



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

AGENDA AND MATERIAL

BOARD MEETING

**TUESDAY, JUNE 20, 2017
7:00 P.M.**



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

A. ROUTINE MATTERS

1. Opening Prayers – Trustee O’Leary -
2. Roll Call -
3. Approval of the Agenda -
4. Declaration of Conflict of Interest -
5. Minutes of the Board Meeting
 - 5.1 May 23, 2017 A5.1
 - 5.2 May 29, 2017 A5.2
 - 5.3 June 13, 2017 A5.3
6. Consent Agenda Items
 - 6.1 Unapproved Minutes of the Committee of the Whole Meeting of June 13, 2017 and Consideration of Recommendations June 13, 2017 A6.1
 - 6.1.1 Educational Field Trip Policy (400.2) A6.1.1
 - 6.1.2 Privacy Policy (NEW) A6.1.2
 - 6.1.3 Larkin Estate Admission Awards 2017-2018 A6.1.3
 - 6.1.4 Annual Board Budget 2017-2018 A6.1.4
 - 6.1.5 Tender Approval for Notre Dame College School – New Weight Room, Renovated change Rooms and Storage Areas A6.1.5
 - 6.2 Approved Minutes of the Audit Committee Meeting of November 18, 2016 A6.2
 - 6.3 Approved Minutes of the Staff Wellness Committee Meeting of March 30, 2017 A6.3
 - 6.4 Approved Minutes of the Special Education Advisory Committee (SEAC) Meeting of May 3, 2017 A6.4
 - 6.5 In-Camera Agenda Items F1, F2, F2.1, F4.1, F4.2, F5, F5.1, F6.1, F6.2, F6.3, F6.4, F7 and F8

B. DELEGATIONS/PRESENTATIONS

1. Kids Helping Kids – Celebrating 19 Years of Contributions B1
2. Provincial Medalists B2

C. COMMITTEE AND STAFF REPORTS

1. School Excellence Program Assumption Catholic Elementary School C1
2. Final Staff Report for the Monsignor Clancy Catholic Elementary School and St. Charles Catholic Elementary School Modified Pupil Accommodation Review C2

- | | |
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| 3. Capital Priorities Submission 2017 | C3 |
| 4. Niagara Catholic EcoSchools Certification 2016-2017 | C4 |
| 5. Financial Reports as at May 31, 2017 | C5 |
| 6. Executive Council Power – July & August 2017 | C6 |

D. TRUSTEE ITEMS, OPEN QUESTION PERIOD & OTHER BUSINESS

- | | |
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| 1. Correspondence | - |
| 1.1 June 6, 2017 Letter from CCSTA | D1.1 |
| 2. Report on Trustee Conferences Attended | - |
| 3. General Discussion to Plan for Future Action | - |
| 4. Trustee Information | |
| 4.1 Spotlight on Niagara Catholic – June 13, 2017 | D4.1 |
| 4.2 Catholic Education Centre Summer Hours | - |
| 4.3 Calendar of Events – September 2017 | D4.3 |
| 5. Open Question Period | |
| <i>(The purpose of the Open Question Period is to allow members of the Catholic school supporting public to ask about items on that night's public agenda or any previous agendas, and the Board to answer and react.)</i> | |

E. NOTICES OF MOTION

F. BUSINESS IN CAMERA

G. REPORT ON IN CAMERA SESSION

H. FUTURE MEETINGS AND EVENTS

I. MOMENT OF SILENT REFLECTION FOR LIFE

J. ADJOURNMENT

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
JUNE 20, 2017**

PUBLIC SESSION

**TITLE: MINUTES OF THE BOARD MEETING OF
MAY 23, 2017**

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Minutes of the Board Meeting of May 23, 2017, as presented.



MINUTES OF THE BOARD MEETING

TUESDAY, MAY 23, 2017

Minutes of the Meeting of the Niagara Catholic District School Board, held on Tuesday, May 23, 2017, in the Father Kenneth Burns c.s.c. Board Room, at the Catholic Education Centre, 427 Rice Road, Welland.

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

A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayers were led by Trustee Burtnik.

2. Roll Call

Chair MacNeil noted that Trustee Nieuwesteeg was asked to be excused and Trustee Charbonneau joined 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
Seconded by Trustee Charbonneau

THAT the Niagara Catholic District School Board approve the Agenda of the Board Meeting of May 23, 2017, as presented.

CARRIED

4. Declaration of Conflict of Interest

A Disclosure of Interest was declared by Trustee Fera with Item F8 of the In Camera Agenda. This trustee has family members who are employees of the Board. He left the meeting during discussion of this item.

5. Approval of Minutes of the Board Meeting

5.1 April 25, 2017

Moved by Trustee Vernal
Seconded by Trustee Sicoli

THAT the Niagara Catholic District School Board approve the Minutes of the Board Meeting of April 25, 2017, as presented.

CARRIED

5.2 May 9, 2017

Moved by Trustee Vernal
Seconded by Trustee Sicoli

THAT the Niagara Catholic District School Board approve the Minutes of the Board Meeting of May 9, 2017, as presented.

CARRIED

6. Consent Agenda Items

6.1 Unapproved Minutes of the Committee of the Whole Meeting of May 9, 2017 and Consideration of Recommendations

THAT the Niagara Catholic District School Board receive the unapproved Minutes of the Committee of the Whole of May 9, as presented.

6.1.1 Monthly Financial Reports Policy (600.3)

Moved to section C5

6.1.2 Employee Workplace Harassment Policy (201.7)

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

6.1.3 Employee Workplace Violence Policy (201.11)

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

6.1.4 Occupational Health & Safety Policy (201.6)

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

6.1.5 Niagara Catholic System Priorities 2017-2018

Moved to section C4

6.2 Appointment of Niagara Catholic Special Education Advisory Committee (SEAC) Member 2014-2018

THAT the Niagara Catholic District School Board appoint the following local association representative to serve as a Special Education Advisory Committee member for the term of 2014-2018: Pina Palombo – Down Syndrome Caring Parents Niagara (Alternate Representative).

6.3 Approved Minutes of the Niagara Catholic Parent Involvement Committee (NCPIC) of November 17, 2016

THAT the Niagara Catholic District School Board receive the approved Minutes of the Niagara Catholic Parent Involvement Committee Meeting of November 17, 2016, as presented for information.

6.4 Approved Minutes of the Special Education Advisory Committee (SEAC) Meeting of April 5, 2017

THAT the Niagara Catholic District School Board receive the Approved Minutes of the Special Education Advisory Committee Meeting of April 5, 2017, as presented for information.

6.5 Minutes of the Monsignor Clancy Catholic Elementary School and St. Charles Catholic Elementary School Modified Pupil Accommodation Review Meeting of April 10, 2017.

THAT the Niagara Catholic District School Board receive the Minutes of the Monsignor Clancy Catholic Elementary School and St. Charles Catholic Elementary School Modified Pupil Accommodation Review Meeting of April 20, 2017, as presented for information.

6.6 In-Camera Items F1, F2, F4, F5, F6 and F7

Trustee Burtnik requested Item A.1.5 be held. This item was moved to Committee and Staff Reports Section C5 of the agenda.

Trustee Vernal requested Item A.1.1 be held. This item was moved to Committee and Staff Reports Section C4 of the agenda.

Moved by Trustee O'Leary
Seconded by Trustee Sicoli

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

CARRIED

B. DELEGATIONS/PRESENTATIONS

Nil

C. COMMITTEE AND STAFF REPORTS

1. School Excellence Program – St. Anthony Catholic Elementary School

Ted Farrell, Superintendent of Education provided background information on the monthly School Excellence Program and introduced Megan Edwards and Bianca Sestili, students of St. Anthony Catholic Elementary School.

Students and staff showcased St. Anthony Catholic Elementary School as part of the School Excellence Program.

Chair MacNeil, Trustees Burtnik and Charbonneau and Student Trustee Tripodi thanked the students and staff for their presentation and performance.

2. Board and Committee Meeting Dates Calendar 2017-2018

Director Crocco presented the Board and Committee Meeting Dates Calendar 2017-2018.

Moved by Trustee Fera
Seconded by Trustee O'Leary

THAT the Niagara Catholic District School Board approve Board and committee Meeting Dates Calendar 2017-2018, as presented.

CARRIED

3. Financial Report 2016-2017 as at April 30, 2017

Giancarlo Vetrone, Superintendent of Business & Financial Services presented the Financial Report 2016-2017 for information.

4. Consent Agenda Item A6.1.5 – Niagara Catholic System Priorities

Director Crocco was requested to review the updates to Appendix B as approved and recommended by the Committee of the Whole. Trustees asked questions and modified the Action Plan for the System Priority – “Create opportunities for meaningful dialogue, feedback and input from students, parents, staff, pastors and the community” to “Through the creation of an Ad Hoc Committee of Trustees, to design and conduct an independent, third party facilitated System Scan with the objective of engaging students, staff, parents, pastors and the community in building bridges to walk forward together as a Catholic community.”

Moved by Trustee O'Leary
Seconded by Trustee Burtnik

THAT the Niagara Catholic District School Board approve the Niagara Catholic System Priorities 2017-2018, as amended.

CARRIED

5. Consent Agenda Item A6.1.1 – Monthly Financial Reports Policy (600.3)

Giancarlo Vetrone, Superintendent of Business & Financial Services answered questions of Trustees.

Moved by Trustee Vernal

Seconded by Trustee O'Leary

THAT the Niagara Catholic District School Board approve the Monthly Financial Reports Policy (600.3), as presented.

CARRIED

D. TRUSTEE ITEMS, OPEN QUESTION PERIOD & OTHER BUSINESS

1. Correspondence

Nil Report

2. Report on Trustee Conferences Attended

Nil Report

3. General Discussion to Plan for Future Action

Director Crocco reminded Trustees that there is no Policy Committee meeting in June and a reminder of the Special Board meeting on May 29, 2017 at 7:00 p.m. at Monsignor Clancy Catholic Elementary School

4. Trustee Information

4.1 Spotlight on Niagara Catholic – May 9, 2017

Director Crocco highlighted the May 9, 2017 Spotlight on Niagara Catholic.

4.2 Calendar of Events – June 2017

Director Crocco reviewed the Calendar of Events for June 2017 for Trustees information.

Director Crocco highlighted the Secondary Graduation dates for June 2017 and requested that Trustees confirm with their Family of Schools Secondary School(s) if they would like to bring greetings at graduation on behalf of the Board.

Director Crocco reminded Trustees of the Niagara Catholic Family Mass and Picnic on June 4, 2017 at the Catholic Education Centre and the Retirement & Service Recognition on June 23, 2017 at Club Roma. Director Crocco asked Trustees to confirm their attendance with Anna Pisano, Administrative Assistant of Corporate Services & Communications.

4.3 OCSTA Information – May 6, 12 & 19, 2017

Director Crocco highlighted the OCSTA Information of May 6, 12 and 19, 2017.

4.4 CCSTA – June 1-3, 2017

Director Crocco reminded Trustees of the CCSTA AGM being held June 1-3, 2017 in Niagara Falls.

Chair MacNeil requested Trustees assistance during the CCSTA AGM, and distributed a committee sign-up sheet.

5. Open Question Period

None Submitted

E. NOTICES OF MOTION

1. Surveying Staff, Parents and Pastors

At the April 25, 2017 Board Meeting Trustee Fera submitted a Notice of Motion regarding Surveying Staff, Parents and Pastors for presentation at the May 23, 2017 Board Meeting.

Trustee Fera presented the Notice of Motion:

That the Niagara Catholic District School Board hire a firm which specializes in surveying staff, parents and pastors with the objective of reporting to the Board no later than March 2018.

After discussion, the motion was amended as follows: That consistent with the Board approved System Priorities 2017-2018, the Niagara Catholic District School Board hire a firm which specializes in creating surveys with the objective of reporting to the Board.

Moved by Trustee Fera

Seconded by Trustee Sicoli

THAT consistent with the Board approved System Priorities 2017-2018, the Niagara Catholic District School Board hire a firm which specializes in creating surveys with the objective of reporting to the Board.

CARRIED

F. BUSINESS IN CAMERA

Moved by Trustee O'Leary

Seconded by Trustee Burtnik

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

CARRIED

The Niagara Catholic District School Board moved into the In Camera Session of the Board Meeting at 8:52 p.m. and reconvened at 10:05 p.m.

G. REPORT ON THE IN-CAMERA SESSION

Moved by Trustee O'Leary

Seconded by Trustee Sicoli

THAT the Niagara Catholic District School Board report the motions from the In Camera Session of the Board Meeting of May 23, 2017.

CARRIED

SECTION A: STUDENT TRUSTEES PRESENT

Moved by Trustee Sicoli

Seconded by Trustee O'Leary

THAT the Niagara Catholic District School Board approve the Minutes of the In Camera Session of the Board Meeting - SECTION A: Student Trustees Present of April 25, 2017, as presented.

CARRIED (Item F1)

Moved by Trustee Sicoli

Seconded by Trustee O'Leary

THAT the Niagara Catholic District School Board receive the unapproved Minutes of the In Camera Session of the Committee of the Whole Meeting - SECTION A: Student Trustees Present of May 9, 2017, as presented.

CARRIED (Item F2)

SECTION B: STUDENT TRUSTEES EXCLUDED

Moved by Trustee Sicoli

Seconded by Trustee O'Leary

THAT the Niagara Catholic District School Board approve the Minutes of the In Camera Session of the Board Meeting - SECTION B: Student Trustees Excluded of April 25, 2017, as presented.

CARRIED (Item F4.1)

Moved by Trustee Sicoli

Seconded by Trustee O'Leary

THAT the Niagara Catholic District School Board approve the Minutes of the In Camera Session of the Board Meeting - SECTION B: Student Trustees Excluded of May 9, 2017, as presented.

CARRIED (Item F4.2)

Moved by Trustee Sicoli

Seconded by Trustee O'Leary

THAT the Niagara Catholic District School Board receive the unapproved Minutes of the In Camera Session of the Committee of the Whole Meeting - SECTION B: Student Trustees Excluded of May 9, 2017, as presented.

CARRIED (Item F5)

Moved by Trustee Sicoli

Seconded by Trustee O'Leary

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

CARRIED (Item F8)

H. FUTURE MEETINGS AND EVENTS

I. MOMENT OF SILENT REFLECTION FOR LIFE

J. ADJOURNMENT

Moved by Trustee Vernal

Seconded by Trustee O'Leary

THAT the May 23, 2017 meeting of the Niagara Catholic District School Board be adjourned.
CARRIED

This meeting was adjourned at 10:06 p.m.

Minutes of the Meeting of the Niagara Catholic District School Board held on **May 23, 2017**.

Approved on **June 20, 2017**.

Fr. Paul MacNeil
Chair of the Board

John Crocco
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
JUNE 20, 2017**

PUBLIC SESSION

**TITLE: MINUTES OF THE SPECIAL BOARD MEETING OF
MAY 29, 2017**

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Minutes of the Special Board Meeting of May 29, 2017, as presented.



MINUTES OF THE SPECIAL BOARD MEETING

**MONDAY, MAY 29, 2017
7:00 P.M.**

Minutes of the Special Meeting of the Niagara Catholic District School Board, held on May 29, 2014 at 7:00 p.m. at Monsignor Clancy Catholic Elementary School, Thorold.

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

A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayer were led by Chair MacNeil for Trustee Fera.

2. Roll Call

Chair MacNeil noted that Trustees Burtnik, Nieuwesteeg, and Fera were excused and Trustee Charbonneau joined 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	✓			

The following staff were in attendance:

John Crocco, Director of Education; **Yolanda Baldasaro**, **Ted Farrell**, **Lee Ann Forsyth-Sells**, **Frank Iannantuono**, **Mark Lefebvre**, Superintendents of Education; **Scott Whitwell**, Controller of Facilities Services; **Giancarlo Vetrone**, Superintendent of Business & Financial Services; **Anna Pisano**, Recording Secretary/Administrative Assistant, Corporate Services & Communications

3. Approval of the Agenda

Moved by Trustee O'Leary
Seconded by Trustee Vernal

THAT the Niagara Catholic District School Board approve the Agenda of the Special Board Meeting of May 29, 2017, as presented.

CARRIED

4. Disclosure of Interest

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

5. Overview of Special Board Meeting Procedures

Director Crocco presented the procedures for the Special Board Meeting. He also outlined the guidelines for submitting presentations regarding the Pupil Accommodation Review process and noted that no submissions had been received by the deadline of 4:00 p.m. on May 18, 2017 to present to the May 29, Special Board meeting.

Director Crocco answered questions of Trustees.

B. COMMITTEE AND STAFF REPORTS

1. Interim Final Staff Report

Ted Farrell, Superintendent of Education, presented the Interim Final Staff highlights and Report that was presented at the Committee of the Whole Meeting on May 9, 2017 regarding the Accommodation Review Report for Monsignor Clancy Catholic Elementary School and St. Charles Catholic Elementary School.

Superintendent Farrell noted that in keeping with the open and transparent process, all information regarding the Accommodation Review Committee Reports have been posted on the Niagara Catholic website. He stated that the Accommodation Review Committee complied with Ministry of Education Guidelines for Pupil Accommodation Review and Niagara Catholic Board Policy 701.2 – Pupil/Accommodation Review.

Superintendent Farrell advised that the recommendations contained in the *Senior Staff Follow-Up Report and Recommendations* on the Pupil Accommodation Review for Monsignor Clancy Catholic Elementary School and St. Charles Catholic Elementary School would be presented to the June 13, 2017 Committee of the Whole Meeting and then to the June 20, 2017 Board Meeting for consideration for approval.

Superintendent Farrell answered questions of Trustees.

2. Correspondence

2.1 Kim Freeman

Chair MacNeil highlighted the correspondence from Kim Freeman.

C. DELEGATIONS

None received by the deadline of 4:00 p.m. on May 18, 2017.

Chair MacNeil welcomed all in attendance to join the June 13, 2017 Committee of the Whole meeting as well as the June 20, 2017 Board meeting when the Final Staff Report on the Accommodation Review will be presented. He further noted that correspondence and requests to delegate continue to be accepted for the June 20, 2017 Board Meeting by June 9, 2017.

D. MOMENT OF SILENT REFLECTION FOR LIFE

E. ADJOURNMENT

Moved by Trustee Sicoli

Seconded by Trustee Vernal

THAT the May 29, 2017 Special Meeting of the Niagara Catholic District School Board be adjourned.

CARRIED

This meeting was adjourned at 7:23 p.m.

Minutes of the Special Meeting of the Niagara Catholic District School Board held on **May 29, 2017**.

Approved on the **June 20, 2017**.

Fr. Paul MacNeil
Chair of the Board

John Crocco
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
JUNE 20, 2017**

PUBLIC SESSION

**TITLE: MINUTES OF THE SPECIAL BOARD MEETING OF
JUNE 13, 2017**

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Minutes of the Special Board Meeting of June 13, 2017, as presented.



MINUTES OF THE SPECIAL BOARD MEETING

TUESDAY JUNE 13, 2017

Minutes of the Special Meeting of the Niagara Catholic District School Board, held on June 13, 2017 at 7:00 p.m. in the Father Kenneth Burns c.s.c Board Room, at the Catholic Education Centre, 427 Rice Road, Welland.

The meeting was called to order at 10:22 p.m. by Chair MacNeil.

A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayer were led by Chair MacNeil.

2. Roll Call

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

The following staff were in attendance:

John Crocco, Director of Education; **Yolanda Baldasaro**, **Ted Farrell**, **Lee Ann Forsyth-Sells**, **Frank Iannantuono**, **Mark Lefebvre**, Superintendents of Education; **Scott Whitwell**, Controller of Facilities Services; **Giancarlo Vetrone**, Superintendent of Business & Financial Services; **Anna Pisano**, Recording Secretary/Administrative Assistant, Corporate Services & Communications

3. Approval of the Agenda

Moved by Trustee Vernal
Seconded by Trustee Fera

THAT the Niagara Catholic District School Board approve the Agenda of the Special Board Meeting of June 13, 2017, as presented.

CARRIED

4. Disclosure of Interest

Declaration of Conflict of Interest was declared by Trustee Fera with Items C1.1 & C1.2 of the In Camera Agenda. This trustee has family members who are teachers, or employees of the Board and left the meeting during discussion of this item.

B. COMMITTEE AND STAFF REPORTS

1. Consideration of Recommendations of the Committee of the Whole of June 13, 2017

1.1 Award of Custodial Supplies and Service Tender

Moved by Trustee O'Leary
Seconded by Trustee Sicoli

THAT the Niagara Catholic District School Board approve the awarding of the custodial Supplies & Services Tender to Flexo Products Limited, as presented.

CARRIED

C. BUSINESS IN CAMERA

Moved by Trustee Vernal
Seconded by Trustee O'Leary

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

CARRIED

The Niagara Catholic District School Board moved into the In Camera Session of the Special Board Meeting at 10:27 p.m. and reconvened at 10:29 p.m.

D. REPORT ON THE IN-CAMERA SESSION

Moved by Trustee Sicoli
Seconded by Trustee O'Leary

THAT the Committee of the Whole report the motions from the In Camera Session of the Special Board Meeting of June 13, 2017.

CARRIED

Moved by Trustee Sicoli

THAT the Niagara Catholic District School Board approve the recommendation as outlined in Item C1.1 of the In Camera Agenda.

CARRIED (Item C1.1)

Moved by Trustee Nieuwesteeg

THAT the Niagara Catholic District School Board approve the recommendation as outlined in Item C1.2 of the In Camera Agenda.

CARRIED (Item C1.2)

E. MOMENT OF SILENT REFLECTION FOR LIFE

F. ADJOURNMENT

Moved by Trustee Nieuwesteeg

Seconded by Trustee O'Leary

THAT the June 13, 2017 Special Meeting of the Niagara Catholic District School Board be adjourned.

CARRIED

This meeting was adjourned at 10:30 p.m.

Minutes of the Special Meeting of the Niagara Catholic District School Board held on **June 13, 2017,**

Approved on the **June 20, 2017.**

Fr. Paul MacNeil
Chair of the Board

John Crocco
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
JUNE 20, 2017**

PUBLIC SESSION

**TOPIC: UNAPPROVED MINUTES OF THE COMMITTEE OF THE
WHOLE MEETING OF JUNE 13, 2017**

RECOMMENDATION

THAT the Niagara Catholic District School Board receive the unapproved Minutes of the Committee of the Whole Meeting of June 13, 2017, as presented.

The following recommendations are being presented for the Board's consideration from the Committee of the Whole Meeting of June 13, 2017:

6.1.1 *Educational Field Trip Policy (400.2)*

THAT the Niagara Catholic District School Board approve the Educational Field Trip Policy (400.2), as presented.

6.1.2 *Privacy Policy (NEW)*

THAT the Niagara Catholic District School Board approve the Privacy Policy (NEW), as presented.

6.1.3 *Larkin Estate Admission Awards 2017-2018*

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

6.1.4 *Annual Board Budget 2017-2018*

THAT the Niagara Catholic District School Board approve the 2017-2018 Annual budget, as presented.

6.1.5 Tender Approval for Notre Dame College School – New Weight Room, Renovated Change Rooms and Storage Areas

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.



MINUTES OF THE COMMITTEE OF THE WHOLE MEETING

TUESDAY, JUNE 13, 2017

Minutes of the Meeting of the Committee of the Whole of the Niagara Catholic District School Board, held on Tuesday, June 13, 2017 in the Father Kenneth Burns c.s.c. Board Room, at the Catholic Education Centre, 427 Rice Road, Welland.

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

A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayer was led by Chair MacNeil.

2. Roll Call

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	✓			
Student Trustees Elect				
Hannah Tummillo	✓			

The following staff were in attendance:

John Crocco, Director of Education; **Yolanda Baldasaro**, **Ted Farrell**, **Lee Ann Forsyth-Sells**, **Frank Iannantuono**, **Mark Lefebvre**, Superintendents of Education; **Giancarlo Vetrone**, Superintendent of Business & Financial Services; **Scott Whitwell**, Controller of Facilities Services; **Anna Pisano**, Recording Secretary/Administrative Assistant, Corporate Services & Communications

3. Approval of the Agenda

Moved by Trustee O'Leary

THAT the Committee of the Whole approve the Agenda of the Committee of the Whole Meeting of June 13, 2017, as presented.

CARRIED

4. Declaration of Conflict of Interest

Declaration of Conflict of Interest was declared by Trustee Fera with Items F6.1, 6.2 & 6.3 of the In Camera Agenda. This trustee has family members who are teachers, or employees of the Board and left the meeting during discussion of this item.

5. Approval of Minutes of the Committee of the Whole Meeting of May 9, 2017

Moved by Trustee Vernal

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

CARRIED

6. Consent Agenda Items

6.1 Unapproved Minutes of the Policy Committee Meeting of May 23, 2017

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

6.2 Educational Field Trip Policy (400.2)

THAT the Policy Committee recommend to the Committee of the Whole approval of the Educational Field Trip Policy (400.2), as presented.

6.3 Privacy Policy (NEW)

THAT the Policy Committee recommend to the Committee of the Whole approval of the Privacy Policy (NEW), as presented.

6.4 Extended Overnight Field Trip, Excursion and Exchange Committee

Presented for information.

6.5 The Provisions of Special Education Programs and Services – Special Education Plan

Presented for information.

6.6 Larkin Estate Admission Awards 2017-2018

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.

6.7 Research Collaborations in the Niagara Catholic District School Board 2016-2017

Presented for information.

6.8 Staff Development Department Professional Development Opportunities

Moved to Section C9

6.9 Capital Projects Update

Presented for information.

6.10 In Camera Items F1 and F4

Trustee Sicoli requested Item 6.8 be held. This item was moved to Committee and Staff Reports Section C9 of the agenda.

Moved by Trustee Fera

THAT the Committee of the Whole adopt consent agenda items.

CARRIED

B. PRESENTATIONS

1. Student Trustees and Co-Chairs – Student Senate 2017-2018 Introductions

Director Crocco introduced Hannah Tummillo of Lakeshore Catholic High School and Nico Tripodi of Saint Francis Catholic Secondary School, provided a background report and welcomed them as Niagara Catholic District School Board's 2017-2018 Student Trustees.

Chair MacNeil welcomed Hannah and congratulated Nico on his re-election to his second term of Student Trustee.

2. Student Trustees and Co-Chairs – Student Senate 2016-2017 Appreciation

Director Crocco expressed appreciation to Student Trustees Kira Petriello and Nico Tripodi for their commitment to Catholic Education as a model and example of Catholic education, for the opportunity to get to know Kira Petriello as an upcoming graduate and alumni and for Nico who will return as a Student Trustee.

Chair MacNeil thanked Kira and Nico and noted how very important their voice is to Niagara Catholic.

Nico Tripodi expressed his gratitude for the passion and faith that is required to maintain a system and for the opportunity to be a voice for the students of Niagara Catholic.

Kira Petriello thanked Niagara Catholic for providing a foundation for her future. Kira noted that Niagara Catholic and its exemplary staff sparked a fire and passion that has no limits or boundaries on the goals that can be achieved.

3. National & Provincial Medalists 2017

Mark Lefebvre, Superintendent of Education, provided a brief presentation on National and Provincial competitions during the school season and introduced Dino Germano, Athletic Association Convenor. Mr. Germano introduced several coaches, principals and teachers who presented background information the students who were recognized.

Students were congratulated for their success, and Chair MacNeil and Director Crocco presented the students with Niagara Catholic “Excellence in Academics, Excellence in Arts, or Excellence in Athletics” pins.

C. COMMITTEE AND STAFF REPORTS

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

Director Crocco along with sac presented the Committee of the Whole System Priorities and Budget 2016-2017.

2. Niagara Catholic District School Board Level Graduation Rates for the 2011-2012 Grade 9 Cohort

Lee Ann Forsyth-Sells, Superintendent of Education presented the Niagara Catholic District School Board Level Graduation Rates for the 2011-2012 Grade 9 Cohort for Trustee information.

Chair MacNeil noted how impressive the results continue to be for Niagara Catholic and that a congratulatory letter be drafted on behalf of the Board to all staff.

Moved by Trustee O’Leary

THAT a letter of appreciation be drafted on behalf of the Board to all staff.

CARRIED

3. Annual Board Budget 2017-2018

Director Crocco, along with Giancarlo Vetrone, Superintendent of Business & Financial Services presented the balanced Annual Board Budget 2017-2018.

Director Crocco and Superintendent Vetrone answered questions of Trustees.

Moved by Trustee Fera

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

CARRIED

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

Superintendent Farrell answered questions of Trustees.

Moved by Trustee Vernal

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 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.

CARRIED

5. **Capital Priorities Submission 2017**

Scott Whitwell, Controller of Facilities Services presented the Capital Priorities Submission 2017

Moved by Trustee Sicoli

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.

CARRIED

6. **Award of Custodial Supplies and Service Tender**

Controller Whitwell presented the Award of Custodial Supplies and Service Tender report.

Moved by Trustee O'Leary

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.

CARRIED

Moved by Trustee Fera

THAT the Committee of the Whole meeting be extended.

CARRIED

7. Tender Approval for Notre Dame College School – New Weight Room, Renovated Change Rooms and Storage Areas

Controller Whitwell presented the Tender Approval for Notre Dame College School – New Weight Room, Renovated Change Rooms and Storage Areas.

Moved by Trustee O'Leary

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.

8. Monthly Updates

8.1 Student Trustees' Update

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

8.2 Senior Staff Good News Update

Senior Staff highlights included:

Superintendent Baldasaro

- Niagara Catholic secondary students participated in the Special Olympics School Championship games that took place in the Niagara Region from June 12-14, 2017. Niagara Regional Police Services, Special Olympics Ontario and Brock University partnered to coordinate the games this year. Congratulations to the following schools that achieved a medal at these provincial games:
 - Blessed Trinity: Bronze in Unified Soccer
 - Denis Morris: Silver in Soccer
 - Holy Cross/Saint Francis: Bronze in Basketball
 - Notre Dame College: Bronze in Unified Soccer
 - Saint Michael: Silver in Bocce
 - Saint Paul: Silver in Basketball

Controller Whitwell

- Recycle Your Electronics raised approximately \$700.00 with proceeds going to Helping Hands Charities.

9. Consent Agenda Item A6.8

Trustee Sicoli inquired if Trustees could attend the Dr. Michael Ungar's Workshop on Thursday, August 24, 2017.

Director Crocco responded affirmatively and that an invitation would be sent to all Trustees along with our Board Chaplaincy Leaders and Social Workers to attend.

D. INFORMATION

1. Trustee Information

1.1 Spotlight on Niagara Catholic – May 23, 2017

Director Crocco highlighted the Spotlight on Niagara Catholic – May 23, 2017 issue for Trustees information.

1.2 Calendar of Events – June 2017

Director Crocco presented the June 2017 Calendar of Events for Trustees information.

Director Crocco reminded Trustees of the Retirement and Service Recognition being held on June 23, 2017 at Club Roma and asked Trustees to confirm their attendance with Anna Pisano.

1.3 OCSTA Information – May 26, 2017, June 2 & 9, 2017

Director Crocco highlighted the OCSTA Information of May 26, June 2 and June 9, 2017.

1.4 Niagara Catholic District School Board Summer Camp 2017

Director Crocco highlighted the Niagara Catholic District School Board Summer Camp for 2017.

1.5 Bill 68 Modernizing Ontario's Municipal Legislation Act

Director Crocco highlighted the OCSTA Memorandum regarding Bill 68 Modernizing Ontario's Municipal Legislation Act.

1.6 Trustee Survey re: OCSTA/Ontario Catholic University Certificate Course

Director Crocco reminded Trustees of the OCSTA/Ontario Catholic University Certificate Course in Leadership & Good governance.

Director Crocco asked Trustees wishing to enroll in the program to confirm with Anna Pisano by June 19, 2017.

E. OTHER BUSINESS

1. General Discussion to Plan for Future Action

1.1 Director Crocco noted a number of items Senior Administrative Council and staff will be working on between the June 2017 Committee of the Whole meeting now and the first Committee of the Whole Meeting in September;

- System Priority 2017-2018 Final Achievement Report,
- various Policies for revision,
- preparation of information for the Attendance Area Review Committee for the Notre Dame Catholic Elementary School Family of Schools,
- School level and system level staffing.

1.2 Chair MacNeil reminded Trustees of the decision to form a System Scan Ad Hoc Committee. He invited Trustees interested in participating on the Ad Hoc Committee to

inform him by the June 20, 2017 Board Meeting. Following the formation of the Ad Hoc Committee, they would meet in the fall to draft the Terms of Reference for Board approval, followed by the selection of a facilitator through the Board's Request for Proposal process.

F. BUSINESS IN CAMERA

Moved by Trustee Vernal

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 9:54 p.m. and reconvened at 10:21 p.m.

G. REPORT ON THE IN-CAMERA SESSION

Moved by Trustee Vernal

THAT the Committee of the Whole report the motions from the In Camera Session of the Committee of the Whole Meeting of June 13, 2017.

CARRIED

SECTION A: STUDENT TRUSTEES INCLUDED

Moved by Trustee Fera

THAT the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting - In Camera Session (Section A: Student Trustees Included) held on May 9, 2017, as presented.

CARRIED (Item F1)

Moved by Trustee Nieuwesteeg

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the recommendation as outlined in Item F2 of the In Camera Agenda.

CARRIED (Item F2)

SECTION B: STUDENT TRUSTEES EXCLUDED

Moved by Trustee Fera

THAT the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting - In Camera Session (Section B: Student Trustees Excluded) held on May 9, 2017, as presented.

CARRIED (Item F4)

Moved by Trustee Vernal

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the recommendation as outlined in Item F5 of the In Camera Agenda.

CARRIED (Item F5)

Moved by Trustee Sicoli

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the recommendation as outlined in Item F6.2 of the In Camera Agenda.

CARRIED (Item F6.2)

Moved by Trustee Nieuwesteeg

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the recommendation as outlined in Item F6.3 of the In Camera Agenda.

CARRIED (Item F6.3)

H. ADJOURNMENT

Moved by Trustee Vernal

THAT the June 13, 2017 Committee of the Whole Meeting be adjourned.

CARRIED

This meeting was adjourned at 10:22 p.m.

Minutes of the Committee of the Whole Meeting of the Niagara Catholic District School Board held on **June 13, 2017.**

Approved on **September 12, 2017.**

Fr. Paul MacNeil
Chair of the Board

John Crocco
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
JUNE 20, 2017**

PUBLIC SESSION

TOPIC: EDUCATIONAL FIELD TRIP POLICY (400.2)

RECOMMENDATION

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: Committee of the Whole
Date: June 20, 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. 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' 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.
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.
4. Principals are to ensure that the actual cost to the student is kept at a reasonable level.
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.
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.
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 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.

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.

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
- 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 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:

	<i>JK-K</i>	<i>Grade 1 to 6</i>	<i>Grade 7 & 8</i>	<i>Grade 9 to 12</i>
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
BOARD MEETING
JUNE 20, 2017**

PUBLIC SESSION

TOPIC: PRIVACY POLICY (NEW)

RECOMMENDATION

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: Committee of the Whole
Date: June 20, 2017



PRIVACY POLICY
STATEMENT OF POLICY

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 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 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 their custody or under their 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

General Information

General information refers to recorded information in the custody or control of the Board's that is not of a personal nature and is not exempt from public access under *MFIPPA* unless an 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

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

- (a) information relating to the race, national or ethnic origin, colour, religion, age, 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.

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 the Board 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 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

The Board shall permit an individual access to any personal information about them 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 their 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 their 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.

FREEDOM OF INFORMATION

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 Coordinator of Information Management/Privacy and Freedom of Information is appointed by the Director of Education to ensure compliance with the privacy standards and principles of the *Municipal Freedom of Information and Protection of Privacy Act* according to the following:

- Public information held by the Board shall be available to the public.
- Exemptions from right of access to information shall be limited and specific.
- 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
BOARD MEETING
JUNE 20, 2017**

PUBLIC SESSION

TOPIC: LARKIN ESTATE ADMISSION AWARDS 2017-2018

RECOMMENDATION

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: Committee of the Whole
Date: June 20, 2017



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

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		

**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
BOARD MEETING
JUNE 20, 2017**

PUBLIC SESSION

TITLE: ANNUAL BOARD BUDGET 2017-2018

RECOMMENDATION

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: Committee of the Whole

Date: June 20, 2017



REPORT TO THE COMMITTEE OF THE WHOLE

JUNE 13, 2017

ANNUAL 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

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 Kindergarten	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 OECA

	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 OECA	13.58	\$1,432,011

LOCAL PRIORITY FUNDING CUPE

SPECIAL EDUCATION FUNDING

	FTE	\$
Education Assistants	10.0	\$568,466

OTHER CUPE FUNDING

	FTE	\$
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
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TOTAL LOCAL PRIORITY FUNDING ESTIMATE	32.28	\$2,494,876	✓
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* 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
Indigenous 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		BUDGET		BUDGET
	2016-2017	%	2017-2018	%	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 EXPENDITURES					
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		BUDGET		BUDGET
	2016-2017	%	2017-2018	%	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 Expenditures	\$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		BUDGET		BUDGET
	2016-2017	%	2017-2018	%	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		BUDGET		BUDGET
	2016-2017	%	2017-2018	%	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

APPENDIX H

OPERATING BUDGET

	BUDGET		BUDGET		BUDGET	COMMENTS
	2016-2017	%	2017-2018	%	VARIANCE	
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

	BUDGET		6		BUDGET VARIANCE	
	2016-2017	%	2017-2018	%		
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		6		BUDGET VARIANCE	
	2016-2017	%	2017-2018	%		
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		BUDGET		BUDGET
	2016-2017	%	2017-2018	%	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		BUDGET		BUDGET
	2016-2017	%	2017-2018	%	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		BUDGET		BUDGET
	2016-2017	%	2017-2018	%	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		BUDGET		BUDGET
	2016-2017	%	2017-2018	%	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
BOARD MEETING
JUNE 20, 2017**

PUBLIC SESSION

**TITLE: TENDER APPROVAL FOR NOTRE DAME COLLEGE
SCHOOL - NEW WEIGHT ROOM, RENOVATED CHANGE
ROOMS AND STORAGE AREAS**

RECOMMENDATION

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: Committee of the Whole

Date: June 20, 2017



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
BOARD MEETING
JUNE 20, 2017**

PUBLIC SESSION

**TITLE: APPROVED MINUTES OF THE AUDIT COMMITTEE
MEETING OF NOVEMBER 18, 2016**

RECOMMENDATION

THAT The Niagara Catholic District School Board receive the Approved Minutes of the Audi Committee Meeting of November 18, 2016, as presented for information.



MINUTES OF THE AUDIT COMMITTEE MEETING OPEN SESSION

FRIDAY, NOVEMBER 18, 2016

Minutes of the Open Audit Committee Meeting of the Niagara Catholic District School Board, held on Friday, November 18, 2016, in the Holy Cross Community Room at the Catholic Education Centre, 427 Rice Road, Welland.

The meeting was called to order at 10:04 a.m. by Committee Member Kathy Burtnik

A. ROUTINE MATTERS

1. Opening Prayer

Opening prayer was led by Kathy Burtnik

2. Roll Call

Committee Member	Present	Present Electronically	Absent	Excused
Kathy Burtnik	✓			
Joanne Kushner		✓		
Fr. Paul MacNeil				✓
Pat Vernal	✓			
Marco Vetrone		✓		

Resources to the Audit Committee were in attendance:

John Crocco, Director of Education, Secretary/Treasurer
Giancarlo Vetrone, Superintendent of Business and Financial Services
Jenny Baker, Regional Internal Audit Manager
John Forte, Regional Internal Auditor
Mark Palumbi, CA, Crawford, Smith and Swallow
Christine Morrow, CA, Crawford, Smith and Swallow

Staff in attendance:

Anna Tykoliz, Recording Secretary/Administrative Assistant

3. Approval of the Open Agenda

Moved by Joanne Kushner

Seconded by Pat Vernal

THAT the Niagara Catholic Audit Committee approve the Open Agenda of the Audit Committee Meeting of November 18, 2016.

CARRIED

4. Declaration of Conflict of Interest

No Disclosures of Interest were declared with any items on the Open and Closed Agendas.

5. Approval of the Open Session Minutes of the Audit Committee Meeting of September 23, 2016

Moved by Joanne Kushner

Seconded by Pat Vernal

THAT the Niagara Catholic Audit Committee approve the Minutes of the Open Session Meeting of September 23, 2016

CARRIED

6. 2015-2016 Financial Statements

Mark Palumbi, Crawford, Smith and Swallow presented the Niagara Catholic District School Board Consolidated Financial Statements and recommended for approval. The same report will be presented at the Board meeting on November 22, 2016.

Moved by Pat Vernal

Seconded by Joanne Kushner

THAT the 2015-2016 Niagara Catholic District School Board Consolidated Financial Statements be recommended for approval at the November 22, 2016 Board meeting.

CARRIED

7. 2016: SB 05 Trustee Training Module on Internal Audit and The Role of Audit Committees

Presented for information purposes.

8. 2016: SB 14 Update on the Internal Audit Leading Practice

Presented for information purposes.

9. 2016: SB 31 Update Regional Internal Audit Consistency Measures

Presented for information purposes.

10. B10 Increasing Consistency Amongst Regional Internal Audit Teams

Presented for information purposes.

11. Advertisement for the Non Board Member Positions
of the Niagara Catholic Audit Committee Section 7 of Ontario Regulation 361/10

An advertisement for the Non Board Member position will be posted on the Niagara Catholic Board website to comply with Section 7 of Ontario Regulation 361/10

12. TO CLOSED COMMITTEE SESSION at 10:18

13. Date of Next Meeting was not established.

The Audit Committee Meeting adjourned at 11:09 by Joanne Kushner and Marco Vetrone

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
JUNE 20, 2017**

PUBLIC SESSION

**TITLE: APPROVED MINUTES OF THE STAFF WELLNESS
COMMITTEE MEETING OF MARCH 30, 2017**

RECOMMENDATION

THAT The Niagara Catholic District School Board receive the Approved Minutes of the Staff Wellness Committee Meeting of March 30, 2017, as presented for information.



STAFF WELLNESS COMMITTEE

THURSDAY, MARCH 30, 2017

2:00 pm – 3:30 pm

Holy Cross Community Room

APPROVED MINUTES



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

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

3. Approval of Minutes of Staff Wellness Meeting – January 17, 2017

Moved by committee member

Seconded by committee member

That the Niagara Catholic District School Board Staff Wellness Committee members approve the Minutes of the meeting of January 17, 2017, as presented.

Carried

Motion to amend the agenda to add Rebuild, Refocus and Reconciliation discussion

4. Staff Wellness Initiatives

- o Re Build, Re Focus, Reconciliation discussion

- Memo circulated from Mental Health Lead and Board Chaplaincy Leader

- Moving forward, resiliency; safe environment
 - Group discussed how the board can move forward as a staff and community
 - How will this message/memo be circulated; will be shared in camera with Trustees on Tuesday, April 4th
 - Sending to principals after board meeting
 - Discussed grief; making positive choices; moving on; letting go
 - Suggestion to send a form to Administrators asking what they need from us to support them through this process; not to assume that they will reach out
 - Suggesting to utilize Faith Ambassadors; bring staff together; help mend resentment; restorative piece is huge; creating empathy
 - Restorative training with Mental Health Champions & Faith Ambassadors – come together as a group; propose to introduce on Faith day; May 19th
 - Question poses whether something should be done prior to Faith day? Krista to reach out to Faith Ambassadors; dialogue to school principals
 - Comment that huge piece together with reconciliation is forgiveness; relationship between support staff & teachers
- Financial Literacy Program Survey – please review handout
 - we reached out to a Financial Advisor & Business Consultant team to offer Financial Literacy sessions for staff
 - Survey to be issued to determine which topics appeal to staff the most
 - All in favour of survey, to be issued late April
 - Inquiries continue for yoga classes; request for employees to receive assistance dollars for gym memberships; 8 Week Challenge
 - Continue to work on Google calendar of events; all events are on the Google calendar, 2 faith dates added, drumming has been very popular
 - Currently working on a Staff Wellness budget for next school year; in progress, need to determine a budget for 2017-2018 school year
5. Ideas, Recommendations/Suggestions from the Staff Wellness Committee
- Suggestions for 2017 – 2018 School year
 - Discussion that 2 new Faith Formation sessions have been added
 - Comment to maintain the Drumming events; very popular
 - Mental Health – offer 45 minute drop in sessions re: parenting (similar to Pathstone)
 - Provide a full year calendar of events for staff room in each school
6. Next Meeting – Tuesday, May 30, 2017 @ 2:00 p.m.
7. Adjournment

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
JUNE 20 2017**

PUBLIC SESSION

**TITLE: APPROVED MINUTES OF THE SPECIAL EDUCATION
ADVISORY COMMITTEE (SEAC) MEETING OF
MAY 3, 2017**

RECOMMENDATION

THAT the Niagara Catholic District School Board receive the Approved Minutes of the Special Education Advisory Committee Meeting of May 3, 2017 as presented for information.



MINUTES OF THE SPECIAL EDUCATION ADVISORY COMMITTEE MEETING

WEDNESDAY, MAY 3, 2017

Minutes of the Meeting of the Special Education Advisory Committee, held on Wednesday, May 3, 2017, at 7:00 p.m. in the Father Kenneth Burns csc Board Room, at the Catholic Education Centre, 427 Rice Road, Welland.

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

A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayers were led by Chair Racine.

2. Roll Call

Members	Affiliations	Present	Excused	Absent
Anna Racine	The Tourette Syndrome Association of Ontario	✓		
Rob Lavorato	Down Syndrome Caring Parents (Niagara)	✓		
Sarah Farrell	Learning Disabilities Association – Niagara		✓	
Bill Helmeczi	Pathstone Mental Health	✓		
Andrew Howcroft	Community Living Welland Pelham	✓		
Karen Murphy	Autism Ontario Niagara Region	✓		
Dorothy Harvey	Niagara Children’s Centre	✓		
Rita Smith	Community Living Port Colborne/Wainfleet		✓	
Trustees				
Pat Vernal			✓	
Maurice Charbonneau		✓		
Student Senate Representative				
Sarah Milinkovich			✓	

The following staff were in attendance:

Yolanda Baldasaro, Superintendent of Education; **Danny Giancola**, Coordinator – Special Education; **Denice Robertson**, Principal, Secondary; **Lisa Selman**, Principal, Elementary; **Tina DiFrancesco**, Recording Secretary

3. Approval of the Agenda

Moved by Rob Lavorato
Seconded by Bill Helmeczi

THAT the Special Education Advisory Committee approve the Agenda of the Special Education Advisory Committee Meeting of May 3, 2017.

CARRIED

4. Disclosure of Interest

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

5. Approval of Minutes of the Special Education Advisory Committee Meeting of April 5, 2017

Moved by Dorothy Harvey
Seconded by Rob Lavorato

THAT the Special Education Advisory Committee approve the Minutes of the Special Education Advisory Committee Meeting of April 5, 2017 as presented.

CARRIED

B. PRESENTATIONS

1. 2017-2018 Grants for Student Needs (GSN) – Superintendent Vetrone

The Ministry webinar, *2017-2018 Grants for Student Needs (GSN) Technical Briefing* was presented to the SEAC members. Superintendent Vetrone spoke about and answered questions about the information presented.

C. VISIONING

1. Goals and Vision for 2016-2017

1.1 Goals for the 2016-2017 School Year

Chair Racine reminded the SEAC members to think about ideas for goals for the 2017-2018 school year.

D. BUSINESS ARISING FROM THE MINUTES OF THE MEETING OF APRIL 5, 2017

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

7.1 Educational Field Trips Policy (400.2) Privacy Policy (New)

*A discussion was held regarding the above policies. Feedback is to be submitted to jennifer.pellegrini@ncdsb.com by **May 10, 2017**.*

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

*Feedback is to be submitted to jennifer.pellegrini@ncdsb.com by **September 16, 2017**.*

E. SEAC REPORT

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

- Insert was reviewed by the SEAC Chair subsequent to the April meeting and distributed to schools. Information included the following items; 1) The formation of a subcommittee for the annual review of the Special Education Plan including SEAC representatives, Sarah Farrell, LDAN and Karen Murphy, Autism Ontario Niagara Region Chapter; 2) Andrew Howcroft, Community Living Welland/Pelham represented SEAC at the feedback session relating to the Ministry of Education's *Provincial Framework for Alternative Program and Courses K-12* and 3) Director Crocco presented the *Design of System Priorities 2017-2018* and asked the SEAC for their participation by submitting a measurable action verb System Priority for 2017-2018.
- Ideas for the next SEAC insert will be brought to the June meeting for review.

2. Review and Approval of SEAC Insert for School Newsletters

- Insert was reviewed by the SEAC Chair subsequent to the April meeting and distributed to schools. Same information as noted above.

F. AGENCY REPORTS

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

- The DSAO PAAC on SEAC representative sent details giving highlights of the various topics/outcomes that have been on the agendas for the past few months, including the revised PAAC on SEAC handbook, website, and SEAC video training modules.
- The annual AGM was held on Sunday, April 30 which included information sessions on Financial Planning, Life Insurance, Hensen Trust, Sign Language and Naturopathic Doctor.

2. The Tourette Syndrome Association of Ontario – Anna Racine

- Nil Report

3. Learning Disabilities Association (Niagara) – Sarah Farrell Report Submitted

- Our summer SLAM program is filling up – spots are limited and we are still accepting applications.
- Our spring literacy and social skills program will kick off this week – all programs are full and the programs will run until the end of June.
- Our 5th Annual Trivia Night will be taking place this Friday, May 5th from 6:00-9:00p.m. There are a few tables left – call 905-641-1021 to reserve a table!
 - Cost is \$20/person for \$120 or table of 6-8
 - Location: Coronation Centre – 5926 Summer Street, Niagara Falls
 - There are lots of great prizes!

4. Pathstone Mental Health – Bill Helmeczi

- Pathstone Mental Health moved into their new building located at 1338 Fourth Avenue in St. Catharines.
- Friday, May 12 – The 2017 Hope Award Event is being held at Fallsview Casino with keynote speaker, David Suzuki.
- This week is Children’s Mental Health Awareness Week.

5. Community Living Welland Pelham – Andrew Howcroft

- May is Community Living Month.
- This year we will once again be lighting the Welland Bridge 13 on May 9th and 11th. We will be having a gathering to celebrate this on May 9th. We are meeting at Taxis on the Water from 6:30pm – 9:00pm so we can view the lighting of the bridge from the best spot in town from their patio. There will be hors d’oeuvres served and a cash bar. Please RSVP

to Dwayne 905-735-0081 ext. 234 or dwaynemcclentic@cl-wellandpelham.ca. There is limited seating first come first served. This will also be part of Community Living Ontario's Iconic Building Illumination.

- Members from the Board and People First will be attending Community Living Day at Queens Park on May 9th.
- Every week we will highlight stories and articles in the Welland Tribune to promote Community Living Month. The first story will be in the paper May 4th. This article will talk about the Huronia consultation process and the open letter written to the government from Maureen Roy, board and family member.
- Orchestrum will be having a concert on May 16th from 11:30a.m. – 1:00p.m. at the Wellness Complex in partnership with Canada's 150th anniversary committee and CL month.
- Our annual Boston Pizza night will be on Wednesday, May 24th. We will be looking for servers.....save the date and join us for dinner.

Annual Scholarship

- Community Living Welland Pelham is pleased to be able to offer a \$3000 scholarship, which will be shared between all successful applicants from high schools in the Welland Pelham area to students who will be furthering his/her education in a field related to advancing the inclusion of people with disabilities. This scholarship will be awarded to the student(s) that best demonstrates the inclusive values of Community Living Welland Pelham and as such will not be totally dependent upon the applicant's academic standing.
- In order to apply for this scholarship the applicant is requested to complete an application form which will clearly outline what accomplishments the applicant has made during his/her high school life that best exemplify the values of this association, as well as, outlining the field of study that the applicant shall be pursuing.
- All submissions are to be submitted to the Guidance Department.
- Deadline for submission of application has been extended to Friday, May 26, 2017.
- Interviews shall be conducted with applicants, based upon their written submissions, prior to announcing the successful winner of the Community Living Welland Pelham scholarship.

Golf 2017

- Our annual golf tournament is just about a month away and is now full.

6. Autism Ontario Niagara Region – Karen Murphy

- The adult social group on May 4th will be going mini putting, also the Tech Club is getting together May 18th at the Welland Library. June's event is bowling and dinner at Boston Pizza in Niagara Falls.
- Our Annual General Meeting is scheduled for May 13th, if interested RSVP to Jordan Shaw as she needs to know the numbers for food.
- Tee Up For Autism Golf Tournament – May 26th; if anyone is interested in participating or sponsoring the event, they can find all the information on our website.
- Ride & Stride for Autism – June 17th; would love for people to register and join us for that as well. Information is on our website.
- Summer camp registration opens Monday, May 8th and the deadline is Friday, May 19th.

7. Niagara Children's Centre – Dorothy Harvey

- As our fiscal year ends March 31 we are in the process of developing our year end reporting which includes our annual report as well as our annual Performance Indicator Report. These will be shared with SEAC.
- This year was one where we also did our MPOC (Measurement of Processes of Care) survey. The MPOC is a family completed tool that evaluates how family-centred an organization and its providers are. We will be doing a full report on both the results of the survey as well as any improvement initiatives related to the results. This report will also be shared with SEAC.
- May is our Helps Kids Shine Month in partnership with Bell Media so there will be interviews of our Ambassador families and staff on local radio throughout the month.
- Senior Managers of the Centre, Bethesda and Special Education leadership team members of the NCDSB and DSNB will be attending 2 days of Ministry developed training for Family Centred Care in London May 25 and 26. This training is part of the Special Needs Strategy.

8. Community Living Port Colborne/Wainfleet – Rita Smith

- Nil Report

G. STAFF REPORTS

1. Lisa Selman – Principal, Elementary

Happening in Elementary Schools

- May 1-5 - Catholic Education Week.
- May 1-5 - Mental Health Week.
- May is Better Hearing and Speech Month.
- May 3 - Kindergarten Open House & Registration.
- May 1 - Catch The Spirit Awards.
- Student Councils - Student Senate representative 2017/18 elections in progress.
- EQAO preparations and communication to families this month.
- Sacraments - Communion, Reconciliation, Confirmation in progress.
- Marian Masses at various schools and churches.
- Retreat & Leadership Program - Jericho House.
- Communion and Confirmation Retreats facilitated by area Chaplaincy Leaders.
- Grade 7 Faith Festival - Father Tony Ricard.
- Mother's Day - Crafts/Cards are being prepared.
- Co-Curricular - Chess, Track & Field, music clubs, talent show club, rosary club, robotics club, yearbook, musicals, Homework Help, You're The Chef, Eco club, Guest Authors, Mad Science, drama performances, MADD presentation, Butterfly program, tadpoles in the classrooms, planting and gardening activities, spring walks.
- School Organization - Organizing class placements for students and staff for 2017/18.
- Class Trips.
- School Based Team Meetings, IPRCs, IEPs, Transition meetings in progress.
- Grade 8 Transition survey.

- Preparing for year-end activities - Talent Show, BBQs, Welcome To Kindergarten Parent and child information night, Grade 8 Graduations, Year End Mass, report cards.

2. **Denice Robertson – Principal, Secondary**

Happening in Secondary Schools

- Our Special Education class students enjoyed their visit to Holy Cross on April 28th for their Volleyball event.
- This year's TAY meetings have concluded and we are continuing to transition our incoming students to ensure a smooth and successful startup for September.
- NCDSB Project has provided the opportunity for up to 20 Special Education students from each school to visit Niagara College in May to familiarize themselves with the CICE program, as well as other college services.

Blessed Trinity

- Transition visits are underway for students who will join our Special Education Class in September as well as students who are anxious about what the next stage of their education will look like. We welcome their families into our environment and prepare them for what is to come in order to make the journey a little easier.
- Special Class IPRC's will be held at Blessed Trinity in June for the several students who will join our classroom next year.
- Transition and IPRC meetings are also taking place at the elementary schools for our students with Individual Education Plans. Transfer of Information meetings bring Grade 8 classroom teachers together with the secondary Special Education, Guidance and Success Team and are a key piece in the transition process. We strive to prepare students for success in Grade 9.

Saint Francis

- Our Special Education Class students continue to run our Breakfast Program each day and continue to bake the muffins daily for our P3 program.
- A combined, Unified Team from Holy Cross Catholic Secondary School and Saint Francis Catholic Secondary School has made it to the Provincial Championships for Basketball. These Provincial Championships will take place from June 12th -14th at Brock University.

Denis Morris

- The Special Education Class is proud to announce that our soccer team qualified for the Special Olympics at Brock University in June. Congratulations to the team and our coaches. The Principal is planning to fill a fan bus to send to the games to support the team.
- Best Buddies events are in full swing:
 - Toronto FC game tickets are available for a number of students for May 26th
 - Whooping it Up Free Throw Competition is taking place on Wednesday, May 3rd during both lunches. BBQ is planned for that day as part of the festivities. Peer helpers and other students are excited to volunteer to help on that day as well.

Holy Cross

- The Special Education class recently hosted our Beach Volleyball event for all of the secondary school Special Education Classes in Niagara Catholic. The students thoroughly enjoyed getting ready for the day and prepared hand painted boxes for each school with snacks, activities and leis for all. We would like to thank McDonalds on Ontario Street for

providing us with the orange bowl of drinks for the students and Starbucks on Lake Street for donating coffee and all the fixings for the staff. A wonderful day was had by all and we couldn't have done it without the help of staff and our student referees and helpers. After a delicious pizza lunch from Pie Guys we enjoyed Dairy Queen (Merritt Street) ice cream sandwiches that were made by our own co-op students. The incredible DJ played some tunes to end the day with a dance.

- The Special Education class is fundraising for Special Olympics. We are holding a Toonies for Torches Day on Friday in which students who donate can put their name on the paper torches and come to school in their favorite sports tee or jersey with their uniform bottoms.
- Four of our students attended the qualifiers for this year's provincials, so we are happy to come together to support this great organization.

Saint Michael

- Our Special Education class has seven incoming students in September with five of them are coming from the District School Board of Niagara, so we plan to have a Bowling trip in May where we will invite our incoming students and their families to join our current students on this trip. We will also be having some "academic" classroom visits as well.
- We also look forward to the upcoming Dual Credit Teacher Forum.
- We look forward to the Provincial Special Olympics competition to be held at Brock University in June. We have a group of Special Education class students who qualified for bocce.

Saint Paul

- Our Culinary students played a large role in preparing snacks to sell at the school's production of "Sister Act".
- Our students qualified for provincial championships in three different Special Olympic sports; basketball, soccer, and bocce. Students are only allowed to participate in one sport so we have decided to enter the basketball championships. The tournament will be held June 12-14 at Brock University.

Notre Dame College

- Three of our students are graduating this year. One of our students is attending the Community Integration through Co-Operative Education and Academic and Liberal studies offered at Niagara College. This program provides individuals with developmental disabilities another pathway to the workplace. Our Special Education Teacher met with Amanda Shanks; Manager of the Department and toured the program as it was in progress. Currently there are three intake dates, January, May and September. The program fills up quickly so interested students and parents should investigate this program well in advance of their anticipated start date.
- On March 27, 2017, students from our Special Education Class along with their unified partners (peer partners) participated in the Special Olympic Bocce tournament. Notre Dame has advanced to the Championship Level, which will take place over two days at Brock University on June 12 and 13. We are going to take advantage of the opportunity to stay overnight at the student residence and participate in all the activities with students who will be participating from all over the province. This is an excellent example of the level of understanding and acceptance Notre Dame fosters. Our Special Education Class students alongside their peer partners are going to experience competition, fellowship and fun side by side!
- Notre Dame Special Education Class students will be competing in both mainstream and Special Education levels of running and track events on Wednesday, May 3rd at Lakeshore Catholic. Go Irish Go!

- Notre Dame is hosting the Special Education Basketball Event and Dance on Friday, June 2, 2017. We are anticipating having as much fun at our own event, as we have had at our other host schools. These events are definitely enjoyed and greatly anticipated!

Lakeshore Catholic

- Next year Lakeshore Catholic will have close to thirty students in their Special Education classrooms. The department is thriving and well and we look forward to continued involvement from our Special Education department in and during Catholic Education Week as they will be participating in our World Religions Fair.

3. Yolanda Baldasaro – Superintendent of Education

- Catholic Education Week will be held the week of May 1 – 5, 2017.
- Friday, May 5 – *Distinguished Alumni Award Celebration* is being held at the Catholic Education Centre.
- Thursday, May 18 - *Graduation Ceremonies* will be held at the Gale Centre in Niagara Falls.
- Thursday, May 18 - *Partners in Catholic Education* is being held at the Americana in Niagara Falls.
- Friday, May 19 – Professional Activity Day across the Board.
- SEAC Dates for 2017-2018; first Wednesday of the month, except for January due to Christmas holiday shutdown.
 - September 6, 2017
 - October 4, 2017
 - November 1, 2017
 - December 6, 2017
 - January 10, 2018
 - February 7, 2018
 - March 7, 2018
 - April 4, 2018
 - May 2, 2018
 - June 6, 2018

4. Danny Giancola – Coordinator Special Education

- Learning Disabilities Association (LDA) Conference is being held in August 2017.
- Transition meetings are continuing to happen: preschool to kindergarten and Grade 8 to Grade 9.

H. TRUSTEE REPORTS

1. Pat Vernal – Trustee

- Nil Report

2. Maurice Charbonneau – Trustee

- Nil Report

I. STUDENT REPORT

1. Sarah Milinkovich– Student Senate Representative Report Submitted

- Student Senate will be attending the Festival of Families BBQ representing their high schools with their respective carnival booths.

J. NCPIC REPORT

- Planning is underway for the Festival of Families event being held on May 25th at Saint Michael High School. The SEAC will have a table and members are encouraged to bring brochures from their respective agencies.

K. ALLIANCE COMMITTEE REPORT

L. NEW BUSINESS

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

6.1 Letter of Nomination for New SEAC Member

A letter was received from Down Syndrome Caring Parents Niagara nominating Pina Palombo as their alternate SEAC representative. This letter will be presented at the May 23 Board meeting for approval

Approval of the appointment of a local association alternate representative to serve as a Special Education Advisory Committee member for the term of 2014-2018:

Moved by Dorothy Harvey
Seconded by Karen Murphy

THAT the Special Education Advisory Committee approve the appointment of the following local association representative to serve as a Special Education Advisory Committee member for the term of 2014-2018:

Pina Palombo – Down Syndrome Caring Parents Niagara (Alternate Representative)
CARRIED

7. Policy Review

M. CORRESPONDENCE

N. QUESTION PERIOD

O. NOTICES OF MOTION

P. AGENDA ITEMS – DISCUSSION FOR FUTURE MEETINGS

Q. INFORMATION ITEMS

R. NEXT MEETING:

Wednesday, June 7, 2017 at 7:00p.m. at the Catholic Education Centre

S. ADJOURNMENT

Moved by Bill Helmeczi

Seconded by Andrew Howcroft

THAT the May 3, 2017 meeting of the Special Education Advisory Committee be adjourned.

CARRIED

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

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
JUNE 20, 2017**

PUBLIC SESSION

**TITLE: KIDS HELPING KIDS – CELEBRATING 19 YEARS OF
CONTRIBUTIONS**

Prepared by: Yolanda Baldasaro, Superintendent of Education

Presented by: Yolanda Baldasaro, Superintendent of Education

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

Date: June 20, 2017



PRESENTATION BACKGROUND

**Board Meeting
June 20, 2017**

KIDS HELPING KIDS – CELEBRATING 19 YEARS OF CONTRIBUTIONS

All students of the Niagara Catholic District School Board are to be congratulated for their participation in the “KIDS HELPING KIDS” project in support of the Niagara Children’s Centre. At the Board Meeting on June 20, a cheque for **\$30,770.29** will be presented to Oksana Fisher, Chief Executive Officer and Marla Smith, Director of Development of the Niagara Children’s Centre.

This year marks 19 years of contributions from all our schools in the Niagara Catholic District School Board. Our students in the Niagara Catholic District School Board gathered together in an outpouring of generosity.

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

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

Prepared by: Yolanda Baldasaro, Superintendent of Education

Presented by: Yolanda Baldasaro, Superintendent of Education

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

Date: June 20, 2017

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
JUNE 20, 2017**

PUBLIC SESSION

TITLE: PROVINCIAL MEDALISTS 2017

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 20, 2017



PRESENTATION BACKGROUND

**Board Meeting
June 20, 2017**

PROVINCIAL MEDALISTS 2017

Students from 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.

See Appendix A for the list of schools, coaches and students.

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 20, 2017

PROVINCIAL MEDALISTS 2017

APPENDIX A

School	Event	Medal	Coaches	Team Members
Blessed Trinity Catholic Secondary School	Special Olympics School Championships Unified Soccer	Bronze	Emma Holloway Jackson Holloway	Christian Gigliardi Allen Malunay Alex Giglia Cameron Karniej Ewen Barclay
Denis Morris Catholic High School	Special Olympics School Championships Soccer	Silver	Kevin O'Rourke Mary Hagar Rob Battista	Leonardo Alves Ben DiMaurizio Jordan Eberhardt Stanley Graham Hayden Johnston Ben Murphy Isabella Taraba Blair Thorne Tyler Watson
Holy Cross/Saint Francis Catholic Secondary Schools	Special Olympics School Championships Unified Basketball	Bronze	Lisa Fazzalari Andrea Packham	Katrin Gega Rebeca Hayden Rachel Smith Jennie Rankin Julia O'Reily Hailey Orth (HC)
Notre Dame College School	Special Olympics School Championships Unified Bocce	Bronze	Sharon Phillips Steve Kochan Stephanie Fowler	Kyle Poulin Dakota Jones Meagan Rynberk Frank Ravenda.
Saint Michael Catholic High School	Special Olympics School Championships Bocce	Silver	Ron Bobyk Dave Young	Alyssa Savoia Brianna DiDomenico Aaron Amadio Andrew McIntyre Julianne Misk
Saint Paul Catholic High School	Special Olympics School Championships Basketball	Silver	Mauro Angrilli Kelly Majka Pat Mete	Michael Ciccone Jacob Friend Matthew Sargeson Brandon Caissie Rjay Cayouette

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
JUNE 20, 2017**

PUBLIC SESSION

**TITLE: SCHOOL EXCELLENCE PROGRAM
ASSUMPTION CATHOLIC ELEMENTARY SCHOOL**

The School Excellence Program report is presented for information.

Prepared by: Ted Farrell, Superintendent of Education

Presented by: Ted Farrell, Superintendent of Education

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

Date: June 20, 2017



**SCHOOL EXCELLENCE PROGRAM
ASSUMPTION CATHOLIC ELEMENTARY SCHOOL**

Contact Info

225 Parnell Rd.
St. Catharines, ON
L2M 1W3
ph 905.935.5281
fx 905.935.7026

Grades

ELKP – 8

Enrolment

167 as of September 2016

Principal

Wendy Brant

Superintendent

Ted Farrell

Catholic School Council

Co-Chair: Mary-Jo Madera
Co-Chair: Alicia Venneri

Parish

St. Alfred



Assumption School originally opened in 1955, as a school building comprised of four classrooms, washrooms and a small administrative office. Since then the school has under gone three additions and now houses 14 classrooms, an excellent resource centre, a gym, a stage and new administrative and staff areas. The last addition, completed in September 2005, saw five new classrooms added, the four original classrooms renovated, a new computer lab area and a larger library.

Assumption Catholic Elementary School is a part of the [Holy Cross Catholic Secondary School](#) Family of Schools

*Great Students in a Great School
-School Motto-*

Prepared by: Ted Farrell, Superintendent of Education

Presented by: Ted Farrell, Superintendent of Education

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

Date: June 20, 2017

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
JUNE 20, 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 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 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: Committee of the Whole

Date: June 20, 2017



REPORT TO THE COMMITTEE OF THE WHOLE JUNE 13, 2017

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



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)	<ul style="list-style-type: none"> Initial Staff Report and School Information Profiles (SIPs) are presented to Board of Trustees with staff Accommodation Review Recommendation
February 28, 2017	Board Meeting	<ul style="list-style-type: none"> Approval by the Board to conduct Modified Pupil Accommodation Review
March 7, 2017	Notice of Initiation to public of Modified Accommodation Review Process	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> A minimum of 10 business days prior to Public Meeting
April 20, 2017	Public Meeting held at Monsignor Clancy Catholic Elementary School	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Notice of Board Meeting for Public Input through Delegations
June 13, 2017	Final Staff Report to Committee of the Whole	<ul style="list-style-type: none"> To Board of Trustees through Committee of the Whole including public input from Delegations
June 20, 2017	Board Meeting to decide accommodation	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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



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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APPENDICES

Appendix A – Ministry of Education Pupil Accommodation Review Guidelines

Appendix B – Pupil Accommodation Review Policy and Guidelines Policy No. 701.2

Appendix C – Community Planning and Partnerships Policy and Guidelines Policy No. 800.6

Appendix D – Niagara Catholic Long Term Accommodation Plan 2016-2021 Planning Principals

Appendix E – School Information Profile for Monsignor Clancy Catholic Elementary School

Appendix F – School Information Profile for St. Charles Catholic Elementary School

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.

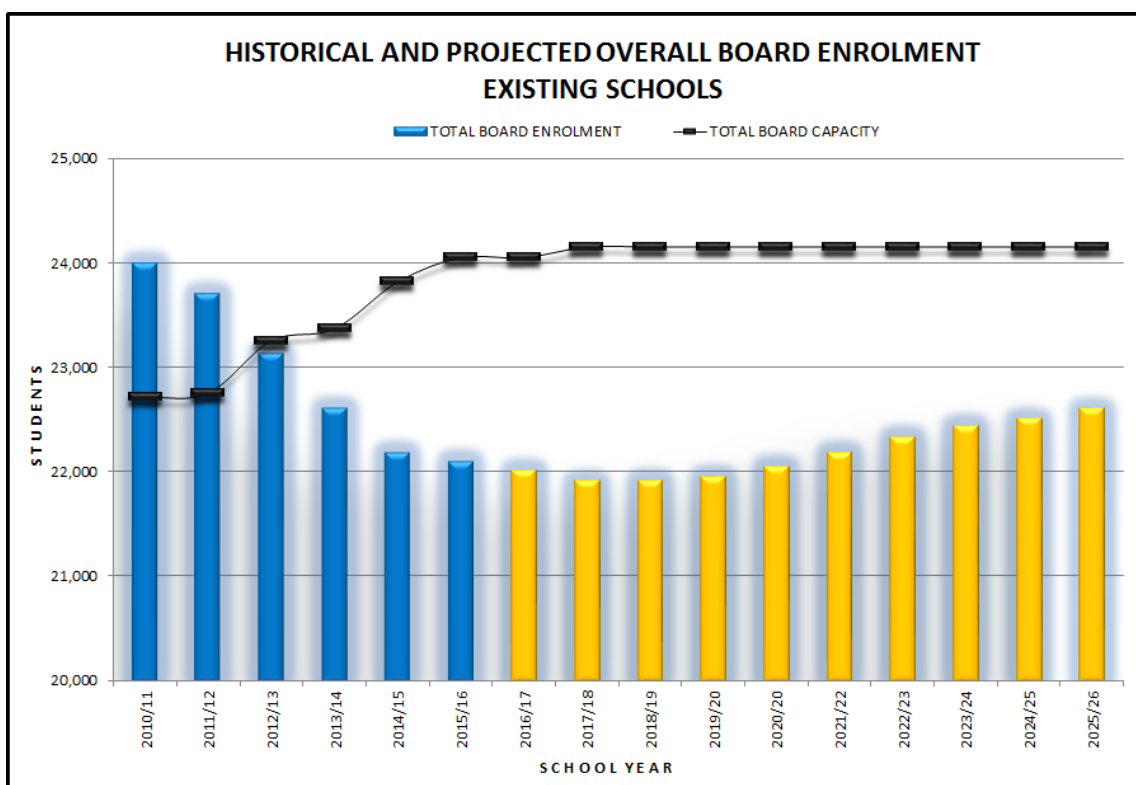
Phase Three presented a five-year plan of recommendations to address enrolment issues such as plans to pursue partnerships, and initiate attendance area and pupil accommodation reviews. The three phases were then consolidated into the Niagara Catholic Long Term Accommodation Plan 2016-2021 which is available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

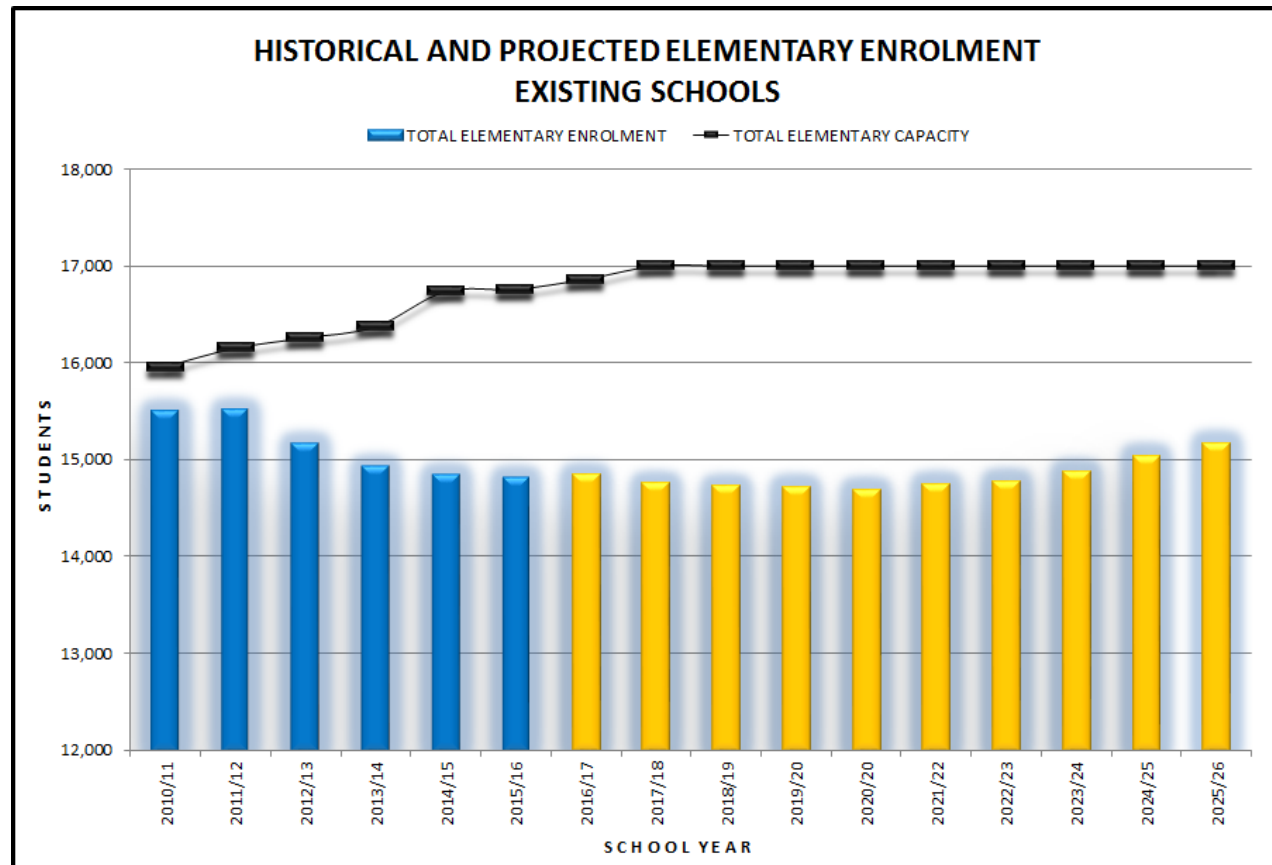
Historical and projected overall Board enrolment figures are provided below:



	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

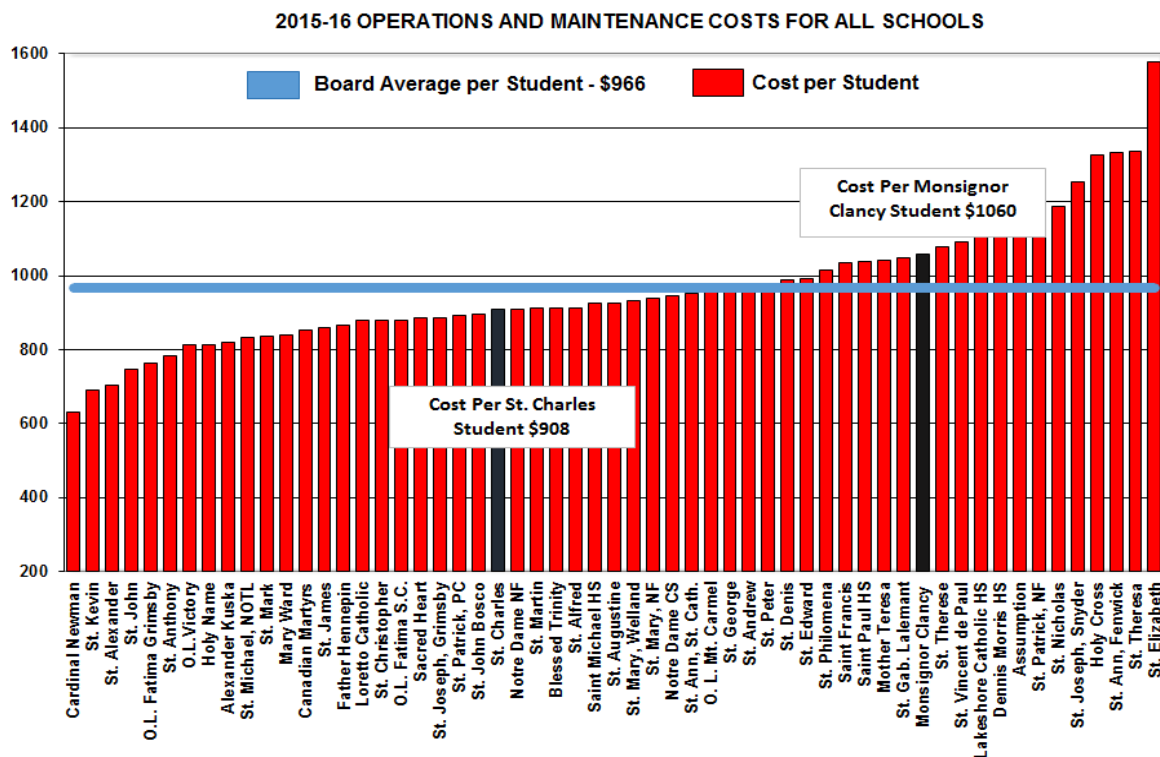
Criteria: A school facility that is physically not suitable to serve the school community and; where the school has a higher than average operating and maintenance costs.

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 2015-2016 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

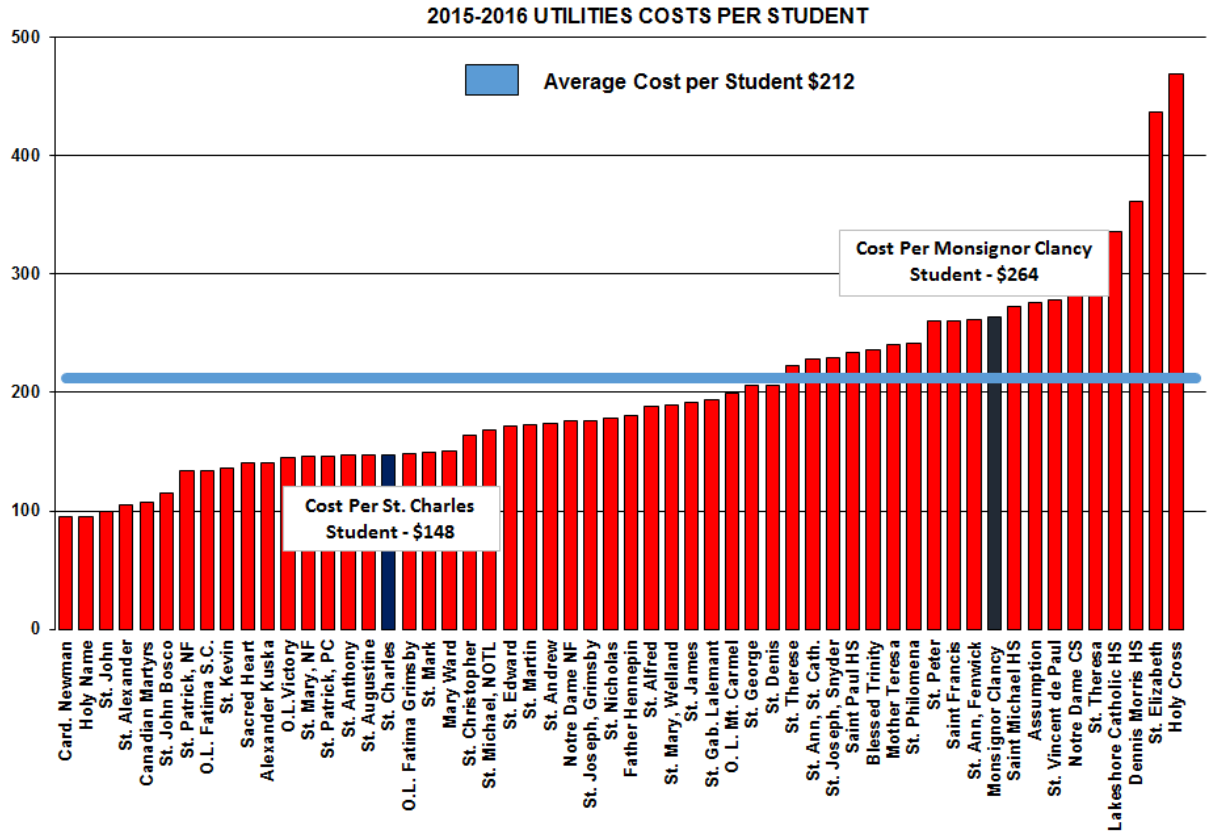
As enrolment continues to fall, the per pupil operating cost per pupil at Monsignor Clancy Catholic Elementary School will rise. The utilities costs at Monsignor Clancy Catholic Elementary School, \$264/per pupil are also \$52 higher than the Board's average cost per pupil of \$212 due to the school's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

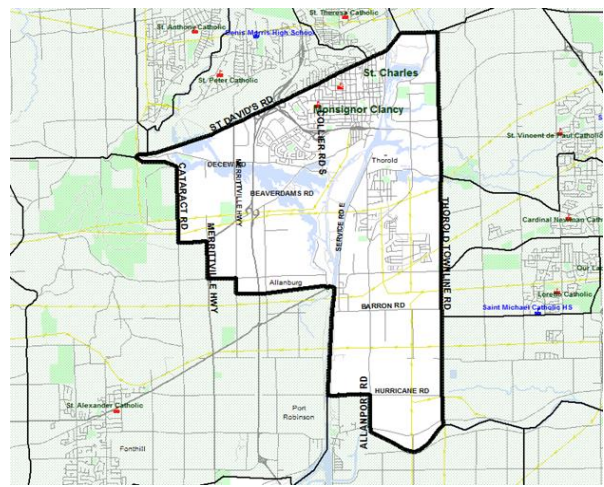
	Monsignor Clancy Catholic Elementary School	St. Charles Catholic Elementary School
Electricity	\$64,085	\$22,498
Gas Heating	\$25,528	\$17,794
Water and Sewage	\$6,276	\$2,714
Total Utilities Expenditure	\$95,889	\$43,006
Enrolment	363.5	291
Total Utilities Expenditure/Pupil	\$264	\$148
On-The-Ground 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)	<ul style="list-style-type: none"> Initial Staff Report and School Information Profiles (SIPs) are presented to Board of Trustees with staff Accommodation Review Recommendation
February 28, 2017	Board Meeting	<ul style="list-style-type: none"> Approval by the Board to conduct Modified Pupil Accommodation Review
March 7, 2017	Notice of Initiation to public of Modified Accommodation Review Process	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> A minimum of 10 business days prior to Public Meeting
April 20, 2017	Public Meeting held at Monsignor Clancy Catholic Elementary School	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Notice of Board Meeting for Public Input through Delegations
June 13, 2017	Final Staff Report to Committee of the Whole	<ul style="list-style-type: none"> To Board of Trustees through Committee of the Whole including public input from Delegations
June 20, 2017	Board Meeting to decide accommodation	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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.

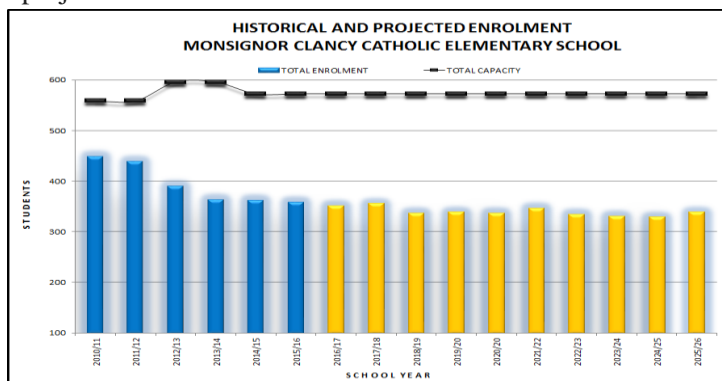
The Profiles were prepared at the same time for comparison purposes so that the community understands the context surrounding the decision to include the schools in the accommodation review.

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

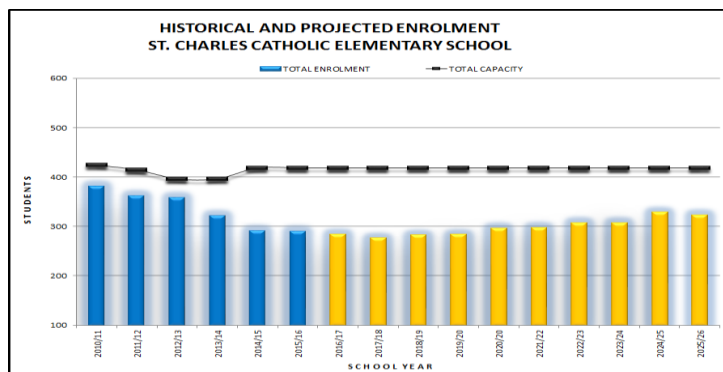
Between 2001-2002 and 2011-2012 elementary enrolment in the review area has declined by almost 25% which is more than triple the Board- wide decline in elementary enrolment of 7% over the same time period. This declining elementary enrolment trend has continued between 2011-2012 and 2014-2015, dropping 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	<ul style="list-style-type: none"> • 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 	<p>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.</p>
Option 2	<ul style="list-style-type: none"> • 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 	<p>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.</p>

Option 3	<ul style="list-style-type: none"> ● 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	<ul style="list-style-type: none"> ● 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																																																							
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Accumulated %	64.4	95.8	98.8	100	100	100	100																																																									
	PRESENT								RECOMMENDATION																																																							
Notes									<p>No additional buses needed to transport students into one school.</p> <p>Addition of 19 students walking to school.</p> <p>Families with children presently at both St. Charles Catholic Elementary School and Monsignor Clancy Catholic Elementary School will be riding together.</p> <p>Average Ride Times decrease by 3 minutes for present St. Charles Catholic Elementary School students.</p> <p>Average Ride Times remain the same for present Monsignor Clancy Catholic Elementary School students.</p> <p>Cost savings are primarily due to less overall kilometers run by the buses.</p>																																																							

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

School Consolidation Capital (SCC)

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.



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**



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	<ul style="list-style-type: none"> ✓ 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) 		
¹ First ARC Working Meeting	<ul style="list-style-type: none"> ✓ Tour of School(s) ✓ Discussion of tour(s) ✓ Feedback on Initial Staff Report ✓ Preparation for Public Meeting Presentation 		
First Public Meeting	<ul style="list-style-type: none"> ✓ 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	<ul style="list-style-type: none"> ✓ 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	<ul style="list-style-type: none"> ✓ 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	<ul style="list-style-type: none"> ✓ 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	<ul style="list-style-type: none"> ✓ 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	<ul style="list-style-type: none"> ✓ 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	<ul style="list-style-type: none"> ✓ date to be determined by Board 		
Board Meeting to decide accommodation	<ul style="list-style-type: none"> ✓ 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	<ul style="list-style-type: none"> ✓ Public to be notified within 5 business days of decision by Board of Trustees 		



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	<ul style="list-style-type: none"> ✓ 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	<ul style="list-style-type: none"> ✓ 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	<ul style="list-style-type: none"> ✓ 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 through Committee of the Whole		
Board Meeting to decide accommodation	<ul style="list-style-type: none"> ✓ 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

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.

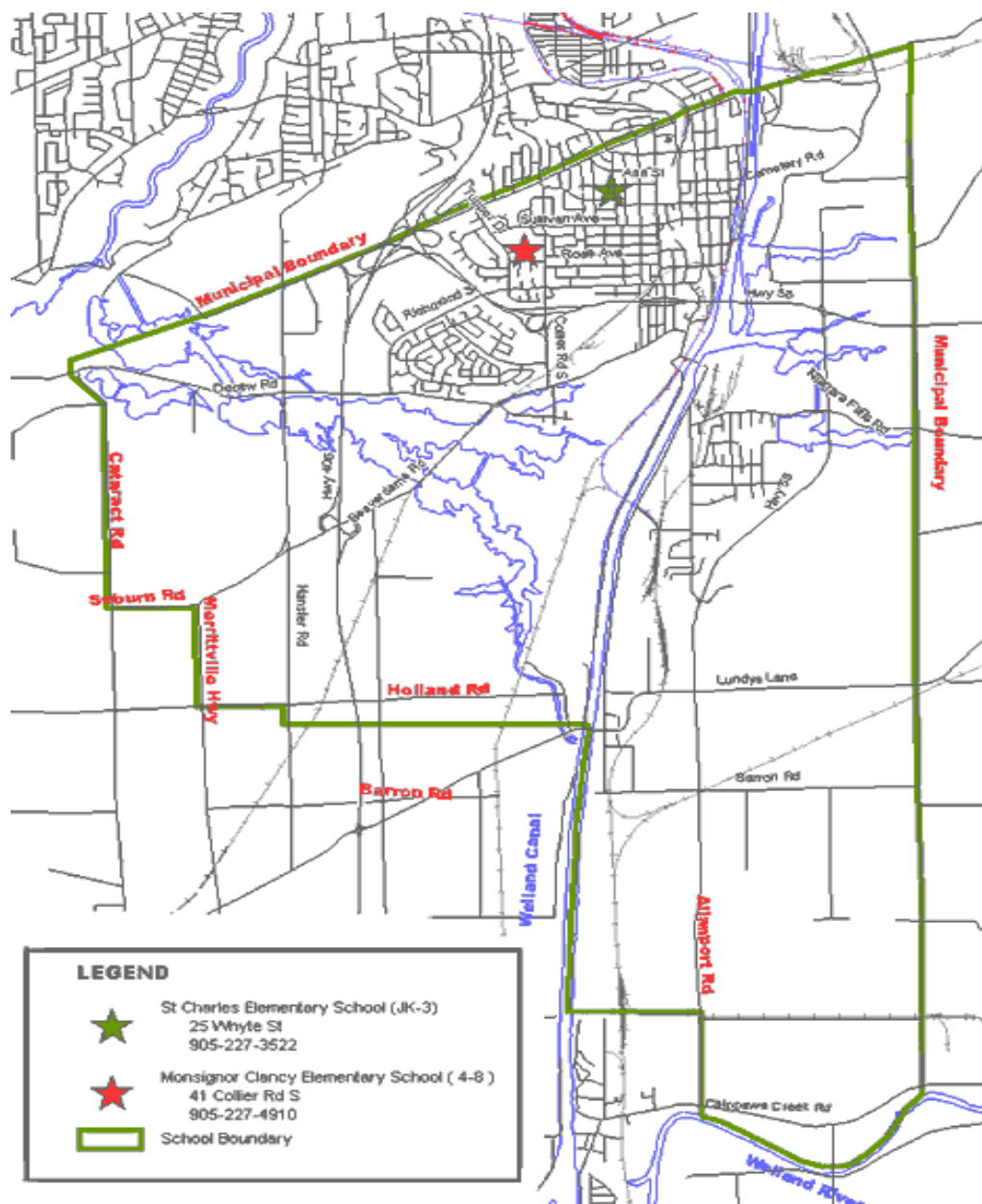
Notifications regarding this meeting were placed in local newspapers and invitations were also sent directly to a number of organizations.

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

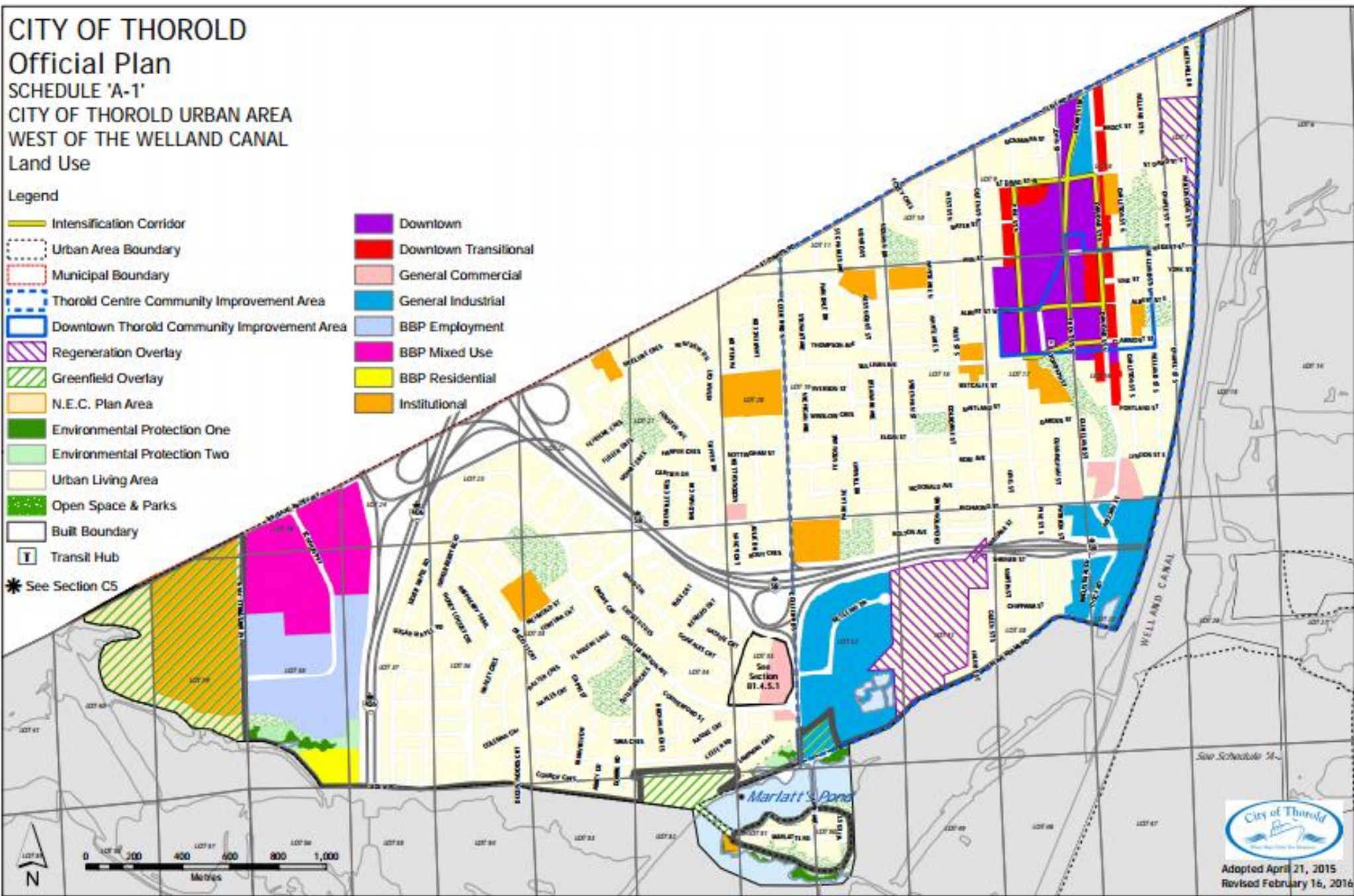
- East: Commencing on the City Boundary (Thorold & Niagara Falls – Thorold Townline Rd – centerline) to
- South: and its projection) to the Welland Canal to a line halfway between Holland Rd and Barron Rd to
- West: Hansler Rd to Merrittville Hwy to Seburn Rd (and its projection) to the township lot 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 Schedule 'A-1'

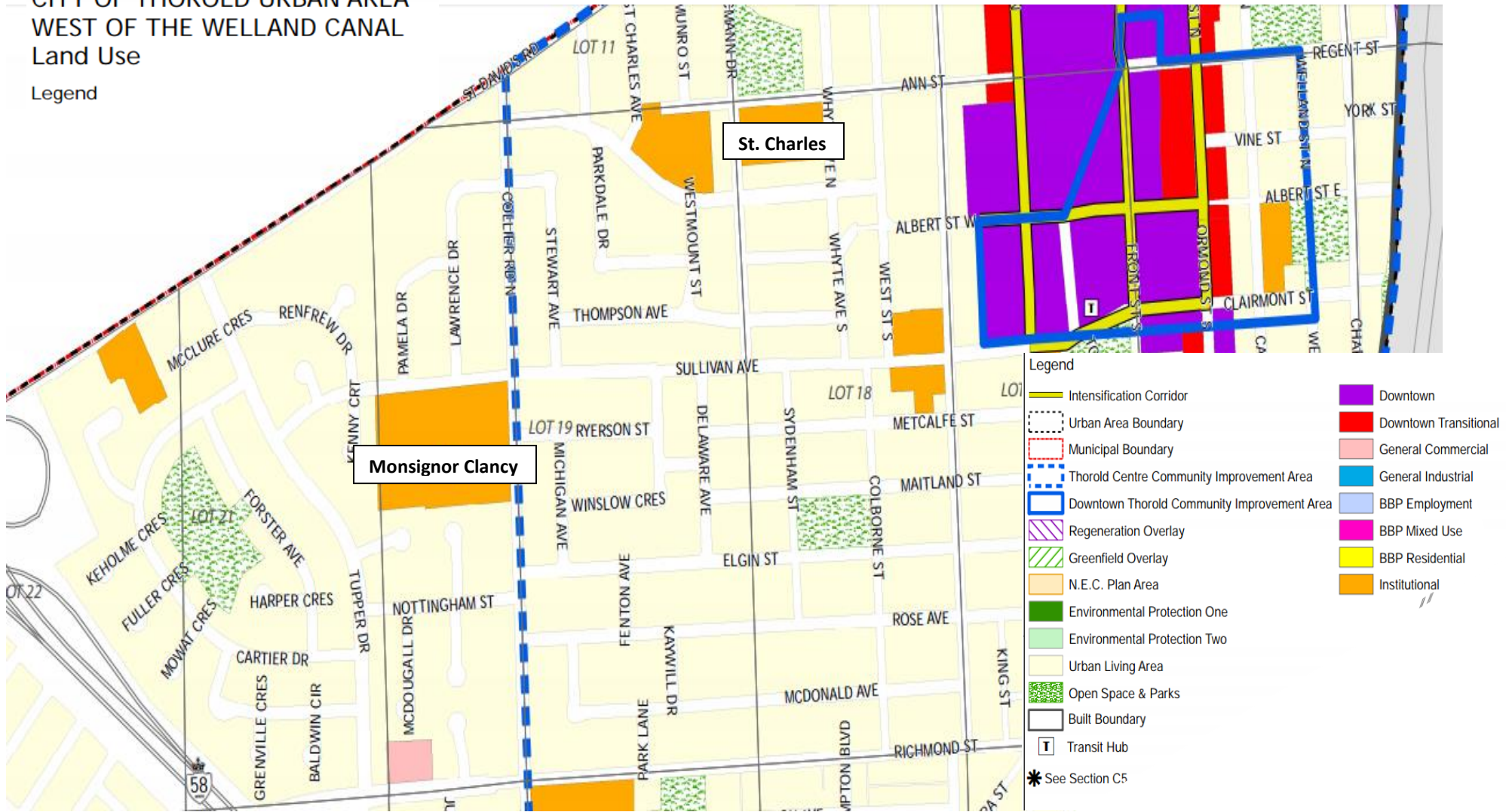


Adopted April 21, 2015
Revised February 16, 2016

CITY OF THOROLD Official Plan

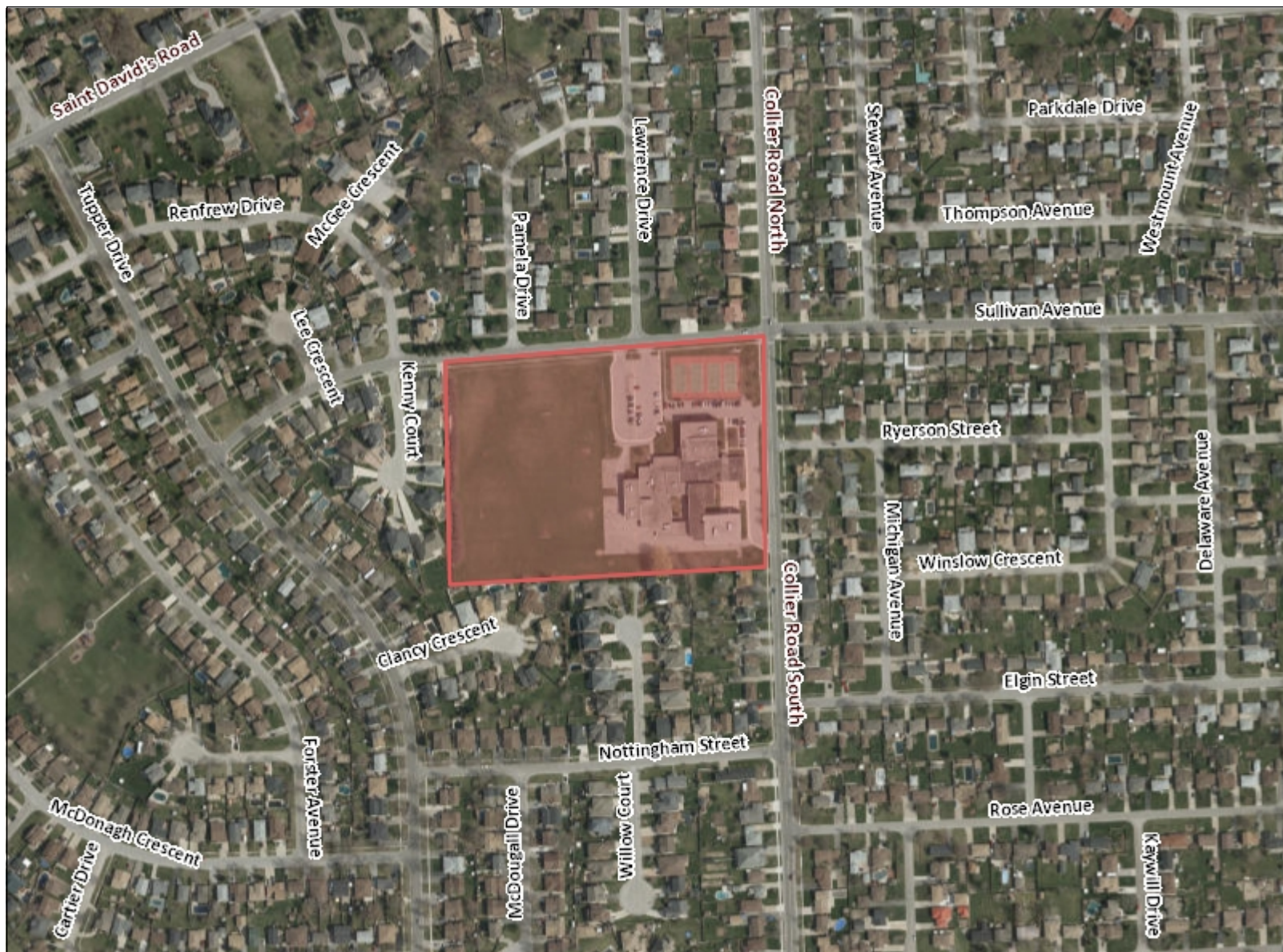
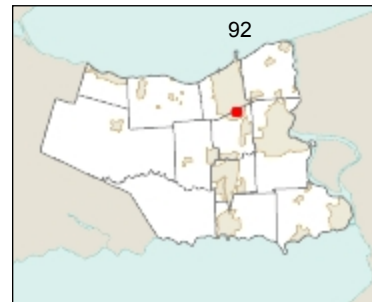
SCHEDULE 'A-1' CITY OF THOROLD URBAN AREA WEST OF THE WELLAND CANAL Land Use

Legend



- 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
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 - Open Space & Parks
 - Built Boundary
 - T Transit Hub
 - * See Section C5
 - Downtown
 - Downtown Transitional
 - General Commercial
 - General Industrial
 - BBP Employment
 - BBP Mixed Use
 - BBP Residential
 - Institutional

Monsignor Clancy Catholic Elementary School



Legend

Streets Labels

0.3 0 0.13 0.3 Kilometers

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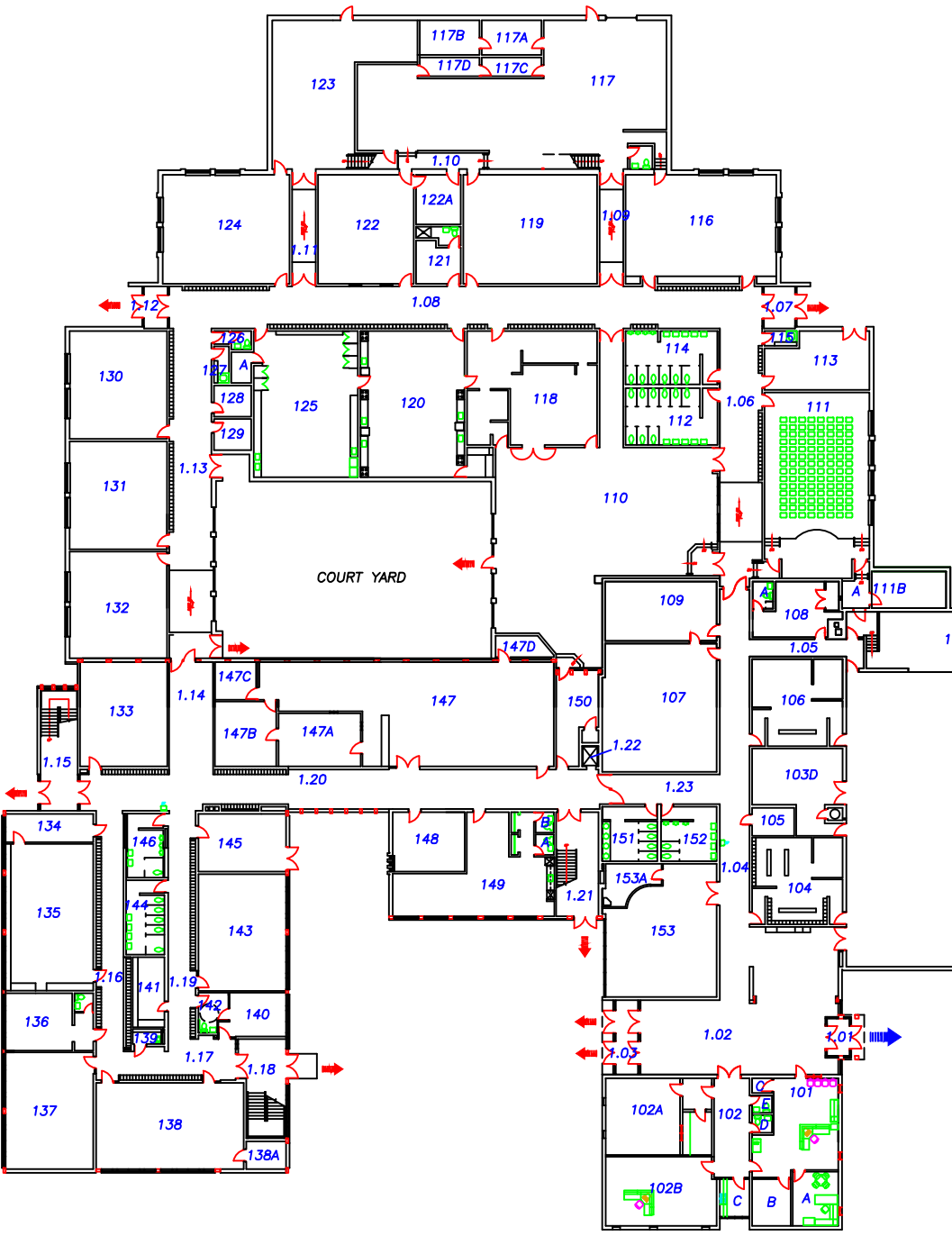


Notes

41 Collier Road,
Thorold, Ontario

LEGEND:

- | | |
|------------------------------|--------------------------|
| 101 ADMINISTRATION | 118 KITCHEN |
| 101A PRINCIPAL'S OFFICE | 119 CLASSROOM |
| 101B MEETING ROOM | 120 CLASSROOM |
| 101C HEAD END ROOM | 121 SENSORY ROOM |
| 102 OFFICES | 122 CLASSROOM |
| 102A READING RECOVERY | 122A SERVER ROOM |
| 102B RESOURCE ROOM | 123 TECHNOLOGY LAB |
| 102C KITCHENETTE | 124 CLASSROOM |
| 102D STAFF WASHROOM | 125 CLASSROOM |
| 102E STAFF WASHROOM | 125A STORAGE |
| 103 GYMNASIUM | 126 STAFF WASHROOM |
| 103A GYM EQUIPMENT STORAGE | 127 SINK ROOM |
| 103B STAIRS TO STAGE | 128 OFFICE-COT |
| 103C STAGE | 129 OFFICE-GRADE 8 |
| 103D CHAIRS STORAGE | 130 CLASSROOM |
| 104 GIRLS' CHANGE ROOM | 131 CLASSROOM |
| 105 CARETAKER-ELECTRICAL | 132 CLASSROOM |
| 106 BOYS' CHANGE ROOM | 133 CLASSROOM |
| 107 MUSIC ROOM | 134 SCIENCE STORAGE |
| 108 CUSTODIAL STORAGE | 135 CLASSROOM |
| 109 MUSIC OFFICE/STORAGE | 136 LIFE SKILLS ROOM |
| 110 CAFETERIA | 137 CLASSROOM |
| 111 THEATRE | 138 CLASSROOM |
| 111A VESTIBULE | 139 CUSTODIAN |
| 111B MAIN ELECTRICAL ROOM | 140 OFFICE |
| 112 GIRLS' WASHROOM | 141 MECHANICAL ROOM |
| 113 CARETAKER'S OFFICE | 142 ACCESSIBLE WASHROOM |
| 114 BOYS' WASHROOM | 143 CLASSROOM |
| 115 SINK ROOM | 144 GIRLS' WASHROOM |
| 116 CLASSROOM | 145 FURNACE ROOM |
| 117 CATHOLIC RESOURCE CENTRE | 146 BOYS' WASHROOM |
| 117A OFFICE | 147 LIBRARY/COMPUTERS |
| 117B OFFICE | 147A LIBRARY OFFICE |
| 117C STORAGE | 147B LIBRARY WORK ROOM |
| 117D STORAGE | 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 |



FIRM NAME AND ADDRESS
NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
 427 RICE ROAD, WELAND, ONTARIO, L3C 7G1, (905) 735-0240

PROJECT NAME AND ADDRESS
MONSIGNOR CLANCY ELEMENTARY SCHOOL
 41 COLLIER RD S, THOROLD, ON, L2V 3S9

GENERAL NOTES

TOTAL SCHOOL AREA 6533 SQ.M.
 PROPERTY AVERAGE 46500 SQ.M.



DATE **JUNE 1997**

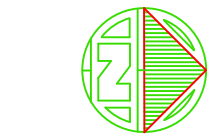
DWG. NO. **1399f**

REVISION **SEPTEMBER 2016**

SCALE **NTS**

SHEET TITLE **GROUND FLOOR PLAN**

DRAWN BY **T. LABBANZ**



- 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, WELAND, ONTARIO, L3C 7C1, (905) 735-0240

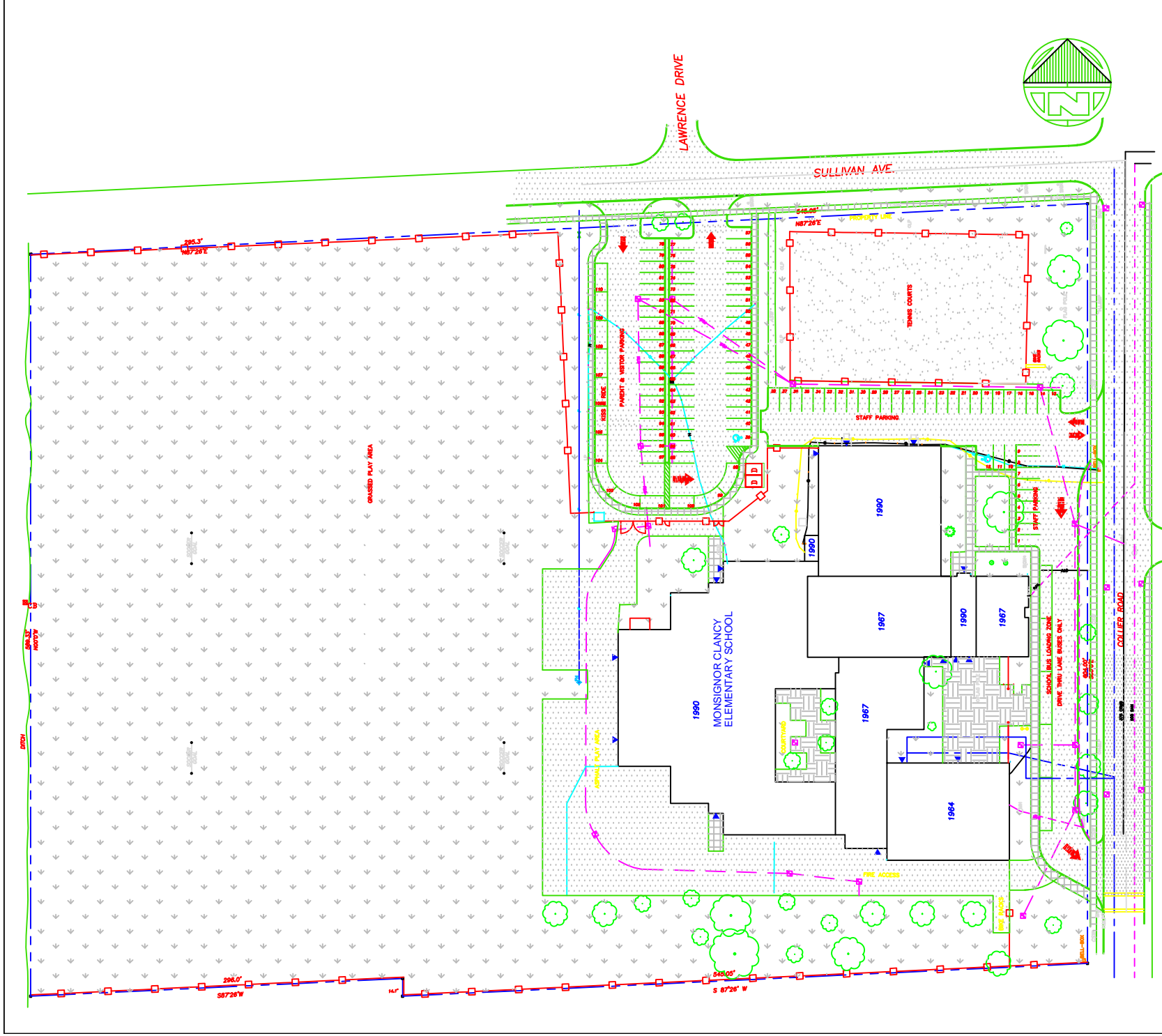
PROJECT NAME AND ADDRESS
 MONSIGNOR CLANCY ELEMENTARY SCHOOL
 41 COLLIER RD S, THOROLD, ON, L2V 3S9


DWG. NO. 139sf
REVISION SEPTEMBER 2016
DATE JUNE 1997
SCALE NTS
SHEET TITLE SECOND FLOOR PLAN
DRAWN BY T. LABBANZ

GENERAL NOTES

TOTAL SCHOOL AREA 6533 SQ.M.
 PROPERTY ACREAGE 46500 SQ.M.





	FIRM NAME AND ADDRESS NIAGARA CATHOLIC DISTRICT SCHOOL BOARD 427 RICE ROAD, WELLAND, ONTARIO, L3C 7C1, (905) 735-0240		GENERAL NOTES SCHOOL AND PROPERTY ADDITIONS:	
	PROJECT NAME AND ADDRESS MONSIGNOR CLANCY ELEMENTARY SCHOOL 41 COLLIER RD S, THOROLD, ON, L2V 3S9		1964 1967 1990	1377 SQ.M. 2583 SQ.M. 2573 SQ.M.
DWG.NO. 139sp	REVISION SEPTEMBER 2016	SHEET TITLE SITE PLAN	TOTAL SCHOOL AREA TOTAL PROPERTY ACREAGE	
DATE JUNE 1997	SCALE NTS	DRAWN BY T. LABBANZC	6533 SQ.M. 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

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.

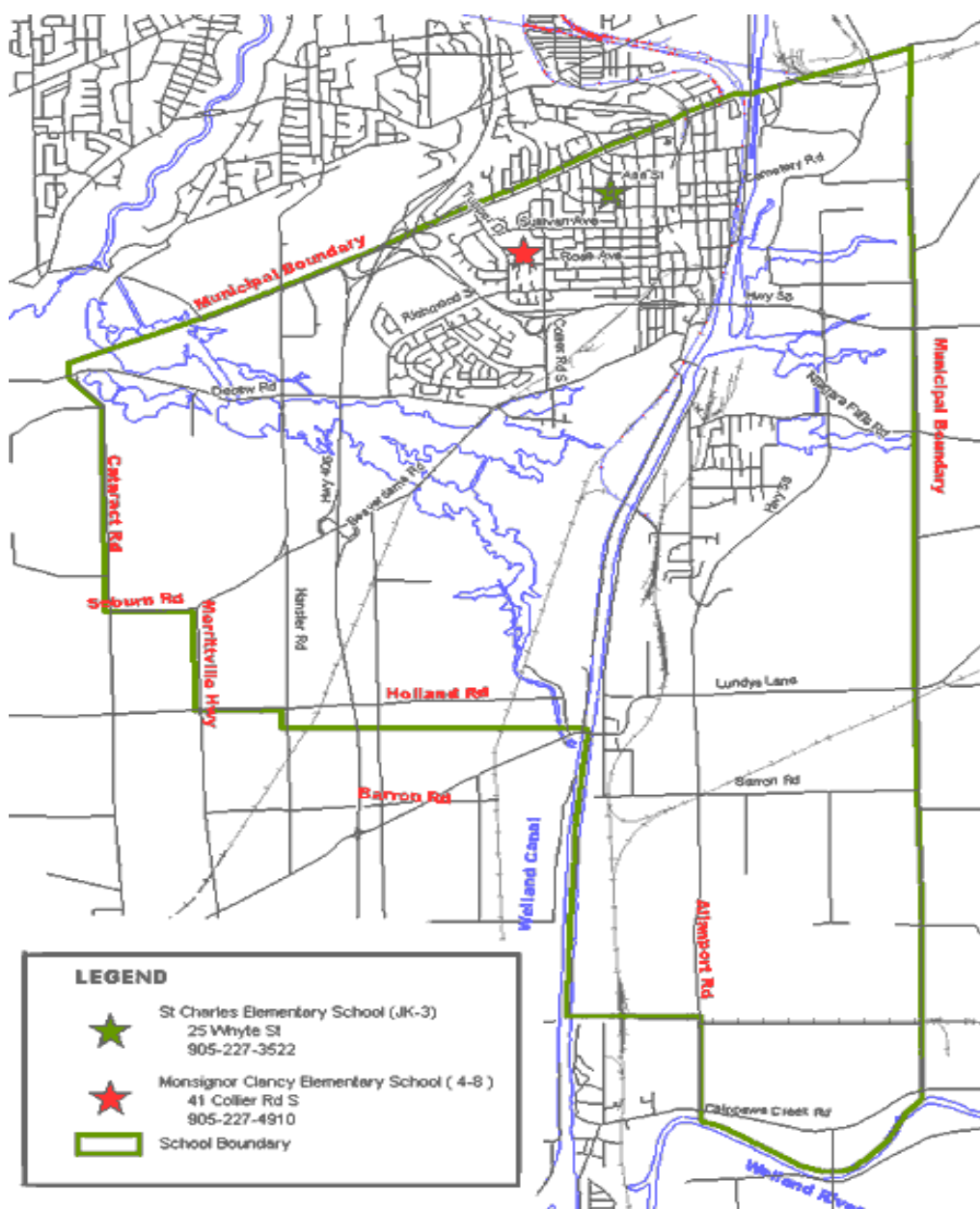
To date no partnership proposals have been submitted to the Board subsequent to the above meeting for neither St. Charles nor Monsignor Clancy Catholic Elementary Schools.

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

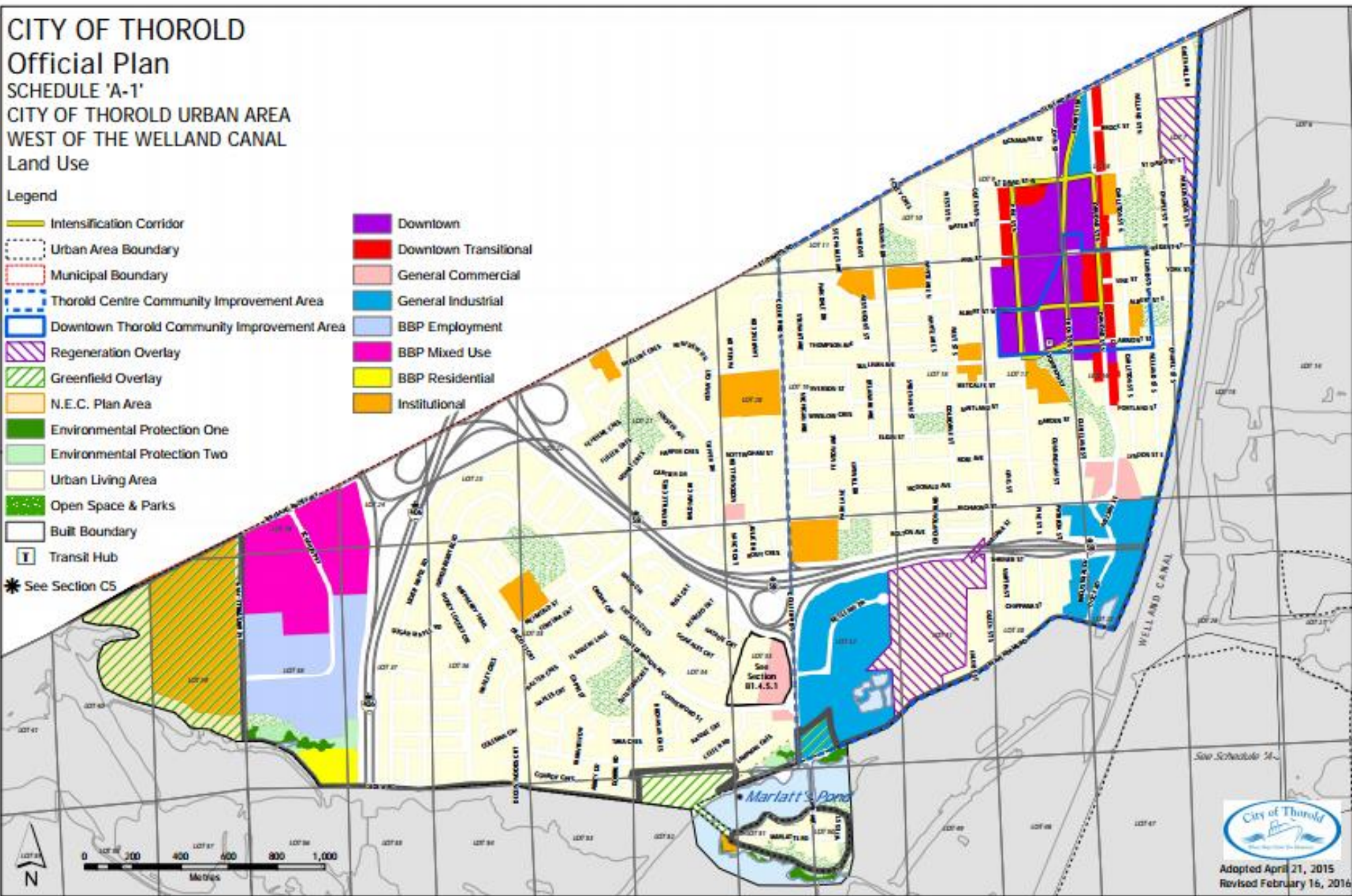
- East: Commencing on the City Boundary (Thorold & Niagara Falls – Thorold Townline Rd – centerline) to
- South: and its projection) to the Welland Canal to a line halfway between Holland Rd and Barron Rd to
- West: Hansler Rd to Merrittville Hwy to Seburn Rd (and its projection) to the township lot 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 Schedule 'A'



Adopted April 21, 2015
 Revised February 16, 2016

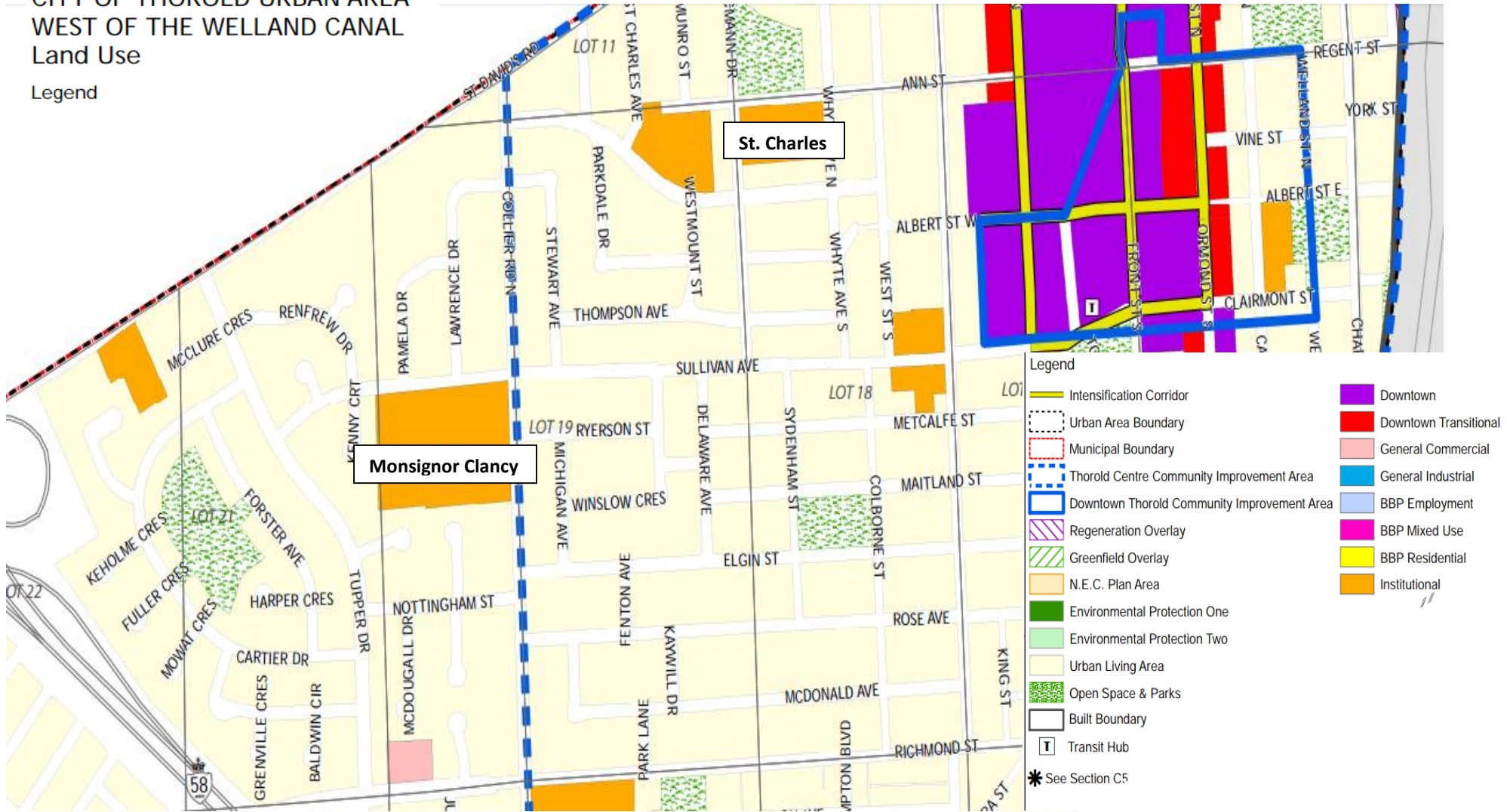
CITY OF THOROLD

Official Plan

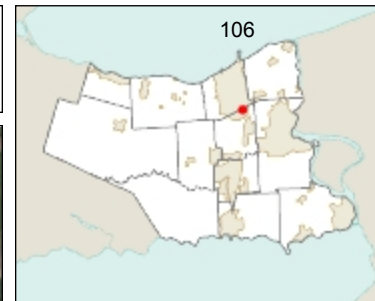
SCHEDULE 'A-1'

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

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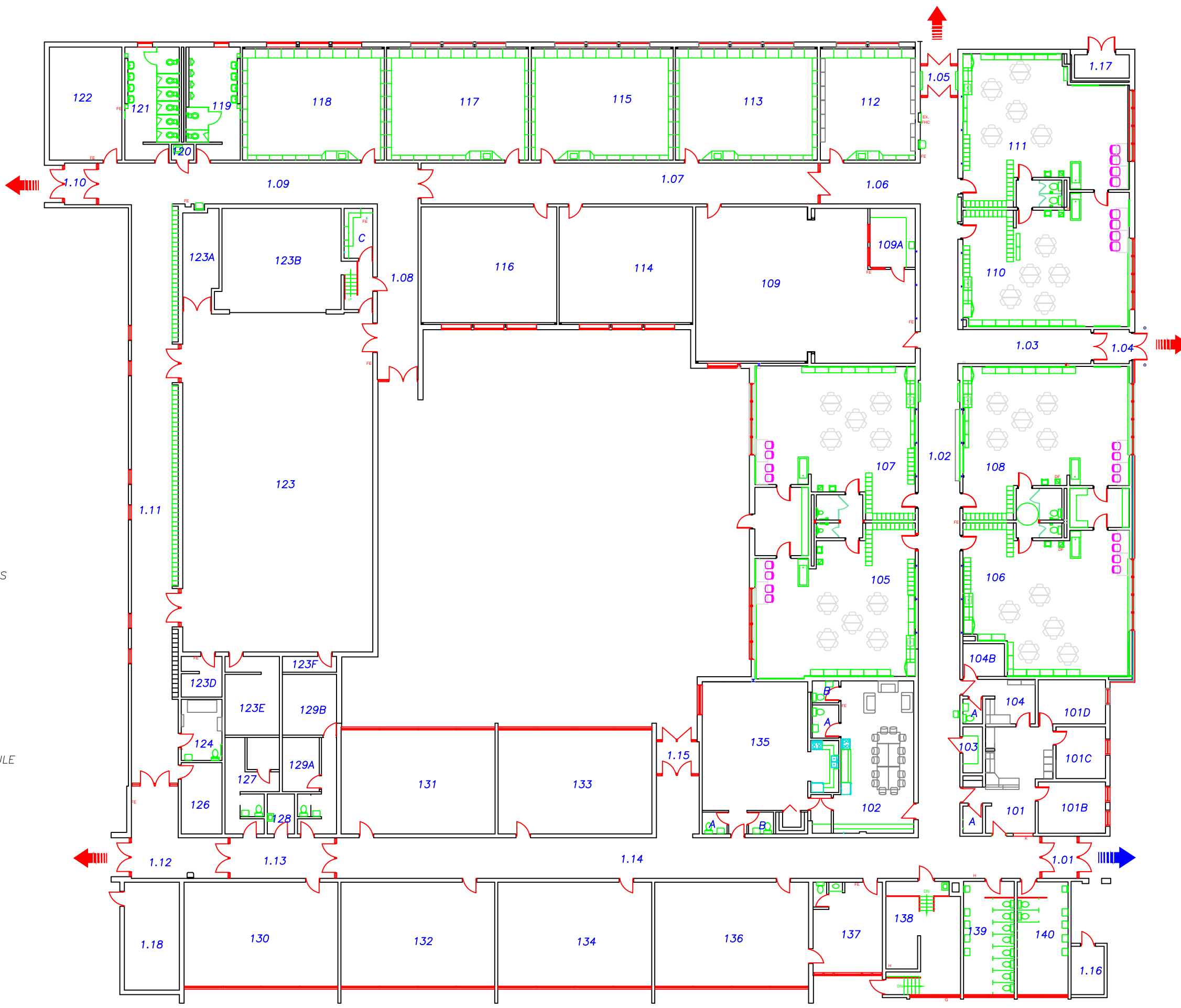
Notes

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



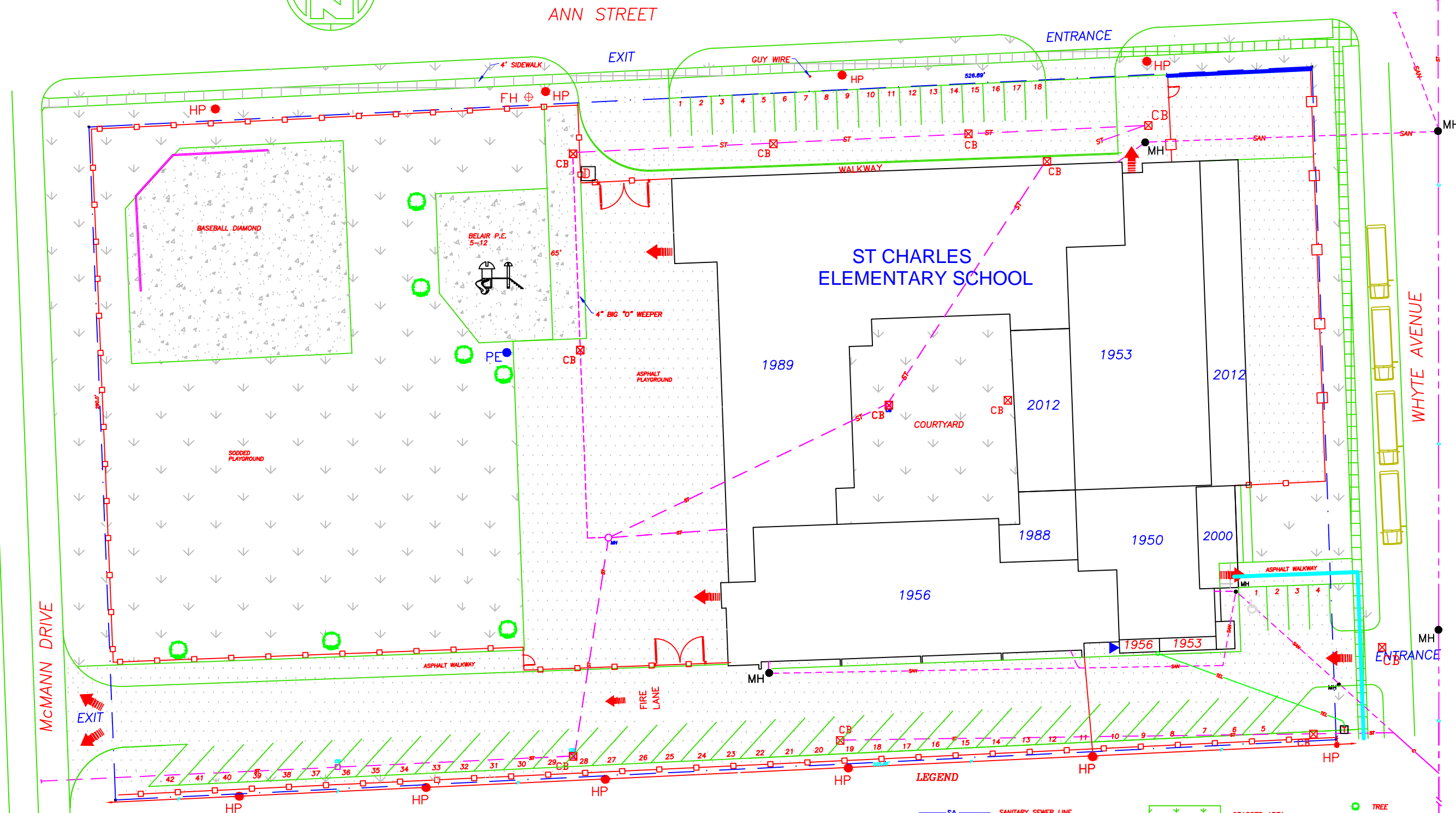
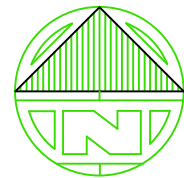
GENERAL NOTES

TOTAL SCHOOL AREA 3690 SQ.M.
 PROPERTY ACREAGE 14164 SQ.M.

FIRM NAME AND ADDRESS
 NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
 427 RICE ROAD, WELAND, ONTARIO, L3C 7C1, (905) 735-0240

PROJECT NAME AND ADDRESS
 ST CHARLES ELEMENTARY SCHOOL
 25 WHYTE ST, THOROLD, ON, L2V 2T4

DWG. NO. 141gf	REVISION NOVEMBER 2015	SHEET TITLE GROUND FLOOR PLAN	DATE JUNE 1997	SCALE NTS	DRAWN BY T. LABBANCZ
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LEGEND

- | | | | | | |
|---------------------|----------------------------|--------------------------|--------------|-------------------------|--------------|
| SA | SANITARY SEWER LINE | [Green box with arrows] | GRASSED AREA | [Green circle] | TREE |
| ST | STORM SEWER LINE | [Purple box with arrows] | PAVED AREA | [Red circle] | HYDRO POLE |
| T | TELEPHONE SERVICE LINE | [Yellow box with arrows] | CONCRETE | [Black circle] | MANHOLE |
| H | PRIMARY HYDRO SERVICE LINE | [Red box with arrows] | | [Red circle with cross] | FIRE HYDRANT |
| W | COLDWATER SERVICE LINE | [Black box with arrows] | | [Red square with cross] | CATCH BASIN |
| G | GAS LINE | [Blue dashed line] | | [Red square] | TRANSFORMER |
| [Red dashed line] | PROPERTY LINE | | | [Red square with X] | DUMPSTER |
| [Green dashed line] | FENCE | | | | |
| [Green dashed line] | PAVING | | | | |

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

DATE JULY 1999 **SCALE** NTS **DRAWN BY** T. LABBANCZ

GENERAL NOTES
 SCHOOL AND PROPERTY ADDITIONS:
 1950
 1953
 1956
 1989
 2000; 2012

TOTAL SCHOOL AREA
 3690 SQ.M.

TOTAL PROPERTY ACREAGE
 14164 SQ.M.

649 SQ.M.
 319 SQ.M.
 780 SQ.M.
 1612 SQ.M.
 51; 279 SQ.M.
 14164 SQ.M.

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD

APPEXDIX B

**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

“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 Elementary 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](tel:905-735-0240)

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.



**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 Paulbird	St Charles Elementary
Pat Vernal	Grantee
Rodney RIBOLFO	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.
Audrey Weber	St. Charles.
Patricia Thompson	St. Charles
Robert Hunt	St. Charles / Monsignor -
Jaine 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	" "

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 sized 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.

I. What do you like about the recommended option? (Please Print)

Name: Heather Sarto 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 as bus times that are different. The recommendation would ensure that our schools align with all other schools in Niagara Catholic.

Name: Sergio Sarto 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 to~~

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: 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 education eliminated.

Name: Melissa Nievas 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: Candice Stonham School: Monsignor Clancy St. Charles Both

↳ the construction / safety
- 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 - it vs grade & 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 identity is remembered and brought forward.

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 ~~new~~ 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 decision & 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 loses out on a New School → schools are moved around and renamed

2. What do you dislike about the recommended option? (Please Print)

Name: Melissa Nieves School: Monsignor Clancy St. Charles Both

-only thing that concerns me is if the kids move into an unfinished school and is not completely renovated by the time the merge takes place. I want to ensure my kids are in a safe environment and ready to experience a new school at its fullest potential.

Name: Lauren Lynds School: Monsignor Clancy St. Charles Both

There is nothing that I dislike about the recommended option. I believe that renovating Clancy to accommodate 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.

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 Nievas School: Monsignor Clancy St. Charles Both

To ensure the renovation is complete 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 allotted to ensure all classrooms are fully ready so 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 Sarter School: Monsignor Clancy St. Charles Both

- Speed it up

Name: Heather Sarto 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 BUILDING FOR SR. OR OTHER.

Name: ROB School: Monsignor Clancy St. Charles Both

DONT HAVE ANY RECOMMENDATIONS AT THIS TIME.

Name: CADDICE School: Monsignor Clancy St. Charles Both

KEEPING ALL STAFF FROM ST. CHARLES AND MONS. CLANCY AS WELL AS MR. TRAINOR + MRS. WAHSH. THIS WAY ALL STUDENTS WILL ADJUST WELL TO THE TRANSITION.

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 school 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 MS to see their new school, new classrooms and orientation session before the start of new school year.

Do a buddy system with older grades to ~~ensure~~ help the younger kids get a custom 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

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. (X)

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 family in NCDSB.
- Speed up this process.

Name: Melissa Nevas 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: MIKE PERSIA School: Monsignor Clancy St. Charles Both

~~REBUILD~~ - TO NOT BUILD A NEW BUILDING ON CURRENT SITE (MC) BUT ADD TO IT OR UTILIZE ALL THE DEAD SPACE!

Name: VICKY School: Monsignor Clancy St. Charles Both

THAT THE SAFETY OF ALL CHILDREN/ADULTS ARE MET ABOVE + BEYOND NORMAL CONISITIONS AND THAT ALL ARE HAPPY WITH MOVING ON.

Name: CANACE School: Monsignor Clancy St. Charles Both

WHEN THE ~~IS~~ GET TO INTERACT WITH JK KIDS AT RECESS, BULLYING IS AN ISSUE
WHAT ARE THE CONSTRUCTION STEPS GOING FORWARD,

Name: ROB School: Monsignor Clancy St. Charles Both

HOLDING PUBLIC FORMS
BETTER COMMUNICATE ON CONSTRUCTION
FUNDING FROM CAFFETERIA

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's health
- St. Charles Heritage
- Possibility of Bullying
- Lack of playgrounds
- Lack of history
- Lost over runs
- unknown what happens to St. Charles
- The length of transition
- loss of principal
- Walking would be too 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 consistent 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
BOARD MEETING
JUNE 20, 2017**

PUBLIC SESSION

TITLE: CAPITAL PRIORITIES SUBMISSION 2017

RECOMMENDATION

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: Committee of the Whole

Date: June 20, 2017



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
BOARD MEETING
JUNE 20, 2017**

PUBLIC SESSION

**TITLE: NIAGARA CATHOLIC ECOSCHOOLS CERTIFICATION
2016-2017**

The Niagara Catholic EcoSchools Certification 2016-2017 report is presented for information.

Prepared by: Scott Whitwell, Controller of Facilities Services

Presented by: Scott Whitwell, Controller of Facilities Services

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

Date: June 20, 2017



REPORT TO THE BOARD JUNE 20, 2017

NIAGARA CATHOLIC ECOSCHOOLS CERTIFICATION 2016-2017

BACKGROUND INFORMATION

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

We are extremely pleased to announce for the 8th year in a row, that all Niagara Catholic Elementary and Secondary schools achieved the Ontario EcoSchools Certification for 2016 - 2017. Niagara Catholic has been recognized as the only Board in the Province of Ontario to achieve the prestigious recognition of being 100% Eco Schools Certified for eight (8) consecutive school years. We are very proud of this provincial recognition.

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

Final standings for Niagara Catholic are 5 Platinum, 34 Gold, 14 Silver, and 4 Bronze.

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

Attached (Appendix A) is a school certification summary for 2017.

Congratulations GREEN Niagara Catholic!

The Niagara Catholic EcoSchools Certification 2016-2017 report is presented for information.

Prepared by: Scott Whitwell, Controller of Facilities Services

Presented by: Scott Whitwell, Controller of Facilities Services

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

Date: June 20, 2017

NCDSB ECOSCHOOLS FINAL STANDINGS 2016 - 2017

School Name	Level 2017
Holy Name Catholic Elementary School	Platinum
St George Catholic Elementary School	Platinum
Holy Cross Catholic Secondary School	Platinum
St Andrew Catholic Elementary School	Platinum
Blessed Trinity Catholic Secondary School	Platinum
St Charles Catholic Elementary School	Gold
Lakeshore Catholic High School	Gold
St Gabriel Lalemant Catholic Elementary School	Gold
St James Catholic Elementary School	Gold
St Alexander Catholic Elementary School	Gold
Denis Morris Catholic High School	Gold
Notre Dame Catholic Elementary School (NF)	Gold
St Anthony Catholic Elementary School	Gold
Loretto Catholic Elementary School	Gold
St Theresa Catholic Elementary School (SC)	Gold
Father Hennepin Catholic Elementary School	Gold
St Christopher Catholic Elementary School	Gold
St Joseph Catholic Elementary School (S)	Gold
Cardinal Newman Catholic Elementary School	Gold
Notre Dame College School	Gold
St Philomena Catholic Elementary School	Gold
St Denis Catholic Elementary School	Gold
St Martin Catholic Elementary School	Gold
St Ann Catholic Elementary School	Gold
St Edward Catholic Elementary School	Gold
St Therese Catholic Elementary School	Gold
Saint Michael Catholic High School	Gold
St Michael Catholic Elementary School	Gold
Monsignor Clancy Catholic Elementary School	Gold
Sacred Heart Catholic Elementary School	Gold
St Alfred Catholic Elementary School	Gold
Our Lady of Fatima Catholic Elementary School	Gold
St John Catholic Elementary School (B)	Gold
Mary Ward Catholic Elementary School	Gold
St Mark Catholic Elementary School	Gold
St Mary Catholic Elementary School	Gold
Saint Paul Catholic High School	Gold
St Mary Catholic Elementary School	Gold
Our Lady of Mount Carmel Catholic Elementary School	Gold
Saint Francis Catholic Secondary School	Silver
St Patrick Catholic Elementary School (PC)	Silver
Our Lady of Victory Catholic Elementary School	Silver

St Peter Catholic Elementary School	Silver
Mother Teresa Catholic Elementary School	Silver
St Elizabeth Catholic Elementary School	Silver
Assumption Catholic Elementary School	Silver
St Ann Catholic Elementary School (SC)	Silver
Canadian Martyrs Catholic Elementary School	Silver
Our Lady of Fatima Catholic Elementary School	Silver
St Joseph Catholic Elementary School (Gr)	Silver
Alexander Kuska KSG Catholic Elementary School	Silver
St Nicholas Catholic Elementary School	Silver
St Vincent de Paul Catholic Elementary School	Silver
St Kevin Catholic Elementary School	Bronze
St Augustine Catholic Elementary School	Bronze
St John Bosco Catholic Elementary School	Bronze
St Patrick Catholic Elementary School (NF)	Bronze

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
JUNE 20, 2017**

PUBLIC SESSION

TITLE: FINANCIAL REPORT 2016-2017 AS AT MAY 31, 2017

The Financial Report 2016-2017 as at May 31, 2017 is presented for information.

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

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

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

Date: June 20, 2017



**REPORT TO THE BOARD
JUNE 20, 2017**

FINANCIAL REPORT 2016-2017 AS AT MAY 31, 2017

BACKGROUND INFORMATION

Financial Report 2016-2017 is presented in Appendix A

Also attached: Appendix B – Interim Financial Report as at May 31, 2017

The Financial Report 2016-2017 as at May 31, 2017 report is presented for information.

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

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

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

Date: June 20, 2017



FINANCIAL REPORT

MAY 2016-2017

Ministry Grants for Student Needs (GSN) have been adjusted to account for the labour disruption in March 2017. The 2016-2017 revised estimates adjustment resulted in a decrease in Ministry funding of approximately \$1.0M dollars. The offset in savings results in no impact to fiscal year-end for Niagara Catholic District School Board. The 0.50% lump sum payments for dollars earned in 2016-2017 for all employee groups will be allocated to fiscal 2017-2018 to match revenue.

The first phase of the Provincial Employee Life and Health Trust solution for OECTA staff will commence on June 1, 2017. This first phase will remove approximately 1,300 staff from our current provider to the provincial benefit trust. The delay to June 1, 2017 for our OECTA staff has been reconciled with the Ministry and revenue funding adjusted accordingly. The remaining staff members are expected to move to various Employee Health Trusts for March 1, 2018. These groups will include CUPE, Non Union, Principals and Senior Administration. Our current benefit provider will continue to provide coverage for the remaining groups until that date. An anticipated 7.0% increase in benefit costs will commence on October 1, 2017.

The May interim financial statements reflect a balanced position for Niagara Catholic for the 2016-2017 year.

To achieve our commitment for a balanced budget for 2016-2017, Senior Administrative Council continues to monitor costs associated with the following:

- Fringe benefit costs associated with health benefit costs for both permanent employees and those on long-term disability.
- Replacement costs for all staff associated with sick time.

Looking Forward

2017-2018



2017-2018 GSN Funding Updates

Modest Wage increases and investments in benefits transformation.

Local Priority Funding including more staffing support for special education.

Class size investment for full day kindergarten (FDK)

Class size investment for Grades 4-8 over five years.

Education Technology Services department are moving staff to the St. Thomas Centre.

Greenhouse Gas (GHG) Reduction – immediate funding available.

Indigenous Education Funding to support equitable outcomes for all students.

Artificial Turf Field capital project in partnership with the City of Niagara Falls and the Niagara Foundation has commenced.

**Niagara Catholic DSB
2016-17 Interim Financial Report**

For the Month Ending May 31, 2017

Summary of Financial Results

(\$Thousands)	Estimates	Revised Estimates	Forecast	In-Year Change	
				\$	%
Revenue					
Operating Grants	225,418	230,206	228,381	(1,825)	(0.8%)
Capital Grants	23,491	21,235	21,235	-	0.0%
Other	14,231	15,679	15,679	-	0.0%
Total Revenue	263,140	267,120	265,295	(1,825)	(0.7%)
Expenditures					
Classroom	199,590	202,249	200,604	(1,645)	(0.8%)
Other Operating	7,849	8,160	8,360	200	2.5%
Transportation	9,554	9,554	9,250	(304)	(3.2%)
Pupil Accomodation	36,637	38,000	37,907	(93)	(0.3%)
Other	8,489	8,342	8,342	-	0.0%
PSAB Adjustments	1,020	810	810	-	0.0%
Total Expenditures	263,139	267,115	265,273	(1,842)	(0.7%)
In-Year Surplus (Deficit)	1	5	22	17	340.0%
Prior Year Accumulated Surplus (Deficit)	11,229	11,229	11,229	-	0.0%
Accumulated Surplus (Deficit) for Compliance	11,230	11,234	11,251	17	0.2%

Changes in Revenue

- Net Strike Savings deducted from Operating Grants

Change in Expenditures

- Net Strike Savings reflected in expenditures

Change in Reserve

- N/A

Change in Surplus/Deficit

- N/A

Risks & Recommendations

- N/A

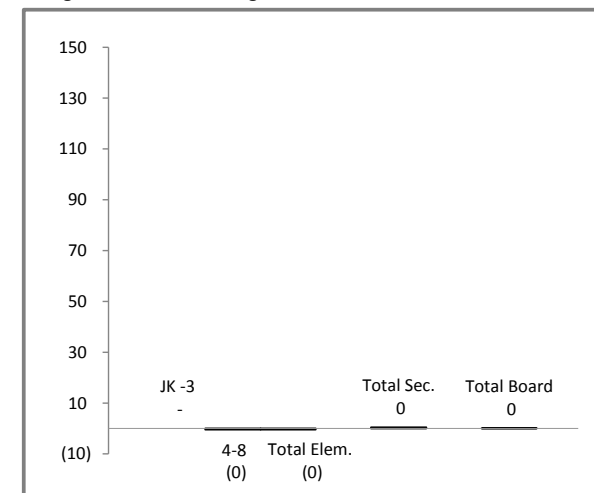
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Summary of Enrolment

ADE	Revised Estimates	Forecast	In-Year Change	
			#	%
Elementary				
JK -3	7,021	7,021	-	0.0%
4-8	7,707	7,707	(0)	0.0%
Total Elementary	14,729	14,728	(0)	0.0%
Secondary <21				
Pupils of the Board	6,940	6,940	0	0.0%
Other Pupils	76	76	-	0.0%
Total Secondary	7,016	7,016	0	0.0%
Total	21,744	21,744	0	0.0%

Note: Forecast will be based on October 31st count date

Changes in Enrolment: Budget v. Forecast



Highlights of Changes in Enrolment:

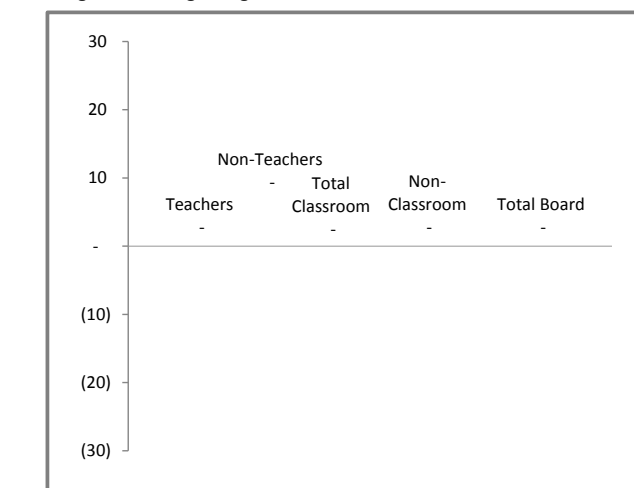
- Forecast is projected to be the same as revised estimates at this stage

*

Summary of Staffing

FTE	Revised Estimates	Forecast	In-Year Change	
			#	%
Classroom				
Teachers	1,292	1,292	-	0.0%
Non-Teachers	805	805	-	0.0%
Total Classroom	2,097	2,097	-	0.0%
Non-Classroom	262	262	-	0.0%
Total	2,359	2,359	-	0.0%

Changes in Staffing: Budget v. Forecast



Highlights of Changes in Staffing:

- Forecast is projected to be the same as revised estimates at this stage

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
JUNE 20, 2017**

PUBLIC SESSION

TITLE: EXECUTIVE COUNCIL POWER – JULY & AUGUST 2017

RECOMMENDATION

THAT the Niagara Catholic District School Board empower Executive Council to approve any actions, of an emergency nature, recommended by the Director of Education, if a quorum cannot be achieved after a Special Meeting of the Board is called as per Board By-Laws, during the months of July and August 2017.

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

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

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

Date: June 20, 2017



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

REPORT TO THE BOARD MEETING JUNE 20, 2017

EXECUTIVE COUNCIL POWER – JULY & AUGUST 2017

BACKGROUND INFORMATION

In accordance with the Niagara Catholic District School Board By-Laws Section 10 – Special Meetings of the Board:

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

The following recommendation is presented in the event that it becomes necessary to call a Special Meeting of the Board to deal with emergency items only and a quorum cannot be achieved, after all reasonable attempts by the Director of Education to achieve quorum during the months of July and August 2017 have been exhausted.

RECOMMENDATION

THAT the Niagara Catholic District School Board empower Executive Council to approve any actions, of an emergency nature only, as recommended by the Director of Education, only if a quorum cannot be achieved after a Special Meeting of the Board is called as per Board By-Laws, during the months of July and August 2017.

Prepared by:	John Crocco, Director of Education/Secretary-Treasurer
Presented by:	John Crocco, Director of Education/Secretary-Treasurer
Recommended by:	John Crocco, Director of Education/Secretary-Treasurer
Date:	June 20, 2017

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
*JUNE 20, 2017***

PUBLIC SESSION

**TOPIC: CORRESPONDENCE
JUNE 6, 2017 LETTER FROM CCSTA**



CANADIAN CATHOLIC SCHOOL TRUSTEES' ASSOCIATION
ASSOCIATION CANADIENNE DES COMMISSAIRES D'ÉCOLES CATHOLIQUES

Catholic Education Centre, 570 West Hunt Club Road, Nepean, Ontario K2G 3R4
Phone: (613) 224-4455 ext. 2521 Fax: (613) 224-3187 E-mail: ccsta@ottawacatholicschools.ca Web site: www.ccsta.ca

June 6, 2017

Fr. Paul MacNeil
Co-Chair, CCSTA AGM /Convention
Chair, NCDSB
Niagara Catholic District School Board
427 Rice Road, Welland, ON L3C 7C1

Dear Fr. MacNeil,

As we wrap up the final details of the AGM/Convention of the Canadian Catholic School Trustees' Association in Niagara Falls, I would like to express to you our heartfelt appreciation for all that you, the NCDSB, CSC Mon Avenir, AFOCSC, the trustees, and your team did to make our conference a success.

Special thanks to John Crocco, Kathy Burtnik, Dino Sicoli, Frank Ferra, Pat Vernal, Ted O'Leary, Jennifer Pelligrini, Krista Wood, Sherry Morena, Margaret Westley, Bin Mu, Anna Pisano and Linda Marconi from NCDSB who looked after the myriad of details that contributed to the very fine conference. We realize that some members were not recognized during the Saturday evening gala, and apologize for this oversight. These volunteers put in extensive hours of preparation to execute their plan for our gathering, and their hard work is greatly appreciated.

We also appreciated the co-operation and participation of so many bishops, which added immeasurably to the conference.

Our delegates evaluated the AGM/Convention positively and we all enjoyed the participation of the school children throughout the program. All in all it was a great success!

Once again thank you for hosting CCSTA in Niagara Falls. The conference evaluations will be sent to you as soon as the results are in, and we will look forward to receiving the final report from your committee in the near future.

Sincerely,

Marino Gazzola
President

cc: ✓ John Crocco, Director of Education, NCDSB
Melinda Chartrand, Chair, CCSTA AGM/Convention
Julian Hanlon, Executive Director, CCSTA

Enlivened by the Word of God and our tradition, we promote and protect the right to Catholic education in Canada.
We speak as one.

Animés par la Parole de Dieu et notre tradition, nous assurons la protection et la promotion du droit à une éducation catholique au Canada. Nous parlons à l'unisson.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
*JUNE 20, 2017***

PUBLIC SESSION

**TOPIC: TRUSTEE INFORMATION
SPOTLIGHT ON NIAGARA CATHOLIC – JUNE 13, 2017**



June 13, 2017

Outstanding Graduation Rate for the Class of 2016



For the third, consecutive year, Niagara Catholic's graduation rates placed second out of the 57 English speaking school Boards in the Province of Ontario. For the third year in a row, Niagara Catholic's graduation rates continued to increase, this time, by nearly a full percentage point, to 92.1 per cent for students graduating in four years, and to 94 per cent for students who took five years to graduate.

This once again places Niagara Catholic second in the province among Ontario's 57 publicly funded English-language school boards for four-year graduation rates, and tied for third among all 72 publicly

funded school boards in Ontario in five-year graduation rates. Niagara Catholic's four-year rate is 12.5 per cent higher than the provincial average (79.6%) and 7.5 per cent higher than the provincial average (86.5%) for students who took five years to complete their Ontario Secondary School Graduation Diploma.

Niagara Catholic's graduation rates fulfill a strategy laid out in the Board's Vision 2020 Strategic Plan to consistently exceed the Ministry of Education's goal of a province-wide, five-year graduation rate of 85 per cent; a goal that was first achieved throughout Ontario in 2015.

During the June 13 Committee of the Whole Meeting, Senior Staff shared with Trustees some of the many ways in which staff support student achievement in our elementary and secondary schools. Read the report in the [June 13 Committee of the Whole Agenda](#) and read the media release [here](#).

Students Recognized for Excellence

Each year during the final Committee of the Whole Meeting for the school year, Trustees recognize students who have achieved excellence in academics, the arts and athletics throughout the school year with pins in recognition of their accomplishments. This year, 14 teams, groups and individuals were recognized with Niagara Catholic Excellence in Academics, Excellence in Arts and Excellence in Athletics pins during the June 13 Committee of the Whole Meeting. See the chart below for those honoured, and [click here](#) for a few photos from the meeting.

School	Event	Award	Name
Blessed Trinity Catholic Secondary School	Provincial Skills Competition – Landscape Design	Silver	Stephen Hagen
Blessed Trinity Catholic Secondary School	72 nd Annual CSSRA Championships	Bronze	Women’s Singles - Lauren Kelly
Denis Morris Catholic High School	Special Olympians		
Denis Morris Catholic High School	Provincial Technology Skills Competition	Brick Masonry – Gold Website Design - Silver	Cody Crumb (L) Yaman Abouibaid (R)
Lakeshore Catholic High School	MusicFest Canada Nationals	Jr. Concert Band – Silver Sr. Concert Band – Silver Jazz Band - Gold	Please see full list of musicians in CW agenda . Led by teacher Fraser Hebert.
Saint Francis Catholic Secondary School	Stotesbury Cup Rowing Regatta	Bronze	Sr. Lightweight boys four plus cox.
Saint Francis Catholic Secondary School	72 nd Annual CSSRA Championships	Bronze	Sr. Lightweight boys four plus cox.
Saint Francis Catholic Secondary School	OFSAA Midget High Jump	Gold – 1.85 m	Mike Lucas and Rose Bianco – Coach, Quentin Duemo
Saint Michael Catholic High School	72 nd Annual CSSRA Championships	Gold	Senior Women’s Quad
Saint Michael Catholic High School	72 nd Annual CSSRA Championships	Gold	Senior Women’s Double
Saint Michael Catholic High School	Technology Skills Competition	Provincial Skills Competition – Silver National Skills Competition - Gold	Nicholas Ierfino
Saint Paul Catholic High School	Orlando, Fla. World Cheerleading Championship	6 th Place	Coached by teachers Jennifer Benoit and Natasha Fortuna. Please see full list of team members in CW Agenda .
Saint Paul Catholic High School	Ontario High School Intermediate Cheerleading Championships	1 st /Awarded Grand Champions at the Ontario Cheerleading Federation Provincial Championships	Please see full list of team members in CW Agenda .

Saint Paul Catholic High School	Ontario Cheerleading Federation National Championships	1 st /Awarded bid to compete at 2018 World Cheerleading Championships at Walt Disney World.	Please see full list of team members in CW Agenda .
Saint Paul Catholic High School	MusicFest Nationals	Chamber Choir - Silver	Please see full list of members in CW agenda .
Saint Paul Catholic High School	National Skills Competition – Culinary	Provincial – Gold National – 4 th Place	Hunter Spicer Teacher – Vincenza Smith
Saint Paul Catholic High School	Regional Science Championship	Member of Team Ontario at National Science Fair in Regina	Bethany Poltl Teacher – Samantha Booth

Capital Projects Update



Trustees were provided with an update on capital projects in progress during the June 13 Committee of the Whole Meeting. The parking lot at the new St. Martin Catholic Elementary School in Smithville is due to be completed this month and much of the millwork has been installed inside the school. Flooring and lighting installation is underway and locker installation will begin soon.

Students will occupy the new St. Martin Catholic Elementary School in September.

Although work has already commenced on the addition and renovation to Our Lady of Fatima Catholic Elementary School in Grimsby, a groundbreaking celebration took place at the school on June 6. When it is completed, Our Lady of Fatima Catholic Elementary School will have an additional six classrooms and three early-learning rooms, with space for 540 students all under one roof.

Niagara Catholic 2017-2018 Budget Presented to Trustees

During the June 13 Committee of the Whole Meeting, Trustees were presented with a review of the proposed 2017-2018 Annual Budget.

The Annual Budget, which includes operating expenditures amounting to approximately \$268,000,000, is balanced without the transfer of funds from reserves.

Review the [report](#) to the Committee of the Whole in section C3 of the June 13 Committee of the Whole Agenda.

Introducing the 2017-2018 Student Trustees

Trustees were introduced to the 2017-2018 Student Senate Co-Chairs and Student Trustees during the June 13 Committee of the Whole Meeting.

Hannah Tummillo, a Grade 11 student at Lakeshore Catholic High School, will replace Kira Petriello as a Student Trustee. Nico Tripodi will return for a final term as Student Trustee in 2017-2018. Director of Education John Crocco and Board Chair Father Paul MacNeil thanked Kira and Nico for their tremendous energy and enthusiasm throughout this school year, and wished Kira well on her new journey, as a part of the Class of 2021 at Queen's University in September.

Trustees Recommend Policies

During the June 13 Committee of the Whole Meeting, Trustees recommended two policies for approval by the Board: *Educational Field Trip Policy (400.2)* and *Privacy Policy (New)*. The policies will be considered during the June 20 Board Meeting.

All Niagara Catholic [policies](#) are available to the public on our website.

Larkin Estate Awards

In 1969, the Board received a bequest from the estate of Maria Eveleen Larkin and Aimee Theresa Larkin to provide funding for students entering the field of nursing or a social service program.

The Larkin Estate Admission Awards are administered by the Board of Trustees of the Niagara Catholic District School Board. During the June 13 Committee of the Whole Meeting, Trustees recommended providing \$1,125 to five new applicants entering nursing and social work programs, and \$2,025 to nine students who are continuing on in their post-secondary education nursing programs.

Trustees will consider the motion at the June 20 Board Meeting.

2016-2017 Research Collaborations

Each year, Niagara Catholic is asked to participate in a number of research projects both locally and throughout Ontario.

During the June 13 Committee of the Whole Meeting, Trustees were advised of the 19 projects Niagara Catholic collaborated on throughout this academic year. Among them were programs focusing on literacy and numeracy, drug use and health, recess experiences for students, the partnership between teachers and early childhood educators, ways to use the visual arts to understand the Truth and Reconciliation and one with Brock University's Face Perception Lab which looked at the way children recognize familiar people and how they take their social cues from others.

The full list of projects is available in section A6.7 in the [June 13 Committee of the Whole Meeting Agenda](#).

Final Report on the Proposed Amalgamation of Monsignor Clancy and St. Charles Catholic Elementary Schools

In February, Niagara Catholic began the process of a Modified Pupil Accommodation Review for Monsignor Clancy and St. Charles Catholic Elementary Schools in Thorold.

A number of meetings took place over the following months, and on June 13, Trustees received a report from staff recommending the amalgamation of the two schools at the Monsignor Clancy site, once a renovation and possible addition (if funded by the Province) are completed.

A final decision has yet to be made, and stakeholders may still make a delegation to the Board at the June 20 meeting, following the guidelines through the [Modified Pupil Accommodation Review slide](#) on the front page of this website.

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 did you see the photos from our [Festival of Families](#) and our participation in the [Canadian Catholic School Trustees' Association National Convention](#)? 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
BOARD MEETING
*JUNE 20, 2017***

PUBLIC SESSION

**TOPIC: TRUSTEE INFORMATION
CALENDAR OF EVENTS – SEPTEMBER 2017**

SEPTEMBER 2017



Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4 Labour Day	5 First day of school	6 SEAC Meeting	7 NCPIC Meeting	8	9
10	11	12 CW Meeting (Launch Centre)	13	14	15	16
17	18	19	20 Niagara Foundation for Catholic Education's Charity Golf Classic	21	22	23 Niagara Wine Festival Parade
24	25	26 Policy Committee Board Meeting	27	28	29	30