



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

*AGENDA AND MATERIAL*

## **BOARD MEETING**

**TUESDAY, MAY 26, 2015  
7:00 P.M.**



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

### **A. ROUTINE MATTERS**

1. Opening Prayer – Trustee Burtnik -
2. Roll Call -
3. Approval of the Agenda -
4. Declaration of Conflict of Interest -
5. Minutes of the Board Meeting of April 28, 2015 A5

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

1. United Way South Niagara B1

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

1. School Excellence Program C1  
St. Philomena Catholic Elementary School
2. Unapproved Minutes of the Committee of the Whole Meeting of May 12, 2015 C2  
and Consideration of Recommendations
  - 2.1 Approval of Policies
    - 2.1.1 Student Suspension Policy (302.6.4) C2.1.1
    - 2.1.2 Student Expulsion Policy (302.6.5) C2.1.2
  - 2.2 Education Development Charges – Regulatory Requirement C2.2
  - 2.3 Board Meeting Calendar 2015-2016 C2.3
  - 2.4 Report on the 2015-2016 Board Budget C2.4
3. Approved Minutes of the Special Education Advisory Committee (SEAC) C3  
Meeting of April 8, 2015
4. Approved Minutes of the Niagara Catholic Parent Involvement Committee (NCPIC) C4  
Meeting of March 26, 2015
5. May Board Meeting System Priorities & Budget 2015-2016 – Update -
6. Education Development Charge - Regulatory Requirements - Update C6
7. Financial Reports
  - 7.1 Monthly Banking Transactions for the Month of April 2015 C7.1
  - 7.2 Statement of Revenue and Expenditures as at April 30, 2015 C7.2

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

- |  |      |
|--|------|
| 1. Correspondence  | -    |
| 2. Report on Trustee Conferences Attended  | -    |
| 3. General Discussion to Plan for Future Action  | -    |
| 4. Trustee Information   |      |
| 4.1 Spotlight on Niagara Catholic – May 12, 2015   | D4.1 |
| 4.2 Calendar of Events – June 2015   | D4.2 |
| 4.3 Dr. William Orr Tribute Award  | -    |
| 4.4 Student Surveys  | -    |
| 5. Open Question Period  |      |
| <i>(The purpose of the Open Question Period is to allow members of the Catholic school supporting public to ask about items on that night's public agenda or any previous agendas, and the Board to answer and react.)</i> |      |

**E. NOTICES OF MOTION****F. BUSINESS IN CAMERA****G. REPORT ON IN CAMERA SESSION****H. FUTURE MEETINGS AND EVENTS**

- |  |   |
|--|---|
| 1. June 2015 Committee of the Whole - June 9, 2015 | - |
| 2. June 2015 Board Meeting – June 16, 2015         | - |

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

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
MAY 26, 2015**

***PUBLIC SESSION***

**TITLE: MINUTES OF THE BOARD MEETING OF  
APRIL 28, 2015**

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**RECOMMENDATION**

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



## MINUTES OF THE BOARD MEETING

**TUESDAY, APRIL 28, 2015**

Minutes of the Meeting of the Niagara Catholic District School Board, held on Tuesday, April 28, 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 Charbonneau.

2. Roll Call

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

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

The following staff were in attendance:

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

**3. Approval of the Agenda**

Moved by Trustee Nieuwesteeg  
Seconded by Trustee Burtnik

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

**CARRIED**

**4. Declaration of Conflict of Interest**

Disclosure of Interest was declared by Trustee O'Leary with Item F9 of the In Camera Agenda. This trustee has family members who are employees of the Board. He left the meeting during discussion of this item.

Disclosure of Interest was declared by Trustee Burtnik with Item C4 of the Public Agenda. She refrained from voting on this item.

**5. Approval of Minutes of the Board Meeting of March 24, 2015**

Moved by Trustee Charbonneau  
Seconded by Trustee Nieuwesteeg

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

**CARRIED**

**B. DELEGATIONS/PRESENTATIONS**

**1. OFSAA Provincial – Medalists 2015**

Mark Lefebvre, Superintendent of Education introduced Mike Sheahan, Physical Education Consultant who introduced Andrew Bartley, Vice Principal of Denis Morris Catholic High School.

Mr. Bartley introduced Meagan Schweitzer, wrestling coach for Denis Morris Catholic High School. Ms. Schweitzer notified the Board that 10 Denis Morris Student Athletes qualified for OFSSA this year.

Ms. Schweitzer introduced OFSAA Silver Medal winner Sarah Coburn.

Chair MacNeil and John Crocco, Director of Education presented Miss Coburn with a Minted Niagara Catholic "Excellence in Athletics" Pin.

Mr. Sheahan introduced Ken Gripsma, Principal of Saint Francis Catholic Secondary School.

Mr. Gripsma presented a presentation of the OFSAA Competition, and introduced Mr. Sullivan who introduced the coaches and players of the OFSAA Boy's Basketball Team Champions.

Chair MacNeil, Director Crocco, Trustee Burtnik and Trustee Charbonneau presented each player with a Minted Niagara Catholic "Excellence in Athletics" Pin.

Chair MacNeil congratulated all the students on their athletic achievements.

## C. COMMITTEE AND STAFF REPORTS

### 1. School Excellence Program – Notre Dame Catholic Elementary School – Niagara Falls

Director Crocco provided background information on the monthly School Excellence Program. Superintendent Lefebvre introduced Notre Dame Catholic Elementary School Principal Jeff Lafontaine.

Principal Lafontaine, with the assistance of students and staff showcased Notre Dame Catholic Elementary School as part of the School Excellence Program.

Principal Lafontaine included a dedication to Ross Fruci, Notre Dame Catholic Elementary School Custodian who passed away earlier that afternoon.

Chairperson MacNeil offered condolences on behalf of the Trustees and thanked Principal Lafontaine, the staff and students for their presentation.

### 2. Unapproved Minutes of the Committee of the Whole Meeting of April 14, 2015 and Consideration of Recommendations

Moved by Trustee Fera

Seconded by Trustee Sicoli

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

**CARRIED**

The following recommendations were presented for the Board's consideration from the Committee of the Whole Meeting of April 14, 2015.

#### 2.1 Approval of Policies

##### 2.1.1 Educational Field Trips Policy (400.2)

Moved by Trustee O'Leary

Seconded by Trustee Burtnik

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

**CARRIED**

##### 2.1.2 Volunteer Driver Policy (302.4)

Moved by Trustee O'Leary

Seconded by Trustee Burtnik

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

**CARRIED**

##### 2.1.3 Volunteer Recognition Policy (800.4)

Moved by Trustee O'Leary

Seconded by Trustee Burtnik

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

**CARRIED**

**2.2 Elementary and Secondary School Year Calendars 2015-2016**

Moved by Trustee Nieuwesteeg

Seconded by Trustee Charbonneau

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

**CARRIED**

**2.3 Niagara Catholic Three Year Theological Theme 2015-2018**

Moved by Trustee Burtnik

Seconded by Trustee O'Leary

**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**

**2.4 Niagara Catholic System Priorities 2015-2016**

Moved by Trustee Burtnik

Seconded by Trustee Nieuwesteeg

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

**CARRIED**

Director Crocco answered questions of Trustees.

**3. Approved Minutes of the Special Education Advisory Committee (SEAC) Meeting of March 4, 2015**

Moved by Trustee Charbonneau

Seconded by Trustee Sicoli

**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.

**CARRIED**

**4. Approved Minutes of the Niagara Catholic Parent Involvement Committee (NCPIC) Meeting of January 8, 2015**

Moved by Trustee Sicoli

Seconded by Trustee Charbonneau

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

**CARRIED**

**5. Catholic Education Week 2015**

Mark Lefebvre, Superintendent of Education presented the Catholic Education Week 2015 report for information. Superintendent Lefebvre informed Trustees that all Niagara Catholic Schools will be hosting an open house during Catholic Education Week 2015, as well; Niagara Catholic designed grocery bags will be distributed to all schools for school based donations to the local food banks.

Superintendent Lefebvre presented the video message from Bishop Bergie which will be shown at each Niagara Catholic Secondary School Unified Mass on May 7, 2015.

**6. Financial Reports**

**6.1 Monthly Banking Transactions for the Month of March 2015**

Giancarlo Vetrone, Superintendent of Business & Financial Services presented the Monthly Banking Transactions for the Month of March 2015 for information.

Moved by Trustee Vernal  
Seconded by Trustee Sicoli

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

**CARRIED**

**6.2 Unaudited Interim Statement of Operations as at March 31, 2015**

Superintendent Vetrone presented the Unaudited Interim Statement of Operations as at March 31, 2015 for information.

Superintendent Vetrone answered questions of Trustees.

Moved by Trustee Charbonneau  
Seconded by Trustee Fera

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

**CARRIED**

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

**1. Correspondence**

**1.1 Loyola High School v. Quebec Memo**

Chair MacNeil introduced information contained in the Loyola High School v. Quebec memo.

Trustee Burtnik answered questions of Trustees

**1.2 Niagara Children's Centre Letter**

Chair MacNeil acknowledged receipt of the letter from the Niagara Children's Centre.

**2. Report on Trustee Conferences Attended**

Nil Report

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

**3.1 DRAFT Board Response Letter to Mayor Darte**

Director Crocco highlighted information contained in the Draft Board Response Letter written by Chair MacNeil and Director Crocco to Mayor Darte. Director Crocco distributed



a copy of the “DSBN Trustee Calls for Board Amalgamation” newspaper advertisement for Trustee consideration.

Moved by Trustee Charbonneau  
Seconded by Trustee Nieuwesteeg

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

**CARRIED**

Director Crocco answered questions of Trustees.

#### **4. Trustee Information**

##### **4.1 Spotlight on Niagara Catholic – April 14, 2015**

Director Crocco highlighted the Spotlight on Niagara Catholic – April 14, 2015 issue for Trustees information.

##### **4.2 Calendar of Events – May 2015**

Director Crocco presented the Calendar of Events – May 2015 for Trustees information and asked Trustees to confirm their attendance with Anna Pisano, Administrative Assistant to Corporate Services & Communications to the; May 4, 2015 Catch the Spirit Awards. May 8, 2015 Distinguished Alumni Awards Luncheon. May 11, 2015 Public Awareness Initiative Presentation. May 14, 2015 Graduation Celebration, and Partners in Catholic Education. June 7, 2015 Family Picnic.

##### **4.3 Stakeholders Invitation – Education Development Charge Information Session**

Director Crocco introduced Scott Whitwell, Controller of Facilities Services who presented the Stakeholders Invitation – Education Development Charge Information Session for Trustees information. A copy of the Public Meeting Advertisement was distributed to the Trustees.

##### **4.4 25<sup>th</sup> Anniversary of the Catholic Education Centre April 30, 2015**

Director Crocco informed the Trustees of the 25<sup>th</sup> Anniversary of the Catholic Education Centre April 30, 2015 and noted that Niagara Catholic District School Board will be reaching out to original Board members and staff to visit the Catholic Education Centre on its 25<sup>th</sup> Anniversary.

##### **4.5 AODA Compliance – Accessibility Compliance Report**

Director Crocco highlighted the AODA Compliance – Accessibility Compliance information and noted that Superintendent Baldasaro would present the annual report at the May 12, 2015 Committee of the Whole Meeting.

##### **4.6 Pre-Budget and My Niagara Catholic Trustee Information Session May 12, 2015**

Director Crocco informed the Trustees of the May 12, 2015 Information Workshop beginning at 5:00 p.m.

**5. Open Question Period**

None Submitted

**E. NOTICES OF MOTION**

**F. BUSINESS IN CAMERA**

Moved by Trustee Charbonneau

Seconded by Trustee Nieuwesteeg

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

**CARRIED**

The Niagara Catholic District School Board moved into the In Camera Session of the Board Meeting at 8:34 p.m. and reconvened at 11:20 p.m.

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

Moved by Trustee Vernal

Seconded by Trustee Burtnik

**THAT** the Niagara Catholic District School Board report the motions from the In Camera Session of the Board Meeting of April 28, 2015

**CARRIED**

**SECTION A: STUDENT TRUSTEES PRESENT**

Moved by Trustee Charbonneau

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 March 24, 2015, as presented.

**CARRIED (Item F1)**

Moved by Trustee Charbonneau

Seconded by Trustee Fera

**THAT** the Niagara Catholic District School Board receive the unapproved Minutes of the In Camera Session of the Committee of the Whole Meeting - SECTION A: Student Trustees Present of April 14, 2015, as presented.

**CARRIED (Item F2)**

**SECTION B: STUDENT TRUSTEES EXCLUDED**

Moved by Trustee Charbonneau

Seconded by Trustee O'Leary

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

**CARRIED (Item F4.1)**

During discussion it was agreed that Items F4.2, F4.3, F4.4, F4.5 and F4.6 of the In Camera Agenda would be deferred to the May 26, 2015 In Camera Board Meeting.

Moved by Trustee Charbonneau

Seconded by Trustee Sicoli

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

**CARRIED (Item F5)**

Moved by Trustee Fera

Seconded by Trustee Burtnik

**THAT** the Niagara Catholic District School Board receive the unapproved Minutes of the In Camera Session of the Committee of the Whole Meeting - SECTION B: Student Trustees Excluded of April 14, 2015, as presented.

**CARRIED (Item F6)**

Moved by Trustee Fera

Seconded by Trustee Burtnik

**THAT** the Niagara Catholic District School Board approve the recommendation as outlined in Item F6.1 of the In Camera Agenda.

**CARRIED (Item F6.1)**

Moved by Trustee Fera

Seconded by Trustee Burtnik

**THAT** the Niagara Catholic District School Board approve the recommendation as outlined in Item F6.2 of the In Camera Agenda.

**CARRIED (Item F6.2)**

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

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

## **J. ADJOURNMENT**

Moved by Trustee Charbonneau

Seconded by Trustee Nieuwesteeg

**THAT** the April 28, 2015 meeting of the Niagara Catholic District School Board be adjourned.

**CARRIED**

This meeting was adjourned at 11:26 p.m.

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Minutes of the Meeting of the Niagara Catholic District School Board held on **April 28, 2015**.

Approved on **May 26, 2015**.

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Fr. Paul MacNeil  
Chairperson of the Board

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John Crocco  
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
MAY 26, 2015**

***PUBLIC SESSION***

**TITLE: UNITED WAY SOUTH NIAGARA**

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

Date: May 26, 2015



## PRESENTATION BACKGROUND

**Board Meeting  
May 26, 2015**

### **UNITED WAY SOUTH NIAGARA**

#### **Changing Lives, Together**

It's often said that it takes an entire community to impact change. Well, that's exactly what the Niagara Catholic community does every day – the team impacts change in the lives of everyday people. United Way South Niagara is thankful for the Niagara Catholic team, who collectively embark on helping youth access the extra help they need to succeed; by supporting programs that promote healthy family dynamics; and by supporting programs that help people who are struggling to meet their needs. The value that Niagara Catholic brings to the community is immeasurable because it is so much more than a monetary figure.

Niagara Catholic raised an astonishing \$33,000 during the 2014 campaign year, but did so much more by educating our youth about the importance of philanthropy and caring about our community.

Thank you for being a part of creating a better future for our communities in Niagara. With you, change is possible. You are possibility.

Cheque presentation by Tamara Coleman-Lawrie, Executive Director, United Way South Niagara.

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

Date: May 26, 2015

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
MAY 26, 2015**

***PUBLIC SESSION***

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

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The School Excellence Program report is presented for information.

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Prepared by: Lee Ann Forsyth-Sells, Superintendent of Education  
Presented by: Lee Ann Forsyth-Sells, Superintendent of Education  
Approved by: John Crocco, Director of Education/Secretary-Treasurer  
Date: May 26, 2015

## SCHOOL EXCELLENCE PROGRAM ST. PHILOMENA CATHOLIC ELEMENTARY SCHOOL

### Contact Information

1332 Phillips St.  
Fort Erie, ON  
L2A 3C2

P. 905.871.1842  
F. 905.871.8898

st.philomena@ncdsb.com

### Grades

ELKP - 9

### Enrolment

210 as of September 2014

### Principal

Robert Grand

### Superintendent of Education

Lee Ann Forsyth-Sells

### Catholic School Council

Chair-Lisa Smid

### Parish

St. Michael

A member of the Lakeshore Catholic  
Family of Schools



The Family of St. Philomena Catholic Elementary School recognizes that each child is a growing, developing and totally unique individual, who comes to us with a highly personal inventory of interests, talents and needs.

St. Philomena Catholic Elementary School is part of the St. Michael Parish Community and serves the families of western Fort Erie and Crescent Park.

Our staff, parent and church community are dedicated to working together to promote student achievement in the "4 A's" – academics, arts, athletics and attitudes; all within the framework of our Catholic faith.

School Motto- *Learning & Growing Together*

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

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

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

Date: May 26, 2015

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
MAY 26, 2015**

***PUBLIC SESSION***

**TOPIC: UNAPPROVED MINUTES OF THE COMMITTEE OF THE  
WHOLE MEETING OF MAY 12, 2015**

**RECOMMENDATION**

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

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

**2.1 Policies**

**2.1.1 Student Suspension Policy (302.6.4)**

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

**2.1.2 Student Expulsion Policy (302.6.5)**

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

**2.2 Education Development charges – Regulatory Requirement**

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



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

**2.3 Board Meeting Calendar 2015-2016**

**THAT** the Committee of the Whole recommends to the Niagara Catholic District School Board the approval of the Board Meeting Dates Calendar 2015-2016, as presented.

**2.4 Report on the 2015-2016 Board Budget**

**THAT** the Committee of the Whole recommends that the Niagara Catholic District School Board approve the Report on the 2015-2016 Annual Budget, as presented.



## MINUTES OF THE COMMITTEE OF THE WHOLE MEETING

### TUESDAY, MAY 12, 2015

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Minutes of the Meeting of the Committee of the Whole of the Niagara Catholic District School Board, held on Tuesday, May 12, 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 7:10 p.m. by Vice-Chairperson Sicoli.

#### A. **ROUTINE MATTERS**

1. **Opening Prayer**

Opening Prayer was led by Trustee Vernal

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	✓			
<b>Student Trustees</b>				
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 Fera

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

**CARRIED**

**4. Declaration of Conflict of Interest**

Declaration of Conflict of Interest was declared by Trustees O'Leary with Item F4 of the In Camera Agenda

**5. Approval of Minutes of the Committee of the Whole Meeting of April 14, 2015**

Moved by Trustee Nieuwesteeg

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

**CARRIED**

**B. PRESENTATIONS**

Nil

**C. COMMITTEE AND STAFF REPORTS**

**1. Policy Committee**

**1.1 Unapproved Minutes of the Policy Committee Meeting of April 28, 2015**

Moved by Trustee Burtnik

**THAT** the Committee of the Whole receive the unapproved Minutes of the Policy Committee Meeting of April 28, 2015, as presented.

**CARRIED**

**1.2 Approval of Policies**

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

**1.2.1 Student Suspension Policy (302.6.4)**

Moved by Trustee Charbonneau

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the revised Student Suspension Policy (302.6.4), as presented.

**CARRIED**

**1.2.2 Student Expulsion Policy (302.6.5)**

Moved by Trustee Charbonneau

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the revised Student Expulsion Policy (302.6.5), as presented.

**CARRIED**

**1.3 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. Director Crocco reminded Trustees of the 4:00 p.m. start time for the May 26, 2015 Policy Committee Meeting.

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

Yolanda Baldasaro, Superintendent of Education presented the background information on the Niagara Catholic District School Board Multi-Year Accessibility Plan December 2012 to December 2017 (working document) – update report. Superintendent Baldasaro introduced Cathy McMullin, Applied Behaviour Analysis Supervisor.

Ms. McMullin presented the Niagara Catholic District School Board Multi-Year Accessibility Plan December 2012 to December 2017 (working document) – update report.

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

Mark Lefebvre, Superintendent of Education presented the Extended Overnight Field Trip, Excursion and Exchange Approval Committee 2014-2015 report.

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

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

**5. Education Development charges – Regulatory Requirement**

Scott Whitwell, Controller of Facilities Services presented the report on the Education Development Charge – Regulatory Requirements.

Moved by Trustee Nieuwesteeg

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

**CARRIED**

Moved by Trustee Nieuwesteeg

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

**CARRIED**

**6. Board Meeting Calendar 2015-2016**

Director Crocco highlighted the report and the recommended Board meeting dates for 2015-2016.

Moved by Trustee Fera

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Board Meeting Dates Calendar 2015-2016, as presented.

**CARRIED**

**7. Report on the 2015-2016 Board Budget**

Director Crocco introduced the Report on the 2015-2016 Board Budget.

Giancarlo Vetrone, Superintendent of Business & Financial Services presented the Report on the 2015-2016 Annual Budget.

Senior Administrative Staff highlighted specific areas of the 2015-2016 Board Budget.

Director Crocco and Senior Administrative Staff answered questions of Trustees.

Chair MacNeil put forth the following motion.

**MOTION:**

To have a detailed report on all financial data for the following 5 areas; print shop, advertising, Continuing Education, legal fees and Board events.

**DEFEATED**

Moved by Trustee Burtnik

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Report on the 2015-2016 Annual Budget, as presented.

**CARRIED**

**8. Monthly Updates**

**8.1 Capital Projects Update**

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

Controller Whitwell answered questions of Trustees.

## **8.2 Student Senate Update**

Chloe Demizio and Jessica Di Pasquale, Student Trustees, presented a brief verbal update on the current activities of the Student Senate and the Ontario Student Leadership Conference.

Jessica thanked Trustees and Senior Administrative Staff for the opportunity to attend the Conference.

## **8.3 Senior Staff Good News Update**

Senior Staff highlights included:

### **Superintendent Baldasaro**

- Alexandra Bula, a student from Saint Francis Catholic Secondary School placed 3rd in the Grade 9-10 Level of the 31st Concours d'art oratoire, the annual French public-speaking event organized by Canadian Parents for French (Ontario) and the Ontario Modern Language Teachers' Association. The event took place on Saturday, May 9th, at York University's bilingual campus, Glendon College, in Toronto.

### **Superintendent Lefebvre**

- Sifar Halani, a Grade 11 student at Saint Michael Catholic High School will be appointed to the Minister's Student Advisory Council.

## **D. INFORMATION**

### **1. Trustee Information**

#### **1.1 Spotlight on Niagara Catholic – April 28, 2015**

Director Crocco highlighted the Spotlight on Niagara Catholic – April 28, 2015 issue for Trustees information.

#### **1.2 Calendar of Events – May 2015**

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

Director Crocco reminded Trustees of the May 14, 2015 Graduation celebration being held at the Gale Centre in Niagara Falls at 10:00 a.m., and the Partners in Catholic Education being held at Club Roma at 5:30 p.m.

#### **1.3 Educational Development Charge Information Session – May 26, 2015**

Director Crocco reminded Trustees of the Educational Development Charge Information Session taking place on May 26, 2015 at 6:00 p.m. prior to the May 2015 Board Meeting, and noted that the Policy Committee Meeting will begin at 4:00 p.m.

#### **1.4 Annual Board Mass and Family Picnic – June 7, 2015**

Director Crocco reminded Trustees of the Annual Board Mass and Family Picnic takes place on June 7, 2015. Trustees attending are asked to notify Anna Pisano, Administrative Assistant to Corporate Services & Communications.

**1.5 Graduation Dates June 2015**

Director Crocco highlighted the Graduation dates for June 2015.

Director Crocco presented information on the 2013 Elementary & Secondary School Graduation Dates, times and locations, and informed Trustees that Principals would be in direct contact with them regarding invitations and any request to present awards.

**1.6 Mary's Meals Report to Niagara Catholic District School Board**

Director Crocco highlighted Mary's Meals Report to Niagara Catholic District School Board.

**E. OTHER BUSINESS**

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

1.1 Director Crocco commented on the recent media attention regarding the revised Health and Physical Education Curriculum. He noted that Program staff are attending regional Ministry of Education training sessions during May and June; that the Institute for Catholic Education will be providing resource documents for staff, and that in the fall a letter will be sent to all families on the new Health and Physical Education delivery in Niagara Catholic.

**F. BUSINESS IN CAMERA**

Moved by Trustee Burtnik

**THAT** the Committee of the Whole move into the In Camera Session.

**CARRIED**

The Committee of the Whole moved into the In Camera Session of the Committee of the Whole Meeting at 9:55 p.m. and reconvened at 9:59 p.m.

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

Moved by Trustee Vernal

**THAT** the Committee of the Whole report the motions from the In Camera Session of the Committee of the Whole Meeting of May 12, 2015.

**CARRIED**

**SECTION A: STUDENT TRUSTEES INCLUDED**

Moved by Trustee Vernal

**THAT** the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting - In Camera Session (Section A: Student Trustees Included) held on April 14, 2015, as presented.

**CARRIED (Item F1)**

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

Moved by Trustee Charbonneau

**THAT** the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting - In Camera Session (Section B: Student Trustees Excluded) held on April 14, 2015 as presented.

**CARRIED (Item F4)**

## **H. ADJOURNMENT**

Moved by Trustee Vernal

**THAT** the May 12, 2015 Committee of the Whole Meeting be adjourned.

**CARRIED**

This meeting was adjourned at 10:00 p.m.

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Minutes of the Committee of the Whole Meeting of the Niagara Catholic District School Board held on **May 12, 2015.**

Approved on **June 9, 2015.**

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Dino Sicoli  
Vice-Chairperson of the Board

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John Crocco  
Director of Education/Secretary -Treasurer



**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
MAY 26, 2015**

*PUBLIC SESSION*

**TITLE: APPROVAL OF POLICIES  
STUDENT SUSPENSION POLICY (302.6.4)**

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**RECOMMENDATION**

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

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

Presented by: Policy Committee

Recommended by: Committee of the Whole

Date: May 26, 2015



# STUDENT SUSPENSION POLICY

## STATEMENT OF POLICY

Section:	300 – Schools/Students
No:	302.6.4
Adopted:	June 26, 2001
Revised:	December 17, 2013

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the Board shall endeavour to provide a safe, inclusive and accepting school climate of respect, dignity and trust, consistent with Gospel Values in all schools.

The conduct of students as members of the school community is expected to be modelled upon Christ, fostering and promoting a positive learning environment for students and staff, so that all students can reach their full academic and spiritual potential.

The Niagara Catholic District School Board acknowledges that should a student act inappropriately or impedes the rights of others, the consequences may lead to suspension.

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

### References:

- Education Act, Sections 306, 307, 308, 309, 310, 311
- Accepting Schools Act
- The Provincial Code of Conduct
- Ontario Human Rights Code
- Policy/Program Memorandum 144: Bullying Prevention and Intervention
- Regulation 472/07: Behaviour, Discipline and Safety of Pupils
- Pope Francis Centre Alternative Learning Manual: Niagara Catholic Fresh Start Program
- Protocol between the Niagara Region Police Service and the Niagara Catholic District School Board
- Niagara Catholic Policies:
  - Niagara Catholic- Ontario Student Record Policy (301.7)
  - Niagara Catholic- Code of Conduct Policy (302.6.2)
  - Niagara Catholic- Access to Board Premises Policy (302.6.3)
  - Niagara Catholic- Student Expulsion Policy (302.6.5)
  - Niagara Catholic- Bullying Prevention and Intervention Policy (302.6.8)
  - Niagara Catholic- Progressive Student Discipline Policy (302.6.9)



## STUDENT SUSPENSION POLICY

### ADMINISTRATIVE GUIDELINES

Section:	300 – Schools/Students
No:	302.6.4
Adopted:	June 26, 2001
Revised:	December 17, 2013

When inappropriate behaviour occurs a Principal may consider suspending a student for no less than one (1) school day and no longer than twenty (20) school days for an infraction, that a student has committed on school property, at a school-related activity or event, and/or in circumstances where the infraction has an impact on the school climate. If necessary, a Principal will contact the police consistent with the Protocol between Niagara Region Police Service and the Niagara Catholic District School Board. A student may not be suspended more than once for the same occurrence.

#### **Activities leading to possible Suspension:**

A Principal shall consider whether to suspend a student if he or she believes that the student has engaged in any of the following activities while at school, at a school-related activity or event and/or in other circumstances where engaging in the activity will have an impact on the school climate:

1. Uttering a threat to inflict serious bodily harm on another person.
2. Possessing alcohol or illegal drugs.
3. Being under the influence of alcohol.
4. Swearing at a teacher or at another person in a position of authority.
5. Committing an act of vandalism that causes extensive damage to school property at the student's school or to property located on the premises of the student's school.
6. Bullying.
7. Medical Immunization.
8. Any other activity that, under a policy of the Board, is an activity for which a Principal may suspend a student to be contrary to the Board or school Code of Conduct:
  - Habitual neglect of duty,
  - Use of profane vulgar, or improper language,
  - Conduct injurious to the moral tone of the school,
  - Persistent opposition to authority,
  - Conduct injurious to the physical or mental well-being of any member of the school community.

#### **Activities leading to Suspension**

A Principal shall suspend a student if the Principal believes that the student has engaged in any of the following activities while at school, at a school-related activity or event and/or in other circumstances where engaging in the activity will have an impact on the school climate:

1. Possessing a weapon, including possessing a firearm.
2. Using a weapon to cause or to threaten bodily harm to another person.
3. Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner.
4. Committing sexual assault.
5. Trafficking in weapons, illegal drugs.
6. Committing robbery.
7. Giving alcohol to a minor.
8. Bullying, if,
  - i. the student has previously been suspended for engaging in bullying, and
  - ii. the students' continuing presence in the school creates an unacceptable risk to the safety of another person
9. Any activity listed in subsection 306 (1) of the Education Act that is motivated by bias, prejudice or hate based on race, national or ethnic origin, language, colour, religion, sex, age,

mental or physical disability, sexual orientation, gender identity, gender expression, or any other similar factor.

10. Any other activity that, under a policy of the Board, is an activity for which a Principal must suspend a student and, therefore in accordance with this Part, conduct an investigation to determine whether to recommend to the Board that the student be expelled.

### **Violent Incident**

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

The following occurrences are considered as violent incidents:

1. possessing a weapon
2. threats of serious physical injury
3. physical assault causing bodily harm
4. sexual assault
5. robbery and extortion
6. hate and/or bias-motivated violence
7. vandalism causing extensive damage to Board property or property located on Board property

### **Mitigating and Other Factors**

A Principal will consider whether a student should be suspended, and the duration of the suspension taking into account any mitigating and other factors and will make every effort to consult with the student's parent/guardian, student or adult student and any other person who can contribute relevant information to the investigation.

Mitigating and other factors to be considered by the Principal before deciding whether to impose a suspension are:

1. whether the student has the ability to control his or her behaviour;
2. whether the student has the ability to understand the foreseeable consequences of his or her behaviour;
3. whether the student's continuing presence in the school does or does not create an unacceptable risk to the safety of any other individual at the school;
4. the student's academic, discipline and personal history;
5. whether a progressive discipline approach has been used with the student,
6. whether the activity for which the student might be suspended was related to any harassment of the student because of race, ethnic origin, religion, disability, gender or gender identity, sexual orientation or harassment for any other reason;
7. how the suspension would affect the student's ongoing education;
8. the age of the student
9. In the case of a student for whom an Individual Education Plan (IEP) has been developed:
  - i. whether the behaviour was a manifestation of a disability identified in the student's Individual Education Plan;
  - ii. whether appropriate individualized accommodation has been provided; and
  - iii. whether a suspension is likely to result in aggravating or worsening the student's behaviour or conduct.
10. other matters as the Principal considers appropriate.

### **Confirmation of Suspension**

When a student has been suspended, a Principal will:

1. Notify the student of the suspension.
2. Inform the student's teacher(s) of the suspension.
3. Make all reasonable efforts to inform the student's parent/guardian of the suspension within 24 hours of the suspension being imposed, unless,
  - i. the student is at least 18 years of age, or
  - ii. the student is 16 or 17 years of age and has withdrawn from parental control.

When a student has been suspended, a Principal will provide written notice of the suspension to:

1. The student,
2. The student's parent/guardian unless,
  - i. the student is at least 18 years of age, or
  - ii. the student is 16 or 17 years of age and has withdrawn from parental control.
3. The Family of Schools' Superintendent, the student's teacher(s) and the Stay-in-School Co-ordinator.

The written notice of the suspension must include the following:

1. The reason for the suspension.
2. The duration of the suspension.
3. Procedure to return to school upon completion of the suspension.
4. Information about the Niagara Catholic Alternative Learning Fresh Start Program, an intervention and prevention program for Grade 6 to Grade 12 students while serving a suspension, or limited expulsion.
5. Information about the investigation the Principal will conduct to determine whether to recommend expulsion.
6. Information about the right to appeal the suspension.
7. The name and contact information of the Family of Schools' Superintendent to whom the notice of appeal must be submitted.

### **Principal Determination of Notification**

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

### **School Work**

A student who is subject to a suspension of five (5) or fewer school days must be provided with school work to complete at home while serving the suspension. The school work must be available to the student's parent/guardian and student or adult student:

1. the day the student is suspended, if the student is suspended for one (1) school day.
2. the day the student is suspended or the following school day, if the student has been suspended for two (2) or more days.

### **Niagara Catholic Alternative Learning Fresh Start Program**

Where a Principal suspends a student for six (6) or more days, the Principal will inform the student's parent/guardian and student or adult student about the Niagara Catholic Alternative Learning Fresh Start Program for suspended students. Students who have been suspended for six (6) or more school days are strongly encouraged to participate in the Niagara Catholic Fresh Start Program.

Elementary and Secondary Principals are to approve the submission of a Niagara Catholic Alternative Learning Fresh Start Student Action Plan for consideration of student enrolment at the Pope Francis Centre. Following an intake conference with the student's parent/guardian, and the student or adult student to review the expectations of the program, the Principal of the Pope Francis Centre, or designate, will determine admittance into the program.

A student will be considered for acceptance into the Niagara Catholic Alternative Learning Fresh Start Program if:

- the student is serving a suspension of six (6) or more school days as part of a progressive discipline process, or
- the student is serving a limited expulsion with approval of the Family of Schools' Superintendent of Education, or
- the student's actions warrant the program as approved by the Principal of the Pope Francis Centre or designate, the Family of Schools' Superintendent of Education and the Superintendent of Program.

This alternative program will strive to:

- address the academic, behavioural and community supports of the student;
- develop positive relationships among parents, the community and schools to support and sustain safe schools and learning;
- provide programs containing strategies for building positive attitudes, for developing positive behaviours, for providing continuous learning and for successful re-integration into the school setting; and
- reduce future suspensions and expulsions.

### **Re-Entry**

Following a suspension of six (6) or more school days, a re-entry meeting will be held with appropriate staff, the student's parent/guardian, and student or adult student to provide positive and constructive redirection for the student.

### **Appeal of Suspension**

A person who is entitled to appeal a suspension must give written notice of his or her intention to appeal to the Family of Schools' Superintendent of Education within ten (10) days of the commencement of the suspension. A request for an appeal shall not stay the suspension.

The following persons may appeal, to the Board, a Principal's decision to suspend a student:

1. The student's parent/guardian, unless
  - i. the student is at least 18 years of age, or
  - ii. the student is 16 or 17 years of age and has withdrawn from parental control.
2. The student, if
  - i. the student is at least 18 years of age, or
  - ii. the student is 16 or 17 years of age and has withdrawn from parental control.

### **Review of Suspension**

Upon receipt of written notice of the intention to appeal the suspension, the Family of Schools' Superintendent will:

1. advise the school Principal of the appeal and set a meeting date to review the appeal;
2. advise the student's parent/guardian or adult student that a review of the suspension will take place and will discuss any matter respecting the incident and/or appeal of the suspension;
3. hear and determine the appeal within fifteen (15) school days of receiving notice of intention to appeal, unless the parties agree on a later deadline;
4. review the suspension (reason, duration, any mitigating or other factors);
5. consult with the Principal regarding modification or expunging the suspension;
6. request a meeting with the student's parent/guardian or adult student and the Principal to narrow the issues and try to effect a settlement;
7. provide written notice of the review decision to the student's parent/guardian or adult student as follows:
  - i. Confirm the suspension and the duration of the suspension.
  - ii. Confirm the suspension, but shorten its duration, even if the suspension that is under appeal has already been served, and order that the record of the suspension be amended accordingly.
  - iii. Quash the suspension and order that the record of suspension be expunged, even if the suspension that is under appeal has already been served.
  - iv. The decision of the Board on an appeal under this section is final.

### **Appeal to the Disciplinary Hearing Committee of the Board**

Where the suspension is upheld on review by the Family of Schools' Superintendent and the student's parent/guardian or adult student chooses to continue with the appeal to the Disciplinary Hearing Committee, the Board shall hear and determine the appeal within fifteen (15) school days of receiving notice to appeal, unless the parties agree on a later deadline and shall not refuse to deal with the appeal on the ground that there is deficiency in the notice of appeal.

The Superintendent of Education: Resource to the Disciplinary Hearing Committee will:

Arrange a date for the appeal before the Disciplinary Hearing Committee.

1. Coordinate the preparation of a written report for the Disciplinary Hearing Committee containing:
  - i. a report of the incident and rationale for suspension prepared by the Principal;
  - ii. a copy of the original suspension letter;
  - iii. a copy of the letter requesting the Suspension Appeal; and
  - iv. a copy of the correspondence with respect to the decision of the Family of Schools' Superintendent regarding the suspension review.
2. Inform the student's parent/guardian or adult student of the date, time and location of the Suspension Appeal, provide a guide to the process for the appeal, and a copy of the documentation that will go to the Disciplinary Hearing Committee.
3. Ensure that the item is placed on the Disciplinary Hearing Committee's agenda.

The parties in an appeal to the Disciplinary Hearing Committee shall be:

1. The Principal who suspended the student;
2. The student's parent/guardian or adult student if they appealed the decision to suspend the student.
3. The person who appealed the decision to suspend the student if the decision was appealed by someone other than the student or his or her parent/guardian and that person is allowed by Board Policy to appeal.
4. Such other persons as may be specified by Board policy.
5. A student who is not a party to the appeal has the right to be present at the hearing and to make a statement on his or her own behalf.

### **Suspension Appeal before the Disciplinary Hearing Committee of the Board**

The Disciplinary Hearing Committee will conduct the suspension appeals in accordance with the *Suspension/Expulsion Hearing Rules*, the Education Act and Board Policy:

1. One of the appointed Trustees will be elected Chair of the Disciplinary Hearing Committee.
2. The Director of Education or his/her designate, will act as Secretary to the Disciplinary Hearing Committee to facilitate the Hearing
3. Legal counsel for the Board may be present at the appeal to act as an advisor on procedural matters.
4. The Disciplinary Hearing Committee may make such orders or give such directions at an appeal, as it considers necessary for the maintenance of order at the appeal. Should any person disobey or fail to comply with any such order and/or direction, a Trustee may call for the assistance of a police officer to enforce any such order or direction.
5. Where any party who has received proper notice of the location, date and time of the appeal fails to attend the appeal or comply with the necessary time lines, the appeal may proceed in the absence of the party and the party is not entitled to any further notice of the proceedings.
6. When making their determination the Disciplinary Hearing Committee shall consider:
  - i. the Principal's Report and submissions;
  - ii. the submissions and any other information provided by the Appellant; and
  - iii. the analysis and application of the mitigating and other factors, which may or may not be applicable in the circumstances.
7. The Disciplinary Hearing Committee will consider, based on the written and/or oral submissions of both parties, whether the decision to discipline and the discipline imposed was reasonable in the circumstances, and shall either:
  - i. Confirm the suspension and its duration; or

- ii. Confirm the suspension but shorten its duration and amend the record, as necessary;
  - iii. Quash the suspension and order that the record be expunged; or
  - iv. Make such other appropriate order.
8. The decision shall be communicated to the appellant in writing.
9. The decision of the Disciplinary Hearing Committee is final.

**Review of the Suspension Process**

It is expected that the Family of Schools' Superintendent will review the suspension statistics of each of his/her schools with the Principal of each school on a yearly basis.



**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
MAY 26, 2015**

*PUBLIC SESSION*

**TITLE: APPROVAL OF POLICIES  
STUDENT EXPULSION POLICY (302.6.5)**

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**RECOMMENDATION**

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

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

Presented by: Policy Committee

Recommended by: Committee of the Whole

Date: May 26, 2015



# STUDENT EXPULSION POLICY

## STATEMENT OF POLICY

Section:	300 – Schools/Students
No:	302.6.5
Adopted:	June 26, 2001
Revised:	December 17, 2013

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the Board shall endeavour to provide a safe, inclusive and accepting school climate of respect, dignity and trust, consistent with Gospel Values in all schools.

The conduct of students as members of the school community is expected to be modelled upon Christ, fostering and promoting a positive school learning environment for students and staff, so that all students can reach their full academic and spiritual potential.

The Niagara Catholic District School Board acknowledges that should a student act inappropriately or impedes the rights of others, the consequences may lead to expulsion from a school or all schools of the Board.

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

### References:

- Education Act, Sections 310, 311, 312, 313, 314
- Accepting Schools Act
- The Provincial Code of Conduct
- Ontario Human Rights Code
- Policy/Program Memorandum 144: Bullying Prevention and Intervention
- Regulation 472/07: Behaviour, Discipline and Safety of Pupils
- Pope Francis Centre Alternative Learning Manual: Niagara Catholic Alternative Learning Fresh Start Program
- Protocol between the Niagara Region Police Service and the Niagara Catholic District School Board
- Niagara Catholic Policies:
  - Niagara Catholic- Ontario Student Record Policy (301.7)
  - Niagara Catholic- Code of Conduct Policy (302.6.2)
  - Niagara Catholic- Access to Board Premises Policy (302.6.3)
  - Niagara Catholic- Student Suspension Policy (302.6.4)
  - Niagara Catholic- Bullying Prevention and Intervention Policy (302.6.8)
  - Niagara Catholic- Progressive Student Discipline Policy (302.6.9)



## STUDENT EXPULSION POLICY

### ADMINISTRATIVE GUIDELINES

Section:	300 – Schools/Students
No:	302.6.5
Adopted:	June 26, 2001
Revised:	December 17, 2013

When inappropriate behaviour occurs a Principal may consider recommending to the Board that a student be expelled from a school or all schools of the Board for an infraction committed on school property, at a school-related activity or event, and/or in circumstances where the infraction has an impact on the school climate. If necessary, a Principal will contact the police consistent with the Protocol between Niagara Region Police Service and the Niagara Catholic District School Board.

The Board may expel a student who commits any of the following infractions while he or she is at school, at a school-related activity or event, and/or in other circumstances where engaging in the activity will have an impact on the school climate:

1. Possessing a weapon, including possessing a firearm.
2. Using a weapon to cause or to threaten bodily harm to another person.
3. Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner.
4. Committing sexual assault.
5. Trafficking in weapons, illegal drugs.
6. Committing robbery.
7. Giving alcohol to a minor.
8. Bullying, if,
  - i. The student has previously been suspended for engaging in bullying, and
  - ii. The students' continuing presence in the school creates an unacceptable risk to the safety of another person.
9. Any activity listed in subsection 306 (1) of the Education Act that is motivated by bias, prejudice or hate based on race, national or ethnic origin, language, colour, religion, sex, age, mental or physical disability, sexual orientation, gender identity, gender expression, or any other similar factor.
10. Any other activity that, under a policy of the Board, is an activity for which a Principal must suspend a student and, therefore in accordance with this Part, conduct an investigation to determine whether to recommend to the Board that the student be expelled.

### **Violent Incident**

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

The following occurrences are considered as violent incidents:

1. possessing a weapon
2. threats of serious physical injury
3. physical assault causing bodily harm
4. sexual assault
5. robbery and extortion
6. hate and/or bias-motivated violence
7. vandalism causing extensive damage to Board property or property located on Board property

### **Mitigating and Other Factors**

A Principal will consider whether a student should be expelled, taking into account any mitigating and other factors and will make every effort to consult with the student's parent/guardian, and student or adult student and any other person who can contribute relevant information to the investigation. Any police investigation will be conducted separately from the Principal's investigation according to the guidelines in the Protocol between the Niagara Region Police Service and the Niagara Catholic District School Board.

Mitigating and other factors to be considered by the Principal before deciding whether to impose an expulsion are:

1. whether the student has the ability to control his or her behaviour,
2. whether the student has the ability to understand the foreseeable consequences of his or her behaviour,
3. whether the student's continuing presence in the school does or does not create an unacceptable risk to the safety of any other individual at the school,
4. the student's history,
5. whether a progressive discipline approach has been used with the student,
6. whether the activity for which the student might be expelled was related to any harassment of the student because of race, ethnic origin, religion, disability, gender or sexual orientation or harassment for any other reason,
7. how the expulsion would affect the student's ongoing education,
8. the age of the student, and
9. other matters as the Principal considers appropriate
10. In the case of a student for whom an Individual Education Plan (IEP) has been developed:
  - i. whether the behaviour was a manifestation of a disability identified in the student's Individual Education Plan,
  - ii. whether appropriate individualized accommodation has been provided, and
  - iii. whether the expulsion is likely to result in an aggravation or worsening of the student's behaviour or conduct.

### **Suspension Pending Recommendation for Expulsion**

The Principal will immediately suspend a student for (20) twenty school days where he or she believes that the student has committed an infraction for which expulsion may be considered.

A Principal shall conduct an investigation to determine whether to recommend to the Board that the student be expelled. Pending an investigation to determine whether the student will be recommended to the Disciplinary Hearing Committee for expulsion, the Principal must assign the student to the Niagara Catholic Alternative Learning Fresh Start Program for suspended students.

### **Niagara Catholic Alternative Learning Fresh Start Program**

Where a Principal suspends a student for six (6) or more days, the Principal will inform the student's parent/guardian and student or adult student about the Niagara Catholic Alternative Learning Fresh Start Program for suspended students. Students who have been suspended for six (6) or more school days are strongly encouraged to participate in the Niagara Catholic Alternative Learning Fresh Start Program.

Elementary and Secondary Principals are to approve the submission of a Niagara Catholic Fresh Start Student Action Plan for consideration of student enrolment at the Pope Francis Centre. Following an intake conference with the student's parent/guardian, and the student or adult student to review the expectations of the program, the Principal of the Pope Francis Centre, or designate, will determine admittance into the program.

A student will be considered for acceptance into the Niagara Catholic Alternative Learning Fresh Start Program if:

- the student is serving a suspension of six (6) or more school days as part of a progressive discipline process, or
- the student is serving a limited expulsion with approval of the Family of Schools' Superintendent of Education, or
- the student's actions warrant the program as approved by the Principal of the Pope Francis Centre or designate, the Family of Schools' Superintendent of Education and the Superintendent of Program.

This alternative program will strive to:

- address the academic, behavioural and community supports of the student;
- develop positive relationships among parents, the community and schools to support and sustain safe schools and learning;
- provide programs containing strategies for building positive attitudes, for developing positive behaviours, for providing continuous learning and for successful re-integration into the school setting; and
- reduce future suspensions and expulsions

### **Expulsion Not Recommended**

If, on concluding the investigation, the Principal in consultation with the Family of Schools' Superintendent decides not to recommend to the Board that the student be expelled; the Principal will provide written notice of the decision to every person to whom he or she was required to give notice of the suspension that contains the following:

1. A statement that the student will not be subject to an expulsion hearing for the activity that resulted in the suspension.
2. A statement indicating whether the Principal has confirmed the suspension and its duration, confirmed the suspension but reduced its duration or withdrawn the suspension.
3. Unless the suspension was withdrawn, information about the right to appeal the suspension including :
  - i. a copy of Board policy and guidelines governing the appeal;
  - ii. a statement that a written notice of intention to appeal must be given within five (5) school days of the date on which he or she is considered to have received the notice of the decision not to recommend expulsion; and
  - iii. the name and contact information of the Family of Schools' Superintendent to whom notice of appeal must be given.

### **Expulsion Recommended to the Board**

If a Principal, in consultation with the Family of Schools' Superintendent, determines that a referral for expulsion is warranted, the recommendation must be made to the Disciplinary Hearing Committee to be heard within twenty (20) school days from the date of the original suspension unless the parties to the expulsion hearing agree upon a later date.

The Principal will also prepare and provide a written report to the Disciplinary Hearing Committee with the following information:

1. Summary of the Principal's findings.
2. The Principal's recommendation as to whether the student should be expelled from his or her school only or from all schools of the Board.
3. The Principal's recommendation as to,
  - i. the type of school that might benefit the student, if the student is expelled from his or her school only, or
  - ii. the type of program for expelled students that might benefit the student, if the student is expelled from all schools of the Board.

The Principal will ensure that written notice will accompany the report to every person who received the notice of the suspension the following information:

1. A statement that the student will be subject to an expulsion hearing for the activity that resulted in suspension.
2. A copy of the Board policies and guidelines governing the expulsion hearing for the activity that resulted in the suspension.
3. A statement that the person has the right to respond, in writing, to the Principal's report.
4. A statement that the person has the right to appeal the Principal's decision for expulsion to the Board.
5. The date, time and location of the expulsion hearing.

6. Detailed information about the procedures and possible outcomes of the expulsion hearing, including but not limited to, information explaining that:
  - i. if the Board does not expel the student, it will, confirm the suspension, shorten its duration or withdraw it,
  - ii. the parties will have the right to make submissions during the expulsion hearing as to whether, if the student is not expelled, the suspension should be confirmed, reduced or withdrawn,
  - iii. any decision of the Board with respect to the suspension made at the expulsion hearing is final and not subject to appeal.
  - iv. if the Board expels the student from his or her school only, the Board will assign the student to another school, or alternative program, and
  - v. if the Board expels the student from all schools of the Board, the Board will recommend the student to an alternative program for expelled students.
7. The name and contact information of the Superintendent of Education: Resource to the Discipline Hearing Committee to discuss any matter respecting the expulsion hearing.

**Superintendent of Education: Resource to the Discipline Hearing Committee**

Superintendent of Education: Resource to the Discipline Hearing Committee will:

1. Arrange a meeting with the Family of Schools' Superintendent, the Principal, the student's parent/guardian, student or adult student. If a meeting is arranged, the Superintendent of Education: Resource to the Discipline Hearing Committee will review the Disciplinary Hearing Committee process for expulsion hearings, as well as respond to any questions or concerns the student's parent/guardian and student or adult student may have regarding the process or incident; and may assist to narrow the issues and identify agreed upon fact.
2. Prepare a package of documents for the Disciplinary Hearing Committee, which will include the following components:
  - i. a copy of the Principal's Report; and
  - ii. a copy of the original suspension letter and the notice of expulsion sent to student's parent/guardian, student or adult student.
3. Inform the student's parent/guardian, student or adult student of the date, time and location of the expulsion hearing, will provide a copy of the *Suspension/Expulsion Hearing Rules*, and a copy of the documentation to the Disciplinary Hearing Committee.
4. Ensure that the item is placed on the Disciplinary Hearing Committee agenda.

**Disciplinary Hearing Committee**

The Board authorizes the creation of a Disciplinary Hearing Committee of no fewer than three (3) Trustees to decide Principal recommendations for expulsion. For these purposes, the Disciplinary Hearing Committee will conduct the expulsion hearings in accordance with the Education Act and Board policy and guidelines, and *Suspension/Expulsion Hearing Rules*.

If the Principal recommends to the Board that a student be expelled, the Board Disciplinary Hearing Committee shall hold a hearing. At the hearing the Committee shall:

1. consider the submissions of each party in whatever form the party chooses, whether orally, in writing or both;
2. solicit the views of all parties as to whether the student should be expelled from his or her school only or from all schools in the Board; and
3. solicit the views of all parties as to whether the student is not expelled the Board should confirm the suspension originally imposed, confirm the suspension but reduce its duration or withdraw the suspension.

Parties before the Disciplinary Hearing Committee will be:

1. The Principal
2. The student, if,
  - i. the student is at least 18 years of age, or

- ii. the student is 16 or 17 years of age and has withdrawn from parental control.
- 3. The student's parent/guardian, unless
  - i. the student is at least 18 years of age, or
  - ii. the student is 16 or 17 years of age and has withdrawn from parental control.
- 4. Such other persons as may be specified by Board policy and guidelines.
- 5. If a student is not a party, the student has the right to be present at the expulsion hearing and to make submissions. The Disciplinary Hearing Committee may grant a person with daily care authority to make submissions on behalf of the student.

### **Decision of the Disciplinary Hearing Committee**

Upon completion of the hearing, the Committee shall decide:

- 1. whether to expel the student; and
- 2. if the student is to be expelled, whether the student is expelled from his or her school only or from all schools of the Board.

### **Appeal of Board Decision to Expel**

An appeal from an expulsion decision made by the Board shall be heard and determined by the Child and Family Services Review Board.

The expulsion of a student remains in effect pending the outcome of the appeal decision of the Family and Children Services Review Board committee.

The following persons may appeal, to the Child and Family Services Review Board, the Board's decision to expel a student, whether the student is expelled from his or her school only or for all schools of the Board:

- 1. The student, if,
  - i. the student is at least 18 years of age, or
  - ii. the student is 16 or 17 years of age and has withdrawn from parental control.
- 2. The student's parent/guardian, unless
  - i. the student is at least 18 years of age, or
  - ii. the student is 16 or 17 years of age and has withdrawn from parental control.
- 3. Such other persons as may be specified by Board policy.

Appeals must be forwarded to the Family and Children's Services Board and copied to the Director of Education:

- 1. Within sixty (60) days of the Board's decision to expel the student. This date should be referenced in the letter of appeal.
- 2. The sixty (60) days must be extended if the Child and Family Services Review Board believes there are reasonable grounds. The expulsion appeal hearing must convene within thirty (30) days of receiving a request to appeal the Board's expulsion decision.

After hearing an appeal from a decision of the Board, the Child and Family Services Review Board may decide any of the following options:

- 1. Confirm the Board's decision.
- 2. Modify the type or duration of the expulsion.
- 3. Impose, change or remove conditions that must be satisfied if the student is to return to school in Ontario, following an expulsion.
- 4. Overrule the decision of the Board and reinstate the student.

If the Child and Family Services Review Board overrules the decision of the Board and reinstates the student, it may order that any record of the expulsion of the student be expunged if the Child and Family Services Review Board considers it appropriate in the circumstances.

The Child and Family Services Review Board must make its decision, including the reasons for the decision, within ten (10) days of the completion of the expulsion hearing.

**Re-entry Following an Expulsion**

1. A student who is subject to a Board expulsion is entitled to apply in writing for re-admission to a school of the Board once the student has successfully completed a program for expelled students and has satisfied the objectives required for completion of the program, as determined by the person who provides the program. The Board shall re-admit the student and inform the student in writing of the re-admission.
  
2. A student who is subject to a school expulsion may apply in writing to the Board to be re-assigned to the school from which the student was expelled.
  - i. The Board will consider whether re-attendance will have a negative impact on the school climate, including on any victims, where applicable;
  - ii. The student will be required to demonstrate that they have learned from the incident and have sought counseling, where appropriate;
  - iii. The student will be required to sign a Declaration of Performance form provided by the Board; and
  - iv. The Board, in its sole discretion, may determine that a different school than the one from which the student was expelled is a more appropriate placement for the student.



**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
MAY 26, 2015**

***PUBLIC SESSION***

**TITLE: EDUCATION DEVELOPMENT CHARGE –  
REGULATORY REQUIREMENTS**

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**RECOMMENDATION**

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

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

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Prepared by: Scott Whitwell, Controller of Facilities Services

Presented by: Scott Whitwell, Controller of Facilities Services

Recommended by: Committee of the Whole

Date: May 26, 2015



## REPORT TO THE COMMITTEE OF THE WHOLE MAY 12, 2015

### EDUCATION DEVELOPMENT CHARGE – REGULATORY REQUIREMENTS

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#### **BACKGROUND INFORMATION**

As approved at the April 28, 2015 Board Meeting, Staff is in the process of preparing an Education Development Charge By-law. Ontario Regulation 20/98, made under the Education Act, governs various aspects of Education Development Charges (EDCs). One aspect of the Regulation pertains to the application of an operating surplus to education development charges and alternative accommodation arrangements.

#### **Operating Budget Statement**

Paragraph 8 of Section 9(1) of Ontario Regulation 20/98 requires that the Board include a statement in the EDC Background Study stating that it has reviewed its operating budget for savings that could be applied to reduce growth-related net education land costs and the amount of any savings that it proposes to apply, if any. Under the General Legislative Grant Regulation, only a surplus from the non-classroom section of the budget is eligible to be used to acquire school sites, and thereby reduce growth related net education land costs.

Where there has been a surplus in the non-classroom portion of the budget in a fiscal year, the Board must determine whether all, part or none of the surplus will be designated for the purpose of acquiring school sites by purchase, lease or otherwise.

#### **Alternative Accommodation Arrangement Statement**

Paragraph 6 of Section 9(1) of Ontario Regulation 20/98 requires that the Board consider possible alternative arrangements, which could provide accommodation for new elementary school pupils and new secondary school pupils, without imposing EDCs, or with a reduction in such a charge.

## **RECOMMENDATION**

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

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

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Prepared by: Scott Whitwell, Controller of Facilities Services

Presented by: Scott Whitwell, Controller of Facilities Services

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

Date: May 12, 2015

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
MAY 26, 2015**

***PUBLIC SESSION***

**TITLE: BOARD MEETING DATES CALENDAR 2015-2016**

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**RECOMMENDATION**

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

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Prepared by: Corporate Services and Communications

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

Recommended by: Committee of the Whole

Date: May 26, 2015



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

## REPORT TO THE COMMITTEE OF THE WHOLE MEETING MAY 12, 2015

### BOARD MEETING DATES CALENDAR 2015-2016

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#### BACKGROUND INFORMATION

At the April 28, 2015 Board Meeting, the Board approved the 2015-2016 School Year Calendar for submission to the Ministry of Education. On May 7, 2015 the Director of Education was notified by the Ministry of Education that “the 2015-2016 regular school year calendar for Niagara Catholic Elementary and Secondary Schools meets the requirements of Sections 2, 3 and 4 of regulation 304-School Year Calendar, Professional Activity Days”.

Annually, staff utilizes the approved Board and Ministry of Education school year calendar to design the Board School Year Calendar and Meeting Dates along with a calendar of dates for school and system activities, celebrations, events, faith formation, meetings and professional development.

In compliance with the Niagara Catholic District School Board By-Laws on Annual Organizational Meeting (Section 7), Regular Meetings of the Board (Section 8) and Committee Meetings (Section 17), meeting date recommendations from the Niagara Catholic Parent Involvement Committee (NCPIC) and the Board’s Special Education Advisory Committee (SEAC) along with historical annual meeting date adjustments for the Board Meeting in December and June, a draft Board Meeting Dates Calendar 2015-2016 is presented for the consideration of the Committee of the Whole (Appendix A).

When the Board approves the Board Meeting Dates Calendar 2015-2016, staff will place a copy on Board websites, notify Board Committees and staff, produce a Board Meeting Dates Calendar for each school and a School Year Calendar and Meeting Dates 2015-2016 for distribution to all families.

Attached – Board Meeting Dates Calendar 2015-2016 (Draft)

#### RECOMMENDATION

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

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Prepared By: Corporate Services and Communications  
Presented By: John Crocco, Director of Education, Secretary/Treasurer  
Recommended By: John Crocco, Director of Education, Secretary/Treasurer  
Date: May 12, 2015



# NIAGARA CATHOLIC DISTRICT SCHOOL BOARD DRAFT

## 2015-2016 School Year Calendar & Meeting Dates

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

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

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

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

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

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

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

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

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

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

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

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

### REGULAR SCHEDULE OF MEETINGS

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

CW	SAL
BD	ORG
SEAC	NCPIC
PC	

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

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
MAY 26, 2015**

***PUBLIC SESSION***

**TITLE: REPORT ON THE 2015-2016 ANNUAL BUDGET**

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**RECOMMENDATION**

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

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

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

Recommended by: Committee of the Whole

Date: May 26, 2015



## **REPORT TO THE COMMITTEE OF THE WHOLE MEETING MAY 12, 2015**

### **REPORT ON THE 2015-2016 ANNUAL BUDGET**

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#### **BACKGROUND INFORMATION**

On March 26, 2015, the Ministry of Education, announced the education funding for the 2015-2016 school year. The announcement indicated that education funding for 2015-2016, through the Grants for Student Needs (GSN), is projected to be stable year-over-year while building further on efficiencies into the funding model. For the elementary and secondary sector, sound management of program spending in 2015-2016 means keeping the focus on setting priorities and making strategic choices about how best to use resources to improve student achievement.

As in 2014–2015, GSN funding for compensation and other labour costs in 2015–2016 will reflect the current situation under the statutory freeze. These provisions include the delay in salary grid movement (known as the “97th day” provisions). When negotiations result in new collective agreements, the Ministry will seek approval of the Lieutenant Governor in Council regarding any necessary amendments to the GSN.

The 2015-2016 GSN continues to support our provincial labour agreement commitments, capital investments, reformed funding in the areas of special education, school board administration, and School Board Efficiencies and Modernization initiatives.

The GSN is helping boards maintain transportation service levels despite declining enrolment and helping to meet transportation pressures that may emerge from future school consolidations.

The Ministry will again provide a two percent cost benchmark update to the non-staff portion of the School Operations Allocation benchmark to assist boards in managing the increases in commodity prices. With the exception of the electricity component of the School Operations Allocation benchmark which will increase by 7.3 percent, based on the Ministry of Energy’s most recent Long-Term Energy Plan.

It is important to note that average daily enrolment (ADE) as of May 8 , 2015 is approximately 446 fewer students for the 2015-2016 academic school year. Our enrolment numbers continue to trend downward impacting our Grant allocation, which must be offset by a proportional reduction in expenditures.

The Senior Team continues to design accountability mechanisms for all areas of ministry revenues and ensure our cost structure is aligned with our 2015-2016 estimated Ministry revenue.

In addition, the 2015-2016 Budget aligns to achieve the Board approved Strategic Directions System Priorities 2015-2016 (Appendix A) and accomplish the expectations of Niagara Catholic’s Vision 2020 Strategic Plan.



For the review of the Trustees, we enclose the following information:

**APPENDIX A**

System Priorities 2015-2016

**APPENDIX B**

Estimates for 2015-2016, Compliance Reporting, Enrolment, Teaching Staff

**APPENDIX C**

Expenditures by Departments

**APPENDIX D**

Estimates for Special Education & Board Administration

We take this opportunity to thank all the members of Board staff, who have been involved in the preparation of the 2015-2016 Annual Budget.

**RECOMMENDATION**

**THAT** the Committee of the Whole recommends that the Niagara Catholic District School Board approve the Report on the 2015-2016 Annual Budget, as presented.

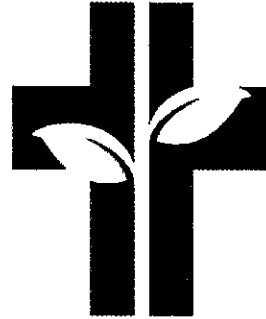
Prepared by: Giancarlo Vetrone, Superintendent of Business & Financial Services  
Senior Administration Council

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

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

Date: May 12, 2015

# **APPENDIX A**



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

## **ANNUAL BUDGET**

**Strategic Directions  
System Priorities 2015-2016**



**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
- Enhance a consistent scoring, assessment and evaluation component of the interview process for all job classes
- Design a performance appraisal process for support staff

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

- Design a metric and process to assess the equity and accessibility of resources across the system
- Design 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

# APPENDIX B



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

## ANNUAL BUDGET

Summary of Revenue &  
Expenditures &  
Key Budget Factors



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
2015-2016 ESTIMATES**

	Revised Budget 2014-2015	Original Budget 2015-2016	Increase (Decrease)	Comments
<b>Total Budget Revenue &amp; Expenditures</b>				
<b>Budget Revenue</b>				
Total Operating Funding & Other Rev.	\$237,875,082	\$235,134,422	(\$2,740,660)	Change in revenue due to enrolment
Total Capital Funding & Other Rev.*	\$15,325,408	\$15,534,581	\$209,173	Completed capital projects; revised amortization schedule
Funds transferred from Accumulated Surplus	\$3,553,095	\$0	(\$3,553,095)	Balanced Position 2015-2016
<b>Total Budget Revenue</b>	<b>\$256,753,585</b>	<b>\$250,669,003</b>	<b>(\$6,084,582)</b>	
* Other Revenue - excludes School Generated Funds				
<b>Budget Expenditures</b>				
Total Operating Expenditures	\$241,428,177	\$235,134,422	(\$6,293,755)	Enrolment & Recovery Plan realignment
Total Capital & Other Expenditures	\$15,325,408	\$15,534,581	\$209,173	Completed capital projects; revised amortization schedule
<b>Total Budget Expenditures</b>	<b>\$256,753,585</b>	<b>\$250,669,003</b>	<b>(\$6,084,582)</b>	

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
2015-2016 ESTIMATES**



Available for Compliance Balance Surplus/(Deficit) Schedule 5 (Sept 1, 2015)	-\$2,003,468	Accumulated Deficit from Prior Years
Add: Proceeds of Disposition (MOE Approval)	\$1,454,351	
New Balance September 1, 2015	-\$549,117	

**Schedule 5 Compliance Ministry Reporting**

EFIS Line item	September 1, 2015	In Year Surplus/(Deficit)	August 31, 2016 Comments
Operating Accumulated Surplus (Deficit)			
1.0 Unavailable for Compliance (Includes Approval of Proceeds of Disposition \$1,454,351)	-\$549,117	\$0	(\$549,117)
Total Accumulated Surplus (Deficit) (incl. Amortization of Future Benefits, Revenue from Land)	\$9,394,962	\$0	\$9,394,962 Financial Statement Forecasted Results

\* additional savings to offset accumulated deficit position will result from 2015-2016 in year savings strategies, which can include the sale of property.



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
2015-2016 ESTIMATES**

Friday, May 08, 2015

Projected Student Enrolment	Revised Budget 2014-2015	Original Budget 2015-2016	Increase (Decrease)
Elementary Enrolment - ADE	14,872	14,488	(384) projected to increase until Sept 1, 2015
Secondary Enrolment - ADE	7,160	7,098	(62)
<b>Total Board Enrolment - ADE</b>	<b>22,032</b>	<b>21,586</b>	<b>(446)</b>
Continuing Education - ADE	434	381	-53
Summer School Enrolment - ADE	141	130	-11
Non-Credit ESL Programs - ADE	387	369	-18
<b>Total Continuing Ed. Enrolment - ADE</b>	<b>962</b>	<b>880</b>	<b>-82</b>

Average Daily Enrolment (ADE) continues to be a major factor in the calculation of the Funding Allocations for all school boards.

Under the Regulations, the calculation of Average Daily Enrolment for the school year is to be based on the number of students enrolled in our schools on two specific dates: OCTOBER 31 and MARCH 31.

ADE for Adult & Continuing Education programs is to be calculated using the same methods and parameters, as outlined in the regulations, as in prior years.





**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
2015-2016 ESTIMATES**

Projected School Staffing	Revised Budget 2014-2015	Original Budget 2015-2016	Increase (Decrease)
Total Elementary School Teachers	900	845	(55)
Total Secondary School Teachers	500	480	(20)
<b>Total Board School Teachers</b>	<b>1,400</b>	<b>1,325</b>	<b>(75)</b>

**Average Class Size:**

Kindergarten ELKP (Year 1, 2)	N/A	26:2*
Primary (Grade 1 to 3)	19.8:1	19.8:1
Junior and Intermediate (Grade 4 to 8)	24.5:1	24.5:1
Secondary (Grade 9 to 12)	22:1	22:1

\* Includes Early Childhood Educator (ECE) in ratio

# APPENDIX C



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

## ANNUAL BUDGET

### Analysis of of Funding Allocations



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**  
**2015-2016 ESTIMATES**

Expenditures by Department	Revised Budget 2014-2015	Original Budget 2015-2016	Increase (Decrease) Comments
<b>Operating Expenditures</b>			
Board Administration	\$7,756,872	\$7,515,903	(\$240,969) Reallocated costs to appropriate panels
Elementary Schools	\$127,280,984	\$124,306,982	(\$2,974,002) Reduction in enrolment, recovery plan
Secondary Schools	\$67,677,861	\$64,700,804	(\$2,977,057) Reduction in enrolment, recovery plan
Continuing Education	\$5,523,307	\$5,172,558	(\$350,749) Reduction in Salary
Facilities Operations	\$18,348,932	\$18,928,832	\$579,900 Hydro & Gas increases for 2015 - 2016
Facilities Maintenance	\$3,210,648	\$3,403,865	\$193,217 General maintenance - aging facilities
Student Transportation	\$9,720,875	\$9,438,138	(\$282,737) No Change
Amortization of Future Benefits	\$958,698	\$571,618	(\$387,080)
Employee Future Benefits - Service Costs	\$450,000	\$450,000	\$0
Benefits - Maternity, WSIB, LTD	\$500,000	\$645,722	\$145,722
<b>Total Operating Expenses</b>	<b>\$241,428,177</b>	<b>\$235,134,422</b>	<b>(\$6,293,755)</b>
<b>Capital &amp; Other Expenditures</b>			
Facility Renewal	\$760,754	\$500,000	(\$260,754)
Interest on Capital	\$3,817,113	\$3,852,094	\$34,981
Depreciation & Amortization	\$10,630,054	\$11,065,000	\$434,946 revised amortization schedule
Non-Operating Expenditures	\$117,487	\$117,487	\$0
Total Capital & Other Expenses	\$15,325,408	\$15,534,581	\$209,173
<b>Total Board Operating Expenditures</b>	<b>\$256,753,585</b>	<b>\$250,669,003</b>	<b>(\$6,084,582)</b>

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
2015-2016 ESTIMATES



	Revised Budget 2014-2015	Original Budget 2015-2016	Increase (Decrease) Comments
<b>Board Administration</b>			
Salary & Wages	4,566,134	4,379,899	(186,235) Realignment of staff
Employee Benefits	965,138	919,750	(45,388) Savings in Benefits
Professional Development	116,750	120,704	3,954
Supplies & Services	825,250	1,044,150	218,900 Adjusted printing costs charge to other panels
Computer Equipment	50,000	35,000	(15,000)
Furniture & Equipment	10,000	10,000	0
Fees & Contracts	1,223,600	1,006,400	(217,200) Realignment of software costs.
<b>Total Board Administration</b>	<b>7,756,872</b>	<b>7,515,903</b>	<b>(240,969)</b>

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**  
**2015-2016 ESTIMATES**



	Revised Budget 2014-2015	Original Budget 2015-2016	Increase (Decrease) Comments
Salary & Wages	\$107,368,437	\$104,465,614	(\$2,902,823) Reduction in enrolment, recovery plan
Employee Benefits	\$15,867,874	\$15,653,395	(\$214,479)
Professional Development	\$196,500	\$135,000	(\$61,500) Utilized PD through EPO Grants
Supplies & Services	\$1,126,434	\$1,125,134	(\$1,300)
School Instruction Budgets	\$688,500	\$701,000	\$12,500
Central Instruction Budgets	\$501,000	\$486,000	(\$15,000)
Central Other Budgets	\$1,162,239	\$1,155,839	(\$6,400)
Computers	\$370,000	\$370,000	\$0
Furniture & Equipment	\$0	\$215,000	\$215,000 Realignment of Budget
Fees & Contracts	\$0	\$215,000	\$215,000 Realignment of Budget
<b>Total Elementary School</b>	<b>\$127,280,984</b>	<b>\$124,306,982</b>	<b>(\$2,974,002)</b>

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**  
**2015-2016 ESTIMATES**



	Revised Budget 2014-2015	Original Budget 2015-2016	Increase (Decrease) Comments
<b>Secondary School</b>			
Salary & Wages	\$56,417,223	\$53,737,122	(\$2,680,101) Decline in enrolment, recovery plan
Employee Benefits	\$7,646,199	\$7,383,783	(\$262,416)
Professional Development	\$83,500	\$38,500	(\$45,000) Utilized PD through EPO Grants
<b>Supplies &amp; Services</b>			
School Instruction Budgets	\$1,119,306	\$1,069,491	(\$49,815) Decline in Enrolment
Central Instruction Budgets	\$1,560,500	\$1,570,500	\$10,000
Central Other Budgets	\$246,000	\$246,000	\$0
Computer Equipment	\$393,000	\$433,000	\$40,000
Furniture & Equipment	\$140,133	\$65,408	(\$74,725)
Fees & Contracts	\$72,000	\$157,000	\$85,000 Realignment of software costs to Secondary panel
<b>Total Secondary School</b>	<b>\$67,677,861</b>	<b>\$64,700,804</b>	<b>(\$2,977,057)</b>

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**  
**2015-2016 ESTIMATES**



	Revised Budget 2014-2015	Original Budget 2015-2016	Increase (Decrease)	Comments
<b>Continuing Education School</b>				
Salary & Wages	\$3,730,587	\$3,508,784	(\$221,803)	Reduction in ESL instructors and clerical support
Employee Benefits	\$670,012	\$621,199	(\$48,813)	Reduction in ESL instructors and clerical support
Professional Development	\$36,500	\$35,500	(\$1,000)	
Supplies & Services	\$1,078,708	\$999,575	(\$79,133)	Integration Program savings - Field Trips
Computer Equipment	\$7,500	\$7,500	\$0	
Furniture & Equipment	\$0	\$0	\$0	
Fees & Contracts	\$0	\$0	\$0	
<b>Total Continuing Education Expenditures</b>	<b>\$5,523,307</b>	<b>\$5,172,558</b>	<b>(\$350,749)</b>	

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**  
**2015-2016 ESTIMATES**



Facilities Plant & Facilities Maintenance Services	Revised Budget 2014-2015	Original Budget 2015-2016	Increase (Decrease) Comments
Salary & Wages	\$9,855,117	\$9,850,243	(\$4,874)
Employee Benefits	\$2,536,431	\$2,522,954	(\$13,477)
Professional Development	\$17,532	\$17,500	(\$32)
Supplies & Services			
Utilities	\$4,320,000	\$4,850,000	\$530,000 Hydro & Gas usage and increase
Cleaning & Operating	\$1,162,500	\$1,112,500	(\$50,000) reallocation of budget
Site & Grounds Maintenance	\$1,030,000	\$1,215,000	\$185,000 Snow Removal/Salt usage
Department Operation	\$169,000	\$169,000	\$0
Mechanical & Electrical	\$577,500	\$589,000	\$11,500
Building Maintenance	\$545,000	\$720,000	\$175,000 Aging Facilities and Repairs
Computer Equipment	\$31,500	\$31,500	\$0
Furniture & Equipment	\$580,000	\$515,000	(\$65,000)
Fees & Contracts	\$735,000	\$740,000	\$5,000
<b>Total Plant Facilities Services</b>	<b>\$21,559,580</b>	<b>\$22,332,697</b>	<b>\$773,117</b>





**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
2015-2016 ESTIMATES**

	Revised Budget 2014-2015	Original Budget 2015-2016	Increase (Decrease) Comments
<b>Transportation</b>			
Salary & Wages	\$153,465	\$153,465	\$0
Employee Benefits	\$39,028	\$38,666	(\$362)
Professional Development	\$0	\$0	\$0
Supplies & Services	\$0	\$0	\$0
Computer Equipment	\$0	\$0	\$0
Furniture & Equipment	\$0	\$0	\$0
Fees & Contracts	\$9,528,382	\$9,246,007	(\$282,375)
<b>Total Transportation Expenditures</b>	<b>\$9,720,875</b>	<b>\$9,438,138</b>	<b>(\$282,737)</b> Effective May 1 Efficiencies in Transportation Model

# APPENDIX D



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

## ANNUAL BUDGET

### Analysis of Expenditures by Department



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
2015-2016 ESTIMATES**

	Revised Budget 2014-2015	Original Budget 2015-2016	Increase (Decrease) Comments
SEPPA Allocation	\$15,612,229	\$15,193,014	(\$419,215)
SEA Allocation	\$1,105,395	\$1,089,264	(\$16,131)
Enrolment based High Needs	\$8,054,311	\$7,966,311	(\$88,000)
High Need - Measures of Variability amount	\$3,008,927	\$3,009,039	\$112
High Needs Based Amount for Collaboration	\$450,000	\$450,000	\$0
Approval of SIP	\$0	\$30,000	\$30,000
Behavioural Expertise amount	\$146,307	\$144,967	(\$1,340)
<b>Special Education Allocation</b>	<b>\$28,377,169</b>	<b>\$27,882,595</b>	<b>(\$494,574)</b>
<b>Expenditures</b>			
Classroom Teachers	\$8,613,235	\$7,571,211	(\$1,042,024)
Occasional /Supply Teachers	\$192,500	\$68,640	(\$123,860)
Education Assistants, CYW	\$18,029,704	\$17,992,183	(\$37,521)
Textbooks, Learning materials, Supplies	\$530,000	\$850,000	\$320,000
Paraprofessionals, Mental Health Leader & Secretarial Support	\$1,373,484	\$1,502,357	\$128,873
Staff Development	\$25,000	\$20,000	(\$5,000)
Coordinators	\$339,643	\$338,779	(\$864)
	\$29,103,566	\$28,343,170	(\$760,396)
Less: Revenue Adj. Education Program - Other	\$0	\$0	\$0
<b>Total Special Education Net Expenditures</b>	<b>\$29,103,566</b>	<b>\$28,343,170</b>	<b>(\$760,396)</b>
Unspent (Overspent) Special Education Funding	(\$726,397)	(\$460,575)	\$265,822

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**  
**2015-2016 ESTIMATES**



	Revised Budget 2014-2015	Original Budget 2015-2016	Increase (Decrease) Comments
<b>Board Administration Funding Allocation</b>			
Total Funding Allocation for board Administration	\$6,452,936	\$6,342,098	(\$110,838) Enrolment
Restraint Savings	(\$64,921)	(\$64,921)	\$0
Revenue from Fees & Other	\$142,747	\$142,747	\$0
<b>Total Board Funding Allocation</b>	<b>\$6,530,762</b>	<b>\$6,419,924</b>	<b>(\$110,838)</b>
<b>Board Administration Expenditures</b>			
Net Expenditures relating to Board Administration	\$7,756,872	\$7,515,903	(\$240,969)
<b>Unspent (Overspent) Board Admin. Funding*</b>	<b>(\$1,226,110)</b>	<b>(\$1,095,979)</b>	<b>(\$130,131)</b>

\* noncompliant with Ministry funding

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
MAY 26, 2015**

***PUBLIC SESSION***

**TITLE: APPROVED MINUTES OF THE SPECIAL EDUCATION  
ADVISORY COMMITTEE (SEAC) MEETING OF  
APRIL 8, 2015**

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**RECOMMENDATION**

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



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

## MINUTES OF THE SPECIAL EDUCATION ADVISORY COMMITTEE MEETING WEDNESDAY, APRIL 8, 2015

Minutes of the Meeting of the Special Education Advisory Committee, held on Wednesday, April 8, 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 Superintendent Baldasaro

### A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayers were led by Andrew Howcroft

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	✓		
<b>Trustees</b>				
Pat Vernal		✓		
Maurice Charbonneau		✓		
<b>Student Senate Representative</b>				
Thomas Dedinsky			✓	

The following staff were in attendance:

**Yolanda Baldasaro**, Superintendent of Education; **David O'Rourke**, Special Education Coordinator; **Jim Whittard**, Principal – Secondary; **Lisa Selman**, Principal – Elementary; **Tina DiFrancesco**, Recording Secretary

**3. Approval of the Agenda**

Moved by Sarah Farrell  
Seconded by Trustee Vernal

**THAT** the Special Education Advisory Committee approve the Agenda of the Special Education Advisory Committee Meeting of April 8, 2015.

**CARRIED**

**4. Disclosure of Interest**

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

**5. Approval of Minutes of the Special Education Advisory Committee Meeting of March 4, 2015**

Moved by Sarah Farrell  
Seconded by Andrew Howcroft

**THAT** the Special Education Advisory Committee approve the Minutes of the Special Education Advisory Committee Meeting of March 4, 2015 as presented.

**CARRIED**

**B. PRESENTATIONS**

**C. VISIONING**

**1. Goals and Vision for 2014-2015**

**1.1 Discuss New Goals for 2014-2015 – Special Education Plan Feedback**

SEAC members provided feedback regarding revisions to Sections B and Q of the Special Education Plan as well as the SEAC brochure. A discussion was held regarding the SEAC brochure and what to do in the event of a parent complaint. The Niagara Catholic *Complaint Resolution Policy (800.3)* will be included in the May agenda package for information. The procedures for selecting members and the process of sending letters inviting agencies to sit on the SEAC were addressed. Dialogue was held regarding the philosophy of inclusion within the Niagara Catholic District School Board.

**D. BUSINESS ARISING FROM THE MINUTES OF THE MEETING OF MARCH 4, 2015**

**1. Learner Advocacy**

**2. Parent Outreach**

**3. Program and Service Recommendations**

4. **Special Education Budget**

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

6. **Other Related Items**

6.1 **Niagara Catholic System Priorities – Feedback**

At the March 4<sup>th</sup> meeting, Director Crocco extended an invitation for feedback from the SEAC members on System Priorities for the upcoming Committee of the Whole meeting. A discussion was held and suggestions were provided.

7. **Policy Review**

The following policies were presented for review;

1. *Student Suspension Policy (302.6.4) and Student Expulsion Policy (302.6.5)*. The deadline to respond is April 10, 2015.
2. *Admission of Elementary and Secondary Students Policy (301.1), Progressive Student Discipline Policy (302.6.9), Safe Physical Intervention with Students Policy (301.8)*. The deadline to respond is May 1, 2015.
3. *Equity and Inclusive Education Policy (100.10), Retirement/Service Recognition Celebration Policy (201.02), Purchasing/Supply Chain Management Policy (600.1)*. The deadline to respond is May 11, 2015.

Vice-Chair Lavorato suggested that any comments can be sent to members for review. Individual responses are also welcome and can be forwarded to Jennifer Pellegrini.

## **E. SEAC REPORT**

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

- Nil Report

2. **Review and Approval of SEAC Insert for School Newsletters**

- Nil Report

## **F. AGENCY REPORTS**

1. **VOICE for Hearing Impaired Children – Carol Baldinelli**

- May 1, 2015 - Dress Loud Day – A spirit day for schools. Participants donate a loonie and wear their loudest, wildest, wackiest shirts, ties, or other clothing. For more information Visit [www.voicefordeafkids.com](http://www.voicefordeafkids.com) or call VOICE at 1-866-779-5144 or email [info@voicefordeafkids.com](mailto:info@voicefordeafkids.com).
- May 2, 2015 - VOICE 23<sup>rd</sup> Annual Conference will be held at the University of Guelph.



A discussion was held regarding communication and reaching out to parents with agency information.

**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 are busy planning for our full-day summer literacy program called SLAM. SLAM will be offered for:
  - 7 weeks in St. Catharines (St. Alfred’s Catholic Elementary School),
  - 3 weeks in Welland (TBD),
  - 3 weeks in Niagara Falls (Notre Dame Catholic Elementary School).
  - We are currently accepting applications; St. Catharines is already full except for the week of August 24-28 (only a few spots left) and there are limited spots left in Welland and Niagara Falls.
- Our Boston Pizza fundraiser in March was a success! Thank you to all that attended; everyone enjoyed a nice dinner and we raised a total of \$685.00 which will support our agency and programming.
- We will be hosting our 3<sup>rd</sup> Annual Trivia Night on Friday, June 5<sup>th</sup>. Please keep your eyes peeled for further details soon!

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

- The 2015 Hope Award Event will be held on Friday, May 1<sup>st</sup> 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**

- April 11, 2015 – Community Living Welland Pelham event is being held at the Riverstone Event Centre, Welland with keynote speakers Norman Kunc and Emma Van der Klift.
- Articles about inclusion will be included in the May agenda package.

## **G. STAFF REPORTS**

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

St. Therese

- St. Therese is working on partnering with the community library. Many families and children with special education needs spend time in the library using it as a place for homework and accessing technology.

- A continued partnership is happening with Community Living in Port Colborne.
- Working on the IPRC process.

#### St. Philomena

- One of our students with Autism Spectrum Disorder in grade seven won our school speech contest for the intermediate division (he came in second last year) and went on to represent us well at the Area *Speak Out* last month at Notre Dame College School. The student spoke about his favourite video game.

#### St. Mark

- We have two adult individuals with special needs who because of their wonderful volunteer contributions to the school (ELKP, custodian) will represent St Mark at the Volunteer Breakfast. They really make a difference at our school.

#### Mary Ward

- One of our students with autism wrote and said announcements daily leading up to and including the day of autism awareness.

## **2. Jim Whittard – Principal, Secondary**

#### Blessed Trinity

- Preparation for the Ontario Secondary School Literacy Test (OSSLT) took place for all students with Individual Education Plans. They wrote the test on March 26<sup>th</sup>, taking the entire process very seriously.
- We are setting up many visits with students and parents from out of board. We look forward to attending transition meetings at the elementary schools.
- Transition and IPRC meetings have begun with our feeder schools. Resource staff is pleased to be part of this crucial information sharing sessions with the feeder schools. The information shared at these sessions enables us to match all students with a kind, caring adult which makes the transition to secondary school very smooth, helping to alleviate initial anxiety of students and parents.
- Meetings are also taking place with our students who will attend post-secondary institutions next year. We review the accommodations on their IEP and let them know the process for maintaining these accommodations in college or university. We also emphasize that they must let the appropriate people know who they are and what they need by advocating for themselves.
- The Special Education Class is looking forward to a visit from young adults from Grimsby/Lincoln Association for Community Living. In support of the TAY protocol, individuals from ACL will enjoy a day of activities with our students at Blessed Trinity.
- Students in the Special Education Class love the Integrated Arts program. They get to experience a variety of activities in various mediums every day.
- Thanks to amazing community spirit and the relationships that have been developed, Co-Op placements for students in the Special Education class have already been lined up for next year. We will continue working with Giant Tiger. The goal is to have next year's graduates transition into post-secondary placements there. Placements will also continue at the Grimsby Library with the same goals. In addition, placements have been secured at a pet store and garden center for September.

### Denis Morris

- Many exciting initiatives and events are taking place in the Special Education Department this Spring. We started our celebration of Spring and new life with the Best Buddies Easter Celebration that took place in Resource on Wednesday April 1, 2015. Great fun and the building of meaningful friendships and support networks took place at this special event.
- The Special Education Department would also like to thank the Ontario Secondary School Literacy Team at Denis Morris for supporting our students with special education needs in the writing of the OSSLT. We thank our wonderful Educational Assistants for scribing support and the entire Special Education team for bringing dignity to all students and for providing a “Learning for All” stance.
- We also congratulate the entire staff on the completion and implementation of the Individual Education Plans for our students with special education needs. Our teachers and support staff go above and beyond the accommodations outlined in the IEP to provide each of our students with meaningful and targeted supports and interventions that result in access to the curriculum and improved student achievement and engagement.

### Holy Cross

- Our Special Education class is working with the drama class to perform the Stations of the Cross. After beginning our Lent with the Momentum Choir presentation, we are finishing it with another safe and accepting schools presentation. Using Pope John Paul II's Way of the Cross we are reminding the students that many of their friends carry a cross through the halls of Holy Cross each day. Drawing connections between Jesus' suffering and the pain of bullying or barriers put up by our individual exceptionalities is a way to help promote charity amongst the student body. Our students have been working through 40 acts of kindness this Lent and this will be a celebration of all they have done. When Easter is over we will be getting ready to welcome our friends to our Beach Volleyball event.

### Saint Michael

- Integrated Transition Planning for Transitional Aged Youth (TAY Protocol) is starting to occur. This process will assist parents with children with specific special education needs to receive assistance after high school.
- Semester two IEPs were completed and sent home before March Break.
- Saint Michael trialed an online version of the OSSLT for all grade 9 students. This was 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.
- Ongoing transitioning of students with special education needs is occurring this semester.
- Resource 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

- Students in the Special Education class at Notre Dame have been busy the last few weeks. They prepared and sent two thousand Easter mailers for St. Kevin's church in Welland. The students also assisted with the Christmas mailers for the congregation as well.
- Several of the students continue to excel in integrated classes. Students in the Special Education class should receive a combined total of eighteen credits during the second

semester in subjects including cooking, art, math, science, geography, computer technology and Photography.

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

- On March 26<sup>th</sup> schools participated in the Ontario Secondary School Literacy Test (OSSLT.) A new on-line version of the OSSLT was trialed at four of our Catholic Secondary schools.
- Superintendent Baldasaro announced that Anna Racine (SEAC Chair) and Joseph Noonan (Former Principal and Trustee) will be this year's recipients of the Niagara Catholic Award of Distinction. The awards will be presented at the Bishop's Gala on April 10<sup>th</sup>.
- *Catholic Education Week* is being celebrated during May 3 - 8, 2015.
- Five members of SEAC will be attending the SEAC Provincial Conference being held on May 2<sup>nd</sup> in Toronto.
- Special Needs Strategy Update: April 17<sup>th</sup> - Coordinated Service Planning workshop is being held at Niagara Catholic District School Board.

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

- Nil Report

## **H. TRUSTEE REPORTS**

**1. Pat Vernal – Trustee**

- Ontario Students Against Impaired Driving (OSAID), 29<sup>th</sup> Annual Student and Teacher Leadership Conference is being held May 7-10 at Sheraton College in Oakville.

**2. Maurice Charbonneau – Trustee**

- Nil Report

## **I. STUDENT REPORT**

**1. Thomas Dedinsky – Student Senate Representative Report Submitted**

- At the last Student Senate meeting we started off the meeting by choosing, for our May Club Roma Symposium, what video theme we wanted the attending school councils to make. Each year school councils make a funny video based on the theme given, and at the symposium we watch the video and Student Senate awards a winner.
- Some applications were marked for the Niagara Catholic District School Board Secondary Student Senate Scholarship.

## **J. NCPIC REPORT**

- Nil Report

## **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
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. Superintendent Baldasaro handed out the Niagara Catholic Mental Health and Addictions Strategy booklet for information.
2. Vice-Chair Lavorato informed the members that he will e-mail the menu in preparation for the year-end dinner being held in June.

**Q. NEXT MEETING:**

*Wednesday, May 6, 2015 at 7:00p.m. at the Catholic Education Centre*

**R. ADJOURNMENT**

Moved by Andrew Howcroft

Seconded by Bill Helmeczi

**THAT** the April 8, 2015 meeting of the Special Education Advisory Committee be adjourned.

**CARRIED**

This meeting was adjourned at 9:00p.m.

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**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
MAY 26, 2015**

***PUBLIC SESSION***

**TITLE: APPROVED MINUTES OF THE NIAGARA CATHOLIC  
PARENT INVOLVEMENT COMMITTEE (NCPIC) MEETING  
OF MARCH 26, 2015**

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**RECOMMENDATION**

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



**APPROVED MINUTES OF THE  
NIAGARA CATHOLIC PARENT INVOLVEMENT COMMITTEE MEETING**

**MARCH 26, 2015**

Minutes of the Meeting of the Niagara Catholic Parent Involvement Committee, held on Thursday, March 26, 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 7:04 p.m. by Chair Daly.

**A. ROUTINE MATTERS**

**1. Opening Prayer**

Opening prayer was led by Trustee, Vice-Chair Sicoli.

**2. 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		√	
Heather Pyke	Ontario Association for Parents in Catholic Education	√		
Anna Racine	SEAC Representative	√		
Fr. Peter Rowe	Bishop/Diocesan Representative		√	



Aidan Harold	Student Senate	√		
<b>Trustees</b>				
Kathy Burtnik	Trustee	√		
Dino Sicoli	Vice-Chair of the Board	√		

The following staff was in attendance:

Superintendent Forsyth-Sells, Jeff Smith, Secondary Principal, Josie Rocca, Support Staff and Yvonne Anderson, Recording Secretary.

Regrets sent: Fr. Peter Rowe, Kim Hedden, Carrie Vernelli, Linda Marie O'Hagan and Theo Dagenais

**4. Approval of the Agenda**

Moved by: Anna Racine

Seconded by: Mary Manella-Byers

**THAT** the Niagara Catholic Parent Involvement Committee approve the agenda of the Niagara Catholic Parent Involvement Committee Meeting of March 26, 2015 as presented.

**CARRIED**

**5. Disclosure of Conflict of Interest**

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

**6. Approval of the Niagara Catholic Parent Involvement Committee Meeting Minutes of January 8, 2015**

Moved by: Heather Pyke

Seconded by: Shelley Gilbert

**THAT** the Niagara Catholic Parent Involvement Committee approve the minutes of the Niagara Catholic Parent Involvement Committee Meeting of January 8, 2015 as presented.

**CARRIED**

**B. PRESENTATIONS**

1. Change the World Ontario Youth Volunteer Challenge-*Rick Epp, Youth Volunteer Coordinator in Communities*

Rick Epp provided background information on the Change the World Ontario Youth Volunteer Challenge and the numerous volunteer opportunities provided throughout the year for Niagara Catholic students. This year's Change the World Ontario Youth Volunteer Challenge kicks off on National Volunteer Week and will run from April 12 to May 24, 2015.

2. System Priorities and Balanced Budget 2015-2016-*John Crocco, Director of Education*

John Crocco presented and reviewed the Niagara Catholic System Priorities 2015-2016. John Crocco requested that all NCPIC members review the material and forward any suggestions or feedback for the System Priorities 2015-2016 to Superintendent Forsyth-Sells no later than Tuesday, April 7, 2015.

3. PRO Grant 2014-2015 Initiative-*Anna Racine, Mary Mannella-Byers and Heather Pyke*

A presentation on the PRO Grant 2014-2015 initiative "Family Game Night" was presented for information. A PRO Grant Subcommittee meeting will be held on April 20, 2015 at 6:00 p.m. at the Catholic Education Centre.

## C. SUBCOMMITTEE REPORT

### 1. FAITH FORMATION-*Josie Rocca*

NCPIC members are invited to attend the Adult Faith Formation session themed “O Freedom” The Path from Slavery to Salvation with Fr. Tony Ricard on Wednesday, April 29, 2015 from 4:15 p.m. to 5:45 p.m. at Saint Michael Catholic High School. R.S.V.P to Debra McCaffery at 905.735.0240 ext. 124 by Friday, April 24, 2015.

### 2. POLICY- *Shonna Daly*

The following Policies and Administrative Guidelines are currently being reviewed as part of the cyclical Policy and Administrative Guidelines Review process.

1. Student Suspension Policy (302.6.4)
2. Student Expulsion Policy (302.6.5)

Feedback is to be submitted to [jennifer.pellegrini@ncdsb.com](mailto:jennifer.pellegrini@ncdsb.com) by April 10, 2015.

1. Admission of Elementary and Secondary Students Policy (301.1)
2. Progressive Student Discipline Policy (302.6.9)
3. Safe Physical Intervention with Students Policy (301.8)

Feedback is to be submitted to [jennifer.pellegrini@ncdsb.com](mailto:jennifer.pellegrini@ncdsb.com) by Friday, May 1, 2015.

The NCPIC asked whether an auto-reply of acknowledgement of receipt of feedback could be set-up. Superintendent Forsyth-Sells will follow-up.

### 3. PRO GRANT 2013-2014 - *Anna Racine, Mary Mannella-Byers and Heather Pyke*

The “Through the Years” project has been completed. An invitation will be sent to all NCPIC members and Catholic School Council Chairs and Co-Chairs to attend a working session to prepare the packages for distribution on Monday, April 20, 2014 at 6:00 p.m. at the Catholic Education Centre.

## D. REPORT FROM THE DIRECTOR’S DESIGNATE SUPERINTENDENT OF EDUCATION-*Lee Ann Forsyth-Sells*

1. Invitation to attend the 6<sup>th</sup> Annual Ministry of Education PIC Symposium in Toronto on April 24 and 25, 2015. Superintendent Forsyth-Sells invited interested members of the NCPIC to contact Yvonne Anderson by Monday, April 20, 2015.
2. The World Meetings of Families-Philadelphia 2015  
Superintendent Forsyth-Sells provided information about the upcoming World Meeting of Families with Pope Francis in Philadelphia from September 22, 2015 to September 27, 2015.

### MOTION

Moved by: Gregg Kirchofer

Seconded by: Lisa Finley

**THAT** the Niagara Catholic Parent Involvement Committee sponsor two (2) Niagara Catholic Parent Involvement Committee parent members to attend the World Meeting of Families with Pope Francis in Philadelphia from September 22, 2015 to September 27, 2015, through the Diocese of St. Catharines package, with an approximate total cost of \$2500.00 Canadian for two (2) participants, which includes the WFM Congress Registration, and 5 nights hotel accommodation with continental breakfast with the understanding that the two (2) NCPIC participants would present a report at the Niagara Catholic Parent Involvement Committee meeting in November 2015. Transportation to and from Philadelphia is the sole responsibility of the participants and is not included in the Diocese of St. Catharines package to the World Meeting of Families.

**CARRIED**

3. Bishop's Gala on Friday, April 10, 2015  
Superintendent Forsyth-Sells invited the NCPIC members to attend the Bishop's Gala on Friday, April 10, 2015 at Club Roma and announced that the Award of Distinction Recipients for 2014-2015 are Anna Racine and Joseph Noonan. The NCPIC congratulated Anna Racine.
4. Ontario College of Teachers' presentation to parents: Monday, May 11, 2015  
Superintendent Forsyth-Sells stated that the Ontario College of Teachers' will be offering a presentation for parents/guardians on May 11, 2015. Further information about the time and location will follow.
5. NCPIC Financial Report  
A financial statement was provided for information. NCPIC funds will be allocated to the Partners in Catholic Education Dinner held on May 14, 2015.

**MOTION**

Moved by: Gregg Kirchofer

Seconded by: Shelley Gilbert

**THAT** the NCPIC meeting of January 8, 2015 be extended for an additional fifteen (15) minutes to continue with the items on the agenda.

**CARRIED**

**E. COMMUNITY REPORT**

1. Ontario Association for Parents in Catholic Education (OAPCE)-*Heather Pyke*  
Heather attended an OAPCE meeting on Friday, January 9, 2015 with Liz Sandals, Minister of Education and Carol Allen, Senior Director Compliance Canada at Assurant Solution. Niagara Catholic was well represented and has an excellent reputation throughout the province.

**MOTION**

Moved by: Alexandria Attree

Seconded by: Marion Battersby

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

The Society of St. Vincent de Paul is organizing their 5th Annual Family Pasta Dinner to be held Tuesday, May 19, 2015 at Club Capri. The tickets are \$12.00 for adults, \$8.00 for children ages 6-12 and children 5 and under are free. Proceeds will sponsor/support approximately 90 boys and girls from the Niagara Region to attend the summer camp program in Chatham, ON.

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

- Nil Report

**F. SEAC REPORT-*Anna Racine***

- The 2014-2015 goals for SEAC are to annually review sections of the Special Education Plan and to offer professional development to current teacher and teachers in the New Teacher Induction Program.
- Members of the SEAC will be attending the Provincial SEAC Conference in May.
- Students from Our Lady of Fatima, Grimsby won the Community Living "Together We Are Better" video contest.
- Special Education students from Blessed Trinity participated in the Integrated Arts Program.
- Students from Saint Francis and Notre Dame are enjoying their Co-op placements.
- Saint Michael hosted the annual Valentine's Semi-Formal for all Niagara Catholic Special Education Students.
- Special Education students at Holy Cross participated in the culinary arts.

**H. BISHOP/DIOCESAN REPORT-*Fr. Peter Rowe***

- Nil Report

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

- John Crocco has been in attendance at the Student Senate meetings and has invited and welcomed the Student Senate feedback on ideas for retention and the 2015-2016 System Priorities.
- Applications for the 2014-2015 Student Senate Scholarships will be accepted from graduating students until April 12, 2015.

**J. STAFF REPORT-*Jeff Smith***

- An update was provided regarding the exciting events and educational initiatives that have, and will take place throughout Niagara Catholic elementary and secondary schools.

**K. TRUSTEE REPORTS**

1. *Kathy Burtnik, Trustee of the Board*

Trustee Burtnik on behalf of Trustee Sicoli and herself wished everyone a Blessed and Holy Easter.

2. *Dino Sicoli, Vice-Chair of the Board*

- Nil Report

**L. NEW BUSINESS**

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

**N. NEXT MEETING:**

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

**P. CLOSING PRAYER:** “Our Father”

**O. ADJOURNMENT**

Moved by: Shelley Gilbert

Seconded by: Marion Battersby

**THAT** the March 26, 2015 meeting of the Niagara Catholic Parent Involvement Committee be adjourned.

**CARRIED**

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

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**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
MAY 26, 2015**

***PUBLIC SESSION***

**TITLE: MAY BOARD MEETING SYSTEM PRIORITIES AND  
BUDGET 2015-2016 - UPDATE**

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The May Board Meeting System Priorities and Budget 2015-2016 – Update will be presented as a verbal report from Senior Administrative Council.

The May Board Meeting System Priorities and Budget 2015-2016  
Update is presented for information.

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Prepared by: Senior Administrative Council  
Presented by: Senior Administrative Council  
Approved by: John Crocco, Director of Education/Secretary-Treasurer  
Date: May 26, 2015

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
MAY 26, 2015**

***PUBLIC SESSION***

**TITLE: PROPOSED EDUCATION DEVELOPMENT CHARGE BY-  
LAWS**

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The Proposed Education Development Charge By-Laws Report is presented for information.

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

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

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

Date: May 26, 2015



## **REPORT TO THE BOARD MAY 26, 2015**

### **PROPOSED EDUCATION DEVELOPMENT CHARGE (EDC) BY-LAWS**

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#### **BACKGROUND INFORMATION**

The Board will be holding a public meeting on the evening of May 26, 2015. The purpose of the meeting is to explain the purpose of the proposed EDC by-laws and to hear the views of the public. This must be a properly constituted Board meeting with quorum.

Section 257.63 of the *Education Act* requires that the Board, before passing an EDC by-law, (i) hold at least one public meeting, (ii) give at least 20 days notice of the meeting, and (iii) ensure that the proposed by-laws and the education development charge background study are made available to the public at least two weeks prior to the public meeting.

The Board has fully complied with the notice requirements of Section 257.63 of the *Education Act* and the obligation to make the background study and draft by-laws available to the public.

Following the public meeting, the next step in the process is the Board meeting scheduled for June 16, 2015, where the Board will consider enactment of the by-laws. Staff will be preparing a recommendation report for that meeting.

The Proposed Education Development Charge By-Laws Report is presented for information.

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

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

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

Date: May 26, 2015



**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
MAY 26, 2015**

***PUBLIC SESSION***

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

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**RECOMMENDATION**

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

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

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

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

Date: May 26, 2015



**REPORT TO THE BOARD  
MAY 26, 2015**

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

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**BACKGROUND INFORMATION**

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

April 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 April 2015 as presented.

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

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

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

Date: May 26, 2015

Appendix A

<b>NIAGARA CATHOLIC DISTRICT SCHOOL BOARD                      REPORT ON BANKING TRANSACTIONS</b>		
<b>SUMMARY OF BANK TRANSACTIONS FOR THE MONTH OF:</b>		<b>APRIL, 2015</b>
DESCRIPTION OF ITEMS	(A)	BANK ACCOUNT
<b>CASH BALANCE AT BEGINNING OF MONTH</b>		<b>29,332,034</b>
<b>CASH RECEIPTS FOR THE MONTH</b>		
1. GENERAL LEGISLATIVE GRANTS		16,890,149
2. CAPITAL GRANTS		1,245,238
3. OTHER GRANTS		518,527
<b>SUB-TOTAL - MINISTRY OF EDUCATION GRANTS</b>		<b>18,653,914</b>
4. ONTARIO EARLY YEARS CENTRE		41,615
5. INTEREST REVENUE		27,590
6. MUNICIPAL TAXES		0
7. TUITION FEES REVENUE, A.C.E. & OTHER		316,554
8. COMMUNITY USE		40,257
9. CHARITABLE DONATIONS		200
10. GOVERNMENT REBATES (HST 83% REBATE ON TAXABLE PURCHASES)		345,450
11. RECOVERY OF COSTS (LTD, WCB, BENEFITS, OTHER REIMBURSEMENTS))		106,849
12. OTHER CASH RECEIPTS		49,925
- Other receipts and refunds		
- Donations Collected from Employees - Other		
- Other		
<b>TOTAL CASH RECEIPTS</b>	<b>(B)</b>	<b>19,582,353</b>
<b>CASH DISBURSEMENTS FOR THE MONTH</b>		
1. ACCOUNTS PAYABLE (NET OF CANCELLED CHEQUES AND DEBT REPAYMENTS)		-3,775,961
2. TEACHER PENSION DEDUCTIONS		-1,277,314
3. O.M.E.R.S. PENSION DEDUCTIONS		-610,194
4. CANADA SAVINGS BONDS DEDUCTIONS		-153,666
5. TRANSFER (FROM) TO 4 OVER 5 TRUST ACCOUNTS		26,253
6. OTHER DEBITS		-24,348
7. PAYROLL TRANSFERS AND GOVERNMENT PAYMENTS		-14,963,919
8. TRANSFER TO SINKING FUND ASSET		0
9. INTEREST PAYMENTS ON CAPITAL DEBT		-514,649
10. PRINCIPAL PAYMENTS ON CAPITAL DEBT		-436,178
<b>TOTAL CASH DISBURSEMENTS</b>	<b>(C)</b>	<b>-21,729,976</b>
<b>CASH BALANCE AT END OF MONTH</b>	<b>A + B - C = D</b>	<b>(D) 27,184,410</b>

<b>NIAGARA CATHOLIC DISTRICT SCHOOL BOARD                      REPORT ON LOAN BALANCES</b>				
<b>SUMMARY OF LOAN BALANCES AS AT : APRIL, 2015</b>				
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			-11,086,369.91
2. OFA - GPL2 Loan 25 YR.	-8,639,910.63			-8,639,910.63
3. OFA - GPL3 Loan 25 YR.	-4,124,471.45			-4,124,471.45
4. OFA - 2010-11 DEBENTURE - GPL 3	-1,224,329.10			-1,224,329.10
5. OFA - 2010-11 DEBENTURE - PCS 1	-3,020,730.09			-3,020,730.09
6. OFA - PTR - Completed 2010/11	-7,522,937.23			-7,522,937.23
7. OFA - 2001-A1 Debenture	-1,746,361.35			-1,746,361.35
8. OFA - 2013 PCS Stage 1	-948,676.79			-948,676.79
9. OFA - 2015 PCS	-117,000.00			-117,000.00
10. Debenture (Niagara Region)	-824,000.00			-824,000.00
11. Debenture (Niagara Region)	-855,000.00			-855,000.00
12. Capital Projects - Completed 2001	-12,201,374.95		342,374.17	-11,859,000.78
13. Capital Projects - Completed 2002/03	-18,332,078.93			-18,332,078.93
14. Capital Projects - Completed 2004/05	-3,967,395.01		93,804.08	-3,873,590.93
15. Capital Projects - Completed 2005/06	-6,743,951.59			-6,743,951.59
16. Sinking Fund Asset	708,516.14			708,516.14
<b>Total Debentures &amp; Capital Loans</b>	<b>-80,646,070.89</b>	<b>0.00</b>	<b>436,178.25</b>	<b>-80,209,892.64</b>

PREPARED BY : Rosa Rocca  
 PRESENTED BY: Giancarlo Vetrone

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
MAY 26, 2015**

***PUBLIC SESSION***

**TITLE: FINANCIAL REPORTS  
UNAUDITED INTERIM STATEMENT OF OPERATIONS  
AS AT APRIL 30, 2015**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the Unaudited Interim Statement of Operations as at April 30, 2015, as presented.

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

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

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

Date: May 26, 2015



**REPORT TO THE BOARD  
MAY 26, 2015**

**UNAUDITED INTERIM STATEMENT OF OPERATIONS**

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**BACKGROUND INFORMATION**

In accordance with the Monthly Financial Reports Policy Statement, please be advised that a summarized Unaudited Interim Statement of Operations as at April 30, 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 April 30, 2015, as presented.

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

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

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

Date: May 26, 2015

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
UNAUDITED INTERIM STATEMENT OF OPERATIONS  
AS AT APRIL 30, 2015**

For presentation at Board Meeting on May 26, 2015

ACCOUNT DESCRIPTION	2014-15 ANNUAL BUDGET	2014-15 ACTUAL As at April 30	2013-14 ACTUAL As at April 30	% CHANGE FROM PRIOR YEAR
<b>TOTAL REVENUES</b>	<b>253,335,409</b>	<b>171,174,791</b>	<b>170,153,135</b>	<b>↑ 0.60%</b>
<b>EXPENDITURES</b>				
BOARD ADMINISTRATION	7,780,215	5,575,965	5,643,201	↓ -1.19%
ELEMENTARY SCHOOLS	128,816,621	86,798,972	86,129,460	↑ 0.78%
SECONDARY SCHOOLS	66,576,824	45,298,464	45,111,843	↑ 0.41%
CONTINUING EDUCATION	5,503,096	3,546,296	3,789,606	↓ -6.42%
PLANT OPERATIONS	18,216,755	13,197,565	12,552,976	↑ 5.13%
PLANT MAINTENANCE	4,114,189	2,178,676	2,285,004	↓ -4.65%
TRANSPORTATION	9,721,049	7,763,229	7,823,215	↓ -0.77%
<b>TOTAL OPERATING EXPENDITURES</b>	<b>240,728,749</b>	<b>164,359,167</b>	<b>163,335,305</b>	<b>↑ 0.63%</b>
AMORTIZATION	10,630,054	6,832,739	6,290,216	↑ 8.62%
INTEREST EXPENSES	4,387,683	3,289,586	3,607,460	↓ -8.81%
OTHER	117,487	0	0	
<b>TOTAL EXPENDITURES</b>	<b>255,863,973</b>	<b>174,481,492</b>	<b>173,232,981</b>	<b>↑ 0.72%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>-2,528,564</b>	<b>-3,306,701</b>	<b>-3,079,846</b>	<b>↑ 7.37%</b>
<b>ADJUSTMENTS FOR COMPLIANCE PURPOSES</b>				
AMORTIZATION OF EMPLOYEE FUTURE BENEFITS	958,265	638,843	638,843	↑ 0.00%
<b>NET SURPLUS/(DEFICIT) FOR COMPLIANCE</b>	<b>-3,486,829</b>	<b>-3,945,544</b>	<b>-3,718,689</b>	<b>↑ 6.10%</b>

**Notes:**

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

**Variance Analysis of Expenditures as at April 30, 2015**

1. **Board Administration** - Current year also includes the cost of upgrades to Security and Surveillance equipment as well as repairs to exterior concrete.  
Current period includes the realignment of software costs to elementary and secondary panels to better reflect usage.
2. **Elementary Schools** - Current year saw increases in staffing for Early Childhood Educator due to full ELKP implementation. Current period includes realignment of costs from Board Administration and Secondary panels to better reflect distribution of costs
3. **Secondary Schools** - Savings were seen in the area of teacher replacement costs when compared to the prior period. Current period includes realignment of costs from Board Administration and Elementary panels to better reflect distribution of costs
4. **Continuing Education** - Savings were seen in the areas of classroom instructor costs and classroom supplies when compared to prior period.
5. **Plant Operations** - Increases in staffing costs as well as utilities this period
6. **Plant Maintenance** - Savings were seen in the area of building maintenance when compared to prior period.
7. **Transportation** - Current year expenditures are comparable to prior period.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
MAY 26, 2015**

***PUBLIC SESSION***

**TOPIC: TRUSTEE INFORMATION  
SPOTLIGHT ON NIAGARA CATHOLIC – MAY 12, 2015**

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**May 12 2015**

### **Policy Update**

During the May 12 Committee of the Whole Meeting, Trustees recommended that the following revised policies be approved at the May 26 Board Meeting: ***Student Suspension Policy (302.6.4)*** and ***Student Expulsion Policy (302.6.5)***.

Niagara Catholic regularly reviews policies to ensure that they continue to meet the needs of the Board and are in compliance with Ministry of Education requirements.

Trustees will consider the policies at the May 26 Board Meeting.

### **Niagara Catholic Halfway Through Multi-Year Accessibility Plan**

During the May 12 Committee of the Whole Meeting, Superintendent of Education Yolanda Baldasaro and Applied Behavioural Analysis Supervisor Cathy McMullan provided Trustees with a mid-way snapshot of the Board's Accessibility Plan. This plan describes the measures the Board has undertaken and will undertake between 2012 and 2017 to identify, remove and prevent barriers to people with disabilities who work, learn and participate in our Board community and environment, including students, staff, parents and guardians, volunteers and visitors to the Board and its schools.

This plan is guided by the Niagara Catholic District School Board Accessibility Standards Policy and Administrative Guidelines (800.8). Read the complete document in the [May 12](#) agenda.

### **Trustees Recommend 2015-2016 Annual Budget**

Giancarlo Vetrone, Superintendent of Business and Financial Services, presented the draft 2015-2016 Annual Budget to Trustees during the May 12 Committee of the Whole Meeting.

The 2015-2016 balanced budget is set at \$250,669,003, a decrease in spending of approximately \$6 million over 2014-2015. Trustees will consider the 2015-2016 Annual Budget at the May 26 Board Meeting. Read the budget report in the [May 12](#) agenda.



## Students Bound for National Skills Competition in Saskatoon

Two Niagara Catholic students will travel to Saskatoon, Saskatchewan later this month, as part of Team Ontario for the Skills Canada competition 2015, after winning gold at Skills Ontario at RIM Park in Waterloo May 4-6.

Alex DiPaola, a student at Notre Dame College School, won Gold in the Mechanical CADD (Computer Aided Design and Drafting) category. This event tests the student's ability to visualize the size, shape and proportions of two-dimensional drawings in three dimensions.

Alex Powell, a student at Saint Michael Catholic High School, won Gold in the Electronics category. This event tests the student's strong analytical skills, persistence, keen problem-solving and troubleshooting abilities, mathematical aptitude, knowledge of computers and excellent hand-eye co-ordination.

Director of Education John Crocco praised the students for their hard work and commitment to excellence in their events, and the staff who taught and supported them to achieve this result.

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"I am very proud of both Alex DiPaola and Alex Powell for representing their schools and Niagara Catholic at the Skills Ontario competition and earning spots on Team Ontario for the Skills Canada event in Saskatchewan later this month," said Mr. Crocco. "Their outstanding results are proof that knowledge, skill, hard work and commitment pay off, and I know that the best wishes of all of Niagara Catholic will travel to Saskatoon with them. I would also like to recognize their teachers who shared their knowledge, time and talents for the success of all students."



## Catholic Education Week 2015 A Resounding Success

Niagara Catholic schools were filled with faith, fun and families during Catholic Education Week 2015. The week kicked off with Music Monday and the Board's annual Catch the Spirit Award, which celebrates outstanding Niagara Catholic students, and concluded with the Distinguished Alumni Award, which recognizes and honours outstanding alumni. View a complete story and photos of Catholic Education Week events in our schools [here](#).



**Don't forget!**

The Niagara Catholic Staff and Family Picnic will take place at Queenston Heights Park on Sunday, June 7, 2015. Join us for an outdoor Mass led by Bishop Bergie at 10 a.m., followed by fun, games and food prepared by the Culinary Arts students at Blessed Trinity Catholic Secondary School. All Niagara Catholic staff and their families are invited to participate in this event. Bring your lawn chairs, snacks and beverages. To register your attendance, please RSVP to [www.surveymonkey.com/r/NCDSB2015](http://www.surveymonkey.com/r/NCDSB2015) by Friday, May 29.



**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
MAY 26, 2015**

***PUBLIC SESSION***

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

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# JUNE 2015



Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3 SEAC Meeting	4 Young Artists Gala	5	6
7 Family Mass and Picnic Queenston Heights	8	9 SAL Meeting CW Meeting	10	11 Leadership Symposium	12 Elementary PA Day	13
14	15	16 Board Meeting	17	18 Semester 2 Exams begin	19 Retirement and Service Recognition Celebration	20
21	22	23	24 Semester 2 Exams End	25 Secondary PA Day Last day of school - Elementary	26 Elementary PA Day	27
<b>Secondary Graduations</b>						
28	29	30				