



*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

Electronic Meeting in Compliance with Education Act Section 207 and
Ontario Regulation 463/97 Section 5.1 (2)
Public Access 1-647-484-1596 Access Code 644537931#

**TUESDAY, MARCH 24, 2020
6:30 P.M.**



*FATHER KENNETH BURNS, C.S.C. BOARD ROOM
CATHOLIC EDUCATION CENTRE, WELLAND, ONTARIO*

A. ROUTINE MATTERS

1. Opening Prayers – Trustee Sicoli -
2. Roll Call -
3. Approval of the Agenda -
4. Declaration of Conflict of Interest -
5. Minutes of the Board Meeting of February 25, 2020 A5
6. Consent Agenda Items
 - 6.1 Unapproved Minutes of the Committee of the Whole Meeting of March 10, 2020 and Consideration of Recommendations A6.1
 - 6.1.1 Naming of a Board Facility, Designate Area or Chapel Policy (100.15) A6.1.1
 - 6.1.2 Occupational Health and Safety Policy (201.6) A6.1.2
 - 6.1.3 Employee Workplace Harassment Policy (201.7) A6.1.3
 - 6.1.4 Employee Workplace Violence Policy (201.11) A6.1.4
 - 6.1.5 Sexual Misconduct Policy (201.13) A6.1.5
 - 6.1.6 Student Use of Guide Dogs & Service Animals (NEW) A6.1.6
 - 6.2 Approved Minutes of the Niagara Catholic Parent Involvement Committee (NCPIC) Meeting of January 9, 2020 A6.2
 - 6.3 Approved Minutes of the Special Education Advisory Committee (SEAC) Meeting of February 5, 2020 A6.3
 - 6.4 In-Camera Agenda Items F1, F2, F3, F4, F5, F6 and F8 -

B. DELEGATIONS/PRESENTATIONS

C. COMMITTEE AND STAFF REPORTS

1. Financial Reports as at February 29, 2020 C1

D. TRUSTEE ITEMS, OPEN QUESTION PERIOD & OTHER BUSINESS

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

- 4. Trustee Information
 - 4.1 Spotlight on Niagara Catholic – March 10, 2020 D4.1
 - 4.2 Calendar of Events – April 2020 D4.2
 - 4.3 COVID-19 Update -

- 5. Open Question Period
(The purpose of the Open Question Period is to allow members of the Catholic school supporting public to ask about items on that night's public agenda or any previous agendas, and the Board to answer and react.)

E. NOTICES OF MOTION

F. BUSINESS IN CAMERA

G. REPORT ON IN CAMERA SESSION

H. FUTURE MEETINGS AND EVENTS

I. MOMENT OF SILENT REFLECTION FOR LIFE

J. ADJOURNMENT

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
MARH 24, 2020**

PUBLIC SESSION

**TOPIC: MINUTES OF THE BOARD MEETING OF
FEBRUARY 25, 2020**

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Minutes of the Board Meeting of February 25, 2020, as presented.



MINUTES OF THE BOARD MEETING

TUESDAY, FEBRUARY 25, 2020

Minutes of the Meeting of the Niagara Catholic District School Board, held on Tuesday, February 25, 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 Chair Fera

2. Roll Call

Chair Fera noted that Trustees Burtnik and Moody joined electronically.

| 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 Prince
Seconded by Trustee Huibers

THAT the Niagara Catholic District School Board approve the Agenda of the Board Meeting of February 25, 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 of January 28, 2020

Moved by Trustee Burtnik
Seconded by Trustee Sicoli

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

CARRIED

6. Consent Agenda Items

Chair Fera requested Item A6.1.3 be held. This item was moved to Committee and Staff Reports Section C2 of the agenda.

6.1 Unapproved Minutes of the Committee of the Whole Meeting of February 11, 2020 and Consideration of Recommendations

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

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)

Moved to Section C2

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.

6.2 Approved Minutes of the Special Education Advisory Committee (SEAC) Meeting of December 4, 2019 and January 8, 2020

THAT the Niagara Catholic District School Board receive the Approved Minutes of the Special Education Advisory Committee Meeting of December 4, 2019 and January 8, 2020, as presented.

6.3 In-Camera Items F1, F2, F4, F5, F6, F7 and F8

Moved by Trustee Burkholder
Seconded by Trustee Burtnik

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

CARRIED

B. DELEGATIONS/PRESENTATIONS

C. COMMITTEE AND STAFF REPORTS

1. Financial Report as at January 31, 2020

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

2. Consent Agenda Item A6.1.3 Code of Conduct Policy (302.6.2)

Chair Fera presented background information on a request to delegate to the Board on the Code of Conduct Policy (302.6.2) by a Toronto resident. Following a full discussion by the Board, Chair Fera and Director Crocco will reach out to her to provide answers to her emailed questions.

Moved by Trustee Huibers
Seconded by Trustee Sicoli

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

CARRIED

D. TRUSTEE ITEMS, OPEN QUESTION PERIOD & OTHER BUSINESS

1. Correspondence

Director Crocco highlighted information contained in the letter from OCSTA regarding the 2020 OCSTA Student Trustee Alumni Award to former Niagara Catholic Student Trustee Dr. Robert Murray.

2. Report on Trustee Conferences Attended

Nil Report

3. General Discussion to Plan for Future Action

- Progress is being made on the consultations and discussions of the System Priorities and Budget for 2020-2021.
- Senior staff is on schedule to bring information reports to future Committee of the Whole meetings.
- A recommendation from the Ad Hoc Committee for the naming of the new consolidated Monsignor Clancy Catholic Elementary School St. Charles Catholic Elementary School will be brought to the April Committee of the Whole for consideration.

4. Trustee Information

Director Crocco confirmed presentation of items D4.1 to D4.6 for the information or questions of Trustees.

4.1 Spotlight on Niagara Catholic – February 11, 2020

4.2 Calendar of Events – March 2020

4.3 Celebrating Intermediate Artists – March 2, 2020 (Revised Date)

4.4 Annual Technological Skills Competition – March 4, 2020

4.5 Speak Out – March 10, 2020

4.6 Niagara Foundation for Catholic Education’s Annual Benefit Gala – April 17, 2020

4.7 L’Arche Foundation

Director Crocco shared information regarding Jean Vanier, the founder of L’Arche Foundation and Fr. Tomas Philippe, Spiritual Director for Jean Vanier.

4.8 Covid-19

Director Crocco provided an update on the coronavirus as it relates to scheduled international trips.

5. Open Question Period

None Submitted

E. NOTICES OF MOTION

1. Live Streaming

Trustee Prince presented the Live Streaming notice of motion.

Trustee Prince, Director Crocco and Superintendent Vetrone answered questions of Trustees.

Moved by Trustee Prince
Seconded by Trustee Sicoli

THAT be it resolved 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. 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

CARRIED

Moved by Trustee Burtnik
Seconded by Trustee Prince

THAT a price breakdown on live streaming be provided for Board, Committee of the Whole and all Committee Meetings of the Board.

CARRIED

F. BUSINESS IN CAMERA

Moved by Trustee Prince
Seconded by Trustee Huibers

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

CARRIED

The Niagara Catholic District School Board moved into the In Camera Session of the Board Meeting at 7:24 p.m. and reconvened at 9:04 p.m.

G. REPORT ON THE IN-CAMERA SESSION

Moved by Trustee Prince
Seconded by Trustee Huibers

THAT the Niagara Catholic District School Board report the motions from the In Camera Session of the Board Meeting of February 25, 2020.

CARRIED

SECTION A: STUDENT TRUSTEES PRESENT

Moved by Trustee Burkholder
Seconded by Trustee Burtnik

THAT the Niagara Catholic District School Board approve the Minutes of the In Camera Session of the Board Meeting - SECTION A: Student Trustees Present of January 28, 2020, as presented.

CARRIED (Item F1)

Moved by Trustee Burkholder
Seconded by Trustee Burtnik

THAT the Niagara Catholic District School Board receive the unapproved Minutes of the In Camera Session of the Committee of the Whole Meeting - SECTION A: Student Trustees Present of February 11, 2020, as presented.

CARRIED (Item F2)

SECTION B: STUDENT TRUSTEES EXCLUDED

Moved by Trustee Burkholder
Seconded by Trustee Burtnik

THAT the Niagara Catholic District School Board approve the Minutes of the In Camera Session of the Board Meeting - SECTION B: Student Trustees Excluded of January 28, 2020, as presented.

CARRIED (Item F4)

Moved by Trustee Burkholder
Seconded by Trustee Burtnik

THAT the Niagara Catholic District School Board receive the unapproved Minutes of the In Camera Session of the Committee of the Whole Meeting - SECTION B: Student Trustees Excluded of February 11, 2020, as presented.

CARRIED (Item F5)

H. FUTURE MEETINGS AND EVENTS

I. MOMENT OF SILENT REFLECTION FOR LIFE

J. ADJOURNMENT

Moved by Trustee Prince
Seconded by Trustee Turner

THAT the February 25, 2020 meeting of the Niagara Catholic District School Board be adjourned.

CARRIED

This meeting was adjourned at 9:05 p.m.

Minutes of the Meeting of the Niagara Catholic District School Board held on **February 25, 2020**.

Approved on **March 24, 2020**.

Frank Fera
Chair of the Board

John Crocco
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
MACH 24, 2020**

PUBLIC SESSION

**TOPIC: UNAPPROVED MINUTES OF THE COMMITTEE OF THE
WHOLE MEETING OF MARCH 10, 2020**

RECOMMENDATION

THAT the Niagara Catholic District School Board receive the unapproved Minutes of the Committee of the Whole Meeting of March 10, 2020, as presented.

The following recommendations are being presented for the Board's consideration from the Committee of the Whole Meeting of March 10, 2020:

6.1.1 *Naming of a Board Facility, Designate Area or Chapel Policy (100.15)*

THAT the Niagara Catholic District School Board approve the Naming of a Board Facility, Designate Area or Chapel Policy (100.15), as presented.

6.1.2 *Occupational Health and Safety Policy (201.6)*

THAT the Niagara Catholic District School Board approve the Occupational Health and Safety Policy (201.6), as presented.

6.1.3 *Employee Workplace Harassment Policy (201.7)*

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

6.1.4 Employee Workplace Violence Policy (201.11)

THAT the Niagara Catholic District School Board approve the Employee Workplace Violence Policy (201.11), as presented.

6.1.5 Sexual Misconduct Policy (201.13)

THAT the Niagara Catholic District School Board approve the Sexual Misconduct Policy (201.13), as presented.

6.1.6 Student Use of Guide Dogs and Service Animals Policy (NEW)

THAT the Niagara Catholic District School Board approve the Student Use of Guide Dogs and Service Animals Policy, as presented.



MINUTES OF THE COMMITTEE OF THE WHOLE MEETING

TUESDAY, MARCH 10, 2020

Minutes of the Meeting of the Committee of the Whole of the Niagara Catholic District School Board, held on Tuesday, March 10, 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 Trustee Huibers

2. **Roll Call**

Vice-Chair Sicoli noted that Trustee Moody was excused and Trustee Turner joined electronically.

| 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 Prince

THAT the Committee of the Whole approve the Agenda of the Committee of the Whole Meeting of March 10, 2020, as presented.

CARRIED

4. Declaration of Conflict of Interest

Declaration of Conflict of Interest was declared by Trustees Huibers and Fera with Item F4.1 of the In Camera Agenda. These trustees have family members who are teachers, or employees of the Board. They left the meeting during discussion of this item.

5. Approval of Minutes of the Committee of the Whole Meeting of February 11, 2020

Moved by Trustee Fera

THAT the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting of February 11, 2020, as presented.

CARRIED

6. Consent Agenda Items

Trustee Fera requested Item A6.3 be held. This item was moved to Committee and Staff Reports Section C4 of the agenda.

6.1 Unapproved Minutes of the Policy Committee Meeting of February 25, 2020

THAT the Committee of the Whole receive the Unapproved Minutes of the Policy Committee Meeting of February 25, 2020, as presented.

6.2 Approval of Policies

6.2.1 Naming of a Board Facility, Designate Area or Chapel Policy (100.15)

THAT the Policy Committee recommend to the Committee of the Whole approval of the Naming of a Board Facility, Designate Area or Chapel Policy (100.15), as presented.

6.2.2 Occupational Health and Safety Policy (201.6)

THAT the Policy Committee recommend to the Committee of the Whole approval of the Occupational Health and Safety Policy (201.6), as presented.

6.2.3 Employee Workplace Harassment Policy (201.7)

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

6.2.4 Employee Workplace Violence Policy (201.11)

THAT the Policy Committee recommend to the Committee of the Whole approval of the Employee Workplace Violence Policy (201.11), as presented.

6.2.5 Sexual Misconduct Policy (201.13)

THAT the Policy Committee recommend to the Committee of the Whole approval of the Sexual Misconduct Policy (201.13), as presented.

6.2.6 Student Use of Guide Dogs & Service Animals Policy (NEW)

THAT the Policy Committee recommend to the Committee of the Whole approval of the Student Use of Guide Dogs & Service Animals Policy (NEW), as presented.

6.3 Extended Overnight Field Trip, Excursion and Exchange Committee

Moved to Section C4

6.4 Staff Development Department Professional Development Opportunities

Presented for information.

6.5 Capital Projects Progress Report Update

Presented for information.

6.6 In Camera Items F1 and F3

Moved by Trustee Huibers

THAT the Committee of the Whole adopt consent agenda items.

CARRIED

B. PRESENTATIONS

1. Speak Out! Showcase 2020

Yolanda Baldasaro, Superintendent of Education presented background information on Speak Out! Showcase 2020 and introduced the speakers who presented their award winning speeches to the Committee of the Whole.

Team 1: Olivia Tehrani, St. Mark Catholic Elementary School
Topic: *Children's Rights*

Team 2: Elisha Amer, Loretto Catholic Elementary School
Topic: *Self-Love*

Team 3: Luca Giancola, Alexander Kuska Catholic Elementary School
Topic: *Making a Difference*

Vice-Chair Sicoli congratulated the students on their award winning speeches. Vice-Chair Sicoli, along with Director Crocco presented the students with Niagara Catholic "Excellence in Academics" pins.

C. COMMITTEE AND STAFF REPORTS

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

Director Crocco and members of Senior Administrative Council presented the Committee of the Whole System Priorities and Budget 2019-2020/2020-2021 Update including continued updates on COVID-19 and the preparation, communication and prevention in our schools for students and staff.

2. Niagara Student Transportation Services

Giancarlo Vetrone, Superintendent of Business & Financial Services presented background information on Niagara Student Transportation Services and introduced Lori Ziraldo, Executive Director of NSTS.

Ms. Ziraldo presented the Niagara Student Transportation Services report for Trustee information.

Ms. Ziraldo answered questions of Trustees.

3. Accountability Financial Report 2019-2020 as of February 29, 2020

Superintendent Vetrone presented the Accountability Financial Report 2019-2020.

Superintendent Vetrone answered questions of Trustees.

4. Consent Agenda Item A6.3

4.1 Extended Overnight Field Trip, Excursion and Exchange Committee

Discussion took place regarding the Extended Overnight Field Trip, Excursion and Exchange Committee report.

Director Crocco and Superintendent Farrell answered questions of Trustees.

Moved by Trustee Burkholder

THAT the Committee of the Whole receive the Extended Overnight Field Trip, Excursion and Exchange Committee report for information.

CARRIED

5. Monthly Updates

5.1 Student Trustees' Update

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

5.2 Senior Staff Good News Update

Senior Staff highlights included:

Superintendent Baldasaro

- The 17th Annual Niagara Catholic Technological Skills Competition Awards ceremony took place on Tuesday, March 10, 2020 at Centre Court in the Seaway Mall, Welland. Approximately 250 Niagara Catholic secondary student competitors, staff and guests participated in the ceremony that included a keynote address, recognition of community partners and sponsors, recognition of students receiving post-secondary scholarships and bursaries, recognition of the "Friend of Technology" award recipient and recognition of the bronze, silver and gold medal student recipients for each technological category.

Superintendent Farrell

- Connor Murphy, former Blessed Trinity Catholic Secondary School student class of 2011 sang the Canadian National Anthem at the Toronto Maple Leafs game on Saturday, February 22 and Saturday, February 29, 2020.
- Thomas Mete, Grade 10 student at Lakeshore Catholic High School along with three other students from Blessed Trinity Catholic Secondary School, Denis Morris Catholic High School and Saint Paul Catholic High School where selected from hundreds of applicants to participate in caucus meetings at Queen's Park and then spend a full day in the Legislature role playing MPP's.
- Lakeshore Catholic High School student Elijah Lovegrove made history as an author by contributing his bio along with 125 authors in *Magnetic Entrepreneur*. The book has made International Bestseller in five categories on Amazon and has achieved a new Guinness World Record.

D. INFORMATION

1. Trustee Information

Director Crocco confirmed presentation of items D1.4 to D1.5 for the information or questions of Trustees.

1.1 Spotlight on Niagara Catholic – February 25, 2020

1.2 Calendar of Events – March 2020

1.3 March Break – March 16-20, 2020

1.4 Niagara Foundation for Catholic Education's Annual Benefit Gala – April 17, 2020

1.5 CCSTA AGM and Conference – June 4-6, 2020

E. OTHER BUSINESS

1. General Discussion to Plan for Future Action

- 1.1 Continued implementation of System Priorities 2019-2020.
- 1.2 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 8:45 p.m. and reconvened at 9:42 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 March 10, 2020.

CARRIED

SECTION A: STUDENT TRUSTEES INCLUDED

Moved by Trustee Huibers

THAT the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting - In Camera Session (Section A: Student Trustees Included) held on February 11, 2020, as presented.

CARRIED (Item F1)

SECTION B: STUDENT TRUSTEES EXCLUDED

Moved by Trustee Huibers

THAT the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting - In Camera Session (Section B: Student Trustees Excluded) held on February 11, 2020, as presented.

CARRIED (Item F3)

Moved by Trustee Huibers

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

CARRIED (Item F5)

H. ADJOURNMENT

Moved by Trustee Burkholder

THAT the March 10, 2020 Committee of the Whole Meeting be adjourned.

CARRIED

This meeting was adjourned at 9:43 p.m.

Minutes of the Committee of the Whole Meeting of the Niagara Catholic District School Board held on **March 10, 2020.**

Approved on **April 14, 2020.**

Dino Sicoli
Vice-Chair of the Board

John Crocco
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
MARCH 24, 2020**

PUBLIC SESSION

**TOPIC: APPROVAL OF POLICIES
NAMING OF A BOARD FACILITY, DESIGNATE AREA OR
CHAPEL POLICY (100.15)**

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Naming of a Board Facility, Designate Area or Chapel Policy (100.15), as presented.

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

Presented by: Policy Committee

Recommended by: Committee of the Whole

Date: March 24, 2020



Niagara Catholic District School Board

NAMING OF A BOARD FACILITY, DESIGNATED AREA OR CHAPEL

STATEMENT OF POLICY

100 – Board

Policy No 100.15

Adopted Date: June 21, 2016

Latest Reviewed/Revised Date: Nil

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, all Board facilities, designated area or Chapel will be named to honour the Divinity, a Catholic tradition, a person, or a group that has been officially recognized by the Catholic Church or the Bishop of the Diocese of St. Catharines.

The name of all Board facilities, designated area or Chapel, in whole or in part, will reflect the faith traditions and Gospel values of the Catholic Church, be of inspiration, unique identity and a connection for the students, staff and families associated within the community it serves.

Affirming the universal call to holiness, when an individual for whom a current school has been named is canonized by the Catholic Church or the individual's title or name has been changed by the Catholic Church, following consultation, the Board will change the name of the school accordingly and work with the school community through the transition.

All requests to the Board to consider naming or renaming of a Board facility, designated area or Chapel, in whole or in part, must meet the criteria and process outlined within the Administrative Procedures.

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

References

- [*Education Act*](#)
- [*Code of Canon Law*](#)



All requests for the naming or renaming of a Board facility, designated area or Chapel, in whole or in part, will meet the criteria outlined in the Administrative Procedures and adhere to the following process for consideration and approval:

1. All requests to name or rename a Board facility or designated area, in whole or in part, excluding Chapels, must be:
 - a. Named after a Saint, a Pope, one of the mysteries of the Catholic Church or an exemplary Catholic individual or group of individuals;
 - b. Designated as “Catholic” in the name of the whole facility;
 - c. Used in full and not abbreviated;
 - d. Named in the possessive form;
 - e. Unique within the names approved for Board facilities;
 - f. Prominently displayed on the exterior of the facility or designated area along with the Board logo for the naming of an entire facility; or,
 - g. Prominently displayed in the interior of the facility identifying the named designated area.
2. All requests will be presented to the Family of Schools’ Superintendent of Education for consideration.
3. If supported by the Family of Schools’ Superintendent of Education, a recommendation will be made to the Director of Education for consideration.
4. If supported by the Director of Education, the Director will determine the appropriate course of action to present the request to the Board of Trustees.
5. The Board of Trustees will approve the naming of all Board facilities, designated area or Chapel, in whole or in part.

Excluded from the above process is the renaming of an existing Board facility if the individual is canonized by the Catholic Church. In this circumstance, following consultation with the Family of Schools’ Superintendent of Education, the school Principal, the Student Council President, where it is in place, and the Chair of the Catholic School Council, the Director of Education will bring a report to the Board of Trustees to change the name of the school accordingly and to work with the school community through the transition.

NAMING OR RENAMING OF A BOARD FACILITY IN WHOLE

Excluding the canonization of an individual for whom a school is named, or an individual’s title has been changed by the Catholic Church, all requests for the name of a new Board facility or to rename a current Board facility will meet the criteria outlined in this Policy and Administrative Procedures and adhere to the following process for consideration and approval.

The Director of Education will bring an Ad Hoc Committee report to the Board for the naming or renaming of a Board facility. The report will include the Terms of Reference and include the criteria as noted within this Policy and Administrative Procedures, the Ad Hoc Committee Membership and the timeline for the recommendation of the Ad Hoc Committee for the consideration of the Board.

The Ad Hoc Committee will consult with:

- a) the Bishop of the Diocese of St. Catharines;
- b) the local Trustee(s);
- c) the Chair and Vice-Chair of the Board;
- d) the Director of Education;
- e) the Board Chaplaincy Leader;
- f) where possible, staff of the facility;
- g) where possible, the local Student Council(s);
- h) where possible, the local Catholic School Council(s);
- i) where possible, the local Catholic school community.

PROCESS FOR NAMING OR RENAMING OF A DESIGNATED AREA WITHIN A BOARD FACILITY

All requests for the naming or renaming of a designated area of a Board facility will meet the criteria outlined in this Policy and Administrative Procedures and adhere to the following process for consideration and approval:

1. Requests will be presented to the Family of Schools' Superintendent of Education for consideration.
2. If supported by the Family of Schools' Superintendent of Education, a recommendation will be made to the Director of Education for consideration.
3. If supported by the Director of Education, the Director will present the recommendation to the Board of Trustees for consideration.
4. The Board of Trustees will approve the naming or renaming of all designated areas within a Board facility.
5. The name of the designated area of the Board facility will be displayed with an appropriate sign or lettering.

PROCESS FOR NAMING OR RENAMING A CHAPEL WITHIN A BOARD FACILITY

All requests for the naming or renaming of a Chapel within a Board facility will meet the criteria outlined in this Policy and Administrative Procedures and adhere to the following process for consideration and approval.

All Chapels in the Niagara Catholic District School Board will be named after the Blessed Trinity, or a name for Christ, or a mystery of his life already accepted in the liturgy, or the name of the Holy Spirit, or a name for the Blessed Virgin Mary, or a name of a holy angel, or the name of a Saint, or the name of a blessed provided the Bishop has given permission.

1. All requests will be presented to the Family of Schools' Superintendent of Education for consideration.
2. If supported by the Family of Schools' Superintendent of Education, a recommendation will be made to the Director of Education for consideration.
3. The Director of Education will consult with the Bishop of the Diocese of St. Catharines for endorsement.
4. If supported by the Director of Education and endorsed by the Bishop of the Diocese of St. Catharines, the Director will present the recommendation to the Board of Trustees for consideration.
5. The Board of Trustees will approve the naming or renaming of a Chapel within a Board facility.
6. The name of the Chapel within a Board facility will be displayed with an appropriate interior sign or lettering.

Adopted Date: June 21, 2016

Revision History:

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
MARCH 24, 2020**

PUBLIC SESSION

**TOPIC: APPROVAL OF POLICIES
OCCUPATIONAL HEALTH AND SAFETY POLICY (201.6)**

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Occupational Health and Safety Policy (201.6), as presented.

Prepared by: Frank Iannantuono, Superintendent of Education/Human Resources
Presented by: Policy Committee
Recommended by: Committee of the Whole
Date: March 24, 2020



Niagara Catholic District School Board
OCCUPATIONAL HEALTH & SAFETY POLICY
STATEMENT OF POLICY

200 – Human Resources

Policy No 201.6

Adopted Date: January 29, 2002

Latest Reviewed/Revised Date: November 27, 2018

In keeping with the Mission, Vision, and Values of the Niagara Catholic District School Board the Niagara Catholic District School Board believes that the prevention of employee occupational illness and injury and the prevention of accidents to volunteers, students and visitors on Board premises, is of the utmost importance. The Board, therefore, shall maintain as safe working environment as possible and take all reasonable precautions to prevent injury or occupational illness at Niagara Catholic District School Board sites and is committed to providing a safe, respectful and healthy workplace and learning environment for all employees, students, volunteers, visitors and contractors. The Board is committed to continually improving health and safety practices and performance in compliance with the Occupational Health and Safety Act.

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

Reference

- [***Occupational Health and Safety Act and Regulations for Industrial Establishments, R.S.O. 2001, Chapter 0.1***](#)



Niagara Catholic District School Board
OCCUPATIONAL HEALTH & SAFETY POLICY
ADMINISTRATIVE PROCEDURES

200 – Human Resources

Policy No 201.6

Adopted Date: January 29, 2002

Latest Reviewed/Revised Date: November 27, 2018

Every employee has a responsibility to work in a safe manner; to use or wear the equipment, protective devices or clothing that the Employer, or legislation, requires to be used or worn; to report to their supervisor, the absence or defect in any equipment or protective device of which they are aware and which may endanger them or another worker; to report to their Supervisor any hazard or potential hazard, within the Board's jurisdiction, of which they are aware.

The Employer through the Supervisor has a responsibility for the safety of employees who report to them and therefore must ensure that employees work in a safe manner and use or wear the equipment, protective devices or clothing that the Board, or legislation, requires to be used or worn. Additionally, the Employer and/or other designated personnel, has an obligation to address concerns put forth by any party regarding matters of occupational health and safety that are within the Board's jurisdiction.

The Niagara Catholic District School Board supports the Internal Responsibility System whereby all workplace parties participate in building safety programs that exceed the minimum standards as set out by the Occupational Health and Safety Act. Employees who direct work are responsible for ensuring that safe work procedures and training are implemented and followed to maintain a safe and healthy workplace. They are also responsible to ensure that hazards, unsafe conditions, practices and behaviors that are reported to them are addressed.

All parties employed within or contracted by the Employer must act in compliance with the *Occupational Health and Safety Act and Regulations for Industrial Establishments, R.S.O. 2001, Chapter 0.1*, as amended.

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|--------------------------|---|
| Adopted Date: | January 29, 2002 |
| Revision History: | December 20, 2011 November 26, 2013 June 21, 2016 May 23, 2017 November 27, 2018 |

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
MARCH 24, 2020**

PUBLIC SESSION

**TOPIC: APPROVAL OF POLICIES
EMPLOYEE WORKPLACE HARASSMENT POLICY (201.7)**

RECOMMENDATION

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

Prepared by: Frank Iannantuono, Superintendent of Education/Human Resources

Presented by: Policy Committee

Recommended by: Committee of the Whole

Date: March 24, 2020



Niagara Catholic District School Board

EMPLOYEE WORKPLACE HARASSMENT POLICY

STATEMENT OF POLICY

200 – Human Resources

Policy No 201.7

Adopted Date: March 26, 2002

Latest Reviewed/Revised Date: October 22, 2019

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

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

Where the occasion of a complaint of harassment arises, the Board may achieve resolution through a formal or informal process. During the process all information gathered is to be kept confidential.

It is the intention of the policy and the resulting procedures to attempt to protect both the complainant and the accused. Therefore, each party has equal rights at all steps throughout the process.

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

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

References:

- [**Municipal Freedom of Information and Protection of Privacy Act**](#)
- [**Occupational Health & Safety Act \(December 2009\) Bill 13**](#)
- [**Bill 132: Sexual Violence and Harassment Action Plan Act**](#)
- [**Ontario Human Rights Code 1990**](#)
- [**Teaching Profession Act**](#)
- [**Niagara Catholic District School Board Policies/Procedures**](#)
 - [**Workplace Violence Policy \(201.11\)**](#)
 - [**Trustee Code of Conduct**](#)
 - [**Complaint Resolution Policy**](#)
 - [**Protocol Between Niagara Region Police Service and the Niagara Catholic District School Board**](#)
 - [**Employee Code of Conduct & Ethics Policy**](#)
 - [**Privacy Policy \(600.6\)**](#)
 - [**Records and Information Management Policy \(600.2\)**](#)



EMPLOYEE WORKPLACE HARASSMENT POLICY

ADMINISTRATIVE PROCEDURES

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

WORKPLACE HARASSMENT

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

ETHNOCULTURAL HARASSMENT

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

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

SEXUAL HARASSMENT IS:

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

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

Sexual Harassment may include:

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

Sexual Harassment is not:

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

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

- Informal resolution processes are used to resolve concerns and complaints in order to move working relationships forward constructively.
- Complainants are encouraged to attempt to resolve concerns at the Informal Resolution Stage, within two (2) working days or timelines agreed upon by both parties. However, if the complainant believes circumstances make this difficult to do; the complainant may follow the Formal Resolution procedures.

Available informal resolution processes include:

- The complainant may speak directly to the accused, in order to:
 - identify the specific conduct, action or attitudes which are alleged to be harassing
 - demand that the conduct, action or attitudes cease
- The complainant may choose to speak to their Immediate Supervisor, or another Supervisor, in an attempt to resolve the complaint.
- This Supervisor may arrange informal meetings to resolve the issue and the parties concerned may be accompanied by an advocate to attend the meetings if they so choose.
- In some circumstances training (such as sensitivity awareness training or group harassment/discrimination awareness training) can be considered for the complainant and the respondent.
- No formal written records are necessary at this stage. It is strongly suggested, however, that the parties should keep personal documentation of the meeting(s).

COMPLAINT RESOLUTION PROCEDURES - FORMAL RESOLUTION

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

- identification of the specific conduct, action, or attitudes which the complainant considers harassing
- identification of any witnesses to the conduct, action or attitudes
- a suggested resolution
- A copy of this complaint must be sent by the complainant to the accused within three (3) working days of the registration of the complaint.
- If the complaint is directed at another member of the College of Teachers, teachers are required to comply with section 18 1(b) of the regulation made under the **Teaching Profession Act**.

INVESTIGATIVE PROCEDURE OF THE COMPLAINT BY THE SUPERVISOR

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

- If the complaint is against the Director of Education the Chair of the Board will refer the issue to the Board after conducting an informal investigation in order to assess merit.
- If the complaint is against a Trustee, the Director of Education will refer the issue to the Chair of the Board after conducting an informal investigation in order to assess merit.
- If the complaint is against the Chair, the Director of Education will refer the issue to the Vice- Chair of the Board after conducting an informal investigation in order to assess merit.
- The Board will ensure the worker who has allegedly experienced workplace harassment and the alleged harasser, if he or she is a worker of the employer, are informed in writing of the results of the investigation and of any corrective action that has been taken or that will be taken as a result of the investigation

RECORDS

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

OTHER CONSIDERATIONS

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

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| Adopted Date: | March 26, 2002 |
| Revision History: | February 23, 2010 February 28, 2012 November 26, 2013 February 24, 2015 June 21, 2016 May 23, 2017 November 27, 2018 July 10, 2019 October 22, 2019 |

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
MARCH 24, 2020**

PUBLIC SESSION

**TOPIC: APPROVAL OF POLICIES
EMPLOYEE WORKPLACE VIOLENCE POLICY (201.11)**

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Employee Workplace Violence Policy (201.11), as presented.

Prepared by: Frank Iannantuono, Superintendent of Education/Human Resources

Presented by: Policy Committee

Recommended by: Committee of the Whole

Date: March 24, 2020



EMPLOYEE WORKPLACE VIOLENCE POLICY

STATEMENT OF POLICY

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

The Board believes that the eradication of workplace violence in the school/workplace is the joint responsibility of the employer and the employee. Therefore, any employee who becomes aware of a potential workplace violence situation has a responsibility to draw appropriate attention to it.

Workplace Violence will not be tolerated while an employee is conducting company business, or work related functions.

If the employee believes they are at risk of violence in the workplace including domestic violence they must advise the employer and the employer will take appropriate steps which may include seeking the assistance of the local police.

Where the occasion of workplace violence arises, the Board will achieve resolution through a formal process. During the process all information gathered is to be kept confidential.

In accordance with current legislation in the Province of Ontario, the Board will assess the risks of workplace violence ([Appendix A](#)) that may arise from the nature of the workplace, and provide relevant training, information and instruction to the employees.

This Policy is to be applied in conjunction with other Board Policies dealing with employee behaviour, progressive discipline, conflict resolution and school safety (i.e. Code of Conduct, Access to School Premises, Criminal Background Check, Police and School Board Protocol, Occupational Health and Safety, Employee Workplace Harassment).

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

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

References

- [**Bill 168: Occupational Health and Safety Amendment Act \(Violence and Harassment in the Workplace\) 2009**](#)
- [**Human Rights Code**](#)
- [**Municipal Freedom of Information and Protection of Privacy Act**](#)
- [**Occupational Health & Safety Act \(December 2009\)**](#)
- [**Niagara Catholic District School Board Policies/Procedures**](#)
 - [**Employee Workplace Harassment Policy \(201.7\)**](#)
 - [**Privacy Policy \(600.6\)**](#)



EMPLOYEE WORKPLACE VIOLENCE POLICY

ADMINISTRATIVE PROCEDURES

Workplace Violence is defined by the Ministry of Labour (MOL) as:

- the exercise of physical force by a person against a employee, in a workplace, that causes or could cause physical injury to the employee;
- an attempt to exercise physical force against a employee in a workplace, that could cause physical injury to the employee; and
- a statement or behaviour that it is reasonable for a employee to interpret as a threat to exercise physical force against the employee, in the workplace, that could cause physical injury to the employee.
- **Workplace** refers to any place where employees perform work or work-related duties or functions. Schools and school-related activities, such as co-curricular activities and excursions, comprise the workplace, as do Board offices and facilities. Conferences and training sessions fall within the ambit of this policy.
- **Employee** refers to all employees of the Board.

According to the Occupational Health & Safety Act:

- “worker” means any of the following
- A person who performs work or supplies services for monetary compensation.
- A secondary school student who performs work or supplies services for no monetary compensation under a work experience program authorized by the school board that operates the school in which the student is enrolled
- A person who performs work or supplies services for no monetary compensation under a program approved by a college of applied arts and technology, university or other post-secondary institution.
- A person who receives training from an employer, but who, under the Employment Standards Act, 2000, is not an employee for the purposes of that Act because the conditions set out in subsection 1 (2) of that Act have been met.
- Such other persons as may be prescribed who perform work or supply services to an employer for no monetary compensation;

Definitions are subject to changes from time to time as the appropriate legislation is reviewed or amended.

The Employee Workplace Violence Policy and Administrative Procedures shall be posted in a specific area, at the Health and Safety Station, in every workplace throughout the Niagara Catholic District School Board.

PROVISION OF INFORMATION

Disclosure of Information with respect to Workplace Violence provided to a employee may include personal information related to a risk of violence from a person with a history of violent behaviour if,

- The employee can be expected to encounter that person in the course of his or her work; and

- The risk of workplace violence is likely to expose the employee to physical injury, as outlined in legislation.

No employer or supervisor shall disclose more personal information than is reasonably necessary to protect the worker from physical injury.

DOMESTIC VIOLENCE

If the employer becomes aware, or ought to reasonably be aware that domestic violence that is likely to expose an employee to physical injury may occur in the workplace, the employer will take every reasonable precaution to protect the employee.

COMPLAINT PROCEDURE

When an employee has been the subject of a workplace violence, the following steps shall be considered:

1. The alleged assailant will be removed from the presence of the employee immediately, if the immediate Supervisor at the time of the incident deems it reasonable and practical.
2. The employee(s) shall receive immediate and appropriate support and/or medical attention if warranted.
3. In the event of a physical assault, medical verification of the injury sustained in the assault must be established and recorded as soon as possible by the immediate Supervisor.
4. Without delay, the assaulted employee(s) shall inform the immediate Supervisor. The immediate Supervisor must inform the Senior Administrator of Human Resources, who will then notify the appropriate Superintendent or Controller of Facilities Services.
5. It shall be the responsibility of the Senior Administrator of Human Resources to inform the appropriate Union President, if applicable, of the incident. These procedures do not preclude the assaulted employee(s) from contacting the Police and/or their Association/union representatives.
6. The immediate Supervisor will advise the alleged assailant, as soon as it is practical, that documentation of the specific details shall be recorded.
7. The immediate Supervisor will endeavour to restore the environment to normalcy and will conduct an investigation into the assault. The completed [Ontario Education Service Corporation \(OESC\) On-Line Reporting System](#) resulting from the investigation will be forwarded to the Senior Administrator of Human Resources with a copy to the appropriate Superintendent or Controller of Facilities Services. A copy of the [Niagara Catholic Employee Incident/Accident Report](#) will also be required in the event of a physical assault.
8. Upon receiving the reports from the employee and immediate Supervisor, the Senior Administrator of Human Resources will consult with the appropriate Superintendent(s) and/or Controller of Facilities Services prior to any action taken.
9. The Senior Administrator of Human Resources may seek legal advice for the Board regarding the incident.
10. The Senior Administrator of Human Resources shall inform the employee of the support mechanisms available through the Board.
11. With the approval of the Superintendent of Human Resources, the Senior Administrator of Human Resources may, if deemed appropriate, grant an approved leave of absence without loss of pay or sick leave credit, to the employee(s) who has been the subject of an assault.
12. The Niagara Catholic District School Board will not discriminate against employees because they are perceived to be victims of workplace violence.
13. In all cases, with Police involvement, the employee and immediate Supervisor shall report the incident(s) on the appropriate incident report.
14. Copies of reports made by the employee and immediate Supervisor must be given to the Senior Administrator of Human Resources, appropriate Superintendent(s) and/or Controller of Facilities if appropriate, where appropriate action will be taken. Upon written request to the Senior Administrator of Human Resources, a copy of the detailed report from the immediate Supervisor will be provided to the employee(s).
15. Where the two (2) or more parties involved in the assault are assigned to the same department or work-site, future work assignments and location shall be reviewed with the Senior Administrator of Human Resources, the appropriate Superintendent(s) or Controller of Facilities, and the Immediate Supervisor.
16. Infringement of this policy will give rise to disciplinary measures up to and including termination of employment.

JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE REPRESENTATIVES

This Policy is to be interpreted and applied in conjunction with other board policies dealing with employee behaviour, progressive discipline, conflict prevention and resolution, and school safety.

The employer shall advise the Joint Occupational Health and Safety Committee at the school site of the results of the assessment or re-assessment of the Workplace Violence Management Program and provide a copy where the assessment or re-assessment is in writing.

The Workplace Violence Survey ([Appendix B](#)) will be conducted as often as necessary in order to monitor employee input and the provision necessary information to employees.

The employer will provide for a risk assessment ([Appendix A](#)) in relation to workplace violence having regard to the nature of the workplace, the type of work, working conditions, circumstances that would be common to similar workplaces and circumstances particular to that workplace. The results of the risk assessment must be provided to the joint health and safety committee or the health and safety representative, or, if none exists, to the workers themselves within ten (ten) working days or a timeline agreed upon by both parties. Risk assessments must be performed as often as necessary.

The OHSA requires employers to notify the Ministry of Labour of critical injury (as defined by the OHSA) or fatality immediately and file a written report within 48 hours. In the absence of a critical injury or fatality, an employer need not report a workplace violence incident to the Ministry of Labour unless ordered to do so by a Ministry of Labour Inspector.

The JHSC, the health and safety representative and the union(s) shall be notified within four (4) days of a workplace violence incident if a person is disabled from performing his or her usual work or requires medical attention because of the incident.

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|--------------------------|--------------------------|
| Adopted Date: | April 23, 2002 |
| Revision History: | June 15, 2010 |
| | November 23, 2010 |
| | December 20, 2011 |
| | November 26, 2013 |
| | February 24, 2015 |
| | June 21, 2016 |
| | May 23, 2017 |
| | November 27, 2018 |

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
MARCH 24, 2020**

PUBLIC SESSION

**TOPIC: APPROVAL OF POLICIES
SEXUAL MISCONDUCT POLICY (201.13)**

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Sexual Misconduct Policy (201.13), as presented.

Prepared by: Frank Iannantuono, Superintendent of Education/Human Resources

Presented by: Policy Committee

Recommended by: Committee of the Whole

Date: March 24, 2020



SEXUAL MISCONDUCT POLICY

STATEMENT OF POLICY

In keeping with the Mission, Vision, and Values of the Niagara Catholic District School Board, the Board believes that all students, employees, volunteers and other individuals who have a legal right to be at sites owned, leased, operated or being used by the Board, have a right to study and work in an environment free from sexual misconduct.

Students, employees, volunteers and other individuals who have a legal and educational right to be at sites owned, leased, operated or being used by the Board and who lodge a complaint of sexual misconduct, or who report their suspicion of such conduct, must be able to do so without threat or fear of reprisal. The complainant and the accused have equal rights at all steps throughout the process.

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

References

- [*Child and Family Services Act*](#)
- [*Criminal Code of Canada*](#)
- [*Education Act*](#)
- [*Ontario Human Rights Code*](#)
- [*Ontario College of Teachers Act*](#)
- [*Ontario College of Teachers*](#)
 - [*Professional Misconduct of a Sexual Nature, September 22, 2019*](#)
 - [*The Ethical Standards for the Teaching Profession*](#)
 - [*The Standards of Practice for the Teaching Profession*](#)
- [*Ontario Regulations*](#)
 - [*Ontario Regulation 298 - Operation of Schools - General*](#)
 - [*Ontario Regulation 437 / 97 - Professional Misconduct*](#)
 - [*Ontario Regulation 521 / 01 - Collection of Personal Information*](#)
- [*Robins Report*](#)
- [*Safe Schools Act, 2000*](#)
- [*Student Protection Act, 2002*](#)
- [*Teacher Profession Act*](#)

- [*Niagara Catholic District School Board Policies/Procedures*](#)
 - [*Bullying Prevention & Intervention Policy \(302.6.8\)*](#)
 - [*Employee Workplace Harassment Policy \(201.7\)*](#)
 - [*Family and Children's Services Niagara \(FACS\) Protocol*](#)
 - [*Police Protocol between the Niagara Regional Police Services and the Niagara Catholic District School Board*](#)
 - [*Privacy Policy \(600.6\)*](#)
 - [*Privacy Breach Protocol*](#)



DEFINITIONS OF SEXUAL MISCONDUCT

Definitions are subject to changes from time to time as the appropriate legislation is reviewed and amended.

1. Sexual Abuse

Sexual abuse is a form of professional misconduct. The *Student Protection Act* defines sexual abuse of a student and amends the *Ontario College of Teachers Act* to include this definition:

- sexual intercourse or other forms of physical sexual relations between the member and a student,
- touching, of a sexual nature, of the student by the member, or
- behaviour or remarks of a sexual nature by the member towards the student.

2. Sexual Misconduct

Sexual misconduct is inappropriate behaviour, remarks or conduct of a sexual nature in person or electronically where the employee knows or should know that the behaviour or remarks, may cause distress, be detrimental to the person's physical or mental well-being, affect the personal integrity, or security of any student, employee of the Board, volunteers or other persons covered by this policy, as well as the creation of a negative school environment.

3. Sexual Harassment

Sexual harassment of students may be defined as a form of sexual misconduct as follows:

Inappropriate behaviour or remarks of a sexual nature which may constitute professional misconduct include, but are not limited to, conduct that would amount to sexual harassment or sexual discrimination under the Ontario Human Rights Code. These need not be overtly sexual but may nonetheless demean or cause personal embarrassment to a student, based upon a person's gender, race or sexual orientation.

Board employees of the Niagara Catholic District School Board must avoid even a single event that may constitute sexual harassment, including but not limited to:

- objectionable conduct or comments incompatible with the role of an employee regardless of whether the affected student(s) appear to be offended by the conduct or comments
- sexual harassment of non-students or of co-workers
- reprisals or threatened reprisals for rejecting sexual advances.

4. Sexual Relationships with Students

Regardless of the age of a student and whether there are any criminal law considerations, it is unacceptable for Board employees of the Niagara Catholic District School Board to engage in or attempt to establish a sexual relationship with a student.

Sexual relationships include, but are not limited to, any sexual relationship with:

- a student, regardless of the student's age

- a former student under the age of 18
- a former student who suffers from a disability affecting his or her ability to consent to a relationship.

Responsibility for ensuring that an employee student relationship is professional and appropriate rests with the employee and not with the student. This remains the case even when it is the student who attempts to initiate an inappropriate relationship. Any conduct directed to establishing such a relationship may constitute professional misconduct.

A student may be a student who is in the school or school system where the employee is employed, or in relation to whom an employee is otherwise considered to hold a position of trust and responsibility.

Board employees of the Niagara Catholic District School Board must not engage in activity directed to establishing a sexual relationship. This includes, but is not limited to:

- any form of sexual touching of students
- sending intimate correspondence to students
- making telephone calls of a personal nature to students
- engaging in sexualized dialogue through any means with students
- making suggestive comments to students
- dating students
- giving personal gifts to students
- grooming of students

Board employees of the Niagara Catholic District School Board **must avoid:**

- inviting individual students to their homes
- seeing students in private and isolated situations
- exchanging personal notes, comments or communication
- becoming personally involved in students' affairs
- sharing personal information about themselves to students
- making physical contact of a sexual nature with a student

5. Professional Misconduct for Staff

A sexual relationship with a student or former student, or conduct directed to establishing such a relationship, may be regarded as professional misconduct. This conduct may also amount to sexual exploitation or sexual assault, which is addressed in the Criminal Code of Canada and the Ontario College of Teachers Act.

Where allegations of sexual misconduct are consistent with those offences outlined in the Criminal Code, the procedures set out through the FACS and Niagara Regional Police Protocols must be followed.

Where sexual misconduct may not amount to a criminal offence, but may amount to professional misconduct, then the Principal of the school and/or the Immediate Supervisor must conduct an investigation of the matter.

The matter of the investigation shall be conducted in a fair and judicious manner to ensure the confidentiality of all parties. The alleged perpetrator will be entitled to representation during questioning. Allegations about sexual misconduct usually require an explanation.

6. Criminal Offences

The following offences are considered Criminal in nature under the Criminal Code of Canada.

- Sexual interference - is an offence, which victimizes children under age 14. Generally, sexual interference involves an adult touching a child for a sexual purpose.

Invitation to touching - is also an offence as it applies to children under the age of 14. Generally, this act involves an adult inducing a child to touch him or her. It is not a defense that the child purportedly consented to such activity.

- Sexual exploitation - conduct of a sexual nature that is committed by a person who is in a position of trust or authority towards a young person (meaning a person at least 14 years old but under 18 years of age).
 - It is not a defense that the young person purportedly consented to the activity. Teachers and other school personnel and volunteers will almost inevitably be regarded as being in positions of trust or authority respecting students with whom they interrelate.
 - Indecent act and sexual exposure - criminalize indecent acts or the exposure of private parts, even absent of any suggested or actual physical contact between the perpetrator and another person. Sexual Assault - is an assault committed in circumstances of a sexual nature such as to violate the sexual integrity of its victim.

INVESTIGATION PROCEDURES

All reports of sexual misconduct will be thoroughly investigated by the supervising administrator with a report to their immediate supervisor.

Academic Teaching Staff

The *Student Protection Act* also amended the Teaching Profession Act. A teacher who makes an adverse report about another member respecting suspected sexual abuse of a student by that other member need not provide him or her with a copy of the report or with any information about the report. “*Members of the College may not engage in, or threaten to engage in, reprisals against anyone who discloses, reports for otherwise provides information with respect to alleged or suspected professional misconduct of a sexual nature.*”

Nor shall any disclosure be made that would undermine any ongoing or contemplated police or Family and Children’s Services (FACS) investigation.

The receiver of the complaint will treat the complaint and those associated with sensitivity and afford all the necessary protection in handling of such complaints.

Confidentiality will be respected and maintained at all times as required by relevant legislation.

Anyone who retaliates or threatens to retaliate against a person, who makes a complaint or reports alleged misconduct, in good faith, shall be subject to disciplinary action up to and including termination of employment.

A teacher who makes an adverse report about another teacher suspected of physical or sexual abuse or harassment of a student by that other teacher, shall not provide him or her a copy of the report or with any information about the report.

Where applicable, and if permitted by law, Police or FACS as well the investigators of the Ontario College of Teachers should be consulted by the Board as to the nature and timing of disclosure of pertinent information to the alleged perpetrator.

Individuals who knowingly make unfounded allegations of sexual misconduct shall be subject to disciplinary action.

The Superintendent of Human Resources Services, under the direction of the Director of Education will ensure that:

- improper conduct is the subject of appropriate disciplinary action
- appropriate records of improper conduct are kept;
- prospective employers as well as professional bodies and organizations are properly notified of such conduct.

Sexual misconduct with students under the age of sixteen (16), the Protocols and procedures set out in the *Family and Children's Services Niagara (FACS) Protocol* and the *Police and School Board Protocol* will be followed for alleged sexual misconduct.

Board Employee

Where a Board employee or volunteer is suspected of sexual misconduct, the individual making a report to FACS or the Police, shall notify the Principal and the appropriate Superintendent of Education who supervises the alleged perpetrator of the report.

Principal

Where the Principal is suspected of such conduct, the notification of the report shall go to the appropriate Family of Schools Superintendent and to the Superintendent of Human Resources Services and/or the Director of Education.

Superintendent of Education

When a complaint is filed against the conduct of a Superintendent of Education, Superintendent of Business and Finance Services or the Controller of Facilities Services, the Director of Education will investigate the complaint.

An appeal of the decision by the Director of Education rests with the Board.

Director of Education

When a complaint is filed against the conduct of the Director of Education, the Director or the Chair of the Board, whoever receives the complaint will notify the appropriate Board Legal Counsel to determine the next course of action. A report will be presented to the Board at the earliest opportunity.

The Board liaison with the Niagara Regional Police will request from the Police that when they become aware that a Principal is under investigation for sexual misconduct that they notify the Superintendent of Human Resources Services.

Reporting of an Allegation

A student, employee or volunteer who has made a report concerning any allegation of sexual misconduct against an employee or volunteer and is not satisfied with the response may contact the Principal or the Family of Schools Superintendent directly to investigate the matter and to report back to the student, employee or volunteer the status of the investigation.

The subject matter of the complaint should not be discussed with the alleged perpetrator until specific instructions are received from the investigating Police or FACS personnel conducting the investigation.

Senior Administration is obliged to address the interim status of the employee or volunteer against whom allegations of sexual abuse have been made, pending a preliminary investigation of the allegation.

When considering the interim status of an individual accused of misconduct, safety and security of the alleged victim (s) is paramount. However, the interim status must also reflect a consistency of approach following the principles of procedural fairness to all affected.

Where sexual abuse has been alleged against an employee or a volunteer, the subject of the allegations should be removed from the classroom or from situations involving unsupervised access to students, pending determination as to whether abuse has occurred.

Depending on the circumstances, removal may involve reassignment to other duties, suspension or in some circumstances, commencement of termination proceedings.

While the Family and Children Services/Police determination may be an "unable to verify report", the Board may still, in its discretion, determine that there is sufficient information from its own investigation for discipline or discharge.

An employee or volunteer's assignment, re-assignment or employment status should be revisited upon completion of any police or FACS investigation, after any criminal charges are laid, after any criminal case is completed and upon completion of any internal investigation.

Where sexual misconduct is alleged, the police, together with FACS, if the allegations fall within the FACS jurisdiction, will conduct the investigation.

Any internal investigation should be deferred, pending conclusion of any ongoing or contemplated police investigation.

Where the Alleged Victim is Sixteen (16) and Over

- Where an employee or volunteer of the Board has reasonable grounds to suspect that a student sixteen (16) and over has suffered, or is at risk of likely suffering, sexual abuse as a result of actions of a person having charge of that student, they shall forthwith report those suspicions and the information on which they are based directly to the police.
- Such employees or volunteers shall also notify the Principal of the school who supervises the alleged perpetrator of the report. If the Principal is the suspected perpetrator, the employee or volunteer shall notify the appropriate Superintendent of Education of this report.
- Given the age of the complainant/ student, after a report has been made to the police, the parents should not be notified of the complaint or allegations unless specific consent has been obtained from the student.
- If the alleged perpetrator has access to children under the age of 16, the statutory reporting obligation of notifying FACS will also be triggered regardless of the fact that the particular student suspected to have been abused is 16 years of age or over.

Where the Alleged Perpetrator is a Student

- In some cases, a young offender (after they attain the age of 12) may be criminally responsible for sexual abuse.
- Where a student is alleged to have sexually abused another student the procedures outlined in the FACS protocol and Niagara Regional Police protocol must be followed.
- The Principal, in consultation with the Superintendent of Education, will review the available information to determine whether the student who is alleged to have abused another student may remain in school pending investigation of the matter.
- Where the student is charged with the sexual abuse of another student, the Principal, after consultation with the Police and FACS, will immediately remove the alleged offender from the school until the investigation is completed or the charge has been disposed of or a decision is made by the Superintendent of Education.

- Upon conclusion of the matter, the Principal in consultation with the Superintendent will determine the placement of the student.

Employer Responsibilities

The *Student Protection Act* stipulates that employers must report to the Ontario College of Teachers at the time member is charged with a sexual offence.

The Director of Education shall promptly notify the Ontario College of Teachers in writing when they have dismissed, suspended or otherwise disciplined a member who is employed by the Board for an action of professional misconduct, and provide the reasons for such action.

The Director of Education shall promptly notify the Ontario College of Teachers in writing where, in the opinion of the Director, a committee of the Ontario College of Teachers should review the conduct or actions of a member who is or has been employed by the Board.

Where a current or former employee is not a member of the Ontario College of Teachers, the Director of Education shall promptly notify any applicable licensing body in writing of the circumstances set out above.

The removal of the teacher or individual from the classroom may be considered as an interim measure until the investigation is complete.

The matter once investigated and found to have merit, will require disciplinary action up to and including termination of employment.

Appendix A Sexual Misconduct Complaint Form

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|--------------------------|----------------------|
| Adopted Date: | June 26, 2006 |
| Revision History: | June 17, 2014 |



NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
SEXUAL MISCONDUCT COMPLAINT FORM

Private and Confidential
Complainants may seek assistance before completing this form.
Please use back of form for further comments

This information is being collected under the Authority of The Education Act, and will be used for the purposes of reporting Sexual Misconduct. Questions about this collection should be directed to the Superintendent of Education - Human Resources, Niagara Catholic District School Board, 427 Rice Road, Welland, ON L3C 7C1 Telephone (905) 735-0240

| | |
|---|-----------------------------------|
| Name of Complainant | |
| School/Department/Work Site | |
| Status of Complainant | |
| <input type="checkbox"/> Student | <input type="checkbox"/> Employee |
| <input type="checkbox"/> Other | |
| Job Title: _____ | |
| Description of Alleged Sexual Misconduct | |
| Name(s) of Person(s) Accused of Sexual Misconduct | |
| _____ | |
| Date(s) of Incident(s) or Time Frame | |
| Location(s) of Incident(s) | |
| Has this complaint been reported previously? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| If Yes, to whom? _____ | |
| What actions were taken? (Police and/or FACS) _____ | |
| Contact Name: _____ Phone Number of Contact: _____ | |
| Resolution Requested | |
| Complainant(s) Signature(s) | Date |
| _____ | _____ |
| _____ | _____ |

The information contained in this form is of a highly confidential nature and will be protected in accordance with all relevant legislation.

INSTRUCTIONS FOR HANDLING THIS FORM
Place this form in a sealed envelope marked "PRIVATE AND CONFIDENTIAL"
and forward to the Family of Schools Superintendent

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
MARCH 24, 2020**

PUBLIC SESSION

**TOPIC: APPROVAL OF POLICIES
STUDENT USE OF GUIDE DOGS AND SERVICE ANIMALS
(NEW)**

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Student Use of Guide Dogs and Service Animals (NEW), as presented.

Prepared by: Pat Rocca, Superintendent of Education
Presented by: Policy Committee
Recommended by: Committee of the Whole
Date: March 24, 2020



STUDENT USE OF GUIDE DOGS AND SERVICE ANIMALS

STATEMENT OF POLICY

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the Niagara Catholic District School Board recognizes the importance of the health, safety and overall well-being of its students.

The Niagara Catholic District School Board is committed to the learning of all students and provides a range of differentiated placements, programs and interventions to support student success. It is the policy of the Niagara Catholic District School Board, in accordance with its obligations pursuant to the *Ontario Human Rights Code*, to provide individualized accommodation to students with disabilities to enable them to have meaningful access to education services.

In circumstances where a parent or adult student requests to have the student's Guide Dog, Service Dog or Service Animal accompany the student while attending school or a school-related event, each such request shall be reviewed individually by the Board staff considering the student's dignity, integration, independence and disability-related learning needs and the accommodations available to enable meaningful access to education.

Pursuant to the *Education Act* and regulations, a school building is not a place to which the public is customarily admitted. The process of accommodation shall also consider the competing human rights of other students and of staff; the impact of the Guide Dog, Service Dog or Service Animal on the learning environment; and the health and safety of all individuals who are or might be in the school, on school grounds or at a school-related event.

The Board shall retain data regarding the requests for Guide Dogs, Service Dogs and Service Animals as outlined in its Administrative Procedure.

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

References:

- [*Human Rights Code, RSO 1990, c.H.19*](#)
- [*Education Act, RSO 1990, c.E2, s. 170\(1\), s.265\(1\); O. Reg. 298, s.11*](#)
- [*PPM 163 School Board Policies on Service Animals*](#)
- [*J.F. v. Waterloo Catholic District School Board, 2017 HRTO 1121 \(CanLII\)*](#)
- [*Accessibility for Ontarians with Disabilities Act, 2005, SO 2005, c.11*](#)
- [*Blind Persons' Rights Act, RSO 1990, c.B7,*](#)
- [*Dog Owners' Liability Act, RSO 1990, c.D16*](#)
- [*Health Protection and Promotion Act, RSO 1990, c.H7*](#)
- [*Privacy Policy \(600.6\)*](#)



STUDENT USE OF GUIDE DOGS AND SERVICE ANIMALS

ADMINISTRATIVE PROCEDURES

PURPOSE

- 1.1 It is the policy of the Niagara Catholic District School Board in accordance with its obligations pursuant to the Ontario *Human Rights Code* to provide individualized accommodation to students with disabilities to enable them to have meaningful access to education services in a manner that respects their dignity, maximizes integration and facilitates the development of independence.
 - (a) The Board utilizes a variety of placements, differentiated programming, and evidence-based interventions and strategies to provide meaningful access to education for students who have disability-related needs that impact their learning.
 - (b) The Board does not provide Guide Dogs, Service Dogs or Service Animals to students.
 - (c) The Board strongly advises any family considering the purchase of a Guide Dog, Service Dog or Service Animal to meet with the school principal or Family of Schools Superintendent of Education before making a commitment.
- 1.2 This Administrative Procedure identifies the individualized process to be followed when a parent or adult student applies to the Board to have a Guide Dog, Service Dog or Service Animal accompany the student while the student is attending school or a school-related event.
- 1.3 Pursuant to the *Education Act* and regulations, a school building is not a place to which the public is customarily admitted. Pursuant to the *Education Act* and Ontario Regulation 474/00 *Access to School Premises*, the Niagara Catholic District School Board requires each school to have a process for visitors.
- 1.4 Any determination of whether a Guide Dog, Service Dog or Service Animal is an appropriate accommodation for a student while receiving education services is a decision of the board. A regulated health professional cannot unilaterally prescribe that a Guide Dog, Service Dog or Service Animal be a specific accommodation while the student is receiving education services at school.
- 1.5 When an adult student or parent seeks to have their child attend school or school related events with a Guide Dog / Service Dog, both the Guide Dog / Service Dog **and** the Student Handler must be certified as having been successfully trained by an accredited training facility.
 - (a) Only in exceptional circumstances subject to the standards of undue hardship pursuant the *Human Rights Code*, will the School Board consider an application for a student who will not be acting as the primary trained Handler of the Guide Dog / Service Dog.
- 1.6 Only in exceptional circumstances subject to the standards of undue hardship pursuant the *Human Rights Code*, will the Board consider Service Animals, other than dogs, as an accommodation for a student and only if other reasonable methods of accommodation in the school setting have been unsuccessful in meeting the demonstrated disability-related learning needs of the student.

BACKGROUND

- 2.1 Service animals have traditionally been highly trained dogs that assist individuals with various tasks of daily living (Guide Dog, Hearing and Signal Dogs, Mobility Assistance Dogs, Seizure Response Dogs).
- 2.2 In most circumstances, a Guide Dog will be a highly trained dog provided to support the orientation and mobility needs of a student handler who has a diagnosis of blindness/low vision, and the Guide Dog will provide the student handler with greater independence, dignity and opportunity for integration.
- 2.3 The term Service Animal is used in the *Accessibility Standards for Customer Service* made under the *Accessibility for Ontarians with Disabilities Act* (AODA), to describe an animal that assists an individual with a disability to be able to access goods and services available to the public. **A school is not a public space and is not generally accessible to the public. The AODA does not apply to a student's use of a Service Dog / Service Animal when accessing education services in school buildings.**
- (a) Pursuant to the *Code* it is possible that a Service Animal might include different species that provide a therapeutic function (horses), emotional support, sensory function, companionship and/or comfort.
- (b) The determination of whether the animal is an appropriate accommodation in the school setting to accommodate a demonstrated disability-related learning need is a decision of the board.
- (i) Such a decision will consider that animals, other than dogs, are not trained by an Accredited Training Organization and may pose a risk to the safety of students and staff and/or may be disruptive to the learning environment and/or may act as a distraction in the learning environment.
- 2.4 Due to risks to safety, and risks of disruption and distraction in the learning environment, the School Board does **not** permit training of potential guide dogs and service dogs in the school setting or during school activities.

DEFINITIONS

- 3.1 For the purpose of this Procedure the following definitions apply:

Accredited training organization is a guide dog or service dog trainer that is accredited by:

- International Guide Dog Federation (“IGDF”): which develops and ensures compliance with the standards by which Guide Dogs for the blind/low vision are trained by its member organizations; or
 - Assistance Dogs International (“ADI”): which develops and ensures compliance with the standards by which Guide, Hearing and Service Dogs are trained by its member organizations;
- or
- A Guide Dog or Service Dog trainer that attests to compliance with the Meghan Search and Rescue Standard in Support of Accessibility: Persons with a Disability Teamed with Service Dogs standard for training (MSAR).

Adult student shall be defined to mean a student who is 18 years of age or older or 16 or 17 years of age and has removed him/her/themselves from the care and control of their custodial parent

Disability means,

- (a) any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device,
- (b) a condition of mental impairment or a developmental disability,
- (c) a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language,
- (d) a mental disorder, or
- (e) an injury or disability for which benefits were claimed or received under the insurance plan established under the [Workplace Safety and Insurance Act, 1997](#);

Guide Dog means a dog trained as a guide for a blind person and having the qualifications prescribed by the regulations pursuant to the *Blind Persons' Rights Act*;

Handler refers to the individual trained by an Accredited Training Organization who is managing the Guide Dog / Service Dog and in most cases will be the student for whom the Guide Dog / Service Dog is provided;

Parent shall be defined to mean a custodial parent of the student or a guardian pursuant to the *Education Act*;

Service Dog means a dog which has been certified after successfully completing a training program provided by an Accredited Training Organization.

Service Animal for the purpose of this Administrative Procedure includes a therapy dog, companion animal, comfort animal and emotional support animal and includes a dog or other domesticated animal that may legally reside in an urban, residential home, that is not highly trained to perform particular tasks to assist with a student's disability-related needs, but provides emotional support (and/or companionship, calming influence) for a student with a disability-related mental health and/or psychological need and/or comfort during a difficult period.

ROLES AND RESPONSIBILITIES

- 3.2 School principals are responsible for the management of the school premises, the staff providing educational programs and the safety of all students.
- (a) A school principal has authority to exclude any animal, including Guide Dogs / Service Dogs and Service Animals, from entry onto school premises and school building(s), as an accommodation for a student, provided that the student is offered appropriate alternative accommodation to meet the student's demonstrated disability-related learning needs.

School Principals, before admitting a Guide Dog / Service Dog into the school or on school related activities with the student Handler, shall require a parent/adult student to review the Niagara Catholic District School Board Guidelines for the Use of Service Animals for Use by Students in Schools package, found in Appendix A. Upon review of the Guidelines found in Appendix A, the school Principal shall arrange a meeting with the parents of the

student along with the Area Coordinator of Student Support Services in order to ensure clarity of process as well as determine next steps.

- (b) Before admitting a Service Animal, the school principal shall require the parent/adult student to submit the completed “Request for a Service Animal”, included in Appendix B of the Guidelines for the Use of Service Animals for Use by Students in Schools.
- 3.3 On receipt of an application for a Guide Dog / Service Dog or Service Animal, the school principal shall review the application for completeness and may request any additional information or clarification necessary to assess the request for accommodation.
- 3.4 The school principal shall be responsible for communication with the parent/adult student with respect to the accommodation process, and where approved the implementation and management of the accommodation found in Appendix C of the Guidelines for the Use of Service Animals for Use by Students in Schools.
- 3.5 Where a student supported by a Guide Dog / Service Dog / Service Animal, whose parent is the Handler, seeks only to attend a school excursion with the Guide Dog / Service Dog / Service Animal, which is at a location where the public is customarily admitted, efforts will be made to facilitate the student’s participation with the Guide Dog / Service Dog / Service Animal and parent as the Handler.
- (a) Inquiries may need to be made regarding competing rights and transportation arrangements.

Parents/Adult Students

- 3.6 Parents or adult students are required to provide all necessary documentation and engage in the consultation process for the purpose of considering and implementing, if appropriate, the request that a Guide Dog / Service Dog accompany the student at school and/or on school-related activities. The parent or adult student shall be responsible for:
- (a) submission of Appendix B;
 - (b) all costs related to the dog, food, grooming, harness, crate and/or mat and veterinary care;
 - (c) obtaining training and maintaining the Guide Dog / Service Dog training to provide the accommodation in a safe manner that does not disrupt student learning;
 - (d) providing confirmation of municipal license for the dog (to be updated annually),
 - (e) providing confirmation of certificates of training not older than 6 months from an Accredited Training Organization attesting that the dog and student Handler have successfully completed training and may safely engage in a public setting without creating a risk of safety or a risk of disruption within a school setting;
- (a) diagnosis from a registered pediatrician, psychologist, psychiatrist (or other regulated health professional as determined by the School Board) with a recommendation for the use of a Guide Dog / Service Dog;
 - (b) a description of the services provided by the Guide Dog / Service Dog to the student, and how those services will accommodate the student’s disability-related needs and assist the student in achieving their learning goals and/or goals of daily living while at school;

- (c) a certificate not greater than three (3) months old from a veterinarian qualified to practice veterinary medicine in the Province of Ontario attesting that, the dog is an adult; identifying the age and breed; does not have a disease or illness that might pose a risk to humans; has received all required vaccinations; and is in good health to assist the student (to be updated annually);
- (d) general liability insurance providing coverage in an amount specified by the Board¹ in the event of an injury or death as a result of the Guide Dog / Service Dog's attendance on school property or on a school-related activity (to be updated annually)².

Students

3.7 Students will be expected to act as the Guide Dog / Service Dog's primary Handler. The student Handler must:

- (a) demonstrate the ability to control the Guide Dog / Service Dog in accordance with the training received;
- (b) ensure that the Guide Dog / Service Dog is always wearing a vest and leash or harness when the dog is not in its crate.
- (c) ensure the Guide Dog / Service Dog does not disrupt the learning of others with unnecessary movement, vocalization or other behaviour, including aggressive or threatening behaviour;
- (d) ensure that the Guide Dog / Service Dog's biological needs are addressed;
- (e) transition and maintain at all times the Guide Dog / Service Dog on a leash, harness, mat and/or crate;
- (f) comply with an accommodation plan that addresses the competing rights of others;

Guide Dog / Service Dog

4.1 The Guide Dog / Service Dog:

- (a) shall be a highly trained and certified by Accredited Training Organization;
 - (i) will have evidence of training or re-certification confirming compliance with training requirements within the last 6 months be required;
- (b) must be groomed and clean;
- (c) must at all times while on school property be responsive to commands and demonstrate that it can perform the necessary tasks or accommodation;
- (d) must **not** engage in behaviour that puts at risk the safety of others, including other animals, or that creates disruption or distraction in the learning environment;
 - (i) such behaviour includes, but is not limited to, growling, nipping, barking, attention seeking, eating;
 - (ii) any such behaviour is grounds to prohibit the Guide Dog / Service Dog's attendance on school property and in the school building,

¹ Note usually 2 million in general liability insurance coverage is requested. This requirement might need to be waived on the basis of equity in the event that it causes financial hardship for a family.

² Note insurance should not pose a barrier to the provision of accommodation as a result of socio-economic factors

- (e) must have control of its biological functions so as not to soil the inside of buildings, or require feeding during the school day;
- (f) must demonstrate continuous appropriate behaviour with its Handler and others in the school environment to remain eligible for entry in school buildings or school-related events.

ASSESSMENT OF THE ACCOMMODATION REQUEST

- 5.1 Once the application and all necessary documentation is received by the school principal, a review will take place by the board team supporting the student and a meeting shall be scheduled to review the accommodation request. Every effort will be made to review the documentation and schedule a meeting in a reasonable timeframe.
- 5.2 A meeting with the Board team supporting the student, the parent/adult student and student (as appropriate), the health practitioner recommending the Guide Dog / Service Dog or Service Animal for the student, the trainer of the Guide Dog / Service Dog and of the Handler, and any other individuals who may contribute to the accommodation process may be scheduled to review the request for accommodation.
- 5.3 Each request for a Guide Dog / Service Dog or Service Animal will be addressed on an individual basis giving consideration to:
 - (a) the individual learning strengths and needs of the student, the student's IEP goals, safety plan, behaviour plan and/or student's medical plan of care (if any);
 - (i) supporting documents such as psychological assessments, occupational or physical therapy assessments, functional behaviour assessments etc.
 - (b) evidence of how the Guide Dog / Service Dog or Service Animal's attendance at school might provide accommodation for a demonstrated disability-related learning need and/or act of daily living necessary while at school;
 - (c) assessment information provided by a regulated health professional with expertise regarding the student's disability-related needs supporting the request for a Guide Dog / Service Dog or Service Animal;
 - (d) the training and certification of the Guide Dog / Service Dog and student as Handler;
 - (e) the impact of the accommodation on the student's dignity, integration and independence;
 - (f) whether one or more alternative accommodations can meet the needs of the student;
 - (g) whether the student's attendance with a Guide Dog / Service Dog or Service Animal might require an increase in the level of staff support provided to the student;
 - (h) whether training will be required for staff and/or the student;
 - (i) the impact of the accommodation on the learning environment for the student, other students, including, health, safety, disruption and distraction;
 - (j) any competing human rights of students, staff, and community members using the school pursuant to a permit;
 - (i) recommendations for accommodation plans to reconcile competing rights.

- 5.4 The process of accommodation, including inquiries regarding competing rights and notice to the school community, shall respect the student's right to privacy regarding their disability and specific learning needs and/or needs of daily living.
- 5.5 Where the student is not the primary Handler, board staff must be trained as the Handler(s) and accompany the student and dog at all times. As a result, such requests will be individually considered, in accordance with the duty to accommodate to the point of undue hardship, including consideration of the resources required, alternative accommodations that might meet the student's demonstrated disability-related learning needs and the impact on the staff and other students.
- 5.6 Service Animals shall only be considered when reasonable methods of accommodation in the school setting have been unsuccessful in meeting the demonstrated disability-related learning needs of the student. Parents must complete an application for a Service Animal included in Appendix B of the Procedure.
- (a) The accommodation process following a request by a parent/adult student for a Service Animal shall be consistent with the process noted above, but shall also include any special considerations that may arise if an animal is a species other than a dog, including the ability to be trained, necessary biological functions, the capacity for the animal to respond to commands, whether the animal may be kept on a leash/harness/crate/mat and how such restrictions might impact accommodation.
- 5.7 The determination with respect to the application for a Guide Dog / Service Dog / Service Animal shall be communicated to the parent/adult student in writing in accordance with Appendix D.

IMPLEMENTING THE ACCOMMODATION

- 6.1 Where approval is granted, the school principal in consultation with the student's educational team, will do the following:
- (a) make changes to the student's IEP goals and/or student's medical plan of care;
- (i) may provide for the accommodation on an interim trial basis, in which case the indicators of success or lack of success for this form of accommodation will be identified before the trial period begins.
- (b) organize an orientation session for school staff, students and the student Handler;
- (c) Complete the "Administrative Checklist for the Implementation of a Service Animal into a School Environment" found in Appendix F of the *Guidelines for the Use of Service Animals for Use by Students in Schools*.
- (d) develop a timetable identifying a bio-break, water break, location/process to be followed during instructional and non-instructional times;
- (i) access may be limited to certain activities, areas of the school, or certain times of the day, including but not limited to, where exclusion is required pursuant to the *Health Protection and Promotion Act* or the *Food Safety and Quality Act 2001*, which prohibit Service Animals from being in places where food is prepared, processed or handled.
- (ii) assessment may be required by the Board's Coordinator of Health and Safety regarding safety issues applicable to different areas/activities in the school;

- (e) develop emergency procedures, to include a fire exit plan, lockdown plan, evacuation plan;
- (f) provide notice to the community via a letter to parents (found in Appendix D and Appendix E) of the Guidelines For the use of Service Animals for Use by Students in Schools; posting on the school's website / social media; presentation by the trainer of the Guide Dog / Service Dog during a school council meeting or association supporting the use of the Service Animal; signage on the school's front door, gymnasium and library information centre doors; communication to potential occasional staff accepting a position where the Guide Dog / Service Dog or Service Animal may be providing service to the student;
- (g) arrange student assembly for introduction and orientation regarding the Guide Dog / Service Dog or Service Animal;
- (h) arrangements for transportation of the Guide Dog / Service Dog or Service Animal to and from school, if necessary;
 - (i) If the Guide Dog / Service Dog or Service Animal will be accompanying the student on a school vehicle, inquiries must be made regarding competing rights, the transportation plan must specify where the Guide Dog / Service Dog or Service Animal and student will be located; the vehicle shall have a sticker / sign identifying the presence of a Guide Dog / Service Dog or Service Animal is on board;
 - (ii) Documentation about the Guide Dog / Service Dog or Service Animal will be included with the route information so that new or substitute bus drivers are aware of the Guide Dog / Service Dog's or Service Animal's presence.
 - (iii) Specialized transportation shall *not* be provided solely for the purpose enabling the Guide Dog / Service Dog or Service Animal to travel to and from school with the student;

CONTINUOUS ASSESSMENT

- 7.1 A review of the effectiveness of the Guide Dog, Service Dog or Service Animal in supporting the student's learning goals shall be undertaken as part of each review of the student's IEP, in the event of a Violent Incident Report, and as otherwise deemed necessary by the Principal.
- 7.2 Approval may be revoked at any time by the principal if:
- (a) there are any concerns for the health and safety of students, staff or the Guide Dog / Service Dog / Service Animal;
 - (b) there is behaviour that is distracting, disruptive or aggressive, including making noise, failing to follow commands, growling or nipping. In the event that this behaviour occurs, the Handler will be required to remove the Guide Dog / Service Dog / Service Animal from the classroom immediately and the student's parent/guardian will be called to pick up the Guide Dog / Service Dog / Service Animal from the school. Alternative options for accommodation will be discussed.
 - (c) there has been a change to the student's circumstances or disability-related needs, which had supported the original approval or a change to the needs of students/staff such that there is a new competing right;

- (d) the board in its discretion determines that the accommodation is not effective for the student's demonstrated disability-related learning needs or acts of daily living.

RECORDS

- 8.1 A copy of the application and confirmation of approval, as well as any other relevant documents supporting the accommodation shall be retained in the student's Ontario Student Record.
- 8.2 The Board shall be required to collect, use and disclose the personal information of the student in order to fulfill the accommodation process. Notice of the collection, use and disclosure must be provided to the parent/adult student. Efforts should be made to limit the personal information to only that which is necessary.
- 8.3 The Board is required pursuant to PPM 163 School Board Policies on Service Animals to collect information regarding the implementation of the policy and procedure regarding Guide Dogs and Service Animals, including.
 - (a) Total number of requests for students to be accompanied by Guide Dog / Service Dogs / Service Animals;
 - (i) Whether requests are for elementary or secondary school students;
 - (ii) The student's grade;
 - (iii) Whether the student is the Handler;
 - (b) The number of requests approved and denied;
 - (i) If denied, the rationale for the decision, including a description of other supports and/or services provided to the student to support their access to the Ontario Curriculum;
 - (ii) Species of Service Animals requested and approved; and
 - (iii) Types of needs being supported: emotional, social, psychological, physical.

FOOD AREAS

Regulation 493/17, of Ontario's *Health Protection and Promotion Act*, allows Guide Dogs and Service Animals in areas where food is served, sold, and offered for sale. Steps should be taken to ensure that Guide Dogs and Service Animals in school cafeterias, or areas where students are consuming food, are not disruptive and do not eat student food.

No animals are allowed in areas where food is prepared, processed, or handled such as the kitchen of the school cafeteria or the hospitality classroom.

RELATED FORMS AND LETTERS

Forms

Appendix A: Information for Parents/Guardians Requesting a Service Animal in the School

Appendix B: Application Request for Service Animal

Appendix C: Management Plan for the Care of the Service Animal

Appendix D: Sample Letter to the School Community

Sample Letter to Families with Children in the Classroom

Appendix F: Administrative Checklist for the Implementation of a Service Animal into a School Environment

Sample Letter to the Parents of Students on the School Bus

Sample Letter to the Parents of Students in the Class(es)

Sample Letter Approving the Guide Dog / Service Dog / Service Animal

Sample Letter Denying the Guide Dog / Service Dog / Service Animal

| | |
|--------------------------|------------|
| Adopted Date: | NEW |
| Revision History: | |

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
MARCH 24, 2020**

PUBLIC SESSION

**TITLE: APPROVED MINUTES OF THE NIAGARA CATHOLIC
PARENT INVOLVEMENT COMMITTEE (NCPIC) MEETING
OF JANUARY 9, 2020**

RECOMMENDATION

THAT the Niagara Catholic District School Board receive the approved Minutes of the Niagara Catholic Parent Involvement Committee (NCPIC) Meeting of January 9, 2020, as presented for information.



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

MINUTES OF THE NIAGARA CATHOLIC PARENT INVOLVEMENT COMMITTEE MEETING

JANUARY 9, 2020

Minutes of the Meeting of the Niagara Catholic Parent Involvement Committee, held on Thursday, January 9, 2020 at 6:00 p.m. at White Oaks Resort and Spa, 253 Taylor Rd, Niagara-on-the-Lake, ON.

Note: The Director of Education’s Designate Lee Ann Forsyth-Sells; Superintendent of Education presided over the meeting until the election of the Chair of the Niagara Catholic Parent Involvement Committee.

In order to meet quorum, Superintendent Forsyth-Sells called the meeting to order at 6:10 p.m.

A. ROUTINE MATTERS

1. Opening Prayer

Superintendent Forsyth-Sells led the opening prayer with a special intention for the victims and their families affected by the plane crash in Tehran.

2. Roll Call:

| Parent Members | Affiliations | Present | Excused | Absent |
|---------------------------|---|--|---------|--------|
| Shonna Daly | Fort Erie/Port Colborne/Wainfleet | Arrived at 6:10 p.m. | | |
| Darryl Nohara | Grimsby/Lincoln/West Lincoln/Pelham | √ | | |
| Kim Hedden | Merriton/Thorold | | | √ |
| Heather McCluckie | Merriton/Thorold | √ | | |
| Marilyn Fabiano | Niagara Falls/Niagara-on-the-Lake | √ | | |
| Chris Kouroushis | Niagara Falls/Niagara-on-the-Lake | √ | | |
| Josephine Muraca-Lettieri | Niagara Falls/Niagara-on-the-Lake | | √ | |
| Jitto Tom Uthup | Niagara Falls/Niagara-on-the-Lake | | √ | |
| Rita Colling | St. Catharines | | | √ |
| Jeremy Harb | St. Catharines | √ | | |
| Kate Hingston | St. Catharines | | | √ |
| AJ McLaughlin | Welland | Letter of Resignation received Dec. 14, 2019 | | |
| Carrie Vernelli | Welland | √ | | |
| | | | | |
| Leone Strilec | Development and Peace | | √ | |
| Shelley Gilbert | Society of St. Vincent de Paul | | √ | |
| | | | | |
| Fr. Peter Rowe | Bishop/Diocesan Representative | √ | | |
| Melissa Coleman | Secondary Student Senate Representative | | √ | |
| Trustees | | | | |
| Dino Sicoli | Vice-Chair of the Board | √ | | |
| Leanne Prince | Trustee | √ | | |

The following staff were in attendance:

Superintendent Forsyth-Sells, Kim Kuchar, Elementary Principal, Josie Rocca, Support Staff and Yvonne Anderson, Recording Secretary.

Regrets: Melissa Coleman, Shelley Gilbert, Brad Johnstone, Josephine Muraca-Lettieri, Leone Strilec and Jitto Tom Uthup

3. Approval of the Agenda

Darryl Nohara requested, and made a motion that the policy review section be moved-up on the agenda under section A Routine Matters in an order to address the Code of Conduct Policy in a timely manner. The motion was defeated by consensus, as there were other items on the agenda that needed to be addressed.

Moved by: Heather McCluckie

THAT the Niagara Catholic Parent Involvement Committee approve the agenda of the Niagara Catholic Parent Involvement Committee Meeting of January 9, 2020 as presented.

CARRIED

4. Declaration of Conflict of Interest

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

5. Letter of Resignation

Superintendent Forsyth-Sells reported that on December 14, 2019, AJ McLaughlin submitted a letter of resignation as the Chair and as a parent member on the Niagara Catholic Parent Involvement Committee effective immediately.

6. Filling a Vacancy

Superintendent Forsyth-Sells reviewed the NCPIC Policy No. 800.7 and NCPIC By-Laws in reference to filling vacancies on the Niagara Catholic Parent Involvement Committee and stated that a vacancy in the membership of the Niagara Catholic Parent Involvement Committee does not prevent the committee from exercising its authority.

MOTION

Moved by: Shonna Daly

THAT the Niagara Catholic Parent Involvement Committee advertise a parent vacancy for the geographical area of Welland.

CARRIED

7. Election of Chair

Superintendent Forsyth-Sells reviewed the process for the election of the Chair of the NCPIC. Superintendent Forsyth-Sells called for nominations for the position of Chair of the NCPIC.

Moved by: Shonna Daly

THAT she, Shonna Daly be nominated for the position of Chair of the Niagara Catholic Parent Involvement Committee; and

THAT Carrie Vernelli be nominated for the position of Co-Chair of the Niagara Catholic Parent Involvement Committee.

1. It was determined that Shonna Daly was not eligible to run for the position of Chair of the NCPIC as she was acclaimed as the Niagara Catholic OAPCE Regional Director at the November 7, 2019 meeting of the Niagara Catholic Parent Involvement Committee.

As a result, Shonna declared her intent to stepdown from her role as the Niagara Catholic OAPCE Regional Director in order to run for Chair of the NCPIC.

2. It was also determined that Carrie Vernelli was not eligible to run for the position of Co-Chair as she is currently holding a one-year term.

Superintendent Forsyth-Sells asked if there were any further nominations.

Moved by: Darryl Nohara

THAT he, Darryl Nohara be nominated for the position of Chair of the Niagara Catholic Parent Involvement Committee.

Superintendent Forsyth-Sells asked Darryl Nohara if he wished to stand for the position of Chair of the Niagara Catholic Parent Involvement Committee. Darryl Nohara accepted.

Once, Darryl Nohara confirmed that he wished to stand for the position of Chair of the Niagara Catholic Parent Involvement Committee, Shonna Daly was no longer eligible to run for the position of Chair of Niagara Catholic Parent Involvement Committee as per the Niagara Catholic Parent Involvement Committee Policy and By-Laws and in accordance with the Education Act.

Superintendent Forsyth-Sells asked if there were any further nominations.

Moved by: Shonna Daly

THAT Chris Kouroushis be nominated for the position of Co-Chair of the Niagara Catholic Parent Involvement Committee.

Superintendent Forsyth-Sells asked Chris Kouroushis if she wished to stand for the position of Co-Chair of the Niagara Catholic Parent Involvement Committee.

Chris Kouroushis accepted the nomination.

Superintendent Forsyth-Sells asked if there were any further nominations. There were no further nominations.

Darryl Nohara was acclaimed as the Chair, and Chris Kouroushis was acclaimed as the Co-Chair of the Niagara Catholic Parent Involvement Committee for the 2019-2021 school years.

Superintendent Forsyth-Sells turned over the Chairship of the Niagara Catholic Parent Involvement Committee meeting to Chair Nohara.

8. Approval of the Niagara Catholic Parent Involvement Committee Meeting Minutes of November 7, 2019

Moved by: Heather McCluckie

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

CARRIED

B. PRESENTATIONS

- Nil

C. SUBCOMMITTEE REPORTS

1. Faith Formation
 - Nil Report
2. Goals/Parent Engagement
 - Nil Report

D. POLICY FEEDBACK

Chair Nohara requested feedback on the policies currently being vetted until January 15, 2020.

Feedback due January 15, 2020

- Establishment and Cyclical Review of Policies Policy (100.5)
 - Marilyn Fabiano submitted her feedback to be included in the vetting process.
- Volunteering in Catholic Schools Policy (800.9)
 - Marilyn Fabiano submitted her feedback to be included in the vetting process.
- Trustee Electronic Meetings (Board and Committees) Policy (100.8)
 - Marilyn Fabiano submitted her feedback to be included in the vetting process.
- Purchasing/Supply Chain Management Policy (600.1)
 - Marilyn Fabiano submitted her feedback to be included in the vetting process.
- Code of Conduct-Safe Schools Policy (302.6.2)
 - Marilyn Fabiano submitted her feedback to be included in the vetting process.
 - Chair Nohara remarked on the importance of receiving feedback on the language used in the Code of Conduct Policy to preserve the rights of Catholic education in accordance with the denominational right of the Catholic Faith, afforded and protected under the Ontario Human Rights Code, the Constitution Act, 1982 and in the Canadian Charter of Rights and Freedoms.
 - Superintendent Forsyth-Sells provided the *Supporting Students Who Identify as*

Transgender in Our Catholic Schools published by the Institute for Catholic Education for review.

- A policy subcommittee meeting will be take place before January 15, 2020 to further discuss this policy and provide feedback to the Board on behalf of the Niagara Catholic Parent Involvement Committee.

Feedback due February 6, 2020

Chair Nohara invited members provide feedback for the policies due February 6, 2020 to Yvonne Anderson no later than February 5, 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)

E. REPORT FROM THE DIRECTOR'S DESIGNATE SUPERINTENDENT OF EDUCATION

1. School Year Calendar 2020-2021 Consultation

Superintendent Forsyth-Sells reported that as part of the consultation process for the Elementary and Secondary School Year Calendars 2020-2021, members of the Niagara Catholic Parent Involvement Committee are invited to provide feedback to Jennifer Pellegrini at jennifer.pellegrini@ncdsb.com no later than Friday, January 31, 2020 at 1:00 p.m.

2. Review: By-Laws of the Niagara Catholic Parent Involvement Committee

The NCPIC By-Laws were sent to all members for review prior to the meeting. Superintendent Forsyth-Sells asked for any edits/additions and/or comments. No feedback was received.

3. NCPIC Financial Report

Superintendent Forsyth-Sells reported on the NCPIC financial statement for information.

F. COMMUNITY REPORTS

1. Development and Peace-*Leone Strilec*

- Nil Report-Regrets sent

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

- Nil Report-Regrets sent

G. SEAC REPORT-*Nil Report*

H. BISHOP/DIOCESAN REPORT-*Fr. Peter Rowe*

- The Church calls us to celebrate the Week of Prayer for Christian Unity, January 18 to 25, 2020. A Service of Prayer for Christian Unity at the Cathedral of St. Catherine of Alexandria with Bishop Bergie will take place on Sunday, January 19, 2020 at 3:00 p.m. followed by refreshments. The themes and materials for this year's world-wide prayer were prepared by the Christian Churches of Malta. The key verse in the week of prayer is: "*They showed us unusual kindness*" (Acts 28:2).

I. STUDENT SENATE REPORT-*Melissa Coleman*

- Nil Report-Regrets sent

J. STAFF REPORTS-*Kim Kuchar and Brad Johnstone*

Elementary and secondary school updates were provided for information.

K. TRUSTEE REPORTS

- Nil Report

L. AGENDA ITEMS-DISCUSSION FOR FUTURE MEETINGS

M. NEXT MEETING: Thursday, March 5, 2020 at 6:30 p.m. at the Catholic Education Centre.

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

Q. ADJOURNMENT

Moved by: Shonna Daly

THAT the January 9, 2020 meeting of the Niagara Catholic Parent Involvement Committee be adjourned.

CARRIED

This meeting was adjourned at 7:10 p.m. in order for the Niagara Catholic Parent Involvement Committee to attend the parent workshop "Parenting with Wisdom" by Kevin Cameron.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
MARCH 24, 2020**

PUBLIC SESSION

**TITLE: APPROVED MINUTES OF THE SPECIAL EDUCATION
ADVISORY COMMITTEE (SEAC) MEETING OF FEBRUARY
5, 2020**

RECOMMENDATION

THAT the Niagara Catholic District School Board receive the approved Minutes of the Special Education Advisory Committee (SEAC) Meeting of February 5, 2020, as presented for information.



MINUTES OF THE SPECIAL EDUCATION ADVISORY COMMITTEE MEETING WEDNESDAY, FEBRUARY 5, 2020

Minutes of the Meeting of the Special Education Advisory Committee, held on **Wednesday, February 5, 2020**, at 6:30 pm in the Father Kenneth Burns csc Boardroom at the Catholic Education Centre, 427 Rice Road, Welland.

Chair, Racine called the meeting to order at 6:30 pm.

A. ROUTINE MATTERS

1. Opening Prayer

Chair, Racine welcomed Adeline Willett, Student Senate Representative and Frank Fera, Chair of the Board.

Superintendent, Rocca led a special prayer in memory of Tina DiFrancesco, Administrative Assistant who recently passed. We continue to keep Tina and her family in our thoughts and prayers.

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 | | ✓ |
| Burtnik, Kathy | <ul style="list-style-type: none"> • Board Trustee – St. Catharines | | ✓ |
| Fera, Frank | <ul style="list-style-type: none"> • Chair of the Board | ✓ | |
| 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.

3. Election of Chairperson

Andrew Howcroft nominated Anna Racine for Chairperson.
Second by Lorraine Smith

Superintendent, Rocca asked Anna Racine if she wished to stand for the position of Chairperson of the Special Education Advisory Committee. Anna Racine accepted the nomination.

Superintendent, Rocca asked if there were any more nominations.

There were no further nominations forthcoming.

Anna Racine was acclaimed as the Chairperson of the Special Education Advisory Committee.

Election of Vice-Chairperson

Andrew Howcroft nominated Karen Murphy for Vice-Chairperson.
Second by Dorothy Harvey

Superintendent Rocca asked Karen Murphy if she wished to stand for the position of Vice-Chairperson of the Special Education Advisory Committee. Karen Murphy accepted the nomination.

Superintendent, Rocca asked if there were any more nominations.

There were no further nominations forthcoming.

Karen Murphy was acclaimed as the Vice-Chairperson of the Special Education Advisory Committee.

4. Approval of the Agenda – January 8, 2020

- Moved by Karen Murphy
- Second by Andrew Howcroft

THAT THE Special Education Advisory Committee approve the Agenda of the Education Advisory Committee Meeting of **January 8, 2020**.

CARRIED

5. Approval of the Agenda – February 5, 2020

- Moved by Dorothy Harvey
- Second by Bill Helmeczi

THAT THE Special Education Advisory Committee approve the Agenda of the Education Advisory Committee Meeting of **February 5, 2020**.

CARRIED

6. Disclosure of Interest

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

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

- Moved by Dorothy
- Second by Karen

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

CARRIED

8. Approval of Minutes of the Special Education Advisory Committee of January 8, 2020

- Moved by Karen
- Second by Andrew

THAT THE Special Education Advisory Committee approve the Minutes of the Education Advisory Committee Meeting of **January 8, 2020** as presented.

CARRIED

B. AGENDA ITEMS

1. Parent Outreach

i) Dr. Sheila Bennett and Terri Pauco

- We have received confirmation that Dr. Sheila Bennett and Terri Pauco will be providing a presentation on **Wednesday, May 6, 2020** at Denis Morris Catholic Secondary School during Catholic Education Week. Danny DeLorenzo has graciously offered to host that meeting.
- Superintendent, Rocca would like to explore holding one SEAC meeting per School Year outside of the Catholic Education Centre.
- This meeting will be open to the public and our Niagara Catholic families are encouraged to attend.
- Chris Kerho suggested that schools notify families of this upcoming meeting, via School Messenger.

ii) Kelsey Dick – Special Guest

- Chair, Racine welcomed a special guest, Kelsey Dick to the meeting. She asked Kelsey to introduce herself to the group. Please see Kelsey's introduction that she shared with the group:
 - o *Hello, my name is Kelsey Dick and I am an Indigenous educator within the Soaring Eagles Secondary Program at Niagara Catholic's St. Kateri site. I am a citizen of the Métis Nation of Ontario and an active member of the Niagara Region Métis council. I am looking forward to the opportunity to be a part of this committee, so that I can be a strong advocate for the Indigenous students in our system.*

- *Prior to my journey with the NCDSB, I worked for the Learning Disabilities Association of Niagara as a literacy and social skills program supervisor for several years. I have always had a passion for supporting students with special education needs, and I look forward to both personal and professional growth as part of my role on this committee. Thank you, Maarsii, Wela'lin, Miigwetch, Nia:wen*

- We are looking forward to having Kelsey attend future SEAC meetings!

2. 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.*

- [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 4:00 pm **February 6, 2020**.

- [Attendance Area Policy \(301.3\)](#)
- [Criminal Background Check Policy \(302.67\)](#)
- [Use of Corporate Logo Policy \(100.14\)](#)
- [Video Security Surveillance Policy \(701.3\)](#)

- Please submit your feedback to jennifer.pellegrini@ncdsb.com by 4:00 pm **March 11, 2020**.

3. SEAC Sub Committees

- The sub committees reconvened individually in groups after the meeting.

4. Hiring of New Director of Education

- Karen Murphy and Andrew Howcroft attended the meeting to discuss the hiring process of a new Director of Education for NCDSB.
- Kevin Kobus, Associate Partner of Promeus is the consultation firm retained by Niagara Catholic District School Board (NCDSB) to assist the Board of Trustees in their search for the next Catholic Director of Education.
- The next Director of Education will assume the role on **Tuesday, September 1, 2020**.

- As part of the initial stages of the search process, the partners of Promeus will hold consultation meetings with key stakeholders and representative groups from across the system in order to develop a Profile of the Ideal Candidate for the next Director of Education.
- Specifically, Promeus will be seeking input and feedback regarding:
 - o the key strengths and opportunities of NCDSB.
 - o The top three or four key challenges and/or priorities for the NCDSB to be addressed by the next Director of Education
 - o The ideal candidate criteria for the new leader, (i.e., experience, skills and personal qualities).

C. AGENCY REPORTS

1. Learning Disabilities Association – Niagara – Ted Nangle

NIL Report

2. Niagara Children’s Centre – Dorothy Harvey

- Niagara Falls Comic Con is offering the opportunity to attend the area’s largest pop culture celebration at a discounted price, and at the same time raise funds for Niagara Children’s Centre.
- For every admission ticket sold, using the promo code, “niagaracc20” Niagara Falls Comic Con will donate \$5.00 back to Niagara Children’s Centre! Even better, ticket buyers will receive 20% off the original ticket price! The event runs from **June 5 – 7, 2020** at the Scotiabank Convention Centre. Tickets can be purchased at www.nfcomiccon.com.
- Niagara Children’s Centre is pleased to announce that an accreditation survey conducted by CARF International in December resulted in a three-year Accreditation Award. This is the highest award possible.
- In particular, CARF notes that Niagara Children’s Centre appears to flourish in its committed service to clients and provides high quality, comprehensive care in an environment that fosters respect and compassion.
- Registration is now open for the Plasma Car Race that is taking place on **Thursday, May 28, 2020** from 4:00 – 7:00 pm located at 16 Melbourne Avenue in St. Catharines. For more information, please visit, <https://www.facebook.com/BalhhockeycomAthleticCentre/>.



3. Autism Ontario Niagara Region – Karen Murphy

- Our *Raise the Flag* Campaign is getting started for 2020. You can sign up for this event by clicking on their link: <https://raisetheflagforautism.com>.
- Hoodies and t-shirts are for sale and all proceeds will go to the Niagara Chapter.
- Autism Ontario Niagara’s annual Trivia Challenge is on **Saturday, February 29, 2020**.
- Summer Camp registration will be opening on **Monday, March 2, 2020**.

4. Down Syndrome Caring Parents (Niagara) – Pina Palombo

- Down Syndrome Niagara's (DSN) annual general meeting took place on **Sunday, January 26, 2020** at Club Italia and the current Board members remain the same. There were no newly elected members appointed to the Board.
- The annual DSN's Trivia Night will take place on **Saturday, March 21, 2020** at Club Italia. If anyone is interested in attending this event, you can email Rob Lavorato for tickets or purchase a table. This event has sold out three years in a row and it is sure to "Rock Your Socks". You can email Rob directly at rob.lavorato68@gmail.com.
- **Saturday, March 21, 2020** is Down Syndrome Awareness Day and the national logo for that day/event is *Rock Your Socks* and the DSN will be promoting this day at the Trivia Night and throughout the Niagara Region to promote awareness and inclusion for all individuals with Down Syndrome.
- DSN will be dropping off Down Syndrome Awareness' school packages to participating schools within our Board. This was well received well with a number of elementary schools and secondary schools taking part with setting up posters and fun facts on bulletin boards and displayed on tables within the school. This year we would like to promote this day Board-wide and will be sending out additional communication to both the NCDSB's SEAC and the DSBN's SEAC.
- New this year, DSN will be hosting a *Disney On Ice* event in Hamilton. A special rate has been offered to our DSN group at this time. The date for this exciting event will take place over the March Break. The date(s) and time(s) will be announced soon.
- G-MC Homies with Chromies Foundation CrossFit workouts have resumed for 2020 calendar year and our DSN homies were back on **Sunday, February 9, 2020**. The next workout will be on **Sunday, February 9, 2020** and workouts will be offered every two weeks at the CrossFit in St. Catharines on Niagara Street.
- DSN group will be registering a team again for Niagara Children Centre's annual Plasma Car Race. This is the third year in a row that DSN has registered a team for this event. This year event is scheduled for **Thursday, May 28, 2020** at the Ball Hockey Athletic Centre located at 16 Melbourne Avenue in St. Catharines.
- Our next Board meeting is scheduled for **Sunday, March 1, 2020**.

5. Community Living Welland Pelham – Andrew Howcroft

- Andrew Howcroft spoke to the group about the *Open Future Learning Modules* that are available. Open Future Learning is the resource that will change the way you think about your work and the way that you support people.
- They are an online learning provider 100% dedicated to the learning disability workforce.
- Here are a list of the available options:
 - o *Staff Learning Modules* – designed to benefit anyone who touches the lives of people with intellectual disabilities.
 - o *Side by Side Learning Modules* – was created so that people who receive support and the people who provide support can learn together.
 - o *Mini Learning Modules* – captures everything you expect from Open Future (Staff Learning Modules) and delivers it in a bit size form, generally 30 minutes or less to complete.
 - o *Audio Learning Modules* – similar to an interactive podcast, the Audio Learning Modules make it possible to learning while you are on the go.

- There are also *videos on demands* – **838** individual videos in total. Individuals can select videos by subject, presenter, most popular and newest.
- If you are interested in learning more about the *Open Future Learning*, please visit their website: <https://www.openfuturelearning.org/learningmodules.html>.

6. Mainstream – Lorraine Smith

- The Mainstream and Gateway Strategic Alliance Initiative (Strategic Alliance Initiative) has been a two-year exploration to determine whether the two agencies should share some resources to maximize their individual and collective input. During Phase One, we wanted to determine the extent to which our organizations' cultures, leadership, and business functions could align. The answer to this question helped us assess the 'fit' between the two agencies and the amount of work required to integrate some aspects of business. At the end of Phase One it was realized, Mainstream's and Gateway's organizational cultures are extremely well aligned. In addition, people receiving supports, along with both executive directors, employees, funders, and community partners expressed solid support for the initiative – among the first cross-sector strategic alliance in Ontario.
- Based on Phase One results, both Mainstream's and Gateway's boards determined that it is in the best interest of both agencies to move forward with Phase Two: 'Future Scenario Planning.' Phase Two took a more in-depth look at how we could integrate specific aspects of business with the goal of improved effectiveness and efficiencies. The ultimate goal is to advance and sustain supports and services for people with developmental differences, mental illness, or a dual diagnosis in the Niagara region.
- As of **Monday, June 1, 2020**, Kevin Beswick, executive director of Mainstream will be retiring and John Osczytko, executive director of Gateway will be Mainstream's new executive director.
- Please mark **Monday, June 1, 2020** on your calendar for our upcoming annual fundraising golf tournament.
- Please mark your calendar for **Thursday, May 14, 2020** for our upcoming Pathways to Success. Pathways to Success gives people with a developmental disability an opportunity to check out and connect with what their community has to offer.
- Mainstream in partnership with Community Living Port Colborne /Wainfleet and the NCDSB are working on the development of a one-page transitional checklist for families who have children in elementary school. We are hoping the checklist will be a quick reference to help families plan for the transitioning of their child from elementary school to high school.

7. Community Living Port Colborne / Wainfleet – Rita Smith

NIL Report

8. Pathstone Mental Health – Bill Helmeczi

NIL Report

D. STAFF REPORTS

1. Secondary Principals – Adele Filice

- We are so very proud of the many accomplishments that our Special Education students in our Niagara Catholic Secondary Schools have achieved. Here are a few highlights that our Secondary Schools have shared.

i) *Holy Cross Catholic Secondary School*

- The Holy Cross Catholic SS' Special Education Class students continue to be actively involved in all aspects of Raider life. A highlight for three of our students was the opportunity to take the stage at the Performing Arts Centre on the evening on **Monday, December 9, 2019** with the Holy Cross Catholic SS Junior Band. Congratulations to Axel, Nathalie, and Hailey for their outstanding work on percussion, performing in four Christmas selections.

ii) *Lakeshore Catholic High School*

- Lauren Patterson who has a developmental disability is now in her second year of full participation with the school's rowing team.
- Mendel Hookstra from the Momentum Choir visits the Special Education Class twice a month to engage our group in music therapy.
- Cameron Henderson who has cerebral palsy and a wheelchair user received a potentially life-changing surgery in **December 2019** in order to straighten his legs. After 6 weeks of healing, he is now engaging in intensive physiotherapy. He began weight bearing this past week on his way. His goal is to walk the stage during Lakeshore Catholic's 2020 Graduation ceremony. We are looking forward to receiving future successes from Cameron in the months ahead.
- Zach Veldman who has autism accepted school admissions to Niagara College for School Year 2020 2021.



2. Elementary Principals – Chris Kerho

- St Andrew CES is participating in the Kids Helping Kids campaign, along with all of our Niagara Catholic schools. St. Andrew School has many activities planned for the duration of the fundraiser. All students were ask to donate \$2.00 per student or \$5.00 per family for the campaign. This small donation will allow St Andrew's students to participate in all the planned activities.

3. Special Education – Danny Giancola

Preschool-to-Kindergarten Transitions

- Special Education Coordinators have collected information from preschool resource consultants for students transitioning to Kindergarten in the Fall 2020 identified with special learning needs. Coordinators will contact Principals and Educational Resource Teachers to share the Preschool Transition Report Functional Checklist for these students (once registered) to assist in planning for the coming school year and coordinate transition meetings if necessary.

4. Pat Rocca, Superintendent of Education

i) Co-Instructing of the Special Education AQ for Administrators

- An invitation came from Catholic Principal Council of Ontario (CPCO) to have our very own Niagara Catholic Special Education AQ course focusing on Autism specifically. We have been given the permission to do so under the condition that we have instructors. Adele Filice and Superintendent, Rocca will be taking the instructors course and instructing this course to our current Vice Principals as part of our Administrators Mentorship Program. This will be consistent with our plan to build capacity with staff in order to work collaboratively together. The goal of this program is to impart effective and evidence based strategies to support students with ABA strategies.

ii) February 12 Pathways Summit

- The NCDSB and the Niagara Workforce Planning Board present the third annual Pathways Speaker Summit for students in Grades 6-12 and their parents or guardians.
- This is your opportunity to hear directly from local business and education leaders about emerging industries, markets and job opportunities for you or your child. This event features speakers from the Niagara Health System, General Motors, the Niagara Homebuilders Association, the Niagara Workforce Planning Board and many more. Get the facts straight from the source and be informed about the truths and myths of career and education opportunities in Niagara and beyond.
- The Summit takes place on **Wednesday, February 12, 2020** at John Michael Banquet Hall and Conference Centre in Thorold. The program will run from 6:00 - 7:30 pm. The doors will open at 5:30 pm.

iii) Giving From The Heart Out Of Love Fundraiser

- This year will mark the 22nd year that all schools in the NCDSB will participate in the *Giving From The Heart Out Of Love - Kids Helping Kids* fundraiser. While we will continue to support the Niagara Children's Centre, we are expanding our fundraising efforts to support the Niagara Foundation for Catholic Education. This year's fundraiser will be held from **February 10 to February 28, 2020**. Regarding the extended timeframe, please note that activities do not have to be held daily. Principals may choose days that are suitable to their school.

iv) Growth and Retention Committee

- The mandate of the Board's Growth and Retention Ad Hoc Committee are:
 - o To review the enrolment realities and projections across the Board with a report to be brought back to the Board no later than **September 2020**.
 - o To make recommendations to the Board with respect to future growth and retention global strategies and priorities, Kindergarten to Graduation
- The first meeting will be rescheduled on **Thursday, February 13, 2020** at 6.00 pm at the Catholic Education Centre.

v) Michael Jacques

- Michael was featured in the Globe and Mail on **Saturday February 1, 2020**.
- Michael will be presenting to our Educational Assistants group on the **Friday, February 14, 2020** (PA Day) about his journey as a student of NCDSB.

- The full article can be viewed at <https://www.theglobeandmail.com/arts/article-michael-jacques-cant-read-or-write-but-he-published-a-new-book/>.
- Most recently the Kinsmen Club of Fonthill awarded Michael, the *Pelham Citizen of the Year 2019*. There will be a dinner ceremony on **Tuesday, March 3, 2020** in Fonthill. Michael is the youngest person ever to receive this award. Michael continues to amaze us all.

E. TRUSTEE REPORT

- Chair of the Board, Fera and Board Trustee of St. Catharines, Burtnik are the newly appointed SEAC committee members. We are looking forward to hearing their input!
 - o Chair of the Board, Fera told the group that he and Vice-Chair of the Board, Sicoli are planning to visit all schools individually to meet with the respective Principals and Vice Principals.
 - o They are encouraging Principals and Vice Principals to speak openly about concerns/issues that need addressing and/or corrected in their school.

F. STUDENT REPORT – Adeline Willett

- Student Senate, Adeline Willette reached out to the Student Council's presidents of the other Niagara Catholic Secondary Schools if there were any upcoming events involving Special Education students. Here is what the other Secondary Schools reported to her:
 - o Saint Paul Catholic High School is hosting a Special Olympics.
 - o Notre Dame College is hosting a Raptor's Rally.
 - o Saint Michael Catholic High School is having a "Blue-Shirt" day in support of Autism.

G. NCPIC REPORT

- Chair, Racine reminded the group that we are still looking for a SEAC representative to attend Niagara Catholic Parent Involvement Committee (NCPIC) meetings.
- The next NCPIC meetings will take place on **Thursday, March 5, 2020** and **Thursday, May 7, 2020** at 6:30 pm.
- Chair, Racine explained to the group that the NCPIC meetings always take place on the first Thursday of the following months: September, November, January, March and May.
- Chair, Racine reminded the group that it was possible to have more than one committee member represent SEAC at the NCPIC meetings. She explained that the committee members could share this role by selecting the meetings that best suited their schedule.
- Chair, Racine encouraged the group to email Jennifer Lanese availability by **Friday, February 28, 2020**, if interested.
- An email message was later sent out to the committee members in order to update those members not in attendance that evening.

H. NEXT MEETING

- **Wednesday, March 4, 2020 at 6:30 pm at the CATHOLIC EDUCATION CENTRE**

I. ADJORNMENT

- Moved by Bill Helmeczi
- Second by Andrew Howcroft

THAT the February 5, 2020 meeting of the Special Education Advisory Committed be adjourned
CARRIED

This meeting was adjourned at 7:30 pm.

J. SEAC SUB-COMMITTEES

- The sub-committees meet with their respective groups.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
MARCH 24, 2020**

PUBLIC SESSION

TITLE: FINANCIAL REPORT AS AT FEBRUARY 29, 2020

The Financial Report as at February 29, 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: March 24, 2020



REPORT TO THE BOARD MARCH 24, 2020

FINANCIAL REPORT AS AT FEBRUARY 29, 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 February actual results are included in the reporting below.

Financial Statement – notes

Expenses

1. The portion of the favourable variance in this account is attributed to the savings from the OECTA provincial full withdrawal of services in January and February. This amount will be adjusted, reconciled and returned to the Ministry of Education.
2. 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.
3. 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.
4. 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 February 29, 2020 is presented for information.

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

Date: March 24, 2020

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD FINANCIAL UPDATE
FISCAL 2019-2020
FEBRUARY 29, 2020**

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 | February 31 Actuals | Forecast Actuals | YTD Variance |
|-------------------------------------|------------------------------|--------------------------------|-----------------------------|-------------------------|
| | \$ | \$ | \$ | \$ |
| TOTAL INSTRUCTION | | | | |
| 1 Classroom Teachers | 133,211 | 64,207 | 130,172 | 3,039 |
| 2 Supply Staff | 6,637 | 3,401 | 6,893 | -256 |
| Education Assistants & ECE | 21,523 | 12,967 | 21,379 | 144 |
| Textbooks and Supplies | 5,382 | 2,030 | 5,382 | 0 |
| Computers | 636 | 507 | 636 | 0 |
| Professionals, Para and Technicians | 8,073 | 3,601 | 7,772 | 301 |
| Library & Guidance | 3,995 | 2,324 | 4,302 | -307 |
| Staff Development | 486 | 213 | 467 | 19 |
| Department Heads | 315 | - | 316 | 0 |
| Principals & VPs | 10,390 | 5,114 | 10,491 | -101 |
| School Office | 5,370 | 2,777 | 5,404 | -34 |
| Coordinators and Consultants | 2,440 | 1,167 | 2,326 | 114 |
| 3 Continuing Education | 4,895 | 2,411 | 4,861 | 34 |
| Total Instruction Expenses | 203,354 | 100,719 | 200,400 | 2,954 |

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD FINANCIAL UPDATE
FISCAL 2019-2020
FEBRUARY 29, 2020**

TOTAL ADMINISTRATION

| | | | | |
|-----------------------------------|--------------|--------------|--------------|----------|
| Administration | | | | |
| Trustees | 264 | 62 | 256 | 9 |
| Director and Supervisory Officers | 1,204 | 795 | 1,300 | -96 |
| Board Administration | 5,963 | 3,994 | 5,874 | 90 |
| Total Administrations | 7,431 | 4,801 | 7,430 | 3 |

TOTAL TRANSPORTATION

| | | | | |
|-----------------------------|---------------|--------------|---------------|----------|
| Transportation | | | | |
| Pupil Transportation | 10,811 | 5,113 | 10,811 | 0 |
| Total Transportation | 10,811 | 5,113 | 10,811 | 0 |

PUPIL ACCOMMODATION

| | | | | |
|--|----------------|----------------|----------------|--------------|
| 4 School Operations and Maintenance | 21,627 | 10,705 | 21,739 | -112 |
| School Renewal | 996 | 210 | 996 | 0 |
| Other Pupil Accommodation | 3,392 | 1,851 | 3,391 | 0 |
| Amortization | 16,103 | 10,869 | 16,104 | -1 |
| Interest Charges | 117 | | 117 | 0 |
| Total Pupil Accommodation | 42,235 | 23,635 | 42,235 | 0 |
| School Generated Funds Expenses | 7,410 | 4,443 | 7,410 | 0 |
| TOTAL EXPENDITURE | 271,234 | 138,711 | 268,281 | 2,846 |

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
MARCH 24, 2020**

PUBLIC SESSION

**TOPIC: TRUSTEE INFORMATION
SPOTLIGHT ON NIAGARA CATHOLIC – MARCH 10, 2020**



March 10, 2020

Policies Recommended

During the March 10 Committee of the Whole Meeting, trustees recommended six policies be sent to the Board for approval.

Naming of a Board Facility, Designated Area or Chapel Policy (100.15), Occupational Health and Safety Policy (201.6), Employee Workplace Harassment Policy (201.7), Employee Workplace Violence Policy (201.11), Sexual Misconduct Policy (201.13) and Student Use of Guide Dogs & Service Animals Policy (New) will be considered at the March 24 Board Meeting.

Capital Projects Update

Niagara Catholic currently has two capital projects in progress – a \$1.5-million addition to Our Lady of Mount Carmel Catholic Education Centre to create three new childcare rooms, and a \$5-million addition to Monsignor Clancy Catholic Elementary School to allow for the consolidation of Monsignor Clancy Catholic with St. Charles Catholic Elementary School.

The tender for the Our Lady of Mount Carmel Catholic project was scheduled to close March 6. The Monsignor Clancy project is currently awaiting Ministry of Education approval.

Speak Out! Showcase

Each year, Niagara amplifies student voice through public speaking about topics and issues of interest to youth. Before the Committee of the Whole Meeting, our three area winners presented their speeches to trustees and Senior Staff. This year's presenters were:

- Team 1: Olivia Tehrani, St. Mark Catholic Elementary School
Topic: Children's Rights
- Team 2: Elisha Amer, Loretto Catholic Elementary School
Topic: Self-Love
- Team 3: Luca Giancola, Alexander Kuska Catholic Elementary School
Topic: Making a Difference



Joining Vice-Chair Dino Sicoli (far left) and Director of Education John Crocco (far right), were presenters Luca Giancola, Olivia Tehrani and Elisha Amer.

Stay Up-to-Date with Niagara Catholic

This has been an extraordinary winter with labour issues and COVID-19. Stay up-to-date with important messages by checking this website, and following Niagara Catholic on [Facebook](#), [Twitter](#) and [Instagram](#).

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
MARCH 24, 2020**

PUBLIC SESSION

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



APRIL 2020

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|--|----------------------------|--|-----------|---------------------------|--------------------------|----------------------------|
| | | | 1 | 2 | 3 | 4 |
| <p>ALL ONTARIO ARE SCHOOLS CLOSED BY PROVINCIAL ORDER UNTIL APRIL 6, 2020 DUE TO COVID-19. ALL EVENTS SCHEDULED FOR APRIL ARE CURRENTLY UNDER REVIEW.</p> | | | | | | |
| 5 Palm Sunday | 6 | 7 | 8 | 9 Holy Thursday | 10 Good Friday | 11 Holy Saturday |
| | | | HOLY WEEK | | | |
| 12 Easter Sunday | 13 Easter Monday | 14 Committee of the Whole Meeting | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 Policy Committee Meeting Board Meeting | 29 | 30 | | |