



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

AGENDA AND MATERIAL

BOARD MEETING

**TUESDAY, APRIL 28, 2015
7:00 P.M.**



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

8:00 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 March 24, 2015 A5

B. DELEGATIONS/PRESENTATIONS

1. OFSAA Provincial – Medalists 2015 B1

C. COMMITTEE AND STAFF REPORTS

1. School Excellence Program C1
Notre Dame Catholic Elementary School
2. Unapproved Minutes of the Committee of the Whole Meeting of April 14, 2015 C2
and Consideration of Recommendations
 - 2.1 Approval of Policies
 - 2.1.1 Educational Field Trips Policy (400.2) C2.1.1
 - 2.1.2 Volunteer Driver Policy (302.4) C2.1.2
 - 2.1.3 Volunteer Recognition Policy (800.4) C2.1.3
 - 2.2 Elementary and Secondary School Year Calendars 2015-2016 C2.2
 - 2.3 Niagara Catholic Three Year Theological Theme 2015-2018 C2.3
 - 2.4 Niagara Catholic System Priorities 2015-2016 C2.4
3. Approved Minutes of the Special Education Advisory Committee (SEAC) C3
Meeting of March 4, 2015
4. Approved Minutes of the Niagara Catholic Parent Involvement Committee (NCPIC) C4
Meeting of January 8, 2015
5. Catholic Education Week 2015 C5

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| 6. | Financial Reports | |
| 6.1 | Monthly Banking Transactions for the Month of March 2015 | C6.1 |
| 6.2 | Statement of Revenue and Expenditures as at March 31, 2015 | C6.2 |

D. TRUSTEE ITEMS, OPEN QUESTION PERIOD & OTHER BUSINESS

- | | | |
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| 1. | Correspondence | - |
| 1.1 | Loyola High School V. Quebec (Attorney General) (35201) Memo | D1.1 |
| 1.2 | Niagara Children's Centre Letter | D1.2 |
| 2. | Report on Trustee Conferences Attended | - |
| 3. | General Discussion to Plan for Future Action | - |
| 3.1 | DRAFT Board Response Letter to Mayor Darte | D3.1 |
| 4. | Trustee Information | |
| 4.1 | Spotlight on Niagara Catholic – April 14, 2015 | D4.1 |
| 4.2 | Calendar of Events – May 2015 | D4.2 |
| 4.3 | Stakeholders Invitation – Education Development Charge Information Session | D4.3 |
| 4.4 | 25 th Anniversary of the Catholic Education Centre April 30 th , 2015 | - |
| 4.5 | AODA Compliance – Accessibility Compliance Report | D4.4 |
| 4.6 | Pre-Budget and My Niagara Catholic Trustee Information Session May 12, 2015 | - |
| 5. | Open Question Period | |
| | <i>(The purpose of the Open Question Period is to allow members of the Catholic school supporting public to ask about items on that night's public agenda or any previous agendas, and the Board to answer and react.)</i> | |

E. NOTICES OF MOTION

F. BUSINESS IN CAMERA

G. REPORT ON IN CAMERA SESSION

H. FUTURE MEETINGS AND EVENTS

I. MOMENT OF SILENT REFLECTION FOR LIFE

J. ADJOURNMENT

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
APRIL 28 , 2015**

PUBLIC SESSION

**TITLE: MINUTES OF THE BOARD MEETING OF
MARCH 24, 2015**

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Minutes of the Board Meeting of March 24, 2015, as presented.



MINUTES OF THE BOARD MEETING

TUESDAY, MARCH 24, 2015

Minutes of the Meeting of the Niagara Catholic District School Board, held on Tuesday, March 24, 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 7:00 p.m. by Chairperson MacNeil.

A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayers were led by Trustee Nieuwesteeg

2. Roll Call

Moved by Trustee Sicoli

Seconded by Trustee Burtnik

THAT the Niagara Catholic District School Board excuse Trustee Charbonneau from attending the Board Meeting of March, 24, 2015.

CARRIED

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

Chair MacNeil noted that Agenda Items F4.1 and F4.2 are deleted

Moved by Trustee Sicoli

Seconded by Trustee Nieuwesteeg

THAT the Niagara Catholic District School Board approve the amended Agenda of the Board Meeting of March 24, 2015 as presented.

CARRIED

4. Declaration of Conflict of Interest

A Disclosure of Interest was declared by Trustee O'Leary with Items F2, F10.1 & F10.2 of the In Camera Agenda. This Trustee has family members who are employees of the Board.

Disclosure of Interest was declared by Trustees Burtnik with Item C6.1 of the Public Agenda. This item may show cheques issued to this trustee's family business. She refrained from voting on this item.

5. Approval of Minutes of the Board Meeting of February 24, 2015

Moved by Trustee O'Leary

Seconded by Trustee Fera

THAT the Niagara Catholic District School Board approve the Minutes of the Board Meeting of February 24, 2015 as presented.

CARRIED

B. DELEGATIONS/PRESENTATIONS

1. Brock University Niagara Principal's Entrance Award

John Crocco, Director of Education provided background information on the Brock University – Niagara Principal's Entrance Award. Director Crocco introduced Beth Natale, Director, Recruitment and Retention, Office of the Registrar at Brock University.

Director Natale provided additional information and key elements of the Niagara Principal's Entrance Award.

Director Natale answered questions of Trustees

C. COMMITTEE AND STAFF REPORTS

1. School Excellence Program – Ontario Early Years Centre – Mary Ward Catholic Elementary School – Niagara Falls

Director Crocco provided background information on the monthly School Excellence Program. Mark Lefebvre, Superintendent of Education introduced Donna Dalgleish, Co-ordinator of The Ontario Early Years Centre.

Co-ordinator Dalgleish showcased The Ontario Early Years Centre as part of the School Excellence Program and extended an invitation to Trustees and Senior Staff to visit the facility.

Co-ordinator Dalgleish answered questions of Trustees and introduced her staff.

2. Approved Minutes of the Special Education Advisory Committee (SEAC) Meeting of January 7, 2015

Moved by Trustee Sicoli

Seconded by Trustee O'Leary

THAT the Niagara Catholic District School Board receive the Approved Minutes of the Special Education Advisory Committee Meeting of January 7, 2015 as presented for information.

CARRIED

3. Niagara Catholic Mental Health and Addictions Strategy

Superintendent Forsyth-Sells introduced Mental Health Lead Andrea Bozza, and Andrea Prest, Social Worker who presented the Mental Health and Addictions Strategy.

Mental Health Lead Bozza, and Social Worker Prest answered questions of Trustees.

4. Staff Development Department Professional Development Opportunities

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

5. Preparation of System Priorities and Budget 2015-2016 – March 2015 Update

John Crocco, Director of Education, Giancarlo Vetrone, Superintendent of Business & Financial Services and Senior Administrative Council presented the March Update on the Preparation of the System Priorities and Budget 2015-2016 for information and discussion.

6. Financial Reports

6.1 Monthly Banking Transactions for the Month of February 2015

Moved by Trustee Fera

Seconded by Trustee Nieuwesteeg

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

CARRIED

6.2 Unaudited Interim Statement of Operations as at February 28, 2015

Moved by Trustee Fera

Seconded by Trustee O'Leary

THAT the Niagara Catholic District School Board approve the Unaudited Interim Statement of Operations as at February 28, 2015, as presented for information.

CARRIED

D. TRUSTEE ITEMS, OPEN QUESTION PERIOD & OTHER BUSINESS

1. Correspondence

Chair MacNeil, highlighted information contained in Brant Haldimand Norfolk Catholic District School Board letter requesting Trustee support at the OCSTA AGM 2015 to move Brant Haldimand Norfolk Catholic District School Board from Region 4 to Region 11.

Trustee Burtnik answered questions of Trustees.

2. Report on Trustee Conferences Attended

Nil Report

3. General Discussion to Plan for Future Action

Director Crocco confirmed that the System Priorities 2015-2016 report and a report on property are scheduled to be presented at the April 14, 2015 Committee of the Whole Meeting.

4. Trustee Information

4.1 Spotlight on Niagara Catholic – March 10, 2015

Director Crocco highlighted the Spotlight on Niagara Catholic – March 10, 2015 issue for Trustees' information.

4.2 Calendar of Events – April 2015

Director Crocco presented the Calendar of Events - April 2015 for Trustees' information.

4.3 Holy Week 2015

Director Crocco reminded the Board that no evening meetings are scheduled during Holy Week. Chair MacNeil encouraged all to attend the Chrism Mass on March 31, 2015 at the Cathedral.

4.4 Bishops Gala 2015 – April 10, 2015

Director Crocco reminded the Trustees of the Bishops Gala that will be held on April 10, 2015 at Club Roma and requested Trustees to confirm their attendance with Anna Pisano by April 7, 2015.

4.5 Volunteer Appreciation Breakfast – April 13, 2015

Director Crocco announced that the Volunteer Appreciation Breakfast will be held on April 13, 2015 at the Holiday Inn & Suites Parkway Convention Centre beginning at 8:00 a.m. He requested Trustees to confirm their attendance by April 7, 2015 with Anna Pisano.

4.6 Advance Questions for OCSTA 2015 Spring Regional Meetings

Director Crocco presented the Ontario Catholic School Trustee's Association Memo highlighting discussion questions for Trustee consideration at the 2015 OCSTA Spring Regional Meetings.

5. Open Question Period

None Submitted

E. NOTICES OF MOTION

F. BUSINESS IN CAMERA

Moved by Trustee Nieuwesteeg

Seconded by Trustee O'Leary

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 8:18 p.m. and reconvened at 9:37 p.m.

G. REPORT ON THE IN-CAMERA SESSION

Moved by Trustee Sicoli

Seconded by Trustee Nieuwesteeg

THAT the Niagara Catholic District School Board report the motions from the In Camera Session of the Board Meeting of March 24, 2015.

CARRIED

SECTION A: STUDENT TRUSTEES PRESENT

Moved by Trustee Burtnik

Seconded by Trustee Fera

THAT the Niagara Catholic District School Board approve the Minutes of the In Camera Session of the Board Meeting - SECTION A: Student Trustees Present of February 24, 2015, as presented.

CARRIED (Item F1)

SECTION B: STUDENT TRUSTEES EXCLUDED

Item F4.1 Deleted

Item F4.2 Deleted

Moved by Trustee Fera
Seconded by Trustee O'Leary

THAT the Niagara Catholic District School Board approve the Minutes of the In Camera Session of the Board Meeting - SECTION B: Student Trustees Excluded of February 24 2015, as presented.

CARRIED (Item F5)

H. FUTURE MEETINGS AND EVENTS

I. MOMENT OF SILENT REFLECTION FOR LIFE

J. ADJOURNMENT

Moved by Trustee Sicoli
Seconded by Trustee Fera

THAT the March 24, 2015 meeting of the Niagara Catholic District School Board be adjourned.

CARRIED

This meeting was adjourned at 10:19 p.m.

Minutes of the Meeting of the Niagara Catholic District School Board held on **March 24, 2015**.

Approved on **April 28, 2015**.

Fr. Paul MacNeil
Chairperson of the Board

John Crocco
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
APRIL 28, 2015**

PUBLIC SESSION

TITLE: OFSAA PROVINCIAL - MEDALISTS 2015

Prepared by: Mark Lefebvre, Superintendent of Education

Presented by: Mark Lefebvre, Superintendent of Education

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

Date: April 28, 2015



PRESENTATION BACKGROUND

**Board Meeting
April 28, 2015**

OFSAA PROVINCIAL - MEDALISTS 2015

Secondary students from across the Niagara Catholic District School Board qualified in several different athletic events to represent our Board at the provincial level during the Winter sports seasons.

Two schools from the Niagara Catholic District School Board who have won medals at various Ontario Federation of School Athletic Associations (OFSAA) events will be presented at this meeting

Sarah Coburn – Denis Morris Catholic High School

Sarah Coburn is a Grade 11 student at Denis Morris Catholic High School. She has been a leader and role model on the Denis Morris wrestling team.

This wrestling season Sarah dominated. She was undefeated the whole season and qualified to represent Denis Morris and the Niagara Catholic District School Board at OFSAA which was held in Windsor Ontario. Sarah had 32 girls in her weight class and wrestled a total of 7 matches and won 6 out of the 7, which resulted in her placing third and receiving the Bronze Medal.

Saint Francis Phoenix Sr. Boy's Basketball

The Saint Francis Phoenix Sr. Boys' Basketball team captured the Gold medal at the recent AA OFSAA Championships in Ottawa, Ontario during March. The team, which was ranked as high as 6th in Canada during the season, was the number 1 seed for the tournament and completed the 3 day event with a hard fought victory over Crescent High School in the Gold medal game.

The Saint Francis Sr. Boys' Basketball team also won the 32-team Pinky Lewis tournament, the Mike Sullivan memorial tournament, the KSA Beach Bash in the Bahamas, and the 32-team St. Benedict Invitational. Overall, the team finished with a record of 49 and 5. This is the first OFSAA Gold medal for the Boys' Basketball program at Saint Francis.

Team members include: Dakota Follick, Daniel Galante, Keegan Gallant, Aidan Hinds, Cele Kasamba, Abu Kijab, Lucas Olsthoorn, Marcus Pizale, Jacob Schenck, Riley Soldwisch, and Cullan Voelkner.

Head Coach: Pat Sullivan

Assistant Coaches: Nick Flynn, Mike McGinnis, Dan Sullivan

The 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: April 28, 2015

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
APRIL 28, 2015**

PUBLIC SESSION

**TITLE: SCHOOL EXCELLENCE PROGRAM
NOTRE DAME CATHOLIC ELEMENTARY SCHOOL –
NIAGARA FALLS**

The School Excellence Program report is presented for information.

Prepared by: Mark Lefebvre, Superintendent of Education

Presented by: Mark Lefebvre, Superintendent of Education

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

Date: April 28, 2015

SCHOOL EXCELLENCE PROGRAM

NOTRE DAME CATHOLIC ELEMENTARY SCHOOL, NIAGARA FALLS

Contact Info

6559 Caswell Street

Niagara Falls, ON

L2J 1C2

P. 905.358.3861

F. 905.358.9589

notre.dame@ncdsb.com

Grades

ELKP – 8

French Immersion

ELKP, Grade 1

Enrolment

224 as of September 2014

Principal

Jeff Lafontaine

Superintendent of Education

Mark Lefebvre

Catholic School Council

Chair

Brian Tsuji

Parish

Our Lady of the Scapular

Notre Dame Catholic Elementary School is a part of the Saint Paul Catholic High School Family of Schools.



In September of 1952, Notre Dame Catholic Elementary School opened its doors to answer the need for a Roman Catholic School in the Stamford area of Niagara Falls. It consisted of only 2 classrooms; Grades 1 to 3 taught by Mother Mary Judith Deek and Grades 4 to 7 taught by Sister Viola Ireland who was also the founding Principal.

Following the first year in 1952, two more rooms were added in 1953 and another two in 1954. Amalgamation of the boards in Stamford took place January 1, 1959, and was then known as Stamford Roman Catholic Union Separate School Board. Expansion took place in 1967, with the addition of 5 more classrooms, a library and a gymnasium. Additions and renovations have taken place since then to meet the needs of students and staff.

We create a Christ-Centered environment within which children will grow and learning flourish. - School Mission Statement

In the Pursuit of Excellence ... There is no Finish Line - School Motto

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
APRIL 28, 2015**

PUBLIC SESSION

**TOPIC: UNAPPROVED MINUTES OF THE COMMITTEE OF THE
WHOLE MEETING OF APRIL 14, 2015**

RECOMMENDATION

THAT the Niagara Catholic District School Board receive the unapproved Minutes of the Committee of the Whole Meeting of April 14, 2015, as presented.

The following recommendations are being presented for the Board's consideration from the Committee of the Whole Meeting of April 14, 2015:

2.1 Policies

2.1.1 Educational Field Trips Policy (400.2)

THAT the Niagara Catholic District School Board approve the Educational Field Trips Policy (400.2), as presented.

2.1.2 Volunteer Driver Policy (302.4)

THAT the Niagara Catholic District School Board approve the Volunteer Driver Policy (302.4), as presented.

2.1.3 Volunteer Recognition Policy (800.4)

THAT the Niagara Catholic District School Board approve the Volunteer Recognition Policy (800.4), as presented.

2.2 Elementary and Secondary School Year Calendars 2015-2016

THAT the Niagara Catholic District School Board approve the Elementary and Secondary School Year Calendars 2015-2016, as presented.

2.3 Niagara Catholic Three Year Theological Theme 2015-2018

THAT the Niagara Catholic District School Board approve the Niagara Catholic Three Year Theological Theme 2015-2018, as presented.

2.4 Niagara Catholic System Priorities 2015-2016

THAT the Niagara Catholic District School Board approve the Niagara Catholic System Priorities 2015-2016, as amended.



MINUTES OF THE COMMITTEE OF THE WHOLE MEETING

TUESDAY, APRIL 14, 2015

Minutes of the Meeting of the Committee of the Whole of the Niagara Catholic District School Board, held on Tuesday, April 14, 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 7:00 p.m. by Vice-Chairperson Sicoli.

A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayer was led by Trustee O'Leary

2. Roll Call

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	✓			

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 Burtnik

THAT the Committee of the Whole approve the Agenda of the Committee of the Whole Meeting of April 14, 2015 as presented.

CARRIED

4. Declaration of Conflict of Interest

Declaration of Conflict of Interest was declared by Trustee O'Leary with Item F6 of the In Camera Agenda Section B: Student Trustees Excluded. This Trustee has family members who are teachers, or employees of the Board. Trustee O'Leary left the meeting during discussion of this item.

5. Approval of Minutes of the Committee of the Whole Meeting of February 10, 2015

Moved by Trustee Nieuwesteeg

THAT the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting of February 10, 2015, as presented.

CARRIED

6. Approval of Minutes of the Committee of the Whole Meeting of March 10, 2015

Moved by Trustee Charbonneau

THAT the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting of March 10, 2015, as presented.

CARRIED

B. PRESENTATIONS

Nil

C. COMMITTEE AND STAFF REPORTS

1. Policy Committee

1.1 Approved Minutes of the Policy Committee Meeting of February 24, 2015

Moved by Trustee O'Leary

THAT the Committee of the Whole receive the unapproved Minutes of the Policy Committee Meeting of February 24, 2015 as presented.

CARRIED

1.2 Unapproved Minutes of the Policy Committee Meeting of March 24, 2015

Trustee Fera requested the removal of “*Trustee Fera seconded the motion*” from page 4, paragraph 2.

Chair MacNeil stated page 4, paragraph 5 was ambiguous. “*Written information was distributed by Trustee MacNeil and a copy of a letter from OECTA Elementary Unit for the consideration of the Policy Committee*” could be changed to “*Written information was distributed by Trustee MacNeil for the consideration of the Policy Committee. Also, a copy of a letter from OECTA Elementary Unit was distributed by OECTA for the consideration of the Policy Committee*”.

Trustee Burtnik requested the minutes be referred back to the Policy Committee of April 28, 2015

Moved by Trustee Vernal

THAT the Committee of the Whole refer the unapproved Minutes of the Policy Committee Meeting of March 24, 2015 to the Policy Committee Meeting of April 28, 2015 for review.

CARRIED

1.3 Approval of Policies

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

1.3.1 Educational Field Trips Policy (400.2)

Moved by Trustee Charbonneau

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the revised Educational Field Trips Policy (400.2), as presented.

CARRIED

1.3.2 Volunteer Driver Policy (302.4)

Moved by Trustee Charbonneau

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the revised Volunteer Driver Policy (302.4), as presented.

CARRIED

1.3.3 Volunteer Recognition Policy (800.4)

Moved by Trustee Charbonneau

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the revised Volunteer Recognition Policy (800.4), as presented.

CARRIED

1.4 Policy and Guideline Review 2015-2015 Schedule

John Crocco, Director of Education presented the Policy and Guideline Review 2015-2015 Schedule for the information of Trustees.

2. **12th Annual Niagara Catholic Skills Competition**

Director Crocco for Mark Lefebvre, Superintendent of Education introduced the report on the 12th Annual Niagara Catholic Skills Competition for information. Director Crocco introduced Ivana Galante, K to 12 Consultant Business / Technological Education / Specialist High Skills Major and Jennifer Pirosko, Special Assignment teacher who presented an overview of the program and a brief visual presentation on the 12th Annual Niagara Catholic Skills Competition.

Trustees expressed their appreciation to Ms. Galante, Ms. Pirosko and their team for the report and the annual skills competition for students.

3. **Niagara Catholic District School Board Level Graduation Rates for the 2009-2010 Grade 9 Cohort**

Lee Ann Forsyth-Sells, Superintendent of Education presented the report on the Niagara Catholic District School Board Level Graduation Rates for the 2009-2010 Grade 9 Cohort for information which included the 2014 Graduation Rates, for all District School Boards in Ontario as provided by the Ministry of Education.

Senior Staff answered questions of the Trustees.

4. **Elementary and Secondary School Year Calendars 2015-2016**

Frank Iannantuono, Superintendent of Education presented the report and recommendation on Elementary and Secondary School Year Calendars 2015-2016.

Moved by Trustee Nieuwesteeg

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Elementary and Secondary School Year Calendars for the 2015-2016 school year as presented.

CARRIED

5. **Niagara Catholic Chaplaincy Leader Update**

Director Crocco introduced Debra McCaffery, Board Chaplaincy Leader who introduced the Niagara Catholic Chaplaincy Team and presented the report on the Niagara Catholic Chaplaincy Leader Update for information.

Chair MacNeil and Trustees thanked Ms. McCaffery and the Niagara Catholic Chaplaincy Leaders for their leadership and dedication.

Ms. McCaffery answered questions of Trustees.

6. **Niagara Catholic Three Year Theological Theme 2015-2018**

Director Crocco introduced the Niagara Catholic Three Year Theological Theme and Board Chaplaincy Leader Debra McCaffery presented the report of the Niagara Catholic Three Year Theological Theme 2015-2018, "One Family in Christ: Know Him, Love Him, Serve Him"

Moved by Trustee O'Leary

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Niagara Catholic Three Year Theological Theme 2015-2018, "One Family in Christ: Know Him, Love Him, Serve Him", as presented.

CARRIED

7. Niagara Catholic System Priorities 2015-2016

Director Crocco and Senior Administrative Council presented the Niagara Catholic System Priorities 2015-2016 report which included the implantation process. As part of the report, Director Crocco and Senior Administrative Council provided the monthly Committee of the Whole Update on System Priorities and the design of the Board Budget 2015-2016.

Director Crocco and Senior Administrative Council answered questions of Trustees and amended the wording of two indicators.

Moved by Trustee Burtnik

THAT the Committee of the Whole recommend to the Niagara Catholic District School Board the approval of the Niagara Catholic System Priorities 2015-2016, as amended.

CARRIED

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

Superintendent Lefebvre presented the report on Extended Overnight Field Trip, Excursion and Exchange Approval Committee 2014-2015 for information and distributed a revised Appendix A with the addition of Denis Morris Catholic High School's Robotics trip.

9. Staff Development Department Professional Development Opportunities

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

10. Monthly Updates

10.1 Capital Projects Update

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

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. Chloe and Jessica thanked Director Crocco and the Board for providing them with the opportunity to speak at the Volunteer Appreciation Breakfast on behalf of the Student Senate.

Chair McNeil thanked the Student Trustees for their commitment and dedication.

The following motion was passed at 11:00 p.m.

Moved by Trustee Burtnik

THAT the Committee of the Whole Meeting be extended 15 minutes.

CARRIED

10.3 Senior Staff Good News Update

Senior Staff highlights included:

Superintendent Baldasaro

- Superintendent Baldasaro acknowledged and congratulated Director John Crocco for being chosen for the 2015 OCSOA CASSA/EXL award recipient. Director Crocco will be recognized by the association at the OCSOA Annual General Meeting Conference Banquet on April 17, 2015.

Superintendent Farrell

- Denis Morris Catholic High School's High Voltage robotics team is bound for the First World Championships in St. Louis, Missouri later this month.

D. INFORMATION

1. Trustee Information

1.1 Spotlight on Niagara Catholic – March 2015

Director Crocco highlighted the Spotlight on Niagara Catholic – March 2015 issue for Trustees information.

1.2 Calendar of Events – April 2015

Director Crocco presented the April 2015 Calendar of Events for Trustees information.

1.3 OCSTA AGM April 30, 2015 – May 2, 2015

Director Crocco presented the OCSTA AGM and Conference package for Trustee information.

1.4 OCSTA AGM Resolutions Package

Director Crocco presented the OCSTA AGM Resolutions Package for Trustee review.

1.5 World Meeting of Families September 22, 2015 – September 27, 2015

Director Crocco presented World Meeting of Families September 22, 2015 – September 27, 2015 for Trustee information.

Trustees interested in attending are to notify Director Crocco by April 18, 2015.

E. OTHER BUSINESS

1. General Discussion to Plan for Future Action

Director Crocco informed the Board that following the attendance by Superintendent Vetrone and Controller of Facilities Services Whitwell at upcoming Ministry of Education Technical Briefings, staff will review the Boards Pupil Accommodation Review Policy and bring a draft to the Policy Committee in the fall for review and consideration. This step is required as part of the design of the Boards Multi-Year Accommodation Review Plan.

2. Response to September 16, 2014 Letter From Pat Darte

Director Crocco and Controller Whitwell introduced Jack Ammendolia, Associate Director of Watson & Associates Economists Ltd. Mr. Ammendolia presented information on the Niagara-on-the-Lake Demographics.

The following motion was passed at 11:15 p.m.

Moved by Trustee Vernal

THAT the Committee of the Whole Meeting be extended.

CARRIED

Mr. Ammendolia answered questions of Trustees.

The Committee of the Whole requested that a letter to Mayor Darte be drafted by Chair MacNeil and Director Crocco and brought to the April 2015 Board Meeting for approval.

F. BUSINESS IN CAMERA

Moved by Chair MacNeil

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 11:26 p.m. and reconvened at 11:59 p.m.

G. REPORT ON THE IN-CAMERA SESSION

Moved by Trustee Fera

THAT the Committee of the Whole report the motions from the In Camera Session of the Committee of the Whole Meeting of April 14, 2015.

CARRIED

SECTION A: STUDENT TRUSTEES INCLUDED

Moved by Trustee Fera

THAT the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting - In Camera Session (Section A: Student Trustees Included) held on February 10, 2015 as presented.

CARRIED (Item F1)

SECTION B: STUDENT TRUSTEES EXCLUDED

Moved by Trustee Vernal

THAT the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting - In Camera Session (Section B: Student Trustees Excluded) held on February 10, 2015, as presented.

CARRIED (Item F3)

Moved by Trustee Charbonneau

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

CARRIED (Item F4)

Moved by Trustee Fera

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the recommendation as outlined in Item F5 of the In Camera Agenda.

CARRIED (Item F5)

H. ADJOURNMENT

Moved by Trustee Charbonneau

THAT the April, 14, 2015 Committee of the Whole Meeting be adjourned.

CARRIED

This meeting was adjourned at 11:59 p.m.

Minutes of the Committee of the Whole Meeting of the Niagara Catholic District School Board held on **April 14, 2015.**

Approved on **May 12, 2015.**

Dino Sicoli
Vice-Chairperson of the Board

John Crocco
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
APRIL 28, 2015**

PUBLIC SESSION

TITLE: EDUCATIONAL FIELD TRIPS POLICY (400.2)

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Educational Field Trips Policy (400.2), as presented.

Prepared by: Mark Lefebvre, Superintendent of Education

Presented by: Policy Committee

Recommended by: Committee of the Whole

Date: April 28, 2015



EDUCATIONAL FIELD TRIPS POLICY

STATEMENT OF POLICY

Section:	400 – Educational Programs
No:	400.2
Adopted:	May 26, 1998
Revised:	March 19, 2013

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the Board recognizes the educational value for students and staff to participate in educationally based field trip experiences. The Board encourages educational field trips as part of an enriching Catholic educational program for all students, and supports the participation of students and staff in educational activities and programs off school premises.

All Niagara Catholic educational field trips must have a direct and enhancing relationship with the curriculum of the classroom. This includes local, regional and provincial field trips, as well as those of an extended nature to other parts of Canada and to other parts of the world.

The Board recognizes that most educational field trips bear a cost for participation. If there is a direct cost to the student, participation is strictly voluntary and arrangements will be made for the education of those students not participating.

It is expected that all educational field trips involve preparatory, follow-up and assessment activities. Where an Education Field Trip occurs on a Day of Obligation, the Principal is to ensure that an appropriate liturgy, including Eucharist, is conducted for all students, staff and supervisors.

Individuals who are employed by the Niagara Catholic District School Board and appointed by the Principal as a chaperone to meet the supervision requirements of the Board can participate and accompany students on Board approved educational field trips.

Individuals, who are not employed by the Niagara Catholic District School Board, and are requested by the Principal to serve as a chaperone/volunteer to meet the supervision requirements of the Board, will require prior to being appointed as a chaperone/volunteer, an acceptable Vulnerable Sector Background Check from the Niagara Regional Police Services or another police service, approval from the Family of Schools' Superintendent of Education and the school Principal.

Only registered students, appointed employees and approved chaperones/volunteers of the Niagara Catholic District School Board can participate in educational field trips.

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

References:

- [*Canadian Standards Association \(CSA\)*](#)
- [*Education Statutes and Regulations of Ontario*](#)
- [*Ontario Physical and Health Education Association \(OPHEA\)*](#)
- [*Ontario School Boards Insurance Exchange \(OSBIE\):Risk Management Advisory*](#)
- [*Niagara Catholic – Volunteer Drivers Policy \(302.4\)*](#)
- [*Niagara Catholic - Volunteers in Catholic Schools Policy \(800.9\) \(Safe Schools Policy\)*](#)



EDUCATIONAL FIELD TRIPS POLICY

ADMINISTRATIVE GUIDELINES

Section:	400 – Educational Programs
No:	400.2
Adopted:	May 26, 1998
Revised:	March 19, 2013

PART I - DEFINITIONS AND EXPECTATIONS

A. EDUCATIONAL FIELD TRIPS

Educational Field Trip is an all-encompassing phrase which may include neighbourhood studies; visits to buildings and sites of historical interest; visits to museums, galleries, factories, zoos and farms, sport events, theaters, Parish Church; overnight visits to field centres and campgrounds; and travel in Canada and abroad.

All Education Field Trips must be supervised by an employee of the Board, unless otherwise approved by the Family of Schools' Superintendent of Education and the Principal.

Educational Field Trips are:

- Any school supervised activity beyond the school property.
- Trips that directly enhance specific curriculum expectations designed to improve student knowledge.
- Based on Social Justice objectives that are classified as educational field trips since social justice expectations are provided in all subject based curricula within Niagara Catholic.
- Linked to specific subject curriculum expectations designed for students to achieve a credit or credits as part of their trip outside the Province of Ontario are classified as educational field trips and designated as extended overnight field trips.
- For registered students, appointed employees and approved chaperones/volunteers of the Niagara Catholic District School Board.

B. EXPECTATIONS

The following are required expectations of all educational field trips:

- Enhances the spiritual, esthetic, cultural, intellectual, athletic or social experiences of students.
- Made available to every student at every grade level; exceptions respecting individual students may be made at the discretion of the school Principal.
- Extension of the classroom and school with all expectations enforced.
- Begin the moment the students leave the school property.
- Regular school attendance with appropriate programming is expected for those students not participating in the Educational Field Trips.

C. EDUCATIONAL GOALS

The following broad objectives should be considered by a teacher planning Educational Field Trips:

- Trips that directly enhance specific curriculum expectations designed to improve student knowledge.
- Experiential learning for students and staff at a particular event or location.
- Where reasonable and practical, educational field trips shall be in the Niagara Region and surrounding area where appropriate program experiences can be realized.
- The experience should have educational value in proportion to the time spent traveling, the time spent on the activity, and the cost to each student.

PART II - CATEGORIES

Educational Field Trips within Niagara Catholic are defined as:

- Day Field Trips
- Extended Day Field Trips
- Overnight Field Trips
- Extended Overnight Field Trips
- Continuing Education Credit Programs
- Exchanges or
- Excursions

To determine the type of educational field trip and approvals required, the following criteria are provided.

1. *Day Field Trips (Day)*

A field trip which occurs within the hours of classes of a school.

2. *Extended Day Field Trips (Day trips)*

A field trip which extends beyond regular school hours, but does not include an overnight stay.

A field trip in which students are driven to and/or picked up by parents/guardians at the school.

3. *Overnight Field Trip (One to three nights)*

A field trip that normally requires students to be lodged for one, two or three nights.

Overnight Field Trips of more than one night's duration shall be limited to one per class per school year, and shall be restricted to students of Grade 6 and up (Grades 5/6 combination excepted).

4. *Extended Overnight Field Trip (Four or more nights or flight ticket of \$600.00 or more)*

Any school/board sponsored and supervised activity, on scheduled instructional days, beyond the school property that requires four or more nights lodgings, or requiring an individual flight ticket of \$600.00 or more.

(An Extended Overnight Field Trip which involves more than one school will follow the same procedures and will require the approval of the Principal of all affected schools at the time of submission to the Committee). (See Section C)

5. *Continuing Education Credit Programs*

Credit courses organized during the school year or during the summer require approval from the Principal of Continuing Education, the Superintendent of Education responsible for Continuing Education and the Director of Education.

6. *Exchanges*

School-to-School exchanges are available for all elementary and secondary students in Niagara Catholic. Applications must be made by the school Principal to the Family of Schools' Superintendent of Education and include detailed plans and financial expenditures regarding the educational, cultural and linguistic aspects of a school-to-school exchange. Principals are to ensure that there is a formalized reciprocal agreement between participating schools. School-to-school exchanges can take place at any time during the calendar year. School-to-School exchanges require the approval of the Principal, Family of Schools' Superintendent of Education, Extended Overnight Field Trip, Exchange and Excursion Committee and the Director of Education prior to any authorization to participate.

Student Exchanges may be planned for elementary or secondary school students by parents/guardians. Prior to any commitment, parents/guardians are to discuss the student exchange request with the Principal for approval. In considering the request, Principals are to ensure that there is a formalized reciprocal agreement with the student exchange company for an exchange to take place in a mutually agreed upon school year prior to submission to the Extended Overnight Field Trip, Exchange and Excursion Approval Committee.

7. *Excursion*

An excursion is a trip that enhances specific subject curriculum expectations 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 may not adhere to all guidelines and procedures relating to Educational Field Trips. Approval will not normally be granted for excursions that require the students and/or staff to be away from school on a regularly scheduled instructional school day.

8. *Extended Overnight Field Trip, Exchange and Excursion Approval Committee*

The Committee is composed of:

- 1 Superintendent of Education
- 1 Elementary School Principal
- 1 Secondary School Principal
- 1 Secondary School Vice-Principal
- 1 Program Department Consultant

PART III - FINANCING EDUCATIONAL FIELD TRIPS

1. If there is a direct cost to the student(s), participation is voluntary and arrangements must be made for the education of the student(s) not participating.
2. Principals should take steps to ensure that all students have an equal opportunity to participate in a planned trip (excluding excursions). This may include partial or complete financial subsidy for some students.
3. Principals are to ensure that the actual cost to the student is kept at a reasonable level, taking into consideration that some students may have limited financial resources.
4. It is the responsibility of the Principal to ensure that the fairest prices for transportation, accommodation and all other expenditures are obtained and that all transactions are carried out according to procedures and guidelines of the Board.
5. For all overnight field trips and excursions, Principals must submit three (3) written proposals from travel companies along with a Principal recommendation of the best value for students. The proposals and Principal recommendation are to be attached to either the Request for Overnight Field Trip or Request for Extended Overnight Field Trip form.
6. Central Funding for Out-of-Classroom Activities

The Board may allocate funds as determined by the annual budgeting process, which may be available to the Principals for the purpose of providing out-of-classroom activities.

PART IV - APPROVALS

Applicable Forms

- [*Airline/Tour Company/Insurance Checklist*](#)
- [*Request for Co-instructional Participation Form*](#)
- [*Request for Credit Program Overnight Field Trip, Extended Overnight Field Trip Exchange and Excursion Cover Sheet*](#)
- [*Request for Educational Field Trip Transportation Form*](#)
- [*Request for Extended Overnight Field Trip Form*](#)
- [*Request for Overnight Field Trip, Extended Overnight Field Trip, Exchange and Excursion Cover Sheet*](#)
- [*Request for Overnight Field Trip Form*](#)
- [*Request to Transport Student Consent Form*](#)
- [*Volunteer Drivers - Authorization to Transport Students*](#)

Parents/guardians whose children may be involved in an approved Overnight Field Trip, Exchange or Excursion shall be invited to a meeting where the trip proposal will be explained in detail and their support of the proposed trip solicited. A written consent form will be completed and signed by a parent/guardian granting approval for the child to participate in the proposed trip.

1. Principals may approve:
 - trips within walking distance of a school;
 - half-day or full day trips;
 - extended school day trips, but not continuing overnight.
 - All Overnight Field Trips (one to three nights lodging), including athletic and academic tournaments and competitions.

Information regarding Overnight Field Trips shall be sent to the respective Family of Schools' Superintendent of Education at least four weeks prior to arrangements for the trip being completed. ([*Request for Overnight Field Trip, Extended Overnight Field Trip and Excursion Cover Sheet*](#))

2. Approvals of the Principal, Family of Schools' Superintendent of Education, Extended Overnight Field Trip, Exchange and Excursion Approval Committee and Senior Administrative Council are required for:
 - all Extended Overnight Field Trips;
 - all Excursions;
 - any other trip not covered by these Guidelines and Procedures.

Requests for approval of Extended Overnight Field Trips, Exchanges and Excursions shall be submitted by the Principal to the respective Family of Schools' Superintendent of Education for consideration. If approved, the requests are forwarded to the Extended Overnight Field Trip and Excursion Approval Committee at least six (6) months prior to the planned activity. Exceptions to the timelines can be made at the discretion of the respective Family of Schools' Superintendent in consultation with Senior Administrative Council.

Submissions to the Extended Overnight Field Trip, Exchange and Excursion Approval Committee must be made prior to the first Fridays in June, October and February.

All requests shall include:

- A completed applicable Field Trip Request Form
 - [*Request for Overnight Field Trip, Extended Overnight Field Trip and Excursion Cover Sheet*](#)
 - [*Airline/Tour Company/Insurance Checklist*](#)
 - A copy of proposed itinerary.
 - Additional written information that will assist the committee in its consideration of the request.
3. To ensure extended overnight field trips and excursions meet the full intent of the Educational Field Trip Policy, only Extended Overnight Field Trip and Excursion Committee approved trips and/or excursions are to be proposed to students and parents/guardians for participation. No extended overnight field trips and/or excursions are to be presented to students or parents/guardians

without the signed approval of the Superintendent of Education who is the Chair of the Extended Overnight Field Trip, Exchange and Excursion Approval Committee.

4. Any Field Trip/Excursion may be cancelled at any time by a Principal and/or Family of Schools' Superintendent of Education, if required.
5. Prior to approving all travel requests by staff, Principals are to clearly understand the answers to the following questions as they apply to individual trip applications.

All Principals are to:

- record the answers and file responses at the school;
 - submit the responses with the application form to the Family of Schools' Superintendent of Education if the trip is required to have Superintendent of Education approval;
 - instruct the tour supplier to forward a letter outlining their understanding of the Terms and Conditions prior to any finalization/approval of the trip. (fax copy of [Airline/Tour Company/Insurance Checklist](#) to agent if required)
 - When applicable, determine the exact date and time period each policy is in effect and the length of time it remains in effect. (i.e. cancellation of trip without penalty must be made by - date and time; cancellation with fifty-percent refund must be made by - date and time; cancellation done in writing individually or by the entire group signing a letter etc.)
 - A copy of the [Airline/Tour Company/Insurance Checklist](#) is to be submitted with the Checklist for Extended Overnight Field Trip Form approval to the "Extended Overnight Field Trip, Exchange and Excursion Approval Committee".
6. All approved trips by the Extended Overnight Field Trip, Exchange and Excursion Committee will be reported to the Senior Administrative Council for consideration. Only educational field trips approved by Senior Administrative Council will be reported to the Board of Trustees for information. Following notification of the Board, Principals will be informed that submitted trips have been approved by Senior Administrative Council and the Board has been informed of the trip and can proceed in notifying staff of the approval.
 7. If not approved, the Committee will forward to the Principal of the school requesting permission for the trip, a summary of the rationale.
 8. Where approval has not been granted, the Principal may re-submit a proposal to the Family of Schools' Superintendent of Education with the required revisions.
 9. An unapproved trip is one, which has not followed the process outlined to receive official approval or is one, which has followed process, but has been denied. Neither the school nor the Board will sponsor, promote or participate in the planning of any unapproved trip.
 10. Teachers are deemed in law to be in a position of authority over students by virtue of their positions as teachers. Therefore, teachers shall not become involved in any unapproved field trips with students. As well as facing disciplinary procedures, teachers involved in non-approved field trips surrender their legal claim to the Board's liability insurance coverage and to Worker's Compensation protections.
 11. Only individuals approved to chaperone or supervise a field trip are eligible to participate in any aspect of the educational field trip. For clarity, individuals who are not approved as chaperones, supervisors or volunteers cannot be included in travel arrangements, travel with or accompany the students and staff on the field trip.
 12. Students or staff who request to leave the group on an approved field trip, such as to meet a family member, must submit a request, in writing, to the Principal prior to the departure of the field trip. The Principal will determine if arrangements can be made to assist with the request providing it does not interfere with the travel arrangements of the group. If approval is granted by the Principal, it is permitted with the condition that:
 - the Board is not responsible for the safety of the student or staff member when away from the group; and,
 - a staff member, chaperone or supervisor must meet with a designated family member prior to a student's departure and upon return to the group

- the student or staff member must report to the chaperone/supervisor upon their return; and,
- any delay in meeting with the group at the designated time and location is not the responsibility of the Board and will not adversely affect the travel arrangements of the group; and,
- students or staff who miss returning to the group will incur any costs for the delay or will be solely responsible for alternate transportation arrangements to either meet the group at a designated location or to return home.

PART V - PARENT/GUARDIAN NOTIFICATION

When planning a school educational field trip, excursions or exchanges, the Principal, or designate, shall contact the Special Education Department for input regarding any special accommodations required pertaining to any exceptional student or students with special needs participating in the field trip.

1. Trips within walking distance or trips as part of curriculum expectations:
 - A signed parental application form is recommended but not required for a day trip beyond school property where the students will be traveling on foot or is part of non-optional program or Board expectations of students. (i.e. day retreats, Church liturgies, graduation practices, graduation celebrations)
 - Teachers are required to obtain Principal approval and indicate to the Principal the destination and approximate return time.

Although specific notification and application are not necessary for such trips, it is essential that parents be made aware of the fact that such trips may take place throughout the school year as part of the total school curriculum or Board expectations. It is mandatory that such awareness be created by means of information letters and/or newsletters throughout the school year.

2. Letter to Parents/Guardians

For all other school trips, written permission/consent from the parent /guardian will be obtained. The supervising teacher shall, prior to obtaining consent of parents or guardians, inform parents or guardians of trip details. (The signed documentation of all trips shall be retained for the current school year until the successful completion of that trip).

These details shall include program rationale; dates; departure, return time and pick up arrangements; cost; method of transportation; and, destination;

This letter will be signed by both the supervising teacher and the Principal.

Parent/guardian requests should be phrased as follows:

I, (parent's/guardian's name) consent that (student's name) participate in the trip to (destination).

If a non-refundable deposit/payment is required from the parent, the form signed by the parent shall include this statement. "A non-refundable deposit/payment of \$ AMOUNT is required for this trip."

The parent/guardian acknowledges that neither the Board nor any employee bears liability for the deposit/payment once paid if the child is unable to attend.

Parent/Guardian Signature

Date of Signature

3. Emergency Planning

- An itinerary of each trip must be available in the school office in order that the Principal may contact the supervising teacher in charge of the group if an emergency arises.
- Provision shall be made by the Principal/teacher that someone at the school site be available to be contacted should an emergency arise at any time during the trip or if a return is delayed. Parents are to be contacted as soon as possible.

- The supervising teacher/teacher designate has the right to change the itinerary of the trip if, at his/her discretion, an emergency or dangerous situation arises, or as the situation warrants. Any change to the itinerary must be communicated to the Principal, and as determined by the Principal based on the nature of the change of itinerary, communicated with parents/guardians of students on the field trip.
- If students are billeted in homes, then the host family must have information which will allow them to contact the teacher in charge at any time.

4. List of Participants

When a group of students leaves the school on an approved trip, a list of all students and staff in the group in each vehicle must be prepared, one copy of which will be left in the school office, and another copy to accompany the group.

PART VI - SAFETY REQUIREMENTS

1. The supervising teacher shall obtain relevant medical information about each student and also authorization to procure medical attention in the event of an emergency.
2. Parent/Guardians should be made aware that this medical information may be required for the health and safety of the students and that the information provided will be held in confidence. The teacher must then ensure that medical information is kept confidential.
3. Before any out-of-school program, the teacher must instruct the students in appropriate behaviour and safety procedures as well as any inherent dangers of the activity. The teacher(s) must show that the students have been carefully prepared and that the activity is appropriate to the age and physical/motor maturity of the participants.
4. For pupils who require medication, the routine parental consent form is to be completed and an adequate supply of medicine is to be secured.
5. Where there is instruction in High Care (e.g. water activities, skiing, etc.) activities, the instructor(s) must be certified personnel, and additional supervision must be provided by appropriate teaching personnel.

6. Water Safety

Water safety requires close and direct supervision at all times. Teachers must inform parents when the trip will include planned water activities.

7. Swimming and Water Activities including Rowing

Notwithstanding Year End Field Trips, recreation swimming is prohibited unless it is an integral part of the program. With the exception of Board sanctioned co-instructional rowing programs, and regattas, when students are in public or private pools, or natural bodies of water, the Principal shall designate, as adults in charge of the water safety, only individuals who have a valid and current lifeguarding certificate: Red Cross Safety: Bronze Cross - minimum qualifications.

*Ratios: 1:10 natural bodies of water
1:20 private pool*

In Public Pools, the appropriate Public Health By-Laws will prevail.

8. Year End Field Trips

Field trips that include water parks, public beaches, private pools, etc. are at the discretion of the Principal providing all safety and supervision guidelines are adhered to. O.P.H.E.A. Safety Services Package at opeha.net

9. Non-Commercial/Recreational and Co-Instructional Boating

- Boating trips are generally to be organized only for secondary school students. Principals must obtain the prior approval of the Family of Schools' Superintendent of Education to plan a non-commercial/recreational boating trip. (See O.P.H.E.A. Safety Guidelines.)

*Ratios: 1:8 on a trip
1:10 water activities in a confined area with a clear overall view
and reasonable distance to craft*

- With the exception of Board sanctioned co-instructional rowing programs, and regattas, all students must wear a properly fastened M.O.T. approved life jacket or personal flotation device when in a boat or canoe.
- Instruction in boating, sailing and canoeing must be supervised by suitably qualified teachers or adults.
- It is the responsibility of the trip supervisor to ascertain that instructors in these activities are qualified according to current regulations.
- All students and adult supervisors must acquire at least minimum competency levels as determined by the qualified instructors before participating in a boating excursion.
- Prior to any boating, canoeing or rowing program, the swimming ability of each student must be ascertained. To be considered a swimmer the student must demonstrate to qualified personnel, (the skills outlined in the O.P.H.E.A. Safety Services Package) that he/she is able to:
 - Swim 100 meters;
 - Tread water for 5 minutes;
 - H.E.L.P. and huddle with P.F.D. on for 5 minutes
 - (H.E.L.P. = Heat Escape Lessening Position)
 - (P.F.D. = Personal Flotation Device)
- Field trips involving commercial ship, ferry or other boat cruises are not prohibited by this policy.

See O.P.H.E.A. Safety Services Package

10. Downhill Skiing/Snowboarding Trips or Co-Instructional Activities

Downhill Skiing/Snowboarding Trips are permitted only for Grade 4 to Grade 12 students. Principals are to ensure that adequate supervision is in place and that qualified instructors are available to provide the necessary training and instruction (See O.P.H.E.A. Safety Guidelines).

All students participating in a school sponsored ski/snowboarding trip will be required to provide and wear a Canadian Standards Association (CSA) properly fitted, snow sport certified ski helmet indicating the helmet is approved as a ski helmet specifically designed for skiing or snowboarding. (i.e. ASTM, CE, SNELL)

It is recommended that all staff and chaperones participating in a school-sponsored ski/snowboarding trip provide and wear a Canadian Standards Association (CSA) ski helmet indicating the helmet is approved as a ski helmet specifically designed for skiing or snowboarding.

For these activities, all equipment must be provided or rented by the participant.

Principals will ensure that prior to boarding a bus to depart on a ski trip or co-instructional activity, all students prove to the staff supervisor that (a) they are in possession of an approved ski helmet for their individual use or (b) show written proof that they have reserved an approved ski helmet at the ski resort.

Staff supervisors will record on a trip/activity list of participating students that the student is in possession of an approved ski helmet to wear at all times while skiing/snowboarding.

Students who are not in compliance with this requirement will be prohibited from participating in optional ski trips/co-instructional activities.

Parent/guardian approval letters for participation in ski/snowboarding trips or co-instructional activities will include the following acknowledgements signed by parents/guardians;

- that students will be skiing/boarding on their own, parents/guardians are to impress upon their child to follow all safety rules including wearing a properly certified and fitted ski/boarding helmet at all times while skiing/boarding
- that parents/guardians will provide their child with all certified safety equipment for the activity
- that skiing/boarding is a high-risk sport and students are accountable for their own safety
- that student consequences are in place for non-compliance which could include a revoking of a ski/boarding pass for the remainder of the season
- that the school nor the Board is responsible for any accident.

11. Procedures in Cases of Student Injury or Illness

- In the event of serious injury or illness to the student, the person nearest to the incident shall begin appropriate emergency action: ensure breathing, the stoppage of blood flow, ensure the injured student's comfort. This will include immediately notifying a person qualified in first aid. If the in-charge person is not present, this person shall be notified immediately and proper procedures initiated.
- The in-charge person shall establish and follow an emergency action plan.
- If the class is to be away from school for an extended period of time (overnight), the person in charge shall collect in advance the Health Card number for each student and a blanket approval for permission to seek medical attention is required.
- All teachers are encouraged to undergo training in first aid and C.P.R.

12. Additional Coverage

All Niagara Catholic District School Board students are encouraged to purchase the Accident Insurance Policy offered by the school board each September.

13. Health Insurance Out of Province

Because of the high cost of health services in other countries, parents must submit proof of an out-of-province health insurance policy which will cover children on a school tour out of the province.

14. If, as a result of discipline/safety concerns, a student is required to be sent home by the supervising teacher during an educational field trip, the school and or Board is not responsible for any cost incurred in transporting a student home. These students may be required to discontinue their journey and such persons shall not be entitled to a refund.

It is the responsibility of the student(s), parent(s) or guardian(s) to provide, or arrange for supervision of a student who is sent home by the supervisor in charge. All costs to provide for such supervision is incurred by the parent/guardian.

PART VII – SUPERVISION

1. Out-of-classroom programs are to be under the supervision of at least one teacher or, in unique situations, any Board employee or designate approved by the Principal. Where more than one person participates in out-of-classroom activities, the Principal shall designate one as the “in-charge” person. Principals shall ensure that all precautions for the safety, comfort and supervision of participating students are taken.
2. For most trips outside Canada or the continental United States, a minimum of ten (10) participating students are required for an overseas trip to be approved. Exceptions may be approved for participation in international co-instructional activities or events.
3. All trips outside Canada or the continental United States require a minimum of two (2) supervisors/chaperones recommended by the Principal, and approved by the Family of Schools’ Superintendent of Education.
4. The following minimum adult-to-student ratios are required. As soon as the number of students increases by one over the ratio, another supervisor **must** be added.

School Trips:

	<i>JK-K</i>	<i>Grade 1 to 6</i>	<i>Grade 7 & 8</i>	<i>Grade 9 to 12</i>
Walking Tours – One Day Trips	1:10	1:10	1:15	1:20
One Day Trips	1:10	1:10	1:15	1:20
Overnight Trips	N/A	N/A	1:10	1:15
Overnight Trips Outside Canada or the continental United States	N/A	N/A	1:10	1:14+1 additional supervisor

- The ratios for Walking Tours and One Day Trips may be modified at the discretion of the Principal to accommodate such events as sacramental preparation, liturgies, or the spontaneity of the teachable moment.
 - To accommodate the possibility of medical emergencies, at least two adults should accompany students for all overnight trips or arrangements made for students to join other school communities.
5. Principals shall ensure that a sufficient number of supervisors/chaperones accompany the students in order that the visit or field trip will be a safe and valid educational experience. Some circumstances will require additional instructional staff than others in order that the students obtain the maximum benefit from their excursion.
 6. Employees of the Niagara Catholic District School Board can participate and accompany students on approved education field trips, as appointed by the Principal, to act as a chaperone to meet supervision requirements.
 7. Individuals who are not employed by the Niagara Catholic District School Board and are requested by the Principal to serve as a chaperone/volunteer to meet the supervision requirements will require to produce, prior to being appointed as a chaperone/volunteer, a negative Criminal Background Check from the Niagara Regional Police Services, approval from the Family of Schools' Superintendent of Education and the school Principal.
 8. At a minimum, Vulnerable Sector checks will be required of all volunteers participating in overnight field trips which are approved by the school Principal and/or Senior Administrative Council.
 9. Principals are required to make approved chaperones/volunteers aware of their insurance coverage under this policy. Names of all staff and chaperone/volunteer supervisors must be recorded in order to protect them from liability for which the Board carries a liability policy to a limit of \$20,000,000.00.
 10. In determining supervision requirements, Principals shall ensure that;
 - the number of supervisors/chaperones comply with the adult-to-student ratios as indicated in Point Four (#4)
 - all staff beyond those organizing the overnight field trip or excursion are notified of the opportunity to supervise or chaperone the trip.
 - supervisors/chaperones maybe parent volunteers approved by the Principal to act as official school chaperones.
 - the selection of additional supervisors/chaperones will be recommended by the Principal after consultation with the Family of Schools' Superintendent of Education.
 11. If a program includes students of both genders, and extends overnight, then supervisors/ chaperones of both genders must accompany the trip. Under exceptional circumstances, the Family of School's Superintendent of Education may waive this provision, and parents/guardians will be notified of this documented exception, and a notation will be made on file.

12. Supervisors/chaperones that comply with this Board Policy and Guidelines participate free of charge. The costs associated with compliance will be recovered either through a combination of complimentary tickets and/or a surcharge to students.
13. Notwithstanding Point Eleven (#11), supervisors/chaperones approved by the Principal, after consultation with the Family of Schools' Superintendent of Education, may elect to participate in a trip by making a financial contribution to the cost of the trip equal to the amount paid by individual students. For example, trips that focus on Social Justice experiential learning.
14. All complimentary tickets provided by a travel company will be used to reduce the cost of travel of the number of supervisors/chaperones as required by these Administrative Guidelines. Additional complimentary travel tickets provided will be used to defray the cost of the students participating in the program.
15. Notwithstanding Point Thirteen (#13), additional supervisors/chaperones may receive financial assistance up to 25% of the cost of the trip.

The amount of financial assistance provided to additional supervisors is calculated by a combination of additional complimentary tickets and student surcharge.

For example:

36 participating students generates 6 complimentary tickets.
Based on these guidelines, 36 students require three (3) supervisors who travel free.
Therefore there are three (3) complimentary tickets remaining.

The Principal would inform staff that three (3) complimentary travel spaces are available with financial assistance up to 25% of the cost of the trip. The difference of the three (3) complimentary tickets would be used to defray the cost paid by students participating in the program.

16. For trips that do not involve complimentary tickets based on the number of students traveling, all approved chaperones/supervisors above the Board supervision ratio of 14.1 or 15.1, excluding the first two staff members supervising overseas trips, will be required to pay the same travel cost as each student.

PART VIII - TRANSPORTATION

1. General Considerations
 - While the Board does not recommend using private passenger vehicles to transport students to a school related activity, all staff members (administrators/teachers/support staff) or volunteer drivers must complete the [*Volunteer Drivers - Authorization to Transport Students Form*](#) and have authorization from the school Principal.
 - In the event that privately owned automobiles are used in the transportation of students, only fully-graduated licensed drivers authorized by the Principal shall be permitted to transport the pupils.
 - A passenger list containing the name of the driver and the names of each student in the vehicle must be made, with one copy provided to the driver of the vehicle, and one copy retained at the school. Only the students on the passenger list are permitted in the designated vehicle.
 - All parents/guardians of the students transported by volunteer drivers must be informed of the transportation arrangements and liability by providing a signed letter consenting to their son/daughter being transported by the approved volunteer driver. (Reference: [*Request to Transport Student Consent Form*](#))
 - When a school activity is completed, Principals will ensure that prior to the event, a student provides written permission from their parent/guardian to allow them to:
 - return to the school with the volunteer driver;
 - receive a ride home from another parent as identified on the permission letter; or
 - receive a ride home from an identified parent/guardian.
 - The Board cannot by law provide the automobile insurance for individuals and vehicles not owned by the Board. Principals are to ensure that persons using their own vehicles to transport students for extracurricular activities have a minimum auto insurance limit of \$1 million in the

event of an accident. A vehicle shall not be used to transport in excess of six passengers unless licensed under the Highway Traffic Act as a bus and the driver is licensed appropriately.

- Persons transporting students in private motor vehicles should be sure that their Automobile Public Liability Insurance coverage is valid and current and meets the Board's requirements. The Board, however, maintains an Excess Liability Insurance Policy, which covers all employees and volunteers who are transporting students within Canada and Continental United States on behalf of the Board to a combined limit of \$20,000,000.00. This policy comes into effect if a judgment arises against that employee or volunteer resulting from use of his vehicle and is in excess of the limit carried by the individual on his/her personal policy.
- It is expected that all parents/guardians of students being transported in Private Motor Vehicles have O.P.C.F. 44 Coverage with their own Insurance Policy.
- When a school group is staying in a remote area, teachers are advised to have a vehicle available for emergency transport of students, in the event of medical emergency, to the nearest appropriate Medical Facility.
- Where staff or parent volunteers provide transportation, a seat belt must be provided for each student and no reimbursement shall be provided.

2. Rental Vehicles

- Vehicles may be rented for student transportation to school board events.
- Vehicle rental is limited to 30 days or less. Rented vehicle use is for approved school board business only.
- Employees who rent vehicles in Ontario under their own name may be exposing their own insurance policies to a claim for any damage or injury which occurs while the vehicle is in their custody or control. The school board has purchased the OPCF 27 endorsement, in the event of a third party liability loss, the fleet policy is the primary coverage, therefore removing the exposure to an employee's personal policy, and transferring to the board's fleet policy. To avoid personal liability, the rental contract must clearly show the Niagara Catholic District School Board as the "renter." For example, Renter: Niagara Catholic District School Board, Name of School, Name of Teacher
- When vehicles are rented to transport students the Deductible Waiver or Collision Damage Coverage from the rental agency must be purchased. Without this coverage in place, when a vehicle is rented for board purposes, the primary liability coverage comes from the personal policy of the driver, whether it be an employee or a volunteer.
- In the event of an accident, contact the car rental agency immediately.

3. Air Travel

- Air Travel shall be arranged through properly licensed travel agencies or airlines.
- Students, staff, chaperones and supervisors must purchase cancellation insurance.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
APRIL 28, 2015**

PUBLIC SESSION

TITLE: VOLUNTEER DRIVER POLICY (302.4)

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Volunteer Driver Policy (302.4), as presented.

Prepared by: Mark Lefebvre, Superintendent of Education

Presented by: Policy Committee

Recommended by: Committee of the Whole

Date: April 28, 2015



VOLUNTEER DRIVERS POLICY

STATEMENT OF POLICY

Section:	300 – Schools/Students
No:	302.4
Adopted:	February 27, 2001
Revised:	June 16, 2009

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the Board generally provides Board-approved transportation to students attending school-approved activities. However, it is acknowledged that, on occasion, upon upon Principal approval, it is necessary to transport students in private or rental vehicles.

In such instances, it is understood that any volunteer driver transporting students to school-approved activities in private or rental vehicles have completed the Volunteer Driver-Authorization to Transport Students Form and have been approved by the school Principal.

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

Reference:

- [**OPHEA: Ontario Safety Guidelines**](#)
- [**Ontario School Boards Insurance Exchange \(OSBIE\):Risk Management Advisory**](#)
- [**Niagara Catholic – Educational Field Trips Policy \(400.2\)**](#)
- [**Niagara Catholic - Volunteering in Catholic Schools Policy \(800.9\)**](#)



VOLUNTEER DRIVERS POLICY

ADMINISTRATIVE GUIDELINES

Section:	300 – Schools/Students
No:	302.4
Adopted:	February 27, 2001
Revised:	June 16, 2009

The Niagara Catholic District School Board does not endorse students driving other students to school-approved activities. The following procedures have been established for the purpose of providing consistent directives relative to the transportation of students in private vehicles. It is understood that the procedures apply to all volunteer drivers, including staff.

When transportation is by private vehicle, the Principal/designate shall advise those volunteers requesting to transport students of the following;

1. Volunteer Drivers must have the minimum qualification to drive: the volunteer drivers must be fully licensed; having obtained a class "G" license - successfully completed a Level 2 - G2 Exit Test.
2. Persons transporting students in privately owned automobiles should be sure their Public Liability Insurance coverage is valid and current and meets the Board's requirement for non-owned auto insurance coverage. The Board, however, maintains the Excess Liability Insurance Policy, which covers all employees and volunteers who transport students within Canada and the Continental United States on behalf of the Board to a limit of \$20,000,000. This policy comes into effect if a judgment arises against that employee or volunteer resulting from use of his /her vehicle and is in excess of the limit carried by the individual on his/her personal policy.
3. The Volunteer Drivers-Authorization to Transport Students must be fully completed and returned to the school and submitted to school Principal.
4. Parents of students transported to school-approved events by school-approved volunteer drivers must be informed of this and sign the Transport Student Consent Form which lists dates, activity, destination, departure/return times and the name of volunteer driver.
5. A passenger list for each vehicle will be provided to the main office prior to departure. A second list will be kept by the teacher in charge.
6. A vehicle shall not be used to transport in excess of six passengers and a seat belt must be provided for each student.
7. Rental Vehicles
 - Vehicles may be rented for student transportation to school board events.
 - Vehicle rental is limited to 30 days or less. Rented vehicle use is for approved school board business only.
 - Employees who rent vehicles in Ontario under their own name may be exposing their own insurance policies to a claim for any damage or injury which occurs while the vehicle is in their custody or control. The school board has purchased the OPCF 27 endorsement, in the event of a third party liability loss, the fleet policy is the primary coverage, therefore removing the exposure to an employee's personal policy, and transferring to the board's fleet policy.

To avoid personal liability, the rental contract must clearly show the Niagara Catholic District School Board as the “renter.” For example, Renter: Niagara Catholic District School Board, Name of School, Name of Teacher

- When vehicles are rented to transport students the Deductible Waiver or Collision Damage Coverage from the rental agency must be purchased. Without this coverage in place, when a vehicle is rented for board purposes, the primary liability coverage comes from the personal policy of the driver, whether it be an employee or a volunteer.
- In the event of an accident, contact the car rental agency immediately.



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

REQUEST TO TRANSPORT STUDENT CONSENT FORM

427 RICE ROAD, WELLAND, ONTARIO, L3C 7C1 TELEPHONE (905) 735-0240 FAX (905) 735-9710

This information is being collected under the Authority of The Education Act, R.S.O. 1990, c.E2 and will be used for the purposes of obtaining consent to transport a student. Questions about this collection should be directed to the Superintendent of Education, Niagara Catholic District School Board, 427 Rice Road, Welland, ON L3C 7C1 Telephone (905) 735-0240

To have your son or daughter transported in a private vehicle to a school event by Principal authorized voluntary drivers, parents/guardians must sign this request form. This form permits a voluntary driver to transport your son/daughter to the designated location(s) on the dates and times attached to this form. The volunteer drivers have been authorized by the school Principal to transport students in a private vehicle with your approval.

Parents/guardians must be aware that in the event of an accident, under no-fault insurance your own automobile insurance policy will be the first coverage used to recover claims made regarding your own child. It is expected that all parents/guardians of students being transported in Private Motor Vehicles have O.P.C.F. 44 Coverage with their own Insurance Policy and questions on coverage be directed to personal insurance carriers. The Board however, maintains the Excess Liability Insurance Policy, which covers all employees and volunteers who are transporting students within Canada and Continental United States on behalf of the Board to a limit of \$20,000,000. This policy comes into effect if a judgment arises against that employee or volunteer resulting from use of his vehicle and is in excess of the limit carried by the individual on his/her personal property.

SCHOOL _____

ACTIVITY _____

STUDENT'S NAME _____

DATE	DESTINATION	DEPART	RETURN	METHOD OF TRAVEL

CONSENT

I, _____ consent that _____
please print your name *please print student name*

be transported to the school activities attached to this form.

Parent/Guardian signature: _____

Date: _____

VOLUNTEER DRIVERS - Authorization to Transport Students

SUMMARY OF INSURANCE

(1) Volunteer Supervisors on School Premises

The school board's Liability insurance policy protects both staff and volunteers who are working within the scope of their duties for the board. This coverage responds to law suits that are brought against staff or volunteers who are supervising school events and provides protection up to \$20 million for each occurrence.

(2) Volunteer Drivers for School Activities

Ontario legislation makes automobile insurance compulsory in the Province of Ontario. The same legislation makes the owner's insurance primary coverage in the event of an accident – in other words, the insurance carried on the vehicle responds first.

If a vehicle which is not owned by the school board is being operated by a volunteer or any other board employee for approved school activities, the board's Non-owned Automobile Insurance endorsement will respond to third Party Liability claims in **excess** of the owner's insurance limit up to a total combined limit as stated in the Non-owned Auto policy.

There is no coverage provided by the school board's insurance for damage to volunteer's or employee's vehicles while they are being operated for board activities.

According to Provincial legislation, passengers who are injured would recover Accident Benefits coverage from their own or a parent's automobile policy. In the absence of a personal or family automobile policy, the passenger would then be eligible to recover benefits from the insurance policy covering the vehicle in which they were riding.

(3) Personal Automobile Insurance Coverage

For the personal protection of volunteer drivers, it is recommended that drivers carry a minimum of \$1 million of Third Party Automobile Liability insurance. Volunteers and board employees who use their personal vehicles for transporting students to school activities should advise their insurance carrier.



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

VOLUNTEER DRIVERS - Authorization to Transport Students

427 RICE ROAD, WELLAND, ONTARIO, L3C 7C1 TELEPHONE (905) 735-0240 FAX (905) 735-9710

This information is being collected pursuant to the provisions of the Municipal Freedom of Information and Protection of Privacy Act and under the Authority of The Education Act., c. 129, s. 60 and will be used for the purposes of determining suitability of volunteer drivers. Questions about the collection of this information should be directed to the Superintendent of Education, Niagara Catholic District School Board

This will authorize _____
name of teacher or other volunteer driver (except student drivers - see Policy 302.4)

1. To transport students participating in the events listed on the attached school schedule
- or**
2. To transport students participating in the following school activity:

DATE	SCHOOL NAME	PRINCIPAL'S SIGNATURE
------	-------------	-----------------------

VEHICLE INFORMATION

MAKE	YEAR	LICENCE #
------	------	-----------

All "Trip Drivers" including Volunteer Drivers are advised that, in order to bring into effect the Board's Excess Liability insurance, they should:

- a. Use a licensed automobile which carries valid third-party liability insurance as required under Legislation in the Province of Ontario;
- b. Provide the Board prompt written notice, with all available particulars, of any accident arising out of the use of a licensed automobile during a trip on business of the Board;
- c. Be aware that the Board's excess liability insurance comes into effect **only** after the "Trip Drivers" insurance has been exhausted, to a combined total of \$20,000,000;
- d. Be aware that any change to the volunteer's vehicle, the cost of any insurance deductible or premium adjustment as the result of an accident while the vehicle is being used on board-related business is **NOT** covered by the school board's Excess Automobile Liability insurance.

Note: *A "Trip Driver" is defined as any person (except a student driver) authorized by the Board, who has agreed to be a driver for a certain trip while they are driving their own or another licensed automobile; to include trustees, employees, teachers, parents, volunteers and officials of the Board.

DECLARATION TO BE SIGNED BY DRIVER

I declare that I hold an unrestricted driver's license and am authorized to drive in Ontario, and my vehicle is insured by a valid automobile liability insurance policy as required by Ontario law.

I declare that the vehicle described above is mechanically fit and that there are seat belts in working condition for all passengers.

SIGNATURE OF DRIVER	DATE
---------------------	------

DECLARATION TO BE SIGNED BY OWNER OF VEHICLE

(If volunteer driver does not own vehicle)

I declare that I have authorized _____ to drive my vehicle to transport students participating in the school event(s) listed on this form.

I declare that he/she holds an unrestricted driver's license, is authorized to drive and is insured as an operator under the vehicle's liability insurance.

I declare that the vehicle described above is mechanically fit and that there are seat belts in working condition for all passengers.

SIGNATURE OF OWNER OF VEHICLE (if volunteer driver does not own the vehicle)	DATE
--	------

VOLUNTEER DRIVERS - Authorization to Transport Students

SUMMARY OF INSURANCE

(1) Volunteer Supervisors on School Premises

The school board's Liability insurance policy protects both staff and volunteers who are working within the scope of their duties for the board. This coverage responds to law suits that are brought against staff or volunteers who are supervising school events and provides protection up to \$20 million for each occurrence.

(2) Volunteer Drivers for School Activities

Ontario legislation makes automobile insurance compulsory in the Province of Ontario. The same legislation makes the owner's insurance primary coverage in the event of an accident – in other words, the insurance carried on the vehicle responds first.

If a vehicle which is not owned by the school board is being operated by a volunteer or any other board employee for approved school activities, the board's Non-owned Automobile Insurance endorsement will respond to third Party Liability claims in **excess** of the owner's insurance limit up to a total combined limit as stated in the Non-owned Auto policy.

There is no coverage provided by the school board's insurance for damage to volunteer's or employee's vehicles while they are being operated for board activities.

According to Provincial legislation, passengers who are injured would recover Accident Benefits coverage from their own or a parent's automobile policy. In the absence of a personal or family automobile policy, the passenger would then be eligible to recover benefits from the insurance policy covering the vehicle in which they were riding.

(3) Personal Automobile Insurance Coverage

For the personal protection of volunteer drivers, it is recommended that drivers carry a minimum of \$1 million of Third Party Automobile Liability insurance. Volunteers and board employees who use their personal vehicles for transporting students to school activities should advise their insurance carrier.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
APRIL 28, 2015**

PUBLIC SESSION

TITLE: VOLUNTEER RECOGNITION POLICY (800.4)

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Volunteer Recognition Policy (800.4), as presented.

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

Presented by: Policy Committee

Recommended by: Committee of the Whole

Date: April 28, 2015



VOLUNTEER RECOGNITION POLICY

STATEMENT OF POLICY

Section:	800 – School and Community Councils
No:	800.4
Adopted:	April 24, 2007
Revised:	April 1, 2008

In keeping with the Mission, Vision and Values, the Niagara Catholic District School Board recognizes and values the positive contribution that individuals make while volunteering in our Catholic school communities, committees and organizations.

With approval from the authorized administrator, Niagara Catholic volunteers undertake, without pay, assigned tasks that support and enhance the mission, vision and values of the Board.

Annually, administrators will be invited to select volunteers to be recognized at a celebration hosted by the Board. Volunteers will be recognized for making a positive, meaningful and significant contribution to a school and/or the Board. Through their spirit of volunteerism, they help in building a strong Catholic identity and community that nurtures the distinctiveness of Catholic education and advances student achievement.

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

References:

Volunteering in Catholic Schools Policy – 800.9



VOLUNTEER RECOGNITION POLICY

ADMINISTRATIVE GUIDELINES

Section:	800 – School and Community Relations
No:	800.4
Adopted:	April 1, 2008
Revised:	

1. Annually, administrators will complete the Volunteer Recognition Form (Appendix A) when submitting the name(s) of volunteers being recognized. .
2. . The same volunteer may be nominated annually.
3. Administrators shall consult with staff, the Chair of the Catholic School council, committee or organization when selecting the name(s) of the volunteer for the annual recognition.

When possible, the annual Niagara Catholic Volunteer Recognition Celebration will occur during National Volunteer Appreciation Week.

With their permission volunteers recognized at the annual Niagara Catholic Volunteer Recognition Celebration will be acknowledged through the Board website and social media communications.



VOLUNTEER RECOGNITION FORM

SCHOOL: _____

First Name	Last Name

Principal Attending

Vice-Principal Attending

Volunteers have provided permission to be acknowledged through the Board website and social media communications.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
APRIL 28, 2015**

PUBLIC SESSION

**TITLE: ELEMENTARY AND SECONDARY
SCHOOL YEAR CALENDARS 2015-2016**

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Elementary and Secondary School Year Calendars for the 2015-2016 school year, as presented.

Prepared by: Frank Iannantuono, Superintendent of Education

Presented by: Frank Iannantuono, Superintendent of Education

Approved by: Committee of the Whole

Date: April 28, 2015



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

REPORT TO THE COMMITTEE OF THE WHOLE MEETING APRIL 14, 2015

ELEMENTARY AND SECONDARY SCHOOL YEAR CALENDARS: 2015-2016

BACKGROUND INFORMATION

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

For the 2015-2016 school year calendars, there are 194 possible school days between September 8, 2015 and June 30, 2016. Within this total, elementary and secondary schools must have a minimum of 194 school days of which six (6) days must be designated as professional activity days. Secondary schools may have a maximum of ten (10) instructional days set as examination days. The remaining school days shall be instructional days.

CONSULTATION PROCESS

The 2015-2016 School Year Calendar Committee met on January 13, 2015 and on April 8, 2015 to discuss and review the draft calendar and the consultation process.

Members of the 2015-2016 School Year Calendar Committee are:

Frank Iannantuono	Superintendent of Education and Committee Chair
Yolanda Baldasaro	Superintendent of Education
Chris Zanuttini	Elementary Principal
Anne Marie Crocco	Elementary Principal
Dan DiLorenzo	Secondary Principal
Anthony Corapi	Coordinator of Staff Development
Ted Farrell	Superintendent of Education
Anna Maxner	CUPE President
Shonna Daly	Niagara Catholic Parent Involvement Committee

The consultation process provided the elementary and secondary draft calendars to all Elementary and Secondary Principals, Vice-Principals, Catholic School Council Chairs, Niagara Catholic Parent Involvement Committee (NCPIC), Special Education Advisory Committee (SEAC), OECTA Elementary and Secondary Presidents, CUPE President, Student Achievement Departments for feedback by March 30, 2015.

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

SUMMARY OF THE ATTACHED CALENDARS

Attached to this Committee of the Whole Report are

- Proposed Elementary School Year Calendar for 2015-2016 (*Appendix A*)
- Proposed Secondary School Year Calendars for 2015-2016 (*Appendix B*)

Highlights of the Proposed School Year Calendars for 2015-2016

Professional Activity Days

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

Elementary Professional Activity

Thursday, September 3, 2015:	Student Achievement/Student Success: Developing and Implementing Board and School Improvement Plans
Friday, October 9, 2015:	Implementing strategies to improve and/or to close the gaps in student achievement in numeracy.
Friday, November 13, 2015:	Faith Day
Friday, January 15, 2016:	Report Card Writing Day: Performing assessments for, as and of learning
Friday, June 10, 2016:	Report Card Writing Day: Performing assessments for, as and of learning.
Thursday, June 30, 2016:	Student Achievement/Student Success: Performing assessments for, as and of learning.

Secondary Professional Activity Days

Thursday, September 3, 2015:	Student Achievement/Student Success: Developing and Implementing Board and School Improvement Plans
Friday, October 9, 2015:	Implementing strategies to improve and/or to close the gaps in student achievement in numeracy.
Friday, November 13, 2015:	Faith Day
Friday, February 5, 2016:	Student Achievement/Student Success: Performing assessments and evaluations for, as, and of learning.
Wednesday, June 29, 2016:	Student Achievement/Student Success: Performing assessments and evaluations for, as, and of learning.
Thursday, June 30, 2016:	Student Achievement/Student Success: Performing assessments and evaluations for, as, and of learning.

Secondary Examination Days

Semester 1 – Friday, January 29, 2016 to Thursday, February 4, 2016
Semester 2 – Wednesday, June 22, 2016 to Tuesday, June 28, 2016

Board and Civic Holidays

Board Holiday	Friday, September 4, 2015
Labour Day	Monday, September 7, 2015
Thanksgiving Day	Monday, October 12, 2015
Christmas Break	Monday, December 21, 2015 to Friday, January 1, 2016
Family Day	Monday, February 15, 2016
March Break	Monday, March 14 to Friday, March 18, 2016 (ten month employees only)
Good Friday	Friday, March 25, 2016
Easter Monday	Monday, March 28, 2016
Victoria Day	Monday, May 23, 2016
Canada Day	Friday, July 1, 2016

To comply with the timelines outlined in *Regulation 304 - School Year Calendar*, school boards are required to submit Board approved **regular** school year calendars to the Ministry of Education by May 1, 2015 and Board approved **modified** school year calendars to the Ministry of Education by March 1, 2015.

Based on feedback from the consultation process, discussions with the School Year Calendar Committee, Senior Administrative Council and our coterminous board, the 2015-2016 Elementary and Secondary **regular** School Year Calendars will be submitted, if approved by the Board, immediately following the Board Meeting of April 28, 2015 for Ministry of Education approval.

Appendix A: Proposed Elementary School Year Calendar for 2015-2016

Appendix B: Proposed Secondary School Year Calendars for 2015-2016

RECOMMENDATION

THAT the Committee of the Whole recommends that the Niagara Catholic District School Board approve the Elementary and Secondary School Year Calendars for the 2015-2016 school year.

Prepared by: Frank Iannantuono, Superintendent of Education
Presented by: Frank Iannantuono, Superintendent of Education
Recommended by: John Crocco, Director of Education, Secretary/Treasurer
Date: April 14, 2015

Close

1 of 2 ?



Ministry of Education
Ministère de l'Éducation

Board Name Niagara CDSB (B67156)	
Calendar Title {2015-199707} Elementary	Panel Elementary
Calendar Type Regular	Date Created Nov 13, 2014
Start of School Year Sep 03, 2015	End of School Year Jun 30, 2016
First Day Students Sep 08, 2015	Last Day Students Jun 29, 2016
Status Draft	Description Regular

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

Legend

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

Outline for Professional Activity Days Devoted to Provincial Education Priorities

Close

Close

1 of 1



Ministry of Education
Ministère de l'Éducation

Board Name Niagara CDSB (B67156)			
Calendar Title [2015-203484] Secondary School Year Calendar	Panel Secondary	Calendar Type Regular	Date Created Jan 28, 2015
Start of School Year Sep 03, 2015	End of School Year Jun 30, 2016	First Day Students Sep 08, 2015	Last Day Students Jun 28, 2016
Status Draft	Description Regular		

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

Legend

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

Outline for Professional Activity Days Devoted to Provincial Education Priorities

Close

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
APRIL 28, 2015**

PUBLIC SESSION

**TITLE: NIAGARA CATHOLIC THREE YEAR THEOLOGICAL
THEME 2015-2018**

RECOMMENDATION

THAT the Niagara Catholic District School Board the approval of the Niagara Catholic Three Year Theological Theme 2015-2018, “One Family in Christ: Know Him, Love Him, Serve Him”, as presented.

Prepared by: Debra McCaffery, Board Chaplaincy Leader

Presented by: Debra McCaffery, Board Chaplaincy Leader

Recommended by: Committee of the Whole

Date: April 28, 2015



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

REPORT TO THE COMMITTEE OF THE WHOLE MEETING APRIL 14, 2015

NIAGARA CATHOLIC THREE YEAR THEOLOGICAL THEME 2015-2018

BACKGROUND INFORMATION

Rooted in the Mission Statement, Vision and Values of the Niagara Catholic District School Board and in compliance with the Board's Vision 2020 Strategic Plan, one of the Board's two Strategic Directions is to "Build Strong Catholic Identity And Community To Nurture The Distinctiveness of Catholic Education". In alignment with this Strategic Direction, in 2012 the Board approved the first Three Year Theological Theme 2012-2015 – "Growing in Wisdom to Worship and Witness" which became the focused theological theme for all gatherings, events and activities throughout Niagara Catholic.

As we approach the conclusion of the first three year theological theme, a system level committee was formed to design a new three year, 2015-2018 theological theme for Niagara Catholic.

Three Year Theological Theme Committee

Debra McCaffery – Board Chaplaincy Leader (Chair)
Sr. Mary Kay Camp – Bishop's Representative
Janice Barretto-Mendonca – Equity and Diversity Consultant
Deborah Guthrie – Elementary Administrator
Hector Jarquin – Communications, CEC representative
Micheline Hauber – Student Services, Secondary representative
Toni Garafolo – Elementary Teacher and Faith Ambassador
Greg Robertson – High School Chaplaincy Leader
Terri Paucó – Religion and Family Life Consultant

Development of the Theological Theme

In the initial meetings and early conversations, it became evident that all felt that it would be important to incorporate the theme of "family" for several reasons:

- incorporate Pope Francis' first Apostolic Exhortation, *Evangelii Gaudium*, "The Joy of the Gospel" which includes beautiful articulation of the gospel message of inclusivity, justice and mercy, all critical themes related to "family";
- it is the recurring conversational theme of the Church with the Synod of Bishops and the upcoming Meeting of Families; and,
- as we work with a more and more diverse population, we are often considering how we might better help our students feel accepted within the community.

It was decided by the Committee that three sub-themes, one for each year, would be the ideal way to focus the elements of the theme over three years, similar to the current "Growing in Wisdom to Worship and Witness" three year theological theme.

Three Year Theological Theme – 2015-2018

Through prayer, reflection, sharing and with the endorsement of Bishop Bergie, there was consensus on the following theme to guide Niagara Catholic over the next three years:

“One Family in Christ”

2105-2016: Know Him

2016-2017: Love Him

2017-2018: Serve Him

Scriptural Foundation and Connections for the Theme

One Family in Christ

- Romans 12: 5 - *So we, [being] many, are one body in Christ, and every one members one of another.*
- How should this look? 1 Corinthians 12:26 - *And whether one member suffer, all the members suffer with it; or one member be honoured, all the members rejoice with it.*

Year 1 - Know Him

We strive to know Him through our roots, our story, God's word; His life as our model, Catechism of the Catholic Church, family as first teachers of Catholic values and traditions, the liturgical year, authentic teaching of church doctrine, we belong to and are embraced as members of His Family. This connects to "Believing" and "Celebrating" strands in the new Religion Curriculum.

- Philippians 3:10 - *That I may know him and the power of his resurrection...*
- Psalm 46:10 - *Be still, and know that I am God.*

Year 2 - Love Him

We love Him --we proclaim Him in our words and by our actions, Eucharist, Reconciliation, our school is sacred ground because all we do is for love of Him, He is our Centre, prayer life, faith formation, Confirmation, Catholic graduate expectations, God's grace endowed upon us, the Spirit at work. This connects to "Praying" and "Living in Communion" strands of the new Religion Curriculum.

- 1 Peter 1:8 - *Though you have not seen him, you love him. Though you do not now see him, you believe in him and rejoice with joy that is inexpressible and filled with glory,*
- 1 John 4:19 - *We love, because He first loved us.*

Year 3 - Serve Him

We serve Him through sacrifice, service, social justice, belonging to church community, renewal of our faith and renewing our earth. This connects to "Living a Moral Life" and "Living in Solidarity" strands of the new Religion Curriculum.

- 1 Peter 4: 10 - *Each one should use whatever gift he has received to serve others, faithfully administering God's grace in its various forms.*
- Colossians 3: 23 - *Whatever you do, work heartily, as for the Lord and not for men,*

Love is Our Mission: The Family Fully Alive

Parallel to the committee discussions on the new three year theological theme, there are continuous discussions on how best to connect our school communities with the current initiatives of the Church. Chaplaincy Leaders (elementary and secondary) have been engaged in a book conversation on the preliminary catechesis for the World Meeting of Families 2015, entitled Love is Our Mission: The Family Fully Alive. This exposure and exploration will help to provide some essential connections to our understanding of “One Family in Christ”.

Nostra Aetate (In our Time)

October 2015 marks the 50th anniversary of the release of the Vatican II document *Nostra Aetate* (In Our Time) - the Declaration on the Relation of the Church with Non-Christian Religions. This document speaks directly to the need to lovingly engage in open and respectful ways with those of all religions and cultures. Our call to embrace all supports our umbrella theme “*One Family in Christ*”. Elementary and secondary Chaplaincy Leaders will be working collaboratively with Deacon Maurice Prindiville to develop in-school activities and initiatives to draw attention to this most important Vatican II document, with very significant connections to our new theme.

Faith Day 2015

This year we are fortunate in the timing of our in-school faith day on May 15, 2015 for it will afford time for school staffs to become familiar with the theme and begin to plan for the implementation of this theme in their school communities. A unified interactive session provided by our Chaplaincy Department will lead them to consider such questions as: Who is Jesus Christ? How will this theme be visible in our school environments? How can we bring the richness of this theme to our school prayer and initiatives?

System Implementation 2015-2018

Our theological theme will once again direct such elements as the monthly prayer and resource package forwarded to all schools for the Faith Formation component of monthly Staff Meetings; Adult Faith Formation sessions; retreat, school and system faith-centered events; the Journey Retreat program focus; grade level retreats, prayer services, daily prayers, resources for all Administrators, Chaplaincy Leaders, Faith Ambassadors and faith connections for all staff through *My Niagara Catholic*.

With the engagement of a new theological theme: *One Family in Christ: Know Him, Love Him, Serve Him* may we all grow together on this great journey of faith, more deeply preparing ourselves to always meet the expectations of our Board’s mission:

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.

RECOMMENDATION

THAT the Committee of the Whole recommends to the Niagara Catholic District School Board the approval of the Niagara Catholic Three Year Theological Theme 2015-2018, “One Family in Christ: Know Him, Love Him, Serve Him”, as presented.

Prepared by: Debra McCaffery, Board Chaplaincy Leader
Presented by: Debra McCaffery, Board Chaplaincy Leader
Recommended by: John Crocco, Director of Education, Secretary/Treasurer
Date: April 14, 2015

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
APRIL 28, 2015**

PUBLIC SESSION

TITLE: NIAGARA CATHOLIC SYSTEM PRIORITIES 2015-2016

RECOMMENDATION

THAT the Niagara Catholic District School Board the approval of the Niagara Catholic System Priorities 2015-2016, as amended.

Prepared by: Senior Administrative Council

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

Recommended by: Committee of the Whole

Date: April 28, 2015



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

REPORT TO THE COMMITTEE OF THE WHOLE MEETING APRIL 14, 2015

NIAGARA CATHOLIC SYSTEM PRIORITIES 2015-2016

BACKGROUND INFORMATION

Commencing at the January 13th, 2015 Committee of the Whole Meeting, the Director of Education, the Superintendent of Business and Financial Services and members of Senior Administrative Council commenced monthly information reports to the Committee of the Whole Meetings on the Preparation of the System Priorities and Annual Board Budget 2015-2016 for discussion, input and recommendations.

The monthly information reports provided opportunities for the Director of Education and Senior Administrative Council to engage in dialogue with the Committee of the Whole towards the design and consideration of a recommendation for the approval of the System Priorities 2015-2016 at the April 14th, 2015 Committee of the Whole Meeting and the consideration of a recommendation for the approval a balanced Board Budget 2015-2016 at the May 12th, 2015 Committee of the Whole Meeting.

As noted in each monthly report, the annual System Priorities and balanced annual Board Budget will be in alignment with the Board's Vision 2020 Strategic Plan, Mission, Vision and Values, the two Niagara Catholic Strategic Directions and the four current goals of the Ministry of Education.

In addition, the Director of Education and Senior Administrative Council continue to be committed to two fundamental principles in preparing the 2015-2016 System Priorities and Board Budget along with balanced financial sustainability for 2016-2017 and beyond. The two principles are:

- a) A commitment to providing Catholic educational excellence through approved programs and services for all students.
- b) A commitment to achieving the Board's Vision 2020 Strategic Plan and Annual System Priorities through balanced and sustainable annual budgets.

In preparing the recommendations for the 2015-2016 System Priorities and balanced Board Budget for the consideration of the Committee of the Whole and Board, the Director of Education and Senior Administrative Council continually monitor and review a variety of Niagara data and information. The data includes city demographics, economic and employment statistics and trends; current and projected enrolment in elementary, secondary and continuing education schools; provincial educational directions; provincial Grants for Student Needs (GSN), Educational Funding Other (EPO) grants and capital funding of district school boards.

System Priorities and Annual Budget 2015-2016 Consultation & Decision Making Process

As part of the design, consultation and decision making process, the Director of Education, the Superintendent of Business and Financial Services and members of Senior Administrative Council engaged, updated and informed, through graphical reports, the January, February and March 2015 Committee of the Whole Meetings.

In addition to the continued dialogue with the Committee of the Whole, the Director of Education and Senior Administrative Council engaged in continuous discussions with the following leadership groups, committees, councils and educational partners for input and recommendations in the design of the System Priorities and balanced Board Budget 2015-2016 for the consideration of the April and May 2015 Committee of the Whole and Board.

The Consultation and Decision Making Process towards finalizing the System Priorities and the balanced Board Budget for 2015-2016 included the following;

Continuous consultation, discussion and recommendations from:

- ❖ Senior Administrative Council
- ❖ Trustees at monthly Committee of the Whole Meetings
- ❖ Principals at Director's Meetings and Secondary Principal Meetings
- ❖ Family of Schools Meetings
- ❖ Academic Council
- ❖ Elementary and Secondary Curriculum Councils
- ❖ Secondary Management Council Meetings
- ❖ School and Department Staff Meetings

Presentations and an invitation to provide recommendations were made to:

- ❖ Student Senates - Elementary and Secondary
- ❖ Catholic School Councils
- ❖ Special Education Advisory Council (SEAC)
- ❖ Niagara Catholic Parent Involvement Committee (NCPIC)
- ❖ Niagara Catholic Alliance Committee (NCAC)
- ❖ OECTA - Niagara Elementary Unit President
- ❖ OECTA - Niagara Secondary Unit President
- ❖ CUPE 1317 President

Submission Timelines to the Committee of the Whole Meetings

- System Priorities 2015-2016 recommendations to April 2015 Committee of the Whole Meeting
- Balanced Budget 2015-2016 recommendations to May 2015 Committee of the Whole Meeting

System Priorities 2015-2016

Rooted in achieving the expectations and outcomes of the Board approved Niagara Catholic Vision 2020 Strategic Plan; the Ministry of Education *Achieving Excellence* document; and building on the 2014-2015 System Priorities, the Enabling Strategies of the System Priorities provide the specific system priority initiatives for 2015-2016 to achieve the Board's two Strategic Directions within its Vision 2020 Strategic Plan.

At the April 14th, 2015 Committee of the Whole Meeting, the Director of Education and Senior Administrative Council will provide specific information on each System Priority and the plan to operationalization each System Priority 2015-2016 connected to a balanced Board Budget 2015-2016.

Once approved by the Board, a copy of the Niagara Catholic System Priorities 2015-2016 will be provided to all Principals, Vice-Principals, Managers, Bishop Bergie and the Diocese of St. Catharines, the Special Education Advisory Council, Catholic School Councils, the Niagara Catholic Parent Involvement Committee and the Alliance Committee. A poster size copy of the 2015-2016 System Priorities will be placed in a public location in all schools, Board sites and the Catholic Education Centre for review by students, staff, parents and guests to Niagara Catholic. A copy will also be placed on the Board, My Niagara Catholic and My Niagara Catholic Alumni websites.

Throughout 2015-2016, Senior Administrative Council will continue to update the Committee of the Whole with reports on various initiatives in achieving the System Priorities 2015-2016. A Mid-Year Progress Review

of the 2015-2016 System Priorities will be presented at the January 2016 Board Meeting with a Niagara Catholic System Priorities 2015-2016 Achievement Report presented at the September 2016 Board Meeting. Given full consideration of all input and recommendations provided through the consultation process, the Niagara Catholic System Priorities 2015-2016 are presented to the Committee of the Whole for its consideration, discussion and decision for 2015-2016. (Appendix A)

Appendix A – Niagara Catholic System Priorities 2015-2016

RECOMMENDATION

THAT the Committee of the Whole recommends to the Niagara Catholic District School Board the approval of the Niagara Catholic System Priorities 2015-2016, as presented.

Prepared by: Senior Administrative Council
Presented by: John Crocco, Director of Education, Secretary/Treasurer
Recommended by: John Crocco, Director of Education, Secretary/Treasurer
Date: April 14, 2015



**NIAGARA CATHOLIC
SYSTEM PRIORITIES 2015-2016**

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

STRATEGIC DIRECTIONS

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

Advance Student Achievement for All

ENABLING STRATEGIES

Provide Supports for Success

- Implement a three team, system coaching support model for literacy and numeracy instruction for all students
- Design and track initiatives supported by consolidated Student Achievement Department learning teams
- Deliver a redesigned Grade 7 to 12 Student Success Program delivery and support model
- Design programs and supports for students to exceed provincial graduation target of 85%
- Design and implement strategies to strengthen teacher capacity for writing effective Individual Education Plans
- Implement consistent assessment for, as, and of learning strategies, evaluation and reporting practices in all elementary and secondary schools
- Implement and monitor the Niagara Catholic Mental Health and Addictions Strategy
- Implement Safe and Accepting Schools initiatives and provide resources to Safe and Accepting Schools Teams

Enhance Technology for Optimal Learning

- Design a revised multi-year Blueprint for Technology Plan to set annual investment and implementation targets
- Upgrade the educational technology infrastructure to provide reliable and dependable wireless access in all teaching and internal Board public areas
- Provide on-going professional support for staff to confidently use educational technology to deliver curriculum in support of next generation learning
- Relocate the network infrastructure of Educational Technology Services
- Invest in additional human capital for network support
- Design a new support model for corporate operations

Building Partnerships and Schools as Hubs

- Implement the first year of *One Family in Christ: Know Him, Love Him, Serve Him*
- Enrich the engagement of Student Voice
- Enhance the building of Catholic educational capacity with all partners
- Design and deliver annual Junior and Intermediate Student Retreats
- Expand social justice experiences, global citizenship and international educational opportunities
- Design healthy lifestyle programs for students
- Support the diversity of communities

Strengthen Human Resource Practices and Develop Transformational Leadership

- Design and implement a Staff Wellness Program
- Provide the human capital to enhance the Board's Health and Safety Program
- Design and deliver professional learning sessions on the collection, tracking and analysis of qualitative and quantitative data
- Design a Niagara Catholic Leadership Succession Planning process for support staff aspiring to leadership positions
- Develop and implement the fourth year of the Niagara Catholic Human Resources Certificate Program for all administrators
- Design a consistent scoring, assessment and evaluation component of the interview process for all job classes
- Design a performance appraisal process for all job classes

Create Equity and Accessibility of Resources

- Design a metric and process to assess the equity and accessibility of resources across the system
- Design a results based accountability framework that ensures evidence-informed decision making that links to outcomes
- Develop critical performance indicators that support Equity and Inclusive Education

Ensure Responsible Fiscal and Operational Management

- Maintain a sustainable balanced budget for 2015-2016
- Enhance financial reporting to facilitate timely decision making
- Establish an integrated multi-year decision making model to support the allocation of capital resources
- Design and implement Energy Saving Projects
- Design and implement a School Ground Greening Initiative
- Achieve 100% usage of cashless schools

Address Changing Demographics

- Design a Multi-Year Board Accommodations Plan
- Design a reporting model to monitor changing demographics
- Design a Multi-Year Community Use of Board Facilities Plan



**NIAGARA CATHOLIC
SYSTEM PRIORITIES 2015-2016**

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

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**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
APRIL 28, 2015**

PUBLIC SESSION

**TITLE: APPROVED MINUTES OF THE SPECIAL EDUCATION
ADVISORY COMMITTEE (SEAC) MEETING OF
MARCH 4, 2015**

RECOMMENDATION

THAT the Niagara Catholic District School Board receive the Approved Minutes of the Special Education Advisory Committee Meeting of March 4, 2015 as presented for information.



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

MINUTES OF THE SPECIAL EDUCATION ADVISORY COMMITTEE MEETING WEDNESDAY, MARCH 4, 2015

Minutes of the Meeting of the Special Education Advisory Committee, held on Wednesday, March 4, 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 (<i>via Skype</i>)		✓		
Maurice Charbonneau		✓		
Student Senate Representative				
Thomas Dedinsky		✓		

The following staff were in attendance:

John Crocco, Director of Education; **Yolanda Baldasaro**, Superintendent of Education;
Colleen Atkinson, Coordinator Special Education; **Tina DiFrancesco**, Recording Secretary

Introductions

Chair Racine introduced Andrew Howcroft, new primary representative from Community Living Welland Pelham on the Special Education Advisory Committee.

3. Approval of the Agenda

Moved by Rob Lavorato
Seconded by Sarah Farrell

THAT the Special Education Advisory Committee approve the Agenda of the Special Education Advisory Committee Meeting of March 4, 2015 as amended to add agenda item; 6.3 *Award of Distinction* and agenda item 6.4 *Special Needs Strategy Update*, under New Business.

CARRIED

4. Disclosure of Interest

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

5. Approval of Minutes of the Special Education Advisory Committee Meeting of January 7, 2015

Moved by Sarah Farrell
Seconded by Rob Lavorato

THAT the Special Education Advisory Committee approve the Minutes of the Special Education Advisory Committee Meeting of January 7, 2015 as presented.

CARRIED

There are no minutes from the February 4th SEAC meeting, due to no quorum.

B. PRESENTATIONS

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

Deferred to future meeting

2. Niagara Catholic System Priorities – Director Crocco

Director Crocco presented information pertaining to *Niagara Catholic System Priorities and Balanced Budget 2015-2016*. An overview about the foundation, background, current status, Ministry of Education and Board financed programs and services were provided.

Director Crocco asked the SEAC members for feedback on System Priorities in preparation for the upcoming recommendation to the April 2015 Committee of the Whole Meeting.

The Director's Annual Report 2014 and System Priorities Mid-Year progress report 2014-2015 were handed out for information.

C. VISIONING

1. Goals and Vision for 2014-2015

1.1 Discuss New Goals for 2014-2015

Chair Racine reviewed the new goals that the SEAC will focus on for the 2014-2015 school year: A discussion was held and decision made on the following goals.

Approval of SEAC Goals for 2014-2015:

- SEAC presentation to new teachers via the New Teacher Induction Program (NTIP)
- SEAC presentation to teachers through professional development opportunities
- SEAC's participation in the review of the Special Education Plan, Building Bridges to Services 2015 and Beyond

Moved by Andrew Howcroft

Seconded by Bill Helmeczi

THAT the Special Education Advisory Committee approve the SEAC Goals: SEAC presentation to new teachers via the New Teacher Induction Program (NTIP); SEAC presentation to teachers through professional development opportunities; SEAC's participation in the review of the Special Education Plan, Building Bridges to Services 2015 and Beyond.

CARRIED

Sections B and Q of the Special Education Plan as well as the SEAC brochure were handed out for review. Members were encouraged to bring any feedback to the April meeting. A discussion was held regarding adding contact names/numbers to the SEAC brochure. A suggestion was made to use the new System Priorities to establish future SEAC goals.

D. BUSINESS ARISING FROM THE MINUTES OF THE MEETING OF JANUARY 7, 2015

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

Superintendent Baldasaro informed the SEAC members of the following dates, times and sections that Special Education staff will be reviewing the Special Education Plan; March 5 – 12:00p.m. – 4:00p.m. (Sections A-H); March 11- 12:00p.m. – 4:00p.m. (Sections I –N); March 12 – 12:00p.m. – 4:00p.m. (Sections O-S) and March 24 is a contingency date.

6. Other Related Items

7. Policy Review

The following policies were presented for review; *Student Suspension Policy* and *Student Expulsion Policy*. The deadline to respond is April 10, 2015.

E. SEAC REPORT

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

- The 2014/2015 SEAC goals will be sent to Principals to include in their Catholic School Council agenda.

2. Review and Approval of SEAC Insert for School Newsletters

- The 2014/2015 SEAC goals will be sent to Principals to include in their school newsletter.

F. AGENCY REPORTS

1. VOICE for Hearing Impaired Children – Carol Baldinelli

- Nil Report

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

- Nil Report

3. The Tourette Syndrome Association of Ontario – Anna Racine

- Nil Report

4. Learning Disabilities Association (Niagara) – Sarah Farrell

- We have been planning for our upcoming Spring literacy and social skills program. Reading Rocks, Reading Rocks Jr., Let's READ and BEST will be running the week of May 4th. We are currently accepting applications for the Spring session and encourage families to apply as soon as possible as there are limited spots! To apply, please complete a Program Application Form at www.Ldaniagara.org.
- We have partnered with Boston Pizza on Ontario Street, St. Catharines to dine for a cause! On Thursday, March 19th (March Break), anyone is welcome to stop by between 5:00p.m. – 8:00p.m. to enjoy some dinner while supporting the LDNAR.
 - Tickets are \$20, which include a starter salad, individual pizza or pasta, and drink (pop, coffee or tea). \$10 from every ticket sold will support children and youth with learning disabilities.
 - To purchase tickets, please email projectsLdan@cogeco.net or call 905-641-1021.

5. Pathstone Mental Health – Bill Helmeczi

- The 2015 Hope Award Event will be held on Friday, May 1st at Club Italia with special guest, Peter Mansbridge. The recipient of this year's Hope Award is Dr. Ken Santher.

6. Community Living Welland Pelham – Andrew Howcroft

- *Meeting the Diversity Challenge*; a symposium for leaders in education and those who want to lead in inclusive education, two day conference will be held on March 30-31, 2015 at the Ambassador Hotel and Conference Centre, 1550 Princess Street, Kingston, Ontario.

G. STAFF REPORTS

**1. Lisa Selman – Principal, Elementary
Report Submitted**

Our Lady of Fatima Grimsby

- A Grade 6 class, at Our Lady of Fatima Grimsby, won Community Living's, "Together We're Better" video contest.
Video = <https://www.youtube.com/watch?v=PE6wu-zqLek>

**2. Jim Whittard – Principal, Secondary
Report Submitted**

Blessed Trinity

- After another successful Open House, we are setting up many visits with students and parents from our co-terminus board. We look forward to attending transition meetings at the elementary schools.
- Individual Education Plans for all students have been completed and will be mailed home on Thursday, March 13, 2015.
- Students with Individual Education Plans who require additional support are currently taking part in preparation activities related to the Ontario Secondary School Literacy Test.
- Letters outlining the accommodations that individual students will receive for the OSSLT will be mailed home on March 13th, 2015. Deferral letters will also be mailed at that time.
- We have been assisting our students with their course selections and ensuring that their choices coincide with their appropriate pathway.
- We are assisting the Grade 12 students who will be attending post-secondary institutions next year – they will be aware of how to access the accommodations they require and advocate for themselves as they transition to college or university.
- Students in the Special Education Class have integrated well into a variety of classes, including English, Math, Geography, Religion, Physical Education, Drama, Music, Co-Op etc. The list is extensive and they are having a wonderful semester.
- Students in the Special Education Class love the Integrated Arts program – they get to experience a variety of activities in various mediums every day.
- Our students are thoroughly enjoying their programs in the weight room at Blessed Trinity and making good use of the beautiful classroom facilities in the life skills program.

- The Special Education Department is thrilled to be working with the Association for Community Living on a new initiative called “Live Out Loud”. By participating, students between the ages of 16 and 21 will meet with personnel from the school and agency to document their dreams and desires. Once the student has graduated, they will be assisted in delivery options and support to achieve their goals.

Denis Morris

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

Saint Francis

- Our Special Education Classroom staff and students continue to offer a Breakfast Program each morning.
- Many of our Grade 10 students who are on an IEP had two opportunities to participate in an online pilot of the OSSLT during this school year, in preparation for the writing of the OSSLT in March.
- Co-op opportunities for this semester for our Special Education students include placements at the Royal Henley Retirement Home, Wal-Mart, Heidelberg Home and Swiss Chalet.
- Semester 1 final IEPs went home with the Provincial Report Card. Draft copies of Semester 2 IEPs will go home in March.

Holy Cross

- February found our Holy Cross Special Education classroom chefs making simple meals you flip in a frying pan. We learned how to make eggs, pancakes, French toast and grilled cheese sandwiches. It is exciting to see their proud faces as they make and eat these culinary delights. The new semester has brought about many changes and we think we finally know when and where we are supposed to be. We enjoyed our semi formal dance at Saint Michael High School and are looking forward to hosting our Beach Volleyball tournament on April 17th. Today our music therapist brought Momentum Choir to our school. The choir boasts 12 Holy Cross graduates and many more from Niagara Catholic. They came on the invitation of our Safe and Accepting Schools Committee and their songs brought smiles to our faces and tears to some eyes. It was truly an inspirational event for our school and a great way to melt away the winter blues. For Lent our class is following

daily challenges from www.40acts.org.uk. On March 2nd we made a display in the front foyer for students to share quotes or an attitude of gratitude. We posted our idea and a photo on twitter and it was retweeted by @niagaracatholic and @40acts so in less than 1 hour over 11,000 twitter feed readers saw our display. That truly represents Special Education at Holy Cross where students and staff do something small and it blossoms and blooms to make a difference in the lives of others.

Saint Michael

- On February 13th, Saint Michael hosted Special Education class students from our sister schools in Niagara Catholic for our Valentine's Semi Formal. Students had their pictures taken, had a full lunch buffet including dessert and then took to the dance floor.
- Semester 2 IEPs are being completed and should be sent home by March Break.
- Saint Michael is currently trialing an online version of the OSSLT for all grade 9 students. This is a great opportunity for our students to explore the test in an online environment and for Saint Michael to work out technical details before EQAO roles out the Grade 10 OSSLT online test in future years.
- Transitioning for our incoming Special Education students continues. We recently held our Transfer of Information meetings where Resource and Success met with grade 8 teachers to discuss each incoming student's strengths and needs. This information is very beneficial as it allows us to put in supports right away to help all students achieve success in September.
- Resource has also been working with Guidance to help current Saint Michael students with their course selections and with pathway planning. This will continue to take place throughout the remainder of the semester.

Notre Dame College

- Therapy dogs visit class every two weeks at Notre Dame. A dedicated crew of 5 dogs come in every second Friday to visit and interact with the students. One of our feeder schools, St. Kevin has also become involved with the program.
- We have three students doing co-op placements. Two are at Walmart working in the health and beauty department and we have one working at the Welland Arena.
- Last semester, students in the Special Education class earned 12 full course credits in areas including Math, Art, English, Physical Education, Co-op and Hospitality.

3. Yolanda Baldasaro – Superintendent of Education

- Nil Report

4. Colleen Atkinson – Coordinator Special Education

- JK transition meetings are happening with the Niagara Children's Centre and pre-school daycares.

H. TRUSTEE REPORTS

1. **Pat Vernal – Trustee**
 - Nil Report

2. **Maurice Charbonneau – Trustee**
 - Nil Report

I. STUDENT REPORT

- Nil Report

J. NCPIC REPORT

- The next NCPIC meeting is being held on Thursday, March 26th.

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 Provincial SEAC Conference

Superintendent Baldasaro provided information regarding the Provincial SEAC Conference being held on Saturday, May 2, 2015 at the University of Toronto. SEACs are invited to send up to five representatives to this session which may include the SEAC Chair, Supervisory Officer responsible for Special Education, Trustee, a new SEAC member and an existing SEAC member. Registration deadline is March 27, 2015. Superintendent Baldasaro invited members to participate in this conference.

6.2 2015-2016 School Year Calendar

The draft proposal of the Elementary and Secondary School Year Calendar for 2015-2016 was presented for information and review. The deadline for feedback is March 30th. A discussion was held and feedback was provided by members.

6.3 Award of Distinction

Niagara Catholic is currently accepting nominations for the Award of Distinction. Superintendent Baldasaro asked if any SEAC member was available to attend a committee meeting being held on March 5th. This award will be presented to the recipient at the Bishop's Gala being held on April 10th.

6.4 Special Needs Strategy Update

Superintendent Baldasaro provided a status update on the Special Needs Strategy. Meeting dates and locations were provided for both the Coordinated Service Planning and Integrated Rehabilitation Service Planning tables as well as information with regards to family, parent, youth and front-line staff engagement.

7. Policy Review

L. CORRESPONDENCE

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

P. INFORMATION ITEMS

1. Chair Racine reminded the SEAC members that due to Holy week, the next SEAC meeting will be held on Wednesday, April 8th.

Q. NEXT MEETING:

Wednesday, April 8, 2015 at 7:00p.m. at the Catholic Education Centre

R. ADJOURNMENT

Moved by Rob Lavorato

Seconded by Andrew Howcroft

THAT the March 4, 2015 meeting of the Special Education Advisory Committee be adjourned.

CARRIED

This meeting was adjourned at 9:20p.m.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
APRIL 28, 2015**

PUBLIC SESSION

**TITLE: APPROVED MINUTES OF THE NIAGARA CATHOLIC
PARENT INVOLVEMENT COMMITTEE (NCPIC) MEETING
OF JANUARY 8, 2015**

RECOMMENDATION

THAT the Niagara Catholic District School Board receive the Approved Minutes of the Niagara Catholic Parent Involvement Committee Meeting of January 8, 2015 as presented for information.



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

APPROVED MINUTES OF THE NIAGARA CATHOLIC PARENT INVOLVEMENT COMMITTEE MEETING

JANUARY 8, 2015

Minutes of the Meeting of the Niagara Catholic Parent Involvement Committee, held on Thursday, January 8, 2015, at 7:00 p.m. in the Father Kenneth Burns csc Board Room, at the Catholic Education Centre, 427 Rice Road, Welland, ON.

The meeting was called to order at 7:05 p.m. by Chair Daly.

A. ROUTINE MATTERS

1. Opening Prayer

Opening prayer was led by Fr. Peter Rowe.

2. Welcome

Superintendent Forsyth-Sells introduced and welcomed the appointed 2014-2015 Community Representatives to the Niagara Catholic Parent Involvement Committee and thanked them for their support of Catholic education in the Niagara Catholic District School Board.

3. Roll Call

Parent Members	Geographical Area	Present	Excused	Absent
Gregg Kirchofer	Niagara Falls/Niagara-on-the-Lake	√		
Mary Mannella-Byers	Niagara Falls/Niagara-on-the-Lake	√		
Josephine Muraca-Lettieri	Niagara Falls/Niagara-on-the-Lake	√		
Shawn O'Brien	Niagara Falls/Niagara-on-the-Lake			√
Marion Battersby	St. Catharines	√		
Lisa Finley	St. Catharines	√		
Kate Hingston	St. Catharines	√		
Julie Wiley-Pol	St. Catharines	√		
Sharon Goossen	Welland	√		
Carrie Vernelli	Welland	√		
Alexandria Attree	Fort Erie/Port Colborne/Wainfleet		√	
Rebecca Kamin	Fort Erie/Port Colborne/Wainfleet		√	
Kim Hedden	Merritton/Thorold	√		
Heather McCluckie	Merritton/Thorold	√		
Shonna Daly-Chair	Grimsby/Lincoln/West Lincoln/Pelham	√		
Sean Bertleff	Grimsby/Lincoln/West Lincoln/Pelham		√	

Community Representatives				
Shelley Gilbert	Society of St. Vincent de Paul	√		
Linda Marie O'Hagan	St. Catharines	√	Electronically 7:04 p.m.	
Heather Pyke	Ontario Association for Parents in Catholic Education	√		
Anna Racine	SEAC Representative	√		
Fr. Peter Rowe	Bishop/Diocesan Representative	√		
Aidan Harold	Student Senate	√		
Trustees				
Kathy Burtnik	Trustee	√		
Dino Sicoli	Vice-Chair of the Board		√	

The following staff was in attendance:

Superintendent Forsyth-Sells, Theo Dagenais, Elementary Principal, Jeff Smith, Secondary Principal (7:25 p.m.), and Yvonne Anderson, Recording Secretary.

Regrets sent: Dino Sicoli and Josie Rocca

4. Approval of the Agenda

Moved by: Lisa Finley

Seconded by: Kim Hedden

THAT the Niagara Catholic Parent Involvement Committee approve the agenda of the Niagara Catholic Parent Involvement Committee Meeting of January 8, 2015 as amended.

CARRIED

5. Disclosure of Conflict of Interest

Trustee Burtnik disclosed a conflict of interest for the PRO Grant Parent to Parent “Through the Years” project.

6. Commissioning of the Niagara Catholic Parent Involvement Committee

Fr. Peter Rowe presided at the commissioning ceremony of the Community Representatives and members of the Niagara Catholic Parent Involvement Committee, who publicly acclaimed their commitment to promote the Mission of Catholic Education and the Mission, Vision and Values of the Niagara Catholic District School Board in order to fulfill the eligibility requirements to be a member of the Committee.

8. Approval of the Niagara Catholic Parent Involvement Committee Meeting Minutes of November 13, 2014

Moved by: Lisa Finley

Seconded by: Kim Hedden

THAT the Niagara Catholic Parent Involvement Committee approve the minutes of the Niagara Catholic Parent Involvement Committee Meeting of November 13, 2014 as amended.

CARRIED

B. PRESENTATION

Niagara Catholic staff Andrea Bozza, Mental Health Lead, Sabrina Fruci and Andrea Prest, Niagara Catholic Social Workers and Mike Sheahan, Consultant of Physical Education presented information on concussions and mental health initiatives in the Board.

C. SUBCOMMITTEE REPORTS

1. FAITH FORMATION-*Chair Daly*

Faith formation has been rescheduled for Thursday April 30, 2015 with Fr. Tony Ricard. Further details to follow.

2. POLICY- *Shonna Daly*

The following Policies and Administrative Guidelines are currently being vetted:

Please forward any feedback to Yvonne Anderson by **January 12, 2015**.

- Accessibility Customer Service Policy (800.8.1)
- Employee Workplace Harassment Policy (201.7)
- Employee Workplace Violence Policy (201.11)
- Occupational Health & Safety Policy (201.6)

Please forward any feedback to Yvonne Anderson by **February 5, 2015**

- Educational Field Trips Policy (400.2)
- Volunteer Driver Policy (302.4)
- Volunteer Recognition Policy(800.4)

3. PRO GRANT- *Mary Mannella-Byers/Heather Pyke and Anna Racine*

Trustee Burtnik excused herself from the meeting and left the meeting room before discussion occurred with regards to the PRO Grant. An update on the completion of “Through the Years” 2013-2014 PRO Grant initiative was provided. Burtnik Printing was the lowest quote and will be printing the “Through the Years” Book. Mary Mannella-Byers and Anna Racine requested that time be allocated at the next NCPIC meeting to present the plans 2014-2015 PRO Grant “Family Game Night” initiative. Trustee Burtnik returned to the meeting after the presentation.

D. REPORT FROM THE DIRECTOR’S DESIGNATE SUPERINTENDENT OF EDUCATION

1. Exceptions to the Bottle Water Policy No. 702.5

Superintendent Forsyth-Sells requested clarification on the exception request to the Bottle Water Policy. Feedback will be provided at the NCPIC meeting of March 26, 2015.

2. Teacher Recognition by Parents/Guardians

Superintendent Forsyth-Sells stated that parents/guardians are welcome to write letters of recognition/appreciation for any staff member at any time and that the Board welcomes all feedback.

3. EQAO Regional Strategic Planning Session

EQAO has extended an invitation for one parent member to attend the strategic planning session hosted by EQAO on Monday, February 2, 2015 from 5:00 p.m. to 7:00 p.m. at the Holiday Inn Kitchener Waterloo, Kitchener, ON. Lisa Finley and Josephine Lettieri expressed an interest in attending the session. Superintendent Forsyth-Sells will confirm attendance.

4. NCPIC Policy and By-Laws

The NCPIC Policy and By-Laws are currently under review. Yvonne Anderson will send an e-mail inviting members to participate in the review.

5. Niagara Catholic Education Award of Distinction Nomination Form 2015

The Niagara Catholic District School Board is calling for nominations for the Niagara Catholic Education Award of Distinction. Nominations are to be submitted and received by Friday, February 27, 2015 to Frank Iannantuono, Superintendent of Education. The Recipient will be honoured at the Bishop's Gala on Friday, April 10, 2015 at Club Roma.

6. NCPIC Financial Report

A financial statement was provided for information.

E. COMMUNITY REPORT

1. Ontario Association for Parents in Catholic Education (OAPCE)-Heather Pyke

OAPCE will be meeting on Friday, January 9, 2015 with Liz Sandals, Minister of Education and Carol Allen, Senior Director Compliance Canada at Assurant Solution. An update will be provided the NCPIC meeting of March 26, 2015.

2. Society of St. Vincent de Paul-Shelley Gilbert

- The mission statement of the Society of St. Vincent de Paul is to live the Gospel message by serving Christ in the poor with love, respect, justice and joy.
- St.Vincent de Paul helps those in need throughout the year. This past Christmas with the help of many elementary and secondary schools the Society of St.Vincent de Paul was able to provide Christmas gift hampers to approximately 1,937 families in St.Catharines, Thorold, Welland, Fort Erie, Crystal Beach and Niagara Falls.
- Niagara College hosted a clothing drive in November with the clothing going to the St.Vincent de Paul Thrift Store in Welland. We would like the schools to take part in a project for St.Vincent de Paul. St Vincent de Paul will accept lost and found items left at schools. These items will be cleaned and sold at one of our St.Vincent de Paul Thrift Stores. Funds generated will be allocated to the operation of our soup kitchen in St.Catharines. St.Vincent de Paul in the Niagara area also to provide cribs to families in need.

3. St. Catharines Diocesan Council Development and Peace-Linda Marie O'Hagan

- Niagara Catholic has implemented a payroll deduction program for Share Lent and Development and Peace.

- Brock University will be hosting their 8th Annual Niagara Social Justice Forum “Putting the Act in Activism” on Saturday, January 31, 2015.
- The Share Lent Launch takes place on February 7, 2015 at St. Patrick Parish.
- Niagara Catholic secondary students are invited to participate in the “Catholic Social Teachings and Sow Much Love High School” workshop on February 9, 2015 at Our Lady of Holy Rosary Hall from 9:00 a.m. to 1:00 p.m.
- The Ontario Provincial Meeting will be held May 1 to 3, 2015 at the University of Guelph.

F. SEAC REPORT-Anna Racine

- Goals completed in 2013-2014 school:
 1. Creation of a SEAC logo and SEAC tagline
 2. Campaigned to the Ministry of Education to have Special Education Part I as a mandatory requirement for students graduating from Faculty of Education.
 3. A SEAC Report has become a standing item on Catholic School Council agendas, and an insert in school newsletters.

H. BISHOP/DIOCESAN REPORT-Fr. Peter Rowe

- Trustees, Priests, Principals and Senior Administration participated in the Faith Formation at Club Roma with Bishop Bergie on December 11, 2015.
- Priests across the diocese will participate in World Meeting of Families 2015 Philadelphia during the week of September 22-27, 2015 with the Holy Father Pope Francis. This year’s theme, is “Love Is Our Mission: The Family Fully Alive”.

I. STUDENT SENATE REPORT-Aiden Harold

- The Student Senate will be accepting applications from graduating students from all secondary schools for the NCDSB Senate Scholarships.
- Notre Dame College School will host the 2014-2015 Student Leadership Conference.
- All 2014-2015 graduating students will participate in a province-wide Mass celebration on May 7, 2015.

J. STAFF REPORT

1. Theo Dagenais

- Various Advent celebrations/masses took place across the Niagara Catholic District School Board.
- Niagara Catholic will be host a Board-wide ELKP Open House on Wednesday, January 14, 2015 from 9:00 a.m. to 7:00 p.m.
- Many activities highlighting student talents will be taking place throughout February and March such as Literacy Day, Scrabble Contest, Spelling Bee, and the Speak Out Festival.
- Elementary Report Cards will be distributed by Friday, February 13, 2015 and Student/Parent/Teacher Conferences will take place February 17 to 20, 2015.

MOTION

Moved by: Shelley Gilbert

Seconded by: Mary Mannella-Byers

THAT the NCPIC meeting of January 8, 2015 be extended for an additional ten (10) minutes to continue with the items on the agenda.

CARRIED

2. Jeff Smith

- Secondary Schools are visiting Grade 8 classes from their feeder schools to ensure a smooth transition from elementary to secondary.
- Preparations for Secondary Open Houses are underway for January 13 to 16, 2015.
- Students are currently preparing for exams. Semester 2 commences February 2, 2015.
- The Lenten Season is upon us. Shrove Tuesday activities will take place on Tuesday, February 17, 2015 and Ash Wednesday Masses will take place on February 18, 2015.
- Chastity Speaker-Trent Horne will present at each secondary school during the week of February 23, 2015.
- March Break-Monday, March 16 to Friday, March 20, 2015.

K. TRUSTEE REPORT

1. Kathy Burtnik, Trustee of the Board

- Trustee Burtnik reported that Fr. Paul MacNeil was acclaimed Chair of the Board and Dino Sicoli, was elected Vice-Chair of the Board.
- Vice-Chair, Dino Sicoli and Trustee Burtnik will be Board representatives on the Niagara Catholic Parent Involvement Committee for 2014-2015.
- The consolidation of St. James and Michael J. Brennan Catholic Elementary Schools was a smooth transition. St. James celebrates having an elementary chapel showcasing Catholic education.
- Trustees and Student Trustees attended a professional development session hosted by the Ministry of Education.

2. Dino Sicoli, Vice-Chair of the Board

- Nil Report

M. AGENDA ITEMS – DISCUSSION FOR FUTURE MEETINGS

N. NEXT MEETING:

Thursday, March 26, 2015 at 7:00 p.m. at the Catholic Education Centre

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

O. ADJOURNMENT

Moved by: Marion Battersby

Seconded by: Mary Mannella-Byers

THAT the January 8, 2015 meeting of the Niagara Catholic Parent Involvement Committee be adjourned.

CARRIED

This meeting was adjourned at 9:14 p.m.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
APRIL 28, 2015**

PUBLIC SESSION

TITLE: CATHOLIC EDUCATION WEEK 2015

The Catholic Education Week 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: April 28, 2015



REPORT TO THE BOARD APRIL 28, 2015

CATHOLIC EDUCATION WEEK 2015

BACKGROUND INFORMATION

Catholic Education Week May 3 - May 9, 2015

*“Were not our hearts burning within us
while He was talking to us on the road?”*

Luke 24:32

Throughout the week of May 3 – May 8, 2014, our Catholic school community will once again celebrate Catholic Education Week.

This year’s provincial Catholic Education Week theme, as determined by the Ontario Catholic School Trustees’ Association, is “Exploring Paths of Joy.” During Catholic Education Week 2015, we are invited to celebrate and grow in the awareness of the distinctive contribution our schools make to society through their joyful encounters with the Risen Christ.

There are five sub themes, one for each day of Catholic Education Week and they are aimed at helping staff and students understand more clearly how the Emmaus Story is captured daily in our Catholic schools.” The five sub-themes are:

Monday – *Walking Together and Sharing Our Stories*
Tuesday – *Opening the Scriptures*
Wednesday – *Welcoming Others to the Table*
Thursday – *Recognizing Jesus in the Breaking of the Bread*
Friday – *Proclaiming the Good News*

The School Resource Kit, developed by the Ontario Catholic School Trustees Association (OCSTA) has been uploaded to docushare and instructions detailing how to access the files has been shared with administrators and staffs. These resource kits are an integral part in ensuring that the activities within our schools remain focused on Catholic education and reflect the themes.

To celebrate the beginning of Catholic Education Week 2015, students and staff will gather within their school community for prayer. As well, each school has designated one day where it will open its doors to the families and the local community, showcasing the joy and love of learning while drawing attention to the important role that every Catholic school has as an agent of the New Evangelization.

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

- Catch the Spirit Award Celebration – Monday, May 5th, 2015 at Saint Francis Catholic High School at 7:00 p.m.

- The Niagara Catholic Community Food Drive – ongoing throughout Catholic Education Week
- The province wide unified Mass within each of the individual Catholic Secondary school communities as organized by the Catholic Board Council of the Ontario Student Trustees Association (OSTA-AECO) - Thursday, May 7th, 2015
- Individual Catholic School Open Houses (consult Catholic Education Week 2015 Planners for dates and times)
- Niagara Catholic Distinguished Alumni Luncheon – Friday, May 8th, 2015 in the Father Burns Board Room of the Catholic Education Centre at 11:30am

A link to the compilation of Catholic Education Week 2015 Planners for all of our schools in the system will be made available to Trustees at the April Board Meeting. The planners outline the multitude of exciting activities planned for school communities to share and celebrate the theme of “Exploring Paths of Joy”.

The Niagara Catholic District School Board will provide our Catholic Community with a most meaningful Catholic Education Week 2015 at the system level, every school site, parishes and throughout the Region of Niagara.

The Catholic Education Week 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: April 28, 2015

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
APRIL 28, 2015**

PUBLIC SESSION

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

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Report on the Monthly Banking Transactions for the month of March 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: April 28, 2015



**REPORT TO THE BOARD
APRIL 28, 2015**

**MONTHLY BANKING TRANSACTIONS
FOR THE MONTH OF MARCH 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 March 2015 as follows:

March 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 March 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: April 28, 2015

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD REPORT ON BANKING TRANSACTIONS				
SUMMARY OF BANK TRANSACTIONS FOR THE MONTH OF:	MARCH, 2015			
DESCRIPTION OF ITEMS	BANK ACCOUNT			
CASH BALANCE AT BEGINNING OF MONTH	(A) 20,393,637			
CASH RECEIPTS FOR THE MONTH				
1. GENERAL LEGISLATIVE GRANTS	15,023,896			
2. CAPITAL GRANTS	5,527,683			
3. OTHER GRANTS	288,641			
SUB-TOTAL - MINISTRY OF EDUCATION GRANTS	20,840,220			
4. ONTARIO EARLY YEARS CENTRE	42,117			
5. INTEREST REVENUE	16,427			
6. MUNICIPAL TAXES	11,496,824			
7. TUITION FEES REVENUE, A.C.E. & OTHER	824,387			
8. COMMUNITY USE	26,176			
9. CHARITABLE DONATIONS	0			
10. GOVERNMENT REBATES (HST 83% REBATE ON TAXABLE PURCHASES)	383,378			
11. RECOVERY OF COSTS (LTD, WCB, BENEFITS, OTHER REIMBURSEMENTS)	92,124			
12. OTHER CASH RECEIPTS - Other receipts and refunds - Donations Collected from Employees - Other - Other	60,622			
13. O.F.A. LOAN PRINCIPAL ADVANCES	117,000			
TOTAL CASH RECEIPTS	(B) 33,879,285			
CASH DISBURSEMENTS FOR THE MONTH				
1. ACCOUNTS PAYABLE (NET OF CANCELLED CHEQUES AND DEBT REPAYMENTS)	7,840,480			
2. TEACHER PENSION DEDUCTIONS	1,316,141			
3. O.M.E.R.S. PENSION DEDUCTIONS	808,776			
4. CANADA SAVINGS BONDS DEDUCTIONS	125,781			
5. TRANSFER (FROM) TO 4 OVER 6 TRUST ACCOUNTS	-23,659			
6. OTHER DEBITS	368			
7. PAYROLL TRANSFERS AND GOVERNMENT PAYMENTS	14,106,189			
8. TRANSFER TO SINKING FUND ASSET	0			
9. INTEREST PAYMENTS ON CAPITAL DEBT	650,410			
10. PRINCIPAL PAYMENTS ON CAPITAL DEBT	418,421			
TOTAL CASH DISBURSEMENTS	(C) 24,940,888			
CASH BALANCE AT END OF MONTH	(D) 29,332,034			
NIAGARA CATHOLIC DISTRICT SCHOOL BOARD REPORT ON LOAN BALANCES				
SUMMARY OF LOAN BALANCES AS AT: MARCH, 2015				
The Debentures & Capital Loans are made up as follows:				
Loan Description	Opening Balance	Loan Advances	Loan Repayments	Ending Balance
1. OFA - GPL1 Loan 25 YR.	-11,086,369.91		0.00	-11,086,369.91
2. OFA - GPL2 Loan 25 YR.	-8,639,910.83		0.00	-8,639,910.83
3. OFA - GPL3 Loan 25 YR.	-4,124,471.45		0.00	-4,124,471.45
4. OFA - 2010-11 DEBENTURE - GPL 3	-1,224,329.10		0.00	-1,224,329.10
5. OFA - 2010-11 DEBENTURE - PCS †	-3,020,730.09		0.00	-3,020,730.09
6. OFA - PTR - Completed 2010/11	-7,522,937.23		0.00	-7,522,937.23
7. OFA - 2001-A1 Debenture	-1,746,361.35		0.00	-1,746,361.35
8. OFA - 2013 PCS Stage 1	-948,676.79		0.00	-948,676.79
9. OFA - 2015 PCS		117,000.00	0.00	-117,000.00
10. Debenture (Niagara Region)	-824,000.00		0.00	-824,000.00
11. Debenture (Niagara Region)	-855,000.00		0.00	-855,000.00
12. Capital Projects - Completed 2001	-12,201,374.95		0.00	-12,201,374.95
13. Capital Projects - Completed 2002/03	-18,750,499.65		418,420.72	-18,332,078.93
14. Capital Projects - Completed 2004/05	-3,967,395.01		0.00	-3,967,395.01
15. Capital Projects - Completed 2005/06	-6,743,951.59		0	-6,743,951.59
16. Sinking Fund Asset	708,516.14		0.00	708,516.14
Total Debentures & Capital Loans	-80,947,491.61	117,000.00	418,420.72	-80,646,070.89

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
APRIL 28, 2015**

PUBLIC SESSION

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

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Unaudited Interim Statement of Operations as at March 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: April 28, 2015



**REPORT TO THE BOARD
APRIL 28, 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 March 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 March 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: April 28, 2015

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

For presentation at Board Meeting on April 28, 2015

ACCOUNT DESCRIPTION	2014-15 ANNUAL BUDGET	2014-15 ACTUAL As at March 31	2013-14 ACTUAL As at March 31	% CHANGE FROM PRIOR YEAR
TOTAL REVENUES	253,335,409	149,169,618	148,527,885	↑ 0.43%
EXPENDITURES				
BOARD ADMINISTRATION	7,780,215	5,207,590	4,776,329	↑ 9.03%
ELEMENTARY SCHOOLS	127,783,436	75,077,299	75,306,651	↓ -0.30%
SECONDARY SCHOOLS	67,610,009	39,860,719	39,569,903	↑ 0.73%
CONTINUING EDUCATION	5,503,096	3,103,622	3,357,343	↓ -7.56%
PLANT OPERATIONS	18,796,755	11,324,254	10,918,095	↑ 3.72%
PLANT MAINTENANCE	3,534,189	1,856,239	2,020,593	↓ -8.13%
TRANSPORTATION	9,721,049	6,780,350	7,056,984	↓ -3.92%
TOTAL OPERATING EXPENDITURES	240,728,749	143,210,073	143,005,899	↑ 0.14%
AMORTIZATION	10,630,054	6,200,872	5,503,939	↑ 12.66%
INTEREST EXPENSES	4,387,687	2,774,936	3,030,425	↓ -8.43%
OTHER	117,487	0	0	
TOTAL EXPENDITURES	255,863,977	152,185,881	151,540,263	↑ 0.43%
NET SURPLUS/(DEFICIT)	-2,528,568	-3,016,263	-3,012,377	↑ 0.13%
ADJUSTMENTS FOR COMPLIANCE PURPOSES				
AMORTIZATION OF EMPLOYEE FUTURE BENEFITS	958,265	558,988	558,988	↓ 0.00%
NET SURPLUS/(DEFICIT) FOR COMPLIANCE	-3,486,833	-3,575,251	-3,571,365	↑ 0.11%

Notes:

- 1 Current year figures include a manual adjustment for amortization of monthly lease costs, as well as a manual adjustment to recognize deferred revenue relating to Special Education Per Pupil expenses incurred to March 31, 2015
- 2 Prior year figures have been revised to conform to current year treatment.

Variance Analysis of Expenditures as at March 31, 2015

1. **Board Administration** - Payment of retirement gratuities, professional fees and computer hardware maintenance costs are up during the current fiscal year compared to the prior period. Current year also includes the cost of upgrades to Security and Surveillance equipment, as well as repairs to exterior concrete.
2. **Elementary Schools** - Current year expense comparable to prior year. Increase in Early Childhood Educators salary and benefits offset by slight savings in other areas.
3. **Secondary Schools** - Current year expense comparable to prior year. Small savings in teacher replacement costs offset by slight increases in other areas
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 is due to staffing costs, as well as March utilities being posted as accruals.
6. **Plant Maintenance** - Savings were seen in the area of building maintenance when compared to prior period.
7. **Transportation** - Savings are due to recognized efficiencies in the transportation consortium.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
APRIL 28, 2015**

PUBLIC SESSION

**TOPIC: CORRESPONDENCE
LOYOLA HIGH SCHOOL V. QUEBEC MEMO**



Ontario Catholic School
Trustees' Association

P.O. Box 2064, Suite 1804
20 Eglinton Avenue West
Toronto, Ontario M4R 1K8
T. 416.932.9460 F. 416.932.9459
ocsta@ocsta.on.ca www.ocsta.on.ca

Kathy Burtnik, *President*
Bob Schreader, *Vice President*
Kevin Kobus, *Executive Director*

March 23, 2015

TO: Chairpersons and Directors of Education
- All Catholic District School Boards

FROM: Kevin Kobus, Executive Director

SUBJECT: Loyola High School v. Quebec (Attorney General), [2015 SCC 12](#) (35201)

On March 19, the Association shared with member boards news about the recent Supreme Court of Canada ruling affirming the right of Montreal's Loyola High School to opt out of Quebec's ethics and religious culture program. The decision was based on the argument that the province infringed on religious freedoms when it refused to allow Loyola High School to teach Catholicism from a Catholic perspective.

OCSTA is in discussion with our legal counsel for the preparation of a brief that might provide further insight into the impact of this decision on Catholic school boards in Ontario. We hope to provide this brief to our members within the next few days. As well, at the upcoming OCSTA AGM business session on May 1, our legal counsel, Nadya Tymochenko, of Miller Thomson, will deliver a succinct presentation on this decision and answer questions of delegates at that time.

For board's current reference, please find enclosed a précis on the ruling prepared by **Supreme Advocacy, LLP** (a firm that specializes in providing comprehensive information concerning all rules and procedures of the Supreme Court of Canada).

Attachment

L:\1-USR\Kevin\Boards\Memo.Loyola High School v. Quebec.docx

Appeal

Charter: Freedom of Religion

***Loyola High School v. Quebec (Attorney General)*, [2015 SCC 12](#) (35201)**

"Loyola High School is a private, English-speaking Catholic high school for boys. It has been administered by the Jesuit Order since the school's founding in the 1840s. Most of the students at Loyola come from Catholic families.

Since September 2008, as part of the mandatory core curriculum in schools across Quebec, the Minister of Education, Recreation and Sports has required a Program on Ethics and Religious Culture (ERC), which teaches about the beliefs and ethics of different world religions from a neutral and objective perspective.

The stated objectives of the ERC Program are the "recognition of others" and the "pursuit of the common good". They seek to inculcate in students openness to human rights, diversity and respect for others. To fulfil these objectives, the ERC Program has three components: world religions and religious culture, ethics, and dialogue. The three components are intended to support and reinforce one another. The orientation of the Program is strictly secular and cultural and requires teachers to be objective and impartial. They are not to advance the truth of a particular belief system or attempt to influence their students' beliefs, but to foster awareness of diverse values, beliefs and cultures. The Program provides a framework that teachers are required to use to help students develop these competencies, but leaves teachers with considerable flexibility in developing their own lessons.

The purpose of the religious culture component is to help students understand the main elements of religion by exploring the socio-cultural contexts in which different religions take root and develop. The purpose of the ethics component is to encourage students to think critically about their own ethical conduct and that of others, as well as about the values and norms that different religious groups adopt to guide their behaviour. The purpose of the dialogue component is to help students develop the skills to interact respectfully with people of different beliefs.

Pursuant to s. 22 of the *Regulation respecting the application of the Act respecting private education*, the Minister can grant an exemption from the ERC Program if the proposed alternative program is deemed to be "equivalent". Loyola wrote to the Minister to request an exemption from the Program, proposing an alternative course to be taught from the perspective of Catholic beliefs and ethics. The Minister denied the request based on the fact that Loyola's whole proposed alternative program was to be taught from a Catholic perspective. It was not, as a result, deemed to be "equivalent" to the ERC Program.

Loyola brought an application for judicial review of the Minister's decision. The Superior Court found that the Minister's refusal of an exemption infringed Loyola's right to religious freedom and accordingly granted the application, quashed the Minister's decision, and ordered an exemption. On appeal, the Quebec Court of Appeal concluded that the Minister's decision was reasonable and did not result in any breach of religious freedom. Before this Court, Loyola modified its request to teach

the whole program from a Catholic perspective, and was now prepared to teach about the doctrines and practices of other world religions neutrally. But, significantly, it still wanted to teach about the *ethics* of other religions from a Catholic perspective. The Minister's position remained the same — no part of the program could be taught from a Catholic perspective, including Catholic doctrine and ethics."

The SCC (7:0, with 3 judges writing separate reasons concurring partially in result) held: the Minister's decision requiring that *all* aspects of Loyola's proposed program be taught from a neutral perspective, including the teaching of Catholicism, limited freedom of religion more than was necessary given the statutory objectives; as a result, it did not reflect a proportionate balancing and should be set aside, the appeal is allowed and the matter remitted to the Minister for reconsideration.

Justice Abella wrote as follows (at paras. 3-6, 77-80):

" This Court's decision in *Doré v. Barreau du Québec*, [2012] 1 S.C.R. 395, sets out the applicable framework for assessing whether the Minister has exercised her statutory discretion in accordance with the relevant *Canadian Charter of Rights and Freedoms* protections. *Doré* succeeded a line of conflicting jurisprudence which veered between cases like *Slaight Communications Inc. v. Davidson*, [1989] 1 S.C.R. 1038, and *Multani v. Commission scolaire Marguerite-Bourgeoys*, [2006] 1 S.C.R. 256, that applied s. 1 (and a traditional *Oakes* analysis) to discretionary administrative decisions, and those, like *Lake v. Canada (Minister of Justice)*, [2008] 1 S.C.R. 761, which applied an administrative law approach. The result in *Doré* was to eschew a literal s. 1 approach in favour of a *robust* proportionality analysis consistent with administrative law principles.

Under *Doré*, where a discretionary administrative decision engages the protections enumerated in the *Charter* — both the *Charter*'s guarantees and the foundational values they reflect — the discretionary decision-maker is required to proportionately balance the *Charter* protections to ensure that they are limited no more than is necessary given the applicable statutory objectives that she or he is obliged to pursue.

In this case, the Minister's decision reflected the fundamental assumption that any program taught from a religious perspective could not be an alternative to the ERC Program and that the religious school could not teach even its own religion from its own perspective.

... in my view prescribing to Loyola how it is to explain Catholicism to its students seriously interferes with freedom of religion, while representing no significant benefit to the ERC Program's objectives. In a context like Quebec's, where private denominational schools are legal, this represents a disproportionate, and therefore unreasonable interference with the values underlying freedom of religion of those individuals who seek to offer and who wish to receive a Catholic education at Loyola. On the other hand, I see no significant impairment of freedom of religion in requiring Loyola to offer a course that explains the beliefs, ethics and practices of other religions in as objective and neutral a way as possible, rather than from the Catholic perspective.

... The question is, given the undisputed significance of the ERC Program's objectives, can requiring Loyola's teachers to teach and discuss other religions and their ethical positions as

objectively as possible really be seen as a serious interference with freedom of religion merely because it may be difficult to execute neatly?

I have difficulty seeing how this can undermine the values of religious freedom. I do not dispute that the belief systems Loyola's teachers are required to explain to their students may not reflect their personal beliefs, or Loyola's institutional allegiances. But teaching about the ethics of other religions is largely a factual exercise. It need not be a clash of values. Nor is asking Loyola's teachers to teach other religions and ethical positions as objectively as possible a requirement that they shed their own beliefs. It is, instead, a pedagogical tool utilized by good teachers for centuries — let the information, not the personal views of the teacher, guide the discussion. The fact that those personal principles are not central when discussing the ethical principles of other religions does not mean that the Loyola teacher is silenced, or forced to forego his own beliefs, or even appears to be doing so. It also does not mean that Loyola's teachers are foreclosed from explaining the Catholic perspective and its differences from other faiths.

In any event, it is the Minister's decision as a whole that must reflect a proportionate and therefore reasonable balancing of the *Charter* protections and statutory objectives in issue. It does not, in my respectful view, because it rests on the assumption that a confessional program cannot achieve the objectives of the ERC Program. This assumption led the Minister to a decision that does not, overall, strike a proportionate balance between the *Charter* protections and statutory objectives at stake in this case. It is, with respect, unreasonable as a result.

This is not to suggest, however, that in a religious school, the Minister is required to allow the ERC Program — a program that is framed as a tool to teach students about different world religions and ethical beliefs — to be replaced by a program that focuses on that religion's doctrine and morality. To ask a religious school's teachers to discuss other religions and their ethical beliefs as objectively as possible does not seriously harm the values underlying religious freedom. These features of the ERC Program are essential to achieving its objectives. But preventing a school like Loyola from teaching and discussing Catholicism in any part of the program from its own perspective does little to further those objectives while at the same time seriously interfering with the values underlying religious freedom."

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
*APRIL 28, 2014***

PUBLIC SESSION

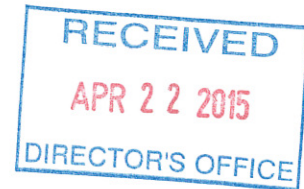
**TOPIC: CORRESPONDENCE
NIAGARA CHILDREN'S CENTRE LETTER**



therapy and support to help kids shine
thérapie et soutien pour aider les enfants à briller

April 10, 2015

Mr. John Crocco, Director of Education and Secretary-Treasurer
Niagara Catholic District School Board
427 Rice Road
Welland, ON L3C 7C1



Dear Mr. Crocco,

Thank you to the Niagara Catholic District School board for your incredible support of 'Kids Helping Kids' once again this year. In total, during the week of February 9th, students and educators raised a total of \$36,803 for Niagara Children's Centre. This makes the cumulative total over the past 17 years well over the \$675,000 mark. Niagara Catholic District School Board has a longstanding commitment to support children with special needs and through your generous support of our Centre, you are helping to improve the lives of children and youth with physical, developmental or communicative delays right here in our community. The *Kids Helping Kids Campaign* models the NSDSB community's commitment to their Faith and willingness to help others through their Social Justice program.

Thanks to your efforts and support, we can expand our services, purchase equipment and improve our facility, to make sure that children in our community receive the excellent care that they deserve. Last year we served over 3,500 children, but there are many children still waiting for service.

We look forward to the official public presentation at your upcoming June Trustee meeting, but in the meantime please extend our sincere thanks to all who were involved in making *Kids Helping Kids* an amazing success this year!

Once again, thank you. With your caring support we can continue to help kids reach their fullest potential!

Sincerely,

Oksana Fisher
Chief Executive Officer

cc: Yolanda Baldasaro, Superintendent of Education

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
APRIL 28, 2015**

PUBLIC SESSION

**TITLE: DRAFT BOARD RESPONSE LETTER TO MAYOR
DARTE**

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the DRAFT Board Response Letter to Mayor Darte, as presented.

Prepared by: Fr. Paul MacNeil, Chairperson
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: April 28, 2015



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

April 29th, 2015

Lord Mayor Patrick Darte
Town Hall
1593 Four Mile Creek Road, PO Box 100
Virgil, ON. L0S 1T0

Dear Lord Mayor Darte:

Thank you for your interest and leadership in partnering with the Niagara Catholic District School Board to provide a Catholic secondary school within the boundaries of the Town of Niagara-on-the-Lake. Your enthusiasm for Catholic education and your vision for the Town of Niagara-on-the-Lake and the Niagara Region, as well as your willingness to work collaboratively with us in creating a workable partnership, are most welcome and appreciated.

At the April 14th, 2015 Committee of the Whole Meeting, the Board of Trustees received a very thorough report from staff analyzing the potential viability of a Catholic secondary school within the boundaries of the Town of Niagara-on-the-Lake. This report included short and long term demographic data, coupled with the current and future capacity of intermediate and secondary school students at St. Michael Catholic Elementary School and Holy Cross Catholic Secondary School. Unfortunately, the data does not support the existence of a traditional Catholic secondary school within the boundaries of the Town of Niagara-on-the-Lake.

Following lengthy discussions and serious consideration at both the April 14th, 2015, Committee of the Whole Meeting and the April 28th, 2015, Board Meeting, the Board has decided that a Catholic secondary school within the boundaries of Niagara-on-the-Lake is not viable for the foreseeable future.

As a Board, we are proud that the secondary school students and their families of Niagara-on-the-Lake have been served since 1958 by Denis Morris Catholic High School and most recently, since 1985, by your current Catholic secondary school, Holy Cross Catholic Secondary School. For over 55 years, students who have attended Niagara-on-the-Lake's Catholic secondary school have been active participants in the Niagara-on-the-Lake community, along with the elementary students who have attended the Catholic elementary schools located within the community of Niagara-on-the-Lake since 1957.

It was also very clear from our discussion as a Board that we are open to continuing our dialogue on future educational partnership options that will benefit our students in the Town of Niagara-on-the-Lake. Our decision in no way closes the door to other possibilities, especially in the light of new data and new, creative ideas. We believe as a Board that our future and the future of the communities that we serve depend on this kind of creativity and leadership.

The Niagara Catholic District School Board will continue to provide Catholic education to students, ELKP to Graduation, from the Town of Niagara-on-the-Lake. We look forward to continuing our dialogue and building partnerships for the education of our students.

Sincerely,

Fr. Paul MacNeil
Chair of the Board

John Crocco
Director of Education

cc. Trustees – Niagara Catholic District School Board
Senior Administrative Council – Niagara Catholic District School Board

DRAFT

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
APRIL 28, 2015**

PUBLIC SESSION

**TOPIC: TRUSTEE INFORMATION
SPOTLIGHT ON NIAGARA CATHOLIC – APRIL 14, 2015**



April 14, 2015

NIAGARA CATHOLIC FOUR-YEAR GRADUATION RATE EXCEEDS PROVINCIAL AVERAGE

The Ontario Ministry of Education has released the graduation rate for all publicly funded high schools in Ontario. This is the first time the Ministry has released this information.

Director of Education John Crocco is pleased to announce that 89 per cent of all secondary school students in the Class of 2014 completed their requirements for an Ontario Secondary School Graduation Diploma (OSSGD) within four years of entering high school; 12 per cent higher than the provincial average. Ninety two per cent of Niagara Catholic students completed their OSSGD requirements within five years of beginning high school, eight per cent higher than the provincial average.

Niagara Catholic's figures also exceed the Ministry of Education's goal of an 85 per cent five-year graduation rate, and fulfill a strategy laid out in the Board's Vision 2020 Strategic Plan to exceed the Provincial target rate. It is second-highest ranked English language school board in Ontario.

"The graduation rate of students is a key indicator of student success completing an Ontario Secondary School Diploma," said Mr. Crocco. "We believe our graduation rate is a clear indication to our Board's commitment to student success. We provide a range of pathways, programs, options and supports for all students, including Specialist High Skills Major, Dual Credit/Connecting College programs and a number of innovative strategies designed to increase student engagement and programs to enhance student experiences. While we are very proud of the success of our students, who are nurtured by our dedicated and talented staff, we will continue to strive to exceed our own excellent standard to ensure our students graduate from high school fully prepared for the next stage of their lives, whether it is apprenticeship, college, university or the world of work."

This information was shared with Trustees during the April 14 Committee of the Whole Meeting. You can read the complete report [here](#).

DRAFT SCHOOL YEAR CALENDAR SET

The tentative 2015-2016 school year calendar has been recommended to the Board for approval.

If approved by the Ministry of Education, the new academic year will begin on Tuesday, September 8, 2015 and the last day of school will be Wednesday June 29, 2016.

Elementary Professional Activity Days will take place on October 9 and November 13, 2015, and January 15, June 10 and June 30, 2016. Secondary Professional Activity Days will also take place on October 9 and November 13, 2015, with 2016 dates of February 5, June 29 and June 30.

Secondary first semester exams will take place from January 29 through February 4, 2016 and second semester exams will be held June 22-28, 2016.

All Niagara Catholic schools and sites will be closed for the two-week Christmas break, December 21, 2015-January 1, 2016, and the March Break will take place March 14-18, 2016.

A finalized school year calendar will be posted on the Board website and on school websites when it is approved.

NEW THREE-YEAR THEOLOGICAL THEME FOR NIAGARA CATHOLIC

As we conclude our first three-year faith formation focus, *Growing in Wisdom to Worship and Witness*, Niagara Catholic has announced the theological theme which will guide us through 2018; *One Family in Christ: Know Him, Love Him, Serve Him*.

The Three-Year Theological Theme Committee, comprised of staff from different areas of the Board and the Diocese, chose the theme, believing it was important to focus on the aspect of family, as it incorporates Pope Francis' Joy of the Gospel which includes a beautiful articulation of the gospel message of inclusivity, justice and mercy; it is the recurring conversational theme of the Church with the Synod of Bishops and the upcoming Meeting of Families and it allows us, as a Board, to consider how we might better help students feel accepted within the community.

You can read the complete report [online](#).

2015-2016 SYSTEM PRIORITIES

Beginning in January, Senior Administrative Council began monthly meetings to begin preparations of the System Priorities and Annual Board Budget 2015-2016.

The System Priorities and balanced Annual Budget will be in alignment with the Board's Vision 2020 Strategic Plan, Mission, Vision and Values, the two Niagara Catholic Strategic Directions and the four current goals determined by the Ministry of Education.

In addition to two guiding principles of the System Priorities are: A commitment to providing Catholic educational excellence through approved programs and services for all services, and a commitment to achieving the Board's Vision 2020 Strategic Plan and Annual System Priorities through balanced and sustainable annual budgets.

The 2015-2016 System Priorities are available in the April 14 Committee of the Whole [agenda](#).

2015 BISHOP'S GALA A RESOUNDING SUCCESS

More than 350 supporters of Catholic education attended the 12th Annual Bishop's Gala at Club Roma on April 10, celebrating two pillars of the system that serves 24,000 students in Niagara today.

Anna Racine, a tireless parent volunteer who has donated countless hours of her time on the Catholic School Councils at her children's elementary and secondary schools, as well as the Niagara Catholic Parent Involvement Committee (NCPIC) and the Special Education Advisory Committee (SEAC), and the late Joseph Noonan, who served Catholic education for nearly 45 years as a teacher, administrator and a trustee, were the 2015 recipients of the Niagara Catholic Education Awards of Distinction.

Several members of Mr. Noonan's family attended the celebration, including his widow Claire, who delivered a heartfelt – and often hilarious – speech about her husband's life-long commitment to Catholic education.



She recounted a story told by the late Alexander Kuska, who first hired Mr. Noonan as a teacher, at her husband's retirement party:

"This young, cocky Irishman comes into my office and says, 'I'm Joseph Noonan, I'm Irish, and I'm Catholic, and I won't come for a cent less than \$900,'" Mrs. Noonan recalled Mr. Kuska saying. "(He) replied, 'My name is Alex Kuska, I'm Polish, and I'm Catholic. Sit down.' Then Alex said, 'I didn't tell you then Joe, but we had already decided to pay you \$1,000 for the year.'"

She also spoke of her family's gratitude at having Mr. Noonan recognized for what he always saw as his birthright as a fourth-generation Catholic educator:

"Joe's life was one of unwavering faith, love and dedication for his family and students, and was living proof of God's blessings," said Mrs. Noonan. "Our family thanks for this great honour to Joe."

Ms. Racine had family and friends on hand to share her special evening with her, and like Mrs. Noonan, she expressed her gratitude for the honour, but also for having had the honour of serving students for so many years.



"It is moments like these that remind me that Jesus came to serve, and not to be served," she said. "I am so grateful for all of the words of congratulations that I have received, but rest assured, this award is not about me at all. Rather, it is because of so many others. And it is not, about thanking me, for all I have done, but for thanking all of you, for what you have done for me."

Read the full comments from [Mrs. Noonan](#), [Ms. Racine](#), [Chair Fr. Paul MacNeil](#) and [Peter Ferren](#), President of the Niagara Foundation for Catholic Education.

The Niagara Catholic Bishop's Gala is a signature event in the school year calendar. It is a fundraiser for the Niagara Foundation for Catholic Education.

THANK YOU, VOLUNTEERS!

The men and women who volunteer in Niagara Catholic schools play a key role in the education of our students. Each one brings an unique set of skills and experiences to our schools and adds to the rich fabric of our school communities. Whether it is volunteering as a coach, as a Catholic School Council member, a reading buddy or organizing other events and activities at the school, our volunteers brings a different part of the school day to life.

Each year during Volunteer Week in Canada, Niagara Catholic recognizes these volunteers for their service to our schools. This year's event took place at the Holiday Inn Convention Centre in St. Catharines, and recognized 250 volunteers.



CONGRATULATIONS TO DIRECTOR OF EDUCATION JOHN CROCCO!

Niagara Catholic Board Chair Father Paul MacNeil is proud to announce that Director of Education John Crocco was the recipient of the OCSOA CASSA-EXL Award 2015, presented by the Ontario Catholic Supervisory Officers' Association (OCSOA) and the Canadian Association of School System Administrators (CASSA). Mr. Crocco received his award during the annual OCSOA Conference, which took place in Toronto April 15-17, 2015.

"Director Crocco is a tireless advocate for Catholic education, not only in Niagara, but throughout Ontario," said Father MacNeil. "He is a dynamic and innovative leader, and on behalf of the Board and the entire Niagara Catholic family, I congratulate him on this very well-deserved honour."

Mr. Crocco was selected for this very prestigious provincial award for the many ways he strives to promote Catholic education in Niagara and throughout Ontario, and also for the many innovative programs he has championed and supported throughout his years as a teacher, administrator, Superintendent of Education and as Director. Among the initiatives featured at the OCSOA Annual Banquet by Niagara Catholic Superintendent of Education Yolanda Baldasaro, who introduced Director Crocco, were:

- Accompanying students on social justice trips to Dominica and Grenada and his annual participation in the Niagara Catholic Pilgrimage
- Creating the Niagara Catholic International Co-operative Experience, through which students spend three months in a developing nation and receive seven high school credits

- Fostering partnerships with schools in Europe, Central and South America, China and South Korea, which have resulted in students visiting and studying in Niagara Catholic schools, along with Niagara Catholic teachers working in China as part of a Niagara Catholic program
- Engaging the Board and all partners in Catholic education in the design of its Vision 2020 Strategic Plan
- Supporting Niagara Catholic's outstanding record of participation in the Ontario EcoSchools Program, as the first school board in the province to have 100 per cent of schools certified
- Engaging innovative programs and services such as the Elementary Chaplaincy Leaders, the Pope Francis Centre, mental health and addiction supports, classrooms in a working hotel, industrial mall and Niagara Parks Commission, French Immersion, High-Performance Academic Support, Elementary and Secondary Student Senates and celebrations of student and staff accomplishments
- Nurturing community relationships with organizations such as the Business Education Council, Niagara Regional Police Service, Niagara Children's Safety Village, Early Years Niagara and Niagara Regional Public Health
- Membership on a number of provincial boards and organizations which benefit students, including the OFSAA Board of Directors, the Board of Directors of Curriculum Services Canada, Co-Chair of the Council of Ontario Medical Officers of Health and an executive member of the Council of Directors of Education

Mr. Crocco was honoured and humbled in accepting the award, which he accepted on behalf of the Niagara Catholic staff, administrators and Board, as well as his Senior Administrative team who nominated him. He acknowledged his family members for their ongoing support.

"They represent all of our families for providing us with the love, support, time, encouragement and the stability in our lives for our vocational mission," Mr. Crocco said. He also extended appreciation and recognition to the OCSOA executive, and acknowledged his "platinum team" of Senior Administrative Council members at Niagara Catholic who live by OCSOA's motto, "Call to Lead, Call to Serve."

"These are the true recipients of this award," Mr. Crocco continued. *"They are a platinum medal team of leadership, knowledge, talent and friendship and represent the very best in Catholic educational leadership in Ontario. Our students are best served by all of us who are engaged in what we continue to accomplish together; for the students we know and the faces and names of students we may never know, but count on us every day to be and do our very best in Catholic education as the feet, voices and hands of Jesus."*

More than 400 colleagues and dignitaries were in attendance at the banquet, including the Minister of Education, Bishop Bergie, and Kathy Burtnik, President of the Ontario Catholic School Trustees' Association and Niagara Catholic Trustee. As a recipient of the Award, Mr. Crocco will represent OCSOA at the annual Canadian Association of School Administrators Conference.



**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
APRIL 28, 2015**

PUBLIC SESSION

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

MAY 2015



Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4 Music Monday Catch the Spirit Awards	5	6 SEAC Meeting	7 NCPIC Meeting	8 Distinguished Alumni Awards Luncheon	9
10	11	12 SAL Meeting CW Meeting	13	14 Graduation Celebration Partners in Catholic Education	15 PA Faith Day	16
17	18 Victoria Day	19	20 Elementary/ Secondary Student Leadership	21 OCSOA Administrator's Conference	22 OCSOA Administrator's Conference	23
24/31	25	26 Policy Committee Meeting Board Meeting	27 Grade 9 EQAO Testing Begins (through June)	28	29	30

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
APRIL 28, 2015**

PUBLIC SESSION

**TITLE: TRUSTEE INFORMATION
STAKEHOLDERS INVITATION – EDUCATION DEVELOPMENT
CHARGE INFORMATION SESSION**

EDUCATION DEVELOPMENT CHARGE INFORMATION SESSION

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD

**NEW EDUCATION DEVELOPMENT CHARGE (EDC) BY-LAW
PROCESS**

MEETING WITH INTERESTED STAKEHOLDERS

**WEDNESDAY APRIL 29 2015
2:00-4:00PM**

**AT:
NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
FATHER BURNS BOARDROOM
427 Rice Road
Welland, Ontario, L3C 7C1**

The purpose of this meeting is to discuss the intention of the Board to pass an Education Development Charge By-law in the Region of Niagara. The Board is currently in the process of calculating a charge and producing the required background study. The Board intends to pass a by-law in the Summer of 2015. The Board, as well as legal counsel and the consultant, would like to meet with you and any of your representatives you deem necessary to discuss the proposed by-law and associated process and, in particular, to obtain input with regard to study assumptions, appraised site values and policies.

Materials will be provided at the meeting. If you are unable to attend, this material can be forwarded to you after the meeting.

Please contact Emily Hazell from Watson & Associates Economists Ltd. to confirm your attendance:

905-272-3600 x 231

hazell@watson-econ.ca

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
APRIL 28, 2015**

PUBLIC SESSION

**TITLE: TRUSTEE INFORMATION
AODA COMPLIANCE – ACCESSIBILITY COMPLIANCE REPORT**



Ontario Catholic School
Trustees' Association

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Kathy Burtnik, *President*
Bob Schreader, *Vice President*
Kevin Kobus, *Executive Director*

April 21, 2015

TO: Chairpersons and Directors of Education
- All Catholic District School Boards

FROM: Kevin Kobus, Executive Director

SUBJECT: AODA Compliance – Accessibility Compliance Report

School Boards will be required to file an Accessibility Compliance Report by December 31, 2015. This report will deal with ongoing compliance with Accessible Customer Service and the Integrated Accessibility Standards Regulation.

As was the case with the reports that School Boards filed in 2010 and 2013, the 2015 report will be filed online using ServiceOntario's One-Key for Business, signing in with the unique One-key ID your board has already established. See:

http://www.mcsc.gov.on.ca/documents/en/mcsc/accessibility/Guide_public_en.pdf

School Boards are considered to be Designated Public Sector Organizations and will be required to answer questions online (via their online compliance report) related to their compliance requirements. Some of these categories include:

- A. Training
- B. Accessible Formats
- C. Accessibility Policies
- D. Multi-year plans
- E. Website accessibility

The **Accessibility Compliance Wizard** will help you find out what regulations your specific school board has to comply with. It will also outline related timelines for compliance so you will know what you have to do, by when. To access the Accessibility Compliance Wizard visit:

www.ontario.ca/accessibilitycompliance .

Resources:

Resources related to accessibility policies and plans are available at:

<http://www.oesc-cseo.org/English/IASRexamples.html>

Resources related to providing the public with an opportunity to provide **feedback** can be found at:

- http://www.mcass.gov.on.ca/en/mcass/programs/accessibility/info_sheets/info_comm/feedback.aspx

Resources related to **website accessibility** can be found at:

- http://www.mcass.gov.on.ca/en/mcass/programs/accessibility/info_sheets/info_comm/website.aspx

Resources related to **accessible formats** can be found at:

- <https://www.youtube.com/watch?v=KvnGU1qDrNM&list=PLJT1xeB7MyGCHFBNXiiE0n3ciVYsBPylJ&index=1>
- <https://www.youtube.com/watch?v=6XnDFnxA2sY&list=PL57E0AF9AB19341A9&index=5>
- http://www.mcass.gov.on.ca/en/mcass/publications/accessON/accessible_information/toc.aspx
- <http://adod.idrc.ocad.ca/>

Resources related to **accessibility training** can be found at:

- Serve-Ability (Accessible Customer Service Training):
 - <http://curriculum.org/sae-en/>

Accessible Customer Service Training for School Boards:

http://oesc.apandrose.com/en_CA/welcome

- AccessForward (General Section (Section 7) of the Integrated Accessibility Standards Regulation)
 - <http://www.accessforward.ca/>

Resources related to **accessibility awareness training for educators** can be found at:

www.theteachableproject.org

I hope you will find this information helpful.