

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
JUNE 21, 2022**

***PUBLIC SESSION***

**TOPIC: UNAPPROVED MINUTES OF THE COMMITTEE OF THE  
WHOLE MEETING OF JUNE 14, 2022**

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**RECOMMENDATION**

**THAT the** Niagara Catholic District School Board receive the unapproved Minutes of the Committee of the Whole Meeting of June 14, 2022, as presented.

The following recommendations are being presented for the Board's consideration from the Committee of the Whole Meeting of June 14, 2022:

**7.1.1 Larkin Estate Admission Awards 2022-2023**

**THAT** the Niagara Catholic District School Board approve the payment of \$4,950.00 for Larkin Estate Admission Awards for eligible students, as presented.

**7.1.2 Request to Name the Field at Notre Dame Catholic Elementary School – The Lacavera Field**

**THAT** the Niagara Catholic District School Board approve the Request to Name the Field at Notre Dame College School – The Lacavera Field, as presented.

**7.1.3 2022-2023 Original Estimates**

**THAT** the Niagara Catholic District School Board approve the Report on the 2022-2023 Original Estimates, as presented.



## MINUTES OF THE COMMITTEE OF THE WHOLE MEETING

### TUESDAY, JUNE 14, 2022

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

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

#### A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayer was led by Trustee Huibers

2. Roll Call

Vice-Chair Moody noted that Trustee Sicoli 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	✓			
<b>Student Trustees</b>				
Sydney Yott	✓			
Steffen Zylstra	✓			

The following staff were in attendance:

**Camillo Cipriano**, Director of Education; **Lee Ann Forsyth-Sells, Kimberly Kinney, Gino Pizzoferrato, Pat Rocca**, Superintendents of Education; **Domenic Massi, Joseph Zaroda**, Associate Superintendents of Education; **Giancarlo Vetrone**, Superintendent of Business & Financial Services; **Clark Euale**, Controller of Facilities Services; **Anna Pisano**, Recording Secretary/Administrative Assistant, Corporate Services

3. **Approval of the Agenda**

Moved by Trustee Burtnik

**THAT** the Committee of the Whole approve the Agenda of the Committee of the Whole Meeting of June 14, 2022, as presented.

**CARRIED**

4. **Declaration of Conflict of Interest**

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

5. **Approval of Minutes of the Committee of the Whole Meeting of May 10, 2022**

Moved by Trustee Prince

**THAT** the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting of May 10, 2022, as presented.

**CARRIED**

6. **Consent Agenda Items**

Trustee Prince requested Item A6.2 be held. This item was moved to Committee and Staff Reports Section C of the agenda.

6.1 **Research Collaborations in the Niagara Catholic District School Board 2021-2022**

Presented for information.

6.2 **Larkin Estate Admission Awards 2022-2023**

Moved to section C7

6.3 **Extended Overnight Field Trip, Excursion and Exchange Committee**

Presented for information.

6.4 **Staff Development Department Professional Development Opportunities**

Presented for information.

6.5 **Capital Projects Progress Report Update**

Presented for information.

Moved by Trustee Prince

**THAT** the Committee of the Whole adopt consent agenda items.

**CARRIED**

## **B. PRESENTATIONS**

### **1. New Student Trustee and Co-Chair – Student Senate 2022-2023/2023-2024 Introduction**

Director Cipriano welcomed back Steffen Zylstra of Saint Michael Catholic High School and introduced Charlotte Johnstone of Saint Paul Catholic High School as the Student Trustees for the 2022-2023/2023-2024 school years. Director Cipriano provided background on and welcomed Charlotte as Niagara Catholic District School Board's 2022-2023/2023-2024 Student Trustee.

## **C. COMMITTEE AND STAFF REPORTS**

### **1. Request to Name the Field at Notre Dame College School – The Lacavera Field**

Kim Kinney, Superintendent of Education presented the Request to Name the Field at Notre Dame College School – The Lacavera Field.

Superintendent Kinney and Director Cipriano answered questions of Trustees.

Moved by Trustee Huibers

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approved the Request to Name the field at Notre Dame College School – the Lacavera Field, as presented.

**CARRIED**

### **2. Greenlane Catholic Elementary School Project Update: Forming of an Ad Hoc Attendance Area Review Committee**

Clark Euale, Controller of Facilities Services introduced Alexandria Pasquini-Smith, Administrator of Planning and Properties and presented the Greenlane Catholic Elementary School Project Update: Forming of an Ad Hoc Attendance Area Review Committee.

Controller Euale answered questions of Trustees.

### **3. Our Lady of the Holy Rosary Catholic Elementary School Project Update**

Controller Euale provided an update on Our Lady of the Holy Rosary Catholic Elementary School Project and introduced Alexandria Pasquini-Smith, Administrator of Planning and Properties.

### **4. Niagara Catholic Theological Theme for 2022-2026**

Director Cipriano provided background information on the Niagara Catholic Theological Theme and introduced Krista Olivieri, Board Chaplaincy Leader.

Ms. Olivieri presented the Niagara Catholic Theological Theme for 2022-2026.

Ms. Olivieri answered questions of Trustees.

### **5. Original Estimates for the 2022-2023 Annual Budget**

Giancarlo Vetrone, Superintendent of Business & Financial Services presented the Original Estimates for the 2022-2023 Annual Budget.

Superintendent Vetrone answered questions of Trustees.

Moved by Trustee Prince

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Report on the 2022-2023 Original Estimates, as presented.

**CARRIED**

**6. Monthly Updates**

**6.1 Student Trustees' Update**

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

**6.2 Senior Staff Good News Update**

Senior Staff highlights included:

**Director Cipriano**

- A successful and emotional graduation was held for students at the Pope Francis Centre, Saint Kateri Tekakwitha Secondary School, Soaring Eagles Elementary School and LINK to College Program.

**Superintendent Kinney & Jeff Maxwell**

- Niagara Catholic has received LIFT funding from the Ministry for a combined coaching and robotics project for both staff and students. The project was successful in engaging junior and primary students to learn coding, problem solving and to work as a team.

**Superintendent Forsyth-Sells**

- St. Nicholas Catholic Elementary School received a \$500.00 grant from the Learning for a Sustainable Future Program and initiated a recycling program with organic kitchen catchers and bins on wheels. A portion of this funding was also used to clean up and plant flowering bushes in the courtyard.
- Our Lady of Fatima Catholic Elementary School held a multi-cultural day to honour and celebrate student diversity.
- There were approximately 700 submissions for the Faith and Mental Health Week Contest from Niagara Catholic students.

**Associate Superintendent Zaroda**

- Niagara Catholic will have 50 high school students arriving from Bangkok in October for 3 weeks.
- For the 2022-2023 school year the international program is moving forward with many new partnerships with many new students arriving from Spain and they anticipate a busy year with many international students attending Niagara Catholic.

**7. Consent Agenda Item A6.2 Larkin Estate Admission Awards 2022-2023**

Trustee Prince acknowledged the Larkin Estate Admission Award recipients.

Moved by Trustee Burtnik

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the payment of \$4,950.00 for Larkin Estate Admission Awards for eligible students, as presented.

**CARRIED**

#### **D. INFORMATION**

1. **Trustee Information**

Nil

#### **E. OTHER BUSINESS**

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

Nil

#### **F. BUSINESS IN CAMERA**

Moved by Trustee Prince

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

**CARRIED**

The Committee of the Whole moved into the In Camera Session of the Committee of the Whole Meeting at 8:27 p.m. and reconvened at 8:48 p.m.

#### **G. REPORT ON THE IN-CAMERA SESSION**

Moved by Trustee Prince

**THAT** the Committee of the Whole report the motions from the In Camera Session of the Committee of the Whole Meeting of June 14, 2022.

**CARRIED**

#### **SECTION B: STUDENT TRUSTEES EXCLUDED**

Moved by Trustee Prince

**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 May 10, 2022, as presented.

**CARRIED (Item F1)**

#### **H. ADJOURNMENT**

Moved by Trustee Prince

**THAT** the June 14, 2022 Committee of the Whole Meeting be adjourned.

**CARRIED**

This meeting was adjourned at 8:49 p.m.

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Minutes of the Committee of the Whole Meeting of the Niagara Catholic District School Board held on **June 14, 2022.**

Approved on **September 13, 2022.**

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Daniel Moody  
Vice-Chair of the Board

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Camillo Cipriano  
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
JUNE 21, 2022**

***PUBLIC SESSION***

**TITLE: LARKIN ESTATE ADMISSION AWARDS 2022-2023**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the payment of \$4,950.00 for Larkin Estate Admission Awards for eligible students, as presented.

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Prepared by: Domenic Massi, Superintendent of Education

Presented by: Domenic Massi, Superintendent of Education

Recommended by: Committee of the Whole

Date: June 21, 2022





## REPORT TO THE COMMITTEE OF THE WHOLE JUNE 14, 2022

### LARKIN ESTATE ADMISSION AWARDS 2022-2023

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#### BACKGROUND INFORMATION

The Larkin Estate Admission Awards are administered by the Board of Trustees of the Niagara Catholic District School Board. Funding for the awards comes from a bequest from the estate of Maria Eveleen Larkin and Aimee Theresa Larkin. These awards have been administered annually since 1969 by the Board of Trustees of the former Lincoln County R.C.S.S. Board.

As of December 31, 2021 the undistributed earnings and the balance of the scholarship fund amounted to \$26,413.92 with projected interest in the amount of \$3,500 to the end of 2022. According to the terms of the bequest, the undistributed earnings may be paid to eligible students who are approved by the Board.

The Larkin Estate Admission Award is available to graduates of a Catholic high school situated in the jurisdiction of the Niagara Catholic District School Board. Candidates must be enrolled in St. Michael's College, University of Toronto, or a school of nursing, social service work or a college or university offering such course. Applications have been reviewed and a list of qualifying candidates has been prepared, as noted on Appendix A (New Applicants).

The applicants have been made aware that they must provide proof that they have registered in the eligible courses and/or school in order to receive the award. This proof is in the form of an official letter from the registrar of either St. Michael's College or a school of nursing, social service work or a college or university offering such course. Candidates are also obliged to submit evidence of successful completion of their year's study in order to qualify for a renewal of the award. (Appendix B - Renewal Applicants)

#### RECOMMENDATION

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the payment of \$4,950.00 for Larkin Estate Admission Awards for eligible students, as presented.

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Prepared by: Domenic Massi, Superintendent of Education

Presented by: Domenic Massi, Superintendent of Education

Recommended by: Camillo Cipriano, Director of Education/Secretary-Treasurer

Date: June 14, 2022

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APPENDIX A

**LARKIN ESTATE AWARDS 2022-2023  
New Applicants**

<b>Applicant Name</b>	<b>Year of Award</b>	<b>Amount to be paid</b>	<b>Degree/Diploma</b>	<b>Graduate of:</b>
1. Isabella Nicole D'Addio	1	\$225.00	Nursing	Saint Michael Catholic Secondary School
2. Victorine Ilunga	1	\$225.00	Nursing	Denis Morris Catholic High School
3. Maya Lau-Daisley	1	\$225.00	Nursing	Saint Francis Catholic High School
4. Jessica Clarie Bolt	1	\$225.00	Nursing	Saint Francis Catholic High School
5. Serafrina Maia Fell	1	\$225.00	Nursing	Saint Francis Catholic High School
6. Nina McGregor	1	\$225.00	Nursing	Holy Cross Catholic High School
	<b>TOTAL</b>	<b>\$1,350</b>		

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
JUNE 21, 2022**

***PUBLIC SESSION***

**TITLE: REQUEST TO NAME THE FIELD AT NOTRE DAME  
COLLEGE SCHOOL – THE LACAVERA FIELD**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the Request to Name the Field at Notre Dame College School – The Lacavera Field.

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Prepared by: Kim Kinney, Superintendent of Education

Presented by: Kim Kinney, Superintendent of Education

Recommended by: Committee of the Whole

Date: June 21, 2022



## **REPORT TO THE COMMITTEE OF THE WHOLE JUNE 14, 2022**

### **REQUEST TO NAME THE FIELD AT NOTRE DAME COLLEGE SCHOOL – THE LACAVERA FIELD**

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#### **BACKGROUND INFORMATION**

Notre Dame College School has a long history of honouring outstanding individuals including staff members and alumni by naming areas of the school or facility after them. The Lacavera Family represent two generations of family who both attended and taught at Notre Dame College, leaving their imprint on the quality and life of Notre Dame College School.

Al Lacavera began in 1955 as a student at Notre Dame while Donna, his eventual wife, started in 1957. Al would help clean the school on Saturdays so that he and his friends could have access to the basketballs and gym every Saturday. Donna was a cheerleader who also excelled academically.

In 1966, Donna began her teaching career at Notre Dame College School. She had a lasting impact on staff and students alike. Students valued her enthusiasm, creativity and passion for Catholic education. She became an insightful innovative academic leader among the staff at the school. Donna's passion for Notre Dame was evident as she served as the moderator for the Yearbook for many years, coached Public Speakers, started a Ski Club, coached the Cheerleaders and for a time moderated the Newspaper. Donna helped mold the school into what it has become today.

The late Al Lacavera had a remarkable reputation in the community where he practiced law from 1968 to 1998. He was very active in local civic affairs throughout his career. Al was involved in many local charities, served as President of the local law association, the local riding political association, the local Chamber of Commerce, was a Regional Counselor for the Niagara Region and was a candidate for provincial parliament. His fellow lawyers, judges, and all that he worked with appreciated the fundamental decency and humanity with which he conducted his practice and presided over court. Above all, Al was a devoted and beloved husband, father and grandfather. He was a lifelong member of St. Kevin's Parish and a supporter of Notre Dame College School.

The Lacavera children entered Notre Dame together and were both successful students who flourished at the school. Catherine was Valedictorian. Both children were academics and athletes playing on the school tennis team, ski team, basketball and golf. Both children, Anthony and Catherine, were named as Distinguished Alumni from the Niagara Catholic District School Board.

The Lacavera family and their impact and love of Notre Dame and Catholic education is rivaled by so few and worthy of recognition. The Lacavera family continue to give back to the Notre Dame community and wish to make a significant financial contribution to the school to support the construction of the turf field. Their name means so much to the history of a school who continues to strive for excellence. The recognition of this group of Notre Dame Graduates provide another layer of connection with the school.

The staff and administration of Notre Dame College School, with full support from the Notre Dame Family, would like the new turf field at the school to be named the Lacavera Field.

The recommendation is supported by the Superintendent of Program and Innovation, as well Superintendent of the Notre Dame Family of Schools, Kim Kinney.

In accordance with Board Policy 100.15, Naming of a Board Facility, Designated Area or Chapel,

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

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

**RECOMMENDATION**

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Request to Name the Field at Notre Dame College School – The Lacavera Field.

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Prepared by: Kim Kinney, Superintendent of Education

Presented by: Kim Kinney, Superintendent of Education

Recommended by: Camillo Cipriano, Director of Education/Secretary-Treasurer

Date: June 14, 2022

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
JUNE 21, 2022**

***PUBLIC SESSION***

**TITLE: 2022-2023 ORIGINAL ESTIMATES**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the Report on the 2022-2023 Original Estimates, as presented.

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

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

Approved by: Committee of the Whole

Date: June 21, 2022



## COMMITTEE OF THE WHOLE JUNE 14, 2022

### 2022-2023 ORIGINAL ESTIMATES

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#### BACKGROUND

The Ministry of Education announced the Grants for Student Needs (GSNs) on February 17, 2022. This early announcement has allowed Niagara Catholic additional time to plan for the 2022-2023 school year.

GSN funding is projected to be \$26.1 billion, an increase of 2.7 per cent, while the average provincial per-pupil funding is projected to be \$13,059 in 2022–23, which is an increase of \$339 or 2.7 per cent from 2021–22. This represents a historic investment in public education and demonstrates the government’s commitment to providing students with access to the skills and opportunities they need to succeed. This year’s GSN includes targeted investments for a range of initiatives, with highlights including funding for staffing-related student learning needs supporting de-streaming and learning renewal; enhanced supports for mental health and special education; and enhancements to implement recently negotiated terms and conditions of employment for principals and vice principals.

The 2022-2023 Original Estimates funding by the Ministry of Education is primarily based on the average daily enrolment (ADE) of students per Board. The 2022-2023 Original Estimates are built on an approximate average daily enrolment 20,101 for the 2022-2023 school year. This is an expected decline in enrolment of approximately 509 students for September 2022-2023 school year.

The Ministry identified several key investments and changes for the upcoming school year:

- Continued financial support for centrally negotiated collective agreements, including 1% benchmark
- Extension of the Support for Student Funds (SSF) grant for an additional year in advance of centralized labour negotiations

Funding for the following COVID-19 expenses:

- Operating a virtual school
- Implementation of a fully de-streamed grade 9
- Supports for special education
- Other staff supports to address learning recovery

Other Funding Initiatives:

- Grants to improve IT network capacity and security
- Funding to support the mental health and well-being of students and staff
- Increased funding in the Special Equipment Amount (SEA) grant

- An adjustment to secondary pupil grant funding tied to the introduction of e-learning
- Benchmark increases to the non-staff portion of school board allocations
- A commitment to pursue supply chain centralization through a new entity called Supply Ontario

The budget has been prepared based on the assumption that both elementary and secondary schools will operate normally for the school year – i.e., no account has been made for temporary school closures, modifications to the approved school year calendar or alternative secondary school semester models.

The landscape has changed over the last year and changing pandemic rules can impact Board operations. The Ministry has provided an additional one year funding allocation for boards to continue to offer a virtual school. The Board will continue to operate a virtual elementary school and offer hybrid learning for secondary learners. These funds have been used towards supporting additional staff and resources, as prescribed.

Senior Administrative Council continues to redesign and scale programs and services that will optimize all areas of the Grants for Student Needs (GSN) and one-time grants for 2022-2023. This exercise has achieved a cost structure that is aligned with the 2022-2023 estimates and funding initiatives.

Following an extensive consultation process, Senior Administrative Council has completed the Original Estimates for the 2022-2023 Budget. The current estimates provide the funding required to achieve the Board approved System Priorities.

The proposed 2022-2023 Original Estimates has resulted in an anticipated operating budget of \$268M million dollars. Niagara Catholic District School Board is projecting a 2022-2023 operating deficit of \$0.5M.

The following information is attached for the review of the Trustees:

<b>APPENDIX A</b>	Average Daily Enrolment
<b>APPENDIX B</b>	Staffing Full Time Equivalent (FTE) Summary
<b>APPENDIX C</b>	Estimates Operating Revenue
<b>APPENDIX D</b>	Additional One-Time Revenue Priority Partnership Funds (PPF)
<b>APPENDIX E</b>	Special Education (Schedule 10A&B)
<b>APPENDIX F</b>	Expenditure Summary (Schedule 10)
<b>APPENDIX G</b>	Board Administration
<b>APPENDIX H</b>	Accumulated Surplus(Deficit) (Schedule 5)



**RECOMMENDATION**

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Report on the 2022-2023 Original Estimates, as presented

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

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

Approved by: Camillo Cipriano, Director of Education/Secretary-Treasurer

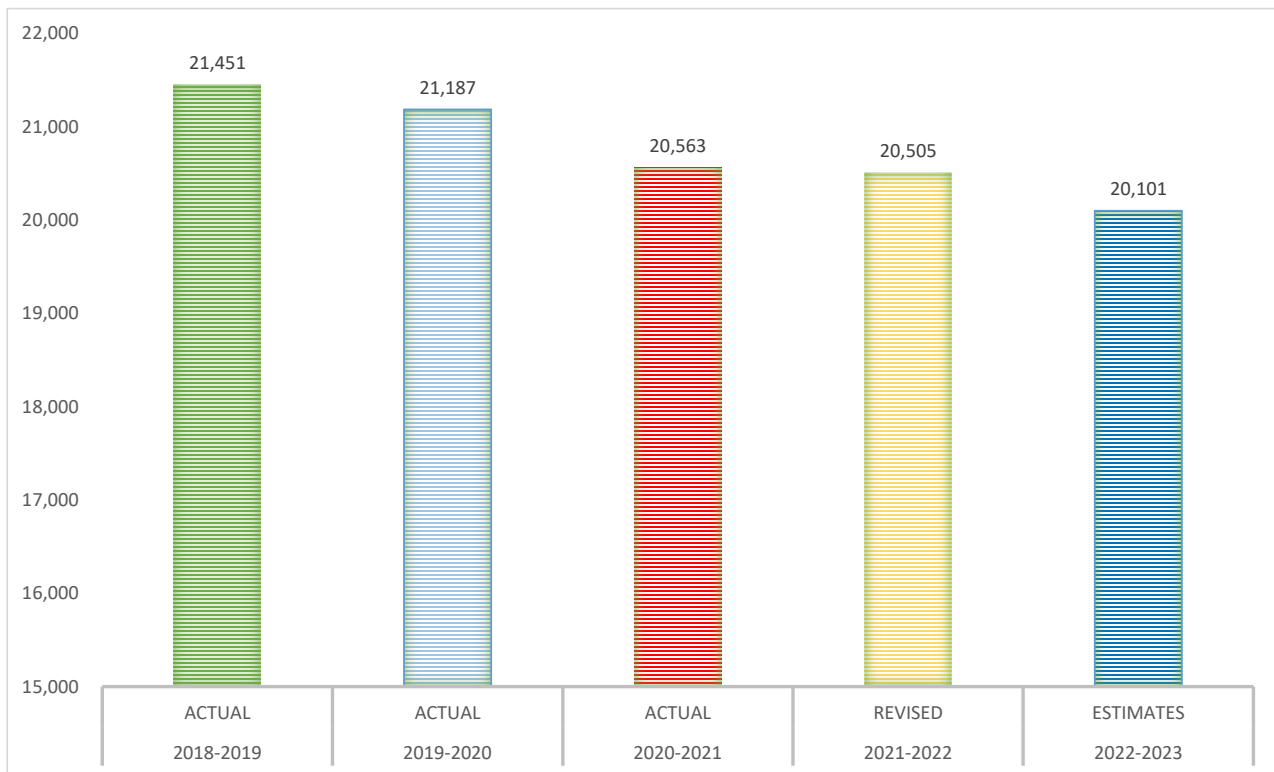
Date: June 14, 2022

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
ENROLMENT PROJECTIONS**

**AVERAGE DAILY ENROLMENT**

	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	
	ACTUAL	ACTUAL	ACTUAL	REVISED	ESTIMATES	CHANGE
Junior Kindergarten	1,279	1,301	1,138	1,200	1,095	(105)
Kindergarten	1,331	1,326	1,322	1,298	1,228	(70)
Grade 1 - Grade 3	4,215	4,203	4,108	4,204	4,150	(54)
Grade 4 - Grade 8	7,547	7,413	7,412	7,443	7,365	(78)
<b>Total Elementary Day School</b>	<b>14,372</b>	<b>14,243</b>	<b>13,980</b>	<b>14,145</b>	<b>13,838</b>	<b>(307)</b>
<b>Total Secondary</b>	<b>6,754</b>	<b>6,615</b>	<b>6,392</b>	<b>6,169</b>	<b>6,072</b>	<b>(97)</b>
<b>Total Day School</b>	<b>21,126</b>	<b>20,858</b>	<b>20,372</b>	<b>20,314</b>	<b>19,910</b>	<b>(404)</b>
Adult, Con Ed., High Credit and Summer School	325	329	191	191	191	0
<b>Total Enrolment</b>	<b>21,451</b>	<b>21,187</b>	<b>20,563</b>	<b>20,505</b>	<b>20,101</b>	<b>(404)</b>

Average daily enrolment is the number of full-time pupils enrolled on October 31, 2021 and March 31, 2022



## REGULAR DAY SCHOOL FULL TIME EQUIVALENT (F.T.E.)

## Total Day School Programs

	2021-2022	2022-2023	
	REVISED	ORIGINAL	
	ESTIMATES	ESTIMATES	CHANGE
<b>TOTAL INSTRUCTION</b>			
Classroom Teachers	1,229.4	1,163.2	(66.2) 1
Teacher Assistants	310.0	308.0	(2.0)
Early Childhood Educators	92.0	85.0	(7.0) 2
Professionals, Paraprofessionals and Technicians	112.5	116.9	4.3 3
Library & Guidance	54.9	54.5	(0.4)
Principals & VPs	76.0	72.9	(3.1) 4
School Office	93.1	92.5	(0.6)
Coordinators and Consultants	17.5	18.0	0.5
Staff - Administrative Support	3.6	3.6	0.0
<b>Total Instruction FTE</b>	<b>1,989.0</b>	<b>1,914.6</b>	<b>(74.4)</b>
<b>TOTAL ADMINISTRATION</b>			
Trustees	8.0	8.0	0.0
Student Trustees	2.0	2.0	0.0
Director and Supervisory Officers	6.0	6.0	0.0
Directors Office	8.0	8.0	0.0
Board Administration	53.0	51.2	(1.9)
Administration Support Other	3.0	3.0	0.0
<b>Total Administrations</b>	<b>80.0</b>	<b>78.2</b>	<b>(1.9)</b>
<b>PUPIL ACCOMMODATION</b>			
School Operations and Maintenance	184.6	182.3	(2.3) 5
<b>Total FTE</b>	<b>2,253.6</b>	<b>2,175.0</b>	<b>(78.6)</b>

1 Student Support Funds reduced to one year of funding, virtual school adjustment, CoVid adj, declining enrolment

2 ECE allocation based on ELKP enrolment

3 Additional Social Worker, ITS Specialist

4 Reduced support for smaller virtual school and declining enrolment

5 Allocation of custodial support based on the ground capacity.

## SUMMARY OF REVISED MINISTRY REVENUE

	REVISED ESTIMATES	ESTIMATES	VARIANCE	
	2021-2022	2022-2023		
<b>PROVINCIAL GRANTS</b>				
Provincial Grants - Grants for Student Needs	\$201,120,003	\$206,265,162	\$5,145,159	1
Provincial Grants - Others*	\$6,535,152	\$800,000	(\$5,735,152)	2
Grants from Other Ministries	\$3,459,946	\$1,960,000	(\$1,499,946)	3
Tax Revenue from Municipalities	\$42,826,600	\$42,804,500	(\$22,100)	
School Generated Funds	\$4,509,000	\$8,480,000	\$3,971,000	4
Federal Grants & Fees	\$523,061	\$520,000	(\$3,061)	
Investment Income	\$850,000	\$800,000	(\$50,000)	
	<b>\$259,823,762</b>	<b>\$261,629,662</b>	<b>\$1,805,900</b>	
<b>OTHER FEES AND REVENUES</b>				
Fees from Individuals - Day School	\$789,594	\$1,000,000	\$210,406	5
Fees from Individuals - Continuing Education	\$881,000	\$880,000	(\$1,000)	
Rental Revenue	\$305,000	\$405,000	\$100,000	
Miscellaneous	\$400,000	\$400,000	\$0	
<b>Fees and Revenues from Other Sources</b>	<b>\$2,502,450</b>	<b>\$2,685,000</b>	<b>\$182,550</b>	
Amortization of Deferred Capital Contributions	\$14,315,495	\$14,128,316	(\$187,179)	
<b>TOTAL REVENUES*</b>	<b>\$276,641,707</b>	<b>\$278,442,978</b>	<b>\$1,801,271</b>	

\* excludes EDC Land Revenue

1 Covid funding and PPF funding moved to GSN

2 Reallocation of COVID and other Funding from PPF to GSN

3 2022-2023 does not include inkind PPE Revenue

4 Anticipating additional SGF activities for 2022-2023

5 Expecting VISA program to return to pre-COVID levels

## PRIORITY AND PARTNERSHIP FUNDING (PPF)

KEY PRIORITY	FUNDING	OBJECTIVE
<b>De-streaming Implementation Supports</b>	\$35,100	The focus of this funding is to prepare Grade 8 students for their transition to Grade 9, and support Grade 9 students to be successful in the de-streamed Grade 9 program
<b>Early Intervention in Math for students with Special Education Needs</b>	\$111,300	Funding may be used to support elementary students with a goal of increasing student engagement, preventing learning gaps, and supporting students to prepare for de-streamed Grade 9 math.
<b>Entrepreneurship Education Pilot Projects</b>	\$20,000	Provide innovative pilot projects that promote entrepreneurship education for secondary students and are developed/provided in partnership with local third-party organizations
<b>Health Resources, Training and Supports</b>	\$12,900	Deliver local training to principals/vice-principals, educators and other school staff related to current and emerging health and safety issues.
<b>Math Strategy</b>	\$239,500	Funding to support additional board and school positions to support student math performance. Board-based math learning leads will support student achievement in math and the implementation of the de-streamed Grade 9 math course and the elementary math curriculum.
<b>Skilled Trades Bursary Program</b>	\$13,000	Provide bursaries to students who have earned or are learning two credits in a cooperative education program working in a skilled trades placement, have plans to pursue a post-secondary skilled trades pathway
<b>Special Education Additional AQ subsidy for Educators</b>	\$11,800	Funding will support educators' participation in approved Schedule C and Schedule D special education Additional Qualification (AQ) courses such as "D-Special Education Specialist".
<b>Summer Learning Special Education Supports</b>	\$121,000	Deliver transition programs and additional staffing during the summer for students with special education needs.
<b>Tutoring Supports</b>	<b>2022-2023</b> <b>\$870,600</b> Two Years \$1,741,200	Access tutoring during a variety of time slots to meet student need (i.e., before and after school, during the school day, on weekends, and during the summer) Tutoring programs will prioritize math and literacy and other foundational learning skills

SCHEDULE 10A SPECIAL EDUCATION

EXPENSES

SCHEDULE 10A AND 10B

SPECIAL EDUCATION EXPENSES	Salaries and	1% Increase	Employee	Staff	Supplies and	Fees and Contract	Self Contained	Total Expenses
	Wages		Benefits	Development	Services	Services	Allocation	
					04	05	09	
<b>TOTAL INSTRUCTION</b>								
Classroom Teachers	\$5,685,959	\$56,860	\$763,050	\$0	\$5,000	\$0		\$6,510,868
Supply Staff	\$881,635	\$8,816	\$88,163	\$0	\$0	\$0		\$978,615
Teacher Assistants	\$9,860,455	\$98,605	\$2,976,225	\$0	\$0	\$0		\$12,935,285
Early Childhood Educators	\$0	\$0	\$0	\$0	\$0	\$0		\$0
Textbooks and Supplies	\$0	\$0	\$0	\$0	\$615,000	\$0		\$615,000
Computers	\$0	\$0	\$0	\$0	\$42,000	\$0		\$42,000
Professionals, Paraprofessionals and Technicians	\$2,236,248	\$22,362	\$595,800	\$0	\$114,000	\$185,000		\$3,153,411
Staff Development	\$0	\$0	\$0	\$13,000	\$0	\$0		\$13,000
Department Heads	\$0	\$0	\$0	\$0	\$0	\$0		\$0
Principals & VPs	\$0	\$0	\$0	\$0	\$0	\$0		\$0
School Office	\$0	\$0	\$0	\$0	\$0	\$0		\$0
Coordinators and Consultants	\$215,966	\$2,160	\$27,063	\$0	\$0	\$0		\$245,189
<b>ELEMENTARY SPECIAL EDUCATION</b>	<b>\$18,880,263</b>	<b>\$188,803</b>	<b>\$4,450,301</b>	<b>\$13,000</b>	<b>\$776,000</b>	<b>\$185,000</b>	<b>(\$55,190)</b>	<b>\$24,438,177</b>
<b>TOTAL INSTRUCTION</b>								
Classroom Teachers	\$2,399,806	\$23,998	\$321,019	\$0	\$1,000	\$0		\$2,745,823
Supply Staff	\$220,409	\$2,204	\$22,041	\$0	\$0	\$0		\$244,654
Teacher Assistants	\$3,140,475	\$31,405	\$974,455	\$0	\$0	\$0		\$4,146,334
Early Childhood Educators	\$0	\$0	\$0	\$0	\$0	\$0		\$0
Textbooks and Supplies	\$0	\$0	\$0	\$0	\$160,000	\$0		\$160,000
Computers	\$0	\$0	\$0	\$0	\$30,000	\$0		\$30,000
Professionals, Paraprofessionals and Technicians	\$486,100	\$4,861	\$153,692	\$0	\$10,500	\$0		\$655,153
Staff Development	\$0	\$0	\$0	\$0	\$0	\$0		\$0
Department Heads	\$0	\$0	\$0	\$0	\$0	\$0		\$0
Principals & VPs	\$0	\$0	\$0	\$0	\$0	\$0		\$0
School Office	\$0	\$0	\$0	\$0	\$0	\$0		\$0
Coordinators and Consultants	\$107,983	\$1,080	\$13,532	\$0	\$0	\$0		\$122,594
<b>SECONDARY SPECIAL EDUCATION</b>	<b>\$6,354,773</b>	<b>\$63,548</b>	<b>\$1,484,738</b>	<b>\$0</b>	<b>\$201,500</b>	<b>\$0</b>	<b>(\$916,952)</b>	<b>\$7,187,606</b>
<b>TOTAL SPECIAL EDUCATION EXPENDITURES</b>	<b>\$25,235,036</b>	<b>\$252,350</b>	<b>\$5,935,039</b>	<b>\$13,000</b>	<b>\$977,500</b>	<b>\$185,000</b>	<b>(\$972,142)</b>	<b>\$31,625,783</b>
<b>SPECIAL EDUCATION FUNDING*</b>								<b>\$29,259,374</b>
							<b>Surplus(Deficit)</b>	<b>(\$2,366,409)</b>
							Student Support Funds	\$1,200,000
							CoVid Learning Recovery Funds	\$270,000
							Special Equipment Allocation	\$800,000
							<b>Adjusted Surplus(Deficit)</b>	<b>(\$96,409)</b>

## 2022-2023 REVISED ESTIMATES

	2021-2022	2022-2023		
	REVISED	ORIGINAL	VARIANCE	VARIANCE ANALYSIS
	ESTIMATES	ESTIMATES		
*All salaries include grid movement and 1% increase				
<b>TOTAL INSTRUCTION</b>				
Classroom Teachers	\$137,586,873	\$133,081,227	(\$4,505,646)	Reduction in SSF and CoVid Teachers
Supply Staff	\$6,717,454	\$6,811,011	\$93,557	
Teacher Assistants	\$16,953,908	\$17,081,619	\$127,711	
Early Childhood Educators	\$5,137,874	\$5,285,206	\$147,332	
Textbooks and Supplies	\$4,922,142	\$5,315,641	\$393,499	2021-22 excludes In Kind Expenses
Computers	\$854,000	\$1,402,000	\$548,000	Investment in Broadband Network (GSN)
Professionals, Paraprofessionals and Technicians	\$9,598,844	\$10,231,177	\$632,333	Social Worker, ITS Specialists
Library & Guidance	\$4,075,902	\$4,232,622	\$156,720	
Staff Development	\$499,000	\$485,500	(\$13,500)	
Department Heads	\$328,525	\$331,810	\$3,285	
Principals & VPs	\$10,951,191	\$10,726,824	(\$224,367)	Reduced Principal Support for Virtual School and reduction in enrolment
School Office	\$6,175,944	\$6,380,803	\$204,859	Data Centre costs allocated to instruction level
Coordinators and Consultants	\$2,437,813	\$2,592,705	\$154,892	
Continuing Education	\$4,682,051	\$4,959,561	\$277,510	Expecting international and VISA related program to run at Pre-COVID levels
<b>Total Instruction Expenses</b>	<b>\$210,921,521</b>	<b>\$208,917,706</b>	<b>(\$2,003,815)</b>	
<b>TOTAL ADMINISTRATION</b>				
Administration				
Trustees	\$264,607	\$264,853	\$246	
Director and Supervisory Officers	\$1,341,424	\$1,396,574	\$55,150	
Board Administration	\$6,776,937	\$6,858,241	\$81,304	
<b>Total Administrations</b>	<b>\$8,382,968</b>	<b>\$8,519,668</b>	<b>\$136,700</b>	
<b>TOTAL TRANSPORTATION</b>				
Transportation				
Pupil Transportation	\$12,177,397	\$11,695,617	(\$481,780)	No COVID funding in 2022-23; Adjusted to reflect new modelling
Pupil Transportation - Provincial Schools	\$46,800	\$93,431	\$46,631	
<b>Total Transportation</b>	<b>\$12,224,197</b>	<b>\$11,789,048</b>	<b>(\$435,149)</b>	

## 2022-2023 REVISED ESTIMATES

	2021-2022	2022-2023		
	REVISED	ORIGINAL		
	ESTIMATES	ESTIMATES	VARIANCE	VARIANCE ANALYSIS
*All salaries include grid movement and 1% increase				
<b>PUPIL ACCOMMODATION</b>				
School Operations and Maintenance	\$23,884,722	\$23,101,946	(\$782,776)	Removed Covid Custodial support
School Renewal	\$713,299	\$1,267,964	\$554,665	Expecting increased usage of School Renewal Expense
Other Pupil Accommodation	\$2,257,761	\$2,303,096	\$45,335	
Amortization	\$14,682,227	\$14,476,904	(\$205,323)	Reflection of remaining service life of assets
Interest Charges	\$117,487	\$117,487	\$0	
<b>Total Pupil Accommodation</b>	<b>\$41,655,496</b>	<b>\$41,267,396</b>	<b>(\$388,100)</b>	
School Generated Funds Expenses	\$4,368,000	\$8,480,000	\$4,112,000	Anticipating additional SGF activities for 2022-2023
<b>Total Expenses Schedule 10</b>	<b>\$277,552,182</b>	<b>\$278,973,819</b>	<b>\$1,421,637</b>	



**BOARD ADMINISTRATION EXPENDITURES**  
**SCHEDULE 10.6**

**SCHEDULE 10.6**

	Salaries and Wages*	Employee Benefits	Staff Development	Supplies and Services	Rental Expenses	Fees and Contract Services	Other Expenses	2022-2023 Total Expenses	2021-2022 Total Expenses
			04	05	08	09	10		
Board Admin - Trustees	\$98,611.35	\$9,725	\$0	\$33,500	\$0	\$0	\$123,017	\$264,853	\$264,607
Board Admin - Directors and Supervisors	\$1,045,943	\$111,187	\$33,300	\$46,500	\$0	\$145,000	\$40,000	\$1,421,929	\$1,341,424
Finance	\$369,517	\$101,791	\$11,000	\$1,000	\$0	\$105,000	\$10,000	\$598,308	\$744,753
Information Technology Administration	\$320,450	\$79,488	\$35,000	\$221,000	\$0	\$488,900	\$0	\$1,144,838	\$1,324,273
Purchase & Procurement	\$252,693	\$68,097	\$5,500	\$66,000	\$0	\$0	\$20,000	\$412,289	\$372,070
Human Resource Administration	\$1,265,329	\$355,856	\$24,600	\$48,500	\$0	\$415,000	\$29,500	\$2,138,786	\$1,854,285
Payroll Administration	\$368,978	\$100,035	\$3,500	\$0	\$0	\$12,000	\$0	\$484,513	\$441,437
Director's Office	\$444,159	\$131,477	\$1,800	\$6,500	\$0	\$0	\$0	\$583,936	\$575,042
Administration and Other	\$443,813	\$122,402	\$3,500	\$81,000	\$0	\$0	\$0	\$650,716	\$671,885
Operations & Maintenance	\$144,024	\$43,863	\$0	\$595,600	\$93,000	\$0	\$0	\$876,487	\$874,704
<b>BOARD ADMINISTRATION EXPENSES</b>	<b>\$4,753,518</b>	<b>\$1,123,920</b>	<b>\$118,200</b>	<b>\$1,099,600</b>	<b>\$93,000</b>	<b>\$1,165,900</b>	<b>\$222,517</b>	<b>\$8,576,655</b>	<b>\$8,464,480</b>

\*Salaries and Wages 1% increase and adjustment to ELHT benefit costs.

**SCHEDULE 5 ACCUMULATED SURPLUS(DEFICIT)**

Description	Balance at September 1	In-Year Increase (Decrease)	Balance at August 31
<b>AVAILABLE FOR COMPLIANCE - UNAPPROPRIATED</b>			
Operating Accumulated Surplus	\$6,967,769	(\$527,018)	\$6,440,751
<b>Available for Compliance - Unappropriated</b>	<b>\$6,967,769</b>	<b>(\$527,018)</b>	<b>\$6,440,751</b>
<b>AVAILABLE FOR COMPLIANCE - INTERNALLY APPROPRIATED</b>			
Other Purposes - Operating 1	Capital Planning Capacity	\$241,767	\$241,767
Other Purposes - Operating 3	Special Purpose	\$405,075	\$405,075
Committed Sinking Fund interest earned	\$202,601	(\$45,328)	\$157,273
Committed Sinking Fund interest earned Adjustment	(\$45,328)	\$45,328	\$0
Committed Capital Projects	\$3,709,754		\$3,709,754
Other Purposes - Capital 1	Sinking Fund Top Up	\$329,394	\$329,394
<b>Available for Compliance - Internally Appropriated</b>	<b>\$4,843,263</b>		<b>\$4,843,263</b>
<b>Total Accumulated Surplus (Deficit) Available for Compliance</b>	<b>\$11,811,032</b>	<b>(\$527,018)</b>	<b>\$11,284,014</b>
<b>UNAVAILABLE FOR COMPLIANCE</b>			
Interest to be Accrued	(\$818,660)	\$0	(\$818,660)
Committed Sinking Fund interest earned Adj	\$45,328	(\$45,328)	\$0
School Generated Funds	\$2,491,187	\$0	\$2,491,187
Revenues recognized for land	\$12,409,160	\$0	\$12,409,160
<b>Total Accumulated Surplus (Deficit) Unavailable for Compliance</b>	<b>\$14,127,015</b>	<b>(\$45,328)</b>	<b>\$14,081,687</b>
<b>Total Accumulated Surplus (Deficit)</b>	<b>\$25,938,047</b>	<b>(\$572,346)</b>	<b>\$25,365,701</b>

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
JUNE 21, 2022**

***PUBLIC SESSION***

**TOPIC: UNAPPROVED MINUTES OF THE POLICY COMMITTEE  
MEETING OF JUNE 14, 2022**

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**RECOMMENDATION**

**THAT the** Niagara Catholic District School Board receive the unapproved Minutes of the Policy Committee Meeting of June 14, 2022, as presented.



# MINUTES OF THE POLICY COMMITTEE MEETING

## TUESDAY, JUNE 14, 2022

Minutes of the Policy Committee Meeting held on Tuesday, June 14, 2022 at 4:30 p.m. in the Father Kenneth Burns c.s.c. Board Room, at the Catholic Education Centre, 427 Rice Road, Welland.

The meeting was called to order at 4:30 p.m. by Policy Committee Chair Prince.

1. **Opening Prayer**

The meeting was opened with a prayer by Trustee Burkholder

2. **Attendance**

Committee Members	Present	Present Electronically	Absent	Excused
Leanne Prince (Committee Chair)	✓			
Rhianon Burkholder	✓			
Dino Sicoli				✓

**Trustees:**

*Larry Huibers*

**Staff:**

*Camillo Cipriano*, Director of Education

*Lee Ann Forsyth-Sells*, Superintendent of Education

*Julia Tiessen*, Senior Administrator of Human Resources

*Anna Pisano*, Administrative Assistant, Corporate Services/Recording Secretary

**3. Approval of Agenda**

Moved by Trustee Burkholder

**THAT** the June 14, 2022 Policy Committee Agenda be approved, as presented.

**APPROVED**

**4. Declaration of Conflict of Interest**

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

**5. Minutes of the Policy Committee Meeting of May 10, 2022**

Moved by Trustee Burkholder

**THAT** the Policy Committee approve the minutes of the Policy Committee Meeting of May 10, 2022, as presented.

**APPROVED**

**6. Governance Policies**

***ACTION REQUIRED***

**GOVERNANCE POLICIES - FOR RECOMMENDATION TO THE BOARD**

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

Director Cipriano presented feedback received from the vetting process and highlighted recommended amendments to the Board By-Laws Policy (100.1), following the vetting process.

Following discussion, the Policy Committee recommended the following additional amendments:

- Page 2, Paragraph 2 – add “*Bi-Annually*”
- Section 7 and 8 – Add “*Land Acknowledgement*” to the Routine Matters
- Section 14, Bullet iii – add “*person(s) who is demonstrating improper conduct*”
- Section 16, Bullet i (a) – change to “*Any Niagara Catholic School supporter*” and add bullet “*(c) Decisions to allow the Delegation rests with Executive Council*”
- Section 18 – split Delegations and Presentations

Moved by Trustee Burkholder

**THAT** the Policy Committee recommend to the June Board Meeting to approve the revisions to the Board By-Laws Policy (100.1), as amended.

**APPROVED**

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

Julia Tiessen, Senior Administrator of Human Resources presented feedback for Pat Rocca, Superintendent of Education/Human Resources, received from the vetting process and highlighted recommended amendments to the Employee Workplace Harassment Policy (201.7), following the vetting process.

Following discussion, the Policy Committee recommended the following additional amendments:

- Page 2, paragraph 5 remove “*Any workplace harassment*”

Moved by Trustee Burkholder

**THAT** the Policy Committee recommend to the June Board Meeting to approve the revisions to the Employee Workplace Harassment Policy (201.7), as amended.

**APPROVED**

## **GOVERNANCE POLICIES - PRIOR TO VETTING**

### **6.3 Right to Disconnect Policy (NEW)**

Ms. Tiessen, presented the Right to Disconnect Policy.

The Policy Committee suggested the following amendments:

- No amendment

The Policy Committee requested that the Right to Disconnect Policy, be vetted from June 15, 2022 to September 1, 2022 with a recommended deadline for presentation to the Policy Committee in September 2022, for consideration to the Board in September 2022.

## **INFORMATION**

### **6.4 Governance Policies Currently Being Vetted**

- Nil

### **7. Date of Next Meeting**

TBD

### **8. Adjournment**

The meeting adjourned at 5:34 p.m.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
June 21, 2022**

***PUBLIC SESSION***

**TITLE: EMPLOYEE WORKPLACE HARASSMENT POLICY (201.7)**

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**RECOMMENDATION**

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

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Prepared by: Pat Rocca, Superintendent of Education

Presented by: Policy Committee

Recommended by: Policy Committee

Date: June 21, 2022



Niagara Catholic District School Board

## **EMPLOYEE WORKPLACE HARASSMENT POLICY**

### STATEMENT OF GOVERNANCE POLICY

200 – Human Resources

Policy No 201.7

Adopted Date: March 26, 2002

Latest Reviewed/Revised Date: May 24, 2022

In keeping with the Mission, Vision, and Values of the Niagara Catholic District School Board (the “Board”), the Board is committed to providing a safe working environment in which all employees are treated with consideration, dignity, respect, and equity in accordance with the Gospel values of Jesus Christ.

The Niagara Catholic District School Board will not tolerate discrimination or harassment, including sexual and ethnocultural harassment in any workplace of the Board. For clarity, workplace harassment can come from a variety of sources in the workplace, including but not limited to employees, supervisors, workers and members of the public. This Policy applies to all workers and is intended to address workplace harassment from all sources, including employers, supervisors, workers and members of the public.

Niagara Catholic District School Board recognizes Workplace Harassment as; engaging in a course of vexatious comments or conduct against a worker in a workplace that is known or ought reasonably to be known as unwelcome, including but not limited to:

- Spreading rumours, gossip and innuendo;
- Offensive or intimidating comments or jokes;
- Bullying or aggressive behavior;
- Social isolation, ostracizing or ignoring a worker;
- Deliberately undermining someone or stopping that person from completing his or her work;
- Belittling a worker about their work, achievements or hobbies;
- Assigning demeaning or insulting work;
- Displaying or circulating offensive pictures or materials;
- Inappropriate staring, spying and stalking;
- Sabotaging or tampering with a worker’s work, equipment or belongings;
- Workplace sexual harassment; and
- Isolating or insulting a worker because of gender identity

A reasonable action taken by an employer or supervisor relating to the management and direction of workers or the workplace is not workplace harassment.

Workplace Harassment includes sexual harassment, defined as;

Engaging in a course of vexatious comment, in any form, or conduct against a worker in a workplace because of, gender, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known as unwelcome or;

Making a sexual solicitation or advance, in any form, where the person making the solicitation or advance is in a position to confer, grant or deny a benefit of advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

Without limiting the foregoing, some examples of workplace sexual harassment include:

- Unwanted sexual attention by a person who knows or ought reasonably to show that such attention is unwanted
- Express or implied promise of reward for complying with sexually-oriented request



- Sexually-oriented behavior or gender-based abusive and unwelcome conduct or comment that has the purpose or effect of creating an intimidating, hostile or offensive environment
- Making sexual jokes or other similarly offensive comments
- Posting or disseminating material, jokes, photographs, videos, or other material of sexual content.

Both male and female employees can be recipients of sexual harassment, which can be perpetuated by members of the opposite sex as well as those of the same sex. While incidents or sexual harassment are often characterized by an imbalance of power in the workplace, this is not necessarily always the case, with a co-worker and even a manager sometimes being the recipient of workplace harassment.

Workplace Harassment ~~also~~ includes ethnocultural harassment, defined as;

One or a series of unwanted, unsolicited remarks, behaviours or communications, in any form, directed toward an individual or members of an identifiable group because of a prohibited ground of discrimination.

Examples of Ethnocultural harassment include, but are not limited to:

- Unwelcome remarks, jokes or innuendos about a person's racial or ethnic origin, color, place of both, citizenship or ancestry
- Displaying racist or derogatory pictures or other offensive material
- Insulting gestures or practical jokes based on racial or ethnic grounds with create awkwardness or embarrassment
- Refusing to work with someone before or his or her racial or ethnic origin

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

When a harassment complaint arises, the Board may decide to achieve resolution through a formal or informal process. Information gathered during this process will not be disclosed except to the extent necessary to protect fellow employees, to investigate, to take corrective action or as otherwise required by law.

The Board will deal with all claims in a fair and timely manner, respecting the dignity, respect, and privacy of all parties concerned as much as possible. Each party involved has equal rights at all steps throughout the process. This policy prohibits reprisals against individuals acting in good faith who report incidents of workplace harassment or act as witnesses. The board will take all reasonable and practical measures to prevent reprisals, threats of reprisals, or further harassment. Reprisal is defined as any act of retaliation, either direct or indirect.

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

The Director of Education will issue [\*Administrative Operational Procedures\*](#) for the implementation of this policy.

#### **References:**

- [\*Municipal Freedom of Information and Protection of Privacy Act\*](#)
- [\*Occupational Health & Safety Act \(December 2009\) Bill 13\*](#)
- [\*Bill 132: Sexual Violence and Harassment Action Plan Act\*](#)
- [\*Ontario Human Rights Code 1990\*](#)
- [\*Teaching Profession Act\*](#)
- [\*Human Rights Legal Support Centre\*](#)
- [\*Employee Assistance Program\*](#)

- **Niagara Catholic District School Board Policies/Procedures**
  - [Employee Workplace Violence Policy \(201.11\)](#)
  - [Trustee Code of Conduct Policy \(100.12\)](#)
  - [Complaint Resolution Policy \(800.3\)](#)
  - [Protocol Between Niagara Region Police Service and the Niagara Catholic District School Board](#)
  - [Employee Code of Conduct & Ethics Policy \(201.17\)](#)
  - [Privacy Policy \(600.6\)](#)
  - [Records and Information Management Policy \(600.2\)](#)

<b>Adopted Date:</b>	<b>March 26, 2002</b>
<b>Revision History:</b>	<b>February 23, 2010</b> <b>February 28, 2012</b> <b>November 26, 2013</b> <b>February 24, 2015</b> <b>June 21, 2016</b> <b>May 23, 2017</b> <b>November 27, 2018</b> <b>July 10, 2019</b> <b>October 22, 2019</b> <b>April 27, 2021</b> <b>February 9, 2022</b> <b>May 24, 2022</b>

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
JUNE 21, 2022**

***PUBLIC SESSION***

**TITLE: EXECUTIVE COUNCIL POWER – JULY & AUGUST 2022**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board empower Executive Council to approve any actions, of an emergency nature, recommended by the Director of Education, if a quorum cannot be achieved after a Special Meeting of the Board is called as per Board By-Laws, during the months of July and August 2022.

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Prepared by: Camillo Cipriano, Director of Education/Secretary-Treasurer

Presented by: Camillo Cipriano, Director of Education/Secretary-Treasurer

Recommended by: Camillo Cipriano, Director of Education/Secretary-Treasurer

Date: June 21, 2022



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

## REPORT TO THE BOARD MEETING JUNE 21, 2022

### EXECUTIVE COUNCIL POWER – JULY & AUGUST 2022

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#### BACKGROUND INFORMATION

In accordance with the Niagara Catholic District School Board By-Laws Section 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.”*

The following recommendation is presented in the event that it becomes necessary to call a Special Meeting of the Board to deal with emergency items only and a quorum cannot be achieved, after all reasonable attempts by the Director of Education to achieve quorum during the months of July and August 2022 have been exhausted.

#### RECOMMENDATION

**THAT** the Niagara Catholic District School Board empower Executive Council to approve any actions, of an emergency nature only, as recommended by the Director of Education, only if a quorum cannot be achieved after a Special Meeting of the Board is called as per Board By-Laws, during the months of July and August 2022.

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Prepared by:	Camillo Cipriano, Director of Education/Secretary-Treasurer
Presented by:	Camillo Cipriano, Director of Education/Secretary-Treasurer
Recommended by:	Camillo Cipriano, Director of Education/Secretary-Treasurer
Date:	June 21, 2022

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
JUNE 21, 2022**

***PUBLIC SESSION***

**TITLE: THE PROVISIONS OF SPECIAL EDUCATION PROGRAMS  
AND SERVICES – SPECIAL EDUCATION PLAN REVISIONS**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the revisions, as set out in Appendix A to be included in the Special Education Plan, *Building Bridges and Services 2022 and Beyond*, as presented.

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Prepared by: Gino Pizzoferrato, Superintendent of Education

Presented by: Gino Pizzoferrato, Superintendent of Education

Recommended by: Camillo Cipriano, Director of Education/Secretary-Treasurer

Date: June 21, 2022



## REPORT TO THE NIAGARA CATHOLIC DISTRICT SCHOOL BOARD JUNE 21, 2022

### THE PROVISIONS OF SPECIAL EDUCATION PROGRAMS AND SERVICES – SPECIAL EDUCATION PLAN REVISIONS

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#### BACKGROUND INFORMATION

The Ministry of Education requires district school boards to publicly make available a comprehensive report regarding the current special education programs and services of the Board. *Building Bridges to Services 2022 and Beyond* is our Board's current version of the Ministry of Education mandated Special Education Plan that includes the components that are defined in *Special Education in Ontario Kindergarten to Grade 12 Policy and Resource Guide 2017* as well as the protocols established in Policy and Program Memorandum 149.

In compliance with *Regulation 464/97*, Student Support staff consults with the Niagara Catholic Special Education Advisory Committee (SEAC) in the preparation and update of the Special Education Plan. Appendix A lists an Executive Summary of the revisions, as approved by the Special Education Advisory Committee at the SEAC meeting of June 1, 2022, that will be incorporated into the current Special Education Plan.

**Motion 1:** THAT the Special Education Advisory Committee approves the revisions to the Provisions of Special Education Programs and Services to be included in the Special Education Plan, *Building Bridges and Services 2022 and Beyond*, as presented.

Moved by Co-Chair Somma

Seconded by Lorraine Smith

**CARRIED**

**Motion 2:** THAT the Special Education Advisory Committee forwards the Special Education Plan, *Building Bridges and Services 2022 and Beyond*, to the Committee of the Whole for their consideration and approval.

Moved by Karen Murphy

Seconded by Rita Smith

**CARRIED**

A checklist that notes the plan's component parts, updated sections and the URL leading to the Special Education Plan on our Board's website is annually completed and submitted to the London Regional Education Office by July 31<sup>st</sup> each year. Once all revisions are finalized, the 2022 Plan will be accessible through Niagara Catholic's website.

The Niagara Catholic District School Board recognizes that the updated Special Education Plan, *Building Bridges to Services 2022 and Beyond* is a valuable resource to students, parents, school and Board staff. In the fall of each year, the revised Special Education Plan is accessible via our Niagara Catholic District School Board website.

**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the revisions, as set out in Appendix A to be included in the Special Education Plan, *Building Bridges and Services 2022 and Beyond*, as presented

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Prepared by: Gino Pizzoferrato, Superintendent of Education

Presented by: Gino Pizzoferrato, Superintendent of Education

Recommended by: Camillo Cipriano, Director of Education/Secretary-Treasurer

Date: June 21, 2022

**Special Education Plan 2022 - Executive Summary of Revisions for SEAC**

General Revisions

- Update year to reflect 2021-2022 school year
- New Niagara Catholic Vision, Mission, and Values Statement
- Parent Guide to Special Education - remove reference to year so that it does not have to be changed annually

Part 1: Model for Special Education - no change

Part 11: Prov and Demo Schools - no change

Part 2: IPRC Process - Update IPRC and IEP data numbers

Part 12: Board's Consultation Process - no change

Part 3: Spec Ed Placement provided by board - No change

Part 13: SEAC - update membership information & meeting times/dates

Part 4: IEPs - no change

Part 14 - early identification - no change

Part 5: Special Education Staff - Update the FTE numbers for job classes

Part 15 - Educational and other assessments - no change

Part 6: Specialized Equipment - no change

Part 16: Coordination of services other ministries - Review and consultation with NCC and Bethesda to capture the OAP and new Entry to School Program

Part 7: Transportation - no change

Part 17: - Specialized Health support - No change

Part 8: Transition Planning - no change

Part 18: Staff Development - update for current school year

Part 9: Roles and Responsibilities in Spec Ed - no change

Part 19: Accessibility - update to reflect completed projects from this year

Part 10: Categories of Exceptionalities - no change



**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
JUNE 21, 2022**

***PUBLIC SESSION***

**TITLE: APPROVED MINUTES OF THE SPECIAL EDUCATION  
ADVISORY COMMITTEE (SEAC) MEETING OF  
APRIL 6, 2022**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board receive the Approved Minutes of the Special Education Advisory Committee (SEAC) Meeting of April 6, 2022, as presented for information.



## MINUTES OF THE SPECIAL EDUCATION ADVISORY COMMITTEE MEETING WEDNESDAY, APRIL 6, 2022

Minutes of the Meeting of the Special Education Advisory Committee held on **Wednesday, April 6, 2022** at 6:30 pm. Electronic Meeting in Compliance with Education Act Section 207 and Ontario Regulation 463/97 Section 5.1 (2)

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

### A. ROUTINE MATTERS

#### 1. Land Acknowledgement

- Co-Chair Somma read the Land Acknowledgement.

#### 2. Opening Prayers

- Chair Cipriano read an opening prayer.

#### 3. Roll Call

Members	Affiliations	Yes	Excused
Cipriano, Madeline	Learning Disabilities Association of Niagara Region	✓	
Maxwell, Michelle	Niagara Children's Centre	✓	
Kelly, Tara	Pathstone Mental Health		✓
Murphy, Karen	Autism Ontario Niagara Region Chapter		✓
Palombo, Pina	Down Syndrome Niagara	✓	
Racine, Anna	Community Member		✓
Shawano, Willow	Indigenous Representative		✓
Smith, Lorraine	Mainstream	✓	
Smith, Rita	Community Living (Port Colborne/Wainfleet)	✓	
Somma, Monique	Community Living (Welland/Pelham)	✓	
Burtnik, Kathy	<ul style="list-style-type: none"> <li>• <b>Trustee of the Board</b></li> </ul>	✓	
Sicoli, Dino	<ul style="list-style-type: none"> <li>• <b>Trustee of the Board</b></li> </ul>		✓
Butera, Serena	<ul style="list-style-type: none"> <li>• <b>Student Senate Representative</b></li> </ul>	✓	
Filice, Adele	<ul style="list-style-type: none"> <li>• <b>Principal, Secondary</b></li> </ul>	✓	
Walsh, Susy	<ul style="list-style-type: none"> <li>• <b>Principal, Elementary</b></li> </ul>	✓	

Christalla (Chris) Kouroushis was an observer from NCPIC that evening. The following staff members were in attendance: **Gino Pizzoferrato**, Superintendent of Education, **Giancarlo Vetrone**, Superintendent of Business & Financial Services, **Jim Di Gioia**, Coordinator of Student Support, **Lu Baiocco**, Recording Secretary/Temporary Administrative Assistant to Superintendent Pizzoferrato. Director of Education, **Camillo Cipriano** sent his regrets.

4. **Approval of the Agenda**

- Moved by Lorraine Smith
- Seconded by Rita Smith

**THAT** THE Special Education Advisory Committee approves the Agenda of the Special Education Advisory Committee Meeting of **April 6, 2022**.

**CARRIED**

5. **Declaration of Conflict of Interest**

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

6. **Approval of Minutes of the Special Education Advisory Committee of March 9, 2022.**

- Moved by Lorraine Smith
- Seconded by Rita Smith

**THAT** THE Special Education Advisory Committee approves the Minutes of the Special Education Advisory Committee Meeting of **March 9, 2022**, as presented.

**CARRIED**

**B. PRESENTATION**

1. **Special Education Financial Report Presentation - Giancarlo Vetrone, Superintendent of Business & Financial Services**

- Superintendent Vetrone presented Special Education Budget
- February 17, 2022 Ministry of Education announced the 2022-2023 Annual Budget and answered committee questions about funding.
- Grants for student needs updates
  - Supports for de-streaming and learning renewal
  - Enhanced supports for mental health
  - Enhanced supports for special education
  - Enhanced accountability measures
  - Enhancements for Principal/Vice-Principal negotiated terms and conditions
  - Technical and routine updates

**C. AGENDA ITEMS**

1. **Discussion of PPM 81**

- Letter from a parent was read to the Committee with privacy provisions.
- The letter states "PPM 81 needs to be changed to allow for a parent to perform the necessary medical interventions for a student with medical complexities in lieu of a nurse,

if the family chooses.”

- Chair Cipriano stated the letter is an awareness piece.
- A motion put forward to draft a letter acknowledging the letter was shared at the SEAC table and it be shared with them via Superintendent Pizzoferrato.
- Lorraine Smith agreed with the motion.
- Co-Chair Somma seconded the motion.

**2. Discussion of Overview of Trustee Letter - Disability Definition**

- Motion was read by Chair Cipriano to the Committee.
- The motion will be shared with Superintendent Pizzoferrato to be a joint presentation.

**3. SEAC Sub-Committee Updates**

**a) Communication Committee**

- Superintendent Pizzoferrato announced that the Board hired a new communications consultant, Aldo Parrotta.
- In the process of reviewing the SEAC brochure that was drafted by the committee.
- Hoping to have feedback to share for our May meeting.

**b) Survey Committee**

**NIL Report**

**c) Ministry Reports Committee**

**NIL Report**

**d) Policy Committee**

- A google form will be shared regarding the 6 policies out for vetting. Committee members will be able to provide feedback on the form.

**e) Policy up for Review**

- Chair Cipriano – Educational Field Trip Policy
- Concern that there is no mention of how field trips are handled for students with special education needs. How do we ensure that our students with special education needs are getting their needs met.
- Suggestion made that we facilitate the conversation using the feedback process to offer feedback on the policy that is of concern at this point in time.

**D. AGENCY REPORTS**

**LDANR – Chair Cipriano**

- The LDANR will begin its Spring programming at the end of April which includes Reading Rocks, BEST, and SOAR. We are also excited to partner with Niagara Catholic to offer our SOAR Secondary and Post-Secondary programs again this Spring. We will also be opening our fall program applications for our JUMP Math, BEST, Y2Y, SOAR, and Reading Rocks programs on Monday, May 30<sup>th</sup> at 6:00 am. We encourage any families to reach out with questions to [info@ldaniagara.org](mailto:info@ldaniagara.org).

#### **Niagara Children's Centre – Michelle Maxwell**

- Beginning process of CTCs as Hubs, Help Kids Shine campaign including Plasma Car Race fundraiser(Tues May 31), 3rd Annual Parent & Caregiver Conference (April 27th; <https://niagarachildrenscentre.com/ncc/events>)

#### **Down Syndrome Niagara - Pina Palombo**

- World Down Syndrome Day was celebrated on Monday March 21, 2022. Communications to both school boards were sent out with information and resources on how to promote this event to raise awareness. Our community partners and schools across Niagara promoted this day by wearing mismatched socks "Rock Your Socks" day.
- The G-MC Homies with Chromies Foundation provided free of charge to our DS members and their families tickets to the Ice Dogs game on Sunday March 20, 2022 to celebrate World Down Syndrome Day. This was the first event since before COVID that our DS families were able to gather together. Members of the Down Syndrome Niagara group along with co-founder Blair Stayzer of the foundation dropped the puck at the game.
- Club Italia has chosen our Down Syndrome Niagara group as their charity of choice for their Pasta Fundraising night on Friday May 13, 2022 the event will be a Disco Night
- The Niagara Ice Dogs hockey association offered free tickets to our Down Syndrome Niagara group on Sunday April 10, 2022.
- The next Down Syndrome Niagara Group board meeting will be held on Sunday April 24, 2022. Location and time TBA

#### **Mainstream – Lorraine Smith**

##### **NIL Report**

#### **Community Living – (Port Colborne/Wainfleet) – Rita Smith**

- Have met with a couple of the Principals in Port Colborne in regards to after school programs. Opening up programs not just too special needs students but to all students.

#### **Community Living – (Welland/Pelham) – Monique Somma**

##### **NIL Report**

### **E. STAFF REPORTS**

- **Superintendent Pizzoferrato**
  - Working on utilizing the funds that have been designated for tutoring purposes to provide opportunities to our students with needs, but also to the broader population as well.
  - Plans are underway for summer offerings that again will be a joint offering. Hoping to serve each third of the region with hubs in place.
- **Adele Filice**
  - I wanted to send you a few highlights from our Special Education classroom at

- STM that can be discussed at your next SEAC meeting.
  - Students are currently helping to run a snack bar at lunch. The STM snack bar runs two days a week and provides some healthy snack options for the student body to purchase while the cafeteria is closed. The students aid in taking and fulfilling orders and are learning some great skills that they could use beyond their high school years. Proceeds go to charities, school events, and towards the Special Education classroom.
  - With spring approaching, we will be focusing on the life cycles of plants and animals. This includes growing plants in the classroom, but also tending to a live butterfly kit to learn about the butterfly life cycle, and hatching our own praying mantis eggs!
  - Finally, we celebrated World Down Syndrome Day on March 21 by showcasing one of our student's artwork in our main atrium. A display was created featuring several of her pieces, along with posters informing viewers of the gallery about Down Syndrome and encouraging them to "see the ability".
- **Susy Walsh**
    - The Empower program often referenced is being offered at many different schools. The growth in our students is being noted. An opportunity to trial virtual Empower between two schools, Loretto Catholic and St. Joseph CES (S) has occurred with success. Thank you to the staff of Loretto Catholic for their continued commitment to all Niagara Catholic Students.
  - **Jim DiGioia, Coordinator of Student Support gave presentation**
    - Submitted by Jim Di Gioia, Danny Giancola, David O'Rourke, Student Support Coordinators

#### **Niagara Catholic Rocks with Mendelt**

Mendelt Hoekstra is a Music Therapist in the Niagara Region specializing in the support of young adults who live with a disability. He is the originator, executive and artistic director of the Momentum Choir and has worked with various schools within Niagara Catholic providing music sessions as a tool to engage our most vulnerable students in developing listening skills, social skills, self-regulation, expressive communication, and decision-making.

Student Support is providing an opportunity for each of Niagara Catholic's Secondary Special Education classrooms to participate in 19 weekly virtual Niagara Catholic ROCKS with Mendelt! Sessions for Semester 2. Weekly sessions the week of February 7th and they will continue through to the end of the school year.

#### **SOAR Secondary and Post- Secondary Programs**

The Student Support Department and the Learning Disabilities Association of Niagara Region (LDANR) have collaborated to offer a grade seven and eight Virtual Spring Learning Transition Program. The SOAR Secondary program will support students with a focus on preparation and transition to secondary education. As well, Student Support Department and LDANR are also offering a SOAR Virtual Spring Learning Transition Program for students in Grs. 11 and 12 who are transitioning to post-secondary

education next year.

### **Youth Wellness Hub Niagara**

Niagara Catholic would once again like to extend our thanks to the Youth Wellness Hub Niagara who provided funding for Psycho-educational assessments for students. These additional assessments has allowed us to decrease our wait list for these assessments but more importantly has provided important information to the learning profile of the student. Our sincerest thanks to the Youth Wellness Hub of Niagara for supporting our students here in Niagara Catholic.

### **LEXIA - Upcoming Professional Development**

Student Support has arranged our final professional learning sessions for Lexia Learning in April. As you may recall, Lexia is a tier 2 reading program for students who need further support in the area of literacy. The final sessions for this year will focus on Lexia data collection and how this information will drive pedagogical practice moving forward. Principals, Vice-Principals, ERTs and classroom teachers are invited to participate. It has been a very successful year of Lexia implementation in Niagara Catholic. We are looking forward to continuing this work in our next school year.

### **K1 Transition Students**

The Student Support Team has begun its work with supporting families and students who will be entering year 1 Kindergarten. Daycare and Preschool observations are underway and transition meetings and preparations for the first day of school will quickly follow. We thank all the principals, vice-principals, school staff and partnering agencies for supporting our transition process. We look forward to having our new students join the Niagara Catholic family.

**F. TRUSTEE REPORTS – Trustee Burtnik**

- We were one of the first boards in the province to meet the requirement by the Ministry to have a protocol on sex trafficking.
- It's the first step in educating both our staff and students and the broader community to be able to speak about this topic.
- We received the news about the GSN funding and look forward to building the budget around that.
- Next biggest change that is coming is to our board by-laws. We are recommending the removal of a set policy committee and incorporating that into the Committee of the Whole which should be able to streamline conversations and policy changes and get more trustee participation in the policy conversations.

**G. STUDENT REPORT – Serena Butera**

- Currently working on putting on our in person symposium which will be held on April 28, 2022 at Club Roma. The objective of the symposium is to say farewell to our leaving Senate and introduce our new Senate and the same with Student Councils.
- Working very closely with Andrea Bozza, our Mental Health Lead. Catholic education week is coming up and we are working to make it a mental health week as well by providing in classroom videos for secondary students as well as on our social media and resources sent out in a memo to all secondary principals throughout the board.
- Saint Paul High School raised \$471 for Autism Ontario through a bake sale.

**H. NCPIC REPORT  
NIL Report**

**I. NOTICES OF MOTION**

Moved by Lorraine Smith  
Seconded by Co-Chair Somma

***THAT THE Special Education Advisory Committee Chair & Vice-Chair prepare a letter to send to the parent via Superintendent Pizzoferrato regarding the acknowledgment of their letter and that it was presented at the SEAC table.***

**CARRIED**

**J. INFORMATION ITEMS**

- SEAC goals for May – google form. Present two or three goals that you think would be worthwhile for SEAC to look at.

**K. MOMENT OF SILENCE / REFLECTION OF LIFE**

Chair Cipriano offered a moment of silence and reflection.



**L. NEXT MEETING**

**Wednesday, May 4, 2022 at 6:30 pm - Hybrid**

**M. ADJOURNMENT**

- Moved by Lorraine Smith
- Seconded by Rita Smith

**THAT** the **April 6, 2022** meeting of the Special Education Advisory Committee be adjourned.

**CARRIED**

- The meeting was adjourned at 8:52 pm.



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## BOARD BY-LAWS

Pursuant to the provisions of the *Education Act* and its Regulations, the By-Laws of the 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.

The By-Laws of the Niagara Catholic District School Board shall be approved by the Board and reviewed bi-annually 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.

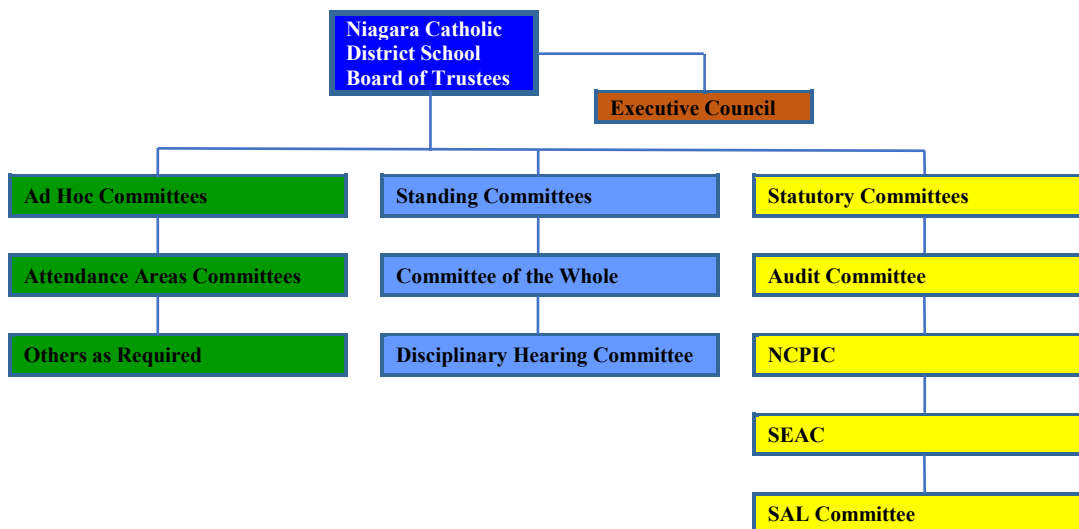
### 1. NAME AND JURISDICTION OF THE BOARD

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

”We are a Christ-centred Catholic faith community that celebrates diversity and fosters spiritual growth, inspiring all to reach their full potential in mind, body and spirit.”

### 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 Governance 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 agendas 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

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

### iv. **Terms of Reference**

#### **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 – *Audit Committee*.

The Audit Committee assists the Board in fulfilling its duties related to financial 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 Audit Committee shall meet at least three (3) times in each fiscal year, plus Ad Hoc meetings as the Chair considers advisable and shall be governed in accordance with section 11 of O. Reg 361/10. At the first meeting of the Audit Committee in each fiscal year, the members of the committee shall elect the Chair of the committee for the fiscal year of the Board from among the members appointed to the committee. If at any meeting of the Audit Committee the Chair is not present, the members present may elect a Chair for that meeting.

The Committee is made up of three (3) trustees and two (2) who are not members of the Board, all as approved by the Chair, Vice-Chair and the Director of Education.

## **Niagara Catholic Parent Involvement Committee (NCPIC)**

The Niagara Catholic Parent Involvement Committee is a statutory Committee of the Board established annually, but prior to November 15<sup>th</sup> of the school year and before the first meeting of the committee in the school year. 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 - *School Councils And Parent Involvement Committees*.

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/Designate; two (2) members of the Board appointed by the Board and the number of community representatives, specified in the By-Laws of the NCPIC. Subject to the By-Laws of the NCPIC, the Board may appoint one (1) elementary principal, one (1) secondary principal, one (1) elementary teacher other than a principal or vice-principal, one (1) secondary teacher other than a principal or vice-principal 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 and shall be governed in accordance with s. 40 of O. Reg 612/00.

## **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, *Special Education Advisory Committees*.

## **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 - *Supervised Alternative Learning And Other Excusals From Attendance At School*.

# **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 Governance 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 By-Laws and Governance 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 By-Laws and Board Governance Policies;
- (c) attend and participate in meetings of the Board, including meetings of Board committees of which they are members;
- (d) consult with parents, students and supporters of the Board on the Boards Multi-Year Strategic Plan;
- (e) bring concerns of parents, students and supporters of the Board to the attention of 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 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 Governance Policies;
- (j) develop and annually review the Board Multi-Year Strategic plan;
- (k) comply with the Board 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, Boards By-Laws and Governance 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 Boards procedures and practices for the conduct of Board meetings;
- (d) establish agendas for Committee of the Whole and Board Meetings, in consultation with the Director of Education or the Supervisory Officer acting as the Boards 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 Boards 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.

ii. **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, Boards By-Laws and Governance 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 Committee of the Whole and Board Meetings;
- (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.

iii. **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 Governance 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 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 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 under clause (h).

iv. **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. The Board shall hold its Inaugural Meeting not later than seven days after the day on which the term of office of the board commences on such date and at such time and place as the Board determines and, failing such determination, at 8 p.m. at the head office of the Board on the first Wednesday following the commencement of the term of office. Notwithstanding the foregoing, on the petition of a majority of the members of a newly elected or appointed Board, the appropriate supervisory officer may provide for calling the first meeting of the Board at some other time and date.
- ii. 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. Land Acknowledgement
3. Opening Prayer (*Bishop of St. Catharines or Designate*)
4. Roll Call
5. Declaration of Conflict of Interest
6. Returns of Election – (*Director of Education*)
7. Declaration of Office and Oath of Allegiance (*Director of Education or Designate*)
8. Election of Chair and Vice-Chair
9. Chair's Remarks
10. Vice-Chair's Remarks
11. Appointment of Board Auditors
12. Board Committees

### B. MOMENT OF SILENT REFLECTION

### C. ADJOURNMENT

- iii. 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 that a Judge attend the Inaugural Meeting to take the Declaration and the Oath of Allegiance as set out in the *Education Act*.
- iv. 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 Director of Education/Secretary-Treasurer of the Board or before any person authorized to administer an oath unless such requirement was fulfilled prior to the organizational meeting.
- v. **Election of Chair & Vice-Chair**
  - (a) The members shall elect one of themselves to be Chair at the Inaugural Meeting and at the first meeting after a vacancy occurs in the office of Chair.
  - (b) The Director of Education shall name the scrutineers appointed for the election of the Chair and Vice-Chair.
  - (c) 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.

- (d) 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.
- (e) 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.
- ii. **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. Land Acknowledgement
3. Opening Prayer and Comments (*Bishop of St. Catharines or Designate*)
4. Roll Call
5. Approval of Agenda
6. Declaration of Conflict of Interest
7. Election Procedures
8. Election of Chair
9. Election of Vice-Chair
10. Chair's Remarks
11. Vice-Chair's Remarks

### **B. COMMITTEE AND STAFF REPORTS**

1. Board Committees

### **C. MOMENT OF SILENT REFLECTION FOR LIFE**

### **D. ADJOURNMENT**

- iii. **Election of Chair & Vice-Chair**
  - (a) The members shall elect one of themselves to be Chair at the Annual Organizational Meeting.
  - (b) The Director of Education/CEO shall name the scrutineers appointed for the election of the Chair and Vice-Chair.

- (c) 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.
- (d) 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 (iii. (c) 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.
- (e) 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 Board's 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 Director of Education/Secretary-Treasurer 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 meetings.

Hard copies of the agenda will also be available for the 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. Effective November 15, 2022 the Chair or designate must be physically present for at least half of the meetings of the Board for any 12 month period beginning November 15 and may provide that the chair or designate must be physically present for a greater proportion of meetings.

The foregoing is only applicable as of November 15, 2022.

**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 Reg 463/97 – *Electronic Meetings and Meeting Attendance*, 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 Director of Education/Secretary-Treasurer 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 Director of Education/Secretary-Treasurer 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.

Subject to any exemptions identified in O. Reg 463/97, a trustee must be physically present in the meeting room of the Board for at least three regular meetings of the Board during each 12-month period beginning November 15, 2022. 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 Director of Education/Secretary-Treasurer 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 Director of Education/Secretary-Treasurer of the Board shall call the meeting to order and if there is quorum the Director of Education/Secretary-Treasurer shall request that the trustees present at the meeting appoint a Chair for the meeting by a vote of the trustees present at the meeting. In the case of an equality of votes at the election of a Chair,

the candidates shall draw lots to fill the position of Chair.

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

In the absence of the Director of Education/Secretary-Treasurer from any meeting, the Chair or other member presiding may appoint any member or other person to act as secretary for that meeting.

## 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 Boards 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 for at least half of the meetings for any 12 month period beginning November 15, 2022 and may provide that the Chair or designate must be physically present for a greater proportion of meetings.

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 Director of Education/Secretary-Treasurer 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 PRESIDING OFFICER TO VOTE

The presiding officer, except where he or she is the Chief Executive Officer and is not a trustee, 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 presiding officer 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 live streamed, 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(s) who is demonstrating 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 at the rate in compliance with legislation or at such lower rate as the Board may fix, the Director of Education/Secretary-Treasurer 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 Niagara Catholic School supporter (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 at which the Delegation may be heard.
  - (c) The decision to allow the Delegation rests with Executive Council.
  - (d) The request shall contain the topic to be discussed or questions to be asked and the identity of the Spokesperson(s).
  - (e) Copies of the complete presentation shall be shared with the Board or Committee at the same time that the agenda is distributed.
  - (f) 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.
  - (g) Following the presentation by the Delegation, questions of clarification only will be allowed by the Chair.
  - (h) A Delegation’s presentation will be limited to ten (10) minutes with a ten (10) minute question period following. Amendments as to the length of time and the number of delegations are at the discretion of the Chair.
  - (i) In Camera rules shall apply to Delegations of an In Camera nature.
  - (j) 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.
  - (k) 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 Director of Education/Secretary-Treasurer 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. Governance Policies**
- D. Committee and Staff Reports**
- E. Information**
- F. Other Business**
- G. Business In-Camera**
- H. Report on the In Camera Session**
- I. 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**
- C. Presentations**
- D. Committee and Staff Reports**
- E. Trustee Items, Open Question Period & Other Business**
- F. Notices of Motion**
- G. Business In Camera**
- H. Report on the In Camera Session**

- I. **Future Meetings and Events**
- J. **Moment of Silent Reflection for Life**
- K. **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 and the Director of Education/Secretary-Treasurer 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 (2<sup>nd</sup>) Tuesday of the month (except July and August) unless otherwise decided by the Board.

As a standing item of the Committee of the Whole, the committee members shall consider the areas in which policy formation and/or review is desirable. (Reference Board Policy 100.5, The Establishment and Cyclical Review of Policies).

- (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.

- 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 Committee of the Whole 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 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 Delegate, may be permitted to make oral statements relating to these Notices of Motion at the time of presentation.
- The Director of Education or 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;

“**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;

“**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;

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

“**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;

“**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*;

<b>Adopted Date:</b>	<b>December 18, 1997</b>
<b>Revision History:</b>	<b>June 26, 2001</b> <b>May 28, 2002</b> <b>November 26, 2002</b> <b>December 20, 2005</b> <b>April 24, 2007</b> <b>October 26, 2010</b> <b>June 21, 2016</b> <b>May 25, 2021</b>