

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
APRIL 25, 2023**

***PUBLIC SESSION***

**TOPIC: UNAPPROVED MINUTES OF THE COMMITTEE OF THE  
WHOLE MEETING OF APRIL 11, 2023**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board receive the unapproved Minutes of the Committee of the Whole Meeting of April 11, 2023, as presented.

The following recommendations are being presented for the Board's consideration from the Committee of the Whole Meeting of April 11, 2023:

**7.1.1 *Electronic Communications Systems (Employees) Policy (201.12)***

**THAT** the Niagara Catholic District School Board approve the Electronic Communications Systems (Employees) Policy (201.12), as presented.

**7.1.2 *Trustee Code of Conduct Policy (100.12)***

**THAT** the Niagara Catholic District School Board approve the Trustee Code of Conduct Policy (100.12), as presented.



## MINUTES OF THE COMMITTEE OF THE WHOLE MEETING

### TUESDAY, APRIL 11, 2023

Minutes of the Meeting of the Committee of the Whole of the Niagara Catholic District School Board, held on Tuesday, April 11, 2023 in the Father Kenneth Burns c.s.c. Board Room, at the Catholic Education Centre, 427 Rice Road, Welland.

The meeting was called to order at 6:30 p.m. by Chair Di Lorenzo for Vice-Chair Burkholder.

#### A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayer was led by Trustee Di Lorenzo

2. Roll Call

Chair Di Lorenzo noted that Trustee Burkholder asked to be excused.

Trustee	Present	Present Electronically	Absent	Excused
Natalia Benoit			✓	
Joseph Bruzzese	✓			
Rhianon Burkholder				✓
Danny Di Lorenzo	✓			
Larry Huibers	✓			
Doug Joyner	✓			
Jim Marino	✓			
Paul Turner	✓			
<b>Student Trustees</b>				
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

**3. Approval of the Agenda**

Moved by Trustee Turner

**THAT** the Committee of the Whole approve the Agenda of the Committee of the Whole Meeting of April 11, 2023, 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 March 7, 2023**

Moved by Trustee Marino

**THAT** the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting of March 7, 2023, as presented.

**CARRIED**

**6. Consent Agenda Items**

Trustee Di Lorenzo requested Item 6.1 be held. This item was moved to Committee and Staff Reports Section D of the agenda.

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

Moved to Section D3.1

**6.2 Staff Development Department Professional Development Opportunities**

Presented for information.

**6.3 Capital Projects Progress Report Update**

Presented for information.

Moved by Trustee Huibers

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

**CARRIED**

**B. PRESENTATIONS**

Nil

## C. GOVERNANCE POLICIES

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

#### 1.1. Electronic Communications Systems (Employees) Policy (201.12)

Giancarlo Vetrone, Superintendent of Business & Financial Services presented feedback received from the vetting process and highlighted recommended amendments to the Electronic Communications Systems (Employees) Policy (201.12), following the vetting process.

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

- No amendment

Moved by Trustee Joyner

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Electronic Communications Systems (Employees) Policy (201.12), as presented.

**APPROVED**

#### 1.2. Trustee Code of Conduct Policy (100.12)

Director Cipriano presented feedback received from the vetting process and highlighted recommended amendments to the Trustee Code of Conduct Policy (100.12), following the vetting process.

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

- Page 2, 1<sup>st</sup> and 2<sup>nd</sup> Paragraph – Change “*will*” to “*may*” in first sentence and move last sentence up.

Moved by Trustee Huibers

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Trustee Code of Conduct Policy (100.12), as amended.

**APPROVED**

### 2. Governance Policies Prior to Vetting

#### 2.1. Employee Workplace Harassment Policy (201.7)

Julia Tiessen, Executive Officer of Human Resources, presented the Employee Workplace Harassment Policy (201.7).

The Committee of the Whole suggested the following amendments:

- No amendment

The Committee of the Whole requested that the Employee Workplace Harassment Policy (201.7), be vetted from April 12, 2023 to May 24, 2023 with a recommended deadline for presentation to the Committee of the Whole in June, for consideration to the Board in June.

**2.2. Employee Workplace Violence Policy (201.11)**

Executive Officer Tiessen, presented the Employee Workplace Violence Policy (201.11).

The Committee of the Whole suggested the following amendments:

- No amendment

The Committee of the Whole requested that the Employee Workplace Violence Policy (201.11), be vetted from April 12, 2023 to May 24, 2023 with a recommended deadline for presentation to the Committee of the Whole in June, for consideration to the Board in June.

**2.3. Occupational Health and Safety Policy (201.6)**

Executive Officer Tiessen, presented the Occupational Health and Safety Policy (201.6).

The Committee of the Whole suggested the following amendments:

- No amendment

The Committee of the Whole requested that the Occupational Health and Safety Policy (201.6), be vetted from April 12, 2023 to May 24, 2023 with a recommended deadline for presentation to the Committee of the Whole in June, for consideration to the Board in June.

**3. Governance Policy Review Schedule**

Director Cipriano presented the Governance Policy Review Schedule.

**D. COMMITTEE AND STAFF REPORTS**

**1. Leadership Pathway Program**

Pat Rocca, Superintendent of Education provided background information on the Leadership Pathway Program and introduced Chris Zanuttini, Principal of Our Lady of the Holy Rosary, Anthony Corapi, Coordinator of Staff Wellness, Jennifer DeCoff, Principal of St. Mark Elementary, Dan Trainor, Principal of St. Theresa Elementary, Adele Felice, Principal of Holy Cross Secondary, Lisa Incaviglia, Principal Canadian Martyrs Elementary and Chris Moscato, Principal of Alexander Kuska Elementary.

Principal Zanuttini and Mr. Corapi presented the Aspiring Leaders Program. Principals DeCoff and Trainor presented the Ontario Leadership Framework Principals Qualification Program. Principal Felice presented the Vice Principal Pool Special Education for Administrators Additional Qualifications Program. Principals Incaviglia and Moscato presented the Vice Principal Mentorship Program and Superintendent Rocca presented the Principal Mentorship Program.

Questions of Trustees were answered.

**2. The Student Success Multi Year Strategic Planning Report Back**

Kim Kinney, Superintendent of Education provided background information on Student Success Multi Year Strategic Plan and introduced Pat Mete, Student Success Coordinator and Consultants Ivana Galante, Anthony Corrizzato and Tino Nuccitelli.

Mr. Mete, Ms. Galante, Mr. Corrizzato and Mr. Nuccitelli presented the Student Success Multi Year Strategic Planning Report Back for Trustee information.

Questions of Trustees were answered.

The following motion was brought forward;

Moved by Trustee Di Lorenzo

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board formulate a letter to the Ministry regarding investing and promoting in Trades and Technology with a draft brought to the April Board meeting for approval.

**CARRIED**

**3. Consent Agenda Item A6.1**

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

Kim Kinney, Superintendent of Education answered questions of Trustees.

Moved by Trustee Huibers

**THAT** the Committee of the Whole meeting be extended.

**CARRIED**

**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 Forsyth-Sells**

- A parent at St. Michael Catholic Elementary School in Niagara-on-the-Lake entered the Move 105.7 *Salute Your School Contest* nominating the grade 2 teacher with the following submission, "My daughter is in Mr. Lingerfelt's class this year and absolutely loves her teacher. He has been amazing with communicating with us about how our daughter is doing in class and just what the class has been up to in general every day. He is very outgoing and seems to love what he does and his students!" On March 22, 2023 a representative from Move 105.7 provided a pizza lunch for all students in the Grade 2 class and pictures were taken for their Facebook page.

**Associate Superintendent Kinney**

- On April 5th the 60<sup>th</sup> Niagara Regional Science and Engineering Fair Ceremonies and Awards took place with great representation from Niagara Catholic Elementary and

Secondary Schools. A total of 22 elementary students were recognized, and two secondary students.

**Superintendent Rocca**

- Indigenous Youth Skill Trade Symposium was a great success due to community collaborations and community commitment.

**E. INFORMATION**

**1. Trustee Information**

**1.1 Celebrating Excellence – May 2, 2023 – Brock University**

**1.2 Our Lady of the Holy Rosary Catholic Elementary School Official Blessing – May 4, 2023**

Director Cipriano highlighted the Celebrating Excellence and the Official Blessing of Our Lady of the Holy Rosary Catholic Elementary School.

Trustees were asked to confirm their attendance with Anna Pisano.

**1.3 Durham Catholic District School Board Letter**

Director Cipriano highlighted the information contained in the letter from the Durham Catholic District School Board.

Following discussions it was agreed that each Trustee donate \$25.00 towards the purchase of items to fill the backpack and that Chair Di Lorenzo will deliver the backpack at the OCSTA AGM.

**F. OTHER BUSINESS**

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

Nil

**G. BUSINESS IN CAMERA**

Nil

**H. REPORT ON THE IN-CAMERA SESSION**

Nil

**I. ADJOURNMENT**

Moved by Trustee Joyner

**THAT** the April 11, 2023 Committee of the Whole Meeting be adjourned.

**CARRIED**

This meeting was adjourned at 9:40 p.m.

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Minutes of the Committee of the Whole Meeting of the Niagara Catholic District School Board held on **April 11, 2023.**

Approved on **May 9, 2023.**

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Rhianon Burkholder  
Vice-Chair of the Board

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Camillo Cipriano  
Director of Education/Secretary -Treasurer



**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
APRIL 25, 2023**

***PUBLIC SESSION***

**TITLE: ELECTRONIC COMMUNICATIONS SYSTEMS  
(EMPLOYEES) POLICY (201.12)**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the Electronic Communications Systems (Employees) Policy (201.12), as presented

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

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

Recommended by: Committee of the Whole

Date: April 25, 2023



Niagara Catholic District School Board  
**ELECTRONIC COMMUNICATIONS  
SYSTEMS POLICY (EMPLOYEES)**  
STATEMENT OF GOVERNANCE POLICY

200 – Human Resources

Policy No 201.12

Adopted Date: January 31, 2006

Latest Reviewed/Revised Date: October 23, 2018

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board (“the Board”), the Board provides access to, and recognizes the value of staff using electronic communications systems to share information and knowledge.

This policy addresses both the use of personal and Board-issued devices and communications systems and sets parameters for the acceptable and appropriate use of electronic communications with staff, students, parents/guardians, and the community.

Electronic communications systems and all data and messages generated on or handled by Board equipment are considered to be the property of the Board.

Employees are accountable for the appropriate use of electronic communications systems in an appropriate, ethical, and legal educational manner.

The confidentiality of staff, students, parents/guardians, and the community, and other personal data must always be protected and maintained.

Access to the Board's electronic communication services is a privilege that may be wholly or partially restricted by the Board at any time.

The Board has the right to access any piece of Board-issued equipment or review a Board-issued account at any time.

Any breaches of this policy may lead to discipline, up to and including dismissal.

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

## References

- [\*Canadian Charter of Rights and Freedoms\*](#)
- [\*Education Statutes and Regulations of Ontario\*](#)
- [\*Municipal Freedom of Information and Protection of Privacy Act\*](#)
- [\*Ontario Code of Conduct\*](#)
- [\*Ontario College of Teachers, Professional Advisory: Maintaining Professionalism-Use of Electronic Communication and Social Media UPDATED, September 2017\*](#)
- [\*The Ontario Human Rights Code\*](#)
- [\*Niagara Catholic District School Board Policies/Procedures\*](#)
  - [\*Records and Information Management Policy \(600.2\)\*](#)
  - [\*Electronic Communications System \(Students\) \(301.5\) Administrative Operational Procedures\*](#)
  - [\*Employee Code of Conduct and Ethics Policy \(201.17\)\*](#)
  - [\*Employee Workplace Harassment Policy \(201.7\)\*](#)
  - [\*Disconnect from Work Policy \(203.5\)\*](#)
  - [\*Code of Conduct Policy \(302.6.2\)\*](#)
  - [\*Privacy Policy\*](#)

- [Privacy Breach Protocol](#)

<b>Adopted Date:</b>	<b>January 31, 2006</b>
<b>Revision History:</b>	<b>May 9, 2006</b> <b>June 12, 2012</b> <b>October 23, 2018</b>

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
APRIL 25, 2023**

***PUBLIC SESSION***

**TITLE: TRUSTEE CODE OF CONDUCT POLICY (100.12)**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the Trustee Code of Conduct Policy (100.12), as presented

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

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

Recommended by: Committee of the Whole

Date: April 25, 2023



Niagara Catholic District School Board  
**TRUSTEE CODE OF CONDUCT POLICY**  
STATEMENT OF GOVERNANCE POLICY

100 – Board

Policy No 100.12

Adopted Date: November 23, 2010

Latest Reviewed/Revised Date: June 15, 2021

## MISSION STATEMENT

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board (the “Board”), the Trustee Code of Conduct Governance Policy is in compliance with the Ontario *Education Act*, Regulations, other relevant legislation. 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.

## INTEGRITY AND DIGNITY OF OFFICE

The Niagara Catholic District School Board Trustee Code of Conduct Policy (“Code of Conduct”) governs individuals elected as a Trustee (“Trustees”) under the *Education Act*.

Elected Catholic Trustees occupy positions of public trust and confidence. They are expected to discharge their duties and responsibilities in a professional and ethical manner, consistent with Gospel Values and the teachings of the Catholic Church. To minimize risk and legal exposure to the Board and to protect a Trustee’s personal liability, Trustees must comply with the *Education Act* and Regulations, the *Municipal Freedom of Information and Protection of Privacy Act* and Regulations, the *Municipal Conflict of Interest Act*, the *Niagara Catholic District School Board's By-Laws (100.1)* and Policies and Administrative Procedures and any other Act or Regulation that may be applicable to the Trustee's duties.

Individual Trustees are committed to open and transparent communication with the Board’s students, parents/guardians, employees, Catholic ratepayers and all educational partners through effective system and school-based communication procedures.

It is imperative that the Trustees act, and be seen to act, in the best interests of the public they serve. Catholic Trustees are elected to represent all stakeholders in the Board by articulating and supporting a shared commitment to excellence in Catholic education that promotes student achievement and well-being through the delivery of effective and appropriate education programs, services and effective stewardship of the Board's resources.

Trustees are governors, advocates and community leaders. As governors, Trustees provide strategic direction and oversight through Board policies to maintain the focus on student achievement and well-being. As advocates, Trustees inform and influence public perceptions of Catholic education and provincial education law and policy. As community leaders, Catholic Trustees engage with the public they serve to build understanding, awareness, guidance and active support for publicly funded Catholic education.

In compliance with subsection 218.1 (f) of the *Education Act*, Trustees are statutorily required to entrust the day to day management of the Board to its staff through the Board’s Director of Education.

In keeping with this statutory obligation, Trustees who are contacted by an employee of the Board with respect to an issue of employment, may listen to the concern, offer no judgement on the specifics of any concern presented. Trustees will bring information regarding the concern to the attention of the Director of Education. If required, Trustees may facilitate in guiding the employee to the relevant Collective Agreement, Terms and Conditions or Board Policy.

Trustees who are contacted by a student, parent, guardian, constituent or supporter of Catholic education will listen to the concern, provide no judgement on the specifics of the concern presented. Trustees will bring information regarding the concern to the attention of the Director of Education. If required, Trustees may direct the individual to the Board's Complaint Resolution Policy or relevant Board Policy.

## CATHOLIC FAITH, COMMUNITY AND CULTURE

Each Niagara Catholic District School Board Trustee shall, within the duties prescribed in the *Education Act*, its Regulations and other applicable legislation and reflecting a ministry within the Church:

- Acknowledge that Catholic schools are an expression of the teaching mission of the Church;
- Provide an example to the Catholic community that reflects the teaching of the Church;
- Provide the best possible Catholic education according to the programs approved by the Canadian Conference of Catholic Bishops and the Minister of Education;
- Recognize and rigorously defend the constitutional right of Catholic education and the democratic and corporate authority of the Board;
- Respect the confidentiality of the Board;
- Ensure the affairs of the Board are conducted with openness, justice and compassion;
- Work to improve personal knowledge of current Catholic educational research and practices;
- Affirm a strong sense of Christian Catholic community; and
- Provide support, encouragement and prayer for the efforts of all persons engaged in the ministry of Catholic education in Canada.

## CIVIL BEHAVIOUR AND COMMUNICATION

Catholic Trustees share in the responsibility for creating a positive environment that is safe, harmonious, comfortable, inclusive and respectful. Trustees shall at all times act with decorum and shall be respectful of other Trustees, the Director of Education, staff, students, all members of the Niagara Catholic community, as well as the public. As stewards of the system, Catholic Trustees are held to a high standard of conduct and should serve as role models of exemplary behaviour reflective of the values articulated in the *Ontario Catholic School Graduate Expectations*.

Trustees must:

- Respect and comply with all applicable federal, provincial and municipal laws;
- Demonstrate honesty and integrity;
- Respect differences in people, their ideas, and their opinions;
- Treat one another with dignity and respect at all times, and especially when there is disagreement;
- Respect and treat others fairly, regardless of, for example, race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age, or disability; and
- Respect the rights of others.

Trustees shall be prepared for meetings, avoid disrupting the process and refrain from engaging in conduct or contributing to a tone of sarcasm or denigration during meetings of the Board and at all other times that would discredit or compromise the integrity of the Board.

In performing their duties as Trustees, and in all matters of communication including email, telephone and face-to-face or virtual meetings, respectful language and professionalism are expected.

The Trustees are bound to uphold and comply with all Board Governance Policies, Administrative Operational Procedures and protocols. Subject to the duty of a Trustee under subsection 218.1(e) of the *Education Act* to uphold the implementation of any Board resolution after it is passed by the Board, a Trustee may not make disparaging remarks about another Trustee or a group of Trustees in expressing comments, or disagreement or speculate on the motives of a Trustee, a group of Trustees, or Board staff. With the exception of the Chair of the Board and/or the Director of Education, no individual Trustee or group of Trustees has the authority to speak on behalf of the Board.

Any Trustee who fails or refuses to comply with the rules of the Board, uses offensive language, disobeys the decisions of the Chair or the Board on points of order, or makes any disorderly noise or disturbance may be ordered by the Chair to leave for the remainder of the meeting and, in the case of a refusal to do so, may, on the order of the Chair, be removed from the room where such meeting is taking place and/or the Board office. Such a removal will be recorded in the minutes of the meeting.

Subsection 207(3) of the *Education Act* addresses the exclusion of persons from Board Meetings. It provides:

“The presiding officer may expel or exclude from any meeting any person who has been guilty of improper conduct at the meeting.”

## COMPLYING WITH LEGISLATION

All Trustees will comply with the letter and spirit of all laws of Canada and the Province of Ontario and any contractual obligations of the Board in conducting the business of the Board.

Trustees acknowledge they may only act on behalf of the Board through resolution and may not act individually or purport to represent the interests of the Board without the knowledge and consent of the Board of Trustees shown through resolution.

Trustees shall ensure that all information they communicate in the course of their duties is accurate and complete.

It is every Trustee's responsibility to familiarize themselves with their duties and any requirements of them as prescribed by the *Education Act and Regulations*, the *Municipal Freedom of Information and Protection of Privacy Act and Regulations*, the *Municipal Conflict of Interest Act* and any other Act or Regulation that may be applicable to the Trustee's duties and/or Ministry of Education requirements and the *Niagara Catholic District School Board's By-Laws (100.1)*, Governance Policies and Administrative Operational Procedures.

All Trustees are expected to comply with the following duties of Board members as set out in section 218.1 of the *Education Act*:

A member of a board shall,

- a. carry out their responsibilities in a manner that assists the board in fulfilling its duties under this Act, the regulations and the guidelines issued under this Act, including but not limited to the board's duties under section 169.1;
- b. attend and participate in meetings of the board, including meetings of board committees of which they are a member;
- c. consult with parents, students and supporters of the board on the board's multi-year plan under clause 169.1 (1) (f);
- d. 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 operations and management of the board to its staff through the board's director of education;
- g. maintain focus on student achievement and well-being; and
- h. comply with the board's code of conduct.

## UPHOLDING DECISION

Trustees must understand their role as a corporate body and the expectation that they may deliberate with many voices but must act as one.

Trustees must:

- Accept that authority rests with the Board and that they have no individual authority other than that delegated by the Board;
- Uphold the implementation of any Board resolution after it is passed by the Board;
- Comply with *Niagara Catholic District School Board By-Laws (100.1)*, Policies and Administrative Procedures; and
- Refrain from speaking on behalf of the Board unless authorized to do so by the Board. The only official spokespersons for the Board are the Chair of the Board and the Director of Education.

## AVOIDANCE OF PERSONAL ADVANTAGE AND CONFLICT OF INTEREST

### Pecuniary Interests

All Trustees are expected to comply with the provisions of the *Municipal Conflict of Interest Act*, which requires that Trustees disclose the general nature of their direct or indirect pecuniary interest in any matter that is the subject of consideration at a Board meeting, and abstain from participating in the discussion of the matter.

Trustees are not permitted to vote on or attempt in any way, whether before, during or after the meeting, to influence the voting on matters in which they have a direct or indirect pecuniary interest. Pursuant to section 3 of the *Municipal Conflict of Interest Act*, the direct or indirect pecuniary interest of a parent, spouse or child of the Trustee is deemed to be the interest of the Trustee.

Trustees who disclose a pecuniary interest in accordance with the *Municipal Conflict of Interest Act* will be required to file a written statement with the Director of Education declaring their interest and including a description of its general nature. Pursuant to section 6.1 of that Act, the Board will be required to maintain a registry that may be accessed by members of the public, containing copies of (i) Trustees' written statements declaring their interest; and (ii) corresponding meeting minutes. The Board will develop and maintain procedures for public access to the registry, including any reasonable limits on such access.

### General Conflicts of Interest

Generally, where a Trustee, either on their own behalf or while acting for, by, with or through another, identifies a direct, indirect, or deemed conflict of interest in any matter and is present at a meeting of the Board at which the matter is the subject of consideration, the Trustee shall:

- Prior to any consideration of the matter of the meeting, disclose the interest and the general nature thereof;
- Not take part in the discussion of, or vote on any question in respect of the matter;
- Not discuss the issue with any other person;
- Not attempt in any way whether before, during or after the meeting to influence the voting on such question; and
- Where the meeting is not open to the public, the Trustee shall, in addition to complying with the requirements outlined above, leave the meeting or the part of the meeting during which the matter is under consideration.

Where the interest of the Trustee has not been disclosed by reason of the Trustee's absence from the meeting, the Trustee shall disclose the interest and otherwise comply with the above requirements at the first meeting of the Board attended by the Trustee, after the meeting referred to above.



When the meeting is open to the public, every declaration of interest and the general nature of that interest shall be recorded in the minutes of the Board meeting. When the meeting is not open to the public, every declaration of interest, but not the general nature of that interest, shall be recorded in the minutes of the next meeting of the Board that is open to the public.

It is an expectation of the Board that Trustees will comply with the provisions of the *Municipal Conflict of Interest Act* and avoid conflicts of interest as set out in this Code of Conduct.

Every Trustee is responsible and accountable for exercising good judgment and avoiding situations that might present a conflict of interest or the appearance of a conflict of interest and, where a conflict of interest might exist, each Trustee has an affirmative duty to disclose such conflict when it becomes apparent.

No Trustee shall use their position, authority or influence for personal, financial or material gain or personal business purposes or for the personal, financial or material gain or business purposes of a relative, friend and/or business associate. Every Trustee shall uphold and enhance all Board business operations by:

- Maintaining an unimpeachable standard of integrity in all their relationships, both inside and outside the Board;
- Fostering the highest standard of professional competence among those for whom they are responsible;
- Complying with and being seen to comply with the letter and spirit of:
  - the laws of Canada and the Province of Ontario
  - contractual obligations applicable to the Board; and
- Rejecting and denouncing any business practice that is improper or inappropriate or may appear to be improper or inappropriate.

A Trustee shall not use their position, authority or influence to give any person or organization special treatment that might, or might be perceived to, advance the interests of the Trustee, or the interests of a relative, friend and/or business associate of the Trustee.

A Trustee must not participate in any decision or recommendation in which they or a relative, friend or business associate may have a financial, commercial or business interest.

## LOBBYING

On occasion, lobbyists may attempt to communicate with Trustees for the purpose of influencing Trustees with respect to the procurement of goods and services and the awarding of contracts. Trustees must report such inquiries to the Director of Education forthwith. Trustees must not use their influence to gain or advance the interest of any particular party during a procurement process.

## CONFIDENTIALITY

All Trustees acknowledge that, as part of their duties to the Board they may be privy to private, confidential and/or legally privileged financial, business and/or commercial information belonging to the Board that may provide a financial, business, commercial or competitive advantage, and that they may be privy to private and confidential student and personnel information, and/or legal matters and opinions. Such information may include, but is not limited to, information relating to the Board's organizational structure, operations, financial information, business plans, technical projects, business costs, research data results, inventions, trade secrets or other work produced, developed by or for the Board.

Except as required by law, all Trustees and former Trustees agree not to use, directly or indirectly, for the Trustee's benefit or the benefit of any person, organization, firm, or other entity, or disclose to any third party the Board's proprietary or confidential information disclosed or entrusted to that Trustee, and Trustees recognize that such inappropriate use of confidential information for their benefit may constitute a breach of trust contrary to section 122 of the *Criminal Code* and this Code of Conduct.

The confidentiality of personal/educational student and family information received in the course of duties must be respected, protected and kept confidential. Trustees are required to keep all information received, including but not limited to, in-camera discussions and actions in complete confidence. Information received should not be discussed or reviewed in public or where another student, parent, employee or member of the school community or public could accidentally overhear or read such information.

Except as required by law, and in accordance with the *Education Act* and *Municipal Freedom of Information and Protection of Privacy Act*, all Trustees agree not to use or disclose the personal and/or educational information of students and their families that may come to the attention of a Trustee.

Except as required by law, and in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, all Trustees agree not to use or disclose the personal and/or employment information of Board employees and their families that may come to the attention of a Trustee.

A Trustee's duty of confidentiality with respect to private and confidential financial, business and/or commercial information, personnel information, student information, and legal matters and opinions survives their term as Trustee.

## **BOARD RESOURCES**

No Trustee shall use Board resources for personal gain. No Trustee shall permit relatives, friends and/or business associates to use Board resources for personal gain. Trustees recognize that such inappropriate use of Board resources, directly or indirectly, for their benefit may constitute a breach of trust contrary to section 122 of the *Criminal Code* and this Code of Conduct.

All Trustees shall fully comply with all Board Policies, Protocols, Procedures and Administrative Procedures regarding the use of Board resources, including information technology resources.

## **PROCEDURES FOR GIFTS AND HOSPITALITY**

Although moderate hospitality is an accepted courtesy in business relationships, Trustees should not allow themselves to reach a perceived position whereby they might influence a Board decision as a consequence of accepting such hospitality. If there is uncertainty regarding what is considered an appropriate honoraria or hospitality to give or receive, the Trustee should discuss this with the Chair of the Board.

Trustees should not use their position for improper gain or benefit, nor under any circumstances accept gifts.

Gifts and donations, by any Trustee, to any groups or individuals will not be reimbursed.

Gifts and donations may be made on behalf of the Board of Trustees as a whole, if approved in advance by the Chair of the Board and the Director of Education.

## **ENFORCEMENT OF CODE OF CONDUCT AND MUNICIPAL CONFLICT OF INTEREST ACT**

An alleged breach of this Code of Conduct by a Trustee may be dealt with by the following procedures:

Pursuant to section 218.3 of the *Education Act*, a Trustee who has reasonable grounds to believe that a Trustee(s) has breached this Code of Conduct may bring the alleged breach, in writing, to the attention of the Board through the Chair of the Board, or the Vice-Chair, in the event that the alleged breach is with the Chair of the Board or the Chair of the Board is unavailable.

## **Informal Process**

The Chair of the Board or Vice-chair if the alleged breach is with the Chair on their initiative, or at the request of a Trustee of the Board who alleges a breach of the Code has occurred, may meet informally with a Trustee of the Board who is alleged to have breached the Code. This meeting may include the Chair and all Trustees involved, the purpose of the meeting is to bring the allegation of the breach to the attention of the Trustee and to discuss remedial measures to resolve the concern. This Informal Process is conducted in private. The Chair of the Board may invite the Director of Education to attend the meeting.

## **Formal Process**

If a Trustee has reasonable grounds to believe that another Trustee has breached this Code of Conduct, they must bring the alleged breach forward as soon as reasonably possible. The Board may choose not to deal with an alleged breach should the alleged breach come to the Board's attention after: (a) one year after the incident to which the alleged breach relates; or (b) if there are a series of incidents, after one year after the last in the series. A Trustee may apply to the Board for an extension of this time limit, and the Board may grant such an extension if the Board is satisfied that the delay in bringing the alleged breach forward was incurred in good faith and no substantial prejudice will result to any person affected by the delay.

If an alleged breach is brought to the attention of the Board, the Board shall make inquiries into the matter. the document setting out the breach together with any other materials will be provided to the Director of Education in the Director's role as Secretary to the Board. The Director of Education will place the matter in the Trustee and Director Only section of the next *In-Camera* Board Meeting.

At the *In-Camera* Board Meeting where the alleged breach of the Code of Conduct is presented, legal counsel to the Board will be present to advise the Board with respect to legal matters related to relevant legislation and the Code of Conduct process as set out in the Code of Conduct. In compliance with Sections 198 and 283.1 of the *Education Act*, for the Board to meet, the Director of Education will be present as Secretary to the Board to take minutes. All other staff who attend meetings of the Board will be excused from the Trustee and Director Only section of the *In-Camera* portion of the meeting of the Board where the Code of Conduct complaint is presented.

At the *In-Camera* meeting of the Board at which the alleged breach is presented, the Board will direct Board legal counsel to oversee an independent investigation conducted by an external investigator as selected by Board legal counsel. The results of the external investigation will be presented to the Board by Board legal counsel and the external investigator upon completion.

Based on the results of the external investigation, the Board will determine whether the Trustee has breached the Code of Conduct.

The findings of the external investigation report shall be added to the minutes of the public portion of the meeting where the decision was made.

If the Board determines that a Trustee has not breached the Code of Conduct, the Board may impose sanctions or consequences on the relevant individual(s), which includes a Trustee or Trustees, who have brought the complaint forward. The sanctions or consequences will be determined in consultation with Board legal counsel.

If the Board determines that a Trustee has breached the Code of Conduct, the Board may impose one or more of the following sanctions:

- Censure of the Trustee.
- Barring the Trustee from attending all or part of a meeting of the Board or a meeting of a committee of the Board.
- Barring the Trustee from sitting on one or more committees of the Board, for the period of time specified by the Board.

A Trustee who is barred from attending all or part of a meeting of the Board or a meeting of a committee of the Board is not entitled to receive any materials that relate to that meeting or that part of the meeting that are not available to the members of the public.

In appropriate circumstances, the Board may also resolve to disassociate the Board from any action or statement of a Trustee.

If a Board determines that a Trustee has breached this Code of Conduct, the Board shall give the Trustee written notice of the determination and of any sanction imposed by the Board.

The notice shall inform the Trustee that they may make written submissions to the Board in respect of the determination or sanction by the date specified in the notice, which date will be at least 14 days after the notice is received by the Trustee.

The Board shall consider any written submissions made by the Trustee and shall confirm or revoke the determination within 14 days after the Trustee's submissions are received.

If the Board revokes a determination that a Trustee has breached this Code of Conduct, any sanction imposed by the Board is also revoked.

If the Board confirms a determination that a Trustee has breached this Code of Conduct, the Board shall, within 14 days after the Trustee's submissions were received, confirm, vary or revoke the sanction(s) imposed by the Board.

If a sanction is varied or revoked by the Board, the variation or revocation shall be deemed to be effective as of the date the original determination of the alleged breach was made by the Board.

Despite subsection 207(1) of the *Education Act* which requires meetings of the Board to be open to the public, but subject to the requirements below for specific resolutions of the Board to be made in public, the Board may close to the public the part of the meeting during which a breach or alleged breach of this Code of Conduct is considered when the breach or alleged breach involves any of the following matters:

- The security of the property of the Board;
- The disclosure of intimate, personal or financial information in respect of a Trustee or committee member, an employee or prospective employee of the Board or a student or their parent or guardian;
- The acquisition or disposal of a school site;
- Decisions in respect of negotiations with employees of the Board; or
- Litigation affecting the Board.

The meeting of the Board shall be In-Camera (closed to the public) when the subject matter under consideration involves an ongoing investigation under the *Ombudsman Act* respecting the Board.

The Board shall take the following actions by resolution at a meeting of the Board, and the vote on the resolution shall be open to the public:

- Make a determination that a Trustee has breached this Code of Conduct.
- Impose a sanction on a Trustee for a breach of this Code of Conduct.
- Confirm or revoke a determination regarding a Trustee's breach of this Code of Conduct.
- Confirm, vary or revoke a sanction after confirming or revoking a determination regarding a Trustee's breach of this Code of Conduct.

A Trustee who is alleged to have breached this Code of Conduct shall not vote on any of the resolutions listed above.

When a resolution listed above is passed, the resolution shall be recorded in the minutes of the meeting. The *Statutory Powers Procedure Act* does not apply to any of the enforcement provisions under section 218.3 of the *Education Act*.

Nothing in this Code of Conduct prevents a Trustee's breach of the *Municipal Conflict of Interest Act* from being dealt with in accordance with that Act.

A Trustee who is subject to a Board inquiry to determine whether the Trustee has breached the Code of Conduct has a right to retain and be represented by legal counsel throughout the process.

In the event that a Trustee has been found to have not breached the Code of Conduct, all legal expenses for the Trustee involved in a Code of Conduct complaint will be reimbursed by the Board.

### ***References***

- [\*\*\*Criminal Code, Section 122\*\*\*](#)
- [\*\*\*Education Act, Subsection 207\(1\); Subsection 207\(3\); Section 218.1; Section 218.3\*\*\*](#)
- [\*\*\*Municipal Conflict of Interest Act, Section 3, Section 6.1\*\*\*](#)
- [\*\*\*Municipal Freedom of Information and Protection of Privacy Act\*\*\*](#)
- [\*\*\*Ombudsman Act\*\*\*](#)
- [\*\*\*Ontario Catholic School Graduate Expectations\*\*\*](#)
- [\*\*\*Niagara Catholic District School Board Policies/Procedures\*\*\*](#)
  - [\*\*\*Board's By-Laws Policy \(100.1\)\*\*\*](#)
  - [\*\*\*Complaint Resolution Policy \(800.3\)\*\*\*](#)
  - [\*\*\*Trustee Expenses and Reimbursement Policy \(100.13\)\*\*\*](#)
  - [\*\*\*Trustee Honorarium Policy \(100.11\)\*\*\*](#)
- [\*\*\*Terms and Conditions and Collective Agreements\*\*\*](#)

<b>Adopted Date:</b>	<b>November 23, 2010</b>
<b>Revision History:</b>	<b>March 20, 2018 June 15, 2021</b>

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
APRIL 25, 2023**

***PUBLIC SESSION***

**TITLE: MINUTES OF THE GROWTH AND RETENTION AD HOC  
COMMITTEE MEETING OF MARCH 8, 2023**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board receive the Minutes of the Growth and Retention Ad Hoc Committee Meeting of March 8, 2023, as presented for information.



## MINUTES OF THE GROWTH AND RETENTION AD HOC COMMITTEE MEETING

### WEDNESDAY, MARCH 8, 2023

Minutes of the Growth and Retention Ad Hoc Committee Meeting of the Niagara Catholic District School Board, held on Wednesday, March 8, 2023 at 5:30 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 5:55 p.m. by Camillo Cipriano, Director of Education.

2. **Opening Prayer**

Opening Prayer were led by Trustee Turner.

3. **Roll Call**

Members	Affiliations	Present	Absent	Excused
Natalia Benoit	Trustee		✓	
Joseph Bruzzese	Trustee	✓		
Rhianon Burkholder	Trustee	✓		
Danny Di Lorenzo	Trustee	✓		
Larry Huibers	Trustee	✓		
Doug Joyner	Trustee	✓		
Jim Marino	Trustee	✓		
Paul Turner	Trustee	✓		
Brenda Annen	NCPIC	✓		
Liam Disley	Elementary Student Rep	✓		
Charlotte Johnstone	Student Trustee			✓
Fr. Paul MacNeil	Diocese	✓		
Anna Maxner	CUPE			✓
Jennifer McArthur	OECTA Elementary	✓		
Larry Newton	OECTA Secondary	✓		
Rawan Omran	Elementary Student Rep			✓
Willow Shawanoo	Indigenous Community		✓	
Juliette Sullivan	Elementary Student Rep	✓		
Carrie Vernelli	NCPIC	✓		
Steffen Zylstra	Student Trustee	✓		

The following staff were in attendance:

**Camillo Cipriano**, Director of Education; **Domenic Massi**, **Pat Rocca**, Superintendents of Education; **Monique Mastroianni**, **Scott Root**, Principals; **Jennifer Pellegrini**, Communications Officer; **Anna Pisano**, Recording Secretary/Administrative Assistant, Corporate Services

4. **Approval of the Agenda**

Moved by Trustee Burkholder

**THAT** the Niagara Catholic District School Board approve the Agenda of the Growth and Retention Committee Meeting of November 12, 2019, as presented.

**CARRIED**

5. **Declaration of Conflict of Interest**

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

6. **Multi Year Strategic Plan**

Director Cipriano highlighted the Multi Year Strategic Plan

7. **Nominations and Election of the Growth and Retention Committee Chair for 2022-2023**

Director Cipriano called for nominations for the position of Chair of the Growth and Retention Ad Hoc Committee for 2022-2023. Trustee Marino nominated Trustee Turner. Director Cipriano asked Trustee Turner if he wished to stand for the position of Chair of the Growth and Retention Ad Hoc Committee.

Trustee Turner accepted the nomination.

Following three calls for nominations there were no further nominations forthcoming. Trustee Turner was acclaimed to the position of Chair of the Growth and Retention Ad Hoc Committee 2022-2023.

Moved by Trustee Marino

**THAT** Trustee Turner be elected to the position of Chair of the Growth and Retention Ad Hoc Committee 2022-2023.

**APPROVED**

Chair Turner provided a history of the establishment of the Growth & Retention Ad Hoc Committee.

Upon discussion the committee requested a resolution be brought to the Board to define Trustee committee membership.

8. **Minutes of the Growth & Retention Ad Hoc Committee Meeting of November 12, 2019**

Moved by Trustee Burkholder

**THAT** the Niagara Catholic District School Board approve the Minutes of the Growth and Retention Ad Hoc Committee Meeting of November 12, 2019, as presented.

**CARRIED**

9. **Data**

Director Cipriano presented the census date and enrolment data.

Discussion took place on best practice to increase enrolment and retention rates. Suggestions included; the addition of childcare sites to increase kindergarten enrolment; improved communication via social media; updated school websites; and increased interaction between secondary schools and their feeder schools.



**10. Committee Meeting Schedule 2022-2023**

Next committee meeting scheduled for April 18, 2023 at 5:30 p.m.

**11. Adjournment**

Moved by Trustee Marino

**THAT** the March 8, 2023 Growth and Retention Ad Hoc Committee Meeting of the Niagara Catholic District School Board be adjourned.

**CARRIED**

This meeting was adjourned at 7:45 p.m.

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Minutes of the Growth and Retention Committee Meeting of the Niagara Catholic District School Board held on **March 8, 2023**.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
APRIL 25, 2023**

***PUBLIC SESSION***

**TITLE: MINUTES OF THE SPECIAL EDUCATION ADVISORY  
COMMITTEE (SEAC) MEETING OF MARCH 1, 2023**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board receive the Minutes of the Special Education Advisory Committee (SEAC) Meeting of March 1, 2023, as presented for information.



**MINUTES OF THE  
 SPECIAL EDUCATION ADVISORY COMMITTEE MEETING**

**WEDNESDAY, MARCH 1, 2023  
 6:30 PM**

Virtual Meeting in Compliance with Education Act Section 207 and  
 Ontario Regulation 463/97 Section 5.1 (2)

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

**A. ROUTINE MATTERS**

**1. Land Acknowledgement – S. Walsh**

*Introduction:  
 The Niagara Catholic District School Board wishes to honour the Indigenous people who have been the protectors of this land, known as Turtle Island, for more than ten thousand years.  
 We begin this meeting by acknowledging the land on which we gather is the traditional territory of the Haudenosaunee and Anishinaabe peoples, many of whom continue to live and work here today. This territory is covered by the Upper Canada Treaties and is within the land protected by the Dish With One Spoon Wampum agreement. Today this gathering place is home to many First Nations, Métis and Inuit peoples and acknowledging reminds us that our great standard of living is directly related to the resources and friendship of Indigenous people.*

**2. Opening Prayer**

Chair Somma provided the opening prayer

**3. Roll Call**

<b>Members</b>	<b>Affiliations</b>	<b>Yes</b>	<b>Excused</b>
Somma, Monique	Community Living (Welland/Pelham) - CHAIR	x	
Glencross, Emily	Learning Disabilities Association of Niagara Region	x	
Maxwell, Michelle	Niagara Children’s Centre	x	
Kelly, Tara	Pathstone Mental Health	x	
Palombo, Pina	Down Syndrome Niagara (President)		x
Attree, Alexandria	Autism Ontario Niagara Region	x	
T.B.D.	Indigenous Representative		

Smith, Lorraine	Mainstream	x	
Smith, Rita	Community Living (Port Colborne/Wainfleet)	x	
Wilson, Alyson	Bethesda Services	x	
Donato, Krystine	Community Representative	x	
Joyner, Doug	Trustee of the Board	x	
Marino, Jim	Trustee of the Board	x	
Filice, Adele	Principal, Secondary	x	
Walsh, Susy	Principal, Elementary	x	
Pizzoferrato, Gino	Superintendent of Education	x	
Agretto, Mackenzie	Student Senate Representative		x
Di Gioia, Jim	Coordinator of Student Support		x
Giancola, Danny	Coordinator of Student Support		x
Di Toro, Anthony	Coordinator of Student Support	x	

Observers	Affiliations	Yes	Excused
Wiken, Brittany (for Keighan, Kelly)	Speech-Language Pathologist	x	
Bidel, Tara-Lynn (for Brochu, Grace)	Student Support Facilitator		x
De Lisio, Angela	Behaviour Analyst	x	
Mancuso, Vincent	Behaviour Resource Teacher	x	
Bailey, Babette	Teacher of the Deaf/Hard of Hearing	x	
Criddle, Ann Marie	Program Resource Teacher	x	
Davies, Elizabeth	Administrative Assistant/Recording Secretary	x	

**4. Approval of the Agenda**

**Moved by:** L. Smith

**Seconded by:** A. Attree

**5. Declaration of Conflict of Interest**

No disclosure of interest were declared with any items on the agenda

**6. Approval of Minutes of the Special Education Advisory Committee Meeting of February 1, 2023**

**Moved by:** L. Smith

**Seconded by:** E. Glencross

**B. PRESENTATION – Director’s Annual Report Video**

<https://youtu.be/LxqdpWEcVRw>

**C. AGENDA ITEMS**

**1. SEAC Chair’s Report (Chair Somma)**

**-Review of goals -** our sub groups met last week to solidify actionable items to bring to the SEAC

and to the board team for review and approval. Both groups are keen to begin the work.

### **Goal #1**

Establish a consistent process of how we communicate information to parents and between schools - processes for documentation and resource for sharing information.

#### **Recommendation/Action Items:**

- Focus on end of Grade 9: students with IEPs or those accessing special education services.
- Solidify the process which is already happening to ensure all necessary information is covered /shared establish “*Transition meeting*” (paired with IPRC/course selection meeting/ TAY) - how did the year go? what are the pathways? certificate vs. diploma, planning, etc.)

#### **Questions for board team:**

1. Where does this get documented? Perhaps on the transition plan of IEP.
2. Does the board provide directive for this to be regular practice? Do we create an outline of what can/should be discussed at the meeting (checklist)- review courses taken, review credit/ non-credit/ partial credit, pathways? Or does one exist?
3. Grade 7 and 8 teachers to be part of training/learning about transition from elementary to secondary. -perhaps- specific in-service for intermediate teachers about what secondary options are available in secondary. Has to be a secondary rep to speak about it. Teachers should go to the schools to have the hands on experience.
4. Can this happen when teachers attend grade 8 day? Information sessions to provide information about secondary transition, de-streamed courses, pathways, special education classroom vs. resource (services available to students).

-create a checklist of items to cover with teachers during this session (student services/ principal would be involved in running the session for teachers) What you need to know about secondary transitions and services.

### **Goal # 2**

Improve/promote access to and knowledge of services outside of the school board and organizations including paraprofessionals and government funding options.

- SEAC spotlight for each agency- one agency per month in school newsletter (what the agency is? What services they provide? etc.)
- posted under a banner (*community resources*) on the NCDSB website
- posted monthly on school/ board social media (Facebook page)

**Action item:** Create a schedule for each month to highlight an organization/program/services - each month the organization rep would be required to

complete the template and provide it to Gino to share with the principals for the newsletters.

- Could also include a blurb, reminder of upcoming activities
- Could create a short video to post/ link to the newsletter/ facebook page
- Take agency information (especially programs and services) and create a pamphlet, booklet for educators to have as a resource (could be printed and/or electronic)

**Action Item:** Develop a graphic organizer to display key information about agencies, with contact Niagara at the center to be shared electronically with teachers, support staff, families.

#### **D. AGENCY REPORTS**

##### **Learning Disabilities Association of Niagara Region – Emily Glencross**

- **Trivia Night Fundraiser** - LDANR will be hosting our annual Trivia Night Fundraiser on Friday, March 31<sup>st</sup> at the Armenian Centre in St. Catharines (please see attached for the event flyer!)
- **Summer Camp** - Applications for our S.L.A.M. (Sunshine, Learning, Achievement, and More!) Summer Camp opened on Monday, February 27<sup>th</sup> – any interested families can apply via our website! Sites will be hosted in St. Catharines and Niagara Falls this summer. (Flyer is attached for further details).
- **Spring program applications** open on Monday, March 20<sup>th</sup> at 6:00 am on our website! Literacy tutoring, transition support, and emotional/social skill programs will be running this spring.

##### **Niagara Children's Centre – Michelle Maxwell (Read by Superintendent Pizzoferrato)**

- We are working in partnership with the Niagara Region and EarlyON Centres in order to develop education for EarlyON staff on how to interact with children/families with special needs. We recognize that families of children with special needs find accessing EarlyONs challenging for various reasons. We want the EarlyON environment to be inclusive and to feel like a safe space for these families. We are very excited to be providing some training as well as resources to the EarlyONs with the support of the Region.
- We continue our partnership with Bethesda for a new round of the Entry to School (ETS) program starting again on Monday. A reminder that ETS is the intensive 15hr/week program through the OAP that runs for 6 months to support the transition to school process for children with an ASD diagnosis. It is supported by Behaviour Therapists, ECEs, SLPs, OTs and CDAs across our agencies. We had great anecdotal feedback from the group last year (principals, staff, ABA facilitators) where they reported a marked increase in regulation and ability to follow routines as compared to other children on the spectrum that transitioned to school without the ETS program.
- Our SBRS-OT/PT manager, Julie McNamara, continues to work with the Student Support Coordinators to implement the Tiered Service Model for SBRS OT/PT services into some schools in the Board as a trial.
- We have many new "Try it" Opportunities being offered at the Centre, including Sledge Hockey, Volt Hockey, and Lego Robotics. We encourage families and educators to check out our Event Calendar: <https://niagarachildrenscentre.com/calendar>

- We also invite all of you to register a team for our 6th Annual Plasma Car Race on Thursday May 25th at the Gale Centre. More information here:  
<https://niagarachildrenscentre.akaraisin.com/ui/plasmacarrace2023>
- Our SmartStart Hub has launched (<https://niagarachildrenscentre.com/smartstarhub>). We are happy to present at a future SEAC meeting regarding the purpose and function of the SmartStart Hub.

**Pathstone Mental Health** – Tara Kelly  
No Update

**Down Syndrome Niagara** – Pina Palombo

- World Down Syndrome Day will be celebrated on Tuesday March 21, 2023 Get ready to “Rock Your Socks” Our community partners and schools across Niagara will promote this day by wearing mismatched socks. Niagara Falls Illumination Board as confirmed that the Falls will be illuminated Blue and Yellow at 10:00 pm for a 15-minute duration to recognize World Down Syndrome Day **March 21, 2023**
- Here is a link for ways to celebrate World Down Syndrome Day in our schools and in the community <https://cdss.ca/awareness/world-down-syndrome-day/>
- Many schools in Niagara Catholic show their support by wearing mis-matched socks and at this time a huge shout out to Our Lady of Fatima school in Grimsby for their idea of having students tie dye socks blue and yellow for the day and all money raised that day from the sale of these socks are going directly to our Down Syndrome Niagara Group.
- DSN AGM will be held on Sunday March 26, 2023 all members encouraged to attend and the event is posted on our FB page and will be emailed to all our members.
- DSN group is gearing up on hosting a number of events for this year, looking into bringing back our Trivia Night (TBA), and putting out dates and looking into venues for our Annual Summer Picnic, Halloween dance, Friendship Walk, Safari Niagara Day, Christmas Party and educational workshops for all members to attend.
- This past Sunday February 28, the foundation G-MC Homies with Extra Chromies had another cross fit work out day in Welland at BILT Fitness. All Down Syndrome individuals can participate in this work out free of charge. The foundation has booked cross fit work outs at BILT at least once a month on a Sunday from 10 – 11:30 am with hopes to increase to twice a month on a regular basis. These sessions are very well attended and is very popular with our members.

**Autism Ontario Niagara Region** – Alexandria Attree

Regional Summer Camp – registration opens March 20 at 10 am. It tends to fill up very quickly.

**Mainstream** – Lorraine Smith

Transition to Adulthood Planning Tool Kit – valuable information for families and teachers/school system for transition from grade 8 to secondary school. Copies are left for anyone to take one. (Copy attached)

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

March Break Camp – anyone can attend, no just those with disabilities. Inclusive program.

Summer Camp – starting to plan

Teen Group – 2/3 teenagers with a worker planning outings on a Friday night

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

No report other than stay tuned for information regarding summer camp registration will be shared next month.

**E. STUDENT REPORT**

**Student Senate Representative** – Mackenzie

**F. STAFF REPORTS**

**Secondary Principal** – Adele

No update

**Elementary Principal** – Susy

No report

**Student Support Department** - Gino & Anthony

Gino – Bethesda (Alison)thank you for joining us.

Attending St. Paul school tomorrow to meet regarding the Time to Shine Formal Dance on April 18, 2023. Very excited to seeing this event come to fruition.

Accessibility Awareness Conference also on April 18, 2023 at Holiday Inn, St. Catharines. More details to follow in a memo going out next week.

Evening session for parents being held on a different night.

Unstoppable Tracy is our key note speaker for both events and also speaking to all of our secondary schools as well. Michael Jacques will also be addressing the attendees.

**SEAC Survey** – Has gone out this week to principals for distribution to start next week. By June we should have some quality feedback.

Anthony:

1. **SEAC Survey** - The Supporting Students Survey has been distributed to school staff/administrators and is in the process of being distributed through schools to parents of students who are accessing an Individual Education Plan (IEP), including students identified with a Ministry of Education exceptionality. A summary of the survey results is targeted for availability at a future SEAC meeting. Further consideration and



input regarding future survey opportunities can be discussed at that time. We look forward to learning from the completed survey results to address some next steps.

2. Through the foundational work of the Student Support Facilitators (SSFs) the Applied Behaviour Analysis (ABA) trainer Team continues to provide our system with access to their services and certification-level training to address and highlight safe and effective practices through our Behaviour Management Systems (BMS) training to ensure a safer school community.
3. The Behaviour Resource Teacher (BRT) Team presented to the February Committee of the Whole regarding the delivery of the Social-Emotional program “I am a Child of God” - this delivery sharpens student achievement by increasing access to curriculum for struggling students and fostering authentic relationships with staff to provide resources to empower Niagara Catholic educators with the ability to deliver components of the program in their individual classrooms.
4. Day 4 of **Empower Training** for teachers new to the program this year is taking place this Friday March 3 at the CEC.
5. The next **Gifted Student Module** is taking place on March 2<sup>nd</sup> and 3<sup>rd</sup> at the CEC. This Amazing Race math module will give students fun challenges to work on and help them think about math in a new way. They will work together in teams on different math tasks, with "pit stops" and "detours", while they go through a competition that is like a race.
5. Student Support has completed all High School Family of Schools meetings with system staff with a focus on grade 8 to 9 transitions. This process has already begun in order to best prepare students for their first year of secondary school.

**G. TRUSTEE REPORTS** – Trustee Joyner/Trustee Marino

**Trustee Marino** – In our Land acknowledgement at the start of this evening’s meeting we paid tribute to and honoured our Indigenous people. I realize that we are still awaiting the appointment of an Indigenous Representative to the Special Education Advisory Committee and I am looking forward to that. Effective this September, the Niagara Catholic District School Board as a mandatory English Credit requirement, will introduce the Understanding Contemporary First Nations, Metis and Inuit Course in grade 11 classes.

At the board’s regular meeting last night (February 28, 2023) trustees were impressed with, and very enthusiastic about the course which they found very informative when they heard details in a presentation from an Indigenous Consultant and a Literary Consultant.

The course has already been implemented by several other school boards in Ontario, and reaction has been very positive by school staff and students alike.

A number of other boards as well as Niagara Catholic are now planning to do the same.

The course is designed to give students a thorough understanding of indigenous themes, literary styles and cultural insights. It should leave them with a knowledge of such areas as Indigenous spirituality, self-governance, identity, justice, human rights and relations and issues with contemporary Canada. I would like to suggest that sometime at a future SEAC meeting, perhaps when the Indigenous committee member has been appointed, we may want to hear a presentation similar to the one last night. I am sure you will all find it as informative as we did.

**H. NCPIC REPORT –**

None

**I. NOTICES OF MOTION**

None

**J. INFORMATION ITEMS**

None

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

**L. NEXT MEETING**

Wednesday, April 11, 2023 at 6:30 pm in person

**M. ADJOURNMENT** 8: 03 pm

**Motion to Adjourn:** Chair Somma

**Seconded:** R. Smith