



*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, FEBRUARY 25, 2020
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 Fera -
2. Roll Call -
3. Approval of the Agenda -
4. Declaration of Conflict of Interest -
5. Minutes of the Board Meeting of January 28, 2020 A5
6. Consent Agenda Items
 - 6.1 Unapproved Minutes of the Committee of the Whole Meeting of February 11, 2020 and Consideration of Recommendations A6.1
 - 6.1.1 Establishment and Cyclical Review of Policies Policy (100.5) A6.1.1
 - 6.1.2 Trustee Electronic Meetings (Board and Committees) Policy (100.8) A6.1.2
 - 6.1.3 Code of Conduct Policy (302.6.2) A6.1.3
 - 6.1.4 Purchasing/Supply Chain Management Policy (600.1) A6.1.4
 - 6.1.5 Volunteering in Catholic Schools Policy (800.9) A6.1.5
 - 6.1.6 Elementary and Secondary School Year Calendars 2020-2021 A6.1.6
 - 6.2 Approved Minutes of the Special Education Advisory Committee (SEAC) Meeting of December 4, 2019 and January 8, 2020 A6.2
 - 6.3 In-Camera Agenda Items F1, F2, F4, F5, F6, F7 and F8 -

B. DELEGATIONS/PRESENTATIONS

C. COMMITTEE AND STAFF REPORTS

1. Financial Reports as at January 31, 2020 C1

D. TRUSTEE ITEMS, OPEN QUESTION PERIOD & OTHER BUSINESS

1. Correspondence -
 - 1.1 Letter from OCSTA – 2020 OCSTA Student Trustee Alumni Award D1.1
2. Report on Trustee Conferences Attended -
3. General Discussion to Plan for Future Action -
4. Trustee Information
 - 4.1 Spotlight on Niagara Catholic – February 11, 2020 D4.1
 - 4.2 Calendar of Events – March 2020 D4.2

4.3 Celebrating Intermediate Artists – March 2, 2020 (Revised Date)	D4.3
4.4 Annual Technological Skills Competition – March 4, 2020	D4.4
4.5 Speak Out – March 10, 2020	-
4.6 Niagara Foundation for Catholic Education’s Annual Benefit Gala – April 17, 2020	D4.6

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

1. Live Streaming	E1
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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
FEBRUARY 25, 2020**

PUBLIC SESSION

**TOPIC: MINUTES OF THE BOARD MEETING OF
JANUARY 28, 2020**

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Minutes of the Board Meeting of January 28, 2020, as presented.



MINUTES OF THE BOARD MEETING

TUESDAY, JANUARY 28, 2020

Minutes of the Meeting of the Niagara Catholic District School Board, held on Tuesday, January 28, 2020, 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 Turner.

2. Roll Call

Chair Fera noted that Trustee Huibers joined electronically, Trustee Moody and Student Trustee DiPietro asked to be excused.

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

The following staff were in attendance:

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

3. Approval of the Agenda

Moved by Trustee Burtnik
Seconded by Trustee Prince

THAT the Niagara Catholic District School Board approve the Agenda of the Board Meeting of January 28, 2020, 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

5.1 December 17, 2019

Moved by Trustee Burkholder
Seconded by Trustee Burtnik

THAT the Niagara Catholic District School Board approve the Minutes of the Board Meeting of December 17, 2019, as presented.

CARRIED

5.2 January 14, 2020

Moved by Trustee Burkholder
Seconded by Trustee Burtnik

THAT the Niagara Catholic District School Board approve the Minutes of the Board Meeting of January 14, 2020, as presented.

CARRIED

Prior to the Consent Agenda, Director Crocco highlighted Regulation 464/97 of the *Education Act*. Specifically the Boards compliance requirements of Trustees being appointed to SEAC for the term of the elected Trustees, in this case until 2022, and that the Chair appoint two alternates for the Trustees on SEAC.

The Board agreed it was in compliance and that the Chair would appoint two alternate Trustees to SEAC.

6. Consent Agenda Items

6.1 Unapproved Minutes of the Committee of the Whole Meeting of January 14, 2020 and Consideration of Recommendations

THAT the Niagara Catholic District School Board receive the unapproved Minutes of the Committee of the Whole of January 14, 2020, as presented.

6.1.1 Design of System Priorities and Budget 2020-2021 Consultation and Collaboration Schedule

THAT the Niagara Catholic District School Board approve the report on the Design of System Priorities and Budget 2020-2021 Consultation and Collaboration Schedule, as presented.

6.2 Board Committee Membership 2020

THAT the Niagara Catholic District School Board approve the 2020 Board Committee Membership, as presented.

6.3 Approved Minutes of the Staff Wellness Committee Meeting of April 24, 2019

THAT the Niagara Catholic District School Board receive the Approved Minutes of the Staff Wellness Committee Meeting of April 24, 2019, as presented.

6.4 Approved Minutes of the Niagara Catholic Parent Involvement Committee (NCPIC) of November 7, 2019

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

6.5 In-Camera Items F1, F2, F2.1, F4.1, F4.2, F5, F6 and F7

Moved by Trustee Turner
Seconded by Trustee Prince

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

CARRIED

B. DELEGATIONS/PRESENTATIONS

C. COMMITTEE AND STAFF REPORTS

1. Niagara Catholic System Priorities Mid-Year Achievement Report 2019-2020

Director Crocco presented the Niagara Catholic System Priorities Mid-Year Achievement Report 2019-2020 for Trustee information.

2. Financial Report as at December 31, 2019

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

D. TRUSTEE ITEMS, OPEN QUESTION PERIOD & OTHER BUSINESS

1. Correspondence

Nil

2. Report on Trustee Conferences Attended

Vice-Chair Sicoli noted that Bob Koehler's presentation was energetic, inspirational and relevant to today's busy life. Chair Fera echoed that Mr. Koehler's presentation was entertaining, inspiring and energizing.

Trustee Burtnik found the final session on the Holocaust to be most profound and very moving, both intellectually and emotionally. Trustee Burtnik also acknowledged Student Trustee Jade Bilodeau on leading the Student Trustee Workshop.

3. General Discussion to Plan for Future Action

1. Continue to provide updates on processes throughout this school year and commence consultations and discussions on the System Priorities and Balanced Budget for 2020-2021.
2. Continue to provide update reports on long range plans to future Committee of the Whole meetings.

4. Trustee Information

Director Crocco confirmed presentation of items D4.1 to D4.4 for the information or questions of Trustees.

4.1 Spotlight on Niagara Catholic – January 14, 2020

4.2 Calendar of Events – February 2020

4.3 OCSTA/OCSBOA 2020 Business Seminar – April 30, 2020

4.4 OCSTA 2020 Annual General Meeting & Conference – April 30, 2020 – May 2, 2020

4.5 Corona Virus Update

Director Crocco presented an update on the Coronavirus and noted that information was forwarded directly to staff via a special Director's Update and to all families with links to Dr. Williams's letter and a link to a fact sheet provided by Niagara Public Health. Director Crocco also noted that this information is posted on a special panel on the Board website and through social media.

5. Open Question Period

None Submitted

E. NOTICES OF MOTION

1. Live Streaming

In accordance with the Board Bylaws Item 21, Section xiii (c), the Notice of Motion will be presented to the February 25, 2020 Board Meeting.

F. BUSINESS IN CAMERA

Moved by Trustee Prince
Seconded by Trustee Turner

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 6:54 p.m. and reconvened at 7:49 p.m.

G. REPORT ON THE IN-CAMERA SESSION

Moved by Trustee Prince
Seconded by Trustee Turner

THAT the Niagara Catholic District School Board report the motions from the In Camera Session of the Board Meeting of January 28, 2020.

CARRIED

SECTION A: STUDENT TRUSTEES PRESENT

Moved by Trustee Prince
Seconded by Trustee Turner

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 December 17, 2019, as presented.

CARRIED (Item F1)

Moved by Trustee Prince
Seconded by Trustee Turner

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 January 14, 2020, as presented.

CARRIED (Item F2)

The following motions were reported from the In Camera Session of the Committee of the Whole Meeting - SECTION A: Student Trustees Present of January 28, 2020:

Moved by Trustee Prince
Seconded by Trustee Turner

THAT the Niagara Catholic District School Board approve the motion from the In Camera Session of the Board Meeting – SECTION A: Student Trustees Present of F2.1

CARRIED (Item F2.1)

SECTION B: STUDENT TRUSTEES EXCLUDED

Moved by Trustee Prince
Seconded by Trustee Turner

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 December 17, 2019, as presented.

CARRIED (Item F4.1)

Moved by Trustee Prince

Seconded by Trustee Turner

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 January 14, 2020, as presented.

CARRIED (Item F4.2)

Moved by Trustee Prince

Seconded by Trustee Turner

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 January 14, 2020, as presented.

CARRIED (Item F5)

H. FUTURE MEETINGS AND EVENTS

I. MOMENT OF SILENT REFLECTION FOR LIFE

J. ADJOURNMENT

Moved by Trustee Turner

Seconded by Trustee Sicoli

THAT the January 28, 2020 meeting of the Niagara Catholic District School Board be adjourned.

CARRIED

This meeting was adjourned at 7:50 p.m.

Minutes of the Meeting of the Niagara Catholic District School Board held on **January 28, 2020**.

Approved on **February 25, 2020**.

Frank Fera
Chair of the Board

John Crocco
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
FEBRUARY 25, 2020**

PUBLIC SESSION

**TOPIC: UNAPPROVED MINUTES OF THE COMMITTEE OF THE
WHOLE MEETING OF FEBRUARY 11, 2020**

RECOMMENDATION

THAT the Niagara Catholic District School Board receive the unapproved Minutes of the Committee of the Whole Meeting of February 11, 2020, as presented.

The following recommendations are being presented for the Board's consideration from the Committee of the Whole Meeting of February 11, 2020:

6.1.1 Establishment and Cyclical Review of Policies Policy (100.5)

THAT the Niagara Catholic District School Board approve the Establishment and Cyclical Review of Policies Policy (100.5), as presented.

6.1.2 Trustee Electronic Meetings (Board and Committees) Policy (100.8)

THAT the Niagara Catholic District School Board approve the Trustee Electronic Meetings (Board and Committees) Policy (100.8), as presented.

6.1.3 Code of Conduct Policy (302.6.2)

THAT the Niagara Catholic District School Board approve the Code of Conduct Policy (302.6.2), as presented.

6.1.4 Purchasing/Supply Chain Management Policy (600.1)

THAT the Niagara Catholic District School Board approve the Purchasing/Supply Chain Management Policy (600.1), as presented.

6.1.5 Volunteering in Catholic Schools Policy (800.9)

THAT the Niagara Catholic District School Board approve the Volunteering in Catholic Schools Policy (800.9), as presented.

6.1.6 Elementary and Secondary School Year Calendars 2020-2021

THAT the Niagara Catholic District School Board approve the Elementary and Secondary School Year Calendars for the 2020-2021 school year, as presented.



MINUTES OF THE COMMITTEE OF THE WHOLE MEETING TUESDAY, FEBRUARY 11, 2020

Minutes of the Meeting of the Committee of the Whole of the Niagara Catholic District School Board, held on Tuesday, February 11, 2020 in the Father Kenneth Burns c.s.c. Board Room, at the Catholic Education Centre, 427 Rice Road, Welland.

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

A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayer was led by Student Trustees Jade Bilodeau and Luca DiPietro.

2. Roll Call

Vice-Chair Sicoli noted that Trustee Burtnik joined electronically and Trustee Moody asked to be excused.

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

The following staff were in attendance:

John Crocco, Director of Education; **Yolanda Baldasaro**, **Ted Farrell**, **Lee Ann Forsyth-Sells**, **Frank Iannantuono**, **Pat Rocca**, Superintendents of Education; **Giancarlo Vetrone**, Superintendent of Business & Financial Services; **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 February 11, 2020, as presented.

CARRIED

4. Declaration of Conflict of Interest

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

5. Approval of Minutes of the Committee of the Whole Meeting of January 14, 2020

Moved by Trustee Prince

THAT the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting of January 14, 2020, as presented.

CARRIED

6. Consent Agenda Items

6.1 Unapproved Minutes of the Policy Committee Meeting of January 28, 2020

THAT the Committee of the Whole receive the Unapproved Minutes of the Policy Committee Meeting of January 28, 2020, as presented.

6.2 Approval of Policies

6.2.1 Establishment and Cyclical Review of Policies Policy (100.5)

THAT the Policy Committee recommend to the Committee of the Whole approval of the Establishment and Cyclical Review of Policies Policy (100.5), as presented.

6.2.2 Trustee Electronic Meetings (Board and Committees) Policy (100.8)

THAT the Policy Committee recommend to the Committee of the Whole approval of the Trustee Electronic Meetings (Board and Committees) Policy (100.8), as presented.

6.2.3 Code of Conduct Policy (302.6.2)

THAT the Policy Committee recommend to the Committee of the Whole approval of the Code of Conduct Policy (302.6.2), as presented.

6.2.4 Purchasing/Supply Chain Management Policy (600.1)

THAT the Policy Committee recommend to the Committee of the Whole approval of the Purchasing/Supply Chain Management Policy (600.1), as presented.

6.2.5 Volunteering in Catholic Schools Policy (800.9)

THAT the Policy Committee recommend to the Committee of the Whole approval of the Volunteering in Catholic Schools Policy (800.9), as presented.

6.3 Financial Investments as of December 31, 2019

Presented for information.

6.4 Elementary and Secondary School Year Calendars 2020-2021

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Elementary and Secondary School Year Calendars for the 2020-2021 school year, as presented.

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

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 Turner

THAT the Committee of the Whole adopt consent agenda items.

CARRIED

B. PRESENTATIONS

C. COMMITTEE AND STAFF REPORTS

1. Committee of the Whole System Priorities and Budget 2019-2020/2020-2021

Director Crocco and members of Senior Administrative Council presented Committee of the Whole System Priorities and Budget 2019-2020/2020-2021 report.

Director Crocco answered questions of Trustees.

2. Applied Behavioural Analyses Support Model

Pat Rocca, Superintendent of Education presented the Applied Behavioural Analyses Support Model report for Trustee information. Superintendent Rocca introduced the Student Support Department and welcomed Julia Nemcko, Niagara Catholics ABA Supervisor.

Ms. Nemcko further presented the ABA Support Model.

Superintendent Rocca and Ms. Nemcko answered questions of Trustees.

3. Accountability Financial Report 2019-2020 – as of January 31, 2020

Giancarlo Vetrone, Superintendent of Business & Financial Services presented the Accountability Financial Report 2019-2020 as of January 31, 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:

Director Crocco

- Niagara Catholic District School Board, in partnership with Mohawk College and eight other school boards participated in the signing of a Climate Change Leaders Memorandum of Understanding. This initiative will assist students toward new co-op placements, Specialist High Skills Major apprenticeship opportunities, and careers. Director Crocco acknowledged Student Trustee Jade Bilodeau, who spoke on behalf of students.

D. INFORMATION

1. Trustee Information

Trustee Turner shared that Jeff Sinclair would be available to speak to Principals regarding the homeless issue in Niagara.

Trustee Turner noted the Development and Peace workshop taking place at Holy Rosary Church on February 27, 2020 would be a great opportunity for secondary school students. Director Crocco indicated that representatives from our schools would be in attendance.

Trustee Turner announced the Julia's Hope Cup taking place Saturday, February 15, 2020 and extended an invitation to attend.

Director Crocco confirmed presentation of items D1.4 to D1.2 for the information or questions of Trustees.

1.1 Spotlight on Niagara Catholic – January 28, 2020

1.2 Calendar of Events – February 2020

E. OTHER BUSINESS

1. General Discussion to Plan for Future Action

- 1.1 Continued implementation of this year's system Priorities.
- 1.2 Consultation towards the designing of the System Priorities and Budget for 2020-2021.

F. BUSINESS IN CAMERA

Moved by Trustee Prince

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

CARRIED

The Committee of the Whole moved into the In Camera Session of the Committee of the Whole Meeting at 7:55 p.m. and reconvened at 8:34 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 February 11, 2020.

CARRIED

SECTION A: STUDENT TRUSTEES INCLUDED

Moved by Trustee Turner

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 January 14, 2020, as presented.

CARRIED (Item F1)

SECTION B: STUDENT TRUSTEES EXCLUDED

Moved by Trustee Turner

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 January 14, 2020, as presented.

CARRIED (Item F3)

H. ADJOURNMENT

Moved by Trustee Turner

THAT the February 11, 2020 Committee of the Whole Meeting be adjourned.

CARRIED

This meeting was adjourned at 8:35 p.m.

Minutes of the Committee of the Whole Meeting of the Niagara Catholic District School Board held on **February 11, 2020.**

Approved on **March 10, 2020.**

Dino Sicoli
Vice-Chair of the Board

John Crocco
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
FEBRUARY 25, 2020**

PUBLIC SESSION

**TOPIC: ESTABLISHMENT AND CYCLICAL REVIEW OF POLICIES
POLICY (100.5)**

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Establishment and Cyclical Review of Policies Policy (100.5), as presented.

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

Presented by: Policy Committee

Recommended by: Committee of the Whole

Date: February 25, 2020



Niagara Catholic District School Board

**ESTABLISHMENT AND CYCLICAL
REVIEW OF POLICIES POLICY**

STATEMENT OF POLICY

100 – Board

Policy No 100.5

Adopted Date: October 27, 1998

Latest Reviewed/Revised Date: May 24, 2016

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, in order to fulfill its duties and responsibilities, the Board reserves the governing function of establishing and cyclically reviewing Board Policies. The Policies that regulate action will govern the Niagara Catholic school system. Board Policies are governance based for the outward vision and strategic direction of the Board and differentiate between internal operational responsibilities of staff.

The Director of Education, as Chief Executive Officer, is accountable to the Board for the implementation of Board approved governance Policies and shall issue Administrative Procedures to operationalize each Policy for the day-to-day management of the organization. Board Policies will not be issued for regulations provided in the *Education Act* or in employment agreements for staff. The authorities' matrix for this Policy clarifies policy governance and operational administrative procedures for the direction of the Board.

The Policies of the Board shall be congruent with and supportive of the *Education Act* and Regulations of the Province of Ontario, all applicable laws and statutes, the Mission Statement and the multi-year Strategic Plan of the Niagara Catholic District School Board. The Policy pertaining to the internal governing operations of the Board of Trustees shall be called By-laws.

The process of establishing Policies and the cyclical review of all Policies will include timely consultation with individuals and groups as deemed appropriate to a particular policy.

All Policies will be reviewed on a cyclical basis of at least every five (5) years to ensure that they continue to meet the current needs of the system and are in compliance with current legislation. Specific Policies may be reviewed earlier within the five-year cycle as required to ensure alignment with changes in law, regulations or at the request of the Board, Policy Committee or the Director of Education. The development of a new Board Policy will be at the direction of the Board, or as required by law or regulations by the Director of Education.

The Director of Education will issue Administrative Procedures to operationalize this policy.

References:

- [*Education Act*](#)
- [*Authority Matrix*](#)

Niagara Catholic District School Board Policies/Procedures

- [*Board By-Laws \(100.1\)*](#)



Niagara Catholic District School Board

**ESTABLISHMENT AND CYCLICAL
REVIEW OF POLICIES POLICY**

ADMINISTRATIVE PROCEDURES

100 – Board

Policy No 100.5

Adopted Date: October 27, 1998

Latest Reviewed/Revised Date: May 24, 2016

The development of a new Board governance Policy will be at the direction of the Board or the Director of Education as required by law or regulations. The development and review of policies will be initiated by the Board, Policy Committee or the Director of Education. The Director of Education may delegate the development or revision of governance Policy Statements and/or the issuance of operational Administrative Procedures to appropriate members of Senior Administrative Council and staff.

The establishment of new Policies as well as the cyclical review of existing Policies will adhere to the following process:

1. The draft of a new Policy or changes to an existing Policy will be reviewed by Senior Administrative Council.
2. The draft Policy will be forwarded to the Policy Committee.
3. The Policy Committee may recommend that the draft Policy be vetted to various stakeholder groups or that it be returned to staff for further study.
4. Once recommended by the Policy Committee for vetting, the draft Policy will then be distributed to stakeholder groups as identified in these Administrative Procedures. Once the vetting process has been completed, Senior Administrative Council will consider the recommendations from the vetting process as part of the design of the final draft Policy to the Policy Committee. Once approved by the Director of Education, the final draft Policy will be submitted to the Policy Committee for review and consideration as a recommendation to the Committee of the Whole. At the Policy Committee, the lead member of Senior Administrative Council will provide a summary of the feedback received during the vetting process and any changes made to the draft Policy. Once approved by the Policy Committee, the final draft will be forwarded to the Committee of the Whole as a recommendation for consideration at the next Committee of the Whole meeting.
5. Once reviewed and approved by the Committee of the Whole, the final draft will be forwarded to the Board as a recommendation for consideration at the next Board Meeting.
6. The Director of Education will issue and be accountable to the Board for the operational Administrative Procedures, if necessary, to implement the Policy, ensure it is posted on the Board website and brought to the attention of staff for compliance. Once approved by the Board, the governance Policy and if necessary the operational Administrative Procedures will be reviewed with the appropriate administrative staff, who will then review the Policy and operational Administrative Procedures with staff for implementation as of the date of the Board approved Policy.

VETTING PROCESS

As determined by the Policy Committee, a draft Policy may be vetted with all or any of the following individuals or groups:

- Trustees
- Director of Education
- Superintendents
- Administrators
- Principals/Vice-Principals
- Student Achievement Department
- OECTA Elementary
- OECTA Secondary
- OECTA Occasional Teachers
- CUPE Administrators
- Principals'/Vice-Principals' Association
- Staff
- Catholic School Councils
- Alliance Committee
- Parent Involvement Committee
- Special Education Advisory Committee
- The Bishop
- Pastors
- Board Solicitors
- Student Senates
- Others as identified by the Policy Committee
- Supporters of Catholic education in Niagara through on-line submission

VETTING TIMELINE

The timeline for vetting will generally be six (6) weeks to ensure an opportunity for placement on the agendas of staff meetings, Catholic School Councils, Alliance, Parent Involvement and Special Education Advisory Committee meetings of the Niagara Catholic District School Board.

As part of the Vetting Process, all draft Policies will be placed on the Board website for feedback from members of the Niagara Catholic community.

Adopted Date:	October 27, 1998
Revision History:	June 26, 2001 September 19, 2001 April 27, 2010 May 24, 2016

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
FEBRUARY 25, 2020**

PUBLIC SESSION

**TOPIC: TRUSTEE ELECTRONIC MEETINGS (BOARD AND
COMMITTEES) POLICY (100.8)**

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Trustee Electronic Meetings (Board and Committees) Policy (100.8), as presented.

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

Presented by: Policy Committee

Recommended by: Committee of the Whole

Date: February 25, 2020



Niagara Catholic District School Board
TRUSTEE ELECTRONIC MEETINGS POLICY
(Board and Committees)
STATEMENT OF POLICY

100 – Board

Policy No 100.8

Adopted Date: October 25, 2005

Latest Reviewed/Revised Date: May 27, 2014

In keeping with the Mission, Vision, and Values of the Niagara Catholic District School Board, the Board is committed to conducting its business in an atmosphere of accountability, openness and transparency and to ensure that all Trustees have every opportunity to participate in the meetings of the Board of Trustees and its Committees of the Board.

In accordance with Board By-Laws, the Board recognizes that there may be occasions when Trustees, including Student Trustees, are unable to be physically present for a meeting of the Board and/or its Committees. To ensure that Trustees have every opportunity to participate in the meetings of the Board and its Committees, the Board is committed to ensuring participation of Trustees in meetings, upon request, through electronic means.

At the request of any Trustee or Student Trustee, the Board shall provide access to a Board technology platform which will provide two-way communication to the meeting. A written request to join a meeting electronically shall be made to the Director of Education Secretary/Treasurer a minimum of 48 hours (excluding weekends or holidays) prior to the date of the meeting.

Subject to any condition or limitations provided for under the *Education Act* or its Regulations, a member of the Board of Trustees, who participates in a meeting through electronic means shall be deemed to be present at the meeting for the purposes of every Act and shall be recorded as being in attendance, electronically, in the minutes of the meeting.

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

References

- [**Education Act \(s.208.1; s. 229 \(a\)\)**](#)
- [**Ontario Regulation 463/97 amended to 268/06**](#)
- [**Niagara Catholic District School Board Policies/Procedures**](#)
 - [**Board By-Laws \(100.1\)**](#)
 - [**Trustee Code of Conduct Policy \(100.12\)**](#)



Niagara Catholic District School Board
TRUSTEE ELECTRONIC MEETINGS POLICY
(Board and Committees)
ADMINISTRATIVE PROCEDURES

100 – Board

Policy No 100.8

Adopted Date: October 25, 2005

Latest Reviewed/Revised Date: May 27, 2014

DEFINITION

Electronic meetings are meetings of the Board, or its committees, including the Committee of the Whole Board, which utilize either teleconferencing or videoconferencing technology.

Teleconferencing and videoconferencing include telephones, video monitors and web access.

PROCESS FOR ELECTRONIC MEETINGS

A Trustee or Student Trustee, will provide in writing to the Director of Education Secretary/Treasurer, a request to participate in a meeting of the Board or a meeting of a committee of the Board through electronic access a minimum of 48 hours prior to the meeting. Once received and acknowledged by the Director of Education, the Trustee will be provided access to an appropriate two way communication technology platform to join meeting participants at the Catholic Education Centre, subject to any technology limitations at the origin of the call. For emergency situations where 48 hour prior notice was not provided, every attempt will be made to accommodate the Trustee or Student Trustee to participate electronically.

1. The electronic means shall permit the Trustee or Student Trustee to hear and be heard by all other participants in the meeting.
2. The electronic means shall be provided in such a way that the rules governing conflict of interest of members and in-camera regulations are complied with.
3. During meetings that are closed to the public, Trustees or Student Trustees who are participating in the meeting through electronic means will ensure that in-camera confidentiality is maintained at all times.
4. Trustees using electronic means to participate in meetings shall inform the Chair of the Board or the Chair of the Board Committee about their intentions to leave the meeting whether on a temporary or permanent basis.
5. Student Trustees who are participating in closed in-camera meetings through electronic means shall participate in all proceedings with the exception of those that are closed to the public under clause 207 (2) (b) of the Education Act.
6. At every meeting of the Board or the Committee of the Whole, or of a committee of the Board, the following persons shall be physically present in the meeting room of the Board:
 - The Chair of the Board or their designate;
 - At least one additional member of the Board; and
 - The Director of Education or their designate.
7. At every meeting of a committee of the Board, except the Committee of the Whole Board, the following persons shall be physically present in the meeting room of the committee:
 - The Chair of the Committee or their designate
 - The Director of Education or their designate

8. If it is not possible for the required persons (as outlined in 6 and 7) to be physically present at the meeting room, the request for an electronic meeting shall be declined by the Chair of the Committee and/or the Director of Education. For electronic meetings of the Board or a committee of the Board, public or open meeting agendas will be posted on the Board website. The meeting room of the Board or of a committee of the Board shall be open to permit physical attendance by members of the public except where the meeting is in-camera and closed to the public.

Adopted Date:	October 25, 2005
Revision History:	May 27, 2014

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
FEBRUARY 25, 2020**

PUBLIC SESSION

TOPIC: CODE OF CONDUCT POLICY (302.6.2)

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Code of Conduct Policy (302.6.2), as presented.

Prepared by: Lee Ann Forsyth-Sells, Superintendent of Education
Presented by: Policy Committee
Recommended by: Committee of the Whole
Date: February 25, 2020



CODE OF CONDUCT POLICY

STATEMENT OF POLICY

300 – Schools/Students

Policy No 302.6.2

Adopted Date: June 26, 2001

Latest Reviewed/Revised Date: February 26, 2013

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the Board is committed to promoting, supporting, and sustaining safe, inclusive and accepting learning and teaching environments, so that all students can reach their full potential and become living witnesses of Christ. A positive school climate exists when all members of the school community feel safe, included and accepted and actively promotes positive behaviours and interactions.

Standards of behaviour for all members of the school community promote and support respect, civility, responsible citizenship and safety, along with justice, integrity and accountability consistent with Gospel values. Students, parents/guardians, staff, trustees, volunteers, visitors and especially persons in positions of authority, are to be treated with respect and dignity at all Niagara Catholic schools/sites, Board/school-related activities or events.

The standards of behaviour apply to students whether they are on school property, in a virtual learning environment, on school buses, at school-related events or activities, in before-and-after school programs, or in other circumstances that could have an impact on school climate. The same standards also apply to all individuals, Principals, Vice-Principals, administrators, teachers, support staff, parents/guardians, school bus drivers, volunteers and member of various community groups.

Principals must communicate the Board Code of Conduct to their staff, students, Catholic School Councils and parents/guardians to address what is acceptable behaviour and what is unacceptable behaviour for all members of the school community on an annual basis.

The Board Code of Conduct will be posted on the Board and school websites.

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

References

- [Accessibility for Ontarians with Disabilities Act 2005](#)
- [Bill 13, Accepting Schools Act, 2012](#)
- [Child, Youth and Family Services Act 2017](#)
- [Education Act, Sections 301, 302,303](#)
- [Municipal Freedom of Information and Protection of Privacy Act](#)
- [Ontario Human Rights Code](#)
- [Policy/Program Memorandum 120: Reporting Violent Incidents to the Ministry of Education](#)
- [Policy/Program Memorandum 128: The Provincial Code of Conduct and School Board Codes of Conduct-Issued August 29, 2019](#)
- [Policy/Program Memorandum 144: Bullying Prevention and Intervention-Issued October 17, 2018](#)
- [Policy/Program Memorandum 145: Progressive Discipline and Promoting Positive Student Behaviour –Issued October 17, 2018](#)
- [Regulation 472/07: Behaviour, Discipline and Safety of Pupils](#)
- [Smoke-Free Ontario Act 2017](#)
- [Supporting Students Who Identify as Transgender in our Catholic Schools: Institute for Catholic Education 2019](#)

- **Niagara Catholic District School Board Policies/Procedures:**
 - [Access to Board Premises Policy \(302.6.3\)](#)

- [*Bullying Prevention and Intervention Policy \(302.6.8\)*](#)
- [*Catholic School Councils Policy \(800.1\)*](#)
- [*Complaint Resolution Policy \(800.3\)*](#)
- [*Dress Code-Secondary Uniform Policy-Safe Schools \(302.6.6\)*](#)
- [*Electronic Communications System Policy \(Students\) \(301.5\)*](#)
- [*Elementary Standardized Dress Code Policy-Safe Schools \(302.6.10\)*](#)
- [*Employee Workplace Harassment Policy \(201.7\)*](#)
- [*Equity and Inclusive Education Policy \(100.10\)*](#)
- [*Ontario Student Record Policy \(301.7\)*](#)
- [*Opening and Closing Exercises Policy-Safe Schools \(302.6.1\)*](#)
- [*Privacy Policy \(600.6\)*](#)
- [*Progressive Discipline Policy-Safe Schools \(302.6.9\)*](#)
- [*Records and Information Management Policy \(600.2\)*](#)
- [*Safe Arrival Policy \(302.6\)*](#)
- [*Safe Physical Intervention with Students Policy \(301.8\)*](#)
- [*Safe Schools Policy \(302.6\)*](#)
- [*Student Expulsion Policy \(302.6.5\)*](#)
- [*Student Suspension Policy \(302.6.4\)*](#)
- [*Student Transportation Policy \(500.2\)*](#)
- [*Volunteers in Catholic Schools Policy \(800.9\)*](#)
- [*Pope Francis Centre Alternative Learning Manual: Niagara Catholic Fresh Start Program*](#)
- [*Privacy Breach Procedure*](#)
- [*Protocol between Niagara Catholic District School Board and Family and Children's Services Niagara*](#)
- [*Protocol Between the Niagara Regional Police Service and the Niagara Catholic District School Board-Revised 2019*](#)



THE PROVINCIAL CODE OF CONDUCT

The Provincial Code of Conduct sets clear standards of behaviour for school boards providing a framework for Code of Conduct in all Niagara Catholic schools/sites.

The Provincial Code of Conduct also sets clear standards on the use of mobile devices during instructional time. The use of personal mobile devices during instructional time is permitted under the following circumstances:

- for educational purposes, as directed by an educator
- for health and medical purposes
- to support special education needs

School boards have a duty under the Ontario Human Rights Code to provide appropriate accommodations to students and employees of the board, including educators. If a student or other person employed by the board requires the use of a personal mobile device as an accommodation under the Human Rights Code, school boards are obligated to allow such accommodation.

PURPOSE OF THE PROVINCIAL CODE OF CONDUCT

The Purposes of the Provincial Code of Conduct are as follows:

1. To ensure that all members of the school community, especially persons in positions of authority are treated with respect and dignity.
2. To promote responsible citizenship by encouraging appropriate participation in the civic life of the school community.
3. To maintain an environment where conflict and difference can be addressed in a manner characterized by respect and civility.
4. To encourage the use of non-violent means to resolve conflict.
5. To promote the safety of people in the schools.
6. To discourage the use of alcohol, illegal drugs and except by a medical cannabis user, cannabis.
7. To prevent bullying in schools.

STANDARDS OF BEHAVIOUR

Respect, Civility and Responsible Citizenship

Responsible citizenship involves appropriate participation in the civic life of the school community. Active and engaged citizens are aware of their rights, but more importantly, they accept responsibility for protecting their rights and the rights of others.

All members of the school community must:

- respect and comply with all applicable federal, provincial and municipal laws;
- demonstrate honesty and integrity;
- respect differences in people, their ideas and opinions;
- treat one another with dignity and respect at all times, and especially when there is disagreement;

- treat one another in a Christ-like manner with dignity and respect at all times, regardless of one's age, marital status, family status, disability, race, ancestry, place of origin, colour, ethnicity, citizenship, religion, sex, sexual orientation, gender, gender expression and/or identity, always respecting and upholding the values and teachings of our Catholic faith.
- respect the rights of others;
- show proper care and regard for school property and the property of others;
- take appropriate measures to help those in need;
- seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully;
- respect all members of the school community, especially persons in positions of authority;
- respect the need of others to work in an environment that is conducive to learning and teaching, including by ensuring that personal mobile devices are only used during instructional time for the educational and other permitted purposes;
- not swear at a teacher or at another person in a position of authority;
- make a reasonable effort to protect personal information in their custody or under their control, and to immediately notify and contain a privacy breach through prompt, reasonable and coordinated effort as outlined in the Privacy Breach Procedure.

Safety

All members of the school community must not:

- engage in bullying behaviours, including cyberbullying;
- commit sexual assault;
- traffic in weapons, or illegal drugs;
- give alcohol, illegal drugs, or cannabis to a minor;
- commit robbery;
- be in possession of any weapon, including firearms;
- use any object to threaten or intimidate another person;
- cause injury to any person with an object;
- be in possession of, or under the influence of, alcohol, illegal drugs, or cannabis (unless the individual has been authorized to use cannabis for medical purposes);
- provide others with alcohol, illegal drugs, or cannabis (unless the recipient is an individual who has been authorized to use cannabis for medical purposes);
- inflict or encourage others to inflict bodily harm on another person;
- engage in hate propaganda and other forms of behaviour motivated by hate or bias;
- commit an act of vandalism that causes extensive damage to school property or to property located on the premises of the school.

ROLES AND RESPONSIBILITIES

School Boards

School boards provide direction to their schools to promote student achievement and well-being; and to ensure opportunity, academic excellence, and accountability in the education system. It is the responsibility of school boards to:

- develop policies that set out how their schools will implement and enforce the provincial Code of Conduct and all other rules that they develop that are related to the provincial standards that promote and support respect, civility, responsible citizenship, and safety;
- establish a process that clearly communicates the provincial Code of Conduct, and the Board Code of Conduct to all parents/guardians, students, principals, teachers, staff members, and members of the school community in order to obtain their commitment and support;
- review these policies regularly with students, staff, parents/guardians, volunteers and the community;
- seek input from Catholic School Councils, the Niagara Catholic Parent Involvement Committee, the Special Education Advisory Committee, and the Indigenous Education Advisory Committee
- develop effective intervention strategies and respond to all infractions related to the standards for respect, civility, responsible citizenship and safety in conjunction with the Board Progressive Discipline Policy (302.6.9);

- provide opportunities for all staff to acquire the knowledge, skills and attitudes necessary to promote student achievement and well-being in a safe, inclusive and accepting learning environment.

Principals

Principals, with the support of their Family of Schools' Superintendent take a leadership role in the daily operation of a school.

They provide this leadership by:

- demonstrating care for the school community and a commitment to student achievement and well-being in a safe, inclusive and accepting learning environment;
- holding everyone under their authority accountable for their behaviour and actions;
- empowering students to be positive leaders in their school and community;
- communicating regularly and meaningfully with all members of their school community.

Teachers and Other School Staff

Under the leadership of their Principals, teachers and other school staff maintain a positive learning environment and are expected to hold everyone to the highest standard of respectful and responsible behaviour.

As role models, teachers and other school staff uphold these high standards when they:

- help students work to their full potential and develop their sense of self-worth;
- empower students to be positive leaders in their classroom, school, and community;
- communicate regularly and meaningfully with parents/guardians;
- maintain consistent standards of behaviour for all students;
- demonstrate respect for one another, all students, staff, parents/guardians, volunteers, and the other members of the school community;
- prepare students for the full responsibilities of citizenship.

Students

Students are to be treated with respect and dignity. In return, they must demonstrate respect for themselves, for others and for the responsibilities of citizenship through acceptable behaviour.

Respect and responsibility are demonstrated when students:

- come to school prepared, on time, and ready to learn;
- show respect for themselves, for others and for those in authority;
- refrain from bringing anything to school that may compromise the safety of others;
- follow the established rules and takes responsibility for their own actions.

Parents/Guardians

Parents/guardians play an important role in the education of their children/students, and can support the efforts of school staff in maintaining a safe, inclusive, accepting, and respectful learning environment for all students.

Parents/Guardians fulfill their role when they:

- are engaged in their child's/student's school work and progress;
- communicate regularly with the school;
- help their child/student be appropriately dressed and prepared for school;
- ensure that their child/student attends school regularly and on time;
- promptly report to the school their child's/student's absence or late arrival;
- become familiar with the provincial Code of Conduct, and the Board Code of Conduct;
- encourage and assist their child/student in following the rules of behaviour;
- assist and support school staff in dealing with disciplinary issues involving their child/student.

COMMUNITY PARTNERS

If the Niagara Catholic District School Board enters into an agreement with another person organization or entity other than a board, respecting the use of a school, property or buildings operated by the Board, the

Board must include in the agreement a requirement that the person, organization or entity will uphold the standards that are consistent with the provincial, and Board Codes of Conduct.

POLICE/SCHOOL BOARD PROTOCOL

In partnership with the Niagara Regional Police Service, the Niagara Catholic District School Board has a Police/School Board Protocol to support the greater safety and protection of students, teachers, Principals, staff and volunteers in schools.

Adopted Date:	June 26, 2001
Revision History:	May 28, 2002 February 1, 2008 June 17, 2008 September 18, 2008 June 16, 2009 February 26, 2013

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
FEBRUARY 25, 2020**

PUBLIC SESSION

**TOPIC: PURCHASING/SUPPLY CHAIN MANAGEMENT POLICY
(600.1)**

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Purchasing/Supply Chain Management Policy (600.1), as presented.

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

Presented by: Policy Committee

Recommended by: Committee of the Whole

Date: February 25, 2020



PURCHASING/SUPPLY CHAIN MANAGEMENT POLICY

STATEMENT OF POLICY

Adopted Date: February 24, 1998

Latest Reviewed/Revised Date: June 16, 2015

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the Board supports the concept of “centralized purchasing” as a means of obtaining maximum value for each dollar expended, consistent with the educational goals of the Board and fair business principles.

The Niagara Catholic District School Board recognizes that fair, open and transparent competition is a basic tenet of public acquisition through the Quotation, Tender and Request for Proposal processes using a variety of source selection methods under varying market conditions, in accordance with the Supply Chain Management regulations. Awards will be given to the qualified bidder(s) who provide the best value to the Board. .

All staff involved in purchasing activities shall abide by all applicable Board Policies, Statutory Acts & Regulations and Code of Ethics stipulated by Supply Chain Canada.

The Purchasing/Supply Chain Management activities will be carried out in accordance with the following Approval Authority Limits.

APPROVAL AUTHORITY LIMITS			
Purchase Authority Limit	Purchase Initiated By	Purchase Approved By	Procedure
<\$5,000	School Staff CEC Staff Program Staff	Appropriate Supervisor or member of Senior Staff	Purchases can be paid by petty cash, purchasing card, cheque requisition or purchase order.
>\$ 5,001 - \$50,000	Administrators Principals Consultants Senior Staff	Appropriate member of Senior Staff	At least three (3) written quotes or a completed Non-Competitive Approval form must be attached to the purchase requisition submitted to the Administrator of Purchasing Services.
>\$50,001 - \$100,000	Administrators Principals Consultants Senior Staff	Appropriate member of Senior Staff & Superintendent of Business & Finance	At least three (3) written quotes or a completed Non-Competitive Approval form must be attached to the purchase requisition submitted to the Administrator of Purchasing Services.
>\$100,001 -	Administrators Principals Consultants Senior Staff	Superintendent of Business & Finance and the Director of Education	Open Competitive Process - Tenders/RFP's issued by Purchasing/SCM Department or Architectural/Engineering Firm

*all Purchase Authority Limits above are pre-tax amounts.

On a yearly basis, a listing of awards of contract greater than \$750,000 will be brought to the Board of Trustees for information.

Any capital projects exceeding one million dollars will require Board of Trustees approval before tendering.

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

References

-
- [*Canadian Free Trade Agreement \(CFTA\)*](#)
- [*Canada-European Union Comprehensive Economic and Trade Agreement \(CETA\)*](#)
- [*Ontario Ministry of Government and Consumer Services \(MGCS\)*](#)
- [*Supply Chain Canada*](#)
- [*Ontario Education Collaborative Marketplace \(OECM\)*](#)
- [*Ontario Association of School Business Officials \(OASBO\)*](#)
- [*Niagara Public Purchasing Committee \(NPPC\)*](#)
- [*Ontario Public Buyers Association \(OPBA\)*](#)
- ***Niagara Catholic District School Board Policies/Procedures***
 - [*Accessibility Standards Policy \(800.8\)*](#)
 - [*Privacy Policy \(600.6\)*](#)
 - [*Corporate Cards, Purchasing Cards and Petty Cash Policy \(600.4\)*](#)
 - [*School Generated Funds Policy \(301.6\)*](#)
 - [*Architect and Consultant Selection Policy \(701.1\)*](#)



Niagara Catholic District School Board

PURCHASING/SUPPLY CHAIN MANAGEMENT POLICY

ADMINISTRATIVE PROCEDURES

600 – Business Services

Policy No 600.1

Adopted Date: February 24, 1998

Latest Reviewed/Revised Date: June 16, 2015

- A. Criteria Determining Purchasing**
- B. Non Competitive Procurement**
- C. Advertising of Bids**
- D. Contracts/Leases/Agreements**
- E. Segregation of Duties**
- F. Evaluation of Bids**
- G. Contract Awards and Management**
- H. Cooperative Purchasing**
- I. Disposal Procedures**
- J. Prohibitions Regarding Purchases**
- K. Miscellaneous**

PURCHASING CODE OF ETHICS – NIAGARA CATHOLIC DISTRICT SCHOOL BOARD

All Board employees involved in any aspect of purchasing or other supply chain related activities must comply with the following Supply Chain Code of Ethics. These are not a substitute for personal integrity and good judgment; they are intended to serve as a minimum standard of behaviour.

Personal Integrity and Professionalism

All individuals involved in purchasing or other supply chain-related activities must act, and be seen to act, with integrity and professionalism.

Honesty, care and due diligence must be integral to all supply chain activities within and between broader public sector organizations, suppliers and other stakeholders.

Respect must be demonstrated for each other and for the environment.

Confidential information must be safeguarded.

Participants must not engage in any activity that may create, or appear to create a conflict of interest, such as accepting gifts or favours, providing preferential treatment, or publicly endorsing suppliers or products.

Accountability and Transparency

Supply chain activities must be open and accountable. In particular, tendering, contracting and purchasing activities must be fair, open, and transparent and conducted with a view to obtaining the best value for public money.

All participants must ensure that public sector resources are used in a responsible, efficient and effective manner.

Compliance and Continuous Improvement

All broader public sector supply chain participants must comply with this Code of Ethics and the laws of Canada and Ontario.

Participants should continuously work to improve supply chain policies and procedures, to improve supply chain knowledge and skill levels, and to share leading practices.

Purchasing Principles - Niagara Catholic District School Board

The purchasing principles of the Board shall be as follows:

1. The Niagara Catholic District School Board has a centralized purchasing function in the Purchasing (Purchasing/Supply Chain Management) section of the Financial Services Department, responsible for acquisition of Goods and Services and disposal of Board assets.
2. The Purchasing/Supply Chain Management Policy/Regulations and Administrative Procedures recognize that fair, open and transparent competition is a basic tenet of public acquisition, using a variety of source selection methods under varying market conditions.
3. Board staff shall procure by purchase, rental or lease, the required quality and quantity of Goods and Services in an efficient and cost effective manner.
4. Board staff shall consider all costs, including acquisition, operating and disposal costs, in evaluating bid submissions from responsive and responsible vendors, rather than basing a decision solely on the lowest bid price (i.e. "Total Acquisition Cost" method of procurement).
5. All Supervisory personnel are responsible for ensuring their immediate staff are properly informed of and comply with this policy, its regulations and procedures.
6. Personal purchases on behalf of an employee, elected official or family member, the requirement for which is not for the Board or any of its purposes, are not permitted.
7. Unauthorized purchases will be considered an obligation of the person making the purchase and not an obligation of the Board.
8. Employees of the Board may not promote or sell goods or services for compensation to any board, provincial school or teachers' college, or pupil enrolled therein, except as permitted by the Education Act.
9. Any arrangements which might prevent, or appear to prevent, fair, open and transparent competition shall be avoided in order to ensure open competition among qualified bidders.
10. Lobbying, during a competitive procurement call, is prohibited. An official point of contact shall be named and communication with anyone other than the official point of contact from the time of issuance, up to and including the time of award, is prohibited.
11. Any vendor/proponent who violates the lobbying prohibition will be subject to disqualification from the current and future procurements, at the Board's discretion.

A. CRITERIA DETERMINING PURCHASING (PURCHASING/SUPPLY CHAIN MANAGEMENT) PROCESS

The Administrator of Purchasing – Supply Chain Management, in consultation with the initiating member of Senior Staff, Principal or Administrator, shall consider the following criteria in determining the acquisition process to be followed in the procurement of all applicable Goods and Services:

1. Where the required Goods or Service can be specified, the Tender or Quote process shall apply.
2. Where only the need can be specified rather than the specific product or service to fill the need, the Proposal process shall apply. The Proposal process may include the process of pre-qualification.
3. Where professional or consulting services are being requested, the Proposal process shall apply.

B. NON COMPETITIVE PROCUREMENT

When a non-competitive procurement purchase is proposed, the following procedures must be followed:

1. The member of Senior Staff will ensure that the Goods and Services are procured by the most open market procedure practicable under the circumstances.
2. Documentation, including a Non-Competitive Approval form, explaining the nature of the situation and the actions taken will be forwarded, with a purchase requisition, to the Purchasing/Supply Chain Management Department.
3. Purchase orders shall not be issued without the required documentation.

Exemptions: Purchases not requiring competitive procurement.

- i) Student Trips / Extracurricular Activities: single or multi-day class field trips or excursions;
- ii) Speakers, performers, or royalty fees for school or system events;
- iii) Teaching materials purchased at book fairs and conferences;
- iv) Registration for conferences/seminars
- v) Payment of professional or organizational membership dues;
- vi) Purchase of periodicals or professional journals or publications;
- vii) Publisher Textbooks – purchase made directly from the company that owns the rights to the textbook (print or electronic) and is responsible for its development and distribution, within the scope of the Ministry of Education Ontario Curriculum;
- viii) Research, legal services, public relations & advertising, actuarial services, leased/rental facilities;
- ix) Purchases of Goods for resale;
- x) Employment contracts.
- xi) Utility payments
- xii) Government agencies and Crown Corporation payments – MTO licensing, Technical Standards & Safety Association, Electrical Safety Authority, public transportation tickets, etc.

Purchase by Negotiation

Purchase by negotiation shall apply when, in the judgment of the Administrator of Purchasing – Supply Chain Management, in consultation with the initiating member of Senior Staff, Principal or Administrator, any of the following conditions exist:

1. Due to market conditions, Goods are in short supply.
2. There is only one known source of the Goods or Services.
3. Two or more identical low bids have been received.
4. The lowest bid received substantially exceeds the estimated cost of the Goods.
5. All bids received fail to comply with the specifications, tender terms and conditions, and it is impractical to recall Tenders
6. The extension or revision of an existing contract would prove more cost effective or beneficial. Same must be duly authorized by a “Change Order” and documentation sent to Purchasing.
7. A single source or sole source is being recommended because it is more cost effective or beneficial for the Board.
8. Purchase of an item where compatibility with an existing product, service or program is an overriding consideration.
9. When only one Bid is received through the tendering system.

Formal documentation must be completed and authorized by the Superintendent of Business and Finance, in order to support and justify the decision to Purchase by Negotiation.

Blank Purchase Orders

Blanket purchase orders are authorized by Purchasing Services and are intended to be used for miscellaneous goods and/or services where tenders or quotations have not been issued or where actual quantities to be purchased are unknown. Blanket purchase orders will have a maximum dollar limit, be restricted to approved users and for a defined time period. Any purchase over the defined maximum limit will require quotation as noted and will require a unique purchase order. Vendor invoices over the predetermined limit will not be paid against a blanket purchase order.

Emergency Purchasing

Emergency Purchasing shall apply when a member of Senior Staff verifies that the procurement of Goods and/or Services is necessary to prevent, or correct, dangerous or potentially dangerous safety conditions, serious delays, or further damage, or to restore minimum service.

Non-Competitive Procurement (exemptions from the Competitive Process)

In certain unique circumstances, the Board will not have the ability to go through a competitive process activity. The Purchasing/Supply Chain Management Department would then go directly to one supplier to meet the requirements of the Board. There are two main types of direct awards:

Single Sourcing – is the use of non-competitive procurement process to acquire goods, services or construction from a specific supplier even though there may be more than one supplier capable of delivering the same Goods, Services or Construction.

Sole Sourcing – means the use of a non-competitive procurement process to acquire Goods or Services where there is only one available supplier for the source of Goods or Services.

Single Sourcing

Allowable exceptions for competitive procurements include:

1. Where an unforeseen situation of urgency exists and the Goods, Services or Construction cannot be obtained by means of open procurement procedures. Where a non-competitive procurement is required due to an urgent situation, the Board may conduct the procurement prior to obtaining the appropriate approvals, provided that the urgency has been justified in writing (see Emergency Purchasing).
2. Where Goods or consulting Services regarding matters of confidential or privileged nature are to be purchased and the disclosure of those matters through an open competitive process could reasonably be expected to compromise confidentiality, cause economic disruption or otherwise be contrary to the public interest.
3. Where a contract is awarded under a cooperation agreement that is financed, in whole or in part, by an international organization only to the extent that the agreement includes different rules for awarding contracts.
4. Where construction materials are to be purchased and it can be demonstrated that transportation costs or technical considerations imposed geographic limits on the availability of the supply base, specifically in the case of sand, stone, gravel, asphalt compound and pre-mixed concrete for use in the construction or repair of roads.
5. Where an open competitive process could interfere with the organization's ability to maintain security or order or to protect human, animal or plant life.
6. Where there is an absence of any bid in response to an open competitive process that has been conducted in compliance with this document.
7. Where only one supplier is able to meet the requirements of procurement in the circumstances (Sole Sourcing).

Sole Sourcing

In the situation where only one supplier is able to meet the requirements of procurement, the Board may use the following Sole Source method:

1. To ensure compatibility with an existing product, to recognize exclusive rights, such as exclusive licenses, copyrights and patent rights, or to maintain specialized products that must be maintained by the manufacturer or its representative.
2. Where there is an absence of competition for technical reasons and the Goods or Services can only be supplied by a particular supplier and no alternative or substitute exists.
3. For the procurement of Goods or Services, the supply of which is controlled by a supplier that is a statutory monopoly.
4. For the purchase of Goods on a commodity market.
5. For work to be performed on or about a leased building or portions thereof that may be performed only by the lessor or its authorized work force.

6. For works to be performed on property by a contractor according to provisions of a warranty or guarantee held in respect of the property or the original work.
7. For a contract to be awarded to the winner of a design contest.
8. For the procurement of a prototype or a first Good or Service to be developed in the course of and for a particular contract for research, experiment, study or original development, but not for any subsequent purchases.
9. For the purchase of Goods under exceptionally advantageous circumstances such as bankruptcy or receivership, but not for routine purchases.
10. For the procurement of original works of art.
11. For the procurement of subscriptions to newspapers, magazines or other periodicals.
12. For the procurement of real property.

Formal documentation must be completed to support and justify the decisions above. This documentation must be completed and approved by the appropriate authority levels within the Board and may be used as supporting documentation in the case of a competitive dispute.

C. ADVERTISING OF BIDS

Advertising of Bids shall be conducted through the Purchasing/Supply Chain Management Department utilizing an electronic Website. Bids must be advertised as per all Provincial and National Regulations. **Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)**

The purpose of MFIPPA is to make Boards accountable to the public and to protect personal privacy. MFIPPA accomplishes these purposes by:

- Providing the public with a right of access to records within the Board's custody or control
- Preventing the unauthorized collection, use and disclosure of personal information.

All notes, e-mails, memos, letters or any other documentation relating to a competitive procurement process are ordinarily subject to MFIPPA requests. Freedom of Information requests can be made for information on tendering and administration of contracts. Any record, so requested, must be disclosed in its entirety unless MFIPPA exceptions to disclosure apply to all or part of the request.

D. CONTRACTS/LEASES/AGREEMENTS

Contracts, leases and agreements will be processed in accordance with the Approval Authority Limits, as specified in the Purchasing/Supply Chain Management Policy.

E. SEGREGATION OF DUTIES

Budget(s) – authorized and approved by the Board on an annual basis. The Budget department forward/allocates budgets to originators (Schools Administrators/Department Administrators).

Requisition(s)/Commitments – authorized by the budget holder (Schools/Departments) and forwarded to the Purchasing/Supply Chain Management Department for acquisition purposes.

Receipt(s) – authorized by the budget holder (Schools/Departments) and forwarded to the Expediting Department for receiving purposes.

Payment(s) – authorized by the budget holder (Schools/Departments) and forwarded to the Accounts Payable Department for verification of prices, matched with the receipt, then processed for payment by the Accounts Payable Department.

F. EVALUATION OF BIDS

All information regarding timelines of Bids, Bid receipts, evaluation criteria, evaluation methodology and process, selection process, tie score process, fixed evaluation criteria, evaluation matrix, conflict of interests, and dispute resolution process are contained within the terms and conditions of the individual Bid and the Bid specifications. Evaluation methods and processes to be used in assessing the bidder's submission must be fully disclosed and must not discriminate or exercise preferential treatment in awarding a contract to a supplier as a result of a competitive procurement process.

The Board must then select only the highest ranked submissions that meet all mandatory requirements set out in the related procurement documents. Alternative strategies or solutions NOT requested in the original procurement documents will not be accepted unless expressly requested in the original procurement documents.

- The Board is entitled to ask bidders for clarification on their Bid as long as it does not change their Bid in any way.
- Where Bids are received in response to a solicitation but exceed the Board's budget, are not responsive to the requirement or do not represent fair market value, a revised solicitation can be issued in an effort to obtain an acceptable Bid.
- If no Bids are acceptable and it is not reasonable to go through any other method, the Board may choose to negotiate directly with a chosen supplier.

With the exception of any pricing that was made publicly available at the time of a public opening, all submission evaluation details are subject to MFIPPA.

Evaluation records of procurement process must be fair, factual, fully defensible, auditable and kept on file in the Purchasing/Supply Chain Management Department.

Bids will be evaluated according to all relevant criteria contained in each particular Bid. The Board will evaluate Bids based on price, product quality, past performance, delivery and payment terms or any combination or additions thereof, at its sole discretion. The Board reserves the right to evaluate pricing based on the combined total cost of the items tendered or separately. Maximum justifiable weighting will be allocated to the price/cost component of the evaluation criteria.

Evaluation of Bids include, but are not limited to:

- (*) Bid is appropriately received
- Bid meets all mandatory requirements (compliant vs. non-compliant)
- Bid meets optional/desirable requirements
- schedule compliance
- skills/experience and capability
- price/quality/value analysis
- weights, sub-weights for rated requirements
- reference checks, oral interviews, demonstrations
- any and all other criteria as listed within the Bid

* Bid Receipt - The Board must ensure that the closing date is set on a normal working day. Submissions that are delivered after the closing time must not be considered and will be returned unopened. Each Bid must be stamped as it arrived with the date, time, location, company name and contact information. Bids are not opened until after the competitive process has closed. The Board has to ensure that there is at least one witness to view the Bid openings.

Evaluation criteria will be developed, reviewed and approved BEFORE the competitive process begins and contained within the Bid documents. Mandatory and any technical standards that need to be met

have to be identified. The evaluation criteria cannot be changed or altered once the competitive process begins, with the exception of an addendum sent to all suppliers prior to Bid closing.

Evaluation Team

Every competitive process requires an evaluation team that will be responsible for reviewing all the compliant Bids. Evaluation team members will be selected and participation confirmed before the competitive documents have been posted. Board evaluation team members will have been included in the development of the evaluation criteria and general requirements. Each team member will complete an evaluation matrix rating each of the submissions in a fair, factual and fully defensible manner. Evaluation team members will be made aware of the restrictions related to confidential information shared through the competitive process and refrain from engaging in activities that may create, or appear to create, a Conflict of Interest. The Board will require team members to sign a Conflict of Interest Declaration and Non-Disclosure Agreement. The Board will require suppliers to sign a Conflict of Interest Declaration with each Bid submitted. The Board must consider any Conflict of Interest during procurement activities applicable to all employees, advisors, external consultants or suppliers.

Note: Consultants that are hired by the Board must be aware of the conflict of interest created when a consulting organization is involved in the development of the competitive documents and also has the ability to fulfill the procurement needs that are being contemplated in those competitive documents. The Board must be very clear and insist on documented agreements that any consultants involved in developing the competitive documents CANNOT be involved in the creation of the response to those competitive documents.

Employees, Consultants and Advisors who are on the Evaluation Team must also declare a Conflict of Interest. Employees, Consultants and Advisors are ultimately responsible and accountable for using good judgment in the exercise of the Board's duties and must:

- Disclose Conflict of Interest to the Board in writing to the Administrator of Purchasing/Supply Chain Management
- Avoid situations that may present Conflict of Interest while working with persons doing business or seeking to do business with the Board.

Situations that might result in a Conflict of Interest are:

- Engage in outside employment
- Not disclosing an existing relationship that may be perceived as being a real or apparent influence on their objectivity in carrying out an official role
- Providing assistance or advice to a particular supplier participating in a competitive process
- Having an ownership, investment interest, or compensation arrangement with any entity participating in a competitive process
- Having a family member with an ownership, investment interest or compensation arrangement with any entity participating in a competitive process
- Having access to confidential information
- Accepting favours or gratuities from those doing business with the organization

Selection Process

The submission that receives the highest evaluation score and meets all mandatory requirements set out in the competitive procurement document must be declared the winning bid.

1. The Board will select Bids based on criteria contained within the Bid but shall not discriminate:
 - Between the Goods or Services of a particular province or region, including those goods and services included in construction contracts, and those of any other province or region;
or
 - Between the suppliers of such Goods or Services of a particular province or region and those of any other province or region.

2. Except as otherwise provided, measures that are inconsistent with the above include the following:
 - The imposition of conditions on the invitation to compete, registration requirements or qualification procedures that are based on the location of a supplier's place of business in Canada, the place in Canada where the Goods are produced or the Services are provided, or other like criteria.
 - The biasing of technical specifications in favour of, or against, particular Goods or Services, including those Goods or Services included in construction contracts, or in favour of, or against, the suppliers of such Goods or Services for the purpose of avoiding the obligations of the Board.
 - The timing of events in the competitive process so as to prevent suppliers from submitting Bids.
 - The specification of quantities and delivery schedules of a scale and frequency that may reasonably be judged as deliberately designed to prevent suppliers from meeting the requirements of the procurement.
 - The division of required quantities or the diversion of budgetary funds to subsidiary agencies in a manner designed to avoid these obligations.
 - The use of price discounts or preferential margins to favour particular suppliers.
3. The Board shall not impose or consider, in the evaluation of bids or the award of contracts, local content or other economic benefits criteria that are designed to favour:
 - The Goods and Services of a particular province or region, including those Goods and Services included in construction contracts; or
 - The suppliers of a particular province or region of such goods or services.

G. CONTRACT AWARDS & MANAGEMENT

Contract Awards

Upon request of the Board, a bidder whose Tender is under consideration for the award of a contract shall promptly submit satisfactory evidence of financial resources, experience of the organization and its staff, and equipment available for the performance of the contract. In addition, a technical question and answer interview may be conducted, if deemed necessary to clarify or verify the Bidder's Tender and to develop a comprehensive assessment of the Tender.

The award of any Bid or any part thereof, will be made in writing and may be subject to the successful bidder entering into a contract that is satisfactory to the Board. Provided however, and it is expressly understood and agreed, that upon the acceptance of the Bid by the Board, the said Bid shall, with the said conditions, specifications and form of Bid constitute a valid and binding contract. The Board must obtain the supplier's signatures before obtaining the designated Board's signature. The contract must be finalized using the form of agreement/contract that was released with the procurement document. If it appears to the Board that the Tender will be adversely affected because timely signing of a contract acceptable to the Board will not take place, the Board reserves the right to award the contract to the next ranked qualified bidder. Appropriate terminology regarding cancellation/termination clauses, vendor debriefing notification and protocol, dispute resolution process and arbitration are contained within Bid specifications and terms and conditions.

A Purchase Order will be issued upon formal award.

Unsuccessful bidders will be provided with the name of the successful bidder(s), start and end dates including any options for extension. Any information provided must comply with MFIPPA.

Contract Type

Fixed price: A fixed price contract is a contract that has a set fee for a specific scope of work to be completed, which can include the completion of a specific deliverable or deliverables. When deciding to use a fixed price contract, the organization must consider the level of scope detail that has been

developed. The more well defined the scope and the requirements, the lower the risk of using a fixed price contract for the Board. Using a fixed price contract with a scope that is not well defined contains risk for the Board because items may be deemed out of scope and thus results in costly change orders. If using a fixed price contract for a specific deliverable or deliverables, the Board must understand the desired outcome of the work being completed. One advantage of a fixed price contract is that the cost of the procurement is known in advance.

Time and material: A time and materials contract identifies work to be paid based on units of time spent on the procurement. These time units are typically in the form of daily or hourly rates for the amount of time and materials used by the resources assigned by the supplier. If the Board does not have a well-defined scope of work, a time and materials contract may be the only option. The Board must monitor the hours spent during a time and materials contract to ensure that the procurement does not exceed the budget.

Cost reimbursable: A cost reimbursable contract is a contract where the Board agrees to reimburse all of the costs incurred by a supplier in the completion of the work identified. Typically, the Board will pay an additional fee on top of those costs to represent the supplier's profit. This additional fee can be calculated as a percentage of the costs incurred or as a flat fee on top of the costs incurred.

A combination of the contract types above can also be used, depending on the requirements being contemplated.

Note: The Board must include proper cancellation or termination clauses in all contracts.

The term of the contract agreement and any options to extend must be set out in the procurement documents (Bid documents). Changes to the term of the contract may change the procurement value. Prior written approval by the appropriate approval authority is necessary before changing contract start and end dates. Extensions to the contract beyond what is set out in the procurement document are considered non-competitive procurements and the Board must seek appropriate approval authority prior to proceeding.

Contract Management

Procurements and the resulting contracts must be managed responsibly and effectively.

Payments must be made in accordance with the provisions of the contract. All invoices must contain detailed information sufficient to warrant payment. Any overpayments must be recovered in a timely manner.

Assignments must be properly documented. Supplier performance must be managed and documented, and any performance issues must be addressed.

Service type contracts will be managed as follows:

- Establish clear terms of reference for assignment. The terms will include objectives, background, scope, constraints, staff responsibilities, tangible deliverables, timing, progress reporting, approval requirements and knowledge transfer requirements.
- Establish expense claim and reimbursement rules compliant with the Broader Public Sector Expenses Directive and ensure all expenses are claimed and reimbursed in accordance with these rules.
- Ensure that expenses are claimed and reimbursed only where the contract explicitly provides for reimbursement of expenses.

H. COOPERATIVE PURCHASING

Under the direction of the Director of Education, or their designate, the Board shall explore cooperative purchasing with other school boards and other units of government or their agencies of public

authorities, or utilize a “on-board clause” to existing ministry or government service contracts or other cooperatives, whenever the best interest of the Board will be served.

I. DISPOSAL PROCEDURES

The following shall apply for disposal of surplus equipment:

1. Any property belonging to the Board and declared surplus to its particular use by the respective member of Senior Staff, Principal or Administrator shall be disposed of by means of public auction, tender or quotation or released to a charitable organization by the Purchasing/Supply Chain Management Department and documented accordingly.
2. The Administrator of Purchasing/Supply Chain Management shall have the authority to sell, exchange, or trade-in all goods declared surplus to need, and where it is cost effective and in the best interest of the Board to do so.
3. If it is determined that a higher return of net disposal costs can be achieved by sale of surplus Goods to the original vendor or vendors in that line of business, the Administrator of Purchasing/Supply Chain Management shall negotiate to sell such Goods at the highest return.
4. Where it is deemed appropriate by the Administrator of Purchasing/Supply Chain Management and/or the respective member of Senior Staff, Principal or Administrator, a reserve price may be established and, in the case of disposal by Tender, published and disclosed; and in the case of auction or quotation, shall be used as an internal estimate and not disclosed.
5. Where items have been declared surplus and are determined by the Administrator of Purchasing/Supply Chain Management to have little or no value, the Administrator of Purchasing/Supply Chain Management, in consultation with the respective member of Senior Staff, Principal or Administrator, shall have such item scrapped or donated to a charitable organization by the Purchasing Department and documented accordingly.

J. PROHIBITIONS REGARDING PURCHASES

1. No contract or purchase shall be divided to avoid the requirements of these procedures, and the annual or total project requirement shall be considered.
2. All petty cash purchases must exclude Tendered Goods, Tendered Programs and Tendered Services.
3. No employee or elected official shall purchase or offer to purchase, on behalf of the Board, any Goods or Services, except in accordance with these procedures.
4. No personal purchases shall be made by the Board for elected members, or any appointed member of the Board, or for any Board employees, who are not deemed to be at Arms Length.
5. No member of the Board of Trustees and no officer or employee of the Board, shall become interested, directly or indirectly as a contracting party, or partner, in the work, the supplies or business in connection with a contract, or in any portion thereof, or of any supplies to be used therein, or in any monies to be derived there from.
6. No employee or elected official shall bid on the sale of Goods except those Goods disposed of by public auction.
 - No employee of the Board who is assigned to work at an auction may bid on any Board assets being offered for sale at the auction.

- No employee of the Board having the responsibility for identifying items as surplus may bid on such items at the auction sale.

K. MISCELLANEOUS

1. Discounts

In arriving at a price, cash discounts will be considered part of the vendor's Bid.

2. Procurement Documentation and Records Retention

All acquisition processes shall be documented by the Purchasing Department and kept on file in the Purchasing Department. In the case of a Tender/RFP issued by a Consultant, records will be retained by the department of the originating member of Senior Staff. A record of the procurement process documentation includes the following:

- A copy of the procurement justification or the business case.
- Information regarding all supplier consultations, including any requests for information undertaken in the development of the procurement business case and/or procurement documents.
- Evidence that all required approvals were obtained.
- Copies of all procurement documents used to qualify and select the supplier.
- Where the procurement was conducted through a VOR arrangement, information regarding the second stage selection process used to select the particular vendor of record.
- Where the procurement was single or sole sourced, documented justification, applicable exemptions and associated approvals.
- Copies of all advertisements of procurement documents.
- Copies of all successful and unsuccessful responses, submissions, proposals and Bids received in response to procurement documents, including the Conflict of Interest Declaration and other attached forms.
- Information regarding any issues that arose during the procurement process.
- Information regarding all evaluations of submissions, Proposals and Bids received in response to procurement documents.
- Information regarding all vendor debriefings including written documentation of the offer of vendor debriefing.
- Copies of all award letters, notices and posted announcements.
- Copies of additional agreements.
- Information regarding all changes to the terms and conditions of an agreement, including any changes that resulted in an increase to pricing.
- Information regarding the management of the supplier, including how the supplier's performance was monitored and managed and, where applicable, mechanisms used to transfer knowledge from the supplier to Board staff.
- Risk assessment information and recommendations, where applicable.
- Contractor security screening decisions, where applicable. - Information regarding all protests, disputes or supplier complaints regarding the procurement process.
- Evidence of receipt of deliverables.
- Any other documentation as identified by the Board.

All procurement documents, as well as any other pertinent information for reporting and auditing purposes, must be maintained for a period of seven years and be in recoverable form if requested.

3. Change Orders/Retrofits Only

Extensions or changes to existing construction/service contracts shall be authorized in the following manner:

1. The originator of the contemplated change shall obtain a price from the contractor/supplier for the change under consideration.
2. When the originator is satisfied that the price for the contemplated change fairly represents the value of the work, they shall prepare and issue a "Change Order" to the original contract, subject to the following limitations;
 - For Change Orders of \$50,000 (within budget) or less, approval must be obtained from the member of Senior Staff or designate.
 - For Change Orders in excess of \$15,000.00 and in excess of budget approval must be obtained from the Superintendent of Business & Finance or Controller of Facilities Services.
3. Copies of all Change Orders shall be distributed to the Accounting Department and to the Purchasing Department. In the case of a Tender/RFP issued by a Consultant, copies of all Change Orders will be retained by the department of the originating member of Senior Staff.

4. Environment

Every effort shall be made to competitively procure, whenever possible, environmentally appropriate and ecologically sound products while giving vendors fair and equitable access to School Board business.

The Board needs to consider environmentally responsible and sustainable Goods and Services as part of the purchasing decisions. The objectives of environmental sourcing are to:

- Provide an environmental role model for public procurement by making it a priority to use environmentally responsible Goods and Services, where feasible and cost effective;
- Support a healthier working environment for employees and for citizens in general through the purchase of environmentally preferable Goods and Services;
- Increase demands for environmentally responsible Goods and Services, which may ultimately enhance their quality and cost competitiveness;
- Increase the conservation of resources through the use of more reusable products, and/or Goods and Services that require less energy and materials to produce or use.

5. Auctions

When deemed cost effective to the Board, the Administrator of Purchasing/Supply Chain Management, in consultation with the initiating member of Senior Staff, Principal or Administrator, shall consider auctions as a viable alternative to purchase.

6. Health and Safety

All products and services purchases through the Tendering/Quotation/Proposal process must adhere to the Board's policy of acquiring and maintaining Material Safety Data Sheets on file. Any Goods/Services purchased by an individual will become the obligation and liability of said individual.

7. Bidder's Recourse/Debriefing and Bid Protest Procedures

By contacting the Board's Administrator of Purchasing/Supply Chain Management, within 60 calendar days following the date of contract award notification, unsuccessful bidders will have an opportunity to request a debriefing session. The debriefing will provide a bidder with a critical review of the unsuccessful Bid and, what, in the opinion of the Evaluation Committee, were its particular strengths and weaknesses.

In scheduling vendor debriefings, the Board will:

- Confirm the date and time of the debriefings with each vendor
- Conduct separate debriefings with each vendor
- ensure that the same participants from the Board participate in every debriefing conducted
- Retain all correspondence and documentation relevant to the debriefing session as part of the procurement documentation
- Provide a general overview of the evaluation process set out in the procurement documents
- Discuss the strengths and weaknesses of the supplier's submission in relation to the specific evaluation criteria and the supplier's evaluation score, if used. If more than price is evaluated, the Board may provide the supplier's evaluation scores and their evaluation ranking.
- Provide suggestions on how the supplier may improve future submissions
- Be open to feedback from the supplier on current procurement processes and practices
- Address specific questions and issues raised by the supplier in relation to their submission.

The Board must not disclose information concerning other suppliers other than as specified above, as it may contain confidential third party organization proprietary information subject to the mandatory third party exemption under the MFIPPA. If a supplier makes such a request, the Board must advise the supplier that a formal FOI request be submitted.

Questions unrelated to the procurement process must not be responded to during the debriefing and must be noted as out of scope based on the debriefing process agreed to in the procurement documents.

If the bidder has further concerns after meeting with the Administrator of Purchasing/Supply Chain Management, the bidder will be referred to the Superintendent of Business and Finance to discuss the concern and attempt to resolve the matter.

If not satisfactorily resolved, then the complaint will be referred to the Director of Education for resolution or to be directed to the Board of Trustees at an appropriate meeting.

8. Claims or Possible Claims

The Niagara Catholic District School Board will preclude a vendor from bidding if the vendor has made a formal demand or otherwise put the Board on notice of a pending action or is involved in any actual litigation proceedings (excepting only construction lien demands, notices or proceedings) by or against or otherwise involving the Board.

9. Arbitration

The Board will utilize an Arbitration clause within bid documents as follows: Any dispute between the parties arising out of or relevant to the Bid which cannot be resolved by the parties shall be referred to mediation for mandatory Alternative Dispute Resolution, and a Mediator shall be selected from the list of approved Mediators of the Ontario Court (General Division), and such mediation is to take place within thirty (30) days of such referral. Any dispute between the parties which cannot be resolved by such mediation shall be settled and determined by any Court of competent jurisdiction, provided however, that the Board reserves the right to submit such dispute for settlement and determination by arbitration pursuant to the Arbitration Act of Ontario (the "Act") in which case the following provisions shall apply. Either party may at any time give written notice to the other of its desire to submit such dispute to arbitration stating with reasonable particularity the subject matter of such dispute. In the case of the vendor giving notice to the Board, if the Board does not consent to submitting such matter to arbitration, the vendor may refer such matter to a court of competent jurisdiction. If the Board generates the notice, or if the notice is generated by the vendor and consented to by the Board, then the following provisions shall apply. Within five (5) business days after receipt of such notice, the parties shall appoint a single arbitrator with appropriate experience to determine such dispute. If the parties fail to appoint an arbitrator,

either party may apply to a Judge of the Ontario Court (General Division) to appoint an arbitrator to determine such dispute. The costs of arbitration shall be paid by the party as determined by the arbitrator, which jurisdiction shall include the determination of the costs to be paid by the unsuccessful party. The award of the arbitrator shall be final and binding upon the parties. Judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction and enforced in the normal course.

10. Demonstration/Pilot Programs

If a department/school wishes to participate in a demonstration program/pilot to test certain products in specific Instructional or Administrative environments, the following must be followed:

Administrative

Standard Agreement to be formalized by the originator to include terms of agreement (listing of products, title risk, termination, etc.) and duly authorized by the Superintendent of Business & Finance. All administrative pilots will incorporate (if feasible) a minimum of three vendors for comparison purposes.

Instructional

Request for Information to be issued which would include terms of reference (termination dates, etc.) duly authorized by the appropriate Superintendent of Education and the Superintendent of Business & Finance. All Instructional pilots must adhere to operational procedures of the Program Department as well as incorporate (if feasible) a minimum of three vendors for comparison purposes.

11. Procurement Card

In support of sound business practices, a procurement card will be issued to authorized Board employees for the acquisition of low dollar value, non-tendered Goods/Services.

12. Code of Ethics

All Niagara Catholic employees shall abide by the Purchasing Code of Ethics. The Purchasing Department Staff of the Niagara Catholic District School Board shall abide by the Code of Ethics for Supply Chain Canada of which they are a member.

13. Bid Irregularities

Major Irregularity

A deviation from the Bid request which affects the price, quality, quantity, or delivery and is material to the award. The Administrator of Purchasing/Supply Chain Management must reject any Bid which contains a major irregularity.

Minor Irregularity

A deviation from the Bid request which affects form rather than substance, providing the effect on the price, quality, quantity or delivery is not material to the award. If the deviation is permitted or corrected the bidder would not gain an unfair advantage over competitors. The Administrator of Purchasing/Supply Chain Management may permit the bidder to correct a minor irregularity. (Substantial compliance or strict compliance).

Mathematical Errors: Rectified by Staff

Errors in mathematical extensions and/or taxes will be corrected by the Administrator of Purchasing/Supply Chain Management and the unit prices will govern.

Adopted Date:	February 24, 1998
Revision History:	December 21, 2010 April 26, 2011 June 16, 2015

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
FEBRUARY 25, 2020**

PUBLIC SESSION

TOPIC: VOLUNTEERING IN CATHOLIC SCHOOLS POLICY (800.9)

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Volunteering in Catholic Schools Policy (800.9), as presented.

Prepared by: Frank Iannantuono, Superintendent of Education/Human Resources
Presented by: Policy Committee
Recommended by: Committee of the Whole
Date: February 25, 2020



VOLUNTEERING IN CATHOLIC SCHOOLS POLICY

STATEMENT OF POLICY

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the Board has the responsibility to provide a safe and secure working and learning environment for all students and employees.

A school volunteer is defined as an individual who has direct and regular contact with students of the Niagara Catholic District School Board.

Volunteers are integral to the success of all schools in the Niagara Catholic District School Board and as such are important sources of support and expertise that enrich the instructional program, assist teachers, and connect the student body with the community. Volunteers are valued partners who assist staff in fostering positive relationships and cooperation amongst the school, parents/guardians, the parish and the school community for the benefit of our students.

The personal interests, background and commitment of volunteers enhance the programs, services and education opportunities for our students. Each volunteer will model caring and cooperative relationships, promote our Catholic values, encourage a safe and secure learning and working environment and support the Mission, Vision and Values of the Board and its Policies and Administrative Procedures.

It is the expectation of the Board that all volunteers adhere to Board Policies and Administrative Procedures at all times when volunteering for the school and/or Board events or activities.

In accordance with the Safe Schools Act, all volunteers must be approved by the school Principal. The Principal is authorized by the Board “to assign to a person who volunteers to serve without remuneration such duties in respect of the school as are approved by the Board and to terminate such assignment as required”. (*Safe Schools Act, 2000*)

Through this Policy the Board encourages and promotes the use of Principal approved school volunteers in order to expand and enhance parental and community involvement within our Catholic schools.

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

References:

- ***Niagara Regional Police Services:***
 - ***Police Criminal Record Check (PCRC) (Contact Human Resources for form)***
 - ***Police Vulnerable Sector Check (PVSC) (Contact Human Resources for form)***
- ***Regulation 521/01, as amended by Regulation 323/03***
- ***Niagara Catholic District School Board Policies/Procedures/Forms***
 - ***Accessibility Customer Service Policy (800.8.1)***
 - ***Catholic School Council Policy (800.1)***
 - ***Educational Field Trip Policy (400.2)***
 - ***Niagara Catholic Parent Involvement Committee Policy (800.7)***
 - ***Volunteer Drivers Policy (302.4)***
 - ***Volunteer Recognition Policy (800.4)***
 - ***Code of Conduct Policy (302.6.2)***
 - ***Privacy Policy (600.6)***
 - ***Privacy Breach Procedure***
 - ***Annual Offence Declaration***
 - ***Volunteer Application Form***



VOLUNTEERING IN CATHOLIC SCHOOLS POLICY

ADMINISTRATIVE PROCEDURES

1. A school volunteer shall serve under the immediate supervision and direction of administration and staff of the school and will provide services such as, but not limited to:
 - a) Supporting the work of classroom teachers
 - b) Providing enrichment experiences to support the educational program
 - c) Promoting positive school-community relations by enhancing community understanding
 - d) Working with individual students and small groups of students as identified by the staff and administration
2. The Principal is responsible for:
 - a) determining the volunteering needs for a school;
 - b) the recruitment, selection and screening of volunteers;
 - c) approving and delineating the task and the assignment of the volunteers;
 - d) the training and orientation of the volunteers;
 - e) the supervision and evaluation of the volunteers;
 - g) the recognition of the volunteers.
3. Each Principal shall maintain a current list of regular and occasional volunteers. Such records, including the *Volunteer Application Form* shall be kept on file at the school.
4. A volunteer must be at least 18 years of age, unless otherwise approved by the Principal.
5. It is understood that a volunteer is a person who serves without remuneration.
6. All approved school volunteers (persons having direct and regular contact with students) will provide an original Police Vulnerable Sector Check and/or Annual Offence Declaration in accordance with Regulation 521/01, as amended by Regulation 323/03 to the school Principal who will retain a copy on file at the school until a more current Vulnerable Sector Check is submitted. A copy of the Vulnerable Sector Check will also be forwarded to the Human Resources Department.
7. Vulnerable Sector Checks may be requested at the discretion of the Principal in consultation with the Family of Schools Superintendent and at least once every five (5) years. The Self-Offence Declaration will stand as a legally binding document which will be required on an annual basis.

Completed Criminal Reference Checks and/or Vulnerable Sector Checks for volunteers, as well as all subsequent offence declarations will be filed at the school and in the Human Resources Department. Vulnerable Sector Checks required by the Principal and/or the Niagara Catholic District School Board will be paid by the Niagara Catholic District School Board. Any additional requirements as a result of the Vulnerable Sector Checks will be the responsibility of the Volunteer.
8. As required, each volunteer shall adhere to the *Volunteer Drivers Policy (302.4)*.
9. Volunteers shall wear the “Volunteer” badge or other means of identification as required by the school and Board Policy and must sign in/out at the school’s main office.
10. Classroom teachers and school administrators are solely responsible for student discipline. Volunteers are to ask for the assistance of the teacher and/or Principal if a situation calls for follow-up disciplinary action. The volunteer always works under the direction of staff.

11. Volunteers are responsible for respecting the confidentiality of all students and staff and as such are required to complete the Confidentiality Agreement found within the *Volunteer Application Form*. Volunteers shall not have access to, nor disclose confidential information.
12. Off-site activities such as field trips are considered an extension of the school and as such administrative procedures pertain to such activities as determined by the Educational Field Trip Policy and Administrative Procedures. At a minimum, Vulnerable Sector Checks will be required of all volunteers participating in overnight field trips which are approved by the school Principal and/or the Board.
13. It is the expectation of the Board and the school Principal that all volunteers adhere to Board Policies and Administrative Procedures at all times when volunteering for the school and/or Board events or activities.



VOLUNTEER APPLICATION FORM

I _____ wish to serve as a volunteer at _____ Catholic School.

As a volunteer I acknowledge and will adhere to the following expectations:

- As school volunteer I shall serve under the immediate supervision and direction of administration and staff of the school.
- It is understood that I will volunteer without remuneration.
- Completed Criminal Reference Checks and/or Vulnerable Sector Checks for volunteers, as well as all subsequent offence declarations will be completed and filed at the school.
- I will adhere to the Volunteer Driver Policy # 302.4
- Classroom teachers and school administrators are solely responsible for student discipline.
- I acknowledge that in the course of my volunteer work with _____ Catholic School I may receive confidential information with respect to the affairs of its students, including information on its students and parents of its students,
- I hereby agree not to disclose at any time, such confidential information to any person, information relating to the students or any part thereof and other information relating to the school or board.
- This agreement pertains to off-site activities such as field trips as an extension of the school.
- As a volunteer I will adhere to Board Policies and Administrative Procedures at all times when volunteering for the school and/or Board events or activities.
- This agreement pertains to off-site activities such as field trips as an extension of the school.
- I have read and agree with the Volunteering in Catholic Schools Policy and Administrative Procedures.

Principal Signature

Volunteer Signature

Date Signed

Date Signed

This information is collected under the authority of the Education Act and in compliance with the Municipal Freedom of Information and Protection of Privacy Act. Should you have questions, please contact the Principal of the school.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
FEBRUARY 25, 2020**

PUBLIC SESSION

**TOPIC: ELEMENTARY AND SECONDARY SCHOOL YEAR
CALENDARS 2020-2021**

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Elementary and Secondary School Year Calendars for the 2020-2021, as presented.

Prepared by: Frank Iannantuono, Superintendent of Education/Human Resources
Presented by: Frank Iannantuono, Superintendent of Education/Human Resources
Recommended by: Committee of the Whole
Date: February 25, 2020



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

REPORT TO THE COMMITTEE OF THE WHOLE MEETING FEBRUARY 11, 2020

ELEMENTARY AND SECONDARY SCHOOL YEAR CALENDARS: 2020-2021

BACKGROUND INFORMATION

The *Education Act, Regulation 304 - School Year Calendar, Professional Activity Days* outlines the requirements and timelines for preparing and submission of school year calendars to the Ministry of Education for approval.

For the 2020-2021 school year calendars, there are 194 possible school days between September 8, 2020 and June 30, 2021. Within this total, elementary and secondary schools must have a minimum of 194 school days of which seven (7) days must be designated as professional activity days. Secondary schools may have a maximum of ten (10) instructional days set as examination days. The remaining school days shall be instructional days.

CONSULTATION PROCESS

The 2020-2021 School Year Calendar Committee met to discuss and review the draft calendar and the consultation process.

Members of the 2020-2021 School Year Calendar Committee are:

Frank Iannantuono	Superintendent of Education and Committee Chair
Pat Rocca	Superintendent of Education
Lee Ann Forsyth-Sells	Superintendent of Education
Irene Ricci	Elementary Principal
Denice Robertson	Secondary Principal
Anthony Corapi	Coordinator of Staff Development
Marie Balanowski	OECTA President
Darryl Nohara	Niagara Catholic Parent Involvement Committee
Anna Racine	SEAC

The consultation process provided the elementary and secondary draft calendars to all Elementary and Secondary Principals, Vice-Principals, Catholic School Council Chairs, Niagara Catholic Parent Involvement Committee (NCPIC), Special Education Advisory Committee (SEAC), OECTA Elementary and Secondary Presidents, CUPE President and staff for feedback by January 30, 2020.

Simultaneously, there has been on-going consultation with the co-terminous Board to achieve a similar school year calendar, where possible.

SUMMARY OF THE ATTACHED CALENDARS

Highlights of the Proposed School Year Calendars for 2020-2021.

Professional Activity Days

In accordance with the *Education Act, Regulation 304 - School Year Calendar*, the following seven (7) days have been identified as Professional Activity Days.

Elementary:

Wednesday, September 2, 2020
Thursday, September 3, 2020
Friday, October 9, 2020
Friday, November 20, 2020
Friday, January 15, 2021
Friday, June 11, 2021
Wednesday, June 30, 2021

Secondary:

Wednesday, September 2, 2020
Thursday, September 3, 2020
Friday, October 9, 2020
Friday, November 20, 2020
Friday, February 5, 2021
Tuesday, June 29, 2021
Wednesday, June 30, 2021

Secondary Examination Days

Semester 1 – Friday, January 29, 2021 to Thursday, February 4, 2021
Semester 2 – Tuesday, June 22, 2021 to Monday, June 26, 2021

Board and Civic Holidays

Board Holiday	Friday, September 4, 2020
Labour Day	Monday, September 7, 2020
Thanksgiving Day	Monday, October 12, 2020
Christmas Break	Monday, December 21, 2020 to Friday, January 1, 2021
Family Day	Monday, February 15, 2021
March Break	Monday, March 15 to Friday, March 19, 2021 (ten month employees only)
Good Friday	Friday, April 2, 2021
Easter Monday	Monday, April 5, 2021
Victoria Day	Monday, May 24, 2021
Canada Day	Thursday, July 1, 2021

To comply with the timelines outlined in *Regulation 304 - School Year Calendar*, school boards are required to submit Board approved **regular** school year calendars to the Ministry of Education by May 1, 2020 and Board approved **modified** school year calendars to the Ministry of Education by March 1, 2020.

Based on feedback from the consultation process, discussions with the School Year Calendar Committee, Administrative Council and our coterminous board, the 2020-2021 Elementary and Secondary **regular** School Year Calendars will be submitted immediately following the Board Meeting of February 25, 2020 for approval.

Appendix A: *Proposed Elementary School Year Calendars for 2020-2021*

Appendix B: *Proposed Secondary School Year Calendars for 2020-2021*

RECOMMENDATION

THAT the Committee of the Whole recommends that the Niagara Catholic District School Board approve the Elementary and Secondary School Year Calendars for the 2020-2021 school year, as presented.

Prepared by: Frank Iannantuono, Superintendent of Education
Presented by: Frank Iannantuono, Superintendent of Education
Recommended by: John Crocco, Director of Education, Secretary/Treasurer
Date: February 11, 2020


School Year Calendar 2020 - 2021

Legend ▶ **H** - Statutory Holiday Schedule **E** - Scheduled Examination Day **P** - Professional Activity Day **B** - Board Designated Holiday ☐ Half Day

ELEMENTARY

Month	Number of Instructional Days	Number of Professional Activity Days	Number of Scheduled Examination Days	1 st Week					2 nd Week					3 rd Week					4 th Week					5 th Week				
				M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
August 2020				3 H	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31				
September 2020	17	2			1	2 P	3 P	4 B	7 H	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30		
October 2020	20	1					1	2	5	6	7	8	9 P	12 H	13	14	15	16	19	20	21	22	23	26	27	28	29	30
November 2020	20	1		2	3	4	5	6	9	10	11	12	13	16	17	18	19	20 P	23	24	25	26	27	30				
December 2020	14				1	2	3	4	7	8	9	10	11	14	15	16	17	18	21 B	22 B	23 B	24 B	25 H	28 H	29 B	30 B	31 B	
January 2021	19	1						1 H	4	5	6	7	8	11	12	13	14	15 P	18	19	20	21	22	25	26	27	28	29
February 2021	19			1	2	3	4	5	8	9	10	11	12	15 H	16	17	18	19	22	23	24	25	26					
March 2021	18			1	2	3	4	5	8	9	10	11	12	15 B	16 B	17 B	18 B	19 B	22	23	24	25	26	29	30	31		
April 2021	20						1	2 H	5 H	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30
May 2021	20			3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24 H	25	26	27	28	31				
June 2021	20	2			1	2	3	4	7	8	9	10	11 P	14	15	16	17	18	21	22	23	24	25	28	29	30 P		
July 2021							1 H	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30
TOTAL	187	7		<p>Note: The 2020-2021 calendar provides for 196 possible school days between September 1, 2020 and June 30, 2021. The school year shall include a minimum of 194 school days of which three days must be designated as professional activity days with respect to specific provincial education priorities as outlined in the Policy/Program Memoranda 151 and up to four extra days may be designated by the board as professional activity days. The remaining school days shall be instructional days. The boards may designate up to ten instructional days as examination days</p>																								

School Year Calendar 2020 - 2021

Legend ▶ **H** - Statutory Holiday Schedule **E** - Scheduled Examination Day **P** - Professional Activity Day **B** - Board Designated Holiday  Half Day

SECONDARY

Month	Number of Instructional Days	Number of Professional Activity Days	Number of Scheduled Examination Days	1 st Week					2 nd Week					3 rd Week					4 th Week					5 th Week										
				M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F						
August 2020				3 H	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31										
September 2020	17	2			1	2 P	3 P	4 B	7 H	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30								
October 2020	20	1					1	2	5	6	7	8	9 P	12 H	13	14	15	16	19	20	21	22	23	26	27	28	29	30						
November 2020	20	1		2	3	4	5	6	9	10	11	12	13	16	17	18	19	20 P	23	24	25	26	27	30										
December 2020	14				1	2	3	4	7	8	9	10	11	14	15	16	17	18	21 B	22 B	23 B	24 B	25 H	28 H	29 B	30 B	31 B							
January 2021	19		1					1 H	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29 E						
February 2021	14	1	4	1 E	2 E	3 E	4 E	5 P	8	9	10	11	12	15 H	16	17	18	19	22	23	24	25	26											
March 2021	18			1	2	3	4	5	8	9	10	11	12	15 B	16 B	17 B	18 B	19 B	22	23	24	25	26	29	30	31								
April 2021	20						1	2 H	5 H	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30						
May 2021	20			3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24 H	25	26	27	28	31										
June 2021	15	2	5		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22 E	23 E	24 E	25 E	28 E	29 P	30 P								
July 2021							1 H	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30						
TOTAL	177	7	10	<p>Note: The 2020-2021 calendar provides for 196 possible school days between September 1, 2020 and June 30, 2021. The school year shall include a minimum of 194 school days of which three days must be designated as professional activity days with respect to specific provincial education priorities as outlined in the Policy/Program Memoranda 151 and up to four extra days may be designated by the board as professional activity days. The remaining school days shall be instructional days. The boards may designate up to ten instructional days as examination days</p>																														

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
FEBRUARY 25, 2020**

PUBLIC SESSION

**TITLE: APPROVED MINUTES OF THE SPECIAL EDUCATION
ADVISORY COMMITTEE (SEAC) MEETING OF
DECEMBER 4, 2019 AND JANUARY 8, 2020**

RECOMMENDATION

THAT the Niagara Catholic District School Board receive the approved Minutes of the Special Education Advisory Committee (SEAC) Meeting of December 4, 2019 and January 8, 2020, as presented for information.



MINUTES OF THE SPECIAL EDUCATION ADVISORY COMMITTEE MEETING WEDNESDAY, DECEMBER 4, 2019

Minutes of the Meeting of the Special Education Advisory Committee, held on Wednesday, **December 4, 2019**, at 6:30 pm 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	Yes	Excused
Harvey, Dorothy	Niagara Children's Centre	✓	
Helmecki, Bill	Pathstone Mental Health	✓	
Howcroft, Andrew	Community Living Welland Pelham	✓	
Murphy, Karen	Autism Ontario Niagara Region	✓	
Nangle, Ted	Learning Disabilities Association – Niagara	✓	
Palombo, Pina	Down Syndrome Caring Parents (Niagara)	✓	
Racine, Anna	Community Member		✓
Smith, Lorraine	Mainstream	✓	
Smith, Rita	Community Living Port Colborne/Wainfleet	✓	
Burkholder, Rhianon	<ul style="list-style-type: none"> • Board Trustee – Thorold/Merritton 		✓
Burtnik, Kathy	<ul style="list-style-type: none"> • Board Trustee – St. Catharines 	✓	
Willett, Adeline	<ul style="list-style-type: none"> • Student Senate Representative 		✓
Filice, Adele	<ul style="list-style-type: none"> • Vice Principal, Secondary 	✓	
Kerho, Chris	<ul style="list-style-type: none"> • Principal Elementary 	✓	

The following staff members were in attendance:

John Crocco, Director of Education, **Pat Rocca**, Superintendent of Education, **Jim Di Gioia**, Coordinator – Special Education, **Danny Giancola**, Coordinator – Special Education, **David O'Rourke**, Coordinator – Special Education, **Vincent Mancuso**, Behaviour Resource Teacher and **Jennifer Lanese**, Recording Secretary/Administrative Assistant to Pat Rocca.

John Crocco, Director of Education extended his gratitude and appreciation to the SEAC members for their time, commitment and dedication serving on SEAC. He closed by wishing them a joyous and restful holiday season.

3. Approval of the Agenda

- Moved by Bill Helmeczi
- Seconded by Andrew Howcroft

THAT THE Special Education Advisory Committee approve the Agenda of the Education Advisory Committee Meeting of **December 4, 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 November 6, 2019.

- Moved by Lorraine Smith
- Seconded by Andrew Howcroft

THAT THE Special Education Advisory Committee approve the Minutes of the Education Advisory Committee Meeting of **November 6, 2019** as presented.

CARRIED

B. PRESENTATIONS

1. Letter from Community Outreach Coordinator

- Karen Murphy spoke briefly about a letter that Anna Racine had received from Debbie Ogilvie, Community Outreach Coordinator for Niagara Catholic District School Board (NCDSB). Debbie was inviting SEAC members to the upcoming Community Planning and Partnership Annual Meeting. All SEAC Members received a copy of the letter (via email) as attendees needed to reply to Debbie by **December 6, 2019**.

C. AGENDA ITEMS

1. Ministry of Education / Ministry of Children and Social Services Recommendation of the Ontario Autism Advisory Panel

- The SEAC Members broke into their chosen sub-committee to discuss these topics.
- The NCDSB is inviting the public and community partners to discuss potential planning and partnership opportunities of programming and/or facility.
- Niagara Catholic will share planning information, opportunities for partnerships and the Board's Long Term Accommodation Plan at this meeting and in support of the Ministry of Education's

Community Planning and Partnerships Initiative.

- We are requesting that organizations bring relevant planning information regarding their needs and/or plans. These partnerships strengthen the relationship between school boards and the wider community and improve services and supports available to available to students.

2. Parent Outreach

- Sheila Bennett and Terri Pauco will be invited in the Spring to discuss the triad between the Home, the Church and the School. A date for their presentation has not been confirmed yet.
- Danny Di Lorenzo, School Principal from Denis Morris CHS has generously offered to host this presentation once a date is scheduled in the Spring.

3. SEAC Sub-Committee Formation

The following sub-committees were formed:

- 1) Policy Committee
- 2) Ministry/Panel Reports Committee
- 3) Communications Committee
- 4) Survey Committee

- Prior to the meeting, Pat Rocca had ensured that all present SEAC Members had signed-up for a sub-committee.
- Pat Rocca emphasized that since this is a “new” initiative, the group is still “working” through the process.
- Kathy Burtnik reminded the group of SEAC’s mandate and stressed the importance of reviewing Board policies.

4. Policy Review

- The following Policies and Administrative Guidelines are currently being reviewed as part of the cyclical Policy and Administrative Guidelines Review process.
- To be considered, all submissions must identify the specific policy and include your name, phone number, address and affiliation with Niagara Catholic.

- *Anonymous or pseudonymous submissions will not be considered*

- [Code of Conduct Policy \(302.6.2\)](#)
- [Establishment and Cyclical Review of Policies Policy \(100.5\)](#)
- [Purchasing Supply Chain Management Policy \(600.1\)](#)
- [Trustee Electronic Meetings \(Board and Committees\) Policy \(100.8\)](#)
- [Volunteering in Catholic Schools Policy \(800.9\)](#)

- *Please submit your feedback to jennifer.pellegrini@ncdsb.com by **January 15, 2020**.*

D. SEAC Report

- NIL Report

E. AGENCY REPORTS

1. Learning Disabilities Association – Niagara – Ted Nangle

- NIL Report

2. Niagara Children’s Centre – Dorothy Harvey

- NIL Report

3. Autism Ontario Niagara Region – Karen Murphy

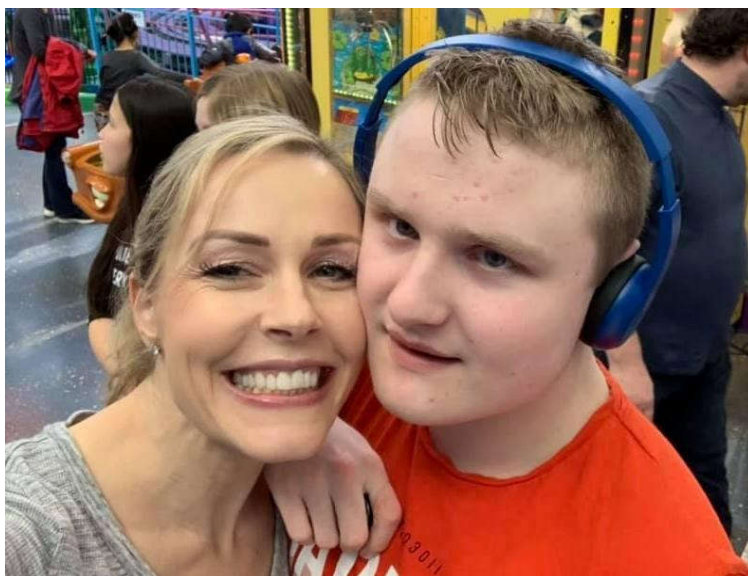
- NIL Report

4. Down Syndrome Caring Parents (Niagara)

- Pina Palombo discussed that there was a “big event” on **November 30, 2019**. The Down Syndrome Caring Parents (Niagara) group along with individuals with Down Syndrome went to a Toronto Maple Leaf Hockey game.
- The group also celebrated their Christmas party at Heartland Forest last month.

5. Community Living Welland Pelham – Andrew Howcroft

- Imagine getting your children ready for school in the morning. You make them breakfast, pack their lunch, and head out the door. You have every expectation that they will be happy and safe. But, what if your child has a disability and isn't able to tell you about their day at school? Schools should be places that parents can trust. It never crosses your mind that your child may be in danger - at risk of physical or emotional harm.
- Yet, for far too many children with an intellectual disability in classrooms across this country, physical or emotional harm are their reality.
- Seclusion rooms are harmful and abusive, and yet continue to be used by schools throughout Canada. In 2018, hundreds of Alberta parents reported that their children with disabilities were regularly secluded without their knowledge or consent.
- 80% reported their children were traumatized and distressed. 19% reported physical injury. 15% reported physical pain. A British Columbia report found "... too many BC students are still being injured and traumatized by abusive, inappropriate, and outdated practices." The story is the same in many provinces in Canada. Governments have failed to prevent the seclusion and restraint of children who cannot speak for themselves. Aidan's story is horrific, but it is not unique.
- Aidan has an intellectual disability, autism, and does not communicate with words. He was 12 years old when he was locked, naked, in a seclusion room.



- His father was contacted and advised to pick him up. He found him, 45 minutes later; alone, locked up, and whimpering. His father spent another 20 minutes looking for someone to unlock the door so he could comfort him and take him home.
- Aidan's parents have courageously taken the school district and Government of Alberta to court for the inhumane treatment of their son. They want to hold them accountable for their complete disregard for his emotional health and safety.
- This legal case will have enormous implications for children with intellectual disabilities throughout the country.
- If Aidan's case is unsuccessful, it will be disastrous for children with intellectual disabilities in Canada.
- Provincial governments and school boards should never be able to claim that the safety and well-being of children with disabilities is not their responsibility as they are attempting to do in Aidan's case.
- We must end the use of seclusion rooms and ensure that all children are welcomed and included, like Aidan is now in his new school.
- It is time to ensure that no child with a disability is ever again locked in a seclusion room and left there, alone and abandoned.

6. Mainstream – Lorraine Smith

- Mainstream has scheduled the date for our Pathways to Success for 2020. So please mark your calendar for **Thursday May 14, 2020** at the Holiday Inn & Suites Parkway Conference Centre in St. Catharines. Pathways to Success gives people with a developmental disability an opportunity to check out and connect with what their community has to offer, such as job support, recreation, financial support, mental health programs and much more!
- People with developmental disabilities, family and friends, support staff, teachers, educational assistants, students and workers in training should come.
- Please join them as an exhibitor if you have a product, service or organization that should be known to people with disabilities and their support networks.
- Mainstream in partnership with Community Living Port Colborne /Wainfleet, Welland Pelham Community Living and Autism Niagara are in the beginning stages of organizing a one-day conference for people we offer support to and to their families. Please save the date. The conference will take place on **May 23, 2020**.

7. Community Living Port Colborne / Wainfleet – Rita Smith

- NIL Report

8. Pathstone Mental Health – Bill Helmeczi

- NIL Report

F. STAFF REPORTS

1. Secondary Principals – Adele Felice

- NIL Report

2. Elementary Principals – Chris Kerho

- NIL Report

3. Special Education – Jim Di Gioia

- Educational Resource Teachers were introduced to the Canadian Test of Cognitive Skills (CCAT-7) assessment on **December 4, 2019**. The CCAT-7 will be used as a tool in the process for identifying intellectually gifted students by our school-based teams.
- The next Gifted Modules students identified as gifted is on **December 9, 2019** at Blessed Trinity Catholic Secondary School. The theme of the module is Leadership and Physical Education.
- Student Support staff and school-based Educational Resource Teachers are beginning to use a new online tool for initiating and tracking SEA Claim purchases. SEA-iT allows for the digital submission of files so that students can obtain specialized equipment more efficiently and staff can better manage tracking documentation and implementation of equipment that is purchased based on professional recommendations. Initial SEA-iT training for school-based staff occurred on **December 4, 2019**.
- Preschool Transition Information Parent Sessions have started for students entering Kindergarten Year 1 in September 2020. Special Education Coordinators are working in consultation with community partners to provide parents information and answer questions regarding the transition to school process.
- Kindergarten teachers have an opportunity to identify Kindergarten Year 1 students who present possible communication delays at any time throughout the school year for early identification screenings. Niagara Catholic's Speech-Language Pathologists are scheduling early identification communication screening for referred students. If communication needs are identified, the student may be referred for further follow-up to School Based Rehabilitation Services (SBRS) through the Niagara Children's Centre (NCC) for articulation, voice or fluency concerns, and/or targeted language services through NCDSB's Speech Language Pathologists (SLPs). This screening is available all year for any student in Kindergarten Year 1.

G. TRUSTEE REPORT

- The NCDSB held its Annual Organizational Meeting at the Catholic Education Centre on **December 3, 2019**.
- Frank Fera, Trustee for Niagara Falls since 2000, was re-elected as Chair of the Board by a straw vote. Dino Sicoli, who has represented Catholic ratepayers in Port Colborne, Fort Erie and Wainfleet since 2010, was re-elected (also on a straw vote) as Vice-Chair of the Board. He previously served as Vice-Chair in 2015.
- Remarks from by both the Chair and the Vice-Chair of the Board can be viewed on the Board's website: www.niagaracatholic/trustees/.
- Kathy Burtnik also wanted to advise the group that in the New Year, there could be changes to the trustee representation following the January's meeting.
- Kathy Burtnik closed by wishing all the SEAC members a blessed holiday season and thanking them for their dedication, time and support.

H. STUDENT REPORT

- NIL Report

I. NCPIC Report

- NIL Report

J. FUTURE MEETINGS/ INFORMATION ITEMS

1. Election Proceedings – January 8, 2020.

- Karen Murphy motion if we could explore postponing the election until February's meeting as Anna Racine's schedule was preventing her to attend January's meeting.
- The group agreed to discuss this option next month.

K. NEXT MEETING

- Wednesday, January 8, 2020 at 6:30 pm at the CATHOLIC EDUCATION CENTRE

Pat Rocca thanked the group for their continued support and dedication. He closed by wishing the group a joyous and restful holiday season.

L. ADJORNMENT

- Moved by: Bill Helmeczi
- Seconded by: Lorraine Smith

THAT the December 4, 2019 meeting of the Special Education Advisory Committee be adjourned
CARRIED



MINUTES OF THE SPECIAL EDUCATION ADVISORY COMMITTEE MEETING WEDNESDAY, JANUARY 8, 2020

Minutes of the Meeting of the Special Education Advisory Committee, held on Wednesday, **January 8, 2020**, at 6:30 pm 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	Yes	Excused
Harvey, Dorothy	Niagara Children's Centre		✓
Helmeczi, Bill	Pathstone Mental Health		✓
Howcroft, Andrew	Community Living Welland Pelham	✓	
Murphy, Karen	Autism Ontario Niagara Region	✓	
Nangle, Ted	Learning Disabilities Association – Niagara	✓	
Palombo, Pina	Down Syndrome Caring Parents (Niagara)		✓
Racine, Anna	Community Member		✓
Smith, Lorraine	Mainstream		✓
Smith, Rita	Community Living Port Colborne/Wainfleet		✓
Burkholder, Rhianon	<ul style="list-style-type: none"> • Board Trustee – Thorold/Merritton 	✓	
Burtnik, Kathy	<ul style="list-style-type: none"> • Board Trustee – St. Catharines 	✓	
Willett, Adeline	<ul style="list-style-type: none"> • Student Senate Representative 	✓	
Filice, Adele	<ul style="list-style-type: none"> • Vice Principal, Secondary 	✓	
Kerho, Chris	<ul style="list-style-type: none"> • Principal Elementary 		✓

The following staff members were in attendance:

Pat Rocca, Superintendent of Education, **Danny Giancola**, Coordinator – Special Education, **Vincent Mancuso** – Behaviour Resource Teacher and **Jennifer Lanese**, Recording Secretary/Administrative Assistant to Pat Rocca.

The group welcomed Adeline Willett, our Student Senate from Lakeshore Catholic High School to her first SEAC meeting.

Due to last minute regrets from our members, we had no quorum that evening. Approval of January's Agenda and December's Minutes will be deferred until next month.

3. Approval of the Agenda

- No Quorum

4. Disclosure of Interest

- No Quorum

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

- No Quorum

B. PRESENTATIONS

1. Letter from Growth and Retention AD Hoc Committee

- A copy of the letter that Anna Racine received on **December 13, 2019** from Paul Turner, Board Trustee and John Crocco, Direction of Education inviting SEAC members to be representatives on the recently created Growth and Retention AD Hoc Committee. All interested members were required to inform Anna Pisano, Administrative Assistant to Board and Corporate Services at anna.pisano@ncdsb.com or 905.735.0240 x 219 by **Friday, January 10, 2020**.

2. 2020-2021 School Year Calendar

- A copy of the draft proposal of the Niagara Catholic Elementary and Secondary School Year Calendars for School Year 2020-2021 were distributed to the group, along with a feedback sheet. In order to ensure that all SEAC Member received a copy, the draft proposals were also electronically sent to all SEAC Members on **Thursday, January 16, 2020**.
- SEAC Members were encouraged to discuss and comment on the calendar dates as well as possible alternatives and complete the feedback sheet. Completed feedback sheets were due by **Friday, January 31, 2020** to jennifer.pellegrini@ncdsb.com.

C. AGENDA ITEMS

1. Policy Review

- The following Policies and Administrative Guidelines are currently being reviewed as part of the cyclical Policy and Administrative Guidelines Review process.
- To be considered, all submissions must identify the specific policy and include the individual's name, their phone number, their home address and affiliation with Niagara Catholic.
- *Anonymous or pseudonymous submissions will not be considered.*

- [Code of Conduct Policy \(302.6.2\)](#)
 - [Establishment and Cyclical Review of Policies Policy \(100.5\)](#)
 - [Purchasing Supply Chain Management Policy \(600.1\)](#)
 - [Trustee Electronic Meetings \(Board and Committees\) Policy \(100.8\)](#)
 - [Volunteering in Catholic Schools Policy \(800.9\)](#)
- Please submit your feedback to jennifer.pellegrini@ncdsb.com by **January 15, 2020**.
- [Concussion Policy \(303.1\)](#)
 - [Employee Workplace Harassment Policy \(201.7\)](#)
 - [Employee Workplace Violence Policy \(201.11\)](#)
 - [Occupational Health and Safety Policy \(201.6\)](#)
 - [Naming of a Board Facility, Designated Area or Chapel Policy \(100.15\)](#)
 - [Sexual Misconduct Policy \(201.13\)](#)
 - [Student Use of Guide Dogs and Service Animals Policy \(NEW\)](#)
- Please submit your feedback to jennifer.pellegrini@ncdsb.com by February 6, 2020.

D. SEAC Report

- NIL Report

E. AGENCY REPORTS

1. Learning Disabilities Association – Niagara – Ted Nangle

- Come out and cheer for the Niagara Ice Dogs – Puck Toss on **February 20, 2020** from 7:00 pm to 9:00 pm.
- LDA is hosting a Trivia Night Fundraiser on **February 22, 2020** from 6:00 pm to 9:00 pm.
- S.L.A.M. Applications will be opened on **February 24, 2020** from 6:00 am to 11:30 pm.

2. Niagara Children’s Centre – Dorothy Harvey

- NIL Report

3. Autism Ontario Niagara Region – Karen Murphy

- NIL Report

4. Down Syndrome Caring Parents (Niagara)

- NIL Report

5. Community Living Welland Pelham – Andrew Howcroft

- Thinking Differently: Meet Jamea and her family Jamea has a delightfully curious personality and an incredible gift for cutting through small talk. She is 15, in high school, is an animal advocate, a horseback rider and music lover. She also has autism.



Jamea, her sister Tashy and Tashy's boyfriend, Aaron

- For any parent with a child who has a disability, safety is key. So, in an effort to protect Jamea, it was decided that specialized programming was the best option to keep her safe. Community Living Ontario's Family Engagement Leadership Series helped Jamea and her family think differently. It provided them with strategies to address some of the hurdles they faced. The series is a retreat-style workshop that engages the family in exploring what's possible for their loved ones who have an intellectual disability. It provides a unique opportunity to share and learn with other families that have similar lived experiences, where the focus is on developing tactics to overcome societal barriers. "The work done through the family engagement series is actually very radical. It challenges what our society understands to be a meaningful, happy life," Jamea's dad Mark Davidson said. "The other families at the retreat had similar challenges and the weekends made us look long and hard at our thoughts and frankly, how limiting our beliefs were," Jamea's step-mom Naila Lalani added. Jamea who also attended the series with her father, stepmother and sister Tashy, developed a new appreciation for people's uniqueness and what natural inclusion means. Her family understood that providing opportunities to develop reciprocal relationships that are based on common interests was best for Jamea, and she agreed. "The autism has moved from being a front-and-centre 'disability' to being an awareness of her unique needs and how those are part of a much bigger picture of who this beautiful girl is and how she will continue to evolve in ways that will make the world a better place." - Mark Davidson, Jamea's dad When it came time for Jamea to transition to high school, a daunting task for any teenager, she confidently advocated that she was ready for a more integrated and inclusive environment, where she would have more independence and autonomy. "I found that I didn't really need to be in an autism classroom anymore." Jamea's mom Melissa Melnitzer and stepdad, Ari Kaplan, are proud of Jamea and her recent accomplishments at school. Working with her principal and teachers, she started an animal advocacy group, which quickly grew in popularity. "She showed me how independent, determined, and courageous she had become, which instilled in me strong feelings of hope, joy, and inspiration." Jamea and her dad, Mark Davidson Armed with this new way of thinking, Jamea and her extended family have a better understanding of the importance of authentic inclusion. While having Jamea's best interest at heart, they now see that the specialized educational program limited the rest of the world from getting to know her. "I don't think we really understood inclusion until we experienced how important it was to help Jamea

thrive,” said Melissa. Families are often met with barriers and resistance when it comes to naturally including their loved one who has an intellectual disability in everyday life. Frequently, the focus is on the person’s limitations. Through hard work and support from Community Living Ontario’s family engagement initiatives, Jamea and her family now think beyond the disability and focus on the possibilities.

6. Mainstream – Lorraine Smith

- NIL Report

7. Community Living Port Colborne / Wainfleet – Rita Smith

- Community Living Ontario would like to invite elementary school aged children from across Ontario to participate in a contest that promotes and raises awareness about inclusive education. **The Together, We’re Better** contest is an annual contest inviting individual students to submit a story/poem or a class to submit a video expressing why class is better because students who have an intellectual/developmental disability are included and everyone is learning together. The intent is to have students and classes to begin thinking about inclusion and start a conversation about how a diverse class offers a better educational experience for all students. Winning prizes include resources for the classroom, pizza party, a tablet (for individual entries) and much more! The contest deadline is Tuesday, **January 28, 2020**. Winners will be announced on Friday, **February 7, 2020** and showcased on the Community Living Ontario’s website.

8. Pathstone Mental Health – Bill Helmeczi

- NIL Report

F. STAFF REPORTS

1. Secondary Principals – Adele Felice

- Nothing new to report; however, she will be seeking out information from our Catholic Secondary Schools on any special events that our unique students participate in. Board events will not be included in her upcoming submissions, as the SEAC members were looking for what our NCDSB unique students are doing.
- Our SEAC members are looking forward to hearing the upcoming updates from Adele!

2. Elementary Principals – Chris Kerho

- NIL Report

3. Special Education – Danny Giancola

- Upcoming modules for our students identified as *Gifted* will be taking place on **January 29, January 30, February 5 and February 7**. This module focuses on **S.T.R.E.A.M** - Science, Technology, Religion, Engineering, Art and Mathematics where students use coding and computational thinking to solve an “escape room” like problem.
- Kindergarten screenings is a new process for screening Kindergarten students is underway. Our department’s Speech Language Pathologists (SLPs) have taken on the responsibility of screening Kindergarten students who have been identified with having speech or language needs. School Based Rehab Services have formerly completed this task. Our department has identified many benefits to internal screening, the most obvious one being service delivery and shorter wait

periods.

- **SEA-IT** is an on-line portal that increases our efficiency with assigning and monitoring equipment for students that supports learning, accessibility and mobility in our schools.
- **PermissionClick** is a new online tool that will streamline our communication with parents in order to provide faster, more efficient service to students. PermissionClick will allow forms and documents to be digitally signed by parent(s)/guardian(s) that will help place our support staff more quickly in our schools.
- **ELITE** is another digital tool that will empower school staff to create documents such as School Based Teams and Case Conferences in a more efficient manner. ELite will create a more streamlined and paperless approach for communication between the school staff and the Student Support Staff. ELITE is also being built to record and track the intervention to students provided by the Student Support Staff.
- Kindergarten transitions are underway. Student Support is beginning phase one of transitioning our new September 2020 Kindergarten students with special education needs. The goal is to provide a smooth and seamless entry into Kindergarten with proper supports in place.
- Grade 8 Transitions to high school is also underway. Student Support is beginning the process to support elementary/secondary schools with the initial stages of transitioning students who require additional support into grade 9.
- **Canadian Cognitive Abilities Test (CCAT)** is now in full implementation. This is a new screener which has been purchased to support our process for identifying students who may be Gifted. This screener also assists teachers and ERTs with developing a student profile of strengths and needs.
- Our revised **Request for Student Support** form which is what the school staff completes to access support from our department. This form is geared towards building on student goals and their current level of independence. Our support staff uses this form in order to assist students to achieve the next level of independence in identified areas.

G. TRUSTEE REPORT

- The next Committee of the Whole Meeting will take place on **Tuesday, January 14, 2020**. Kathy Burtnik will update us at the next SEAC Meeting.
- Kathy Burtnik shared some exciting news about Michael Jacques. Vice President of CLO and member of CLWP Board, (and alternate NCDSB SEAC alternate), Michael Jacques has been recognized on the “Queens Commonwealth Trust” platform for his advocacy work, his influence as a public speaker and for the success of his book. The trust was established approximately two years ago by Queen Elizabeth and the President of the Trust is Prince Harry. The site showcases young adults that are making a change in their community among the 53 commonwealth countries.
- We are so proud to see the way Michael continuously inspires change in his community and beyond. Congratulations to him on this milestone! Be sure to visit the site and read his story: www.queenscommonwealthtrust.org/inspiration/michael-jacques-cant-read-cant-write-heres-my-book/.
- OECTA will be in a legal strike position on **Monday, January 13, 2020**.

H. STUDENT REPORT

- NIL Report

I. NCPIC Report

- NIL Report

J. FUTURE MEETINGS/ INFORMATION ITEMS

1. Election Proceedings – January 8, 2020.

- Elections were deferred to next month's meeting due to no quorum.

K. NEXT MEETING

- **Wednesday, February 5, 2019 at 6:30 pm at the CATHOLIC EDUCATION CENTRE**

L. ADJORNMENT

- This meeting was adjourned at 7:30 pm.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
FEBRUARY 25, 2020**

PUBLIC SESSION

TITLE: FINANCIAL REPORT AS AT JANUARY 31, 2020

The Financial Report as at January 31, 2020 is presented for information.

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

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

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

Date: February 25, 2020



REPORT TO THE BOARD FEBRUARY 25, 2020

FINANCIAL REPORT AS AT JANUARY 31, 2020

BACKGROUND INFORMATION

Niagara Catholic District School Board has completed the 2019-2020 revised estimates and the financial results continue to project a balanced portfolio for August 2020. The year-to-date January actual results are included in the reporting below.

Financial statement – notes

Expenses

The portion of the favourable variance in this account is attributed to the savings from the union withdrawal of services day in January. This amount will be adjusted, reconciled and returned to the Ministry of Education.

The replacement costs associated with additional staff has been factored into the supply budget for 2019-2020. The projected year-end costs associated with replacement costs continue to illustrate a slight rise in costs. This trend has continued to present challenges in replacing staff and continuity in our system.

Continuing Education has adjusted its cost structure to reflect current programs and services. Continuing Education continues to provide a positive revenue stream to subsidize regular school day programs. The year-end projections continue to illustrate efficiencies in continuing education.

Any savings in snow plowing for this winter has been absorbed by the additional salting services and rising costs associated with salting products. Facilities Services is expected to mitigate the additional costs with offset savings in utilities. The account is expected to balance at year-end.

The Financial Report as at January 31, 2020 is presented for information.

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

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

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

Date: February 25, 2020

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

TOTAL DAY SCHOOL PROGRAMS STAFFING

SUMMARY FTE(s)

	Original Estimates	Revised Estimates	Month of January	YTD Variance
Board Administration	44.0	44.0	-	0.0
Classroom Teachers	1,199.4	1,217.4	-	18.0
Coordinators/Consultants	19.5	19.5	-	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	97.2	97.2	-	0.0
School Office	86.7	86.7	-	0.0
School Operations Maintenance	182.54	182.54	-	0.0
Education Assistants	289.0	299.4	-	10.4
Grand Total	2,143.64	2,172.04	0.0	28.4

*does not include Elected Trustees and Student Trustees.

EXPENDITURES

In thousands of ('000)

	Revised Estimates	January 31 Actuals	Forecast Actuals	YTD Variance
TOTAL INSTRUCTION	\$	\$	\$	\$
1 Classroom Teachers	133,211	54,695	132,127	1,084
2 Supply Staff	6,637	2,746	6,805	-168
Education Assistants & ECE	21,522	10,937	21,129	394
Textbooks and Supplies	5,381	1,812	5,381	0
Computers	636	304	636	0
Professionals, Para and Technicians	8,072	2,993	7,923	150
Library & Guidance	3,994	1,942	4,320	-325
Staff Development	485	121	266	220
Department Heads	316	-	316	0
Principals & VPs	10,390	4,225	10,389	0
School Office	5,370	2,624	5,377	7
Coordinators and Consultants	2,439	982	2,310	130
3 Continuing Education	4,894	1,998	4,735	160

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

	Total Instruction Expenses	203,347	85,378	201,714	1,633
TOTAL ADMINISTRATION					
	Administration				
	Trustees	264	48	256	8
	Director and Supervisory Officers	1,204	699	1,207	-3
	Board Administration	5,963	1,998	5,937	26
	Total Administrations	7,431	3,638	7,400	31
TOTAL TRANSPORTATION					
	Transportation				
	Pupil Transportation	10,811	4,071	10,811	0
	Total Transportation	10,811	4,071	10,811	0
PUPIL ACCOMMODATION					
4	School Operations and Maintenance	21,627	8,708	21,627	0
	School Renewal	996	185	996	0
	Other Pupil Accommodation	3,392	1,773	3,391	0
	Amortization	16,103	6,710	16,104	-1
	Interest Charges	117		117	0
	Total Pupil Accommodation	42,235	17,376	42,235	0
	School Generated Funds Expenses	7,410	3,705	7,410	0
	TOTAL EXPENDITURE	271,234	113,276	269,570	1,664

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
FEBRUARY 25, 2020**

PUBLIC SESSION

**TOPIC: CORRESPONDENCE
LETTER FROM OCSTA – 2020 STUDENT TRUSTEE ALUMNI
AWARD**



Ontario Catholic School Trustees' Association

Box 2064, Suite 1804
20 Eglinton Avenue West
Toronto, Ontario M4R 1K8
T. 416.932.9460 F. 416.932.9459
ocsta@ocsta.on.ca www.ocsta.on.ca

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

February 12, 2020

Frank Fera, Chair
Niagara Catholic District School Board
427 Rice Road
Welland, ON L3C 7C1

Dear Frank:

Re: 2020 OCSTA Student Trustee Alumni Award

The Ontario Catholic School Trustees' Association (OCSTA) is pleased to announce that **Dr. Robert Murray**, former student trustee at the Niagara CDSB, has been selected as the recipient of the 2020 OCSTA Student Trustee Alumni Award.

Congratulations to your board for nominating such a worthwhile student trustee alumni who has demonstrated the qualities that embody this award.

The presentation of this award will take place during the Annual Dinner at the 2020 AGM & Conference, which is scheduled for 7:00 p.m. on Friday, May 1, in the Ballroom of the Fairmont Château Laurier, 1 Rideau Street, Ottawa, ON K1N 8S7. Dr. Murray and a guest are invited to attend the Reception and Annual Dinner, compliments of OCSTA, as well as the Mass, which will take place at Notre-Dame Cathedral, 385 Sussex Drive, Ottawa, at 5:00 p.m. A special invitation outlining the evening's events will be sent directly to Dr. Murray.

To facilitate Dr. Murray's participation at this event, we would be happy to reimburse him and one guest for reasonable combined travel expenses up to \$1,000 and for one hotel room night at the Fairmont Château Laurier (May 1).

Additional dinner tickets can be ordered through our office at a cost of \$101.70 each (\$90.00 + \$11.70 HST, gratuity included). Please advise Marie Palombi at mpalombi@ocsta.on.ca by **Friday, April 3**, if additional tickets are required.

Please convey our congratulations to the trustees of your board for submitting such a deserving candidate.

Sincerely,

Beverley Eckensweiler
President, OCSTA

cc: John Crocco, Director of Education

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
FEBRUARY 25, 2020**

PUBLIC SESSION

**TOPIC: TRUSTEE INFORMATION
SPOTLIGHT ON NIAGARA CATHOLIC – FEBRUARY 11, 2020**



February 11, 2020

Policies Recommended

During the February 11 Committee of the Whole Meeting, trustees recommended five policies be considered by the Board at the February 25 Board Meeting.

Establishment and Cyclical Review of Policies (100.5), Trustee Electronic Meetings Policy (100.8), Code of Conduct Policy (302.6.2), Purchasing/Supply chain Management Policy (600.1) and Volunteering in Catholic Schools Policy (800.9) will be considered at the February 25 Board Meeting.

School Year Calendar

Trustees will consider the 2020-2021 school year calendar at the February 25 Board Meeting.

If approved, there will be professional activity days for teachers September 2 and 3, before the official start of the school year on September 7. There will also be PA days on October 9 and November 20 (elementary and secondary), January 15 (elementary only), February 5 (secondary only), June 11 (elementary only) and June 29 (secondary only), as well as Wednesday, June 30, one day after classes finish for the year.

The Christmas break will take place from December 21 to January 1 (classes resume January 4), and the March Break will take place from March 15-19.

If approved by the Board, the proposed calendar will be posted on the Board website, and will be sent to the Ministry of Education for final approval. The Ministry-approved calendar will then be placed online.

Capital Projects Update

The tendering process is under way for a \$1.55-million, three-room childcare addition to Our Lady of Mount Carmel Catholic Elementary School in Niagara Falls. The tender is expected to close March 3, 2020, and the project has a completion date of Fall, 2020.

Niagara Catholic is currently seeking approval from the Ministry of Education to proceed with a tender to consolidate St. Charles and Monsignor Clancy Catholic Elementary Schools in Thorold at the Monsignor Clancy site. The proposed occupancy for this project is Fall, 2021.

Stay Up-to-Date with Niagara Catholic

We hope you're enjoying the new format of our website. Be sure to check our Good News section through the main page of this website, and to check us out on [Facebook](#) and follow us on [Twitter](#) and [Instagram](#) for news and events.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
FEBRUARY 25, 2020**

PUBLIC SESSION

**TOPIC: TRUSTEE INFORMATION
CALENDAR OF EVENTS – MARCH 2020**



MARCH 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3 Elementary VEX Robotics Competition	4 Technological Skills Competition SEAC Meeting	5 Technological Skills Competition Awards Presentation NCPIC Meeting	6	7
8	9	10 SAL Meeting CW Meeting Speak Out! Showcase	11	12	13	14
15	16	17	18	19	20	21
March Break March 16-20. Have a great week!						
22	23	24 Policy Committee Meeting Board Meeting	25	26	27	28
29	30	31				

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
FEBRUARY 25, 2020**

PUBLIC SESSION

**TOPIC: TRUSTEE INFORMATION
CELEBRATING INTERMEDIATE ARTISTS – MARCH 2, 2020
(REVISED DATE)**

You are invited to attend the 11th Annual

Celebrating Intermediate Artists

Gallery Gala Opening

Monday, March 2, 2020

6:30 - 7:30 PM

Niagara Catholic District School Board

Catholic Education Centre

427 Rice Road, Welland, Ontario



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

A Niagara Catholic Annual Event

RSVP to nadine.lauzon@ncdsb.com
by Tuesday, February 25, 2020

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
FEBRUARY 25, 2020**

PUBLIC SESSION

**TOPIC: TRUSTEE INFORMATION
ANNUAL TECHNOLOGICAL SKILLS COMPETITION -
MARCH 4, 2020**



**Niagara Catholic District School Board
Cordially invites you to the**

**17th Annual Skills Competition
Opening Ceremonies on**

**Wednesday, March 4, 2020 - 8:30 a.m.
Scotiabank Convention Centre
6815 Stanley Avenue, Niagara Falls**

**Join over 300 students and staff with our official
ceremony that will kick-off two days of excitement!**

Please RSVP to: ivana.galante@ncdsb.com

We look forward to having you join us at our Skills Event.

Thank you.



**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
FEBRUARY 25, 2020**

PUBLIC SESSION

**TOPIC: TRUSTEE INFORMATION
NIAGARA FOUNDATION FOR CATHOLIC EDUCATION'S
ANNUAL BENEFIT GALA – APRIL 17, 2020**

NIAGARA FOUNDATION
for
CATHOLIC EDUCATION

Annual Benefit Gala

with honorary guest,
Most Reverend Gerard Bergie, D.D.
Bishop of St. Catharines

Supporting students in need and providing scholarships



Friday, April 17, 2020
Club Roma Event & Conference Centre
5:30 p.m. Antipasto Bar ~ 7:00 p.m. Dinner

\$80.00/person

Payment can be made online at www.niagaracatholic.ca or by cheque payable
to the *Niagara Foundation for Catholic Education* (\$30 Tax receipt available upon request)

Payment must be received by April 9th, 2020

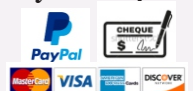


If paying by cheque, please send payment and information below to Sherry Morena, Corporate Services & Communications, Niagara Catholic District School Board, 427 Rice Rd, Welland ON L3C 7C1. For any further information call 905-735-0240 Ext 213 or email foundationgala@nfce.com

Name _____ # attending _____ Payment \$ _____

Email address _____ Phone # _____

Payment Options



**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
FEBRUARY 25, 2020**

PUBLIC SESSION

**TITLE: NOTICE OF MOTION
LIVE STREAMING**

Prepared by: Trustee Prince
Date Submitted: January 13, 2020
To be Presented: February 25, 2020
Date: February 25, 2020

January 13, 2020

Notice of Motion

Whereas by live streaming all NCDSB meetings, the Board of Trustees will increase transparency with the greater community thereby making it more convenient for all to become more active.

Whereas the live streams will be stored and available for reference of conversations/discussions which have taken place.

Whereas live streaming will increase the visibility of NCDSB and the programs/services offered throughout our system.

Whereas it will offer Trustees to participate in real time when connecting electronically/remotely.

Be it resolved that the Board of Trustees give direction to the Secretary of the Board and Director of Education to provide a detailed plan for the purpose of increasing transparency through providing live streaming capabilities for all public meetings at Niagara Catholic District School Board (NCDSB). This is to be completed and in use prior to the commencement of the 2020/2021 school year. The Secretary is to report back to the Board of Trustees no later than April 28, 2020 with the costs associated with supply/installation/storage and hosting the live streaming service for the Board's consideration.

Moved By:

(Leanne Prince) - signed electronically
Trustee Grimsby, Lincoln, West Lincoln, Pelham

Seconded by:

(Dino Sicoli) -signed electronically
Vice Chair
Trustee Fort Erie, Port Colbourne, Wainfleet