



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

AGENDA AND MATERIAL

BOARD MEETING

**TUESDAY, OCTOBER 22, 2019
6:30 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 Huibers -
2. Roll Call -
3. Approval of the Agenda -
4. Declaration of Conflict of Interest -
5. Minutes of the Board Meeting -
 - 5.1 September 24, 2019 A5.1
 - 5.2 October 4, 2019 A5.2
 - 5.3 October 8, 2019 A5.3
6. Consent Agenda Items -
 - 6.1 Unapproved Minutes of the Committee of the Whole Meeting of October 8, 2019 and Consideration of Recommendations A6.1
 - 6.1.1 Employee Workplace Harassment Policy (201.7) A6.1.1
 - 6.1.2 Emergency Instructors Elementary Policy (NEW) A6.1.2
 - 6.1.3 Catholic Leadership: Supervisory Officer & Controller of Facilities Selection Policy (NEW) A6.1.3
 - 6.1.4 2020 OCSTA Student Trustee Alumni Award A6.1.4
 - 6.2 Approved Minutes of the Special Education Advisory Committee (SEAC) Meeting of September 4, 2019 A6.2
 - 6.3 Extended Overnight Field Trip, Excursion and Exchange A6.3
 - 6.4 In-Camera Agenda Items F1, F2, F4.1, F4.2, F4.3, F5, F6 & F7 -

B. DELEGATIONS/PRESENTATIONS

1. Michael Jacques – Can't Read, Can't Write, Here's My Book B1

C. COMMITTEE AND STAFF REPORTS

1. Financial Reports as at September 30, 2019 C1

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 – October 8, 2019 D4.1
 - 4.2 Calendar of Events – November 2019 D4.2
 - 4.3 OCSTA Memorandum – Education Development Charges: Regulations Regarding Land Acquisition Submission D4.3

- 5. Open Question Period
(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.)

E. NOTICES OF MOTION

F. BUSINESS IN CAMERA

G. REPORT ON IN CAMERA SESSION

H. FUTURE MEETINGS AND EVENTS

I. MOMENT OF SILENT REFLECTION FOR LIFE

J. ADJOURNMENT

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
OCTOBER 22, 2019**

PUBLIC SESSION

**TOPIC: MINUTES OF THE BOARD MEETING OF
SEPTEMBER 24, 2019**

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Minutes of the Board Meeting of September 24, 2019, as presented.



MINUTES OF THE BOARD MEETING

TUESDAY, SEPTEMBER 24, 2019

Minutes of the Meeting of the Niagara Catholic District School Board, held on Tuesday, September 24, 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 6:30 p.m. by Chair Fera.

A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayers were led by Trustee Burtnik.

2. Roll Call

Chair Fera noted that Trustee Moody asked to be excused.

Trustee	Present	Present Electronically	Absent	Excused
Rhianon Burkholder	✓			
Kathy Burtnik	✓			
Frank Fera	✓			
Larry Huibers	✓			
Daniel Moody				✓
Leanne Prince	✓			
Dino Sicoli	✓			
Paul Turner	✓			
Student Trustees				
Jade Bilodeau	✓			
Luca DiPietro	✓			

The following staff were in attendance:

John Crocco, Director of Education; **Yolanda Baldasaro**, **Ted Farrell**, **Lee Ann Forsyth-Sells**, **Frank Iannantuono**, **Pat Rocca**, Superintendents of Education; **Giancarlo Vetrone**, Superintendent of Business & Financial Services; **Scott Whitwell**, Controller of

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

3. Approval of the Agenda

Moved by Trustee Turner
Seconded by Trustee Burtnik

THAT the Niagara Catholic District School Board approve the Agenda of the Board Meeting of September 24, 2019, as presented.

CARRIED

4. Declaration of Conflict of Interest

Disclosures of Interest were declared by Trustees Huibers and Fera with Item's F9.1 and F9.3 of the In Camera Agenda. These trustees have family members who are employees of the Board.

5. Approval of Minutes of the Board Meeting of June 18, 2019

Moved by Trustee Burtnik
Seconded by Trustee Prince

THAT the Niagara Catholic District School Board approve the Minutes of the Board Meeting of June 18, 2019, as presented.

CARRIED

6. Consent Agenda Items

Trustee Turner requested Item A6.1.2 be held. This item was moved to Committee and Staff Reports Section C3 of the agenda.

6.1 Unapproved Minutes of the Committee of the Whole Meeting of September 10, 2019 and Consideration of Recommendations

THAT the Niagara Catholic District School Board receive the unapproved Minutes of the Committee of the Whole of September 10, 2019, as presented.

6.1.1 Naming or Renaming of a Board Facility in Whole – St. Charles Catholic/Monsignor Clancy Catholic Elementary Schools

THAT the Niagara Catholic District School Board approve the St. Charles Catholic / Monsignor Clancy Catholic Elementary School Renaming Ad Hoc Committee, the terms of reference and membership, as presented.

THAT the Niagara Catholic District School Board approve that the Chapel in the consolidated school be named St. Charles Chapel and that the Library Information Centre in the consolidated school be named the Monsignor Clancy Library Information Centre.

6.1.2 Update to Long Term Accommodation Plan 2016-2021 – Planning Principles

Moved to Section C3.

6.2 Approved Minutes of the Niagara Catholic Parent Involvement Committee (NCPIC) of March 7, 2019

THAT the Niagara Catholic District School Board receive the approved Minutes of the Niagara Catholic Parent Involvement Committee Meeting of March 7, 2019, as presented for information

6.3 Appointment of Community Representatives to the Niagara Catholic Parent Involvement Committee 2019-2020

THAT the Niagara Catholic District School Board approve the appointment of the following community members to serve as Community Representatives on the NCPIC for the 2019-2020 term:

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

6.4 Approved Minutes of the Special Education Advisory Committee (SEAC) Meeting of June 5, 2019

THAT the Niagara Catholic District School Board receive the Approved Minutes of the Special Education Advisory Committee Meeting of June 5, 2019, as presented.

6.5 In-Camera Items F1, F2, F4, F5, F6, F6.1, F7 and F8

Moved by Trustee Burtnik
Seconded by Trustee Prince

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

CARRIED

B. DELEGATIONS/PRESENTATIONS

1. Kids Helping Kids – Celebrating 21 Years of Contributions

Pat Rocca, Superintendent of Education provided a brief introduction to Niagara Catholic's participation in Kids Helping Kids.

Superintendent Rocca introduced Marla Smith, Director of Development at Niagara Children's Centre and Matthew Sacco Ambassador of the Niagara Children's Centre and Grade 6 student at St. Denis Catholic Elementary School.

Chair Fera and Director Crocco presented a cheque for \$16,161.79 to Ms. Smith and Matthew for the Niagara Children's Centre.

C. COMMITTEE AND STAFF REPORTS

1. Niagara Catholic System Priorities 2018-2019 Achievement Report

Director Crocco provided highlights on the Niagara Catholic System Priorities 2018-2019 Achievement Report.

Chair Fera extended appreciation to Director Crocco and his staff for their accomplishment in achieving the System Priorities for 2018-2019.

Trustees asked that Director Crocco extend appreciation to Jennifer Pellegrini, Communications Officer for the excellent layout of the annual report.

2. **Financial Reports**
 - 2.1 **2018-2019 Update**
 - 2.2 **2019-2020 Budget Booklet**

Giancarlo Vetrone, Superintendent of Business & Financial Services provided an update on the 2018-2019 financials and presented the 2019-2020 Budget Booklet for Trustee information.

Superintendent Vetrone answered questions of Trustees.

3. **Consent Agenda Item A61.2 Update to Long Term Accommodation Plan 2016-2021 – Planning Principles**

Discussion took place regarding establishing a Board Committee to address enrolment retention and growth within Niagara Catholic.

Moved by Trustee Prince

Seconded by Trustee Sicoli

THAT the Niagara Catholic District School Board approve the Update to Planning Principles identified in the revised Long Term Accommodation Plan 2016-2021 to include “*to consider restructuring, by the Family of Schools, the current school structure to include Kindergarten to Grade 6 in an elementary setting and Grades 7-12 in a secondary setting in specific Family of Schools*”, as presented;

and,

THAT the Niagara Catholic District School Board approve, that to complement the Long Term Accommodation Plan, that a committee be struck to review the enrolment realities and projections across the Board with a report brought back to the Board no later than September 2020.

CARRIED

D. TRUSTEE ITEMS, OPEN QUESTION PERIOD & OTHER BUSINESS

1. **Correspondence**

Director Crocco highlighted information contained in the following letters:

- 1.1 **Letter from Niagara Children’s Centre**
- 1.2 **Letter from McMaster Children’s Hospital**

2. **Report on Trustee Conferences Attended**

Chair Fera expressed appreciation to the Trustees that attended the regional meeting. Trustee Burkholder highlighted areas of the Regional Meeting.

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

Director Crocco noted that with the focus of school year underway Senior Administrative Council will continue to focus on implementing the System Priorities for this year and provide regular updates at each month’s Committee of the Whole meeting.

At the October Committee of the Whole meeting Superintendent Forsyth-Sells will be sharing information on student achievement as released by EQAO and the Boards annual graduation rate as provided by the Ministry of Education.

4. Trustee Information

Director Crocco confirmed the presentation of items D4.1 to D4.3 for the information or questions of Trustees and highlighted for discussion item D4.3.

4.1 Spotlight on Niagara Catholic – September 10, 2019

4.2 Calendar of Events – October 2019

4.3 OCSTA Memorandum – Education Development Charges: Regulations Regarding Land Acquisition Consultations

Director Crocco highlighted the OCSTA Memorandum regarding Education Development Charges: Regulations Regarding Land Acquisition Consultations and noted the request for feedback.

Director Crocco informed Trustees that the Board will be hosting ten principals traveling from Australia from October 2 to October 4, 2019. Senior Staff and School Principals will present on a variety of exemplary leadership, program, supports and services provided by Niagara Catholic to students and staff.

Superintendent Farrell provided an update on the proposed joint use school in Wainfleet.

5. Open Question Period

None Submitted

E. NOTICES OF MOTION

F. BUSINESS IN CAMERA

Moved by Trustee Burtnik

Seconded by Trustee Huibers

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

CARRIED

The Niagara Catholic District School Board moved into the In Camera Session of the Board Meeting at 7:17 p.m. and reconvened at 7:55 p.m.

G. REPORT ON THE IN-CAMERA SESSION

Moved by Trustee Burtnik

Seconded by Trustee Huibers

THAT the Niagara Catholic District School Board report the motions from the In Camera Session of the Board Meeting of September 24, 2019.

CARRIED

SECTION A: STUDENT TRUSTEES PRESENT

Moved by Trustee Burtnik
Seconded by Trustee Prince

THAT the Niagara Catholic District School Board approve the Minutes of the In Camera Session of the Board Meeting - SECTION A: Student Trustees Present of June 18, 2019, as presented.

CARRIED (Item F1)

Moved by Trustee Burtnik
Seconded by Trustee Prince

THAT the Niagara Catholic District School Board receive the unapproved Minutes of the In Camera Session of the Committee of the Whole Meeting - SECTION A: Student Trustees Present of September 10, 2019, as presented.

CARRIED (Item F2)

SECTION B: STUDENT TRUSTEES EXCLUDED

Moved by Trustee Burtnik
Seconded by Trustee Prince

THAT the Niagara Catholic District School Board approve the Minutes of the In Camera Session of the Board Meeting - SECTION B: Student Trustees Excluded of June 18, 2019, as presented.

CARRIED (Item F5)

Moved by Trustee Burtnik
Seconded by Trustee Prince

THAT the Niagara Catholic District School Board receive the unapproved Minutes of the In Camera Session of the Committee of the Whole Meeting - SECTION B: Student Trustees Excluded of September 10, 2019, as presented.

CARRIED (Item F6)

The following motions were reported from the In Camera Session of the Committee of the Whole Meeting - SECTION B: Student Trustees Excluded of September 10, 2019:

Moved by Trustee Burtnik
Seconded by Trustee Prince

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

CARRIED (Item F6.1)

H. FUTURE MEETINGS AND EVENTS

I. MOMENT OF SILENT REFLECTION FOR LIFE

J. ADJOURNMENT

Moved by Trustee Prince
Seconded by Trustee Turner

THAT the September 24, 2019 meeting of the Niagara Catholic District School Board be adjourned.

CARRIED

This meeting was adjourned at 7:56 p.m.

Minutes of the Meeting of the Niagara Catholic District School Board held on **September 24, 2019**.

Approved on **October 22, 2019**.

Frank Fera
Chair of the Board

John Crocco
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
OCTOBER 22, 2019**

PUBLIC SESSION

**TOPIC: MINUTES OF THE SPECIAL BOARD MEETING OF
OCTOBER 4, 2019**

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Minutes of the Special Board Meeting of October 4, 2019, as presented.



MINUTES OF THE SPECIAL ELECTRONIC BOARD MEETING

FRIDAY, OCTOBER 4, 2019

Minutes of the Special Electronic Meeting of the Niagara Catholic District School Board, held on Friday, October 4, 2019 at 9:30 a.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 9:30 a.m. by Chair Fera.

A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayer were led by Trustee Fera.

2. Roll Call

Trustee	Present	Present Electronically	Absent	Excused
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**, **Pat Rocca**, Superintendents of Education; **Scott Whitwell**, Controller of Facilities Services; **Giancarlo Vetrone**, Superintendent of Business & Financial Services; **Linda Marconi**, Recording Secretary/ Executive Assistant to the Director of Education.

3. Approval of the Agenda

Moved by Trustee Turner
Seconded by Trustee Huibers

THAT the Niagara Catholic District School Board approve the Agenda of the Special Board Meeting of October 4, 2019, as presented.

CARRIED

4. Disclosure of Interest

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

B. BUSINESS IN CAMERA

Moved by Trustee Sicoli
Seconded by Trustee Burkholder

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 Special Board Meeting at 9:35 a.m. and reconvened at 10:18 a.m.

C. REPORT ON THE IN-CAMERA SESSION

Moved by Trustee Burkholder
Seconded by Trustee Prince

THAT the Committee of the Whole report the motions from the In Camera Session of the Special Board Meeting of October 4, 2019.

CARRIED

Moved by Trustee Burtnik
Seconded by Trustee Sicoli

THAT the Niagara Catholic District School Board approve the recommendation as outlined in Item F1.4 of the In Camera Agenda.

CARRIED (Item F1.4)

D. MOMENT OF SILENT REFLECTION FOR LIFE

E. ADJOURNMENT

Moved by Trustee Sicoli
Seconded by Trustee Prince

THAT the October 4, 2019 Special Meeting of the Niagara Catholic District School Board be adjourned.

CARRIED

This meeting was adjourned at 10:20 a.m.

Minutes of the Special Meeting of the Niagara Catholic District School Board held on **October 4, 2019**.

Approved on the **October 22, 2019**.

Frank Fera
Chair of the Board

John Crocco
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
OCTOBER 22, 2019**

PUBLIC SESSION

**TOPIC: MINUTES OF THE SPECIAL BOARD MEETING OF
OCTOBER 8, 2019**

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Minutes of the Special Board Meeting of October 8, 2019, as presented.



MINUTES OF THE SPECIAL BOARD MEETING

TUESDAY, OCTOBER 8, 2019

Minutes of the Special Meeting of the Niagara Catholic District School Board, held on Tuesday, October 8, 2019 at 8:30 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 8:59 p.m. by Chair Fera.

A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayer were led by Trustee Moody.

2. Roll Call

Chair Fera noted that Trustee Turner was asked to be excused.

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

3. Approval of the Agenda

Moved by Trustee Prince
Seconded by Trustee Sicoli

THAT the Niagara Catholic District School Board approve the Agenda of the Special Board Meeting of October 8, 2019, as presented.

CARRIED

4. Disclosure of Interest

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

B. BUSINESS IN CAMERA

Moved by Trustee Burtnik
Seconded by Trustee Prince

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 Special Board Meeting at 9:00 p.m. and reconvened at 9:02 p.m.

C. REPORT ON THE IN-CAMERA SESSION

Moved by Trustee Burtnik
Seconded by Trustee Prince

THAT the Committee of the Whole report the motions from the In Camera Session of the Special Board Meeting of October 8, 2019.

CARRIED

Moved by Trustee Huibers
Seconded by Trustee Prince

THAT the Niagara Catholic District School Board approve the recommendation as outlined in Item B1 of the In Camera Agenda.

CARRIED (Item B1)

D. MOMENT OF SILENT REFLECTION FOR LIFE

E. ADJOURNMENT

Moved by Trustee Prince
Seconded by Trustee Fera

THAT the DATE Special Meeting of the Niagara Catholic District School Board be adjourned.

CARRIED

This meeting was adjourned at 9:02 p.m.

Minutes of the Special Meeting of the Niagara Catholic District School Board held on **October 8, 2019**.

Approved on the **October 22, 2019**.

Frank Fera
Chair of the Board

John Crocco
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
OCTOBER 22, 2019**

PUBLIC SESSION

**TOPIC: UNAPPROVED MINUTES OF THE COMMITTEE OF THE
WHOLE MEETING OF OCTOBER 8, 2019**

RECOMMENDATION

THAT the Niagara Catholic District School Board receive the unapproved Minutes of the Committee of the Whole Meeting of October 8, 2019, as presented.

The following recommendations are being presented for the Board's consideration from the Committee of the Whole Meeting of October 8, 2019:

6.1.1 Employee Workplace Harassment Policy (201.7)

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

6.1.2 Emergency Instructors Elementary Policy (NEW)

THAT the Niagara Catholic District School Board approve the Emergency Instructors Elementary Policy, as presented.

6.1.3 Catholic Leadership: Supervisory Officer & Controller of Facilities Selection Policy (NEW)

THAT the Niagara Catholic District School Board approve the Catholic Leadership: Supervisory Officer & Controller of Facilities Selection Policy, as presented.

6.1.4 2020 OCSTA Student Trustee Alumni Award

THAT the Niagara Catholic District School Board support the nomination of Dr. Robert Murray for the 2020 OCSTA Student Trustee Alumni Award, as requested.



MINUTES OF THE COMMITTEE OF THE WHOLE MEETING TUESDAY, OCTOBER 8, 2019

Minutes of the Meeting of the Committee of the Whole of the Niagara Catholic District School Board, held on Tuesday, October 8, 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 6:30 p.m. by Vice-Chair Sicoli.

A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayer was led by Trustee Fera

2. Roll Call

Vice-Chair Sicoli noted that Trustee Turner was asked to be excused and Superintendent Farrell was excused.

Trustee	Present	Present Electronically	Absent	Excused
Rhianon Burkholder	✓			
Kathy Burtnik	✓			
Frank Fera	✓			
Larry Huibers	✓			
Daniel Moody	✓			
Leanne Prince	✓			
Dino Sicoli	✓			
Paul Turner				✓
Student Trustees				
Jade Bilodeau	✓			
Luca DiPietro	✓			

The following staff were in attendance:

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

3. **Approval of the Agenda**

Moved by Trustee Prince

THAT the Committee of the Whole approve the Agenda of the Committee of the Whole Meeting of October 8, 2019, as presented.

CARRIED

4. **Declaration of Conflict of Interest**

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

5. **Approval of Minutes of the Committee of the Whole Meeting of September 10, 2019**

Moved by Trustee Burtnik

THAT the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting of September 10, 2019, as presented.

CARRIED

6. **Consent Agenda Items**

6.1 **Unapproved Minutes of the Policy Committee Meeting of September 24, 2019**

THAT the Committee of the Whole receive the Unapproved Minutes of the Policy Committee Meeting of September 24, 2019, as presented.

6.2 **Approval of Policies**

6.2.1 **Employee Workplace Harassment Policy (201.7)**

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

6.2.2 **Emergency Instructors Elementary Policy (NEW)**

THAT the Policy Committee recommend to the Committee of the Whole approval of the Emergency Instructors Elementary Policy, as presented.

6.2.3 **Catholic Leadership: Supervisory Officer & Controller of Facilities Selection Policy (NEW)**

THAT the Policy Committee recommend to the Committee of the Whole approval of the Catholic Leadership: Supervisory Officer & Controller of Facilities Selection Policy, as presented.

6.3 **Annual Reports for Catholic School Councils and the Niagara Catholic Parent Involvement Committee 2018-2019**

Presented for information.

6.4 Staff Development Department Professional Development Opportunities

Presented for information.

6.5 Capital Projects Progress Report Update

Presented for information.

6.6 In Camera Items F1 and F3

Moved by Trustee Huibers

THAT the Committee of the Whole adopt consent agenda items.

CARRIED

B. PRESENTATIONS

C. COMMITTEE AND STAFF REPORTS

1. Committee of the Whole System Priorities and Budget 2019-2020 Update

Director Crocco and members of Senior Administrative Council presented Committee of the Whole System Priorities and Budget 2019-2020 Update.

Director Crocco and Senior Staff answered questions of Trustees.

2. Education Quality and Accountability Office (EQAO) 2018-2019 Results for Ontario Secondary School Literacy Test (OSSLT), Grade 9 Assessment of Mathematics and Assessments of Reading, Writing and Mathematics, Primary Division and Junior Division

Lee Ann Forsyth-Sells, Superintendent of Education presented the Education Quality and Accountability Office (EQAO) 2018-2019 Results for Ontario Secondary School Literacy Test (OSSLT), Grade 9 Assessment of Mathematics and Assessments of Reading, Writing and Mathematics, Primary Division and Junior Division report for Trustee information.

Director Crocco and Senior Staff answered questions of Trustees.

3. Niagara Catholic District School Board Level Graduation Rates for the 2013-2014 Grade 9 Cohort – August 2018

Superintendent Forsyth-Sells presented the Niagara Catholic District School Board Level Graduation Rates for the 2013-2014 Grade 9 Cohort – August 2018 report for Trustee information.

4. Accountability Financial Report 2019-2020 as of September 30, 2019

Giancarlo Vetrone, Superintendent of Business & Financial Services presented the Accountability Financial Report 2019-2020.

Superintendent Vetrone answered questions of Trustees.

5. Monthly Updates

5.1 Student Trustees' Update

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

5.2 Senior Staff Good News Update

Senior Staff highlights included:

Superintendent Lee Ann Forsyth-Sells

- St. Christopher Catholic Elementary School has received a Community Development Grant of \$5,266. 38 from Canadian Tire Jumpstart Charities. Niagara Catholic is working with YMCA Niagara to coordinate the Jumpstart PLAY (Physical Literacy Academy for Youth) after school program two days a week for ten weeks. Students in Grades 1 to 3 will have opportunities to learn and practice fundamental physical literacy skills. Physical activities will focus on skill development, social engagement and fun. Students will also build healthy literacy skills and enjoy healthy snacks during this program. Principal Morawek has reported that 16 students have registered for this program.

D. INFORMATION

1. Trustee Information

Director Crocco confirmed the presentation of items D1.4 to D1.6 for the information or questions of Trustees and highlighted for discussion items D1.3 and D1.6.

1.1 Spotlight on Niagara Catholic – September 24, 2019

1.2 Calendar of Events – October 2019

1.3 Knights of Columbus Bishop's Charities Dinner – October 19, 2019

Director Crocco highlighted the Knights of Columbus Bishop's Charities Dinner being held on October 19, 2019.

Trustees were asked to confirm their attendance with Anna Pisano.

1.4 OCSTA Memorandum – 2020 OCSTA Trustee Award of Merit

1.5 OCSTA Memorandum – 2020 OCSTA Student Trustee Alumni Award

A motion was presented to nominate former Student Trustee Dr. Robert Murray for the 2020 OCSTA Student Trustee Alumni Award.

Moved by Trustee Burtnik

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board support the nomination of Dr. Robert Murray for the 2020 OCSTA Student Trustee Alumni Award.

CARRIED

1.6 OCSTA 2020 Catholic Trustees Seminar – January 17-18, 2019

Director Crocco highlighted the OCSTA 2020 Catholic Trustees Seminar scheduled for January 17-18, 2019

Trustees were asked to confirm their attendance with Anna Pisano in order to ensure room bookings.

E. OTHER BUSINESS

1. General Discussion to Plan for Future Action

- 1.1 Director Crocco informed the Board of the continued implementation of the System Priorities and that Senior Staff are working on various reports and the formation of committees as per the direction of the Board.

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 7:29 p.m. and reconvened at 8:57 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 October 8, 2019.

CARRIED

SECTION A: STUDENT TRUSTEES INCLUDED

Moved by Trustee Huibers

THAT the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting - In Camera Session (Section A: Student Trustees Included) held on September 10, 2019, as presented.

CARRIED (Item F1)

SECTION B: STUDENT TRUSTEES EXCLUDED

Moved by Trustee Huibers

THAT the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting - In Camera Session (Section B: Student Trustees Excluded) held on September 10, 2019, as presented.

CARRIED (Item F3)

H. ADJOURNMENT

Moved by Trustee Prince

THAT the October 8, 2019 Committee of the Whole Meeting be adjourned.

CARRIED

This meeting was adjourned at 8:58 p.m.

Minutes of the Committee of the Whole Meeting of the Niagara Catholic District School Board held on **October 8, 2019.**

Approved on **November 12, 2019.**

Dino Sicoli
Vice-Chair of the Board

John Crocco
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
OCTOBER 22, 2019**

PUBLIC SESSION

TOPIC: EMPLOYEE WORKPLACE HARASSMENT POLICY (201.7)

RECOMMENDATION

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

Prepared by: Frank Iannantuono, Superintendent of Education/Human Resources
Presented by: Policy Committee
Recommended by: Committee of the Whole
Date: October 22, 2019



Niagara Catholic District School Board

EMPLOYEE WORKPLACE HARASSMENT POLICY

STATEMENT OF POLICY

200 – Human Resources

Policy No 201.7

Adopted Date: March 26, 2002

Latest Reviewed/Revised Date: November 27, 2018

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

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

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

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

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

References:

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



Niagara Catholic District School Board

EMPLOYEE WORKPLACE HARASSMENT POLICY

ADMINISTRATIVE PROCEDURES

200 – Human Resources

Policy No 201.7

Adopted Date: March 26, 2002

Latest Reviewed/Revised Date: July 10, 2019

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

WORKPLACE HARASSMENT

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

ETHNOCULTURAL HARASSMENT

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

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

SEXUAL HARASSMENT IS:

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

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

Sexual Harassment may include:

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

Sexual Harassment is not:

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

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

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

COMPLAINT RESOLUTION PROCEDURES - FORMAL RESOLUTION

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

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

INVESTIGATIVE PROCEDURE OF THE COMPLAINT BY THE SUPERVISOR

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

- The Board will ensure the worker who has allegedly experienced workplace harassment and the alleged harasser, if he or she is a worker of the employer, are informed in writing of the results of the investigation and of any corrective action that has been taken or that will be taken as a result of the investigation

RECORDS

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

OTHER CONSIDERATIONS

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

Adopted Date:	March 26, 2002
Revision History:	February 23, 2010 February 28, 2012 November 26, 2013 February 24, 2015 June 21, 2016 May 23, 2017 November 27, 2018 July 10, 2019

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
OCTOBER 22, 2019**

PUBLIC SESSION

TOPIC: EMERGENCY INSTRUCTORS ELEMENTARY POLICY (NEW)

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Emergency Instructors Elementary Policy (NEW), as presented.

Prepared by: Frank Iannantuono, Superintendent of Education/Human Resources
Presented by: Policy Committee
Recommended by: Committee of the Whole
Date: October 22, 2019



Niagara Catholic District School Board

EMERGENCY INSTRUCTORS ELEMENTARY POLICY

STATEMENT OF POLICY

200 – Human Resources

Policy No.

Adopted Date:

Latest Reviewed/Revised Date:

In keeping with the mission, vision and values of the Niagara Catholic District School Board, the Niagara Catholic District School Board believes that the realization of the goals of Catholic education, founded on faith, inspired by the Gospel, and committed to service requires leadership at all levels.

The Niagara Catholic District School Board recognizes that our school community exists primarily to foster and exemplify Catholic values centred on the person of Jesus Christ.

The Niagara Catholic District School Board is committed to ensuring that qualified teachers are teaching in our classrooms at all times. From time to time, in extenuating circumstances, this may not be possible. A Board registered Emergency Instructor may be called upon to cover a classroom in the absence of a classroom teacher.

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

References

- [*Education Statutes and Regulations of Ontario*](#)
- [*Ontario Human Rights Code*](#)
- [*Municipal Freedom of Information and Protection of Privacy Act\(MFIPPA\)*](#)
- [*Personal Health Information Protection Act \(PHIPA\)*](#)
- [*Personal information and Protection of Electronic Documents Act\(PIPEDA\)*](#)

Niagara Catholic District School Board Policies/Procedures

- [*Equity and Inclusive Education Policy \(100.10\)*](#)
- [*Electronic Communications System Policy \(Employees\) 201.12*](#)
- [*Electronic Communications System Policy \(Students\) 301.5*](#)
- [*Privacy Policy \(600.6\)*](#)
- [*Privacy Breach Procedure*](#)



Niagara Catholic District School Board

EMERGENCY INSTRUCTORS ELEMENTARY POLICY

ADMINISTRATIVE PROCEDURES

200 – Human Resources

Policy No.

Adopted Date:

Latest Reviewed/Revised Date:

DEFINITION

An Emergency Instructor, as named by the Niagara Catholic District School Board, is a person who is not certified as a teacher, is 18 years of age or older, holder of an Ontario secondary school diploma and who is appointed, on a daily basis to a maximum of ten school days, to instruct in the case of an emergency.

Emergency Instructors shall not be deployed unless and until the call out for occasional teachers on the Occasional Teacher Roster have been exhausted, all retirees from the Emergency List have been exhausted, Catholic teachers who have not submitted a pastoral reference are considered, followed by the deployment of Emergency Instructors when required. It will be the Principal's discretion to deploy Emergency Instructors if a classroom at the school is not filled with an Occasional Teacher as per the call-out process

APPLICATION PROCESS

A Board registered Emergency Instructor may be called upon, as a casual worker, to cover a classroom in the absence of the classroom teacher for a part or a full day. Careful consideration is given to the selection of people to fulfill these roles, and the Emergency Instructor is given training in school procedures and is subject to a Criminal Background Check/ Vulnerable Sector Screening before entering the classroom. If there are any questions regarding the emergency instructor, please contact the Principal of the school.

- a) The Principal is to create an unqualified Emergency Instructor list at each elementary school.
- b) The Principal and/or Vice principal will interview prospective Emergency Instructors as selected by the Principal. The interview will include such issues as confidentiality, classroom procedures, and the safety and well-being of all students in the classroom.
- c) Prior to commencing employment, Emergency Instructors will be required to provide a Criminal Background Check/ Vulnerable Sector Screening, to the Human Resources Department.

SUPPORT PROCESS

As Emergency Instructors have no formal training, expertise or certification as professional educators, it is imperative that arrangements be made, under the direction of the Principal or Vice-Principal to ensure that all Emergency Instructors maintain "proper order and discipline in the teacher's classroom and while on duty in the school and on the school ground," (Section 264 Education Act). In order to facilitate this, the Principal or Vice-Principal is required to remain in contact with the Emergency Instructor on a frequent basis throughout the school day to ensure safety of all students.

PRIOR TO ENTERING THE CLASSROOM

Emergency Instructors should be given information/training on the following prior to entering a classroom for the first time:

- a) the use of the telephone in the classroom, school and classroom rules and procedures including all safety plans (Fire Drill, Bomb Threat, Intruder Alert, Emergency Evacuation etc.). This information is to be provided to all individuals replacing the regular teacher;
- b) schedules and procedures for lunch, recess and preparation / planning time as well as arrival, dismissal and transportation routines and times;
- c) debriefing on the unique needs of certain students in the classroom, so they are prepared to handle any situation that may arise (e.g. high-risk students, medical needs, special education needs, emotional or physical needs and any issues of court orders - i.e. custody situations); and,
- d) an introduction to at least one classroom teacher in close proximity to their designated classroom, in case of a delay in contacting a member of the administrative team.

At the conclusion of the interview or prior to the first working day, the Emergency Instructor will sign an acknowledgement form confirming that they are aware of school routines, emergency routines and the importance of confidentiality. Once signed, this Documentation and Acknowledgement Form should be sent along with the completed package to the attention of Human Resources Services.

DAILY PLANS / EMERGENCY PLANS

The Emergency Instructor shall follow the teaching plan left by the classroom teacher. Where this is not possible, the Principal/Vice Principal will provide the required directions to the Emergency Instructor in order to develop a classroom routine for the day. Activities which require the expertise of a qualified teacher, specific skills, safety knowledge, or specific knowledge of an activity should not be undertaken unless the Principal/Vice Principal is satisfied that the Emergency Instructor is able to perform the tasks involved.

COMMUNICATING WITH THE COMMUNITY

- i) Principals should ensure that the use of an Emergency Instructor is undertaken after all attempts to obtain a qualified teacher have failed.
- ii) To ensure an open communication with parents/guardians, the following message shall be issued.

The Niagara Catholic District School Board is committed to ensuring that qualified teachers are teaching in our classrooms at all times. From time to time, in extenuating circumstances, this may not be possible. A Board registered Emergency Instructor may be called upon, as a casual worker, to cover a classroom in the absence of the classroom teacher for a part or a full day. Careful consideration is given to the selection of people to fulfill these roles, and the Emergency Instructor is given training in school procedures and is subject to a Criminal Background Check/ Vulnerable Sector Screening before entering the classroom. If there are any questions, please contact the Principal of the school.

Adopted Date:

NEW

Revision History:

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
OCTOBER 22, 2019**

PUBLIC SESSION

**TOPIC: CATHOLIC LEADERSHIP: SUPERVISORY OFFICER &
CONTROLLER OF FACILITIES SELECTION POLICY (NEW)**

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Catholic Leadership: Supervisory Officer & Controller of Facilities Selection Policy (NEW), as presented.

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

Presented by: Policy Committee

Recommended by: Committee of the Whole

Date: October 22, 2019



Niagara Catholic District School Board

**CATHOLIC LEADERSHIP: SUPERVISORY OFFICER AND CONTROLLER OF
FACILITIES SERVICES SELECTION POLICY**

STATEMENT OF POLICY

200 – Human Resources

Policy No NEW

Adopted Date: NEW

Latest Reviewed/Revised Date:

In keeping with its Mission, Vision and Values, the Niagara Catholic District School believes that the realization of the goals of Catholic education requires system leadership founded on faith, inspired by the Gospel, and committed to service.

For appointments to all positions of system leadership with the Niagara Catholic District School Board, a candidate shall have a demonstrated record of promoting Catholic Education as evidenced in one's personal faith journey, as well as an understanding of and a genuine commitment to the Board's mission and shared vision and values.

Individuals aspiring to Catholic system leadership positions within the Niagara Catholic District School Board shall possess the qualifications required by Education Statutes and Regulations of Ontario, as well as those established by the Board. The Board will ensure that individuals selected to positions of responsibility as a Supervisory Officer or Controller of Facilities Services will possess all of the qualifications, experience and necessary skills to perform this role.

Niagara Catholic Supervisory Officers and Controller of Facilities Services staff shall be dedicated system leaders who demonstrate a strong commitment to the vocation of Catholic education through engagement, support and positive-servant leadership in schools, the system and within the Catholic community. Personal faith commitment is a fundamental criterion for vocational servant leadership in Niagara Catholic as a Supervisory Officer and Controller of Facilities Services and will be evident through visible involvement within the community and parish.

As an active member of Senior Administrative Council, Supervisory Officers and the Controller of Facilities Services will provide engaged Catholic faith-filled leadership from Early Years through to graduation within a system and/or a Family of Schools portfolio. Within the collective leadership team of Niagara Catholic, Supervisory Officers and the Controller of Facilities Services will assist the Director of Education in implementing the Niagara Catholic District School Board's multi-year Strategic Plan, annual system priorities, annual budgets and operational directions for the Niagara Catholic District School Board, including, but not limited to, programs, supports and services, system supervision and direction to staff at the system or school level.

Prior to the commencement of the Supervisory Officer or Controller of Facilities Services selection process, the Director of Education will consult and seek input from the Board of Trustees on the skill set and profile within the Niagara Catholic District School Board.

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

References

- [*Student Achievement and School Board Governance Act, 2009*](#)
- [*Education Act and Regulations*](#)
- [*Ontario Leadership Strategy*](#)



Niagara Catholic District School Board

CATHOLIC LEADERSHIP: SUPERVISORY OFFICER AND CONTROLLER OF FACILITIES SERVICES SELECTION POLICY

ADMINISTRATIVE PROCEDURES

200 – Human Resources

Policy No 202.3

Adopted Date: NEW

Latest Reviewed/Revised Date:

PREAMBLE

The major objectives of the role description and the procedures outlined herein are to provide a set of clear expectations of the most competent and knowledgeable candidates aspiring to the system Catholic leadership position of a Supervisory Officer and Controller of Facilities Services, while providing a clear set of procedures to be followed from application to appointment.

LEADERSHIP FRAMEWORK FOR CATHOLIC SUPERVISORY OFFICERS AND CONTROLLER OF FACILITIES SERVICES

- Catholic Faith, Community and Culture
- Setting Directions
- Building Relationships and Developing People
- Developing the Organization
- Leading the Instructional Program
- Securing Accountability

QUALIFICATIONS FOR SUPERVISORY OFFICERS

The following qualifications are required at the time of application:

- Completion of the Ontario Supervisory Officer's Qualifications or currently enrolled in the Catholic Supervisory Officer Qualification Program for Academic Candidates (Regulation 176/10) or Business Candidates (Regulation 309, as amended by O.Reg. 182/97)
- Ontario College of Teachers Certification of Registration and Certificate of Qualifications (Superintendent of Education position)
- Minimum five (5) years leadership experience as a Catholic elementary or secondary Principal; Supervisory Officer or comparable position for a Superintendent of Business and Financial Services
- Specialist in Religious Education and Special Education or currently enrolled (Superintendent of Education)
- Demonstrated participation in a Catholic Parish as attested through a current Pastoral Letter of Reference (Superintendent of Education)
- Demonstrated experience as outlined in the Ontario Leadership Strategy Framework for Catholic Supervisory Officers
- Demonstrated experience implementing Government of Ontario Legislation; the Education Statutes and Regulations of Ontario; Ministry of Education Guidelines; Catholic District School Board Policies; and a Board's Mission Statement, Vision and Values
- Demonstrated ability to work effectively within a collaborative leadership team
- Demonstrated ability to lead staff, collaborate with partners in Catholic education and community members
- Demonstrated exceptional interpersonal and communication skills
- Hold a valid driver's license, access to a vehicle and ability to travel as required to discharge one's duty as a Supervisory Officer

QUALIFICATIONS FOR CONTROLLER OF FACILITIES SERVICES

The following qualifications are required at the time of application:

- Bachelor's or Master's degree in Architecture and/or Engineering, with a minimum of five years related experience. A Professional Designation is considered an advantage
- Program and project management experience related to the delivery of educational/institutional facility projects is an advantage
- Comprehensive understanding of the design, tendering and construction processes
- Demonstrates experience and support for the Ontario Catholic Leadership Strategy Framework
- Proven experience with research, report writing, analysis, supervision of staff and the use of collaborative leadership models
- Superior communication and team building skills that include presentation, negotiation skills and the use of a variety of software applications
- Hold a valid driver's license, access to a vehicle and ability to travel as required to discharge one's duty as a Controller of Facilities Services

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD: APPLICATION PROCESS

Interested applicants will be required to provide at the time of application:

- A complete Curriculum Vitae providing evidence of the qualifications required
- A one-page statement of philosophy of Catholic Education which outlines past experiences and examples of personal commitment to Catholicism
- A current written professional reference from the applicant's immediate supervisor(s)
- A current written Pastoral Letter of Reference* (Superintendent of Education)
- A current written professional reference from an applicant's colleague*
- The names addresses and telephone numbers of two (2) additional references from the applicant's current or previous work environment*
- A current copy of the candidate's Ontario Certificate of Qualification (OCT) for a Superintendent of Education position
- A copy of the most recent Performance Appraisal in one's current position
- A copy of a recent Criminal Background Check (Vulnerable Sector Screening); and,
- A valid driver's license, access to a vehicle and be able to travel as required to discharge one's duty as a Supervisory Officer or Controller of Facilities Services.

*Include written permission to contact references

ADVERTISING AND APPLICATIONS

1. Applications will be invited from qualified internal candidates and may be invited from qualified external candidates.
2. Application information provided to candidates will stipulate the qualifications and all additional requirements involved in the selection process.

SELECTION PROCESS

1. Applications will be invited from qualified candidates for the position(s) of a Supervisory Officer and a Controller of Facilities Services as required. With the permission of the applicant, the Director of Education may contact a member of staff or the community as part of the confidential background review.

2. The Director of Education, in consultation with Senior Administrative Council, shall review all applications, including a public background check, to determine which applicants shall be invited to proceed in the selection process.
3. Those applicants not selected to proceed in the selection process shall be so notified and given reasons.
4. Interview Committee Members and Responsibility
 - a. The Interview Committee shall consist of the following:
 - i. All members of Senior Administrative Council
 - ii. Two Trustee's appointed by the Board (observer status)
 - iii. Chair of the Committee: Director of Education
 - b. All members of the Interview Committee will be present for all interviews.
 - c. All members of the Interview Committee will be provided with confidential copies of the applicants' resumes and applications.
 - d. Members of the Interview Committee will make recommendation(s) for successful candidate(s) to the Director of Education.
5. After consideration of the Interview Committee recommendations, the Director of Education will determine the successful candidate(s) and following consultation with the Board at an In-Camera Meeting with the Board of Trustees will confirm the new Supervisory Officer(s) and/or Controller of Facilities Services. Offer of employment will be made by the Director of Education.
6. The Director of Education who is the chairperson for the process shall coordinate the debriefing of each candidate upon request.

CONFLICT OF INTEREST

No individual will be involved in any part of the selection process if it is self-declared and/or deemed to be a Conflict of Interest regarding any individual submitting their name for a position with Niagara Catholic. Conflicts of Interest will be declared to the Director of Education who will ensure that the individual declaring the conflict of interest is not involved in any facet of the selection process.

Adopted Date:	NEW
Revision History:	

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
OCTOBER 22, 2019**

PUBLIC SESSION

TOPIC: 2020 OCSTA STUDENT TRUSTEE ALUMNI AWARD

RECOMMENDATION

THAT the Niagara Catholic District School Board support the nomination of Dr. Robert Murray for the 2020 OCSTA Student Trustee Alumni Award, as requested.

Prepared by: Committee of the Whole
Presented by: Committee of the Whole
Recommended by: Committee of the Whole
Date: October 22, 2019



Ontario Catholic School
Trustees' Association

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Beverley Eckensweiler, *President*
Michelle Griepsma, *Vice President*
Nick Milanetti, *Executive Director*

October 2, 2019

MEMORANDUM

TO: Trustees and Directors of Education
– All Catholic District School Boards

CC: Student Trustees
Board Secretaries & Administrative Assistants
– All Catholic District School Boards

FROM: Margaret Binns, Director of Administrative Services

RE: **2020 OCSTA Student Trustee Alumni Award**

OCSTA is pleased to invite nominees for the Student Trustee Alumni Award, designed to recognize the achievements of former student trustees and celebrate the positive impact of Catholic education on their lives and the communities they reach.

Boards or individual trustee members are encouraged to submit nominations for the 2020 OCSTA Student Trustee Alumni Award.

The recipient of the Award will be honoured during the Annual Dinner on Friday, May 1, as part of the 2020 AGM & Conference.

Please see the attached guidelines and nomination form.

**The deadline for receipt
of nominations in the OCSTA office is
12:00 p.m. EST, Friday, January 17, 2020.**

OCSTA Student Trustee Alumni Award: Guidelines

NOMINATION ELIGIBILITY

- The nominee must be a former Catholic school Student Trustee.
- The nominee must have graduated from a Catholic secondary school in Ontario at least five years prior to his/her nomination.
- Any OCSTA trustee member or Ontario Catholic school board can submit nominations to help recognize the positive impact of Catholic education on the lives of student trustees and the communities they reach after graduation.

EVALUATION CRITERIA

This award is given to student trustee alumni who have demonstrated exceptional achievement in any field—vocational or voluntary—and positive Catholic values reflective of the characteristics described in the Ontario Catholic School Graduate Expectations. The nominations will be assessed based on the following three criteria, given a weighted value in points totalling 100:

- The nominee has distinguished himself/herself through service to their community and/or serving as a positive, inspiring role model to others. (40 points)
- This award is given to Catholic student trustee alumni who have demonstrated outstanding leadership, philanthropic and/or service capabilities and orchestrated exceptional and meaningful change as leaders in their profession or community. (30 points)
- The nominee has reflected the characteristics of the Ontario Catholic School Graduate Expectations: (30 points)
 - a discerning believer formed in the Catholic faith community
 - an effective communicator
 - a reflective and creative thinker
 - a lifelong learner
 - a collaborative contributor
 - a caring family member
 - a responsible citizen

PROCESS

- Only one person will be honoured in any given year. The Board of Directors is not required to present an OCSTA Student Trustee Alumni Award each year.
- All nominations will be reviewed, and the winner of the Award announced, at the February Board of Directors' meeting.
- The presentation of the Award will take place at OCSTA's Annual General Meeting & Conference.
- OCSTA will reimburse the award recipient, plus one guest, for reasonable combined travel expenses up to \$1,000 and one hotel night to attend the Awards Ceremony and Annual Dinner at the Annual General Meeting & Conference. In lieu of travel, an option for videoconferencing or taped message may be provided.

NOMINATION FORMAT

- Nominations must be submitted using the OCSTA Student Trustee Alumni Award Nomination Form.
- The response in support of the nominee must **not** exceed one 8.5 x 11 double-spaced page or 400 words. Please explain why the individual is deserving of this recognition. Only information within the prescribed length will be considered.
- Within the prescribed length, please provide sufficient information about the nominee to permit the Board of Directors to make an informed choice.
- Submissions must be clearly legible.

SUBMISSION METHOD AND DEADLINE

- Nominations may be submitted by email to Marie Palombi at mpalombi@ocsta.on.ca, or by mail, courier, or fax (416-932-9459).
- The deadline for receipt of nominations in the provincial office is **12:00 p.m. EST, Friday, January 17, 2020**. The deadline is firm and will not be extended.

OCSTA Student Trustee Alumni Award Nomination Form

Trustee or Board Submitting Nomination: _____

Name of Nominee: _____

Current address: _____

City: _____ Province/State: _____ Postal/Zip Code: _____

Telephone: _____ Email: _____

Catholic School(s) Attended: _____

Dates of Service as Student Trustee _____ / _____ to _____ / _____
(month/year):

Year of Graduation: _____ Current Vocation: _____

Board Contact Person: _____

Telephone: _____ Email: _____

Using 8 ½ x 11-inch paper, please explain why the individual is deserving of this award. The submission must **not** exceed 400 words. Only information within the prescribed length will be considered.

Nominations may be submitted by email to Marie Palombi at mpalombi@ocsta.on.ca or by mail, courier, or fax (416-932-9459).

Nomination must be received by **12:00 p.m. EST, Friday, January 17, 2020.**



Ontario Catholic School
Trustees' Association

OCSTA Student Trustee Alumni Award Recipients since 2017

YEAR	RECIPIENT
2019	Trevor Arnason , Ottawa CSB
2018	Ben Verboom , Durham CDSB
2017	Kristine Soufian , York CDSB

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
OCTOBER 22, 2019**

PUBLIC SESSION

**TITLE: MINUTES OF THE SPECIAL EDUCATION ADVISORY
COMMITTEE (SEAC) MEETING OF SEPTEMBER 4, 2019**

RECOMMENDATION

THAT the Niagara Catholic District School Board receive the Minutes of the Special Education Advisory Committee (SEAC) Meeting of September 4, 2019, as presented for information.

Prepared by: Pat Rocca, Superintendent of Education

Presented by: Pat Rocca, Superintendent of Education

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

Date: October 22, 2019



MINUTES OF THE SPECIAL EDUCATION ADVISORY COMMITTEE MEETING

WEDNESDAY, SEPTEMBER 4, 2019

Minutes of the Meeting of the Special Education Advisory Committee, held on Wednesday, September 4, 2019, at 6:30 pm p.m. in the Father Burns csc Boardroom at the Catholic Education Centre, 427 Rice Road, Welland.

The meeting was called to order at 6:30 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	✓		
Karen Murphy	Autism Ontario Niagara Region	✓		
Ted Nangle	Learning Disabilities Association - Niagara	✓		
Bill Helmeczi	Pathstone Mental Health			✓
Pina Palombo	Down Syndrome Caring Parents (Niagara)	✓		
Andrew Howcroft	Community Living Welland Pelham		✓	
Lorraine Smith	Mainstream		✓	
Dorothy Harvey	Niagara Children's Centre	✓		
Rita Smith	Community Living Port Colborne/Wainfleet		✓	
Kathy Burtnik	* Board Trustee – St Catharines	✓		
Rhianon Burkholder	* Board Trustee – Thorold/Merritton		✓	
Donald Highston	* Student Senate Representative			✓

The following staff were in attendance:

Pat Rocca, Superintendent of Education, **Jim Di Gioia**, Coordinator – Special Education; **Adele Filice**, Vice Principal, Secondary, **Chris Kerho**, Elementary Principal and Recording Secretary

3. Approval of the Agenda

Moved by Karen Murphy
Seconded by Pina Palombo

THAT the Special Education Advisory Committee approve the Agenda of the Special Education Advisory Committee Meeting of June 5, 2019

4. Disclosure of Interest

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

5. Approval of Minutes of the Special Education Advisory Committee Meeting of: September 4, 2019

Moved by Dorothy Harvey
Seconded by Karen Murphy

THAT the Special Education Advisory Committee approve the Minutes of the Special Education Advisory Committee Meeting of June 5, 2019 as presented.

CARRIED

**** There are no minutes from the June 6th - SEAC meeting, due to no quorum. ****

B. AGENDA ITEMS

1. SEAC Membership Discussion

- The Tourette Syndrome Association of Ontario may be disbanding. Anna may no longer be able to chair or sit in the SEAC Committee. This is because of the provincial regulations as the local chapter is not incorporated.
- This will also affect NCPIC as Anna is the SEAC representative where she presents a report and look through things at NCPIC through the lens of a student with special needs.
- We are investigating this through the Ministry of Education the position of “Community Member”.
- NCPIC has their first meeting but it is still last year’s council. November would be the time for the new person to step forward

C. VISIONING

1. Goals and Vision for 2018-2019 and 2019-2020

- Talked of transition plans, survey for parents and Sheila Bennett.

- Sheila is not available until the end of November. May wait to get some information from NCPIC. Sheila is interested in doing something to support parent outreach as well as the Triad of Home, School and Parish.
- SEAC would look to help with this event along with our Board support staff (Krista Wood)
- Pina Palombo has reached out to Terri and Anna Racine will follow up to see what is going on with regard to ideas and availability.
- We will look at Spring time availability. Pat Rocca will let Sheila know that Spring is a desired time.
- This will be one of our goals - a revised goal. Moved by Karen Murphy, seconded by Pina Palombo

Survey to Parents

- Pat Rocca will bring some templates to the October Meeting from PPM 140.
- Talked about going back to the accessibility survey - is it worth visiting some of the responses and to look at what are possible next steps? – moved by Dorothy Harvey, seconded by Karen Murphy

D. GOAL

- For Pat Rocca's team to review the accessibility survey and bring back the results to SEAC by the way of a presentation.
- Talked about staffing schools and how teaching staff are able to support students as classroom teacher and as an Educational Resource Teacher. Is it possible to have a discussion with Frank Iannantuono, Superintendent of Human Resources about the allocation of Human Resources who support students with special needs?
- There needs to be an increased focus on the role of the classroom teacher in the implementation of the Individual Education Plan (IEP).
- Also talk about the implementation of different programs and how the student is supported.
- How do we convey to parents that the classroom teacher is responsible for the education of their child?
- Need to revisit the current brochure and the mission statement of SEAC - with a focus on enabling success and promoting a move towards greater independence
- How does the Student Service Department receive administrative support through a System Administrator to assist in programming and the implementation of student programs?

E. BUSINESS ARISING FROM THE MINUTES OF THE MEETING OF September 4, 2019

1. Greater Essex CDSB SEAC Letter to Ministry

- The letter was distributed and read

2. Parent Outreach

3. Program and Service Recommendations

4. Special Education Budget

5. Annual Review, Special Education Plan

5.1 Special Education Plan, Building Bridges to Services 2019 and Beyond

- The *Special Education Plan, Building Bridges to Services 2019 and Beyond* has been updated and is posted on the Board website

6. Other Related Items

7. Policy Review

The following policies were presented for review.

Electronic Communications Policy (Employees) (201.12)

Student Parenting Policy (302.5)

Continuing Education Policy (400.1)

Playground Equipment Policy (702.1)

Feedback can be submitted to jennifer.pellegrini@ncdsb.com by September 10, 2019

Occupational Health and Safety Policy (201.6)

Employee Workplace Harassment Policy (201.7)

Employee Workplace Violence Policy (201.11)

Catholic School Councils Policy (8001)

Feedback can be submitted to jennifer.pellegrini@ncdsb.com by October 11, 2019

F. SEAC REPORT

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

- General information about the SEAC, meeting dates and the *Special Education Plan, Building Bridges to Services 2019 and Beyond* will be sent to Principals to include in their Catholic School Agenda.

2. Review and Approval of SEAC Insert for School Newsletters

- Next meeting discussion if SEAC would like to support, through a letter, the importance of a pre-service education course with more experiential learning.

POLICY REVIEW – Pat Rocca will receive e-mail from Anna regarding this

Motioned by Pina Palombo and Karen Murphy review of the policy can be submitted on behalf of SEAC

1. Karen Murphy and Pina Palombo reviewed email

- Talked about Regulation 274 and how this affects supply teachers and the ability to call supply teachers. Can ask Mr. Iannantuono for more details around this when he attends one of our meetings?
- Are the parameters in place enough?
- The SEAC insert for school newsletters is the same as noted above for the Catholic School Council agenda.

G. AGENCY REPORTS

1. Down Syndrome Caring Parents (Niagara) – Rob Lavorato

- NIL Report

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

- NIL Report

5. Autism Ontario Niagara Region – Karen Murphy

- NIL Report

6. Niagara Children's Centre – Dorothy Harvey

- NIL Report

7. Community Living Port Colborne/Wainfleet – Rita Smith

- NIL Report

H. STAFF REPORTS

1. Chris Kerho – Principals, Elementary

- NIL Report

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

- NIL Report

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

- Learning Strategies Class – Change in location at the Pope Francis Centre - trying to maximize resources for students who are there. Trying to involve the home school as well. There are currently 4 students in the program. Parents were in support of the change.
- Pat Rocca handed out some changes to the ABA Special Needs Facilitators as there is now one per Family of Schools - 7 in total.
- Deaf and Hard of Hearing workshop is upcoming

4. **Jim Di Gioia – Coordinator Special Education**

- NIL Report

I. TRUSTEE REPORTS

1. **Kathy Burtnik – Trustee**

- NIL Report

J. STUDENT SENATE REPORT

1. **Donald Highston**

- NIL Report

K. NEXT MEETING

Wednesday, October 2, 2019 at 6:30 pm - Catholic Education Centre

L. ADJOURNMENT

Moved by Pina Palombo

Seconded by Dorothy Harvey

THAT the September 4, 2019 meeting of the Special Education Advisory Committee be adjourned.

CARRIED

This meeting was adjourned at 8:37 pm

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
OCTOBER 22, 2019**

PUBLIC SESSION

**TITLE: EXTENDED OVERNIGHT FIELD TRIP, EXCURSION AND
EXCHANGE APPROVAL COMMITTEE 2019-2020**

The Extended Overnight Field Trip, Excursion and Exchange Approval Committee
2019-2020 report is presented for information.

Prepared by: Ted Farrell, Superintendent of Education

Presented by: Ted Farrell, Superintendent of Education

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

Date: October 22, 2019



REPORT TO THE BOARD OCTOBER 22, 2019

EXTENDED OVERNIGHT FIELD TRIP, EXCURSION AND EXCHANGE APPROVAL COMMITTEE 2019-2020

BACKGROUND INFORMATION

The Extended Overnight Field Trip, Excursion and Exchange Approval Committee continues to review proposals for 2019-2020 extended overnight field trips, excursions and exchanges as submitted to date. The composition of the approval Committee is as follows:

1 Supervisory Officer	-	Ted Farrell
1 Secondary School Vice-Principal	-	Andrew Bartley
1 Secondary School Principal	-	Andrew Boon
1 Elementary School Principal	-	Joe Tornabuono
1 Program Department Consultant	-	Krista Moscato

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

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

An Excursion is defined as follows:

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

Attached to this information report is an Executive Summary of a 2019-2020 Extended Overnight Field Trip as submitted on Tuesday, October 22nd, 2019. (Appendix A)

The Extended Overnight Field Trip, Excursion and Exchange Approval Committee 2019-2020
report is presented for information.

Prepared by: Ted Farrell, Superintendent of Education

Presented by: Ted Farrell, Superintendent of Education

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

Date: October 22, 2019

EXECUTIVE SUMMARY

Appendix A

Extended Overnight Field Trip, Excursion and Exchange Committee Approval – 2019-2020

SCHOOL	TYPE	APPROVAL REQUIRED	DESTINATION	CURRICULUM UNIT/THEME	EDUCATION VALUE	FAITH COMPONENT	DATE	NUMBER OF STUDENTS, STAFF & CHAPERONES ON TRIP	DURATION	COST (APPROX)	TRANSPORTATION
Saint Francis Catholic Secondary School	Extended Overnight Field Trip	Superintendent Extended Overnight Field Trip Committee and SAC	Orlando, Florida	Athletics Senior Boys and Girls Basketball Tournament	Social and Cultural growth. Educational opportunities through engineer of exhibits and guest speakers. Team and competitive growth.	Students will attend Mass at 6:00 p.m. on Saturday, December 21 st , 2019 at Mary Queen of the Universe Basilica	Wednesday, December 18 th , 2019 to Sunday, December 22 nd , 2019	30 Students 2 School Staff Members (1 being a classroom teacher with arranged internal coverage) 2 approved chaperones who assist with coaching the teams and are familiar with the students	5 days (3 school days) 4 nights	\$1,997.00 per person (includes airfare, insurance, accommodations, KSA tournament fee, 4 days of theme park admission to universal studios, transportation, breakfast and dinner daily) Additional Costs to include spending money and any additional meals	Students will travel by Air, Coach Bus.
Holy Cross Catholic Secondary School	Extended Overnight Field Trip	Superintendent Extended Overnight Field Trip Committee and SAC	Jalapa, Jalapa Guatemala	Social Justice, Leadership (Missionary trip with Wells of Hope)	This experience will provide students with a meaningful opportunity for international exposure of challenges faced by those living in poverty, as well as developing their faith, personal skills, critical thinking skills and leadership skills.	Students will attend Mass at the local church Sunday, March 6 th , 2020	Friday, March 6 th , 2020 to Sunday, March 15 th , 2020 *these dates were selected as they were the only dates available by Wells of Hope	15 Students 1 School Chaplain 1 SWIS Worker (no coverage required for staff members) 1 approved chaperone from the Diocese (Daniel Corso)	9 days (5 school days) 8 nights	\$2,031.41 per person (includes all transportation including airfare, accommodations, all meals, and full insurance coverage) Additional Costs to include spending money for souvenirs)	Students will travel by Air, Coach Bus.

EXECUTIVE SUMMARY

Extended Overnight Field Trip, Excursion and Exchange Committee Approval – 2019-2020

SCHOOL	TYPE	APPROVAL REQUIRED	DESTINATION	CURRICULUM UNIT/THEME	EDUCATION VALUE	FAITH COMPONENT	DATE	NUMBER OF STUDENTS, STAFF & CHAPERONES ON TRIP	DURATION	COST (APPROX)	TRANS-PORTATION
Blessed Trinity Catholic Secondary School	Extended Overnight Field Trip	Superintendent Extended Overnight Field Trip Committee and SAC	Italy, France & Spain	History, Arts and Language Studies, Canadian and World Studies	To practice and enrich students' French, Spanish and Italian speaking skills as they experience first hand how to communicate in an authentic language environment. This trip will also allow students to broaden their cultural appreciation of art, history, architecture and language of the various countries they visit. Exploring other cultures also fosters an increased appreciation of our own Canadian Culture and identity.	Students will attend Mass on Sunday, March 15 th , 2020	Wednesday, March 11 th , 2020 to Saturday, March 21 st , 2020	40 Students Max 1 – School Administrator 2 Staff Members (no coverage required) An additional approved teacher and/or chaperone if numbers warrant in order to comply with board policy.	11 days (3 school days as bulk of trip is over March Break) 10 nights	\$3,789.20 per person (includes airfare, accommodations, tours, breakfast and dinner daily, bus and train fares while in Europe, tipping and gratuity for the bus drive, tour director and guides, and full insurance coverage) Additional Costs to include spending money and any additional meals	Students will travel by Air, Coach and Transit.
Continuing Education	Extended Overnight Field Trip	Superintendent Extended Overnight Field Trip Committee and SAC	New York City, USA	HBN 4M Fashion Travel Credit	This trip includes workshops, students will learn how to create a fashion product using various tools, techniques and technologies while developing their practical skills. Students will also learn about various factors that affect the global fashion industry, the needs of specialized markets and the impact of fibre and fabric production and care. In addition they will learn about social and historical influences on fashion.	Students will attend Mass at St. Patrick's Cathedral	Sunday, March 15 th , 2020 to Saturday, March 21 st , 2020.	Up to 18 Students 1 – Secondary School Teacher (No coverage required as this trip is over March break) An additional approved teacher and/or chaperone if numbers warrant in order to comply with board policy.	7 days (0 School days) 6 nights	\$2,150.00 per person (includes online access to course, all course materials, all travel costs, accommodations, breakfast and dinner daily, dedicated guide, all taxes, gratuities and full insurance coverage) Additional Costs to include spending money and any additional meals	Coach Bus

EXECUTIVE SUMMARY

Extended Overnight Field Trip, Excursion and Exchange Committee Approval – 2019-2020

SCHOOL	TYPE	APPROVAL REQUIRED	DESTINATION	CURRICULUM UNIT/THEME	EDUCATION VALUE	FAITH COMPONENT	DATE	NUMBER OF STUDENTS, STAFF & CHAPERONES ON TRIP	DURATION	COST (APPROX)	TRANS-PORTATION
Saint Paul Catholic High School	Extended Overnight Field Trip	Superintendent Extended Overnight Field Trip Committee and SAC	New York City, USA	Art, History, Geography, Architecture	Students will experience viewing historical sites and be part of a Broadway workshop, learn about architecture and visit various churches	Students will attend Mass at St. Patrick’s Cathedral	Tuesday, May 5 th , 2020 to Saturday, May 9 th , 2020	45 – 50 Students 3 – School Staff Members (2 requiring coverage which will be provided internally, 1 does not require coverage) If student numbers exceed 45 an additional approved Chaperone will be appointed.	5 day (4 School days) 4 nights	\$849.00 per person (includes all transportation costs, accommodations, breakfast daily, entrance to all attractions, all taxes, gratuities and full insurance coverage) Additional Costs to include spending money and any additional meals	Coach Bus

EXECUTIVE SUMMARY

Extended Overnight Field Trip, Excursion and Exchange Committee Approval – 2019-2020

SCHOOL	TYPE	APPROVAL REQUIRED	DESTINATION	CURRICULUM UNIT/THEME	EDUCATION VALUE	FAITH COMPONENT	DATE	NUMBER OF STUDENTS, STAFF & CHAPERONES ON TRIP	DURATION	COST (APPROX)	TRANS-PORTATION
Continuing Education	Extended Overnight Field Trip	Superintendent Extended Overnight Field Trip Committee and SAC	Italy (various hotels, cities and towns)	English, Italian, Civics, Arts, Classical Studies & International Languages, Communications Technology	Students will have an opportunity to obtain Ontario Secondary Credits while travelling and studying in Italy. Students will grow in independence, team-building, self-discipline, social aptitude, leadership and curiosity. Students will experience personal growth as they learn about other people and their culture. Students will form positive relationships with their peers. Students enrolled in an Italian course will communicate in the target language.	Students will attend weekly mass	Friday, July 3, 2020 to Sunday July 26, 2020	65-71 Students 8 Staff /Chaperones This trip educational program has been implemented by the NCDSB in cooperation with the Hamilton Dante Centre since 1996	24 days (including departure day) 23 nights	\$5,995.00 per person (includes all transportation costs, full comprehensive insurance package/ all hotel accommodations, all breakfasts and dinners, most lunches, all itinerary excursions, guided tours, museum, gallery entrance fees, use of Italian schools, cooking demonstrations, staff costs) Additional costs to include transportation to and from Toronto Airport, purchase of items for personal use, light lunches (7) when travelling, cell phone usage (phone plans) additional data plans for Photography students	Air Plane, Coach Bus

EXECUTIVE SUMMARY

Extended Overnight Field Trip, Excursion and Exchange Committee Approval – 2019-2020

SCHOOL	TYPE	APPROVAL REQUIRED	DESTINATION	CURRICULUM UNIT/THEME	EDUCATION VALUE	FAITH COMPONENT	DATE	NUMBER OF STUDENTS, STAFF & CHAPERONES ON TRIP	DURATION	COST (APPROX)	TRANS-PORTATION
Continuing Education	Extended Overnight Field Trip	Superintendent Extended Overnight Field Trip Committee and SAC	England, UK	English 4U Credit Course	Students will complete the English 4U Credit Course (in-class component will be done every other day from July 6 th – 17 th during summer school)	Students will attend Mass while away	Sunday, July 26 th , 2020 to Tuesday, August 4 th , 2020	Minimum of 18 Students to have this course run Staff and Chaperones will be in full compliance with Board Policy once final numbers are obtained. No coverage will be required as this is a summer credit program	10 days, 9 Nights	\$4,084.00 per person (includes all transportation costs, full comprehensive insurance package/ all hotel accommodations, meals, all itinerary excursions, guided tours and gratuity. Additional costs to include purchase of items for personal use when travelling, cell phone usage (phone plans)	

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
OCTOBER 22, 2019**

PUBLIC SESSION

**TITLE: MICHAEL JACQUES – CAN'T READ, CAN'T WRITE,
HERE'S MY BOOK**

Prepared by: Pat Rocca, Superintendent of Education

Presented by: Pat Rocca, Superintendent of Education

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

Date: October 22, 2019



PRESENTATION BACKGROUND

**Board Meeting
October 22, 2019**

MICHAEL JACQUES – “CAN’T READ, CAN’T WRITE, HERE’S MY BOOK”

As a former graduate of St. Alexander Catholic Elementary School and Notre Dame College School respectively, Michael Jacques has shared his inspirational message to many staff and students in our Board and is very excited to share his story. Michael had the opportunity to present to our Principals at a Director’s Meeting last year, and has visited many of our schools to share his story and journey.

Michael’s accomplishments are truly remarkable. Provided below are examples of how his message of hope, faith, and persistence have been shared with various groups:

- Author of “Can’t Read Can’t Write – Here is my Book” – a copy of this book was purchased for every Library Information Centre in Niagara Catholic
- Member of the Niagara Catholic Special Education Advisory Committee
- At a recent Annual General Meeting for Community Living Ontario, Michael has been elected as Vice President of the Board
- Board member of Community Living Pelham
- Appointed to the Provincial Board of Community Living Ontario
- Has presented to District School Boards throughout the province
- Special Olympics participant in basketball and baseball
- Employee of Sobeys who is a supporter of Special Olympics
- Has promoted his message on TSN, Breakfast Television, CHCH
- Michael has spoken to the Director of Special Education at the Ministry of Education

Michael continues to speak throughout the province and shares his story ... inspiring others like himself to work hard, set goals, and not to give up! It is a great honour to have Michael here with us this evening, along with his father Marcel, to provide us with a personal perspective about his journey.

Prepared by: Pat Rocca, Superintendent of Education

Presented by: Pat Rocca, Superintendent of Education

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

Date: October 22, 2019

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
OCTOBER 22, 2019**

PUBLIC SESSION

TITLE: FINANCIAL REPORT AS AT SEPTEMBER 30, 2019

The Financial Report as at September 30, 2019 is presented for information

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

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

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

Date: October 22, 2019

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD FINANCIAL UPDATE
FISCAL 2019-2020
SEPTEMBER 30, 2019**

OVERVIEW

Niagara Catholic has presented an original estimate with a projected balanced position for fiscal year 2019-2020. The Business and Financial Services department is currently working on the revised estimates to be presented to the Board of Trustees at the December 2019 Board Meeting. The adjustments to our revenue and expenditures will reflect the changes since June 2019.

The 2018-2019 Financial Statements are in the process of being finalized with a projected surplus position. The projected Financial Statements will reflect an increase in the Board's accumulated surplus since 2017-2018. The continued financial health of Niagara Catholic allows our Board to plan for future demands and cost pressures not reflected in ~~our~~ the 2019-2020 Budget.

FINANCIAL STATEMENT - NOTES

REVENUE

1. The adjustment in revenue for the 2019-2020 fiscal year will be finalized during our revised estimates presented in December.

EXPENSES

1. Classroom Teachers expenditure has increased approximately \$1.4M in additional staff to account for the increased enrolment since June to meet class size regulations. The Secondary Panel needed to deploy additional teachers to meet program needs. The attrition protection and class size aggregate continues to present some challenges in meeting ministry staffing requirements.
2. The replacement costs associated with additional staff has been factored into the supply budget for 2019-2020.
3. Additional Education Assistants hours have been deployed to meeting the needs of new students enrolled at the start of September and throughout the fall.
4. Increased adjustment in elementary and secondary school budgets was made as a result of computer leasing costs from prior years had expired, allowing for additional resources to be allocated to the school level.

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD FINANCIAL UPDATE
FISCAL 2019-2020
SEPTEMBER 30, 2019**

TOTAL DAY SCHOOL PROGRAMS STAFFING

SUMMARY FTE(s)

	Original Estimates	Revised Estimates	Variance
Board Administration	44.0	44.0	0.0
Classroom Teachers	1,199.0	1,213.18	14.18
Coordinators/Consultants	19.03	19.03	0.0
Director & Supervisory Officers	5.0	5.0	0.0
Early Childhood Educators	93.0	93.0	0.0
Library and Guidance	54.0	54.0	0.0
Principals / Vice-Principals	73.3	73.3	0.0
Professionals, Para/Technicians	95.2	95.2	0.0
School Office	81.89	81.89	0.0
School Operations Maintenance	182.54	182.54	0.0
Educational Assistants	289.0	299.4	10.4
Grand Total	2,135.96	2,160.54	24.58

*the summary of FTEs may change once all staff deployment is confirmed for revised estimates in December.

EXPENDITURES

In thousands of ('000)

	2019-2020 Original Estimates	2019-2020 Revised Estimates	Variance
TOTAL INSTRUCTION	\$	\$	
1 Classroom Teachers	130,424	131,919	1,495
2 Supply Staff	6,529	6,617	88
3 Educational Assistants	16,709	17,038	329
Early Childhood Educators	5,543	5,543	0
4 Textbooks and Supplies	5,091	5,381	290
Computers	636	636	0
Professionals, Para and Technicians	8,093	8,093	0
Library & Guidance	3,974	3,974	0
Staff Development	485	485	0
Department Heads	313	313	0
Principals & Vice-Principals	10,390	10,390	0
School Office	5,026	5,026	0
Coordinators and Consultants	2,367	2,367	0
Continuing Education	4,319	4,319	0
Total Instruction Expenses	199,899	202,101	2,202

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD FINANCIAL UPDATE
FISCAL 2019-2020
SEPTEMBER 30, 2019**

TOTAL ADMINISTRATION			
Administration			
Trustees	264	264	0
Director and Supervisory Officers	1,204	1,204	0
Board Administration	5,963	5,963	0
Total Administrations	7,431	7,431	0
TOTAL TRANSPORTATION			
Transportation			
Pupil Transportation	10,843	10,767	(76)
Total Transportation	10,843	10,767	(76)
PUPIL ACCOMMODATION			
School Operations and Maintenance	22,417	22,417	0
School Renewal			
Other Pupil Accommodation	3,861	3,861	0
Amortization	16,103	16,103	0
Interest Charges	117	117	0
Total Pupil Accommodation	42,498	42,498	0
School Generated Funds Expenses	7,557	7,557	0
TOTAL EXPENDITURE	268,237	270,150	1,923

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
OCTOBER 22, 2019**

PUBLIC SESSION

**TOPIC: TRUSTEE INFORMATION
SPOTLIGHT ON NIAGARA CATHOLIC – OCTOBER 8, 2019**



October 8, 2019

Policies Recommended for Approval

During the October 8 Committee of the Whole Meeting, trustees recommended three policies be sent to the Board for approval.

Employee Workplace Harassment Policy (201.7), Emergency Instructors Elementary Policy (New) and Catholic Leadership: Supervisory Officer and Controller of Facilities Services Policy (new) will be considered at the October 22 Board Meeting.

Niagara Catholic's Four-Year Graduation Rate Second in the Province for 2018-2019



Niagara Catholic once again has the second highest four-year graduation rate among all English-language school boards in Ontario, with 91.4 percent. Niagara Catholic ranked fourth in Ontario for the five-year graduation rate, with 93.0 percent. This is for the cohort of students who entered Grade 9 in 2016.

The Ministry of Education began sharing graduation rates across the province in 2017. This is the third year in a row that Niagara Catholic has had such an outstanding graduation rate, a testament to the many innovative programs and services we have in place to engage students, and the hard work and commitment to our students, staff and families.

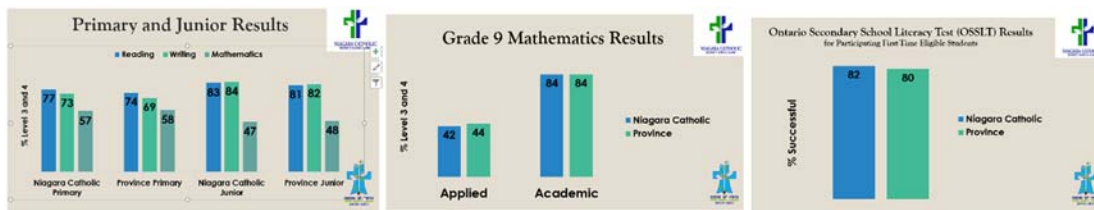
The Ministry of Education began sharing graduation

Niagara Catholic Continues to Exceed Provincial Average in EQAO Assessments

The Education Quality and Accountability Office (EQAO) has released the Board and provincial results of primary and junior assessments in Reading, Writing and Mathematics, as well as the Grade 9 Mathematics assessment and the Ontario Secondary School Literacy Test (OSSLT) written by Grade 10 students in 2018-2019.

Niagara Catholic students in Grades 3 and 6 continue to exceed the provincial average of students who achieved level three or above on the reading and writing assessments, but fell just below the provincial averages for the primary and junior mathematics assessment averages.

Grade 9 academic students met the provincial average for the provincial mathematics assessment, while students in the applied program fell slightly short of the provincial average. Niagara Catholic's Grade 10 students met the provincial average of the number of students who successfully completed the OSSLT. Read the media release [here](#).



Stay Connected

Big changes are coming to our website in the next few weeks! Be sure to check it out in late October to get all of the most current news and events from our schools. Of course you can always find these things on our social media channels, so make sure you like us on [Facebook](#) and follow us on [Twitter](#) and [Instagram](#), for updates and breaking news. It's the best way to stay in the know.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
OCTOBER 22, 2019**

PUBLIC SESSION

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



NOVEMBER 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9 Take our Kids to Work Day SEAC Meeting	10 NCPIC Meeting	11	12
13	14	15 SAL Meeting CW Meeting	16	17	18 Elementary and Secondary PA Day	19
20	21 Celebrating Junior Artists	22	23 Kindergarten Open House	24	25	26
27	Secondary Open Houses November 19, 21 and 27			28	29	30
31	32	33 Policy Committee Meeting Board Meeting	34	35	36	37

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
OCTOBER 22, 2019**

PUBLIC SESSION

**TOPIC: TRUSTEE INFORMATION
OCSTA MEMORANDUM – EDUCATION DEVELOPMENT
CHARGES: REGULATIONS REGARDING LAND
ACQUISITION SUBMISSION**



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Michelle Griepsma, *Vice President*
Nick Milanetti, *Executive Director*

October 9, 2019

MEMORANDUM

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

FROM: Stephen Andrews, Director of Legislative & Political Affairs

SUBJECT: Education Development Charges: Regulations Regarding Land Acquisition Submission

Further to the Memorandum sent on August 26, 2019 regarding the consultation regarding draft regulations being proposed under the Education Act that relate to education development charges (“EDCs”), please find attached the joint submission with the Ontario Association of School Business Officials. OCSTA, along with OASBO, the Ontario Public School Boards Association and the Ontario Catholic School Business Officials Association filed this submission with the Ministry of Education’s Capital Programs Branch on October 4, 2019.

Next Steps:

As you are aware, these draft regulations will have significant impacts on many EDC eligible boards. OCSTA will continue to advocate the concerns of our member boards over the coming weeks with senior officials within the Ministry of Education. OCSTA will also continue to discuss forthcoming guidelines with respect to EDCs with Ministry officials as well.

If you have any questions or concerns, please contact Dan Duszczyszyn at 519-835-0212 or email dduszczyszyn@ocsta.on.ca or myself at 416-932-9460 or email sandrews@ocsta.on.ca.



**Building your career in
Ontario's educational
system**

OASBO is a member-driven organization, committed to building Ontario's provincially-funded education system through strong and efficient administration.

L'OASBO est un organisme piloté par ses membres et engagé à bâtir le système d'éducation financé par la province de l'Ontario à l'aide d'une administration solide et efficace.

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Upper Grand DSB

Executive Director
Gerry Cullen

4 October 2019

Paul Bloye
Director, Capital Program Branch
Ministry of Education
315 Front Street West, 15th Floor
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RE: Education Development Charges and Notice by School Boards Prior to Acquiring Land Proposed Regulations

On August 23, 2019 proposal 19-EDU002 "Education Development Charges and Notice by School Boards Prior to Acquiring Land: Proposed Regulations" was posted for comment on the Regulatory Registry.

The proposed changes to the Ontario Regulation 20/98 (Education Development Charges - General) made under the Education Act relate to the calculation of Education Development Charges (EDCs) as well as other matters including alternative projects, restrictions on rate increases, notice provisions, calculations of existing capacity, exempted non-residential uses, accounting of holding students as well as notice to the Minister for approval to acquire or expropriate land.

The Ontario Association of School Business Officials (OASBO), together with the Council of Senior Business Officials (COSBO), the Ontario Association of Public School Boards (OPSBA), the Ontario Catholic School Trustees Association (OCSTA) and the Ontario Catholic School Business Officials Association (OCSBOA), have reviewed and respectfully submit the following comments for consideration by the Ministry of Education:

1. Rate Increase Restrictions

OASBO does not support the continued imposition of a restriction on EDC rate increases. There are a number of new tools which have been introduced that are intended to reduce Education Land Costs which may provide school boards and the land development industry with greater flexibility to address pupil accommodation needs.

Ongoing imposition of the rate increase restriction results in an artificially constrained charge which only defers the current cost of development to future generations of home buyers and will result in higher charges in the future.



In addition, these restrictions jeopardize the ability for school boards to collect funds, which may impact a board's ability to borrow funds, or may increase the cost of borrowing, contributing to an overall increase in net education land costs.

Analysis of only six EDC eligible boards indicates that due to the imposed caps, boards will collect \$93.3 million less than they are eligible to over the 15 year forecast term. Due to this shortfall, these six boards will have to borrow an additional \$231 million to ensure their ability to purchase school sites, which will be increasingly difficult as deficits continue to grow.

Without the ability to collect at the full eligibility calculated by a Background Study, we question what mechanism the Ministry will put in place to allow boards to purchase land when and where needed to address growth-related pupil accommodation needs. Moreover, as the cumulative shortfall in rate collections increases over the life of by-law, more clarification is needed on the mechanisms that will be introduced by the Ministry to offset the deficits.

The Bill 108 changes to the *Education Act* increased Ministry oversight over the EDC Background Study process and land purchases. The Minister's approval of the Background Study implies that there is knowledge of a board's needs and corresponding eligibility, therefore restricting collection means that despite demonstration of the need, boards may not be positioned to acquire land required to meet pupil accommodation obligations.

Recommendations:

- We request that if the Ministry retains rate increase restrictions, that a mechanism be added to the regulation to allow a Minister's exemption to increase the rate beyond the caps. Exemptions should be considered where a board is able to demonstrate circumstances which warrant relief from the cap.
- We also ask that the Ministry provide clarification of whether boards without a non-residential charge will be allowed to consider a future non-residential rate.

2. Notice of Public Meetings

There needs to be a comprehensive timeline identified with respect to the timing of discussions of Alternative Projects and Localized Education Development Agreements (LEDAs) as well as key milestones throughout the review process.

Notice of consideration of Alternative Projects 20-days prior to a public meeting, which typically occurs toward the latter half of a year-long review process, does not allow boards sufficient time to give appropriate consideration to alternatives, and draft Background Studies are usually already in the hands of Ministry staff by the time of the first public meeting. Further, proposals received late in the process may jeopardize a board's



ability to approve a new by-law before the lapsing date and by extension threaten the ability to continue to collect EDCs.

Introducing a notice of intent to renew a by-law together with notice of consideration of Alternative Projects and LEDAs at the outset of a process would allow boards the opportunity to consider options earlier in the review process. This earlier consultation can be based on boards' Long Term Accommodation Plans and Community Planning & Partnership Guideline work.

We expect that clarity will be provided by the Ministry if approval by the Minister is not granted, and how such an outcome will affect board approval timelines and by-law expiry.

Recommendations:

- That any future guidelines provide a detailed timeline for the review process to ensure sufficient time from the initiation of a review to replacement date of the by-law, and that any timelines specified by regulation ensure that the implications of amended timelines and additional obligations are fully considered.
- That given the increased complexity of the Background Studies and the potential for new by-law approvals to be delayed, that the Ministry consider introducing exemption powers that would allow the Minister to extend an in-effect by-law beyond its 5-year lifespan. This would avoid by-laws lapsing and boards not collecting charges, in the event of unforeseen circumstances having caused delay.

3. Existing School Space to be included in the calculation of EDCs

The timing of the Minister's approval needs to be clearly articulated in the regulation for boards to meet timelines associated with a by-law renewal. Submitting the rationale in the Background Study, at the end of the review process, is too late to make changes. Boards should have the ability to submit the rationale to support exemptions and expect a response from the Minister within a defined period of time, in order to avoid delay in recalculating capacities at the end of the review process.

Boards require clarity about where surplus pupil places can be used to accommodate growth, but also ensure that there is justification for where pupil places cannot be used to accommodate growth.

Clarification is also required with respect to the inclusion of the capacity of closed schools, where the Ministry has already removed this capacity from the board. At this time closed schools are not included in a board's capacity. Including closed schools may preclude a board from qualifying for EDCs, if based on the capacity of closed schools is to be considered as part of the eligibility trigger, notwithstanding that a board may have declared the site surplus and it is being used for alternate programs, or



regardless of the fact that new growth areas are far removed from areas of decline and surplus capacity.

Clarification is also required with respect to spaces leased or licensed to community partners and whether these spaces are to be considered in a board's capacity. An objective of the Ministry of Education's Community Planning and Partnership Guideline is to establish a process for boards to '*optimize the use of public assets*'. If required to include leased or licenced spaces as available capacity, boards may be negating the benefits of these partnerships.

Recommendations:

- Clarify where surplus pupil places can be used to accommodate growth, but also ensure that there is a rationale for where pupil places cannot be used to accommodate growth.
- Clarify the inclusion of the capacity of closed schools, where the Ministry has already removed this capacity from the board.
- Clarify the requirement where spaces leased or licensed to community partners and whether these spaces are to be considered in a board's capacity.

4. Changes to an Alternative Project

New Alternative Projects and LEDAs should not only form part of the Background Study review process, they should also be allowed to be considered through an amendment process. It is suggested that the consideration of Alternative Projects should be allowed at any time.

If an Alternative Project were endorsed by the Minister, and would result in a reduction in the eligible EDC charge, then the by-law could be amended to reflect the adjusted charge. This would ensure that for those projects that were not able to be fully costed and thoroughly vetted at the time of the Background Study are able to be brought forward to potentially reduce the charge.

If this flexibility is not afforded to boards, then Alternative Projects will be far less frequent and anticipated savings less attainable. Alternatively, boards would otherwise need to complete a new Background Study every time a savings opportunity presents itself, with no guarantee of success.

Recommendations:

- That new Alternative Projects and LEDAs should not only form part of the Background Study review process, they should also be allowed to be considered through an amendment process and allowed at any time.

5. Education Development Charge-Exempt Institutions

It is not clear from the consultation document when the additional exemptions may come into effect. Nor is it clear whether the intent is to



provide exemption to the list of users as non-residential exemptions or whether this may expand to include residential exemptions. Many of the listed institutions also develop residential units, as such without further detail it remains unclear whether there is an implied statutory residential exemption.

For example, retirement home units often include both cooking and washroom facilities within the unit and as such meet the definition of a “dwelling unit”. Accordingly, the units would be charged a residential EDC rate. Is it the Ministry’s intent to exempt these residential units from the residential EDC?

There is concern about the addition of Private Schools in the list of exempted institutional uses. Boards have the responsibility conveyed through the Community Planning and Partnership Guideline to consider partnerships with various institutional entities. However, there is an expressed restriction found in the Ministry’s guideline:

“Entities that provide competing education services such as tutoring services, JK-12 private schools or private colleges, and credit offering entities that are not government-funded, are not eligible partners.”

Accordingly, the exemption benefitting a competing educational service is inconsistent with the principle previously imposed on boards.

Recommendations:

- Clarify the timing of when additional exemptions will come into force.
- Clarify the exemption criteria in respect of residential and non-residential uses.
- Exclude private schools from the list of exempt institutional uses.

6. Holding Students

There is support for the expanded opportunity to capture pupils who are in temporary accommodation (i.e. portables) toward growth-related pupil place needs.

Timely provision of new pupil places to accommodate growth is critical to addressing these issues, but often is beyond the control of the Ministry and boards. Previous methodologies restricted this ability and placed boards at a disadvantage in meeting the accommodation needs of growing communities.

Recommendations:

- OASBO supports the expansion of criteria to include pupils in temporary accommodation in the calculation of growth-related needs of boards.



7. Notice to Acquire or Expropriate Site

Where the Minister is the approval authority for EDC Background Studies and therefore, approves the number of school sites required by a board, it remains unclear why additional authority is required to approve or refuse a land purchase. The approval of a Background Study implies that there is acceptance of a board's land needs, the associated costs and timing.

Given the potential of breach of contract related to agreements of purchase and sale already signed by boards, boards require the inclusion of transition provisions in regulation for any agreements signed before June 6, 2019, the date on which the revisions to section 195 came into effect.

A board may be required to enter into a binding agreement of purchase of sale with an extended closing date. The Ministry should recognize that the board will need to notify the Minister and the 60-day period will need to lapse before the board can sign the agreement. The regulation should permit this notification to occur even if it is well in advance of the anticipated closing date.

For greater clarity, providing a board with a notice only 60 days prior to closing, does not give it sufficient time to process the requirements previously agreed to in many purchase agreements.

Some boards have entered into, or will enter into agreements, which provide for the purchase price to be determined through the exchange of appraisals or other methods to determine the purchase price. When the board notifies the Minister that it wishes to enter into such an agreement or exercise an option in an agreement already signed, it may not know what the final price will be and will not be in a position to state what the maximum price could be. The same is true for sites acquired through expropriation. The Ministry's notification process must recognize this possible uncertainty as to purchase price and reflect the application of the *Expropriation Act*.

Recommendations:

- The regulation should include transition provisions for agreements executed prior to June 6, 2019.
- The regulation should permit the notification to the Minister prior to the anticipated closing date.
- Expand the 60 day closing period for a board's purchase agreements.
- The Ministry's notification process should be amended to recognize the uncertainty as to the final purchase price in various agreements and reflect the application of the *Expropriation Act*.



Summary:

Based on the foregoing, we respectfully request that OASBO's concerns and comments be considered in the drafting of modified regulation(s) and guidelines. OASBO, together with the other business and trustee associations, continue to welcome the opportunity to discuss these matters further on behalf of our EDC eligible and 72 member school boards. These organizations and members request an opportunity to review any further guidelines and draft regulations. Additional consultation would allow organizations and boards the opportunity to have an equal voice in these complex and significant changes to both the EDC guidelines and regulation(s) and site purchase procedures to ensure a workable outcome for both the Ministry and boards.

We appreciate the opportunity to provide this submission and are available at any time to begin the conversation: Virina Elgawly (Virina.Elgawly@wcdsb.ca), Chairperson and Jennifer Passy (Jennifer.Passy@ugdsb.on.ca), Planning Committee OASBO.

Yours truly,

Steve Shaw
President, OASBO

c: Gerry Cullen, Executive Director, OASBO
Corina March, Liaison Director, OASBO
Virina Elgawly, Planning Committee Chairperson, OASBO
Jennifer Passy, Planning Committee, OASBO