



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

AGENDA AND MATERIAL

COMMITTEE OF THE WHOLE MEETING

**TUESDAY, APRIL 14, 2015
7:00 P.M.**



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

A. ROUTINE MATTERS

1. Opening Prayer – Trustee O’Leary -
2. Roll Call -
3. Approval of the Agenda -
4. Declaration of Conflict of Interest -
5. Approval of Minutes of the Committee of the Whole Meeting of February 10, 2015 A5
6. Approval of Minutes of the Committee of the Whole Meeting of March 10, 2015 A6

B. PRESENTATIONS

C. COMMITTEE AND STAFF REPORTS

1. Policy Committee
 - 1.1 Approved Minutes of the Policy Committee Meeting of February 24, 2015 C1.1
 - 1.2 Unapproved Minutes of the Policy Committee Meeting of March 24, 2015 C1.2
 - 1.3 Approval of Policies -
 - 1.3.1 Educational Field Trips Policy (400.2) C1.3.1
 - 1.3.2 Volunteer Driver Policy (302.4) C1.3.2
 - 1.3.3 Volunteer Recognition Policy (800.4) C1.3.3
 - 1.4 Policy and Guideline Review 2014-2015 Schedule C1.4
2. 12th Annual Niagara Catholic Skills Competition C2
3. Graduation Rate 2009-2010 Grade 9 Cohort C3
4. Elementary and Secondary School Year Calendars 2015-2016 C4
5. Niagara Catholic Chaplaincy Leader Program C5
6. Niagara Catholic Three Year Theological Theme 2015-2018 C6
7. Niagara Catholic System Priorities 2015-2016 C7
8. Extended Overnight Field Trip and Excursion C8
9. Staff Development Department Professional Development Opportunities C9

10. Monthly Updates	
10.1 Capital Projects Update	C10.1
10.2 Student Senate Update	-
10.3 Senior Staff Good News Update	-

D. INFORMATION

1. Trustee Information	
1.1 Spotlight on Niagara Catholic - March 2015	D1.1
1.2 Calendar of Events - April 2015	D1.2
1.3 OCSTA AGM April 30, 2015 - May 2, 2015	D1.3
1.4 OCSTA AGM Resolutions Package	D1.4
1.5 World Meeting of Families September 22, 2015 - September 27, 2015	D1.5

E. OTHER BUSINESS

1. General Discussion to Plan for Future Action	-
2. Response to September 16, 2014 Letter From Pat Darte	-

F. BUSINESS IN CAMERA

G. REPORT ON THE IN CAMERA SESSION

H. ADJOURNMENT

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
MARCH 10, 2015**

PUBLIC SESSION

**TOPIC: MINUTES OF THE COMMITTEE OF THE WHOLE
MEETING OF FEBRUARY 10, 2015**

RECOMMENDATION

THAT the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting of February 10, 2015, as presented.



MINUTES OF THE COMMITTEE OF THE WHOLE MEETING TUESDAY, FEBRUARY 10, 2015

Minutes of the Meeting of the Committee of the Whole of the Niagara Catholic District School Board, held on Tuesday, February 10, 2015 in the Father Kenneth Burns C.S.C. Board Room, at the Catholic Education Centre, 427 Rice Road, Welland.

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

A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayer was led by Vice-Chair Sicoli

2. Roll Call

Trustee	Present	Present Electronically	Absent	Excused
Kathy Burtnik	✓			
Maurice Charbonneau	✓			
Frank Fera	✓			
Fr. Paul MacNeil	✓			
Ed Nieuwesteeg	✓			
Ted O'Leary	✓			
Dino Sicoli	✓			
Pat Vernal		✓		
Student Trustees				
Jessica Di Pasquale	✓			
Chloe Demizio	✓			

The following staff were in attendance:

John Crocco, Director of Education; **Yolanda Baldasaro**, **Ted Farrell**, **Lee Ann Forsyth-Sells**, **Frank Iannantuono**, **Mark Lefebvre**, Superintendents of Education; **Giancarlo Vetrone**, Superintendent of Business & Financial Services; **Scott Whitwell**, Controller of Facilities Services; **Linda Marconi**, Recording Secretary/Executive Assistant – Director of Education.

3. Approval of the Agenda

Moved by Trustee Charbonneau

THAT the Committee of the Whole approve the Agenda of the Committee of the Whole Meeting of February 10, 2015 as presented.

CARRIED

Vice-Chair Sicoli welcomed Anna Pisano, Administrative Assistant to Corporate Services & Communications.

4. Declaration of Conflict of Interest

Declaration of Conflict of Interest was declared by Trustee O’Leary with Item F2 of the In Camera Agenda. These trustees have family members who are teachers, or employees of the Board.

5. Approval of Minutes of the Committee of the Whole Meeting of January 13, 2015

Moved by Trustee Nieuwesteeg

THAT the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting of January 13, 2015, as presented.

CARRIED

B. PRESENTATIONS

1. Norah Morgan Memorial Award

Mark Lefebvre, Superintendent of Education provided information on the Norah Morgan Memorial Award and introduced Dr. Debra McLauchlan and Jessica Carmichael, Carousel’s new Artistic Directors and Catie Cordes from Carousel Players, who presented the award to this year’s recipient, Marty Umanetz, teacher at Our Lady of Fatima Catholic Elementary School, St. Catharines.

2. Blessed Trinity Catholic secondary School Recipient of the Premier’s Award for Accepting Schools 2013-2014

Yolanda Baldasaro, Superintendent of Education provided information on the Premier’s Award for Accepting Schools. Blessed Trinity Catholic Secondary School is the recipient of the 2013-2014 award. Superintendent Baldasaro introduced Joe Zaroda, Principal, John Cino, Student Success Lead and Josephine Moretuzzo, Student Services Program Chair of Blessed Trinity Catholic Secondary School. Principal Zaroda, staff and students showcased the work of the Blessed Trinity Catholic Secondary School Safe and Accepting Schools’ Team. Student Trustee Jessica DiPasquale and Chair MacNeil commented and thanked the staff at Blessed Trinity Catholic Secondary School.

C. COMMITTEE AND STAFF REPORTS

1. Policy Committee

1.1 Unapproved Minutes of the Policy Committee Meeting of January 27, 2015

Moved by Trustee MacNeil

THAT the Committee of the Whole receive the unapproved Minutes of the Policy Committee Meeting of January 27, 2015 as presented.

CARRIED

1.2 Approval of Policies

Policy Committee Chairperson Burtnik presented the Policy Committee recommendations to the Committee of the Whole for consideration.

1.2.1 Accessibility Customer Service Policy (800.8.1)

Moved by Trustee Burtnik

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

CARRIED

1.2.2 Employee Workplace Harassment Policy (201.7)

Moved by Trustee Burtnik

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the revised Employee Workplace Harassment Policy (201.7), as presented.

CARRIED

1.2.3 Employee Workplace Violence Policy (201.11)

Moved by Trustee Burtnik

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the revised Employee Workplace Violence Policy (201.11), as presented.

CARRIED

1.2.4 Occupational Health & Safety Policy (201.6)

Moved by Trustee Burtnik

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the revised Occupational Health & Safety Policy as presented.

CARRIED

1.3 Policy and Guideline Review 2015-2015 Schedule

John Crocco, Director of Education presented the Policy and Guideline Review 2014-2015 Schedule for the information of Trustees.

2. Special Needs Strategy for Children and Youth

Superintendent Baldasaro and David O'Rourke, Special Education Coordinator provided a PowerPoint presentation on the Special Needs Strategy for Children and Youth Report. Superintendent Baldasaro answered questions of Trustees. Trustee Burtnik requested that an update be provided at a future meeting, and the Board supported this request.

3. Preparation of System Priorities and Balanced Budget 2015-2016 – February 2015 Update

Director Crocco and Giancarlo Vetrone, Superintendent of Business & Financial Services provided a graphic presentation on the Preparation of the System Priorities and Budget 2015-2016 - February 2015 Update. Director Crocco and Senior Administrative Council will continue to update and engage the Trustees in discussions as the final report and recommendation is prepared to be presented to the April 2015 Committee of the Whole meeting.

4. Monthly Updates

4.1 Capital Projects Update

Scott Whitwell, Controller of Facilities Services, presented the Capital Projects Update.

4.2 Student Senate Update

Student Trustees Chloe Demizio and Jessica Di Pasquale presented a brief verbal update on the current activities of the Student Senate. Chair MacNeil thanked the Student Trustees

4.3 Senior Staff Good News Update

Senior Staff highlights included:

Ted Farrell, Superintendent of Education

- Thorold City Council extended congratulations to Monsignor Clancy and St. Charles Catholic Elementary Schools for receiving the Best School Entry award at the Santa Clause parade.
- Denis Morris Catholic High School hosted the 40th Annual Catholic Classic Basketball tournament, Denis Morris Catholic High School went to the Consolation Final and Saint Francis Catholic Secondary School to the Final in the tournament.

D. INFORMATION

1. Trustee Information

1.1 Spotlight on Niagara Catholic – January 2015

Director Crocco highlighted the Spotlight on Niagara Catholic – January 2015 issue for Trustees information.

1.2 Calendar of Events – February 2015

Director Crocco presented the February 2015 Calendar of Events for Trustees information.

1.3 OCSTA/OCSBOA Business Seminar 2015 – April 30, 2015

Director Crocco asked those Trustees who are interested in attending the OCSTA/OCSBOA Business Seminar on April 30th to confirm their attendance with Linda Marconi, Executive Assistant – Director of Education.

1.4 OCSTA 85th Annual General Meeting & Conference, Toronto – April 30 – May 2, 2015

Director Crocco provided information on the OCSTA AGM and Conference. Trustees were asked to confirm their attendance with Linda Marconi.

Trustees are asked to confirm their attendance for the CCSTA Conference to be held June 11 - 13, 2015 in Newfoundland.

1.5 Reimbursement of Mileage

Superintendent Vetrone provided information on the new process of mileage reimbursement when attending conference. Reimbursement will be included on monthly honorarium. Trustees supported this new process as presented.

E. OTHER BUSINESS

1. General Discussion to Plan for Future Action

- 1.1 Director Crocco informed Trustees that a recommendation to engage the Attendance Area Review Committees and the ARC Process will potentially take place in the Fall of 2015.
- 1.2 A report will be brought forth to address the letter to the Board regarding the request for a secondary school in Niagara-on-the-Lake.
- 1.3 A request has been made by the Ontario College of Teachers to present to Boards and Parent Involvement Committees on the Role of the Ontario College of Teachers. Discussion took place on possible dates and the format of the presentation. Director Crocco will contact OCT and recommend one evening presentation for interested Trustees, staff and parents.

F. BUSINESS IN CAMERA

Moved by Trustee O’Leary

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

CARRIED

The Committee of the Whole moved into the In Camera Session of the Committee of the Whole Meeting at 8:47 p.m. and reconvened at 10:12 p.m.

G. REPORT ON THE IN-CAMERA SESSION

Moved by Trustee O’Leary

THAT the Committee of the Whole report the motions from the In Camera Session of the Committee of the Whole Meeting of February 10, 2015.

CARRIED

SECTION A: STUDENT TRUSTEES INCLUDED

Moved by Trustee Charbonneau

THAT the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting - In Camera Session (Section A: Student Trustees Included) held on January 13, 2015 as presented.

CARRIED (Item F1)

SECTION B: STUDENT TRUSTEES EXCLUDED

Moved by Trustee

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the recommendation as outlined in Item F3 of the In Camera Agenda.

CARRIED (Item F3)

Moved by Trustee Nieuwesteeg

THAT the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting - In Camera Session (Section B: Student Trustees Excluded) held on January 13, 2015 as presented.

CARRIED (Item F4)

H. ADJOURNMENT

Moved by Trustee Charbonneau

THAT the February 10, 2015 Committee of the Whole Meeting be adjourned.

CARRIED

This meeting was adjourned at 10:12 p.m.

Minutes of the Committee of the Whole Meeting of the Niagara Catholic District School Board held on **February 10, 2015.**

Approved on **April 14, 2015.**

Dino Sicoli
Vice-Chairperson of the Board

John Crocco
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
APRIL 14, 2015**

PUBLIC SESSION

**TOPIC: MINUTES OF THE COMMITTEE OF THE WHOLE
MEETING OF MARCH 10, 2015**

RECOMMENDATION

THAT the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting of March 10, 2015, as presented.



MINUTES OF THE COMMITTEE OF THE WHOLE MEETING

TUESDAY, MARCH 10, 2015

Minutes of the Meeting of the Committee of the Whole of the Niagara Catholic District School Board, held on Tuesday, March 10, 2015 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 7:10 p.m. by Vice-Chairperson Sicoli.

A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayer was led by Trustee Charbonneau

2. Roll Call

Trustee	Present	Present Electronically	Absent	Excused
Kathy Burtnik				✓
Maurice Charbonneau	✓			
Frank Fera				✓
Fr. Paul MacNeil				✓
Ed Nieuwesteeg				✓
Ted O'Leary	✓			
Dino Sicoli	✓			
Pat Vernal		✓		
Student Trustees				
Jessica Di Pasquale	✓			
Chloe Demizio	✓			

The following staff were in attendance:

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

Vice-Chair Sicoli called upon Director Crocco to review the Board By-Laws on quorum. Director Crocco stated that in accordance with Board By-Law, Section 10, Quorum, as of 7:10 p.m. the March 10, 2015 Committee of the Whole Meeting did not reach quorum with a majority of all Trustees present. As noted in Sub Section 6 “Unless there is a quorum present within thirty (30) minutes after the time appointed for the start of the meeting, the Secretary of the Board or Chairperson of the Board Committee shall record the names of those present, the time of adjournment, and the Board and its Committees shall stand adjourned.” A decision on if Committee of the Whole reaches quorum will be made at 7:40 p.m.

B. PRESENTATIONS

1. Speak Out Showcase 2015

Mark Lefebvre, Superintendent of Education, welcomed Speak Out Committee Co-Chairs, Lisa Incaviglia Acting Vice-Principal at Our Lady of Fatima Catholic School, Grimsby and Christine Battagli Consultant for Research, Assessment, Evaluation and Reporting.

Lisa and Christine introduced the speakers who presented their award winning speeches to the Board.

Catholic Messenger: Jonathan Krekorian, Assumption Catholic Elementary School
Topic: Stewardship

Team 1: Erica DaSilva, St. Martin Catholic Elementary School
Topic: Why Nursery Rhymes are Bad for Children

Team 2: Madison Caldwell, Canadian Martyrs Catholic Elementary School
Topic: The Real Cost of the Oil Sands Project

Team 3: Melissa Loeffen, St. Elizabeth Catholic Elementary School
Topic: Memory

Vice-Chairperson Sicoli and Trustee Charbonneau congratulated the students on their award winning speeches and along with Trustee O’Leary and Director Crocco presented them with Niagara Catholic “Excellence in Academics” Pins.

Vice-Chairperson Sicoli announced at 7:40 p.m. that the Committee of the Whole Meeting did not achieve quorum as provided in Board By-Law, Section 10, and the March 10, 2015 Committee of the Whole Meeting agenda items have been deferred as follows;

A. ROUTINE MATTERS

5. Approval of the Minutes of the February 10, 2015 Committee of the Whole Meeting to the April Committee of the Whole meeting.

C. COMMITTEE AND STAFF REPORTS

1. Policy Committee items 1.1, 1.2, and 1.3 to the April Committee of the Whole Meeting.
2. Mental Health and Addiction Strategy to the March Board Meeting.
3. Staff Development Department Professional Development Opportunities to the March Board Meeting.
4. Preparation of System Priorities and Balanced Budget 2015-2016 – March 2015 Update to the March Board Meeting.
5. Niagara Catholic Education Award of Distinction 2015
Director John Crocco announced that at the Selection Committee Meeting of March 5, 2015, the committee selected Joseph Noonan (posthumously) and Anna Racine as the recipients of the Award of Distinction 2015. With the notification of the Committee of the Whole, Director Crocco and Superintendent Iannantuono will contact Mrs. Noonan and Anna Racine to inform them of the selection and issue a Communications Notice to the system and local media of the recipients who will be presented with their award at the Bishop's Gala. Director Crocco will email all Trustees with this information.
6. Monthly updates 6.1, 6.2 and 6.3 to the April Committee of the Whole Meeting.

D. INFORMATION

Director Crocco informed the Committee of the Whole that item 1.3 – March Break 2015 will be e-mailed to all Trustees for information.

E. Business in Camera

In-camera session Section A and Section B items were deferred to the March In-Camera Board Meeting.

The March 10, 2015 Committee of the Whole meeting stood adjourned at 7:44 p.m.

Minutes of the Committee of the Whole Meeting of the Niagara Catholic District School Board held on **March 10, 2015.**

Approved on **April 14, 2015.**

Dino Sicoli
Vice-Chairperson of the Board

John Crocco
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
APRIL 14, 2015**

PUBLIC SESSION

**TOPIC: APPROVED MINUTES OF THE POLICY COMMITTEE
MEETING OF FEBRUARY 24, 2015**

RECOMMENDATION

THAT the Committee of the Whole receive the Approved Minutes of the Policy Committee Meeting of February 24, 2015, as presented.



MINUTES OF THE POLICY COMMITTEE MEETING

TUESDAY, FEBRUARY 24, 2015

Minutes of the Policy Committee Meeting held on Tuesday, February 24, 2015 at 4:30 p.m. in the Holy Cross Community Room, at the Catholic Education Centre, 427 Rice Road, Welland.

The meeting was called to order at 4:30 p.m. and chaired by Trustee Fera.

1. Opening Prayer

The meeting was opened with a prayer by Trustee Fera.

2. Attendance

Moved by Trustee Sicoli

THAT the Policy Committee excuse Kathy Burtnik, Committee Chair from attending the Policy Meeting of February 24, 2015 and that Trustee Fera serve as Acting Chair of the February 24, 2015 Policy Committee Meeting.

Committee Members	Present	Absent	Excused
Kathy Burtnik (Committee Chair)			✓
Frank Fera	✓		
Dino Sicoli	✓		

Student Trustees:

Chloe Demizio, Trustee
Jessica Di Pasquale, Trustee

Staff:

John Crocco, Director of Education
Yolanda Baldasaro, Superintendent of Education
Lee Ann Forsyth-Sells, Superintendent of Education
Mark Lefebvre, Superintendent of Education
Anna Pisano, Administrative Assistant, Corporate Services & Communications Department
/Recording Secretary

3. Approval of Agenda

Moved by Trustee Sicoli

THAT the February 24, 2015, Policy Committee Agenda be approved, as presented.

APPROVED

4. Declaration of Conflict of Interest

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

5. Minutes of the Policy Committee Meeting of January 27, 2015

Moved by Trustee Sicoli

THAT the Policy Committee approve the minutes of the Policy Committee Meeting of January 27, 2015, as presented.

APPROVED

6. Policies

ACTION REQUIRED

POLICIES - FOR RECOMMENDATION TO MARCH 10, 2015 COMMITTEE OF THE WHOLE MEETING

6.1 Educational Field Trips Policy (400.2)

Mark Lefebvre, Superintendent of Education, presented the Educational Field Trips Policy (400.2) following the vetting process. Superintendent Lefebvre presented the comments from the vetting process.

Following discussion, the Policy Committee recommended the following amendments:

POLICY STATEMENT

- No amendment

ADMINISTRATIVE GUIDELINES

- No amendment

Moved by Trustee Sicoli

THAT the Policy Committee recommend to the March 10, 2015 Committee of the Whole Meeting to approve the Educational Field Trips Policy (400.2) as presented.

APPROVED

6.2 Volunteer Driver Policy (302.4)

Mark Lefebvre, Superintendent of Education, presented the Volunteer Driver Policy (302.4) following the vetting process. Superintendent Lefebvre presented the comments from the vetting process.

POLICY STATEMENT

- No amendment

ADMINISTRATIVE GUIDELINES

- No amendment

Following discussion, the Policy Committee made the following recommendation:

Moved by Trustee Sicoli

THAT the Policy Committee recommend to the March 10, 2015 Committee of the Whole Meeting to approve the revisions to the Volunteer Driver Policy (302.4), as presented.

APPROVED

6.3 Volunteer Recognition Policy (800.4)

John Crocco, Director of Education presented the amendments to the Volunteer Recognition Policy (800.4) following the vetting process. Director Crocco presented the comments from the vetting process.

POLICY STATEMENT

- No amendment

ADMINISTRATIVE GUIDELINES

- No amendment

Following discussion, the Policy Committee made the following recommendation:

Moved by Trustee Sicoli

THAT the Policy Committee recommend to the March 10, 2015 Committee of the Whole Meeting to approve the revisions to the Volunteer Recognition Policy (800.4) as presented.

APPROVED

POLICIES - PRIOR TO VETTING

6.4 Admission of Elementary & Secondary Students (301.1)

Lee Ann Forsyth-Sells, Superintendent of Education presented the Admission of Elementary & Secondary Students Policy (301.1).

POLICY STATEMENT

- No amendments

ADMINISTRATIVE GUIDELINES

- No amendments

The Policy Committee requested that the Admission of Elementary & Secondary Students Policy, be vetted from February 25, 2015 to May 1, 2015 with a recommended deadline for presentation to the Policy Committee in May 2015, for consideration to the Committee of the Whole and Board in June 2015.

6.5 Progressive Student Discipline – Safe Schools (302.6.9)

Superintendent Forsyth-Sells presented the Progressive Student Discipline – Safe Schools Policy (302.6.9).

POLICY STATEMENT

- No amendments

ADMINISTRATIVE GUIDELINES

- No amendments

The Policy Committee requested that the Progressive Student Discipline – Safe Schools Policy, be vetted from February 25, 2015 to May 1, 2015 with a recommended deadline for presentation to the Policy Committee in May 2015, for consideration to the Committee of the Whole and Board in June 2015.

6.6 Safe Physical Intervention with Students (301.8)

Yolanda Baldasaro, Superintendent of Education presented the Safe Physical Intervention with Students Policy (301.8).

The Policy Committee suggested the following amendments:

POLICY STATEMENT

- No amendments

ADMINISTRATIVE GUIDELINES

- Pg. 4 – change WSIP Administrator to Staff Wellness Coordinator

The Policy Committee requested that the Safe Physical Intervention with Students Policy, be vetted from February 25, 2015 to May 1, 2015 with a recommended deadline for

presentation to the Policy Committee in May 2015, for consideration to the Committee of the Whole and Board in June 2015.

INFORMATION

6.7 Policies Currently Being Vetted until April 10, 2015

- Student Expulsion Policy (302.6.5)
- Student Suspension Policy (302.6.4)

6.8 Policy and Guideline Review 2014-2015 Schedule

Director Crocco presented the Policy and Guideline Review 2014-2015 Schedule.

Frank Iannantuono, Superintendent of Education provided copies of a draft memo regarding the Attendance Support Program Policy Implementation Update #2. Discussion took place regarding the information provided in the memo. The Human Resources Services memo will be provided to all Trustees at the February 24, 2015 Board Meeting and distributed through email to all staff on February 25, 2015.

7. Date of Next Meeting

Tuesday, March 24, 2015

8. Adjournment

The meeting adjourned at 6:05 pm.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
APRIL 14, 2015**

PUBLIC SESSION

**TOPIC: UNAPPROVED MINUTES OF THE POLICY COMMITTEE
MEETING OF MARCH 24, 2015**

RECOMMENDATION

THAT the Committee of the Whole receive the Unapproved Minutes of the Policy Committee Meeting of March 24, 2015, as presented.



MINUTES OF THE POLICY COMMITTEE MEETING

TUESDAY, MARCH 24, 2015

Minutes of the Policy Committee Meeting held on Tuesday, March 24, 2015 at 4:30 p.m. in the Holy Cross Community Room, at the Catholic Education Centre, 427 Rice Road, Welland.

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

1. Opening Prayer

The meeting was opened with a prayer by Trustee Sicoli

2. Attendance

Committee Members	Present	Absent	Excused
Kathy Burtnik (Committee Chair)	✓		
Frank Fera	✓		
Dino Sicoli	✓		

Trustees:

Ted O'Leary
Pat Vernal – Electronically

Student Trustees:

Chloe Demizio, Trustee
Jessica Di Pasquale, Trustee

Staff:

John Crocco, Director of Education
Yolanda Baldasaro, Superintendent of Education
Frank Iannantuono, Superintendent of Education/Human Resources
Ted Farrell, Superintendent of Education
Lee Ann Forsyth-Sells, Superintendent of Education
Mark Lefebvre, Superintendent of Education
Giancarlo Vetrone, Superintendent of Business & Finance
Anna Pisano, Administrative Assistant, Corporate Services & Communications Department
/Recording Secretary

3. Approval of Agenda

Moved by Trustee Frank Fera

THAT the March 24, 2015, Policy Committee Agenda be approved, as presented.

APPROVED

4. Declaration of Conflict of Interest

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

5. Minutes of the Policy Committee Meeting of February 24, 2015

Moved by Trustee Sicoli

THAT the Policy Committee approve the minutes of the Policy Committee Meeting of February 24, 2015, as presented.

APPROVED

6. Policies

ACTION REQUIRED

POLICIES - PRIOR TO VETTING

6.1 Purchasing/Supply Chain Management Policy (600.1)

Giancarlo Vetrone, Superintendent of Business & Financial Services presented the Purchasing/Supply Chain Management Policy (600.1).

The Policy Committee suggested the following amendments:

POLICY STATEMENT

- No amendments

ADMINISTRATIVE GUIDELINES

- No amendments

The Policy Committee requested that the Purchasing/Supply Chain Management Policy, be vetted from March 25, 2015 to May 11, 2015 with a recommended deadline for presentation to the Policy Committee in September 2015, for consideration to the Committee of the Whole and Board in 2015.

6.2 Equity and Inclusive Education Policy (100.10)

Yolanda Baldasaro, Superintendent of Education presented the Equity and Inclusive Education Policy (100.10).

The Policy Committee suggested the following amendments:

POLICY STATEMENT

- Page 1 Delete “Niagara Catholic District School board Policies”

ADMINISTRATIVE GUIDELINES

- Page 8 Paragraph 4 insert the word “for”

The Policy Committee requested that the Equity and Inclusive Education Policy, be vetted from March 25, 2015 to May 11, 2015 with a recommended deadline for presentation to the Policy Committee in September 2015, for consideration to the Committee of the Whole and Board in 2015.

6.3 Retirement & Service Recognition Celebration Policy (201.2)

John Crocco, Director of Education and Frank Iannantuono, Superintendent of Education presented the Retirement & Service Recognition Celebration Policy (201.2).

The Policy Committee suggested the following amendments:

POLICY STATEMENT

- Amend item #2 to read:
Employees who have contributed 25 years of service “*in Catholic Education*”;

ADMINISTRATIVE GUIDELINES

- Page 1 Paragraph 3 insert “*of the current calendar year*” at end of sentence
- Remove eligibility paragraphs
- Page 1 Paragraph 7 insert “*of the current calendar year*” at end of sentence
- Amend Paragraph 2 Page 2 to read:

The Niagara Catholic District School Board will recognize and honour members of the clergy who have served within the “a” Roman Catholic Diocese of St. Catharines and the jurisdiction of the Niagara Catholic District School Board who are celebrating their 25th or 50th anniversary. ~~as members of the clergy as of August 31st of the current school year.~~ This recognition will take place at the annual Retirement and Service Recognition Celebration “*as of the current calendar year*”.

- Clarification on hiring date or seniority date

The Policy Committee requested that the Retirement & Service Recognition Celebration Policy, be vetted from March 25, 2015 to May 11, 2015 with a recommended deadline for presentation to the Policy Committee in September 2015, for consideration to the Committee of the Whole and Board in 2015.

POLICIES – UNDER REVIEW

6.4 Attendance Support Program Policy (201.16)

Policy Committee Chair Burtnik provided a review of the Attendance Support Program Policy and its upcoming review by the Policy Committee. She noted that as approved by the

Board in November 2012, following the first year of implementation of the Attendance Support Program Policy the Policy would be reviewed by the Policy Committee. As discussed at the January and February 2015 Policy Committee Meetings and following a decision by the Board on February 24th, 2015, the Attendance Support Program Policy is under review by the Policy Committee with any changes to be effective as at September 1, 2015.

A motion was made by Trustee Sicoli to have the Policy Committee write the Board Policies rather than Supervisory Officers.
Trustee Fera seconded the motion.

Trustee Burtnik noted that Board By-Laws and Board Policy provide the process which uses the expertise and experience of the Director, Superintendents and staff who draft either new Policies or revisions to current Policies for the review, discussion and changes by the Policy Committee who own the Policy prior to a recommendation to the Committee of the Whole.

The motion was withdrawn.

A general discussion took place regarding the Policy, changes to the Policy Statement and the process to follow in the review of the Attendance Support Program Policy. Written information was distributed by Trustee MacNeil and a copy of a letter from OECTA Elementary Unit for the consideration of the Policy Committee. It was determined that the Policy Committee would follow its review process of reviewing draft changes to current Board Policies as presented by Senior Staff as a starting point for review, discussion and changes. Any draft changes to the Policy or its Administrative Guidelines would then follow the Policy Committee's vetting process with all submissions provided for the consideration of the Policy Committee.

Frank Iannantuono, Superintendent of Education, Lana Pasto, Coordinator of Attendance Support and Glenn Bertollo, Senior Administrator of Human Resources presented background information, data and statistics, as of March 24, 2015, on Attendance Support Programs and the implementation of the Board's Attendance Support Program. Discussion took place regarding the information provided and questions were asked of staff, including the Director of Education, on the Board's Attendance Support Program and other Attendance Management / Support Programs in the Region of Niagara and in Ontario.

The Policy Committee agreed that the Attendance Support Program Policy would continue to be reviewed at upcoming Policy Committee Meetings until the Policy Committee, in accordance with its process and practice, determined that any draft changes would be vetted in accordance with the Policy Committee vetting process and Board By-Laws.

The Policy Committee requested that the Attendance Support Program Policy be the only Policy submitted by Senior Staff to the April 28, 2015 Policy Committee for review or Prior to Vetting. Director Crocco noted that it would be and reminded the Policy Committee that the two Policies on Student Expulsion and Student Suspension, currently in the vetting process, were required by the Policy Committee to be presented at the April 2015 Policy Committee for consideration. The Policy Committee agreed that Student Expulsion and Student Suspension would be presented for Recommendation to the May 2015 Committee of the Whole, no Policies Prior to Vetting and the Attendance Support Program Policy would be placed under Policies Under Review for the April 28, 2015 Policy Committee Agenda.

INFORMATION

6.5 Policy and Guideline Review 2014-2015 Schedule

Director Crocco presented the Policy and Guideline Review 2014-2015 Schedule.

7. Date of Next Meeting

April 28, 2015

8. Adjournment

The meeting adjourned at 6:20 p.m.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE MEETING
APRIL 14, 2015**

PUBLIC SESSION

TITLE: EDUCATIONAL FIELD TRIPS POLICY (400.2)

RECOMMENDATION

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

Prepared by: Mark Lefebvre, Superintendent of Education

Presented by: Mark Lefebvre, Superintendent of Education

Recommended by: Policy Committee

Date: April 14, 2015



EDUCATIONAL FIELD TRIPS POLICY

STATEMENT OF POLICY

Section:	400 – Educational Programs
No:	400.2
Adopted:	May 26, 1998
Revised:	March 19, 2013

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

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

The Board recognizes that most educational field trips bear a cost for participation. If there is a direct cost to the student, participation is strictly voluntary and arrangements will be made for the education of those students not participating.

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

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

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

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

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

References:

- [Canadian Standards Association \(CSA\)](#)
- [Education Statutes and Regulations of Ontario](#)
- [Ontario Physical and Health Education Association \(OPHEA\)](#)
- [Ontario School Boards Insurance Exchange \(OSBIE\):Risk Management Advisory](#)
- [Niagara Catholic – Volunteer Drivers Policy \(302.4\)](#)
- [Niagara Catholic - Volunteers in Catholic Schools Policy \(800.9\) \(Safe Schools Policy\)](#)



EDUCATIONAL FIELD TRIPS POLICY

ADMINISTRATIVE GUIDELINES

Section:	400 – Educational Programs
No:	400.2
Adopted:	May 26, 1998
Revised:	March 19, 2013

PART I - DEFINITIONS AND EXPECTATIONS

A. EDUCATIONAL FIELD TRIPS

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

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

Educational Field Trips are:

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

B. EXPECTATIONS

The following are required expectations of all educational field trips:

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

C. EDUCATIONAL GOALS

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

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

PART II - CATEGORIES

Educational Field Trips within Niagara Catholic are defined as:

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

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

1. *Day Field Trips (Day)*

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

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

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

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

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

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

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

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

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

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

5. *Continuing Education Credit Programs*

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

6. *Exchanges*

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

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

7. *Excursion*

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

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

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

The Committee is composed of:

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

PART III - FINANCING EDUCATIONAL FIELD TRIPS

1. If there is a direct cost to the student(s), participation is voluntary and arrangements must be made for the education of the student(s) not participating.
2. Principals should take steps to ensure that all students have an equal opportunity to participate in a planned trip (excluding excursions). This may include partial or complete financial subsidy for some students.
3. Principals are to ensure that the actual cost to the student is kept at a reasonable level, taking into consideration that some students may have limited financial resources.
4. It is the responsibility of the Principal to ensure that the fairest prices for transportation, accommodation and all other expenditures are obtained and that all transactions are carried out according to procedures and guidelines of the Board.
5. For all overnight field trips and excursions, Principals must submit three (3) written proposals from travel companies along with a Principal recommendation of the best value for students. The proposals and Principal recommendation are to be attached to either the Request for Overnight Field Trip or Request for Extended Overnight Field Trip form.
6. Central Funding for Out-of-Classroom Activities

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

PART IV - APPROVALS

Applicable Forms

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

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

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

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

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

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

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

All requests shall include:

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

3. To ensure extended overnight field trips and excursions meet the full intent of the Educational Field Trip Policy, only Extended Overnight Field Trip and Excursion Committee approved trips and/or excursions are to be proposed to students and parents/guardians for participation. No extended overnight field trips and/or excursions are to be presented to students or parents/guardians

without the signed approval of the Superintendent of Education who is the Chair of the Extended Overnight Field Trip, Exchange and Excursion Approval Committee.

4. Any Field Trip/Excursion may be cancelled at any time by a Principal and/or Family of Schools' Superintendent of Education, if required.
5. Prior to approving all travel requests by staff, Principals are to clearly understand the answers to the following questions as they apply to individual trip applications.

All Principals are to:

- record the answers and file responses at the school;
 - submit the responses with the application form to the Family of Schools' Superintendent of Education if the trip is required to have Superintendent of Education approval;
 - instruct the tour supplier to forward a letter outlining their understanding of the Terms and Conditions prior to any finalization/approval of the trip. (fax copy of [Airline/Tour Company/Insurance Checklist](#) to agent if required)
 - When applicable, determine the exact date and time period each policy is in effect and the length of time it remains in effect. (i.e. cancellation of trip without penalty must be made by - date and time; cancellation with fifty-percent refund must be made by - date and time; cancellation done in writing individually or by the entire group signing a letter etc.)
 - A copy of the [Airline/Tour Company/Insurance Checklist](#) is to be submitted with the Checklist for Extended Overnight Field Trip Form approval to the "Extended Overnight Field Trip, Exchange and Excursion Approval Committee".
6. All approved trips by the Extended Overnight Field Trip, Exchange and Excursion Committee will be reported to the Senior Administrative Council for consideration. Only educational field trips approved by Senior Administrative Council will be reported to the Board of Trustees for information. Following notification of the Board, Principals will be informed that submitted trips have been approved by Senior Administrative Council and the Board has been informed of the trip and can proceed in notifying staff of the approval.
 7. If not approved, the Committee will forward to the Principal of the school requesting permission for the trip, a summary of the rationale.
 8. Where approval has not been granted, the Principal may re-submit a proposal to the Family of Schools' Superintendent of Education with the required revisions.
 9. An unapproved trip is one, which has not followed the process outlined to receive official approval or is one, which has followed process, but has been denied. Neither the school nor the Board will sponsor, promote or participate in the planning of any unapproved trip.
 10. Teachers are deemed in law to be in a position of authority over students by virtue of their positions as teachers. Therefore, teachers shall not become involved in any unapproved field trips with students. As well as facing disciplinary procedures, teachers involved in non-approved field trips surrender their legal claim to the Board's liability insurance coverage and to Worker's Compensation protections.
 11. Only individuals approved to chaperone or supervise a field trip are eligible to participate in any aspect of the educational field trip. For clarity, individuals who are not approved as chaperones, supervisors or volunteers cannot be included in travel arrangements, travel with or accompany the students and staff on the field trip.
 12. Students or staff who request to leave the group on an approved field trip, such as to meet a family member, must submit a request, in writing, to the Principal prior to the departure of the field trip. The Principal will determine if arrangements can be made to assist with the request providing it does not interfere with the travel arrangements of the group. If approval is granted by the Principal, it is permitted with the condition that:
 - the Board is not responsible for the safety of the student or staff member when away from the group; and,
 - a staff member, chaperone or supervisor must meet with a designated family member prior to a student's departure and upon return to the group

- the student or staff member must report to the chaperone/supervisor upon their return; and,
- any delay in meeting with the group at the designated time and location is not the responsibility of the Board and will not adversely affect the travel arrangements of the group; and,
- students or staff who miss returning to the group will incur any costs for the delay or will be solely responsible for alternate transportation arrangements to either meet the group at a designated location or to return home.

PART V - PARENT/GUARDIAN NOTIFICATION

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

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

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

2. Letter to Parents/Guardians

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

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

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

Parent/guardian requests should be phrased as follows:

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

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

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

Parent/Guardian Signature

Date of Signature

3. Emergency Planning

- An itinerary of each trip must be available in the school office in order that the Principal may contact the supervising teacher in charge of the group if an emergency arises.
- Provision shall be made by the Principal/teacher that someone at the school site be available to be contacted should an emergency arise at any time during the trip or if a return is delayed. Parents are to be contacted as soon as possible.

- The supervising teacher/teacher designate has the right to change the itinerary of the trip if, at his/her discretion, an emergency or dangerous situation arises, or as the situation warrants. Any change to the itinerary must be communicated to the Principal, and as determined by the Principal based on the nature of the change of itinerary, communicated with parents/guardians of students on the field trip.
- If students are billeted in homes, then the host family must have information which will allow them to contact the teacher in charge at any time.

4. List of Participants

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

PART VI - SAFETY REQUIREMENTS

1. The supervising teacher shall obtain relevant medical information about each student and also authorization to procure medical attention in the event of an emergency.
2. Parent/Guardians should be made aware that this medical information may be required for the health and safety of the students and that the information provided will be held in confidence. The teacher must then ensure that medical information is kept confidential.
3. Before any out-of-school program, the teacher must instruct the students in appropriate behaviour and safety procedures as well as any inherent dangers of the activity. The teacher(s) must show that the students have been carefully prepared and that the activity is appropriate to the age and physical/motor maturity of the participants.
4. For pupils who require medication, the routine parental consent form is to be completed and an adequate supply of medicine is to be secured.
5. Where there is instruction in High Care (e.g. water activities, skiing, etc.) activities, the instructor(s) must be certified personnel, and additional supervision must be provided by appropriate teaching personnel.

6. Water Safety

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

7. Swimming and Water Activities including Rowing

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

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

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

8. Year End Field Trips

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

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

- Boating trips are generally to be organized only for secondary school students. Principals must obtain the prior approval of the Family of Schools' Superintendent of Education to plan a non-commercial/recreational boating trip. (See O.P.H.E.A. Safety Guidelines.)

*Ratios: 1:8 on a trip
1:10 water activities in a confined area with a clear overall view
and reasonable distance to craft*

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

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

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

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

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

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

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

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

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

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

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

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

11. Procedures in Cases of Student Injury or Illness

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

12. Additional Coverage

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

13. Health Insurance Out of Province

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

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

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

PART VII – SUPERVISION

1. Out-of-classroom programs are to be under the supervision of at least one teacher or, in unique situations, any Board employee or designate approved by the Principal. Where more than one person participates in out-of-classroom activities, the Principal shall designate one as the “in-charge” person. Principals shall ensure that all precautions for the safety, comfort and supervision of participating students are taken.
2. For most trips outside Canada or the continental United States, a minimum of ten (10) participating students are required for an overseas trip to be approved. Exceptions may be approved for participation in international co-instructional activities or events.
3. All trips outside Canada or the continental United States require a minimum of two (2) supervisors/chaperones recommended by the Principal, and approved by the Family of Schools’ Superintendent of Education.
4. The following minimum adult-to-student ratios are required. As soon as the number of students increases by one over the ratio, another supervisor **must** be added.

School Trips:

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

- The ratios for Walking Tours and One Day Trips may be modified at the discretion of the Principal to accommodate such events as sacramental preparation, liturgies, or the spontaneity of the teachable moment.
 - To accommodate the possibility of medical emergencies, at least two adults should accompany students for all overnight trips or arrangements made for students to join other school communities.
5. Principals shall ensure that a sufficient number of supervisors/chaperones accompany the students in order that the visit or field trip will be a safe and valid educational experience. Some circumstances will require additional instructional staff than others in order that the students obtain the maximum benefit from their excursion.
 6. Employees of the Niagara Catholic District School Board can participate and accompany students on approved education field trips, as appointed by the Principal, to act as a chaperone to meet supervision requirements.
 7. Individuals who are not employed by the Niagara Catholic District School Board and are requested by the Principal to serve as a chaperone/volunteer to meet the supervision requirements will require to produce, prior to being appointed as a chaperone/volunteer, a negative Criminal Background Check from the Niagara Regional Police Services, approval from the Family of Schools' Superintendent of Education and the school Principal.
 8. At a minimum, Vulnerable Sector checks will be required of all volunteers participating in overnight field trips which are approved by the school Principal and/or Senior Administrative Council.
 9. Principals are required to make approved chaperones/volunteers aware of their insurance coverage under this policy. Names of all staff and chaperone/volunteer supervisors must be recorded in order to protect them from liability for which the Board carries a liability policy to a limit of \$20,000,000.00.
 10. In determining supervision requirements, Principals shall ensure that;
 - the number of supervisors/chaperones comply with the adult-to-student ratios as indicated in Point Four (#4)
 - all staff beyond those organizing the overnight field trip or excursion are notified of the opportunity to supervise or chaperone the trip.
 - supervisors/chaperones maybe parent volunteers approved by the Principal to act as official school chaperones.
 - the selection of additional supervisors/chaperones will be recommended by the Principal after consultation with the Family of Schools' Superintendent of Education.
 11. If a program includes students of both genders, and extends overnight, then supervisors/ chaperones of both genders must accompany the trip. Under exceptional circumstances, the Family of School's Superintendent of Education may waive this provision, and parents/guardians will be notified of this documented exception, and a notation will be made on file.

12. Supervisors/chaperones that comply with this Board Policy and Guidelines participate free of charge. The costs associated with compliance will be recovered either through a combination of complimentary tickets and/or a surcharge to students.
13. Notwithstanding Point Eleven (#11), supervisors/chaperones approved by the Principal, after consultation with the Family of Schools' Superintendent of Education, may elect to participate in a trip by making a financial contribution to the cost of the trip equal to the amount paid by individual students. For example, trips that focus on Social Justice experiential learning.
14. All complimentary tickets provided by a travel company will be used to reduce the cost of travel of the number of supervisors/chaperones as required by these Administrative Guidelines. Additional complimentary travel tickets provided will be used to defray the cost of the students participating in the program.
15. Notwithstanding Point Thirteen (#13), additional supervisors/chaperones may receive financial assistance up to 25% of the cost of the trip.

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

For example:

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

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

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

PART VIII - TRANSPORTATION

1. General Considerations
 - While the Board does not recommend using private passenger vehicles to transport students to a school related activity, all staff members (administrators/teachers/support staff) or volunteer drivers must complete the [Volunteer Drivers - Authorization to Transport Students Form](#) and have authorization from the school Principal.
 - In the event that privately owned automobiles are used in the transportation of students, only fully-graduated licensed drivers authorized by the Principal shall be permitted to transport the pupils.
 - A passenger list containing the name of the driver and the names of each student in the vehicle must be made, with one copy provided to the driver of the vehicle, and one copy retained at the school. Only the students on the passenger list are permitted in the designated vehicle.
 - All parents/guardians of the students transported by volunteer drivers must be informed of the transportation arrangements and liability by providing a signed letter consenting to their son/daughter being transported by the approved volunteer driver. (Reference: [Request to Transport Student Consent Form](#))
 - When a school activity is completed, Principals will ensure that prior to the event, a student provides written permission from their parent/guardian to allow them to:
 - return to the school with the volunteer driver;
 - receive a ride home from another parent as identified on the permission letter; or
 - receive a ride home from an identified parent/guardian.
 - The Board cannot by law provide the automobile insurance for individuals and vehicles not owned by the Board. Principals are to ensure that persons using their own vehicles to transport students for extracurricular activities have a minimum auto insurance limit of \$1 million in the

event of an accident. A vehicle shall not be used to transport in excess of six passengers unless licensed under the Highway Traffic Act as a bus and the driver is licensed appropriately.

- Persons transporting students in private motor vehicles should be sure that their Automobile Public Liability Insurance coverage is valid and current and meets the Board's requirements. The Board, however, maintains an Excess Liability Insurance Policy, which covers all employees and volunteers who are transporting students within Canada and Continental United States on behalf of the Board to a combined limit of \$20,000,000.00. This policy comes into effect if a judgment arises against that employee or volunteer resulting from use of his vehicle and is in excess of the limit carried by the individual on his/her personal policy.
- It is expected that all parents/guardians of students being transported in Private Motor Vehicles have O.P.C.F. 44 Coverage with their own Insurance Policy.
- When a school group is staying in a remote area, teachers are advised to have a vehicle available for emergency transport of students, in the event of medical emergency, to the nearest appropriate Medical Facility.
- Where staff or parent volunteers provide transportation, a seat belt must be provided for each student and no reimbursement shall be provided.

2. Rental Vehicles

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

3. Air Travel

- Air Travel shall be arranged through properly licensed travel agencies or airlines.
- Students, staff, chaperones and supervisors must purchase cancellation insurance.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE MEETING
APRIL 14, 2015**

PUBLIC SESSION

TITLE: VOLUNTEER DRIVER POLICY (302.4)

RECOMMENDATION

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the revision to the Volunteer Driver Policy (302.4), as presented.

Prepared by: Mark Lefebvre, Superintendent of Education

Presented by: Mark Lefebvre, Superintendent of Education

Recommended by: Policy Committee

Date: April 14, 2015



VOLUNTEER DRIVERS POLICY

STATEMENT OF POLICY

Section:	300 – Schools/Students
No:	302.4
Adopted:	February 27, 2001
Revised:	June 16, 2009

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the Board generally provides Board-approved transportation to students attending school-approved activities. However, it is acknowledged that, on occasion, upon ~~student/parent request~~ **upon Principal approval**, it is necessary to transport students in private **or rental** vehicles.

In such instances, it is understood that any volunteer driver transporting students to school-approved activities in private **or rental** vehicles have completed the Volunteer Driver-Authorization to Transport Students Form and have been approved by the school Principal.

The Director of Education will establish Administrative Guidelines for the implementation of the Policy.

Reference:

- [**OPHEA: Ontario Safety Guidelines**](#)
- [**OSBIE: Board Insurance Carrier**](#)
- [**Ontario School Boards Insurance Exchange \(OSBIE\):Risk Management Advisory**](#)
- [**Niagara Catholic – Educational Field Trips Policy \(400.2\)**](#)
- [**Niagara Catholic - Volunteering in Catholic Schools Policy \(800.9\)**](#)



VOLUNTEER DRIVERS POLICY

ADMINISTRATIVE GUIDELINES

Section:	300 – Schools/Students
No:	302.4
Adopted:	February 27, 2001
Revised:	June 16, 2009

The Niagara Catholic District School Board does not endorse students driving other students to school-approved activities. The following procedures have been established for the purpose of providing consistent directives relative to the transportation of students in private vehicles. It is understood that the procedures apply to all volunteer drivers, including staff.

When transportation is by private vehicle, the Principal/designate shall advise those volunteers requesting to transport students of the following;

1. Volunteer Drivers must have the minimum qualification to drive: the volunteer drivers must be fully licensed; having obtained a class "G" license - successfully completed a Level 2 - G2 Exit Test.
2. Persons transporting students in privately owned automobiles should be sure their Public Liability Insurance coverage is valid and current and meets the Board's requirement for non-owned auto insurance coverage. The Board, however, maintains the Excess Liability Insurance Policy, which covers all employees and volunteers who transport students within Canada and the Continental United States on behalf of the Board to a limit of \$20,000,000. This policy comes into effect if a judgment arises against that employee or volunteer resulting from use of his /her vehicle and is in excess of the limit carried by the individual on his/her personal policy.
3. The Volunteer Drivers-Authorization to Transport Students must be fully completed and returned to the school and submitted to school Principal.
4. Parents of students transported to school-approved events by school-approved volunteer drivers must be informed of this and sign the Transport Student Consent Form which lists dates, activity, destination, departure/return times and the name of volunteer driver.
5. A passenger list for each vehicle will be provided to the main office prior to departure. A second list will be kept by the teacher in charge.
6. A vehicle shall not be used to transport in excess of six passengers and a seat belt must be provided for each student.
7. ~~No reimbursement shall be provided.~~
7. **Rental Vehicles**
 - Vehicles may be rented for student transportation to school board events.
 - Vehicle rental is limited to 30 days or less. Rented vehicle use is for approved school board business only.
 - Employees who rent vehicles in Ontario under their own name may be exposing their own insurance policies to a claim for any damage or injury which occurs while the vehicle is in their custody or control. The school board has purchased the OPCF 27 endorsement, in the event of a third party liability loss, the fleet policy is the primary coverage, therefore removing the exposure to an employee's personal policy, and transferring to the board's fleet policy.

To avoid personal liability, the rental contract must clearly show the Niagara Catholic District School Board as the “renter.” For example, Renter: Niagara Catholic District School Board, Name of School, Name of Teacher

- When vehicles are rented to transport students the Deductible Waiver or Collision Damage Coverage from the rental agency must be purchased. Without this coverage in place, when a vehicle is rented for board purposes, the primary liability coverage comes from the personal policy of the driver, whether it be an employee or a volunteer.
- In the event of an accident, contact the car rental agency immediately.



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

REQUEST TO TRANSPORT STUDENT CONSENT FORM

427 RICE ROAD, WELLAND, ONTARIO, L3C 7C1 TELEPHONE (905) 735-0240 FAX (905) 735-9710

This information is being collected under the Authority of The Education Act, R.S.O. 1990, c.E2 and will be used for the purposes of obtaining consent to transport a student. Questions about this collection should be directed to the Superintendent of Education, Niagara Catholic District School Board, 427 Rice Road, Welland, ON L3C 7C1 Telephone (905) 735-0240

To have your son or daughter transported in a private vehicle to a school event by Principal authorized voluntary drivers, parents/guardians must sign this request form. This form permits a voluntary driver to transport your son/daughter to the designated location(s) on the dates and times attached to this form. The volunteer drivers have been authorized by the school Principal to transport students in a private vehicle with your approval.

Parents/guardians must be aware that in the event of an accident, under no-fault insurance your own automobile insurance policy will be the first coverage used to recover claims made regarding your own child. It is expected that all parents/guardians of students being transported in Private Motor Vehicles have O.P.C.F. 44 Coverage with their own Insurance Policy and questions on coverage be directed to personal insurance carriers. The Board however, maintains the Excess Liability Insurance Policy, which covers all employees and volunteers who are transporting students within Canada and Continental United States on behalf of the Board to a limit of \$20,000,000. This policy comes into effect if a judgment arises against that employee or volunteer resulting from use of his vehicle and is in excess of the limit carried by the individual on his/her personal property.

SCHOOL _____

ACTIVITY _____

STUDENT'S NAME _____

DATE	DESTINATION	DEPART	RETURN	METHOD OF TRAVEL

CONSENT

I, _____ consent that _____
please print your name *please print student name*

be transported to the school activities attached to this form.

Parent/Guardian signature: _____

Date: _____

VOLUNTEER DRIVERS - Authorization to Transport Students

SUMMARY OF INSURANCE

(1) Volunteer Supervisors on School Premises

The school board's Liability insurance policy protects both staff and volunteers who are working within the scope of their duties for the board. This coverage responds to law suits that are brought against staff or volunteers who are supervising school events and provides protection up to \$20 million for each occurrence.

(2) Volunteer Drivers for School Activities

Ontario legislation makes automobile insurance compulsory in the Province of Ontario. The same legislation makes the owner's insurance primary coverage in the event of an accident – in other words, the insurance carried on the vehicle responds first.

If a vehicle which is not owned by the school board is being operated by a volunteer or any other board employee for approved school activities, the board's Non-owned Automobile Insurance endorsement will respond to third Party Liability claims in **excess** of the owner's insurance limit up to a total combined limit as stated in the Non-owned Auto policy.

There is no coverage provided by the school board's insurance for damage to volunteer's or employee's vehicles while they are being operated for board activities.

According to Provincial legislation, passengers who are injured would recover Accident Benefits coverage from their own or a parent's automobile policy. In the absence of a personal or family automobile policy, the passenger would then be eligible to recover benefits from the insurance policy covering the vehicle in which they were riding.

(3) Personal Automobile Insurance Coverage

For the personal protection of volunteer drivers, it is recommended that drivers carry a minimum of \$1 million of Third Party Automobile Liability insurance. Volunteers and board employees who use their personal vehicles for transporting students to school activities should advise their insurance carrier.



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

VOLUNTEER DRIVERS - Authorization to Transport Students

427 RICE ROAD, WELLAND, ONTARIO, L3C 7C1 TELEPHONE (905) 735-0240 FAX (905) 735-9710

This information is being collected pursuant to the provisions of the Municipal Freedom of Information and Protection of Privacy Act and under the Authority of The Education Act., c. 129, s. 60 and will be used for the purposes of determining suitability of volunteer drivers. Questions about the collection of this information should be directed to the Superintendent of Education, Niagara Catholic District School Board

This will authorize _____
name of teacher or other volunteer driver (except student drivers - see Policy 302.4)

1. To transport students participating in the events listed on the attached school schedule
- or**
2. To transport students participating in the following school activity:

DATE	SCHOOL NAME	PRINCIPAL'S SIGNATURE
------	-------------	-----------------------

VEHICLE INFORMATION

MAKE	YEAR	LICENCE #
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All "Trip Drivers" including Volunteer Drivers are advised that, in order to bring into effect the Board's Excess Liability insurance, they should:

- a. Use a licensed automobile which carries valid third-party liability insurance as required under Legislation in the Province of Ontario;
- b. Provide the Board prompt written notice, with all available particulars, of any accident arising out of the use of a licensed automobile during a trip on business of the Board;
- c. Be aware that the Board's excess liability insurance comes into effect **only** after the "Trip Drivers" insurance has been exhausted, to a combined total of \$20,000,000;
- d. Be aware that any change to the volunteer's vehicle, the cost of any insurance deductible or premium adjustment as the result of an accident while the vehicle is being used on board-related business is **NOT** covered by the school board's Excess Automobile Liability insurance.

Note: *A "Trip Driver" is defined as any person (except a student driver) authorized by the Board, who has agreed to be a driver for a certain trip while they are driving their own or another licensed automobile; to include trustees, employees, teachers, parents, volunteers and officials of the Board.

DECLARATION TO BE SIGNED BY DRIVER

I declare that I hold an unrestricted driver's license and am authorized to drive in Ontario, and my vehicle is insured by a valid automobile liability insurance policy as required by Ontario law.

I declare that the vehicle described above is mechanically fit and that there are seat belts in working condition for all passengers.

SIGNATURE OF DRIVER	DATE
---------------------	------

DECLARATION TO BE SIGNED BY OWNER OF VEHICLE

(If volunteer driver does not own vehicle)

I declare that I have authorized _____ to drive my vehicle to transport students participating in the school event(s) listed on this form.

I declare that he/she holds an unrestricted driver's license, is authorized to drive and is insured as an operator under the vehicle's liability insurance.

I declare that the vehicle described above is mechanically fit and that there are seat belts in working condition for all passengers.

SIGNATURE OF OWNER OF VEHICLE (if volunteer driver does not own the vehicle)	DATE
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VOLUNTEER DRIVERS - Authorization to Transport Students

SUMMARY OF INSURANCE

(1) Volunteer Supervisors on School Premises

The school board's Liability insurance policy protects both staff and volunteers who are working within the scope of their duties for the board. This coverage responds to law suits that are brought against staff or volunteers who are supervising school events and provides protection up to \$20 million for each occurrence.

(2) Volunteer Drivers for School Activities

Ontario legislation makes automobile insurance compulsory in the Province of Ontario. The same legislation makes the owner's insurance primary coverage in the event of an accident – in other words, the insurance carried on the vehicle responds first.

If a vehicle which is not owned by the school board is being operated by a volunteer or any other board employee for approved school activities, the board's Non-owned Automobile Insurance endorsement will respond to third Party Liability claims in **excess** of the owner's insurance limit up to a total combined limit as stated in the Non-owned Auto policy.

There is no coverage provided by the school board's insurance for damage to volunteer's or employee's vehicles while they are being operated for board activities.

According to Provincial legislation, passengers who are injured would recover Accident Benefits coverage from their own or a parent's automobile policy. In the absence of a personal or family automobile policy, the passenger would then be eligible to recover benefits from the insurance policy covering the vehicle in which they were riding.

(3) Personal Automobile Insurance Coverage

For the personal protection of volunteer drivers, it is recommended that drivers carry a minimum of \$1 million of Third Party Automobile Liability insurance. Volunteers and board employees who use their personal vehicles for transporting students to school activities should advise their insurance carrier.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE MEETING
APRIL 14, 2015**

PUBLIC SESSION

TITLE: VOLUNTEER RECOGNITION POLICY (800.4)

RECOMMENDATION

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the revision to the Volunteer Recognition Policy (800.4), as presented.

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

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

Recommended by: Policy Committee

Date: April 14, 2015



VOLUNTEER RECOGNITION POLICY

STATEMENT OF POLICY

Section:	800 – School and Community Councils
No:	800.4
Adopted:	April 24, 2007
Revised:	April 1, 2008

In keeping with the Mission, Vision and Values, the Niagara Catholic District School Board recognizes and values the positive contribution that individuals make while volunteering in our Catholic school communities, committees and organizations. ~~Their valued increases learning opportunities for our students and assists staff in the wide range of activities they provide for our students.~~

~~A volunteer is an individual who, with the approval of the Principal and/or board staff, agrees to undertake, without pay, designated task which supports the learning and/or the improvement of student welfare within a classroom, a school or in a system wide setting. The volunteer being recognized is an individual who has made a meaningful contribution at the time of his/her nomination.~~ With approval from the authorized administrator, Niagara Catholic volunteers undertake, without pay, assigned tasks that support and enhance the mission, vision and values of the Board.

Annually, administrators will be invited to select volunteers to be recognized at a celebration hosted by the Board. Volunteers will be recognized for making a positive, meaningful and significant contribution to a school and/or the Board. Through their spirit of volunteerism, they help in building a strong Catholic identity and community that nurtures the distinctiveness of Catholic education and advances student achievement.

~~Through this policy the Board celebrates the meaningful involvement of our volunteers in the improvement of student achievement. This policy builds on the recognition which is bestowed upon the volunteers at the school level. To this end, the Niagara Catholic District Board shall recognize, on an annual basis, individuals who have made a significant contribution in support of the Board's mission statement.~~

The Director of Education will ~~shall~~ issue Administrative Guidelines for the implementation of this Policy. ~~in support of the Volunteer Recognition Policy.~~

~~(The Volunteer recognition program takes effect, September 2007)~~

References:

Volunteering in Catholic Schools Policy – 800.9



VOLUNTEER RECOGNITION POLICY

ADMINISTRATIVE GUIDELINES

Section:	800 – School and Community Relations
No:	800.4
Adopted:	April 1, 2008
Revised:	

~~Annually, Each year the Director of Education or designate will invite administrators principals to submit the names of volunteers in their school community to be recognized for their contributions at an event hosted by the Niagara Catholic District School Board. The recognition will be planned to be on an annual basis and it shall be organized at a centralized location.~~

- ~~Principals~~ **Annually, administrators** will complete the Volunteer Recognition Form (Appendix A) when submitting the name(s) of volunteers being recognized. ~~The names of volunteers being submitted are at the discretion of the principal. The principal can nominate a volunteer on more than one occasion.~~
- ~~Administrators can nominate the same volunteer(s) annually.~~ The same volunteer may be nominated annually.
- ~~Administrators shall~~ **Principals are encouraged** to consult with staff, ~~the Chair of the Catholic School council, committee or organization~~ **Catholic School Council members and members of the school community** when ~~selecting the name(s) of the volunteer for the annual recognition.~~ **submitting names of volunteers.**
- ~~When possible, Ordinarily, the annual this Niagara Catholic Volunteer Recognition Celebration recognition will occur during National Volunteer Appreciation Week, which is celebrated nationally during mid April.~~
- With their permission** ~~Volunteers~~ **recognized at the annual Niagara Catholic Volunteer Recognition Celebration will be acknowledged through the Board website and social media communications. The Niagara Catholic District School Board will also acknowledge the work of the volunteers publicly through an advertisement in the local newspapers and the Board's website.**



VOLUNTEER RECOGNITION FORM

SCHOOL: _____

First Name	Last Name

Principal Attending

Vice-Principal Attending

Volunteers have provided permission to be acknowledged through the Board website and social media communications.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE MEETING
APRIL 14, 2015**

PUBLIC SESSION

TITLE: POLICY AND GUIDELINE REVIEW 2014-2015 SCHEDULE

The Policy and Guideline Review 2014-2015 Schedule is presented for information.

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

Presented by: Policy Committee

Date: April 14, 2015



POLICY AND GUIDELINE REVIEW SCHEDULE

SEPTEMBER 2014 - JUNE 2015

Updated: March 4, 2015

<i>SORTED BY POLICY COMMITTEE MEETING DATE</i>				
Policy Issued	Reviewed Revised	Policy #	POLICY NAME	Prior to Vetting After Vetting
NEW		NEW	Concussions (prior to January 2015)	Sept. 2014
1998	2014	201.4	Reimbursement of Travel Expenses	Sept. 2014
2003	2013	302.6.8	Bullying Prevention & Intervention - <i>Safe Schools</i>	Sept. 2014
2009	2009	800.8.1	Accessibility Customer Service Policy	Oct. 2014
2012	2012	203.1	Employee Hiring and Selection Policy (Teachers) (<i>referred back to staff</i>)	Oct. 2014
2002	2013	201.7	Employee Workplace Harassment *	Oct. 2014
2002	2013	201.11	Employee Workplace Violence *	Oct. 2014
2002	2013	201.6	Occupational Health & Safety *	Oct. 2014
1998	2013	400.2	Educational Field Trips	Nov. 2014
2012	NIL	203.1	Employee Hiring and Selection Policy (Teachers)	Nov. 2014
2001	2009	302.4	Volunteer Driver	Nov. 2014
2007	NIL	800.4	Volunteer Recognition	Nov. 2014
NEW		NEW	Concussions	Dec. 2014
2001	2009	302.6.5	Student Expulsion - <i>Safe Schools</i>	Jan. 2015
2001	2009	302.6.4	Student Suspension - <i>Safe Schools</i>	Jan. 2015
1998	2013	301.1	Admission of Elementary & Secondary Students	Jan. 2015
2009	2009	800.8.1	Accessibility Customer Service Policy	Jan. 2015
2002	2013	201.7	Employee Workplace Harassment *	Jan. 2015
2002	2013	201.11	Employee Workplace Violence *	Jan. 2015
2002	2013	201.6	Occupational Health & Safety *	Jan. 2015
1998	2013	400.2	Educational Field Trips	Feb. 2014
2001	2009	302.4	Volunteer Driver	Feb. 2014
2007	2008	800.4	Volunteer Recognition	Feb. 2014
1998	2011	600.1	Purchasing/Supply Chain Management	March 2015
2010	2010	100.10	Equity and Inclusive Education	March 2015
1998	2010	201.2	Retirement & Service Recognition Celebration	March 2015
2012	2014	201.16	Attendance Support Program	March 2015
2001	2009	302.6.5	Student Expulsion - <i>Safe Schools</i>	Apr. 2015
2001	2009	302.6.4	Student Suspension - <i>Safe Schools</i>	Apr. 2015
1998	2013	301.1	Admission of Elementary & Secondary Students	Apr. 2015

1998	2011	600.1	Purchasing/Supply Chain Management	Sept. 2015
2010	2010	100.10	Equity and Inclusive Education	Sept. 2015
1998	2010	201.2	Retirement & Service Recognition Celebration	Sept. 2015
2012	2014	201.16	Attendance Support Program	
NEW		NEW	Anti-Spam	

* Ministry of Labour Compliance Annual Review

SORTED BY CW/BOARD MEETING DATE

Policy Issued	Reviewed Revised	Policy #	POLICY NAME	CW/BD
2003	2013	302.6.8	Bullying Prevention & Intervention - <i>Safe Schools</i>	Oct. 2014
1998	2008	201.4	Reimbursement of Travel Expenses	Oct. 2014
NEW		NEW	Concussions (prior to January 2015)	Dec. 2014
2009	2009	800.8.1	Accessibility Customer Service Policy	Feb. 2015
2002	2013	201.7	Employee Workplace Harassment *	Feb. 2015
2002	2013	201.11	Employee Workplace Violence *	Feb. 2015
2002	2013	201.6	Occupational Health & Safety *	Feb. 2015
1998	2013	400.2	Educational Field Trips	Mar. 2015
2001	2009	302.4	Volunteer Driver	Mar. 2015
2007	NIL	800.4	Volunteer Recognition	Mar. 2015
2001	2009	302.6.5	Student Expulsion - <i>Safe Schools</i>	May 2015
2001	2009	302.6.4	Student Suspension - <i>Safe Schools</i>	May 2015
1998	2013	301.1	Admission of Elementary & Secondary Students	May 2015
1998	2011	600.1	Purchasing/Supply Chain Management	Sept. 2015
2010	2010	100.10	Equity and Inclusive Education	Sept. 2015
1998	2010	201.2	Retirement & Service Recognition Celebration	Sept. 2015
2012	2014	201.16	Attendance Support Program	

Policy Issued	Reviewed Revised	Policy #	NIAGARA CATHOLIC DISTRICT SCHOOL BOARD - POLICIES	Resp
<i>Sorted by Policy Name</i> <i>Updated: January 27, 2015</i>				

1	2003	2013	400.5	Acceleration/Retention (Elementary)	ML
2	2001	2013	302.6.3	Access to Board Premises - <i>Safe Schools</i>	LAFS
3	2009	2014	800.8.1	Accessibility Customer Service	YB
4	2012	2013	800.8	Accessibility Standards	YB
5	1998	2009	302.2	Administration of Oral Medication to Students Under the Age of 18 During School Hours	YB
6	1998	2013	301.1	Admission of Elementary & Secondary Students	LAFS
7	2007	2014	600.5	Advertising Expenditures	GV
8	2007	2014	100.9	Advocacy Expenditures	GV
9	1998	2014	302.1	Anaphylaxis	YB
10	2014	NEW	NEW	Anti-Spam	JC
11	1998	2014	701.1	Architect Selection	SW
12	2011	2013	301.10	Assessment, Evaluation, Reporting and Homework Policy	LAFS
13	1998	2012	203.2	Assignment of Principals & Vice-Principals	FI
14	1998	2012	301.3	Attendance Areas	TF
15	2012	2014	201.16	Attendance Support Program	FI
16	1997	2010	100.1	Board By-Laws	JC
17	2012	2012	701.5	Bottled Water	LAFS
18	2003	2014	302.6.8	Bullying Prevention & Intervention - <i>Safe Schools</i>	LAFS
19	1998	2012	203.3	Catholic Leadership: Principal & Vice-Principal Selection	FI
20	1998	2013	800.1	Catholic School Councils	LAFS
21	2001	2012	400.3	Christian Community Service	ML
22	2001	2013	302.6.2	Code of Conduct - <i>Safe Schools</i>	LAFS
23	1998	2013	800.2	Community Use of Facilities	SW
24	1998	2011	800.3	Complaint Resolution	JC
25	2014	NIL	303.1	Concussion	ML
26	1998	2013	400.1	Continuing Education	FI
27	2007	2013	600.4	Corporate Cards, Purchasing Cards & Petty Cash	GV
28	2001	2014	302.6.7	Criminal Background Check - <i>Safe Schools</i>	LAFS
29	2002	2013	201.5	Death Benefit	FI
30	2002	2013	201.10	Deferred Salary Plan (X/Y)	FI
31	2012	2012	302.8	Diabetes Management	YB
32	2001	2012	302.6.6	Dress Code - Secondary Uniform - <i>Safe Schools</i>	LAFS
33	1998	2013	400.2	Educational Field Trips	ML
34	1998	2012	800.5	Education-Based Research	LAFS
35	2006	2012	201.12	Electronic Communications Systems (Employees)	TF
36	2006	2012	301.5	Electronic Communications Systems (Students)	TF
37	2005	2014	100.8	Electronic Meetings (Board and Committees)	JC
38	2012	2012	302.6.10	Elementary Standardized Dress Code - <i>Safe Schools</i>	LAFS
39	2002	2012	201.9	Employee Attendance During Inclement Weather & Workplace Closure	FI
40	2012	2012	201.17	Employee Code of Conduct & Ethics	FI
41	2007	2013	201.15	Employee Conferences, Workshops & Meetings	GV
42	2012	2012	203.1	Employee Hiring and Selection Policy (Teachers)	FI
43	1998	2013	201.1	Employee Leaves of Absence	FI
44	2007	2013	201.14	Employee Meals & Hospitality	GV
45	2002	2014	201.7	Employee Workplace Harassment *	FI
46	2002	2014	201.11	Employee Workplace Violence *	FI
47	2011	2011	400.6	Environmental Stewardship	SW
48	2010	2010	100.10	Equity and Inclusive Education	YB
49	1998	2010	100.5	Establishment and Cyclical Review of Policies	JC
50	2010	2010	800.6	Facility Partnerships	SW

51	2002	2012	301.4	Fundraising	GV
52	2013	2013	203.4	Leadership Pathways	FI
53	1998	2010	600.3	Monthly Financial Reports	GV
54	2004	2012	100.7	Niagara Catholic Education Award of Distinction	FI
55	2011	2013	800.7	Niagara Catholic Parent Involvement Committee & By-Laws	LAFS
56	2005	2011	302.7	Nutrition	ML
57	2002	2014	201.6	Occupational Health & Safety *	FI
58	2006	2014	301.7	Ontario Student Record (OSR)	ML
59	2001	2013	302.6.1	Opening or Closing Exercises - Safe Schools	LAFS
60	1998	2012	702.1	Playground Equipment	SW
61	2003	2013	400.4	Prior Learning Assessment and Recognition (PLAR)	ML
62	2008	2010	302.6.9	Progressive Student Discipline - <i>Safe Schools</i>	LAFS
63	1998	2010	701.2	Pupil Accommodation Review	SW
64	1998	2011	600.1	Purchasing/Supply Chain Management	GV
65	1998	2011	600.2	Records and Information Management	JC
66	1998	2014	201.4	Reimbursement of Travel Expenses	GV
67	2010	2010	100.10.1	Religious Accommodation	YB
68	1998	2014	201.3	Religious Education Courses for Staff	FI
69	1998	2010	201.2	Retirement & Service Recognition Celebration	FI
70	1999	2010	302.3	Safe Arrival	LAFS
71	2009	2014	301.8	Safe Physical Intervention with Students	YB
72	2001	2013	302.6	Safe Schools	LAFS
73	2006	2014	301.6	School Generated Funds	GV
74	2006	2014	201.13	Sexual Misconduct	FI
75	2001	2014	302.6.5	Student Expulsion - <i>Safe Schools</i>	LAFS
76	2011	2011	301.11	Student Fees	GV
77	2001	2012	302.5	Student Parenting	ML
78	2013	2013	100.6.2	Student Senate - Elementary	JC
79	2000	2013	100.6.1	Student Senate - Secondary	JC
80	2001	2014	302.6.4	Student Suspension - <i>Safe Schools</i>	LAFS
81	2007	2014	500.2	Student Transportation	GV
82	1998	2012	100.4	Student Trustees	JC
83	1998	2013	500.1	Transportation & School Operations for Inclement Weather	JC
84	2010	2010	100.12	Trustee Code of Conduct	JC
85	2011	2011	100.13	Trustee Expenses & Reimbursement	JC
86	2010	2010	100.11	Trustee Honorarium	JC
87	2014	NIL	100.14	Use of Corporate Logo	JC
88	2002	2013	701.3	Video Security Surveillance	SW
89	2011	2011	301.9	Voluntary and Confidential Self-Identification Policy for First Nation, Métis and Inuit Students	ML
90	2001	2014	302.4	Volunteer Driver	ML
91	2007	2014	800.4	Volunteer Recognition	JC
92	2013	2013	800.9	Volunteering in Catholic Schools	FI

* MINISTRY OF LABOUR COMPLIANCE ANNUAL REVIEW

Policy Issued	Reviewed Revised	Policy #	NIAGARA CATHOLIC DISTRICT SCHOOL BOARD - POLICIES	Resp
<i>Sorted by Policy Number</i> <i>Updated: January 27, 2015</i>				

1	1997	2010	100.1	Board By-Laws	JC
2	2010	2010	100.10	Equity and Inclusive Education	YB
3	2010	2010	100.11	Trustee Honorarium	JC
4	2010	2010	100.12	Trustee Code of Conduct	JC
5	2011	2011	100.13	Trustee Expenses & Reimbursement	JC
6	2014	NIL	100.14	Use of Corporate Logo	JC
7	1998	2012	100.4	Student Trustees	JC
8	1998	2010	100.5	Establishment and Cyclical Review of Policies	JC
9	2004	2012	100.7	Niagara Catholic Education Award of Distinction	FI
10	2005	2014	100.8	Electronic Meetings (Board and Committees)	JC
11	2007	2014	100.9	Advocacy Expenditures	GV
12	2002	2013	201.10	Deferred Salary Plan (X/Y)	FI
13	1998	2013	201.1	Employee Leaves of Absence	FI
14	2002	2014	201.11	Employee Workplace Violence *	FI
15	2006	2012	201.12	Electronic Communications Systems (Employees)	TF
16	2006	2014	201.13	Sexual Misconduct	FI
17	2007	2013	201.14	Employee Meals & Hospitality	GV
18	2007	2013	201.15	Employee Conferences, Workshops & Meetings	GV
19	2012	2014	201.16	Attendance Support Program	FI
20	2012	2012	201.17	Employee Code of Conduct & Ethics	FI
21	1998	2010	201.2	Retirement & Service Recognition Celebration	FI
22	1998	2014	201.3	Religious Education Courses for Staff	FI
23	1998	2014	201.4	Reimbursement of Travel Expenses	GV
24	2002	2013	201.5	Death Benefit	FI
25	2002	2014	201.6	Occupational Health & Safety *	FI
26	2002	2014	201.7	Employee Workplace Harassment *	FI
27	2002	2012	201.9	Employee Attendance During Inclement Weather & Workplace Closure	FI
28	2012	2012	203.1	Employee Hiring and Selection Policy (Teachers)	FI
29	1998	2012	203.2	Assignment of Principals & Vice-Principals	FI
30	1998	2012	203.3	Catholic Leadership: Principal & Vice-Principal Selection	FI
31	2013	2013	203.4	Leadership Pathways	FI
32	1998	2013	301.1	Admission of Elementary & Secondary Students	LAFS
33	2011	2013	301.10	Assessment, Evaluation, Reporting and Homework Policy	LAFS
34	2011	2011	301.11	Student Fees	GV
35	1998	2012	301.3	Attendance Areas	TF
36	2002	2012	301.4	Fundraising	GV
37	2006	2012	301.5	Electronic Communications Systems (Students)	TF
38	2006	2014	301.6	School Generated Funds	GV
39	2006	2014	301.7	Ontario Student Record (OSR)	ML
40	2009	2014	301.8	Safe Physical Intervention with Students	YB
41	2011	2011	301.9	Voluntary and Confidential Self-Identification Policy for First Nation, Métis and Inuit Students	ML
42	1998	2014	302.1	Anaphylaxis	YB
43	1998	2009	302.2	Administration of Oral Medication to Students Under the Age of 18 During School Hours	YB
44	1999	2010	302.3	Safe Arrival	LAFS
45	2001	2014	302.4	Volunteer Driver	ML
46	2001	2012	302.5	Student Parenting	ML
47	2001	2013	302.6	Safe Schools	LAFS
48	2005	2011	302.7	Nutrition	ML
49	2012	2012	302.8	Diabetes Management	YB
50	2014	NIL	303.1	Concussion	ML

51	1998	2013	400.1	Continuing Education	FI
52	1998	2013	400.2	Educational Field Trips	ML
53	2001	2012	400.3	Christian Community Service	ML
54	2003	2013	400.4	Prior Learning Assessment and Recognition (PLAR)	ML
55	2003	2013	400.5	Acceleration/Retention (Elementary)	ML
56	2011	2011	400.6	Environmental Stewardship	SW
57	1998	2013	500.1	Transportation & School Operations for Inclement Weather	JC
58	2007	2014	500.2	Student Transportation	GV
59	1998	2011	600.1	Purchasing/Supply Chain Management	GV
60	1998	2011	600.2	Records and Information Management	JC
61	1998	2010	600.3	Monthly Financial Reports	GV
62	2007	2013	600.4	Corporate Cards, Purchasing Cards & Petty Cash	GV
63	2007	2014	600.5	Advertising Expenditures	GV
64	1998	2014	701.1	Architect Selection	SW
65	1998	2010	701.2	Pupil Accommodation Review	SW
66	2002	2013	701.3	Video Security Surveillance	SW
67	2012	2012	701.5	Bottled Water	LAFS
68	1998	2012	702.1	Playground Equipment	SW
69	2009	2014	800.8.1	Accessibility Customer Service	YB
70	1998	2013	800.1	Catholic School Councils	LAFS
71	1998	2013	800.2	Community Use of Facilities	SW
72	1998	2011	800.3	Complaint Resolution	JC
73	2007	2014	800.4	Volunteer Recognition	JC
74	1998	2012	800.5	Education-Based Research	LAFS
75	2010	2010	800.6	Facility Partnerships	SW
76	2011	2013	800.7	Niagara Catholic Parent Involvement Committee & By-Laws	LAFS
77	2012	2013	800.8	Accessibility Standards	YB
78	2013	2013	800.9	Volunteering in Catholic Schools	FI
79	2010	2010	100.10.1	Religious Accommodation	YB
80	2000	2013	100.6.1	Student Senate - Secondary	JC
81	2013	2013	100.6.2	Student Senate - Elementary	JC
82	2001	2013	302.6.1	Opening or Closing Exercises - Safe Schools	LAFS
83	2012	2012	302.6.10	Elementary Standardized Dress Code - Safe Schools	LAFS
84	2001	2013	302.6.2	Code of Conduct - Safe Schools	LAFS
85	2001	2013	302.6.3	Access to Board Premises - Safe Schools	LAFS
86	2001	2014	302.6.4	Student Suspension - Safe Schools	LAFS
87	2001	2014	302.6.5	Student Expulsion - Safe Schools	LAFS
88	2001	2012	302.6.6	Dress Code - Secondary Uniform - Safe Schools	LAFS
89	2001	2014	302.6.7	Criminal Background Check - Safe Schools	LAFS
90	2003	2014	302.6.8	Bullying Prevention & Intervention - Safe Schools	LAFS
91	2008	2010	302.6.9	Progressive Student Discipline - Safe Schools	LAFS
92	2014	NEW	NEW	Anti-Spam	JC

* MINISTRY OF LABOUR COMPLIANCE ANNUAL REVIEW

Policy Issued	Reviewed Revised	Policy #	NIAGARA CATHOLIC DISTRICT SCHOOL BOARD - POLICIES	Resp
<i>Sorted by Review Date</i> <i>Updated: January 27, 2015</i>				

1	1998	2009	302.2	Administration of Oral Medication to Students Under the Age of 18 During School Hours	YB
2	1997	2010	100.1	Board By-Laws	JC
3	2010	2010	100.10	Equity and Inclusive Education	YB
4	1998	2010	100.5	Establishment and Cyclical Review of Policies	JC
5	2010	2010	800.6	Facility Partnerships	SW
6	1998	2010	600.3	Monthly Financial Reports	GV
7	2008	2010	302.6.9	Progressive Student Discipline - <i>Safe Schools</i>	LAFS
8	1998	2010	701.2	Pupil Accommodation Review	SW
9	2010	2010	100.10.1	Religious Accommodation	YB
10	1998	2010	201.2	Retirement & Service Recognition Celebration	FI
11	1999	2010	302.3	Safe Arrival	LAFS
12	2010	2010	100.12	Trustee Code of Conduct	JC
13	2010	2010	100.11	Trustee Honorarium	JC
14	1998	2011	800.3	Complaint Resolution	JC
15	2011	2011	400.6	Environmental Stewardship	SW
16	2005	2011	302.7	Nutrition	ML
17	1998	2011	600.1	Purchasing/Supply Chain Management	GV
18	1998	2011	600.2	Records and Information Management	JC
19	2011	2011	301.11	Student Fees	GV
20	2011	2011	100.13	Trustee Expenses & Reimbursement	JC
21	2011	2011	301.9	Voluntary and Confidential Self-Identification Policy for First Nation, Métis and Inuit Students	ML
22	1998	2012	203.2	Assignment of Principals & Vice-Principals	FI
23	1998	2012	301.3	Attendance Areas	TF
24	2012	2012	701.5	Bottled Water	LAFS
25	1998	2012	203.3	Catholic Leadership: Principal & Vice-Principal Selection	FI
26	2001	2012	400.3	Christian Community Service	ML
27	2012	2012	302.8	Diabetes Management	YB
28	2001	2012	302.6.6	Dress Code - Secondary Uniform - <i>Safe Schools</i>	LAFS
29	1998	2012	800.5	Education-Based Research	LAFS
30	2006	2012	201.12	Electronic Communications Systems (Employees)	TF
31	2006	2012	301.5	Electronic Communications Systems (Students)	TF
32	2012	2012	302.6.10	Elementary Standardized Dress Code - <i>Safe Schools</i>	LAFS
33	2002	2012	201.9	Employee Attendance During Inclement Weather & Workplace Closure	FI
34	2012	2012	201.17	Employee Code of Conduct & Ethics	FI
35	2012	2012	203.1	Employee Hiring and Selection Policy (Teachers)	FI
36	2002	2012	301.4	Fundraising	GV
37	2004	2012	100.7	Niagara Catholic Education Award of Distinction	FI
38	1998	2012	702.1	Playground Equipment	SW
39	2001	2012	302.5	Student Parenting	ML
40	1998	2012	100.4	Student Trustees	JC
41	2003	2013	400.5	Acceleration/Retention (Elementary)	ML
42	2001	2013	302.6.3	Access to Board Premises - <i>Safe Schools</i>	LAFS
43	2012	2013	800.8	Accessibility Standards	YB
44	1998	2013	301.1	Admission of Elementary & Secondary Students	LAFS
45	2011	2013	301.10	Assessment, Evaluation, Reporting and Homework Policy	LAFS
46	1998	2013	800.1	Catholic School Councils	LAFS
47	2001	2013	302.6.2	Code of Conduct - <i>Safe Schools</i>	LAFS
48	1998	2013	800.2	Community Use of Facilities	SW
49	1998	2013	400.1	Continuing Education	FI
50	2007	2013	600.4	Corporate Cards, Purchasing Cards & Petty Cash	GV

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52	2002	2013	201.10	Deferred Salary Plan (X/Y)	FI
53	1998	2013	400.2	Educational Field Trips	ML
54	2007	2013	201.15	Employee Conferences, Workshops & Meetings	GV
55	1998	2013	201.1	Employee Leaves of Absence	FI
56	2007	2013	201.14	Employee Meals & Hospitality	GV
57	2013	2013	203.4	Leadership Pathways	FI
58	2011	2013	800.7	Niagara Catholic Parent Involvement Committee & By-Laws	LAFS
59	2001	2013	302.6.1	Opening or Closing Exercises - Safe Schools	LAFS
60	2003	2013	400.4	Prior Learning Assessment and Recognition (PLAR)	ML
61	2001	2013	302.6	Safe Schools	LAFS
62	2013	2013	100.6.2	Student Senate - Elementary	JC
63	2000	2013	100.6.1	Student Senate - Secondary	JC
64	1998	2013	500.1	Transportation & School Operations for Inclement Weather	JC
65	2002	2013	701.3	Video Security Surveillance	SW
66	2013	2013	800.9	Volunteering in Catholic Schools	FI
67	2009	2014	800.8.1	Accessibility Customer Service	YB
68	2007	2014	600.5	Advertising Expenditures	GV
69	2007	2014	100.9	Advocacy Expenditures	GV
70	1998	2014	302.1	Anaphylaxis	YB
71	1998	2014	701.1	Architect Selection	SW
72	2012	2014	201.16	Attendance Support Program	FI
73	2003	2014	302.6.8	Bullying Prevention & Intervention - <i>Safe Schools</i>	LAFS
74	2001	2014	302.6.7	Criminal Background Check - <i>Safe Schools</i>	LAFS
75	2005	2014	100.8	Electronic Meetings (Board and Committees)	JC
76	2002	2014	201.7	Employee Workplace Harassment *	FI
77	2002	2014	201.11	Employee Workplace Violence *	FI
78	2002	2014	201.6	Occupational Health & Safety *	FI
79	2006	2014	301.7	Ontario Student Record (OSR)	ML
80	1998	2014	201.4	Reimbursement of Travel Expenses	GV
81	1998	2014	201.3	Religious Education Courses for Staff	FI
82	2009	2014	301.8	Safe Physical Intervention with Students	YB
83	2006	2014	301.6	School Generated Funds	GV
84	2006	2014	201.13	Sexual Misconduct	FI
85	2001	2014	302.6.5	Student Expulsion - <i>Safe Schools</i>	LAFS
86	2001	2014	302.6.4	Student Suspension - <i>Safe Schools</i>	LAFS
87	2007	2014	500.2	Student Transportation	GV
88	2001	2014	302.4	Volunteer Driver	ML
89	2007	2014	800.4	Volunteer Recognition	JC
90	2014	NEW	NEW	Anti-Spam	JC
91	2014	NIL	303.1	Concussion	ML
92	2014	NIL	100.14	Use of Corporate Logo	JC

* MINISTRY OF LABOUR COMPLIANCE ANNUAL REVIEW

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE MEETING
APRIL 14, 2015**

PUBLIC SESSION

**TITLE: 12TH ANNUAL NIAGARA CATHOLIC SKILLS
COMPETITION**

The 12th Annual Niagara Catholic Skills Competition is presented for information.

Prepared by: Mark Lefebvre, Superintendent of Education

Presented by: Ivana Galante, K to 12 Consultant: Business/Technological Education/
Specialist High Skills Major

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

Date: April 14, 2015



REPORT TO THE COMMITTEE OF THE WHOLE APRIL 14, 2015

12th ANNUAL NIAGARA CATHOLIC SKILLS COMPETITION

BACKGROUND INFORMATION

The Niagara Catholic Skills Competition falls under the umbrella of Skills Canada – Ontario, a non-profit organization dedicated to the promotion of the skilled trades and technologies as viable, first-choice career options to Ontario youth.

With the support of the many educational, business and community partners, Skills Canada – Ontario encourages young people to consider a career in the skilled trades and technologies. Through programs and initiatives such as in-school presentations, qualifying and provincial skills competitions, the lives of thousands of young people across the province are touched each year.

This year marked Niagara Catholic's 12th Annual Technological Skills Competition. The support and sponsorship of our many businesses and community partners was a contributing factor to making this event a wonderful success for our students.

This "Olympic-style" event provided an opportunity for our Catholic high school students from our technology programs, to compete for a spot at the Ontario Skills Competition. These events showcase the skills of our talented students from across our Board. This day also allows us the opportunity to introduce our Grade One elementary students to the various technology skills that they can learn and the many technology programs that are offered at our high schools.

At this year's Niagara Catholic Skills Competition, there were over 200 competitors, representing categories in 20 different technology disciplines. This event was spread out over four days, across three venues. The Welding Competition, which took place on Tuesday, March 3rd, 2015, was held at Niagara College, Welland campus at the Rankin Technology Centre. On Thursday, March 5th, 2015, the Culinary and Baking Competitions took place at The Canadian Food and Wine Institute at Niagara College which is a state-of-the-art culinary facility at the Niagara-On-The-Lake campus. The remaining 17 categories took place on Tuesday, March 10th, 2015, at The Scotiabank Convention Centre, Niagara Falls.

Winners are then recognized at our Awards Banquet which was held on Wednesday, March 11th, 2015 (*Appendix A*). On this day, we also recognize two of Niagara Catholic's "Friends of Technology" recipients who are partners representing business or community organizations. This year's recipients were The International Brotherhood of Electrical Workers, Local 303 (*Appendix B*) and DeWalt Tools (*Appendix C*).

The winners from the Niagara Catholic Skills Competition will now compete at the Provincial Competitions which will take place from May 4th to 6th, 2015 at RIM Park in Waterloo. Winners at this event, in some of the categories, will then have the opportunity to compete at the National Skills Competition, which will be held at the Prairieland Park in Saskatoon, Saskatchewan from May 27th to 30th, 2015.

As part of this report to the Committee of the Whole, a short video will be presented to capture this year's Niagara Catholic Skills Competition.

The 12th Annual Niagara Catholic Skills Competition is presented for information.

Prepared by: Mark Lefebvre, Superintendent of Education

Presented by: Ivana Galante, K to 12 Consultant: Business/Technological Education /
Specialist High Skills Major

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

Date: April 14, 2015

2015 – 12th Annual Niagara Catholic Skills Competition Results



2015 Niagara Catholic Technology Skills Competition Medal Placement

Medal	Student Name	School
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2D Character Animation (Team of 2)

Gold	Iris Chiu Rye-Leigh Spicer	Saint Michael
Silver	Nicole Boccia Victoria Crocco	Holy Cross
Bronze	Walter Gardiola Nigel Findlay	Denis Morris

3D Character Animation (Team of 2)

Gold	Jason Doucette Patrick Raymond	Saint Michael
Silver	Mervin Hocson Mark Joseph Horvath	Denis Morris
Bronze	Ryan Petro Powel Szopinski	Saint Francis

Aesthetics

Gold	Nicole Bertulli	Lakeshore
Silver	Alex Maldonado	Lakeshore
Bronze	No medalist	

Architectural Technology & Design

Gold	Jan Guthrie	Notre Dame
Silver	Cynthia Gray	Notre Dame
Bronze	Annie Yang	Saint Francis

Auto Service

Gold	Colton Ledingham	Lakeshore
Silver	Joey Aindow	Denis Morris
Bronze	Zach Warren	Notre Dame

Baking

Gold	Gabby Cristi	Saint Paul
Silver	Sarah Johnston	Denis Morris
Bronze	No medalist	

Cabinetmaking

Gold	Andrew Mambella	Blessed Trinity
Silver	Reid Hannahson	Denis Morris
Bronze	Hunter Hall	Saint Michael

Carpentry – Individual

Gold	Owen Pasincky	Lakeshore
Silver	Lucas Bradley	Blessed Trinity
Bronze	Anthony Carbone	Saint Michael

March 10 – 11th, 2015 – Scotia Centre



2015 Niagara Catholic Technology Skills Competition Medal Placement

Medal	Student Name	School
Carpentry Team of 2		
Gold	Jacob Petrucci Alperen Malkaya	Notre Dame
Silver	Andrew Anderson Jeremy Menna	Saint Paul
Bronze	Mathew McBurney Justin Shulz	Lakeshore
Culinary Arts		
Gold	Theo Rendall	Blessed Trinity
Silver	Brittney Pignotta	Saint Michael
Bronze	Asia Factor Hamilton	Saint Paul
Electrical Installations		
Gold	Michael Cernick	Blessed Trinity
Silver	Brandon Guttin	Lakeshore
Bronze	Simon Walsh	Notre Dame
Electronics		
Straight to Provincials	Alex Powell	Saint Michael
Graphic Design – Studio Production		
Gold	Sarah Marko	Notre Dame
Silver	Hanna Dobbie	Lakeshore
Bronze	Arianna Riesebosch	Saint Michael
Hairstyling		
Gold	Emily Hartless	Notre Dame
Silver	Anne Brown	Saint Michael
Bronze	Amanda Lefebvre	Saint Michael
Home Building (Team of 4)		
Gold	Connor Forster Andrew Loffredo Steven Winterhalter Jacob Moore	Denis Morris
Silver	Tye Mack Tyler Weston Cole Archambault Chris Fazari	Notre Dame
Bronze	Dean Gentile Carmine Spedaliare Luis D'Arigo Johnathon Boccia	Saint Francis

March 10 – 11th, 2015 – Scotia Centre



2015 Niagara Catholic Technology Skills Competition Medal Placement

Medal	Student Name	School
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Horticulture & Landscape (Team of 2)

Gold	Matteo Baiano Chad Aulbrook	Saint Michael
Silver	Kaleigh Joyce Emily Parker	Notre Dame
Bronze	Mat Sacco Nick Beauregard	Dens Morris

Mechanical CADD

Straight to Provincials	Alex DiPaola	Notre Dame

Photography

Gold	Stella Gigliottii	Saint Paul
Silver	Darien Gomez	Blessed Trinity
Bronze	Serena Atallah	Notre Dame

Plumbing

Gold	Corey Ray	Notre Dame
Silver	Nolan Vankalckreuth	Lakeshore
Bronze	Nathan Bouvier	Denis Morris

Precision Machining

Straight to Provincials		Lakeshore

TV & Video Production (Team of 2)

Gold	Justin Diezmo Tyler Cristiano	Saint Michael
Silver	George Bull Lexie Laus	Blessed Trinity
Bronze	Baillie Noelle Brett Mild	Saint Michael

Website Development

Gold	Yaman Abuibaid	Denis Morris
Silver	Ariana Mayer	Saint Michael
Bronze	Berton Huang	Saint Michael

Welding

Gold	Marcus Pattison	Lakeshore Catholic
Silver	Sean Cooke	Lakeshore Catholic
Bronze	Sam Pascuzzi	Lakeshore Catholic

March 10 – 11th, 2015 – Scotia Centre

2015 “FRIENDS OF TECHNOLOGY” - Recipient #1

International Brotherhood of Electrical Workers (IBEW), Local 303

Since 1912 the International Brotherhood of Electrical Workers (IBEW) – Local 303 has proudly represented electrical and communication workers in Niagara providing leadership, employment structure and a collective voice in the electrical trade. IBEW represents members in a wide variety of industries, including utilities, manufacturing, construction, telecommunications, cablevision, radio and television, shipyards, railroads and government.

IBEW’s key mandate is its commitment to developing tradespeople of today and tomorrow, providing training courses to ensure their apprentices and journeypersons continually update their skills and contributes to developing quality skilled workers at all levels. “It’s about producing the tradespeople we need for our industry’s future.”

Niagara Catholic District School Board is proud to work in unison with IBEW in providing viable and rewarding career opportunities for our students. Each year, IBEW provides generous financial support to our students who are pursuing a career within a skilled trade area.

Together, Niagara Catholic and IBEW continue to lead the way in offering safe work placements and unique experiential learning environments for true student success!

2015 “FRIENDS OF TECHNOLOGY” - Recipient #2

DeWalt Tools

Raymond E. DeWalt followed in his father's footsteps by holding mill and construction jobs from the time he left school. No matter what the job, the question of high labour costs always concerned him. To help cut these costs, occasionally he rigged up a machine to meet some special need.

Eventually, Mr. DeWalt was offered a position as head of a woodworking mill that manufactured almost everything from boxes to full-fledged houses. There was more to do than could be done, and the President of the company would not allow an increase in payroll. He simply had to get more work out of his men. Mr. DeWalt designed a yoke and attached it directly to a motor and saw, then mounted it on a standard arm. The saw could be raised, lowered, slid back and forth, moved to any angle, or tilted to any bevel. It did the work of four men and cut his labor costs beyond his fondest dreams.

Today that dream is nourished in our students at Niagara Catholic District School Board. With the support of DeWalt tools, each year our students work with the highest grade and latest in technology. DeWalt tools not only provide equipment for Skills Challenges, but to individual students moving on to skilled trade career opportunities.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE MEETING
APRIL 14, 2015**

PUBLIC SESSION

**TITLE: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD LEVEL
GRADUATION RATES FOR THE 2009-2010 GRADE 9
COHORT**

The Niagara Catholic District School Board Level Graduation Rates for the
2009-2010 Grade 9 Cohort is presented for information.

Prepared by: Lee Ann Forsyth-Sells, Superintendent of Education
Presented by: Lee Ann Forsyth-Sells, Superintendent of Education
Approved by: John Crocco, Director of Education/Secretary-Treasurer
Date: April 14, 2015



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

REPORT TO THE COMMITTEE OF THE WHOLE MEETING APRIL 14, 2015

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD LEVEL GRADUATION RATES FOR THE 2009-2010 GRADE 9 COHORT

BACKGROUND INFORMATION

Supporting students in achieving excellence is a goal of Ontario's renewed vision for education.

The graduation rate, including numbers of students who receive an Ontario Secondary School Diploma (OSSD) is a key indicator of student success. Ontario's five year graduation rate has increased from 68 to 84 percent in the past ten years. The Ministry of Education continues to measure the progress of students with the goal of an 85 percent five year graduation rate.

The Niagara Catholic Strategic Priority is to "Exceed provincial graduation target of 85 percent."

The Niagara Catholic District School Board supports the increase in Board graduation rates for all Niagara Catholic students through the Pathways pillar Theory of Action in the Board Improvement Plan for Student Achievement:

If we provide a range of pathways, programs, options and supports for all students from elementary to secondary school and post-secondary life and learning, then student engagement and success will increase and more students will become Graduates of the Niagara Catholic District School Board.

The Student Success programs in Niagara Catholic secondary schools, such as the Specialist High Skills Major (SHSM) programs and Dual Credit/Connecting to College courses, provide rich learning opportunities supporting the achievement of students and increasing graduation rates.

The Ministry of Education has calculated the four and five year graduation rates using a common provincial formula for the 2009-2010 Grade 9 Cohort, including students who stayed with the Board and students who moved to another board.

The Niagara Catholic District School Board is pleased to release the Board Level 4 Year Graduation Rate of 89 percent and the Board Level 5 Year Graduation Rate of 92 percent for the 2009-2010 Grade 9 Cohort.

Senior Administration, Principals, Vice-Principals, teaching and support staff will continue to work with all students to increase the number of students who graduate from Niagara Catholic through the implementation of innovative school and community programs and partnerships, to develop Catholic graduates who fulfill the Ontario Catholic School Graduate Expectations.

Appendix A – Ministry of Education 2014 Graduation Rate Across the Province.

The Niagara Catholic District School Board Level Graduation Rates for the
2009-2010 Grade 9 Cohort is presented for information.

Prepared by: Lee Ann Forsyth-Sells, Superintendent of Education
Presented by: Lee Ann Forsyth-Sells, Superintendent of Education
Approved by: John Crocco, Director of Education/Secretary-Treasurer
Date: April 14, 2015

2014 Graduation Rates Across the Province

April 1, 2015 9:30 A.M.

To ensure parents are well informed on how students are doing, Ontario is now publishing board-by-board graduation rates. Enhancing public confidence and helping students achieve excellence are key goals of [Ontario's renewed vision for education](#).

School Board Name	Four Year Graduation Rate	Five Year Graduation Rate
Algoma DSB	62%	72%
Algonquin and Lakeshore CDSB	86%	90%
Avon Maitland DSB	69%	83%
Bluewater DSB	70%	82%
Brant Haldimand Norfolk CDSB	83%	87%
Bruce-Grey CDSB	81%	88%
CDSB of Eastern Ontario	87%	90%
Conseil scolaire catholique Providence	93%	94%
CS Viamonde	84%	90%
CSD du Grand Nord de l'Ontario	78%	88%
CSD du Nord-Est de l'Ontario	72%	85%

School Board Name	Four Year Graduation Rate	Five Year Graduation Rate
CSDC Centre-Sud	90%	93%
CSDC Franco-Nord	92%	94%
CSDC de l'Est ontarien	90%	92%
CSDC des Aurores boréales	89%	89%
CSDC des Grandes Rivières	88%	90%
CSDC du Centre-Est de l'Ontario	94%	96%
CSDC du Nouvel-Ontario	88%	92%
CÉP de l'Est de l'Ontario	86%	88%
DSB Niagara	75%	84%
DSB Ontario North East	46%	66%
Dufferin-Peel CDSB	86%	92%
Durham CDSB	86%	90%
Durham DSB	72%	82%
Grand Erie DSB	60%	72%
Greater Essex County DSB	75%	85%
Halton CDSB	87%	92%

School Board Name	Four Year Graduation Rate	Five Year Graduation Rate
Halton DSB	80%	88%
Hamilton-Wentworth CDSB	79%	84%
Hamilton-Wentworth DSB	68%	77%
Hastings & Prince Edward DSB	64%	74%
Huron Perth CDSB	87%	93%
Huron-Superior CDSB	80%	83%
Kawartha Pine Ridge DSB	72%	82%
Keewatin-Patricia DSB	68%	72%
Kenora CDSB	86%	90%
Lakehead DSB	63%	72%
Lambton Kent DSB	67%	77%
Limestone DSB	77%	82%
London District Catholic School Board	82%	88%
Near North DSB	64%	74%
Niagara CDSB	89%	92%
Nipissing-Parry Sound CDSB	80%	86%

School Board Name	Four Year Graduation Rate	Five Year Graduation Rate
Northeastern CDSB	66%	73%
Ottawa CDSB	87%	89%
Ottawa-Carleton DSB	79%	86%
Peel DSB	77%	85%
Peterborough Victoria Northumberland CDSB	85%	90%
Rainbow DSB	60%	72%
Rainy River DSB	71%	75%
Renfrew County CDSB	75%	85%
Renfrew County DSB	74%	85%
Simcoe County DSB	73%	80%
Simcoe Muskoka CDSB	80%	86%
St Clair CDSB	68%	83%
Sudbury CDSB	68%	74%
Superior-Greenstone DSB	63%	71%
Thames Valley DSB	64%	77%
Thunder Bay CDSB	73%	80%

School Board Name	Four Year Graduation Rate	Five Year Graduation Rate
Toronto CDSB	80%	86%
Toronto DSB	69%	80%
Trillium Lakelands DSB	75%	82%
Upper Canada DSB	74%	81%
Upper Grand DSB	69%	84%
Waterloo CDSB	77%	84%
Waterloo Region DSB	66%	79%
Wellington CDSB	85%	92%
Windsor-Essex CDSB	79%	87%
York CDSB	91%	94%
York Region DSB	85%	91%
Provincial graduation rates	76%	84%

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE MEETING
APRIL 14, 2015**

PUBLIC SESSION

**TITLE: ELEMENTARY AND SECONDARY
SCHOOL YEAR CALENDARS 2015-2016**

The report on Elementary and Secondary School Year Calendars 2015-2016
is presented for information.

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

Presented by: Frank Iannantuono, Superintendent of Education

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

Date: April 14, 2015



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

REPORT TO THE COMMITTEE OF THE WHOLE MEETING APRIL 14, 2015

ELEMENTARY AND SECONDARY SCHOOL YEAR CALENDARS: 2015-2016

BACKGROUND INFORMATION

The *Education Act, Regulation 304 - School Year Calendar, Professional Activity Days* outlines the requirements and timelines for preparing and submission of school year calendars to the Ministry of Education for approval.

For the 2015-2016 school year calendars, there are 194 possible school days between September 8, 2015 and June 30, 2016. Within this total, elementary and secondary schools must have a minimum of 194 school days of which six (6) days must be designated as professional activity days. Secondary schools may have a maximum of ten (10) instructional days set as examination days. The remaining school days shall be instructional days.

CONSULTATION PROCESS

The 2015-2016 School Year Calendar Committee met on January 13, 2015 and on April 8, 2015 to discuss and review the draft calendar and the consultation process.

Members of the 2015-2016 School Year Calendar Committee are:

Frank Iannantuono	Superintendent of Education and Committee Chair
Yolanda Baldasaro	Superintendent of Education
Chris Zanuttini	Elementary Principal
Anne Marie Crocco	Elementary Principal
Dan DiLorenzo	Secondary Principal
Anthony Corapi	Coordinator of Staff Development
Ted Farrell	Superintendent of Education
Anna Maxner	CUPE President
Shonna Daly	Niagara Catholic Parent Involvement Committee

The consultation process provided the elementary and secondary draft calendars to all Elementary and Secondary Principals, Vice-Principals, Catholic School Council Chairs, Niagara Catholic Parent Involvement Committee (NCPIC), Special Education Advisory Committee (SEAC), OEFTA Elementary and Secondary Presidents, CUPE President, Student Achievement Departments for feedback by March 30, 2015.

Simultaneously, there has been on-going consultation with the co-terminous Board to achieve a similar school year calendar, where possible.

SUMMARY OF THE ATTACHED CALENDARS

Attached to this Committee of the Whole Report are

- Proposed Elementary School Year Calendar for 2015-2016 (*Appendix A*)
- Proposed Secondary School Year Calendars for 2015-2016 (*Appendix B*)

Highlights of the Proposed School Year Calendars for 2015-2016

Professional Activity Days

In accordance with the *Education Act, Regulation 304 - School Year Calendar*, the following six (6) days have been identified as Professional Activity Days.

Elementary Professional Activity

Thursday, September 3, 2015:	Student Achievement/Student Success: Developing and Implementing Board and School Improvement Plans
Friday, October 9, 2015:	Implementing strategies to improve and/or to close the gaps in student achievement in numeracy.
Friday, November 13, 2015:	Faith Day
Friday, January 15, 2016:	Report Card Writing Day: Performing assessments for, as and of learning
Friday, June 10, 2016:	Report Card Writing Day: Performing assessments for, as and of learning.
Thursday, June 30, 2016:	Student Achievement/Student Success: Performing assessments for, as and of learning.

Secondary Professional Activity Days

Thursday, September 3, 2015:	Student Achievement/Student Success: Developing and Implementing Board and School Improvement Plans
Friday, October 9, 2015:	Implementing strategies to improve and/or to close the gaps in student achievement in numeracy.
Friday, November 13, 2015:	Faith Day
Friday, February 5, 2016:	Student Achievement/Student Success: Performing assessments and evaluations for, as, and of learning.
Wednesday, June 29, 2016:	Student Achievement/Student Success: Performing assessments and evaluations for, as, and of learning.
Thursday, June 30, 2016:	Student Achievement/Student Success: Performing assessments and evaluations for, as, and of learning.

Secondary Examination Days

Semester 1 – Friday, January 29, 2016 to Thursday, February 4, 2016
Semester 2 – Wednesday, June 22, 2016 to Tuesday, June 28, 2016

Board and Civic Holidays

Board Holiday	Friday, September 4, 2015
Labour Day	Monday, September 7, 2015
Thanksgiving Day	Monday, October 12, 2015
Christmas Break	Monday, December 21, 2015 to Friday, January 1, 2016
Family Day	Monday, February 15, 2016
March Break	Monday, March 14 to Friday, March 18, 2016 (ten month employees only)
Good Friday	Friday, March 25, 2016
Easter Monday	Monday, March 28, 2016
Victoria Day	Monday, May 23, 2016
Canada Day	Friday, July 1, 2016

To comply with the timelines outlined in *Regulation 304 - School Year Calendar*, school boards are required to submit Board approved **regular** school year calendars to the Ministry of Education by May 1, 2015 and Board approved **modified** school year calendars to the Ministry of Education by March 1, 2015.

Based on feedback from the consultation process, discussions with the School Year Calendar Committee, Senior Administrative Council and our coterminous board, the 2015-2016 Elementary and Secondary **regular** School Year Calendars will be submitted, if approved by the Board, immediately following the Board Meeting of April 28, 2015 for Ministry of Education approval.

Appendix A: Proposed Elementary School Year Calendar for 2015-2016

Appendix B: Proposed Secondary School Year Calendars for 2015-2016

RECOMMENDATION

THAT the Committee of the Whole recommends that the Niagara Catholic District School Board approve the Elementary and Secondary School Year Calendars for the 2015-2016 school year.

Prepared by: Frank Iannantuono, Superintendent of Education
Presented by: Frank Iannantuono, Superintendent of Education
Recommended by: John Crocco, Director of Education, Secretary/Treasurer
Date: April 14, 2015

Close

1 of 2 ?



Ministry of Education
Ministère de l'Éducation

Board Name Niagara CDSB (B67156)			
Calendar Title {2015-199707} Elementary	Panel Elementary	Calendar Type Regular	Date Created Nov 13, 2014
Start of School Year Sep 03, 2015	End of School Year Jun 30, 2016	First Day Students Sep 08, 2015	Last Day Students Jun 29, 2016
Status Draft	Description Regular		

Month	1st Week					2nd Week					3rd Week					4th Week					5th Week					PA days	Instr days	E c
	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F			
August	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31					0	0	
September		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30			1	17	
October				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30	1	20	
November	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30					1	20	
December		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31		0	14	
January					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29	1	19	
February	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29					0	20	
March		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31		0	16	
April					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29	0	21	
May	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31				0	21	
June			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30		2	20	
July					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29	0	0	
Total																					6	188						

Legend

P -Professional Activity Day; E -Scheduled Exam Day; B -Board Designated Day; H -Statutory Day; / -Half Day;
P* -Professional Activity Day Devoted to Provincial Education Priorities;

Outline for Professional Activity Days Devoted to Provincial Education Priorities

Close

Close

1 of 1



Ministry of Education
Ministère de l'Éducation

Board Name Niagara CDSB (B67156)			
Calendar Title [2015-203484] Secondary School Year Calendar	Panel Secondary	Calendar Type Regular	Date Created Jan 28, 2015
Start of School Year Sep 03, 2015	End of School Year Jun 30, 2016	First Day Students Sep 08, 2015	Last Day Students Jun 28, 2016
Status Draft	Description Regular		

Month	1st Week					2nd Week					3rd Week					4th Week					5th Week					PA days	Instr days	E c
	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F			
August	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31					0	0	
September		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30			1	17	
October				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30	1	20	
November	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30					1	20	
December		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31		0	14	
January					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29	0	19	
February	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29					1	16	
March		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31		0	16	
April				1		4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29	0	21	
May	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31				0	21	
June			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30		2	16	
July					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29	0	0	
Total																					6	178						

Legend

P -Professional Activity Day; E -Scheduled Exam Day; B -Board Designated Day; H -Statutory Day; / -Half Day;
P* -Professional Activity Day Devoted to Provincial Education Priorities;

Outline for Professional Activity Days Devoted to Provincial Education Priorities

Close

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE MEETING
APRIL 14, 2015**

PUBLIC SESSION

TITLE: NIAGARA CATHOLIC CHAPLAINCY LEADER UPDATE

The Niagara Catholic Chaplaincy Leader Update is presented for information.

Prepared by: Debra McCaffery, Board Chaplaincy Leader

Presented by: Debra McCaffery, Board Chaplaincy Leader

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

Date: April 14, 2015



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

REPORT TO THE COMMITTEE OF THE WHOLE MEETING APRIL 14, 2015

NIAGARA CATHOLIC CHAPLAINCY LEADER UPDATE

BACKGROUND INFORMATION

One of the two strategic directions within the Niagara Catholic District School Board's Vision 2020 Strategic Plan is to *Build Strong Catholic Identity and Community to Nurture the Distinctiveness of Catholic Education*.

In support of this strategic direction, in 2011 the Board approved a System Priority and funding within the Board Budget to provide the funding for a Board Chaplaincy Leader and two Elementary Chaplaincy Leaders. In November 2011 an additional elementary Chaplaincy Leader was hired. In the spring of 2012, the Board approved the 2012-2013 System Priorities which included funding to hire a fourth elementary Chaplaincy Leader to the team. With the resignation of a Chaplaincy Leader in October 2014, it was decided to postpone the in-year 2014-2015 replacement and to restructure the duties within the elementary Chaplaincy Leader team. The Board Chaplaincy Leader and the Elementary Chaplaincy Leaders have provided an innovative and required ELKP to Grade 12 system complement and cooperative support to the secondary Chaplaincy Leader positions.

Further to the information report to the Committee of the Whole in May 2014 on the role of the Board Chaplaincy Leader and Elementary Chaplaincy Leaders, it is critical to recognize the role of High School Chaplaincy Leaders in fulfilling our strategic direction to *Build Strong Catholic Identity and Community to Nurture the Distinctiveness of Catholic Education* and the Pastoral Letter on Catholic Secondary School Chaplaincy from the Assembly of Catholic Bishops of Ontario.

Assembly of Catholic Bishops of Ontario – Education Commission

All Niagara Catholic Chaplaincy Leaders are pastorally shepherded by His Excellency, Bishop Gerard Bergie, are supported and coordinated by the Board Chaplaincy Leader Debra McCaffery, supervised by the Board Chaplaincy Leader at the elementary panel and by the secondary Principal at the secondary panel. Depending on the personal gifts of the Chaplaincy Leader and the discernment of needs in the elementary or secondary community, Chaplaincy Leaders utilize different skill sets in each location, however, all Chaplaincy Leaders for the Niagara Catholic District School Board adhere to the direction and expectations as outlined in the *Pastoral Letter on Catholic Secondary School Chaplaincy* from the Education Commission of the Assembly of Catholic Bishops of Ontario.

The *Pastoral Letter* describes the expectations for secondary school chaplaincy leaders, and by extension, elementary Chaplaincy Leaders, under broad categories. Chaplaincy Leader:

- is exercised for the whole school community, students and staff
- seeks an increase in the Christian faith-life of all
- is ecclesial in its nature and goal—an activity shaped by the Church's concern for all
- is shaped by the educational setting in which it is carried out
- is a collaborative model of ministry

- is a multi-faceted ministry
- is an essential ministry
- as a profession shares best practices.

The Bishops of Ontario, collectively, consider Chaplaincy Leadership as an “essential ministry” (*Pastoral Letter on Catholic Secondary School Chaplaincy*). Bishop Bergie, Diocese of St. Catharines and Chair of the Education Commission of the Assembly of Catholic Bishops of Ontario expands:

“The Niagara Catholic District School Board promotes excellence by helping all those involved in Catholic Education to be their best. Ultimately this comes from Jesus who is The Way, The Truth and The Life. Chaplaincy Leaders play a vital role in bringing staff and students to Christ in collaboration with countless others. I am extremely grateful for their presence in our schools.”

Niagara Catholic Elementary Chaplaincy Leaders

This provincially innovative and recognized Chaplaincy Leader program currently employs three elementary Chaplaincy Leaders, with each Chaplaincy Leader ministering to approximately 17 school communities within the three team Student Achievement structure.

All elementary Chaplaincy Leaders facilitate the Journey Retreat program for students from their Families of Schools. Over the past few years, the Journey Retreat Program has been recreated from a Confirmation preparation program to a personal, faith journey approach for all Grade 8 students, with the program beginning at the home school, continuing at the Journey Retreat and concluding at the home school with the continuous involvement and program delivery by the elementary Chaplaincy Leader.

In addition to facilitating the Journey Retreat, the elementary Chaplaincy Leader ministers to elementary students in ELKP to Grade 8 through a variety of faith experiences; facilitates and provides resources for active prayer life within schools; assists with pastoral care; facilitates and supports social justice awareness and initiatives; shares in the building, sustaining and development of Catholic culture; and facilitates and provides resources for retreats. Chaplaincy leaders visit classes, assist with liturgy and faith event planning, collaborate with students, other chaplains, school level staff, parish personnel, system level staff, parents and the broader school community.

Special emphasis is placed on building relationships between schools and parishes. In several significant areas in our Board the elementary Chaplaincy Leader has served as a critical liaison between the school and parish, resulting in visible and meaningful collaboration.

Elementary Chaplaincy Leaders have been extremely effective in working with some of our newer teachers in developing articulation around matters of faith and to support sacramental preparation, working again in collaboration with the classroom teacher and the parish priest. Given the broad differences in faith connection among staff, this support has been invaluable, appreciated by staff and recognized within the Diocese of St. Catharines and provincially.

Elementary Chaplaincy Leaders have impacted all forty-nine (49) elementary communities in a variety of ways to meet the needs of school communities as part of the Board Strategic Directions, annual System Priorities, Board Improvement Plan and individual School Improvement Plans. The elementary Chaplaincy Leaders are creative in distributing their time to be meaningfully present to their schools as they facilitate a variety of faith-based sessions and retreats, ELKP through Grade 8, as well as serving as an invaluable resource and support for staff seeking assistance.

Within Niagara Catholic, feedback from Principals, staff, students and parents have been complimentary and appreciative in their support of the elementary Chaplaincy Leader positions and program as it provides significant faith formation and faith leadership for students and staff from ELKP to Grade 12. As noted with the approval of the Board’s Vision 2020 Strategic Plan, the long range plan is to have an Elementary

Chaplaincy Leader assigned for every secondary Family of Schools as their presence will more deeply serve to “*Build Strong Catholic Identity and Community to Nurture the Distinctiveness of Catholic Education*” across Niagara Catholic.

Across Ontario, the Niagara Catholic Elementary Chaplaincy Leader initiative has brought focused attention to our Board as an innovative and strong Catholic identifier for Catholic elementary schools. Trustee Kathy Burtnik, Director of Education John Crocco, Board Chaplaincy Leader Debra McCaffery and members of the Niagara Catholic Chaplaincy Department have presented and/or have been invited to lead workshops on the Niagara Catholic Elementary Chaplaincy Leaders initiative to the Assembly of Catholic Bishops of Ontario (ACBO); Ontario Catholic School Trustees Association (OCSTA); the Institute for Catholic Education (ICE); English Catholic Council of Directors of Education (ECCODE); Friends and Advocates for Catholic Education (FACE); Catholic School Chaplains of Ontario Conference (CSCO); and repeated workshops at When Faith Meets Pedagogy (WFMP) annual provincial conference.

Niagara Catholic Secondary School Chaplaincy

Since 1998, Niagara Catholic Secondary Chaplaincy Leaders have provided active, tangible and visible supports and responsibilities that are common to every Chaplaincy Leader. Such supports and responsibilities include, but are not limited to, organizing liturgies, active participation and planning for social justice initiatives (Pilgrimage, food drives, Christmas baskets, Starvation, etc.) retreats for all Grade 9 to/or and Grade 12 students, prayer services, masses, daily prayer, liaison with school Parishes and the Bishop of St. Catharines and ministry of support for staff faith formation.

Secondary Chaplaincy Leaders are critical in providing our students with Christian leadership-building opportunities such as TORCH, participation in the annual Development and Peace workshop and Carpe Diem, the University of Western King’s College annual student leadership conference. In addition to attending with students, our Chaplaincy Leaders identify potential leadership and provide follow-up opportunities to reinforce and further develop leadership.

In Niagara Catholic all secondary school Chaplaincy Leaders hold active leadership roles in a broad variety of committees and clubs as moderator or co-moderator. They also hold leadership positions for those groups where the wisdom of a dedicated Catholic voice is critical, such as Pilgrimage, Gay Straight Alliance groups, Chaplain’s Crew, Pro-life Clubs and March for Life. They chair or co-chair committees for events such as the Rankin Cancer Run; they serve as key organizers for mission trips. Their involvement in their school community also extends beyond these leadership roles to be supportive participants in countless activities such as Student Success, Management Council, the Faith Formation Team, committees for prom, graduation, musical, sports teams, and anti-bullying clubs. In these visible roles, it is clearly evident that the chaplain’s role is essential and weaves through the very fabric of the Catholic secondary school community.

Professional Development

All of Niagara Catholic’s Chaplaincy Leaders have been trained in ASIST, Mental Health First Aid, HUGS and Bereavement Council certificate in Grief and Bereavement. Niagara Catholic Chaplaincy Leaders have been frequent workshop presenters at Ontario Catholic School Trustees Association (OCSTA), Catholic School Chaplains of Ontario Conference (CSCO), Niagara Catholic Adult Faith Formation Program and When Faith Meets Pedagogy (WFMP).

Ministry of Presence – Chaplaincy Leaders

Not so visible are the countless hours our Chaplaincy Leaders are present to students, staff and parents in their time of need. Pastoral listening, time by the bedside of a sick or injured student, time with a student or staff member whose parent is dying, the day at the hospital with a student who has expressed suicidal ideation or time spent with a student finding accommodation and support when they can’t return home for any number of reasons including pregnancy and abuse.

All of our Chaplaincy Leaders have thank you notes and letters of commendation from students, parents, staff and clergy attesting to many ways their lives have been touched by the important ministry of

chaplaincy. While many of the notes have been thrown away, our Chaplaincy Leaders serve as a vocation in Catholic education and part of the Niagara Catholic family.

Future Initiatives 2015-2016 - Elementary and Secondary Chaplaincy Leader Collaboration

Junior Level Family of Schools Retreat

A recommendation from the Secondary Student Senate to the Director of Education was to expand student retreats to design an interactive Family of School Junior and Intermediate elementary divisions student retreat, led by secondary students. Commencing in 2015-2016, in each Family of Schools, the annual retreats will gather all students from a designated Junior/Intermediate grade for an interactive faith day retreat. Harnessing leadership from our high school student leaders in collaboration with our Chaplaincy Leaders, the event will be designed to foster a deeper communal faith and strengthen the relationships of students in a particular grade within a Family of Schools before they come together as Grade 9 students at their local Catholic high school.

Culture of Life Conference Makeover

To be able to help our students understand that Culture of Life is a much broader topic than anti-abortion, we have decided to engage our Chaplaincy Leaders to present workshops in a carousel format so that each student will engage in four different areas, ie. End of life issues (euthanasia, physician-assisted suicide), poverty, special needs and abortion.

50th Anniversary of *Nostra Aetate* (Latin: *In our Time*) - Declaration on the Relation of the Church with Non-Christian Religions

Secondary chaplaincy leaders will be working collaboratively with Deacon Maurice Prindiville to develop in-school activities and initiatives to draw attention to this most important Vatican II document, especially in light of the great diversity of religions and cultures represented in our schools today. Elementary Chaplaincy leaders will assist in modifying this initiative for use in our elementary schools.

Professional Development

It is our hope that all Chaplaincy leaders will be certified pastoral visitors with the Niagara Health System.

Niagara Catholic stands apart in our chaplaincy model which serves all staff and students from ELKP through Grade 12. We have had several requests from other school boards in Ontario for a written description of our model, presentations and conversations at many provincial meetings and conferences.

In Niagara Catholic, our dedicated Chaplaincy Leaders serve to be a tangible strength of our Board's focus on resourcing our Catholic identity, along with promote and protect Catholic Education and are key supports as we continually strive to "*Build Strong Catholic Identity and Community to Nurture the Distinctiveness of Catholic Education*" across the Niagara Catholic District School Board.

This information report will be highlighted through a visual presentation of the Niagara Catholic Chaplaincy Program.

The Niagara Catholic Chaplaincy Leader Update report is presented for information.

Prepared by: Debra McCaffery, Board Chaplaincy Leader

Presented by: Debra McCaffery, Board Chaplaincy Leader

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

Date: April 14, 2015

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE MEETING
APRIL 14, 2015**

PUBLIC SESSION

**TITLE: NIAGARA CATHOLIC THREE YEAR THEOLOGICAL
THEME 2015-2018**

RECOMMENDATION

THAT the Committee of the Whole recommends to the Niagara Catholic District School Board the approval of the Niagara Catholic Three Year Theological Theme 2015-2018, “One Family in Christ: Know Him, Love Him, Serve Him”, as presented.

Prepared by: Debra Mcaffery, Board Chaplaincy Leader

Presented by: Debra Mcaffery, Board Chaplaincy Leader

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

Date: April 14, 2015



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

REPORT TO THE COMMITTEE OF THE WHOLE MEETING APRIL 14, 2015

NIAGARA CATHOLIC THREE YEAR THEOLOGICAL THEME 2015-2018

BACKGROUND INFORMATION

Rooted in the Mission Statement, Vision and Values of the Niagara Catholic District School Board and in compliance with the Board's Vision 2020 Strategic Plan, one of the Board's two Strategic Directions is to "Build Strong Catholic Identity And Community To Nurture The Distinctiveness of Catholic Education". In alignment with this Strategic Direction, in 2012 the Board approved the first Three Year Theological Theme 2012-2015 – "Growing in Wisdom to Worship and Witness" which became the focused theological theme for all gatherings, events and activities throughout Niagara Catholic.

As we approach the conclusion of the first three year theological theme, a system level committee was formed to design a new three year, 2015-2018 theological theme for Niagara Catholic.

Three Year Theological Theme Committee

Debra McCaffery – Board Chaplaincy Leader (Chair)
Sr. Mary Kay Camp – Bishop's Representative
Janice Barretto-Mendonca – Equity and Diversity Consultant
Deborah Guthrie – Elementary Administrator
Hector Jarquin – Communications, CEC representative
Micheline Hauber – Student Services, Secondary representative
Toni Garafolo – Elementary Teacher and Faith Ambassador
Greg Robertson – High School Chaplaincy Leader
Terri Paucó – Religion and Family Life Consultant

Development of the Theological Theme

In the initial meetings and early conversations, it became evident that all felt that it would be important to incorporate the theme of "family" for several reasons:

- incorporate Pope Francis' first Apostolic Exhortation, *Evangelii Gaudium*, "The Joy of the Gospel" which includes beautiful articulation of the gospel message of inclusivity, justice and mercy, all critical themes related to "family";
- it is the recurring conversational theme of the Church with the Synod of Bishops and the upcoming Meeting of Families; and,
- as we work with a more and more diverse population, we are often considering how we might better help our students feel accepted within the community.

It was decided by the Committee that three sub-themes, one for each year, would be the ideal way to focus the elements of the theme over three years, similar to the current "Growing in Wisdom to Worship and Witness" three year theological theme.

Three Year Theological Theme – 2015-2018

Through prayer, reflection, sharing and with the endorsement of Bishop Bergie, there was consensus on the following theme to guide Niagara Catholic over the next three years:

“One Family in Christ”

2105-2016: Know Him

2016-2017: Love Him

2017-2018: Serve Him

Scriptural Foundation and Connections for the Theme

One Family in Christ

- Romans 12: 5 - *So we, [being] many, are one body in Christ, and every one members one of another.*
- How should this look? 1 Corinthians 12:26 - *And whether one member suffer, all the members suffer with it; or one member be honoured, all the members rejoice with it.*

Year 1 - Know Him

We strive to know Him through our roots, our story, God's word; His life as our model, Catechism of the Catholic Church, family as first teachers of Catholic values and traditions, the liturgical year, authentic teaching of church doctrine, we belong to and are embraced as members of His Family. This connects to "Believing" and "Celebrating" strands in the new Religion Curriculum.

- Philippians 3:10 - *That I may know him and the power of his resurrection...*
- Psalm 46:10 - *Be still, and know that I am God.*

Year 2 - Love Him

We love Him --we proclaim Him in our words and by our actions, Eucharist, Reconciliation, our school is sacred ground because all we do is for love of Him, He is our Centre, prayer life, faith formation, Confirmation, Catholic graduate expectations, God's grace endowed upon us, the Spirit at work. This connects to "Praying" and "Living in Communion" strands of the new Religion Curriculum.

- 1 Peter 1:8 - *Though you have not seen him, you love him. Though you do not now see him, you believe in him and rejoice with joy that is inexpressible and filled with glory,*
- 1 John 4:19 - *We love, because He first loved us.*

Year 3 - Serve Him

We serve Him through sacrifice, service, social justice, belonging to church community, renewal of our faith and renewing our earth. This connects to "Living a Moral Life" and "Living in Solidarity" strands of the new Religion Curriculum.

- 1 Peter 4: 10 - *Each one should use whatever gift he has received to serve others, faithfully administering God's grace in its various forms.*
- Colossians 3: 23 - *Whatever you do, work heartily, as for the Lord and not for men,*

Love is Our Mission: The Family Fully Alive

Parallel to the committee discussions on the new three year theological theme, there are continuous discussions on how best to connect our school communities with the current initiatives of the Church. Chaplaincy Leaders (elementary and secondary) have been engaged in a book conversation on the preliminary catechesis for the World Meeting of Families 2015, entitled Love is Our Mission: The Family Fully Alive. This exposure and exploration will help to provide some essential connections to our understanding of “One Family in Christ”.

Nostra Aetate (In our Time)

October 2015 marks the 50th anniversary of the release of the Vatican II document *Nostra Aetate* (In Our Time) - the Declaration on the Relation of the Church with Non-Christian Religions. This document speaks directly to the need to lovingly engage in open and respectful ways with those of all religions and cultures. Our call to embrace all supports our umbrella theme “*One Family in Christ*”. Elementary and secondary Chaplaincy Leaders will be working collaboratively with Deacon Maurice Prindiville to develop in-school activities and initiatives to draw attention to this most important Vatican II document, with very significant connections to our new theme.

Faith Day 2015

This year we are fortunate in the timing of our in-school faith day on May 15, 2015 for it will afford time for school staffs to become familiar with the theme and begin to plan for the implementation of this theme in their school communities. A unified interactive session provided by our Chaplaincy Department will lead them to consider such questions as: Who is Jesus Christ? How will this theme be visible in our school environments? How can we bring the richness of this theme to our school prayer and initiatives?

System Implementation 2015-2018

Our theological theme will once again direct such elements as the monthly prayer and resource package forwarded to all schools for the Faith Formation component of monthly Staff Meetings; Adult Faith Formation sessions; retreat, school and system faith-centered events; the Journey Retreat program focus; grade level retreats, prayer services, daily prayers, resources for all Administrators, Chaplaincy Leaders, Faith Ambassadors and faith connections for all staff through *My Niagara Catholic*.

With the engagement of a new theological theme: *One Family in Christ: Know Him, Love Him, Serve Him* may we all grow together on this great journey of faith, more deeply preparing ourselves to always meet the expectations of our Board’s mission:

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.

RECOMMENDATION

THAT the Committee of the Whole recommends to the Niagara Catholic District School Board the approval of the Niagara Catholic Three Year Theological Theme 2015-2018, “One Family in Christ: Know Him, Love Him, Serve Him”, as presented.

Prepared by: Debra McCaffery, Board Chaplaincy Leader
Presented by: Debra McCaffery, Board Chaplaincy Leader
Recommended by: John Crocco, Director of Education, Secretary/Treasurer
Date: April 14, 2015

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE MEETING
MARCH 10, 2015**

PUBLIC SESSION

TITLE: NIAGARA CATHOLIC SYSTEM PRIORITIES 2015-2016

RECOMMENDATION

THAT the Committee of the Whole recommends to the Niagara Catholic District School Board the approval of the Niagara Catholic System Priorities 2015-2016, as presented.

Prepared by: Senior Administrative Council
Presented by: John Crocco, Director of Education, Secretary/Treasurer
Recommended by: John Crocco, Director of Education/Secretary-Treasurer
Date: April 14, 2015



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

REPORT TO THE COMMITTEE OF THE WHOLE MEETING APRIL 14, 2015

NIAGARA CATHOLIC SYSTEM PRIORITIES 2015-2016

BACKGROUND INFORMATION

Commencing at the January 13th, 2015 Committee of the Whole Meeting, the Director of Education, the Superintendent of Business and Financial Services and members of Senior Administrative Council commenced monthly information reports to the Committee of the Whole Meetings on the Preparation of the System Priorities and Annual Board Budget 2015-2016 for discussion, input and recommendations.

The monthly information reports provided opportunities for the Director of Education and Senior Administrative Council to engage in dialogue with the Committee of the Whole towards the design and consideration of a recommendation for the approval of the System Priorities 2015-2016 at the April 14th, 2015 Committee of the Whole Meeting and the consideration of a recommendation for the approval a balanced Board Budget 2015-2016 at the May 12th, 2015 Committee of the Whole Meeting.

As noted in each monthly report, the annual System Priorities and balanced annual Board Budget will be in alignment with the Board's Vision 2020 Strategic Plan, Mission, Vision and Values, the two Niagara Catholic Strategic Directions and the four current goals of the Ministry of Education.

In addition, the Director of Education and Senior Administrative Council continue to be committed to two fundamental principles in preparing the 2015-2016 System Priorities and Board Budget along with balanced financial sustainability for 2016-2017 and beyond. The two principles are:

- a) A commitment to providing Catholic educational excellence through approved programs and services for all students.
- b) A commitment to achieving the Board's Vision 2020 Strategic Plan and Annual System Priorities through balanced and sustainable annual budgets.

In preparing the recommendations for the 2015-2016 System Priorities and balanced Board Budget for the consideration of the Committee of the Whole and Board, the Director of Education and Senior Administrative Council continually monitor and review a variety of Niagara data and information. The data includes city demographics, economic and employment statistics and trends; current and projected enrolment in elementary, secondary and continuing education schools; provincial educational directions; provincial Grants for Student Needs (GSN), Educational Funding Other (EPO) grants and capital funding of district school boards.

System Priorities and Annual Budget 2015-2016 Consultation & Decision Making Process

As part of the design, consultation and decision making process, the Director of Education, the Superintendent of Business and Financial Services and members of Senior Administrative Council engaged, updated and informed, through graphical reports, the January, February and March 2015 Committee of the Whole Meetings.

In addition to the continued dialogue with the Committee of the Whole, the Director of Education and Senior Administrative Council engaged in continuous discussions with the following leadership groups, committees, councils and educational partners for input and recommendations in the design of the System Priorities and balanced Board Budget 2015-2016 for the consideration of the April and May 2015 Committee of the Whole and Board.

The Consultation and Decision Making Process towards finalizing the System Priorities and the balanced Board Budget for 2015-2016 included the following;

Continuous consultation, discussion and recommendations from:

- ❖ Senior Administrative Council
- ❖ Trustees at monthly Committee of the Whole Meetings
- ❖ Principals at Director's Meetings and Secondary Principal Meetings
- ❖ Family of Schools Meetings
- ❖ Academic Council
- ❖ Elementary and Secondary Curriculum Councils
- ❖ Secondary Management Council Meetings
- ❖ School and Department Staff Meetings

Presentations and an invitation to provide recommendations were made to:

- ❖ Student Senates - Elementary and Secondary
- ❖ Catholic School Councils
- ❖ Special Education Advisory Council (SEAC)
- ❖ Niagara Catholic Parent Involvement Committee (NCPIC)
- ❖ Niagara Catholic Alliance Committee (NCAC)
- ❖ OECTA - Niagara Elementary Unit President
- ❖ OECTA - Niagara Secondary Unit President
- ❖ CUPE 1317 President

Submission Timelines to the Committee of the Whole Meetings

- System Priorities 2015-2016 recommendations to April 2015 Committee of the Whole Meeting
- Balanced Budget 2015-2016 recommendations to May 2015 Committee of the Whole Meeting

System Priorities 2015-2016

Rooted in achieving the expectations and outcomes of the Board approved Niagara Catholic Vision 2020 Strategic Plan; the Ministry of Education *Achieving Excellence* document; and building on the 2014-2015 System Priorities, the Enabling Strategies of the System Priorities provide the specific system priority initiatives for 2015-2016 to achieve the Board's two Strategic Directions within its Vision 2020 Strategic Plan.

At the April 14th, 2015 Committee of the Whole Meeting, the Director of Education and Senior Administrative Council will provide specific information on each System Priority and the plan to operationalization each System Priority 2015-2016 connected to a balanced Board Budget 2015-2016.

Once approved by the Board, a copy of the Niagara Catholic System Priorities 2015-2016 will be provided to all Principals, Vice-Principals, Managers, Bishop Bergie and the Diocese of St. Catharines, the Special Education Advisory Council, Catholic School Councils, the Niagara Catholic Parent Involvement Committee and the Alliance Committee. A poster size copy of the 2015-2016 System Priorities will be placed in a public location in all schools, Board sites and the Catholic Education Centre for review by students, staff, parents and guests to Niagara Catholic. A copy will also be placed on the Board, My Niagara Catholic and My Niagara Catholic Alumni websites.

Throughout 2015-2016, Senior Administrative Council will continue to update the Committee of the Whole with reports on various initiatives in achieving the System Priorities 2015-2016. A Mid-Year Progress Review

of the 2015-2016 System Priorities will be presented at the January 2016 Board Meeting with a Niagara Catholic System Priorities 2015-2016 Achievement Report presented at the September 2016 Board Meeting. Given full consideration of all input and recommendations provided through the consultation process, the Niagara Catholic System Priorities 2015-2016 are presented to the Committee of the Whole for its consideration, discussion and decision for 2015-2016. (Appendix A)

Appendix A – Niagara Catholic System Priorities 2015-2016

RECOMMENDATION

THAT the Committee of the Whole recommends to the Niagara Catholic District School Board the approval of the Niagara Catholic System Priorities 2015-2016, as presented.

Prepared by: Senior Administrative Council
Presented by: John Crocco, Director of Education, Secretary/Treasurer
Recommended by: John Crocco, Director of Education, Secretary/Treasurer
Date: April 14, 2015



**NIAGARA CATHOLIC
SYSTEM PRIORITIES 2015-2016**

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

STRATEGIC DIRECTIONS

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

Advance Student Achievement for All

ENABLING STRATEGIES

Provide Supports for Success

- Implement a three team, system coaching support model for literacy and numeracy instruction for all students
- Design and track initiatives supported by consolidated Student Achievement Department learning teams
- Deliver a redesigned Grade 7 to 12 Student Success Program delivery and support model
- Design programs and supports for students to exceed provincial graduation target of 85%
- Design and implement strategies to strengthen teacher capacity for writing effective Individual Education Plans
- Implement consistent assessment for, as, and of learning strategies, evaluation and reporting practices in all elementary and secondary schools
- Implement and monitor the Niagara Catholic Mental Health and Addictions Strategy
- Implement Safe and Accepting Schools initiatives and provide resources to Safe and Accepting Schools Teams

Enhance Technology for Optimal Learning

- Design a revised multi-year Blueprint for Technology Plan to set annual investment and implementation targets
- Upgrade the educational technology infrastructure to provide reliable and dependable wireless access in all teaching and internal Board public areas
- Provide on-going professional support for staff to confidently use educational technology to deliver curriculum in support of next generation learning
- Relocate the network infrastructure of Educational Technology Services
- Invest in additional human capital for network support
- Design a new support model for corporate operations

Building Partnerships and Schools as Hubs

- Implement the first year of *One Family in Christ: Know Him, Love Him, Serve Him*
- Enrich the engagement of Student Voice
- Enhance the building of Catholic educational capacity with all partners
- Design and deliver annual Junior and Intermediate Student Retreats
- Expand social justice experiences, global citizenship and international educational opportunities
- Design healthy lifestyle programs for students
- Support the diversity of communities

Strengthen Human Resource Practices and Develop Transformational Leadership

- Design and implement a Staff Wellness Program
- Provide the human capital to enhance the Board's Health and Safety Program
- Design and deliver professional learning sessions on the collection, tracking and analysis of qualitative and quantitative data
- Design a Niagara Catholic Leadership Succession Planning process for support staff aspiring to leadership positions
- Develop and implement the fourth year of the Niagara Catholic Human Resources Certificate Program for all administrators
- Design a consistent scoring, assessment and evaluation component of the interview process for all job classes
- Design a performance appraisal process for all job classes

Create Equity and Accessibility of Resources

- Design a metric and process to assess the equity and accessibility of resources across the system
- Design a results based accountability framework that ensures evidence-informed decision making that links to outcomes
- Develop critical performance indicators that support Equity and Inclusive Education

Ensure Responsible Fiscal and Operational Management

- Maintain a sustainable balanced budget for 2015-2016
- Enhance financial reporting to facilitate timely decision making
- Establish an integrated multi-year decision making model to support the allocation of capital resources
- Design and implement Energy Saving Projects
- Design and implement a School Ground Greening Initiative
- Achieve 100% usage of cashless schools

Address Changing Demographics

- Design a Multi-Year Board Accommodations Plan
- Design a reporting model to monitor changing demographics
- Design a Multi-Year Community Use of Board Facilities Plan

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE MEETING
APRIL 14, 2015**

PUBLIC SESSION

**TITLE: EXTENDED OVERNIGHT FIELD TRIP, EXCURSION AND
EXCHANGE APPROVAL COMMITTEE 2014 - 2015**

The Extended Overnight Field Trip, Excursion and Exchange Approval Committee
2014-2015 report is presented for information.

Prepared by: Mark Lefebvre, Superintendent of Education

Presented by: Mark Lefebvre, Superintendent of Education

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

Date: April 14, 2015



REPORT TO THE COMMITTEE OF THE WHOLE APRIL 14, 2015

EXTENDED OVERNIGHT FIELD TRIP, EXCURSION AND EXCHANGE APPROVAL COMMITTEE 2014 - 2015

BACKGROUND INFORMATION

The Extended Overnight Field Trip, Excursion and Exchange Approval Committee continues to review proposals for 2014-2015 extended overnight field trips, excursions and exchanges as submitted to date. The composition of the approval Committee is as follows:

1 Supervisory Officer	-	Mark Lefebvre
1 Secondary School Vice-Principal	-	Andrew Bartley
1 Secondary School Principal	-	Jeff Smith
1 Elementary School Principal	-	Steve Ward
1 Program Department Consultant	-	Mike Sheahan

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

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

An Excursion is defined as follows:

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

Attached to this information report is an Executive Summary of a 2014-2015 Extended Overnight Field Trip as submitted on Tuesday, April 14, 2015. (Appendix A)

The Extended Overnight Field Trip, Excursion and Exchange Approval Committee 2014-2015
report is presented for information.

Prepared by: Mark Lefebvre, Superintendent of Education

Presented by: Mark Lefebvre, Superintended of Education

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

Date: April 14, 2105

EXECUTIVE SUMMARY

Appendix A

REVISED Extended Overnight Field Trip, Excursion and Exchange Committee Approval – 2014-2015

SCHOOL	TYPE	APPROVAL REQUIRED	DESTINATION	CURRICULUM UNIT/THEME	EDUCATION VALUE	DATE	NUMBER OF STUDENTS, STAFF & CHAPERONES ON TRIP	DURATION	COST (APPROX)	TRANSPORTATION
Denis Morris Catholic High School	Extended Overnight Field Trip	Superintendent and Extended Overnight Field Trip Committee	St. Louis, MO	Robotics	To compete in the First Annual World Championships in Robotics	Tuesday, April 21, 2015 to Sunday, April 26, 2015	25 students 2 staff 6 chaperones	6 days 5 nights	\$500.00 – Hotel and Transportation Approximately \$200.00 spending money	Coach
Saint Paul Catholic Secondary School	Extended Overnight Field Trip	Superintendent and Extended Overnight Field Trip Committee	Rome, Florence and Paris	Language, History	To enrich and practice students' French and Italian speaking and comprehension skills as well as to enhance cultural awareness and appreciation of food, art, architecture and history.	Thursday, March 10, 2016 to Saturday, March 19, 2016	40 students 2 staff 2 chaperones	10 days 9 nights	\$3850.00 – Airfare to Rome; internal flight to Paris; return flight to Toronto; hotels; breakfasts and dinners; one lunch; all excursions. Approximately \$150.00 spending money	Air and coach

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE MEETING
APRIL 14, 2015**

PUBLIC SESSION

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

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

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

Presented by: Frank Iannantuono, Superintendent of Education

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

Date: April 14, 2015



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

REPORT TO THE COMMITTEE OF THE WHOLE MEETING APRIL 14, 2015

STAFF DEVELOPMENT DEPARTMENT PROFESSIONAL DEVELOPMENT OPPORTUNITIES

BACKGROUND INFORMATION

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

The following is a listing of activities occurring during the period April 7, 2015 through May 12, 2015.

Wednesday, April 8, 2015

Human Resources Certification Program - Cultural Competency Training for Principals and Managers (Riverstone Event Centre)

- First Nation, Metis and Inuit people are the fastest growing population across in Canada with the largest growth in Ontario.
- At Niagara Catholic, student achievement is the goal for all students. Becoming culturally competent of First Nations, Metis and Inuit culture and rich histories will help develop a broader understanding of these students, their stories and how their culture impacts achievement.

Thursday April 9, 2015

Student Success Special Education Professional Development (CEC)

- All Secondary Success Teachers will attend a professional development session developed and presented jointly with the Student Success and Special Education departments. The session will take place on Thursday, April 9, 2015 from 8:30 a.m. – 11:30 a.m. in the Father Burns Board Room at the Catholic Education Centre.
- Topics include:
 - o Socio Economic Factors,
 - o Principles of Behaviour and Behaviour Management,
 - o Stress and Learning,
 - o Applied Behaviour Analysis Strategies.

Thursday, April 16, 2015

Secondary Revised FSL Curriculum Session

- The Secondary Curriculum for French as a Second Language has recently been released and hard copies have been delivered to all Niagara Catholic secondary schools. This document will become policy as of September, 8, 2015. An initial curriculum roll-out session was held on February 19, 2015.

- There will be a follow-up session for all secondary FSL teachers on Thursday, April 16, 2015 at Monsignor Clancy Catholic Elementary School, from 8:00 a.m. – 2: 30 p.m. Teachers will be sharing evidence from a learning task which they prepared using the revised Secondary FSL curriculum.

Monday, April 20, 2015

Primary and Junior EQAO Assessments - Administration After-School Workshop (CEC)

- Grades 3 and 6 teachers are invited to participate in an after-school workshop to support the administration of upcoming Primary Division and Junior Division EQAO Assessments of Reading, Writing and Mathematics (from May 25 to June 5, 2015). This workshop may be of particular interest and value to those teachers who are new to Grade 3 or 6 and the administration of Primary or Junior EQAO Assessments.

Tuesday, April 21, 2015

Session #1 - Elementary FSL Learning Sessions (Monsignor Clancy)

- The Elementary Curriculum for French as a Second Language is currently in full implementation. There will be a two-part professional learning session for all elementary Core French and Intensive Core French teachers at Monsignor Clancy Catholic Elementary School.
- Additional training dates are April 23 , May 12 and May 14, 2015

Tuesday April 21 and Thursday, April 23, 2015

Assistive Technology Training (CEC)

- All Technology Teacher Representatives will attend a mandatory training session on the Microsoft Accessibility Suite software available on all Board computers.

Thursday, April 23, 2015

Behaviour Management System Training for Principals and Vice-Principals

- Niagara Catholic Behaviour Management Systems trainers will be providing mandatory Refresher Behaviour Management System (BMS) training (3 hours) for all Principals and Vice-Principals during the afternoon of April 23, 2015 from 1:00 p.m. - 4:00 p.m. after the Director’s Meeting.

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



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

Presented by: Frank Iannantuono, Superintendent of Education

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

Date: April 14, 2015

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE MEETING
APRIL 14, 2015**

PUBLIC SESSION

TITLE: CAPITAL PROJECTS PROGRESS REPORT UPDATE

The Capital Projects Progress Report Update is presented for information.

Prepared by: Scott Whitwell, Controller of Facilities Services
Presented by: Scott Whitwell, Controller of Facilities Services
Approved by: John Crocco, Director of Education/Secretary-Treasurer
Date: April 14, 2015



**REPORT TO THE COMMITTEE OF THE WHOLE
APRIL 14, 2015**

CAPITAL PROJECTS PROGRESS REPORT UPDATE

BACKGROUND INFORMATION

Individual progress reports for capital projects are presented as follows:

In Progress

NEW BUILD

Appendix A St. Martin Catholic Elementary School

CAPITAL PRIORITIES

Appendix B Lakeshore Catholic High School

The Capital Projects Progress Report Update is presented for information.

Prepared by: Scott Whitwell, Controller of Facilities Services
Presented by: Scott Whitwell, Controller of Facilities Services
Approved by: John Crocco, Director of Education/Secretary-Treasurer
Date: April 14, 2015



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
CAPITAL PROJECT PROGRESS REPORT
MARCH 10, 2015**

APPENDIX A

ST. MARTIN CATHOLIC ELEMENTARY SCHOOL

Scope of Project:

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

Current Status: We have received MOE Approval to Proceed to tender based on the revised design/estimate. Tender documents are being revised accordingly.



Project Information:

New Area to be Constructed	47,443	sq. ft.
Existing Area to be Renovated		sq. ft.
Total New Facility Area	47,443	sq. ft.
Total Site Area	5	acres
Pupil Places Added	115	students
New Facility Capacity	454	students

Project Funding:

Capital Priorities	9,819,364
	<u>\$9,819,364</u>

Project Costs:

	Budget	Paid
Construction Contract	7,479,925	0
Fees & Disbursements	900,000	625,382
Furniture & Equipment	100,000	0
Other Project Costs	1,339,439	177,396
	<u>\$9,819,364</u>	<u>\$802,778</u>

Project Timelines:

	<u>Scheduled Completion</u>	<u>Actual Completion</u>
Funding Approval	July 7, 2011	July 7, 2011
Ministry Approval (space)	December 2011	February 14, 2012
Architect Selection	January 30, 2012	March 22, 2012
Design Development	March 2012	October 2013
Contract Documents	January 2014	Feb 2014
Tender & Approvals	February 2014	
Ministry Approval (cost - revised)	February 2015	
Ground Breaking Date	May 2015	
Construction Start	May 2015	
Occupancy	September 2016	
Official Opening & Blessing	TBD	

Project Team:

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



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
CAPITAL PROJECT PROGRESS REPORT
MARCH 10, 2015**

APPENDIX B

LAKESHORE CATHOLIC HIGH SCHOOL

Scope of Project: Design and construction of a ten classroom addition, science lab/student services renovations and upgraded parking lot.



Current Status: The project is four weeks behind schedule due to weather conditions. First floor masonry and structural steel are completed. Precast slabs installed over first floor.

Project Information:

New Area to be Constructed	1441	sq. m.
Existing Area to be Renovated		sq. m.
Total New Facility Area		sq. m.
Total Site Area		ha.
Pupil Places Added	210	students
New Facility Capacity	1071	students

Project Funding:

Capital Priorities	5,501,722
	0
	\$5,501,722

Project Costs:

	Budget	Paid
Construction Contract	4,235,021	874,078
Fees & Disbursements	568,520	429,808
Other Project Costs	698,181	58,312
	\$5,501,722	1,362,198

Project Timelines:

	Scheduled Completion	Actual Completion
Funding Approval	January 2013	January 2013
Architect Selection	May 2013	May 2013
Design Development	November 2013	December 2013
Contract Documents	March 2014	May 2014
Tender & Approvals	June 2014	June 2014
Construction	August 2015	
Occupancy	September 2015	
Official Opening & Blessing		

Project Team:

Architect	Raimondo + Associates Architects Inc.
General Contractor	Manorcore Group Inc.
Project Manager	Tunde Labbancz
Superintendent	Lee Ann Forsyth-Sells
Principal	Glenn Gifford

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
APRIL 14, 2015**

PUBLIC SESSION

**TOPIC: TRUSTEE INFORMATION
SPOTLIGHT ON NIAGARA CATHOLIC – MARCH 2015**



March 2015

Niagara Catholic Announces 2015 Award of Distinction Recipients

Joseph Noonan, a Principal in the Lincoln County Roman Catholic Separate School Board and Trustee on the Welland County Roman Catholic Separate School Board, and Anna Racine, Chair of Niagara Catholic's Special Education Advisory Committee and a parent volunteer who has given countless hours of her time to Catholic education in Niagara, have been selected as the 2015 recipients of the Niagara Catholic Education Award of Distinction.

Mr. Noonan began his career in Catholic education in the 1950s, and spent the next 44 years committed to expanding Catholic education in Niagara. In those early years, Mr. Noonan went door-to-door in Welland to convince Catholic ratepayers to direct their taxes to Catholic schools which were in need of financial support. He was steadfast in his belief that Catholic schools should receive equitable resources in order to advance the quality and scope of Catholic education in Niagara.

As a teacher, Mr. Noonan demanded high standards of his students, while instilling in them a belief in their abilities through hard work and commitment to their faith. As an administrator, his intensity and commitment to students were strong examples to his staffs. As a trustee, Mr. Noonan was a frequent visitor in schools, speaking with students and staff so that he could better understand the issues he needed to bring to the Board table. He was unequivocally advanced in his ideas about the value of providing students with innovative ways to enrich students and teachers in Catholic schools, for justice in decision-making and was equally at ease with everyone from students to government officials.

Mr. Noonan passed away in November, 2007, at the age of 81.

Ms. Racine joined the Catholic School Council (CSC) at St. Thomas More Catholic Elementary School in Niagara Falls when her son (who is now in university), was in Senior Kindergarten. She served as Chair and Vice-Chair on the CSC at St. Thomas More and at Our Lady of Mount Carmel Catholic Elementary Schools. She now serves Our Lady of Mount Carmel and Saint Michael Catholic High School as their liaison with the Special Education Advisory Committee (SEAC), the parish and the community.

Ms. Racine often began her day at St. Thomas More and Our Lady of Mount Carmel, organizing hot lunches, drinks and supplies for events during the day and often worked well into the evening, organizing and working at pasta dinners, fundraisers, literacy nights and other events. She is also an avid member of the St. Thomas More Church congregation, serving as leader of the children's liturgy, Vacation Bible School, Communion breakfasts, Confirmation dinners and

many more events throughout the year. She has also been active on the Niagara Catholic Parent Involvement Committee for more than a decade.

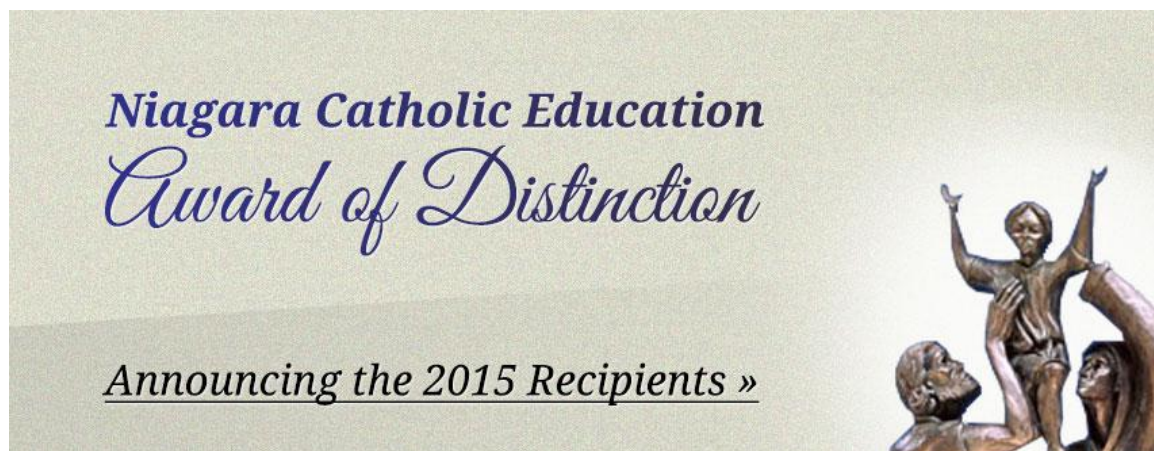
Niagara Catholic Board Chair Father Paul MacNeil credited both Ms. Racine and Mr. Noonan for their long-standing contributions to Catholic education in Niagara.

“Individuals like Ms. Racine and Mr. Noonan enrich our school communities in so many ways, whether it is as an educator, a trustee or as a parent advocate,” said Chair MacNeil. “We are so profoundly grateful for the legacy Mr. Noonan left behind after four-and-a-half decades in Catholic education, and we are equally grateful for the many ways in which Ms. Racine continues to share her time and energy and gifts and talents for the betterment of our Niagara Catholic schools. On behalf of the Niagara Catholic District School Board, I am pleased to offer congratulations and thanks to Ms. Racine and to Mr. Noonan’s family.”

In his announcement, Niagara Catholic Director of Education John Crocco noted that while their contributions to Catholic education were very different, both Ms. Racine and Mr. Noonan were outstanding examples of servant leadership and worthy recipients of this year’s Award of Distinction.

“It is truly an honour to recognize both Anna Racine and the late Joseph Noonan with the Niagara Catholic Education Award of Distinction for their exemplary contributions to Catholic education in Niagara,” said Mr. Crocco. “Mr. Noonan was an early and very passionate advocate for the expansion of Catholic education in Niagara, and Ms. Racine has been a tireless supporter of Catholic education in not only the schools her children attended, but all of Niagara Catholic. It is through the commitment and passion of Ms. Racine and Mr. Noonan that we have contributed to the foundation and current excellence of Catholic education in Niagara. On behalf of our students, staff, families and alumni, we are proud of both Joseph Noonan and Anna Racine as 2015 Award of Distinction recipients.”

Ms. Racine and the family of Mr. Noonan will accept the Niagara Catholic Education Award of Distinction at the 12th Annual Bishop’s Gala, which will take place at Club Roma on April 10, 2015.



Spotlight On – The Ontario Early Years Centre Niagara Falls

During the March 24 Board Meeting, Donna Dagleish, Co-ordinator of the Ontario Early Years Centre (OEYC) in Niagara Falls, spoke to Trustees, sharing the wonderful relationship the OEYC has with Niagara Catholic.

The OEYC in Niagara Falls has had a relationship with Niagara Catholic since 2002, and Niagara Catholic is the only school board in Ontario to operate an Early Years Centre. All OEYC programs are designed for families and children from birth through age 6. Families and caregivers of our youngest residents come together to play, learn and experience interactive activities. The main site is located at Mary Ward Catholic Elementary School, with satellite sites at Father Hennepin, Sacred Heart and St. Patrick Catholic Elementary Schools and the MacBain Community Centre. There is also a mobile site located at Cardinal Newman Catholic Elementary School.

In the past 13 years, 27,500 children have utilized the Ontario Early Years Centres in Niagara Falls, along with 25,500 adults from 8,000 local families. Families who come to the OEYC often return, with a total of 338,000 repeat visitors since opening – 148,000 parents and 190,000 children.

The OEYC offers a number of programs including Baby Picasso (infants become budding artists by exploring their senses), Infant Massage (parents learn how to massage/soothe their baby) and Love My Baby, a connection program made in partnership with Niagara Region Public Health. There are also programs for toddlers, including PALS (Parents as Literacy Supporters, an interactive literacy program for parents and preschoolers), artist visits, an outdoor classroom, and an intergenerational program which brings together the children with senior citizens living at the Meadows of Dorchester. The Centre also offers parent workshops which focus on positive parenting strategies, nutrition, toilet training and sleep strategies.



Brock University Niagara Principal's Entrance Award Announced

During the March 24 Board Meeting, representatives from Brock University's Student and Financial Aid Office shared information with Trustees and Senior Staff about the school's new Niagara Principal's Entrance Award.

Principals from each secondary school in Niagara are permitted to select two students for the \$2,500 entrance scholarship. Students will be selected based on academic performance and co-curricular activities and community involvement. Students will also have the opportunity to participate in a work-study program in their second year at Brock.

The Brock University Niagara Principal's Entrance Award was created to provide a catalyst for local students to pursue their post-secondary education in Niagara, develop leadership potential in our community and prepare the next generation of Niagara's leaders.

Mental Health and Addictions Strategy

Niagara Catholic's Mental Health and Addictions Strategy reflects the mission, vision and values of the Board. As a response to mental health and addiction issues in school communities, the Strategy is designed to support positive mental health for students and staff by fostering a positive sense of spiritual and emotional well-being in each individual.

The Strategy includes short, medium and long-term goals for implementation in elementary and secondary schools, as well as activities, programs and training sessions to support students in the three stages of mental health and addictions initiatives: promotion, prevention and intervention.

During the March 24 Board Meeting, the Niagara Catholic Mental Health and Addictions Strategy was presented to Trustees, for their information.

Read the complete Mental Health and Addiction Strategy in the [March 24 Board Meeting Agenda](#).



Technological Skills Competition

Niagara Catholic's 12th Annual Technological Skills Competition took place at the Scotiabank Convention Centre on Tuesday, March 10. The event brought together more than 300 students from all eight Catholic high schools, competing in a variety of different categories, including video production and photography, automotive technology, homebuilding, hairstyling and electrical wiring. View the results from the competition [here](#).



Meet Them in St. Louis

Denis Morris Catholic High School's High Voltage robotics team is bound for the FIRST World Championships in St. Louis, Missouri, after a huge win in Oshawa March 12-14.

The team was ranked second out of 47 teams at the Greater Toronto East Regional Competition, was picked to be part of the Number One Alliance and held a world-record high score at the time. When the eliminations were completed, the High Voltage team came away with a regional win – a team first – and were awarded the Creativity Award for robot design.

The team then travelled to the New York Tech Valley Regional in Troy, NY, March 19-21, and repeated their Number 2 ranking and Number 1 Alliance in the elimination round. The Alliance team sailed through the Quarterfinal round, but their partnering team's robot had mechanical issues in the Semifinal round, making it a three-on-two competition. The result was a heartbreaking one-point loss which kept them out of the finals.

The High Voltage Team will travel to Windsor April 2-4 for the Windsor-Essex Great Lakes Regional Competition before the World Championships in St. Louis April 22-25.



Future Engineers Compete at Niagara College

On March 7, 20 students from Niagara Catholic high schools participated in the first Professional Engineers of Ontario's (PEO) Engineering and Design Competition. The event, which was held at the Rankin Technology Centre at Niagara College, provided students interested in a pursuing a career in engineering with the opportunity to try their hand at an engineering challenge designed for students.

Organized by the PEO Niagara Chapter, the competition is part of a series of activities taking place worldwide to mark the National Engineering Month. Working in groups, the students will design and build a small-scale horizontal wind turbine. Professors in Niagara College's Renewable Energies Technician program have designed and built a wind tunnel that will be used for testing the wind turbines.

"This is an exciting opportunity for students to experience a day in the life of an engineer," said Lindsay Mooradian, E.I.T., event coordinator for PEO Niagara Chapter. "They are given an engineering problem that is very relevant to current events and are challenged to come up with an innovative solution that demonstrates engineering principles and technology understanding."

Thank you to Sun Media for [coverage](#) of our students in this event.

Old Niagara/Young Lenses

When Catherine Gandola was asked by Assumption Catholic Elementary School teacher Laura Martineau if her Grade 12 photography students at Holy Cross Catholic Secondary School would participate in a contest for a heritage event taking place in Niagara this spring, she sent them around the region in search of beautiful old buildings to photograph.

The result is ***Old Niagara/Young Lenses: Architectural Photography***, an exhibit that will be displayed at the St. Catharines Museum and Welland Canals Centre March 12-April 12, 2015.

Read the media release about the event [here](#), and thank you to [The Standard](#) for the coverage of the gallery opening on March 12.

Teams Perform Well at OFSAA

It was March Madness of a different sort this month at Niagara Catholic, as several Niagara Catholic high school students participated in OFSAA team and individual sporting events .

Denis Morris Catholic High School hosted the AAA/AAAA OFSAA hockey tournament, which took place in St. Catharines and Port Colborne March 9-12. As hosts, they had a berth in the tournament, and were joined by the Notre Dame College School Boys Hockey Team. Read The Standard's coverage of the tournament [here](#) and [here](#).

Still with hockey, the Saint Michael Mustangs finished in the final four in the OFSAA A/AA Boys Hockey tournament in Pembroke before the March Break.

The Saint Francis Phoenix Boys Basketball Team brought home gold from the OFSAA AA Tournament in Ottawa, and several Niagara Catholic swimmers performed well at the OFSAA swimming championships in Etobicoke. Read the roundup story [here](#).



Saint Michael Student Wins NRPS Music Not Mischief

Congratulations to Nicole Cerminara from Saint Michael Catholic High School in Niagara Falls, winner of the Niagara Regional Police Service's Music Not Mischief guitar competition, which took place March 24 at the Scotiabank Convention Centre in Niagara Falls.

Nicole was one of 19 young guitarists from secondary schools across Niagara to take part in the event, the first of its kind in Niagara.

Event organizer Niagara Regional Police Sgt. Chris Stewart said the atmosphere was electric, with students and parents coming together for the evening-long jam session.

Watch [Cogeco's](#) coverage of the event, and read articles from [Niagara This Week](#), [Bullet News Niagara](#), [The News in Port Colborne and Wainfleet](#) and [Erie Media](#).



**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
APRIL 14, 2015**

PUBLIC SESSION

**TOPIC: TRUSTEE INFORMATION
CALENDAR OF EVENTS – APRIL 2015**



APRIL 2015



Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2 <i>Holy Thursday</i> John Paul II Day	3 <i>Good Friday</i>	4
5 <i>Easter Sunday</i>	6 <i>Holy Monday</i>	7	8 SEAC Meeting	9	10 12th Annual Bishop's Gala	11
12	13 Volunteer Appreciation Breakfast	14 Elementary Chess Tournament SAL Meeting CW Meeting	15 Elementary Chess Tournament	16 Elementary Chess Tournament	17	18
19	20 Earth Week Electronics Recycling	21	22 Heritage Fair—Brock Earth Day	23	24 Electronics Recycling Event Ends	25
26	27	28 Grade 7 Faith Festival Inspiring Thinkers Policy Committee Meeting Board Meeting	29 Grade 7 Faith Festival Inspiring Thinkers	30 Festival of the Arts— Notre Dame College		

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
APRIL 14, 2015**

PUBLIC SESSION

**TOPIC: TRUSTEE INFORMATION
OCSTA AGM APRIL 30, 2015-MAY 2, 2015**



Ontario Catholic School
Trustees' Association

OCSTA 85TH ANNUAL GENERAL MEETING & CONFERENCE

APRIL 30 TO MAY 2, 2015

Theme:



Location:

Sheraton Toronto Airport Hotel and Conference Centre
801 Dixon Road, Toronto M9W 1J5
(416) 675-6100

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Dates to Remember

Deadline Date	Action
January 23, 2015 12:00 p.m. (EST)	Deadline for Trustee Award of Merit nominations. <i>Please refer to memo sent on October 9, 2014, and included in this package for your convenience.</i>
January 30, 2015	Deadline for receipt of Annual General Meeting Resolutions from Boards. <i>Please refer to memo sent on September 24, 2014, and included in this package for your convenience.</i>
March 20, 2015	Deadline for 'Early Bird' registration discount (full payment must be received in the OCSTA office by this date).
March 27, 2015	Deadline for full refund of registration fees.
April 10, 2015	Deadline for full refund of purchased Annual Dinner Ticket(s).
Sheraton Toronto Airport Hotel (801 Dixon Road) Hotel Room Release Date: April 10, 2015	After April 10, 2015, hotel rooms held in the OCSTA block at the Sheraton Airport Hotel will be released to the public.
April 29, 2015 10:00 a.m. (EST)	Deadline for receipt of Proxy Forms in the OCSTA office.
May 1, 2015 10:00 a.m.	All proxy badges must be obtained from staff at the OCSTA Registration Desk. Proxies not collected by the deadline will be deemed invalid.

Delegate Registration Information

Conference Registration Fees

Early Bird Fee (until March 20, 2015)

\$665.57 (\$589.00 + \$76.57 HST)

Full payment must be received in the OCSTA office by this date in order to receive the discounted rate. No exceptions.

Regular Fee (after March 20, 2015)

\$733.37 (\$649.00 + \$84.37 HST)

Student Trustee Fee

\$395.50 (\$350.00 + \$45.50 HST)

Additional Annual Dinner Ticket

\$101.70 (\$90.00 + \$11.70 HST) – *gratuities included*

Delegate registration fees include admission to all sessions, receptions and meals, including breakfasts, lunch and the Annual Dinner.

Registration

For on-line registration, please click [here](#).

Please make cheques payable to

OCSTA

Attn: Camille Martin

1804 – 20 Eglinton Avenue West

Box 2064

Toronto, ON M4R 1K8

Note: There is no cost for attending the business session only. However, individuals must register before **April 17, 2015**. Requests for a reduction in fees for partial attendance will not be accepted.

Name Badges

Name badges are required for admission to all AGM & Conference functions. Delegates are asked to wear their name badges at all times.

Conference Package & Event App

OCSTA will once again be using a mobile application or “app” for our event. The event app can be viewed on any device with an internet connection. There will not be a printed program. **Information and instructions for downloading the app can be found on page 5.**

The conference package will be distributed to delegates at the event and will contain:

- Resolutions package
- Copy of auditor's report
- Other material as appropriate.

Cancellations

Registration Fees:

Up to March 27, 2015 – full refund

March 28 to April 2, 2015 – 25% of the registration fee will be charged.

April 3 to April 10, 2015 – 50% of the registration fee will be charged.

After April 10, 2015 – no refund, under any circumstances will be issued – substitutions are welcomed.

Additional Annual Dinner Ticket:

A full refund will be issued for cancellations received by **April 10, 2015**. No refunds will be issued after that date – substitutions are welcomed.

All cancellations must be submitted in writing to Camille Martin at cmartin@ocsta.on.ca.

Hotel & Meals

Hotel Reservations & Room Rates

The Sheraton Toronto Airport Hotel has set aside a block of rooms for delegates and guests attending the OCSTA 2015 AGM & Conference, starting at the discounted rate of \$139 + applicable taxes.

Boards are asked to make room reservations directly with the hotel by calling 1-866-932-7058, or click [here](#) for on-line registration. Be sure to identify yourself as being an OCSTA delegate or by quoting the group code "OCD28A", when booking by telephone to secure the group discount rate.

The deadline date for booking rooms is **April 10, 2015.**

IMPORTANT NOTE:

A deposit equal to one night's stay is required to hold each guest's reservation at the time of reservation. Full refund of this deposit will be given to cancellations received until 72 hours prior to arrival. For cancellations received within 72 hours of arrival, the deposit is non-refundable.

Meals and Receptions

Our Conference receptions provide wonderful opportunities to meet other trustees and colleagues from across the province. There will be three receptions held during the conference.

The registration fee for delegates covers the cost of all meals offered during the OCSTA AGM & Conference.

The following is a summary of the receptions and meals planned for OCSTA's 85th AGM & Conference.

NOTE: Times listed below are subject to change.

April 30

- **Meet & Greet** (5:30 pm – 6:45 pm)
Heavy hors d'oeuvres, cash bar
- **Opening Reception** (8:30 pm – 9:30 pm)
Cash bar

May 1

- **Delegate Breakfast** (7:30 am – 8:45 am)
- **Delegate Lunch** (12:00 pm)
- **Annual Dinner Reception** (7:00 pm)
- **Annual Dinner** (7:30 pm)

May 2

- **Delegate Breakfast** (8:00 am)

If you have any special dietary needs (not preferences), please notify Margaret Binns, OCSTA Office Administrator, at mbinns@ocsta.on.ca by no later than April 10, 2015.

Eucharistic Celebration

The Eucharistic Celebration will be held at 5:30 p.m. on Friday, May 1, 2015, at the Transfiguration of our Lord Roman Catholic Church, 45 Ludstone Drive, Etobicoke. The Principal Celebrant and Homilist will be the Most Reverend Gerard P. Bergie, Bishop of St. Catharines.

Elections

Elections – Regional Directors

Due to the recent amendments to the OCSTA By-law, there may be significant changes to the voting process for Regional Directors. A memo detailing these changes was sent to all member Boards on November 7, 2014.

Should you have any questions, please contact Jane Ponte at jponte@ocsta.on.ca, or call the OCSTA office at 416-932-9460.

Proxy Votes

Trustee Members who cannot attend the Annual Meeting may appoint a proxy to vote on their behalf. The following rules govern the appointment of proxies:

- NOTE:** No appointment as proxy shall entitle any individual to vote at any meeting of the Members unless the appointment:
- is in writing in the appropriate form set out herein;
 - has been completed in all respects;
 - has been witnessed by a Roman Catholic who has attained the age of eighteen years and who has completed the Declaration of Witness;
 - has been delivered to the Head Office of the Corporation [OCSTA] no later than 48 hours, excluding Saturdays and Holidays, before the meeting of the Members is scheduled to commence; and
 - the individual has registered as proxy with the OCSTA Registration Desk no later than **10:00 a.m.** on the day the meeting of the Members is to commence.

A proxy form is included in this package. Additional forms may be reproduced locally as required.

The deadline date for receipt of Proxy Forms in the OCSTA office is **10:00 a.m. (EST), April 29, 2015.**

Business & Conference Sessions

Resolutions

The resolutions process provides member boards with the opportunity to bring important issues that have provincial implications to the attention of all trustees in the province. The deadline date for receipt of resolutions in the OCSTA office is **January 30, 2015.**

Generally, voting at business sessions will be by a show of hands. Delegates carrying proxies must have and show a valid proxy badge. In the event that a recorded vote is needed, ballots will be distributed.

Your AGM & Conference badge must be worn at all times as it identifies your eligibility to vote.

Business Sessions consist of:

- Nominations report (if required)
- President's address
- Introduction of and address by candidates (if required)
- Presentation of Audited Financial Statements
- Resolutions session(s)
- Report of the returning officer re: Election(s) (if required)

Note: There is no cost for attending the business session only. However, meals are not provided and individuals must register before **April 17, 2015.**

Download Your Guide to the AGM & Conference!

Once again, we at OCSTA are excited to be offering to all attendees the digital **EventMobi Guide to the AGM & Conference**.

EventMobi is an event app that allows convenient, 24-hour access information about sessions, speakers, hotel reservations, conference registration, and much more!

Here's how it works:



- Download the event app on any device that has an internet browser: (smartphone, tablet, laptop, desktop computer, etc.).
 - Follow your device's instructions to add the app icon to your home screen.
 - On the home page of the event app, click (or tap) images for the following features:
 - **Registration** (links to a conference registration form)
 - **Hotel Reservations** (links to the Sheraton reservation webpage)
 - **Agenda**
 - Session times, locations, and descriptions
 - Create your own calendar of sessions and events
 - **Speakers** (photos, bios)
 - **Attendees**
 - Create and personalize your profile and see those of other attendees
 - Text-message other attendees
 - **Sponsors** (see who's sponsoring our event, with links to websites)
- Hint: Scroll down if you don't see all of these images on your screen.
- If you prefer, click or tap "Menu" to get these and other options in list format.

How to Access our Mobile Event Guide:

- Method 1: Scan the QR Code below



- Method 2: Go to <http://eventmobi.com/OCSTA2015AGM-CONFERENCE> on your browser to instantly access your mobile event guide.

Please note that there will not be a printed program at the AGM & Conference.

Download your event app today and explore!



Appointment as Proxy by Catholic School Trustee

Extra copies may be printed as required

I, _____ hereby appoint
(Please print trustee name)

(Please print proxy holder's name)

of the _____
(Please print proxy holder's Board)

as a proxy to attend and vote on my behalf at the Annual General Meeting to commence on Friday, May 1, 2015, at 10:00 a.m. on such business as may come before the meeting, hereby revoking any proxy previously given.

I hereby certify that I am a Catholic School Trustee of the

(Please print name of school board)

Date: _____ Signature: _____

DECLARATION OF WITNESS

I, _____ hereby certify
(Please print name of witness)

that I saw _____ sign
(Please print trustee name)

this document, that it was completed in all respects at that time, and that I am a Roman Catholic and at least eighteen years of age and am not the person appointed proxy by this document.

Signature: _____

NOTE: No appointment as proxy shall entitle any individual to vote at any meeting of the Members unless the appointment:

- is in writing in the appropriate form set out herein;
- has been completed in all respects;
- has been witnessed by a Roman Catholic who has attained the age of eighteen years and who has completed the Declaration of Witness;
- has been delivered to the Head Office of the Corporation no later than 48 hours excluding Saturdays and Holidays before the meeting of the Members is scheduled to commence; and
- the individual has registered as proxy with the Registration Desk no later than 10:00 a.m. on the day the meeting of the Members is to commence.

Deadline Date: April 29, 2015 – 10:00 a.m. EST



Ontario Catholic School
Trustees' Association

September 24, 2014

MEMO TO: Chairpersons and Directors of Education
Catholic District School Boards

FROM: Margaret Binns, Office Administrator

RE: 2015 AGM & Conference Resolutions

The 2015 OCSTA Annual General Meeting will once again offer an opportunity for delegates to consider and vote on all resolutions received from our members.

The resolution process provides member boards with the opportunity to bring important issues, which have provincial implications, to the attention of all trustees in the province.

The processing of all resolutions is a fundamental responsibility of the Association. Attached please find guidelines to assist you in the preparation of your resolution(s).

Please Note:

*To assist OCSTA with preparation for the Annual Finance Brief to the Minister and in providing input into the consultation process regarding the GSNs, boards are encouraged to submit education funding issues requiring Association action and advocacy by **October 15, 2014**. However, should a board prefer to use the AGM Resolutions process for funding issues with provincial implications, they are, of course, welcome to do so.*

**THE DEADLINE FOR RECEIPT OF RESOLUTIONS
IN THE OCSTA OFFICE IS:
12:00 P.M. EST, JANUARY 30, 2015.**

Attachments

Guidelines for Preparing Resolutions

To improve the effectiveness of the resolution process, we ask boards to review the following guidelines.

Resolutions are your opportunity to address problems, solutions or concerns, which affect Catholic education in Ontario. A resolution approved by the membership at the Annual General Meeting calls for priority action by OCSTA and the commitment of OCSTA resources to address the particular issue outlined in the resolution.

A. Criteria for Submitting a Resolution

A resolution should:

- a. Address an area of concern for the province's Catholic school boards.
- b. Concern a matter which requires attention or action.
- c. Be written in language appropriate for province-wide consideration (language contained in resolutions is often incorporated into subsequent communications to the government or other relevant parties).
- d. Be accompanied by substantiated rationale.
- e. Not deal with education funding issues (a separate process has been created to deal with this type of issue).

B. Steps in Preparing a Resolution

1. Identify the concern. Be sure the concern is a matter of **province-wide** scope.
2. Research and gather sufficient supporting background materials to substantiate the resolution. If the concern has been presented/dealt with in a previous resolution, review the outcome of that process to assess what changes in approach/additional information might be useful.
3. Write the resolution in the following proposed format taking care to ensure that:
 - a. Each "*Whereas*" is accompanied by adequate background material.
 - b. The "*Therefore be it Resolved*" directs OCSTA to take specific action.

C. Writing A Resolution

Structure

The resolution should be assigned a succinct title that identifies the problem or issue (or its proposed solution). There should be two parts to the resolution: a preamble followed by a resolving clause (or clauses).

1. Preamble

The preamble is a brief statement of background or rationale coming before the resolving clause(s). The purpose of the preamble is to provide information without which the point or the merits of a resolution are likely to be poorly understood.

Each clause in a preamble is written as a separate paragraph, beginning with the word "WHEREAS".

2. Resolving Clauses

A resolving clause indicates what action(s) is to be taken given the “WHEREAS” clause(s) in the preamble. If more than one action is being recommended, the “Therefore be It Resolved” portion should be divided into a), b), c), etc.

3. Submission Statement

Please include the following information in the submission statement.

[Mover’s Name]

[Secunder’s Name]

[Board Name]

[Topic]

D. **Submission Deadline Date**

The deadline date for receipt of resolutions in the OCSTA office is **12:00 p.m. EST, January 30, 2015**. We encourage boards to submit their resolutions by email to Jane Ponte at jponte@ocsta.on.ca. The provincial office will distribute, in the delegate kits, resolutions to be presented from the floor provided a minimum of 225 copies of each resolution (and background material, if applicable) are received in the Provincial Office by **April 10, 2015**.

E. **Regulations**

Please see the attached current regulations regarding submission and presentation of resolutions at the AGM.

These guidelines and the enclosed template and the resolution session procedures have been provided as a reference that we hope you will find useful in preparing effective resolutions for your Association and Catholic education in Ontario.

Template

Please **do not use** tables, text boxes or any type of graphic. The type of font to be used in this document is **Times New Roman 12pt**.

The following example is taken from a Resolution dealt with at a previous AGM and is provided for your reference.

Moved by: [Mover's Name] [Board Name]
Seconded by: [Seconder's Name]
Topic: [e.g. Vacancies on School Boards]

Whereas: from time to time a vacancy occurs in the office of a member of the board; and
Whereas: according to Section 221(1) of the *Education Act*, the vacancy must be filled by either a by-election or by appointment; and
Whereas: boards choosing to appoint a new trustee will, most commonly, engage in an open and fair process of selection; and
Whereas: the *Education Act* requires that the process be fully completed within 60 days of the office becoming vacant; and
Whereas: the 60 day time period may encompass a part of the year (e.g. Christmas, summer months, March Break) when board operations and processes are reduced, thus making the timelines very tight and, potentially, unmanageable;

Therefore be it Resolved that:

OCSTA petition the Ministry of Education to review the section of the *Education Act* which relates to trustee vacancies with a view to extending the timeline by either increasing the number of days or altering the requirement that the process be completed within a designated number of regular school days.

If you have any questions regarding this template please contact **Jane Ponte either by telephone at 416-932-9460 ext. 223 or by e-mail at jponte@ocsta.on.ca**.

Explanation of Committee Recommendations & Resolution Session Procedures

Resolution sessions will be conducted using “**Robert’s Rules of Order**” and the provisions of the OCSTA Constitution. The chairperson of the session will ensure compliance with their rules.

Explanation of Committee Recommendations

The Conference Committee will study the resolutions and offer recommendations on the best way to meet their intent. The recommendations and their implications are:

- i. **Approve**
The direction given in the “therefore be it resolved” section of the resolution will be carried out.
- ii. **Approve and refer to the committee for appropriate implementation.**
The resolution will be forwarded to the designated committee for implementation.
- iii. **Receive and refer to the committee for study.**
The resolution will be forwarded to the designated committee for study. Following the study and receipt of the committee’s recommendation, the Board of Directors will determine whether or not the resolution will be implemented.
- iv. **Not approve**
No action will be taken.
- v. **No recommendation**
The committee is not making any recommendation with respect to the resolution.
- vi. **No action required**
The intent of the resolution has been met. No further action will be taken.

Resolution Session Procedures

Delegates wishing to speak to a resolution must go to one of the floor microphones and state their name and the name of the board they represent.

The mover of a resolution will have the opportunity to be the first and last to speak to that resolution. Other trustees may speak **once** to a resolution.

The chairperson may declare a motion out of order giving the reasons for doing so. The chairperson’s decision may be challenged by a majority vote of those voting delegates present **at the session** when the vote is called.

Voting will be by a show of hands. Delegates carrying proxies must have and show proper identification - i.e. proxy badge. Ballots will be provided in the event that a vote by ballot is called for.

Note Re Quorum: *A quorum for the transaction of business at any general meeting of Members shall consist of not fewer than forty (40) individuals entitled to vote, present in person.*

Grouped Resolutions

- a. the chair of the session will ask for a mover and seconder to approve the **grouping** of various related resolutions.
- b. the chair of the session will ask for movers and seconders for the committee recommendation for each group.
- c. delegates will vote on the committee recommendation for each group.

Delegates may request that any resolution(s) be removed from a “group” to be handled individually. These will be addressed when the group from which they have been removed has been dealt with.

Resolutions Handled Individually

These will include resolutions removed from the groups, resolutions for which the committee has not made any recommendation and resolutions from the floor.

A. Resolutions with committee recommendations

1. The chair of the session will announce the resolution number and the name of the sponsoring board:
 - the chair will call for the sponsoring board to move and second **the committee recommendation**;
 - delegates will speak to the committee recommendation;
 - delegates will vote on the committee recommendation.
2. If the sponsoring board does not move the committee recommendation from the floor:
 - the chair will call for the sponsoring board to move their **original resolution**;
 - delegates will speak to the resolution;
 - delegates will vote on the resolution.
3. If the original resolution is not moved by the sponsoring board, the resolution will be withdrawn.

B. Resolutions without committee recommendations

1. These resolutions will be handled as follows:
 - the chair will call for the sponsoring board to move their **original resolution**;
 - delegates will speak to the resolution;
 - delegates will vote on the resolution.
2. If the original resolution is not moved by the sponsoring board, the resolution will be withdrawn.

C. Amendments from the Floor

Amendments made on the floor relate to the “therefore be it resolved” section of the resolution and **must be written out** and handed to the chairperson. The chairperson will consider the amendment and, if necessary, discuss it with the parliamentarian or others to ensure that it is clearly understood.

- the chair will **read** the amendment;
- delegates will speak to the amendment;
- delegates will vote on the amendment;
- delegates will vote on the resolution as amended.

If the amendment is defeated:

- delegates will be asked to speak to the original resolution;
- delegates will vote on the original resolution.

D. Resolutions Presented from the Floor

After resolutions presented by the committee have been dealt with, other resolutions may be presented from the floor. The following rules apply:

- 2/3 of the voting delegates present at the session must consent to consider the resolution;
- sufficient copies of the resolution (and background material) must be provided for all those present at the resolution session;
- these resolutions will be handled as outlined above.

The provincial office will distribute, in the delegate kits, resolutions to be presented from the floor provided a minimum of 225 copies of each resolution (and background material, if applicable) are received in the Provincial Office by **April 10, 2015**.



Ontario Catholic School
Trustees' Association

October 14, 2014

EMAIL TO: Trustees and Directors of Education
Catholic District School Boards

FROM: Margaret Binns, Office Administrator

RE: OCSTA Trustee Award of Merit

NOMINATION FORMS

We have outlined the categories to be addressed by the author of the nomination. The response for each category must **not** exceed one 8.5 x 11 double-spaced page or 400 words. Only information within the prescribed length will be considered. Submissions must be clearly legible and must address the categories outlined by OCSTA.

Boards are encouraged to submit nominations by email to Camille Martin at cmartin@ocsta.on.ca. You may also submit nominations by fax at 416-932-9459, by mail, or by courier.

**THE DEADLINE FOR RECEIPT OF AWARD NOMINATIONS
IN THE OCSTA OFFICE IS 12:00 P.M. EST.,
JANUARY 22, 2015**

“To their Catholic school trustees, families entrust hundreds of thousands of human lives with the capability, the possibility, and finally the promise of achieving human greatness. It is these small, fragile and ultimately marvellous lives that you as a trustee are called to serve.”

BECOMING A CATHOLIC SCHOOL TRUSTEE (OCSTA PUBLICATION)

NOMINATIONS FOR THE OCSTA 2015 TRUSTEE AWARD OF MERIT

Once again, OCSTA is providing an opportunity for member boards or individual trustees to nominate Catholic school trustees to be publicly honoured at the provincial level. A trustee can nominate another trustee who is not from his or her own board.

All boards or individual trustees are strongly encouraged to participate in this process, which allows us to recognize very deserving Catholic trustees who have served Catholic education so well over the years.

CRITERIA

This award is given to those trustees who have demonstrated one or more of the following criteria:

- Have made a significant contribution to the Catholic education community while serving as a Catholic trustee.
- Have strong Catholic leadership qualities and give witness to their faith commitment.
- Have served as a Catholic trustee for a significant period of time.

This award is not a reward for long-service but this may be taken into account by the OCSTA Board of Directors.

REGULATIONS

- a. The Award will be given to Catholic school trustees only.
- b. Up to three awards may be presented in one year.
- c. Current members of the OCSTA Board of Directors are not eligible to receive this award.
- d. Nominations (if any) received by the deadline date will be reviewed at the February Board of Directors' meeting.
- e. The Board of Directors makes the selection from among all nominations.
- f. The deadline date selected will stand firm and will not be extended.
- g. The official OCSTA Trustee Award of Merit nomination format must be used for all nominations.
- h. The response for each category must **not** exceed one 8.5 x 11 double-spaced page or 400 words. Only information within the prescribed length will be considered.

DEADLINE

The deadline date for receiving nominations in the provincial office whether by email, fax, courier service or regular mail is **12:00 p.m. EST, January 22, 2015**.

The 2015 AGM & Conference will be held at the **Sheraton Toronto Airport Hotel** from the evening of **Thursday, April 30 to Saturday, May 2**. Recipients of the Award of Merit will be honoured during the Eucharistic Celebration on Friday.

**COVER SHEET FOR NOMINATION FOR
OCSTA TRUSTEE AWARD OF MERIT**

NAME OF NOMINEE:

NOMINATED BY:

BOARD:

CONTACT PERSON:

TELEPHONE No:

FAX No:

This award is given to trustees who have made significant contributions to the Catholic education community. Please provide details of the nominee's contributions which, in your opinion, exceed the community's expectations of a Catholic trustee. (Worth 50 points)

**This award is given to trustees with strong Catholic leadership qualities who give witness to their faith commitment. Please provide details of how this nominee's leadership qualities exemplify his/her faith commitment.
(Worth 30 points)**

The term of service will be taken into consideration by the Committee. How long has the nominee served as a trustee and what positions has he/she held? (Worth 20 points)

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
APRIL 14, 2015**

PUBLIC SESSION

**TOPIC: TRUSTEE INFORMATION
OCSTA AGM RESOLUTIONS PACKAGE**



Ontario Catholic School
Trustees' Association

2015 AGM & CONFERENCE

RESOLUTIONS

Explanation of Committee Recommendations & Resolution Session Procedures

Resolution sessions will be conducted using “**Robert’s Rules of Order**” and the provisions of the OCSTA Constitution. The chairperson of the session will ensure compliance with their rules.

Explanation of Committee Recommendations

The Conference Committee will study the resolutions and offer recommendations on the best way to meet their intent. The recommendations and their implications are:

- i. **Approve**
The direction given in the “therefore be it resolved” section of the resolution will be carried out.
- ii. **Approve and refer to the committee for appropriate implementation.**
The resolution will be forwarded to the designated committee for implementation.
- iii. **Receive and refer to the committee for study.**
The resolution will be forwarded to the designated committee for study. Following the study and receipt of the committee’s recommendation, the Board of Directors will determine whether or not the resolution will be implemented.
- iv. **Not approve**
No action will be taken.
- v. **No recommendation**
The committee is not making any recommendation with respect to the resolution.
- vi. **No action required**
The intent of the resolution has been met. No further action will be taken.

Resolution Session Procedures

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APPROVE

RESOLUTIONS # 1-6

MOTION TO DEAL WITH RESOLUTIONS IN GROUPS

MOVED BY:

SECONDED BY:

THAT:

the grouping of the Resolutions be approved.

MOVED BY:

SECONDED BY:

THAT:

the committee recommendation for Resolutions 1-6 be approved.

Moved by: Sharon Hobin

Dufferin-Peel Catholic District School Board

Seconded by: Esther O'Toole

Topic: Programs and Services for Students with Differing Abilities Including Diverse Learning Needs (e.g. – Mental Well-Being and Mental Health challenges)

Whereas: the changing framework for Special Education and Support Services is internationally and provincially aligned with the Ministry's mandate to promote success for all students with differing abilities including students with diverse learning needs ; and

Whereas: the principles of the draft Ministry resources *Learning for All: K-12*, the aligned Inter-Ministerial Provincial Transition Framework and commitments to supporting successful transitions for all students (PPM 156) are founded on beliefs that all students can succeed and that student well-being, achievement, student voice and engagement need to be supported in an inclusive learning environment; and

Whereas: boards continue to be challenged in their design effective school and system improvement plans when funding and other pressures may arise in delivering a Ministry mandated criterion-referenced curriculum with related expected practices while adhering to a universal design for learning approach which honours success for all through personalized instruction; and

Whereas: building capacity of staff through professional learning in support of all diverse learners is critical to student well-being and student achievement; recognizing the need to have adequate time for consolidation and practice of new learning as relates to mental well-being and mental health; and

Whereas: the Ministry of Education, Ministry of Child and Youth Services and Ministry of Health mental well-being strategy will need sustainable commitments to keep pace with growth communities and to respond to changing needs and societal demands in equitable and transparent ways.

Therefore Be It Resolved That:

OCSTA petition the Ministry of Education to review on-going equitable and sustainable funding for all including for students facing mental health challenges. In addition, to request a review of other commitments including aligned supports for student well-being, voice, achievement, and engagement for all learners with differing abilities.

OCSTA petition the Ministry of Education to continue to address the changing nature of student needs including needs identified through a variety of student transitions as evidenced in the need for on-going enhanced prevention/intervention supports for students with mental health challenges.

Committee Recommendation

Approve.

Moved by: Leslie Cassidy-Amadio **Huron-Superior Catholic District School Board**

Seconded by: Lindsay Liske

Topic: **Funding Gap Between Ministry Construction Benchmarks and Actual Cost of Construction**

Whereas: the Ministry of Education funds school capital construction costs; and

Whereas: the Ministry has established construction benchmarks with geographical adjustments; and

Whereas: construction costs significantly exceed the Ministry of Education construction benchmarks; and

Whereas: an inequity exists in Northern Ontario in terms of being able to construct schools with equivalent sizes, populations or amenities, as similar projects in Southern Ontario due to the benchmark construction cost gap.

Therefore be it Resolved That:

OCSTA petition the Ministry of Education to review the construction benchmarks in Northern Ontario to adequately reflect the higher construction costs.

Committee Recommendation

Approve.

Moved by: Paul Landry

Kenora Catholic District School Board

Seconded by: Vaughn Blab

Topic: **Cost of Travel for Trustees from Northern Ontario**

Whereas: school boards are allocated funding through the Grants for Student Needs to accommodate all trustee expenditures; and

Whereas: school boards are required to top up the trustee allocation to accommodate trustee travel to meetings and conferences in different areas of the Province; and

Whereas: the cost to travel to meetings and conferences which are normally held in Toronto is significantly higher for Northern Ontario than travel from other areas of Ontario. The estimated cost for one trustee to travel to Toronto is \$1,400 from Kenora via Winnipeg, Manitoba.

Therefore be it Resolved That:

The Ontario Catholic School Trustees Association petition the Ministry of Education to review the Grants for Student Needs allocation for trustees and revise it to reflect the cost of travel for trustees from Northern Ontario.

Committee Recommendation

Approve.

Moved by: Connie Positano

Simcoe Muskoka Catholic District School Board

Seconded by: Catherine MacDonald

Topic: Mental Health

Whereas: research continues to state the need for services and supports for children and adolescents affected with mental health and/or addictions; and

Whereas: trustees have a responsibility to ensure student success and well-being; and

Whereas: one in five students has been identified as having mental health issues; and

Whereas: the Ministry has developed a ten year mental health strategy to support children and adolescents; and

Whereas: some Boards are faced with large geographic jurisdictions to provide this support.

Therefore be it Resolved That:

OSCTA encourages the Ministry of Education to increase funds to provide an increased level of supports and services to students.

Committee Recommendation

Approve.

Moved by: Catherine MacDonald **Simcoe Muskoka Catholic District School Board**
(on behalf of Student Trustee Quinn Scarlett)

Seconded by: Connie Positano

Topic: **Student Mental Health – Transition to Secondary**

Whereas: the Ministry of Education, Ministry of Child and Youth Services and Ministry of Health mental well-being strategy will need sustainable commitments to keep pace with growth communities and to respond to changing needs and societal demands in equitable and transparent ways [Excerpt from WCDSB Resolution 2014]; and

Whereas: the transition between elementary school and secondary school causes a high level of stress and anxiety amongst students, and can further lead to mental health problems.

Therefore be it Resolved That:

OCSTA petition the Ministry to put more focus towards transitional counseling and mental health aid for elementary students.

Committee Recommendation

Approve.

Moved by: Marline Ilijow

Superior North Catholic District School Board

Seconded by: Judy Wawia

Topic: Charter FNMI Education

Whereas: the Charter is consistent with the goals of our Catholic Graduate Expectations and the doctrine of the Catholic Church and;

Whereas: the Charter helps to deepen our understanding and commitment to Aboriginal education and;

Whereas: the Charter is fully supported by OCSTA's First Nations Trustees Advisory Council;

Therefore be it Resolved That:

OCSTA adopt the Charter of Commitment for First Nation, Métis and Inuit education and that the Charter be recommended to the Canadian Catholic School Trustees' Association for adoption as a National Charter of Commitment.

Committee Recommendation

Approve.

(copy of Charter of Commitment attached)

ATTACHMENT FOR RESOLUTION #6-15

Charter of Commitment

First Nation, Métis and Inuit Education

This document has been drafted for consideration for adoption by the Ontario Catholic School Trustees' Association and for recommendation to the Canadian Catholic School Trustees' Association as a National Charter of Commitment.

The development of this Charter is guided by:

- The *Canadian Constitution Act*, 1982
 - The United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP), September, 2007
 - Ontario's First Nation, Métis and Inuit Education Policy Framework (2007)
 - *It's our Vision, It's Our Time – First Nations Control of First Nations Education*, Assembly of First Nations, July 2010
 - *The Accord on Indigenous Education*, Association of Canadian Deans of Education, 2010
 - The *Ontario Catholic School Graduate Expectations*, Institute for Catholic Education – Second Edition 2011
- (Key provisions of these documents are set out in the Appendix)

Intent

The intent of the Charter is to articulate the support by school boards for

- First Nation, Métis and Inuit knowledge systems and learning models;
- The central value of culture, language and knowledge of history in contributing to the well-being of First Nation, Métis and Inuit students, families and communities;
- A holistic approach that addresses spiritual, emotional, physical and intellectual development in relation to oneself, family, community and environment;
- Ensuring that there is a mechanism for school boards to periodically report on their progress towards achieving the goals of the Charter.

Vision

First Nation, Métis and Inuit identities, cultures, languages, values, ways of knowing, and knowledge systems will flourish in all Ontario schools.

Principles

This Charter of Commitment:

- Supports a socially just society for First Nation, Métis and Inuit peoples
- Reflects a respectful, collaborative, and consultative process among First Nation, Métis and Inuit knowledge holders and knowledge holders in the general education community
- Promotes partnerships among schools, school boards and First Nation, Métis and Inuit communities

ATTACHMENT FOR RESOLUTION #6-15

- Values the diversity of First Nation, Métis and Inuit knowledges and ways of knowing and learning.

Goals

The Ontario Public School Boards' Association on behalf of member school boards will collaborate with education partners in Ontario to support, endorse and foster the following goals:

Respectful and Welcoming Learning Environments

- Support all school and board staff in creating learning environments that instill a sense of belonging for all learners in Ontario and that are more accepting, respectful, welcoming and supportive of First Nation, Métis and Inuit learners.
- Promote strategies that encourage First Nation, Métis and Inuit students to participate in the full range of school activities including recreation and leadership roles.
- Foster initiatives that provide students with positive transition experiences in moving from First Nation communities to provincially funded schools.
- Promote respectful and welcoming environments so that all schools are positioned to encourage involvement of families of First Nation, Métis and Inuit students and of community members.

Respectful and Inclusive Curriculum and Classroom Programs

- Actively identify opportunities to integrate First Nation, Métis and Inuit histories, cultures and perspectives in delivery of curriculum in the classroom across the full spectrum of subjects and from K-12.
- Consult with Elders and other First Nation, Métis and Inuit experts in traditional knowledge, cultures, and histories to bring relevant local perspectives to instruction planning.
- Promote shared planning with First Nation, Métis and Inuit families in student transitions, student supports and curriculum resources and include these measures in Education Services Agreements between First Nation communities and school boards.
- Share successful initiatives of integration of First Nation, Métis and Inuit histories, cultures and perspectives among school boards and with the Ministry to support continuous improvement in curriculum and program planning that incorporates First Nation, Métis and Inuit content.

Culturally Responsive Pedagogy

- Advocate for teacher education programs that include courses on First Nation, Métis and Inuit cultures, histories and perspectives and that prepare teachers to incorporate these areas of knowledge across their teaching practice.
- Provide professional development within school boards that offers teachers opportunities to improve their knowledge, understanding and skills in relation to

ATTACHMENT FOR RESOLUTION #6-15

First Nation, Métis and Inuit cultures, histories, perspectives, learning models and learning styles.

- Involve Elders and others with expertise in local First Nation, Métis and Inuit communities in supporting teachers to incorporate First Nation, Métis and Inuit content in their program delivery in accurate, culturally sensitive and appropriate ways

Valuing First Nation, Métis and Inuit expertise

- Partner with First Nation, Métis and Inuit organizations and learning institutions to engage their expertise in appropriate ways to incorporate First Nation, Métis and Inuit cultures, histories and perspectives in school programs.
- Consult with First Nation, Métis and Inuit organizations and learning institutions

Culturally responsive assessment

- Promote assessment practices that actively support achievement of First Nation, Métis and Inuit students through acknowledgement of a range of learning models and learning styles.
- Promote the elimination of cultural and other forms of bias in student assessment.

Affirming, revitalizing the languages of Canada's First Peoples

- Recognize the central role of language in supporting identity and culture and in validating First Nation, Métis and Inuit world views.
- Be proactive in promoting indigenous languages in schools, including consideration of language immersion programs.
- Promote the development of resources in First Nation, Métis and Inuit languages.

First Nation, Métis and Inuit representation in staff and leadership

- Promote voluntary confidential self-identification of First Nation, Métis and Inuit staff in school boards.
- Encourage increased representation of First Nation, Métis and Inuit staff in boards through hiring and promotion practices.
- Collaborate with universities and colleges, and with First Nation, Métis and Inuit communities, to improve access, transitional support and retention strategies to increase the numbers of First Nation, Métis and Inuit people enrolling in and completing secondary, post-secondary, teacher education and early childhood education programs.

ATTACHMENT FOR RESOLUTION #6-15

Non-Aboriginal learners – foster commitment to First Nation, Métis and Inuit education

- Promote curriculum that ensures grade-appropriate instruction across the curriculum related to First Nation, Métis and Inuit cultures, histories, perspectives and contributions to both historical and contemporary Canada.
- Encourage opportunities for all students to experience First Nation, Métis and Inuit cultures and the components of an inclusive and welcoming school environment.

Research

- Create awareness of education research by First Nation, Métis and Inuit educators and researchers.
- Partner with First Nation, Métis and Inuit communities at all levels in ethically based and respectful research processes.

August, 2013

APPENDIX A

**Charter of Commitment
First Nation, Métis and Inuit Education**

REFERENCES

The *Canadian Constitution Act, 1982*

RIGHTS OF THE ABORIGINAL PEOPLES OF CANADA

- 35.** (1) The existing aboriginal and treaty rights of the aboriginal peoples of Canada are hereby recognized and affirmed.
(2) In this Act, "aboriginal peoples of Canada" includes the Indian, Inuit, and Metis peoples of Canada.
(3) For greater certainty, in subsection (1) "treaty rights" includes rights that now exist by way of land claims agreements or may be so acquired.
(4) Notwithstanding any other provision of this Act, the aboriginal and treaty rights referred to in subsection (1) are guaranteed equally to male and female persons.

**The United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP),
September, 2007**

Article 14: (1) Indigenous peoples have the right to establish and control their educational systems and institutions providing education in their own languages, in a manner appropriate to their cultural methods of teaching and learning. (2) Indigenous individuals, particularly children, have the right to all levels and forms of education of the State without discrimination. (3) States shall, in conjunction with indigenous peoples, take effective measures, in order for indigenous individuals, particularly children, including those living outside their communities, to have access, when possible to an education in their own culture and provided in their own language.

Ontario's First Nation, Métis and Inuit Education Policy Framework (2007)

Vision

First Nation, Métis, and Inuit students in Ontario will have the knowledge, skills, and confidence they need to successfully complete their elementary and secondary education in order to pursue postsecondary education or training and/or to enter the workforce. They will have the traditional and contemporary knowledge, skills, and attitudes required to be socially contributive, politically active, and economically prosperous citizens of the world. All students in Ontario will have knowledge and appreciation of contemporary and traditional First Nation, Métis, and Inuit traditions, cultures, and perspectives.

ATTACHMENT FOR RESOLUTION #6-15

It's Our Vision, It's Our Time – First Nations Control of First Nations Education, Assembly of First Nations, July 2010

“The purpose of the policy framework presented in this paper is to reaffirm the First Nations’ vision of lifelong learning presented in the ICIE 1972 policy* and reassert First Nations inherent Aboriginal and Treaty rights to education. This policy framework provides strategic recommendations that will enable the development and implementation of education legislation, governance frameworks, policies, programs and services for all levels of education for First Nations learners at all stages of lifelong learning. Key elements of First Nations’ lifelong learning addressed in this paper include language immersion, holistic and culturally relevant curricula, well-trained educators, focused leadership, parental involvement and accountability, and safe and healthy facilities founded on principles that respect First Nations jurisdiction over education.”

“All peoples have the right to maintain their cultural and linguistic identities, and education is essential to actualizing this right. First Nations control over education will provide the means to acquire the necessary skills to be self-empowered and self-sufficient and to maintain First Nations cultural values and languages. This is essential to actualizing an individual’s success in society. It will also provide a strong foundation for empowering proud First Nations peoples who are fully able to contribute to the development of their families, clans, communities and nations.”

** STATEMENT OF VALUES (ICIE 1972 Policy)*

“We want education to provide the setting in which our children can develop the fundamental attitudes and values which have an honored place in Indian tradition and culture. The values that we want to pass on to our children, values which make our people a great race, are not written in any book. They are found in our history, in our legends and in the culture. We believe that if an Indian child is fully aware of the important Indian values he will have reason to be proud of our race and of himself as an Indian.

We want the behavior of our children to be shaped by those values which are most esteemed in our culture. When our children come to school, they have already developed certain attitudes and habits that are based on experiences in the family. School programs that are influenced by these values respect cultural priority and are an extension of the education which parents give children from their first years.

These early lessons emphasize attitudes of:

- self-reliance,*
- respect for personal freedom,*
- generosity,*
- respect for nature, and*
- wisdom.*

All of these have a special place in the Indian way of life. While these values can be understood and interpreted in different ways by different cultures, it is very important that

ATTACHMENT FOR RESOLUTION #6-15

Indian children have a chance to develop a value system which is compatible with Indian culture.

The gap between our people and those who have chosen, often gladly, to join us as residents of this beautiful and bountiful country, is vast when it comes to mutual understanding and appreciation of differences. To overcome this, it is essential that Canadian children of every racial origin have the opportunity during their school days to learn about the history, customs and culture of this country's original inhabitants and first citizens. We propose that education authorities, especially those in Ministries of Education, should provide for this in the curricula and texts which are chosen for use in Canadian schools."

(From: National Indian Brotherhood/Assembly of First Nations, Indian Control of Indian Education: Policy Paper, 1972)

The Accord on Indigenous Education, Association of Canadian Deans of Education, 2010

Establishing mechanisms and priorities for increased Indigenous educational engagement, establishing partnerships with Indigenous organizations and communities, and using educational frameworks based on Indigenous knowledge are trends that have important implications for the Association of Canadian Deans of Education (ACDE). New ways of engagement are required in order to address these trends. The time is right for a concerted and cooperative effort that creates transformational education by rejecting the "status quo," moving beyond "closing the gap" discourse, and contributing to the well-being of Indigenous peoples and their communities. At the same time, ACDE recognizes that it has a role and responsibility to expand educators' knowledge about and understanding of Indigenous education.

The processes of colonization have either outlawed or suppressed Indigenous knowledge systems, especially language and culture, and have contributed significantly to the low levels of educational attainment and high rates of social issues such as suicide, incarceration, unemployment, and family or community separation. In secondary schooling, for instance, 2006 graduation rates are still below 50 percent nationally for Aboriginal students and only 8 percent for university degree attainment, in contrast to the 14 percent Canadian average for persons over 15 years of age. In response, Indigenous people and their organizations and communities have become more involved in decision-making and policy development in order to improve all levels of education. Major national studies and government commissions have called for this type of political and educational involvement, and have recommended that Indigenous knowledge systems have a central position in educational policy, curriculum, and pedagogy, in order to make significant improvements to Indigenous education.² Individual and collective efforts to make such improvements are being enacted in local, regional, provincial, and national contexts. ACDE joins these efforts through its member faculties, schools, colleges, and departments of education across Canada. As a national organization, ACDE supports and encourages increased national dialogue and cooperative action for improving Indigenous education.

ATTACHMENT FOR RESOLUTION #6-15

Ontario Catholic School Graduate Expectations, 2nd Edition (2011), Institute for Catholic Education

In 1998, the first edition of the *Ontario Catholic School Graduate Expectations* was released within the Catholic education community. Immediately, the *Expectations* were used as a framework for designing Ontario Catholic curriculum, in the development of youth leadership, teacher education and administrative programs and to support the work of local board initiatives.

Now in 2011, the second edition of the *Ontario Catholic School Graduate Expectations* has been released. After extensive consultation within the Catholic community the seven overall and fifty-two specific expectations have been validated and remain unchanged. The Institute for Catholic Education invites all stakeholders to continue to embrace and use the *Ontario Catholic School Graduate Expectations* to guide their programming and work in Catholic education. The seven overall expectations are:

1. A Discerning Believer Formed in the Catholic Faith Community
2. An Effective Communicator
3. A Reflective, Creative and Holistic Thinker
4. A Self-Directed, Responsible, Lifelong Learner
5. A Collaborative Contributor
6. A Caring Family Member
7. A Responsible Citizen

APPROVE & REFER
RESOLUTIONS # 7-10

Moved by: Ann Andrachuk

Toronto Catholic District School Board

Seconded by: Nancy Crawford

Topic: Amendment/Revision to Federal Short Form Census Form

Whereas: the Federal Government Order in Council of June 2010 eliminated the use of the Long Form Census form which removed detailed enumeration information; and

Whereas: elimination of detailed information, specifically religious identification, challenges Ontario's four government-funded education systems to determine their base of support; and

Whereas: religious affiliation is required to inform elected representation.

Therefore be it Resolved That:

OCSTA through the appropriate avenues, Provincial and Federal, request an amendment to the Federal Short Form Census Form to include a required category for religious identification.

Committee Recommendation

Approve and refer to Legislation & Finance Committee.

Moved by: Sharon Hobin

Dufferin-Peel Catholic District School Board

Seconded by: Anna da Silva

Topic: Funding Formula Reform – School Board Administration and Governance Grant Reduction

Whereas: the Ministry has implemented a new funding model for the School Board Administration and Governance Grant based on the advice of the School Board Administration and Governance Advisory Group (BAAG); and

Whereas: the new funding model has a redistributive funding effect on school boards which has impacted the Greater Toronto Area (GTA) boards disproportionately; and

Whereas: the new funding model based on ten core functions is not reflective of the administrative requirements of large, urban boards and benefits much small boards overall; and

Whereas: the four year phase-in implementation has already started with the 2014-15 year; and

Whereas: the significant funding reduction to the School Board Administration and Governance Grant has a direct impact on the administrative capabilities of the board as well as a direct impact on the classroom;

Therefore be it Resolved That:

OCSTA petition the Ministry of Education to review the recommendations from BAAG and the redistributive impacts of the funding on boards, with a view to recognizing the administrative and governance requirements of large boards and maintaining funding at current levels in this area.

Committee Recommendation

Approve and refer to Legislation & Finance Committee.

Moved by: Connie Positano

Simcoe Muskoka Catholic District School Board

Seconded by: Catherine MacDonald

Topic: Catholic Support

Whereas: the method of indicating your intention to support the Catholic Separate School System is ambiguous; and

Whereas: the method that allows you to vote for a Catholic Separate School Trustee during a Municipal election is confusing; and

Whereas: in some municipalities, Catholic Trustees are not geographically represented on the ballot.

Therefore be it Resolved That:

Approach the Government of Ontario and the Canada Law Society to change the existing default of educational support to the public system to be an intentional choice when property purchase agreements are being signed; and

Therefore be it Resolved That:

OCSTA, along with local school Boards, develop a plan to amplify and clarify the extreme importance of identifying Catholic Separate School supporters.

Committee Recommendation

Approve and refer to Legislation & Finance Committee.

Moved by: Lisa Soulliere

Windsor-Essex Catholic District School Board

Seconded by: Barbara Holland

Topic: Supervision of a School Board

Whereas: the Education Act provides for the Minister to supervise a Board under certain circumstances; and

Whereas: the Education Act provides for the protection of denominational, linguistic and cultural issues while under supervision; and

Whereas: the Municipal Elections Act requires the election of School Board Trustees to provide local representation regarding education; and

Whereas: the Act contains certain sections which give powers to the Minister that challenge the principles of democracy; and

Whereas: the rights of electors to local representation and the right of the Minister to suspend the right of local representation by a School Board should be conscientiously considered with every opportunity of procedural fairness and justice applied.

Therefore be it Resolved That:

OCSTA examine the sections of the Education Act that pertain to supervision and that they provide findings to address the protection of denominational rights and procedural fairness to the Minister on behalf of member Boards.

Committee Recommendation

Approve and refer to Legislation & Finance Committee.

RECEIVE & REFER

RESOLUTIONS # 11-20

Moved by: Frank D'Amico

Toronto Catholic District School Board

Seconded by: Nancy Crawford

Topic: Clergy Appreciation

Whereas: Catholic Graduate Expectations state “A discerning believer formed in the Catholic faith community who celebrates the signs and sacred mysteries of God’s presence through word, sacrament, prayer, forgiveness, reflection and moral living;” and

Whereas: our Church is central to our identity and being in the Body of Christ, and provides the source of direction in the education of all Catholic students; and

Whereas: the leaders of our Church, our Bishops and Priests, are integral to support our families and students on their faith journey through the Eucharist and sacraments; and

Whereas: pastors go about quietly and largely unnoticed as they shepherd their flock.

Therefore be it Resolved That:

OCSTA encourage local boards to recognize their clergy to celebrate and honour their commitment to our families, schools, staff, students and trustees in support of Catholic Education.

Committee Recommendation

Receive and refer to Catholic Education Committee.

Moved by: Lisa Soulliere

Windsor-Essex Catholic District School Board

Seconded by: Frank DiTomasso

Topic: OCSTA Professional Development by Electronic Means

Whereas: OCSTA provides professional development for the benefit of Trustees on a regular on-going basis; and

Whereas: all Trustees may not be able to attend every OCSTA conference or professional development session in person;

Whereas: advancements in technology have made it easier and more affordable to provide for electronic delivery of professional development.

Therefore be it Resolved That:

OCSTA establish a committee to study, evaluate and propose changes that would complement the current method of personal attendance to also include a consistent method of electronic delivery of professional development to ensure all Trustees have access to the professional development being offered by the association; and

That OCSTA establish a deadline for implementation of a consistent electronic delivery model for professional development by January 1, 2016.

Committee Recommendation

Receive and refer to Conference Committee.

Moved by: Luz del Rosario

Dufferin-Peel Catholic District School Board

Seconded by: Thomas Thomas

Topic: Ontario Regulation 274/12 – Hiring Practices

Whereas: Regulation 274 has been imposed upon school boards with regards to hiring practices; and

Whereas: Regulation 274 stipulates that occasional teachers be ranked in terms of seniority and placed on a roster; and

Whereas: Regulation 274 outlines a prescribed process and timeline for the posting of available teaching positions.

Therefore be it Resolved That:

OCSTA petition the Ministry of Education to review Regulation 274 – Hiring Practices, with a view to reducing its administrative impact on school boards and to support the hiring of teachers which is timely and effective.

Committee Recommendation

Receive and refer to Labour Relations Committee.

Moved by: John Caputo

Huron-Superior Catholic District School Board

Seconded by: Kathleen Rosilius

Topic: Support for Boards to Address High Rates of Employee Absenteeism

Whereas: in 2012, MOUs were established removing the banks of sick days in collective agreements; and

Whereas: employee groups such as educational assistants and other support staff are demonstrating increasingly higher sick leave usage; and

Whereas: increases in sick leave are causing large expenditure increases which are pressing Board Budgets.

Therefore be it Resolved That:

OCSTA petition the Ministry of Education to review the increased cost effects of this change in sick leave provisions, and to assist Boards in building capacity with implementing successful attendance management/support plans.

Committee Recommendation

Receive and refer to Labour Relations Committee.

Moved by: Rick Petrella **Brant Haldimand Norfolk Catholic District School Board**

Seconded by: Cliff Casey

Topic: **Region Designation**

Step 1 – By Law Amendment

Whereas: the current OCSTA By-laws only allow for amendment of the boundaries of the regions when it is required as a result of student enrolment as stipulated in Article 6.1;

Whereas: the Board is seeking to expand the circumstances in which the boundaries of regions can be amended to better address the needs of Catholic District School Boards;

Therefore be it Resolved That:

The current By-laws be amended by adding a new Article 6.5 which states:

- 6.5 In addition to Article 6.4 above, region boundaries may also be altered, by Ordinary Resolution, for reasons other than those necessitated by Article 6, as long as the alteration is in the best interests of Catholic Education in Ontario and the constituent member Boards proposed to be in the same region share common religious, educational, geographic and economic characteristics.

Step 2 – Change from Region 4 to 11

Whereas: the Brant Haldimand Norfolk Catholic District School Board is currently in Region 4;

Whereas: the Trustees of the Brant Haldimand Norfolk Catholic District School Board wish to join Region 11;

Whereas: the rationale for the request for the change in Region is based on the following reasons:

- the Brant Haldimand Norfolk Catholic District School Board shares common geography with Hamilton and Niagara, its district bordering them both;
- the Brant Haldimand Norfolk Catholic District School Board also belongs to both the Diocese of Hamilton and the Diocese of St. Catharines (Niagara);
- the Brant Haldimand Norfolk Catholic District School Board also shares economic, religious and demographic interests more closely with Region 11 boards; in particular, many of its constituents work in the greater Hamilton and Niagara areas; in addition to these economic and religious interests, many of its staff live in the Hamilton and Niagara areas while commuting to its district for employment;

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- some of its students (from the Haldimand area) attend secondary school in Niagara district after they graduate from Grade 8;
- the Brant Haldimand Norfolk Catholic District School Board recognizes that realignment may be resisted if it resulted in a reallocation of the number of regional directors that sit on the Board of Directors; however, this requested realignment will not result in any change to the number of directors for either Region 4 or Region 11 and accordingly there would be no impact on the current composition of the Board of Directors;
- finally, the Brant Haldimand Norfolk Catholic District School Board states that this change in Region currently accords with the enrolment criteria set out in Article 6;

Therefore be it Resolved That:

The Brant Haldimand Norfolk Catholic District School Board be included in Region 11 instead of Region 4.

Committee Recommendation

Receive and refer to Legislation & Finance Committee.

Rationale:

The current OCSTA By Laws are not structured to provide for a discretionary change to the composition of regions. Therefore, the recommendation is to allow the Legislation and Finance Committee to review. The recommendation for the necessary changes would come from the OCSTA Board of Directors to the 2016 Annual General Meeting. This will allow the Board of Directors to review the change along with the Letters Patent of OCSTA. If the necessary changes to the By Laws are approved, they would govern voting at the 2017 AGM.

Moved by: Catherine MacDonald **Simcoe Muskoka Catholic District School Board**

Seconded by: Shawn Cooper

Topic: **Educational Assistant Funding**

Whereas: the Growing Success document directs an inclusionary model of education; and

Whereas: inclusion is an expensive educational model.

Therefore be it Resolved That:

OCSTA petition the Ministry of Education to provide appropriate funding for educational assistants to support the achievement and well-being of our students and staff.

Committee Recommendation

Receive and refer to Legislation & Finance Committee.

Moved by: Cathy Bowen

Northwest Catholic District School Board

Seconded by: Kathy Bryck

Topic: Equity for Transportation Service for students within Catholic District School Boards

Whereas: in accordance with Section 190 of the Education Act, a board may provide for transportation to and from the school that a pupil attends; and

Whereas: boards endeavor to provide safe, equitable, consistent and cost-effective transportation in accordance with those acts and regulations; and

Whereas: boards are working to address unique and challenging local conditions; and

Whereas: the geographic realities of some regions of the province requires that some students receive transportation service that is inequitable, including significantly long ride times, because the population distribution is very different across the province; and

Whereas: the option of addressing significantly long ride times is not available under the current funding model.

Therefore be it Resolved That:

OCSTA petition the Ministry of Education to create conditions where there is equity for transportation service in Catholic District School Boards to meet the needs of pupils who are provided transportation service.

Committee Recommendation

Receive and refer to Legislation & Finance Committee.

Moved by: John Curry

Ottawa Catholic School Board

Seconded by: Kathy Ablett

Topic: Municipal Election Voting

Whereas: school board trustees are elected in municipal elections; and

Whereas: voter turnout in municipal elections is well below 50 percent in virtually all municipalities; and

Whereas: voter turnout is essential to a properly functioning democracy; and

Whereas: the introduction of more widespread voting procedures would provide more opportunities for voting and undoubtedly increase voter turnout.

Therefore be it Resolved That:

The Ontario Catholic School Trustees Association make presentations to the provincial government to ensure that alternative ways of casting a ballot in a municipal election are available to all voters in the province including voting by telephone, by mail and online.

Committee Recommendation

Receive and refer to Legislation & Finance Committee.

Moved by: Barbara Holland

Windsor-Essex Catholic District School Board

Seconded by: Susan Tope

Topic: Election of Catholic Trustees

Whereas: the Education Act provides that a candidate is qualified for the office of Catholic Trustee if they are Roman Catholic; and

Whereas: Section 16 of the Assessment Act provides the process for the identification of those qualified as candidates for the position of Catholic Trustee; and

Whereas: the Municipal Elections Act establishes the duties and responsibilities of the Clerk in conducting municipal elections including the certification of candidates for the position of Catholic Trustee.

Therefore be it Resolved That:

Prior to the 2018 municipal election, OCSTA develop a document that provides direction to the Clerks of municipalities in the Province of Ontario regarding their responsibilities in certifying candidates for the office of Catholic Trustee as established by the Education Act, the Assessment Act and the Municipal Elections Act.

Committee Recommendation

Receive and refer to Legislation & Finance Committee.

Moved by: Lisa Soulliere

Windsor-Essex Catholic District School Board

Seconded by: Susan Tope

Topic: OCSTA Independent Structural and Operational Review

Whereas: the Ministry of Education is formally recognizing OCSTA as the bargaining agent for Catholic School Boards in Ontario resulting in a significant change in the role of the organization and a shift in authority from local Catholic boards to OCSTA; and

Whereas: there is no financial or operational issue more significant to the delivery of education at the local level than employee contracts; and

Whereas: the Ministry of Education continues to view OCSTA as the political lobbying voice for Catholic education across the Province of Ontario; and

Whereas: there is no issue more important politically to Catholic education than the on-going threat to the continuation of Catholic Education in the Province of Ontario.

Therefore be it Resolved That:

OCSTA establish as its two strategic priorities:

- 1) On-going political lobbying to ensure the continuation of Catholic Education in the Province of Ontario; and
- 2) Effective professional contract negotiations.

OCSTA engage external professional experts in organizational efficiency and effectiveness to review and recommend changes to the organizational structure, operations, policies, procedures and practices in light of these two strategic priorities; and

OCSTA request as part of the recommendations, appropriate organizational charts including lines of authority within the organization, new job descriptions for key positions, qualifications for each position and current market rate salary recommendations for each position; and

OCSTA request as part of the recommendations, appropriate structure and roles for Trustees within the organization to reflect the Trustee governance role and respect the role of all Trustees as elected local representatives.

Committee Recommendation

Receive and refer to Office Management Committee.

TO BE CONSIDERED INDIVIDUALLY

RESOLUTIONS # 21-24

Moved by: Catherine MacDonald **Simcoe Muskoka Catholic District School Board**

Seconded by: Connie Positano

Topic: **School, Church**

Whereas: Catholic schools are an integral part of the Church’s mission to evangelize youth; and

Whereas: an OCSTA staff committee, with the title Pontifex Committee, have been discussing the nature of the relationships between Pastors and Principals with a view to publish best practices; and

Whereas: Cardinal Collins in a letter to the Parishes spoke eloquently about Catholic trustees having the opportunity to campaign after masses

Whereas: in the Archdiocese of Peterborough candidates were not allowed to take advantage of introducing themselves to the parishioners; and

Whereas: engagement between parishes and schools is variable and needs to be strengthened; and

Whereas: a relationship is of critical importance for the schools and parishes; and

Whereas: the sacramental preparation in our schools is at the discretion of the parish priest; and

Whereas: some of our students are denied the opportunity to make their sacraments.

Therefore be it Resolved That:

OCSTA create forums for discussion to develop common goals in accepting our students into the Church without judgment or prejudice.

Committee Recommendation

Not approve.

Rationale:

The Committee is of the view that the issue of accepting students into the Church is a diocesan matter and not within the jurisdiction of OCSTA.

Moved by: Connie Positano

Simcoe Muskoka Catholic District School Board

Seconded by: Catherine MacDonald

Topic: E-Cigarettes

Whereas: despite their illegality, electronic cigarettes with nicotine are readily available for purchase in Canada online and at retail, with little federal enforcement of the current regulations; and

Whereas: as a result of not being a “lit tobacco product”, electronic cigarettes are not subject to the restrictions of the 2006 Smoke-Free Ontario Act (SFOA) which prohibits smoking in public places, workplaces, on school and child-care properties, and near entrances to health care facilities, and prohibits sales to minors; and

Whereas: no formal safety requirements exist regarding product development, ingredient disclosure, nicotine levels, product safety, or packaging.^(7,8) Electronic cigarettes are also not subject to the packaging, labeling, advertising, promotion, and sponsorship restrictions that apply to conventional tobacco cigarettes and other tobacco products. Electronic cigarettes are increasingly being marketed to youth and young adults through product flavouring, celebrity endorsements, event sponsorship, and free product offers.

Therefore be it Resolved That:

The Ministry support advocating for the following changes:

Electronic cigarettes should be prohibited anywhere smoking is currently prohibited, whether provincially or municipally mandated, including public places and workplaces to further protect the health needs of our children and youth. As well, two issues facing our youth today that fall out of the current legislative regulations are other tobacco products and electronic cigarettes.

- a. Prohibit e-cigarette use wherever smoking is prohibited;
- b. Prohibit sales of flavoured e-cigarette products;
- c. Prohibit e-cigarette displays in retail stores; and
- d. Restrict sales of e-cigarettes to minors.
- e. Restrict sales of other tobacco products (smokeless, hookah, etc.)

Committee Recommendation

Not approve.

Rationale:

A new piece of legislation, namely Bill 45, was introduced in November 2014. It was being debated at Second Reading on March 25, 2015. A portion of this Bill deals with the same content as this resolution. Once passed into law, the new legislation will apply to E-Cigarettes.

Moved by: Mario Pascucci

Dufferin-Peel Catholic District School Board

Seconded by: Shawn Xaviour

Topic: **Investigation of a New Method of Vote Allocation at the Annual General Meeting of the Ontario Catholic School Trustees' Association (OCSTA)**

Whereas: the current management structure for the Ontario Catholic School Trustees' Association (OCSTA) permits representation from each Ontario Catholic school board; and

Whereas: the current voting procedure at the Annual General Meeting permits one vote per trustee; and

Whereas: the current OCSTA vote allocation is not reflective of the population that trustees represent;

Therefore be it Resolved That:

OCSTA investigate a new method for vote allocation to each Board and/or Trustee for implementation at the 2015 Annual General Meeting, which considers representation reflective of population which trustees represent.

Committee Recommendation

Not approve.

Rationale (see attachment)

This topic was the subject of four different resolutions in 2013. Research was conducted into various models and other organizations were consulted. After significant analysis, it was determined that there was no merit in abandoning the existing model.

ATTACHMENT - RESOLUTIONS 23 & 24-15

November 14, 2013

REPORT TO: Legislation & Finance Committee

FROM: Kevin Kobus, Executive Director
Bob Murray, Director, Legislative & Political Affairs

SUBJECT: **Weighted Voting Resolutions**

Introduction

At the 2013 OCSTA AGM, 4 Resolutions were received and referred to the Legislation and Finance Committee pertaining to potential alterations to OCSTA's decision-making and voting processes. 4 separate boards submitted resolutions, being Toronto, Dufferin-Peel, York and Brant-Haldimand-Norfolk, all requesting that the Association explore other models of voting and decision-making, including weighted voting models for both the general and special meetings of the entire membership and the OCSTA Board of Directors.

This report aims to inform the committee of the staff's findings related to weighted voting models and how they might impact OCSTA's governance structure. In the conclusion of this report, there is a staff recommendation that is based on the research and consultation to date on these issues.

The Resolutions

The four resolutions attached were received and referred to the Legislation and Finance Committee at the 2013 OCSTA AGM by the general membership:

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Resolution #8-13

Moved By: Rick Petrella **Brant Haldimand Norfolk Catholic District School Board**

Seconded By: Dennis Blake

Topic: **Representation on the OCSTA Board of Directors**

Whereas: the current management structure of OCSTA permits dual representation from larger Boards and single representation from a geographical collection of smaller boards based on a regional system. This structure can prevent smaller member boards from ever having representation on the OCSTA Board of Directors and, therefore, not having a voice within the organization or access to information in a timely fashion; and

Whereas: the current voting allocation at OCSTA Annual General Meetings and resulting representation on the OCSTA Board of Directors is not reflective of the population that the Trustees represent.

Therefore Be It Resolved That:

- a) OCSTA investigates a new method for allocating votes at the Annual General Meetings to ensure equity amongst boards; and
- b) OCSTA investigates a new method for determining representation on the Board of Directors whereby consideration is given to the number of representatives on the Board, specifically the opportunity for every member board to have at least one representative on the Board of Directors; and
- c) the new format be in effect for the 2014 AGM.

AGM Decision

Receive and refer to Legislation & Finance Committee.

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Resolution #9-13

Moved By: Mario Pascucci

Dufferin-Peel Catholic District School Board

Seconded By: Sharon Hobin

Topic: Investigation of a New Method of Vote Allocation at the Annual General Meeting of the Ontario Catholic School Trustees' Association (OCSTA)

Whereas: the current management structure for the Ontario Catholic School Trustees' Association (OCSTA) permits representation from each Ontario Catholic school board; and

Whereas: the current voting procedure at the Annual General Meeting permits one vote per trustee; and

Whereas: the current OCSTA vote allocation is not reflective of the population that trustees represent.

Therefore Be It Resolved That:

OCSTA investigate a new method for vote allocation to each Board and/or trustee for implementation at the 2014 Annual General Meeting, which considers representation reflective of population which trustees represent.

AGM Decision

Receive and refer to Legislation & Finance Committee.

ATTACHMENT - RESOLUTIONS 23 & 24-15

Resolution #11-13

Moved By: Maria Rizzo

Toronto Catholic District School Board

Seconded By: Sal Piccininni

Topic: **Representation and Weighted Voting Board of Directors.**

Whereas: A new model for membership on the Board of Directors of OCSTA to allow all Catholic District School Boards to allow a minimum of one full voting member. A sliding scale should be developed and based on the student enrollment of Boards.

Whereas: the current management structure of OCSTA permits dual representation from larger Boards, and single representation from a geographical collection of smaller boards based on a regional system. This structure prohibits some member boards from having equal representation on the Board of Directors and therefore excluding their voice within the organization; and

Whereas: the current OCSTA vote allocation and corresponding representation on the Board of Directors is not reflective of the population that the Trustees represent.

Therefore Be It Resolved That:

OCSTA investigate a new method of vote allocation and individual board representation on the Board of Directors for implementation as soon as possible but no later than the 2014 OCSTA AGM. This new method will consider the number of representatives for each member Board and will allow all member Boards to have individual representation on the Board of Directors as of the AGM of 2014.

AGM Decision

Receive and refer to Legislation & Finance Committee.

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Resolution #12-13

Moved By: Elizabeth Crowe

York Catholic District School Board

Seconded By: Carol Cotton

Topic: **OCSTA Representation Model**

Whereas: fair representation at the OCSTA Board table and at the AGM is a fundamental to the democratic process; and

Whereas: membership in OCSTA may become mandatory if the association is given the legislative authority to bargain on behalf of the school Boards, as employers; and

Whereas: the current system of electing Directors, Executive members and passing motions does not allow for every Board to be truly represented, based on student and/or ratepayer distribution, and does not give a fair voice to every Board at the table; and

Whereas: OPSBA has a more equitable model that should be evaluated and considered for adoption in its current form or in a form modified as determined by OCSTA's Board of Directors; and

Whereas: there could be other models that should be investigated for their appropriateness;

Therefore Be It Resolved That:

OCSTA investigate and develop a new, fairer model of representation both for the Board of Directors and for voting at the AGM.

AGM Decision

Receive and refer to Legislation & Finance Committee.

ATTACHMENT - RESOLUTIONS 23 & 24-15

Weighted Voting

When exploring various models of representation and voting within corporate boards of directors, not-for-profit organizations and other trustee associations, it is evident that very few employ decision-making models that are premised upon weighted voting. To date, OCSTA as an association has been a one-vote-per-member structure in general or special meetings of the Association's membership, with a weighted voting model at the Board of Directors table.

The current structure of OCSTA's Board of Directors is divided into 12 regions, based on both geography and student enrolment. The criteria for determining regions are outlined in the OCSTA by-laws under Section 5.1:

5.1.1 any Member Board with a student enrolment in excess of 35,000 FTE shall be identified as a Region entitled to one (1) representative on the Board of Directors; and

5.1.2 any Member Board or Region with a student enrolment in excess of 75,000 FTE students shall be identified as a region entitled to two representatives on the Board of Directors.

5.1.3 if and whenever the criteria set out in this section 5.1 so requires, the Corporations shall, by Special Resolution, alter the regional boundaries and the number of Directors accordingly so as to take effect at the election of Directors next following the confirmation of such Special Resolution by the Members.

Under this model at the Board of Directors table, Ottawa and York send 1 delegate each, while Toronto and Dufferin-Peel send 2 delegates each based on their student enrolment statistic. As such, a weighted voting model is already employed under the current OCSTA structure based on the FTE enrolment figures as articulated in Section 5.1 of the by-laws.

2 of the 4 resolutions received and referred at the AGM focus on exploring voting models for general or special meetings of the entire Association membership, currently a one vote per member model. In this context, a series of different models were studied to determine their applicability to the mission and governance structure of OCSTA.

Weighted voting models can be premised upon a series of assumptions. For instance, one could employ a model that sees boards representing larger geographical regions receiving more votes than those representing smaller geographical areas, a model that grants larger weight to boards with higher student enrolment (as is the case on the Board of Directors), or a model that grants voting based on percentages of population within a region. In each case, it was found that no significant change to voting outcomes would be likely to occur at a general or special meeting, particularly based on the historical practice of regional voting patterns.

Particular emphasis was given to the OPSBA model for weighted voting in meetings of their general assembly. Voting weight is determined by enrolment figures and applied as an allocation:

ATTACHMENT - RESOLUTIONS 23 & 24-15

- boards between 1-10,000 are granted 2 votes each
- boards between 10,001 and 25,000 are granted 3 votes each
- boards between 25,001 and 50,000 are granted 4 votes each
- boards between 50,001 and 75,000 are granted 5 votes each
- boards between 75,001 and 110,000 are granted 6 votes each
- boards between 110,001 and 200,000 are granted 7 votes each
- and boards over 200,000 are granted 8 votes each

If applied directly to OCSTA boards' based on student enrolment and application to voting at meetings, OCSTA's structure would see:

- 14 boards with 2 votes each, totaling 28 votes;
- 9 boards with 3 votes each, totaling 27 votes;
- 3 boards with 4 votes each, totaling 12 votes;
- 1 board with 5 votes, totaling 5 votes;
- And 2 boards with 6 votes each, totaling 12 votes.

Before considering this model further, an essential point must be made – **under the OPSBA model, boards, not individual trustees, are allocated votes.** For a board's votes to be applied to a resolution, they must allocate all of their weighted votes one way. Currently, OCSTA trustees are able to vote as they see fit, and individual boards votes can be split. For example, a board of 12 trustees could see 8 votes in favour of a given resolution with 4 not in favour. Under the OPSBA model, this is not the case. If a board has 12 trustees, an internal majority vote must take place and the majority decides how the allocated votes will be applied to a resolution. For example, a board of 12 may have 7 trustees in favour of a resolution and 5 opposed – it is the will of the 7 majority who decide how the **board** will apply its allocated voted under the weighted model.

Regional Meetings

As OCSTA staff was studying various voting models, the issue of weighted voting was a key component of the 2013 OCSTA Fall Regional Meetings. Input was sought from all boards during the open discussion portion of these five sessions. The OCSTA membership made it clear that there is no widespread desire to alter the current model of decision-making in OCSTA.

A variety of concerns on this topic, mainly from the central region, were expressed, including but not limited to: the perception that the existing structure is not balanced; the suggestion that all boards should have a representative on the OCSTA Board of Directors; the disparity between a negative correlation between the number of trustees in boards and the number of constituents that each trustee represents; the desire to ensure that the vote from every board and every trustee counts; a proposal that voting and representation be weighted by student population; the expression that labour matters have heightened the frustration over time.

In most regions and in the comments provided by most boards, there is a sense that the existing structure of the OCSTA Board of Directors is not broken. Although some smaller boards indicated that it would be better if each board had its own representative, it was simultaneously

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acknowledged that a move in this direction would be impractical, expensive and less efficient. The current reality is that the biggest boards in the province have one or two seats on the OCSTA Board and have the right to select their own representative. Smaller boards must share a regional representative and at times feel disadvantaged when the regional representative is not from their board. To address this, there was a suggestion that the boards within a particular region could consider rotating representation, with the regional seat moving from board to board on a predetermined basis.

At most of the Fall Regional Meetings, the disparity in the cost-per-student was mentioned. Currently the largest boards pay about two dollars per student and the smallest boards pay over seven dollars per student. The formula in itself recognizes the fact that large boards have more infrastructure and may utilize OCSTA services to a lesser degree than smaller boards. This point, however, is the basis of the fee structure as it currently exists. A second point that came up repeatedly relates to the benefits of membership. In the examples provided, it is the largest boards who benefit most dollar-wise when OCSTA is successful on projects such as Access Copyright and the School Energy Coalition. Although there are individual objections to the status quo, the pervasive sentiment is that there is equilibrium within OCSTA in terms of fees, benefits, representation and voting. There was no overwhelming push for change.

If there was one message that was made loud and clear, it is that the vote of each and every trustee is to be valued. Regardless of the size of the board or the number of trustees, no one was voluntarily saying that their voice should be diminished.

Conclusion

After months of exploration, it is clear that there is no easy or simple method of addressing the concerns expressed by those 4 boards who submitted resolutions requesting that a review of decision-making in the Association take place. Under the current model, 3 of those boards who submitted resolutions have significant influence over the Association's decisions based on the weighted voting model at the Board of Directors table.

Resolutions 8 and 11 seek to amend the voting structure and representation model at the OCSTA Board of Directors table, with Resolution 11 seeking specifically to allow a representative from each board in the system to have a representative on the Board at all times. To date, the justification for dividing members into a regional structure within OCSTA has been a more efficient and flexible model of representation at the Board table. At a time when the Association is expected to make immediate decisions and address matters of urgency, expanding the size of the Board of Directors to at least 29 members would drastically slow the decision-making ability of the Association from its current model. Further, such a change would create enormous strain on the Association's budget when paying expenses and per diems for Board-related meetings or events.

The OPSBA model of weighted voting would fundamentally alter OCSTA's structure from a *trustee's association* to a *school board's association*. The one-vote-per-member model has received wide support from elected Catholic trustees throughout the Association's history, and in

ATTACHMENT - RESOLUTIONS 23 & 24-15

order to effectively implement the OPSBA model of voting, the Association would need to amend its by-laws and practices significantly.

Based on these findings, it is the OCSTA staff recommendation that no alteration to the voting and decision-making structure of OCSTA be made at this time.

Moved by: Frank DiTomasso

Windsor-Essex Catholic District School Board

Seconded by: Susan Tope

Topic: OCSTA Trustee Representation

Whereas: the Ministry of Education is formally recognizing OCSTA as the bargaining agent for Catholic School Boards in Ontario representing a significant change in the role of the organization and a shift in authority from local Catholic boards to OCSTA; and

Whereas: there is no financial or operational issue more significant to the delivery of education at the local level than employee contracts; and

Whereas: local Boards are elected to provide a voice for constituents and to address the local and unique needs of each area in the Province; and

Whereas: the current model of combining Boards regionally with one representative chosen from each group of boards is no longer adequate and does not reflect the responsibility of local boards in addressing unique local needs.

Therefore be it Resolved That:

OCSTA change its current structure to allow one member from each Board to sit on the OCSTA Board.

Committee Recommendation

Not approve.

Rationale (see attachment for Resolution #23-15+)

This topic was the subject of four different resolutions in 2013. Research was conducted into various models and other organizations were consulted. After significant analysis, it was determined that there was no merit in abandoning the existing model.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
APRIL 14, 2015**

PUBLIC SESSION

**TOPIC: TRUSTEE INFORMATION
WORLD MEETING OF FAMILIES - MARCH 25, 2015**



DIOCESE OF ST. CATHARINES
INVITES YOU TO



THE WORLD MEETING OF FAMILIES- PHILADELPHIA 2015

Theme: Love is Our Mission: The Family Fully Alive

Tuesday, Sept. 22nd – Sunday, Sept. 27th

Pope Francis is coming to Philadelphia this summer! Come and join more than 150 countries and 1 million pilgrims at the world's largest Catholic gathering of families. Since its inception by Saint John Paul II in 1994, this huge event has been previously held in Rio de Janeiro, Rome, Milan, Manila, Valencia and Mexico City. A great opportunity to strengthen the sacred bonds of families across the globe.

The emphasis of this year's theme is the impact of the love and life of families on our society. Participants in the World Meeting of Families will be able to learn from distinguished speakers, share thoughts, participate in dialogue and prayers, and work together to grow as individuals and families while focusing on the role of the Christian family in the Church and society. Come and join us!

The Diocese of St. Catharines has arranged 50 travel packages for the World Meeting of Families. Registrations will be accepted on a first come basis.

The Diocese of St. Catharines travel package \$900/per person US:

WFM Congress Registration

\$100.00 Debit Card (for use to purchase food or entertainment)

SEPTA Trail Pass (Regional Rail Pass)



World Meeting of Families Welcome Kit

5 Hotel night's stay with continental breakfast

Transportation to and from Philadelphia and hotel at beginning and end of day

Please note:

- * Continental breakfast is included at the hotel; all other meals are the responsibility of the participant.
- * Parents wishing to bring children are asked to contact Franca Lanigan to discuss details and costs.
- * Total cost of \$900 US per person is based on two adults sharing accommodations.
- * All participants must have a **valid passport** with an expiry of October 31, 2015 or later.
- * Out of country medical insurance is highly recommended -associations like CAA offer reasonable rates.
- * Single supplement for adults travelling alone \$425 US or we can attempt to match with adult of the same gender.

-  **Cheques and money orders in US funds are to be made payable to: Diocese of St. Catharines**
-  **This registration and deposit of \$300 US per person should be sent prior to March 1st, 2015 to :**

**World Meeting of Families
Diocese of St. Catharines
P.O. Box 875
St. Catharines, ON L2R 6Z4**

-  **Next installments of \$300 US per person are each due May 1st, 2015 and July 1st, 2015.**

Check out the World Meeting of Families Website - www.worldmeeting2015.org
Question can be directed to Franca Lanigan @ 905-684-0154 EXT. 230 or email youth@saintcd.com

THE DIOCESE OF ST. CATHARINES

Registration World Meeting of Families September 22 – 27, 2015 Philadelphia, PA

Pre-Registration and \$300 per person deposit required by March 1, 2015

50 seats available- registrations accepted on a first come basis

Please Print Name _____ Male _____ Female

Address: _____

City/Town: _____ Postal Code: _____

Email: _____

Home Phone: _____ Cell Phone: _____

Signature: _____

Parish _____ City _____

Please Print Name: _____ Male _____ Female

Relationship to above registrant _____

Address and Home Phone Same as above _____

Address: _____

City/Town: _____ Postal Code: _____

Email: _____

Home Phone: _____ Cell Phone: _____

Signature: _____

Parish _____ City _____

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- * Out of country medical insurance is highly recommended – associations like CAA offer reasonable rates.

SUMMARY: World Meeting of Families - March 25, 2015, Diocesan Catholic Centre

Original per person fee of \$900 US included the cost of bussing and the modified congress registration package.

1. Bussing is not viable for the number of people registered. Driving and carpooling was discussed as a workable option. The drive is between 7 and 8 hour. Approx. 667KM.
2. Registration has been reduced to the basic package because the SEPTA Trail Pass is not needed.
3. Hotel : Super 8 - 560 Fellowship Road, Mt. Laurel NJ - 5 nights - \$845 US
This is a flat, per room rate, (two queen size beds) check in Sept 22-checkout Sept 27,2015
 - Continental breakfast included daily
 - Hotel is 20 minutes outside Philadelphia
 - We have been told that parking in Philadelphia will be \$25-\$45 per day
 - PATCO (a transit system like our GO) is about 15 min. from the hotel. Both paid and free parking available. Cost for this is \$3 per person each way. The recommended line takes us to a mall across the street from the convention center where all the sessions are held.
4. Congress Registration:
 - we have been told that the basic package will now meet our needs
 - Adults \$125.00 US **Youth (6-17yrs) \$95.00 US**

Summary of Costs: per person (based on double occupancy)

Hotel -	\$422.50
<u>Registration-</u>	<u>\$125.00</u>
Total	\$547.50

Youth fees (if sharing accommodations with parents) **are due with the initial deposit.**

Initial deposit: \$300. Due March 1, 2015 (for those just registering due April 2, 2015)

Final deposit: \$247.50 Due: June 1, 2015

Cheque or money order in US funds should be made out to Diocese of St. Catharines and sent to World Meeting of Families, Diocese of St. Catharines, P.O. Box 875 St. Catharines, ON L2R 6Z4

Cancellation/substitutions:

for information only, these efforts must be coordinated through the Diocese of St. Catharines

Hotel: -Deposits are transferable but non-refundable after April 30th

Congress: -Cancellations must be sent in writing via email by August 17, 2015 to WMOF2015Reg@showcare.com. There will be a \$50 cancellation fee per individual registration or \$100 per family cancellation. No refunds will be made on cancellations after August 17, 2015. Any exceptions shall be at the sole discretion of WMOF. Substitutions must be sent in writing by September 15, 2015. After September 15, 2015, substitutions will only be accepted onsite and will incur a \$50 administrative fee.

Not included: transportation, PATCO fees, lunches or dinners

Note: -valid Canadian passport required with expiry of October 30, 2015 or later

-out of country medical insurance is recommended – associations like CAA offer reasonable rates

To date there are no details for the Popes weekend visit. Congress schedule and other information is available from the official website www.worldmeeting2015.org

Questions may be directed to Franca Lanigan at 905-684-0154 Ext.230