



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

*AGENDA AND MATERIAL*

## COMMITTEE OF THE WHOLE MEETING

**TUESDAY, DECEMBER 4, 2018**  
**7:45 P.M.**  
(approximate time)



*ALUMNI THEATRE  
DENIS MORRIS CATHOLIC HIGH SCHOOL  
ST. CATHARINES, ONTARIO*

### A. ROUTINE MATTERS

1. Opening Prayer – Most Reverend Bishop Gerald P. Bergie
2. Roll Call -
3. Approval of the Agenda -
4. Declaration of Conflict of Interest -
5. Approval of Minutes of the Committee of the Whole Meeting of November 13, 2018 A5
6. Consent Agenda Items -
  - 6.1 Unapproved Minutes of the Policy Committee Meeting of November 27, 2018 A6.1
  - 6.2 Approval of Policies -
    - 6.2.1 Catholic School Councils Policy (800.1) A6.2.1
  - 6.3 Staff Development Department Professional Development Opportunities A6.3
  - 6.4 Capital Projects Update A6.4

### B. PRESENTATIONS

### C. COMMITTEE AND STAFF REPORTS

1. Catholic Education in Niagara C1
2. Accountability Financial Report 2018-2019 C2
3. Monthly Updates -
  - 3.1 Student Senate Update -
  - 3.2 Senior Staff Good News Update -

### D. INFORMATION

1. Trustee Information -
  - 1.1 Spotlight on Niagara Catholic – November 27, 2018 D1.1
  - 1.2 Calendar of Events – December 2018 D1.2
  - 1.3 OCSTA Memorandum – 2019 AGM Resolutions D1.4

**E. OTHER BUSINESS**

1. General Discussion to Plan for Future Action

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**H. ADJOURNMENT**

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
DECEMBER 4, 2018**

***PUBLIC SESSION***

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

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**RECOMMENDATION**

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



## 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	✓			
<b>Student Trustees</b>				
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.

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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.**

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Pat Vernal  
Vice-Chair of the Board

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John Crocco  
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
DECEMBER 4, 2018**

***PUBLIC SESSION***

**TOPIC: UNAPPROVED MINUTES OF THE POLICY COMMITTEE  
MEETING OF NOVEMBER 27, 2018**

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**RECOMMENDATION**

**THAT** the Committee of the Whole receive the Unapproved Minutes of the Policy Committee Meeting of November 27, 2018, as presented.



# MINUTES OF THE POLICY COMMITTEE MEETING

## TUESDAY, NOVEMBER 27, 2018

Minutes of the Policy Committee Meeting held on Tuesday, November 27, 2018 at 4:00 p.m. in the Holy Cross Community Room, at the Catholic Education Centre, 427 Rice Road, Welland.

The meeting was called to order at 4:00 p.m. by Policy Committee Chair Burtnik.

**1. Opening Prayer**

The meeting was opened with a prayer by Trustee Vernal.

**2. Attendance**

Committee Members	Present	Present Electronically	Absent	Excused
Kathy Burtnik (Committee Chair)	✓			
Dino Sicoli	✓			
Pat Vernal	✓			

**Staff:**

*John Crocco*, Director of Education  
*Yolanda Baldasaro*, Superintendent of Education  
*Lee Ann Forsyth-Sells*, Superintendent of Education  
*Frank Iannantuono*, Superintendent of Education/Human Resources  
*Giancarlo Vetrone*, Superintendent of Business & Finance

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

**3. Approval of Agenda**

Moved by Trustee Sicoli

**THAT** the November 27, 2018, Policy Committee Agenda be approved, as presented.

**APPROVED**

4. **Declaration of Conflict of Interest**

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

5. **Minutes of the Policy Committee Meeting of October 23, 2018**

Moved by Trustee Vernal

**THAT** the Policy Committee approve the minutes of the Policy Committee Meeting of October 23, 2018, as presented.

**APPROVED**

6. **Policies**

***ACTION REQUIRED***

**POLICIES - PRIOR TO VETTING DEFERRED FROM OCTOBER POLICY COMMITTEE MEETING**

6.1 **Student Transportation Policy (500.2)**

Giancarlo Vetrone, Superintendent of Business & Financial Services, presented the Student Transportation Policy (500.2).

The Policy Committee suggested the following amendments:

**POLICY STATEMENT**

- Revert back to 2.5 Kilometers

**ADMINISTRATIVE PROCEDURES**

- No amendments

The Policy Committee requested that the Student Transportation Policy (500.2), be vetted from November 28, 2018 to January 17, 2019 with a recommended deadline for presentation to the Policy Committee in January 2019, for consideration to the Committee of the Whole and Board in February 2019.

6.2 **Fundraising Policy (301.4)**

Superintendent Vetrone, presented the Fundraising Policy (301.4).

The Policy Committee suggested the following amendments:

**POLICY STATEMENT**

- Change “*approved*” to “*endorsed*” and add “*system*”
- Move the 5<sup>th</sup> paragraph with bullets to Administrative Procedures section before Examples of Acceptable Uses of Fundraising Proceeds.

## **ADMINISTRATIVE PROCEDURES**

- Add 5<sup>th</sup> paragraph and bullets to Page 3 prior to Examples of Acceptable Uses of Fundraising Proceeds section.

The Policy Committee requested that the Fundraising Policy (301.4), be vetted from November 28, 2018 to January 17, 2019 with a recommended deadline for presentation to the Policy Committee in January 2019, for consideration to the Committee of the Whole and Board in February 2019.

### **6.3 French Immersion Policy (400.7)**

Following discussions, the Policy Committee requested the French Immersion Policy be deferred to the January 29, 2018 Policy Committee meeting.

### **6.4 Prior Learning Assessment and Recognition (PLAR) Policy (400.4)**

Superintendent Baldasaro, presented the Prior Learning Assessment and Recognition (PLAR) Policy (400.4).

The Policy Committee suggested the following amendments:

## **POLICY STATEMENT**

- No amendments

## **ADMINISTRATIVE PROCEDURES**

- Remove the word “*day*” from “*day school student*”

The Policy Committee requested that the Prior Learning Assessment and Recognition Policy (400.4), be vetted from November 28, 2018 to January 17, 2019 with a recommended deadline for presentation to the Policy Committee in January 2019, for consideration to the Committee of the Whole and Board in February 2019.

## **POLICIES - FOR RECOMMENDATION TO DECEMBER 5, 2018 COMMITTEE OF THE WHOLE MEETING**

### **6.5 Catholic School Councils Policy (800.1)**

Lee Ann Forsyth-Sells, Superintendent of Education presented feedback received from the vetting process and highlighted recommended amendments to the Catholic School councils Policy (800.1) following the vetting process.

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

## **POLICY STATEMENT**

- No amendment

## **ADMINISTRATIVE PROCEDURES**

- No amendment

Moved by Trustee Sicoli

**THAT** the Policy Committee recommend to the December 5, 2018 Committee of the Whole Meeting to approve the revisions to the Catholic School Councils Policy (800.1), as presented.

**APPROVED**

## **POLICIES - PRIOR TO VETTING**

### **6.6 Progressive Student Discipline – Safe Schools Policy (302.6.9)**

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

The Policy Committee suggested the following amendments:

#### **POLICY STATEMENT**

- No amendments

#### **ADMINISTRATIVE PROCEDURES**

- Add “*promptly*” to Page 7 – Notifying Parents/Guardians section

The Policy Committee requested that the Progressive Student Discipline Policy (302.6.9), be vetted from November 28, 2018 to January 17, 2019 with a recommended deadline for presentation to the Policy Committee in January 2019, for consideration to the Committee of the Whole and Board in February 2019.

### **6.7 Death Benefit Policy (201.5)**

Frank Iannantuono, Superintendent of Education/Human Resources, presented the Death Benefit Policy (201.5).

The Policy Committee suggested the following amendments:

#### **POLICY STATEMENT**

- No amendments

#### **ADMINISTRATIVE PROCEDURES**

- No amendments

The Policy Committee requested that the Death Benefit Policy (201.5), be vetted from November 28, 2018 to January 17, 2019 with a recommended deadline for presentation to

the Policy Committee in January 2019, for consideration to the Committee of the Whole and Board in February 2019.

**6.8 Deferred Salary Plan (X/Y) Policy (201.10)**

Superintendent Iannantuono, presented the Deferred Salary Plan (X/Y) Policy (201.10).

The Policy Committee suggested the following amendments:

**POLICY STATEMENT**

- No amendments

**ADMINISTRATIVE PROCEDURES**

- No amendments

The Policy Committee requested that the Deferred Salary Plan (X/Y) Policy (201.10), be vetted from November 28, 2018 to January 17, 2019 with a recommended deadline for presentation to the Policy Committee in January 2019, for consideration to the Committee of the Whole and Board in February 2019.

**6.9 Employee Leaves of Absence Policy (201.1)**

Superintendent Iannantuono, presented the Employee Leaves of Absence Policy (201.1).

The Policy Committee suggested the following amendments:

**POLICY STATEMENT**

- No amendments

**ADMINISTRATIVE PROCEDURES**

- No amendments

The Policy Committee requested that the Employee Leaves of Absence Policy (201.1), be vetted from November 28, 2018 to January 17, 2019 with a recommended deadline for presentation to the Policy Committee in January 2019, for consideration to the Committee of the Whole and Board in February 2019.

***INFORMATION***

**6.10 Policies Currently Being Vetted to January 11, 2019**

- Transportation and School Operations for Inclement Weather Policy (500.1)
- Employee Attendance During Inclement Weather and Workplace Closure Policy (201.9)
- Student Senate – Secondary Policy (100.6.1)
- Student Senate – Elementary Policy (100.6.2)
- Supporting Children and Students with Prevalent Medical Conditions Policy (NEW)

**6.11 Policy and Guideline Review 2018-2019 Schedule**

Director Crocco presented the Policy and Guideline Review 2018-2019 Schedule.

**7. Date of Next Meeting**

January 29, 2019 – Start time to be determined and posted on the Board website and agenda cover.

Chair Burtnik expressed appreciation to Trustee Vernal on behalf of the Policy Committee and staff for her commitment and her insights regarding policy governance of the Board.

**8. Adjournment**

The meeting adjourned at 6:36 p.m.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
DECEMBER 4, 2018**

***PUBLIC SESSION***

**TOPIC: APPROVAL OF POLICIES  
CATHOLIC SCHOOL COUNCILS POLICY (800.1)**

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**RECOMMENDATION**

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Catholic School Councils Policy (800.1), as presented.

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Prepared by: Lee Ann Forsyth-Sells, Superintendent of Education  
Presented by: Policy Committee  
Recommended by: Policy Committee  
Date: December 4, 2018



Niagara Catholic District School Board

## **CATHOLIC SCHOOL COUNCILS POLICY**

STATEMENT OF POLICY

800 – Schools and Community Councils

Policy No. 800.1

Adopted Date: February 24, 1998

Latest Reviewed/Revised Date March 28, 2017

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, Catholic School Councils support ~~the Mission of Catholic Education and the Mission, Vision and Values of the Niagara Catholic District schools, Board,~~ by providing a communication link to parents/guardians, Principals/Vice-Principals, staff, students, school communities and the Board.

A Catholic School Council will be established and maintained in each elementary and secondary school in the Board to encourage the active participation **and faith formation** of its members, **supporting the triad of church, home and school**, to improve student achievement and well-being of all students in their school community, and to enhance the accountability of the education system.

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

### **References**

- [\*\*Education Act \(O.Reg. 612/00 Section 1.1\)\*\*](#)
- [\*\*Ministry of Education - School Councils, A Guide for Members\*\*](#)
- [\*\*Ontario Association of Parents in Catholic Education \(OAPCE\) By-Law and Constitution\*\*](#)
- [\*\*Ontario Regulation 330/10 School Councils and Parent Involvement Committees\*\*](#)
- [\*\*Niagara Catholic District School Board Policies/Procedures/Documents\*\*](#)
  - [\*\*Board By-Laws \(100.1\)\*\*](#)
  - [\*\*Code of Conduct Policy \(302.6.2\)\*\*](#)
  - [\*\*Complaint Resolution Policy \(800.3\)\*\*](#)
  - [\*\*Criminal Background Check Policy \(302.6.7\)\*\*](#)
  - [\*\*Dress Code-Secondary Uniform Policy-Safe Schools \(302.6.6\)\*\*](#)
  - [\*\*Elementary Standardized Dress Code Policy-Safe Schools \(302.6.10\)\*\*](#)
  - [\*\*Fundraising Policy \(301.4\)\*\*](#)
  - [\*\*Playground Equipment Policy \(702.1\)\*\*](#)
  - [\*\*Niagara Catholic Parent Involvement Committee Policy \(800.7\)\*\*](#)
  - [\*\*School Generated Funds Policy \(301.6\)\*\*](#)
  - [\*\*Student Fee Policy \(301.11\)\*\*](#)
  - [\*\*Trustee Expenses and Reimbursement Policy \(100.13\)\*\*](#)
  - [\*\*Volunteering in Catholic School Policy \(800.9\)\*\*](#)



Niagara Catholic District School Board

## **CATHOLIC SCHOOL COUNCILS POLICY**

### ADMINISTRATIVE PROCEDURES

800 – Schools and Community Councils

Policy No. 800.1

Adopted Date: February 24, 1998

Latest Reviewed/Revised Date: March 28, 2017

## **PURPOSE OF THE CATHOLIC SCHOOL COUNCIL**

1. The purpose of the Catholic School Council, through active participation of its members is:
  - To build strong Catholic identity and community to nurture the distinctiveness of Catholic Education;
  - To advance student achievement and well-being for all students in their school community; and
  - To enhance the accountability of the education system to parents/guardians.
2. A Catholic School Council's primary means of achieving its purpose is by making recommendations to the Principal of the school and/or the Board.
3. Recommendations made to the Principal of the school and/or the Board on any matters that the Catholic School Council identifies as priorities will represent the general views of the school community and the best interests of all students in the school. Recommendations shall be in keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, along with the distinctive character, philosophy and goals of Catholic education, and respectful of the faith and traditions of the Catholic Church. The Board will retain all the powers and duties specified in the *Education Act* and its related Regulations.

## **MANDATE OF THE CATHOLIC SCHOOL COUNCIL**

Each Catholic School Council in schools of the Niagara Catholic District School Board will bear the name "(School Name) Catholic School Council".

~~Each Catholic School Council of the Board is to host an annual Faith Formation session for the parent/guardian community. The Faith Formation session may be held with parishes, schools and Family of Schools' Catholic School Councils.~~

## **COMPOSITION**

1. The composition of the Catholic School Council will ensure that parent/guardian members constitute a majority of the members and reflect the diversity of the school and include the following:
  - The number of parent/guardian members as specified in the Catholic School Council By-Laws or the number the Board determines appropriate.
  - The Principal of the school.
  - One (1) teacher who is employed at the school.
  - One (1) person who is employed at the school, other than the Principal/Vice-Principal or any other teacher (i.e. support staff).

- ~~In the case of a school with one or more secondary school grades, A Catholic School Council in a secondary school will include:~~
    - one (1) student enrolled in the school who is appointed by the student council, if the school has a student council, or
    - one (1) student enrolled in the school who is elected ~~in accordance with section 5,~~ if the school does not have a student council.
  - ~~In the case of a school with no secondary school grades, A Catholic School Council in an elementary school will include:~~
    - one (1) student enrolled in the school who is appointed by the Principal of the school, if the Principal determines, after consulting the other members of the council, that the council should include a student.
  - Community representative(s) appointed by the Catholic School Council who ~~is~~ **are** not an employee ~~of~~ **at** the school, or as specified in the By-Laws of the Catholic School Council.
  - One (1) parent/guardian to represent the Ontario Association of Parents in Catholic Education (OAPCE).
2. The Catholic School Council may appoint/elect one (1) or more of the following individuals subject to the By-Laws of the Catholic School Council:
- A parish priest or representative from the local parish or a designate from the community ~~will~~ **representing** the parish on the Catholic School Council.
  - One (1) parent/guardian representative of a **student with special education** needs ~~child~~ within the school to advocate for students with special **education** needs.

## MEMBERSHIP

### PARENT/GUARDIAN MEMBERS

1. To be eligible for election/appointment to the Catholic School Council, a person must:
  - **Be a parent/guardian of a student enrolled in the school;**
  - **Reside within the Board's jurisdiction; and**
  - **Support the Mission of Catholic education, and the Mission, Vision and Values of the Niagara Catholic District School Board; and**
  - **Fully participate in the annual Commissioning of the Catholic School Council members.**
2. A parent/guardian who is employed by the Board is qualified to be elected/appointed to the Catholic School Council, and shall at the first meeting; notify the members of employment with the Board prior to the election.
3. A person is not qualified to be a parent/guardian member of a Catholic School Council if he or she is employed at the school.

### COMMUNITY REPRESENTATIVES

To be eligible to be appointed as a community representative on a Catholic School Council, the community representative(s) must:

- **Provide a letter of reference from a community organization to the Principal of the school to support the nomination;**
- **Reside within the Board's jurisdiction, and be qualified to vote for a member of the Niagara Catholic District School Board; and**
- **Support the Mission of Catholic education, and the Mission, Vision and Values of the Niagara Catholic District School Board.**

## ELECTIONS

Elections shall be held within the first ~~thirty (30)~~ calendar days of the start of the school year, on a date that has been selected by the current Chair and/or Co-Chair(s) of the Catholic School Council, in consultation with the Principal of the school.

## VACANCIES

A vacancy in the membership of the Catholic School Council does not prevent the Catholic School Council from exercising its authority.

Vacancies on the Catholic School Council may occur when:

- A parent/guardian member has reached the end of a year term;
- A member resigns; and/or
- A member is unable to fulfill his/her duties.

## TERMS OF OFFICE

A person elected/appointed as a member of a Catholic School Council holds office from the date the person is elected/appointed until the date of the first meeting of the Catholic School Council after the elections held in the next school year.

## OFFICERS

### Chair/Co-Chairs

A Catholic School Council shall have a Chair or, if the By-Laws of the Catholic School Council so provide two ~~(2)~~ Co-Chairs. An employee of the Board cannot serve as the Chair/Co-Chair of a Catholic School Council.

### Sub-Committees

A Catholic School Council may establish sub-committees to carry out specific tasks or projects in accordance with the overall mandate of the Catholic School Council, as provided in the By-Laws of the Catholic School Council.

## MEETINGS

A Catholic School Council shall meet ~~at least four (4) times in each school year~~ between September to June **at least four times in each school year**. All meetings will be held at the school that has established the Catholic School Council and shall be open to the public. **The Principal shall provide written notice of the dates, times and locations of the meetings to parents/guardians of students enrolled in the school.**

## VOTING

When a Catholic School Council votes on a matter, each member of the council other than the school Principal is entitled to vote.

## BY-LAWS

Every Catholic School Council shall develop By-Laws ([Appendix A – By-laws Template](#)) within the first ~~sixty~~ (60) days of the school year governing the conduct of the Catholic School Council's affairs.

## AGENDAS/MINUTES AND FINANCIAL RECORDS

### Agendas

Every effort will be made to distribute the agenda to members of a Catholic School Council at least five (5) calendar days prior to the meeting by delivering a notice by e-mail and posting a notice on the school website ([Appendix B – Agenda Template](#)).

### Delegations

Individuals may ~~approach the Chair/Co-Chair(s) of a Catholic School Council or the school Principal to be placed on the agenda.~~ This request must be in writing and received at least two (2) weeks prior to the Catholic School Council meeting ~~to be placed on the agenda.~~ The Chair/Co-Chair(s), in consultation with the school Principal may approve or ~~reject~~ deny such requests. ~~Individuals will be notified by the Principal of the decision.~~

### Minutes and Financial Records

1. A Catholic School Council shall keep and retain the approved minutes of its meetings and records of its financial transactions in accordance with the policies of the Board respecting the retention of documents by committees of the Board ([Appendix C – Meeting Minutes Template](#)).
2. The approved minutes of the Catholic School Council shall be posted on the school website ~~of each the school~~ and remain ~~on the site~~ for four (4) years.
3. ~~A Catholic School Council's meeting~~ The minutes and financial records ~~of its financial transactions~~ shall be available for examination at the school by any person without charge for four (4) years.

## INCORPORATION

A Catholic School Council shall not be incorporated.

## CONSULTATION BY THE NIAGARA CATHOLIC DISTRICT SCHOOL BOARD

Catholic School Councils shall be consulted by the Board and/or Principal for recommendations on new and revised policies and procedures with respect to:

- The student achievement and well-being of all students;

- The accountability of the education system to parents/guardians;
- The code of conduct;
- The appropriate dress code for students;
- The allocation of funding to the Catholic School Council;
- The fundraising activities by Catholic School Council members;
- The resolution of internal Catholic School Council disputes;
- The reimbursement of expenses of the Catholic School Council;
- The Board and school's action plans for improvement based on EQAO results and the communication of the plans to parents/guardians;
- The criteria and process for selection and placement of Principals/Vice-Principals;
- Any new educational initiatives at the Board and school levels; and
- The development of a plan for providing co-instructional activities.

In addition, Catholic School Councils, may provide advice to the Board and/or Principal on any matters that the Catholic School Council identifies as priorities such as:

- The Catholic character of the school and/or the system;
- The preparation of the school year calendar;
- The development, implementation and review of all Board policies at the local level;
- The involvement with the Parish and liturgical celebrations and sacraments;
- Board and/or school policies regarding field trips for students;
- School budget priorities;
- The community use of school facilities;
- Fundraising activities;
- Participation in the Niagara Catholic Parent Involvement Committee (NCPIC);
- Information and training sessions: curriculum, program goals and priorities;
- The school Mission Statement; and
- Other issues deemed appropriate by the Board.

## CONSULTATION WITH PARENTS

The Catholic School Council shall consult with parents/guardians of students enrolled in the school about matters under consideration by the Catholic School Council.

## RESOLUTION

All members of the Catholic School Council are required to be in compliance with the Board's *Complaint Resolution Policy No. 800.3* and the Catholic School Council By-Laws.

## CODE OF CONDUCT

All members of the Catholic School Council are required to be in full compliance with the Board's *Code of Conduct Policy No. 302.6.2* and the Catholic School Council By-Laws.

## FUNDRAISING

1. Fundraising activities may be conducted in accordance with Board policies and procedures. Funds raised are to be used for a purpose approved by the Board and/or Principal.

2. Any funds and assets generated through fundraising activities assisted by the Catholic School Council are the property of the Board.

## ANNUAL REPORT

1. Every Catholic School Council shall annually submit a written report of its activities/fundraising to the Principal of the school and to the Board. ([Appendix D – Annual Report Template](#))
2. The Principal shall, on behalf of the Catholic School Council, provide a copy of the report to every parent/guardian of a student enrolled in the school by giving the report to the student for delivery or by posting the report in the school that is accessible to parents/guardians, or on the school website.

## REMUNERATION

A person shall not receive any remuneration for serving as a member or officer of a Catholic School Council.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE MEETING  
DECEMBER 4, 2018**

***PUBLIC SESSION***

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

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

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

Presented by: Frank Iannantuono, Superintendent of Education

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

Date: December 4, 2018



## REPORT TO THE COMMITTEE OF THE WHOLE MEETING DECEMBER 4, 2018

### STAFF DEVELOPMENT DEPARTMENT PROFESSIONAL DEVELOPMENT OPPORTUNITIES

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#### BACKGROUND INFORMATION

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

The following is a listing of activities occurring during the period December 4, 2018 through January 15, 2018.

#### **Tuesday, December 4, 2018**

*Peg Dolls – Nativity Set After-School Workshop (Catholic Education Centre)*

- Staff is invited to attend a workshop which will provide all supplies necessary to complete the Nativity themed Peg Dolls. The set can be used to act out the birth of Christ.
- The peg doll faces will be individually painted with the aid of a model, while the bodies are covered in a template and decoupage.
- The 11-piece set includes:
  - o Mary
  - o Joseph
  - o Baby Jesus
  - o 3 Wise Men
  - o 2 Angels
  - o 2 Shepherds
  - o Innkeeper

#### **Tuesday, December 4, 2018**

*Early Years Encounters After-School Workshop (Mary Ward Catholic Elementary School)*

- One of the core beliefs in the Reggio Emilia philosophy embedded in their education system is the vital role of a gathering place and how the *piazza* is “the central heart and pulse of a community.” The Early Years Encounters workshops are designed to promote such gatherings for dialogue, sharing of stories and promising practices.
- The Early Years Encounters, “*I Am*” will take place on Tuesday, December 4<sup>th</sup> from 4:00 p.m. to 5:30 p.m. at Mary Ward Catholic Elementary School, in the school library.
- The session will be facilitated by Tania Joy Antonio, a local author of the children’s book, *The Affirmation Station*. Through the power of positive affirmations and meditation, Tania Joy Antonio has created a one-of-a-kind educational mindfulness platform to encourage parents, educators, and children to harness the power of the young growing mind. Tania has provided expert sources in *Today’s Parent Magazine* and *Best Health magazine*. Tania is becoming one of Canada’s inspiring

young authors and her passion is to share her message that every child has the power to look within themselves and rise above life's challenges.

- All participants will receive a copy of *The Affirmation Station*.

### **Wednesday, December 5, 2018**

#### *Scheduling Process Workshop (Catholic Education Centre)*

- The workshop for secondary Principals and Vice-Principals and a representative from Student Services involved in the scheduling process is being held on December 5<sup>th</sup>, 2018 in the Father Burns csc Board Room at the Catholic Education Centre in Welland from 1:00 p.m. to 4:00 p.m.
- Niagara Public Health will be in from 1:00 p.m. to 1:30 p.m. speaking about vaping, cannabis and smoking.

### **Thursday, December 6, 2018**

#### *Administrative Educational Technology Training – Niagara Catholic Virtual Learning Environment (Multiple Sites)*

- This year Niagara Catholic has developed a new Niagara Catholic Virtual Learning Environment (NCLVE), containing a host of resources to support our Educators and Students. The NCVLE is powered by D2L's Brightspace. This is based on the same VLE used by educators across all of Ontario. Details about Ontario's VLE can be found here. <https://www.d2l.com/k-12/ontario/>
- Training sessions for Administrators are being offered to learn what role the NCVLE can play in supporting their sites and staff.

### **Tuesday, December 11, 2018**

#### *New Teacher Induction Program (NTIP) – Session 3 (Catholic Education Centre)*

- Protégés and mentors will participate in a full-day workshop focusing on educational and assistive technology.
- Topics covered during session:
  - o G Suite
  - o Google Docs
  - o Google Slides
  - o Google Sheets
  - o Google Sites
  - o Google Forms
  - o Google Classroom
  - o Extensions within the Google Browser
  - o Niagara Catholic Virtual Learning Environment
  - o Brightspace Portfolio
  - o Special Education – Assistive Technology
  - o Google Read and Write

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

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

Presented by: Frank Iannantuono, Superintendent of Education

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

Date: December 4, 2018

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE MEETING  
DECEMBER 4, 2018**

***PUBLIC SESSION***

**TITLE: CAPITAL PROJECTS PROGRESS REPORT UPDATE**

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The Capital Projects Progress Report Update is presented for information.

Prepared by: Scott Whitwell, Controller of Facilities Services  
Presented by: Scott Whitwell, Controller of Facilities Services  
Approved by: John Crocco, Director of Education/Secretary-Treasurer  
Date: December 4, 2018



**REPORT TO THE COMMITTEE OF THE WHOLE MEETING  
DECEMBER 4, 2018**

**CAPITAL PROJECTS PROGRESS REPORT UPDATE**

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**BACKGROUND INFORMATION**

Individual progress reports for capital projects are presented as follows:

In Progress

**ADDITIONS**

Appendix A	Our Lady of Mount Carmel Catholic Elementary School
Appendix B	Monsignor Clancy Catholic Elementary School

The Capital Projects Progress Report Update is presented for information.

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Prepared by: Scott Whitwell, Controller of Facilities Services  
Presented by: Scott Whitwell, Controller of Facilities Services  
Approved by: John Crocco, Director of Education/Secretary-Treasurer  
Date: December 4, 2018



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
CAPITAL PROJECT PROGRESS REPORT  
December 4, 2018**

**APPENDIX A**

**OUR LADY OF MOUNT CARMEL CATHOLIC ELEMENTARY SCHOOL**

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**Scope of Project:** Design and construction of 3 child care room addition.

**Current Status:** Design work is underway.

**Project Information:**

New Area to be Constructed	TBD	sq. ft.
Child Care Spaces Added	49	spaces



**Project Funding:**

Child Care	1,557,887
	<hr/>
	<b>\$1,557,887</b>

**Project Costs:**

	<u>Budget</u>	<u>Paid</u>
Construction Contract	TBD	0
Fees & Disbursements	TBD	\$19,492
Other Project Costs	TBD	\$8,423
	<hr/>	<hr/>
	<b>\$1,557,887</b>	<b>\$27,915</b>

**Project Timelines:**

	<u>Scheduled Completion</u>	<u>Actual Completion</u>
Funding Approval	December 21, 2017	December 21, 2017
Ministry Approval (space)		
Architect Selection	July 17, 2018	
Design Development		
Contract Documents		
Tender & Approvals		
Ministry Approval (cost)		
Ground Breaking Date		
Construction Start		
Occupancy	Fall 2019	
Official Opening & Blessing		

**Project Team:**

Architect	Venerino V.P. Panici Architect Inc.
General Contractor	TBD
Project Manager	Tunde Labbancz
Superintendent	Pat Rocca
Principal	Domenic Massi



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
CAPITAL PROJECT PROGRESS REPORT  
December 4, 2018**

**APPENDIX B**

**MONSIGNOR CLANCY CATHOLIC ELEMENTARY SCHOOL**

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**Scope of Project:** Design and construction of a consolidated Monsignor Clancy/St. Charles Catholic Elementary School and New Child Care.

**Current Status:** Design work is underway.

**Project Information:**

New Area to be Constructed	TBD	sq. ft.
Pupil Places Added	104	students
New Facility Capacity	677	students
Child Care Places Added	49	places



**Project Funding:**

Capital Priorities	3,482,495
Child Care	1,557,887
	<hr/>
	<b>\$5,040,382</b>

**Project Costs:**

	Budget	Paid
Construction Contract	TBD	0
Fees & Disbursements	TBD	0
Other Project Costs	TBD	13,334
	<hr/>	<hr/>
	<b>\$5,040,382</b>	<b>13,334</b>

**Project Timelines:**

	Scheduled Completion	Actual Completion
Funding Approval	March 13, 2018	March 13, 2018
Ministry Approval (space)		
Architect Selection	July 19, 2018	
Design Development		
Contract Documents		
Tender & Approvals		
Ministry Approval (cost)		
Ground Breaking Date		
Construction Start		
Occupancy	Fall 2020	
Official Opening & Blessing		

**Project Team:**

Architect	Venerino V.P. Panici Architect Inc.
General Contractor	TBD
Project Manager	Tunde Labbancz
Superintendent	Lee Ann Forsyth-Sells
Principal	Dan Trainor

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE MEETING  
DECEMBER 4, 2018**

*PUBLIC SESSION*

**TITLE: CATHOLIC EDUCATION IN NIAGARA**

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The Catholic Education in Niagara report is presented for information.

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Prepared by: John Crocco, Director of Education/Secretary-Treasurer  
Jennifer Pellegrini, Communications Officer  
Chris Beatty, Communications Teacher at Saint Michael Catholic High School

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

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

Date: December 4, 2018



## REPORT TO THE COMMITTEE OF THE WHOLE DECEMBER 4, 2018

### CATHOLIC EDUCATION IN NIAGARA

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#### BACKGROUND INFORMATION

This staff report to the December Committee of the Whole meeting is presented to the new Board of Trustees 2018-2022 as you embark on a new term of office.

The report is a video which was designed by Jennifer Pellegrini, Communications Officer and Chris Beatty, Communications Teacher at Saint Michael Catholic High School along with various staff members and supported by our schools.

The report captures and highlights a sample of the many exceptional faith-based programs, supports and services provided to all students and families by our exemplary staff.

This report is a prelude to the annual Director's Report 2018 which is required of all school boards by the Minister of Education. The Director's Report is currently in its final stages of preparation by all members of Senior Staff and will be presented at the December Board meeting.

The Catholic Education in Niagara report is presented for information.

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Prepared by: John Crocco, Director of Education/Secretary-Treasurer  
Jennifer Pellegrini, Communications Officer  
Chris Beatty, Communications Teacher at Saint Michael Catholic High School

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

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

Date: December 4, 2018

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE MEETING  
DECEMBER 4, 2018**

***PUBLIC SESSION***

**TITLE: ACCOUNTABILITY FINANCIAL REPORT 2018-2019 – AS OF  
DECEMBER 4, 2018**

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The Accountability Financial Report 2018-2019 – as of December 4, 2018 is presented  
for information.

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

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

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

Date: December 4, 2018



## **REPORT TO THE COMMITTEE OF THE WHOLE DECEMBER 4, 2018**

### **ACCOUNTABILITY FINANCIAL REPORT 2018-2019 – AS OF DECEMBER 4, 2018**

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#### **BACKGROUND INFORMATION**

##### **Operational Update**

##### 2017-2018 Audited Fiscal Results

The Board's External Auditors completed their annual year-end audit and our Consolidated Audited Financial Statements for fiscal year-end 2017-2018. The consolidated financial statements have been audited by Crawford, Smith and Swallow Chartered Accountants LLP, the independent external auditors appointed by the Board. Niagara Catholic has ended the fiscal year with an available for compliance accumulated operating fund surplus of \$4.3M and approximately \$6.0M available for compliance operating surplus. Niagara Catholic will be tendering its external auditing services for 2018 to 2022 in the coming months with an established selection committee. We continue towards our targeted operating surplus outlined in our multi-year recovery plan in 2017.

All Boards are awaiting a decision from the Ministry of Education on our 2018-2019 Education Program (EPO) Funding for this fiscal year. The various initiatives and funding expectations exceed \$1.5M in earmarked funding for Niagara Catholic which is already allocated to programs and services. The potential risks associated with a cancellation or reduction in funding for any EPO could result in some cost pressures for this fiscal year.

The Niagara Catholic Data Centre move to the Niagara Region is on target to be completed and fully implemented for January 1, 2019. This Data Center relocation project and the related cloud modernization platforms help to bring Niagara Catholic into the future and a leader in the province. This move will allow us to scale and deliver all the education services necessary to fulfill all of our goals for students and staff with increased reliability. It also optimizes our services for business solutions, enabled rapid delivery of servers for future projects and helps to drive down and control costs and increase our security posture.

The original estimates in June 2018 earmarked approximately \$1.1M in snowplowing and salting for the Niagara Catholic District School Board based on our original pricing contracts and estimated frequency. However, our current vendors in the Niagara Region have engaged us with inflationary pricing pressures related specifically to our salting. The initial report indicates a potential pricing increase between 10%-20% for most vendors throughout the region.

Additional deployment of Education Assistants to meet the needs of our students has continued through the first three months of operations. Much of this investment will be offset by the additional revenue received from increases in our SEPPA funding.

## Year-to-date Illnesses – Occurrences

We continue to closely monitor attendance for all staff. The trending data of illnesses and associated replacement costs associated with specific staff is important to management to ensure our estimates are aligned with usage.

The data below does not reflect replacement percentages as of November 28, 2018.

	<b>YTD 2017</b>	<b>YTD 2018</b>	<b>YTD 2015</b>
Elementary Panel Staff	4,815	5,570	4,226
Secondary Panel Staff	2,401	2,718	1,540
Total Panels	7,216	8,288	5,766
Instructional Days	58	59	57
Occurrences / Inst. Day	124.4	140.5	101.1

\*includes short term illnesses

The number of occurrences year-over-year reflects a 13% increase in illness days for both panels and a 38.9% increase since YTD November 2015.

## **Ministry of Education Update**

The government is tasked to undertake a review of the Education Development Charge (EDC) policy framework, as well as recent amendments made to Ontario Regulation 20/98: Education Development Charges –General (O. Reg 20/98) made under the Education Act to implement a temporary cap or “pause” on EDC rate increases until the review is complete.

Amendments to O. Reg. 20/98

The amendments to O. Reg. 20/98 include the following four key elements:

- Maintain EDC rates at the levels in existing by-laws as of August 31, 2018;
- Limits the ability of boards to change the areas in their by-law that are subject to EDCs;
- Restricts additional boards from becoming eligible to pass a new EDC by-law; and
- Streamlines some of the requirements to be included in the required background study.

In memorandum 2018: B05, the Ministry of Education communicated its updated operating cash flow policy and procedures to reduce the associated borrowing costs currently incurred by the Province to more closely align with the Ontario Public Service cash management directive. The ministry is expanding the cash management strategy to apply to Proceeds of Disposition balances while recognizing the school boards’ needs for renewal and other capital projects.

Adjustments for 2018-2019 will no longer be provided through EPO funding or the 2018–2019 GSN, through the Senior Administration benchmark for salaries and benefits. As a result, this benchmark will decrease from \$170,430.45 to \$167,912.27.

Funding will be allocated to school boards by increasing all three Special Education Per-Pupil Amount Allocation benchmarks to the following:

- \$1,007.08 per JK to Grade 3 student;
- \$773.57 per Grade 4 to 8 student; and
- \$510.73 per Grade 9 to 12 student.

This increase will support all students with special education needs including those with Autism Spectrum Disorder and other needs such as mental health needs.

The additional Ministry of Education funding will eventually result in the deployment of approximately 13.0 FTE Education Assistants for the 2018-2019 fiscal year.

The Accountability Financial Report 2018-2019 – As of December 4, 2018 report is presented for information.

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

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

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

Date: December 4, 2018

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
DECEMBER 4, 2018**

*PUBLIC SESSION*

**TOPIC: TRUSTEE INFORMATION  
SPOTLIGHT ON NIAGARA CATHOLIC – NOVEMBER 27, 2018**

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# Spotlight on Niagara Catholic

Nurturing Souls & Building Minds

November 27, 2018

## Board Bids Adieu to Outgoing Trustees and Thanks them for Years of Service



From left are outgoing Niagara Catholic trustees Father Paul MacNeil, Pat Vernal, Ed Nieuwesteeg and Ted O'Leary. Maurice Charbonneau was absent from the meeting.

The November 27<sup>th</sup> Board Meeting was the final meeting for five Niagara Catholic trustees.

On behalf of all of Niagara Catholic, Director of Education John Crocco offered the Board's sincerest gratitude, recognition and continued prayers to all to the five outgoing trustees and all 2014-2018 trustees for their exemplary service to Niagara Catholic and Catholic education in

Ontario. Their stewardship, leadership, commitment, call to service and ministry as a Catholic trustee has been a beacon of light to Niagara Catholic, and may they continue to advocate and promote Catholic education and remain connected to Niagara Catholic. The outgoing trustees are:

- Trustee and current Chair, Father Paul MacNeil – 2010-2018
- Trustee and current Vice-Chair, Pat Vernal – 2014-2018
- Trustee Maurice Charbonneau – 2006-2018
- Trustee Ed Nieuwesteeg – 1998-2018
- Trustee Ted O'Leary – 2010-2018

Each received a lovely statue by Timothy Schmalz, a Catholic sculptor from St. Jacobs, Ontario. *Precious in His Sight* depicts a joyful Jesus playing with children.

## Board Approves Policies

During the final Board Meeting of the 2014-2018 term, trustees approved the

*Occupational Health and Safety Policy (2016.), Employee Workplace Harassment Policy (201.7) and the Employee Workplace Violence Policy (201.11).*

## Proposed Joint-Use School in Wainfleet



During the November 27 Board Whole meeting, trustees received a staff report 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 Catholic, 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](#).

## **Celebrating St. Alfred Catholic Elementary School**

At every monthly Board Meeting, one school is invited to share what makes them such an important part of the community with the Board of Trustees.

At the November 27 Board Meeting, the spotlight was on St. Alfred Catholic Elementary School in St. Catharines. Principal Emma Fera-Massi showed a video featuring students from the school which showcases what makes St. Alfred Catholic Elementary School so special.

As is the case across Niagara Catholic, faith is woven throughout the video, which focuses on a number of topics, including inquiry, collaboration, technology, social justice initiatives, EcoSchool activities and the school's close connection with Holy Cross Catholic Secondary School.

The St. Alfred Catholic Elementary School concluded with remarks by Precious Martires and Aren Sayers, Grade 8 students at the school. Precious spoke about how she has felt supported and respected throughout her 10 years at St. Alfred Catholic, and empowered to be the best she could be. Aren, a Syrian refugee who came to Canada in 2015 and became a part of the St. Alfred Catholic family in 2015. He spoke about his fears of not making friends being unfounded, when he received a warm welcome from students and staff who helped him learn English, about having the opportunity to play sports he loved at home such as soccer and volleyball, and learning new gifts and talents, such as playing the drums, guitar, recorder and ukulele. Aren said the support he received at St. Alfred Catholic has made him feel confident in moving on to high school next year.

## **2018's Annual Pilgrimage Raises More than \$153,000 for the Developing World**

It was drizzly and cold across Niagara on October 28, but that didn't dampen the spirits of the more than 3,000 pilgrims who participated in Niagara Catholic's 43<sup>rd</sup> Annual Pilgrimage.

They were students at Niagara Catholic eight Catholic secondary schools, and youngsters from their affiliated Catholic elementary schools. They were staff and parents, many of whom walked in Pilgrimages in during their own high school years, and they were members of the broader community, moved to participate by the spectacle of seeing thousands of young people forego a warm bed and a lazy morning the final Sunday in October every year. In all, more than \$153,000 was raised for programs in Canada and in the developing world. Students from each school attended the meeting, and were recognized by the Board for their efforts for our brothers and sisters around the world.

**Blessed Trinity Catholic Secondary School, Grimsby**  
*Two Worlds, One Family*



The Blessed Trinity Catholic Secondary School Pilgrimage began with a Mass in the gym led by Father Ronald Angervil and Seminarian Daniel Corso. More than 600 people participated in the Mass, and 400 students, staff and supporters walked, including 82 elementary students from the Blessed Trinity Family of Schools, walked throughout the city. In all, the Thunder Pilgrimage raised more than \$22,000 for Las Pajas in the Dominican Republic,

through the Dominican-Canadian Community Development Group.

**Denis Morris Catholic High School, St. Catharines**  
*Love and Sacrifice*



The Denis Morris Catholic High School Pilgrimage was a beautiful, reverent and happy walk of friendship and sacrifice. The Reds walked from Denis Morris through to downtown St. Catharines, where they met up with students from Holy Cross and Saint Francis Catholic Secondary Schools at Market Square of a Mass led by Bishop Bergie and a walk through downtown. More than 425 Denis Morris Pilgrims raised \$11,5000 for Wells of Hope in Jalapa, Guatemala, and DM's sister-school L'Ecole Imaculee Conception in Pilate, Haiti.

Pilgrims raised \$11,5000 for Wells of Hope in Jalapa, Guatemala, and DM's sister-school L'Ecole Imaculee Conception in Pilate, Haiti.

**Holy Cross Catholic Secondary School**  
*Tomorrow Starts Today*



The Holy Cross Catholic High Secondary School Pilgrimage pays homage to the rich history of the Holy Cross Fathers and Sisters making education accessible to all Haitian children, by raising funds for its sister-school in Haiti. This year, students, staff and supporters raised about \$11,000 in the walk, which began with a small prayer service urging participants to listen more intently to the words of the Lord's Prayer. The prayer service was followed by a walk through north St. Catharines to Market Square for Mass with Denis Morris and Saint Francis students and staff, and a joint walk through the downtown and back to Holy Cross.

**Lakeshore Catholic High School**  
***Walk With Me***



Lakeshore Catholic High School has a strong connection with the community of Portsmouth, Dominica. The “Nature Isle” of the Caribbean has been particularly hard-hit by natural disasters in the past three years. This year, approximately 100 students, teachers and community members walked to raise more than \$5,000 for St. John’s Elementary School, The Grange Senior’s Home, an alternative learning centre, the Portsmouth Public Library and CARE, a donation distribution centre. Students and staff hope to travel to Dominica in February , 2019.

**Notre Dame College School**  
***Spread the Light***



The 43<sup>rd</sup> Annual Notre Dame College School Annual Pilgrimage focused on the mysterious and powerful gifts of the Holy Spirit, and how those gifts have given leaders such as St. Oscar Romero and St. Paul IV. The Pilgrimage began with a short service where the crosses and banners were blessed, and then more than 800 pilgrims, including students and staff from Notre Dame, its elementary family of schools, and the Board, as well as parents, outgoing trustee Ted O’Leary and Trustee-elect Paul Turner.

A candlelight service following the 14-kilometre walk included a Mass concelebrated by Pilgrimage founder Fr. Jim Mulligan c.s.c., Fr. Alison Mahoney and Fr. Don Layden. Father Gerald Cormier walked the entire Pilgrimage route, and also attended Mass.

The Notre Dame Pilgrimage raised approximately \$40,000 for Development and Peace, Yancana Huasy in Lima, Peru, and the Dominican-Canadian Community Development Group.

## **Saint Francis Catholic Secondary School**

### ***We Are Stars***



This year, more than 250 student “stars” shone as tiny specks of light in the darkness, shining the light of love.

Students participated in a number of events leading up to the Pilgrimage, including photo and video creations and a presentation in the chapel. By the time students returned from walking through the streets of St. Catharines as

a school family and alongside students from Denis Morris and Holy Cross, and Director of Education John Crocco, who walked with Saint Francis, the Phoenix had raised more than \$29,000 for Marie Immaculee School and Marie Port-du-Ciel Orphanage run by the Holy Cross Sisters in Haiti, Fogquest and the Centre for Hope in Guatemala, the Dominican-Canadian Community Development Group and various local charities.

## **Saint Michael Catholic High School**

### ***Hope Lives here***



As is tradition, Niagara Falls’ two Catholic High Schools came together to walk in the Pilgrimage, this year beginning at host school Saint Paul Catholic High School.

The day began with a Mass at Saint Paul led by outgoing Board Chair Father Paul MacNeil, then more than 415 Mustang Pilgrims walked the 10-kilometre route raising approximately \$22,000 for Hope for Rwanda’s Children, which provides scholarships and tuition to students in the war-ravaged African nation so they can attend school.

## **Saint Paul Catholic High School**

### ***For We Walk by Faith, Not by Sight***



Host school Saint Paul Catholic High School had more than 270 pilgrims walk the route through the streets of Niagara Falls, along with students, staff and families from Saint Michael Catholic High School. Through this dedicated effort, the Patriots

raised more than \$13,000 for Saint Paul’s sister-school in Haiti, Ste. Croix de Milot.

## Provincial Consultation on Education Reform in Ontario

 Ontario Provincial Consultation on Education Reform - Click to participate



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, including our coverage of the [visit of Most Reverend Luigi Bonazzi](#), Apostolic Nuncio to Canada, to Niagara Catholic on November 27. While you're online, take a moment to watch our adorable [Kindergarten Open House](#) video and a video featuring our [secondary school](#) students, who tell us why they love their school.

### 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.

### Don't forget!

Only our Saint Francis Catholic Secondary School Grade 8 Open House remains – it's November 29 – but you can register in-school or online any time for our elementary and secondary schools.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
DECEMBER 4, 2018**

*PUBLIC SESSION*

**TOPIC: TRUSTEE INFORMATION  
CALENDAR OF EVENTS DECEMBER 2018**

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# 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	11	12 10-14	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  
COMMITTEE OF THE WHOLE  
DECEMBER 4, 2018**

*PUBLIC SESSION*

**TOPIC: TRUSTEE INFORMATION  
OCSTA MEMORANDUM – 2019 AGM RESOLUTIONS**

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Ontario Catholic School  
Trustees' Association

May 31, 2018

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

**FROM:** Nick Milanetti, Executive Director

**RE:** 2019 AGM Resolutions

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**PLEASE REVIEW THIS INFORMATION AT A MEETING OF YOUR BOARD**

The study and processing of resolutions is one of the fundamental responsibilities of OCSTA. The resolution process provides member boards with the opportunity to shape the work of the Association by bringing important issues which have provincial implications to the attention of all trustees in the province. Delegates will consider and vote on all resolutions received from OCSTA members.

During the year, important issues of a provincial nature that arise at the board level may be used to develop resolutions for OCSTA. Resolutions may be submitted at any time up until the deadline of *January 31, 2019*.

Attachments

- *Guidelines*
- *Template*
- *Explanation of Committee Recommendations & Resolution Procedures*
- *OCSTA Mission, Vision, Strategic Priorities*
- *Chart of 2018 Resolutions with AGM Decisions*
- *Related By Law Section 5.9 (Resolutions)*

# Guidelines for Preparing Resolutions

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

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

**A. All Resolutions will be reviewed by the Resolutions Committee and a Committee. A recommendation will be added to each Resolution. Committee Recommendations will be guided by the following criteria.**

The resolution:

- a. Is in keeping with the Mission, Vision and Strategic Priorities of the Association.
- b. Is of a provincial nature, addresses an area of concern for the province's Catholic school boards, and is a matter that requires attention or action.
- c. Is written in language appropriate for province-wide consideration (language contained in resolutions is often incorporated into subsequent communications to the government or other relevant parties).
- d. Is accompanied by substantiated rationale.

## **B. Steps in Preparing a Resolution**

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

## **C. Writing A Resolution**

### Structure

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

#### 1. Preamble

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

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

## 2. Resolving Clauses

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

## 3. Submission Statement

Please include the following information in the submission statement.

[Mover’s Name]

[Secunder’s Name]

[Board Name]

[Topic]

## D. Submission Deadline Date

The **final** deadline date for receipt of resolutions in the OCSTA office is **12:00 p.m. EST, January 31, 2019**. We encourage boards to submit their resolutions at any time from May to January by email to Jane Ponte at [jponte@ocsta.on.ca](mailto:jponte@ocsta.on.ca).

## E. Regulations

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

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

# Template

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

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

**Moved by:** [Mover's Name] **[Board Name]**

**Seconded by:** [Seconder's Name]

**Topic:** [e.g. Vacancies on School Boards]

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**Whereas:** from time to time a vacancy occurs in the office of a member of the board;  
and

**Whereas:** according to Section 221(1) of the *Education Act*, the vacancy must be filled by either a by-election or by appointment; and

**Whereas:** boards choosing to appoint a new trustee will, most commonly, engage in an open and fair process of selection; and

**Whereas:** the *Education Act* requires that the process be fully completed within 60 days of the office becoming vacant; and

**Whereas:** the 60 day time period may encompass a part of the year (e.g. Christmas, summer months, March Break) when board operations and processes are reduced, thus making the timelines very tight and, potentially, unmanageable;

**Therefore be it Resolved that:**

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

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

## ***Explanation of Committee Recommendations & Resolution Session Procedures***

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

### ***Explanation of Committee Recommendations***

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

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

### ***Resolution Session Procedures***

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

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

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

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

**Note Re Quorum:** *Quorum for the transaction of business at any meeting of the Members shall require the presence in person or by proxy of not less than a total of forty (40) current Members.*

## ***Grouped Resolutions***

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

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

## ***Resolutions Handled Individually***

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

### **A. Resolutions with committee recommendations**

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

### **B. Resolutions without committee recommendations**

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

### C. Amendments from the Floor

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

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

If the amendment is defeated:

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

### D. Members’ Discussion Rights

Under Article 5.11 (*Members Discussion Rights*), a Member may raise a matter for discussion at the Annual General Meeting. Subject to the provisions in Articles 5.10.1 to 5.10.5, and 5.11, the item may be addressed, and may be referred to a committee of OCSTA for further consideration, but it shall not be put to a vote at the meeting at which it has been raised.

If the Member continues such discussion for three minutes or more, the Chair of the meeting may interrupt the Member and permit others to speak and/or make any subsidiary motion related thereto.

*Revised March 9, 2017*



## Ontario Catholic School Trustees' Association

### Our Mission

*Inspired by the Gospel, the Ontario Catholic School Trustees' Association provides the provincial voice, leadership and service for elected Catholic school trustees to promote and protect publicly funded Catholic education in Ontario.*

### Our Vision

*Ontario is enriched by a publicly funded Catholic education system governed by locally elected Catholic school trustees who serve with faith, commitment and compassion.*

The Association's **Strategic Priorities** are as follows:

#### **1. Enhance Political Advocacy for Catholic Education**

- a. Strengthen current advocacy platform by building positive new relationships and reinforcing existing ones with groups like OAPCE, OCSOA, CWL, etc.
- b. Communicate and promote current messages about the value of Catholic education to our key target audiences: parents, students, politicians, teachers, alumni, parishioners, etc.

#### **2. Engage Trustees in an Enriched Development Program**

- a. Assess the current needs and interests of members to guide development of appropriate programming.
- b. Ensure OCSTA programming provides timely and relevant content to support trustees in their roles as advocates and spokespersons for Catholic education.

#### **3. Manage Human and Fiscal Resources to Effectively meet Changing Needs**

- a. Align the work of committees, staff and fiscal resources behind structures and initiatives that support the association's three key priorities.
- b. Ensure OCSTA is structurally aligned to successfully fulfill its role as the legislated Employer Bargaining Agent for all of Ontario's English Catholic District School Boards.

## 2018 OCSTA Resolutions with AGM Decisions

	<b>Board</b>	<b>Topic</b>	<b>AGM Decision</b>
A	OCSTA	OCSTA's Support of FACE	Approve
1.	Huron Superior	Change to OCSTA By-Law re Term of Office for President	Receive and Refer to OCSTA Board of Directors
2.	St. Clair	Trustee Term of Service as CCSTA Representative	Receive and Refer to OCSTA Board of Directors
3.	Dufferin-Peel	Occasional Teacher Costs	Approve
4.	York	Lead in Water – Retrofitting Older Schools	Approve
5.	York	Student Transportation	Approve
6.	Dufferin-Peel	Ontario Regulation 274/12 – Hiring Practices	Approve and refer to Labour Relations Committee
7.	Dufferin-Peel	Qualified French Teacher Recruitment & Retention	Approve and refer to Labour Relations Committee
8.	Dufferin-Peel	Student Transportation Funding	Approve and refer to Political Advocacy Committee
9.	Dufferin-Peel	Funding for Students with Diverse Learning Needs, including Special Education Needs	Approve and refer to Political Advocacy Committee
10.	Dufferin-Peel	School Bus Driver Retention Concerns	Approve and Refer to Political Advocacy Committee
11.	Ottawa	Increase in Funding to Programs That Support Students on Long Term Suspensions, Expulsions and Exclusions	Approve and refer to Political Advocacy Committee
12.	York	Special Education	Approve and refer to Political Advocacy Committee
13.	Dufferin-Peel	Support Staff Recruitment and Retention	Receive and refer to Labour Relations Committee
14.	Dufferin-Peel	Daily Occasional Teacher Roster Caps	Receive and refer to Labour Relations Committee
15.	Dufferin-Peel	Executive Compensation Program Development Costs	Receive and Refer to Political Advocacy Committee
16.	Dufferin-Peel	Air Conditioning in Schools	Receive and refer to Political Advocacy Committee
17.	Dufferin-Peel	Funding for Mathematics Courses	Receive and refer to Political Advocacy Committee
18.	York	Elimination of Top-Up Funding	Receive and refer to Political Advocacy Committee
19.	Dufferin-Peel	Trustee Honoraria	Receive and refer to Political Advocacy Committee

**Excerpt from  
Ontario Catholic School Trustees Association  
General Working By-law 2016-1**

**5. MEETINGS OF MEMBERS**

5.9 Resolutions from CDSB's

Any CDSB may submit a Resolution for consideration at an Annual Meeting to address any challenge or opportunity which affects Catholic education in Ontario, subject to the following:

- 5.9.1 each such Resolution shall have been received at the Head Office of the Corporation not less than sixty (60) days prior to the date of the Annual Meeting;
- 5.9.2 each such Resolution shall have been considered and reported upon by a Committee of the Board, or by the Board of Directors;
- 5.9.3 each such Resolution shall be circulated among all CDSB's not less than thirty (30) days prior to the Annual Meeting;
- 5.9.4 each such Resolution shall be included in the notice of the Annual Meeting; and
- 5.9.5 no such resolution shall be acted upon unless approved by a majority of the votes cast at an Annual Meeting.