

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
MAY 25, 2021**

PUBLIC SESSION

**TOPIC: UNAPPROVED MINUTES OF THE COMMITTEE OF THE
WHOLE MEETING OF MAY 11, 2021**

RECOMMENDATION

THAT the Niagara Catholic District School Board receive the unapproved Minutes of the Committee of the Whole Meeting of May 11, 2021, as presented.

The following recommendations are being presented for the Board's consideration from the Committee of the Whole Meeting of May 11, 2021:

6.1.1 Board By-Laws Policy (100.1)

THAT the Niagara Catholic District School Board approve the Board By-Laws Policy (100.1), 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 Student Exclusion From School or Class Policy (NEW)

THAT the Niagara Catholic District School Board approve the Student Exclusion From School or Class Policy (NEW), as presented.

6.1.4 Pride Flag

THAT the Niagara Catholic District School Board direct the Director of Education and Secretary to the Board to fly the Pride Flag for the month of June starting in 2021, at all Niagara Catholic District School Board Secondary Schools and the Catholic Education Centre.



MINUTES OF THE COMMITTEE OF THE WHOLE MEETING

TUESDAY, MAY 11, 2021

Minutes of the Meeting of the Committee of the Whole of the Niagara Catholic District School Board, held electronically on Tuesday, May 11, 2021.

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

A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayer was led by Trustee Burtnik.

2. Roll Call

Vice-Chair Moody noted that Trustee Huibers was asked to be excused.

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

The following staff were in attendance:

Camillo Cipriano, Director of Education; **Ted Farrell**, **Lee Ann Forsyth-Sells**, **Kimberly Kinney**, **Gino Pizzoferrato**, **Pat Rocca**, Superintendents of Education; **Giancarlo Vetrone**, Superintendent of Business & Financial Services; **Clark Euale**, Controller of Facilities Services; **Linda Marconi**, Recording Secretary/Executive Assistant.

3. **Approval of the Agenda**

Moved by Trustee Sicoli

THAT the Committee of the Whole approve the Agenda of the Committee of the Whole Meeting of May 11, 2021, as amended.

ADDITION TO THE PUBLIC AGENDA

Item E1.1 Pride Flag

CARRIED

4. **Declaration of Conflict of Interest**

Declaration of Conflict of Interest was declared by Trustees Fera and Moody with Item F6.3 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 March 9, 2021**

Moved by Trustee Sicoli

THAT the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting of March 9, 2021, as presented.

CARRIED

6. **Consent Agenda Items**

6.1 **Unapproved Minutes of the Policy Committee Meeting of April 27, 2021**

THAT the Committee of the Whole receive the Unapproved Minutes of the Policy Committee Meeting of April 27, 2021, as presented.

6.2 **Approval of Policies**

6.2.1 **Board By-Laws Policy (100.1)**

THAT the Policy Committee recommend to the Committee of the Whole approval of the Board By-Laws Policy (100.1), 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 **Student Exclusion From School or Class Policy (NEW)**

THAT the Policy Committee recommend to the Committee of the Whole approval of the Student Exclusion From School or Class Policy (NEW), as presented.

6.3 Staff Development Department Professional Development Opportunities

Presented for information.

6.4 Capital Projects Progress Report Update

Presented for information.

6.5 In Camera Items F1 and F3

Moved by Trustee Fera

THAT the Committee of the Whole adopt consent agenda items.

CARRIED

B. PRESENTATIONS

1. Governance in the Education Sector

Camillo Cipriano provided background information on Governance in the Education Sector and introduced Marion Thomson Howell, President of Shaughnessy Howell Inc.

Ms. Howell presented the Governance in the Education Sector presentation.

Ms. Answered questions of Trustees.

C. COMMITTEE AND STAFF REPORTS

1. Committee of the Whole System Priorities 2020-2021 Update

Director Cipriano presented Committee of the Whole System Priorities 2020-2021 Update.

2. Monthly Updates

2.1 Student Trustees' Update

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

2.2 Senior Staff Good News Update

Senior Staff highlights included:

Director Cipriano

- An update on Catholic Education Week activities was provided.

Superintendent Lee Ann Forsyth-Sells

- An update was provided on Mental Health Week, and supports available.

Superintendent Kinney

- A video presentation on Catholic Education Week activities was shared.

D. INFORMATION

1. **Trustee Information**

Nil

E. OTHER BUSINESS

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

1.1 **Pride Flag**

Trustee Turner brought forth the following motion;

Moved by Trustee Turner

THAT the Committee of the Whole bring a recommendation to the Niagara Catholic District School Board Meeting on May, 25, 2021 that directs the Director of Education and Secretary to the Board to fly the Pride Flag for the month of June starting in 2021, at all Niagara Catholic District School Board Secondary Schools and the Catholic Education Centre.

CARRIED

F. BUSINESS IN CAMERA

Moved by Trustee Prince

THAT the Committee of the Whole to take 45 min break for the timed Special Board Meeting.
CARRIED

Moved by Trustee Burkholder

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 8:14 p.m. and reconvened at 10:08 p.m.

G. REPORT ON THE IN-CAMERA SESSION

Moved by Trustee Burkholder

THAT the Committee of the Whole report the motions from the In Camera Session of the Committee of the Whole Meeting of May 11, 2021.
CARRIED

SECTION A: STUDENT TRUSTEES INCLUDED

Moved by Trustee Fera

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 March 9, 2021, as presented.

CARRIED (Item F1)

SECTION B: STUDENT TRUSTEES EXCLUDED

Moved by Trustee Fera

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 March 9, 2021, as presented.

CARRIED (Item F3)

H. ADJOURNMENT

Moved by Trustee Burtnik

THAT the May 11, 2021 Committee of the Whole Meeting be adjourned.

CARRIED

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

Minutes of the Committee of the Whole Meeting of the Niagara Catholic District School Board held on **May 11, 2021.**

Approved on **June 8, 2021.**

Daniel Moody
Vice-Chair of the Board

Camillo Cipriano
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
MAY 25, 2021**

PUBLIC SESSION

TOPIC: BOARD BY-LAWS POLICY (100.1)

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Board By-Laws Policy (100.1), as presented.

Prepared by: Camillo Cipriano, Director of Education/Secretary-Treasurer
Presented by: Policy Committee
Recommended by: Committee of the Whole
Date: May 25, 2021



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BOARD BY-LAWS

Pursuant to the provisions of the *Education Act* and its Regulations, the By-Laws of Niagara Catholic District School Board shall regulate the powers and responsibilities of the Board, its officers and committees, and shall be observed for the procedure and dispatch of business at the meetings of the Board and its committees.

By-Laws of Niagara Catholic District School Board shall be approved by the Board and reviewed from time to time as directed by the Board or recommended by the Director of Education/Secretary-Treasurer.

Definitions used in these By-Laws and not otherwise defined in the text shall have the meanings set out in the attached Definitions Schedule.

BOARD ORGANIZATION

The administrative organization of Niagara Catholic District School Board shall be subject to periodic review to ensure that it is designed to meet the needs of the school system.

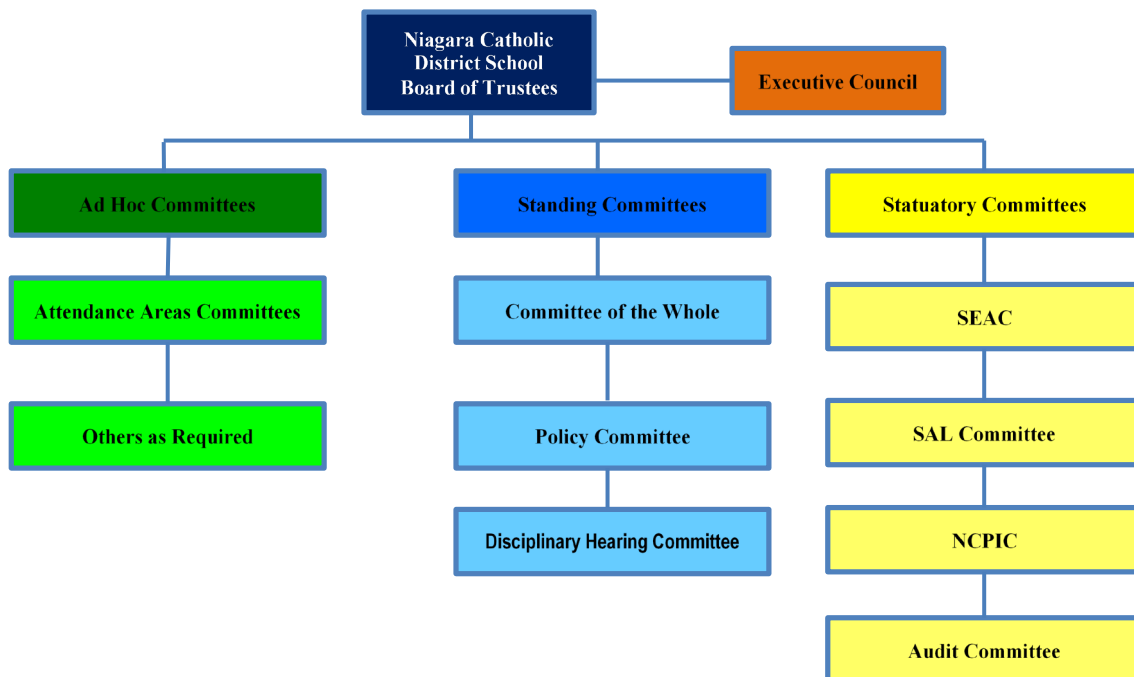
1. NAME AND JURISDICTION OF THE BOARD

The name of the Board shall be “Niagara Catholic District School Board” and it shall have jurisdiction as is provided by the *Education Act* and Regulations.

2. MISSION STATEMENT

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.

3. ORGANIZATION CHART



4. STRUCTURE OF THE BOARD

The Structure of the Board, its Sections and its Committees will be set up according to the Organization Chart in Section 3 and the following description.

i. **Board of Trustees**

The Board shall be composed of all eight (8) trustees and the two (2) Student Trustees and shall perform duties in accordance with the *Education Act* and its Regulations, Board By-Laws and Policies.

ii. **Executive Council**

The Executive Council shall be composed of the Chair of the Board, the Vice-Chair of the Board and the Director of Education/Secretary-Treasurer. It shall review and assist with the preparation of the agenda for Committee of the Whole and Board meetings.

iii. **Committees**

The Board is required by the *Education Act* to have the following Statutory Committees:

- Audit Committee
- Niagara Catholic Parent Involvement Committee (NCPIC)
- Special Education Advisory Committee (SEAC)
- Supervised Alternative Learning Committee (SAL)

In addition the Board has the following standing committees:

- Committee of the Whole
- Disciplinary Hearing Committee
- Policy Committee

The Board may also put in place other committees as required from time to time.

iv. **Terms of Reference**

Special Education Advisory Committee (SEAC)

The Special Education Advisory Committee is a statutory Committee of the Board established annually. The Special Education Advisory Committee will be responsible to the Board for examining, reviewing and making recommendations, as appropriate, relative to the provision of special education programs and services. The composition and role of the Special Education Advisory Committee is outlined in the *Education Act* and its Regulations and in particular O Reg 464/97.

Supervised Alternative Learning (SAL)

The Supervised Alternative Learning for Excused Pupils Committee is a statutory Committee of the Board established annually. The composition and role of the Supervised Alternative Learning for Excused Pupils Committee is outlined in the *Education Act* and its Regulations and in particular O Reg 374/10.

Niagara Catholic Parent Involvement Committee (NCPIC)

The Niagara Catholic Parent Involvement Committee is a statutory Committee of the Board established annually. The composition and role of the Parent Involvement Committee is outlined in the *Education Act* and its Regulations and in particular O Reg 612/00.

The purpose of the Niagara Catholic Parent Involvement Committee (NCPIC) is to support, encourage and enhance parent engagement at the Board level in order to improve student achievement and well-being. The NCPIC provides information and advice on parent engagement to the Board; communicates with and supports Catholic School Councils of the Board; and undertakes activities to help parents of pupils of the Board support their children's learning at home and at school.

The NCPIC is comprised of the number of parent members the Board determines appropriate; the Director of Education; two (2) members of the Board appointed by the Board and the number of community representatives, up to three (3), the Board determines appropriate. Subject to the By-laws of the NCPIC, the Board may appoint one (1) elementary principal, one (1) secondary principal, one (1) elementary teacher, one (1) secondary teacher and one (1) person employed by the Board, other than a Principal, Vice-Principal or teacher.

The NCPIC shall meet at least four (4) times in each school year.

Audit Committee

The Audit Committee is a statutory Committee of the Board established annually. The composition and role of the Audit Committee is outlined in the *Education Act* and its Regulations and in particular O Reg 361/10.

The Audit Committee assists the Board in fulfilling its duties related to governance and oversight. The duties of the Audit Committee fall under the following key areas: The financial reporting process, internal control framework, risk management practices, performance and function of the Board's internal and external auditors and the Board's compliance with its obligations under legislation.

The Committee shall meet at least three (3) times per year, plus ad hoc meetings as required.

The Committee is made up of three (3) trustees and two (2) external members approved by the Chair, Vice Chair and the Director of Education.

5. OFFICERS OF THE BOARD

The officers of the Board shall consist of the Chair, the Vice-Chair of the Board who are elected trustees, and the Director of Education/Secretary-Treasurer, who is the Chief Executive Officer. They shall have such duties as are assigned to them by the *Education Act* and its Regulations, Board By-Laws and Policies.

6. DUTIES OF BOARD OFFICIALS

i. Trustees of the Board

In accordance with the *Education Act* and its Regulations, trustees, in addition to other duties under the *Education Act* and its Regulations, Board's By-Laws and Policies, are required to;

- (a) act in the best interest of publicly funded Catholic Education;

- (b) carry out their responsibilities in a manner that assists the Board in fulfilling its duties under the *Education Act*, the Regulations and the guidelines issued under the Act, Board's By-Laws and Board Policies;
- (c) attend and participate in meetings of the Board, including meetings of board committees of which they are members;
- (d) bring concerns of parents, students and supporters of the Board to the attention of Board staff through Policies determined by the Board;
- (e) uphold the implementation of any Board resolution after it is passed by the Board;
- (f) entrust the day to day management of the Board to its staff through the Board's Director of Education;
- (g) promote student achievement and well-being;
- (h) ensure effective stewardship of the Board's resources;
- (i) develop, monitor and evaluate the effectiveness of Policies;
- (j) develop and annually review the Board's Multi-Year Strategic plan;
- (k) comply with the Board's Code of Conduct Policy as addressed in Section 21 of these By-Laws.

ii. Chair of the Board

In accordance with the *Education Act* and its Regulations, the Chair of the Board, in addition to other duties under the *Education Act* and its Regulations, Board's By-Laws and Policies, is required to;

- (a) act in the best interest of publicly funded Catholic Education;
- (b) preside over meetings of the Board;
- (c) conduct the meetings in accordance with the Board's procedures and practices for the conduct of board meetings;
- (d) in consultation with Executive Council, establish agendas for the Committee of the Whole and Board Meetings, in consultation with the Director of Education or the Supervisory Officer acting as the Board's Director of Education;
- (e) ensure that members of the Board have the information needed for informed discussion of the agenda items;
- (f) with the Director of Education, act as spokesperson to the public on behalf of the Board, unless otherwise determined by the Board;
- (g) convey the decisions of the Board to the Director of Education or the Supervisory Officer acting as the Director of Education;
- (h) provide leadership to the Board in maintaining the Board's focus on the Multi-Year Strategic Plan;
- (i) provide leadership to the Board in maintaining the Board's focus on the Board's Mission Vision and Values;
- (j) serve as an Ad Hoc member of any Board committee;
- (k) be an official signing officer of the Board;
- (l) assume such other responsibilities as may be specified by the Board; and
- (m) perform such duties as are related to their position as a trustee.

iii. Vice-Chair of the Board

In accordance with the *Education Act* and its Regulations, the Vice-Chair of the Board, in addition to other duties under the *Education Act* and its Regulations, Board's By-Laws and Policies, is required to;

- (a) act in the best interest of publicly funded Catholic Education;
- (b) act in place of the Board Chair when absent and fulfill the duties of the Chair of the Board;
- (c) chair the Committee of the Whole Board Meeting;
- (d) perform such duties as determined by the Board or by the Chair;

- (e) perform such duties as are related to their position as a trustee; and
- (f) be an official signing officer of the Board and shall assume all responsibilities and duties of the Chair in the event that the Chair is absent or incapacitated for a period exceeding forty-eight 48 hours.

iv. Director of Education – Chief Executive Officer

The Director of Education is the Chief Education Officer and the Chief Executive Officer (CEO) of the Board. The Chief Executive Officer of a Board shall ensure that Board staff comply with the duties under the *Education Act* and its Regulations, Board By-Laws and Policies established by the Board and shall develop and maintain an effective organization and programs required to implement the *Education Act* and its Regulations, Board’s By-Laws, Governance Policies and Administrative Operational Procedures.

In accordance with the *Education Act* and its Regulations, the Director of Education, in addition to other duties under the *Education Act* and its Regulations, Board’s By-Laws and Governance Policies, is required to;

- (a) act in the best interest of publicly funded Catholic Education;
- (b) oversee the day to day management of the Board through Board staff;
- (c) annually review with the Board the Multi-Year Strategic Plan;
- (d) ensure that the Multi-Year Strategic Plan establishes the Board’s priorities and identifies specific measures and resources that will be applied in achieving the priorities and in carrying out its duties under the *Education Act*, in particular, its responsibility for student achievement;
- (e) implement and monitor the implementation of the Multi-Year Strategic Plan; and other reports as required as CEO of the Board or as determined by Executive Council or by Board motion to provide the Board with information to fulfill their duties as trustees and as CEO of the Board;
- (f) report periodically to the Board on the implementation of the Multi-Year Strategic Plan and other reports as required as CEO of the Board and as determined by Executive Council or by Board motion to provide the Board with information to fulfill their duties as trustees and as CEO of the Board;
- (g) act as Secretary to the Board;
- (h) immediately upon discovery, bring to the attention of the Board any act or omission by the Board that in the opinion of the Director of Education may result in or has resulted in a contravention of the *Education Act* or any policy, guideline or regulation made under the *Education Act*; and
- (i) advise the Deputy Minister of Education if the Board does not respond in a satisfactory manner to an act or omission brought to its attention.

v. Board Officers

The duties of Board Officers shall be as outlined in the *Education Act* and its Regulations and in the job description and Terms and Conditions approved by the Board from time to time.

7. INAUGURAL MEETING OF THE BOARD

- i. Subject to any statutory requirement, on the first Tuesday of December following a municipal election, the Board will hold the Inaugural Meeting of the Board.
- ii. At the appointed time, the Director of Education who is the Chief Executive Officer (CEO) and Secretary-Treasurer or in the absence, a person designated by the Director of Education, shall preside until the election of the Chair.

iii. The Agenda for the Inaugural Meeting of the Board will be:

A. ROUTINE MATTERS

1. Meeting Called to Order – (*Director of Education or Designate*)
2. Opening Prayer (*Bishop of St. Catharines or Designate*)
3. Roll Call
4. Declaration of Conflict of Interest
5. Returns of Election – (*Director of Education*)
6. Declaration of Office and Oath of Allegiance (*Director of Education or Designate*)
7. Election of Chair and Vice-Chair
8. Chair’s Remarks
9. Vice-Chair’s Remarks
10. Appointment of Board Auditors
11. Board Committees

B. MOMENT OF SILENT REFLECTION

C. ADJOURNMENT

iv. At the Inaugural Meeting following a municipal election, the Director of Education shall read the returns of the election to the Board as certified to them by the municipal clerks and may request a Judge to attend to take the Declaration and the Oath of Allegiance as set out in the *Education Act*.

v. At the Inaugural Meeting following a municipal election, every person elected to the Board shall make and sign the Declaration and the Oath of Allegiance before the Secretary of the Board or before any person authorized to administer an oath unless such requirement was fulfilled prior to the organizational meeting.

vi. **Election of Chair & Vice-Chair**

(a) The Director of Education shall name the scrutineers appointed for the election of the Chair and Vice-Chair.

(b) The election of the Chair shall be by nomination and vote by ballot. The candidate receiving a clear majority of votes cast by all members present shall be elected but the count shall not be declared. Should no candidate receive a clear majority of votes cast, the candidate receiving the least number of votes shall be dropped and balloting shall be continued in this manner until a majority of ballots cast shall be in favour of one (1) person or an equality of votes results in a tie, in which case one (1) further ballot shall be held. If an equality of votes shall result again, the candidates shall draw lots (straws) to fill the position. The drawing of lots shall be done in alphabetical order and the person who draws the longest straw shall be elected.

(c) The person elected Chair shall be Chair until the next organizational meeting and shall at once take the chair and preside over the election of Vice-Chair (in the manner set out with respect to the election of the Chair in section (vi. (b) above) and the further conduct of the meeting. The Chair has the right to vote as any other trustee for the position of Vice-Chair. The person elected Vice-Chair shall be Vice-Chair until the next organizational meeting of the Board.

vii. Ballots - The scrutineers shall be instructed by resolution to destroy the ballots.

8. ANNUAL ORGANIZATIONAL MEETING OF THE BOARD

- i. Excluding the Inaugural Meeting of the Board, annually, the first Tuesday of December will be designated as the Annual Organizational Meeting unless otherwise determined by the Board.
- ii. At such meeting, at the appointed time, the Director of Education who is the Chief Executive Officer (CEO) or in their absence a person designated by a two-thirds (2/3) majority of the trustees present at the meeting shall preside until the election of the Chair.
- iii. **The Agenda for the Annual Organizational Meeting of the Board will be:**
 - A. ROUTINE MATTERS**
 1. Meeting Called to Order (*Director of Education or Designate*)
 2. Opening Prayer and Comments (*Bishop of St. Catharines or Designate*)
 3. Roll Call
 4. Approval of Agenda
 5. Declaration of Conflict of Interest
 6. Election Procedures
 7. Election of Chair
 8. Election of Vice-Chair
 9. Chair's Remarks
 10. Vice-Chair's Remarks
 - B. COMMITTEE AND STAFF REPORTS**
 1. Board Committees
 - C. MOMENT OF SILENT REFLECTION FOR LIFE**
 - D. ADJOURNMENT**
- iv. **Election of Chair & Vice-Chair**
 - (a) The Director of Education/CEO shall name the scrutineers appointed for the election of the Chair and Vice-Chair.
 - (b) The election of the Chair shall be by nomination and vote by ballot. The candidate receiving a clear majority of votes cast by all members present shall be elected but the count shall not be declared. Should no candidate receive a clear majority of votes cast, the candidate receiving the least number of votes shall be dropped and balloting shall be continued in this manner until a majority of ballots cast shall be in favour of one (1) person or an equality of votes results in a tie, in which case one (1) further ballot shall be held. If an equality of votes shall result again, the candidates shall draw lots (straws) to fill the position. The drawing of lots shall be done in alphabetical order and the person who draws the longest straw shall be elected.
 - (c) The person elected Chair shall be Chair until the next organizational meeting and shall at once take the chair and preside over the election of Vice-Chair (in the manner set out with respect to the election of the Chair in section (iv. (b) above) and the further conduct of the meeting. The Chair has the right to vote as any other trustee for the position of Vice-Chair. The person elected Vice-Chair shall be Vice-Chair until the next organizational meeting of the Board.

- v. Ballots - The scrutineers shall be instructed by resolution to destroy the ballots.

9. REGULAR MEETINGS OF THE COMMITTEE OF THE WHOLE AND BOARD

i. Schedule of Meetings

Regular meetings of the Committee of the Whole shall be held on the second Tuesday of the month, except July and August when there shall be no meetings. The Board Meeting shall be held on the fourth Tuesday of the month, except July and August when there shall be no meetings, unless otherwise decided by the Board or the Director of Education, in consultation with the Chair of the Board. In the event of a change to the posted schedule of meetings, the change will be publicly communicated through the Boards communication process.

ii. Agenda Distribution

A copy of the agenda for regular meetings of the Committee of the Whole and the Board shall be transmitted electronically to Trustees and to Senior Administrative Council through the Secretary of the Board at least two (2) clear days, including Saturday and Sunday, before the time of the meeting.

To the extent possible, agendas with background material will be posted on the Board's website the day before the regular scheduled meeting-.

Hard copies of the agenda will also be available for public in attendance at meetings. Portions of the agenda dealing with In-Camera items shall be distributed only to Board members and if applicable to Supervisory Officers.

iii. Physical Presence

The Chair or designate, the Vice-Chair or designate and the Director of Education / Secretary to the Board or designate must be physically present at all public (open) and in-camera (closed) sessions of the Board Meeting in the Board Room or at a site otherwise determined by the Board.

The Chair or designate, the Director of Education or designate and at least one (1) other Trustee must be physically present at all public (open) and in-camera (closed) sessions of an electronic meeting of the Board Meeting in the Board Room or at a site otherwise determined by the Board.

iv. Amendment of Agenda

The agenda may be amended at the opening of the meeting with the consent of the majority of the trustees present at the meeting.

v. Trustee Absences and Attendances at Meetings

Trustees are expected to attend all Board meetings and all meetings of Board committees of which they are members, either physically or through electronic means. A member of the Board who participates in a meeting through electronic means in compliance with Ontario Regulation 463/97 is considered to be present at the meeting. (Reference Board Policy: 100.8 – Electronic Meetings Board and Committees).

A trustee who is unable to attend a scheduled Board meeting must request that the Board excuse them at that Board meeting, by so requesting through the Secretary of the Board. Trustees excused from a Board meeting will be marked as excused in the official minutes of the Board.

A trustee, who, prior to the adjournment of a meeting, have excused themselves or depart at any time during a Board meeting for the remainder of the meeting, will have the time of departure noted in the official minutes of the Board.

Trustees who are not excused from attendance at a Committee of the Board or a Board meeting or fail to notify the Secretary of the Board or designate if unable to attend a Committee of the Board or Board meeting will be marked as absent in the official minutes of the Committee of the Board or Board meeting.

As set out in the *Education Act*, a trustee must physically attend at least three (3) Board meetings in each calendar year. A trustee will lose his or her seat for being absent for three (3) consecutive meetings of the Board, including special meetings of the Board, without being authorized as entered in the minutes.

Trustees are required to notify the Secretary of the Board if unable to attend a Committee of the Whole or a Board meeting.

vi. Closing Hour of Meeting

The Board and all its committees shall not remain in session later than 9:30 p.m. unless a time is otherwise determined by a 2/3 majority of the trustees present at the time such determination is made.

vii. Presiding Officer

In the absence of the Chair, the Vice-Chair shall preside. In the absence of both the Chair and the Vice-Chair, the Secretary of the Board shall call the meeting to order and if there is quorum the Secretary shall request that the trustees present at the meeting appoint a Chair for the meeting by a two-thirds (2/3) majority of the trustees present at the meeting.

In the absence of the Vice-Chair, the Chair will select the Vice-Chair to preside with the Chair.

10. SPECIAL MEETINGS OF THE BOARD

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

11. ELECTRONIC MEETINGS OF THE BOARD

The Chair or designate, the Director of Education or designate and at least one (1) other Trustee must be physically present at all public (open) and in-camera (closed) sessions of an electronic meeting of the Board Meeting in the Board Room or at a site otherwise determined by the Board.

At the request of a trustee or student trustee, the Board shall provide the appropriate technology to ensure that two way communication is available for trustee participation in the meeting. A written request shall be made to the Director of Education a minimum of forty-eight (48) hours (excluding weekends or holidays) prior to the date of the meeting.

Subject to any condition or limitations provided for under the *Education Act* or its Regulations, a member of the board who participates in the full Committee of the Whole Meeting, Board Meeting or Committee Meeting through electronic means shall be deemed to be present at the said meeting for the purposes of every *Act* and shall be recorded as being in attendance, electronically, in the minutes of the meeting. (Reference Board Policy: 100.8 – Electronic Meetings (Board and Committees).

A trustee or student trustee will be entitled to vote on any matter on which they are eligible to vote.

12. QUORUM

- i. At all meetings of the Board, the presence of a majority of all trustees constituting the Board shall be necessary to form a quorum.
- ii. At meetings of all Committees of the Board the presence of a majority of all trustees constituting the committee shall be necessary to form a quorum.
- iii. Trustee attendance at Board and Committee meetings and notification of absence is dealt with under Trustee Absence and Attendance at Meetings within these By-Laws (Section 9 Sub v).
- iv. Where required, alternates to Board Committees will be determined at the time of selection to Board committees, recorded in the minutes and posted on the Board Committee Membership Form. Alternates have all rights and privileges as the appointed trustee.
- v. Only Board approved alternates may represent the Board on Board Committees and participate on Board committees.
- vi. Unless there is a quorum present within thirty (30) minutes after the time appointed for the start of the meeting, the Secretary of the Board or Chair of the Board Committee shall record the names of those present, the time of adjournment, and the Board and its Committees shall stand adjourned.
- vii. Board appointed ex-officio members of Committees are not to be considered in the count for a quorum but, if present, have the right to vote.

13. RIGHT OF THE CHAIR TO VOTE

The Chair of the Board may vote only once with the other members of the Board upon all motions, and any motion on which there is an equality of votes is lost. The Chair shall be recorded as voting yea, nay or abstaining on a recorded vote.

14. ACCESS TO MEETING

- i. The meetings of the Board, and meetings of committees of the Board, including the Committee of the Whole, shall be held on regular meeting dates, and shall be open to the public, except when the subject matter under consideration involves:
 - (a) the security of the property of the Board;
 - (b) the disclosure of intimate, personal or financial information in respect of a member of the Board or committee, an employee or prospective employee of the Board or a pupil or their parent or guardian;
 - (c) the acquisition or disposal of a school site;
 - (d) decisions in respect of negotiations with employees of the Board;

- (e) litigation or possible litigation affecting the Board; or
 - (f) an ongoing investigation under the *Ombudsman Act* respecting the Board.
- ii. All public meetings will be recorded and accessible to the public. All in-camera meetings will also be recorded but not accessible to the public unless challenged by the Ombudsman.
 - iii. The presiding officer shall expel or exclude from any meeting any person who has been guilty of improper conduct at the meeting.

15. ACCESS TO RECORDS

Any person may, at all reasonable hours, at the head office of the Board (Catholic Education Centre, 427 Rice Road, Welland Ontario), inspect the minute book, the audited annual financial report and the current accounts of the Board and, upon written request of any person and upon the payment to the Board of expenses associated with the reproduction of materials, the Secretary of the Board shall furnish copies of them or extracts therefrom certified under their hand in accordance with the Freedom of Information and Protection of Privacy Act and all relevant legislation and regulations.

16. DELEGATIONS

- i.
 - (a) Any Catholic School elector or group (a “Delegation”) may request to address or ask questions of the Board.
 - (b) The Delegation or individual must provide the request in writing to the Director of Education or the Chair of the Board, at least 6 (six) days prior to the next regular meeting of the Board or Committee at which the Delegation may be heard.
 - (c) The request shall contain the topic to be discussed or questions to be asked and the identity of the Spokesperson(s).
 - (d) Copies of the complete presentation shall be shared with the Board or Committee at the same time that the agenda is distributed.
 - (e) In any case, the subject matter of the Delegation will not be discussed nor will a decision be made at the meeting at which the presentation is made.
 - (f) Following the presentation by the Delegation, questions of clarification only will be allowed by the Chair.
 - (g) A Delegation’s presentation will be limited to fifteen (15) minutes with a five (5) minute question period following. Amendments as to the length of time are at the discretion of the Chair.
 - (h) In Camera rules shall apply to Delegations of an In Camera nature.
 - (i) The person or persons wishing to address the Board, Section or Committee shall be notified of the date, time and location of the meeting at which the presentation may be made.
 - (j) Delegations will upon notification have these regulations shared with them prior to their presentation.
- ii. Notwithstanding the above, the Board retains discretion to decide all matters concerning Delegations. Decisions however, will not be discussed nor decided at the meeting at which the presentation is made.

17. 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.

- i. Questions shall be submitted in writing to the Chair or Secretary to the Board prior to the commencement of the Open Question Period and if possible prior to the beginning of the Board meeting, along with the name, address and telephone number of the questioner.
- ii. The Director of Education or designate will validate that the individual submitting the question is a member of the Catholic school supporting public through the Municipal Property Assessment Corporation.
- iii. The Chair will determine the validity of the questions.
- iv. The Open Question Period will last a maximum of fifteen (15) minutes. The Chair will attempt to provide a response or direct the question to another trustee or to the Director of Education. If no immediate response can be provided, a verbal response will be communicated by the Board to the questioner at the earliest possible date, through the Director of Education as Secretary to the Board. Copies of any written responses to question will be added to the minutes of the subsequent regular Board meeting.

18. ORDER OF BUSINESS

The order of business for the Committee of the Whole shall be as follows:

- A. Routine Matters**
 1. Opening Prayer
 2. Roll Call
 2. Approval of Agenda
 4. Declaration of Conflict of Interest
 5. Approval of Minutes of Board Meeting
 6. Consent Agenda Items
- B. Presentations**
- C. Committee and Staff Reports**
- D. Information**
- E. Other Business**
- F. Business In-Camera**
- G. Report on the In Camera Session**
- H. Adjournment**

The order of business for Board Meetings shall be as follows:

- A. Routine Matters**
 1. Land Acknowledgement
 2. Opening Prayer
 3. Roll Call
 4. Approval of Agenda
 5. Declaration of Conflict of Interest
 6. Approval of Minutes of Board Meeting

7. Consent Agenda Items

- B. Delegations/Presentations**
- C. Committee and Staff Reports**
- D. Trustee Items, Open Question Period & Other Business**
- E. Notices of Motion**
- F. Business In Camera**
- G. Report on the In Camera Session**
- H. Future Meetings and Events**
- I. Moment of Silent Reflection for Life**
- J. Adjournment**

19. COMMITTEE MEETINGS

- i. Only members of a committee are required to attend that committee's meeting. All members of the Board shall receive notice, agenda, and minutes of all committee meetings. All Board members shall be permitted to attend committee meetings and may take part in discussion, but only appointed trustees of the committee shall have voting power.
- ii. In dealing with committee reports at the Board meeting, it shall be the prerogative of the Chair to rule on a request by a trustee to have the recommendations dealt with item by item or as a whole.
- iii. Committee reports shall be considered public documents, except the reports and minutes presented to the In Camera session.
- iv. In accordance with the *Education Act*, In-Camera agenda items and minutes may only involve:
 - (a) the security of the property of the Board;
 - (b) the disclosure of intimate, personal or financial information in respect of a member of the Board or Committee, an employee or prospective employee of the Board or a pupil or their parent or guardian;
 - (c) the acquisition or disposal of a school site;
 - (d) decisions in respect of negotiations with employees of the Board;
 - (e) litigation or potential litigation affecting the Board; or
 - (f) an ongoing investigation under the *Ombudsman Act* respecting the Board.
- v. All committees shall be established by Board resolution. The Chair, in consultation with the Vice-Chair, shall, by the Board meeting following the meeting at which a committee is established, appoint members to Board Committees, excluding the Committee of the Whole, which is made up of all trustees.
 - (a) **Committee of the Whole**

All Trustees, the Director of Education / Secretary-Treasurer and Senior Administrative Council are members of this committee. The Vice-Chair of the Board chairs the Committee of the Whole meeting. In the absence of the Vice-Chair, the Chair shall

preside. In the absence of both the Chair and the Vice-Chair, trustees present at the meeting shall appoint a Chair for the meeting by a two-thirds (2/3) majority of the trustees present. The Chair will select the Vice-Chair to preside with the Chair.

Regular meetings of the Committee of the Whole shall be held on the second (2nd) Tuesday of the month (except July and August) unless otherwise decided by the Board.

(b) **Ad-Hoc Committees**

The Board may establish Ad-Hoc committees as required. The establishing motion shall indicate the specific mandate of the committee, the membership of the committee, and the due date of the final report. All Ad-Hoc committees shall require a new Board motion at the yearly organizational meeting of the Board. The Chair of the Ad-Hoc committees shall be elected at the first meeting of the committee by the members of the committee held after the Annual Organizational Meeting of the Board.

(c) **Policy Committee**

Three (3) trustees one (1) being the Chair of the Board or designate) shall be members of the Policy Committee. This committee will receive reports from staff regarding Policy Governance recommendations and will forward recommendations and minutes to the Board through the Committee of the Whole.

The Chair of this committee will be elected by the members at the first meeting of the committee held after the Inaugural or Annual Organizational Meeting of the Board.

The committee may recommend to the Committee of the Whole the areas in which policy formation and/or review is desirable. (Reference Board Policy 100.5, The Establishment and Cyclical Review of Policies)

The meeting of the committee shall normally be held prior to each monthly Board Meeting scheduled on the fourth (4) Tuesday of each month except December, June, July and August, when there shall be no meetings. Additional meetings, as required, will be called by the Chair of the committee and the Director of Education.

- vi. Meetings of a committee shall be called by the Chair of the committee. If the Chair of a committee neglects to call meetings, it is the duty of the Committee to meet on the call of any two (2) of its members. All meetings shall be called or cancelled through the Office of the Director of Education. In the absence of the Chair, providing there is a quorum, the members will elect an interim Chair.
- vii. The Chair of the Board shall be an ex-officio member of all committees of the Board. Ex-Officio members of committees are not to be considered in the count for a quorum but, if present, have the right to vote (By-Laws Section 12 Sub vii). The Chair may delegate some of the ex-officio duties to the Vice-Chair of the Board.

20. RULES OF ORDER

- i. Any of these By-Laws may be temporarily suspended by a vote of three-quarters (3/4) of the members present at a duly constituted Board meeting. The By-Laws shall not be repealed, altered, or amended without a minimum of one (1) month's previous notice in writing having been given to the Policy Committee or the Board of the intended alteration or amendment.

- ii. Temporary suspension of any of these By-Laws shall be active for a specified period not to exceed two (2) months in any one (1) calendar year.
- iii. Whenever an adjournment takes place in consequence of there not being a quorum present, the time of adjournment and the names of the members present shall be entered in the records of the Board.
- iv. The Chair or other presiding officer shall preserve order and decorum and decide upon all questions of order.
- v. In the absence of the Chair and Vice-Chair for any cause, the Board may, from the members present, appoint a presiding officer who, during such absence, shall have the powers of the Chair of the Board.
- vi. The Chair may participate in any debate or discussion from their position as Chair. Should the Chair elect to vacate the chair to take part in any debate or discussion or for any other reason, they shall call upon the Vice-Chair or in their absence one (1) of the members to fill their place until they resume it. The right of the Chair to vote is outlined in Section 13 of these By-Laws.
- vii. Where a question is before the Board, the mover may speak first and the seconder may speak next, and the Chair will attempt to allow each person wishing to speak the opportunity to speak once before any member may speak for a second time. The mover also has the prerogative to be the last speaker before the question is decided and the seconder shall be the penultimate speaker.
- viii. No member shall speak for more than a total of fifteen (15) minutes or more than three (3) times (not to exceed five (5) minutes each time) on the same question without the permission of the Chair of the Board.

21. MOTIONS AND DEBATE

In all cases not provided for by these By-Laws, the rule and practice of the most recent edition of “Robert’s Rules of Order” shall govern so far as applicable.

- i. All motions shall be recorded in the minutes of the meeting in which it is presented and discussed and shall be seconded before being stated by the Chair, whereupon the Chair shall ask if there is any future discussion on the motion, before the vote.
- ii. When a motion has been stated by the Chair, it shall be open to debate and shall be disposed of only by a vote, unless the mover, by permission of the seconder, withdraws it, in which case such motion shall not appear in the minutes of the meeting.
- iii. Any trustee of the Board may require the question under discussion to be read at any part of the debate, but not so as to interrupt a speaker.
- iv. A member, prior to speaking to any question or motion, shall address the Chair. The member shall confine remarks to the question at hand.
- v. When two (2) or more members wish to speak at the same time, the Chair shall name the member who is to speak.
- vi. No member shall be interrupted while speaking, except in a case where the member is called to order by a member for a transgression of rules of the Board, in which case the member shall remain silent until the point of order has been decided by the Chair.

- vii. Where a member wishes to make a point of order or to seek clarification he or she should so indicate in addressing the Chair and the Chair will rule on such matters before the next speaker is allowed to speak.
- viii. When the question under consideration contains two (2) or more distinct propositions, any particular proposition upon the request of any member, shall be considered and voted upon separately.
- ix. If it is desired to defer action on a question until a particular time, the proper motion to make is “to postpone it to that time”. This motion allows limited debate, which must be confined to the propriety of the postponement to that time; it can be amended by altering the time, and this amendment allows the same debate.
- x. Whenever a motion has been made and seconded, it is the duty of the Chair, if the motion is in order, to state the question, so that the members may know what question is before them.
- xi. In stating the question on an amendment, the Chair should read the passage to be amended; the words to be struck out, if any, the words to be inserted, if any; and the whole passage as it will stand if the amendment is adopted.
- xii. The motion to adjourn is not debatable, it cannot be amended, or have any other subsidiary motion applied to it; nor can a vote on it be reconsidered.
- xiii. If a trustee does not put new motions or amendments in writing for the Chair, the motion, as stated by the Chair and recorded by the secretary, shall be the motion.

(a) **Amendment(s) to Motion**

An amendment may be in any of the following forms:

- (i) to “add” or “insert” certain words or paragraphs;
- (ii) to “strike out” certain words or paragraphs, and if this fails it does not preclude any other amendment than the identical one that has been rejected;
- (iii) to “strike out certain words and insert others,” which motion is indivisible, and if lost does not preclude another motion to strike out the same words and insert different ones;
- (iv) to “substitute” another resolution or paragraph on the same subject for the one pending;
- (v) to “divide the question” into two (2) or more questions as the mover specifies, so as to get a separate vote on any particular point or points;
- (vi) if an amendment is defeated, vote on the motion. If an amendment is carried, vote on the amended motion.

(b) **Notice of Motion**

A member of the Board must give notice of motion in writing so that it appears on the agenda of the meeting at which the notice of motion is presented, if they wish to:

- (i) repeal or make permanent amendment to any of the Board’s By-Laws;
- (ii) recommend an action which has not been considered and recommended to the Board by a Committee of the Board;
- (iii) consider a matter by the Board without reference to a Committee.

(c) Regulations - Notice of Motion

- A Notice of Motion shall not be discussed or seconded at the meeting at which it is initially presented.
- Before any discussion shall take place at the meeting at which a Notice of Motion is presented as a proposed Board motion / resolution, a trustee must second it.
- The number of Notices of Motion which are presented as proposed Board motions / resolutions at any single meeting shall be limited in number at the discretion of the Chair.
- Notices of Motion which are not presented for discussion as proposed motions / resolutions at the meeting, shall be presented at the next regular meeting.
- Notices of Motion which require reports, or information, shall be presented to the Board without any written reports by the Director of Education. The Director of Education or his delegate, may be permitted to make oral statements relating to these Notices of Motion at the time of presentation.
- The Director of Education or his delegate may make written reports and/or recommendations supporting or opposing Notices of Motion, when they are presented as Motions, and which if carried will require direct action by the Board or its officials.

(d) Reconsideration of a Motion

- An adopted motion can be re-visited, provided that it (or the parts that the Board wishes to change or cancel) was not acted upon.
- Adopted Motion: An adopted motion that was not acted upon can be brought back for consideration at the same meeting, by majority vote. The motion to reconsider must be made by a trustee who voted in favor of the motion. If the motion to reconsider is adopted, the motion to which it applies is re-opened for debate and a new vote.
- Defeated Motion: A defeated motion can be brought back for consideration at the same meeting if the trustees, by a majority vote, agree to do so. Only a member who voted against the motion may make the motion to reconsider in this case.

22. VOTING

(a) Voting by ballot for the Election of the Chair and Vice-Chair of the Board

- i. Voting by ballot will only take place for the election of the Chair and Vice-Chair of the Board.
- ii. The Director of Education should appoint two (2) or more persons to conduct the vote by distributing, collecting and counting the ballots. Following the voting by ballots, the Director of Education will announce the vote publicly. The Chair will move to destroy the ballots.
- iii. Trustees electronically attending the Inaugural or Annual Organizational Meeting of the Board may cast their vote by communicating their decision electronically through a private communication link with the Board solicitor (or designate) as determined by the Board solicitor. The Board solicitor or designate shall be present physically at the meeting and will cast the communicated decision of the trustee by ballot with the other ballots

casted by trustees present at the Board meeting. Trustee(s) joining electronically for the Inaugural or Annual Organizational Meeting of the Board and requesting to cast their vote electronically are to provide the Director of Education, Secretary to the Board 48 hours of advanced notice to make the necessary arrangements with the Board Solicitor or designate.

(b) Recorded Vote

Each member's vote shall not be recorded upon any motion unless requested by a member before the Chair calls upon the members to vote upon the question. Provided a request is made in the manner herein before mentioned, the names of those who vote in favour of the question, those who vote in opposition and those who abstain, shall be entered upon the minutes. Any member may request that their individual vote be recorded either before or after the Chair calls the question.

23. CONFLICT OF INTEREST

Any Conflict of Interest shall be declared and dealt with in accordance with the *Municipal Conflict of Interest Act*, these By-Laws and the Code of Conduct Policy.

24. CODE OF CONDUCT

All Trustees are required to be in full compliance with the Code of Conduct Policy as approved by the Board. The Board approved Code of Conduct Policy for trustees is in compliance with the *Education Act*.

Code of Conduct is addressed in the Niagara Catholic District School Board Trustee Code of Conduct Policy (100.12).

DEFINITIONS SCHEDULE

For this By-Law and all other By-Laws of the Board unless the context otherwise requires:

Words importing gender shall include all genders;

A reference to a statute, refers to that statute, and any regulations or rules issued thereunder, as amended, supplemented or replaced from time to time;

“**Board**” for the By-Laws means the Board of Trustees of the Niagara Catholic District School Board and, where the context requires, means the NCDSB;

“**committee**” includes any committee or subcommittee of the Board established under this By-law;

“**Committee of the Whole**” for the purposes of this By-Law references in the Act to a Committee of the Whole or of the whole board are to situations when the trustees meet as a body but not as the Board. All trustees are members of the Committee of the Whole as described in more detail in section 17(v)

“**Director of Education**” means the Director of Education, who is also the Chief Executive Officer of the Niagara Catholic District School Board as well as the Secretary-Treasurer;

“**Education Act**” and “**Act**” means the Education Act, R.S.O. 1990, c.E.2, and includes, where the context requires, the Regulations enacted thereunder;

“**Inaugural Meeting**” means the meeting at which the Chair of the Board and the Vice-Chair of the Board are elected and members of Committees are appointed in the year after a municipal election;

“**Meeting**” includes a meeting of the Board and a meeting of a Committee;

“**Multi-Year Strategic Plan**” means the plan developed by the Board in accordance with Article 2.1.6;

“**Municipal Elections Act**” means the *Municipal Elections Act*, 1996, S.O. 1996, c.32 and includes, where the context requires, the Regulations enacted thereunder;

“**Annual Organizational Meeting**” means the meeting at which the Chair of the Board and the Vice-Chair of the Board are elected and members of committees are appointed in each year other than a year in which an inaugural meeting is held.

“**Policies**” means the governance policies put in place by the Board from time to time;

“**Roll Call**” means taking attendance by the Chair of the meeting by way of calling out the names of the Trustees;

“**Statutory Committee**” means any committee that, by law, the Niagara Catholic District School Board is required to establish;

“**Student Trustee**” means a Roman Catholic secondary school student, elected by a student body, to represent the interest of students in the last two (2) years of the intermediate division and students in the senior division of the Niagara Catholic District School Board;

“**NCDSB**” means the Niagara Catholic District School Board;

“**Trustee**” means a person elected, acclaimed, or appointed to the office of trustee of the Board of Trustees according to the provisions of the *Education Act* or the *Municipal Elections Act*;

Adopted Date:	December 18, 1997
Revision History:	June 26, 2001 May 28, 2002 November 26, 2002 December 20, 2005 April 24, 2007 October 26, 2010 June 21, 2016

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
MAY 25, 2021**

PUBLIC SESSION

TOPIC: 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: Pat Rocca, Superintendent of Education/Human Resources
Presented by: Policy Committee
Recommended by: Committee of the Whole
Date: May 25, 2021



Niagara Catholic District School Board
OCCUPATIONAL HEALTH & SAFETY POLICY
STATEMENT OF GOVERNANCE 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 a 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 Operational 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***](#)

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
MAY 25, 2021**

PUBLIC SESSION

**TITLE: STUDENT EXCLUSION FROM SCHOOL OR CLASS POLICY
(NEW)**

RECOMMENDATION

THAT the Niagara Catholic District School Board the approve the Student Exclusion From School or Class Policy (NEW), as presented

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

Presented by: Policy Committee

Recommended by: Committee of the Whole

Date: May 25, 2021



Niagara Catholic District School Board
STUDENT EXCLUSION FROM SCHOOL OR CLASS
STATEMENT OF GOVERNANCE POLICY

Policy No. XXX

Adopted Date:

Latest Reviewed/Revised Date:

The Niagara Catholic District School Board (the “Board”) is committed to promoting, supporting and sustaining a safe, inclusive, and accepting learning and teaching environment for all students and staff to reach their full potential and become living witnesses of Christ.

The *Education Act* provides the Principal of the subject school with the authority to impose an exclusion of individuals from the school or class in order to uphold the physical or mental well-being of students and staff in the school.

The exclusion of a student is not a form of discipline, but instead a tool available to the Principal under the *Education Act*.

An individual who is subject to an exclusion has a right to appeal same in accordance with the Administrative Operational Procedures set out by the Director of Education and the *Education Act*.

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

References

- [*Accessibility for Ontarians with Disabilities Act 2005*](#)
- [*Education Act and Regulations*](#)
- [*Municipal Freedom of Information and Protection of Privacy Act*](#)
- [*Ontario Human Rights Code*](#)
- [*Policy/Program Memorandum 120: Reporting Violent Incidents to the Ministry of Education*](#)
- [*Policy/Program Memorandum 124: The Provincial Code of Conduct and School Board Codes of Conduct-Issued October 17, 2018*](#)
- [*Policy/Program Memorandum 144: Bullying Prevention and Intervention-Issued October 17, 2018*](#)
- [*Policy/Program Memorandum 145: Progressive Discipline and Promoting Positive Student Behaviour –Issued October 17, 2018*](#)
- [*Regulation 472/07: Behaviour, Discipline and Safety of Pupils*](#)
- [*Child, Youth and Family Services Act 2017*](#)
- [*Niagara Catholic District School Board Policies/Procedures*](#)
 - [*Access to Board Premises \(302.6.3\) AOP*](#)
 - [*Accessibility Standards Policy \(800.8\)*](#)
 - [*Bullying Prevention and Intervention Policy \(302.6.8\)*](#)
 - [*Catholic School Councils \(800.1\) AOP*](#)
 - [*Code of Conduct Policy \(302.6.2\)*](#)
 - [*Complaint Resolution Policy \(800.3\)*](#)
 - [*Dress Code – Secondary Uniform Policy \(302.6.6\)*](#)
 - [*Electronic Communications System \(Students\) \(301.5\) AOP*](#)

- *Elementary Standardized Dress Code Policy-Safe Schools (302.6.10)*
- *Equity and Inclusive Education Policy (100.10)*
- *Niagara Catholic Parent Involvement Committee Policy (800.7)*
- *Ontario Student Record (301.7) AOP*
- *Privacy Policy (600.6)*
- *Records and Information Management Policy (600.2)*
- *Safe Physical Intervention with Students (301.8) AOP*
- *Safe and Accepting Schools Policy (302.6)*
- *Student Expulsion Policy (302.6.5)*
- *Student Suspension (302.6.4) AOP*
- *Student Transportation Policy (500.2)*
- *Protocol between Niagara Catholic District School Board and Family and Children's Services Niagara*
- *Protocol Between the Niagara Regional Police Service and the Niagara Catholic District School Board*

Adopted Date:

Revision History:

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
MAY 25, 2021**

PUBLIC SESSION

TOPIC: PRIDE FLAG

RECOMMENDATION

THAT the Niagara Catholic District School Board direct the Director of Education and Secretary to the Board to fly the Pride Flag for the month of June starting in 2021, at all Niagara Catholic District School Board Secondary Schools and the Catholic Education Centre.

Prepared by: Trustee Turner
Presented by: Trustee Turner
Recommended by: Committee of the Whole
Date: May 25, 2021

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
MAY 25, 2021**

PUBLIC SESSION

**TITLE: MINUTES OF THE SPECIAL EDUCATION ADVISORY
COMMITTEE (SEAC) MEETING OF APRIL 7, 2021**

RECOMMENDATION

THAT the Niagara Catholic District School Board receive the Minutes of the Special Education Advisory Committee (SEAC) Meeting of April 7, 2021 as presented for information.



MINUTES OF THE SPECIAL EDUCATION ADVISORY COMMITTEE MEETING WEDNESDAY, APRIL 7, 2021

Minutes of the Meeting of the Special Education Advisory Committee held on **Wednesday, April 7, 2021**, at 6:30 pm Electronic Meeting in Compliance with Education Act Section 207 and Ontario Regulation 463/97 Section 5.1 (2) Public Access Phone Number: 1-647-749-124 (Tolls), Conference ID # 745 739 256

Chair Racine called the meeting to order at 6:32 pm.

A. ROUTINE MATTERS

1. Opening Prayers

- Chair Racine led with an opening prayer, “Prayer for Catholic Education”.

2. Roll Call

Members	Affiliations	Yes	Excused
Harvey, Dorothy	Niagara Children’s Centre		✓
Helmeczi, Bill	Pathstone Mental Health	✓	
Huxley, Kelsey	Indigenous Community Member	✓	
Murphy, Karen	Autism Ontario Niagara Region Chapter	✓	
Palombo, Pina	Down Syndrome Niagara		✓
Racine, Anna	Community Member	✓	
Smith, Lorraine	Mainstream		✓
Smith, Rita	Community Living Port Colborne/Wainfleet		✓
Thomas, Kerry	Community Living Welland/Pelham		✓
Wilson, Wendy	Indigenous Community Member	✓	
Zoelman, Madeline	Learning Disabilities Association of Niagara Region	✓	
Burtnik, Kathy	• Trustee of the Board	✓	
Huibers, Larry	• Chair of the Board		✓
Butera, Serena	• Student Senate Representative	✓	
Kerho, Chris	• Principal, Elementary	✓	
Majka, Kelly	• Vice-Principal, Secondary		✓

Christalla (Chris) Kouroushis was an observer from NCPIC that evening. The following staff members were in attendance: **Gino Pizzoferrato**, Superintendent of Education, **Camillo Cipriano** – Director of

Education, **David O'Rourke**, Coordinator of Student Support, **Vincent Mancuso**, Behaviour Resource Teacher, and **Jennifer Lanese**, Recording Secretary/Administrative Assistant to Superintendent Pizzoferrato.

3. **Approval of the Agenda**

- Moved by Karen Murphy
- Seconded by Serena Butera

THAT THE Special Education Advisory Committee approves the Agenda of the Special Education Advisory Committee Meeting of **April 7, 2021**.

CARRIED

4. **Declaration of Conflict of Interest**

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

5. **Approval of Minutes of the Special Education Advisory Committee of March 3, 2021**

- Moved by Madeline Zoelman
- Seconded by Karen Murphy

THAT THE Special Education Advisory Committee approves the Minutes of the Special Education Advisory Committee Meeting of **March 3, 2021** as presented.

CARRIED

B. PRESENTATION

1. **Multi-Year Strategic Plan – Maria Sanchez-Keane**

- Maria presented a slide show that explained the Multi-Year Strategic Plan to the group.
- Maria discussed the benefits of the Multi-Year Strategic Planning which includes:
 - o Promotion of Strategic Thought and Action
 - o Improved Decision Making
 - o Enhanced Organizational Responsiveness and Improved Performance
 - o Re-engagement of the People of the Organization
- The Multi-Year Strategic Planning Process has the following steps:
 - o Discovery Process (April – August)
 - o Discovery Report (August – September)
 - o Summit (September)
 - o Strategy Formulation (September – October)
 - o Comprehensive Action, 3 – 5 Year Strategic Plan (October – November)
- Maria will be returning at the June meeting for a follow-up presentation.

C. AGENDA

1. **May Presentation – Dr. Sheila Bennett**

- Presentation has been confirmed for **Wednesday, May 5th** at 7:00 pm.
- The topic of discussion will be: Inclusion Means Everyone.
- A draft copy of the promotional flyer was circulated to Superintendent Pizzoferrato, Dr. Bennett, Chair Racine and Co-Chair Zoelman earlier in the day for their review and approval.
- A draft copy was uploaded to the Chat by Jennifer Lanese during the meeting.

- Once approved by Dr. Bennett, an internal memorandum will be distributed to the schools and the other Committee Members to promote the presentation. This was the same procedure that was followed for the February presentation.

2. **Other Related Items**

2.1 Annual Review of the Special Education Plan

- David O'Rourke, Student Support Coordinator discussed the process of reviewing the Special Education Plan to the group.
- David highlighted the four considerations for SEAC's annual review of the Special Education Plan.
- The Special Education Plan should meet the following goals:
 1. Is the information presented in a way that is clear and easy to understand?
 2. Are there any inconsistencies in the information presented?
 3. What items or sections of the plan require further clarification?
 4. What items or sections of the plan are not relevant and/or inconsistent with the current School Board's practices?
- David showed the group how to provide feedback on the Special Education Plan by accessing the provided link of the feedback/recommendation submission form.
- The Student Support Coordinators will be reviewing and incorporating the feedback in the final version of the Special Education Plan that will later be submitted to the Ministry of Education in July.
- David explained that the Student Support Coordinators have broken down this process into three phases. They are currently collecting feedback from Phase 1 and Phase 2. Next month, they will move into Phase 3 of the annual review of the Special Education Plan.
- He concluded by encouraging the Committee Members to submit comments and feedback and thanked those Committee Members who have already submitted their feedback.
- David reminded the group that all feedback from Phases 1 and 2 was due by the May meeting.

2.2 Letters to SEAC Chair

- a) Regarding Prioritization of Vaccination from Hastings and Prince Edward DSB's SEAC
 - Chair Racine provided a summary of the received letter to the group.
 - A copy of the letter was uploaded to the Chat by Jennifer Lanese and each Committee Member was also emailed a copy before the start of the meeting.
 - Jennifer shared that an internal memorandum **DM 280 – Vaccinations for High Risk Staff** was circulated on **Tuesday, March 9th** on the Chat. Vaccinations were voluntary and at the discretion of the individual staff member.
 - On **Tuesday, April 6th**, the Board issued an internal memorandum, **DM 284 – Vaccinations for Elementary and Secondary School Sectors**.
 - Niagara Catholic was advised of an urgent plan to provide vaccines to all eligible education workers in the Niagara Region during the upcoming Spring Break.
 - Superintendent Pizzoferrato further explained that the Board was working on finalizing a list of interested staff members that would be eligible to receive the vaccination. This list would be forwarded to the Niagara Region Public Health Department on **Friday, April 9th**.
 - It was agreed that SEAC would prepare a letter to thank the Niagara Region Public Health Department for prioritizing the roll-out of the administration of

vaccinations for all education workers of Niagara Catholic.

- Chair Racine and Co-Chair Zoelman volunteered to draft a thank you letter on behalf of SEAC. Once reviewed and approved by Senior Staff, Jennifer Lanese would forward the letter to Michelle Johnston of the Niagara Region Public Health Department.
- The thank you letter would be shared with the Committee Members at the May meeting.

b) Letter of Support Regarding On-Line Supports from Superior-Greenstone DSB's SEAC

- Chair Racine provided a summary of the received letter to the group.
- A copy of the letter was uploaded to the Chat by Jennifer Lanese and each Committee Member was also emailed a copy before the start of the meeting.
- Discussion followed about the letter and how Niagara Catholic is addressing virtual learning for all students.

3. **Policy Review**

- There are currently no Policies and Administrative Guidelines being reviewed as part of the cyclical Policy and Administrative Guidelines Review process at this time.

4. **SEAC Sub Committees Update**

- a) The Communication Sub-Committee Members are still working on finalizing a draft of the SEAC Brochure. They will be meeting again on **Tuesday, April 13th** and they will be incorporating the feedback from the other Committee members in the re-design of the SEAC Brochure. Once finalized, the draft will be emailed to Jennifer Lanese so she can share it with the other Committee members for their final review and approval. A summary will be shared at the May meeting.
- b) The Survey Sub-Committee has also incorporated the feedback provided by the other Committee members to fine-tune the presentation and content of the SEAC survey. The group met with Superintendent Pizzoferrato earlier this month to share and discuss the proposed SEAC survey. After review and consideration, a draft of the survey was forwarded to the Student Support Coordinators for their feedback and input. Once reviewed by the Student Support Coordinators, the updated draft will be vetted by the Student Support Department. The Survey Sub-Committee will share the draft with the other Committee members at the May meeting or once the updated survey is returned to them.
- c) No update from the Policy Report Sub-Committee.
- d) No update from the Ministry Report Sub-Committee.

D. SEAC REPORT

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

- Chair Racine explained the process to the group.
- The group decided that SEAC will have the Communication Sub-Committee prepare updates that Jennifer Lanese would share with the schools.
- There will not be a regular submission to the schools only when there is news or stories to share.

E. AGENCY REPORTS

1. Learning Disabilities Association of Niagara Region – Madeline Zoelman

- The LDANR will begin their **Spring Reading Rocks** program starting the first week of May. They were able to offer an additional 20 spots after receiving a generous donation from the St. Catharines Rotary Club and the Ontario Power Generation. Their Fall program applications will open on **Monday, May 31st** at 6:00 am. They held their annual **Trivia Event Fundraiser** online at the end of March and they were able to raise approximately **\$3,500.00** to support families who require financial help in accessing their programs.

2. Niagara Children’s Centre – Dorothy Harvey

- NIL Report

3. Indigenous Community Member – Kelsey Huxley

- Métis Nation of Ontario Infinite Reach Program:
 - o During the upcoming Spring Break from **Monday, April 12th to Wednesday, April 14th**, Métis students in grades 10 - 12 will be participating in an online interactive camp that focuses on Metis history, post-secondary and workplace planning and cultural activities.

Education Support Advocacy Program:

- o Get help navigating Kindergarten to Grade 12 school setting through the **Métis Nation of Ontario (MNO) Education Support Advocacy Program**. Through this program, the MNO’s Education Support Advocates are available to help families with children and youths in the Kindergarten to Grade 12 school environment. The goal of this program is to identify and provide supports for Métis students and their families as they progress along in their learning journeys to help to improve their learning outcomes. The program supports children, youth and their families with:
 - Individual Education Planning
 - Behavioural planning
 - Specialized placement for children with exceptionalities
 - Mental health or learning disabilities
 - Communications with the school
- To access the program’s services or if you would like to additional information, please contact educationadvocacy@metisnation.org.

4. Autism Ontario Niagara Region – Karen Murphy

- **Codezilla** has offered 20 spaces for children and youth on the spectrum in the Niagara Region for a gaming coding class during Spring Break. Classes will be available each day, starting on **Monday, April 12th**.
- Kindly click on the link (<https://www.tickettailor.com/events/codezillakids/507658#>) to register for Codezilla.
- The discounted cost is only **\$77.00** for the week as the usual cost is **\$92.00**.
- **Camp in a Box** is an at-home program that allows people of all ages to receive a kit with different activities. Autism Ontario will also be hosting daily zoom sessions for everyone to

come together and play games, do crafts, sing songs and socialize with both peers and familiar staff.

- What Does The Kit Include?
 - 5 Crafts
 - 5 Science Experiments
 - 2 Sensory Activities / Fidgets
 - 2 Fine Motor / Quiet Activities
 - 2 Active Games
 - Zoom Chat With Games and Activities

- You can register at aoniagara.campbrainregistration.com starting on **Friday, April 23rd**. Kits are only **\$25.00** each. Once you have successfully registered, you will receive a confirmation email. For additional information, please email programs.niagara@autismontario.com.

5. Down Syndrome Niagara – Pina Palombo

- NIL Report

6. Community Living Welland/Pelham – Kerry Thomas

- NIL Report

7. Mainstream – Lorraine Smith

- NIL Report

8. Community Living Port Colborne / Wainfleet – Rita Smith

- NIL Report

9. Pathstone Mental Health – Bill Helmeczi

- NIL Report

F. STAFF REPORTS

1. Elementary Principals – Chris Kerho

- Chris Kerho shared some good news from our Elementary Schools.

St John Henry Newman Catholic Elementary School, Niagara Falls

- One of their Grade 1 students with exceptionality caused outbursts before the Christmas break whenever he attempted to wear a mask. His mother had asked that the school support him with his mask as she would like him to learn to wear it. Once the school returned from Virtual Learning in February, the expectations of wearing a mask changed in which students in Grades 1 to 8 were now mandated to wear a mask. His mom completed a mask exception form for him, however; she did encourage him to wear a mask when possible. The classroom teacher and the support staff have used multiple strategies to support him and encourage him to wear a mask for parts of the day, without any outbursts. He has shown pride when he wears his mask for short periods of the day. Great progress has been made and the school will continue to work on this and support this student.

St Martin Catholic Elementary School, Smithville

- I was extremely lucky to be selected to write in this physical journal that travelled around the world to 25 families, each of whom has a child born with Down syndrome. Participants wrote in this book to show the world that Down syndrome is not something to be afraid of. We poured our words, emotions, and love into these pages to show the world that people with Down syndrome are amazing individuals that live loving and fulfilling lives! I was able to tell Mia's story, and hopefully help new parents to understand just how amazing a journey they are just about to embark on.
- The Down Syndrome Diary is being self-published by our group of authors, and proceeds from the sales of the journal will purchase additional diaries to be donated to doctors' offices and families of those who are facing a new diagnosis. Publication date is **Sunday, March 21st**, which is a significant date in our community; Down syndrome or Trisomy 21, occurs when there is a tripling of the twenty-first chromosome, hence our celebration of **World Down Syndrome Day** on **March 21st**, or **3/21**, and our choice of publication date. We hope to help many families with our endeavour, and I was so thrilled to be asked to take part.
 - Submitted by Kimberly Cheeseman, mother of Mia who is a Grade 2 at St. Martin CES.



Sacred Heart Catholic Elementary School, Niagara Falls

- Chris Kerho shared a slide show from Sacred Heart Catholic Elementary School. Some of the Special Education students participated in a “COVID Camp 2021” during January and February spearheaded by two of their EAs at Sacred Heart CES and they documented their time at camp. They enjoyed a cupcake party, some science experiments, some math activities and they even met online with the rest of the students from the class. The students and staff had a great time!

2. Secondary Principals – Kelly Majka

- Kelly Majka shared some good news from our Secondary Schools.

Holy Cross Catholic Secondary School, St Catharines

- The Holy Cross Special Education class has found creative ways to stay connected, engaged, and keep very busy each day. They joined their virtual students for all lessons throughout the day. They listened to daily stories to inspire journal entries from their students. They completed calendar activities together and learned life skills through math lessons, manipulatives, and live worksheets.
- At the end of each day, they gather in the small gym for a socially distanced exercise program that has benefited both their physical and mental health. The students have their own (personal) equipment and they have noticed improvements in strength, flexibility, and stamina. All of the students can participate and laughter fills the air. As endurance has improved, their exercise sessions have increased in length.

- The class has just completed coiling their cookbooks that the students created as spring gifts for their families. They took their favourite recipes from their lunch-making program, added graphics, prayers, photographs and laminated it as a special keepsake. Many thanks to their librarian, Mrs. Petrie for her hard work putting this together and to Mrs. Boccia for printing them in colour for these students. If there was ever an example of "it takes a village" it is at Holy Cross Catholic Secondary School.
- An important part of their village is gifted musician, Mendelt Hoekstra, who joins all the students both in person and at home through virtual music therapy sessions. The students look forward to these biweekly sessions and put Mendelt to work with their eclectic music requests.

Blessed Trinity Catholic Secondary School, Grimsby

- On **Tuesday, March 16th and Thursday, March 18th**, their school celebrated **World Down Syndrome Day**. The Special Education class promoted this event by making a poster of their students' pictures and also decorated the poster with "crazy looking socks". On those two days, they also had the 80s and the 90s themed dress day where the staff and students wore crazy-looking socks, and their Special Education class wore their tie-dyed t-shirts.
- The Special Education class also created some different collages throughout their classroom with themes such as "***Welcome to the Jungle***", "***Welcome to Spring***", and "***Happy Easter***".
- The school is celebrating Autism Awareness Day on **Tuesday, April 6th and Thursday, April 8th** by wearing blue shirts to support the cause. The Special Education class has ordered blue shirts and they are currently working on designing them.
- Each one of the students in the Special Education class gave a slide show presentation on their lives (i.e. birth, family, interests, etc.).



Notre Dame College School, Welland

- The Special Education students at Notre Dame participated in a cooking program.
- Notes were sent home at the beginning of this semester and last semester asking parents if they would like to have their child participate in a weekly cooking program in the classroom. A small fee was attached to this activity to help cover the costs of the required groceries.
- Due to current COVID restrictions, they have set things up so that each student only deals with the food items they are making and consuming. They also have multiple small groups working on separate days to allow for proper spacing.

Students often eat what they make for lunch or a snack and they will take extras or leftovers home to share with their families. A huge thank you to Mrs. Deb Marion for her menu planning and coordination of this program during semester one and to Mrs. Deb Marion and Mrs. Ann Dimond for continuing to plan menu items and coordinate the program during semester two.



Virtual Secondary School

- The Virtual Secondary School has reported that their social time for virtual students is still going strong. They have now established a routine. They plan their activities as a collective group with students voicing their likes and dislikes. For example, last week when they were getting started to play Hangman one of the students who loves this game turns on his microphone and said, "Hey Macklem! Can we not use the Wheel of Names today and just play the game?"
- Funny, but also a huge success!!! Two months ago, that student would have just sat there, gotten upset and not said anything.
- Their social time has greatly improved. These students can now socialize with friends from their home school, but they also have new friends they have met through the virtual program. As they wait for everyone to log on, it is wonderful for the staff to just sit back and enjoy the interaction among the students. Everyone follows group guidelines in an appropriate, respectful manner. When they first started social time, this never happened. It would have been quiet until the teacher started the virtual session. The ERT has started hosting a virtual resource room via Google Meet 4 days a week. She has her regular students that come for help just like a

traditional resource room in a school. But now, students know exactly where to find her. She is pleased with how this has worked out.

Lakeshore Catholic High School, Port Colborne

- The Special Education class has made 180 Autism Awareness bracelets that they were selling to raise awareness and funds for Autism Ontario.
- April is Autism awareness month, where the school will celebrate and continue to build awareness about Autism Spectrum Disorder (ASD). Bringing to light the struggles and triumphs of people on the Autism spectrum.
- On **Thursday, April 1st**, Lakeshore Catholic High School will “**Raise the Flag**” for Autism, uniting their school community with families, schools, government and professionals across Canada in recognizing this special month.
- To further celebrate this special month, Mr. Oort’s talented



students, along with the support of their awesome EAs, have “hand-made” Autism Awareness bracelets. Beginning on **Wednesday, March 30th**, bracelets could be purchased for **\$5.00** outside of room 117, between noon and 1 pm daily. Proceeds will be donated to Autism Ontario.

3. Superintendent of Education – Gino Pizzoferrato

- Superintendent Pizzoferrato told the group that the Student Support Department is in the final stages of securing 2 Digital Services for our Niagara Catholic students: a reading program and a SEA equipment support program.
 - **Reading Program**
 - This program would have a tracking instrument attached to it and the Student Support Department is looking at a rollout to Elementary Students with a link for the Secondary Students.
 - **SEA Equipment Support Program**
 - This is the level of service at the desk for students who are accessing SEA equipment. This program can be referred to as a “*just in time*” service. It is coaching students directly to provide them with support on how to use their SEA technology that supports them with the learning in the classroom. This service could be provided in-person when the Board will be allowed that opportunity. In the meantime, it will be provided virtually as needed until the Board can move to in-person coaching. The goal is to provide coaching in a timely manner without delays.

- Superintendent Pizzoferrato closed by stating that the Student Support Department is actively exploring these opportunities and following the procurement process to finalize these purchases to have them in place for Niagara Catholic students for September.

4. Student Support Coordinator – David O’Rourke

- The Student Support Coordinators are currently taking feedback on the draft copy of the SEAC survey.
- Effective September 2021, school principals who are currently also providing the Educational Resource Teacher (ERT) role in their school communities will no longer share this responsibility. The ERT role will be staffed by a qualified teacher and every Niagara Catholic school will have a minimum of a 0.5 ERT.
- The annual Student Support Summary of Needs has been shared with all the schools. The information gathered through this process is used to help provide staffing at each school and is intended to allow schools to tell the story of the students within their communities. This is open during the month of April and it is reviewed by the Student Support Coordinators multiple times throughout the school year.

5. Director of Education – Camillo Cipriano

- NIL Report

G. TRUSTEE REPORTS

- Trustee Burtnik shared with the group that she was thankful for the approval from the Niagara Public Health Department for the roll-out of the vaccinations for Niagara Catholic’s educators and the Special Education staff. Many of Niagara Catholic’s staff were scheduled to get vaccinated over the Spring Break. She closed by wishing everyone a restful Spring Break and thanked Gino and the Student Support Team for their continued work and commitment to our Niagara Catholic students.

H. STUDENT REPORT

- The Student Senate has been busy launching the release of their Senate Scholarship and opening community representative applications. Student Councils across the board are busy transitioning with new elections and executives before the symposium.

I. NCPIC REPORT

- NIL Report

J. FUTURE MEETINGS / INFORMATION ITEMS

- Follow-up Multi-Year Strategic Plan by Maria Sanchez-Keane on June 2, 2021.

K. MOMENT OF SILENCE AND REFLECTION

- Chair Racine offered a moment of silence and reflection.

L. NEXT MEETING

- Next Meeting is Wednesday, May 7th at 6:30 pm (Microsoft Teams Meeting).

M. ADJOURNMENT

- Moved by Serena Butera
- Seconded by Madeline Zoelman

THAT the **April 7, 2021** meeting of the Special Education Advisory Committee be adjourned.

CARRIED

- The meeting was adjourned at 8:05 pm.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
MAY 25, 2021**

PUBLIC SESSION

**TITLE: MINUTES OF THE NIAGARA CATHOLIC PARENT
INVOLVEMENT COMMITTEE (NCPIC) MEETING OF
MARCH 4, 2021**

RECOMMENDATION

THAT the Niagara Catholic District School Board receive the Minutes of the Niagara Catholic Parent Involvement Committee (NCPIC) Meeting of March 4, 2021 as presented for information.



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

**MINUTES OF THE
NIAGARA CATHOLIC PARENT INVOLVEMENT COMMITTEE
VIRTUAL MEETING**

MARCH 4, 2021

Minutes of the Virtual Meeting of the Niagara Catholic Parent Involvement Committee, held on Thursday, March 4, 2021 at 6:30 p.m.

Superintendent Forsyth-Sells notified the committee members that the NCPIC Meeting of March 4, 2021 and future meetings of the NCPIC will be recorded.

Chair Vernelli called the meeting to order at 6:36 p.m.

A. ROUTINE MATTERS

1. Opening Prayer

Fr. Paul MacNeil led the opening prayer.

2. Roll Call:

Parent Members	Geographical Area	Present	Excused	Absent
Shonna Daly	Fort Erie/Port Colborne/Wainfleet	√		
Jessica Coutinho	Grimsby/Lincoln/West Lincoln/Pelham	√		
Todd Ulbinas	Grimsby/Lincoln/West Lincoln/Pelham		√	
Mary-Kate O'Hara-Skubel	Merritton/Thorold	√		
Rita Colling	Niagara Falls/Niagara-on-the-Lake	√		
Marilyn Fabiano	Niagara Falls/Niagara-on-the-Lake	√		
Chris Kouroushis	Niagara Falls/Niagara-on-the-Lake	√		
Jitto Tom Uthup	Niagara Falls/Niagara-on-the-Lake	√		
Jeremy Harb	St. Catharines	√		
George Roussos	St. Catharines	√		
Melanie Oakes-Flegg	Welland	√		
Carrie Vernelli	Welland	√		
Shelley Gilbert				
Shelley Gilbert	Society of St. Vincent de Paul	√		
Fr. Paul MacNeil				
Fr. Paul MacNeil	Bishop/Diocesan Representative	√		
Allan Buri				
Allan Buri	Secondary Student Senate Representative	√		
Trustees				
Dino Sicoli				
Dino Sicoli	Trustee	√		
Leanne Prince				
Leanne Prince	Trustee	√		

Regrets: Todd Ulbinas and Lou Stranges.

The following staff were in attendance: **Camillo Cipriano**, Director of Education, **Lee Ann Forsyth-Sells**, Superintendent of Education, **Joe Tornabuono**, Elementary Principal, **Josie Rocca**, Support Staff, and **Yvonne Anderson**, Recording Secretary/Administrative Assistant to Superintendent Forsyth-Sells.

3. Approval of the Agenda

Moved by: Trustee Prince

THAT the Niagara Catholic Parent Involvement Committee approve the agenda of the Niagara Catholic Parent Involvement Committee Meeting of March 4, 2021 as presented.

CARRIED

4. Declaration of Conflict of Interest

No disclosures of conflict of interest were declared with any items on the agenda.

5. Approval of the Niagara Catholic Parent Involvement Committee Meeting Minutes of January 7, 2021

Moved by: Rita Colling

THAT the Niagara Catholic Parent Involvement Committee approve the minutes of the Niagara Catholic Parent Involvement Committee Meeting of January 7, 2021 as amended.

CARRIED

B. PRESENTATION

Camillo Cipriano, Director of Education provided background information on the creation of Vision 2020 that has acted as a road map guiding our system for past ten years. Niagara Catholic is currently preparing a consultation process to create a new Niagara Catholic Multi-Year Strategic Plan. Niagara Catholic will be hiring a consultant to assist the Board and the Multi-Year Strategic Planning Committee navigate the consulting process, and the process of gathering external and internal data (demographics, real estate and enrolment trends in our communities, EQAO data, and report card data in our schools). The Multi-Year Strategic Planning Committee is comprised of a diverse group of stakeholders; however, it is important that all stakeholders have a voice in the new direction of Niagara Catholic. All stakeholders will be given the opportunity to provide feedback through a variety of platforms and vetting processes. The new Niagara Catholic Multi-Year Strategic Plan will be in place no later than fall of 2021. A question and answer period followed.

C. SUBCOMMITTEE REPORTS

1. Faith Formation

Chair Rocca reported that the Niagara Catholic Parent Involvement Committee Lenten video is posted on Board website under the Virtual Chapel and on social media. Chair Rocca, thanked Fr. Paul MacNeil, Chair Vernelli, Co-Chair Kouroushis, Superintendent Forsyth-Sells, Communications' Officer Jennifer Pellegrini and all NCPIC members for their support of the video.

2. Goals/Parent Engagement Events

- Nil Report

D. POLICY FEEDBACK

Chair Vernelli requested feedback on policies currently being vetted.

- Superintendent Forsyth-Sells provided a brief background on the policies being vetted.
- Director Cipriano provided further information on the purpose of the Board By-Laws Policy.

1. [Bullying Prevention and Intervention Policy \(302.6.8\)](#)
2. [Student Expulsion Policy \(302.6.5\)](#)
3. [Employee Workplace Harassment Policy \(201.7\)](#)
4. [Employee Workplace Violence Policy \(201.11\)](#)

Additional feedback is to be sent to Yvonne Anderson at yvonne.anderson@ncdsb.com, by Friday, March 5, 2021 to be submitted on behalf of the NCPIC or no later than 12 p.m. on Monday, March 8, 2021 to Jennifer Pellegrini at jennifer.pellegrini@ncdsb.com, as an individual submission.

1. [Board By-Law Policy \(100.1\)](#)
2. [Occupational Health and Safety Policy \(201.6\)](#)
3. [Student Exclusion From School or Class Policy \(NEW\)](#)

Additional feedback is to be sent to Yvonne Anderson at yvonne.anderson@ncdsb.com, by Monday, March 29, 2021 to be submitted on behalf of the NCPIC or, no later than 12 p.m. on Wednesday, March 31, 2021 to Jennifer Pellegrini at jennifer.pellegrini@ncdsb.com, as an individual submission.

- Chair Vernelli made a suggestion to reinstate a policy review committee and will reach to members to set up a virtual meeting.

E. CHAIR/CO-CHAIR REPORTS

1. February 24, 2021-EDU Parent Involvement Committee Meeting

Chair Vernelli shared that she was pleased to participate along with Director Cipriano and Superintendent Forsyth-Sells in the Ministry of Education virtual meeting with Parent Involvement Committees (PIC) Chairs, Co-Chairs and Board Leads from across Ontario on February 24, 2021. Parent Involvement Committee Chairs, Co-Chairs and Board Leads were given the opportunity to discuss and share insights and experiences of using PRO Grants. Apprenticeship Youth Advisors from the Ministry of Labour, Training and Skills Development also made a presentation on apprenticeships and skilled trades. Thoughts and ideas were shared on how to address the stigma associated with careers in skilled trades and how to encourage young students to participate in apprenticeships and skilled trade opportunities.

2. Chair Vernelli also reported that she had the pleasure of sitting on the Niagara Catholic Board Calendar Committee along with Superintendent Forsyth-Sells and that it was very interesting to see how the calendar all comes together.

Follow-Up

Superintendent Forsyth-Sells reported that Niagara Catholic also has an excellent program called Specialist High Skilled Majors, which currently provides 42 programs for students to explore. Superintendent Forsyth-Sells will contact the Ministry and Board personnel to request a virtual presentation for NCPIC and CSC regarding skilled trades.

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

1. Parents Reaching Out (PRO) Grants

Superintendent Forsyth-Sells reported that the 2019-2020 Parents Reaching Out (PRO) Grants were used to support Niagara Catholic families in need through the distribution of grocery cards.

Superintendent Forsyth-Sells requested proposals for expending the 2020-2021 Parents Reaching Out (PRO) Grant. The following suggestions were received:

1. Continue to support Niagara Catholic families in need through the distribution of grocery gift cards.
2. Donate to the Niagara Foundation for Catholic Education due to the cancellation of fundraising events as a result of COVID-19.
3. Provide the schools with funding to purchase spirit wear for students to enhance their connection to the school.
4. Support kindergarten play areas or student activity kits for use at home.

Superintendent Forsyth-Sells thanked the members for their suggestions and stated that the Ministry provides guidelines and that she will research the parameters on how the funds may be spent and follow-up with the Chair Vernelli and Co-Chair Kouroushis.

There was consensus to support the purchase and distribution of grocery gift cards with an accompanying letter acknowledging the support of the Niagara Catholic Parent Involvement Committee.

2. 2021-2022 School Year Calendar

Superintendent Forsyth-Sells thanked the NCPIC members for their feedback on the proposed Niagara Catholic 2021-2022 School Year Calendar. Once approval has been received from the Ministry of Education, the 2021-2022 School Year Calendar will be shared at the Board level and with all parents and guardians.

3. Equity Committee-Parent Representative

Superintendent Forsyth-Sells reported that Niagara Catholic is establishing an Equity Committee through an invitation process in order to gain representation from all stakeholder groups. Superintendent Forsyth-Sells provided background information and the purpose of the committee. Interested members are to email Superintendent Forsyth-Sells with their intent, no later than Monday, March 8, 2021.

4. Niagara Catholic Award of Distinction/Niagara Foundation for Catholic Education Gala

Superintendent Forsyth-Sells reported for clarification that the Niagara Catholic Award of Distinction and the Niagara Foundation for Catholic Education Gala have been cancelled for the 2020-2021 school year.

5. Asymptomatic Testing in Our Schools

Superintendent Forsyth-Sells provided information on the Ministry initiative of asymptomatic testing. All school boards are responsible for asymptomatic testing and communication will be sent to all families. This is voluntary testing provided by a third party for our students and staff.

6. NCPIC Financial Report

Superintendent Forsyth-Sells reported on the finances of the NCPIC for 2020-2021.

G. COMMUNITY REPORTS

Society of St. Vincent de Paul-Shelley Gilbert

Shelley Gilbert reported that:

- all St. Vincent de Paul thrift stores are open and accepting donations.
- the summer camp program in Chatham has been cancelled this summer due to renovations.
- the North of 60 program committee had a meeting with Fr. Daniel to discuss the non-perishable food items needed to support his after school program. As the government has provided support to the communities this year, the sea container designated to support Fr. Daniel's afterschool program.

H. SEAC REPORT-Co-Chair Kouroushis

On behalf of SEAC, Co-Chair Kouroushis reported that:

- at the SEAC Meeting of March 6, 2021, Giancarlo Vetrone, Superintendent of Business and Financial Service presented on the Special Education funding model as it applies to Niagara Catholic.
- SEAC is reviewing the brochure provided by Niagara Catholic for families to make it vibrant and informative.
- SEAC is working through a draft version of a survey to measure the degree of implementation of the Niagara Catholic Special Education Plan.

I. BISHOP/DIOCESAN REPORT-Fr. Paul MacNeil

Fr. Paul MacNeil reported that:

- parishes are now open to 30% capacity. Churches remained open from December 26 to February 28 under very restricted capacity limitations - 10 people in total as the safety of the parish communities is the highest priority in the Diocese.
- a virtual Forty Days for Life campaign is being held in Niagara during Lent 2021. Every day, coordinator Annette Loeffen will send an email with prayer intentions, Scripture passages, pictures and encouragement to pray and fast for an end to abortion and euthanasia. To take part, email Annette: loeffenlife@hotmail.com.
- From the Bishop's letter concerning vaccines: "In summary, I wish to state that from a moral perspective, if certain conditions are met, a Catholic can receive this COVID-19 vaccine in good conscience." Our Diocesan Directives Document helps to explain those conditions as clearly as possible.
- information concerning the COVID-19 vaccines can be found on the Diocesan Website www.saintcd.com. The resource is entitled, "Directives Concerning COVID-19 Vaccines." This brief two-page document summarizes the essential criteria for reflection on this issue, and I hope that you will find it helpful. It also contains links to other Church documents that you should find useful. The Parish Catholic School Council liaison letter: our parish liaisons

sent out a letter to their school councils with some great Lenten resources - this is done every month. A sample will be shared with the committee.

J. STUDENT SENATE REPORT-Allan Buri

Allan Buri reported that:

- on February 4, 2021, Niagara Catholic hosted a Virtual Lead Out Loud Conference for elementary school senators. Guest speaker Nick Foley opened with an entertaining and thought-provoking presentation titled “How Do You Want to Be Remembered?” Students were given the opportunity to discuss their thoughts about his message with their Family of Schools councils in breakout sessions led by secondary student senators. The event was a great success, with over one hundred students in attendance.
- on February 5, 2021, the secondary student senate held their first ever Mental Health Summit. There was a fantastic turnout, with nearly 300 students tuning in from across Niagara! Important information regarding mental health was shared via short videos made by students and four rounds of fun, educational Kahoots! Students also had the chance to direct any questions to the Board Mental Health Lead. Kahoot winners received a prize and all attendees received two hours of community service.
- applications for 2021-2022 community representatives are available for Gr. 9-11 students who are interested in representing their community on the Secondary Senate. The deadline to apply is April 9, 2021.

K. STAFF REPORTS-Joe Tornabuono and Lou Stranges

Principal Tornabuono, provided elementary and secondary school updates for information.

L. TRUSTEE REPORTS-Leanne Prince

Trustee Sicoli reported that:

- Jennifer Pellegrini, Communications’ Officer provided an excellent presentation to the Board on Niagara Catholic 2021 Recruitment Campaign. Niagara Catholic received 1024 online registrations that is an increase of 500 from 2019 and 303 from 2020. Secondary schools received funding to create their own marketing to support open houses through various social media platforms.

Director Cipriano was pleased to report that enrolment has increased in all grades across the Board for 2021-2022 due to a variety of reasons including school reputation, social media platforms, marketing and demographics.

Trustee Prince reported that:

- in early February, the Ministry of Education announced that March Break was being postponed until April 2021.
- this decision was not made by Niagara Catholic but by the Province however, Niagara Catholic understands the challenges that may be posed to some families, including staff, but are thankful for everyone's support towards each other as we continue on our journey.
- as Director Cipriano mentioned, Niagara Catholic is starting our new Multi-Year Strategic and the Board is looking forward to receiving feedback from all stakeholders to chart the course for the future.

- technology updates have been completed at the Catholic Education Centre and the Board is hoping to livestream meetings on YouTube for the public to view, not just dial in and listen.
- on behalf of Chair Huibers, Vice-Chair Moody and all the trustees, we wish you and your families a blessed Easter.

M. NEW BUSINESS/AGENDA ITEMS-DISCUSSION FOR FUTURE MEETINGS

- No items were brought forward.

N. NEXT MEETING: May 6, 2021 at 6:30 p.m.

O. CLOSING PRAYER: Fr. Paul MacNeil led the closing prayer.

P. ADJOURNMENT

Moved by: Shonna Daly

THAT the March 4, 2021, meeting of the Niagara Catholic Parent Involvement Committee be adjourned.

CARRIED

This meeting was adjourned at 8:09 p.m.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
MAY 25, 2021**

PUBLIC SESSION

**TITLE: RECOMMENDATION TO THE BOARD BY THE NIAGARA
CATHOLIC PARENT INVOLVEMENT COMMITTEE**

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the letter regarding school closures and the impact on student mental health and well-being to be sent to the Ministry of Education on behalf of the Niagara Catholic Parent Involvement Committee.

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

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

Recommended by: Niagara Catholic Parent Involvement Committee

Date: May 25, 2021



REPORT TO THE BOARD MAY 25, 2021

RECOMMENDATION TO THE BOARD BY THE NIAGARA CATHOLIC PARENT INVOLVEMENT COMMITTEE

BACKGROUND INFORMATION

At the Niagara Catholic Parent Involvement Committee Meeting of May 6, 2021, the following recommendation was presented:

RECOMMENDATION by: Todd Ulbinas

THAT the Niagara Catholic Parent Involvement Committee draft a letter regarding school closures and the impact on student mental health and well-being for approval by the Board to be sent to the Ministry of Education on behalf of the Niagara Catholic Parent Involvement Committee.
Approved by consensus.

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the letter regarding school closures and the impact on student mental health and well-being to be sent to the Ministry of Education on behalf of the Niagara Catholic Parent Involvement Committee.

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

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

Recommended by: Niagara Catholic Parent Involvement Committee

Date: May 25, 2021



Dear Minister of Education:

At our Niagara Catholic Parent Involvement Committee meeting of May 6, 2021, the committee agreed by consensus to send a letter to the Ontario government outlining our concerns about province-wide school closures. The parent members of the Niagara Catholic Parent Involvement Committee are extremely concerned about the lack of human contact for children with school closures and the impact on their mental health.

According to the media, reporting on COVID-19 medical and scientific data, classrooms in schools are safe places for children. School boards, such as the Niagara Catholic District Board have implemented the provincial and Niagara Region public health and safety protocols to keep students and staff safe and healthy. In addition, as parents we are aware according to media reports that children transmit the COVID-19 virus far less than adults.

We have observed that there are school closures in areas of the province with no COVID-19 cases. Where there have been cases in our Niagara Catholic schools, the school board and public health have responded for the health and safety of students and staff following COVID-19 protocols. In addition, we are pleased to report that the Niagara Catholic District School Board was the first board in the province, in conjunction with public health to provide the opportunity to education staff for vaccinations. We look forward to the time when children will also be vaccinated for a safe and healthy return to school.

As parents, we are very concerned that the continued provincial school closures harm all children, while the spikes in COVID-19 cases are contained to areas that have always been in a lockdown status.

Our hope is that you take into consideration our voice when decisions are made about the health and well-being of our children, so that we can continue to work together to affect change for the betterment of our children.

Sincerely,

The Niagara Catholic Parent Involvement Committee