



*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, OCTOBER 24, 2017  
7:00 P.M.**



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

**8:30 p.m. Timed In Camera Item**

### **A. ROUTINE MATTERS**

1. Opening Prayers – Trustee Charbonneau -
2. Roll Call -
3. Approval of the Agenda -
4. Declaration of Conflict of Interest -
5. Minutes of the Board Meeting of September 26, 2017 A5
6. Consent Agenda Items
  - 6.1 Unapproved Minutes of the Committee of the Whole Meeting of October 10, 2017 and Consideration of Recommendations A6.1
    - 6.1.1 Complaint Resolution Policy (800.3) A6.1.1
    - 6.1.2 Education Research Policy (800.5) A6.1.2
    - 6.1.3 Student Fees Policy (301.11) A6.1.3
  - 6.2 Approved Minutes of the Audit Committee Meeting of June 7, 2017 A6.2
  - 6.3 Approved Minutes of the Special Education Advisory Committee (SEAC) Meeting of September 6, 2017 A6.3
  - 6.4 Appointment of Niagara Catholic Special Education Advisory Committee (SEAC) Member 2014-2018 A6.4
  - 6.5 Unapproved Minutes of the Ad Hoc Committee – Building on Today of October 17, 2017 and Consideration of Recommendations A6.5
    - 6.5.1 Ad Hoc Committee – Building on Today Terms of Reference A6.5.1
  - 6.6 In-Camera Agenda Items F1, F2, F4, F5, F6, F7 and F8 -

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

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

1. School Excellence Program St. Peter Catholic Elementary School C1
2. Financial Report 2016-2017 as at August 31, 2017 C2

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

1. Correspondence -

- |     |  |      |
|-----|--|------|
| 1.1 | October 3, 2017 Trillium Lakelands District School Board Letter to Ministry of Education   | D1.1 |
| 1.2 | Vincent's Thrift Store E-mail  | D1.2 |
| 2.  | Report on Trustee Conferences Attended   | -    |
| 3.  | General Discussion to Plan for Future Action   | -    |
| 4.  | Trustee Information  |      |
| 4.1 | Spotlight on Niagara Catholic – October 10, 2017   | D4.1 |
| 4.2 | Calendar of Events – November 2017   | D4.2 |
| 4.3 | OCSTA Information – October 13 & 20, 2017  | D4.3 |
| 4.4 | OCSTA October 17, 2017 Memorandum – Revisions to the Pupil Accommodation Review and Community Planning and Partnership Guideline   | D4.4 |
| 4.5 | Pilgrimage Sunday – October 29, 2017   | -    |
| 5.  | Open Question Period<br><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  
OCTOBER 24, 2017**

***PUBLIC SESSION***

**TITLE: MINUTES OF THE BOARD MEETING OF  
SEPTEMBER 26, 2017**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the Minutes of the Board Meeting of September 26, 2017, as presented.



## MINUTES OF THE BOARD MEETING

**TUESDAY, SEPTEMBER 26, 2017**

Minutes of the Meeting of the Niagara Catholic District School Board, held on Tuesday, September 26, 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 7:08 p.m. by Chair MacNeil.

### A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayers were led by Trustee Sicoli

2. Roll Call

Chair MacNeil noted that Trustee Charbonneau was excused and all other Trustees and Student Trustees were in attendance.

Trustee	Present	Present Electronically	Absent	Excused
Kathy Burtnik	✓			
Maurice Charbonneau				✓
Frank Fera	✓			
Fr. Paul MacNeil	✓			
Ed Nieuwesteeg	✓			
Ted O'Leary	✓			
Dino Sicoli	✓			
Pat Vernal	✓			
<b>Student Trustees</b>				
Nico Tripodi	✓			
Hannah Tummillo	✓			

The following staff were in attendance:

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

**3. Approval of the Agenda**

Moved by Trustee O'Leary  
Seconded by Trustee Sicoli

**THAT** the Niagara Catholic District School Board approve the Agenda of the Board Meeting of September 26, 2017, as presented.

**ADDITION TO THE PUBLIC AGENDA**

**CARRIED**

**4. Declaration of Conflict of Interest**

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

**5. Approval of Minutes of the Board Meeting**

**5.1 June 20, 2017**

Moved by Trustee Vernal  
Seconded by Trustee Fera

**THAT** the Niagara Catholic District School Board approve the Minutes of the Board Meeting of June 20, 2017, as presented.

**CARRIED**

**5.2 September 19, 2017**

Moved by Trustee Vernal  
Seconded by Trustee Fera

**THAT** the Niagara Catholic District School Board approve the Minutes of the Board Meeting of September 19, 2017, as presented.

**6. Consent Agenda Items**

**6.1 Unapproved Minutes of the Committee of the Whole Meeting of September 12, 2017 and Consideration of Recommendations**

**THAT** the Niagara Catholic District School Board receive the unapproved Minutes of the Committee of the Whole of September 12, 2017, as presented.

**6.1.1 Naming Request – St. Martin of Tours Chapel at the New St. Martin Catholic Elementary School**

**THAT** the Niagara Catholic District School Board approve the Naming Request – St. Martin of Tours Chapel at the new St. Martin Catholic Elementary school, as presented.

**6.2 Approved Minutes of the Special Education Advisory Committee (SEAC) Meeting of June 7, 2017**

**THAT** the Niagara Catholic District School Board receive the Approved Minutes of the Special Education Advisory Committee Meeting of June 7, 2017, as presented for information.

**6.3 Approved Minutes of the Niagara Catholic Parent Involvement Committee (NCPIC) of May 11, 2017**

**THAT** the Niagara Catholic District School Board receive the approved Minutes of the Niagara Catholic Parent Involvement Committee Meeting of May 11, 2017, as presented for information

**6.4 Appointment of Community Representatives to the Niagara Catholic Parent Involvement Committee 2017-2018**

**THAT** the Niagara Catholic District School Board approve the appointment of the following community members to serve as Community Representatives on the NCPIC for the 2017-2018 term:

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

**6.5 System Priorities 2016-2017 Achievement Report**

Presented for information.

**6.6 In-Camera Items F1, F2, F4.1, F4.2, F5 and F7**

Moved by Trustee Nieuwesteeg  
Seconded by Trustee O'Leary

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

**CARRIED**

Trustee Sicoli requested Item F7 be held.

**B. DELEGATIONS/PRESENTATIONS**

Nil

**C. COMMITTEE AND STAFF REPORTS**

**1. School Excellence Program – Our Lady of Fatima Catholic Elementary School, Grimsby**

Yolanda Baldasaro, Superintendent of Education provided background information on the monthly School Excellence Program and introduced Brian Palujanskas, Principal of Our Lady of Fatima Catholic Elementary School.

Principal Palujanskas, with the assistance of Grade 8 student Joseph Cino showcased Our Lady of Fatima Catholic Elementary School as part of the School Excellence Program.

Chair MacNeil thanked Joseph and Principal Palujanskas for their presentation.

2. **Education Quality and Accountability Office (EQAO) 2016-2017 Results for Ontario Secondary School Literacy Test (OSSLT), Grade 9 Assessment of Mathematics and Assessments of Reading, Writing and Mathematics, Primary Division and Junior Division**

Lee Ann Forsyth-Sells, Superintendent of Education presented the 2016-2017 results of the Education Quality and Accountability Office (EQAO) for Ontario Secondary School Literacy Test (OSSLT), Grade 9 Assessment of Mathematics and Assessments of Reading, Writing and Mathematics, Primary Division and Junior Division.

Superintendent Forsyth-Sells answered questions of Trustees.

3. **Financial Report 2016-2017 Update**

Giancarlo Vetrone, Superintendent of Business & Financial Services provided a verbal Financial Report 2016-2017 update for Trustee information.

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

1. **Correspondence**

1.1 **June 19, 2017 Letter from Niagara Children's Centre**

1.2 **June 30, 2017 E-Mail from Tim Benner**

1.3 **July 25, 2017 Letter from Ontario EcoSchools**

Director Crocco highlighted information contained in the letter from Niagara Children's Centre, the e-mail from Tim Benner, and the letter from Ontario EcoSchools.

2. **Report on Trustee Conferences Attended**

Chair MacNeil noted great dialogue took place at the OCSTA Regional Meeting attended on January 19, 2017.

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

Director Crocco announced the continued implementation of the System priorities and Superintendent Forsyth-Sells will provide a report on the Board Improvement Plan for 2017-2018 at the October Committee of the Whole meeting.

4. **Trustee Information**

4.1 **Spotlight on Niagara Catholic – September 12, 2017**

Director Crocco highlighted the September 12, 2017 Spotlight on Niagara Catholic.

4.2 **Calendar of Events – October 2017**

Director Crocco reviewed the Calendar of Events - October, 2017 for Trustees information.

Director Crocco highlighted the Director's Inspiration Award being held on October 19, 2017 at 6:00 p.m. at St. Mary of the Assumption Parish and asked Trustee to confirm their attendance with Anna Pisano.

**4.3 OCSTA Information – September 1, 8, 15 & 22, 2017**

Director Crocco highlighted the OCSTA information from September 1, 8, 15 and 22, 2017.

**4.4 Marian Event – September 30, 2017**

director Crocco presented the Diocesan Marian Event invitation for the Year of the Rosary Pray for Peace on September 30, 2017.

Director Crocco asked that any Trustees able to volunteer to please notify Anna Pisano before the close of the Board Meeting.

Policy Committee Chair, Pat Vernal presented a highlight of the Policy Committee Meeting and invited Trustees to submit any feedback as part of the vetting process for the Trustee Expenses & Reimbursement Policy and the Trustee Code of Conduct Policy.

**5. Open Question Period**

None Submitted

**E. NOTICES OF MOTION**

**F. BUSINESS IN CAMERA**

Moved by Trustee Sicoli

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 7:47 p.m. and reconvened at 9:26 p.m.

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

Moved by Trustee Sicoli

Seconded by Trustee Burtnik

**THAT** the Niagara Catholic District School Board report the motions from the In Camera Session of the Board Meeting of September 26, 2017.

**CARRIED**

**SECTION A: STUDENT TRUSTEES PRESENT**

Moved by Trustee Nieuwesteeg

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 June 20, 2017, as presented.

**CARRIED (Item F1)**



Moved by Trustee Nieuwesteeg

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 September 12, 2017, as presented.

**CARRIED (Item F2)**

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

Moved by Trustee Nieuwesteeg

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 June 20, 2017, as presented.

**CARRIED (Item F4.1)**

Moved by Trustee Nieuwesteeg

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 September 19, 2017, as presented.

**CARRIED (Item F4.2)**

Moved by Trustee Nieuwesteeg

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 September 12, 2017, as presented.

**CARRIED (Item F5)**

Moved by Trustee O'Leary

Seconded by Trustee Vernal

**THAT** the Niagara Catholic District School Board approve the recommendation as outlined in Item F6 of the In Camera Agenda.

**CARRIED (Item F6)**

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

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

## **J. ADJOURNMENT**

Moved by Trustee Vernal

Seconded by Trustee Sicoli

**THAT** the September 26, 2017 meeting of the Niagara Catholic District School Board be adjourned.

**CARRIED**

This meeting was adjourned at 9:27 p.m.

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Minutes of the Meeting of the Niagara Catholic District School Board held on **September 26, 2017**.

Approved on **October 24, 2017**.

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Fr. Paul MacNeil  
Chair of the Board

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John Crocco  
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
OCTOBER 24, 2017**

***PUBLIC SESSION***

**TOPIC: UNAPPROVED MINUTES OF THE COMMITTEE OF THE  
WHOLE MEETING OF OCTOBER 10, 2017**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board receive the unapproved Minutes of the Committee of the Whole Meeting of October 10, 2017, as presented.

The following recommendations are being presented for the Board's consideration from the Committee of the Whole Meeting of October 10, 2017:

**6.1.1 Complaint Resolution Policy (800.3)**

**THAT** the Niagara Catholic District School Board approve the Complaint Resolution Policy (800.3), as presented.

**6.1.2 Education Research Policy (800.5)**

**THAT** the Niagara Catholic District School Board approve the Education Research Policy (800.5), as presented.

**6.1.3 Student Fees Policy (301.11)**

**THAT** the Niagara Catholic District School Board approve the Student Fees Policy (301.11), as presented.



## MINUTES OF THE COMMITTEE OF THE WHOLE MEETING

### TUESDAY, OCTOBER 10, 2017

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Minutes of the Meeting of the Committee of the Whole of the Niagara Catholic District School Board, held on Tuesday, October 10, 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 7:03 p.m. by Vice-Chair Burtnik.

#### A. **ROUTINE MATTERS**

1. **Opening Prayer**

Opening Prayer was led by Trustee Burtnik

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				✓
<b>Student Trustees</b>				
Nico Tripodi	✓			
Hannah Tumnillo	✓			

Vice-Chair Burtnik and Chair MacNeil acknowledged and welcomed Pat Rocca, the newest Supervisory Office member of Senior Staff.

The following staff were in attendance:

**John Crocco**, Director of Education; **Yolanda Baldasaro**, **Ted Farrell**, **Lee Ann Forsyth-Sells**, **Frank Iannantuono**, **Pat Rocca**, 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 Sicoli

**THAT** the Committee of the Whole approve the Agenda of the Committee of the Whole Meeting of October 10, 2017, as presented.

**CARRIED**

**4. Declaration of Conflict of Interest**

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

**5. Approval of Minutes of the Committee of the Whole Meeting of September 12, 2017**

Moved by Trustee Nieuwesteeg

**THAT** the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting of September 12, 2017, as presented.

**CARRIED**

**6. Consent Agenda Items**

**6.1 Unapproved Minutes of the Policy Committee Meeting of September 26, 2017**

**THAT** the Committee of the Whole receive the Unapproved Minutes of the Policy Committee Meeting of September 26, 2017, as presented.

**6.2 Approval of Policies**

**6.2.1 Complaint Resolution Policy (800.3)**

**THAT** the Policy Committee recommend to the Committee of the Whole approval of the Complaint Resolution Policy (800.3), as presented.

**6.2.2 Education-Based Research Policy (800.5)**

**THAT** the Policy Committee recommend to the Committee of the Whole approval of the Education-Based Research Policy (800.5), as presented.

**6.2.3 Student Fees Policy (301.11)**

**THAT** the Policy Committee recommend to the Committee of the Whole approval of the Student Fees Policy (3), as presented.

**6.3 Catholic School Councils Annual Reports and the Niagara Catholic Parent Involvement Committee Annual Report 2016-2017**

Presented for information.

**6.4 Parents Reaching Out (PRO) Grants 2017-2018**

Presented for information.

**6.5 Extended Overnight Field Trip, Excursion and Exchange Committee**

Presented for information.

**6.6 Staff Development Department Professional Development Opportunities**

Presented for information.

**6.7 Capital Projects Update**

Presented for information.

**6.8 In Camera Items F1 and F3**

Moved by Trustee O'Leary

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

**CARRIED**

**B. PRESENTATIONS**

Nil

**C. COMMITTEE AND STAFF REPORTS**

**1. The Niagara Catholic Board Improvement Plan for Student Achievement and Well-Being (BIPSAW) 2017-2018**

Lee Ann Forsyth-Sells, Superintendent of Education presented the Niagara Catholic Board Improvement Plan for Student Achievement and Well-Being 2017-2018 for Trustee information.

Vice-Chair Burtnik expressed appreciation for the report and thanked Student Trustees and Senate for their engagement.

**2. Teachers of the Deaf and Hard of Hearing – Providing a Pathway of Technological, Literacy and Numeracy Supports for Students**

Yolanda Baldasaro, Superintendent of Education highlighted the Teachers of the Deaf and Hard of Hearing – Providing a Pathway of Technological, Literacy and Numeracy Supports for Students report and introduced Babette Bailey and Tara Formisano, Teachers of the Deaf and Hard of Hearing.

Ms. Bailey and Ms. Formisano showcased their roles and supports for students.

Superintendent Baldasaro, Ms. Bailey and Ms. Formisano answered questions of Trustees.

Vice-Chair Burtnik expressed appreciation for the extra steps taken to reach children that are deaf and hard of hearing.

### 3. Committee of the Whole System Priorities and Budget 2017-2018 Update

John Crocco, Director of Education along with Senior Administrative Council provided a verbal and visual update on the implementation of the annual Board approved System Priorities and Budget 2017-2018, as of the October Committee of the Whole Meeting.

Director Crocco and Senior Staff answered questions of Trustees.

### 4. Monthly Updates

#### 4.1 Student Trustees' Update

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

#### 4.2 Senior Staff Good News Update

Senior Staff highlights included:

##### **Superintendent Lee Ann Forsyth-Sells**

- Director Crocco and Superintendent Forsyth-Sells, attended the Youth Summit- Changing Mindset in a Changing World, held at Brock University on October 10, 2017.

Secondary students from the Niagara Catholic and Durham District School Boards, student trustees, administrators, school and Board staff, parents, the Ontario College of Teachers Manager for the Standards of Practice, Niagara Poverty Reduction Network members, and community partners participated in the summit. The Youth Summit highlighted research findings, showcased youth advocacy curriculum and voice, the intersectionality of cross-curriculum through multi-modal narratives of youth, and responses from educators' and community organizations, focusing on the reduction of systematic barriers to academic achievement and wellness, towards a human rights framework and policy reform in Ontario secondary schools. Britta B. a spoken word artist and arts educator was the keynote speaker and workshops were provided for students, educators and parents.

Both Nico Tripodi and Hannah Tummillo, Student Trustees noted the impressiveness of the Keynote speaker.

##### **Director Crocco**

- Outstanding student and staff participation in the annual Grape and Wine Parade with over 200 students and staff taking up the entire block. Holy Cross Catholic Secondary School received an award for their float. It was a great opportunity to showcase in front of thousands of people the spirit and pride of Niagara Catholic.

## **D. INFORMATION**

### **1. Trustee Information**

#### **1.1 Spotlight on Niagara Catholic – September 26, 2017**

Director Crocco highlighted the Spotlight on Niagara Catholic – September 26, 2017 issue for Trustees information.

#### **1.2 Calendar of Events – October 2017**

Director Crocco presented the October 2017 Calendar of Events for Trustees information and noted the Pilgrimage Sunday on October 29, 2017.

Director Crocco asked that Trustees planning on attending the walk or the Mass to please contact the secondary school.

#### **1.3 OCSTA Information – September 29, 2017**

Director Crocco highlighted the OCSTA Information of September 29, 2017.

#### **1.4 Saint Paul Catholic High School Turf Field Blessing & Opening – October 13, 2017 – 11:30 a.m.**

Director Crocco highlighted the media advisory and schedule of the Saint Paul Catholic High School Turf Field Blessing & Opening.

Trustees were asked to confirm their attendance with Anna Pisano.

#### **1.5 Director's Inspiration Award – October 19, 2017 – 6:30 p.m.**

Director Crocco announced the Director's Inspiration Award will be held at St. Mary of the Assumption in St. Catharines on October 19, 2017 at 6:00 p.m.

Trustees were asked to confirm their attendance with Anna Pisano.

#### **1.6 Knights of Columbus Bishop's Charities Dinner – October 21, 2017**

Director Crocco announced the Knights of Columbus Bishop's Charities Dinner will be held on October 21, 2017 and two tables have been reserved for Niagara Catholic District School Board.

Trustees were invited to confirm their attendance with Anna Pisano.

#### **1.7 2018 OCSTA Trustee Award of Merit**

Director Crocco informed Trustees that nominations for the 2018 OCSTA Trustee Award of Merit must be received in the OCSTA office by 12:00 p.m. Friday, January 19, 2018.



**1.8 2018 OCSTA Student Trustee Alumnus Award**

Director Crocco informed Trustees that nominations for the 2018 OCSTA Student Trustee Alumnus Award must be received in the OCSTA office by 12:00 p.m. Friday, January 19, 2018.

**1.9 OCSTA Bridge Builders**

Director Crocco highlighted the OCSTA memorandum regarding Bridge Builders publication and noted a hard copy was supplied to each Trustee.

**E. OTHER BUSINESS**

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

- 1.1 Director Crocco informed the Board of the continued implementation of the System Priorities 2017-2018.
- 1.2 Superintendent Vetrone is working with the Auditors for the Financial Statement 2016-2017 report to be presented at the November Committee of the Whole and Board meetings.
- 1.3 Director Crocco reminded Trustees of the meeting of the Ad Hoc Committee – System Scan taking place on Tuesday, October 17, 2017 at 5:00.

**F. BUSINESS IN CAMERA**

Moved by Trustee Nieuwesteeg

**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 9:03 p.m. and reconvened at 9:45 p.m.

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

Moved by Trustee Nieuwesteeg

**THAT** the Committee of the Whole report the motions from the In Camera Session of the Committee of the Whole Meeting of October 10, 2017.

**CARRIED**

**SECTION A: STUDENT TRUSTEES INCLUDED**

Moved by Trustee O'Leary

**THAT** the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting - In Camera Session (Section A: Student Trustees Included) held on September 12, 2017, as presented.

**CARRIED (Item F1)**

**SECTION B: STUDENT TRUSTEES EXCLUDED**

Moved by Trustee O'Leary

**THAT** the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting - In Camera Session (Section B: Student Trustees Excluded) held on September 12, 2017, as presented.

**CARRIED (Item F3)**

Director Crocco announced the recipients of the Director's Inspiration Award.

## **H. ADJOURNMENT**

Moved by Trustee Charbonneau

**THAT** the October 10, 2017 Committee of the Whole Meeting be adjourned.

**CARRIED**

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

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Minutes of the Committee of the Whole Meeting of the Niagara Catholic District School Board held on **October 10, 2017.**

Approved on **November 7, 2017.**

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Kathy Burtnik  
Vice-Chair of the Board

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John Crocco  
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
OCTOBER 26, 2017**

***PUBLIC SESSION***

**TITLE: APPROVAL OF POLICIES  
COMPLAINT RESOLUTION POLICY (800.3)**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the Complaint Resolution Policy (800.3), as presented.

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

Presented by: Policy Committee

Recommended by: Committee of the Whole

Date: October 24, 2017



Niagara Catholic District School Board  
**COMPLAINT RESOLUTION POLICY**  
STATEMENT OF POLICY

800 – Schools and Community Councils

Policy No. 800.3

Adopted Date: April 28, 1998

Latest Reviewed/Revised Date: March 29, 2011

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board (the “Board”), the Board is committed to open and transparent communication with its students, parents/guardians, employees, Catholic ratepayers and all educational partners through effective system and school-based communication procedures.

The Board values and encourages an open and trusting culture that fosters, a sense of comfort, without fear of reprisal. The Board encourages the resolution of conflict within a process that is accountable, transparent and respectful of the roles of the complainant and the Board in resolving conflict in the best interest of students and employees involved in the complaint.

The Board recognizes that differences of opinion and concerns may arise during a school year. When differences in resolving a concern arise, there may be occasions when a complaint is made against an employee, a Trustee or the Board.

Trustees and employees of the Board will co-operate to ensure that all complaints are dealt with in a fair, consistent and reasonable manner. It is expected that common courtesy and Christian charity will be used to obtain a prompt resolution and an opportunity for reconciliation between the parties.

Confidentiality of all complaints shall be maintained to the extent practicable and appropriate given the circumstances between the complainant and Board employees directly involved.

This Policy and Administrative Procedures provides the process to resolve complaints in accordance with the *Education Act* and its Regulations and all applicable laws and statutes, the Mission Statement of the Board and the social teaching of the Catholic Church on subsidiarity.

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

### **References**

- [\*Education Act, R.S.O. 1990, c. E.2\*](#)
- [\*Municipal Freedom of Information and Protection of Privacy Act\*](#)
- [\*Teaching Profession Act\*](#)
- ***Niagara Catholic District School Board Policies/Procedures/Documents***
  - [\*Board By-Laws \(100.1\)\*](#)
  - [\*Trustee Code of Conduct Policy \(100.12\)\*](#)
  - [\*Family and Children Services Protocol\*](#)
  - [\*Ombudsman Act\*](#)



Niagara Catholic District School Board  
**COMPLAINT RESOLUTION POLICY**  
ADMINISTRATIVE PROCEDURES

800 – Schools and Community Councils

Policy No. 800.3

Adopted Date: April 28, 1998

Latest Reviewed/Revised Date: March 29, 2011

## DEFINITION OF A COMPLAINT

A complaint is defined as any oral or written communication expressing dissatisfaction with the application of policies, procedures, programs, services or actions of an employee, or the Niagara Catholic District School Board (the “Board”). Those expressing an oral complaint will be required to put the complaint in writing, dating and signing the complaint to facilitate an investigation.

Anonymous or pseudonymous complaints or material, unless it is believed that such complaint or material references an illegal, abusive or protection matter or is otherwise required to be investigated at law, will not be considered, copied, distributed, repeated, responded to or entertained by the Board.

In consultation with an employee’s superordinate, anonymous or pseudonymous complaints or material of an illegal, abusive or protection matter will be referred to the appropriate party or parties such as the police and/or Family and Children Services. Any person who has reasonable grounds to suspect that a child is or may be in need of protection, must promptly report the suspicion and the information upon which it is based to a children’s aid society. Subsection 72(1) of the *Child and Family Services Act* sets out the circumstances that must be reported.

Anonymous or pseudonymous written complaints received by staff, excluding those which it is believed refer to an illegal, abusive or protection matter will be shredded.

## INVESTIGATION

Wherever possible, all complaints are to be dealt with at the school or site level, with the employee involved, providing the complaint is not frivolous or vexatious as determined by the employee’s supervisor, in consultation with a Supervisory Officer or the Controller of Facilities Services of the Board. In accordance with the Processing of Complaint section of these Administrative Procedures, written complaints received by superordinates regarding an employee, other than the employee’s immediate supervisor, will be redirected to the employee’s immediate supervisor.

A person who makes or is the subject of a complaint must not conduct or oversee any aspect of the complaint investigation.

A complaint of a Trustee will be referred directly to the Chair of the Board and heard in the In-Camera Meeting of the Board.

Trustees who receive a complaint are to direct the complainant to contact the employee or the school Principal or relevant supervisor. If the concern is not resolved at the school level, Trustees will direct the complainant to contact the appropriate Superintendent of Education, the Controller of Facilities Services or the Director of Education.

Trustees will facilitate the direction of the complainant to appropriate supervisory staff so as to not forfeit participation in a potential appeal to the In-Camera Meeting of the Board.

Employee complaints related to working conditions and/or Collective Agreement provisions will be investigated as provided in the respective Collective Agreement and not through this Policy.

Complaints between employees will follow the process outlined within this Policy and Administrative Procedures. Teachers certified by the Ontario College of Teachers have a professional obligation to inform a colleague that an adverse report has been made as set out in section 18 of the Regulation under the *Teaching Profession Act* unless, as set out in the Regulation, a teacher suspects that another teacher's behaviour constitutes sexual abuse. In such a case, a teacher is not obligated to make an adverse report about another teacher respecting suspected sexual abuse of a student by the other member. In all cases, the complainant must strictly adhere to the requirements of the Regulation under the *Teaching Profession Act*, as may be amended from time to time.

It is the intent that procedural fairness will be observed in the investigation of a complaint. An employee named in a complaint is presumed innocent until such time as it is concluded through the results of the investigation that, on the balance of probabilities, that the complaint is substantiated. In such case, the Board will endeavour that the employee named in a complaint will be notified of the complaint within one (1) work week of the receipt of the complaint, be provided with the specific allegations being made and an opportunity to respond to the allegations set out in the complaint. Unless determined by the Police or Family and Children Services, an employee will be given the name of the individual submitting the complaint and provided with a copy of the complaint. The employee will be informed of the process, determination and resolution, if any, of the complaint.

No record of a complaint will be kept in the employee's personnel file, unless disciplinary action was determined by the Director of Education / or delegate or the Board.

## CONFLICT OF INTEREST

Employees involved in conducting or directly supervising a complaint investigation must be free from actual or perceived conflict of interest, including actual or perceived non-pecuniary conflicts or biases.

A conflict of interest shall exist when the supervisor otherwise charged with investigating the complaint pertaining to an employee, is related by family or by marriage to the employee who is the subject of the complaint or has had previous involvement with the complaint or the incident that gave rise to the complaint. Employees deemed to be supervisors include, Principals, Vice-Principals, Administrators, Controller of Facilities Services, Superintendents and the Director of Education. Trustees shall declare a conflict of interest with respect to a complaint that involves an employee who is related by family or by marriage, or has had previous involvement with the complaint or the incident that gave rise to the complaint.

For integrity of the process and decision, the supervisor or Trustee who is in a conflict situation will immediately declare a conflict of interest to the complainant and direct the complainant to the Director of Education who will either reassign the complaint to another supervisor or hear the complaint directly. At any time the supervisor or Trustee may refer to the Director of Education for advice.

When a conflict of interest is declared by a Superintendent of Education or Controller of Facilities Services, the Director of Education will either reassign the complaint to another Superintendent of Education or hear the complaint.

When a conflict of interest is declared by the Director of Education, the Director will notify the Chair of the Board who will assign two (2) Superintendents of Education to investigate the complaint. A report on the investigation will be presented by the two (2) Superintendents of Education to the individual initiating the complaint.

An appeal of the results of the investigation conducted under this Conflict of Interest section may be made to an In-Camera Meeting of the Board.

## COMPLAINT AGAINST THE CONDUCT OF THE BOARD, A TRUSTEE, THE DIRECTOR OF EDUCATION OR A MEMBER OF SENIOR STAFF

When a complaint is filed against the Board, the Director of Education will notify the Chair of the Board and Vice-Chair of the Board along with the appropriate Board legal counsel to determine the next course of action. A report will be presented to the In-Camera Meeting of the Board at the earliest opportunity.

### Chairperson

A complaint involving a Trustee(s) will be pursued under the Trustee Code of Conduct Policy. (Policy No 100.12)

When a complaint is filed against the conduct of the Director of Education, the Director or the Chairperson of the Board, whoever receives the complaint, will notify the appropriate Board legal counsel to determine the next course of action. A report will be presented to the In-Camera Meeting of the Board at the earliest opportunity.

When a complaint is filed against the conduct of a Superintendent of Education, Superintendent of Business and Finance or the Controller of Facilities Services, the Director of Education will investigate the complaint. An appeal of the decision by the Director of Education may be made at an In-Camera Meeting of the Board.

## PROCESSING OF COMPLAINT

The appropriate Board staff will endeavour to act on complaints promptly, and no later than two (2) work weeks from the date of receipt of the complaint.

Complainants who persist in opposing rules, routines and functions of a school or the Board, to the point of complaints being malicious, frivolous, and vexatious or harassing of employees, will be advised in a firm and charitable manner that such action will not be condoned or tolerated.

A complaint will not be processed, where the complainants are members of the public who have had a recent opportunity to comment on a Board decision or a similar complaint by the individual has already been processed, or another process is in place to hear the complaint, such as public meetings or the Trustee Code of Conduct Policy.

To facilitate the resolution of complaints the following complaint process will be followed to focus on the issues with the individuals most directly involved with the origin of the issue. Every effort will be made to meet with both parties.

### **1. Complainant and Employee Concerned**

The complainant is to contact the employee involved to discuss the concern and attempt to resolve the matter. If not satisfactorily resolved, then;

## **2. Complainant and the Employee's Immediate Supervisor**

The complainant will be referred to the employee's immediate supervisor to discuss the concern and attempt to resolve the matter. If not satisfactorily resolved, then;

## **3. Complainant and Superintendent/Controller of Facilities Services**

The complainant will be referred to the appropriate Superintendent or Controller of Facilities Services to discuss the concern and attempt to resolve the matter. If not satisfactorily resolved, then;

## **4. Complainant and Director of Education**

The complainant will be referred to the Director of Education for consideration of the complaint and the decisions made by supervisory staff of the Board. If not satisfactorily resolved, then:

## **5. Appeal to the In-Camera Meeting of the Board**

A written complaint may be submitted to the Chair of the Board to delegate to the In-Camera Meeting of the Board by the complainant if not satisfied with the decision of the Director of Education. This request shall be made in writing. The delegation request will follow [Board By-Law \(100.1\)](#) Section 16 subsection B through J. The complainant will be advised in writing, unless otherwise advised by Board legal counsel, of any decisions taken by the In-Camera Meeting of the Board in relation to the complaint.

# **COMPLAINT RESOLUTION AND RECONCILIATION**

Upon the resolution of the complaint, the employee's superordinate or in the case of an appeal to the In-Camera Meeting of the Board, the Director of Education will meet with all parties involved with the complaint to discuss the resolution of the complaint and endeavour to facilitate an opportunity for reconciliation between the parties.



**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
OCTOBER 26, 2017**

***PUBLIC SESSION***

**TITLE: APPROVAL OF POLICIES  
EDUCATION RESEARCH POLICY (800.5)**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the Education Research Policy (800.5), as presented.

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

Presented by: Policy Committee

Recommended by: Committee of the Whole

Date: October 24, 2017



Niagara Catholic District School Board  
**EDUCATION RESEARCH POLICY**  
STATEMENT OF POLICY

800 – School and Community Councils

Policy No 800.5

Adopted Date: April 28, 1998

Latest Reviewed/Revised Date: June 12, 2012

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the Board will endeavor to ensure that education research conducted within the Board is of high quality, protects the rights and interests of students, parents/guardians and staff, conforms to legal, ethical and scientific principles and standards, and supports student achievement and well-being.

A Research Ethics Review Committee is established to review applications for education research in the Niagara Catholic District School Board.

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

***References***

- [\*Age of Majority and Accountability Act\*](#)
- [\*Municipal Freedom of Information and Protection of Privacy Act\*](#)
- [\*Ontario Education Research Panel \(OERP\) Template\*](#)



Niagara Catholic District School Board

## **EDUCATION RESEARCH POLICY**

ADMINISTRATIVE PROCEDURES

800 – School and Community Councils

Policy No 800.5

Adopted Date: April 28, 1998

Latest Reviewed/Revised Date: June 12, 2012

### **EDUCATION RESEARCH**

Niagara Catholic District School Board staff, individuals and organizations wishing to conduct education research within the Niagara Catholic District School Board must be affiliated with universities, colleges, provincial/national/international research organizations, and/or community agencies as recognized by the Director of Education or designate.

Individuals and/or organizations generally involved in research may include:

- Teacher-education candidates,
- Graduate students,
- Niagara Catholic District School Board staff conducting research as part of a program of study,
- University/college researchers,
- Government agencies (federal, provincial regional, municipal), and
- Other recognized education research organizations.

### **RESEARCH APPLICATION**

A request to conduct education research in the Niagara Catholic District School Board must be made in writing and submitted to the Director of Education or designate along with a completed *Niagara Catholic Education Research Proposal Review Template (Appendix 1)* including:

- a summary of the research proposal,
- details of student, staff and/or parent/guardian population(s) sought,
- examples of test instruments,
- details of data collection, security and privacy,
- sponsoring university, college, and/or recognized organization's Board of Ethics notice of approval, and
- samples of a parent /guardian letter and consent forms.

### **RESEARCH ETHICS REVIEW COMMITTEE**

The Research Ethics Review Committee will review and evaluate the research proposal and make a recommendation to the Superintendent of Education to either approve or deny the research proposal applying the Code of Research Ethics.

### **CODE OF RESEARCH ETHICS**

Education research must:

- abide by the teachings of the Catholic Church,
- adhere to the Mission, Vision and Values of the Niagara Catholic District School Board and Catholic Education,
- not pose any risk to the participants,

- adhere to the guidelines of the Municipal Freedom of Information legislation (MFIPPA),
- include a plan of informed consent for participation in the research,
- guarantee anonymity of the individual students, schools and school personnel in reporting the results unless permission has been granted through informed active consent, and will not be released to a third party unless written permission has been granted by the Superintendent of Education, and
- not identify the Board unless permission has been granted by the Director of Education.

## APPROVED EDUCATION RESEARCH

The Superintendent of Education will approve education research projects to be conducted in the Niagara Catholic District School Board.

- If the education research is approved, the Principal(s) will be contacted about the participation of students, parents/guardians, staff and/or others.
- Unless otherwise directed by Senior Administrative Council, the decision regarding the participation in approved education research will include consultation with the Principal of the school with approval by the Family of Schools' Superintendent of Education.
- The decision to participate in research rests with the participant and/or parents/guardians.
- Upon completion of the education research, the researcher(s) will provide a summary report to the Niagara Catholic District School Board and/or participating schools and to the Family of Schools' Superintendent of Education.

## ANNUAL REPORT

The Superintendent of Education shall prepare an annual report of education research projects conducted in the Board for the Committee of the Whole Meeting in June.



# EDUCATION RESEARCH PROPOSAL REVIEW TEMPLATE

Personal information on this form is collected under the authority of the Education Act and will be used by the researcher for the sole purpose as described in this form. At no time is research/data-collection being conducted for another party not disclosed on this form. The future release of any information pertaining to this research to other groups not mentioned must be approved by the Superintendent of Education responsible for research with the Niagara Catholic District School Board. Questions about this collection should be directed to the Superintendent of Education, Research, Niagara Catholic District School Board, 427 Rice Road, Welland, Ontario. L3C 7C1, 905.735.0240.

**\*Consult the Niagara Catholic District School Board Education -Based Research Policy (800.5), when completing this application.**

## APPLICANT INFORMATION

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Tel. (Res.) \_\_\_\_\_

\_\_\_\_\_ Tel. (Bus.) \_\_\_\_\_

Email \_\_\_\_\_ Fax \_\_\_\_\_

Institution/Agency \_\_\_\_\_

Position/Role \_\_\_\_\_

## PROJECT DESCRIPTION AND TIMELINE

Title of Research Project \_\_\_\_\_

Preferred start date: \_\_\_\_\_

Expected end date: \_\_\_\_\_

Expected date of report to Board (*research summary submitted to the Board / participating schools*) \_\_\_\_\_

Please list all other school boards to whom you are submitting an application to conduct this research.

## NATURE OF RESEARCH

- Undergraduate thesis
- Master's thesis
- Doctoral thesis
- University research
- Principal's course
- AQ course
- Externally-sponsored project
- Other \_\_\_\_\_

**Proof of permission and / or ethical review is required from your university / institution.**

- the approval / ethics certificate from my university / institution is attached
- in progress (please provide details below, including expected date of approval / amendment)

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**RESEARCH OBJECTIVES**

Provide a brief summary of your literature review and/or the theoretical foundations for your study.

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Explain the practical benefits and / or contribution of this research to the participants, to the Niagara Catholic District School Board and / or to the education system in general.

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**DATA COLLECTION AND / OR DATA REQUESTS**

Describe the proposed data collection. Include the number of sites/schools required and the name of any preferred schools or sites.

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How many students will directly participate?

Number of Students	Grade/Program	Time Required	Additional Details

How many teachers will directly participate?

Number of Teachers	Grade/Program	Time Required	Additional Details

How many other school personnel will directly participate?

Number of Staff	Grade / Program	Time required	Additional details

Describe any other requests for data from the district school board.

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## **METHOD OF INVESTIGATION / STUDY**

1. Provide a brief summary of your planned method(s) of data collection. List all data collection instruments (e.g. tests, surveys, interview guides etc.) and attach copies to this application.

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2. Describe your plans for communicating to parents and participants about the research. Explain your plans for obtaining informed consent for participation. Attach copies of all information letters, consent letters and other communication materials to this application.

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3. Briefly explain the data analysis procedures you will use for your research.

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4. List the security procedures in place for the protection of participant privacy and data storage.

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**ADDITIONAL REQUIREMENTS**

1. Facilities required (e.g. quiet workspace; gymnasium; classroom)

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2. Assistance required (e.g. early access to room for set up; assistance with students)

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3. Other resources or special arrangements required

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**PROVISION FOR FEEDBACK**

1. Please describe your plans to report results to participants, participating schools and/or the Niagara Catholic District School Board.

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2. Describe any publication/speaking plans for this research (e.g. academic press; social media; online news; conference presentations):

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## SIGNATURES

### Researcher

I have received and read the Niagara Catholic District School Board Education-Based Research Policy (Policy No. 800.5) about conducting research in the Niagara Catholic District School Board and agree to follow its requirements if my application is accepted.

*Note that the final decision to participate in any research project always rests with the individual (e.g. principal, teachers, other staff; student through a parental consent form or a student assent form)*

\_\_\_\_\_  
*Signature of researcher*

\_\_\_\_\_  
*Date*

### Professor / Sponsor / Affiliated Organization

This is to certify that the above described research proposal has been reviewed by myself/my organization and has been vetted for its academic soundness. Consideration has been given to ethical, legal and moral questions arising from the proposal.

\_\_\_\_\_  
*Contact person (e.g. sponsoring professor, director of organization)*

\_\_\_\_\_  
*Name of organization*

**RETURN TO:**  
**Niagara Catholic District School Board**  
**Attention: Director of Education**  
**427 Rice Road**  
**Welland, ON L3C 7C1**  
**905.735.0240**  
**Website: [www.niagaracatholic.ca](http://www.niagaracatholic.ca)**

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
OCTOBER 26, 2017**

***PUBLIC SESSION***

**TITLE: APPROVAL OF POLICIES  
STUDENT FEES POLICY (301.11)**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the Student Fees Policy (301.11), as presented.

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

Presented by: Policy Committee

Recommended by: Committee of the Whole

Date: October 24, 2017



Niagara Catholic District School Board

## **STUDENT FEES POLICY**

### STATEMENT OF POLICY

300 – Schools/Students

Policy No 301.11

Adopted Date: June 14, 2011

Latest Reviewed/Revised Date: December 20, 2011

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the Niagara Catholic District School Board, through shared and committed leadership, recognizes its responsibility to support all stakeholders in our Catholic community implementing consistent and transparent practices that cultivate equity and inclusion.

The Niagara Catholic District School Board will make every effort to ensure that all students have every opportunity to access all programs and activities offered. The dignity of every student and parent/guardian will be honoured in the collection of fees.

The Niagara Catholic District School Board and its schools may choose to offer programming and materials beyond what is necessary to meet the learning expectations of a particular grade or course. These opportunities may be subject to an additional fee.

In compliance with Part II, School Attendance, Sections 32 (1) and 32 (2) of the Education Statutes and Regulations of Ontario, the Niagara Catholic District School Board supports every student's right to attend a school, where the student is a qualified resident pupil, without payment of a fee.

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

#### ***References***

- [\*Education Statutes and Regulations of Ontario, Part II, School Attendance, Sections 32 \(1\) and 32 \(2\)\*](#)
- [\*Ministry of Education, 2011:B02, March 25, 2011 Memorandum – Guidelines for Fees for Learning Materials and Activities\*](#)
- *Niagara Catholic District School Board Policies/Procedures*
  - [\*School Generated Funds Policy \(301.6\)\*](#)
  - [\*Equity and Inclusive Education Policy \(100.10\)\*](#)



## TERMS OF REFERENCE

### **Student Activity Fees**

Student activity fees are voluntary amounts that are used to supplement a student's school experience through materials and activities such as student agendas, student recognition programs, yearbooks, co-instructional activities, school dances, or theme days or retreats.

### ***Enhanced Programming and Materials***

Enhanced Programming and materials are voluntary enrichments or upgrades to the curriculum or co-instructional activities beyond what is necessary to meet the learning expectations for a particular grade or course. Where students choose not to access these enhanced programs or materials, alternatives must be available as essential course materials required to meet the learning expectations of the course or grade are to be provided at no cost.

### ***Optional Programming***

Optional Programming refers to voluntary courses or activities that students normally choose to attend through an application process, with the knowledge that these programs are beyond the core curriculum. Examples may include Advanced Placement and Hockey Canada Skills Academy programs.

## TRANSPARENCY AND ACCOUNTABILITY

Fees should reflect the actual cost of the services or materials being provided to the student. A transparent accounting of the amounts collected and expenditures allocated must be made available to the Catholic school community.

Members of the Catholic school community should be consulted in the development of a school's fee schedule and made aware of the use of student fees. Fee schedules will be made available to the Catholic school community.

Fee schedules should include:

- An itemized list of fees that states the rationale and purpose of each fee; and
- Information about the process to confidentially address financial hardship.

To ensure consistency and transparency across all Niagara Catholic schools, the application of fees should reflect the following principles:

- The purposes for which funds are collected are consistent with the Niagara Catholic District School Board mission statement, strategic directions and system priorities.
- Fees raised for school purposes are to complement, and not replace, public funding for education.

- Successful completion of a required grade or course leading to graduation cannot be dependent on the payment of any course fee.
- Students must be able to participate in school activities and access resources regardless of personal financial barriers.
  - Schools should address financial hardship and support student participation in activities regardless of economic circumstances.
  - A respectful practice for discreet identification of students/parents who may be experiencing financial hardship should be clearly communicated.
  - Financial reporting practices to the school community are in place.

## FEE CHARGES

When determining fee charges, a fee charge shall be permissible for an activity, material, course or program if it is:

- Not required as part of the regular day school program;
- Voluntary, and alternatives are offered;
- Non-essential or co-instructional in nature and is not required for graduation by an individual student; or
- A voluntary upgrade or substitute of a more costly material to the material provided for course purposes.
- Examples of Activities, Programs, and Materials Eligible and Non-eligible for Fee Charges are found in [Appendix A](#).

## BEST PRACTICES

In addition, school Principals shall consider the following best practices when implementing application of fees in their schools:

- Minimizing, where possible, costs related to enhanced programming and materials (for example, speakers, dance instructors, in-class field trips) that are optional to a course;
- Making every effort to ensure all students can participate in student activities regardless of ability to pay;
- Modest student activity fees for student agendas, student recognition, yearbooks, school dances, student council activities and clubs, photographs, co-instructional activities and athletics; and
- Where a parent authorizes student not to participate, alternative assignments must be provided during the school day for students to meet the expectations of the course.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
OCTOBER 24, 2017**

***PUBLIC SESSION***

**TITLE: APPROVED MINUTES OF THE AUDIT COMMITTEE  
MEETING OF JUNE 7, 2017**

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**RECOMMENDATION**

**THAT** The Niagara Catholic District School Board receive the Approved Minutes of the Audi Committee Meeting of June 7, 2017, as presented for information.



## MINUTES OF THE AUDIT COMMITTEE MEETING (OPEN SESSION)

**WEDNESDAY, JUNE 7, 2017**

Minutes of the Audit Committee Meeting (open session) of the Niagara Catholic District School Board, held on Wednesday, June 7, 2017, in the Holy Cross Community Room at the Catholic Education Centre, 427 Rice Road, Welland.

The meeting was called to order at 10:05a.m. by Chair Father Paul MacNeil

### A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayer was led by Father Paul MacNeil.

2. Roll Call

John Crocco noted that Committee members Kathy Burnik and Marco Vetrone were in attendance on line

Committee Member	Present	Present Electronically	Absent	Excused
Kathy Burnik		✓		
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 Audit Team

**Rob Jelacic**, Senior Internal Auditor

Staff in attendance:

**Shari Bush**, Recording Secretary/Administrative Assistant, Business and Financial Services

**3. Approval of the Open Agenda Wednesday, June 7, 2017**

Moved by Pat Vernal

Seconded by Joanne Kushner

**THAT** the Niagara Catholic Audit Committee approve the Agenda of the Audit Committee Meeting (Open Session) of Wednesday, June 7, 2017.

**CARRIE**

**4. Declaration of Conflict of Interest**

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

**5. Approval of Minutes of the Audit Committee Meeting (Open Session) of November 18, 2016**

Moved by Pat Vernal

Seconded by Joanne Kushner

**THAT** the Niagara Catholic Audit Committee approve the Minutes of the Audit Committee Meeting (Open Session) of Wednesday, June 7, 2017.

**CARRIE**

**6. Advertisement for the Non Board Members Positions of the Niagara Catholic Audit Committee Section 7 of Ontario Regulation 361/10**

**THAT** an advertisement for the Non Board Members positions will be posted on the Niagara Catholic Website to comply with section 7 of Ontario Regulations 361/10.

**7. Audit Committee Self-Assessment**

**THAT** each audit committee member to complete an evaluation and forward to Father Paul MacNeil.

**8. Audit Committee Evaluation of External Auditors Performance**

**THAT** each audit committee has the duty to review at least once in each fiscal year the performance of the external auditor, per Ontario Regulation 361/10. Evaluation to be forwarded to Father Paul MacNeil.

**9. Internal Audit**

Jenny Baker, Regional Internal Audit Manager, presented the Regional Internal Audit Teams Work since November 18, 2016 the Annual Independence Assertion.



**10 Next Meeting Date:**

A scheduled list of Audit Committee Meeting Dates for the year 2017-2018 will be determined and sent by Father Paul MacNeil and John Crocco.

**11 Adjournment**

Moved by Pat Vernal

Seconded by Joanne Kushner

**THAT** the June 7, 2017 Niagara Catholic Audit Committee Meeting be adjourned.

**CARRIED**

This meeting was adjourned at 11:57 a.m.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
OCTOBER 24, 2017**

***PUBLIC SESSION***

**TITLE: APPROVED MINUTES OF THE SPECIAL EDUCATION  
ADVISORY COMMITTEE (SEAC) MEETING OF  
SEPTEMBER 6, 2017**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board receive the Approved Minutes of the Special Education Advisory Committee Meeting of September 6, 2017 as presented for information.



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

## MINUTES OF THE SPECIAL EDUCATION ADVISORY COMMITTEE MEETING

### WEDNESDAY, SEPTEMBER 6, 2017

Minutes of the Meeting of the Special Education Advisory Committee, held on Wednesday, September 6, 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	✓		
Pina Palombo	Down Syndrome Caring Parents (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	✓		
<b>Trustees</b>				
Pat Vernal		✓		
Maurice Charbonneau			✓	
<b>Student Senate Representative</b>				
Justine Bourak		✓		

The following staff were in attendance:

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

Superintendent Baldasaro informed the SEAC members that Sarah Farrell is pursuing other endeavours, therefore is no longer a member of the Special Education Advisory Committee. Superintendent Baldasaro thanked Sarah for being a wonderful ambassador and for her years of service.

**3. Approval of the Agenda**

Moved by Trustee Vernal  
Seconded by Dorothy Harvey

**THAT** the Special Education Advisory Committee approve the Agenda of the Special Education Advisory Committee Meeting of September 6, 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 June 7, 2017**

Moved by Karen Murphy  
Seconded by Dorothy Harvey

**THAT** the Special Education Advisory Committee approve the Minutes of the Special Education Advisory Committee Meeting of June 7, 2017 as presented.

**CARRIED**

## **B. PRESENTATIONS**

Superintendent Baldasaro informed the SEAC members that there will be a potential presentation about Therapeutic Recreation at the October meeting.

## **C. VISIONING**

**1. Goals and Vision for 2016-2017 and 2017-2018**

**1.1 Goals for the 2016-2017 School Year /2017-2018 School Year**

Chair Racine reviewed past goals and asked the SEAC members for ideas for new goals for the 2017-2018 school year. Suggestions were brought forward. Further discussion is forthcoming at the October meeting.

## **D. BUSINESS ARISING FROM THE MINUTES OF THE MEETING OF JUNE 7, 2017**

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

### **5.1 Special Education Plan, Building Bridges to Services 2017 and Beyond**

Superintendent Baldasaro informed the SEAC members that the checklist was sent to the Ministry of Education and the *Special Education Plan, Building Bridges to Services 2017 and Beyond* is posted on the Board website.

### **5.2 Draft Special Education in Ontario: Kindergarten to Grade 12 (Policy and Resource Guide)**

Superintendent Baldasaro informed the SEAC members of the release of the draft version, *Special Education in Ontario: Kindergarten to Grade 12*. This document now provides more comprehensive information and greater consistency in the legislation, regulations, policies and program planning related to the education of students who require special education programs and/or services. This document is used as a reference when going through the annual review of the Special Education Plan.

## 6. **Other Related Items**

### **6.1 Election Proceedings – SEAC Representative on the Niagara Catholic Parent Involvement Committee (NCPIC)**

Superintendent Baldasaro asked if any SEAC member would be interested in the position of SEAC Representative for the Niagara Catholic Parent Involvement Committee (NCPIC).

Chair Racine provided background information about the Niagara Catholic Parent Involvement Committee.

#### **Election of SEAC Representative**

Moved by Andrew Howcroft

Seconded by Trustee Vernal

**THAT** Anna Racine be nominated for the position of SEAC Representative on the Niagara Catholic Parent Involvement Committee (NCPIC).

**CARRIED**

Anna Racine accepted the nomination.

There were no further nominations forthcoming.

**7. Policy Review**

- 7.1 *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](mailto:jennifer.pellegrini@ncdsb.com) by **September 16, 2017**.*

**E. SEAC REPORT**

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

- General information about the SEAC, meeting dates and the *Special Education Plan, Building Bridges to Services 2017 and Beyond* will be sent to Principals to include in their Catholic School Agenda. A suggestion was made to highlight two agencies for the next Catholic School Council agenda and continue on with the remaining agencies in the upcoming months.

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

- The SEAC insert for school newsletters is the same as noted above for the Catholic School Council agenda.

**F. AGENCY REPORTS**

**1. Down Syndrome Caring Parents (Niagara) – Pina Palombo**

- Annual DS Summer Picnic was held at Vine Ridge on August 20/17 well attended and four new DS families to our group.
- Annual Halloween Dance coming up and preparations for Christmas Party are in the works.
- Our DSCPN group is joining Partners4Planning as a partner, which provide links information, webcasts, webinars and relevant resources. We will be contacting Carolyn Fast to get this all set up.
- Annual Dream Conference for Down Syndrome Families is being hosted again at the Great Wolf Lodge on October 14/17
- Go21, previously called "The Buddy Walk" is being held for the first time at Heartland Forest Sunday, October 1/17 - families are encouraged to make teams that will walk around Heartland Forest. There will be vendors and food trucks.
- G-Mc - Homies with Chromies Foundation co-founder Blair Stayzer is offering another free Health and Fitness event on September 17/17 for our DS kids and young adults. This time it will be on Self Defense/Martial Arts, one of many series of health and fitness activities the foundation is promoting and arranging free of charge for our Down Syndrome Family.

- A big shout out to our very own Greg McPherson, 26 years old; his story was featured in the St. Catharines Standard about being hired as the Ice Dogs Assistant Equipment Manager. All of this done with the help of G-Mc Homies Foundation that promotes inclusion and awareness for DS.
  - Brock University Women's Basketball Coach Ashley Mac Sporrán launched Compassionate City Campaign this summer by offering a free week of Basketball Camp to young girls with Down Syndrome. This new initiative being their goal to making St. Catharines a "safe, compassionate and inclusive city."
2. **The Tourette Syndrome Association of Ontario – Anna Racine**
- The Tourette Syndrome Association continues to provide phone support and resources to families.
3. **Pathstone Mental Health – Bill Helmeczi**
- Nil Report
4. **Community Living Welland Pelham – Andrew Howcroft**
- Holland Bloorview launches Dear Everybody campaign to end stigma for young Canadians with disabilities. See <http://deareverybody.hollandbloorview.ca/>
6. **Autism Ontario Niagara Region – Karen Murphy**
- Had a great summer. For the first time Autism Niagara was able to offer 1 and 2 week summer camps for individuals from tots right through to age of 18. Camps were all full and ran right through the summer months
  - Adults' social night will be starting again soon.
7. **Niagara Children's Centre – Dorothy Harvey**
- Through the strategic planning process, the Niagara Children's Centre received feedback from parents and are looking at services, hours of operation and ways of supporting families.
  - The Family Education Series is available online on the Niagara Children's Centre website.
  - Programs include; Recreation Therapy/Open Swims etc.
  - Sunday, October 15, 2017 – 3<sup>rd</sup> Annual Superhero Run/Walk in support of Niagara Children's Centre.
8. **Community Living Port Colborne/Wainfleet – Rita Smith**
- Successful summer camp.
  - A lot of new families are on board.
  - Community Living is in the process of finishing up an apartment residence; will be done in October or November.

## **G. STAFF REPORTS**

### **1. Lisa Selman – Principal, Elementary**

*Happening in Elementary Schools*

- First day of school went well.

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

*Happening in Secondary Schools*

- First day of school went well; new registrations.

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

- Senior Administrative staff visited schools on the first day of school.
- St. Martin Catholic Elementary school celebrated opening their new site.
- Superintendent, Mark Lefebvre has retired.
- A memo was received from the Ministry of Education on June 29 regarding IEPs and Growing Success Reporting Clarification, stating that the first IEP completed within the 30 instructional days of each new school year will serve as the required reviewing and updating of the first reporting period for the elementary progress report.

### **4. Danny Giancola – Coordinator Special Education**

- The Kaufmann Test of Educational Achievement (KTEA) 3 Assessment is being rolled out. There will be a series of training provided.
- Special Education staff are visiting schools, actively making sure transitions are good.
- The Special Needs Activity Program (SNAP) is happening at Brock University.
- Planning is underway for the upcoming Educational Resource Teacher (ERT) meetings.
- The Speech Language Pathology (SLP) model is moving forward.

### **5. Jim Di Gioia – Coordinator Special Education**

- The Deaf/Hard of Hearing Workshop is being held on Wednesday, September 27.

## **H. TRUSTEE REPORTS**

### **1. Pat Vernal – Trustee**

- Enrollment is good and teachers are back.

### **2. Maurice Charbonneau – Trustee**

- Nil Report



## **I. STUDENT REPORT**

### **1. Justine Bourak– Student Senate Representative**

- Nil Report

## **J. NCPIC REPORT**

- The first NCPIC meeting will be held on Thursday, September 7.
- Nominations are open for this school year.
- November is the first meeting for the 2017-2018 new membership.

## **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 2017-2018 School Year Calendar**

Superintendent Baldasaro handed out the 2017-2018 School Year calendar for information.

#### **6.2 Multi Year Accessibility Plan**

Deferred to the October meeting.

#### **6.3 Special Education Organization Chart**

Superintendent Baldasaro handed out the Special Education Organization Chart for information.

### **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, October 4, 2017 at 7:00p.m. at the Catholic Education Centre*

**S. ADJOURNMENT**

Moved by Karen Murphy

Seconded by Trustee Vernal

**THAT** the September 6, 2017 meeting of the Special Education Advisory Committee be adjourned.

**CARRIED**

This meeting was adjourned at 8:25p.m.

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**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
OCTOBER 24, 2017**

***PUBLIC SESSION***

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

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**RECOMMENDATION**

**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:

Brittani Ali – Learning Disabilities Association of Niagara Region

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Prepared by: Yolanda Baldasaro, Superintendent of Education  
Presented by: Yolanda Baldasaro, Superintendent of Education  
Recommended by: John Crocco, Director of Education/Secretary-Treasurer  
Date: October 24, 2017



## **REPORT TO THE BOARD OCTOBER 24, 2017**

### **APPOINTMENT OF NIAGARA CATHOLIC SPECIAL EDUCATION ADVISORY COMMITTEE (SEAC) MEMBER**

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#### **BACKGROUND INFORMATION**

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

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

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

6. Subject to section 7, each of the persons appointed to a Special Education Advisory Committee of a Board shall hold office during the term of office of the members of the Board and until a new Board is organized. O. Regulation 464/97, s. 6.

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

**RECOMMENDATION**

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

Brittani Ali – Learning Disabilities Association of Niagara Region

---

Prepared by: Yolanda Baldasaro, Superintendent of Education

Presented by: Yolanda Baldasaro, Superintendent of Education

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

Date: October 24, 2017



**Idanr • Learning Disabilities  
Association of Niagara Region**

*The right to learn, the power to achieve*

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August 28<sup>th</sup>, 2017  
Niagara Catholic District School Board  
427 Rice Road,  
Welland, Ontario  
L3C 7C1

Attn: Chair of the Board

Dear Chair of the Board:

The Learning Disabilities Association of Niagara Region (LDANR) would like to nominate Brittani Ali for membership as the primary representative for NCDBS's SEAC.

Brittani meets the qualification criteria, as she is the Program Coordinator at the LDANR, a resident within the area of jurisdiction of the board, and is able to vote for the current Board of Trustees and, therefore, a separate school supporter.

LDANR is the local Learning Disabilities Association of Ontario chapter in Niagara. We are a charitable, not-for-profit agency, with the purpose of providing resources and support to individuals who are affected by learning disabilities within the Niagara Region. We provide leadership in learning disabilities advocacy, research, education and services, and advance the full participation in society of children, youth and adults with learning differences.

If you require additional information as you consider this request, please free to contact me at 905-687-3290. We look forward to hearing from you.

Sincerely,

Dawn Lagesten  
Chair, LDANR

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
OCTOBER 24, 2017**

***PUBLIC SESSION***

**TOPIC: UNAPPROVED MINUTES OF THE AD HOC COMMITTEE –  
BUILDING ON TODAY MEETING OF OCTOBER 17, 2017**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board receive the unapproved Minutes of the Ad Hoc Committee – Building on Today Meeting of October 17, 2017, as presented.

The following recommendations are being presented for the Board’s consideration from the Ad Hoc Committee – Building on Today Meeting of October 17, 2017:

**6.5.1 Ad Hoc Committee – Building on Today Terms of Reference**

**THAT** the Niagara Catholic District School Board approve the Ad Hoc Committee – Building on Today Terms of Reference, as presented.



# MINUTES OF THE AD HOC COMMITTEE – BUILDING ON TODAY MEETING

## TUESDAY OCTOBER 17, 2017

Minutes of the Ad Hoc Committee – Building on Today Meeting of the Niagara Catholic District School Board, held on Tuesday, October 17, 2017 at 5:00 p.m. in the Holy Cross Community Room, at the Catholic Education Centre, 427 Rice Road, Welland.

The meeting was called to order at 5:00 p.m. by John Crocco, Director of Education.

2. **Opening Prayer**

Opening Prayer were led by Trustee Vernal.

3. **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	✓			
<b>Student Trustees</b>				
Nico Tripodi	✓			
Hannah Tummillo	✓			

The following staff were in attendance:

**John Crocco**, Director of Education; **Giancarlo Vetrone**, Superintendent of Business & Financial Services, **Mark Ferri**, Administrator of Purchasing Services and **Anna Pisano**, Recording Secretary/Administrative Assistant, Corporate Services & Communications



4. **Approval of the Agenda**

Moved by Trustee Burtnik

**THAT** the Niagara Catholic District School Board approve the Agenda of the Ad Hoc Committee – System Scan Meeting of October 17, 2017, as presented.

**CARRIED**

5. **Disclosure of Interest**

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

6. **Election of the Ad Hoc Committee Chair**

Director Crocco called for nominations for the position of Chair of the Ad Hoc Committee. Trustee Burtnik nominated Trustee MacNeil. Director Crocco asked Trustee MacNeil if he wished to stand for the position of Chair of the Ad Hoc Committee. Trustee MacNeil accepted the nomination.

Trustee MacNeil accepted the nomination.

Trustee Sicoli nominated Trustee Fera. Director Crocco asked Trustee Fera if he wished to stand for the position of Chair of the Ad Hoc Committee.

Trustee Fera accepted the nomination.

Following a vote, Trustee MacNeil was elected to the position of Chair of the Ad Hoc Committee and chaired the remainder of the meeting.

7. **Design of the Ad Hoc Committee Terms of Reference Report and Recommendation to the October 24, 2017 Board Meeting**

Background information was presented by Director Crocco and Chair MacNeil for the information of the Ad Hoc Committee.

Members of the committee discussed the mandate of the committee, the outcome and the process as it began its committee journey. The committee revised the draft Terms of Reference.

Moved by Trustee Vernal

**THAT** the Ad Hoc Committee approve the Terms of Reference, as amended.

**CARRIED**

Moved by Trustee Burtnik

**THAT** the Ad Hoc Committee approve that the Terms of Reference be presented to the October 24, 2017 Board Meeting, as presented.

**CARRIED**

8. **Draft Request for Proposal/Guiding Principles**

Deferred to the November 7, 2017 Ad Hoc Committee meeting.

9. **Draft Timelines**

Deferred to the November 7, 2017 Ad Hoc Committee meeting.

**10. Next Meeting of Ad Hoc Committee**

The next meeting of the Ad Hoc Committee is November 7, 2017 at 4:30 p.m.

**11. Adjournment**

Moved by Trustee Vernal

**THAT** the October 17, 2017 Ad Hoc Committee – Building on Today Meeting of the Niagara Catholic District School Board be adjourned.

**CARRIED**

This meeting was adjourned at 6:56 p.m.

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Minutes of the Ad Hoc Committee – Building on Today Meeting of the Niagara Catholic District School Board held on **October 17, 2017**.

Approved on the **November 7, 2017**.

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Fr. Paul MacNeil  
Chair of the Board

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John Crocco  
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
OCTOBER 26, 2017**

***PUBLIC SESSION***

**TITLE: AD HOC COMMITTEE – BUILDING ON TODAY  
TERMS OF REFERENCE**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the Ad Hoc Committee – Building on Today Terms of Reference, as presented.

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Prepared by: Ad Hoc Committee – Building on Today

Presented by: Ad Hoc Committee – Building on Today

Recommended by: Ad Hoc Committee – Building on Today

Date: October 24, 2017



## **AD HOC COMMITTEE – BUILDING ON TODAY OCTOBER 17, 2017**

### **TERMS OF REFERENCE**

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#### **BACKGROUND INFORMATION**

As an action to the System Priority 2017-2018, “Create opportunities for meaningful dialogue, feedback and input from students, parents, staff, pastors and the community”, an Ad Hoc Committee of the Board is to be established.

#### **Name of the Committee**

The name of the committee is the Ad Hoc Committee – Building on Today

#### **Membership**

The Ad Hoc Committee – Building on Today of the Board will be comprised of Trustees of the Board with the Director of Education and designated staff as resources to the Ad Hoc Committee.

#### **Roles / Responsibilities**

The Ad Hoc Committee will be Chaired by a Trustee and provide reports to the Board.

#### **Terms of Reference**

The Terms of Reference for the Ad Hoc Committee – Building on Today are:

1. To recommend to the Board, through a Request for Proposal process, a qualified third party provider to design, deliver and analyze the results of an independent system scan with the objective of engaging students, staff, parents, pastors and the community to walk forward together as a Catholic community.
2. To participate in the design of the Request for Proposal criteria, timelines, financial resources and selection process of the Request for Proposal.
3. To participate in the Request for Proposal selection process of an experienced third party provider who will design, deliver and analyze both qualitative and quantitative results of a system scan using leading practices and ensuring privacy and data protection protocols.
4. To participate in dialogue with the Board selected provider in the design of the system scan to be recommended to the Board for consideration.
5. To present an Ad Hoc Committee – Building on Today Report to the Board on the final report and analysis of the system scan by the third party provider to inform the design of future System Priorities and the Strategic Plan of the Board beyond 2020.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
OCTOBER 24, 2017**

***PUBLIC SESSION***

**TITLE: EXTENDED OVERNIGHT FIELD TRIP, EXCURSION AND  
EXCHANGE APPROVAL COMMITTEE 2017 - 2018**

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The Extended Overnight Field Trip, Excursion and Exchange Approval Committee  
2017-2018 report is presented for information.

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Prepared by: Ted Farrell, Superintendent of Education

Presented by: Ted Farrell, Superintendent of Education

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

Date: October 24, 2017



## **REPORT TO THE BOARD OCTOBER 24, 2017**

### **EXTENDED OVERNIGHT FIELD TRIP, EXCURSION AND EXCHANGE APPROVAL COMMITTEE 2017 - 2018**

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#### **BACKGROUND INFORMATION**

The Extended Overnight Field Trip, Excursion and Exchange Approval Committee continues to review proposals for 2017-2018 extended overnight field trips, excursions and exchanges as submitted to date. The composition of the approval Committee is as follows:

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

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

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

An Excursion is defined as follows:

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

Attached to this information report is an Executive Summary of a 2016-2017 Extended Overnight Field Trip as submitted on Tuesday, October 24, 2017. (Appendix A)

The Extended Overnight Field Trip, Excursion and Exchange Approval Committee 2017-2018  
report is presented for information.

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Prepared by: Ted Farrell, Superintendent of Education

Presented by: Ted Farrell, Superintendent of Education

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

Date: October 24, 2017

**EXECUTIVE SUMMARY**

*Appendix A*

**Extended Overnight Field Trip, Excursion and Exchange Committee Approval – 2017-2018**

SCHOOL	TYPE	APPROVAL REQUIRED	DESTINATION	CURRICULUM UNIT/THEME	EDUCATION VALUE	FAITH COMPONENT	DATE	NUMBER OF STUDENTS, STAFF & CHAPERONS ON TRIP	DURATION	COST (APPROX)	TRANS-PORTATION
Saint Paul	Extended Overnight Field Trip	Superintendent and Extended Overnight Field Trip Committee	Walt Disney World Complex, Orlando, Florida, USA	To represent Canada at the World School Cheerleading Championships	To teach students how it feels to belong to a team, being informed about, engaged with and empowered to participate in a World Championship cheerleading competition. An opportunity to reveal meaning and to encourage student engagement in, reflection about and sense of responsibility to a team and team members.	Attending Saturday Evening Vigil Mass at Basilica of the National Shrine of Mary, Queen of the Universe	Thursday, February 8 – Monday, February 12, 2018	12 students 1 staff 2 chaperones	5 days 4 nights 3 school days	\$500 per person – 4 day hopper pass, championship party, round trip to and from airport in Orlando, transportation to all scheduled events, hotel, all competition fees, round trip airfare, taxes and gratuities, 3 meal vouchers/day.  Personal Spending Money	Air



**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
OCTOBER 24, 2017**

***PUBLIC SESSION***

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

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The School Excellence Program report is presented for information.

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

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

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

Date: October 24, 2017



## SCHOOL EXCELLENCE PROGRAM ST. PETER CATHOLIC ELEMENTARY SCHOOL

### Contact Info

7 Aberdeen Circle  
St. Catharines, ON  
L2T 2B7  
ph: 905.984.3040  
fx: 905.984.6740

**Grades**  
ELKP – 8

**Enrolment**  
243 as of September 2017

**Principal**  
Victoria Wegelin

**Superintendent**  
Lee Ann Forsyth-Sells

**Catholic School Council**  
Co-Chair: Lydia Morgan  
Co-Chair: Chris Slota

**Parish**  
St. Julia



St. Peter Catholic Elementary School is located in a quiet residential neighbourhood at the foot of the escarpment in South St. Catharines. With a strong academic focus, St. Peter students have excelled at Gauss Mathematics and Science Fair. St. Peter Catholic Elementary School students are also involved in a variety of extracurricular activities including Sports, Chess and Scrabble. Our Catholic Faith and partnership with the St. Julia Parish is evident in our involvement in a number of local and global social justice issues. We have been designated “WE” school because of the generosity and commitment to helping others demonstrated by our families and staff.

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

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

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

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

Date: October 24, 2017

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
OCTOBER 24, 2017**

***PUBLIC SESSION***

**TITLE: FINANCIAL REPORT 2016-2017 AS AT AUGUST 31, 2017**

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

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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: October 24, 2017



**REPORT TO THE BOARD  
OCTOBER 24, 2017**

**FINANCIAL REPORT 2016-2017 AS AT AUGUST 31, 2017**

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**BACKGROUND INFORMATION**

Financial Report 2016-2017 is presented in Appendix A

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

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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: October 24, 2017

# 2016-2017 FINANCIAL REVIEW

September 1, 2016 – August 31, 2017

## BACKGROUND

### ENROLMENT (AVERAGE DAILY ENROLMENT)

Average Daily Enrolment (ADE) for the year one ELKP cohort has decreased approximately 18.5% since the 2011-2012 school year. The reduction in children ages 0 to 4 has had a negative growth rate of approximately 9% and the number of non-affiliated families are the largest growing segment in the Niagara Region. As a result, Niagara Catholic will continue to anticipate a reduction in average daily enrolment for years to come.

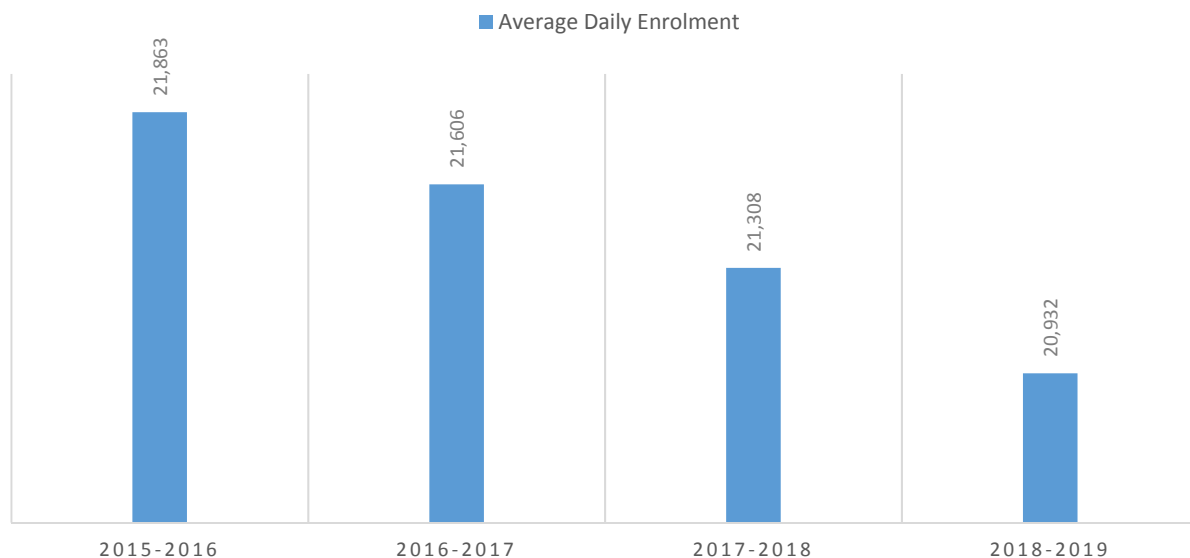
#### Regular Day School Enrolment

	2015-2016	2016-2017	*2017-2018	*2018-2019
Elementary	14,795	14,705	14,446	14,152
Secondary	7,068	6,901	6,862	6,780
Total A.D.E	21,863	21,606	21,308	20,932

#### EFIS 2.0 2016-2017 FIS

*\*estimate of Average Daily Enrolment*

### AVERAGE DAILY ENROLMENT



The reduction in enrolment for 2016-2017 has impacted our GSN revenue by approximately \$3.0M.

The anticipate loss in revenue into 2018-2019 will result in another \$7.5M in GSN funding.<sup>1</sup>

### ABSENTEEISM (ILLNESS)

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The average number of occurrences related to illness for our Niagara Catholic staff continue to gradually increase each and every year. Since the removal of the province's retirement gratuity incentive plan school boards are finding it increasingly difficult to manage the rising costs of illness.

5 Year estimated Number of Occurrences<sup>2</sup>

2011-2012	2012-2013	2013-2014	2014-2015	2016-2017
4,890	19,088	17,675	22,138	22,627

Niagara Catholic has absorbed approximately \$5.5M in sick replacement costs for the 2016-2017 fiscal year. Approximately 80% of all replacement costs are associated with our teaching staff.

It is anticipated that Niagara Catholic will continue to absorb approximately \$5.5M - \$6.0M in replacement costs due to illness.

### Local Labour Agreements

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The local labour negotiations with our federations were extended for an unanticipated length of time. The inability to reach a local agreement within a reasonable amount of time created many pressures for our District. Our labour lawyers are on a fee for service contract and the number of hours dedicated to the local negotiations exceeded our 2016-2017 operating budget.

Also, we continue to manage and work through increasing numbers of unit grievances that result in arbitrations with both federations. Education policy and labour relations have become increasingly litigious for the province's school districts and in particular Niagara Catholic.

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<sup>1</sup> Wage increases, decline in enrolment funding, local priority funding and reductions in classroom size aggregates are not included in this calculation.

<sup>2</sup> Human Resources Application - Smartfind extract codified as illness

Average Annual Legal Costs	2016-2017 Legal Costs	Difference
\$400,000	\$810,082	\$410,082

\*extraordinary costs because of local negotiations

### Reconciliation of Average Daily Enrolment

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The advent of our Alternative Learning Site (Pope Francis Centre) and the manner in which we provide services to some of our students through independent studies was not reflected in our ONSIS data. Approximately thirty students were initially recognized as regular day school student with full funding. The correction from day school to independent studies resulted in a reduction in GSN of approximately \$270,000.

### Summary of Cost Pressures for 2016-2017

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ITEMS	AMOUNT
ABSENTEEISM (ILLNESS)	\$450,000
LOCAL LABOUR RELATIONS & NEGOTIATIONS	\$450,000
RECONCILIATION OF ENROLMENT	\$270,000
<b>ESTIMATED COST PRESSURES</b>	<b>\$1,170,000</b>

2016-2017 ESTIMATED SCHEDULE 5 – Detail of Accumulated Surplus/(Deficit)

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**2016-2017 Operating Accumulated Surplus** **\$230,000**

A decision was made to recognize WSIB internally appropriated reserves of approximately \$900,000 for 2016-2017. This amount was earmarked in the early 2000s for any future catastrophic event.

This reserve is no longer necessary because Niagara Catholic has been paying \$60,000 per annum for excess coverage for any potential catastrophic event in the future.

**Accounting Surplus/(Deficit)** **(\$500,000)**

The sale of Niagara Catholic properties in 2016-2017 resulted in an adjustment of approximately \$850,000.

The Ministry of Education funded the purchase of the land, which the Board recognized as revenue at the time of purchase. This book value was reversed when the properties were sold. This adjustment resulted in an accounting deficit.



**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
OCTOBER 24, 2017**

***PUBLIC SESSION***

**TOPIC: CORRESPONDENCE  
OCTOBER 3, 2017 TRILLIUM LAKELANDS DISTRICT  
SCHOOL BOARD LETTER TO MINISTRY OF EDUCATION**

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October 3, 2017

Ministry of Education  
14th Floor, Mowat Block  
900 Bay Street  
Toronto ON M7A 1L2

Attention: The Honourable Mitzie Hunter, Minister of Education

Dear Minister Hunter,

I'm writing today on behalf of Trillium Lakelands District School Board to request that the Ontario Public School Boards' Association continue to support the implementation of the Executive Compensation Framework as developed over the past several months in its current form. We have had numerous conversations about the Framework, and continue to believe it is a well thought out and reasonable position for all school boards to take when it comes to executive compensation.

We would also respectfully request that OPSBA advocate on behalf of school boards to ensure that regardless of the final approval date of the our framework, we establish September 1, 2017 as the implementation date. As you are well aware, the original legislation had established September 5, 2017 as the date for full implementation across the broader public sector. It is through continued changes to the rules that we find ourselves in a position where it could easily be well into the new year before any final decisions are made about our frameworks. We find this unacceptable, and while we have heard verbally that the government may allow retroactivity to September 1, 2017, we do not have anything concrete to support this. To that end, Trillium Lakelands District School Board has adopted the following motion, as moved by Trustee Morrison, and seconded by Trustee Reain:

*That the Board direct the Chair to write a letter to the Minister of Education, copied to OPSBA and all other district school boards, requesting that the effective date for executive compensation program be September 1, 2017.*

Thank you for your consideration. We look forward to your favourable response.



Louise Clodd  
Chair of the Board

CC: Ontario Public School Boards' Association  
All Ontario District School Board Chairs

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
OCTOBER 24, 2017**

***PUBLIC SESSION***

**TOPIC: CORRESPONDENCE  
VINCENT'S THRIFT STORE E-MAIL**

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FW: Thank you from Vincent Thrift store

**Subject:** Thank you from Vincent Thrift store

Dear Mr. Crocco and the Niagara Catholic District School Board,

I am so happy to share this big thank you on behalf of Vincent's Thrift store here in Niagara Falls. The Grade 7 students at Cardinal Newman Elementary School chose our store as part of their September social justice class. In the spirit of giving as St. Vincent de Paul taught us, their target was collect 100 items to donate. Not only did they reach that goal they more than DOUBLED it!!! What a wonderful job Ms. Cha and Mr. Sauriol did in instilling the virtues of charity, and social justice. The amazing generosity shown is enriching the community through Niagara Falls.

We were overwhelmed with the spirit of St Vincent de Paul that lives in hearts of your staff at CN and in the hearts of the students! And what an awesome life lesson they have taught the students. Obviously they are doing something right to have the kind of an impact on students that motivates them to be so generous.

As a retired NCDSB Educational Assistant, it was so heartwarming to see that the spirit of charity and social justice is still alive and well in the hearts of the teachers and Grade 7 students at Cardinal Newman and at Niagara District School Board. We always welcome donations of any kind here at Vincent's, feel free to join in the spirit of giving !

And while you, Mr. Crocco and the rest of the Niagara District School Board, may never see the smiles that their donations will evoke, we at Vincent's store will, and it's a wonderful feeling!

Thank you again,

Sincerely,

Marg Karner-Plato



Vincent's Thrift Store

5970 Lundy's Lane

Niagara Falls

[\(289\) 296-3807](tel:2892963807)



**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
OCTOBER 24, 2017**

***PUBLIC SESSION***

**TOPIC: TRUSTEE INFORMATION  
SPOTLIGHT ON NIAGARA CATHOLIC – OCTOBER 10, 2017**

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**October 10, 2017**

**Trustees Recommend Revisions to Three Policies**

During the October 10 meeting of the Committee of the Whole, Trustees recommended the revisions to three policies which had recently been vetted by the community. *Complaint Resolution Policy (800.3)*, *Education-Based Research Policy (800.5)* and *Student Fees Policy (300.11)* will be considered at the October 24 Board Meeting.

**Trustees Receive Annual Catholic School Council Reports**

The Education Act requires that every school council in Ontario (known in Niagara Catholic as a Catholic School Council) submit a written summary of the committee's activities for the previous year. The summary must include a report on how funding from the Province (through Parents Reaching Out Grants) or through fundraising is spent.

The summary report from each school is including in section A 6.3 of the October 10 [Committee of the Whole Meeting agenda](#).

Following that discussion, Trustees reviewed the 2017-2018 Parent Reaching Out Grants allocated by the Province to Niagara Catholic schools.

A total of \$28,175 was provided to 29 schools for a wide array of projects, including ones focused on financial literacy for youth, promoting a love of science, resiliency, family health and wellness, channeling stress into success, Indigenous awareness, social networking, internet safety, literacy, numeracy and bullying awareness and prevention.

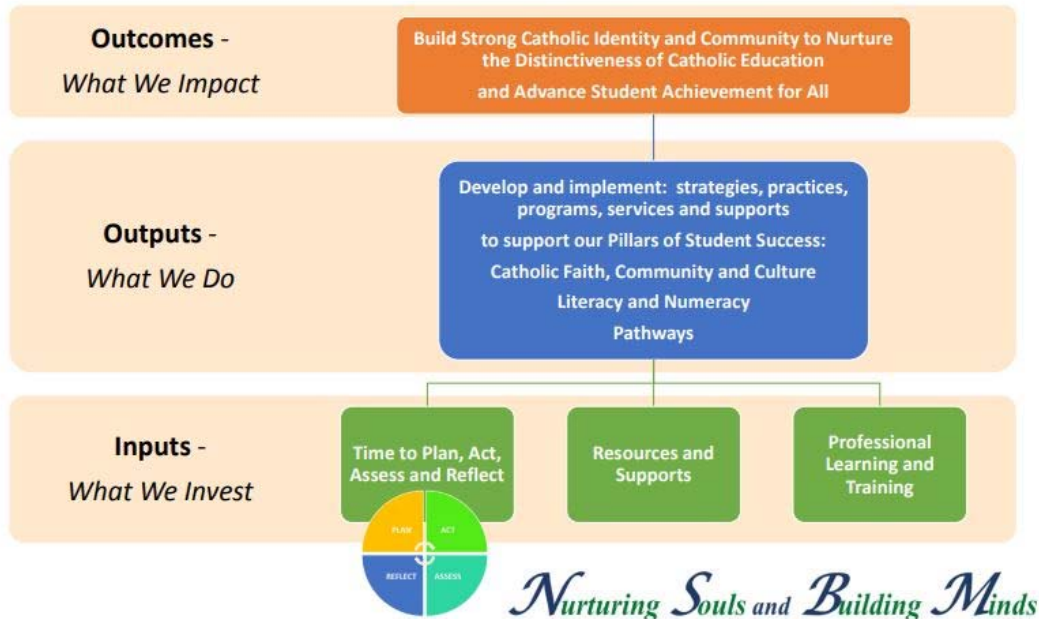
These events will take place in schools throughout 2017-2018.

## Board Improvement Plan for Student Achievement and Well-Being Presented to Trustees



### Niagara Catholic District School Board Improvement Plan for Student Achievement and Well-Being (BIPSAW) 2017-2018

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.



The 2017-2018 Board Improvement Plan for Student Achievement and Well-Being (BIPSAW), which was designed to align with the Board's Strategic Directions and Enabling Strategies, was presented to Committee of the Whole October 10.

The four pillars of Catholic Faith, Community and Culture, Literacy, Numeracy and Pathways form the foundation of the BIPSAW, focusing on outcomes.

The [2017-2018 BIPSAW](#) is available in the Focus on Niagara Catholic section of the Board website.

### Capital Projects Update

Construction of the addition to Our Lady of Fatima Catholic Elementary School in Grimsby is now under way.

When the \$4.5-million addition is complete in December, the school will have an additional 15,000 square feet of space, including six classrooms and three child care rooms. The addition was designed by Svedas Architects Inc. and is being built by Brouwer Construction Ltd.



**Good News!**

We've had an incredible first six weeks of the school year! If you haven't done it yet, be sure to check our [Good News](#) section of this website to see great stories on the programs and events taking place in our schools. Then check out the In the News section for media coverage of many of these stories, which is accessed through the main page.

**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  
OCTOBER 24, 2017**

***PUBLIC SESSION***

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

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# NOVEMBER 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			<b>1</b> All Saints' Day Grade 8 Transition Day Take Our Kids to Work SEAC Meeting	<b>2</b> All Souls' Day NCPIC Meeting	<b>3</b>	<b>4</b>
<b>5</b>	<b>6</b>	<b>7</b> SAL Meeting CW Meeting	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>
<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b> Elementary/Secondary PA Day	<b>18</b>
<b>19</b>	<b>20</b>	<b>21</b> Policy Committee Board Meeting Secondary Open Houses: Blessed Trinity Saint Paul	<b>22</b> Kindergarten Open House and Registration 9 a.m.—6 p.m. Culture of Life Conference	<b>23</b> Secondary Open Houses: Denis Morris Notre Dame Saint Francis Saint Michael	<b>24</b> Leading Out Loud Student Conference	<b>25</b>
<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30s</b> Secondary Open Houses: Holy Cross Lakeshore Catholic		

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
OCTOBER 24, 2017**

***PUBLIC SESSION***

**TOPIC: TRUSTEE INFORMATION  
OCSTA INFORMATION – OCTOBER 10, 2017**

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# ENTERPRISE

## ONTARIO LEGISLATIVE HIGHLIGHTS

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 [enterprisecanada.com/ontario-legislative-highlights-october-13/](http://enterprisecanada.com/ontario-legislative-highlights-october-13/)

October 13, 2017

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### WEEKLY ROUNDUP

**YOU SAY YOU WANT A RESOLUTION** – In about six weeks the Ontario PC Party will convene for its much-touted Election Readiness & Policy Convention, which could well be the most critical event before next year’s provincial election. This week we got a sense of the substance of the coming discussions, with the release of 139 policy resolutions to be brought to the convention floor. As usual for these types of exercises, much of the content is vague – such as pledges to “make life more affordable for families with young children,” “put consumers first in all branches of government,” “improve student math scores” and “get the provincial debt under control” – without much detail on how to meet these lofty goals. Many of the proposals are also prefaced by non-committal verbs like “address,” “explore,” “take action,” “prioritize” and “encourage” – again planting a flag but not tackling implementation. Some are basically there to criticize the Liberals, such as the reference to wasted tax dollars “on everything from luxury winter jackets and giant rubber ducks” in a proposal to “commit to responsible spending.” There are a few specifics, including a promise to repeal the *Green Energy Act* (which in the proposed resolution is disparaged as “more appropriately known as the *Bad Contracts Act*”) and to require mandatory training in Geriatrics for all medical grads and health care practitioners. The challenge for PC Leader **Patrick Brown** and his strategic team is to weave these grassroots, ‘motherhood’ concepts into a bigger platform and, more importantly, to come up with some ‘wow’ policies to grab voters’ attention.

*“Any policy that attempts to limit a woman’s right to choose or the ability of same-sex couples to marry are off limits, period. I’m not going to say it’s even up for consideration when I personally could not defend that or support it.”*

- PC Leader Brown, making it clear that social conservative issues will not be on the table at next month’s police conference.

**GOODBYE GIRLS** – Premier **Kathleen Wynne** obviously knew it was coming – she had an effusive statement all ready to go – but the announcement that **Deb Matthews** and **Liz Sandals** won’t be seeking re-election had to be a tough pill to swallow. Both are senior members of the cabinet – significantly, the senior-most *women* in cabinet – and both have been staunch Wynne supporters and confidantes. Not at all surprisingly, Wynne’s critics are trumpeting the news as abandonment in the face of looming defeat, but both Matthews and Sandals were adamant that they simply want to do something else. “I’m not jumping ship,” Matthews insisted, taking the words out of her

opponents' mouths, "I'm changing roles." Sandals offered that she's "ready to be a full-time grandmother." Both were equally adamant that they still have faith in Wynne, and Matthews will stay on as Liberal campaign co-chair. But Wynne now has a conundrum about whether to shuffle her cabinet, with three of her top ministers – Matthews, Sandals and **Brad Duguid** – confirming they won't be on the ballot next June. Wynne has to decide whether to leave them in place, leaning toward experience and stability in the crucial months leading up to the election, or promote backbenchers, boosting the profiles of MPPs who *will* be running again but heightening the risk of rookie mistakes at a very bad time.

**An updated wall chart listing MPP responsibilities is now available. Click here to download: [MPP Chart](#)**

**LET MY PEOPLE GO** – We won't know for a couple of weeks whether the Sudbury bribery trial will continue, but observations from the courtroom this week would suggest it's all but over. Defence lawyers for Liberal operatives **Pat Sorbara** and **Gerry Lougheed** argued for a "directed verdict" – essentially saying there's no need for them to call witnesses because the Crown failed to make its case. On the issue of whether would-be Liberal by-election candidate **Andrew Olivier** was offered an inducement to step aside, the defence asserted – as testified by Premier Wynne herself – that the decision had already been made to appoint **Glenn Thibeault** as the candidate. "No nomination meeting was held. Neither Mr. Olivier, nor anyone else, was permitted to seek the [Liberal] candidacy," the defence team submitted. "Mr. Olivier's 'wishful thinking' that he would be able to persuade the premier to change her mind was a product of his own self-induced misconception." On the separate charge that Sorbara had promised paid jobs to Thibeault's staff to convince him to defect from the federal NDP, the defence position – as testified by Thibeault himself – was that Sorbara indicated only that it was "doable." Judge **Howard Borenstein** commented that he was having a hard time seeing that as an offence – leading to the speculation he will terminate the proceedings. As Postmedia's **Chris Selley** reported, "Much as the Crown appeals to 'common sense,' it has struggled throughout this trial to make Sorbara's and Lougheed's actions appear especially unsavoury, let alone illegal." Borenstein has set October 24 as the date for his ruling on the directed verdict motion.

**COLLEGE TRY** – Labour peace has been a key theme for Wynne's Liberals, and they were much relieved to lock up contracts with teachers and most civil servants – in terms, importantly, that stretch beyond next year's election. But the peace may be shattered in a few days, as the union representing 12,000 college workers has set this coming Monday as a strike date. The union happens to be OPSEU, which has been loudly critical of Wynne for years despite settlements with most of its public sector members. In a news release, the union insisted that money is not the sole sticking point, citing rejection of proposals for "including the voices of faculty and students in academic decisions" as one of the reasons talks broke down.

**HOGTOWN COUNTDOWN** – Pre-election periods tend to be boons for pollsters, and right on cue we're seeing an upsurge in research aimed at predicting where voters are headed – notwithstanding recent history showing pre-election polls to be wildly off the mark. (This is not unlike the stretch run of any sports season, where pundits and analysts calculate the likelihood of a particular team's playoff chances, almost never correctly.) Interestingly, a Toronto-based poll by DART Insight and Communications, commissioned by Newstalk 1010 radio, highlighted that very unpredictability. On one hand, the poll indicated that Wynne's Liberals are in trouble in Toronto – which would effectively destroy any chance they have of winning provincially. Only 25% of Torontonians polled supported the LIBs, while a full 44% said they absolutely will not be voting Liberal next June. But on the other hand, 45% said they are still open to voting Liberal, depending on how the campaign unfolds.

## IN THE HOUSE

- The Legislature did not sit this week. MPPs return on Monday for a three-week stint, followed by another constituency break the week of November 6. After that they're in the House for five full weeks before the winter recess scheduled for December 14.

## FOR THE RECORD

*“People give their time. They do an enormous amount, and then we need to, without rancour or criticism, let them make a decision that’s good for their families and good for themselves ... We owe [them] that.”*

- Premier **Kathleen Wynne**, downplaying the meaning of MPPs deciding to retire from politics.
- 

*“[The] shoe doesn’t fit. I was a backbench member of a broader team. Now that I’m the leader of the party I can much [more] clearly speak from my own heart. Rather than criticize the fact that opinions have evolved, we should celebrate it.”*

- PC Leader **Patrick Brown**, dismissing Liberal efforts to paint him as a social conservative based on his time in Ottawa with the Harper government.
- 

*“The intent of this was to give First Nations a voice, which they didn’t get. This is colonialism in full bloom.”*

- NDP MPP **Gilles Bisson**, echoing the concerns of some First Nations leaders that the way two new ridings in Northern Ontario have been mapped out will limit Indigenous representation.

# ENTERPRISE

## ONTARIO LEGISLATIVE HIGHLIGHTS

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 [enterprisecanada.com/ontario-legislative-highlights-october-20/](http://enterprisecanada.com/ontario-legislative-highlights-october-20/)

October 20, 2017

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### WEEKLY ROUNDUP

**WATCHDOG AND PONY SHOW** – Not so long ago, cabinet ministers openly disagreeing with an Auditor General would have been unthinkable; no matter how harsh a report may have been, the politicians in power would have to suck it up and say thank you for the advice. These days we're seeing unprecedented pushback, as evidenced by the Liberals' reaction to A-G **Bonnie Lysyk's** assertion that their cuts to consumer hydro rates are being accounted for in such a way as to hide an extra \$4 billion in costs. Energy Minister **Glenn Thibeault** categorically disagreed, insisting that accepted accounting practices were followed, and "there was no fast one being pulled at all." It was similar to an earlier spat when Lysyk challenged pension calculations, concluding that the deficit was higher than Liberal claims. This new attitude toward government oversight started bubbling up a few years ago when the Liberals took exception to then-Ombudsman **André Marin's** heavy-handed approach – which made him a media darling, but the LIBs felt was unfair. (Marin's post-Ombudsman activities have lent some credence to their beefs, as he ran for the Tories and has been a vitriolic critic of the current administration. See For the Record, below.) It's a bonanza for the Opposition, who can seize on both the substance of the Auditor's findings *and* the Liberal response to it. Voters, on the other hand, may be less interested in accounting arcana, and the LIBs seem content to dismiss the watchdogs as media hounds.

**IT ALL ADS UP** – One of the offshoots of new election spending rules is that the advertising blitz we would normally see leading up to the campaign is being rolled out far in advance. As of November 9 – exactly six months before the writ drop for the month-long election campaign culminating June 7, 2018 – a hard cap will clamp down on advertising budgets. For political parties it's \$1 million (total, over the entire six months) while outside interests can't spend more than \$600,000. Hence the recent spate of high-profile political ads, as those looking for saturation must, in the parlance of the TV hucksters they are emulating, Act Now! It's an expensive gambit – many of the ads are running in prime time and in coveted slots like *Hockey Night in Canada* and NFL football broadcasts, none of which come cheap. And the return on this investment is dubious, in that the marketers are counting on ads in October somehow still resonating when voters engage next spring. Evidently they believe that will indeed be the case, given the current onslaught:

- As a counterpunch to hardcore negative PC ads trumpeting "**Kathleen Wynne** is untrustworthy," the Liberals have gone the everyman route, with TV spots featuring the proverbial 'real people' talking about the hardships they face in an unforgiving job market. Wynne then steps forward to say, "This is why I am in political life," and espouses her fairness agenda. Perhaps most notable is Wynne's appearance, as she addresses the camera without her trademark glasses on.



- A new third party group has emerged, calling itself Working Ontario Women (yes, WOW) ostensibly to promote women's equality. But their ads exhort voters to support progressive candidates, which is widely interpreted to read: Don't vote Conservative. (This, naturally, incensed right-wing media, such as *The Rebel*, which decried WOW as a "pink-washed front group." *The Rebel* host **Sheila Gunn Reid** fumed, "What's really the point of WOW? It's a union front group feigning girl power as a way to dump advertising support towards progressive liberal candidates.") WOW's major sponsor is the Service Employees International Union, and it is separate from the union-driven Working Families Coalition that has run anti-Tory campaigns around the past three elections. Working Families is reportedly still in the game, with ads of their own to come.
- It isn't an ad campaign, and is decidedly cheaper, but the Canadian Taxpayers Federation has been on a crusade of its own, and its anti-Liberal "moving van" promotion rolled into Queen's Park this week. The CTF has decked out a van with red lettering blazoning "Kathleen Wynne's Moving Company – Helping Businesses and Families Leave Ontario," alongside an outline of the province with arrows pointing away from it. CTF Ontario Director **Christine Van Geyn** has been taking the truck on a province-wide tour, attracting sparse crowds but generating some media coverage. "We wanted to use satire to make that point [of Liberal policies hurting business], because satire gets a lot of attention," she explained. "It's a great way of sending an important message in a fun way."

**THIRTYSOMETHINGS** – According to a recent poll, the hearts and minds advertisers are trying to win are just about evenly split right now. Campaign Research found the PCs still leading with 36% support (down two points from a similar survey a month ago) among decided voters, but not far ahead of the Liberals at 32% (down one point) and the NDP at 25% (up two.)

**ZONE DEFENCE** – Having seen their effort to embarrass the Tories boomerang, this week the Liberals agreed to fast-track – sort of – legislation to create safety zones around abortion clinics. No doubt the LIBs were hoping drawn-out debate on the issue would expose rifts in the PC camp among social conservatives, but that backfired when the Tories proposed immediate passage – forcing the Liberals to hem and haw about the need for further study of their own bill. This week saw expedited passage of Second Reading – only former PC and now independent MPP **Jack MacLaren** voted against it, as has been his habit for many bills since leaving the Tory caucus – and the start of committee hearings. The legislation is due back for final clearance next week, moving the bill along, in the words of *Ottawa Citizen* columnist **David Reevely**, "zippily, but not too zippily."

## RUMOURS & RUMBLINGS

### MILLER TIME?

With NDP MPP **Cheri DiNovo** retiring from Queen's Park as of the New Year, the rumour mill has shifted into overdrive about who might run for the Liberals to replace her in Parkdale-High Park. One high-profile name that has emerged is former Toronto Mayor **David Miller** – even though he has previously aligned himself with the NDP. Miller has been CEO of World Wildlife Fund Canada since 2013 but is leaving that post (for a new gig as North American director for climate change organization C40 Cities) and is said to be hankering for a return to politics. Adding another layer of intrigue, the speculation goes so far as to suggest he has his eye on the party leadership should the provincial election result in a vacancy.

## IN THE HOUSE

- No new government legislation was introduced this week.
- In a rare gesture, House business was delayed for comment on the work of another province's legislature. In this case it was to unanimously condemn Quebec's recently passed bill banning public servants from wearing face coverings (a move widely seen as aimed at the Muslim niqab). "This is the kind of action that drives

wedges in communities. It is not acceptable to me, and it should not be acceptable to any of us,” Premier Wynne admonished. “We have a very close working relationship with Quebec, but on this issue we fundamentally do not agree.”

## FOR THE RECORD

“That would not be a risk I would ever support taking ... [I told him] the only type of organization that doesn't keep any records is a criminal organization.”

- Former Cabinet Secretary **Peter Wallace**, with some potentially damning testimony at the trial of two former senior Liberal aides. **David Livingston** and **Laura Miller** are charged with illegally destroying government records, and Wallace testified he would not have given Livingston a special password if he had known an outsider – in this case Miller’s spouse – would be using it to wipe government computers.
- 

“I share their anxiety, but I think we still have to let the process work.”

- Advanced Education Minister **Deb Matthews**, sympathetic to students stressed about a strike by college faculty, but not yet prepared to intervene in the dispute.
- 

“Back at my old office, Ontario Ombudsman Paul Dubé has managed the nearly impossible. When he was appointed he acted like a five-year-old sitting in a pilot’s seat. ‘This is my dream job, this is my dream job!’ he sounded. Dubé said he would do things differently. And he sure has. Ever heard one peep from his office? Neither have I. He’s returned the office to the obscure backwaters.”

- **André Marin**, who was legendarily provocative as Ombudsman, using his Sun Media column to blast his successor for not being similarly aggressive. The overall column was a slam at the Liberals (a standard theme for Marin, who ran as a PC by-election candidate) for watering down government oversight.
- 

“Either teachers until Grade 3 are good at teaching math, and then become terrible between Grades 4 to 6, and then become good again between Grades 7 to 9. Or there is a problem with the tests themselves.”

- **Sachin Maharaj**, a PhD candidate and Canada Graduate Scholar in educational policy at the Ontario Institute for Studies in Education, University of Toronto, noting that Ontario math test scores trend up then down then up again — and joining the chorus that Education Quality and Accountability Office tests should be overhauled, or scrapped.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
OCTOBER 24, 2017**

***PUBLIC SESSION***

**TOPIC: TRUSTEE INFORMATION  
OCSTA OCTOBER 17, 2017 MEMORANDUM –  
REVISIONS TO THE PUPIL ACCOMMODATION REVIEW  
AND COMMUNITY PLANNING AND PARTNERSHIP  
GUIDELINE**

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Ontario Catholic School  
Trustees' Association

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Patrick Daly, *President*  
Beverley Eckensweiler, *Vice President*  
Nick Milanetti, *Executive Director*

October 17, 2017

## MEMORANDUM

**TO:** Chairpersons and Directors of Education  
- All Catholic District School Boards

**FROM:** Patrick J. Daly, President

**SUBJECT:** **Revisions to the Pupil Accommodation Review and Community Planning and Partnership Guideline**

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As you are aware, the Ministry of Education announced in June 2017 that they would conduct further consultations in respect of the Pupil Accommodation Review (PARG) process and revisions to the Community Planning and Partnership guideline (CPPG).

On October 12, 2017, the Ministry of Education, in partnership with the Ministry of Infrastructure, announced the next stage in these public consultations. The government's intention to "encourage joint responsibility for integrated community planning, with a focus on communication between school boards, municipal governments and community partners about boards' capital plans".

The government is seeking feedback on the proposed revisions to the PARG and OCSTA encourages Catholic school boards to submit their concerns and recommendations to the Ministry of Education at [www.edu.gov.on.ca/eng/policyfunding/reviewguide.html](http://www.edu.gov.on.ca/eng/policyfunding/reviewguide.html).

The deadline for submissions is **Wednesday, December 6, 2017**.

If you have any questions, please do not hesitate to contact me or Stephen Andrews at [sandrews@ocsta.on.ca](mailto:sandrews@ocsta.on.ca).

*Attachment*

**Ministry of Education**

Minister

Mowat Block  
Queen's Park  
Toronto ON M7A 1L2

**Ministère de l'Éducation**

Ministre

Édifice Mowat  
Queen's Park  
Toronto ON M7A 1L2



October 12, 2017

Dear Colleagues,

As you are aware, in June of this year, Ontario launched its [Plan to Strengthen Rural and Northern Education](#). The feedback received from school board and municipal partners was central to the development of this plan, which comprised process improvements and funding enhancements designed to better support: quality rural education; sustainable use of school space in rural communities; and decision-making around school closures. Thank you for your important contributions to this work. We are now writing to request your support during the next phase of the plan's implementation.

As part of the plan, the Ministry of Education committed to revising its [Pupil Accommodation Review Guideline \(PARG\)](#) and [Community Planning and Partnerships Guideline \(CPPG\)](#). While the government's rural and Northern education engagement focused primarily on rural and Northern communities, we heard that the pupil accommodation review process for all school boards requires an overhaul. That is why, this fall, the Ministry of Education will begin the process of revising its PARG to promote inclusion of community impact alongside the focus on student achievement and well-being.

In addition, the Ministry of Education will also be revising its Community Planning and Partnerships Guideline (CPPG) to encourage joint responsibility for integrated community planning, with a focus on communication between school boards, municipal governments and community partners about boards' capital plans.

We invite you to provide your feedback on the proposed revisions to the PARG and CPPG online at, [www.edu.gov.on.ca/eng/policyfunding/reviewguide.html](http://www.edu.gov.on.ca/eng/policyfunding/reviewguide.html).

We will also be engaging Ontario's four trustee associations, and the Association of Municipalities of Ontario (AMO) to set up a reference group that will provide advice on these matters. For more information on this reference group, I encourage your boards or councils to contact the relevant organization.

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Your input will once again be invaluable, as we build on our work to support students and communities in Ontario.

Sincerely,

A handwritten signature in black ink, appearing to read 'MH' with a stylized flourish.

Mitzie Hunter, MBA  
Minister of Education

A handwritten signature in black ink, appearing to read 'Bob' with a stylized flourish.

Bob Chiarelli  
Minister of Infrastructure

## Pupil Accommodation Reviews

### Statement from the Minister

In June of this year, Ontario launched its Plan to Strengthen Rural and Northern Education. The feedback received from school board, municipal and community partners was central to the development of this plan.

As part of the plan, the Ministry of Education committed to revising its Pupil Accommodation Review Guideline (PARG) and Community Planning and Partnerships Guideline (CPPG).

I am now requesting your support during the next phase of the plan's implementation.

While the government's rural and Northern education engagement focused primarily on rural and Northern communities, we heard that there is a need to strengthen the pupil accommodation review process for all school boards and to better encourage joint responsibility for integrated community planning across Ontario.

Through this process, we will make certain that:

- We are placing an emphasis on open and effective communication and partnership between school boards and communities;
- Decisions about the future of our schools consider a range of community and student impacts; and
- Boards work collaboratively to consider joint-use solutions where possible.

Your input will once again be invaluable to this effort, as we build on our work to support students and communities in Ontario.

Mitzie Hunter, MBA  
Minister

### Pupil Accommodation Review Guideline (PARG) / Community Planning and Partnerships Guideline (CPPG)

As part of the province's *Plan to Strengthen Rural and Northern Education* the ministry committed to strengthening its PARG and to support improved co-ordination of community infrastructure planning, which includes revising the CPPG.

The plan responds to feedback received during the government's rural engagement in spring 2017 and aims to better support:

- Quality rural education;
- Sustainable use of school space in rural communities; and
- Decision-making around school closures.

The ministry's proposed revisions to the PARG aim to create a stronger, more collaborative process that better promotes student achievement and well-being and better recognizes the impact of school closures on rural communities. The ministry proposes to achieve this by considering the elements below.

Revising Pupil Accommodation Review (PAR) timeframes:

- Extending the current minimum PAR timeframe beyond five months;
- Eliminating the minimum modified PAR timeframe of three months; and/or
- Further extending time-frames under specific circumstances, such as if new closure recommendations are added mid-way through the accommodation review process.

Introducing minimum requirements for the initial staff report by requiring school boards to include:

- At least three accommodation options (a recommended option, an alternative option and a status quo option).
- Information on how accommodation options will impact:
  - School board budget;
  - Student programming /achievement;
  - Student well-being; and
  - Community and/or economic impact.

Promoting community input in the PAR processes by requiring:

- School boards to invite elected municipal representatives and municipal staff to a meeting to discuss the initial staff report;
- School boards to disclose municipal participation / non-participation in PAR and Community Planning and Partnership (CPP) processes;

- A broader role for trustees throughout the PAR process, beyond ad hoc membership of Accommodation Review Committees, hearing public delegations and making the final decision; and
- A participatory role for secondary student representatives in PARs involving secondary schools.

Reforming the PAR administrative review process by:

- Extending the timeframe to submit an administrative review petition from 30 to 60 calendar days; and
- Reviewing the signature thresholds and requirements for launching an administrative review request.

Developing ministry supports, such as:

- A PAR toolkit to standardise type and format of initial staff report information;
- A template for use by community partners to engage boards with proposed alternatives to school closures or other proposals for community use of schools; and
- New support for the review and validation of initial staff report information and community proposals by independent third parties.

The ministry is also supporting improved co-ordination of community infrastructure planning by working with partner ministries and key stakeholders on the following three initiatives:

- Building upon the Ministry of Municipal Affairs' ongoing integrated local planning work to better facilitate local relationships and partnerships, including between school board and municipal governments, particularly in rural and northern communities.
- Revising the CPPG to:
  - Better align with integrated local planning processes;
  - Encourage joint responsibility for integrated community planning, with a focus on communication between school boards, municipal governments and community partners about boards' capital plans;
  - Highlight the potential for community use of open and underutilized schools; and
  - Require that boards disclose municipal participation and non-participation in CPPG meetings.
- Continuing its ongoing work with the Ministry of Infrastructure to support delivery of recommendations in *Community Hubs in Ontario: A Strategic Framework and Action Plan*, for example, by providing information to support:
  - The Community Hubs Mapper/
  - The Community Hubs Surplus Property Transition Initiative

### Discussion Questions

- Do you think the ministry's proposed revisions to the PARG will create a stronger, more collaborative process?
  - If not, why? Are there other elements the ministry should consider?
  - If yes, do you have suggested improvements or comments on the elements being proposed?
- Do you think the above measures to support improved coordination of community infrastructure planning will work to promote sustainable use of school space in communities?
  - If not, why? Are there other elements the ministry should consider?
  - If yes, do you have suggested improvements or comments on the elements being proposed?
- When making decisions about school infrastructure within communities, what measures could be conducive to fostering collaboration and cooperation between municipalities and school boards?

### Consultation Details

This public consultation on revising the Pupil Accommodation Review Guideline (PARG) and Community Planning and Partnerships Guideline (CPPG) will be conducted in two phases:

#### Phase 1: Discussion Questions

The first phase of the consultation will focus on collecting feedback on the areas of change listed above, as well as other proposed changes to the PARG and CPPG.

This phase will run from October 12, to December 6, 2017.

#### Phase 2: Revisions and Editing

In January 2018, the ministry will post a draft of the revised pupil accommodation review guideline and community planning and partnerships guideline for further public feedback.

This draft will be informed by what we heard during Phase 1. The ministry will also post a summary of all Phase 1 feedback.

### Contact Information

To submit your thoughts and ideas on revising the PARG and CPPG please send your feedback with the subject line "Revising the PARG and CPPG" to [information.met@ontario.ca](mailto:information.met@ontario.ca).

### Notice of Collection and Use of Personal Information



To the extent that the response you provide contains your, or your child's, personal information, the ministry collects that information under the authority of paragraphs 1 and 3 of subsection 8.1(1) of the Education Act. The ministry will use the personal information contained in your response to inform revisions to the Pupil Accommodation Review Guideline (PARG) and Community Planning and Partnerships Guideline (CPPG). These guidelines provide a framework for school boards to use when developing their own PAR and CPP policies. The ministry will only use the personal information contained in your response if doing so is necessary for the purpose of informing revisions to the PARG and the CPPG. The ministry will protect your personal information in accordance with the Freedom of Information and Protection of Privacy Act.

If you have any questions about this collection and use of personal information you may contact Yvonne Rollins, Senior Policy Analyst in the Capital and Business Support Division of the Ministry of Education at (416) 326-9932, 900 Bay Street, Floor 19 Mowat Block, Toronto ON, M7A 1N3, yvonne.rollins@ontario.ca.

Please do not include anyone else's personal information in your response, including your child's personal information if your child is 16 years old or older.

## Accommodation Decisions at School Boards

On March 26, 2015, the Ministry of Education released a new *Pupil Accommodation Review Guideline* to help school boards make more efficient use of school space while continuing to ensure that communities have the opportunity to provide meaningful input.

The new *Pupil Accommodation Review Guideline* serves as a province-wide minimum standard that school boards must use to develop their own policies for pupil accommodation reviews. School boards are expected to amend their existing pupil accommodation review and facility partnerships policies to reflect the changes incorporated into the new *Pupil Accommodation Review Guideline* as well as the *Community Planning and Partnerships Guideline* before announcing any new pupil accommodation reviews.

Student accommodation decisions such as closing and consolidating schools are among the most important responsibilities of locally-elected school board trustees. The Ministry of Education cannot overrule or change these decisions.

Your school board will usually undertake a pupil accommodation review process – led by an Accommodation Review Committee (ARC) – when it is contemplating closing a school. This process must follow the school board's policy that governs accommodation reviews. The new Pupil Accommodation Review Guideline also outlines circumstances when a school board does not have to undertake a full accommodation review process.

The heart of this process is community consultation through representation on the ARC and through public meetings. The Ministry encourages students, parents and community members to get involved in the accommodation review process. For more information about accommodation reviews, please read the Guide to Pupil Accommodation Reviews or see our frequently asked questions.

In addition, to promote closer cooperation and planning between school boards, municipalities and community organizations, the Ministry of Education released a new Community Planning and Partnerships Guideline (PDF, 140 KB), which updates and replaces the Facility Partnerships Guideline of 2010.

Informed by feedback from the education sector and community partners, the Community Planning and Partnerships Guideline establishes a more formal consultation between school boards, municipal governments and other community partners about managing underutilized school space, as well as green space and parkland needs.

Looking for an overview of the accommodation review process?

This guide to pupil accommodation reviews describes what happens when a school board is considering a school closure or consolidation.

- Pupil Accommodation Review Guideline, March 2015 (PDF, 82 KB)
- B-Memo – 2015 B09: Release of New Pupil Accommodation Review Guideline and Community Planning and Partnerships Guideline (PDF, 61 KB)
- Information on Administrative Reviews
- The Accommodation Review Process
- Frequently Asked Questions
- Related: Community Planning and Partnerships Guideline (PDF, 140 KB)
- Related: School consolidation experience studies

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