



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

*AGENDA AND MATERIAL*

## **BOARD MEETING**

**TUESDAY, JUNE 18, 2019  
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 Moody   | -      |
| 2.    | Roll Call   | -      |
| 3.    | Approval of the Agenda  | -      |
| 4.    | Declaration of Conflict of Interest   | -      |
| 5.    | Minutes of the Board Meeting  | -      |
| 5.1   | May 14, 2019  | A5.1   |
| 5.2   | May 28, 2019  | A5.2   |
| 6.    | Consent Agenda Items  |        |
| 6.1   | Unapproved Minutes of the Committee of the Whole Meeting of June 11, 2019<br>and Consideration of Recommendations | A6.1   |
| 6.1.1 | Community Use of Facilities Policy (800.2)  | A6.1.1 |
| 6.1.2 | Bullying Prevention and Intervention Policy (302.6.8)   | A6.1.2 |
| 6.1.3 | Larkin Estate Admission Awards 2019-2020  | A6.1.3 |
| 6.1.4 | The Provisions of Special Education Programs and Services – Special<br>Education Plan Revisions                   | A6.1.4 |
| 6.1.5 | Original Estimates for the Annual Budget 2019-2020  | A6.1.5 |
| 6.2   | Approved Minutes of the Special Education Advisory Committee (SEAC)<br>Meeting of April 3, 2019 and May 1, 2019   | A6.2   |
| 6.3   | In-Camera Agenda Items F1, F2, F4, F5, F6 & F7  | -      |

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

- |    |  |    |
|----|--|----|
| 1. | Student Trustees and Co-Chairs – Student Senate 2018-2019 Appreciation | -  |
| 2. | National and Provincial Medalists                                      | B1 |

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

- |    |   |    |
|----|---|----|
| 1. | Niagara Catholic EcoSchools Certification 2018-2019 | C1 |
| 2. | Executive Council Power – July & August 2019        | C2 |
| 3. | Financial Reports as at May 31, 2019                | C3 |

**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 – June 11, 2019  | D4.1 |
| 4.2 Calendar of Events – September 2019  | D4.2 |
| 5. Open Question Period  |      |
| <i>(The purpose of the Open Question Period is to allow members of the Catholic school supporting public to ask about items on that night's public agenda or any previous agendas, and the Board to answer and react.)</i> |      |

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

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
JUNE 18, 2019**

***PUBLIC SESSION***

**TITLE: MINUTES OF THE BOARD MEETING OF  
MAY 14, 2019**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the Minutes of the Board Meeting of May 14, 2019, as presented.



# MINUTES OF THE SPECIAL BOARD MEETING

**TUESDAY, MAY 14, 2019**

Minutes of the Special Meeting of the Niagara Catholic District School Board, held on Tuesday, May 14, 2019 at 10:00 p.m. in the Father Kenneth Burns c.s.c Board Room, at the Catholic Education Centre, 427 Rice Road, Welland.

The meeting was called to order at 10:00 p.m. by Chair Fera.

## **A. ROUTINE MATTERS**

### **1. Opening Prayer**

Opening Prayer were led by Trustee Burtnik.

### **2. Roll Call**

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

<b>Trustee</b>	<b>Present</b>	<b>Present Electronically</b>	<b>Absent</b>	<b>Excused</b>
Rhianon Burkholder	✓			
Kathy Burtnik	✓			
Frank Fera	✓			
Larry Huibers	✓			
Daniel Moody	✓			
Leanne Prince	✓			
Dino Sicoli	✓			
Paul Turner	✓			

The following staff were in attendance:

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

**3. Approval of the Agenda**

Moved by Trustee Turner  
Seconded by Trustee Sicoli

**THAT** the Niagara Catholic District School Board approve the Agenda of the Special Board Meeting of May 14, 2019, as presented.

**CARRIED**

**4. Pre-Approval of Capital Works Project Tenders Estimated to Cost in Excess of \$500,000**

Moved by Trustee Moody  
Seconded by Trustee Prince

**THAT** the Niagara Catholic District School Board approve the tenders related to the 2018-2019 School Year for Capital Works Projects, as presented.

**CARRIED**

**B. MOMENT OF SILENT REFLECTION FOR LIFE**

**C. ADJOURNMENT**

Moved by Trustee Turner  
Seconded by Trustee Burkholder

**THAT** the May 14, 2019 Special Meeting of the Niagara Catholic District School Board be adjourned.

**CARRIED**

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

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Minutes of the Special Meeting of the Niagara Catholic District School Board held on **May 14, 2019**.

Approved on the **May 28, 2019**.

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Frank Fera  
Chair of the Board

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John Crocco  
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
JUNE 18, 2019**

***PUBLIC SESSION***

**TITLE: MINUTES OF THE BOARD MEETING OF  
MAY 28, 2019**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the Minutes of the Board Meeting of May 28, 2019, as presented.



## MINUTES OF THE BOARD MEETING

**TUESDAY, MAY 28, 2019**

Minutes of the Meeting of the Niagara Catholic District School Board, held on Tuesday, May 28, 2019, in the Father Kenneth Burns c.s.c. Board Room, at the Catholic Education Centre, 427 Rice Road, Welland.

The meeting was called to order at 7:03 p.m. by Chair Fera.

### A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayers were led by Trustee Fera

2. Roll Call

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

Trustee	Present	Present Electronically	Absent	Excused
Rhianon Burkholder	✓			
Kathy Burtnik	✓			
Frank Fera	✓			
Larry Huibers	✓			
Daniel Moody	✓			
Leanne Prince	✓			
Dino Sicoli	✓			
Paul Turner	✓			
<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**, Superintendents of Education; **Giancarlo Vetrone**, Superintendent of Business & Financial Services; **Anna Pisano**, Recording Secretary/Administrative Assistant, Corporate Services & Communications

**3. Approval of the Agenda**

Trustee Burkholder requested that the private and confidential correspondence received by Trustees and copied to Director Crocco be added to the correspondence section of Section B of the In-Camera Agenda.

Moved by Trustee Burkholder

**THAT** correspondence received by Trustees be added to Session B of the In-Camera agenda.

**DEFEATED**

Trustee Burkholder requested Item B4 be removed from the Agenda as the presentation could impact central and local negotiations with occasional teachers.

Chair Fera invited OECTA Elementary President, Marie Balanowski to address the Board on Item B4. Ms. Balanowski stated that Item B4 would not impact negotiations and that no Trustees have a conflict of interest with the OECTA presentation.

Moved by Trustee Burkholder

**THAT** Item B4 be removed from the Agenda.

**DEFEATED**

Moved by Trustee Moody

Seconded by Trustee Sicoli

**THAT** the Niagara Catholic District School Board approve the Agenda of the Board Meeting of May 28, 2019, presented:

**CARRIED**

**4. Declaration of Conflict of Interest**

A Disclosure of Interest was declared by Trustee Burkholder with Item F8.2 of the In Camera Agenda. This trustee has a family member mentioned in the report.

A Disclosure of Interest was declared by Trustee Burtnik with item C1 as this report relates to her family business.

A Disclosure of Interest was declared by Trustee Fera with Items F9.1 and F9.3 of the In Camera Agenda. This trustee has family members who are employees of the Board.

A Disclosure of Interest was declared by Trustee Huibers with Items B4 of the Public Agenda and F9.3 of the In Camera Agenda. This trustee has a family member employed by the Board.

A Disclosure of Interest was declared by Trustee Moody with F8.2 and F9.1 of the In Camera Agenda. This trustee has family members employed by the Board.

A Disclosure of Interest was declared by Trustee Prince with Item F8.2 of the In Camera Agenda. This trustee is too involved with this item.



**5. Approval of Minutes of the Board Meeting of April 23, 2019**

Moved by Trustee Huibers

Seconded by Trustee Sicoli

**THAT** the Niagara Catholic District School Board approve the Minutes of the Board Meeting of April 23, 2019, as presented.

**CARRIED**

**6. Consent Agenda Items**

**6.1 Unapproved Minutes of the Committee of the Whole Meeting of May 14, 2019 and Consideration of Recommendations**

**THAT** the Niagara Catholic District School Board receive the unapproved Minutes of the Committee of the Whole of May 14, 2019, as presented.

**6.1.1 Employee Hiring and Selection (Teachers) Policy (203.1)**

**THAT** the Niagara Catholic District School Board approve the Employee Hiring and Selection (Teachers) Policy (203.1), as presented.

**6.1.2 Safe Schools Policy (302.6)**

**THAT** the Niagara Catholic District School Board approve the Safe Schools Policy (302.6), as presented.

**6.1.3 Student Suspension – Safe Schools Policy (302.6.4)**

**THAT** the Niagara Catholic District School Board approve the Student Suspension – Safe Schools Policy (302.6.4), as presented.

**6.1.4 Student Expulsion – Safe Schools Policy (302.6.5)**

**THAT** the Niagara Catholic District School Board approve the Student Expulsion – Safe Schools Policy (302.6.5), as presented.

**6.1.5 Financial Investment Policy (NEW)**

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

**6.1.6 Corporate Cards, Purchasing Cards and Petty Cash Policy (600.4)**

**THAT** the Niagara Catholic District School Board approve the Corporate Cards, Purchasing Cards and Petty Cash Policy (600.4), as presented.

**6.1.7 Operation of EarlyON Child and Family Centres Request for Proposal**

**THAT** the Niagara Catholic District School Board approve a Board submission of a Request for Proposal to enter into direct contract negotiations with Niagara Region Children's Services in order to operate EarlyOn Child and Family Centres. In its submission, the Request for Proposal will consider the overall impact on the broader operations and culture of the Niagara Catholic District School Board, and has

developed an action plan to address any challenges with the operations of EarlyON Child and Family Centres by the Niagara Catholic District School Board.

**6.1.8 Niagara Catholic System Priorities 2019-2020**

**THAT** the Niagara Catholic District School Board approve the Niagara Catholic System Priorities 2019-2020, as amended.

**6.2 Approved Minutes of the Staff Wellness Committee Meeting of January 16, 2019**

**THAT** the Niagara Catholic District School Board receive the Approved Minutes of the Staff Wellness Committee Meeting of January 16, 2019, as presented.

**6.3 In-Camera Items F1, F2, F4, F5, F6 & F7**

Moved by Trustee Prince  
Seconded by Trustee Burtnik

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

**CARRIED**

**B. DELEGATIONS/PRESENTATIONS**

**1. Champion of the Arts Award**

Yolanda Baldasaro, Superintendent of Education presented background information of the Champion of the Arts Awards and introduced Bradley Thachuk, Conductor of the Niagara Symphony Orchestra.

Mr. Thachuk presented Dr. Christina LeRose, Itinerant Arts teacher for the Niagara Catholic District School Board with the Paul van Dongen Award for Excellence in Music Education.

Chair Fera expressed gratitude and appreciation to Dr. LeRose for her commitment to her students.

**2. Niagara Catholic Elementary Choir**

Superintendent Baldasaro presented background information of the Niagara Catholic Elementary Choir and called upon Dr. LeRose.

Dr. LeRose introduced the Niagara Catholic Elementary Choir and led the choir as they showcased their musical talent.

Chair Fera thanked Dr. LeRose and the Choir members noting they are true ambassadors of the arts in Niagara Catholic.

**3. National and Provincial Medalists 2019**

Superintendent Baldasaro presented background information of the National and Provincial competitions during the school year and along with teachers and coaches introduced students who excelled in music competitions.

Chair Fera congratulated the students and all personnel for their success. Trustees Burtnik, Huibers, Sicoli, and Turner along with Director Crocco presented the students with Niagara Catholic “Excellence in Arts” pins.

Trustee Huibers left the meeting at this time for item B4 as he previously declared a conflict of interest with this item.

**4. OECTA Elementary**

Marie Balanowski presented the OECTA Elementary report.

Ms. Balanowski answered questions of Trustees.

Trustee Huibers returned to the meeting following the presentation.

**C. COMMITTEE AND STAFF REPORTS**

**1. Conflict of Interest Information Report – May 14, 2009 to May 14, 2019**

Director Crocco and Giancarlo Vetrone, Superintendent of Business & Financial Services presented the Conflict of Interest Information Report – May 14, 2009 to May 14, 2019.

Director Crocco and Superintendent Vetrone answered questions of Trustees as part of their discussion of the information report.

Moved by Trustee Moody

Seconded by Trustee Sicoli

**THAT** the Board meeting move to the timed In-Camera item.

**CARRIED**

The Board moved to the In-Camera session at 8:47 p.m.

The Board moved back to the Public session at 11:07 p.m.

**2. Board and Committee Meeting Dates Calendar 2019-2020**

Director Crocco presented the Board and Committee Meeting Dates Calendar 2019-2020.

Moved by Trustee Burtnik

Seconded by Trustee Prince

**THAT** the Niagara Catholic District School Board approve the Board and Committee Meeting Dates Calendar 2019-2020, as presented.

**CARRIED**

**3. Original Estimates for the 2019-2020 Annual Budget**

Director Crocco highlighted the Original Estimates for the 2019-2020 Annual Budget Report. The Original Estimates for the 2019-2020 Annual Budget will be presented at the June 11, 2019 Committee of the Whole meeting for consideration.

**4. Financial Report as at April 30, 2019**

Director Crocco highlighted the Financial Report for information.

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

### **1. Correspondence**

Nil

### **2. Report on Trustee Conferences Attended**

Deferred

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

In addition to the 2019-2020 Budget, a number of final reports will be presented at the June Committee of the Whole meeting. As well as an opportunity to extend appreciation to the leadership of Student Trustees Madison McKinney and Jade Bilodeau and to introduce new Student Trustee Luca DiPietro.

Director Crocco extended congratulations to Student Trustee Jade Bilodeau on being elected as President of the Catholic Board Council with the Ontario Student Trustees' Association.

As requested by the Board, a meeting has been confirmed with Darlene Edger, Local Service Manager for Child Care in the Region. Ms. Edger and her staff will meet with Chair Fera, Director Crocco and Superintendent Baldasaro in June.

### **4. Trustee Information**

#### **4.1 Spotlight on Niagara Catholic – May 14, 2019**

Director Crocco highlighted the May 14, 2019 Spotlight on Niagara Catholic.

#### **4.2 Calendar of Events – June 2019**

Director Crocco reviewed the Calendar of Events – June 2019 for Trustees information and noted the June 26, 2019 PD Day was an error.

Director Crocco announced the Retirement and Service Recognition will be held on June 20, 2019 at 6:00 pm at Club Roma and asked Trustees to confirm their attendance with Anna Pisano.

#### **4.3 Family Mass & Picnic – June 2, 2019**

Director Crocco announced the Family Mass & Picnic will be held at the Catholic Education Centre on June 2, 2019 at 10:00 am.

#### **4.4 OCSTA Memorandum – 2020 AGM Resolutions**

Director Crocco highlighted the OCSTA Memorandum on 2020 AGM Resolutions and noted the January 31, 2020 deadline to submit resolutions.

#### **4.5 OCSTA Draft Policy/Memorandum on School Board Policies on Service Animals**

Director Crocco highlighted the OCSTA Draft Policy/Memorandum on School Board Policies on Service Animals and noted Niagara Catholic captures the administrative procedures for service animals in the Boards Accessibility Customer Service Policy.

#### **4.6 OSTA-AECO Vision Document**

Director Crocco highlighted the OSTA-AECO Vision Document for Trustee information.

Moved by Trustee Burtnik  
Seconded by Trustee Prince

**THAT** the Niagara Catholic District School Board send a letter to congratulate OSTA-AECO for their vision and endorse their recommendations.

**CARRIED**

Student Trustees provided additional information contained in the OSTA-AECO Vision Document.

#### **5. Open Question Period**

None Submitted

### **E. NOTICES OF MOTION**

### **F. BUSINESS IN CAMERA**

Moved by Trustee Prince  
Seconded by Trustee Moody

**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 11:23 p.m. and reconvened at 11:59 p.m.

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

Moved by Trustee Prince  
Seconded by Trustee Moody

**THAT** the Niagara Catholic District School Board report the motions from the In Camera Session of the Board Meeting of May 28, 2019.

**CARRIED**

### **SECTION A: STUDENT TRUSTEES PRESENT**

Moved by Trustee Prince  
Seconded by Trustee Burtnik

**THAT** the Niagara Catholic District School Board approve the Minutes of the In Camera Session of the Board Meeting - SECTION A: Student Trustees Present of April 23, 2019, as presented.

**CARRIED (Item F1)**

Moved by Trustee Prince  
Seconded by Trustee Burtnik

**THAT** the Niagara Catholic District School Board receive the unapproved Minutes of the In Camera Session of the Committee of the Whole Meeting - SECTION A: Student Trustees Present of May 14, 2019, as presented.

**CARRIED (Item F2)**

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

Moved by Trustee Prince

Seconded by Trustee Burtnik

**THAT** the Niagara Catholic District School Board approve the Minutes of the In Camera Session of the Board Meeting - SECTION B: Student Trustees Excluded of April 23, 2019, as presented.

**CARRIED (Item F4)**

Moved by Trustee Prince

Seconded by Trustee Burtnik

**THAT** the Niagara Catholic District School Board receive the unapproved Minutes of the In Camera Session of the Committee of the Whole Meeting - SECTION B: Student Trustees Excluded of May 14, 2019, as presented.

**CARRIED (Item F5)**

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

Trustees were invited to attend an annual Budget Workshop for Trustees and Senior Staff on June 11, 2019 at 4:00 p.m. in the Holy Cross Community Room.

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

## **J. ADJOURNMENT**

Moved by Trustee Sicoli

Seconded by Trustee Prince

**THAT** the May 28, 2019 meeting of the Niagara Catholic District School Board be adjourned.

**CARRIED**

This meeting was adjourned at 12:00 a.m.

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Minutes of the Meeting of the Niagara Catholic District School Board held on **May 28, 2019**.

Approved on **June 18, 2019**.

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Frank Fera  
Chair of the Board

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John Crocco  
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
JUNE 18, 2019**

***PUBLIC SESSION***

**TOPIC: UNAPPROVED MINUTES OF THE COMMITTEE OF THE  
WHOLE MEETING OF JUNE 11, 2019**

**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board receive the unapproved Minutes of the Committee of the Whole Meeting of June 11, 2019, as presented.

The following recommendation is being presented for the Board's consideration from the Committee of the Whole Meeting of June 11, 2019:

**6.1.1 Community Use of Facilities Policy (800.2)**

**THAT** the Niagara Catholic District School Board approve the Community Use of Facilities Policy (800.2), as presented.

**6.1.2 Bullying Prevention and Intervention Policy (302.6.8)**

**THAT** the Niagara Catholic District School Board approve the Bullying Prevention and Intervention Policy (302.6.8), as presented.

**6.1.3 Larkin Estate Admission Awards 2019-2020**

**THAT** the Niagara Catholic District School Board approve the payment of \$3,825.00 for Larkin Estate Admission Awards per eligible student, as presented.

**6.1.4 The Provisions of Special Education Programs and Services – Special Education Plan Revisions**

**THAT** the Niagara Catholic District School Board approve the Provisions of Special Education Programs and Services – Special Education Plan, as presented.

**6.1.5 Original Estimates for the 2019-2020 Annual Budget**

**THAT** the Niagara Catholic District School Board approve the Original Estimates for the 2019-2020 Annual Budget, as presented.





# MINUTES OF THE COMMITTEE OF THE WHOLE MEETING

## TUESDAY, JUNE 11, 2019

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Minutes of the Meeting of the Committee of the Whole of the Niagara Catholic District School Board, held on Tuesday, June 11, 2019 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 7:05 p.m. by Vice-Chair Sicoli.

### A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayer was led by Trustee Huibers

2. Roll Call

Vice-Chair Sicoli noted that Superintendent Rocca was excused.

Trustee	Present	Present Electronically	Absent	Excused
Rhianon Burkholder	✓			
Kathy Burtnik	✓			
Frank Fera	✓			
Larry Huibers	✓			
Daniel Moody	✓			
Leanne Prince	✓			
Dino Sicoli	✓			
Paul Turner	✓			
<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**, 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 Huibers

**THAT** the Committee of the Whole approve the Agenda of the Committee of the Whole Meeting of June 11, 2019, as presented.

**CARRIED**

**4. Declaration of Conflict of Interest**

Declaration of Conflict of Interest was declared by Trustee Burtnik with Item F6 of the In-Camera session as this report relates to her family business.

Declaration of Conflict of Interest was declared by Trustees Fera, Moody and Huibers with Item F4.3 of the In Camera Agenda. These trustees have family members who are teachers, or employees of the Board.

**5. Approval of Minutes of the Committee of the Whole Meeting of May 14, 2019**

Trustee Burtnik noted an error in the Minutes of the Committee of the Whole of May 14, 2019. Trustee Burtnik declared a potential conflict of interest following the motion of item A4 which would be added to the May 14, 2019 Committee of the Whole meeting minutes.

Moved by Trustee Moody

**THAT** the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting of May 14, 2019, as amended.

**CARRIED**

**6. Consent Agenda Items**

**6.1 Unapproved Minutes of the Policy Committee Meeting of May 28, 2019**

**THAT** the Committee of the Whole receive the Unapproved Minutes of the Policy Committee Meeting of May 28, 2019, as presented.

**6.2 Approval of Policies**

**6.2.1 Community Use of Facilities Policy (800.2)**

**THAT** the Policy Committee recommend to the Committee of the Whole approval of the Community Use of Facilities Policy (800.2), as presented.

**6.2.2 Bullying Prevention and Intervention Policy (302.6.8)**

**THAT** the Policy Committee recommend to the Committee of the Whole approval of the Bullying Prevention and Intervention Policy (302.6.8), as presented.

**6.3 Research Collaborations in the Niagara Catholic District School Board 2018-2019**

Presented for information.

**6.4 Larkin Estate Admission Awards 2019-2020**

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the payment of \$3,825.00 for Larkin Estate Admission Awards per eligible student, as presented.

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

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the revisions, as set out in Appendix A to be included in the Special Education Plan, *Building Bridges and Services 2019 and Beyond*, as presented.

**6.6 Staff Development Department Professional Development Opportunities**

Presented for information.

**6.7 Capital Projects Progress Report Update**

Presented for information.

**6.8 In Camera Items F1 and F3**

Moved by Trustee Moody

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

**CARRIED**

**B. PRESENTATIONS**

**1. Student Trustees and Co-Chairs – Student Senate 2019-2020 Introductions**

Director Crocco welcomed back Jade Bilodeau of Saint Paul Catholic High School and introduced Luca DiPietro of Blessed Trinity Catholic Secondary School as the Student Trustees for 2019-2020. Director Crocco provided background on Luca DePietro and welcomed them as Niagara Catholic District School Board's 2019-2020 Student Trustees.

**2. Student Trustees and Co-Chairs – Student Senate 2018-2019 Appreciation**

Through a Friendly Amendment B2 would be deferred to the June 18, 2019 Board meeting.

**3. National and Provincial Medalists**

Yolanda Baldasaro, Superintendent of Education, provided a brief presentation on National and Provincial competitions during the school season and introduced Ivana Galante, Consultant K-12: Business-Technology/Specialist High Skills Major/COOP/OYAP Student Success and Chris McLean, Consultant K-12 Health & PhysEd/NCAA Convenor. Ms. Galante and Mr. McLean introduced principals, teachers and coaches who presented background information on the students who were recognized.

Students were congratulated for the success and presented with Niagara Catholic "Excellence in Academics" or "Excellence in Athletics" pins.

## 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.

### 2. Original Estimates for the Annual Budget 2019-2020

Director Crocco presented background information on the Original Estimates for the Annual Budget 2019-2020.

Director Crocco acknowledged the leadership of Giancarlo Vetrone, Superintendent of Business & Financial Services and Rosa Roca, Controller of Business & Financial Services and recognized Senior Staff for their hard work in presenting a balanced budget.

Superintendent Vetrone presented the Original Estimates for the Annual Budget 2019-2020.

Superintendent Vetrone answered questions of Trustees.

Moved by Trustee Burkholder

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Original Estimates for the 2019-2020 Annual Budget, as presented.

**CARRIED**

### 3. Accountability Financial Report 2018-2019 as of May 31, 2019

Superintendent Vetrone presented the Accountability Financial Report 2018-2019 as of May 31, 2019.

It was requested that the Board send a letter of concern to the Government of Ontario regarding the change in funding for International Education in 2019-2020.

### 4. Monthly Updates

#### 4.1 Student Trustees' Update

Jade Bilodeau, Madison McKinney, Student Trustees and Luca DiPietro, Incoming Student Trustee, presented a brief verbal update on the current activities of the Student Senate as well as a visual presentation of the Year in Review of the Student Senate.

#### 4.2 Senior Staff Good News Update

Senior Staff highlights included:

##### **Superintendent Farrell**

- 48 students from Niagara Catholic District School Board returned from Europe after attending the 75<sup>th</sup> Anniversary of D-Day. The students attended the D-Day ceremony on June 6, 2019, and 12 of Niagara Catholic students were selected to participate in the ceremony. These students were part of a group of 309 students, each of the students represented one of the Canadian soldiers killed at Juno on June 6, 1944. They walked the beach and placed a flower in the fence for the soldier they had been assigned. Each student was given the dog tags of the soldier they represented. It was an emotional and beautiful ceremony.

- 26 Country Garden students have registered to attend grade 12 for the 2019-2020 school year.

## **D. INFORMATION**

### **1. Trustee Information**

#### **1.1 Spotlight on Niagara Catholic – May 28, 2019**

Director Crocco highlighted the Spotlight on Niagara Catholic – May 28, 2019 issue for Trustees information.

#### **1.2 Calendar of Events – June 2019**

Director Crocco presented the June 2019 Calendar of Events for Trustees information.

#### **1.3 Retirement and Service Recognition – June 20, 2019**

Director Crocco reminded Trustees of the Retirement and Service Recognition on June 20, 2019 and asked Trustees to confirm their attendance with Anna Pisano.

#### **1.4 Elementary and Secondary Graduation Dates 2019**

Director Crocco presented the Elementary and Secondary Graduation Dates 2019.

#### **1.5 OCSTA Memorandum – Amendments to the Education Act and Education Development Charges (Bill 108)**

Director Crocco highlighted the OCSTA Memorandum regarding Amendments to the Education Act and Education Development Charges.

## **E. OTHER BUSINESS**

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

Director Crocco indicated that in preparation for September 2019, staff would be focused on a number of initiatives including the System Priority 2018-2019 Final Report, various policies for revision, a potential revised Board Accommodation Plan and school and system level staffing, in addition to preparing for the start of a new school year.

## **F. BUSINESS IN CAMERA**

Moved by Trustee Prince

**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 9:10 p.m. and reconvened at 10:53 p.m.

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

Moved by Trustee Prince

**THAT** the Committee of the Whole report the motions from the In Camera Session of the Committee of the Whole Meeting of June 11, 2019.

**CARRIED**

### **SECTION A: STUDENT TRUSTEES INCLUDED**

Moved by Trustee Moody

**THAT** the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting - In Camera Session (Section A: Student Trustees Included) held on May 14, 2019, as presented.

**CARRIED (Item F1)**

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

Moved by Trustee Moody

**THAT** the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting - In Camera Session (Section B: Student Trustees Excluded) held on May 14, 2019, as presented.

**CARRIED (Item F3)**

Moved by Trustee Fera

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

**CARRIED (Item F5)**

## **H. ADJOURNMENT**

Moved by Trustee Moody

**THAT** the June 11, 2019 Committee of the Whole Meeting be adjourned.

**CARRIED**

This meeting was adjourned at 10:54 p.m.

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Minutes of the Committee of the Whole Meeting of the Niagara Catholic District School Board held on **June 11, 2019.**

Approved on **September 10, 2019.**

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Dino Sicoli  
Vice-Chair of the Board

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John Crocco  
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
JUNE 18, 2019**

***PUBLIC SESSION***

**TOPIC: COMMUNITY USE OF FACILITIES POLICY (800.2)**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the Community Use of Facilities Policy (800.2), as presented.

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Prepared by: Scott Whitwell, Controller of Facilities Services

Presented by: Policy Committee

Recommended by: Committee of the Whole

Date: June 18, 2019



Niagara Catholic District School Board

## **COMMUNITY USE OF FACILITIES POLICY**

STATEMENT OF POLICY

800 – Schools and Community Councils

Policy No. 800.2

Adopted Date: April 28, 1998

Latest Reviewed/Revised Date: June 18, 2013

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the Niagara Catholic District School Board supports the responsible use of Board facilities by the community where it does not detract from the operations of the facility as it pertains to Board and / or School programs.

Niagara Catholic acknowledges that schools in Ontario are recognized as hubs for community activity and will be affordable and accessible to communities in order to support the goals of a healthier Ontario, stronger communities and student success.

A schedule of fees will reflect the varying nature and purpose of the community use of its facilities based on the fee structure as determined by the community use classifications.

The schedule of fees shall be reviewed and revised annually by Senior Administrative Council.

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

### ***References***

- [\*Accepting Schools Act, \(2012\)\*](#)
- [\*Fire Safety Reference Guide for Schools \(Updated February 2013\)\*](#)
- [\*Smoke Free Ontario Act 2017\*](#)

### ***Niagara Catholic District School Board Policies/Procedures/Documents***

- [\*Accessibility Customer Services Policy \(800.8.1\)\*](#)
- [\*Access to Board Premises \(302.6.3\)\*](#)
- [\*Code of Conduct Policy \(302.6.2\)\*](#)
- [\*School Operations for Inclement Weather and Workplace Closure Policy \(500.1\)\*](#)
- [\*User Group Classifications and Fees\*](#)





## COMMUNITY USE OF FACILITIES POLICY

### ADMINISTRATIVE PROCEDURES

## GENERAL CONDITIONS

1. School facilities are primarily for the use of the school and permits shall be granted in compliance with educational programs offered in the Board's schools, custodial and maintenance programs, and the Board's Mission, Vision and Values and the Code of Conduct.
2. Applications for the use of facilities or grounds by community-based groups and organizations will be received by the Controller of Facilities Services or designate through the Niagara Catholic Community Use Online Reservation System. The Controller of Facilities Services or designate will decide on the approval of each application.
3. The general term of indoor permits will be from October 1 to the first Friday in August in the current school year of issue.

### ***INSIDE FACILITY - Hours available for permit groups***

Weekdays elementary facilities 6:00 p.m. - 10:00 p.m.

Weekdays secondary facilities 6:00 p.m. – 9:30 p.m. \*

Weekends all facilities 8:00 a.m. - 10:00 p.m.

***\*The Controller of Facilities Services or designate will consider requests for permits outside the time indicated for approval. Any additional costs for caretaking, if required, will be charged to the permit holder at full cost recovery.***

4. Use of grounds will be from May 1 to October 1 for elementary schools only.

### ***GROUNDNS - During school year - Hours available for permit groups***

Weekdays 6:00 p.m. to dusk

Weekends 9:00 a.m. to dusk

### ***GROUNDNS - During summer months - Hours available for permit groups***

Weekdays 9:00 a.m. to dusk

Weekends 9:00 a.m. to dusk

5. Secondary school playing fields are not available to permit groups without a reciprocal agreement.
6. Unless otherwise approved by the Controller of Facilities Services or designate, schools and other facilities will be closed for permit users on the following dates:

***Thanksgiving Weekend***  
***Christmas Holidays***

Friday to Monday inclusive  
Two week shutdown, including Friday to commencement of school on Monday (except for school use)

***Family Day***  
***Mid-Winter Break***

Monday  
Friday to commencement of school on Monday  
(except for school use)  
Holy Thursday to Easter Monday inclusive  
Saturday to Monday inclusive  
(except for child care operators)

***Easter Weekend***  
***Victoria Day Weekend***

***PA Days with custodial staff participation***

7. The person who obtains a Community Use of Facilities permit shall be 18 years of age or older, shall accept full and personal responsibility for the conduct and supervision of all persons admitted to Board facilities, and shall be accountable for any and all damages resulting from the use of Board property.
8. The person who obtains a Community Use of Facilities permit must designate and identify a person who will be in attendance at the facility during the times to which the permit applies on the permit application.
9. A Custodian (subject to the Collective Agreement), security person or responsible person acceptable to the Controller of Facilities Services or designate may be assigned to the permitted facility to protect the interests of the Board by opening the facility, flushing water lines where applicable, providing access to appropriate areas, ensuring the security of the Board's property, responding to emergency situations and shutting down and securing the building at the completion of the program. Costs associated with the additional staff may be charged to the permit holder.
10. Custodial staff is on duty for the care and protection of school property and not as supervisors of an activity in progress. All participants and spectators attending the permitted event must be supervised by the permit holder or designate.
11. The Board will not be responsible for personal injury or for the loss or damage to personal belongings of participants or spectators inside the building or on the property.
12. Smoking and/or vaping is not permitted on Board property. The permit holder shall be responsible for enforcing this regulation.
13. All parties are to follow standards of behaviour that are consistent with the Provincial and local Code of Conduct when using space in our schools.
14. Exits must be kept free from any obstruction. Exterior doors are to be locked at all times and are not to be wedged open. If necessary, a monitor is to be stationed at the door to admit guests and to keep the door secure at all times.
15. Sleepovers are not permitted in Board facilities.
16. Any advertising for the Community Use activities, which identify the school as the location, must have written permission by the Controller of Facilities Services or designate prior to distribution.
17. No parking is permitted on lawns or asphalt play areas.
18. The Controller of Facilities Services / designate will monitor and record group activity complaints received and take appropriate action.
19. The use of specialty rooms (such as computer/technology labs, science rooms, sensory rooms), staff rooms, offices and storage space will not be granted to outside organizations.
20. Permitted classrooms will be assigned by school principals and Facilities Services staff. Approved classroom use shall respect and adhere to the following: do not erase items on the blackboard, disturb bulletin boards or use teacher's aids within classroom, furniture must be put back and

electronic or technical equipment is not for community use unless previously approved on permit application.

21. Professional movers approved by the Board and paid by the permit holder must carry out moving of any school piano from stage to floor or vice-versa. Pianos must be returned to the same location in which they are found. When the permit holder requests tuning of pianos, a charge will be made.
22. Facilities shall not be physically altered in any way.
23. Appropriate attire for the activity including footwear (e.g. clean rubber-soled, non-skid and non-marking athletic shoes during athletic functions held in gymnasiums) must be worn by the active participants of the permit group. Permit holders will be responsible for cost associated for additional cleaning.
24. Decorations must conform to fire safety practices as recommended by the Fire Department. The Board reserves the right to request inspections by Fire Department, Municipal and Provincial officials as deemed necessary. Any violations with respect to the above conditions may result in immediate cancellation of the Community Use Agreement.

## PERMIT APPLICATION AND PROCESS

All individuals or groups (including Board staff) must apply and pay for use of Board facilities through the Niagara Catholic Community Use Online Reservation System at <http://ncdsb.ebasefm.com/communityuse/>

School Administration shall plan their after school hours facility needs in advance. The system will be available up to July 7<sup>th</sup> to school principals to enter their permit requests, prior to public bookings.

Board staff, no user fee and not-for-profit groups will be able to enter their permit requests from July 7<sup>th</sup> to August 31<sup>st</sup> and all other groups after September 7<sup>th</sup> for the coming school year. Upon approval, a permit number will be issued.

1. All after school events using Board facilities must have an approved Community Use of Schools Permit.
2. Applicants must be 18 years of age or older to obtain a permit.
3. Permits will be issued for a minimum of 1 hour.
4. Permits are valid for the current school year only. Applications must be made on a yearly basis.
5. Applications for community use must be received at least ten (10) working days prior to the date of use.
6. Depending on the classification of the user group, a non-refundable permit administration fee for community use of facility will be charged.
7. Applicants are required to pay the applicable fees for any time or space used that exceeds the information stated on the permit.
8. Applicants are required to provide a valid credit card on their application form and agree to update their credit card information as required.

9. All taxes imposed on the sale of tickets for an event and all arrangements in regard to taxes shall be the responsibility of the organization using the facility.
10. It is the responsibility of the permit holder to be aware of and adhere to Canadian copyright laws. Copyright authorization and reimbursement of the appropriate license fees is the sole responsibility of the permit holder.
11. Cost for the improper use of fire and security alarms or equipment will be charged to the permit holder.
12. The permit holder will make restitution for any damages caused.
13. It is the responsibility of the applicant to examine the facility to ensure its acceptability for the event.

## USER GROUP CLASSIFICATIONS

### **Classification A**

Board or school sponsored activities including: school council events, school dances, school sporting activities and Continuing Education, Catholic Church Services, Masses and Religious Instruction Classes.

### **Classification B**

Not-for-profit youth related community groups providing services free of charge and no user fee.

### **Classification C**

Not-for-profit youth related community groups including activities run by local not-for-profit youth groups, groups directly involved with children and youth including scouts/guides, YMCA/YWCA, 4H clubs, Special Olympics and other youth groups where the activities are intended for participants under the age of 18; not-for-profit recognized children's sport and recreation service providers including members or affiliates of Provincial sports organizations that are recognized by the Ministry of Tourism Culture and Sport; not-for-profit child care operations – before and after school child care (as in the Child Care and Early Years Act, 2014).

### **Classification D**

Not-for profit adult related community groups or other charitable groups such as local service clubs, community health associations, senior groups, etc. as determined by Senior Administrative Council, Niagara Catholic staff members booking a personal event.

### **Classification E**

Commercial or profit groups including religious, cultural, service and recognized political organizations (Federal/Provincial/Municipal); individuals or groups providing services and programs for the community and charging participation or user fees (paid instruction/supervision) including music, dancing, arts, drama, gymnastics classes, sports and other groups including driver education programs, partnership in education – colleges and universities, enterprises, general public, Niagara Catholic staff members booking a for profit event.

The Board may enter into negotiated agreements for defined space requirements. Such agreements may include before and after school programs, licensed child care centres, elections and polling stations, and reciprocal agreements.

## INSURANCE

All permit holders shall carry liability insurance of at least \$2 million and name the Niagara Catholic District School Board as an additional insured. An insurance certificate proving compliance with this requirement must be provided before the permit application is approved. Where there is ongoing, continuous use, the insurance will contain a clause that it will not be cancelled or changed without the Board first having received not less than 30 days written notice of such a cancellation or change.

If an applicant for a permit is not able to provide their own liability insurance, the applicant can apply for the required insurance through the School Board under the following terms and conditions:

- The applicant must agree to pay the premium at the time of the application;
- The applicant must satisfy itself as to the limits of coverage and the exclusions from coverage;
- The applicant must be truthful in providing full information about the event that may be necessary to assess the risk;
- The applicant acknowledges that the Board would prefer the applicant to arrange their own insurance coverage. The Board assumes no liability with respect to the administration or placing of the insurance and the applicant releases the Board from such liability.

## CANCELLATION OF PERMITS

1. In the event of cancellation of the entire permit or individual booking(s) within a permit, the permit holder must contact the staff assigned to community use coordination a minimum of seven (7) working days in advance of the booking. The cancellation must be in writing through the Community Use Online Reservation System. Failure to do so may necessitate full charge for the rental facility. A cancellation fee will be applied in all cases and caretaking charges may apply the permit administration fee will not be refunded for any cancelled permit.
2. Should an approved permit booking be modified within five (5) working days of the approved use, a cancellation fee may be applied.
3. Designated Board administrative staff may, at any time, cancel or withdraw the use of any facility, without cause or sufficient notice. In the event of such cancellation staff will endeavour, if requested, to find an acceptable alternate location. There shall be no claim or right to damage or reimbursement on account of any loss, damage or expense incurred by the permit applicant/holder.
4. Permits shall be invalid during the days when the schools are closed due to inclement weather. The [School Operations for Inclement Weather and Workplace Closure Policy](#) will prevail in the event of school closures. Refunds or rescheduling of cancelled events must be applied for within the school year and will be undertaken at no cost to the user group.

## SERVING OF ALCOHOL ON BOARD PREMISES

*(This applies to all permit groups and Board staff)*

When any group (including Board staff) proposes the consumption of alcoholic beverages during the rental period, it must be stated in the Community Use Online Registration Application and the appropriate licensing must be obtained. In addition, the following conditions must be met:

1. One individual is to be designated (name to be provided to the Board in advance) as the person in charge of the bar and must have a Smart Serve Certificate. The designate must be given specific instructions and authority by the applicant to refuse alcoholic beverages to any person appearing to be intoxicated. Any individual serving alcohol must have a Smart Serve Certificate.

2. The application, together with all required information (Special Occasion Permit, alcohol insurance), is to be submitted one month in advance to the staff assigned to community use coordination.
3. Where alcohol is served, Alcohol Liability Insurance in an amount no less than five million dollars with the Niagara Catholic District School Board named as an additional insured and Special Occasion Permit obtained from the Alcohol and Gaming Commission of Ontario must be carried by the user group.
4. Persons under the age of 19 must not be served alcohol.
5. Food must be served in conjunction with alcoholic beverages.
6. When alcoholic beverages are served, a custodian must be in attendance at the event and be responsible to lock up. In addition to the applicable rate, the organization must pay for this custodial assistance for the duration of the event.

## EQUIPMENT

### Technical Equipment

Equipment such as sound and audio visual is not included as part of the permit agreement. These items must be arranged directly with the school principal and additional charges may apply.

Rental of any equipment is granted on the conditions that:

- The principal is satisfied that a competent operator will operate the equipment;
- Such equipment is used within the building to which it was assigned.

### Other Equipment

All other equipment required during the approved permit booking must be identified on the permit application.

Other equipment includes such items as basketball nets, volleyball standards, score clocks, bleachers, tables and chairs.

<b>Adopted Date:</b>	<b>April 28, 1998</b>
<b>Revision History:</b>	<b>April 18, 2000</b> <b>February 25, 2003</b> <b>March 17, 2003</b> <b>August 31, 2006</b> <b>February 28, 2012</b> <b>June 18, 2013</b>

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
JUNE 18, 2019**

***PUBLIC SESSION***

**TOPIC: BULLYING PREVENTION AND INTERVENTION POLICY  
(302.6.8)**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the Bullying Prevention and Intervention Policy (302.6.8), as presented.

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Prepared by: Lee Ann Forsyth-Sells, Superintendent of Education  
Presented by: Policy Committee  
Recommended by: Committee of the Whole  
Date: June 18, 2019



## **BULLYING PREVENTION AND INTERVENTION POLICY**

### STATEMENT OF POLICY

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the Board is committed to schools and workplaces that are Christ-centred, healthy, safe, and inclusive, where all members are accepted and welcomed in teaching, learning and working environments, free from any form of bullying. The principles of equity and inclusive education are embedded in teaching and learning environments to support a positive school climate and a culture of mutual respect.

The Board promotes and supports positive behaviours that reflect Catholic gospel values, the Ontario Catholic School Graduate Expectations, and the provincial, Board and School Code of Conducts.

The Board acknowledges that any form of bullying adversely affects a student's well-being and ability to learn, adversely affects the school climate, including healthy relationships, and will not be accepted on school property/sites, transportation, at school-related activities, or in any other circumstances (e.g., online) where engaging in bullying will have a negative impact on the school climate.

Therefore, in accordance with the Accepting Schools Act, the Ministry of Education PPM 144 (2018), and the provincial, Board and School Codes of Conduct, all members of the school community, staff, students, parents/guardians and visitors, will be respectful to one another at all times and are responsible to create safe, inclusive and accepting school environments free from bullying.

When establishing the Board Bullying Prevention and Intervention Plan, the Board will engage students, teachers, Principals, and other staff of the Board, volunteers working in the schools, parents/guardians of students, and Catholic School Councils. The Board will also consult with Student Senates, the Special Education Advisory Committee, the Niagara Catholic Parent Involvement Committee, and the Indigenous Education Advisory Council. The Board Bullying Prevention and Intervention Plan is available to the public through the Board and school websites.

Niagara Catholic schools will implement the Board's plan and include a specified bullying prevention and intervention statement in their School Code of Conduct to be included in Student Handbooks.

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

#### **References**

- [\*Accepting Schools Act\*](#)
- [\*Accessibility for Ontarians with Disabilities Act 2005\*](#)
- [\*Caring and Safe Schools in Ontario\*](#)
- [\*Child & Family Services Review Board\*](#)
- [\*Child, Youth and Family Services Act 2017\*](#)
- [\*Education Act and Regulations\*](#)
- [\*Municipal Freedom of Information and Protection of Privacy Act\*](#)
- [\*Ontario Catholic School Graduation Expectations\*](#)
- [\*Ontario Human Rights Code\*](#)
- [\*Policy/Program Memorandum 120: Reporting Violent Incidents to the Ministry of Education\*](#)
- [\*Policy/Program Memorandum 128: The Provincial Code of Conduct and School Board Codes of Conduct-Issued October 17, 2018\*](#)



- [\*Policy/Program Memorandum 144: Bullying Prevention and Intervention-Issued October 17, 2018\*](#)
- [\*Policy/Program Memorandum 145: Progressive Discipline and Promoting Positive Student Behaviour –Issued October 17, 2018\*](#)
- [\*Provincial Code of Conduct\*](#)
- [\*Regulation 472/07: Behaviour, Discipline and Safety of Pupils\*](#)
- [\*Smoke-Free Ontario Act 2017\*](#)

**Niagara Catholic District School Board Policies/Procedures/Documents**

- [\*Access to Board Premises Policy \(302.6.3\)\*](#)
- [\*Accessibility Standards Policy \(800.8\)\*](#)
- [\*Bullying Prevention and Intervention Policy \(302.6.8\)\*](#)
- [\*Catholic School Councils Policy \(800.1\)\*](#)
- [\*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 \(302.6.6\)\*](#)
- [\*Electronic Communications System Policy \(Students\) \(301.5\)\*](#)
- [\*Elementary Standardized Dress Code Policy-Safe Schools \(302.6.10\)\*](#)
- [\*Equity and Inclusive Education Policy \(100.10\)\*](#)
- [\*Niagara Catholic Parent Involvement Committee Policy \(800.7\)\*](#)
- [\*Ontario Student Record Policy \(301.7\)\*](#)
- [\*Opening or Closing Exercises Policy \(302.6.1\)\*](#)
- [\*Progressive Student Discipline Policy \(302.6.9\)\*](#)
- [\*Privacy Policy \(600.6\)\*](#)
- [\*Records and Information Management Policy \(600.2\)\*](#)
- [\*Safe Arrival Policy \(302.6\)\*](#)
- [\*Safe Physical Intervention with Students Policy \(301.8\)\*](#)
- [\*Safe Schools Policy \(302.6\)\*](#)
- [\*Student Expulsion Policy \(302.6.5\)\*](#)
- [\*Student Suspension Policy \(302.6.4\)\*](#)
- [\*Student Transportation Policy \(500.2\)\*](#)
- [\*Volunteers in Catholic Schools Policy \(800.9\)\*](#)
- [\*Pope Francis Centre Alternative Learning Manual: Niagara Catholic Fresh Start Program\*](#)
- [\*Protocol between Niagara Catholic District School Board and Family and Children’s Services Niagara\*](#)
- [\*Protocol Between the Niagara Regional Police Service and the Niagara Catholic District School Board\*](#)



Niagara Catholic District School Board

## **BULLYING PREVENTION AND INTERVENTION POLICY**

### ADMINISTRATIVE PROCEDURES

300 – Schools/Students

Policy No 302.6.8

Adopted Date: November 25, 2003

Latest Reviewed/Revised Date: October 28, 2014

## **DEFINITION OF BULLYING**

### **In accordance with subsection 1(1) of the Education Act;**

“Bullying” means aggressive and typically repeated behaviour by a pupil where,

- (a) the behaviour is intended by the pupil to have the effect of, or the pupil ought to know that the behaviour would be likely to have the effect of,
  - (i) causing harm, fear or distress to another individual, including physical, psychological, social or academic harm, harm to the individual’s reputation or harm to the individual’s property, or
  - (ii) creating a negative environment at a school for another individual, and
- (b) the behaviour occurs in a context where there is a real or perceived power imbalance between the pupil and the individual based on factors such as size, strength, age, intelligence, peer group, power, economic status, social status, religion, ethnic origin, sexual orientation, family circumstances, gender, gender identity, gender expression, race, disability or the receipt of special education.

### **Bullying (1.0.0.1)**

Behaviour includes the use of any physical, verbal, electronic, written or other means.

### **Cyber-bullying (1.0.0.2)**

Bullying includes bullying by electronic means (cyber-bullying) including:

- (a) creating a webpage or a blog in which the creator assumes the identity of another person;
- (b) impersonating another person as the author of content or messages posted on the internet; and
- (c) communicating material electronically to more than one individual or posting material on a website that may be accessed by one or more individuals.

Aggressive behaviour may be intentional or unintentional, direct or indirect. It can take many forms, including physical, verbal, and social.

Physical-may include hitting, pushing, slapping and tripping.

Verbal-may include name-calling, mocking, insults, threats, and sexist, racist, homophobic or transphobic comments.

Social or Relational-may be more subtle and may include gossiping, spreading rumours, excluding others, humiliating others with public gestures or graffiti, shunning or ignoring, and may occur through the use of technology.

Harm to an individual can be experienced in a number of ways, including physical, mental, emotional and psychological.

## POSITIVE SCHOOL CLIMATE

Bullying prevention is a whole school approach supporting expectations for a safe, caring, inclusive, and accepting school climate. It includes a shared understanding about the nature and underlying causes of bullying and its impact on the lives of individual students and the school community.

The following are some characteristics of a positive school climate.

- Students, staff members, and parents/guardians feel safe, and are safe, included, and accepted.
- All members of the school community demonstrate respect, fairness, and kindness in their interactions, building healthy relationships free from discrimination and harassment.
- Students are encouraged and given support to be positive leaders and role models in their school community.
- Open and ongoing dialogue takes place between the Principal, staff members, parents/guardians, and students with all partners actively engaged.
- The learning environment, instructional materials, and teaching and assessment strategies reflect the diversity of all learners.
- Every student is inspired and given support to succeed in an environment of high expectations.
- Bullying prevention and awareness-raising strategies for students and staff are reinforced through curriculum-linked programs.
- Students, staff members, parents/guardians, visitors and community members are responsible for promoting a safe, inclusive and accepting school climate by developing an awareness of bullying, reporting incidents of bullying, supporting the school through Catholic School Council bullying prevention initiatives, and communicating an understanding of the factors that contribute to a safe, inclusive, and accepting school climate.

## BULLYING PREVENTION AND INTERVENTION STRATEGIES AND SUPPORTS

The Board provides preventative programs, interventions, and other supports for students who have been bullied, students who have witnessed incidents of bullying and for students who have engaged in bullying. Board staff, community agencies, or other professionals may provide bullying prevention and intervention programs and supports that include:

- early intervention for both the student who is a victim of bullying, and the student who bullies;
- a safe and positive learning environment that is supportive of student achievement and well-being; and,
- the development of positive relationships among staff, among students, and between staff and students to promote a safe environment and positive school climate.

### STRATEGIES

The Board and all employees of the Board are expected to:

- take seriously all allegations of bullying behaviour and act in a timely, sensitive, and supportive manner when responding to students who disclose or report bullying incidents, and recognize that some allegations may require more comprehensive intervention.
- respond to any student behaviour that is likely to have a negative impact on the school climate.
- address behaviours that are contrary to provincial, Board and School Code of Conducts, which include, but are not limited to, inappropriate sexual behaviour, gender-based violence, and harassment on the basis of sex, gender identity, sexual orientation, race, colour, ethnicity, culture, citizenship, ancestry, origin, religion, creed, family status, socio-economic status, disability and/or any other immutable characteristic or ground protected by the Ontario Human Rights Code.
- encourage students to report incidents of bullying; and support, monitor and act upon all reported incidents, to ensure the safety of all students.
- consider interventions and, supports and consequences that align with the student's strengths and needs, as well as with the program goals and learning expectations as documented in an Individual Education Plan (IEP).
- model appropriate language and actions for students.

- increase awareness and understanding of the dynamics of bullying and develop a school-wide bullying prevention and intervention plan to incorporate in the School Improvement Plan for Student Achievement and Well-Being.

## SUPPORTS

The Board and all employees of the Board are expected to:

- provide a safe, caring, and supportive environment that upholds Catholic Gospel values and encourages positive relationships between students, staff and parents/guardians, and all members of the Catholic school community.
- consider that the programs, interventions, and other supports may be provided by social workers, psychologists, or other professionals who have training in similar fields, as determined by the Board that are curriculum-linked and consistent with a progressive discipline approach.
- use resources that will assist in developing age-appropriate conflict resolution skills, social skills, positive relationships, and acceptable behaviours.
- consider that a range of supports should be available from early prevention to more intensive interventions in cases of persistent bullying, with possible referral to community-based service providers and that ongoing intervention and support may be necessary to sustain and promote positive student behaviour.
- support students who want to establish and lead activities and organizations that promote a safe and inclusive learning environment, the acceptance of and respect for others and the creation of a positive school climate, including, but not limited to:
  - a) activities or organizations that promote gender equity;
  - b) activities or organizations that promote anti-racism;
  - c) activities or organizations that promote the awareness and understanding of, and respect for, people with disabilities; or
  - d) activities or organizations that promote the awareness and understanding of, and respect for, people of all sexual orientations and gender identities.

The name of an activity or organization must be consistent with the promotion of a positive school climate as clarified in the Education Act that is inclusive and accepting of all students in consultation with the Principal/Designate of the school.

## SUSPENSION AND EXPULSION FOR BULLYING

The Board recognizes the importance of dealing with bullying and any incident of bullying, which can have a significant impact on the safety of students, learning and school climate. As a result, bullying is one of the activities for which suspension must be considered (See [Student Suspension Policy No 302.6.4](#) and [Student Expulsion Policy No. 302.6.5](#)). Principals must suspend a student for bullying, and consider referring that student for expulsion if:

- 1) the student has previously been suspended for bullying, and
- 2) the student's continuing presence in the school creates, in the Principal's opinion, an unacceptable risk for the safety of another person.

Principals must also suspend a student, and consider referring that student for expulsion, for any incident under subsection 306 (1), of the Education Act, including bullying, that is motivated by bias, prejudice, or hate based on race, national or ethnic origin, language, colour, religion, sex, age, mental or physical disability, sexual orientation, gender identity, gender expression, or any other similar factor (e.g., socio-economic status, appearance).

## PRINCIPAL NOTIFICATION TO PARENTS/GUARDIANS

Principals/Designates are required to notify parents/guardians of a student who has been harmed as a result of a serious student incident, such as bullying. When notifying parents/guardians, a Principal/Designate must invite the parents/guardians to have a discussion with them about the supports that will be provided for their student.

Principals/Designates shall disclose the following information:

- the nature of the activity that resulted in harm to the student,
- the nature of the harm to the student,
- the steps taken to protect the student's safety, including the nature of any disciplinary measures taken in responses to the activity, and
- the supports that will be provided for the student in response to the harm that resulted from the activity.

Principals/Designates are required to notify the parents/guardians of students who have engaged in serious student incidents and shall disclose the following information:

- the nature of the activity that resulted in harm to the student,
- the nature of the harm to the student,
- the nature of any disciplinary measures taken in responses to the activity, and
- the supports that will be provided for the students in response to the harm that resulted from the activity.

The Principal/Designate shall not notify the parents/guardians of a student, if, in the opinion of the Principal/Designate, doing so would put the student at risk of harm from the parents/guardians of the student, such that notification is not in the best interests of the student. The Principal/Designate will document the rationale for this decision, and notify both the teacher who reported the incident and the appropriate Family of Schools' Superintendent.

## REPORTING AND RESPONDING TO INCIDENTS (APPENDIX A)

All Board employees, student transportation and third parties who are under contract or agreement with the Board are required to report and/or respond to any student behaviour, on school property or during a school-related activity or event that is likely to have a negative impact on school climate. ([Appendix A- Keeping Our Kids Safe at School: Reporting and Responding to Incidents](#)).

In certain situations, members of the College of Psychologists of Ontario or the Ontario College of Social Workers and Social Service Workers who engaged in a clinical relationship with a student shall report incidents of behaviour for which suspension/expulsion must be considered to the Principal/Designate as soon as it is, in their professional opinion, reasonably possible to do so without having a negative impact on the nature of the clinical relationship, in accordance with section 300.2 of Part XIII of the Education Act. They shall also report, in a manner that is consistent with the code of ethics and the standards of practice of their respective professions matters that could result in the student doing physical, emotional, or psychological harm to themselves or to others.

## REPORTING SERIOUS STUDENT INCIDENTS TO THE PRINCIPAL

The purpose of reporting serious student incidents is to ensure that the Principal/Designate is aware of any activities taking place in the school for which suspension/expulsion must be considered and to help ensure a positive school climate.

In cases where immediate action is required, an oral report to the Principal/Designate may be made. A written report must be made when it is safe to do so. All reports must be confirmed in writing using the [Safe Schools and Accepting Incident Reporting Form-Part I](#).

### SAFE AND ACCEPTING SCHOOLS INCIDENT REPORTING FORM-PART I (APPENDIX B)

An individual who becomes aware that a student may have engaged in a serious student incident shall report the matter to the Principal/Designate as soon as reasonably possible using the [Safe and Accepting Schools Incident Reporting Form-Part I](#). Where the Principal/Designate is the sole witness to an incident, the Principal/Designate is similarly required to use the [Safe and Accepting Schools Incident Reporting Form-Part I](#) to confirm the incident in writing.

All reports made to the Principal/Designate, including those made verbally must be confirmed in writing, using the [Safe and Accepting Schools Incident Report Form-Part I](#) and must be submitted to the Principal/Designate in a timely manner and no later than the end of the school day. Each report will be assigned a number for filing and retrieval purposes and investigated by the Principal/Designate.

### SAFE AND ACCEPTING SCHOOLS INCIDENT REPORTING FORM-PART II (APPENDIX B)

The Principal/Designate must provide the person who reported the incident with written acknowledgement, using the [Safe and Accepting Schools Incident Reporting Form-Part II](#) and must specify whether the investigation has been completed or is still in progress. The Principal/Designate will not provide information that could identify the student(s) involved on the [Safe and Accepting Schools Incident Report Form-Part II](#).

Once the investigation is complete, the Principal/Designate:

1. must communicate the results of the investigation to the teacher who made the report.
2. will communicate the results of the investigation to the individual who made the report, who is not a teacher, only if the Principal/Designate considers it appropriate.
3. must not disclose more personal information than is reasonably necessary for the purpose of communicating the results of the investigation.

### ONTARIO STUDENT RECORD (OSR)

If the Principal/Designate has decided that action must be taken as a result of an incident, the Principal/Designate will file a copy of the [Safe and Accepting Schools Incident Reporting Form-Part I](#), along with documentation (i.e., suspension/expulsion letter, police report) in the OSR of the student whose behaviour was inappropriate.

1. Where the Principal/Designate has taken action in the case of more than one student, a copy of the reporting form with documentation indicating the action taken must be filed in the OSR of each student whose behaviour was inappropriate. The names of all other students that appear on the form must be removed from the form before it is filed.
2. In the case of a student who has been harmed, no information about the incident must be placed in the OSR, unless that student's parents/guardians expressly request that it be placed in the OSR.
3. In situations where the student who has been harmed has also engaged in a serious student incident, information regarding the incident and the action taken will be placed in the student's OSR.
4. The form and documentation must be kept for a minimum of one year in the OSR.
5. In the case of a violent incident, the Principal/Designate must check the Violent Incident Box on the [Safe and Accepting Schools Incident Reporting Form-Part I](#), and on the student's discipline tab in the Student Management System. The form, a copy of the Violent Incident Form printed from the Student Management System and any other documentation (suspension/expulsion letter, police report) must be filed and retained in the student's OSR for:
  - one year, if the student's suspension was quashed or withdrawn and the record of suspension expunged;

- three years, if the student was suspended for the violent incident;
  - five years, if the student was expelled for the violent incident.
6. For non-violent incidents, if no further action is taken by the Principal/Designate, the Principal/Designate is not required to retain the report.

## **MAINTENANCE OF THE ONTARIO STUDENT RECORD (OSR)**

The contents of the OSR should be reviewed on a regular basis by the Principal/Designate for the removal of any material that is no longer required to be retained to ensure that they remain conducive to the improvement of the instruction of the student.

## **PROFESSIONAL DEVELOPMENT STRATEGIES FOR ADMINISTRATORS, TEACHERS AND OTHER SCHOOL STAFF**

The Board will provide professional development for administrators, teachers and other school staff about bullying prevention and intervention strategies for promoting positive school climate. Training may include but is not limited to, Board policy awareness, curriculum connections related to bullying prevention and intervention, social and emotional skills and critical and creative thinking skills to help students develop healthy relationships.

## **COMMUNICATION, MONITOR AND REVIEW**

It is important that all members of the school community understand and support bullying prevention and intervention. To support a whole-school approach the Board will continue to communicate, monitor, review, and evaluate the effectiveness of Board policies and procedures, in consultation with Principals, staff, parents/guardians, students, the Indigenous Education Advisory Council, the Niagara Catholic Parent Involvement Committee, Catholic School Councils, the Special Education Advisory Committee, and community-based service providers.

## **SAFE AND ACCEPTING SCHOOLS TEAMS (SASTS)**

Under the leadership of Principals, teachers and other school staff members maintain order in the school, and are expected to hold everyone to the highest standard of respectful and responsible behaviour. Each school must have a Safe and Accepting Schools Team responsible for fostering a safe, inclusive and accepting school climate that should include at least one student, at least one: parent/guardian, teacher, support staff member, community partner, and the Principal/Designate. The Chair of this team must be a staff member.

Safe and Accepting Schools Teams shall:

- review the results of the School Climate Surveys and identify areas to monitor.
- review the Board Bullying Prevention and Intervention Plan.
- monitor, review, and evaluate the effectiveness of strategies and supports in the School Improvement Plan using the results from the School Climate Surveys.
- promote Bullying Awareness and Prevention Week in the school through activities for students, staff, parents/guardians and members of the community.

<b>Adopted Date:</b>	<b>November 25, 2003</b>
<b>Revision History:</b>	<b>February 1, 2008</b> <b>June 17, 2008</b> <b>September 18, 2008</b> <b>January 26, 2010</b> <b>April 27, 2010</b> <b>February 26, 2013</b> <b>October 28, 2014</b>



**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
JUNE 18, 2019**

***PUBLIC SESSION***

**TITLE: LARKIN ESTATE ADMISSION AWARDS 2019-2020**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the payment of \$3,825.00 for Larkin Estate Admission Awards per eligible student, as presented.

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Prepared by: Yolanda Baldasaro, Superintendent of Education

Presented by: Yolanda Baldasaro, Superintendent of Education

Recommended by: Committee of the Whole

Date: June 18, 2019



## **REPORT TO THE COMMITTEE OF THE WHOLE JUNE 11, 2019**

### **LARKIN ESTATE ADMISSION AWARDS 2019-2020**

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#### **BACKGROUND INFORMATION**

The Larkin Estate Admission Awards are administered by the Board of Trustees of the Niagara Catholic District School Board. Funding for the awards comes from a bequest from the estate of Maria Eveleen Larkin and Aimee Theresa Larkin. These awards have been administered annually since 1969 by the Board of Trustees of the former Lincoln County R.C.S.S. Board.

As of March 31, 2019 the undistributed earnings and the balance of the scholarship fund amounted to \$22,593.98 with projected interest in the amount of \$3,800 to the end of 2019. According to the terms of the bequest, the undistributed earnings may be paid to eligible students who are approved by the Board.

The Larkin Estate Admission Award is available to graduates of a Catholic high school situated in the jurisdiction of the Niagara Catholic District School Board. Candidates must be enrolled in St. Michael's College, University of Toronto, or a school of nursing, social service work or a college or university offering such course. Applications have been reviewed and a list of qualifying candidates has been prepared, as noted on Appendix A (New Applicants).

The applicants have been made aware that they must provide proof that they have registered in the eligible courses and/or school in order to receive the award. This proof is in the form of an official letter from the registrar of either St. Michael's College or a school of nursing, social service work or a college or university offering such course. Candidates are also obliged to submit evidence of successful completion of their year's study in order to qualify for a renewal of the award. (Appendix B - Renewal Applicants)

#### **RECOMMENDATION**

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the payment of \$3,825.00 for Larkin Estate Admission Awards per eligible student, as presented.

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Prepared by: Yolanda Baldasaro, Superintendent of Education

Presented by: Yolanda Baldasaro, Superintendent of Education

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

Date: June 11, 2019

**LARKIN ESTATE AWARDS 2019-2020**  
**New Applicants**

<b>Name</b>	<b>Amount to be Paid</b>	<b>Degree/Diploma</b>	<b>Graduate of:</b>
1. Ciancio, Logan	\$225.00	Nursing	Denis Morris Catholic High School
2. Hocson, Regine	\$225.00	Nursing	Denis Morris Catholic High School
3. Kish, Kennedy	\$225.00	Nursing	Notre Dame College School
4. Miele, Kassandra	\$225.00	Nursing	Saint Francis Catholic Secondary School
5. Sawchyn, Hannah	\$225.00	Nursing	Saint Francis Catholic Secondary School
6. Schipper, Hannah	\$225.00	Nursing	Saint Francis Catholic Secondary School
7. Zuniga, Stefanie	\$225.00	Nursing	Saint Francis Catholic Secondary School
	<b>\$1,575.00</b>		

**LARKIN ESTATE AWARDS 2019-2020  
Renewal Applicants**

<b>Applicant Name</b>	<b>Year of Award</b>	<b>Amount to be paid</b>	<b>Degree/Diploma</b>	<b>Graduate of:</b>
1. Caparello-Wanless, Bianca	2	\$225.00	Nursing	Saint Francis Catholic Secondary School
2. Erzar, Adriana	2	\$225.00	Nursing	Blessed Trinity Catholic Secondary School
3. Jarrett, Jane Mary	2	\$225.00	Nursing	Notre Dame College School
4. Raso, Kate	2	\$225.00	Nursing	Notre Dame College School
5. Rea, Melisa	2	\$225.00	Nursing	Blessed Trinity Catholic Secondary School
6. Antonides, Marisa	3	\$225.00	Nursing	Saint Francis Catholic Secondary School
7. Oreskovich, Lauren	3	\$225.00	Nursing	Saint Paul Catholic High School
8. Zamora, Therese	3	\$225.00	Nursing	Denis Morris Catholic High School
9. Hvilvitzky, Madison	4	\$225.00	Nursing	Saint Paul Catholic High School
10. Opala, Sonia	4	\$225.00	Nursing	Denis Morris Catholic High School
		<b>\$2,250.00</b>		

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
JUNE 18, 2019**

***PUBLIC SESSION***

**TITLE: THE PROVISIONS OF SPECIAL EDUCATION PROGRAMS  
AND SERVICES – SPECIAL EDUCATION PLAN REVISIONS**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the revisions, as set out in Appendix A to be included in the Special Education Plan, *Building Bridges and Services 2019 and Beyond*, as presented.

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Prepared by: Pat Rocca, Superintendent of Education  
Yolanda Baldasaro, Superintendent of Education

Presented by: Pat Rocca, Superintendent of Education  
Yolanda Baldasaro, Superintendent of Education

Approved by: Committee of the Whole

Date: June 18, 2019



## **REPORT TO THE COMMITTEE OF THE WHOLE JUNE 11, 2019**

### **THE PROVISIONS OF SPECIAL EDUCATION PROGRAMS AND SERVICES – SPECIAL EDUCATION PLAN REVISIONS**

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#### **BACKGROUND INFORMATION**

The Ministry of Education requires district school boards to publicly make available a comprehensive report regarding the current special education programs and services of the Board. *Building Bridges to Services 2018 and Beyond* is our Board's current version of the Ministry of Education mandated Special Education Plan that includes the components that are defined in *Special Education in Ontario Kindergarten to Grade 12 Policy and Resource Guide 2017* as well as the protocols established in Policy and Program Memorandum 149.

In compliance with *Regulation 464/97*, Student Support staff consults with the Niagara Catholic Special Education Advisory Committee (SEAC) in the preparation and update of the Special Education Plan. Appendix A lists the revisions, as approved by the Special Education Advisory Committee at the SEAC meeting of June 5, 2019, that will be incorporated into the current Special Education Plan.

A checklist that notes the plan's component parts, updated sections and the URL leading to the Special Education Plan on our Board's website is annually completed and submitted to the London Regional Education Office by July 31<sup>st</sup> each year. The 2018 Plan can be accessed through the following link; [Special Education Plan](#)

The Niagara Catholic District School Board recognizes that the updated Special Education Plan, *Building Bridges to Services 2019 and Beyond* is a valuable resource to students, parents, school and Board staff. In the fall of each year, the revised Special Education Plan is accessible via our Niagara Catholic District School Board website.

## **RECOMMENDATION**

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the revisions, as set out in Appendix A to be included in the Special Education Plan, *Building Bridges and Services 2019 and Beyond*, as presented

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Prepared by: Pat Rocca, Superintendent of Education  
Yolanda Baldasaro, Superintendent of Education

Presented by: Pat Rocca, Superintendent of Education  
Yolanda Baldasaro, Superintendent of Education

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

Date: June 11, 2019

## **SPECIAL EDUCATION PLAN 2019-2020: EXECUTIVE SUMMARY of REVISIONS**

### **Across Special Education Plan:**

- Date changes from 2018-2019 to 2019-2020; 2018 to 2019
- Reference to Special Education Department changed to Student Support Services Department

### **Part 2: Identification, Placement and Review Committee (IPRC) Process**

- Update of IPRC/IEP Data with 2018-2019 data (p. 14)

### **Part 5: Special Education Staff**

- Addition of number of staff in each position to be added, in order for the chart to be compliant with Appendix B2 of the Standards document; update staffing positions (p. 46-47)
- Review and revision of staff to be added and removed

### **Part 12: The Board's Consultation Process**

- Inclusion of section Summary of Feedback Received as a Result of Consultations (p. 69)

### **Part 14: Early Identification Procedures and Intervention Strategies**

- Inclusion of Statement from PPM 11 (in order to be compliant with Standard): (p. 78)
  - *“these procedures are a part of a continuous assessment and program planning process which should be initiated when a child is first enrolled in school or no later than the beginning of a program of studies immediately following Kindergarten and should continue throughout a child's school life” (Policy/Program Memorandum No. 11).*

### **Part 17: Specialized Health Support Services in School Settings**

- Specialized Health Support Services in Schools will be sent to our local Children's Treatment Centre for their review of terminology and services related to School Based Rehabilitation Services for Occupational Therapy, Physiotherapy and Speech & Language Pathology (p. 92-96)
- Specialized Health Support Services in Schools will be sent to our local Localized Health Integration Network (LHIN) for services related to nursing (p. 92)

### **Part 18: Staff Development**

- Revise frequency of Student Support Services Discipline Meetings from Monthly to Bi-Monthly (p. 102)
- Update of professional development activities provided to staff (p.103)

### **Part 19: Accessibility (AODA)**

- Accessibility Projects Completed Chart for 2018-2019 to be inserted (p.106)
- Update list of Future Accessibility Projects for Consideration (p.107)



**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
JUNE 18, 2019**

***PUBLIC SESSION***

**TITLE: ORIGINAL ESTIMATES FOR THE 2019-2020 ANNUAL  
BUDGET**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the Original Estimates for the 2019-2020 Annual Budget, as presented.

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

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

Recommended by: Committee of the Whole

Date: June 18, 2019



## **REPORT TO THE COMMITTEE OF THE WHOLE MEETING JUNE 11, 2019**

### **ORIGINAL ESTIMATES FOR THE 2019-2020 ANNUAL BUDGET**

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#### **BACKGROUND INFORMATION**

The government is committed to investments that have the greatest impact on the classroom, while ensuring tax dollars are used more effectively. Ten of the thirteen special purpose grants are either maintained or increasing from 2018–2019 funding levels. These include, for example, Indigenous Education, Special Education, Languages, Geographic Circumstances, Safe and Accepting Schools, and Student Transportation. GSN funding for 2019–2020 is projected to be \$24.66 billion. The average provincial per pupil funding is projected to be \$12,246 in 2019–2020.

The 2019-2020 Original Estimates funding by the Ministry of Education is primarily based on the average daily enrolment (ADE) of students per Board. Currently, approximately 16 of our 49 elementary schools are below 200 pupils and half of our eight secondary schools are expected to be below 800 pupils for the 2019-2020 school year. As some individual schools continue to decline in enrolment the ability to achieve economies of scale by staffing to Ministry aggregate targets continues to present challenges in our school district. In particular, the smaller classes in early learning kindergarten has exceeded Ministry requirements and resulted in more classrooms. The continued decrease in school aged pupils and inflationary pressures will continue to present challenges to our Board for years to come.

The 2019-2020 Estimates are built on an approximate average daily enrolment 20,878 for the 2019-2020 school year. This is an expected decline in enrolment of approximately 417 students for the 2019-2020 school year.

Senior Administration continues to redesign and scale programs and services that will optimize all areas of the Grants for Student Needs (GSN) and one-time grants for 2019-2020. This exercise has achieved a cost structure that is aligned with the 2019-2020 estimates.

Following an extensive consultation process, Senior Administrative Council has completed the initial draft Estimates for the 2019-2020 Budget. The current estimates provide the funding required to achieve the Board approved System Priorities 2019-2020.

The proposed 2019-2020 Original Estimates has resulted in an anticipated operating budget of \$268 million dollars. Niagara Catholic District School Board is projecting a 2019-2020 balanced budget.

The Revised Estimates for the Annual Budget 2019-2020 will be presented to the December 2019 Committee of the Whole Meeting, with a recommendation for the consideration of the Board.

- APPENDIX A – SYSTEM PRIORITIES
- APPENDIX B – AVERAGE DAILY ENROLMENT
- APPENDIX C – CLASS SIZE STATISTICS AND UTILIZATION
- APPENDIX D – FULL TIME EQUIVALENT (FTE) REPORT
- APPENDIX E – ESTIMATED OPERATING REVENUE
- APPENDIX F – SPECIAL EDUCATION
- APPENDIX G – BOARD ADMINISTRATION
- APPENDIX H – REPLACEMENT COSTS
- APPENDIX I – SURPLUS/DEFICIT SCHEDULE 10

**RECOMMENDATION**

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Original Estimates for the 2019-2020 Annual Budget, as presented.

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

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

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

Date: June 11, 2019



**NIAGARA CATHOLIC  
SYSTEM PRIORITIES 2019-2020**

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

***STRATEGIC DIRECTIONS***

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

***Advance Student Achievement for All***

***ENABLING STRATEGIES***

***Provide Supports for Success***

- Ensure that the principles of equity and inclusive education within a Catholic context support the needs and potential of all students.
- Enhance career pathway planning and opportunities for all students.
- Support the critical linkage between mental health and well-being and student success.

***Enhance Technology for Optimal Learning***

- Improve the teaching and learning experience through access and technology enabled active learning to include global competencies.

***Building Partnerships and Schools as Hubs***

- Enhance communication opportunities with parents, partners, schools and community.
- Promote partnerships that align with merging social service models and needs.

### ***Strengthen Human Resource Practices and Develop Transformational Leadership***

- Enhance key professional development opportunities and resources for staff to build teacher capacity and efficacy for student success.
- Enhance and support staff wellness programs.

### ***Create Equity and Accessibility of Resources***

- Enhance resource allocation to identified schools based on specific indicators
- Implement software to streamline the Special Equipment Amount Process

### ***Ensure Responsible Fiscal and Operational Management***

- Maintain financial stewardship

### ***Address Changing Demographics***

- Enhance community partners to access space in schools.
- Optimize school utilization throughout the system

**AVERAGE DAILY ENROLMENT**

	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	
	ACTUAL	ACTUAL	ACTUAL	REVISED ESTIMATES	ORIGINAL ESTIMATES	CHANGE
JK - SK	2,644	2,668	2,597	2,603	2,409	(194)
Grade 1 - Grade 3	4,462	4,365	4,260	4,198	4,158	(40)
Grade 4 - Grade 8	7,689	7,673	7,609	7,581	7,476	(105)
<b>Total Elementary Day School</b>	<b>14,796</b>	<b>14,706</b>	<b>14,465</b>	<b>14,382</b>	<b>14,043</b>	<b>(339)</b>
<b>Total Secondary</b>	<b>7,069</b>	<b>6,902</b>	<b>6,704</b>	<b>6,478</b>	<b>6,400</b>	<b>(78)</b>
<b>Total Day School</b>	<b>21,864</b>	<b>21,607</b>	<b>21,170</b>	<b>20,860</b>	<b>20,443</b>	<b>(417)</b>
Adult, Con Ed., High Credit and Summer School	417	412	436	435	435	0
<b>Total Enrolment</b>	<b>22,281</b>	<b>22,019</b>	<b>21,606</b>	<b>21,295</b>	<b>20,878</b>	<b>(417)</b>

Average daily enrolment is the number of full-time pupils enrolled on October 31, 2019 and March 31, 2020

	2018-2019	2018-2019 Aggregate	Teachers	Attrition	2019-2020 Actual Teachers
Grade 9 - Grade 12 Classroom Teachers	387.2	22:1	363.6	(15.0)	348.6
New Class Size Aggregate		<b>23</b>			

\* Secondary class size is a floating average based on attrition to achieve a class size average of 28:1 in the next four years.

## Class Size Statistics

### Key Statistics

Board Statistics	
% Primary Classes 20 and Under	91.5
% Primary Classes 23 and Under	99.5
Classes to Reach 90.0% of Primary at 20 or Under	-3
% FDK Classes 29 and Under (Ministry required for 2018/19)	98.1
% FDK Classes 30 and Under (Ministry allowed for 2017/18)	98.1
% FDK Classes 32 and Under	99
Average FDK Class Size (Including Primary)	22.45
Average FDK Class Size (Excluding Primary) Ministry Definition starting 2016/17	22.45
Average Primary Class Size	19.4
Average Junior/ Intermediate Class Size	24.25
Average Class Size	22.4
Average 1-8 Class Size	22.39
% Grade 3/4 Combined Classes 23 and Under	100
Total KG Classes	103
Total Primary Classes	200
Total J/I Classes	321
Total Classes	624
Number of Schools Offering ELP/FDK	48

### Full-Day Kindergarten/Early Learning Statistics

# of FDK/ELP Classes	
15 and Under	12
16 to 20	22
21 to 25	40
26	12
27 to 29	15
30	0
31 to 32	1
33 and Above	1
Total	103

  

FDK/ELP Classes	
Total Early Learning Classes	103
Total Early Learning Enrolment	2312

FULL TIME EQUIVALENT (F.T.E.)  
ORIGINAL ESTIMATES 2019-2020

	2018-2019 REVISED ESTIMATES	2019-2020 ORIGINAL ESTIMATES	Change	
<b>TOTAL INSTRUCTION</b>				
Classroom Teachers	1,238.87	1,196.38	(42.5)	<u>1</u>
Principal / VP Instructional Time	9.54	10.70	1.2	
Teacher Assistants	289.00	289.00	0.0	
Early Childhood Educators	103.00	93.00	(10.0)	<u>2</u>
Professionals, Paraprofessionals and Technicians	93.60	93.20	(0.4)	
Library & Guidance	54.00	54.00	0.0	
Principals & VPs	73.46	73.30	(0.2)	
School Office	89.10	81.89	(7.2)	
Coordinators and Consultants	18.03	19.03	1.0	
<b>Total Instruction FTE</b>	<b>1,968.60</b>	<b>1,910.50</b>	<b>(58.1)</b>	
<b>TOTAL ADMINISTRATION</b>				
Administration				
Trustees	8.00	8.00	0.0	
Student Trustees	2.00	2.00	0.0	
Director and Supervisory Officers	6.00	5.00	(1.0)	<u>3</u>
Board Administration	46.00	44.00	(2.0)	<u>4</u>
<b>Total Administrations</b>	<b>62.00</b>	<b>59.00</b>	<b>(3.0)</b>	
<b>TOTAL TRANSPORTATION</b>				
Pupil Transportation	2.00	0.00	(2.0)	<u>5</u>
<b>Total Transportation</b>	<b>2.00</b>	<b>0.00</b>	<b>(2.0)</b>	
<b>PUPIL ACCOMMODATION</b>				
School Operations and Maintenance	185.00	182.54	(2.5)	<u>6</u>
<b>Total FTE</b>	<b>2,217.60</b>	<b>2,152.04</b>	<b>(65.6)</b>	

**NOTES:**

1. Class size aggregate, declining enrolment and removal of local priority funding.
2. Class size aggregate for ELKP
3. Additional allocation of 1.0 FTE Superintendent to the Program Leadership Allocation model
4. Efficiencies in Board Administration through attrition.
5. NSTS employees through attrition have been moved to DSBN and payment is through cost sharing model.
6. Efficiencies gained through attrition in caretaking hours.



## GRANTS FOR STUDENT NEEDS

## SECTION 1A - SUMMARY OF ALLOCATIONS

	REVISED ESTIMATES	ORIGINAL ESTIMATES	VARIANCE
	2018-2019	2019-2020	
Pupil Foundation	\$116,710,696	\$107,260,613	(\$9,450,083) <u>1</u>
School Foundation	\$16,310,233	\$16,350,453	\$40,220
Special Education	\$29,305,026	\$29,336,603	\$31,577
Language Allocation	\$4,500,139	\$4,494,447	(\$5,692)
Rural and Northern Education	\$120,557	\$149,430	\$28,873
Learning Opportunities	\$5,499,576	\$2,790,090	(\$2,709,486) <u>2</u>
Continuing Education Allocation	\$1,635,636	\$1,847,931	\$212,295
Teacher Qualification	\$25,183,856	\$31,052,972	\$5,869,116 <u>3</u>
New Teacher Induction	\$79,162	\$69,414	(\$9,748)
ECE Q&E	\$1,426,661	\$1,184,263	(\$242,398)
Restraint Savings	(\$64,921)	(\$64,921)	\$0
Transportation	\$10,433,454	\$10,453,591	\$20,137
Administration and Governance	\$6,996,453	\$7,098,551	\$102,098
School Operations & Maintenance	\$20,599,989	\$20,248,678	(\$351,311) <u>4</u>
Community Use of Schools	\$292,242	\$285,602	(\$6,640)
Declining Enrolment	\$975,790	\$1,064,181	\$88,391
Indigenous Funding	\$479,062	\$443,457	(\$35,605)
Safe and Accepting Schools	\$392,639	\$389,772	(\$2,867)
Permanent Financing of NFP	\$117,487	\$117,487	\$0
<b>General Operating Allocation</b>	<b>\$240,993,737</b>	<b>\$234,572,614</b>	<b>(\$6,421,123)</b>
Minor Tangible Capital Assets	(\$6,024,841)	(\$5,864,943)	\$159,898
Trustee Association Fee	\$43,017	\$43,017	\$0
<b>Total Operating Allocation</b>	<b>\$235,011,913</b>	<b>\$228,750,688</b>	<b>(\$6,261,225)</b>
Capital Grant - Non Land	\$13,557,877	\$11,100,000	(\$2,457,877)
Minor Tangible Capital Assets	\$6,024,841	\$5,823,514	(\$201,327)
Total School Renewal Allocation	\$3,795,599	\$3,704,088	(\$91,511)
Capital Grants - Temporary Acc.	\$750,000	\$363,776	(\$386,224)
Short Term Interest on Capital	\$39,760	\$0	(\$39,760)
Capital Debts Payments - Interest	\$2,852,150	\$2,664,434	(\$187,716)
<b>Total Capital Allocation</b>	<b>\$27,020,227</b>	<b>\$23,655,812</b>	<b>(\$3,364,415)</b>
<b>Total Allocation</b>	<b>\$262,032,140</b>	<b>\$252,406,500</b>	<b>(\$9,625,640)</b>

## Notes:

1. Class size increases and declining enrolment
2. Local Priority Funding removed for 2019-2020
3. Increased revenue is attributed to the attrition protection for Secondary class size adjustment.
4. Reduction in funding is an adjustment to declining enrolment and classroom loading factor.

SCHEDULE 10A SPECIAL EDUCATION  
EXPENSES

SCHEDULE 10A AND 10B

SPECIAL EDUCATION EXPENSES		Salaries and Wages	Employee	Staff	Supplies and	Rental	Fees and Contract	Other	Amortization	Self Contained	Total Expenses
			Benefits	Development	Services	Expenses	Services	Expenses	Allocation		
				04	05	08	09	10	12		
<b>TOTAL INSTRUCTION</b>											
Classroom Teachers	510	\$4,643,668	\$571,740	\$0	\$7,500	\$0	\$0	\$0	\$0		\$5,222,908
Supply Staff		\$839,517	\$83,952	\$0	\$0	\$0	\$0	\$0	\$0		\$923,469
Teacher Assistants	531	\$10,240,322	\$3,127,342	\$0	\$0	\$0	\$0	\$0	\$0		\$13,367,664
Early Childhood Educators	532	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0
Textbooks and Supplies	550	\$0	\$0	\$0	\$615,000	\$0	\$25,000	\$0	\$0		\$640,000
Computers	540	\$0	\$0	\$0	\$45,000	\$0	\$0	\$0	\$0		\$45,000
Professionals, Paraprofessionals and Technicians	560	\$2,108,323	\$600,409	\$0	\$128,500	\$0	\$115,000	\$0	\$225,000		\$3,177,231
Staff Development	580	\$0	\$0	\$18,000	\$0	\$0	\$0	\$0	\$0		\$18,000
Department Heads	670	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0
Principals & VPs	610	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0
School Office	620	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0
Coordinators and Consultants	590	\$203,576	\$23,708	\$0	\$0	\$0	\$0	\$0	\$0		\$227,284
<b>ELEMENTARY SPECIAL EDUCATION</b>		<b>\$18,035,407</b>	<b>\$4,407,150</b>	<b>\$18,000</b>	<b>\$796,000</b>	<b>\$0</b>	<b>\$140,000</b>	<b>\$0</b>	<b>\$225,000</b>	<b>(\$80,942)</b>	<b>\$23,540,614</b>
<b>TOTAL INSTRUCTION</b>											
Classroom Teachers	510	\$2,067,700	\$252,505	\$0	\$1,000	\$0	\$0	\$0	\$0		\$2,321,205
Supply Staff		\$209,879	\$20,988	\$0	\$0	\$0	\$0	\$0	\$0		\$230,867
Teacher Assistants	531	\$2,739,290	\$836,620	\$0	\$0	\$0	\$0	\$0	\$0		\$3,575,910
Early Childhood Educators	532	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0
Textbooks and Supplies	550	\$0	\$0	\$0	\$160,000	\$0	\$5,000	\$0	\$0		\$165,000
Computers	540	\$0	\$0	\$0	\$30,000	\$0	\$0	\$0	\$0		\$30,000
Professionals, Paraprofessionals and Technicians	560	\$275,454	\$60,119	\$0	\$10,000	\$0	\$0	\$0	\$65,000		\$410,573
Staff Development	580	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0
Department Heads	670	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0
Principals & VPs	610	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0
School Office	620	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0
Coordinators and Consultants	590	\$102,904	\$11,876	\$0	\$0	\$0	\$0	\$0	\$0		\$114,780
<b>SECONDARY SPECIAL EDUCATION</b>		<b>\$5,395,228</b>	<b>\$1,182,107</b>	<b>\$0</b>	<b>\$201,000</b>	<b>\$0</b>	<b>\$5,000</b>	<b>\$0</b>	<b>\$65,000</b>	<b>(\$974,261)</b>	<b>\$5,874,074</b>
<b>TOTAL SPECIAL EDUCATION EXPENDITURES</b>		<b>\$23,430,635</b>	<b>\$5,589,256</b>	<b>\$18,000</b>	<b>\$997,000</b>	<b>\$0</b>	<b>\$145,000</b>	<b>\$0</b>	<b>\$290,000</b>		<b>\$29,414,688</b>
<b>SPECIAL EDUCATION FUNDING*</b>											<b>\$29,336,603</b>

\* Includes \$500,000 SEA Based Funding transferred to Revenue

**(\$78,085)**

BOARD ADMINISTRATION EXPENDITURES  
SCHEDULE 10.6

Appendix G

SCHEDULE 10.6

	Salaries and Wages	Employee Benefits	Staff Development	Supplies and Services	Rental Expenses	Fees and Contract Services	Other Expenses	2019-2020 Total Expenses	2018-2019 Total Expenses	
			04	05	08	09	10			
Board Admin - Trustees	\$98,994	\$9,224	\$0	\$33,500	\$0	\$0	\$123,017	\$264,735	\$267,204	
Board Admin - Directors and Supervisors	\$933,078	\$91,349	\$33,300	\$46,500	\$0	\$60,000	\$40,000	\$1,204,227	\$1,420,344	↓ 1
Finance	\$421,800	\$108,560	\$9,000	\$1,000	\$0	\$175,000	\$60,000	\$775,361	\$742,450	
Information Technology Administration	\$309,218	\$71,825	\$9,000	\$437,000	\$0	\$255,900	\$0	\$1,082,943	\$1,133,329	↓ 2
Purchase & Procurement	\$210,829	\$54,933	\$5,500	\$66,000	\$0	\$0	\$20,000	\$357,262	\$343,629	
Human Resource Administration	\$808,445	\$216,659	\$23,150	\$21,500	\$0	\$500,000	\$29,500	\$1,599,254	\$1,548,012	
Payroll Administration	\$366,639	\$102,618	\$3,500	\$0	\$0	\$12,000	\$0	\$484,757	\$486,240	
Director's Office	\$380,585	\$112,063	\$1,800	\$6,500	\$0	\$0	\$0	\$500,948	\$494,915	↑ 3
Administration and Other	\$183,947	\$51,250	\$3,500	\$71,000	\$0	\$0	\$0	\$309,698	\$427,792	↑ 4
Operations & Maintenance	\$137,717	\$42,142	\$0	\$570,600	\$93,000	\$0	\$0	\$843,459	\$776,896	
<b>BOARD ADMINISTRATION EXPENSES</b>	<b>\$3,851,253</b>	<b>\$860,622</b>	<b>\$88,750</b>	<b>\$1,253,600</b>	<b>\$93,000</b>	<b>\$1,002,900</b>	<b>\$272,517</b>	<b>\$7,422,642</b>	<b>\$7,640,811</b>	

\$7,683,252

\$260,610 Ministry Compliant

NOTES:

1. The reduction in Supervisory Office is attributed to the transfer of dollars to the Program Leadership Allocation for initiative taken on by Senior Staff.
2. The reduction is attributed to greater efficiencies in technological support at the Catholic Education System through staff restructuring.
3. The increase is associated with expenses for our print shop that contain offsetting revenue.
4. The additional resources are associated with the aging facility and greater demand on building maintenance for the Catholic Education Centre (CEC)

## REPLACEMENT COSTS

	Full Time Equivalent	Average Number of Days	Replacement	Benefits	2019-2020 Total	2018-2019	2018-2019 Original Estimates
<b>TOTAL INSTRUCTION</b>							
Classroom Teachers	1,196.38	12.5	5,234,162.5	523,416.3	\$5,757,579	12.5	\$5,986,173
Teacher Assistants	289.00	13.0	525,980.0	52,598.0	\$578,578	12.0	\$559,020
ECE	93.00	12.5	162,750.0	16,275.0	\$179,025	13.5	\$216,216
Principals & VPs (No Daily Replacement)	73.30	5.0	\$293,200	\$58,640	\$351,840	2.0	\$124,742
School Office	89.10	12.0	\$149,688	\$29,938	\$179,626	12.5	\$187,110
<b>Total Instruction Expenses</b>			<b>\$6,365,781</b>	<b>\$680,867</b>	<b>\$7,046,647</b>		<b>\$7,073,261</b>
<b>NON INSTRUCTIONAL</b>							
Other Non Union (No daily replacement)	103.0	1.0	\$50,000	\$0	\$50,000	1.0	\$50,000
<b>PUPIL ACCOMMODATION</b>							
School Operations and Maintenance							
Caretaker / Cleaners	137.0	14.0	\$276,192	\$55,238	\$331,430	13.0	\$315,187
Vacation - Caretaker / Cleaners 12 Months			\$345,240	\$69,048	\$414,288		\$459,648
			<b>\$671,432</b>	<b>\$124,286</b>	<b>\$795,718</b>		<b>\$774,835</b>
<b>Total Replacement</b>			<b>\$7,037,213</b>	<b>\$805,153</b>	<b>\$7,842,366</b>		<b>\$7,848,096</b>

SCHEDULE 10 EXPENSES

Appendix I

SCHEDULE 10 ANNUAL ESTIMATES 2019-2020

		Salaries and Wages	Employee Benefits	Staff Development	Supplies and Services	Interest Charges	Rental Expenses	Fees and Contract Services	Other Expenses	Transfer to Other Boards	Amortization	Total Expenses
				04	05	07	08	09	10	11	12	
<b>TOTAL INSTRUCTION</b>												
Classroom Teachers	510	\$115,401,358	\$14,818,380	\$0	\$73,500	\$0	\$0	\$28,500	\$0	\$0	\$0	\$130,321,738
Supply Staff		\$5,922,893	\$592,289	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,515,182
Teacher Assistants	531	\$12,895,009	\$3,814,058	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$16,709,068
Early Childhood Educators	532	\$4,253,634	\$1,289,669	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,543,303
Textbooks and Supplies	550	\$0	\$0	\$0	\$4,519,563	\$0	\$0	\$264,400	\$0	\$0	\$0	\$4,783,963
Computers	540	\$0	\$0	\$0	\$636,000	\$0	\$0	\$0	\$0	\$0	\$0	\$636,000
Professionals, Paraprofessionals and Technicians	560	\$5,890,091	\$1,526,891	\$0	\$327,000	\$0	\$0	\$115,000	\$0	\$0	\$0	\$7,858,982
Library & Guidance	570	\$3,222,110	\$682,437	\$0	\$38,000	\$0	\$0	\$31,500	\$0	\$0	\$0	\$3,974,047
Staff Development	580	\$450,000	\$0	\$49,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$499,500
Department Heads	670	\$313,073	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$313,073
Principals & VPs	610	\$9,385,006	\$998,187	\$0	\$7,000	\$0	\$0	\$0	\$0	\$0	\$0	\$10,390,193
School Office	620	\$3,332,031	\$1,062,179	\$46,250	\$550,666	\$0	\$0	\$0	\$0	\$0	\$0	\$4,991,126
Coordinators and Consultants	590	\$2,065,201	\$228,536	\$10,000	\$63,800	\$0	\$0	\$0	\$0	\$0	\$0	\$2,367,537
Continuing Education	630	\$2,938,066	\$480,713	\$6,500	\$414,050	\$0	\$55,320	\$408,617	\$3,000	\$0	\$0	\$4,306,266
<b>Total Instruction Expenses</b>		<b>\$166,068,472</b>	<b>\$25,493,339</b>	<b>\$112,250</b>	<b>\$6,629,579</b>	<b>\$0</b>	<b>\$55,320</b>	<b>\$848,017</b>	<b>\$3,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$199,209,977</b>
<b>TOTAL ADMINISTRATION</b>												
Trustees	640	\$98,994	\$9,224	\$0	\$33,500	\$0	\$0	\$0	\$123,017	\$0	\$0	\$264,735
Director and Supervisory Officers	650	\$933,078	\$91,349	\$33,300	\$46,500	\$0	\$0	\$60,000	\$40,000	\$0	\$0	\$1,204,227
Board Administration	660	\$2,819,180	\$760,049	\$46,450	\$1,173,600	\$0	\$93,000	\$1,294,500	\$121,500	\$0	\$0	\$6,308,280
<b>Total Administrations</b>		<b>\$3,851,253</b>	<b>\$860,622</b>	<b>\$79,750</b>	<b>\$1,253,600</b>	<b>\$0</b>	<b>\$93,000</b>	<b>\$1,354,500</b>	<b>\$284,517</b>	<b>\$0</b>	<b>\$0</b>	<b>\$7,777,242</b>
<b>TOTAL TRANSPORTATION</b>												
Transportation												
Pupil Transportation	680	\$0	\$0	\$0	\$0	\$0	\$0	\$9,903,743	\$0	\$375,000	\$0	\$10,278,743
<b>Total Transportation</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$9,903,743</b>	<b>\$0</b>	<b>\$375,000</b>	<b>\$0</b>	<b>\$10,278,743</b>
<b>PUPIL ACCOMMODATION</b>												
School Operations and Maintenance	700	\$9,320,819	\$2,807,419	\$30,400	\$9,275,158	\$0	\$70,000	\$913,300	\$0	\$0	\$0	\$22,417,096
Pupil Accommodation	770			\$0	\$0	\$3,408,562	\$570,200	\$0	\$0	\$0	\$0	\$3,978,762
Amortization	750			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$16,103,700	\$16,103,700
Interest Charges	780			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Pupil Accommodation</b>		<b>\$9,320,819</b>	<b>\$2,807,419</b>	<b>\$30,400</b>	<b>\$9,275,158</b>	<b>\$3,408,562</b>	<b>\$640,200</b>	<b>\$913,300</b>	<b>\$0</b>	<b>\$0</b>	<b>\$16,103,700</b>	<b>\$42,499,558</b>
School Generated Funds Expenses					\$7,557,500							\$7,557,500
<b>Total Expenses Schedule 10</b>		<b>\$179,240,543</b>	<b>\$29,161,380</b>	<b>\$222,400</b>	<b>\$24,715,837</b>	<b>\$3,408,562</b>	<b>\$788,520</b>	<b>\$13,019,560</b>	<b>\$287,517</b>	<b>\$375,000</b>	<b>\$16,103,700</b>	<b>\$267,323,019</b>

\* Estimates include \$1,300,000 in Education Program Other Revenues.

\* Maternity Top-Up \$550,000

\* Employee Future Benefits \$300,000

\* WSIB \$450,000

\* Employee Future Benefits \$975,000

SCHEDULE 9 - REVENUE \$268,495,764

Employee Future Benefits (\$1,004,000)

ACCUMULATED SURPLUS / (DEFICIT) AVAILABLE FOR COMPLIANCE \$168,745

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
JUNE 18, 2019**

***PUBLIC SESSION***

**TITLE: APPROVED MINUTES OF THE SPECIAL EDUCATION  
ADVISORY COMMITTEE (SEAC) MEETINGS OF  
APRIL 3, 2019 AND MAY 1, 2019**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board receive the Approved Minutes of the Special Education Advisory Committee (SEAC) Meetings of April 3, 2019 and May 1, 2019, as presented for information.



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

## MINUTES OF THE SPECIAL EDUCATION ADVISORY COMMITTEE MEETING WEDNESDAY, APRIL 3, 2019

Minutes of the Meeting of the Special Education Advisory Committee, held on Wednesday, April 3, 2019, at 6:30 p.m. in the Father Burns csc. Boardroom at the Catholic Education Centre, Welland.

The meeting was called to order at 6:30p.m. by Vice-Chair Murphy.

### A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayers were led by Vice-Chair Murphy.

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	✓		
Ted Nangle	Learning Disabilities Association – Niagara	✓		
Lorraine Smith	Mainstream	✓		
<b>Trustees</b>				
Kathy Burtnik		✓		
Rhianon Burkholder		✓		
<b>Student Senate Representative</b>				
Donald Hingston		✓		

The following staff were in attendance:

**Pat Rocca**, Superintendent of Education; **Adele Filice**, Vice-Principal, Secondary; **Chris Kerho**, Principal, Elementary; **David O'Rourke**, Coordinator – Special Education; **Tina DiFrancesco**, Recording Secretary

3. **Approval of the Agenda**

Moved by Andrew Howcroft  
Seconded by Rita Smith

**THAT** the Special Education Advisory Committee approve the Agenda of the Special Education Advisory Committee Meeting of April 3, 2019.

**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 January 9, 2019**

Moved by Andrew Howcroft  
Seconded by Ted Nangle

**THAT** the Special Education Advisory Committee approve the Minutes of the Special Education Advisory Committee Meeting of January 9, 2019 as presented.

**CARRIED**

*No quorum at the February and March 2019 meetings.*

## **B. PRESENTATIONS**

1. **Bethesda – Alyson Wilson, Director, Children's Outreach Services**

Alyson Wilson, Director, Children's Outreach Services presented the changes to the Ontario Autism Program. Information was provided regarding the transition period, process, eligible expenses and resource information. Questions were asked and answered during the presentation.

## **C. AGENDA ITEMS**

1. **Goals and Vision for 2018-2019**

2. **Parent Outreach**

3. **Other Related Items**



### **3.1 Design of System Priorities 2019-2020**

The 2018-2019 Mid Year Achievement Report was presented for information by email, showing how the SEAC's suggestions were included in the system priorities for 2018-2019.

The following are SEAC's suggestions for system priorities 2019-2020. Along with the System Priorities, the SEAC has sent a submission that aligns with the two existing Guiding Principles for approval

#### **Approval of the SEAC'S Submission for System Priorities 2019-2020**

Moved by Andrew Howcroft

Seconded by Bill Helmeczi

**THAT** the Special Education Advisory Committee approve the submission of the following measurable action verbs System Priorities 2019-2020.

**CARRIED**

#### **Provide Supports for Success**

To create greater opportunities to implement an inclusive environment to further facilitate independence that are measurable.

#### **Building Partnerships and Schools as Hubs**

Developing and enhancing professional partnerships that align with merging social service models/needs.

#### **Guiding Principles**

Advocate for the continued provision of Catholic Educational excellence through approved programs and services for all students.

### **3.2 Annual Review of the Special Education Plan**

David O'Rourke, Special Education Coordinator spoke about the annual review of the Special Education Plan and invited SEAC members for their feedback. SEAC members were provided with the 2018 Special Education Plan by email to review.

### **3.3. Letter to other SEACs**

Andrew Howcroft spoke of the letter to other SEACs regarding Michael Jacques. Superintendent Rocca will take this information back to senior staff. A suggestion was made to have the Niagara Catholic Communications department share this good news item.

#### 4. **Policy Review**

The following policies were presented for review.

*Corporate Cards, Purchasing Cards and Petty Cash Policy (600.4)*

*Financial Investment Policy (NEW)*

*Safe Schools Policy (302.6)*

*Student Expulsion Policy (302.6.5)*

*Student Suspension Policy (302.6.4)*

*Feedback can be submitted to [jennifer.pellegrini@ncdsb.com](mailto:jennifer.pellegrini@ncdsb.com) by April 11, 2019.*

*Bullying Prevention and Intervention – Safe Schools Policy (302.6.8)*

*Community Use of Facilities Policy (800.2)*

*Feedback can be submitted to [jennifer.pellegrini@ncdsb.com](mailto:jennifer.pellegrini@ncdsb.com) by May 8, 2019.*

A suggestion was made to assign a SEAC member per month to review the policies, starting in September by alphabet.

### D. SEAC REPORT

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

- A reminder about the SEAC meeting change of location and time on May 1<sup>st</sup>, 2019 at Club Italia and the Pathways Event and will be sent to Principals to include in their Catholic School Council agenda and school newsletter.

### E. COMMITTEE AND STAFF REPORTS

#### COMMITTEE REPORTS

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

- The Board hosted the 2019 Annual General Meeting on Saturday March 30, 2019 at Bridges for Autism (Pen Centre)
- New Board members were elected for a two year term.
- Board members as follows;  
**President-** Doris Fiander  
**Vice President-** Jade Medeiros  
**Treasurer-** Rob Lavorato  
**Secretary-** Crystal Leonard  
**Researcher-** Jennifer Mooradian (She will be keeping up to date on all new research)  
**Membership Officer-** Rita Fragnito (She will be managing our membership fees, New Membership info and emails)  
**New Parent Liaison-** Bonnie Jankowski (She is in charge of reaching out to new families and letting them know about us or giving out the new parent package)  
**SEAC Public School Reps:** Paul Molnar, Mary Maida

**SEAC Catholic School Rep:** Pina Palombo

**DSAO Rep:** Anjie Inglis

**Members at Large:** Pat Hassim-White, Kendra Mantha, Leah Smeding-Haanstra

- Trivia Night on Saturday March 22, 2019 was a huge hit! Thank you to everyone who attended or donated to the evening it was a huge success! Close to 240 people attended which is the biggest Trivia night event we have had!
- World Down Syndrome Day Packages were well received this year and distributed throughout the Catholic and Separate Schools with many schools getting involved with “Rocking their Socks” promoting inclusion and awareness for individuals with DS.
- **Speaker Series Update:** Our Fearless Leader Doris Fiander (President) is working hard and planning for the Speakers Series to start in August 2019 and run once a month with a variety of different speakers. These events will be posted on our Down Syndrome Facebook Page under Events and emails will be sent out as well to members once a schedule is set up.
- **Summer Picnic:** The date will be chosen for a Sunday in August and sent out the last week of May after our May 26th Board Meeting. Location and Date TBA
- **Parent Coffee Nights:** These nights are to network with other parents, chat and provide an outing for parents only. The dates are Monday, April 15th 7-9pm, Monday, May 13 7-9p.m., Tuesday, June 18 7-9p.m.
- **Go21 Planning:** Jade is hosting the first GO21 planning meeting on Thursday, April 11th at 6:30pm. The date for this year’s Go21 is Sunday, September 29<sup>th</sup> @ 10:00 a.m. at Heartland Forest.
- **Board Meetings:** The next Board meeting is May 26th 6-8p.m. and a Facebook event was created on the Down Syndrome FB page so all are welcome and you can RSVP on it.
- **Rebranding:** Our group is looking to rebrand the Association in the coming year or so which is part of why we have amped up fundraising. We want to bring you an association that is connected and present in our community. The Board voted yes to the name change to Down Syndrome Niagara and we are in the process of organizing all of this with CRA. Once this is finalized we will be revamping the website, renaming the Facebook group and all our pamphlets and literature. Please stay tuned as this could take us a little while but once we are organized we will be moving over to Down Syndrome Niagara!
- **Upcoming Events:**
  - Niagara Children's Centre Plasma Car Race – May 2019
  - Pathways to Success Vendor Fair – May 2019
  - Famjam Wellness Event NCDSB – May 2019

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**

- Report submitted regarding visit with St. Anne’s High School in 2011, of the Huron Perth Catholic District School Board where there are no self contained classes.

**5. Autism Ontario Niagara Region – Karen Murphy**

- Continuing to support families through all of the changes with the OAP (Ontario Autism Program). It is important to note that not only are families dealing with the changes to the autism program, but also the changes in education and health care. Some families have been affected by the changes recently in all three areas.
- Cute story: Was told by a family that attended Disney on Ice with our group, they had such a great time. Their son who does not usually do well at big events loved the show. They had done a lot of work prepping him. The only problem was he loved it so much he didn't want to leave. He sat there patiently waiting for more. They did eventually get him to leave

**Talent Showcase**

- We are looking for individuals any age to showcase some of their amazing talents! If interested please contact [programs.niagara@autismontario](mailto:programs.niagara@autismontario) by April 8 to sign up.

**6. Niagara Children's Centre – Dorothy Harvey**

- Nil Report

**7. Community Living Port Colborne/Wainfleet – Rita Smith**

- Nil Report

**8. Learning Disabilities Association Niagara Region - Ted Nangle**

- Program applications opened last Monday (Spring/Summer 2019). Indicators are that all programs will be full with wait lists
- May 27<sup>th</sup> – fall applications open
- June 8<sup>th</sup> Golf Tournament. Fun event (good for non-golfers); Registration open; Flyer attached as well as sponsorship package for anyone interested.

**9. Mainstream – Lorraine Smith**

- Mainstream has scheduled several Mainstream / Gateway Learning Exchange days as part of the Mainstream/Gateway Alliance.
- Mark your calendar for Pathways to Success Resource Fair - May 29th, 2019.

**STAFF REPORTS**

**1. Chris Kerho – Principal, Elementary**

- Nil Report

2. **Adele Filice – Vice - Principal, Secondary**

- Nil Report

3. **Pat Rocca – Superintendent of Education**

- Nil Report

4. **David O'Rourke – Coordinator Special Education**

- Nil Report

## **F. TRUSTEE REPORTS**

1. **Kathy Burtnik**

- Trustee Burtnik thanked the SEAC members for their feedback regarding the School Operations for Inclement Weather and Workplace Closure Policy.

2. **Rhianon Burkholder**

- Nil Report

## **G. STUDENT REPORT**

1. **Donald Hingston – Student Senate Representative**

- Student Senate reviewed applications for senate scholarships
- Student Senate working on their promotional video

## **H. NCPIC REPORT**

- Nil Report

## **I. NOTICES OF MOTION**

## **J. FUTURE MEETINGS / INFORMATION ITEMS**

1. Correspondence –letters received will be posted on the SEAC portal for review.
2. Sheila Bennett – will look at scheduling a future presentation in the new school year.

**K. NEXT MEETING:**

**Monday, May 1, 2019 at 5:30p.m. at Club Italia, Niagara Falls**

**L. ADJOURNMENT**

Moved by Bill Helmeczi

Seconded by Andrew Howcroft

**THAT** the April 3, 2019 meeting of the Special Education Advisory Committee be adjourned.

**CARRIED**

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

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NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

## MINUTES OF THE SPECIAL EDUCATION ADVISORY COMMITTEE MEETING WEDNESDAY, MAY 1, 2019

Minutes of the Meeting of the Special Education Advisory Committee, held on Wednesday, May 1, 2019, at 5:30 p.m. at Club Italia, Niagara Falls.

The meeting was called to order at 5:30 p.m. by Chair Racine.

### A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayers were led by Chair Racine.

2. Roll Call

Members	Affiliations	Present	Excused	Absent
Anna Racine	The Tourette Syndrome Association of Ontario	✓		
Pina Palombo	Down Syndrome Caring Parents (Niagara)	✓		
Ted Nangle	Learning Disabilities Association – Niagara		✓	
Bill Helmeczi	Pathstone Mental Health	✓		
Andrew Howcroft	Community Living Welland Pelham	✓		
Karen Murphy	Autism Ontario Niagara Region	✓		
Dorothy Harvey	Niagara Children’s Centre		✓	
Lorraine Smith	Mainstream	✓		
Rita Smith	Community Living Port Colborne/Wainfleet	✓		
<b>Trustees</b>				
Rhianon Burkholder		✓		
Kathy Burtnik			✓	
<b>Student Senate Representative</b>				
Donald Hingston			✓	

The following staff were in attendance:

**Pat Rocca**, Superintendent of Education; **David O'Rourke**, Coordinator – Special Education;  
**Adele Filice**, Vice-Principal, Secondary; **Chris Kerho**, Principal, Elementary

The following staff were excused:

**Tina DiFrancesco**, Recording Secretary

**3. Approval of the Agenda**

Moved by Lorraine Smith

Seconded by Pina Palombo

**THAT** the Special Education Advisory Committee approve the Agenda of the Special Education Advisory Committee Meeting of May 1, 2019.

**CARRIED**

**4. Disclosure of Interest**

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

**5. Approval of Minutes of the Special Education Advisory Committee Meeting of April 3, 2019**

Moved by Karen Murphy

Seconded by Rita Smith

**THAT** the Special Education Advisory Committee approve the Minutes of the Special Education Advisory Committee Meeting of April 3, 2019 as presented.

**CARRIED**

## **B. PRESENTATIONS**

## **C. AGENDA ITEMS**

**1. Policy Review**

- *Bullying Prevention & Intervention – Safe Schools Policy (302.6.8)*
- *Community Use of Facilities Policy (800.2)*

*A discussion was held regarding the above policies. Feedback is to be submitted to [jennifer.pellegrini@ncdsb.com](mailto:jennifer.pellegrini@ncdsb.com) by **May 8, 2019**.*

**2. SEAC Letter**

Letter was reviewed by SEAC. Superintendent Rocca to edit and send forward to Ministry of Education.

Discussions centred around changes in implementation of service for students; how schools can support students and families to become more familiar with services that may be provided; how letter can be shared with other organizations as a framework.

A discussion was held about current allocation of Educational Resource Teachers in a school. Currently it is done through a number. How accurate is the information that Student Services is receiving? What is the best way to service students? Concern was noted around the table as schools with students who have significant need are not being addressed through an equitable allocation of Educational Resource Teacher time.



## **D. SEAC REPORT**

- Nil Report

## **E. COMMITTEE AND STAFF REPORTS**

### **David O'Rourke – Coordinator Special Education**

- Reviewed the roles of the SEAC.
- Considering the relocation of one of the Learning Strategies and Social Skills Classes to Pope Francis Centre.

## **F. TRUSTEE REPORTS**

- Nil Report

## **G. STUDENT REPORT**

- Nil Report

## **H. NCPIC REPORT**

- Nil Report

## **I. NOTICES OF MOTION**

## **J. FUTURE MEETINGS/INFORMATION ITEMS**

1. Correspondence
2. Sheila Bennett

## **K. NEXT MEETING: Wednesday, June 5, 2019 at 6:30 p.m. at the Catholic Education Centre**

## **L. ADJOURNMENT**

Moved by Anna Racine

**THAT** the May 1, 2019 meeting of the Special Education Advisory Committee be adjourned.

**CARRIED**

This meeting was adjourned at 6:30 p.m.

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**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
JUNE 18, 2019**

***PUBLIC SESSION***

**TITLE: NATIONAL AND PROVINCIAL MEDALISTS 2019**

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Prepared by: Yolanda Baldasaro, Superintendent of Education

Presented by: Yolanda Baldasaro, Superintendent of Education  
Chris McLean, Consultant K-12 Health & PhysEd/NCAA Convenor

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

Date: June 18, 2019



## PRESENTATION BACKGROUND

**Board Meeting  
June 18, 2019**

### **NATIONAL AND PROVINCIAL MEDALISTS 2019**

Students from the Niagara Catholic District School Board medaled at several different events as they represented their school and our Board at recent national and provincial competitions.

Niagara Catholic students who won medals at various national and provincial events will be presented at this meeting.

Niagara Catholic District School Board is extremely proud to celebrate and recognize the accomplishments of these students.

Niagara Catholic also extends its sincere appreciation to school staff, outside coaches and parents for dedicating their time and efforts in motivating and guiding our students to achieve such a high level of performance at provincial and national competitions.

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

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Prepared by: Yolanda Baldasaro, Superintendent of Education

Presented by: Yolanda Baldasaro, Superintendent of Education;  
Chris McLean, Consultant K-12 Health & PhysEd/NCAA Convenor

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

Date: June 18, 2019

**National and Provincial Medalists 2019 - Appendix A – June 18, 2019 – Board Report**

<b>2018-2019</b>				
<b>School</b>	<b>Event</b>	<b>Medal</b>	<b>Coach(es)</b>	<b>Team Members</b>
Blessed Trinity	Girls 200 metre – wheelchair	Gold	Mrs. DiIanni & Mr. Hubbard	Paige Nevestuk

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
JUNE 18, 2019**

**PUBLIC SESSION**

**TITLE: NIAGARA CATHOLIC ECOSCHOOLS CERTIFICATION  
2018-2019**

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The Niagara Catholic EcoSchools Certification 2018-2019 report 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: June 18, 2019



## **REPORT TO THE BOARD JUNE 18, 2019**

### **NIAGARA CATHOLIC ECOSCHOOLS CERTIFICATION 2018-2019**

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#### **BACKGROUND INFORMATION**

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

We are extremely pleased to announce for the 10<sup>th</sup> consecutive year, that all Niagara Catholic Elementary and Secondary schools achieved the Ontario EcoSchools Certification for 2018-2019. This achievement has only been achieved by the Niagara Catholic District School Board in the Province of Ontario.

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

Final standings for Niagara Catholic are 11 Platinum, 38 Gold, 7 Silver and 1 Bronze.

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

Attached (Appendix A) is a school certification summary for 2018-2019.

Congratulations GREEN Niagara Catholic!

The Niagara Catholic EcoSchools Certification 2018-2019 report 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: June 18, 2019

## NCDSB ECOSCHOOLS FINAL STANDINGS 2018-2019

School Name	Certification 2019
St Mary Catholic Elementary School (NF)	Platinum
St Ann Catholic Elementary School (F)	Platinum
Holy Cross Catholic Secondary School	Platinum
St Andrew Catholic Elementary School	Platinum
Blessed Trinity Catholic Secondary School	Platinum
St George Catholic Elementary School	Platinum
St Gabriel Lalemant Catholic Elementary School	Platinum
St John Catholic Elementary School (B)	Platinum
St Alexander Catholic Elementary School	Platinum
Holy Name Catholic Elementary School	Platinum
St Martin Catholic Elementary School	Platinum
Notre Dame Catholic Elementary School (NF)	Gold
St Mark Catholic Elementary School	Gold
St Vincent de Paul Catholic Elementary School	Gold
St Denis Catholic Elementary School	Gold
Sacred Heart Catholic Elementary School	Gold
St Christopher Catholic Elementary School	Gold
St Anthony Catholic Elementary School	Gold
St Patrick Catholic Elementary School	Gold
St Patrick Catholic Elementary School	Gold
St Theresa Catholic Elementary School	Gold
St John Bosco Catholic Elementary School	Gold
St Alfred Catholic Elementary School	Gold
Saint Francis Catholic Secondary School	Gold
St Michael Catholic Elementary School	Gold
St Mary Catholic Elementary School (W)	Gold
St Kevin Catholic Elementary School	Gold
Assumption Catholic Elementary School	Gold
St Edward Catholic Elementary School	Gold
Father Hennepin Catholic Elementary School	Gold
Lakeshore Catholic High School	Gold
Loretto Catholic Elementary School	Gold
St Joseph Catholic Elementary School (S)	Gold
St Charles Catholic Elementary School	Gold
St Ann Catholic Elementary School (SC)	Gold
Our Lady of Fatima Catholic Elementary School (SC)	Gold

Notre Dame College School	Gold
Alexander Kuska KSG Catholic Elementary School	Gold
Our Lady of Mount Carmel Catholic Elementary School	Gold
St Elizabeth Catholic Elementary School	Gold
Saint Paul Catholic High School	Gold
Canadian Martyrs Catholic Elementary School	Gold
Our Lady of Victory Catholic Elementary School	Gold
Denis Morris Catholic High School	Gold
St Therese Catholic Elementary School	Gold
Mary Ward Catholic Elementary School	Gold
Cardinal Newman Catholic Elementary School	Gold
St James Catholic Elementary School	Gold
St Joseph Catholic Elementary School (Gr)	Gold
St Nicholas Catholic Elementary School	Silver
Our Lady of Fatima Catholic Elementary School (Gr)	Silver
St Peter Catholic Elementary School	Silver
St Augustine Catholic Elementary School	Silver
Saint Michael Catholic High School	Silver
Mother Teresa Catholic Elementary School	Silver
St Philomena Catholic Elementary School	Silver
Monsignor Clancy Catholic Elementary School	Bronze



**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
JUNE 18, 2019**

***PUBLIC SESSION***

**TITLE: EXECUTIVE COUNCIL POWER – JULY & AUGUST 2019**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board empower Executive Council to approve any actions, of an emergency nature, recommended by the Director of Education, if a quorum cannot be achieved after a Special Meeting of the Board is called as per Board By-Laws, during the months of July and August 2019.

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

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

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

Date: June 18, 2019



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

## REPORT TO THE BOARD MEETING JUNE 18, 2019

### EXECUTIVE COUNCIL POWER – JULY & AUGUST 2019

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#### BACKGROUND INFORMATION

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

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

The following recommendation is presented in the event that it becomes necessary to call a Special Meeting of the Board to deal with emergency items only and a quorum cannot be achieved, after all reasonable attempts by the Director of Education to achieve quorum during the months of July and August 2019 have been exhausted.

#### RECOMMENDATION

**THAT** the Niagara Catholic District School Board empower Executive Council to approve any actions, of an emergency nature only, as recommended by the Director of Education, only if a quorum cannot be achieved after a Special Meeting of the Board is called as per Board By-Laws, during the months of July and August 2019.

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Prepared by:	John Crocco, Director of Education/Secretary-Treasurer
Presented by:	John Crocco, Director of Education/Secretary-Treasurer
Recommended by:	John Crocco, Director of Education/Secretary-Treasurer
Date:	June 18, 2019

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
JUNE 18, 2019**

**PUBLIC SESSION**

**TITLE: FINANCIAL REPORT AS AT MAY 31, 2019**

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The Financial Report as at May 31, 2019 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: June 18, 2019

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
FINANCIAL ANALYSIS  
MAY 31, 2019**



**OVERVIEW**

Niagara Catholic continues to project a balanced positions for fiscal 2018-2019 for the period ending May, 31, 2019

**FINANCIAL STATEMENT - NOTES**

**REVENUE**

1. The variance is attributed to the mid-year reduction in EPO grants announced by the Ministry of Education.

**EXPENSES**

2. The supply teacher line continues to trend upward and additional pressures were recognized to year-end. (\$100k)
3. The variance is attributed to two factors: an in-year rate variance and over estimated benefit costs.
4. The variance is attributed to a reduction in professional development sessions offered during the school day to assist in alleviating the pressures associated with the lack of replacement for permanent staff.
5. The replacement of Principals and Vice Principals as a result of long-term illnesses.
6. The variance in school operations is the result of additional snowplowing and salting costs associated with a harsher winter and colder spring (500K). Some efficiencies in utilities will help offset this variance (\$150K).

**SUMMARY OF FTE(s)**

	<b>Revised Estimates</b>	<b>Forecast</b>	<b>In-Year Change</b>
<b>Classroom</b>			
Teachers	1,261	1,261	0
Non-Teachers	762	762	0
<b>Total Classroom</b>	<b>2,023</b>	<b>2,023</b>	<b>0</b>
<b>Non-Classroom</b>			
Non-Classroom	245	245	0
<b>Total</b>	<b>2,268</b>	<b>2,268</b>	<b>0</b>

**INTERIM FINANCIAL STATEMENT  
MAY 31, 2019**



REVENUES	2017-2018	Revised 2018-2019	Forecasted 2018-2019	Variance Notes
Operating Grants	233,295	231,970	231,970	0
Capital Grants	26,887	27,021	27,021	0
Other	13,566	14,651	14,551	(100)
<b>Total Revenue</b>	<b>273,748</b>	<b>273,642</b>	<b>273,542</b>	<b>(100) 1</b>
<b>EXPENDITURES</b>				
<b>Classroom Instruction</b>				
Teachers	135,079	135,783	135,503	280
Supply Teachers	6,354	6,761	6,876	(115) 2
Teacher Assistants and ECEs	20,279	22,769	22,326	443 3
Classroom Computers	1,028	733	683	50
Textbooks and Supplies	4,635	4,850	4,942	(92)
Professionals and Paraprofessionals	7,890	7,788	7,766	22
Library and Guidance	3,890	4,160	4,219	(59)
Staff Development	707	508	355	153 4
Department Heads	534	311	311	0
Principal and Vice-Principals	9,542	9,626	9,943	(317) 5
School Office	5,240	6,006	5,721	285
Co-ordinators and Consultants	2,037	2,297	2,354	(57)
Continuing Education	4,384	4,318	4,370	(52)
<b>Total Instruction</b>	<b>201,599</b>	<b>205,910</b>	<b>205,369</b>	<b>541</b>
<b>Administration</b>				
Trustees	258	267	254	13
Director/Supervisory Officers	1,618	1,330	1,261	69
Board Administration	6,043	6,034	5,971	63
<b>Total Administration</b>	<b>7,919</b>	<b>7,631</b>	<b>7,486</b>	<b>145</b>
Transportation	9,861	10,175	10,089	86
<b>Pupil Accomodation</b>				
School Operations and Maintenance	22,091	22,285	22,646	(361) 6
School Renewal	774	734	734	0
Other Pupil Accomodation	2,975	3,427	3,427	0
Amortization and Write-downs	12,960	14,985	14,985	0
<b>Total Pupil Accomodation</b>	<b>38,800</b>	<b>41,431</b>	<b>41,792 0</b>	<b>(361)</b>
<b>Other</b>				
School Generated Funds -Expenditures	7,396	7,558	7,558	0
Amortizations	0	0	0	0
Loss on disposal of assets	0	0	0	0
Other	2,206	117	117	0
<b>Total Other Expenditures</b>	<b>9,602</b>	<b>7,675</b>	<b>7,675</b>	<b>0</b>
<b>TOTAL EXPENDITURES</b>	<b>267,781</b>	<b>272,402</b>	<b>272,411</b>	<b>(9)</b>
PSAB Adjustments	3,290	1,005	1,005	0
<b>Forecasted Surplus Deficit</b>	<b>2,677</b>	<b>235</b>	<b>126</b>	<b>(109)</b>

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
JUNE 18, 2019**

***PUBLIC SESSION***

**TOPIC: TRUSTEE INFORMATION  
SPOTLIGHT ON NIAGARA CATHOLIC – JUNE 11, 2019**

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**June 11, 2019**

### **Policies Recommended**

During the June 11 Committee of the Whole Meeting, trustees recommended two policies be referred to the Board for approval:

*Community Use of Facilities Policy (800.2) and Bullying Prevention and Intervention Policy (302.6.8)* will be considered at the June 18 Board Meeting.

### **Larkin Estate Award Recipients**

During the June 11 Committee of the Whole Meeting, trustees received information about the 2019 recipients of the Larkin Estate Award.

The Award was created in 1969, following the death of sisters Maria Eveleen and Aimee Theresa Larkin, who bequeathed funds to the Lincoln County Roman Catholic Separate School Board for a scholarship for students to study nursing or social services work at St. Michael's College at the University of Toronto, or a college or university offering such a course.

On Tuesday evening, the Board approved \$3,825 – the interest earned in the past year on the scholarship fund – be distributed among seven new recipients and 10 renewal applicants. This year's new applicants are Logan Ciancio and Regine Hocson from Denis Morris Catholic High School, Kennedy Kish from Notre Dame College School, and Cassandra Miele, Hannah Sawchyn, Hannah Schipper and Stefanie Zuniga from Saint Francis Catholic Secondary School. All 17 of the nursing students will receive \$225.

### **Provincial and National Medallists 2019**

It's that time of the year again – when we look back at the year that was, and honour students who excelled in academics, the arts, athletics and technology. The following groups were recognized at the Committee of the Whole Meeting:

### **Technological Skills**

- Tyler Rocheleau (Notre Dame College School) – Gold, Skills Ontario Architectural Technology

- Malcolm VanDenHurk (Blessed Trinity Catholic Secondary School) – Silver, Skills Ontario, Individual Carpentry
- Ryan Brady (Denis Morris Catholic High School) – Silver, Skills Ontario, HVAC
- Connor Davis (Notre Dame College School) – Silver, Skills Ontario, Plumbing
- Natasha Vahrmeyer (Holy Cross Catholic Secondary School) – Bronze, Skills Ontario, Aesthetics
- Zack Browne, Tyler Errington, David Papineau, Noah Rotchill (Notre Dame College School) – Bronze, Skills Ontario, Home and Team-Building

### **Athletics – Canadian Secondary School Rowing Association Championships**

- Women’s Junior 4 with Cox (Denis Morris Catholic High School) – Gold
- Women’s Senior 4 with Cox (Denis Morris Catholic High School) – Bronze
- Men’s Jr. 66-kg Quad Scull (Saint Francis Catholic Secondary School) – Silver
- Men’s Jr. 72-kg Single Scull (Saint Francis Catholic Secondary School) – Silver
- Men’s Jr. 72-kg Double (Saint Paul Catholic High School) – Gold
- Men’s Jr. Single 2,000-m (Saint Paul Catholic High School) – Bronze
- Men’s Jr. Double 2,000-m (Notre Dame College School) – Bronze
- Women’s Sr. 63-kg Cox Four 2,000-m (Blessed Trinity Catholic Secondary School) – Bronze

### **2019-2020 Annual Budget**

Niagara Catholic’s Board of Trustees were presented with the original estimates for the 2019-2020 Annual Budget during the June 11 Committee of the Whole Meeting. The estimates are built on an approximate enrolment of 20,878 students in 2019-2020. The complete report is available in section C2 of the [June 11 Committee of the Whole Meeting agenda](#). Trustees approved the recommendation to approve the Original Estimates, as presented.

The Board will consider the agenda at the June 18 Board Meeting.

### **Good News**

Have you checked out our Good News page lately? If you haven’t, you’re missing out on the great things happening in the system. We have some great stories and photos you won’t want to miss, including [this story](#) about two of our outstanding students from Saint Paul Catholic High School.

### **Follow us!**

If you’re not following us on social media, you’re missing out on all of the important news and events coming from the Board. Join us on [Facebook](#), [Twitter](#) and [Instagram](#) today.





The Homebuilding team from Notre Dame College School with trustee Paul Turner and teacher-mentor Frank Mauro.



Holy Cross Catholic SS student Natasha Vahrmeyer, joined by her teacher/mentor and trustee Kathy Burtnik.



Notre Dame College School student Connor Davis, with his teacher-mentor Frank Mauro and trustee Paul Turner.



Denis Morris Catholic HS student Ryan Brady, with teacher-mentor Dino Nardangeli and trustee Rhianon Burkholder.



The Denis Morris Catholic HS girls' Senior and Junior 4 with Coxswain, with trustees Kathy Burtnik and Larry Huibers.



The Saint Francis Catholic SS Jr. Men's 66-kg Quad Scull with trustees Kathy Burtnik and Larry Huibers.



Saint Francis Catholic SS rower David Picard with trustees Kathy Burtnik and Larry Huibers.



Saint Paul Catholic High School rowers with trustee Dan Moody.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
JUNE 18, 2019**

***PUBLIC SESSION***

**TOPIC: TRUSTEE INFORMATION  
CALENDAR OF EVENTS – SEPTEMBER 2019**

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# SEPTEMBER 2019



Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3 First Day of School	4 SEAC Meeting	5 NCPIC Meeting	6	7
8	9	10 SAL Meeting CW Meeting	11	12	13	14
15	16	17	18 Annual Niagara Catholic Classic Golf Tournament	19	20	21
22	23	24 Policy Committee Board Meeting	25	26	27 Terry Fox School Run	28 Niagara Wine Festival Grande Parade
29	30					