



*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, MAY 27, 2014  
7:00 P.M.**



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

### **A. ROUTINE MATTERS**

1. Opening Prayer – Vice Chair Burkholder -
2. Roll Call -
3. Approval of the Agenda -
4. Declaration of Conflict of Interest -
5. Minutes of the Board Meeting April 22, 2014 A5

### **B. DELEGATIONS/PRESENTATIONS**

1. United Way South Niagara B1
2. Notre Dame College School National Cheerleading Champions B2

### **C. COMMITTEE AND STAFF REPORTS**

1. School Excellence Program C1  
St. Nicholas Catholic Elementary School
2. Unapproved Minutes of the Committee of the Whole Meeting of May 13, 2014 C2  
and Consideration of Recommendations  
2.1 Approval of Policies  
2.1.1 Advocacy Expenditures Policy (100.9) C2.1.1  
2.1.2 Anaphylaxis Policy (302.1) C2.1.2  
2.1.3 Electronic Meetings (Board and Committees) Policy (100.8) C2.1.3  
2.1.4 Student Transportation Policy (500.2) C2.1.4  
2.2 Niagara Catholic System Priorities 2014-2015 C2.2
3. Approved Minutes of the Special Education Advisory Committee (SEAC) C3  
Meeting of April 2, 2014
4. Approved Minutes of the Niagara Catholic Parent Involvement Committee (NCPIC) C4  
Meeting of March 20, 2014
5. Pupil Accommodation Review-Senior Staff Follow-Up Report and Recommendations C5  
for St. Christopher Catholic Elementary School and St. Theresa Catholic Elementary School
6. Financial Reports  
6.1 Monthly Banking Transactions for the Month of April 2014 C6.1  
6.2 Statement of Revenue and Expenditures as at April 30, 2014 C6.2

**D. TRUSTEE ITEMS, OPEN QUESTION PERIOD & OTHER BUSINESS**

- |     |  |      |
|-----|--|------|
| 1.  | Correspondence   |      |
| 1.1 | MarineLand - April 23, 2014  | D1.1 |
| 1.2 | Letter of Appreciation – May 1, 2014   | D1.2 |
| 1.3 | Ministry of Education - May 2, 2014  | D1.3 |
| 2.  | Report on Trustee Conferences Attended   | -    |
| 3.  | General Discussion to Plan for Future Action   | -    |
| 4.  | Trustee Information  |      |
| 4.1 | Spotlight on Niagara Catholic – May 13, 2014   | D4.1 |
| 4.2 | Calendar of Events – June 2014   | D4.2 |
| 4.3 | Annual Niagara Catholic Staff Picnic – Sunday, June 1, 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**

- |     |  |   |
|-----|--|---|
| 1.1 | June 2014 Committee of the Whole Meeting – June 10, 2014 | - |
| 1.2 | June 2014 Board Meeting – June 17, 2014                  | - |

**I. MOMENT OF SILENT REFLECTION FOR LIFE****J. ADJOURNMENT**



**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
MAY 27, 2014**

***PUBLIC SESSION***

**TITLE: MINUTES OF THE BOARD MEETING OF  
APRIL 22, 2014**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the Minutes of the Board Meeting of April 22, 2014, as presented.



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

## MINUTES OF THE BOARD MEETING

TUESDAY, APRIL 22, 2014

Minutes of the Meeting of the Niagara Catholic District School Board, held on Tuesday, April 22, 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 7:04 p.m. by Chair Burtnik.

### A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayer was led by Trustee O'Leary

2. Roll Call

Chair Burtnik noted that Trustee Sicoli was excused from attending the Board Meeting of April 22, 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				✓
<b>Student Trustees</b>				
Vincent Atallah	✓			
Dallas McMahon	✓			

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 Board Meeting of April 22, 2014, as presented.

**CARRIED**

**4. Declaration of Conflict of Interest**

Vice-Chair Burkholder disclosed an indirect pecuniary interest with Item C2.1.1 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 take part in the consideration or discussion of, or vote on any question with relation to this item.

Chair Burtnik disclosed a direct pecuniary interest with Item C9.1 Monthly Banking Transactions for the month of March 2014 of the Public Agenda, as cheques were paid to her family business. Chair Burtnik did not chair the meeting for this item and did not take part in the consideration of, or vote on any question with relation to this item.

**5.1 Approval of Minutes of the Board Meetings of March 18, 2014.**

Moved by Trustee O'Leary

Seconded by Trustee Nieuwesteeg

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

**CARRIED**

**5.2 Approval of Minutes of the Special Board Meeting of March 25, 2014**

Moved by Trustee O'Leary

Seconded by Trustee Nieuwesteeg

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

**CARRIED**

**5.3 Approval of the Special Electronic Board Meeting of March 31, 2014**

Moved by Trustee O'Leary

Seconded by Trustee Nieuwesteeg

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

**CARRIED**



**5.4 Approval of the Special Board Meeting of April 8, 2014**

Moved by Trustee O’Leary

Seconded by Trustee Nieuwesteeg

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

**CARRIED**

**B. DELEGATIONS/PRESENTATIONS**

Nil Report

**C. COMMITTEE AND STAFF REPORTS**

**1. School Excellence Program – Lakeshore Catholic High School**

Director Crocco provided background information on the monthly School Excellence Program. Lee Ann Forsyth-Sells, Superintendent of Education introduced Glenn Gifford, Principal of Lakeshore Catholic High School.

Principal Gifford, with the assistance of students and staff, showcased Lakeshore Catholic High School as part of the School Excellence Program.

Chair Burtnik thanked Principal Gifford, the staff and students for their presentation and performance.

**2. Unapproved Minutes of the Committee of the Whole Meeting of April 8, 2014 and Consideration of Recommendation**

Moved by Trustee MacNeil

Seconded by Trustee Charbonneau

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

**CARRIED**

The following recommendation was 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)**

Moved by Trustee Fera

Seconded by Trustee O’Leary

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

**CARRIED**

3. *Approved Minutes of the Special Education Advisory Committee (SEAC) Meeting of March 3, 2014*

Moved by Trustee Charbonneau  
Seconded by Trustee O'Leary

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

**CARRIED**

4. *Approved Minutes of Niagara Catholic Parent Involvement Committee (NCPIC) Meeting of January 9, 2014*

Moved by Trustee Fera  
Seconded by Trustee MacNeil

**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.

**CARRIED**

5. *School Year Calendar 2014-2015*

Moved by Trustee MacNeil  
Seconded by Trustee Nieuwesteeg

**THAT** the Niagara Catholic District School Board approve the Elementary and Secondary School Year Calendars 2014-2015 school year, as presented.

**CARRIED**

6. *Michael J. Brennan Catholic Elementary School Transitional Plan*

Moved by Trustee Charbonneau  
Seconded by Trustee O'Leary

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

**CARRIED**

7. *St. Thomas More Catholic Elementary School Transitional Plan*

Moved by Trustee Fera  
Seconded by Trustee Nieuwesteeg

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

**CARRIED**

8. *Catholic Education Week 2014*

Moved by Trustee Fera  
Seconded by Trustee Nieuwesteeg

**THAT** the Niagara Catholic District School Board receive the Catholic Education Week 2014 report, as presented for information.

**CARRIED**

9. **Financial Reports**

9.1 **Monthly Banking Transactions**

Chair Burtnik did not chair the meeting for this item and did not take part in the consideration of, or vote on any question with relation to this item.

Moved by Trustee Charbonneau  
Seconded by Trustee Nieuwesteeg

**THAT** the Niagara Catholic District School Board approve the Monthly Banking Transactions for the Month of March 2014, as presented for information.

**CARRIED**

9.2 **Statement of Revenue & Expenditures**

Moved by Trustee Charbonneau  
Seconded by Trustee O'Leary

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

**CARRIED**

**D. TRUSTEE ITEMS, OPEN QUESTION PERIOD & OTHER BUSINESS**

1. **Correspondence**

Nil Report

2. **Report on Trustee Conferences Attended**

Nil Report

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

Director Crocco, presented future plans and reports that are being prepared in the coming months.

4. **Trustee Information**

4.1 **Spotlight on Niagara Catholic – April 9, 2014**

Director Crocco highlighted the Spotlight on Niagara Catholic – April 9, 2014 issue for Trustees' information.

4.2 **Calendar of Events – May 2014**

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

4.3 **OCSTA 2014 AGM & Conference-Resolutions**

Director Crocco presented the OCSTA 2014 AGM Conference Resolutions for Trustees' information.



**4.4 OCSTA AGM & Conference April 24-26 Program**

Director Crocco presented the OCSTA AGM & Conference April 24-26 Program for Trustees' information.

**4.5 Catch the Spirit – May 5, 2014**

Director Crocco reminded the Trustees about Catch the Spirit Celebration on May 5, 2014. He asked the Trustees' to confirm their attendance with Kristine Murphy.

**4.6 Distinguished Alumni 2014 – May 9, 2014**

Director Crocco reminded the Trustees about the Distinguished Alumni 2014 Presentation Luncheon that will be held on May 9, 2014. He asked the Trustees to confirm their attendance with Kristine Murphy.

**5. Open Question Period**

None Submitted

**E. NOTICES OF MOTION**

**F. BUSINESS IN CAMERA**

Moved by Trustee Charbonneau  
Seconded by Trustee Nieuwesteeg

**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 7:58 p.m. and reconvened at 9:32 p.m.

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

Moved by Trustee Charbonneau  
Seconded by Trustee Nieuwesteeg

**THAT** the Niagara Catholic District School Board report the motions from the In Camera Session of the Board Meeting of April 22, 2014.

**CARRIED**

**SECTION A: STUDENT TRUSTEES PRESENT**

Moved by Trustee Charbonneau  
Seconded by Trustee O'Leary

**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 March 18, 2014, as presented.

**CARRIED (Item F1)**

Moved by Trustee Charbonneau  
Seconded by Trustee O'Leary

**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 April 8, 2014, as presented.

**CARRIED (Item F2)**

## **SECTION B: STUDENT TRUSTEES EXCLUDED**

Moved by Trustee Fera  
Seconded by Trustee MacNeil

**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 March 18, 2014, as presented.

**CARRIED (Item F4.1)**

Moved by Trustee Fera  
Seconded by Trustee MacNeil

**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 March 25, 2014, as presented.

**CARRIED (Item F4.2)**

Moved by Trustee Fera  
Seconded by Trustee MacNeil

**THAT** the Niagara Catholic District School Board approve the Minutes of the In Camera Session of the Special Board Meeting - SECTION B: Student Trustees Excluded of April 8, 2014, as presented.

**CARRIED (Item F4.3)**

Moved by Trustee Fera  
Seconded by Trustee MacNeil

**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 April 8, 2014, as presented.

**CARRIED (Item F5)**

Moved by Trustee MacNeil  
Seconded by Trustee Charbonneau

**THAT** the Niagara Catholic District School Board approve the recommendation as outlined in Item F61 of the In Camera Agenda.

**CARRIED (Item F6.1)**

Moved by Trustee Nieuwesteeg  
Seconded by Trustee Charbonneau

**THAT** the Niagara Catholic District School Board approve the recommendation as outlined in Item F7 of the In Camera Agenda.

**CARRIED (Item F7)**

Moved by Trustee Charbonneau

Seconded by Trustee MacNeil

**THAT** the Niagara Catholic District School Board approve the recommendation as outlined in Item F8 of the In Camera Agenda.

**CARRIED (Item F8)**

## **H. FUTURE MEETINGS AND EVENTS**

## **I. MOMENT OF SILENT REFLECTION FOR LIFE**

## **J. ADJOURNMENT**

Moved by Trustee Charbonneau

Seconded by Trustee Nieuwesteeg

**THAT** the April 22, 2014 meeting of the Niagara Catholic District School Board be adjourned.

**CARRIED**

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

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Minutes of the Meeting of the Niagara Catholic District School Board held on April 22, 2014.

Approved on May 27, 2014.

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Kathy Burtnik  
Chair of the Board

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John Crocco  
Director of Education/Secretary -Treasurer



**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
MAY 27, 2014**

***PUBLIC SESSION***

**TITLE: UNITED WAY SOUTH NIAGARA**

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

Date: May 27, 2014



## PRESENTATION BACKGROUND

**Board Meeting  
May 27, 2014**

### UNITED WAY SOUTH NIAGARA

United Way South Niagara is proud to be a partner of the Niagara Catholic District School Board to commonly embark in the school Board's journey to build minds and nurture souls. United Way is extremely grateful that the Niagara Catholic District School Board collectively raised \$40,000.00 towards the 2013 Annual United Way of South Niagara Community Campaign.

The funds the Niagara Catholic raised are invested into critical programs and services that address our community's most pressing needs. These funds help to ensure that children, youth and their families have the opportunity to be all they can be. Funds support programs that help children with learning disabilities, skill development, mental health and providing basic needs like nutrition amongst many other essential programs. Together, you've helped support one in three people in Niagara who rely on United Way funded programs.

Thank you. Without all of you and your help, there would be no way.

Mel Groom, 2013 Campaign Co-Chair and Ad Lewis, Office Manager from the United Way of South Niagara will be present to accept the Niagara Catholic District School Board contribution.

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

Date: May 27, 2014

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
MAY 27, 2014**

***PUBLIC SESSION***

**TITLE: NOTRE DAME COLLEGE SCHOOL NATIONAL  
CHEERLEADING CHAMPIONS**

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

Date: May 27, 2014





## PRESENTATION BACKGROUND

Board Meeting  
May 27, 2014

### **Notre Dame College School National Cheerleading Champions**

The 2013 -2014 season was another banner year for the Irish.

The Notre Dame Cheerleading team first captured the All Girl Intermediate Ontario Provincial Championship in Mississauga at the Hershey Centre.

In March the team travelled to Brampton Powerade Centre for the Canadian National Cheerleading Championship and again took 1<sup>st</sup> place this time at the All Girl Advanced Level beating out Oakville's Abby Park.

Finally, the team headed to Niagara Falls to the largest cheerleading competition in Canada and won the All Girl Advanced Small Team Cheer Evolution National Championship defeating Academie St. Louis from Quebec: a Sports Academy that brought 5 teams to the competition and suffered its only loss to the Irish.

The coaching staff which includes: Monique Mastroianni, Shannon Letwin, Samantha Mollica, Carla Alfaro and Lindsay Brunet are very proud of and are going to miss this wonderful group of young ladies which include Grade 12's: Captain Yolanda Alfaro and Co –Captains Mackenzie Chamberlain and Kayla Connelly as well as Kalena Consigli, Vanessa Maddalena, Brittany Walker, Alejandra Aguilar and Paige Cincio

Grade 11's : Lillianna Pavelich and Taryn McKee,

Grade 10: Caylea Alfaro

Grade 9's: Raygen Dufour, Emilee Brettel, Keanna Sarginson and Julia McCaninch

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

Date: May 27, 2014

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
MAY 27, 2014**

***PUBLIC SESSION***

**TITLE: SCHOOL EXCELLENCE PROGRAM  
ST. NICHOLAS CATHOLIC ELEMENTARY SCHOOL**

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The School Excellence Program report is presented for information.

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Prepared by: Ted Farrell, Superintendent of Education

Presented by: Ted Farrell, Superintendent of Education

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

Date: May 27, 2014



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

## SCHOOL EXCELLENCE PROGRAM ST. NICHOLAS CATHOLIC ELEMENTARY SCHOOL

### Contact Info

149 Church Street,  
St. Catharines, Ont.  
L2R 3E2  
ph: 905.685.7764  
fx: 905.684.2452  
[st.nicholas@ncdsb.com](mailto:st.nicholas@ncdsb.com)

### Grades

JK – 8

### Enrolment

161 as of September 2013

### Principal

Kevin Lamb

### Superintendent of Education

Ted Farrell

### Catholic School Council Chair

Joyanne Derrick

### Parish

Cathedral of St. Catharine  
of Alexandria



In 1857 St. Nicholas School opened its doors, as a four room school on Church Street, serving the needs of the Irish Immigrants. In 1887 the school expanded to an eight room school and teacher's residence. That building served the needs of the school community until 1956, when the present St. Nicholas Catholic School was constructed adjacent to the original site. An addition of a classroom and second floor was constructed in 1965. In 2006, St. Nicholas Catholic School celebrated 50 years of Catholic Education in the present building. On May 5, 2007, St. Nicholas Catholic School will celebrate 150 years of Catholic Education.

*To educate each student to his/her full potential in a community formed and guided by Catholic beliefs and traditions.*

- School Mission Statement -

Prepared by: Ted Farrell, Superintendent of Education

Presented by: Ted Farrell, Superintendent of Education

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

Date: May 27, 2014



**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
MAY 27, 2014**

***PUBLIC SESSION***

**TITLE: UNAPPROVED MINUTES OF THE COMMITTEE OF THE  
WHOLE MEETING OF MAY 13, 2014**

**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board receive the unapproved Minutes of the Committee of the Whole Meeting of May 13, 2014, as presented.

The following recommendations are being presented for the Board's consideration from the Committee of the Whole Meeting of May 13, 2014:

**2.1 Approval of Policies**

**2.1.1 Advocacy Expenditures Policy (100.9)**

**THAT** the Niagara Catholic District School Board approve the revised Advocacy Expenditures Policy (100.9), as presented.

**2.1.2 Anaphylaxis Policy (302.1)**

**THAT** the Niagara Catholic District School Board approve the revised Anaphylaxis Policy (302.1), as presented.

**2.1.3 Electronic Meetings (Board and Committees) Policy (100.8)**

**THAT** the Niagara Catholic District School Board approve the revised Electronic Meetings (Board and Committees) Policy (100.8), as presented.

**2.1.4 Student Transportation Policy (500.2)**

**THAT** the Niagara Catholic District School Board approve the revised Student Transportation Policy (500.2), as presented.

**2.2 Niagara Catholic System Priorities 2014-2015**

**THAT** the Niagara Catholic District School Board approve the Niagara Catholic System Priorities 2014-2015, as presented.



## MINUTES OF THE COMMITTEE OF THE WHOLE MEETING

### TUESDAY, MAY 13, 2014

Minutes of the Meeting of the Committee of the Whole of the Niagara Catholic District School Board, held on Tuesday, May 13, 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 Prayer was led by Student Trustee McMahon.

2. Roll Call

Vice-Chair Burkholder noted that Trustee Sicoli and Trustee Charbonneau were excused from attending the Committee of the Whole Meeting of May 13, 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				✓
<b>Student Trustees</b>				
Vincent Atallah	✓			
Dallas McMahon	✓			

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 MacNeil

**THAT** the Committee of the Whole approve the Agenda of the Committee of the Whole Meeting of May 13, 2014, as presented.

**CARRIED**

4. Declaration of Conflict of Interest

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

5. Approval of Minutes of the Committee of the Whole Meeting of April 8, 2014

Moved by Trustee O'Leary

**THAT** the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting of April 8, 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 April 22, 2014

Moved by Trustee Nieuwesteeg

**THAT** the Committee of the Whole receive the unapproved Minutes of the Policy Committee Meeting of April 22, 2014, as presented.

**CARRIED**

1.2 Approval of Policies

1.2.1 Advocacy Expenditures Policy (100.9)

Moved by Trustee Fera

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the revised Advocacy Expenditures Policy (100.9), as presented.

**CARRIED**

1.2.2 **Anaphylaxis Policy (302.1)**

Moved by Trustee Fera

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the revised Anaphylaxis Policy (302.1), as presented.

**CARRIED**

1.2.3 **Electronic Meetings (Board and Committees) Policy (100.8)**

Moved by Trustee Fera

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the revised Electronic Meetings (Board and Committees) Policy (100.8), as presented.

**CARRIED**

1.2.4 **Student Transportation Policy (500.2)**

Moved by Trustee Fera

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the revised Student Transportation Policy (500.2), 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. He informed the Board that the Anti-Spam (Interim) will be brought to Policy Committee Meeting in September 2014.

2. **Niagara Catholic Elementary Chaplaincy Program**

Debra MaCaffery, Board Chaplaincy Leader presented a visual Presentation on the Niagara Catholic Elementary Chaplaincy Program report for information.

Debra MaCaffery answered questions of Trustees.

3. **Niagara Catholic System Priorities 2014-2015**

Director Crocco and Senior Administrative Council presented the Niagara Catholic System Priorities 2014-2015.

Director Crocco and Senior Administrative Council answered questions of Trustees.

Moved by Trustee O'Leary

**THAT** the Committee of the Whole recommend to the Niagara Catholic District School Board the approval of the Niagara Catholic System Priorities 2014-2015, as presented.

**CARRIED**

4. **Staff Development Department Professional Development Opportunities**

Frank Iannantuono, Superintendent of Education/Human Resources, presented the report on the Staff Development Department Professional Development Opportunities for information.



## 5. Monthly Updates

### 5.1 Capital Projects Update

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

### 5.2 Student Trustees' Update

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

### 5.3 Senior Staff Good News Update

Senior Staff highlights included:

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

Niagara Catholic is pleased to announce that Notre Dame College School Grade 9 student, Jenna Lepine, is one of 60 students who has been selected to serve on the Minister of Education Student Advisory Council for the 2014-2015 school year.

Students who serve on the Minister's Student Advisory Council have many responsibilities. They will meet with the Minister of Education twice over their term and will attend at least one regional student forum.

#### **Superintendent Lefebvre**

The Ministry of Training registered Taylor Edward from Denis Morris Catholic High School as our first Dairy Heard Person as an Apprentice at Summers Dairy Farms, Beaverdams Road in Thorold. Taylor was placed on a Supervised Alternative Learning (SAL) plan in order to accommodate him with his graduation. He will then attend University of Guelph Ridgetown College Agriculture Program. This is an incredible experience for Niagara Catholic's first but also for the local Ministry office.

Niagara Catholic had (thirty-three) 33 students compete in (twenty-one) 21 technologies and trades categories at this year's 'Ontario Skills Competition', that took place on May 5th and 6th at RIM Park in Waterloo, Ontario. The students demonstrated their talents and skills in their area of expertise against many students from across Ontario.

Niagara Catholic students were winners in the following categories:

1. Alex Hoelzli - Notre Dame College School  
Category - Precision Machining  
Won - Gold
2. Robbie Aggarwul - Saint Paul Catholic High School  
Category - Culinary  
Won - Bronze
3. Emily Hartless - Notre Dame College School  
Category - Hairstyling  
Won - Bronze

4. Alex Powell - Saint Michael Catholic High School  
Category - Electronics  
Won - Silver
5. Jeff Tapp - Lakeshore Catholic High School  
Category - Plumbing  
Won - Silver
6. **Notable Mention:** Rebekka Schmidt, a former Blessed Trinity Catholic Secondary School student, who won Gold at the National Skills Competition two years ago in Calgary, is currently a Niagara College student. Rebekka won the Silver in the Baking Category for post-secondary level. She has earned a spot on the Junior Culinary Team Canada. This team will represent Canada at the 2016 World Culinary Olympics, held once every four years in Erfurt, Germany, where they will compete against teams from more than 30 countries.

#### **Superintendent Baldasaro**

Niagara Catholic students created posters and videos for the Pathstone Mental Health's "Shatter the Stigma" contests.

Niagara Catholic students were winners in the following categories:

Video Contest winner:

Cheenee Alomesen, Saint Paul Catholic High School

Poster Contest Winners:

Grade 1 to 3 Category Winner

Brianna Brereton, Holy Name Catholic Elementary School

Grade 4 to 6 Category Winner

Alyssa Mozzoni, St. Ann Catholic Elementary School

Grade 7 to 8 Category Winner

Angelica Anderson, St. Mary Catholic Elementary School

#### **Director Crocco**

Niagara Catholic launched on its Board Website Niagara Catholic TV and a link to register as a Catholic School Supporter.

## **D. INFORMATION**

### **1. Trustee Information**

#### **1.1 Spotlight on Niagara Catholic – April 22, 2014**

Director Crocco highlighted the Spotlight on Niagara Catholic – April 22, 2014 issue for Trustees' information.

#### **1.2 Calendar of Events – May 2014**

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

**1.5 Annual Board Mass and Picnic – June 1, 2014**

Director Crocco reminded the Trustees' about the Annual Board Mass and Picnic that will be held on June 1, 2014 at Queenston Heights Park.

Trustees were asked to confirm their attendance with Kristine Murphy.

**1.6 Elementary & Secondary Graduation Dates June 2014**

Director Crocco presented the Elementary & Secondary Graduation Dates for June 2014 for Trustee's information.

**1.7 Director's Memorandum DM 124 - Municipal, Provincial and Federal Election Administrative Procedures**

Director Crocco reviewed the Director's Memorandum DM 124 – Municipal, Provincial and Federal Election Administrative Procedures for Trustee's information.

**E. OTHER BUSINESS**

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

**1.1** Director Crocco informed the Trustees of the General Discussions and Future Action plans happening in the upcoming months.

**F. BUSINESS IN CAMERA**

Moved by Trustee Nieuwesteeg

**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 9:50 p.m. and reconvened at 11:11 p.m.

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

Moved by Trustee Nieuwesteeg

**THAT** the Committee of the Whole report the motions from the In Camera Session of the Committee of the Whole Meeting of May 13, 2014.

**CARRIED**

Moved by Trustee Nieuwesteeg

**THAT** the Committee of the Whole extend the Committee of the Whole Meeting - In Camera Session (Section A: Student Trustees Included) held on April 8, 2014 for 15 minutes to accommodate scheduled timed In-Camera Item.

**CARRIED**

**SECTION A: STUDENT TRUSTEES INCLUDED**

Moved by Trustee Nieuwesteeg

**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 April 8, 2014, as presented.

**CARRIED (Item F1)**

## SECTION B: STUDENT TRUSTEES EXCLUDED

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 B: Student Trustees Excluded) held on April 8, 2014, as presented.

**CARRIED (Item F3)**

Trustee MacNeil requested a recorded vote for the Items F4.1.

<u>NAME</u>	<u>YEA</u>	<u>NAY</u>
Vice Chair Burkholder	✓	
Chair Burtnik	✓	
Trustee Fera		✓
Trustee MacNeil		✓
Trustee Nieuwesteeg	✓	
Trustee O'Leary	✓	

Moved by Chair Burtnik

**THAT** the Niagara Catholic District School Board deny the recommendation as outlined in Item F4.1 of the In Camera Agenda.

**CARRIED (Item F4.1)**

<u>NAME</u>	<u>YEA</u>	<u>NAY</u>
Vice Chair Burkholder	✓	
Chair Burtnik	✓	
Trustee Fera		✓
Trustee MacNeil		✓
Trustee Nieuwesteeg	✓	
Trustee O'Leary	✓	

Moved by Trustee O'Leary

**THAT** the Niagara Catholic District School Board deny the recommendation as outlined in Item F4.2 of the In Camera Agenda.

**CARRIED (Item F4.2)**

Trustee MacNeil requested a recorded vote for the Item F4.3.

<u>NAME</u>	<u>YEA</u>	<u>NAY</u>
Vice Chair Burkholder	✓	
Chair Burtnik	✓	
Trustee Fera		✓
Trustee MacNeil		✓
Trustee Nieuwesteeg	✓	
Trustee O'Leary	✓	

Moved by Trustee Nieuwesteeg

**THAT** the Niagara Catholic District School Board deny the recommendation as outlined in Item F4.3 of the In Camera Agenda.

**CARRIED (Item F4.3)**

Moved by Trustee O'Leary

**THAT** Niagara Catholic District School Board deny the recommendation as outlined in Item F4.4 of the In Camera Agenda.

**CARRIED (Item F4.4)**

<u>NAME</u>	<u>YEA</u>	<u>NAY</u>
Vice Chair Burkholder	✓	
Chair Burtnik	✓	
Trustee Fera		✓
Trustee MacNeil		✓
Trustee Nieuwesteeg	✓	
Trustee O'Leary	✓	

Moved by Trustee Nieuwesteeg

**THAT** the Niagara Catholic District School Board deny the recommendation as outlined in Item F4.5 of the In Camera Agenda.

**CARRIED (Item F4.5)**

Trustee MacNeil requested a recorded vote for the Item F4.5.

<u>NAME</u>	<u>YEA</u>	<u>NAY</u>
Vice Chair Burkholder	✓	
Chair Burtnik	✓	
Trustee Fera	✓	
Trustee MacNeil	✓	
Trustee Nieuwesteeg	✓	
Trustee O'Leary	✓	

## H. ADJOURNMENT

Moved by Trustee O'Leary

**THAT** the May 13, 2014 Committee of the Whole Meeting be adjourned.

**CARRIED**

This meeting was adjourned at 11:13p.m.

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Minutes of the Committee of the Whole Meeting of the Niagara Catholic District School Board held on **May 13, 2014.**

Approved on **June 10, 2014.**

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Rhianon Burkholder  
Vice-Chair of the Board

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John Crocco  
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
MAY 27, 2014**

***PUBLIC SESSION***

**TITLE: ADVOCACY EXPENDITURES POLICY (100.9)**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the revised Advocacy Expenditures Policy (100.9), as presented.

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Prepared by: Giancarlo Vetrone, Superintendent of Business & Finance

Presented by: Policy Committee

Recommended by: Committee of the Whole

Date: May 27, 2014

	<p><i>ADVOCACY EXPENDITURES POLICY</i></p> <p>STATEMENT OF POLICY</p>	<p>Section: 100 - Board</p> <p>No: 100.9</p> <p>Adopted: March 27, 2007</p> <p>Revised: May 27, 2014</p>
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In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the Board supports the value of open communication with governments, ministries and education partners.

The Board will support appropriate expenditures which deal with advocacy initiatives directed to governments, provincial organizations and ministries.

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

References:

- Niagara Catholic – Employee Code of Conduct and Ethics Policy (201.17)
- Trustee Code of Conduct Policy (100.12)

	<p><i>ADVOCACY EXPENDITURES POLICY</i></p> <p>ADMINISTRATIVE GUIDELINES</p>	Section: No: Adopted: Revised:	100 - Board 100.9 March 27, 2007 May 27, 2014
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1. The Director of Education shall recommend for Board approval the appropriate expenditures which relate to advocacy and lobbying initiatives involving governments and ministries.
2. Expenditures related to attending events specific to fundraising by political parties or local politicians will not be approved.
3. Report Cards and Annual Reports shall not be used to advocate a particular position or point of view.
4. The engagement of Board staff and students in advocacy initiatives must be consistent with the Board's Mission Statement.



**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
MAY 27, 2014**

***PUBLIC SESSION***

**TITLE: ANAPHYLAXIS POLICY (302.1)**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the revised Anaphylaxis Policy (302.1), as presented.

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Prepared by: Yolanda Baldasaro, Superintendent of Education

Presented by: Policy Committee

Recommended by: Committee of the Whole

Date: May 27, 2014



## ANAPHYLAXIS POLICY

### STATEMENT OF POLICY

Section:	300 – Schools/Students
No:	302.1
Adopted:	April 28, 1998
Revised:	May 27, 2014

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, all Board employees will support schools in establishing an environment that reduces the risks for all students who suffer severe, life threatening allergic reactions (Anaphylaxis) to certain foods, and/or insect bites and in developing an appropriate intervention plan for those students. This policy is intended to be in full compliance with Sabrina's Law – An Act to Protect Anaphylactic Pupils.

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

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

**Sabrina's Law, 2005, S .O. 2005, c.7**

**Anaphylaxis in Schools & Other Settings, 3<sup>rd</sup> Edition, Canadian Society of Allergy and Clinical Immunology**

**[www.anaphylaxis.ca](http://www.anaphylaxis.ca)**

**[www.aaia.ca](http://www.aaia.ca)**



## ANAPHYLAXIS

### ADMINISTRATIVE GUIDELINES

Section:	300 – Schools/Students
No:	302.1
Adopted:	April 28, 1998
Revised:	May 27, 2014

#### DEFINITION

Anaphylaxis is a **severe life threatening form of allergic reaction**. An allergen is a substance capable of causing an allergic reaction. Possible allergic symptoms are many and may rapidly lead to severe permanent injury, coma and/or death. There is no clinical method to predict the severity or progression of a reaction.

Certain foods, insect stings, latex products and medications are the most common allergens that produce anaphylaxis.

Anaphylaxis requires **immediate** first aid response and **immediate** medical intervention.

The terms student and pupil are interchangeable in these administrative guidelines.

#### ANAPHYLACTIC REACTION – POSSIBLE SIGNS AND SYMPTOMS

Signs and symptoms of a severe allergic reaction can occur within minutes of exposure to an allergen. In rarer cases, the time frame can vary up to several hours after exposure. The ways these symptoms occur can vary from person to person and even from episode to episode in the same person.

An anaphylactic reaction can involve any of the following symptoms, which may appear alone or in any combination, regardless of the triggering allergen:

**Skin system:** hives, swelling, itching, warmth, redness, rash

**Respiratory system (breathing):** coughing, wheezing, shortness of breath, chest pain/tightness, throat tightness, hoarse voice, nasal congestion or hay fever-like symptoms (runny, itchy nose and watery eyes, sneezing), trouble swallowing, swelling of tongue

**Gastrointestinal system (stomach):** nausea, pain/cramps, vomiting, diarrhea

**Cardiovascular system (heart):** pale/blue colour, weak pulse, passing out, dizzy/lightheaded, shock

**Other:** anxiety, feeling of “impending doom”, headache, weakness, uterine cramps, metallic taste

Because reactions are unpredictable, early symptoms should never be ignored, especially if the person has suffered an anaphylactic reaction in the past. It is important to note that anaphylaxis can occur without hives. If an allergic person expresses any concern that a reaction might be starting, the person should always be taken seriously.

#### PURPOSE

The procedures outlined will establish an appropriate response when a parent/guardian or adult student indicates to the Principal, in writing, that the student is at risk for anaphylaxis and that the student will require assistance at the first sign of any allergic reaction. **When in doubt, administer appropriate medication unless otherwise specified in writing by the student’s allergist or physician.**



## PROCEDURES

1. The parent/guardian or adult student must inform the Principal, in writing, that his/her child or he/she is at risk for anaphylaxis, and must outline the possible symptoms and requested intervention by school staff on the **Anaphylaxis Emergency Plan form (Appendix C)**.
2. The parent/guardian or adult student shall familiarize him/herself with Board Policy and School Anaphylaxis Administrative Guidelines (Board Policy No. 302.1).
3. The parent/guardian or adult student shall provide the required medication to the school with instructions for intervention on a completed copy of the Anaphylaxis Emergency Plan form (Appendix C).
4. The Emergency Plan will include:  
A completed copy of the Anaphylaxis Emergency Plan form (Appendix C).
5. A copy of the current Anaphylaxis Emergency Plan form (Appendix C) must be filed in the student's OSR and copies must be located in the areas designated by the Principal. The form must be readily available in the event of emergency.
6. The Principal shall establish and maintain a School Anaphylaxis Management Plan. The plan shall include the development and maintenance of strategies that reduce the risk of exposure to anaphylactic agents in all areas of the school (Appendix A).
7. In a school, where a student has been identified as at risk for anaphylaxis, the Principal shall enlist the support and co-operation of all staff, students and parents/guardians so as to reduce the potential risk to the student.
8. Elementary Principals shall send a letter to the parents/guardians of the other students in the classroom of the at risk student informing them of the situation and requesting that the specific allergens not be sent to school (Appendices E, F: Sample Letter to Parents/Guardians).
9. Elementary and Secondary Principals shall also send communication home to all members of the school community (School Newsletter – Appendix G) indicating the presence of a student(s) with a life threatening allergic condition outlining the need to take appropriate action by requesting parents/guardians and students to cooperate by refraining from sending specific foods to school. In addition, elementary and secondary principals shall inform the school community about the Anaphylaxis Policy and Administrative Guidelines in the Student Handbook (Appendix B).
10. Prior to or on the 1st day of school each year, it is the responsibility of the parent/guardian or student (at the age of majority) to initiate the process again and present the school with updated information and appropriate and up-to-date medication (check expiry date).
11. At the end of the school year the parent/guardian will be contacted to pick up the unused medication. If the parent/guardian does not comply, the Principal/Designate will take the medication to a local pharmacy.

## **SCHOOL STAFF TRAINING**

All teaching, support staff and others at the school must familiarize themselves with students/staff members who are at risk for anaphylaxis. They will receive training in recognizing and responding to the signs and symptoms to anaphylactic reaction on an annual basis.

A Niagara Region Public Health Nurse from the School Health Program shall be contacted to provide training to all staff on giving the epinephrine auto-injector (e.g. EpiPen® or Allerject™) at the beginning of each school year or as soon as an at-risk individual(s) has been identified at the school.

Should staff change at any time throughout the year, it is the responsibility of the Principal to inform and provide training for new staff member(s) and occasional teachers.

## **GENERAL ANAPHYLAXIS EMERGENCY GUIDELINES:**

### **INDIVIDUALS KNOWN TO BE AT RISK FOR ANAPHYLAXIS**

When a person is known to be at risk of anaphylaxis displays initial symptoms, then it must be presumed that the person is in need of the assistance outlined in the Anaphylaxis Emergency Plan form (Appendix C). IMMEDIATE intervention is essential, unless otherwise specified by the student's allergist/physician. No ill side effects will result from the administration of emergency medication if he/she is not experiencing an anaphylactic reaction. Unless otherwise specified in writing, the following steps are to be followed when a student is experiencing a known or suspected anaphylactic reaction:

GIVE EPINEPHRINE AUTO-INJECTOR (e.g. EpiPen® or Allerject™) immediately (Appendix H). Note the time the epinephrine auto-injector was administered.

CALL 911 (AMBULANCE) and inform the dispatcher that an individual is having a life threatening allergic reaction (anaphylactic reaction).

NOTIFY PARENT/GUARDIAN.

### **In a Case where an Ambulance Does Not Arrive:**

If the ambulance has not arrived within 5 to 15 minutes and if the reaction continues or worsens, give a second epinephrine auto-injector (e.g. EpiPen® or Allerject™).

Even if symptoms subside entirely, this student must be taken to the hospital by ambulance.

### **INDIVIDUALS NOT KNOWN TO BE AT RISK OF ANAPHYLAXIS**

A student/person not known to be at risk for anaphylaxis may also display symptoms of severe allergic reaction. In such circumstances, school staff should assess the situation and take action as would be appropriate for any other illness/injury/emergency incident, including administration of epinephrine.

## **EMERGENCY USE OF EPINEPHRINE AUTO-INJECTOR**

**In either case, where individuals are known or not known to be at risk of anaphylaxis, and should ANAPHYLAXIS appear imminent, any available epinephrine auto-injector (e.g. EpiPen® or Allerject™) must be used. Please follow the General Anaphylaxis Emergency Guidelines (Appendix H).**

In this circumstance, the parent/guardian of the student or adult student whose epinephrine auto-injector was used in the above emergency situation must be notified immediately by the Principal/designate. The Principal will make arrangements with the parent/guardian/adult student for a replacement epinephrine auto-injector at the Board's expense.



### DIVISION OF RESPONSIBILITIES

Increased safety for students at risk for anaphylaxis in a school setting depends on the cooperation of the entire school community.

To minimize risk of exposure, and to ensure rapid response to emergency, parents/guardians, students and school personnel must understand and fulfill their responsibilities.

#### RESPONSIBILITIES OF PARENTS/GUARDIANS OF AN ANAPHYLACTIC CHILD

- Be informed of the Niagara Catholic District School Board's Anaphylaxis Administrative Guidelines and School Anaphylaxis Management Plan.
- Complete and authorize Anaphylaxis Emergency Plan form (Appendix C) that has been approved by the student's allergist/physician.
- Review both the Anaphylaxis Emergency Plan form (Appendix C) and the procedures for reducing risk with school personnel annually.
- Provide transportation for their child until emergency procedures are in place for busing.
- Provide a MedicAlert<sup>®</sup> bracelet for their child.
- Inform the school of their child's allergies.
- Provide the school with current medical instructions from their physician for administering auto-injector.
- Provide the school with up-to-date and sufficient number of epinephrine auto-injectors (e.g. EpiPen<sup>®</sup> or first dose of Allerject<sup>™</sup>) for the entire school year.
- Provide and maintain up-to-date emergency contact information to the school.
- Provide support to school and teachers, as requested.
- Provide in-service for staff, if requested.
- Assist in school communication plans.
- Be willing to provide safe foods for special occasions (if appropriate).
- Teach their child:
  - to recognize the signs and symptoms of an anaphylactic reaction;
  - to know where medication is kept and who can get it;
  - to carry his/her own epinephrine auto-injectors (e.g. EpiPen<sup>®</sup> or Allerject<sup>™</sup>) in a fanny-pack;
  - to not share snacks, lunches or drinks;
  - to understand the importance of hand-washing, and to wash hands before and after eating;
  - to report bullying/threats/harassment to an adult in authority;
  - to take as much responsibility as possible for his/her own safety.
- Welcome other parent/guardian calls with questions about safe foods.
- Participate in advisory/support groups.

## RESPONSIBILITIES OF THE SCHOOL PRINCIPAL

### With Parent/Guardians and Students:

- Develop an individual Anaphylaxis Emergency Plan for each student who has an anaphylactic allergy, in consultation with student's parent(s)/guardian(s).
- Work closely with the parents/guardians of anaphylactic students.
- Develop a School Anaphylaxis Management Plan to implement the Board Policy and Guidelines for reducing risk of anaphylaxis in all areas of the school, reviewed on an annual basis with school staff at the beginning of each school year.
- Ensure completion of all necessary forms by parents/guardians: Appendix C - Anaphylaxis Emergency Plan at registration and to update the information on an annual basis.
- Direct parents/guardians of anaphylactic students to relevant Board and school policies and procedures and provide the opportunity to review them together.
- Inform all students, staff and parents/guardians that students with life-threatening allergies are in attendance and ask for their support.
- Communicate with the Catholic School Council to increase awareness of anaphylaxis and the role of the school in helping to protect students with life-threatening allergies.
- Advise the parents/guardians of other students on the school bus, explaining anaphylaxis and the need for their cooperation.
- Post a board provided "Anaphylaxis Aware" sign at entrances of the school.

### With School Staff:

- Maintain a file for each anaphylactic pupil of current treatment and other information, including a copy of any prescriptions and instructions from the student's physician and a current emergency contact list.
- Inform all students, staff and parents/guardians that students with life-threatening allergies are in attendance and ask for their support.
- Post allergy-alert forms in the staff room, classroom, office and other appropriate rooms.
- Post Anaphylaxis Emergency Plans at appropriate places in the school (Appendix C).
- Maintain up-to-date emergency contacts and telephone numbers in the school office.
- Ensure that staff and volunteers have received instructions with giving an epinephrine auto-injector (e.g. EpiPen® or Allerject™).
- Practice emergency procedures with all staff.
- In cooperation with the parents/guardians and classroom teacher, may implement a "buddy" system to enhance safety.
- Ensure that occasional teachers and support staff are informed of the presence of an anaphylactic student and procedures.
- Arrange for annual in-services with all staff.
- Store epinephrine auto-injectors (e.g. EpiPen® or Allerject™), labeled and in an easily accessible location known to all staff.
- Ensure that surfaces such as tables, toys, etc. are carefully cleaned of contaminating foods.

### With Executive Director, Niagara Student Transportation Services:

- Complete and submit the annual memorandum from Transportation Services regarding Anaphylactic Students Using Transportation to the Executive Director, Niagara Student Transportation Services.
- Inform the Executive Director, Niagara Student Transportation Services of any problems reported regarding busing and the safety of anaphylactic students.
- Establish and implement procedures prohibiting eating on the school bus.
- Advise the bus driver of the presence of a student with life-threatening allergies on his/her bus.
- Advise the parents/guardians of other students on the school bus, explaining anaphylaxis and the need for their cooperation.



#### Other:

- Establish safety procedures for field trips and extra-curricular activities as it applies to an anaphylactic student. Additional epinephrine auto-injectors (e.g. EpiPen® or Allerject™), should be brought on field trips. Communicate with parent/guardian prior to activity.
- Conduct spot checks along with staff to reinforce the student's responsibility to carry epinephrine auto-injectors (e.g. EpiPen® or Allerject™) and wear MedicAlert® notification.
- In the event, an elementary student who has a known food allergen in his/her lunch shares a classroom with a student with life-threatening allergies, the Principal must provide an alternate eating location for them to eat separately. Secondary School Principals must provide an alternate eating location for students with life-threatening allergies on request.
- Caterers or other businesses that supply food or food services to cafeterias within the jurisdiction of the Niagara Catholic District School Board must, as part of their contractual agreement, ensure personnel are trained to reduce the risk of cross-contamination through purchasing, handling, preparation and serving of food and clearly identify the contents of foods served.
- Principals, parents and food service staff should work closely together to ensure that food being served during lunch and snack programs is appropriate. If there is any uncertainty, food-allergic children should only eat food which parents have approved.
- Ensure a safe eating environment for children with food allergies which is agreeable to the allergic child and his/her parents/guardians.

#### RESPONSIBILITIES OF THE CLASSROOM TEACHER

- Participate in the review of the Anaphylaxis Emergency Plan (Appendix C) for students in his/her classroom with life-threatening allergies.
- Participate in regular training about anaphylaxis and epinephrine auto-injectors (e.g. EpiPen® or Allerject™).
- Display a photo-poster in the classroom, with parental approval and regard to the privacy needs of older students.
- Discuss anaphylaxis with the class in age-appropriate terms.
- Advise students not to share lunches, food implements or trade snacks.
- Choose alternatives to using food as a reward.
- Establish procedures to encourage the anaphylactic student to eat only what he/she brings from home.
- Reinforce hand-washing with soap and water before and after eating for all students.
- Advise students of disposing all food refuse properly.
- Facilitate communication with other parents/guardians.
- In cooperation with the parents/guardians and the Principal, may implement a "buddy" system to enhance safety.
- Follow Board policies and school procedures for reducing risks in classrooms and common areas.
- Conduct spot checks to reinforce the student's responsibility to carry epinephrine auto-injectors (e.g. EpiPen® or Allerject™) and wear MedicAlert® notification.
- Leave the Anaphylaxis Emergency Plan(s) in an organized, prominent and accessible format for occasional teachers, parent/guardian volunteers, or others who may have occasional contact.
- Plan appropriately for field trips. Communicate with parent/guardian prior to activity.
- Ensure that Anaphylaxis Emergency Plan (Appendix C) is considered, and epinephrine auto-injectors (e.g. EpiPen® or Allerject™) are taken.

## RESPONSIBILITY OF EXECUTIVE DIRECTOR, NIAGARA STUDENT TRANSPORTATION SERVICES

- Ensure that the bus company is familiar with the Board's Policy and Administrative Guidelines on Anaphylaxis (Board Policy No. 302.1).

## RESPONSIBILITIES OF BUS OPERATORS AND BUS DRIVERS

- Ensure that all bus drivers are familiar with the Board's Policy and Administrative Guidelines on Anaphylaxis (Board Policy No.302.1) and follow bus company policy procedures for anaphylactic students.
- Participate in training offered by the bus company.

## RESPONSIBILITIES OF PUBLIC HEALTH/SCHOOL NURSE

- Consult with and provide information to parents/guardians, students, and school personnel.
- Participate and/or conduct in-services, including training, in the use of epinephrine auto-injectors (e.g. EpiPen® or Allerject™).
- Assist in developing Anaphylaxis Emergency Plan form (Appendix C) when requested.
- Refer known cases of anaphylaxis to the school principal.
- Be available as a school resource.

## RESPONSIBILITIES OF ANAPHYLACTIC STUDENTS

- Take as much age-appropriate responsibility as possible for avoiding allergens.
- Eat only foods brought from home or approved by parents/guardians for consumption.
- Take responsibility for checking labels and monitoring intake (as age appropriate).
- Wash hands frequently with soap and water and always before eating.
- Learn to recognize symptoms of an anaphylactic reaction (as age appropriate).
- Promptly inform an adult, as soon as suspected accidental exposure occurs or symptoms appear.
- Carry epinephrine auto-injectors (e.g. EpiPen® or Allerject™) at all times as soon as age appropriate.
- Wear MedicAlert® identification.
- Know how to use the epinephrine auto-injector (e.g. EpiPen® or Allerject™) (as age appropriate).

## RESPONSIBILITY OF SCHOOL COMMUNITY

- Respond co-operatively to requests from the school to reduce allergens from packed lunches, snacks and special occasions etc.
- Participate in parent/guardian information sessions.
- Encourage students to respect an anaphylactic student and school policies.

## RESPONSIBILITIES OF ALL STUDENTS (AS AGE APPROPRIATE)

- Learn to recognize symptoms of anaphylactic reaction.
- Do not share food, especially with anaphylactic students.
- Follow school rules about reducing allergens in the classroom.
- Refrain from bullying/teasing/harassing a student with a food allergy.
- Wash hands with soap and water before and after eating.
- Dispose all food refuse properly.
- Respect the rights and needs of others.

### GENERAL INFORMATION

#### DEFINITION

##### Anaphylaxis

Anaphylaxis (pronounced *anna-fill-axis*) is a serious allergic reaction that is rapid in onset and may cause death. An allergen is a substance capable of causing an allergic reaction. Upon first exposure, the immune system treats the allergen as something to be rejected and not tolerated. This process is called *sensitization*. Re-exposure to the same allergen in the now-sensitized individual may result in an allergic reaction, which in its most severe form, is called *anaphylaxis*.

Foods such as peanuts, tree nuts (e.g. almond, cashew, hazelnut, pistachio), fish, shellfish, eggs, milk, sesame, soy and wheat as well as insect stings (e.g. yellow jackets, hornets, wasps, honey bees), latex products and medications, are the most common allergens that produce anaphylaxis. Anaphylaxis requires immediate first aid response and immediate medical intervention.

Although many substances have the potential to cause anaphylaxis, the most common triggers are foods and insect sting (e.g. yellow jackets, hornets, wasps, honey bees). In Canada, the most common food allergens that cause anaphylaxis are: peanut, tree nuts (almonds, Brazil nuts, cashews, hazelnuts, macadamia nuts, pecans, pine nuts, pistachios, walnuts), milk, egg, seafood (fish, shellfish, crustaceans), soy, wheat, mustard and sulphites (a food additive). Health Canada requires these ‘priority allergens’ to always be identified on food labels by their common names.

#### IDENTIFICATION

In many cases, the medical diagnosis of anaphylactic allergies is made at a pre-school age, on early exposure to the allergen. The severity of a reaction cannot be predicted. Signs and symptoms of a severe allergic reaction can occur within minutes of exposure to an allergen. In rarer cases, the time frame can vary up to several hours after exposure. The ways these symptoms occur can vary from person to person and even from episode to episode in the same person.

Symptoms of anaphylaxis generally include two or more of these four body systems: skin, respiratory, gastrointestinal and/or cardiovascular. However, low blood pressure alone (i.e. cardiovascular system), in the absence of other symptoms, can also represent anaphylaxis.

#### INITIAL SCHOOL INVOLVEMENT

Typically, the young child has previously had an unusual reaction to the allergen before entering the school system. The allergic reaction prompts the parent/guardian to seek medical treatment and subsequently a diagnosis of high risk for anaphylaxis is made. When the child reaches school age, the child’s parents/guardians notify the school of the condition and outline the expected response. While it is unlikely that the parent/guardian of a young child will fail to fully inform the school of the child’s high risk of anaphylaxis, school intake procedures should seek to identify those students at risk for anaphylaxis.

#### AVOIDANCE STRATEGIES

Avoidance is the cornerstone of preventing an allergic reaction. Much can be done to reduce the risk when avoidance strategies are developed. General recommendations for food and insect stings are provided in *Anaphylaxis in Schools & Other Settings*, 3<sup>rd</sup> Edition.

For food-allergic individuals, the key to remaining safe is avoidance of the food allergen. It must be stressed that very small or minute amounts of certain foods can cause severe reactions when ingested. This may happen if a person at risk touches an allergenic substance and then subsequently touches the mouth. Even a very small amount 'hidden' in a food or a trace amount of an allergen transferred to a serving utensil has the potential to cause a severe allergic reaction.

While it is difficult to completely eliminate all allergenic ingredients due to hidden or accidentally introduced sources, it is possible and extremely important to reduce the risk of exposure to them. Effective ingredient label reading, special precautions for food preparation, proper hand washing and cleaning go a long way toward reducing the risk of an accidental exposure.

Examples of cross contamination:

1. A spoon is used to stir chocolate syrup into milk. The same spoon is accidentally used to stir chocolate syrup into soy beverage. The milk-allergic person reacts upon taking a sip of the chocolate soy beverage.
2. Students sharing food with an allergic child.



# Appendix C

Anaphylaxis Emergency Plan: \_\_\_\_\_ (Name)

**This person has a potentially life-threatening allergy (anaphylaxis) to:**

PHOTO	<p>(Check the appropriate boxes)</p> <p><input type="checkbox"/> Food(s): _____</p> <p><input type="checkbox"/> Insect stings</p> <p><input type="checkbox"/> Other: _____</p> <p>Food: The key to preventing an anaphylactic emergency is <u>absolute avoidance</u> of the allergen. People with food allergies should not share food or eat unmarked/ bulk foods or products with a “may contain” warning.</p> <p>Epinephrine Auto-Injector: Expiry date: _____ / _____</p> <p>Dosage:      <input type="checkbox"/> EpiPen®                      <input type="checkbox"/> 0.15 mg    <input type="checkbox"/> 0.30 mg</p> <p>                  <input type="checkbox"/> Allerject™                      <input type="checkbox"/> 0.15 mg    <input type="checkbox"/> 0.30 mg</p> <p>Location of Auto-Injector(s): _____</p> <p><input type="checkbox"/> Previous anaphylactic reaction: Person is at greater risk.</p> <p><input type="checkbox"/> Asthmatic: Person is at greater risk. If person is having a reaction and has difficulty breathing, give epinephrine auto-injector before asthma medication.</p>
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**A person having an anaphylactic reaction might have ANY of these signs and symptoms:**

- Skin system: hives, swelling, itching, warmth, redness
  - Respiratory system (breathing): coughing, sneezing, shortness of breath, chest pain/tightness, throat tightness, hoarse voice, nasal congestion or hay fever-like symptoms (runny, itchy nose and watery eyes, sneezing), trouble swallowing
  - Gastrointestinal system (stomach): nausea, pain/cramps, vomiting, diarrhea
  - Cardiovascular system (heart): pale/blue colour, weak pulse, passing out, dizzy/lightheaded, shock
  - Other: anxiety, feeling of “impending doom”, headache, uterine cramps, metallic taste
- Early recognition of symptoms and immediate treatment could save a person’s life.

**Act quickly. The first sign of a reaction can be mild, but symptoms can get worse very quickly.**

1. Give epinephrine auto-injector (e.g. EpiPen® or Allerject™) at the first sign of a known or suspected anaphylactic reaction. (See attached instruction sheet.) Note the time the epinephrine auto-injector was administered.
2. Call 9-1-1 or local emergency medical services, tell them someone is having a life-threatening allergic reaction.
3. Give a second dose of epinephrine in 5 to 15 minutes IF the reaction continues or worsens.
4. Go to the nearest hospital immediately (ideally by ambulance), even if symptoms are mild or have stopped. The reaction could worsen or come back, even after proper treatment. Stay in the hospital for an appropriate period of observation as decided by the emergency department physician (generally about 4 hours).
5. Call emergency contact person (e.g. parent, guardian).

**Emergency Contact Information**

Name	Relationship	Home Phone	Work Phone	Cell Phone

The undersigned patient, parent, or guardian authorizes any adult to administer epinephrine to the above-named person in the event of an anaphylactic reaction, as described above. This protocol has been recommended by the patient’s physician.

This information is being collected pursuant to the provisions of the Municipal Freedom of Information and Protection of Privacy Act and under the Authority of The Education Act, c. 129, s. 60 and will be used for the purposes of the Emergency Allergic Reaction Form and Obtaining Consent for Intervention during an Emergency Allergic Reaction. Questions about this collection should be directed to the Superintendent of Education at the Niagara Catholic District School Board, 427 Rice Road, Welland, Ontario L3C 7C1 Telephone 905-735-0240.

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, I give consent for the pertinent medical information concerning my child to be released as required. I have read and reviewed Appendix A: Division of Responsibilities regarding Anaphylaxis, Policy No. 302.1.

\_\_\_\_\_  
Patient/Parent/Guardian Signature                      Date                      Physician Signature                      Date



## APPENDIX E

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### SAMPLE LETTER [A] TO PARENTS/GUARDIANS

[To inform school community about Anaphylaxis]

(Elementary)

Dear Parents/Guardians,

Within our school community, there are several students who have a potentially life-threatening allergy (anaphylaxis) to foods, predominantly to peanuts and tree nuts (e.g. almond, cashew, hazelnut, pistachio).

We feel the best way to reduce the risk of accidental exposure to these students is to respectfully ask for the co-operation of the parents/guardians within this school community to avoid sending peanut butter or products with peanuts listed in the ingredients.

There is a wide range of nutritious foods available to pack for your child. Visit [www.eatrightontario.ca](http://www.eatrightontario.ca) for suggestions.

For more information on anaphylaxis, visit [www.anaphylaxis.ca](http://www.anaphylaxis.ca) or [www.aaia.ca](http://www.aaia.ca)

What is the school doing to help?

We are talking to the students about Anaphylaxis and showing age appropriate videos. Young students view the video, "The Elephant Who Couldn't Eat Peanuts." We are working hard at preventing accidental exposure. It is also important that we have common routines throughout the entire school. Since there is team teaching and many shared areas (washrooms, fountains, gym, library, computers, etc.) students are at risk of coming in contact with allergens. The teachers will explain the importance of the following health and safety routines to the students in their classrooms:

1. Wash your hands with soap and water before and after eating.
2. Do not bring food that contains peanuts/tree nuts.
3. Do not accept food from other students especially if you have food allergies.
4. Snacks are not permitted outside in the schoolyard.
5. Dispose of all food refuse properly.

Preventative safety measures for Anaphylaxis are now commonplace in our schools. Our Board has a policy in place to help ensure the safety of our students.

We would ask you to talk to your children about these preventative safety measures, which are going into effect immediately. Please sign the tear off form below to ensure you have received this information and return it to the classroom teacher tomorrow. Your questions and suggestions are most welcome. Your co-operation in this matter is greatly appreciated.

Yours in Catholic Education,

Principal

ANAPHYLAXIS SAFETY NOTICE

Student's Name: \_\_\_\_\_

Teacher: \_\_\_\_\_

I have read the safety recommended notice and am aware of the Board's Anaphylaxis policy and precautions for the safety of students with Anaphylaxis.

Parent/Guardian's Signature: \_\_\_\_\_

Comments below:

## APPENDIX F

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### SAMPLE LETTER [B] TO PARENTS/GUARDIANS

[To inform school community about Anaphylaxis]

(Elementary)

Dear Parents/Guardians,

I hope you will consider this letter very carefully and join the staff in taking care to ensure the safety of all the students in the school.

A number of our students have a potentially life-threatening allergy (anaphylaxis) to peanuts and tree nuts (e.g. almond, cashew, hazelnut, pistachio). These students are in various grades and we must all join together to ensure their safety.

I ask respectfully that families cooperate by enjoying peanut/tree nut-containing products at home (please do not send to school).

1. All foods must be eaten in the classroom – absolutely not outside or on the bus.
2. Food is not to be shared with other students.
3. Utensils are not to be shared with other students.
4. Hands are to be washed before and after eating with soap and water.
5. Dispose of all food refuse properly.

On behalf of the students and their parents/guardians, I thank you for your co-operation.

Yours in Catholic Education,

Principal





## APPENDIX G

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### ELEMENTARY & SECONDARY NEWSLETTER INSERT [To inform school community about Anaphylaxis]

#### Anaphylaxis Policy

At the beginning of every school year, we remind all students and parents/guardians of our Board's Anaphylaxis Policy.

At \_\_\_\_\_ [school name] we have Emergency Guidelines, which clearly state what medical procedures must occur for those students who have various life-threatening medical conditions.

We are reminding all students and parents/guardians that we have students in our school who are known to have a potentially life-threatening allergy called Anaphylaxis.

Anaphylaxis is a serious allergic reaction that is rapid in onset and may cause death. While fatalities are rare, anaphylaxis must always be considered a medical emergency requiring immediate treatment.

Symptoms of anaphylaxis generally include two or more of these four body systems: skin, respiratory, gastrointestinal and/or cardiovascular. However, low blood pressure alone (i.e. cardiovascular system), in the absence of other symptoms, can also represent anaphylaxis. Breathing difficulties and low blood pressure are the most dangerous symptoms and both can lead to death if untreated. Anaphylaxis is an unpredictable condition as signs and symptoms can vary from one person to the next and from one episode to another in the same person.

In Canada, the most common food allergens that cause anaphylaxis are: peanut, tree nuts (almonds, Brazil nuts, cashews, hazelnuts, macadamia nuts, pecans, pine nuts, pistachios, walnuts), milk, egg, seafood (fish, shellfish, crustaceans), soy, wheat, mustard and sulphites (a food additive).

Anaphylaxis requires immediate first aid response and immediate medical intervention.



## APPENDIX H

### GENERAL ANAPHYLAXIS EMERGENCY GUIDELINES

1. Administer the epinephrine auto-injector (e.g. EpiPen®, Allerject™).

Don't hesitate. It can be life saving. Note the time the epinephrine auto-injector was administered.

The student should rest quietly. **DO NOT SEND THE STUDENT TO THE OFFICE.** To give epinephrine auto-injector:

EpiPen® (Blue safety cap)

- Flip open the yellow cap of the EpiPen® or green cap of the EpiPen® Jr and remove from carrying case.
- Form a fist around the unit with orange tip point down – needle comes out this end; never put thumb, fingers or hand over orange tip.
- With your other hand pull off blue safety release cap.
- Swing at a 90 degree angle, firmly pushing in (so tip does not slide and unit is activated). You will hear a click. Designed to go through clothing.
- Hold firmly against thigh for approximately 10 seconds to make sure mechanism does not retract needle too soon and all medication is delivered.
- Remove unit from thigh – the orange needle cover automatically extends to cover the used needle.

Allerject™

- Pull Allerject™ from outer case.
- Pull off RED safety guard.
- Place BLACK end AGAINST the MIDDLE of the OUTER thigh (through clothing, if necessary), then press firmly and hold in place for five seconds.
- Seek immediate medical or hospital care.

2. HAVE SOMEONE CALL 911 (AMBULANCE) and inform the dispatcher that an individual is having an anaphylactic reaction.

- The student should be rushed to the hospital by ambulance after administration of epinephrine auto-injector (e.g. EpiPen® or Allerject™). Give used epinephrine auto-injector (e.g. EpiPen® or Allerject™) to ambulance crew to take to the hospital. Any additional epinephrine auto-injectors (e.g. EpiPens® or Allerject™) should accompany the student in case a second injection is required if symptoms persist or recur.

- The time when the first epinephrine auto-injector was administered should be noted so that the second epinephrine auto-injector (e.g. EpiPen® or Allerject™) can be administered in 5 to 15 minutes, if symptoms persist or recur. The provision of an adequate number of EpiPens® or Allerject™ is the responsibility of the parent/guardian.

3. NOTIFY PARENT/GUARDIAN.

4. If the ambulance has not arrived within 5 to 15 minutes and if the reaction continues or worsens, give a second epinephrine auto-injector (e.g. EpiPens® or Allerject™) if available.

5. Even if symptoms subside entirely, this student must go to the hospital by ambulance.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
MAY 27, 2014**

***PUBLIC SESSION***

**TITLE: ELECTRONIC MEETINGS (BOARD AND COMMITTEES)  
POLICY (100.8)**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the revised Electronic Meetings (Board and Committees) Policy (100.8), as presented.

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

Presented by: Policy Committee

Recommended by: Committee of the Whole

Date: May 27, 2014

	<b>TRUSTEE ELECTRONIC MEETINGS POLICY (Board and Committees) STATEMENT OF POLICY</b>	Section:	100 - Board
		No:	100.8
		Adopted:	October 25, 2005
		Revised:	May 27, 2014

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

The Board recognizes that there may be occasions when Trustees and Student Trustees are unable to be physically present for a meeting of the Board and/or its Committees. To ensure that Trustees have every opportunity to participate in the meetings of the Board and its Committees, the Board is committed to ensuring participation in meetings, upon request, through electronic means.

At the request of any Trustee or Student Trustee, the Board shall provide the appropriate technology to ensure that two way communication is available for Trustee participation in the meeting. A written request shall be made to the Director of Education a minimum of 48 hours (excluding weekends or holidays) prior to the date of the meeting.


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

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

### ***References***

Ontario Regulation 463/97 amended to 268/06  
Education Act (s.208.1; s. 229 (a))  
Board By-Laws (100.1)  
Trustee Code of Conduct Policy (100.12)



	<b>TRUSTEE ELECTRONIC MEETINGS POLICY (Board and Committees) ADMINISTRATIVE GUIDELINES</b>	Section:	100 - Board
		No:	100.8
		Adopted:	
		Revised:	May 27, 2014

## DEFINITION

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

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

## PROCESS FOR ELECTRONIC MEETINGS

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

1. The electronic means shall permit the Trustee or Student Trustee to hear and be heard by all other participants in the meeting.
2. The electronic means shall be provided in such a way that the rules governing conflict of interest of members are complied with.
3. During meetings that are closed to the public, Trustees who are participating in the meeting through electronic means will ensure that confidentiality is maintained at all times.
4. Trustees using electronic means to participate in meetings shall inform the Chair of the Board or the Chair of the Board Committee about their intentions to leave the meeting whether on a temporary or permanent basis.
5. Student Trustees who are participating in closed meetings through electronic means shall participate in all proceedings with the exception of those that are closed to the public under clause 207 (2) (b) of the Education Act.
6. At every meeting of the Board or the Committee of the Whole, or of a committee of the Board, the following persons shall be physically present in the meeting room of the Board:
  - The Chair of the Board or his/her designate;
  - At least one additional member of the Board; and
  - The Director of Education or his/her designate.
7. At every meeting of a committee of the Board, except the Committee of the Whole Board, the following persons shall be physically present in the meeting room of the committee:
  - The Chair of the Committee or his/her designate
  - The Director of Education or his/her designate

8. If it is not possible for the required persons (as outlined in 7 and 8) to be physically present at the meeting, the request for an electronic meeting shall be refused.
9. The meeting room of the Board or of a committee of the Board shall be open to permit physical attendance by members of the public at every meeting of the Board or of a Committee of the Board, where the meeting is not closed to the public.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
MAY 27, 2014**

***PUBLIC SESSION***

**TITLE: STUDENT TRANSPORTATION POLICY (500.2)**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the revised Student Transportation Policy (500.2), as presented.

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Prepared by: Giancarlo Vetrone, Superintendent of Business & Finance

Presented by: Policy Committee

Recommended by: Committee of the Whole

Date: May 27, 2014



	<b>STUDENT TRANSPORTATION POLICY</b>  <b>STATEMENT OF POLICY</b>	Section:	500 – Auxiliary Services
		No:	500.2
		Adopted:	March 27, 2007
		Revised:	May 27, 2014

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board and in accordance with the *Education Act*, school boards may provide home-to-school or school-to-school transportation for their students who are resident pupils within the Board’s jurisdiction.

Transportation may be provided for elementary and secondary school students when the walking distance from the student’s residence to their home school is equal to or greater than the distance listed below:

Grade Level	Kilometers
ELKP	.80
Grades 1 8	1.60
Grades 9 12	2.50

All distances referenced shall be the shortest walking route, measured from the point at which the laneway or driveway of the student’s residence joins the roadway to the nearest roadway or pathway/sidewalk entrance to the school property. The distance from a student’s residence to the bus pickup or discharge location shall not exceed the transportation eligibility distances. Where a student encounters safety hazards on his/her walk to school with the approval of the Family of Schools Superintendent of Education and the Executive Director of Niagara Student Transportation Services, consideration may be given to providing appropriate transportation for the student.

Transportation may be provided to students with special education needs, with the approval of the Family of Schools Superintendent of Education and the Superintendent of Education – Special Education.

Transportation may be provided to students, who attend a school other than their home school for approved program attendance, with the approval of the Family of Schools Superintendent of Education and the Superintendent of Education – Program.


Every effort will be made to keep student transportation time from home to school at a reasonable level. Whenever possible and practical, the transportation time is not expected to exceed one hour.

In situations where a student does not qualify for transportation under the Board’s normal eligibility criteria, it is the parent’s responsibility to ensure that their child gets to and from school safely.

The Director of Education, in consultation with the Niagara Student Transportation Services (NSTS) Consortium, will issue Administrative Guidelines for the implementation of this policy.

**References:**

- *Education Act, R.S. 1990, c.E.2 S.190*
- *Accessibility Standards Policy (800.8)*
- *Niagara Student Transportation Services Consortium*
- *Admission of Elementary and Secondary Students Policy (301.1)*
- *Transportation and School Operations for Inclement Weather Policy (500.1)*
- *Educational Field Trips Policy (400.2)*

	<b>STUDENT TRANSPORTATION POLICY</b>  <b>ADMINISTRATIVE GUIDELINES</b>	Section:	500 – Auxiliary Services
		No:	500.2
		Adopted:	March 27, 2007
		Revised:	May 27, 2014

### **RESPONSIBILITIES FOR THE SAFETY OF STUDENTS (Revised Location in AG)**

Parents should be aware of the Transportation Policy of the Board and of its related Administrative Guidelines. Where a student is eligible for transportation it is the responsibility of parents:

- a. To make appropriate arrangements for the safety of their children while they travel from home to school on foot or by other means;
- b. To ensure that the student is adequately supervised while walking to and from the designated stop.
- c. To explain and reinforce the expected behaviour of their children at the designated stop and on the bus.
- d. To develop and review a plan for their children if they miss the transportation service arranged for them.
- e. To notify the school of any pick-up or drop-off location that differs from their home address and any health conditions of their children that may require immediate medical attention.

### **TRANSPORTATION – HAZARDS**

Hazards are assessed by Niagara Student Transportation Services annually according to set criteria, in consideration of parental responsibilities and with careful attention to consistency across Niagara.

### **TRANSPORTATION – MEDICAL CONDITIONS**

Students with special medical conditions that are debilitating and of a long-term nature, and that are documented by a physician, will be provided with transportation as approved by the Family of Schools Superintendent of Education.

### **TRANSPORTATION OF STUDENTS WITH SPECIAL EDUCATION NEEDS**

Transportation for students with special education needs will be provided in accordance with the following criteria.

- a. The Special Education Department, in consultation with the school Principal and Niagara Student Transportation Services (NSTS), will determine if a student with special needs requires special transportation that is not the regular bussing provided by the Board will obtain approval from the Superintendent of Education – Special Education.
- b. The safety of a student with special needs will be a factor when considering alternative transportation arrangements.

- c. Students with special medical conditions that are debilitating and of a long-term nature, and that are documented by a physician, will be provided with transportation as approved by the Family of Schools Superintendent of Education.
- d. Students enrolled in a Special Education Class, that is unavailable at the student's home school, will be provided with transportation with the approval of the Superintendent of Education - Special Education.
- e. When no such specific education program is involved, parents are responsible for providing transportation for students with special needs attending a school that is outside of their school area.
- f. One school week is required to implement special transportation arrangements.

**EARLY LEARNING KINDERGARTEN PROGRAM STUDENTS:**

- a. Transportation for Early Learning Kindergarten Program (ELKP) students will be provided on the regular morning and afternoon routes.
- b. When a student is eligible for transportation, parents are responsible for the safety of their child at the designated pick-up and drop-off stop location including being present at the stop location to assist their child on and off of the bus.

**TRANSPORTATION OF STUDENTS FOR PROGRAM ATTENDANCE**

Students enrolled in the following educational programs that are unavailable at the student's home school, will be provided with home to school or school to school transportation:

- a. Eucharistic and Liturgical Programs
- b. Journey Retreat
- c. Cyberquest Programs
- d. Alternative Co-operative Education Programs
- e. Apprenticeship Preparation Courses
- f. French Immersion for inbound students within their Family of Schools
- g. Identified Specialist High School Major Programs
- h. Learning Strategies and Social Skills Programs

In accordance with the Boards Admission of Elementary and Secondary Students Policy when no such approved educational program is involved, parents are responsible for providing transportation for students attending a school that is outside of their school area.

**TRANSPORTATION OF STUDENTS TO SUMMER SCHOOL**

Transportation may be provided for students who are authorized to attend secondary school summer courses, as approved by the Superintendent of Education – Continuing Education. The summer school routes cover a large geographic area with central pick-up and drop-off stop locations and it is the responsibility of the student to report to the designated stop location.

## **TRANSPORTATION OF STUDENTS ON FIELD TRIPS**

Transportation may be provided for students who are authorized to participate in field trips organized by the school, in accordance with Board's Educational Field Trips Policy.

## **TRANSPORTATION OF STUDENTS ON "LATE BUSES"**

In order to facilitate the participation of students in co-curricular activities, the Board will endeavour to provide transportation for students who reside in rural areas which are distant from the school. The "late bus" routes cover a large geographic area with central pick-up and drop-off stop locations.

## **RESPONSIBILITIES OF STUDENTS**

Students shall be made aware of the following expectations regarding behaviour on buses and taxis at the beginning of each school year. It is the responsibility of all students:

- a. To avoid anything which might disturb the driver or interfere with the safe operation of the vehicle;
- b. To exercise care, caution, good manners and consideration for others;
- c. To refrain from throwing articles inside the bus or out a window;
- d. To obey promptly the instructions of the driver and school patrollers;
- e. To refrain from smoking, drugs and alcohol;
- f. To refrain from using obscene language;
- g. To keep all parts of the body inside the vehicle at all times;
- h. To remain seated at all times;
- i. To be aware of the fact that misbehaviour on buses may result in suspension or loss of transportation privileges.

## **RESPONSIBILITIES OF THE BUS DRIVERS**

Bus drivers shall adhere to applicable laws, regulations and Board Policies. It is the responsibility of the drivers:

- a. To be courteous, kind but firm and above reproach at all times;
- b. To maintain control over the students riding in the vehicle at all times;
- c. To exercise due care and precaution at all times;
- d. To ensure that all students have left the bus before considering the route complete;
- e. To maintain consistent pick-up and discharge locations and times and to refrain from changing the bus routes without the approval of the Board;
- f. To refrain from smoking inside the vehicle or on the Board's property;
- g. To dress in a suitable and acceptable manner;
- h. To issue a warning to a student who violates the student bus expectations;
- i. To report to the school Principal, in writing, the name of any misbehaving student, the nature of the misbehaviour and any specific action taken.

- j. To respect and secure confidential route and student information provided to perform the transportation service.

### **RESPONSIBILITIES OF PRINCIPALS**

Principals are responsible for the care and well-being of the students while they are being transported on approved vehicles. It is the responsibility of the Principals:

- a. To investigate thoroughly all reported misbehaviour on school vehicles;
- b. To discipline and, if necessary, withdraw or suspend transportation privileges;
- c. To inform parents personally by telephone, and confirm in writing, the details of the disciplinary problem and the action taken;
- d. To encourage and support the use of bus safety education programs for students such as are provided by the Board, bus operators and area police services;
- e. To provide adequate supervision arrangements for the loading and unloading of buses and taxis at their respective schools and be available should a problem arise during the runs;
- f. To notify the parents in writing if a student misbehaves on the bus and inform the parent that further offences may result in the student losing bus riding privileges.
- g. To encourage and support the use of student transportation safety education programs available through NSTS and transportation operators.
- h. To keep student data up to date in the Board's student database, including pick-up and drop-off locations and health related conditions that may require immediate medical attention.

### **RESPONSIBILITIES OF NIAGARA STUDENT TRANSPORTATION SERVICES**

Niagara Student Transportation Services (NSTS) is responsible to plan and administer services in accordance with applicable legislation, regulations and Board Policy, Administrative Guidelines. It is the responsibility of NSTS:

- a. To arrange transportation for students within a reasonable amount of time, with due care for safety and in consideration of students with exceptional needs.

To ensure the safety of students including consistent pick-up and drop-off stop locations, maintain accurate route manifests, support resolving bus safety and behaviour concerns and to communicate health related conditions of students that may require immediate medical attention.

### **OPERATION OF SCHOOL TRANSPORTATION VEHICLES**

Transportation services may be provided to eligible students using contracted school buses, taxis or through services provided by a Public Transit Commission. All transportation agreements for home to school and school to school service will be held between NSTS and the service operator.

Where possible, bus stops should be located where the driver has a clear view of the road in both directions for at least 150 metres. Where possible, bus stops should not be located on a steep grade, brow of a hill, or on a blind curve. Students shall not be discharged on a road or highway until all traffic has come to a complete stop.



At no time shall the number of passengers in any vehicle exceed the capacity for which the vehicle has been licensed by the Ministry of Transportation. Students are not permitted to stand on school buses as a result of a lack of seating spaces (other than for a few start-up days when passenger loads are being assessed and adjusted).

Where it is possible and practical, there shall be co-operation and co-ordination of services with other school boards or private schools in the transportation of elementary and secondary school pupils.

### **EQUIPMENT AND OTHER ITEMS ON TRANSPORTATION VEHICLES**

Where equipment or other items are transported, it is important to ensure that the centre aisle be kept clear in case of an emergency and a quick exit is required. In the interest of student safety, only certain equipment is permitted on school vehicles, as follows:

- a. Musical equipment in cases shall be transported and shall be kept on the students' lap or under the seat, if possible.
- b. Ice skates shall have the blades covered and be tied together or carried in a sports bag. They shall be kept on the floor under the student's seat.
- c. Sports equipment such as skis, poles and skateboards shall not be allowed on the bus.
- d. Program related items shall be transported if special arrangements have been made in advance between the Principal (or designate) and the driver.
- e. Animals, birds, firearms, explosives, water pistols and any items that may interfere with the safe operation of the bus are not allowed.

In case of a dispute, the final decision as to what shall or shall not be transported rests with Niagara Student Transportation Services.

### **COMPLAINT RESOLUTION PROCESS**

In accordance with the Board's Complaint Resolution Policy, every effort shall be made to investigate concerns while recognizing the need for the efficient and safe transportation of students in compliance with the Board's Policies and Administrative Guidelines.

Concerns by parents are to be processed in accordance with the following procedures:

- a. Concerns should be directed initially to the school Principal.
- b. If the concerns are not resolved at the school level, the parent shall be directed to contact Niagara Student Transportation Services.
- c. In accordance with the Board's Complaint Resolution Policy If the concerns are still not resolved, the parent will be requested to contact the appropriate Superintendent of Education for further consideration.

All concerns shall be addressed in a timely manner. The Principal, NSTS and Superintendent of Education will acknowledge the receipt within 24-hours to the person with whom the concern originated. The investigation and resolution process may take longer than 24-hours depending on the nature of the concern.



## **EXCEPTIONS TO ADMINISTRATIVE GUIDELINES**

All exceptions to the Administrative Guidelines criteria must be made by application to NSTS and approved by the appropriate Superintendent of Education. If an additional cost is projected, the Superintendent of Business and Financial Services and Family of Schools Superintendent of Education will be required to approve the request.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
MAY 27, 2014**

***PUBLIC SESSION***

**TITLE: NIAGARA CATHOLIC SYSTEM PRIORITIES 2014-2015**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the Niagara Catholic System Priorities 2014-2015, as presented.

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Prepared by: Senior Administrative Council  
Presented by: John Crocco, Director of Education/Secretary-Treasurer  
Recommended by: Committee of the Whole  
Date: May 27, 2014



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

## REPORT TO THE BOARD MEETING OF MAY 27, 2014

### NIAGARA CATHOLIC SYSTEM PRIORITIES 2014-2015

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#### BACKGROUND INFORMATION

In compliance with the Plan of Action report to the April 22<sup>nd</sup>, 2014 Board Meeting which outlined the submission timelines of the Niagara Catholic System Priorities for 2014-2015 and the Niagara Catholic Annual Budget 2014-2015, the Niagara Catholic System Priorities 2014-2015 are presented to the Committee of the Whole for its consideration. (Appendix A)

Rooted in achieving the expectations and outcomes of the Board approved Niagara Catholic Vision 2020 Strategic Plan; the recently released Ministry of Education *Achieving Excellence* document; and building on the 2013-2014 System Priorities, the Enabling Strategies provide the specific system priority initiatives for 2014-2015 to achieve the Board's two Strategic Directions within its Vision 2020 Strategic Plan.

Senior Administrative Council continued to refine the proposed System Priorities 2014-2015 following consultation and input with Principals and staff through Director's Meetings, Student Senate, department staff at the Catholic Education Centre, Curriculum Councils, Special Education Advisory Council (SEAC) and the Niagara Catholic Parent Involvement Committee (NCPIC). Senior Administrative Council will utilize the System Priorities 2014-2015 as the focus in designing the Niagara Catholic Board Budget 2014-2015 for the consideration of the Board.

Once approved by the Board, a copy of the Niagara Catholic System Priorities 2014-2015 will be sent to all Principals, Vice-Principals, Managers, Bishop Bergie and the Diocese of St. Catharines, the Special Education Advisory Council, Catholic School Councils and the Niagara Catholic Parent Involvement Committee. A poster size copy of the 2014-2015 System Priorities will be placed in a public location in all schools, Board sites and the Catholic Education Centre for review by students, staff, parents and guests to Niagara Catholic. A copy will also be placed on the Board, My Niagara Catholic and My Niagara Catholic Alumni websites.

Senior Administrative Council will continue to update the Committee of the Whole with reports on various initiatives in achieving the System Priorities 2014-2015. A Mid-Year Progress Review of the 2014-2015 System Priorities will be presented at the January 2015 Board Meeting with a Niagara Catholic System Priorities 2014-2015 Achievement Report presented at the September 2015 Board Meeting.

*Appendix A – Niagara Catholic System Priorities 2014-2015*

## RECOMMENDATION

**THAT** the Niagara Catholic District School Board approve the Niagara Catholic System Priorities 2014-2015, as presented.

Prepared by: Senior Administrative Council  
Presented by: John Crocco, Director of Education, Secretary/Treasurer  
Recommended by: John Crocco, Director of Education, Secretary/Treasurer  
Date: May 27, 2014



**NIAGARA CATHOLIC  
SYSTEM PRIORITIES 2014-2015**

*To continue to achieve excellence, ensure equity, promote well-being and enhance public confidence in publically funded Catholic education through the delivery of innovative and supportive programs and services for students and staff rooted in the Board's Mission, Vision and Values.*

***STRATEGIC DIRECTIONS***

***Build Strong Catholic Identity and Community to Nurture the Distinctiveness of Catholic Education***

***Advance Student Achievement for All***

***ENABLING STRATEGIES***

***Provide Supports for Success***

- Design Pathway to Care Program
- Design awareness, prevention and intervention program
- Design clinical support counselling services
- Implement recommendations to enhance Special Education Delivery Model
- Promote Healthy lifestyles for students and staff
- Enhance the development of literacy and numeracy skills for all students

***Enhance Technology for Optimal Learning***

- Implement third year of the digital transformation
- Invest in technology infrastructure
- Invest in human capital for IT support
- Design a strategy for equitable access to technology
- Support student transition planning with technology and professional development

***Building Partnerships and Schools as Hubs***

- Engage Student Voice
- Build and enhance capacity with all partners
- Engage community groups to address needs of children
- Develop Safe School initiatives, resources and supports
- Expand social justice experiences, global citizenship and educational opportunities

***Strengthen Human Resource Practices and Develop Transformational Leadership***

- Deliver third year Human Resources Certificate Program
- Support and monitor implementation of the Attendance Support Program
- Focus Professional Development on assessment, evaluation and reporting
- Implement the third year of Growing in Wisdom to Worship and Witness
- Strengthen teacher content-for-teaching knowledge of mathematics
- Advance instructional leadership in mathematics

***Create Equity and Accessibility of Resources***

- Design a Program and Services Plan
- Design a consolidated Student Achievement Department
- Design a consolidated Speech and Language services - Early Years Primary Team
- Design a model that tracks student reading data
- Apply assessment for learning and math talk strategies
- Advance student achievement on provincial, Board and school assessment
- Exceed provincial graduation target of 85%

***Ensure Responsible Fiscal and Operational Management***

- Produce balanced budget for 2014-2015
- Realign operational staff responsibilities
- Create School-based Budget Program
- Provide timely and relevant financial information
- Implement Emergency Response Protocol
- Relocate the Information Technology and the Facilities Services Centres
- Implement an Energy Saving Program and a school ground greening initiative

***Address Changing Demographics***

- Monitor and report changing enrolment
- Support the diversity of communities
- Design life-skills programs for students



**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
MAY 27, 2014**

***PUBLIC SESSION***

**TITLE: APPROVED MINUTES OF THE SPECIAL EDUCATION  
ADVISORY COMMITTEE (SEAC) MEETING OF  
APRIL 2, 2014**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board receive the Approved Minutes of the Special Education Advisory Committee Meeting of April 2, 2014 as presented for information.



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

## MINUTES OF THE SPECIAL EDUCATION ADVISORY COMMITTEE MEETING WEDNESDAY, APRIL 2, 2014

Minutes of the Meeting of the Special Education Advisory Committee, held on Wednesday, April 2, 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	✓		
<b>Trustees</b>				
Father Paul MacNeil			✓	
Maurice Charbonneau		✓		
<b>Student Senate Representative</b>				
Leah Zahorchak		✓		

The following staff were in attendance:

**Yolanda Baldasaro**, Superintendent of Education; **Danny DiLorenzo**, Principal, Secondary;  
**Amy Dowd**, Coordinator Special Education; **Tina DiFrancesco**, Recording Secretary

**3. Approval of the Agenda**

Moved by Kerry Thomas  
Seconded by Katie Muirhead

**THAT** the Special Education Advisory Committee approve the Agenda of the Special Education Advisory Committee Meeting of April 2, 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 March 3, 2014**

Moved by Kerry Thomas  
Seconded by Katie Muirhead

**THAT** the Special Education Advisory Committee approve the Minutes of the Special Education Advisory Committee Meeting of March 3, 2014 as presented.

**CARRIED**

## **B. PRESENTATIONS**

**1. Re: ACTION4Inclusion**

Grade 12 students from Notre Dame College presented information and spoke about their experiences attending the *Re: ACTION4Inclusion* conference. The event brings together students from high schools around Ontario to explore how we, as a society, view disability, and how that influences our school communities. Students are provided with opportunities to learn and are inspired to share ideas about inclusion. Questions were asked and answered during the presentation.

## **C. VISIONING**

**1. Goals and Vision for 2013/2014**

**1.1 Approval of the SEAC Letter to the Ministry**

The SEAC letter to the Ministry regarding special education was approved at the March 18, 2014 Board meeting and will be sent to the Minister of Education. A copy of the letter will be sent to all Ontario Public and Catholic District School Board SEACs.

### **1.2 SEAC Standing Item/Special Needs Representative on Catholic School Council**

Superintendent Baldasaro informed the members that a SEAC report is now being included as a standing item on the Catholic School Council agenda, under the Principal's report. This information was rolled out to Principals at the March Director's meeting. A discussion was held regarding the content of the report and a suggestion was made to include the SEAC report as a standing item on SEAC agenda.

### **1.3 Report on Completed Goals for Board Website**

Vice-Chair Lavorato will bring the list of completed goals to the next meeting.

## **D. BUSINESS ARISING FROM THE MINUTES OF THE MEETING OF MARCH 3, 2014**

### **1. Learner Advocacy**

### **2. Parent Outreach**

### **3. Program and Service Recommendations**

### **4. Special Education Budget**

Chair Racine inquired about the possibility of a budget presentation. Superintendent Baldasaro will speak with Superintendent Vetrone regarding a possible date.

### **5. Annual Review, Special Education Plan**

Special Education staff met to review the Special Education Plan. Superintendent Baldasaro informed the members that the 2014-2015 Special Education Plan checklist is due to the Ministry of Education on July 31<sup>st</sup>. Copies of the plan will be provided to the SEAC members, Trustees and Senior Administrative Council once completed.

### **6. Other Related Items**

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

Deferred to May meeting

Superintendent Baldasaro made mention that the information that came from SEAC regarding the Niagara Catholic protocol for students not writing exams was taken into consideration during the vetting process for the 2014-2015 School Year Calendar.

## 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. The *Electronics Meetings Policy* was presented. The deadline to respond is April 10, 2014. Katie Muirhead reviewed the policies and did not identify any concerns regarding special education.

The *Criminal Background Check Policy* and *Use of Corporate Logo Policy* were presented. Chair Racine encouraged members to review the policies. The deadline to respond is May 8, 2014.

## E. AGENCY REPORTS

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

Report Submitted

- April 12, 2014 - VOICE HHNP Workshop is being held at Saint Paul Catholic Secondary school: 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.
- *Dress Loud Day* - A spirit day for schools. Participants donate a loonie and wear their loudest, wildest, wackiest shirts, ties, or other clothing. This event is held on the first Friday of **Hearing Awareness Month** or any other day in May that works for your group. Visit [www.voicefordeafkids.com](http://www.voicefordeafkids.com) or call VOICE at 1-866-779-5144 or email [info@voicefordeafkids.com](mailto:info@voicefordeafkids.com). for more details.

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

- March 21 – World Down Syndrome Awareness Day
- Upcoming Event - DSCP Trivia Night

### 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 was a good event and Community Living is having discussion regarding the direction to take now from that event.
- 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

- There is a new local ABC chapter.

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

- Community Living – Grimsby, Lincoln and West Lincoln is hosting a grand opening on Friday, May 9, 2014 from 2- 4 pm of its new centre located at 191 South Service Road in Grimsby. Everyone is welcome.
- Our agency's person centered planner is working with local high schools in West Niagara to assist special needs students and their families with transitional planning using a person centered thinking approach. For further reference to person-centered thinking go to [www.helensandersonassociates.co.uk](http://www.helensandersonassociates.co.uk)
- There are some slight changes to the Passport funding process for families who have been approved for individualized funding. All funds will be distributed through the DSO Hamilton/Niagara Regional office.
- Community Living Ontario will host its annual conference from September 24- 27, 2014 in Richmond Hill. A call for proposals for workshops is currently being requested. Visit Community Living Ontario's website for further information at [www.communitylivingontario.ca](http://www.communitylivingontario.ca)
- The Ontario Agencies Supporting Individuals with Special Needs (OASIS) is hosting their annual conference in London Ontario from May 7 – 9, 2014.

**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**

- Nil Report

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

- Nil Report

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

- 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 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.Ldaniagara.org](http://www.Ldaniagara.org).



- We will be running our 2<sup>nd</sup> Annual Trivia Night on Friday, June 6<sup>th</sup> from 6:30p.m. All proceeds will help supporting the programs and services offered to individuals with learning disabilities in our community. There will be pizza, prizes, cash bar, 50/50 draw. \$90 for a team of 6-8 and \$15 per person. Please call the LDANR office to register: 905-641-1021 (Mon – Fri, 9am – noon).

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

- Changes are forthcoming regarding children’s mental health and how services are being delivered.

**F. STAFF REPORTS**

**1. Terry Antoniou –Principal, Elementary-**

- Nil Report

**2. Danny DiLorenzo - Principal, Secondary**

Saint Paul

- As Midterms approach, Saint Paul Special Education students are continuing their individualized programming within their integrated classes. Many of our students are also part of intensive literacy and numeracy based programming within the Special Education classroom as well as participating in co-op opportunities within our community. Additionally, we always highlight and prioritize Catholicity within our programming, especially during this Lenten season. This holistic approach ensures the overall success of our Saint Paul Special Education students spiritually, socially and academically.
- Furthermore, our Saint Paul Special Education department has successfully launched a hands-on approach to culinary in order to support and further enhance our life skills program. Multiple students filter through culinary/nutrition classes and gain valuable nutritional information and opportunities by creating various breakfast dishes and lunches. The students follow recipes (thus learning basic cooking skills) and ultimately transfer their learned skill by creating these dishes independently at home. In addition, the students prepare weekly muffins for the breakfast club. They also develop social skills by sharing their creations with both staff and students.

Holy Cross

- Semester 2 has brought many opportunities for integration into the main school population at Holy Cross. We are enjoying our locally developed Math, and English classes.
- Our favourite class is music. We have created original songs on Garageband, sent music videos to our parents, and used many fun technologies and instruments to explore the world of music.
- There are still snow drifts on top of the bulbs we planted last fall and we are anxious to see spring bloom. Our potting shed will be finished in the Spring and we are making plans for our Horticulture lessons. The awesome smells’ wafting out of our room is a result of a new program called "Cooking with Yuriy," staff members on their prep have signed up to teach Yuriy how to make a nutritious lunch. It is so great to have guests chefs work in our kitchen.
- As part of the 40 Acts for Lent we have made a generosity jar for Share Lent.

### Denis Morris

- The Special Education Class enjoyed a few outings this past month. On Tuesday, March 4<sup>th</sup>, our students dressed to impress, joined their friends from all of the other seven NCDSB secondary schools in walking the red carpet at the Hollywood Walk of Fame. The event was held at Lakeshore Catholic High School where the students were the stars. They enjoyed viewing music videos showcasing their talents while snacking on popcorn. They dined in style and the day ended with a fun-filled dance.
- On Thursday, March 20<sup>th</sup>, our students participated in Brock University's Special Needs Activity Program. There was a whole array of activities for students to explore. From puppet shows and puzzles to playing hockey and jumping on a trampoline, all students concurred they experienced a good time. We all look forward to our next community outing which will be held at Blessed Trinity Catholic High School in May.
- Our Special Education Department is also in the process of creating a transition video for all of our students, especially students that fall within the Autism Spectrum. We hope that this video will further facilitate effective transitions for all of our Special Education students attending Denis Morris next year.

### Blessed Trinity

- Preparation for the Ontario Secondary School Literacy Test (OSSLT) took place for all students with Individual Education Plans. They wrote the test on March 27<sup>th</sup>, taking the entire process very seriously.
- After another successful Open House on February 20<sup>th</sup>, we are setting up many visits with students and parents from our co-terminus board. We look forward to attending transition meetings at the elementary schools.
- Transition and IPRC meetings have begun with our feeder schools. Resource staff is pleased to be part these crucial information sharing sessions with the feeder schools. The information shared at these sessions enables us to match all students with a kind, caring adult which makes the transition to secondary school very smooth, helping to alleviate initial anxiety of students and parents.
- Meetings are also taking place with our students who will attend a post-secondary institution next year. We review the accommodations on their IEP and let them know the process for maintaining these accommodations in college or university. We also emphasize that they must make the appropriate people know who they are and what they need by advocating for themselves.
- IPRC notification letters will be sent to parents this month, inviting their presence at the annual Identification, Placement and Review Committee meeting for exceptional students.
- Preparation and planning is underway for Blessed Trinity's "Spirit Day" on May 9<sup>th</sup>. Our Peer Tutors play a crucial role in the success of the day and are also very much part of the planning. We will once again host the very interactive Drum Café.

### 3. Yolanda Baldasaro – Superintendent of Education

- Monsignor Matthew Clifford is the 2014 recipient of the Niagara Catholic Education Award of Distinction, which will be recognized at the Bishop's Gala being held on Saturday, April 12<sup>th</sup> at Club Roma.
- April 2 and April 3 – Grade 7 Faith Festival - Father Tony Ricard addressed the grade 7 students at St. Alfred's Church.
- Currently collecting data relating to staffing for the next school year.

4. *Amy Dowd – Coordinator Special Education*

- Special Education staff are reviewing needs and projections for next year, as well as working on ELKP transitions, grade 8 to high school transitions and the Transitional Aged Youth (TAY) process.

## G. TRUSTEE REPORTS

1. *Father Paul MacNeil – Trustee*

- Nil Report

2. *Maurice Charbonneau – Trustee*

- Information about the Special Education budget was presented.
- The SEAC letter to the Ministry of Education was approved.

## H. STUDENT REPORT

1. *Leah Zahorchak – Student Representative*

- Nil Report

## I. NCPIC REPORT

- The Niagara Catholic Parent Involvement Committee Faith and Family Night was held on March 27<sup>th</sup> 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**

1. Review Correspondence from other SEACs

Chair Racine handed out the letters received from other SEACs. Letters were reviewed and there was dialogue relating to when it is appropriate to respond to letters. The letters from the Toronto Catholic District School Board and Rainbow District School Board highlighted their concerns with the state of speech and language services for school-aged children in Ontario.

**L. QUESTION PERIOD**

**M. NOTICES OF MOTION**

**N. AGENDA ITEMS – DISCUSSION FOR FUTURE MEETINGS**

1. Budget Presentation – Superintendent Vetrone
2. Possible CCAC Presentation

**O. INFORMATION ITEMS**

1. Year End Dinner

The Year End Dinner will be held prior to the June SEAC meeting, 6:00p.m. at the Catholic Education Centre.

**P. NEXT MEETING:**

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

**Q. ADJOURNMENT**

Moved by Katie Muirhead  
Seconded by Bill Helmeczi

**THAT** the April 2, 2014 meeting of the Special Education Advisory Committee be adjourned.  
**CARRIED**

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

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**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
MAY 27, 2014**

***PUBLIC SESSION***

**TITLE: APPROVED MINUTES OF THE NIAGARA CATHOLIC  
PARENT INVOLVEMENT COMMITTEE (NCPIC) MEETING  
OF MARCH 20, 2014**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board receive the Approved Minutes of the Niagara Catholic Parent Involvement Committee Meeting of March 20, 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.*



## MINUTES

### NIAGARA CATHOLIC PARENT INVOLVEMENT COMMITTEE

THURSDAY, MARCH 20, 2014

7:00 P.M.



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

**Note:** The Director of Education's designate Lee Ann Forsyth-Sells, Superintendent of Education will preside until the Election of the Chair of the Niagara Catholic Parent Involvement Committee.

#### A. ROUTINE MATTERS

1. **Opening Prayer:** Opening Prayer was led by Terri Pauco.
2. **Roll Call:** The Director of Education, John Crocco was in attendance.

Members	Affiliations	Present	Excused	Absent
Antoinette Bortolon	Niagara Falls/Niagara-on-the-Lake	√		
Josephine Lettieri	Niagara Falls/Niagara-on-the-Lake		Letter of Resignation Submitted	
Mary Mannella-Byers	Niagara Falls/Niagara-on-the-Lake	√		
Shawn O'Brien	Niagara Falls/Niagara-on-the-Lake	√		
Mary-Jo Au	St. Catharines		Letter of Resignation Submitted	
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			8:00 p.m.
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	√		
<b>Trustees</b>				
Kathy Burtnik	Chair of the Board	√		
Rhianon Burkholder	Vice-Chair of the Board	√		
Yvonne Anderson	Recording Secretary	√		

3. **Approval of the Agenda**

Moved by: Marion Battersby

Seconded by: Shonna Daly

**THAT** the Niagara Catholic Parent Involvement Committee approve the Agenda of the Niagara Catholic Parent Involvement Committee Meeting of March 20, 2014 as presented.

**CARRIED**

4. **Declaration of Conflict of Interest**

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

5. **Notification of Resignation from NCPIC members**

Superintendent Forsyth-Sells notified the Committee that letters of resignation from the NCPIC were received from Josephine Lettieri effective January 10, 2014 and Mary-Jo Au effective February 2, 2014.

6. **Filling of Vacancy Membership**

Superintendent Forsyth-Sells reviewed the NCPIC Policy (#800.7) and By-Laws in reference to filling vacancies on the Niagara Catholic Parent Involvement Committee. Copies of the NCPIC Policy and By-Laws were distributed to NCPIC members, with their agendas, prior to the meeting.

Moved by: Shawn O'Brien

Seconded by: Sharon Goossen

**THAT** a vote be taken on filling the current vacancies on the NCPIC immediately.

**CARRIED**

Mr. O'Brien requested that the vote be recorded.

<b>Parent Members</b>	<b>Affiliations</b>	<b>FOR</b>	<b>AGAINST</b>
Antoinette Bortolon	Niagara Falls/Niagara-on-the-Lake	√	
Mary Mannella-Byers	Niagara Falls/Niagara-on-the-Lake	√	

Shawn O'Brien	Niagara Falls/Niagara-on-the-Lake	√	
Marion Battersby	St. Catharines		√
Lisa Finley	St. Catharines	√	
Sharon Goossen	Welland	√	
Heather Pyke	Fort Erie/Port Colborne/Wainfleet		√
Shonna Daly	Grimsby/Lincoln/West Lincoln/Pelham		√

Committee members proceeded to discuss how to fill the two (2) vacancies: 1) St. Catharines and 2) Niagara Falls/Niagara-on-the-Lake as per the Niagara Catholic Parent Involvement Committee Policy No. 800.7.

Moved by: Shonna Daly

Seconded by: Mary Byers

**THAT** the vacant positions currently on the Niagara Catholic Parent Involvement Committee be advertised.

**DEFEATED**

Mr. O'Brien put forward a motion to have Mary-Jo Au appointed as a member of the NCPIC and further to have her resume her position as Chair of the Committee.

Superintendent Forsyth-Sells explained the process for the election of a Chair as outlined in Board Policy and the NCPIC By-Laws and that Mary-Jo Au was not a member of the NCPIC. The motion was ruled out of order by the Chair.

Further discussion and review of the NCPIC Policy and By-Laws occurred on the filling of vacancies. It was determined that the St. Catharines and Niagara Falls vacancies must be advertised, offering all parents/guardians in the Niagara Catholic District School Board the same opportunity to fill the vacancies as per Policy.

Mr. O'Brien put forward a motion to appoint Mary-Jo Au as a member of the NCPIC. The motion was ruled out of order by the Chair.

NCPIC parent members agreed that the procedures outlined in the Niagara Catholic Parent Involvement Committee Policy and By-Laws be followed and that the St. Catharines and Niagara Falls vacancies would be advertised in order to give all parents/guardians equal opportunity to participate as members of the Committee.

#### 7. Election of Chair of the NCPIC

Superintendent Forsyth-Sells appointed Trustee Burtnik and Trustee Burkholder as the scrutineers for the election of the NCPIC Chair.

Superintendent Forsyth-Sells called for nominations for the position of Chair.

Moved by: Shawn O'Brien

**THAT** Shawn O'Brien be nominated for the position of Chair of the Niagara Catholic Parent Involvement Committee.

Superintendent Forsyth-Sells asked if there were any further nominations.

Moved by: Marion Battersby

**THAT** Shonna Daly be nominated for the position of Chair of the Niagara Catholic Parent Involvement Committee.

Superintendent Forsyth-Sells asked Shonna Daly if she wished to stand for the position of Chair of the Niagara Catholic Parent Involvement Committee. Shonna Daly accepted the nomination.

Superintendent Forsyth-Sells asked if there were any further nominations. With no further nominations forthcoming the nominations were closed.

Superintendent Forsyth-Sells invited the candidates to provide a biography.

After two (2) votes, Shonna Daly was elected as the Chair of the Niagara Catholic Parent Involvement Committee.

Superintendent Forsyth-Sells turned over the Chairship of the Niagara Catholic Parent Involvement Committee meeting to Chair Shonna Daly.

**8. Chair's Remarks**

Shonna Daly thanked the members of the Niagara Catholic Parent Involvement Committee for their votes and said that she was pleased to be the Chair of the Niagara Catholic Parent Involvement Committee.

**9. Approval of Minutes of the Niagara Catholic Parent Involvement Committee Meeting of January 9, 2014**

Moved by: Heather Pyke

Seconded by: Lisa Finley

**THAT** Niagara Catholic Parent Involvement Committee approve the Minutes of the Niagara Catholic Parent Involvement Committee Meeting of January 9, 2014 as presented.

**CARRIED**

**MOTION**

Moved by: Marion Battersby

Seconded by: Mary Mannella-Byers

**THAT** the NCPIC meeting of March 20, 2014 be extended for an additional fifteen (15) minutes to continue with the items on the agenda.

**CARRIED**

## B. SUBCOMMITTEE REPORTS

### 1. Faith Formation

Josie Rocca provided an update on the "Faith in Family Night" on March 27, 2014 at Saint Michael Catholic High School at 6:30 p.m. Terri Pauco requested funds for the student activities.

#### **MOTION**

Moved by: Shawn O'Brien

Seconded by: Mary Mannella-Byers

**THAT** the NCPIC provide up to two (2) hundred dollars to cover the cost of materials for the student activities for the "Faith In Family Night".

**CARRIED**

### 2. Goals

- Deferred to next meeting.

### 3. Policy

- The policy sub-committee reviewed the policies currently being vetted. Recommendations will be submitted to Jennifer Brailey by Shonna Daly.

**Due April 4, 2014**

- **Advocacy Expenditures Policy (100.9)**
  - **Administrative Guidelines**  
# 3-Question-Clarify whose "Report Cards and Annual Reports"-Board or other?
- **Anaphylaxis Policy (302.1)**
  - **Appendix A**  
With School Staff: To clarify the statement which staff are responsible to "Ensure that surfaces such as tables, toys, etc. are carefully cleaned from contaminating foods."
- **Student Transportation Policy (500.2)**
  - **Administrative Guidelines**  
Section 1. - Kindergarten Students-ELKP? Check throughout document  
2.- Transportation of Students for Program Attendance: Clarification of Program type a, b, c, SCOEP/Journeys d)ACE, e)APC"s, f)French Immersion, g) other Specialized programs: i.e. gifted modules

Statement about out-of-boundary transportation

- **Sexual Misconduct Policy (201.13)**
  - P. 5 – Change “should avoid” to “shall avoid”
  - P. 6 – Change “should not engage” to “shall not engage”

**Suggestion:** Change “should” to “shall” throughout guidelines due to the context of the policy.

**Due April 10, 2014**

- Electronic Meetings (Board and Committees) (100.8)
  - # 5- Student Trustees participating “in camera” included/excluded-clarification
  - # 8- Strike “Board”
  - #10 – Strike “Board”

Superintendent Forsyth-Sells stated that any member of the NCPIC is also welcome to submit feedback on the policies as a parent/guardian to Jennifer Brailey.

**4. PRO Grant**

- Heather Pyke stated that the PRO Grant project was moving forward.

**C. BUSINESS ARISING FROM THE MINUTES OF THE MEETING OF JANUARY 9, 2014**

**D. REPORT FROM THE DIRECTOR’S DESIGNATE SUPERINTENDENT OF EDUCATION (7:45 p.m. -7:55 p.m.)**

**1. NCPIC tab on the Board website**

Superintendent Forsyth-Sells stated that the NCPIC tab on the Board website had been updated and requested that all NCPIC members visit the site and forward any feedback.

**2. Ministry Invitation: 5<sup>th</sup> Annual PIC Symposium April 25 to 26, 2014 in Toronto**

Superintendent Forsyth-Sells stated that the Ministry of Education has extended an invitation for two NCPIC members to attend the Fifth Annual PIC Symposium being held in Toronto on April 25 and 26, 2014. Interested members are to contact Yvonne Anderson by Friday, April 4, 2014.

**3. 2014-2015 NCPIC PRO Grant Application Process**

Superintendent Forsyth-Sells stated that the Ministry of Education is pleased to announce the commencement of the 2014-2015 Parents Reaching Out (PRO) Grants program for Catholic School Councils and PICs. Applications are required to be submitted electronically no later than Friday, May 16, 2014.

**4. Niagara Catholic System Priorities 2013-2014 Mid-Year Progress Review**

A copy of the Niagara Catholic System Priorities 2013-2014 Mid-Year Progress Review Achievement Report was provided to all NCPIC members. The report highlights the status of the indicators within the report either completed or in progress.

**5. Director's Annual Report 2013**

A copy of the Niagara Catholic Director's Annual Report 2013 was provided to all NCPIC members. This report provides an overview of the many innovative initiatives, Catholic programs and services delivered to students in Niagara Catholic.

**6. Financial Report**

Superintendent Forsyth-Sells provided an updated financial statement.

**7. Partners in Catholic Education**

Superintendent Forsyth-Sells invited the NCPIC members to attend the Partners in Catholic Education on May 15, 2014, with the location to be announced. This year the guest speaker is Fr. Rosica. Interested members are to contact Yvonne Anderson by May 2, 2014.

**8. Bishop's Gala**

Superintendent Forsyth-Sells stated that this year is the 11<sup>th</sup> Anniversary of the Bishop's Gala. The Gala will take place on Saturday, April 12, 2014 at Club Roma in St. Catharines. Tickets are \$75.00 each and interested members are to contact Linda Marconi.

**E. COMMUNITY REPRESENTATIVE REPORT**

- Nil Report-regrets sent

**F. SEAC REPORT**

- Nil Report-regrets sent

**G. OAPCE REPORT**

Heather Pyke provided posters and information regarding to the upcoming 75<sup>th</sup> Anniversary Conference, Annual General Meeting and Gala Dinner held on May 23-24, 2014. Heather Pyke promoted NCPIC attendance at this event. Participants may register at [www.oapce.on.ca](http://www.oapce.on.ca).

**H. BISHOP/DIOCESAN REPRESENTATIVE REPORT**

Fr. Peter Rowe thanked the Board for all the support they provide to the Diocese and parishes. Fr. Peter Rowe shared that Lent is the Church's spring time and that there is an itinerary of conversation around the sacraments. Fr. Peter pointed out the importance of Reconciliation and presenting it to the students as a joyful, beautiful act of contrition.

**I. STUDENT SENATE REPORT-Aiden Harold**

- The Senate Newsletter is being reviewed, re-formatted and will be released soon.
- The Senate is accepting applications from graduating students from all secondary school for the NCDSB Senate Scholarship. Two \$500 scholarships are available and graduating students can speak with their guidance teachers for details and criteria.
- A Student Leadership Conference for all student councils in the Board was held in February at Notre Dame College School. The Senate hosted an inter-school dialogue and dignity workshop. This dialogue was a precursor to the symposium hosted by Senate and attended by returning and new student councils in May.

**J. STAFF REPORTS**

- Grade 8 Open Houses Took Place – January 9<sup>th</sup> – February 20<sup>th</sup>
- College and University Application Process Drawing to a Close in the Month of January and February
- January 16<sup>th</sup>/17<sup>th</sup> – Grade 9 EQAO
- January 22<sup>nd</sup> – Exams Began
- January 29<sup>th</sup> – PA Day
- January 30<sup>th</sup> – Turnaround Day – Semester Two Begins
- Grade Level Assemblies Took Place the first week of February
- School Climate Survey – February 4-18th
- Course Selection Process Taking Place through February and March
- February 12<sup>th</sup> – Kids Helping Kids Activities
- Semester One Report Cards Distributed The Week of February 18-21
- Canada Spirit Days – During the Olympics
- Early Warning Reports Semester Two Distributed - February 20-21
- Grade 10 Pathways Night Presentations
- Sears Drama Festival – February 25<sup>th</sup>
- Student Leadership Conference Held at ND on February 26<sup>th</sup>
- Skills Competition March 4-5 at the Seaway Mall in Welland
- March 4<sup>th</sup> – Shrove Tuesday (Serving of Pancakes)
- March 5<sup>th</sup> – Ash Wednesday Mass
- March 7<sup>th</sup> – PA Day
- March 10-14 – March Break
- March 17<sup>th</sup> – St. Patrick's Day Activities
- Markbook Reports Distributed March 21<sup>st</sup>
- Winter Sports/Activities are Finishing up and Spring Sports/Activities are beginning Mid-March
- March 20-21<sup>st</sup> – Grade 7 Day
- March 27<sup>th</sup> – Grade 10 OSSLT



**K. TRUSTEE REPORTS**

- Deferred to next meeting.

**L. PRESENTATIONS AND GOOD NEWS**

**M. NEW BUSINESS**

**N. AGENDA ITEMS-DISCUSSION FOR FUTURE MEETINGS**

**O. NEXT MEETING:** Thursday, May 8, 2014, 7:00 p.m. at the Catholic Education Centre

**P. CLOSING PRAYER:** Closing prayer was led by Fr. Peter Rowe

**Q. ADJOURNMENT**

Moved by Shawn O'Brien

Seconded by Marion Battersby

**THAT** the March 20, 2014 meeting of the Niagara Catholic Parent Involvement Committee be adjourned.

**CARRIED**

The meeting was adjourned at 9:25 p.m.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
MAY 27, 2014**

***PUBLIC SESSION***

**TITLE: PUPIL ACCOMMODATION REVIEW - SENIOR STAFF  
FOLLOW-UP REPORT AND RECOMMENDATIONS FOR  
ST. CHRISTOPHER CATHOLIC ELEMENTARY SCHOOL  
AND ST. THERESA CATHOLIC ELEMENTARY SCHOOL**

**RECOMMENDATION**

**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.

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Prepared by: Senior Administrative Council

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

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

Date: May 27, 2014



**REPORT TO THE  
BOARD MEETING  
TUESDAY, MAY 27, 2014**

**PUPIL ACCOMMODATION REVIEW - SENIOR STAFF  
FOLLOW-UP REPORT AND RECOMMENDATIONS FOR ST.  
CHRISTOPHER CATHOLIC ELEMENTARY SCHOOL AND ST.  
THERESA CATHOLIC ELEMENTARY SCHOOL**

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**BACKGROUND INFORMATION**

In compliance with the Ministry of Education Pupil Accommodation Review Guideline (revised June 2009), the Niagara Catholic District School Board Policy 701.2 – Pupil Accommodation Review Policy, the February 25th, 2014 Board approved St. Catharines Pupil Accommodation Review Schedule for 2014 and the Pupil Accommodation Review Guidelines for Public Input, this Senior Staff Follow-Up Report and Recommendation is submitted to the Committee of the Whole for its consideration with recommendations to the Niagara Catholic District School Board.

Appendices to this Senior Staff Follow-Up Report and Recommendations include the following:

- Ministry of Education Pupil Accommodation Review Guideline (revised June 2009), Appendix A
- Niagara Catholic Policy 701.2 – Pupil Accommodation Review Policy, Appendix B
- St. Catharines Pupil Accommodation Review Schedule 2014, Appendix C
- Niagara Catholic Pupil Accommodation Review Guidelines for Public Input, Appendix D
- St. Catharines Pupil Accommodation Review for St. Christopher Catholic Elementary School and St. Theresa Catholic Elementary School dated March 4, 2014, Appendix E
- Copy of the Unapproved Minutes for the Special Board Meeting for Public Input on March 25, 2014, Appendix F

Following the March 4th, 2014 submission to the Committee of the Whole of the St. Catharines Pupil Accommodation Review for St. Christopher Catholic Elementary School and St. Theresa Catholic Elementary School Report, Senior Staff continued to discuss and review accommodation data.

As presented to the Committee of the Whole on March 4th, 2014 and received by the Board on March 18th, 2014, Senior Staff recommended the following:

*THAT the Board submit to the Ministry of Education a request for capital funding for an addition to St. Christopher Catholic Elementary School.*

*THAT the Board submit to the Ministry of Education a request for retrofit funding for renovations to St. Theresa Catholic Elementary School.*

*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.*



## **Niagara Catholic District School Board – Special Board Meetings for Public Input**

As part of an open, transparent, and process based format, a Special Board Meeting of the Niagara Catholic District School Board was held at Denis Morris Catholic High School on March 25th, 2014. The Special Board meeting location and format was approved by the Board on February 25th, 2014 and communicated to the school communities of St. Christopher Catholic and St. Theresa Catholic Elementary Schools, the Accommodation Review Committee (ARC) members, the Catholic School Council Chairs of St. Christopher Catholic and St. Theresa Catholic Elementary Schools and placed on the Board’s website under Board Meetings and Accommodation Review.

Individuals or groups requesting permission to delegate to the Special Board Meeting were invited to submit a presentation to the Office of the Director of Education by 4:00 p.m. on March 18th, 2014.

As of the submission deadline of 4:00 pm on March 18th, 2014, there were no delegation requests for the Special Board Meeting. The Special Board Meeting proceeded as scheduled at Denis Morris Catholic High School with the Director of Education highlighting the Pupil Accommodation Review process and Senior Staff recommendations to the March 2014 Committee of the Whole and Board Meetings.

As provided in the Board approved Pupil Accommodation Review Guidelines for Public Input, “the public may provide a written report to the Director of Education at any time”. No correspondence has been received to date as of the printing of this report for the April 2014 Committee of the Whole Meeting. If correspondence is received by the Office of the Director of Education, it will be provided to the Board under Correspondence.

The Niagara Catholic Special Board Meeting for Public Input was held in accordance with Board By-Laws and the approved Board Pupil Accommodation Review Guidelines for Public Input. The agenda and approved Board Minutes from the meeting have been placed on the Board’s website under Board Meetings and the Accommodation Review tab.

### **Senior Staff Follow-Up Review**

In preparation for this Senior Staff Follow-Up Report and Recommendations to the Board, the Director of Education and Senior Staff have reviewed and discussed all information provided along with the recommendations from the Accommodation Review Committee.

Senior Staff’s Follow-Up Report and Recommendations to the Board continue to be in general agreement with the St. Christopher Catholic and St. Theresa Catholic Elementary School Accommodation Review Committee (ARC) and the initial Pupil Accommodation Review (PAR) – Senior Staff Recommendations of March 4th, 2014.

It is important to note that within the subsequent reviews of the ARC and PAR recommendations, the Director of Education and Senior Staff continues to agree with the merits of the following benefits and challenges as provided within the ARC and PAR reports and recommendations:

#### **Benefits**

- Maximizes program opportunities and resources for students by reducing future requirements for multiple combined grades due to declining enrolment without school closure
- Sufficient current enrolment to maintain viable programs and services
- Addresses facility maintenance and renovation challenges
- Addresses short and long term shifts in population migration and demographics
- Maximizes available space at neighbouring schools while reducing overall surplus space
- Maximizes operating funds for both schools

## Challenges

- Larger boundary catchment area for St. Theresa Catholic Elementary School
- Requires Ministry of Education funding for addition and renovation
- Potential increase in busing expenditures due to increased ridership for students who will now attend St. Theresa Catholic Elementary School

## Senior Staff Follow-Up Report and Recommendations

Given full consideration of:

- a) The Accommodation Review Committee Recommendations;
- b) The March 4th, 2014 Staff Report on the Pupil Accommodation Review for St. Christopher Catholic Elementary School and St. Theresa Catholic Elementary School;
- c) That no requests were received for input by a delegation or correspondence at the March 25th, 2014 Special Board Meeting for Public Input;
- d) That as of this report to the April Committee of the Whole, no correspondence has been received for the Board through the Office of the Director of Education; and,
- e) The subsequent review by the Director of Education and Senior Staff;

The Director of Education and Senior Staff are recommending to the Niagara Catholic District School Board for its consideration, the following recommendation as provided under subtitle – Senior Staff Follow-Up Report and Recommendations.

### *ARC Recommendation – February 24th, 2014*

“That a boundary change to St. Christopher Catholic Elementary School and St. Theresa Catholic Elementary School take place not prior to the Ministry of Education approval for:

1. an addition to St. Christopher Catholic Elementary School AND
2. facility renewal needs required to accommodate enrolment at St. Theresa Catholic Elementary School.”

### *Pupil Accommodation Review – Senior Staff Recommendations – March 4th, 2014*

THAT the Board submit to the Ministry of Education a request for capital funding for an addition to St. Christopher Catholic Elementary School.

THAT the Board submit to the Ministry of Education a request for retrofit funding for renovations to St. Theresa Catholic Elementary School.

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.

### *Senior Staff Follow-Up Report and Recommendations – April 8th, 2014*

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.

### **Conclusion**

This Senior Staff Follow-Up Report and Recommendations continues to recognize that the projected trend of continued declining enrolment in many of our elementary schools and pockets of residential growth in others, presents challenges for all partners in Catholic education and our communities.

In arriving at the final Senior Staff recommendations to the Board, the Director and Senior Staff continued to take into consideration:

- the multiple variables resulting in increased enrolment and surplus space;
- the limited facility renewal and capital funds;
- the demographic trends of neighboring schools;
- the increased potential of multiple combined grades;
- the importance of continuing to provide excellence in Catholic education, and
- the importance of being fiscally responsible and addressing long term accommodation needs in all schools in Niagara Catholic.

Above all, Niagara Catholic continues to recognize that we are affecting the lives of our students and their families as we address the challenges associated with declining enrolment and neighbourhood population shifts. The Board and affected communities can be assured that Senior Staff, together with Principals, school staff and members of the Catholic School Councils will work together in designing and implementing a smooth transition program.

This Senior Staff Follow-Up Report and Recommendations is provided in compliance with Ministry of Education Guideline and Board Policy and Guidelines to the April 2014 Committee of the Whole and to the Board for consideration at the regularly scheduled May 27th, 2014 Board Meeting.

A copy of this Senior Staff Follow-Up Report and Recommendations, along with the accompanying appendices has been placed on the Board's website under the April 2014 Committee of the Whole Meeting and the Public Accommodation Review tab.

Copies of this Senior Staff Follow-Up Report and Recommendations, once received by the Board will be emailed to all members of the St. Catharines Accommodation Review Committee for St. Christopher Catholic and St. Theresa Catholic Elementary Schools, the current Catholic School Council Chairs and Principals of St. Christopher Catholic and St. Theresa Catholic Elementary Schools.



## RECOMMENDATION

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.

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Prepared by: Senior Administrative Council

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

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

Date: May 27, 2014

## **Attachments**

- Appendix A – Ministry of Education Pupil Accommodation Review Guideline (Revised June 2009)
- Appendix B – Niagara Catholic Policy 701.2 – Pupil Accommodation Review Policy
- Appendix C – St. Catharines Pupil Accommodation Review Schedule 2014
- Appendix D – Niagara Catholic Pupil Accommodation Review Guidelines for Public Input
- Appendix E - St. Catharines Pupil Accommodation Review for St. Christopher Catholic Elementary School and St. Theresa Catholic Elementary School dated March 4, 2014
- Appendix F- Copy of the Unapproved Minutes for the Special Board Meeting for Public Input on March 25, 2014



**MINISTRY OF EDUCATION**  
**PUPIL ACCOMMODATION REVIEW GUIDELINE**  
(Revised June 2009)

**PURPOSE**

The purpose of the *Pupil Accommodation Review Guideline* (previously referred to as school closure guidelines) is to provide direction to school boards regarding public accommodation reviews undertaken to determine the future of a school or group of schools.

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.

In recognition of the important role schools play in strengthening rural and urban communities and the importance of healthy communities for student success, it is also expected that decisions consider the value of the school to the community, taking into account other government initiatives aimed at strengthening communities.

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.

Under paragraph 26, subsection 8 (1) of the *Education Act*, the Minister of Education may issue guidelines with respect to school boards' school closure policies. The *Guideline* is effective upon release.

**SCHOOL BOARD ACCOMMODATION REVIEW POLICIES**

School boards are responsible for establishing and following their own accommodation review policies. At a minimum, boards' accommodation review policies are to reflect the requirements of the *Pupil Accommodation Review Guideline* set out below.

A copy of the school board's accommodation review policy, the government's *Pupil Accommodation Review Guideline* and the *Administrative Review of Accommodation Review Process* documents are to be available at the school board's office and posted on the school board's website.

School boards are expected to undertake long-term enrolment and capital planning that will provide the context for accommodation review processes and decisions. This planning should take into account opportunities for partnerships with other school boards and appropriate public organizations that are financially sustainable, safe for students, and protect the core values and objectives of the school board.

The *Guideline* recognizes that, wherever possible, accommodation reviews should focus on a group of schools within a school board's planning area rather than examine a single school. These schools would be reviewed together because they are located close enough to the other schools within a planning area to facilitate the development of viable and practical solutions for student accommodation.

## **ACCOMMODATION REVIEW TERMS OF REFERENCE**

The review of a particular school or schools is to be led by an Accommodation Review Committee (ARC) appointed by the board. The ARC assumes an advisory role and will provide recommendations that will inform the final decision made by the Board of Trustees.

Each ARC must include membership drawn from the community. It is recommended that the committee include parents, educators, board officials, and community members. Trustees are not required to serve on ARCs.

School boards will provide the ARC with a Terms of Reference that describes the ARC's mandate. The mandate will refer to the board's educational and accommodation objectives in undertaking the ARC and reflect the board's strategy for supporting student achievement. The Terms of Reference will contain Reference Criteria that frame the parameters of ARC discussion. The Reference Criteria include the educational and accommodation criteria for examining schools under review and accommodation options. Examples may include grade configuration, school utilization, and program offerings.

The Terms of Reference will identify ARC membership and the role of voting and non-voting members, including board and school administration. The Terms of Reference will also describe the procedures for the ARC, including meetings; material, support, and analysis to be provided by board administration; and the material to be produced by the ARC.

School boards will inform the ARC at the beginning of the process about partnership opportunities, or lack thereof, as identified as part of boards' long-term planning process.

## **SCHOOL INFORMATION PROFILE**

School boards are required to develop a School Information Profile to help the ARC and the community understand how well school(s) meet the objectives and the Reference Criteria outlined in the Terms of Reference. The School

Information Profile includes data for each of the following four considerations about the school(s):

- Value to the student
- Value to the school board
- Value to the community
- Value to the local economy

It is recognized that the school's value to the student takes priority over other considerations about the school. A School Information Profile will be completed by board administration for each of the schools under review. If multiple schools within the same planning area are being reviewed together, the same Profile must be used for each school. The completed School Information Profile(s) will be provided to the ARC to discuss, consult on, modify based on new or improved information, and finalize.

The following are examples of factors that may be considered under each of the four considerations. Boards and ARCs may introduce other factors that could be used to reflect local circumstances and priorities, which may help to further understand the school(s).

### **Value to the Student**

- the learning environment at the school;
- student outcomes at the school;
- course and program offerings;
- extracurricular activities and extent of student participation;
- the ability of the school's physical space to support student learning;
- the ability of the school's grounds to support healthy physical activity and extracurricular activities;
- accessibility of the school for students with disabilities;
- safety of the school;
- proximity of the school to students/length of bus ride to school.

### **Value to the School Board**

- student outcomes at the school;
- course and program offerings;
- availability of specialized teaching spaces;
- condition and location of school;
- value of the school if it is the only school within the community;
- fiscal and operational factors (e.g., enrolment vs. available space, cost to operate the school, cost of transportation, availability of surplus space in adjacent schools, cost to upgrade the facility so that it can meet student learning objectives).

### **Value to the Community**

- facility for community use;

- program offerings at the school that serve both students and community members (e.g., adult ESL);
- school grounds as green space and/or available for recreational use;
- school as a partner in other government initiatives in the community;
- value of the school if it is the only school within the community.

### **Value to the Local Economy**

- school as a local employer;
- availability of cooperative education;
- availability of training opportunities or partnerships with business;
- attracts or retains families in the community;
- value of the school if it is the only school within the community.

### **ACCOMMODATION REVIEW PROCESS**

As indicated above, the public review of each school or group of schools is to be led by a local Accommodation Review Committee appointed by the board.

School boards must present to the ARC at least one alternative accommodation option that addresses the objectives and Reference Criteria outlined in the Terms of Reference. The option(s) will address where students would be accommodated; what changes to existing facilities may be required; what programs would be available to students; and transportation. If the option(s) require new capital investment, board administration will advise on the availability of funding, and where no funding exists, will propose how students would be accommodated if funding does not become available.

The Ministry recommends that, wherever possible, schools should only be subject to an accommodation review once in a five-year period, unless there are exceptional circumstances.

### ***School Information Profile***

The ARC will discuss and consult about the School Information Profile(s) prepared by board administration for the school(s) under review and modify the Profile(s) where appropriate. This discussion is intended to familiarize the ARC members and the community with the school(s) in light of the objectives and Reference Criteria outlined in the Terms of Reference. The final School Information Profile(s) and the Terms of Reference will provide the foundation for discussion and analysis of accommodation options.

### ***Public Information and Access***

School boards and ARCs are to ensure that all information relevant to the accommodation review, as defined by the ARC, is made public by posting it in a prominent location on the school board's website or making it available in print upon request. Where relevant information is technical in nature, it is to be explained in plain language.

### ***Accommodation Options***

The ARC may also create alternative accommodation options, which should be consistent with the objectives and Reference Criteria outlined in the Terms of Reference. Board administration will provide necessary data to enable the ARC to examine options. This analysis will assist the ARC in finalizing the Accommodation Report to the board.

ARCs may recommend accommodation options that include new capital investment. In such a case, board administration will advise on the availability of funding. Where no funding exists, the ARC with the support of board administration will propose how students would be accommodated if funding does not become available.

As the ARC considers the accommodation options, the needs of all students in schools of the ARC are to be considered objectively and fairly, based on the School Information Profile and the objectives and Reference Criteria outlined in the Terms of Reference.

### ***Community Consultation and Public Meetings***

Once an accommodation review has been initiated, the ARC must ensure that a wide range of school and community groups is invited to participate in the consultation. These groups may include the school(s)' councils, parents, guardians, students, school staff, the local community, and other interested parties.

As indicated above, the ARC will consult about the customized School Information Profile prepared by board administration and may make changes as a result of the consultation. The ARC will also seek input and feedback about the accommodation options and the ARC's Accommodation Report to the board. Discussions will be based on the School Information Profile(s) and the ARC's Terms of Reference.

Public meetings must be well publicized, in advance, through a range of methods and held at the school(s) under review, if possible, or in a nearby facility if physical accessibility cannot be provided at the school(s). Public meetings are to be structured to encourage an open and informed exchange of views. All relevant information developed to support the discussions at the consultation is to be made available in advance.

At a minimum, ARCs are required to hold four public meetings to consult about the School Information Profile, the accommodation options, and the ARC Accommodation Report.

Minutes reflecting the full range of opinions expressed at the meetings are to be kept, and made publicly available. ARCs and board administration are to respond to questions they consider relevant to the ARC and its analysis, at



meetings or in writing appended to the minutes of the meeting and made available on the board's website.

### ***ARC Accommodation Report to the Board***

The ARC will produce an Accommodation Report that will make accommodation recommendation(s) consistent with the objectives and Reference Criteria outlined in the Terms of Reference. It will deliver its Accommodation Report to the board's Director of Education, who will have the Accommodation Report posted on the board's website. The ARC will present its Accommodation Report to the Board of Trustees. Board administration will examine the ARC Accommodation Report and present the administration analysis and recommendations to the Board of Trustees. The Board of Trustees will make the final decision regarding the future of the school(s). If the Board of Trustees votes to close a school or schools, the board must outline clear timelines around when the school(s) will close.

### **TIMELINES FOR AN ACCOMMODATION REVIEW PROCESS**

After the intention to conduct an accommodation review of a school or schools has been announced by the school board, there must be no less than 30 calendar days notice prior to the first of a minimum of four public meetings.

Beginning with the first public meeting, the public consultation period must be no less than 90 calendar days.

After the ARC completes its Accommodation Report it is to make the document publicly available and submit the document to the school board administration. After the submission of the Accommodation Report, there must be no less than 60 calendar days notice prior to the meeting where the Board of Trustees will vote on the recommendations.

Summer vacation, Christmas break and Spring break, including adjacent weekends, must not be considered part of the 30, 60 or 90 calendar day periods. For schools with a year-round calendar, any holiday that is nine calendar days or longer, including weekends, should not be considered part of the 30, 60 or 90 calendar day periods.

### **APPLICATION OF ACCOMMODATION REVIEW GUIDELINES**

The *Guideline* applies to schools offering elementary or secondary regular day-school programs. The following outlines circumstances where school boards are not obligated to undertake an accommodation review in accordance with this *Pupil Accommodation Review Guideline*. In these circumstances, a board is expected to consult with local communities about proposed accommodation options for students in advance of any decision by the board.

- Where a replacement school is to be rebuilt by the board on the existing site, or rebuilt or acquired within the existing school attendance boundary as identified through the board's existing policies;

- When a lease is terminated;
- When a board is planning the relocation in any school year or over a number of school years of a grade or grades, or a program, where the enrolment constitutes less than 50% of the enrolment of the school; this calculation is based on the enrolment at the time of the relocation or the first phase of a relocation carried over a number of school years;
- When a board is repairing or renovating a school, and the school community must be temporarily relocated to ensure the safety of students during the renovations
- Where a facility has been serving as a holding school for a school community whose permanent school is over-capacity and/or is under construction or repair.

## Niagara Catholic District School Board

**PUPIL ACCOMMODATION REVIEW  
POLICY**

Adopted: April 28, 1998

Policy No. 701.2

Revised: March 27, 2007

February 23, 2010

**STATEMENT OF POLICY**

The Niagara Catholic District School Board provides a Catholic atmosphere in its schools by means of its teaching staff and the fostering of a spirit of cooperation between the home, the school and the church.

In accordance with the Ministry of Education, the Niagara Catholic District School Board recognizes its responsibility:

- to provide adequate accommodation and instruction for all pupils attending its schools;
- to undertake long-term capital planning;
- to operate its schools economically and efficiently, while taking into account the best education of the pupils, within the limits of the Board's available resources;
- to explore opportunities for effective, sustainable partnerships; and
- to maintain communication with stakeholders and potential partners concerning possible changes in the status of a school or of school boundaries.

The Board acknowledges that the consolidation or closure of schools may be required to meet the above objectives. The Board is committed to providing student accommodation in a responsible and organized manner considering reasonable and just alternatives.

The Director of Education shall make recommendations to the Board to establish an Accommodation Review Committee (ARC), which will review a school or schools for potential consolidation or closure. The process shall follow the requirements of the current Ministry of Education - Pupil Accommodation Review Guidelines.

The Board shall consider the consolidation or closure of a school(s) following the submission of a report from an Accommodation Review Committee, as established in the Administrative Guidelines issued by the Director of Education. The Niagara Catholic District School Board reserves to itself the right to make the final decision on the closure of school(s).

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

***References:***

**Ministry of Education - Pupil Accommodation Review Guidelines (Revised June 2009)**  
**Ministry of Education, Administrative Review of the Accommodation Review Process**  
**Board Policy # 301.3 – Attendance Areas**  
**Board Policy #301.1 – Admission of Students**

**Policies Index**

**Administrative Guidelines**

## Niagara Catholic District School Board

**PUPIL ACCOMODATION REVIEW POLICY**

Issued: April 28, 1998

Policy No. 701.2

Revised: September 12, 2000

December 11, 2007

February 23, 2010

**ADMINISTRATIVE GUIDELINES****BACKGROUND**

The Pupil Accommodation Review Policy and Administrative Guidelines implements the Pupil Accommodation Review Guidelines released by the Ministry of Education on June 26, 2009. A copy of the Pupil Accommodation Review Guidelines (Revised June 2009), and the Ministry document entitled Administrative Review of the Accommodation Review Process along with this Policy and Administrative Guidelines will be posted on the Board website and will be made available at the Catholic Education Centre.

**CONTEXT**

The Board's elementary schools are organized as families of schools, generally linked to a secondary school. The goal of providing a suitable and equitable range of learning opportunities in a school or family of schools requires monitoring and active curriculum and programming decisions. Decisions that might require consolidation, closure or major program relocation will take into account the needs of all of the students in all of the schools in a particular group. There may, however, be circumstances in which a single school should be studied for closure or relocation.

The Niagara Catholic District School Board's long-term enrolment and capital planning will provide the context for accommodation review processes and decisions. The planning will take into account opportunities for partnerships with other school boards and appropriate organizations that are financially sustainable, safe for students, and protect the core values and objectives of the Board.

**APPLICATION OF ACCOMMODATION REVIEW GUIDELINES**

The following outlines circumstances where Boards are not obliged to undertake an accommodation review in accordance with the Ministry Pupil Accommodation Review Guideline. In these circumstances, the Board will consult with local communities about proposed accommodation options for students in advance of any decisions by the Board.

- Where a replacement school is to be rebuilt by the Board on the existing site or located within the existing school attendance boundary as identified through the Board's existing policies;
- When a lease is terminated;
- When the Board is considering the relocation of a grade or grades, or a program, where the enrolment in the grade or grades, or program, constitutes less than 50% of the enrolment of the school;
- When the Board is repairing or renovating a school, and the school community must be temporarily relocated to ensure the safety of students during the renovations;
- Where a facility has been serving as a holding school for a school community whose permanent school is under construction or repair.



## ACCOMMODATION REVIEW PROCESS

### 1. The Preliminary Report

The Director and/or designate will present a preliminary report to the Board identifying a school or group of schools in which challenges may be faced in providing a suitable and equitable range of learning opportunities for students, and in respect of which there may be a need to consider the possible consolidation, closure or major program relocation in respect of one or more schools.

A school or group of schools may be considered for study if one or more of the following conditions apply:

- The school or group of schools is, currently or as projected, unable to provide a suitable and equitable range of learning opportunities for students;
- The school or group of schools has experienced or will experience an adverse impact on learning opportunities for students due to declining enrolment;
- Reorganization involving the school or group of schools could enhance program and learning opportunities for students;
- Teaching/learning spaces are not suitable to provide the programs needed to serve the community and retrofitting may be cost prohibitive;
- Under normal staffing allocation practices, it would be necessary to assign three grades to one class in one or more of the schools;
- One or more of the schools is experiencing higher building maintenance expenses than the average for the system and/or is in need of major capital improvements;
- In respect of one or more of the schools there are safety and/or environmental concerns attached to the building, the school site or its locality;
- The consolidation of schools is in the best interests of the overall school system;
- It has been no less than five years since the inception of a study of the school by a Program and Accommodation Review Committee, except where extenuating circumstances warrant, such as an unexpected economic or demographic shift, or a change in a school's physical condition.

### 2. Establishing an Accommodation Review Committee

After reviewing a Preliminary Report from staff, the Board may direct the formation of an Accommodation Review Committee (ARC) to lead the review of a group of schools or a single school. The ARC will assume an advisory role and will provide recommendations that will inform the final decision made by the Board.

Parents/guardians, school staff and school council members of the affected schools will be informed by staff, within one week, in writing, through their respective schools, of the Board's decision to form an ARC. The decision will be posted on the Board website.

The ARC will consist of the following persons:

- The Family of Schools Superintendent who will serve as Chair of the committee;
- From each school:
  - the school Principal;
  - the Catholic School Council Chair or designate,;
  - a Priest from each area under review;
- The Controller of Plant and / or designate;
- Two community members
- Any other individual as deemed necessary by the Board

The ARC will be deemed to be properly constituted whether or not all of the listed members are willing and able to participate.

At its first meeting the ARC will agree to invite two community members to join the ARC, and using the template provided ([Appendix A](#)), will prepare an outline of scheduled meetings which will be posted on the Board website. The minutes of all meetings will also be posted on the Board website.

All meetings of the ARC will be open to the public.

The ARC will liaise with municipalities throughout the process, as well as all stakeholders of joint use facilities.

### 3. Accommodation Review Terms of Reference

Senior staff will provide a completed Terms of Reference template that will describe the ARC's mandate to the Board for approval. ([Appendix B](#)).



4. **School Information Profile**

The Board, through Senior Staff, will develop a School Information Profile which will include data for the school(s) (**Appendix C**). The ARC will discuss and consult about the School Information Profile(s) and modify the Profile(s) where appropriate. The final School Information Profile(s) and the Terms of Reference will provide the foundation for discussion and analysis of accommodation options. In carrying out its mandate the ARC will weigh the value of the schools to the student above the other factors to be assessed.

5. **Accommodation Options**

Senior staff will present to the ARC at least one alternative accommodation option that addresses the objectives and Reference Criteria outlined in the Terms of Reference. The ARC may also create alternative options. The option(s) will address the following:

- where students will be accommodated;
- required changes to existing facilities;
- available programs for students;
- transportation; and
- availability of funding if required.

6. **Public Consultation Meetings**

The ARC Chair will call the first meeting for public consultation no earlier than thirty (30) days after the date of its appointment, excluding summer vacation, Christmas break, Spring break and adjacent weekends.

The ARC will meet as often as required., and will hold at least four meetings for public consultation in accessible facilities:

- At the first meeting, the ARC will describe its mandate as outlined in the Terms of Reference, outline the pupil accommodation review, and give the public a briefing on the School Information Profile(s) and issues to be addressed. The ARC will receive public input and may make changes to the School Information Profile(s) as a result.
- At the second meeting, the ARC will present its revised School Information Profile(s) to the public and will seek information and feedback about the accommodation options prepared by staff and the Committee.
- At the third meeting, the ARC will present the accommodation options to be considered which may have changed as a result of the previous consultation and will receive public input.
- At the fourth meeting, the ARC will present its draft Accommodation Report to the public and will receive community input. Discussions will be based on the School Information Profile(s) and the ARC's Terms of Reference. The ARC may make changes to the Accommodation Report based on feedback at the meeting.

Notice of the meetings for public consultation will be provided through school newsletters, letters to the school community, the Board website and advertisements in local community newspapers, and will include date, time, location, purpose, contact name and number. A minimum of two weeks notice will be provided in respect of the other public consultation meetings.

7. **ARC Accommodation Report to the Board**

The ARC will produce an Accommodation Report that will make accommodation recommendation(s) consistent with the objectives and reference criteria outlined in the Terms of Reference. It will deliver its Accommodation Report to the Director of Education, after which the Accommodation Report will be posted on the Board website. The ARC will present its Accommodation Report to Board. After receipt of the Report, the Board will direct Senior Staff to examine the Report and, within the required timelines, will present an analysis and recommendations to the Board through the Committee of the Whole. The Board will make the final decision regarding the future of the school(s). If the Board votes to close or consolidate a school or schools, the Board will outline clear timelines around when the school(s) will close.

The ARC will also ensure that the following issues are addressed:

- The implications for the program for students both in the school under consideration for consolidation, closure or program relocation and in the school(s) where programs may be affected.
- The effects of consolidation, closure or program relocation on the following:
  - The attendance area defined for the schools
  - Attendance at other schools
  - The need and extent of bussing
- The financial effects of consolidating or not consolidating the school, including any capital implications
- Revenue implications as a result of the consolidation, closure or program relocation

- Savings expected to be achieved as a result of the consolidation, closure or program relocation
  - School operations (heating, lighting, cleaning, routine maintenance)
  - Expenditures to address school renewal issues which will no longer be required
- Additional expenditures, if any, at schools which will accommodate students displaced relocated as a result of a consolidation, closure or program relocation decision taken by the board
  - School operations (heating, lighting, cleaning, routine maintenance)
  - School administration
  - School renewal
  - Transportation
- Net savings/costs associated with:
  - Teaching staff
  - Paraprofessionals
  - Student transportation

The possible alternative use or disposition of an empty building.

#### 8. **Board Meeting**

Public notice of the meeting at which the Board will make its decision regarding the school accommodation report will be provided through school newsletters, letters to the school community, the Board website and advertisements in local community newspapers, and will include date, time, location, purpose, contact name and number.

Parents/Guardians, Staff and Catholic School Council members of the affected schools, municipalities and community partners will be informed, in writing, through Principals, of the Board's decision, which will also be posted on the Board website.

The Board may make any accommodation decision that it deems advisable in relation to the schools under review by an ARC despite an ARC recommendation to the contrary.

#### **TIMELINES FOR THE ACCOMMODATION REVIEW PROCESS**

After the intention to conduct an accommodation review of a school or schools has been announced by the Board, there must be no less than thirty (30) calendar days notice prior to the first meeting for public consultation. Beginning with the first meeting, the public consultation period must be no less than ninety (90) calendar days.

After the ARC submits its Accommodation Report to the Director, there must be no less than sixty (60) calendar days notice prior to the meeting where the Board will vote on the recommendations. Summer vacation, Christmas break and Spring break, including adjacent weekends, must not be considered part of the 30, 60 or 90 calendar day periods.

#### **ADMINISTRATIVE REVIEW OF THE ACCOMMODATION REVIEW PROCESS**

The Ministry of Education has provided a process for an individual(s) to initiate a review of the Accommodation Review Process - Ministry of Education, Administrative Review of the Accommodation Review Process. A copy of the Ministry of Education, Administrative Review of the Accommodation Review Process is also available at the Catholic Education Centre. And on the Board website.

#### **INTEGRATION PROCESS**

If the Board decision is consolidation, closure, or program relocation, it is important that the integration of students and staff into their new school(s) is achieved in a way that is positive and supportive for the incoming and existing students and parents of the respective school communities. This process of integration should be carried out in consultation with parents and staff.





PUPIL ACCOMMODATION REVIEW FOR ST. CHRISTOPHER-ST. THERESA CATHOLIC ELEMENTARY SCHOOLS  
SCHEDULE 2014

Meeting	Expectation	Date Restrictions	Proposed Date
Submission of ARC School Valuation Report	Not earlier than 90 days after the beginning of ARC's first public meeting.* Mandated by EDU	No earlier than January 24, 2014	No later than February 28, 2014
Director sets dates for Board meeting for public input, and for Board meeting to decide accommodation	As scheduled by the Director		February 11, 2014 CW February 25, 2014 Board
Notice of Board Meeting for Public Input	A minimum of two weeks' notice of the Public Meeting	No later than March 2, 2014	February 28, 2014
Staff's Report and recommendations			March 4, 2014
Board Meeting for Public Input	Denis Morris Catholic High School 7:00 p.m.		March 25, 2014
Staff's follow-up report on accommodation	Next regularly scheduled Board meeting through CW		April 8, 2014
Notice of Board Meeting to decide accommodation		After the ARC submits its Accommodation Report to the Director, there must be no less than sixty (60) calendar days' notice prior to the meeting where the Board will vote on the recommendations	No later than March 5, 2014 if voting on May 13, 2014 - CW No later than March 28, 2014 if voting on May 27, 2014 - Board
Board Meeting to decide accommodation	At regularly scheduled meeting which will not occur sooner than 60 days after the submission of the Accommodation Report - Mandated by EDU	May 8 <sup>th</sup> is 60 days if report submitted no later than Feb. 28 May 13 CW May 27, 2014 – Board	May 13, 2014 – CW May 27, 2014 - Board
Notice of decision on accommodation	Within one week of decision		June 3, 2014



**PUPIL ACCOMMODATION REVIEW GUIDELINES  
FOR PUBLIC INPUT**

As required by the Pupil Accommodation Review Policy of the Niagara Catholic District School Board, the Board will hold a special Board meeting for public input regarding the School Valuation Report filed by the Accommodation Review Committee and the Director's Report. This special Board Meeting is scheduled as followed:

**St. Catharines Accommodation Review for  
St. Christopher and St. Theresa Catholic Elementary Schools  
On Tuesday March 25, 2014 at 7:00 p.m. at  
Denis Morris Catholic High School**

The public may provide a written report to the Director of Education at any time.

The following Guidelines describe the public meeting process.

**Delegation Application Process**

The public meeting will follow the By-law of the Board for public delegations in modified form, as set out below. The modifications are intended to facilitate public participation.

- (a) Written application requesting the opportunity to appear as a delegation must be submitted to the Director of Education no later than 4:00 p.m. on March 18, 2014.
- (b) The following information should be included with this application
  - i. The name of the organization/individual(s) or party(ies) who will be making the presentation;
  - ii. Their authority/title/position with the organization (if applicable);
  - iii. A complete mailing address;
  - iv. A day time telephone number;
  - v. A number where they can be reached after business hours;
  - vi. A fax number (if available);
  - vii. An email address (if available);
  - viii. The complete presentation in written format
- (c) Delegations are encouraged to send the Presentation in as soon as possible so that it can be provided to and reviewed by Trustees prior to the meeting. Presentations that are received on a timely basis will be considered and addressed in the Director's follow-up report to the Board required by the Pupil Accommodation Review Policy in which the Director will report on and respond to the presentations made by the public. A presentation that is submitted late may not be addressed in the Director's follow-up report although it will be made available to the Trustees.

**PUPIL ACCOMMODATION REVIEW GUIDELINES  
FOR PUBLIC INPUT**

**Delegation Presentation**

Minutes of the Special Board Meetings including references to the presentations will be posted on the Board's website.

- (a) The identified spokespersons will address the Trustees from the podium.
- (b) The spokespersons are expected to provide comments that are relevant to the subject matter of the meeting. If a previous delegation has already addressed the matter and the delegate is being repetitive, the Chairperson of the Board may request the delegate to express support for an earlier presentation and may reduce the following speaking times available to the delegate accordingly.
- (c) The time for each public delegation to speak, excluding the question and answer period, is not to exceed fifteen (15) minutes, with normally a five (5) minute question period following.
- (d) Delegates who have a similar perspective are encouraged to cooperate in appointing spokespersons in addressing the Board.
- (e) Delegations from the same school community of the same point of view shall be limited to a combined total of fifteen (15) minutes.
- (f) Delegations who are unrelated to a particular school community but who are speaking on a common issue shall be limited to a combined total of fifteen (15) minutes.
- (g) Trustees may ask questions of the delegation for clarification only, for a period of time which shall be at the discretion of the Chairperson.
- (h) The Chairperson will apply the normal Board practices in respect of decorum and order at the meeting.
- (i) The Board will not permit delegations respecting the Pupil Accommodation Review Policy at other Board meetings.
- (j) In accordance with Board By-law 7.5 the Board shall not remain in session later than 11:00 p.m. unless so determined by a 2/3 majority of the members present.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE MEETING  
MARCH 4, 2014**

***PUBLIC SESSION***

**TITLE: ST. CATHARINES PUPIL ACCOMMODATION REVIEW FOR  
ST. CHRISTOPHER CATHOLIC ELEMENTARY SCHOOL  
AND ST. THERESA CATHOLIC ELEMENTARY SCHOOL**

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**RECOMMENDATION**

**THAT** the Committee of the Whole recommend to the Niagara Catholic District School Board that in accordance with the Board approved St. Catharines Pupil Accommodation Review Schedule for 2014 the Staff Report on the Pupil Accommodation Review for St. Christopher Catholic Elementary School and St. Theresa Catholic Elementary School be received as presented.

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Prepared by: Senior Administrative Council

Presented by: John Crocco, Director of Education/Secretary/Treasurer  
Ted Farrell, Superintendent of Education  
Scott Whitwell, Controller of Facilities Services

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

Date: March 4, 2014

# 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 McMahon 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	✓			
<b>Student Trustees</b>				
Vincent Atallah	✓			
Dallas McMahon				✓

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 Secretary/Treasurer, 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.

DELEGATIONS

### **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.



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

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

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Kathy Burtnik  
Chairperson of the Board

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John Crocco  
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
MAY 27, 2014**

***PUBLIC SESSION***

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

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the Report on the Monthly Banking Transactions for the Month of April 2014, as presented.

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Prepared by: Rosa Rocca, Controller of Business & Financial Services

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

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

Date: May 27, 2014



**REPORT TO THE BOARD  
MAY 27, 2014**

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

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**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 April 30, 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 April 30, 2014, as presented.

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Prepared by: Rosa Rocca, Controller of Business & Financial Services

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

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

Date: May 27, 2014

Appendix A

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD REPORT ON BANKING TRANSACTIONS		
SUMMARY OF BANK TRANSACTIONS FOR THE MONTH OF:		APRIL, 2014
DESCRIPTION OF ITEMS		BANK ACCOUNT
CASH BALANCE AT BEGINNING OF MONTH	(A)	34,016,491
<b>OPERATING CASH RECEIPTS FOR THE MONTH</b>		
1. GENERAL LEGISLATIVE GRANTS		16,833,978
2. CAPITAL GRANTS		1,112,684
3. OTHER GRANTS (EPO, O.E.Y.C.)		143,729
<b>SUB-TOTAL - MINISTRY OF EDUCATION GRANTS</b>		<b>17,190,391</b>
4. ONTARIO EARLY YEARS CENTRE		41,616
5. INTEREST REVENUE		22,932
6. MUNICIPAL TAXES		6,779
7. TUITION FEES REVENUE - A.C.E. & OTHER		33,704
8. COMMUNITY USE		789
8. CHARITABLE DONATIONS		3,245
9. GOVERNMENT REBATES (HST 83% REBATE ON TAXABLE PURCHASES)		394,561
10. RECOVERY OF COSTS (LTD, WCB, BENEFITS, OTHER REIMBURSEMENTS)		169,818
11. OTHER CASH RECEIPTS		
- Reimbursements of Employee Benefits		1,603
- Donations Collected from Employees - Other		0
- Other		20,000
12. TRANSFER IN FROM SINKING FUNDS		0
13. PROCEEDS FROM DEBENTURE ISSUE (NET)		0
14. CAPITAL LOAN PRINCIPAL ADVANCES		0
<b>TOTAL OPERATING CASH RECEIPTS AND LOAN ADVANCE</b>	<b>(B)</b>	<b>17,895,237</b>
<b>OPERATING CASH DISBURSEMENTS FOR THE MONTH</b>		
1. ACCOUNTS PAYABLE (NET OF CANCELLED CHEQUES AND DEBT REPAYMENTS)		-20,741,490
2. TEACHER PENSION DEDUCTIONS		-1,309,419
3. O.M.E.R.S. PENSION DEDUCTIONS		-588,465
4. CANADA SAVINGS BONDS DEDUCTIONS		-124,865
5. TRANSFER TO 4 OVER 5 TRUST ACCOUNTS		-82,880
6. OTHER DEBITS		-20,737
7. TRANSFER TO SINKING FUNDS		0
8. INTEREST PAYMENTS ON CAPITAL DEBT		-541,232
9. PRINCIPAL PAYMENTS ON CAPITAL DEBT		-409,565
<b>TOTAL OPERATING CASH DISBURSEMENTS</b>	<b>(C)</b>	<b>-23,819,941</b>
CASH BALANCE AT END OF MONTH	A + B - C = D	(D) 28,094,787

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD REPORT ON LOAN BALANCES				
SUMMARY OF LOAN BALANCES AS AT: APRIL, 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.	-11,510,663.83			-11,510,663.83
2. OFA - GPL2 Loan 25 YR.	-8,990,446.46			-8,990,446.46
3. OFA - GPL3 Loan 25 YR.	-4,202,631.57			-4,202,631.57
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			-7,721,349.32
7. OFA - 2001-A1 Debenture	-1,972,647.68			-1,972,647.68
8. OFA - 2013 PCS Stage 1	-980,869.00			-980,869.00
9. Debenture (Niagara Region)	-824,000.00			-824,000.00
10. Debenture (Niagara Region)	-1,800,000.00			-1,800,000.00
11. Capital Projects - Completed 2001	-12,853,996.03		321,004.10	-12,532,991.93
12. Capital Projects - Completed 2002/03	-19,156,930.66			-19,156,930.66
13. Capital Projects - Completed 2004/05	-4,147,146.72		88,691.20	-4,058,655.44
14. Capital Projects - Completed 2005/06	-7,031,833.42			-7,031,833.42
15. Sinking Fund Asset	621,463.77			621,463.77
<b>Total Debentures &amp; Capital Loans</b>	<b>-84,913,319.81</b>	<b>0.00</b>	<b>409,595.38</b>	<b>-84,503,724.43</b>

PREPARED BY : Rosa Rocca  
PRESENTED BY : Giancarlo Veltrone

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
MAY 27, 2014**

***PUBLIC SESSION***

**TITLE: FINANCIAL REPORTS  
STATEMENT OF REVENUE & EXPENDITURES  
AS AT APRIL 30, 2014**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the Report on the Statement of Revenue & Expenditures as at April 30, 2014 as presented

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Prepared by: Rosa Rocca, Controller of Business and Financial Services

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

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

Date: May 27, 2014



**REPORT TO THE BOARD  
MAY 27, 2014**

**STATEMENT OF REVENUE & EXPENDITURES AS AT  
APRIL 30, 2014**

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**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 April 30, 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 April 30, 2014 as presented.

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Prepared by: Rosa Rocca, Controller of Business and Financial Services

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

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

Date: May 27, 2014

## Appendix A

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
SUMMARY OF REVENUE AND EXPENDITURES - CLOSED  
SUMMARY STATEMENT  
AS AT APRIL 30, 2014**

For presentation at Board Meeting on May 27, 2014

ACCOUNT DESCRIPTION	THIS YEAR			CHANGES	LAST YEAR		
	EXPENDED	BUDGET	% LEFT		EXPENDED	BUDGET	% LEFT
<b>REVENUE</b>							
REVENUE	-172,019,776	-252,877,171	32.0%		-167,436,045	-251,780,708	33.6%
<b>TOTAL REVENUE</b>	<b>-172,019,776</b>	<b>-252,877,171</b>	<b>32.0%</b>		<b>-167,436,045</b>	<b>-251,780,708</b>	<b>33.6%</b>
<b>EXPENDITURES</b>							
BOARD ADMINISTRATION	5,476,452	6,810,166	19.6%		5,324,601	7,371,698	27.8%
ELEMENTARY SCHOOLS	85,831,576	127,673,043	32.8%		82,837,978	124,039,319	33.7%
SECONDARY SCHOOLS	45,172,724	68,859,964	34.4%		45,941,629	69,371,333	33.8%
CON ED	3,789,605	5,534,700	31.6%		3,653,736	5,834,515	37.4%
PLANT OPERATIONS	12,431,827	16,632,073	25.3%		11,474,877	16,903,100	32.1%
PLANT MAINTENANCE	2,285,003	3,673,512	37.8%		2,170,727	3,645,292	40.6%
TRANSPORTATION	6,973,636	9,728,201	28.3%		6,735,504	9,539,412	29.4%
CAPITAL AND OTHER EXPENDITURES	3,607,481	13,965,412	74.2%		4,252,333	14,176,139	70.0%
<b>TOTAL EXPENDITURES</b>	<b>166,668,204</b>	<b>252,877,171</b>	<b>34.5%</b>		<b>162,391,365</b>	<b>251,780,708</b>	<b>35.6%</b>

PREPARED BY : Rosa Rocca  
Finance Department



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**  
**UPDATED UNAUDITED EXPENDITURE STATEMENT - CLOSED**  
**FOR THE PERIOD ENDED: APRIL 30, 2014**  
**BOARD ADMINISTRATION**

Page :

ACCOUNT	THIS YEAR TO DATE				LAST YEAR TO DATE		
	EXPENDED	BUDGET	% LEFT	CHANGES	EXPENDED	BUDGET	% LEFT
SALARY & BEN - TRUSTEES	178,622	233,262	23.4		168,108	232,744	27.8
SALARY & BEN - SENIOR STAFF	987,253	1,346,260	26.7		902,120	1,343,673	32.9
SALARY & BEN - MANAGERS	1,098,431	1,251,280	12.2		1,032,656	1,619,022	36.2
SALARY & BEN - TECHNICAL	318,185	456,547	30.3		278,318	329,910	15.6
SALARY & BEN - CLERICAL	1,392,521	1,937,287	28.1		1,385,634	1,931,361	28.3
TEMPORARY STAFF	17,751	64,448	72.5		35,531	64,388	44.8
SALARY & BEN - CLERICAL OVERTIME	0	0	0.0		0	0	0.0
PROFESSIONAL DEVELOPMENT	65,047	62,500	4.1-		37,524	62,500	40.0
SUPPLIES - TRUSTEES	0	0	0.0		0	0	0.0
SUPPLIES - GENERAL ADMINISTRATION	0	0	0.0		0	0	0.0
SUPPLIES - ADMINISTRATION	295,182	463,082	36.3		353,244	472,500	25.2
SUPPLIES - HUMAN RESOURCES	10,353	20,000	48.2		17,680	20,000	11.6
SUPPLIES - COMPUTER SERVICE	64,382	62,500	3.0-		145,140	62,500	132.2-
SUPPLIES - SUPERINTENDANTS	0	0	0.0		0	0	0.0
SUPPLIES - PLANT OPERATIONS	301,074	380,000	20.8		269,694	380,000	29.0
SUPPLIES - BUILDING MAINTENANCE	72,726	50,000	45.5-		48,556	50,000	2.9
FURNITURE & EQUIPMENT	40,432	48,000	15.8		44,293	48,000	7.7
FEES & CONTRACTS	628,192	395,000	59.0-		595,773	715,000	16.7
MISCELLANEOUS EXPENDITURES	6,301	40,000	84.3		10,330	40,000	74.2
AMORTIZATION & NET LOSS DISPOSALS	0	0	0.0		0	0	0.0
<b>TOTAL - BOARD ADMINISTRATION</b>	<b>5,476,452</b>	<b>6,810,166</b>	<b>19.6</b>	<b> </b>	<b>5,324,601</b>	<b>7,371,598</b>	<b>27.8</b>

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**  
**UPDATED UNAUDITED EXPENDITURE STATEMENT - CLOSED**  
**FOR THE PERIOD ENDED: APRIL 30, 2014**  
**ELEMENTARY SCHOOLS**

ACCOUNT	THIS YEAR TO DATE				LAST YEAR TO DATE		
	EXPENDED	BUDGET	% LEFT	CHANGES	EXPENDED	BUDGET	% LEFT
CLASSROOM TEACHERS	56,273,194	85,001,452	33.8		54,265,340	83,415,659	35.0
OCCASSIONAL TEACHERS	1,869,026	2,760,745	32.3		2,001,775	2,926,379	31.6
TEACHER ASSISTANTS	13,879,547	18,599,490	25.4		12,767,983	16,982,224	24.8
PROFESSIONAL STAFF	2,076,009	2,816,950	26.3		2,008,687	2,748,289	26.9
LIBRARY TECHNICIANS	1,427,120	2,224,330	35.8		1,462,848	2,051,968	28.7
PRINCIPALS & V.PS.	4,978,956	7,297,827	31.8		5,045,419	7,259,793	30.5
SCHOOL SECRETARIES	1,727,499	2,462,711	29.9		1,761,140	2,575,112	31.6
TEACHER CONSULTANTS	686,730	1,108,915	38.1		709,408	1,109,941	36.1
SALARY & BEN - CLERICAL	37,443	0	0.0		0	0	0.0
SALARY & BEN - NOONHOUR SUPERVISO	0	0	0.0		0	0	0.0
SALARY & BEN - SECONDMENT	0	0	0.0		0	0	0.0
SALARY & BEN - X OVER Y	0	0	0.0		0	0	0.0
SALARY & BEN - LTD/WGB LEAVE	0	0	0.0		0	0	0.0
LIBRARY & GUIDANCE - TEACHING	0	0	0.0		0	0	0.0
PROFESSIONAL DEVELOPMENT	69,881	380,000	81.6		78,662	430,000	81.7
CENTRAL TEXT & LEARNING MATERIALS	0	0	0.0		0	0	0.0
PROGRAM CLASSROOM RESOURCE	449,651	1,012,500	55.6		503,156	1,555,000	67.6
CENTRAL INSTRUCTION PROGRAMS	0	0	0.0		0	0	0.0
SPECIAL EDUCATION PROGRAMS	0	0	0.0		0	0	0.0
CLASSROOM SUPPLIES	745,332	1,456,280	48.8		891,698	1,492,869	40.3
PROGRAM SUPPLIES	85,991	195,000	55.9		86,415	195,000	55.7
SCHOOL ADMIN. SUPPLIES	230,370	384,000	40.0		222,609	380,000	41.4
COMPUTERS - CLASSROOM	998,766	1,281,561	22.1		723,163	1,119,976	35.4
COMPUTERS - NON CLASSROOM	21,887	49,956	56.2		21,887	49,956	56.2
F & E - CLASSROOM	268,080	600,456	55.4		268,210	604,939	55.7
F & E - NON CLASSROOM	6,094	40,870	85.1		19,578	42,214	53.6
NETWORK - CLASSROOM	0	0	0.0		0	0	0.0
NETWORK - NON CLASSROOM	0	0	0.0		0	0	0.0
FEES & CONTRACTS	0	0	0.0		0	0	0.0
MISCELLANEOUS EXPENDITURES	0	0	0.0		0	0	0.0
AMORTIZATION & NET LOSS DISPOSALS	0	0	0.0		0	0	0.0
<b>TOTAL - ELEMENTARY SCHOOLS</b>	<b>85,831,576</b>	<b>127,673,043</b>	<b>32.8</b>	<b> </b>	<b>82,837,978</b>	<b>124,939,319</b>	<b>33.7</b>

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**  
**UPDATED UNAUDITED EXPENDITURE STATEMENT - CLOSED**  
**FOR THE PERIOD ENDED: APRIL 30, 2014**  
**SECONDARY SCHOOLS**

Page :

ACCOUNT	THIS YEAR TO DATE				LAST YEAR TO DATE		
	EXPENDED	BUDGET	% LEFT	CHANGES	EXPENDED	BUDGET	% LEFT
CLASSROOM TEACHERS	31,512,114	48,539,423	35.1		31,735,685	48,660,862	34.8
OCCASSIONAL TEACHERS	1,091,538	1,428,715	23.6		1,008,196	1,656,678	39.1
TEACHER ASSISTANTS	3,354,821	4,331,430	22.6		3,646,847	4,747,417	23.2
PROFESSIONAL STAFF	847,991	1,683,704	49.6		846,877	1,419,447	40.3
LIBRARY TECHNICIANS	312,223	409,215	23.7		307,798	408,900	24.7
PRINCIPALS & V.PS.	2,010,728	3,157,475	36.3		2,018,241	3,018,686	33.1
DEPARTMENT HEAD RELEASE/ALLOWAN	0	0	0.0		0	0	0.0
SCHOOL SECRETARIES	1,386,653	1,793,332	22.7		1,446,525	2,054,006	29.6
TEACHER CONSULTANTS	350,820	1,004,371	65.1		390,749	901,065	56.6
SALARY & BEN - CLERICAL	45,801	0	0.0		0	0	0.0
SALARY & BEN - SECONDMENT	0	0	0.0		0	0	0.0
SALARY & BEN - X OVER Y	0	0	0.0		0	0	0.0
SALARY & BEN - LTD/WCB LEAVE	0	0	0.0		0	0	0.0
LIBRARY & GUIDANCE - TEACHING	1,731,173	1,932,826	10.4		1,845,121	1,923,258	4.1
PROFESSIONAL DEVELOPMENT	21,639	101,550	78.7		33,487	120,000	72.1
CENTRAL TEXT & LEARNING MATERIALS	0	0	0.0		0	0	0.0
PROGRAM CLASSROOM RESOURCE	1,043,899	2,011,227	48.1		1,127,843	2,076,227	45.7
CENTRAL INSTRUCTION PROGRAMS	0	0	0.0		0	0	0.0
SPECIAL EDUCATION PROGRAMS	0	0	0.0		0	0	0.0
CLASSROOM SUPPLIES	895,199	1,367,256	34.5		910,610	1,370,613	33.6
PROGRAM SUPPLIES	21,278	66,091	67.8		17,725	66,091	73.2
SCHOOL ADMIN. SUPPLIES	125,415	206,400	39.2		165,584	204,998	19.2
COMPUTERS - CLASSROOM	265,159	630,830	58.0		273,300	545,476	49.9
COMPUTERS - NON CLASSROOM	11,588	25,000	53.7		11,587	25,000	53.7
F & E - CLASSROOM	43,012	76,790	44.0		71,905	80,240	10.4
F & E - NON CLASSROOM	18,673	22,329	16.4		549	20,369	97.3
NETWORK - CLASSROOM	0	0	0.0		0	0	0.0
NETWORK - NON CLASSROOM	0	0	0.0		0	0	0.0
FEES & CONTRACTS	83,000	72,000	15.3-		83,000	72,000	15.3-
MISCELLANEOUS EXPENDITURES	0	0	0.0		0	0	0.0
AMORTIZATION & NET LOSS DISPOSALS	0	0	0.0		0	0	0.0
<b>TOTAL - SECONDARY SCHOOLS</b>	<b>45,172,724</b>	<b>68,859,964</b>	<b>34.4</b>	<b> </b>	<b>45,941,629</b>	<b>69,371,333</b>	<b>33.8</b>

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**  
**UPDATED UNAUDITED EXPENDITURE STATEMENT - CLOSED**  
**FOR THE PERIOD ENDED: APRIL 30, 2014**  
**CON ED**

Page :

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	70,405	104,500	32.6		70,116	104,500	32.9
PRINCIPALS & V.PS.	315,670	474,594	33.5		314,142	355,614	11.7
SCHOOL SECRETARIES	269,932	389,343	30.7		280,826	397,475	29.4
SALARY & BEN - MANAGERS	0	0	0.0		0	0	0.0
TEMPORARY STAFF	16,898	28,779	41.3		15,529	22,616	31.3
SALARY & BEN - DAY CARE	0	0	0.0		0	0	0.0
SALARY & BEN - SETTLEMENT WORKER	0	0	0.0		0	0	0.0
GRANT OFFICERS	0	16,167	100.0		0	16,167	100.0
SALARY & BEN - EDUCATIONAL ASSIST.	0	0	0.0		0	0	0.0
SALARY & BEN - INSTRUCTORS	0	0	0.0		0	0	0.0
A.E. TEACHERS / INSTRUCTORS	2,277,445	3,289,271	30.8		2,314,027	3,732,196	38.0
PROFESSIONAL DEVELOPMENT	7,912	13,400	41.0		8,349	20,300	58.9
PROGRAM CLASSROOM RESOURCE	209,079	415,578	49.7		212,726	429,390	50.5
CLASSROOM SUPPLIES	569,969	752,632	24.3		385,996	679,279	43.2
PROGRAM SUPPLIES	0	0	0.0		0	0	0.0
COMPUTERS - CLASSROOM	29,895	5,000	497.9		44,376	40,000	10.9
F & E - CLASSROOM	0	0	0.0		0	0	0.0
F & E - NON CLASSROOM	0	0	0.0		0	0	0.0
FEES & CONTRACTS	0	0	0.0		2,272	0	0.0
<b>TOTAL - CON ED</b>	<b>3,789,605</b>	<b>5,534,700</b>	<b>31.5</b>	<b> </b>	<b>3,653,735</b>	<b>5,834,515</b>	<b>37.4</b>

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**  
**UPDATED UNAUDITED EXPENDITURE STATEMENT - CLOSED**  
**FOR THE PERIOD ENDED: APRIL 30, 2014**  
**PLANT OPERATIONS**

Page :

ACCOUNT	THIS YEAR TO DATE				LAST YEAR TO DATE		
	EXPENDED	BUDGET	% LEFT	CHANGES	EXPENDED	BUDGET	% LEFT
SALARY & BEN - MANAGERS	473,237	815,922	42.0		551,756	866,501	36.3
SALARY & BEN - CARETAKERS	3,592,922	5,415,004	33.7		3,428,399	5,336,302	35.8
SALARY & BEN - CLEANERS	2,649,941	4,272,145	38.0		2,800,918	4,251,280	34.1
SALARY & BEN - TECHNICAL	0	0	0.0		0	0	0.0
SALARY & BEN - CLERICAL	75,201	131,502	42.8		73,799	196,517	62.5
SALARY & BEN - CO-ORDINATOR	0	0	0.0		0	0	0.0
TEMPORARY STAFF	0	0	0.0		0	0	0.0
SALARY & BEN - CARETAKER REPLMNT	0	0	0.0		0	0	0.0
SALARY & BEN - CLEANER REPLMNT	0	0	0.0		0	0	0.0
PROFESSIONAL DEVELOPMENT	2,188	10,000	78.1		4,475	10,000	55.3
SUPPLIES - UTILITIES	3,139,311	3,370,000	6.9		2,637,225	3,370,000	21.7
SUPPLIES - PLANT OPERATIONS	542,933	762,500	28.8		555,741	762,500	27.1
SUPPLIES - GROUNDS	927,984	575,000	61.4		428,704	875,000	51.0
F & E - PLANT OPERATIONS	379,117	675,000	43.8		375,191	675,000	44.4
FEES & CONTRACTS	648,993	605,000	7.3		618,669	560,000	10.5
MISCELLANEOUS EXPENDITURES	0	0	0.0		0	0	0.0
<b>TOTAL - PLANT OPERATIONS</b>	<b>12,431,827</b>	<b>16,632,073</b>	<b>25.3</b>	<b> </b>	<b>11,474,877</b>	<b>16,903,100</b>	<b>32.1</b>

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**  
**UPDATED UNAUDITED EXPENDITURE STATEMENT - CLOSED**  
**FOR THE PERIOD ENDED: APRIL 30, 2014**  
**PLANT MAINTENANCE**

Page :

ACCOUNT	THIS YEAR TO DATE				LAST YEAR TO DATE		
	EXPENDED	BUDGET	% LEFT	CHANGES	EXPENDED	BUDGET	% LEFT
SALARY & BEN - MANAGERS	348,059	528,311	34.1		334,131	510,573	34.6
SALARY & BEN - TECHNICAL	707,019	1,079,765	34.5		639,826	1,079,870	40.8
SALARY & BEN - CLERICAL	59,805	89,654	33.3		60,631	78,985	23.2
TEMPORARY STAFF	2,321	5,382	56.9		234	5,364	95.6
SALARY & BEN - CLERICAL OVERTIME	0	0	0.0		0	0	0.0
PROFESSIONAL DEVELOPMENT	815	7,500	89.1		3,444	7,500	54.1
SUPPLIES - PLANT OPERATIONS	179,601	400,000	55.1		129,093	400,000	67.7
SUPPLIES - GROUNDS	80,125	180,000	55.5		60,685	180,000	66.3
SUPPLIES - PLANT MAINTENANCE	109,510	169,000	35.2		118,125	169,000	30.1
SUPPLIES - BUILDING MAINTENANCE	745,493	1,102,500	32.4		771,091	1,102,500	30.1
F & E - PLANT MAINTENANCE	0	36,500	100.0		0	36,500	100.0
FEES & CONTRACTS	52,255	75,000	30.3		53,467	75,000	28.7
MISCELLANEOUS EXPENDITURES	0	0	0.0		0	0	0.0
AMORTIZATION & NET LOSS DISPOSALS	0	0	0.0		0	0	0.0
<b>TOTAL - PLANT MAINTENANCE</b>	<b>2,285,003</b>	<b>3,673,612</b>	<b>37.8</b>	<b> </b>	<b>2,170,727</b>	<b>3,645,292</b>	<b>40.5</b>

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**  
**UPDATED UNAUDITED EXPENDITURE STATEMENT - CLOSED**  
**FOR THE PERIOD ENDED: APRIL 30, 2014**  
**TRANSPORTATION DEPARTMENT**

Page :

ACCOUNT	THIS YEAR TO DATE				LAST YEAR TO DATE		
	EXPENDED	BUDGET	% LEFT	CHANGES	EXPENDED	BUDGET	% LEFT
SALARY & BEN - MANAGERS	53,997	117,371	54.0		53,728	115,222	53.4
SALARY & BEN - TECHNICAL	45,202	169,736	73.4		44,998	172,959	74.0
SALARY & BEN - CLERICAL	0	25,332	100.0		0	22,760	100.0
SUPPLIES - ADMINISTRATION	163	76,799	99.8		369	75,707	99.5
FURNITURE & EQUIPMENT	0	10,581	100.0		0	12,675	100.0
FEES & CONTRACTS	6,874,274	9,328,382	26.3		6,636,409	9,140,089	27.4
MISCELLANEOUS EXPENDITURES	0	0	0.0		0	0	0.0
AMORTIZATION & NET LOSS DISPOSALS	0	0	0.0		0	0	0.0
<b>TOTAL - TRANSPORTATION DEPARTMENT</b>	<b>6,973,636</b>	<b>9,728,201</b>	<b>28.3</b>	<b> </b>	<b>6,735,504</b>	<b>9,539,412</b>	<b>29.4</b>



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**  
**UPDATED UNAUDITED EXPENDITURE STATEMENT - CLOSED**  
**FOR THE PERIOD ENDED: APRIL 30, 2014**  
**CAPITAL AND OTHER EXPENDITURES**

ACCOUNT	THIS YEAR TO DATE				LAST YEAR TO DATE		
	EXPENDED	BUDGET	% LEFT	CHANGES	EXPENDED	BUDGET	% LEFT
MISCELLANEOUS CAPITAL	0	0	0.0		0	0	0.0
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	163,417	239,573	31.8		228,234	311,506	26.7
DEBT CHARGES AFTER MAY, 1998	0	117,487	100.0		0	117,487	100.0
DEBT CHARGES - GPL	0	0	0.0		0	0	0.0
NEW PUPIL PLACES	2,538,734	2,082,470	21.9		2,961,826	2,191,952	35.1
LEGAL OBLIGATIONS	0	0	0.0		0	0	0.0
AMORTIZATION & NET LOSS DISPOSALS	0	9,120,304	100.0		0	8,996,554	100.0
PROVISION FOR RESERVES	0	0	0.0		0	0	0.0
SGF - SCHOOL GENERATED FUNDS	0	0	0.0		0	0	0.0
<b>TOTAL - CAPITAL AND OTHER EXPENDITUR</b>	<b>3,607,461</b>	<b>13,965,412</b>	<b>74.2</b>	<b> </b>	<b>4,252,333</b>	<b>14,176,139</b>	<b>70.0</b>

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
 UPDATED UNAUDITED EXPENDITURE STATEMENT - CLOSED  
 FOR THE PERIOD ENDED: APRIL 30, 2014

Page :

ACCOUNT	THIS YEAR TO DATE				LAST YEAR TO DATE		
	EXPENDED	BUDGET	% Left	CHANGES	EXPENDED	BUDGET	% Left
<b>GRAND TOTAL-</b>	165,568,284	252,877,171	34.5		162,391,385	251,780,708	35.5

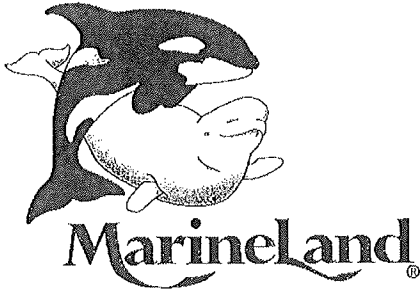
Prepared by : Rosa Rocca  
Finance Department

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
MAY 27, 2014**

***PUBLIC SESSION***

**TITLE: CORRESPONDENCE  
MARINELAND – APRIL 23, 2014**

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April 23, 2014

Ms. Kathy Burtnik  
Trustee  
Niagara Catholic District School Board  
427 Rice Road  
Welland, ON L3C 7C1

Dear Kathy:

I am writing you to let you know as part of our annual school outreach program we have written the enclosed letter to your teaching community.

As you are very much aware, there is room for a legitimate debate about animals and mammals in captivity. That is a reasonable debate and our educational system has an important role to play in the understanding of the importance of animal welfare. I believe that Marineland helps our younger generation learn about animals they would never encounter in the wild. I also believe that their experience at Marineland will foster a desire to stop human encroachment of natural habitats and foster greater conservation efforts of all living species.

I want to end with an abstract from an email I received last year...

"I have been coming to Marineland for too many years to admit. First with younger siblings, nephews and then my own children. And now, the last eight years with our granddaughter... she was able to meet with the Lady vet on Saturday when she was checking on a beluga. She was thrilled because she has aspirations of becoming a vet herself. Talking with the vet was such a thrill for her. Five years ago we actually saw Eve born and so we have wonderful stories of Marineland. Thank you to all your workers who put up with a lot of negativity." (Signed) J.S.

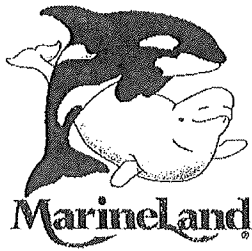
It is letters and articles like this that tell me Marineland and places like it are important to our children's education and future understanding of what it takes to build a caring community that protects the environment and habitat of all our species... including the human habitat.

If you, your staff or your board need any more information, please feel free to call me personally.

Thank you,

John Holer  
Founder and President

Enclosure



Marketing Department  
8375 Stanley Avenue  
Niagara Falls, ON L2G 0C8  
Phone: 905.356.2142  
Fax: 905.356.6305  
Web: [www.marineland.ca](http://www.marineland.ca)

**Dear Educator:**

There is a reason why "Everyone Loves Marineland." Since I opened Marineland over 50 years ago, we have hosted, educated, and entertained literally millions of students. As an accomplished educator you will understand the pride I experience when many marine biologists, veterinarians, conservationists and oceanographers go out of their way to tell me it was their childhood experience at Marineland that first inspired them to learn more about the wonders of the ocean and its amazing marine and aquatic life. Some have even paid their way through university while working as animal caregivers at the park. To hear this is so gratifying.

Central Ontario students are a thousand miles from the sea and seldom get to experience marine life up close and personal. At Marineland they get to have that unique opportunity. As an educator you will find Marineland is a valuable, rewarding, educational experience your students will absolutely love (like millions before them).

There are lessons to be learned at Marineland. As one former visitor, a renowned marine educator told our local newspaper when interviewed: "Whales are our existing dinosaurs, marvels of nature that trace a lineage back more than 50 million years. But at the rate the earth is being polluted, these gentle giants of the ocean could one day die off, signaling the end of the human race as well... they are our canaries in the coal mine." A native of Toronto, her fascination with saving whales and dolphins started with annual visits to Marineland. She added, "My big focus is on education. It's the only way we will save the whales and the planet." She went on to add that educational activities would be lost if there were no whales in facilities such as Marineland.

Your class's day at Marineland will be filled with wonder, excitement and self-discovery. Students will have opportunities to touch and feed some amazing animals and interact with passionate and dedicated animal caregivers. It will be a day they will remember for a lifetime.

I urge you to visit our website, [www.marineland.ca](http://www.marineland.ca) and click on the For Teachers button located on the Home page where you will find teaching resources that will make your students' visit to Marineland a marvelous and rewarding educational experience.

I promise you that you and, most importantly, your students will have a "Whale of a time!"

Sincerely,  
MARINELAND OF CANADA INC.

John Holer  
Founder and President

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
MAY 27, 2014**

***PUBLIC SESSION***

**TITLE: CORRESPONDENCE  
LETTER OF APPRECIATION – MAY 1, 2014**

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## Letter of Appreciation

May 1, 2014

Dear Kathy,

Please accept my belated but very sincere appreciation for the invitation to attend the Gala which recently honoured my late Uncle, Monsignor Matthew Clifford. I am the youngest of Joe Clifford's family and presently live outside Ottawa. I know that "Father Matt", as he was known to his nieces and nephews, would have been thrilled for the recognition and would have thoroughly enjoyed the happy occasion. He had a great sense of humor and Irish twinkle about him; was greatly beloved and is very missed.

Please extend my deepest thanks to Bishop Bergie, John Crocco, Fr. Rowe, Sr. Mary Kay and all the behind the scenes workers who contributed to making the evening such a celebratory success and, by extension, an honour for our entire Clifford family.

With best wishes,  
Lynne Clifford-Ward  
[lcliffordward@gmail.com](mailto:lcliffordward@gmail.com)



**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
MAY 27, 2014**

***PUBLIC SESSION***

**TITLE: CORRESPONDENCE  
MINISTRY OF EDUCATION – MAY 2, 2014**

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Ministry of Education

Ministère de l'Éducation

Minister

Ministre

Mowat Block  
Queen's Park  
Toronto ON M7A 1L2  
Telephone (416) 325-2600  
Facsimile (416) 325-2608

Édifice Mowat  
Queen's Park  
Toronto ON M7A 1L2  
Téléphone (416) 325-2600  
Télécopieur (416) 325-2608



May 2, 2014

Ms. Kathy Burtnik  
Chairperson  
Ms. Anna Racine  
Special Education Advisory Committee Chair  
Niagara Catholic District School Board  
427 Rice Road  
Welland ON L3C 7C1

Dear Ms. Burtnik and Ms. Racine,

Thank you for your letter about including special education as a mandatory requirement for all teacher candidates in initial teacher education programs across Ontario. I appreciate the opportunity to respond.

Our government recognizes that teachers are the most important factor in improving student achievement outside the home. We also believe in supporting all of Ontario's students so that they can succeed in school and in life. Students who have behavioural, communicational, intellectual, physical or multiple challenges may require special education programs or services to benefit fully from their school experience. For these students, Ontario's teachers differentiate instruction and assessment from those they provide to the general student population. These may take the form of accommodations, such as specific teaching strategies, preferential seating and assistive technology. They may also modify an educational program from the grade level expectations in a particular course or subject, as outlined in the Ministry of Education's curriculum policy documents.

As you are aware, on June 5, 2013, the Ministry of Education and the Ministry of Training, Colleges and Universities announced that Ontario is modernizing its initial teacher education program, beginning in September 2015. Our government is doubling the time that students spend in the teacher education program to a total of four semesters, which will include mandatory core content and at least 80 days of practice teaching in the classroom.

.../2

We amended Ontario Regulation 347/02, *Accreditation of Teacher Education Programs*, in October 2013 to effect these changes. The amended regulation includes a requirement that a teacher education program will provide a student with knowledge and understanding of the Ontario curriculum, including special education. It also states that the program includes information on how to use learning and teaching theories and methods, and differentiated instruction.

In February 2014, the Ontario College of Teachers released an Accreditation Resource Guide for faculties of education and accreditation panels that details each of the enhanced program and content requirements. To view the guide, please visit: [www.oct.ca/public/the-public-interest/newteachered](http://www.oct.ca/public/the-public-interest/newteachered).

Since the longer program will accommodate more content and practice teaching, the Ontario College of Teachers must also review the content levels of the “additional qualifications” for the teachers’ section of the program. Additional qualifications are available as professional development to all teachers in the province to enhance their knowledge and skills, whatever their level of experience.

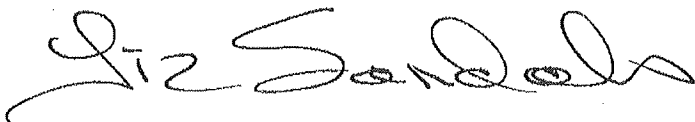
You may also be interested to know that the ministry’s Building Futures program supports and guides teacher candidates in Ontario’s publicly assisted initial teacher education programs through workshops that support ministry priorities. Among the sessions that are available for new teachers are workshops that provide them with the knowledge of Ontario's policies on special education, including:

- *Individual Education Plans (IEPs);*
- *An Overview of Ministry Special Education Resources;*
- *Student Mental Health and Well-Being: Creating Mentally Healthy Classrooms;*
- *Supporting Diverse Learners through an Integrated Process of Assessment and Instruction;* and
- *Supporting Students with Special Education Needs – Where to Begin?*

To learn more about the Building Futures program, please visit:  
[www.edu.gov.on.ca/eng/teachers/buildingfutures/index.html](http://www.edu.gov.on.ca/eng/teachers/buildingfutures/index.html).

Thank you again for taking the time to share your views.

Sincerely,

A handwritten signature in black ink, appearing to read "Liz Sandals". The signature is fluid and cursive, with a large initial "L" and "S".

Liz Sandals  
Minister

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
MAY 27, 2014**

***PUBLIC SESSION***

**TITLE: TRUSTEE INFORMATION  
SPOTLIGHT ON NIAGARA CATHOLIC  
MAY 13, 2014**

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# Spotlight

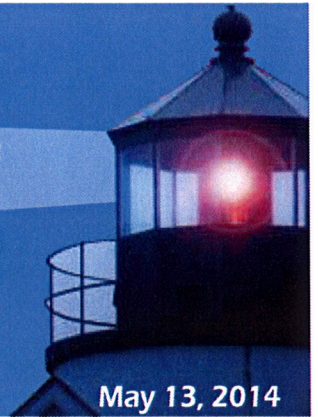
on

## NIAGARA CATHOLIC

*Nurturing Souls & Building Minds*

[www.niagaracatholic.ca](http://www.niagaracatholic.ca)

May 13, 2014



### 2014 Distinguished Alumni Awards Presented During Catholic Education Week

Niagara Catholic capped off an outstanding Catholic Education Week May 9, with the presentation of the 2014 Distinguished Alumni Awards.

Seven outstanding individuals were recognized during the annual luncheon at the Catholic Education Centre.

The 2014 recipients of the Niagara Catholic Distinguished Alumni Award are:

#### John Belcastro

John Belcastro was the first lay principal of Notre Dame College School in Welland.

John was eager to ignite a love of learning in young students, and encouraged teachers and was committed to creating a culture within the school that would serve the whole person, body, mind and soul.

Now enjoying a full retirement, John remains a strong advocate for Niagara Catholic and Catholic education.



*Niagara Catholic's 2014 Distinguished Alumni recipients, from left, are: Father Michael Rosinski, Jennifer Hollett, John Belcastro and William Jones. Janet Monchalin (second from left) accepted the Award on behalf of her daughter, Lisa Monchalin, and Victoria Syne (centre) accepted the Award on behalf of her son, Khalil. Also absent when the photo was taken was Shannon Passero. View photos from the event at [niagaracatholic.ca](http://niagaracatholic.ca) and view a recording of the luncheon on Niagara Catholic TV, accessed through the Board website.*

#### Jennifer Hollett

Upon her graduation from Concordia University, Jennifer Hollett embarked on a diverse media career that included working as a TV host and reporter at CBC, CTV and MuchMusic.

Throughout the course of her career, Jennifer became a passionate advocate of the rights of women while on location in Afghanistan, Kenya, and Sierra Leone. She has been the moderator of the G(irls)20 Summit since 2010, an international girls leadership conference.

#### William Jones

William Jones collapsed in class on March 23, 2004. Despite early CPR administered by school staff he was given a seven per cent chance of survival. He spent a month in hospital and lived with side effects including short-term memory loss, but he refused to give up on his dreams.

He has been a volunteer ambassador for the Heart and Stroke Foundation. In 2011, he was selected by the Governor General as one of 120 youth leading Canada toward being a Smart and Caring Nation.

#### Lisa Monchalin

Lisa Monchalin embodies what it means to be a Catholic school graduate. She was the first Aboriginal woman in Canada with a PhD in Criminology, and is currently Professor of Criminology at Kwantlen Polytechnic University in British Columbia.

Lisa is a motivational speaker; passionate about speaking to young people about community, involvement and social justice.

#### Shannon Passero

Shannon Passero is an internationally renowned clothing designer and producer. Her clothes are made by workers in safe conditions using sustainable materials.

She is committed to women's rights and the environment and is an advocate for ensuring proper health care and benefits at work.

*Continued on next page*



## Highlights from the May 13th Committee of the Whole Meeting

### Policies Recommended

During the May 13th Committee of the Whole Meeting, Trustees recommended four Policies be approved by the Board.

*Advocacy Expenditures Policy (100.9), Anaphylaxis Policy (302.1), Electronic Meetings (Board and Committees) Policy (100.8) and Student Transportation Policy (500.2)* will be considered at the May 27th Board meeting.

### 2014-2015 System Priorities

Trustees have recommended that the Board approve the 2014-2015 System Priorities, which were presented by the Director of Education and Senior Staff at the May 13th Committee of the Whole Meeting.

Rooted in achieving the expectations and outcomes of the Board-approved Niagara Catholic Vision 2020 Strategic Plan, the recently released Ministry of Education Achieving Excellence document and building on the 2013-2014 System Priorities, the Enabling Strategies provide the specific system priority initiatives for 2014-2015 to achieve the Board's two Strategic Directions within the Vision 2020 Strategic Plan.

Once approved, the 2014-2015 System Priorities will be sent to all schools, the Diocese, Special Education Advisory Council, Catholic School Councils and the Niagara Catholic Parent Involvement Committee. Posters displaying the Strategic Directions will also be placed in all schools and will also be available through the Board, My Niagara Catholic and My Niagara Catholic Alumni websites.

### Niagara Catholic Elementary Chaplaincy Leaders Support Students and Staff

Niagara Catholic has two strategic directions; one of which is to Build Strong Catholic Identity and Community to Nurture the Distinctiveness of Catholic Education.

In support of this direction, in 2011 the Board approved a System Priority to provide funding for a Board Chaplaincy Leader and two Elementary Chaplaincy Leaders.

The Board Chaplaincy Leader is responsible for the development of faith formation opportunities for all employees of the Board, the supervision of elementary and secondary Chaplaincy Leaders and the program delivery and supervision of the Board's Journey Retreat Program (which includes collaboration with the Board, Parish Priests, service providers and various members of the community).

The Board Chaplaincy Office also oversees preparation of faith formation segments for monthly elementary and secondary staff meetings, prepares the Board's annual Faith Day Professional Development Day, Graduation Celebration, Niagara Catholic's Culture of Life Conference, represents Niagara Catholic at the March for Life and represents Niagara Catholic at the When Faith Meets Pedagogy Annual Conference and also participates in presentations at this event.

Finally, the Board Chaplaincy Leader supports and co-ordinates the Chaplaincy Leaders at our eight Catholic high schools and our four Elementary Chaplaincy Leaders.

The Board Chaplaincy Leader and innovative Elementary Chaplaincy Leader program have received accolades and provincial recognition at various general meetings and conferences, including the Ontario Catholic School Trustees' Association (OCSTA), Ontario Catholic Supervisory Officers' Association (OCSOA), Catholic School Chaplains of Ontario, and When Faith Meets Pedagogy.



## Alumni Awards Continued

### Michael Rosinski

Michael Rosinski graduated from Notre Dame College School in 1993 and entered the Jesuits the following year. He took his Perpetual Vows in 1996 and was ordained a decade later.

Michael's desire to become a Jesuit was inspired by their emphasis on critical thinking, education and global outreach.

Michael has served as a Confessor at the Church of Gesu in Rome, a Pastoral Animator for the Jesuit Refugee Service in South Sudan and a Chaplain and Religion teacher. He was frequently in the media during the most recent Papal election and is currently a Doctoral Candidate at St. Paul University.

### Khalil Syne

Khalil Syne began preparing for a career as a commercial pilot following his graduation from Saint Francis Catholic Secondary School.

In his capacity as a United Nations Pilot, Khalil was stationed in hot spots around the globe, including Afghanistan, the Ivory Coast, Liberia and Haiti. Many of the flights in these areas included medi-vac missions and delivering humanitarian aid and he often took part in dangerous missions at great personal risk out of his profound regard for the dignity of human life.

**Congratulations!**  
2014 Distinguished Alumni



**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
MAY 27, 2014**

***PUBLIC SESSION***

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

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# JUNE 2014



Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 Family Picnic Queenston Heights	2	3 Roots of Empathy SAL Meeting CW Meeting	4 SEAC	5 Young Artists Gallery— CEC — 6:30 p.m.	6	7
8	9	10 Roots of Empathy SAL Meeting CW Meeting	11	12	13 Elementary PA Day	14
15	16	17 Board Meeting	18 Director's Meeting Administrator's/Past Leaders Luncheon	19 Secondary Exams (through 25th)	20	21 Retirement and Service Recognition Dinner
22	23 Graduations ceremonies this week	24 BT—Brock—7 p.m. HC—N. College—7 p.m. SP—Scotiabank Centre—7 p.m.	25 DM—Brock—7 p.m. ND—Welland Arena— 7 p.m. SF—N. College—6 p.m.	26 Last day of school secondary LC—Vale Centre—7 p.m. SM—N. College—7 p.m.	27 Last day of school elementary	28
20	30					