



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

AGENDA AND MATERIAL

BOARD MEETING

**TUESDAY, JUNE 16, 2015
7:00 P.M.**

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



8:30 p.m. Timed In Camera Item

A. ROUTINE MATTERS

1. Opening Prayers – Trustee Vernal -
2. Roll Call -
3. Approval of the Agenda -
4. Declaration of Conflict of Interest -
5. Minutes of the Board Meeting of May 26, 2015 A5

B. DELEGATIONS/PRESENTATIONS

1. Kids Helping Kids B1
2. Canadian National and Provincial Medals B2
3. Student Trustees and Co-Chairs - Student Senate 2014-2015 Appreciation -

C. COMMITTEE AND STAFF REPORTS

1. School Excellence Program C1
St. James Catholic Elementary School
2. Unapproved Minutes of the Committee of the Whole Meeting of June 9, 2015 C2
 - 2.1 Approval of Policies
 - 2.1.1 Progressive Student Discipline – Safe Schools Policy (302.6.9) C2.1.1
 - 2.1.2 Admission of Elementary & Secondary Students Policy (301.1) C2.1.2
 - 2.1.3 Safe Physical Intervention with Students Policy (301.8) C2.1.3
 - 2.1.4 Equity and Inclusive Education Policy (100.10) C2.1.4
 - 2.1.5 Purchasing/Supply Chain Management Policy (600.1) C2.1.5
 - 2.1.6 Retirement & Service Recognition Celebration Policy (201.2) C2.1.6
 - 2.2 Larkin Estates Admission Awards 2015-2016 C2.2
 - 2.3 Capital Projects Submission 2015 C2.3
3. Approved Minutes of the Special Education Advisory Committee (SEAC) C3
Meeting of May 6, 2015
4. Extended Overnight Field Trip, Excursion and Exchange C4
5. Niagara Catholic EcoSchools Certification 2014-2015 C5

6.	The Provisions of Special Education Programs and Services – Special Education Plan	C6
7.	June 2015 Board Meeting System Priorities and Budget 2015-2016 – Update	-
8.	Executive Council Power	C8
9.	Financial Reports	
	9.1 Monthly Banking Transactions for the Month of May 2015	C9.1
	9.2 Unaudited Interim Statement of Operations as at May 31, 2015	C9.2
	9.3 Annual Budget 2015-2016 Booklet	-

D. TRUSTEE ITEMS, OPEN QUESTION PERIOD & OTHER BUSINESS

1.	Correspondence	-
2.	Report on Trustee Conferences Attended	-
3.	General Discussion to Plan for Future Action	-
4.	Trustee Information	
	4.1 Spotlight on Niagara Catholic – June 9, 2015	D4.1
	4.2 Calendar of Events – September 2015	D4.2
	4.3 Catholic Education Centre Summer Hours	-
	4.4 2015-2016 School Year Calendar Meeting Dates	D4.4
5.	Open Question Period <i>(The purpose of the Open Question Period is to allow members of the Catholic school supporting public to ask about items on that night's public agenda or any previous agendas, and the Board to answer and react.)</i>	

E. NOTICES OF MOTION

F. BUSINESS IN CAMERA

G. REPORT ON IN CAMERA SESSION

H. FUTURE MEETINGS AND EVENTS

1. Committee of the Whole Meeting – September 15, 2015
2. Board Meeting – September 29, 2015

I. MOMENT OF SILENT REFLECTION FOR LIFE

J. ADJOURNMENT

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
JUNE 16, 2015**

PUBLIC SESSION

**TITLE: MINUTES OF THE BOARD MEETING OF
MAY 26, 2015**

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Minutes of the Board Meeting of May 26, 2015, as presented.



MINUTES OF THE BOARD MEETING

TUESDAY, MAY 26, 2015

Minutes of the Meeting of the Niagara Catholic District School Board, held on Tuesday, May 26, 2015, 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 7:12 p.m. by Chairperson MacNeil.

A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayers were led by Trustee Burtnik

2. Roll Call

Chairperson MacNeil noted that all Trustees and Student Trustees were in attendance.

Trustee	Present	Present Electronically	Absent	Excused
Kathy Burtnik	✓			
Maurice Charbonneau	✓			
Frank Fera	✓			
Fr. Paul MacNeil	✓			
Ed Nieuwesteeg	✓			
Ted O'Leary		✓		
Dino Sicoli	✓			
Pat Vernal	✓			
Student Trustees				
Demizio, Chloe	✓			
Di Pasquale, Jessica	✓			

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; **Anna Pisano**, Recording Secretary/Administrative Assistant, Corporate Services & Communications

3. Approval of the Agenda

Moved by Trustee Vernal
Seconded by Trustee Fera

THAT the Niagara Catholic District School Board approve the Agenda of the Board Meeting of May 26, 2015 as presented.

CARRIED

4. Declaration of Conflict of Interest

A Disclosure of Interest was declared by Trustee O'Leary with Item F8 of the In Camera Agenda.

5. Approval of Minutes of the Board Meeting of April 28, 2015

Moved by Trustee Charbonneau
Seconded by Trustee Sicoli

THAT the Niagara Catholic District School Board approve the Minutes of the Board Meeting of April 28, 2015 as presented.

CARRIED

B. DELEGATIONS/PRESENTATIONS

1. United Way South Niagara

John Crocco, Director of Education introduced Tamara Coleman-Lawrie, Executive Director, United Way South Niagara.

Ms. Coleman-Lawrie provided a brief presentation on the United Way South Niagara and acknowledged the generosity of Niagara Catholic staff over the years.

Chair MacNeil, Vice-Chair Sicoli and Director Crocco presented a check to Tamara Coleman-Lawrie, for \$33,000.00 that Niagara Catholic raised towards the 2014 Annual United Way of South Niagara Community Campaign.

C. COMMITTEE AND STAFF REPORTS

1. School Excellence Program – St. Philomena Catholic Elementary School

Director Crocco provided background information on the monthly School Excellence Program. Lee Ann Forsyth-Sells, Family of Schools Superintendent of Education introduced Robert Grand, Principal of St. Philomena Catholic Elementary School.

Principal Grand, with the assistance of students, staff and parents showcased St. Philomena Catholic Elementary School as part of the School Excellence Program.

Chairperson MacNeil, Vice Chair Sicoli and Student Trustee Demizio thanked Principal Grand, the staff and students for their presentation and performance.

2. Unapproved Minutes of the Committee of the Whole Meeting of May 12, 2015 and Consideration of Recommendations

Moved by Trustee Fera

Seconded by Trustee Nieuwesteeg

THAT the Niagara Catholic District School Board receive the unapproved Minutes of the Committee of the Whole Meeting of May 12, 2015, as presented.

CARRIED

The following recommendations were presented for the Board's consideration from the Committee of the Whole Meeting of May 12, 2015:

2.1 Approval of Policies

2.1.1 Student Suspension Policy (302.6.4)

Moved by Trustee Vernal

Seconded by Trustee Charbonneau

THAT the Niagara Catholic District School Board approve the revised Student Suspension Policy (302.6.4), as presented.

CARRIED

2.1.2 Student Expulsion Policy (302.6.5)

Moved by Trustee Vernal

Seconded by Trustee Charbonneau

THAT the Niagara Catholic District School Board approve the revised Student Expulsion Policy (302.6.5), as presented.

CARRIED

2.2 Education Development Charges – Regulatory Requirement

Moved by Trustee Burtnik

Seconded by Trustee Fera

THAT the Niagara Catholic District School Board that for the purposes of Section 9(1) paragraph 8 of Ontario Regulation 20/98, the Niagara Catholic District School Board has reviewed its operating budget with respect to any savings that could be applied to reduce growth related net education land costs, and has determined that funds will not be available to reduce growth related net education land costs.

THAT for the purposes of Section 9(1) paragraph 6 of Ontario Regulation 20/98, the Niagara Catholic District School Board will consider arrangements with municipalities, school boards or other boards or persons or bodies in the public or private sector, including arrangements of a long-term or co-operative nature, subject to the Board's Facility Partnerships Policy, No. 800.6, adopted on May 25, 2010.

CARRIED

2.3 Board Meeting Calendar 2015-2016

Moved by Trustee Vernal
Seconded by Trustee Charbonneau

THAT the Niagara Catholic District School Board the approval of the Board Meeting Dates Calendar 2015-2016, as presented.

CARRIED

2.4 Report on the 2015-2016 Board Budget

Moved by Trustee Burtnik
Seconded by Trustee Charbonneau

THAT the Niagara Catholic District School Board approve the Report on the 2015-2016 Annual Budget, as presented.

DEFEATED

Director Crocco and Giancarlo Vetrone, Superintendent of Business & Financial Services provided information on the legislative requirement to notify the Ministry of Education and the known outcome for the Board by the Ministry of Education. They then engaged Trustees in a discussion on the Committee of the Whole recommended balanced Annual Budget 2015-2016 to the May 26, 2015 Board.

Senior Administration answered questions of Trustees.

Moved by Trustee Sicoli
Seconded by Trustee Burtnik

THAT the Niagara Catholic District School Board reconsider the vote.

CARRIED

Student Trustee Di Pasquale requested a recorded vote to be taken, recognizing that the Student Trustees vote is non-binding.

Moved by Trustee Burtnik
Seconded by Trustee Charbonneau

THAT the Niagara Catholic District School Board approve the Report on the 2015-2016 Annual Budget, as presented.

CARRIED

Student Trustees (non-binding)

NAME	YEA	NAY
Jessica Di Pasquale	✓	
Chloe Demizio	✓	

NAME	YEA	NAY
Frank Fera	✓	
Moe Charbonneau	✓	
Kathy Burtnik	✓	
Pat Vernal	✓	
Ted O'Leary	✓	
Ed Nieuwesteeg	✓	
Dino Sicoli	✓	
Father Paul MacNeil	✓	

3. **Approved Minutes of the Special Education Advisory Committee (SEAC) Meeting of April 8, 2015**

Moved by Trustee Vernal
Seconded by Trustee Charbonneau

THAT the Niagara Catholic District School Board receive the Approved Minutes of the Special Education Advisory Committee Meeting of April 8, 2015 as presented for information.

CARRIED

4. **Approved Minutes of the Niagara Catholic Parent Involvement Committee (NCPIC) Meeting of March 26, 2015**

Moved by Trustee Charbonneau
Seconded by Trustee Burtnik

THAT the Niagara Catholic District School Board receive the Approved Minutes of the Niagara Catholic Parent Involvement Committee (NCPIC) Meeting of March 26, 2015, as presented for information.

CARRIED

5. **May Board Meeting System Priorities and Budget 2015-2016 - Update**

Director Crocco, Superintendent Vetrone and Frank Iannantuono, Superintendent of Education presented a verbal report of the May Board Meeting System Priorities and Budget 2015-2016 – Update for information.

Senior Administrative Council answered questions of Trustees

6. **Proposed Education Development Charge By-Laws**

Scott Whitwell, Controller of Facilities Services presented the Proposed Education Development Charge By-Laws Report for information.

7. **Financial Reports**

7.1 **Monthly Banking Transactions**

Trustee Burtnik noted a conflict of interest with this item and did not take part in the consideration of, or vote on any question with relation to this item.

Superintendent Vetrone presented the Monthly Banking Transactions report.

Moved by Trustee Fera
Seconded by Trustee Vernal

THAT the Niagara Catholic District School Board approve the Monthly Banking Transactions for the month of April 2015, as presented for information.

CARRIED

7.2 Statement of Revenue & Expenditures

Superintendent Vetrone presented the Statement of Revenue & Expenditures report.

Moved by Trustee Charbonneau

Seconded by Trustee Fera

THAT the Niagara Catholic District School Board approve the Statement of Revenue and Expenditures as at April 30, 2015, as presented for information.

CARRIED

D. TRUSTEE ITEMS, OPEN QUESTION PERIOD & OTHER BUSINESS

1. Correspondence

1.1 Director Crocco, highlighted information contained in the letter from Leila Smith, Saint Michael Catholic High School.

2. Report on Trustee Conferences Attended

Trustees Sicoli, Fera and Burtnik highlighted their attendance at the OCSTA AGM 2015 Conference.

Trustee Burtnik and Chair MacNeil took the opportunity to acknowledge and congratulate Student Trustee Jessica Di Pasquale on receiving the 2015 Grimsby and District Chamber of Commerce Citizen of the Year award. Director Crocco and Trustee Burtnik will be attending the Chamber of Commerce celebration gala.

3. General Discussion to Plan for Future Action

Director Crocco reminded Trustees of the Special Board Meeting on Education Development Charge on June 16, 2015 at 6:00 p.m.

4. Trustee Information

4.1 Spotlight on Niagara Catholic – May 12, 2015

Director Crocco highlighted the Spotlight on Niagara Catholic – May 12, 2015.

4.2 Calendar of Events – June 2015

Director Crocco reviewed the Calendar of Events – June 2015 for Trustees information and reminded Trustees of the June 7, 2015 Family Mass and Picnic and the June 19, 2015 Retirement and Service Recognition Celebration. Director Crocco asked Trustees to confirm their attendance with Anna Pisano, Administrative Assistant of Corporate Services & Communications.

4.3 Dr. William Orr Tribute Award

Director Crocco announced the Boards receipt of the Dr. William Orr Tribute Award which “recognizes outstanding dedication to supporting the mission and vision of Niagara

Children's Centre and positively impacting the quality of life of children and youth with disabilities in the Niagara Region".

4.4 Student Surveys

Director Crocco presented the draft student surveys for Grade 8 and Grade 12 Graduates for Trustee information and asked that any suggestions for either survey be submitted to him by Friday, May 29, 2015. A summary of the results of the survey will be shared with Principals and the Board in the fall.

Director Crocco answered questions of Trustees.

4.5 OCSTA 2016 AGM Conference

Director Crocco informed Trustees that Anna Pisano, Administrative Assistant of Corporate Services & Communications has reserved accommodations for all Trustees for the OCSTA 2016 AGM Conference. Trustees are to confirm accommodations with Anna Pisano by March 2016.

4.6 Institute for Catholic Education

Director Crocco informed Trustees that three of our staff members, one elementary and two secondary, have been selected by the Institute for Catholic Education to join summer writing teams on revisions to the Health and Physical Education Curriculum. Trustees will be kept posted on the development of Catholic resources and will be provided with a copy of the letter to be sent to all families in September 2015 on the new curriculum.

5. Open Question Period

None Submitted

E. NOTICES OF MOTION

F. BUSINESS IN CAMERA

Moved by Trustee Fera

Seconded by Trustee Vernal

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

CARRIED

The Niagara Catholic District School Board moved into the In Camera Session of the Board Meeting at 9:55 p.m. and reconvened at 10:27 p.m.

G. REPORT ON THE IN-CAMERA SESSION

Moved by Trustee Vernal

Seconded by Trustee Charbonneau

THAT the Niagara Catholic District School Board report the motions from the In Camera Session of the Board Meeting of May 26, 2015.

CARRIED

SECTION A: STUDENT TRUSTEES PRESENT

Moved by Trustee Charbonneau

Seconded by Trustee Nieuwesteeg

THAT the Niagara Catholic District School Board approve the Minutes of the In Camera Session of the Board Meeting - SECTION A: Student Trustees Present of April 28, 2015, as presented.

CARRIED (Item F1)

Moved by Trustee Fera

Seconded by Trustee Nieuwesteeg

THAT the Niagara Catholic District School Board receive the unapproved Minutes of the In Camera Session of the Committee of the Whole Meeting - SECTION A: Student Trustees Present of May 12, 2015, as presented.

CARRIED (Item F2)

SECTION B: STUDENT TRUSTEES EXCLUDED

Moved by Trustee Burtnik

Seconded by Trustee Charbonneau

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

CARRIED (Item F4.1)

Moved by Trustee Burtnik

Seconded by Trustee Charbonneau

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

CARRIED (Item F4.2)

Moved by Trustee Burtnik

Seconded by Trustee Charbonneau

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

CARRIED (Item F4.3)

Moved by Trustee Burtnik

Seconded by Trustee Charbonneau

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

CARRIED (Item F4.4)

Moved by Trustee Burtnik

Seconded by Trustee Charbonneau

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

CARRIED (Item F4.5)

Moved by Trustee Fera

Seconded by Trustee Sicoli

THAT the Niagara Catholic District School Board approve the Minutes of the In Camera Session of the Board Meeting - SECTION B: Student Trustees Excluded of April 28, 2015, as presented.

CARRIED (Item F5)

H. FUTURE MEETINGS AND EVENTS

Director Crocco reminded Trustees of the June 9, 2015 Committee of the Whole and the June 16, 2015 Board Meeting dates.

I. MOMENT OF SILENT REFLECTION FOR LIFE

J. ADJOURNMENT

Moved by Trustee Nieuwesteeg

Seconded by Trustee Vernal

THAT the May 26, 2015 meeting of the Niagara Catholic District School Board be adjourned.

CARRIED

This meeting was adjourned at 10:35 p.m.

Minutes of the Meeting of the Niagara Catholic District School Board held on **May 26, 2015**.

Approved on **June 16, 2015**.

Fr. Paul MacNeil
Chairperson of the Board

John Crocco
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
JUNE 16, 2015**

PUBLIC SESSION

**TITLE: KIDS HELPING KIDS – CELEBRATING 17 YEARS OF
CONTRIBUTIONS**

Prepared by: Yolanda Baldasaro, Superintendent of Education

Presented by: Yolanda Baldasaro, Superintendent of Education

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

Date: June 16, 2015



PRESENTATION BACKGROUND

**Board Meeting
June 16, 2015**

KIDS HELPING KIDS – CELEBRATING 17 YEARS OF CONTRIBUTIONS

All students of the Niagara Catholic District School Board are to be congratulated for their participation in the “KIDS HELPING KIDS” project in support of the Niagara Children’s Centre. At the Board Meeting on June 16th, a cheque for \$36,803.09 will be presented to Oksana Fisher, Chief Executive Officer and Cindy Mewhinney, Director of Development of the Niagara Children’s Centre.

This year marks 17 years of contributions from all our schools in the Niagara Catholic District School Board. Our students in the Niagara Catholic District School Board gathered together in an outpouring of generosity.

A planning committee of Elementary and Secondary Principals and Vice-Principals created a resource package of materials and poster that was distributed to each elementary and secondary school. The resource package included an awareness and education component, as well as suggestions for fund raising activities. Personnel from the Centre made visits to classrooms and school assemblies throughout the Board, providing opportunities for students and staff to learn more about the facility and its many services. Students made visits to the Centre for job shadowing, video presentations and general awareness.

The Niagara Catholic District School Board’s schools, students, staff and parent community have, once again, demonstrated in a concrete way, commitment to their Faith and a willingness to help with the success of this year’s campaign.

Prepared by: Yolanda Baldasaro, Superintendent of Education

Presented by: Yolanda Baldasaro, Superintendent of Education

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

Date: June 16, 2015

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
JUNE 16, 2015**

PUBLIC SESSION

TITLE: CANADIAN NATIONAL AND PROVINCIAL MEDALS

Prepared by: Mark Lefebvre, Superintendent of Education

Presented by: Mark Lefebvre, Superintendent of Education

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

Date: June 16, 2015



PRESENTATION BACKGROUND

**Board Meeting
June 16, 2015**

CANADIAN NATIONAL AND PROVINCIAL MEDALS

Secondary students from across the Niagara Catholic District School Board were very successful at several different athletic events to represent our Board at national and provincial competitions during the Spring/Summer sports season.

A list of Niagara Catholic District School Board student-athletes who have won medals at various Ontario Federation of School Athletic Associations (OFSAA) and Canadian Secondary School Rowing Championships will be presented at this meeting

Niagara Catholic District School Board is extremely proud to announce the accomplishments of these student-athletes. Niagara Catholic also extends its sincere appreciation to school staff, outside coaches and parents for dedicating their time and efforts in motivating and guiding our students to achieve such a high level of performance.

Prepared by: Mark Lefebvre, Superintendent of Education
Presented by: Mark Lefebvre, Superintendent of Education
Approved by: John Crocco, Director of Education/Secretary-Treasurer
Date: June 16, 2015

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
JUNE 16, 2015**

PUBLIC SESSION

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

The School Excellence Program report is presented for information.

Prepared by: Yolanda Baldasaro, Superintendent of Education

Presented by: Yolanda Baldasaro, Superintendent of Education

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

Date: June 16, 2015



**SCHOOL EXCELLENCE PROGRAM
ST. JAMES CATHOLIC ELEMENTARY SCHOOL**

Contact Info

615 Geneva Street
St. Catharines, Ontario
P. 905-934-3112
F. 905-934-0153
st. james@ncdsb.com

Grades
ELKP – 8

Enrolment
310 as of September 2014

Principal
Glenda Hillier

Superintendent of Education
Yolanda Baldasaro

Catholic School Council Chair
Marion Battersby

Parish
St. Denis



St. James Catholic Elementary School opened in St. Catharines in 1963. It is named in honour of St. James the Greater.

In 2014, St. James Catholic Elementary School was expanded to facilitate its consolidation with Michael J. Brennan Catholic Elementary School.

St. James Catholic Elementary School is a part of the [Saint Francis Catholic Secondary School](#) Family of Schools.

School Mission Statement
Be doers of the Word, St. James the Greater

School Motto
Learners learning, Teachers teaching with Jesus

Prepared by: Yolanda Baldasaro, Superintendent of Education

Presented by: Yolanda Baldasaro, Superintendent of Education

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

Date: June 16, 2015

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
JUNE 16, 2015**

PUBLIC SESSION

**TOPIC: UNAPPROVED MINUTES OF THE COMMITTEE OF THE
WHOLE MEETING OF JUNE 9, 2015**

RECOMMENDATION

THAT the Niagara Catholic District School Board receive the unapproved Minutes of the Committee of the Whole Meeting of June 9, 2015, as presented.

The following recommendations are being presented for the Board's consideration from the Committee of the Whole Meeting of June 9, 2015:

2.1 Policies

2.1.1 Progressive Student Discipline – Safe Schools Policy (302.6.9)

THAT the Niagara Catholic District School Board approve the Progressive Student Discipline – Safe Schools Policy (302.6.9), as presented.

2.1.2 Admission of Elementary & Secondary Students Policy (301.1)

THAT the Niagara Catholic District School Board approve the Admission of Elementary & Secondary Students Policy (301.1), as presented.

2.1.3 Safe Physical Intervention with Students Policy (301.8)

THAT the Niagara Catholic District School Board approve the Safe Physical Intervention with Students Policy (301.8), as presented.

2.1.4 Equity and Inclusive Education Policy (100.10)

THAT the Niagara Catholic District School Board approve the Equity and Inclusive Education Policy (100.10), as presented.

2.1.5 Purchasing/Supply Chain Management Policy (600.1)

THAT the Niagara Catholic District School Board approve the Purchasing/Supply Chain Management Policy (600.1), as presented.

2.1.6 Retirement & Service Recognition Celebration Policy (201.2)

THAT the Niagara Catholic District School Board approve the Retirement & Service Recognition Celebration Policy (201.2), as presented.

2.2 Larkin Estates Scholarship

THAT the Niagara Catholic District School Board approve payment of \$2,075.00 for Larkin Estate Admission Awards in total for all eligible students, as presented.

2.3 Capital Projects Prioritization 2015-2016

THAT the Niagara Catholic District School Board approve the Capital Projects Prioritization 2015-2016, as presented.



MINUTES OF THE COMMITTEE OF THE WHOLE MEETING

TUESDAY, JUNE 9, 2015

Minutes of the Meeting of the Committee of the Whole of the Niagara Catholic District School Board, held on Tuesday, DATE 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 7:00 p.m. by Vice-Chairperson Sicoli.

A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayer was led by Trustee O'Leary

2. Roll Call

Vice-Chair Sicoli noted that Trustee Burtnik, Trustee Fera and Trustee Nieuwesteeg were excused from attending the Committee of the Whole Meeting of June 9, 2015.

Trustee	Present	Present Electronically	Absent	Excused
Kathy Burtnik				✓
Maurice Charbonneau		✓		
Frank Fera				✓
Fr. Paul MacNeil	✓			
Ed Nieuwesteeg				✓
Ted O'Leary	✓			
Dino Sicoli	✓			
Pat Vernal	✓			
Student Trustees				
Jessica Di Pasquale	✓			
Chloe Demizio	✓			
Student Trustees Elect				
Michaela Bodis	✓			
Aidan Harold	✓			

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; **Anna Pisano**, Recording Secretary/Administrative Assistant, Corporate Services & Communications

3. Approval of the Agenda

Moved by Chair MacNeil

THAT the Committee of the Whole approve the Agenda of the Committee of the Whole Meeting of June 9, 2015, as presented.

CARRIED

4. Declaration of Conflict of Interest

Declaration of Conflict of Interest was declared by Trustees O'Leary with Item F5 of the In Camera Agenda. He left the meeting during discussion of this item.

5. Approval of Minutes of the Committee of the Whole Meeting of May 12, 2015

Moved by Trustee O'Leary

THAT the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting of May 12, 2015, as presented.

CARRIED

B. PRESENTATIONS

1. Canadian National Medalists

Ted Farrell, Superintendent of Education presented background information on the Niagara Regional and Canada Wide Science Fair and introduced Grade 7 student Bethany Pörtl who won a Bronze medal at the Canada Wide Science Fair.

Bethany provided a brief presentation about her Canada Science Fair and trip to New Brunswick.

Chair MacNeil thanked Bethany, her family and teachers for all their dedication.

Bethany was presented with an "Excellence in Academics" pin in recognition of her victories.

Mark Lefebvre, Superintendent of Education welcomed Ivana Galante, K to 12 Consultant: business/Technological Education/Specialist High Skills Major. Ms. Galante presented background information on the Skills Canada National Competition and acknowledged Sergio Borghesi, teacher-coach for Mechanical CADD, Notre Dame College School and Paul Cianflone, teacher, Saint Michael Catholic High School.

Ms. Galante introduced Gold medal winner Alex Powell of Saint Michael Catholic High School and Bronze medal winner.

Mr. Borghesi introduced Alex DiPaola of Notre Dame College School. Both students provided a brief presentation.

Bethany, Alex Powell and Alex DiPaola were presented with an “Excellence in Academics” pin in recognition of their national academic achievements.

2. Student Trustees and Co-Chairs – Student Senate 2015-2016 Introductions

John Crocco, Director of Education introduced Michaela Bodis of Lakeshore Catholic High School and Aidan Harold of Notre Dame College Schools, provided a background report and welcomed them as Niagara Catholic District School Board’s 2015-2016 Student Trustees.

C. COMMITTEE AND STAFF REPORTS

1. Policy Committee

1.1 Unapproved Minutes of the Policy Committee Meeting of May 26, 2015

Moved by Trustee Vernal

THAT the Committee of the Whole receive the unapproved Minutes of the Policy Committee Meeting of May 26, 2015, as presented.

CARRIED

1.2 Approval of Policies

Policy Committee presented the Policy Committee recommendations to the Committee of the Whole for consideration.

1.2.1 Progressive Student Discipline – Safe Schools Policy (302.6.9)

Moved by Trustee Charbonneau

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the revised Progressive Student Discipline – Safe Schools Policy (302.6.9), as presented.

CARRIED

1.2.2 Admission of Elementary & Secondary Students Policy (301.1)

Moved by Trustee Charbonneau

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the revised Admission of Elementary & Secondary Students Policy (301.1), as presented.

CARRIED

1.2.3 Safe Physical Intervention with Students Policy (301.8)

Moved by Trustee Charbonneau

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the revised Safe Physical Intervention with Students Policy (301.8), as presented.

CARRIED

1.2.4 Equity and Inclusive Education Policy (100.10)

Moved by Trustee Charbonneau

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the revised Equity and Inclusive Education Policy (100.10), as presented.

CARRIED

1.2.5 Purchasing/Supply Chain Management Policy (600.1)

Moved by Trustee Charbonneau

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the revised Purchasing/Supply Chain Management Policy (600.1), as presented.

CARRIED

1.2.6 Retirement & Service Recognition Celebration Policy (201.2)

Moved by Trustee Charbonneau

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the revised Retirement & Service Recognition Celebration Policy (201.2), as presented.

CARRIED

1.3 Policy and Guideline Review 2014-2015 Schedule

Direct Crocco expressed his appreciation to Senior Staff, Policy Committee Members and all Trustees for their contribution to the review and revision of policies.

Director Crocco summarized the Policy and Guideline Review 2014-2015 Schedule for the information of Trustees.

2. Summer Learning Program

Frank Iannantuono, Superintendent of Education presented the Summer Learning Program for information.

Superintendent Iannantuono answered questions of Trustees

3. Larking Estate Admission Awards

Superintendent Lefebvre presented the report and recommendation on the Larkin Estate Admission Awards and noted an amendment to the recommendation.

Superintendent Lefebvre distributed a revised Appendix A & B to be included with the report.

Moved by Trustee Chair MacNeil

THAT the Committee of the Whole recommends to the Niagara Catholic District School Board the approval of payment of \$2,075.00 for Larkin Estate Admission Awards in total for all eligible students, as presented.

CARRIED

4. Educational Development Charges Update

Scott Whitwell, Controller of Facilities Services provided a verbal update on the Educational Development Charges.

Controller Whitwell answered questions of Trustees

5. Capital Projects Submission 2015

Controller Whitwell presented the report on the Capital Priorities Submission 2015.

Controller Whitwell answered questions of Trustees

Moved by Trustee O'Leary

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Capital Priorities Submission 2015 for Our Lady of Fatima (G), St. Christopher, St. Theresa, and St. Michael Catholic Elementary Schools to the Ministry of Education, as presented.

CARRIED

6. Research Collaborations in the Niagara Catholic District School Board 2014-2015

Lee Ann Forsyth-Sells, Superintendent of Education presented the report on Research Collaborations in the Niagara Catholic District School board 2014-2015 for information.

7. June 2015 Committee of the Whole System Priorities and Budget 2015-2016 – Update

Director Crocco and Senior Administrative Council provided a verbal update on the June 2015 Committee of the Whole System Priorities and Budget 2015-2016.

Director Crocco and Senior Administrative Council answered questions of Trustees.

8. Extended Overnight Field Trip, Excursion and Exchange Committee Approvals – 2015

Superintendent Lefebvre presented the report on Extended Overnight Field Trip/Excursion/Exchange for information.

9. Staff Development Department Professional Development Opportunities - 2015

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

10. Monthly Updates

10.1 Capital Projects Update

Controller Whitwell presented the Capital Projects Update.

Controller Whitwell answered questions of Trustees.

10.2 Student Trustees' Update

Chloe Demizio and Jessica Di Pasquale Student Trustees, presented a verbal update on the current activities of the Student Senate and the OSTA-AECO's Annual General Meeting they attended. They thanked the Board for their continued support; the importance of student voice and welcomed incoming Student Trustees Michaela Bodis and Aidan Harold.

10.3 Senior Staff Good News Update

Senior Staff highlights included:

Superintendent Farrell

- During numerous fundraising events over the past 2½ years students and staff of St. Michael Catholic Elementary School reached their goal of \$10,000.00 to build a school in Kenya. On Monday June 1, 2015 a representative from Free the Children were presented with the cheque.

Superintendent Lee Ann Forsyth-Sells

- On June 5, 2015 a special celebration was held at St. Mary Catholic Elementary School in Welland to announce the Indigo Love of Reading Foundation 2015 Grant of \$53,000.00 to the school community. St. Mary Catholic Elementary School was one of twenty (20) schools across Canada to receive the grant to purchase new books and resources over a three year period, to support the improvement of literacy and student achievement for all students at the school.

Superintendent Baldasaro

On May 27, 2015, at the Ontario Mining Associations Video Contest Awards Gala attended by Premier Wynne, Blessed Trinity Catholic Secondary School students George Bull and Morgan Bender were double winners. Their Ontario Mining video called "The Doorway" won for best directing and was awarded the Teacher's Choice Award. Their cash prizes totaled \$5000.00. Blessed Trinity Catholic will also receive \$1,000 to go towards video equipment for the school. The annual event was held at the Royal Ontario Museum in Toronto. This is the second year in a row that Blessed Trinity Catholic students were double winners for this contest.

Superintendent Vetrone

- Anna Tykolis, Administrative Assistant won a gold medal and prestigious cycling jersey in Individual Time Trial at the UCI World Cycling Tour. This win secured her a spot on the Canadian Team. The UCI World Championship will take place in Denmark in September 2015.

In addition, Anna will be Torchbearer #11 for the Welland Pan Am Games Torchbearer Relay on June 20, 2015.

Vice-Chair Sicoli extended his congratulations

Director Crocco highlighted the artwork displayed throughout the Board Room as part of the Intermediate/Senior Art Gallery 2015 from secondary school students throughout Niagara Catholic District School Board.

D. INFORMATION

1. Trustee Information

1.1 Spotlight on Niagara Catholic – May 26, 2015

Director Crocco highlighted the Spotlight on Niagara Catholic – May 26, 2015 issue for Trustees information.

1.2 Calendar of Events – June 2015 and September 2015

Director Crocco presented the June 2015 and September 2015 Calendar of Events for Trustees information.

Director Crocco reminded Trustees of the Board Retirement and Service Recognition Friday, June 19, 2015 at Club Roma at 5:30 p.m. Trustees were asked to confirm their attendance with Anna Pisano, Administrative Assistant of Corporate Services & Communications by this Friday for meals, seating and recognition by the Chair.

1.3 Education Development Charge Public Meeting – June 16, 2015

Director Crocco reminded Trustees of the Education Development Charge Public Meeting taking place on June 16, 2015 at 6:00 p.m. prior to the June 2015 Board Meeting.

1.4 June Board Meeting – June 16, 2015

Director Crocco reminded Trustees of the June Board Meeting taking place on June 16, 2015.

E. OTHER BUSINESS

1. General Discussion to Plan for Future Action

Director Crocco noted a number of items Senior Administrative Council and staff will be working on between the June 2015 Committee of the Whole meeting now and the first Committee of the Whole Meeting in September;

- System Priority 2014-215 final report
- various policies for revision
- follow-up on property items
- designing the multi year blue print for technology plan
- report on the results of the student surveys
- completion of major projects such as the addition to Lakeshore Catholic High School and possible ground breaking ceremony at the location of our new St. Martin Catholic Elementary School

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 9:05 p.m. and reconvened at 9:35 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 June 9, 2015.

CARRIED

SECTION A: STUDENT TRUSTEES INCLUDED

Moved by Trustee Charbonneau

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 May 12, 2015, as presented.

CARRIED (Item F1)

SECTION B: STUDENT TRUSTEES EXCLUDED

Moved by Trustee Charbonneau

THAT the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting - In Camera Session (Section B: Student Trustees Excluded) held on May 12, 2015, as presented.

CARRIED (Item F3)

H. ADJOURNMENT

Moved by Trustee Burtnik

THAT the June 9, 2015 Committee of the Whole Meeting be adjourned.

CARRIED

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

Minutes of the Committee of the Whole Meeting of the Niagara Catholic District School Board held on **June 9, 2015.**

Approved on **September 15, 2015.**

Dino Sicoli
Vice-Chairperson of the Board

John Crocco
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
JUNE 16, 2015**

PUBLIC SESSION

**TITLE: APPROVAL OF POLICIES
PROGRESSIVE STUDENT DISCIPLINE – SAFE SCHOOLS
POLICY (302.6.9)**

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Progressive Student Discipline – Safe Schools Policy (302.6.9), as presented

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

Presented by: Policy Committee

Recommended by: Committee of the Whole

Date: June 16, 2015



PROGRESSIVE STUDENT DISCIPLINE POLICY

STATEMENT OF POLICY

Section:	300 – Schools/Students
No:	302.6.9
Adopted:	February 1, 2008
Revised:	April 27, 2010

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the Board is committed to building and promoting appropriate and positive student behaviour that contributes to and sustains a safe, inclusive, and accepting learning and teaching environment for all students to reach their full potential and become living witnesses of Christ.


The Niagara Catholic District School Board acknowledges that inappropriate student behaviour, including bullying must be addressed by all staff. Progressive discipline is a whole-school approach which involves all members of the school community and utilizes a continuum of prevention programs, interventions, supports, and consequences to address inappropriate student behaviour, and to build upon strategies that build skills for healthy relationships and promote and foster learning opportunities and positive behaviours. At times students may act inappropriately or impede the rights of others; therefore, in some circumstances a suspension or an expulsion may be required.

Each school of the Niagara Catholic District School Board shall implement school-wide progressive discipline procedures consistent with current legislation and Board policies.

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

References:

- Regulation 472/07: Behaviour, Discipline and Safety of Pupils
- Policy/Program Memorandum 145: Progressive Discipline and Promoting Positive Student Behaviour
- Ontario Human Rights Code
- Pope Francis Centre Alternative Learning Manual: Niagara Catholic Fresh Start Program
- Protocol between the Niagara Region Police Service and the Niagara Catholic District School Board
- Niagara Catholic Policies:
 - Niagara Catholic- Ontario Student Record Policy (301.7)
 - Niagara Catholic - Code of Conduct Policy (302.6.2)
 - Niagara Catholic - Access to Board Premises Policy (302.6.3)
 - Niagara Catholic- Student Suspension Policy (302.6.4)
 - Niagara Catholic- Student Expulsion Policy (302.6.5)
 - Niagara Catholic- Bullying Prevention and Intervention Policy (302.6.8)

	<p style="text-align: center;">PROGRESSIVE STUDENT DISCIPLINE POLICY</p> <p style="text-align: center;">ADMINISTRATIVE GUIDELINES</p>	Section:	300 – Schools/Students
		No:	302.6.9
		Adopted:	February 1, 2008
		Revised:	April 27, 2010

Administrators, teachers and school staff play an important role in actively promoting and supporting positive student behaviours.

A positive school climate exists when students and all members of the school community feel safe, included and accepted, which promotes positive behaviours and interactions. Programs and activities that focus on the building of healthy relationships, a safe, inclusive and accepting learning environment, faith and character development, and positive peer relations provide the foundation for an effective continuum of strategies within a school and school-related activities or events.

A positive school climate also includes the participation of students, parents/guardians, the school community and the broader community to ensure that all members of the school community are welcome, respected, and valued, and that all students are supported in their learning and inspired to succeed in a culture of high expectations for learning.

It is the expectation of the Board that, provided that there is no immediate risk of physical harm to any individual, staff members in accordance with Board procedures, must respond to any such inappropriate and disrespectful behaviour or any other behaviour that causes a negative school climate which they have observed or heard during the course of their duties or otherwise while on school property or during a school-related activity or event.

An appropriate response by staff to an incident may include, but not limited to:

- Asking a student to stop the inappropriate behaviour;
- Naming the type of behaviour and explaining why it is inappropriate and/or disrespectful;
- Asking the student to correct the behaviour (e.g. to apologize for a hurtful comment); and
- Responding for the safety of the student and others

Preventative Practices

Preventative practices may include, but not limited to:

- Bullying Prevention and Intervention Programs
- Faith and character education
- Citizenship development
- Mentorship programs
- Promoting healthy student relationships and lifestyles
- Student leadership
- Student success strategies

Behaviour Support Practices

Behaviour management practices may include, but not limited to:

- Behaviour Support Plans and Safety Plans
- Class placement
- Conflict resolution / Dispute resolution
- Individual, peer and group counselling
- Mentorship programs
- Positive encouragement and reinforcement
- Program modifications or accommodations
- Promotion of healthy student relationships and lifestyles

- School, Board and community support programs
- Sensitivity programs
- Student success strategies

Early and Ongoing Intervention Strategies

Early intervention strategies support students in learning and adopting appropriate responses to events and circumstances that trigger disrespectful or illegal behaviour that could result in suspension or possible expulsion from school.

Early interventions are opportunities for students to self-assess and self-regulate with support from both the school and home.

An early intervention strategy may include, but not limited to:

- Contact and ongoing communication with the student's parents/guardians
- Verbal reminders
- Review of expectations
- Written work assignment with a learning component that requires reflection
- Volunteer service to the school community
- Peer mentoring
- Referral to counselling
- Conflict mediation and resolution and/or consultation

Ongoing intervention strategies may include, but not limited to:

- meeting with the student's parents/guardians
- requiring the student to perform volunteer service in the school community
- conflict mediation
- peer mentoring
- sensitivity program
- safety plans
- a referral to counselling

Progressive Discipline Strategies for Addressing Inappropriate Behaviour

The Principal and staff will consider the following to address inappropriate behaviour:

- the particular student and circumstances
- the nature and severity of the behaviour
- the impact on the school climate, including the impact on student or other individuals in the community

When inappropriate behaviour occurs, schools should utilize a range of interventions, supports, and consequences that are developmentally appropriate and should include opportunities for students to focus on improving behaviour.

Consequences for inappropriate behaviour may include, but not limited to:

- Meeting with the student's parents/guardians, student and Principal
- Referral to a community agency for anger management or substance abuse counselling
- Detentions
- Withdrawal of privileges
- Withdrawal from class
- Restitution for damages
- Restorative practices
- Alternative Placement
- Suspension
- Expulsion

Violent Incident

Where inappropriate student behaviour constitutes a violent incident, a *Violent Incident Form* should be completed, filed and retained in the student's Ontario Student Record and shall not be removed unless three (3) consecutive years have passed during which no further suspensions for serious violent incidents have taken place. If the student transfers to another school, the information in the OSR relating to the serious violent incident that led to suspension or expulsion, as well as to a report to the police, will remain in the OSR unless three (3) consecutive years have passed during which no further suspensions for serious violent incidents have taken place.

The following occurrences are considered as violent incidents:

- possessing a weapon
- threats of serious physical injury
- physical assault causing bodily harm
- sexual assault
- robbery and extortion
- hate and/or bias-motivated violence
- vandalism causing extensive damage to Board property or property located on Board property

Victims of Serious Student Incidents

The Board supports students who are victims of serious incidents. The Principal is required to provide information to the parents/guardians of a student who is less than 18 years of age, is not 16 or 17 and withdrawn from parental control.

If a Principal decides not to notify the parents/guardians of a student involved in an incident, if in the opinion of the Principal doing so would put the student at risk of harm, the Principal will document the rationale for this decision, and share this decision with the Family of Schools' Superintendent and if applicable, the teacher(s) of the student.

The Board shall ensure that Principals develop appropriate plans to protect the victim and will communicate to parents/guardians of victim's information about the plan and a method of identifying dissatisfaction with steps taken to provide support to the victim.

Mitigating and Other Factors

Appropriate action must consistently be taken by schools to address behaviours that are contrary to Provincial, Board and School Codes of Conduct, which includes, but not limited to, inappropriate sexual behaviour, gender-based violence, homophobia, and harassment on the basis of sex, gender identity, sexual orientation, race, colour, ethnicity, culture, citizenship, ancestry, origin, religion, creed, family status, socio-economic status, disability and/or any other immutable characteristic or ground protected by the Human Rights Code. The Board authorizes Principals, or their delegates, to impose consequences in appropriate circumstances.

Mitigating and other factors including expectations documented in a student's Individual Education Plan (IEP) must be considered in the determination of interventions, supports and consequences in order to reinforce positive behaviours and help students make good choices.

A Principal, in determining the consequence will consider:

1. whether the student has the ability to control his or her behaviour
2. whether the student has the ability to understand the foreseeable consequences of his or her behaviour
3. whether the student's continuing presence in the school does or does not create an unacceptable risk to the safety of any other individual at the school
4. the student's academic, discipline and personal history
5. whether a progressive discipline approach has been used with the student
6. whether the activity for which the student might be disciplined was related to any harassment of the student because of race, ethnic origin, religion, disability, gender or sexual orientation or harassment for any other reason

7. how the discipline would affect the student's ongoing education
8. the age of the student
9. where the student has an Individual Education Plan (IEP) or disability related needs,
 - i. whether the behaviour was a manifestation of a disability identified in the student's Individual Education Plan;
 - ii. whether appropriate individualized accommodation has been provided; and
 - iii. whether a suspension is likely to result in aggravating or worsening the student's behaviour or conduct.
10. other matters as the Principal considers appropriate.

Record of Progressive Discipline

The Principal or designate shall keep a record for each student with whom progressive discipline approach(es) is utilized on the Board's student administrative system under the discipline tab.

The record should include:

1. Name of the student
2. Date of the incident or behaviour
3. Nature of the incident or behaviour
4. Considerations taken into account
5. Progressive discipline approach used; consequences and outcome
6. Contact with the student's parents/guardians (unless the student is an adult student).

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
JUNE 16, 2015**

PUBLIC SESSION

**TITLE: APPROVAL OF POLICIES
ADMISSION OF ELEMENTARY & SECONDARY STUDENTS
POLICY (301.1)**

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Admission Of Elementary & Secondary Students Policy (301.1), as presented

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

Presented by: Policy Committee

Recommended by: Committee of the Whole

Date: June 16, 2015



ADMISSION OF ELEMENTARY AND SECONDARY STUDENTS POLICY

STATEMENT OF POLICY

Section:	300 – Schools/Students
No:	301.1
Adopted:	February 24, 1998
Revised:	February 26, 2013

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, Niagara Catholic embraces the opportunities and challenges of providing a learning environment in which the teachings of Christ and the Catholic faith provide a distinctive Catholic education for all students within its jurisdiction.

The Board, in cooperation with the Bishop, Priests, Chaplaincy Leaders and the parent/guardian community, fosters the spiritual growth of all students enabling them to become responsible citizens, who give witness to Catholic social teachings by promoting peace, justice and sacredness of human life.


The purpose of this policy is to provide direction on the process for admission of students to the elementary and secondary schools of the Niagara Catholic District School Board.

Therefore, upon approval, any student within the Niagara Region, electing to attend a Niagara Catholic elementary or secondary school may attend with the understanding that they respect the environment and traditions of Catholic Education, and the expectations of the Niagara Catholic District School Board.

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

References:

- Education Act, Section 33 (3), 1997
- Ontario Catholic School Graduation Expectations
- Immigration and Refugee Protection Act (Canada)
- Aboriginal Affairs and Northern Development Canada
- International Exchange Student-Ontario (ISE)
- Niagara Catholic Policies:
 - Niagara Catholic-Attendance Areas Policy No. (301.3)
 - Niagara Catholic-Ontario Student Record Policy No. (301.7)
 - Niagara Catholic-Safe Schools Policy No. (302.6)
 - Niagara Catholic-Code of Conduct Policy (302.6.2)
 - Niagara Catholic-Dress Code Secondary Uniform Policy (302.6.6)
 - Niagara Catholic-Elementary Standardized Dress Code Policy (302.6.10)
 - Niagara Catholic-Student Transportation Policy No. (500.2)
 - Niagara Catholic-Voluntary and Confidential Self-Identification Policy for First Nation, Métis and Inuit Students Policy No. (301.9)

	ADMISSION OF ELEMENTARY AND SECONDARY STUDENTS POLICY	Section:	300 – Schools/Students
	ADMINISTRATIVE GUIDELINES	No:	301.1
		Adopted:	February 24, 1998
		Revised:	February 26, 2013

The provisions of the Education Act, along with other relevant legislation and Board policies, shall determine admission to elementary and secondary schools in the Niagara Catholic District School Board.

- i. Elementary and secondary students shall be admitted to the geographically designated home school.
- ii. The residential address of the parents/guardians of a student or adult student will determine the designated home school with proof of residency as required by the Principal.
- iii. The Principal/Vice-Principal, in consultation with the parents/guardians or adult student is responsible for placing the student in the most appropriate program.
- iv. Elementary and secondary students are expected to fully participate in required instructional classes including religious education, family life programs and faith life activities.
- v. Elementary and secondary students shall be granted transportation in accordance with the Student Transportation Policy No. 500.2.

ELEMENTARY AND SECONDARY ADMISSION NON-CATHOLIC

Elementary School Admission Non-Catholic

Parents/Guardians requesting to register a student in a Niagara Catholic elementary school, who is not eligible to direct their school support to the Catholic Board, it is expected that compliance with the Admission of Elementary and Secondary Students Policy be followed.

The admission of a non-Catholic ratepayer's student will require the recommendation from the school Principal/Vice-Principal in consultation with, and the approval of, the Family of Schools' Superintendent of Education.

Parents/Guardians have the responsibility to notify the school of changes regarding biographical information.

Secondary School Admission Non-Catholic

Parents/Guardians or adult student requesting admission to a Niagara Catholic secondary school, and who is not eligible to direct their school support to the Catholic Board, shall make application to the Principal/Vice-Principal of the Catholic secondary school.

Principals/Vice-Principals will ensure that all students attending a Niagara Catholic secondary school will:

- i. successfully achieve a credit in Religious Education for every year of attendance, up to graduation (total of four (4) Religious Education Credits),
- ii. participate fully in the faith life activities of the Catholic secondary school, and
- iii. respect the environment and traditions of Catholic Education and the expectations of the Niagara Catholic District School Board.

Elementary and Secondary Graduation Ceremonies

Students who qualify for graduation will be invited by the Principal to participate in faith-based elementary or secondary Catholic graduation ceremonies providing they meet all of the Ministry of Education, Board and school-based graduation expectations. The expectations include, but are not limited to, participation in religious education and faith life activities, being a student in good standing and

fulfilling the Ontario Catholic School Graduate Expectations as endorsed by the Niagara Catholic District School Board.

REQUIRED DOCUMENTATION: ELEMENTARY AND SECONDARY

Responsibility of Parents/Guardians or adult student

It is the responsibility of the parents/guardians or adult student to complete the required Niagara Catholic District School Board Admission Forms (where applicable):

- Elementary Student Registration Form-Appendix A
- Secondary Student Registration Form-Appendix B
- Consent for Release of Information-Appendix C
- Application for Direction of School Support-Appendix D
- Roman Catholic School Assessment Lease-Appendix E
- Request for Admission Form (Non-Catholic/Out-of-Boundary)-Appendix F
- Confirmation of Pupil Eligibility for English as a Second Language/Literacy Development Funding-Appendix G
- International Student Application Form-Appendix H
- Renewal International Student Application Form-Appendix I
- Completion of the Niagara Region Public Health Confidential Student Immunization Form (provided by the school)

In addition, it is the responsibility of the parents/guardians or adult student to provide original documentation or a copy certified as original (where applicable) for the following:

- Proof of age: Birth Certificate, Statement of Live Birth or Passport
- A Roman or Eastern Rite Catholic Baptismal Certificate. If the student has not been baptized, the student may be admitted if one (1) parent can provide a Roman/Eastern Rite Baptismal Certificate. If necessary, a letter from a pastor certifying that the student or parent has been baptized in the Roman or Eastern Rite will be accepted in lieu of a Baptismal Certificate.
- Ontario Health Card
- Immunization Record or Statement of Conscience or Religious Belief Affidavit
- Proof of Immigration Status
- Court Order
- International Student Letter of Confirmation

The Principal is to ensure that the Niagara Catholic Registration Checklist (internal use only) and copies of all relevant registration documents are placed in the student's OSR.

ATTENDANCE AREA EXCEPTIONS

In accordance with the Education Act, the Niagara Catholic District School Board has established boundaries for student attendance.

If, parents/guardians request to register a student or where applicable adult student in a Niagara Catholic school other than their home school, it is expected that the Admission of Elementary and Secondary Students' Policy and the Attendance Areas Policy are followed.

Approval for an Out-of-Boundary admission request will require a recommendation from the Principal/Vice-Principal in consultation with, and the approval of the Family of Schools' Superintendent of Education. Permission to attend will remain in effect for the duration of a student's attendance at the school, unless otherwise notified by the Principal of the school and approved by the Family of Schools' Superintendent of Education.

Transportation for an approved Out-of-Boundary admission request shall be the sole responsibility of the parents/guardians or where applicable adult student.

Approved attendance area exceptions are for the identified school boundaries at the time of the approval. Any changes which occur to the attendance area boundaries may require attendance area exceptions for those families currently registered to attend the school within the boundaries of their residence.

Parents/Guardians or adult student have the responsibility to notify the Principal/Vice-Principal of changes to their residency status and/or circumstances for the initial attendance area exception request.

Approval for Out-of-Boundary requests will not be granted into:

- Schools identified by Board motion
- Schools at or above on-the-ground capacity (no surplus space) unless there is available childcare.

Any exemptions to these specific exceptions will require the approval of the Principal, the Family of Schools' Superintendent of Education and Senior Administrative Council:

- Out-of-Boundary approval will be granted with admission into a Board approved academic program that is not offered at the student's home school.
- Unless otherwise approved, transportation for an Out-of-Boundary Board approved academic program that is not offered at the student's home school shall be the sole responsibility of the parents/guardians or adult student.

NON-RESIDENT OF CANADA (VISA) STUDENT

The designated Superintendent of Education may approve the admission of a non-resident student in accordance with the Education Act. Such approval shall be reviewed annually.

- The student must obtain approval from the designated Superintendent of Education prior to admission into any school.
- The International Student Application form must be completed. Prior to admission into any school, a Visa student will be provided with a letter from the designated Superintendent of Education confirming attendance.
- A Visa student shall be charged the fee determined by the Board.

RESIDENTS OF ONTARIO BUT OUTSIDE OF THE NIAGARA REGION

Parents/Guardians or adult student who reside in Ontario, but outside of the Niagara Region, may request to register a student in a Niagara Catholic District School Board school in compliance with the Admission of Elementary and Secondary Students' Policy and the Attendance Areas Policy.

A student, whose legal residence is outside the jurisdiction of the Niagara Catholic District School Board, but within Ontario requesting admission to a school under the jurisdiction of the Board, may have fees paid by the resident Board. Such a request is to be accompanied by a statement from the resident Board indicating fees will be paid on behalf of the student. Where fees are not paid, approval must be obtained from the Director of Education and are reviewed on an annual basis.

EXCHANGE STUDENTS

A student approved as an Exchange Student will participate in reciprocal, school-based programs, provided in co-operation with the Canadian School Authorities and the foreign exchange partners of the International Student Exchange-Ontario (ISE) in compliance with the Admission of Elementary and Secondary Students' Policy.

STUDENTS WITH IMMIGRATION DOCUMENTS

A student identified as a: Non-Landed Immigrant, Permanent Resident, Refugee, Work Permit, or Diplomatic Status, will be admitted in accordance to the Ontario Education Statutes and Regulations, following Immigration Canada Laws and procedures, and in compliance with the Admission of Elementary and Secondary Students' Policy.

A Principal/Vice-Principal who receives immigration documents from a student applying for admission will review the documents for eligibility and request completion of the Confirmation of Eligibility Form. The Principal/Vice-Principal will ensure that the information is completed according to the immigration documents provided.

ABORIGINAL PEOPLES

A student identified as Aboriginal Peoples will be admitted in accordance with the Aboriginal Affairs and Northern Development Canada, the Ontario Education Statutes and Regulations, and in compliance with the Admission of Elementary and Secondary Students' Policy.

EXPELLED STUDENTS

An expelled student will be referred to the Family of Schools' Superintendent of Education, who in consultation with the Principal/Vice-Principal, parents/guardians, the student or where applicable adult student will determine an appropriate placement recommendation.

EXTENUATING CIRCUMSTANCES

A request for school admission which has extenuating and/or compelling family circumstances shall be submitted in writing to the Family of Schools' Superintendent of Education for consideration.

ADMISSION APPEALS

Parents/guardians may appeal an admission decision in writing to the Family of Schools' Superintendent who will present the appeal to Senior Administrative Council. The decision of Senior Administrative Council will be communicated to the parents/guardians by the Family of Schools' Superintendent of Education.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
JUNE 16, 2015**

PUBLIC SESSION

**TITLE: APPROVAL OF POLICIES
SAFE PHYSICAL INTERVENTION WITH STUDENTS
POLICY (301.8)**

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Safe Physical Intervention with Students Policy (301.8), as presented

Prepared by: Yolanda Baldasaro, Superintendent of Education

Presented by: Policy Committee

Recommended by: Committee of the Whole

Date: June 16, 2015



SAFE PHYSICAL INTERVENTION WITH STUDENTS POLICY

STATEMENT OF POLICY

Section:	300 – School/Students
No:	301.8
Adopted:	December 15, 2009
Revised:	NIL

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the Board along with its elementary and secondary schools, is committed to supporting a safe and inclusive Catholic learning environment for all students and staff, respecting and celebrating the uniqueness of each student and staff within its Catholic community.

Every effort is made to instruct and guide students, by using positive classroom and behavioural management techniques to ensure the safety of all students. There may be situations when it is deemed necessary to implement mild forms of safe physical intervention, emergency safe physical intervention, and/or a Planned Safe Physical Intervention Program, for the safety of a student, others, or property. The Board provides ongoing certification in Behaviour Management Systems Training Program and in specific cases Safe Management's Crisis Intervention Training Program. Both methods are safe and supportive physical intervention programs promoting effective management of behaviour in schools.

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

References

- ***Canadian Criminal Code, R.S.C., 1995 – Correction of Child By Force***
- ***Child and Family Services Act, R.S.O., 1990 – Corporal Punishment***
- ***Constitution Act 1982 – Charter of Rights and Freedoms***
- ***Education Act, R.S.O., 2000 Sections 264 (1), 265 (a), 301 (1) and (2)***
- ***Labour Relations Act***
- ***Occupational Health and Safety Act***
- ***Ontario Human Rights Code***
- ***Ontario Regulation 298***
- ***Niagara Catholic Policies***
 - Niagara Catholic – Ontario Student Record Policy (301.7)***
 - Niagara Catholic – Code of Conduct Policy (302.6.2)***

	SAFE PHYSICAL INTERVENTION WITH STUDENTS POLICY	Section:	300 – School/Students
	ADMINISTRATIVE GUIDELINES	No:	301.8
		Adopted:	December 15, 2009
		Revised:	NIL

These guidelines establish the requirements to ensure the safety of all students and staff in a Catholic learning environment using a uniform standard of practice in the Niagara Catholic District School Board, and are to be used when all non-physical interventions have been exhausted prior to the implementation of a safe physical intervention.

The Principal/designate is responsible for providing a safe environment for all students and staff. When a student’s behaviour may jeopardize himself/herself, others, or property, it is the responsibility of the Principal/designate and staff members, to intervene in the least intrusive manner possible for the situation.

Safe Physical Intervention

A safe physical intervention may be warranted due to behaviours characterized by, but not limited, to:

- Attempting the use of any weapon, thus endangering self, students or staff members;
- Attempting the assault of another person;
- Attempting self-injury;
- Attempting to leave a supervised area and his/her personal safety is at imminent risk;
- Attempting to damage property which may result in injury to self or others.

Mild Forms of Safe Physical Intervention

Mild forms of safe physical intervention such as reaching for a child’s hand, holding a child’s hand, or restraining a student’s arm to prevent physical contact, are common and usual methods used by parents/guardians, and teaching and support staff for maintaining order and preventing harm or misconduct. These mild forms of safe physical contact are considered to be physical prompts or guides and are not subject to this Policy/Administrative Guidelines, and do not require consent or approval by the parent/guardian.

Types of Safe Physical Intervention

Safe physical intervention refers to any procedure in which staff may use any part of their body (hands, trunk, or legs), or any device (personal protective equipment) to substantially restrict the movement of a student. This intervention must be reasonable in the given situation.

There are two types of safe physical intervention:

- Emergency Safe Physical Intervention
- Planned Safe Physical Intervention

Every effort will be made by school staff to inform the parent/guardian on the day of the incident any time a safe physical intervention strategy has been used at school, and appropriate documentation must be completed by the appropriate staff. The word “guardian” refers to Family and Children’s Services (FACS) where a student is in their care.

Emergency Safe Physical Intervention

Emergency Physical Intervention refers to the actions taken in a crisis situation in which a student poses an immediate risk to himself/herself, others, or property. Any employee of the Board may use safe physical intervention strategies in an attempt to prevent harm to any student, staff members, or property. In addition, all schools have designated staff who are trained in Behaviour Management Systems Training Program.

Every effort should be made to ensure that Emergency Safe Physical intervention be implemented by staff trained in Behaviour Management Systems Training Program and Safe Management's Crisis Intervention Training Program in order to move the student out of danger, remove objects from the student, or to hold/immobilize the student.

Emergency Safe Physical Intervention does not require prior approval of the parent/guardian. Following the emergency physical intervention, all staff will adhere to all procedures referenced in *General Procedures for Safe Physical Intervention with Students*.

Planned Safe Physical Intervention

Some students require a Planned Safe Physical Intervention which is required for their safety and the safety of others and may be implemented at any time during school hours or at a school-related activity. A Planned Safe Physical Intervention refers to the use of safe, physical intervention as the final step in a sequence of actions following the onset of inappropriate behaviour by a student.

This plan is developed when a student requires Emergency Safe Physical Intervention more than three times in a 30 day period, and/or the intensity of the behaviour warrants further intervention.

A Planned Safe Physical Intervention must be embedded in a Behaviour Support Plan for the student and only Board approved containments (referenced in Behaviour Management Systems Training Program and Safe Management's Crisis Intervention Training Program) may be used. These types of interventions require prior consultation and the approval by the parent/guardian (*Appendix 1*).

A Planned Safe Physical Intervention shall include:

- the operational definition of target behaviours, which are the behaviours to be eliminated, and the positive replacement behaviours to be taught;
- a rationale for the intervention and the use of containment;
- medical information which may include a condition that may restrict use of the containments;
- the names of the trained staff who will implement the containment where possible;
- who will supervise and monitor the program;
- a method for regular review of program effectiveness;
- data collection procedures;
- a detailed description of containment procedures to be used.

General Procedures for Safe, Physical Intervention with Students

The provisions of these guidelines, along with the Education Act and Regulations, assign a "Duty of Care" to the Principal/designate which confirms that the final decision with respect to safe, physical intervention rests with the Principal/designate. It is expected that all staff members shall resolve situations involving inappropriate behaviour by using the least intrusive means possible, and these measures may include, but are not limited, to:

- Establishing consistent, positive school and classroom rules, and routines;
- Reinforcing behaviour that is consistent with school and classroom rules and routines;
- Identifying antecedents of aggressive behaviour in order to prevent the behaviour from occurring;
- Teaching appropriate behaviours that are socially acceptable alternatives to aggression, and verbal de-escalation.

School staff shall document all incidents involving Emergency or Planned Safe Physical Intervention on the Safe Physical Intervention Incident Report form (*Appendix 2*). This form should be completed within 24 hours of the incident, filed at the school, shared with the parent/guardian and sent to the Area Special Education Coordinator for team review and follow-up by the Behaviour Management Systems Training Program and Safe Management's Crisis Intervention Training Program certified trainer(s).

The nature of the incident may also require the completion of a Violent Incident Report as determined by the Principal.

Every effort will be made by school staff to contact the parent/guardian about each safe physical intervention (emergency or planned) in person, or by phone on the day of the incident. Staff will document the contact made to the parent/guardian. Staff will meet with the Principal to discuss the intervention and to review next steps.

Behaviour Support Plan Procedures

A Behaviour Support Plan (BSP) may or may not include a safety plan or a Planned Safe Physical Intervention. Any BSP that does include a safety plan which also requires a Planned Safe Physical intervention shall be developed in consultation with Board certified trainers prior to the implementation of the program. This plan will be filed by the school, and available for review by appropriate Board and school staff, and the parent/guardian.

All (BSPs)/Safety Plans/Planned Safe Physical Intervention will be filed in the Documentation File of the Ontario Student Record (O.S.R.) and is an integral part of the Individual Education Plan (I.E.P.) for the student.

A Planned Safe Physical Intervention requires the approval by the parent/guardian. If a parent/guardian chooses not to approve the Planned Safe Physical Intervention, a letter shall be sent to the parent/guardian and the appropriate Family of Schools' Superintendent (*Appendix 3*).

Thus, where planned safe physical intervention is required, and parent/guardian approval has not been obtained, staff will revert to Emergency Safe Physical Intervention strategies which do not require prior approval of the parent/guardian.


The Principal will review the Planned Safe Physical Intervention with appropriate school and Board staff. If three (3) incidents of safe physical intervention have occurred within a 30 day period, the BSP must be reviewed regardless of the date of the last review. If a safety plan is developed in response to immediate imminent risk posed by a student and a (BSP) is not already in place, staff will develop a (BSP) to address proactive behaviour strategies and supports.

Injury to Students/Staff

An injury to a student(s) during physical intervention will be recorded on the Safe Physical Intervention Incident Report (*Appendix 2*), and the Board's Accident Form and reported to the Principal/designate and the parent/guardian.

An injury to staff during physical intervention will be recorded on the Safe Physical Intervention Incident Report (*Appendix 2*), and reported to the Principal/designate and to the Board's WSIB Administrator with the appropriate copy sent to the Federation/Association of the injured worker within 5 working days.

APPENDIX 1

 <small>NIAGARA CATHOLIC DISTRICT SCHOOL BOARD</small>	<p>Niagara Catholic District School Board</p> <p>PLANNED SAFE PHYSICAL INTERVENTION FORM</p> <p><i>(TO BE COMPLETED BY THE SCHOOL)</i></p>
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This information is being collected pursuant to the provisions of the Municipal Freedom of Information and Protection of Privacy Act and under the Authority of the Education Act, and will be used by Special Education. Questions about this collection should be directed to the Superintendent of Education – Special Education, Niagara Catholic District School Board, 427 Rice Road, Welland, Ontario L3C 7C1, 905-735-0240.

Name of Student			<input type="checkbox"/> M <input type="checkbox"/> F	Date of Birth (yyyy mm dd)		
Parent/Guardian				OEN#		
Address	Street			City		
					Postal Code	
Phone number	Home			Work		
					Cell(s)	
School					Grade	
Principal						
Classroom Teacher						
Educational Resource Teacher						

SIGNATURES	Print Name Below	Signature Below	Date	
Principal				
BMS/SMG Trainer				
Area Special Education Coordinator				

Parent/Guardian Consultation				
<input type="checkbox"/> <i>I have been consulted regarding the development of the Planned Safe Physical Intervention and consent to the implementation of the Planned Safe Physical Intervention.</i>				
Parent/Guardian			Date	
	<i>(Print name)</i>		<i>(Signature)</i>	

Parent/Guardian Copy
 OSR Copy
 Board Special Education Copy

 <p style="font-size: 8px; margin: 0;">NIAGARA CATHOLIC DISTRICT SCHOOL BOARD</p>	<p style="font-size: 14px; font-weight: bold; margin: 0;">Niagara Catholic District School Board</p> <p style="font-size: 12px; font-weight: bold; margin: 5px 0 0 0;">SAFE PHYSICAL INTERVENTION INCIDENT REPORT</p> <p style="font-size: 10px; font-weight: normal; margin: 0 0 0 40px;">(TO BE COMPLETED BY THE SCHOOL)</p>
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Name of Student		<input type="checkbox"/> M <input type="checkbox"/> F	Date of Birth (yyyy mm dd)		
Parent/Guardian			OEN#		
Address	Street		City		Postal Code
Phone number	Home		Work		Cell(s)
School					Grade
Principal					
Classroom Teacher					
Educational Resource Teacher					
Date of Incident					
Time of Incident					
Location of Incident					
CEC Staff Involved (if any)					
Staff Training	<input type="checkbox"/> SMG <input type="checkbox"/> <input type="checkbox"/> BMS <input type="checkbox"/>				
Description of Incident- Antecedent, Behaviour, Consequence/Outcome					

CONTAINMENT PROCEDURE EMPLOYED): Name of Containment, Duration of Containment



Niagara Catholic District School Board

SAFE PHYSICAL INTERVENTION INCIDENT REPORT

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REVIEW AND DEBRIEFING: Injury assessment, Reassurance and follow up with student(s), Staff and administrator debriefing, Re-establish relationships,

FOLLOW UP TO INCIDENT

- Communication Protocol/Notification to parent
- Documentation sent to Area Special Education Coordinator
- Report of staff injury (if needed)
- Other : explain _____

Physical Intervention Incident Report Completed By:

Date Completed:

PARENT/GUARDIAN INFORMED BY:

DATE:

by phone in person

PHYSICAL INTERVENTION PERFORMED BY:

Staff Member		Date	
Staff Member		Date	
Staff Member		Date	

PHYSICAL INTERVENTION INCIDENT WITNESSED BY:

	Date	
	Date	
	Date	

Signature of
Principal

Date

Copy to Parent/Guardian Board Special Education Copy Copy to FACS Worker custodial/guardian



SAMPLE LETTER TO PARENT/GUARDIAN

(Optional: school letter head)

Date

Dear _____,
(Name of Parent/Guardian)

Our school team, along with Special Education staff of the Niagara Catholic District School Board, consulted with you about the Planned Safe Physical Intervention for your son/daughter _____ at our school on _____
(Name of student) (Date of meeting)

At this meeting you were presented with the Planned Safe Physical Intervention Form; however, you chose not to sign the form for approval of a Planned Safe Physical Intervention for your son/daughter _____.
(Name of student)

As a result of your decision, please be advised that in the event that safe physical intervention is required for your son/daughter _____ staff will revert to Emergency Safe Physical Intervention which does not require prior approval of the parent/guardian.
(Name of student)

Sincerely,

(Signature of Principal)
Name of Principal

c.c. Family of Schools Superintendent

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
JUNE 16, 2015**

PUBLIC SESSION

**TITLE: APPROVAL OF POLICIES
EQUITY AND INCLUSIVE EDUCATION POLICY (100.10)**

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Equity and Inclusive Education Policy (100.10), as presented

Prepared by: Yolanda Baldasaro, Superintendent of Education

Presented by: Policy Committee

Recommended by: Committee of the Whole

Date: June 16, 2015



EQUITY AND INCLUSIVE EDUCATION POLICY

STATEMENT OF POLICY

Section:	100 - Board
No:	100.10
Adopted:	June 15, 2010
Revised:	November 23, 2010

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board (the Board) Niagara Catholic recognizes that all people are created equal, in the image of God, each with inimitable characteristics deserving of dignity (Genesis: 1:27). In accordance with the Church's teachings, Niagara Catholic provides in all its operations an educational environment which supports and enables diversity within its Catholic community.

The Board recognizes that any form of social or cultural discrimination is incompatible with Catholic moral principles and is in violation of the *Ontario Human Rights Code*. The Board recognizes that the school system gives pre-eminence to the tenets of the Catholic faith, congruent with the protection afforded in the *Ontario Human Rights Code*, the *Constitution Act*, 1982 and confirmed in the *Canadian Charter of Rights and Freedoms*.

The Board and its staff are committed to the elimination of discrimination as outlined in *Ontario's Equity and Inclusive Education Strategy* and the Ontario Ministry of Education (the "Ministry") Policy/Program Memorandum No. 119, in a manner which is consistent with the exercise of the Board's denominational rights under section 93 of the *Constitution Act*, 1982 and as recognized at section 19 of the *Ontario Human Rights Code*.

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

References:

- *Assembly of Catholic Bishops of Ontario, (letter dated October 4, 2010)*
- *Canadian Charter of Rights and Freedoms*
- *Constitution Act, 1982*
- *Ontario Human Rights Code*
- *Ontario's Equity and Inclusive Education Strategy*
- *Ontario Catholic School Graduate Expectations: Institute for Catholic Education, Second Edition 2011*
- *Achieving Excellence: A Renewed Vision for Education in Ontario (2014)*
- *Accepting Schools Act*
- *Policy/Program Memorandum No. 119*
- *Policy/Program Memorandum No. 108*
- *Niagara Catholic District School Board Policies*



EQUITY AND INCLUSIVE EDUCATION POLICY

ADMINISTRATIVE GUIDELINES

Section:	100 - Board
No:	100.10
Adopted:	June 15, 2010
Revised:	November 23, 2010

Equity and Inclusive Education in Ontario Schools: Guidelines for Policy Development and Implementation, Ontario's Equity and Inclusive Education Strategy and Policy/Program Memorandum No. 119 "Developing and Implementing Equity and Inclusive Education Policies in Ontario Schools" identify eight areas of focus for implementing equity and inclusive education.

In accordance with the above policy documents, applicable legislation that outlines the denominational rights of the Catholic school system and with adherence to the *Guiding Principles of the Equity and Inclusive Education Strategy*, and consistent with the *Ontario Human Rights Code*, each area of focus will serve to guide the actions of the Board and its schools, in honouring its commitments to equity and inclusive education policy development, implementation, monitoring and reporting.

1. BOARD POLICIES, PROGRAMS, PROCEDURES AND PRACTICES

The Board recognizes the importance of antiracism and anti-harassment policies in promoting and maintaining a Catholic educational and working environment which fosters racial and ethno-cultural understanding.

The Board will ensure that its policy review cycle will result in the alignment and integration of the requirements of Policy/Program Memorandum No. 119 and the *Ontario's Equity and Inclusive Education Strategy* with all Board policies, programs, procedures, and practices. The perspectives of the entire diverse Catholic school community will be reflected in all areas of the teaching, learning and administrative culture. Every effort will be made to identify and remove discriminatory biases and systemic barriers that may limit access to and opportunity for effective employment procedures for individuals from diverse communities and underrepresented peoples within the context of the denominational rights of Catholic school boards.

The Board is committed to serving staff, students, and families in its diverse Catholic community by incorporating the principles of equity and inclusive education into all aspects of its policies, programs, procedures, and practices that are consistent with Catholic denominational rights.

The Board is committed to:

- Establishing the foundational framework that will inform its review and/or development and implementation of a comprehensive equity and inclusive education policy that recognizes and eliminates biases related to race, class, ethnicity, gender, sexual orientation, disability, family status, religion and linguistic differences as well as socio-economic factors.
- Reviewing existing equity and inclusive education policies and/or extend or develop such policies to fulfill the requirements of existing regulations, the *Ontario's Equity and Inclusive Education Strategy*, Policy/Program Memorandum No. 119, and the *Ontario Human Rights Code*, in accordance with the denominational rights afforded to the Catholic school system.
- Ensuring that principles of equity and inclusive education permeate and are explicitly stated in all Board policies, programs, guidelines, operations, practices, and Board improvement plans.
- Ensuring all future policies, guidelines and practices are drafted and implemented in accordance with the Board's Equity and Inclusive Education Policy.
- Collecting information needed to monitor the effects of the implementation of the Equity and Inclusive Education policy by the Board.
- Ensuring all persons with disabilities are accommodated appropriately and in a manner consistent with the *Ontario Human Rights Code*.

- Providing training for school and system leaders to facilitate equitable recruitment and hiring to reflect Ontario's diverse society.
- Providing opportunities for the diverse school community, including students, staff, parents, trustees and community members, to provide active input into Board policies and improvement plans on an ongoing basis.
- Ensuring that staff will investigate in a thorough and timely manner any claims of discrimination and/or racism and take appropriate action consistent with the principles of the *Ontario Human Rights Code*.

Staff will be committed to:

- Reviewing existing school policies, for example, codes of conduct, to determine that they reflect the principles of equity and inclusive education.
- Extending, developing, and implementing strategies to actively engage students, parents, families, and the wider community in the review, development, and implementation of initiatives to support and promote equity and inclusive education.
- Implementing Board equity and inclusive education policies, programs and school improvement plans consistent with the *Ontario Human Rights Code* and that reflect the needs of their diverse Catholic school community.

2. SHARED AND COMMITTED LEADERSHIP

The Board subscribes to an informed leadership philosophy that inspires, empowers, and supports all stakeholders in our Catholic community to join together to implement institutional practices and behaviours that cultivate equity and inclusion.

The Board is committed to providing informed shared leadership to improve student achievement and to close achievement gaps for students by identifying, addressing, and removing all barriers and forms of discrimination.

The Board recognizes the critical connection between student leadership and improved student achievement and will strive to include the student voice in all aspects of the implementation of equity and inclusive education.

In accordance with the Ministry's *Ontario Leadership Strategy*, effective Board and school leaders will encourage and promote a collaborative approach to all dimensions of equity and inclusive education, which ensures the participation of students, parents, parishes, unions, colleges and universities, service organizations and other community partners.

The Board is committed to establishing and maintaining partnerships with all members of our diverse Catholic community so that the perspectives and experiences of all students are recognized and their needs are met.

The Board is committed to:

Sharing in the life and mission of the Church by developing a system plan to build and sustain Board and staff capacity in the areas of equity and inclusive education in curriculum and instruction, human resources and governance.

- Identifying and appointing a contact person to liaise with the Ministry and other Boards to share challenges, promising practices and resources.
- Providing extensive and ongoing education and training for students, staff and trustees in implementing equity and inclusive education and leadership initiatives.
- Establishing selection criteria for leadership positions that prioritize demonstrated commitment, knowledge and skills related to equity and inclusive education implementation and inclusive leadership, and consistent with proactive *Ontario Human Rights Code* compliance.

- Providing ongoing training for all staff that reflects comprehensive attention to the principles of human rights and their fundamental role in an equitable and inclusive environment.
- Striving to ensure that members of communities that are underserved and /or marginalized are included in the shared leadership.

Staff will be committed to:

- Establishing a collaborative culture where the collective capabilities and voices of all stakeholders are used to develop and implement equity and inclusive education goals.
- Promoting equity minded student leadership related to issues of social justice.
- Developing initiatives with student facilitators representing diverse voices and experiences.
- Demonstrating leadership in setting the tone for the positive and proactive implementation of the *Ontario's Equity and Inclusive Education Strategy* within the school.

3. SCHOOL-COMMUNITY RELATIONSHIPS

The Board recognizes that the effective review, development, implementation and monitoring of equity and inclusive education policies and practices requires the involvement of all members of the entire Catholic school community. The Board further recognizes the importance of engaging specialized expertise in developing and implementing its equity and inclusive education policy.

The Board will seek collaboration with and active engagement from students, parents, staff and other Catholic community partners to create and sustain a positive school climate reflective of Catholic values that supports student achievement.

The Board will identify, examine, and remove any barriers that exist, that are part of systemic discrimination under the *Ontario Human Rights Code*, and that prevent full participatory school-community relations.

The Board is committed to establishing and maintaining partnerships with all members of our diverse Catholic community so that the perspectives and experiences of all students, families, and employees are recognized.

The Board is committed to:

- Developing a database of information that establishes the diversity of communities based on self-identification.
- Reviewing and/or initiating tools to determine stakeholders' views on school environment and act upon relevant next steps.
- Taking proactive steps to ensure that existing committees represent the diversity of the wider community.
- Reviewing and deepening existing community partnerships to ensure that they reflect the principles of equity and inclusive education.
- Expanding community efforts to foster new partnerships that engage a cross-section of diverse students, parents, staff, community members and various community organizations to ensure inclusion.
- Establishing processes to identify and address systemic barriers that limit or prevent all sectors of the school community from benefiting from enhanced opportunities for Board representation and greater access to Board initiatives.
- Identifying under-represented communities and facilitating their participation and involvement in Board activities.
- Gathering and using the knowledge, skills, and experience of Board community partners to enrich the total educational and career experiences of staff, students, and volunteers.

Staff will be committed to:

- Implementing strategies to review existing community partnerships to ensure that they reflect the diversity of the broader community.
- Inviting and supporting representation of diverse groups on school committees, including school improvement planning.
- Engaging stakeholders in community forums to listen and address concerns and suggestions.
- Reflecting the approaches described above in their outreach to the broader community.

4. INCLUSIVE CURRICULUM AND ASSESSMENT PRACTICES

The Board is committed to implementing an inclusive curriculum based on Catholic values and to reviewing resources, instruction, and assessment and evaluation practices in order to identify and address discriminatory biases so that each student may maximize her or his learning potential.

Both in its content and methodology, inclusive curriculum seeks to recognize our commitment to Catholic values and to affirm the life experiences of all students, regardless of race and ethnicity, gender, place of origin, religion, cultural and linguistic background, social and economic status, sexual orientation, age, and ability/disability.

The Board is committed to:

- Ensuring that staff will review student assessment and evaluation policies and practices to identify and address systemic bias that may exist in the way students' work is assessed and evaluated in order to reduce the achievement gap. The principles of such a review will be consistent with the *Ontario Human Rights Code*.
- Supporting the schools' review of classroom strategies that promote school-wide equity and inclusive education policies and practices specifically addressing areas of discrimination (e.g., race, gender, disability).

Staff will be committed to:

- Reviewing student assessment and evaluation policies and practices to identify and address systemic bias that may exist in the way students' work is assessed and evaluated; the principles of such a review will be consistent with the *Ontario Human Rights Code*.
- Supporting the schools' review of classroom strategies that promote school-wide equity and inclusive education policies and practices.
- Making certain that resources and instructional strategies are in accordance with Catholic teachings and values and the *Ontario Catholic School Graduate Expectations*; are in compliance with the provisions of the *Code* with respect to the prohibited grounds of discrimination; show people of different races, genders, and ages in non-stereotypical settings, occupations, and activities; explore the roles and contributions of all peoples in Canada, and the factors that shaped these roles; encourage open discussion of the prohibited grounds of discrimination under the *Ontario Human Rights Code* (e.g., race, gender, disability) in society, the community, and the school.

5. RELIGIOUS ACCOMMODATION

Committed to the mission of the Church, the Board provides a learning and working environment in which all individuals are treated with respect and dignity regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offences, marital status, family status or disability, in accordance with the *Ontario Human Rights Code* and Ministry Policy/Program Memorandum No. 108.

Within the framework of gospel values, traditions, and the Board's denominational rights, in recognition of this diversity, the Board will attempt to provide reasonable accommodation for students' and staffs' religious beliefs and practices, while also protecting its denominational rights.

The Board is committed to the values of freedom of religion and freedom from discriminatory or harassing behaviour based on religion and will take all reasonable steps to provide religious accommodations within the legal rights afforded to the Catholic school system.

The Board is committed to:

- Consulting with a variety of individuals and groups who represent the religious diversity of the Board in the development/review and implementation of this accommodation.
- Informing students and their parents/guardians and staff of their right to request accommodation for religious beliefs and practices.
- Providing a religious accommodation guideline in keeping with the *Ontario Human Rights Code*, and consistent with its denominational rights, which prohibits discrimination on the grounds of creed, and other *Ontario Human Rights Code* protected grounds, and provides a duty to accommodate.
- Providing religious accommodation for students and staff, where reasonable and consistent with the *Ontario Human Rights Code*.

Staff will be committed to:

- Revising/Implementing religious accommodation practices to align with the Board's religious accommodation guideline.

6. SCHOOL CLIMATE AND THE PREVENTION OF DISCRIMINATION AND HARASSMENT

The Board recognizes that a safe and welcoming environment is most conducive to learning. The Board will therefore seek to foster a Christ-centred, positive school climate, free from discriminatory or harassing behaviour. The Board acknowledges that a Christ-centered, positive school climate is one where all members of the school community feel safe, welcomed, and accepted. The principles of equity and inclusive education support positive student behaviour.

The principles of equity and inclusion are consistent with Catholic doctrine and must be considered and applied in employing progressive disciplinary measures, particularly when it is necessary to take into account mitigating and other factors.

The Board is committed to the principle that every person within the school community is entitled to a respectful, positive and Christ-centred school climate and learning environment, free from all forms of discrimination and harassment.

The Board is committed to:

- Ensuring that strategies are in place to identify and remove discriminatory barriers that limit engagement by students, parents, and the community, so that diverse groups and the broader community have better Board-level representation and greater access to Board initiatives.
- Ensuring that procedures are in place that will enable students and staff to report incidents of discrimination and harassment safely and that will also enable staff/the Board to respond in a timely manner.
- Ensuring that, in an effort to alleviate the negative impact of suspensions and exclusions on students, proactive programs will be initiated or expanded to decrease the number of suspensions and expulsions.
- Ensuring that a climate in which excellence is continually strived for and respect for all permeates the environment.
- Ensuring that administrators use progressive discipline and professional discretion, and to understand the duty to accommodate students with disabilities.

Staff will be committed to:

- Ensuring that codes of conduct are revised to address all forms of racism, discrimination, and harassment.
- Ensuring the use of progressive discipline.
- Welcoming, respecting and validating the contributions of all students, parents, and other members of the school community.
- Ensuring that every student is supported and is inspired to succeed in a culture of high expectations for learning.
- Ensuring that school codes of conduct reflect the needs of the diverse Catholic community served by the school and are developed with the active consultation and involvement of students, staff, parents, and community members.
- Reviewing or developing guidelines and procedures to address the prohibited grounds of discrimination under the *Ontario Human Rights Code* as they may apply to students, staff, and others in the Catholic community.
- Ensuring that the established Board procedure will enable students and staff to report incidents of harassment and discrimination safely and to have confidence that they will receive a timely and appropriate response.
- Ensuring that all information about the new or revised procedures involving equity and inclusive education is communicated to all students, staff, families, and others in the school community.

7. PROFESSIONAL LEARNING

The staff of the Board is its most important asset and is the vehicle by which Catholicity and equity are taught in the classroom and throughout the system. The Board, therefore, recognizes the importance of ongoing professional learning to create a foundation for Catholic values, ecclesial and cultural identity, human rights education and effective teaching practices.

The Board is committed to providing the school community, including students, with opportunities to acquire the knowledge, skills, attitudes, and behaviours needed to identify and eliminate discriminatory biases and systemic barriers under the *Ontario Human Rights Code*.

The Board is committed to:

- Supporting the schools' review of classroom strategies that promote school-wide equity and inclusive education policies and practices.
- Allocating adequate resources to provide ongoing opportunities for students, administrators, teachers, support staff, and trustees to participate in equity and inclusive education training and leadership initiatives.
- Providing antiracism and antidiscrimination training that examines power and privilege, including training in prevention and early intervention strategies.
- Ensuring that training includes information on cross-cultural differences, and promotes a deeper understanding of exceptionalities and of how to mitigate discipline, in light of its effect on students with disabilities.
- Providing ongoing opportunities for staff, as well as trustees, to participate in equity and inclusive education training and leadership initiatives.
- Ensuring that the principles of equity and inclusive education are modelled and incorporated in professional learning programs.
- Identifying a Board equity and inclusive education contact to liaise with the Ministry of Education and other Boards in order to share challenges, promising practices, and resources.

Staff will be committed to:

- Reviewing classroom strategies and revising them as needed to help ensure that they are aligned with and reflect school-wide equity and inclusive education policies.

- Promoting collaborative teams that learn together, implement their learning and reflect together on best practices.
- Building staff capacity through ongoing needs based professional learning determined through data analysis and based on results.
- Encouraging and supporting students in their efforts to promote social justice, equity, antiracism, and antidiscrimination in schools and classrooms.
- Developing Equity initiatives and providing timely and specific feedback that will further school-wide equitable practices.

8. ACCOUNTABILITY AND TRANSPARENCY

The Board acknowledges and assumes the responsibility for its policies, actions, and decisions. In the pursuit of greater transparency and accountability, the Board, in respectful collaboration and communication with the whole Catholic school community, will report on its goals and progress in the areas of policy review, school improvement planning and the implementation of the *Strategy*.

The Board is committed to assessing and monitoring its progress in implementing the *Strategy*; to embedding the principles of Equity and Inclusive Education into all Board policies, programs, guidelines and practices; and to communicating these results to the community.

The Board is committed to:

- Embedding the principles of equity and inclusive education into all Board policies, programs, guidelines, and practices.
- Actively communicating the equity and inclusive education policy to students, teachers, parents, staff, school councils, community partners, and volunteers and post it on the Board’s website.
- Seeking and using feedback to improve the Equity and Inclusive Education Policy, in the spirit of continuous improvement.
- Engaging Board and school teams in school improvement planning with particular emphasis on using data to identify and remove barriers to student achievement, to raise awareness about discriminatory practices and to encourage conversations and collaborative actions about racism and other equity issues.
- Establishing processes to monitor progress and assess effectiveness of policies, programs, and procedures.
- Reporting on the progress of implementation of the *Strategy* and its impact on student achievement using specific criteria.
- Ensuring the transparency of the Identification Placement and Review Committee (IPRC) process, inform, and support parents through this process.

Staff will be committed to:

- Reporting student achievement data annually to the Board and intervene to ensure the achievement and success of all students.
- Developing and communicating evidence based school improvement plans that are aligned with the *Strategy*.
- Reviewing and establishing self-reflection and self-assessment tools to determine the effectiveness of the school’s equity and inclusive education plans and procedures.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
JUNE 16, 2015**

PUBLIC SESSION

**TITLE: APPROVAL OF POLICIES
PURCHASING/SUPPLY CHAIN MANAGEMENT POLICY
(600.1)**

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Purchasing/Supply Chain Management Policy (600.1), as presented

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

Presented by: Policy Committee

Recommended by: Committee of the Whole

Date: June 16, 2015



PURCHASING/SUPPLY CHAIN MANAGEMENT POLICY

STATEMENT OF POLICY

Section:	600 – Business Services
No:	600.1
Adopted:	February 24, 1998
Revised:	April 26, 2011

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the Board supports the concept of “centralized purchasing” as a means of obtaining maximum value for each dollar expended, consistent with the educational goals of the Board and fair business principles.

The Niagara Catholic District School Board recognizes that fair, open and transparent competition is a basic tenet of public acquisition through the Quotation, Tender and Request for Proposal processes using a variety of source selection methods under varying market conditions, in accordance with the Supply Chain Management regulations. Awards will be given to the lowest qualified bidder except where the best interests of the Board are served by accepting other than the lowest price.

All staff involved in purchasing activities shall abide by all applicable Board Policies, Statutory Acts & Regulations and Code of Ethics stipulated by the Purchasing Management Association of Canada.

The Purchasing/Supply Chain Management activities, including leases and commitments exceeding twelve (12) calendar months, will be carried out in accordance with the following Approval Authority Limits.

APPROVAL AUTHORITY LIMITS			
Purchase Authority Limit	Purchase Initiated By	Purchase Approved By	Procedure
<\$ 2,500	School Staff CEC Staff Program Staff	Appropriate Supervisor or member of Senior Staff	Purchases can be paid by petty cash, purchasing card, cheque requisition or purchase order requisition.
>\$ 2,501 - \$50,000	Managers Principals Consultants Senior Staff	Appropriate member of Senior Staff	At least three (3) written quotes to be documented on purchase requisition and submitted to Manager of Purchasing
>\$50,001 - \$100,000	Managers Principals Consultants Senior Staff	Appropriate member of Senior Staff & Supt. of Business	At least three (3) written quotes to be attached to the purchase requisition and submitted to Manager of Purchasing
>\$100,001 - \$500,000	Managers Principals Consultants Senior Staff	Supt. of Business & Director of Education	Open Competitive Process -Tenders/RFP's issued by Purchasing/SCM Department or Architectural/Engineering Firm
>\$500,000	Superintendents Controller of Facilities Services	Director of Education & Board of Trustees	Open Competitive Process -Tenders/RFP's issued by Purchasing/SCM Department or Architectural/Engineering Firm

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

References:

- *Agreement on Internal Trade (AIT)*
- *Ontario Association of School Business Officials (OASBO)*
- *Ontario Ministry of Government Services – Broader Public Sector Procurement Directive*
- *Ontario Public Buyers Association (OPBA)*
- *Ontario/Quebec Procurement Agreement*
- *Purchasing Management Association of Canada (PMAC)*
- *Accessibility Standards Policy 800.8*
- *Corporate Cards, Purchasing Cards and Petty Cash Policy 600.4*
- *School Generated Funds Policy 301.6*



PURCHASING/SUPPLY CHAIN MANAGEMENT POLICY

ADMINISTRATIVE GUIDELINES

Section:	600 – Business Services
No:	600.1
Adopted:	February 24, 1998
Revised:	April 26, 2011

Purchasing Code of Ethics - Niagara Catholic District School Board

Purchasing Principles – Niagara Catholic District School Board

- A. Criteria Determining Purchasing**
- B. Non Competitive Procurement**
- C. Competitive Procurement/Acquisition Process**
- D. Advertising of Bids**
- E. Approval Authority Limits**
- F. Contracts/Leases/Agreements**
- G. Segregation of Duties**
- H. Evaluation of Bids**
- I. Contract Awards and Management**
- J. Cooperative Purchasing**
- K. Disposal Procedures**
- L. Prohibitions Regarding Purchases**
- M. Miscellaneous**

PURCHASING CODE OF ETHICS – NIAGARA CATHOLIC DISTRICT SCHOOL BOARD

All Board employees involved in any aspect of purchasing or other supply chain related activities must comply with the following Supply Chain Code of Ethics. These are not a substitute for personal integrity and good judgment; they are intended to serve as a minimum standard of behaviour.

Personal Integrity and Professionalism

All individuals involved in purchasing or other supply chain-related activities must act, and be seen to act, with integrity and professionalism.

Honesty, care and due diligence must be integral to all supply chain activities within and between broader public sector organizations, suppliers and other stakeholders.

Respect must be demonstrated for each other and for the environment.

Confidential information must be safeguarded.

Participants must not engage in any activity that may create, or appear to create a conflict of interest, such as accepting gifts or favours, providing preferential treatment, or publicly endorsing suppliers or products.

Accountability and Transparency

Supply chain activities must be open and accountable. In particular, tendering, contracting and purchasing activities must be fair, open, and transparent and conducted with a view to obtaining the best value for public money.

All participants must ensure that public sector resources are used in a responsible, efficient and effective manner.

Compliance and Continuous Improvement

All broader public sector supply chain participants must comply with this Code of Ethics and the laws of Canada and Ontario.

Participants should continuously work to improve supply chain policies and procedures, to improve supply chain knowledge and skill levels, and to share leading practices.

Purchasing Principles - Niagara Catholic District School Board

The purchasing principles of the Board shall be as follows:

1. Board staff shall utilize a centralized purchasing program for the purchase of all Goods and Services through the Purchasing section of the Financial Services Department.
2. The Niagara Catholic District School Board has a centralized purchasing function in the Purchasing (Purchasing/Supply Chain Management) section of the Financial Services Department, responsible for acquisition of Goods and Services and disposal of Board assets.
3. The Purchasing/Supply Chain Management Policy/Regulations and Administrative Guidelines recognize that fair, open and transparent competition is a basic tenet of public acquisition, using a variety of source selection methods under varying market conditions.
4. Board staff shall procure by purchase, rental or lease, the required quality and quantity of Goods and Services in an efficient and cost effective manner.
5. Board staff shall consider all costs, including acquisition, operating and disposal costs, in evaluating Bid submissions from Responsive and Responsible Vendors, rather than basing a decision solely on the lowest Bid price (i.e. "Total Acquisition Cost" method of procurement).
6. Awards will be given to the lowest qualified bidder, except where the best interests of the Board are served by accepting other than the lowest price.
7. All Supervisory personnel are responsible for ensuring their immediate staff are properly informed of and comply with this policy, its regulations and guidelines.
8. Personal purchases on behalf of an employee, elected official or family member, the requirement for which is not for the Board or any of its purposes, are not permitted.
9. Unauthorized purchases will be considered an obligation of the person making the purchase and not an obligation of the Board.
10. Employees of the Board may not promote or sell goods or services for compensation to any board, provincial school or teachers' college, or pupil enrolled therein, except as permitted by the Education Act.
11. Any arrangements which might prevent, or appear to prevent, fair, open and transparent competition shall be avoided in order to ensure open competition among qualified bidders.
12. Lobbying, during a competitive procurement call, is prohibited. An official point of contact shall be named and communication with anyone other than the official point of contact from the time of issuance, up to and including the time of award, is prohibited.
13. Any vendor/proponent who violates the lobbying prohibition will be subject to disqualification from the current and future procurements, at the Board's discretion.

A. CRITERIA DETERMINING PURCHASING (PURCHASING/SUPPLY CHAIN MANAGEMENT) PROCESS

The Manager of Purchasing – Supply Chain Management, in consultation with the initiating member of Senior Staff, Principal or Manager, shall consider the following criteria in determining the acquisition process to be followed in the procurement of all applicable Goods and Services:

1. Where the required Goods or Service can be specified, the Tender or Quote process shall apply.
2. Where only the need can be specified rather than the specific product or service to fill the need, the Proposal process shall apply. The Proposal process may include the process of pre-qualification.
3. Where professional or consulting services are being requested, the Proposal process shall apply.

B. NON COMPETITIVE PROCUREMENT

When a non-competitive procurement purchase is proposed, the following procedures must be followed:

1. The member of Senior Staff will ensure that the Goods and Services are procured by the most open market procedure practicable under the circumstances.
2. Documentation, including a non-competitive approval form, explaining the nature of the situation and the actions taken will be forwarded, with a purchase requisition, to the Purchasing/Supply Chain Management Department and a copy sent by the originator to the Superintendent of Business & Finance.
3. Purchase orders shall not be issued without the required documentation.

Purchase by Negotiation

Purchase by negotiation shall apply when, in the judgment of the Manager of Purchasing – Supply Chain Management, in consultation with the initiating member of Senior Staff, Principal or Manager, any of the following conditions exist:

1. Due to market conditions, Goods are in short supply.
2. There is only one known source of the Goods or Services.
3. Two or more identical low bids have been received.
4. The lowest bid received substantially exceeds the estimated cost of the Goods.
5. All bids received fail to comply with the specifications, tender terms and conditions, and it is impractical to recall Tenders
6. The extension or revision of an existing contract would prove more cost effective or beneficial. Same must be duly authorized by a “Change Order” and documentation sent to Purchasing.

7. A single source or sole source is being recommended because it is more cost effective or beneficial for the Board.
8. Purchase of an item where compatibility with an existing product, service or program is an overriding consideration.
9. When only one Bid is received through the tendering system.

Formal documentation must be completed and authorized by the Superintendent of Business and Finance, in order to support and justify the decision to Purchase by Negotiation.

Emergency Purchasing

Emergency Purchasing shall apply when a member of Senior Staff verifies that the procurement of Goods and/or Services is necessary to prevent, or correct, dangerous or potentially dangerous safety conditions, serious delays, or further damage, or to restore minimum service.

Non-Competitive Procurement (exemptions from the Competitive Process)

In certain unique circumstances, the Board will not have the ability to go through a competitive process activity. The Purchasing/Supply Chain Management Department would then go directly to one supplier to meet the requirements of the Board. There are two main types of direct awards:

Single Sourcing – is the use of non-competitive procurement process to acquire goods, services or construction from a specific supplier even though there may be more than one supplier capable of delivering the same Goods, Services or Construction.

Sole Sourcing – means the use of a non-competitive procurement process to acquire Goods or Services where there is only one available supplier for the source of Goods or Services.

Single Sourcing

Allowable exceptions for competitive procurements include:

1. Where an unforeseen situation of urgency exists and the Goods, Services or Construction cannot be obtained by means of open procurement procedures. Where a non-competitive procurement is required due to an urgent situation, the Board may conduct the procurement prior to obtaining the appropriate approvals, provided that the urgency has been justified in writing (see Emergency Purchasing).
2. Where Goods or consulting Services regarding matters of confidential or privileged nature are to be purchased and the disclosure of those matters through an open competitive process could reasonably be expected to compromise confidentiality, cause economic disruption or otherwise be contrary to the public interest.
3. Where a contract is awarded under a cooperation agreement that is financed, in whole or in part, by an international organization only to the extent that the agreement includes different rules for awarding contracts.
4. Where construction materials are to be purchased and it can be demonstrated that transportation costs or technical considerations imposed geographic limits on the availability of the supply base, specifically in the case of sand, stone, gravel, asphalt compound and pre-mixed concrete for use in the construction or repair of roads.
5. Where an open competitive process could interfere with the organization's ability to maintain security or order or to protect human, animal or plant life.

6. Where there is an absence of any bid in response to an open competitive process that has been conducted in compliance with this document.
7. Where only one supplier is able to meet the requirements of procurement in the circumstances (Sole Sourcing).

Sole Sourcing

In accordance with the Agreement on Internal Trade (AIT), in the situation where only one supplier is able to meet the requirements of procurement, the Board may use the following Sole Source method:

1. To ensure compatibility with an existing product, to recognize exclusive rights, such as exclusive licenses, copyrights and patent rights, or to maintain specialized products that must be maintained by the manufacturer or its representative.
2. Where there is an absence of competition for technical reasons and the Goods or Services can only be supplied by a particular supplier and no alternative or substitute exists.
3. For the procurement of Goods or Services, the supply of which is controlled by a supplier that is a statutory monopoly.
4. For the purchase of Goods on a commodity market.
5. For work to be performed on or about a leased building or portions thereof that may be performed only by the lessor or its authorized work force.
6. For works to be performed on property by a contractor according to provisions of a warranty or guarantee held in respect of the property or the original work.
7. For a contract to be awarded to the winner of a design contest.
8. For the procurement of a prototype or a first Good or Service to be developed in the course of and for a particular contract for research, experiment, study or original development, but not for any subsequent purchases.
9. For the purchase of Goods under exceptionally advantageous circumstances such as bankruptcy or receivership, but not for routine purchases.
10. For the procurement of original works of art.
11. For the procurement of subscriptions to newspapers, magazines or other periodicals.
12. For the procurement of real property.

Formal documentation must be completed to support and justify the decisions above. This documentation must be completed and approved by the appropriate authority levels within the Board and may be used as supporting documentation in the case of a competitive dispute.

C. COMPETITIVE PROCUREMENT/ACQUISITION PROCESS

The following acquisition process indicates the methodology to be applied by the Purchasing/Supply Chain Management Department within the outlined source selection techniques, taking into consideration the following dollar guidelines:

- Zero (0) and less than \$2,500.00 – at the discretion of the originator
- More than \$2,501.00, and less than \$50,000.00 – at least three (3) written quotes
- More than \$50,001.00, and less than \$100,000.00 – at least three (3) written quotes
- More than \$100,000.00 – Tender/Request for Proposal – Purchasing Department

No contract or purchase shall be divided to avoid the requirements of these guidelines, and the annual or total project requirement shall be considered.

D. ADVERTISING OF BIDS

Advertising of Bids shall be conducted through the Purchasing/Supply Chain Management Department utilizing an electronic Website. Bids must be advertised for a period of 15 calendar days for procurements valued at \$100,000 or more. Any addenda must be issued at least seven days PRIOR to the closing date of the Bid. Questions and addenda are posted in the same manner as the competitive documents when advertised to the market and therefore shall be made available to all potential proponents. The Board must ensure that the closing date of the Bid is set on a normal working day (Monday to Friday, excluding provincial and national holidays). Submissions that are delivered after the closing time will not be considered and will be returned unopened.

The Board abides by and is governed by legislation and trade agreements with respect to procurement listed below:

- Agreement on Internal Trade (AIT)
- Ontario-Quebec Procurement Agreement
- Canadian Law of Competitive Processes and Contract Law
- Freedom of Information and Protection of Privacy Act (FIPPA)

*Note: Construction Competitive Contracts can be processed through an electronic tendering system and/or one of the following methods: Publication in one or more predetermined daily newspapers that are easily accessible to all Canadian suppliers; or the use of source lists, such as Vendor of Record (VOR) or preferred supplier lists.

Agreement on Internal Trade (AIT)

AIT regulates trade between the provinces to ensure equal access to public sector procurement for all Canadian suppliers. Thresholds are as follows for competitive processes which would include using electronic tendering systems, advertisements in daily newspapers or other source lists: School Boards – Goods \$100,000.00, Services \$100,000.00, Construction \$250,000.00

Ontario/Quebec Procurement Agreement

Similar to the AIT, the Ontario/Quebec Procurement Agreement regulates trade between Ontario and Quebec to ensure equal access to public sector procurement for local suppliers. Thresholds are as follows:

- School Boards – Goods \$100,000.00, Services \$100,000.00, Construction \$100,000.00

Canadian Law of Competitive Processes and Contract Law

When the Board conducts a solicitation, the law of competitive processes applies. The receipt of Tenders and in some cases Proposals, during a competitive procurement process may result in the formation of a Bid contract (Contract A) between the Board and the proponent. The Board is obligated to take special care to understand the obligations that are made in soliciting Bids, such as rejecting non-compliant Bids and not deviating from the process described in the Bid documents.

The Board shall not breach Contract A by providing information or changing the specifications during the competitive process to unfairly benefit a particular bidder, or enter into side negotiations with any bidder in an effort to obtain more desirable contract conditions. When the Board enters into a contractual agreement with a supplier (Contract B), the agreement creates obligations on both parties and is subject to applicable contract law, including accepted meanings and interpretations of enforceability, non-performance, breach of contract and remedies that may occur from time to time.

All contract documents, competitive procurement process and any correspondence or supporting information relating in any way to a competitive procurement process are subject to subpoena by a Canadian court of law. The Board, through specified individuals, would be compelled to defend or otherwise explain documents in court.

Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)

The purpose of MFIPPA is to make Boards accountable to the public and to protect personal privacy. MFIPPA accomplishes these purposes by:

- Providing the public with a right of access to records within the Board's custody or control
- Preventing the unauthorized collection, use and disclosure of personal information.

All notes, e-mails, memos, letters or any other documentation relating to a competitive procurement process are ordinarily subject to MFIPPA requests. Freedom of Information requests can be made for information on tendering and administration of contracts. Any record, so requested, must be disclosed in its entirety unless MFIPPA exceptions to disclosure apply to all or part of the request.

E. APPROVAL AUTHORITY LIMITS

The Approval Authority Limits outlined in the Purchasing/Supply Chain Management Policy will be reviewed and updated as necessary, with the approval of the Board.

1. Tenders for the Board shall be issued and received by the Manager of Purchasing/Supply Chain Management and opened in public, if specified in the Tender document. Tenders shall be opened, Bid amounts recorded, sureties and other requirements of the Tender confirmed (if applicable), and Bid amounts entered on the Summary of Bidders Sheet. After all Bids have been recorded on the Summary of Bidders sheet, it shall be initialled by at least two Supply Chain Department members. Evaluation team members will be advised of the restrictions related to confidential information shared through the competitive process and refrain from engaging in activities that may create, or appear to create, a Conflict of Interest. The Board will have team members sign a Conflict of Interest Declaration and Non-Disclosure Agreement. All Tenders received for the purchase of Goods and Services, * with the exception of construction contracts, shall be tabulated, analyzed and awarded by the Manager of Purchasing/Supply Chain Management , in consultation with the initiating member of Senior Staff, Principal or Manager.
2. Where market conditions are such that price protection cannot be obtained for Goods and Services having an annual total value in excess of \$100,000.00, the Manager of Purchasing/Supply Chain Management shall obtain competitive prices for short term commitments until such time as reasonable price protection and fair marketing pricing is restored.
* NOTE: All New School Construction Tenders are approved by the Board.

3. Proposal Calls

To be used:

1. When only the need can be specified rather than the specific product or service to fill the need;
2. When it is not practical to prepare precise specifications which permit bids of readily comparable products or services. The acquisition regulations governing the use of Proposal calls are similar to the Tender process outlined earlier in this document. However, it is recognized that there is more lead time and effort involved in a Proposal process than there is for a Tender.
3. Where it has been determined by the Manager of Purchasing/Supply Chain Management, in consultation with the initiating member of Senior Staff, Principal or Manager, that the Proposal acquisition method is adopted, and where it is estimated that Goods and Services will cost more than \$100,000.00, the Manager of Purchasing/Supply Chain Management, in consultation with the initiating member of Senior Staff , Principal or Manager, may determine whether to:
 - Issue a “Request for Proposal” and establish a Selection Committee for the purpose of Proposal review, or
 - Advertise a “Request for Information” in publications of general circulation/Website and establish a Selection Committee for review purposes. Once this process has been completed, a Tender/Proposal may be issued to vendors and the Selection Committee would reconvene to review the Bids and determine the award. The Board is under no obligation to award a contract based on informational gathering activities, such as an RFI.

Request for Expressions of Interest (RFEI)

The purpose of an RFEI is to gather information on supplier interest in an opportunity or information on supplier capabilities/qualifications. This mechanism will be used by the Board when wishing to gain a better understanding of the capacity of the supplier community to provide the services or solutions needed. Information collected can also facilitate selecting the best possible competition method for a follow-up competition. NOTE: A response to an RFI or a RFEI MUST not pre-qualify a potential supplier and MUST not influence a supplier’s chance of being the successful proponent on any subsequent opportunity.

Request for Supplies Qualifications (RFSQ)

The purpose of an RFSQ is to gather information on supplier capabilities and qualifications, with the intention of creating a list of pre-qualified suppliers. This mechanism may be used either to identify qualified candidates in advance of expected future competitions or to narrow the field for an immediate need. The purpose of this process is to reduce subsequent effort devoted to the competitive process (i.e. Bid preparation on the part of suppliers and evaluation on the part of the Board). An RFSQ can be used to understand which potential proponents have the capabilities that the Board requires, as the first stage in a two staged solicitation (followed by either a Request for Proposal or a Request for Tender), whereby only pre-qualified suppliers will be invited to respond to the actual competition. This can make the number of responses and the evaluation process more manageable for the Board evaluators, while allowing unqualified proponents to avoid the effort and expense of preparing a complete competitive response. An RFSQ can also be used to pre-qualify suppliers who are interested in supplying Goods or Services in the future, if and when requested. The typical result of this procedure is referred to as a Vendor of Record (VOR) or a preferred suppliers list. An RFSQ document specifically defines the type of materials or services included as part of the process and sets upper limits to the value of future awards. Further, the document will clearly indicate the time duration the list is to be valid; the methods by

which suppliers can be placed on the list and what specific intervals opportunities for being qualified will come up. The document will also indicate that suppliers who do not participate in the pre-qualification or do not appear on the list may be excluded from opportunities. If the VOR or preferred supplier list is to be used for procurement valued at \$100,000.00, a supplier that meets the conditions for registration on the list must be able to register at any time. The RFSQ must contain specific language to disclaim any obligation on the part of the Board to actually call on any supplier as a result of the pre-qualification to supply such Goods or Services.

F. CONTRACTS/LEASES/AGREEMENTS

Contracts, leases and agreements will be processed in accordance with the Approval Authority Limits, as specified in the Purchasing/Supply Chain Management Policy.

G. SEGREGATION OF DUTIES

Budget(s) – authorized and approved by the Board on an annual basis. The Budget department forward/allocates budgets to originators (Schools Administrators/Department Managers).

Requisition(s)/Commitments – authorized by the budget holder (Schools/Departments) and forwarded to the Purchasing/Supply Chain Management Department for acquisition purposes.

Receipt(s) – authorized by the budget holder (Schools/Departments) and forwarded to the Expediting Department for receiving purposes.

Payment(s) – authorized by the budget holder (Schools/Departments) and forwarded to the Accounts Payable Department for verification of prices, matched with the receipt, then processed for payment by the Accounts Payable Department.

H. EVALUATION OF BIDS

All information regarding timelines of Bids, Bid receipts, evaluation criteria, evaluation methodology and process, selection process, tie score process, fixed evaluation criteria, evaluation matrix, conflict of interests, and dispute resolution process are contained within the terms and conditions of the individual Bid and the Bid specifications. Evaluation methods and processes to be used in assessing the bidder's submission must be fully disclosed and must not discriminate or exercise preferential treatment in awarding a contract to a supplier as a result of a competitive procurement process.

The Board must then select only the highest ranked submissions that meet all mandatory requirements set out in the related procurement documents. Alternative strategies or solutions NOT requested in the original procurement documents will not be accepted unless expressly requested in the original procurement documents.

- The Board is entitled to ask bidders for clarification on their Bid as long as it does not change their Bid in any way.
- Where Bids are received in response to a solicitation but exceed the Board's budget, are not responsive to the requirement or do not represent fair market value, a revised solicitation can be issued in an effort to obtain an acceptable Bid.
- If no Bids are acceptable and it is not reasonable to go through any other method, the Board may choose to negotiate directly with a chosen supplier.

Bidders will be notified of the rejection of their Bids in writing, as specified in the RFP or tender, as soon as practicable after completion of the evaluation. With the exception of any pricing that was made publicly available at the time of a public opening, all submission evaluation details are subject to MFIPPA.

Evaluation records of procurement process must be fair, factual, fully defensible, auditable and kept on file in the Purchasing/Supply Chain Management Department.

Bids will be evaluated according to all relevant criteria contained in each particular Bid. The Board will evaluate Bids based on price, product quality, past performance, delivery and payment terms or any combination or additions thereof, at its sole discretion. The Board reserves the right to evaluate pricing based on the combined total cost of the items tendered or separately. Maximum justifiable weighting will be allocated to the price/cost component of the evaluation criteria.

Evaluation of Bids include, but are not limited to:

- (*) Bid is appropriately received
- Bid meets all mandatory requirements (compliant vs. non compliant)
- Bid meets optional/desirable requirements
- schedule compliance
- skills/experience and capability
- price/quality/value analysis
- weights, sub-weights for rated requirements
- reference checks, oral interviews, demonstrations
- any and all other criteria as listed within the Bid

* Bid Receipt - The Board must ensure that the closing date is set on a normal working day. Submissions that are delivered after the closing time must not be considered and will be returned unopened. Each Bid must be stamped as it arrived with the date, time, location, company name and contact information. Bids are not opened until after the competitive process has closed. The Board has to ensure that there is at least one witness to view the Bid openings.

Evaluation criteria will be developed, reviewed and approved BEFORE the competitive process begins and contained within the Bid documents. Mandatory and any technical standards that need to be met have to be identified. The evaluation criteria cannot be changed or altered once the competitive process begins, with the exception of an addendum sent to all suppliers prior to Bid closing.

Evaluation Team

Every competitive process requires an evaluation team that will be responsible for reviewing all the compliant Bids. Evaluation team members will be selected and participation confirmed before the competitive documents have been posted. Board evaluation team members will have been included in the development of the evaluation criteria and general requirements. Each team member will complete an evaluation matrix rating each of the submissions in a fair, factual and fully defensible manner. Evaluation team members will be made aware of the restrictions related to confidential information shared through the competitive process and refrain from engaging in activities that may create, or appear to create, a Conflict of Interest. The Board will require team members to sign a Conflict of Interest Declaration and Non Disclosure Agreement. The Board will require suppliers to sign a Conflict of Interest Declaration with each Bid submitted. The Board must consider any Conflict of Interest during procurement activities applicable to all employees, advisors, external consultants or suppliers.

Note: Consultants that are hired by the Board must be aware of the conflict of interest created when a consulting organization is involved in the development of the competitive documents and also has the ability to fulfill the procurement needs that are being contemplated in those competitive documents. The Board must be very clear and insist on documented agreements that any consultants involved in developing the competitive documents CANNOT be involved in the creation of the response to those competitive documents.

Employees, Consultants and Advisors who are on the Evaluation Team must also declare a Conflict of Interest. Employees, Consultants and Advisors are ultimately responsible and accountable for using good judgment in the exercise of the Board's duties and must:

- Disclose Conflict of Interest to the Board in writing to the Manager of Purchasing/Supply Chain Management
- Avoid situations that may present Conflict of Interest while working with persons doing business or seeking to do business with the Board.

Situations that might result in a Conflict of Interest are:

- Engage in outside employment
- Not disclosing an existing relationship that may be perceived as being a real or apparent influence on their objectivity in carrying out an official role
- Providing assistance or advice to a particular supplier participating in a competitive process
- Having an ownership, investment interest, or compensation arrangement with any entity participating in a competitive process
- Having a family member with an ownership, investment interest or compensation arrangement with any entity participating in a competitive process
- Having access to confidential information
- Accepting favours or gratuities from those doing business with the organization

Selection Process

The submission that receives the highest evaluation score and meets all mandatory requirements set out in the competitive procurement document must be declared the winning bid.

1. The Board will select Bids based on criteria contained within the Bid but shall not discriminate:
 - Between the Goods or Services of a particular province or region, including those goods and services included in construction contracts, and those of any other province or region; or
 - Between the suppliers of such Goods or Services of a particular province or region and those of any other province or region.
2. Except as otherwise provided, measures that are inconsistent with the above include the following:
 - The imposition of conditions on the invitation to compete, registration requirements or qualification procedures that are based on the location of a supplier's place of business in Canada, the place in Canada where the Goods are produced or the Services are provided, or other like criteria.
 - The biasing of technical specifications in favour of, or against, particular Goods or Services, including those Goods or Services included in construction contracts, or in favour of, or against, the suppliers of such Goods or Services for the purpose of avoiding the obligations of the Board.
 - The timing of events in the competitive process so as to prevent suppliers from submitting Bids.
 - The specification of quantities and delivery schedules of a scale and frequency that may reasonably be judged as deliberately designed to prevent suppliers from meeting the requirements of the procurement.
 - The division of required quantities or the diversion of budgetary funds to subsidiary agencies in a manner designed to avoid these obligations.
 - The use of price discounts or preferential margins to favour particular suppliers.
3. The Board shall not impose or consider, in the evaluation of bids or the award of contracts, local content or other economic benefits criteria that are designed to favour:
 - The Goods and Services of a particular province or region, including those Goods and Services included in construction contracts; or
 - The suppliers of a particular province or region of such goods or services.
4. Except as otherwise required to comply with international obligations, the Board may accord a preference for Canadian value-added, subject to the following conditions:
 - The preference for Canadian value-added must be no greater than 10 per cent.

- The organization shall specify in the call for competition the level of preference to be used in the evaluation of the Bid.
 - All qualified suppliers must be informed through the call for competition of the existence of the preference and the rules applicable to determine the Canadian value-added.
5. Except as otherwise required to comply with international obligations, the Board may limit its competition to Canadian goods, Canadian services or Canadian suppliers, subject to the following conditions:
- The Board must be satisfied that there is sufficient competition among Canadian suppliers.
 - All qualified suppliers must be informed through the call for competition of the existence of the preference and the rules applicable to determine Canadian content.
 - The requirement for Canadian content must be no greater than necessary to qualify the procured Goods or Services as a Canadian Good or Service.

I. CONTRACT AWARDS & MANAGEMENT

Contract Awards

Upon request of the Board, a bidder who's Tender is under consideration for the award of a contract shall promptly submit satisfactory evidence of financial resources, experience of the organization and its staff, and equipment available for the performance of the contract. In addition, a technical question and answer interview may be conducted, if deemed necessary to clarify or verify the Bidder's Tender and to develop a comprehensive assessment of the Tender.

The award of any Bid or any part thereof, will be made in writing and may be subject to the successful bidder entering into a contract that is satisfactory to the Board. Provided however, and it is expressly understood and agreed, that upon the acceptance of the Bid by the Board, the said Bid shall, with the said conditions, specifications and form of Bid constitute a valid and binding contract. The Board must obtain the supplier's signatures before obtaining the designated Board's signature. The contract must be finalized using the form of agreement/contract that was released with the procurement document. If it appears to the Board that the Tender will be adversely affected because timely signing of a contract acceptable to the Board will not take place, the Board reserves the right to award the contract to the next ranked qualified bidder. Appropriate terminology regarding cancellation/termination clauses, vendor debriefing notification and protocol, dispute resolution process and arbitration are contained within Bid specifications and terms and conditions.

For procurements valued at \$100,000 or more, results will be posted in the same manner as the procurement documents were posted.

A Purchase Order will be issued upon formal award.

Unsuccessful bidders will be provided with the name of the successful bidder(s), start and end dates including any options for extension. Any information provided must comply with MFIPPA.

Contract Type

Fixed price: A fixed price contract is a contract that has a set fee for a specific scope of work to be completed, which can include the completion of a specific deliverable or deliverables. When deciding to use a fixed price contract, the organization must consider the level of scope detail that has been developed. The more well defined the scope and the requirements, the lower the risk of using a fixed price contract for the Board. Using a fixed price contract with a scope that is not well defined contains risk for the Board because items may be deemed out of scope and thus results in costly change orders. If using a fixed price contract for a specific deliverable or deliverables, the Board must understand the desired outcome of the work being completed. One advantage of a fixed price contract is that the cost of the procurement is known in advance.

Time and material: A time and materials contract identifies work to be paid based on units of time spent on the procurement. These time units are typically in the form of daily or hourly rates for the amount of time and materials used by the resources assigned by the supplier. If the Board does not have a well defined scope of work, a time and materials contract may be the only option. The Board must monitor the hours spent during a time and materials contract to ensure that the procurement does not exceed the budget.

Cost reimbursable: A cost reimbursable contract is a contract where the Board agrees to reimburse all of the costs incurred by a supplier in the completion of the work identified. Typically, the Board will pay an additional fee on top of those costs to represent the supplier's profit. This additional fee can be calculated as a percentage of the costs incurred or as a flat fee on top of the costs incurred.

A combination of the contract types above can also be used, depending on the requirements being contemplated.

Note: The Board must include proper cancellation or termination clauses in all contracts.

The term of the contract agreement and any options to extend must be set out in the procurement documents (Bid documents). Changes to the term of the contract may change the procurement value. Prior written approval by the appropriate approval authority is necessary before changing contract start and end dates. Extensions to the contract beyond what is set out in the procurement document are considered non competitive procurements and the Board must seek appropriate approval authority prior to proceeding.

Contract Management

Procurements and the resulting contracts must be managed responsibly and effectively.

Payments must be made in accordance with the provisions of the contract. All invoices must contain detailed information sufficient to warrant payment. Any overpayments must be recovered in a timely manner.

Assignments must be properly documented. Supplier performance must be managed and documented, and any performance issues must be addressed.

Service type contracts will be managed as follows:

- Establish clear terms of reference for assignment. The terms will include objectives, background, scope, constraints, staff responsibilities, tangible deliverables, timing, progress reporting, approval requirements and knowledge transfer requirements.
- Establish expense claim and reimbursement rules compliant with the Broader Public Sector Expenses Directive and ensure all expenses are claimed and reimbursed in accordance with these rules.
- Ensure that expenses are claimed and reimbursed only where the contract explicitly provides for reimbursement of expenses.

J. COOPERATIVE PURCHASING

Under the direction of the Director of Education, or his/her designate, the Board shall explore cooperative purchasing with other school boards and other units of government or their agencies of public authorities, or utilize a "piggy-back clause" to existing ministry or government service contracts or other cooperatives, whenever the best interest of the Board will be served.

K. DISPOSAL PROCEDURES

The following shall apply for disposal of surplus equipment:

1. Any property belonging to the Board and declared surplus to its particular use by the respective member of Senior Staff, Principal or Manager shall be disposed of by means of public auction, tender or quotation or released to a charitable organization by the Purchasing/Supply Chain Management Department and documented accordingly.
2. The Manager of Purchasing/Supply Chain Management shall have the authority to sell, exchange, or trade-in all goods declared surplus to need, and where it is cost effective and in the best interest of the Board to do so.
3. If it is determined that a higher return of net disposal costs can be achieved by sale of surplus Goods to the original vendor or vendors in that line of business, the Manager of Purchasing/Supply Chain Management shall negotiate to sell such Goods at the highest return.
4. Where it is deemed appropriate by the Manager of Purchasing/Supply Chain Management and/or the respective member of Senior Staff, Principal or Manager, a reserve price may be established and, in the case of disposal by Tender, published and disclosed; and in the case of auction or quotation, shall be used as an internal estimate and not disclosed.
5. Where items have been declared surplus and are determined by the Manager of Purchasing/Supply Chain Management to have little or no value, the Manager of Purchasing/Supply Chain Management, in consultation with the respective member of Senior Staff, Principal or Manager, shall have such item scrapped or donated to a charitable organization by the Purchasing Department and documented accordingly.

L. PROHIBITIONS REGARDING PURCHASES

1. No contract or purchase shall be divided to avoid the requirements of these guidelines, and the annual or total project requirement shall be considered.
2. All petty cash purchases must exclude Tendered Goods, Tendered Programs and Tendered Services.
3. No employee or elected official shall purchase or offer to purchase, on behalf of the Board, any Goods or Services, except in accordance with these guidelines.
4. No personal purchases shall be made by the Board for elected members, or any appointed member of the Board, or for any Board employees, who are not deemed to be at Arms Length.
5. No member of the Board of Trustees and no officer or employee of the Board, shall become interested, directly or indirectly as a contracting party, or partner, in the work, the supplies or business in connection with a contract, or in any portion thereof, or of any supplies to be used therein, or in any monies to be derived there from.
6. No employee or elected official shall bid on the sale of Goods except those Goods disposed of by public auction.
 - No employee of the Board who is assigned to work at an auction may bid on any Board assets being offered for sale at the auction.
 - No employee of the Board having the responsibility for identifying items as surplus may bid on such items at the auction sale.

M. MISCELLANEOUS

1. Discounts

In arriving at a price, cash discounts will be considered part of the vendor's Bid.

2. Procurement Documentation and Records Retention

All acquisition processes shall be documented by the Purchasing Department and kept on file in the Purchasing Department. In the case of a Tender/RFP issued by a Consultant, records will be retained by the department of the originating member of Senior Staff. A record of the procurement process documentation includes the following:

- A copy of the procurement justification or the business case.
- Information regarding all supplier consultations, including any requests for information undertaken in the development of the procurement business case and/or procurement documents.
- Evidence that all required approvals were obtained.
- Copies of all procurement documents used to qualify and select the supplier.
- Where the procurement was conducted through a VOR arrangement, information regarding the second stage selection process used to select the particular vendor of record.
- Where the procurement was single or sole sourced, documented justification, applicable exemptions and associated approvals.
- Copies of all advertisements of procurement documents.
- Copies of all successful and unsuccessful responses, submissions, proposals and Bids received in response to procurement documents, including the Conflict of Interest Declaration and other attached forms.
- Information regarding any issues that arose during the procurement process.
- Information regarding all evaluations of submissions, Proposals and Bids received in response to procurement documents.
- Information regarding all vendor debriefings including written documentation of the offer of vendor debriefing.
- Copies of all award letters, notices and posted announcements.
- Copies of additional agreements.
- Information regarding all changes to the terms and conditions of an agreement, including any changes that resulted in an increase to pricing.
- Information regarding the management of the supplier, including how the supplier's performance was monitored and managed and, where applicable, mechanisms used to transfer knowledge from the supplier to Board staff.
- Risk assessment information and recommendations, where applicable.
- Contractor security screening decisions, where applicable. - Information regarding all protests, disputes or supplier complaints regarding the procurement process.
- Evidence of receipt of deliverables.
- Any other documentation as identified by the Board.

All procurement documents, as well as any other pertinent information for reporting and auditing purposes, must be maintained for a period of seven years and be in recoverable form if requested.

3. Special Funding/Bulk Purchase

When special or additional funding (from any and all sources) for approved projects or programs has been allocated and the respective member of Senior Staff, Principal or Manager is ready to initiate the procurement process, the Manager of Purchasing/Supply Chain Management shall be consulted prior to any request for purchases, pricing or demonstrations.

4. Change Orders/Retrofits Only

Extensions or changes to existing construction/service contracts shall be authorized in the following manner:

1. The originator of the contemplated change shall obtain a price from the contractor/supplier for the change under consideration.
2. When the originator is satisfied that the price for the contemplated change fairly represents the value of the work, he/she shall prepare and issue a "Change Order" to the original contract, subject to the following limitations:
 - For Change Orders of \$50,000 (within budget) or less, approval must be obtained from the member of Senior Staff or designate.
 - For Change Orders in excess of \$15,000.00 and in excess of budget approval must be obtained from the Superintendent of Business & Finance or Controller of Facilities Services.
3. Copies of all Change Orders shall be distributed to the Accounting Department and to the Purchasing Department. In the case of a Tender/RFP issued by a Consultant, copies of all Change Orders will be retained by the department of the originating member of Senior Staff.

5. Environment

Every effort shall be made to competitively procure, whenever possible, environmentally appropriate and ecologically sound products while giving vendors fair and equitable access to School Board business.

The Board needs to consider environmentally responsible and sustainable Goods and Services as part of the purchasing decisions. The objectives of environmental sourcing are to:

- Provide an environmental role model for public procurement by making it a priority to use environmentally responsible Goods and Services, where feasible and cost effective;
- Support a healthier working environment for employees and for citizens in general through the purchase of environmentally preferable Goods and Services;
- Increase demands for environmentally responsible Goods and Services, which may ultimately enhance their quality and cost competitiveness;
- Increase the conservation of resources through the use of more reusable products, and/or Goods and Services that require less energy and materials to produce or use.

6. Auctions

When deemed cost effective to the Board, the Manager of Purchasing/Supply Chain Management, in consultation with the initiating member of Senior Staff, Principal or Manager, shall consider auctions as a viable alternative to purchase.

7. Health and Safety

All products and services purchases through the Tendering/Quotation/Proposal process must adhere to the Board's policy of acquiring and maintaining Material Safety Data Sheets on file. Any Goods/Services purchased by an individual will become the obligation and liability of said individual.

8. Bidder's Recourse/Debriefing and Bid Protest Procedures

By contacting the Board's Manager of Purchasing/Supply Chain Management, within 60 calendar days following the date of contract award notification, unsuccessful bidders will have an opportunity to request a debriefing session. The debriefing will provide a bidder with a critical review of the unsuccessful Bid and, what, in the opinion of the Evaluation Committee, were its particular strengths and weaknesses.

In scheduling vendor debriefings, the Board will:

- Confirm the date and time of the debriefings with each vendor
- Conduct separate debriefings with each vendor
- ensure that the same participants from the Board participate in every debriefing conducted
- Retain all correspondence and documentation relevant to the debriefing session as part of the procurement documentation
- Provide a general overview of the evaluation process set out in the procurement documents
- Discuss the strengths and weaknesses of the supplier's submission in relation to the specific evaluation criteria and the supplier's evaluation score, if used. If more than price is evaluated, the Board may provide the supplier's evaluation scores and their evaluation ranking.
- Provide suggestions on how the supplier may improve future submissions
- Be open to feedback from the supplier on current procurement processes and practices
- Address specific questions and issues raised by the supplier in relation to their submission.

The Board must not disclose information concerning other suppliers other than as specified above, as it may contain confidential third party organization proprietary information subject to the mandatory third party exemption under the MFIPPA. If a supplier makes such a request, the Board must advise the supplier that a formal FOI request be submitted.

Questions unrelated to the procurement process must not be responded to during the debriefing and must be noted as out of scope based on the debriefing process agreed to in the procurement documents.

If the bidder has further concerns after meeting with the Manager of Purchasing/Supply Chain Management, the bidder will be referred to the Superintendent of Business and Finance to discuss the concern and attempt to resolve the matter.

If not satisfactorily resolved, then the complaint will be referred to the Director of Education for resolution or to be directed to the Board of Trustees at an appropriate meeting.

9. Claims or Possible Claims

The Niagara Catholic District School Board will preclude a vendor from bidding if the vendor has made a formal demand or otherwise put the Board on notice of a pending action or is involved in any actual litigation proceedings (excepting only construction lien demands, notices or proceedings) by or against or otherwise involving the Board.

10. Arbitration

The Board will utilize an Arbitration clause within bid documents as follows: Any dispute between the parties arising out of or relevant to the Bid which cannot be resolved by the parties shall be referred to mediation for mandatory Alternative Dispute Resolution, and a Mediator shall be selected from the list of approved Mediators of the Ontario Court (General Division), and such mediation is to take place within thirty (30) days of such referral. Any dispute between the parties which cannot be resolved by such mediation shall be settled and determined by any Court of competent jurisdiction, provided however, that the Board reserves the right to submit such dispute for settlement and determination by arbitration pursuant to the Arbitration Act of Ontario (the

"Act") in which case the following provisions shall apply. Either party may at any time give written notice to the other of its desire to submit such dispute to arbitration stating with reasonable particularity the subject matter of such dispute. In the case of the vendor giving notice to the Board, if the Board does not consent to submitting such matter to arbitration, the vendor may refer such matter to a court of competent jurisdiction. If the Board generates the notice, or if the notice is generated by the vendor and consented to by the Board, then the following provisions shall apply. Within five (5) business days after receipt of such notice, the parties shall appoint a single arbitrator with appropriate experience to determine such dispute. If the parties fail to appoint an arbitrator, either party may apply to a Judge of the Ontario Court (General Division) to appoint an arbitrator to determine such dispute. The costs of arbitration shall be paid by the party as determined by the arbitrator, which jurisdiction shall include the determination of the costs to be paid by the unsuccessful party. The award of the arbitrator shall be final and binding upon the parties. Judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction and enforced in the normal course.

11. Demonstration/Pilot Programs

If a department/school wishes to participate in a demonstration program/pilot to test certain products in specific Instructional or Administrative environments, the following must be followed:

Administrative

Standard Agreement to be formalized by the originator to include terms of agreement (listing of products, title risk, termination, etc.) and duly authorized by the Superintendent of Business & Finance. All administrative pilots will incorporate (if feasible) a minimum of three vendors for comparison purposes.

Instructional

Request for Information to be issued which would include terms of reference (termination dates, etc.) duly authorized by the appropriate Superintendent of Education and the Superintendent of Business & Finance. All Instructional pilots must adhere to operational procedures of the Program Department as well as incorporate (if feasible) a minimum of three vendors for comparison purposes.

12. Procurement Card

In support of sound business practices, a procurement card will be issued to authorized Board employees for the acquisition of low dollar value, non-tendered Goods/Services.

13. Code of Ethics

All Niagara Catholic employees shall abide by the Purchasing Code of Ethics. The Purchasing Department Staff of the Niagara Catholic District School Board shall abide by the Code of Ethics for the Purchasing Associations of which they are a member.

14. Bid Irregularities

Major Irregularity

A deviation from the Bid request which affects the price, quality, quantity, or delivery and is material to the award. The Manager of Purchasing/Supply Chain Management must reject any Bid which contains a major irregularity.

Major Irregularity – Automatic Rejection

Failure to meet any of the following requirements constitutes a major irregularity:

- The Bid must be received in the manner prescribed by the applicable Bid document and time stamped by the Reception staff in the lobby by official bid closing time.
- Price related information must be non-erasable, i.e. completed in ink, marker, etc.
- Bid surety must be submitted with the Bid when the Bid request (or any addenda) indicated that such surety is required.
- Proof of authority to bind the bidder must be evident in the submission when the Bid request (or any addenda) indicated that such proof is required.
- Bid surety must be in the form specified in the Bid request or in a form providing equivalent or greater financial security for the Board.
- Amount of Bid surety must be no less than the amount indicated in the Bid request when a dollar amount is specified.
- Bid or performance bonding company must be licensed to conduct business in Canada and in the Province of Ontario.
- Prices must be complete and specified in accordance with the Bid request.
- Notwithstanding provisions for “alternate Bids” which may be contained in the Bid request, Bids must conform to the essential requirements in the specifications or terms of reference. Essential requirements are those which are necessary to perform the intended operation.
- Bidders must attend site meetings if such attendance is identified in the advertisement and Bid request as mandatory.

Note: The above lists of irregularities are not to be considered all inclusive. The Manager of Purchasing/Supply Chain Management, after consultation with the originator, may reject a Bid based on an irregularity not listed, but considered major. Bidders whose Bids are rejected due to a major irregularity will be notified by the Manager of Purchasing/Supply Chain Management or designate prior to any Bid award.

Minor Irregularity

A deviation from the Bid request which affects form rather than substance, providing the effect on the price, quality, quantity or delivery is not material to the award. If the deviation is permitted or corrected the bidder would not gain an unfair advantage over competitors. The Manager of Purchasing/Supply Chain Management may permit the bidder to correct a minor irregularity. (Substantial compliance or strict compliance).

Minor Irregularity – Bidder may rectify

Failure to meet any of the following requirements constitutes a minor irregularity. The Manager of Purchasing/Supply Chain Management will notify the bidder and ask that the deviation from the Bid request be rectified within a specified time (usually two working days from the time of notification). If the information is not provided within the specified time, the Manager of Purchasing/Supply Chain Management may reject the Bid.

- Agreements to provide surety must be submitted with the Bid when the bid request indicated that such agreements are required.
- The authorized signatures and corporate seals of both the bidder and the bonding company must be supplied on the Bid bond forms and agreements to bond.
- All changes to information contained in the Bid document must be initialled by an authorized representative of the bidder.
- Technical specifications documents must be completed and submitted with the bid when specified in the Bid request.

NOTE: The above lists of irregularities are not to be considered all inclusive. Minor irregularities not listed will be reviewed by the Manager of Purchasing/Supply Chain Management in consultation with the originator. The Manager of Purchasing/Supply Chain Management may then accept the Bid or request that the bidder rectify the deviation.

Mathematical Errors: Rectified by Staff

Errors in mathematical extensions and/or taxes will be corrected by the Manager of Purchasing/Supply Chain Management and the unit prices will govern.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
JUNE 16, 2015**

PUBLIC SESSION

**TITLE: APPROVAL OF POLICIES
RETIREMENT & SERVICE RECOGNITION CELEBRATION
POLICY (201.2)**

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Retirement & Service Recognition Celebration Policy (201.2), as presented

Prepared by: Frank Iannantuono, Superintendent of Education

Presented by: Policy Committee

Recommended by: Committee of the Whole

Date: June 16, 2015

	<p style="text-align: center;">RETIREMENT & SERVICE RECOGNITION CELEBRATION POLICY</p> <p style="text-align: center;">STATEMENT OF POLICY</p>	<table><tr><td>Section:</td><td>200 – Human Resources</td></tr><tr><td>No:</td><td>201.2</td></tr><tr><td>Adopted:</td><td>March 24, 1998</td></tr><tr><td>Revised:</td><td>June 15, 2010</td></tr></table>	Section:	200 – Human Resources	No:	201.2	Adopted:	March 24, 1998	Revised:	June 15, 2010
Section:	200 – Human Resources									
No:	201.2									
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In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the Board values and appreciates dedicated service by its employees and members of the clergy serving its schools.

Annually, the Board will invite its partners, OECTA, CUPE, and the Diocese of St. Catharines to co-host a Retirement and Service Recognition Celebration to formally express its appreciation to:

1. Employees who are retiring;
2. Employees who have contributed 25 years of service;
3. Clergy who have served within the Roman Catholic Diocese of St. Catharines and the jurisdiction of the Niagara Catholic District School Board who are celebrating their 25th or 50th anniversary of service as members of the clergy.

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

	RETIREMENT & SERVICE RECOGNITION CELEBRATION POLICY ADMINISTRATIVE GUIDELINES	Section:	200 - Board
		No:	201.2
		Adopted:	March 24, 1998
		Revised:	June 15, 2010

The annual Retirement & Service Recognition Celebration shall be planned and organized through the Office of the Director of Education. The Board will annually invite its employee groups to participate as partners in planning the annual Niagara Catholic Retirement and Service Recognition Celebration. This Policy recognizes Retirees, 25 Year Service employees and in partnership with the Diocese of St. Catharines, 25th or 50th Anniversary Clergy.

RETIREEES

The Niagara Catholic District School Board will recognize and honour employees on their retirement from Catholic education at the annual Retirement and Service Recognition Celebration.

Eligibility

All eligible employees of the Niagara Catholic District School Board who have declared their retirement as of August 31st of the current school year from the Niagara Catholic District School Board.

Invitation and Nomination

Through the Office of the Director of Education, an invitation to attend the Retirement and Service Recognition Celebration will be sent to all employees who have notified Human Resource Services of their retirement from the Niagara Catholic District School Board as of the current calendar year. The invitation will include two complimentary tickets for the employee and a guest to attend the celebration.

All employees are invited throughout the school year to self identify their intent to participate in the Retirement and Service Recognition Celebration through their Principal, Supervisor or directly from the Retiree to the Office of the Director of Education.

25 YEAR SERVICE

The Niagara Catholic District School Board will recognize and honour employees who have contributed 25 years of service in Catholic education at the annual Retirement and Service Recognition Celebration.

Eligibility

All employees of the Niagara Catholic District School Board who have contributed 25 years of service in Catholic education as of the current calendar year.

Invitation and Nomination

Through the Office of the Director of Education, an invitation to attend the Retirement and Service Recognition Celebration will be sent to all employees who, based on the employment records of the Board, have 25 years of service in Catholic education. The invitation will include two complimentary tickets for the employee and a guest to attend the celebration.

All eligible employees celebrating 25 years of service in Catholic education are invited throughout the school year to self identify their intent to participate in the Retirement and Service Recognition Celebration through their Principal, Supervisor or directly from the employee to the Office of the Director of Education.

25TH OR 50TH ANNIVERSARY - CLERGY

The Niagara Catholic District School Board will recognize and honour members of the clergy who have served within the Roman Catholic Diocese of St. Catharines and the jurisdiction of the Niagara Catholic District School Board who are celebrating their 25th or 50th anniversary. . This recognition will take place at the annual Retirement and Service Recognition Celebration.

Eligibility

All members of the clergy who have served within the Roman Catholic Diocese of St. Catharines and within the jurisdiction of the Niagara Catholic District School Board who have served for 25 or 50 years as of the current calendar year.

Invitation and Nomination

Through the Office of the Director of Education, an invitation to attend the Retirement and Service Recognition Celebration will be sent to clergy who have served within the Roman Catholic Diocese of St. Catharines and the jurisdiction of the Niagara Catholic District School Board who, through the Bishop's Office and/or local Religious Orders, have been identified as eligible for this recognition.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
JUNE 16, 2015**

PUBLIC SESSION

TITLE: LARKIN ESTATE ADMISSION AWARDS

RECOMMENDATION

THAT the Niagara Catholic District School Board approve payment of \$2,075.00 for Larkin Estate Admission Awards in total for all eligible students, as presented.

Prepared by: Mark Lefebvre, Superintendent of Education

Presented by: Mark Lefebvre, Superintendent of Education

Recommended By: Committee of the Whole

Date: June 16, 2015



REPORT TO THE COMMITTEE OF THE WHOLE JUNE 9, 2015

LARKIN ESTATE ADMISSION AWARDS 2015-2016

BACKGROUND INFORMATION

The Larkin Estate Admission Awards are administered by the Board of Trustees of the Niagara Catholic District School Board. Funding for the awards comes from a bequest from the estate of Maria Eveleen Larkin and Aimee Theresa Larkin. These awards have been administered annually since 1969 by the Board of Trustees of the former Lincoln County R.C.S.S. Board

As of April 30, 2015 the undistributed earnings and the balance of the scholarship fund amounted to \$11,470.55 with projected interest in the amount of \$3,629.89 at the end of 2015. According to the terms of the bequest, the undistributed earnings may be paid to eligible students who are approved by the Board.

The Larkin Estate Admission Award is available to graduates of a Catholic high school situated in the jurisdiction of the Niagara Catholic District School Board. Candidates must be enrolled in St. Michael's College, University of Toronto, or a school of nursing, social service work or a college or university offering such course. Applications have been reviewed and a list of qualifying candidates has been prepared, as noted on Appendix A (New Applicants).

The applicants have been made aware that they must provide proof that they have registered in the eligible courses and/or school in order to receive the award. This proof is in the form of an official letter from the registrar of either St. Michael's College or a school of nursing, social service work or a college or university offering such course. Candidates are also obliged to submit evidence of successful completion of their year's study in order to qualify for a renewal of the award. (Appendix B - Renewal Applicants)

RECOMMENDATION

THAT the Committee of the Whole recommends to the Niagara Catholic District School Board the approval of payment of \$2,075.00 for Larkin Estate Admission Awards per eligible student, as presented.

Prepared by: Mark Lefebvre, Superintendent of Education
Presented by: Mark Lefebvre, Superintendent of Education
Approved by: John Crocco, Director of Education/Secretary-Treasurer
Date: June 9, 2015

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
JUNE 16, 2015**

PUBLIC SESSION

TITLE: CAPITAL PROJECTS SUBMISSION 2015

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Capital Projects Submission 2015 for Our Lady of Fatima (G), St. Christopher, St. Theresa, and St. Michael Catholic Elementary Schools to the Ministry of Education, as presented.

Prepared by: Ted Farrell, Superintendent of Education/Accommodation
Scott Whitwell, Controller of Facilities Services

Presented by: Ted Farrell, Superintendent of Education/Accommodation
Scott Whitwell, Controller of Facilities Services

Recommended by: Committee of the Whole

Date: June 16, 2015



REPORT TO THE COMMITTEE OF THE WHOLE MEETING JUNE 9, 2015

CAPITAL PROJECTS SUBMISSION 2015

BACKGROUND INFORMATION

On May 26, 2015, the Ministry of Education (MOE) requested Boards to submit their Capital Priorities for 2015.

The Ministry of Education is requesting that school boards submit their requests for 2015 Capital Priorities program funding with associated business cases by July 15, 2015.

The following Capital Priorities were considered for submission to the Ministry of Education by Senior Administration Council:

- St Nicholas Catholic Elementary School
- St Theresa Catholic Elementary School
- St. Christopher Catholic Elementary School
- St. Michael Catholic Elementary School
- Our Lady of Fatima Catholic Elementary School (G)
- New Schools (growth areas)
 - Imagine Estates
 - Lincoln/Grimsby
- CEC – roof replacement

The following is a summary of proposed Capital Priorities (chosen from the list above), shown in priority order from highest to lowest priority that are recommended for submission to the Ministry of Education Capital Projects Submission 2015.

	SCHOOL	NEED	PROJECT
1.	Our Lady of Fatima Catholic Elementary School (G)	Accommodation pressure	Addition
2.	St. Christopher Catholic Elementary School	Accommodation pressure – result of Accommodation Review – approved at May 27, 2014 Board Meeting	Addition
3.	St. Theresa Catholic Elementary School	Proposed retrofit (convert open concept classroom to regular classroom configuration) – result of Accommodation Review – approved at May 27, 2014 Board Meeting	Alterations
4.	St. Michael Catholic Elementary School	Accommodation pressure	Addition

RECOMMENDATION

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Capital Priorities Submission 2015 for Our Lady of Fatima (G), St. Christopher, St. Theresa, and St. Michael Catholic Elementary Schools to the Ministry of Education, as presented.

Prepared by: Ted Farrell, Superintendent of Education/Accommodation
Scott Whitwell, Controller of Facilities Services

Presented by: Ted Farrell, Superintendent of Education/Accommodation
Scott Whitwell, Controller of Facilities Services

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

Date: June 9, 2015

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
JUNE 16, 2015**

PUBLIC SESSION

**TITLE: APPROVED MINUTES OF THE SPECIAL EDUCATION
ADVISORY COMMITTEE (SEAC) MEETING OF
MAY 6, 2015**

RECOMMENDATION

THAT the Niagara Catholic District School Board receive the Approved Minutes of the Special Education Advisory Committee Meeting of May 6, 2015 as presented for information.



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

MINUTES OF THE SPECIAL EDUCATION ADVISORY COMMITTEE MEETING WEDNESDAY, MAY 6, 2015

Minutes of the Meeting of the Special Education Advisory Committee, held on Wednesday, May 6, 2015, at 7:00 p.m. in the Father Kenneth Burns csc Board Room, at the Catholic Education Centre, 427 Rice Road, Welland.

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

A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayers were led by Chair Racine

2. Roll Call

Members	Affiliations	Present	Excused	Absent
Anna Racine	The Tourette Syndrome Association of Ontario	✓		
Rob Lavorato	Down Syndrome Caring Parents (Niagara)	✓		
Carol Baldinelli	VOICE for Hearing Impaired Children	✓		
Sarah Farrell	Learning Disabilities Association – Niagara	✓		
Bill Helmeczi	Pathstone Mental Health		✓	
Andrew Howcroft	Community Living Welland Pelham	✓		
Trustees				
Pat Vernal		✓		
Maurice Charbonneau			✓	
Student Senate Representative				
Thomas Dedinsky		✓		

The following staff were in attendance:

Yolanda Baldasaro, Superintendent of Education; **Amy Dowd**, Special Education Coordinator; **Jim Whittard**, Principal – Secondary; **Lisa Selman**, Principal – Elementary; **Tina DiFrancesco**, Recording Secretary

3. Approval of the Agenda

Moved by Rob Lavorato

Seconded by Andrew Howcroft

THAT the Special Education Advisory Committee approve the Agenda of the Special Education Advisory Committee Meeting of May 6, 2015.

CARRIED

4. Disclosure of Interest

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

5. Approval of Minutes of the Special Education Advisory Committee Meeting of April 8, 2015

Moved by Rob Lavorato

Seconded by Sarah Farrell

THAT the Special Education Advisory Committee approve the Minutes of the Special Education Advisory Committee Meeting of April 8, 2015 as presented.

CARRIED

B. PRESENTATIONS

1. New Teacher Induction Program (NTIP) – Anthony Corapi

Anthony Corapi, Staff Development Coordinator presented the New Teacher Induction Program (NTIP). The program provides orientation for all new teachers to the school and school board, mentoring for new teachers by experienced teachers and professional development and training appropriate for new teachers. A discussion was held regarding SEAC's goal to do a presentation at the New Teacher Induction Program (NTIP), possibly in October or November. Questions were asked and answered during the presentation.

C. VISIONING

1. Goals and Vision for 2014-2015

1.1 Discuss New Goals for 2014-2015

Further discussion was held regarding SEAC's goal to do a presentation at the NTIP. The SEAC Committee of the Whole presentation will be reviewed at the June meeting and updated in preparation for the presentation at the New Teacher Induction program.

Superintendent Baldasaro informed the SEAC members that their feedback regarding revisions to the SEAC brochure and sections B and Q of the Special Education Plan will be incorporated in the plan. Discussion regarding inviting members to sit on SEAC will follow at a future meeting. A final copy of the *Special Education Plan, Building Bridges to Services 2015 and Beyond* will be given to SEAC members at the September meeting.

D. BUSINESS ARISING FROM THE MINUTES OF THE MEETING OF APRIL 8, 2015

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

6.1 Report on May 2, 2015 Provincial SEAC Conference, Toronto

Chair Racine, Superintendent Baldasaro, Sarah Farrell and Andrew Howcroft attended the Provincial SEAC Conference held on Saturday, May 2nd in Toronto. This conference provided a forum for open dialogue and presentations on topics of interest to SEACs, sharing of effective practices, resource information from Provincial Associations and updates from the Ministry. Participants provided feedback on the various workshops they attended. Parent guides from the Upper Canada District School Board were presented and will be included in the June agenda package for information.

Chair Racine presented an acknowledgment from Minister Sandals to the Niagara Catholic SEAC for their exemplary commitment in improving programs for students with special education needs

7. Policy Review

The following policies were presented for review;

1. *Equity and Inclusive Education Policy, Retirement/Service Recognition Celebration Policy, Purchasing/Supply Chain Management.* The deadline to respond is May 11, 2015. Chair Racine suggested that any comments can be sent to members for review. Individual responses are all welcome and can be forwarded to Jennifer Pellegrini.

A discussion was held regarding school announcements and making accommodations for students with special education needs. Superintendent Baldasaro suggested that this feedback be sent to Jennifer Pellegrini for the Equity and Inclusive Education Policy. As well, Superintendent Baldasaro spoke about the Board's Accessibility Working Group that addresses the identification, removal and prevention of barriers to persons with disabilities. Any comments or feedback can be sent by going to the Niagara Catholic District School Board website, under Accessibility and accessing the link for feedback.

E. SEAC REPORT

1. Review and Approval of SEAC Insert for Catholic School Council Agenda

- A report on the May 2, 2015 Provincial SEAC Conference will be sent to Principals to include in their Catholic School Council agenda.

2. Review and Approval of SEAC Insert for School Newsletters

- A report on the May 2, 2015 Provincial SEAC Conference will be sent to Principals to include in their school newsletter.

F. AGENCY REPORTS

1. VOICE for Hearing Impaired Children – Carol Baldinelli

- This Friday, May 8 - Family social at McDonalds
- 2015 - VOICE for Hearing Impaired Children: Great Wolf Lodge Weekend (open to all members)
June 5, 2015 – June 7, 2015: Welcome Night will take place on Friday, June 5, so VOICE members can meet each other prior to the weekend, have snacks, play games, have a face painting, and a movie night!
 - Check in: 4:00p.m., Check out: 11:00a.m.: RSVP by April 30 to guarantee room rates
 - Guest Room Accommodations:
Majestic Bear Suite: Friday, June 6: \$239.99, Saturday, June 7: \$259.99:
KidCabin Suite: Friday, June 6: \$209.99, Saturday, June 7: \$229.99:
Kid Kamp Suite & Wolf Den Suite: Friday, June 6: \$189.99, Saturday, June 7: \$209.99
Family Suite, Friday, June 6: \$159.99, Saturday, June 7: \$179.99
 - Note: You must email Mary Kay Sturm for the code to be sent to you for a room discount. YOU MUST BE A VOICE MEMBER to take advantage of this rate.
 - Please contact Mary Kay as soon as possible - the sooner the better. It is a great opportunity to meet other families, make new friendships and have your children meet other children just like them!
 - For more information, please email, or text/call Mary Kay: 905-510-7555, Mary Kay Sturm, hnpvoicechapter@yahoo.com

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

- Nil Report

3. The Tourette Syndrome Association of Ontario – Anna Racine

- Reviewing calls from new families looking for support. Have been providing one on one support for families, but it appears the need is there for starting up organized chapter meetings again.

4. Learning Disabilities Association (Niagara) – Sarah Farrell

- Spots for our full day summer literacy program, SLAM, have been filling up very quickly! There are very limited spots left in St. Catharines, Welland and Niagara Falls. SLAM will be offered for:
 - 7 weeks in St. Catharines (St. Alfred’s Catholic Elementary School),
 - 3 weeks in Welland (Niagara College),
 - 3 weeks in Niagara Falls (Notre Dame Catholic Elementary School).
- We are recruiting volunteers for our SLAM program. Thorough training is provided and volunteers are required to volunteer for a full week (or more). It is great, hands-on experience for those looking to gain experience working with children or in the field of education. If interested, volunteers are encouraged to complete a Volunteer Intake Form at www.Ldaniagara.org (flyer attached).
- We will be hosting our 3rd Annual Trivia Night on Friday, June 5th from 6:30p.m., sponsored by Meridian. Proceeds will support programs and services offered to individuals living with a learning disability in Niagara (flyer attached).
 - Location: Gale Centre – 4171 Fourth Ave, Niagara Falls
 - Doors Open: 5:45p.m.; Games Begin: 6:30p.m.
 - \$20.00/individual OR \$120/team of 6-7
 - To reserve a team table or sign up as an individual/couple, please call 905-641-1021

5. Pathstone Mental Health – Bill Helmecki

- Nil Report

6. Community Living Welland Pelham – Andrew Howcroft

- May is recognized as Community Living Month. Over the years CLWP has promoted this in many different ways. Last year we had articles in the Welland Tribune sharing stories of successes promoting inclusion. This year will be the same so take a look for these weekly articles during the month of May.
- Our April version of Opening Doors (our newsletter) is now available. Click on: <http://www.cl-wellandpelham.ca/Portals/19/April%20Opening%20Doors%202015.pdf> to see the newsletter electronically. Of note is our nomination request for the Inclusion award (page 10).
- The Annual Golf Tournament is being held on June 6th at Rolling Meadows.
- Enclosed for the June agenda package is an article “Why Inclusion”. Having met one of the authors (Dr. Richard Villa) and found his talk very informative and enlightening, using “Circle of Courage” to explain that education is much more than the mastery of skills. More information on Dr. Richard Villa and the work he has been doing can be found at: <http://ravillabayridge.com/>.

G. STAFF REPORTS

1. Lisa Selman – Principal, Elementary

St. Alfred

- Students from St. Alfred Catholic Elementary school served as ambassadors for Epilepsy Niagara in honour of National Epilepsy Awareness Day. Presentations were held at various schools around the region to raise awareness of what it's like to live with epilepsy. Staff and students of St. Alfred were huge supporters of Purple Day and showed their support by wearing purple.

St. Kevin

- A student with special education needs participated in rowing at the International Flatwater Centre as part of the grade 7 and 8 outing.

St. Mark

- Our team continues to do excellent work. In particular we have received good feedback from parents on:
 - Transition meetings and sharing of information to ensure support
 - Therapy Tails Program
 - A variety of successful in-school programs (Zones, Friendship, Volcano Club, Bereavement, Mentorship, Game-On etc.)
 - Positive Behaviour Supports whole school program

St Therese

- Working on transition plans over the next few weeks
- Hosted many IPRC meetings
- St. Therese is pleased to announce the Summer Learning Program; a three week program that celebrates literacy and numeracy
- Held a Dress Loud Day assembly for Better Hearing and Speech Month
- May 6 - hosted a Science fair

2. Jim Whittard – Principal, Secondary

Denis Morris

- The new initiative “Applied Behaviour Analysis in the Secondary Classroom” being piloted at Denis Morris, supports some of our most vulnerable learners and has been an effective approach in supporting our students with targeted interventions. Roll-out is taking place the month of May for Board staff (Special Education and Program), as well as selected school staff from the eight secondary schools. Applied Behavior Analysis in the Secondary Classroom is a mindset designed at supporting students in three domains: social-emotional, behavioural and instructional. ABA in the Secondary Classroom will be presented at the RSEC (Regional Special Education Council) to Board and Ministry of Education personnel on May 28th at White Oaks in St. Catharines.

Holy Cross

- The bulbs the Holy Cross Special Education class planted in the Peace garden last fall are blooming! We had a great time with our friends on beach volleyball day. On Holy Thursday we presented the Stations of the Cross by adapting St. John Paul's words to reflect the crosses we carry through the halls of Holy Cross each day. A countdown has begun to exams and we see that time is flying by. Next week we will host a breakfast for our Educational Assistants, Nurses, Secretaries, Custodian and Child and Youth Worker who have helped us in Catholic Education: Exploring the path of Joy!

Saint Michael

- We have recently started our TAY (Transitional Aged Youth) meetings for students with developmental disabilities. These meetings are held at the high school and are an opportunity for parents, schools and community partners to create a transition plan for students from high school to the community.
- Grade 8 IPRCs are currently taking place at our Family of Schools. Saint Michael High school attends these meetings to answer any parental questions about high school and to aid in the transition process.

Saint Paul

- The students of the Saint Paul Special Education class continue to do great things.
- Our culinary students played a large role in preparing snacks for our feeder school students during their visits to Saint Paul High school. Our Horticulture students have participated in the clean-up and beautification of gardens at various locations. Our Cooperative Education students continue to do valuable work at their respective placements (Sobeys and Joe's Place). As well, all students continue to thrive in their integrated classes; they are learning great skills and gaining knowledge in a variety of subjects (Art, Music, Science, Physical Education etc.).
- As we approach the home stretch for this school year, we look forward to what the students will accomplish in the next few weeks!!

Notre Dame College

- Notre Dame will be hosting the 17th annual Raptors basketball tournament for students with special education needs on June 5th. All schools will be invited to attend. New this year, there will be a classroom with therapy dogs and crafts for students who do not want to play in the tournament. Pizza and juice will follow the games and a dance will finish off the day.

3. Yolanda Baldasaro – Superintendent of Education

- May 3 – 8 is *Catholic Education Week*.
- Wednesday, May 6 – *Special Needs Strategy (Integrated Delivery of Rehabilitation Service Planning Table)* meeting was held at the Catholic Education Centre. Niagara Children's Centre has been selected as the lead agency for Coordinated Service Planning. The planning table is currently working towards the June 15th proposal to the Ministry. Family Advisory Council feedback will be provided at the June meeting.
- Friday, May 8 – *Distinguished Alumni Award Celebration* is being held at the Catholic Education Centre.

- Thursday, May 14 - *Graduation Ceremonies* will be held at the Gale Centre in Niagara Falls.
- Thursday, May 14 - *Partners in Catholic Education* is being held at Club Roma.
- SEAC Dates for 2015-2016 – first Wednesday of the month, except September, starting 2nd day of school.
 - September 9, 2015
 - October 7, 2015
 - November 4, 2015
 - December 2, 2015
 - January 6, 2016
 - February 3, 2016
 - March 2, 2016
 - April 6, 2016
 - May 4, 2016
 - June 1, 2016

4. Amy Dowd – Coordinator Special Education

- The focus in the Special Education department for the month of May is Better Hearing and Speech Month. Various events are happening, including a colouring contest and Dress Loud Day.
- Special Education staff are currently reviewing the needs in all schools to plan for September.
- Special Education staff are very much involved in transition planning and working with community partners as students transition from pre-school to ELKP, grade 8 to grade 9 and upon graduation.

H. TRUSTEE REPORTS

1. Pat Vernal – Trustee

- Nil Report

2. Maurice Charbonneau – Trustee

- Nil Report

I. STUDENT REPORT

1. Thomas Dedinsky – Student Senate Representative

- Student Senate has had additional meetings and has decided on two winners for the Student Senate Scholarship. The announcement will be made at the Graduation Celebration held on May 14 at the Gale Centre in Niagara Falls.
- May 20 – Student Symposium is being held at Club Roma.

J. NCPIC REPORT

- Chair Racine presented the Niagara Catholic Parent Involvement Committee ProGrant Kit that will be distributed to new families. The kit provides useful information and resources.
- NCPIC is currently working on the next ProGrant being used for a Family Games Night.

K. NEW BUSINESS

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

6.1 Minister's Advisory Council on Special Education (MACSE) Meeting Summary

The February 4 & 5, 2015 MACSE Meeting Summary was presented to SEAC members for information.

6.2 Niagara Catholic Parent Involvement Committee (NCPIC)

Superintendent Baldasaro reminded the SEAC members of the upcoming election in June for a SEAC representative to sit on the Niagara Catholic Parent Involvement Committee for the next school year.

7. *Policy Review*

L. CORRESPONDENCE

1. **Review New Correspondence**

The following letters were received and presented for information.

1. Letter received from Northeastern Catholic District School Board regarding the Ministry's hiring process for teachers.

2. Letter received from Upper Grand District School Board supporting mandatory Special Education preparatory courses for all teachers graduating from teacher education programs in Ontario.
3. Letter received from Greater Essex County District School Board regarding Regulation 274 and the negative impact on students who require special education needs.
4. Letter received from Lakehead District School Board regarding the lack of service supports and assessment mechanisms for students with fetal alcohol spectrum disorder (FASD).

Chair Racine suggested that SEAC review information on fetal alcohol spectrum disorder. Superintendent Baldasaro will look at the possibility of staff doing a presentation on FASD for the new school year.

5. Information received about the Government of Ontario's Autism Parent Resource Kit and ways it can help you navigate the services, supports and programs that may be available.

M. QUESTION PERIOD

N. NOTICES OF MOTION

O. AGENDA ITEMS – DISCUSSION FOR FUTURE MEETINGS

1. Special Needs Strategy
2. Highlight students/schools in the system
3. SEAC Representative on the Niagara Catholic Parent Involvement Committee (NCPIC)

P. INFORMATION ITEMS

1. Vice-Chair Lavorato reminded the SEAC members of the year end dinner being held in June.

Q. NEXT MEETING:

Wednesday, June 3, 2015 at 7:00p.m. at the Catholic Education Centre

R. ADJOURNMENT

Moved by Andrew Howcroft
Seconded by Rob Lavorato

THAT the May 6, 2015 meeting of the Special Education Advisory Committee be adjourned.
CARRIED

This meeting was adjourned at 8:55p.m.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
JUNE 16, 2015**

PUBLIC SESSION

**TITLE: EXTENDED OVERNIGHT FIELD TRIP, EXCURSION AND
EXCHANGE APPROVAL COMMITTEE 2014 - 2015**

The Extended Overnight Field Trip, Excursion and Exchange Approval Committee 2014-2015 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: June 16, 2015



REPORT TO THE BOARD JUNE 16, 2015

EXTENDED OVERNIGHT FIELD TRIP, EXCURSION AND EXCHANGE APPROVAL COMMITTEE 2014 - 2015

BACKGROUND INFORMATION

The Extended Overnight Field Trip, Excursion and Exchange Approval Committee continues to review proposals for 2014-2015 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 2014-2015 Extended Overnight Field Trip as submitted on Tuesday, June 16, 2015. (Appendix A)

The Extended Overnight Field Trip, Excursion and Exchange Approval Committee 2014-2015
report is presented for information.

Prepared by: Mark Lefebvre, Superintendent of Education

Presented by: Mark Lefebvre, Superintended of Education

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

Date: June 16, 2015

EXECUTIVE SUMMARY

Appendix A

Extended Overnight Field Trip, Excursion and Exchange Committee Approval – 2014-2015

SCHOOL	TYPE	APPROVAL REQUIRED	DESTINATION	CURRICULUM UNIT/THEME	EDUCATION VALUE	DATE	NUMBER OF STUDENTS, STAFF & CHAPERONES ON TRIP	DURATION	COST (APPROX)	TRANSPORTATION
Notre Dame College School	Extended Overnight Field Trip	Superintendent and Extended Overnight Field Trip Committee	Lisbon, Portugal – Fatima – Porto – Santiago de Compestela, Spain	To explore their personal faith journey while on pilgrimage (travelling on foot from Melide to Santiago). To enhance their appreciation and understanding of Portuguese and Spanish culture: language, art, food, architecture, etc; To appreciate the historical significance of the Camino de Santiago (St. James Way) which dates back to the Middle Ages.	This is an 8 day spiritual journey to the origin of Notre Dame’s annual Pilgrimage. When Fr. Jim Mulligan walked this famous camino 40 years ago, he was inspired to begin a pilgrimage in Welland. The trip will include a 4 day pilgrimage from Melide to Santiago de Compostela Spain, as well as a tour of Fatima, the historic city of Porto and the UNESCO world heritage site of Guimaraes.	Sunday, April 24, 2016 – Monday, May 2, 2016	Approximately 40 students 3 or 4 Staff 1 Chaperone (own pay)	9 days 8 nights	Approximately \$2330.00 per person – airfare, accommodations, transportation, meals (breakfast and dinner), tours, activities, insurance. Approximately \$ 100.00-\$150.00 – Gratuities, lunches and souvenirs Approximately \$1000.00 spending money.	Air, airbus

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
JUNE 16, 2015**

PUBLIC SESSION

**TITLE: NIAGARA CATHOLIC ECOSCHOOLS CERTIFICATION
2014 - 2015**

The Niagara Catholic EcoSchools Certification 2014 - 2015 report 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: June 16, 2015



REPORT TO THE BOARD JUNE 16, 2015

NIAGARA CATHOLIC ECOSCHOOLS CERTIFICATION 2014 - 2015

BACKGROUND INFORMATION

Since 2007 Niagara Catholic District School Board has participated in the Ontario EcoSchools environmental education program. EcoSchools incorporates environmental education as well as environmentally responsible action into the school setting and influences young people during a formative period of life. This has an exponential impact as children take a culture of conservation home with them.

We are extremely pleased to announce for the 6th year in a row, that all Niagara Catholic Elementary and Secondary schools achieved the Ontario EcoSchools Certification for 2014 - 2015.

This is quite an accomplishment and has been made possible through the exceptional learning provided to our students and the environmentally responsible practices that have been incorporated into each one of our schools.

The extraordinary level of care for our environment that our staff and students have demonstrated has set the example as Stewards of the Earth for Niagara Catholic, which is unparalleled in this province.

Attached (Appendix A) is a school certification summary for 2015.

Congratulations GREEN Niagara Catholic!

The Niagara Catholic EcoSchools Certification 2014 - 2015 report 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: June 16, 2015

NCDSB EcoSchools Results 2015

School Name	Level
St. Mary Catholic Elementary School (NF)	Platinum
Alexander Kuska Catholic Elementary School	Gold
Blessed Trinity Catholic Secondary School	Gold
Cardinal Newman Catholic Elementary School	Gold
Father Hennepin Catholic Elementary School	Gold
Holy Cross Catholic Secondary School	Gold
Holy Name Catholic Elementary School	Gold
Lakeshore Catholic High School	Gold
Loretto Catholic Elementary School	Gold
Mary Ward Catholic Elementary School	Gold
Notre Dame College School	Gold
Notre Dame Catholic Elementary School (NF)	Gold
Our Lady of Fatima Catholic Elementary School (SC)	Gold
Our Lady of Mount Carmel Catholic Elementary School	Gold
Our Lady of Victory Catholic Elementary School	Gold
Sacred Heart Catholic Elementary School	Gold
Saint Paul Catholic High School	Gold
St. Alexander Catholic Elementary School	Gold
St. Alfred Catholic Elementary School	Gold
St. Andrew Catholic Elementary School	Gold
St. Ann Catholic Elementary School(SC)	Gold
St. Ann Catholic Elementary School (F)	Gold
St. Anthony Catholic Elementary School	Gold
St. Augustine Catholic Elementary School	Gold
St. Charles Catholic Elementary School	Gold
St. Denis Catholic Elementary School	Gold
St. Edward Catholic Elementary School	Gold
St. Gabriel Lalemant Catholic Elementary School	Gold
St. George Catholic Elementary School	Gold
St. John Bosco Catholic Elementary School	Gold
St. Joseph Catholic Elementary School(Gr)	Gold
St. Joseph Catholic Elementary School (S)	Gold
St. Mark Catholic Elementary School	Gold
St. Martin Catholic Elementary School	Gold
St. Mary Catholic Elementary School (W)	Gold
St. Michael Catholic Elementary School (NF)	Gold
St. Patrick Catholic Elementary School (NF)	Gold

St. Patrick Catholic Elementary School (PC)	Gold
St. Philomena Catholic Elementary School	Gold
St. Therese Catholic Elementary School (PC)	Gold
Canadian Martyrs Catholic Elementary School	Silver
Denis Morris Catholic High School	Silver
Monsignor Clancy Catholic Elementary School	Silver
Mother Teresa Catholic Elementary School	Silver
Our Lady of Fatima Catholic Elementary School (Gr)	Silver
St. Christopher Catholic Elementary School	Silver
St. Elizabeth Catholic Elementary School	Silver
St. Francis Catholic Elementary School	Silver
St. James Catholic Elementary School	Silver
St. John Catholic Elementary School (B)	Silver
St. Kevin Catholic Elementary School	Silver
St. Michael Catholic Elementary School (NOTL)	Silver
St. Nicholas Catholic Elementary School	Silver
St. Peter Catholic Elementary School	Silver
St. Theresa Catholic Elementary School	Silver
St. Vincent de Paul Catholic Elementary School	Silver
Assumption Catholic Elementary School	Bronze

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
JUNE 16, 2015**

PUBLIC SESSION

**TITLE: THE PROVISIONS OF SPECIAL EDUCATION PROGRAMS
AND SERVICES – SPECIAL EDUCATION PLAN**

The Provisions of Special Education Programs and Services – Special Education Plan
report is presented for information.

Prepared by: Yolanda Baldasaro, Superintendent of Education

Presented by: Yolanda Baldasaro, Superintendent of Education

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

Date: June 16, 2015



REPORT TO THE BOARD JUNE 16, 2015

THE PROVISIONS OF SPECIAL EDUCATION PROGRAMS AND SERVICES – SPECIAL EDUCATION PLAN

BACKGROUND INFORMATION

The Ministry of Education requires district school boards to publicly make available a comprehensive report regarding the current special education programs and services of the board. *Building Bridges to Services 2015 and Beyond* is our Board's version of the Ministry of Education mandated Special Education Report that includes the components that are defined in *Standards for School Boards' Special Education Plans (2000)* as well as the protocols established in Policy and Program Memorandum 149. In compliance with *Regulation 464/97*, Special Education staff consults with the Niagara Catholic Special Education Advisory Committee (SEAC) in the preparation and update of the Special Education Plan.

A checklist that notes the plan's component parts, updated sections and the URL leading to the Special Education Plan on our Board's website is annually completed and submitted to the London Regional Education Office by July 31st each year.

The Niagara Catholic District School Board recognizes that *Building Bridges to Services 2015 and Beyond* is a valuable resource to students, parents and school and Board staff.

In the fall of each school year, the revised Special Education Plan will be shared with the Board of Trustees and the Special Education Advisory Committee.

The Provisions of Special Education Programs and Services – Special Education Plan report is presented for information.

Prepared by: Yolanda Baldasaro, Superintendent of Education

Presented by: Yolanda Baldasaro, Superintendent of Education

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

Date: June 16, 2015

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
JUNE 16, 2015**

PUBLIC SESSION

TITLE: EXECUTIVE COUNCIL POWER

RECOMMENDATION

THAT the Niagara Catholic District School Board empower Executive Council to approve any actions, of an emergency nature, recommended by the Director of Education, if a quorum cannot be achieved after a Special Meeting of the Board is called as per Board By-Laws, during the months of July and August 2015.

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

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

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

Date: June 16, 2015



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

REPORT TO THE BOARD MEETING JUNE 16, 2015

EXECUTIVE COUNCIL POWER – JULY & AUGUST 2015

BACKGROUND INFORMATION

In accordance with the Niagara Catholic District School Board By-Laws Section 9 – Special Meetings of the Board:

“Special meetings of the Board shall be held by order of the Board, on the written request of three (3) trustees, to the Chairperson or the Director, on the call of the Chairperson, or at the request of the Director of Education. The trustees shall be given a twenty four (24) hour notice for special meetings except in emergency situations. Such meetings shall be called for specific reasons. Such subjects shall be stated in the notice calling the meeting. Notwithstanding any other provisions to the Board’s By-Laws, no other business shall be considered at a special meeting other than the subjects stated in the notice.”

The following recommendation is presented in the event that it becomes necessary to call a Special Meeting of the Board to deal with emergency items only and a quorum cannot be achieved, after all reasonable attempts by the Director of Education to achieve quorum during the months of July and August 2015 have been exhausted.

RECOMMENDATION

THAT the Niagara Catholic District School Board empower Executive Council to approve any actions, of an emergency nature only, as recommended by the Director of Education, only if a quorum cannot be achieved after a Special Meeting of the Board is called as per Board By-Laws, during the months of July and August 2015.

Prepared by:	John Crocco, Director of Education/Secretary-Treasurer
Presented by:	John Crocco, Director of Education/Secretary-Treasurer
Recommended by:	John Crocco, Director of Education/Secretary-Treasurer
Date:	June 16, 2015

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
JUNE 16, 2015**

PUBLIC SESSION

**TITLE: FINANCIAL REPORTS
MONTHLY BANKING TRANSACTIONS
FOR THE MONTH OF MAY 2015**

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Report on the Monthly Banking Transactions for the month of May as presented.

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

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

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

Date: June 16, 2015



**REPORT TO THE BOARD
JUNE 16, 2015**

**MONTHLY BANKING TRANSACTIONS
FOR THE MONTH OF MAY 2015**

BACKGROUND INFORMATION

In accordance with the Monthly Financial Reports Policy Statement, we are pleased to enclose the Monthly Banking Transactions for the Niagara Catholic District School Board for the month of May 2015 as follows:

May 2015 Appendix A

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

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Report on the Monthly Banking Transactions for the month of May 2015 as presented.

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

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

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

Date: June 16, 2015

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
JUNE 16, 2015**

PUBLIC SESSION

**TITLE: FINANCIAL REPORTS
UNAUDITED INTERIM STATEMENT OF OPERATIONS
AS AT MAY 31, 2015**

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Unaudited Interim Statement of Operations as at May 31, 2015, as presented.

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

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

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

Date: June 16, 2015



**REPORT TO THE BOARD
JUNE 16, 2015**

UNAUDITED INTERIM STATEMENT OF OPERATIONS

BACKGROUND INFORMATION

In accordance with the Monthly Financial Reports Policy Statement, please be advised that a summarized Unaudited Interim Statement of Operations as at May 31, 2015 will be presented to the Trustees at the Board Meeting. (See Appendix A)

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

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Unaudited Interim Statement of Operations as at May 31, 2015, as presented.

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

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

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

Date: June 16, 2015

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
UNAUDITED INTERIM STATEMENT OF OPERATIONS
AS AT MAY 31, 2015**

For presentation at Board Meeting on June 16, 2015

ACCOUNT DESCRIPTION	2014-15 ANNUAL BUDGET	2014-15 ACTUAL As at May 31	2013-14 ACTUAL As at May 31	% CHANGE FROM PRIOR YEAR
TOTAL REVENUES	254,981,964	193,260,220	192,465,056	↑ 0.41%
EXPENDITURES				
BOARD ADMINISTRATION	7,687,715	6,104,514	6,339,946	↓ -3.71%
ELEMENTARY SCHOOLS	128,961,621	97,610,102	97,573,596	↑ 0.04%
SECONDARY SCHOOLS	66,524,324	50,907,310	50,970,925	↓ -0.12%
CONTINUING EDUCATION	5,503,096	4,024,931	4,426,642	↓ -9.07%
PLANT OPERATIONS	19,116,755	14,616,551	14,210,627	↑ 2.86%
PLANT MAINTENANCE	4,114,189	2,381,656	2,635,530	↓ -9.63%
TRANSPORTATION	9,721,049	8,726,541	8,884,466	↓ -1.78%
TOTAL OPERATING EXPENDITURES	241,628,749	184,371,606	185,041,734	↓ -0.36%
AMORTIZATION	10,630,054	7,703,061	7,076,493	↑ 8.85%
INTEREST EXPENSES	4,387,683	4,291,368	4,502,377	↓ -4.69%
OTHER	117,487	0	0	
TOTAL EXPENDITURES	256,763,973	196,366,035	196,620,604	↓ -0.13%
NET SURPLUS/(DEFICIT)	-1,782,009	-3,105,815	-4,155,548	↓ -25.26%
ADJUSTMENTS FOR COMPLIANCE PURPOSES				
AMORTIZATION OF EMPLOYEE FUTURE BENEFITS	958,265	718,699	718,699	↓ 0.00%
NET SURPLUS/(DEFICIT) FOR COMPLIANCE	-2,740,274	-3,824,513	-4,874,247	↓ -21.54%

Notes:

- 1 Current year figures include manual adjustment for transportation accruals, as well as amortization of monthly lease costs.
- 2 Prior year figures have been revised to conform to current year treatment.

Variance Analysis of Expenditures as at May 31, 2015

1. **Board Administration** - Current period includes the realignment of software costs to elementary and secondary panels to better reflect usage.
2. **Elementary Schools** - Current year includes realignment of software and salary costs to different panels to better reflect usage of resources. With this in mind, the total increase in salary costs after realignment is approximately \$400,000 when compared to prior period. Most of this increase is due to full ELKP implementation.
3. **Secondary Schools** - Savings were seen in the area of teacher replacement costs when compared to the prior period. Current period includes realignment of costs from Board Administration and Elementary panels to better reflect distribution of costs
4. **Continuing Education** - Savings were seen in the areas of classroom instructor costs and classroom supplies when compared to prior period.
5. **Plant Operations** - Current year increase in expenditures is due to more staffing of caretakers vs cleaners, as well as an increase in the cost of utilities which is largely attributed to the timing of the receipt of invoices.
6. **Plant Maintenance** - Savings were seen in the area of building maintenance when compared to prior period.
7. **Transportation** - Current year expenditures are comparable to prior period. Difference can be attributed to the timing of receipt of invoices.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
*JUNE 16, 2015***

PUBLIC SESSION

TOPIC: ANNUAL BUDGET 2015-2016 BOOKLET

Annual Budget 2015-2016 Booklet to be distributed at the June 16, 2015 Board Meeting

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
*JUNE 16, 2015***

PUBLIC SESSION

**TOPIC: TRUSTEE INFORMATION
SPOTLIGHT ON NIAGARA CATHOLIC – JUNE 9, 2015**



June 9 2015

Trustees Approve Policies

During the June 9, 2015 Committee of the Whole Meeting, Trustees recommended the following revised policies be sent to the Board for approval: ***Progressive Student Discipline – Safe Schools Policy (302.6.9), Admission of Elementary and Secondary Students Policy (301.1), Safe Physical Intervention with Students Policy (301.8), Equity and Inclusive Education Policy (100.10), Purchasing/Supply Chain Management Policy (600.1) and Retirement and Service Recognition Policy (201.2).***

The policies will be considered by the Board at the final meeting of the 2014-2015 school year, on Tuesday, June 16, 2015.

Trustees Recognize Student Medallists

During the June 9, 2015 Committee of the Whole Meeting, Trustees recognized three Niagara Catholic students who had outstanding accomplishments on the national stage.

Bethany Poltl, a Grade 7 student at St. Michael Catholic Elementary School, won a bronze medal from the Canada-Wide Science Fair in Fredericton, New Brunswick, in May for her project ***Jitter Bug: How HFCS Affects the Longevity, Fertility & Behaviour of Drosophila***. Bethany earned her place at the national event following a gold-medal win at the Niagara Regional Science and Engineering Fair earlier this year. See more about Bethany and her project [here](#).

In addition to Bethany's success, two Niagara Catholic secondary school students travelled to Saskatoon, Saskatchewan, in late May to compete in the Skills Canada 2015 competition and brought home medals. Alex Powell, a Grade 12 student at Saint Michael Catholic High School, and Alex DiPaola, a Grade 11 student at Notre Dame College School, achieved national medals.

Alex Powell won Gold in the Electronics event. His outstanding performance bested students from across Canada in the competition. Alex DiPaola won a Bronze Medal in Mechanical CADD (Computer Assisted Design and Drafting).

Bethany, Alex Powell and Alex DiPaola were recognized by Trustees and Senior Staff during the June 9, 2015 Committee of the Whole Meeting. Each received an Excellence in Education pin.

[Read media coverage about Bethany Poltl](#)

[Read media coverage about Alex Powell](#)

[Read media coverage about Alex DiPaola](#)



Niagara Catholic recognized three outstanding students during the June 9, 2015, Committee of the Whole Meeting. Bethany Poltl (in front), Alex Powell (in back, behind Bethany) and Alex DiPaola (beside Bethany) are joined, from left, by Niagara Catholic Vice-Chair Dino Sicoli, St. Michael Catholic Elementary School Principal Blaine McDougall, Notre Dame College School Technology Teacher Sergio Borghesi, Notre Dame College School Principal Ralph DeFazio, Board Chair Father Paul MacNeil and Director of Education John Crocco.

Trustees Meet New Student Senate Co-Chairs and 2015-2016 Student Trustees

Niagara Catholic Trustees were introduced to Michaela Bodis and Aidan Harold, Niagara Catholic's 2015-2016 Student Senate Co-Chairs and Student Trustees during the June 9, 2015 Committee of the Whole Meeting.

Aidan is a Grade 11 student at Notre Dame College School in Welland, and Michaela is a Grade 11 student at Lakeshore Catholic High School in Port Colborne. They were elected during the 2015 Niagara Catholic Student Leadership Symposium at Club Roma May 20.



Michaela Bodis (left) and Aidan Harold are Niagara Catholic's 2015-2016 Student Trustees.

Trustees also thanked outgoing Student Trustees Chloe Demizio and Jess DiPasquale for their service to Niagara Catholic and wished them well as they embark on their next journeys at university in September.

Niagara Catholic Summer Learning Program

Niagara Catholic will host a school-based literacy and numeracy instructional program for students in ELKP Year 2 through Grade 5 during the month of August, 2015.

Summer Learning is part of a significant research study taking place in Ontario school boards to examine the factors that minimize summer learning loss. In the past four years, it has been determined that summer learning programs reduce achievement gaps and, in many cases, increase literacy and numeracy achievement. This year's Summer Learning Program will take place from August 10-28, 2015, at seven Catholic elementary schools: Our Lady of Victory Catholic Elementary School, St. Therese Catholic Elementary School, St. Mary Catholic Elementary School (Welland), St. Andrew Catholic Elementary School, St. Denis Catholic Elementary School, St. Joseph Catholic Elementary School (Grimsby) and Our Lady of Fatima Catholic Elementary School in Grimsby.

Niagara Catholic received \$105,000 for this program from the Council of Ontario Directors of Education (CODE).

More information about this program is available in the June 9 Committee of the Whole Meeting [Agenda](#).

Larkin Estate Awards Recommended

The Larkin Estate Award was created out of a bequest from the estates of Maria Eveleen Larkin and Aimee Theresa Larkin. Beginning in 1969, Trustees in the former Lincoln County Roman Catholic Separate School Board administered the Larkin Estate Award to students registered in St. Michael's College at the University of Toronto, or a school of nursing, social work or a college or university offering such a course.

During the June 9, 2015 Committee of the Whole Meeting, Trustees recommended that seven graduating students should be selected to receive a \$225 Larkin Estate Award as they embark on their post-secondary educations: Kristen Anderson (Blessed Trinity Catholic Secondary School, Nursing); Ariel Michael Morales (Denis Morris Catholic High School, Nursing); Zoie Ward, Jennifer Korsmit and Marta Wasak (Holy Cross Catholic Secondary School, Nursing); Michelle Desrosiers (Lakeshore Catholic High School, Women & Gender Studies) and Sean Michael Thompson (Notre Dame College School, Nursing).

Five alumni had their \$125 Award repeated this year: Adriana Sansotta (Brock University from Holy Cross Catholic Secondary School, Nursing); Aryn Richardon (McMaster University from Denis Morris Catholic High School, Bachelor of Science, Nursing); Bianca Benincasa (University of Toronto from Lakeshore Catholic High School, Criminology/Criminal Sciences); Denise Ehi (University of Windsor from Saint Michael Catholic High School, Nursing) and Melissa DellaSmirra (Brock University from Notre Dame College School, Nursing).

The recommendation will be considered at the June 16, 2015 Board Meeting.

Capital Projects Submission 2015

Each year, the Ministry of Education invites school boards to submit their Capital Priorities for the coming year.

Submissions for the 2015-2016 school year are due on July 15, 2015.

Senior Staff reviewed a number of possible capital projects for funding, and created a list of those deemed most necessary.

During the June 9, 2015 Committee of the Whole Meeting, Trustees recommended the following Capital Projects, in order of priority, be considered by the Board for submission to the Ministry:

- An addition to Our Lady of Fatima Catholic Elementary School in Grimsby to relieve accommodation pressure
- An addition to St. Christopher Catholic Elementary School to relieve accommodation pressure (as a result of the Accommodation Review as approved on May 24, 2014)
- Alterations to St. Theresa Catholic Elementary School – a proposed retrofit to convert an open-concept classroom to a regular classroom configuration (as a result of the Accommodation Review as approved on May 24, 2014)
- An addition St. Michael Catholic Elementary School to relieve accommodation pressure

The proposed submissions will be considered by the Board at the June 16 meeting.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
*JUNE 16, 2015***

PUBLIC SESSION

**TOPIC: TRUSTEE INFORMATION
CALENDAR OF EVENTS – SEPTEMBER 2015**

SEPTEMBER 2015



Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7 Labour Day	8 First day of school	9 SEAC Meeting	10	11	12
13	14	15 SAL Meeting CW Meeting	16 Foundation Golf Tournament	17 NCPIC Meeting	18	19
20	21	22	23	24	25	26 Niagara Wine Festival Parade
27	28	29 Policy Committee Board Meeting	30			

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
*JUNE 16, 2015***

PUBLIC SESSION

**TOPIC: TRUSTEE INFORMATION
2015-2016 SCHOOL YEAR CALENDAR MEETING DATES**



NIAGARA CATHOLIC DISTRICT SCHOOL BOARD

2015-2016 School Year Calendar & Meeting Dates

SEPTEMBER 2015						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9 SEAC	10	11	12
13	14	15 SAL CW	16	17 NCPIC	18	19
20	21	22	23	24	25	26
27	28	29 PC BD	30			

OCTOBER 2015						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7 SEAC	8	9	10
11	12	13 SAL CW	14	15	16	17
18	19	20	21	22	23	24
25	26	27 PC BD	28	29	30	31

NOVEMBER 2015						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4 SEAC	5	6	7
8	9	10 SAL CW	11	12	13	14
15	16	17	18	19 NCPIC	20	21
22	23	24 PC BD	25	26	27	28
29	30					

DECEMBER 2015						
SUN	MON	TUE	WED	THU	FRI	SAT
		1 ORG BD MTG CW	2 SEAC	3	4	5
6	7	8 SAL	9	10	11	12
13	14	15 BD	16	17	18	19
20	21	22	23	24	25 Christmas	26
27	28	29	30	31		

JANUARY 2016						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6 SEAC	7 NCPIC	8	9
10	11	12 SAL CW	13	14	15	16
17	18	19	20	21	22	23
24	25	26 PC BD	27	28	29	30
31						

FEBRUARY 2016						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3 SEAC	4	5	6
7	8	9 SAL CW	10 Ash Wednesday	11	12	13
14	15	16	17	18	19	20
21	22	23 BD	24	25	26	27
28	29					

MARCH 2016						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2 SEAC	3	4	5
6	7	8 SAL CW	9	10 NCPIC	11	12
13	14	15	16	17	18	19
20	21	22	23	24 Holy Thursday	25 Good Friday	26 Holy Saturday
27	28	HOLY WEEK				
Easter	Easter Monday	PC BD	30	31		

APRIL 2016						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6 SEAC	7	8	9
10	11	12 SAL CW	13	14	15	16
17	18	19	20	21	22	23
24	25	26 PC BD	27	28	29	30

MAY 2016						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4 SEAC	5	6	7
8	9	10 CW	11	12 NCPIC	13	14
15	16	17	18	19	20	21
22	23	24 PC BD	25	26	27	28
29	30	31				

JUNE 2016						
SUN	MON	TUE	WED	THU	FRI	SAT
			1 SEAC	2	3	4
5	6	7	8	9	10	11
12	13	14 SAL CW	15	16	17	18
19	20	21 BD	22	23	24	25
26	27	28	29	30		

JULY 2016						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

AUGUST 2016						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

REGULAR SCHEDULE OF MEETINGS

Committee of the Whole Meeting	7:00 p.m.	2 nd Tuesday of each month
Supervised Alternative Learning Meeting	2:00 p.m.	2 nd Tuesday of each month
Board Meeting	7:00 p.m.	4 th Tuesday of each month
Organizational Meeting of the Board	6:00 p.m.	1 st Tuesday of December
Special Education Advisory Committee Meeting	7:00 p.m.	1 st Wednesday of each month
Policy Committee Meeting	4:30 p.m.	4 th Tuesday of each month
Niagara Catholic Parent Involvement Committee Meeting	7:00 p.m.	Thursday as noted

CW	SAL
BD	ORG
SEAC	SEAC
PC	NCPIC

	Elementary P.A. Day		Statutory/Other
	Secondary P.A. Day		School Holidays
	Elementary & Secondary P.A. Day		Secondary Exams