



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

## POLICY COMMITTEE MEETING

TUESDAY, FEBRUARY 25, 2014  
4:30 P.M.

HOLY CROSS COMMUNITY ROOM  
CATHOLIC EDUCATION CENTRE, WELLAND, ONTARIO



- |   |     |
|---|-----|
| 1. Opening Prayer – Trustee Burkholder                          | -   |
| 2. Attendance   | -   |
| 3. Approval of Agenda   | -   |
| 4. Declaration of Conflict of Interest                          | -   |
| 5. Minutes of Policy Committee Meeting of January 28, 2014      | 5   |
| 6. Policies   |     |
| <i>Action Required</i>  |     |
| POLICIES – FOR RECOMMENDATION TO MARCH COMMITTEE OF THE WHOLE   |     |
| 6.1 Advertising Expenditures Policy (600.5)                     | 6.1 |
| 6.2 Architect Selection Policy (701.1)                          | 6.2 |
| 6.3 Ontario Student Record Policy (301.7)                       | 6.3 |
| POLICIES – PRIOR TO VETTING                                     |     |
| 6.4 Electronic Meetings (Board and Committees) Policy (100.8)   | 6.4 |
| 6.5 Enrolment Register Policy (New)                             | 6.5 |
| <i>Information</i>  |     |
| 6.6 Policies Currently Being Vetted (to April 4 <sup>th</sup> ) |     |
| • Advocacy Expenditures Policy (100.9)                          | -   |
| • Anaphylaxis Policy (302.1)                                    | -   |
| • Student Transportation Policy (500.2)                         | -   |
| • Sexual Misconduct Policy (201.13)                             | -   |
| 6.7 Policy and Guideline Review 2013-2014 Schedule              | 6.7 |
| 7. Date of Next Meeting   |     |
| • March 18, 2014 – 4:30 p.m.                                    |     |
| 8. Adjournment  | -   |

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
POLICY COMMITTEE MEETING  
FEBRUARY 25, 2014**

**TOPIC: MINUTES OF THE POLICY COMMITTEE MEETING  
JANUARY 28, 2014**

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**RECOMMENDATION**

**THAT** the Policy Committee approve the minutes of the Policy Committee Meeting of January 28, 2014, as presented.



## MINUTES OF THE POLICY COMMITTEE MEETING

### TUESDAY, JANUARY 28, 2014

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Minutes of the Policy Committee Meeting held on Tuesday, January 28, 2014 at 4:30 p.m. in the Holy Cross Community Room, at the Catholic Education Centre, 427 Rice Road, Welland.

The meeting was called to order at 4:35 p.m. by John Crocco, Director of Education Secretary/Treasurer Education who presided over the meeting until the election of the Policy Committee Chairperson.

1. **Opening Prayer**

The meeting was opened with a prayer by Trustee Sicoli

2. **Election of Chair of Policy Committee 2014**

Director Crocco asked for nominations for the position of Chair of the Policy Committee 2014. Vice-Chair Burkholder nominated Trustee Sicoli.

Director Crocco asked Trustee Sicoli if he wished to stand for the position Chair of the Policy Committee. Trustee Sicoli accepted the nomination.

There were no further nominations forthcoming. Trustee Sicoli was acclaimed to the position of Chair of the Policy Committee 2014.

Moved by Trustee Burkholder

**THAT** Trustee Sicoli be elected to the position of Chair of the Policy Committee, 2014  
**APPROVED**

3. **Attendance**

Moved by Trustee Burkholder

**THAT** the Policy Committee excuse Chair Burtnik from attending the Policy Meeting of January 28, 2014.

<b>Committee Members</b>	Present	Absent	Excused
Rhianon Burkholder	✓		
Kathy Burtnik			✓
Dino Sicoli (Committee Chair)	✓		

**Student Trustees:**

*Vincent Atallah*, Trustee

**Staff:**

*John Crocco*, Director of Education

*Yolanda Baldasaro*, Superintendent of Education

*Frank Iannantuono*, Superintendent of Education/Human Resources

*Giancarlo Vetrone*, Superintendent of Business & Finance

*Jennifer Brailey*, Manager of Corporate Services & Communications Department

*Kristine Murphy*, Administrative Assistant, Corporate Services & Communications  
Department /Recording Secretary

4. *Approval of Agenda*

Moved by Trustee Burkholder

**THAT** the January 28, 2014, Policy Committee Agenda be approved, as presented.

**APPROVED**

5. *Disclosure of Interest*

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

6. *Minutes of the Policy Committee Meeting of November 26, 2013*

Moved by Trustee Burkholder

**THAT** the Policy Committee approve the minutes of the Policy Committee Meeting of  
November 26, 2013, as presented.

**APPROVED**

7. *Policies*

***ACTION REQUIRED***

**POLICIES - FOR RECOMMENDATION TO FEBRUARY COMMITTEE OF THE  
WHOLE MEETING**

7.1 *Attendance Support Program Policy (201.16)*

Frank Iannantuono, Superintendent of Education/Human Resources, presented the amendments to the Attendance Support Program Policy (201.16) as discussed at the January Committee of the Whole Meeting.

Given the deletion of the Putting Students First Act and the reference to the change from days to occurrences, the Policy Committee requested that the amended Attendance Support Program Policy (201.16) be brought directly to the January 28, 2014 Board Meeting for recommendation and approval.

Moved by Trustee Burkholder

**THAT** the Policy Committee recommend to the January 28, 2014 Board Meeting to  
approve the Attendance Support Program Policy (201.16), as presented.

**APPROVED**

As requested by the Policy Committee, the amended Attendance Support Program Policy (201.16) would be submitted to the amended Board Meeting Agenda for January 28, 2014.

**7.2 Religious Education for Teaching Staff Policy (201.3)**

Frank Iannantuono, Superintendent of Education, presented the amendments to the Religious Education for Teaching Staff Policy (201.3) following the vetting process.

The Policy Committee suggested the following amendments:

**POLICY STATEMENT**

- No amendment

**ADMINISTRATIVE GUIDELINES**

- Amendment- second paragraph 'Director of Education or' be removed

Moved by Trustee Burkholder

**THAT** the Policy Committee recommend to the Committee of the Whole approval of the Religious Education for Teaching Staff Policy (201.3), as presented.

**APPROVED**

**7.3 School Generated Funds Policy (301.6)**

Giancarlo Vetrone, Superintendent of Business & Finance, presented no amendments to the School Generated Funds Policy (301.6) following the vetting process.

The Policy Committee suggested no additional amendments:

Moved by Trustee Burkholder

**THAT** the Policy Committee recommend to the Committee of the Whole approval of the School Generated Funds Policy (301.6), as presented.

**APPROVED**

**POLICIES - PRIOR TO VETTING**

**7.4 Advocacy Expenditures Policy (100.9)**

Giancarlo Vetrone, Superintendent of Business & Finance, presented the Advocacy Expenditures Policy (100.9).

The Policy Committee suggested the following amendments:

**POLICY STATEMENT**

- Amendments-Last paragraph capitalize Administrative Guidelines

**ADMINISTRATIVE GUIDELINES**

- No amendments

The Policy Committee requested that the Advocacy Expenditures Policy (100.9) be vetted from January 31, 2014 to April 4, 2014 with a recommended deadline for presentation to the

Policy Committee in April 22, 2014, for consideration to the Committee of the Whole and Board in May 2014.

**7.5 Anaphylaxis Policy (302.1)**

Yolanda Baldassaro, Superintendent of Education, presented the Anaphylaxis Policy (302.1).

The Policy Committee suggested no additional amendments:

The Policy Committee requested that the Anaphylaxis Policy (302.1) be vetted from January 31, 2014 to April 4, 2014 with a recommended deadline for presentation to the Policy Committee in April 22, 2014, for consideration to the Committee of the Whole and Board in May 2014.

**7.6 Student Transportation Policy (500.2)**

Giancarlo Vetrone, Superintendent of Business & Finance, presented the Student Transportation Policy (500.2).

The Policy Committee suggested no additional amendments:

The Policy Committee requested that the Student Transportation Policy (500.2) be vetted from January 31, 2014 to April 4, 2014 with a recommended deadline for presentation to the Policy Committee in April 22, 2014, for consideration to the Committee of the Whole and Board in May 2014.

**7.7 Sexual Misconduct Policy (201.13)**

Frank Iannantuono, Superintendent of Education, presented the Sexual Misconduct Policy (201.13).

The Policy Committee suggested the following amendments:

**POLICY STATEMENT**

- The word Investigation not to be removed.
- Second paragraph 2. Should read; The receiver of the complaint will treat the complaint and those associated with sensitivity and afford all the necessary protection in handling of such complaints.

**ADMINISTRATIVE GUIDELINES**

- No amendments

The Policy Committee requested that the Sexual Misconduct Policy (201.13) be vetted from January 31, 2014 to April 4, 2014 with a recommended deadline for presentation to the Policy Committee in April 22, 2014, for consideration to the Committee of the Whole and Board in May 2014.

***INFORMATION***

**7.8 Policies Currently Being Vetted (February-March 2014)**

- Advertising Expenditures Policy (600.5)

- Architect Selection Policy (701.1)
- Ontario Student Record (OSR) Policy (301.7)

**7.9 Policy and Guideline Review 2013-2014 Schedule**

Director Crocco presented the Policy and Guideline Review 2013-2014 Schedule.

**7. Date of Next Meeting**

Tuesday, February 25, 2014 – 4:30 p.m.

**8. Adjournment**

The meeting adjourned at 6:20 p.m.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
POLICY COMMITTEE MEETING  
FEBRUARY 25, 2014**

**TITLE: FOR RECOMMENDATION TO COMMITTEE OF THE WHOLE  
ADVERTISING EXPENDITURES POLICY (600.5)**

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**RECOMMENDATION**

**THAT** the Policy Committee recommend to the Committee of the Whole approval of the Advertising Expenditures Policy (600.5), as presented.

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Prepared by: Giancarlo Vetrone, Superintendent of Education

Presented by: Giancarlo Vetrone, Superintendent of Education

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

Date: February 25, 2014



	<b>BOARD ADVERTISING EXPENDITURES POLICY</b>  STATEMENT OF POLICY	Section:	600 – Business Services
		No:	600.5
		Adopted:	March 27, 2007
		Revised:	NIL

In keeping with its Mission, Vision and Values, The Niagara Catholic District School Board recognizes believes in the value of advertising expenditures, which are incurred for the purpose of informing and educating the public, as well as creating awareness of education programs, services, issues, events and community activities, which creates a of specific interest or benefit to students, parents/guardians, staff, Catholic school supporters, and community stakeholders of the Niagara Catholic District School Board. and families.


Board advertising refers to system wide announcements, postings and promotional publications of events, programs, services, employment opportunities, and other promotional campaigns, which are disseminated through the media, including television, radio, newspapers, magazines, flyers, billboards, and various social media networks.

In addition, The The Niagara Catholic District School Board also supports the advertising expenditures directed at the implementation of specific business practices of the Board such as, but not limited to advertising for the recruitment of staff, tendering for goods and services, and publication of Board publications. financial statements.

The Director of Education will issue establish Administrative Guidelines for the implementation in support of this policy.

#### References

- Purchasing/Supply Chain Management Policy 600.1
- Employee Code of Conduct and Ethics Policy 201.17
- Broader Public Sector Accountability Act, 2010
- Accessibility Customer Service 800.8.1
- Accessibility Standards Policy 800.8

	<b>BOARD ADVERTISING EXPENDITURES POLICY</b>  ADMINISTRATIVE GUIDELINES	Section:	600 – Business Services
		No:	600.5
		Adopted:	March 27, 2007
		Revised:	<del>NIL</del> November 12, 2013

1. All Board advertising and Board promotions shall be coordinated through the Director's Office and the Board Services & Communications Department.
- ~~2. Board advertising refers to system wide announcements, postings and promotional publications of events, programs, services, employment opportunities, and other promotional campaigns, which are disseminated through the media, including television, radio, newspapers, magazines, flyers, billboards, and various social media networks. internet, etc.~~
- ~~3.2.~~ Due diligence is to be used in the selection of the appropriate media, in order to minimize the cost and maximize the efficiency and the effectiveness of the advertising.
- ~~4.3.~~ All **Board** advertising campaigns must be approved by the Director of Education and/or **the Manager of Corporate Services and Communications** by the Board (where appropriate), in order to ensure that the nature and extent of the campaign are appropriate and consistent with **the Mission, Vision and Values of the Board**. ~~Board wide goals and mission statement.~~
- ~~5.4.~~ All **Board** advertising campaigns must present objective, factual and explanatory information on verifiable facts in an unbiased, fair and equitable manner.
- ~~6.5.~~ All **Board** advertising must comply with any applicable laws and regulations.
- ~~7.6.~~ Advertising expenditures are to be planned and managed by the appropriate member of Senior Staff, in order to achieve the desired outcomes.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
POLICY COMMITTEE MEETING  
FEBRUARY 25, 2014**

**TITLE: FOR RECOMMENDATION TO COMMITTEE OF THE WHOLE  
ARCHITECT SELECTION POLICY (701.1)**

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**RECOMMENDATION**

**THAT** the Policy Committee recommend to the Committee of the Whole approval of the Architect Selection Policy (701.1), as presented.

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Prepared by: Scott Whitwell, Controller of Facilities Services  
Presented by: Scott Whitwell, Controller of Facilities Services  
Recommended by: John Crocco, Director of Education Secretary/Treasurer  
Date: February 25, 2014


	<p><b>ARCHITECT SELECTION POLICY</b></p> <p>STATEMENT OF POLICY</p>	<p>Section: 700 – Buildings and Site</p> <p>No: 701.1</p> <p>Adopted: February 24, 1998</p> <p>Revised: NIL</p>
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~~The~~ In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, ~~the Board and its staff~~ will ensure that architectural and design consultant services are provided by a variety of firms and that work is awarded in a fair and open manner. The manner in which services are selected shall reflect the professional nature of the services being provided, with Requests for Proposals used for significant projects.

The Director of Education ~~shall~~ will issue Administrative Guidelines for the implementation of this policy.

References:

- Ontario Association of Architects
- Accessibility Standards Policy 800.8
- National Guide to Sustainable Municipal Infrastructure

	<b>ARCHITECT SELECTION POLICY</b>  ADMINISTRATIVE GUIDELINES	Section:	700 – Buildings and Site
		No:	701.1
		Adopted:	February 24, 1998
		Revised:	June 6, 2007

## 1. ARCHITECT SELECTION PROCESS

The process for selection of architects and engineering consultants shall be **guided by** the *Qualifications Based Selection Process* as recommended by the National Guide to Sustainable Municipal Infrastructure and the Ontario Association of Architects

## 2. RATIONALE

The objective of the architect selection process is to select an architect who is best qualified for a specific project, and to provide the benefit of the architect's skill, knowledge and experience to jointly develop a scope of services that considers all opportunities for adding value. These opportunities would include exploring new and innovative methods for continuous improvement and linking capital expenditures with operations and maintenance costs over the lifecycle of the asset. Lifecycle costing is critical because projects requiring architects are long-term investments, paid for with public funds. Best value for the Board means the asset is delivered with the least financial impact in the long-term.

Generally, the Request for Proposal process requires submission of a fee component for the proposed work. The fee component is often allocated considerable weight in the evaluation, with the result that the lowest-priced proposal is often accepted on the assumption that it represents best value. A price-based selection process is not appropriate for professional consulting services because it is frequently not possible to provide sufficient detail about the services required to ensure that all firms are bidding on equal footing. This is because part of the undertaking may be an exploration for the most appropriate solution. The most appropriate solution is not necessarily the ~~cheapest~~ **least costly** design solution.

This qualifications-based selection process diverges from price-based selection practices in that it frees architects to demonstrate how they can add maximum value to the Board's project rather than focusing on how to minimize their fees to 'win' an assignment. The process of selecting an architect based on qualifications does not preclude consideration of price. It simply removes it from the consultant evaluation phase and introduces it once the scope of service has been determined. The architect is then required to provide a work breakdown with the proposed fee.

## 3. CONSULTANTS LIST

Based on information received from requests for *Statements of Interest and Qualifications* and from past history of excellent service to the Board and other clients, the Controller of ~~Plant Services~~ **Facilities Services** will maintain a list of firms on a ~~Ce~~onsultants List for assignment of work.

## 4. SMALL PROJECTS

For projects estimated to cost less than \$ 1,000,000 the appropriate Manager of **Facilities Services**, subject to the direction of the Controller of **Plant Facilities Services**, shall select a firm to implement the work from the list of consultants. Such work will normally be billed on an hourly basis.

## 5. CAPITAL PROJECTS

For projects estimated to cost more than \$1,000,000, architects and engineering consultants shall be selected in accordance with the appended *Qualifications Based Selection Templates and Related Instructions*.

A committee, chaired by the Controller of **Plant Facilities Services**, for scoring the *Statement of Interest and Qualifications* submissions, as well as the *Project Proposals* and *Interviews*, shall consist of the following members:

- Trustee(s) as selected by the chair of the Board: (Normally local Trustees should be given first consideration)
- The appropriate Superintendent of Education or **Director of Education**
- The Principal of the School or **representative of the site**
- Two **Plant Facilities Services** Staff

The Board shall be informed as soon as possible of the final architect selection.

The award of a contract for consulting services for projects estimated to cost more than \$1,000,000 shall be subject to the approval of the Director of Education.

An appropriate contractual agreement will be issued to the successful firm to reflect the provisions in the *Scope of Services and Fee Proposal* including modifications negotiated by The Controller of **Plant Facilities Services**.

## RELATED DOCUMENTS

- *Project Definition - form & instructions*
- *Time Frame for Architect Selection - form & instructions*
- *Statement of Interest & Qualifications - letter template*
- *Statement of Interest & Qualifications Scoring Sheet - form & instructions*
- *Project Proposal - letter template*
- *Statement of Interest & Qualifications - letter template, proposals not accepted*
- *Project Proposal Scoring Sheet*
- *Interview Scoring Sheet*
- *Summary Evaluation Sheet*
- *Statement of Ranking - letter template*

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
POLICY COMMITTEE MEETING  
FEBRUARY 25, 2014**

**TITLE: FOR RECOMMENDATION TO COMMITTEE OF THE WHOLE  
ONTARIO STUDENT RECORD POLICY (301.7)**

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**RECOMMENDATION**

**THAT** the Policy Committee recommend to the Committee of the Whole approval of the Ontario Student Record Policy (301.7), as presented.

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Prepared by: Mark Lefebvre, Superintendent of Education  
Presented by: Mark Lefebvre, Superintendent of Education  
Recommended by: John Crocco, Director of Education Secretary/Treasurer  
Date: February 25, 2014

	<b>ONTARIO STUDENT RECORD POLICY</b>  STATEMENT OF POLICY	Section:	300 – Schools/Students
		No:	301.7
		Adopted:	June 26, 2006
		Revised:	NIL

In keeping with the Mission, Vision and Values of the the Niagara Catholic District School Board, the Board and its staff are responsible under the ~~Ontario Education Act and Regulations~~ legislation and the ~~Ministry of Education Guidelines~~ to maintain and establish an Ontario Student Record (OSR) for all students enrolled in the Board's schools.

This Policy ~~allows staff to determine~~ provides authorized staff with the type of information, its relevance and its uses, in addition to those specified in the Ministry of Education OSR Guidelines that ~~could be conducive to the improvement of the instruction of the student.~~ are permissible to include in an O.S.R.

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

The Director of Education will establish Administrative Guidelines for the implementation of this Policy.

#### References:

*Ontario Education Act, R.S.O. 1990*

*Ontario Freedom of Information and Protection of Privacy Act, R.S.O. 1990*

*Ontario Student Record (OSR) Guideline, 2000*


*Ontario Student Transcript (OST) Manual, 2010*

*Records and Information Management Policy No. 600.2*

*Prior Learning Assessment and Recognition Policy No. 400.4*

*Accessibility and Standards Policy No. 800.8*



	<b>ONTARIO STUDENT RECORD POLICY</b>  ADMINISTRATIVE GUIDELINES	Section:	300 – Schools/Students
		No:	301.7
		Adopted:	June 26, 2006
		Revised:	NIL

1. The following statement regarding the purpose of the OSR will be clearly printed on both Elementary and Secondary School pupil registration forms: Section 265 (d) of the Education Act requires a principal of a school “to collect information for the inclusion in a record in respect of each pupil enrolled in the school and to establish, maintain, retain, transfer, and dispose of the record.”
2. Reference to OSR records **under Section 265 of the Education Act** will also be included in the following forms and documents:
  - **Student Index Card**
  - Elementary and Secondary Registration Form
  - Consent Forms
  - ~~Secondary School Course Calendars~~
  - Report Cards
  - ~~Student Handbooks~~
3. The following school staff **is are** responsible for performing clerical functions ~~with respect to regarding~~ the establishment and maintenance of the OSR:
  - **School Principal**
  - Secretaries designated by the **p**Principal and/or Senior Staff
  - Teachers of the school where the student receives an education
  - ~~Principal of the school~~

Principals will ensure that all persons specified to perform clerical functions with respect to the OSR are made aware of the confidentiality provisions of the Education Act and the relevant Municipal Freedom of Information and protection of Privacy Act.

4. ~~(3)~~ **The Principal will ensure that the components of the OSR are maintained and** where appropriate, the following electronically generated components in whole or in part, will be deemed acceptable as a segment of the OSR.
  - Elementary and Secondary Registration Form
  - ~~Maplewood~~ **Student** Index Card
  - Ontario Student Transcript (OST)
  - Provincial and Board Report Cards
  - Individual Education Plan
  - ~~Electronically converted documents~~
- ~~(4)~~ The following school staff ~~is responsible for performing clerical functions with respect to regarding~~ the establishment and maintenance of the OSR:
  - ~~School Principal~~
  - ~~Secretaries designated by the pPrincipal and/or Senior Staff~~
  - ~~Teachers of the school where the student receives an education~~
  - ~~Principal of the school~~

5. The p ~~Principal~~ or designate will ensure that the OSR in either hard copy or electronic format is stored in a secure location that provides confidentiality, security, and authorized accessibility to the record. ~~An OSR record will not be left unattended. and~~ **There must be logged documentation if an OSR is removed from the storage area overnight and it must** will be kept secure. It ~~will~~ **is** never to be taken out of the school building unless requested ~~subpoenaed~~ by other legislation, **requested by another school or transferred within Niagara Catholic Schools.**
6. ~~The Principal is to ensure, on an annual basis, that~~ **A all** materials purged from the OSR ~~must be destroyed~~ **are shredded** so that no identifiable information can be discerned. The p ~~Principal~~ will ensure that designated staff destroys the contents of the OSR by shredding hard copies, and/or deleting appropriate electronic files.
7. ~~The p Principal or a designate must be present while the contents of the OSR are being examined.~~  
Parents or adult students, who require access to their child's or their own OSR, must submit a request in writing to the Principal at least one week prior to accessing the OSR. ~~The p Principal or a designate must be present while the contents of the OSR are being examined.~~
8. **Only** Special Health Information that has been disclosed to the p ~~Principal~~ and deemed by him/her to be conducive to the improvement of the instruction of the student will be stored in the OSR.
9. ~~(5) Assessment and evaluation reports that are conducive to the educational achievement of the child~~ **Psychometric**—Assessment, Developmental Reading Assessment (DRA), PM Benchmarks and Education Quality and Accountability Office reports (EQAO) will be stored in the **documentation file of the** OSR. The Student Information Sheet that follows Grade 8 students to Grade 9 will also be stored in the OSR. ~~All of These documents will be stored in the documentation file within the OSR.~~  
  
~~(6) The p Principal or designate will ensure that the OSR in either hard copy or electronic format is stored in a secure location that provides confidentiality, security, and authorized accessibility to the record. An OSR record will not be left unattended. and~~ **There must be documentation if an OSR is removed from the storage area overnight and it must** will be kept secure. It ~~will~~ **is** never be taken out of the school building unless requested ~~subpoenaed~~ by other legislation.  
  
~~(7) The Principal is to ensure, on an annual basis, that~~ **A all** materials purged from the OSR must be destroyed ~~shredded~~ so that no identifiable information can be discerned. The p ~~Principal~~ will ensure that designated staff destroys the contents of the OSR by shredding hard copies, and/or deleting appropriate electronic files.  
  
~~(8) Only~~ Special Health Information that has been disclosed to the p ~~Principal~~ and deemed by him/her to be conducive to the improvement of the instruction of the student will be stored in the OSR.
10. Current photographs **of students are to be maintained electronically via the Student Information System** (digital or printed) must be kept on file in the main office and on the OSR index card. It is not necessary for them to be placed on the OSR folder.
11. Prior Learning Assessment and Recognition (PLAR) information will be stored in the OSR, according to the Ministry of Education Policy/Program Memorandum #129 and the Niagara Catholic District School Board Policy # 400.4 Board Policy No. 400.4.  
  
~~(11) The p Principal or a designate must be present while the contents of the OSR are being examined.~~  
Parents or adult students, who require access to their child's or their own OSR, must submit a request in writing to the Principal at least one week prior to accessing the OSR. ~~The p Principal or a designate must be present while the contents of the OSR are being examined.~~
12. Continuing Education – An Office Index Card containing the information required in Section 4 of the Ministry of Education Ontario Student Record (OSR) Guideline 2000 as amended, will be created for the all students enrolled in Continuing Education.

13. Upon school closures, the OSR will be forwarded to the schools to which the students have been relocated. Retired OSR's will be sent to the Catholic Education Centre for secured storage at a Board site.

(14) These guidelines will be supported by a manual containing procedures for Principals and Vice-Principals to follow in implementing the Ministry of Education Ontario Student Record (OSR) Guideline 2000.

14. Where permitted through Ministry Regulations all or parts of the OSR may be converted to an electronic format. Further guidelines to govern the creation of Electronic versions of the OSR, will may be developed by the Ministry.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
POLICY COMMITTEE MEETING  
FEBRUARY 25, 2014**

**TITLE: POLICIES – PRIOR TO VETTING  
ELECTRONIC MEETINGS (BOARD AND COMMITTEES)  
POLICY (100.8)**

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Prepared by: John Crocco, Director of Education Secretary/Treasurer  
Presented by: John Crocco, Director of Education Secretary/Treasurer  
Recommended by: John Crocco, Director of Education Secretary/Treasurer  
Date: February 25, 2014



## **ELECTRONIC MEETINGS POLICY (Board and Committees)**

### **STATEMENT OF POLICY**

Section:	100 - Board
No:	100.8
Adopted:	October 25, 2005
Revised:	

In keeping with the Mission, Vision, and Values of the Niagara Catholic District School Board, the Board is committed to conducting its business in an atmosphere of openness and transparency and to ensuring that Trustees have every opportunity to participate in the meetings of the Board and its committees.

The Board recognizes that there may be occasions when Trustees and Student Trustees are unable to be physically present for a meeting of the Board or its committees and its commitment to ensuring effective participating in meetings, upon request, through electronic means.

~~It is the policy of the Niagara Catholic District School Board~~ At the request of any ~~Trustee board member or Student Trustee pupil representative~~, the Board shall provide the appropriate technology to ensure that two way communication is available between all participants in the meeting ~~member or representative for participating~~ participation in one or more meetings of the Board, the Committee of the Whole Board, or of a committee of the Board. Such request shall be made to the Director of Education in writing at least 48 hours (excluding weekends or holidays) prior to the date of the meeting. ~~but not sooner than 10 days prior to the meeting date.~~

Subject to any condition or limitations provided for under the Education Act or under Regulation, a member of the board who participates in a meeting through electronic means shall be deemed to be present at the meeting for the purposes of every Act **and shall be recorded as being in attendance, electronically, in the minutes of the meeting.**

The Director of Education will ~~establish~~ **issue** Administrative Guidelines for the implementation of this policy.

#### ***References:***

- ***Ontario Regulation 463/97 amended to 268/06***
- ***Education Act (s.208.1; s. 229 (a))***
- ***Board By-Laws (100.1)***



## **ELECTRONIC MEETINGS POLICY (Board and Committees)**

### **ADMINISTRATIVE GUIDELINES**

Section: 100 - Board

No: 100.8

Adopted:

Revised:

## **DEFINITION**

Electronic meetings are meetings of the Board, or its committees, including the Committee of the Whole Board, which utilize either teleconferencing or videoconferencing technology.

Teleconferencing and videoconferencing include telephones, video monitors and web access.

## **PROCESS FOR ELECTRONIC MEETINGS**

At the request of any Trustee or Student Trustee to participate in a meeting of the Board or a meeting of a committee of the Board, including the Committee of the Whole, through electronic means, appropriate technology will be provided at the Catholic Education Centre to ensure that two way communication is available between all participants in the meeting.

1. The electronic means shall permit the ~~Trustee or Student Trustee member or pupil representative~~ Trustee or Student Trustee to hear and be heard by all other participants in the meeting.
2. The electronic means shall be provided in such a way that the rules governing conflict of interest of members are complied with.
3. During meetings that are closed to the public, Trustees who are participating in the meeting through electronic means will ensure that confidentiality is maintained at all times.
4. Trustees using electronic means to participate in meetings shall inform the Chair of the Board or the Chair of the Board Committee about their intentions to leave the meeting whether on a temporary or permanent basis.
5. ~~Pupil representatives~~ Student Trustees who are participating through electronic means shall ~~not~~ only participate in any proceedings that are closed to the public in accordance with the Education Act.
6. On specific occasions, the Board and/or the Director of Education may authorize that the public may be invited to participate in meetings ~~or classes of meetings~~ through electronic means. All rules and legislation pertaining to “~~In-Camera~~” and Public and Closed meetings shall apply.
7. At every meeting of the Board or the Committee of the Whole ~~Board~~, or of a committee of the Board, the following persons shall be physically present in the meeting room of the Board:
  - The Chair of the Board or his/her designate;
  - At least one additional member of the Board; and
  - The Director of Education or his/her designate.

8. At every meeting of a committee of the Board, except the Committee of the Whole Board, the following persons shall be physically present in the meeting room of the committee:
  - The Chair of the Committee or his/her designate
  - The Director of Education or his/her designate
9. ~~When the requirements outlined in paragraphs 8 and 9 above cannot be met, the Board may refuse to provide a member with electronic means of participation in a meeting of the Board, or a meeting of any other committee of the Board, where to do so is necessary to ensure compliance.~~ If it is not possible for the required persons (as outlined in 7 and 8) to be physically present at the meeting, the request for an electronic meeting shall be refused.
10. The meeting room of the Board or of a committee of the Board, ~~as the case may be~~, shall be open to permit physical attendance by members of the public at every meeting of the Board or of the committee of the Board, where the meeting is not closed to the public.



## **ELECTRONIC MEETINGS POLICY (Board and Committees)**

### **STATEMENT OF POLICY**

Section:	100 - Board
No:	100.8
Adopted:	October 25, 2005
Revised:	NIL

- ~~1. The Niagara Catholic District School Board recognizes that while there is greater value in having members of the Board sit around the table and debate when conducting its meetings, electronic meetings are a good substitute for physical attendance in the event that a member is unable to attend a meeting. The Board therefore recognizes the need to make provision for the use of electronic means to allow for participation in meetings of the Board and its committees, including the Committee of the Whole Board.~~
- ~~2. Therefore, it is the policy of the Niagara Catholic District School Board that at the request of any board member or pupil representative, the board shall provide the member or representative with electronic means for participating in one or more meetings of the Board, the Committee of the Whole Board, or of a committee of the Board. Such request shall be made to the Director of Education in writing at least 48 hours (excluding weekends or holidays) prior to the date of the meeting, but not sooner than 10 days prior to the meeting date.~~
- ~~3. Subject to any condition or limitations provided for under the Education Act or under Regulation, a member of the board who participates in a meeting through electronic means shall be deemed to be present at the meeting for the purposes of every Act.~~
- ~~4. The electronic means shall permit the member or pupil representative to hear and be heard by all other participants in the meeting.~~
- ~~5. The electronic means shall be provided in such a way that the rules governing conflict of interest of members are complied with.~~
- ~~6. Pupil representatives who are participating through electronic means shall not participate in any proceedings that are closed to the public in accordance with the Education Act.~~
- ~~7. On specific occasions, the Board and/or the Director of Education may authorize that the public may be invited to participate in meetings or classes of meetings through electronic means. All rules and legislation pertaining to "In Camera" and Public meetings shall apply.~~
- ~~8. At every meeting of the Board or the Committee of the Whole Board, or of a committee of the Board, the following persons shall be physically present in the meeting room of the Board:
  - ~~• The Chair of the Board or his/her designate;~~
  - ~~• At least one additional member of the Board; and~~
  - ~~• The Director of Education or his/her designate.~~~~
- ~~9. At every meeting of a committee of the Board, except the Committee of the Whole Board, the following persons shall be physically present in the meeting room of the committee:
  - ~~• The Chair of the Committee or his/her designate~~
  - ~~• The Director of Education or his/her designate~~~~
- ~~10. When the requirements outlined in paragraphs 8 and 9 above cannot be met, the Board may refuse to provide a member with electronic means of participation in a meeting of the Board, or a meeting of any other committee of the Board, where to do so is necessary to ensure compliance.~~



- ~~11. The meeting room of the Board or of a committee of the Board, as the case may be, shall be open to permit physical attendance by members of the public at every meeting of the Board or of the committee of the Board, where the meeting is not closed to the public.~~

**Definition: Electronic Meetings**

Electronic meetings are meetings of the Board, which utilize either teleconferencing or videoconferencing technology.

~~The Director of Education will establish Administrative Guidelines for the implementation of this policy.~~

***References:***

- ~~*Ontario Regulation 463/97 amended to 234/04*~~
- ~~*Education Act (s.208.1; s. 229 (a))*~~
- ~~*Board By-Laws (100.1)*~~

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
POLICY COMMITTEE MEETING  
FEBRUARY 25, 2014**

**TITLE: POLICIES – PRIOR TO VETTING  
ENROLMENT REGISTER POLICY (NEW)**

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Prepared by: Giancarlo Vetrone, Superintendent of Education  
Presented by: Giancarlo Vetrone, Superintendent of Education  
Recommended by: John Crocco, Director of Education Secretary/Treasurer  
Date: February 25, 2014

	<p style="text-align: center;"><b>ENROLMENT REGISTER POLICY</b></p> <p style="text-align: center;">STATEMENT OF POLICY</p>	<p>Section:</p> <p>No:</p> <p>Adopted:</p> <p>Revised:</p>	<p>New</p>
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In keeping with the Mission, Vision and Values of Niagara Catholic District School Board, the Board will ensure that the daily attendance of all pupils is recorded in a register as required by the Education Act and the Enrolment Registered Instructions for Elementary and Secondary Schools.

In accordance with the Education Act and the Enrolment Register, the Board will ensure that a system is in place to accurately document and record the enrolment and attendance record for every student within the Niagara Catholic District School Board. The Board will also ensure a system is in place to monitor and approve the accuracy of enrolment registers in each school.

The Administrative Guidelines for this Policy are contained within the current *Enrolment Register Instructions for Elementary and Secondary Schools* document provided by the Ministry of Education.

***References:***

- *Education Act Subsection 265(1)(c)*
- *Education Act Subsection 171(1)*
- *Education Act Subsection 8.1(8)*
- *Enrolment Registered Instructions for Elementary and Secondary Schools*
- *Freedom of Information and Privacy Act R.S.O 1990*

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
POLICY COMMITTEE MEETING  
FEBRUARY 25, 2014**

**TITLE: POLICY AND GUIDELINE REVIEW 2013-2014 SCHEDULE**

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The Policy and Guideline Review 2013-2014  
Schedule is presented for information.

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Prepared by: John Crocco, Director of Education/Secretary-Treasurer  
Presented by: John Crocco, Director of Education/Secretary-Treasurer  
Date: February 25, 2014

# POLICY AND GUIDELINE REVIEW SCHEDULE

JANUARY - JUNE 2014

<b>SORTED BY POLICY COMMITTEE MEETING DATE</b>				
Policy Issued	Reviewed Revised	Policy #	POLICY NAME	Prior to Vetting After Vetting
2007		100.9	Advocacy Expenditures	Jan. 2014
1998	2010	302.1	Anaphylaxis	Jan. 2014
2007	2010	500.2	Student Transportation	Jan. 2014
2006		201.13	Sexual Misconduct	Jan. 2014
1998	2002	201.3	Religious Education Courses for Staff	Jan. 2014
2006		301.6	School Generated Funds	Jan. 2014
2005		100.8	Electronic Meetings (Board and Committees)	Feb. 2014
<b>NEW</b>		<b>NEW</b>	Enrolment Register Policy	Feb. 2014
2007		600.5	Advertising Expenditures	Feb. 2014
1998		701.1	Architect Selection	Feb. 2014
2006		301.7	Ontario Student Record (OSR)	Feb. 2014
2001	2003	302.6.7	Criminal Background Check - <i>Safe Schools</i>	Mar. 2014
<b>NEW</b>		<b>NEW</b>	Use of Board Logo	Mar. 2014
2003	2013	302.6.8	Bullying Prevention & Intervention - <i>Safe Schools</i>	Mar. 2014
2005		100.8	Electronic Meetings (Board and Committees)	Mar. 2014
2007		100.9	Advocacy Expenditures	Apr. 2014
1998	2010	302.1	Anaphylaxis	Apr. 2014
2006		201.13	Sexual Misconduct	Apr. 2014
<b>NEW</b>		<b>NEW</b>	Enrolment Register Policy	Apr. 2014
2007	2010	500.2	Student Transportation	Apr. 2014
2003	2013	302.6.8	Bullying Prevention & Intervention - <i>Safe Schools</i>	May 2014
2001	2003	302.6.7	Criminal Background Check - <i>Safe Schools</i>	May 2014

<b>SORTED BY CW/BOARD MEETING DATE</b>				
Policy Issued	Reviewed Revised	Policy #	POLICY NAME	CW/BD
1998	2002	201.3	Religious Education Courses for Staff	Feb. 2014
2006		301.6	School Generated Funds	Feb. 2014
2007		600.5	Advertising Expenditures	Mar. 2014
1998		701.1	Architect Selection	Mar. 2014
2006		301.7	Ontario Student Record (OSR)	Mar. 2014
<b>NEW</b>		<b>NEW</b>	Use of Board Logo	Apr. 2014
2005		100.8	Electronic Meetings (Board and Committees)	Apr. 2014
2007		100.9	Advocacy Expenditures	May 2014
1998	2010	302.1	Anaphylaxis	May 2014
2007	2010	500.2	Student Transportation	May 2014
2006		201.13	Sexual Misconduct	May 2014
<b>NEW</b>		<b>NEW</b>	Enrolment Register Policy	May 2014
2001	2003	302.6.7	Criminal Background Check - <i>Safe Schools</i>	Jun. 2014
2003	2013	302.6.8	Bullying Prevention & Intervention - <i>Safe Schools</i>	Jun. 2014
2001	2003	302.6.7	Criminal Background Check - <i>Safe Schools</i>	Jun. 2014

Policy Issued	Reviewed Revised	Policy #	NIAGARA CATHOLIC DISTRICT SCHOOL BOARD -POLICIES	Resp
2003	2013	400.5	Acceleration/Retention (Elementary)	ML
2001	2013	302.6.3	Access to Board Premises - <i>Safe Schools</i>	LAFS
2009		800.1	Accessibility Customer Service	LAFS
2012	2013	800.8	Accessibility Standards	YB
1998	2009	302.2	Administration of Oral Medication to Students Under the Age of 18 During School Hours	LAFS
1998	2013	301.1	Admission of Elementary & Secondary Students	LAFS
2007	2014	600.5	Advertising Expenditures	GV
2007	2014	100.9	Advocacy Expenditures	GV
1998	2014	302.1	Anaphylaxis	YB
1998	2014	701.1	Architect Selection	SW
2011	2013	301.10	Assessment, Evaluation, Reporting and Homework Policy	LAFS
1998	2012	203.2	Assignment of Principals & Vice-Principals	FI
1998	2012	301.3	Attendance Areas	SW
2012	2014	201.16	Attendance Support Program	FI
1997	2010	100.1	Board By-Laws	JC
2012		701.5	Bottled Water	LAFS
2003	2013	302.6.8	Bullying Prevention & Intervention - <i>Safe Schools</i>	FI
1998	2012	203.3	Catholic Leadership: Principal & Vice-Principal Selection	FI
1998	2013	800.1	Catholic School Councils	LAFS
2001	2012	400.3	Christian Community Service	ML
2001	2013	302.6.2	Code of Conduct - <i>Safe Schools</i>	FI
1998	2013	800.2	Community Use of Facilities	SW
1998	2011	800.3	Complaint Resolution	JC
1998	2013	400.1	Continuing Education	FI
2007	2013	600.4	Corporate Cards, Purchasing Cards & Petty Cash	GV
2001	2013	302.6.7	Criminal Background Check - <i>Safe Schools</i>	FI
2002	2013	201.5	Death Benefit	FI
2002	2013	201.10	Deferred Salary Plan (X/Y)	FI
2012		302.8	Diabetes Management	YB
2001	2012	302.6.6.2	Dress Code - Secondary Uniform - <i>Safe Schools</i>	FI
1998	2013	400.2	Educational Field Trips	ML
1998	2012	800.5	Education-Based Research	LAFS
2006	2012	201.12	Electronic Communications Systems (Employees)	MC
2006	2012	301.5	Electronic Communications Systems (Students)	MC
2005		100.8	Electronic Meetings (Board and Committees)	JC
2012		302.6.1	Elementary Standardized Dress Code - <i>Safe Schools</i>	FI
2002	2012	201.9	Employee Attendance During Inclement Weather & Workplace Closure	FI
2012		201.17	Employee Code of Conduct & Ethics	FI
2007	2013	201.15	Employee Conferences, Workshops & Meetings	GV
1998	2013	201.1	Employee Leaves of Absence	FI
2012		203.1	Employee Hiring and Selection Policy (Teachers)	FI
2007	2013	201.14	Employee Meals & Hospitality	GV
2002	2012	201.7	Employee Workplace Harassment *	FI
2002	2011	201.11	Employee Workplace Violence *	FI
<b>NEW</b>		<b>NEW</b>	Enrolment Register Policy	GV
2011		400.6	Environmental Stewardship	SW
2010	2010	100.1	Equity and Inclusive Education	YB
1998	2010	100.5	Establishment and Cyclical Review of Policies	JC

Policy Issued	Reviewed Revised	Policy #	NIAGARA CATHOLIC DISTRICT SCHOOL BOARD -POLICIES	Resp
2010		800.6	Facility Partnerships	SW
2002	2012	301.4	Fundraising	GV
2013		203.4	Leadership Pathways	FI
1998	2010	600.3	Monthly Financial Reports	GV
2004	2012	100.7	Niagara Catholic Education Award of Distinction	FI
2011	2013	800.7	Niagara Catholic Parent Involvement Committee & By-Laws	LAFS
2005	2011	302.7	Nutrition	YB
2002	2011	201.6	Occupational Health & Safety *	FI
2006	2104	301.7	Ontario Student Record (OSR)	ML
2001	2013	302.6.1	Opening or Closing Exercises - Safe Schools	FI
1998	2012	702.1	Playground Equipment	SW
2003	2013	400.4	Prior Learning Assessment and Recognition (PLAR)	ML
2008	2010	302.6.9	Progressive Student Discipline - Safe Schools	FI
1998	2010	701.2	Pupil Accommodation Review	SW
1998	2011	600.1	Purchasing/Supply Chain Management	GV
1998	2011	600.2	Records and Information Management	JC
1998	2008	201.4	Reimbursement of Travel Expenses	GV
2010	2010	100.10.1	Religious Accommodation	YB
1998	2014	201.3	Religious Education Courses for Staff	FI
1998	2010	201.2	Retirement & Service Recognition Celebration	FI
1999	2010	302.3	Safe Arrival	FI
2009		301.8	Safe Physical Intervention with Students	LAFS
2001	2013	302.6	Safe Schools	FI
2006	2014	301.6	School Generated Funds	GV
2006	2014	201.13	Sexual Misconduct	FI
2001	2009	302.6.5	Student Expulsion - Safe Schools	FI
2011	2011	301.11	Student Fees	YB
2001	2012	302.5	Student Parenting	ML
2013		100.6.2	Student Senate - Elementary	JC
2000	2013	100.6.14	Student Senate - Secondary	JC
2001	2009	302.6.4	Student Suspension - Safe Schools	FI
2007	2014	500.2	Student Transportation	GV
1998	2012	100.4	Student Trustees	JC
1998	2013	500.1	Transportation & School Operations for Inclement Weather	JC
2010		100.12	Trustee Code of Conduct	JC
2011		100.13	Trustee Expenses & Reimbursement (Interim)	JC
2010		100.11	Trustee Honorarium	JC
NEW		NEW	Use of Board Logo	JC
2002	2013	701.3	Video Security Surveillance	SW
2011		301.9	Voluntary and Confidential Self-Identification Policy for First Nation, Métis and Inuit Students	YB
2001	2009	302.4	Volunteer Driver	YB
2007	2008	800.4	Volunteer Recognition	JC
2013		800.9	Volunteering in Catholic Schools	FI

\* MINISTRY OF LABOUR COMPLIANCE ANNUAL REVIEW

POLICY & GUIDELINES REVIEW REPORTS TO SENIOR ADMINISTRATIVE COUNCIL AGENDA ONE WEEK PRIOR TO A

PC MEETING DATES - 4:30 PRIOR TO SEPT, OCT, NOV, JAN, FEB, MAR, APR & MAY BD MEETINGS