



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

AGENDA AND MATERIAL

BOARD MEETING

**TUESDAY, NOVEMBER 26, 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 Sicoli -
2. Roll Call -
3. Approval of the Agenda -
4. Declaration of Conflict of Interest -
5. Minutes of the Board Meeting of October 22, 2019 A5
6. Consent Agenda Items
 - 6.1 Unapproved Minutes of the Committee of the Whole Meeting of November 12, 2019 and Consideration of Recommendations A6.1
 - 6.1.1 Employee Hospitality Policy (201.14) A6.1.1
 - 6.1.2 Employee Conferences, Workshops and Meetings Policy (201.15) A6.1.2
 - 6.1.3 Acceleration Retention Policy (400.5) A6.1.3
 - 6.1.4 Opening or Closing Exercises – Safe Schools Policy (302.6.1) A6.1.4
 - 6.2 Approved Minutes of the Audit Committee Meeting of November 23, 2018 A6.2
 - 6.3 Approved Minutes of the Niagara Catholic Parent Involvement Committee (NCPIC) Meeting of September 5, 2019 A6.3
 - 6.4 Approved Minutes of the Special Education Advisory Committee (SEAC) Meeting of October 2, 2019 A6.4
 - 6.5 In-Camera Agenda Items F1, F2, F4, F5, F6.1, F6.2, F6.3, F7 & F8 -

B. DELEGATIONS/PRESENTATIONS

1. Niagara Catholic Annual Pilgrimage 2019 B1

C. COMMITTEE AND STAFF REPORTS

1. Financial Reports as at October 31, 2019 C1
2. Audited Consolidated Financial Reports 2018-2019 C2

D. TRUSTEE ITEMS, OPEN QUESTION PERIOD & OTHER BUSINESS

1. Correspondence -
2. Report on Trustee Conferences Attended -
3. General Discussion to Plan for Future Action -

- 4. Trustee Information
 - 4.1 Spotlight on Niagara Catholic – November 12, 2019 D4.1
 - 4.2 Calendar of Events – December 2019 D4.2
 - 4.3 OCSTA Memorandum – Education Accessibility Standards Working Group Update D4.3
 - 4.4 OCSTA Memorandum – Topics for Discussion at Regional Meetings at 2020 Catholic Trustees Seminar D4.4

- 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
NOVEMBER 26, 2019**

PUBLIC SESSION

**TOPIC: MINUTES OF THE BOARD MEETING OF
OCTOBER 22, 2019**

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Minutes of the Board Meeting of October 22, 2019, as presented.



MINUTES OF THE BOARD MEETING

TUESDAY, OCTOBER 22, 2019

Minutes of the Meeting of the Niagara Catholic District School Board, held on Tuesday, October 22, 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 Huibers

2. Roll Call

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

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

THAT the Niagara Catholic District School Board approve the Agenda of the Board Meeting of October 22, 2019, as presented.

CARRIED

4. Declaration of Conflict of Interest

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

5. Approval of Minutes of the Board Meeting of

5.1 September 24, 2019

Moved by Trustee Sicoli
Seconded by Trustee Burtnik

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

CARRIED

5.2 October 4, 2019

Moved by Trustee Sicoli
Seconded by Trustee Burtnik

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

CARRIED

5.3 October 8, 2019

Moved by Trustee Sicoli
Seconded by Trustee Burtnik

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

CARRIED

6. Consent Agenda Items

6.1 Unapproved Minutes of the Committee of the Whole Meeting of October 8, 2019 and Consideration of Recommendations

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

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.

6.2 Approved Minutes of the Special Education Advisory Committee (SEAC) Meeting of September 4, 2019

THAT the Niagara Catholic District School Board receive the Approved Minutes of the Special Education Advisory Committee Meeting of September 4, 2019, as presented.

6.3 Extended Overnight Field Trip, Excursion and Exchange

Presented for information.

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

Moved by Trustee Prince
Seconded by Trustee Sicoli

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

CARRIED

B. DELEGATIONS/PRESENTATIONS

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

Pat Rocca, Superintendent of Education presented background information and the many accomplishments of Michael Jacques, Author of Can’t Read, Can’t Write, Here’s My Book. Superintendent Rocca introduced Michael to the Board.

Michael, along with his Executive Assistant/father presented his story and journey prior to and following the publication of his book.

Chair Fera and Trustees expressed appreciation and gratitude to Michael for sharing his extraordinary and inspirational story.

C. COMMITTEE AND STAFF REPORTS

1. Financial Report as at September 30, 2019

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

Superintendent Vetrone answered questions of Trustees.

D. TRUSTEE ITEMS, OPEN QUESTION PERIOD & OTHER BUSINESS

1. Correspondence

Nil

2. Report on Trustee Conferences Attended

Nil Report

3. General Discussion to Plan for Future Action

1. Continue to implement the System Priorities 2019-2020.
2. Compiling background information for the Growth and Retention Committee.
3. Superintendent Vetrone is working with the Auditors for the Finalized Financial Statements for 2018-2019

4. Trustee Information

Director Crocco confirmed the presentation of items D4.1 to D4.3 for the information or questions of Trustees and reminded Trustees that Sunday, October 27, 2019 is the 44th Annual Pilgrimage. Trustees who wish to participate are invited to contact their local secondary school.

4.1 Spotlight on Niagara Catholic – October 8, 2019

4.2 Calendar of Events – November 2019

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

5. Open Question Period

None Submitted

E. NOTICES OF MOTION

F. BUSINESS IN CAMERA

Moved by Trustee Burtnik

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 Board Meeting at 7:13 p.m. and reconvened at 7:52 p.m.

G. REPORT ON THE IN-CAMERA SESSION

Moved by Trustee Burtnik

Seconded by Trustee Burkholder

THAT the Niagara Catholic District School Board report the motions from the In Camera Session of the Board Meeting of October 22, 2019.

CARRIED

SECTION A: STUDENT TRUSTEES PRESENT

Moved by Trustee Prince

Seconded by Trustee Sicoli

THAT the Niagara Catholic District School Board approve the Minutes of the In Camera Session of the Board Meeting - SECTION A: Student Trustees Present of September 24, 2019, as presented.

CARRIED (Item F1)

Moved by Trustee Prince

Seconded by Trustee Sicoli

THAT the Niagara Catholic District School Board receive the unapproved Minutes of the In Camera Session of the Committee of the Whole Meeting - SECTION A: Student Trustees Present of October 2, 2019, as presented.

CARRIED (Item F2)

SECTION B: STUDENT TRUSTEES EXCLUDED

Moved by Trustee Prince

Seconded by Trustee Sicoli

THAT the Niagara Catholic District School Board approve the Minutes of the In Camera Session of the Board Meeting - SECTION B: Student Trustees Excluded of September 24, 2019, as presented.

CARRIED (Item F4.1)

Moved by Trustee Prince

Seconded by Trustee Sicoli

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 October 4, 2019, as presented.

CARRIED (Item F4.2)

Moved by Trustee Prince

Seconded by Trustee Sicoli

THAT the Niagara Catholic District School Board receive the unapproved Minutes of the In Camera Session of the Committee of the Whole Meeting - SECTION B: Student Trustees Excluded of October 8, 2019, as presented.

CARRIED (Item F5)

H. FUTURE MEETINGS AND EVENTS

I. MOMENT OF SILENT REFLECTION FOR LIFE

J. ADJOURNMENT

Moved by Trustee Moody

Seconded by Trustee Turner

THAT the October 22, 2019 meeting of the Niagara Catholic District School Board be adjourned.

CARRIED

This meeting was adjourned at 7:53 p.m.

Minutes of the Meeting of the Niagara Catholic District School Board held on **October 22, 2019**.

Approved on **November 26, 2019**.

Frank Fera
Chair of the Board

John Crocco
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
NOVEMBER 26, 2019**

PUBLIC SESSION

**TOPIC: UNAPPROVED MINUTES OF THE COMMITTEE OF THE
WHOLE MEETING OF NOVEMBER 12, 2019**

RECOMMENDATION

THAT the Niagara Catholic District School Board receive the unapproved Minutes of the Committee of the Whole Meeting of November 12, 2019, as presented.

The following recommendations are being presented for the Board's consideration from the Committee of the Whole Meeting of November 12, 2019:

6.1.1 Employee Meals and Hospitality Policy (201.14)

THAT the Niagara Catholic District School Board approve the Employee Meals and Hospitality Policy (201.14), as presented.

6.1.2 Employee Conferences, Workshops and Meetings Policy (201.15)

THAT the Niagara Catholic District School Board approve the Employee Conferences, Workshops and Meetings Policy (201.15), as presented.

6.1.3 Acceleration Retention Policy (400.5)

THAT the Niagara Catholic District School Board approve the Acceleration Retention Policy (400.5), as presented.

6.1.4 Opening or Closing Exercises Policy (302.6.1)

THAT the Niagara Catholic District School Board approve the Opening or Closing Exercises Policy (302.6.1), as presented.



MINUTES OF THE COMMITTEE OF THE WHOLE MEETING TUESDAY, NOVEMBER 12, 2019

Minutes of the Meeting of the Committee of the Whole of the Niagara Catholic District School Board, held on Tuesday, November 12, 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 6:38 p.m. by Vice-Chair Sicoli.

A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayer was led by Trustee Prince

2. Roll Call

Vice-Chair Sicoli noted that all Trustees and Student Trustees were in attendance.

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

THAT the Committee of the Whole approve the Agenda of the Committee of the Whole Meeting of November 12, 2019, as amended.

Item B1 deferred to November 26, 2019 Board Meeting

CARRIED

4. Declaration of Conflict of Interest

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

5. Approval of Minutes of the Committee of the Whole Meeting of October 8, 2019

Moved by Trustee Moody

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

CARRIED

6. Consent Agenda Items

6.1 Unapproved Minutes of the Policy Committee Meeting of October 22, 2019

THAT the Committee of the Whole receive the Unapproved Minutes of the Policy Committee Meeting of October 22, 2019, as presented.

6.2 Approval of Policies

6.2.1 Employee Meals and Hospitality Policy (201.14)

THAT the Policy Committee recommend to the Committee of the Whole approval of the Employee Meals and Hospitality Policy (201.14), as presented.

6.2.2 Employee Conferences, Workshops and Meetings Policy (201.15)

THAT the Policy Committee recommend to the Committee of the Whole approval of the Employee Conferences, Workshops and Meetings Policy (201.15), as presented.

6.2.3 Acceleration Retention Policy (400.5)

THAT the Policy Committee recommend to the Committee of the Whole approval of the Acceleration Retention Policy (400.5), as presented.

6.2.4 Opening or Closing Exercises – Safe Schools Policy (302.6.1)

THAT the Policy Committee recommend to the Committee of the Whole approval of the Opening or Closing Exercises – Safe Schools Policy (302.6.1), as presented.

6.3 The Niagara Catholic Board Improvement Plan for Student Achievement and Well-Being (BIPSAW) 2019-2020

Presented for information.

6.4 Transportation Supports for Children and Youth in Care

Presented for information.

6.5 Extended Overnight Field Trip, Excursion and Exchange Committee

Presented for information.

6.6 Staff Development Department Professional Development Opportunities

Presented for information.

6.7 Capital Projects Progress Report Update

Presented for information.

6.8 In Camera Items F1 and F3

Moved by Trustee Burtnik

THAT the Committee of the Whole adopt consent agenda items.

CARRIED

B. PRESENTATIONS

1. Niagara Catholic Annual Pilgrimage 2019

Deferred to the November 26, 2019 Board Meeting.

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 members of Senior Staff answered questions of Trustees.

2. Niagara Catholic Virtual Learning Environment: Tools to Support Pedagogical Documentation and Education and Career Life Planning

Yolanda Baldasaro, Superintendent of Education presented background information on the Niagara Catholic Virtual Learning Environment: Tools to Support Pedagogical Documentation and Education and Career Life Planning.

Superintendent Baldasaro introduced Jeff Maxwell, Technology Enabled Teaching and Learning Consultant and Jennifer Pirosko, Coordinator of Student Success. Mr. Maxwell and Ms. Pirosko presented the Niagara Catholic Virtual Learning Environment report for Trustee information.

Mr. Maxwell and Ms. Pirosko answered questions of Trustees.

3. Accountability Financial Report 2019-2020

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

Superintendent Vetrone answered questions of Trustees.

4. Monthly Updates

4.1 Student Trustees' Update

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

4.2 Senior Staff Good News Update

Senior Staff highlights included:

Superintendent Farrell

- Saint Kateri Tekakwitha Centre celebrated a \$5,000 grant from MusiCounts with Juno-nominated Canadian singer iskwe. The grant enabled Saint Kateri Tekakwitha Centre to purchase 25 ukeleles, 15 trumpets and 10 trombones.
- Holy Cross Catholic Secondary School choir performed at the First Ontario Performing Arts Centre with renowned, Juno Award-winning rock band Sloan.
- Daniel Heron, a Grade 10 Blessed Trinity Catholic Secondary School student was invited to attend and participate by playing the bagpipes with the Halton Police Pipe and Drum Band at the International Police Memorial Conference in Hamburg, Germany.

Superintendent Pat Rocca

- St. Patrick Catholic Elementary School, Niagara Falls is involved in the Recess Project, a program in partnership with Dr. Laura McNamara from Brock University providing the school with an opportunity to make some significant enhancements to their school yard. Walker Industries will be offering their time and materials to help support this project in creating a natural playground accessible to all students and promoting physical activity as well as positive interactions among students.

D. INFORMATION

1. Trustee Information

Director Crocco confirmed presentation of items D1.1 to D1.5 for the information or questions of Trustees.

1.1 Spotlight on Niagara Catholic – October 22, 2019

1.2 Calendar of Events – November 2019

1.3 Annual Organizational Meeting of the Board – December 3, 2019 – 6:00 p.m.

1.4 December Committee of the Whole Meeting – December 3, 2019 – 6:30 p.m.

1.5 OCSTA Memorandum – 2020 AGM Resolutions

E. OTHER BUSINESS

1. General Discussion to Plan for Future Action

Director Crocco provided the following updates:

- 1.1** Continue to implement the System Priorities 2019-2020.
- 1.2** Superintendent Vetrone continues to work with the auditors on the report to the December Board meeting with the Audited Financial Statements.
- 1.3** Continue to work on the Mid-Year Progress Report on the System Priorities 2019-2020 to be delivered at the January Board meeting.
- 1.4** Discussion took place on how to proceed when a school named for an individual that has been canonized as a Saint. The Committee of the Whole recommended that the Policy Committee revise the Naming of a Board Facility, Designate Area or Chapel Policy to address the issue. Director Crocco will follow-up with the Policy Committee at its November meeting.

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 8:08 p.m. and reconvened at 9:02 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 November 12, 2019.

CARRIED

SECTION A: STUDENT TRUSTEES INCLUDED

Moved by Trustee Burtnik

THAT the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting - In Camera Session (Section A: Student Trustees Included) held on October 8, 2019, as presented.

CARRIED (Item F1)

SECTION B: STUDENT TRUSTEES EXCLUDED

Moved by Trustee Burtnik

THAT the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting - In Camera Session (Section B: Student Trustees Excluded) held on October 8, 2019, as presented.

CARRIED (Item F3)

Moved by Trustee Burtnik

THAT the Committee of the Whole recommend 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. ADJOURNMENT

Moved by Trustee

THAT the November 12, 2019 Committee of the Whole Meeting be adjourned.

CARRIED

This meeting was adjourned at 9:03 p.m.

Minutes of the Committee of the Whole Meeting of the Niagara Catholic District School Board held on **November 12, 2019.**

Approved on **December 3, 2019.**

Dino Sicoli
Vice-Chair of the Board

John Crocco
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
NOVEMBER 26, 20119**

PUBLIC SESSION

TITLE: EMPLOYEE MEALS AND HOSPITALITY POLICY (201.14)

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Employee Meals and Hospitality Policy (201.14), as presented.

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

Presented by: Policy Committee

Recommended by: Committee of the Whole

Date: November 26, 2019



Niagara Catholic District School Board

EMPLOYEE HOSPITALITY POLICY

STATEMENT OF POLICY

200 – Human Resources

Policy No 201.14

Adopted Date: March 27, 2007

Latest Reviewed/Revised Date: December 17, 2013

In keeping with, the Mission, Vision, and Values of the Niagara Catholic District School Board, the Board acknowledges that the employees may incur expenses related to their work for the Board. It is the Policy of Niagara Catholic District School Board that staff designated by the Director of Education may provide hospitality on behalf of the Board where necessary and reasonable in the course of their duties.

Hospitality is defined as the provision of food, beverages, accommodations, transportation, and/or other amenities expensed to Board funds, for the benefit, reception and entertainment of guests/visitors, school community members, and business partners.

The Board shall assume no obligation to reimburse hospitality expenses that are not in compliance with this Policy.

The Niagara Catholic District School Board shall comply with the Broader Public Sector Expenses Directive in a manner that achieves value for money. These expenditures shall be reasonable, transparent, appropriate and as approved.

All expenditures related to Hospitality shall be made available through the Freedom of Information (FOI) requests.

Expenditures shall be reimbursed in accordance with administrative procedures established by the Director of Education.

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

References

- ***Niagara Catholic District School Board Policies/Procedures***
 - ***[Code of Conduct Policy \(302.6.2\)](#)***



Niagara Catholic District School Board
EMPLOYEE HOSPITALITY POLICY
ADMINISTRATIVE PROCEDURES

200 – Human Resources

Policy No 201.14

Adopted Date: March 27, 2007

Latest Reviewed/Revised Date: December 17, 2013

APPROVAL PROCEDURE

1. All employees shall be reimbursed for approved expenses, which are incurred in fostering good relationships and networking.
2. Employees are directed to ensure that the expenses related to Hospitality are reasonable and economical and that they are required in carrying out their responsibilities.

REIMBURSEMENT PROCEDURE

1. All claims for reimbursement of expenses require the authorization of the supervisor. All claims for reimbursement of expenses by the Director of Education are to be approved by the Chairperson of the Board.
2. All requests for payment of expenses related to hospitality shall be supported by original receipts, as well as the Credit Card Slips. The receipts shall indicate the specific purpose of the hospitality, including location, dates and individuals in attendance.
3. All claims for reimbursement of expenses should be submitted on a monthly basis, following the appropriate procedures and shall be claimed during the appropriate corresponding budget year.
4. Appropriate procedures for reimbursement of hospitality expenses would be submitting either a payment request or an expense claim, as appropriate, in financial software.
5. The following expenses and charges will not be eligible for reimbursement and/or payment: gift cards, movies or entertainment charges, charges for use of recreational/fitness facilities, alcohol, charges incurred by a family member, parking violation charges, traffic violation charges, and lavish gifts.

Adopted Date:	March 27, 2007
Revision History:	December 17, 2013

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
NOVEMBER 26, 20119**

PUBLIC SESSION

**TITLE: EMPLOYEE CONFERENCES, WORKSHOPS AND
MEETINGS POLICY (201.15)**

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Employee Conferences, Workshops and Meetings Policy (201.15), as presented.

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

Presented by: Policy Committee

Recommended by: Committee of the Whole

Date: November 26, 2019



Niagara Catholic District School Board
**EMPLOYEE CONFERENCES, WORKSHOPS
AND MEETINGS POLICY**
STATEMENT OF POLICY

200 – Human Resources

Policy No 201.15

Adopted Date: March 27, 2007

Latest Reviewed/Revised Date: December 17, 2013

In keeping with the Mission, Vision, and Values of the Niagara Catholic District School Board, the Board recognizes and supports where appropriate the value of professional staff development and that, conventions, conferences, and meetings assist in facilitating this objective.

All employees are encouraged to attend business related and Board approved conferences, workshops and meetings in their capacity as Niagara Catholic District School Board employees.

Authorized employee expenditures incurred while attending conferences, conventions, and other professional development activities as an approved representative of the Niagara Catholic District School Board shall be reimbursed.

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

References

- ***Niagara Catholic District School Board Policies/Procedures***
 - [*Code of Conduct Policy \(302.6.2\)*](#)



Niagara Catholic District School Board
**EMPLOYEE CONFERENCES, WORKSHOPS
AND MEETINGS POLICY**
ADMINISTRATIVE PROCEDURES

200 – Human Resources

Policy No 201.15

Adopted Date: March 27, 2007

Latest Reviewed/Revised Date: December 17, 2013

APPROVAL PROCEDURE

1. For all Conferences, Workshops and Meetings, which are held outside the Province of Ontario, prior approval by the Director of Education shall be required.
2. All Requests to Attend Conferences, Workshops and Meetings Forms shall be approved by the immediate supervisor and the appropriate managing Senior Administrative Council member.
3. All eligible employees shall be reimbursed for approved expenses, which are incurred while attending conferences, workshops and meetings.
4. Employees shall ensure that the expenses related to Conferences and Workshops are reasonable and economical and that they are required in carrying out their responsibilities.

REIMBURSEMENT PROCEDURE

1. All claims for reimbursement of expenses require the authorization of the immediate supervisor. Expense claims by the Director of Education are to be approved by the Chairperson of the Board.
2. All expense claims shall be supported by original receipts, as well as the credit card slips. The receipts shall indicate the specific purpose of the travel and hospitality, indicating location, dates and individuals in attendance.
3. All expense claims and requests for reimbursement shall be submitted within a month of the date of the Conference, Workshop or Meeting, following the appropriate procedures and using the prescribed expense forms.
4. All expenses shall be claimed during the appropriate corresponding budget year.
5. All requests for payment of expenses related to Conferences, Workshops and Meetings shall be supported by the original receipts and related details. The following expenses and charges will be eligible for reimbursement and/or payment: travel costs by automobile and other means, hotel room charges (standard room rates), meals (including food, beverages, taxes and gratuities – subject to per meal limits), telephone calls, taxi costs, parking fees, etc.
6. The following expenses and charges will not be eligible for reimbursement and/or payment: movies or entertainment charges, charges for use of recreational/fitness facilities, alcohol, charges incurred by a family member, parking violation charges, traffic violation charges. This list is not meant to be all inclusive. Eligibility for reimbursement will be at the discretion of the Superintendent of Business and Financial Services.

Adopted Date:	March 27, 2017
Revision History:	December 17, 2013

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
NOVEMBER 26, 20119**

PUBLIC SESSION

TITLE: ACCELERATION RETENTION POLICY (400.5)

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Acceleration Retention Policy (400.5), as presented.

Prepared by: Lee Ann Forsyth-Sells, Superintendent of Education

Presented by: Policy Committee

Recommended by: Committee of the Whole

Date: November 26, 2019



Niagara Catholic District School Board

ACCELERATION/RETENTION POLICY (ELEMENTARY)

STATEMENT OF POLICY

400 – Educational Programs

Policy No 400.5

Adopted Date: April 22, 2003

Latest Reviewed/Revised Date: November 26, 2013

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the Board supports the student achievement and well-being of all students within its inclusive model of Catholic education. It is the general practice of the Board that elementary students are placed in the age appropriate grade level at their home school.

The decision to accelerate or retain a student is the sole responsibility of the Principal. Factors for consideration to accelerate or retain a student may include, but are not limited to, academic achievement, emotional and social well-being, and other information in the best interests of the student.

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

References

- [*Education Act*](#)
- [*Growing Success: Assessment Evaluation and Reporting in Ontario Schools, 2010*](#)
- [*Growing Success: The Kindergarten Addendum 2016*](#)
- [*Learning for All 2013*](#)
- [*Ministry of Education - Learning for All, A Guide to Effective Assessment and Instruction for All Students, Kindergarten to Grade 12, 2013*](#)

Niagara Catholic Policies and Procedures

- [*Admission of Elementary and Secondary Students Policy \(301.1\)*](#)
- [*Assessment, Evaluation, Reporting and Homework Policy \(301.10\)*](#)
- [*Complaint Resolution Policy \(800.3\)*](#)



ACCELERATION/RETENTION POLICY (ELEMENTARY)

ADMINISTRATIVE PROCEDURES

DEFINITIONS

Acceleration: The advancement of a student to one grade level beyond the current grade/age placement. Usually, a student would be accelerated only once during elementary school.

Retention: The withholding of promotion to-or placement of a student at the next grade level other than an age appropriate setting. Usually, a student would be retained only once during elementary school.

PROCESS: Acceleration/ Retention

In accordance with the *Education Act*, it is the duty of the Principal to promote students as they progress through elementary school.

1. Students may be recommended for either acceleration or retention from a number of services: parents/guardians, classroom teacher, principal and other related individuals who impact upon the child's academic/social justice.
2. The Principal, in consultation with the parents/guardians, classroom teacher, Educational Resource Teacher, Family of Schools' Superintendent, and the Coordinator of Special Education, will review the request and the timing of the request.

The Principal, in consideration of a decision, will review the following information:

- i. Academic achievement
 - ii. Emotional and social well-being
 - iii. Any other information and/or extenuating circumstances
3. The Principal will contact the parents/guardians to notify them of the decision and will provide written notification of the decision.
4. In cases where the parents/guardians are not in agreement with the decision of the Principal, the Principal shall inform the parents/guardians of the Niagara Catholic District School Board's [Complaint Resolution Policy \(800.3\)](#) and notify the Family of Schools' Superintendent.
5. All documentation pertaining to the decision to accelerate or retain a student must be filed in the documentation folder in the Ontario Student Record (OSR).

Adopted Date:	April 22, 2003
Revision History:	November 26, 2013

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
NOVEMBER 26, 20119**

PUBLIC SESSION

TITLE: OPENING OR CLOSING EXERCISES POLICY (302.6.1)

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Opening or Closing Exercises Policy (302.6.1), as presented.

Prepared by: Lee Ann Forsyth-Sells, Superintendent of Education

Presented by: Policy Committee

Recommended by: Committee of the Whole

Date: November 26, 2019



Niagara Catholic District School Board
OPENING OR CLOSING EXERCISES POLICY

STATEMENT OF POLICY

300 – Schools/Students

Policy No 302.6.1

Adopted Date: June 26, 2001

Latest Reviewed/Revised Date: November 26, 2013

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, opening or closing exercises reflect the distinctiveness of Catholic education, Catholic beliefs and traditions, and the Ontario Catholic School Graduate Expectations in all Niagara Catholic schools.

Daily opening and/or closing exercises in the Niagara Catholic District School Board will include a prayer that reflects Gospel values and the Catholic faith. A specific scriptural reading or reflection may also be included to enhance the message for the day.

To instill pride and respect for self and country, all schools in the Niagara Catholic District School Board must include the singing/playing of O Canada as part of daily opening exercises. Principals will ensure that the singing/playing of the national anthem will include the two official languages of Canada.

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

References

- [Education Act s.304](#)
- [O. Regulation 435/00, s.1](#)

Niagara Catholic District School Board Policies/Procedures

- [Safe and Accepting Schools Policy \(302.6\)](#)
- [Equity and Inclusive Education \(100.10\)](#)
- [Religious Accommodation \(100.10.1\)](#)



Niagara Catholic District School Board
OPENING OR CLOSING EXERCISES POLICY

ADMINISTRATIVE PROCEDURES

300 – Schools/Students

Policy No 302.6.1

Adopted Date: June 26, 2001

Latest Reviewed/Revised Date: November 26, 2013

OPENING OR CLOSING EXERCISES

Daily opening or closing exercises must include:

1. the singing/playing of the national anthem, O Canada with the two official languages of Canada; and
2. a prayer, with a specific scriptural reading or reflection.

PLEDGE OF CITIZENSHIP

The Principal, after consultation with staff and the Catholic School Council, may decide to include the reciting of the pledge of citizenship in opening or closing exercises. This practice shall be reviewed on an annual basis at the beginning of each school year.

Pledge of Citizenship:

- I affirm that I will be faithful and bear true allegiance to Her Majesty Queen Elizabeth the Second, Queen of Canada, and to her heirs and successors, and that I will faithfully observe the laws of Canada and fulfill my duties as a Canadian citizen.

EXEMPTIONS

A student is not required to sing O Canada or recite the pledge of citizenship in the following circumstances:

- In the case of a pupil who is less than 18 years old, if the pupil's parent/guardian applies in writing to the Principal of the school for an exemption from the exercises.
- In the case of a pupil who is at least 18 years old, if the pupil applies in writing to the Principal for an exemption from the exercises.

Adopted Date:	June 26, 2001
Revision History:	May 28, 2002 November 26, 2013

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
NOVEMBER 26, 2019**

PUBLIC SESSION

**TITLE: APPROVED MINUTES OF THE AUDIT COMMITTEE
MEETING OF NOVEMBER 23, 2018 AND OCTOBER 25, 2019**

RECOMMENDATION

THAT the Niagara Catholic District School Board receive the Approved Minutes of the Audit Committee Meeting of November 23, 2018 and October 25, 2019, as presented for information.

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

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

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

Date: November 26, 2019



MINUTES OF THE AUDIT COMMITTEE MEETING (PUBLIC SESSION)

FRIDAY, NOVEMBER 23, 2018

Minutes of the Audit Committee Meeting (public session) of the Niagara Catholic District School Board, held on November 23, 2018, in the Holy Cross Community Room at the Catholic Education Centre, 427 Rice Road, Welland.

The meeting was called to order at 10:09 a.m. by Chair Father Paul MacNeil.

A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayer was led by Father Paul MacNeil.

2. Roll Call

Audit Committee member Louie Finelli was not in attendance.

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

Resources to the Audit Committee were in attendance:

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

Staff in attendance:

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

3. Approval of the Public Agenda of November 23, 2018

Moved by Pat Vernal

THAT the Niagara Catholic Audit Committee approve the Agenda of the Audit Committee Meeting (Public Session) of Friday, November 23, 2018.

CARRIED

4. Declaration of Conflict of Interest

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

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

5.1 September 28, 2018

Moved by Mario Falvo

THAT the Niagara Catholic Audit Committee approve the Minutes of the Audit Committee Meeting (Public Session) of September 28, 2018.

CARRIED

B. REPORTS

1. Regional Internal Audit Status Report

1.1 Regional Internal Audit Activity Report

Moved by Kathy Burtnik

THAT the Niagara Catholic Audit Committee approve the Regional Internal Audit Activity Report.

CARRIED

1.2 2018-2019 Internal Audit Plan-Revised

Moved by Kathy Burtnik

THAT the Niagara Catholic Audit Committee approve the 2018-2019 Internal Audit Plan-Revised

CARRIED

2. Accountability Financial Report 2018-2019 as of November 13, 2018

Giancarlo Vetrone presented the Regional Internal Audit Status Report to the committee members

C. BUSINESS IN CAMERA

The meeting was moved to the Business In-Camera Session at 10:25 a.m.

D. REPORTS

1. Drafted Audited Consolidated Financial Reports 2017-2018

Moved by Kathy Burtnik

THAT the Niagara Catholic Audit Committee approve the Drafted Audited Consolidated Financial Reports 2017-2018

CARRIED

Moved by Kathy Burtnik

THAT the Niagara Catholic Audit Committee Recommends to the Niagara Catholic District School Board the establishment of Financial Investment Policy

CARRIED

E. FUTURE MEETINGS

Next Audit Committee Meeting is June 21, 2019

Moved by Kathy Burtnik

THAT the Niagara Catholic Audit Committee Recognize the leadership and service of Chair Father Paul MacNeil and Trustee Pat Vernal for their dedicated commitment to the Niagara Catholic Audit Committee and the Niagara Catholic District School Board.

F. ADJOURNMENT

Meeting was adjourned at 11:40 p.m.



MINUTES OF THE AUDIT COMMITTEE MEETING (PUBLIC SESSION)

FRIDAY, OCTOBER 25, 2019

Minutes of the Audit Committee Meeting (public session) of the Niagara Catholic District School Board, held on October 25, 2019 in the Holy Cross Community Room at the Catholic Education Centre, 427 Rice Road, Welland.

The meeting was called to order at 10:03 a.m. by Director of Education, John Crocco.

A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayer was led by John Crocco.

2. Roll Call

Committee Member	Present	Present Electronically	Absent	Excused
Kathy Burtnik	✓			
Mario Falvo		✓		
Louie Finelli	✓			
Leanne Prince (on behalf of Paul Turner)		✓		
Dino Sicoli	✓			

Resources to the Audit Committee were in attendance:

John Crocco, Director of Education, Secretary/Treasurer
Giancarlo Vetrone, Superintendent of Business and Financial Services
Rosa Rocca, Controller Business and Finance
Jenny Baker, Regional Internal Audit Manager
John Forte, Regional Internal Audit Team
Melanie Dugard, Grant Thornton LLP
Chris Guglielmi, Grant Thornton LLP
Grant Frost, Chief Information Officer
Mark Ferri, Administrator of Purchasing Services

Staff in attendance:

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

3. Introduction of new trustee committee members

John Crocco introduced Leanne Prince (on behalf of Paul Turner) and Dino Sicoli. Also a mention to Kathy Burtnik as a returning member.

4. Introduction to the appointed new external auditors

John Crocco introduced the new appointed external auditors from Grant Thornton Melanie Dugard and Chris Guglielmi.

5. Nominations and Election of Chair for 2019-2020

John Crocco called for nominations for the position of Chair of the Audit Committee. Dino Sicoli nominated Kathy Burtnik. No other nominations were made.

Director Crocco asked Kathy if she wished to accept the position of Chair of the Audit Committee. Kathy Burtnik accepted the election.

6. Approval of the Public Agenda of October 25, 2019.

Moved by Dino Sicoli

THAT the Niagara Catholic Audit Committee approve the Agenda of the Audit Committee Meeting (Public Session) of Friday, October 25, 2019.

CARRIED

7. Declaration of Conflict of Interest

7.1 The Annual Conflict of Interests forms were filled out, collected and given to Shari Bush for file.

7.2 Trustee Burtnik declared a conflict of interest with item C2.1.1 of the in camera agenda.

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

8.1 November 23, 2018

Moved by Louie Finelli

THAT the Niagara Catholic Audit Committee approve the Minutes of the Audit Committee Meeting (Public Session) of November 23, 2018.

CARRIED

B. REPORTS

1. Regional Internal Audit Status Report

1.1 Audit In-Progress – Health and Safety Follow-up

Jenny Baker presented the Regional Internal Audit Status Report-Health and Safety to the committee members.

1.2 Annual Independence Assertion

Jenny Baker presented the Annual Independence Assertion to the committee members.

1.3 RIAT Education and Training Plan

Jenny Baker presented the RIAT Education and Training Plan to the committee members.

1.4 Update on Regional Internal Audit Consistency Measures

1.4.1 2016:SB31 Update on Regional Internal Audit Consistency Measures

Jenny Baker presented 2016:SB31 Update on Regional Internal Audit Consistency to the committee members.

1.4.2 Regional Internal Audit Mandate

Jenny Baker endorsed the Regional Internal Audit Mandate for signature by the Regional Internal Audit Manager, the Audit Committee Chair and the Director of Education.

Moved by Louie Finelli

THAT the Niagara Catholic Audit Committee approve the Regional Internal Audit Mandate for signature as required.

CARRIED

C. BUSINESS IN CAMERA

The meeting was moved to the Business In-Camera Session at 10:20 a.m.

D. FUTURE MEETINGS

Next Audit Committee Meeting is November 22, 2019

E. ADJOURNMENT

Meeting was adjourned at 11:45 a.m.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
NOVEMBER 26, 2019**

PUBLIC SESSION

**TITLE: APPROVED MINUTES OF THE NIAGARA CATHOLIC
PARENT INVOLVEMENT COMMITTEE MEETING OF
SEPTEMBER 5, 2019**

RECOMMENDATION

THAT the Niagara Catholic District School Board receive the Approved Minutes of the Niagara Catholic Parent Involvement Committee Meeting of September 5, 2019 as presented for information.

Prepared by: Lee Ann Forsyth-Sells, Superintendent of Education
Presented by: Lee Ann Forsyth-Sells, Superintendent of Education
Recommended by: John Crocco, Director of Education/Secretary-Treasurer
Date: November 26, 2019



**MINUTES OF THE
NIAGARA CATHOLIC PARENT INVOLVEMENT COMMITTEE MEETING
SEPTEMBER 5, 2019**

Minutes of the Meeting of the Niagara Catholic Parent Involvement Committee, held on Thursday, September 5, 2019 at 6:30 p.m. in the Father Kenneth Burns csc Board Room, at the Catholic Education Centre, 427 Rice Road, Welland, ON

In the absence of Chair Daly, parent member Marion Battersby called the meeting to order at 6:30 p.m.

A. ROUTINE MATTERS

1. Opening Prayer

Marion Battersby led the opening prayer with special intentions.

2. Roll Call:

Frank Iannantuono, Superintendent of Education was in attendance for the Director's Designate Lee Ann Forsyth-Sell, Superintendent of Education who was excused. Trustee Larry Huibers was in attendance for Dino Sicoli, Vice-Chair of the Board and Trustee, Leanne Prince who were also excused.

John Crocco, Director of Education/Secretary Treasurer stopped in and thanked all the members of the Niagara Catholic Parent Involvement Committee for their continued support of parent engagement in the Niagara Catholic District School Board and their commitment to Catholic education.

Parent Members	Affiliations	Present	Excused	Absent
Shonna Daly	Fort Erie/Port Colborne/Wainfleet	Arrived at 6:50 p.m.		
Rebecca Williams	Grimsby/Lincoln/West Lincoln/Pelham		√	
Kim Hedden	Merritton/Thorold	√		
Heather McCluckie	Merritton/Thorold	√		
Chris Kouroushis	Niagara Falls/Niagara-on-the-Lake	√		
Rita Colling	Niagara Falls/Niagara-on-the-Lake	√		
Marilyn Fabiano	Niagara Falls/Niagara-on-the-Lake	√		
Josephine Muraca-Lettieri	Niagara Falls/Niagara-on-the-Lake	√		
Marion Battersby	St. Catharines	√		
Kate Hingston	St. Catharines	√		
Angela Lorenzo	St. Catharines	√		
Carrie Vernelli	Welland	√		
AJ McLaughlin	Welland	√		
Leone Strilec	Development and Peace		√	
Shelley Gilbert	Society of St. Vincent de Paul	√		
Anna Racine	SEAC Representative		√	
Fr. Peter Rowe	Bishop/Diocesan Representative	Arrived at 6:40 p.m.		
Camille Peddle	Secondary Student Senate Representative	√		

Trustees				
Leanne Prince	Trustee		√	
Dino Sicoli	Vice-Chair of the Board		√	

The following staff was in attendance:

Brad Johnstone, Secondary Principal, Kim Kuchar, Elementary Principal, Josie Rocca, Support Staff and Yvonne Anderson, Recording Secretary.

Regrets sent: Leanne Prince, Anna Racine, Dino Sicoli and Leone Strilec.

3. Approval of the Agenda

Moved by: AJ McLaughlin

Seconded by: Rita Colling

THAT the Niagara Catholic Parent Involvement Committee approve the agenda of the Niagara Catholic Parent Involvement Committee Meeting of September 5, 2019 as presented.

CARRIED

4. Declaration of Conflict of Interest

No declaration of conflict of interest was declared with any item on the agenda.

5. Approval of the Niagara Catholic Parent Involvement Committee Meeting Minutes of March 7, 2019

Moved by: Marilyn Fabiano

Seconded by: Josie Muraca-Lettieri

THAT the Niagara Catholic Parent Involvement Committee approve the minutes of the Niagara Catholic Parent Involvement Committee Meeting of March 7, 2019 as presented.

CARRIED

B. PRESENTATIONS

C. 2019-2020 NCPIC GOALS

Deferred to the November 7, 2019 meeting.

D. SUBCOMMITTEE REPORTS

- Nil Reports

E. POLICY

Marion Battersby reported on the policies being vetted. NCPIC members were asked to forward feedback to Yvonne Anderson for submission on behalf of the Niagara Catholic Parent Involvement Committee. Members wishing to provide feedback as an individual are also welcome to submit their feedback directly to Jennifer Pellegrini no later than the deadlines.

September 9, 2019

- [Emergency Instructors Elementary Policy \(NEW\)](#)
- [Catholic Leadership: Supervisory Officer & Controller of Facilities Selection Policy \(NEW\)](#)

October 4, 2019

- [Employee Meals and Hospitality Policy \(201.14\)](#)
- [Employee Conferences, Workshops and Meetings Policy \(201.15\)](#)
- [Opening or Closing Exercises – Safe Schools Policy \(302.6.1\)](#)
- [Acceleration/Retention \(Elementary\) Policy \(400.5\)](#)

Trustee Huibers reviewed the purpose of the Emergency Instructors Elementary Policy and expressed the importance of the parent voice as their values and views are represented in all Board policies. Superintendent Iannantuono also reviewed the Emergency Instructors Elementary and clarified areas of concern. Superintendent Iannantuono will review the Education Act and clarify the term of ten (10) days for emergency instructors.

Superintendent Iannantuono also spoke to the Catholic Leadership Office and Controller of Facilities Selection Policy and the focus to ensure leadership in the Niagara Catholic District School Board reflects the vision, mission and values of the Board.

Josie Muraca-Lettieri suggested that an email of receipt should be sent to those who submitted policy feedback and that an invitation should be extended to attend the Policy Review Committee Meeting when the policy is being reviewed.

F. CHAIR'S REPORT-Chair Daly arrived and resumed her role as Chair

- Nil Report

G. DIRECTOR'S DESIGNATE SUPERINTENDENT OF EDUCATION REPORT

1. 2019-2020 School Year Calendar

The 2019-2020 School Year Calendar was provided for information. Superintendent Iannantuono shared the vetting process of the school year calendar and that PA Days are allocated to support Ministry and Board Professional Development, including Mental Health, Health and Safety, Literacy/Numeracy and Faith Formation.

2. 2019-2020 System Events

A list of Niagara Catholic 2019-2020 system events was provided for information.

3. 2019-2020 Niagara Catholic System Priorities

The 2019-2020 Niagara Catholic System Priorities was provided for information.

4. 2019-2020 NCPIC Membership

Superintendent Iannantuono reported that the:

Community Representatives Nomination Forms are due-September 18, 2019.

Parent/Guardian Representatives Nomination Forms are due October 11, 2019.

Superintendent Iannantuono also shared that at the election/appointment of the NCPIC Chair and the Commissioning of NCPIC members will take place at the NCPIC Meeting of November 7, 2019.

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

Superintendent Iannantuono reported that a subcommittee meeting will be scheduled to further discuss the date and venue of the annual Catholic School Council Chairs/Co-Chairs and Members Meeting and requested that interested members contact Yvonne Anderson.

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

Superintendent Iannantuono reported that the Niagara Catholic District School Board renewed the OAPCE Membership for 2019-2020. The OAPCE Regional Director for Niagara Catholic will be elected/appointed at the NCPIC Meeting of November 7, 2019.

7. NCPIC Financial Report

Superintendent Iannantuono reported on the NCPIC finances for information.

H. COMMUNITY REPORTS

1. Development and Peace

Chair Daly shared the Development and Peace report on behalf of Leone Strilec.

- The Development and Peace campaign for the next two years will focus on “For Our Common Home” inspired by the papal encyclical “Laudato Si”. In October, there will be a Special Assembly of the Synod of Bishops for the Pan-Amazon Region. The first year of the campaign is dedicated to the Amazon in recognition that a future for the Amazon is a future for all of us.
- On Saturday, September 28, 2019 at St. Alfred’s Church in St. Catharines Development and Peace will be hosting a workshop to highlight the Amazon and campaign actions from 9:00 a.m. to noon. All are encouraged attend and learn more about the Amazon and its importance to life on earth and what you can do to help.

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

Shelley reported that:

- St. Vincent de Paul sent two sea containers to Naujaat Nunavut to support families in need.
- At a cost of \$30,000, St. Vincent de Paul was able to send ninety boys and girls from St. Catharines, Welland and Niagara Falls to the St. Vincent de Paul Camp in Chatham. There was no cost to the parents.
- The St. Vincent de Paul Trivia night was a success. The proceeds of \$4,000.00 supported sending the kids to camp.
- St. Vincent de Paul will be hosting a workshop at the end of October on “how to get new members”.

I. SEAC REPORT-Anna Racine

- Nil Report

J. BISHOP/DIOCESAN REPORT-Fr. Peter Rowe

Fr. Peter Rowe reported that:

- today we are celebrating the Feast Day of St. Teresa of Calcutta. It has been twenty-two years since the living saint passed.
- on October 5, 2019 the Diocese will be meeting to discuss the discernment process in each parish.
- as we begin the new school year priests are walking with us, students, parents/guardians and the school community in the mission that we share-Luke 5 Jesus Calls His First Disciples.

K. STUDENT SENATE REPORT-Camille Peddle

- Student Senate is currently in the transitionary period between 2018/2019 and the 2019/2020 school year. A transitional meeting, including both incoming and as well as outgoing Student Senate members took place on June 11, 2019.
- Student Senate will hold its first official meeting on September 10, 2019.

L. STAFF REPORTS-Kim Kuchar and Brad Johnstone

- Good news and updates from the elementary and secondary schools were provided for information.

M. TRUSTEE REPORTS-Larry Huibers

- Nil Report

N. AGENDA ITEMS-DISCUSSION FOR FUTURE MEETINGS

O. NEXT MEETING: November 7, 2019 at 6:30 p.m. at the Catholic Education Centre

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

Q. ADJOURNMENT

Moved by: Marion Battersby

Seconded by: Kim Hedden

THAT the September 5, 2019 meeting of the Niagara Catholic Parent Involvement Committee be adjourned.

CARRIED

This meeting was adjourned at 7:15 p.m.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
NOVEMBER 26, 2019**

PUBLIC SESSION

**TITLE: APPROVED MINUTES OF THE SPECIAL EDUCATION
ADVISORY COMMITTEE (SEAC) MEETING OF OCTOBER
2, 2018**

RECOMMENDATION

THAT the Niagara Catholic District School Board receive the approved Minutes of the Special Education Advisory Committee (SEAC) Meeting of October 2, 2018, 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: November 26, 2019



MINUTES OF THE SPECIAL EDUCATION ADVISORY COMMITTEE MEETING

WEDNESDAY, OCTOBER 2, 2019

Minutes of the Meeting of the Special Education Advisory Committee, held on Wednesday, October 2, 2019, at 6:30 pm p.m. in the Father Burns csc Boardroom at the Catholic Education Centre, 427 Rice Road, Welland.

Vice Chair, Karen Murphy, called the meeting to order at 6:30 pm.

A. ROUTINE MATTERS

1. Opening Prayer

- Opening Prayers were led by Vice Chair, Karen Murphy

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)		✓	
Michael Jacques	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	✓		
Adeline Willett	* Student Senate Representative			✓
Adele Filice	* Vice Principal, Secondary Schools			✓

The following staff members were in attendance:

Pat Rocca, Superintendent of Education, **Jim Di Gioia**, Coordinator – Special Education, **Chris Kerho**, Elementary Principal, *****Vincent Mancuso** - ABA and **Jennifer Lanese**, Recording Secretary.

3. Approval of the Agenda

- Moved by Dorothy Harvey
- Seconded by Chris Kerho

THAT THE Special Education Advisory Committee approve the Agenda of the Education Advisory Committee Meeting of **October 2, 2019**.

CARRIED

4. Disclosure of Interest

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

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

- Moved by Ted Nangle
- Seconded by Rhianon Burkholder

THAT THE Special Education Advisory Committee approve the Agenda of the Education Advisory Committee Meeting of **September 4, 2019** as presented.

CARRIED.

B. PRESENTATIONS

- Frank Iannantuono, Superintendent of Human Resources provided a briefing regarding the potential of job action imposed by CUPE members and the implications it may have on the schools.

C. AGENDA ITEMS

1. Position of “Community Members” on SEAC

- Pat Rocca, Superintendent of Education reviewed the role of Community Member on SEAC.
- We are seeking a SEAC representative for NCPIC. The next scheduled meeting is Thursday, November 7, 2019.

2. Parent Outreach

2.1 SEAC Brochure

- We are changing some of the language for this. A copy is available on-line.
- A copy of the brochure entitled, “Special Education Programs, Services & Personnel” was distributed.
- All schools have included this brochure in their student registration package.
- Some of the highlights include “Early Identification”, the “Problem-Solving for Student Success” module, the “Guiding Principles” and the “Strategies to Meet Student Needs”.
- The brochure is a great reference for our newly registered Niagara Catholic students.

2.2 Parent Contact List

- Parents can check the Board's website for SEAC's mission statement.
- It also lists the SEAC Members (and their affiliation), Resource Personnel, Website Links, Guiding Principles of the Special Education Department, Programs and Services for Exceptional Students, Assistive Technology and Parent Resources.
- The SEAC Website is updated every school year.
- It was suggested that the Special Education Programs" brochure be added to the website.
- Rhianon Burkholder inquired about adding additional contact information. She suggested adding a "Contact List" as parents are always looking for community support. She thinks this would be a great way to help parents become aware of available agencies.
- Chris Kerho brought forth the importance of working more on independence.

3. Other Related Items

3.1 A review of the Goals and Vision for 2019-2020

- The group felt that the goals and vision are in place and therefore there was no need for further discussion.

3.2 Greater Essex County District School Board SEAC letter to Ministry

- No discussion and/or concerns. The letter was read at the September meeting.

3.3 Survey Samples

- Pat Rocca distributed two survey samples for the group in an effort to develop a SEAC survey to parents.
- Pat introduced Vince Mancuso, newly appointed Behaviour Resource Teacher (BRT) to the group. Vince elected to come to the meeting in order to observe the discussion and format.
- Rhiannon Burkholder inquired if a parent and/or individual completing the survey would be familiar with the abbreviations used in the survey, (i.e., ABA, ASD, IEP, etc.).
- Goals will be reviewed and digested at the next SEAC meeting.

3.4 Sheila Bennett

- Pat Rocca shared with the group that Sheila is available and interested in doing something to support parent outreach as well as the triad of home, school and parish, along with Terry Pauco (former Niagara Catholic Board employee).
- The group was informed that Sheila would require at least another month before she will be available to commit to this.

3.5 Accessibility Survey

- This was presented by Jim Di Goia, Coordinator – Special Education. He suggested that the Accessibility Survey be added to the SEAC portal.
- Back in May 2017, a memo was sent to the Director of Education to look at the development of this survey.
- Schools had a couple of options; one of the options was to complete the survey. Our Board chose to complete the survey with a completion date of June 7, 2017. All responses were forwarded to the Ministry of Education.
- Yolanda Baldasaro, Superintendent of Education provided background information about the

Education Accessibility Standard Engagement survey. The government was committed to developing an accessibility standard for education, under the AODA. To support this goal the government was working to establish an Education Standard Development Committee in the fall of 2017. Prior to the establishment of this committee, they wanted to hear from the education sector. The SEAC members collectively completed the survey as a group.

- To date, there had not been any follow-up information provided by the Ministry of Education. Our Board has not obtained the results and/or the summary of the survey.
- A preliminary meeting was set for February 5, 2019. The format of the meeting was similar to an orientation meeting. Cathy McMullin, Applied Behaviour Analysis attended the meeting.
- Jim followed up with Cathy McMullin about the results of the survey. Unfortunately, there has been no subsequent follow-up regarding the results of the survey from either Niagara Catholic's Administration or the Accessibility Committee.

3.6 Student Support Department Intervention

- Pat Rocca shared with the group that there is a schedule in place for Behaviour Resource Teachers, Program Resource Teachers, Applied Behaviour Analysis, Special Needs Facilitators and Speech Language Pathologists for all of our schools.

3.7 Frank Iannantuono, Superintendent of Human Resources

- Frank also discussed the Ministry of Education's announcement that secondary class size would rise from an average of 22 to 28 students over 4 years.
- Frank emphasized that this did not mean that not every class size would exceed 28; it is based on an average.

4. Policy Review

- The following Policies and Administrative Guidelines are currently being reviewed as part of the cyclical Policy and Administrative Guidelines Review process.
- In order to be considered, all submissions must identify the specify policy and the individual must include their name, phone number and affiliation with Niagara Catholic.
Anonymous or pseudonymous submissions would not be considered.
- It was also stressed that parents can submit suggestions, as this is not limited to SEAC members only.

D. SEAC REPORT

- Two publications were distributed, "Community Living, Ontario" and Community Living, Ontario – Update Friday". Both publications will be uploaded to the SEAC portal.

E. COMMITTEE AND STAFF REPORTS

1. Learning Disabilities Association, Niagara – Ted Nangle

- Fall programs began September 30th – this includes our new one-to-one math tutoring program, JUMP Math.
- Winter program applications open November 25th.
- October is Learning Disabilities Awareness Month – for this, LDANR will be holding a social media contest on our Facebook page. We will be giving away four - \$25 Book Outlet gift cards.

2. Niagara Children's Centre – Dorothy Harvey

- Niagara Children's Centre is a rehabilitation (treatment) centre serving children and youth with physical, developmental and/or communicative delays or disabilities.
- Serves 12 municipalities of the Region of Niagara.
- Core services include physiotherapy, occupational therapy, speech language pathology and social work.
- Secondary services include medical clinics (neurodevelopmental pediatrics, physical medicine and complex care), specialty clinics (alternative and augmentative communication; seating and mobility), gait lab; resource consultants; recreation therapy; aquatics.
- Lead agency for regional preschool speech and language program
- In January 2019, Niagara Children's Centre assumed responsibility for School Based Rehabilitation Services.

3. Autism Ontario Niagara Region – Karen Murphy

- Their annual gala is being held on December 7th at Amici's Banquet Centre in Fonthill. This year's theme is "Snowflake Soirée". Tickets are \$65.00 per person and sponsorship packages are available. Everyone is welcome to attend. They are looking for donations. For more information, please contact chaptermgr.niagara@autismontario.com.

4. Community Living Welland Pelham – Michael Jacques

- Michael announced that he was recently appointed as Vice President on the Community Living Board of Directors.

Congratulations Michael! On behalf of the SEAC members, we wish you much success!

5. Elementary Principals – Chris Kerho

- Chris said that he has taken on additional duties since the "work-to-rule" campaign has launched. He said he is now responsible for "releasing" the lock on the front door that keeps the school secure. He has communicated to his school community via School Messenger that there may be a delay releasing/unlocking the door during the "work-to-rule" campaign. A sign was posted on the front door of the school to advise individual(s) wishing to seek entry to his school. Principals were requested to notify their Superintendent of Education which services were withdrawn by specific CUPE members on Fridays. This data is necessary in order to determine the type of impact the CUPE's "work-to-rule" campaign is causing students and the school community.

6. Staff Report – Jim Di Gioia

- Sept. 18, 2019: ERT Meeting: a collaborative ERT Meeting with Program & Innovation staff supporting capacity building around the PRIME Mathematics assessment tool.
- Oct. 2, 2019: In-service for new Educational Resource Teachers.
- Throughout the month: Behaviour Management Systems and Safe Management Crisis Intervention trainings scheduled.
- Oct. 30, 2019: part 2 of a collaborative ERT Meeting with Program & Innovation staff supporting capacity building around the PRIME Mathematics assessment tool.

F. TRUSTEE REPORT

- Rhianon Burkholder shared with the group that the Board Trustee recently went on a conference on unity and partnership. She emphasized that all Trustees are in agreement how the Board is managing things during the current labour negotiations.

G. STUDENT REPORT

- NIL Report.

H. NCPIC REPORT

- Karen Murphy motioned if any SEAC member would like to be a represent at the next NCPIC meeting.
- No names were put forth since we did not have a quorum that evening.
- Karen put forth that the group will look at nominations at the next meeting.

I. NOTICES OF MOTION

- No quorum that evening, therefore no motions were put forth.

J. FUTURE MEETINGS / INFORMATION ITEMS

- NIL Report.

K. NEXT MEETING

- Wednesday, November 6, 2019 at 6:30 pm at the CATHOLIC EDUCATION CENTRE.

L. ADJOURNMENT

MOVED BY Karen Murphy
Seconded by Chris Kerho

THAT the **October 2, 2019** meeting of the Special Education Advisory Committee be adjourned.
CARRIED.

This meeting was adjourned at 7:30 pm.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
NOVEMBER 12, 2019**

PUBLIC SESSION

TITLE: NIAGARA CATHOLIC ANNUAL PILGRIMAGE 2019

The Niagara Catholic Annual Pilgrimage 2019 report is presented for information.

Prepared by: Ted Farrell, Superintendent of Education
Lidia Di Lorenzo, Religion and Family Life Consultant

Presented by: Ted Farrell, Superintendent of Education
Lidia Di Lorenzo, Religion and Family Life Consultant

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

Date: November 26, 2019



REPORT TO THE BOARD NOVEMBER 16, 2019

NIAGARA CATHOLIC ANNUAL PILGRIMAGE 2019

BACKGROUND INFORMATION

This year marked the 44th anniversary of the Annual Pilgrimage, which began at Notre Dame College School in 1975 by Fr. Jim Mulligan C.S.C. Over the years, the Annual Pilgrimage has grown to include all Niagara Catholic secondary schools, joined by many students from our Catholic elementary schools, staff, parents, trustees, alumni and community members.

On Sunday, October 27th, our pilgrims braved the rain and wind in a day of sacrifice, as they walked along canal banks, trails and city streets, raising \$123,491 for missions and projects supporting those in need.

SUMMARIES PROVIDED BY THE SCHOOLS

Blessed Trinity Catholic Secondary School

Blessed Trinity Catholic Secondary School had a very successful Pilgrimage with the theme of *'Two Worlds, One Family.'* To begin the day, Father Bill Derosie celebrated Mass. It brought students from all of Blessed Trinity's family of schools together with Blessed Trinity students, staff and their families. The Gospel message focused on the "who, what, when and why" of the Pilgrimage. Pilgrims were united in faith, drawn together in a common mission, to help brothers and sisters in the Dominican Republic. Our theme reminded us that we are all children of God, called to love and serve those less fortunate around the world.

This year marked Blessed Trinity's 16th Annual Pilgrimage. We are proud that our students, in solidarity with all the students of Niagara Catholic, brought the Gospel to life through this event. The rain and wind did not stop the spirit of the Thunder family from walking in solidarity with our brothers and sisters from Las Pajas. With 330 participants, Blessed Trinity certainly made a commitment to eradicate poverty and walk the walk. Social justice is alive and flourishing at Blessed Trinity.

Denis Morris Catholic High School

It's never easy to ask teenagers to give up a Sunday morning, or to raise money, or to walk in the rain; but inspired by moving and true-life stories of hope and faith, the Denis Morris Catholic High School family accepted the challenge and continued the Pilgrimage tradition. The Denis Morris Pilgrimage theme of *'Let Love Rule'* was inspired by the words of Saint Paul to the Romans: *"Do not conform to the patterns of this world, let your heart be transformed."* For our 26th straight year, Denis Morris students walked in solidarity for the students of Ecole Immaculee Conception in Pilot, Haiti. We walked to provide a better-quality education for our Haitian sisters and brothers, as well as better access to water for the people of Jalapa, Guatemala in support of the Wells of Hope campaign.

There were about of 300 Denis Morris Catholic pilgrims comprised of students, teachers, support staff, parents and friends who participated in the pilgrimage. Despite the rain, spirits were high, and those who experienced the Mass and walk remarked on its very peaceful and uplifting message. In a spirited homily

delivered by Father Don Lizzotti, we were reminded that walking in solidarity with the poorest of the world makes an impact in our local and global community. This annual event highlights the inspiring and important work commissioned by the Denis Morris Catholic High School family as members of the body of Christ.

Holy Cross Catholic Secondary School

Despite the weather and early start time, about 150 Holy Cross students, staff and alumni gathered at the school to begin their Annual Pilgrimage. Celebrating students' commitment to hope, this year's pilgrimage theme was '*Hope in Haitian Creole.*' The scripture inspiration was "*We are all one in Christ.*" (Gal. 3:28.) Prior to departure, our prayer focused on commitment and how actions speak louder than words. We met Denis Morris and Saint Francis students, staff and school communities at Market Square. After celebrating Mass, we left for the final leg of our Pilgrimage through the streets of downtown St. Catharines. Upon returning to Holy Cross, we had a light lunch and fellowship.

The money raised will support students at Sainte-Croix de Thibodeau School in Haiti. Among other things, the school needs assistance with educational materials, classroom repairs, and providing children with their hot meal for the day. We are optimistic that our contribution will help bring hope to those at Sainte-Croix de Thibodeau.

Lakeshore Catholic High School

Lakeshore Catholic's Gatorwalk Pilgrimage has been held for 20 years to support organizations in Dominica. The organizations which inspired the pilgrims this year were varied. St. John's Primary School is a privately assisted school, known for its Catholic identity and the academic and moral uplifting of all. The Grange Nursing Home for Seniors and CALLS, a Centre where Adolescents Learn to Love and Serve, were also motivation for the pilgrims.

This year about 200 staff and students walked the pilgrimage with the theme of '*We Will Walk You!*' Lakeshore Catholic students and staff gathered in the auditorium on the morning of Sunday, October 27th to celebrate Mass with Bishop Bergie. The pilgrims then embarked on their walk along a new city route. The city route took them across two bridges and afforded them the opportunity to engage with community members about the purpose of the walk. The pilgrims returned to Lakeshore Catholic for lunch and fellowship when the walk was completed.

Notre Dame College School

Since 1975, the students and staff of Notre Dame have gathered on a Sunday late in October to put their feet to the Gospel through the Annual Pilgrimage for the developing world. Our theme was '*Plant the Seed of Change,*' inspired by the Parable of the Mustard Seed. We kicked off our Pilgrimage campaign with our grade-level assemblies. Students from our Social Climate Committee created and led the assemblies, which focused on the effects of climate change on the most vulnerable in our world and our call as followers of Christ to care for creation as well as the poor. In addition to raising funds for our partners in the developing world, we were all challenged to make changes in our daily habits to help lessen our carbon footprint. Carpooling, walking or biking and reducing waste were encouraged.

After all of the hard work and a cold, rainy and windy walk for 14 kilometers along the Welland Canal, we gathered in Dillon Hall for our Annual Pilgrimage Mass and candlelight liturgy. Fr. Jim Mulligan C.S.C., the founder of the Annual Pilgrimage, was our celebrant along with Fr. Al Mahoney C.S.C., Fr. Don Layden C.S.C., and Fr. Gerald Cormier C.S.C. Our estimated 850 pilgrims including students, staff, alumni, parents, siblings, and students from all eight of our associated Catholic elementary schools attended the Mass. Half of the money raised will go to Development and Peace, for its projects throughout the global south. One quarter will go to Yancana Huasy, a school and rehabilitation facility outside Lima, Peru, run by the Holy Cross Fathers. The Dominican Canadian Community Development Group, an organization started by Notre Dame Alumni, serving those living in rural communities in the Dominican Republic, will receive the final 25 percent.

Saint Francis Catholic Secondary School

At Saint Francis this year, students formed a committee in early September to develop this year's theme. Starting with the theme song *'Higher Love,'* students challenged classmates to look inside their hearts and find it within themselves to turn up and contribute to our Annual Pilgrimage. An assembly was held in early October to officially kick off the Pilgrimage season, followed by various chapel presentations and a campaign that included announcement prayers and classroom competitions.

Approximately 150 to 200 students braved the weather to walk the walk on Pilgrimage Sunday. The day began with registration and a prayer service in the gymnasium and this year, a surprise visit from special guests Rita and Geoff Dopperberg of the Centro de Esperanza in Guatemala. Part of our funds go to help a young man with autism named Javier attend school and receive physiotherapy. Rita and Geoff were presented with a Pilgrimage t-shirt which will be given to Javier later this week. Students then marched to the Market Square. Upon arriving, we joined our brothers and sisters from Denis Morris and Holy Cross and celebrated Mass together. Fr Lizzotti reminded students to continue to fight the good fight and keep the faith. Following Mass, the three schools joined in their walk through downtown St. Catharines.

Saint Michael Catholic High School

On Sunday, October 27th, students from Saint Michael walked together with students from Saint Paul Catholic High School in our Annual Pilgrimage. This year's theme was *'With Faith and Action, Nothing is Impossible.'* We began our journey with a kick-off assembly that was themed around taking a journey to Rwanda. A great deal of support and enthusiasm was shown for our Pilgrimage, which inspired us throughout our Pilgrimage season.

Pilgrimage Sunday started with Father Paul MacNeil presiding over Mass, followed by our cold, wet walk through Niagara Falls. Saint Michael students were walking to support the Hope for Rwanda's Children Fund, which provides scholarships and educational assistance to the descendants of the victims of the Rwandan Genocide. We had 422 students walking, plus staff and Saint Michael family members acting as crossing guards and supervisors for the walk. We are grateful to the entire Saint Michael community for their support. Students successfully braved the rain and the wind, and despite a power outage, it was a great day!

Saint Paul Catholic High School

On Pilgrimage Sunday, approximately 200 Saint Paul Catholic High School students, staff and associated Catholic elementary school students walked in solidarity for Haiti. We raised money for our sister school Ste. Croix de Milot in Milot, Haiti. The funds raised will allow Ste. Croix de Milot to add classrooms to the existing school, have local carpenters build classroom desks, and purchase chalkboards, paper and pencils.

We had the pleasure of sharing our morning with Saint Michael Catholic High School. We celebrated Mass officiated by Father Paul MacNeil. In solidarity, we then completed an approximate eight kilometer walk through south Niagara Falls. Our theme throughout our weeks of planning and preparation was to focus on the words from 1 Corinthians 16:14: *'Let all that you do, be done in love.'* The Bible challenges us to be motivated by love. To achieve this, we must stay close to God because God is love and He teaches us what love looks like, even in the worst of times. This Pilgrimage, allowed everyone to see and experience God as He was meant to be, in all his fullness and grace. This year's Pilgrimage Sunday was inspiring. Walking together with a common goal, we displayed our connection to others and our faithfulness.

The motivation to walk the Annual Pilgrimage may have varied from school to school; some walked to provide clean water to people thousands of miles away, others walked to help educate children in small villages, and others walked to help seniors age with dignity. A constant for past 44 years has been the desire to share Christ's love and inspire hope in others by providing for their basic needs.

This report will include a presentation by students.

The Niagara Catholic Annual Pilgrimage 2019 report is presented for information.

Prepared by: Ted Farrell, Superintendent of Education
Lidia Di Lorenzo, Religion and Family Life Consultant

Presented by: Ted Farrell, Superintendent of Education
Lidia Di Lorenzo, Religion and Family Life Consultant

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

Date: November 16, 2019

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
NOVEMBER 26, 2019**

PUBLIC SESSION

TITLE: FINANCIAL REPORT AS AT SEPTEMBER 30, 2019

The Financial Report as at October 31, 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: November 26, 2019

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD FINANCIAL UPDATE
FISCAL 2019-2020
OCTOBER 31, 2019**

OVERVIEW

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

The 2018-2019 financial statements have been finalized and presented to the Audit Committee on Friday, November 22, 2019. The financial statements reflect an increase in the accumulated surplus for 2017-2018. The continued financial health of Niagara Catholic allows our Board to plan for future demands and cost pressures not reflected in our 2019-2020 budget.

FINANCIAL STATEMENT - NOTES

REVENUE

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

EXPENSES

1. Classroom Teachers expenditure has increased approximately \$1.4M in additional staff to account for the increased enrolment since June. The addition to elementary staff was to accommodate class size and caps for additional enrolment since June. Moreover, 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 October.
4. Increased adjustment in school budgets for both panels because computer leasing costs from prior years has expired allowing for additional resources at the school level.

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD FINANCIAL UPDATE
FISCAL 2019-2020
OCTOBER 31, 2019**

TOTAL DAY SCHOOL PROGRAMS STAFFING

SUMMARY FTE(s)

	Original Estimates	Revised Estimates	Month of October	YTD 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 Officer	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 / VPs	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
Education Assistants	289.0	301.4	2.0	12.4
Grand Total	2,135.96	2,162.54	2.0	26.58

*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	YTD Variance
TOTAL INSTRUCTION	\$	\$	
1 Classroom Teachers	130,424	131,919	1,495
2 Supply Staff	6,529	6,617	88
3 Education Assistants	16,709	17,078	369
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 & VPs	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

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD FINANCIAL UPDATE
FISCAL 2019-2020
OCTOBER 31, 2019**

Total Instruction Expenses	199,899	202,411	2,512
	Original Estimates	Revised Estimates	Variance
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	270,664	2,427

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
NOVEMBER 26, 2019**

PUBLIC SESSION

**TITLE: AUDITED CONSOLIDATED FINANCIAL REPORTS 2018-
2019**

RECOMMENDATION

THAT the Audit Committee recommend to the Niagara Catholic District School Board the approval of the Audited Consolidated Financial Reports 2018-2019, as presented.

Prepared by: Melanie Dugard, CPA, CA Grant Thornton LLP
Rosa Rocca, CPA, CA Financial Controller
Giancarlo Vetrone, Superintendent of Business and Financial Services

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

Recommended by: Audit Committee

Date: November 26, 2019



REPORT TO THE BOARD NOVEMBER 26, 2019

AUDITED CONSOLIDATED FINANCIAL REPORTS 2018-2019

BACKGROUND INFORMATION

Each year all publically funded school boards are required to submit Audited Consolidated Financial Reports and related forms to the Ministry of Education. As required by the Ministry of Education, the external Auditors have presented the Audited Consolidated Financial Reports 2018-2019 to the Audit Committee on November 22, 2019.

The consolidated financial reports have been prepared in accordance with Financial Administration Act supplemented by Ontario Ministry of Education memorandum 2004: B2 and Ontario Regulation 395/11 of the Financial Administration Act.

The Audited Consolidated Financial Reports for the 2018-2019 fiscal year reflect an available for compliance operating surplus of \$3.65M.

The Ministry Financial Reports 2018-2019 and related schedules have been electronically submitted to the Ministry of Education on November 15, 2019.

After review and discussion, the members of the Audit Committee recommended that the Audited Consolidated Financial Reports 2018-2019 be approved by the Board on November 26, 2019.

A copy of the Audited Consolidated Financial Reports 2018-2019 are attached to this report for the consideration of the Board. (Appendix A)

Appendix A – Audit Consolidated Financial Reports 2018-2019.

RECOMMENDATION

THAT the Audit Committee recommend to the Niagara Catholic District School Board the approval of the Audited Consolidated Financial Reports 2018-2019, as presented.

Prepared by: Melanie Dugard, CPA, CA Grant Thornton LLP
 Rosa Rocca, CPA, CA Financial Controller
 Giancarlo Vetrone, Superintendent of Business and Financial Services

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

Recommended by: Audit Committee

Date: November 26, 2019

Consolidated Financial Statements

Niagara Catholic District School Board

August 31, 2019

DRAFT

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Niagara Catholic District School Board

Management Report

August 31, 2019

The accompanying consolidated financial statements of the Niagara Catholic District School Board (the “Board”) are the responsibility of the Board’s management and have been prepared in accordance with the Financial Administration Act, supplemented by Ontario Ministry of Education memorandum 2004:B2 and Ontario Regulation 395/11 of the Financial Administration Act, as described in Note 1 to the consolidated financial statements.

The preparation of consolidated financial statements necessarily involves the use of estimates based on management’s judgment, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

Board management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis for preparation of the consolidated financial statements. These systems are monitored and evaluated by management.

The Audit Committee of the Board meets with the external auditors to review the consolidated financial statements and discuss any significant financial reporting or internal control matters prior to the Board’s approval of the consolidated financial statements.

The consolidated financial statements have been audited by Grant Thornton LLP, independent external auditors appointed by the Board. The accompanying Independent Auditor’s Report outlines their responsibilities, the scope of their examination and their opinion on the Board’s consolidated financial statements.

Director of Education/Secretary Treasurer

Mr. John Crocco

November __, 2019

Superintendent of Business and
Financial Services

Mr. Giancarlo Vetrone

Niagara Catholic District School Board

Consolidated Statement of Financial Position

As at August 31

2019

2018

Financial assets

Cash and cash equivalents	\$ 23,550,701	\$ 18,977,012
Investments (Note 2)	10,000,000	10,000,000
Accounts receivable	12,993,752	9,473,622
Accounts receivable – Government of Ontario (Note 3)	<u>58,687,679</u>	<u>64,971,155</u>

Total financial assets

105,232,132 103,421,789

Liabilities

Accounts payable and accrued liabilities	12,707,327	14,456,491
Deferred revenue (Note 4)	16,164,863	15,901,808
Retirement and other employee future benefits (Note 6)	6,535,777	7,178,658
Net long-term debt and capital leases (Note 7)	60,057,387	64,281,845
Deferred capital contributions (Note 5)	<u>184,192,514</u>	<u>185,351,181</u>

Total liabilities

279,657,868 287,169,983

Net debt

(174,425,736) (183,748,194)

Non-financial assets

Tangible capital assets (Pages 26 and 27)	198,404,552	200,122,195
Prepaid expenses	<u>583,845</u>	<u>486,123</u>

Total non-financial assets

198,988,397 200,608,318

Accumulated surplus (Note 11)

\$ 24,562,661 \$ 16,860,124

Contractual obligations and contingent liabilities (Note 15)

Commitments (Note 16)

Signed on behalf of the Board:

Chairperson of the Board

Director of Education/Secretary Treasurer

See accompanying notes to the consolidated financial statements.

Niagara Catholic District School Board

Consolidated Statement of Operations and Accumulated Surplus

For the Year Ended August 31	Budget 2019	Actual 2019	Actual 2018
Revenues			
Provincial legislative grants	\$ 244,043,701	\$ 245,179,136	\$ 242,628,169
Provincial grants – other (Note 19)	2,465,280	3,868,040	6,643,352
Federal grants and fees	482,806	479,615	591,643
Other fees and revenues	3,326,600	3,416,965	3,371,734
Investment income	200,000	625,267	340,964
School fundraising	6,995,000	7,587,961	7,569,685
Amortization of deferred capital contributions	<u>14,000,396</u>	<u>13,449,767</u>	<u>12,601,871</u>
Total revenues	<u>271,513,783</u>	<u>274,606,751</u>	<u>273,747,418</u>
Expenses (Note 13)			
Instruction	202,363,244	201,402,145	201,599,523
Administration	7,688,052	7,574,674	7,917,928
Transportation	10,175,191	10,691,040	9,860,901
Pupil accommodation	41,475,964	39,705,473	38,800,132
Other (Note 19)	117,487	118,706	2,206,112
School funded activities	<u>6,995,000</u>	<u>7,412,176</u>	<u>7,396,333</u>
Total expenses	<u>268,814,938</u>	<u>266,904,214</u>	<u>267,780,929</u>
Annual surplus	2,698,845	7,702,537	5,966,489
Accumulated surplus, beginning of year	<u>16,860,124</u>	<u>16,860,124</u>	<u>10,893,635</u>
Accumulated surplus, end of year	<u>\$ 19,558,969</u>	<u>\$ 24,562,661</u>	<u>\$ 16,860,124</u>

See accompanying notes to the consolidated financial statements.

Niagara Catholic District School Board

Consolidated Statement of Cash Flows

For the Year Ended August 31

2019

2018

Operating transactions		
Annual surplus	\$ 7,702,537	\$ 5,966,489
Sources and (uses)		
Non-cash items including:		
Amortization of tangible capital assets	14,008,743	12,959,886
Amortization of deferred capital contributions (Note 5)	(13,449,767)	(12,601,871)
Decrease in retirement and other employee future benefits	(642,881)	(1,963,008)
Increase in accounts receivable	(3,520,130)	(1,767,882)
(Increase) decrease in prepaid expenses	(97,722)	204,880
Decrease in accounts payable and accrued liabilities	(1,749,164)	(1,622,868)
Increase in deferred revenue	263,055	212,505
Cash provided by operating transactions	2,514,671	1,388,131
Capital transactions		
Acquisition of tangible capital assets	(12,291,100)	(17,070,784)
Net additions to deferred capital contributions	12,291,100	17,855,146
Cash provided by capital transactions	-	784,362
Investing transactions		
Increase in investments	-	(10,000,000)
Cash applied to investing transactions	-	(10,000,000)
Financing transactions		
Decrease in accounts receivable – Government of Ontario	6,283,476	7,837,918
Debt repayment (Note 9)	(4,224,458)	(5,835,557)
Cash provided by financing transactions	2,059,018	2,002,361
Change in cash and cash equivalents	4,573,689	(5,825,146)
Cash and cash equivalents, beginning of year	18,977,012	24,802,158
Cash and cash equivalents, end of year	\$ 23,550,701	\$ 18,977,012

See accompanying notes to the consolidated financial statements.

Niagara Catholic District School Board Consolidated Statement of Changes in Net Debt

For the Year Ended August 31

2019

2018

Annual surplus	\$ 7,702,537	\$ 5,966,489
Non-financial asset activity		
Acquisition of tangible capital assets	(12,291,100)	(17,070,784)
Amortization of tangible capital assets	14,008,743	12,959,886
Change in prepaid expenses	<u>(97,722)</u>	<u>204,880</u>
Decrease in net debt	9,322,458	2,060,471
Net debt, beginning of year	<u>(183,748,194)</u>	<u>(185,808,665)</u>
Net debt, end of year	\$ <u>(174,425,736)</u>	\$ <u>(183,748,194)</u>

See accompanying notes to the consolidated financial statements.

Niagara Catholic District School Board

Notes to the Consolidated Financial Statements

August 31, 2019

1. Significant accounting policies

The consolidated financial statements are prepared by management in accordance with the basis of accounting described below.

(a) Basis of accounting

The consolidated financial statements have been prepared in accordance with the Financial Administration Act supplemented by Ontario Ministry of Education memorandum 2004:B2 and Ontario Regulation 395/11 of the Financial Administration Act.

The Financial Administration Act requires that the consolidated financial statements be prepared in accordance with the accounting principles determined by the relevant Ministry of the Province of Ontario. A directive was provided by the Ontario Ministry of Education within memorandum 2004:B2 requiring school boards to adopt Canadian public sector accounting standards commencing with their year ended August 31, 2004 and that changes may be required to the application of these standards as a result of regulation.

In 2011, the government passed Ontario Regulation 395/11 of the Financial Administration Act. The Regulation requires that contributions received or receivable for the acquisition or development of depreciable tangible capital assets and contributions of depreciable tangible capital assets for use in providing services, be recorded as deferred capital contributions and be recognized as revenue in the statement of operations over the periods during which the asset is used to provide service at the same rate that amortization is recognized in respect of the related asset. The regulation further requires that if the net book value of the depreciable tangible capital asset is reduced for any reason other than depreciation, a proportionate reduction of the deferred capital contribution along with a proportionate increase in the revenue be recognized. For Ontario school boards, these contributions include government transfers, externally restricted contributions and, historically, property tax revenue.

The accounting policy requirements under Regulation 395/11 are significantly different from the requirements of Canadian public sector accounting standards which require that:

- government transfers, which do not contain a stipulation that creates a liability, be recognized as revenue by the recipient when approved by the transferor and the eligibility criteria have been met in accordance with public sector accounting standard PS3410;
- externally restricted contributions be recognized as revenue in the period in which the resources are used for the purpose or purposes specified in accordance with public sector accounting standard PS3100; and
- property taxation revenue be reported as revenue when received or receivable in accordance with public sector accounting standard PS3510.

As a result, revenue recognized in the statement of operations and certain related deferred revenues and deferred capital contributions would be recorded differently under Canadian Public Sector Accounting Standards.

Niagara Catholic District School Board

Notes to the Consolidated Financial Statements

August 31, 2019

1. Significant accounting policies (continued)

(b) Reporting entity

The consolidated financial statements reflect the assets, liabilities, revenues and expenses of the reporting entity. The reporting entity is comprised of all organizations accountable for the administration of their financial affairs and resources to the Niagara Catholic District School Board (“the Board”) and which are controlled by the Board.

School generated funds, which include the assets, liabilities, revenues and expenses of various organizations that exist at the school level and which are controlled by the Board are reflected in the consolidated financial statements.

The Board’s consolidated financial statements reflect the proportionate consolidation of the Niagara Student Transportation Services whereby they include the assets that the Consortium controls, the liabilities that it has incurred, and its pro-rata share of revenues and expenses.

Inter-departmental and inter-organizational transactions and balances between these organizations are eliminated.

(c) Trust funds

Trust funds and their related operations administered by the Board are not included in the consolidated financial statements as they are not controlled by the Board.

(d) Cash and cash equivalents

Cash and cash equivalents comprise of cash on hand and demand deposits.

(e) Investments

Long-term investments consist of investments that have maturities of more than one year. Long-term investments are recorded at cost, and assessed regularly for permanent impairment.

(f) Deferred revenue

Certain amounts are received pursuant to legislation, regulation or agreement and may only be used in the conduct of certain programs or in the delivery of specific services and transactions. These amounts are recognized as revenue in the fiscal year the related expenditures are incurred or services are performed.

Niagara Catholic District School Board

Notes to the Consolidated Financial Statements

August 31, 2019

1. Significant accounting policies (continued)

(g) Deferred capital contributions

Contributions received or receivable for the purpose of acquiring or developing a depreciable tangible capital asset for use in providing services, or any contributions in the form of depreciable tangible capital assets received or receivable for use in providing services, shall be recognized as deferred capital contribution as defined in Ontario Regulation 395/11 of the Financial Administration Act. These amounts are recognized as revenue at the same rate as the related tangible capital asset is amortized.

The following items fall under this category:

- Government transfers received or receivable for capital purpose;
- Other restricted contributions received or receivable for capital purpose;
- Property taxation revenues which were historically used to fund capital assets.

(h) Retirement and other employee future benefits

The Board provides defined retirement and other future benefits to specified employee groups. These benefits include pension, life insurance, health care benefits, dental benefits, retirement gratuity, worker's compensation and long-term disability benefits.

As part of ratified labour collective agreements for unionized employees that bargain centrally and ratified central discussions with the Principals and Vice-Principals Associations, the following Employee Life and Health Trusts (ELHTs) were established in 2016-17: Ontario English Catholic Teachers' Association (OECTA). The following ELHTs were established in 2017-2018: Canadian Union of Public Employees Education Workers' Benefits Trust (CUPE EWBT) and Ontario Non-union Education Trust (ONE-T) for non-unionized employees including principals and vice-principals. The ELHTs provide health, dental and life insurance benefits to teachers (excluding daily occasional teachers), education workers (excluding casual and temporary staff), other school board staff and retired individuals up to a school board's participation date into the ELHT. These benefits are provided through a joint governance structure between the bargaining/employee groups, school board trustees' associations and the Government of Ontario. Boards no longer administer health, life and dental plans for their employees and instead are required to fund the ELHTs on a monthly basis based on a negotiated amount per full-time equivalency (FTE). Funding for the ELHTs is based on the existing benefits funding embedded within the Grants for Student Needs (GSN), including additional ministry funding in the form of a Crown contribution and Stabilization Adjustment.

Depending on prior arrangements, the Board continues to provide health, dental and life insurance benefits for retired individuals that were previously represented by the Non-Union employee group.

Niagara Catholic District School Board

Notes to the Consolidated Financial Statements

August 31, 2019

1. Significant accounting policies (continued)

(h) Retirement and other employee future benefits (continued)

The Board has adopted the following policies with respect to accounting for these employee benefits:

- The costs of self-insured retirement and other employee future benefit plans are actuarially determined using management's best estimate of salary escalation, accumulated sick days at retirement, insurance, health care cost trends, disability recovery rates, long-term inflation rates and discount rates. The cost of retirement gratuities is actuarially determined using the employee's salary, banked sick days and years of service as at August 31, 2012 and management's best estimate of discount rates. Any actuarial gains and losses arising from changes to the discount rate are amortized over the expected average remaining service life of the employee group.

For self-insured retirement and other employee future benefits that vest or accumulated over the periods of service provided by employees, such as health care benefits for retirees, the cost is actuarially determined using the projected benefits method prorated on service. Under this method, the benefit costs are recognized over the expected average service life of the employee group.

For those self-insured benefit obligations that arise from specific events that occur from time to time, such as obligations for worker's compensation, long-term disability, and life insurance and health care benefits for those on disability leave, the cost is recognized immediately in the period the events occur. Any actuarial gains and losses that are related to these benefits are recognized immediately in the period they arise;

- The costs of multi-employer defined pension plan benefits, such as the Ontario Municipal Employees Retirement System pensions, are the employer's contributions due to the plan in the period;
- The costs of insured benefits are the employer's portion of insurance premiums owed for coverage of employees during the period.

(i) Tangible capital assets

Tangible capital assets are recorded at historical cost less accumulated amortization. Historical cost includes amounts that are directly attributable to acquisition, construction, development or betterment of the asset, as well as interest related to financing during construction.

Leases which transfer substantially all the benefits and risks incidental to ownership of property are accounted for as leased tangible capital assets. All other leases are accounted for as operating leases and the related payments are charged to expenses as incurred.

Niagara Catholic District School Board

Notes to the Consolidated Financial Statements

August 31, 2019

1. Significant accounting policies (continued)

(i) Tangible capital assets (continued)

Tangible capital assets, except land, are amortized on a straight-line basis over their estimated useful lives as follows:

<u>Asset Class</u>	<u>Estimated Useful Life in Years</u>
Land improvements with finite lives	15
Buildings and building improvements	40
Portable structures	20
Equipment	5-15
First-time equipping of schools	10
Furniture	10
Computer hardware	5
Computer software	5
Vehicles	5
Computers under capital lease	5
Leasehold improvements	5

Assets under construction and assets that relate to pre-acquisition and pre-construction costs are not amortized until the asset is available for productive use.

Land permanently removed from service and held for resale is recorded at the lower of cost and estimated net realizable value. Cost includes amounts for improvements to prepare the land for sale or servicing. Buildings permanently removed from service and held for resale cease to be amortized and are recorded at the lower of carrying value and estimated net realizable value. Tangible capital assets which meet the criteria for financial assets are reclassified as "assets held for sale" on the consolidated statement of financial position.

Works of art and cultural and historic assets are not recorded as assets in these consolidated financial statements.

(j) School fundraising and other revenue

School fundraising and other revenue are reported as revenue in the period earned.

(k) Government transfers

Government transfers, which include legislative grants, are recognized in the consolidated financial statements in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met and reasonable estimates of the amount can be made. If government transfers contain stipulations, which give rise to a liability, they are deferred and recognized in revenue when the stipulations are met.

Government transfers for capital are deferred as required by Regulation 395/11, recorded as deferred capital contributions ("DCC") and recognized as revenue in the consolidated statement of operations at the same rate and over the same periods as the asset is amortized.

Niagara Catholic District School Board

Notes to the Consolidated Financial Statements

August 31, 2019

1. Significant accounting policies (continued)

(l) Investment income

Investment income is reported as revenue in the period earned.

When required by the funding government or related Act, investment income earned on externally restricted funds such as pupil accommodation, education development charges and special education forms part of the respective deferred revenue balances.

(m) Budget figures

Budget figures have been provided for comparison purposes and have been derived from the budget approved by the Trustees. The budget approved by the Trustees is developed in accordance with the provincially mandated funding model for school boards and is used to manage program spending within the guidelines of the funding model.

(n) Use of estimates

The preparation of consolidated financial statements in conformity with the basis of accounting described in Note 1 (a) requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the consolidated financial statements, and the reported amounts of revenues and expenses during the year. Accounts subject to significant estimates include retirement and other future employee benefits and the estimated useful lives of tangible capital assets. Actual results could differ from these estimates.

(o) Property tax revenue

Under Canadian Public Sector Accounting Standards, the entity that determines and sets the tax levy records the revenue in the financial statements, which in the case of the Board, is the Province of Ontario. As a result, property tax revenue received from the municipalities is recorded as part of Provincial Legislative Grants.

2. Investments

Investments are comprised as follows:

	<u>2019</u>		<u>2018</u>	
	<u>Cost</u>	<u>Market Value</u>	<u>Cost</u>	<u>Market Value</u>
2.71% Guaranteed investment certificate (matures November, 2022)	\$ 5,000,000	\$ 5,000,000	\$ 5,000,000	\$ 5,000,000
Mutual funds	<u>5,000,000</u>	<u>4,905,500</u>	<u>5,000,000</u>	<u>4,786,007</u>
Balance, end of year	<u>\$10,000,000</u>	<u>\$ 9,905,500</u>	<u>\$10,000,000</u>	<u>\$ 9,786,007</u>

Niagara Catholic District School Board

Notes to the Consolidated Financial Statements

August 31, 2019

3. Accounts receivable - Government of Ontario

The Province of Ontario (the "Province") replaced variable capital funding with a one-time debt support grant in 2009-10. The Board received a one-time grant that recognized capital debt as of August 31, 2010 that is supported by the existing capital programs. The Board receives this grant in cash over the remaining term of the existing capital debt instruments. The Board may also receive yearly capital grants to support capital programs which would be reflected in this account receivable.

The Board has an account receivable from the Province as at August 31, 2019 of \$ 58,687,679 (2018 - \$ 64,971,155) with respect to capital grants.

4. Deferred revenue

Revenues received and that have been set aside for specific purposes by legislation, regulation or agreement are included in deferred revenue and reported on the consolidated statement of financial position.

Deferred revenue set aside for specific purposes by legislation, regulation or agreement as at August 31, 2019 is comprised of:

	Balance as at August 31, 2018	Externally restricted revenue and investment income	Revenue and adjustments recognized in the period	Transfers to deferred capital contributions	Balance as at August 31, 2019
Retrofitting school spaces for child care	\$ 1,698,990	\$ -	\$ -	\$ -	\$ 1,698,990
Proceeds of disposition	4,978,471	-	(20,873)	(305,721)	4,651,877
Education development charges	953,671	534,174	(12,503)	-	1,475,342
Mental health leader	89,712	-	(89,712)	-	-
Library staff	31,567	133,769	(117,893)	-	47,443
Student achievement	-	1,603,595	(1,471,215)	-	132,380
Indigenous education	131,836	216,113	(260,497)	-	87,452
Special education	2,443,776	764,065	(356,269)	-	2,851,572
Energy efficient schools					
- operating	10,522	-	-	-	10,522
- capital	251,490	-	-	(29,791)	221,699
School renewal	3,318,528	3,802,888	(760,745)	(3,287,020)	3,073,651
Temporary accommodation	124,500	750,000	(594,261)	-	280,239
Education programs - other	445,569	2,047,475	(2,084,323)	(98,746)	309,975
Tuition	888,971	1,264,382	(1,188,210)	-	965,143
Miscellaneous	534,205	60,191	(175,627)	(60,191)	358,578
Total deferred revenue	\$ 15,901,808	\$ 11,176,652	\$ (7,132,128)	\$ (3,781,469)	\$ 16,164,863

Niagara Catholic District School Board

Notes to the Consolidated Financial Statements

August 31, 2019

5. Deferred capital contributions

Deferred capital contributions include grants and contributions received that are used for the acquisition of tangible capital assets in accordance with regulation 395/11 that have been expended by year end. The contributions are amortized into revenue over the life of the asset acquired.

	<u>2019</u>	<u>2018</u>
Balance, beginning of year	\$ 185,351,181	\$ 180,097,906
Additions to deferred capital contributions	12,291,100	17,070,784
Recognition of deferred revenue related to prior eligible capital expenses	-	1,000,000
Revenue recognized in the period	(13,449,767)	(12,601,871)
Unsupported capital spending	-	(215,638)
	<u> </u>	<u> </u>
Balance, end of year	<u>\$ 184,192,514</u>	<u>\$ 185,351,181</u>

6. Retirement and other employee future benefits

Retirement and other employee future benefits liabilities and expense as of August 31, 2019 is comprised of:

	<u>2019</u>	<u>2018</u>
Retirement gratuities	\$ 3,653,034	\$ 3,914,130
Retirement health care benefits	269,284	218,975
WSIB – Schedule II future liability	2,457,539	2,892,830
Compensated absences	155,920	152,723
	<u> </u>	<u> </u>
	<u>\$ 6,535,777</u>	<u>\$ 7,178,658</u>

(a) Actuarial assumptions

The accrued benefit obligations for employee future benefit plans as at August 31, 2019 are based on actuarial assumptions of future events determined for accounting purposes as at August 31, 2019. Actuarial probabilities were determined and based on updated average daily salary and banked sick days as at August 31, 2019. These valuations take into account the plan changes outlined below and the economic assumptions used in these valuations are the Board's best estimates of expected rates of:

	<u>2019</u>	<u>2018</u>
	%	%
Inflation		
WSIB	2.0	2.0
All other benefits	1.5	1.5
Discount rate		
WSIB	2.0	2.9
All other benefits	2.0	2.9
Wage and salary escalation	Nil	Nil
Health and dental care cost escalation		
WSIB	4.0	4.0
Health care for all other benefits	7.25	7.5
Dental care for all other benefits	4.5	3.5

Niagara Catholic District School Board

Notes to the Consolidated Financial Statements

August 31, 2019

6. Retirement and other employee future benefits (continued)

(b) Retirement benefits

Ontario Teacher's Pension Plan ("OTPP")

Teachers and related employee groups are eligible to be members of OTPP. Employer contributions for these employees are provided directly by the Province of Ontario. The pension costs and obligations related to this plan are a direct responsibility of the Province. Accordingly, no costs or liabilities related to this plan are included in the Board's consolidated financial statements.

Ontario Municipal Employees Retirement System ("OMERS")

All non-teaching employees of the Board are eligible to be members of OMERS, a multi-employer pension plan. The plan provides defined pension benefits to employees based on their length of service and rates of pay. The Board contributions equal the employee contributions to the plan. During the year ended August 31, 2019, the Board contributed \$ 3,543,742 (2018 - \$ 3,555,244) to the plan. As this is a multi-employer pension plan, these contributions are the Board's pension benefit expenses. No pension liability for this type of plan is included in the Board's consolidated financial statements.

Retirement gratuities

The Board provides retirement gratuities to certain groups of employees hired prior to specified dates. The Board provides these benefits through an unfunded defined benefit plan. The benefit costs and liabilities related to this plan are included in the Board's consolidated financial statements. The amount of the gratuities payable to eligible employees at retirement is based on their salary, accumulated sick days, and years of service at August 31, 2012.

As at August 31, 2019, an unamortized actuarial loss of \$ 273,135 (2018 - \$ 212,444) exists. This amount is being amortized over the expected average remaining service lives of several employee groups. The actual obligation is \$ 3,926,169 (2018 - \$ 4,126,574).

	<u>2019</u>	<u>2018</u>
Employee benefit plan assets	\$ -	\$ -
Employee benefit plan liabilities	<u>3,653,034</u>	<u>3,914,130</u>
Deficit	<u>\$ 3,653,034</u>	<u>\$ 3,914,130</u>
Accrued benefit obligation, beginning of year	\$ 3,914,130	\$ 4,200,459
Benefit cost and interest	113,575	109,783
Amortized loss	45,744	58,309
Benefits paid during the year	<u>(420,415)</u>	<u>(454,421)</u>
Accrued benefit obligation, end of year	<u>\$ 3,653,034</u>	<u>\$ 3,914,130</u>

Niagara Catholic District School Board

Notes to the Consolidated Financial Statements

August 31, 2019

6. Retirement and other employee future benefits (continued)

Retirement health care benefits

The Board provides dental and health care to certain employee groups after retirement until the members reach 65 years of age, with one exception to age 75. As part of ratified labour collective agreements for unionized employees that bargain centrally and ratified central discussions with the principals and vice-principals associations, ELHTs were established in 2016-18 for all employee groups. Retirees belonging to the principal, vice-principal and non-union employee groups have transitioned to the ELHT. After retirees transition to the ELHT, the Board continued to be responsible for its share of cost of benefits based on the cost sharing agreement prior to the transition to the ELHT.

	<u>2019</u>	<u>2018</u>
Employee benefit plan assets	\$ -	\$ -
Employee benefit plan liabilities	<u>269,284</u>	<u>218,975</u>
Deficit	<u>\$ 269,284</u>	<u>\$ 218,975</u>
Accrued benefit obligation, beginning of year	\$ 218,975	\$ 263,640
Benefit cost and interest	115,049	6,113
Amortized gain	(31,695)	(2,957)
Benefits paid during the year	<u>(33,045)</u>	<u>(47,821)</u>
Accrued benefit obligation, end of year	<u>\$ 269,284</u>	<u>\$ 218,975</u>

Workplace Safety and Insurance Board obligations

The Board is a Schedule II employer under the Workplace Safety and Insurance Act ("WSIB") and, as such, assumes responsibility for the payment of all claims to its injured workers under the Act. The Board does not fund these obligations in advance of payments made under the Act. The benefit costs and liabilities related to this plan are included in the Board's consolidated financial statements. School boards are required to provide salary top-up to a maximum of 4 ½ years for employees receiving payments from the Workplace Safety and Insurance Board, where the collective agreement negotiated prior to 2012 included such a provision.

	<u>2019</u>	<u>2018</u>
Employee benefit plan assets	\$ -	\$ -
Employee benefit plan liabilities	<u>2,457,539</u>	<u>2,892,830</u>
Deficit	<u>\$ 2,457,539</u>	<u>\$ 2,892,830</u>
Accrued benefit obligation, beginning of year	\$ 2,893,830	\$ 2,440,219
Benefit cost and interest (recovery)	69,287	1,268,876
Benefits paid during the year	<u>(505,578)</u>	<u>(816,265)</u>
Accrued benefit obligation, end of year	<u>\$ 2,457,539</u>	<u>\$ 2,892,830</u>

Niagara Catholic District School Board

Notes to the Consolidated Financial Statements

August 31, 2019

6. Retirement and other employee future benefits (continued)

Compensated absences

A maximum of eleven unused sick leave days from the current year may be carried forward into the following year only, to be used to top-up salary for illnesses paid through the short-term leave and disability plan in that year. The benefit costs expensed in the financial statements relating to this are \$ 155,920 (2018 - \$ 152,723).

For accounting purposes, the valuation of the accrued benefit obligation for the sick leave top-up is based on actuarial assumptions about future events determined as at August 31, 2019 and is based on the average daily salary, and banked sick days of employees as at August 31, 2019.

	<u>2019</u>	<u>2018</u>
Employee benefit plan assets	\$ -	\$ -
Employee benefit plan liabilities	<u>155,920</u>	<u>152,723</u>
Deficit	<u>\$ 155,920</u>	<u>\$ 152,723</u>
Accrued benefit obligation, beginning of year	\$ 152,723	\$ 148,912
Benefit cost and interest	155,920	152,723
Amortized loss	11,965	8,358
Benefits paid during the year	<u>(164,688)</u>	<u>(157,270)</u>
Accrued benefit obligation, end of year	<u>\$ 155,920</u>	<u>\$ 152,723</u>

Niagara Catholic District School Board

Notes to the Consolidated Financial Statements

August 31, 2019

7. Net long-term debt and capital leases

Debenture debt, capital loans and obligation under capital leases reported on the consolidated statement of financial position is comprised of the following:

	<u>2019</u>	<u>2018</u>
Unmatured debenture debt	\$ 60,040,024	\$ 64,247,908
Obligations under capital leases	<u>17,363</u>	<u>33,937</u>
	<u>\$ 60,057,387</u>	<u>\$ 64,281,845</u>

The net long-term debt outstanding bears interest at annual rates ranging from 2.425% to 6.55% maturing between 2020 and 2036. Principal and interest payments relating to net debenture debt, capital loans and leases of \$ 60,057,386 outstanding as at August 31, 2019 are due as follows:

	<u>Principal</u>	<u>Interest Payments</u>	<u>Capital Lease Payments</u>	<u>Total</u>
2020	\$ 4,433,353	\$ 3,060,940	\$ 17,363	\$ 7,511,656
2021	4,671,418	2,822,451	-	7,493,869
2022	4,786,423	2,571,066	-	7,357,489
2023	4,910,535	2,310,574	-	7,221,109
2024	5,184,132	2,036,978	-	7,221,110
Thereafter	<u>36,054,163</u>	<u>7,464,558</u>	-	<u>43,518,721</u>
Total	<u>\$ 60,040,024</u>	<u>\$ 20,266,567</u>	<u>\$ 17,363</u>	<u>\$ 80,323,954</u>

8. Credit facilities

The Board has two credit facilities available for use at any time.

Credit facility #1 is a revolving demand operating credit available in the amount of \$ 12,000,000 for use for current expenditures only and bears interest at prime less 0.5%.

Credit facility #2 is a revolving demand instalment loan in the amount of \$ 500,000 to finance capital expenditures which would bear interest at prime.

Further, the Board has a \$ 230,000 Corporate VISA and \$ 900,000 VISA purchase card credit facility available.

As at August 31, 2019, \$ 437,058 has been drawn upon by way of letters of credit as per Note 15 against credit facility #1 and no balance against credit facility #2. Security is by way of executed by-laws in compliance with applicable legislative requirements.

Niagara Catholic District School Board

Notes to the Consolidated Financial Statements

August 31, 2019

9. Debt charges and capital loans and leases interest

The expenditure for debt charges and capital loan interest includes principal, sinking fund contributions and interest payments as follows:

	<u>2019</u>	<u>2018</u>
Principal payments on long-term liabilities	\$ 4,207,884	\$ 5,819,716
Interest payments on long-term liabilities	<u>3,211,604</u>	<u>3,447,578</u>
	<u>\$ 7,419,488</u>	<u>\$ 9,267,294</u>

The expenditure for capital leases is allocated to the related expenditure category. The total principal, sinking fund contributions and interest payments for capital leases are as follows:

	<u>2019</u>	<u>2018</u>
Principal payments on capital leases	\$ 16,574	\$ 15,841
Interest payments on capital leases	<u>1,197</u>	<u>1,921</u>
	<u>\$ 17,771</u>	<u>\$ 17,762</u>

10. Liability for contaminated sites

The Board reports environmental liabilities related to the management and remediation of any contaminated sites where the Board is obligated or likely obligated to incur such costs. Currently no such contaminated sites have been identified and therefore no liability has been recorded.

The Board's ongoing efforts to assess contaminated sites may result in future environmental remediation liabilities related to newly identified sites, or changes in the assessments or intended use of existing sites. Any changes to the Board's liabilities for contaminated sites will be accrued in the year in which they are assessed as likely and reasonably estimable.

Niagara Catholic District School Board

Notes to the Consolidated Financial Statements

August 31, 2019

11. Accumulated surplus	<u>2019</u>	<u>2018</u>
Accumulated surplus consists of the following:		
Available for compliance		
Operating fund	\$ 8,120,654	\$ 4,047,427
Available for compliance – internally appropriated		
Capital planning capacity – unspent	223,462	146,942
Committed sinking fund interest	667,979	713,307
Special purpose	426,321	362,363
Committed capital	<u>4,655,993</u>	<u>5,169,640</u>
Total available for compliance – internally appropriated	<u>5,973,755</u>	<u>6,392,252</u>
Unavailable for compliance		
Amounts to be recovered – employee future benefits	-	(3,783,677)
Interest accrued	(972,677)	(1,047,058)
School activities fund	2,537,239	2,361,454
Revenues recognized for land purchases	<u>8,903,690</u>	<u>8,889,726</u>
Total unavailable for compliance	<u>10,468,252</u>	<u>6,420,445</u>
Total accumulated surplus	<u>\$ 24,562,661</u>	<u>\$ 16,860,124</u>

12. Trust funds

Trust funds administered by the Board, which have not been included on the consolidated statement of financial position nor have their operations been included on the consolidated statement of operations and accumulated surplus, are comprised of the following:

	<u>2019</u>	<u>2018</u>
Larkin Award Fund	\$ 23,681	\$ 16,307
Kristen French Scholarship Fund	118,380	118,682
Marion Oakley Fund	5,913	5,791
Nicole Longe Memorial Fund	6,416	5,985
James and Anna McGarrey	8,369	8,295
Teachers Finance Leave Plan	1,127,931	1,096,260
Michael and Isabelle Moran	49,322	49,293
Hugo and Corrinne Massotti	<u>54,527</u>	<u>53,897</u>
Total trust funds	<u>\$ 1,394,539</u>	<u>\$ 1,354,510</u>

Niagara Catholic District School Board

Notes to the Consolidated Financial Statements

August 31, 2019

13. Expenses by object

The following is a summary of the expenses reported on the consolidated statement of operations by object:

	<u>2019</u> Budget	<u>2019</u> Actual	<u>2018</u> Actual
Salary and wages	\$ 182,147,598	\$ 181,717,491	\$ 182,439,660
Employee benefits	29,801,347	28,215,014	27,901,497
Staff development	258,900	249,208	277,554
Supplies and services	17,359,285	17,580,575	17,542,986
Interest charges	3,352,150	3,212,801	3,449,499
Rental expenses	788,520	669,056	682,785
Fees and contract services	13,043,680	13,115,703	12,373,980
Amortization of tangible capital assets	14,393,454	14,008,740	12,959,886
Other (Note 19)	675,004	723,450	2,756,749
School funded activities	<u>6,995,000</u>	<u>7,412,176</u>	<u>7,396,333</u>
Total expenses	<u>\$ 268,814,938</u>	<u>\$ 266,904,214</u>	<u>\$ 267,780,929</u>

14. Ontario School Board Insurance Exchange

The Board is a member of the Ontario School Board Insurance Exchange ("OSBIE"), a reciprocal insurance company licensed under the Insurance Act. OSBIE insures general public liability, property damage and certain other risks. Liability insurance is available to a maximum of \$ 24,000,000 per occurrence.

The ultimate premiums over a five year period are based on the reciprocals and the Board's actual claims experience. Periodically, the Board may receive a refund or be asked to pay an additional premium based on its pro rata share of claims experience. The current five year term expires December 31, 2021.

15. Contractual obligations and contingent liabilities

Contingent liabilities

The Board has certain legal claims outstanding. It is management's assertion that adequate defenses and insurance coverages are in for the settlement of these claims, if necessary.

Letters of credit

The Board has authorized letters of credit in favour of the City of St. Catharines in the amount of \$ 48,640, the Township of West Lincoln in the amount of \$ 105,173, the City of Niagara Falls in the amount of \$ 164,038, and the Town of Grimsby of \$ 119,207. All of these letters of credit relate to site plan deposits. These letters of credit are covered under the security as described under credit facilities in Note 8.

Niagara Catholic District School Board

Notes to the Consolidated Financial Statements

August 31, 2019

16. Commitments

Capital expenditures

The Board is committed to spending approximately \$ 14,600,000 on capital projects in the following year.

Lease obligations

The Board is committed to make the following minimum future lease payments under several operating leases over the next five years:

2020	\$ 517,257
2021	376,831
2022	251,788
2023	130,337
2024	69,776

17. Transportation consortium

On March 6, 2007, the Board entered into an agreement with the District School Board of Niagara ("DSBN") in order to provide common administration of student transportation in the Region of Niagara. On March 9, 2007, Niagara Student Transportation Services ("NSTS") was incorporated under the Corporations Act of Ontario. This agreement was executed in an effort to increase delivery efficiency and cost effectiveness of student transportation for each of the Boards. Each Board participates in the shared costs associated with this service for the transportation of their respective students through NSTS. No Board is in a position to exercise unilateral control.

This entity is proportionately consolidated in the Board's consolidated financial statements whereby the Board's pro-rata share of assets, liabilities, revenues and expenses of the consortium are included in the Board's consolidated financial statements. Inter-organizational transactions and balances have been eliminated.

The following provides condensed financial information:

	<u>2019</u> <u>Total</u>	<u>2019</u> <u>Board</u> <u>Portion</u>	<u>2018</u> <u>Total</u>	<u>2018</u> <u>Board</u> <u>Portion</u>
Transportation services	\$ 28,474,903	\$ 9,856,270	\$ 26,548,002	\$ 9,487,452
Administrative expenses	1,192,229	423,624	1,111,309	373,449
Grant expenditures	13,784	-	433	-
Amortization	<u>4,086</u>	<u>-</u>	<u>4,086</u>	<u>-</u>
	<u>\$ 29,685,002</u>	<u>\$ 10,279,894</u>	<u>\$ 27,663,830</u>	<u>\$ 9,860,901</u>

Niagara Catholic District School Board

Notes to the Consolidated Financial Statements

August 31, 2019

18. Related party transactions

Related party transactions during the year not separately disclosed in the consolidated financial statements include the following:

An amount of \$ 20,289 (2018 - \$ 234,768) has been received from the Niagara Foundation for Catholic Education and recorded net of related expenditures.

19. Putting Students First Act, 2012 Settlement

A settlement was reached between the Province of Ontario and several labour partners, including CUPE, OECTA, the Principals and Vice-Principals Associations, and non-unionized education workers. As part of the settlement, employees within these labour groups were entitled to receive a one-time remedy payment with respect to the constitutional breach of the Putting Students First Act, 2012. As part of the remedy, the Crown was to provide payment to all eligible employees of affected labour groups for lost or reduced sick credit gratuities as at August 31, 2012, through the applicable District School Board. The remedy payments provided to the Niagara Catholic District School Board under this settlement total \$ 2,128,829 and the related one-time revenues and expenses are reflected in the prior year figures of these consolidated financial statements.

20. Comparative figures

Certain of the comparative figures have been reclassified to conform with the financial statement presentation adopted for the current year.

Niagara Catholic District School Board Schedule of Tangible Capital Assets

August 31, 2019

	Cost				Accumulated Amortization				Net Book Value
	Beginning of Year	Additions	Disposals	End of Year	Beginning of Year	Amortization	Disposals	End of Year	End of Year
Land	\$ 8,889,725	\$ -	\$ -	\$ 8,889,725	\$ -	\$ -	\$ -	\$ -	\$ 8,889,725
Land improvements	14,617,589	2,580,663	-	17,198,252	4,301,038	1,076,512	-	5,377,550	11,820,702
Buildings	301,041,709	8,977,908	-	310,019,617	123,393,667	12,029,140	-	135,422,807	174,596,810
Portable structures	1,922,600	-	1,845,600	77,000	1,920,634	1,966	1,845,600	77,000	-
Equipment	287,041	7,146	24,333	269,854	124,610	55,690	24,333	155,967	113,887
First-time equipping	1,869,860	40,866	1,150	1,909,576	812,964	188,972	1,150	1,000,786	908,790
Furniture	95,532	-	-	95,532	43,091	9,553	-	52,644	42,888
Computer hardware	1,950,701	454,928	214,681	2,190,948	830,224	414,165	214,681	1,029,708	1,161,240
Computer software	455,024	60,484	-	515,508	111,933	97,053	-	208,986	306,522
Vehicles	349,047	70,359	26,780	392,626	122,779	74,167	26,780	170,166	222,460
Computers under capital lease	174,385	-	-	174,385	106,196	34,877	-	141,073	33,312
Leasehold improvements	83,865	98,746	-	182,611	25,159	26,648	-	51,807	130,804
Construction in progress	177,412	-	-	177,412	-	-	-	-	177,412
	\$ 331,914,490	\$ 12,291,100	\$ 2,112,544	\$ 342,093,046	\$ 131,792,295	\$ 14,008,743	\$ 2,112,544	\$ 143,688,494	\$ 198,404,552

Niagara Catholic District School Board Schedule of Tangible Capital Assets

August 31, 2018

	Cost				Accumulated Amortization				Net Book Value
	Beginning of Year	Additions	Disposals	End of Year	Beginning of Year	Amortization	Disposals	End of Year	End of Year
Land	\$ 8,889,725	\$ -	\$ -	\$ 8,889,725	\$ -	\$ -	\$ -	\$ -	\$ 8,889,725
Land improvements	11,805,773	2,860,963	49,147	14,617,589	3,453,428	896,757	49,147	4,301,038	10,316,551
Buildings	278,793,603	22,248,106	-	301,041,709	112,242,926	11,150,741	-	123,393,667	177,648,042
Portable structures	4,019,800	-	2,097,200	1,922,600	3,905,232	112,602	2,097,200	1,920,634	1,966
Equipment	367,177	95,021	175,157	287,041	234,345	65,422	175,157	124,610	162,431
First-time equipping	1,595,495	274,365	-	1,869,860	639,696	173,268	-	812,964	1,056,896
Furniture	95,532	-	-	95,532	33,538	9,553	-	43,091	52,441
Computer hardware	1,694,781	387,741	131,821	1,950,701	597,497	364,548	131,821	830,224	1,120,477
Computer software	279,217	181,774	5,967	455,024	44,476	73,424	5,967	111,933	343,091
Vehicles	246,681	136,421	34,055	349,047	94,913	61,921	34,055	122,779	226,268
Computers under capital lease	174,385	-	-	174,385	71,319	34,877	-	106,196	68,189
Leasehold improvements	83,865	-	-	83,865	8,386	16,773	-	25,159	58,706
Construction in progress	9,291,019	(9,113,607)	-	177,412	-	-	-	-	177,412
	\$ 317,337,053	\$ 17,070,784	\$ 2,493,347	\$ 331,914,490	\$ 121,325,756	\$ 12,959,886	\$ 2,493,347	\$ 131,792,295	\$ 200,122,195

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
NOVEMBER 26, 2019**

PUBLIC SESSION

**TOPIC: TRUSTEE INFORMATION
SPOTLIGHT ON NIAGARA CATHOLIC – NOVEMBER 12, 2019**



November 12, 2019

Policies Recommended

During the November 12 Committee of the Whole Meeting, Trustees recommended four policies be sent to the Board for approval.

Employee Meals and Hospitality Policy (201.14), Employee Conferences, Workshops and Meetings Policy (201.15), Acceleration Retention Policy (400.5) and Opening or Closing Exercises – Safe Schools Policy (302.6.1).

The four policies will be considered at the November 26 Board meeting.

Trustees Receive 2019-2020 Board Improvement Plan for Student Achievement and Well-Being (BIPSAW)

Trustees were provided with Niagara Catholic's 2019-2020 Board Improvement Plan for Student Achievement and Well-Being (BIPSAW). The BIPSAW was designed to align with the Board's Strategic Directions and Enabling Strategies, specifically:

Providing supports for success

Enhancing Technology for Optimal Learning;

Building Partnerships and Schools as Hubs;

Strengthening Human Resources Practices and Developing Transformational Leadership;

Creating Equity and Accessibility of Resources;

Ensuring Responsible Fiscal and Operational Management; and

Addressing Changing Demographics.

The four pillars of Catholic Faith, Community and Culture, Literacy, Numeracy and Pathways form the foundation of the BIPSAW, with a focus on outcomes, (*What is our intended impact? What do we do?*), incomes (*What do we invest?*) and monitoring (*How will we know we are successful?*).

The BIPSAW can be accessed through niagaracatholic.ca/reports/.

Students to Travel to Europe to Witness 75th Anniversary of VE Day



Students from Blessed Trinity, Holy Cross and Saint Francis Catholic Secondary Schools, and Saint Michael and Saint Paul Catholic High Schools will travel to Europe in early May, to witness the 75th Anniversary of Victory in Europe (VE-Day) on May 8, 2020.

The trip will run from May 1-10 and include time in Belgium, Amsterdam and area, Berlin, Munich and Nuremberg, where the famous war crimes trials were heard.

Capital Projects Update

Niagara Catholic currently has two capital projects in progress: The design and construction of an addition at Our Lady of Mount Carmel Catholic Elementary Schools to include three new child care rooms, and the design and construction of a consolidated Monsignor Clancy and St. Charles Catholic Elementary Schools.

The Board has received approval to proceed to tender with the OLMC project, and tender documents are currently being developed. Niagara Catholic is awaiting approval from the Ministry of Education to proceed to tender for the consolidated Monsignor Clancy/St. Charles Catholic Elementary School.

Stay Up-to-Date with Niagara Catholic

If you're reading this, you're reading it on our brand-new website! We hope you're enjoying the new format. Be sure to check us out on [Facebook](#) and follow us on [Twitter](#) and [Instagram](#) for news and events, and also check out our Good News boxes for stories from our schools.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
NOVEMBER 26, 2019**

PUBLIC SESSION

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



DECEMBER 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 First Sunday in Advent— Faith	2	3 Annual Organizational Meeting CW Meeting	4 SEAC Meeting	5	6	7
8 Second Sunday in Advent— Hope	9 Christmas Choirfest December 9-13	10	11	12 Trustees', Administrators' and Pastors' Faith Formation	13	14
15 Third Sunday in Advent— Joy	16	17 Board Meeting	18	19	20	21
22/29 Fourth Sunday in Advent— Love	23/30	24/31 Christmas Eve New Year's Eve	25 Christmas Day Christmas break	26	27	28
				December 23, 2019– January 3, 2020		

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
NOVEMBER 26, 2019**

PUBLIC SESSION

**TOPIC: TRUSTEE INFORMATION
OCSTA MEMORANDUM – EDUCATION ACCESSIBILITY
STANDARDS WORKING GROUP UPDATE**



Ontario Catholic School
Trustees' Association

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

November 21, 2019

MEMORANDUM

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

FROM: Stephen Andrews, Director of Legislative and Political Affairs

SUBJECT: Education Accessibility Standards Working Group Update

As you are aware, in 2017 the previous government established a working group to assist in the development of an accessibility regulation under the *Accessibility for Ontarians with Disabilities Act, 2005* (“AODA”). The group is called “K-12 Education Standards Development Committee” (“Working Group”). In the summer of 2019 the new government, under the direction of the Minister for Seniors and Accessibility, relaunched the working group with a shortened timeframe to make recommendations by June 2020.

The mandate of the Working Group is to develop recommendations for an education accessibility standard that would apply to every school board in the province. Specifically, the committee will develop recommendations that address barriers to accessible education for all students in publicly funded schools, considering all grades from kindergarten through secondary school. The following are priority areas for the committee:

- Attitudes, behaviours, perceptions and assumptions in respect of students with disabilities;
- Awareness and training;
- Assessment, curriculum and instruction;
- Digital learning and technology;
- Organizational barriers;
- Social barriers;
- Physical and architectural barriers.

The committee could recommend, for example, that all boards ensure students have access to adaptive technology and specialized supports for their learning needs. In addition, the exclusion of students with behavioural disabilities may be subject to new rules. Teacher professional development in the use of accessibility technologies may also form part of the committee’s recommendations.

Chair and Participants of the Working Group

The working group is comprised of several groups of education and disability rights stakeholders and is Chaired by Lynn Ziraldo, former Executive Director of the Learning Disabilities Association of York Region. I was appointed to this Working Group by the Minister to represent OCSTA. In addition, recently retired Dufferin Peel CDSB Associate Director Sheila McWatters and retired Huron Superior CDSB Director Jack Stadnyk were also appointed to the Working Group as well as Ben Smith, a former Student Trustee with the York Catholic District School Board (a full list is included in the attached appendix).

Several staff from the Accessibility Directorate and the Ministry of Education support the working group.

Mandate and Deliverables

The Working Group held its first meeting on November 12, 2019 to discuss the mandate, revised process and work plan of the group. The Working Group will meet every two months to debate and vote on recommendations in the priority barrier areas listed above. The group is then to prepare preliminary recommendations for an education accessibility standard or regulation for consideration by the Minister for Seniors and Accessibility by June 2020.

Next Steps

The next meeting of the Working Group is scheduled for early January 2020 where OCSTA will be present to participate in committee discussions and voting on the recommendations tabled. Once a draft report is completed, OCSTA will share it with our membership for feedback.

We would encourage boards to send any issues and concerns about an education accessibility standard to OCSTA.

If you have any questions, please do not hesitate to contact me at sandrews@ocsta.on.ca.

Attachment

K-12 Education Standards Development Committee:

Member Contact List

- Lynn Ziraldo (Chair), Learning Disabilities Association of Ontario
 - lynnziraldo@rogers.com, 416 803-2909
- Stephen Andrews, Ontario Catholic School Trustees' Association
 - sandrews@ocsta.on.ca, 416 932-9460 ext. 224
- Mike Cyr, Silent Voice Canada
 - M.Cyr@silentvoice.ca, 416 463-1104 ext. 202
- Donna Edwards, Ontario Public School Boards' Association
 - donnaedwards@bell.net, 905 683-7610
- Jon Greenaway, ErinOakKids Centre for Treatment and Development
 - jgreenaway@erinoakkids.ca, 905 855-2690, ext. 2420
- Rita-Marie Hadley, Lansdowne Children's Centre
 - rhadley@lansdownecc.com, 519-753-3153 ext. 237
- Wendy Lau, LEADS Employment Services
 - wendylau@leadsservices.com, 519 439-0352 ext. 226
- David Lepofsky, Accessibility for Ontarians with Disabilities Act Alliance
 - david.lepofsky@gmail.com,
- Michelle Longlade, Ontario College of Teachers (Retired)
 - mlonglade@gmail.com, 416 271-4199
- Sheila McWatters, Education Sector Representative
 - sheila.mcwatters@gmail.com, 905 846-4898
- Douglas Mein, Simcoe County District School Board Accessibility Advisory Committee
 - mein.doug@gmail.com, 705 434-1993
- Dr. Ashleigh Molloy, TransEd Institute
 - ashleighbmolloy@gmail.com, 416-697-4067
- Alison Morse, Easter Seals Ontario
 - amorse@easterseals.org, 416-510-5070

K-12 Education Standards Development Committee:

Member Contact List

- Rana Nasrazadani, Student Representative
 - rnasrazadani@outlook.com, 647-531-7779
- Victoria Nolan, CNIB
 - nolan.victoria@gmail.com, 416-659-2673
- Ben Smith, Ontario Student Trustees' Association
 - ben102.7fm@gmail.com, 647 746-3993
- Jane Ste. Marie, Ontario Secondary Schools Teachers' Federation
 - jane.stemarie@osstf.ca, 416 751-8300 x 235
- Jack Stadnyk, Huron-Superior Catholic District School Board (Retired)
 - jstadnyk52@shaw.ca, 705 942-2795
- Angelo Tocco, Education Sector Representative
 - atocco@rogers.com
- Lindy Zaretsky, Reaching Education Resolutions Inc.
 - lindazaretsky@gmail.com, 416 433-0387

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
NOVEMBER 26, 2019**

PUBLIC SESSION

**TOPIC: TRUSTEE INFORMATION
OCSTA MEMORANDUM – TOPICS FOR DISCUSSION AT
REGIONAL MEETINGS AT 2020 CATHOLIC TRUSTEES
SEMINAR**



Ontario Catholic School
Trustees' Association

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

November 22, 2019

MEMORANDUM

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

FROM: Nick Milanetti, Executive Director

SUBJECT: **Topics for Discussion at Regional Meetings at 2020 Catholic Trustees Seminar**

OCSTA's Regional Meetings serve as timely opportunities to consult with members on issues that are local or province-wide priorities for school boards or at the forefront of the government's agenda.

In preparation for the upcoming Regional Meetings, taking place at OCSTA's Catholic Trustees Seminar in January 2020, CDSBs are asked to come prepared to discuss the following topics:

1. Please identify and share approaches and strategies adopted by your board to combat global warming and climate change. Examples can include strategies adopted board-wide to reduce greenhouse emissions and waste, or innovative efforts incorporated into boards' facilities design and management to achieve higher energy efficiencies.
2. School boards face growing financial pressures due to the current moratorium on consolidating underutilized schools. The pupil accommodation review process (PARG) for boards was recently changed to require boards assess the impact of accommodation options on communities, student well-being, programming and school board resources. The new process also requires boards to explore at least three accommodation options and to provide more public input over an extended period of time. Please identify your concerns and advocacy priorities regarding the current moratorium on school consolidation and the PARG process.
3. School boards have experienced changes in funding in the area of mathematics. How has your board continued emphasis on mathematics, and what are some best practices that you would like to share in implementing the Focusing on the Fundamentals of Math Strategy?
4. Please identify a local issue for discussion.

Each Regional Meeting will provide an opportunity to discuss the perspectives of CDSBs on these important topics. It is recommended that the perspectives of each board be discussed/prepared, prior to the Regional Meetings.