



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

AGENDA AND MATERIAL

COMMITTEE OF THE WHOLE MEETING

**TUESDAY, NOVEMBER 8, 2022
6:30 P.M.**



PUBLIC ACCESS LIVE STREAM LINK
<https://niagaracatholic.ca/meetings-livestream/>

A. ROUTINE MATTERS

- | | |
|---|------|
| 1. Opening Prayer – Trustee Huibers | - |
| 2. Roll Call | - |
| 3. Approval of the Agenda | - |
| 4. Declaration of Conflict of Interest | - |
| 5. Approval of Minutes of the Committee of the Whole Meeting | - |
| 5.1 September 13, 2022 | A5.1 |
| 5.2 October 11, 2022 | A5.2 |
| 6. <u>Consent Agenda Items</u> | - |
| 6.1 Staff Development Department Professional Development Opportunities | A6.1 |
| 6.2 Capital Projects Progress Report Update | A6.2 |
| 6.3 In Camera Items F1 | - |

B. PRESENTATIONS

- | | |
|-----------------------------------|---|
| 1. Board of Trustees Appreciation | - |
|-----------------------------------|---|

C. GOVERNANCE POLICIES

- | | |
|---|------|
| 1. Governance Policies for Recommendation to the Board | |
| 1.1 Privacy Policy (600.6) – Lee Ann | C1.1 |
| 1.2 Records and Information Management Policy (600.2) – Lee Ann | C1.2 |
| 2. Governance Policies Prior to Vetting | |
| 2.1 Student Trustees Policy (100.4) – Camillo | C2.1 |
| 3. Governance Policy Review Schedule | C3 |

D. COMMITTEE AND STAFF REPORTS

- 1. Monthly Updates
 - 1.1 Student Senate Update -
 - 1.2 Senior Staff Good News Update -

E. INFORMATION

- 1. Trustee Information

F. OTHER BUSINESS

- 1. General Discussion to Plan for Future Action -

G. BUSINESS IN CAMERA

H. REPORT ON THE IN CAMERA SESSION

I. ADJOURNMENT

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
NOVEMBER 8, 2022**

PUBLIC SESSION

**TOPIC: MINUTES OF THE COMMITTEE OF THE WHOLE
MEETING OF SEPTEMBER 13, 2022**

RECOMMENDATION

THAT the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting of September 13, 2022, as presented.



MINUTES OF THE COMMITTEE OF THE WHOLE MEETING

TUESDAY, SEPTEMBER 13, 2022

Minutes of the Meeting of the Committee of the Whole of the Niagara Catholic District School Board, held on Tuesday, September 13, 2022 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 Turner.

2. Roll Call

Vice-Chair Moody noted that Trustee Fera and Trustee Sicoli asked to be excused.

Trustee	Present	Present Electronically	Absent	Excused
Rhianon Burkholder	✓			
Kathy Burtnik	✓			
Frank Fera				✓
Larry Huibers	✓			
Daniel Moody	✓			
Leanne Prince	✓			
Dino Sicoli				✓
Paul Turner	✓			
Student Trustees				
Charlotte Johnstone	✓			
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; **Julia Tiessen**, Senior Administrator of Human Resources **Anna Pisano**, Recording Secretary/Administrative Assistant, Corporate Services

3. **Approval of the Agenda**

Moved by Trustee Prince

THAT the Committee of the Whole approve the Agenda of the Committee of the Whole Meeting of September 13, 2022, as presented.

CARRIED

4. **Declaration of Conflict of Interest**

Declaration of Conflict of Interest was declared by Trustee Huibers with Item F1 of the In Camera Agenda. This trustee has family members who are teachers, or employees of the Board. He left the meeting during discussion of this item.

5. **Approval of Minutes of the Committee of the Whole Meeting of June 14, 2022**

Moved by Trustee Burtnik

THAT the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting of June 14, 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 D3 of the agenda.

6.1 **2022-2023 Parents Reaching Out (PRO) Grants**

Presented for information.

6.2 **Annual Reports for Catholic School Councils and the Niagara Catholic Parent Involvement Committee 2021-2022**

Moved to Section D3

6.3 **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. Introduction of New Student Trustee

Director Cipriano called upon Student Trustee Zylstra to introduce incoming Student Trustee Charlotte Johnstone.

Student Trustee Zylstra provided a brief bio on Student Trustee Johnstone, and noted that Student Trustee Johnstone has been appointed as the Southern Regional Representative for OSTA-AECO.

C. GOVERNANCE POLICIES

1. Governance Policies for Recommendation to the Board

1.1. Disconnect From Work Policy (NEW)

Julia Tiessen, Senior Administrator of Human Resources presented feedback received from the vetting process and highlighted recommended amendments to the Disconnect From Work Policy following the vetting process.

Following discussion, the Committee of the Whole recommended the following additional amendments:

- Paragraph 2 add “non-emergency”

Moved by Trustee Burtnik

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Disconnect From Work Policy, as amended.

APPROVED

2. Governance Policies Prior to Vetting

2.1. Privacy Policy (600.6)

John Forte, Privacy and Risk Advisor, presented the Privacy Policy (600.6).

The Committee of the Whole suggested the following amendments:

- No amendment

The Committee of the Whole requested that the Privacy Policy (600.6), be vetted from September 14, 2022 to October 27, 2022 with a recommended deadline for presentation to the Committee of the Whole in November, for consideration to the Board in November.

2.2. Records and Information Management Policy (600.2)

Mr. Forte presented the Records and Information Management Policy (600.2).

The Committee of the Whole suggested the following amendments:

- Revise second sentence of the first paragraph.

The Committee of the Whole requested that the Records and Information Management Policy (600.2), be vetted from September 14, 2022 to October 27, 2022 with a recommended deadline for presentation to the Committee of the Whole in November, for consideration to the Board in November.

3. **Governance Policy Review Schedule**

Director Cipriano presented the Governance Policy Review Schedule.

D. COMMITTEE AND STAFF REPORTS

1. **Director of Education and Senior Staff Introduction to the 2022-2023 School Year**

Director Cipriano and Senior Staff presented the Introduction to the 2022-2023 School Year report for Trustee information.

Director Cipriano and members of Senior Staff answered questions of Trustees.

2. **Niagara Compliance Audit Committee Report**

Director Cipriano presented the Niagara Compliance Audit Committee report.

Moved by Trustee Burtnik

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board continues as a joint participant in the Niagara Compliance Audit Committee;

THAT the Committee of the Whole recommends to the Niagara Catholic District School Board the approval the updated Terms of Reference, as established and updated (*Appendix I*);

THAT the Committee of the Whole recommends to the Niagara Catholic District School Board that the Secretary of the Board be delegated the authority to appoint members to the Niagara Compliance Audit Committee.

CARRIED

3. **Consent Agenda Item A6.2**

3.1 **Annual Reports for Catholic School Councils and the Niagara Catholic Parent Involvement Committee 2021-2022**

Trustee Prince acknowledged the excellent work of Catholic School Councils.

4. **Monthly Updates**

4.1 **Student Trustees' Update**

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

4.2 Senior Staff Good News Update

Senior Staff highlights included:

Superintendent Rocca

- Superintendent Rocca highlighted the events of the Niagara Celebration of Nations which took place September 9-11, 2022 at the Niagara Performing Arts Center. This is a three-day Gathering of Indigenous Arts, Culture, and Tradition that showcased a wide variety of Indigenous arts and artists, including our very own students from St. Kateri Secondary School who had the opportunity to display and present their artwork honoring Indigenous athletes.

Superintendent Lee Ann Forsyth-Sells

- Superintendent Forsyth-Sells extended congratulations to Principal Ward and Vice-Principal Gambale on their successful application to President's Choice Charities. St. Anthony Catholic Elementary School has received \$10,000 to support their breakfast program.

Superintendent Kinney

- In mid-September Minister Lecce will be visiting two of our classrooms to observe teachers that are engaging in the work of the Science of Reading.

D. INFORMATION

1. Trustee Information

1.1 OCSTA 2022 Fall Regional Meeting – September 27, 2022

Director Cipriano highlighted the September 27, 2022 OCSTA 2022 Regional Meeting.

Trustees were asked to confirm their attendance with Anna Pisano.

E. OTHER BUSINESS

1. General Discussion to Plan for Future Action

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 9:14 p.m. and reconvened at 9:43 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 September 13, 2022.

CARRIED

SECTION B: STUDENT TRUSTEES EXCLUDED

H. ADJOURNMENT

Moved by Trustee Turner

THAT the September 13, 2022 Committee of the Whole Meeting be adjourned.

CARRIED

This meeting was adjourned at 9:44 p.m.

Minutes of the Committee of the Whole Meeting of the Niagara Catholic District School Board held on **September 13, 2022.**

Approved on **October 11, 2022.**

Daniel Moody
Vice-Chair of the Board

Camillo Cipriano
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
NOVEMBER 8, 2022**

PUBLIC SESSION

**TOPIC: MINUTES OF THE COMMITTEE OF THE WHOLE
MEETING OF OCTOBER 11, 2022**

RECOMMENDATION

THAT the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting of October 11, 2022, as presented.



MINUTES OF THE COMMITTEE OF THE WHOLE MEETING

TUESDAY, OCTOBER 11, 2022

Minutes of the Meeting of the Committee of the Whole of the Niagara Catholic District School Board, held on Tuesday, October 11, 2022 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 Trustee Sicoli for Vice-Chair Moody.

A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayer was led by Trustee Prince.

2. Roll Call

Trustee Sicoli noted that Trustees Burtnik, Fera, Huibers, Moody and Turner asked to be excused and Student Trustee Steffen Zylstra joined electronically.

Trustee	Present	Present Electronically	Absent	Excused
Rhianon Burkholder	✓			
Kathy Burtnik				✓
Frank Fera				✓
Larry Huibers				✓
Daniel Moody				✓
Leanne Prince	✓			
Dino Sicoli	✓			
Paul Turner				✓
Student Trustees				
Charlotte Johnstone	✓			
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; **Julia Tiessen**, Executive Officer of Human Resources; **Anna Pisano**, Recording Secretary/Administrative Assistant, Corporate Services

Director Cipriano stated that in accordance with Board By-Law, Section 12, Quorum, the October 11, 2022 Committee of the Whole meeting did not achieve quorum and agenda items A5, A6 and F1 have been deferred to the November 8, 2022 Committee of the Whole meeting.

3. **Approval of the Agenda**

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 September 13, 2022**

Deferred to November 8, 2022 Committee of the Whole meeting.

6. **Consent Agenda Items**

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

Presented for information.

6.2 **Staff Development Department Professional Development Opportunities**

Presented for information.

6.3 **Capital Projects Progress Report Update**

Presented for information.

6.4 **In Camera Items F1**

Deferred to November 8, 2022 Committee of the Whole meeting.

B. PRESENTATIONS

C. GOVERNANCE POLICIES

1. **Governance Policies for Recommendation to the Board**

2. **Governance Policies Prior to Vetting**

2.1. **Retirement and Service Recognition Celebration Policy (201.2)**

Pat Rocca, Superintendent of Education/Human Resources, presented the Retirement and Service Recognition Celebration Policy (201.2).

The Committee of the Whole suggested the following amendments:

- No amendment

The Retirement and Service Recognition Celebration Policy (201.2) will be vetted from October 12, 2022 to November 23, 2022 with a recommended deadline for presentation to the Committee of the Whole in December, for consideration to the Board in December.

2.2. Volunteer Recognition Policy (800.4)

Lee Ann Forsyth-Sells, Superintendent of Education, presented the Volunteer Recognition Policy (800.4).

The Committee of the Whole suggested the following amendments:

- No amendment

The Volunteer Recognition Policy (800.4) will be vetted from October 12, 2022 to November 23, 2022 with a recommended deadline for presentation to the Committee of the Whole in December, for consideration to the Board in December.

3. Governance Policy Review Schedule

Director Cipriano presented the Governance Policy Review Schedule.

D. COMMITTEE AND STAFF REPORTS

1. Staffing Report Update

Pat Rocca, Superintendent of Education and Joseph Zaroda, Associate Superintendent of Education provided an update on the Staffing Report for Trustee information.

2. Monthly Updates

2.1 Student Trustees' Update

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

2.2 Senior Staff Good News Update

Senior Staff highlights included:

Superintendent Rocca

- Correspondence was read from an appreciative staff member.

Superintendent Kinney

- Good news was shared from Program & Innovation specifically in the area of Student Success.

D. INFORMATION

1. **Trustee Information**

E. OTHER BUSINESS

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

- 1.1 Director Cipriano informed the Board of the Orientation session for incoming Trustees on November 15, 2022 and provided information on the Inaugural Board meeting scheduled for November 22, 2022.

F. BUSINESS IN CAMERA

The Committee of the Whole moved into the In Camera Session of the Committee of the Whole Meeting at 7:02 p.m. and reconvened at 7:22 p.m.

G. REPORT ON THE IN-CAMERA SESSION

SECTION B: STUDENT TRUSTEES EXCLUDED

Deferred to the November 8, 2022 Committee of the Whole meeting.

H. ADJOURNMENT

The October 11, 2022 Committee of the Whole meeting stood adjourned at 7:23 p.m.

Minutes of the Committee of the Whole Meeting of the Niagara Catholic District School Board held on **October 11, 2022.**

Approved on **November 8, 2022.**

Daniel Moody
Vice-Chair of the Board

Camillo Cipriano
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
NOVEMBER 8, 2022**

PUBLIC SESSION

**TOPIC: GOVERNANCE POLICIES FOR RECOMMENDATION TO THE
BOARD
PRIVACY POLICY (600.6)**

RECOMMENDATION

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Privacy Policy (600.6), as presented.

Prepared by: Lee Ann Forsyth-Sells, Superintendent of Education
John Forte, Privacy and Risk Advisor

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

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

Date: November 8, 2022



Niagara Catholic District School Board

PRIVACY POLICY

STATEMENT OF GOVERNANCE POLICY

600 – Business Services

Policy No. 600.6

Adopted Date: June 20, 2017

Latest Reviewed/Revised Date: Nil

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the ~~Niagara Catholic District School Board (Board)~~ is committed to the **confidentiality and** protection of personal information ~~under its the custody and/or control in compliance with its statutory duties and responsibilities.~~ **Procedures used in the collection, use, disclosure, and retention and security of confidential and personal information ~~comply~~ align** with the *Education Act*, the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA) ~~the Personal Health Information Protection Act and of the Board along with the~~ right of privacy with respect to personal information that is collected, used, disclosed, and retained in the school system. ~~The Board is in compliance with all other applicable provisions in federal, provincial and municipal legislation. regarding the security and confidentiality of personal information.~~

All Board employees are responsible ~~for and shall make a reasonable effort~~ to protect **and secure confidential** and personal information in their custody. **In the event of a privacy breach or suspected breach, employees will** ~~or under their control, and to~~ immediately notify **their Supervisor** and **follow the steps documented** ~~contain a privacy breach through a prompt, reasonable and coordinated effort as outlined in~~ the Privacy Breach Protocol.

The Board designates the Director of Education as the head of Privacy for the purposes of the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA) and this policy. The Director of Education will delegate duties under MFIPPA to a role in the Board accountable for Privacy and Freedom of Information.

The Director of Education will issue [*Administrative Operational Procedures*](#) in support of this policy.

References

- [*Education Act and Regulations \(R.S.O. 1990 c.E.2\)*](#)
- [*Immunization of School Pupils Act*](#)
- [*Municipal Freedom of Information and Protection of Privacy Act \(MFIPPA\)*](#)
- [*Ontario Student Record Guideline, 2000*](#)
- [*Personal Health Information Protection Act \(PHIPA\)*](#)
- [*Privacy and Information Management PIM Toolkit*](#)
- [*The Personal Information and Protection of Electronic Documents Act \(PIPEDA\)*](#)
- *Niagara Catholic District School Board Policies/Procedures/Protocols*
 - [*Educational Field Trips \(400.2\) AOP*](#)
 - [*Electronic Communications Systems \(Employees\) Policy \(201.12\)*](#)
 - [*Electronic Communications Systems \(Students\) Policy \(301.5\) AOP*](#)
 - [*Ontario Student Record \(OSR\) \(301.7\) AOP*](#)
 - [*Records and Information Management Policy \(600.2\)*](#)
 - [*Video Security Surveillance \(701.3\) AOP*](#)
 - [*Freedom of Information Request Procedure*](#)
 - [*Privacy Breach Procedures Protocol*](#)

Adopted Date:	June 20, 2017
Revision History:	Nil

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
NOVEMBER 8, 2022**

PUBLIC SESSION

**TOPIC: GOVERNANCE POLICIES FOR RECOMMENDATION TO THE
BOARD
RECORDS AND INFORMATION MANAGEMENT POLICY
(600.2)**

RECOMMENDATION

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Records and Information Management Policy (600.2), as presented.

Prepared by: Lee Ann Forsyth-Sells, Superintendent of Education
John Forte, Privacy and Risk Advisor

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

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

Date: November 8, 2022



Niagara Catholic District School Board

RECORDS AND INFORMATION MANAGEMENT POLICY

STATEMENT OF GOVERNANCE POLICY

600 – Business Services

Policy No 600.2

Adopted Date: March 31, 1998

Latest Reviewed/Revised Date: February 27, 2018

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the Board is committed to instituting and maintaining a comprehensive Records and Information Management ~~Program for records~~ **Program. Records** and information that are accurate, authentic, reliable, trustworthy, support accountability, and ~~are able to~~ serve as evidence **of daily school board operations**. Records and information shall be safely and securely maintained for as long as required by legislation and in accordance with the Records and Information Management Program.

The objective of the Records and Information Management Program is to support efficient and effective program and service delivery; to foster informed decision making; to facilitate accountability, transparency and collaboration; and to preserve and ensure access to records and information in accordance with the laws of Canada and Ontario. ~~and for the benefit of present and future generations.~~

The Records and Information Management Program applies to all records within the custody **and** or ~~under~~ the control of the **Niagara Catholic District School Board regardless of medium or characteristics**. ~~This program addresses all aspects of the Board's operations and all records made or received in the day-to-day operations of the school and the Board, regardless of the medium in which those records are stored and maintained.~~

All Board employees: **are responsible for maintaining records in their custody in compliance with the Administrative Operational Procedures and the Niagara Catholic Classification System and Retention Schedule.**

- ~~• Are responsible for creating and maintaining accurate records as required for their assigned duties, and in compliance with relevant Board policies and procedures.~~
- ~~• Are responsible for ensuring appropriate security measures are applied to protect records from damage, loss, theft or inappropriate disclosure.~~
- ~~• Will use the Board's Records and Information Management Classification & Retention System as the basis for their filing systems to manage their records.~~
- ~~• Who are Terminated or changing positions with the Board will leave all records for their successors.~~
- ~~• Must not destroy records, or permit their removal, from the control of the Board except in accordance with the Board's Records and Information Management Classification & Retention System.~~

~~All records, regardless of physical form or characteristics, are the property of the Board and subject to its control.~~

The Director of Education will issue [*Administrative Operational Procedures*](#) in support of this policy.

References

- [Education Act and Regulations \(R.S.O. 1990 c.E.2\)](#)
- [Municipal Freedom of Information and Protection of Privacy Act \(MFIPPA\)](#)
- [Ontario Student Record Guideline, 2000](#)
- [Personal Health Information Protection Act \(PHIPA\)](#)
- [Privacy and Information Management PIM Toolkit](#)
- [FIPPA and MFIPPA: Bill 8 — The Recordkeeping Amendments](#)
- **Niagara Catholic District School Board Policies/Procedures/Documents**
 - [Assessment, Evaluation and Reporting \(301.10\) AOP](#)
 - [Electronic Communications Systems \(Employees\) Policy \(201.12\)](#)
 - [Electronic Communications Systems \(Students\) \(301.5\) AOP](#)
 - [Ontario Student Record \(301.7\) AOP](#)
 - [Privacy Policy \(600.6\)](#)
 - [Privacy Breach ~~Procedure~~ Protocol](#)
 - [Freedom of Information Request Procedure Personal Information Bank](#)
 - ~~[Records and Information Management Classification & Retention System](#)~~
 - [Niagara Catholic Classification System and Retention Schedule](#)

Adopted Date:	March 31, 1998
Revision History:	May 24, 2011 February 27, 2018

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
NOVEMBER 8, 2022**

PUBLIC SESSION

**TOPIC: GOVERNANCE POLICIES PRIOR TO VETTING
STUDENT TRUSTEES POLICY (100.4)**

Prepared by: Camillo Cipriano, Director of Education/Secretary-Treasurer
Presented by: Camillo Cipriano, Director of Education/Secretary-Treasurer
Date: November 8, 2022



Niagara Catholic District School Board

STUDENT TRUSTEES POLICY

STATEMENT OF GOVERNANCE POLICY

100 – Board

Policy No 100.4

Adopted Date: March 28, 1998

Latest Reviewed/Revised Date: March 20, 2018

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the Board of Trustees values the leadership, perspectives and participation of Students Trustees at Board meetings, and Board committee meetings, and Board activities and events. ~~through the inclusion of two Student Trustees on the Board.~~ Student Trustees represent the interest of all students of the Board, promoting a student-focused voice to support Catholic education, equity, and student achievement and well-being.

~~A Niagara Catholic District School Board Student Trustee serves to uphold the Mission, Vision and Catholic values in representing the interest of all students of the Board.~~

In accordance with the provisions of the Education Statutes and Regulations of Ontario legislation, the Niagara Catholic District School Board shall have two (2) Student Trustees on the Board.

Eligibility

To be eligible to serve as a Niagara Catholic Student Trustee, student nominees will hold the following qualifications: ~~are required:~~

- ~~• The pupil must be a Roman Catholic.~~
- be actively supportive of the distinctive character, philosophy and goals of Catholic education, respect the faith and traditions of the Catholic church, and support the Mission, Vision and Values of the Niagara Catholic District School Board.
- The pupil must be enrolled as a resident, as a full-time, senior division student, in good standing, in a Niagara Catholic secondary school for the time duration of their term in one of the Board's Catholic Secondary Schools.
- be a member of the Secondary Student Senate;
- The pupil must have provide a signed parental permission to be a Student Trustee if under 18 years of age.
- The pupil must provide a written letter of endorsement from the principal of their Catholic secondary school Principal.
- As a Student Trustee, Co-Chair of the Student Senate and a representative of Niagara Catholic, the pupil is expected to conduct themselves with proper demeanour at all times in accordance with the Mission, Vision, Values and Policies and Administrative Operational Procedures of the Niagara Catholic District School Board.

Terms of Office

Student Trustees will serve for a term from August 1 during the year of their election to July 31 during the final year of their term. The Student Trustees shall be elected by the Niagara Catholic Secondary Student Senate (the Student Senate) and the Student Council Presidents of each Niagara Catholic secondary school.

~~Effective May 1, 2018,~~ One of the two Student Trustees must be enrolled in Grade 10 at a Niagara Catholic secondary school at the time of the election and must be eligible to serve a two (2) year term. This same Student Trustee must have at least one year of experience as a Student Trustee when they take office the following school year.

The other Student Trustee must be enrolled in Grade 11 at a Niagara Catholic secondary school at the time of election and must be eligible to serve a one (1) year term.

~~Effective May 1, 2019, one (1) Student Trustee must be enrolled in Grade 10 at a Niagara Catholic secondary school at the time of election, and must be eligible to serve a two (2) year term. This Student Trustee must have at least one year of experience as a Student Trustee when they take office the following school year. Relocated above.~~

~~This section be deleted from the Policy and relocated to the AOP.~~

~~Student Trustees may be disqualified from serving as a Student Trustee based on:~~

- ~~● Legislative criteria~~
- ~~● Ceasing to be a pupil within the Board~~
- ~~● Ineligibility to meet the terms of this Policy and/or Administrative Operational Procedures~~
- ~~● Committing a serious breach of Board Policy or school Code of Conduct infraction as determined by the Director of Education and/or the Board~~
- ~~● Breaking the Conflict of Interest regulations or disclosed in camera information~~
- ~~● Being absent from three consecutive meetings of the Board~~
- ~~● Conduct as determined by the Board which is incompatible with the roles and responsibilities of the Student Trustee position.~~

The Board shall provide the Ministry of Education with the names of the Student Trustees elected, not later than 30 days after the date of the election or by-election as required by legislation.

~~Upon completion of the Student Trustee's term, the Board will suitably recognize the service of the Student Trustee with a token of appreciation, a notation in the student's Ontario Student Record and a letter of recognition co-signed by the Chair of the Board and the Director of Education.~~

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

References

- [Education Statutes and Regulations of Ontario \(Reg. 07/07\)](#)
- [Ontario Municipal Conflict of Interest Act](#)
- *Niagara Catholic District School Board Policies/Procedures*
 - [Board By-Laws Policy \(100.1\)](#)
 - [Trustee Code of Conduct Policy \(100.12\)](#)
 - [Student Senate Policy \(100.6.1 and 100.6.2\)](#)

Adopted Date:	March 24, 1998
Revision History:	June 27, 2000 September 25, 2001 March 27, 2007 April 24, 2012 March 20, 2018

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
NOVEMBER 8, 2022**

PUBLIC SESSION

TOPIC: POLICY REVIEW SCHEDULE

The Policy Review
Schedule is presented for information.

Prepared by: Camillo Cipriano, Director of Education/Secretary-Treasurer
Presented by: Camillo Cipriano, Director of Education/Secretary-Treasurer
Date: November 8, 2022



GOVERNANCE POLICY REVIEW SCHEDULE

SEPTEMBER 2022 - JUNE 2023

Updated: Updated: October 11, 2022

SORTED BY COMMITTEE OF THE WHOLE MEETING DATE					
Policy Issued	Reviewed Revised	Policy #	POLICY NAME	Prior to Vetting	After Vetting
NEW	NEW	NEW	Right to Disconnect		September 2022
2017	2017	600.6	Privacy	September 2022	November 2022
1998	2018	600.2	Records and Information Management	September 2022	November 2022
1998	2020	201.2	Retirement & Service Recognition Celebration	October 2022	December 2022
2007	2020	800.4	Volunteer Recognition	October 2022	December 2022
1998	2018	100.4	Student Trustees	November 2022	January 2023
1998	2016	701.2	Pupil Accommodation Review	December 2022	February 2022
2012	2018	701.5	Bottled Water	December 2022	February 2023
2011	2018	400.6	Environmental Stewardship	January 2023	March 2023
2013	2019	100.6.2	Student Senate - Elementary	January 2023	March 2023
2000	2019	100.6.1	Student Senate - Secondary	January 2023	March 2023
2006	2018	201.12	Electronic Communications Systems (Employees)	February 2023	April 2023
2012	2018	201.17	Employee Code of Conduct & Ethics	March 2023	May 2023
2004	2018	100.7	Niagara Catholic Education Award of Distinction	March 2023	May 2023
2002	2022	201.7	Employee Workplace Harassment *	April 2023	June 2023
2002	2022	201.11	Employee Workplace Violence *	April 2023	June 2023
2002	2022	201.6	Occupational Health & Safety *	April 2023	June 2023

* Ministry of Labour Compliance Annual Review

SORTED BY BOARD MEETING DATE					
Policy Issued	Reviewed Revised	Policy #	POLICY NAME	BOARD MEETING DATE	
NEW	NEW	NEW	Right to Disconnect	September 2022	
2017	2017	600.6	Privacy	November 2022	
1998	2018	600.2	Records and Information Management	November 2022	
1998	2020	201.2	Retirement & Service Recognition Celebration	December 2022	
2007	2020	800.4	Volunteer Recognition	December 2022	
1998	2018	100.4	Student Trustees	January 2023	
1998	2016	701.2	Pupil Accommodation Review	February 2023	
2012	2018	701.5	Bottled Water	February 2023	
2011	2018	400.6	Environmental Stewardship	March 2023	
2013	2019	100.6.2	Student Senate - Elementary	March 2023	
2000	2019	100.6.1	Student Senate - Secondary	March 2023	
2006	2018	201.12	Electronic Communications Systems (Employees)	April 2023	
2012	2018	201.17	Employee Code of Conduct & Ethics	May 2023	
2004	2018	100.7	Niagara Catholic Education Award of Distinction	May 2023	
2002	2022	201.7	Employee Workplace Harassment *	June 2023	
2002	2022	201.11	Employee Workplace Violence *	June 2023	
2002	2022	201.6	Occupational Health & Safety *	June 2023	