



# MINUTES OF THE COMMITTEE OF THE WHOLE MEETING

## TUESDAY, JUNE 6, 2023

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Minutes of the Meeting of the Committee of the Whole of the Niagara Catholic District School Board, held on Tuesday, June 6, 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 Vice-Chair Burkholder.

### A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayer was led by Trustee Di Lorenzo.

2. Roll Call

Vice-Chair Burkholder noted that Trustee's Huibers and Turner 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**, 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 Joyner

**THAT** the Committee of the Whole approve the Agenda of the Committee of the Whole Meeting of June 6, 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 May 9, 2023**

Moved by Trustee Marino

**THAT** the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting of May 9, 2023, as presented.

**CARRIED**

**6. Consent Agenda Items**

**6.1 Research Collaborations in the Niagara Catholic District School Board 2022-2023**

Presented for information.

**6.2 Larkin Estate University/College Admission Awards**

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the payment of \$5400.00 for the Larkin Estate University/College Admission Awards for eligible students, as presented.

**6.3 Capital Projects Progress Report Update**

Presented for information.

Moved by Trustee Joyner

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

**CARRIED**

**B. PRESENTATIONS**

**1. New Student Trustee and Co-Chair – Student Senate 2023-2024/2024-2025**

Director Cipriano welcomed back Charlotte Johnstone of Saint Paul Catholic High School and introduced Emilio Geremia of Notre Dame College School. Director Cipriano provided background on and welcomed Emilio as Niagara Catholic District School Board's 2023-2024/2024-2025 Student Trustee.

Emilio Geremia extended his thanks to all those in attendance and expressed his enthusiasm for the opportunity to represent the students of Niagara Catholic.

## C. GOVERNANCE POLICIES

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

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

Julia Tiessen, Executive Officer of Human Resources presented feedback received from the vetting process and highlighted recommended amendments to the Employee Workplace Harassment Policy (201.7), following the vetting process.

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

- No amendment

Moved by Trustee Marino

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Employee Workplace Harassment Policy (201.7), as presented.

**APPROVED**

#### 1.2. Employee Workplace Violence Policy (201.11)

Executive Officer Tiessen presented feedback received from the vetting process and highlighted recommended amendments to the Employee Workplace Violence Policy (201.11), 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 Employee Workplace Violence Policy (201.11), as presented.

**APPROVED**

#### 1.3. Occupational Health and Safety Policy (201.6)

Executive Officer Tiessen presented feedback received from the vetting process and highlighted recommended amendments to the Occupational Health and Safety Policy (201.6), following the vetting process.

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

- No amendment

Moved by Trustee Benoit

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Occupational Health and Safety Policy (201.6), as presented.

**APPROVED**

## **2. Governance Policies Prior to Vetting**

### **2.1. Board By-Laws Policy (100.1)**

Director Cipriano, presented the Board By-Laws Policy (100.1).

The Committee of the Whole suggested the following amendments:

- Page 9 Section 9 (v) and Page 10 Section 11 – remove “*beginning November 15, 2022*”
- Page 9 Section 11 Paragraph 2 – add “*and Special Board meetings*”
- Page 12 Section 17 – change “6:00” to “12:00”
- Page 16 Section 20 – add “ix. Any decisions of the Chair can be appealed as per Roberts Rules”

Moved by Trustee Bruzzese

**THAT** the committee of the whole accept the above amendments to the Board By-Laws Policy (100.1).

**CARRIED**

The Committee of the Whole requested that the Board By-Laws Policy (100.1), be vetted from June 7, 2023 to September 28, 2023 with a recommended deadline for presentation to the Committee of the Whole in October, for consideration to the Board in October.

### **2.2. Trustee Electronic Meetings (Board and Committees) Policy (100.8)**

Director Cipriano, presented the Trustee Electronic Meetings (Board and Committees) Policy (100.8).

The Committee of the Whole suggested the following amendments:

- Paragraph 3 – add “*and Special Board meetings*”

Moved by Trustee Marino

**THAT** the committee of the whole accept the above amendments to the Trustee Electronic Meetings (Board and Committees) Policy (100.8).

**CARRIED**

The Committee of the Whole requested that the Trustee Electronic Meetings (Board and Committees) Policy (100.8), be vetted from June 7, 2023 to September 28, 2023 with a recommended deadline for presentation to the Committee of the Whole in October, for consideration to the Board in October.

**3. Governance Policy Review Schedule**

Director Cipriano presented the Governance Policy Review Schedule.

**D. COMMITTEE AND STAFF REPORTS**

**1. Committee of the Whole System Priorities 2023-2024 Update**

Director Cipriano presented the 2023-2024 System Priorities update for Trustee information.

Director Cipriano answered questions of Trustees.

**2. Attendance Area Review-Blessed Trinity Catholic Secondary School and Family of Schools**

Clark Euale, Controller of Facilities Services presented the Attendance Area Review for Blessed Trinity Catholic Secondary School and Secondary Family of Schools.

Controller Euale answered questions of Trustees.

Moved by Trustee Joyner

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the commencement of the Attendance Area Ad Hoc Committee for the Blessed Trinity Catholic Elementary and Secondary Family of Schools in September 2023. The Ad Hoc Committee will include the establishment of an attendance boundary for the New Beamsville Catholic Elementary School, as well as an attendance area review of the existing Our Lady of Fatima Catholic Elementary School (Grimsby), St. Joseph Catholic Elementary School (Grimsby), St. Edward Catholic Elementary School, St. John Catholic Elementary School, St. Mark Catholic Elementary School, and St. Martin Catholic Elementary School in accordance with the Attendance Area Policy (301.3) and submit recommendations and/or provide a committee update to the January 16, 2024.

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the following Terms of Reference for the Blessed Trinity Catholic Elementary and Secondary Family of Schools Attendance Area Ad Hoc Committee:

Establishment of the attendance area for the New Beamsville Catholic Elementary School (located on Greenlane Road, east of Ontario Street); and review and recommend modified attendance area boundaries for Our Lady of Fatima Catholic Elementary School (Grimsby), St. Joseph Catholic Elementary School (Grimsby), St. Edward Catholic Elementary School, St. John Catholic Elementary School, St. Mark Catholic Elementary School, and St. Martin Catholic Elementary School, within the Blessed Trinity Catholic Secondary School – Family of Schools.

Align student enrolment across the Blessed Trinity Catholic Elementary Family of Schools in order to alleviate enrolment pressure.

**CARRIED**

**3. Original Estimates for the 2023-2024 Annual Budget**

Giancarlo Vetrone, Superintendent of Business & Financial Services presented the Original Estimates for the 2023-2024 Annual Budget.

Superintendent Vetrone answered questions of Trustees.

Moved by Trustee Marino

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Report on the 2023-2024 Original Estimates, as presented.

**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 Kinney**

- Through Ministry Funded Entrepreneurship Education Pilot Project, Emmett Stankus, a grade 10 Notre Dame College School student started Wingspan Metal Customization, and showcased his project at a provincial showcase in May.

###### **Superintendent Zaroda**

- Congratulations to Sara Walsh, Emma Pruyne and Kara van Kralingen students from Lakeshore Catholic who participated at Camp Molly on May 11-14. Camp Molly shows young females aged 15-18 years old that a career in the fire service is a viable and rewarding option.
- We bid farewell to a group of 20 students from San Mateo School in Columbia on Monday, June 5. These students had arrived on May 8 and had the opportunity to spend time at various elementary schools, namely St. John Henry Newman, Our Lady of Mount Carmel, Loretto Catholic, St. James, St. Teresa of Calcutta, St. Michael, and Notre Dame Catholic Elementary Schools.

###### **Superintendent Forsyth-Sells**

- On June 1, 2023, Niagara Catholic hosted the *Roots of Empathy* Baby Celebration, in collaboration with the Early Childhood Community Development Centre and the District School Board of Niagara. Niagara Catholic has participated in the *Roots of Empathy* program for 20 plus years teaching the virtue of empathy to elementary students.

###### **Controller Euale**

- Niagara Catholic has partnered with the Niagara Regional Police (NRP) Services by providing space within our schools to permit Immediate Rapid Deployment (IRD) active shooter training exercises for their Emergency Task Unit (ETU) throughout the year during school off-hours, evenings, weekends, summer, or holidays, where there are no staff or students present.

## E. INFORMATION

### 1. Trustee Information

- 1.1 Director Cipriano noted that Trustees attending Graduation ceremonies will be acknowledged but due to time restraints will not be asked to speak as previously stated.

- 1.2 Chair Di Lorenzo reminded Trustees of the Special Board meeting scheduled for Wednesday, June 7<sup>th</sup> at 5:00 pm.

## **F. OTHER BUSINESS**

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

- 1.1 Director Cipriano highlighted the invitation to the Niagara Catholic District School Board Retirement and Service Recognition Ceremony on June 15<sup>th</sup> and asked Trustees to confirm their attendance with Anna Pisano.
- 1.2 Director Cipriano informed Trustees that the National and Provincial Medalists presentation normally held at the June Board meeting will take place prior to the meeting at 4:30 and invited Trustees to attend.

## **G. BUSINESS IN CAMERA**

Nil

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

Nil

## **I. ADJOURNMENT**

Moved by Trustee Marino

**THAT** the June 6, 2023 Committee of the Whole Meeting be adjourned.

**CARRIED**

This meeting was adjourned at 8:31 p.m.

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Minutes of the Committee of the Whole Meeting of the Niagara Catholic District School Board held on **June 6, 2023.**

Approved on **September 13, 2023.**

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Rhianon Burkholder  
Vice-Chair of the Board

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Camillo Cipriano  
Director of Education/Secretary -Treasurer