



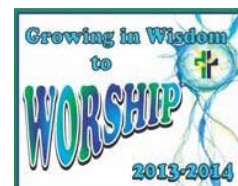
*The Niagara Catholic District School Board through
the charisms of faith, social justice, support and leadership,
nurtures an enriching Catholic learning community for all
to reach their full potential and become living witnesses of Christ.*

AGENDA AND MATERIAL

COMMITTEE OF THE WHOLE MEETING

**TUESDAY, APRIL 8, 2014
7:00 P.M.**

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



A. ROUTINE MATTERS

1. Opening Prayers – Trustee MacNeil -
2. Roll Call -
3. Approval of the Agenda -
4. Declaration of Conflict of Interest -
5. Approval of Minutes of the Committee of the Whole Meeting of March 4, 2014 A5

B. PRESENTATIONS

C. COMMITTEE AND STAFF REPORTS

1. Policy Committee
 - 1.1 Unapproved Minutes of the Policy Committee Meeting of March 18, 2014 C1.1
 - 1.2 Approval of Policy
 - 1.2.1 Architect Selection Policy (701.1) C1.2.1
 - 1.3 Policy and Guideline Review 2013-2014 Schedule C1.3
2. 11th Annual Niagara Catholic Skills Competition C2
3. Pupil Accommodation Review-Senior Staff Follow-Up Report and Recommendations for St. Christopher Catholic Elementary School and St. Theresa Catholic Elementary School C3
4. School Year Calendar 2014-2015 C4
5. Staff Development Department Professional Development Opportunities C5
6. Extended Overnight Field Trip, Excursion and Exchange Committee C6
7. Niagara Catholic Education Award of Distinction 2014 -
8. Monthly Updates
 - 8.1 Capital Projects Update C8.1
 - 8.2 Student Senate Update -
 - 8.3 Senior Staff Good News Update -

D. INFORMATION

- | | |
|--|------|
| 1. Trustee Information | |
| 1.1 Spotlight on Niagara Catholic – March 18, 2014 | D1.1 |
| 1.2 Calendar of Events – April 2014 | D1.2 |
| 1.3 Bishop’s Gala 2014 – April 12, 2014 | - |
| 1.4 Holy Week | - |
| 1.5 OCSTA 2014 – Silent Auction | - |

E. OTHER BUSINESS

- | | |
|---|---|
| 1. General Discussion to Plan for Future Action | - |
|---|---|

F. BUSINESS IN CAMERA**G. REPORT ON THE IN CAMERA SESSION****H. ADJOURNMENT**

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE MEETING
APRIL 8, 2014**

PUBLIC SESSION

**TITLE: MINUTES OF THE COMMITTEE OF THE WHOLE
MEETING MARCH 4, 2014**

RECOMMENDATION

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



MINUTES OF THE COMMITTEE OF THE WHOLE MEETING TUESDAY, MARCH 4, 2014

Minutes of the Meeting of the Committee of the Whole of the Niagara Catholic District School Board, held on Tuesday, March 4, 2014 in the Father Kenneth Burns C.S.C. Board Room, at the Catholic Education Centre, 427 Rice Road, Welland.

The meeting was called to order at 7:02 p.m. by Vice-Chair Burkholder.

A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayers were led by Chair Burtnik

2. Roll Call

Vice-Chair Burkholder noted that Ted Farrell, Superintendent of Education was present electronically, all other Trustees were in attendance.

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

The following staff were in attendance:

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

3. **Approval of the Agenda**

Vice-Chair Burkholder noted an addition to the Committee of the Whole Meeting Agenda, In Camera Session (Section B: Student Trustees Excluded):
F5 - Trustees and Director Only

Moved by Trustee Nieuwesteeg

THAT the Committee of the Whole approve the Agenda of the Committee of the Whole Meeting of March 4, 2014, as amended.

CARRIED

4. **Declaration of Conflict of Interest**

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

5. **Approval of Minutes of the Committee of the Whole Meeting of February 11, 2014**

Moved by Trustee O'Leary

THAT the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting of February 11, 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 February 25, 2014**

Moved by Chair Burtnik

THAT the Committee of the Whole receive the unapproved Minutes of the Policy Committee Meeting of February 25, 2014, as presented.

CARRIED

1.2 **Approval of Policies**

Vice-Chair Burkholder presented the Policy Committee recommendations to the Committee of the Whole for consideration.

1.2.1 Advertising Expenditures Policy (600.5)

Moved by Trustee Charbonneau

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the revised Advertising Expenditures Policy (600.5), as presented.

CARRIED

1.2.2 Ontario Student Record Policy (301.7)

Moved by Trustee Charbonneau

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the revised Ontario Student Record Policy (301.7), as presented.

CARRIED

1.3 Enrolment Register

Moved by Trustee Charbonneau

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

CARRIED

1.4 Policy and Guideline Review 2013-2014 Schedule

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

2. Niagara Catholic Early Learning Kindergarten Program (ELKP) 2014-2015

Mark Lefebvre, Superintendent of Education presented the report on Niagara Catholic Early Learning Kindergarten Program (ELKP) 2014-2015 for Information. He introduced Kendall Cappellazzo, Early Years/Primary Consultant and Christopher Moscato, Numeracy Facilitator.

Ms. Cappellazzo and Mr. Moscato, presented a visual presentation highlighting the ELKP program and ELKP Open House and Registration for 2014.

Superintendent Lefebvre and Ms. Cappellazzo answered questions of Trustees

3. Niagara Catholic French Immersion 2014-2015

Superintendent Lefebvre presented the report on Niagara Catholic French Immersion 2014-2015 for Information. He introduced Jayne Evans, FSL & International Languages/ESL/Arts Consultant. Ms. Evans presented a visual report on the registration numbers for 2014-2015 for the Elementary Schools. She informed the Board that on Thursday, February 6 2014 registration for the French Immersion program opened on the Niagara Catholic website and will close on March 3, 2014. Effective March 3, 2014, 154 on-line registrations have been recorded.

Ms. Evans answered questions of Trustees

4. **International Student Program Winter Integration 2014**

Frank Iannantuono, Superintendent of Education/Human Resources Services presented the report on International Student Program Winter Integration 2014 for information. He introduced Fred Wilson, Supervisor of International Education who presented a visual presentation on the Winter Integration Program.

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

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

6. **Niagara Catholic District School Board Multi-Year Accessibility Plan December 2012 to December 2017 (Working Document) Update**

Yolanda Baldasaro, Superintendent of Education, presented the report on the Niagara Catholic District School Board Multi-Year Accessibility Plan December 2012 to December 2017 (Working Document) Update for information. Superintendent Baldasaro introduced Cathy McMullin, Applied Behaviour Analysis Supervisor who presented a visual presentation outlining the plans, accomplishments and future objectives.

Director Crocco, Superintendent Baldasaro and Ms. Mullin answered questions of Trustees.

7. **St. Catharines Pupil Accommodation Review for St. Christopher and St. Theresa Catholic Elementary School**

Director Crocco and Ted Farrell, Superintendent of Education presented the report on Pupil Accommodation Review (PAR) St. Christopher and St. Theresa Catholic Elementary Schools for Information. The PAR report is in full compliance with Section 2.6 of the Architect Selection Board Policy (701.2) and Ministry of Education Guidelines.

Director Crocco, Superintendent Farrell and Scott Whitwell, Controller of Facilities Services answered questions of Trustees.

Director Crocco noted that Item C7 School Valuation Template, page 29 will be amended and brought to the Special Board Meeting on March 25, 2014 at Denis Morris Catholic High School.

Moved by Trustee Charbonneau

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.

CARRIED

8. **Monthly Updates**

8.1 **Capital Projects Update**

Controller Whitwell presented the Capital Projects Update.

8.2 Student Trustees' Update

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

8.3 Senior Staff Good News Update

Senior Staff highlights included:

Superintendent Baldasaro

Antonio Gambale, Program Chair of Canadian and World Studies/Social Sciences at Blessed Trinity Catholic Secondary School has been selected to participate in the Legislative Assembly of Ontario's Teacher's Forum taking place from March 24-25, 2014 in Toronto, Ontario.

Superintendent Lee Ann Forsyth-Sells

On Tuesday, February 18, 2014 Niagara Catholic secondary students demonstrated their film making skills by creating videos with messages about bullying prevention in the first "Student Unite Anti- Bullying Film Festival" at the Cineplex Odeon Theatre in Niagara Falls.

The festival is a partnership with the Niagara Regional Police Service and CHCH-TV. Fifty- two (52) entries were received from twenty (20) high schools. Three Niagara Catholic secondary schools placed in the top five.

Notre Dame College School placed first with the film "Read between the fines" by Constance Day. Denis Morris Catholic High School placed third with the film "Lockers", and Saint Paul Catholic High School placed fourth with the film "Shoes". Each film depicted the quality work of Niagara Catholic Students and their understanding of the importance of anti-bullying messages to students. The winning films have been posted on the Board website, Niagara Regional Police Service and CHCH-TV websites for viewing.

Superintendent Lefebvre

The Approved Extended Overnight Field Trips for the March Break 2014 was distributed for information.

The Ministry received over 250 applications for the Physical Activity in Secondary Schools Grant. The Grant was introduced to support innovative, strategic and sustainable initiatives that engage students and the school community in increasing the number of secondary students participating in physical activities outside of instructional time.

A Healthy Eating in Secondary Schools Grant of \$50,000 was awarded for the project "Farm to Table". The Grant application was submitted by Marco Magazzeni, Coordinator – Student Success.

Saint Michael Catholic High School has been selected for a \$20,000 Physical Activity in Secondary School Grant for "Fueling the Soul: Increasing Physical Activity & Fitness among Adolescent Females".

D. INFORMATION

1. Trustee Information

1.1 Spotlight on Niagara Catholic – February 25, 2014

Director Crocco highlighted the Spotlight on Niagara Catholic – February 25, 2014 issue for Trustees' information.

1.2 Calendar of Events – March 2014

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

1.3 March Break 2014

Director Crocco presented information on March Break 2014.

1.4 March Board Meeting – March 18, 2014

Director Crocco advised Trustees that the Agenda for the March 18, 2014 Board Meeting will be sent out on Thursday, March 13, 2014.

1.5 OCSTA 2014 – AGM and Conference

Vice-Chair Burkholder reminded the Trustees about the OCSTA 2014 – AGM and Conference in Niagara Falls.

Trustees were asked to confirm their attendance with Kristine Murphy, Administrative Assistant, Corporate Services & Communications

E. OTHER BUSINESS

1. General Discussion to Plan for Future Action

- 1.1 Director Crocco reminded Trustees of the Special Board Meeting at Denis Morris Catholic High School on March 25, 2014 at 7:00 p.m.

F. BUSINESS IN CAMERA

Moved by Trustee Charbonneau

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 9:04 p.m. and reconvened at 10:02 p.m.

G. REPORT ON THE IN-CAMERA SESSION

Moved by Trustee Charbonneau

THAT the Committee of the Whole report the motions from the In Camera Session of the Committee of the Whole Meeting of March 4, 2014.

CARRIED

SECTION A: STUDENT TRUSTEES INCLUDED

Moved by Trustee Sicoli

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 February 11, 2014, as presented.

CARRIED (Item F1)

SECTION B: STUDENT TRUSTEES EXCLUDED

Moved by Trustee Nieuwesteeg

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 February 11, 2014 as presented.

CARRIED (Item F3)

H. ADJOURNMENT

Moved by Trustee Sicoli

THAT the March 4, 2014 Committee of the Whole Meeting be adjourned.

CARRIED

This meeting was adjourned at 10:05p.m.

Minutes of the Committee of the Whole Meeting of the Niagara Catholic District School Board held on **March 4, 2014.**

Approved on **April 8, 2014.**

Rhianon Burkholder
Vice-Chair of the Board

John Crocco
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE MEETING
APRIL 8, 2014**

PUBLIC SESSION

**TITLE: UNAPPROVED MINUTES OF THE POLICY COMMITTEE
MEETING OF MARCH 18, 2014**

RECOMMENDATION

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

The following recommendation is being presented for the Committee of the Whole's consideration from the Policy Committee Meeting of March 18, 2014:

1.2 Approval of Policy

1.2.1 Architect Selection Policy (701.1)

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



MINUTES OF THE POLICY COMMITTEE MEETING

TUESDAY, MARCH 18, 2014

Minutes of the Policy Committee Meeting held on Tuesday, March 18, 2014 at 4:54 p.m. in the Holy Cross Community Room, at the Catholic Education Centre, 427 Rice Road, Welland.

1. **Opening Prayer**

The meeting was opened with a prayer by Chair Burtnik

2. **Attendance**

Committee Members	Present	Absent	Excused
Rhianon Burkholder	✓		
Kathy Burtnik	✓		
Dino Sicoli (Committee Chair)	✓		

Student Trustees:

Vincent Atallah, Trustee

Staff:

John Crocco, Director of Education

Frank Iannantuono, Superintendent of Education/Human Resources

Lee Ann Forsyth-Sells, Superintendent of Education

Scott Whitwell, Controller of Facilities Services

Jennifer Brailey, Manager of Corporate Services & Communications Department

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

3. **Approval of Agenda**

Moved by Vice-Chair Burkholder

THAT the March 18, 2014, Policy Committee Agenda be approved, as presented.

APPROVED

4. **Declaration of Conflict of Interest**

Vice-Chair Burkholder disclosed an indirect pecuniary interest in Item 6.1 Architect Selection Policy (701.1) of the March 18, 2014 Policy Committee Meeting. She refrained from taking part in discussion and of voting on this item.

5. **Minutes of the Policy Committee Meeting of February 25, 2014**

Moved by Vice-Chair Burkholder

THAT the Policy Committee approve the minutes of the Policy Committee Meeting of February 25, 2014, as presented.

APPROVED

6. **Policies**

ACTION REQUIRED

POLICIES - FOR RECOMMENDATION TO ARPIL COMMITTEE OF THE WHOLE MEETING

6.1 **Architect Selection Policy (701.1)**

Scott Whitwell, Controller of Facilities Services, presented the amendments to the Architect Selection Policy (701.1) following vetting and request by the Policy Committee at the Meeting on February 25, 2014 to review and amend Items 4 and 5 of the Administrative Guidelines.

Following discussion, the Policy Committee recommended the following additional amendments:

POLICY STATEMENT

- No Amendment

ADMINISTRATIVE GUIDELINES

Paragraph 2 (two) last line to read; The Board shall be informed as soon as possible of the final architect selection

To move paragraph 4 to bottom above RELATED DOCUMENTS and to be changed as follows; Approval for architectural and/or consulting services for ~~all major~~ capital projects shall be in compliance with the Purchasing/Supply Chain Management Policy.

Moved by Chair Burtnik

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

APPROVED

POLICIES - PRIOR TO VETTING

6.2 **Bullying Prevention & Intervention – Safe Schools Policy (302.6.8)**

Lee Ann Forsyth-Sells, Superintendent of Education, presented the Bullying Prevention & Intervention – Safe Schools Policy (302.6.8).

Following discussion, the Policy Committee recommended the following additional amendments:

POLICY STATEMENT

1st paragraph following 1st sentence add the following gospel quote; *Blessed are the peacemakers; for, they shall be called the children of God. Matthew 5:9*

6th paragraph first sentence to read; The Niagara Catholic District School Board recognizes that system and whole-school approaches are required to establish a Bullying Prevention and Intervention Plan for the Board and the schools of the Board and will be reviewed annually.

Add under References: **Ontario Catholic School Graduate Expectations**

ADMINISTRATIVE GUIDELINES

1st paragraph should read; Staff, students and parents/guardians and the wider community play key roles in creating a positive and safe school climate learning environment.

Pg. 2 & 3 – 3rd Paragraph - Board Bullying Prevention and Intervention Plan – struck out.

Pg. 3 – 3rd paragraph - 3rd bullet strike out ~~discourage bullying as un~~

Pg. 4 - 1st paragraph –add to last sentence- **but not limited to:**

Pg. 5 – last paragraph strike out ~~The names of all other students that appear on the form— must be removed from the form before it is filed.~~

Pg. 6 - 1st paragraph change has to **who**

Pg. 7 - 1st & 2nd paragraphs - make one paragraph

Appendix C-Adding Catholic identity- create new Board Document

The Policy Committee requested that the Bullying Prevention & Intervention – Safe Schools Policy (302.6.8) be revised and brought back to the next Policy Committee Meeting in May.

6.3 Criminal Background Check – Safe Schools Policy (302.6.7)

Frank Iannantuono, Superintendent of Education presented the Criminal Background Check – Safe Schools Policy (302.6.7).

Following discussion, the Policy Committee recommended the following additional amendments:

POLICY STATEMENT

Pg. 1 – paragraph 2 strike out ~~an unacceptable level of~~ add **a** before risk

References – strike out ~~Volunteer Driver Policy 302.4 and Volunteering in Catholic Schools Policy 800.9~~

Pg. 5 – 12. Should read –In exceptional circumstances, with the approval of the Superintendent of Human Resources and the Director of Education an individual may begin employment with the Board before an acceptable criminal background check is collected.

The Policy Committee requested that the Criminal Background Check – Safe Schools Policy (302.6.7) be vetted from March 26, 2014 to May 8, 2014 with a recommended deadline for presentation to the Policy Committee in May 27, 2014, for consideration to the Committee of the Whole and Board in June 2014.

6.4 Use of Corporate Logo Policy (NEW)

John Crocco, Director of Education, presented the Use of Corporate Logo Policy (NEW).

Following discussion, the Policy Committee recommended the following additional amendments:

POLICY STATEMENT

3rd paragraph Last sentence add **Catholic** after Our caring,

ADMINISTRATIVE GUIDELINES

- No Amendment

The Policy Committee requested that the Use of Corporate Logo Policy (NEW) be vetted from March 26, 2014 to May 8, 2014 with a recommended deadline for presentation to the Policy Committee May 27, 2014, for consideration to the Committee of the Whole and Board in June 2014.

INFORMATION

6.5 Policies Currently Being Vetted (to April 4th)

- Advocacy Expenditures Policy (100.9)
- Anaphylaxis Policy (302.1)
- Student Transportation Policy (500.2)
- Sexual Misconduct Policy (201.13)

Policies Currently Being Vetted (to April 10th)

- Electronic Meetings (Board and Committees) Policy (100.8)

6.6 Policy and Guideline Review 2013-2014 Schedule

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

7. Date of Next Meeting

- Tuesday, April 22, 2014 – 4:45 p.m.

8. Adjournment

The meeting adjourned at 6:45 p.m.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE MEETING
APRIL 8, 2014**

PUBLIC SESSION

TITLE: ARCHITECT SELECTION POLICY (701.1)

RECOMMENDATION

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

Prepared by: Scott Whitwell, Controller of Facilities Services

Presented by: Scott Whitwell, Controller of Facilities Services

Recommended by: Policy Committee

Date: April 8, 2014

	ARCHITECT AND CONSULTANT SELECTION POLICY	Section: 700 – Buildings and Site
	STATEMENT OF POLICY	No: 701.1 Adopted: February 24, 1998 Revised: NIL

~~The~~ In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, ~~the Board and its staff~~ will ensure that architectural and design consultant services are provided by a variety of firms and that work is awarded in a fair and open manner. The manner in which services are selected shall reflect the professional nature of the services being provided, with Requests for Proposals used for significant projects.

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

References:

- Ontario Association of Architects
- Accessibility Standards Policy 800.8
- National Guide to Sustainable Municipal Infrastructure
- Purchasing/Supply Chain Management Policy 600.1

	ARCHITECT AND CONSULTANT SELECTION POLICY	Section: 700 – Buildings and Site
	ADMINISTRATIVE GUIDELINES	No: 701.1 Adopted: February 24, 1998 Revised: June 6, 2007

1. ARCHITECT SELECTION PROCESS

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

2. RATIONALE

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

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

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

3. CONSULTANTS LIST

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

4. ~~SMALL PROJECTS~~ CAPITAL PROJECTS - MINOR

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

5. CAPITAL PROJECTS - MAJOR

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

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

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

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

~~The award of a contract for consulting services for projects estimated to cost more than \$1,000,000 shall be subject to the approval of the Director of Education. Approval for architectural and/or consulting services for major all capital projects shall be in compliance with the Purchasing/Supply Chain Management Policy.~~

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

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

RELATED DOCUMENTS

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

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE MEETING
APRIL 8, 2014**

PUBLIC SESSION

TITLE: POLICY AND GUIDELINE REVIEW 2013-2014 SCHEDULE

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

Prepared by: John Crocco, Director of Education/Secretary-Treasurer
Presented by: Policy Committee
Date: April 8, 2014

POLICY AND GUIDELINE REVIEW SCHEDULE

JANUARY - JUNE 2014

Updated: March 24, 2014

<i>SORTED BY POLICY COMMITTEE MEETING DATE</i>				
Policy Issued	Reviewed Revised	Policy #	POLICY NAME	Prior to Vetting After Vetting
2007		100.9	Advocacy Expenditures	Apr. 2014
1998	2010	302.1	Anaphylaxis	Apr. 2014
2005		100.8	Electronic Meetings (Board and Committees)	Apr. 2014
2006		201.13	Sexual Misconduct	Apr. 2014
2007	2010	500.2	Student Transportation	Apr. 2014
NEW		NEW	Anti-Spam (Interim)	May 2014
2003	2013	302.6.8	Bullying Prevention & Intervention - <i>Safe Schools</i>	May 2014
2001	2003	302.6.7	Criminal Background Check - <i>Safe Schools</i>	May 2014
NEW		NEW	Use of Corporate Logo	May 2014

2003	2013	302.6.8	Bullying Prevention & Intervention - <i>Safe Schools</i>	Sept. 2014
NEW		NEW	Anti-Spam (Interim)	Sept. 2014
NEW		NEW	Concussions (prior to January 2015)	Sept. 2014

<i>SORTED BY CW/BOARD MEETING DATE</i>				
Policy Issued	Reviewed Revised	Policy #	POLICY NAME	CW/BD
1998		701.1	Architect Selection	Apr. 2014
2007		100.9	Advocacy Expenditures	May 2014
1998	2010	302.1	Anaphylaxis	May 2014
2005		100.8	Electronic Meetings (Board and Committees)	May 2014
2006		201.13	Sexual Misconduct	May 2014
2007	2010	500.2	Student Transportation	May 2014
2001	2003	302.6.7	Criminal Background Check - <i>Safe Schools</i>	Jun. 2014
NEW		NEW	Use of Corporate Logo	Jun. 2014
NEW		NEW	Anti-Spam (Interim)	Oct. 2014
2003	2013	302.6.8	Bullying Prevention & Intervention - <i>Safe Schools</i>	Oct. 2014

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE MEETING
APRIL 8, 2014**

PUBLIC SESSION

**TITLE: 11TH ANNUAL NIAGARA CATHOLIC SKILLS
COMPETITION**

The 11th Annual Niagara Catholic Skills Competition Report is presented for information.

Prepared by: Mark Lefebvre, Superintendent of Education

Presented by: Ivana Galante, K to 12 Consultant: Business/Technological Education/
Specialist High Skills Major

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

Date: April 8, 2014



REPORT TO THE COMMITTEE OF THE WHOLE APRIL 8, 2014

11th ANNUAL NIAGARA CATHOLIC SKILLS COMPETITION

BACKGROUND INFORMATION

The Niagara Catholic Skills Competition falls under the umbrella of Skills Canada – Ontario, a non-profit organization dedicated to the promotion of the skilled trades and technologies as viable, first-choice career options to Ontario youth.

With the support of the many educational, business and community partners, Skills Canada – Ontario encourages young people to consider a career in the skilled trades and technologies. Through programs and initiatives such as in-school presentations, qualifying and provincial skills competitions, the lives of thousands of young people across the province are touched each year.

This year marked Niagara Catholic's 11th Annual Technological Skills Competition. The support and sponsorship of our many businesses and community partners was a contributing factor to making this event a wonderful success for our students.

This "Olympic-style" event allows our high school students from our many technology programs, to compete for a spot at the Ontario Skills Competition. These events showcase the skills of our talented students from across our Board. This day also allows us the opportunity to introduce our Grade One elementary students to the various technology skills that they can learn and the many technology programs that are offered at our high schools.

At this year's Niagara Catholic Skills Competition, there were over 200 competitors, representing categories in 20 different technology disciplines. This event was spread out over four days, across three venues. The Welding Competition, which took place on Wednesday, February 26th, was held at Niagara College, Welland campus at the Rankin Technology Centre. On Thursday, February 27th, the Culinary and Baking Competitions took place at The Canadian Food and Wine Institute at Niagara College which is a state-of-the-art facility at the Niagara-On-The-Lake campus. The remaining 17 categories took place on Tuesday, March 4th, at the Seaway Mall and the former Canadian Tire Building across the street.

Winners of this event are then recognized at our Awards Banquet which was held on Wednesday, March 5th (*Appendix A*). On this day, we also recognize two Niagara Catholic's "Friends of Technology" recipients who are partners representing business or community organizations. This year's recipients were Judy Reid, retired Manager/Community Projects from the Business Education Council (*Appendix B*) and J. Oskam Steel Fabricators Limited from Port Colborne (*Appendix C*).

The winners from the Niagara Catholic Skills Competition will compete at the Provincial Competitions which will take place from May 5th to 7th, 2014 at RIM Park in Waterloo. Winners at this event, in some of the categories, will then have the opportunity to compete at the National Skills Competition, which will be held at the International Centre in Toronto from June 4th to 7th, 2014.

As part of this report to the Committee of the Whole, a short video will be presented to capture this year's Niagara Catholic Skills Competition.

The 11th Annual Niagara Catholic Skills Competition Report is presented for information.

Prepared by: Mark Lefebvre, Superintendent of Education

Presented by: Ivana Galante, K to 12 Consultant: Business/Technological Education /
Specialist High Skills Major

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

Date: April 8, 2014

2014 – 11th Annual NCDSB Skills Competition Results



2014 Niagara Catholic Technology Skills Competition Medal Placement

2D Character Animation

Medal	Student Name	School
Gold	1. Emilee Hurst 2. Brandon Muise	Saint Michael
Silver	1. Jocelyn Oprzedek 2. Ignatij Kuznyetsov	Holy Cross
Bronze	1. Jake Charlebois 2. Kenneth Cayugan	Lakeshore Catholic

3D Character Animation

Gold	1. Felix Abcede 2. Patrick Raymond	Saint Michael
Silver	1. Joshua Buist 2. Nolan Grant	Blessed Trinity
Bronze	1. Ryan Thorne 2. Davis Thomson	Saint Francis

Architectural Technology & Design

Gold	Cody Sciarra	Notre Dame
Silver	Roberto Biagi	Holy Cross
Bronze	Annie Yung	Saint Francis

Auto Service

Gold	Frank Broccolo-Crigrer	Denis Morris
Silver	Tyler Atkins	Notre Dame
Bronze	Ben Jolicoeur	Saint Francis

Baking

Gold	Stacey Frail	Saint Paul
Silver	Carley Nan	Lakeshore Catholic
Bronze	Gabby Cristi	Saint Paul

Cabinetmaking

Gold	Kevin Bell	Lakeshore Catholic
Silver	Tyler Seguin	Notre Dame
Bronze	Leslie Brown	Blessed Trinity

Carpentry – Individual

Gold	Lauren Bishop	Blessed Trinity
Silver	Troy Fusco	Saint Paul
Bronze	Benjamin Rockxx	Saint Michael

March 4 – 5th, 2014 – Seaway Mall



2014 Niagara Catholic Technology Skills Competition Medal Placement

Carpentry Team

Gold	1. Elijah Lee 2. Dante Magazzeni	Lakeshore Catholic
Silver	1. Jansen Tutanés 2. Ian Guinto	Saint Paul
Bronze	1. Ryan Rendall 2. Lucas Bradley	Blessed Trinity

Culinary Arts

Gold	Sarah Jane Mambella	Blessed Trinity
Silver	Robbi Aggarwal	Saint Paul
Bronze	Andrew Mambella	Blessed Trinity

Electrical Installations

Gold	Blake Desrochers	Lakeshore Catholic
Silver	Turner Gabel	Notre Dame
Bronze	Rory Morrison	Saint Michael

Electronics

Straight to Provincials	Alex Powell	Saint Michael
-------------------------	-------------	---------------

Graphic Design – Studio Production

Gold	Hannah Dobbie	Lakeshore Catholic
Silver	Austin Karner	Holy Cross
Bronze	Stephen Cho	Notre Dame

Hairstyling

Gold	Emily Hartless	Notre Dame
Silver	Kelsey Lynds	Notre Dame
Bronze	Alexa Dale	Saint Michael

Home Building (Team)

Gold	1. Owen Pasinsky 2. Justin Hummel 3. Rylee Langerap 4. Brody Thomson	Lakeshore Catholic
Silver	1. Tyler Weston 2. Tye Mack 3. Austin Nagy 4. Robbie Ianni	Notre Dame
Bronze	1. Josh Logan 2. Robert Krieg 3. Ewald Kruger 4. Drew Trendle	Saint Michael

March 4 – 5th, 2014 – Seaway Mall



2014 Niagara Catholic Technology Skills Competition Medal Placement

Horticulture & Landscape

Gold	1. Kyle Dubé 2. Paolo Sottile	Saint Paul
Silver	1. Sara Andrus 2. Steven Papetti	Holy Cross
Bronze	1. Kaleigh Joycer 2. Amanda Powell	Notre Dame

Mechanical CADD

No competitors		

Photography

Gold	Kara Wesny	Lakeshore Catholic
Silver	Ethan Morneau	Saint Francis
Bronze	Vincent Atallah	Denis Morris

Plumbing

Gold	Jeff Tapp	Lakeshore Catholic
Silver	Josh Petrucci	Notre Dame

Precision Machining

Straight to Provincials	Alex Hoelzli	Notre Dame

TV & Video Production

Gold	1. Shawn Taylor 2. Jacob Zdriluk	Blessed Trinity
Silver	1. Zane Cefaratti 2. Jake Risi	Denis Morris
Bronze	1. Dallas McMahan 2. Nick Margittay	Saint Paul

Website Development

Gold	James Barty	Saint Michael
Silver	Arian Mayer	Saint Michael
Bronze	Krystian Booker	Denis Morris

Welding

Gold	Aaron Ealaschuk	Lakeshore Catholic
Silver	Marcus Pattison	Lakeshore Catholic
Bronze	Dillon Slitter	Lakeshore Catholic

March 4 – 5th, 2014 – Seaway Mall

2014 “FRIENDS OF TECHNOLOGY” - Recipient #1

Judy Reid – Retired Manager/Community Projects, Business Education Council

The Niagara Region has benefitted from Judy’s achievements for over 30 years, both as an inspirational educator and dedication to the community. Throughout her role in various positions, the impact is the same – making a positive and lasting difference to families and individuals in Niagara and beyond. Improving social conditions, alleviating inequities, strengthening participation and perhaps most importantly – facilitating partnerships all through increasing awareness and access. Many have benefitted through even a brief interaction with her. Judy has been a mentor for many local leaders and her work has improved conditions for many individuals and families in Niagara.

Continuing her passion for youth and the community, Judy took on a second career as the Manager of Community Projects for the Business Education Council of Niagara’s School Career Connections, the Niagara Children’s Planning Council and Niagara Prosperity Initiative. The staff and students of Niagara Catholic have benefitted tremendously from Judy in this role and continue to have her passion and expertise in to her retirement years.

Niagara Catholic is proud to honour and recognize Judy’s ability to envision a society built on collaboration and mutual partnerships in the business, education and community sectors to build a better Niagara.

2014 “FRIENDS OF TECHNOLOGY” - Recipient #2

J. OSKAM STEEL Fabricators Limited
Port Colborne

J. Oskam Steel Fabricators Limited, founded in 1970, has since been committed to achieving customer satisfaction by ensuring quality and reliability for all products and services. The company firmly believes that “their success can only be measured by the continuing success of their customers”. J. Oskam Steel’s reputation and success has been built on manufacturing the highest quality products and employing the skills of the professional trades and technology, which include welders, plate and structural fitters, machinists, millwrights, pipe fitters, electricians, pneumatic and hydraulic tubers, painters, mobile crane operators and engineers.

J. Oskam Steel heavily invests in ongoing development of talent in its own labour pool and the labour force within the Niagara Region, including providing work place opportunities for students from Niagara Catholic’s technology programs, specifically Manufacturing Technology and Construction Technology.

J. Oskam Steel has been an integral partner to Niagara Catholic’s Technology programs. They have opened their doors for our students to gain valuable experiences, and have donated a substantial amount of materials used to manufacture community based projects.

Niagara Catholic is proud to work together with J. Oskam Steel Fabricators Limited in providing students a wealth of opportunities in apprenticeships and skills to enter the world of work.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE MEETING
APRIL 8, 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.

Prepared by: Senior Administrative Council

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

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

Date: April 8, 2014



**REPORT TO THE
COMMITTEE OF THE WHOLE
TUESDAY, 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**

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.

Prepared by: Senior Administrative Council

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

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

Date: April 8, 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.

APPENDIX C



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

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 th 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**

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.

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



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

**REPORT TO THE
COMMITTEE OF THE WHOLE
TUESDAY, MARCH 4, 2014**

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

BACKGROUND INFORMATION

On April 23rd, 2013, the Niagara Catholic District School Board approved the following motion to conduct a Pupil Accommodation Review in St. Catharines:

THAT the Niagara Catholic District School Board approve that an Accommodation Review Committee be established to review St. Christopher Catholic Elementary School and St. Theresa Catholic Elementary School and that Senior Staff bring a report to the Committee of the Whole by January, 2014.

Immediately following Board approval of the April 23rd, 2013 motion, a process began to form the St. Catharines Accommodation Review Committee (ARC); notify the school communities involved in the ARC; and publicize the first public meeting of the ARC which could occur no earlier than sixty (60) days from the appointment of the ARC.

Subsequently, a report on the status of the St. Catharines Accommodation Review Timelines was approved at the October 22nd, 2013 Board Meeting:

THAT the Niagara Catholic District School Board approve that Senior Staff bring the St. Christopher/St. Theresa Catholic Elementary Schools Accommodation Review Committee report to the Committee of the Whole no later than April 2014.

With the specific expectations, process and timelines required by the Ministry of Education and Board Policy, a final report and accompanying recommendations from the St. Catharines ARC was submitted to the Director of Education on February 28th, 2014.

Accommodation Review Committee Reports

In compliance with the Board motion, the St. Catharines Accommodation Review Committee was established and began the process as outlined in the Ministry of Education *Pupil Accommodation Review Guidelines* (Revised 2009) and the Niagara Catholic District School Board Policy 701.2 – *Pupil Accommodation Review Policy*.

The mandate of the St. Catharines Accommodation Review Committee (ARC) was to assess and study each of the two (2) identified schools involved, St. Christopher Catholic Elementary and St. Theresa Catholic Elementary, on the basis of each school's value to students, the Board, the community and the local economy according to specific criteria that are equally applied to both schools involved in the Accommodation Review. A Generic School Valuation Template was customized for the ARC and designed to weigh the value of the schools to the student above the other factors to be assessed. The Committee used the information gathered from the School Valuation Template as part of its review.

The process for the St. Catharines Accommodation Review Committee was transparent, with open dialogue and multiple opportunities for community consultation and input. The targeted outcome was to make a recommendation(s) for efficient, long term solutions to continue to provide excellence in Catholic education for our students, parents and the community of St. Catharines.

The ARC considered the following in its deliberations;

- a) Enrolment and demographics key to overall operating and capital funding
- b) Growth areas overshadowed by declining enrolment / surplus space
- c) Maintain the schools and to continue to monitor them
- d) Reorganize the schools, their programs or their grade structures
- e) Major program relocation with respect to one or more of the schools
- f) New school construction or additions to existing schools
- g) Use of portables
- h) Change boundaries of the schools
- i) Consolidation or closure of school(s)
- j) Others as determined by the ARC

In addition to the ARC Working Committee meetings, the Accommodation Review Committee held the required four Public Meetings. The Public Meetings provided the ARC a forum to share information and seek input from the community to be considered in preparation for its recommendation(s).

1st ARC Public Meeting – Thursday, October 10th, 2013

- At the first public meeting, the ARC described its mandate, outlined the pupil accommodation review, and gave the public a briefing on the data and issues that needed to be addressed. The ARC also described how the Generic School Valuation Framework had been customized. The ARC received community input.

2nd ARC Public Meeting – Thursday, November 7th, 2013

- At the second public meeting, the ARC presented its draft school specific Valuation Reports under the customized School Valuation Framework for the two schools under consideration to the public and received community input.

3rd ARC Public Meeting – Thursday, December 5th, 2013

- At the third public meeting, the ARC received community input on the accommodation options being considered and received community input.

4th ARC Public Meeting – Thursday, January 30th, 2014

- At the fourth public meeting, the ARC presented its draft School Valuation Report to the public and received community input to be considered in preparing its final report.

All Working Committee and Public Meetings were electronically recorded for accuracy within the minutes. Unapproved Minutes were provided to all members of the ARC for review, edit and approval by motion at the next ARC meeting. The final Public Meeting and Working Committee Meeting minutes were distributed to all committee members electronically and approved. All approved minutes and PowerPoint presentations were promptly posted on the Niagara Catholic District School Board web-site under Accommodation Review. A transparent and open process was followed by the St. Catharines ARC.

The final School Valuation Report was provided to the Director of Education on February 28th, 2014 by the Accommodation Review Committee. The Report provides a recommendation after considering a variety of accommodation options.

As required, the School Valuation Report addressed:

- a) the implications for the program for students both in the school(s) under consideration for consolidation, closure or program relocation and in the school(s) where programs may be affected
- b) the effects of consolidation, closure or program relocation on the following:
 - i) attendance area defined for the schools
 - ii) attendance at other schools
 - iii) the need and extent of busing
- c) the financial effects of consolidating or not consolidating school(s), including any capital implications
- d) revenue implications as a result of the consolidation, closure or program relocation
- e) savings expected to be achieved as a result of the consolidation, closure or program relocation -
 - i) school operations (heating, lighting, cleaning, routine maintenance)
 - ii) expenditures to address school renewal issues which will no longer be required
- f) additional expenditures, if any, at schools which will accommodate students displaced as a result of a consolidation, closure or program relocation decision taken by the Board:
 - i) School operations (heating, lighting, cleaning, routine maintenance)
 - ii) School administration
 - iii) School renewal
 - iv) Transportation
 - v) Net savings / costs associated with teaching staff, support staff, student transportation
 - vi) Possible alternative use or disposition of an empty building

With the submission of the School Valuation Report, the Accommodation Review Committee complied with the guidelines and procedures as outlined by the Ministry of Education and the Board's Policy and Guidelines.

Recommendation of the Accommodation Review Committee

The St. Catharines ARC held meetings from September 12th, 2013 to January 30th, 2014. The St. Catharines Elementary ARC School Valuation Report and Resource Information Package, minutes of the ARC meetings, and any material received by the ARC or the Board from the public were provided to the Director of Education on February 28th, 2014. Attached to this Staff Report are appendices which include the Resource Information Package, School Valuation Report, boundary, enrolment, and expenditure information as references.

The St. Catharines ARC submitted the following recommendation:

Accommodation Review Committee Recommendation:

“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.”*

Recommendation of Senior Staff

The ARC School Valuation Report and its accompanying Resource Information Package was provided to the Director of Education with the rationale, supplemental information and data to support the Committee's recommendation.

Given full consideration of the ARC recommendation and the subsequent review by Senior Administrative Council, Senior Staff recommendations to the Niagara Catholic District School Board the following recommendations for consideration:

Senior Staff Recommendations:

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.

Conclusion

The Accommodation Review Committee complied with Ministry of Education Guidelines for Pupil Accommodation Review (Revised 2009) and Niagara Catholic Board Policy 701.2 – *Closure of Schools / Accommodation Review*.

Members of the St. Catharines ARC must be commended on their dedication, commitment and participation throughout the process; for successfully addressing the Terms of Reference; enhancing the current and long term excellence in Catholic education for all students in Niagara Catholic and achieving the six (6) goals of the final report as outlined at the beginning of the Accommodation Review process:

1. Continue to provide excellence in Catholic education
2. Continue to provide the highest quality of learning opportunities for all students
3. Provide the best range of options / recommendations for consideration
4. Ensure efficient use of system resources and facilities
5. Provide long-term accommodation recommendations
6. Provide recommendations for revised attendance boundaries if required.

A copy of this Staff Report and its accompanying Appendices will be placed on the Board's website under "*Accommodation Review*". Copies of this Staff Report, once received by the Board will also be sent to all members of the Accommodation Review Committee in preparation for the Special Board Meeting on March 25th, 2014 at Denis Morris Catholic High School to provide an opportunity for public input on the Senior Staff recommendations to the Board.

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.

PREPARED BY: Senior Administrative Council

PRESENTED BY: John Crocco, Director of Education
Ted Farrell, Superintendent of Education
Scott Whitwell, Controller of Facilities Services

APPROVED BY: John Crocco, Director of Education, Secretary/Treasurer

DATE: March 4, 2014

Attachments

- Appendix A – Resource Information Package, Minutes of the ARC meetings and any material received by the ARC or the Board from the public
(Provided in a binder to all Trustees)
- Appendix B – St. Catharines Accommodation Review Committee Report
- Appendix C – St. Catharines Pupil Accommodation Review Schedule 2014
- Appendix D – St. Catharines Accommodation Review Study Area Boundary Map
- Appendix E– St. Catharines School Location and Boundary Map
- Appendix F – St. Christopher Catholic Elementary Student Enrolment and Enrolment Projections
- Appendix G – St. Theresa Catholic Elementary Student Enrolment and Enrolment Projections
- Appendix H – School Profiles
- Appendix I – Benefits & Challenges and Financial Impact/Capital Costs



ST. CATHARINES ACCOMMODATION REVIEW
COMMITTEE (ARC)

School Valuation and Recommendation Report

Submitted to: John Crocco, Director of Education

Submitted by: St. Catharines ARC Committee

February 28th, 2014

St. Catharines Accommodation Review Committee – Report and Recommendations

Background Information

At the Niagara Catholic District School Board Public Session of the Board Meeting on April 23rd, 2013, the Niagara Catholic District School Board approved the following motion:

THAT the Niagara Catholic District School Board approve that an Accommodation Review Committee be established to review St. Christopher Catholic Elementary School and St. Theresa Catholic Elementary School and that Senior Staff bring a report to the Committee of the Whole by January, 2014.

Immediately following Board approval of the April 23rd, 2013 motion, a process began to form the St. Catharines Accommodation Review Committee (ARC); notify the school communities involved in the ARC; and publicize the first public meeting of the ARC which could occur no earlier than sixty (60) days from the appointment of the ARC.

Subsequently a report on the status of the St. Catharines Accommodation Review timelines was approved at the October 22, 2013 Board Meeting:

THAT the Committee of the Whole recommend to the Niagara Catholic District School Board that Senior Staff bring the St. Christopher/St. Theresa Catholic Elementary Schools Accommodation Review Committee report to the Committee of the Whole no later than April 2014.

With the specific expectations, process and timelines required by the Ministry of Education and Board Policy, a final report and accompanying recommendations from the St. Catharines ARC would be required for submission to the Director of Education by February 28th, 2014.

In compliance with the Ministry of Education *Pupil Accommodation Review Guidelines* and Niagara Catholic District School Board Policy 701.2, the St. Catharines Accommodation Review Committee is pleased to submit this report. This is the final report of the working committee and the public consultation process undertaken by the St. Catharines ARC between September 12th, 2013 and a presentation of a draft final report to the public on January 30th, 2014. This St. Catharines ARC report and recommendations were approved at the Working Committee Meeting by the ARC on January 30th, 2014. Through an additional review of this final report through to February 27th, 2014, all members of the ARC support the report as presented.

Appendices

The St. Catharines ARC Resource Binder and the Appendices to this report provide copies of all ARC Meeting Agendas, Approved Minutes, PowerPoint presentations, correspondence, information and data for the two schools within the mandate of the St. Catharines ARC.

All Working Committee and Public Consultation meetings were electronically recorded for accuracy within the minutes. Unapproved minutes were provided to all members of the ARC for review, edit and approval by motion at the next ARC meeting. All approved minutes and PowerPoint presentations were promptly posted on the Niagara Catholic District School Board

web-site under Accommodation Review. A transparent and open process was followed by the St. Catharines ARC.

Final Report

This report was presented as a “draft” St. Catharines ARC report for input and comments at the final public consultation meeting on January 30th, 2014. Following the January 30th, 2014 meeting, members of the St. Catharines ARC reviewed and considered all input and comments. Approved modifications to the recommendation section of the report were made in accordance with the consensus of the committee. Members of the ARC supported the final report as amended.

Between February 21st, 2014 and February 27th, 2014 members of the St. Catharines ARC committee were provided with an additional opportunity to electronically review this final report prior to submission to the Director of Education. The vetting provided all ARC members with an additional opportunity to review and comment on the final report with the approved modifications.

Following the vetting, the St. Catharines Accommodation Review Committee School Valuation and Recommendation Report was submitted to John Crocco, Director of Education by the St. Catharines ARC on February 28th, 2014.

The ARC administrative staff of Niagara Catholic extends its gratitude and recognition to all members of the St. Catharines ARC for their participation, time, dedication and commitment to the mandate and process of the ARC in providing a range of options and a recommendation to the Director of Education and the Niagara Catholic District School Board for consideration.

The report as presented on January 30th, 2014 and approved by the St. Catharines Accommodation Review Committee follows.

ST. CATHARINES ACCOMMODATION REVIEW COMMITTEE (ARC)

MEMBERS

Chair of the ARC

Ted Farrell, Superintendent of Education

Principals

Roger Demers, St. Christopher Catholic
Mary Clare Cavašin, St. Theresa Catholic

*Catholic School Council Chair
or Co-Chair*

Liz Cabral – St. Christopher Catholic
Kim Hedden – St. Theresa Catholic

Parish Priests

Rev. John Vickers – St. Thomas Aquinas
Marsha Young, Parish Representative – St. Patrick

Business Community

Regan Gaudin

RESOURCE

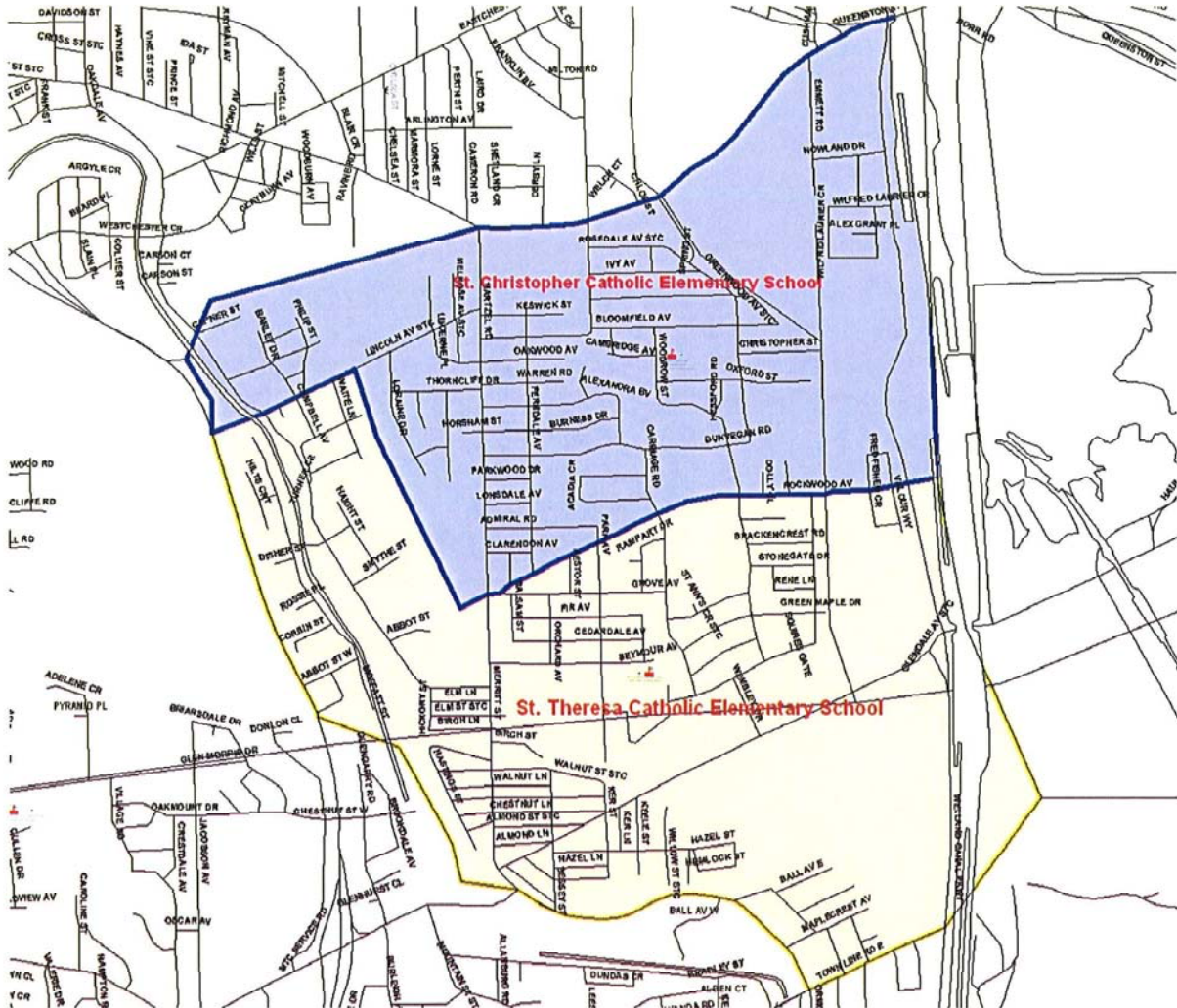
Resource to the ARC

Scott Whitwell, Controller of Facilities Services
Kathy Levinski, Manager of Facilities Services

Recording Secretary

Mary Gallardi Armstrong, Administrative Assistant
to Superintendent of Education, Ted Farrell

ST. CATHARINES ACCOMMODATION REVIEW STUDY AREA



St. Catharines Accommodation Review Committee Terms of Reference

At the first meeting of the St. Catharines Accommodation Review Committee on September 12th, 2013 the following Terms of Reference were presented and unanimously agreed upon by all members of the ARC. The adopted Terms of Reference became the guiding principles of the St. Catharines ARC to accomplish its mandate and to comply with the Ministry of Education and Niagara Catholic Policy 701.2.

The Terms of Reference were reviewed at all four (4) public consultation meetings to provide background information to members of the community and to frame the mandate of the St. Catharines ARC committee.

Rationale for the St Catharines ARC

The key reason for the establishment of a St. Catharines ARC is a result of the School Capacities, Enrolment Trends, Attendance Area Boundaries and Building Utilization 2013 – Phase Two Report.

At the Public Session of the Board Meeting on April 23, 2013 a Motion was made that the Niagara Catholic District School Board approve that an Accommodation Review Committee be established to review St. Christopher Catholic Elementary School and St. Theresa Catholic Elementary School and that Senior Staff bring a report to the Committee of the Whole no later than January 2014. This deadline was extended to April, 2014 at the Committee of the Whole meeting in October, 2013.

The following is an excerpt from Watson & Associates Economists Ltd. Long Term Accommodation Resource Document dated April 3, 2013:

St. Christopher

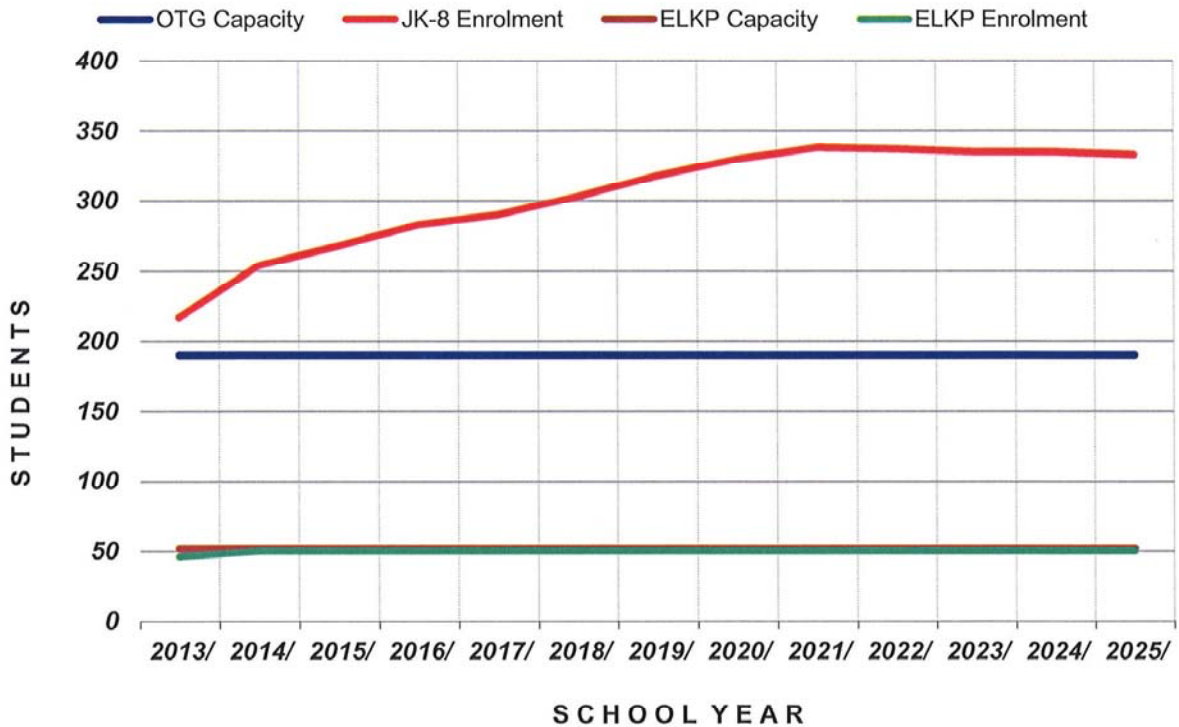
- St. Christopher has the 3rd smallest capacity in St. Catharines with a total of 190 permanent spaces available; however, enrolments far exceed this capacity and are expected to continually rise over the next 15 years.
- Currently, there are 221 students enrolled at St. Christopher. Short term projections expect an increase of more than 60 students or approximately 27% by 2016/17. A large increase of 100 students is anticipated between 2016/17 and 2021/22 an increase of more than 35%. A slight decline in the longer term results in approximately 334 students enrolled by 2026/27.
- Subsequently, St. Christopher will be over capacity by more than 144 students, or more than a 175% utilization rate by 2026/27. This is an increase of more than 60% in utilization rates in 2011/12 at approximately 116%.

- **The facility is projected to have a deficit of space for the duration of the forecast, term with mid to long term projected utilization rates at St. Christopher over 175%.**
- **To accommodate current and future enrolments, St. Christopher may require an addition, portables or a boundary adjustment.**
- **Currently, St. Christopher has 2 portables - at least 4 additional portables would be required to accommodate projected enrolment, resulting in at least 6 portables onsite and more than 40% of enrolment accommodated in temporary space.**
- **It is recommended that an addition be constructed at this school and that the Board apply for MOE funding through a capital priorities business case. This study should also explore possible accommodation options in conjunction with St. Theresa.**

St. Theresa

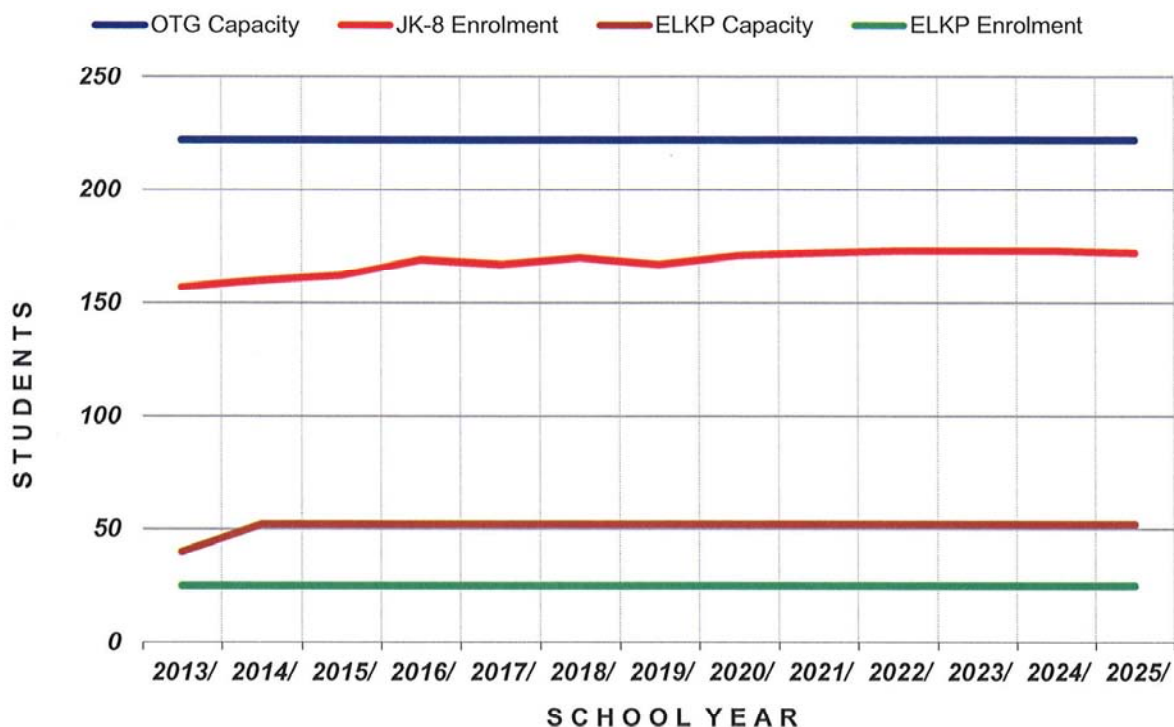
- Enrolments at St. Theresa are expected to increase slightly by 6.8% by the end of the projection term.
- Short term increases are expected to be approximately 4.4%, with additional increases of 2% and 0.6% in the mid and longer term projections, respectively.
- Utilization rates are currently 73% and are expected to increase to 76% in the short term, 77% in the mid-term and 78% in the long term projections.
- While utilization rates will steadily increase, St. Theresa will still have a surplus of almost 50 spaces available by the end of the forecast term.
- **The facility is projected to have available space for the duration of the forecast term.**
- **This school should be studied in conjunction with the recommendation for an addition at St. Christopher.**

ST CHRISTOPHER ENROLMENT PROJECTION



St. Christopher	2013/ 2014	2014/ 2015	2015/ 2016	2016/ 2017	2017/ 2018	2018/ 2019	2019/ 2020	2020/ 2021	2021/ 2022	2022/ 2023	2023/ 2024	2024/ 2025	2025/ 2026
OTG Capacity	190	190	190	190	190	190	190	190	190	190	190	190	190
JK-8 Enrolment	217	254	268	283	290	303	318	330	338	337	335	335	333
ELKP Capacity	52	52	52	52	52	52	52	52	52	52	52	52	52
ELKP Enrolment	46	50	50	50	50	50	50	50	50	50	50	50	50
JK-8 Surplus Space	-27	-64	-78	-93	-100	-113	-128	-140	-148	-147	-145	-145	-143

ST THERESA ENROLMENT PROJECTION



	2013/ 2014	2014/ 2015	2015/ 2016	2016/ 2017	2017/ 2018	2018/ 2019	2019/ 2020	2020/ 2021	2021/ 2022	2022/ 2023	2023/ 2024	2024/ 2025	2025/ 2026
St. Theresa													
OTG Capacity	222	222	222	222	222	222	222	222	222	222	222	222	222
JK-8 Enrolment	157	160	162	169	167	170	167	171	172	173	173	173	172
ELKP Capacity	40	52	52	52	52	52	52	52	52	52	52	52	52
ELKP Enrolment	25	25	25	25	25	25	25	25	25	25	25	25	25
JK-8 Surplus Space	65	62	60	53	55	52	55	51	50	49	49	49	50

Mandate

The mandate of the St. Catharines Accommodation Review Committee (ARC) is to assess and study each of the two (2) identified schools involved on the basis of the school's value to students, the board, the community and the local economy according to specific criteria that are equally applied to all schools involved in the accommodation review. The ARC will weigh the value of the school(s) to the student above the other factors to be assessed. A final St. Catharines ARC report is to be submitted by Senior Staff to the Committee of the Whole by March 2014 providing recommendations on a range of accommodation for these two schools.

The process for the St. Catharines Accommodation Review Committee is transparent, with open dialogue and multiple opportunities for community consultation and input. The targeted outcome will be recommendations for efficient, long term solutions to continue to provide excellence in Catholic education for our students, parents and the community of St. Catharines.

Guiding Principles of the St. Catharines ARC

Based on Ministry of Education and Board Policy 701.2, the Guiding Principles of the St. Catharines ARC are;

1. Committee members speak as a committee for both schools as "our schools"
2. Target outcome is to enhance learning environment for students
3. Open, honest, direct and transparent process and information
4. Range of options to be considered for school(s) and efficiencies for the Board
5. All meetings are open to the public
6. Specific public meetings will provide ample opportunities for community input / consultation with the ARC
7. Information, data, facts, statistics provided to the ARC as required and requested
8. Decisions reached by consensus
9. Meetings will last up to two (2) hours unless extended by consensus of the committee
10. Committee members unable to attend three (3) ARC meetings will be requested to have their membership re-assigned

ARC School Consideration

- a) School or group of schools unable to provide a suitable and equitable range of learning opportunities for students
- b) School or group of schools has or will experience an adverse impact on learning opportunities for students due to declining enrolment
- c) Reorganization involving a school or group of schools could enhance program and learning opportunities for students
- d) Teaching / learning spaces are not suitable to provide the programs needed to serve the community and retrofitting may be cost prohibitive

- e) Under normal staffing allocation practices, it would be necessary to assign three grades to one class in one or more of the schools
- f) 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
- g) In one or more of the schools there are safety and / or environmental concerns attached to the building, the school site or its locality
- h) The consolidation of the schools is in the best interest of the overall school system
- i) It has been no less than five (5) years since the inception of a study of the school by an Accommodation Review Committee

Range of Factors to Consider

- a) Enrolment and demographics key to overall operating and capital funding
- b) Growth areas overshadowed by declining enrolment / surplus space
- c) Maintain the schools and to continue to monitor them
- d) Reorganize the schools, their programs or their grade structures
- e) Major program relocation with respect to one or more the schools
- f) New school construction or additions to existing schools
- g) Use of portables
- h) Change of boundaries of the school
- i) Consolidation or closure of a school(s)
- j) Others as determined by the ARC

Working Community and Public Input and Consultation

While Working Committee Meetings are open to the public, only ARC members are eligible to participate in committee discussions. The required four (4) Public Meetings are scheduled to share information and to seek input from the community.

1st ARC Public Meeting – Thursday, October 10, 2013

- At the first public meeting, the ARC will describe its mandate, outline the pupil accommodation review, and give the public a briefing on the data and issues to be addressed. The ARC will also describe how the Generic School Valuation Framework has been customized. The ARC will receive the community input.

2nd ARC Public Meeting – Thursday, November 7, 2013

- At the second public meeting, the ARC will present its draft school specific, valuation reports under the customized School Valuation Framework for the two schools under consideration to the public and receive community input.

3rd ARC Public Meeting – Thursday, December 5, 2013

- At the third public meeting, the ARC will receive community input on the accommodation options to be considered and will receive community input.

4th ARC Public Meeting – Thursday, January 30, 2013

- At the fourth public meeting, the ARC will present its draft School Valuation Report to the public and will receive community input. The ARC may make changes to the report based on feedback at the meeting.

Once the final report was approved by the ARC it is to be submitted to the Director of Education and an additional Board process begins.

ST. CATHARINES ACCOMMODATION REVIEW COMMITTEE (ARC) - MEETING DATES AND EXPECTATION SUMMARY

Meeting	Expectation	Date	Time
1 st ARC Working Committee Meeting	<ul style="list-style-type: none"> ✓ Presentation of ARC mandate ✓ Terms of Reference ✓ Background Information (Process, Data, Issues) ✓ Customizing the Generic School Valuation Template and Scoring Rubric 	Thursday, September 12, 2013 At Denis Morris Catholic High School	7:00 p.m. to 9:00 p.m.
2 nd ARC Working Committee Meeting	<ul style="list-style-type: none"> ✓ Tour of Schools 	Tuesday, September 24, 2013 Starting at St. Theresa Catholic Elementary School ending at St. Christopher Catholic	3:30 p.m. to 5:30 p.m.
1 st ARC Public Meeting	<ul style="list-style-type: none"> ✓ Presentation of ARC Mandate ✓ Background Information (Process, Data, Issues) ✓ Presentation of customized School Valuation Framework for community input 	Thursday, October 10, 2013 Denis Morris Catholic High School	7:00 p.m. to 9:00 p.m.
3 rd ARC Working Committee Meeting	<ul style="list-style-type: none"> ✓ Consider Feedback from ARC's 1st Public Meeting ✓ Discussion and Feedback re tour of ARC Schools * 	Thursday, October 24, 2013 At St. Theresa Catholic Elementary School	5:00 p.m. – 7:00 p.m.
4 th ARC Working Committee Meeting	<ul style="list-style-type: none"> ✓ Additional Tour for New Committee Member ✓ Discussion and Feedback re tour of ARC Schools * ✓ Complete School Specific Valuation Framework for both ARC Schools 	Tuesday, October 29, 2013 Starting at St. Christopher Catholic and ending at St. Theresa Catholic	4:30 p.m. – 8:00 p.m.
2 nd ARC Public Meeting	<ul style="list-style-type: none"> ✓ Presentation of School Specific Valuation Framework Reports for community input 	Thursday, November 7, 2013 At Denis Morris Catholic High School	7:00 p.m. – 9:00 p.m.
5 th ARC Working Committee Meeting	<ul style="list-style-type: none"> ✓ Consider Feedback from ARC's 2nd Public Meeting ✓ Presentation of Accommodation Data and Options ✓ Confirm Options for 3rd ARC public presentation 	Tuesday, November 19, 2013 At Denis Morris Catholic High School	5:00 p.m. – 7:00 p.m.
3 rd ARC Public Meeting	<ul style="list-style-type: none"> ✓ Presentation of Accommodation Data and Options for community input 	Thursday, December 5, 2013 At Denis Morris Catholic High School	7:00 p.m. – 9:00 p.m.
6 th ARC Working Committee Meeting	<ul style="list-style-type: none"> ✓ Consider Feedback from ARC's 3rd Public Meeting ✓ Completion of Draft ARC Report to the Director of Education for 4th ARC public presentation and input 	Thursday, January 9, 2014 At St. Christopher Catholic Elementary School	5:00 p.m. – 7:00 p.m.
4 th ARC Public Meeting	<ul style="list-style-type: none"> ✓ Presentation of Draft ARC Report to the Director of Education for community input 	Thursday, January 30, 2014 At Denis Morris Catholic High School	7:00 p.m. – 9:00 p.m.
7 th ARC Working Committee Meeting	<ul style="list-style-type: none"> ✓ Consider feedback from ARC's 4th Public Meeting ✓ Finalize ARC Report to Director of Education 	Thursday, January 30, 2014 At Denis Morris Catholic High School	9:00 p.m. – 10:30 p.m.

**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 th 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

ARC School Valuation Report

The School Valuation Report from the St. Catharines ARC to the Director of Education is required to address the points outlined in Board Policy (701.2 – Section 2.6) as summarized in the St. Catharines ARC Terms of Reference along with any additional points as determined by the ARC.

The final report will provide recommendations to the Director of Education for consideration in the Staff report to the Committee of the Whole.

The School Valuation Report will ensure that the following is addressed;

- a) The implications for the program for students both in the school(s) under consideration for consolidation, closure or program relocation and in the school(s) where programs may be affected
- b) The effects of consolidation, closure or program relocation on the following:
 - i. Attendance area defined for the schools
 - ii. Attendance at other schools
 - iii. The need and extent of bussing
- c) The financial effects of consolidating or not consolidating school(s), including any capital implications
- d) Revenue implications as a result of the consolidation, closure or program relocation
- e) Savings expected to be achieved as a results of the consolidation, closure or program relocation
 - i. School operations (heating, lighting, cleaning, routine maintenance)
 - ii. Expenditures to address school renewal issues which will no longer be required
- f) Additional expenditures, if any, at schools which will accommodate students displaced as a result of consolidation, closure or program relocation decision taken by the board
 - i. School operations (heating, lighting, cleaning, routine maintenance)
 - ii. School administration
 - iii. School renewal
 - iv. Transportation
 - v. Net savings / costs associated with teaching staff, paraprofessionals, student transportation
 - vi. Possible alternative use or disposition of an empty building

St. Catharines ARC Report Goals

1. Continue to provide excellence in Catholic Education
2. Continue to provide the highest quality of learning opportunities for all students
3. Provide the best range of options / recommendations for consideration
4. Ensure efficient use of system resources and facilities
5. Provide long-term accommodation recommendations
6. Provide recommendations for revised attendance boundaries if required

School Site Tours

As determined at the September 12th, 2013 Working Committee Meeting #1, all members of the St. Catharines ARC were invited to participate in a guided tour of the two (2) identified elementary schools of the St. Catharines ARC. This tour, conducted by the Principal and the Catholic School Chair, provided an opportunity for members of the ARC to view each identified school prior to the ARC's completion of the St. Catharines School Valuation Framework for both schools at the Working Committee Meeting # 4 on October 29th, 2013.

Tuesday, September 24, 2013

The tour began at St. Theresa Catholic at 3:30 p.m., then concluded at St. Christopher Catholic. Generally the Committee spent approximately 35 minutes at each school with a 10 minute travel time to the next school.

- St. Theresa Catholic – 58 Seymour Avenue
- St. Christopher Catholic – 33 Woodrow Avenue

As there were some changes in the original St. Catharines ARC membership due to some members being unable to fulfil their obligations and new members being selected, it was decided at the 3rd ARC Committee Meeting on October 24th, 2013 that a second school tour would be necessary for the ARC members.

Tuesday, October 29th, 2013.

The tour began at St. Christopher Catholic at 4:30 p.m., then concluded at St. Theresa Catholic. Generally the Committee spent approximately 45 minutes at each school with a 10 minute travel time to the next school.

- St. Christopher Catholic – 33 Woodrow Avenue
- St. Theresa Catholic – 58 Seymour Avenue

Members of the ARC believed that the second school tour opportunity greatly assisted in discussions and the committee completion of both School Valuation Frameworks.

Customizing the Generic School Valuation Framework Guidelines

The Niagara Catholic Generic School Valuation Framework template was designed based on Ministry of Education templates and best practices as part of the information gathering process to determine a range of best options for the final report. The template has been edited for use within Niagara Catholic Accommodation Review Committees and vetted through Administrative Council twice, the Regional Catholic School Council and Trustees of the Niagara Catholic District School Board. Following the vetting process, it was added to Board Policy 701.2 – Closure of Schools / Accommodation Review Policy.

Guiding Principles of the School Valuation Framework

1. Items could be added under each category – student, school board, community and local economy but not removed from the template.
2. The ARC completed the valuations for each school using the same template and scoring rubric.
3. Both elementary schools were viewed together.
4. To objectively score both schools, the St. Catharines ARC developed an objective rubric for each category to determine a credible weighted score for each category.
5. Scoring was used as part of the information gathering process to determine a range of best options for the final report.
6. The value to the student had the highest weighed value.
7. Weighed values could not be altered on the template.
8. Detailed Committee discussion and community input was held prior to final scores being determined by the committee.

Task

To assist the ARC in completing a customized St. Catharines School Valuation Framework to be used for each of the two (2) schools, members of the St. Catharines ARC were divided into sub-committees to focus on each of the four evaluation criteria.

Catholic School Council Chairs – Value to the Student

Principals – Value to the School Board

Parish Representatives / Community Representatives – Value to the Community / Economy

Members of the sub-committee:

- a) Reviewed the current criteria to determine if any additional criteria are required
- b) Used the draft rubric for each area, will determine objective scoring rubrics for each area
- c) Shared conclusions regarding each of the four evaluations, and any additions and the scoring rubric with all members of the ARC committee
- d) Selected one (1) member to speak to the evaluation criteria and the draft rubric scoring at the third public meeting

At the October 29th, 2013 Working Committee meeting, the St. Catharines ARC approved the customized St. Catharines ARC School Valuation Framework both schools, which is found on the following pages.

St. Catharines Accommodation Review Committee School Valuation Scoring Rubric

VALUE TO THE STUDENT

	1	2	3	4	5
Quality of the learning environment	Adequate permanent classrooms, resource and withdrawal area.	Adequate permanent classrooms, specialized teaching spaces, gymnasium, resource and withdrawal area.	Adequate permanent classrooms, specialized teaching spaces, gymnasium, resource withdrawal area and ventilation system.	Adequate permanent classrooms, specialized teaching spaces including science and music, gymnasium, resource and withdrawal area, ventilation system	Adequate permanent classrooms, No split grades, specialized teaching spaces including science and music, gymnasium with a stage, resource withdrawal area, levelled book room, ventilation system, and air conditioning.
Student outcomes (5 year trend)	Lower than provincial average EQAO scores, all subjects	Lower than provincial average EQAO scores, all subjects, high improvement	Meets provincial average EQAO scores, at least one subject	Higher than provincial average EQAO scores, at least one subject, high improvement	Higher than provincial average EQAO scores, all subjects
Range of course offerings	Ministry curriculum, Catholic values	Ministry curriculum, Catholic values, Special Education programs	Ministry curriculum, Catholic values, Special Education programs, after school curricular programs	Ministry curriculum, Catholic values, Special Education programs, after school curricular programs, instrumental music or broad based technology	Ministry curriculum, Catholic values, Special Education programs, after school curricular programs, instrumental music and broad based technology

	1	2	3	4	5
Range of co-curricular activities	Intramural programs	Intramural programs, non-athletic school clubs	Intramural programs, non-athletic school clubs, special activities	Intramural programs, non-athletic school clubs, special activities, social justice programs	Intramural programs, interschool programs, non-athletic school clubs, special activities, social justice programs
Adequacy of physical space	Enclosed classrooms program facility renewal needs less than \$2,000,000	Classrooms min. 700 sq. ft., program facility renewal needs less than \$1,000,000	Classrooms min. 750 sq. ft., program facility renewal needs less than \$200,000	Classrooms min. 750 sq. ft., specialty rooms min. 900 sq. ft. program facility renewal needs less than \$100,000	Classrooms min. 800 sq. ft., specialty rooms min. 1100 sq. ft. program facility renewal needs less than \$60,000
Adequacy of grounds	Paved and sodded play areas, site renewal needs less than \$1,000,000	Paved and sodded play areas adequate for single recess, site renewal needs less than \$500,000	Paved and sodded play areas adequate for single recess and community use, site renewal needs less than \$100,000	Paved and sodded play areas adequate for single recess and community use, site renewal needs less than \$50,000	Paved and sodded play areas adequate for single recess and community use, site renewal needs less than \$30,000
Accessibility	Barrier free entrance	Barrier free entrance and washroom	Entire building barrier free	Entire building barrier free and special needs equipped (teaching resources, visual and hearing aids & life safety systems, change table, etc)	Entire building barrier free and special needs equipped. Barrier free playground

Health, safety and security	1	school is clean, comfortable and supervised	2	School is clean, comfortable and supervised, visitors effectively controlled, good lines of sight for playground supervision	3	School is clean, comfortable and supervised, visitors effectively controlled, good lines of sight for playground supervision	4	School is clean, comfortable and supervised, visitors effectively controlled, good lines of sight for playground supervision	5	School is clean, comfortable and supervised, removed from pollution and noise, visitors effectively controlled, video surveillance, good lines of sight for playground supervision
Proximity of school to students		70%-85% students based		55%-70% students based		40%-55% students based		25%-40% students based		Less than 25% of students based
Adequacy of drop-off and parking		poor		poor/average		average		average/good		good
Adjacent to local parish		Distance greater than 1 mile to parish		Distance less than 1 mile to parish		Walking distance to parish		Parish on adjacent site		Parish on same site

VALUE TO THE SCHOOL BOARD

	1	2	3	4	5
Student outcomes	Lower than provincial average EQAO scores, all subjects	Lower than provincial average EQAO scores, all subjects, high improvement	Higher than provincial average EQAO scores in at least one subject	Higher than provincial average EQAO scores in at least one subject, high improvement	Higher than provincial average EQAO scores, all subjects
Range of course offerings	Ministry curriculum, Catholic values	Ministry curriculum, Catholic values, ESL	Ministry curriculum, Catholic values, ESL, Special Education life skills	Ministry curriculum, Catholic values, ESL, Special Education life skills, instrumental music or broad based technology	Ministry curriculum, Catholic values, ESL, Special Education life skills, instrumental music and broad based technology
Specialized teaching spaces	1 specialized teaching space	More than 1 specialized teaching space	1 specialized teaching space serving other schools	More than 1 specialized teaching space serving other schools	Unique specialized teaching space serving other schools (ie. Cyberquest)
Condition of school	Renewal needs less than 100% of school replacement value	Renewal needs less than 80% of school replacement value	Renewal needs less than 60% of school replacement value	Renewal needs less than 40% of school replacement value	Renewal needs less than 20% of school replacement value
Location of school	70%-85% students bused	55%-70% students bused	40%-55% students bused	25%-40% students bused	Less than 25% of students bused
Only school in community	Closest school less than 1.5 km	Closest school less than 2.5 km	Closest school less than 5 km	Closest school less than 10 km	Closest school more than 10 km
Fiscal and operational factors	Expenditures exceeds administrative and operations grant revenue by less than 60%	Expenditures exceed administrative and operations grant revenue by less than 45%	Expenditures exceed administrative and operations grant revenue by less than 30%	Expenditures exceed administrative and operations grant revenue by less than 15%	Expenditures do not exceed administrative and operations grant revenue

	1	2	3	4	5
Cost to operate the school	Less than \$1200/student	Less than \$1100/student	Less than \$1000/student	Less than \$900/student	Less than \$800/student
Cost of transportation	Less than \$600/student	Less than \$520/student	Less than \$440/student	Less than \$360/student	Less than \$300/student
Availability of alternate space	Surplus space to accommodate full enrolment is available at schools within 1.5 km	Surplus space to accommodate full enrolment is available at schools within 2.5 km	Surplus space to accommodate full enrolment is available at schools within 5 km	Full enrolment can be accommodated through the use of portables at schools within 5 km	Full enrolment can be accommodated through the use of portables at schools within 10 km
Cost of upgrades	Less than \$11,000/student	Less than \$10,000/student	Less than \$9,000/student	Less than \$8,000/student	Less than \$7,000/student
Potential growth in area	More than 10 students in 15 years	More than 50 students in 15 years	More than 100 students in 15 years	More than 150 students in 15 years	More than 200 students in 15 years
Adequacy of site for enrolment	Single recess not possible for school capacity	Adequate for single recess but playground areas are below standard	Single recess possible for school capacity but not for current enrolment	Adequate for single recess but site conditions compromise full use	Adequate for single recess, 40 sq ft/student of asphalt playground, soccer size field
Adjacent to local parish	Distance greater than 1 mile to parish	Distance less than 1 mile to parish	Walking distance to parish	Parish on adjacent site	Parish on same site

VALUE TO THE COMMUNITY

	1	2	3	4	5
Adequacy for community use	Classrooms only	Classrooms and large gathering space	Classrooms and single gymnasium	Double gymnasium, full basketball court	Double gymnasium and stage
Range of program offerings	After school only	Before and after school	Before, after and evenings	Before, after school, evenings and weekends	Before, after school, evenings, weekends and summer months
School grounds	asphalt playground, soccer size field, parking, site renewal needs less than \$1,000,000	asphalt playground, soccer size field, parking, site renewal needs less than \$500,000	asphalt playground, soccer size field, parking, site renewal needs less than \$100,000	asphalt playground, soccer size field, parking, site renewal needs less than \$50,000	asphalt playground, soccer size field, parking, site renewal needs less than \$30,000
School as a partner	1 partnership	2 partnerships	3 partnerships	4 partnerships	Local – national partnerships
Only school in community	Closest school less than 1.5 km	Closest school less than 2.5 km	Closest school less than 5 km	Closest school less than 10 km	Closest school more than 10 km
Provision of daycare	After school	Before and after school	Before and after school; daycare	Before and after school; daycare, including preschool age	Before school, after school, daycare, including preschool age, weekend
Parental involvement	Limited involvement	Moderate involvement	Good level of involvement	Excellent level of involvement	Exception level of involvement and volunteers

VALUE TO THE LOCAL ECONOMY

	1	2	3	4	5
Cooperative education	N/A	N/A	N/A	N/A	N/A
Training opportunities	N/A	N/A	N/A	N/A	N/A
Attracts or retains families	Enrolment projection indicates stability	Enrolment projection indicates average growth of more than 2 students per year	Enrolment projection indicates average growth of more than 4 students per year	Enrolment projection indicates average growth of more than 6 students per year	Enrolment projection indicates average growth of more than 8 students per year
Only school in community	Closest school less than 1.5 km	Closest school less than 2.5 km	Closest school less than 5 km	Closest school less than 10 km	Closest school more than 10 km

St. Catharines ARC School Valuation Scoring

Once the St. Catharines School Valuation Template was scored within the working groups, each sub-committee presented to the full ARC where consensus on individual scores were reached.

The results of the scoring were shared at the 3rd Public Meeting for input and comments.

The information gained through the school valuation template process provided valuable information, insights and knowledge for the committee as it worked towards a range of options and a recommendation for the final report to the Director of Education.

SCHOOL VALUATION TEMPLATE

The following school specific valuation factors are to be applied to each individual school in the group of schools being studied. The evaluation criteria must be identical for every school within the accommodation review. For more specific information on the School Valuation Template, please see Sections 2.4 and 2.5 of the Closure of Schools/Accommodation Review Administrative Guidelines.

DATE: October 29, 2014	ST. CHRISTOPHER					ST. THERESA					
EVALUATION CRITERIA	RATING (0-5)	X	WEIGHT (1, 1.5 or 2)	=	TOTAL	RATING (0-5)	X	WEIGHT (1, 1.5 or 2)	=	TOTAL	
VALUE TO THE STUDENT											
1. Quality of the learning environment at the school	3	X	2	=	6	3	X	2	=	6	
2. Student outcomes at the school	4	X	2	=	8	4	X	2	=	8	
3. Range of course or program offerings	3	X	2	=	6	3	X	2	=	6	
4. Range of co-curricular activities	5	X	2	=	10	5	X	2	=	10	
5. Adequacy of the school's physical space to support student learning	1.5	X	2	=	3	1.5	X	2	=	3	
6. Adequacy of the school's grounds for physical activity	2.5	X	2	=	5	2.5	X	2	=	5	
7. Accessibility of the school for students with disabilities	4	X	2	=	8	4	X	2	=	8	
8. Health, safety and security at the school	4	X	2	=	8	4	X	2	=	8	
9. Proximity of the school to students/length of bus ride to school	4	X	2	=	8	5	X	2	=	10	
10. Adequacy of drop-off and parking facilities	5	X	2	=	10	5	X	2	=	10	
11. Adjacent to the local parish church	3	X	2	=	6	3	X	2	=	6	
St. Christopher Subtotal for Value to the Student					78	St. Theresa Subtotal for Value to the Student					80

SCHOOL VALUATION TEMPLATE

The following school specific valuation factors are to be applied to each individual school in the group of schools being studied. The evaluation criteria must be identical for every school within the accommodation review. For more specific information on the School Valuation Template, please see Sections 2.4 and 2.5 of the Closure of Schools/Accommodation Review Administrative Guidelines.

DATE: October 29, 2014	ST. CHRISTOPHER					ST. THERESA					
EVALUATION CRITERIA	RATING (0-5)	X	WEIGHT (1, 1.5 or 2)	=	TOTAL	RATING (0-5)	X	WEIGHT (1, 1.5 or 2)	=	TOTAL	
VALUE TO THE SCHOOL BOARD											
1. Student outcomes at the school	4	X	1	=	4	4	X	1	=	4	
2. Range of course or program offerings	3	X	1	=	3	3	X	1	=	3	
3. Availability of specialized teaching spaces	2	X	1	=	2	2	X	1	=	2	
4. Condition of school	4	X	1	=	4	4	X	1	=	4	
5. Location of school	5	X	1	=	5	5	X	1	=	5	
6. Value of the school if it is the only school within the community	2	X	1	=	2	2	X	1	=	2	
7. Fiscal and operational factors	4	X	1	=	4	1	X	1	=	1	
8. Cost to operate the school	5	X	1	=	5	1	X	1	=	1	
9. Cost of transportation	5	X	1	=	5	1.5	X	1	=	1.5	
10. Availability of surplus space in adjacent schools	5	X	1	=	5	3	X	1	=	3	
11. Cost of upgrades to the facility so that it can meet student learning	5	X	1	=	5	2	X	1	=	2	
12. Potential growth in the immediate area	3	X	1	=	3	1	X	1	=	1	
13. Adequacy of school site for enrolment	5	X	1	=	5	5	X	1	=	5	
14. Adjacent to the local parish church	3	X	1	=	3	3	X	1	=	3	
St. Christopher Subtotal for Value to the Student					55	St. Theresa Subtotal for Value to the Student					37.5

SCHOOL VALUATION TEMPLATE

The following school specific valuation factors are to be applied to each individual school in the group of schools being studied. The evaluation criteria must be identical for every school within the accommodation review. For more specific information on the School Valuation Template, please see Sections 2.4 and 2.5 of the Closure of Schools/Accommodation Review Administrative Guidelines.

DATE: October 29, 2014	ST. CHRISTOPHER					ST. THERESA					
EVALUATION CRITERIA	RATING (0-5)	X	WEIGHT (1, 1.5 or 2)	=	TOTAL	RATING (0-5)	X	WEIGHT (1, 1.5 or 2)	=	TOTAL	
VALUE TO THE COMMUNITY											
1. Adequacy of facility for community use	3.5	X	1	=	3.5	3.5	X	1	=	3.5	
2. Range of program offerings at the school that serve both students and community members (e.g. adult ESL)	3	X	1	=	3	3	X	1	=	3	
3. School grounds as green space and/or available for community and recreational use	2	X	1	=	2	2	X	1	=	2	
4. School as a partner in local initiatives in the community (e.g. sharing of sportsfields)	1	X	1	=	1	2	X	1	=	2	
5. Value of the school if it is the only school within the community	2	X	1	=	2	2	X	1	=	2	
6. Provision of daycare, before and after school daycare programs and Early Years Centres	0	X	1	=	0	0	X	1	=	0	
7. Parental involvement	4	X	1	=	4	4	X	1	=	4	
St. Christopher Subtotal for Value to the Student					15.5	St. Theresa Subtotal for Value to the Student					16.5

SCHOOL VALUATION TEMPLATE

The following school specific valuation factors are to be applied to each individual school in the group of schools being studied. The evaluation criteria must be identical for every school within the accommodation review. For more specific information on the School Valuation Template, please see Sections 2.4 and 2.5 of the Closure of Schools/Accommodation Review Administrative Guidelines.

DATE: October 29, 2014	ST. CHRISTOPHER					ST. THERESA					
EVALUATION CRITERIA	RATING (0-5)	X	WEIGHT (1, 1.5 or 2)	=	TOTAL	RATING (0-5)	X	WEIGHT (1, 1.5 or 2)	=	TOTAL	
VALUE TO THE LOCAL ECONOMY											
1. Availability of cooperative education (Secondary Only)	0	X	1	=	0	0	X	1	=	0	
2. Availability of training opportunities or partnerships with business	0	X	1	=	0	0	X	1	=	0	
3. Attracts or retains families in the community	5	X	1	=	5	1	X	1	=	1	
4. Value of the school if it is the only school within the community	2	X	1	=	2	2	X	1	=	0	
St. Christopher Subtotal for Value to the Student					7	St. Theresa Subtotal for Value to the Student					3
ST. CHRISTOPHER CATHOLIC GRAND TOTAL					155.5	ST. THERESA CATHOLIC GRAND TOTAL					137

School Information and Enrolment Data

Through the coordinated efforts of Scott Whitwell, Controller of Facilities Services and Kathy Levinski, Manager of Facilities Services for Niagara Catholic, each member of the St. Catharines ARC committee was provided with a St. Catharines ARC Resource Binder which contained a wealth of information on each school's Physical Plant and Enrolment Demographics. The information provided was used (a) to complete the School Valuation Template for each school; (b) in all discussions on the potential range of options recommended; and (c) for the final recommendations within this report. Utilizing the information within the Resource Binders, the ARC was in full compliance with Section 2.6 of Board Policy 701.2.

ACCOMMODATION DATA & SUMMARY CHART

ST. CHRISTOPHER AND ST. THERESA CATHOLIC ELEMENTARY SCHOOLS

CRITERIA	ST. CHRISTOPHER	ST. THERESA	MINISTRY BENCHMARK
Year Built:	1955 8,052 sq.ft.	1971 22,437 sq.ft.	
Additions:	1998 12,368 sq.ft.	1991 1,824 sq.ft.	
No. of Stories:	1 Storey	1 Storey	
Accessible:	Yes	Yes	
Floor Area in sq ft:	20,420	24,261	
Floor Area in sq m:	1,897	2,254	
On the Ground Capacity:	190	222	
Total Pupils:	217	157	
Square feet/pupil:	107.47	109.28	125.83 sq.ft./pupil
Square meter/pupil:	9.98	10.15	11.69 sq.m/pupil
Utilization:	114%	71%	
Number of Portables:	2	0	
Parking Spaces:	44, 1 HC	27, 1 HC	
Facilities on Site:	Soccer Field Yes Baseball Diamond No Creative Play Structure Yes	Soccer Field Yes Baseball Diamond No Creative Play Structure Yes	
Adjacent Facilities:	None	Lion Dunc Pool, Community Park, Merritton Community Centre, Centennial Arena	
Slope/Grade:	Flat	Flat	
Availability of Specialized Teaching Spaces:	6 average sized classrooms 2 specialized classrooms	7 average sized classrooms 2 specialized classrooms	Average = 64-78 sq m Specialized = 84 sq m
Ventilation:	62%	90%	
Air Conditioning:	2%	0%	
Operations & Admin costs in 11-12 per Pupil (ADE):	\$787.43	\$1,128.69	
Expenditures as % of grant:	108%	155%	
Cost of renewal needs - Building	\$1,102,000	\$1,449,852	
Cost of renewal needs – Site	\$206,000	\$125,000	
Total cost of renewal	\$1,308,000	\$1,574,852	
Cost of renewal needs per pupil:	\$ 6,082	\$10,031	
Percentage of Replacement Value:	24%	31%	
Cost for Replacement School (building only):	\$5,340,618	\$5,125,048	
Site Size in Acres:	6.3	5.61	5 acres
Site Size in Hectares:	2.55	2.7	1.67 hectares
Paved Play Area in sq ft:	15,420	17,224	40 sq ft/pupil
Paved Play Area in sq m:	1,433	1,600	3.7 sq m/pupil
Closest School:	St. Theresa	St. Christopher	
Distance in Miles:	1.12	1.12	
Distance in Kilometres:	1.80	1.80	
Utilization:	71%	114%	
Surrounding Land Uses:	Residential	Residential	
Local Parish Name:	St. Thomas Aquinas	St. Patrick	
Address:	316 Queenston Street	31 Chestnut Street East	
Distance in Miles:	0.93	0.81	
Distance in Kilometres:	1.50	1.30	
No. of Students Transported	57	37	
% of School Transported	26%	24%	
Length of bus ride	Less than 30 minutes	Less than 30 minutes	
Estimated annual cost per pupil	\$279	\$528	

Range of Options and Recommendation

As mandated by the Ministry of Education and Board Policy 701.2, the St. Catharines ARC was able to provide a wide range of options for consideration. The range of options was presented to the public at two (2) sessions, December 5th, 2013 and January 30th, 2014 for consultation and feedback.

Six (6) options and the unanimous recommendation of the ARC was presented at the January 30th, 2014 Public Meeting # 4 prior to the ARC deciding on the final range of options and recommendation to present to the Director of Education in the ARC report.

Each option presented at the December 5th, 2013 and the January 30th, 2014 Public Meetings followed an identical slide presentation format;

- a) Option
- b) Enrolment impact on other schools and the reduction in surplus space in St. Catharines
- c) Benefits, challenges and the impact on the points listed in Section 2.6 of Policy 701.2

Each of the six (6) range of options; the enrolment impact, benefits / challenges and section 2.6 factors are provided in the Options Tab of the St. Catharines ARC Resource Binder.

Summary Range of Options

Based on committee discussions and community input following the January 30th, 2014 Public Meeting, the following are the six (6) Range of Options as considered by the ARC.

1. Status Quo
2. Boundary Change and a small addition to St. Christopher Catholic
3. Close St. Theresa Catholic, large addition to St. Christopher Catholic
4. Close St. Christopher Catholic, large addition to St. Theresa Catholic
5. School Reorganization: St. Theresa Catholic ELKP – Grade 3 and St. Christopher Catholic Grade 4 - 8
6. Close St. Christopher Catholic and St. Theresa Catholic, Build a New School

Draft Recommendation

At the January 30th, 2014 Working Committee Meeting, it was the unanimous decision of the members of the St. Catharines Accommodation Review Committee to present the following recommendation to the Director of Education and to include the recommendation with the Range of Options as part of the presentation of the draft St. Catharines ARC School Valuation Report for public consultation at the fourth (4th) Public meeting on January 30th, 2014.

“THAT the St. Catharines Accommodation Review Committee (ARC) recommends to the Director of Education for the Niagara Catholic District School Board 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.”

Final Report, Range of Options and Recommendation

Following five months of open and honest dialogue and debate, intense discussions and a transparent public consultation process, the St. Catharines Accommodation Review Committee agreed at its January 30th, 2014 meeting on the Range of Options as presented on Page 30 of this report and a final Recommendation to the Director of Education as noted below;

RECOMMENDATION

“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.”**

Summary

Following the January 30th, 2014 public presentation of the draft St. Catharines ARC Report, a final copy of the printed St. Catharines ARC Report was circulated electronically to all members of the ARC for review, edit and comments.

While the minutes of all working and public meetings verified that the St. Catharines ARC was in compliance with Ministry of Education *Pupil Accommodation Review Guidelines* and Board Policy 701.2 requirements, all members of the St. Catharines ARC acknowledged it was not an easy task to reach consensus to recommend the consolidation of any school given its distressing impact on a particular neighbourhood. The committee worked co-operatively to reach the recommended option. All members of the St. Catharines ARC voted and were unified in keeping Catholic education strong and viable and agreed that a decision had to be made for the long term viability of Catholic Education in St. Catharines.

Each member of the St. Catharines ARC must be commended on their dedication, commitment and participation throughout the process and fulfilling each of its Terms of References along with Ministry of Education Guidelines and Board Policy. In particular, the focus on speaking for both schools as “our schools”; enhancing the current and long term excellence in Catholic education for all students in Niagara Catholic in general and St. Catharines in particular and achieving the six (6) goals of the final report;

1. Continue to provide excellence in Catholic education
2. Continue to provide the highest quality of learning opportunities for all students
3. Provide the best range of options / recommendations for consideration
4. Ensure efficient use of system resources and facilities
5. Provide long-term accommodation recommendations
6. Provide recommendations for revised attendance boundaries if required.

APPENDIX C

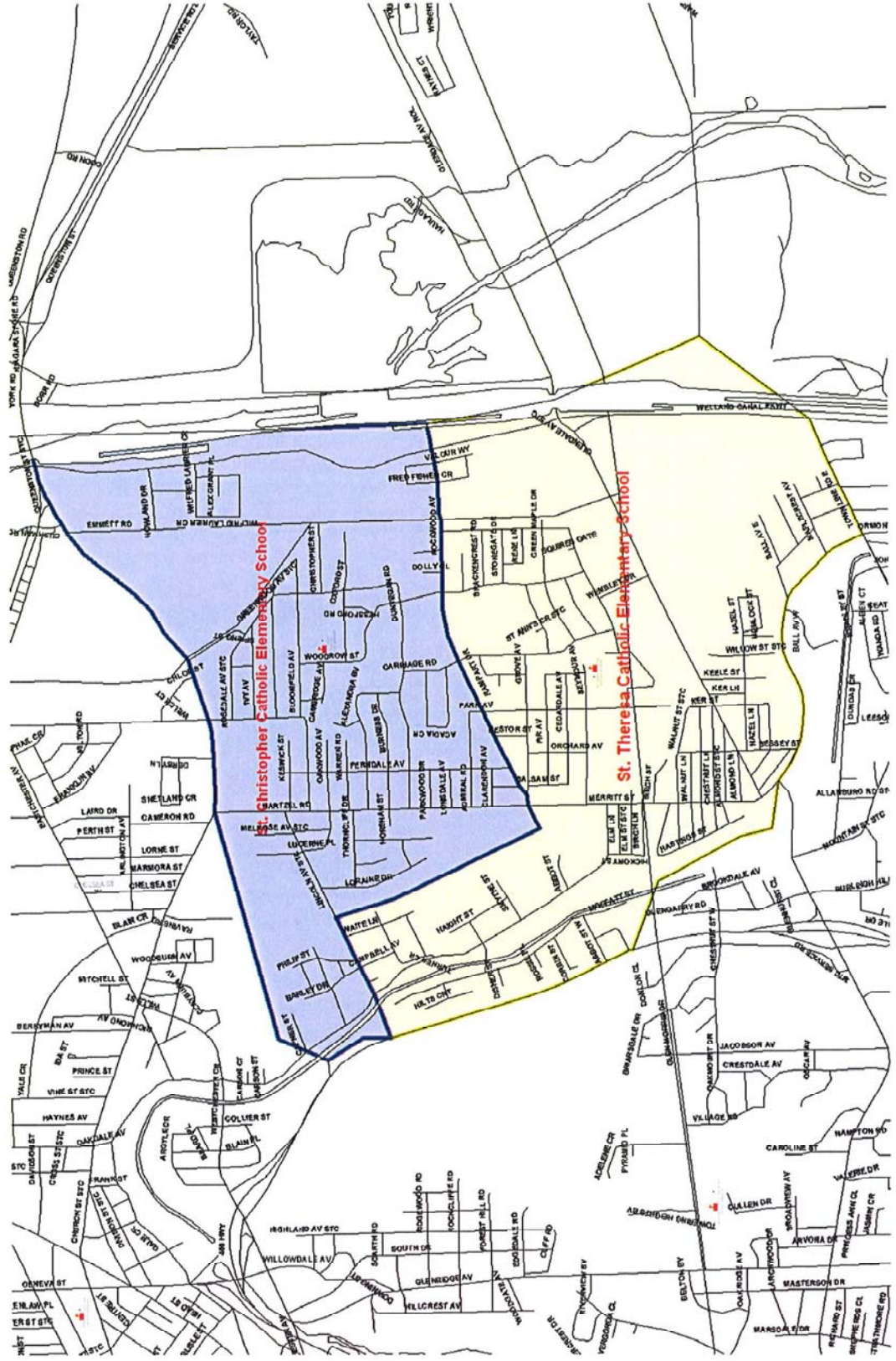


NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

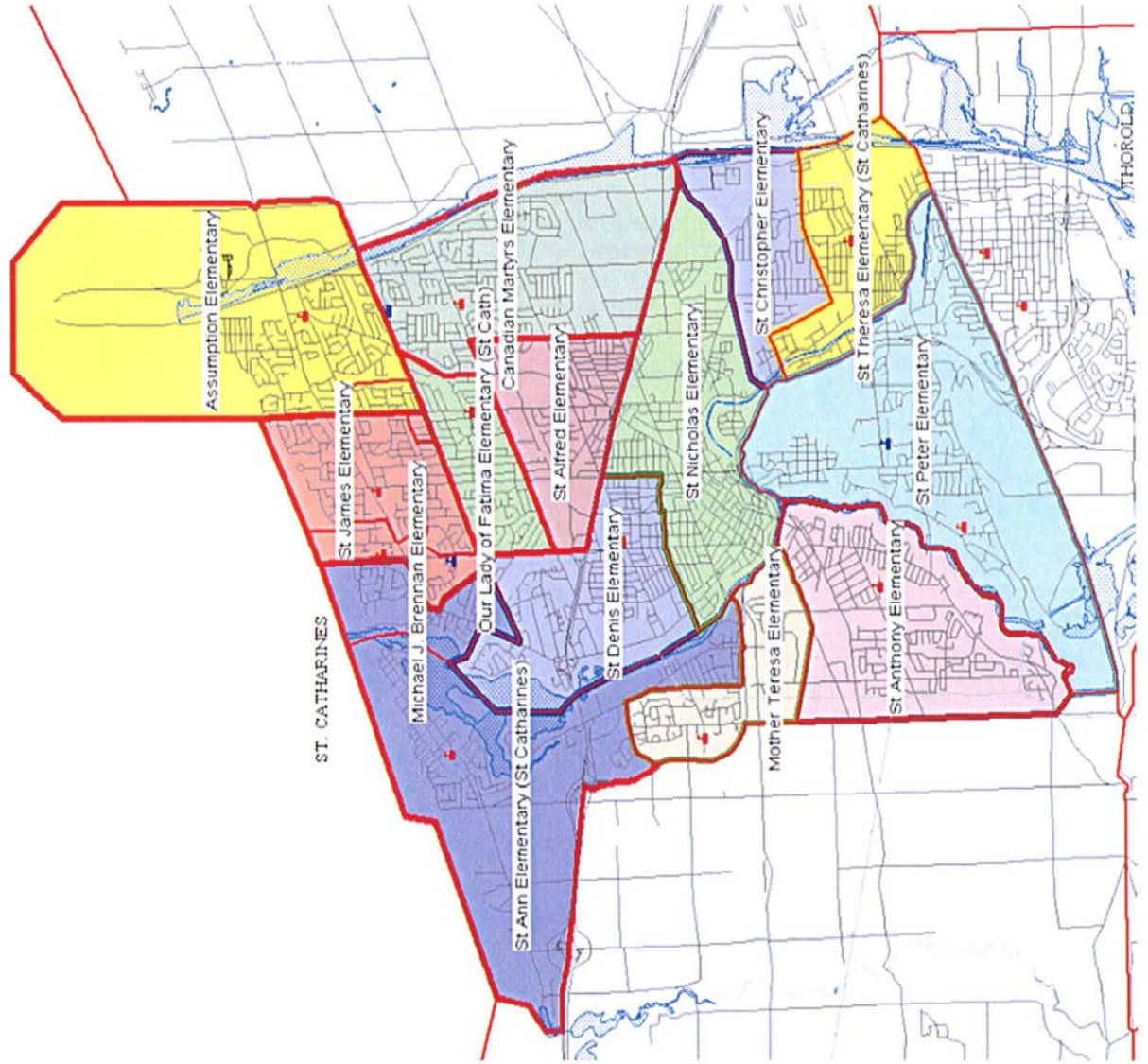
PUPIL ACCOMMODATION REVIEW FOR ST. CHRISTOPHER-ST. THERESA CATHOLIC ELEMENTARY SCHOOLS
SCHEDULE 2014

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 th 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

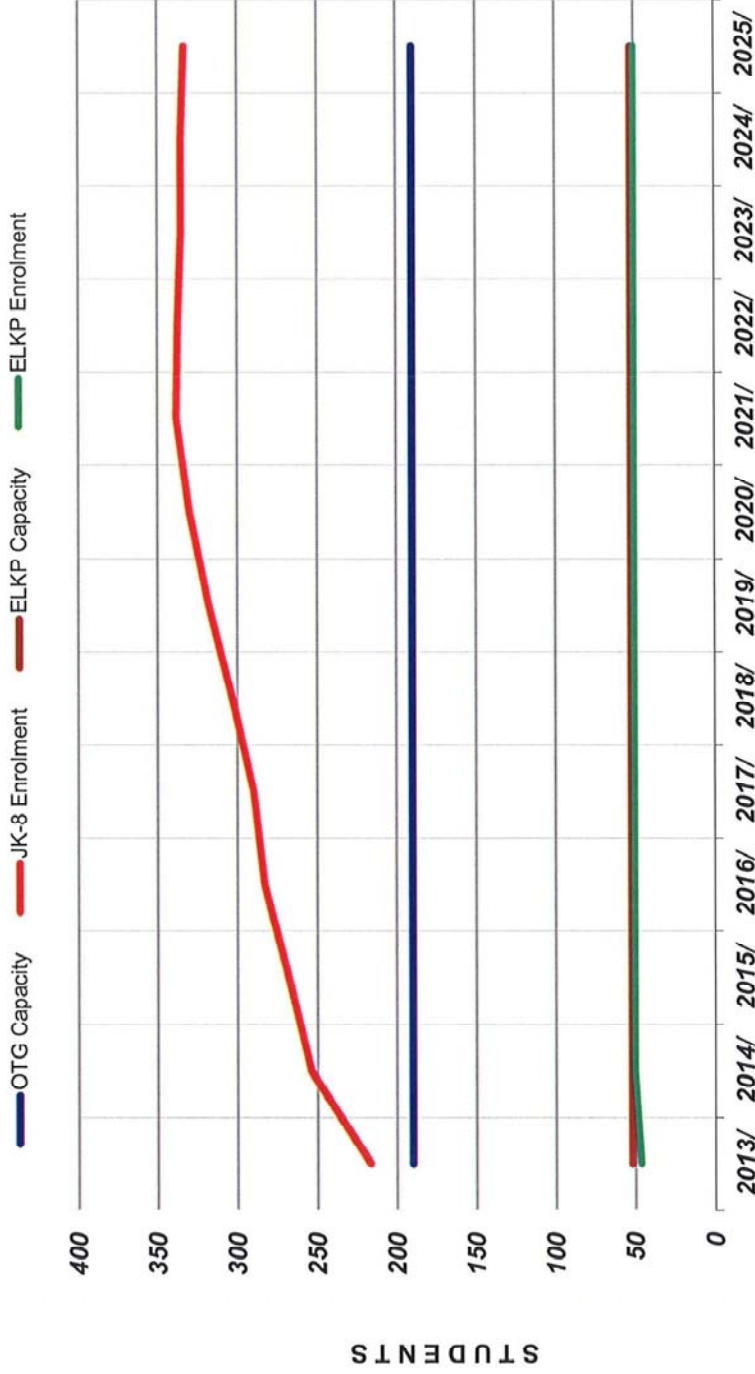
ST. CATHARINES ACCOMMODATION REVIEW
STUDY AREA



ST. CATHARINES SCHOOL LOCATION AND BOUNDARY MAP



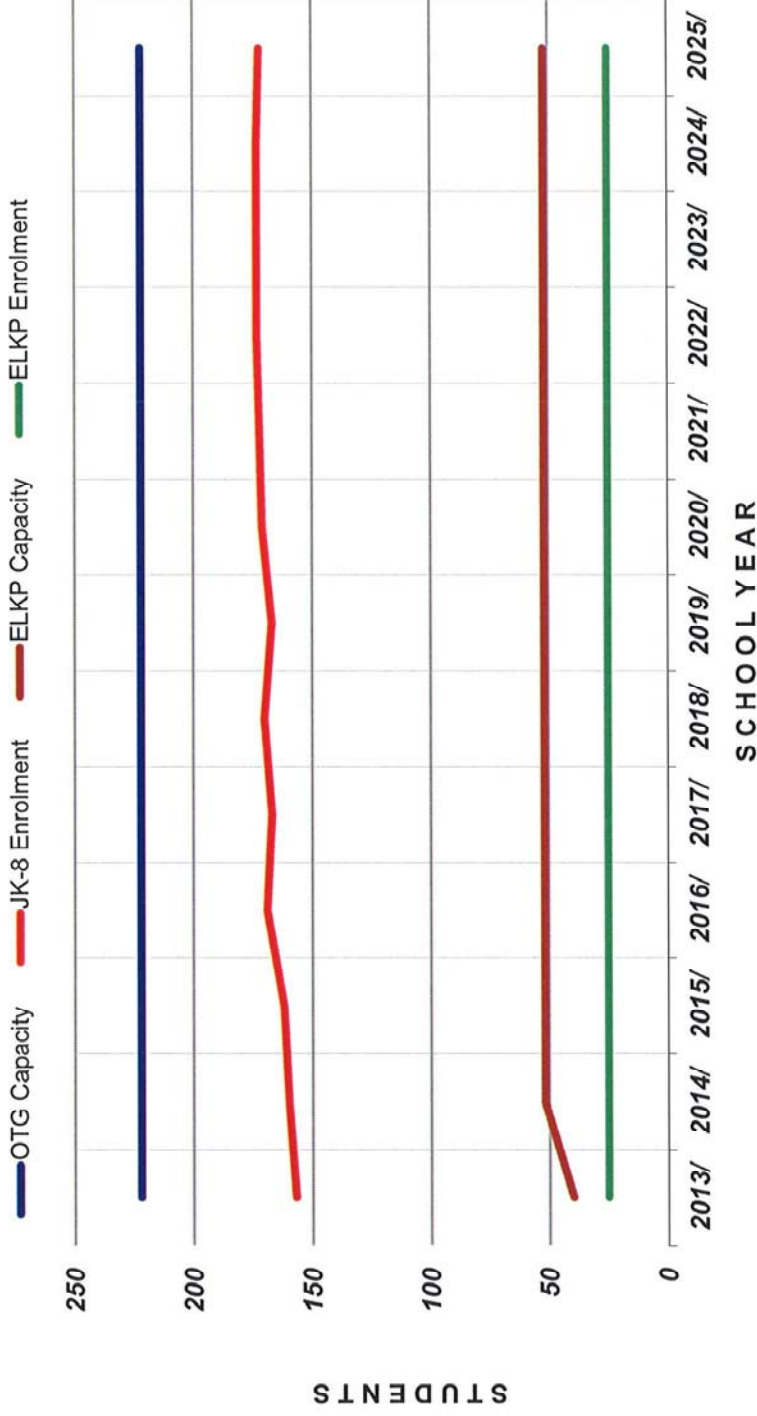
ST CHRISTOPHER ENROLMENT PROJECTION



SCHOOL YEAR

	2013/ 2014	2014/ 2015	2015/ 2016	2016/ 2017	2017/ 2018	2018/ 2019	2019/ 2020	2020/ 2021	2021/ 2022	2022/ 2023	2023/ 2024	2024/ 2025	2025/ 2026
St. Christopher													
OTG Capacity	190	190	190	190	190	190	190	190	190	190	190	190	190
JK-8 Enrolment	217	254	268	283	290	303	318	330	338	337	335	335	333
ELKP Capacity	52	52	52	52	52	52	52	52	52	52	52	52	52
ELKP Enrolment	46	50	50	50	50	50	50	50	50	50	50	50	50
JK-8 Surplus Space	-27	-64	-78	-93	-100	-113	-128	-140	-148	-147	-145	-145	-143

ST THERESA ENROLMENT PROJECTION



St. Theresa	2013/	2014/	2015/	2016/	2017/	2018/	2019/	2020/	2021/	2022/	2023/	2024/	2025/
	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
OTG Capacity	222	222	222	222	222	222	222	222	222	222	222	222	222
JK-8 Enrolment	157	160	162	169	167	170	167	171	172	173	173	173	172
ELKP Capacity	40	52	52	52	52	52	52	52	52	52	52	52	52
ELKP Enrolment	25	25	25	25	25	25	25	25	25	25	25	25	25
JK-8 Surplus Space	65	62	60	53	55	52	55	51	50	49	49	49	50



ACCOMMODATION DATA & SUMMARY CHART
ST. CHRISTOPHER AND ST. THERESA CATHOLIC ELEMENTARY SCHOOLS

CRITERIA	ST. CHRISTOPHER	ST. THERESA	MINISTRY BENCHMARK
Year Built:	1955 8,052 sq.ft.	1971 22,437 sq.ft.	
Additions:	1998 12,368 sq.ft.	1991 1,824 sq.ft.	
No. of Stories:	1 Storey	1 Storey	
Accessible:	Yes	Yes	
Floor Area in sq ft:	20,420	24,261	
Floor Area in sq m:	1,897	2,254	
On the Ground Capacity:	190	222	
Total Pupils:	217	157	
Square feet/pupil:	107.47	109.28	125.83 sq.ft./pupil
Square meter/pupil:	9.98	10.15	11.69 sq.m/pupil
Utilization:	114%	71%	
Number of Portables:	2	0	
Parking Spaces:	44, 1 HC	27, 1 HC	
Facilities on Site:	Soccer Field Yes Baseball Diamond No Creative Play Structure Yes	Soccer Field Yes Baseball Diamond No Creative Play Structure Yes	
Adjacent Facilities:	None	Lion Dunc Pool, Community Park, Merriton Community Centre, Centennial Arena	
Slope/Grade:	Flat	Flat	
Availability of Specialized Teaching Spaces:	6 average sized classrooms 2 specialized classrooms	7 average sized classrooms 2 specialized classrooms	Average = 64-78 sq m Specialized = 84 sq m
Ventilation:	62%	90%	
Air Conditioning:	2%	0%	
Operations & Admin costs in 11-12 per Pupil (ADE):	\$787.43	\$1,128.69	
Expenditures as % of grant:	108%	155%	
Cost of renewal needs - Building	\$1,102,000	\$1,449,852	
Cost of renewal needs – Site	\$206,000	\$125,000	
Total cost of renewal	\$1,308,000	\$1,574,852	
Cost of renewal needs per pupil:	\$ 6,082	\$10,031	
Percentage of Replacement Value:	24%	31%	
Cost for Replacement School (building only):	\$5,340,618	\$5,125,048	
Site Size in Acres:	6.3	5.61	5 acres
Site Size in Hectares:	2.55	2.7	1.67 hectares
Paved Play Area in sq ft:	15,420	17,224	40 sq ft/pupil
Paved Play Area in sq m:	1,433	1,600	3.7 sq m/pupil
Closest School:	St. Theresa	St. Christopher	
Distance in Miles:	1.12	1.12	
Distance in Kilometres:	1.80	1.80	
Utilization:	71%	114%	
Surrounding Land Uses:	Residential	Residential	
Local Parish Name:	St. Thomas Aquinas	St. Patrick	
Address:	316 Queenston Street	31 Chestnut Street East	
Distance in Miles:	0.93	0.81	
Distance in Kilometres:	1.50	1.30	
No. of Students Transported	57	37	
% of School Transported	26%	24%	
Length of bus ride	Less than 30 minutes	Less than 30 minutes	
Estimated annual cost per pupil	\$279	\$528	

**BENEFITS & CHALLENGES
FINANCIAL IMPACT/CAPITAL COSTS OF RECOMMENDATION**

Benefits	<ul style="list-style-type: none"> • Reduction in surplus spaces • Small addition required at St. Christopher Catholic • No school closure required 		
Challenges	<ul style="list-style-type: none"> • Renewal needs remain unchanged • Increased bussing costs 		
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">St. Christopher Catholic Elementary</td> <td style="width: 50%; text-align: center;">St. Theresa Catholic Elementary</td> </tr> </table>	St. Christopher Catholic Elementary	St. Theresa Catholic Elementary
St. Christopher Catholic Elementary	St. Theresa Catholic Elementary		
Implications for Programs for students			
Effects of Consolidation			
Financial Effects of Consolidation or Not Consolidating	<ul style="list-style-type: none"> • Renewal Costs: \$1,308,000 • Operating Costs: \$167,044/annually • Renewal Costs: \$1,574,852 • Operating Costs: \$178,249/annually 		
Revenue Implications			
Expected Savings	<ul style="list-style-type: none"> • Operating costs anticipated to meet Ministry Benchmarks 		
Additional Expenditures	<ul style="list-style-type: none"> • Cost for classroom addition approximately \$2,000,000 • Cost to retrofit \$1,071,000 for additional students • Slight increase in bussing costs 		
Other	<ul style="list-style-type: none"> • School at capacity • School at capacity 		

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	✓			
Student Trustees				
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.

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

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

Kathy Burtnik
Chairperson of the Board

John Crocco
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE MEETING
APRIL 8, 2014**

PUBLIC SESSION

**TITLE: ELEMENTARY AND SECONDARY
SCHOOL YEAR CALENDARS 2014-15**

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

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

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

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

Date: April 8, 2014



REPORT TO THE COMMITTEE OF THE WHOLE MEETING APRIL 8, 2014

ELEMENTARY AND SECONDARY SCHOOL YEAR CALENDARS 2014-2015

BACKGROUND INFORMATION

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

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

CONSULTATION PROCESS

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

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

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

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

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

SUMMARY OF THE ATTACHED CALENDARS

Attached to this Committee of the Whole Report are:

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

HIGHLIGHTS OF THE PROPOSED SCHOOL YEAR CALENDARS FOR 2014-2015

Professional Activity Days

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

Elementary Professional Activity

Friday, October 10, 2014: Curriculum Day

Friday, November 14, 2014: Curriculum Day

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

Friday, May 15, 2015: Faith Day

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

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

Secondary Professional Activity Days

Friday, October 10, 2014: Curriculum Day

Friday, November 14, 2014: Curriculum Day

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

Friday, May 15, 2015: Faith Day

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

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

Secondary Examination Days

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

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

Board and Civic Holidays

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

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

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

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

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

RECOMMENDATION

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

Prepared by:	Frank Iannantuono, Superintendent of Education
Presented by:	Frank Iannantuono, Superintendent of Education
Recommended by:	John Crocco, Director of Education / Secretary-Treasurer
Date:	April 8, 2014



Ministry of Education
Ministère de l'Éducation

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

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

Legend

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

Outline for Professional Activity Days Devoted to Provincial Education Priorities



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

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

Legend

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

Outline for Professional Activity Days Devoted to Provincial Education Priorities

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE MEETING
APRIL 8, 2014**

PUBLIC SESSION

**TITLE: STAFF DEVELOPMENT DEPARTMENT
PROFESSIONAL DEVELOPMENT OPPORTUNITIES**

The Staff Development Department Professional Development Opportunities Report
is presented for information.

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

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

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

Date: April 8, 2014



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

REPORT TO THE COMMITTEE OF THE WHOLE MEETING APRIL 8, 2014

STAFF DEVELOPMENT DEPARTMENT PROFESSIONAL DEVELOPMENT OPPORTUNITIES

BACKGROUND INFORMATION

In alignment with the Board's Vision 2020 Strategic Plan and Annual System Priorities, the Department of Staff Development, as an integral aspect of its mandate, acts as the point of co-ordination among various departments. Thus ensuring that all professional development opportunities for staff, both teaching and non-teaching, occur in a seamless fashion so as to minimize disruptions to the myriad services provided within our Niagara Catholic community.

The following is a listing of activities occurring during the period April 8, 2014 through May 13, 2014

Wednesday, April 9, 2014

New Teacher Induction Program (Amici's Banquet & Conferences Center)

- The fifth of six (6) sessions will focus on a variety of presentations in the areas of Literacy, Numeracy, E-Learning and Student Success.

Wednesday April 9 and Wednesday April 23

Behavior Management Systems Training (BMS)

- On April 9, Educational Resource Teachers will attend the Behaviour Management Systems (BMS) Refresher Course at four (4) locations throughout the Board.
- On April 23, Principals and Vice-Principals will participate in the Behaviour Management Systems (BMS) Refresher Course at four (4) locations throughout the Board following the April Director's Meeting.

Tuesday, April 29, 2014 and Wednesday, April 30, 2014

ASIST Training Sessions

- ASIST is a two-day intensive, interactive and practice-dominated course designed to help caregivers recognize risk and learn how to intervene in order to prevent the immediate risk of suicide.
- The training sessions are provided for the Director of Education, Senior Staff, Elementary and Secondary Principals and Vice-Principals, Secondary Chaplaincy Leaders, Secondary Guidance Counsellors, Elementary and Secondary Child and Youth Workers and Fresh Start/Jump Start staff are required to attend the ASIST training being held throughout the year.

Tuesday, May 6, 2014

Catholic Education Week & Leadership Identification Program (LIP)

- On May 6, 2014, the LIP Candidates will organize dynamic and static displays at four (4) locations through the Niagara Region. The dynamic displays will consist of musical performance presented by the eight (8) secondary schools. The static displays will be positioned in each mall with a focus on how Catholic education makes a difference.
- The locations for the activities are:
 - o Seaway Mall
 - o The Pen Centre
 - o Fairview Mall
 - o Niagara Square

The Staff Development Professional Development Opportunities Report
is presented for information.

Prepared by: Frank Iannantuono, Superintendent of Education
Anthony Corapi, Coordinator of Staff Development

Presented by: Frank Iannantuono, Superintendent of Education

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

Date: April 8, 2014

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE MEETING
APRIL 8, 2014**

PUBLIC SESSION

**TITLE: EXTENDED OVERNIGHT FIELD TRIP, EXCURSION AND
EXCHANGE APPROVAL COMMITTEE**

The Extended Overnight Field Trip, Excursion and Exchange Approval Committee report
is presented for information.

Prepared by: Mark Lefebvre, Superintendent of Education

Presented by: Mark Lefebvre, Superintendent of Education

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

Date: April 8, 2014



**REPORT TO THE COMMITTEE OF THE WHOLE
TUESDAY, APRIL 8, 2014**

**EXTENDED OVERNIGHT FIELD TRIP, EXCURSION AND EXCHANGE
APPROVAL COMMITTEE – 2014**

BACKGROUND INFORMATION

The Extended Overnight Field Trip, Excursion and Exchange Approval Committee continues to review proposals for 2013-2014 extended overnight field trips, excursions and exchanges as submitted to date. The composition of the approval Committee is as follows:

1 Supervisory Officer	-	Mark Lefebvre
1 Secondary School Vice-Principal	-	Andrew Bartley
1 Secondary School Principal	-	Jeff Smith
1 Elementary School Principal	-	Steve Ward
1 Program Department Consultant	-	Mike Sheahan

As defined in the Niagara Catholic Educational Field Trip Policy (400.2) Administrative Guidelines, an Extended Overnight Field Trip is:

- “Any school/board sponsored and supervised activity, on scheduled instructional days, beyond the school property that requires four or five more night lodgings”
or
- “Requiring an individual flight ticket of \$600.00 or more.” (Part II, A.4)

An Excursion is defined as follows:

- “A trip not directly linked to specific subject curriculum expectations, but provided to enrich a student’s overall Catholic education. An excursion is a trip that is planned and arranged for secondary school students that would be held during the year when the students are not normally expected to be attending classes and that does not adhere to all guidelines and procedures relating to Educational Field Trips.” (Part II, A.5)

Attached to this information report is an Executive Summary of a 2012-2013 Extended Overnight Field Trip as submitted on Tuesday, April 8, 2014. (Appendix A)

The Extended Overnight Field Trip, Excursion and Exchange Approval Committee –
2013-2014 report is presented for information.

Prepared by: Mark Lefebvre, Superintendent of Education

Presented by: Mark Lefebvre, Superintendent of Education

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

Date: April 8, 2014

EXECUTIVE SUMMARY

Appendix A

Extended Overnight Field Trip, Excursion and Exchange Committee Approval – 2013-2014

SCHOOL	TYPE	APPROVAL REQUIRED	DESTINATION	CURRICULUM UNIT/THEME	EDUCATION VALUE	DATE	NUMBER OF STUDENTS, STAFF & CHAPERONES ON TRIP	DURATION	COST (APPROX)	TRANSPORTATION
Lakeshore Catholic High School	Extended Overnight Field Trip	Superintendent and Extended Overnight Field Trip Committee	Oakville, Ontario	Boys' OFSAA Hockey – AAA/AAAA	Unity, team building, co-operation, sportsmanship to represent Lakeshore Catholic and Niagara Catholic with dignity and respect through actions and performance as a team.	Monday, March 17, 2014 (3:00 p.m.) to Friday, March 21, 2014	24 students 2 Staff	4 nights 5 days (4 school days)	Transportation paid by OFSAA Transportation Request (Coach bus). \$100.00 per person – hotel, registration fees. Additional personal spending money.	Coach bus
St. Alfred Catholic Elementary School/ Assumption Catholic Elementary School	Extended Overnight Field Trip	Superintendent and Extended Overnight Field Trip Committee	Anaheim Convention Centre	Vex Robotics World Championship	This is an opportunity for students to experience travel, work as a team to achieve a common goal, and be mentored by Holy Cross students and teachers in robotic skills.	Wednesday, April 23, 2014 – Sunday, April 27, 2014	10 students 1 staff (.5 Assumption & .5 St. Alfred) 1 chaperone (paying parent)	4 nights 5 days (3 school days)	\$800.00 per person – flight, insurance, hotel, breakfast & lunch Additional personal spending money.	Air

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE MEETING
APRIL 8, 2014**

PUBLIC SESSION

TOPIC: CAPITAL PROJECTS PROGRESS REPORT UPDATE

The Capital Projects Progress Report Update is presented for information.

Prepared by: Scott Whitwell, Controller of Facilities Services
Presented by: Scott Whitwell, Controller of Facilities Services
Approved by: John Crocco, Director of Education/Secretary-Treasurer
Date: April 8, 2014



**REPORT TO THE COMMITTEE OF THE WHOLE MEETING
TUESDAY, APRIL 8, 2014
CAPITAL PROJECTS PROGRESS REPORT UPDATE**

BACKGROUND INFORMATION

Individual progress reports for capital projects are presented as follows:

In Progress

ELKP PHASE 5

Appendix A	Canadian Martyrs Catholic Elementary School
Appendix B	Loretto Catholic Elementary School
Appendix C	St. John Bosco Catholic Elementary School

SECONDARY

Appendix D	Saint Michael Catholic High School
------------	------------------------------------

NEW BUILD

Appendix E	St. Martin Catholic Elementary School
------------	---------------------------------------

CAPITAL PRIORITIES

Appendix F	Lakeshore Catholic High School
Appendix G	St. James Catholic Elementary School
Appendix H	Our Lady of Mount Carmel Catholic Elementary School

The Capital Projects Progress Report Update is presented for information.

Prepared by:	Scott Whitwell, Controller of Facilities Services
Presented by:	Scott Whitwell, Controller of Facilities Services
Approved by:	John Crocco, Director of Education/Secretary-Treasurer
Date:	April 8, 2014



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
CAPITAL PROJECT PROGRESS REPORT
APRIL 8, 2014**

APPENDIX A

CANADIAN MARTYRS CATHOLIC ELEMENTARY SCHOOL

Scope of Project: Design and construction of a library addition and renovation of the existing library to be 2 new ELKP classrooms.

Current Status: Project awarded. Construction underway.



Project Information:

New Area to be Constructed	162	sq. m.
Existing Area to be Renovated	481	sq. m.
Total New Facility Area	3825	sq. m.
Total Site Area	3.193	ha.
Pupil Places Added	52	students
New Facility Capacity		students

Project Funding:

FDK Grant	959,850
Facilities Renewal	33,834
	\$993,684

Project Costs:

	Budget	Paid	Forecast
Construction Contract			
Fees & Disbursements		77,688	
Furniture & Equipment		3,818	
Other Project Costs		12,305	
	\$993,684	\$93,811	\$

Project Timelines:

	<u>Scheduled Completion</u>	<u>Actual Completion</u>
Funding Approval	June 2012	June 2012
Architect Selection	June 2013	June 25, 2013
Design Development	October 2013	October 18, 2013
Contract Documents	November 2013	November 12, 2013
Tender & Approvals	December 2013	February 26, 2014
Construction	August 2014	
Occupancy	September 2014	
Official Opening & Blessing	October 2014	

Project Team:

Architect	Grguric Architects Incorporated
General Contractor	King Contractors
Project Manager	Tunde Labbanicz
Superintendent	Ted Farrell
Principal	Alan Creelman



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
CAPITAL PROJECT PROGRESS REPORT
APRIL 8, 2014**

APPENDIX B

LORETTO CATHOLIC ELEMENTARY SCHOOL

Scope of Project: Construction of a two classroom addition and renovation of the existing 3 classrooms to be 2 new ELKP classrooms.



Current Status: Project awarded. Construction underway.

Project Information:

New Area to be Constructed	199	sq. m.
Existing Area to be Renovated	228	sq. m.
Total New Facility Area	7689	sq. m.
Total Site Area	6.070	ha.
Pupil Places Added	29	students
New Facility Capacity		students

Project Funding:

FDK Grant	959,850
Facilities Renewal	0
	\$959,850

Project Costs:

	Budget	Paid	Forecast
Construction Contract		0	
Fees & Disbursements		69,176	
Furniture & Equipment		0	
Other Project Costs		35,755	
	\$959,850	\$104,931	\$

Project Timelines:

	<u>Scheduled Completion</u>	<u>Actual Completion</u>
Funding Approval	June 2012	June 2012
Architect Selection	June 2013	June 28, 2013
Design Development	October 2013	October 28, 2013
Contract Documents	November 2013	November 19, 2013
Tender & Approvals	December 2013	February 26, 2014
Construction	August 2014	
Occupancy	September 2014	
Official Opening & Blessing	October 2014	

Project Team:

Architect	Quartek Group Inc.
General Contractor	Brouwer Construction
Project Manager	Tunde Labbanicz
Superintendent	Mark Lefebvre
Principal	Anthony Cardamone



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
CAPITAL PROJECT PROGRESS REPORT
APRIL 8, 2014**

APPENDIX C

ST. JOHN BOSCO CATHOLIC ELEMENTARY SCHOOL

Scope of Project: Construction of a new classroom addition and renovation of existing classroom into a new ELKP classroom.



Current Status: Project awarded. Construction underway.

Project Information:

New Area to be Constructed	122.3	sq. m.
Existing Area to be Renovated	109.1	sq. m.
Total New Facility Area	2181.1	sq. m.
Total Site Area	4.452	ha.
Pupil Places Added	29	students
New Facility Capacity		students

Project Funding:

FDK Grant	479,925
Facilities Renewal	121,933
	\$601,858

Project Costs:

	Budget	Paid	Forecast
Construction Contract		0	
Fees & Disbursements		34,768	
Furniture & Equipment		0	
Other Project Costs		8,378	
	\$601,858	\$43,146	\$

Project Timelines:

	<u>Scheduled Completion</u>	<u>Actual Completion</u>
Funding Approval	June 2012	June 2012
Architect Selection	June 2013	June 28, 2013
Design Development	October 2013	October 16, 2013
Contract Documents	November 2013	November 5, 2013
Tender & Approvals	December 2013	February 26, 2014
Construction	August 2014	
Occupancy	September 2014	
Official Opening & Blessing	October 2014	

Project Team:

Architect	MacDonald Zuberec Ensslen Architects Inc.
General Contractor	Stolk Construction
Project Manager	Tunde Labbanicz
Superintendent	Lee Ann Forsyth-Sells
Principal	Theo Dagenais



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
CAPITAL PROJECT PROGRESS REPORT
APRIL 8, 2014**

APPENDIX D

SAINT MICHAEL CATHOLIC HIGH SCHOOL

Scope of Project:

Design and construction of a ten classroom addition.

Current Status: Wet, snow and extreme cold weather is slowing construction. Several construction days have been lost in January - March 2014. Schedule is now a concern for meeting September completion.

Project Information:

New Area to be Constructed	16,380	sq. ft.
Existing Area to be Renovated		sq. ft.
Total New Facility Area	119,868	sq. ft.
Total Site Area	15.8	acres
Pupil Places Added	210	students
New Facility Capacity	1,017	students



Project Funding:

Capital Priorities	5,527,880
Facilities Renewal	639,105
	\$6,166,985

Project Costs:

	Budget	Paid	Forecast
Construction Contract	4,999,428	1,770,964	4,999,428
Fees & Disbursements	544,037	428,460	544,037
Furniture & Equipment	204,820	0	204,820
Other Project Costs	418,700	52,394	418,700
	\$6,166,985	\$2,251,818	\$6,166,985

Project Timelines:

	<u>Scheduled Completion</u>	<u>Actual Completion</u>
Funding Approval	July 7, 2011	July 7, 2011
Ministry Approval (space)	December 2011	March 9, 2012
Architect Selection	January 30, 2012	March 22, 2012
Design Development	March 2012	October 2012
Contract Documents	May 2013	May 2013
Tender	June 2013	June 2013
Ministry Approval (cost)	June 2013	May 2013
Construction	August 2014	
Occupancy	September 2014	
Official Opening & Blessing		

Project Team:

Architect	Raimondo + Associates Architects Inc.
General Contractor	Brouwer Construction
Project Manager	Anthony Ferrara
Superintendent	Mark Lefebvre
Principal	James Whittard



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
CAPITAL PROJECT PROGRESS REPORT
APRIL 8, 2014**

APPENDIX E

ST. MARTIN CATHOLIC ELEMENTARY SCHOOL

Scope of Project:

Design and construction of a replacement school and child care centre on a new site.

Current Status: Original estimated construction completion date is March 2015. This is in jeopardy due to delays. Site Plan application has been made to Township - working with Township to address sidewalk concern. Project is out for tender.



Project Information:

New Area to be Constructed	47,443	sq. ft.
Existing Area to be Renovated		sq. ft.
Total New Facility Area	47,443	sq. ft.
Total Site Area	5	acres
Pupil Places Added	115	students
New Facility Capacity	454	students

Project Funding:

Capital Priorities	9,430,364
	\$9,430,364

Project Costs:

	Budget	Paid	Forecast
Construction Contract	7,479,925	0	7,479,925
Fees & Disbursements	900,000	554,443	900,000
Furniture & Equipment	100,000	0	100,000
Other Project Costs	950,439	230,174	950,439
	\$9,430,364	\$784,617	\$9,430,364

Project Timelines:

	<u>Scheduled Completion</u>	<u>Actual Completion</u>
Funding Approval	July 7, 2011	July 7, 2011
Ministry Approval (space)	December 2011	February 14, 2012
Architect Selection	January 30, 2012	March 22, 2012
Design Development	March 2012	October 2013
Contract Documents	January 2014	
Tender & Approvals	February 2014	
Ministry Approval (cost)	February 2014	
Construction	March 2015	
Occupancy	March 2015	
Official Opening & Blessing	TBD	

Project Team:

Architect	MMMC Inc. Architects
General Contractor	TBD
Project Manager	Anthony Ferrara
Superintendent	Yolanda Baldasaro
Principal	Chris Zanuttini



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
CAPITAL PROJECT PROGRESS REPORT
APRIL 8, 2014**

APPENDIX F

LAKESHORE CATHOLIC HIGH SCHOOL

Scope of Project: Design and construction of a 10 classroom addition.

Current Status: Site plan approval submission completed. Waiting for approval.



Project Information:

New Area to be Constructed	sq. ft.
Existing Area to be Renovated	sq. ft.
Total New Facility Area	sq. ft.
Total Site Area	acres
Pupil Places Added	students
New Facility Capacity	students

Project Funding:

Capital Priorities	5,501,722
	<u>0</u>
	\$5,501,722

Project Costs:

	Budget	Paid	Forecast
Construction Contract		0	
Fees & Disbursements		38,856	
Furniture & Equipment		0	
Other Project Costs		9,132	
	\$5,501,722	\$47,988	\$

Project Timelines:

	<u>Scheduled Completion</u>	<u>Actual Completion</u>
Funding Approval	January 2013	January 2013
Architect Selection	May 2013	May 2013
Design Development	November 2013	December 2013
Contract Documents	March 2014	
Tender & Approvals		
Construction		
Occupancy		
Official Opening & Blessing		

Project Team:

Architect	Raimondo + Associates Architects Inc.
General Contractor	
Project Manager	Tunde Labbancz
Superintendent	Lee Ann Forsyth-Sells
Principal	Glenn Gifford



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
CAPITAL PROJECT PROGRESS REPORT
APRIL 8, 2014**

APPENDIX G

ST. JAMES CATHOLIC ELEMENTARY SCHOOL

Scope of Project: Construction of 2 new ELKP rooms, one classroom and renovations to Staff Room and Administration Area.



Current Status: Project awarded. Construction underway.

Project Information:

New Area to be Constructed	458	sq. m.
Existing Area to be Renovated	499	sq. m.
Total New Facility Area	2590	sq. m.
Total Site Area	2.340	ha.
Pupil Places Added	78	students
New Facility Capacity		students

Project Funding:

Capital Priorities	1,357,761
FDK Grant	479,928
Proceeds of Disposition	883,353
	\$2,721,042

Project Costs:

Construction Contract	0
Fees & Disbursements	156,244
Furniture & Equipment	0
Other Project Costs	72,776
	\$272,020

Budget	Paid	Forecast
	0	
	156,244	
	0	
	72,776	
\$2,721,042	\$229,020	\$

Project Timelines:

Funding Approval	January 2013
Architect Selection	May 2013
Design Development	November 2013
Contract Documents	November 2013
Tender & Approvals	December 2013
Construction	August 2014
Occupancy	September 2014
Official Opening & Blessing	October 2014

Scheduled Completion

Actual Completion

January 2013	January 2013
May 2013	May 2013
November 2013	November 14, 2013
November 2013	November 28, 2013
December 2013	March 28, 2014
August 2014	
September 2014	
October 2014	

Project Team:

Architect	Svedas Architects Inc.
General Contractor	Charter Building Company
Project Manager	Tunde Labbanicz
Superintendent	Yolanda Baldasaro
Principal	Glenda Hillier



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
CAPITAL PROJECT PROGRESS REPORT
April 8, 2014**

APPENDIX H

OUR LADY OF MOUNT CARMEL CATHOLIC ELEMENTARY SCHOOL

Scope of Project: Interior renovations to result in 4 new classrooms, 3 new ELKP classrooms and renovations to gym change rooms and Administrative area.

Current Status: Project awarded. Construction underway.



Project Information:

New Area to be Constructed	140	sq. m.
Existing Area to be Renovated	1601	sq. m.
Total New Facility Area	4909	sq. m.
Total Site Area	3.440	ha.
Pupil Places Added	55	students
New Facility Capacity		students

Project Funding:

Capital Priorities	1,473,555
FDK Grant	959,850
Facilities Renewal	0
	\$2,433,405

Project Costs:

	Budget	Paid	Forecast
Construction Contract		0	
Fees & Disbursements		226,914	
Furniture & Equipment		0	
Other Project Costs		28,038	
	\$2,433,405	\$254,952	\$

Project Timelines:

	<u>Scheduled Completion</u>	<u>Actual Completion</u>
Funding Approval	January 2013	January 2013
Architect Selection	May 2013	May 2013
Design Development	November 2013	November 4, 2013
Contract Documents	November 2013	November 26, 2013
Tender & Approvals	December 2013	February 26, 2014
Construction	August 2014	
Occupancy	September 2014	
Official Opening & Blessing	October 2014	

Project Team:

Architect	Venerino V. P. Panici Architect Inc.
General Contractor	Bromac Construction
Project Manager	Tunde Labbancz
Superintendent	Mark Lefebvre
Principal	Elizabeth Davey

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
APRIL 8, 2014**

PUBLIC SESSION

**TITLE: TRUSTEE INFORMATION
SPOTLIGHT ON NIAGARA CATHOLIC – MARCH 18, 2014**



Spotlight

on

NIAGARA CATHOLIC

Nurturing Souls & Building Minds

www.niagaracatholic.ca

March 18, 2014

New Niagara Catholic Website Provides Registration Information to Parents



Niagara Catholic launched a new website in mid-March to assist parents and guardians with registering their children at our elementary and/or secondary schools.

The elementary site provides parents and guardians with information on how to register children with Niagara Catholic, the benefits of providing children with a Catholic education, information about the documents necessary to register their child for school, our Elementary Standardized Dress Code, and a link to the Niagara Student Transportation Services website, so parents can determine which school would be their child's home school and whether the child will be eligible for transportation.

The elementary site also contains links to information about the Ontario elementary curriculum, tips to help parents prepare their child for school and a list of Frequently Asked Questions parents and guardians may have about the enrollment process and what to expect when their child enters school.

The elementary section of the registration site also provides parents with information regarding our French Immersion Program and about the ties between the school and their parish church, including how students are prepared to receive the Sacraments of Reconciliation, Communion and Confirmation.

There is also a site dedicated to enrolling students in one of Niagara Catholic's eight secondary schools.

The secondary school site provides students with information about the many programs available to students, including the Specialist High Skills Major Program, travel opportunities and social justice initiatives to help students deepen their faith. Through this site, students, parents and guardians will learn how a Catholic high school will prepare them for life outside of school.

The new section of the website also includes information geared toward newcomers to Niagara and to Canada. Parents and guardians may now print off the appropriate registration forms they can fill out at home, to save time when they register their child at school.

Schools Off to VEX Worlds

Assumption and St. Alfred Catholic Elementary Schools will travel to Anaheim, California, in April 2014, to participate in the VEX Robotics World Championships. They qualified separately, but will represent Niagara Catholic as a single team.

Two Policies Approved

Trustees approved two policies during the March 18th Board Meeting.

Advertising Expenditures Policy (600.5) and Ontario Student Record Policy (301.7) were recently revised as part of Niagara Catholic's ongoing, cyclical review of policies.

The revised policies are available for review under the Policies section of niagaracatholic.ca.



New Parent Engagement Website Launched for Niagara Catholic Parent Involvement Committee

NIAGARA CATHOLIC District School Board & Niagara Catholic Parent Involvement Committee
Invite Parents/Guardians and their Families

To Join Us For A
"Faith In Family Night"

Thursday, March 27, 2014
Saint Michael Catholic High School
8699 McLeod Road, Niagara Falls
6:30 p.m. to 8:30 p.m.

Faith is like WIFI you can't see it, but it has the Power to connect with the World.

Student Session: This session has been designed for students to participate in fun group activities with a poster making activity. Internet safety and cyber-bullying.	Family Presentation: <i>Fostering Faith in the Family</i> Through this interactive parent-student family presentation, Tom Powers, Niagara Catholic Religion and Family Life Consultant, and Tracy Valachi Family Strong, Catholic Youth Outreach Team member, will share a variety of ideas that families can explore to strengthen their understanding and growth as a Catholic Church in the world today.	Parent Session: This presentation has been designed for parents or guardians and will focus on aspects of Internet safety for families.
--	---	---

Fostering Faith in the Family • Family Internet Safety • Fun Student Activities • Door Prizes

Participants are requested to register by Friday, March 20, 2014
Please contact yvonne.anderson@nccsb.com or call 905-735-6246 ext. 223

There are many ways in which a parent can become involved in their child's education: As a volunteer, a member of the Catholic School Council or as a member of a Parent Involvement Committee.

Catholic School Councils are comprised of parents from a single school. A Parent Involvement Committee is comprised of parents from throughout a school board. Every board of education in Ontario is required by the Ministry of Education to have a Parent Involvement Committee.

The Niagara Catholic Parent Involvement Committee (NCPIC) serves as an advisory body to the Board, by providing information and advice to the Board regarding parent engagement. The NCPIC advises the Board on ways to communicate with parents, offers insight into ways to attract more parents to become involved in their child's school and shares information with and supports Catholic School Councils.

The NCPIC meets every other month, from September through June. The dates of meetings are published on the new NCPIC website and also in the calendar section on the main Board website.

The new NCPIC website includes valuable information for parents including resources about education and curriculum, a section for Catholic School Councils and a calendar of meetings.

The new site is also intended to promote events sponsored by the NCPIC, including the Faith in Family Event evening, which will take place at Saint Michael Catholic High School on March 27, as shown in the poster at left.

The deadline for registration has been extended, and parents and guardians interested in attending may register in advance or may register in person at the door.

Niagara Catholic to Mark Earth Hour March 28

Niagara Catholic has been consistently recognized for its Green Niagara Catholic eco-friendly activities and practices throughout our schools and sites each school year.



One of the ways in which we do this is through participating in Earth Hour, which was created by the World Wildlife Fund to promote conservation efforts around the globe.

Earth Hour takes place on the evening of the final Saturday in March. This year, the event will be held from 8:30 - 9:30 p.m. on Saturday, March 29. As we do each year, Niagara Catholic will hold a symbolic Earth Hour at our schools and sites the day before.



All schools and sites have been encouraged to reduce its energy use between 10 - 11 a.m. on March 28. Wherever possible, lights will be dimmed or shut off and electrical equipment will be turned off and/or unplugged.

11th Annual
BISHOP'S GALA
(Most Reverend) Gerard P. Bergie, D.D.
Bishop of St. Catharines
Saturday, April 12, 2014

Evening of Celebration, Dining & Dancing
Silent Auction

DJ Spirit of Sound
Club Roma 125 Vansickle Road, St. Catharines, ON
AntiPasto Bar & Cocktail Reception - 5:30 p.m.
Dinner - 7:00 p.m.

Cash Bar

**Niagara Catholic Education
AWARD OF DISTINCTION**

Proceeds to the Niagara Foundation for Catholic Education

The Niagara Catholic Education Award of Distinction was created to honour those individuals and/or groups, who have made, or continue to make outstanding contributions to Catholic Education in the Niagara Region. A complete list of previous recipients can be found under the Community tab of the Board website, niagarcatholic.ca.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
APRIL 8, 2014**

PUBLIC SESSION

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

APRIL 2014



Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2 Grade 7 Faith Festival SEAC Meeting	3 Grade 7 Faith Festival	4	5
6	7 Volunteer Appreciation Breakfast	8 SAL Meeting Committee of the Whole	9 OC SOA AGM	10 OC SOA AGM	11	12 Bishop's Gala
13 Palm Sunday	14 Holy Week	15 Holy Week	16 Holy Week	17 Holy Week	18 Good Friday	19
20 Easter Sunday	21 Easter Monday	22 Policy Committee Meeting Board Meeting	23 Heritage Festival Music Celebration	24 OCSTA AGM	25 OCSTA AGM	26 OCSTA AGM
27	28	29	30 Celebrating Primary Artists			