs. Walsh and I know they will be out there working with the parents.

Superintendent Farrell: Thank you to the Catholic School Councils for hosting us and for the questions and feedback. All are invited to the April 20th, 2017 Public Meeting.

APPENDIX E

-----Original Message-----
From: Levinski, Kathy
Sent: Friday, March 03, 2017 9:13 AM

Subject: RE: Feedback Form

Good Morning Ms. Ross

Thank you for your interest in the Thorold Pupil Accommodation Review. Your comments will be included in staff reports provided to Trustees as part of our open and transparent consultation process.

No decision has been made yet regarding the outcome of the potential consolidation, however, Board staff were required by Policy to provide a preferred option to Trustees in our Initial Staff Report to Trustees on February 14, 2017.

Staff did consider building a new school as one of four options provided, however, our preferred option was to renovate and/or add to Monsignor Clancy Catholic Elementary School and direct students from St. Charles Catholic Elementary School to attend Monsignor Clancy CES.

The reorganization could enhance program and learning opportunities for students and savings could be achieved by eliminating empty spaces.

Please continue to follow the Pupil Accommodation Review process on the Board website at www.niagaracatholic.ca. All of our meetings, reports, minutes, etc. are posted.

Kathy Levinski,
Administrator of Facilities Services
Niagara Catholic District School Board
427 Rice Road,
Welland, ON L3C 7C1
905-735-0240 ext. 273

-----Original Message-----
From: noreply@ncdsb.com [mailto:noreply@ncdsb.com]
Sent: Thursday, March 02, 2017 11:15 AM
To: Thorold MPAR <thoroldmpar@ncdsb.com>
Subject: Feedback Form

NAME: Ashley Ross

FEEDBACK:
It is to my understanding that the schools are thinking to merge together and potentially build a new 14 million dollar school to accommodate the students of Monsignor and St. Charles. I personally believe that the money to potentially be spent on the new building would be better invested into the current schools and help with the work to rule for the teachers and the sports and other activities both schools could benefit from like educational trips more sports fun activities within the school and to help with the schools programs for special needs and iep students. I personally don't think that spending that amount

of money to build something new when there is nothing wrong with the 2 current schools now would be beneficial to anyone that attends both schools.
I understand we are still in the discussion aspects of the potential outcome and I think having the input from the community is a great chance for everyone including the government and city to see that why fix something that isn't broken is not a great idea but to help what we have now in place. In my eyes this funding would be better invested in what's currently there and taking care of the current issues at hand would be better spent with these funds.

Thank you for taking my feed back into consideration. I truly do hope our voices will be heard and not a do what we want to be voted into what us parents may not want.

Again thank you.
Have a great day
Ashley

From: Levinski, Kathy
Sent: Friday, April 21, 2017 12:29 PM
To: 'paul feor'
Subject: RE: Monsignor Clancy and St. Charles Comments about Closing schools.

Good afternoon Mr. Feor,

Thank you for your comments on the Thorold Elementary Schools Pupil Accommodation Review. They will be provided to the Trustees in our Report.

Kathy Levinski,
Administrator of Facilities Services
Niagara Catholic District School Board
427 Rice Road,
Welland, ON L3C 7C1
905-735-0240 ext. 273

From: paul feor
Sent: Thursday, April 20, 2017 11:16 AM
To: Thorold MPAR <thoroldmpar@ncdsb.com>
Subject: Monsignor Clancy and St. Charles Comments about Closing schools.

To whom it may concern:

As a parent and grandparent whose children have attended Holy Rosary (now closed and demolished) St. Charles and Monsignor Clancy both as a High School and Elementary School, I would like to state that I am totally against any closure of either school. I believe that school closures take away a sense of community both physically and spiritual and will not help develop a Christian path for the children to follow as they mature into adult life.

As a life long Thorold resident, I have attended all 3 Catholic Elementry Schools and would like to see a continuing growth of Catholic Education not a demise. I believe the Catholic community in Thorold will grow in the future and there will be a need for both schools to remain open.

Thank You,
Paul Feor

From: Farrell, Ted
Sent: Friday, May 12, 2017 9:03 AM

Subject: Re: Consolidation

Good Day Ms Freeman

In response to your query, there will be no job loss as a direct result of a consolidation of the schools.

If the schools are consolidated the combined school would have 1 Principal, 1 Full-time Vice-Principal, and 2 - 35 hour/week secretaries. This represents an addition of a Vice-Principal and an additional 5 hours of secretarial time. Only one Principal would be needed at a consolidated school.

Should you have any further questions, please feel free to contact me.

Regards,

Ted Farrell
Superintendent of Education

From: Kim Freeman
Sent: Wednesday, May 10, 2017 5:05 PM
To: Pisano, Anna
Subject: Consolidation

Hi..

I am just curious if doing the consolidation of schools means the principal and secretary loose their jobs?

Kim

APPENDIX F

From: Lisa Degasperis [mailto:lisa.degasperis@niagara.ymca.ca]
Sent: Tuesday, May 09, 2017 3:46 PM
To: Levinski, Kathy <Kathy.Levinski@ncdsb.com>
Cc: Jackie Kerry <jackie.kerry@niagara.ymca.ca>
Subject: Re: St. Charles and Monsignor Clancy Catholic Elementary Schools

Hi Kathy,

Yes, we can confirm that the YMCA of Niagara will and is pleased to continue to provide before and after school childcare to both school communities at Monsignor Clancy Catholic Elementary School.

Please do not hesitate to let us know if you need any further information.

Lisa
--
Lisa DeGasperis
Vice President - Children's Services, Employment/Newcomer Services, Membership

YMCA of Niagara
43 Church Street Suite 104
St. Catharines, ON
L2R 7E1
T: 905 646-9622 ext. 336 E: lisa.degasperis@niagara.ymca.ca
ymcaofniagara.org Facebook Twitter

On Tue, May 9, 2017 at 3:37 PM, Levinski, Kathy <Kathy.Levinski@ncdsb.com> wrote:

Hi Lisa, hope you are well!

Would you be able to confirm our discussion with regard to the willingness of the YMCA of Niagara to continue to provide before and after school childcare to both school communities at Monsignor Clancy Catholic Elementary School should the Board of Trustees approve the recommendation to consolidate please.

We are presenting our Interim Final Staff Report to the Trustees this evening with our community input to date. A further meeting for delegations to the Board will be held on Monday May 29, 2017 at Monsignor Clancy Catholic Elementary School providing an additional opportunity for the community to address the Trustees directly.

We will provide this input, along with all of the other input to Trustees in the Final Staff Report on June 13, 2017 and a final decision will be made at the Board meeting on June 20, 2017.

Thank you for your continued interest Lisa.

Kathy Levinski,
Administrator of Facilities Services
Niagara Catholic District School Board
427 Rice Road,
Welland, ON L3C 7C1
905-735-0240 ext. 273

APPENDIX G

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

MINUTES
Monsignor Clancy Catholic Elementary School and St. Charles Catholic Elementary School
Modified Pupil Accommodation Review

PUBLIC MEETING
April 20, 2017
7:00 p.m.
at
MONSIGNOR CLANCY CATHOLIC ELEMENTARY SCHOOL

Minutes of the Monsignor Clancy Catholic Elementary School and St. Charles Catholic Elementary School Modified Pupil Accommodation Review Public Meeting of April 20, 2017 at 7:00 p.m. at Monsignor Clancy Catholic Elementary School.

The following staff members were in attendance:
Ted Farrell, Superintendent of Education; Kathy Levinski, Administrator of Facilities Services; Scott Whitwell, Controller of Facilities Services; Dan Trainor, Principal of Monsignor Clancy Catholic Elementary School; Susy Walsh, Acting Principal of St. Charles Catholic Elementary School; Deborah Ogilvie, Community Outreach Coordinator; Mary Gallardi, Administrative Assistant, Recording Secretary; Pat Vernal, Trustee.

There were 22 members of the public in attendance. (Appendix A)

A. WELCOME

Principal Trainor welcomed everyone to Monsignor Clancy Catholic Elementary School

B. OPENING PRAYER

Principal Walsh opened with a prayer.

C. BACKGROUND INFORMATION

Superintendent Farrell welcomed and thanked everyone for attending this evening and introduced Board staff and local Trustee in attendance.

Superintendent Farrell explained that the purpose of tonight's meeting is to consult with the community on the recommended option contained in the Initial Staff Report. Community consultation is an important part of the open and transparent decision making process at Niagara Catholic.

The Initial Staff Report, available on the Board website, provides the rationale for the recommended option and supporting documentation. Paper copies of the report are also available at the school.

At this time, no decision has been made about consolidating the schools. Staff consults with the

community, gathers input and provides it to the Trustees who have full responsibility for the final decision.

Superintendent Farrell reviewed the agenda and indicated that there will be an opportunity for each attendee to provide input this evening.

Superintendent Farrell provided background information on the planning prior to the initiation of the Pupil Accommodation Review, including the development of the Long Term Accommodation Plan 2016-2021, that was approved last year by Trustees following extensive consultation. The Plan, which is available on the Board website, considered all school sites and provided potential recommendations to deal with enrolment pressures and the corresponding financial impact.

The Long Term Accommodation Plan recommended that St. Charles Catholic Elementary School and Monsignor Clancy Catholic Elementary School be considered this year for potential consolidation. All recommendations in the Long Term Accommodation Plan, including this one, are to provide the highest quality of Catholic Education possible in the highest quality facilities feasible.

The Initial Staff Report was presented to the Trustees at the February 14th, 2017 Committee of the Whole Meeting and the Modified Pupil Accommodation Review process was approved on February 28th, 2017. Board staff also made a presentation on the process to a combined Catholic School Council Meeting on March 28th, 2017.

Controller Whitwell described the Community Planning and Partnerships consultation process and the Community Planning and Partnerships Public Meeting to solicit potential partnerships on November 30, 2016. Sixty-six organizations were invited and 22 organizations attended. To date the Board has not received any additional new partnership proposals.

Kathy Levinski, Administrator of Facilities Services described some of the enrolment pressures highlighted in the Long Term Accommodation Plan with the Catholic elementary schools in Thorold. Declining enrolment is not only a Niagara Catholic issue, it is a provincial issue. A number of boards have the same problem and in order to address this the Ministry of Education has provided new guidelines to support school boards, including School Board Efficiencies and Modernization, Pupil Accommodation Review and Community Planning and Partnerships. The Board has updated policies accordingly.

Monsignor Clancy Catholic Elementary School and St. Charles Catholic Elementary School have been approved for an accommodation review because the reorganization of the two schools: 1) could enhance program and learning, 2) utilization is low for both schools and 3) one or more of the schools is experiencing higher building maintenance and operation costs than average for the Board.

Kathy Levinski presented several charts and graphs of board and local enrolment/surplus spaces within the Board. She explained that enrolment is the major factor considered when the Ministry of Education provides funding to school boards. Such funding affects the ability of the Board to address operating and capital expenditures, determine staffing and provide appropriate programming. Currently, an average size elementary school can fit into the 13 empty classrooms currently available at the two schools.

Superintendent Farrell noted that there are 49 elementary schools in the Niagara Catholic District School Board; the other 47 have an ELKP to Grade 8 structure which do not require an additional school transition prior to students attending their local Catholic high school.

Board staff consulted with the Principals at Monsignor Clancy Catholic Elementary School and St. Charles Catholic Elementary School, in addition to the Program and Special Education Departments at

the Board, to identify advantages of consolidating the two schools. Benefits of the combined structure were highlighted, such as, programming, social elements and co-curricular events. Combining the schools can also enhance the faith experience of students in preparing to receive the sacraments and attending Mass.

Additionally, the impact on staffing levels would be minimal and there are no boundary changes required and the association with the local parish, Holy Rosary Roman Catholic Church is unaffected. Opportunities for professional dialogue with colleagues from different divisions is enhanced. Transportation would be required by fewer students which would result in just under $10,000 in annual savings. Families who have children in both schools would also benefit.

Financial considerations were highlighted. Board funding is reduced when schools fall below 65% of their capacity. The 2,000 underutilized pupil spaces last year cost the Board approximately $1.83 million. The maintenance costs for the underutilized space at Monsignor Clancy and St. Charles Catholic Elementary Schools is $333,793.00. Financial savings can be reallocated back into classroom resources.

Controller Whitwell described the four accommodation options considered by staff:

1. Renovate and/or add to Monsignor Clancy Catholic Elementary School, close St. Charles Catholic Elementary School and direct the students to attend Monsignor Clancy Catholic Elementary School.
2. Build a new elementary school on the Monsignor Clancy Catholic Elementary School site and close St. Charles Catholic Elementary School and redirect the students to Monsignor Clancy Catholic Elementary School.
3. Renovate and add to St. Charles Catholic Elementary School and close Monsignor Clancy Catholic Elementary School and
4. Keep both schools open, renovate Monsignor Clancy Catholic Elementary School for kindergarten programming, adjust the attendance area boundaries by doing an Attendance Area Review to increase the enrolment at St. Charles Catholic Elementary School and also to demolish any excess space at Monsignor Clancy Catholic Elementary School. Both schools would then have an ELKP - Grade 8 structure.

The recommended option, as indicated in the Initial Staff Report, is to renovate and/or add to Monsignor Clancy Catholic Elementary School and close St. Charles Catholic Elementary School and direct students to attend Monsignor Clancy Catholic Elementary School. Monsignor Clancy Catholic Elementary School would require retrofitting and/or an addition in order to deliver kindergarten programming and make the school appropriate for primary students.

The Monsignor Clancy Catholic Elementary School site is more than adequate to accommodate both school communities and a potential child care centre, if supported by the Region, and funded by the Ministry of Education. A renovation would provide the opportunity to ensure that accessibility requirements and technology upgrades are addressed. There are advantages that the current school has that are not generally funded when new schools are built such as the theatre, double gym, Chapel and cafeteria.

Superintendent Farrell explained tonight’s mandate to collect feedback on the recommended option to consolidate the two schools at Monsignor Clancy Catholic Elementary School and retrofit appropriately. The public input will be provided to the Trustees so they hear from the community. A facilitated interview matrix process will be used which gives everyone a minimum of twenty minutes to provide their input. Examples of out of scope issues not to be discussed tonight include the selection of an

architect, transition plan and how to honour the school history. Such issues will be dealt with later pending any decision by the Trustees.

Superintendent Farrell shared that the child care provider has been contacted and child care will continue to be provided if the schools are consolidated.

Superintendent Farrell asked if there were any questions on the information presented this evening that need to be answered prior to providing input.

Heather Sartor – Parent of children in both schools:

I would like clarification with respect to the timelines for the schools to actually be combined.

Ted Farrell

That timeline is not relevant if a consolidation does not get approved. I can speak to a potential timeline later.

D. FACILITATED SESSION FOR PUBLIC INPUT

Members of the public were directed into groups of four to answer four questions provided to them:

1. What do you like about the recommended option?
2. What do you dislike about the recommended option?
3. What is one change you would make to the recommended option that would have a significant, positive effect on the outcome of the final decision?
4. What actions can be taken to lessen the impact of implementing the recommended option?

The public answered the question they were assigned and then interviewed each other in five-minute timed sessions. Feedback is included in Appendix B.

Following the interviews, members of the public were grouped by the question that they were assigned originally to consolidate their thinking and put common themes on a flipchart. Feedback from this part of the process is included in Appendix C.

Members of the public returned to their original seats and one member from each group presented the information they recorded on the flipchart.

E. REVIEW OF TIMELINES

Superintendent Farrell reviewed the timelines and shared future meeting dates. The process to delegate to the Board was described and it was explained that submissions must be made in advance.

Following approval by the Board, and pending Ministry funding, it can take three to four years to complete the entire consolidation process and have students in the same school.

F. OTHER OPPORTUNITIES FOR INPUT

Superintendent Farrell pointed out the banner on the website to click on in order to provide feedback. The public can submit an online form with comments, email thoroldmpar@ncdsb.com or call Kathy Levinski. All input gathered will be provided to Trustees in staff reports.

G. QUESTIONS

Superintendent Farrell opened the floor for questions. No questions asked.

H. FURTHER ACTION

Special Board Meeting for Public Input through Delegations to be held on May 29th, 2017 at 7:00 p.m. at Monsignor Clancy Catholic Elementary School in the cafeteria.

Superintendent Farrell thanked everyone for their attendance and input this evening.

I. ADJOURNMENT

The meeting was adjourned at 8:45 p.m.

NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

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

PUBLIC MEETING
April 20, 2017 – 7:00 p.m.

PRINT NAME	SCHOOL
Cassandra Taillard	St Charles Elementary
Pat Vernal	Trustee
Penny RIBOLLO	ST. CHARLES ELEMENTARY
Angela Coleman	St. Charles / Monsignor
Jennifer Hamm	Monsignor Clancy.
Candice Stonham	St Charles / Monsignor
Vicky Stonham	" "
Millie Robertson	Monsignor Clancy.
Christine Parlatore	St. Charles / Monsignor Clancy
Mike PERSIA	ST. CHARLES.
Avarey Weber	St. Charles.
Patricia Thompson	St. Charles
Robert Hunt	St. Charles / Monsignor -
Jaime Taylor	St. Charles
Ashley Serravalle	St. Charles

NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

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

PUBLIC MEETING
April 20, 2017 – 7:00 p.m.

PRINT NAME	SCHOOL
Melissa Nievas	St. Charles
Lauren Lynds	St. Charles / Monsignor
Rosanne + Sam Rotundo	Monsignor Clancy.
Tanya Masales	Monsignor Clancy.
Heather Sartor	St Charles / Clancy
Sergio Sartor	St. Charles / Clancy
Sonia Mullins	" "

Appendix B

Question 1

What do you like about the recommended option?

1. What do you like about the recommended option? (Please Print)

Name: Rob Hunt School: ___Monsignor Clancy ___St. Charles ✓ Both

- Right sizes facilities to students
- Employment stays steady.
- Keeps double gym, chapel, theatre (not funded in new schools)
- Schools close - minimal impact.
- Consider reasonable response to current demographics
- Better funding.
- Full utilization of the school.

Name: Candice School: ___Monsignor Clancy ___St. Charles ✓ Both

- Not losing Clancy
- Eliminate tennis court
- funding will be better - "bring back cafeteria"

Name: Vicky School: ___Monsignor Clancy ___St. Charles ✓ Both

- Family in same school.

Name: Mike School: ___Monsignor Clancy ___St. Charles ✓ Both

- family all in one school.
- funding increase.

1. What do you like about the recommended option? (Please Print)

Name: Heather Sartor School: ___Monsignor Clancy ___St. Charles ✓ Both

As a family with children in both schools, it is important to have our children at one school. It is difficult to manage 2 school schedules as well bus times that are different. The recommendation would ensure that our schools align with all other schools in Niagara Catholic.

Name: Sergio Sartor School: ___Monsignor Clancy ___St. Charles ✓ Both

- #1 - Keep families together
- Older children and younger children can interact more - right now they have to schedule taxis
- Bus times is very difficult with two schools, having them together eases this for both children and parents
-

Name: Rosanne Rotundo School: ✓ Monsignor Clancy ___St. Charles ___Both

- Students in Thorold will have the same opportunity as students in the rest of the province of being in a K-8 school - have experiences of JK-8 school life.
- All families are in one building with one bus schedule, one school schedule and communication from one school
-

Name: Sam Rotundo School: ✓ Monsignor Clancy ___St. Charles ___Both

Siblings will be able to go to the same school ~~and be~~

1. What do you like about the recommended option? (Please Print)

Name:_____ School: ✓ Monsignor Clancy ___ St. Charles ___ Both

Both communities will be together.

Name:_____ School: ___ Monsignor Clancy ✓ St. Charles ___ Both

It will be nice for the grade 8 students and the ELKP students to learn from each other.

Name:_____ School: ✓ Monsignor Clancy ___ St. Charles ___ Both

Most schools are ELKP - Grade 8

Name:_____ School: ___ Monsignor Clancy ✓ St. Charles ___ Both

More parent volunteers - all at one school

1. What do you like about the recommended option? (Please Print)

Name: Millie Robertson School: ✓ Monsignor Clancy ___ St. Charles ___ Both

I think it's a great idea - will build community

Name: Cassandra School: ___ Monsignor Clancy ✓ St. Charles ___ Both

- cost effective
- peer interaction

Name: Rodney School: ___ Monsignor Clancy ✓ St. Charles ___ Both

- close walking distance

Name: School: ___ Monsignor Clancy ___ St. Charles ___ Both

1. What do you like about the recommended option? (Please Print)

Name: Angela Coleman School: ___Monsignor Clancy ___St. Charles ✓ Both

- ✓ families under one roof
- ✓ one bus schedule

Name: _____ School: ___Monsignor Clancy ___St. Charles ___Both

- ✓ everyone under one roof
- ✓ bussing is consistent
- ✓ One bell time!

Name: Jennifer Hamm School: ___Monsignor Clancy ___St. Charles ✓ Both

- ✓ families under one roof
- ✓ one bus schedule
- ✓ one start & finish time
- ✓ maintaining the double gym, cafeteria, auditorium, & chapel
- lower costs (maintenance)
- staff being able to communicate regarding students
- children having pupil inclusion.

Name: _____ School: ___Monsignor Clancy ___St. Charles ___Both

1. What do you like about the recommended option? (Please Print)

Name: Lauren Lynds School: ___Monsignor Clancy ___St. Charles ✓ Both

- I believe that the recommended option is the best option.
- I think Monsignor is a good school and there is no need to re-build entirely. St. Charles is not big enough to accomodate everyone.
- It is best to keep students together regardless of the grade - I would like all my children to be in the same school.
- Eliminating the grade 4 transition is in everyones best interest
- Eliminating different schedules, different environments and unfamiliar faces. - Grade 4 distraction to. educati eliminated.

Name: Melissa Nieves School: ___Monsignor Clancy ✓ St. Charles ___Both

I like the fact that both my children will be at the same school, will have the same start time and schedule.

Name: Jaime Taylor. School: ___Monsignor Clancy ✓ St. Charles ___Both

- I like that my kids will be at the same school
- That the older students can help the younger students
- Positive professional development between staff members

Name: Ashley Serravalle School: ___Monsignor Clancy ✓ St. Charles ___Both

- All 3 of my children will attend the same school
- Same start/end time.

Question 2

What do you dislike about the recommended option?

2. What do you dislike about the recommended option? (Please Print)

Name:_____ School: ____Monsignor Clancy ____St. Charles ____Both

None

Name:_____ School: ____Monsignor Clancy ____St. Charles ____Both

None

Name:_____ School: ____Monsignor Clancy ____St. Charles ____Both

None

Name:_____ School: ____Monsignor Clancy ____St. Charles ____Both

None

2. What do you dislike about the recommended option? (Please Print)

Name:_____ School: ___Monsignor Clancy ___St. Charles ___Both

- transportation — walking is too far for younger students
- timeline — too long

Name: Angela Coleman School: ___Monsignor Clancy ___St. Charles ✓ Both

- timeline too long

Name: Jen Hamm School: ___Monsignor Clancy ___St. Charles ___Both

- timeline too long

Name:_____ School: ___Monsignor Clancy ___St. Charles ___Both

2. What do you dislike about the recommended option? (Please Print)

Name: Candice Stonham School: ✓ Monsignor Clancy ✓ St. Charles ✓ Both

- the construction / safty
- the loss of St. Charles
- the bullying is already hard to handle at Clancy so it will be harder with more little kids
- playground, no little one & not loss one at St Charles
- loss of each schools identity - their mascot

Name: Rob School: ___ Monsignor Clancy ___ St. Charles ___ Both

- doesn't tell us what happens to St Charles
- what will come next for Clancy - revolving school.

Name: Mike School: ___ Monsignor Clancy ___ St. Charles ___ Both

- all one with all kids. and bullying jk vs grade 8
- well being of all the kids

Name: Vicky School: ___ Monsignor Clancy ___ St. Charles ___ Both

- lose Job
- loss of St Charles my school (everything put in to st charles to be brought over and memory' lane at Clancy of St Charles so the little ones identy is remembered and brought forward.

2. What do you dislike about the recommended option? (Please Print)

Name: Candice (con't) School: ___Monsignor Clancy ___St. Charles ✓ Both

their face / their school colours
→ Space to grow I know Clancy has lots of space but if becomes limited with construction
→ Four brand new kindergarden rooms just renovate at St Charles
→ Monsignor Clancy H.S Remembered.

Name:_____ School: ___Monsignor Clancy ___St. Charles ___Both

Name:_____ School: ___Monsignor Clancy ___St. Charles ___Both

Name:_____ School: ___Monsignor Clancy ___St. Charles ___Both

2. What do you dislike about the recommended option? (Please Print)

Name: Sergio Sartor School: ___Monsignor Clancy ___St. Charles ✓ Both

- The timeline of 3 or 4 years is too long
- Will housing "bubble positively impact Thorold's population? - Could our children end up in portables?
- Lack of Air Conditioning in older school

Name: Heather Sartor School: ___Monsignor Clancy ___St. Charles ✓ Both

The potential length of time that renovations would take to complete.
An older facility being used
The loss of a principal

Name: Sam Rotundo School: ✓ Monsignor Clancy ___St. Charles ___Both

To Much Discussion, Just Make the decisions & execute it

Name: Rosanne Rotundo School: ✓ Monsignor Clancy ___St. Charles ___Both

- length of time for this process to see completion
- MC an older building will there be upgrades to maintain building - airconditioning?
- Thorold again looses out on a New School → schools are moved around and renamed

2. What do you dislike about the recommended option? (Please Print)

Name: Melissa Nievas School: ___Monsignor Clancy ✓St. Charles ___Both

-only thing that concerns me is if the kids move into an unfinished school and is not completly renovated by the time the merge takes place. I want to ensure my kids are in a safe environment and ready to experance a new school at its fullest potential.

Name: Lauren Lynds School: ___Monsignor Clancy ___St. Charles ✓Both

There is nothing that I dislike about the recomended option. I belive that renovated Clancy to accomodate both schools is the best option.

Name: Ashley Serravalle School: ___Monsignor Clancy ✓St. Charles ___Both

→ That construction will be done during school time.
→ Kids will be moved to an unfinished school.

Name: Jamie Taylor School: ___Monsignor Clancy ✓St. Charles ___Both

I believe this is the best option. I am excited for both my children.

2. What do you dislike about the recommended option? (Please Print)

Name: Cassandra School: ___Monsignor Clancy ___St. Charles ✓ Both

- length for transition
loosing a principal

Name: Millia School: ✓ Monsignor Clancy ___St. Charles ___Both

- no disadvantages

Name: Rodney. School: ___Monsignor Clancy ___St. Charles ✓ Both

no disadvantages

Name: School: ___Monsignor Clancy ___St. Charles ___Both

Question 3

What is the one change you would make to the recommended option that would have a significant, positive effect on the outcome of the final decision?

3. What is the one change you would make to the recommended option that would have a significant, positive effect on the outcome of the final decision? (Please Print)

Name: Ashley Serravalle School: ___Monsignor Clancy __✓St. Charles ___Both

That all 3 of my children will attend the same school.
That construction be done when children are out of school. (summer/or evenings)

Name: Jaime Taylor School: ___Monsignor Clancy __✓St. Charles ___Both

I agree to the recommended option.

Name: Melissa Nieves School: ___Monsignor Clancy __✓St. Charles ___Both

To ensure the renovation is compute on time. and not while the kids are in school.

Name: Lauren Lynds School: ___Monsignor Clancy ___St. Charles ✓ Both

-making sure that the renovation is done during summer.
- and if it continues into the school year to ensure that each classroom has a class to teach in.

3. What is the one change you would make to the recommended option that would have a significant, positive effect on the outcome of the final decision? (Please Print)

Name: Sam Rotundo School: ✓ Monsignor Clancy ___ St. Charles ✓ Both

Ensure there is enough time alotted To ensure all Classrooms are Fully ready $o that. no Portables are needed.

Name: Rosanne Rotundo School: ✓ Monsignor Clancy ___ St. Charles ___ Both

- time factor – that the school is ready for the students for the first day of school – no delays or disruption to students.
- get this job done ASAP so our students in the Thorold Community have the same experiences of a K-8 school as the rest of the province!!

Name: Sergio Sartor School: ___ Monsignor Clancy ___ St. Charles ✓ Both

- Speed it up
-

Name: Heather Sartor School: ___ Monsignor Clancy ___ St. Charles ✓ Both

ensure that completion of renovations is "on time and on budget"

Renovations done in the summer and not during school months

3. What is the one change you would make to the recommended option that would have a significant, positive effect on the outcome of the final decision? (Please Print)

Name: VICKY STONHAM School: ___Monsignor Clancy ___St. Charles ✓Both

THAT THE SAFETY OF ALL CHILDREN + ADULTS ARE MET ABOVE + BEYOND NORMAL CONDITIONS. AND THAT ALL ARE HAPPY WITH MOVING ON. HAVE PARENTS UPDATED FULLY + FREQUANTLY

Name: MIKE School: ___Monsignor Clancy ✓St. Charles ___Both

WOULD NOT LIKE TO SEE CLANCY DEMOLISHED AND TO ADD ON TO CLANCY, BUT WOULD LIKE TO SAVE ST. CHARLES AS A CONSTRUCTIVE BUILING FOR SR. OR OTHER.

Name: ROB School: ___Monsignor Clancy ___St. Charles ✓Both

DON'T HAVE ANY RECOMMANDATIONS AT THIS TIME.

Name: CANDICE School: ___Monsignor Clancy ___St. Charles ✓Both

KEEPING ALL STAFF FROM ST. CHARLES AND MONS. CLANCY AS WELL AS. MR. TRAINOR + MRS. WALSH. THIS WAY ALL STUDENTS WILL ADJUST WELL TO THE TRANSITION.

3. What is the one change you would make to the recommended option that would have a significant, positive effect on the outcome of the final decision? (Please Print)

Name:_____ School: ___Monsignor Clancy ___St. Charles ___Both

• No changes -- We are okay with all of it.

Name:_____ School: ___Monsignor Clancy ___St. Charles ___Both

Name:_____ School: ___Monsignor Clancy ___St. Charles ___Both

Name:_____ School: ___Monsignor Clancy ___St. Charles ___Both

3. What is the one change you would make to the recommended option that would have a significant, positive effect on the outcome of the final decision? (Please Print)

Name: Rodney Ribeiro School: ___Monsignor Clancy ___✓St. Charles ___Both

NOTHING

Name: MILLIE School: ___Monsignor Clancy ___St. Charles ___Both

Name: CASSANDRA School: ✓Monsignor Clancy ___St. Charles ___Both

OPEN TRANSPARENCY
KNOW

Name: _____ School: ___Monsignor Clancy ___St. Charles ___Both

3. What is the one change you would make to the recommended option that would have a significant, positive effect on the outcome of the final decision? (Please Print)

Name: Jennifer Hamm School: ___Monsignor Clancy ___St. Charles ___Both

- shorten timeline

Name: Angela Coleman School: ___Monsignor Clancy ___St. Charles ___Both

- shorten timeline

Name: _____ School: ___Monsignor Clancy ___St. Charles ___Both

- Shorten timeline.

Name: _____ School: ___Monsignor Clancy ___St. Charles ___Both

Question 4

What actions can be taken to lessen the impact of implementing the recommended option?

4. What actions can be taken to lessen the impact of implementing the recommended option? (Please Print)

Name: Rosanne Rotundo School: ✓ Monsignor Clancy ___ St. Charles ___ Both

- make this as smooth and seamless for the students
- get students motivated to amalgamate as one. (ie schod events, assemblies)

Name: SAM Rotundo School: ✓ Monsignor Clancy ___ St. Charles ___ Both

For the Students at St. Charles that will be impacted by the move ensure they are well communicated to, get involved in the Planning for the Move, also come to MSC to see their new School, new Classroom and Orientation Session before the start of new School Year.

Do a buddy System with older grades to ~~ensure~~ help the younger Kids get acustom to the new School

Name: Heather Sartor School: ___ Monsignor Clancy ___ St. Charles ✓ Both

Not having a mid year transition for staff and students.

Try to maintain consistent staff for the transition.

Communication with parents is clear

Name: Sergio Sartor School: ___ Monsignor Clancy ___ St. Charles ✓ Both

- Demolish St. Charles as quickly as possible to not have abandoned buildings in Thorold
- sell the land for profit
- Improve the curb appeal of Monsignor Clancy

Christine, Patricia, Tanya, Audrey

4. What actions can be taken to lessen the impact of implementing the recommended option? (Please Print)

Name:_____ School: ___Monsignor Clancy ___St. Charles ___Both

- Unsure

Name:_____ School: ___Monsignor Clancy ___St. Charles ___Both

- Unsure.

Name:_____ School: ___Monsignor Clancy ___St. Charles ___Both

- Unsure.

Name:_____ School: ___Monsignor Clancy ___St. Charles ___Both

- Unsure

4. What actions can be taken to lessen the impact of implementing the recommended option? (Please Print)

Name: Jaime Taylor School: ___Monsignor Clancy ___✓St. Charles ___Both

- not having students in gym while construction is taking place (multiple classes learning all day)
- transitions/visits for early years students, primary etc.

Name: Ashley Serravalle School: ___Monsignor Clancy ___✓St. Charles ___Both

- visits to Clancy
- Open house or parent tour of proposed renovation plan. (+)

Name: Lauren Lynds School: ✓Monsignor Clancy ___✓St. Charles ___Both

- making sure all classes are within a class during renovation stage.
- making a decision sooner than later. to help improve enrollment, + keep current family in NCDSB.
- speed up this process.

Name: Melissa Nievas School: ___Monsignor Clancy ___✓St. Charles ___Both

- Have kids visit Clancy more often
- Speed up the process and make construction complete before the transition

4. What actions can be taken to lessen the impact of implementing the recommended option? (Please Print)

Name: Jennifer Heimm School: ___Monsignor Clancy ___St. Charles ✓Both

- Construction over summer / after hours.
-

Name: Angela Coleman School: ___Monsignor Clancy ___St. Charles ✓Both

- Do construction over summer / after hours / weekends.

Name:_____ School: ___Monsignor Clancy ___St. Charles ___Both

Name:_____ School: ___Monsignor Clancy ___St. Charles ___Both

4. What actions can be taken to lessen the impact of implementing the recommended option? (Please Print)

Name: Millie School: ✓ Monsignor Clancy ___ St. Charles ___ Both

Name: Cassandra School: ___ Monsignor Clancy ✓ St. Charles ___ Both

- keeping community involved in all steps
- no impact on the children
- staffing can not be effected - no cutting on E.A's., CYW's etc.

Name: Rodney School: ___ Monsignor Clancy ✓ St. Charles ___ Both

- communication
- complete majority of renovations during summer

Name: School: ___ Monsignor Clancy ___ St. Charles ___ Both

4. What actions can be taken to lessen the impact of implementing the recommended option? (Please Print)

Name: Mike Persia School: ___Monsignor Clancy ___St. Charles ✓ Both

- ~~[illegible]~~ - To not Build A new Building on Current site (MC) But Add to it or utilize all the dead space!

Name: Vickey School: ___Monsignor Clancy ___St. Charles ___Both

That the safety of all children/adults are met above + beyond normal conditions and that all are happy with moving on.

Name: Candace School: ___Monsignor Clancy ___St. Charles ___Both

- When the 4th Get to interact with Jk kids at recess, Bullying is an issue
- What are the construction stops going forward,

Name: Rob School: ___Monsignor Clancy ___St. Charles ___Both

- Holding Public Forms
- Better Communicate on Construction
- Funding from Cafeteria

Appendix C

Question 1

What do you like about the recommended option?

① Children all in same school

② Same bus schedule

③ All volunteers @ one school

④ Will match other elementary schools (K-8)

⑤ Opportunity for Grade 8's to help K. and vice versa

⑥ Maintaining double gym, chapel, and theater and cafeteria

⑦ Only one transition (to High school)

⑧ Lower costs = more $ in class rooms

⑨ Better opportunities for staff development

⑩ Same school schedule

Question 2

What do you dislike about the recommended option?

(2) What do you dislike about the recommended option:

- Unfinished School → construction
- Safety & health
- St. Charles Heritage
- Possibility of Bullying
- Lack of playgrounds
- Lack of history
- Cost over runs
- Unknown what happens to St. Charles
- The length of transition
- loss of principal
- Walking would be to far for some students.

Question 3

What is the one change you would make to the recommended option that would have a significant, positive effect on the outcome of the final decision?

3) • Construction be done when the kids are not in school (ie/ after school hours/ summer)

Done in a sooner time frame

Be sure there is enough space so that it can fit future students if enrollment goes up (no portables)

Question 4

What actions can be taken to lessen the impact of implementing the recommended option?

(4)

- construction to be done over summer months
- smooth transitions for students
- no mid-year transition
- maintain consistant staff
- communication to students, parents, community, get students motivated about the move
- open house for parents to tour the renovation plan
- keep students housed in a regular classroom during renovations
- funding from cafeteria

TO: **NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**
COMMITTEE OF THE WHOLE MEETING
JUNE 13, 2017

PUBLIC SESSION

TITLE: **CAPITAL PRIORITIES SUBMISSION 2017**

RECOMMENDATION

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Capital Priorities submission 2017 for renovation and/or addition to Monsignor Clancy Catholic Elementary School to facilitate the consolidation of Monsignor Clancy Catholic Elementary School and St. Charles Catholic Elementary School.

Prepared by:	Ted Farrell, Superintendent of Education/Accommodations Kathy Levinski, Administrator of Facilities Services Scott Whitwell, Controller of Facilities Services
Presented by:	Ted Farrell, Superintendent of Education/Accommodations Kathy Levinski, Administrator of Facilities Services Scott Whitwell, Controller of Facilities Services
Recommended by:	John Crocco, Director of Education/Secretary-Treasurer
Date:	June 13, 2017

NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

REPORT TO THE COMMITTEE OF THE WHOLE
JUNE 13, 2017

CAPITAL PRIORITIES SUBMISSION 2017

BACKGROUND INFORMATION

It is expected that the Ministry of Education will be requesting that school boards provide their 2017 Capital Priorities Program funding submissions with associated business cases shortly.

A recommendation was made at the June 13, 2017 Committee of the Whole meeting that the Committee of the Whole recommend that the Niagara Catholic District School Board approve the consolidation of Monsignor Clancy Catholic Elementary School and St Charles Catholic Elementary School, subject to funding approval by the Ministry of Education for renovation and/or addition to Monsignor Clancy Catholic Elementary School.

This "Capital Priorities 2017" report is written contingent upon the above recommendation being approved at the June 13, 2017 Committee of the Whole and subsequently at the June 20, 2017 Board Meeting.

To meet the Ministry of Education's upcoming Capital Priorities submission deadline, it is recommended that the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Capital Priorities submission 2017 for renovation and/or addition to Monsignor Clancy Catholic Elementary School to facilitate the consolidation of Monsignor Clancy Catholic Elementary School and St. Charles Catholic Elementary School.

This project submission will be our only submission for 2017-2018.

RECOMMENDATION

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Capital Priorities submission 2017 for renovation and/or addition to Monsignor Clancy Catholic Elementary School to facilitate the consolidation of Monsignor Clancy Catholic Elementary School and St. Charles Catholic Elementary School.

Prepared by:	Ted Farrell, Superintendent of Education/Accommodations Kathy Levinski, Administrator of Facilities Services Scott Whitwell, Controller of Facilities Services
Presented by:	Ted Farrell, Superintendent of Education/Accommodations Kathy Levinski, Administrator of Facilities Services Scott Whitwell, Controller of Facilities Services
Recommended by:	John Crocco, Director of Education/Secretary-Treasurer
Date:	June 13, 2017

TO: **NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**
COMMITTEE OF THE WHOLE MEETING
JUNE 13, 2017

PUBLIC SESSION

TITLE: **AWARD OF CUSTODIAL SUPPLIES & SERVICES TENDER**

RECOMMENDATION

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the awarding of the Custodial Supplies & Services Tender to Flexo Products Limited, as presented.

Prepared by:	Mark Ferri, Administrator of Purchasing Services Giancarlo Vetrone, Superintendent of Business & Financial Services Scott Whitwell, Controller of Facilities Services
Presented by:	Mark Ferri, Administrator of Purchasing Services Giancarlo Vetrone, Superintendent of Business & Financial Services Scott Whitwell, Controller of Facilities Services
Recommended by:	John Crocco, Director of Education/Secretary-Treasurer
Date:	June 13, 2017

NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

REPORT TO THE COMMITTEE OF THE WHOLE
JUNE 13, 2017

AWARD OF CUSTODIAL SUPPLIES & SERVICES TENDER

BACKGROUND INFORMATION

The Board approved the Niagara Catholic Strategic Direction and System Priorities and the Board Budget for 2016-2017, which included a provision for the acquisition of custodial supplies and services.

In compliance with the Board's Purchasing/Supply Chain Management Policy, the proposal submitted by Flexo Products Limited, Niagara Falls, ON was determined to be the highest scored proposal received based on pre-established weighted evaluation criteria. This result was determined by the evaluating committee comprised of the Supervisor of Facilities Services and Coordinators of Facilities Services and facilitated by the Administrator of Purchasing Services, Coordinator of Purchasing and the Controller of Facilities Services.

The contract period, as stated in the tender, will be firm for a two (2) year period with the option to extend by mutual consent for three (3) additional one year periods.

Under the provisions of the Purchasing/Supply Chain Management Policy, the Director of Education and the Board of Trustees is required to approve all purchases with a total value greater than $500,000. With the total annual value of the custodial supplies amounting to approximately $453,685.97 per year and custodial preventative maintenance and repair services amounting to approximately $110,000.00 per year, the Board of Trustees is required to formally approve the tender award, as recommended and approved by the Director of Education.

The contract relating to custodial supplies and services will be duly executed and signed by all parties should the Board of Trustees formally approve the award of the tender, as recommended and approved by the Director of Education.

RECOMMENDATION

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the awarding of the Custodial Supplies & Services Tender to Flexo Products Limited, as presented.

Prepared by:	Mark Ferri, Administrator of Purchasing Services Giancarlo Vetrone, Superintendent of Business & Financial Services Scott Whitwell, Controller of Facilities Services
Presented by:	Mark Ferri, Administrator of Purchasing Services Giancarlo Vetrone, Superintendent of Business & Financial Services Scott Whitwell, Controller of Facilities Services
Recommended by:	John Crocco, Director of Education/Secretary-Treasurer
Date:	June 13, 2017

TO: **NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**
COMMITTEE OF THE WHOLE MEETING
JUNE 13, 2017

PUBLIC SESSION

TITLE: **TENDER APPROVAL FOR NOTRE DAME COLLEGE SCHOOL - NEW WEIGHT ROOM, RENOVATED CHANGE ROOMS AND STORAGE AREAS**

RECOMMENDATION

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Award of Construction Tender for Notre Dame College School – new Weight Room, renovated Change Rooms and storage areas to Stolk Construction Ltd. as presented.

Prepared by: Scott Whitwell, Controller of Facilities Services

Presented by: Scott Whitwell, Controller of Facilities Services

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

Date: June 13, 2017

NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

REPORT TO THE COMMITTEE OF THE WHOLE
JUNE 13, 2017

TENDER APPROVAL FOR NOTRE DAME COLLEGE SCHOOL – NEW WEIGHT ROOM, RENOVATED CHANGE ROOMS AND STORAGE AREAS

BACKGROUND INFORMATION

Notre Dame College School currently has Change Rooms, Storage Areas and a Weight Room. The main scope of work for the subject project is (see Appendices 1 and 2):

1. Currently there are two (2) Boys' Change Rooms on the first floor – they have not been updated for many years. This area will be converted and fully renovated to one (1) Girls' Change Room and one (1) Boys' Change Room and new Physical Education Offices. These change rooms will also be made fully accessible.

2. The Weight Room on the second floor will be expanded and renovated. It will be comparable in size and function to other recently upgraded Weight Rooms in some of our secondary schools.

3. A floor will be built above the former stage. It will replace the Girls' Change Room on the second floor that will be removed as a result of the Weight Room expansion.

4. The stage will be removed and converted into a much needed storage area.

This project was tendered with a closing date of June 1, 2017. Raimondo + Associates Architects Inc. was the architectural firm for this project.

In accordance with the Board's Purchasing/Supply Chain Management Policy, the Director of Education is recommending to the Board of Trustees that Stolk Construction Ltd., who was the low bidder, be awarded this project. The bid price is $1,351,963 (HST excluded).

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

It is the recommendation of the Director of Education and the Controller of Facilities Services in consultation with the project architect, that the Niagara Catholic District School Board approve the award of this contract to Stolk Construction Ltd.

RECOMMENDATION

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Award of Construction Tender for Notre Dame College School – new Weight Room, renovated Change Rooms and storage areas to Stolk Construction Ltd. as presented.

Prepared by: Scott Whitwell, Controller of Facilities Services

Presented by: Scott Whitwell, Controller of Facilities Services

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

Date: June 13, 2017

TO: **NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**
COMMITTEE OF THE WHOLE MEETING
JUNE 13, 2017

PUBLIC SESSION

TITLE: **NOTRE DAME COLLEGE SCHOOL CAPITAL PLAN**

RECOMMENDATION

Prepared by:

Presented by:

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

Date: June 13, 2017

TO: **NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**
COMMITTEE OF THE WHOLE
JUNE 13, 2017

PUBLIC SESSION

TOPIC: **TRUSTEE INFORMATION**
SPOTLIGHT ON NIAGARA CATHOLIC – MAY 23, 2017

May 23, 2017

Niagara Catholic 2017-2018 System Priorities Approved by Trustees

During the May 9 Committee of the Whole Meeting, Trustees received a report which provided an overview of the recommended System Priorities for 2017-2018, as well as an overview of the four-month consultation process. The 2017-2018 System Priorities were approved during the May 23 Board Meeting.

Our two Strategic Directions remain the same: Build Strong Catholic Identity and Community and Nurture the Distinctiveness of Catholic Education and Advance Student Achievement for All.

Within these Strategic Directions are seven Enabling Strategies, which have specific goals within. For 2017-2018, these are:

Provide Student Supports for Success

- Increase student engagement and student voice in student achievement, well-being and mental health awareness
- Engage in a review of specific programs, pathways, services and supports provided for all students
- Enhance global competencies and experiential learning for all students

Enhance Technology for Optimal Learning

- Improve access and use of technology for all students and staff

Building Partnerships and Schools as Hubs

- Create opportunities for meaningful dialogue, feedback and input from students, parents, staff, pastors and the community
- Refine brand awareness and communication with stakeholders
- Enhance and develop wrap-around partnerships with community services

Strengthen Human Resource Practices

- Enhance professional development for all staff
- Consolidate Board requirements for the health and safety of staff and students
- Address regulations regarding data management

Create Equity and Accessibility of Resources

- Conduct a review of the criteria used in allocation of resources to deliver approved programs, supports and services within Board and School Improvement Plans

Ensure Responsible Fiscal and Operational Management

- Maintain financial stability through a balanced budget for 2017-2018
- Achieve Ministry of Education compliance for Grants for Student Needs

Address Changing Demographics

- Continue to optimize efficiency in capacity utilization in all Board facilities

The complete report is available in section A 6.1 in the May 23 Board Agenda.

Board Approves Policies

During the May 23 Board Meeting, Trustees approved four policies: *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).*

All Niagara Catholic policies are available to the public on our website.

Shining the Spotlight on St. Anthony Catholic Elementary School

Each month during the Board meeting, one school is selected to make a presentation to Trustees about why their school is the indispensable choice in their community.

On May 23, St. Anthony Catholic Elementary School was in the spotlight, and students and staff were excited to share the good news about their school with Trustees.

The presentation was led by Student Senators Megan Edwards and Bianca Sestilli, who were joined by Principal Lori Spadafora, Vice-Principal Jay Lennox and the Catholic School Council Chair to speak about what St. Anthony Catholic Elementary School means to the west St. Catharines community.

They spoke about the way in which St. Anthony staff work to fulfil the Board's two Strategic Directions - Build a Strong Catholic Identity and Community to Nurture the Distinctiveness of Catholic Education, and Advance Student Achievement for All.

The school has a partnership with its local parish, St. Mary of the Assumption, which includes celebrating Mass together, preparing for Sacraments and participating in Youth Ministry at the school and parish level. The students and staff have an especially strong bond with their pastor, Father Matthew.

A large part of the presentation was a video that showcased life at St. Anthony, including interviews with students and staff, touching on topics such as the student council, what motivated staff to become teachers, academics, how teachers motivate students to be their best versions of themselves, sports, clubs and the way they celebrate the very special gifts and talents of students.

The presentation ended with a very special performance of *A Whole New World* by the school choir, adapted to reflect the school community by the school's Music Director, Mrs. Candeloro.

The 2017-2018 School Calendar is Now Official

The 2017-2018 School Year Calendar is now official! Director of Education John Crocco was notified by the Ministry of Education earlier this month that the calendar approved by the Board has been approved by the Ministry of Education.

New Member Appointed to SEAC

Pina Palumbo, a member of Down Syndrome Caring Parents Niagara, has been approved as an alternate representative to Niagara Catholic's Special Education Advisory Committee.

Trustees approved the request from the organization during the May 23 Board Meeting.

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. For example, did you know one of our Principals received a Principal of the Year

Award? Or that, once again, Niagara Catholic is one of the top-performing school boards in all of Ontario? And did you see our coverage of our five outstanding Distinguished Alumni? Or that we have two students bound for the Ivy League (Harvard and Princeton) and other going to the University of Hawaii? 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
JUNE 13, 2017

PUBLIC SESSION

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

JUNE 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4 Family Mass and Picnic at CEC 10 a.m.	5	6	7 SEAC Meeting	8	9	10
11	12	13 SAL Meeting CW Meeting	14	15	16	17
18	19	20 Board Meeting	21	22 Secondary Exams through June 28	23 Retirement Celebration 6 p.m.	24
25	26	27 Saint Michael Continuing Education	28 Blessed Trinity Saint Paul Notre Dame Saint Francis	29 Last Day of School! Denis Morris Holy Cross Lakeshore Catholic	30	

TO: **NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**
COMMITTEE OF THE WHOLE
JUNE 13, 2017

PUBLIC SESSION

TOPIC: **TRUSTEE INFORMATION**
OCSTA INFORMATION – MAY 26, 2017, JUNE 2 & 9, 2017

ENTERPRISE

ONTARIO LEGISLATIVE HIGHLIGHTS

enterprisecanada.com/ontario-legislative-highlights-may-26/

May 26, 2017

WEEKLY ROUNDUP

EVERYTHING IN ITS WORKPLACE – Premier **Kathleen Wynne** asserted this week that her government will be "moving forward very quickly" on major labour reforms. But this may be an issue she wants to let percolate for awhile – say, into next year's election campaign. In this age of precarious employment, laws offering more stability and protection would surely have great appeal to young workers, part-timers and contractors – large demographics who could be a significant voting bloc. Politically, it potentially creates a nifty wedge for the Liberals, usurping territory that would naturally belong to the NDP and forcing the PCs into sounding more right-wing than perhaps they'd like. Already some of those dynamics are apparent, with PC Labour Critic **John Yakabuski** decrying a lack of cost-benefit analysis in the government-sponsored *Changing Workplaces Review* released on Tuesday. "We can't be changing the labour laws in this province without knowing the impact on jobs and job creators," Yakabuski said, echoing the concerns of business groups. "The best protections for workers are pointless if the workers don't have a job to wake up to in the morning." As for which of the 173 recommendations the Liberals will champion, Wynne was cagey, telling a business audience, "we won't be implementing every single one." Interestingly, while Wynne was making that statement, organized labour protestors were outside, picketing against the sale of Hydro One and other privatization of government assets.

SAULT LOOKOUT – Wynne made the above pronouncement at a meeting in Sudbury, as part of a week-long swing through Northeastern Ontario, which coincidentally (not) is the location of next week's by-election in Sault Ste. Marie. Not surprisingly, PC Leader **Patrick Brown** and NDP Leader **Andrea Horwath** each made their presence felt in The Soo this week – the House wasn't sitting, giving everybody plenty of time to travel north – canvassing with their respective candidates. Heading into the home stretch, most observers see the outcome as a coin-flip and, notwithstanding the multiple appearances by the party leaders, very much a local battle, with the sheer distance inhibiting the usual influx of Queen's Park staffers swelling on-the-ground troops.

TRAIN OF THOUGHT – Before she headed northeast, Wynne had her mind on the opposite end of the province, making an announcement – or re-re-re-announcement, as the case may be – of plans for high-speed rail service between Toronto and Windsor. Specifically, Wynne was in London to commit to a $15-million environmental assessment, based on recommendations from the special advisor on the subject, former federal cabinet minister **David Collenette**. Wynne acknowledged that the idea isn't exactly new, positing, "This has been talked about for decades. … We've got to do it this time, folks." Notably, Wynne expressed similar support for the high-speed train corridor during the 2014 election, but it wasn't enough to save former cabinet minister **Teresa Piruzza**'s Windsor seat. Shortly after that, the Liberals openly cited Southwestern Ontario as a key target for improvement in 2018.

GO YOUR OWN WAY – As noted above, protestors – led by OPSEU, the giant public sector union – have set up shop in front of many government events and facilities, as part of their 'We Own It' anti-privatization campaign. At a demonstration in Penetanguishene they had a surprise guest – none other than Patrick Brown. "Some people would be saying, 'What is the leader of the Progressive Conservatives doing at an OPSEU rally?' " Brown mused, reading many of the minds in the crowd outside the Central North Correctional Centre. "But there's no monopoly on a good idea. We need to learn from history, learn from past mistakes. I don't care if it's a Liberal idea, an NDP idea or a Progressive Conservative idea." Brown stopped short of signing a 'public-service pledge' for the We Own It campaign, but offered to discuss matters further with OPSEU leadership.

CRITICAL DECISIONS – With NDP MPP **Jagmeet Singh** now off and running for the federal party leadership, Horwath has opted to not appoint anyone to replace him as her Deputy Leader. She has, however, filled his vacated critic portfolios. **Gilles Bisson** adds Attorney General Critic to his duties, **Wayne Gates** steps in as Critic for Government and Consumer Affairs and **Teresa Armstrong** takes on the Anti-Racism portfolio.

RUMOURS & RUMBLINGS

NEPEAN NO GAIN

Details are emerging about the messy nomination battles that prompted Brown to enlist private sector auditors PriceWaterhouseCoopers to monitor all future candidate selection meetings leading up to the 2018 election. Brown understandably wants to distance himself from this local nastiness, but one of the fights – which isn't over yet – reaches directly into his own office. The PC nomination in Ottawa West-Nepean will go to the party's executive for adjudication on June 3, to determine whether to let the nomination of **Karma Macgregor** stand, or agree to the riding association's request that the results be nullified and a new meeting held. The May 6 nomination meeting saw Macgregor beat **Jeremy Roberts** by 15 votes – an outcome he has appealed. Seventeen ballots were disqualified by officials in what they suspected was an attempt at ballot stuffing. But when the final vote was tallied, it appears there were 28 more ballots in the boxes than there were people registered to vote on the day. Several observers reported suspicious behaviour, such as the groups of voters arriving in the last hour of the meeting and being 'walked over' directly to the appeals table (bypassing the regular registration tables), apparently in expectation that they would be challenged. One senior PC official was overheard saying he had "never attended a more corrupt meeting."

Adding another layer of intrigue, discontent amongst many Ottawa Tories is compounded by the fact that Karma Macgregor is the mother of **Tamara Macgregor**, Brown's Deputy Chief of Staff. And the credentials table at the nomination meeting was run by two Brown staffers, both of whom are junior to Tamara Macgregor in the Opposition Leader's office.

In the wake of all of this, *Ottawa Citizen* columnist **Randall Denley** (a past PC candidate in the riding) wrote that Brown needs to show he takes ethics seriously by fixing the mess in Ottawa West-Nepean. Hence the PwC contract.

FOR THE RECORD

> *"We're talking about a 30-year window here. It took at least 30 years, probably 40 years, to let the electricity system degrade to the stage that it had in 2003 … There's a cost associated with work that had to be done – and all of those costs were on the shoulders of people today."*

- Premier **Kathleen Wynne**, on the defensive about deferring hydro costs to the future in order to ease consumer bills now. This came after the Financial Accountability Officer calculated that saving consumers $24

billion in the short-term will ultimately cost $45 billion, ballooning to $93 billion if the government has to borrow to pay for the plan – numbers sure to be repeated ad infinitum by the Opposition parties.

> *"When you're looking for a watchdog, you don't shop in the poodle aisle."*

- *Toronto Star* columnist **Chantal Hebert**, apparently not impressed by former Liberal MPP and cabinet minister **Madeleine Meilleur**'s appointment as Canada's Official Languages Commissioner.

> *"I'll tell you, Tory and Wynne are making it very difficult for me. Both the city and province are a financial disaster… My heart is with the city. I'd love to go back in there. I understand the city inside and out. That's obviously a tougher challenge, to go around the city and put the campaign together versus running in Etobicoke North as an MPP."*

- former Toronto councillor and mayoralty candidate **Doug Ford**, still contemplating where to lead "Ford Nation" next year.

IN THE HOUSE

For the current status of government legislation, click Government Bills.

- MPPs did not sit this week. They will return for four days next week, then wrap up for the summer recess on Thursday. As noted in the bill table above, there are currently four government bills awaiting Third Reading, plus the *Fair Hydro Act* which is currently at committee but is likely to pass before the House rises. Assuming all five pass, that would leave almost a clear legislative slate going into the fall session – which will very much be a preamble for the 2018 election campaign.

ENTERPRISE

ONTARIO LEGISLATIVE HIGHLIGHTS

enterprisecanada.com/ontario-legislative-highlights-june-2/

June 2, 2017

WEEKLY ROUNDUP

WHO'S SOO – "There is no riding in the province that **Kathleen Wynne** can take for granted." So spoke a jubilant PC Leader **Patrick Brown** as he celebrated his party's stunning by-election win last night in Sault Ste. Marie. Brown could have added that any riding is now potentially Tory, as conventional wisdom going into the by-election was that if the Liberals were going to lose in The Soo it would be to the NDP (who finished second). Yesterday's victory means Brown has won five straight by-elections, including seats in the city of Toronto and now the North – regions that have been pretty barren for the Tories for a long time. **Ross Romano** becomes the first Ontario PC to win Sault Ste. Marie since 1981 – Brown was a toddler at the time – keeping their caucus at 29 (having lost **Jack MacLaren** earlier in the week – see below). Wynne still has a majority government with a caucus of 57, but now the margin is just seven seats, while **Andrea Horwath**'s New Democrats stay at 20 MPPs.

Updated wall charts listing MPP responsibilities and key government contacts are now available. Click here to download:

- **MPP Chart**
- **Government Contact Chart**

SPRING INTO SUMMER – Romano won't actually get to sit in his Legislature seat until the fall, with the Assembly having risen for its summer recess yesterday. Before packing up, seven government bills were passed, leaving just three on the Order Paper (all of which were just introduced this week). This virtual blank slate will no doubt give rise to speculation about prorogation, with Wynne and company starting anew with a Speech from the Throne to launch the campaign leading up to next June's provincial election. Whether or not the current session continues, to get the ball rolling the Liberals have already teed up a handful of key thrusts for the fall:

- In response to the recent *Changing Workplaces Review*, Labour Minister **Kevin Flynn** introduced legislation (see In The House) to act on some of the report's 173 recommendations to improve working conditions. At the top of the list is increasing the province's minimum wage to $15 an hour by 2019. This has 'wedge' written all over it, with the Liberals knowing full well the Tories can't support it. Brown didn't want to cede the issue entirely, so his stance was that the increase is coming "too fast." Horwath, whose party has long advocated for a $15 minimum wage, could only challenge the Liberals' motivation, scoffing that they are taking the step for cynical re-election reasons.
- At the other end of the political spectrum – and aiming to mitigate the inevitable outcry from business over the

proposed labour reforms – Economic Development Minister **Brad Duguid** and **Jeff Leal**, the Minister responsible for Small Business, promised legislation in the fall to cut red tape. Among the proposals are a requirement for all ministries to offset every dollar of new administrative costs to business by removing $1.25 of "old and unnecessary costs," and "rewarding good actors" (actual wording in the Liberal news release) by lowering admin requirements, such as inspections, for businesses that have a good compliance record.

- Attorney General **Yasir Naqvi** served notice that the government will be putting abortion – a hugely sensitive and volatile issue pitting social conservatives against progressives – in the spotlight. Not abortion per se, but abortion clinics, in the form of legislation creating "safe access zones" around the facilities to protect the safety of visitors and health-care workers. "Over the last month or so, I've seen some serious instances of intimidation, harassment and even assault toward women who are trying to access abortion services and other reproductive health services at a clinic in Ottawa. That is unacceptable," Naqvi told reporters. "In our province, we need to make sure that we have protections in place for women to be able to choose, in a safe manner, health-care services – not only the women who need those very important services, but also the staff who work at these clinics."

JUMPING JACK – In a classic "You can't fire me, I quit" altercation, now-former PC MPP Jack MacLaren and his ex-party's leadership have very different accounts of how he came to sit as an independent. On Sunday, Brown released a scathing statement announcing he had turfed MacLaren from the caucus, ostensibly because a five-year-old video had surfaced of the Carleton-Mississippi Mills MPP disparaging French-language laws and hinting a PC government would water them down. The most damaging comment in the video is MacLaren declaring, "We have lots of things that we're going to do that we won't say to people before the election, because we won't get elected" – a serious red flag for Brown, in that it lends credence to 'hidden agenda' accusations rivals like to point at the Tories. Citing this as a "pattern of behaviour" and the "last straw," Brown unleashed his harshest statement to date: "Each time Jack MacLaren is caught making disparaging or insensitive remarks about others he asks for forgiveness and a second chance. And a third chance. And a fourth. And each and every time, he has disappointed those who have put their trust in him." MacLaren had a somewhat different narrative, insisting that a) the party knew about the 2012 video years ago and did not react; and b) he was about to announce that he was leaving the PCs to join the upstart Trillium Party, suggesting Brown expelled him beforehand to save face. MacLaren backed up his timeline by distributing a glossy Trillium Party brochure with his name on it, which had to have been in production before Brown's statement. Because the right-wing Trillium Party does not officially exist in the Legislature, MacLaren is technically an independent MPP. (His desk in the House was symbolically moved away from the PC benches on Monday.) But that's not good enough for the Tories, who are demanding that he resign from the seat altogether. "He wasn't elected as a Trillium Party MPP," fumed neighbouring MPP **Lisa MacLeod**. "He was elected in a seat we [the PCs] have held for 40 years."

THAT'S JUST DUCKY – With Queen's Park now firmly in pre-election mentality – aggressive partisanship, but with little substance to back it up – no issue is safe from hyperbole. Including, evidently, giant inflatable ducks. PC MPP **Rick Nicholls** set off a farcical exchange by haranguing the government over a $120,000 grant toward a six-storey tall, 13,000 kilogram yellow duck as part of Canada 150 celebrations at the Redpath Waterfront Festival. Supporters (including Horwath, who declared herself "pro-duck") defended the expense as good for tourism, while critics decried it as a frivolous waste of taxpayers' money. Alas, the debate degenerated into an excruciating pun-fest in the Legislature, with Tourism, Culture and Sport Minister **Eleanor McMahon** deadpanning, "We're not ducking any of these questions." To which Nicholls retorted, "That answer is really quacking me up … It is an absolute cluster duck." He had to withdraw that last line as unparliamentary.

IN THE HOUSE

For the status of government legislation at the summer recess, click Government Bills.

- Municipal Affairs Minister **Bill Mauro** introduced Bill 139, the *Building Better Communities and Conserving Watersheds Act*, to create the Local Planning Appeal Tribunal to replace the Ontario Municipal Board and

modernize legislation around conservation authorities.

- Attorney General **Yasir Naqvi** introduced Bill 142, the *Construction Lien Amendment Act*, to improve construction payment rules, including modernizing the lien and holdback process and streamlining dispute resolution.
- Labour Minister **Kevin Flynn** introduced Bill 148, the *Fair Workplaces, Better Jobs Act*, to revamp Ontario labour laws, including raising the minimum wage to $15 an hour; ensuring that part-time workers are paid the same hourly wages as full-timers; making three weeks of paid vacation the standard instead of two; and mandating paid sick days for all workers.
- Seven government bills passed Third Reading this week: Bill 65, allowing photo radar in school zones; Bill 68, updating municipal legislation; Bill 87, strengthening protection for patients against sexual abuse; Bill 89, modernizing children and youth services; Bill 114, enshrining the Anti-Racism Directorate into law; Bill 132, lowering hydro rates; and Bill 134, imposing a 15% speculation tax on foreign home buyers and enacting a transit tax credit for seniors.
- In a couple of the votes the count was 92-1, with now-independent MPP **Jack MacLaren** the lone dissenter.
- MPPs marked the 40th anniversary of Liberal **Jim Bradley**'s election to Queen's Park. Speaker **Dave Levac** noted, "The one thing I will relay to you is that **Harry Nixon** from Brant is the record holder, with 42 years. That's all I'm saying." Bradley has not yet confirmed whether he will seek re-election – for the 12th time – next year.

FOR THE RECORD

> *"It's our party's best year ever … In my entire career, I've never seen anything like this."*

- PC Ontario Fund Chairman **Tony Miele**, delighted that the party raised a record $16.1 million in 2016, far more than the Liberals' $6.5 million and the NDP's $4.1 million.

> *"Not a team player. Bye bye."*

- Tweet from PC MPP **Lisa MacLeod**, who butted heads with neighbouring MPP **Jack MacLaren** over nomination battles, evidently not sorry to see him leave the caucus.

> *"A lot of the rhetoric around these provisions are very compelling for Americans, but they don't necessarily make sense from a trade perspective."*

- Former Liberal MPP **Monique Smith**, now Ontario's representative in Washington, D.C., working to persuade Texas from enacting a 'Buy American' policy that would require iron and steel to be bought only from U.S.-based suppliers.

> *"We're excited that a man of his conviction is leading the party, and we don't expect him to pull*

> *a Patrick Brown on us … [Brown] betrayed us of course, and went against us and announced that we're not even welcome in the party when we're the ones who put him in the party."*

- **Charles McVety**, head of Canada Christian College and the Institute for Canadian Values, claiming social conservatives were behind **Andrew Scheer** winning the federal Conservative leadership – dynamics he says mirror what happened in Ontario.

> *"There is no solution to the conundrum the Liberals have put us in. It's as simple as that. We are basically screwed. No way out. Which is why the Liberals deserve the boot in the next election."*

- Former Ontario Ombudsman (and PC candidate) **André Marin**, using his Postmedia column to suggest how the other parties should answer the vexing question about what they would do on the energy file.

ENTERPRISE

ONTARIO LEGISLATIVE HIGHLIGHTS

enterprisecanada.com/ontario-legislative-highlights-june-9/

June 9, 2017

WEEKLY ROUNDUP

BY GOSH – As campaigns go, the recently-completed Sault Ste. Marie by-election didn't generate much interest beyond the locals. But the surprising result – convincing PC win, disappointing second place for the NDP, Liberals a distant third – is creating waves of intrigue across Ontario, with many political observers re-thinking assumptions they had about the provincial landscape. Consider:

- Those unconvinced of PC Leader **Patrick Brown**'s legitimacy will surely be taking him more seriously now. Winning a seat in Northern Ontario – one the Tories hadn't held in more than 30 years – to go with the riding they picked up in Toronto (also a PC wasteland for decades) last fall, removes any doubt about Brown's campaigning prowess. He has emphatically shown his mastery of the 'ground war' – he personally made more than 30 trips to the North since becoming party leader, at least 10 to Sault Ste. Marie alone, which obviously paid off – and has a reputation as a dynamo, building support through an endless string of small meetings. The one remaining question is how he will fare in the 'air war' of province-wide messaging central to a general election – or whether that will even matter as he continues his grassroots, one-voter-at-a-time approach.
- On the downside for Brown, this by-election momentum – reinforcing a narrative that he's on an unstoppable march to the Premier's Office – can be expected to trigger some intensification of the scrutiny around him. Already the commentariat is amping up the psychoanalysis. This includes the likes of former PC MPP **Peter Shurman**, who suggested that even within the party Brown is rather enigmatic – having been a SoCon darling while serving as an MP in Ottawa and now embracing leftish positions like a carbon tax. "I think that he is legitimately a Conservative thinker, but I think that he has had problems defining what that means on a provincial level," Shurman told Postmedia. "You've got people saying, 'I'm a social conservative and I don't see one in him' and you've got people who are more moderate saying, 'He supports a carbon what?' "
- The magnitude of the drubbing the Liberals took in the by-election has even their staunchest supporters feeling uneasy. Many are wondering if the LIBs have reached the same point of no return that befell **Bob Rae**'s NDP government in the mid-1990s, when it was a foregone conclusion they were going to be ousted in the next election. (Queen's Parkers of a certain vintage well remember the legendary *Toronto Life* magazine cover featuring an extreme close-up of Rae's face, with a one-word headline: "Toast.") Most Liberals are still clinging to the hope that Premier **Kathleen Wynne**– known as a formidable campaigner herself – can get her mojo back, and it's a timeworn sports axiom to never bet against the reigning champ. But if a sense of despair takes root, it will exacerbate troubles the Liberals are already having recruiting candidates, volunteers

and donors.

- Even as the Liberals are reeling, the by-election outcome was perhaps a bigger blow to the New Democrats – who held Sault Ste. Marie for 18 years before the Liberals and were confident they'd take it back. As a local analyst, **Trevor Tchir**, assistant professor of political science at Algoma University in Sault Ste Marie, put it, "If this was a litmus test for the general election, the NDP has to be concerned." NDP Leader **Andrea Horwath** put up a brave face, offering, "The much bigger fight lies ahead."
- If you're scoring at home, there have now been seven by-elections since the last general election in 2014. The PCs have won five – including the by-election that gave Brown a provincial seat in Simcoe North, as well as Whitby-Oshawa, Scarborough-Rouge River, Niagara West-Glanbrook and now Sault Ste. Marie – while the Liberals have taken the other two, in Sudbury and Ottawa-Vanier. The last by-election won by the NDP was **Wayne Gates** in Niagara Falls four months prior to the 2014 provincial election. Results since then have been a troubling trend for the NDP, who traditionally did well in by-elections, where they could marshal their limited resources in one place. In fact, nearly a third of the current NDP caucus was first elected in by-elections, including Horwath.

ROMANO HOLIDAY – Ontario's newest MPP, **Ross Romano**, will have to wait until September to be formally escorted to his seat in the Legislature, but in the meantime he will be sworn in and take his place at PC caucus meetings. Brown, in a conference call with Northern Ontario media following Romano's by-election win, welcomed his long-time pal – they went to law school together at the University of Windsor – as bringing "a lot of depth and a work effort that is contagious" to the table. Romano's election will likely necessitate a shuffle of PC critic duties, with Brown confirming, "I will have an assignment for Ross and I'm sure we will sit down shortly and discuss that." Northern Development might seem to be an obvious place for Romano. **Norm Miller** current holds that critic portfolio for the PCs. While Miller's Parry Sound-Muskoka riding is the northernmost in the caucus, most Northerners consider it to be Central Ontario, at best.

SOMETHING TO APPROVE – Cruising along as he is, Brown has served notice he doesn't want to be sidetracked by nomination disputes, at least three of which were causing significant strife. The PC Leader is exercising his prerogative to name candidates by summarily approving the 64 nominated so far. This in effect quashes any appeals, carving the names into the ballot and leaving no further avenue for those feeling they were cheated by alleged ballot stuffing and other questionable practices. This move may kill the appeals, but it hasn't quelled the anger. **Jeremy Roberts**, who narrowly lost to **Karma Macgregor** in Ottawa West-Nepean, posted on his website, "If a party appears willing to undermine a democratic process to get the result it wants, and will not reverse that decision in the face of overwhelming evidence that the process was wrong and did not represent the will of the people in that riding, it raises legitimate questions about its worthiness to form government and the actions it will take once it does." Brown is evidently betting that such fury will be short-lived and is a better option than the drawn-out embarrassment of challenges and re-votes. Notably, Roberts also posted that, despite his situation, his supporters should vote for Brown anyway.

RUMOURS & RUMBLINGS

SWEET ON CAROLINE

Brown's ongoing success, both in by-elections and in public opinion polls, is fuelling plenty of speculation about 'star' candidates wanting to jump on the PC bandwagon. Among those being rumoured is **Caroline Mulroney Lapham**, daughter of former Prime Minister **Brian Mulroney** and a successful lawyer and businesswoman. Brown is reportedly quite close to the Mulroney family, and Caroline would certainly provide a boost as the Tories look to break through the 416 Liberal fortress in Toronto. But some insiders say the talk – which has gone beyond gossip to being broadcast by the CBC and other mainstream media – is little more than that. Word is she is not really in the running, but Brown's team is in no hurry to quell such positive speculation, especially as a useful distraction while they work through the nomination mess.

TIMING IS EVERYTHING

Speaking of rumours being treated as legitimate news, former Ombudsman **André Marin** wrote in his Postmedia column that "there's much speculation in the air that Wynne will call a snap election this summer or fall and not wait until June 2018." **Steve Paikin**, host of TVO's *The Agenda*, also gave the snap election gossip credence, writing in an online column, "Strategically, there are some awfully good reasons for the Liberals to jump the gun and go now, rather than wait for next June," pointing to the Tories' lack of substantive policy and a slight rebound in Liberal polling fortunes. However, this idea — that Wynne would forgo the fixed election date and suddenly dissolve the government — seems highly unlikely. For starters, parties languishing in the polls generally don't relish facing voters if they don't have to. Also, the Liberal history of early election calls still haunts some old-timers, who can't forget the 1990 debacle when then-Premier **David Peterson** triggered a snap election barely three years into his mandate and promptly lost government. As it is, the fall election rumours seem to be coming primarily from Tories – Marin was a by-election candidate for the PCs last year and makes no secret of his hate-on for the Liberals – putting it in the mischief category. For her part, Wynne has categorically stated that the next provincial election will take place as scheduled on June 7, 2018, the one-year countdown having started this week.

FOR THE RECORD

> *"It's really appalling to me the President of the United States would abdicate his responsibility in the face of the greatest threat confronting humanity."*

- Premier **Kathleen Wynne**, one of many government leaders slamming U.S. President **Donald Trump**'s decision to pull out of the Paris climate-change accord. Wynne was in Washington this week, along with other Canadian Premiers, primarily to talk about NAFTA – another Trump-generated issue of concern, as he has vowed to scuttle the free trade agreement.

> *"He thinks he can walk in and do this kind of stuff. You can't go after Jean Chrétien, you can't do stuff like negative billing – a lot of seniors were getting channels that they didn't want to get – then take the higher ground and … point the finger and say you guys aren't doing anything, aren't doing enough. His approach is disappointing and juvenile."*

- Liberal MPP **Lorenzo Berardinetti** (Scarborough Southwest), slamming Toronto Mayor **John Tory**'s letter-writing campaign to pressure MPPs on more provincial funding for public housing. In the interview with Metroland Media, Berardinetti went for the jugular, rehashing long-ago Tory blunders like attack ads when he was running the federal Conservative campaign in 1993 and negative option billing when he was head of Rogers.

> *"The night I was on The Agenda the prospects looked very dim indeed. I think there's more light at the end of the tunnel … There's a sense that the Premier herself and the government is really getting its act together and that bodes well in the last year of a mandate … Is she occupying all of the space of Andrea Horwath's [NDP] party? I think she's occupying a lot of it and I'm not sure that's a bad political strategy."*

- Former Liberal cabinet minister and party powerhouse **Greg Sorbara**, who infamously said in a TVO interview that Premier Wynne should step down, now much more bullish on her re-election chances – approving of the Liberal focus on social issues traditionally seen as NDP territory.

> *"The Green party is more on the map because of what happened in B.C. What B.C. has shown us is that you can vote for what you want."*

- Ontario Green Party Leader **Mike Schreiner**, optimistic that Green success in British Columbia – winning three seats and signing an agreement with the NDP to form a minority government – will translate to Ontario because the party won't be seen "as alien a force."

> *"As you know, my nomination has become the object of controversy, which I regret very much. I have concluded that my ability to fulfil these duties for all Canadians would have been greatly compromised."*

- Former Ontario cabinet minister **Madeleine Meilleur**, in a letter to federal Heritage Minister **Mélanie Joly,** declining the post of Commissioner of Official Languages amid a storm of controversy that the non-partisan appointment was made on partisan grounds.

TO: **NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**
COMMITTEE OF THE WHOLE
JUNE 13, 2017

PUBLIC SESSION

TOPIC: **TRUSTEE INFORMATION**
NIAGARA CATHOLIC DISTRICT SCHOOL BOARD SUMMER CAMP 2017

NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

NIAGARA CATHOLIC CAMPS 2017

Camp Location	Weeks	# of Participants
Fort Erie- Our Lady of Victory Catholic Elementary School	Week 3- July 24- July 28	18
	Week 4- July 31- Aug 4	17
	Week 5- Aug 8- Aug 11	17
Grimsby- Blessed Trinity Catholic Secondary School	Week 1- July 10-July 14	7
	Week 2- July 17- July 21	10
	Week 3- July 24- July 28	26
	Week 4- July 31- Aug 4	22
	Week 5- Aug 8- Aug 11	18
Niagara Falls- Saint Michael Catholic High School	Week 1- July 10-July 14	6
	Week 2- July 17- July 21	5
	Week 3- July 24- July 28	24
	Week 4- July 31- Aug 4	21
	Week 5- Aug 8- Aug 11	19
Port Colborne- Lakeshore Catholic High School	Week 3- July 24- July 28	24
	Week 4- July 31- Aug 4	21
	Week 5- Aug 8- Aug 11	22
St. Catharines- Holy Cross Catholic Secondary School	Week 3- July 24- July 28	25
	Week 4- July 31- Aug 4	25
	Week 5- Aug 8- Aug 11	24
Welland- Notre Dame Catholic Elementary School	Week 2- July 17- July 21	8
	Week 3- July 24- July 28	26
	Week 4- July 31- Aug 4	25
	Week 5- Aug 8- Aug 11	26
Indigenous Camp/Niagara Regional Native Centre – Saint Kateri Tekakwitha Centre	Week 1- July 10-July 14	25
	Week 2- July 17- July 21	25
Gr. 8 to 9 Math Camp (Saint Francis Catholic Secondary School FOS)	Aug 21-Aug 25	15

TO: **NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**
COMMITTEE OF THE WHOLE
JUNE 13, 2017

PUBLIC SESSION

TOPIC: **TRUSTEE INFORMATION**
BILL 68 MODERNIZING ONTARIO'S MUNICIPAL LEGISLATION ACT

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Patrick Daly, *President*
Beverley Eckensweiler, *Vice President*
Nick Milanetti, *Executive Director*

June 8, 2017

TO: Chairpersons and Directors of Education
- All Catholic District School Boards

FROM: Patrick Daly, President

SUBJECT: **Bill 68 Modernizing Ontario's Municipal Legislation Act**

On May 30, 2017 the government of Ontario passed Bill 68 – Modernizing Ontario's Municipal Legislation Act, 2016 received Royal Assent is now law. This amends several acts including the Municipal Act, the City of Toronto Act, the Education Act and the Municipal Conflict of Interest Act that impacts school boards.

Key amendments that impact school boards include:

- Require Trustees to declare any financial interest at any meeting that may conflict with his or her duties and file a written statement of the members financial interest at that meeting or as soon as possible after the meeting.
- Require boards to establish a "registry" of statements and declarations of interests of Trustees that would be available for public inspection.
- Prohibit a Trustee from using his or her office to influence a decision or recommendation being considered by board staff, if the member has financial interest in the outcome of the decision or recommendation.
- An elector, an Integrity Commissioner of a municipality or a "person demonstrably acting in the public interest" is entitled to have a judge determine whether a Trustee has acted contrary to the Municipal Conflict of Interest Act.
- Judges have new discretion to consider reasonable measures taken by Trustees to prevent contravention of the Municipal Conflict of Interest Act, including consultation with an Integrity Commissioner, when determining the type of penalty to be imposed in the event of contravention.
- Corresponding to the above discretion to take mitigating factors into account, judges may now impose penalties short of outright removal for Trustees found to have contravened the Municipal Conflict of Interest Act. Such lesser penalties would include reprimand and a suspension lasting up to 90 days.
- The term of office is now from November 15 in the year of a regular election (this will be implemented in 2022).

- Section 170 of the Education Act is amended to require every school board to adopt and maintain policies with respect to pregnancy leaves and parental leaves of members of the board. Section 228 of the Act currently sets out circumstances where a member of the board's seat becomes vacant. A new subsection 228 (2.1) is added to provide that a vacancy does not occur where the member is absent for 20 consecutive weeks or less if the absence is the result of the member's pregnancy, the birth of the member's child or the adoption of a child by the member.

OCSTA's submission to the Standing Committee on Social Policy and its advocacy with the Ministry of Education and Municipal Affairs led to the following changes in the legislation:

- Revisions to the definition of who may apply to a judge to allege that a school board Trustee did not file written conflict of interest statements. Only electors of a given municipality or a "person demonstrably acting in the public interest" are entitled to have a judge determine whether a Trustee has acted contrary to the Municipal Conflict of Interest Act.
- A transition period for the new start of term of office in 2022.
- An amendment to the Education Act to adopt parental leave policies.

If you require further information please contact me or Steve Andrews, sandrews@ocsta.on.ca.

TO: **NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**
COMMITTEE OF THE WHOLE
JUNE 13, 2017

PUBLIC SESSION

TOPIC: **TRUSTEE INFORMATION**
TRUSTEE SURVEY RE: OCSTA/ONTARIO CATHOLIC UNIVERSITY CERTIFICATE COURSE

Ontario Catholic School Trustees' Association

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Patrick Daly, *President*
Beverley Eckensweiler, *Vice President*
Nick Milanetti, *Executive Director*

June 8, 2017

TO: Chairpersons and Directors of Education
- All Catholic District School Boards

FROM: Dr. Brian O'Sullivan, Director of Catholic Education

SUBJECT: **Trustee Survey re: OCSTA/Ontario Catholic University Certificate Course**

From January – April 2015 we offered trustees the OCSTA/Ontario Catholic University Certificate Course in Leadership & Good Governance. We were able to offer the course via eight local Catholic universities across Ontario. Based on trustee enrolment, the course was eventually offered with four universities, namely:

- The University of St. Michael's College (Toronto)
- St. Augustine's Seminary (Toronto)
- The University of Sudbury (Laurentian)
- King's College (University of Western Ontario)

This program was conducted by a faculty member of a Catholic university who had both school board teaching experience, as well as graduate teaching experience. The topics in this on-line course covered:

- *Ontario Catholic Education: A Legal & Historical Overview*
- *Social Teaching, Catholic Education & the Catholic Trustee*
- *Catholic Media Organizations: Resources to Inform Your Catholic Trustee Leadership & Governance*
- *Governance & Leadership in the Changing Reality of Catholicism*
- *Leadership Lessons of Pope Francis*
- *Our Catholic Future: The Important Challenge of Youth Engagement in Catholic Education*
- *First Nation, Metis & Inuit: Past Issues & Current Best Practices in Catholic Education*
- *Servant Leadership, Community Building & the Catholic Trustee as Public Advocate of Catholic Education*
- *Catholic Trustee Leadership: Best Practices for Enhancing the Triad Relationship (Board, Parish, Parents)*
- *The World Presence of Catholic Education: Current Issues in Canada, the USA, Europe, India, South America, Africa & Australia*
- *Two classes to be focused exclusively on local Catholic issues with the local Catholic university*

Trustees in the course received current Catholic media resources from Salt + Light Media and Catholic curriculum organizations, as well as a monthly legal newsletter about educational law judgements in Ontario and across Canada.

Also part of this course, trustees designed their own job embedded local project in Catholic education that further enhanced their work as a trustee (e.g. establishing a partnership with a Catholic agency, charity or organization; effective practices to enhance the home/school/parish relationship or best practices for engaging student leaders).

The cost for the course would be **$500 + HST** for each trustee.

Enrolment in the Course

Subject to the level of interest, we are proposing to run this course from January – April 2018. We need to approach the Catholic universities quite soon to see if they are willing to be partners with us again on this project. Once again, this would be offered as an on-line course.

As a consequence, could we ask each Board Chair to speak with their trustees and obtain the names of their trustees who are willing to enroll in this program. We would ask Chairs to report these results to Ashlee Cabral at acabral@ocsta.on.ca by ***Monday, June 19, 2017****.*

Please do not hesitate to contact me if you or your trustees have any questions. I can be reached at bosullivan@ocsta.on.ca.

St. Augustine's **Assumption** **USMC** **St. Jerome's**

King's College **St. Paul's** **Regis** **University of Sudbury**