



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

AGENDA AND MATERIAL

BOARD MEETING

**TUESDAY, NOVEMBER 27, 2018
7:00 P.M.**

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



SEEDS OF FAITH
MASS · MERCY · MISSION
2018-2021

A. ROUTINE MATTERS

1. Opening Prayers – Trustee Burtnik -
2. Roll Call -
3. Approval of the Agenda -
4. Declaration of Conflict of Interest -
5. Minutes of the Board Meeting of October 23, 2018 A5
6. Consent Agenda Items
 - 6.1 Unapproved Minutes of the Committee of the Whole Meeting of November 13, 2018 and Consideration of Recommendations A6.1
 - 6.1.1 Employee Workplace Harassment Policy (201.7) A6.1.1
 - 6.1.2 Employee Workplace Violence Policy (201.11) A6.1.2
 - 6.1.3 Occupational Health & Safety Policy (201.6) A6.1.3
 - 6.1.4 Proposed Joint Use School Wainfleet – Staff Report A6.1.4
 - 6.2 Approved Minutes of the Niagara Catholic Parent Involvement Committee (NCPIC) Meeting of September 6, 2018 A6.2
 - 6.3 Approved Minutes of the Audit Committee Meeting of September 28, 2019 A6.3
 - 6.4 Revised Internal Audit Plan 2018-2019 A6.4
 - 6.5 Approved Minutes of the Special Education Advisory Committee (SEAC) Meeting of October 3, 2018 A6.5
 - 6.6 In-Camera Agenda Items F1, F2, F4, F5, F6, F7 and F8

B. DELEGATIONS/PRESENTATIONS

1. Pilgrimage 2018 B1

C. COMMITTEE AND STAFF REPORTS

1. School Excellence Program C1
St. Alfred Catholic Elementary School
2. Audited Consolidated Financial Reports 2017-2018 C2
3. Financial Report 2018-2019 C3
4. Board of Trustees 2014-2018 Appreciation C4

D. TRUSTEE ITEMS, OPEN QUESTION PERIOD & OTHER BUSINESS

- | | |
|--|------|
| 1. Correspondence | - |
| 2. Report on Trustee Conferences Attended | - |
| 3. General Discussion to Plan for Future Action | - |
| 4. Trustee Information | |
| 4.1 Spotlight on Niagara Catholic – November 13, 2018 | D4.1 |
| 4.2 Calendar of Events – December 2018 | D4.2 |
| 4.3 Ontario Legislative Highlights – November 16 & 23, 2018 | D4.3 |
| 4.4 OCSTA Memorandum – 2019-2020 Education Funding Guide | D4.4 |
| 5. Open Question Period | |
| <i>(The purpose of the Open Question Period is to allow members of the Catholic school supporting public to ask about items on that night's public agenda or any previous agendas, and the Board to answer and react.)</i> | |

E. NOTICES OF MOTION**F. BUSINESS IN CAMERA****G. REPORT ON IN CAMERA SESSION****H. FUTURE MEETINGS AND EVENTS****I. MOMENT OF SILENT REFLECTION FOR LIFE****J. ADJOURNMENT**

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
NOVEMBER 27, 2018**

PUBLIC SESSION

**TITLE: MINUTES OF THE BOARD MEETING OF
OCTOBER 23, 2018**

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Minutes of the Board Meeting of October 23, 2018, as presented.



MINUTES OF THE BOARD MEETING

TUESDAY, OCTOBER 23, 2018

Minutes of the Meeting of the Niagara Catholic District School Board, held on Tuesday, October 23, 2018, in the Father Kenneth Burns c.s.c. Board Room, at the Catholic Education Centre, 427 Rice Road, Welland.

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

A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayers were led by Trustee Sicoli.

2. Roll Call

Chair MacNeil noted that all Trustees and Student Trustees were in attendance.

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

The following staff were in attendance:

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

3. Approval of the Agenda

Moved by Trustee O'Leary
Seconded by Trustee Sicoli

THAT the Niagara Catholic District School Board approve the Agenda of the Board Meeting of October 23, 2018, as presented.

CARRIED

4. Declaration of Conflict of Interest

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

5. Approval of Minutes of the Board Meeting of September 25, 2018

Moved by Trustee Charbonneau
Seconded by Trustee Vernal

THAT the Niagara Catholic District School Board approve the Minutes of the Board Meeting of September 25, 2018, as presented.

CARRIED

6. Consent Agenda Items

6.1 Unapproved Minutes of the Committee of the Whole Meeting of October 9, 2018 and Consideration of Recommendations

THAT the Niagara Catholic District School Board receive the unapproved Minutes of the Committee of the Whole of October 9, 2018, as presented.

6.1.1 Electronic Communications Systems (Employees) Policy (201.12)

THAT the Niagara Catholic District School Board approve the Electronic Communications Systems (Employees) Policy (201.12), as presented.

6.1.2 Student Parenting Policy (302.5)

THAT the Niagara Catholic District School Board approve the Student Parenting Policy (302.5), as presented.

6.1.3 Playground Equipment Policy (702.1)

THAT the Niagara Catholic District School Board approve the Playground Equipment Policy (702.1), as presented.

6.1.4 Continuing Education Policy (400.1)

THAT the Niagara Catholic District School Board approve the Continuing Education Policy (400.1), as presented.

6.2 Approved Minutes of the Staff Wellness Committee Meeting of May 1, 2018

THAT the Niagara Catholic District School Board receive the Approved Minutes of the Staff Wellness Committee Meeting of May 1, 2018, as presented for information.

6.3 Approved Minutes of the Audit Committee Meeting of June 27, 2018

THAT the Niagara Catholic District School Board receive the Approved Minutes of the Audit Committee Meeting of June 27, 2018, as presented for information.

6.4 Approved Minutes of the Special Education Advisory Committee (SEAC) Meeting of September 5, 2018

THAT the Niagara Catholic District School Board receive the Approved Minutes of the Special Education Advisory Committee Meeting of September 5, 2018, as presented for information.

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

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

Ted Nangle (Primary Representative) – Learning Disabilities Association of Niagara Region.

6.6 Niagara Catholic Special Education Advisory Committee (SEAC) Meetings – Change in Start Time

THAT the Niagara Catholic District School Board approve the change in start time from 7:00 p.m. to 6:30 p.m. for all future Niagara Catholic Special Education Advisory Committee meetings, starting in November 2018.

6.7 Extended Overnight Field Trip, Excursion and Exchange Approval Committee 2018-2019

Presented for information.

6.8 In-Camera Items F1, F2, F4, F5, F6.1, F6.2, F6.3, F7 & F8

Moved by Trustee Burtnik
Seconded by Trustee Charbonneau

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

B. DELEGATIONS/PRESENTATIONS

Nil

C. COMMITTEE AND STAFF REPORTS

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

Yolanda Baldasaro, Superintendent of Education provided background information on the monthly School Excellence Program and introduced Christopher Kerho, Principal of St. Andrew Catholic Elementary School.

Principal Kerho showcased St. Andrew Catholic Elementary School as part of the School Excellence Program.

Chair MacNeil and Trustees O'Leary and Charbonneau thanked Principal Kerho for his presentation.

2. Financial Report as at September 30, 2018

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

Superintendent Vetrone answered questions of Trustees.

D. TRUSTEE ITEMS, OPEN QUESTION PERIOD & OTHER BUSINESS

1. Correspondence

Chair MacNeil, highlighted information contained in the letter of appreciation from OCSTA.

2. Report on Trustee Conferences Attended

Chair MacNeil noted that great dialogue took place at the OCSTA Regional Seminar.

3. General Discussion to Plan for Future Action

3.1 The continued implementation of the System Priorities 2018-2019.

3.2 The Financial Statements for 2017-2018 are being finalized for future reports to the Committee of the Whole and Board.

3.3 Reports on the Library Information Centre Services and the Joint Use School in Wainfleet will be presented at the November Committee of the Whole meeting.

3.4 Work on a Board Submission to the Province of Ontario on Education Reform in Ontario.

4. Trustee Information

4.1 Spotlight on Niagara Catholic – October 9, 2018

Director Crocco highlighted the October 9, 2018 Spotlight on Niagara Catholic.

4.2 Calendar of Events – November 2018

Director Crocco reviewed the Calendar of Events – November 2018 for Trustees information.

4.3 Ontario Legislative Highlights – October 5, 12, & 19, 2018

Director Crocco highlighted the Ontario Legislative Highlights of October 5, 12 and 19, 2018.

4.4 October 17, 2018 OCSTA Memorandum – Education Development Charges Update

Scott Whitwell, Controller of Facilities Services highlighted the OCSTA Memorandum regarding the Education Development Charges Update in relation to Niagara Catholic's Education Development Charges.

Controller Whitwell answered questions of Trustees.

4.5 October 17, 2018 OCSTA Memorandum – Update: Cannabis Legalization and Resources for School Boards

Director Crocco presented an update on the Cannabis Legalization and Resources for School Boards and noted that Niagara Catholics' Safe Schools Policies will be updated as required.

Director Crocco answered questions of Trustees.

4.6 Pilgrimage Sunday – October 28, 2018

Director Crocco reminded Trustees of the upcoming Pilgrimage Sunday taking place on Sunday, October 28, 2018.

Trustees who wish to attend Pilgrimage Sunday were asked to contact the secondary school.

Director Crocco recognized and congratulated Student Trustees Bilodeau and McKinney for their leadership as co-chairs of the Student Senate and as emcees and hosts of the Ontario Catholic Student Leadership Conference 2018. A report on the conference will be presented at an upcoming meeting.

5. Open Question Period

None Submitted

E. NOTICES OF MOTION

F. BUSINESS IN CAMERA

Moved by Trustee Sicoli

Seconded by Trustee O'Leary

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

CARRIED

The Niagara Catholic District School Board moved into the In Camera Session of the Board Meeting at 7:39 p.m. and reconvened at 9:38 p.m.

G. REPORT ON THE IN-CAMERA SESSION

Moved by Trustee Sicoli

Seconded by Trustee O'Leary

THAT the Niagara Catholic District School Board report the motions from the In Camera Session of the Board Meeting of October 23, 2018.

CARRIED

SECTION A: STUDENT TRUSTEES PRESENT

Moved by Trustee Burtnik

Seconded by Trustee Charbonneau

THAT the Niagara Catholic District School Board approve the Minutes of the In Camera Session of the Board Meeting - SECTION A: Student Trustees Present of September 25, 2018, as presented.

CARRIED (Item F1)

Moved by Trustee Burtnik

Seconded by Trustee Charbonneau

THAT the Niagara Catholic District School Board receive the unapproved Minutes of the In Camera Session of the Committee of the Whole Meeting - SECTION A: Student Trustees Present of October 9, 2018, as presented.

CARRIED (Item F2)

SECTION B: STUDENT TRUSTEES EXCLUDED

Moved by Trustee Burtnik

Seconded by Trustee Charbonneau

THAT the Niagara Catholic District School Board approve the Minutes of the In Camera Session of the Board Meeting - SECTION B: Student Trustees Excluded of September 25, 2018, as presented.

CARRIED (Item F4)

Moved by Trustee Burtnik

Seconded by Trustee Charbonneau

THAT the Niagara Catholic District School Board receive the unapproved Minutes of the In Camera Session of the Committee of the Whole Meeting - SECTION B: Student Trustees Excluded of October 9, 2018, as presented.

CARRIED (Item F5)

Moved by Trustee Burtnik

Seconded by Trustee Charbonneau

THAT the Niagara Catholic District School Board approve the recommendation as outlined in Item F6.1 of the In Camera Agenda.

CARRIED (Item F6.1)

H. FUTURE MEETINGS AND EVENTS

I. MOMENT OF SILENT REFLECTION FOR LIFE

J. ADJOURNMENT

Moved by Trustee Charbonneau

Seconded by Trustee Vernal

THAT the October 23, 2018 meeting of the Niagara Catholic District School Board be adjourned.

CARRIED

This meeting was adjourned at 9:39 p.m.

Minutes of the Meeting of the Niagara Catholic District School Board held on **October 23, 2018**.

Approved on **November 27, 2018**.

Fr. Paul MacNeil
Chair of the Board

John Crocco
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
NOVEMBER 27, 2018**

PUBLIC SESSION

**TOPIC: UNAPPROVED MINUTES OF THE COMMITTEE OF THE
WHOLE MEETING OF NOVEMBER 13, 2018**

RECOMMENDATION

THAT the Niagara Catholic District School Board receive the unapproved Minutes of the Committee of the Whole Meeting of November 13, 2018, as presented.

The following recommendation is being presented for the Board's consideration from the Committee of the Whole Meeting of November 13, 2018:

6.1.1 Employee Workplace Harassment Policy (201.7)

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

6.1.2 Employee Workplace Violence Policy (201.11)

THAT the Niagara Catholic District School Board approve the Student Parenting Policy (302.5), as presented.

6.1.3 Occupational Health & Safety Policy (201.6)

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

6.1.4 Proposed Joint Use School Wainfleet – Staff Report

THAT the Niagara Catholic District School Board receive the Proposed Joint-Use School Wainfleet – Staff Report for information.



MINUTES OF THE COMMITTEE OF THE WHOLE MEETING

TUESDAY, NOVEMBER 13, 2018

Minutes of the Meeting of the Committee of the Whole of the Niagara Catholic District School Board, held on Tuesday, November 13, 2018 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 Vernal.

A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayer was led by Trustee Vernal

2. Roll Call

Vice-Chair Vernal noted that Trustee Charbonneau was asked to be excused.

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

The following staff were in attendance:

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

3. Approval of the Agenda

Moved by Trustee O'Leary

THAT the Committee of the Whole approve the Agenda of the Committee of the Whole Meeting of November 13, 2018, as presented.

CARRIED

4. Declaration of Conflict of Interest

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

5. Approval of Minutes of the Committee of the Whole Meeting of October 9, 2018

Moved by Trustee Burtnik

THAT the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting of October 9, 2018, as presented.

CARRIED

6. Consent Agenda Items

Trustee Fera requested Item 6.2.1 be held. This item was moved to Committee and Staff Reports Section C7 of the agenda.

6.1 Unapproved Minutes of the Policy Committee Meeting of October 23, 2018

THAT the Committee of the Whole receive the Unapproved Minutes of the Policy Committee Meeting of October 23, 2018, as presented.

6.2 Approval of Policies

6.2.1 Employee Workplace Harassment Policy (201.7)

Moved to Section C7 of the Agenda

6.2.2 Employee Workplace Violence Policy (201.11)

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

6.2.3 Occupational Health & Safety Policy (201.6)

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

6.3 Extended Overnight Field Trip, Excursion and Exchange Committee

Presented for information.

6.4 Staff Development Department Professional Development Opportunities

Presented for information.

6.5 Capital Projects Update

Presented for information.

6.6 In Camera Items F1 and F4

Moved by Trustee MacNeil

THAT the Committee of the Whole adopt consent agenda items.

CARRIED

B. PRESENTATIONS

Nil

C. COMMITTEE AND STAFF REPORTS

1. Committee of the Whole System Priorities and Budget 2018-2019 Update

Director Crocco and members of Senior Administrative Council presented Committee of the Whole System Priorities and Budget 2018-2019 Update.

Director Crocco and Senior Administrative Council answered questions of Trustees.

2. Proposed Joint Use School Wainfleet – Staff Report

Ted Farrell, Superintendent of Education and Kathy Levinski, Administrator of Facilities Services presented the Proposed Joint Use School Wainfleet – Staff Report.

Superintendent Farrell and Ms. Levinski answered questions of Trustees.

Moved by Trustee MacNeil

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board receive the Proposed Joint-Use School Wainfleet – Staff Report for information.

CARRIED

3. Student Voice: Grade 8 Transition and Grade 12 Graduation Survey Results 2017-2018

Lee Ann Forsyth-Sells, Superintendent of Education provided background information on the highlights of the Student Voice: Grade 8 Transition and Grade 12 Graduation Survey Results 2017-2018 and introduced Christine Battagli, Research, Assessment, Evaluation and Reporting Consultant.

Ms. Battagli presented the Student Voice: Grade 8 Transition and Grade 12 Graduation Survey Results 2017-2018 report for information.

Ms. Battagli answered questions of Trustees.

4. Provincial Consultation on Education Reform In Ontario

Director Crocco provided an update on the Provincial Consultation on Education Reform In Ontario.

Trustees provided responses and engaged in the design of a Board submission to the consultation on Education Reform in Ontario. Director Crocco to submit Committee of the Whole submission to the Government of Ontario by December 15, 2018.

5. Accountability Financial Report 2018-2019

Giancarlo Vetrone, Superintendent of Business & Financial Services presented the Accountability Financial Report 2018-2019 for Trustee information.

6. Monthly Updates

6.1 Student Trustees' Update

Jade Bilodeau and Madison McKinney, Student Trustees, presented a brief verbal update on the current activities of the Student Senate.

6.2 Senior Staff Good News Update

Senior Staff highlights included:

Superintendent Farrell

- Four representatives from Blessed Trinity Catholic Secondary School participated in a Human Rights Education Focus Group in Toronto on Tuesday, November 6, 2018.
- 20 students from Denis Morris Catholic High School participated in the 2019 Canada Games Torch Relay in October and excited to participate in the summer sports torch relay in support of the 2021 summer games.

7. Consent Agenda Item A6.2.1 Employee Workplace Harassment Policy (201.7)

Trustee Fera requested clarification on the Employee Workplace Harassment Policy.

Director Crocco and Trustee Burtnik, Policy Committee Chair provided clarification and the Employee Workplace Harassment Policy was amended to include “*according to the Trustee Code of Conduct*” for point ten (10) under Complaint Resolution Procedures – Formal Resolution. It now reads: “*When allegations are made against a Trustee, the complaint shall be directed to the Director of Education who will follow the process according to the Trustee Code of Conduct Policy*”.

Moved by Trustee Fera

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

CARRIED

D. INFORMATION

1. Trustee Information

1.1 Spotlight on Niagara Catholic – October 23, 2018

Director Crocco highlighted the Spotlight on Niagara Catholic – October 23, 2018 issue for Trustees information.

1.2 Calendar of Events – November 2018

Director Crocco presented the November 2018 Calendar of Events for Trustees information.

1.3 Ontario Legislative Highlights – October 26, 2018 & November 9, 2018

Director Crocco highlighted the October 26, 2018 and November 9, 2018 Ontario Legislative Highlights.

1.4 November 1, 2018 OCSTA Memorandum – Bill 48 Safe and Supportive Classrooms Act, 2018

Director Crocco highlighted the November 1, 2018 OCSTA Memorandum regarding Bill 48 Safe and Supportive Classrooms Act, 2018.

1.5 November 2, 2018 OCSTA Memorandum – 2019 OCSTA Trustee Award of Merit

Director Crocco highlighted the November 2, 2018 OCSTA Memorandum regarding the 2019 OCSTA Trustee Award of Merit and noted the deadline for receipt of nominations to the OCSTA office is 12:00 p.m. on Friday, January 18, 2019.

1.6 Mass with Papal Nuncio – November 27, 2018 – 11:00 a.m.

Director Crocco announced that Niagara Catholic will be hosting a Mass with the Papal Nuncio of Canada at the Catholic Education Centre on Tuesday November 27, 2018 at 11:00 a.m. followed by a luncheon with the Papal Nuncio, Bishop Bergie, Senior Staff and Secondary School Senators.

Trustees were asked to confirm their attendance with Anna Pisano.

1.7 Inaugural Board Mass – December 4, 2018 – 6:00 p.m. – St. Julia Roman Catholic Parish

Director Crocco announced the Inaugural Board Mass will be held at St. Julia Roman Catholic Parish on December 4, 2018 at 6:00 p.m.

Trustees were asked to confirm their attendance with Anna Pisano.

1.8 Inaugural Board Meeting – December 4, 2018 – 7:00 p.m. – Denis Morris Catholic High School

Director Crocco announced the Inaugural Board Meeting will be held at Denis Morris Catholic High School on December 4, 2018 at 7:00 p.m.

1.9 December Committee of the Whole – December 4, 2018 – 7:45 p.m.

Director Crocco announced the December Committee of the Whole will follow the December 4, 2018 Inaugural Board Meeting at 7:45 p.m.

1.10 Annual Community Partnership Meeting – December 6, 2018 – 6:00 p.m. – Catholic Education Centre

Controller Whitwell reminded Trustees of the Annual Community Partnership Meeting at the Catholic Education Centre on December 6, 2018 at 6:00 p.m.

E. OTHER BUSINESS

1. General Discussion to Plan for Future Action

- 1.1 Continue to implement the System Priorities 2018-2019.
- 1.2 Superintendent Vetrone continues to work with the Auditors a report to the November Board meeting on the Audited Financial Statements for 2017-2018.
- 1.3 Members of Senior Staff continue to prepare information reports on programs, supports and services for Committee of the Whole meetings in 2019.

F. BUSINESS IN CAMERA

Moved by Trustee Burtnik

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

CARRIED

The Committee of the Whole moved into the In Camera Session of the Committee of the Whole Meeting at 9:34 p.m. and reconvened at 9:52 p.m.

G. REPORT ON THE IN-CAMERA SESSION

Moved by Trustee Burtnik

THAT the Committee of the Whole report the motions from the In Camera Session of the Committee of the Whole Meeting of November 13, 2018.

CARRIED

SECTION A: STUDENT TRUSTEES INCLUDED

Moved by Trustee MacNeil

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 October 9, 2018, as presented.

CARRIED (Item F1)

Moved by Trustee O'Leary

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

CARRIED (Item F2)

SECTION B: STUDENT TRUSTEES EXCLUDED

Moved by Trustee MacNeil

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 October 9, 2018, as presented.

CARRIED (Item F4)

H. ADJOURNMENT

Moved by Trustee O'Leary

THAT the November 13, 2018 Committee of the Whole Meeting be adjourned.

CARRIED

This meeting was adjourned at 9:53 p.m.

Minutes of the Committee of the Whole Meeting of the Niagara Catholic District School Board held on **November 13, 2018.**

Approved on **December 4, 2018.**

Pat Vernal
Vice-Chair of the Board

John Crocco
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
NOVEMBER 27, 2018**

PUBLIC SESSION

TOPIC: EMPLOYEE WORKPLACE HARASSMENT POLICY (201.7)

RECOMMENDATION

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

Prepared by: Frank Iannantuono, Superintendent of Education/Human Resources
Presented by: Policy Committee
Recommended by: Committee of the Whole
Date: November 27, 2018



Niagara Catholic District School Board

EMPLOYEE WORKPLACE HARASSMENT POLICY

STATEMENT OF POLICY

200 – Human Resources

Policy No 201.7

Adopted Date: March 26, 2002

Latest Reviewed/Revised Date: May 23, 2017

In keeping with the Mission, Vision, and Values of the Niagara Catholic District School Board, the Niagara Catholic District School Board is committed to providing a safe working environment in which all Employees are treated with consideration, dignity, respect, equity and in accordance with the gospel values of Jesus Christ, as well as the Mission, Vision and Values of the Board.

The Board believes that the eradication of harassment in the school/workplace is the joint obligation of the employer and the employee. Therefore, any employee who becomes aware of a harassment situation between employees has a responsibility to draw appropriate attention to it. Any failure to take measures to address harassment in the workplace has legal implications for the employer under the Ontario Human Rights Code.

Where the occasion of a complaint of harassment arises, the Board may achieve resolution through a formal or informal process. During the process all information gathered is to be kept confidential. It is the intention of the policy and the resulting procedures to attempt to protect both the complainant and the accused. Therefore, each party has equal rights at all steps throughout the process.

The Board will review this policy on an annual basis, and will post this policy in the workplace along with any applicable procedures and/or related programs.

The Director of Education will issue administrative procedures for the implementation of this policy.

References:

- [**Municipal Freedom of Information and Protection of Privacy Act**](#)
- [**Occupational Health & Safety Act \(December 2009\) Bill 13**](#)
- [**Bill 132: Sexual Violence and Harassment Action Plan Act**](#)
- [**Ontario Human Rights Code 1990**](#)
- [**Teaching Profession Act**](#)
- [**Niagara Catholic District School Board Policies/Procedures**](#)
 - [**Workplace Violence Policy \(201.11\)**](#)
 - [**Trustee Code of Conduct**](#)
 - [**Complaint Resolution Policy**](#)
 - [**Protocol Between Niagara Region Police Service and the Niagara Catholic District School Board**](#)
 - [**Employee Code of Conduct & Ethics Policy**](#)



EMPLOYEE WORKPLACE HARASSMENT POLICY

ADMINISTRATIVE PROCEDURES

The expected duties of a Supervisor of the Niagara Catholic District School Board are comprised of but not limited to the responsibilities of training, evaluating, counselling, supervising and disciplining when warranted. These duties in itself do not constitute harassment.

WORKPLACE HARASSMENT

Means engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought to reasonably to be known to be unwelcome or, workplace sexual harassment

ETHNOCULTURAL HARASSMENT

Is one or a series of unwanted, unsolicited remarks, behaviours or communications, in any form, directed toward an individual or members of an identifiable group because of a prohibited ground of discrimination, which has the effect of:

- Creating an intimidating, hostile, or offensive psychological or emotional climate for work or study, and/or
- Undermining work/academic performance, and/or
- Preventing or impairing full and equal enjoyment of employment/educational services, benefits, and/or opportunities.

SEXUAL HARASSMENT IS:

Unwanted sexual attention of a persistent or abusive nature made by a person who knows, or ought to know, that such attention is unwanted;

- Implied or expressed threat or reprisal in the form either of actual reprisal or the denial of opportunity for refusal to comply with a sexually oriented request; and
- Sexually oriented remarks, gestures and/or behaviour which may reasonably be perceived to cause humiliation or a negative psychological and/or emotional environment for work or study.
- Engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or
- making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome

Sexual Harassment may include:

- The display or distributing of offensive material such as pictures, cartoons, e-mails and graffiti in schools, or in other Board premises,
- Unwanted and unnecessary physical contact,
- Unwelcome remarks, jokes or other gestures of a sexual nature.
- Unwelcome sexual innuendo, sexual advances, inappropriate body contact, request for sexual favours and the display of exploitive material.

Sexual Harassment is not:

- Conduct which both parties find acceptable such as an occasional compliment,
- An occasional or appropriate comment which a reasonable person, in their circumstances, would not take to have an unwelcome sexual connotation.
- Relationships between consenting adults which are voluntary. However, when such a relationship ends, continued unwanted attention may constitute sexual harassment.

**COMPLAINT RESOLUTION PROCEDURES - INFORMAL RESOLUTION
(VERBAL PROCESS)**

- Complainants are encouraged to attempt to resolve concerns at the Informal Resolution Stage, within two (2) working days or timelines agreed upon by both parties. However, if the complainant believes circumstances make this difficult to do; the complainant may follow the Formal Resolution procedures.
- The complainant may speak directly to the accused, in order to:
 - identify the specific conduct, action or attitudes which are alleged to be harassing
 - demand that the conduct, action or attitudes cease
- The complainant may choose to speak to their Immediate Supervisor, or another Supervisor, in an attempt to resolve the complaint.
- This Supervisor may arrange informal meetings to resolve the issue and the parties concerned shall be accompanied by an advocate to attend the meetings if they so choose.
- No formal written records are necessary at this stage. It is strongly suggested, however, that the parties should keep personal documentation of the meeting(s).

COMPLAINT RESOLUTION PROCEDURES - FORMAL RESOLUTION

- This complaint procedure is not intended to affect the employee's rights and duties as outlined in relevant legislation and/or Collective Agreements or Terms of Employment.
- If the complainant is not satisfied that the informal resolution procedure has produced acceptable results, or if circumstances warrant further action, then the complainant may initiate the formal resolution procedure.
- The complainant has the right to bring forward a formal complaint and to obtain a review of their complaint in an atmosphere of respect and confidentiality without fear of embarrassment or reprisals.
- The formal complaint shall be in written form.
- The formal complaint should be brought to the attention of the Immediate Supervisor with copies to the appropriate Superintendent and the Senior Administrator of Human Resources.
- Resolution to the formal complaint process shall be initiated through the Immediate Supervisor or Senior Administrator of Human Resources.
- When the accused is the Immediate Supervisor the complaint shall be directed to the appropriate Superintendent, with a copy to the Senior Administrator of Human Resources.
- When the accused person is a Superintendent or Senior Administrator of Human Resources the complaint shall be directed to the Director of Education.
- When allegations are made against the Director the complaint shall be directed to the Chairperson of the Board.
- When allegations are made against a Trustee the complaint shall be directed to the Director of Education who will follow the process according to the Trustee Code of Conduct Policy.
- The formal written complaint shall include:
 - identification of the accused individual(s) involved
 - identification of the specific conduct, action, or attitudes which the complainant considers harassing
 - identification of any witnesses to the conduct, action or attitudes
 - a suggested resolution
- A copy of this complaint must be sent by the complainant to the accused within three (3) working days of the registration of the complaint.

- If the complaint is directed at another member of the College of Teachers, teachers are required to comply with section 18 1(b) of the regulation made under the **Teaching Profession Act**.

INVESTIGATIVE PROCEDURE OF THE COMPLAINT BY THE SUPERVISOR

- Upon receipt of a formal complaint the Supervisor shall ascertain that a copy of the complaint has been provided to the accused and to the appropriate Superintendent and the Senior Administrator of Human Resources.
- The Supervisor shall arrange a meeting within two (2) working days of the written complaint being sent to the accused. Each party to this meeting may have an advocate present during the meeting. This advocate may be a Principal, Vice Principal, Supervisor, trusted staff member, friend, association or union representative.
- During this meeting the Supervisor shall review the complaint, allow each party to present their position relative to the complaint, and question the parties for clarification.
- **No Merit**
A written report is expected if the Supervisor concludes after an internal investigation that the complainant's allegations have no merit. This report shall be completed with a rationale for ending the investigation. The report shall be communicated to the parties within ten (10) working days of the meeting. A copy of this report shall be forwarded to the appropriate Superintendent and to the Senior Administrator of Human Resources. If there is a determination that a report of harassment has been filed in bad faith, the investigation process will be discontinued and disciplinary action may occur.
- **With Merit**
An internal investigation is expected if the Supervisor concludes that the allegations have merit. After internal investigation:
 - If it is clear that the respondent's behaviour did constitute harassment/discrimination, the respondent will be required to provide a written plan that outlines what will be done to prevent any reoccurrence of the harassing behaviour(s).
 - The plan will also address future interactions with the complainant to ensure that there will be no overt or subtle intimidation or retaliation. The plan may include specific action regarding harassment/discrimination prevention education or counselling provided in the community.
 - The complainant's requests regarding future interactions with the respondent will be considered in the development and the final approval of the plan.
 - The Superintendent of Human Resources will determine the appropriate disciplinary action to be taken.
- If either party is not accepting of the findings the matter may be referred to the Director of Education. The Director of Education may elect to proceed with an investigation through their office or refer the matter to an independent third party. Selection of the third party shall be the exclusive decision of the Director of Education.
- Should the Director of Education choose to investigate the matter through the Director of Education's office the Director of Education may request, in writing a meeting with either party for the purpose of reviewing the decision reached by the Supervisor. This request must be made within fourteen (14) working days of the decision by the Supervisor. The Director of Education will hold a meeting with both parties.
- After a meeting with the Director of Education a written final decision will be presented to both parties. A copy of this final decision including any prescribed action and discipline will be filed with the Senior Administrator of Human Resources.
- The final decision of the Director of Education may be appealed to the Committee of the Whole/or the Board by either party not to exceed sixty (60) school days.
- If the complaint is against the Director of Education the Chair of the Board will refer the issue to the Board after conducting an informal investigation in order to assess merit.
- If the complaint is against a Trustee, the Director of Education will refer the issue to the Chair of the Board after conducting an informal investigation in order to assess merit.
- If the complaint is against the Chair, the Director of Education will refer the issue to the Vice- Chair of the Board after conducting an informal investigation in order to assess merit.

RECORDS

- All records for cases determined to have merit, shall be sealed and placed in the accused person's electronic personnel file and are accessible only to authorized Board personnel, the accused and any representative of the accused with the appropriate written permission of the accused. If there are no further complaints that are deemed to have merit, within a three (3) year period this individual may request, in writing, that their record be removed and destroyed.
- At the written request of the accused, the Director of Education and/or delegate may review the appropriate harassment file after a three (3) year period provided the individual has fully complied with the Board's Employee Workplace Harassment policy during that time period.
- The Director of Education and/or delegate may, at their discretion, determine that the harassment file be retained or destroyed following the review.

OTHER CONSIDERATIONS

- All investigations, accusations and all matters dealing with the Employee Workplace Harassment complaints will be conducted with regard to due process and confidentiality.
- Any breach of confidentiality by those parties involved may result in disciplinary action.
- The process does not abrogate or deny the rights of any employee granted or contained in any other provincial acts or regulations, federal legislation or collective agreements.
- If the most recent incident giving rise to the complaint occurred prior to the current school year or prior to six months before initiation of the complaint, the complaint must have a reasonable explanation of why the complaint was not promptly made and the Supervisor, in consultation with the appropriate Supervisory Officer and/or Controller of Facilities Services, must be satisfied that the delay was incurred in good faith and no substantial prejudice will result to any individual affected by the delay.
- If the complaint is made by a student or a parent against an employee of the Board the appropriate Supervisor will exercise the relevant procedures or regulations as set out in the Police Protocol section of the Safe Schools Policy (302.6) as well as the FACS Protocol.
- All Principals/Supervisors shall make all employees aware of this policy as well as the Employee Assistance Program (EAP).
- This policy will be implemented in accordance with the Municipal Freedom of Information and Protection of Privacy Act.
- Timelines to the investigation and the process listed in this policy may be adjusted with the approval and agreement of the parties.
- Copies of this policy will be submitted to the complainant and harasser upon receipt of the complaint.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
NOVEMBER 27, 2018**

PUBLIC SESSION

TOPIC: EMPLOYEE WORKPLACE VIOLENCE POLICY (201.11)

RECOMMENDATION

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

Prepared by: Frank Iannantuono, Superintendent of Education/Human Resources
Presented by: Policy Committee
Recommended by: Committee of the Whole
Date: November 27, 2018



EMPLOYEE WORKPLACE VIOLENCE POLICY

STATEMENT OF POLICY

In keeping with the Mission, Vision, and Values of the Niagara Catholic District School Board, the Niagara Catholic District School Board is committed to providing a safe working environment in which all Employees are treated with consideration, dignity, respect, equity and in accordance with the gospel values of Jesus Christ, as well as the Mission, Vision and Values of the Board.

The Board believes that the eradication of workplace violence in the school/workplace is the joint responsibility of the employer and the employee. Therefore, any employee who becomes aware of a potential workplace violence situation has a responsibility to draw appropriate attention to it.

Workplace Violence will not be tolerated while an employee is conducting company business, or work related functions.

If the employee believes they are at risk of violence in the workplace including domestic violence they must advise the employer and the employer will take appropriate steps which may include seeking the assistance of the local police.

Where the occasion of workplace violence arises, the Board will achieve resolution through a formal process. During the process all information gathered is to be kept confidential.

In accordance with current legislation in the Province of Ontario, the Board will assess the risks of workplace violence (Appendix A) that may arise from the nature of the workplace, and provide relevant training, information and instruction to the employees.

This Policy is to be applied in conjunction with other Board Policies dealing with employee behaviour, progressive discipline, conflict resolution and school safety (i.e. Code of Conduct, Access to School Premises, Criminal Background Check, Police and School Board Protocol, Occupational Health and Safety, Employee Workplace Harassment).

The Board will review this policy with respect to workplace violence, on an annual basis, and will post this policy in the workplace along with any applicable procedures and/or related programs.

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

References

- [*Bill 168: Occupational Health and Safety Amendment Act \(Violence and Harassment in the Workplace\) 2009*](#)
- [*Human Rights Code*](#)
- [*Municipal Freedom of Information and Protection of Privacy Act*](#)
- [*Occupational Health & Safety Act \(December 2009\)*](#)
- [*Workplace Violence in School Boards: A Guide to the Law*](#)
- [*Niagara Catholic District School Board Policies/Procedures*](#)
 - [*Employee Workplace Harassment Policy \(201.7\)*](#)



EMPLOYEE WORKPLACE VIOLENCE POLICY

ADMINISTRATIVE PROCEDURES

Workplace Violence is defined by the Ministry of Labour (MOL) as:

- the exercise of physical force by a person against a employee, in a workplace, that causes or could cause physical injury to the employee;
- an attempt to exercise physical force against a employee in a workplace, that could cause physical injury to the employee; and
- a statement or behaviour that it is reasonable for a employee to interpret as a threat to exercise physical force against the employee, in the workplace, that could cause physical injury to the employee.
- **Workplace** refers to any place where employees perform work or work-related duties or functions. Schools and school-related activities, such as co-curricular activities and excursions, comprise the workplace, as do Board offices and facilities. Conferences and training sessions fall within the ambit of this policy.
- **Employee** refers to all employees of the Board.

According to the Occupational Health & Safety Act:

- “worker” means any of the following
- A person who performs work or supplies services for monetary compensation.
- A secondary school student who performs work or supplies services for no monetary compensation under a work experience program authorized by the school board that operates the school in which the student is enrolled
- A person who performs work or supplies services for no monetary compensation under a program approved by a college of applied arts and technology, university or other post-secondary institution.
- A person who receives training from an employer, but who, under the Employment Standards Act, 2000, is not an employee for the purposes of that Act because the conditions set out in subsection 1 (2) of that Act have been met.
- Such other persons as may be prescribed who perform work or supply services to an employer for no monetary compensation;

Definitions are subject to changes from time to time as the appropriate legislation is reviewed or amended.

The Employee Workplace Violence Policy and Administrative Procedures shall be posted in a specific area, at the Health and Safety Station, in every workplace throughout the Niagara Catholic District School Board.

PROVISION OF INFORMATION

Disclosure of Information with respect to Workplace Violence provided to a employee may include personal information related to a risk of violence from a person with a history of violent behaviour if,

- The employee can be expected to encounter that person in the course of his or her work; and

- The risk of workplace violence is likely to expose the employee to physical injury, as outlined in legislation.

No employer or supervisor shall disclose more personal information than is reasonably necessary to protect the worker from physical injury.

DOMESTIC VIOLENCE

If the employer becomes aware, or ought to reasonably be aware that domestic violence that is likely to expose a employee to physical injury may occur in the workplace, the employer will take every reasonable precaution to protect the employee.

COMPLAINT PROCEDURE

When a employee has been the subject of a workplace violence, the following steps shall be considered:

1. The alleged assailant will be removed from the presence of the employee immediately, if the immediate Supervisor at the time of the incident deems it reasonable and practical.
2. The employee(s) shall receive immediate and appropriate support and/or medical attention if warranted.
3. In the event of a physical assault, medical verification of the injury sustained in the assault must be established and recorded as soon as possible by the immediate Supervisor.
4. Without delay, the assaulted employee(s) shall inform the immediate Supervisor. The immediate Supervisor must inform the Senior Administrator of Human Resources, who will then notify the appropriate Superintendent or Controller of Facilities Services.
5. It shall be the responsibility of the Senior Administrator of Human Resources to inform the appropriate Union President, if applicable, of the incident. These procedures do not preclude the assaulted employee(s) from contacting the Police and/or their Association/union representatives.
6. The immediate Supervisor will advise the alleged assailant, as soon as it is practical, that documentation of the specific details shall be recorded.
7. The immediate Supervisor will endeavour to restore the environment to normalcy and will conduct an investigation into the assault. The completed *Niagara Catholic Employee Workplace Violence Incident Report Form*, resulting from the investigation will be forwarded to the Senior Administrator of Human Resources with a copy to the appropriate Superintendent or Controller of Facilities Services. A copy of the *Niagara Catholic Workplace Safety and Insurance Board Employee Incident/Accident Report* will also be required in the event of a physical assault.
8. Upon receiving the reports from the employee and immediate Supervisor, the Senior Administrator of Human Resources will consult with the appropriate Superintendent(s) and/or Controller of Facilities Services prior to any action taken.
9. The Senior Administrator of Human Resources may seek legal advice for the Board regarding the incident.
10. The Senior Administrator of Human Resources shall inform the employee of the support mechanisms available through the Board.
11. With the approval of the Superintendent of Human Resources, the Senior Administrator of Human Resources may, if deemed appropriate, grant an approved leave of absence without loss of pay or sick leave credit, to the employee(s) who has been the subject of an assault.
12. The Niagara Catholic District School Board will not discriminate against employees because they are perceived to be victims of workplace violence.
13. In all cases, with Police involvement, the employee and immediate Supervisor shall report the incident(s) on the appropriate form.
14. Copies of reports made by the employee and immediate Supervisor must be given to the Senior Administrator of Human Resources, appropriate Superintendent(s) and/or Controller of Facilities if appropriate, where appropriate action will be taken. Upon written request to the Senior Administrator of Human Resources, a copy of the detailed report from the immediate Supervisor will be provided to the employee(s).
15. Where the two (2) or more parties involved in the assault are assigned to the same department or work-site, future work assignments and location shall be reviewed with the Senior Administrator of Human Resources, the appropriate Superintendent(s) or Controller of Facilities, and the Immediate Supervisor.
16. Infringement of this policy will give rise to disciplinary measures up to and including termination of employment.

JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE REPRESENTATIVES

The employer shall advise the Joint Occupational Health and Safety Committee at the school site of the results of the assessment or re-assessment of the Workplace Violence Management Program and provide a copy where the assessment or re-assessment is in writing.

The Workplace Violence Survey (Appendix B) will be conducted as often as necessary in order to monitor employee input on assessments and the provision necessary information to employees.

The employer will provide for a risk assessment (Appendix A) in relation to workplace violence having regard to the nature of the workplace, the type of work, working conditions, circumstances that would be common to similar workplaces and circumstances particular to that workplace. The results of the risk assessment must be provided to the joint health and safety committee or the health and safety representative, or, if none exists, to the workers themselves within ten (ten) working days or a timeline agreed upon by both parties. Risk assessment must be performed as often as necessary.

The OHSA requires employers to notify the Ministry of Labour of critical injury (as defined by the OHSA) or fatality immediately and file a written report with 48 hours. In the absence of a critical injury or fatality, an employer need not report a workplace violence incident to the Ministry of Labour unless ordered to do so by a Ministry of Labour Inspector.

The JHSC, the health and safety representative and the union(s) shall be notified within four (4) days of a workplace violence incident if a person is disabled from performing his or her usual work or requires medical attention because of the incident.

This Policy is to be interpreted and applied in conjunction with other board policies dealing with employee behaviour, progressive discipline, conflict prevention and resolution, and school safety.

RISK ASSESSMENTS

A number of factors may contribute to the occurrence of workplace violence including;

Workplace Location - risk of workplace violence occurring due to the nature of the community in which the workplace is located, off site locations, working alone or in isolated areas, physical attributes of the workplace, areas on the periphery of the workplace (parking lots, portables), entry controls or use of the workplace by non-workers.

General Workplace – workplace violence occurring due to the characteristics of the general population including staff, students, parents and the general public.

Specific Workplace - workplace violence occurring due to individual students, staff, parent or clients who individually create a specific risk of workplace violence.

Handling Money – risk of workplace violence occurring due to the handling of money arising from fundraising activities, school photos, trips, charitable donations, staff funds, school site fees or registration fees.

RATING SCALE

The below rating scale is provided to determine the likelihood of violence in the workplace and assist in deciding those controls. The scale relies on a combination of frequency and severity.

Low – One or more potential risks which rarely place a worker at risk of workplace violence, and/or the risk is minimal. The risk of workplace violence is not related to a normal part of the work routine, and /or there is minimal potential for intervention or first aid to be required.

Moderate - One or more potential risks of workplace violence which may occasionally place a worker at risk of workplace violence, and/or the risk of workplace violence is possible. The risk of workplace violence may be related to a normal part of the work routine on an infrequent basis, and/or there is moderate potential for intervention, or first aid or medical aid to be required.

High - One or more potential risks of workplace violence which may regularly place a worker at risk of workplace violence, and/or the risk of workplace violence is related to a normal part of the work routine on a regular basis, and/or there is a high potential for intervention(s), or medical aid to be required.

SUMMONING ASSISTANCE

SCHOOL-WIDE P.A. SYSTEM

<i>Strengths</i>	Immediate school-wide communication
<i>Weaknesses</i>	May not be heard in noisy areas / One way communication / Restricts type of information communicated

CLASSROOM P.A. SYSTEM

<i>Strengths</i>	Direct link to main office / Simple usage
<i>Weaknesses</i>	Requires someone in the office / Fixed location in class means staff may not be able to access / Useful inside the building only

INDIVIDUAL CELL PHONE

<i>Strengths</i>	Fast one-to-one communication / Can be used at most locations / Has text option / Can be used for variety of messages / Few range limitations
<i>Weaknesses</i>	Requires recipient to be available / Signal strength may be poor / If being attacked – not enough time to dial

2-WAY RADIO (WALKIE-TALKIE)

<i>Strengths</i>	Almost instant / One button use / Voice or signal communication / can warn numerous recipients / Used for a variety of messages / Few weak spots within range
<i>Weaknesses</i>	Requires constant charging and staffing / No 9-1-1 component

WORK REFUSALS

All workers have the right to refuse to work when they have reason to believe their health or safety is in danger. The limited right of teachers to refuse work remains. A teacher cannot refuse to work as per *O.Reg. 857*, if the circumstances are such that the life, health or safety of a pupil is in imminent jeopardy.

The Occupational Health & Safety Act describes specific steps a must follow in a work refusal.

A worker must notify his/her Supervisor if he or she is refusing to do work. If a worker indicates he/she is refusing to work, the Supervisor needs to determine if the work refusal meets the criteria defined by section 43(3) of the *Occupational Health & Safety Act*.

A worker may refuse to work or do particular work with respect to workplace violence if he or she has reason to believe that workplace violence is likely to endanger the safety of himself or herself.

Work Refusal Steps

If the nature of the work refusal meets the requirements of section 43(3) the Supervisor must:

1. Immediately contact the Coordinator of Health and Safety and indicate you are dealing with a work refusal. The Coordinator of Health and Safety will inform the appropriate Joint Health and Safety Representative who will investigate along with the Supervisor without delay.
2. Document the work refusal including, but not limited to, the worker's complaint, time, date, relevant information, and any outcome of the refusal.
3. Notify the appropriate Superintendent of Schools
4. Take the necessary steps to ensure the safety of students and employees.
5. Pending the investigation the worker (complainant) must stay in a safe place and be available to the investigator. The worker will be assigned other work while the work refusal is being investigated. If another worker is asked to work in the worker/complainant's place, the worker shall be informed of the nature of the work refusal. If the nature of the work refusal does NOT meet the requirement that the workplace violence is likely to endanger himself or herself, then this incident does not constitute a

legitimate work refusal situation, in which case, the worker (complainant) should be informed that it was not a proper workplace violence work refusal and be instructed to return to work.

If the worker engaged in a workplace violence work refusal that meets the requirements of workplace violence is likely to endanger himself or herself, then steps should be taken to rectify the situation so that it is deemed safe to return to work. Once the steps are taken, the worker (complainant) should be informed of the steps taken and directed to return to the work area. If the worker continues to refuse to work, the NCDSB / appropriate union / association representative from the Joint Health and Safety Committee, or the worker should contact the Ministry of Labour.

RECORDS

All correspondence and other documents generated under this Procedure must, subject to the *Municipal Freedom of Information and Protection of Privacy Act*, be marked "PRIVATE AND/OR CONFIDENTIAL" and be stored in a secure file in the Human Resources Department.

**Niagara Catholic District School Board
School/Worksite Risk Assessment**

School/Site:	
Date:	
Supervisor:	
Joint Health & Safety Committee (JHSC) Representative	

Questions:	Yes	No	L	M	H	Description & Current Controls
GEOGRAPHIC LOCATION & HOURS						
Location of School						
• Urban setting						
• Rural setting						
• High crime area						
• Isolated area						
• Close to emergency services						
What are the school hours?						
HISTORY						
Have there been any incidences in the past 3-5 years of strangers approaching staff at the school (resulting in staff feeling unsafe?), vandalism putting staff at risk, conflicts with community members on school property?						
Do violent, criminal, drunk, or drugged persons (unfavorable individuals) ever come into your building?						
Has the school ever been vandalized?						
ACCESSIBILITY & SECURITY MEASURES						
Are all doors, except main entrance kept locked at all times?						
• If not, are non-locked doors monitored?						
Is there a sign-in & out book for parents or visitors?						
• If so, is it used/enforced?						
• Does office staff regularly check and follow up with sign in/out sheet?						
Are there posters/signs at the main doors/entrances asking visitors to report to the main office when they arrive at the school?						

Questions:	Yes	No	L	M	H	Description & Current Controls
Does main office staff have a clear vision line to the main entrance?						
Is the main office staffed at all times during school hours?						
What is the emergency protocol for main office staff should someone undesirable enter the school?						
Do all guests (parents, visitors, service providers, etc) wear special visitor passes?						
Can staff access the school after hours? What are the guidelines for this?						
Is there a communication procedure for staff accessing the schools after hours? (tracking?)						
Are there any safety and security measures in place for entrance into the school after hours for staff? (<i>i.e. key/ code sign out, notifying supervisor, etc</i>)						
Is there evening custodial staff at this school who work alone?						
<ul style="list-style-type: none"> • What are their hours of work? 						
<ul style="list-style-type: none"> • What safety and security measures are in place for these staff persons? 						
Is the school connected to a security company through an alarm system?						
Is the security system regularly checked?						
Are there signs stating a security system is in use?						
Is there a system for tracking staff keys?						
<ul style="list-style-type: none"> • If so, is it enforced? 						
Is there a camera system <u>inside</u> the school?						
Is there a camera system <u>outside</u> the school?						
Can the main doors be locked from a remote location?						
Are there any security perimeters of the building after hours?						
Can staff lock classroom doors quickly in an emergency?						
Are garbage bins, equipment that staff regularly use outside well lit?						

Questions:	Yes	No	L	M	H	Description & Current Controls
PORTABLES						
Are there portables at the school?						
• How do students/staff enter into the school from the portables?						
• Are there any security measures followed for staff/students entering the school from the portables/yard during the day (i.e. buddy system with key?)						
• Can the portable doors be locked from the inside and outside?						
• Is there a notification system to the portables should a crisis occur?						
LIGHTING OUTSIDE & INSIDE						
Is the school well lit outside at night (specifically entrances)?						
Are there zones around the school where someone may hide?						
Is the school well lit inside when staff are accessing the building after hours or on weekends?						
Are stairwells lit appropriately?						
Are washrooms lit appropriately?						
Are there any areas requiring more light?						
PARKING LOTS						
Do staff park in designated parking lots?						
Are parking lots well lit at night?						
Are parking lots monitored at all?						
Are there any security reminders in the parking lot? (i.e. "Lock Your Car", "Security Patrolled", "Parking Lot Monitored")						
Have cars been broken into while in the parking lot?						
POTENTIAL HIDING SPOTS AROUND GROUNDS						
Is there any overgrown vegetation that could be a potential hiding place for strangers around the parking lot, walking paths, play areas, field, on school property? (note: this vegetation should be cut back or removed if so)						
DAYCARES						
Is there a daycare in or attached to the school?						
Does the daycare have its own entrance door?						
Does the daycare have access to the school?						
Does the daycare have security measures in place for intruders?						

Questions:	Yes	No	L	M	H	Description & Current Controls
Are the daycare staff familiar with the schools emergency plan?						
Does the daycare staff control access to the school for parents who come to pick up their children after school hours?						
AFTERSCHOOL & COMMUNITY USE ACTIVITIES						
Are there after school or community use activities in the school after hours?						
<ul style="list-style-type: none"> If so, when and where in the school? 						
Is there a room use occupancy permit system/agreement for use after hours?						
Are there fundraising activities at the school?						
Where are the profits from fundraising kept?						
Is there a program for special needs children at this school?						
Is there a safe room for special needs children?						
<ul style="list-style-type: none"> Has the safe room had a safety review? 						
Are there any low windows at the school that can be opened?						
CLASSROOMS						
Do all classrooms have operating communication systems to the main office?						
<ul style="list-style-type: none"> Where are they located? 						
<ul style="list-style-type: none"> What is the emergency contact number in an emergency? Is it posted? 						
Is furniture arranged in classrooms to allow for a quick exit?						
PROCEDURES						
Have staff been trained on the Lock Down procedure? When does this happen?						
Are student codes of conduct communicated to students?						
Are codes of conduct communicated to staff?						
Are staff trained on how to report incidents of conflict (with peers, parents, community members, etc) to their supervisor?						

Questions:	Yes	No	L	M	H	Description & Current Controls
What are the current response measures in place for when a conflict or violent incident is reported?						
Is there a process in place for having parent-teacher meetings in common areas instead of portable structures?						
OTHER:						
What improvements would you like to see at your school in terms of security and safety related to conflict or violence?						
Other:						

- review history of incidents
- perform a worksite parameter check

L - Low: One or more potential risks which rarely place a worker at risk of workplace violence, and/or the risk of workplace violence is minimal. The risk of workplace violence is not related to a normal part of the work routine, and/or there is minimal potential for intervention or first aid to be required.

M - Moderate: One or more potential risks of workplace violence which may occasionally place a worker at risk of workplace violence, and/or the risk of workplace violence is possible. The risk of workplace violence may be related to a normal part of the work routine on an infrequent basis, and/or there is moderate potential for intervention, or first aid or medical aid to be required.

H - High: One or more potential risks of workplace violence which may regularly place a worker at risk of workplace violence, and/or the risk of workplace violence is related to a normal part of the work routine on a regular basis, and/or there is a high potential for intervention(s), or medical aid to be required.

A6.1.3

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
NOVEMBER 27, 2018**

PUBLIC SESSION

TOPIC: OCCUPATIONAL HEALTH & SAFETY POLICY (201.6)

RECOMMENDATION

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

Prepared by: Frank Iannantuono, Superintendent of Education/Human Resources
Presented by: Policy Committee
Recommended by: Committee of the Whole
Date: November 27, 2018



Niagara Catholic District School Board
OCCUPATIONAL HEALTH & SAFETY POLICY
STATEMENT OF POLICY

200 – Human Resources

Policy No 201.6

Adopted Date: January 29, 2002

Latest Reviewed/Revised Date: May 23, 2017

In keeping with the Mission, Vision, and Values of the Niagara Catholic District School Board the Niagara Catholic District School Board believes that the prevention of employee occupational illness and injury and the prevention of accidents to volunteers, students and visitors on Board premises, is of the utmost importance. The Board, therefore, shall maintain as safe working environment as possible and take all reasonable precautions to prevent injury or occupational illness at Niagara Catholic District School Board sites and is committed to providing a safe, respectful and healthy workplace and learning environment for all employees, students, volunteers, visitors and contractors. The Board is committed to continually improving health and safety practices and performance in compliance with the Occupational Health and Safety Act.

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

Reference

- [***Occupational Health and Safety Act and Regulations for Industrial Establishments, R.S.O. 2001, Chapter 0.1***](#)



Niagara Catholic District School Board
OCCUPATIONAL HEALTH & SAFETY POLICY
ADMINISTRATIVE PROCEDURES

200 – Human Resources

Policy No 201.6

Adopted Date: January 29, 2002

Latest Reviewed/Revised Date: May 23, 2017

Every employee has a responsibility to work in a safe manner; to use or wear the equipment, protective devices or clothing that the Employer, or legislation, requires to be used or worn; to report to their supervisor, the absence or defect in any equipment or protective device of which they are aware and which may endanger them or another worker; to report to their Supervisor any hazard or potential hazard, within the Board's jurisdiction, of which they are aware.

The Employer through the Supervisor has a responsibility for the safety of employees who report to them and therefore must ensure that employees work in a safe manner and use or wear the equipment, protective devices or clothing that the Board, or legislation, requires to be used or worn. Additionally, the Employer and/or other designated personnel, has an obligation to address concerns put forth by any party regarding matters of occupational health and safety that are within the Board's jurisdiction.

The Niagara Catholic District School Board supports the Internal Responsibility System whereby all workplace parties participate in building safety programs that exceed the minimum standards as set out by the Occupational Health and Safety Act. Employees who direct work are responsible for ensuring that safe work procedures and training are implemented and followed to maintain a safe and healthy workplace. They are also responsible to ensure that hazards, unsafe conditions, practices and behaviors that are reported to them are addressed.

All parties employed within or contracted by the Employer must act in compliance with the *Occupational Health and Safety Act and Regulations for Industrial Establishments, R.S.O. 2001, Chapter 0.1*, as amended.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
NOVEMBER 27, 2018**

PUBLIC SESSION

**TITLE: PROPOSED JOINT-USE SCHOOL WAINFLEET –
STAFF REPORT**

RECOMMENDATION

THAT the Niagara Catholic District School Board receive the Proposed Joint-Use School Wainfleet – Staff Report for information.

Prepared by: Ted Farrell, Superintendent of Education
Kathy Levinski, Administrator of Facilities Services
Scott Whitwell, Controller of Facilities Services

Presented by: Ted Farrell, Superintendent of Education
Kathy Levinski, Administrator of Facilities Services
Scott Whitwell, Controller of Facilities Services

Recommended by: Committee of the Whole

Date: November 27, 2018



REPORT TO COMMITTEE OF THE WHOLE NOVEMBER 13, 2018

PROPOSED JOINT-USE SCHOOL WAINFLEET - STAFF REPORT

BACKGROUND INFORMATION

The Niagara Catholic Long-Term Accommodation Plan (LTAP) 2016-2021 was approved by the Niagara Catholic District School Board in April 2016. At the time of the report, enrolment at St. Elizabeth Catholic Elementary School was 111 and projected to be 120 in the 2018-2019 school year. Enrolment is currently 87 pupils.

The LTAP recommended the pursuit of partnerships to address the underutilization at the school and if unsuccessful, to consider a Pupil Accommodation Review.

Community Partnership Meetings were held in November 2016 and December 2017. Invitations have been through direct mailing and through local newspapers. There has been no expressions of interest from community agencies in a partnership with the Niagara Catholic District School Board for St. Elizabeth Catholic Elementary School.

On November 29th, 2017, the Board received a letter from the District School Board of Niagara to consider supporting a proposed joint-use elementary school between St. Elizabeth Catholic Elementary School, Winger and William E. Brown Public Schools all located in Wainfleet.

At the December 19th, 2017 meeting of the Niagara Catholic District School Board, the Board approved the following motion:

“THAT the Niagara Catholic District School Board will engage in initial staff level discussions in the new year on a proposed joint-use school in Wainfleet with the District School Board of Niagara; will notify the community of St. Elizabeth Catholic Elementary School of the proposal, and that an initial staff report will be brought to a future Board Meeting for the information and consideration of the Board.”

A Community Consultation Meeting for input was held at St. Elizabeth Catholic Elementary School on February 15th, 2018. Input from the meeting is included in Appendix A.

At the February 27th, 2018 meeting of the Niagara Catholic District School Board, the Board received the initial staff report and approved the following motion:

“THAT the Niagara Catholic District School Board make an application to the Ministry of Education Joint-Use Seed Funding Program with the District School Board of Niagara, and if successful, steps will be taken to further develop the joint-use school project and report back to the Board for further approvals as required.”

A meeting with St. Elizabeth Catholic staff for input was held on March 21st, 2018.

The Joint-Use Seed Funding Application was submitted and the application approved by the Ministry of Education in April 2018. Watson and Associates Economists Ltd. was engaged to provide advice, data and analysis to help determine the viability of a Joint-Use school in Wainfleet. The report entitled, “Township of Wainfleet Viability of a Joint Elementary School, Initial Report, Supplementary Information” dated October 26, 2018 provides updated enrolment projections, demographic analysis, a summary level facility condition and school operations analysis (see Appendix B).

As the Board is aware, St. Elizabeth Catholic Elementary School is located in the Township of Wainfleet, one of the largest municipalities by land area in the Region of Niagara, 217.4 km, but the smallest by population, 6372 according to the 2016 Census.

The school was built in 1959 on an eight-acre site and has had four additions. The school’s five year capital renewal needs total more the \$1 million and annual operations expenditures average \$200,000, almost double the Board average per student.

The current enrolment of St. Elizabeth Catholic Elementary School, with an On-The-Ground Capacity of 187, is 87 pupils, for a utilization rate of 47%. Enrolment is expected to increase by approximately 30% over the next fifteen years; however, utilization rates are expected to continue to be below 70%.

The Watson Report notes that future residential growth in Wainfleet is rural and limited; the next closest schools, St. John Bosco Catholic Elementary in Port Colborne and St. Ann Catholic Elementary School in Fenwick are 13 km and 16 km away, respectively. Due to the size and projected enrolment of St. Elizabeth Catholic Elementary School stand-alone capital funding opportunities will be limited.

In the absence of a partnership with the District School Board of Niagara for a joint-use build alternative strategies to address the challenges created due to declining enrolment at St. Elizabeth Catholic include:

1. Status Quo,
2. Pursue an Attendance Area Review involving the nearest local schools,
3. Conduct a study to investigate reduction of the footprint of St. Elizabeth Catholic Elementary School to reduce the on the ground capacity,
4. Conduct a Pupil Accommodation Review and consolidate St. Elizabeth Catholic with a neighbouring school conditional upon Ministry funding. An Attendance Area Review would be required to adjust boundaries.

As noted earlier, the recommendation of the Niagara Catholic District School Board Long Term Accommodation Report 2016-2021 to pursue partnerships for St. Elizabeth Catholic Elementary School has not been successful, to date.

The District School Board of Niagara recently completed its Wainfleet Pupil Accommodation Review. The Final Staff Report, presented to Trustees on October 23rd, 2018, provided the following recommended option: *“To consolidate William E. Brown PS and Winger PS into a joint-use DSBN-NCDSB school to open for the 2021-22 school year on a site within the Wainfleet Village Hamlet”*.

An addendum to the Final Staff Report, if required, will be presented to Trustees on November 27th, 2018 following Delegations to the Trustees of the District School Board of Niagara (see Appendix C).

A joint-use school project with the District School Board of Niagara in Wainfleet will require extensive planning and cooperation between the two school boards and capital funding from the Ministry of Education.

NEXT STEPS

In order to maintain a Catholic school presence in the rural Wainfleet community, a partnership with the District School Board of Niagara for a joint-use school and capital funding should be considered further. Members of staff will:

1. Hold an additional public consultation meeting, at St. Elizabeth Catholic Elementary School to provide an update to the community on the results of the Township of Wainfleet – Viability of a Joint Elementary School and receive feedback.
2. Prepare a report for consideration of the Niagara Catholic District School Board on the feedback received from the community consultation meeting, with recommendations.

Attachments

Appendix A – Minutes of the Community Consultation Meeting, February 15, 2018

Appendix B - Township of Wainfleet Viability of a Joint Elementary School - Initial Staff Report Supplementary Information, Watson & Associates Economists Ltd.

Appendix C - District School Board of Niagara Final Staff Report to Program and Planning Committee Meeting, October 15, 2018

RECOMMENDATION

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board receive the Proposed Joint-Use School Wainfleet – Staff Report for information.

Prepared by: Ted Farrell, Superintendent of Education
Kathy Levinski, Administrator of Facilities Services
Scott Whitwell, Controller of Facilities Services

Presented by: Ted Farrell, Superintendent of Education
Kathy Levinski, Administrator of Facilities Services
Scott Whitwell, Controller of Facilities Services

Recommended by: John Crocco, Director of Education

Date: November 13, 2018



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

**MINUTES
ST. ELIZABETH CATHOLIC ELEMENTARY SCHOOL**

COMMUNITY CONSULTATION MEETING

February 15, 2018

6:30 p.m.

Minutes of the St. Elizabeth Catholic Elementary School Community Consultation Meeting of February 15, 2018 at 6:30 p.m.

The following staff members were in attendance:

Ted Farrell, Superintendent of Education; Yolanda Baldasaro, Family of Schools Superintendent of Education; Kathy Levinski, Administrator of Facilities Services; Scott Whitwell, Controller of Facilities Services; Kim Kuchar, Principal of St. Elizabeth Catholic Elementary School; and Mary Gallardi, Administrative Assistant, Recording Secretary.

There were 24 members of the public in attendance, 10 attendees have children enrolled in St. Elizabeth Catholic School, and Dino Sicoli, Trustee.

A. WELCOME

Superintendent Baldasaro welcomed and thanked everyone for attending this evening at St. Elizabeth Catholic Elementary School

B. OPENING PRAYER

Principal Kuchar opened with a prayer.

C. PURPOSE

Superintendent Farrell welcomed and thanked everyone for attending and advised that the purpose of tonight’s meeting was to provide information and receive input from the community in order to provide the Board of Trustees with an Initial Staff Report at the February 27, 2018 Board Meeting with respect to entering into a proposed joint-use school in Wainfleet with the District School Board of Niagara.

Superintendent Farrell reviewed the agenda and advised that there would be an opportunity for each and everyone present to provide input this evening.

D. BACKGROUND INFORMATION

Superintendent Farrell and Kathy Levinski presented the slide deck, and advised that it would be posted on the Board website on February 16, 2018. The slide deck is attached as Appendix A.

QUESTIONS & COMMENTS:

What is the utilization and the number of students in the board?

Superintendent Farrell: There are approximately 21,000 total students with just over 14,000 elementary students. There are over 17,000 pupil spaces available.

The 3 Wainfleet schools have over 600 pupils total does that mean they fill up this school then the rest of the kids go to the public schools?

Superintendent Farrell: If the Niagara Catholic District School Board indicates an interest in a proposed joint-use school, the District School Board of Niagara with Trustee approval would then conduct a pupil accommodation review involving their two local schools. If their recommendation was approved, the two boards would then need to submit a business case, based on a partnership between the two boards that would consolidate the three local schools into a new build.

So you are saying this building will be torn down or kept?

Superintendent Farrell: Any discussion on that is premature. There are many steps to go through before a decision on that would be made.

E. FACILITATED SESSION FOR PUBLIC INPUT

Superintendent Farrell presented the Interview Matrix Process for soliciting public feedback. He indicated that the session is unfiltered and asked that everyone provide honest and open feedback. All in attendance were directed to form groups and provide feedback to each of the four to answer four questions provided. The individual responses returned, 19 of 24, are included in Appendix B.

Individual responses to each of the four questions were shared with the entire group, using table interviews. Interviewers recorded responses on the question sheets provided and are provided in Appendix C.

Attendees were then divided into groups with similar questions and asked to discuss their responses and place them on a flipchart.

Once completed, one representative from each group presented the group's response. Following the group presentation there was an opportunity to ask questions to seek clarity and provide comments.

Superintendent Farrell then asked those in attendance if the comments listed on the flipchart accurately captured the feedback provided. Each of the flipcharts has been provided in Appendix D.

F. REVIEW OF TIMELINES

Superintendent Farrell reviewed the timelines and indicated that the input from this meeting would be provided to Trustees at the upcoming Board Meeting on Tuesday, February 27th, 2018. The community would then be informed of any Trustee decision to continue to investigate the joint-use proposal.

G. OTHER OPPORTUNITES FOR INPUT

Superintendent Farrell advised that under the Accommodation Planning tab on Niagara Catholic's website there is opportunity to provide further feedback, for those in attendance this evening and for those who were unable to attend. The contact information, for Kathy Levinski, Administrator of Facilities Services was also provided.

H. QUESTIONS

Superintendent Farrell opened the floor for questions.

Has the government cut off small school rural funding?

Superintendent Farrell: We do receive some funding, but not enough to cover the costs of the underutilized space. There is a small grant for rural schools but it is minimal.

What level is that funding?

Superintendent Farrell: We receive the same funding per pupil but the funding for rural schools does not allow the Board to recoup the costs of empty seats. The larger schools in the board subsidize the smaller schools.

You have taken snapshot of the current population & growth. The concept of a joint-use school is good if we take the snapshot of how it is now. The issue from a Catholic point of view is how will we maintain the integrity of the Catholic system. Has the Board considered the projected growth in the Wainfleet area because there are people moving here?

Superintendent Farrell - The projections shown were provided by a consulting firm that engages the upper tier and lower tier municipalities for development information. This information takes into into account all growth from single-family homes, semis, apartments and average number of students that we can expect from the developments.

If these projected numbers are accurate then the conversation is over. With these numbers the Board can't afford to sustain this ongoing situation.

There are three schools in our municipality all under capacity. St. Elizabeth is 51% of capacity and the two public schools operate around 70%. When you take all three into consideration, we are talking about selling 3 buildings and building one new one. Two schools currently here could take all of the students. Why build a new one?

Superintendent Farrell: With a new school the three schools would be in one building. It is our hope to continue to have a separate Catholic school in Wainfleet. If we pursue the proposal, the three schools would become one joint school with shared gymnasium and library.

Superintendent Baldasaro indicated that a new school would still be two distinct footprints within the same building.

It took since 1700 to get where we are today. The steps we are taking today need to be carefully considered or Catholic schools are not going to mean anything in the long run. But from a practical point of view a joint-use school makes total sense.

If we build a joint school for Catholics and the other students, then the cost per student, will not get any better?

Superintendent Farrell: If a new school is built we would gain operating efficiencies. We pay for our school; they pay for theirs. We have a beautiful Catholic school community here at St. Elizabeth. We are able to ensure there is a distinct difference between the two schools, as we do currently at Loretto Catholic. That identity is not lost by sharing a facility.

If you build a new school with less space, and this school is paid for and this is not a tear down, the cost per student and putting up a new school is going to drive the cost per student up. Why don't we leave this school as is and if we don't need a chunk of it then adios?

Superintendent Farrell: Reducing the footprint is one opportunity to reduce expenses. Another is to redraw the boundaries, which is difficult given the rural location of the school. Another option is to conduct a pupil accommodation review and potentially close the school and redistribute students.

When utilization falls below 65% it translates to decreased funding to the Board, which was a shortfall of around \$240,000. We are roughly ¼ of that.

Does the public school board have same thresholds reduction in funding?

Superintendent Farrell: The funding thresholds are the same for school boards in the province.

The selling price for the public school on Burnaby Road was \$200,000. When you talk about selling, what happens when your 1/3 – 2/3 swaps and you have 50/50?

Superintendent Farrell: Through the process, if we proceed the board will ensure that there is sufficient space for our students at a suitable site.

The real advantage we have now is a quaint school with the Church and the arena, etc. We need input as to how much a new school would cost and does that come with a new church?

If move off site you detach from the church which is a critical, unique and intimate part of the school. It is hard to believe that this 25% of the underfunding is worth entertaining this concept. What is the forecast for further reductions for underutilization?

Superintendent Farrell: Our options do not include a new build for the Church. That is something for the Diocese to decide. Our enrolment projections are not showing growth.

What happens if we build a new school? For example, will we get more gym equipment or is that shared?

Superintendent Farrell: Each school has their own gym equipment.

Is the funding for all of this is absorbed by the Government?

Superintendent Farrell: First of all, the decision of whether we decide to pursue the proposal and proceed with a joint-use school lies solely with the Board of Trustees. If the Trustees decide to proceed, and DSBN completes an accommodation review that recommends they pursue consolidations, then we would prepare a business case and apply for funding for a new school. Niagara Catholic will not proceed unless funding is provided by the provincial government.

What happens if we build on a different site and you sell this property? Where does the money go?

Superintendent Farrell: All proceeds from school sales goes into an account called Proceeds of Disposition. These funds can only be spent on school facilities.

The bus system does not match the boundaries at the Wainfleet-Dunnville boundary. The bus drives right by the houses in Brant-Haldimand. Why can't the students be recruited to come to Niagara?

Superintendent Farrell: Each school board has its own boundaries. We have an agreement that involves secondary students but we do not have one that involves elementary.

The work to rule really hurt this school. Some students left because of it.

Will there be a meeting where we are with the public board to meet together?

Superintendent Farrell: At this point in the process, that is premature.

Can I suggest for students at St. Elizabeth to put down their thoughts?

Superintendent Farrell: Yes.

Superintendent Farrell thanked everyone for their attendance and input this evening.

I. FURTHER ACTION

Report to Board of Trustees on February 27, 2018

Communication of decision to community and next steps

J. ADJOURNMENT

The meeting was adjourned at 8:55 p.m.

ST. ELIZABETH CATHOLIC ELEMENTARY SCHOOL

Community Consultation Meeting

Thursday February 15, 2018

6:30 p.m.





NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

Agenda

- A. **WELCOME – Yolanda Baldasaro**
- B. **OPENING PRAYER – Kim Kuchar**
- C. **PURPOSE**

Community consultation for investigation of joint-use school with DSBN

- D. **BACKGROUND INFORMATION**
- E. **FACILITATED SESSION FOR PUBLIC INPUT**
- F. **REVIEW OF TIMELINES**
- G. **OTHER OPPORTUNITIES FOR INPUT**
- H. **QUESTIONS**
- I. **FURTHER ACTION**
 - A. *Report to Board of Trustees – February 27, 2018*
 - B. *Communication of decision to community and next steps*
- J. **ADJOURNMENT**

Purpose

Niagara Catholic District School Board has been asked to consider a joint-use school in Wainfleet.

Consultation for input on joint-use school.

Out of scope: staffing, location, design of potential new school.

Background Information

Niagara Catholic has had two joint-use school partnerships with DSBN:

Currently at Loretto Catholic Elementary School, Niagara Falls

- constructed in 1999
- Loretto Catholic enrolment is 578
- 80,000 square feet in total with shared library and gymnasium

Previously at Michael J. Brennan Catholic, St. Catharines

- JK – Grade 6 school was consolidated and sold in 2014

Background Information How We Got Here

- Ministry of Education Guidelines and initiatives to encourage school boards to make efficient use of school space
- Reduction of provincial funding for schools with fewer students (less than 65% utilization)
- Declining enrolment - since 2010 there are 2500 fewer pupils
- 2,788 excess pupil spaces in elementary and secondary panels as of October 2017
 - **2,481 elementary spaces**
 - **307 secondary spaces**

Niagara Catholic District School Board Financial Implications

- Reduction in Niagara Catholic Top Up Funding for elementary panel ~ \$240,000 (<65% of capacity) for 2017-2018
- Total cost of underutilized pupil spaces for the Board is about \$2.7 million
 - **\$2.4 million for elementary**
 - **\$300,000 for secondary**



Community Planning and Partnerships

- Two Community Planning and Partnerships meetings have been held:
 - November 30, 2016
 - December 13, 2017

- Niagara Catholic has been actively looking for partnerships for St. Elizabeth Catholic Elementary School to better utilize the school.

- District School Board of Niagara proposed joint use school partnership in November 2017.



Long Term Accommodation Plan – 2016-2021

- On May 24, 2016 the Board endorsed the consolidated **Long Term Accommodation Plan 2016-2021 (LTAP)**

- The LTAP identifies:
 - Demographics, enrolment and programs offered
 - Open and operating schools that may have unused space
 - Schools that may be candidates for consolidation

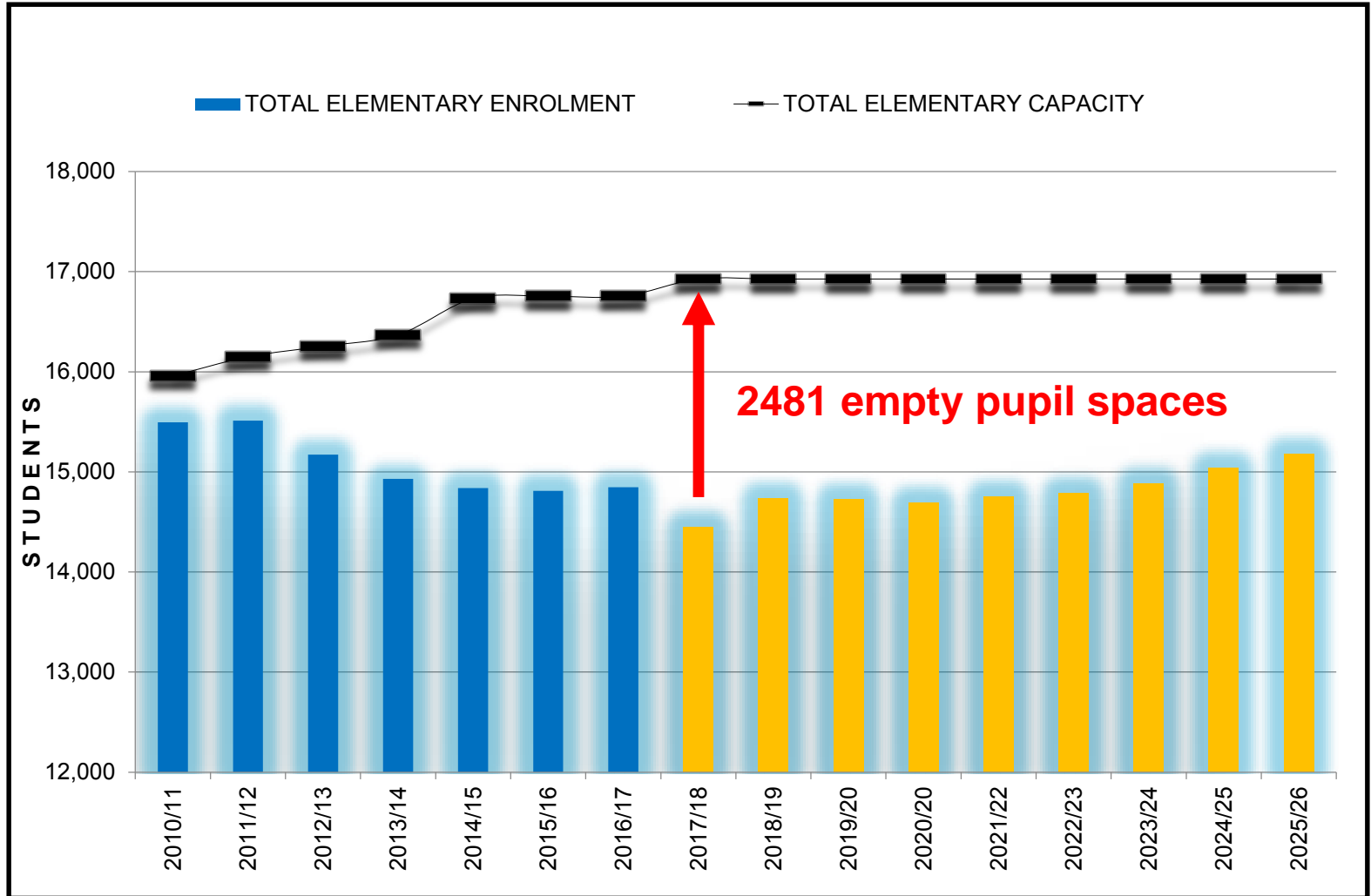
- The plan provides transparent information to Board staff, municipalities, the public and potential partners



Long Term Accommodation Plan – 2016-2021 St. Elizabeth Catholic

- **Recommendation for St. Elizabeth Catholic Elementary School in the LTAP is to pursue partnerships to address underutilization.**
- **If partnerships do not address the underutilization, it may be necessary to pursue Pupil Accommodation Review.**

Niagara Catholic District School Board Historical and Projected Elementary Enrolment





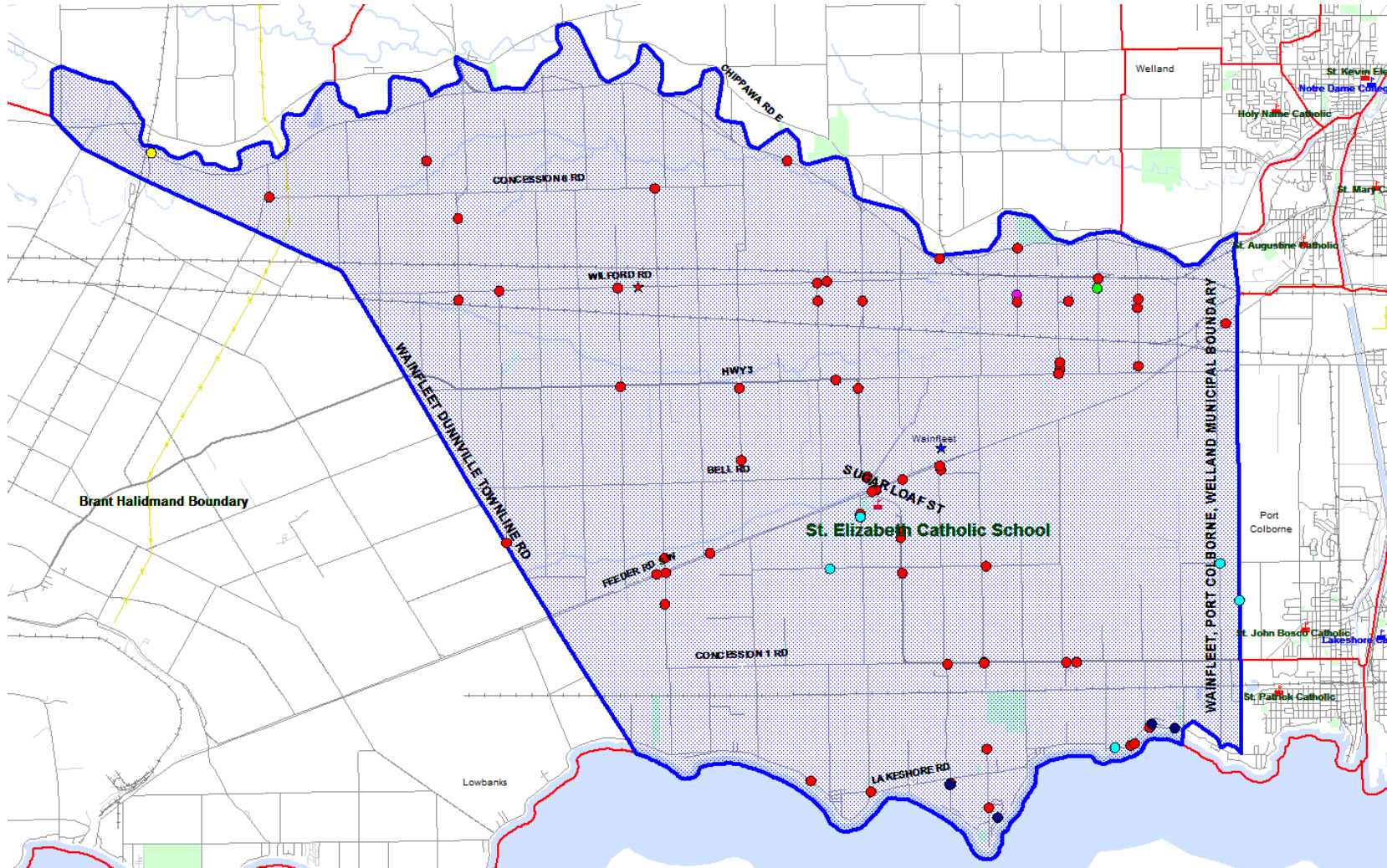
NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

ST. ELIZABETH CATHOLIC ELEMENTARY SCHOOL PROFILE



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

ST. ELIZABETH CATHOLIC ELEMENTARY SCHOOL Catchment Map





NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

ST. ELIZABETH CATHOLIC ELEMENTARY SCHOOL Catchment Information

School of Attendance	No. of Students
No of students attending in catchment	96
No. of students attending elsewhere	20
No. of students living in catchment	116



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

ST. ELIZABETH CATHOLIC ELEMENTARY SCHOOL

Facilities Profile

Original Building	1959, 304 m ² /3,272 ft ²
Additions	1964, 1965, 1967, 1978 1766 m ² /19,010 ft ²
School building total	2070m ² /22,282 ft ²
Property Size	3.24 hectares 8.01 acres
Classrooms	7 regular classrooms plus 1 purpose built kindergarten room 1 library 1 gymnasium
Organization	5 classroom teachers .5 principal
Facility Condition Index	20%

ST. ELIZABETH CATHOLIC ELEMENTARY SCHOOL

Long Term Accommodation Plan

Enrolment Projections

St. Elizabeth	14-15	15-16	16-17	17-18	18-19	19-20	20-21	21-22	22-23	23-24	24-25	25-26
On the Ground Capacity	187	187	187	187	187	187	187	187	187	187	187	187
Total Enrolment	108	111	114	120	120	120	122	124	123	123	125	123
Students Under/ Over Capacity	79	76	73	67	67	67	65	63	64	64	62	64
Utilization	58%	59%	61%	64%	64%	64%	65%	66%	66%	66%	67%	66%



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

ST. ELIZABETH CATHOLIC ELEMENTARY SCHOOL Current Enrolment

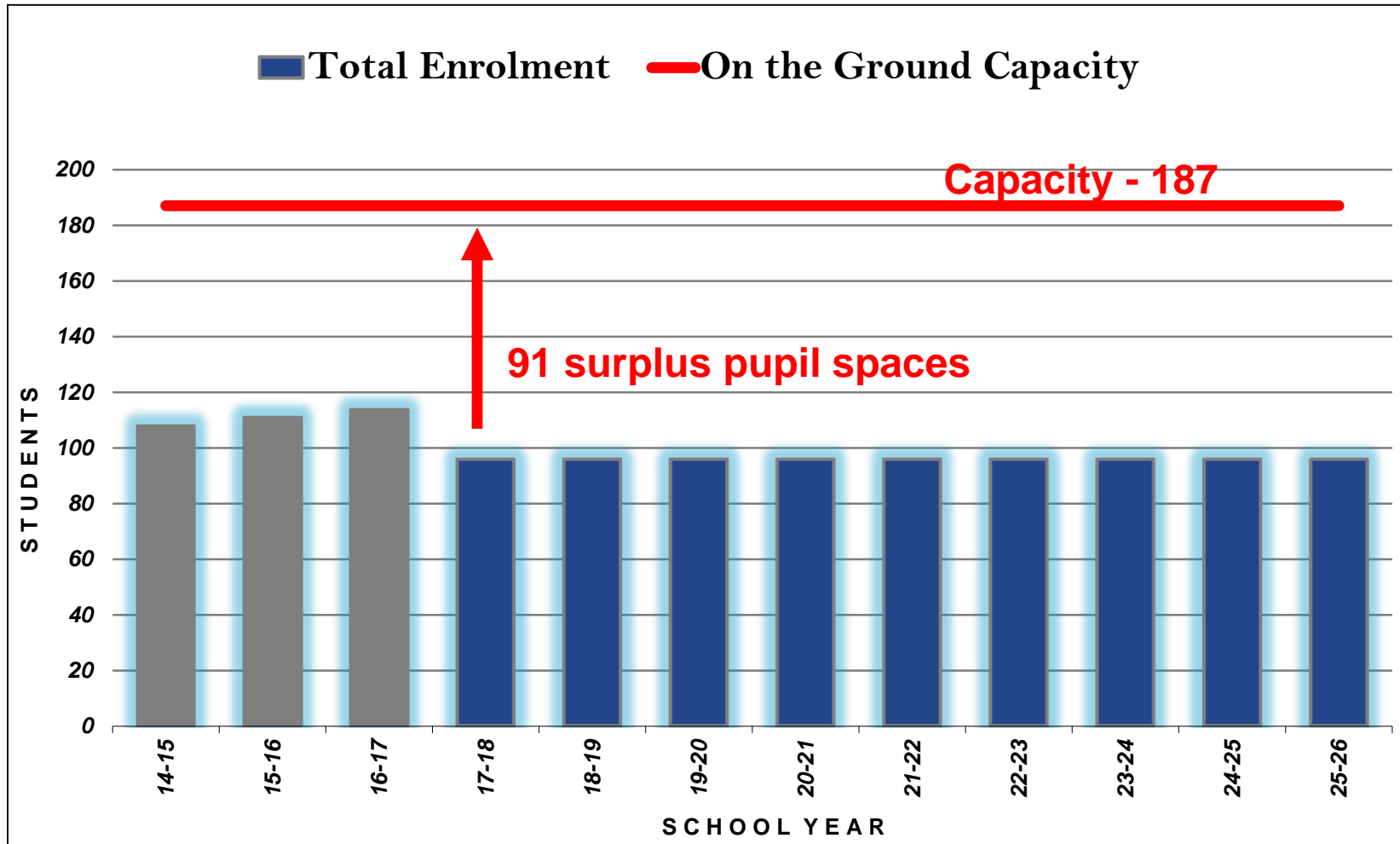
St. Elizabeth	14-15	15-16	16-17	17-18	18-19	19-20	20-21	21-22	22-23	23-24	24-25	25-26
On the Ground Capacity	187	187	187	187	187	187	187	187	187	187	187	187
Total Enrolment	108	111	114	96	120	120	122	124	123	123	125	123
Students Under/ Over Capacity	79	76	73	67	67	67	65	63	64	64	62	64
Utilization	58%	59%	61%	51%	64%	64%	65%	66%	66%	66%	67%	66%



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

ST. ELIZABETH CATHOLIC ELEMENTARY SCHOOL

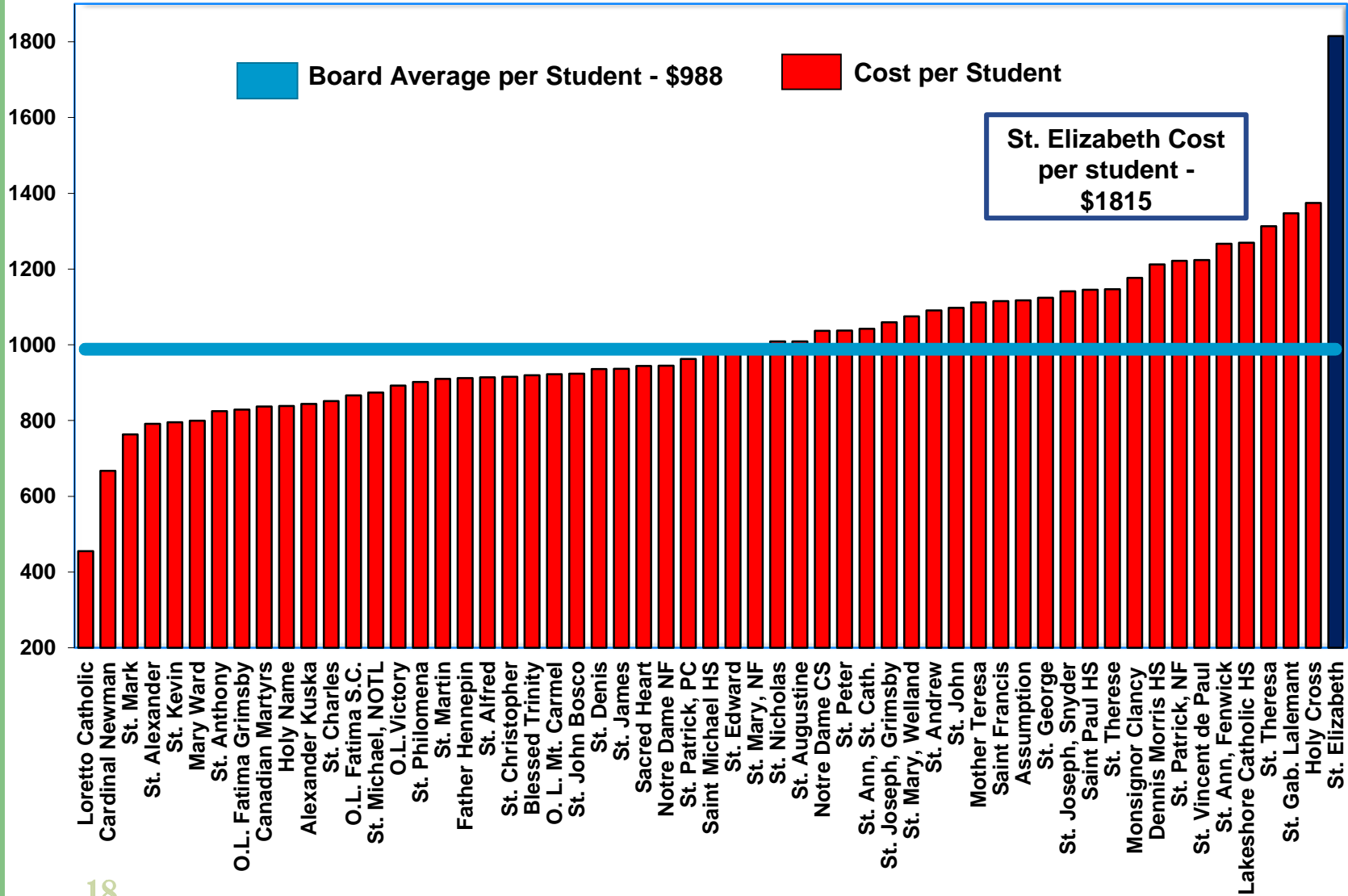
Surplus Spaces





Operations and Maintenance Costs

2016-2017 Data





NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

ST. ELIZABETH CATHOLIC ELEMENTARY SCHOOL Financial Implications

Based on 2016-2017 data

Total Operations Expenditure	\$192,456
Enrolment	106
On-The-Ground Capacity	187
Total Operations Expenditure/Pupil	\$1,816
Total Operations Expenditure/Pupil Space	\$1,029
Additional Operations Expenditure due to Underutilization per Pupil	\$787

The annual operations and maintenance costs for the underutilized space at Elizabeth Catholic Elementary School was \$63,750.



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

ST. ELIZABETH CATHOLIC ELEMENTARY SCHOOL

Map of Wainfleet Elementary Schools

Public and Catholic Elementary Schools in the Township of Wainfleet





ST. ELIZABETH CATHOLIC ELEMENTARY SCHOOL

Wainfleet School Enrolment and Utilization

	ST. ELIZABETH CATHOLIC	WILLIAM E. BROWN PUBLIC	WINGER PUBLIC	TOTAL
OTG Capacity	187	233	265	685
Oct. 2017 Enrolment	96	174	193	464
Utilization	51%	75%	73%	

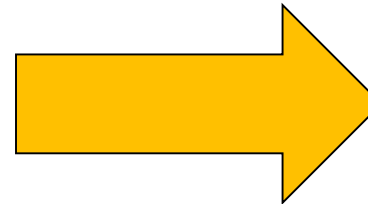
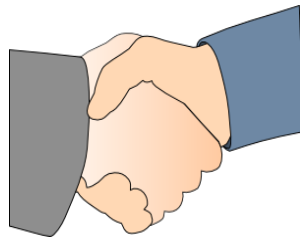
Current enrolment for St. Elizabeth CES
Projected for DSBN schools

Where are We Now?

Long Term
Accommodation
Plan 2016-2021



Community
Planning &
Partnerships



Consultation
With School
Community





NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

FACILITATED SESSION FOR PUBLIC INPUT



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

ETIQUETTE

- 1. Be respectful**
- 2. Listen attentively to others**
- 3. Participate to the fullest of your ability**
- 4. Goal is not to agree, but to gain deeper understanding and record responses**

Individual Preparation

Quietly and individually write your own responses to the four questions on the paper provided.



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

INTERVIEW MATRIX PROCESS

- 1. The Interview (15 minutes)**
- 2. Editorial Board (10 minutes)**
- 3. Report Back (10 minutes)**



The Interview: (Part 1 – 15 minutes)

1. Each person will sit at a table of 4, each person will have a different question.
2. Each person is responsible for collecting data on a question.
3. All four questions and space for responses will be provided on one sheet of paper to each person.
4. A few minutes will be provided to review each of the questions and write down own responses.
5. Everyone will “interview” and be “interviewed” by each person in your group of four.
6. Write down the responses from each person at your table to the question you have been assigned.

Purpose

Niagara Catholic District School Board has been asked to consider a joint-use school in Wainfleet.

Consultation for input on joint-use school.

Out of scope: staffing, location, design of potential new school.



INTERVIEW QUESTIONS

- 1. What are the advantages of the joint-use school proposal?**
- 2. What are the disadvantages of the joint-use school proposal?**
- 3. What factors should the Board consider in pursuing a joint-use school?**
- 4. What other alternatives could the Board consider for St. Elizabeth Catholic to deal with excess pupil space?**



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

INTERVIEW MATRIX – 1ST SESSION

INTERVIEWER

RESPONDER

1



2

3



4

INTERVIEW MATRIX – 2ND SESSION

INTERVIEWER

RESPONDER

2



1

4



3



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

INTERVIEW MATRIX – 3RD SESSION

INTERVIEWER

RESPONDER

1



3

2



4

INTERVIEW MATRIX – 4TH SESSION

INTERVIEWER

RESPONDER

3



1

4



2



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

INTERVIEW MATRIX – 5TH SESSION

INTERVIEWER

RESPONDER

1



4

3



2



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

INTERVIEW MATRIX – 6TH SESSION

INTERVIEWER

RESPONDER

4 → **1**

2 → **3**



The Editorial Board: (Part 2 – 10 minutes)

Gather with those with the same questions

- compare notes
- find common themes
- look for unique inputs and ideas

Record the best consensus ideas on the flipchart provided

Prepare your team presentation



Sharing Responses: (Part 3 – 10 minutes)

Individual groups will present their responses to the entire group to ensure that:

- all input has been gathered
- staff understand responses

Review of Timelines

- **Input from community to be provided at the Board Meeting on Tuesday February 27, 2018.**
- **Decision by Trustees to investigate proposed joint-use school.**
- **Community will be informed of Trustee decision to investigate joint-use proposal and next steps.**

Additional Opportunities for Input

Feedback Form has been posted on Board website at niagara.catholic.ca under:

- **Accommodation Planning,
St. Elizabeth Consultation**

**Contact Kathy Levinski, Administrator of
Facilities Services at 905-735-0240, ext. 273**

Additional Opportunities for Input



board ▾ Schools ▾ Programs ▾ Calendar Careers ▾ Newsroom ▾ Accommodation Planning ▾ Students ▾ Parents

search 

- Check for Delays and Cancellations 
- Transportation
- Father
- Partners
- Schools
- Networks
- Facebook

- Long-Term Accommodation Plan 2016-2021
- Pupil Accommodation Review
- Attendance Area Reviews
- French Immersion Program
- Partnership
- Capital Construction
- St Elizabeth Consultation**

St Elizabeth Consultation

Name

First Last

Email

Feedback:



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD



Appendix B

Individual Responses to the following questions:

1. What are the advantages of the proposed joint-use school?
2. What are the disadvantages of the proposed joint-use school?
3. What factors should the Board consider in pursuing a joint-use school?
4. What other alternatives could the Board consider for St. Elizabeth Catholic to deal with excess pupil spaces?

(19 of 24 individual attendees returned their response sheet)

Name: Erica Sillanpaa

Do you have a child attending St. Elizabeth? Yes No

1. What are the advantages of the proposed joint-use school? (Please Print)

- Catholic school within Wainfleet
- cost per student
- facility better used
- new facility

2. What are the disadvantages of the proposed joint-use school? (Please Print)

- new environment - less community-unity
- no known location for new site - possible move could distance school from church - local community involvement.

3. What factors should the Board consider in pursuing a joint-use school? (Please Print)

- keeping the same site/location
- the impact of the size of St. E. population vs. public - possible bullying.

4. What other alternatives could the Board consider for St. Elizabeth Catholic to deal with excess pupil space? (Please Print)

- building on to this site
- expanding area covered by St. E.

Name: Loeffen Family Do you have a child attending St. Elizabeth? Yes No

1. What are the advantages of the proposed joint-use school? (Please Print)

Better use of tax dollars

2. What are the disadvantages of the proposed joint-use school? (Please Print)

Larger population sharing
The 'differences' Catholic vs public ? bullying... already happening on shared buses.

3. What factors should the Board consider in pursuing a joint-use school? (Please Print)

Location - St. Elizabeth's is ideal in the church, public library, & arena in walking distance. Largest gym.
Huge playground right in the heart of Wainfleet.
How long would it take before go-time?

4. What other alternatives could the Board consider for St. Elizabeth Catholic to deal with excess pupil space? (Please Print)

Adult learning programs } in spare rooms.
Evening classes

Name: GARY SPES

Do you have a child attending St. Elizabeth? Yes No

1. What are the advantages of the proposed joint-use school? (Please Print)

(written)

- CENTRAL LOCATION MAY ATTRACT MORE ST. ELIZABETH CATHOLIC
- LOWER OPERATIONS & MAINTENANCE COSTS
- NEW FACILITY
- NEW FACILITY ATTRACTS POTENTIALLY MORE NEW RESIDENTS.

2. What are the disadvantages of the proposed joint-use school? (Please Print)

- POTENTIAL OFF-SITE LOCATION
- UNIFORMS
- AWAY FROM CHURCH, LIBRARY AND AREAS.
- OUT # $\frac{1}{3}$ - $\frac{2}{3}$

3. What factors should the Board consider in pursuing a joint-use school? (Please Print)

- LOWER ROMAN CATHOLIC DISTRIBUTION
- LOCATION, LOCATION, LOCATION *(MAINTAIN CURRENT LOCATION)*
- EXISTING Gym + EXPANSION + 2ND Gym
- NEW CHURCH

4. What other alternatives could the Board consider for St. Elizabeth Catholic to deal with excess pupil space? (Please Print)

SPEAK TO PARENTS THAT HAVE LEFT ST. ELIZABETH TO RECRUIT.

Name: Eliz

Do you have a child attending St. Elizabeth? Yes No

1. What are the advantages of the proposed joint-use school? (Please Print)

- new facility

2. What are the disadvantages of the proposed joint-use school? (Please Print)

- the loss of uniqueness
- the diluted spirituality based on sharing with non catholics

3. What factors should the Board consider in pursuing a joint-use school? (Please Print)

- location
- St E has the best geographic location and the property S/B considered for new school. Close to public library
Close to arena.
- church on premises.

4. What other alternatives could the Board consider for St. Elizabeth Catholic to deal with excess pupil space? (Please Print)

- utilize extra rooms for community activities

Name: E. Bassett-Katee

Do you have a child attending St. Elizabeth? Yes No

1. What are the advantages of the proposed joint-use school? (Please Print)

- newer facility
- larger library resources.
- possibly more gym equipment

2. What are the disadvantages of the proposed joint-use school? (Please Print)

possibly losing walking access to
a) public library
b) arena
c) CHURCH
d) large outdoor space

possible bullying of our kids for being "different"

Possible portables for Catholic kids once developments in Wainfleet are filled with families

3. What factors should the Board consider in pursuing a joint-use school? (Please Print)

Church in walking distance is PARAMOUNT as the cornerstone to Catholic education

4. What other alternatives could the Board consider for St. Elizabeth Catholic to deal with excess pupil space? (Please Print)

Erect a wall part way down the non-gym hallway & rent out that space to prospective businesses, with their own entrance & no access to the school part of the building.

Also, adult education classes in above spaces.

Name: GRACE PERROTTO

Do you have a child attending St. Elizabeth? 3 grandchildren Yes ___ No ___

1. What are the advantages of the proposed joint-use school? (Please Print)

AT THIS POINT I DO NOT SEE ANY ADVANTAGES BOTH FINANCIALLY OR THE MAINTAINING THE SPECIAL UNIQUE SITUATION WE HAVE NOW. THE SCHOOL AND THE CHURCH ARE INSEPARATE ~~IN~~ ORDER TO BE ^{THIS} UNIQUE ~~AND~~ ARE YOU GOING TO PROVIDE US WITH A NEW CHURCH IN A NEW AREA?

2. What are the disadvantages of the proposed joint-use school? (Please Print)

SEE ABOVE
↑ DIFFICULTY WITH THE 2 SCHOOL ie ONE HAS UNIFORMS - OTHER NOT.

3. What factors should the Board consider in pursuing a joint-use school? (Please Print)

BUILD THE NEW SCHOOL ~~TEXT~~ WITHIN WALKING DISTANCE TO THE PRESENT CHURCH OR BUILD A NEW CHURCH (A\$\$) THIS SCHOOL IS IN A GREAT LOCATION FOR MANY THINGS AS IN CENTER OF TOWN. LIBRARY - ARENA etc.

4. What other alternatives could the Board consider for St. Elizabeth Catholic to deal with excess pupil space? (Please Print)

TRY TO GET (RECRUIT) MORE COME IN AS STUDENTS:
CATHOLIC STUDENTS ATTENDING BROWN + WINGE SCHOOLS!

Name: Nick Costyken

Do you have a child attending St. Elizabeth? ___ Yes No

1. What are the advantages of the proposed joint-use school? (Please Print)

<u>the</u> ST ELIZABETH IS near the churchy area, Ball diamonds etc.

2. What are the disadvantages of the proposed joint-use school? (Please Print)

Young students may loss their right to go to church church mornings

3. What factors should the Board consider in pursuing a joint-use school? (Please Print)

expenses of new school, possibly more bussing.

4. What other alternatives could the Board consider for St. Elizabeth Catholic to deal with excess pupil space? (Please Print)

<u>Rent</u> - closed class rooms -

Name: Yvonne Klassen Do you have a child attending St. Elizabeth? ___ Yes ___ No

1. What are the advantages of the proposed joint-use school? (Please Print)

Save money save money + be more efficient.
sharing gym + library. =>

2. What are the disadvantages of the proposed joint-use school? (Please Print)

not being unique.

3. What factors should the Board consider in pursuing a joint-use school? (Please Print)-

location # 1st near library public use facility

4. What other alternatives could the Board consider for St. Elizabeth Catholic to deal with excess pupil space? (Please Print)

= retirement home facility included with your school.

Name: Annette Ostryden Do you have a child attending St. Elizabeth? Yes No

1. What are the advantages of the proposed joint-use school? (Please Print)

It would have to be in this location.

2. What are the disadvantages of the proposed joint-use school? (Please Print)

We are not guaranteed where the location is.

3. What factors should the Board consider in pursuing a joint-use school? (Please Print)

[Blank response]

4. What other alternatives could the Board consider for St. Elizabeth Catholic to deal with excess pupil space? (Please Print)

My concern that the building would be built in the village in this "location" in Hainfleet.
We have our Church also activities available to Community Arena Parks, Baseball, Soccer Tennis, Mankville

Name: Mike Ferraro

Do you have a child attending St. Elizabeth? ___ Yes No

1. What are the advantages of the proposed joint-use school? (Please Print) ^{3 GRANDCHILDREN}

LOWER OPERATING COST.
POTENTIAL RECRUITING TO A CATHOLIC EDUCATION

2. What are the disadvantages of the proposed joint-use school? (Please Print)

THE INTEGRITY OF CATHOLIC EDUCATION
OPERATING COST V/S. REAL COST
OF NEW SCHOOL. + PAYING FOR SUCH.

3. What factors should the Board consider in pursuing a joint-use school? (Please Print)

(4) ALTERNATIVE - 1B: REDUCE THE SIZE OF CURRENT SCHOOL.
THE ABSOLUTE COST OF BUILDING THE NEW SCHOOL.

4. What other alternatives could the Board consider for St. Elizabeth Catholic to deal with excess pupil space? (Please Print)

+ RAISING FUNDS. PRIVATE.

Name: FR MICHAEL BASQUE

Do you have a child attending St. Elizabeth? ___ Yes No

1. What are the advantages of the proposed joint-use school? (Please Print)

NEW SCHOOL FACILITY
GREATER EFFICIENCY.

2. What are the disadvantages of the proposed joint-use school? (Please Print)

NUMBERS RATIO 3-1 PUBLIC VS CATHOLIC

3. What factors should the Board consider in pursuing a joint-use school? (Please Print)

CULTURE
FUTURE
MOVES

4. What other alternatives could the Board consider for St. Elizabeth Catholic to deal with excess pupil space? (Please Print)

BUILD HALF-SCHOOL
COMMUNITY PARTNERSHIP

Name: Bert Schützling

Do you have a child attending St. Elizabeth? ___ Yes No

1. What are the advantages of the proposed joint-use school? (Please Print)

BUSING BUSING
LESS CARBON FOOT PRINT
AND MORE ROOM FOR EXPANSION.

2. What are the disadvantages of the proposed joint-use school? (Please Print)

LOSING THE CATHOLIC ATMOSPHERE

3. What factors should the Board consider in pursuing a joint-use school? (Please Print)

TEARING DOWN EXCESS BUILDING

4. What other alternatives could the Board consider for St. Elizabeth Catholic to deal with excess pupil space? (Please Print)

OR USE SOME SPACE FOR SENIOR

Name: Paul de Ruysse

Do you have a child attending St. Elizabeth? ___ Yes No

1. What are the advantages of the proposed joint-use school? (Please Print)

There are many: lower operating cost.

2. What are the disadvantages of the proposed joint-use school? (Please Print)

None

3. What factors should the Board consider in pursuing a joint-use school? (Please Print)

I am going to get shut down, kids all should go to one school, in real life they work and play together, why not one school system?
I have been at St. Elizabeth since Dec 1953.
Just ask the clergy about my participation with the church.

4. What other alternatives could the Board consider for St. Elizabeth Catholic to deal with excess pupil space? (Please Print)

My grand grand grand kid is 4 years 4 of them
there only will be maybe 12 kids more in the next few years

Name: Maria Gonzalez

Do you have a child attending St. Elizabeth? ___ Yes No

1. What are the advantages of the proposed joint-use school? (Please Print)

None

2. What are the disadvantages of the proposed joint-use school? (Please Print)

loss of identity

3. What factors should the Board consider in pursuing a joint-use school? (Please Print)

I can not think of any

4. What other alternatives could the Board consider for St. Elizabeth Catholic to deal with excess pupil space? (Please Print)

We are the Hub of the community
and location location location
is primary.
church
Township
Arena
Marshallville
Soccer
Baseball
Trucks
Library

Table Interviews

Question #1

What are the advantages of the proposed joint-use school?

QUESTION #1. What are the advantages of the proposed joint-use school? (Please Print)

Name: CORNY SPIES Do you have a child attending St. Elizabeth? Yes No

- CENTRAL LOCATION MAY ATTRACT MORE ST. ELIZABETH, CATHOLIC STUDENTS
- NEW FACILITY (FULLY FUNDED)
- NEW FACILITY WILL ATTRACT MORE NEW HOMES AND RESIDENTS.
- LOWER OPERATING/MAINTENANCE COSTS
- HIGHER UTILIZATION

Name: MIKE P. Do you have a child attending St. Elizabeth? Yes No

- LOWER OPERATING COSTS

Name: GRACE P. Do you have a child attending St. Elizabeth? Yes No

- MORE EFFICIENT SPACE (SHARE GYM LIBRARY ETC.)
- MORE EFFICIENT OPERATING COSTS

Name: _____ Do you have a child attending St. Elizabeth? Yes No

- I DO NOT SEE ANY ADVANTAGES

QUESTION #1. What are the advantages of the proposed joint-use school? (Please Print)

Name: NCK OSTRZYCKI Do you have a child attending St. Elizabeth? ___ Yes No

~~ST ELIZABETH IS NEAR THE CHURCH
AREA, BLD DEMAND ETC
O STRZYCKI~~

Name: ANNETTE OSTRZYCKI Do you have a child attending St. Elizabeth? ___ Yes No

~~_____~~

Name: MICHELLE Do you have a child attending St. Elizabeth? ___ Yes No

~~_____~~

Name: TERESA MARIA Do you have a child attending St. Elizabeth? ___ Yes No

~~UP ARE THE HUB OF THE COMMUNITY AND
LOCATION, LOCATION, LOCATION IS~~

NONE

Table Interviews

Question #2

What are the disadvantages of the proposed joint-use school?

QUESTION #2. What are the disadvantages of the proposed joint-use school? (Please Print)

Name: Annette Ostryka Do you have a child attending St. Elizabeth? Yes No

[This response area is crossed out with a diagonal line.]

Name: Nick Ostryka Do you have a child attending St. Elizabeth? Yes No

St. Elizabeth students may lose their right to go to Church services.

Name: Maria Do you have a child attending St. Elizabeth? Yes No

Loss of Identity.

Name: Michale Do you have a child attending St. Elizabeth? Yes No

*Easy Potential For Catholic Identity To Be Eroded
& G Joint Library - Public School May Allow Books in Library - Public School May Allow Book in Library that are Banned by Catholic Teaching. Also the Public Sector May Not Allow some Catholic Books in the Library*

QUESTION #2. What are the disadvantages of the proposed joint-use school? (Please Print)

Name: Laura Spies Do you have a child attending St. Elizabeth? Yes No

- loss of uniqueness
- the dilution of spirituality and faith based on sharing school with public or non catholics
- creating sense of pride that our children are given an opportunity for stronger faith.

Name: Father Mike Do you have a child attending St. Elizabeth? Yes No

- NUMBERS / RATIO PUBLIC VS CATHOLIC 2003-10-9

Name: Leonard Perrault Do you have a child attending St. Elizabeth? Yes No

HAVE PLACE FOR CATHOLIC MEETINGS - OR MASS

Name: Eliz Z Do you have a child attending St. Elizabeth? Yes No

went thru system

QUESTION #2. What are the disadvantages of the proposed joint-use school? (Please Print)

Name: Erica Do you have a child attending St. Elizabeth? Yes No

less sense of community
less unity in school
no known location
possibility of being far from the church.
" " of not being in the heart of
the village.
If kids are farmed out to city schools.
Village kids don't thrive in city schools.

Name: Michelle Do you have a child attending St. Elizabeth? Yes No

differences in kids between Catholic
& public; bullying already
taking place on our SHARED
busses from Publics onto
Catholics.

Name: Ricky Do you have a child attending St. Elizabeth? Yes No

costs too high
waste of school building
only advantage is a better daily
operating cost.

Name: Elaine Do you have a child attending St. Elizabeth? Yes No

losing walking access to Public Library
arena, Church, large outdoor space
Bullying of our kids by public's. It already
happens on the shared bus system
If Catholic side of school is made smaller
because of projections for growth then the
developments in maintenance go up & our kids end up
in public schools

QUESTION #2. What are the disadvantages of the proposed joint-use school? (Please Print)

Name: Ted Hessels Do you have a child attending St. Elizabeth? Yes No

~~Anti~~ Loss Might Loss Some of the
Catholic Religion

Name: Nathan Do you have a child attending St. Elizabeth? Yes No

Name: Paul Do you have a child attending St. Elizabeth? Yes No

Name: Bert Do you have a child attending St. Elizabeth? Yes No

QUESTION #2. What are the disadvantages of the proposed joint-use school? (Please Print)

Name: Mike Perrotto Do you have a child attending St. Elizabeth? ___ Yes ___ No

THE DILUTION OF OUR SYSTEM OF
EDUCATION, VALUES
THE TIES BETWEEN ST ELIZABETH,
& THE SCHOOL. & VICE-VERSA.
PUBLIC LIBRARY -

Name: _____ Do you have a child attending St. Elizabeth? ___ Yes ___ No

POTENTIAL OFF SITE LOCATION

Name: _____ Do you have a child attending St. Elizabeth? ___ Yes ___ No

NO ADVANTAGE BOTH FINANCIAL
OR THE UNIQUE SITUATION - BROKEN
UNLESS A NEW CHURCH IS ALSO
BUILT.

Name: _____ Do you have a child attending St. Elizabeth? ___ Yes ___ No

NOT BEING UNIQUE 8

Table Interviews

Question #3

What factors should the Board consider in pursuing a joint-use school?

QUESTION #3. What factors should the Board consider in pursuing a joint-use school?

(Please Print)

Name: Yvonne Hesses

Do you have a child attending St. Elizabeth? ___ Yes ___ No

is location near public use facility - eg library, arena church.

Name: _____

Do you have a child attending St. Elizabeth? ___ Yes ___ No

- uniqueness of having church near school, new school nearby, ^{church} or both

Name: _____

Do you have a child attending St. Elizabeth? ___ Yes ___ No

lose need to maintain current location due to church public library, arena will they lose uniforms re 2/3 don't require uniforms and 1/3 does keep school gym and modify existing St E school including second gym. want funds toward existing church

Name: _____

Do you have a child attending St. Elizabeth? ___ Yes ___ No

1. absolute cost advantage between newschool vs your current deficiency

QUESTION #3. What factors should the Board consider in pursuing a joint-use school?
(Please Print)

Name: _____

Do you have a child attending St. Elizabeth? ___ Yes ___ No

-went thru the Catholic School System

Name: FR MICHAEL BASOUT

Do you have a child attending St. Elizabeth? ___ Yes ___ No

QUESTIONS
FACTORS
MOTIVES

Name: Laura

Do you have a child attending St. Elizabeth? Yes ___ No

-location
• St. E has the best geographical location.
Our location is close to library, arena
Soccer fields, heritage village, large
capacity parking space, easy access to
Hwy 3, church or premise

Name: Eliz

Do you have a child attending St. Elizabeth? ___ Yes ___ No

have gone thru system

QUESTION #3. What factors should the Board consider in pursuing a joint-use school?

(Please Print)

Name: MICHELLE WILSON Do you have a child attending St. Elizabeth? ___ Yes No

CATHOLIC MORALS + TEACHING MUST BE PRESERVED,
NOT DILUTED OR ERODED BIT BY BIT
MUST BE NEXT TO A CATHOLIC CHURCH

Name: MARIA Do you have a child attending St. Elizabeth? ___ Yes No

Name: NICK Do you have a child attending St. Elizabeth? ___ Yes No

EXPENSES OF NEW SCHOOL, POSSIBLY MORE
BUSSING

Name: ANNETTE Do you have a child attending St. Elizabeth? ___ Yes No

Table Interviews

Question #4

What other alternatives could the Board consider for St. Elizabeth Catholic to deal with excess pupil spaces?

QUESTION #4. What other alternatives could the Board consider for St. Elizabeth Catholic to deal with excess pupil space? (Please Print)

Name: Maria Gorzab Do you have a child attending St. Elizabeth? ___ Yes No

We are the Hub of the community
and location location location
is primary

Name: Michelle Wilson
~~Michelle Wilson~~ Do you have a child attending St. Elizabeth? ___ Yes No

Keep St. Elizabeth School Open
and evangelize for new students

Name: Annette Ostyhon Do you have a child attending St. Elizabeth? ___ Yes No

~~My concern is that the building would
be built in this location "in the
Village
We have our Church also activities
available the Siena Park Baseball
Soccer Tennis Harkville~~

Name: Nick Ostyhon Do you have a child attending St. Elizabeth? ___ Yes No

Rent Closed Classrooms

① What are the advantages of the proposed joint-use school?

- NEAR CHURCH, ARENA, SPORTS FACILITY LIBRARY, TOWN HALL IF USE ST. ELIZABETH'S SITE (8 ACRES)
- MAY ATTRACT MORE STUDENTS ~~LESS~~
- NEW FACILITY FULLY FUNDED
- MAY ATTRACT MORE RESIDENTS
- HIGHER UTILIZATION / LOWER OPERATING COSTS / MORE EFFICIENT USE OF SPACE / MONEY
- LARGER LIBRARY / NEW FURNACE
- MORE GYM EQUIPMENT / SCHOOL EQUIPMENT
- BETTER USE OF TAX DOLLARS
- BETTER BUS FLOW
- TIGHTER COMMUNITY
- BETTER FUNDING
- NEW FACILITY
- GREATER CHANCE OF SURVIVAL (CATHOLIC SCHOOL) IN WAINFLEET

② What are the disadvantages of the proposed joint-use school?

- loss of integrity of Catholic Education
- God as the core of their Education
- dilution of our children's spirituality
- possible distance between school and the church.
- loss of Catholic identity
- overall absolute cost of dealing with the deficiency or cost of building a new school.
- taxes will increase
- bullying of our kids by public school kids who lack strength of faith.
- too easy for parents to decide to slide children from Catholic to Public side of school
- long term impact is the eventual disappearance of the Catholic system!
- individuality is being removed
- the change in the geographical location, church, library, arena, soccer field heritage village.

③ What factors should the Board consider in pursuing a joint-use school?

is location near public facility
ie. arena, soccer field, baseball
field, library and our church

need to maintain Catholic
identity

- location close to Church so
celebrations & Mass can
be in the Church

- potential shift of students
to Brant-Malden-Norfolk-COSB

- student voice

④ What other alternatives could the Board consider for St. Elizabeth Catholic to deal with excess pupil space?

- try to recruit students from the other 2 schools (especially the Catholics in the district school board currently) to ↑ our enrollment, thus cost / student.
- ↓ size of our existing school
- erect a wall part way down the non-gym hallway + rent out space to prospective businesses + their own entrance
- adult education in spare rooms (evening classes)
- we be the school that houses shop, home economics, etc since we have the spare rooms but for other schools to come utilize

- use them for the chess tournaments, extra curriculars
- evangelize, community partnerships
- ? elections poll station
- gym rentals
- students from BMAVEDSB coming
- transition between the communities



**NIAGARA CATHOLIC DISTRICT
SCHOOL BOARD**

**TOWNSHIP OF WAINFLEET
VIABILITY OF A JOINT
ELEMENTARY SCHOOL**

**INITIAL REPORT
SUPPLEMENTARY INFORMATION**

OCTOBER 26, 2018



Plaza Three
101-2000 Argentia Rd.
Mississauga, Ontario
Canada L5N 1V9

Phone: (905) 272-3600

Fax: (905) 272-3602

e-mail: info@watson-econ.ca

www.watson-econ.ca

 **Planning for growth**

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1. INTRODUCTION

The Niagara Catholic District School Board (NCDSB) currently operates one elementary school with a grade Junior Kindergarten to grade 8 configuration in the Township of Wainfleet. The purpose of this report is to provide the Board with information respecting demographics, enrolment, capacity, condition and finances related to St. Elizabeth Catholic Elementary School (SEC). Ultimately, the information presented in this report could assist Board staff in determining the long-term viability and efficiency of St. Elizabeth Catholic Elementary School in the current provincial funding environment. Many provincial education grants are based on a per pupil allocation as well as how school space is used. Small schools or schools that are operating well under permanent capacity are challenged to obtain sufficient grants to meet annual expenditures.

As part of the Niagara Catholic District School Board, Long Term Accommodation Plan 2016-2021 (LTAP), all Board schools were examined and recommendations were provided across the jurisdiction. At that time, St. Elizabeth Catholic Elementary School was identified as a small school with surplus spaces and enrolments hovering in the low 100s. The recommendation for the school, at the time, was for the Board to seek community partners to use some of the surplus space in the school. The intention of seeking community partners to share surplus school space is to help offset the cost of operating the school facility. Since 2016, enrolment has continued to decline and in 2017/18 enrolment dropped below 100 (97) and utilization of permanent space was just below 60%. This is important because poorly utilized facilities, especially those under 65%, can be significantly impacted by funding grants.

The 2016 LTAP also stated that if partnerships could not be found at St. Elizabeth Catholic Elementary School, the Board may have to consider an Accommodation Review for the school area. An Accommodation Review could contemplate things like attendance boundary changes, program changes or closures. The specific recommendation in the Board's 2016 LTAP with regard to the Lakeshore Catholic High School Family of Schools (of which St. Elizabeth Catholic Elementary School belongs to) is as follows:

The Lakeshore Catholic Family of Schools is experiencing underutilization at its two smallest schools, St. Elizabeth Catholic Elementary School and St. Joseph Catholic Elementary Schools. Dealing with these schools pose pressures due to their location. In the short term, partnerships may address underutilization. If partnerships do not address the issues in the short term, it may be necessary to pursue Pupil Accommodation Review.

In the winter of 2017, the Niagara Catholic District School Board was approached by its coterminous school board, the District School Board of Niagara (DSBN). The DSBN is currently involved in an Accommodation Review involving its two elementary schools in the Township of Wainfleet and as part of that review has considered a joint Public-Catholic elementary school and has asked the Niagara Catholic District School Board to consider the same. As part of that

request, the Niagara Catholic District School Board had a public consultation session where board staff presented to and heard from the school community and public.

Additionally, the two school boards applied for and were granted funding from the Ministry of Education to study the possibility of a joint use elementary school. In October of 2016, the Ministry of Education allocated funds for the Joint-Use Schools Seed Funding Program. This program is intended to help co-terminous school boards study the viability of a joint-use school project. The Ministry states that, "...significant board-to-board negotiations and planning are required to support the development of joint-use school projects and that under certain circumstances, some of these tasks may act as a barrier to the establishment of such projects. The ministry is also aware that effective planning leading to the development of formalized agreements can significantly increase the long-term success of joint-use school arrangements. For these reasons, the ministry has established this Joint-Use Schools Seed Funding Program to encourage the creation of more joint-use schools." Seed money to study the joint use initiative was granted to both the Niagara Catholic District School Board and the District School Board of Niagara in October of 2018."

If the two school boards decide to pursue a joint-use school venture, they would eventually have to apply for Ministry of Education funding through the submission of a business case. In 2011, the Ministry of Education introduced the Capital Priority Funding Program (CPFP). The funding program is based on requests that are submitted by school boards for funding to address urgent capital priority needs. The funding serves as the primary means for funding capital projects that address school boards' pupil accommodation needs including enrolment pressures, supporting the consolidation of underutilized facilities, and replacing facilities in poor repair.

For facility condition and school consolidation projects, assessments will be based on the projected operating and renewal savings and the removal of renewal backlog needs relative to the project cost. In addition, priorities will be given to projects with the highest expected internal rate of return. In general, the rate of return refers to projects that will save the greatest amount of future expenditures (such as renewal or operations) compared to the capital investment/grants being requested. The Ministry, will also take into account secondary measures based on school performance such as:

- School board's demonstrated willingness to participate with co-terminous school board in joint-use school opportunities;
- The Ministry will be reviewing all capital proposals submitted by boards for ministry funding for new schools, additions or consolidation projects to ensure joint-use opportunities between boards have been explored before funding is granted

The Ministry of Education has been promoting joint-use school projects for the last several years and as mentioned above, considers it as part of its criteria when evaluating project submissions. The Ministry has been encouraging school boards to consider collaborative capital projects and

maximize opportunities for co-location. The Ministry has committed to prioritize joint-use projects as part of the Capital Priorities program.

The Ministry considers a joint-use school project to be; “an agreement between two or more school boards operating their respective schools in a single facility in response to a demonstrated need for pupil accommodations.”

Examples of joint-use arrangements may include:

- Two school boards both operating elementary or secondary programs in the same building and sharing the gymnasium, playing fields and/or specialty classrooms such as science and shop labs.
- Two school boards operating in different wings and attached through common areas such as a shared school library or public library.

Examples of what would not be considered a joint-use school, for the purposes of this program, include arrangements where:

- Schools of two distinct school boards are situated on one campus, but are not located in one building.
- Two schools of two distinct school boards are situated in different buildings, but schedule access to the same sport field, sport facility or any other education related facility (e.g. outdoor learning centres, etc.).

SUMMARY

The Niagara Catholic District School Board operates 49 elementary schools and 8 secondary schools throughout its entire jurisdiction which consists of the Region of Niagara. The Board provides services to more than 21,000 elementary and secondary students. In the Township of Wainfleet, the Board operates 1 elementary school – St. Elizabeth Catholic Elementary School. Elementary enrolment at the school, has declined by 42 spaces or 28% between 2001/02 and 2016/17.

Historical demographic data indicates that the elementary school aged population in the study area, consistent with the historical enrolment, has also been declining. According to the Canadian Census, the elementary aged population (4-13 years) in this study area declined by approximately 9% between 2001 and 2006 and another 18% between 2006 and 2011. The declines have stabilized during the most recent census period, however, there was still a decline of almost 2% between 2011 and 2016. The total elementary population declined by 245 people (27%) from 2001 to 2016.

These declines in the school aged populations have had a direct impact on the Board's enrolments. While enrolment at St. Elizabeth Catholic Elementary School increased by 18 students or just below 12% between 2001 and 2006, the school aged population declines resulted in a loss of 41 students (-24.2%) between 2006 and 2011 and another 15% decline between 2011 and 2016. In 2017/18, enrolment at St. Elizabeth Catholic Elementary School was 97 resulting in a utilization rate below 60% with approximately 90 surplus spaces.

Enrolment is projected to increase over the next 15 years by approximately 30% back to the 120 range, however the resultant utilization rates will still be below 70% with almost 60 surplus spaces.

- Enrolment is expected to increase but it will still be in the 120 range with facility utilization rates below 70%.
- The school is likely to incur renewal and operations shortfalls due to funding changes (ie. removal of top-up funding. Schools operating under 65% were historically eligible to receive 'top-up' funding if they were operating below permanent capacity. However, under new funding parameters, the 'top-up' component has been removed except for schools that are defined as enhanced) .
- In 2016/17, St. Elizabeth Catholic Elementary School had just below \$200,000 in annual operations expenditures. The operations expenditures per student averaged \$1,815 which is 84% higher than the Board-wide average of \$988.

1.1 Facility Description

St. Elizabeth Catholic Elementary School

St. Elizabeth Catholic Elementary School is located in the Township of Wainfleet in the Region of Niagara. Wainfleet is one of the largest municipalities in the Region by land area but the smallest by population. Currently, St. Elizabeth Catholic Elementary School has a Junior Kindergarten to grade 8 configuration and the original facility was constructed in 1959 making it 59 years old – the school has also had a total of 4 additions constructed between 1964 and 1978. The school is situated on a site measuring 8 acres. According to Ministry of Education data, the school has 5-year renewal costs totalling more than \$1M which results in a Facility Condition Index (FCI) of 20%. The FCI is a ratio of projected school renewal needs compared to the cost of replacing the school. The On-The-Ground (OTG) Ministry rated capacity for St. Elizabeth Catholic Elementary School is 187. The school had a total enrolment of 97 in 2017/18.

Facility Renewal and Condition:

Each school in the Board's inventory has an associated replacement value and renewal cost that indicates the relative condition of the facility. The Facility Condition Index or FCI examines the cost of renewal needs (in this case 5 years) against the cost of replacing the facility. If the FCI is

above 65%, the Ministry of Education typically considers the facility 'prohibitive to repair'. Table 1 depicts the facility condition and renewal needs for St. Elizabeth Catholic Elementary School based on data released by the Ministry of Education in the summer of 2016.

Table 1 Facility Renewal and Condition

School/Facility	MOE SUMMER 2016	
	Facility Condition Index	5 Year Renewal Costs
St. Elizabeth Catholic Elementary School	20%	\$1,003,688

Two maps can be found on the following pages. The first map (figure 1) shows St. Elizabeth Catholic Elementary School's attendance boundary and the locations of students attending St. Elizabeth Catholic Elementary School. The following map (figure 2) outlines the school's attendance boundary in the context of surrounding elementary schools and shows the locations of all students attending NCDSB schools.

Figure 1:

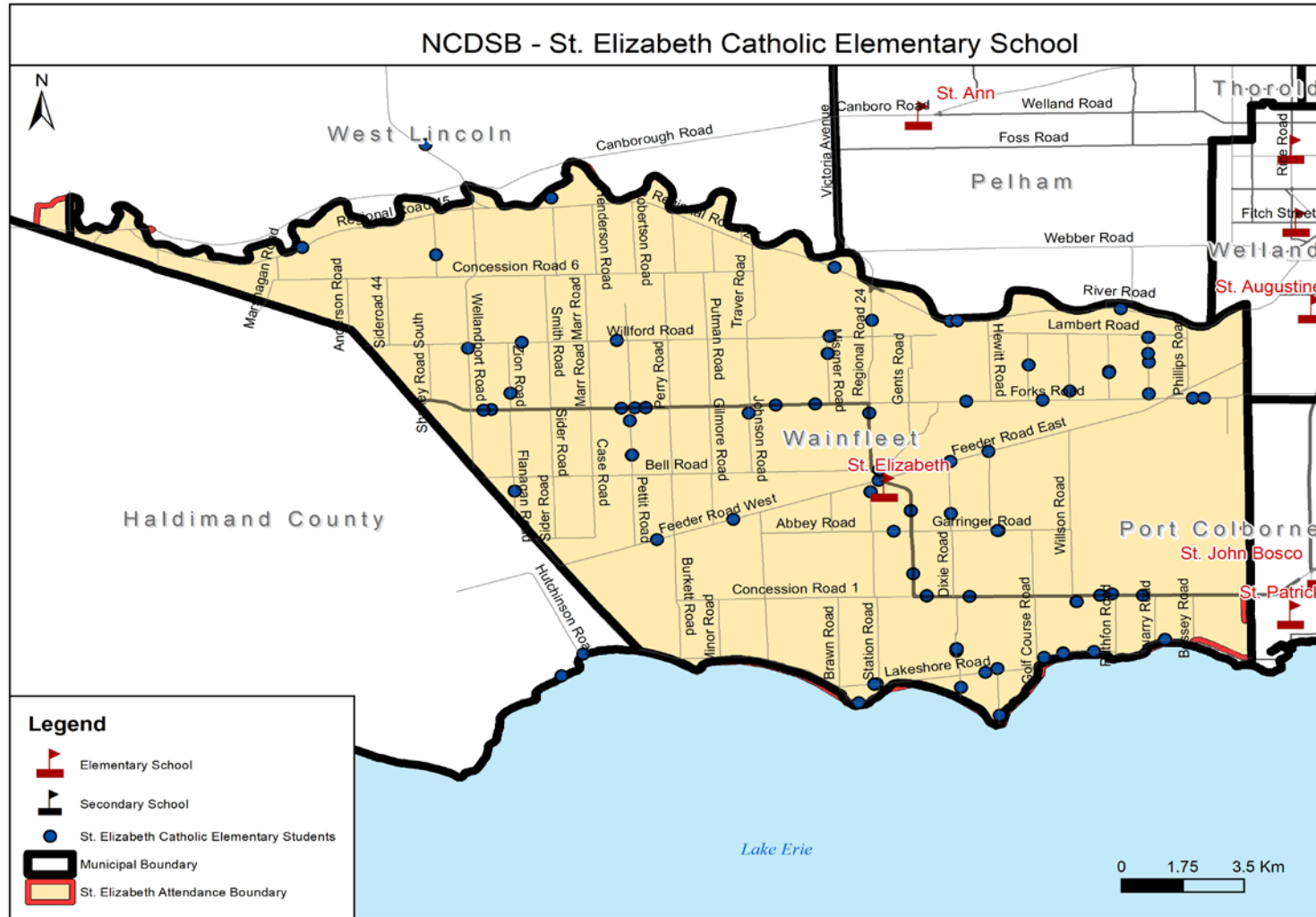
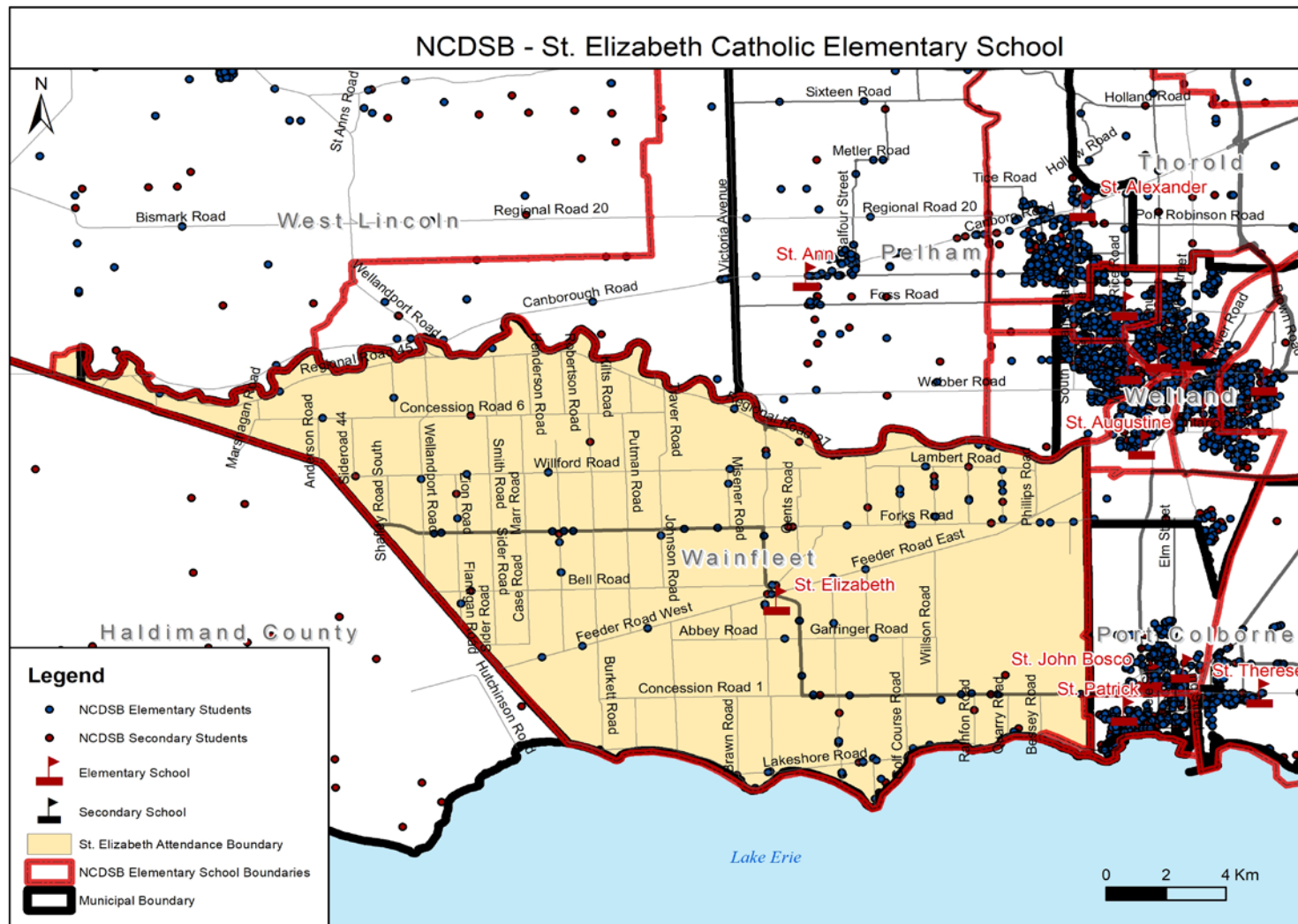


Figure 2:



2. AREA DEMOGRAPHICS AND PROJECTED ENROLMENT

2.1 Review Area Demographics

Table 3 depicts the demographic trends for the study area of Wainfleet. The area's total population increased by just above 5% between 2001 and 2006. Over the same time period, the elementary aged population for the area declined by 9%. This was consistent with many areas in Ontario and is consistent with a 9% decline in the Board-wide elementary population. Between 2011 and 2016, the total population in the study area increased slightly by just above 1%. For the same period of time, the elementary aged population in the study area declined by 1.5% after a significant decline of more than 18% between 2006 and 2011.

TABLE 3

Wainfleet Population Data	2001 Census	2006 Census	2011 Census	2016 Census	01-06	06-11	11-16
					%	%	%
					Change	Change	Change
Total Population	6,260	6,585	6,310	6,390	5.2%	-4.2%	1.3%
Pre-School Population (0-3)	270	225	230	255	-16.7%	2.2%	10.9%
Elementary School Population (4-13)	910	825	675	665	-9.3%	-18.2%	-1.5%
Secondary School Population (14-18)	490	525	470	415	7.1%	-10.5%	-11.7%
Population Over 18 Years of Age	4,590	5,010	4,935	5,055	9.2%	-1.5%	2.4%

In addition to examining the elementary school aged populations, the pre-school aged population (0-3 years) was also analysed. Board-wide, the pre-school population increased by just about 0.5% between 2006 and 2011 and then almost 2% between 2011 and 2016. In the study area, the pre-school population increased by more than 2% between 2006 and 2011, followed by a more significant increase of almost 11% between 2011 and 2016. The pre-school population is an important indicator of trends in the future elementary school aged population. The demographic trends for the study area indicate that elementary declines in the population are likely to stabilize over the next several years.

According to the Canada Census there were 188 new occupied residential dwellings in the study area between 2001 and 2016 – an increase of approximately 12.5 new occupied units per year. It should be noted that historical declines in the elementary aged population have impacted household sizes. As families have less children, the elementary population per dwelling unit has been declining. In 2001, each unit in the study area had an average elementary pupil yield of 0.41. This number dropped to 0.29 in 2011 – a drop of almost 30%. While the 2016 Census data

shows that pupil yields have continued to fall (0.28 in 2016), the declining trend seems to have stabilized. This data is summarized below in Table 4.

Table 4 Occupied Dwellings

Dwelling Unit Data	2006 Census	2011 Census	2016 Census	2006-2011		2011-2016	
				Change	%	Change	%
Total Occupied Dwellings	2,390	2,337	2,413	-53	-2.2%	76	3.3%
Total Population/Dwelling	2.76	2.70	2.65	-0.06	-2.0%	-0.05	-1.9%
Elementary Pop./Dwelling	0.35	0.29	0.28	-0.06	16.3%	-0.01	-4.6%
Secondary Pop./Dwelling	0.22	0.20	0.17	-0.02	-8.4%	-0.03	-14.5%

2.2 Enrolment and Capacity Data

2.2.1 Historical Enrolment

Table 5 outlines historical enrolment trends and values from 2001 through to 2016 for the St. Elizabeth Catholic Elementary School elementary school.

Enrolment increased rapidly in the early 2000s from 150 in 2001 to 184 in 2005 (23% increase in 4 years) however this was followed by a significant decline of almost 40% between 2005 and 2010 where enrolment fell to 112 students. Between 2010 and 2016, enrolment has averaged 113 and fluctuated between 127 and 108. In 2017, enrolment dropped to below 100 (97) for the first time in the last two decades.

Table 5 Historical Enrolment – St. Elizabeth Catholic Elementary School

GRADES (Headcount)	Historical 2001/2002	Historical 2006/2007	Historical 2011/2012	Historical 2016/2017	01-06	06-11	11-16
					% Change	% Change	% Change
JK	3	9	12	6	200.0%	33.3%	-50.0%
SK	22	14	9	12	-34.9%	-35.7%	33.3%
1	16	18	10	9	12.9%	-42.9%	-10.0%
2	13	16	13	11	24.0%	-16.1%	-15.4%
3	24	22	8	12	-6.4%	-63.6%	50.0%
4	12	8	13	11	-30.4%	62.5%	-15.4%
5	14	24	10	10	74.1%	-57.4%	0.0%
6	22	18	17	16	-18.6%	-2.9%	-5.9%
7	11	15	15	13	36.4%	0.0%	-13.3%
8	17	26	20	8	54.5%	-21.6%	-60.0%
Total Enrolment	150	168	127	108	11.7%	-24.2%	-15.0%
Grade Structure Ratio	1.23	1.43	1.68	1.37	16.9%	17.1%	-18.3%

An important factor or measure when examining historical enrolment is the Grade Structure Ratio (GSR). It is a measure of pupils entering the school system (Junior Kindergarten - Grade 1) versus pupils at the senior elementary level (6-8) about to leave the system. An equal number of pupils entering JK-1 to those moving through the senior elementary grades would result in a ratio of 1 which means that enrolment will likely be stable in the short-term. A GSR higher than 1 indicates that more pupils are leaving elementary school than entering and is a predictor of future enrolment decline, at least in the short term, absent of mitigating factors. A GSR lower than 1 indicates enrolment growth (short term) and is typically found in development areas where housing types/prices attract young couples or young families with children. The current GSR at St. Elizabeth Catholic Elementary School is 1.37 (2016/17). While the GSR is above 1 and would indicate that there is still likely some possibility for short-term enrolment decline, it is positive to note that the GSR has been declining from a high of 1.68 in 2011. The declining GSR when combined with the increases in pre-school aged children should help mitigate future enrolment declines in this area.

2.2.2. Projected Enrolment and Facility Utilization

Fifteen-year enrolment projections were prepared for St. Elizabeth Catholic Elementary School. The enrolment projections take into account the aforementioned data and also incorporate any possible new enrolment from new residential developments. Table 6 outlines the projected enrolments, as well as the school's capacity and projected utilization or use of permanent space. Based on the factors and data presented earlier in this report, enrolment is projected to be stable in the short-term from 97 in 2017/18 to 99 in 2022/23. Post 2022/23, enrolments are projected to increase more quickly as demographic trends and new residential developments should be favourable to family household growth. Between 2022/23 and 2027/26 enrolment is expected to increase by 15 students or 15%. The projections predict that enrolment will return to the 120 range by 2032/33 at 126 students.

Table 6 Projected Enrolment and Utilization Rates

School Name	On-The-Ground Capacity	Projected				Diff. % (+/-) 2017 – 32
		2017/2018	2022/2023	2027/2028	2032/2033	
St. Elizabeth Catholic Elementary School	187	97	99	114	126	30%
Total Surplus/Deficit Space		90	88	73	61	
Total Utilization Rate		52%	53%	61%	67%	

Each open school in the Board's inventory has a permanent Ministry rated capacity associated with it. This capacity represents the number of students that can be accommodated in each school. The capacities used in this study are consistent with the Ministry of Education's SFIS On-The-Ground (OTG) capacities - St. Elizabeth Catholic Elementary School has an OTG capacity of 187 spaces, which results in a 2017/18 utilization rate of approximately 52%. Utilization rates are expected to average above 60% by the mid-point of the forecast and closer to 70% by the end of the forecast period.

It is important to note that there are approximately 18 students who currently reside in the St. Elizabeth Catholic Elementary School catchment area but attend schools outside of the resident boundary.

3. PRELIMINARY OBSERVATIONS

The NCDSB currently only has 1 elementary school that services the Township of Wainfleet, St. Elizabeth Catholic Elementary School. While the Township is one of the smallest municipalities in Niagara Region by way of total population, it is one of the largest municipalities by way of geography or total land area. The elementary school has a total capacity of 187 spaces and measures approximately 22,000 sq. ft. which makes the school one of the Board's smallest facilities. In 2017/19, the school had enrolment below 100 students resulting in low utilization rates and close to 70 surplus spaces. The age and condition of the school, the small size and the surplus spaces are making it increasingly difficult for the Board to operate this school in an efficient manner under the current provincial funding landscape.

As mentioned earlier in this report, the school has over \$1M in outstanding renewal needs. Considering the small size of the facility and the low enrolment, these renewal needs work out to approximately \$45.62 per sq. ft. or almost \$10,350 per student. In addition, the Board averages close to \$200,000 per year in operations expenditures at the school. Operations expenditures typically reflect expenses such as heating, lighting, cleaning and maintenance. According to the Board, on a per pupil basis, this works out to approximately \$1,815 per student – almost double the Board average. Based on the new Ontario Ministry of Education Operations funding grants, the maximum annual operations grants St. Elizabeth Catholic Elementary School could receive would be approximately \$134,232. This would result in an annual funding shortfall (compared with operations expenditures) of almost \$60,000.

The location, size and projected enrolments of St. Elizabeth Catholic Elementary School leave the Board with limited accommodation strategies to deal with the identified issues;

- While there is future residential development growth projected in Wainfleet, the Township is still rural in nature and will not likely see the magnitude of development present in other parts of the Region.
- The next closest Niagara Catholic District School Board elementary school (St. John Bosco Catholic Elementary School) is approximately 13KM from St. Elizabeth Catholic Elementary School and St. Ann Catholic Elementary School is approximately 16KM away. As such, any boundary adjustments or consolidation of the facility would result in long and sometimes prohibitive travelling/bussing distances for students.
- Partnership opportunities have been explored but have been limited to date.
- The small size of the school and projected enrolment would result in limited, if any, future capital funding opportunities on a stand-alone basis (ie. replacement school or right-sized school).
- The existing St. Elizabeth Catholic Elementary School is currently located on a large site practically in the middle of the Township of Wainfleet, making it very central in relation to existing elementary students and other Township facilities or services.

A new facility would result in cost savings for the Board from a renewal and operations grant perspective compared with retaining the existing St. Elizabeth Catholic Elementary School. In addition to potential cost savings and efficiencies, a new joint facility could also result in more modern and adequate gym and library facilities and outdoor spaces, could congregate child care spaces in one location for the Township and could lead to other co-educational opportunities between the two school boards.

The two school boards have a history of operating joint-use schools; the boards operated a joint facility at Michael J. Brennan School in St. Catharines until that facility was sold in 2014. In addition, the boards also operate a joint facility where Loretto Catholic Elementary School is housed in Niagara Falls. Enrolment at Loretto CES has continued to grow and the Board has maintained participation shares in the area.

The DSBN's two elementary schools in Wainfleet have a combined enrolment of approximately 375 compared with a combined capacity of almost 500 (~75% utilization). According to Board projections, enrolments and utilization rates are expected to remain somewhat stable over the next 10 years.

It is reasonable to assume, based on projected enrolments and area growth forecasts, that long-term elementary enrolments for both school boards at all 3 Wainfleet schools will average approximately 480 to 520 students over the next 10 years.

The NCDSB has been dealing with declining enrolments and surplus space issues that have been impacting Board funding. Changes to education grants over the last several years have resulted in less funding when schools are operated below capacity and inefficiently. Since 2010, Board enrolment has declined by approximately 2,500 students and there are almost 2,800 surplus spaces Board-wide as of October 2017. The Board estimates that the surplus spaces are resulting in a \$2.7 million shortfall.

As stated earlier, the Ministry of Education is promoting the consideration of joint-use schools between school boards. Going forward, the Ministry of Education has stated that it will review all capital proposals for new schools, additions or consolidation projects to ensure joint-use opportunities between school boards have been fully explored before funding is granted. At present, fewer than 40 of the 4,900 schools in Ontario are shared by more than one school board.

Considering the limited accommodation strategies or options available to the Board to address the issues present at St. Elizabeth Catholic Elementary School, pursuing the study of a joint-use school with the DSBN is a reasonable accommodation option for the Board to contemplate at this time.

Next Steps

- Board decision on pursuing the study of a joint-use elementary facility in the Township of Wainfleet to replace the existing St. Elizabeth Catholic Elementary School.
- IF the NCDSB decides to pursue a joint-use elementary facility, notify the DSBN of said decision and complete a business case for Ministry of Education approval.
- It is important to note, that the Ministry of Education has stated that they are not accepting capital priority business cases at this time.

**DISTRICT SCHOOL BOARD OF NIAGARA
REPORT TO PROGRAM AND PLANNING COMMITTEE
MEETING OF OCTOBER 15, 2018**

**Wainfleet Elementary Accommodation Review
Final Staff Report**

**Wainfleet Elementary Accommodation Review
Initial Staff Report**

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1. PURPOSE

This Final Staff Report provides the District School Board of Niagara (DSBN) Trustees with a summary of the Wainfleet Elementary Accommodation Review, information on the community consultation process, and the final staff recommended option. The Accommodation Review process is still underway, with public delegations at the November 6, 2018, Special Board Meeting. Any changes to the Final Staff Report, as a result of public delegations, will be detailed in an Addendum. The Final Staff Report, including the public delegation Addendum, will be presented on November 27, 2018, for Trustees' consideration.

2. WAINFLEET ELEMENTARY ACCOMMODATION REVIEW

The Long Term Accommodation Plan (LTAP) identified Elementary Planning Area 15, which includes William E. Brown PS and Winger PS, as an area where an accommodation review could be an option to address inefficiencies or issues related to school enrolment and facility utilization. On March 22, 2018, the Program and Planning Committee received the Wainfleet Elementary Accommodation Review Initial Staff Report. The Report outlined the accommodation and programming challenges faced within the Planning Area, details for each elementary school, and provided a potential accommodation option, which was:

To consolidate the schools into a joint-use DSBN-NCDSB school to open for the 2021-22 school year on a site to be determined.

On March 27, 2018, the Board of Trustees approved the initiation of the Wainfleet Elementary Accommodation Review, which included William E. Brown PS and Winger PS.

The Wainfleet Elementary Accommodation Review is being undertaken in accordance with the DSBN Accommodation Review Policy F-2, which describes the procedures for a standard accommodation review. An Accommodation Review Committee (ARC) was established as part of the standard review process.

The notice of Trustees' decision to initiate the Accommodation Review was posted on the DSBN Accommodation Review website, www.dsbn.org/arc and published in the local newspapers. It was also distributed to school principals and their communities, the Township of Wainfleet and the Niagara Region, community partners, the Directors of Education of coterminous boards, and the Ministry of Education. The Notice of Initiation provided information on the ARC working meetings, the public meetings, how to participate in the process, and how to obtain more information.

In accordance with Policy F-2, a Final Staff Report must be prepared and submitted to the Board of Trustees after the final public meeting. The Final Staff Report is to build on the information provided in the Initial Staff Report and through the accommodation review process. The Report must include:

- A recommended option, which may be modified from the Initial Staff Report;
- A proposed accommodation plan with timelines for implementation; and,
- A community consultation section with feedback from the ARC and the consultation process.

3. ACCOMMODATION REVIEW COMMITTEE

An ARC was established to represent the respective school communities and to serve as a means for additional input. The ARC included a parent/guardian from each school, Trustees for the review area as well as one additional Trustee outside the review area, principals, and a facilitator. The ARC was tasked with reviewing the Initial Staff Report and had the option to provide feedback and other accommodation options with supporting rationale.

After the ARC orientation meeting held on May 10, 2018, three working meetings were held to review the Initial Staff Report, ask questions, provide feedback, and to review and discuss comments received from the school communities and public. The meetings took place on:

- May 16, 2018, at William E. Brown PS;
- September 19, 2018, at Winger PS; and,
- October 2, 2018, at Winger PS.

The minutes of the ARC working meetings are available on the DSBN's website and will continue to be available until after a final decision is made.

At the final ARC working meeting, the ARC facilitator reminded the Committee of its mandate and tasks, and advised the final meeting is an opportunity to reflect on what has been heard through the review and to provide input into the final staff report. The Committee discussed the community feedback received during the consultation process and shared their thoughts on the challenges and opportunities with the accommodation review. Broad themes raised by the community were identified for inclusion in the final staff report.

The ARC fulfilled its mandate and provided the following feedback:

- Both Parent Committee members felt that, overall, there was little opposition to the accommodation review from the school communities.
- Comments received by the ARC were primarily related to concerns of school size. That some community members felt the small school feel would be lost in an amalgamated school.
- One Parent Committee member shared questions that were asked at the recent Parent Council Meeting which were related to transition matters such as how the two schools would transition into one and how the new school would be shared between the DSBN and NCDSB.
- Both Parent Committee members were supportive of the proposed accommodation option and one member felt that the larger school population would benefit the students socially.

The ARC did not provide an alternative recommendation for the accommodation review.

4. COMMUNITY CONSULTATION

Consultation with school communities, municipal and community partners, and the general public is key to the Accommodation Review process. Preliminary consultation with municipalities and community partners was completed prior to the initiation of the Accommodation Review and was ongoing throughout the process.

Immediately following the Board of Trustees' decision to initiate the Accommodation Review, a webpage was made available on the DSBN and school websites for public input. Principals of the elementary schools kept their school communities informed through newsletters, school council meetings, and by encouraging parents/guardians to contact them with any questions or concerns regarding the Accommodation Review and the Initial Staff Report.

Two public meetings were held to provide an opportunity for the community to share their comments and input, ask questions, and to suggest solutions on the Accommodation Review and the Initial Staff Report. The public was welcomed to speak at the meeting(s) and encouraged to provide written comments at the meeting, to the school principal, or through the DSBN's website. The public was advised that, after each public meeting, answers to comments or questions received would be posted on the DSBN's website.

A summary of the consultation process and the key themes raised follows:

4.1 Municipal Consultation

On March 13, 2018, DSBN staff met with municipal planning representatives from Wainfleet and on March 14, 2018, with the Niagara Region to advise that an Initial Staff Report is being prepared for presentation to Trustees on the proposed accommodation review. DSBN staff provided a summary of the proposed accommodation review, the Accommodation Review Policy, process timelines, and general enrolment projection information pertaining to the Wainfleet Planning Area. Township and Regional staff provided a brief summary of growth patterns in Wainfleet.

After the initiation of the Accommodation Review, DSBN staff met with the Township of Wainfleet on April 19, 2018, to present the Initial Staff Report and recommendations, to provide information related to community partnerships / hubs opportunities, and to invite Township staff to ask questions or provide comments on the accommodation review and report. The potential for partnership opportunities between the Board and Township was discussed with DSBN staff highlighting examples of existing partnerships with other area municipalities. Township staff subsequently prepared a background information report to Council detailing the accommodation review process, potential for partnership opportunities, and how to participate in the review.

The Niagara Region was invited to a similar meeting, after the initiation of the Accommodation Review, to discuss the Initial Staff Report and recommendations, and to share Regional comments. Regional staff felt that a second meeting wasn't necessary but that the Region would appreciate being kept informed as the accommodation review proceeds and the location of a new school is narrowed.

Both the Township and Niagara Region were invited to submit written comments on the Accommodation Review. As of the date of this report, no written comments have been received.

4.2 Niagara Catholic District School Board Consultation

The Niagara Catholic District School Board (NCDSB) in a letter dated March 1, 2018, indicated its support for making application to the Ministry of Education Joint-Use Seed Funding Program with the District School Board of Niagara. The Joint-Use Seed Funding application was successful and the Niagara Catholic District School Board engaged a consultant to work with staff to further investigate the viability of a proposed Wainfleet joint-school. At the time of writing this report, the NCDSB has received the report from the consultant and is preparing a staff report for Trustees.

4.3 Community Partner Consultation

Neither William E. Brown PS nor Winger PS have community partners that would be affected by the proposed accommodation review.

4.4 Public Consultation Process

Two public meetings were held to provide interested parties with an opportunity to hear about the Accommodation Review and to provide their input by way of speaking or submitting written comments. The meetings took place on:

- May 16, 2018, at William E. Brown PS; and,
- September 19, 2018, at Winger PS.

The minutes of the public meetings are available on the DSBN's website and will continue to be available until after a final decision is made.

At each meeting, the public was reminded to utilize the DSBN and school Accommodation Review websites to access the relevant information. The website contains the process, important dates, reports and other related documents as well as the opportunity to submit further comments, input, and questions.

The attendance and speaker details for each meeting is as follows:

- William E. Brown PS meeting: a total of 16 people signed in with 2 identifying as members of the community, 5 identifying as parent/guardians of students, 1 identifying as a student, 2 as teacher or support staff, and 2 as agency or board representatives.
- Winger PS meeting: a total of 21 people signed in with 8 identifying as members of the community, 10 identifying as parent/guardians of students, 1 identifying as a student, 2 as teacher or support staff, and 1 as agency or board representatives.

Answers to key questions asked at meetings or submitted in writing were posted on the DSBN's website following each ARC and public meeting. In addition, at each ARC working meeting following a public meeting, the ARC was provided with answers to questions or topics raised by the public for further discussion.

4.4 Public Consultation Feedback with Information Provided by Staff

The consultation process resulted in key themes regarding the proposed Accommodation Review and recommended option. These are discussed in the following sections with staff response:

Size of Proposed Consolidated School

Some members of the public felt that the proposed new consolidated school was too large, and that the community would lose its rural character.

Information Provided by Staff

William E. Brown PS and Winger PS have enrolments of just over 200 students each. The proposed consolidated school is expected to have an enrolment of 448 DSBN students when it opens after which the enrolment would decline and stabilize in the 440 range. Smithville PS in Smithville, John Brant PS in Ridgeway, Twenty Valley PS in Vineland are all current examples of successful DSBN elementary schools in smaller communities with student populations of over 400.

Historically, at a time when birth rates were higher, larger elementary school populations were common. In Wainfleet, Winger PS maintained a school enrolment in the 280 to 320 range from the period 1984 to 2004. During roughly the same period William E. Brown PS¹ maintained a school enrolment in the 250 to 300 range.

For decades the Township had larger elementary schools without any negative impact on the rural character of the community. The DSBN has successfully built new schools that reflect local community character. A recent example would be John Brant PS in Ridgeway. The Ridgeway community expressed concern that a new school would not fit in with the historical and quaint character of the area. The Board designed John Brant PS to reflect their unique characteristics. The school received positive feedback from both Town officials and the local Ridgeway community and won a Niagara Region Community Design award. The DSBN would strive for the same level of excellence in building a new school for the Township of Wainfleet.

Some community members felt a new school would attract new home development and urban-type growth resulting in the loss of the rural character of the municipality. Wainfleet's population is just over 6,300 residents. Over the last 10 years, the Township experienced a 3.7% decline in population (2006-2011 census) followed by marginal growth of 0.3% (2011-2016 census). Growth in Wainfleet tended to be in the senior population while the youth and working age population declined.

The Township is the only Niagara municipality that does not have designated urban areas nor are municipal services (water or sewer) available. The Township is made up of eight small Hamlet communities, the Lakeshore Area, and a very large agricultural/rural area. The largest Hamlet is Wainfleet Village where the majority of residential, commercial, and community uses are located.

The majority of lands in Wainfleet are agricultural which are protected by planning policies and non-agricultural development is not permitted. Any residential, commercial, institutional, and other non-agricultural development is directed to one of the eight Hamlets and must be on private septic and water. This means that development potential in Wainfleet will be minor, consisting mainly of sporadic low-density development on large lots created by severances or the redevelopment of a lakeshore property. The development of large "suburban" subdivisions, such as those in the Garner South area of Niagara Falls, will not occur in Wainfleet due to planning policy and limitations of private servicing. Both Wainfleet and Niagara Region planning staff confirm this planning direction, the requirements for servicing, that future growth must be focused in Wainfleet's Hamlet areas and, as a result, growth will consist of smaller subdivisions, severances, and redevelopment.

The construction of a new school will not result in the loss of the community's rural character nor will it attract urban development.

¹ From the period 1984 to 1999 students would attend Wainfleet South PS for primary grades and William E. Brown for grades 5 to 8. The enrolments were combined for that period for the purpose of this report.

Individual Student Needs

Members of the public raised concerns that with a larger school the students would be lost or “just a number”, and students wouldn’t have the support or resources needed.

Information Provided by Staff

Class sizes are set by the Ministry of Education and the Collective Agreement. The class size framework is consistently applied across all schools regardless of school size. A school of 200 students will have a range of class sizes consistent with that of a larger school.

Teaching staff allocated to a school are based on enrolment and student needs at the school. A larger school will have a larger staff complement bringing a wider range of interests and expertise. This will provide greater opportunities to have dedicated teachers for specialized programming such as music, art, or physical education, and for more choice in extra-curricular activities, clubs, and sports.

Resources to support student’s individual needs will continue to be available. This includes learning resource teachers, youth counsellors, and social workers. In a school with low enrolment, support staff may be shared with another school, which means the staff person is only available part of the day at each school to support students. A consolidated school with a higher enrolment would allow support staff to be at one site to support students and allow for more speciality support.

Proposed Joint School Venture

Members of the public asked several clarifying questions about the proposed joint school venture and the NCDSB’s role in the process.

Information Provided by Staff

The Ministry of Education sets out Pupil Accommodation Review Guidelines for the closure or consolidation of a school or schools. Each School Board must prepare its own Accommodation Review Policy that is consistent with the Ministry’s Guidelines. The Ministry is currently updating its Pupil Accommodation Review Guidelines and advised that no new accommodation reviews may be undertaken unless it is for a joint school initiative amongst Boards. The recommended option to consolidate William E. Brown PS and Winger PS into a joint school with St. Elizabeth CS is the only scenario that may be considered based on the Ministry’s direction.

The DSBN must undertake a formal accommodation review because a school or schools is being considered for closure or consolidation. The NCDSB is not required to undertake a formal accommodation review since there is no proposal to close St. Elizabeth. The NCDSB has held its own community consultation to receive feedback on the proposed joint school initiative. The DSBN and NCDSB have been working together on the joint school initiative but neither Board is required to participate in the other Board’s review or consultation processes.

The proposed joint-use elementary school would be similar to the Kate S. Durdan PS – Loretto CS in Niagara Falls. Each school would operate independently of one another in providing an elementary education and occupy its own part of the building with separate classrooms and separate entrances. The two schools would share common spaces such as the gymnasium and learning commons.

Closed Schools

Concern was raised that once the schools are closed and buildings are empty there will be issues with maintenance, vandalism, and trespassers.

Information Provided by Staff

The DSBN maintains all of its school properties, regardless of whether the school is open or closed, and would continue to maintain the Wainfleet schools until the school properties are sold.

Transition

The community had questions related to the transition of the school should consolidation be approved such as how the two school communities be brought together and whether there is a process.

Information Provided by Staff

The DSBN's Accommodation Review Policy sets out that a Transition Team is to be established to facilitate a school closure. The Transition Team would include the Area Superintendent, Principals, parents and staff representatives of William E. Brown PS and Winger PS. The Team would identify the issues, needs, and responsibilities related to the school closure. The team would monitor the progress of transition activities and well-being of students affected by the school closure.

5. RECOMMENDED ACCOMMODATION OPTION

The DSBN's Accommodation Review Policy F-2 sets out that the Final Staff Report must provide a recommended option, which could be different from the proposed option set out in the Initial Staff Report. Having completed the consultation process, and after reviewing and considering the information and data provided, the recommended accommodation option for the Wainfleet Elementary Accommodation Review is:

To consolidate William E. Brown PS and Winger PS into a joint-use DSBN-NCDSB school to open for the 2021-22 school year on a site within the Wainfleet Village Hamlet.

The recommended option, should it be approved, could be completed as follows:

- | | |
|------------------------|---|
| 2019 – 2021: | Transition team is established to facilitate the consolidation of the schools. Planning and construction of new elementary school. |
| June 2021: | William E. Brown PS and Winger PS are closed for instructional purposes as of June 30, 2021. |
| September 2021: | New joint DSBN-NCDSB elementary school opens and all students will attend the new school. School boundaries are adjusted accordingly. |

The rationale for the recommended option remains the same as detailed in the Initial Staff Report. The following key points summarize the rationale:

- The proposed option will bring together communities, teachers, and resources into a single school, which will provide the benefits of a larger school population.

-
- Students will benefit from an increased variety of programming, extra-curricular activities, and student supports.
 - A new school facility will provide students and teachers with innovative and modern technology and facilities.
 - A larger staff with a broader base of expertise and experience will be available to meet students' needs and interests.
 - A larger and more diverse student population makes it easier for students to find their niche, based on the premise that in a larger school there is something for everyone.
 - Improved enrolment levels and facility utilization rates can be achieved with a single consolidated school rather than maintaining two lower enrolment and/or underutilized schools. The consolidated enrolment projections and facility utilization can be found in Appendix A.
 - With a capacity of 446 DSBN students, the facility utilization rate would be 100.3% in 2021-22 school year, which represents peak enrolment. It is expected to decline into the 97% - 100% range in the years after.
 - The consolidation would reduce surplus pupil spaces by approximately 55 in the Planning Area based on a 2021-22 opening year.
 - There will be cost savings and efficiencies that are associated with maintaining one school instead of two schools.

Proposed Location for New School

The DSBN uses its Planning Guiding Principles to help guide optimal planning, decision making, and facility construction. A location that is central to the student population, and the community served, is considered optimal to minimize travel distances. DSBN Planning staff used a Geographic Information System program to determine the geographic mid-point of the student population in the planning area Appendix B.

The location falls in the vicinity of Johnson Road, south of Highway 3, and north of Bell Road. This is not an ideal location for a school because planning policy and legislation place a high priority on protecting agricultural lands for agricultural uses. This area is designated Agricultural under Provincial, Regional, and Local planning documents, and zoned for Agricultural use under the Wainfleet Zoning By-law. A school is not permitted by the existing planning designations or zone category. Non-agricultural growth and development, such as a school, is to be accommodated in one of the Township's Hamlet areas.

The Wainfleet Village Hamlet is approximately 3 kilometres east of the geographic midpoint and would be the preferred location for the proposed new joint-use school from a municipal and planning perspective. The Village functions as the Township's center and is the location for the majority of community and civic facilities. William E. Brown PS and St. Elizabeth CS are both located in Wainfleet Village as is the town hall, public library, arena, post office, park, and fire and emergency services.

The potential to co-locate with, or near, municipal and community facilities in the Village provides students with access to additional learning or recreation activities, residents with access to community services in one location, and for potential municipal or community partnerships. Provincial direction from both the Ministry of Education and the Ministry of Municipal Affairs, and Niagara Region Plan policies, supports community hubs and co-location. Township staff has indicated their preference would be that a new school be located in Wainfleet Village, which would support the vision set out in their Official Plan.

Funding

The proposed accommodation option would require capital investment funding and approval from the Ministry of Education and will be requested through the School Capital funding application.

Appendix C is the financial summary for the recommended option.

Transportation

Transportation Policy J-01 will be applied to students in the new consolidated Wainfleet elementary school boundary. The Policy sets out distance and hazard criteria that qualify students for transportation services and stipulates that, whenever possible and practical, the transportation ride time is not expected to exceed one hour.

Niagara Student Transportation Services (NSTS) completed a review of the recommended accommodation option. For the purpose of developing a transportation simulation, a central point in the Wainfleet Village was used as the potential location for the new joint consolidated school.

The simulation projects that William E. Brown PS students would experience decrease in average bus ride time from 21 minutes to 20 minutes. Seventy-six (76) percent of students will have a bus ride time of less than 30 minutes, and 98% of students will have a ride time of less than 45 minutes. Winger PS students would experience an increase in average bus ride time from 20 minutes to 26 minutes. Seventy-one (71) percent of students will have a bus ride time of less than 30 minutes, and 97% of students will have a ride time of less than 45 minutes. The simulation indicates that no students would have a ride time of over 60 minutes.

William E. Brown PS and Winger PS students currently share the bus with St. Elizabeth CS students and this practice would be maintained with a joint consolidated school. Approximately \$7,000 in annual transportation savings are expected with the proposed recommendation as a result of efficiencies with transporting all students to one school site.

Community Partnerships / Community Hubs

The DSBN has always been committed to collaborating with municipal and community partners to identify opportunities to co-locate services at a school site. The accommodation review process is an ideal time to identify potential opportunities. Recent examples include:

- The DSBN and the Town of Fort Erie are working together to fund a performing arts theatre at the Greater Fort Erie SS.
- An agreement between the DSBN and City of St. Catharines for Harriet Tubman PS that gives students use of the municipal park during school hours while after hours the City is able to offer recreation programming in the school's gym.
- A joint venture between the DSBN and the Welland Public Library to have a new public library accommodated at Diamond Trail PS.

The community hubs initiative falls under the umbrella of the Ministry of Infrastructure and was previously included in the mandate letters of many ministries including Education, Health and Long-Term Care, Municipal Affairs and Housing, and Community and Social Services. A community hub can be a school, a neighbourhood centre, or another public space that offers coordinated services such as education, health care, affordable

housing and social services. The Ministries encourage the municipal and education sectors across the province to plan together for the creation of community hubs where appropriate.

The DSBN has engaged in discussions with the Township of Wainfleet and with Port Cares about partnership potential and will continue to explore these opportunities into the future as the process continues. Partnership with a child care provider has also been taken into consideration. There is an existing child care operator at St. Elizabeth CS, and NCDSB staff have advised they will communicate with their partner about future child care space should a new school be built.

6. TIMELINES

Public delegations will be received at the November 6, 2018, Special Board Meeting. If required, an Addendum to the Final Staff Report will be prepared and brought forward to the Board of Trustees for consideration at the November 27, 2018, Board Meeting.

7. RECOMMENDED MOTION

“That the Board of Trustees receive the Wainfleet Elementary Accommodation Review Final Staff Report dated October 12, 2018.”

8. APPENDED DATA

APPENDIX A: Consolidated Enrolment Projection Scenario Wainfleet PS

APPENDIX B: Geographic Midpoint of Winger and William E. Brown Student Locations

APPENDIX C: Consolidated Scenario Wainfleet Elementary Schools Financial Impact

Respectfully submitted,

John Dickson
Superintendent of Education

Stacy Veld
Superintendent of Business Services

Warren Hoshizaki
Director of Education

October 12, 2018

(Potential Wainfleet PS)

Scenario: 306

OTG Capacity: 446.0

Municipality: Wainfleet

Status: Active

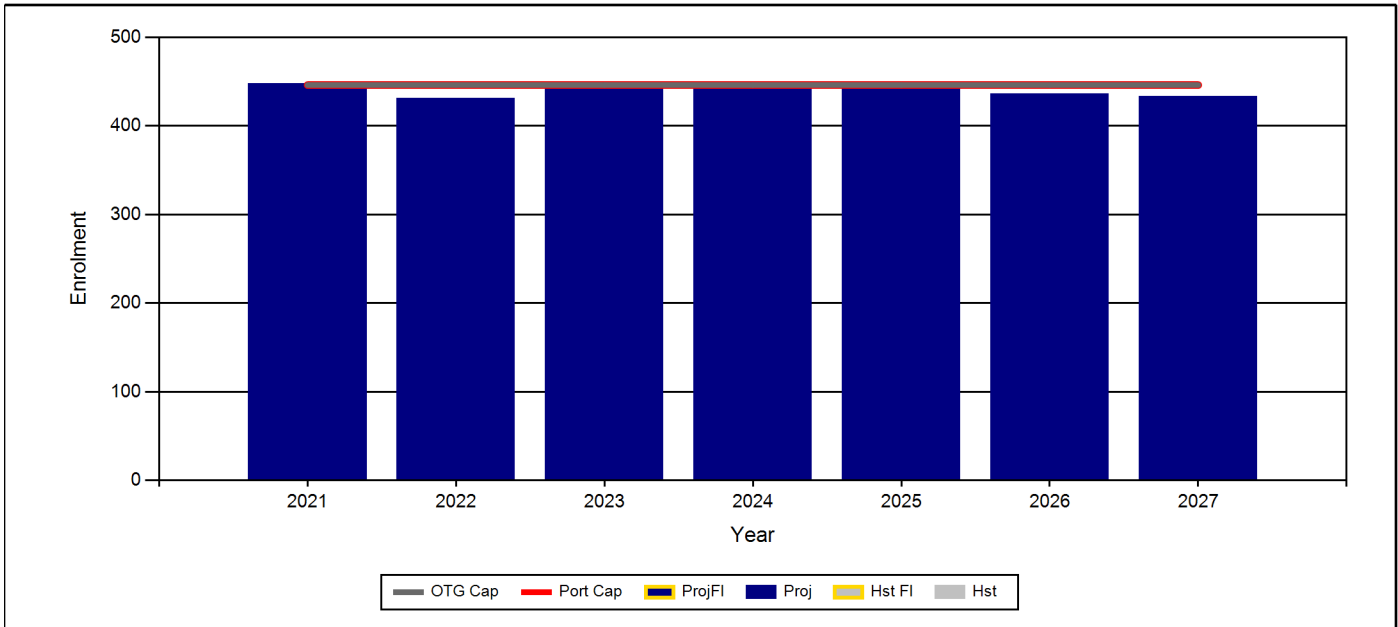
Portable Capacity:

Planning Area: Wainfleet

School Type: Elementary

Portables:

Admin Area: Area 2



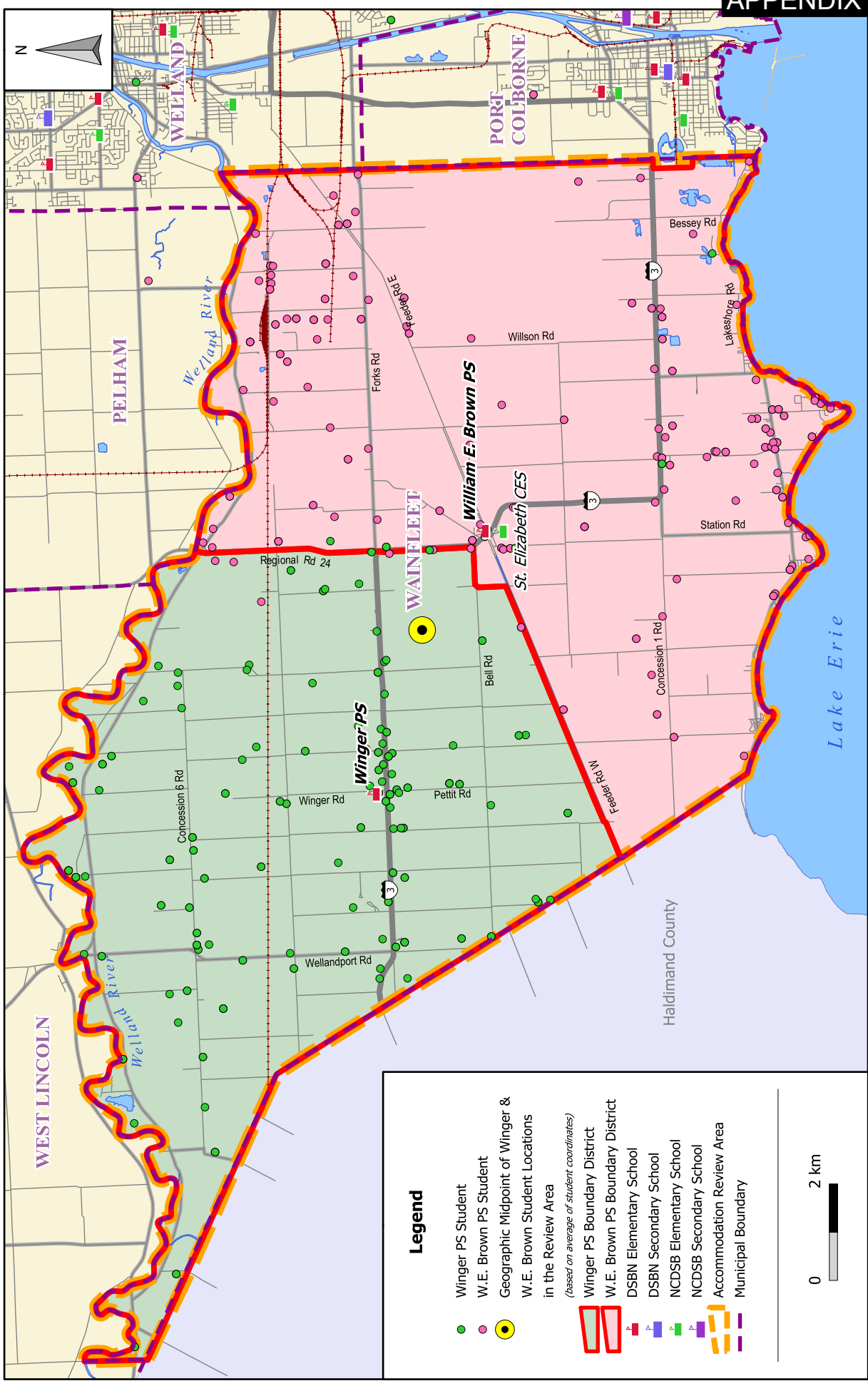
Total Historic Enrolment

Year	JK	SK	01	02	03	04	05	06	07	08	09	10	11	12	Total	Util %
2008	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	
2009	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	
2010	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	
2011	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	
2012	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	
2013	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	
2014	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	
2015	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	
2016	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	
2017	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	

Total Projected Enrolment

Year	JK	SK	01	02	03	04	05	06	07	08	09	10	11	12	Total	Util %
2018	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0					.0	0.0%
2019	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0					.0	0.0%
2020	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0					.0	0.0%
2021	38.0	29.1	48.1	38.3	43.5	50.8	43.1	48.7	40.6	67.1					447.5	100.3%
2022	37.0	39.5	30.8	48.1	39.1	45.3	52.9	46.6	52.1	40.2					431.5	96.8%
2023	37.0	38.5	41.7	30.8	49.1	40.7	47.1	57.1	49.9	51.6					443.3	99.4%
2024	37.0	38.5	40.6	41.7	31.4	51.0	42.3	50.8	61.1	49.4					443.9	99.5%
2025	37.0	38.5	40.6	40.6	42.6	32.6	53.1	45.7	54.4	60.5					445.6	99.9%
2026	37.0	38.5	40.6	40.6	41.4	44.3	33.9	57.3	48.9	53.9					436.5	97.9%
2027	37.0	38.5	40.6	40.6	41.4	43.1	46.0	36.6	61.3	48.4					433.7	97.2%

Geographic Midpoint of Winger and William E. Brown Student Locations



Legend

- Winger PS Student
- W.E. Brown PS Student
- Geographic Midpoint of Winger & W.E. Brown Student Locations in the Review Area
(based on average of student coordinates)
- ▭ Winger PS Boundary District
- ▭ W.E. Brown PS Boundary District
- ▭ DSBN Elementary School
- ▭ DSBN Secondary School
- ▭ NCDSB Elementary School
- ▭ NCDSB Secondary School
- ▭ Accommodation Review Area
- ▭ Municipal Boundary

0 2 km

Note: Student locations based on September 21, 2018 Trillium data. Map prepared by: DSBN Planning Services, September 2018. Contains map data courtesy of: © 2018 Regional Municipality of Niagara and its suppliers, © 2010 Queen's Printer (Ontario Ministry of Natural Resource

**Consolidated Scenario
Wainfleet Elementary Schools
Financial Impact**

ESTIMATED CAPITAL COSTS	Capital (One Time) \$
Capital build and site requirements:	
<ul style="list-style-type: none"> • 550 capacity joint elementary school, septic system, parking and site preparation costs • Site purchase 	<p>13,400,000</p> <p>TBD</p>

NET OPERATING SAVINGS/(COSTS)	Annual \$
<u>Savings</u>	
Transportation	7,000
Principals / Vice Principals	49,000
Secretaries	28,000
Caretaking	20,000
Utility, Property and Maintenance Costs	<u>75,000</u>
	179,000
<u>Costs</u>	
Decrease to School Foundation Grant	<u>(107,000)</u>
 Net Operating Savings/(Costs)	 <u><u>72,000</u></u>

ESTIMATED SCHOOL RENEWAL	Capital (2018-2023) \$
School Renewal Expenditures Avoided	<u><u>5,602,956</u></u>

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
NOVEMBER 27, 2018**

PUBLIC SESSION

**TITLE: MINUTES OF THE NIAGARA CATHOLIC PARENT
INVOLVEMENT COMMITTEE MEETING OF
SEPTEMBER 6, 2018**

RECOMMENDATION

THAT the Niagara Catholic District School Board receive the Minutes of the Niagara Catholic Parent Involvement Committee Meeting of September 6, 2018, as presented for information.



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

**MINUTES OF THE
NIAGARA CATHOLIC PARENT INVOLVEMENT COMMITTEE MEETING
SEPTEMBER 6, 2018**

Minutes of the Meeting of the Niagara Catholic Parent Involvement Committee, held on Thursday, September 6, 2018 at 7:00 p.m. in the Father Kenneth Burns csc Board Room, at the Catholic Education Centre, 427 Rice Road, Welland, ON.

Chair Daly called the meeting to order at 7:05 p.m.

A. ROUTINE MATTERS

1. Opening Prayer

Superintendent Forsyth-Sells led the opening prayer.

2. Roll Call:

Parent Members	Affiliations	Present	Excused	Absent
Shonna Daly	Fort Erie/Port Colborne/Wainfleet	√		
Leanne Prince	Grimsby/Lincoln/West Lincoln/Pelham	√		
Rebecca Williams	Grimsby/Lincoln/West Lincoln/Pelham	√		
Kim Hedden	Merritton/Thorold	√		
Heather McCluckie	Merritton/Thorold	√		
Chris Kouroushis	Niagara Falls/Niagara-on-the-Lake	√		
Rita Colling	Niagara Falls/Niagara-on-the-Lake		√	
Mary Mannella-Byers	Niagara Falls/Niagara-on-the-Lake	√		
Josephine Muraca-Lettieri	Niagara Falls/Niagara-on-the-Lake			√
Marion Battersby	St. Catharines	√		
Lisa Finley	St. Catharines	√		
Kate Hingston	St. Catharines		√	
Angela Lorenzo	St. Catharines		√	
Carrie Vernelli	Welland	√		
Leone Strilec	Development and Peace	√		
Shelley Gilbert	Society of St. Vincent de Paul	√		
Anna Racine	SEAC Representative		√	
Fr. Peter Rowe	Bishop/Diocesan Representative	√		
Gabriel Demizio/Camille Peddle	Secondary Student Senate Representative	√		
Trustees				
Kathy Burtnik	Trustee	√		
Dino Sicoli	Trustee		√	

The following staff was in attendance:

Lee Ann Forsyth-Sells, Superintendent of Education, Josie Rocca, Support Staff and Yvonne Anderson, Recording Secretary.

Regrets sent: Rita Colling, Gabriel Demizio, Brad Johnstone, Kate Hingston, Kim Kuchar, Angela Lorenzo, Anna Racine and Dino Sicoli.

3. Approval of the Agenda

Moved by: Mary Mannella-Byers

Seconded by: Leanne Prince

THAT the Niagara Catholic Parent Involvement Committee approve the agenda of the Niagara Catholic Parent Involvement Committee Meeting of September 6, 2018 as presented.

CARRIED

4. Declaration of Conflict of Interest

No conflict of interest was declared.

5. Approval of the Niagara Catholic Parent Involvement Committee Meeting Minutes of May 3, 2018

Moved by: Kim Hedden

Seconded by: Chris Kouroushis

THAT the Niagara Catholic Parent Involvement Committee approve the minutes of the Niagara Catholic Parent Involvement Committee Meeting of May 3, 2018 as presented.

CARRIED

B. PRESENTATION

C. Chair's Report-*Chair Daly*

Chair Daly thanked all the members for their time and commitment to the Niagara Catholic Parent Involvement Committee and for their support of parent engagement in the Niagara Catholic District School Board.

D. 2018-2019 NCPIC GOALS

Deferred to the NCPIC meeting of November 1, 2018.

E. SUBCOMMITTEE REPORTS

1. FAITH FORMATION-*Josie Rocca*

As a follow-up to the NCPIC meeting of May 3, 2018, the NCPIC will host a Catholic School Council Chairs/Co-Chairs and Parents/Guardians Faith Formation teaching mass/social. The faith formation subcommittee will meet to finalize the details and a *Save the Date* memo will be sent to all elementary and secondary schools.

2. POLICY- *Chair Daly*

The following Policies and Administrative Guidelines are currently being reviewed as part of the cyclical Policy and Administrative Guidelines Review process.

- Continuing Education Policy (400.1)
- Electronic Communications Systems Policy (Employees) (201.12)

- Playground Equipment Policy (702.1)
- Student Parenting Policy (302.5)

Please submit your feedback to Jennifer Pellegrini by September 10, 2018

- Employee Workplace Harassment Policy (201.7)
- Employee Workplace Violence Policy (201.11)
- Occupational Health & Safety Policy (201.6)
- Catholic School Councils Policy (800.1)

Please submit your feedback to Jennifer Pellegrini by October 11, 2018

3. NCPIC PRO Grant 2018-2019

Superintendent Forsyth-Sells reported that the Ministry of Education has not notified school boards on the status of 2018-2019 PRO Grant applications.

F. REPORT FROM THE DIRECTOR'S DESIGNATE SUPERINTENDENT OF EDUCATION

1. 2018-2019 School Year Calendar

Superintendent Forsyth-Sells provided and reviewed the 2018-2019 School Year Calendar.

2. 2018-2019 System Events

Superintendent Forsyth-Sells provided and reviewed the 2018-2019 System Events.

3. 2018-2019 Niagara Catholic System Priorities

Superintendent Forsyth-Sells provided and reviewed the 2018-2019 Niagara Catholic System Priorities.

4. 2018-2019 NCPIC Membership

Superintendent Forsyth-Sells reported that the available parent/guardian positions for the 2018-2019 on the Niagara Catholic Parent Involvement Committee are:

Fort Erie/Port Colborne/Wainfleet	1 position	Parent/Guardian Representative
Grimsby/Lincoln/West Lincoln/Pelham	1 position	Parent/Guardian Representative
Niagara Falls/Niagara-on-the-Lake	3 positions	Parent/Guardian Representatives
St. Catharines	2 positions	Parent/Guardian Representatives
Thorold/Merritton	1 position	Parent/Guardian Representative
Welland	2 positions	Parent/Guardian Representatives

Community Representatives

Superintendent Forsyth-Sells shared that Leone Strilec and Shelly Gilbert had submitted their nominations forms and letters of recommendation to continue as community representatives on the NCPIC for the 2018-2019 school year. The nominations for community representatives will be presented at the Board Meeting of September 25, 2018.

Parent/Guardian Representatives

Superintendent Forsyth-Sells invited parent/guardian members coming to the end of their two-term to complete and submit the parent/guardian nomination form to the attention of Yvonne Anderson no later than 4:00 p.m. EST., on Friday, October 12, 2018.

5. Annual Catholic School Council Chairs/Co-Chairs and Members Meeting

The Annual Catholic School Council Chairs/Co-Chairs and Members meeting will merge with the Faith Formation Teaching Mass.

6. Health and Physical Education Curriculum

Superintendent Forsyth-Sells provided and reviewed documentation received from the Assembly of Catholic Bishops of Ontario, the Ontario Catholic School Trustees' Association and the Ontario Association of Parents in Catholic Education (OAPCE) regarding the Health and Physical Education Curriculum.

7. Ontario Association for Parents in Catholic Education (OAPCE)-Membership

Superintendent Forsyth-Sells reviewed a letter addressed to the Director of Education from OAPCE. Discussion occurred on the renewal of the OAPCE membership. The decision of Niagara Catholic having a OAPCE Regional Director on OAPCE was deferred to the November 1, 2018 meeting.

MOTION

Moved by: Marion Battersby

Seconded by: Kim Hedden

THAT Superintendent Forsyth-Sells send a letter on behalf of the Niagara Catholic Parent Involvement Committee thanking OAPCE for the letter to the Director of Education and to extend an invitation for OAPCE to attend a meeting of the NCPIC to provide further information/details on their role as the voice of Catholic parents.

CARRIED

8. NCPIC Financial Report

A financial statement was provided for information.

G. COMMUNITY REPORTS

1. *Development and Peace-Leone Strilec*

- Leone reported that a retreat for the three dioceses of South-Western Ontario: London, Hamilton and St. Catharines will take place on Saturday, September 15, 2018.
- Development and Peace - Caritas Canada is joining forces with Pope Francis and Caritas Internationalis inviting Canadians to "*Share the Journey*". This campaign aims to create a culture of encounter by educating the public on the realities faced by those forced to flee their homes and to create opportunities for encounters between all community members. A workshop promoting "*Share the Journey*" will take place on Saturday, September 29, 2018 at St. Alfred's in St. Catharines.
- Development and Peace sent an action card asking the federal government to put more effort into working for peace around the world, and is encouraging all to walk in solidarity for those forced to leave their homes, something that Niagara Catholic has been doing for

decades. Leone encouraged all members to get involved in their local pilgrimage on Sunday, October 28, 2018 and remember those living in exile.

2. Society of St. Vincent de Paul-Shelley Gilbert

- With the support of the Society of St. Vincent de Paul, 90 children were able to attend the St. Vincent de Paul Camp in Chatham this year.
- Students from Saint Francis Catholic Secondary School painted the sides of the two-sea container filled with approximately 60,000 lbs of resources and sent to Naajuat Nunavut to support families.
- St. Mary, St. Vincent de Paul Foodbank in Welland was broken into, but thankfully, the supplies were replaced.
- An article was in the local paper making an appeal for support of the Ozanam Centre (Soup Kitchen).

H. SEAC REPORT-Anna Racine

Superintendent Forsyth-Sells reported that at the September 5, 2018 SEAC meeting Anna Racine was re-elected as the SEAC representative on the NCPIC for the 2018-2019 school year.

I. BISHOP/DIOCESAN REPORT-Fr. Peter Rowe

- Fr. Peter Rowe shared and discussed a copy of the article “Bishops strike profound chord in pastoral letter” by John Kostoff.
- Fr. Peter Rowe discussed the importance of the “Renewing the Promise” document.
- A Penance and Reconciliation Mass will take place on September 14, 2018 at the Cathedral of St. Catharines. Bishop Bergie will say a ‘Prayer for Healing’.
- Fr. Peter Rowe encouraged members to read the various articles written by Monsignor Dennis Murphy.
- Fr. Peter Rowe shared good news that Pope Francis will declare Pope Paul VI and Archbishop Oscar Romero saints of the universal church on October 14, 2018 at the Vatican during the synod of bishops on young people. They will be canonized along with four other blessed: two Italian diocesan priests, Francesco Spinelli and Vincenzo Romano, and a German and a Spanish nun, Maria Caterina Kasper and Nazaria Ignazia di Santa Teresa di Gesu.

J. STUDENT SENATE REPORT

Superintendent Forsyth-Sells introduced Camille Peddle as the 2018-2019 Secondary Student Senate Representative on the NCPIC.

K. STAFF REPORTS-Josie Rocca

- All staff, students and their families have enjoyed a restful vacation. Niagara Catholic is ready for the 2018-2019 school year and students are eager to learn something new and make new friends.
- Schools are looking forward to the new Three Year Theological Theme 2018-2021 “Seeds of Faith: Mass, Mercy, Mission”.
- Open Houses and Meet the Teacher events will take place during the month of September.
- Elementary students are gearing up for their area Cross Country meets and other sports events as well as their favourite extra-curricular activities.

- Credit classes begin Sept 10, 2018 for Adult and Continuing Education. During the 2017-2018 school year 100% of the graduating Personal Support Workers Program received employment throughout the region.

L. TRUSTEE REPORTS-Trustee Burtnik

- Trustee Burtnik reported that all Niagara Catholic schools had successful first day openings.
- Trustee Burtnik emphasized the importance of all partners in Catholic education to continue to support, protect and promote our Catholic schools.
- Trustee Burtnik distributed Certificates of Appreciation to all members, and thanked them for their support and commitment to Catholic education, parent involvement and student achievement and well-being in the Niagara Catholic District School Board.

M. AGENDA ITEMS-DISCUSSION FOR FUTURE MEETINGS

N. NEXT MEETING:

Thursday, November 1, 2018 at 7:00 p.m. at the Catholic Education Centre.

O. CLOSING PRAYER: Fr. Peter Rowe led the closing prayer.

P. ADJOURNMENT

Moved by: Shelley Gilbert

Seconded by: Mary Mannella-Byers

THAT the September 6, 2018 meeting of the Niagara Catholic Parent Involvement Committee be adjourned.

CARRIED

The meeting was adjourned at 9:15 p.m.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
NOVEMBER 27, 2018**

PUBLIC SESSION

**TITLE: MINUTES OF THE AUDIT COMMITTEE MEETING OF
SEPTEMBER 28, 2018**

RECOMMENDATION

THAT the Niagara Catholic District School Board receive the Minutes of the Audit Committee Meeting of September 28, 2018 as presented for information.



MINUTES OF THE AUDIT COMMITTEE MEETING (PUBLIC SESSION)

FRIDAY, SEPTEMBER 28, 2018

Minutes of the Audit Committee Meeting (public session) of the Niagara Catholic District School Board, held on September 28, 2018, in the Holy Cross Community Room at the Catholic Education Centre, 427 Rice Road, Welland.

The meeting was called to order at 10:15 a.m. by Chair Father Paul MacNeil.

A. ROUTINE MATTERS

1. *Opening Prayer*

Opening Prayer was led by Father Paul MacNeil.

2. *Election of Chairperson for the Fiscal Year 2018-2019*

Moved by Mark Falvo

Seconded by Louie Finelli

THAT the Niagara Catholic Audit Committee defer the Election of a New Chairperson for the Fiscal Year 2018-2019 till the New Year, pending Ontario Municipal Elections on October 22, 2018.

CARRIED

3. *Roll Call*

Audit Committee member Kathy Burtnik was not in attendance.

Committee Member	Present	Present Electronically	Absent	Excused
Kathy Burtnik			✓	
Mario Falvo	✓			
Louie Finelli	✓			
Fr. Paul MacNeil	✓			
Pat Vernal	✓			

Resources to the Audit Committee were in attendance:

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

Staff in attendance:

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

4. Approval of the Public Agenda of September 28, 2018

Moved by Pat Vernal

Seconded by Louie Finelli

THAT the Niagara Catholic Audit Committee approve the Agenda of the Audit Committee Meeting (Public Session) of Friday, September 28, 2018 as amended.

MOVE TO THE IN-CAMERA SESSION AGENDA

ITEM B1.1 Regional Internal Audit Activity Report

ITEM B2.2 Pre-audit Letter

CARRIED

5. Declaration of Conflict of Interest

5.1 Declaration of Conflict of Interest Form (2018-2019)

Declaration of Conflict of Interest Form was filled out by Committee Members and handed in to the Chair.

5.2 Declaration of Conflict of Interest re: Agenda (verbal)

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

6. Approval of Minutes of the Audit Committee Meeting (Public Session)

6.1 June 27, 2018

Moved by Pat Vernal

Seconded by Louie Finelli

THAT the Niagara Catholic Audit Committee approve the Minutes of the Audit Committee Meeting (Public Session) of June 27, 2018.

CARRIED

B. REPORTS

1. Regional Internal Audit Status Report

1.1 Regional Internal Audit Activity Report

Moved to In-Camera Session Agenda.

1.2 Regional Internal Status Report

Jenny Baker presented the Regional Internal Audit Status Report to the committee members.

2. External Auditors

2.1 Engagement Letter for the 2017-2018 audit

Mark Palumbi presented the Engagement Letter for the 2017-2018 audit.

2.2 Pre-audit Letter

Moved to In-Camera Session Agenda.

2.3 Independence Letter for the 2017-2018 audit

Mark Palumbi presented the Independence Letter for the 2017-2018 audit.

C. BUSINESS IN CAMERA

The meeting was moved to the Business In-Camera Session at 10:38 a.m.

D. FUTURE MEETINGS

Next Audit Committee Meeting is November 23, 2018

E. ADJOURNMENT

Meeting was adjourned at 11:57 p.m.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
NOVEMBER 27, 2018**

PUBLIC SESSION

TITLE: REVISED INTERNAL AUDIT PLAN 2018-2019

RECOMMENDATION

THAT the Niagara Catholic District School Board receive the Revised Internal Audit Plan 2018-2019, as presented.

Recommended by: Audit Committee

Date: November 27, 2018



**INTERNAL
AUDIT TEAM**
West of Central Region

MEMO

TO: Niagara Catholic District School Board Audit Committee
FROM: Jenny Baker, Regional Internal Audit Manager
DATE: 23 November 2018
SUBJECT: Regional Internal Audit Status Report – Open Committee Session

This memorandum will serve to update the Audit Committee of the Regional Internal Audit Team's (RIAT) work since September 28, 2018.

A. Revised Internal Audit Plan for the period 2018-2019

The regional internal audit plan has been revised to include an audit of IT Security and Vulnerability Assessment and Procure to Pay. The revised audit plan is attached for your review and approval. It includes an explanation for the proposed revision.

B. Audits Planned or In-Progress

1. The Procure to Pay Audit is in progress
2. The IT Security and Vulnerability Assessment is planned to begin early in 2019.
3. The Health and Safety Follow-up Review has started.



INTERNAL AUDIT TEAM

West of Central Region

MEMO

TO: Niagara Catholic District School Board (NCDSB) Audit Committee
FROM: Jenny Baker, Regional Internal Audit Manager
DATE: 23 November 2018
SUBJECT: 2018-19 Internal Audit Plan

On June 15th, the Regional Internal Audit Manager presented an audit plan for your approval which proposed an audit of IT Security and Vulnerability Assessment and Records and Information Management for the 2018-19 year.

A terms of reference for the Procure to Pay audit was issued on May 28th. This audit was scheduled for completion by August 31, 2018. Resources from the Procurement department have not been available to allow that work to proceed in the original timeframe. Due to the strategic importance of the procurement process, we are requesting an amendment to the 2018-2019 plan to now include the Procure to Pay and the IT Security and Vulnerability Assessment. The Records and Information Audit will be deferred to the 2019-2020 year. Therefore the following revised audit plan is presented for your approval.

Audit Projects Proposed For 2018-19

1. Information Technology Security and Vulnerability Assessment

In the fall of 2015, management identified some control gaps surrounding the process to create cheques and a project was scoped and an audit titled 'IT General Security of the Windows 2000 Server' was completed. As the audit progressed, some deficiencies were noted in the foundational information security general computer controls and additional recommendations were made to address the deficiencies. The Regional Internal Audit Manager met with the Chief information and Security Officer and his leadership team on May 25th for a progress report of action taken to implement the recommendations contained in the original report. While progress has been made, key foundational controls remain to be implemented.

Due to the velocity of new threat vectors being identified, the evolution of cybercrime and shifting attack modes, all organizations including NCDSB face challenges in protecting information assets and advancing their security posture. For these reasons it is proposed that this audit topic be revisited and the scope expanded to include a system-wide assessment of

general security controls in conjunction with the completion of vulnerability scans or a network penetration test to assess NCDSB's ability to respond to security incidences.

Using the information generated as a result of the vulnerability or penetration tests; by interviews with staff, and a review of documentation, tests will be designed to determine if:

- a. Procedures exist and are followed to authenticate all users of the system to support the validity of transactions;
- a. Procedures exist and are followed to maintain the effectiveness of authentication and access mechanisms (e.g., regular password changes);
- c. Procedures exist and are followed relating to timely action to requesting, establishing, issuing, suspending and closing of user accounts;
- d. Procedures exist and are followed to periodically review and confirm access rights. The access rights of third party service providers are defined through service level agreements.
- e. Where network connectivity is used, appropriate controls, including firewalls, intrusion detection and vulnerability assessments, exist and are used to prevent unauthorized access;
- f. IT security administration monitors and logs security activity at the application and database, and identified security violations are reported to senior management;
- g. Controls relating to appropriate segregation of duties over requesting and granting access to systems and data exist and are followed;
- h. Processes are in place to ensure every machine in the environment has the latest patches involved to protect against malicious virus and worm attacks; and
- i. Procedures exist to backup key applications and data to mitigate the risk of data loss resulting from system failure or hardware problems or a cyber-attack.

3. Audit Follow up Reviews

- a. Payroll
- b. Attendance Support

For 2019-2020

1. Topic identified for potential audit, yet to be prioritized include:

Records Management

The objectives of the audit will be:

- a. To determine whether the Board has established a consistent and coordinated approach to Records Information Management by establishing policy, standards and practices;
- b. To ensure that information retained is accurate, reliable, trustworthy and authentic; has a context and is able to serve as evidence; and supports accountability;
- c. To determine how staff have been made aware of and are committed to managing information assets and protecting privacy and confidentiality at all levels of the organization;

- d. To improve control and security through providing audit trails of document activities, ensuring their use as reliable information assets.
- e. To ensure as part of records management, there is an integrated, organization-wide solution for managing electronic data;
- f. To ensure that records are retained according to the legal citation table of retention periods; and
- g. To ensure that records that have reached their legal retention limits are destroyed in a controlled and secure manner.

2. Back-up, Disaster and Recovery

3. Audit Follow up Reviews

- a. Health and Safety
- b. Privacy

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
NOVEMBER 27, 2018**

PUBLIC SESSION

**TITLE: APPROVED MINUTES OF THE SPECIAL EDUCATION
ADVISORY COMMITTEE (SEAC) MEETING OF
OCTOBER 3, 2018**

RECOMMENDATION

THAT the Niagara Catholic District School Board receive the Approved Minutes of the Special Education Advisory Committee Meeting of October 3, 2018, as presented for information.



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

MINUTES OF THE SPECIAL EDUCATION ADVISORY COMMITTEE MEETING

WEDNESDAY, OCTOBER 3, 2018

Minutes of the Meeting of the Special Education Advisory Committee, held on Wednesday, October 3, 2018, at 7:00 p.m. in the Father Burns csc Boardroom at the Catholic Education Centre, 427 Rice Road, Welland.

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

A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayers were led by Chair Racine.

2. Roll Call

Members	Affiliations	Present	Excused	Absent
Anna Racine	The Tourette Syndrome Association of Ontario	✓		
Karen Murphy	Autism Ontario Niagara Region	✓		
Pina Palombo	Down Syndrome Caring Parents (Niagara)	✓		
Bill Helmeczi	Pathstone Mental Health		✓	
Andrew Howcroft	Community Living Welland Pelham	✓		
Dorothy Harvey	Niagara Children's Centre		✓	
Rita Smith	Community Living Port Colborne/Wainfleet	✓		
Trustees				
Pat Vernal			✓	
Maurice Charbonneau			✓	
Dino Sicoli		✓		
Student Senate Representative				
Donald Hingston		✓		

The following staff were in attendance:

Pat Rocca, Superintendent of Education; **Jim Di Gioia**, Coordinator – Special Education; **Tina DiFrancesco**, Recording Secretary

3. Approval of the Agenda

Moved by Karen Murphy

Seconded by Andrew Howcroft

THAT the Special Education Advisory Committee approve the Agenda of the Special Education Advisory Committee Meeting of October 3, 2018.

CARRIED

4. Disclosure of Interest

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

5. Approval of Minutes of the Special Education Advisory Committee Meeting of September 5, 2018

Moved by Karen Murphy

Seconded by Andrew Howcroft

THAT the Special Education Advisory Committee approve the Minutes of the Special Education Advisory Committee Meeting of September 5, 2018 as presented.

CARRIED

B. PRESENTATIONS

C. VISIONING

1. Goals and Vision for 2018-2019

1.1 Goals and Vision for the 2018-2019 School Year

The SEAC members decided on the following goals for the 2018-2019 school year.

1. Dr. Sheila Bennett - Presentation
2. Hold a SEAC meeting at a school
3. Develop a Transition Survey relating to the transition process in schools

D. BUSINESS ARISING FROM THE MINUTES OF THE MEETING OF SEPTEMBER 5, 2018

1. Learner Advocacy

2. Parent Outreach

3. Program and Service Recommendations

4. Special Education Budget

A discussion was held regarding maintaining ongoing communication between the Board and the SEAC, should there be consideration for change.

5. Annual Review, Special Education Plan

6. Other Related Items

7. Policy Review

The following policies were presented for review.

Occupational Health and Safety Policy (201.6)
Employee Workplace Harassment Policy (201.7)
Employee Workplace Violence Policy (201.11)
Catholic School Councils Policy (8001)

Feedback can be submitted to jennifer.pellegrini@ncdsb.com by October 11, 2018

E. SEAC REPORT

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

- Nil Report

2. Review and Approval of SEAC Insert for School Newsletters

- Nil Report

F. AGENCY REPORTS

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

- GO 21 Walk was held this past Sunday, September 30, 2018 @ Heartland Forest – over 200 attended. DJ Jordan Setacci was on site providing music & energy/warm up for the walk; bouncy castle and food trucks were also on site; GO 21 loot bags were filled with fun and free stuff; draws / prizes - fun day! Well attended – many new young families – great to see. Raised funds will be used for future speaker series, DS Christmas party, Halloween party, rebranding DS group – new parent packages are being prepared and will be available very soon to hand out to all the new parents with DS babies
- October is DS Awareness month

Upcoming Events for DS Group

- DS Halloween dance to be held on October 27, 2018, 3:30 – 8:00 p.m. - pizza will be supplied/treats & Halloween crafts - DJ music should be a spooktacular time
- DS Christmas party to be held at Heartland Forest – Sunday, December 16, 2018 - Special guest, Santa to arrive to visit with his elves
- Cross-fit upcoming event in support of Special Olympics - Blair Stayzer's foundation GMC homies with chromies to come out that day for the event at Cross Fit St. Catharines.

2. *The Tourette Syndrome Association of Ontario – Anna Racine*

- Nil Report

3. *Pathstone Mental Health – Bill Helmeczi*

- Nil Report

4. *Community Living, Welland Pelham – Andrew Howcroft*

- The article, *All Children Should Feel That They Belong in School*, by Renu Mandhane, Chief Commissioner for Human Rights in Ontario was presented.
- The Ontario Human Rights Commission (OHRC) released its new *Policy on Accessible Education for Students with Disabilities*, along with recommendations on how to best meet legal obligations under Ontario's *Human Rights Code*.

5. *Autism Ontario Niagara Region – Karen Murphy*

- Huge topic for October is National Autism Awareness Month. We are inviting schools to spread awareness throughout the month. If any schools would like to showcase how they are Opening Doors for acceptance and opportunities for all individuals on the spectrum, you can tag them on Instagram, Facebook or Twitter. October's Enews on the 20th will be Autism Awareness in our community and would love to showcase some of our local schools. If you would like information you can contact Maria Hiebert at the office administration.niagara@autismontario.com

6. *Niagara Children's Centre – Dorothy Harvey*

- Nil Report

7. *Community Living Port Colborne/Wainfleet – Rita Smith*

- Community Living Port Colborne-Wainfleet and Morgan Cooper, (sole proprietor of Living Outloud Canada) have teamed up and will be assisting our youth in discovering what lights them up. The program called Dream Catchers, which will be delivered at Lakeshore Catholic High School for one week during one period, which will help youth with goal setting and self-discovery. This workshop will provide them with tools they can use as

they transition into adulthood, discovering what makes them happy, what their passions are and achieve their personal goals.

- CLPCW is also hosting a Transitioning into Adulthood program. The goal of this project is to have young people access community based services when they have completed their high school years, instead of relying on Ministry funded programs (such as residential and/or day programs). The project is based on teaching life skills, employability and social skills using resources that are currently available in Port Colborne (such as the YMCA, Port Cares, Bridges Health Center, Reach Out Center, the trustee, Job Gym etc.) Young people will also be hands on in cooking, laundry, transit training etc.

G. STAFF REPORTS

1. Lisa Selman – Principal, Elementary

- Nil Report

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

- Individual Education Plans (IEP's) are currently being developed. Parental input is always invited and appreciated. IEP's will be provided to parents this month. Teachers have been made aware of the students who are to be accommodated and there is ongoing discussion between them and the Special Education department to ensure that student needs are met.
- SEA equipment (laptops and FM Systems) have been distributed to students.
- We continue our work with Transitional Aged Youth and our partners within the community. Working together to support individuals and their families develop a plan for when it is time to leave the high school setting is so important. This initiative will be reflected specifically for every student on their Individual Education Plan.
- The Special Education Classroom students are looking forward to participating in the SNAP (Special Needs Activity Program) at Brock this fall. As always, they look forward to this opportunity to participate in healthy and safe physical activities at Brock!

Blessed Trinity Secondary

- We are looking forward to our continued team participation in the upcoming Special Olympics Ontario events, including soccer and swimming.

Denis Morris

- We will be participating in Special Olympics Soccer qualifier at Saint Paul Catholic High School on October 10. We are sending two teams to compete.
- Members of the Special Education Classroom are participating in graduation activities as part of their grade 12 year. They will be attending the graduation retreat on October 2.
- We are starting another year of the Best Buddies program. We will be hosting a Halloween event at the end of October. Past and present peer helpers act as buddies to our students, developing friendships and contributing to the DM family community.
- At monthly meetings, Denis Morris is continuing its' Capacity Building series for staff in order to move student achievement forward. The September series included an article review, "Providing Support in Inclusive Classrooms".

Holy Cross

- Each morning we begin the day with opening exercises, calendar activities, and the sharing of news. It is an inclusive environment with a total communication approach. We are learning sign language together and have mastered the days of the week and numbers to ten. Our next step is to learn how to sign our names and celebrate all of our unique and wonderful characteristics.
- We have welcomed our music therapist back into the fold. Having our music therapist is without a doubt a highlight of our schedule. He brings light into the chapel where the gift of music reaches everyone and our students become performers and shine like the stars they are. Our peer tutors are known to pop by and join in for a song when their schedule permits. Our Principal is scheduled to make his musical debut with us next session.
- Our classes are varied with many attending a special one period culinary class and the Horticulture program. Other favourite courses include Religion, Art, Interior Design, Math and Phys-Ed. We feel very blessed to have such wonderful teachers and classmates in our Holy Cross community.
- This week we are creating gratitude banners to share with our families the many gifts from God for which we are thankful.

Lakeshore Catholic High School

- A number of our students are engaged in work placements via Community Living, Port Colborne. Placements include Portal Village, 7/11, and Thruway Muffler.
- One of our students is working towards a (2-Credit) Co-op at Northland Pointe. Early feedback has been very good!
- With support, one of our students has assumed full responsibility for all of the grey-box recycling (pickup and delivery) duties here at Lakeshore Catholic High School.

Saint Francis

- There are three new staffing additions to our Special Education department. All are welcome additions to our Special Education team!
- We have set up a Co-operative Education option this semester at Royal Henley Retirement Community in St. Catharines for three of our Special Education Classroom students. These students will attend this Co-op placement on a rotating basis, allowing for the participation of several students during each week. We appreciate the opportunity that the Royal Henley Retirement Community has provided to our students this semester!
- We continue to provide our Breakfast Program to all Saint Francis members each morning, starting at 7:30 a.m. each day. The menu for this program is a rotating menu, allowing for a variety of breakfast items to be served each week. In addition, our Special Education Classroom staff and students continue to bake the muffins for our P3 program, which runs from Monday through Thursday each week.

Saint Michael

- Our new Student Services webpage, Twitter feed and Remind app are up and running at Saint Michael. All of the information and contacts have been updated. We will be posting helpful information for parents and students on this site throughout the school year.

- We will be using this to share our board Special Education notices as well as other Special Education community notices. You can follow us @STMStudentServ or look up STM Student Services on Twitter. A live feed is also on our Student Services webpage.
- We are also using Remind App to send out notices on everything related to our grade 12s including awards, community service opportunities, applications etc. Instructions on how to join is found on our webpage. All grade 12 students and parents are encouraged to join. We will also be setting up a separate class for our Special Education Class students so that parents can be given up to date information on what is going on in the class and in the school. More information to follow.

Notre Dame College

- One of our students attended Welland/Pelham's Rights and Abuse conference. This forum offered some very serious, insightful and informative information regarding abuse, bullying and self-advocacy.
- Last week was our first school dance, and it was wonderful to see all students enjoying the evening.
- A new area has been added to the Special Education Class. We have two new spaces that are being used for sensory, therapy and instruction. Our classroom now has stained glass windows painted by our students, directed by our very talented Educational Assistants. We have many pieces of student art that have been placed on the wall which looks fantastic
- We will be participating in ReAction4Inclusion; the annual youth conference moderated by Association for Community Living Ontario on March 29 and 30. This marks the 10-year anniversary.

3. Pat Rocca – Superintendent of Education

- October 5, 2018 – Professional Activity Day for Elementary and Secondary panels, focussing on topics such as,
 - Student Achievement/Student Success: Developing and Implementing Board and School Improvement Plans.
 - Health and Safety – WHMIS Training
- October 28, 2018 – Pilgrimage Sunday for Secondary Schools.
- Superintendent Rocca reminded the SEAC members that the Special Education Advisory Committee would dissolve due to the re-election process of the new Board of Trustees.
- Interviewing for the position of Behaviour Resource Teacher and Teacher of the Deaf/Hard of Hearing
- Continuing to allocate for Educational Assistants.
- Continuing to interview for occasional Educational Assistants.
- Looking at starting a Special Education Committee to discuss best practices. Members will include staff from the Board and Elementary and Secondary staff.
- Handed out *Improving Education Outcomes for Students with Disabilities* for information.

4. Jim Di Gioia – Coordinator Special Education

- Student Support staff recently attended a Community Partners in Education Forum about the Hamilton-Niagara Regional Autism Program at the Ron Joyce Children's Health Centre. Representatives from boards across Hamilton Health Sciences service area gathered to collaborate and share on how the new Ontario Autism Program is being supported and

rolled out in the agencies, as well as to hear the ongoing development of the local Hamilton-Niagara Autism Program run through Hamilton Health Sciences.

- Student Support staff will be collaborating with Niagara Catholic secondary schools in October to host Family of Schools Educational Resource Teacher meetings. These smaller group gatherings allow for more engaging conversation and resource sharing as well as allowing Educational Resource Teachers from nearby schools to connect and establish support networks. The focus of the October meetings will be to review the Niagara Catholic District School Board Problem-Solving Model and how it relates to the School-Based Team Cycle, and to discuss some upcoming changes in Student Support processes and procedures for making requests for services.

H. TRUSTEE REPORTS

1. Pat Vernal – Trustee

- Nil Report

2. Maurice Charbonneau – Trustee

- Nil Report

3. Dino Sicoli – Trustee

- Nil Report

I. STUDENT REPORT

1. Donald Hingston – Student Senate Representative

- Student Senate is preparing for a conference in Niagara Falls.
- Student Councils in the high schools are preparing for various events.

J. NCPIC REPORT

- The next Niagara Catholic Parent Involvement Committee meeting is November 1, 2018.

K. ALLIANCE COMMITTEE REPORT

L. NEW BUSINESS

1. Learner Advocacy

2. **Parent Outreach**

2.1 ProGrant Event – Awaiting more information

3. **Program and Service Recommendation**

4. **Special Education Budget**

5. **Annual Review, Special Education Plan**

6. **Other Related Items**

6.1 Awareness Campaign to Promote Students with Special Education Needs

- Looking at maintaining the awareness of promoting students with special education needs.

6.2 Discuss 6:00p.m. start for SEAC Meetings

- A decision was made by the SEAC members to change the start time for all future SEAC meetings from 7:00p.m. to 6:30p.m.

Approval to change the start time from 7:00p.m. to 6:30p.m. for all future Niagara Catholic Special Education Advisory Committee Meetings, starting in November 2018.

Moved by Andrew Howcroft

Seconded by Rita Smith

THAT the Special Education Advisory Committee approve the change in start time from 7:00p.m. to 6:30p.m. for all future Niagara Catholic Special Education Advisory Committee meetings, starting in November 2018.

CARRIED

7. **Policy Review**

M. CORRESPONDENCE

1. A letter was received from the Learning Disabilities Association of Niagara Region nominating Ted Nangle for membership as the primary representative on the Niagara Catholic Special Education Advisory Committee. This information will go to the October 23, 2018 Board meeting for approval.

N. QUESTION PERIOD

O. NOTICES OF MOTION

P. AGENDA ITEMS – DISCUSSION FOR FUTURE MEETINGS

1. Sheila Bennett – future presentation

Q. INFORMATION ITEMS

R. NEXT MEETING:

Wednesday, November 7, 2018 at 6:30p.m. at the Catholic Education Centre

S. ADJOURNMENT

Moved by Andrew Howcroft

Seconded by Pina Palombo

THAT the October 3, 2018 meeting of the Special Education Advisory Committee be adjourned.

CARRIED

This meeting was adjourned at 8:10p.m.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
NOVEMBER 27, 2018**

PUBLIC SESSION

TITLE: NIAGARA CATHOLIC PILGRIMAGE SUNDAY 2018

Prepared by: Ted Farrell, Superintendent of Education
Lidia Di Lorenzo, Religion and Family Life Consultant

Presented by: Ted Farrell, Superintendent of Education
Lidia Di Lorenzo, Religion and Family Life Consultant

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

Date: November 27, 2018



PRESENTATION BACKGROUND

**Board Meeting
November 27, 2018**

NIAGARA CATHOLIC PILGRIMAGE SUNDAY 2018

Pilgrimages can take many forms. In the Bible the Wise Men set out on a pilgrimage from the east to find Jesus. After his baptism, Jesus spent day after day along the roads of Palestine as he made his way to Jerusalem. Jesus' first disciples travelled the world to spread the Gospel and on October 28th, 2018 Niagara Catholic secondary students and their communities walked to bring hope and peace to others.

Blessed Trinity Catholic Secondary School – 'Two Worlds One Family'

The day began with a beautiful mass in the gym with our celebrant Father Ronald Angervil and Seminarian Daniel Corso. The mass had well over 600 people in attendance with many families of staff both at Blessed Trinity and our Family of Schools enjoying the Eucharistic celebration. We were also very fortunate to have our Superintendent of Education in attendance Ted Farrell, who has been a strong supporter of Blessed Trinity's events for many years.

The annual theme song for our pilgrimage is, "Where is the Love?" We had 82 Family of School students in attendance this year wearing their school spirit wear and carrying their pilgrimage crosses. In total, we had 400 walkers visible in the town of Grimsby. The rain held out but the Blessed Trinity Thunder was heard throughout the city. To date, we have raised over \$22,000 with more pledges coming in. We plan on continuing our fundraising efforts by having a lunch day and t-shirt sales. The monies raised will go to support Las Pajas in the Dominican Republic through the Dominican Canadian Community Development Group. At the mid-way point of the walk, students were given a refreshment of donated items from area Tim Hortons and McDonalds. Following the completion of the walk, all students were treated to a wonderful lunch donated by Pillars and a nice cup of hot chocolate in our cafeteria. The students ended the day knowing that they were stewards and agents of change. We will continue to support Las Pajas and look forward to seeing the fruits of our labour and how lives are changed.

Denis Morris Catholic High School – 'Love and Sacrifice'

The Denis Morris Pilgrimage was a beautiful, reverent and happy walk of friendship, love and sacrifice – highlighting our theme, 'Love and Sacrifice'. The events of the day were rich and profound, and elicited the best from our Denis Morris family. Saint Pope John Paul II wrote, "Christ asks each of us to: Follow Me! Come! Take part through your suffering in this work of saving the world, a salvation achieved through Jesus' suffering, through Jesus' cross." By sacrificing sleep and waking up early, walking many kilometres, raising funds, and responding the call of Jesus, over 425 Denis Morris students raised \$11,500 for our charities the Wells of Hope project in the Jalapa region of Guatemala, and for our sister school L'Ecole Imaculee Conception in Pilate, Haiti. Some sang along the route, some barely awake, some pushing friends so they could also participate, and others bringing up the rear leaving no one behind. The Denis Morris pilgrimage showed the world that 'Love and Sacrifice' is more than a theme, it's the Denis Morris way.

Holy Cross Catholic Secondary School – ‘Tomorrow Starts Today’

Holy Cross’ pilgrimage theme this year was, ‘Tomorrow Starts Today’ which was derived from the song “If You’re Out There” by John Legend. Each year, we raise money for our sister school, Sainte Croix Elementary School in Thibeau, Haiti. This year we raised just under \$11, 000. For Holy Cross, a pilgrimage is continuing the rich history of the Holy Cross Fathers and Sisters of making education accessible to all Haitian children. Although this does not sound like much, when a child goes to school they are able to have a meal, access to drinking water and more importantly, they receive an education. This ensures a better future for each child. On October 28th, Holy Cross had a small prayer service that challenged us to listen a little more intently to the words of Lord’s Prayer, through a written poem by an unknown author called I Cannot Pray. We then walked in the cold and rain for about six kilometres to the Market Square in downtown St. Catharines. Bishop Bergie celebrated Mass for the Denis Morris Reds, the Holy Cross Raiders and the Saint Francis Phoenix. Afterwards, we walked together in the downtown area to show unity among the three St. Catharines, Catholic schools and to show the community how dedicated we are at Niagara Catholic to make global change.

Lakeshore Catholic High School – ‘Walk With Me’

On Sunday, October 28th the Lakeshore Catholic community came together to take part in our annual pilgrimage, The Gator Walk. Approximately 100 students, teachers, and community members walked in solidarity to help our brothers and sisters on the island of Dominica. We proudly raised over \$5,000 and were joined by many of our Family of Schools students. Lakeshore Catholic has had a long and loving relationship with the people of Portsmouth, Dominica. On September 15, 2017, Hurricane Maria ravaged the "Nature Isle" of the Caribbean. The hurricane wiped out roads, bridges, airports and buildings. It left Dominica in a state of emergency for two weeks. It damaged or destroyed 90% of all buildings. Our thoughts and prayers were and are with the people of Dominica. Our donations go to support St John's Elementary School, The Grange (seniors' home), CALLS (alternative learning centre), the Portsmouth Public Library, and CARE (donation distribution centre). Plans are underway to send a group of staff and students down to Portsmouth, Dominica this coming February.

Notre Dame College School – ‘Spread the Light’

Each year we gather for registration in the cafeteria at 8:30 a.m. then begin with a brief departure service where our crosses and banners are blessed. We head out walking south along the Old Canal Walkway through Welland toward Port Colborne. We stop at the Forkes Rd. bridge in Dain City for a light lunch (pizza) then return to the school (about 14 kilometres total) where we celebrate Mass and a beautiful candlelight service. This year our Mass was celebrated by Fr. Jim Mulligan (founder of the Notre Dame Pilgrimage 43 years ago), Fr. Alison Mahoney and Fr. Don Layden. Fr. Gerald Cormier walked the entire route and joined us for Mass as well. Other guests who walked with us included Superintendent Frank Iannantuono, Trustee Ted O’Leary and new Trustee Paul Turner.

Our theme this year was, 'Spread the Light'. We focused on the mysterious and powerful gifts of the Holy Spirit and how these gifts have given leaders like St. Oscar Romero and St. Paul VI the courage to work for justice on behalf of those who are voiceless. Their actions ignite a flame, and that light spreads to others. We must also be the light for others through our own actions. Our candlelight ceremony that concludes our pilgrimage is a beautiful symbolic representation of this teaching.

Over 800 pilgrims, including current students, staff, alumni staff and students, and parents and students from our Family of Schools participated. We raised just under \$40,000 for Development and Peace, Yancana Huasy in Lima Peru and the DCCD (Dominican Canadian Community Development Group).

Saint Francis Catholic Secondary School – ‘We Are Stars’

“I have loved the stars too fondly to be fearful of the night” - Sarah Williams

What is a star? When a large group of students gathered this past September to propose our pilgrimage theme, they chose a song titled, “We are Stars.” Hearing this, some minds went to the typical image of a movie star, someone who seeks fame. The students were cautioned that one should not perform acts of charity and social justice to become a star or to make oneself shine, one does these things to help others.

Over the next few weeks, as preparations for the pilgrimage began, these same students demonstrated what stars really are. Not one bright bragging light, but hundreds of tiny lights shining in the darkness. Each of our students on the committee began to shine in their own way. One took up a camera and began to film, one did the lettering on a cross, one planned a video, and one wrote script for the assembly. Another student prepared chapel presentations and three others led the presentations. Pledges started coming in, \$5 here and \$25 there, the trickle of help for people a world away in a place most of us have never been began to bring light to a dark situation. When the cold and rainy Sunday finally arrived, over \$29,000 had been raised and over 250 students glittered brightly, shining the love of God and the light of love. The funds will support FogQuest (Fog catchers which provides water for communities in mountain desert areas) in Guatemala, as well as sponsoring a student named Javier to study at the Centre of Hope. In Haiti, money will go to Marie Immacule School and Orphanage in the town of Cap Haitian. In our community, we support May Court Toy Bureau, RAFT, Community Care and the Niagara Region Sexual Assault Centre. Psalm 147 reads that God counts the numbers of the Stars and gives names to all of them. God sees our small acts, he knows each of us fondly, even though other people may never recognize the small or large sacrifices each of our students have made, they are known in God's eyes.

Saint Michael Catholic High School – 'Hope Lives Here'

This year our Mustang Pilgrimage theme was, 'Hope Lives Here'. We are spreading the message that through our efforts we are making real change for students in Rwanda and striving to provide hope. We support a charity called Hope for Rwanda's Children, which assists Rwandan youth with scholarships and tuition. We were overwhelmed with the support of our Mustang community. We had 417 students raise money and pledge to walk, and despite the drizzling sky, almost every single one of them came out. Our Mustangs raised almost \$22,000 for our charity. On Pilgrimage Sunday, we joined with Saint Paul High School to celebrate Mass with Father Paul McNeil and hundreds of students from both schools before heading out on our 11 kilometre walk throughout the city of Niagara Falls.

Saint Paul Catholic High School – 'For We Walk by Faith Not by Sight'

On Sunday, October 28th, 271 Saint Paul students, staff and feeder school students walked approximately 10 kilometres within the north end of Niagara Falls. They raised \$13,100 for our sister school in Haiti called St. Croix de Milot. This year the theme for the walk was from the Corinthians, 'For We Walk by Faith Not by Sight' The highlight of the day was celebrating mass with St Michael Catholic High School in the morning.

Niagara Catholic secondary school students and their communities walked for hours in cold damp weather for their brothers and sisters in Christ, whom they have never met. With help from their communities, they raised approximately \$153,600. They walked so that more people have access to clean drinking water, food, and an education, and are able to live their lives with dignity and hope.

As part of this report a visual presentation by students will be presented.

Prepared by: Ted Farrell, Superintendent of Education
Lidia Di Lorenzo, Religion and Family Life Consultant

Presented by: Ted Farrell, Superintendent of Education
Lidia Di Lorenzo, Religion and Family Life Consultant

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

Date: November 27, 2018

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
NOVEMBER 27, 2018**

PUBLIC SESSION

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

The School Excellence Program report 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: November 27, 2018



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

SCHOOL EXCELLENCE PROGRAM ST. ALFRED CATHOLIC ELEMENTARY SCHOOL

Contact Information

20 Vine St.
St. Catharines, ON
L2M 4T3
Ph: 905.934.9922
st.alfred@ncdsb.com

Grades

K – 8

Enrolment

409

Principal

Emma Fera-Massi

Vice-Principal

Ken Lococo

Superintendent

Lee Ann Forsyth-Sells

Catholic School Council

Chair: Kate Bartlett
Co-Chair: Patty VandeMeer

Parish

St. Alfred Church



St. Alfred Catholic Elementary School, was established in 1957, and is located in north St. Catharines, nestled behind St. Alfred Church. The present building evolved from serving Grade 9 students graduating from local Catholic elementary schools, to a Junior High School prior to the opening of Denis Morris Catholic High School, to its current status of a Kindergarten to Grade 8 school. Three additions have been added since 1957, which have extended the school to 20 classrooms, 3 seminar rooms, a library and a gymnasium.

School Mission Statement

We are a community of Catholic learners who follow the teachings of Christ every day in our work and play, each of us discovering our unique gifts from God.

School Motto

“A Place for Everyone...”

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: November 27, 2018

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
NOVEMBER 27, 2018**

PUBLIC SESSION

**TITLE: AUDITED CONSOLIDATED FINANCIAL REPORTS 2017-
2018**

RECOMMENDATION

THAT the Audit Committee recommend to the Niagara Catholic District School Board the approval of the Audited Consolidated Financial Reports 2017-2018, as presented.

THAT the Niagara Catholic District School Board Audit Committee recommend to the Niagara Catholic District School Board the establishment of a Financial Investment Policy.

Prepared by: Mark Palumbi, CPA, CA Crawford, Smith and Swallow Chartered Accountants LLP
Giancarlo Vetrone, Superintendent of Business and Financial Services

Presented by: Audit Committee
Mark Palumbi, CPA, CA Crawford, Smith and Swallow Chartered Accountants LLP

Recommended by: Audit Committee

Date: November 27, 2017



REPORT TO THE BOARD NOVEMBER 27, 2018

AUDITED CONSOLIDATED FINANCIAL REPORTS 2017-2018

BACKGROUND INFORMATION

Each year all publically funded school boards are required to submit Audited Consolidated Financial Reports and related forms to the Ministry of Education. As required by the Ministry of Education, the external Auditors have presented the Audited Consolidated Financial Reports 2017-2018 to the Audit Committee on November 23, 2018.

The consolidated financial reports have been prepared in accordance with Financial Administration Act supplemented by Ontario Ministry of Education memorandum 2004: B2 and Ontario Regulation 395/11 of the Financial Administration Act.

The Audited Consolidated Financial Reports 2017-2018 operating surplus available for compliance is \$4.0M and the total accounting surplus is \$5.9M.

The Ministry Financial Reports 2017-2018 and related schedules have been electronically submitted to the Ministry of Education on November 15, 2018.

After review and discussion, the members of the Audit Committee recommended that the Audited Consolidated Financial Reports 2017-2018 be approved by the Board on November 27, 2018.

A copy of the Audited Consolidated Financial Reports 2017-2018 are attached to this report for the consideration of the Board. (Appendix A)

Appendix A – Audit Consolidated Financial Reports 2017-2018.

RECOMMENDATION

THAT the Audit Committee recommend to the Niagara Catholic District School Board the approval of the Audited Consolidated Financial Reports 2017-2018, as presented.

THAT the Niagara Catholic District School Board Audit Committee recommend to the Niagara Catholic District School Board the establishment of a Financial Investment Policy.

Prepared by: Mark Palumbi, CPA, CA Crawford, Smith and Swallow Chartered Accountants LLP
Giancarlo Vetrone, Superintendent of Business and Financial Services

Presented by: Audit Committee
Mark Palumbi, CPA, CA Crawford, Smith and Swallow Chartered Accountants LLP

Recommended by: Audit Committee

Date: November 27, 2017

*crawford
smith &
swallow*

**NIAGARA CATHOLIC DISTRICT
SCHOOL BOARD**

Consolidated Financial Statements

August 31, 2018

DRAFT

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD

Consolidated Financial Statements

August 31, 2018

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NIAGARA CATHOLIC DISTRICT SCHOOL BOARD

MANAGEMENT REPORT

August 31, 2018

The accompanying consolidated financial statements of the Niagara Catholic District School Board (the "Board") are the responsibility of the Board's management and have been prepared in accordance with the Financial Administration Act, supplemented by Ontario Ministry of Education memorandum 2004:B2 and Ontario Regulation 395/11 of the Financial Administration Act, as described in Note 1(a) to the consolidated financial statements.

The preparation of consolidated financial statements necessarily involves the use of estimates based on management's judgement, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

Board management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements and reliable financial information is available on a timely basis for preparation of the consolidated financial statements. These systems are monitored and evaluated by management.

The Board meets with management and the external auditors to review the consolidated financial statements and discuss any significant financial reporting or internal control matters prior to their approval of the consolidated financial statements.

The consolidated financial statements have been audited by Crawford, Smith and Swallow Chartered Accountants LLP, independent external auditors appointed by the Board. The accompanying Independent Auditors' Report outlines their responsibilities, the scope of their examination and their opinion on the Board's consolidated financial statements.

Director of Education/
Secretary Treasurer
Mr. John Crocco
November xx, 2018

Superintendent of Business
and Financial Services
Mr. Giancarlo Vetrone
November xx, 2018

Crawford, Smith and Swallow
Chartered Accountants LLP

4741 Queen Street
Niagara Falls, Ontario
L2E 2M2
Telephone (905) 356-4200
Telecopier (905) 356-3410

**crawford
smith &
swallow**

Offices in:
Niagara Falls, Ontario
St. Catharines, Ontario
Fort Erie, Ontario
Niagara-on-the-Lake, Ontario
Port Colborne, Ontario

INDEPENDENT AUDITORS' REPORT

To the Board of Trustees of the
Niagara Catholic District School Board

We have audited the accompanying consolidated financial statements of the Niagara Catholic District School Board, which comprise the consolidated statement of financial position as at August 31, 2018, the consolidated statements of operations and accumulated surplus, cash flows and change in net debt for the year then ended and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Consolidated Financial Statements

Management is responsible for the preparation of these consolidated financial statements in accordance with the basis of accounting described in Note 1(a) to the consolidated financial statements, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these consolidated financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation of the consolidated financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the consolidated financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the consolidated financial statements of the Niagara Catholic District School Board as at and for the year ended August 31, 2018 are prepared, in all material respects, in accordance with the basis of accounting described in Note 1(a) to the consolidated financial statements.

Emphasis of Matter

Without modifying our opinion, we draw attention to Note 1(a) to the consolidated financial statements which describes the basis of accounting used in the preparation of these consolidated financial statements and the significant differences between such basis of accounting and Canadian public sector accounting standards.

Niagara Falls, Ontario
November xx, 2018

CRAWFORD, SMITH AND SWALLOW
CHARTERED ACCOUNTANTS LLP
LICENSED PUBLIC ACCOUNTANTS

DRAFT

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD

CONSOLIDATED STATEMENT OF FINANCIAL POSITION

August 31, 2018

	2018 \$	2017 \$
Financial Assets		
Cash	18,977,012	24,802,158
Investments - note 2	10,000,000	-
Accounts receivable	9,473,622	7,705,740
Accounts receivable - Province of Ontario approved capital - note 3	64,971,155	72,809,073
	103,421,789	105,316,971
Contingent Liabilities - note 15		
Financial Liabilities		
Accounts payable and accrued liabilities	14,456,491	16,079,359
Deferred revenue - note 4	15,901,808	15,689,303
Employee future benefits - note 5	7,178,658	9,141,666
Net long-term liabilities and capital leases - note 6	64,281,845	70,117,402
Deferred capital contributions - note 7	185,351,181	180,097,906
	287,169,983	291,125,636
Net Debt	(183,748,194)	(185,808,665)
Non-Financial Assets		
Tangible capital assets - schedule 1	200,122,195	196,011,297
Prepaid expenses	486,123	691,003
	200,608,318	196,702,300
Accumulated Surplus - note 8	16,860,124	10,893,635

Signed on behalf of the Board:

Chairperson of the Board

Director of Education/Secretary Treasurer

See accompanying notes

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD

CONSOLIDATED STATEMENT OF OPERATIONS AND ACCUMULATED SURPLUS

for the year ended August 31, 2018

	2018 Budget \$	2018 Actual \$	2017 Actual \$
Revenues			
Provincial legislative grants	243,358,117	242,628,169	238,946,387
Provincial grants - other - note 10	3,095,456	6,643,352	3,892,302
Federal grants and fees	390,000	591,643	303,310
Other fees and revenue	2,914,800	3,371,734	2,109,036
Investment income	220,000	340,964	235,631
School fundraising	8,180,000	7,569,685	6,891,892
Amortization of deferred capital contributions	10,606,942	12,601,871	11,236,763
	268,765,315	273,747,418	263,615,321
Expenditures			
Instruction	204,035,992	201,599,523	201,103,672
Administration	7,888,676	7,917,928	8,462,591
Transportation	9,828,728	9,860,901	9,055,162
Pupil accommodation	37,820,340	38,800,132	38,369,800
Other operating expenses - note 10	-	2,206,112	117,487
School funded activities	8,180,000	7,396,333	6,841,629
	267,753,736	267,780,929	263,950,341
Annual Surplus (Deficit)	1,011,579	5,966,489	(335,020)
Accumulated Surplus, Beginning of Year	10,893,635	10,893,635	11,228,655
Accumulated Surplus, End of Year	11,905,214	16,860,124	10,893,635

See accompanying notes

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD

CONSOLIDATED STATEMENT OF CASH FLOWS

for the year ended August 31, 2018

	2018 \$	2017 \$
Operations		
Annual surplus (deficit)	5,966,489	(335,020)
Sources (Uses)		
Change in accounts receivable	(1,767,882)	(16,346)
Change in prepaid expenses	204,880	168,622
Change in assets held for sale	-	1,471,116
Change in accounts payable and accrued liabilities	(1,622,868)	48,470
Change in deferred revenue	212,505	7,438,836
Change in employee future benefits	(1,963,008)	(356,085)
	(4,936,373)	8,754,613
Non-cash charges to operations		
Amortization of tangible capital assets	12,959,886	11,657,535
Amortization of deferred capital contributions	(12,601,871)	(11,236,763)
	358,015	420,772
Net increase in cash from operations	1,388,131	8,840,365
Capital		
Acquisition of tangible capital assets	(17,070,784)	(18,662,962)
Net additions to deferred capital contributions	17,855,146	18,339,336
Net increase (decrease) in cash from capital	784,362	(323,626)
Investing		
Increase in investments	(10,000,000)	-
Financing		
Change in accounts receivable - Province of Ontario approved capital	7,837,918	(2,222,948)
Debt repayments and sinking fund contributions	(5,835,557)	(3,938,616)
Net increase (decrease) in cash from financing	2,002,361	(6,161,564)
Increase (Decrease) in Cash Position	(5,825,146)	2,355,175
Cash Position, Beginning of Year	24,802,158	22,446,983
Cash Position, End of Year	18,977,012	24,802,158

See accompanying notes

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD

CONSOLIDATED STATEMENT OF CHANGE IN NET DEBT

for the year ended August 31, 2018

	2018	2017
	\$	\$
Annual Surplus (Deficit)	5,966,489	(335,020)
Acquisition of Tangible Capital Assets	(17,070,784)	(18,662,962)
Amortization of Tangible Capital Assets	12,959,886	11,657,535
Change in Prepaid Expenses	204,880	168,622
Decrease (Increase) in Net Debt	2,060,471	(7,171,825)
Net Debt, Beginning of Year	(185,808,665)	(178,636,840)
Net Debt, End of Year	(183,748,194)	(185,808,665)

See accompanying notes

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

for the year ended August 31, 2018

1. Significant Accounting Policies

The consolidated financial statements are prepared by management in accordance with the basis of accounting described below.

(a) Basis of accounting

The consolidated financial statements have been prepared in accordance with the Financial Administration Act supplemented by Ontario Ministry of Education memorandum 2004:B2 and Ontario Regulation 395/11 of the Financial Administration Act.

The Financial Administration Act requires that the consolidated financial statements be prepared in accordance with the accounting principles determined by the relevant Ministry of the Province of Ontario. A directive was provided by the Ontario Ministry of Education within memorandum 2004:B2 requiring school boards to adopt Canadian public sector accounting standards commencing with their year ended August 31, 2004 and that changes may be required to the application of these standards as a result of regulation.

In 2011, the government passed Ontario Regulation 395/11 of the Financial Administration Act. The Regulation requires that contributions received or receivable for the acquisition or development of depreciable tangible capital assets and contributions of depreciable tangible capital assets for use in providing services, be recorded as deferred capital contributions and be recognized as revenue in the consolidated statement of operations and accumulated surplus over the periods during which the asset is used to provide service at the same rate that amortization is recognized in respect to the related asset. The regulation further requires that if the net book value of the depreciable tangible capital asset is reduced for any reason other than depreciation, a proportionate reduction of the deferred capital contribution along with a proportionate increase in revenue be recognized. For Ontario school boards, these contributions include government transfers, externally restricted contributions and, historically, property tax revenue.

The accounting policy requirements under Regulation 395/11 are significantly different from the requirements of Canadian public sector accounting standards which requires that:

- government transfers, which do not contain a stipulation that creates a liability, be recognized as revenue by the recipient when approved by the transferor and the eligibility criteria have been met in accordance with Canadian public sector accounting standard PS3410;
- externally restricted contributions be recognized as revenue in the period in which the resources are used for the purpose or purposes specified in accordance with Canadian public sector accounting standard PS3100; and
- property taxation revenue be reported as revenue when received or receivable in accordance with Canadian public sector accounting standard PS3510.

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

for the year ended August 31, 2018

1. Significant Accounting Policies - continued

(a) Basis of accounting - continued

As a result, revenue recognized in the consolidated statement of operations and accumulated surplus and certain related deferred revenues and deferred capital contributions would be recorded differently under Canadian public sector accounting standards.

(b) Reporting entity

The consolidated financial statements reflect the assets, liabilities, revenues and expenses of the reporting entity. The reporting entity is comprised of all organizations accountable for the administration of their financial affairs and resources to the Board and which are controlled by the Board.

School generated funds, which include assets, liabilities, revenues and expenses of various organizations that exist at the school level and which are controlled by the Board are reflected in the consolidated financial statements.

The following entities are consolidated with the Board:

Niagara Student Transportation Services Consortium
School Generated Funds

Interdepartmental and inter-organizational transactions and balances between these organizations are eliminated.

(c) Trust funds

Trust funds and their related operations administered by the Board are not included in the consolidated financial statements as they are not controlled by the Board.

(d) Investments

Long-term investments consist of investments that have maturities of more than one year. Long-term investments are recorded at cost, and assessed regularly for permanent impairment.

(e) Tangible capital assets

Tangible capital assets are recorded at historical cost less accumulated amortization. Historical cost includes amounts that are directly attributable to the acquisition, construction, development or betterment of the asset, as well as interest related to financing during construction.

Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as leased tangible capital assets. All other leases are accounted for as operating leases and the related payments are charged to expenses as incurred.

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

for the year ended August 31, 2018

1. Significant Accounting Policies - continued

(e) Tangible capital assets - continued

Tangible capital assets, except land, are amortized on a straight line basis over their estimated useful lives as follows:

<u>Asset Class</u>	<u>Period</u>	<u>Basis</u>
General Assets		
Land	- NIL	
Land improvements	- 15 years	straight line
Buildings	- 40 years	straight line
Portable structures	- 20 years	straight line
Equipment	- 5-15 years	straight line
First-time equipping	- 10 years	straight line
Furniture	- 10 years	straight line
Computer hardware	- 5 years	straight line
Computer software	- 5 years	straight line
Vehicles	- 5 years	straight line
Computers under capital lease	- 5 years	straight line
Leasehold improvements	- 5 years	straight line

Assets under construction and assets that relate to pre-acquisition and pre-construction costs are not amortized until the asset is available for productive use.

Land permanently removed from service and held for resale is recorded at the lower of cost and estimated net realizable value. Cost includes amounts for improvements to prepare the land for sale or servicing. Buildings permanently removed from service and held for resale cease to be amortized and are recorded at the lower of carrying value and estimated net realizable value. Tangible capital assets which meet the criteria for financial assets are reclassified as "assets held for sale" on the consolidated statements of financial position.

Works of art and cultural and historic assets are not recorded as assets in these consolidated financial statements.

(f) Deferred revenue

Certain amounts are received pursuant to legislation, regulation or agreement and may only be used in the conduct of certain programs or in the delivery of specific services and transactions. These amounts are recognized as revenue in the fiscal year the related expenditures are incurred or services performed.

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

for the year ended August 31, 2018

1. Significant Accounting Policies - continued

(g) Deferred capital contributions

Contributions received or receivable for the purpose of acquiring or developing a depreciable tangible capital asset for use in providing services, or any contributions in the form of depreciable tangible assets received or receivable for use in providing services, are recognized as deferred capital contributions as defined in Ontario Regulation 395/11 of the Financial Administration Act. These amounts are recognized as revenue at the same rate as the related tangible capital asset is amortized:

- government transfers received or receivable for capital purpose;
- other restricted contributions received or receivable for capital purpose;
- property taxation which were historically used to fund capital assets.

(h) Retirement and other employee future benefits

The Board provides defined retirement and other future benefits to specified employee groups. These benefits include pension, health care benefits, dental benefits, retirement gratuity, workers' compensation and long-term disability benefits.

As part of ratified labour collective agreements for unionized employees that bargain centrally and ratified central discussions with the principals and vice-principals associations, the following Employee Life and Health Trusts ("ELHTs") were established in 2016-2017: OECTA. The following ELHTs were established in 2017-2018: CUPE EWBT and ONE-T for non-unionized employees including principals and vice-principals. The ELHTs provide health, life and dental benefits to teachers (excluding daily occasional teachers), education workers (excluding casual and temporary staff), other school board staff and retired individuals up to a school board's participation date into the ELHT. These benefits are being provided through a joint governance structure between bargaining/employee groups, school board trustees associations and the Government of Ontario. The Board is no longer responsible to provide certain benefits to OECTA, CUPE principals and vice-principals, and non-unionized employees. Upon transition of the employee groups' health, dental and life benefits plans to the ELHT, school boards are required to remit a negotiated amount per full-time equivalency (FTE) on a monthly basis. Funding for the ELHT is based on the existing benefits funding embedded within the Grants for Student Needs ("GSN"), additional ministry funding in the form of a Crown contribution as well as a Stabilization Adjustment.

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

for the year ended August 31, 2018

1. Significant Accounting Policies - continued

(h) Retirement and other employee future benefits - continued

The Board has adopted the following policies with respect to accounting for these employee benefits:

- (i) The costs of self-insured retirement and other employee future benefit plans are actuarially determined using management's best estimate of salary escalation, accumulated sick days during employment and at retirement, insurance and health care cost trends, disability recovery rates, long-term inflation rates and discount rates. The cost of retirement gratuities are actuarially determined using the employee's salary, banked sick days and years of service as at August 31, 2012 and management's best estimate of discount rates. Any actuarial gains and losses arising from changes to the discount rate are amortized over the expected average remaining service life of the employee group.

For self-insured retirement and other employee future benefits that vest or accumulate over the periods of service provided by the employees, such as health care benefits for retirees or retirement gratuities, the cost is actuarially determined using projected benefits method prorated on service. Under this method, the benefit costs are recognized over the expected average service life of the employee group.

For those self-insured benefit obligations that arise from specific events that occur from time to time, such as obligations for workers' compensation, long-term disability and life insurance and health care benefits for those on disability leave, the cost is recognized immediately in the period the events occur. Any actuarial gains and losses that are related to these benefits are recognized immediately in the period they arise.

- (ii) The costs of multi-employer defined pension plan benefits, such as the Ontario Municipal Employees Retirement System pensions, are the employer's contributions due to the plan in the period.
- (iii) The costs of insured benefits are the employer's portion of insurance premiums owed for coverage of employees during the period.

(i) Government transfers

Government transfers, which include legislative grants, are recognized in the consolidated financial statements in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met and reasonable estimates of the amount can be made. If government transfers contain stipulations which give rise to a liability, they are deferred and recognized in revenue when stipulations are met.

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

for the year ended August 31, 2018

1. Significant Accounting Policies - continued

(i) Government transfers - continued

Government transfers for capital are deferred as required by Regulation 395/11, recorded as deferred capital contributions ("DCC") and recognized as revenue in the consolidated statement of operations at the same rate and over the same periods as the asset is amortized.

(j) Investment income

Investment income is reported as revenue in the period earned.

When required by the funding government or related Act, investment income earned on externally restricted funds such as pupil accommodation, education development charges and special education forms part of the respective deferred revenue balances.

(k) Long-term debt

Long-term debt is recorded net of related sinking fund assets.

(l) Budget figures

Budget figures have been provided for comparison purposes and have been derived from the budget approved by the Trustees. The budget approved by the Trustees is developed in accordance with the provincially mandated funding model for school boards and is used to manage program spending within the guidelines of the funding model. The budget figures are unaudited.

(m) Use of estimates

The preparation of consolidated financial statements in conformity with the basis of accounting described in Note 1(a) requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the consolidated financial statements, and the reported amounts of revenues and expenses during the year. Accounts subject to significant estimates include accounts receivable, accounts receivable - Province of Ontario, tangible capital assets, accounts payable and accrued liabilities and employee future benefits. Actual results could differ from these estimates.

(n) Property Tax Revenue

Under Canadian public sector accounting standards, the entity that determines and sets the tax levy records the revenue in the financial statements, which in the case of the Board, is the Province of Ontario. As a result, property tax revenue received from municipalities is recorded as part of Provincial Legislative Grants.

2. Investments

Investments have a book value of \$ 10,000,000 (2017 - nil) and a market value of \$ 9,786,007 (2017 - nil).

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

for the year ended August 31, 2018

3. Accounts Receivable - Province of Ontario

The Province of Ontario (the "Province") replaced variable capital funding with a one-time debt support grant in 2009-10. The Board received a one-time grant that recognized capital debt as of August 31, 2010 that was supported by the existing capital programs. The Board receives this grant in cash over the remaining term of the existing capital debt instruments. The Board may also receive yearly capital grants to support capital programs which would be reflected in this account receivable.

The Board has an accounts receivable from the Province of \$ 64,971,155 as at August 31, 2018 (2017 - \$ 72,809,073) with respect to capital grants.

4. Deferred Revenue

Revenues received and that have been set aside for specific purposes by legislation, regulation or agreement are included in deferred revenue and reported on the consolidated statement of financial position.

Deferred revenue set-aside for specific purposes by legislation, regulation or agreement as at August 31, 2018 is comprised of:

	Balance, as at August 31, 2017 \$	Externally Restricted Revenue and Investment Income \$	Revenue and adjustments recognized in the period \$	Transfers to deferred capital contributions \$	Balance, as at August 31, 2018 \$
Retrofitting school spaces for child care	1,698,990	-	-	-	1,698,990
Proceeds of disposition	6,140,890	-	(41,631)	(1,120,788)	4,978,471
Education development charges	581,831	408,762	(36,922)	-	953,671
Mental health leader	71,108	123,113	(104,509)	-	89,712
Library staff	15,811	131,996	(116,240)	-	31,567
Indigenous education	39,330	222,714	(130,208)	-	131,836
Special education	2,152,138	772,712	(481,074)	-	2,443,776
Energy efficient schools - operating	10,522	-	-	-	10,522
Energy efficient schools - capital	251,490	-	-	-	251,490
School renewal	2,904,066	3,827,226	(774,017)	(2,638,747)	3,318,528
Temporary Accommodation	-	596,500	(472,000)	-	124,500
Education Programs - Other	753,816	2,573,675	(2,826,505)	(55,417)	445,569
Tuition	873,015	1,409,073	(1,393,117)	-	888,971
Miscellaneous	196,296	282,492	55,417	-	534,205
Total deferred revenue	15,689,303	10,348,263	(6,320,806)	(3,814,952)	15,901,808

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

for the year ended August 31, 2018

5. Employee Future Benefits

	2018 \$	2017 \$
Retirement gratuities	3,914,130	4,200,459
Retirement health care benefits	218,975	263,640
Long-term disability health care benefits	-	2,088,436
WSIB - Schedule II future liability	2,892,830	2,440,219
Compensated absences	152,723	148,912
	7,178,658	9,141,666

Ontario Teachers' Pension Plan

Teachers and related employee groups are eligible to be members of Ontario Teachers' Pension Plan. Employer contributions for these employees are provided directly by the Province of Ontario. The pension costs and obligations related to this plan are a direct responsibility of the Province. Accordingly, no costs or liabilities related to this plan are included in the Board's consolidated financial statements.

Ontario Municipal Employees Retirement System

All non-teaching employees of the Board are eligible to be members of the Ontario Municipal Employees Retirement System ("OMERS"), a multi-employer pension plan. The plan provides defined pension benefits to employees based on their length of service and rates of pay. The Board contributions equal the employee contributions to the plan. During the year ended August 31, 2018, the Board contributed \$ 3,555,244 (2017 - \$ 3,602,932) to the plan. As this is a multi-employer pension plan, these contributions are the Board's pension benefit expenses. No pension liability for this type of plan is included in the Board's consolidated financial statements.

Retirement Gratuities

The Board provides retirement gratuities to certain groups of employees hired prior to specified dates. The Board provides these benefits through an unfunded defined benefit plan. The benefit costs and liabilities related to this plan are included in the Board's consolidated financial statements. The amount of the gratuities payable to eligible employees at retirement is based on their salary, accumulated sick days, and years of service as at August 31, 2012.

As at August 31, 2018, an unamortized actuarial loss of \$ 212,444 exists. This amount is being amortized over the expected average remaining service lives of several employee groups. The actual obligation is \$ 4,126,574.

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

for the year ended August 31, 2018

5. Employee Future Benefits - continued

Retirement Health Care Benefits

The Board provides dental and health care benefits to certain employee groups after retirement until the members reach 65 years of age, with one exception to age 75. As part of ratified labour collective agreements for unionized employees that bargain centrally and ratified central discussions with the principals and vice-principals associations, ELHTs were established in 2016-18 for all employee groups. Retirees belonging to the Principal/Vice Principal and Non-union employee groups have transitioned to the ELHT. After retirees transition to the ELHT, the Board continued to be responsible for its share of cost of benefits based on the cost sharing agreement prior to the transition to the ELHT. As at August 31, 2018, the actual obligation is \$ 218,975. The change in retiree and active benefit costs under the ELHT will be reflected in the August 31, 2019 full valuation.

Long-Term Disability Health Care Benefits

As part of ratified labour collective agreements for unionized employees that bargain centrally and ratified central discussions with the principals and vice-principals associations, ELHTs were established in 2016-18 for all employee groups. Benefits for employee groups that have transitioned to the ELHT are similar to a defined contributions plan and the Board is no longer responsible for this benefit. There are no employee groups remaining for which the Board is responsible for providing Health, Dental and Life insurance benefits as at the valuation date and as a result, the liability for this benefit has been eliminated.

WSIB - Schedule II Future Liability

The Board is a Schedule II employer under the Workplace Safety and Insurance Act and, as such, assumes responsibility for the payment of all claims to its injured workers under the Act. The Board does not fund these obligations in advance of payments made under the Act. The benefit costs and liabilities related to this plan are included in the Board's consolidated financial statements. School boards are required to provide salary top-up to a maximum of four and one-half years for employees receiving payments from WSIB, where the collective agreement negotiated prior to 2012 included such a provision. As at August 31, 2018, the actual obligation is \$ 2,892,830.

Compensated Absences

As a result of changes made in 2013 to the short-term sick leave and disability plan, a maximum of 11 unused sick leave days from the current year may be carried forward into the following year only, to be used to top-up salary for illnesses paid through the short-term leave and disability plan in that year. The net benefit costs expensed in the consolidated financial statements are \$ 3,811 (2017 - \$ 13,751).

For accounting purposes, the valuation of the accrued benefit obligation for the sick leave top-up is based on actuarial assumptions about future events determined as at August 31, 2017 and is based on the average daily salary and banked sick days of employees as at August 31, 2017.

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

for the year ended August 31, 2018

5. Employee Future Benefits - continued

As at August 31, 2018, the actual obligation is \$ 152,723 .

Retirement gratuities:

	2018 \$	2017 \$
Employee benefit plan assets	-	-
Employee benefit plan liabilities	3,914,130	4,200,459
Employee benefit plan deficit	3,914,130	4,200,459

	2018 \$	2017 \$
Accrued benefit obligation, beginning of year	4,200,459	4,901,206
Benefit cost and interest	109,783	122,572
Amortized loss	58,309	74,975
Benefits paid during the year	(454,421)	(898,294)
Accrued benefit obligation, end of year	3,914,130	4,200,459

Retirement health care benefits:

	2018 \$	2017 \$
Employee benefit plan assets	-	-
Employee benefit plan liabilities	218,975	263,640
Employee benefit plan deficit	218,975	263,640

	2018 \$	2017 \$
Accrued benefit obligation, beginning of year	263,640	132,118
Benefit cost and interest	6,113	2,393
Change due to reinstatement of benefits	-	161,265
Amortized gain	(2,957)	(1,384)
Benefits paid during the year	(47,821)	(30,752)
Accrued benefit obligation, end of year	218,975	263,640

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

for the year ended August 31, 2018

5. Employee Future Benefits - continued

Long-term disability health care benefits:

	2018 \$	2017 \$
Employee benefit plan assets	-	-
Employee benefit plan liabilities	-	2,088,436
Employee benefit plan deficit	-	2,088,436

	2018 \$	2017 \$
Accrued benefit obligation, beginning of year	2,088,436	2,671,813
Benefit cost and interest expense (recovery)	(2,006,148)	(316,629)
Benefits paid during the year	(82,288)	(266,748)
Accrued benefit obligation, end of year	-	2,088,436

WSIB Schedule II future liability:

	2018 \$	2017 \$
Employee benefit plan assets	-	-
Employee benefit plan liabilities	2,892,830	2,440,219
Employee benefit plan deficit	2,892,830	2,440,219

	2018 \$	2017 \$
Accrued benefit obligation, beginning of year	2,440,219	1,657,453
Benefit cost and interest	1,268,876	1,291,458
Benefits paid during the year	(816,265)	(508,692)
Accrued benefit obligation, end of year	2,892,830	2,440,219

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

for the year ended August 31, 2018

5. Employee Future Benefits - continued

Compensated absences:

	2018 \$	2017 \$
Employee benefit plan assets	-	-
Employee benefit plan liabilities	152,723	148,912
Employee benefit plan deficit	152,723	148,912

	2018 \$	2017 \$
Accrued benefit obligation, beginning of year	148,912	135,161
Benefit cost and interest	152,723	148,912
Amortized loss (gain)	8,358	(9,068)
Benefits paid during the year	(157,270)	(126,093)
Accrued benefit obligation, end of year	152,723	148,912

Actuarial Assumptions

The accrued benefit obligations for employee future benefit plans as at August 31, 2018 are based on the most recent actuarial valuations completed for accounting purposes. These valuations take into account the plan changes outlined above and the economic assumptions used in the valuations are the Board's best estimates of expected rates of:

General Inflation - Future general inflation levels were assumed to be 1.5% (2017 - 1.5%).

Interest (Discount) Rate - The present value of future liabilities and the expense were determined using a discount rate of 2.90% (2017 - 2.55%).

Wage and Salary Escalation - There is no salary increase assumption required as the benefit is based on August 31, 2012 salaries.

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

for the year ended August 31, 2018

6. Net Long-Term Liabilities and Capital Leases

Debenture debt and capital lease debt reported on the consolidated statement of financial position comprises of the following:

	2018 \$	2017 \$
Unmatured debenture debt	64,247,908	68,242,234
Sinking fund debentures	-	2,729,430
Obligations under capital leases	33,937	49,779
Less: Sinking fund assets	-	(904,041)
	64,281,845	70,117,402

The net long-term debt outstanding bears interest at annual rates ranging from 2.425% to 6.55% maturing between 2020 and 2036. Principal and interest payments relating to net debenture debt and capital leases of \$ 64,281,845 outstanding as at August 31, 2018 are due as follow:

	Principal and Sinking Fund Contributions \$	Interest \$	Capital Lease Payments \$	Total \$
2019	4,207,884	3,287,182	16,575	7,511,641
2020	4,433,353	3,060,940	17,362	7,511,655
2021	4,671,418	2,822,451	-	7,493,869
2022	4,786,423	2,571,066	-	7,357,489
2023	4,910,535	2,310,574	-	7,221,109
Thereafter	41,238,295	9,501,536	-	50,739,831
	64,247,908	23,553,749	33,937	87,835,594

Included in net debenture debt are outstanding sinking fund debentures of nil (2017 - \$ 2,729,430).

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

for the year ended August 31, 2018

7. Deferred Capital Contributions

Deferred capital contributions include grants and contributions received that are used for the acquisition of tangible capital assets in accordance with Regulation 395/11 that have been expended by year end. These contributions are amortized into revenue over the life of the asset acquired.

	2018 \$	2017 \$
Balance, beginning of year	180,097,906	172,995,333
Additions to deferred capital contributions	17,070,784	18,475,306
Recognition of deferred revenue related to prior eligible capital expenses	1,000,000	59,578
Revenue recognized in the period	(12,601,871)	(11,236,763)
Unsupported capital spending	(215,638)	(195,548)
Balance, end of year	185,351,181	180,097,906

8. Accumulated Surplus

	2018 \$	2017 \$
Available for Compliance - Operating fund	4,047,427	475,600
Available for Compliance - Internally Appropriated		
Capital planning capacity - unspent	146,942	169,755
Committed sinking fund interest	713,307	684,655
Special purpose	362,363	-
Greenshield surplus	-	152,787
Committed capital	5,169,640	6,280,649
	6,392,252	7,287,846
Unavailable for Compliance		
Amounts to be recovered - employee future benefits	(3,783,677)	(6,770,890)
Interest accrued	(1,047,058)	(1,176,749)
School activities fund	2,361,454	2,188,102
Revenues recognized for land purchases	8,889,726	8,889,726
	6,420,445	3,130,189
Total	16,860,124	10,893,635

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

for the year ended August 31, 2018

9. Trust Funds

Trust Funds administered by the Board, which have not been included on the consolidated statement of financial position nor have their operations been included on the consolidated statement of operations and accumulated surplus, are comprised of the following:

	2018	2017
	\$	\$
Larkin Award Fund	16,307	19,517
Kristen French Scholarship Fund	118,682	119,854
Marion Oakley Fund	5,791	5,703
Nicole Longe Memorial Fund	5,985	6,093
James and Anna McGarry	8,295	8,170
Teachers Finance Leave Plan	1,096,260	1,499,805
Michael and Isabelle Moran	49,293	49,046
Hugo and Corrinne Massotti	53,897	53,583
	1,354,510	1,761,771

10. Putting Students First Act, 2012 Settlement

A settlement was reached between the Province of Ontario and several labour partners, including CUPE, OECTA, the principals and vice-principals associations, and non-unionized Education Workers. As part of the settlement, employees within these labour groups were entitled to receive a one-time remedy payment with respect to the constitutional breach of the Putting Students First Act, 2012. As part of the remedy, the Crown was to provide payment to all eligible employees of affected labour groups for lost or reduced sick leave credit gratuities as at August 31, 2012, through the applicable District School Board. The remedy payments provided to the Niagara Catholic District School Board under this settlement total \$ 2,128,829 and the related one-time revenues and expenses are reflected in these consolidated financial statements.

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

for the year ended August 31, 2018

11. Debt Charges and Capital Lease Interest

The expenditure for debt charges and capital lease interest includes principal, sinking fund contributions and interest payments as follows:

	2018 \$	2017 \$
Principal payments on long-term capital loans and sinking fund contributions	5,819,716	3,893,539
Interest payments on long-term capital loans	3,447,578	3,794,683
	9,267,294	7,688,222

The expenditure for capital leases is allocated to the related expenditure category. The total principal, sinking fund contributions and interest payments for capital leases are as follows:

	2018 \$	2017 \$
Principal payments on capital leases	15,841	45,077
Interest payments on capital leases	1,921	18,825
	17,762	63,902

12. Expenditures by Object

The following is a summary of the expenses reported on the consolidated statement of operations and accumulated surplus by object:

	2018 \$	2017 \$
Current expenditures:		
Salaries and wages	182,439,660	178,823,144
Employee benefits	27,901,497	30,139,836
Staff development	277,554	489,453
Supplies and services	17,542,986	19,658,404
Interest	3,449,499	3,813,508
Rental expenditures	682,785	595,227
Fee and contract services	12,373,980	11,415,833
Other expenses - note 10	2,756,749	515,772
	247,424,710	245,451,177
Amortization of tangible capital assets	12,959,886	11,657,535
School funded activities	7,396,333	6,841,629
Total expenditures by object	267,780,929	263,950,341

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

for the year ended August 31, 2018

13. Ontario School Board Insurance Exchange

The Board is a member of the Ontario School Board Insurance Exchange ("OSBIE"), a reciprocal insurance company licensed under the Insurance Act. OSBIE insures general public liability, property damage and certain other risks. Liability insurance is available to a maximum of \$ 24,000,000 per occurrence.

The ultimate premiums over a five year period are based on the reciprocal's and the Board's actual claims experience. Periodically, the Board may receive a refund or be asked to pay an additional premium based on its pro-rata share of claims experience. The current five year term expires December 31, 2021.

14. Related Party Transactions

Related party transactions during the year not separately disclosed in the consolidated financial statements include the following:

An amount of \$ 234,768 has been received from the Niagara Foundation for Catholic Education and recorded net of related expenditures.

15. Contractual Obligations and Contingent Liabilities

Legal

As at August 31, 2018, the Board has certain legal claims outstanding. It is management's assertion that adequate defenses and insurance coverages are in for the settlement of these claims, if necessary.

Letters of Credit

The Board has authorized letters of credit in favour of the City of St. Catharines in the amount of \$ 57,397, the Township of West Lincoln in the amount of \$ 1,051,732, the City of Niagara Falls in the amount of \$ 164,038, the Town of Grimsby of \$ 119,207 and the Town of Port Colborne in the amount of \$ 314,749. All of these letters of credit relate to site plan deposits. These letters of credit are covered under the security as described under credit facilities in note 17.

16. Commitments

Capital Expenditures

The Board is committed to spending approximately \$ 16,300,000 on capital projects in the following year.

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

for the year ended August 31, 2018

16. Commitments - continued

Lease Obligations

The Board is committed to make the following minimum future lease payments under several operating leases over the next five years:

	\$
2019 -	560,997
2020 -	366,596
2021 -	283,171
2022 -	161,601
2023 -	59,768

17. Credit Facilities

The Board has two credit facilities available for use at any time. Credit facility #1 is a revolving demand operating credit available in the amount of \$ 12,000,000 for use for current expenditures only and bears interest at prime less 0.5%. Credit facility #2 is a revolving demand instalment loan in the amount of \$ 500,000 to finance capital expenditures which would bear interest at prime. Further, the Board has a \$ 230,000 Corporate VISA and \$ 900,000 VISA purchase card credit facility available. As at August 31, 2018, \$ 1,707,123 has been drawn upon by way of letters of credit as per note 15 against credit facility #1 and no balance against credit facility #2. Security is by way of executed by-laws in compliance with applicable legislative requirements.

18. Niagara Student Transportation Services Consortium

On March 6, 2007, the Board entered into an agreement with the District School Board of Niagara ("DSBN") to provide common administration of student transportation services. On March 9, 2007, Niagara Student Transportation Services ("NSTS") was incorporated under the Corporations Act of Ontario. Each Board participates in the shared costs associated with this service for the transportation of their respective students through NSTS. No Board is in a position to exercise unilateral control.

The entity is proportionately consolidated in the Board's consolidated financial statements to reflect the Board's pro-rata share of assets, liabilities, revenues and expenses. Inter-organizational transactions and balances between these organizations are eliminated.

19. Comparative Figures

Certain of the comparative figures have been reclassified to conform with the financial statement presentation adopted for the current year.

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD

SCHEDULE OF TANGIBLE CAPITAL ASSETS

Schedule 1

for the year ended August 31, 2018

	Cost			Accumulated Amortization			Balance, End of Year	Net Book Value	
	Balance, Beginning of Year	Additions	Disposals	Balance, End of Year	Balance, Beginning of Year	Amortization			Disposals
	\$	\$	\$	\$	\$	\$			\$
Land	8,889,725	-	-	8,889,725	-	-	-	8,889,725	
Land improvements	11,805,773	2,860,963	49,147	14,617,589	3,453,428	896,757	49,147	10,316,551	
Buildings	278,793,603	22,248,106	-	301,041,709	112,242,926	11,150,741	-	177,648,042	
Portable structures	4,019,800	-	2,097,200	1,922,600	3,905,232	112,602	2,097,200	1,966	
Equipment	367,177	95,021	175,157	287,041	234,345	65,422	175,157	162,431	
First-time equipping	1,595,495	274,365	-	1,869,860	639,696	173,268	-	1,056,896	
Furniture	95,532	-	-	95,532	33,538	9,553	-	52,441	
Computer hardware	1,694,781	387,741	131,821	1,950,701	597,497	364,548	131,821	1,120,477	
Computer software	279,217	181,774	5,967	455,024	44,476	73,424	5,967	343,091	
Vehicles	246,681	136,421	34,055	349,047	94,913	61,921	34,055	226,268	
Computers under capital lease	174,385	-	-	174,385	71,319	34,877	-	68,189	
Leasehold improvements	83,865	-	-	83,865	8,386	16,773	-	58,706	
Construction in progress	9,291,019	(9,113,607)	-	177,412	-	-	-	177,412	
August 31, 2018	317,337,053	17,070,784	2,493,347	331,914,490	121,325,756	12,959,886	2,493,347	200,122,195	
Land	8,702,071	187,654	-	8,889,725	-	-	-	8,889,725	
Land improvements	9,973,381	1,974,775	142,383	11,805,773	2,861,944	733,867	142,383	8,352,345	
Buildings	268,176,997	10,616,606	-	278,793,603	102,094,290	10,148,636	-	166,550,677	
Portable structures	4,019,800	-	-	4,019,800	3,817,884	87,348	-	114,568	
Equipment	716,959	8,054	357,836	367,177	483,767	108,414	357,836	132,832	
First-time equipping	1,564,041	32,803	1,349	1,595,495	483,001	158,044	1,349	955,799	
Furniture	96,973	5,544	6,985	95,532	32,612	7,911	6,985	61,994	
Computer hardware	1,408,893	569,665	283,777	1,694,781	591,891	289,383	283,777	1,097,284	
Computer software	130,277	243,796	94,856	279,217	107,284	32,048	94,856	234,741	
Vehicles	239,526	77,289	70,134	246,681	116,426	48,621	70,134	151,768	
Computers under capital lease	174,385	-	-	174,385	36,442	34,877	-	103,066	
Leasehold improvements	-	83,865	-	83,865	-	8,386	-	75,479	
Construction in progress	4,428,108	4,862,911	-	9,291,019	-	-	-	9,291,019	
August 30, 2017	299,631,411	18,662,962	957,320	317,337,053	110,625,541	11,657,535	957,320	196,011,297	

See accompanying notes

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
NOVEMBER 27, 2018**

PUBLIC SESSION

TITLE: FINANCIAL REPORT 2018-2019 AS AT OCTOBER 31, 2018

The Financial Report 2018-2019 as at October 31, 2018 is presented for information

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

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

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

Date: November 27, 2018

**Niagara Catholic DSB
2018-19 Interim Financial Report**

Estimated Change October 31, 2018

Summary of Financial Results

(\$Thousands)	Original	Revised Estimates	In-Year Change	
			\$	%
Revenue				
Estimated Revenue - Schedule 9	271,512	272,603	1,091	0.4%
			0	-
Total Revenue	271,512	272,603	1,091	0.4%
Expenditures				
Classroom	202,364	203,558	(1,194)	(0.6%)
Administration	7,688	7,648	40	0.5%
Transportation	10,175	10,175	0	0.0%
Pupil Accomodation	41,475	41,593	(118)	(0.3%)
Other	7,112	7,112	0	0.0%
Total Expenditures	268,814	270,086	(1,272)	(0.5%)
In-Year Surplus (Deficit)	2,698	2,517	(181)	n/a

Change in Budget

The October 30th draft estimate reflect an in-year surplus at year-end of approximately \$2.5M.

Risks & Recommendations

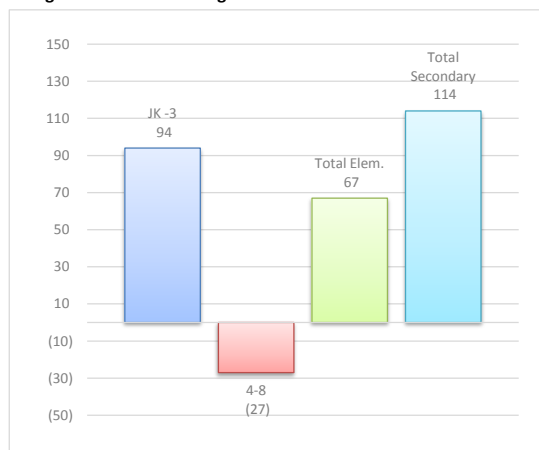
We anticipate achieving all our Ministry Targets for August 2019.

Summary of Enrolment

ADE	Original Estimates	Revised Estimates	In-Year Change	
			#	%
Elementary				
JK -3	6,709	6,803	94	1.4%
4-8	7,576	7,549	(27)	-0.4%
Total Elementary	14,285	14,352	67	0.5%
Secondary <21				
Pupils of the Board	6,500	6,599	99	1.5%
Other Pupils	90	105	15	16.7%
Total Secondary	6,590	6,704	114	1.7%
Total	20,875	21,056	181	0.9%

Note: Forecast is based on September 30th count date

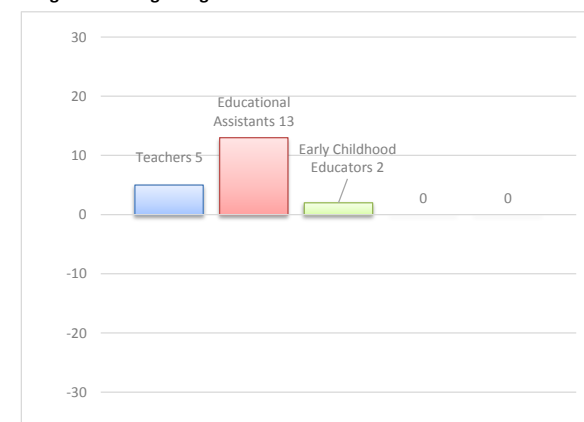
Changes in Enrolment: Budget v. Forecast



Summary of Staffing

FTE	Original Estimates	Revised Estimates	In-Year Change	
			#	%
Teachers	1,278	1,283	5	0.4%
Educational Assistants	288	301	13	4.5%
Early Childhood Educators	103	105	2	1.9%
Other Instructional	291	291	0	0.0%
Total Instructional	1,960	1,980	20	1.0%
Non Instructional	243	243	0	0.0%
Total FTE	2,203	2,223	20	0.9%

Changes in Staffing: Budget v. Forecast



**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
NOVEMBER 27, 2018**

PUBLIC SESSION

TITLE: BOARD OF TRUSTEES 2014-2018 APPRECIATION

The Board of Trustees 2014-2018 Appreciation report is presented for information.

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

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

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

Date: November 27, 2018



REPORT TO THE BOARD NOVEMBER 27, 2018

BOARD OF TRUSTEES 2014-2018 APPRECIATION

BACKGROUND INFORMATION

In 1841 the *First School Act for the Province of Upper Canada* established the first denominational schools and the beginning of Catholic Trustees in Ontario.

In 1863 the *Scott Act* was passed by Parliament which gave Catholic Trustees “all of the rights and powers of their public school counterparts.”

For more than 150 years individuals have been appointed or elected as a Catholic Trustee in Ontario to serve the various Catholic communities through the Province of Ontario. The rich history, legacy and foundation of a Catholic Trustees has been rooted in exceptional individuals who have served as a Catholic Trustee.

Emmett Cardinal Carter in *The Challenge of Trusteeship* stated that “He or she who seeks the office of trustee is seeking an honourable office.”

Recent Pastoral Letters from the Assembly of Catholic Bishops of Ontario have written specifically about the role of Catholic Trustees in Ontario.

In *This Moment of Promise* the Bishops wrote “...those involved in Catholic education have an awesome privilege and responsibility. As members of the Catholic community, Catholic trustees are called to serve Christ in an educational system whose mission is to share the person and message of Christ through the curriculum and life of the Catholic school. It is this Christ-centred mission which makes Catholic schools distinctive.”

In *Fulfilling the Promise*, the Bishops stated, “The role of leaders in the Catholic system, therefore, cannot be reduced to a series of tasks or attitudes. It is, rather, a rich and complex undertaking that defies easy description.”

And most recently in *Renewing the Promise* which was released in the spring of 2018, the Bishops began and concluded a section on Catholic Trustees with, “You are entrusted with the profound responsibility of stewardship of the mission of Catholic education.....Let your public actions be a visible sign of what we profess as a Catholic community, and an expression of God’s love and mercy in this world.”

In 1930 the Ontario Catholic School Trustees' Association was founded. In an Association document titled, *Catholic Trustees: Advocates, Guardians and Stewards of Catholic Education*, it states that, "For the Catholic trustee, the Church's mission to proclaim, teach and bear witness to the Gospel finds its particular expression in the mission of the Catholic school. And the mission of the Catholic school is to evangelize youth so that they will become not only well-developed persons and good citizens, but also faithful disciples of Christ and witnesses to the faith."

Niagara Catholic is blessed to have Trustees who bring their unique skills, expertise, time and experiences to the role as advocates, governors, guardians and stewards of Catholic education. Collectively the Board of Trustees has a vision for Christ-centered Catholic education, are committed to educating all children in the Roman Catholic tradition, and are committed to achieving the Mission, Vision and Values of the Board through its Strategic Plan, annual System Priorities and fiscal responsibilities.

As the term of office for the 2014-2018 Board of Trustees draws to a conclusion on November 30th, 2018, we extend our sincerest gratitude, recognition and continued prayers to all Trustees of the 2014-2018 Board.

As a new Board of Trustees 2018-2022 begins its journey on December 4th, 2018, we recognize five current Trustees who will conclude their exemplary service to Niagara Catholic and Catholic education in Ontario:

Trustee and current Chair Fr. Paul MacNeil - 2010 to 2018

Trustee and current Vice-Chair Pat Vernal - 2014 to 2018

Trustee Maurice Charbonneau - 2006 to 2018

Trustee Ed Nieuwesteeg - 1998 to 2018

Trustee Ted O'Leary - 2010 to 2018

Their stewardship, leadership, commitment, call to service and ministry as a Catholic trustee has been a beacon of light. May God continue to bless them as they continue to advocate and promote Catholic education and remain connected to Niagara Catholic.

On behalf of the students, staff, families and partners in Catholic education throughout the Niagara Catholic District School Board we will present a token of appreciation to Trustees Maurice Charbonneau, Fr. Paul MacNeil, Ed Nieuwesteeg, Ted O'Leary and Pat Vernal at the November 2018 Board Meeting.

The Board of Trustees 2014-2018 Appreciation report is presented for information.

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

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

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

Date: November 27, 2018

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
NOVEMBER 27, 2018**

PUBLIC SESSION

**TOPIC: TRUSTEE INFORMATION
SPOTLIGHT ON NIAGARA CATHOLIC – NOVEMBER 13, 2018**



November 13, 2018

Policies Recommended to the Board

During the November Committee of the Whole Meeting, trustees approved three policies be sent to the Board for approval.

Occupational Health and Safety Policy (2016.), Employee Workplace Harassment Policy (201.7) and Employee Workplace Violence Policy (201.11) will be considered at the November 27 Board Meeting.

Proposed Joint-Use School in Wainfleet



During the November 13 Committee of the Whole meeting, staff presented a report to trustees, which provided details about a proposed joint-use school in Wainfleet.

Niagara Catholic has been investigating the possibility of a joint-use elementary school in Wainfleet since the *Niagara Catholic Long-Term Accommodation Plan* (2016-

2021), was approved by the Board in 2016. At that time, St. Elizabeth Catholic Elementary School had 111 students, and a projected enrolment of 120 students by the start of this school year. There are currently 87 students enrolled at the school, and although growth is anticipated, it is expected to be less than 70 per cent of the school's capacity of 187 students.

With no partnership in place at this point, and no interest from community groups to lease underutilized space at St. Elizabeth, Niagara Catholic has the following options to address the declining enrolment at the school. These are:

- Maintain the status quo
- Pursue an Attendance Area Review with the nearest Niagara Catholic elementary schools
- Conduct a study to investigate the reduction of the footprint of St. Elizabeth Catholic Elementary School to reduce capacity.
- Conduct a Pupil Accommodation Review and consolidate St. Elizabeth with a neighbouring school, conditional upon Ministry funding. An Attendance Area Review would be required to adjust boundaries.

Niagara Catholic's preference is to retain a Catholic elementary school presence in Wainfleet through a joint-use school. The complete report, which includes next steps, is available in Section C2 of the [November 13 Committee of the Whole Agenda](#).

Grade 8 and Grade 12 Graduation Survey Results Provided to Trustees



Niagara Catholic values student voice as a priority to enhance student engagement, student achievement and the well-being of all Niagara Catholic elementary and secondary students. Student Voice surveys are provided to all Grade 8 and Grade 12 students each year. They provide feedback to administrators, teaching and support staff and Board staff regarding elementary and secondary experiences in Niagara Catholic schools, and also provide data to inform Board and School Improvement Plans for Student Achievement and Well-Being, and evidence for informed decision-

making about enrolment, retention and Catholic education.

To date, the following has been completed:

- System-level highlights presented to Senior Administrative Council
- Provided elementary and secondary school Principals with summary events
- Provided secondary school principals with a summary of Grade 8 results for their FOS
- Provided System-level highlights to Principals and Vice-Principals for independent review
- Presented System-level highlights to secondary Library Technicians

A number of other presentations are ongoing, including sharing results with Student Senate and Board staff, and providing opportunities for conversations to take place within Families of Schools.

Provincial Consultation on Education Reform in Ontario

The provincial government is currently seeking input from citizens about educational reform in Ontario.

In addition to giving stakeholders such as school boards the opportunity to participate, all Ontario citizens are invited to have a say. Earlier this month, Niagara Catholic sent a notice to all staff, inviting them to participate in the survey and Telephone Town Halls, accessed through the main page of the Board website.

The deadline for submissions is December 15.



Good News!

Have you checked our [Good News page](#) lately? If you're not, you could be missing some great stories. Hop on over to see what's new at Niagara Catholic.

Follow us!

To ensure you stay connected with Niagara Catholic news and events, please be sure to like us on [Facebook](#) and follow us on [Twitter](#) and [Instagram](#), and check our website often for updates and breaking news. It's the best way to stay in the know.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
NOVEMBER 27, 2018**

PUBLIC SESSION

**TOPIC: TRUSTEE INFORMATION
CALENDAR OF EVENTS – DECEMBER 2018**



DECEMBER 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2 First Sunday in Advent - Faith	3	4 Inaugural Board Meeting CW Meeting	5 SEAC Meeting	6	7	8
9 Second Sunday in Advent - Hope	10 Christmas Choirfest December 10-14	11	12	13 Trustee, Administrative and Pastors' Faith Formation	14	15
16 Third Sunday in Advent - Joy	17	18 Board Meeting	19	20	21	22
23/30 Fourth Sunday in Advent - Love	24/31 Christmas Eve New Year's Eve	25 Christmas Day	26	27	28	29


**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
NOVEMBER 27, 2018**

PUBLIC SESSION

**TOPIC: TRUSTEE INFORMATION
ONTARIO LEGISLATIVE HIGHLIGHTS
NOVEMBER 16, 2018
NOVEMBER 23, 2018**

ENTERPRISE

ONTARIO LEGISLATIVE HIGHLIGHTS

 enterprisecanada.com/ontario-legislative-highlights-november-16

November 16, 2018

November 16, 2018

WEEKLY ROUNDUP

EVERY TRICK IN THE BOOK – Political memoirs, at least the Canadian variety, tend to be pretty tame, but former PC Leader **Patrick Brown**'s new book is causing quite a stir. *Take Down: The Attempted Political Assassination of Patrick Brown* – a revised title, "Attempted" being added when his political career was resuscitated by winning the Brampton mayoralty – has many of his former colleagues scrambling to discredit his version of the events that led to his provincial downfall. Relations between Brown and his successor, Premier **Doug Ford**, were already frosty, and now figure to get downright arctic. Ditto for current cabinet ministers trashed in the book. **Lisa MacLeod**, for instance, initially declined to offer an opinion, scoffing, "I don't comment on fiction." But when she saw how Brown depicted her, particularly her mental health struggles (which she has been quite public about), she blasted his writing as "disgusting and cruel."

CHEQUES AND BALANCES – Brown's book launch drew some attention away from Finance Minister **Vic Fedeli**'s fall economic statement, but the latter document figures to have more staying power. Fedeli has the daunting task of managing Ford's election promises – balance the budget, find billions of dollars in efficiencies, not raise taxes, not lay off civil servants – and the fiscal update offered direction on the road ahead. Most of the heavy lifting is yet to come as Fedeli prepares to deliver his first full Budget next spring. He did point toward priorities, such as the pledge to work directly with First Nations to get the long-touted Ring of Fire mining project moving in Northern Ontario. Transportation was also a major theme, including a review of Metrolinx with an eye toward better transit planning, and reviving work on the GTA West highway corridor through York, Peel and Halton Regions. In the shorter term, immediate measures including scrapping three independent watchdogs – gone are the Environmental Commissioner, Ontario Child Advocate and French Language Services Commissioner, their duties folded into other departments – as well as an end to rent controls for tenants moving

into new units, extended hours at LCBO stores, and tax cuts for low-income earners. Fedeli boasted of having already found \$3.2 billion in spending cuts – without firing any front-line staff – but pegged the deficit at \$14.5 billion, mostly because of forgone revenues from the cap-and-trade program the Tories cancelled.

THE PARTY'S OVER/UNDER – Fedeli's economic statement included several overtly political measures, including the elimination of per-vote subsidies for political parties before the next election in 2022, and a loosening of fundraising rules to allow MPPs and candidates to attend fundraising events. In the latter case even Liberal supporters agreed, feeling that the previous government had gone too far in barring politicians from their own events. What they most certainly do *not* agree with, though, was a change announced before Fedeli's statement, moving the threshold for official party status to 10% of the Legislature – 12 seats in the current configuration. This effectively scotches any hopes for the Liberals to regain party status before the 2022 election. Under the old rules, where eight was the magic number, they were one seat short; now they'd have to win five by-elections to qualify. Interim Liberal Leader **John Fraser** was obviously not pleased, scorning, "It's thwarting democracy and it's also what bullies do." On top of leaving the LIBs in political purgatory – without the funding and staffing that come with party status – another offshoot was to spur speculation that former Premier **Kathleen Wynne** might bail sooner than later. Having suffered the ignominy of leading her party into decimation but keeping her own Don Valley West seat, Wynne's ongoing presence at Queen's Park is a constant reminder of the voter wrath that ousted them. When the LIBs were only one seat short of party status, she pretty much had to stick around, lest they be down two. Now, facing a five-seat mountain, her departure wouldn't make much difference. Don Valley West is widely seen as a likely to go PC should it be up for grabs in a by-election.

CONSERVATIVE SOCIAL – Fedeli's economic statement was naturally met with jeers from across the aisle in the Legislature, but it will get a decidedly more positive reception this weekend as thousands of PC members are expected to attend the party's annual general meeting in Toronto. Most of the three-day convention will be social in nature, celebrating the ascent to power and exulting in the still-going honeymoon with voters. But there is one important bit of business as delegates elect the party executive, including a new President. Long-time political activist **Brian Patterson** is the clear favourite for the top post, a status enhanced when Ford himself endorsed Patterson – which was followed in quick succession by similar support from much of the current PC caucus.

IN THE HOUSE

- Fedeli introduced Bill 57, the *Restoring Trust, Transparency and Accountability Act*, omnibus legislation to implement measures from the fall economic statement.
- Fedeli and Deputy NDP Leader **Sara Singh** clashed a few times this week, and one confrontation resulted in the Finance Minister having to apologize. Singh was grilling Fedeli over delays in delivery from the online Ontario Cannabis Store, and he lost patience over questioning about the security contract at the secret warehouse. "I can appreciate very much that the NDP don't quite understand how business works, but as

the security of the OCS warehouse is a top priority, we will not be sharing further information on the day-to-day operation,” he derided, then, as he was sitting down, muttered under his breath, “That’s how business works. Idiot.” It was loud enough for the microphones to pick up and to be recorded in Hansard, prompting the apology for unparliamentary language.

FOR THE RECORD

“His was the biggest betrayal because I always thought I treated him well. I recall that Fedeli sucked up to me non-stop with compliments like ‘you’re the best leader we ever had’ and ... ‘you inspire me.’ He’d lay it on thick; it was over the top at times. My experience with Fedeli was that he was extremely competent, but that he was also duplicitous and too ambitious for his own good.”

Excerpt from former PC Leader Patrick Brown’s new book, which is less than complimentary about many of his former colleagues, including the current Finance Minister. Brown’s memoir also tells of sexual harassment allegations against Fedeli in 2017 (never pursued, due to lack of evidence). Fedeli vehemently denies any such claim, and told reporters he is considering legal action against Brown. In a show of support, almost everyone in the PC caucus wore a yellow tie – Fedeli’s trademark apparel – in the House.

“I would rather have the endorsement of Kathleen Wynne than Patrick Brown. The lies in this book are disgusting.”

Premier Ford’s book review.


“It’s hard to watch, that’s for sure. It’s really hard to watch. I don’t like watching what are, in my opinion, bad decisions. I don’t like that at all, and it worries me enormously.”

Former Premier Wynne, in a *Globe and Mail* feature on what it’s like to sit in the Legislature while the government rapidly undoes many of her policies. Asked which policy is toughest to see go, she answered (‘dryly,’ according to the *Globe*), “It’s hard to choose.”

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ENTERPRISE

ONTARIO LEGISLATIVE HIGHLIGHTS

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November 23, 2018

November 23, 2018

WEEKLY ROUNDUP

POOR THING – Safe to say the Ford government is unlikely to be warmly embraced by social justice and poverty activists, who are still furious at the cancellations of a minimum wage hike and basic income pilot project. So they were not the target audience as Community and Social Services Minister **Lisa MacLeod** announced an overhaul of social assistance programs this week. “The system is broken, and it’s broke,” MacLeod wrote in a Sun Media column outlining the first steps in the revamp. Key provisions include allowing recipients to earn more from working before their benefits are clawed back and a focus on “individual action plans” to move toward permanent employment. Evoking the language of the last PC government’s welfare reform – under **Mike Harris** in the late 1990s, a connection not lost on critics up in arms about the latest approach – MacLeod wrote that the new plan “provides a compassionate and personalized ‘hand up’ to the people of Ontario, instead of just a bureaucratic and impersonal ‘hand out.’ ”

UNFED – Premier **Doug Ford** specifically addressed – and scotched – persistent speculation that he has federal aspirations, telling reporters in his usual blunt style, “I’m zoned in on this province, nothing else ... Not federally, nothing but fixing the financial mess that we inherited.” But that wasn’t to say he won’t continue to take an interest in extra-Ontario affairs. Indeed, Ford made the stay-at-home comment on the eve of the feds’ fall economic statement, imploring Prime Minister **Justin Trudeau** to forgo the national carbon tax Ford so adamantly loathes. (As if.) This same theme was prominent in both Ford’s and federal Conservative Leader **Andrew Scheer**’s speeches to the Ontario PC Party annual general meeting last weekend, practically daring the Trudeau Liberals to make the carbon tax a campaign issue in next year’s federal election. However, Ford also threw in a plot twist with an

uncharacteristically conciliatory reference to Trudeau. “I’m not gunning for him,” the Premier insisted. “He has his differences, I have mine. At the end of the day we want to do the best thing for Ontario and I think we’ll come to a good conclusion here.”

FRENCH TWIST – Ford was similarly sunny after meeting with his Québec counterpart **François Legault** this week. Legault expressed some concern about Ford’s decision to cancel a planned French-language university and roll the French Language Services Commissioner into the Ombudsman’s office. Afterward the Québec Premier shrugged, “I don’t think it sends a good message to francophones but it’s not my decision” – hardly a declaration of linguistic war. However, dissent was somewhat louder within the PC caucus, in the person of rookie MPP **Amanda Simard**. She represents the significantly francophone eastern Ontario riding of Glengarry-Prescott-Russell, and posted on Facebook – in French – about her “disappointment and frustration,” adding, “I read somewhere that MPP Simard ‘might be upset.’ False. I am ‘definitely upset.’” Simard happens to be Parliamentary Assistant to the Minister responsible for Francophone Affairs (Attorney General **Caroline Mulroney**). No word yet on whether she will be moved out of that portfolio or face other disciplinary action for breaking ranks.

PROS AND SO-CONS – By almost all accounts, the Ontario PC convention was a joyful experience for the 1,000+ delegates, with official business, hallway chatter and social events all described as upbeat and spirited. The lone exceptions to this mood seemed to be hard-core social conservatives, who bemoaned their policy proposals being nixed before they even got to the convention floor. One of their ideas did get through – calling for gender identity to be eliminated from the sex-ed curriculum – which naturally sent LGBTQ activists into paroxysms. But this turn of events ironically gave Ford an opportunity to distance himself from the SoCons that continue to be a source of discomfort for many in the party. “I’m not moving forward with that. So, it’s done,” he asserted, although the rules say the proposal must go forward to next year’s policy convention. (Insiders noted that only a handful of delegates were there for Saturday’s vote; presumably a larger group, orchestrated by Ford and party officials, will kill the proposal at the 2019 policy conference.)

RUMOURS & RUMBLINGS

THROW THE BOOK AT HIM

Former PC Leader **Patrick Brown**’s new book, *Take Down: The Attempted Political Assassination of Patrick Brown*, continues to generate controversy, but some of it is backlash on Brown himself. Gossip making the rounds is that Brown tried to stop the book’s release after he was elected Mayor of Brampton – effectively reviving his political career, the “assassination” of which is the story in the book. But he would have had to return the \$30,000 advance from publisher **Dean Baxendale**, and Brown had reportedly already spent it, so the book launch went ahead (albeit with the hastily added “Attempted” in the title). Baxendale had seen this movie before, when federal MP **Maxime Bernier** abruptly postponed his memoir after Baxendale’s Optimum Publishing had been touting it for weeks. If Baxendale was embarrassed

by the rumours, he didn't show it at a crowded book-signing event in Brown's hometown of Barrie, crowing, "It is going fast... It's the No. 1 best seller on Amazon.ca already for political biographies."

IN THE HOUSE

- Bill 47, repealing the previous government's labour legislation, passed Third Reading.
- No new government legislation was introduced this week.

FOR THE RECORD

"We're very sensitive because we've seen something similar a year ago when we saw these policies shuffled away at the Patrick Brown convention."

One-time PC leadership candidate **Tanya Granic Allen** (whose later bid for a PC nomination was scuppered by Doug Ford over publication of her extreme views), clearly not happy with social conservative policies being marginalized – again.

"Clearly some regulation is necessary – we have to protect our drinking water, have to protect our environment. But what we're really looking for is over-regulation ... We have way too much regulation in Ontario – 380,000 regulations compared to B.C., which has 169,000 regulations. And B.C. doesn't seem like that bad a place to live."

Todd Smith, in his role as Minister responsible for Red Tape Reduction, explaining his philosophy to a business audience in his home riding.

"You're stuck with me."

Ex-Premier **Kathleen Wynne**, shooting down speculation she'll resign her Don Valley West seat in the wake of rule changes that put her Liberals five seats – instead of one – short of official party status.

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**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
NOVEMBER 27, 2018**

PUBLIC SESSION

**TOPIC: TRUSTEE INFORMATION
OCSTA MEMORANDUM – 2019-2020 EDUCATION FUNDING
GUIDE**



Ontario Catholic School
Trustees' Association

Box 2064, Suite 1804
20 Eglinton Avenue West
Toronto, Ontario M4R 1K8
T. 416.932.9460 F. 416.932.9459
ocsta@ocsta.on.ca www.ocsta.on.ca

Beverley Eckensweiler, *President*
Michelle Griepsma, *Vice President*
Nick Milanetti, *Executive Director*

November 19, 2018

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

FROM: Beverley Eckensweiler, President

SUBJECT: **2019-2020 Education Funding Guide**

Attached please find a 2019-2020 Education Funding Guide distributed by the Ministry of Education on November 16, 2018. The document seeks input by December 14, 2018. OCSTA is carefully reviewing the document and enclosed requests, prior to providing any response.

As always, should you have any questions, please do not hesitate to contact us.

Attachment: 2019-2020 Education Funding Guide
Invitation re Input on Education Funding for the 2019-2020 School Year

Ministry of Education

Mowat Block
Queen's Park
Toronto ON M7A 1L2

Ministère de l'Éducation

Édifice Mowat
Queen's Park
Toronto ON M7A 1L2



November 16, 2018

Dear Colleagues,

This is an invitation to our education partners to provide your input on education funding for the upcoming 2019–20 school year through written electronic submissions.

The government has announced its intention to seek greater accountability and value for money as part of the line-by-line review of government expenditures. Consistent with this goal, the ministry is seeking feedback from our education partners as a starting point to education funding reform.

Attached is the Education Funding Engagement Guide. This guide is structured around four areas that the ministry has identified as having the potential to make more efficient use of education funding.

- Efficient Price Setting;
- Outcomes-Based Funding;
- Accountability and Value-for-Money; and
- Other Education Funding Efficiencies.

The ministry is interested in receiving your responses to the questions in the guide and your suggestions about the topics highlighted. You are also welcome to share your insight about other topics within the funding formula that you feel deserve consideration for this or future planning cycles.

To ensure that your feedback is taken into consideration, please forward your submission by **Friday, December 14, 2018** to: EDULABFINANCE@ontario.ca.

Your participation in this exercise is greatly appreciated as we work toward the government's goal of ensuring that public spending provides best value.

Original signed by

Andrew Davis
Assistant Deputy Minister
Education Labour and Finance Division

2019-20 Education Funding Guide

In June 2018, Ontario elected a government committed to restoring accountability and trust in Ontario's public institutions and finances.

Since coming to office, we have taken a number of positive steps to improve our province's education system. Currently, we are engaging in broad public consultations that will ensure that everyone interested has an opportunity to provide feedback and help shape the future of education in Ontario.

I believe educating our children is the most important job in the world. Here at the Ministry of Education we are committed to working together to achieve student success, while spending taxpayer dollars efficiently and with greater accountability. We are also looking to our education partners to provide input on how we can achieve these efficiencies throughout the sector.

Together, we will prepare Ontario students for success, improve their academic achievement and equip them with the tools they need to face the realities of today and the possibilities of the future.

Sincerely,

The Honourable Lisa Thompson,
Minister of Education

Each year, using the expertise and insight of our partners, the ministry works to address funding challenges and opportunities for Ontario's students and families. Using this engagement guide, we are again requesting feedback that will help us to deliver vital education programs and services efficiently.

Ontario's education system is strong in large part because of the leadership and advocacy of our school boards and education stakeholders. As Deputy Minister, I look forward to further strengthening our partnership and working collaboratively on behalf of students.

Thank you in advance for sharing your valuable insights and ideas as part of this year's education funding engagement.

Sincerely,

Nancy Naylor
Deputy Minister of Education

Introduction

The government recently released a line-by-line review of government spending, [Managing Transformation - A Modernization Action Plan for Ontario](#), undertaken by Ernst & Young LLP. The review reveals rapid expenditure growth across key sectors and public programs under the previous government. The review was based on analysis of government financial and program data, and builds on the work of Ontario's Auditor General and the Financial Accountability Officer.

The government is committed to improving accountability and making efficient and effective use of taxpayer dollars. The EY review outlined an objective of efficiency gains in the order of four cents on the dollar to be found in the governments' expenditures. As such, the government will be looking to our partners in the education sector to find efficiencies and improve accountability.

As Ontario's deficit has ballooned to \$15-billion, the line-by-line review recommends a number of large-scale opportunities to transform programs and services to ensure sustainability and value for money. This discussion guide will ask questions about how to start thinking about education funding reform in Ontario, including more efficient price setting and outcomes-based funding.

For more information about the current education funding model, please see the [2018-19 Education Funding](#) page of the Ministry of Education's website.

About this Engagement

Education partners are being provided with an opportunity to submit feedback about education funding, through written electronic submissions, on the following four topics:

- Efficient Price Setting;
- Outcomes-Based Funding;
- Accountability and Value-for-Money; and
- Other Education Funding Efficiencies.

You may also submit feedback on education funding topics not outlined in this guide. In order to ensure your feedback is considered, please forward your electronic submission by **Friday, December 14, 2018** to: EDULABFINANCE@ontario.ca arranged by topic.

Should you have any questions about this engagement guide, please send them to: EDULABFINANCE@ontario.ca.

Other Education Engagements

The government has recently embarked on the largest education consultation in Ontario's history and is inviting everyone – parents, students, educators and interested individuals or organizations – to provide feedback on the education system in Ontario. The consultation includes open submissions, an online survey and telephone town halls.

For more information, please visit the consultation [website](#).

Efficient Price Setting

The modern role of the ministry is as a system funder and steward. One of the best ways to ensure strong delivery of service and return on investment is to set efficient prices. Parts of the Grants for Student Needs (GSN) are already consistent with the concept of efficient price, for example, class size funding based on averages and funding based on the efficient use of space.

Considerations

1. Are there areas of the GSN which currently use efficient price setting which could be re-evaluated for further efficiencies?
2. Are there allocations of the GSN which currently do not use efficient price setting, but should be considered for reform?

Outcomes-Based Funding

Outcomes-based funding is intended to aid students by encouraging schools to focus more on providing supports and clearing the obstacles that prevent some students from achieving their full potential and graduating.

Although the GSN was not designed as an outcomes-based model, portions of it could be targeted to reducing gaps in student outcomes, which could result in better and more equitable results for students and their families.

Considerations

1. Are there areas of the GSN which could be reformed to an outcomes-based model (e.g. Learning Opportunities Grant)? How would the outcome be measured?
2. How can the funding model do a better job of indicating whether the investments made have maximized returns in achievement?

Accountability and Value-For-Money

The ministry is focused on ensuring that taxpayers get the best possible service for their money. It is also focused on ensuring that funding is being used for its intended purpose. With limited resources, it means keeping the focus on key priorities and making strategic choices about how best to use resources to improve student achievement.

Considerations

1. Are there parts of the funding formula that are not core to the delivery of education in Ontario? If so, what are they?
2. Should the government explore ways for alternative access to non-core programming?
3. Should the ministry undertake a review of targeted areas of the funding formula to increase accountability and value-for-money? If so, what are they?

Other Education Funding Efficiencies

The ministry continues to evaluate opportunities to streamline, review and strategically bundle education funding – both in the GSN and through other transfer payments – that support the delivery of education in Ontario.

Considerations

- 1. Are there areas of overlap or duplication within the GSN? If so, what are they?**
- 2. Are there areas of overlap or duplication with other funding streams (e.g. Education Programs – Other, other ministries, other levels of government)? If so, what are they?**

Conclusion

As all effective organizations do, we must continue to look for best practices in managing resources and continue to work collaboratively to develop future strategies for achieving greater efficiencies. Going forward, program funding in the education sector will need to be managed carefully with the goal of preparing Ontario students for success, improving their academic achievement and equipping them with the tools needed to enter the working world.

Thank you for taking the time to read this guide, and we look forward to receiving your submission.