



*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, APRIL 22, 2014
7:00 P.M.**

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



8:15 p.m. Timed In Camera Item

A. ROUTINE MATTERS

1. Opening Prayer – Trustee O’Leary -
2. Roll Call -
3. Approval of the Agenda -
4. Declaration of Conflict of Interest -
5. Minutes of the Board Meeting
 - 5.1 March 18, 2014 A5.1
 - 5.2 March 25, 2014 A5.2
 - 5.3 March 31, 2014 A5.3
 - 5.4 April 8, 2014 A5.4

B. DELEGATIONS/PRESENTATIONS

C. COMMITTEE AND STAFF REPORTS

1. School Excellence Program Lakeshore Catholic High School C1
2. Unapproved Minutes of the Committee of the Whole Meeting of April 8, 2014 and Consideration of Recommendation C2
 - 2.1 Approval of Policy
 - 2.1.1 Architect Selection Policy (701.1) C2.1.1
3. Approved Minutes of the Special Education Advisory Committee (SEAC) Meeting of March 3, 2014 C3
4. Approved Minutes of the Niagara Catholic Parent Involvement Committee (NCPIC) Meeting of January 9, 2014 C4
5. School Year Calendar 2014-2015 C5
6. Michael J. Brennan Catholic Elementary School Transition Plan C6
7. St. Thomas More Catholic Elementary School Transition Plan C7

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| 8. Catholic Education Week 2014 | C8 |
| 9. Financial Reports | |
| 9.1 Monthly Banking Transactions for the Month of March 2014 | C9.1 |
| 9.2 Statement of Revenue and Expenditures as at March 31, 2014 | C9.2 |

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 – April 9, 2014 | D4.1 |
| 4.2 Calendar of Events – May 2014 | D4.2 |
| 4.3 OCSTA 2014 AGM & Conference-Resolutions | D4.3 |
| 4.4 OCSTA AGM & Conference April 24-26 Program | D4.4 |
| 4.5 Catch the Spirit – May 5, 2014 | - |
| 4.6 Distinguished Alumni Presentation 2014 – May 9, 2014 | - |
| 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

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
APRIL 22, 2014**

PUBLIC SESSION

**TITLE: MINUTES OF THE BOARD MEETING OF
MARCH 18, 2014**

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Minutes of the Board Meeting of March 18, 2014, as presented.



MINUTES OF THE BOARD MEETING

TUESDAY, MARCH 18, 2014

Minutes of the Meeting of the Niagara Catholic District School Board, held on Tuesday, March 18, 2014, 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 7:05 p.m. by Chair Burtnik.

A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayers were led by Trustee Charbonneau

2. Roll Call

Moved by Trustee Sicoli
Seconded by Trustee Fera

THAT the Niagara Catholic District School Board excuse Student Trustee McMahon from attending the Board Meeting of March 18, 2014.

CARRIED

Trustee	Present	Present Electronically	Absent	Excused
Rhianon Burkholder	✓			
Kathy Burtnik	✓			
Maurice Charbonneau	✓			
Frank Fera	✓			
Fr. Paul MacNeil	✓			
Ed Nieuwesteeg	✓			
Ted O'Leary	✓			
Dino Sicoli	✓			
Student Trustees				
Vincent Atallah	✓			
Dallas McMahon				✓

The following staff were in attendance:

John Crocco, Director of Education; **Ted Farrell**, **Lee Ann Forsyth-Sells**, **Frank Iannantuono**, **Mark Lefebvre**, Superintendents of Education; **Giancarlo Vetrone**, Superintendent of Business & Financial Services; **Scott Whitwell**, Controller of Facilities Services; **Jennifer Brailey**, Manager of Corporate Services & Communications; **Kristine Murphy**, Recording Secretary/Administrative Assistant, Corporate Services & Communications

3. **Approval of the Agenda**

Moved by Trustee Sicoli

Seconded by Trustee O'Leary

THAT the Niagara Catholic District School Board approve the Agenda of the Board Meeting of March 18, 2014, as presented.

CARRIED

4. **Declaration of Conflict of Interest**

Chair Burtnik disclosed a direct pecuniary interest with Item C4.1, Monthly Banking Transaction of the Public Agenda, because there were cheques issued to her family business. Chair Burtnik did not take part in the consideration or discussion of, or vote on any question with relation to that item.

5. **Approval of Minutes of the Board Meeting of February 25, 2014**

Moved by Trustee Charbonneau

Seconded by Trustee Nieuwesteeg

THAT the Niagara Catholic District School Board approve the Minutes of the Board Meeting of February 25, 2014, as presented.

CARRIED

B. DELEGATIONS/PRESENTATIONS

Nil

C. COMMITTEE AND STAFF REPORTS

1. **School Excellence Program – Holy Name Catholic Elementary School**

John Crocco, Director of Education, informed the Board that the School Excellence Program by Holy Name Catholic Elementary School will be rescheduled.

2. **Unapproved Minutes of the Committee of the Whole Meeting of March 4, 2014 and Consideration of Recommendations**

Moved by Trustee Sicoli

Seconded by Trustee O'Leary

THAT the Niagara Catholic District School Board receive the unapproved Minutes of the Committee of the Whole Meeting of March 4, 2014, as presented.

CARRIED

The following recommendations were presented for the Board's consideration from the Committee of the Whole Meeting of March 4, 2014.

2.1 Approval of Policies

2.1.1 Advertising Expenditures Policy (600.5)

Moved by Vice-Chair Burkholder

Seconded by Trustee Nieuwesteeg

THAT the Niagara Catholic District School Board approve the Advertising Expenditures Policy (600.5), as presented.

CARRIED

2.1.2 Ontario Student Record Policy (301.7)

Moved by Vice-Chair Burkholder

Seconded by Trustee Nieuwesteeg

THAT the Niagara Catholic District School Board approve the Ontario Student Record Policy (301.7), as presented.

CARRIED

2.2 Enrolment Register

Moved by Trustee O'Leary

Seconded by Trustee Charbonneau

THAT the Niagara Catholic District School Board approve that an Enrolment Register Policy not be developed at this time, and that subject to Board approval of this recommendation, staff be directed to issue a Senior Administrative Council system memorandum outlining the responsibilities of Principals in monitoring and confirming the accuracy of enrolment registers.

CARRIED

3. Approved Minutes of the Special Education Advisory Committee Meeting of January 8, 2014

Moved by Trustee Charbonneau

Seconded by Trustee MacNeil

THAT the Niagara Catholic District School Board receive the Approved Minutes of the Special Education Advisory Committee Meeting of January 8, 2014, as presented for information.

CARRIED

The following recommendation was presented for the Board's consideration from the Special Education Advisory Committee Meeting of January 8, 2014.

3.1 Letter to Ministry of Education – March 18, 2014

Moved by Trustee Fera

Seconded by Trustee Charbonneau

THAT the Niagara Catholic District School Board approve the attached letter from the Special Education Advisory Committee to the Ministry of Education regarding Special Education.

CARRIED

4. Financial Reports

Vice-Chair Burkholder chaired the Board Meeting for this item; Chair Burtnik did not take part in the consideration or discussion of, or vote on any question with relation to this item.

4.1 Monthly Banking Transactions

Moved by Trustee Nieuwesteeg
Seconded by Trustee Sicoli

THAT the Niagara Catholic District School Board approve the Monthly Banking Transactions for the month of February 2014, as presented for information.

CARRIED

4.2 Statement of Revenue & Expenditures

Moved by Trustee Fera
Seconded by Trustee O'Leary

THAT the Niagara Catholic District School Board approve the Statement of Revenue and Expenditures as at February 28, 2014, as presented for information.

CARRIED

D. TRUSTEE ITEMS, OPEN QUESTION PERIOD & OTHER BUSINESS

1. Correspondence

Staff was asked to provide additional information with any correspondence items, where such information would add clarity and assist in discussion of the item.

1.1 Bluewater District School Board – January 28, 2014

1.2 United Way South Niagara – March 3, 2014

Director Crocco answered questions of Trustees.

2. Report on Trustee Conferences Attended

Nil Report

3. General Discussion to Plan for Future Action

Director Crocco reminded Trustees of the Special Board Meeting for Public input at Denis Morris Catholic High School at 7:00 p.m. for the Pupil Accommodation Review Committee for St. Christopher and St. Theresa Catholic Elementary Schools. He noted that to date no submissions from the public had been received as at the deadline of 4:00 p.m. on March 18, 2014 for consideration.

4. Trustee Information

4.1 Spotlight on Niagara Catholic – March 4, 2014

Director Crocco highlighted the Spotlight on Niagara Catholic – March 4, 2014 issue for Trustees' information.

4.2 Calendar of Events – April 2014

Director Crocco presented the Calendar of Events - April 2014 for Trustees' information.

He reminded the Trustees of the Volunteer Appreciation Breakfast on Monday, April 7, 2014 and asked Trustees to confirm their attendance with Kristine Murphy by March 24, 2014.

Director Crocco also reminded the Trustees of the Bishops Gala that will be held on April 12, 2014 at Club Roma.

5. Open Question Period

None Submitted

E. NOTICES OF MOTION

F. BUSINESS IN CAMERA

Moved by Trustee Charbonneau

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 Board Meeting at 7:25 p.m. and reconvened at 10:53 p.m.

G. REPORT ON THE IN-CAMERA SESSION

Moved by Trustee Charbonneau

Seconded by Trustee Sicoli

THAT the Niagara Catholic District School Board report the motions from the In Camera Session of the Board Meeting of March 18, 2014.

CARRIED

SECTION A: STUDENT TRUSTEES PRESENT

Moved by Trustee Charbonneau

Seconded by Trustee Sicoli

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 February 25, 2014, as presented.

CARRIED (Item F1)

Moved by Trustee Charbonneau

Seconded by Trustee Sicoli

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 March 4, 2014, as presented.

CARRIED (Item F2)

SECTION B: STUDENT TRUSTEES EXCLUDED

Moved by Trustee Sicoli

Seconded by Trustee Nieuwesteeg

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 February 25, 2014, as presented.

CARRIED (Item F4)

Moved by Trustee Sicoli

Seconded by Trustee Nieuwesteeg

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 March 4, 2014, as presented.

CARRIED (Item F5)

H. FUTURE MEETINGS AND EVENTS

I. MOMENT OF SILENT REFLECTION FOR LIFE

J. ADJOURNMENT

Moved by Charbonneau

Seconded by O'Leary

THAT the March 18, 2014 meeting of the Niagara Catholic District School Board be adjourned.

CARRIED

This meeting was adjourned at 10:56 p.m.

Minutes of the Meeting of the Niagara Catholic District School Board held on **March 18, 2014**.

Approved on **April 22, 2014**.

Kathy Burtnik
Chair of the Board

John Crocco
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
APRIL 22, 2014**

PUBLIC SESSION

**TITLE: MINUTES OF THE SPECIAL BOARD MEETING OF
MARCH 25, 2014**

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Minutes of the Special Board Meeting of March 25, 2014, as presented.



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

MINUTES OF THE SPECIAL BOARD MEETING

TUESDAY, MARCH 25, 2014
7:00 P.M.

Minutes of the Special Meeting of the Niagara Catholic District School Board, held on March 25, 2014 at 7:00 p.m. at Denis Morris Catholic High School 40 Glen Morris Drive, St. Catharines.

The meeting was called to order at 7:06 p.m. by Chair Burtnik

A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayers were led by Trustee Fera.

2. Roll Call

Moved by Trustee Sicoli

Seconded by Trustee Charbonneau

THAT the Niagara Catholic District School Board excuse Trustee O'Leary, Trustee Nieuwesteeg and Student Trustee McMahan from attending the Special Board Meeting of March 25, 2014.

CARRIED

Trustee	Present	Present Electronically	Absent	Excused
Rhianon Burkholder	✓			
Kathy Burtnik	✓			
Maurice Charbonneau	✓			
Frank Fera	✓			
Fr. Paul MacNeil	✓			
Ed Nieuwesteeg				✓
Ted O'Leary				✓
Dino Sicoli	✓			
Student Trustees				
Vincent Atallah	✓			
Dallas McMahan				✓

The following staff were in attendance:

John Crocco, Director of Education; **Yolanda Baldasaro**, **Ted Farrell**, **Lee Ann Forsyth-Sells**, **Frank Iannantuono**, **Mark Lefebvre**, Superintendents of Education; **Giancarlo Vetrone**, Superintendent of Business & Financial Services; **Scott Whitwell**, Controller of Facilities Services; **Jennifer Brailey**, Manager of Corporate Services & Communications; **Kristine Murphy**, Recording Secretary/Administrative Assistant, Corporate Services & Communications

3. **Approval of the Agenda**

Moved by Trustee Charbonneau

Seconded by Trustee MacNeil

THAT the Niagara Catholic District School Board approve the Agenda of the Special Board Meeting of March 25, 2014, as presented.

CARRIED

4. **Declaration of Conflict of Interest**

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

5. **Overview of Special Board Meeting Procedures**

Chair Burtnik presented the procedures for the Special Board Meeting. She also outlined the guidelines for submitting presentations to the Pupil Accommodation Review Committee and noted that no submissions had been received by the deadline of 4:00 p.m. on March 18, 2014.

B. COMMITTEE AND STAFF REPORTS

1. **Pupil Accommodation Review Highlights and Recommendation**

John Crocco, Director of Education, presented the Pupil Accommodation Review highlights and Recommendation Report that was presented at the Committee of the Whole Meeting on March 4, 2014 regarding the Accommodation Review Report for St. Christopher and St. Theresa Catholic Elementary Schools.

Director Crocco noted that in keeping with the open and transparent process, all information regarding the Accommodation Review Committee Reports have been posted on the Niagara Catholic website. He stated that the Accommodation Review Committee complied with Ministry of Education Guidelines for Pupil Accommodation Review and Niagara Catholic Board Policy 701.2 – Pupil/Accommodation Review.

Director Crocco advised that the recommendations contained in the *Senior Staff Follow-Up Report and Recommendations* on St. Catharines Pupil Accommodation Review for St. Christopher and St. Theresa Catholic Elementary Schools would be presented to the April 8, 2014 Committee of the Whole Meeting and then to the May 27, 2014 Board Meeting for consideration for approval.

PUPIL ACCOMMODATION REVIEW (PAR) PUBLIC PRESENTATIONS

None Received by the deadline of 4:00 p.m. on March 18, 2014

C. TRUSTEE ITEMS & OTHER BUSINESS

1. Correspondence

None Received by the deadline of 4:00 p.m. on March 18, 2014

D. BUSINESS IN CAMERA

Moved by Trustee Charbonneau
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 7:20 p.m. and reconvened at 7:48 p.m.

E. REPORT ON IN CAMERA SESSION

Moved by Trustee Charbonneau
Seconded by Trustee Sicoli

THAT the Niagara Catholic District School Board report the motions from the In Camera Session of the Board Meeting of March 25, 2014.

CARRIED

SECTION E: STUDENT TRUSTEES EXCLUDED

Moved by Trustee MacNeil
Seconded by Trustee Charbonneau

THAT the Niagara Catholic District School Board receive the information as outlined in Item E1.1 of the In Camera Agenda.

CARRIED (Item E1.1)

Chair Burtnik and Director Crocco answered questions of Trustees.

F. FUTURE MEETINGS & EVENTS

G. MOMENT OF SILENT REFLECTION FOR LIFE

H. ADJOURNMENT

Moved by Trustee MacNeil
Seconded by Trustee Sicoli

THAT the March 25, 2014 Special Board Meeting of the Niagara Catholic District School Board be adjourned.

CARRIED

This meeting was adjourned at 7:49 p.m.

Minutes of the Special Meeting of the Niagara Catholic District School Board held on **March 25, 2014**.

Approved on the **April 22, 2014**.

Kathy Burtnik
Chairperson of the Board

John Crocco
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
APRIL 22, 2014**

PUBLIC SESSION

**TITLE: MINUTES OF THE SPECIAL ELECTRONIC BOARD MEETING
MARCH 31, 2014**

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Minutes of the Special Electronic Board Meeting of March 31, 2014, as presented.



MINUTES OF THE SPECIAL ELECTRONIC BOARD MEETING

MONDAY, MARCH 31, 2014

Minutes of the Special Meeting of the Niagara Catholic District School Board, held on March 31, 2014 in the Father Kenneth Burns CSC Board Room, at the Catholic Education Centre, 427 Rice Road, Welland.

The meeting was called to order at 5:07 p.m. by Chair Burtnik.

A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayers were led by Chair Burtnik.

2. Roll Call

Chair Burtnik noted that the following Trustees were present electronically Trustees Charbonneau, MacNeil, Nieuwesteeg and O'Leary, Trustee Sicoli was excused and Student Trustees Attallah and McMahon were excused.

Trustee	Present	Present Electronically	Absent	Excused
Rhianon Burkholder	✓			
Kathy Burtnik	✓			
Maurice Charbonneau		✓		
Frank Fera	✓			
Fr. Paul MacNeil		✓		
Ed Nieuwesteeg		✓		
Ted O'Leary		✓		
Dino Sicoli				✓
Student Trustees				
Vincent Atallah				✓
Dallas McMahon				✓

The following staff were in attendance:

John Crocco, Director of Education; **Jennifer Brailey**, Manager of Corporate Services & Communications; **Kristine Murphy**, Recording Secretary/Administrative Assistant, Corporate Services & Communications

3. **Approval of the Agenda**

Moved by Trustee Fera

Seconded by Trustee Nieuwesteeg

THAT the Niagara Catholic District School Board approve the Agenda of the Special Electronic Board Meeting of March 31, 2014, as presented.

CARRIED

4. **Disclosure of Interest**

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

B. COMMITTEE AND STAFF REPORTS

1. **Trustee Determination and Distribution – 2014**

John Crocco, Director of Education Secretary/Treasurer presented the report on Trustee Determination and Distribution – 2014.

Moved by Trustee Nieuwesteeg

Seconded by Trustee Fera

THAT the Niagara Catholic District School Board determine that the number of trustees in its jurisdiction be a total of 8 trustees in the 2014 Elections.

and

THAT the Niagara Catholic District School Board confirm that it has decided not to designate any low population areas in the 2014 Elections.

and

THAT the Niagara Catholic District School Board confirm that the 8 trustees in its jurisdiction be distributed in the 2014 Elections, as follows:

1 for West Lincoln, Lincoln, Grimsby, Pelham

2 for St. Catharines (less Merritton Area)

1 for Thorold (including Merritton Area)

1 for Fort Erie, Port Colborne Wainfleet

1 for Welland

2 for Niagara Falls, Niagara-on-the-Lake

CARRIED

C. MOMENT OF SILENT REFLECTION FOR LIFE

D. ADJOURNMENT

Moved by Trustee Fera

Seconded by Trustee Charbonneau

THAT the March 31, 2014 Special Electronic Board Meeting of the Niagara Catholic District School Board be adjourned.

CARRIED

This meeting was adjourned at 5:17p.m.

Minutes of the Special Meeting of the Niagara Catholic District School Board held on **March 31, 2014**.

Approved on the **April 22, 2014**.

Kathy Burtnik
Chair of the Board

John Crocco
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
APRIL 22, 2014**

PUBLIC SESSION

**TITLE: MINUTES OF THE SPECIAL BOARD MEETING OF
APRIL 8, 2014**

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Minutes of the Special Board Meeting of April 8, 2014, as presented.



MINUTES OF THE SPECIAL BOARD MEETING

TUESDAY, APRIL 8, 2014

Minutes of the Special Meeting of the Niagara Catholic District School Board, held on April 8, 2014 in the Father Kenneth Burns CSC Board Room, at the Catholic Education Centre, 427 Rice Road, Welland.

The meeting was called to order at 9:27 p.m. by Chair Burtnik.

A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayers were led by Trustee Nieuwesteeg.

2. Roll Call

Chair Burtnik noted that Trustees MacNeil asked to be excused from attending the Special Board Meeting of April 8, 2014.

Trustee	Present	Present Electronically	Absent	Excused
Rhianon Burkholder	✓			
Kathy Burtnik	✓			
Maurice Charbonneau	✓			
Frank Fera	✓			
Fr. Paul MacNeil				✓
Ed Nieuwesteeg	✓			
Ted O'Leary	✓			
Dino Sicoli	✓			

The following staff were in attendance:

John Crocco, Director of Education; **Ted Farrell**, **Lee Ann Forsyth-Sells**, **Frank Iannantuono**, **Mark Lefebvre**, Superintendents of Education; **Giancarlo Vetrone**, Superintendent of Business & Financial Services; **Scott Whitwell**, Controller of Facilities Services; **Jennifer Brailey**, Manager of Corporate Services & Communications; **Kristine Murphy**, Recording Secretary/Administrative Assistant, Corporate Services & Communications

3. **Approval of the Agenda**

Moved by Trustee Sicoli

Seconded by Trustee Charbonneau

THAT the Niagara Catholic District School Board approve the Agenda of the Special Board Meeting of April 8, 2014, as presented.

CARRIED

4. **Declaration of Conflict of Interest**

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

B. BUSINESS IN CAMERA

Moved by Vice-Chair Burkholder

Seconded by Trustee Fera

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 9:29 p.m. and reconvened at 9:35 p.m.

C. REPORT ON THE IN-CAMERA SESSION

Moved by Trustee Sicoli

Seconded by Trustee O'Leary

THAT the Committee of the Whole report the motions from the In Camera Session of the Special Board Meeting of April 8, 2014.

CARRIED

Moved by Trustee Sicoli

Seconded by Trustee O'Leary

THAT the Niagara Catholic District School Board approve the recommendation as outlined in Item B1 of the In Camera Agenda.

CARRIED (Item B1)

D. MOMENT OF SILENT REFLECTION FOR LIFE

E. ADJOURNMENT

Moved by Trustee Fera

Seconded by Trustee Sicoli

THAT the April 8, 2014 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 **April 8, 2014**.

Approved on the **April 22, 2014**.

Kathy Burtnik
Chair of the Board

John Crocco
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
APRIL 22, 2014**

PUBLIC SESSION

**TITLE: SCHOOL EXCELLENCE PROGRAM
LAKESHORE CATHOLIC HIGH SCHOOL**

The School Excellence Program report is presented for information.

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

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

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

Date: April 22, 2014



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

SCHOOL EXCELLENCE PROGRAM LAKESHORE CATHOLIC HIGH SCHOOL

Contact Information

150 Janet Street
Port Colborne, Ontario
L3K 2E7

Ph: 905.835.2451

Fx: 905.382.3846

lakeshore.catholic@ncdsb.com

Grades

9-12

Enrolment

973 as of September 2013

Principal

Glenn Gifford

Vice-Principal

Brandon Atamanyk

Vice-Principal

Andrew Boon

Superintendent of Education

Lee Ann Forsyth-Sells

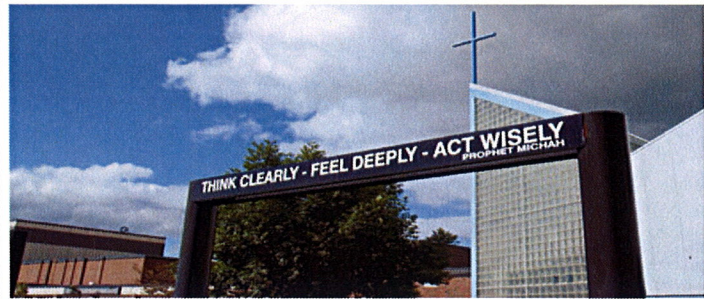
Catholic School Council

Chair

Beth Palma

Parish

St. Therese of Lisieux



It is with great pride that Lakeshore Catholic students are guaranteed the quality, Catholic education that they so richly deserve due to the dedication and perseverance of the talented and energetic teachers and support staff.

Lakeshore Catholic continues to be committed to developing spiritually, academically, and exploring the many gifts given to each individual. There are many aspects to learning and the goal at Lakeshore Catholic is to develop the student as a whole person giving them many opportunities to become active members of society.

Mission Statement

“The spirit of the Lord has been given to me...”

We recognize the dignity of each person as a child of God and each person’s right to be respected as such.

We encourage learning by focusing on the development of each person’s talents and abilities in preparation for life’s expectations.

We strive to build a community where everyone reaches out in mutual support of and for each other.

We strive to show pride and respect to the property of the school and those of others.

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

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

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

Date: April 22, 2014

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
APRIL 22, 2014**

PUBLIC SESSION

**TOPIC: UNAPPROVED MINUTES OF THE COMMITTEE OF THE
WHOLE MEETING OF APRIL 8, 2014**

RECOMMENDATION

THAT the Niagara Catholic District School Board receive the unapproved Minutes of the Committee of the Whole Meeting of April 8, 2014, as presented.

The following recommendation is being presented for the Board's consideration from the Committee of the Whole Meeting of April 8, 2014:

2.1 Approval of Policy

2.1.1 Architect Selection Policy (701.1)

THAT the Niagara Catholic District School Board approve the revised Architect Selection Policy (701.1), as presented.



MINUTES OF THE COMMITTEE OF THE WHOLE MEETING TUESDAY, APRIL 8, 2014

Minutes of the Meeting of the Committee of the Whole of the Niagara Catholic District School Board, held on Tuesday, April 8, 2014 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 7:02 p.m. by Vice-Chair Burkholder.

A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayers were led by Vice-Chair Burkholder

2. Roll Call

Vice-Chair Burkholder noted that Trustee MacNeil was excused from attending the Committee of the Whole Meeting of April 8, 2014.

Trustee	Present	Present Electronically	Absent	Excused
Rhianon Burkholder	✓			
Kathy Burtnik	✓			
Maurice Charbonneau	✓			
Frank Fera	✓			
Fr. Paul MacNeil				✓
Ed Nieuwesteeg	✓			
Ted O'Leary	✓			
Dino Sicoli	✓			
Student Trustees				
Vincent Atallah	✓			
Dallas McMahon	✓			

The following staff were in attendance:

John Crocco, Director of Education; **Ted Farrell**, **Lee Ann Forsyth-Sells**, **Frank Iannantuono**, **Mark Lefebvre**, Superintendents of Education; **Giancarlo Vetrone**, Superintendent of Business & Financial Services; **Scott Whitwell**, Controller of Facilities Services; **Jennifer Brailey**, Manager of Corporate Services & Communications; **Kristine Murphy**, Recording Secretary/ Administrative Assistant, Corporate Services & Communications

3. **Approval of the Agenda**

Moved by Trustee Sicoli

THAT the Committee of the Whole approve the Agenda of the Committee of the Whole Meeting of April 8, 2014, as presented.

CARRIED

4. **Declaration of Conflict of Interest**

Vice-Chair Burkholder disclosed an indirect pecuniary interest with Item C1.2.1 Architect Selection Policy (701.1) of the Public Agenda, as she has a family member who is associated with the Quartek Group. Vice-Chair Burkholder did not chair the meeting for this item and did not take part in the consideration or discussion of, or vote on any question with relation to this item.

5. **Approval of Minutes of the Committee of the Whole Meeting of March 4, 2014**

Moved by Trustee Charbonneau

THAT the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting of March 4, 2014, as presented.

CARRIED

B. PRESENTATIONS

1. *Nil*

C. COMMITTEE AND STAFF REPORTS

1. **Policy Committee**

1.1 **Unapproved Minutes of the Policy Committee Meeting of March 18, 2014**

Moved by Trustee Sicoli

THAT the Committee of the Whole receive the unapproved Minutes of the Policy Committee Meeting of March 18, 2014 as presented.

CARRIED

1.2 **Approval of Policy**

Policy Committee Chair Sicoli presented the Policy Committee recommendation to the Committee of the Whole for consideration.

1.2.1 Architect Selection Policy (701.1)

Chair Burtnik chaired the meeting for this item on the agenda. Vice-Chair Burkholder did not take part in the consideration or discussion of, or vote on any question with relation to this item.

Moved by Trustee Charbonneau

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the revised Architect Selection Policy (701.1) as presented.

CARRIED

1.3 Policy and Guideline Review 2013-2014 Schedule

John Crocco, Director of Education, presented the Policy and Guideline Review 2013-2014 Schedule for the information of Trustees.

Director Crocco answered questions of Trustees.

2. 11th Annual Niagara Catholic Skills Competition

Mark Lefebvre, Superintendent of Education presented the report on the 11th Annual Niagara Catholic Skills Competition for Information. He introduced Ivana Galante, K to 12 Consultant Business/Technological Education/Specialist High Skills Major who presented an overview of the program and a brief visual presentation on the 11th Annual Niagara Catholic Skills Competition.

Superintendent Lefebvre and Ms. Galante answered questions of Trustees

3. Pupil Accommodation Review-Senior Staff Follow-Up Report and Recommendations for St. Christopher Catholic Elementary School and St. Theresa Catholic Elementary School

Director Crocco, presented the report on the Pupil Accommodation Review-Senior Staff Follow-Up Report and Recommendations for St. Christopher Catholic Elementary School and St. Theresa Catholic Elementary School for information.

Director Crocco informed the Trustees that the report is in compliance with the Ministry of Education Pupil Accommodation Review Guidelines and Niagara Catholic District School Board Policy 701.2.

Moved by Trustee Charbonneau

THAT the Niagara Catholic District School Board, in accordance with the Board approved St. Catharines Pupil Accommodation Review Schedule 2014, receive the Pupil Accommodation Review – Senior Staff Follow-Up Report and Recommendations for St. Christopher Catholic Elementary School and St. Theresa Catholic Elementary School.

THAT the following recommendations by Senior Staff as provided in the April 8th, 2014 Pupil Accommodation Review-Senior Staff Follow-Up Report and Recommendations for St. Christopher Catholic Elementary School and St. Theresa Catholic Elementary School, be received and considered for approval at the May 27, 2014 Board Meeting.

THAT the Board submit to the Ministry of Education a request for capital funding for an addition to St. Christopher Catholic Elementary School to be received by the Board no later than 2016 subject to Ministry of Education Capital Funding Approval.

THAT the Board submit to the Ministry of Education a request for retrofit funding for renovations to St. Theresa Catholic Elementary School to be received by the Board no later than 2016 subject to Ministry of Education Capital Funding Approval.

THAT an Ad Hoc Attendance Area Review Committee of the Board be established to review the attendance boundaries of St. Christopher Catholic Elementary School and St. Theresa Catholic Elementary School and that boundary changes not take place prior to the Ministry of Education approval for funding for an addition to St. Christopher Catholic Elementary School and retrofit funding required to accommodate additional enrolment at St. Theresa Catholic Elementary School.

CARRIED

4. **School Year Calendars 2014-2015**

Frank Iannantuono, Superintendent of Education/Human Resources Services, presented the Elementary and Secondary School Year Calendars for the 2014-2015 school year.

Superintendent Iannantuono answered questions of Trustees.

Moved by Trustee Nieuwesteeg

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Elementary and Secondary School Year Calendars for the 2014-15 school year as presented.

CARRIED

5. **Staff Development Department Professional Development Opportunities**

Superintendent Iannantuono, presented the report on Staff Development Department Professional Development Opportunities for information.

Director Crocco answered questions of Trustees

6. **Extended Overnight Field Trip, Excursion and Exchange Committee**

Superintendent Lefebvre presented the report on the Extended Overnight Field Trip, Excursion and Exchange Committee for information.

7. **Niagara Catholic Education Award of Distinction 2014**

Superintendent Iannantuono, informed the Board that on March 25, 2014 the Niagara Catholic Education Award of Distinction Committee met and selected Monsignor Matthew Clifford as recipient of the Award of Distinction for 2014. He presented highlights of Monsignor Clifford's contributions to Catholic education and that the award would be presented posthumously.

8. **Monthly Updates**

8.1 **Capital Projects Update**

Scott Whitwell, Controller of Facilities Services, presented the Capital Projects Update.

8.2 Student Trustees' Update

Vincent Atallah and Dallas McMahon, Student Trustees, presented a brief verbal update on the current activities of the Student Senate.

8.3 Senior Staff Good News Update

Senior Staff highlights included:

Superintendent Lefebvre

Hornblower Niagara Cruises has selected the name Niagara Wonder for one of its newly built state-of-the-art Catamaran Boats that will operate boat tours of the Falls. The winning name, *Niagara Wonder* was submitted by Ms. Lina Muraca's ELKP class at Sacred Heart Catholic Elementary School.

On Thursday, March 27, 2014 Our Lady of Mount Carmel Catholic Elementary School participated in the first Niagara Catholic District School Board's Kids' Lit Quiz System Challenge. The school entered 2 teams; The Purple Unicorns and the Flying Cows. The Flying Cows had great success especially in the poetry and mythology categories. The Flying Cows came in first place and were the Grand Champions of the first Kids' Lit Quiz System Challenge.

D. INFORMATION

1. Trustee Information

1.1 Spotlight on Niagara Catholic – March 18, 2014

Director Crocco highlighted the Spotlight on Niagara Catholic – March 18, 2014 issue for the information of Trustees.

1.2 Calendar of Events – April 2014

Director Crocco presented the April 2014 Calendar of Events for the information of Trustees.

1.3 Bishop's Gala 2014 – April 12, 2014

Director Crocco presented information regarding the Bishop's Gala on April 12, 2014.

1.4 Holy Week

Director Crocco presented information regarding Holy Week 2014 and that no evening meetings would take place across the system.

1.5 OCSTA 2014 – Silent Auction

Director Crocco reminded the Trustees of the OCSTA 2014 – Silent Auction, to be held at the OCSTA AGM & Conference. A hard copy of the OCSTA AGM would be provided at the April Board Meeting.

E. OTHER BUSINESS

1. General Discussion to Plan for Future Action

- 1.1 Director Crocco informed the Board of future action plans that Niagara Catholic will be involved in the coming months.

F. BUSINESS IN CAMERA

Moved by Trustee Sicoli

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 8:14 p.m. and reconvened at 9:27 p.m.

G. REPORT ON THE IN-CAMERA SESSION

Moved by Trustee O'Leary

THAT the Committee of the Whole report the motions from the In Camera Session of the Committee of the Whole Meeting of April 8, 2014.

CARRIED

SECTION A: STUDENT TRUSTEES INCLUDED

Moved by Trustee O'Leary

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 March 4, 2014 as presented.

CARRIED (Item F1)

SECTION B: STUDENT TRUSTEES EXCLUDED

Moved by Trustee Charbonneau

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 March 4, 2014 as presented.

CARRIED (Item F3)

Moved by Trustee Sicoli

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the recommendation as outlined in Item F4.1 of the In Camera Agenda.

CARRIED (Item F4.1)

H. ADJOURNMENT

Moved by Trustee Sicoli

THAT the April 8, 2014 Committee of the Whole Meeting be adjourned.

CARRIED

This meeting was adjourned at 9:27p.m.

Minutes of the Committee of the Whole Meeting of the Niagara Catholic District School Board held on **April 8, 2014.**

Approved on **May 13, 2014.**

Rhianon Burkholder
Vice-Chair of the Board

John Crocco
Director of Education/Secretary -Treasurer



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

REPORT TO THE BOARD APRIL 22, 2014

PARAMETERS FOR BOARD NEGOTIATIONS FOR THE PERIOD 2014-2017

BACKGROUND INFORMATION

As the current Collective Agreements are scheduled to end on August 31, 2014, Senior Administration is preparing for upcoming negotiations and will review the parameters for negotiations for the Collective Agreement term of 2014-2017 between the Board and OECTA Niagara Elementary Bargaining Unit, OECTA Niagara Secondary Bargaining Unit, OECTA Niagara Occasional Bargaining Unit, CUPE Local 1317 and non-union groups.

Though the details of the specific Provincial and Local bargaining items must still be determined as a result of the Royal Assent on April 8, 2014, of the *School Boards' Collective Bargaining Act 2014*, to commence the Board preparation for local bargaining, the Director of Education and Senior Administration is requesting the approval of the Board for the following negotiation parameters to guide the Board's Chief Negotiator Frank Iannantuono, Superintendent of Education – Human Resources Services and the Board negotiation team(s).

The following Niagara Catholic District School Board negotiations parameters are presented for the consideration of the Board;

1. To ensure that the Mission, Vision and Values of the Niagara Catholic District School Board are upheld.
2. To achieve excellence, ensure equity, promoting well-being and enhancing public confidence in publicly funded Catholic education.
3. To achieve the financial requirements and obligations of the Niagara Catholic District School Board.
4. To maintain management rights of the Board and its administrators.
5. To ensure that the agreement will not negatively impact those not represented at the respective negotiating table.

At a future Committee of the Whole or Board Meeting the Superintendent of Education - Human Resources Services will present the ground rules for negotiations as well as Board draft proposals to commence the negotiation process with OECTA Niagara Elementary Bargaining Unit, OECTA Niagara Secondary Bargaining Unit and the CUPE Local 1317 Bargaining Unit.

A Negotiations Update standing item will continue on all Committee of the Whole and Board Meeting Agendas until the conclusion of negotiations to keep Trustees informed of the progress of negotiations.

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the following negotiation parameters between the Niagara Catholic District School Board and OECTA Niagara Elementary Bargaining Unit, OECTA Niagara Secondary Bargaining Unit, OECTA Niagara Occasional Teachers Bargaining Unit, CUPE Local 1317 and Non-Unionized Employee Groups:

1. To ensure that the Mission, Vision and Values of the Niagara Catholic District School Board are upheld.
2. To achieve excellence, ensure equity, promoting well-being and enhancing public confidence in publicly funded Catholic education.
3. To achieve the financial requirements and obligations of the Niagara Catholic District School Board.
4. To maintain management rights of the Board and its administrators.
5. To ensure that the agreement will not negatively impact those not represented at the respective negotiating table.

Prepared by: Frank Iannantuono, Superintendent of Education / Human Resources Services

Presented by: Frank Iannantuono, Superintendent of Education / Human Resources Services

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

Date: April 22, 2014

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
APRIL 22, 2014**

PUBLIC SESSION

TITLE: ARCHITECT SELECTION POLICY (701.1)

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the revised Architect Selection Policy (701.1), as presented.

Prepared by: Scott Whitwell, Controller of Facilities Services
Presented by: Policy Committee
Recommended by: Committee of the Whole
Date: April 22, 2014



ARCHITECT AND CONSULTANT SELECTION POLICY

STATEMENT OF POLICY

Section:	700 – Buildings and Site
No:	701.1
Adopted:	February 24, 1998
Revised:	NIL

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 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
- Purchasing/Supply Chain Management Policy 600.1



ARCHITECT AND CONSULTANT SELECTION POLICY

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 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 Facilities Services will maintain a list of firms on a Consultants List for assignment of work.

4. CAPITAL PROJECTS - MINOR

For projects estimated to cost less than \$ 1,000,000 the appropriate Manager of Facilities Services, subject to the direction of the Controller of 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 - MAJOR

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 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 Facilities Services Staff

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

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 Facilities Services.

Approval for architectural and/or consulting services for all capital projects shall be in compliance with the Purchasing/Supply Chain Management Policy.

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
BOARD MEETING
APRIL 22, 2014**

PUBLIC SESSION

**TITLE: APPROVED MINUTES OF THE SPECIAL EDUCATION
ADVISORY COMMITTEE (SEAC) MEETING OF
MARCH 3, 2014**

RECOMMENDATION

THAT the Niagara Catholic District School Board receive the Approved Minutes of the Special Education Advisory Committee Meeting of March 3, 2014 as presented for information.



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

MINUTES OF THE SPECIAL EDUCATION ADVISORY COMMITTEE MEETING MONDAY, MARCH 3, 2014

Minutes of the Meeting of the Special Education Advisory Committee, held on Monday, March 3, 2014, at 7:00 p.m. in the Father Kenneth Burns csc Board Room, at the Catholic Education Centre, 427 Rice Road, Welland.

The meeting was called to order at 7:00 p.m. by Chair Racine.

A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayers were led by Chair Racine.

2. Roll Call

Members	Affiliations	Present	Excused	Absent
Anna Racine	The Tourette Syndrome Association of Ontario	✓		
Rob Lavorato	Down Syndrome Caring Parents (Niagara)	✓		
Connie Parry	Association for Bright Children		✓	
Kerry Thomas	Community Living-Welland/Pelham	✓		
Sarina Labonte	Community Living-Grimsby, Lincoln & West Lincoln		✓	
Kim Rosati	VOICE for Hearing Impaired Children	✓		
Colleen Sword	Autism Ontario – Niagara Region Chapter		✓	
Jay Gemmell	John Howard Society of Niagara	✓		
Katie Muirhead	Ontario Brain Injury Association	✓		
Sarah Farrell	Learning Disabilities Association – Niagara		✓	
Bill Helmeczi	Pathstone Mental Health		✓	
Trustees				
Father Paul MacNeil		✓		
Maurice Charbonneau		✓		
Student Senate Representative				
Andrea Caruso		✓		

The following staff were in attendance:

Yolanda Baldasaro, Superintendent of Education; **Andrew Boone**, Vice-Principal, Secondary;
David O'Rourke, Coordinator Special Education; **Tina DiFrancesco**, Recording Secretary

3. Approval of the Agenda

Moved by Katie Muirhead
Seconded by Rob Lavorato

THAT the Special Education Advisory Committee approve the Agenda of the Special Education Advisory Committee Meeting of March 3, 2014.

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 Meeting of January 8, 2014

Moved by Rob Lavorato
Seconded by Kim Rosati

THAT the Special Education Advisory Committee approve the Minutes of the Special Education Advisory Committee Meeting of January 8, 2014 as presented.

CARRIED

There are no minutes from the February 5th SEAC meeting, due to the cancellation of the meeting.

B. PRESENTATIONS

1. **Re: ACTION4Inclusion** – Deferred to April meeting

C. VISIONING

1. Goals and Vision for 2013/2014

1.1 Update on Newsletter Insert

Superintendent Baldasaro sent the insert to elementary and secondary Catholic school Principals to include in their next school newsletters to parents/guardians.

1.2 Follow up letter to the Ministry – Review and Approval

Chair Racine reviewed the proposed letter and members provided suggestions. A decision was made to present the letter at the March 18, 2014 Board meeting for approval.

Recommendation

Approval of the Letter from the Special Education Advisory Committee to the Ministry of Education regarding Special Education

Moved by Katie Muirhead

Seconded by Kerry Thomas

THAT the Special Education Advisory Committee approve the Letter to the Ministry of Education regarding Special Education.

CARRIED

A suggestion was made to have Chair Racine approach the Niagara Catholic Parent Involvement Committee (NCPIC) for support of this letter.

1.3 Goals for 2013/2014

Chair Racine reviewed the list of the proposed goals for 2013/2014 and members provided feedback. A decision was made on the goals for this school year.

Superintendent Baldasaro is working with Superintendent Forsyth-Sells regarding the Special Needs Representative on Catholic School Council and having SEAC as a standing item on the Catholic School Council agenda. It is anticipated that this information will be rolled out to Principals at the March Director's meeting. A suggestion was made to include the list of SEAC agencies and contact information in a SEAC newsletter insert to Principals.

D. BUSINESS ARISING FROM THE MINUTES OF THE MEETING OF JANUARY 8, 2014

1. **Learner Advocacy**
2. **Parent Outreach**
3. **Program and Service Recommendations**
4. **Special Education Budget**
5. **Annual Review, Special Education Plan**

Superintendent Baldasaro informed the SEAC members of the following dates that Special Education staff will be reviewing the Special Education Plan: March 5 – 12:00p.m. – 2:00p.m., March 19 – 2:30p.m. – 4:30p.m., March 20 – 1:00p.m. – 3:00p.m., March 24 – 1:00p.m. – 3:00p.m. Members were invited to attend the meetings to provide their input.

6. **Other Related Items**

6.1 **Update on Niagara Catholic District School Board Protocol for Students Not Writing Exams**

Deferred to April meeting

7. **Policy Review**

7.1 **Review Policies**

The *Advocacy Expenditures Policy*, *Student Transportation Policy*, *Sexual Misconduct Policy* and *Anaphylaxis Policy* were presented. The deadline to respond is April 4, 2014. Katie Muirhead offered to review the policies and will bring back comments to the April meeting.

E. AGENCY REPORTS

1. **VOICE for Hearing Impaired Children – Kim Rosati**

- April 12, 2014 - VOICE HHNP Workshop Presenting: Barbra Zupan, Ph.D., SLP Associate Professor Brock University Department of Linguistics. Workshop topic will be: “Supporting Literacy Development for Children who are Deaf and Hard of Hearing.” More information to follow.

2. **Down Syndrome Caring Parents (Niagara) – Rob Lavorato**

- March 21st is World Down Syndrome Awareness day.

3. **Community Living – Welland/Pelham – Kerry Thomas**

- *Creating and Building Community Involvement* – March 4, 2014 from 4:00p.m. – 7:00p.m. at the Riverstone Events Centre, Welland
- A one day workshop with Dr. Carl Dunst, *Family Centered Practices: What Are They And Why Should You Care* is being held on Thursday, April 24, 2014 from 9:00a.m. – 4:00p.m. at Four Points by Sheraton, 3530 Schmon Parkway, Thorold.

4. **Association for Bright Children – Connie Parry**

- Nil Report

5. **Community Living – Grimsby, Lincoln and West Lincoln – Sarina Labonte**

- Nil Report

6. **Autism Ontario – Colleen Sword**

- Nil Report

7. **The Tourette Syndrome Association of Ontario – Anna Racine**

- Nil Report

8. **John Howard Society of Niagara – Jay Gemmell**

- The John Howard Society of Niagara was fortunately able to increase its Youth Employment Funding with the Ministry of Training Colleges and Universities. We hope that the increase will help us support more employment placements for youth in Welland and Fort Erie in particular.
- We have requested an increase in the funding level for the Summer Jobs for Youth program, from the Ministry of Children and Youth Services. We have not been advised with regard to being awarded the program, yet. When we are it is our hope that we will have extra placements this summer.
- CMHA and Bethesda Community Services have invited the John Howard Society of Niagara to partner in an initiative that would see our agencies offering a Professional Development opportunity to professionals in Niagara servicing youth and children whose families are dealing with FASD. As this plan matures we will be marketing the opportunity to the Niagara Catholic District School Board.

9. **Ontario Brain Injury Association – Katie Muirhead**

- Nil Report

10. **Learning Disabilities Association (Niagara) – Sarah Farrell**
Report Submitted

- We are currently accepting applications for our Spring programs (Reading Rocks, Reading Rocks Jr., Let's READ and BEST) until April 7, 2014. Spots are a lot more limited for the Spring session so we encourage families to apply as soon as possible!
- We will be holding our annual Appreciation Event for our volunteers, facilitators, community partners and funders on Friday, March 21 to recognize everyone's dedication and efforts towards the agency.
- We will be running our full-day summer SLAM program during the months of July and August this summer. At SLAM, children ages 6-12 (with a potential reading difficulty) spend half the day on engaging literacy activities and the other half on recreational activities. Children also spend one-on-one time with a facilitator on their individual literacy needs. The details for the program and application date will be confirmed soon on our website. We are also currently recruiting facilitators for SLAM and the job descriptions have been posted on our website at www.L.daniagara.org.

11. **Pathstone Mental Health – Bill Helmeczi**

- Nil Report

F. STAFF REPORTS

1. Terry Antoniou –Principal, Elementary- Report Submitted

Mrs. Guthrie-Principal-St. John Catholic Elementary

- St. John raised \$1200 for Niagara Children’s Centre during “Kids Helping Kids” week.

Mrs. Bianco-Principal-St. Andrew Catholic Elementary

- The entire St. Andrew Catholic community is going on a skating trip this week. We are using sledges for two students with special education needs so they can be on the ice too!

2. Andrew Boone –Vice - Principal, Secondary

Notre Dame College

- Smooth transition to 2nd semester.
- Enthusiastic group of new Peer Helpers.
- Special Education Co-ops: Board Office, Sisters of the Sacred Heart Day Care, No Frills.
- Monthly visit from Therapy Tails has been a huge hit!
- The Special Education area has been completely reorganized to better support the Structured Teaching Model.
- Swimming program continues.
- Recently purchased new gross motor equipment for the Special Education Area including a Tear Drop Swing and Kettle Bells.

Saint Paul

- Second Semester has been a smooth transition for our Special Education/Resource students
- IEP Input letters have been sent out to all parents/guardians who have a child on an IEP
- Co-operative Education Placements continue to be a central focus within our Special Education Class. This semester we have 6 students at Sobeys and 1 student at Millenium Trail Manor Retirement Home/NTEC. These placements are part of each student’s transition plan for their post-secondary goals (TAY Protocol).
- Special Education students/staff are getting their "Hurray for Hollywood" video ready for their March visit to Lakeshore Catholic.
- Special Education Lunch Fundraiser is officially commencing this semester -- whereby special education culinary students, along with educational assistants and the special education class teacher cook various meals for staff to purchase on their lunches. Money raised goes directly back to supporting our special education students/programs.
- Special Education staff are working on completing semester 2 IEPs and also are closely monitoring classes that can use support.

Saint Michael

- Saint Michael High School Grade 8 Open House: February 13th
- Student Success Teacher and Program Chair of Special Education visited elementary schools to discuss student course selections and needs.
- Special Transition meetings are taking place for incoming students who require additional visits/transitions.
- Semester one final IEPs are going home with Report Cards. Semester 2 draft IEPs will be sent home in early March.
- All semester one marks were reviewed. Overall, students did exceptionally well. Students will begin course selection for next year in the next month.
- We currently have three student Educational Assistants from Niagara College this semester. They are enjoying their time at Saint Michael and are learning how to support our students.
- Our Special Education Class students enjoyed making crafts during the exam time. They were able to take some baked goods and crafts home for Valentine's Day.

Denis Morris

- The Special Education Class continues to participate in the Friday Lunch Program, and the Special Needs Activity Program (SNAP) at Brock University. Our students are also actively involved in several Co-operative Education placements both within the school and throughout our community. Congratulations to all of our students who make a meaningful contribution to our school community.
- Student profiles have been distributed to all staff so that accommodations, modifications and/or alternative expectations can be implemented in classes to respond to the needs of our exceptional students. We are also in the process of reviewing and completing Individual Education Plans to ensure that effective programming and supports are in place to enhance student engagement and student achievement.
- The Special Education Department continues to set up transition meetings in the coming months with our community agencies and partners in education. We thank Jobs Niagara, Options Niagara and the Niagara College Centre for Students with Disabilities for their collaboration in supporting a seamless transition as our students with special education needs transition to college and the world of work. We look forward to our collaboration with other community agencies in the upcoming months as we celebrate the unique talents and gifts that our students can contribute to our community.

Blessed Trinity

- Individual Education Plans were reviewed by the Principal and sent home with the final Report Card.
- Members of the Resource Department have begun updating Individual Education Plans to reflect accommodations for Semester 2 courses and teachers.
- Timetables for students with IEP's have been reviewed individually. Resource and Guidance have worked closely together to ensure that students are taking courses that are appropriate to their individual pathway.
- The list of students who will write the OSSLT has been created and accommodations entered into Maplewood.
- Special Education Class staff have worked very cohesively to develop student and EA's schedules that maximize integration into regular classrooms and Co-Op placements throughout the community.
- We are looking forward to another group of Peer Tutors who will be integral in supporting our Special Education Class students as they participate in all aspects of the school.

- Special Class IPRC meetings are being held at the school. We are excited to welcome our two newest students and their families.
- Meetings between Special Education Staff and Community Agencies continue to take place for our students who will move on next year to their adult pathway.
- Our students are experiencing the Culinary Arts Class at Liuna Gardens this semester. We cannot wait to try their culinary delights.

3. **Yolanda Baldasaro – Superintendent of Education**

- Preparing for the OSSLT on April 3rd, 2014.
- The SEAC members were sent nomination forms for the Niagara Catholic Education Award of Distinction. The deadline for submission was February 28th, 2014 to the attention of Jennifer Brailey, Manager of Board Services and Communications. This award will be presented to the recipient(s) at the Bishop's Gala being held on Saturday, April 12th, 2014 at Club Roma, St. Catharines.
- The draft proposal of the Niagara Catholic Elementary and Secondary 2014-2015 School Year Calendar was presented for information and review. Feedback can be forwarded to Jennifer Brailey by March 20th, 2014.

4. **David O'Rourke – Coordinator Special Education**

- The Secondary Special Education Events are being divided this year, therefore four events are happening this year and four events next year.
- Special Education Coordinators and Special Education staff are currently very involved in ELKP transitions.

G. TRUSTEE REPORTS

1. **Father Paul MacNeil – Trustee**

- Specialist High Skills Major ICE program; students made and sold some very solid hockey nets as a learning experience.
- A presentation was held on Mental Health ASIST (Applied Suicide Intervention Skills Training), which is a very comprehensive program of training taking place now.
- Capital projects update: ELKP update - Canadian Martyrs, Loretto Catholic, and St. John Bosco will undergo facelifts to accommodate ELKP. Saint Michael's addition is underway, but has faced some challenges due to the extreme cold. Capital priorities: Our Lady of Mount Carmel, St. James and Lakeshore Catholic are all scheduled.
- Policies approved: *Religious Education for Teaching* policy and *School Generated Funds* policy.
- Attendance area changes have been made to St. Ann, St. James and Assumption Catholic elementary schools, and there was a presentation on submission timelines for St. Christopher/St. Theresa Catholic elementary school's Pupil Accommodation Review.
- The Speak out competition is completed and included some amazing speeches.
- Holy Childhood walk raised \$8,700 for the Holy Childhood association. To date, the Board has raised \$623,000 for work overseas.

2. Maurice Charbonneau – Trustee

- Nil Report

H. STUDENT REPORT

1. Andrea Caruso – Student Representative

- Nil Report

I. NCPIC REPORT

- The Niagara Catholic Parent Involvement Committee Faith and Family Night is being held on March 27th at Saint Michael High School at 6:30p.m.

J. NEW BUSINESS

1. Learner Advocacy

2. Parent Outreach

3. Program and Service Recommendations

4. Special Education Budget

5. Annual Review, Special Education Plan

6. Other Related Items

7. Policy Review

K. CORRESPONDENCE

L. QUESTION PERIOD

M. NOTICES OF MOTION

N. AGENDA ITEMS – DISCUSSION FOR FUTURE MEETINGS

O. INFORMATION ITEMS

1. **Director's Annual Report 2013**
Superintendent Baldasaro presented the Director's Annual Report 2013 for information.
2. **Niagara Catholic System Priorities 2013-2014 Mid-Year Progress Report**
Trustee Charbonneau and Superintendent Baldasaro presented Niagara Catholic System Priorities 2013-2014 Mid-Year Progress Report for information.

P. NEXT MEETING:

Wednesday, April 2, 2014 at 7:00p.m. at the Catholic Education Centre

Q. ADJOURNMENT

Moved by Katie Muirhead
Seconded by Rob Lavorato

THAT the March 3, 2014 meeting of the Special Education Advisory Committee be adjourned.
CARRIED

This meeting was adjourned at 8:30p.m.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
APRIL 22, 2014**

PUBLIC SESSION

**TITLE: APPROVED MINUTES OF THE NIAGARA CATHOLIC
PARENT INVOLVEMENT COMMITTEE (NCPIC) MEETING
OF JANUARY 9, 2014**

RECOMMENDATION

THAT the Niagara Catholic District School Board receive the Approved Minutes of the Niagara Catholic Parent Involvement Committee (NCPIC) Meeting of January 9, 2014, as presented for information.



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.



APPROVED MINUTES

NIAGARA CATHOLIC PARENT INVOLVEMENT COMMITTEE

THURSDAY, JANUARY 9, 2014

7:00 P.M.

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



A. ROUTINE MATTERS

- Welcome/Opening Prayer-Lee Ann Forsyth-Sells introduced and welcomed Trustee Rhianon Burkholder, Vice-Chair of the Board to the NCPIC for 2013-2014. Opening Prayer was led by Terri Pauco.
- Roll Call:

Members	Affiliations	Present	Excused	Absent
Antoinette Bortolon	Niagara Falls/Niagara-on-the-Lake	√		
Josephine Lettieri	Niagara Falls/Niagara-on-the-Lake			√
Mary Mannella-Byers	Niagara Falls/Niagara-on-the-Lake	√		
Shawn O'Brien	Niagara Falls/Niagara-on-the-Lake	√		
Mary-Jo Au	St. Catharines	√		
Marion Battersby	St. Catharines		√	
Rocco Di Matteo	St. Catharines	√		
Lisa Finley	St. Catharines	√		
Sharon Goossen	Welland	√		
Diane O'Donnell	Welland	√		
Heather Pyke	Fort Erie/Port Colborne/Wainfleet	√		
Shonna Daly	Grimsby/Lincoln/West Lincoln/Pelham	√		
Linda Marie O'Hagan	Community Representative		√	
Anna Racine	Special Education Advisory Committee Representative	√		
Fr. Peter Rowe	Bishop/Diocesan Representative	√		
Terri Pauco	Teacher Representative	√		
Josie Rocca	Support Staff Representative		√	

Theo Dagenais	Elementary Principal Representative		√	
Jeff Smith	Secondary Principal Representative		√	
Aidan Harold	Student Senate Representative	√		
Lee Ann Forsyth-Sells	Director's Designate-Superintendent of Education	√		
Trustees				
Kathy Burtnik	Chair of the Board	√		
Rhianon Burkholder	Vice-Chair of the Board	√		
Yvonne Anderson	Recording Secretary	√		

4. Approval of Agenda

Moved by: Anna Racine

Seconded by: Mary Mannella-Byers

THAT the Niagara Catholic Parent Involvement Committee approve the Agenda of the Niagara Catholic Parent Involvement Committee Meeting of January 9, 2014 as amended.

CARRIED

Amendment: That the NCPIC members who were unable to attend the NCPIC meeting of November 14, 2013 participate in the Annual NCPIC Commissioning at this meeting.

Fr. Peter Rowe and Terri Pauco conducted the NCPIC Commissioning of three members: Mary Mannella-Byers, Anna Racine and Aidan Harold.

5. Declaration of Conflict of Interest

- No Disclosure of Conflict of Interest was declared with any items on the agenda.

6. Approval of Minutes of the Niagara Catholic Parent Involvement Committee Meeting of November 14, 2013.

Moved by: Mary Mannella-Byers

Seconded by: Rocco DI Matteo

THAT the Niagara Catholic Parent Involvement Committee approve the Minutes of the Niagara Catholic Parent Involvement Committee Meeting of November 14, 2013.

CARRIED

Mary Manella-Byers declared her intent of a two (2) year term on the NCPIC.

B. PRESENTATIONS/GOOD NEWS

- Discussion session "What do parents want for the NCPIC?"
- NCPIC members discussed the question in small groups.

C. BUSINESS ARISING FROM THE MINUTES OF THE MEETING OF NOVEMBER 14, 2013

- Feedback from the NCPIC, Catholic School Council Chairs/Co-Chair and Members Sharing Session of October 23, 2013 was reviewed by the NCPIC members.

D. REPORT FROM THE CHAIR

- Mary-Jo Au reported that the feedback from the discussion session and the feedback collected from the October 23, 2014 NCPIC, Catholic School Council Chairs/Co-Chairs and Members' Sharing Session, will be reviewed for future goal setting by the Niagara Catholic Parent Involvement Committee.

E. REPORT FROM THE DIRECTOR'S DESIGNATE SUPERINTENDENT OF EDUCATION**1. NCPIC Policy and By-Laws**

Lee Ann Forsyth-Sells reviewed the terms of NCPIC membership section 3 of the NCPIC Policy and requested that all parent members review the NCPIC By-Laws.

2. NCPIC Financial Report

A financial statement was provided and Lee Ann Forsyth-Sells stated that NCPIC funds will be available to support the annual, "Partners in Catholic Education" dinner in May 2014.

F. COMMUNITY REPRESENTATIVE REPORT-Linda Marie O'Hagan

A report was submitted promoting the upcoming Share Lent Campaigns:

- January, 25, 2014 Brock University will host a Social Justice Forum.
- February 10, 2014 Holy Rosary Hall will host a High School Workshop facilitated by members of the Development and Peace Council.
- February 22, 2014 the CWL will also hold their Share Lent Launch at St. Patrick Church, St. Catharines to help with parish campaigns.
- These dates will be sent to the NCPIC.

G. SEAC REPORT-Anna Racine

- At the Committee of the Whole meeting of November 12, 2013 a presentation was made on the mandate of SEAC, the completion of the their 2012-2013 goals and the effect that they have had on the programming for all exceptional students in Niagara Catholic.
- SEAC would like to initiate having a SEAC Representative on all Catholic School Councils and to include SEAC Reports as a standing Catholic School Council agenda item.
- Anna Racine was re-elected as Chair and Rob Lavorato was re-elected as Vice-Chair of the SEAC.
- New goals will be established for the 2013-2014 school year.

H. OAPCE REPORT-Heather Pyke

- Heather will be attending an OAPCE meeting in Toronto on Saturday, January 11, 2014. The meeting will focus on the OAPCE Voice. An update will be provided at the NCPIC meeting of March 20, 2014.
- Heather will be attending Secondary Grade 8 Open Houses to promote and bring awareness to OAPCE.

I. BISHOP/DIOCESAN REPRESENTATIVE REPORT-Fr. Peter Rowe

- Fr. Peter referred to the "Apostolic Exhortation *Evangelii Gaudium*" by Pope Francis to the Bishops, Clergy, Consecrated Persons and the Lay Faithful on the Proclamations of the Gospel in Today's World" which was provided at the December Director's Meeting.
- Fr. Peter acknowledged and stressed the importance of partners in Catholic education, the triad, working together and standing united.
- Fr. Peter asked that we self-reflect and make time for the Lord.

J. SUBCOMMITTEE REPORTS**1. Faith Formation**

- A report was provided about the planning for a Faith Formation session for parents and families.
- The theme for this event will be "Faith in Family". Details will be confirmed at the next subcommittee meeting.

2. Policy and Goals

- Mary-Jo stated that a subcommittee for GOALS will be created and that all NCPIC members will be invited to serve on the committee.

3. PRO Grant

- A video presentation was presented and a discussion followed on the progress, timelines and implementation of the NCPIC PRO Grant project. Further work on the project will occur at the next subcommittee meeting.

MOTION

Moved by: Anna Racine

Seconded by: Mary Mannella-Byers

THAT the NCPIC meeting of January 9, 2014 be extended for an additional thirty (30) minutes to complete the items on the agenda.

CARRIED

K. STUDENT SENATE REPORT-Aidan Harold

- Student Senate is creating a newsletter that will inform schools of the proceedings of the Senate.
- Notre Dame College School will be hosting a workshop and speaker for all NCDSB secondary student councils later this year.
- Student Senate has drafted a new constitution for the secondary student senate.
- The first elementary Family of Schools' council meetings and elementary senate meetings have taken place and secondary senators attended these meetings.
- Student Senate is currently discussing expanding available positions.

L. STAFF REPORTS**Secondary**

- Week of November 18 to 22, 2013 was Bullying Prevention and Awareness Week. Activities occurred across Niagara Catholic in all schools.
- Secondary Mid-Term Report Cards were distributed in November.
- Fundraising Activities took place to support our Brothers and Sisters in the Philippines.
- Grade 8 Transition Visits to schools continued throughout November.
- Niagara Catholic Special Education Ball Hockey Tournament was hosted at Saint Paul.
- December – Advent activities occurred at each of the schools.
- December 4– Niagara Catholic Grade 8 Masses were held at each of the secondary schools with Family of Schools participating at local Parishes and school designated sites.
- Christmas food and toy drives were undertaken in all Niagara Catholic schools.
- December 20, 2014 was a PA day for all students.
- Classes resumed January 6, 2014.
- Secondary Grade 8 Open Houses begin January 9, 2014 and will continue until February 20, 2014.

Elementary

- The traditions and symbols of Advent and Christmas were celebrated throughout the month of December. Two memorable ones: The Family Advent Faith Evening at St. Alfred Elementary Catholic School and the Living Nativity held in the outdoor classroom at St. Augustine Elementary Catholic School.
- Elementary schools participated in fundraising campaigns to support those less fortunate in their communities.
- In January the focus is on preparing for the NCDSB annual "Speak-Out-Festival".
- Grades and comments for Elementary Report Cards are being prepared and Friday, January 17, 2014 is a PA Day designated for this purpose.
- Inter-school sports: Basketball for both Girls and Boys.
- February 3 to 7, 2014 is the Annual "Kids Helping Kids" Campaign.
- Ongoing teacher professional development for both numeracy and literacy; teacher inquiry using the revised Social Studies, History and Geography curricula will begin in Term 2.

M. TRUSTEE REPORTS**Kathy Burtnik**

- Kathy reported that she was re-elected as Chair of Board for and that Rhianon Burkholder was elected Vice-Chair of the Board.
- The Board is wrapping up its cyclical review of Board policies.
- The 2014 year brings municipal and provincial elections.
- Niagara Catholic will continue with its VISION 2020 implementation.

Rhianon Burkholder

- NIL Report

N. NEW BUSINESS

1. NCPIC Social Date: Yvonne will send out an e-mail with prospective dates and locations.
2. Lee Ann Forsyth-Sells informed the NCPIC members that all schools in Niagara Catholic will invite administrators, school staff, students in Grades 4 to 12 and parents/guardians to voluntarily participate in completing an Online School Climate Survey. The survey results will be shared with Safe and Accepting Schools Teams to build strategies into the School Improvement Plans to improve school climate.
3. Terry Pauco provided posters and reported on the upcoming Mathew Kelly Conference "Living Every Day with Passion and Purpose" being held on Saturday, May 31, 2014 from 9:00 a.m. to 1:30 p.m. at St. Alfred's Catholic Church, 272 Vine St., St. Catharines, ON. Tickets are \$39.00 per person and are available from all parishes, or online at www.DynamicCatholic.com.

O. AGENDA ITEMS-DISCUSSION FOR FUTURE MEETINGS

P. NEXT MEETING: Thursday, March 20, 2014, 7:00 p.m. at the Catholic Education Centre.

Q. ADJOURNMENT:

Moved by: Mary Mannella-Byers

Seconded by: Heather Pyke

THAT the January 9, 2014 meeting of the Niagara Catholic Parent Involvement Committee be adjourned.

CARRIED

The meeting was adjourned at 9:35 p.m.

R. CLOSING PRAYER: Fr. Peter Rowe

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
APRIL 22, 2014**

PUBLIC SESSION

**TITLE: ELEMENTARY AND SECONDARY
SCHOOL YEAR CALENDARS 2014-2015**

That the Niagara Catholic District School Board approve the Elementary and Secondary School Year Calendars for the 2014-2015 school year.

Prepared by: Frank Iannantuono, Superintendent of Education / Human Resources Services
Anthony Corapi, Coordinator of Staff Development

Presented by: Frank Iannantuono, Superintendent of Education / Human Resources Services

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

Date: April 22, 2014



REPORT TO THE BOARD APRIL 22, 2014

ELEMENTARY AND SECONDARY SCHOOL YEAR CALENDARS 2014-2015

BACKGROUND INFORMATION

The *Education Act, Regulation 304 - School Year Calendar, Professional Activity Days* outlines the requirements and timelines for preparing and submission of school year calendars to the Ministry of Education for approval.

For the 2014-2015 school year calendars, there are 194 possible school days between September 2, 2014 and June 26, 2015. Within this total, elementary and secondary schools must have a minimum of 194 school days of which six (6) days must be designated as Professional Activity Days. Secondary schools may have a maximum of ten (10) instructional days set as examination days. The remaining school days shall be instructional days.

CONSULTATION PROCESS

The 2014-2015 School Year Calendar Committee met on February 4, 2013 and on March 26, 2014 to discuss and review the draft calendar and the consultation process.

Members of the 2014-2015 School Year Calendar Committee are:

Frank Iannantuono	Superintendent of Education and Committee Chair
Yolanda Baldasaro	Superintendent of Education
Carmela D'Andrea	Elementary Principal
Jeff Smith	Secondary Principal
Lee Ann Forsyth-Sells	Superintendent of Education
Anna Maxner	CUPE President
Marie Balanowski	OECTA, Niagara Elementary Unit President
Jennifer McArthur	OECTA, Niagara Elementary Unit Vice-President
Scott McAvoy	OECTA, Niagara Secondary Unit President
Jennifer Brailey	Manager of Board Services and Communication
Shonna Daley	Niagara Catholic Parent Involvement Committee Chair
Colleen Sword	SEAC

The consultation process provided the elementary and secondary draft calendars to all Elementary and Secondary Principals, Vice-Principals, Catholic School Council Chairs, Niagara Catholic Parent Involvement Committee (NCPIC), Special Education Advisory Committee (SEAC), OECTA Elementary and Secondary Presidents, CUPE President, Student Achievement Departments for feedback by March 20, 2014.

Simultaneously, there has been on-going consultation with the co-terminous Board to achieve a similar school year calendar, where possible.

SUMMARY OF THE ATTACHED CALENDARS

Attached to this Committee of the Whole Report are:

- Proposed Elementary School Year Calendar for 2014-2015 (*Appendix A*)
- Proposed Secondary School Year Calendars for 2014-2015 (*Appendix B*)

HIGHLIGHTS OF THE PROPOSED SCHOOL YEAR CALENDARS FOR 2014-2015

Professional Activity Days

In accordance with the *Education Act, Regulation 304 - School Year Calendar*, the following six (6) days have been identified as Professional Activity Days.

Elementary Professional Activity

Friday, October 10, 2014: Curriculum Day

Friday, November 14, 2014: Curriculum Day

Friday, January 16, 2015: Report Card Writing Day: Performing assessments for, as and of learning

Friday, May 15, 2015: Faith Day

Friday, June 12, 2015: Report Card Writing Day: Performing assessments for, as and of learning.

Friday, June 26, 2015: Facilitating transitions for students who are entering school, changing grades or schools, or leaving school.

Secondary Professional Activity Days

Friday, October 10, 2014: Curriculum Day

Friday, November 14, 2014: Curriculum Day

Friday, January 30, 2015: Facilitating transitions for students who are entering school, changing grades or schools, or leaving school.

Friday, May 15, 2015: Faith Day

Thursday, June 25, 2015: Facilitating transitions for students who are entering school, changing grades or schools, or leaving school.

Friday, June 26, 2015: Facilitating transitions for students who are entering school, changing grades or schools, or leaving school.

Secondary Examination Days

Semester 1 – Friday, January 23, 2015 to Thursday, January 29, 2015

Semester 2 – Thursday, June 18, 2015 to Wednesday, June 24, 2015

Board and Civic Holidays

Labour Day	Monday, September 1, 2014
Thanksgiving Day	Monday, October 13, 2014
Christmas Break	Monday, December 22, 2014 to Friday, January 2, 2015
Family Day	Monday, February 16, 2015
March Break	Monday, March 16 to Friday, March 20, 2015 (ten (10) month employees only)
Good Friday	Friday, April 3, 2015
Easter Monday	Monday, April 6, 2015
Victoria Day	Monday, May 18, 2015
Canada Day	Wednesday, July 1, 2015

To comply with the timelines outlined in *Regulation 304 - School Year Calendar*, school boards are required to submit Board approved **regular** school year calendars to the Ministry of Education by May 1, 2014 and Board approved **modified** school year calendars to the Ministry of Education by March 1, 2014.

Based on feedback from the consultation process, discussions with the School Year Calendar Committee, Senior Administrative Council and our coterminous board, the 2014-2015 Elementary and Secondary **regular** School Year Calendars will be submitted immediately following the Board Meeting of April 22, 2014 for approval.

Appendix A: Proposed Elementary School Year Calendar for 2014-2015

Appendix B: Proposed Secondary School Year Calendars for 2014-2015

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Elementary and Secondary School Year Calendars for the 2014-2015 school year.

Prepared by:	Frank Iannantuono, Superintendent of Education
Presented by:	Frank Iannantuono, Superintendent of Education
Recommended by:	John Crocco, Director of Education / Secretary-Treasurer
Date:	April 22, 2014



Ministry of Education
Ministère de l'Éducation

Board Name Niagara CDSB (B67156)			
Calendar Title [2014-172690] Elementary School Year Calendar	Panel Elementary	Calendar Type Regular	Date Created Dec 28, 2013
Start of School Year Sep 01, 2014	End of School Year Jun 26, 2015	First Day Students Sep 02, 2014	Last Day Students Jun 25, 2015
Status Draft	Description Regular		

Month	1st Week					2nd Week					3rd Week					4th Week					5th Week					PA days	Instr days	Exa day
	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F			
August					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29	0	0	0
September	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30				0	21	0
October			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31	1	21	0
November	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28						1	19	0
December	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31			0	15	0
January				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30	1	19	0
February	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27						0	19	0
March	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31				0	17	0
April			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30		0	20	0
May					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29	1	19	0
June	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30				2	18	0
July			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31	0	0	0
Total															6	188	0											

Legend

P -Professional Activity Day; E -Scheduled Exam Day; B -Board Designated Day; H -Statutory Day; / -Half Day;
P* -Professional Activity Day Devoted to Provincial Education Priorities;

Outline for Professional Activity Days Devoted to Provincial Education Priorities



Board Name Niagara CDSB (B67156)			
Calendar Title [2014-172775] Secondary School Year Calendar	Panel Secondary	Calendar Type Regular	Date Created Dec 28, 2013
Start of School Year Sep 02, 2014	End of School Year Jun 26, 2015	First Day Students Sep 02, 2014	Last Day Students Jun 24, 2015
Status Draft	Description Regular		

Month	1st Week					2nd Week					3rd Week					4th Week					5th Week					PA days	Instr days	Exam day
	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F			
August					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29	0	0	0
September	1 H	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30				0	21	0
October			1	2	3	6	7	8	9	10 P	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31	1	21	0
November	3	4	5	6	7	10	11	12	13	14 P	17	18	19	20	21	24	25	26	27	28						1	19	0
December	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31			0	15	0
January				1 H	2 B	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30 P	1	14	5
February	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27						0	19	0
March	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31				0	17	0
April			1	2	3 H	6	7	8	9	10 H	13	14	15	16	17	20	21	22	23	24	27	28	29	30		0	20	0
May					1	4	5	6	7	8	11	12	13	14	15 P	18	19	20	21	22	25	26	27	28	29	1	19	0
June	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25 P	26 P	29	30				2	13	5
July			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31	0	0	0
Total											6	178	10															

Legend

P -Professional Activity Day;	E -Scheduled Exam Day;	B -Board Designated Day;	H -Statutory Day;	/ -Half Day;
P* -Professional Activity Day Devoted to Provincial Education Priorities;				

Outline for Professional Activity Days Devoted to Provincial Education Priorities

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
APRIL 22, 2014**

PUBLIC SESSION

**TITLE: MICHAEL J. BRENNAN CATHOLIC ELEMENTARY
SCHOOL TRANSITIONAL PLAN**

RECOMMENDATION

THAT the Niagara Catholic District School Board receive and endorse the Michael J Brennan Catholic Elementary School Transition Plan, as presented.

Prepared by: Yolanda Baldasaro, Superintendent of Education
Presented by: Yolanda Baldasaro, Superintendent of Education
Recommended by: John Crocco, Director of Education/Secretary-Treasurer
Date: April 22, 2014



REPORT TO THE BOARD APRIL 22, 2014

MICHAEL J. BRENNAN CATHOLIC ELEMENTARY SCHOOL TRANSITIONAL PLAN

BACKGROUND INFORMATION

At the January 31st, 2012 meeting of the Niagara Catholic District School Board, the Board approved the following motion:

THAT, subject to Ministry of Education funding, the closure of Michael J. Brennan Catholic Elementary School by September 2014;

THAT, subject to Ministry of Education funding, students attending Michael J. Brennan and St. James Catholic Elementary Schools as of February 1st, 2012 be grandfathered, including siblings, until completion of Grade 8 at the St. James Catholic Elementary School site commencing September, 2014;

THAT, in compliance with Board Policy 301.1 Admission of Students, effective February 1st, 2012 out of boundary requests will not be granted for Michael J. Brennan and St. James Catholic Elementary Schools based on current or revised attendance area boundaries;

THAT, the St. Catharines Attendance Area Review Ad Hoc Committee be directed to commence deliberation and public consultation on revised attendance area boundaries for defined areas of St. Catharines and provide a report and recommendations to the Board no later than June 2012;

THAT, revised attendance area boundaries for Michael J. Brennan and St. James Catholic Elementary Schools, excluding students grandfathered as of February 1st, 2012, will be in effect for the September identified by the St. Catharines Attendance Area Review Ad Hoc Committee and approved by the Board.

Subsequent to the Board approved motion, the Director of Education, the Family of Schools Superintendent of Education, the Superintendent of Human Resource Services, the Controller of Facilities Services, the Principals of Michael J. Brennan Catholic, St. James Catholic and St. Ann Catholic Elementary Schools along with staff, members of the Catholic School Councils and with student input have engaged collectively in designing a comprehensive transition plan for the smooth and seamless transition of students and staff for September 2014.

With the February 25, 2014 Board approved Attendance Area Boundaries for St. James, St. Ann and Assumption Catholic Elementary Schools, all Michael J. Brennan Catholic Elementary School families have been contacted and provided with one of the attendance options approved on February 25, 2014. With the attendance information gathered from families, the transition plan has begun.

As outlined in Appendix A of this report, the transition plan is a comprehensive and engaging plan designed to maximize the comfort level of students and staff in their new schools for September 2014 and

to celebrate the rich legacy of Michael J. Brennan Catholic Elementary School in the history of Catholic education within the Niagara Catholic District School Board.

As part of this report, the various activities within the transition plan will be highlighted.

Appendix A – Michael J. Brennan Catholic Elementary School Transition Plan

RECOMMENDATION

THAT the Niagara Catholic District School Board receive and endorse the Michael J Brennan Catholic Elementary School Transition Plan, as presented.

Prepared by: Yolanda Baldasaro, Superintendent of Education

Presented by: Yolanda Baldasaro, Superintendent of Education

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

Date: April 22, 2014

**MICHAEL J. BRENNAN CATHOLIC ELEMENTARY SCHOOL
TRANSITION AND CLOSING ACTIVITIES 2013-2014**

Date	Activity
February 2014	Mrs. Hillier and Mrs. Wegelin to meet students at Michael J. Brennan Catholic Elementary School
	Send letter from Michael J. Brennan to inform families of transitional activities
	Send St. James and St. Ann's school newsletter home to receiving families
February 25	Meeting with Michael J Brennan staff with Mr. Crocco, Director of Education, Mr. Iannantuono, Superintendent of Human Resource Services and Mrs. Baldasaro, Family of Schools Superintendent of Education regarding staff placement for September 2014.
February 28	First Visit- Students and Staff- gather in the gym for a Welcome assembly, Mrs. Wegelin and Mrs. Hillier greeted and shared information about their school; students shared positive points about their school. Michael J. Brennan students received a tour from students at receiving school
March 2014	Send letter from Michael J. Brennan to inform families of transitional activities
	Send St. James and St. Ann's school newsletter home to receiving families
March 25	Second Visit -Michael J. Brennan students placed in appropriate grade for Ice Breaking Activities.
April 2014	Send letter from Michael J. Brennan to inform families of transitional activities
	Send St. James and St. Ann's school newsletter home to receiving families
April 9	Family Tours in evening at St. Ann
April 9	Catholic School Council meeting – send invites from St. Ann to Michael J. Brennan parents
April 25	Third visit- students and staff- Lent Liturgy at St. Denis/ Star of the Sea Parishes
April 28	Family Tours in evening at St. James
April 28	Catholic School Council meeting – send invites from St James to Michael J. Brennan parents
May 2014	Send letter from Michael J. Brennan to inform families of transitional activities
	Send St. James and St. Ann's school newsletter home to receiving families
May 12	Fourth Student visit- Michael J. Brennan students placed in appropriate grade/class for Art, Drama or cooperative games.
May 14	Special Needs Transition meetings at St. James and St. Ann
June 2014	Send letter from Michael J. Brennan to inform families of transitional activities
	Send St. James and St. Ann's school newsletter home to receiving families
June 3	Family BBQ in evening
June 11	Fifth Student Visit- Whole school Assembly with Michael J. Brennan students; they will present Symbol of Cross, School Photo and other Artifacts.
June 12	Closing Celebration- 38 years of Learning
June 19	Grad
June 20	Provide Transition sheets to St. James and St. Ann for all students
June 23	KREWS (Kids Respecting Everyone With Spirit) Students led groups discussing Stewardship activities
June 24	School Trip to Safari Niagara
June 25	Play Day and BBQ
June 26	School picnic and day at the park with organized games and final assembly-students to receive a commemorative t-shirt and framed photo of Michael J. Brennan students placed in appropriate grade/class for Art, Drama or cooperative games. and yearbook
June 27	Students to attend respective schools on last school day

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
APRIL 22, 2014**

PUBLIC SESSION

**TITLE: ST. THOMAS MORE CATHOLIC ELEMENTARY SCHOOL
TRANSITIONAL PLAN**

RECOMMENDATION

THAT the Niagara Catholic District School Board receive and endorse the St. Thomas More Catholic Elementary School Transitional Plan, as presented

Prepared by: Mark Lefebvre, Superintendent of Education

Presented by: Mark Lefebvre, Superintendent of Education

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

Date: April 22, 2014



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

REPORT TO THE BOARD APRIL 22, 2014

ST. THOMAS MORE CATHOLIC ELEMENTARY SCHOOL TRANSITIONAL PLAN

BACKGROUND INFORMATION

At the January 31st, 2012 meeting of the Niagara Catholic District School Board, the Board approved the following motion:

THAT the Niagara Catholic District School Board approve the consolidation of St. Thomas More and Our Lady of Mount Carmel Catholic Elementary Schools at the Our Lady of Mount Carmel site for September 2013, subject to funding approval by the Ministry of Education for renovation and addition to Our Lady of Mount Carmel Catholic Elementary School.

Subsequent to the Board approved motion, the Director of Education, the Family of Schools Superintendent of Education, the Superintendent of Human Resource Services, the Controller of Facilities Services, the Principals of St. Thomas More Catholic and Our Lady of Mount Carmel Catholic Elementary Schools along with staff, members of the Catholic School Councils and with student input have engaged collectively in designing a comprehensive transition plan for the smooth and seamless transition of students and staff for September 2014.

With the unique history, location and sharing of property between St. Thomas More Catholic Elementary School as an ELKP to Grade 3 school and Our Lady of Mount Carmel Catholic Elementary School as a Grade 4 to Grade 8 school, the Grade 3 to Grade 4 transition from St. Thomas More Catholic to Our Lady of Mount Carmel Catholic has existed for over fifty-five years. With the June 2014 closure of St. Thomas More Catholic Elementary School and the consolidation of all students, ELKP to Grade 8 at Our Lady of Mount Carmel, the full school transition plan has begun.

As outlined in Appendix A of this report, the transition plan is a comprehensive and engaging plan designed to maximize the comfort level of students and staff in their new schools for September 2014 and to celebrate the rich legacy of St. Thomas More Catholic Elementary School in the history of Catholic education within the Niagara Catholic District School Board.

As part of this report, the various activities within the transition plan will be highlighted.

Appendix A – St. Thomas More Catholic Elementary School Transition Plan

RECOMMENDATION

THAT the Niagara Catholic District School Board receive and endorse the St. Thomas More Catholic Elementary School Transitional Plan, as presented.

Prepared by: Mark Lefebvre, Superintendent of Education

Presented by: Mark Lefebvre, Superintendent of Education

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

Date: April 22, 2014

St. Thomas More/ Our Lady of Mount Carmel Transition Plan

Date	Activity
September	Transition ideas discussed with school staff, Catholic School Council (CSC), Liz Davey and Senior Administration.
October	
	Order collage of school photos to have as part of the St. Thomas More (St.TM) memorabilia to Our Lady of Mount Carmel (OLOMC)
10	Mass – both schools attend. Joint involvement
30	Fundraiser for the Baptismal Font that will be dedicated from St.TM school with opening and closing dates of the school.
November	
7	Mass – both schools attend. Joint involvement
15	PA – Faith Day – Both staffs together. Jointly planned by Faith Ambassadors from both schools.
December	
10	Gr. 3 Class Teachers over to OLOMC for Junior Math Intervention Project
13	OLOMC students at St.TM to watch the Christmas performance
19	Advent Mass – both schools attend. Joint involvement
January	
20 - 24	Class visits to OLOMC. Mrs. Davey gave students a tour of the school and the new ELKP classrooms
21	French Immersion Open House at St.TM. Both principals in attendance
February	
	Invite Senior Admin, trustees, members of Parliament, Mayor, to Closing Ceremonies
	Share date of Closing Ceremonies with staff, CSC, and all NF area schools
	Posted Closing Ceremonies on NC board web site
4	ELKP registration – Liz Davey at St.TM for registration day
11	St.TM CSC visit OLOMC CSC
18	JK – 3s to OLOMC for presentation
24	Joint staff update from HR with Mr. Iannantuono and Mr. Lefebvre
27	Ordered Hydration station for OLOMC school. Funded through St.TM school
31	Ordered 2 SMART boards for OLOMC. Funded through St.TM school
March	
18	Joint Catholic School Council Meeting at OLOMC school.
April	
1	Maplewood for St.TM is connected to OLOMC. All new registrations will register at OLOMC
9	Ordered collage from Lifetouch of paw print and St.TM name with opening and closing dates. To be unveiled at the May 8 closing Ceremonies and hung at OLOMC
10	Created Facebook page – St. Thomas More Closing Ceremonies
10	W. Brant, E. Davey, S. Lohnes, library techs from both schools assessing the materials in STM library and developing a plan for OLOMC to incorporate furniture and books. OLOMC Library plans to be reviewed with T. Labanz.
29	Joint Staff Meeting at OLOMC

April - June	St.TM students are provided with OLOMC Newsletters.
	Joint staff meetings to keep staff informed about staffing process, renovation plans and plans for packing and storage of classroom materials that are going to OLOMC once renovation is complete.
May	
	Students from St.TM to visit OLOMC
6	Each St. M child is making a memory page. Their most positive memory from St.TM. They will be displayed on the gym walls for open house. Then they will be compiled into grade level books to be housed in the OLOMC library for students to look at again next year and following years
7	St. Thomas More and OLOMC joint student art activity @ St. Thomas More School. The product will be displayed OLOMC in Sept.2014
8	St. Thomas More Closing Celebrations. Open House. BBQ. Formal presentations
9	CEW Joint Faith Day Activity for staff and students taking place at OLOMC School.
22	OLOMC Open House - Principal welcomes, provides a tour and gives a presentation outlining the following: General Information, Church Information, SIP, Extra-Curricular/Clubs, Catholic School Council, Special Events. - Refreshments Provided – Coffee/Juice/Fruit.
27	Joint Staff Meeting @ OLOMC, Joint Catholic School Council Meeting and Social
June	
20	St. TM Closing Mass 1:00 pm
26	Year End Mass – both schools attend. Joint involvement.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
APRIL 22, 2014**

PUBLIC SESSION

TITLE: CATHOLIC EDUCATION WEEK 2014

The Catholic Education Week 2014 report is presented for information.

Prepared by: Mark Lefebvre, Superintendent of Education

Presented by: Mark Lefebvre, Superintendent of Education

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

Date: April 22, 2014



REPORT TO THE BOARD APRIL 22, 2014

CATHOLIC EDUCATION WEEK 2014

BACKGROUND INFORMATION

Catholic Education Week May 4 - May 9, 2014

"I am among you as one who serves". Luke 22:27

Throughout the week of May 4 – May 9, 2014, our Catholic school community will once again celebrate Catholic Education Week.

This year's provincial Catholic Education Week as determined by the Ontario Catholic School Trustees' Association theme is "*Serving in the Love of Christ*" to underline the relationship of Catholic Schools with the broader Church community, especially our parishes. During Catholic Education Week 2014, we are invited to celebrate and grow in the awareness of the distinctive contribution our schools make to society, especially through their witness of servant leadership.

There are five sub themes, one for each day of Catholic Education Week and they are aimed at helping staff and students understand more clearly what we mean when we are "*Serving in the Love of Christ*"

The five sub-themes are:

- Monday – Serve with faithfulness
- Tuesday – Serve with humility
- Wednesday – Serve with compassion
- Thursday – Serve with justice
- Friday – Serve with joy

The School Resource Kit, developed by the Ontario Catholic School Trustees Association (OCSTA), have been delivered to each school within our system. These resource kits are an integral part in ensuring that the activities within our schools remain focused on Catholic education and reflect the themes. A letter from the Chair of the Board and the Director of Education will be included in the package that will be made available to Trustees.

To celebrate the beginning of Catholic Education Week 2014, students and staff will gather within their school community for prayer and for the first time ever, Niagara Catholic secondary schools will join every Catholic Secondary School across the province to participate in a unified mass organized by the Catholic Board Council of the Ontario Student Trustees Association (OSTA-AECO)

Other system activities, which will be highlighted through this week include:

- Catch the Spirit Award Celebration – Monday, May 5th, 2014 at Lakeshore Catholic High School at 7:00 p.m.
- The members of the Leadership Intern Program (LIP) under the direction of Superintendent of Education, Ted Farrell and Coordinator of Staff Development, Anthony Corapi, have organized Families of Schools to come together to showcase our Niagara Catholic Schools throughout the region on Tuesday, May 6th, 2014 of Catholic Education Week.
- Project “**Strengthening Students through the Church**” unified Mass within each of the individual Catholic Secondary school communities - Wednesday, May 7th, 2014

The locations for the public displays across the Niagara Region are as follows:

Location	Family of Schools
Pen Centre Fairview Mall	Denis Morris Catholic High School
	Holy Cross Catholic Secondary School and Saint Francis Catholic Secondary School
	Blessed Trinity Catholic Secondary School
Seaway Mall Niagara Square	Notre Dame College School
	Lakeshore Catholic High School
	Saint Michael Catholic High School and Saint Paul Catholic High School

A compilation of Catholic Education Week 2014 Planners for all of our schools in the system will be made available to Trustees at the April Board Meeting. The planners outline the multitude of exciting activities planned for school communities to share and celebrate the theme of “*Serving in the Love of Christ*”.

The Niagara Catholic District School Board will provide our Catholic Community with a most meaningful Catholic Education Week 2014 at the system level, every school site, Parishes and throughout the Region of Niagara.

The Catholic Education Week 2014 report is presented for information.

Prepared by: Mark Lefebvre, Superintendent of Education

Presented by: Mark Lefebvre, Superintendent of Education

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

Date: April 22, 2014

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
APRIL 22, 2014**

PUBLIC SESSION

**TITLE: FINANCIAL REPORTS
MONTHLY BANKING TRANSACTIONS
MARCH 2014**

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Report on the Monthly Banking Transactions for the month of March 2014, as presented

Prepared by: William Tumath, Manager - Accounting Services, Retired
Presented by: Giancarlo Vetrone, Superintendent of Business & Financial Services
Recommended by: John Crocco, Director of Education/Secretary-Treasurer
Date: April 22, 2014



**REPORT TO THE BOARD
APRIL 22, 2014**

**MONTHLY BANKING TRANSACTIONS
FOR THE MONTH OF MARCH 2014**

BACKGROUND INFORMATION

In accordance with the Monthly Financial Reports Policy Statement, we are pleased to enclose the Monthly Banking Transactions for the Niagara Catholic District School Board for the month of March 31, 2014 (See Appendix A)

As required by the Policy, a monthly list of payments is available in the Holy Cross Community Room for the Trustees to review at their convenience.

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Report on the Monthly Banking Transactions for the month of March 31, 2014, as presented.

Prepared by: William Tumath, Manager – Accounting Services, Retired
Presented by: Giancarlo Vetrone, Superintendent of Business & Financial Services
Recommended by: John Crocco, Director of Education/Secretary-Treasurer
Date: April 22, 2014

Appendix A

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD REPORT ON BANKING TRANSACTIONS	
SUMMARY OF BANK TRANSACTIONS FOR THE MONTH OF: MARCH, 2014	
DESCRIPTION OF ITEMS	BANK ACCOUNT
CASH BALANCE AT BEGINNING OF MONTH	(A) 22,246,320
OPERATING CASH RECEIPTS FOR THE MONTH	
1. GENERAL LEGISLATIVE GRANTS	15,220,255
2. CAPITAL GRANTS	5,140,734
3. OTHER GRANTS (EPO, O.E.Y.C.)	75,584
SUB-TOTAL - MINISTRY OF EDUCATION GRANTS	20,442,573
4. ONTARIO EARLY YEARS CENTRE	41,782
6. INTEREST REVENUE	19,837
6. MUNICIPAL TAXES	11,528,162
7. TUITION FEES REVENUE - A.C.E. & OTHER	755,677
8. COMMUNITY USE	23,071
9. CHARITABLE DONATIONS	24,021
10. GOVERNMENT REBATES (HST 83% REBATE ON TAXABLE PURCHASES)	713,652
11. RECOVERY OF COSTS (LTD, WCB, BENEFITS, OTHER REIMBURSEMENTS)	200,781
12. OTHER CASH RECEIPTS	623
- Reimbursements of Employee Benefits	0
- Donations Collected from Employees - Other	0
- Other	0
13. TRANSFER IN FROM SINKING FUNDS	0
14. PROCEEDS FROM DEBENTURE ISSUE (NET)	0
15. CAPITAL LOAN PRINCIPAL ADVANCES	0
TOTAL OPERATING CASH RECEIPTS AND LOAN ADVANCE	(B) 33,748,770
OPERATING CASH DISBURSEMENTS FOR THE MONTH	
1. ACCOUNTS PAYABLE (NET OF CANCELLED CHEQUES AND DEBT REPAYMENTS)	-18,885,465
2. TEACHER PENSION DEDUCTIONS	-1,278,466
3. O.M.E.R.S. PENSION DEDUCTIONS	-599,805
4. CANADA SAVINGS BONDS DEDUCTIONS	-125,485
5. TRANSFER TO 4 OVER 5 TRUST ACCOUNTS	-81,857
6. OTHER DEBITS	-38,798
7. TRANSFER TO SINKING FUNDS	0
8. INTEREST PAYMENTS ON CAPITAL DEBT	-574,046
9. PRINCIPAL PAYMENTS ON CAPITAL DEBT	-394,785
TOTAL OPERATING CASH DISBURSEMENTS	(C) -21,076,607
CASH BALANCE AT END OF MONTH	A + B - C = D (D) 34,018,491

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD REPORT ON LOAN BALANCES				
SUMMARY OF LOAN BALANCES AS AT: MARCH, 2014				
The Debentures & Capital Loans are made up as follows:				
Loan Description	Opening Balance	Loan Advances	Loan Repayments	Ending Balance
1. OFA - GPL1 Loan 25 YR.	-11,510,583.83		0.00	-11,510,583.83
2. OFA - GPL2 Loan 25 YR.	-8,890,448.48		0.00	-8,890,448.48
3. OFA - GPL3 Loan 25 YR.	-4,202,831.57		0.00	-4,202,831.57
4. OFA - 2010-11 DEBENTURE - GPL 3	-1,254,225.71			-1,254,225.71
5. OFA - 2010-11 DEBENTURE - PCS 1	-3,108,143.18			-3,108,143.18
6. OFA - PTR - Completed 2010/11	-7,721,349.32		0.00	-7,721,349.32
7. OFA - 2011-A1 Debenture	-1,972,847.88		0.00	-1,972,847.88
8. OFA - 2013 PCS Stage 1	-960,869.00			-960,869.00
9. Debenture (Niagara Region)	-824,000.00		0.00	-824,000.00
10. Debenture (Niagara Region)	-1,800,000.00		0.00	-1,800,000.00
11. Capital Projects - Completed 2001	-12,853,886.03		0.00	-12,853,886.03
12. Capital Projects - Completed 2002/03	-19,551,716.52		394,784.66	-19,156,931.86
13. Capital Projects - Completed 2004/05	-4,147,148.72		0.00	-4,147,148.72
14. Capital Projects - Completed 2005/06	-7,031,933.42			-7,031,933.42
15. Sinking Fund Asset	1,482,581.77		0.00	1,482,581.77
Total Debentures & Capital Loans	-84,467,005.67	0.00	-394,784.66	-84,872,221.81

PREPARED BY: William Tumath
PRESENTED BY: Giancarlo Vetrore

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
APRIL 22, 2014**

PUBLIC SESSION

**TITLE: FINANCIAL REPORTS
STATEMENT OF REVENUE & EXPENDITURES
MARCH 2014**

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Report on the Statement of Revenue & Expenditures as at March 31, 2014 as presented

Prepared by: William Tumath, Manager – Accounting Services, Retired

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

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

Date: April 22, 2014



**REPORT TO THE BOARD
APRIL 22, 2014**

**STATEMENT OF REVENUE & EXPENDITURES AS AT
MARCH 31, 2014**

BACKGROUND INFORMATION

In accordance with the Monthly Financial Reports Policy Statement, please be advised that a summarized Statement of Revenue and Expenditures by Department as at March 31, 2014 will be presented to the Trustees at the Board Meeting. (See Appendix A)

As required by the Policy, a copy of the Financial Statement is available in the Holy Cross Community Room for the Trustees to review at their convenience.

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Report on the Statement of Revenue and Expenditures as at March 31, 2014 as presented.

Prepared by: William Tumath, Manager of Finance, Retired

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

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

Date: April 22, 2014

Appendix A

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
SUMMARY OF REVENUE AND EXPENDITURES - CLOSED
SUMMARY STATEMENT
AS AT MARCH 31, 2014**

For presentation at Board Meeting on April 22, 2014

ACCOUNT DESCRIPTION	THIS YEAR			CHANGES	LAST YEAR		
	EXPENDED	BUDGET	% LEFT		EXPENDED	BUDGET	% LEFT
REVENUE							
REVENUE	-164,321,874	-252,877,171	39.0%		-149,991,669	-251,780,708	40.4%
TOTAL REVENUE	-164,321,874	-252,877,171	39.0%		-149,991,669	-251,780,708	40.4%
EXPENDITURES							
BOARD ADMINISTRATION	4,707,919	6,810,166	30.9%		4,634,000	7,371,598	37.1%
ELEMENTARY SCHOOLS	75,140,575	127,673,043	41.1%		68,579,543	124,939,319	45.1%
SECONDARY SCHOOLS	39,567,897	68,859,964	42.5%		38,905,934	69,371,333	43.9%
CON ED	3,357,342	5,534,700	39.3%		3,263,430	6,834,515	44.2%
PLANT OPERATIONS	10,812,090	16,632,073	35.0%		9,845,447	16,803,100	41.8%
PLANT MAINTENANCE	2,020,593	3,673,612	45.0%		1,798,248	3,645,292	50.7%
TRANSPORTATION	6,086,175	9,728,201	37.4%		5,947,267	9,539,412	37.7%
CAPITAL AND OTHER EXPENDITURES	3,030,426	13,965,412	78.3%		3,522,202	14,176,139	75.2%
TOTAL EXPENDITURES	144,723,017	262,877,171	42.8%		136,486,071	251,780,708	45.8%

PREPARED BY : William Tumath
Finance Department

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
UPDATED UNAUDITED EXPENDITURE STATEMENT - CLOSED
FOR THE PERIOD ENDED: MARCH 31, 2014
BOARD ADMINISTRATION

ACCOUNT	THIS YEAR TO DATE				LAST YEAR TO DATE		
	EXPENDED	BUDGET	% LEFT	CHANGES	EXPENDED	BUDGET	% LEFT
SALARY & BEN - TRUSTEES	157,405	233,262	32.5		158,113	232,744	32.1
SALARY & BEN - SENIOR STAFF	875,875	1,346,260	34.9		790,784	1,343,673	41.2
SALARY & BEN - MANAGERS	922,341	1,251,280	26.3		911,040	1,619,022	43.7
SALARY & BEN - TECHNICAL	278,359	456,547	39.0		230,416	329,736	30.1
SALARY & BEN - CLERICAL	1,227,076	1,937,287	36.7		1,218,514	1,931,361	36.9
TEMPORARY STAFF	17,693	64,448	72.6		23,208	64,388	64.0
PROFESSIONAL DEVELOPMENT	50,785	62,500	18.7		29,630	62,500	52.6
SUPPLIES - ADMINISTRATION	207,394	463,082	55.2		294,299	472,500	37.7
SUPPLIES - HUMAN RESOURCES	9,887	20,000	50.6		14,209	20,000	29.0
SUPPLIES - COMPUTER SERVICE	62,639	62,500	0.2		135,660	62,500	117.1
SUPPLIES - PLANT OPERATIONS	266,133	380,000	30.0		215,252	380,000	43.4
SUPPLIES - BUILDING MAINTENANCE	41,815	50,000	16.4		39,509	50,000	21.0
FURNITURE & EQUIPMENT	21,963	48,000	54.2		43,419	48,000	9.5
FEES & CONTRACTS	562,523	395,000	42.4		519,617	715,000	27.3
MISCELLANEOUS EXPENDITURES	6,031	40,000	84.9		10,330	40,000	74.2
TOTAL - BOARD ADMINISTRATION	4,707,919	6,810,166	30.9	 	4,634,000	7,371,424	37.1

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
UPDATED UNAUDITED EXPENDITURE STATEMENT - CLOSED
FOR THE PERIOD ENDED: MARCH 31, 2014
ELEMENTARY SCHOOLS

ACCOUNT	THIS YEAR TO DATE				LAST YEAR TO DATE		
	EXPENDED	BUDGET	% LEFT	CHANGES	EXPENDED	BUDGET	% LEFT
CLASSROOM TEACHERS	49,364,200	85,001,452	41.9		43,950,539	83,415,659	47.3
OCCASSIONAL TEACHERS	1,541,720	2,760,745	44.2		1,472,640	2,926,379	49.7
TEACHER ASSISTANTS	12,149,529	18,599,490	34.7		11,201,280	16,982,224	34.0
PROFESSIONAL STAFF	1,818,204	2,816,950	35.5		1,699,546	2,721,131	37.5
LIBRARY TECHNICIANS	1,258,603	2,224,330	43.4		1,270,017	2,051,968	38.1
PRINCIPALS & V.PS.	4,409,136	7,297,827	39.6		4,315,907	7,259,793	40.6
SCHOOL SECRETARIES	1,531,360	2,462,711	37.8		1,537,720	2,575,112	40.3
TEACHER CONSULTANTS	605,316	1,108,915	45.4		626,275	1,109,941	43.6
SALARY & BEN - CLERICAL	28,825	0	0.0		0	0	0.0
PROFESSIONAL DEVELOPMENT	68,134	380,000	82.1		72,586	430,000	83.1
PROGRAM CLASSROOM RESOURCE	406,456	1,012,500	59.9		468,685	1,430,000	67.2
CLASSROOM SUPPLIES	680,275	1,456,280	53.3		799,632	1,492,869	46.4
PROGRAM SUPPLIES	77,212	195,000	60.4		77,472	195,000	60.3
SCHOOL ADMIN. SUPPLIES	193,267	384,000	49.7		192,584	380,000	49.3
COMPUTERS - CLASSROOM	852,259	1,281,561	33.5		639,400	1,119,976	42.9
COMPUTERS - NON CLASSROOM	21,887	49,956	56.2		21,887	49,956	56.2
F & E - CLASSROOM	128,098	600,456	78.7		224,945	604,939	62.8
F & E - NON CLASSROOM	6,094	40,870	85.1		8,428	42,214	80.0
TOTAL - ELEMENTARY SCHOOLS	75,140,575	127,673,043	41.2		68,579,543	124,787,161	45.0

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
UPDATED UNAUDITED EXPENDITURE STATEMENT - CLOSED
FOR THE PERIOD ENDED: MARCH 31, 2014
SECONDARY SCHOOLS

ACCOUNT	THIS YEAR TO DATE				LAST YEAR TO DATE		
	EXPENDED	BUDGET	% LEFT	CHANGES	EXPENDED	BUDGET	% LEFT
CLASSROOM TEACHERS	27,663,367	48,539,423	43.0		26,614,904	47,803,396	44.3
OCCASSIONAL TEACHERS	928,031	1,428,715	35.0		814,742	1,656,678	50.8
TEACHER ASSISTANTS	2,955,048	4,331,430	31.8		3,172,971	4,747,417	33.2
PROFESSIONAL STAFF	743,621	1,683,704	55.8		740,729	1,411,148	47.5
LIBRARY TECHNICIANS	278,831	409,215	31.9		270,341	408,900	33.9
PRINCIPALS & V.PS.	1,751,934	3,157,475	44.5		1,758,566	3,018,686	41.7
SCHOOL SECRETARIES	1,220,066	1,793,332	32.0		1,266,881	2,054,006	38.3
TEACHER CONSULTANTS	306,473	1,004,371	69.5		340,268	901,065	62.2
SALARY & BEN - CLERICAL	40,276	0	0.0		0	0	0.0
LIBRARY & GUIDANCE - TEACHING	1,519,766	1,932,826	21.4		1,617,933	1,923,258	15.9
PROFESSIONAL DEVELOPMENT	19,948	101,550	80.4		28,598	120,000	76.2
PROGRAM CLASSROOM RESOURCE	932,836	2,011,227	53.6		1,003,993	2,076,227	51.6
CLASSROOM SUPPLIES	786,062	1,367,256	42.5		790,711	1,353,459	41.6
PROGRAM SUPPLIES	16,452	66,091	75.1		15,748	66,091	76.2
SCHOOL ADMIN. SUPPLIES	109,384	206,400	47.0		134,440	204,998	34.4
COMPUTERS - CLASSROOM	243,571	630,830	61.4		259,467	545,476	52.4
COMPUTERS - NON CLASSROOM	11,588	25,000	53.7		11,587	25,000	53.7
F & E - CLASSROOM	21,970	76,790	71.4		63,506	80,240	20.9
F & E - NON CLASSROOM	18,673	22,329	16.4		549	20,369	97.3
FEES & CONTRACTS	0	72,000	100.0		0	72,000	100.0
TOTAL - SECONDARY SCHOOLS	39,567,897	68,859,964	42.5	 	38,905,934	68,488,414	43.2

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
 UPDATED UNAUDITED EXPENDITURE STATEMENT - CLOSED
 FOR THE PERIOD ENDED: MARCH 31, 2014
 CON ED

ACCOUNT	THIS YEAR TO DATE				LAST YEAR TO DATE		
	EXPENDED	BUDGET	% LEFT	CHANGES	EXPENDED	BUDGET	% LEFT
TEACHER ASSISTANTS	22,400	45,436	50.7		5,376	36,978	85.5
PROFESSIONAL STAFF	62,099	104,500	40.6		61,703	104,500	41.0
PRINCIPALS & V.PS.	276,064	474,594	41.8		274,394	355,614	22.8
SCHOOL SECRETARIES	239,456	389,343	38.5		246,677	397,475	37.9
TEMPORARY STAFF	16,230	28,779	43.6		14,644	22,616	35.3
GRANT OFFICERS	0	16,167	100.0		0	16,167	100.0
A.E. TEACHERS / INSTRUCTORS	1,994,365	3,289,271	39.4		2,059,030	3,680,647	44.1
PROFESSIONAL DEVELOPMENT	6,864	13,400	48.8		6,437	19,300	66.7
PROGRAM CLASSROOM RESOURCE	191,244	415,578	54.0		194,784	428,890	54.6
CLASSROOM SUPPLIES	533,882	752,632	29.1		346,578	679,279	49.0
COMPUTERS - CLASSROOM	14,738	5,000	194.8	-	43,807	40,000	9.5
TOTAL - CON ED	3,357,342	5,534,700	39.3	 	3,253,430	5,781,466	43.7

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
UPDATED UNAUDITED EXPENDITURE STATEMENT - CLOSED
FOR THE PERIOD ENDED: MARCH 31, 2014
PLANT OPERATIONS

ACCOUNT	THIS YEAR TO DATE				LAST YEAR TO DATE		
	EXPENDED	BUDGET	% LEFT	CHANGES	EXPENDED	BUDGET	% LEFT
SALARY & BEN - MANAGERS	418,812	815,922	48.7		476,523	866,501	45.0
SALARY & BEN - CARETAKERS	3,150,205	5,415,004	41.8		3,028,753	5,336,302	43.2
SALARY & BEN - CLEANERS	2,357,987	4,272,145	44.8		2,404,502	4,251,280	43.4
SALARY & BEN - CLERICAL	66,175	131,502	49.7		64,934	196,517	67.0
PROFESSIONAL DEVELOPMENT	1,966	10,000	80.3		4,355	10,000	56.5
SUPPLIES - UTILITIES	2,508,536	3,370,000	25.6		2,182,130	3,370,000	35.3
SUPPLIES - PLANT OPERATIONS	480,451	762,500	37.0		426,990	762,500	44.0
SUPPLIES - GROUNDS	859,565	575,000	49.5-		318,534	875,000	63.6
F & E - PLANT OPERATIONS	337,445	675,000	50.0		329,975	675,000	51.1
FEES & CONTRACTS	630,948	605,000	4.3-		608,751	560,000	8.7-
TOTAL - PLANT OPERATIONS	10,812,090	16,632,073	35.0	 	9,845,447	16,903,100	41.8

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
UPDATED UNAUDITED EXPENDITURE STATEMENT - CLOSED
FOR THE PERIOD ENDED: MARCH 31, 2014
PLANT MAINTENANCE

ACCOUNT	THIS YEAR TO DATE				LAST YEAR TO DATE		
	EXPENDED	BUDGET	% LEFT	CHANGES	EXPENDED	BUDGET	% LEFT
SALARY & BEN - MANAGERS	305,314	528,311	42.2		293,259	510,573	42.6
SALARY & BEN - TECHNICAL	623,325	1,079,765	42.3		556,171	1,079,870	48.5
SALARY & BEN - CLERICAL	52,357	89,654	41.6		53,321	78,985	32.5
TEMPORARY STAFF	2,321	5,382	56.9		200	5,364	96.3
PROFESSIONAL DEVELOPMENT	692	7,500	90.8		2,714	7,500	63.8
SUPPLIES - PLANT OPERATIONS	169,541	400,000	57.6		122,221	400,000	69.4
SUPPLIES - GROUNDS	71,016	180,000	60.6		46,995	180,000	73.9
SUPPLIES - PLANT MAINTENANCE	93,930	169,000	44.4		100,220	169,000	40.7
SUPPLIES - BUILDING MAINTENANCE	652,891	1,102,500	40.8		579,625	1,102,500	47.4
F & E - PLANT MAINTENANCE	0	36,500	100.0		0	36,500	100.0
FEES & CONTRACTS	49,206	75,000	34.4		43,522	75,000	42.0
TOTAL - PLANT MAINTENANCE	2,020,593	3,673,612	45.0	 	1,798,248	3,645,292	50.7

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
UPDATED UNAUDITED EXPENDITURE STATEMENT - CLOSED
FOR THE PERIOD ENDED: MARCH 31, 2014
TRANSPORTATION DEPARTMENT

ACCOUNT	THIS YEAR TO DATE				LAST YEAR TO DATE		
	EXPENDED	BUDGET	% LEFT	CHANGES	EXPENDED	BUDGET	% LEFT
SALARY & BEN - MANAGERS	47,479	117,371	59.6		47,205	115,222	59.0
SALARY & BEN - TECHNICAL	39,849	169,736	76.5		39,640	172,959	77.1
SALARY & BEN - CLERICAL	0	25,332	100.0		0	22,760	100.0
SUPPLIES - ADMINISTRATION	143	76,799	99.8		144	75,707	99.8
FURNITURE & EQUIPMENT	0	10,581	100.0		0	12,675	100.0
FEES & CONTRACTS	5,998,704	9,328,382	35.7		5,860,278	9,140,089	35.9
TOTAL - TRANSPORTATION DEPARTMENT	6,086,175	9,728,201	37.4		5,947,267	9,539,412	37.7

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
UPDATED UNAUDITED EXPENDITURE STATEMENT - CLOSED
FOR THE PERIOD ENDED: MARCH 31, 2014
CAPITAL AND OTHER EXPENDITURES

ACCOUNT	THIS YEAR TO DATE				LAST YEAR TO DATE		
	EXPENDED	BUDGET	% LEFT	CHANGES	EXPENDED	BUDGET	% LEFT
GOOD PLACES TO LEARN	905,310	1,780,912	49.2		1,062,273	1,933,974	45.1
FACILITY RENEWAL PROJECTS	0	624,666	100.0		0	624,666	100.0
DEBT CHARGES BEFORE MAY, 1998	127,614	239,573	46.7		176,776	311,506	43.3
DEBT CHARGES AFTER MAY, 1998	0	117,487	100.0		0	117,487	100.0
NEW PUPIL PLACES	1,997,502	2,082,470	4.1		2,283,153	2,191,952	4.2
AMORTIZATION & NET LOSS DISPOSALS	0	9,120,304	100.0		0	8,996,554	100.0
TOTAL - CAPITAL AND OTHER EXPENDITUR	3,030,426	13,965,412	78.3	 	3,522,202	14,176,139	75.2

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
 UPDATED UNAUDITED EXPENDITURE STATEMENT - CLOSED
 FOR THE PERIOD ENDED: MARCH 31, 2014

ACCOUNT	THIS YEAR TO DATE				LAST YEAR TO DATE		
	EXPENDED	BUDGET	% Left	CHANGES	EXPENDED	BUDGET	% Left
GRAND TOTAL-	144,723,017	252,877,171	42.8		136,486,071	251,780,708	45.8

Prepared by : William Tumath
 Finance Department

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
APRIL 22, 2014**

PUBLIC SESSION

**TITLE: TRUSTEE INFORMATION
SPOTLIGHT ON NIAGARA CATHOLIC
APRIL 8, 2014**



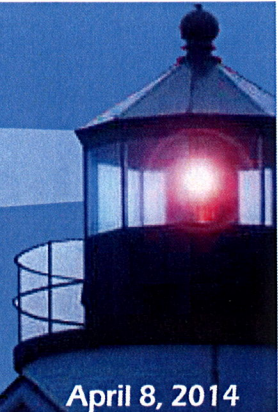
Spotlight

on
NIAGARA CATHOLIC

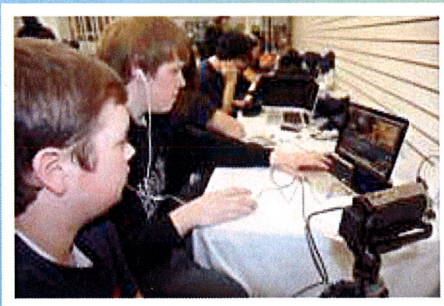
Nurturing Souls & Building Minds

www.niagaracatholic.ca

April 8, 2014



Niagara Catholic Technological Skills Competition Showcased Student Talent



Niagara Catholic held its 11th Annual Technological Skills Competition in late February and early March at various locations in Niagara. Organizers shared an overview with Trustees at the April 8, 2014 Committee of the Whole Meeting.

More than 200 students took part in the competition, in 20 different technology disciplines. This "Olympic-style" event allows high school students from Niagara Catholic's extensive technology programs to vie for a spot at the Ontario Skills Competition May 5-6, 2014 at RIM Park in Waterloo.



Awards were handed out on Wednesday, March 5. During the Awards Ceremony, Niagara Catholic recognized two "Friends of Technology," Judy Reid, who recently retired from the position of Manager of Community Projects with the Business Education Council, and J. Oskam Steel Fabricators Limited. We wish



all students who moved on to the Provincial competition the best of luck at the event in Kitchener in early May.

The day also allowed students in Grade 1 to get an early look at some of the programs they might take in high school.

A photo gallery of the event and a complete list of winners is available in the Good News section of the Board website, www.niagaracatholic.ca.

Trustees Presented With First Look at 2014-2015 School Year Calendar

There are 194 possible school days between September 2, 2014 and June 26, 2015 - the minimum number of days required by the Ministry of Education - for a full academic year.

Niagara Catholic has prepared a draft school year calendar for 2014-2015.

Pending Ministry approval, October 10 and November 14, 2014 and May 10, 2015 will be elementary and secondary PA days.

January 16, June 12 and June 26, 2015

will be elementary PA Days and January 30, June 25 and June 26, 2015 will be secondary PA Days.

The Christmas break will extend from December 22, 2014-January 2, 2015 and the March Break will run from March 16-20, 2015. Secondary exams will take place January 23-29 and June 15-24, 2015. Once approved, the 2014-15 school year calendar will be posted at niagaracatholic.ca.



Award of Distinction to be Presented at Bishop's Gala

Monsignor Matthew John Clifford was born in St. Catharines on August 1, 1918.

He was ordained to the priesthood by James C. Cardinal McGuigan on May 30, 1943. He served in Toronto and Newmarket before returning to the Niagara sector of the Archdiocese of Toronto.

Ten years into his priesthood, in 1953, while he was at St. Mary, Welland, Fr. Clifford became involved in the Catholic school system at the formation meeting which brought the Welland Separate School Board into existence. Being one of

Award of Merit, which read, in part, "... In all these roles he was a tower of strength and an example of adaption to changing circumstances in the service of an unchanging ideal."

Throughout the years, Monsignor Clifford served the local diocesan church well, whether it be as a member of the Marriage Tribunal, the Council of Priests or the College of Consultants.

His final assignment was as pastor of St. Julia, St. Catharines. He fell ill in 1983 and went into semi-retirement in 1985. He died on March 12, 1989.

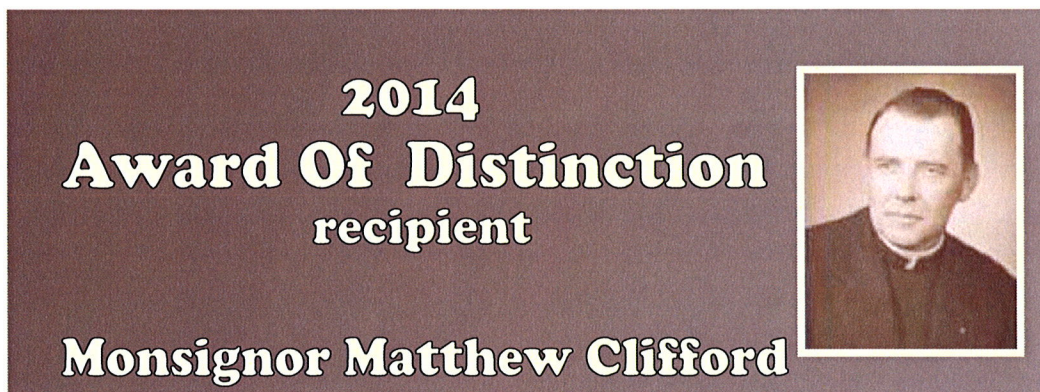
Accommodation Review

As a result of a series of meetings held in accordance with the Board's St. Catharines Pupil Accommodation Review Schedule 2014, Trustees received five recommendations in a Follow-Up Report by Senior Administrative Council.

Among the key recommendations were:

- That the Board submit to the Ministry of Education a request for capital funding for an addition to St. Christopher Catholic Elementary School to be received by the Board no later than 2016 subject to Ministry of Education Capital Funding Approval;
- That the Board submit to the Ministry of Education a request for retrofit funding for renovations to St. Theresa Catholic Elementary School to be received by the Board no later than 2016 subject to Ministry of Education Capital Funding Approval.
- That an Ad Hoc Attendance Area Review Committee of the Board be established to review the Attendance Boundaries of St. Christopher Catholic Elementary School and St. Theresa Catholic Elementary School and that boundary changes not take place prior to Ministry of Education approval for funding to an addition to St. Christopher Catholic Elementary School, and retrofit funding required to accommodate additional enrollment at St. Theresa Catholic Elementary School.

The recommendations will be considered by the Board at the May 27, 2014, Board Meeting.



the 'movers' in the formation of the board, he was chosen its first Chairman and served in that capacity until 1955.

In 1956, he became founding pastor of St. Thomas More in Niagara Falls, where he remained until 1969.

In 1967, Fr. Clifford was elected to the Niagara Falls Separate School Board. At that time, the provincial government decided to establish regional school boards. Fr. Clifford embraced this challenge and became a member of the Interim Committee for County Boards. He was later elected Trustee from the city of Niagara Falls for the newly organized Welland County Roman Catholic Separate School Board.

Upon his posting to St. Denis in St. Catharines (where he served until 1980), Fr. Clifford again ran for office and was elected trustee for the Lincoln County Roman Catholic Separate School Board. He continued in that role until 1972.

In 1977, Fr. Clifford was named a Monsignor, an honour bestowed by Pope Paul VI.

In 1980, Monsignor Clifford received the Ontario Separate School Trustees' Association Monsignor Bernard Harrigan

The late Bishop Thomas Fulton spoke of him then, "He was a very energetic priest who was very capable in all phases of Church life. He lived, suffered and died for the Church."

The history of the separate school system in the Niagara Peninsula, as well as the history of the Catholic Church in the Diocese of St. Catharines, was in part shaped by the dedication and service of Monsignor Clifford. He made an outstanding contribution to Catholic education in the Niagara region. His tireless efforts, along with those of many others, helped pave the way for the realization of full government funding in 1984.

Monsignor Clifford's family attended the Bishop's Gala at Club Roma on April 12th and accepted the award on his behalf. Photos from the Bishop's Gala are posted in the Good News section of the Board website.

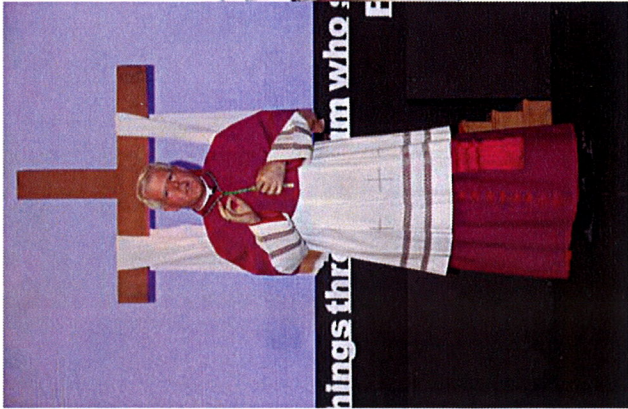
To read the complete media release announcing Monsignor Clifford as the 2014 recipient of the Niagara Catholic Education Award of Distinction, please visit the media releases section of the Board website, niagaracatholic.ca.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
APRIL 22, 2014**

PUBLIC SESSION

**TITLE: TRUSTEE INFORMATION
CALENDAR OF EVENTS – MAY 2014**

MAY 2014



Sun	Mon	Tue	Wed	Thu	Fri	Sat
4	5	6	7	8	9	10
Catholic Education Week Begins	Music Monday Catch the Spirit Lakeshore Catholic	Mall Displays Pen, Seaway, Fairview and Niagara Square	Secondary Chess Tournament Niagara Square	Student Leadership Symposium	Distinguished Alumni Luncheon	
11	12	13	14	15	16	17
		SAL Meeting CW Meeting		Graduation Celebration/ Partners Dinner		
18	19	20	21	22	23	24
25	26	27	28	29	30	31
		Policy Committee Board Meeting				

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
APRIL 22, 2014**

PUBLIC SESSION

**TITLE: TRUSTEE INFORMATION
OCSTA 2014 AGM CONFERENCE - RESOLUTIONS**



Ontario Catholic School
Trustees' Association

2014 AGM & CONFERENCE

RESOLUTIONS

Explanation of Committee Recommendations & Resolution Session Procedures

Resolution sessions will be conducted using “**Robert’s Rules of Order**” and the provisions of the OCSTA Constitution. The chairperson of the session will ensure compliance with their rules.

<i>Explanation of Committee Recommendations</i>

The Conference Committee will study the resolutions and offer recommendations on the best way to meet their intent. The recommendations and their implications are:

- i. **Approve**
The direction given in the “therefore be it resolved” section of the resolution will be carried out.
- ii. **Approve and refer to the committee for appropriate implementation.**
The resolution will be forwarded to the designated committee for implementation.
- iii. **Receive and refer to the committee for study.**
The resolution will be forwarded to the designated committee for study. Following the study and receipt of the committee’s recommendation, the Board of Directors will determine whether or not the resolution will be implemented.
- iv. **Not approve**
No action will be taken.
- v. **No recommendation**
The committee is not making any recommendation with respect to the resolution.
- vi. **No action required**
The intent of the resolution has been met. No further action will be taken.

<i>Resolution Session Procedures</i>

Delegates wishing to speak to a resolution must go to one of the floor microphones and state their name and the name of the board they represent.

The mover of a resolution will have the opportunity to be the first and last to speak to that resolution. Other trustees may speak **once** to a resolution.

The chairperson may declare a motion out of order giving the reasons for doing so. The chairperson’s decision may be challenged by a majority vote of those voting delegates present **at the session** when the vote is called.

Voting will be by a show of hands. Delegates carrying proxies must have and show proper identification - i.e. proxy badge. Ballots will be provided in the event that a vote by ballot is called for.

Note Re Quorum: *A quorum for the transaction of business at any general meeting of Members shall consist of not fewer than forty (40) individuals entitled to vote, present in person.*

Grouped Resolutions

- a. the chair of the session will ask for a mover and seconder to approve the **grouping** of various related resolutions.
- b. the chair of the session will ask for movers and seconders for the committee recommendation for each group.
- c. delegates will vote on the committee recommendation for each group.

Delegates may request that any resolution(s) be removed from a “group” to be handled individually. These will be addressed when the group from which they have been removed has been dealt with.

Resolutions Handled Individually

These will include resolutions removed from the groups, resolutions for which the committee has not made any recommendation and resolutions from the floor.

A. Resolutions with committee recommendations

1. The chair of the session will announce the resolution number and the name of the sponsoring board:
 - the chair will call for the sponsoring board to move and second **the committee recommendation**;
 - delegates will speak to the committee recommendation;
 - delegates will vote on the committee recommendation.
2. If the sponsoring board does not move the committee recommendation from the floor:
 - the chair will call for the sponsoring board to move their **original resolution**;
 - delegates will speak to the resolution;
 - delegates will vote on the resolution.
3. If the original resolution is not moved by the sponsoring board, the resolution will be withdrawn.

B. Resolutions without committee recommendations

1. These resolutions will be handled as follows:
 - the chair will call for the sponsoring board to move their **original resolution**;
 - delegates will speak to the resolution;
 - delegates will vote on the resolution.
2. If the original resolution is not moved by the sponsoring board, the resolution will be withdrawn.

C. Amendments from the Floor

Amendments made on the floor relate to the “therefore be it resolved” section of the resolution and **must be written out** and handed to the chairperson. The chairperson will consider the amendment and, if necessary, discuss it with the parliamentarian or others to ensure that it is clearly understood.

- the chair will **read** the amendment;
- delegates will speak to the amendment;
- delegates will vote on the amendment;
- delegates will vote on the resolution as amended.

If the amendment is defeated:

- delegates will be asked to speak to the original resolution;
- delegates will vote on the original resolution.

D. Resolutions Presented from the Floor

After resolutions presented by the committee have been dealt with, other resolutions may be presented from the floor. The following rules apply:

- 2/3 of the voting delegates present at the session must consent to consider the resolution;
- sufficient copies of the resolution (and background material) must be provided for all those present at the resolution session;
- these resolutions will be handled as outlined above.

The provincial office will distribute, in the delegate kits, resolutions to be presented from the floor provided a minimum of 225 copies of each resolution (and background material, if applicable) are received in the Provincial Office by **April 11, 2014**.

APPROVE

RESOLUTIONS # 1-6

Moved by: Greg Speagle

Algonquin & Lakeshore CDSB

Seconded by: Jim Kennelly

Topic: **Pupil Accommodation Review Process**

Whereas: Catholic school boards in Ontario are responsible for providing schools and facilities for their students and for operating and maintaining their schools as effectively and efficiently as possible to support student achievement; and

Whereas: Catholic school boards continue a commitment to academic excellence and the relentless pursuit of success for each student, fostered within faith-filled Catholic learning environments; and

Whereas: every decision, program and budget line of a Catholic School Board occurs through a Catholic lens; and

Whereas: the purpose of the government's Pupil Accommodation Review Guidelines are to provide direction to school boards regarding public accommodation reviews undertaken to determine the future of a school or group of schools; and

Whereas: the Guideline ensures that where a decision is taken by a school board regarding the future of a school, that decision is made with the full involvement of an informed local community and it is based on a broad range of criteria regarding the quality of the learning experience for students.

Therefore be it Resolved That:

The Ontario Catholic School Trustees' Association petition the Ministry of Education to review the government's Pupil Accommodation Review Guidelines to ensure a process that is effective, efficient and timely, and supports constructive discussions between the Board and the public and supports meaningful community engagement with outcomes that will benefit current and future students.

Committee Recommendation

Approve.

Moved by: Bruno Iannicca

Dufferin-Peel CDSB

Seconded by: Peter Ferreira

Topic: **The Impact of Costs to Boards Resulting from the Imposition of the 2013/2014 Memorandum of Understanding (MoU)**

Whereas: the Memorandum of Understanding (MOU) was imposed upon school boards as part of collective agreements across Ontario schools; and

Whereas: the imposition of the Memorandum of Understanding (MOU) has placed additional financial pressures on local boards; and

Whereas: Provincial bargaining may place additional future financial burden.

Therefore be it Resolved That:

OCSTA petition the Ministry of Education to cover all local board costs related to the legislated implementation of the Memorandum of Understanding (MOU), as well as any additional future related costs.

Committee Recommendation:

Approve.

Moved by: Sharon Hobin

Dufferin-Peel CDSB

Seconded by: Bruno Iannicca

Topic: Capital Funding Formula Reductions and the Impact on Aging Facilities

Whereas: there are numerous older schools in Ontario which require upgrades to outdated facilities; and

Whereas: facility renewal grants are insufficient to address existing and ongoing and regular maintenance of facilities and an alternate source of funding is required to address aging infrastructure; and

Whereas: the provincial government has identified that the priority for capital funding is for “growth” schools to serve students without a school in a community; and

WHEREAS: existing schools in older communities require improvements and upgrades to address changes in educational programs, technology advancements, and replacement of outdated facilities.

Therefore be it Resolved That:

OCSTA petition the Ministry of Education to reassess the practice of prioritizing capital funding for primarily “growth” schools or establish an alternative source of funding to address aging infrastructure in aging schools.

Committee Recommendation

Approve.

Moved by: Judy Manitowabi

Nipissing-Parry Sound CDSB

Seconded by: John Willemsen

Topic: NSL Funding

Whereas: there is a positive correlation between Indigenous language programs and student academic success in the education of First Nation children; and

Whereas: the Ontario First Nation, Metis, and Inuit (FNMI) Education Policy Framework provides the strategic policy context within which school boards and schools are working to improve the academic achievement and learning outcomes for Aboriginal students, is guided by the principle that acknowledges the diversity found in First nation, Metis, and Inuit communities, and endorses learning about First Nation, Metis and Inuit cultures, histories, and perspectives in the provincial education system; and

Whereas: the FNMI Policy Framework outlines as a measure of success that school boards will strive to develop and implement programs and services that are supportive and reflective of First nation, Metis and Inuit cultures and languages, and will strive to increase access to Native Language and Native Studies programming for all students; and

Whereas: the funding allocation formula for Native as a Second Language (NSL) instruction for elementary students in the Province of Ontario is currently not responsive to the unique challenges of planning and offering this program, such as obtaining instructional materials and supports and recruiting qualified instructional staff; and

Whereas: funding to support NSL programs for elementary students is based on the minutes of instruction for pupils of the board enrolled in the program at the October 31 enrolment count date as reported through OnSIS, with no funding available to support a new program offering subsequent to the October count date, thus negatively impacting on students who could benefit from this program enhancement.

Therefore be it Resolved That:

OCSTA petition the Minister to amend the GSN to recognize NSL enrolment at the March count date in addition to the October 31 count date for funding purposes, and that the NSL program be funded on an ADE basis, the average enrolment on the two count dates.

Committee Recommendation

Approve.

Moved by: John Curry

Ottawa CSB

Seconded by: Mark Mullan

Topic: **Apprenticeship Programs**

Whereas: it is generally agreed that despite strong demand for skilled labourers, employers do not have adequate incentives to train such workers and apprentices do not have adequate incentives to finish their training; and

Whereas: there are some government incentives from both the federal and provincial governments which are inadequate at best; and

Whereas: many employers are reluctant to take on apprentices, making it difficult to find the on-the-job training which is needed for certification; and

Whereas: less than 20 percent of employers are investing in on-site apprenticeship employment training; and

Whereas: many small and medium sized businesses do not have the human resources personnel on staff to manage apprenticeship; and

Whereas: apprentice learners are not eligible for the same government financial support programs offered to university and college students; and

Whereas: Catholic school boards in Ontario recognize apprenticeships as one of the pathways which graduates can follow; and

Whereas: Catholic school boards in Ontario have an enhanced focus now on the skilled trades as a viable and worth destination for their graduates.

Therefore be it Resolved That:

The Ontario Catholic School Trustees' Association advocate to the provincial government for more financial support for apprenticeship learners and for more incentives for employers to hire apprentices wanting to pursue the skilled trades.

Committee Recommendation

Approve.

Moved by: Wayne Buchholtz

Waterloo CDSB

Seconded by: Frank Johnson

Topic: **Accessibility and Continued Funding for Mental Health Initiatives**

Whereas: the government has in the past funded a variety of initiatives to support students who struggle with mental health issues; and

Whereas: trustees have a responsibility to ensure student success as well as student well-being; and

Whereas: one in five students has been identified as having mental health issues.

Therefore be it Resolved That:

OCSTA encourages the government to continue funding of mental health supports for school systems and to further develop the relationship between the ministries responsible for children.

Committee Recommendation

Approve.

APPROVE & REFER
RESOLUTIONS # 7-11

Moved by: Linda Zanella

Dufferin-Peel CDSB

Seconded by: Peter Ferreira

Topic: **Programs and Services for Students with Diverse Learning Needs Including Special Education Needs**

Whereas: the changing framework for Special Education and Support Services is internationally and provincially aligned with the Ministry's mandate to promote success for all students with diverse learning needs including special education needs; and

Whereas: the principles of the draft Ministry resources *Learning for All: K-12*, the aligned Inter-Ministerial Provincial Transition Framework and commitments to supporting successful transitions for all students (PPM 156) are founded on beliefs that all students can succeed and that student well-being, achievement, student voice and engagement need to be supported in an inclusive learning environment; and

Whereas: Boards continue to be challenged in their ability to design effective school and system improvement plans when funding and other pressures may arise in delivering a Ministry mandated criterion-referenced curriculum with related expected practices while adhering to a universal design for learning approach which honours success for all through personalized instruction; and

Whereas: building capacity of staff through professional learning in support of all diverse learners is critical to student well-being and student achievement; recognizing the need to have adequate time for consolidation and practice of new learning; and

Whereas: the Ministry of Education, Ministry of Child and Youth Services and Ministry of Health mental well-being strategy will need sustainable commitments to keep pace with growth communities and to respond to changing needs and societal demands in equitable and transparent ways.

Therefore be it Resolved That:

OCSTA petition the Ministry of Education to review on-going equitable and sustainable funding. In addition, to request a review of other commitments including aligned supports for student well-being, voice, achievement, and engagement for all learners with special education needs.

OCSTA petition the Ministry of Education to continue to address the changing nature of student needs including needs identified through a variety of student transitions as evidenced in the need for on-going enhanced prevention/intervention supports for students with mental health challenges.

Committee Recommendation

Approve and refer to Legislation & Finance Committee.

Note: The High Needs Amount (HNA) of the special education funding has been under review since 2010. Changes are being made for 2014-2015. However, additional supports are needed in areas such as support for students with mental health challenges. This resolution should be reviewed in light of 2014-2015 GSNs.

Moved by: Linda Zanella

Dufferin-Peel CDSB

Seconded by: Esther O'Toole

Topic: Comprehensive Federal Government Census Data and/or Aligned Enhanced Enumeration Data is Required to Support an Equitable and Inclusive Public Funding Model for Ontario Education

Whereas: a transformation framework for Ontario's four publicly-funded education systems is internationally, nationally and provincially aligned with the integrated services of provincial Ministries, including the Ministry of Education, in a mandate that promotes success in achievement, well-being and engagement for all; and

Whereas: effective June 2010, the Federal government Order in Council removed the long form version census, which had provided detailed enumeration data on the Canadian population, in favour of a voluntary short form census; and

Whereas: critics note that the demographic data required by stakeholders to respond to the most vulnerable (such as the poor, new immigrants, and aboriginals) is weakened through a voluntary census; and

Whereas: effective provincial and board improvement plans require student/family demographic and/or other enumeration data that is reflective of all students/families in order to provide appropriate funding alignments.

Therefore be it Resolved That:

As possible within its mandate, and in support of an equitable education funding framework, OCSTA work with other publicly funded education systems to petition the federal government to review the use of enumeration censuses and/or alternative demographic data sets that are more responsive to the needs of Ontario students and families by providing data that keeps pace with growth communities and responds to changing needs and societal demands.

Committee Recommendation

Approve and refer to Legislation & Finance Committee.

<p>Note: The impact of the changes to usage of the short form census data has to be considered. The review of 2014-2015 GSNs will assist in determining which areas of funded are affected.</p>
--

Moved by: Peter Ferreira

Dufferin-Peel CDSB

Seconded by: Sharon Hobin

Topic: The Ontario Catholic School Trustees' Association will be Legislated as a Statutory Central Bargaining Agent for Employers for Collective Bargaining in the Education Sector for the English Catholic School Boards

Whereas: the current bargaining structure requires the OCSTA to obtain the endorsement of each English Catholic School Board during each provincial bargaining cycle in order to secure OCSTA's involvement at the provincial bargaining tables as the employer bargaining agent for the Catholic School Boards in Ontario; and

Whereas: according to Bill 122 Section 21 (1) the Ontario Catholic School Trustees' Association will be the employer bargaining agency for every English-language separate district school board; and

Whereas: OCSTA as the employer bargaining agency for the English-language separate district school boards will have exclusive authority:

- a) to represent the school boards during bargaining at a particular central table;
- b) to exercise all of the school boards' rights and privileges under the Labour Relations Act, 1995, and to perform all of their duties under that Act, in respect of central bargaining;
- c) to bind the school boards to the central terms of their collective agreements; and
- d) to exercise the rights and privileges and perform the duties described in sections 41 and 42 of the *School Boards Collective Bargaining Act, 2013*; and

Whereas: OCSTA as the official employer bargaining agent for English-language separate district school board will fulfill its legislated duties and responsibilities as outlined in Bill 122 at the provincial bargaining tables; and

Whereas: these additional duties and responsibilities will impose a financial burden on OCSTA resulting from having to provide the necessary human resources to participate at the bargaining table.

Therefore be it Resolved That:

OCSTA petition the Ministry of Education to cover, through the reimbursement to the school boards all costs incurred by OCSTA to participate at the provincial bargaining table, given the mandatory legislated status of the provincial trustee organization.

Committee Recommendation

Approve and refer to Legislation & Finance Committee.

<p>Note: The status of Bill 122 is unknown as of March 20, 2014. The Bill makes a provision for funding but there is no precise dollar commitment. This resolution should be assessed in light of the Bill and any pertinent funding announcement.</p>

Moved by: Harold Huntley

The Northwest CDSB

Seconded by: Kathy Bryck

Topic: Equity for the Provision of Sufficient Bandwidth

Whereas: appropriate bandwidth is required to support bandwidth intensive applications including media rich content that are available to staff and student to support 21st Century Learning in full capacity; and

Whereas: Boards and schools endeavor to enable students to fully utilize the Learning Management System and the Ontario Education Resource Bank provided by the Ministry of Education; and

Whereas: Boards are providing “Bring your own device” solutions to staff and students an increase in bandwidth would ensure that these solutions are being used effectively; and

Whereas: the number of service providers across the province differs significantly by District and Region reducing the equality of the competitive procurement practice and an inequality of bandwidth costs across the province; and

Whereas: the increase of technology and devices (VoIP, iPads, SMARTBoards) on the Board network requires an increase to bandwidth so that these technologies are functional and being fully utilized.

Therefore be it Resolved That:

OCSTA petition the Ministry of Education to create conditions where there is equity for the provision of sufficient bandwidth to meet the learning requirements of students and the business functions of those Boards.

Committee Recommendation

Approve and refer to Legislation & Finance Committee.

Moved by: Anthony Piscitelli

Waterloo CDSB

Seconded by: Manuel da Silva

Topic: **Audit Committees**

Whereas: the Audit Committee's role is to aid the Board of Trustees in decision making;
and

Whereas: non-Board members Audit Committee members provide financial expertise and credentials that are not always among the elected Trustees; and

Whereas: Audit Committees should be independent of management and seen to be independent of management; and

Whereas: the Ministry of Education has the power to amend Education Act Regulations.

Therefore be it Resolved that:

OCSTA petition the Ministry of Education to amend Ontario Regulation 361/10 Audit Committees to increase the number of Trustees on the selection committees for external audit committee members from one to three;

Committee Recommendation

Approve and refer to Legislation & Finance Committee

Note: Referral to Legislation & Finance Committee will allow time to assess current practices in terms of the role of trustees in the selection process.
--

RECEIVE & REFER

RESOLUTIONS # 12-15

Moved by: Scott McLauchlan

Dufferin-Peel CDSB

Seconded by: Sharon Hobin

Topic: Promoting Healthy Active Living Among Secondary School Students by Prioritizing the Review of the Secondary School Physical and Health Education Curriculum

Whereas: research widely acknowledges that physical activity is essential to children's growth and Development and that regular physical activity has a positive impact on the physical, mental, and social well-being of individuals; and

Whereas: physical activity supports student readiness to learn, and impacts student behaviour, achievement and self-esteem; and

Whereas: knowledge and skills gained through a well-designed physical and health education program will support students in developing an understanding of the importance of leading a healthy, active life; and

Whereas: the Health and Physical Education Curriculum for Grades 1 to 8 has been revised, and the same curriculum for Grads 9 to 12 is awaiting review.

Therefore be it Resolved That:

In light of the importance and positive impact of daily physical activity and health education for students, OCSTA request that the Ministry prioritize the review of the secondary school Health and Physical Education curriculum in a timely manner.

Committee Recommendation

Receive and refer to Catholic Education Committee.

Note: Action should be delayed until the new Health and Physical Education Curriculum is released. Should the new curriculum not fully emphasize the importance of daily physical activity, the request would be made.

Moved by: John Curry

Ottawa CSB

Seconded by: Joanne MacEwan

Topic: 150th Anniversary of Canada

Whereas: the 150th anniversary of Canada's Confederation takes place in 2017; and

Whereas: this is going to be a year of widespread patriotic celebrations; and

Whereas: Ontario's Catholic schools should be prepared to play a role in these celebrations.

Therefore be it Resolved That:

The Ontario Catholic School Trustees Association take a lead in organizing a province-wide approach among Catholic School Boards in preparing materials, developing partnerships and circulating ideas on how this landmark anniversary in our country's history can most effectively be celebrated as an opportunity for creative learning by students and as an opportunity to acknowledge the constitutional basis for our faith-based education rights in Ontario.

Committee Recommendation

Receive and refer to Catholic Education Committee.

Note: A similar resolution was received in 2012.

Alignment with OCSTA's Mission as well as available resources will be considered by the Committee.

Moved by: Ron Eamer **Catholic District School Board of Eastern Ontario**
Seconded by: Todd Lalonde
Topic: **Catholic Student Trustees**

- Whereas:** Catholic School Boards strive to be inclusive of all; and
- Whereas:** we need to enhance the strength of our Catholic Schools whenever possible; and
- Whereas:** the student voice of all Catholic School Trustees needs to be heard; and
- Whereas:** communication with the students in our Catholic Schools is most important; and
- Whereas:** Catholic School Trustees should be given an opportunity to gather to share their expertise and dialogue; and
- Whereas:** we should use our Student Trustees to their maximum potential; and
- Whereas:** OCSTA is the association that represents Catholic School Trustees in the province of Ontario; and
- Whereas:** the Ontario Student Trustees' Association has a Catholic Board Council that only has eleven Catholic Boards participating.

Therefore be it Resolved That:

OCSTA will move immediately to create a "Student Division" in our Association and that student trustees will be considered fully in the creation of all future Conference agendas.

Explanation from CDSBEO

Creating a "Student Division" will create an opportunity for ALL Catholic Student Trustees to participate in ALL OCSTA Conferences and interact productively with their fellow Catholic Student Trustees.

Attendance by Catholic Student Trustees will provide them with a learning opportunity while at the same time providing us with a fresh set of eyes when discussing issues facing our Catholic Schools.

Committee Recommendation

Receive and refer to Legislation & Finance Committee.

Note: A similar resolution was received in 2012. It was reviewed by the Legislation & Finance Committee and it was determined that no action be taken because of legal consequences embedded in the formation of a Student Trustees' Association under OCSTA's auspices but pursue other avenues of working with the Ontario Student Trustees' Association.

At the December 2013 Board Meeting the OCSTA Directors approved a request from the Catholic District School Board of Eastern Ontario to host a seminar/workshop for Professional Development for Student Trustees. OCSTA will provide a forum at the 2014 AGM & Conference for our current Catholic student trustees to discuss the types of services and learning opportunities they envision as part of the complement of resources OCSTA can offer to student trustees going forward.

Moved by: Anne Haley

Renfrew County CDSB

Seconded by: Judy Ellis

Topic: **Multi Year Strategic Plan for Special Education**

Whereas: Directors of Education are required to create and publish an Annual Report; and

Whereas: District School Boards are required to create and publish a Board Improvement Plan around Student Achievement and Wellness; and

Whereas: District School Boards create multi-year strategic plans; and

Whereas: District School Boards must create an annual Special Education Plan that is presented to the Special Education Advisory Committee and approved by the Board; and

Whereas: the Ministry of Education is currently engaged in a wide and broad consultation process to create “The Next Phase in Ontario’s Educational Strategy”; and

Whereas: the Ministry of Education is currently engaged in School Board Efficiencies and Modernization consultations.

Therefore be it Resolved That:

OCSTA should petition the Ministry of Education to create a multi-year strategic plan for special education upon the completion of its consultation process. This plan will allow District School Boards to align their Special Education Plan, Strategic Plan, Board Improvement Plan and their Director’s Annual Report with a provincial special education perspective.

Committee Recommendation

Receive and refer to Legislation & Finance Committee.

Note: This resolution requires further study. Without a commitment to multi-year funding, the strategic plan is of questionable value. It may also limit flexibility to adapt to changing needs.

TO BE CONSIDERED INDIVIDUALLY

RESOLUTIONS # 16-18

Moved by: John Curry

Ottawa CSB

Seconded by: Kathy Ablett

Topic: **Provincial Trustee Alumni Association**

Whereas: those who serve as Catholic School trustees at some point are no longer trustees; and

Whereas: while their service as trustees may have ended, their interest in an advocacy for Catholic education has not ended; and

Whereas: as a group these former trustees form a knowledgeable group that would be influential if ever there were a provincial debate threatening the future of publicly funded Catholic education in the province; and

Whereas: these former trustees have been instrumental in helping to develop the Catholic education system that exists today in the province; and

Whereas: there should be a way of keeping these former trustees engaged and aware of current issues and initiatives regarding Catholic education in Ontario.

Therefore be it Resolved That:

The Ontario Catholic School Trustees Association establish a Provincial Trustee Alumni Association to maintain contact with former trustees and to keep them on board as strong advocates for and defenders of Catholic education in Ontario.

Committee Recommendation

Not approve.

Note: Other organizations such as the Retired Teachers of Ontario (RTO) and Retired Ontario Catholic Supervisory Officers' Association (ROCSEA) have organized. The leadership and initiative has come from former members, not those still active in their respective associations. The capacity of OCSTA is also a factor.

RESOLUTION #17-14

Moved by: Kathy Burtnik

OCSTA Board of Directors

Seconded by: Sal Piccininni

Topic: Continuation of Support for FACE Project

Whereas: the FACE Project has been in place since 2008; and

Whereas: the opponents of publicly-funded Catholic education continue to challenge its existence; and

Whereas: OCSTA is the provincial organization with a mission, *To Promote and Protect Catholic Education in Ontario*; and

Whereas: the FACE Joint Venture Board, including the Assembly of Catholic Bishops of Ontario (ACBO), the Ontario Catholic School Trustees Association (OCSTA) and the Ontario English Catholic Teachers' Association (OECTA) as partners has been successful; and

Whereas: ACBO and OECTA have confirmed their support for the continuation of the FACE Project; and

Whereas: FACE operates on a modest budget funded equally by the three Joint Venture Partners.

Therefore be it Resolved That:

OCSTA approve a levy of up to \$0.12 per pupil for two years beyond the August 2014 expiry date of the current Joint Venture Partners' Agreement.

Moved by: Kathy Burtnik

OCSTA Board of Directors

Seconded by: Nancy Kirby

Topic: **Revision of OCSTA General By-Law**

Whereas: OCSTA's By-Law was in need of updating and revision as a result of changes to the Ontario Not-For-Profit Corporations Act; and

Whereas: the Association initiated a systematic By-Law review with the assistance of legal counsel; and

Whereas: the Board of Directors approved the recommended changes to the OCSTA General By-Law at a Special Teleconference Meeting duly called and properly constituted on the 24th day of March, 2014; and

Whereas: it is in order for the members of the Ontario Catholic School Trustees' Association at the Annual General Meeting to pass a resolution confirming Amended and Restated General By-Law No. 2014-01, being a By-law relating to the conduct of the business and affairs of the Corporation.

Therefore be it Resolved That:

1. Amended and Restated General By-Law No. 2014-01, being a By-Law relating generally to the conduct of the business and affairs of the Corporation is hereby confirmed as a By-Law of the Corporation.
2. By the confirmation of the Amended and Restated General By-Law No. 2014-01, all prior By-Laws of the Corporation are hereby repealed, subject to any exceptions relative to the repeal of the By-Laws as are contained in the said By-Law.

Attachment

OCSTA Amended and Restated By-Law No. 2014-01



Ontario Catholic School
Trustees' Association

**Amended and Restated
By-law Number 2014-01**

**A By-law Relating Generally to
the Conduct of Its Affairs**

DRAFT

ONTARIO CATHOLIC SCHOOL TRUSTEES' ASSOCIATION

AMENDED AND RESTATED BY-LAW NUMBER 2014- 1

A By-law relating generally
to the conduct of the affairs of
the

ONTARIO CATHOLIC SCHOOL TRUSTEES' ASSOCIATION

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ONTARIO CATHOLIC SCHOOL TRUSTEES' ASSOCIATION

WHEREAS the Ontario Catholic School Trustees' Association (hereinafter the "**Corporation**") was incorporated by Letters Patent issued under the Act and dated the 30th day of July, 1969, as amended by Supplementary Letters Patent dated July 11, 1979, June 18, 1997 and January 24, 2002;

AND WHEREAS it is considered expedient to enact a new General By-law relating generally to the conduct of the affairs of the Corporation, which complies with the requirements of the Ontario *Corporations Act* and will comply with the *Not-for-Profit Corporations Act* when the latter comes into force, and repeals all former By-laws of the Corporation;

BE IT THEREFORE ENACTED as By-law 2014-1 of the Corporation as follows:

0. INTRODUCTION

0.1 PREAMBLE

The wisdom, sacrifices and strivings of dedicated Canadians have created and preserved for us a school system that offers a God-centred vision of life, shaped by Jesus and his gospel, and open to the signs of the times under the guidance of the Holy Spirit.

The Corporation dedicates itself to the preservation of a school system in this province conceived in this belief and dedicated to this truth. To achieve these ends the following shall be the objectives of the Corporation.

0.2 OBJECTS

Whereas the Objects of the Corporation are:

1. TO maintain the constitutional rights of Roman Catholic School Boards and their supporters;
2. TO recommend improvements in the legislation and regulations affecting the Roman Catholic Schools of Ontario;
3. TO assist Catholic boards in attaining the highest standards in the operation of such schools by offering a medium for the exchange of information and the development of consensus among them;
4. TO promote knowledge of and appreciation for the aims and objectives of Catholic schools through conferences, meetings, exhibitions, research, publication of studies and the presentation of statements;
5. TO participate with organizations and authorities including the Catholic Bishops of Ontario, in elaborating and advancing mutually agreeable policies in favour of Catholic education;
6. TO cooperate in other relationships established to pursue progress in education;

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7. TO encourage local, regional, diocesan, provincial and national initiatives and support and/or sponsor programs apt to strengthen the competence and commitment of Catholic school trustees;
8. TO accept donations, gifts, legacies, bequests and grants in support of the aforesaid objects;
9. TO engage, or participate, in provincial labour negotiations on behalf of its Member Boards, or pursuant to legislation.

1. INTERPRETATION

1.1 Meaning of Words

In this By-law and in all other By-laws and resolutions of the Corporation unless the context otherwise requires:

- 1.1.1 the singular includes the plural;
- 1.1.2 the masculine gender includes the feminine;
- 1.1.3 “**Act**”, unless qualified by the word “Education”, means the *Corporations Act*, R.S.O. 1990, c.C.38, as amended from time to time;
- 1.1.4 “**Annual Meeting**” shall mean a meeting of the Members, as defined in Section 5.6 herein;
- 1.1.5 “**Articles**” means any document or instrument that modifies the letters patent of the Corporation, including supplementary letters patent, restated articles of incorporation, articles of amendment, articles of amalgamation, articles of arrangement, articles of continuance, articles of dissolution, articles of reorganization, or articles of revival;
- 1.1.6 “**Board**” shall mean the Board of Directors for the Corporation;
- 1.1.7 “**CCSTA**” means the Canadian Catholic School Trustees’ Association;
- 1.1.8 “**CDSB**” means a Catholic District School Board in the Province of Ontario;
- 1.1.9 “**Committee**” means any committee of the Board established pursuant to this By-law but does not include the First Nation Trustees’ Advisory Council;
- 1.1.10 “**Corporation**” means Ontario Catholic School Trustees’ Association;
- 1.1.11 “**Director**” includes Elected and Regional Directors;
- 1.1.12 “**FTE**” means full time equivalent number of students calculated in accordance with Ontario Ministry of Education formulae;
- 1.1.13 “**Government Regulations**” means the regulations made under the Act or the ONCA, as applicable, as amended, restated or in effect from time to time;

- 1.1.14 **"Member"** means an individual who is a Member of the Corporation, as defined in Section 4.2 of this By-law;
- 1.1.15 **"ONCA"** means the *Not-for-Profit Corporations Act*, S.O. 2010, c.15, as amended from time to time;
- 1.1.16 **"Ordinary Resolution"** means a resolution submitted to a meeting of Members and passed at the meeting, with or without amendment, by at least a majority of the votes cast, or consented to by a Written Resolution of the Members;;
- 1.1.17 **"Past President"** means the person who is qualified as a Director, whose term of office as President has most recently expired, and who is willing to serve as such;
- 1.1.18 **"President"**, following the coming into force of the ONCA, means the Chair of the Board within the meaning of the ONCA;
- 1.1.19 **"Poll"** includes a vote in any written form;
- 1.1.20 **"Record Date"** means the date as of which the current membership of the Corporation is determined, which shall be fifty (50) days prior to the event or action to which the Record Date relates¹;
- 1.1.21 **"Region"** means a CDSB or group of CDSB's so designated for the purpose of selecting Regional Directors;
- 1.1.22 **"Regional Director"** means a Regional Director described in Section 6.1;
- 1.1.23 **"Resolution"** shall mean an Ordinary Resolution unless this By-law or the *Act* specifies otherwise;
- 1.1.24 **"Special Meeting"** shall mean a meeting of the Members as defined by Section 5.12 herein;
- 1.1.25 **"Special Resolution"** means:
- 1.1.25.1 while the Act is in force, a resolution approved by the Board and confirmed, with or without variation by two-thirds (2/3) of the vote cast at a meeting of Members called to consider the Special Resolution, or by the consent in writing of all of the Members; and
 - 1.1.25.2 following the coming into force of the ONCA, a resolution submitted to a Special Meeting duly called for the purpose of considering the resolution and passed at the meeting, with or without amendment, by at least two-thirds (2/3rds) of the votes cast, or consented to in writing by each Member of the Corporation entitled to vote at a meeting of the Members or by the Member's attorney;

¹ Under S.54(1) of the ONCA, the record date must be less than 50 days prior to the event or action to which it relates.

1.2 Severability

Each of the provisions of this By-law shall be independent and severable, and the invalidity or unenforceability in whole or in part of any one or more of such provisions shall not be deemed to impair or affect in any manner the validity, enforceability or affect the remainder of the By-law, and in such event all the other provisions of this By-law shall continue in full force and effect as if such invalid provision had never been included herein.

2. HEAD OFFICE

2.1 Location of Head Office

The head office of the Corporation shall be in the City of Toronto in the Province of Ontario, and at such place therein as the Board may from time to time determine.

2.2 Directors Establish Provincial Office

The Board shall provide for a provincial office and staff to be named, remunerated and in all things supervised by the duly elected Officers of the Corporation and in accordance with the requirements of this By-law.

3. COAT OF ARMS AND CORPORATE SEAL

3.1 Coat of Arms

The official Coat of Arms of the Corporation shall be that approved by the Executive in 1955 - a facsimile whereof is appended hereto, and the motto of the Corporation shall be *Primo Prima* - "First Things First".

3.2 Seal

The seal, an impression whereof is stamped in the margin hereof, shall be the corporate seal of the Corporation.

4. MEMBERSHIP

4.1 Class of Membership

The Corporation shall have one class of Members.

4.2 Membership Eligibility

Subject to Section 4.4 of this By-law, all individuals who are currently elected Trustees of a CDSB shall be *Ex Officio* Members of the Corporation².

² Allowable under S.48(2) of ONCA.

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4.3 Membership Fee

The Board shall, from time to time, fix the annual membership fee and any additional assessment fees, which shall be payable by the CDSB's of which the Members are, respectively, Trustees.

4.4 Termination of Membership

A membership ceases to exist when:

4.4.1 the Member ceases to be eligible under a provision of the Act or this By-law;

4.4.2 the CDSB for which the Member is a Trustee fails to submit the annual membership fee and any assessment fees within ninety (90) days of receiving notice of the amount due;

4.4.2.1 Provided that the Board in its discretion may by resolution extend such time limit;

4.4.3 the Corporation is liquidated or dissolved.³

The termination of a membership for any reason does not affect the responsibility or the liability of their CDSB for payment on the Trustee's behalf of any membership fees or other assessment outstanding at the time of termination.

The rights of a Member, including any rights in the property of the Corporation, cease to exist on termination of the membership⁴.

4.5 Reinstatement of Membership

Any Member whose membership has been terminated due to the non-payment of a fee or assessment shall be reinstated without further formality upon receipt by the Corporation of the amount due.

4.6 Transferral of Membership

Membership is not transferrable.

5. MEETINGS OF MEMBERS

5.1 Minimum Requirement

The Corporation will hold at least one (1) meeting per year of the Members, and that shall be the Annual Meeting. Special Meetings shall be held as provided in Section 5.12 of this By-law.

³ These subsections are included to make applicable the operation of S.50(1) of the ONCA.

⁴ This sentence is included to make applicable the operation of S.50(2) of the ONCA.

5.2 Date, Time and Place of Meetings

The Annual and any Special Meetings of the Members shall be held at such time and on such day as the Board shall appoint, at the Head Office of the Corporation or elsewhere in Ontario as the Board may determine.

5.3 Admission to Meetings

Meetings of the Members shall be open only to:

- 5.3.1 Members eligible to vote, as defined by Section 5.4 herein;
- 5.3.2 Directors;
- 5.3.3 The auditor, if an Annual Meeting;
- 5.3.4 such other persons who are entitled or required under any provision of the Act or the ONCA, as applicable, the Articles or By-Laws of the Corporation to be present at the meeting;
- 5.3.5 CDSB Directors of Education; and
- 5.3.6 CDSB Student Trustees and other Persons, if admitted at the invitation of the Chair or by Resolution of the Members.

5.4 Member Eligibility to Vote

Only those Members who are Trustees of CDSB's which have paid the annual membership and any outstanding assessment fees as of the Record Date, will be eligible to vote at a meeting of the Members.

5.5 Voting by Members

- 5.5.1 The method of voting at any meeting of Members shall be determined by the chair of the meeting prior to any vote being taken. Each Member shall have one (1) vote on each question raised at any meeting of the Members, and all questions shall be determined by Ordinary Resolution, unless otherwise required by the By-Laws, the Act or the ONCA, as applicable. In the case of an equality of votes, the vote shall be deemed to have been lost.
- 5.5.2 Notwithstanding registration at a meeting, no Member shall be entitled to vote at meetings of the Corporation unless present at such meeting in person or by proxy; for the purposes of this Section 5.5, a person is not present at the meeting unless the person (or the proxy) is physically present in the room or other space (including overflow space) in which the meeting is conducted;
- 5.5.3 At all meetings of Members every question shall be decided by a show of hands unless otherwise required by the By-Laws, the Act or the ONCA, as applicable, or unless a ballot is required by the chair of the meeting or requested by any Member. Whenever a vote by show of hands has been taken upon a question, unless a ballot is requested, a declaration by the chair of the meeting that a resolution has been carried or lost by a particular majority and an entry to that effect in the minutes of the Corporation is conclusive evidence of the fact without proof of the number or proportion of votes recorded in favour of or against the motion.

5.6 Ballot

A Member can demand a ballot during the meeting either before or after any vote by show of hands. If at any meeting a vote by ballot is requested on the election of a chair, it must be taken forthwith without adjournment. If a vote by ballot is requested on any other question, it shall be taken in the manner and time as the chair of the meeting directs. The result of a vote by ballot shall be deemed to be the resolution of the meeting at which it was requested. A request for a vote by ballot may be withdrawn at any time prior to the taking of the ballot.

5.7 Proxy Voting

Every Member entitled to vote at a meeting of the Members may by means of proxy appoint a proxyholder, or one or more alternate proxyholders, as the Member's nominee to attend and act at the meeting in the manner and to the extent and with the authority conferred by the proxy, the ONCA, and the Government Regulations.

A proxy must be:

- 5.7.1 in writing;
- 5.7.2 signed by the Member or the Member's Attorney,
- 5.7.3 be deposited with the Secretary of the Corporation no later than forty-eight (48) hours, excluding Saturdays and holidays, before any meeting or continuance of an adjourned meeting of the Members;
- 5.7.4 in such form as the Board prescribes; and
- 5.7.5 meet any additional requirements of the Act or its Regulations;

A proxy shall only be valid at the meeting in respect of which it is given, or if that meeting is adjourned, at the meeting that continues the adjourned meeting.

A proxy may be revoked by a Member by depositing a written and signed revocation which must be received at the registered head office of the Corporation at any time up to and including the last business day before the meeting at which the proxy is to be used, or by depositing same with the chair of the meeting on the day of the meeting.

The Corporation shall send, or otherwise make available, the form of proxy to each Member who is entitled to receive notice of the meeting concurrently with or before giving notice of the meeting.⁵

5.8 Business at Annual Meetings

Annual Meetings shall be called by the Board, and shall be held no later than fifteen (15) months after the preceding Annual Meeting, on such a day and place as the Board shall determine⁶.

The agenda for the Annual Meeting shall include the following matters of business:

⁵ Required under Part VI of the ONCA.

⁶ Required under S.52(1) of the ONCA.

- 5.8.1 consideration of the minutes of the previous Annual Meeting;
- 5.8.2 consideration of any proposed By-law amendments;
- 5.8.3 consideration of Resolutions submitted by CDSB's in accordance with Section 5.9;
- 5.8.4 consideration of the financial statements of the Corporation;
- 5.8.5 appointment of the auditor;
- 5.8.6 approval of the auditor's report;
- 5.8.7 election of the President, Vice President, and CCSTA Representative, if an even numbered year;
- 5.8.8 introduction of Regional Directors present; and
- 5.8.9 any Members' proposals, received in accordance with Section 5.9 herein.

5.9 Resolutions from CDSB's

Any CDSB may submit a Resolution for consideration at an Annual Meeting to address any challenge or opportunity which affects Catholic education in Ontario, subject to the following:

- 5.9.1 each such Resolution shall have been received at the Head Office of the Corporation not less than sixty (60) days prior to the date of the Annual Meeting;
- 5.9.2 each such Resolution shall have been considered and reported upon by a Committee of the Board, or by the Board of Directors;
- 5.9.3 each such Resolution shall be circulated among all CDSB's not less than thirty (30) days prior to the Annual Meeting;
- 5.9.4 each such Resolution shall be included in the notice of the Annual Meeting; and
- 5.9.5 no such resolution shall be acted upon unless approved by a majority of the votes cast at an Annual Meeting.

5.10 Members' Proposal Right

Through their CDSB, any Member entitled to vote at an Annual Meeting may give the Corporation notice of a proposal which the Member would like to have considered at the meeting.⁷

Provided that the proposal is received at least sixty (60) days prior to the date of the meeting, the Corporation shall refer it to a Committee of the Board or as determined by the Board of Directors, for review and consideration, and shall include it with the notice of the meeting sent to all Members. If the Member so requests, the Corporation shall also include a statement by the Member in support of the proposal, not to exceed 500 words, and/or the Member's name and address. The proposal along with the Committee's report, if any, will be tabled at the Annual Meeting, at which the Member making the proposal may read aloud the resolution proposed.

⁷ Required by S.56 of the ONCA.

Notwithstanding the above, the Corporation may refuse to send the proposal to the Members if:

- 5.10.1 it clearly appears that the primary purpose of the proposal is to enforce a personal claim or redress a personal grievance against the corporation or its Directors, Officers, Members or debt obligation holders;
- 5.10.2 it clearly appears that the proposal does not relate in a significant way to the activities or affairs of the Corporation, as outlined in the corporate Objects; [see art. 0.2]
- 5.10.3 not more than two years before the receipt of the proposal, the Member failed to present in person or by proxy, if authorized by the By-law, at a meeting of the Members, a proposal that had been included in a notice of meeting at the Member's request;
- 5.10.4 substantially the same proposal was submitted to Members in a notice of a meeting of the Members held not more than two years before the receipt of the proposal and the proposal was defeated; or
- 5.10.5 the rights conferred by this section are being abused to secure publicity.

5.11 Members' Discussion Rights

Any Member entitled to vote at an Annual Meeting is entitled to raise for discussion at that meeting any matter with respect to which the Member would have been entitled to submit a proposal, subject to the conditions outlined in Sections 5.10.1 to 5.10.5.⁸

- 5.11.1 Provided however that if such Member continues such discussion for three minutes or more, the Chair of the meeting may interrupt the Member and permit others to speak and/or make any subsidiary motion related thereto.

5.12 Special Meetings

The Board, the President or the Vice President may call a Special Meeting of the Members at any time, the nature of which must be specified in the notice to call the meeting.

The President shall call a Special Meeting upon the written request of the Members of the Corporation who hold at least ten (10) per cent of the votes that may be cast at a meeting of the Members sought to be held, within twenty-one (21) days after receiving such a request, failing which any Member who signed the request may call a Special Meeting, provided that the business of the meeting as stated in the requisition does not include a matter described in Subsections 5.10.1 through 5.10.5⁹.

No other business other than that which is specified in the notice shall be transacted¹⁰.

⁸ S.56(1)(b) of the ONCA.

⁹ S.60(1).

¹⁰ S.55(8).

5.13 Adjournments

Members' meetings may be adjourned to any time, and such business may be transacted at such adjourned meeting as might have been transacted at the original meeting from which such adjournment took place. No notice shall be required of any such adjournment and an adjournment may be made notwithstanding that no quorum is present.

5.14 Quorum

Quorum for any meeting of the Members shall require the presence in person, by proxy, of not less than a total of forty (40) current Members.

5.15 Effect of Loss of Quorum

In the event that a quorum is lost at any meeting of Members,

5.15.1 if, in the opinion of the chair of the meeting, such loss of quorum is temporary and likely to be short-lived, the chair of the meeting shall have the authority to forthwith declare a recess for any period of time not exceeding one hour;

5.15.2 if,

5.15.2.1 in the opinion of chair of the meeting, such loss of quorum is not temporary and likely to be short-lived, or

5.15.2.2 having declared a recess, a quorum is not present at the end of the recess,

the meeting shall stand adjourned, to be reconvened at the call of the President.

5.16 Notice of Meetings

Written notice of the time and place of a meeting, stating the nature of the business to be transacted in sufficient detail to permit a Member to form a reasoned judgement on the business, and stating the text of any Resolution to be submitted to the meeting, shall be sent to all Members entitled to receive notice, all Directors, and if an Annual Meeting then to any person appointed to conduct an audit or review engagement of the Corporation, not less than ten (10) and not more than fifty (50) days before the date on which the meeting is to take place.

No error or omission in giving notice of any meeting or any adjourned meeting of the Members shall invalidate such meeting or make void any proceedings taken thereat. Any Member may waive notice of a meeting at any time and may ratify, approve and confirm any or all proceedings taken thereat.

5.17 Appointment of Returning Officer

Prior to every meeting of Members, the Board shall appoint a Returning Officer, and may appoint one or more Deputy Returning Officers, to supervise any vote by ballot which takes place at the meeting. The appointment of the Returning Officer (and Deputy Returning Officers, if any) may be challenged by motion prior to the first call by the chair for a vote on any question at the meeting, and if such motion is successful, an appropriate replacement shall be selected by the meeting forthwith.

5.18 Authority of Returning Officer

The Returning Officer shall have full and final authority on any question as to:

- 5.18.1 the qualifications of any person to cast a ballot;
- 5.18.2 the validity of proxies;
- 5.18.3 whether any ballot is to be counted or declared spoiled;
- 5.18.4 the counting of ballots;
- 5.18.5 the results of the balloting and announcement thereof to the meeting;
- 5.18.6 and generally over the supervision of balloting subject to any specific authority vested by this By-law in the Chairperson of the meeting;

Provided that where any duty is performed by the Deputy Returning Officer, the absence or inability of the Returning Officer shall be presumed with reference thereto.

6. REGIONS

6.1 Criteria for Determining Regions and Representation

The criteria for determining the boundaries of and the representation by Regions shall be as follows:

- 6.1.1 CDSB's with a student enrolment of less than 35,000 FTE shall be grouped with other similarly sized CDSB's in a contiguous geographic area to form a Region, and such Region shall be entitled to select one (1) Regional Director if the combined student enrolment is less than 75,000 FTE, and shall be entitled to select two (2) regional Directors if the combined student enrolment is greater than 75,000 FTE;
- 6.1.2 CDSB's with a student enrolment in excess of 35,000 FTE but less than 75,000 FTE shall constitute a Region, and such Region shall be entitled to select one (1) Regional Director; and
- 6.1.3 CDSB's with a student enrolment in excess of 75,000 FTE shall constitute a Region, and such Regions shall be entitled to select two (2) Regional Directors to the Board.

6.2 Division into Regions

The Province of Ontario shall be divided into twelve (12) Regions for the purpose of selecting Regional Directors, and the number of Regional Directors respectively for such Region shall be as follows:

Region	Catholic District School Board	Number of Directors
1.	Huron-Superior Catholic District School Board Nipissing-Parry Sound Catholic District School Board Northeastern Catholic District School Board Sudbury Catholic District School Board	1
2.	Kenora Catholic District School Board Northwest Catholic District School Board Superior North Catholic District School Board Thunder Bay Catholic District School Board	1
3.	Northern Regions No. 1 & 2 (at large)	1
4.	Brant Haldimand-Norfolk Catholic District School Board Bruce-Grey Catholic District School Board Huron-Perth Catholic District School Board Waterloo Catholic District School Board Wellington Catholic District School Board	1
5.	London District Catholic School Board St. Clair Catholic District School Board Windsor-Essex Catholic District School Board	1
6.	Toronto Catholic District School Board	2
7.	Dufferin-Peel Catholic District School Board	2
8.	York Catholic District School Board	1
9.	Durham Catholic District School Board Peterborough, Victoria, Northumberland & Clarington Catholic District School Board Simcoe-Muskoka Catholic District School Board	1
10.	Algonquin & Lakeshore Catholic District School Board Catholic District School Board of Eastern Ontario Renfrew County Catholic District School Board	1
11.	Halton Catholic District School Board Hamilton-Wentworth Catholic District School Board Niagara Catholic District School Board	2
12.	Ottawa Catholic School Board	1
	TOTAL	15

6.3 Regions to Create Offices

Each Region shall create and maintain the offices corresponding to and named, respectively, the offices listed in Subsection 7.1.4.

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6.4 Amendment

If and whenever the criteria set out in this Article 6 so requires, the Members shall, by Special Resolution, alter the boundaries of the Regions and the number of Regional Directors accordingly, so as to take effect at the selection of Directors next following the confirmation of such Special Resolution by the Members.

7. BOARD OF DIRECTORS

7.1 Board Composition

The affairs of the Corporation shall be managed by a Board composed of eighteen (18) Directors, as follows:

- 7.1.1 The President who shall be elected by the Members; and
- 7.1.2 The Vice President who shall be elected by the Members.
- 7.1.3 The Past President;
- 7.1.4 Fifteen (15) Directors being the incumbents for the time being of the following offices:
 - 7.1.4.1 Regional Director for Region One;
 - 7.1.4.2 Regional Director for Region Two;
 - 7.1.4.3 Regional Director for Region Three;
 - 7.1.4.4 Regional Director for Region Four;
 - 7.1.4.5 Regional Director for Region Five;
 - 7.1.4.6 Regional Director A for Region Six;
 - 7.1.4.7 Regional Director B for Region Six;
 - 7.1.4.8 Regional Director A for Region Seven;
 - 7.1.4.9 Regional Director B for Region Seven;
 - 7.1.4.10 Regional Director for Region Eight;
 - 7.1.4.11 Regional Director for Region Nine;
 - 7.1.4.12 Regional Director for Region Ten;
 - 7.1.4.13 Regional Director A for Region Eleven;
 - 7.1.4.14 Regional Director B for Region Eleven;
 - 7.1.4.15 Regional Director for Region Twelve.

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7.2 Director Eligibility

The following persons are disqualified from being a Director:

- 7.2.1 A person who is not an individual;
- 7.2.2 A person who is under eighteen (18) years of age;
- 7.2.3 A person who has been found under the *Substitute Decisions Act*, S.O. 1992, c. 30 or under the *Mental Health Act* R.S.O. 1990 c. M.7 to be incapable of managing property;
- 7.2.4 A person who has been found to be incapable in any court in Canada or elsewhere;
- 7.2.5 A person who has the status of bankrupt¹¹;
- 7.2.6 A person who is not a Member.

7.3 Election of President and Vice President

The President and Vice President shall be elected at Annual Meetings held in even numbered years.

Where there are more candidates nominated than there are positions to be filled by election, there shall be an election conducted by ballot, and for this purpose, there shall be a separate ballot for the election of each of the President and the Vice-President.

The Returning officer shall report to the Members the number of ballots cast for each candidate, the total number of ballots cast, the number of spoiled ballots, and the number of ineligible ballots.

7.4 Selection Process for Regional Directors

No particular manner or method is prescribed for how each Region selects its Regional Director. The CDSB's comprising each Region, therefore, shall devise and adopt a fair, equitable and democratic process by which their Regional Director is selected, in accordance with Board guidelines, provided however, that:

- 7.4.1 Regional Directors from CDSB's described in Section 6.1.1 shall be selected in odd numbered years, and Regional Directors described in Sections 6.1.2 and 6.1.3 shall be selected in even numbered years; and
- 7.4.2 the selection process once adopted may not be altered more frequently than every second year, and in any event not later than one hundred and eighty (180) days prior to the second Annual Meeting following the previous use of the process.

¹¹ 7.1.1 to 7.1.5 correspond to Sections 23(1)1 to 5 of the ONCA.

7.5 Failure to Agree Upon Regional Director Selection Process

In the event that the CDSBs comprising a Region are unable to reach a consensus as to the process to be adopted for that Region for the selection of its Regional Director, any CDSB within that Region may refer the selection process to the Board; and upon referral:

- 7.5.1 the Board shall give notice to the other CDSBs within that Region, requesting each to make representations to the Board within thirty (30) days after the notice, as to the selection process to be adopted;
- 7.5.2 within a further thirty (30) days, the Board shall consider all representations received from the CDSBs within that Region, and determine the process by which such Regional Director is selected;
- 7.5.3 such determination by the Board shall be final and binding for such Region and from which there is no right of appeal, but without prejudice to the right to adopt a new selection process subject to the limitations described in clause 7.4.2.

7.6 CCSTA Representative

The Corporation's CCSTA Representative(s) shall be elected by the Members, in even numbered years, for a two year term.

7.7 Termination

A Director ceases to hold office when he or she:

- 7.7.1 submits their written resignation to the President, specifying the date upon which it shall become effective;
- 7.7.2 becomes deceased.
- 7.7.3 ceases to be eligible to be a Director, as prescribed in this Article 7;
- 7.7.4 is terminated as a Member, in accordance with Section 4.4 herein;

and an elected Director further ceases to hold office when he or she:

- 7.7.5 is removed by Ordinary Resolution of the Members at a Special Meeting of which notice of the intention to pass such a resolution has been given

7.8 Vacancies

If, for any reason, there is a vacancy in the office of:

- 7.8.1 **President**, then the Vice-President shall automatically assume the office of President for the balance of the unexpired term of office;
- 7.8.2 **Vice-President**, then the Directors shall appoint a Regional *Ex-Officio* Director to assume the office of Vice-President for the balance of the unexpired term of office;
- 7.8.3 **President and Vice-President**, then the Directors shall appoint one of their number to assume each of the offices of President and Vice-President for the balance of the respective unexpired terms of office;

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7.8.4 **Past President**, the person who is the next most recent former President who is willing to assume the office shall automatically assume the office of Past President for the balance of the unexpired term of office; and if none, the office shall remain vacant until there is a person eligible and willing to assume the office; and if none, the office shall remain vacant until the next Annual Meeting at which a new President is to be elected;

7.8.5 **Regional Director**, then the Members of the Region from which the vacancy occurred shall elect a person who is qualified to assume the office for the balance of the unexpired term, provided however that, where there is still a quorum of the Board in office and a vacancy occurs during the six months prior to a scheduled annual meeting, the election to fill such vacancy shall be deferred to such Annual Meeting.

7.8.6 **CCSTA Representative** the office shall remain vacant until the next Annual Meeting at which a person who is qualified to fill the vacancy is elected by the Members.

7.9 Remuneration of Directors

The Directors shall receive no remuneration for acting as such provided that a Director may be paid reasonable expenses incurred by him or her in the performance of his or her duties.

7.10 Term

The term of office shall be for two years,

7.10.1 in the case of the President, Vice-President and CCSTA Representative(s) commencing at the adjournment of the Annual Meeting at which they are elected;

7.10.2 in the case of a Regional Director, commencing at the adjournment of the first Annual Meeting following such Regional Director's selection; and

ending at the adjournment of the second Annual Meeting thereafter and when the successor in office is chosen.

7.11 Limit on Term of Office

A person is not qualified to serve, and shall not serve, for more than one successive term in any one of the positions of President, Vice-President or CCSTA Representative; and for the purpose of calculating the limit on the term of office:

7.11.1 service in office by appointment to fill a vacancy of eighteen (18) months or longer shall be deemed to be service for one term of office; and

7.11.2 service in office by appointment to fill a vacancy of less than eighteen (18) months shall be deemed not to be service in office.

7.12 Nomination for President and Vice President

A nomination for the election of President and Vice-President shall conform to the following requirements:

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- 7.12.1 such nomination shall be in writing in a form approved from time to time by the Board and circulated among CDSB's with the notice of the Annual Meeting at which the election is to take place;
- 7.12.2 such nomination shall include the consent of the nominee, and shall identify the name of and be signed by each of the mover, seconder and nominee, each of whom shall be qualified to hold the office for which the nomination is made, and in each case identifying by name the CDSB of which such Member is a Trustee;
- 7.12.3 such nomination shall be received at the Corporation Head Office not later than twenty-one (21) days prior to the time fixed in the notice of meeting for the call to order of the first plenary session at the Annual Meeting, provided however that if no nominations within the time so limited, nominations shall remain open until but not later than two hours and fifteen minutes prior to the time fixed in the notice for the call to order of the first plenary session at the Annual Meeting;

Notwithstanding the above, a Member may nevertheless propose a nomination at the Annual Meeting, and if such a nominee consents, that nomination will be added to the slate of nominees presented to the Members for election¹².

7.13 Standard of Care of Directors

Every Director in exercising his or her powers and discharging his or her duties to the corporation shall:

- 7.13.1 act honestly and in good faith with a view to the best interests of the corporation; and
- 7.13.2 exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances¹³.

Every Director will comply with the Act and its Regulations, and the Corporation's Articles, By-laws, policies and Code of Conduct.¹⁴

8. BOARD MEETINGS

8.1 Confidentiality

All information pertaining to the affairs of the Corporation which are brought before the Board, including but not limited to agenda items for Board decision, background materials relating to those decision items, staff reports, and the content of debate and discussion which takes place at Board and Board committee meetings, shall be treated by Directors as strictly confidential unless declared to be otherwise by Board resolution, pursuant to the Standard of Care owed to the Corporation.

¹² ONCA Section 56(5).

¹³ ONCA Section 43(1).

¹⁴ ONCA Section 43(2).

8.2 Calling of Meetings

At least three meetings of the Board of Directors shall be held between Annual Meetings of the Members. In addition, meetings of Board of Directors

8.2.1 may be called by the President, and

8.2.2 shall be convened by the Executive Director upon direction in writing of five (5) Directors.

8.3 Regular Meetings

The Board may appoint one or more days in each year for regular meetings of the Board at a set place and time. A copy of any resolution of the Board fixing the place and time of such regular meetings of the Board shall be sent to each Director as soon as possible after being passed, but no other notice shall be required for any such regular meeting except as may be required pursuant to the Act or the ONCA, as applicable

The Board shall hold a meeting within seven (7) days following the Annual Meeting of the Members of the Corporation for the purpose of organization, the election and appointment of officers and the transaction of any other business.

8.4 Place of Meetings

Meetings of the Board and of the Committees of the Board may be held at any place within Ontario, as designated in the notice calling the meeting.

8.5 Quorum for Meeting of Directors

A quorum for the transaction of business at meetings of the Board shall be the smallest whole number that is not less than a majority of the number of Directors, and, subject to the proviso set out in subsection 9.3.1, no business shall be transacted at any meeting unless the requisite quorum is present at the commencement of such business.

8.6 Meetings by Electronic Conference¹⁵

A Director may participate in a meeting of the Board or a committee of the Board by telephonic or electronic means that permit all participants to communicate adequately with each other during the meeting. A Director so participating in a meeting is deemed to be present at the meeting.

Provided that at the outset of each such meeting, and whenever votes are required, the Chair of the meeting shall call roll to establish quorum, and shall, whenever not satisfied that the proceedings of the meeting may proceed with adequate security and confidentiality, unless a majority of the persons present at such meeting otherwise require, adjourn the meeting to a predetermined date, time and place.

¹⁵ Section 34(6) of ONCA allows the By-law to specify either that there may be no electronic participation, or electronic participation upon the unanimous consent of Directors, or as is provided here, that there is the right to participate electronically unless the Chair identifies a security or confidentiality concern.

8.7 Voting

Questions arising at any meeting of the Board shall be decided by a majority vote. In the case of an equality of votes, the question shall be deemed to have been lost. At all meetings of the Board, every question shall be decided in the usual way by assent or dissent unless a poll on the question is required by the Chair or requested by any Director.

A declaration by the Chair that a resolution has been carried and an entry to that effect in the minutes is conclusive evidence of the fact without proof of the number or proportion of votes recorded in favour of or against the resolution.

8.8 Written Resolutions

Subject to the *Act*, a resolution in writing, signed by all the Directors entitled to vote on that resolution at a Board or Committee meeting, is as valid as if it had been passed at a meeting of the Board or Committee called, constituted and held for that purpose.

8.9 Notice of Meetings of Directors

Notice of meetings other than regularly scheduled meetings of the Board shall be given to each Director by one of the following methods:

8.9.1 by telephone, facsimile, email or other electronic method not less than twenty-four (24) hours before the meeting is to take place; or

8.9.2 by prepaid letter post not less than fifteen (15) days before the meeting is to take place,

provided however that a meeting of Directors shall be held without notice immediately following the annual meeting of the Corporation.

The statutory declaration of the Executive Director or the President that notice has been given pursuant to this By-law shall be sufficient and conclusive evidence of the giving of such notice.

No formal notice of a meeting is necessary if all the Directors are present or if those absent have signified their consent to the meeting being held without notice and in their absence.

9. CONFLICT OF INTEREST¹⁶

9.1 Disclosure Required

As required by the Act or the ONCA, a Director or officer of the Corporation who:

9.1.1 is a party to a material contract or transaction, or a proposed material contract or transaction with the Corporation; or

9.1.2 is a Director, officer, or has an immediate material interest in, any person who is a party to a material contract or transaction or proposed material contract or transaction with the Corporation,

¹⁶ Adapted from ONCA Section 41.

shall disclose to the Board, or request to have entered in the minutes of Board meetings, the nature and extent of such interest.

9.2 Timing of Disclosure

This disclosure shall be made, in the case of a Director:

- 9.2.1 at the meeting at which a proposed contract or transaction is first considered;
- 9.2.2 if the Director was not then interested in a proposed contract or transaction, at the first meeting after which the Director becomes so interested;
- 9.2.3 if the Director becomes interested after a contract is made or a transaction is entered into, at the first meeting after which they become so interested; or
- 9.2.4 if a person who is interested in a contractor transaction later becomes a Director, at the first meeting after which they become a Director,

and the disclosure shall be made in the case of an officer:

- 9.2.5 forthwith after the officer becomes aware that the contract or transaction or proposed contract or transaction is to be considered or has been considered at a meeting of Directors;
- 9.2.6 if the officer becomes interested after a contract is made or a transaction is entered into, forthwith after he or she becomes an officer;
- 9.2.7 if a person who is interested in a contract or transaction later becomes an officer, forthwith after he or she becomes an officer.

9.3 Duty After Disclosure

A Director who has an interest as defined herein shall not attend any part of a Board or Committee meeting during which the contract or transaction is being discussed, and shall not vote on any Resolution to approve the contract or transaction.

- 9.3.1 Provided that if quorum does not exist for the purpose of voting on a Resolution to approve a contract or transaction only because a Director is not permitted to be at a meeting due to a conflict of interest, the remaining Directors are deemed to constitute a quorum for the purpose of voting on that resolution.

10. OFFICERS OF THE CORPORATION

10.1 Officers

The officers of the Corporation shall be:

- 10.1.1 the President,
- 10.1.2 the Vice-President,
- 10.1.3 the Past President,

each of whom shall be a Member;

10.1.4 an Executive Director who shall also be the Secretary, but shall not be a person who is a Member;

10.1.5 a Chaplain, who may but need not be a Member.

10.2 Standard of Care of Officers

The provisions of Section 7.13 apply with necessary variations to the officers of the Corporation.

10.3 Duties of the President

The President:

10.3.1 shall when present, preside as Chair at all meetings of Members of the Corporation, and at all meetings of the Board;

10.3.1.1 Provided however that the President may delegate any part or parts of such duty to preside over the Annual Meeting to any person;

10.3.2 shall be a member of every Committee;

10.3.3 shall have the other powers and duties from time to time prescribed by the Board or incident to the office.

10.4 Duties of the Vice-President

During the absence or inability to act of the President, the duties and powers of the office may be exercised by the Vice-President. Without limiting the generality of the foregoing, when delegated by and in the absence of the President, the Vice-President shall have the right to attend and to vote at all Committee meetings at which the President has the right to attend and vote. If a Vice-President exercises any of those duties or powers, the absence or inability to act of the President shall be presumed with reference thereto. The Vice-President shall also perform the other duties from time to time prescribed by the Board of Directors or incident to the office.

10.5 Absence of President and Vice-President

In the event that either the President or the Vice-President is unable to fulfil a particular obligation of the office, such officer may delegate responsibility for the task to another Director. Where a President or Vice President is unable to fulfill the duties and powers of the office, the Board may from time to time appoint another Director for that purpose. Where such other Director exercises any such duty or power, the absence or inability of the President and the Vice-President shall be presumed with reference thereto.

10.6 Duties of Executive Director

The Executive Director shall:

10.6.1 be the non-voting *ex officio* clerk of the Board and of every committee established by or under the By-laws of the Corporation;

10.6.2 attend all meetings of the Board and record all facts and minutes of all proceedings in the books kept for that purpose;

10.6.3 give all notices required to be given to Members and to Directors;

10.6.4 shall be the custodian of the seal of the Corporation and of all books, papers, records, correspondence, contracts and other documents belonging to the Corporation and as are required by the Act and this By-law, the same being delivered up only when authorized by a resolution of the Board to do so and to such person or persons as may be named in the resolution; and

10.6.5 shall perform such other duties as may from time to time be determined by the Board.

10.7 Other Officers

The Board of Directors may appoint other officers, including without limitation, Honorary Officers, and agents (and with such titles as the Board of Directors may prescribe from time to time) as it considers necessary and all officers shall have the authority and perform the duties from time to time prescribed by the Board of Directors. The Board of Directors may also remove at its pleasure any such officer or agent of the Corporation. The duties of all other officers of the Corporation appointed by the Board of Directors shall be such as the terms of their engagement call for or the Board of Directors prescribes.

10.8 Bonding of Officers

The Executive Director and any other officer, agent or employee of the Corporation who may be designated by the Directors shall furnish a bond in such amount and with such sureties as the Directors may approve. The cost of the said bonds shall be paid by the Corporation and they shall be deposited and kept as the Directors may direct.

10.9 Appointment and Duties of Chaplain

The Chaplain of the Corporation shall:

10.9.1 be appointed annually by the Board on the nomination of the Association of Catholic Bishops of Ontario;

10.9.2 invoke Divine Guidance on all meetings of the Corporation and of the Directors; and

encourage the Directors to bring a gospel perspective and the riches of the Catholic Tradition to current issues and decision-making.

11. COMMITTEES OF THE BOARD

11.1 Executive Committee

There shall be an Executive Committee composed of the President, Vice President and Past President with authority to act on behalf of the Board with regard to urgent matters which may arise between Board meetings, provided that all decisions taken in the absence of the Board shall be reported at the next Board meeting.

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11.2 Committees Generally

Subject to the Act or the ONCA as applicable, the Articles, and the By-Laws, the Board may, by Board Regulation, appoint such standing and ad hoc committees as it deems appropriate from time to time and set the rules governing such committees.

11.3 Limits on Authority of Committees¹⁷

No committee, including the Executive Committee (if any), has authority to:

- 11.3.1 submit to the Members any question or matter requiring approval of the Members;
- 11.3.2 fill a vacancy among the Directors or in the office of Auditor or of a person appointed to conduct a review engagement of the Corporation;
- 11.3.3 appoint additional Directors;
- 11.3.4 issue debt obligations except as authorized by the Board;
- 11.3.5 approve any financial statements;
- 11.3.6 adopt, amend or repeal any By-Law; or
- 11.3.7 establish contributions to be made, or dues to be paid, by Members.

11.4 Rules Governing Committees

Except where otherwise provided in the By-laws of the Corporation, all Committees, excluding the Committee of the Whole Board and the Executive Committee, are subject to the following:

- 11.4.1 a Committee shall be composed of not less than three (3) Directors¹⁸;
- 11.4.2 the committee members shall be appointed by the Board of Directors, on the nomination of the President, from among the Members of the Corporation;
- 11.4.3 the members of the Committee shall select the Committee chairperson;
- 11.4.4 a member of a Committee shall serve for a term ending at the annual meeting of Members following appointment, and is eligible for reappointment for one or more additional terms;
- 11.4.5 each Committee shall meet at least annually, and more frequently at the will of its Chairperson or as required by its terms of reference;
- 11.4.6 a Committee shall carry out such additional or amended duties or tasks as may be determined by the Board from time to time, regardless of its Terms of Reference or the Terms of Reference of any other Committee;
- 11.4.7 each Committee shall be responsible to, and shall report regularly to the Board;

¹⁷ Required by Section 36(2) of the ONCA.

¹⁸ Note that quorum is defined in section 11.10.8 as requiring at least three Directors, but could be changed to a majority or two-thirds of committee members if greater flexibility is preferred.

11.4.8 subject to any rules established by the Board, a quorum for the holding of a Committee meeting consists of the lesser of

11.4.8.1 a majority of a Committee,

and

11.4.8.2 three (3) members of a Committee,

and otherwise each Committee may establish its own rules of procedure and may appoint subcommittees;

11.4.9 if and whenever a vacancy exists on a Committee, the remaining Committee members may exercise all of the Committee's powers so long as a quorum remains on the Committee, but the Board shall in any event appoint a replacement to fill any vacancy as soon as practicable.

12. PROTECTION OF DIRECTORS AND OFFICERS

12.1 Directors and Officers Liability Exclusion

Absent the failure to act in accordance with the Standard of Care as outlined in Section 7.13 or Section 10.2 in the performance of the duties of office, and save as may be otherwise provided in any legislation or law, no present or past Director or officer of the Corporation shall be personally liable for any loss or damage or defaults of such Director or officer or of any other Director or officer or employee, servant, agent, volunteer or independent contractor arising from any of the following:

12.1.1 insufficiency or deficiency of title to any property acquired by the Corporation or for or on behalf of the Corporation;

12.1.2 insufficiency or deficiency of any security in or upon which any of the monies of or belonging to the Corporation shall be placed out or invested;

12.1.3 loss or damage arising from the bankruptcy or insolvency of any person, firm or corporation including any person, firm or corporation with whom or which any monies, securities or effects shall be lodged or deposited;

12.1.4 loss, conversion, misapplication or misappropriation of or any damage resulting from any dealings with monies, securities or other assets belonging to the Corporation;

12.1.5 loss, damage or misfortune whatever which may occur in the execution of the duties of the Director's or officer's respective office or trust or in relation thereto; and

12.1.6 loss or damage arising from any wilful act, assault, act of negligence, breach of fiduciary or other duty or failure to render aid of any sort.

12.2 Pre-Indemnity Considerations

Before giving approval to the indemnities provided herein, or purchasing insurance as provided herein, the Board of Directors shall consider:

- 12.2.1 the degree of risk to which the Director or officer is or may be exposed;
- 12.2.2 whether, in practice, the risk cannot be eliminated or significantly reduced by means other than the indemnity or insurance;
- 12.2.3 whether the amount or cost of the insurance is reasonable in relation to the risk;
- 12.2.4 whether the cost of the insurance is reasonable in relation to the revenue available; and
- 12.2.5 whether it advances the administration and management of the property to give the indemnity or purchase the insurance.

12.3 Indemnification of Directors and Officers

Every person, (including their respective heirs, executors and administrators, estate, successors and assigns) who:

- 12.3.1 is a Director; or,
- 12.3.2 is an officer of the Corporation; or
- 12.3.3 is a member of a Committee; or
- 12.3.4 has undertaken, or, with the direction of the Corporation is about to undertake, any liability on behalf of the Corporation or any Corporation controlled by the Corporation, whether in the person's personal capacity or as a director or officer or employee or volunteer of such corporation;

shall, upon approval of the Board from time to time, be indemnified and saved harmless (including, for greater certainty, the right to receive the first dollar payout, and without deduction or any co-payment requirement) out of the funds of the Corporation, from and against all costs, charges and expenses which such person sustains or incurs:

- 12.3.5 in or in relation to any demand, action, suit or proceeding which is brought, commenced or prosecuted against such person in respect of any act, deed, matter or thing whatsoever, made, done or permitted or not permitted by such person, in or in relation to the execution of the duties of such office or in respect of any such liability; or,
- 12.3.6 in relation to the affairs of the Corporation generally,

save and except such costs, charges or expenses as are occasioned by the failure to such person to act honestly and in good faith in the performance of the duties of office, or by other wilful neglect or default.

The Corporation shall also, upon approval by the Board from time to time, indemnify any such person, firm or corporation in such other circumstances as any legislation or laws permit or require.

Nothing in this By-law shall limit the right of any person, firm or corporation entitled to indemnity to claim indemnity apart from the provisions of this By-law to the extent permitted by any legislation or law.

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12.4 Insurance

The Corporation shall purchase and maintain appropriate liability insurance for the benefit of the Corporation and each person acting or having previously acted in the capacity of a Director, officer or any other capacity at the request of or on behalf of the Corporation, which insurance may include:

12.4.1 property and public liability insurance;

12.4.2 Directors' and officers' insurance; and,

12.4.3 such other insurance as the Board sees fit from time to time;

with coverage limits and with insurers deemed appropriate by the Board from time to time.

No coverage shall be provided for any liability relating to a failure to act honestly and in good faith with a view to the best interests of the Corporation.

It shall be the obligation of any person seeking insurance coverage or indemnity from the Corporation to co-operate fully with the Corporation in the defence of any demand, claim or suit made against such person, and to make no admission of responsibility or liability to any third party without the prior agreement of the Corporation.

13. CORPORATE RECORDS¹⁹

13.1 Required Records

The Corporation shall keep and maintain the following records at its registered head office:

13.1.1 the Corporation's Articles and By-laws, and any amendments to them;

13.1.2 the minutes of meetings and any resolutions of the Members;

13.1.3 a register of Directors, Officers, and Members;

13.1.4 the minutes of meetings and resolutions of the Board, and any committees of the Board;

13.1.5 accounting records adequate to enable the Directors to ascertain the financial position of the corporation with reasonable accuracy on a quarterly basis;

13.1.6 a copy of the financial statements;

13.1.7 consent to act as a Director of each individual who is elected as a Director of the Corporation.

13.2 Directors' Access to Records

Any such records shall be open to inspection by the Directors. Copies must be provided upon request at no cost to the Director.

¹⁹ In accordance with Part X of the ONCA.

13.3 Members' Access to Records

A Member, a Member's attorney or legal representative, may examine and take extracts from the records referred to in Subsections 13.1.1, 13.1.2 and 13.1.3.

Upon request and without charge, a Member may inspect any 'Consent to Act as a Director' and to make a copy of it.

A Member or a Member's attorney or legal representative who wishes to examine the Register of the Members shall first make a request to the Corporation accompanied by a Statutory Declaration that states the name and address of the Member applicant and shall further state that the list of Members or the information contained in the Register of Members thus obtained will only be used for an effort to influence the voting of members, requisitioning a meeting of the Members, or another matter relating to the affairs of the corporation, upon receipt of which the Corporation will as soon as is practical allow the applicant access to the Register and, on payment of a reasonable fee, provide the applicant with an extract from the Register.

14. EXECUTION OF DOCUMENTS

14.1 Cheques, Drafts, Notes, Etc

All cheques, drafts or orders for the payment of money and all notes and acceptances and bills of exchange shall be signed by the officer or officers or person or persons and in the manner from time to time prescribed by the Board.

14.2 Execution of Documents

Documents requiring execution by the Corporation may be signed by any two (2) of the President, Vice-President, the Secretary, or any one (1) of the foregoing together with any one (1) Director, and all documents so signed are binding upon the Corporation without any further authorization or formality. The Board may from time to time appoint any officer or officers or any person or persons on behalf of the Corporation, either to sign documents generally or to sign specific documents. The corporate seal of the Corporation shall, when required, be affixed to documents executed in accordance with the foregoing.

14.3 Books & Records

The Directors shall see that all necessary books and records of the Corporation required by the By-laws of the Corporation or by any applicable statute or law are regularly and properly kept.

15. BANKING ARRANGEMENTS

15.1 Board of Directors Designate Bankers

The Board shall designate, by resolution, the officers and other persons authorized to transact the banking business of the Corporation, or any part thereof, with the bank, trust company, or other corporation carrying on a banking business that the Board has designated as the Corporation's banker, to have the authority set out in the resolution, including, unless otherwise restricted, the power to,

15.1.1 operate the Corporation's accounts with the banker;

15.1.2 make, sign, draw, accept, endorse, negotiate, lodge, deposit or transfer any of the cheques, promissory notes, drafts, acceptances, bills of exchange and orders for the payment of money;

15.1.3 issue receipts for and orders relating to any property of the Corporation;

15.1.4 execute any agreement relating to any banking business and defining the rights and powers of the parties thereto; and

15.1.5 authorize any officer of the banker to do any act or thing on the Corporation's behalf to facilitate the banking business.

15.2 Deposit of Securities

The securities of the Corporation shall be deposited for safe keeping with one or more bankers, trust companies or other financial institutions to be selected by the Board. Any and all securities so deposited may be withdrawn, from time to time, only upon the written order of the Corporation signed by such officer or officers, agent or agents of the Corporation, and in such manner, as shall from time to time be determined by resolution of the Board and such authority may be general or confined to specific instances. The institutions which may be so selected as custodians by the Board shall be fully protected in acting in accordance with the directions of the Board of Directors and shall in no event be liable for the due application of the securities so withdrawn from deposit or the proceeds thereof.

16. FINANCIAL YEAR

16.1 Financial Year Determined

Until otherwise determined by resolution of the Board, the fiscal year end of the Corporation shall terminate on the 31st day of August in each year.

17. AUDITORS

17.1 Appointment of Auditor

The Members entitled to vote shall at each annual meeting appoint an auditor qualified to conduct an audit pursuant to the requirements of the *Public Accounting Act, 2004* to hold office until the next Annual Meeting, provided that the Directors may fill any casual vacancy in the office of the auditor. The remuneration of the auditor shall be fixed by the Members entitled to vote, or by the Board if authorized to do so by the Members entitled to vote.

18. NOTICE

18.1 Method of Notice

Except where otherwise provided in this By-law, notice shall be validly given if given by telephone, or if in writing:

18.1.1 by prepaid letter post;

18.1.2 by facsimile;

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18.1.3 by e-mail; or

18.1.4 by other electronic method.

addressed to the person for whom intended at the last address shown on the Corporation's records. Any such notice shall be deemed given:

18.1.5 in the case of telephone, at the time of the telephone call;

18.1.6 in the case of letter post, on the third day after mailing; and

18.1.7 in all other cases, when transmitted.

18.2 Presumed Address of A Member

Any notice or resolution sent to a Member may be sent to such Member at the address of the CDSB for which the Member is a Trustee, whether or not such Member has provided another address to the Corporation, and so sending shall constitute notice as if the notice or resolution had been sent in an envelope individually addressed to the Member.

18.3 Computation of Time

In computing the date when notice must be given under any provision of the By-law requiring a specified number of days' notice of any meeting or other event, the date of giving the notice is, unless otherwise provided, not included.

18.4 Omissions and Errors

The accidental omission to give notice of any meeting of the Board, a Committee or Members, annual, general, regional, special meeting or other, or the non-receipt of any notice by any Director or Member or by the auditor of the Corporation or any error in any notice not affecting its substance does not invalidate any resolution passed or any proceedings taken at the meeting. Any Director, Member or the auditor of the Corporation may at any time waive notice of any meeting and may ratify and approve any or all proceedings taken thereat.

19. USE OF ROBERTS RULES OF ORDER

Subject to all requirements of law, and subject to any specific provision set out in the By-laws, meetings of the Members, the Board and Committees shall be conducted in accordance with the rules and practice contained in the current edition of *Robert's Rules of Order Newly Revised* as far as applicable.

20. AMENDMENT TO THE BY-LAWS

The Board may pass, amend or repeal this By-law by Ordinary Resolution, except where to do so is contrary to the Act, provided that where the Board has approved any such amendments, it shall submit same to the Members at the next Members' meeting, and the Members may confirm, reject, amend or repeal the revised By-law by Ordinary Resolution.

Any amendment to the By-law by the Board shall take effect from the date of the Ordinary Resolution of the Board, but shall cease to be in effect as of the date of the next Members'

meeting if not submitted to the Members for a vote at that meeting, or if at that meeting such amendments are rejected by the Members.

Notice of any such changes, including the complete text of the previous and revised version of the By-law, must be given to the Members at least thirty (30) days before the meeting at which the amendment or amendments will be voted upon.

21. REPEAL OF PRIOR BY-LAWS

21.1 Repeal

Subject to the provisions of Section 21.2 and 21.3 hereof, all prior By-laws, resolutions and other enactments of the Corporation heretofore enacted or made are repealed.

21.2 Exception

The provisions of Section 21.1 shall not extend to any By-law or resolution heretofore enacted for the purpose of providing to the Board the power or authority to borrow.

21.3 Proviso

Provided however that the repeal of prior By-laws, resolutions and other enactments shall not impair in any way the validity of any act or thing done pursuant to any such repealed By-law, resolution or other enactment.

22. EFFECTIVE DATE

22.1 Coming into force

This By-law shall come into force with no further formality on the later of:

22.1.1 the date approved by Ordinary Resolution, and

22.1.2 the coming into force of the Ontario *Not-for-Profit Corporations Act*.

ENACTED as a By-law of the **Ontario Catholic School Trustees' Association** and sealed with the corporate seal the _____ day of _____, 2014.

President

Secretary

CONFIRMED by the Members in accordance with the *Not-For-Profit Corporations Act (Ontario)* on the _____ day of _____, 2014.

President

Secretary

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**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
APRIL 22, 2014**

PUBLIC SESSION

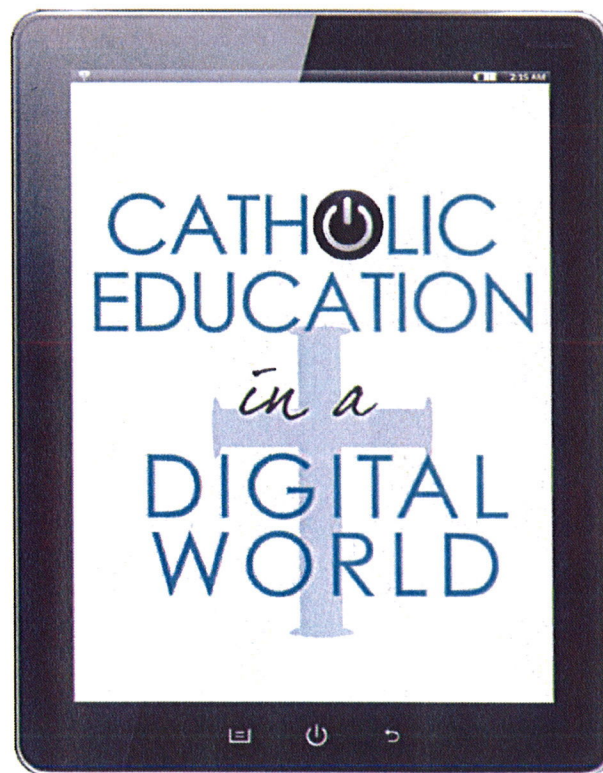
**TITLE: TRUSTEE INFORMATION
OCSTA AGM CONFERENCE APRIL 24-26 PROGRAM**



Ontario Catholic School
Trustees' Association

OCSTA 84TH ANNUAL GENERAL MEETING & CONFERENCE

APRIL 24 TO 26, 2014



Location:

Hilton Niagara Falls/Fallsview Hotel & Suites
6361 Fallsview Boulevard

Keynote Speaker:

Sr. Angela Ann Zukowski, MSHS, D.Min, Director of the Institute for Pastoral Initiatives and Professor, Department of Religious Studies, University of Dayton

New! OCSTA Event App

See page 5

Preliminary AGM & Conference Program

Thursday, April 24, 2014

Time/Room	Event
5:30 p.m. to 6:45 p.m. <i>Great Falls Ballroom Foyer</i>	Meet & Greet Reception – Heavy hors d'oeuvres <i>(Cash Bar)</i>
5:30 p.m. to 6:45 p.m. <i>Mezzanine Level</i>	Registration
7:00 p.m. <i>Great Falls Ballroom</i>	Opening Liturgy
7:20 p.m. <i>Great Falls Ballroom</i>	Opening Remarks, Special Acknowledgements <i>Colleen Landers, Chairperson, Conference Committee, OCSTA</i>
	President's Welcome <i>Marino Gazzola, President, OCSTA</i>
7:30 p.m. <i>Great Falls Ballroom</i>	Keynote Address: "Catholic Education in a Digital Age" <i>Sr. Angela Ann Zukowski, MSHS, D.Min, Director of the Institute for Pastoral Initiatives and Professor, Department of Religious Studies, University of Dayton</i>
8:30 to 9:30 p.m. <i>Great Falls Ballroom Foyer</i>	Opening Reception <i>(Cash Bar)</i>

Friday, April 25, 2014

Time/Room	Event
7:30 a.m. to 3:00 p.m. <i>Mezzanine Level</i>	Registration
7:30 a.m. to 8:45 a.m. <i>Watermark Restaurant</i>	Buffet Breakfast <i>(Delegates only)</i>
8:45 a.m. <i>Great Falls Ballroom</i>	Morning Praise <i>Father Patrick Fitzpatrick, Chaplain, OCSTA</i>
	Opening Remarks <i>Colleen Landers, Chairperson, Conference Committee, OCSTA</i>
9:00 a.m. <i>Great Falls Ballroom</i>	President's Address <i>Marino Gazzola, President, OCSTA</i>

Friday, April 25, 2014 – Cont'd

Time/Room	Event
9:20 a.m. Great Falls Ballroom	Nominations Report & Introduction of Candidates Nancy Kirby, Past President, OCSTA
9:45 a.m. Great Falls Ballroom Foyer	Break
10:00 a.m. Great Falls Ballroom	Resolutions Session Parliamentarian: TBA Chair: TBA
10:00 to 11:20 a.m.	Student Trustee Workshop
11:15 a.m. Great Falls Ballroom	Presentation of Financial Report Nancy Kirby, Chairperson, Office Management Committee, OCSTA
11:30 a.m. Great Falls Ballroom	Minister of Education's Address
12:15 p.m. Great Falls Ballroom Foyer	Buffet Lunch (<i>Delegates only</i>)
	Elections
1:30 p.m.	Regional Meetings

Region	Boards and Region Numbers
West	Brant Haldimand Norfolk (4), Bruce-Grey (4), Huron-Perth (4), London (5), St. Clair (5), Waterloo (4), Wellington (4), Windsor/Essex (5)
Central	Dufferin-Peel (7), Durham (9), Halton (11), Hamilton-Wentworth (11), Niagara (11), Simcoe Muskoka (9), Toronto (6), York (8)
Northeast	Huron-Superior (1), Nipissing-Parry Sound (1), Northeastern (1), Sudbury (1)
Northwest	Kenora (2), Northwest (2), Superior North (2), Thunder Bay (2)
East	Algonquin and Lakeshore (10), Eastern Ontario (10), Ottawa (12), Peterborough Victoria Northumberland & Clarington (9), Renfrew (10)

2:45 p.m. Great Falls Ballroom Foyer	Break
3:00 p.m. Great Falls Ballroom	How Catholic School Boards are Using Technology to Enhance Education -Panel Discussion
3:45 p.m. Great Falls Ballroom	Report of the Returning Officer Returning Officer – TBA

Friday, April 25, 2014 – Cont'd

Time/Room	Event
5:30 p.m.	Mass & Awards Ceremony <i>Principal Celebrant and Homilist: Bishop Wayne Kirkpatrick</i>
6:45p.m.	Reception <i>Silent Auction (6:30 p.m. to 8:30 p.m.)</i> <i>Coordinated by: Niagara CDSB</i> <i>Proceeds from the Silent Auction benefit CCSTA's Toonies for Tuition Endowment Fund. This fund helps students receive a faith-based Catholic education in provinces which do not publicly fund Catholic schools.</i>
7:15 p.m. Grand Hall (Fallsview Casino Resort)	Annual Dinner

Saturday, April 26, 2014

Time/Room	Event
8:00 a.m. Grande Café	Buffet Breakfast (<i>Delegates only</i>)
Mezzanine Level	Registration
9:00 a.m. Great Falls Ballroom	Morning Praise
9:15 a.m.	Concurrent Workshops <ul style="list-style-type: none">• Work/Productivity Workshop <i>Presenter: TBA</i>• Sharing of Facilities <i>Panel: TBA</i>• Current Issue to be confirmed by OCSTA
10:15 a.m. Great Falls Ballroom Foyer	Break
10:30 a.m. Great Falls Ballroom	Plenary: Digital Literacy and e-Learning - Challenges and Opportunities Facing Education Today <i>Jesse Brown, Digital Media Expert, Broadcast Journalist and Co-Founder of popular education website Bitstrips.com for schools.</i>
11:30 a.m.	Adjournment

Spousal Tour Package and Additional Dinner Ticket Information

OCSTA is pleased to offer the following Spousal Tour Program in conjunction with the 2014 Annual General Meeting & Conference.

Please Note: The Spousal Tour Package activities will be offered subject to availability, based on group size minimum requirements.

Cancellations: The deadline date for full refund of the Spousal Tour Package or Additional Dinner Ticket due to cancellation, is **April 11, 2014**.

Notice of cancellation must be submitted in writing to Ashlee Cabral either by e-mail to acabral@ocsta.on.ca or by fax to 416-932-9459.

Spousal Tour Package
\$230.00 (HST & Gratuity included)

Additional Dinner Ticket Only
\$101.70 (HST & Gratuity included)

Includes:

Spousal Tour Package Activity (see below)
Annual Dinner (Friday Evening)

Includes:

Annual Dinner (Friday Evening)

SPOUSAL TOUR PACKAGE ACTIVITY

**Full Day Niagara Parks Commission VIP Tour
and Lunch at the Elements on the Falls Restaurant**
Friday, April 25 – 9:30 a.m. to 4:00 p.m. approximately
Group Size: Minimum – 15

The Niagara Parks Commission VIP Tour includes admission to **Whirlpool Aerocar, Butterfly Conservatory, and White Water Walk.**

Guests will travel on an exclusive bus to 3 attractions. A knowledgeable guide accompanies guests and provides informative interpretations of the wonders of the Falls and surrounding area.

Whirlpool Aerocar

Soar the Great Gorge, high above the racing Niagara River. You'll be transported through the air in an antique cable car, while far below the torrent of water abruptly changes direction and creates one of the world's most mesmerizing natural phenomena – the Niagara Whirlpool. Sometimes frightening and always unforgettable! The Aerocar was designed by a Spanish engineer, Leonardo Torres Quevedo and has been in operation since 1916. The cable car is suspended from six sturdy cables and offers a wonderful view of the Niagara Whirlpool which is formed at the end of the rapids where the Gorge turns abruptly counterclockwise, and the river escapes through the narrowest channel in the Gorge.

Butterfly Conservatory

This magical attraction features over 2,000 colourful tropical butterflies floating freely among lush, exotic blossoms and greenery. Paths wind through the rainforest setting, past a pond and waterfall and the Emergence window, where butterflies leave their pupae and prepare to take their first flight!

White Water Walk

Stroll along a boardwalk at the very edge of one of the world's wildest stretches of whitewater! Marvel at the relentless power and beauty of nature and see how the deep and narrow Great Gorge was created. Trillions of gallons of water are forced into this accelerating trough - the sight will take your breath away!

Lunch – Elements on the Falls Restaurant

Overlooking the brink of the thundering Falls, delight your senses in the stylish atmosphere of Elements on the Falls. Open-flame grilling, stunning views of the Falls and fiery glassworks make your dining experience come alive with all the elements of nature.

Featuring the freshest ingredients from local farms, our award-winning Chef expertly prepares Niagara inspired cuisine right before your eyes.

Lunch Menu:

Chef's Soup of the Day

Entrées (guests may select one upon arrival):

Herb Crusted Chicken Supreme with wild mushroom sauce

Roast Prime Rib of Beef Au Jus

Broiled Fresh Salmon Fillet peppery-berry rub and lemon butter drizzle

Penne Pasta Primavera with spring vegetables and basil-scented plum tomato sauce

Seasonal Dessert Feature

Fresh Brewed Coffee, Decaffeinated Coffee, Hot Tea, Milk or Soft Drink

Bread and Butter

Note: The Spousal Tour Package is subject to cancellation if the minimum number (15) of participants is not reached by the **April 11, 2014** deadline date.

