



*The Niagara Catholic District School Board through
the charisms of faith, social justice, support and leadership,
nurtures an enriching Catholic learning community for all
to reach their full potential and become living witnesses of Christ.*

AGENDA AND MATERIAL

BOARD MEETING

**TUESDAY, DECEMBER 17, 2019
6:30 P.M.**

*FATHER KENNETH BURNS, C.S.C. BOARD ROOM
CATHOLIC EDUCATION CENTRE, WELLAND, ONTARIO*



SEEDS OF FAITH
MASS · MERCY · MISSION
2018-2021

A. ROUTINE MATTERS

- | | | |
|-------|---|--------|
| 1. | Opening Prayers – Trustee Burtnik | - |
| 2. | Roll Call | - |
| 3. | Approval of the Agenda | - |
| 4. | Declaration of Conflict of Interest | - |
| 5. | Minutes of the Board Meeting | - |
| 5.1 | November 26, 2019 | A5.1 |
| 5.2 | December 3, 2019 | A5.2 |
| 5.3 | December 3, 2019 | A5.3 |
| 6. | Consent Agenda Items | |
| 6.1 | Unapproved Minutes of the Committee of the Whole Meeting of December 3, 2019 and Consideration of Recommendations | A6.1 |
| 6.1.1 | Catholic Leadership: Principal and Vice-Principal Selection Policy (202.2) | A6.1.1 |
| 6.1.2 | Religious Accommodation Policy (100.10.1) | A6.1.2 |
| 6.2 | Approved Minutes of the Special Education Advisory Committee (SEAC) Meeting of November 6, 2019 | A6.2 |
| 6.3 | Director of Education Annual Report 2019 | A6.3 |
| 6.4 | Trustee Honorarium for the Year December 1, 2019 to November 30, 2020 | A6.4 |
| 6.5 | Trustee Expenses and Reimbursement for the Fiscal Year 2018-2019 | A6.5 |
| 6.6 | Award of Multi-Function Devices Replacement | A6.6 |
| 6.7 | Operation of EarlyON Child and Family Centres in Niagara – Notice of Award Letter | A6.7 |
| 6.8 | In-Camera Agenda Items F1, F2, F4, F5, F6 & F7 | - |

B. DELEGATIONS/PRESENTATIONS

- | | | |
|----|---|----|
| 1. | Denis Morris Catholic High School Choir | - |
| 2. | Christmas Cards 2019 | B2 |

C. COMMITTEE AND STAFF REPORTS

- | | | |
|-----|--|------|
| 1. | Financial Reports | - |
| 1.1 | Revised Estimates for the Year 2019-2020 | C2.1 |
| 1.2 | Financial Report as at November 30, 2019 | C2.2 |

D. TRUSTEE ITEMS, OPEN QUESTION PERIOD & OTHER BUSINESS

- | | |
|--|------|
| 1. Correspondence | - |
| 2. Report on Trustee Conferences Attended | - |
| 3. General Discussion to Plan for Future Action | - |
| 4. Trustee Information | |
| 4.1 Spotlight on Niagara Catholic – December 3, 2019 | D4.1 |
| 4.2 Calendar of Events – January 2020 | D4.2 |
| 4.3 OCSTA Memorandum – OCSTA 2019 Annual Finance Brief Submission
Partners in Excellence: Stability & Flexibility in Education Funding | D4.3 |
| 5. Open Question Period | |
| <i>(The purpose of the Open Question Period is to allow members of the Catholic school supporting public to ask about items on that night's public agenda or any previous agendas, and the Board to answer and react.)</i> | |

E. NOTICES OF MOTION**F. BUSINESS IN CAMERA****G. REPORT ON IN CAMERA SESSION****H. FUTURE MEETINGS AND EVENTS****I. MOMENT OF SILENT REFLECTION FOR LIFE****J. ADJOURNMENT**

**.1TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
DECEMBER 17, 2019**

PUBLIC SESSION

**TOPIC: MINUTES OF THE BOARD MEETING OF
NOVEMBER 26, 2019**

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Minutes of the Board Meeting of November 26, 2019, as presented.



MINUTES OF THE BOARD MEETING

TUESDAY, NOVEMBER 26, 2019

Minutes of the Meeting of the Niagara Catholic District School Board, held on Tuesday, November 26, 2019, 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 Fera.

A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayers were led by Trustee Sicoli

2. Roll Call

Chair Fera noted that all Trustees and Student Trustees were in attendance and Scott Whitwell, Controller of Facilities Services was 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				
Jade Bilodeau	✓			
Luca DiPietro	✓			

The following staff were in attendance:

John Crocco, Director of Education; **Yolanda Baldasaro**, **Ted Farrell**, **Lee Ann Forsyth-Sells**, **Frank Iannantuono**, **Pat Rocca**, Superintendents of Education; **Giancarlo Vetrone**, Superintendent of Business & Financial Services; **Anna Pisano**, Recording Secretary/Administrative Assistant, Corporate Services & Communications

3. Approval of the Agenda

Moved by Trustee Burkholder

Seconded by Trustee Prince

THAT the Niagara Catholic District School Board approve the Agenda of the Board Meeting of November 26, 2019, as presented.

CARRIED

4. Declaration of Conflict of Interest

A Disclosure of Interest was declared by Trustee Burtnik with Item A6.2 of the Public Agenda. This Trustees family business is listed as a vendor of record.

5. Approval of Minutes of the Board Meeting of October 22, 2019

Moved by Trustee Sicoli

Seconded by Trustee Burkholder

THAT the Niagara Catholic District School Board approve the Minutes of the Board Meeting of October 22, 2019, as presented.

CARRIED

6. Consent Agenda Items

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

6.1 Unapproved Minutes of the Committee of the Whole Meeting of November 12, 2019 and Consideration of Recommendations

THAT the Niagara Catholic District School Board receive the unapproved Minutes of the Committee of the Whole of November 12, 2019, as presented.

6.1.1 Employee Hospitality Policy (201.14)

THAT the Niagara Catholic District School Board approve the Employee Hospitality Policy (201.14), as presented.

6.1.2 Employee Conferences, Workshops and Meetings Policy (201.15)

THAT the Niagara Catholic District School Board approve the Employee Conferences, Workshops and Meetings Policy (201.15), as presented.

6.1.3 Acceleration Retention Policy (400.5)

THAT the Niagara Catholic District School Board approve the Acceleration Retention Policy (400.5), as presented.

6.1.4 Opening or Closing Exercises – Safe Schools Policy (302.6.1)

THAT the Niagara Catholic District School Board approve the Opening or Closing Exercises – Safe Schools Policy (302.6.1), as presented.

6.2 Approved Minutes of the Audit Committee Meeting of November 23, 2018 and October 25, 2019

Moved to section C3

6.3 Approved Minutes of the Niagara Catholic Parent Involvement Committee (NCPIC) Of September 5, 2019

THAT the Niagara Catholic District School Board receive the approved Minutes of the Niagara Catholic Parent Involvement Committee Meeting of September 5, 2019, as presented for information

6.4 Approved Minutes of the Special Education Advisory Committee (SEAC) Meeting of October 2, 2019

THAT the Niagara Catholic District School Board receive the Approved Minutes of the Special Education Advisory Committee Meeting of October 2, 2019, as presented.

6.5 In-Camera Items F1, F2, F4, F5, F6.1, F6.2, F6.3, F7 and F8

Moved by Trustee Moody
Seconded by Trustee Prince

THAT the Niagara Catholic District School Board adopt the consent agenda items.
CARRIED

B. DELEGATIONS/PRESENTATIONS

1. Niagara Catholic Annual Pilgrimage 2019

Ted Farrell, Superintendent of Education presented background information on the Niagara Catholic Annual Pilgrimage 2019 and introduced Lidia Di Lorenzo. Religion and Family Life Consultant.

Ms. Di Lorenzo with the assistance of students from each of Niagara Catholic's secondary schools presented highlights of the Niagara Catholic Pilgrimage Sunday 2019.

Chair Fera and Trustee Turner expressed appreciation to Father Mulligan for being the lead in the original Pilgrimage and to the students for their participation in such a worthy cause.

C. COMMITTEE AND STAFF REPORTS

1. Financial Report as at October 31, 2019

Giancarlo Vetrone, Superintendent of Business & Financial Services presented the Financial Report for information.

2. Audited Consolidated Financial Reports 2018-2019

Giancarlo Vetrone, Superintendent of Business & Financial Services presented the audited consolidated Financial Reports 2018-2019 and introduced Rosa Rocca, Controller of Business and Financial Services.

Superintendent Vetrone and Controller Rocca answered questions of Trustees.

Moved by Trustee Burtnik

Seconded by Trustee Sicoli

THAT the Niagara Catholic District School Board approve the Audited Consolidated Financial Reports 2018-2019, as presented.

CARRIED

3. Consent Agenda Item A6.2 Approved Minutes of the Audit Committee Meeting of November 23, 2018 and October 25, 2019.

Moved by Trustee Moody

Seconded by Trustee Prince

THAT the Niagara Catholic District School Board receive the approved Minutes of the Audit Committee Meeting of November 23, 2018 and October 25, 2019, as presented for information

CARRIED

D. TRUSTEE ITEMS, OPEN QUESTION PERIOD & OTHER BUSINESS

1. Correspondence

Nil

2. Report on Trustee Conferences Attended

Nil

3. General Discussion to Plan for Future Action

3.1 Discussion between Trustees and Senior Staff took place regarding the Emergency Instructors Policy.

3.2 Senior staff continue to work on various reports on programs, supports and services to present at the January 2020 Committee of the Whole and Board meetings.

3.3 The Revised Budget Estimates for the current school year are on schedule to be presented at the December Board meeting.

4. Trustee Information

Director Crocco confirmed presentation of items D4.1 to D4.4 for the information or questions of Trustees and highlighted for discussion item D4.2.

4.1 Spotlight on Niagara Catholic – November 12, 2019

4.2 Calendar of Events – December 2019

Director Crocco reminded Trustees of the Annual Organizational Meeting of the Board on December 3, 2019 beginning at 6:00 p.m. and noted Bishop Bergie, Honorary Chair of the Board will be attending.

Director Crocco reminded Trustees of the Annual Trustees', Administrators' and Pastors' Faith Formation on Thursday, December 12, 2019 at 11:00 a.m. Trustees were asked to confirm their attendance with Anna Pisano for seating and meals.

4.3 OCSTA Memorandum – Education Accessibility Standards Working Group Update

4.4 OCSTA Memorandum – Topics for Discussion at Regional Meetings at 2020 Catholic Trustees Seminar

5. Open Question Period

None Submitted

E. NOTICES OF MOTION

F. BUSINESS IN CAMERA

Moved by Trustee Prince

Seconded by Trustee Moody

THAT the Niagara Catholic District School Board move into the In Camera Session.

CARRIED

The Niagara Catholic District School Board moved into the In Camera Session of the Board Meeting at 7:51 p.m. and reconvened at 8:57 p.m.

G. REPORT ON THE IN-CAMERA SESSION

Moved by Trustee Prince

Seconded by Trustee Moody

THAT the Niagara Catholic District School Board report the motions from the In Camera Session of the Board Meeting of November 26, 2019.

CARRIED

SECTION A: STUDENT TRUSTEES PRESENT

Moved by Trustee Moody

Seconded by Trustee Prince

THAT the Niagara Catholic District School Board approve the Minutes of the In Camera Session of the Board Meeting - SECTION A: Student Trustees Present of October 22, 2019, as presented.

CARRIED (Item F1)

Moved by Trustee Moody
Seconded by Trustee Prince

THAT the Niagara Catholic District School Board receive the unapproved Minutes of the In Camera Session of the Committee of the Whole Meeting - SECTION A: Student Trustees Present of November 12, 2019, as presented.

CARRIED (Item F2)

SECTION B: STUDENT TRUSTEES EXCLUDED

Moved by Trustee Moody
Seconded by Trustee Prince

THAT the Niagara Catholic District School Board approve the Minutes of the In Camera Session of the Board Meeting - SECTION B: Student Trustees Excluded of October 22, 2019, as presented.

CARRIED (Item F4)

Moved by Trustee Moody
Seconded by Trustee Prince

THAT the Niagara Catholic District School Board receive the unapproved Minutes of the In Camera Session of the Committee of the Whole Meeting - SECTION B: Student Trustees Excluded of November 12, 2019, as presented.

CARRIED (Item F5)

The following motions were reported from the In Camera Session of the Committee of the Whole Meeting - SECTION B: Student Trustees Excluded of November 26, 2019:

Moved by Trustee Moody
Seconded by Trustee Prince

THAT the Niagara Catholic District School Board approve the recommendation as outlined in Item F6 of the In Camera Agenda.

CARRIED (Item F6)

Moved by Trustee Moody
Seconded by Trustee Prince

THAT the Niagara Catholic District School Board approve the recommendation as outlined in Item F6.1 of the In Camera Agenda.

CARRIED (Item F6.1)

Moved by Trustee Moody
Seconded by Trustee Prince

THAT the Niagara Catholic District School Board approve the recommendation as outlined in Item F6.3 of the In Camera Agenda.

CARRIED (Item F6.3)

Moved by Trustee Moody
Seconded by Trustee Prince

THAT the Niagara Catholic District School Board approve the recommendation as outlined in Item F6.4 of the In Camera Agenda.

CARRIED (Item F6.4)

Moved by Trustee Prince
Seconded by Trustee Huibers

THAT the Niagara Catholic District School Board approve the recommendation as outlined in Item F9.2.1 of the In Camera Agenda.

CARRIED (Item F9.2.1)

Moved by Trustee Huibers
Seconded by Trustee Moody

THAT the Niagara Catholic District School Board approve the recommendation as outlined in Item F12.1 of the In Camera Agenda.

CARRIED (Item F12.1)

H. FUTURE MEETINGS AND EVENTS

I. MOMENT OF SILENT REFLECTION FOR LIFE

J. ADJOURNMENT

Moved by Trustee Sicoli
Seconded by Trustee Burkholder

THAT the November 26, 2019 meeting of the Niagara Catholic District School Board be adjourned.

CARRIED

This meeting was adjourned at 8:58 p.m.

Minutes of the Meeting of the Niagara Catholic District School Board held on **November 26, 2019**.

Approved on **December 17, 2019**.

Frank Fera
Chair of the Board

John Crocco
Director of Education/Secretary -Treasurer

**.1TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
DECEMBER 17, 2019**

PUBLIC SESSION

**TOPIC: MINUTES OF THE BOARD MEETING OF
DECEMBER 3, 2019**

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Minutes of the Board Meeting of December 3, 2019, as presented.



MINUTES OF THE ANNUAL ORGANIZATIONAL MEETING OF THE BOARD TUESDAY, DECEMBER 3, 2019

Minutes of the Annual Organizational Meeting of the Niagara Catholic District School Board, held on Tuesday, December 3, 2019, at 6:00 p.m. in the Father Kenneth Burns C.S.C. Board Room, at the Catholic Education Centre, 427 Rice Road, Welland.

A. ROUTINE MATTERS

1. Meeting Call to Order – John Crocco, Director of Education/CEO/Secretary-Treasurer

The meeting was called to order at 6:00 p.m. by Chief Executive Officer and Director of Education John Crocco, in accordance with section 208-4 of the Education Act.

Director Crocco thanked Bishop Bergie, Honorary Chair of the Board, the Our Lady of Mount Carmel Catholic Elementary School Choir, school and system administrators, special guests, family and friends for attending the Annual Organizational Meeting of the Board for 2020.

2. Land Acknowledgement – Jade Bilodeau, Student Trustee

Student Trustee Jade Bilodeau opened the 2019 Annual Organizational Meeting of the Board with a Land Acknowledgement.

3. Opening Prayer – (Most Rev.) Gerard P. Bergie, D.D., Bishop of St. Catharines, Honorary Chair of the Board

Director Crocco informed the guests in attendance that at the Inaugural Meeting of the Board in 2010, the first action of the elected Board of Trustees was to approve a motion naming His Excellency - Bishop Gerard Bergie as the Honourary Chair of the Niagara Catholic District School Board.

On behalf of all in attendance, the Director expressed gratitude to Bishop Bergie for his faith filled leadership and support, as well as his valued partnership with Niagara Catholic.

His Excellency then thanked Director Crocco for his kind words and the opportunity to participate in the Annual Organizational Meeting of the Board. He expressed appreciation for the partnership between Niagara Catholic and the Diocese of St. Catharines and for the honour of being an Honourary Chair of the Niagara Catholic District School Board.

Bishop Bergie led the 2019 Annual Organizational Meeting of the Board with a dedicated Advent reflection and prayer.

On behalf of the Board and the students of Niagara Catholic, Director Crocco presented Bishop Bergie with a box of Christmas cards designed from artwork submitted by students of Niagara Catholic.

4. Roll Call

Director Crocco noted that all Trustees and Student Trustees were in attendance.

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

Special Guest:

Honorary Chair: (Most Rev.) **Gerard P. Bergie**, D.D., Bishop of St. Catharines
 Marc DiGirolamo, Board Solicitor

The following staff were in attendance:

John Crocco, Director of Education; **Yolanda Baldasaro**, **Ted Farrell**, **Lee Ann Forsyth-Sells**, **Frank Iannantuono**, **Pat Rocca**, Superintendents of Education; **Giancarlo Vetrone**, Superintendent of Business & Financial Services; **Scott Whitwell**, Controller of Facilities Services; **Anna Pisano**, Recording Secretary/ Administrative Assistant to Corporate Services

5. Approval of the Agenda

Moved by Trustee Moody

Seconded by Trustee Burtnik

THAT the Niagara Catholic District School Board approve the Agenda of the Annual Organizational Meeting of the Board of December 3, 2019, as presented.

CARRIED

6. Declaration of Conflict of Interest

No Disclosures of Interest were declared with any items on the Agenda of the Annual Organizational Meeting of the Board.

7. Our Lady of Mount Carmel Catholic Elementary School Choir

Director Crocco, welcomed the Our Lady of Mount Carmel Catholic Elementary School Choir, Domenic Massi, Principal, Christopher Boyer, Vice-Principal, Eileen Wilson and Vanessa Dominski, Choir Directors.

The Choir from Our Lady of Mount Carmel Catholic Elementary School performed three songs for the Board.

Director Crocco, on behalf of Trustees, Senior Staff and everyone present, congratulated and thanked the students of Our Lady of Mount Carmel Catholic Elementary School for sharing their angelic voices to begin our meeting.

Trustees Fera and Moody joined Director Crocco in presenting the students with Niagara Catholic “Excellence in the Arts” pins to wear proudly with their elementary dress code.

8. Election Procedures

Director Crocco reviewed the procedures for the election of the Chair and Vice-Chair in accordance with Section 8 Subsection 4 of the Board By-Laws, asked if there were any questions of the procedures before proceeding and appointed Marc DiGirolamo, Board Solicitor and Superintendent Baldasaro, as scrutineers if required.

9. Election of Chair

Director Crocco called for nominations for the position of Chair of the Board.

Moved by Trustee Burkholder

THAT Trustee Huibers be nominated for the position of Chair of the Niagara Catholic District School Board to hold office from December 3, 2019 until the December 2020 Inaugural Meeting of the Board.

Director Crocco asked Trustee Huibers if he wished to stand for the position of Chair of the Niagara Catholic District School Board. Trustee Huibers accepted the nomination.

Moved by Trustee Moody

THAT Trustee Fera be nominated for the position of Chair of the Niagara Catholic District School Board to hold office from December 3, 2019 until the December 2020 Inaugural Meeting of the Board.

Director Crocco asked Trustee Fera if he wished to stand for the position of Chair of the Niagara Catholic District School Board. Trustee Fera accepted the nomination.

Following three calls for nominations there were no further nominations forthcoming.

Moved by Trustee Burtnik
Seconded by Trustee Prince

THAT the nominations for the position of Chair of the Niagara Catholic District School Board be closed.

CARRIED

Following the counting of the ballots, a tie was declared. A second vote was taken and was also declared a tie. In compliance with Board By-Laws, the two nominees drew straws for the position of Chair. Straws were drawn alphabetically by last name with the person drawing the long straw elected. Trustee Fera was elected by straw ballot to the position of Chair of the Niagara Catholic District School Board to hold office from December 3, 2019 until the December 2020 Inaugural Meeting of the Board.

Director Crocco turned over the Chairship of the Annual Organization Meeting of the Board to Chair Fera.

10. Election of Vice-Chair

Chair Fera called for nominations for the position of Vice-Chair of the Board.

Moved by Trustee Burtnik

THAT Trustee Burkholder be nominated for the position of Vice-Chair of the Niagara Catholic District School Board to hold office from December 3, 2019 until the December 2020 Inaugural Meeting of the Board.

Chair Fera asked Trustee Burkholder if she wished to stand for the position of Vice-Chair of the Niagara Catholic District School Board. Trustee Burkholder accepted the nomination.

Moved by Trustee Turner

THAT Trustee Sicoli be nominated for the position of Vice-Chair of the Niagara Catholic District School Board to hold office from December 3, 2019 until the December 2020 Inaugural Meeting of the Board.

Chair Fera asked Trustee Sicoli if he wished to stand for the position of Vice-Chair of the Niagara Catholic District School Board. Trustee Sicoli accepted the nomination.

Following three calls for nominations there were no further nominations forthcoming.

Moved by Trustee Prince
Seconded by Trustee Moody

THAT the nominations for the position of Vice-Chair of the Niagara Catholic District School Board be closed.

CARRIED

Following the counting of the ballots, a tie was declared. A second vote was taken and was also declared a tie. In compliance with Board By-Laws, the two nominees drew straws for the position of Vice-Chair. Straws were drawn alphabetically by last name with the person drawing the long straw elected. Trustee Sicoli was elected by straw ballot to the position of Vice-Chair of the Niagara Catholic District School Board to hold office from December 3, 2019 until the December 2020 Inaugural Meeting of the Board.

Moved by Trustee Moody
Seconded by Trustee Burkholder

THAT the ballots for the election of the Vice-Chair of the Niagara Catholic District School Board be destroyed.

CARRIED

11. Chair's Remarks

A copy of Chair Fera's remarks are attached to the Minutes for information and are posted on the *Board, and My Niagara Catholic* websites.
(Appendix A)

12. Vice-Chair's Remarks

A copy of Vice-Chair Sicoli's remarks are attached to the Minutes for information are posted on the *Board, and My Niagara Catholic* websites.
(Appendix B)

B. COMMITTEE AND STAFF REPORTS

1. Board Committees

Director Crocco presented the Report on Board Committees, in accordance with Board By-Law 19 which calls for Trustee membership on Board Ad Hoc, Statutory, Standing and Liaison Committees until November 30, 2020.

Director Crocco stated that members to the committees are appointed by the Chair of the Board in consultation with the Vice-Chair of the Board. He asked that Trustees submit their completed form to the Office of the Director of Education by the December 17, 2019 Board Meeting.

In compliance with Board By-laws, the Chair, in consultation with the Vice-Chair will appoint trustees to the various committees of the Board. A report on the recommended names will be presented at the January 14, 2020 Committee of the Whole meeting for a recommendation to the January Board meeting for approval of Board committees for 2020.

Moved by Trustee Sicoli
Seconded by Trustee Burkholder

THAT the Niagara Catholic District School Board approve the continuation of the following Ad Hoc Committees for the year 2020:

- Blessed Trinity Catholic Family of Schools Attendance Area Ad Hoc Committee
- Denis Morris, Holy Cross, and Saint Francis Catholic Family of Schools Attendance Area Ad Hoc Committee
- Growth and Retention Committee
- Lakeshore Catholic Family of Schools Attendance Area Ad Hoc Committee
- Notre Dame College Family of Schools Attendance Area Ad Hoc Committee
- Saint Michael and Saint Paul Catholic Family of Schools Attendance Area Ad Hoc Committee

CARRIED

C. MOMENT OF SILENT REFLECTION FOR LIFE

D. ADJOURNMENT

Moved by Trustee Moody
Seconded by Trustee Prince

THAT the December 3, 2019 Annual Organizational Meeting of the Niagara Catholic District School Board be adjourned.

CARRIED

This meeting was adjourned at 7:03 p.m.

Minutes of the Annual Organizational Meeting of the Niagara Catholic District School Board held on **December 3, 2019**.

Approved on **December 17, 2019**.

Frank Fera
Chair of the Board

John Crocco
Director of Education/Secretary -Treasurer

CHAIR FERA'S REMARKS

**Annual Organizational Meeting
of the Niagara Catholic District School Board
December 3, 2019**

Excellency Bishop Bergie, fellow trustees, senior staff, ladies and gentlemen:

I would first of all wish to express my gratitude to those trustees who supported me this evening to once again lead this Board.

Those of you who know me fully realize that if issues come before me, I will confront them directly and administer justice to promote the educational welfare of students and staff in the interest of this board. Walking away from issues does not solve problems, but rather complicates them.

Last year, with the assistance of the Vice-Chair and a couple of like-minded trustees, we dedicated our time in bringing the unions aboard to work cooperatively with senior staff in the interest of students – an achievement that no other Chair was able to realize in past years. As a direct result of this effort, the Director and the president of the unions are now working together to solve grievances, saving our board a great deal of money that can be utilized to better serve our students.

Furthermore, we have been told that staff morale has improved, and that our teachers are looking forward to the 2020 school year.

Also, through the leadership of Trustee Turner, a committee is being established to study our enrollment patterns across the system, and make recommendations to the Board. This positive outlook must continue as we embark on a journey to hire a new Director for the coming years.

I would consider this to be a task of paramount importance. Moreover, since our system is still somewhat scarred with wounds subsequent to the lockout, the new Director, apart from the many leadership skills that he/she brings to the Board, the one quality that must undeniably stand out is the ability to heal relationships between the Board and the teachers.

Accountability and transparency will continue to be priorities. To conclude, I will continue to exercise an open door policy in the interest of Niagara Catholic and assure you, once again, and admonish those sitting around this table that hypocrisy will not be tolerated and that you must be loyal to your oath of office and in the words of Saint John Paul II, and I quote, “If you want peace, work for justice.”

APPENDIX B

VICE-CHAIR SICOLI'S REMARKS

Annual Organizational Meeting of the Niagara Catholic District School Board December 3, 2019

Martin Buber, the great Jewish philosopher and mystic, delighted in telling the story of a revered rabbi in Jerusalem. One day, a young student of the rabbi came running into the Rabbi's study.

"Rabbi, Rabbi! It's true! The Messiah has finally come!" the student announced.

The rabbi calmly rose from his chair and walked over to the window. He looked carefully up and down the street. He then said to his excited friend that nothing seemed to have changed, and he quietly returned to his work.

If the rabbi in Buber's story were to look out of his window during our celebration of the Messiah's birth, he would certainly experience many different things: he would see lights, decorations and greenery, he would hear the songs of "joy to the world" and "peace on earth," he would be greeted with smiles and good wishes. But what would the rabbi see out of his window on December 26 or January 18 or in late February or on a hot day next July?

But the Messiah has come! What happened on that Palestinian night when a son was born to a carpenter and his young bride was a watershed moment in the history of humanity, the first light of a new morning, for all men and women of goodwill. But has the Messiah's coming made a difference? Has our world become a better place since the Son of God walked among us? Has anything changed?

May Christ's coming this Christmas be the beginning of a profound difference in our homes and hearts, transforming our attitudes and perspectives in the compassion and mercy of God.

I ask the God of compassion to bless my fellow trustees, myself, Senior Administration, our educational leaders. May this evening and our prayerful observance of this Advent season be the beginning of a profound difference in our Niagara Catholic School System, in our homes and in our hearts. May the dawning of your Christ be a new day of justice for all who are oppressed and rejected; may his coming usher in an eternal day of peace among all.

It is an honor and a privilege to serve you as Vice –Chair. Thank YOU

**.1TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
DECEMBER 17, 2019**

PUBLIC SESSION

**TOPIC: MINUTES OF THE SPECIAL BOARD MEETING OF
DECEMBER 3, 2019**

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Minutes of the Special Board Meeting of December 3, 2019, as presented.



MINUTES OF THE SPECIAL BOARD MEETING

TUESDAY, DECEMBER 3, 2019

Minutes of the Special Meeting of the Niagara Catholic District School Board, held on Tuesday, December 3, 2019 at 7:30 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 8:04 p.m. by Chair Fera.

A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayer were led by Trustee Burkholder.

2. Roll Call

Chair Fera noted that all Trustees were in attendance.

Trustee	Present	Present Electronically	Absent	Excused
Rhianon Burkholder	✓			
Kathy Burtnik	✓			
Frank Fera	✓			
Larry Huibers	✓			
Daniel Moody	✓			
Leanne Prince	✓			
Dino Sicoli	✓			
Paul Turner	✓			

Special Guest:

Honorary Chair: (Most Rev.) **Gerard P. Bergie**, D.D., Bishop of St. Catharines

The following staff were in attendance:

John Crocco, Director of Education;

3. Approval of the Agenda

Moved by Trustee Burkholder

Seconded by Trustee Prince

THAT the Niagara Catholic District School Board approve the Agenda of the Special Board Meeting of December 3, 2019, as presented.

CARRIED

4. Disclosure of Interest

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

B. BUSINESS IN CAMERA

Moved by Trustee Prince

Seconded by Trustee Sicoli

THAT the Niagara Catholic District School Board move into the In Camera Session.

CARRIED

The Niagara Catholic District School Board moved into the In Camera Session of the Special Board Meeting at 8:05 p.m. and reconvened at 9:43 p.m.

C. REPORT ON THE IN-CAMERA SESSION

Moved by Trustee Moody

Seconded by Trustee Turner

THAT the Niagara Catholic District School Board report the motions from the In Camera Session of the Special Board Meeting of December 3, 2019.

CARRIED

Moved by Trustee Moody

Seconded by Trustee Huibers

THAT the Niagara Catholic District School Board has selected Promeus as the recruitment company to assist in the selection of the Director of Education/Secretary-Treasurer – September 1, 2020.

CARRIED (Item B1.1)

D. MOMENT OF SILENT REFLECTION FOR LIFE

E. ADJOURNMENT

Moved by Trustee Sicoli

Seconded by Trustee Burtnik

THAT the December 3, 2019 Special Meeting of the Niagara Catholic District School Board be adjourned.

CARRIED

This meeting was adjourned at 9:45 p.m.

Minutes of the Special Meeting of the Niagara Catholic District School Board held on **December 3, 2019**.

Approved on the **January 28, 2020**.

Frank Fera
Chair of the Board

John Crocco
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
DECEMBER 17, 2019**

PUBLIC SESSION

**TOPIC: UNAPPROVED MINUTES OF THE COMMITTEE OF THE
WHOLE MEETING OF DECEMBER 3, 2019**

RECOMMENDATION

THAT the Niagara Catholic District School Board receive the unapproved Minutes of the Committee of the Whole Meeting of December 3, 2019, as presented.

The following recommendations are being presented for the Board's consideration from the Committee of the Whole Meeting of December 3, 2019:

6.1.1 Catholic Leadership: Principal and Vice-Principal Selection Policy (202.2)

THAT the Niagara Catholic District School Board approve the Catholic Leadership: Principal and Vice-Principal Selection Policy (202.2), presented.

6.1.2 Religious Accommodation Policy (100.10.1)

THAT the Niagara Catholic District School Board approve the Religious Accommodation Policy (100.10.1), as presented.



MINUTES OF THE COMMITTEE OF THE WHOLE MEETING TUESDAY, DECEMBER 3, 2019

Minutes of the Meeting of the Committee of the Whole of the Niagara Catholic District School Board, held on Tuesday, December 3, 2019 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 7:10 p.m. by Vice-Chair Sicoli

A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayer was led by Trustee Turner.

2. Roll Call

Vice-Chair Sicoli noted that all Trustees and Student Trustees were in attendance.

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

Special Guest:

Honorary Chair: (Most Rev.) **Gerard P. Bergie**, D.D., Bishop of St. Catharines

The following staff were in attendance:

John Crocco, Director of Education; **Yolanda Baldasaro**, **Ted Farrell**, **Lee Ann Forsyth-Sells**, **Frank Iannantuono**, **Pat Rocca**, Superintendents of Education; **Giancarlo Vetrone**, Superintendent of Business & Financial Services; **Scott Whitwell**, Controller of Facilities Services; **Anna Pisano**, Recording Secretary/Administrative Assistant, Corporate Services & Communications

3. Approval of the Agenda

Defer Item C1 to the January 2020 Committee of the Whole Meeting

Moved by Trustee Huibers

THAT the Committee of the Whole approve the Agenda of the Committee of the Whole Meeting of December 3, 2019, as amended.

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 November 12, 2019

Moved by Trustee Prince

THAT the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting of November 12, 2019, as presented.

CARRIED

6. Consent Agenda Items

Trustee Fera requested Item A6.2.1 be held. This item was moved to Committee and Staff Reports Section C4 of the agenda.

6.1 Unapproved Minutes of the Policy Committee Meeting of November 26, 2019

THAT the Committee of the Whole receive the Unapproved Minutes of the Policy Committee Meeting of November 26, 2019, as presented.

6.2 Approval of Policies

6.2.1 Catholic Leadership: Principal and Vice-Principal Selection Policy (202.2)

Moved to Section C4 of the Agenda

6.2.2 Religious Accommodation Policy (100.10.1)

THAT the Policy Committee recommend to the Committee of the Whole approval of the Religious Accommodation Policy (100.10.1), as presented.

6.3 Staff Development Department Professional Development Opportunities

Presented for information.

6.4 Capital Projects Progress Report Update

Presented for information.

6.5 In Camera Items F1 and F3

Moved by Trustee Huibers

THAT the Committee of the Whole adopt consent agenda items.

CARRIED

B. PRESENTATIONS

C. COMMITTEE AND STAFF REPORTS

1. Committee of the Whole System Priorities and Budget 2019-2020 Update

Deferred to the January 2020 Committee of the Whole meeting.

2. Accountability Financial Report 2019-2020 as of November 30, 2019

Giancarlo Vetrone, Superintendent of Business & Financial Services presented the Accountability Financial Report 2019-2020 as of November 30, 2019.

Superintendent Vetrone answered questions of Trustees.

3. Monthly Updates

3.1 Student Trustees' Update

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

3.2 Senior Staff Good News Update

Nil

4. Consent Agenda Item A6.2.1

4.1 Catholic Leadership: Principal and Vice-Principal Selection Policy (202.2)

Discussion took place on the revised Catholic Leadership: Principal and Vice-Principal Selection Policy as recommended by the Policy Committee.

Moved by Trustee Burkholder

THAT the Policy Committee recommend to the Committee of the Whole approval of the Catholic Leadership: Principal and Vice-Principal Selection Policy (202.2), as presented.

CARRIED

D. INFORMATION

1. Trustee Information

Director Crocco confirmed presentation of items D1.1 to D1.3 for the information or questions of Trustees.

1.1 Spotlight on Niagara Catholic – November 26, 2019

1.2 Calendar of Events – December 2019

1.3 OCSTA Memorandum – Ministry of Education Review of Bullying Policies

E. OTHER BUSINESS

1. General Discussion to Plan for Future Action

- 1.1** The continued implementation of the System Priorities and Budget for 2019-2020.
- 1.2** The Revised Budgetary Estimates for the 2019-2020 school year is on schedule to be brought to the December Board meeting.
- 1.3** Discussions will commence at the January Committee of the Whole meeting on the System Priorities and Budget for the 2020-2021 school year.

F. BUSINESS IN CAMERA

Moved by Trustee Burtnik

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 7:53 p.m. and reconvened at 7:58 p.m.

G. REPORT ON THE IN-CAMERA SESSION

Moved by Trustee Burtnik

THAT the Committee of the Whole report the motions from the In Camera Session of the Committee of the Whole Meeting of December 3, 2019.

CARRIED

SECTION A: STUDENT TRUSTEES INCLUDED

Moved by Trustee Huibers

THAT the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting - In Camera Session (Section A: Student Trustees Included) held on November 12, 2019, as presented.

CARRIED (Item F1)

SECTION B: STUDENT TRUSTEES EXCLUDED

Moved by Trustee Huibers

THAT the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting - In Camera Session (Section B: Student Trustees Excluded) held on November 12, 2019, as presented.

CARRIED (Item F3)

H. ADJOURNMENT

Moved by Trustee Huibers

THAT the December 3, 2019 Committee of the Whole Meeting be adjourned.

CARRIED

This meeting was adjourned at 7:59 p.m.

Minutes of the Committee of the Whole Meeting of the Niagara Catholic District School Board held on **December 3, 2019.**

Approved on **January 14, 2020.**

Dino Sicoli
Vice-Chair of the Board

John Crocco
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
DECEMBER 17, 2019**

PUBLIC SESSION

**TITLE: CATHOLIC LEADERSHIP: PRINCIPAL AND VICE-
PRINCIPAL SELECTION POLICY (202.2)**

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Catholic Leadership: Principal and Vice-Principal Selection Policy (202.2), as presented.

Prepared by: John Crocco, Director of Education/Secretary-Treasurer
Frank Iannantuono, Superintendent of Education/Human Resources

Presented by: Policy Committee

Recommended by: Committee of the Whole

Date: December 17, 2019



Niagara Catholic District School Board
**CATHOLIC LEADERSHIP: PRINCIPAL AND
VICE-PRINCIPAL SELECTION POLICY**
STATEMENT OF POLICY

200 – Human Resources

Policy No 202.2

Adopted Date: April 28, 1998

Latest Reviewed/Revised Date: February 28, 2017

In keeping with its Mission, Vision and Values, the Niagara Catholic District School believes that the realization of the goals of Catholic education requires leadership founded on faith, inspired by the Gospel, and committed to service.

For appointments to all positions of Principal and Vice-Principal with the Niagara Catholic District School Board, a candidate will have demonstrated a record of promoting Catholic Education as evidenced by one's personal faith journey, as well as an understanding of and a genuine commitment to the Board's mission and shared vision.

Individuals aspiring to Catholic leadership positions with the Niagara Catholic District School Board shall possess the qualifications required by Education Statutes and Regulations of Ontario, as well as those established by the Board. The Board will ensure that individuals appointed to positions of responsibility as Principals and Vice-Principals possess all of the qualifications, experience and necessary skills to perform this role.

Prior to the commencement of the Principal and Vice-Principal Selection process, the Director of Education will consult and seek input from the Board of Trustees on the skill set and profile of a Catholic Principal and Vice-Principal within the Niagara Catholic District School Board.

The Director of Education will issue Administrative Procedures in support of this policy.

References

- [*Student Achievement and School Board Governance Act, 2009*](#)
- [*Education Act and Regulations*](#)
- [*Effective Practices Guide for Principal/Vice-Principal Terms and Conditions of Employment*](#)
- [*Ontario Leadership Strategy*](#)
- [*Policy/Program Memorandum \(PPM\) No. 152 Terms and Conditions of the Employment of Principals and Vice-Principals, 2010*](#)



Niagara Catholic District School Board
**CATHOLIC LEADERSHIP: PRINCIPAL AND
VICE-PRINCIPAL SELECTION POLICY**
ADMINISTRATIVE PROCEDURES

200 – Human Resources

Policy No 202.2

Adopted Date: April 28, 1998

Latest Reviewed/Revised Date: February 28, 2017

PREAMBLE

The major objectives of the role description and the procedures outlined herein are to provide a set of clear expectations of the most competent and knowledgeable candidates aspiring to the position of Catholic Leadership of a Principal and Vice-Principal, while providing a clear set of procedures to be followed from application to appointment.

ROLE OF THE PRINCIPAL/VICE-PRINCIPAL

Catholic Principals and Vice-Principals are the central figures within the leadership of the Niagara Catholic District School Board representing the mission and vision on a daily basis within each school community and on a system-wide basis.

The Principal is key to a quality Catholic school. The quality of a Principal's leadership is affected by the vision, knowledge, competence and personal qualities of the person who holds that position. The principal's leadership is a blend of educational skill, management skill and relationship-building, which is able to move others to perform well and to grow spiritually and professionally. Foremost among the attributes required must be a commitment and dedication to the mission and vision of Catholic education, and a willingness to accept responsibility from the Catholic community and to exercise Catholic leadership within this community.

Personal faith commitment is a fundamental criterion for leadership in Catholic education. This commitment will be evident in the candidate's involvement within their community and/or parish.

The Principal and Vice-Principal in the Catholic system demands a qualified educator who is a person of faith, vision, commitment and leadership. Throughout the stages of the selection process, evidence of strength in the following areas will be sought.

The Vice-Principal supports the Principal in the leadership of the school community.

LEADERSHIP FRAMEWORK FOR CATHOLIC PRINCIPALS AND VICE-PRINCIPALS

- Catholic Faith, Community and Culture
- Setting Directions
- Building Relationships and Developing People
- Developing the Organization
- Leading the Instructional Program
- Securing Accountability

QUALIFICATIONS OF PRINCIPALS

Qualifications required prior to assuming the position:

1. Religious Education Qualifications
Part III Specialist of the OECTA/OCSTA Religion course or equivalent course
or
Four full graduate courses in Theology/Christian Education toward a degree or diploma in Theology from a Catholic university.
or
Part II of the OECTA/OCSTA Religion course and two graduate courses in Theology/Christian Education toward a degree or diploma in Theology from a Catholic university.
2. Ontario School Principal's Qualifications Part I and Part II as per Ontario Regulation 184/97 under the Ontario College of Teachers' Act.
3. Part II of the Special Education qualifications as per the Ontario College of Teacher Qualifications.
4. A minimum of seven years of successful teaching and/or administrative experience preferably in Catholic education – five years as a teacher and two years in some position of responsibility in education (i.e. Vice-Principal).
5. A participating member of a Catholic community as attested by a parish priest.
6. A positive recommendation from the candidate's current or immediate past Principal when necessary on the Application for Administrative Position form.
7. Successful Vice-Principal Performance Appraisal (if applicable).
8. Successful completion in the Board's Leadership Program or an equivalent leadership program.

QUALIFICATIONS OF VICE-PRINCIPALS

Qualifications required prior to assuming the position:

1. Part II of the OECTA/OCSTA Religion course or equivalent course
or
Four full graduate courses in Theology/Christian Education toward a degree or diploma in Theology from a Catholic university.
or
Part I of the OECTA/OCSTA Religion course and two graduate courses in Theology/Christian Education toward a degree or diploma in Theology from a Catholic university.
2. Ontario School Principal's Qualifications Part I and Part II as per Ontario Regulation 184/97 under the Ontario College of Teachers' Act.
3. Part I of the Special Education Course will be required prior to assuming the position.
4. Vice-Principal candidates are required to have a minimum of five/ year's successful teaching and/or acceptable related experience in at least two different divisions (Primary, Junior, Intermediate, or Senior).
5. A positive recommendation from candidate's current or immediate past Principal when necessary on the Application for Administrative Position form.

6. A participating member of a Catholic community as attested by a parish priest.
7. Successful completion of the Leadership Identification Program or an equivalent leadership program.
8. The Administrative pools will run from the time of entry to the end of the school year in which it expires.

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD: APPLICATION PROCESS

1. A completed application form.
2. A written pastoral reference (within the current school year).
3. A one-page statement of philosophy of Catholic Education which outlines past experiences and examples of personal commitment to Catholicism.
4. The names addresses and telephone numbers of five references from the applicant's current or previous work environment.
5. A current written professional reference from the applicant's immediate supervisor or supervisor from the previous year as requested on the application form.
6. Evidence of preferred qualities/experiences/volunteerism relating to leadership experiences and professional growth initiatives as requested on the application form.
7. A current copy of the candidate's Ontario Certificate of Qualification (O.C.T.).
8. A copy of the applicant's most recent Performance Appraisal.
9. A copy of the applicant's Annual Growth / or Learning Plan.

ADVERTISING AND APPLICATIONS

1. Applications will be invited from qualified internal and external candidates.
2. Application information provided to candidates will stipulate the qualifications and all additional requirements involved in the selection process.

SELECTION PROCESS

The following process will establish a pool of potential Principals and Vice-Principals for each of the Elementary and Secondary School Panels:

1. Applications will be invited from qualified candidates for the positions of Principal and Vice-Principal as required.
2. The Superintendent of Human Resources, in consultation with Senior Administrative Council, shall review all applications to determine which applicants shall be invited to proceed in the selection process.
3. Those applicants not selected to proceed in the selection process shall be so notified and given reasons.
4. The Niagara Catholic Leadership Identification Process (L.I.P.) will be used in the selection of potential school leaders and in the creation of a "pool" from which appointments shall be made.

5. Vice-Principal applicants invited to proceed in the selection process will participate in a Skills Assessment Program prior to the interview.
6. Applicants who have not previously participated in a Skills Assessment Program may be required to do so prior to the interview.
7. The Interview Committee(s) shall consist of the following:
 - i. Chair of the Committee: Superintendent of Human Resources Services
 - ii. A maximum of two Superintendents of Education
 - iii. Two Principals (Elementary and Secondary)

Members of the Interview Committee will be present for all interviews.

Members of the Interview Committee will be provided with copies of the applicants' resumes and applications.

Members of the Interview Committee will make recommendation(s) to Senior Administrative Council for Principal or Vice-Principal appointment in the respective pool.

8. The scoring system for the selection process will be as follows:
 - i. Principal:
 - 70% Track record
 - 30 % Interview
 - ii. Vice-Principal:
 - 70% Track Record and Skills Assessment
 - 30 % Interview

Track Record will is defined as qualifications, experience, professional growth and the supervisor's recommendations based on site visit(s).

9. Senior Administrative Council will review the results of the Interview Process, Skills Assessment and Track Record information in the formulation of a recommendation to be submitted to the Director of Education for consideration.
10. After consideration, the Director of Education will determine the final report and will inform the Board (In-Camera) of placement in the Principal and/or Vice-Principal Pool.
11. The Superintendent of Human Resources Services who is the chairperson for the process shall coordinate the debriefing of each candidate upon request.

CONFLICT OF INTEREST

No individual will be involved in any part of the selection process if it is self-declared and/or deemed to be a Conflict of Interest regarding any individual submitting their name for a position with Niagara Catholic. Conflicts of Interest will be declared to either the Superintendent of Education/Human Resources Services or to the Director of Education who will ensure that the individual declaring the conflict of interest is not involved in any facet of the selection process.

FORMATION OF POTENTIAL PRINCIPAL AND VICE-PRINCIPAL POOLS

Assignments to the Principal or Vice-Principal Pool will be for up to two years renewable for a second two year term at the recommendation of the Director of Education who will inform the Board.

APPOINTMENT AND ASSIGNMENT OF PRINCIPALS AND VICE-PRINCIPALS

1. Appointments and assignments as Principal or Vice-Principal will be made by the Director of Education:
 - i. in consultation with Senior Administrative Council,
 - ii. in consideration of the Principal Profile as submitted by the Catholic School Council, and
 - iii. in consultation with the Chair of the Board, Vice-Chair of the Board and the local Trustee(s).

Appointments and assignments will be reported to the Board.

2. Initial appointments to the position of Principal and Vice-Principal shall be for up to a one (1) year probationary term. Subsequent to a successful Performance Appraisal at the conclusion of this term, they may be confirmed in that role.

Adopted Date:	April 28, 1998
Revision History:	January 8, 2002 October 23, 2002 January 25, 2011 February 28, 2012 February 28, 2017

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
DECEMBER 17, 2019**

PUBLIC SESSION

TITLE: RELIGIOUS ACCOMMODATION POLICY (100.10.1)

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Religious Accommodation Policy (100.10.1), as presented.

Prepared by: Yolanda Baldasaro, Superintendent of Education

Presented by: Policy Committee

Recommended by: Committee of the Whole

Date: December 17, 2019



Niagara Catholic District School Board
RELIGIOUS ACCOMMODATION POLICY
STATEMENT OF POLICY

100 – Board

Policy No 100.10.1

Adopted Date: June 15, 2010

Latest Reviewed/Revised Date: June 21, 2016

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board (the Board), the Board is committed to the values of freedom of religion and freedom from discriminatory or harassing behaviours based on religion and will take all reasonable steps to provide religious accommodations within the legal rights afforded to the Catholic school system. Such accommodations will be provided to staff, students and their families.

The Board believes in the dignity of all people and their equality as children of God. The Board recognizes the importance of freedom of religion and strives to recognize, value and honour the many customs, traditions and beliefs that make up the Catholic community.

Freedom of religion is an individual right and a collective responsibility. The Board commits to work with the community it serves to foster an inclusive learning environment that promotes acceptance and protects individuals from discrimination and harassment on the basis of their religion.

The Board and its staff are committed to the elimination of discrimination as outlined in relevant Provincial and Federal legislation in a manner which is consistent with the exercise of its denominational rights under section 93 of the *Constitution Act, 1867* and as recognized in section 19 of the Ontario *Human Rights Code* (the “Code”).

In accordance with the Catholic Church’s teachings, it is the policy of the Board to provide, in all its operations, an educational environment which promotes and supports diversity within its Catholic community as well as the equal attainment of life opportunities for all students, staff, parents and other members of that community.

The Director of Education shall issue Administrative Procedures for the implementation of this policy.

References:

- [Canadian Charter of Rights and Freedoms](#)
- [Constitution Act, 1867](#)
- [Education Act](#)
- [Education Act – R.R.O. 1990, Regulation 298, “Operation of School-General” s 27-29, under the heading “Religion in Schools”](#)
- [Ontario’s Equity and Inclusive Education Strategy](#)
- [Ontario Human Rights Commission – Human Rights at Work](#)
- [Ontario Human Rights Code](#)
- [Ontario Human Rights Commission – Policy on Preventing Discrimination based on Creed](#)
- [Ministry of Education - Policy/Program Memorandum No. 108, Opening or Closing Exercises in Public Elementary and Secondary Schools](#)
- [Ministry of Education - Policy/Program Memorandum No. 119, Developing and Implementing Equity and Inclusive Education Policies in Ontario Schools](#)
- [Ministry of Education- Policy/Program Memorandum No. 162, Exemption from Instruction related to the Human Development and Sexual Health Expectations in The Ontario Curriculum: Health and Physical Education, Grades 1-8, 2019](#)
- [Ontario Schools: Kindergarten to Grade 12: Policy and Program Requirements 2016](#)
- [Multi-Faith Manual, Canadian Multi-Faith Federation](#)

- ***Niagara Catholic District School Board Policies/Procedures***
 - *Equity and Inclusive Education Policy (100.10)*
 - *Elementary Standardized Dress Code Policy (Safe Schools)(302.6.10)*
 - *Dress Code – Secondary Uniform Policy (Safe Schools)(302.6.6)*
 - *Opening or Closing Exercises Policy (Safe Schools) (302.6.1)*



Niagara Catholic District School Board
RELIGIOUS ACCOMMODATION POLICY
ADMINISTRATIVE PROCEDURES

100 – Board

Policy No 100.10.1

Adopted Date: June 15, 2010

Latest Reviewed/Revised Date: June 21, 2016

All Niagara schools and facilities exist within a broader context of law and public policy that protect and defend human rights.

The *Canadian Charter of Rights and Freedoms* (Section 2(a) and Section 15) guarantees freedom of religion. The Ontario *Human Rights Code* (the “Code”) protects an individual’s freedom from discriminatory or harassing behaviours based on prohibited grounds. Consistent with this legislation is the *Education Act*, its Regulations and policies governing equity and inclusion in schools:

- PPM No. 108, “Opening or Closing Exercises in Public Elementary and Secondary Schools”, released on January 12, 1989;
- R.R.O. 1990, Regulation 298, “Operation of School-General” s 27-29, under the heading “Religion in Schools”; and
- PPM No. 119, “Developing and Implementing Equity and Inclusive Education Policies in Ontario Schools”, released on April 22, 2013.

The Board recognizes, and is committed to, the values of freedom of religion and freedom from discriminatory or harassing behaviour based on prohibited grounds through its Equity and Inclusive Education Policy, the Safe Schools Policy and curriculum documents. All of these will be informed by and interpreted in accordance with the principles of the Ontario *Human Rights Code*.

This Policy reflects the Board’s fidelity to Canadian law protecting freedom of religion in accordance with the Catholic Church’s teachings.

DEFINITIONS

1. Accommodation

The Ontario Human Rights Commission (“OHRC”) Policy on Preventing Discrimination based on Creed, (“OHRC Policy”) released on September 17, 2015, recognizes a duty to accommodate creed beliefs and practices.

OHRC Policy provides that service providers, such as school boards, have a legal duty to accommodate people’s creed beliefs and practices to the point of undue hardship where they are:

- Adversely affected by a standard, rule or requirement of the organization;
- Sincerely (honestly) held; and
- Connected to a creed.

For creed protections, a person’s creed belief needs only to be sincerely held. The focus is on the person’s sincerely held personal or subjective understanding of their creed. They do not need to show that their belief is an essential or obligatory element of their creed, or that it is recognized by others of the same creed (including religious officials).

Fulfilling the duty to accommodate requires that the most appropriate accommodation be determined and provided short of undue hardship. The most appropriate accommodation is the one that most:

- Respects dignity (including autonomy, comfort and confidentiality);
- Responds to a person's individualized needs; and
- Allows for integration and full participation.

The duty to accommodate is about more than providing the most appropriate accommodation in the circumstances (the substantive component). It is also about engaging in a meaningful, good-faith process to assess needs and find appropriate solutions (the procedural component).

Everyone involved in the accommodation process has a duty to cooperate to the best of their ability. While the Board is ultimately responsible for putting in place solutions and leading the process, persons seeking accommodation must cooperate in the process.

The OHRC's Policy also recognizes that there are limits on rights based on creed, as there are on all grounds protected under the Ontario *Human Rights Code*. Limits can, for example, arise if creed rights interfere with the human rights of others.

The duty to accommodate is an obligation that arises when requirements, factors, or qualifications, which are imposed in good faith, have an adverse impact on, or provide an unfair preference for, a group of persons based on a protected ground under the Ontario *Human Rights Code*. The duty to accommodate must be provided to the point of undue hardship. In determining whether there is undue hardship, section 24(2) of the Ontario *Human Rights Code* provides that reference should be made to the cost of accommodation, outside sources of funding, if any, and health and safety requirements, if any.

2. Creed

The OHRC states that although the Ontario *Human Rights Code* does not define creed, the courts and tribunals have often referred to religious beliefs and practices. Creed may also include non-religious belief systems that, like religion, substantially influence a person's identity, worldview and way of life. The following characteristics are relevant when considering if a belief system is a creed under the Ontario *Human Rights Code*. A creed:

- Is sincerely, freely and deeply held;
- Is integrally linked to a person's identity, self-definition and fulfilment;
- Is a particular and comprehensive, overarching system of belief that governs one's conduct and practices;
- Addresses ultimate questions of human existence, including ideas about life, purpose, death, and the existence or non-existence of a Creator and/or a higher or different order of existence; and
- Has some "nexus" or connection to an organization or community that professes a shared system of belief.

Creed does not include secular, moral or ethical beliefs or political convictions. This policy does not extend to religions that incite hatred or violence against other individuals or groups, or to practices and observances that purport to have a religious basis, but which contravene international human rights standards or criminal law.

3. Undue Hardship

Accommodation will be provided to the point of undue hardship, set out in the provisions of the Ontario *Human Rights Code*. A determination regarding undue hardship will be based on an assessment of costs, outside sources of funding, and health and safety. It will be based on objective evidence.

A determination that an accommodation will create undue hardship carries with it significant liability for the Board. It should be made only with the approval of the appropriate Supervisory Officer or where appropriate the Board of Trustees.

Where a determination is made that an accommodation would create undue hardship, the person requesting accommodation will be given written notice, including the reasons for the decision and the objective evidence relied upon. The accommodation seeker shall be informed of his or her recourse under the Board's Equity and Inclusive Education Policy.

Where a determination has been made that an accommodation would cause undue hardship, the Board will proceed to implement the next best accommodation short of undue hardship, or will consider phasing in the requested accommodation.

ACCOMMODATION PROCEDURES

The Accommodation Procedures are established to ensure that all Board staff, students, parents and other members of the school community are aware of their rights and responsibilities under the Ontario *Human Rights Code* with respect to religious accommodation. It also sets out the Board's procedures for accommodation and the responsibilities of each of the parties to the accommodation process. In accordance with the Equity and Inclusive Education Strategy, the Ontario *Human Rights Code* and OHRC's *Guidelines on Developing Human Rights Policies and Procedures*, it is intended that the accommodation process, as well as the accommodation itself, be effective and respectful of the dignity of accommodation seekers.

The Board is committed to providing an environment that is inclusive and that is free of barriers based on prohibited grounds. Accommodation will be provided in accordance with the principles of dignity and inclusion. The Board will work cooperatively and in a spirit of respect, with all partners in the accommodation process.

1. Accommodation Based on Request

The Board will take all reasonable steps to provide accommodation to individual members of a religious group to facilitate their religious beliefs and practices. All accommodation requests will be taken seriously. No person will be penalized for making an accommodation request.

The Board will base its decision to accommodate by applying the Ontario *Human Rights Code's* criteria of undue hardship, the Board's ability to fulfill its duties under Board policies and the provisions of the *Education Act*.

When concerns related to beliefs and practices arise in schools, collaboration among school, student, family, and religious community is needed in order to develop appropriate accommodation. It is the role of the Board and its staff to ensure equity and respect for the diverse religious beliefs and practices of students and their families and other staff in the school system. However, school staff will not be placed in the position of monitoring a student's compliance with a religious obligation, and enforcing such practices.

2. General Procedures for Religious Accommodation

2.1 Staff

If a staff member requests a religious accommodation, the staff member is required to advise their immediate supervisor, in writing at the beginning of the school year, to the extent possible. If September notice is not feasible, the staff member should make the request as early as possible.

The absence of employees due to religious observances should be granted as determined by this policy and the appropriate collective agreement/terms and conditions/employment contract.

2.2 Students

Students must present written notice from their parents/guardians specifying their accommodation needs relating to religious observances, including holy days on which they will be absent from school. This notice should be made enough in advance, preferably at the beginning of each school year, to ensure that scheduling of major evaluations, such as tests, assignments or examinations, takes into consideration the religious observances.

Student handbooks and annual parent newsletters will include information about the procedure to follow to request an accommodation for religious observances and/or holy days.

3. Unresolved Requests

If an individual feels that the request has not been considered despite the Board's commitment to provide accommodation, the individual is to follow the Board's Complaint Resolution Policy (800.3).

4. Areas of Accommodation

For many students and staff of the Board, there are a number of areas where the practice of their religion will result in a request for accommodation on the part of the school and/or the Board. These areas include, but are not limited to the following:

- School opening and closing exercises;
- Absence for Religious Holy Days;
- Prayer;
- Dietary requirements;
- Fasting;
- Religious dress;
- Modesty requirements in physical education; and
- Participation in daily activities, curriculum and co-curricular activities.

4.1 School Opening and Closing Exercises

Pursuant to the Ontario Ministry of Education Policy/Program Memorandum No. 108 ("Memorandum No. 108"), if a student or parent/guardian objects to all or part of the opening or closing exercises due to religious beliefs, the student will be exempted and given the option not to participate and to remain in class or in an agreed upon location through the duration of the exercise.

Memorandum No. 108 states the following:

1. All public elementary and secondary schools in Ontario must be opened or closed each day with the national anthem. "God Save the Queen" may be included.
2. The inclusion of any content beyond "O Canada" in opening or closing exercises is to be optional for public school boards.
3. Where public school boards resolve to include, in the opening or closing exercises in their schools, anything in addition to the content set out in item 1 above, it must be composed of either or both of the following:
 - a. One or more readings that impart social, moral, or spiritual values and that are representative of our multicultural society. Readings may be chosen from both scriptural writings, including prayers, and secular writings;
 - b. A period of silence.
4. Parents who object to part or all of the exercises may apply to the Principal to have their children exempted. Students who are adults may also exercise such a right.

4.2 Absence for Religious Holy Days

The Board affirms and values the faith diversity in our Catholic secondary schools. Section 21(2) (g) of the *Education Act* provides that a person is excused from school attendance in observance of a “holy day by the Church or religious denomination to which he or she belongs.”

All staff and students who observe religious holidays in accordance with section 21(2) (g) of the *Education Act* may be excused from attendance, subject to the particular request for religious leave process.

The Board will encourage members of diverse groups to identify their religious holy days at the beginning of each school year. Upon identification, the Board will make reasonable efforts to acknowledge the different observances of its Catholic community when planning programs and events, such as Board-wide tests and examinations. To the extent possible, conferences, meetings, workshops, co-curricular activities and exams/tests, will not be scheduled on these religious holy days.

All staff and students who request to observe a religious holy day should be allowed this right without having to undergo any unnecessary hardship.

Staff requesting a leave will advise their immediate supervisor at, or as close as possible to, the beginning of the school year and the leave will be granted in accordance with the terms of the appropriate collective agreement/terms and conditions/employment contract.

Students requesting a leave will give written notice from their parent/guardian or adult student to the school at, or as close as possible to, the beginning of the school year. Such procedures should be easy to understand and follow.

Student agendas, annual school newsletters and announcements will include information about the procedures for requesting leaves.

All staff members acting on behalf of/representing the Board on other organizations, which in partnership with the Board are planning events or activities that involve students and/or staff of Board schools, have the responsibility to bring this procedure to the attention of these organizations.

Administrators will consult with Human Resource Services regarding staff leave as required.

Unresolved Requests

If an individual feels that the request has not been considered despite the Board’s commitment to provide accommodation, the individual is to follow the Board’s Complaint Resolution Policy (800.3).

4.3 Prayer

The Board recognizes the significance of prayer in religious practice. Board schools will make reasonable efforts to accommodate individuals’ requirement for daily prayer by providing an appropriate location within the building for students and staff to participate in prayer. This may mean a quiet space in the Library Information Centre, an empty room, or wherever it is mutually satisfactory for the school and the student or staff member requesting the accommodation. Adult presence should be for supervision purposes only.

4.4 Dietary Restrictions

The Board is sensitive to the different dietary restrictions of various religious groups, staff and students. Such sensitivity includes attending to issues related to the menus provided by catering companies, snacks in elementary schools, and food provided within schools, at school-sponsored activities and community events.

Breakfast and lunch programs in schools will consider relevant dietary restrictions in their menu planning. Availability of vegetarian options is recommended as a form of inclusive design.

Staff will provide special attention to accommodations requested during overnight outdoor education activities, as well as field trips that extend over a mealtime period.

4.5 Fasting

The Board is sensitive to religious periods of fasting. Schools will endeavour to provide appropriate space, other than cafeterias or lunchrooms, for individuals who are fasting in religious observance. The Board recognizes that students who are fasting may need exemptions from certain physical education classes and Board schools should make reasonable efforts to provide appropriate accommodations.

4.6 Religious Dress

“Dress Code” is the appropriate dress policy established by the Board. Students are required to comply with the Elementary Standardized Dress Code Policy (302.6.10) or the Dress Code - Secondary Uniform Policy (302.6.6) in all Niagara Catholic schools.

The Board recognizes that there are certain religious communities that require specific items of ceremonial dress. The Board understands that some religious attire, which is a requirement of religious observance, may not conform to a school’s Dress Code Policy or Uniform Policy. Board schools will reasonably accommodate students with regard to religious attire. Religious attire is not cultural dress; it is a requirement of religious observation.

Religious attire that should be reasonably accommodated in Board schools includes, but is not limited to:

- Head covers: Yarmulkes, turbans, Rastafarian headdress, hijabs
- Crucifixes, Stars of David, etc.
- Items of ceremonial dress.

Administrators will ask the student to wear religious attire in the same colour as the elementary standardized dress code or secondary uniform however, there may be religious requirements of colour that cannot be modified.

Special attention will be given to accommodations necessary for a student to participate in physical education and school organized sports.

The Board seeks to foster an atmosphere of cultural understanding in order to be proactive in addressing potential harassment about religious attire. Schools should be aware that harassment about religious attire is one of the most common types of harassment and bullying. In accordance with Board policy, the Board and its schools will not tolerate any harassment or bullying directed at, or inappropriate actions taken against, an individual’s religious attire and there will be appropriate consequences for individuals who violate this rule.

There are religious communities that require specific items of ceremonial dress which may be commonly perceived as contravening Board policies, for example the use of the Kirpan by Khalsa Sikh students. Requirements regarding the accommodation of Khalsa Sikh students who wish to carry a Kirpan are set out at [Appendix A](#).

4.7 Modesty Requirements for Dress in Physical Education Classes

The Board recognizes that some religious communities observe strict modesty attire in respect of their religion. This can become a matter of concern when students are asked to wear the clothing used in physical education activities. These Accommodation Guidelines are designed inclusively, taking into account common religious needs that may exist.

If a student and his or her family has concerns that cannot be addressed through inclusive design, the school should discuss the modesty requirements with them, and, taking into consideration the Ministry of Education's mandated expectations in the physical education curriculum, provide reasonable accommodation. The curriculum requirements should be explained to the student and his or her family so that it has sufficient information to understand the physical education curriculum and to select available curriculum alternatives.

4.8 Participation in Daily Activities, Curriculum and Co-curricular Activities

The Board will seek to reasonably accommodate students where there is a demonstrated conflict between a specific class, curriculum or co-curricular activity and a religious requirement or observance. Where an academic or co-curricular accommodation is requested, the school should have an informed discussion with the student's parents/guardians to understand the nature and extent of the conflict.

The school staff should make it clear during the discussion that its role is to protect students and staff from harassment and discrimination because of their religion and cultural practices. Where these conflict with the school routines, activities or curriculum, the school should consider accommodation. It cannot, however, accommodate religious values and beliefs that clearly conflict with mandated Ministry of Education and Board policies.

It is important to note that when an individual requests an accommodation related to the curriculum or co-curricular activity, the accommodation applies to the individual requesting the accommodation.

- The Ministry of Education recommends substitutions when there are exemptions requested related to specific curriculum [Ontario Schools: Kindergarten to Grade 12: Policy and Program Requirements 2016, Ministry of Education- Policy/Program Memorandum No. 162, Exemption from Instruction related to the Human Development and Sexual Health Expectations in The Ontario Curriculum: Health and Physical Education, Grades 1-8, 2019.](#)

In general, the Board recommends an informed, common-sense approach to questions of religion and curriculum and co-curricular activities. Hopefully, these questions can be solved by an open discussion between the teacher, the student and the student's family.

LIMITATIONS TO RELIGIOUS ACCOMMODATION

1. The Board supports freedom of religion and an individual's right to manifest the individual's religious beliefs and observances. The right to freedom of religion, however, is not absolute and religious accommodation in the Board is carried out in the larger context of the Catholic education system and denominational rights of Catholic schools.
2. The Board, at all times, will seek to accommodate an individual's right to freedom of religion in a manner that not only respects the individual's beliefs but the principles of the Catholic Church. Following the general custom of the Church, non-Catholics are welcome to join in prayer services and liturgical celebrations of the Catholic Church community excluding some restrictions such as sharing in Holy Communion.
3. All chapels in Niagara Catholic schools are specifically designed and furnished for prayer and liturgy within the Catholic tradition and are not to be considered multi-faith chapels. Chapels are open to all people for individual silent prayer or meditation. Non-Catholic liturgies or group prayers will not be held in any chapel.
4. For students requesting a prayer space, school administrators are to designate an appropriate space or classroom, other than the chapel, for religious celebrations celebrated by other Christian denominations or faith traditions. Such requests will be made to the Principal, who, in discussion with

the Family of Schools Superintendent and in consultation with the local Ordinary, will make the final decision.

Adopted Date:	June 15, 2010
Revision History:	November 23, 2010 June 21, 2016

REQUIREMENTS FOR KIRPAN ACCOMMODATION

A Kirpan is a ceremonial sword that must be worn by all Khalsa Sikhs baptized in the Khalsa Sikh tradition. The Board seeks to accommodate Khalsa Sikhs who wear a kirpan under the following conditions as follows:

- The five articles of faith worn by Khalsa Sikhs are the Kachera, Kara, Kanga, Kesh and Kirpan. At the beginning of the school year or upon registration, the student and parents/guardians must report to their respective school administration that they are Khalsa Sikhs and wear the five articles of faith, including a Kirpan.

The Principal, in consultation with the student and their parents/guardians, will develop appropriate accommodations to allow the student to wear the Kirpan while ensuring the safety of others. These may include the following conditions:

- There is notification in writing to the Principal by the parents/guardians and student and, where possible, from the Gurdwara (place of worship), confirming that the student requesting accommodation is a Khalsa Sikh.
- The Kirpan is six inches or less.
- The Kirpan will be sufficiently secured with a stitched flap so it is not easily removed from its sheath.
- The Kirpan will not be worn visibly, but under the wearer's clothing.
- Students under the age of eighteen must be accompanied by parents/guardians when discussing the rules regarding the wearing of a Kirpan.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
DECEMBER 17, 2019**

PUBLIC SESSION

**TITLE: APPROVED MINUTES OF THE SPECIAL EDUCATION
ADVISORY COMMITTEE (SEAC) MEETING OF
NOVEMBER 6, 2019**

RECOMMENDATION

THAT the Niagara Catholic District School Board receive the approved Minutes of the Special Education Advisory Committee (SEAC) Meeting of November 6, 2019, as presented for information.



MINUTES OF THE SPECIAL EDUCATION ADVISORY COMMITTEE MEETING WEDNESDAY, NOVEMBER 6, 2019

Minutes of the Meeting of the Special Education Advisory Committee, held on Wednesday, November 6, 2019, at 6:30 pm in the Father Burns csc Boardroom at the Catholic Education Centre, 427 Rice Road, Welland.

Chair, Anna Racine, called the meeting to order at 6:30 pm.

A. ROUTINE MATTERS

1. Opening Prayer

- Opening Prayers were led by Chair, Anna Racine

2. Roll Call

Members	Affiliations	Yes	Excused
Harvey, Dorothy	Niagara Children's Centre	✓	
Helmecci, Bill	Pathstone Mental Health		✓
Howcroft, Andrew	Community Living Welland Pelham	✓	
Murphy, Karen	Autism Ontario Niagara Region	✓	
Nangle, Ted	Learning Disabilities Association – Niagara	✓	
Palombo, Pina	Down Syndrome Caring Parent (Niagara)	✓	
Racine, Anna	Community Member	✓	
Smith, Lorraine	Mainstream	✓	
Smith, Rita	Community Living Port Colborne/Wainfleet	✓	
Burkholder, Rhianon	• Board Trustee – Thorold/Merritton		✓
Burtnik, Kathy	• Board Trustee – St. Catharines	✓	
Willett, Adeline	• Student Senate Representative		✓
Kerho, Chris	• Principal, Elementary		✓

The following staff members were in attendance:

Pat Rocca, Superintendent of Education, **Jim Di Gioia**, Coordinator – Special Education, **Adele Filice** Vice Principal - Secondary, **Vincent Mancuso** - ABA and **Jennifer Lanese**, Recording Secretary.

All attendees introduced themselves and provided a brief description of their organization and/or job description/role.

3. Approval of the Agenda

- Moved by Rita Smith
- Seconded by Karen Murphy

THAT THE Special Education Advisory Committee approve the Agenda of the Education Advisory Committee Meeting of **November 6, 2019**.

CARRIED

4. Disclosure of Interest

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

5. Approval of Minutes of the Special Education Advisory Committee of October 2, 2019

- Moved by Karen Murphy
- Seconded by Ted Nangle

THAT THE Special Education Advisory Committee approve the Agenda of the Education Advisory Committee Meeting of **November 6, 2019** as presented.

CARRIED.

B. PRESENTATIONS

- Terri Pauco presented to the group that our parishes are encouraging new parishioners.
- This is a new initiative to encourage children with special needs as well as adults with special needs to attend mass.
- Terri Pauco is currently working on the narratives to help achieve this undertaking.
- The priests and pastoral team have been receiving training to help achieve this.
- Terri Pauco has researched the United States Conference of Catholic Bishops for insight.
- Terri Pauco along with her team are exploring the use of pew *cue-cards* to help parishioners participate during the mass.
- A Question and Answer period followed this discussion regarding the Religious Education experience for Niagara Catholic students with special needs.
- Adele Felice also stated that all of the courses offered in our Secondary schools, a religious component is infused in the curriculum.
- Terri Pauco reminded the group that education of faith should not stop once the student graduates. It needs to continue into adulthood. The onus lies on the Church to encourage parishioners to attend weekly and not only on Christmas and Easter.
- Kathy Burtnik reminded the group that parents should not view those courses as a formal religious instruction, but rather formed in their faith.

C. VISIONING

- Nil Report

D. BUSINESS ARISING FROM THE MINUTES OF THE MEETING OF OCTOBER 2, 2019

1. Nomination for NCPIC representative
 - Anna Racine explained the role of a SECA Member at the NCPIC meetings.
 - Anna Racine outlined to the group the schedule of the NCPIC meetings for this School Year. Anna Racine also reminded the group that the next NCPIC meeting was **Thursday, November 7, 2019**, (i.e., the following evening).
 - Anna Racine motioned if any SEAC members would be interested in volunteering to represent SEAC at the NCPIC meetings.
 - None of the members showed an interest.
 - Kathy Burtnik asked if this position could be on a rotation basis. Kathy Burtnik asked the Chair if SEAC could explore having more than one SEAC member as a NCPIC representative.
 - Kathy Burtnik was interested in exploring this option. Kathy Burtnik proposed this because she felt this option might encourage more SEAC members to volunteer for this position. Kathy Burtnik further explained that another commitment for our members might be challenging given that many of our members have other commitments as well.
 - Anna Racine asked if Lorraine Smith was still available to attend the next NCPIC meeting.
 - Lorraine Smith declined as her schedule had changed since initially agreeing to be the representative at NCPIC

E. SEAC Report

- NIL Report

F. COMMUNITY AND STAFF REPORTS

1. Learning Disabilities Association – Niagara – Ted Nangle

- The Ontario Human Rights Commission (OHRC) has launched *Right to Read*, a public inquiry into human rights issues that affect students with reading disabilities (a reading-specific learning disability) in Ontario's public education system. The full article can be found here: http://www.ohrc.on.ca/en/news_centre/ohrc-launches-right-read-public-inquiry
 - a. This will assess whether school boards use scientific evidence-based approaches to teaching students how to read including:
 - i. Universal design for learning
 - ii. Mandatory early screening
 - iii. Reading intervention programs (which includes phonics-based instruction)
 - iv. Effective accommodation
 - v. Psycho-educational assessments (if required)
 - b. Eight school boards have been chosen to provide a sample representation of boards across Ontario (Niagara is not included).
- LDANR's winter program applications open **Monday, November 25, 2019** at 6:00 am.
- LDANR's Trivia Night fundraiser is scheduled for **February 22, 2020**.

2. Niagara Children's Centre – Dorothy Harvey

- Niagara Children's Centre will host three information nights for parents of children with special education needs who will be transitioning into Kindergarten-Year 1 in September 2020.
- Special Education Coordinators will present information to parents on the transition to school

process. The meetings times and locations are as follows:

- **November 12, 2019**, 6:30 - 8:00 pm at the Niagara Children's Centre (567 Glenridge Ave., St Catharines).
- **December 6, 2019** 6:30 - 8:00 pm at Niagara Support Services (4037 Longhurst Ave., Niagara Falls).
- **January 22, 2020**, 6:30 - 8:00 pm at Community Living Welland Pelham (535 Sutherland Ave., Welland).

3. Autism Ontario Niagara Region – Karen Murphy

- The Snowflake Gala will take place on **December 7, 2019** at Amici's Banquet Hall (2740 Merrittville Hwy) in Thorold. All money raised will benefit programs and services for individuals on the spectrum. For tickets and/or information, please contact the Chapter Manager at 905 682 2776 or Chaptermgr.niagra@autismontario.com.
- Autism Ontario is having an *Apparel* sale. This year's theme is *See the Potential*. Please contact the chapter office at 905 682 2776 x 201 or at programs.niagara@autismontario.com.
- The Winter Program registrations opened up on **October 22, 2019**.

4. Down Syndrome Caring Parents (Niagara)

- Speaker series has begun at Club Italia for Down Syndrome families. The Down Syndrome Group sponsors this free event.
- On **Sunday, September 29 2019**, the Annual GO 21 Walk was held at Heartland Forest. Even despite the rain, there were many participants and it was a very successful event.
- On **Sunday, October 6, 2019**, the Down Syndrome Group along with the G-MC Homies with Chromies Foundation rented out the movie theatre at Cineplex Odeon Theatre to watch the movie, *The Peanut Butter Falcon*.
- *The Peanut Butter Falcon* is an adventure story set in the world of a modern Mark Twain that begins when Zak (22), a young man with Down syndrome, runs away from his residential nursing home. He chases his dream of becoming a professional wrestler by attending the wrestling school, *The Salt Water Redneck*. Shia LaBeouf and Dakota Johnson both star in this remarkable movie. That afternoon, the Theatre was sold-out! Due to the generosity of the G-MC foundation and the Down Syndrome Group, this was a free event for all family members.
- On **October 26, 2019**, the Down Syndrome Group held its annual Halloween Dance Party.
- Down Syndrome awareness will run from **November 1 to November 7, 2019**.
- The next meeting for Down Syndrome Niagara will take place on **Sunday, November 10, 2019**.

5. Community Living Welland Pelham – Andrew Howcroft

- Community Living Ontario is inviting students and classes to participate in a contest where students can send individual stories or poems and classes can submit a video that show why it is better when everyone learns together including students with an intellectual or developmental disability. The intent is to promote inclusion and to continue that conversation about how a diverse class offers a better educational experience for all students.
- Winners can win some exciting prizes including resources for the classroom, a pizza party, a tablet (for individual entries) and more!
- Submissions can also be emailed to: togetherwearebetter@communitylivingontario.ca. The deadline for all submission is **Tuesday, January 28, 2020**.

G. STAFF Reports

1. Secondary Principals – Adele Felice

- Nil Report

2. Special Education – Jim Di Giolia

- Nil Report

H. TRUSTEE REPORT

- Kathy Burtnik briefly spoke about the CUPE Job Action that took place earlier this month. Kathy Burtnik also reported that the Central Agreement between the province and CUPE members has been ratified.
- Kathy Burtnik, then spoke about Ontario's drinking water quality standards that has been recently circulating in the media. Kathy Burtnik wanted to emphasize that NCDSB's drinking water complies with the province's standard.
- Pat Rocca also added that our schools have undergone a rigorous program through the Facilities Services Department in order to ensure that the Board remains in compliance with the provincial's mandatory requirements.
- Pat Rocca added that the Board is maintaining compliance by directing our sites to flush the water systems on a daily or weekly basis as needed.

I. STUDENT REPORT

- NIL Report

J. NCPIC REPORT

- NIL Report

K. ALLIANCE COMMITTEE REPORT

- No quorum that evening, therefore no motions were put forth.

L. NEW BUSINESS

1. Parent Outreach: Sub-Committees to be created.

- Pat Rocca spoke briefly about the SEAC brochure. He would like to change the language in the brochure in order to emphasize moving towards independence. Moving towards independence is one of the mandates of SEAC. SEAC also review the Board policies and the Board reports in order to make recommendations to the Board.
- Pat Rocca suggested breaking off into smaller groups (i.e., Sub-Committees). Pat Rocca continued that the smaller groups would allow our members an opportunity to review the policies and reports here at the Catholic Education Centre (i.e., CEC), following our monthly SEAC meetings.
- Pat Rocca offered to open up some of the other rooms at the CEC so the sub-committees could meet separately.
- He also offered to circulate sign-up sheets for members to volunteer for the sub-committee.

- Pat Rocca suggested the following sub-committee to the group:
 - i) Communication Committee
 - ii) Policy Committee
 - iii) Ministry Reports Committee
 - iv) Survey Committee
- He asked the group for feedback and all attendees were in agreement with creating sub-committees.
- Pat Rocca promised to email the group a list of sub-committee in the upcoming weeks.

2. Accessing the SEAC Portal

- Lorraine Smith put a motion forth that she was unable to access the SEAC Portal. Lorraine Smith explained that she was having difficulties accessing the SEAC Portal.
- Pat Rocca explained to the group how to access the SEAC Portal. He explained that anyone could retrieve the minutes and the agenda from the SEAC Portal. The Board only restricts users from adding (uploading) information to the SEAC Portal.
- Pat Rocca told the group that the Board has recently launched a new look for the Board's website. The website has a very intuitive design.
- Pat Rocca offered to invite Grant Frost to come to a future SEAC meeting to discuss the capabilities of the new website to the members. Pat Rocca closed by adding that the new website has a lot new features that makes it easier for users to navigate through the different menu options.

3. Special Education Budget – Presentation in the New Year

- Pat Rocca explained that Giancarlo Vetrone, Superintendent of Business & Finance would like to be present the new budget at a future SEAC meeting. He will update the group once a date has been arranged.

4. Policy Review

- The following Policies and Administrative Guidelines are currently being reviewed as part of the cyclical Policy and Administrative Guidelines Review process.
- To be considered, all submissions must identify the specific policy and include your name, phone number, address and affiliation with Niagara Catholic.
- *Anonymous or pseudonymous submissions will not be considered*
 - [Catholic Leadership Principal and Vice-Principal Selection Policy \(202.2\)](#)
 - [Religious Accommodation Policy \(100.10.1\)](#)

Please submit your feedback to jennifer.pellegrini@ncdsb.com by **November 11, 2019**.

- [Code of Conduct Policy \(302.6.2\)](#)
- [Establishment and Cyclical Review of Policies Policy \(100.5\)](#)
- [Purchasing Supply Chain Management Policy \(600.1\)](#)
- [Trustee Electronic Meetings \(Board and Committees\) Policy \(100.8\)](#)
- [Volunteering in Catholic Schools Policy \(800.9\)](#)

Please submit your feedback to jennifer.pellegrini@ncdsb.com by [January 15, 2020](#).

- Kathy Burtnik encouraged the group to review those policies that may have an interest to SEAC members.
- Jim Di Gioia explained to the group how the members could access the policies from the Board's website.
- Later Kathy Burtnik explained the process, outlining how a policy is approved by the Board.
- Pat Rocca proposed to the group, (if interested), to please send their feedback to Jennifer Lanese by **Friday, November 8, 2019**. Jennifer Lanese would then forward any submissions them to Jennifer Pellegrini in accordance with the **November 11, 2019** deadline.

M. CORRESPONDENCE

- NIL Report.

N. NOTICES OF MOTION

- Nil Report.

O. AGENDA ITEMS – DISCUSSION FOR FUTURE MEETINGS

- Sheila Bennett will be invited to discuss Triad between the Home, Church and School.

P. INFORMATION ITEMS

- The members received several flyers that evening.

Q. NEXT MEETING

- **Wednesday, December 4, 2019 at 6:30 pm at the CATHOLIC EDUCATION CENTRE**
- SEAC Christmas Social to follow.
- Members were asked to please arrive at 6:00 pm as we will gather for our Christmas Social.
- SEAC meeting will commence at its usual time at 6:30 pm.

R. ADJORNMENT

- The SEAC meeting adjourned at 8:05 pm
- motioned by Andrew Howcroft
- Seconded by Lorraine Smith

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
DECEMBER 17, 2019**

PUBLIC SESSION

TITLE: DIRECTOR OF EDUCATION'S ANNUAL REPORT 2019

The Director of Education's Annual Report 2019 is presented for information.

Prepared by: John Crocco, Director of Education/Secretary-Treasurer

Presented by: John Crocco, Director of Education/Secretary-Treasurer

Approved by: John Crocco, Director of Education/Secretary-Treasurer

Date: December 17, 2019



REPORT TO THE BOARD DECEMBER 17, 2019

DIRECTOR'S ANNUAL REPORT 2019

BACKGROUND INFORMATION

In compliance with the Education Act, Section 283(3), the Chief Executive Officer of a Board is required to submit to the Board an Annual Report highlighting the action taken during the preceding 12 months. A copy of the annual report must be submitted yearly to the Minister of Education before January 31, 2020.

Niagara Catholic's 2019 Director's Annual fully complies with all information required by the Minister of Education.

The Ministry of Education expects that copies of the Director's Annual Report will be posted online for all stakeholders to easily access. Utilizing the enhanced capabilities of the new Board website, the 2019 Director's Annual Report is available as an online, interactive book, and will also be linked to the Ministry of Education's website.

As we utilize our new website to its fullest capacity, the 2019 Director's Annual Report will available on the Board website as of Tuesday, December 17, 2019. A link to the Director's Annual Report section of the website will be provided to the following groups, individuals, and institutions, in addition to our Board of Trustees:

- Bishop Bergie and all Parish Priests in the Diocese of St. Catharines
- Principals, Vice-Principals and Administrators
- Niagara Catholic Alliance Committee
- Niagara Catholic Parent Involvement Committee
- Special Education Advisory Committee
- Catholic School Council Chairs
- CUPE, OECTA Elementary and Secondary
- Local Members of Parliament (MP), Members of Provincial Parliament (MPP) and Mayors
- All Catholic School Boards in Ontario
- Institute for Catholic Education, OCSTA, CCSTA
- Other educational institutions
- Municipal libraries - Niagara Region

The Director's Annual Report 2019 is presented for information.

Prepared by: John Crocco, Director of Education/Secretary-Treasurer

Presented by: John Crocco, Director of Education/Secretary-Treasurer

Approved by: John Crocco, Director of Education/Secretary-Treasurer

Date: December 17, 2019

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
DECEMBER 17, 2019**

PUBLIC SESSION

**TITLE: TRUSTEE HONORARIUM FOR THE YEAR DECEMBER 1,
2019 TO NOVEMBER 30, 2020**

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Trustee Honorarium for the year December 1, 2019 to November 30, 2020, as noted in Appendix A, as follows:

\$16,540 for the Chair of the Board
\$13,516 for the Vice-Chair of the Board
\$10,491 for the other Trustees

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

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

Recommended by: John Crocco, Director of Education/Secretary-Treasurer

Date: December 17, 2019



REPORT TO THE BOARD DECEMBER 17, 2019

TRUSTEE HONORARIUM FOR THE YEAR DECEMBER 1, 2019 TO NOVEMBER 30, 2020

BACKGROUND INFORMATION

Ontario Regulation 357/06 sets out the method for calculating the limits on honoraria paid to Trustees under Section 191 of the Education Act. The regulation states that the honorarium shall consist of the following four components:

- 1) The base amount for the year.
- 2) The enrolment amount for the year.
- 3) The attendance amounts payable to the member for the year.
- 4) The distance amounts payable to the member for the year.

The year of a member's term of office begins on December 1st and ends on the following November 30th.

In accordance with the provisions of Ontario Regulation 357, the honorarium will be adjusted each year to take into consideration the changes in enrolment from the previous year.

Compensation adjustments are being suspended until the new government can conduct a review and put in place an appropriate expenditure management strategy. As a result, the ministry will not be increasing the base amount for the school board trustees' honorarium as announced in the 2018-2019 GSN memo (2018: B06).

The amendments to O. Reg. 357/06, Honoraria for Board members under the Education Act, implement the updates to trustee honoraria communicated through the August 24, 2018, B-memo for the term of office beginning on December 1, 2018. *The regulation has been amended to maintain the honoraria base amount limit of \$5,900 for district school boards trustees, the rate in place since 2006.*

In accordance with Board Policy #100.11, we have now calculated the Trustee Honorarium for the year period from December 1, 2019 to November 30, 2020, as noted in Appendix A.

Please note that the new honorarium for all Trustees will be as follows:

- \$16,673 for the Chair of the Board
- \$13,636 for the Vice-Chair of the Board
- \$10,599 for the Other Trustees

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Trustee Honorarium for the year December 1, 2019 to November 30, 2020, as noted in Appendix A, as follows:

\$16,540 for the Chair of the Board

\$13,516 for the Vice-Chair of the Board

\$10,491 for the Other Trustees

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

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

Recommended by: John Crocco, Director of Education/Secretary-Treasurer

Date: December 17, 2019

HONORARIUM PAYABLE TO BOARD TRUSTEES	DECEMBER 1, 2019 TO NOVEMBER 30, 2020		
	Annual Base Amount	Annual Enrolment Amount	Annual Total Honorarium
MAXIMUM BASE AMOUNT	\$5,900		
Increase in CPI	0.0%		
Maximum Base Amount for the year	\$5,900		
Enrolment ADE - 2018-2019		20,987	
Enrolment Factor		\$1.75	
Enrolment Amount		\$36,727	
Number of Members		8	
MAXIMUM ENROLMENT AMOUNT*		\$4,591	
MAXIMUM AMOUNT FOR MEMEBERS	\$5,900	\$4,591	\$10,491

*Maximum Enrolment Amount = Enrolment Amount / Number of Members

HONORARIUM PAYABLE TO BOARD CHAIR	DECEMBER 1, 2019 TO NOVEMBER 30, 2020		
	Annual Base Amount	Annual Enrolment Amount	Annual Total Honorarium
MAXIMUM BASE AMOUNT	\$5,900		
Increase in Core Consumer Price Index	0.0%		
Maximum Base Amount for the year	\$5,900	\$4,591	
ADDITIONAL BASE AMOUNT FOR CHAIR	\$5,000		
Enrolment ADE		20,987	
Enrolment Factor		\$0.05	
Enrolment Amount (A)		\$1,049	
Minimum Amount (A < \$500)		\$500	
Maximum Amount (A > \$5000)		\$5,000	
ADDITIONAL ENROLMENT AMOUNT		\$1,049	
MAXIMUM AMOUNT FOR MEMEBERS	\$10,900	\$5,640	\$16,540

HONORARIUM PAYABLE TO BOARD VICE CHAIR	DECEMBER 1, 2019 TO NOVEMBER 30, 2020		
	Annual Base Amount	Annual Enrolment Amount	Annual Total Honorarium
MAXIMUM BASE AMOUNT	\$5,900		
Increase in CPI	0.0%		
Maximum Base Amount for the year	\$5,900	\$4,591	
MAXIMUM BASE FOR VICE-CHAIR	\$2,500		
Enrolment ADE		20,987	
Enrolment Factor		\$0.025	
Enrolment Amount (A)		\$525	
Minimum Amount (A < \$250)		\$250	
Maximum Amount (A > \$2,500)		\$2,500	
ADDITIONAL ENROLMENT AMOUNT		\$525	
MAXIMUM AMOUNT FOR MEMEBERS	\$8,400	\$5,116	\$13,516

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
DECEMBER 17, 2019**

PUBLIC SESSION

**TITLE: TRUSTEE EXPENSES AND REIMBURSEMENT FOR THE
FISCAL YEAR 2018-2019**

The Trustee Expenses and Reimbursement for the fiscal Year 2018-2019 report is
presented for information.

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

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

Approved by: John Crocco, Director of Education/Secretary-Treasurer

Date: December 17, 2019



REPORT TO THE BOARD DECEMBER 17, 2019

TRUSTEE EXPENSES AND REIMBURSEMENT FOR THE FISCAL YEAR 2018-2019

BACKGROUND INFORMATION

As elected officials, school trustees are guardians of the public trust. The establishment of a distinct trustee expense policy by school boards to promote financial integrity, accountability and transparency improves public confidence in Ontario's public education system.

It is the responsibility of individual Trustees to submit reasonably related specific expenses incurred in the role and responsibility of Catholic Trustees ensuring that all expenses claimed by Trustees are associated with the responsibilities of a Board member in compliance with the Education Act, Regulations and Board Policy.

Pursuant to the Education Act, Boards may establish a policy in order to reimburse trustees for all or part of his or her out of pocket expenses reasonably incurred in connection with carrying out the responsibilities of a board member.

In accordance with Niagara Catholic's Board Policy #100.13 Trustee expenses and reimbursement (Appendix A), it is required that all Trustee expenses for the previous year will be posted annually on the Board website and reported publicly to the Board before December 31 of the current year. Expenses are reported under the following categories:

- a. Office equipment
- b. Office supplies
- c. Conference and workshops
- d. Travel for Board sanctioned business
- e. Miscellaneous - Other costs

As required by the Education Act, the Boarder Public Sector Expenses Directive and Board Policy, all Expense Reports for each Trustee will remain on the Board website for one year after the expiry of the term of office.

Attached to the report is **Appendix A**, which provides the Trustee expenses for the previous fiscal year 2018-2019.

The Trustee Expenses and Reimbursement for the fiscal Year 2018-2019 report is presented for information.

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

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

Approved by: John Crocco, Director of Education/Secretary-Treasurer

Date: December 17, 2019

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
TRUSTEE EXPENDITURES & REIMBURSEMENT SUMMARY
SEPTEMBER 1, 2018 - AUGUST 31, 2019

Appendix A

2018-2019 Trustee Expenditures & Reimbursement								
Trustees	Position	Acct #	Office Equipment	Office Supplies/Phone Charges	Conference & Workshop	Travel (ie. Mileage)	Internet	Total Expenses
Burkholder, Rhianon	Trustee	1017	810.21	-	5,057.12	127.87	80.00	6,075.20
Burtnik, Kathy	Trustee	1011		-	1,654.66	-	240.00	1,894.66
Charbonneau, Maurice	Trustee	1011					160.00	160.00
Fera, Frank	Chair - Trustee	1015		20.94	2,371.02	108.13	240.00	2,740.09
Huibers, Larry	Trustee	1012		-	613.12	-	80.00	693.12
MacNeil, Paul	Past Chair - Trustee	1010		-	112.38	-	160.00	272.38
Moody, Daniel	Trustee	1016	810.21	-	-		80.00	890.21
Nieuwesteeg, Ed	Trustee	1016		-	-	-	160.00	160.00
O'Leary, Ted	Trustee	1013		-	258.54	-	160.00	418.54
Prince, Leanne	Trustee	1010	810.21	-	4,404.99	703.08	80.00	5,998.28
Sicoli, Dino	Vice-Chair	1014		-	4,937.64	-	240.00	5,177.64
Turner, Paul	Trustee	1013	810.21	-	2,541.19		80.00	3,431.40
Vernal, Pat	Trustee	1017		-	-	-	160.00	160.00
Total - Trustees			3,240.84	20.94	21,950.66	939.08	1,920.00	28,071.52

2018-2019 Student Trustee Expenditures & Reimbursement								
Trustees		Acct#	Office Equipment	Office Supplies/Phone Charges	Conference Workshop	Travel (ie. Mileage)	Internet	Total
JADE BILODEAU	Student Trustee (A)	1020			3,623.71	178.72	-	3,802.43
MADISON MCKENNEY/LUCA DIPIETRO	Student Trustee (B)	1021	944.68		4,728.14	417.18	-	6,090.00
Total - Trustees			944.68	-	8,351.85	595.90	-	9,892.43

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
DECEMBER 17, 2019**

PUBLIC SESSION

TITLE: AWARD OF MULTI-FUNCTION DEVICES REPLACEMENT

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Award of the Multi-Function Device fleet replacement contract, utilizing the Ontario Education Collaborative Marketplace (OECM) Vendor of Record (VOR) program, to Sharp Electronics of Canada, as presented.

Prepared by: Giancarlo Vetrone, Superintendent of Business & Financial Services
Mark Ferri, Administrator of Purchasing Services

Presented by: Giancarlo Vetrone, Superintendent of Business & Financial Services
Mark Ferri, Administrator of Purchasing Services

Recommended by: John Crocco, Director of Education/Secretary-Treasurer

Date: December 17, 2019



REPORT TO THE BOARD DECEMBER 17, 2019

AWARD OF MULTI-FUNCTION DEVICES REPLACEMENT

BACKGROUND INFORMATION

The Board approved the Niagara Catholic Strategic Direction and System Priorities and the Board Budget for 2019-2020, which included a provision for the acquisition/replacement of Multi-Function Devices.

The existing Niagara Catholic District School Board fleet of 138 Multi-Function Devices, due to their age, are no longer serviceable by the supplier. In consultation with Elementary and Secondary Principals, Senior Staff, and Education Technology Staff it was determined that with lower student population and reduced Niagara Catholic sites that 129 new devices would meet the needs of the system.

Effective March 18, 2019 the Province of Ontario implemented the Centralized Procurement Broader Public Sector (BPS) Interim Measures which set out requirements that support the development of a centralized procurement system. The Measures stipulate that BPS organizations must utilize existing VOR arrangements whenever available and appropriate.

The Ontario Education Collaborative Marketplace (OECM) has an extensive list of pre-approved Multi-Function Devices service providers under the Vendor of Record (VOR) Arrangement #2017-289 for use by agencies that are part of the Ontario Public Service (OPS) Ministries and Broader Public Sector (BPS) agencies.

The Niagara Catholic District School Board Purchasing Services Department reviewed the Multi-Function Devices offering available through the OECM VOR list and determined that Sharp Electronics of Canada was the lowest cost equipment provider. A group of key Niagara Catholic users including representation from Elementary and Secondary Principals, Education Technology and Purchasing Services Staff visited the Sharp Electronics of Canada demonstration lab on December 9, 2019 in Mississauga, ON to view the proposed equipment and at that time determined that the product offering was suitable for Niagara Catholic use.

Under the provisions of the Purchasing/Supply Chain Management Policy, the Director of Education and the Board of Trustees is required to approve all purchases with a total value greater than \$500,000.

The Niagara Catholic District School Board historically spends approximately \$250,000.00 annually on multi-function devices, and based on a five (5) year commitment the Board of Trustees is required to formally approve the award, as recommended and approved by the Director of Education.

The contract relating to Multi-Function Devices and Related Services will be duly executed and signed by all parties should the Board of Trustees formally approve the award, as recommended and approved by the Director of Education.

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Award of the Multi-Function Device fleet replacement, utilizing the Ontario Education Collaborative Marketplace (OECM) Vendor of Record (VOR) program, to Sharp Electronics of Canada, as presented.

Prepared by: Giancarlo Vetrone, Superintendent of Business & Financial Services
Mark Ferri, Administrator of Purchasing Services

Presented by: Giancarlo Vetrone, Superintendent of Business & Financial Services
Mark Ferri, Administrator of Purchasing Services

Recommended by: John Crocco, Director of Education/Secretary-Treasurer

Date: December 17, 2019

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
DECEMBER 17, 2019**

PUBLIC SESSION

**TITLE: OPERATION OF EARLYON CHILD AND FAMILY CENTRES
IN NIAGARA – NOTICE OF AWARD LETTER**

The Operation of EarlyON Child and Family Centres in Niagara – Notice of Award
Letter report is presented for information.

Prepared by: Yolanda Baldasaro, Superintendent of Education
Presented by: Yolanda Baldasaro, Superintendent of Education
Approved by: John Crocco, Director of Education/Secretary-Treasurer
Date: December 17, 2019



REPORT TO THE BOARD DECEMBER 17, 2019

OPERATION OF EARLYON CHILD AND FAMILY CENTRES IN NIAGARA – NOTICE OF AWARD LETTER

BACKGROUND INFORMATION

As of January 1, 2018, Niagara Region Children’s Services became responsible for the local planning and administration of EarlyON Child and Family Centres. Niagara Region Children’s Services has been charged to locally implement the provincial vision of an integrated and coordinated early years system, with seamless transitions between programs and services that support early learning and healthy child development.

To support the implementation of the provincial vision, Niagara Region Children’s Services issued a Negotiated Request for Proposal (NRFP) to support the transition and transformation of the existing EarlyON service system as per Ministry of Education expectations to be achieved within provincial budget allocations. The NRFP was issued on May 2, 2019.

As referenced in the May 14, 2019 Report to the Board, Operation of EarlyON Child and Family Centres Request For Proposal, Niagara Catholic was interested in participating in the NRFP process in order to have the opportunity to be considered and selected as a preferred proponent to provide EarlyON Child and Family Centre programs in one (1) or more of sixteen (16) designated Service Zones across Niagara and participate in the transformation to a new integrated early years system.

Currently, Niagara Catholic, through a Purchase of Services Agreement with the Niagara Region Children’s Services, operates EarlyON Child and Family Centres , referred to as Legacy Program Sites, at the following sites: Mary Ward Catholic Elementary School, MacBain Community Centre, Sacred Heart Catholic Elementary School, St. Patrick Catholic Elementary School, Father Hennepin Catholic Elementary School, St. Michael Catholic Elementary School.

As a result of the NRFP process, Niagara Catholic received a Notice of Award Letter, dated December 4, 2019, confirming that the Niagara Catholic District School Board has been selected as the EarlyON Child and Family Centre service provider for the following zones and sites:

Zone	Municipality, Site
Zone 8	Niagara-on-the-Lake, St. Michael Catholic Elementary School
Zone 11	Niagara Falls, Mary Ward Catholic Elementary School
Zone 13	Niagara Falls, MacBain Community Center

Niagara Catholic has received a Child and Family Program funding agreement with the Niagara Region for the year 2020 to support the transition process from the legacy program model of service to the provision of services in the zone specific awarded sites. As well, Niagara Catholic will work in conjunction with Niagara Region Children’s Services to create a communication plan to inform

appropriate stakeholders on transition plans to support local implementation of Child and Family Program services across service zones.

The Operation of EarlyON Child and Family Centres in Niagara – Notice of Award Letter report is presented for information.

Prepared by: Yolanda Baldasaro, Superintendent of Education

Presented by: Yolanda Baldasaro, Superintendent of Education

Approved by: John Crocco, Director of Education/Secretary-Treasurer

Date: December 17, 2019

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
DECEMBER 17, 2019**

PUBLIC SESSION

TOPIC: CHRISTMAS CARDS 2019

Prepared by: Teri Cristelli, Arts and Student Leadership Consultant

Presented by: Yolanda Baldasaro, Superintendent of Education

Approved by: John Crocco, Director of Education/Secretary-Treasurer

Date: December 17, 2019



PRESENTATION BACKGROUND

**Board Meeting
December 17, 2019**

CHRISTMAS CARDS 2019

Schools throughout Niagara Catholic were invited to submit one (1) piece of artwork designed by their students in order to create the 2019 Niagara Catholic Christmas Cards. A Selection Committee selected the 2019 Niagara Catholic Christmas Cards.

The parents/guardians of the students whose artwork was chosen to represent the Niagara Catholic District School Board have received copies of their child’s artwork on Christmas cards.

The following students had their artwork selected to be shared with the Niagara Catholic community for the Christmas Season of 2019 and will be recognized and presented with plaqued cards and Niagara Catholic “*Excellence in the Arts*” pins to proudly wear with their dress code/uniform at the Board Meeting.

Student First	Student Last	Grade	School
Ava	Curvelo	Grade 12	Holy Cross
Amelia	Jones	Grade 12	Lakeshore Catholic
Abby	Venema	Grade 12	Lakeshore Catholic
Christian	DiDomenico	Grade 12	Saint Paul
Katie	Berardi	Grade 12	Saint Michael
Megan	Hebert	Grade 6	Monsignor Clancy
Jessica	Scudamore	Grade 6	St. Patrick, NF
Leyla	Crawford	Grade 8	St. Mary, Welland
Ari	Paget	Grade 7	St. Alfred

Prepared by: Teri Cristelli, Arts and Student Leadership Consultant
Presented by: Yolanda Baldasaro, Superintendent of Education
Approved by: John Crocco, Director of Education/Secretary-Treasurer
Date: December 17, 2019

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
DECEMBER 17, 2019**

PUBLIC SESSION

**TITLE: FINANCIAL REPORTS
REVISED ESTIMATES FOR THE YEAR 2019-2020**

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Report on the Revised Estimates for the year 2019-2020, as presented.

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

Presented by: Giancarlo Vetrone, Superintendent of Business & Financial Services
John Crocco, Director of Education/Secretary-Treasurer

Recommended by: John Crocco, Director of Education/Secretary-Treasurer

Date: December 17, 2019



REPORT TO THE BOARD DECEMBER 17, 2019

REVISED ESTIMATE FOR THE YEAR 2019-2020

BACKGROUND INFORMATION

The Ministry of Education requires that the Revised Estimates be filed annually on December 15. While school boards are not required to approve the Revised Estimates, the practice at Niagara Catholic District School Board is to seek board approval.

The Revised Estimates reporting cycle allows the board an opportunity to update Original Estimates filed in June by incorporating current, October 31 enrolment data and a number of months of financial activity into the estimates. This update also provides the Ministry with an updated projection of our Boards' financial positions compared to initial financial projections.

The Revised Estimates are an estimate only, and changes can and will happen between the time that Revised Estimates are submitted and the year-end is audited. It should be noted that the revised estimates do not contain CUPE's local priority funds provided to local board. The \$1.0M in priority funds will be invested when the local collective agreement is ratified. In June 2019, the Board approved the 2019-2020 Original Estimate authorizing in-year expenses totaling \$268 million. Funding of the expenses was provided through in-year grants and other revenues totaling \$269 million.

Niagara Catholic's 2019-2020 Revised Estimates provide for expenses of \$270 million, revenues of \$270 million resulting in a balanced plan.

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

APPENDIX A	Revised Average Daily Enrolment & Aggregate Class Size
APPENDIX B	Revised Full Time Equivalent (FTE)
APPENDIX C	Revised Grants for Student Needs (GSN) Funding
APPENDIX D	Revised 2019-2020 Expenditures
APPENDIX E	Revised 2019-2020 Schedule 10 Expenditures
APPENDIX F	Revised Special Education Envelope

RECOMMENDATION

THAT the Niagara Catholic District School Board approves the Report on the Revised Estimates for the year 2019-2020, as presented.

Prepared by: Giancarlo Vetrone, Superintendent of Business

Presented by: Giancarlo Vetrone, Superintendent of Business
John Crocco, Director of Education/Secretary Treasurer

Recommended by: John Crocco, Director of Education/Secretary Treasurer

Date: December 17, 2019

AVERAGE DAILY ENROLMENT

	2016-2017	2017-2018	2018-2019	2019-2020	2019-2020		
	ACTUAL	ACTUAL	ACTUAL	ORIGINAL ESTIMATES	REVISED ESTIMATES	ORIGINAL VS REVISED	REVISED VS LY ACTUALS
JK - SK	2,668	2,597	2,610	2,428	2,612	184	2
Grade 1 - Grade 3	4,365	4,276	4,215	4,198	4,188	(10)	(27)
Grade 4 - Grade 8	7,673	7,609	7,547	7,472	7,412	(60)	(135)
Total Elementary Day School	14,706	14,482	14,372	14,098	14,212	114	(160)
Total Secondary	6,902	6,754	6,615	6,522	6,392	(130)	(223)
Total Day School	21,607	21,236	20,987	20,620	20,604	(16)	(383)
Adult, Con Ed., High Credit and Summer School	412	317	325	325	325	0	0
Total Enrolment	22,019	21,553	21,312	20,945	20,929	(16)	(383)

Average daily enrolment is the number of full-time pupils enrolled on October 31, 2019 and March 31, 2020

CLASS SIZE ELEMENTARY

	Ratio		Classroom Teachers		
	Ministry	Actuals	Ministry	Actuals	Variance
JK-SK*	26:1	23.23	101.44	112.45	(11.00)
Grade 1 - Grade 3	20:1	19.15	211.52	218.69	(7.18)
Grade 4 - Grade 8**	24.5:1	24.01	306.66	308.70	(2.04)

* the variance is attributed to class configuration with smaller schools, French Immersion travel, extra support

** Local agreement to staff classroom average at 24.17 for 2019-2020

ELKP CLASS SIZE

	>200	200-400	>400
Elementary Schools	14	22	12
Class Size Average	19.9	23.46	25.0

SECONDARY ATTRITION PROTECTION

	ADE Enrolment	Allocated Credits	Total Sections	Class Size		
Grade 9 - Grade 12	6,392	47,600	2,100	22.7		
Classroom Teachers	379.2	18.5	4.6	4.4	Ministry	Actual
					351.7	352.7

Appendix B

FULL TIME EQUIVALENT (F.T.E.)
ORIGINAL ESTIMATES 2019-2020

	2019-2020 ORIGINAL ESTIMATES	2019-2020 REVISED ESTIMATES	CHANGE
TOTAL INSTRUCTION			
Classroom Teachers	1,199.38	1,217.38	18.0
Education Assistants	289.00	299.40	10.4
Early Childhood Educators	93.00	93.00	0.0
Professionals, Paraprofessionals and Technicians	97.20	97.20	0.0
Library & Guidance	54.00	54.00	0.0
Principals & VPs	73.30	73.30	0.0
School Office	87.60	87.60	0.0
Coordinators and Consultants	19.50	19.50	0.0
Total Instruction FTE	1,912.98	1,941.38	28.4
TOTAL ADMINISTRATION			
Administration			
Trustees	8.00	8.00	0.0
Student Trustees	2.00	2.00	0.0
Director and Supervisory Officers	5.00	5.00	0.0
Board Administration	44.00	44.00	0.0
Total Administrations	59.00	59.00	0.0
TOTAL TRANSPORTATION			
Pupil Transportation	0.00	0.00	0.0
Total Transportation	0.00	0.00	0.0
PUPIL ACCOMMODATION			
School Operations and Maintenance	182.54	182.54	0.0
Total FTE	2,154.52	2,182.92	28.4

***No local priority funding is included above.**

GRANTS FOR STUDENT NEEDS

SECTION 1A - SUMMARY OF ALLOCATIONS

	ORIGINAL ESTIMATES	REVISED ESTIMATES	VARIANCE
	2019-2020	2019-2020	
Pupil Foundation	\$107,260,613	\$107,507,839	\$247,226
School Foundation	\$16,350,453	\$16,349,873	(\$580)
Special Education	\$29,336,603	\$29,518,903	\$182,300
Language Allocation	\$4,494,447	\$4,798,387	\$303,940
Rural and Northern Education	\$149,430	\$149,430	\$0
Learning Opportunities	\$2,790,090	\$2,736,639	(\$53,451)
Continuing Education Allocation	\$1,847,931	\$1,852,876	\$4,945
Teacher Qualification	\$31,052,972	\$31,189,496	\$136,524
New Teacher Induction	\$69,414	\$69,414	\$0
ECE Q&E	\$1,184,263	\$1,333,544	\$149,281
Restraint Savings	(\$64,921)	(\$64,921)	\$0
Transportation	\$10,453,591	\$10,932,988	\$479,397 ¹
Administration and Governance	\$7,098,551	\$7,125,258	\$26,707
School Operations & Maintenance	\$20,248,678	\$20,209,108	(\$39,570)
Community Use of Schools	\$285,602	\$285,602	\$0
Declining Enrolment	\$1,064,181	\$1,005,438	(\$58,743)
Indigenous Funding	\$443,457	\$450,025	\$6,568
Safe and Accepting Schools	\$389,772	\$388,725	(\$1,047)
Permanent Financing of NFP	\$117,487	\$117,487	\$0
General Operating Allocation	\$234,572,614	\$235,956,111	\$1,383,497
Minor Tangible Capital Assets	(\$5,864,943)	(\$5,898,903)	(\$33,960)
Trustee Association Fee	\$43,017	\$43,017	\$0
Total Operating Allocation	\$228,750,688	\$230,100,225	\$1,349,537
Capital Grant - Non Land	\$11,100,000	\$11,057,887	(\$42,113)
Minor Tangible Capital Assets	\$5,823,514	\$5,898,903	\$75,389
Total School Renewal Allocation	\$3,704,088	\$3,720,481	\$16,393
Capital Grants - Temporary Acc.	\$363,776	\$363,776	\$0
Short Term Interest on Capital	\$75,529	\$75,529	\$0
Capital Debts Payments - Interest	\$2,664,434	\$2,664,434	\$0
Total Capital Allocation	\$23,731,341	\$23,781,010	\$49,669
Total Allocation	\$252,482,029	\$253,881,235	\$1,399,206

Notes:

1. Transportation funding model has increased 4% to support excess costs above prior funding model.

2019-2020 ORIGINAL ESTIMATES

	2019-2020	2019-2020		
	Original Estimates	Revised Estimates	Variance	Comments
TOTAL INSTRUCTION				
Classroom Teachers	\$130,424,252	\$133,211,128	\$2,786,876	Additional Classroom Teachers
Supply Staff	\$6,529,620	\$6,637,065	\$107,445	Additional replacement costs
Education Assistants	\$15,909,067	\$16,144,060	\$234,993	Additional hours to support system
Early Childhood Educators	\$5,543,303	\$5,378,732	(\$164,571)	Rate adjustment
Textbooks and Supplies	\$5,091,963	\$5,381,917	\$289,954	Additional support School Budget
Computers	\$636,000	\$636,000	\$0	
Professionals, Paraprofessionals and Technicians	\$8,093,816	\$8,072,964	(\$20,852)	Reallocation
Library & Guidance	\$3,974,047	\$3,994,668	\$20,621	Reallocation
Staff Development	\$485,500	\$485,500	\$0	
Department Heads	\$313,073	\$316,328	\$3,255	
Principals & VPs	\$10,390,193	\$10,390,193	(\$0)	
School Office	\$5,326,506	\$5,369,918	\$43,412	
Coordinators and Consultants	\$2,367,092	\$2,439,959	\$72,867	Reallocation
Continuing Education	\$4,319,866	\$4,894,637	\$574,771	Offsetting Revenue
Total Instruction Expenses	\$199,404,298	\$203,353,069	\$3,948,771	
TOTAL ADMINISTRATION				
Administration				
Trustees	\$264,735	\$264,735	\$0	
Director and Supervisory Officers	\$1,144,227	\$1,204,227	\$60,000	Reallocation
Board Administration	\$6,023,679	\$5,964,134	(\$59,545)	Reallocation
Total Administrations	\$7,432,641	\$7,433,096	\$455	
TOTAL TRANSPORTATION				
Transportation				
Pupil Transportation	\$10,843,904	\$10,767,254	(\$76,650)	Adjusted cost model
Total Transportation	\$10,843,904	\$10,767,254	(\$76,650)	
PUPIL ACCOMMODATION				
School Operations and Maintenance	\$21,817,096	\$21,627,309	(\$189,787)	Utilities adjustment
School Renewal	\$996,076	\$996,076	\$0	
Other Pupil Accommodation	\$3,465,202	\$3,274,200	(\$191,002)	Interest Debenture

2019-2020 ORIGINAL ESTIMATES

	2019-2020	2019-2020		
	Original Estimates	Revised Estimates	Variance	Comments
Amortization	\$16,103,700	\$16,103,700	\$0	
Interest Charges	\$117,487	\$117,487	\$0	
Total Pupil Accommodation	\$42,499,561	\$42,118,772	(\$380,789)	
School Generated Funds Expenses	\$7,557,500	\$7,410,200	(\$147,300)	Offsetting Revenue
Total Expenses Schedule 10	\$267,737,904	\$271,082,390	\$3,344,486	

SCHEDULE 10 EXPENSES

SCHEDULE 10 ANNUAL REVISED ESTIMATES 2019-2020

		Salaries and Wages	Employee Benefits	Staff Development	Supplies and Services	Interest Charges	Rental Expenses	Fees and Contract Services	Other Expenses	Transfer to Other Boards	Amortization	Total Expenses
				04	05	07	08	09	10	11	12	
TOTAL INSTRUCTION												
Classroom Teachers	510	\$118,126,232	\$14,982,972	\$0	\$73,500	\$0	\$0	\$28,500	\$0		\$0	\$133,211,204
Supply Staff		\$6,033,696	\$603,370	\$0	\$0	\$0	\$0	\$0	\$0		\$0	\$6,637,065
Education Assistants	531	\$12,399,319	\$3,744,741	\$0	\$0	\$0	\$0	\$0	\$0		\$0	\$16,144,060
Early Childhood Educators	532	\$4,155,734	\$1,222,997	\$0	\$0	\$0	\$0	\$0	\$0		\$0	\$5,378,732
Textbooks and Supplies	550	\$0	\$0	\$0	\$4,572,517	\$0	\$0	\$809,400	\$0		\$0	\$5,381,917
Computers	540	\$0	\$0	\$0	\$636,000	\$0	\$0	\$0	\$0		\$0	\$636,000
Professionals, Paraprofessionals and Technicians	560	\$6,130,218	\$1,590,246	\$0	\$307,500	\$0	\$0	\$45,000	\$0		\$0	\$8,072,964
Library & Guidance	570	\$3,240,110	\$685,058	\$0	\$38,000	\$0	\$0	\$31,500	\$0		\$0	\$3,994,668
Staff Development	580	\$450,000	\$0	\$35,500	\$0	\$0	\$0	\$0	\$0		\$0	\$485,500
Department Heads	670	\$316,328	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0	\$316,328
Principals & VPs	610	\$9,385,006	\$998,187	\$0	\$7,000	\$0	\$0	\$0	\$0		\$0	\$10,390,193
School Office	620	\$3,635,391	\$1,154,937	\$46,250	\$533,340	\$0	\$0	\$0	\$0		\$0	\$5,369,918
Coordinators and Consultants	590	\$2,131,688	\$234,471	\$10,000	\$63,800	\$0	\$0	\$0	\$0		\$0	\$2,439,959
Continuing Education	630	\$3,307,750	\$670,000	\$6,500	\$414,050	\$0	\$55,320	\$426,017	\$15,000		\$0	\$4,894,637
Total Instruction Expenses		\$169,311,472	\$25,886,979	\$98,250	\$6,645,707	\$0	\$55,320	\$1,340,417	\$15,000	\$0	\$0	\$203,353,145
TOTAL ADMINISTRATION												
Trustees	640	\$98,994	\$9,224	\$0	\$33,500	\$0	\$0	\$0	\$123,017		\$0	\$264,735
Director and Supervisory Officers	650	\$933,078	\$91,349	\$33,300	\$46,500	\$0	\$0	\$60,000	\$40,000		\$0	\$1,204,227
Board Administration	660	\$2,819,180	\$760,503	\$55,450	\$1,173,600	\$0	\$93,000	\$952,900	\$109,500		\$0	\$5,964,134
Total Administrations		\$3,851,253	\$861,076	\$88,750	\$1,253,600	\$0	\$93,000	\$1,012,900	\$272,517	\$0	\$0	\$7,433,096
TOTAL TRANSPORTATION												
Transportation												
Pupil Transportation	680	\$0	\$0	\$0	\$237,000	\$0	\$0	\$10,155,254	\$0	\$375,000	\$0	\$10,767,254
Total Transportation		\$0	\$0	\$0	\$237,000	\$0	\$0	\$10,155,254	\$0	\$375,000	\$0	\$10,767,254
PUPIL ACCOMMODATION												
School Operations and Maintenance	700	\$9,320,819	\$2,817,932	\$30,400	\$8,675,158	\$0	\$70,000	\$713,000	\$0		\$0	\$21,627,309
School Renewal Expense					\$600,000	\$396,000						\$996,000
Pupil Accommodation	770			\$0	\$0	\$2,821,487	\$570,200	\$0	\$0		\$0	\$3,391,687
Amortization	750			\$0	\$0	\$0	\$0	\$0	\$0		\$16,103,700	\$16,103,700
Interest Charges	780			\$0	\$0	\$0	\$0	\$0	\$0		\$0	\$0
Total Pupil Accommodation		\$9,320,819	\$2,817,932	\$30,400	\$9,275,158	\$3,217,487	\$640,200	\$713,000	\$0	\$0	\$16,103,700	\$42,118,696
School Generated Funds Expenses					\$7,410,200							\$7,410,200
Total Expenses Schedule 10		\$182,483,543	\$29,565,987	\$217,400	\$24,821,665	\$3,217,487	\$788,520	\$13,221,571	\$287,517	\$375,000	\$16,103,700	\$271,082,390

SCHEDULE 9 - REVENUE \$271,299,563

* Estimates include \$1,500,000 in Education Program Other Revenues.

* Maternity Top-Up \$390000

ACCUMULATED SURPLUS / (DEFICIT) AVAILABLE FOR COMPLIANCE

\$217,173

* Employee Future Benefits \$300,000

* WSIB \$450,000

SCHEDULE 10A SPECIAL EDUCATION
EXPENSES

Appendix F

SCHEDULE 10A AND 10B

SPECIAL EDUCATION EXPENSES		Salaries and Wages	Employee Benefits	Staff Development	Supplies and Services	Rental Expenses	Fees and Contract Services	Other Expenses	Amortization	Self Contained Allocation	Total Expenses
				04	05	08	09	10	12		
TOTAL INSTRUCTION											
Classroom Teachers	510	\$5,054,333	\$672,690	\$0	\$7,500	\$0	\$0	\$0	\$0		\$5,734,523
Supply Staff		\$862,009	\$86,201	\$0	\$0	\$0	\$0	\$0	\$0		\$948,210
Education Assistants	531	\$9,914,295	\$2,970,735	\$0	\$0	\$0	\$0	\$0	\$0		\$12,885,030
Early Childhood Educators	532	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0
Textbooks and Supplies	550	\$0	\$0	\$0	\$615,000	\$0	\$0	\$0	\$0		\$615,000
Computers	540	\$0	\$0	\$0	\$45,000	\$0	\$0	\$0	\$0		\$45,000
Professionals, Paraprofessionals and Technicians	560	\$2,339,392	\$650,491	\$0	\$114,000	\$0	\$45,000	\$0	\$225,000		\$3,373,883
Staff Development	580	\$0	\$0	\$13,000	\$0	\$0	\$0	\$0	\$0		\$13,000
Department Heads	670	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0
Principals & VPs	610	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0
School Office	620	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0
Coordinators and Consultants	590	\$205,868	\$23,753	\$0	\$0	\$0	\$0	\$0	\$0		\$229,621
ELEMENTARY SPECIAL EDUCATION		\$18,375,898	\$4,403,870	\$13,000	\$781,500	\$0	\$45,000	\$0	\$225,000	(\$72,710)	\$23,771,557
TOTAL INSTRUCTION											
Classroom Teachers	510	\$2,185,400	\$264,669	\$0	\$1,000	\$0	\$0	\$0	\$0		\$2,451,069
Supply Staff		\$215,502	\$21,550	\$0	\$0	\$0	\$0	\$0	\$0		\$237,053
Teacher Assistants	531	\$2,485,024	\$774,006	\$0	\$0	\$0	\$0	\$0	\$0		\$3,259,030
Early Childhood Educators	532	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0
Textbooks and Supplies	550	\$0	\$0	\$0	\$160,000	\$0	\$0	\$0	\$0		\$160,000
Computers	540	\$0	\$0	\$0	\$30,000	\$0	\$0	\$0	\$0		\$30,000
Professionals, Paraprofessionals and Technicians	560	\$276,539	\$60,205	\$0	\$5,000	\$0	\$0	\$0	\$65,000		\$406,744
Staff Development	580	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0
Department Heads	670	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0
Principals & VPs	610	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0
School Office	620	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0
Coordinators and Consultants	590	\$103,974	\$11,897	\$0	\$0	\$0	\$0	\$0	\$0		\$115,871
SECONDARY SPECIAL EDUCATION		\$5,266,440	\$1,132,327	\$0	\$196,000	\$0	\$0	\$0	\$65,000	(\$713,404)	\$5,946,363
TOTAL SPECIAL EDUCATION EXPENDITURES		\$23,642,338	\$5,536,196	\$13,000	\$977,500	\$0	\$45,000	\$0	\$290,000	(\$786,114)	\$29,717,920
SPECIAL EDUCATION FUNDING*											\$29,518,903

* Includes \$500,000 SEA Based Funding transferred to Revenue

Not Included:

* Maternity Top-Up

* Employee Future Benefits

* WSIB

* Employee Future Benefits

(\$199,017)

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
DECEMBER 17, 2019**

PUBLIC SESSION

**TITLE: FINANCIAL REPORTS
FINANCIAL REPORT AS AT NOVEMBER 30, 2019**

The Financial Report as at November 30, 2019 is presented for information

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

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

Approved by: John Crocco, Director of Education/Secretary-Treasurer

Date: December 17, 2019

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD FINANCIAL UPDATE
FISCAL 2019-2020
NOVEMBER 30, 2019**

OVERVIEW

Niagara Catholic District School Board has completed the 2019-2020 revised estimates and the financial results continue to project a balanced portfolio for August 2020.

FINANCIAL STATEMENT - NOTES

REVENUE

1. The adjustment in GSN revenues for the 2019-2020 fiscal year has been finalized during our revised estimates in December.

EXPENSES

1. Classroom Teachers expenditure has increased approximately \$1.4M in additional staff to account for the increased enrolment since June. The addition to Elementary staff was to accommodate class size and caps for additional enrolment since June. Moreover, the Secondary Panel needed to deploy additional teachers to meet program needs. The attrition protection and class size aggregate continues to present some challenges in meeting ministry staffing requirements.
2. The replacement costs associated with additional staff has been factored into the supply budget for 2019-2020.
3. Education Assistants hours have been deployed to meeting the needs of new students enrolled at the start of October.
4. Increased adjustment in school budgets for both panels because computer leasing costs from prior years has expired allowing for additional resources at the school level.
5. Continuing Education has adjusted its cost structure to reflect current programs and services. Continuing Education continues to provide a positive revenue stream to subsidize regular school day programs.

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD FINANCIAL UPDATE
FISCAL 2019-2020
NOVEMBER 30, 2019**

TOTAL DAY SCHOOL PROGRAMS STAFFING

SUMMARY FTE(s)

	Original Estimates	Revised Estimates	Month of November	YTD Variance
Board Administration	44.0	44.0	-	0.0
Classroom Teachers	1,199.4	1,217.4	-	18.0
Coordinators/Consultants	19.5	19.5	-	0.0
Director & Supervisory Officer	5.0	5.0	-	0.0
Early Childhood Educators	93.0	93.0	-	0.0
Library and Guidance	54.0	54.0	-	0.0
Principals / VPs	73.3	73.3	-	0.0
Professionals, Para/Technicians	97.2	97.2	-	0.0
School Office	86.7	86.7	-	0.0
School Operations Maintenance	182.54	182.54	-	0.0
Education Assistants	289.0	299.4	-	10.4
Grand Total	2,143.64	2,172.04	0.0	28.4

*does not include Elected Trustees and Student Trustees.

EXPENDITURES

In thousands of ('000)

	2019-2020 Original Estimates	2019-2020 Revised Estimates	YTD Variance
TOTAL INSTRUCTION	\$	\$	\$
1 Classroom Teachers	130,424	133,211	2,786
2 Supply Staff	6,529	6,637	107
3 Education Assistants	15,909	16,144	234
Early Childhood Educators	5,543	5,378	(164)
4 Textbooks and Supplies	5,091	5,381	289
Computers	636	636	0
Professionals, Para and Technicians	8,093	8,072	(20)
Library & Guidance	3,974	3,994	20
Staff Development	485	485	0
Department Heads	313	316	3
Principals & VPs	10,390	10,390	0
School Office	5,026	5,396	43
Coordinators and Consultants	2,367	2,439	72

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD FINANCIAL UPDATE
FISCAL 2019-2020
NOVEMBER 30, 2019**

5	Continuing Education	4,319	4,894	574
	Total Instruction Expenses	199,899	203,353	3,948
	TOTAL ADMINISTRATION			
	Administration			
	Trustees	264	264	0
	Director and Supervisory Officers	1,204	1,204	0
	Board Administration	5,963	5,963	0
	Total Administrations	7,431	7,431	0
	TOTAL TRANSPORTATION			
	Transportation			
	Pupil Transportation	10,843	10,767	(76)
	Total Transportation	10,843	10,767	(76)
	PUPIL ACCOMMODATION			
	School Operations and Maintenance	22,817	22,627	(189)
	School Renewal	996	996	0
	Other Pupil Accommodation	3,465	3,274	(191)
	Amortization	16,103	16,103	0
	Interest Charges	117	117	0
	Total Pupil Accommodation	42,499	42,118	(380)
	School Generated Funds Expenses	7,557	7,410	(147)
	TOTAL EXPENDITURE	267,737	271,082	3,344

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
DECEMBER 17, 2019**

PUBLIC SESSION

**TOPIC: TRUSTEE INFORMATION
SPOTLIGHT ON NIAGARA CATHOLIC – DECEMBER 3, 2019**



December 3, 2019

Trustees Elect 2020 Chair and Vice-Chair

The Niagara Catholic District School Board held its Annual Organizational Meeting at the Catholic Education Centre on December 3, 2019.

Frank Fera, trustee for Niagara Falls since 2000, was re-elected as Chair of the Board by straw vote. Dino Sicoli, who has represented Catholic ratepayers in Port Colborne, Fort Erie and Wainfleet since 2010, was re-elected Vice-Chair, also on a straw vote. He previously served as Vice-Chair in 2015.

During his remarks, Chair Fera remarked on what he believes to be the Board's biggest accomplishment in 2019.

"Last year, with the assistance of the Vice-Chair and a couple of like-minded trustees, we dedicated our time in bringing the unions aboard to work cooperatively with senior staff in the interest of students – an achievement that no other Chair was able to realize in past years," he said. "As a direct result of this effort, the Director and the president of the unions are now working together to solve grievances, saving our board a great deal of money that can be utilized to better serve our students."

On Wednesday, Chair Fera further added: "Catholic education is unique, where the faith component is built-in across the curriculum, and the cooperation between home, parish and school is an integral part of Catholic education. As a Catholic school board, we are committed to continuing to promote our system, and to ensure its survival for years to come."

Vice-Chair Sicoli asked for God's blessings upon the Board of Trustees, Senior Staff and all leaders in Catholic education for the coming year.

"I ask the God of compassion to bless my fellow trustees, myself, Senior Administration, our educational leaders," he said. "May this evening and our prayerful observance of this Advent season be the beginning of a profound difference in our Niagara Catholic school system, in our homes and in our hearts. May the dawning of your Christ be a new day of justice for all who are oppressed and rejected; may His coming usher in an eternal day of peace among all."

Director of Education John Crocco congratulated Chair Fera and Vice-Chair Sicoli on their re-election, and thanked the student choir from Our Lady of Mount Carmel Catholic Elementary School for their musical contribution to the Annual Organizational Meeting.

“I am confident that Chair Fera and Vice-Chair Sicoli will continue to be strong advocates for Niagara Catholic, focused on fulfilling the Board’s Mission, Vision and Values for the students we serve in Catholic education,” he said. “I would also like to thank the Our Lady of Mount Carmel choir, led by music directors Eileen Wilson and Vanessa Dominski, for their wonderful and joyful performance of songs during this Advent season. Thank you for being a part of this special evening.”

Remarks by both the Chair and Vice-Chair are available on this website under <https://niagaracatholic.ca/trustees/>.

Policies Recommended

Following the Annual Organizational Meeting, trustees moved into Committee of the Whole. During the CW Meeting, trustees recommended two policies be sent to the December Board Meeting for consideration. Trustees will consider the *Catholic Leadership: Principal and Vice-Principal Selection Policy (202.2)* and *Religious Accommodation Policy (100.10.1)* on December 17.

Accountability Financial Report – UPDATE

During the December 3 Committee of the Whole Meeting, Superintendent of Business and Financial Services Giancarlo Vetrone advised the Board about additional investments in education provided to Niagara Catholic following the Provincial Government’s central agreement with CUPE.

As a result, Niagara Catholic has received the following as local priority funding:

- \$535,724 reinstated to the Special Education Staff Amount
- \$445,648 reinstated to the Other Staffing Amount
- \$8,255 reinstated to the Community Use of Schools Investment and
- \$84,846 in new funding through the Education Worker Protection Fund.

Stay Up-to-Date with Niagara Catholic

If you’re reading this, you’re reading it on our brand-new website! We hope you’re enjoying the new format. Be sure to check us out on [Facebook](#) and follow us on [Twitter](#) and [Instagram](#) for news and events and the adventures of our Office Elf and Wandering Wise Men, and also check out our Good News boxes for stories from our schools.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
DECEMBER 17, 2019**

PUBLIC SESSION

**TOPIC: TRUSTEE INFORMATION
CALENDAR OF EVENTS – JANUARY 2020**



JANUARY 2020



Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8 SEAC Meeting	9 NCPIC Meeting	10	11
12	13	14 SAL Meeting CW Meeting	15	16	17 Elementary PA Day	18
19	20	21	22	23	24 Secondary first semester exams begin	25
26	27 Family Literacy and Numeracy Day	28 Policy Committee Meeting Board Meeting	29	30 Secondary first semester exams end	31 Secondary PA Day	

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
DECEMBER 17, 2019**

PUBLIC SESSION

**TOPIC: TRUSTEE INFORMATION
OCSTA MEMORANDUM
OCSTA 2019 ANNUAL FINANCE BRIEF SUBMISSION
PARTNERS IN EXCELLENCE: STABILITY & FLEXIBILITY IN
EDUCATION FUNDING**



Ontario Catholic School
Trustees' Association

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Beverley Eckensweiler, *President*
Michelle Griepsma, *Vice President*
Nick Milanetti, *Executive Director*

December 12, 2019

MEMORANDUM

TO: Chairpersons and Directors of Education
- All Catholic District School Boards

FROM: Beverley Eckensweiler, President

SUBJECT: OCSTA 2019 Annual Finance Brief Submission
Partners in Excellence: Stability & Flexibility in Education Funding

On behalf of the Board of Directors of OCSTA, I am pleased to share with you our 2019 Finance Brief. As you are aware, this year's Brief covers several education policy and funding matters that are of concern to our member boards, including:

- Cybersecurity
- Student Transportation
- Special Education and Mental Health
- Capital Planning
- School Bus Driver Retention
- Parent Reaching Out Grants
- Information Technology

We will be sharing this Finance Brief with the Minister of Education and will schedule a meeting with him and his senior staff to discuss our concerns and recommendations.

If you have any questions, please contact me or Steve Andrews (sandrews@ocsta.on.ca).

Submission to

The Minister of Education

**Partners in Excellence: Stability & Flexibility
in Education Funding**

December 10, 2019



Ontario Catholic School
Trustees' Association



Ontario Catholic School Trustees' Association

Mission Statement

Inspired by the Gospel, the Ontario Catholic School Trustees' Association provides the provincial voice, leadership and service for elected Catholic school trustees to promote and protect publicly funded Catholic education in Ontario.

Vision Statement

Ontario is enriched by a publicly funded Catholic education system, governed by locally elected Catholic school trustees who serve with faith, commitment and compassion.

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Introduction

The Ontario Catholic School Trustees' Association (OCSTA) was founded in 1930. It represents 237 elected Catholic trustees who collectively represent 29 English-language Catholic district school boards. Together, these school boards educate approximately 545,000 students from junior kindergarten to grade 12 and adults in continuing education programs province-wide.

Inspired by the Gospel, the Mission of the Ontario Catholic School Trustees' Association is to provide leadership, service and a provincial voice for Catholic school boards in promoting and protecting Catholic education.

Annually, OCSTA submits a brief to the government with recommendations for improvements to the funding of education. Recommendations are made on the basis that the education funding system in Ontario must respond to four essential principles:

Equity: A funding formula must distribute education dollars equitably among all Ontario school boards and their students;

Adequacy: The level of funding for education must be adequate to ensure quality education for today's students;

Autonomy/Flexibility: The model must allow school boards the autonomy and flexibility in spending they require to achieve the distinctive goals of their system, and to meet local needs; and

Accountability: The educational funding model must include mechanisms that ensure the appropriate degree of accountability for all parties and transparent processes and reporting mechanisms to support efficient and effective use of educational resources for students.

The recommendations contained in this brief were approved by the members of OCSTA and are important issues to the 29 Catholic District School Boards in our province. In some cases, they represent on-going concerns and in others describe recent priorities. We trust that the Minister of Education will consider our comments as part of the government's on-going commitment to consultation. As always, we would be pleased to meet with representatives of the Ministry to discuss any of the following items in more detail.

Catholic School Boards as Partners in Service Delivery

The OCSTA and Catholic school boards work closely with the Ministry of Education to develop education programs, budgets and curriculum that supports the legislative and regulatory requirements spelled out in the *Education Act*. We have enjoyed a positive working relationship for many years with all stakeholders in the education sector, including all Ontario political parties. Our school board trustees are the democratically elected representatives of the Catholic school system with responsibilities for:

- Establishing the education mission of the board;
- Developing school board policies that promote and protect Catholic education;
- Promoting the constitutional right of the Catholic school community to govern, manage and control publicly funded Catholic schools.

Our member school boards design and deliver Christ centered education programs to students. These boards are directly supported by 2.4 million Catholic ratepayers and have been an integral part of the history and fabric of our province for over 175 years.

Efficiencies at Catholic School Boards

OCSTA supports the government's objective of providing public services as efficiently as possible. Catholic school boards have historically and remain committed to being as effective and efficient as possible and have found significant cost efficiencies in the following areas:

1. Student transportation consortia;
2. Purchasing consortia;
3. Curriculum co-operatives;
4. Ontario Education Collaborative Marketplace (non-profit group that sources products and services for the education sector at price discounts);
5. Ontario Education Services Corporation (OESC) provides a central repository for resources and provides a host of services for school boards;
6. Ontario School Boards' Insurance Exchange (OSBIE) is a school board owned, non-profit insurance program, representing 78 school boards/school authorities.

These partnerships save Ontario taxpayers millions of dollars each year. The Auditor General states that "school boards have been increasing their use of group purchasing arrangements to acquire goods and services. We noted that the value of school board purchases acquired through supplier agreements negotiated by the Ontario Education Collaborative Marketplace increased from \$10 million in 2010 to \$112 million in 2016". (2017 Annual Report, Chapter 3, section 3.12 p.615-616).

Cybersecurity in School Boards

School boards throughout North America are facing increased threats from cybercriminals. According to Statistics Canada, incidents of cybercrime in Canada is increasing on average 23% each year and have almost doubled since 2014.

(<https://www150.statcan.gc.ca/t1/tbl1/en/tv.action?pid=3510000101>)

In the Auditor General's 2018 Annual Report, cyberattacks is identified as a growing threat to the security of Ontario's school boards' IT systems and related infrastructure. The report identifies cyberattacks as those security breaches

...both intentional and unintentional unauthorized access, use, manipulation, interruption or destruction of electronic information and/or the electronic and physical infrastructure used to process, communicate and/ or store that information. The biggest potential consequences of cyberattacks are disruption of operations and compromise of sensitive data. In extreme circumstances, cyberattacks can lead to damage to physical property and harm to human life.¹

School boards host large amounts of personal information about students and board staff that can make them vulnerable to cyberattacks. This information could be used for identity theft or other forms of criminal activity that pose a significant risk for student and staff safety. It is paramount then that school boards have the resources, training and support required to develop cybersecurity systems to prevent cyberattacks. While our school boards support the general recommendations of the Auditor General in refining existing cybersecurity and risk management frameworks to reduce the school boards' risks, including cybersecurity awareness training to teachers and staff who have access to information technology, additional funding and support resources are necessary.

OCSTA Recommendations:

- **That the Ministry of Education ensure that boards have sufficient resources to develop and implement new cybersecurity policies and risk management frameworks;**
- **That the Ministry of Education expand the work of the Educational Computing Network of Ontario (ECNO) in building a shared service capacity for cybersecurity analysis and a shared security service for boards in Ontario;**
- **That the Ministry of Education expand the mandate of the Ministry's Broadband Modernization Initiative to fund and support cybersecurity training and awareness programs.**

¹ See chapter 3.12 p. 555 (http://www.auditor.on.ca/en/content/annualreports/arreports/en18/v1_312en18.pdf)

Economic Realities with Capital Projects/Funding for Retrofitting/Renovating Schools

Capital Costs Regarding School Construction:

Several factors are increasing the capital costs related to school construction in Ontario. They include:

- Increased tariffs on steel and aluminum;
- Rising interest rates;
- Increasing labour costs;
- Current construction tendering environment.

The current Ministry of Education Capital Priorities Funding Benchmark (“benchmark”) does not recognize these increasing cost factors and is currently not an adequate standard for determining construction costs. The last formal review of the benchmark was in 2010 based on the analysis provided by the Expert Panel on Capital Standards. There is an urgent need to increase this benchmark to better align with current economic realities in the construction sector.

Recently, however, the Ministry announced a review of the Design Standard and Benchmark standards as part of the launch of the Capital Priorities Program (July 22, 2019 B17). OCSTA welcomes this review and believes addressing the increased costs associated with school construction is overdue.

In addition, in the context of retrofitting and renovating schools, funding has not been adequate to reduce the overall deferred maintenance backlog or provide sufficient funds for schools to replace or renew energy efficient building components or meet the heating and cooling costs of schools. The loss of the Greenhouse Gas Reduction Fund, for example, has compromised many energy efficiency retrofit projects in our schools. The review panel represents an opportunity to address this issue of deferred maintenance.

Capital Program Planning:

School boards benefitted from previous capital allocation programs in a number of ways. Paramount among these were the predictability and flexibility afforded to school boards to plan, on a district-wide basis, for the most effective and efficient means of addressing their various capital requirements.

The continuing needs of school boards include the following:

1. Old schools need to be re-built;
2. Some schools need to be consolidated due to declining enrolment and this often requires some capital upgrades;
3. Ultimately all schools will need to meet AODA accessibility standards, but there are no funds earmarked to address these needs; and
4. Even with overall decreases in enrolment, new schools need to be built in boards’ growth areas that are sometimes far from existing schools.

The Ministry of Education now issues calls for applications for capital projects. Each of these calls gives the appearance of being a one-off call, with no certainty about whether or when there will be another. As a consequence, many boards have treated these calls as though there will be no other. A multiplicity of different projects, which under the previous system were streamed into specific capital programs, is now herded into a single funding stream. This makes it difficult for boards to assign priorities and difficult for Ministry officials to make decisions that are fair and equitable.

In addition, the current approvals process under this single funding stream for capital projects is administratively burdensome. Streamlining this process will go some distance to increasing efficiency and lessening the administrative burdens for school boards.

The current situation would also benefit from the creation of a multi-year program to address capital needs. This would add an element of predictability to the system and would make it possible for school boards to plan and clearly articulate those plans to the Ministry. It would also make it easier for the Ministry to review applications and make allocations in an orderly and transparent manner that reflect the priorities of both the Ministry and school boards.

OCSTA Recommendations:

- **That the Ministry of Education include key education stakeholders, including OCSTA, in the review panel regarding school construction capital benchmarks;**
- **That the Ministry of Education establish a multi-year capital funding process in order to restore the ability of both the Ministry of Education and school boards to plan for future capital needs;**
- **That the Ministry of Education streamline and provide increased local autonomy with regard to the capital approvals process for school boards to reduce administrative costs.**

Student Transportation

OCSTA appreciates the 10% increase in funding in the 2019-2020 GSN in respect of student transportation. Along with the “stabilization funding” to assist boards that are running deficits in their student transportation budgets, these two measures go some distance in addressing OCSTA concerns regarding transportation funding. In addition, OCSTA welcomes the government’s commitment to review the existing student transportation funding formula and looks forward to participating in that process.

However, as OCSTA has noted previously, the structure and funding of student transportation is not based on the needs of a school board. The funding model is based on a “historical amount—each boards’ 1997 spending level with annual adjustments for enrollment and inflation, and other minor adjustments. The most important influences on a school board’s student transportation costs are not factored into the model such as enrollment density, geography, the number of special needs students and safety hazards.

In addition, the current competitive procurement process that school boards must follow in securing transportation has resulted in significant cost increases. In one case of a large urban transportation consortium, costs increased by roughly 20% that had to be absorbed by the affected school boards.

OCSTA Recommendations:

- **That the student transportation funding formula be restructured to reflect the actual needs of school boards;**
- **The competitive procurement process restore school board autonomy and flexibility in negotiating school bus operator contracts;**
- **That the Ministry of Education consult with OCSTA and other education partners in its on-going review of the student transportation funding formula.**

School Bus Driver Retention

School boards across Ontario are facing a shortage of qualified school bus operators. Various cost pressures such as the increases in the minimum wage and the guaranteed minimum daily hours for part-time workers negatively impact the operational costs for small and medium sized bus operators. This circumstance has resulted in delays and cancellations and generally inadequate transportation services for school boards which in turn negatively impacts student learning and well-being.

The previous government created a “School Bus Driver Retention Program” with an initial investment of a \$60 million program of three direct bonus payments to bus drivers. These payments are designed to improve recruitment and retention rates of drivers through a financial incentive. However, the program has only just started and the results are mixed at this time.

OCSTA Recommendations:

- **That the Ministry of Education continue the School Bus Driver Retention Program;**
- **That the Ministry continue to review the results of this program in the broader context of restructuring the student transportation funding formula to meet the needs of school boards.**

21st Century Programs and Services for Students with Differing Abilities Including Diverse Learning Needs

Student Mental Health

Recent research from Centre for Addiction and Mental Health shows that roughly 328,000 children in grades 7-12 report moderate to serious psychological distress (2016). The Provincial Centre for Excellence in Children and Youth Mental Health state that schools need to develop comprehensive mental health supports and strategies to address the growing challenge. In addition, with the legalization of recreational use of cannabis, many school boards anticipate greater demands on mental health resources and supports, with the potential increased use of cannabis products and accompanying impacts on student mental health and well-being.

Catholic school boards have developed comprehensive mental health strategies to build awareness/organizational capacity, reduce stigma, use evidence based best practices for promotion and prevention strategies and partner with community organizations.

Rural and northern school boards face unique issues with fewer professional resources to support student mental health services. Boards need more resources to expand promotion and prevention programs at the elementary and secondary school level. Key program areas include suicide prevention, anxiety issues, behaviour problems and addictions.

OCSTA Recommendations:

- **That the Ministry of Education ensure funding for student mental health needs is equitable and sustainable for all students;**
- **That the Ministry of Education continue to support funding of a board level “Mental Health Lead” into the Grants for Student Needs structure. We also encourage the government to monitor and update the financial supports to boards to support local mental health initiatives;**
- **That the Ministry of Education continue to address the changing nature of student mental health needs as evidenced in the need for on-going enhanced prevention/intervention and aligned staff professional development supports for students with mental health challenges in transition.**

Special Education and Students with Autism Spectrum Disorder

Currently, the vast majority of Ontario’s Catholic school boards are running deficits in meeting the educational, psychological and support needs of its exceptional students. More sophisticated diagnostic techniques related to Autism Spectrum Disorder (ASD), have resulted in significant increase in identifying this segment of the student population and led to increases in demand on special education services in boards.

Further, school boards are anticipating a significant increase in the number of ASD students entering the elementary grades over the course of the next year as the government’s new autism program is fully implemented. The Ministry of Education has recognized this issue and provided

boards some increased funding to assist program planning, professional development and enhanced funding to hire applied behavior analysis therapists.² However, it is not clear that these enhancements will be sufficient to meet the challenges boards face with students with ASD.

Additionally, with the introduction of full-day kindergarten and various social factors, school boards must reallocate funding between different program areas to ensure students receive the educational services and supports they require. In many cases, school boards are having their special education grant reduced due to phased in changes to a key part of the grant structure. The “high needs” amount of the grant is being replaced by the Differentiated Special Education Needs Amount (DSENA). This new model is composed of the Special Education Statistical Prediction Model (SESPM), Measures of Variability Amount (MOV) and Base Amount for Collaboration and Integration. This new grant structure has redistributive funding impacts across all boards, some gaining and some losing funding.

School boards also face a range of other funding and program challenges in meeting the needs of special education students. For example, boards struggle to fund the specialized staff required to support students with complex behavioural needs. This may include staff support for student transportation to treatment programs and other support services. Another example is the operational costs associated with classroom design to accommodate students that require quiet spaces for learning and behavioural management interventions.

OCSTA Recommendations:

- **That the Ministry of Education establish a Special Education Working group, including OCSTA, with a stakeholder advisory board to review the adequacy of special education funding, including the structure of the DSENA;**
- **That the Ministry of Education review “needs based” funding models for high needs special education students to supplement the overall Special Education Grant structure;**
- **That the Ministry of Education continue to survey and monitor the situation with boards and provide program/financial support as required to ensure students with ASD can be assessed in a timely manner so boards can make the necessary accommodations.**

² These supports and resources were outlined in the March 11, 2019 Memorandum from the Deputy Minister of Education to Directors of Education. For details on OCSTA’s concerns and recommendations, see the May 2019 submission to the Autism Consultation.

Information Technology

Funding in the area of technology is of paramount importance for school boards as technology is increasingly prevalent in curriculum delivery and linked to equity of access and student engagement. The Ministry of Education provided Technology Learning Funds (TLF) to school boards that was discontinued, leaving boards with infrastructure sustainability concerns. Over the last several years, school boards have made large-scale investments in their information technology due to aging hardware. In addition, boards are required to support maintaining and updating their suite of devices, including software, programs, and infrastructure.

The Grants for Student Needs (GSN) funding does not address technology needs for corporate functions, including financial, plant and maintenance work order systems, payroll systems, student information systems and human resource and employee relations reporting. Aligned to the province's focus on modernizing learning and modernizing classrooms, and with plans moving forward to mandate e-learning opportunities for secondary students, school boards would benefit from increased and stable funding to support the technology priorities of the government.

OCSTA Recommendations:

- **That the Ministry of Education provide boards with sustainable funding for information technology infrastructure through the GSN;**
- **That the Ministry of Education continue to consult with boards and OCSTA in respect of its Broadband Modernization strategy to ensure the IT needs of boards are factored into the strategy.**

Parent Reaching Out Grants

The Parent Reaching Out (PRO) Grants program provides funding to district school boards to lead projects with a focus on the identification and removal of barriers that prevent parents and families from participating and engaging fully in their children's learning.

This year (2019-20) the Ministry of Education is investing \$1.25M in Parent Reaching Out Grants through the new Priorities and Partnerships Fund (PPF). School boards will receive a predetermined funding amount for parent engagement projects.

Changes to the program were made for the 2019-20 school year from an application-based funding model to an allocation-based grant provided to each district school board. This funding is intended to help district school boards address local needs and priorities connected to enhancing parent engagement.

Catholic school boards rely on these PRO grants to offset the costs of parent engagement events, programs and related initiatives. These are critically important for our Catholic educational community to foster parent engagement with our schools and to assist in our student's faith formation activities. OCSTA applauds the Ministry of Education in continuing to fund these PRO grants, while examining alternative funding options for boards to support parent engagement within the school community.

OCSTA Recommendations:

- **That the Ministry of Education continue to fund PRO grants and share examples of innovative initiatives.**

School Board Flexibility and Autonomy

Catholic district school boards in Ontario face increased budget pressures in the delivery of educational programs and services required by the Ministry of Education. As part of an expanding list of programs and services, the ministry continues to reduce boards' flexibility and autonomy in designing and delivering these programs that meet local needs and conditions. In addition, the ministry continues to reduce boards' flexibility in developing specific policies for students or implementing ministry policy directives making prudent financial decisions locally. The recent proposed revisions to the Pupil Accommodation Review Guideline is one example.

The ministry has also placed increased restrictions on how school boards spend their capital and operating funds. For example, the increased number of areas in the GSN that are "enveloped" reduces school boards' budget flexibility along with more targeted Program Priorities Funding (PPF). These restrictions on school boards have reduced their capacity to plan for, fund and operate specific education programs that serve the unique needs of their local constituents.

In essence, then, Ontario's publicly funded school boards require sufficient flexibility and autonomy to realize their distinct missions and unique mandates.

OCSTA Recommendations:

- **That the Ministry of Education develop new regulations/policies to restore school board autonomy and flexibility:**
 - 1. In overall school board planning/program design and the implementation of ministry policy directives;**
 - 2. Reduce restrictions (enveloping) on operating funds that decrease school board flexibility.**

Summary of Recommendations

Cybersecurity in School Boards

- That the Ministry of Education ensure that boards have sufficient resources to develop and implement new cybersecurity policies and risk management frameworks;
- That the Ministry of Education expand the work of the Educational Computing Network of Ontario (ECNO) in building a shared service capacity for cybersecurity analysis and a shared security for boards in Ontario;
- That the Ministry of Education expand the mandate of the Ministry's Broadband Modernization Initiative to fund and support cybersecurity training and awareness programs.

Economic Realities with Capital Projects/ Funding for Retrofitting/Renovating schools

- That the Ministry of Education include key education stakeholders, including OCSTA, in the review panel regarding school construction capital benchmarks;
- That the Ministry of Education establish a multi-year capital funding process in order to restore the ability of both the Ministry of Education and school boards to plan for future capital needs;
- That the Ministry of Education streamline the capital approvals process for school boards to reduce administrative costs.

Student Transportation

- That the student transportation funding formula be restructured to reflect the actual needs of school boards;
- The competitive procurement process restore school board autonomy and flexibility in negating school bus operator contracts;
- That the Ministry of Education consult with OCSTA and other education partners in its on-going review of the student transportation funding formula.

School Bus Driver Retention

- That the Ministry of Education continue the School Bus Driver Retention Program;
- That the Ministry continue to review the results of this program in the broader context of restructuring the student transportation funding formula to meet the needs of school boards.

21st Century Programs and Services for Students with Differing Abilities Including Diverse Learning Needs

Student Mental Health

- That the Ministry of Education ensure funding for student mental health needs is equitable and sustainable for all students;
- That the Ministry of Education continue to support funding of a board level “Mental Health Lead” into the Grants for Student Needs structure. We also encourage the government to monitor and update the financial supports to boards to support local mental health initiatives;
- That the Ministry of Education continue to address the changing nature of student mental health needs as evidenced in the need for on-going enhanced prevention/intervention and aligned staff professional development supports for students with mental health challenges in transition.

Special Education and Students with Autism Spectrum Disorder

- That the Minister of Education establish a Special Education Working group with a stakeholder advisory board to review the adequacy of special education funding, including the structure of the DSENA;
- That the Ministry of Education review “needs based” funding models for high needs special education students to supplement the overall Special Education Grant structure;
- That the Ministry of Education continue to survey and monitor the situation with boards and provide program/financial support as required to ensure students with ASD can be assessed in a timely manner so boards can make the necessary accommodations.

Information Technology

- That the Ministry of Education provide boards with sustainable funding for information technology infrastructure through the GSN;
- That the Ministry of Education continue to consult with boards and OCSTA in respect of its Broadband Modernization strategy to ensure the IT needs of boards are factored into the strategy.

Parent Reaching Out Grants

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School Board Flexibility and Autonomy

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