



*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, FEBRUARY 24, 2015  
7:00 P.M.**

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



### **A. ROUTINE MATTERS**

1. Opening Prayers – Trustee Charbonneau -
2. Roll Call -
3. Approval of the Agenda -
4. Declaration of Conflict of Interest -
5. Minutes of the Board Meeting of January 27, 2015 A5

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

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

1. School Excellence Program C1  
Niagara Catholic Continuing Education
2. Unapproved Minutes of the Committee of the Whole Meeting of February 10, 2015 C2  
and Consideration of Recommendations
- 2.1 Approval of Policies
- 2.1.1 Accessibility Customer Service Policy (800.8.1) C2.1.1
- 2.1.2 Employee Workplace Harassment Policy (201.7) \* C2.1.2
- 2.1.3 Employee Workplace Violence Policy (201.11) \* C2.1.3
- 2.1.4 Occupational Health & Safety Policy (201.6) \* C2.1.4  
\* Ministry of Labour Compliance Annual Review
3. Long Term Financing For Capital Projects Approved by The Ministry Of Education C3
4. Financial Records
- 4.1 Monthly Banking Transactions – January 2015 C4.1
- 4.2 Unaudited Interim Statement of Operations as at January 31, 2015 C4.2

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

1. Correspondence
- 1.1 United Way South Niagara - Request to attend May 2015 Board Meeting D1.1
- 1.2 Sophie Mary Stanko – Proposed Revitalization of McGuinty’s Sex Ed D1.2
2. Report on Trustee Conferences Attended -
3. General Discussion to Plan for Future Action -

- |                                                                                                                                                                                                                            |      |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|
| 4. Trustee Information                                                                                                                                                                                                     |      |
| 4.1 Spotlight on Niagara Catholic – February 2015                                                                                                                                                                          | D4.1 |
| 4.2 Calendar of Events – March 2015                                                                                                                                                                                        | D4.2 |
| 4.3 Letter to All Families - Measles / Information from Public Health                                                                                                                                                      | D4.3 |
| 4.4 OCSTA/OCSBOA Business Seminar 2015 – April 30, 2015                                                                                                                                                                    | -    |
| 4.5 OCSTA 85th Annual General Meeting & Conference, Toronto – April 30 – May 2, 2015                                                                                                                                       | -    |
| 4.6 Ontario College of Teachers Presentation                                                                                                                                                                               | D4.6 |
| 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**

- |                                      |    |
|--------------------------------------|----|
| 1. Attendance Support Program Policy | E1 |
|--------------------------------------|----|

## **F. BUSINESS IN CAMERA**

## **G. REPORT ON IN CAMERA SESSION**

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

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

## **J. ADJOURNMENT**

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
FEBRUARY 24 , 2015**

***PUBLIC SESSION***

**TITLE: MINUTES OF THE BOARD MEETING OF  
JANUARY 27, 2015**

---

**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the Minutes of the Board Meeting of January 27, 2015, as presented.



## MINUTES OF THE BOARD MEETING

**TUESDAY, JANUARY 27, 2015  
7:00 P.M.**

*FATHER KENNETH BURNS C.S.C. BOARD ROOM  
THE CATHOLIC EDUCATION CENTRE*

Minutes of the Meeting of the Niagara Catholic District School Board, held on Tuesday, January 27, 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 Chair MacNeil.

### A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayers were led by Trustee MacNeil

2. Roll Call

Chair 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; **Linda Marconi**, Recording Secretary/Executive Assistant – Director of Education.

**3. Approval of the Agenda**

Chair MacNeil requested that item 6.2.1 be moved to item C.1 to include all present for the Act of Consecration.

Moved by Trustee Burtnik  
Seconded by Trustee Vernal

**THAT** the Niagara Catholic District School Board approve the Agenda of the Board Meeting of January 27, 2015, as amended.

**CARRIED**

**4. Declaration of Conflict of Interest**

Trustee Burtnik disclosed a direct pecuniary interest with Item 7.1 in the report on Monthly Banking Transactions for the month of December of the Public Agenda, as cheques were paid to her family business. Trustee Burtnik did not take part in the consideration of, or vote on any question with relation to this item.

**5. Approval of Minutes of Board Meetings**

**5.1 December 16, 2014**

Under Roll Call, Trustee Pat Vernal was inadvertently excluded from the list of those present. Trustee Burkholder's name to be removed from those in attendance.

Moved by Trustee Charbonneau  
Seconded by Trustee O'Leary

**THAT** the Niagara Catholic District School Board approve the Minutes of the Board Meeting of December 16, 2014, as amended.

**CARRIED**

**B. DELEGATIONS/PRESENTATIONS**

Nil

**C. COMMITTEE AND STAFF REPORTS**

**1. Unapproved Minutes of the Committee of the Whole Meeting of January 13, 2015 and Consideration of Recommendations**

Moved by Trustee Burtnik  
Seconded by Trustee Nieuwesteeg

**THAT** the Niagara Catholic District School Board receive the unapproved Minutes of the Committee of the Whole Meeting of January 13, 2015 as presented.

**CARRIED**

The following recommendations were presented for the Board's consideration from the Committee of the Whole Meeting of December 2, 2014.

Chair MacNeil presented the Act of Consecration and asked all to stand to read the consecration together. It was recommended that Senior Staff be included in the Consecration. Chair MacNeil will revise the copy to include Senior Staff and forward a copy to Director Crocco to inform the system of the Consecration of the Board.

**1.1 Consecration of the Niagara Catholic District School Board to the Immaculate Heart of Mary and the Sacred Heart of Jesus**

Moved by Trustee Fera

Seconded by Trustee Burtnik

**THAT** the Niagara Catholic District School Board approve the Consecration of the Niagara Catholic District School Board to the Immaculate Heart of Mary and the Sacred Heart of Jesus, as amended.

**CARRIED**

**2. School Excellence Program – St. Christopher Catholic Elementary School**

Director Crocco provided background information on the monthly School Excellence Program. Ted Farrell, Superintendent of Education provided background information about St. Christopher Catholic Elementary School and introduced Roger Demers, Principal of St. Christopher Catholic Elementary School.

Principal Demers showcased St. Christopher Catholic Elementary School as part of the School Excellence Program.

Chair MacNeil thanked Principal Demers and the staff in attendance for the presentation. Trustees Vernal and Burtnik also expressed their appreciation and gratitude.

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

Moved by Trustee Charbonneau

Seconded by Trustee O'Leary

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

**CARRIED**

**4. Appointment of Community Representative(s) to the Special Education Advisory Committee (SEAC) 2014-2018**

Superintendent Baldasaro presented the report on the appointment of Community Representatives to the Special Education Committee (SEAC) 2014-2018.

Moved by Trustee Charbonneau

Seconded by Trustee Nieuwesteeg

**THAT** the Niagara Catholic District School Board appoint the following local association representatives to serve as Special Education Advisory Committee members for the term of 2014-2018:

Andrew Howcroft – Community Living – Welland Pelham

- Cindy Palumbo – Learning Disabilities Association of Niagara Region (Alternate Representative)
- Mario Palumbo - Learning Disabilities Association of Niagara Region (Alternate Representative)

**CARRIED**

**5. Approved Minutes of the Niagara Catholic Parent Involvement Committee (NCPIC) Meeting of November 13, 2014**

Moved by Trustee Burtnik

Seconded by Trustee Vernal

**THAT** the Niagara Catholic District School Board receive the Approved Minutes of the Niagara Catholic Parent Involvement Committee (NCPIC) Meeting of November 13, 2014 as presented for information.

**CARRIED**

**6. Niagara Catholic System Priorities Mid-Year Progress Review 2014-2015**

On behalf of Senior Administrative Council, Director Crocco presented the Niagara Catholic System Priorities Mid-Year Progress Review 2014-2015 report. The Niagara Catholic System Priorities 2014-2015 are designed and approved by the Board to provide the annual focus for the system towards achieving the outcomes of the Niagara Catholic Vision 2020 Strategic Plan.

Director Crocco and Senior Administrative Staff highlighted specific points outlined in the Mid-Year Progress Review booklet with regard to the focus and achievement of the system priorities as well as updated targeted progress or completion of the System Priority for 2014-2015.

Senior Administrative Council, administrators and Board staff will collate, analyze and review all data gathered for the 2014-2015 school year and present a final report to the Board at the September 2015 Board Meeting.

Trustees were provided an opportunity to ask questions or make comments regarding the System Priorities Mid-Year Progress Review 2014-2015.

On behalf of the Board, Chair MacNeil congratulated and thanked Director Crocco and Senior Administrative Council for the thoroughness of the report the conscience manner it was presented.

**7. Financial Reports**

**7.1 Monthly Banking Transactions – December 2014**

Moved by Trustee Charbonneau

Seconded by Trustee O’Leary

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

**CARRIED**

**7.2 Unaudited Interim Statement of Operations as at December 31, 2014**

A change was made to the motion from approved to received.

Moved by Trustee Fera  
Seconded by Trustee Vernal

**THAT** the Niagara Catholic District School Board receive the Unaudited Interim Statement of Operations as at December 31, 2014, as amended for information.

**CARRIED**

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

**1. Correspondence**

Nil

**2. Report on Trustee Conferences Attended**

**2.1 2015 OCSTA Catholic Trustees' Professional Development Seminar**

Trustee Vernal provided a brief summary of the OCSTA Professional Development Session on January 15, 16, & 17, 2015.

Student Trustees DiPasquale and Demezio thanked the Board for inviting them to this conference and to have been given the opportunity to attend.

Trustee Burtnik reported on the Ministry Professional Development day which was part of the OCSTA PD Seminar.

Trustee O'Leary commented on the conference and thanked Trustee Burtnik on her involvement and contribution to the conference as President of OCSTA.

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

Director Crocco reminded the Board that in addition to the preparation of the System Priorities and Budget 2015-2016 February Update Report, Senior Administrative Council is on schedule to bring an In Camera report on Board Properties, Facilities Services and Education Technology at the February 2015 Committee of the Whole meeting for the consideration of Trustees.

**4. Trustee Information**

**4.1 Spotlight – January 2015**

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

**4.2 Calendar of Events – February 2015**

Director Crocco reviewed the Calendar of Events – February 2015 for Trustees information.



#### **4.3 Board Committee Membership 2015**

Chair MacNeil presented the 2015 Board Committee form. An additional Trustee was required for the Lakeshore Catholic Attendance Boundary Review Committee Area. Chair MacNeil volunteered for this committee. A recommendation was made to include a note that all Trustees are considered alternates for all committees.

Moved by Trustee Charbonneau  
Seconded by Trustee Sicoli

**THAT** the Niagara Catholic District School Board approve the 2015 Board Committee Membership as amended.

**CARRIED**

#### **5. Open Question Period**

None Submitted

### **E. NOTICES OF MOTION**

#### **1. Attendance Support Program Policy**

In accordance with the Board Bylaws, the Notice of Motion will be presented to the February 24, 2015 Board Meeting.

### **F. BUSINESS IN CAMERA**

Moved by Trustee Charbonneau  
Seconded by Trustee Sicoli

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

**CARRIED**

The Niagara Catholic District School Board moved into the In Camera Session of the Board Meeting at 9:00 p.m. and reconvened at 9:25 pm.

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

#### **SECTION A: STUDENT TRUSTEES PRESENT**

Moved by Trustee O'Leary  
Seconded by Trustee Nieuwesteeg

**THAT** the Niagara Catholic District School Board approve the Minutes of the In Camera Session of the Board Meeting - SECTION A: Student Trustees Present of December 16, 2014 as amended.

**CARRIED (Item F1)**

Moved by Trustee Vernal  
Seconded by Trustee O'Leary

**THAT** the Niagara Catholic District School Board approve the Minutes of the In Camera Session of the Board Meeting - SECTION A: Student Trustees Present of January 13, 2015 as presented.

**CARRIED (Item F2)**

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

Moved by Trustee Charbonneau

Seconded by Trustee Burtnik

**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 December 16, 2014 as amended.

**CARRIED (Item F4)**

Moved by Trustee Burtnik

Seconded by Trustee Fera

**THAT** the Niagara Catholic District School Board receive the Minutes of the In Camera Session of the Committee of the Whole Meeting - SECTION B: Student Trustees Excluded of January 13, 2015 as presented.

**CARRIED (Item F5)**

Moved by Trustee Charbonneau

Seconded by Trustee Sicoli

**THAT** the Niagara Catholic District School Board approve the recommendation as outlined in Item F5.1 of the In Camera Agenda.

**CARRIED (Item F5.2)**

Moved by Trustee Charbonneau

Seconded by Trustee Sicoli

**THAT** the Niagara Catholic District School Board approve the recommendation as outlined in Item F5.1 of the In Camera Agenda.

**CARRIED (Item F5.3)**

Moved by Trustee Charbonneau

Seconded by Trustee Sicoli

**THAT** the Niagara Catholic District School Board approve the recommendation as outlined in Item F5.1 of the In Camera Agenda.

**CARRIED (Item F5.4)**

Moved by Trustee Charbonneau

Seconded by Trustee Sicoli

**THAT** the Niagara Catholic District School Board approve the recommendation as outlined in Item F5.1 of the In Camera Agenda.

**CARRIED (Item F5.5)**

Moved by Trustee Charbonneau

Seconded by Trustee Sicoli

**THAT** the Niagara Catholic District School Board approve the recommendation as outlined in Item F5.1 of the In Camera Agenda.

**CARRIED (Item F5.6)**

Moved by Trustee Charbonneau

Seconded by Trustee Sicoli

**THAT** the Niagara Catholic District School Board approve the recommendation as outlined in Item F5.1 of the In Camera Agenda.

**CARRIED (Item F5.7)**

Moved by Trustee Charbonneau

Seconded by Trustee Sicoli

**THAT** the Niagara Catholic District School Board approve the recommendation as outlined in Item F5.1 of the In Camera Agenda.

**CARRIED (Item F5.8)**

Moved by Trustee Charbonneau

Seconded by Trustee Sicoli

**THAT** the Niagara Catholic District School Board approve the recommendation as outlined in Item F5.1 of the In Camera Agenda.

**CARRIED (Item F5.9)**

Moved by Trustee Charbonneau

Seconded by Trustee Sicoli

**THAT** the Niagara Catholic District School Board approve the recommendation as outlined in Item F5.1 of the In Camera Agenda.

**CARRIED (Item F5.10)**

Moved by Trustee Charbonneau

Seconded by Trustee Sicoli

**THAT** the Niagara Catholic District School Board approve the recommendation as outlined in Item F5.1 of the In Camera Agenda.

**CARRIED (Item F5.11)**

Moved by Trustee Charbonneau

Seconded by Trustee Sicoli

**THAT** the Niagara Catholic District School Board approve the recommendation as outlined in Item F5.1 of the In Camera Agenda.

**CARRIED (Item F5.12)**

Moved by Trustee Charbonneau

Seconded by Trustee Sicoli

**THAT** the Niagara Catholic District School Board approve the recommendation as outlined in Item F5.1 of the In Camera Agenda.

**CARRIED (Item F5.13)**

Moved by Trustee Charbonneau

Seconded by Trustee Sicoli

**THAT** the Niagara Catholic District School Board approve the recommendation as outlined in Item F5.1 of the In Camera Agenda.

**CARRIED (Item F5.14)**

Moved by Trustee Charbonneau

Seconded by Trustee Sicoli

**THAT** the Niagara Catholic District School Board approve the recommendation as outlined in Item F5.1 of the In Camera Agenda.

**CARRIED (Item F5.15)**

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

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

## **J. ADJOURNMENT**

Moved by Trustee Sicoli  
Seconded by Trustee O'Leary

**THAT** the January 27, 2015 meeting of the Niagara Catholic District School Board be adjourned.

**CARRIED**

This meeting was adjourned at 9:27 pm.

---

---

Minutes of the Meeting of the Niagara Catholic District School Board held on **January 27, 2015**.

Approved on **February 24, 2015**.

---

Fr. Paul MacNeil  
Chair of the Board

---

John Crocco  
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
FEBRUARY 24, 2015**

***PUBLIC SESSION***

**TITLE: SCHOOL EXCELLENCE PROGRAM  
ADULT AND CONTINUING EDUCATION**

---

---

The School Excellence Program report is presented for information.

---

---

Prepared by: Frank Iannantuono, Superintendent of Education

Presented by: Frank Iannantuono, Superintendent of Education

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

Date: February 24, 2015



## SCHOOL EXCELLENCE PROGRAM NIAGARA CATHOLIC CONTINUING EDUCATION

Superintendent of Education:  
Frank Iannantuono  
Principal: Robert Di Persio  
Vice-Principal: Mario DiVittorio  
Manager: Farah Abedin  
Supervisor: Fred Wilson

Fr. Patrick H. Fogarty  
269 Thorold Road West  
Welland, ON, L3C 3W1  
905-734-4495

St. Ann  
5895 North Street  
Niagara Falls, ON, L2G 1J7  
905-354-3531

St. John  
145 Niagara Street  
St. Catharines, ON, L2R 4L7  
905-682-3360

St. John South  
54 Jarvis Street  
Fort Erie, ON, L2A 2S4  
(905) 991-8951

St. Thomas  
68 Eastchester Avenue  
St. Catharines, ON, L2P 2Y4  
905-685-3276

Hope Centre  
179-181 East Main St  
Welland, ON, L3B 3W7  
905-788-3605

1-866-727-8401  
alc.niagaracatholic.ca



### Programs:

- English as a Second Language
- General Interest Courses
- Literacy and Basic Skills
- International Education
- International Integration Program
- International Languages for JK to Grade 8
- Language Instruction for New Comers
- Literacy and Numeracy for Grades 7 to 12
- Online Learning
- Ontario Secondary School Credits
- Personal Support Worker Certification
- Prior Learning Assessment and Recognition for Mature Students
- Specialized Language Training Program
- Summer School
- Teach English as a Second Language

2000+ students

### Mission Statement

To provide the opportunity for the personal growth and achievement for life long learners and to support them in pursuing their goals in a student centred, flexible environment which respects the dignity and worth of members of the Catholic school community.

Prepared by: Frank Iannantuono, Superintendent of Education  
Presented by: Frank Iannantuono, Superintendent of Education  
Approved by: John Crocco, Director of Education/Secretary-Treasurer  
Date: February 24, 2015

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
FEBRUARY 24, 2015**

***PUBLIC SESSION***

**TOPIC: UNAPPROVED MINUTES OF THE COMMITTEE OF THE  
WHOLE MEETING OF FEBRUARY 10, 2015**

---

---

**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board receive the unapproved Minutes of the Committee of the Whole Meeting of February 10, 2015, as presented.

The following recommendations are being presented for the Board's consideration from the Committee of the Whole Meeting of February 10, 2015:

**2.1 Policies**

**2.1.1 Accessibility Customer Service Policy (800.8.1)**

**THAT** the Niagara Catholic District School Board approve the Accessibility Customer Service Policy (800.8.1), as presented.

**2.1.2 Employee Workplace Harassment Policy (201.7)**

**THAT** the Niagara Catholic District School Board approve the Employee Workplace Harassment Policy (201.7), as presented.

**2.1.3 Employee Workplace Violence Policy (201.11)**

**THAT** the Niagara Catholic District School Board approve the Employee Workplace Violence Policy (201.11), as presented.

**2.1.4 Occupational Health & Safety Policy (201.6)**

**THAT** the Niagara Catholic District School Board approve the Occupational Health & Safety Policy (201.6), as presented.



## MINUTES OF THE COMMITTEE OF THE WHOLE MEETING TUESDAY, FEBRUARY 10, 2015

Minutes of the Meeting of the Committee of the Whole of the Niagara Catholic District School Board, held on Tuesday, February 10, 2015 in the Father Kenneth Burns C.S.C. Board Room, at the Catholic Education Centre, 427 Rice Road, Welland.

The meeting was called to order at 7:00 p.m. by Vice-Chair Sicoli.

### A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayer was led by Vice-Chair Sicoli

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; **Linda Marconi**, Recording Secretary/Executive Assistant – Director of Education.

**3. Approval of the Agenda**

Moved by Trustee Charbonneau

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

**CARRIED**

Vice-Chair Sicoli welcomed Anna Pisano, Administrative Assistant to Corporate Services & Communications.

**4. Declaration of Conflict of Interest**

Declaration of Conflict of Interest was declared by Trustee O’Leary with Item F2 of the In Camera Agenda. These trustees have family members who are teachers, or employees of the Board.

**5. Approval of Minutes of the Committee of the Whole Meeting of January 13, 2015**

Moved by Trustee Nieuwesteeg

**THAT** the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting of January 13, 2015, as presented.

**CARRIED**

**B. PRESENTATIONS**

**1. Norah Morgan Memorial Award**

Mark Lefebvre, Superintendent of Education provided information on the Norah Morgan Memorial Award and introduced Dr. Debra McLauchlan and Jessica Carmichael, Carousel’s new Artistic Directors and Catie Cordes from Carousel Players, who presented the award to this year’s recipient, Marty Umanetz, teacher at Our Lady of Fatima Catholic Elementary School, St. Catharines.

**2. Blessed Trinity Catholic secondary School Recipient of the Premier’s Award for Accepting Schools 2013-2014**

Yolanda Baldasaro, Superintendent of Education provided information on the Premier’s Award for Accepting Schools. Blessed Trinity Catholic Secondary School is the recipient of the 2013-2014 award. Superintendent Baldasaro introduced Joe Zaroda, Principal, John Cino, Student Success Lead and Josephine Moretuzzo, Student Services Program Chair of Blessed Trinity Catholic Secondary School. Principal Zaroda, staff and students showcased the work of the Blessed Trinity Catholic Secondary School Safe and Accepting Schools’ Team. Student Trustee Jessica DiPasquale and Chair MacNeil commented and thanked the staff at Blessed Trinity Catholic Secondary School.

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

### **1. Policy Committee**

#### **1.1 Unapproved Minutes of the Policy Committee Meeting of January 27, 2015**

Moved by Trustee MacNeil

**THAT** the Committee of the Whole receive the unapproved Minutes of the Policy Committee Meeting of January 27, 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 Accessibility Customer Service Policy (800.8.1)**

Moved by Trustee Burtnik

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the revised Accessibility Customer Service Policy (800.8.1), as presented.

**CARRIED**

##### **1.2.2 Employee Workplace Harassment Policy (201.7)**

Moved by Trustee Burtnik

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the revised Employee Workplace Harassment Policy (201.7), as presented.

**CARRIED**

##### **1.2.3 Employee Workplace Violence Policy (201.11)**

Moved by Trustee Burtnik

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the revised Employee Workplace Violence Policy (201.11), as presented.

**CARRIED**

##### **1.2.4 Occupational Health & Safety Policy (201.6)**

Moved by Trustee Burtnik

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the revised Occupational Health & Safety Policy as presented.

**CARRIED**

#### **1.3 Policy and Guideline Review 2015-2015 Schedule**

John Crocco, Director of Education presented the Policy and Guideline Review 2014-2015 Schedule for the information of Trustees.

**2. Special Needs Strategy for Children and Youth**

Superintendent Baldasaro and David O'Rourke, Special Education Coordinator provided a PowerPoint presentation on the Special Needs Strategy for Children and Youth Report. Superintendent Baldasaro answered questions of Trustees. Trustee Burtnik requested that an update be provided at a future meeting, and the Board supported this request.

**3. Preparation of System Priorities and Balanced Budget 2015-2016 – February 2015 Update**

Director Crocco and Giancarlo Vetrone, Superintendent of Business & Financial Services provided a graphic presentation on the Preparation of the System Priorities and Budget 2015-2016 - February 2015 Update. Director Crocco and Senior Administrative Council will continue to update and engage the Trustees in discussions as the final report and recommendation is prepared to be presented to the April 2015 Committee of the Whole meeting.

**4. Monthly Updates**

**4.1 Capital Projects Update**

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

**4.2 Student Senate Update**

Student Trustees Chloe Demizio and Jessica Di Pasquale presented a brief verbal update on the current activities of the Student Senate. Chair MacNeil thanked the Student Trustees

**4.3 Senior Staff Good News Update**

Senior Staff highlights included:

**Ted Farrell, Superintendent of Education**

- Thorold City Council extended congratulations to Monsignor Clancy and St. Charles Catholic Elementary Schools for receiving the Best School Entry award at the Santa Clause parade.
- Denis Morris Catholic High School hosted the 40<sup>th</sup> Annual Catholic Classic Basketball tournament, Denis Morris Catholic High School went to the Consolation Final and Saint Francis Catholic Secondary School to the Final in the tournament.

**D. INFORMATION**

**1. Trustee Information**

**1.1 Spotlight on Niagara Catholic – January 2015**

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

**1.2 Calendar of Events – February 2015**

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

**1.3 OCSTA/OCSBOA Business Seminar 2015 – April 30, 2015**

Director Crocco asked those Trustees who are interested in attending the OCSTA/OCSBOA Business Seminar on April 30<sup>th</sup> to confirm their attendance with Linda Marconi, Executive Assistant – Director of Education.

**1.4 OCSTA 85th Annual General Meeting & Conference, Toronto – April 30 – May 2, 2015**

Director Crocco provided information on the OCSTA AGM and Conference. Trustees were asked to confirm their attendance with Linda Marconi.

Trustees are asked to confirm their attendance for the CCSTA Conference to be held June 11 - 13, 2015 in Newfoundland.

**1.5 Reimbursement of Mileage**

Superintendent Vetrone provided information on the new process of mileage reimbursement when attending conference. Reimbursement will be included on monthly honorarium. Trustees supported this new process as presented.

**E. OTHER BUSINESS**

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

- 1.1 Director Crocco informed Trustees that a recommendation to engage the Attendance Area Review Committees and the ARC Process will potentially take place in the Fall of 2015.
- 1.2 A report will be brought forth to address the letter to the Board regarding the request for a secondary school in Niagara-on-the-Lake.
- 1.3 A request has been made by the Ontario College of Teachers to present to Boards and Parent Involvement Committees on the Role of the Ontario College of Teachers. Discussion took place on possible dates and the format of the presentation. Director Crocco will contact OCT and recommend one evening presentation for interested Trustees, staff and parents.

**F. BUSINESS IN CAMERA**

Moved by Trustee O’Leary

**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 8:47 p.m. and reconvened at 10:12 p.m.

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

Moved by Trustee O’Leary

**THAT** the Committee of the Whole report the motions from the In Camera Session of the Committee of the Whole Meeting of February 10, 2015.

**CARRIED**

## **SECTION A: STUDENT TRUSTEES INCLUDED**

Moved by Trustee Charbonneau

**THAT** the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting - In Camera Session (Section A: Student Trustees Included) held on January 13, 2015 as presented.

**CARRIED (Item F1)**

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

Moved by Trustee

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the recommendation as outlined in Item F3 of the In Camera Agenda.

**CARRIED (Item F3)**

Moved by Trustee Nieuwesteeg

**THAT** the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting - In Camera Session (Section B: Student Trustees Excluded) held on January 13, 2015 as presented.

**CARRIED (Item F4)**

## **H. ADJOURNMENT**

Moved by Trustee Charbonneau

**THAT** the February 10, 2015 Committee of the Whole Meeting be adjourned.

**CARRIED**

This meeting was adjourned at 10:12 p.m.

---

---

Minutes of the Committee of the Whole Meeting of the Niagara Catholic District School Board held on **February 10, 2015.**

Approved on **March 10, 2015.**

---

Dino Sicoli  
Vice-Chairperson of the Board

---

John Crocco  
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
FEBRUARY 24, 2015**

***PUBLIC SESSION***

**TOPIC: ACCESSIBILITY CUSTOMER SERVICE POLICY (800.8.1)**

---

---

**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the Accessibility Customer Service Policy (800.8.1), as presented.

---

---

Prepared by: Yolanda Baldasaro, Superintendent of Education  
Presented by: Policy Committee  
Recommended by: Committee of the Whole  
Date: February 24, 2015



## ACCESSIBILITY CUSTOMER SERVICE POLICY

### STATEMENT OF POLICY

Section:	800 – School and Community Relations
No:	800.8.1
Adopted:	December 15, 2009
Revised:	NIL

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, Niagara Catholic is committed to providing educational programs and services in its learning and working environments and facilities which are free of barriers, building on the key principles of independence, dignity, and respect for all students, parents/guardians, staff and members of the community.

The Board defines a customer as any person who uses the services of the school board, who is not a student or staff, as they are covered by the Education Act and Regulations, various Employment and Labour Acts, and Board Policies and Guidelines.

The Board is committed to giving persons with disabilities equal opportunity of access to services and programs offered by the Board in locations normally accessed by the public.

The provision of educational programs and services involves the positive implementation of attitudes, actions, structures, and systems that support the continual improvement of accessibility and customer service in the Niagara Catholic District School Board.

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

#### ***References***

- [\*Accessibility for Ontarians with Disabilities Act, 2005 \(AODA\)\*](#)
- [\*Accessibility Standards for Customer Service, Ontario Regulation 429/07\*](#)
- [\*Ontario Human Rights Code\*](#)
- [\*Ontario Education Services Corporation\*](#)
- [\*Niagara Catholic Policies/Documents\*](#)
  - [\*Accessibility Standards Policy \(800.8\)\*](#)
  - [\*Niagara Catholic Multi-Year Accessibility Plan, 2012-2017\*](#)



## ACCESSIBILITY CUSTOMER SERVICE POLICY

### ADMINISTRATIVE GUIDELINES

Section:	800 – School and Community Relations
No:	800.8.1
Adopted:	December 15, 2009
Revised:	NIL

## DEFINITIONS

For the purpose of this Policy, the following definitions are provided;

**Customer** is any person who uses the services of the school board, who is not a student or staff, as they are covered by the Education Act and Regulations, various Employment and Labour Acts, and Board Policies and Guidelines.

**Assistive Device** is any device used by people with disabilities to help with daily living. Assistive devices include but are not limited to a range of products such as wheelchairs, walkers, white canes, oxygen tanks, and electronic communication devices.

**Service Animal** is an animal that is being used because of a person's disability and this is either readily apparent or is supported by a letter from a medical practitioner.

**Support Person** is a person who assists or interprets for a person with a disability as he/she access the services of the Board. A support person is distinct from an employee who supports a student in the system.

**Third Party Contractors** is any person or organization acting on behalf of or as an agent of the Board (e.g. bus operators, contracted professionals.)

**Barrier to Accessibility** is anything that prevents a person with a disability from fully participating in all aspects of the services of the Board. This includes, but is not limited to, a physical barrier, an architectural barrier, information or communications barrier, an attitudinal barrier, and or a technological barrier.

**Accommodation** is a means through reasonable efforts, of preventing and removing barriers that impede individuals with disabilities from participating fully in the services of the Board.

## EXPECTATIONS

1. The Board will make all reasonable efforts to ensure that all policies, practices and procedures from the date of this policy forward are consistent with the principles of independence, dignity, integration, and equality of opportunity for all, with particular attention to persons with disabilities.
2. The Board will welcome all members of the school and broader community to our facilities by committing our staff and volunteers to providing services that respect the independence and dignity of persons with disabilities and such services to incorporate measures that include but are not limited to the use of support persons, assistive devices and service animals. ([Appendix 1](#), [Appendix 2](#), [Appendix 3](#))
3. To ensure greater awareness and responsiveness to the needs of a person with disabilities, the Board will provide appropriate training for all staff who deals with the public or other third parties on behalf of the Board.
4. Training as identified in No. 3 will be provided to all staff and, when appropriate, to volunteers. As new staff is hired, the training will become a component of their orientation training and will be provided within a reasonable timeframe.



5. The Board will ensure that its policies and procedures related to the *Accessibility for Ontarians with Disabilities Act, 2005* are made available to the public and also ensure there is capacity to provide communication about these policies and procedures in a format that takes into account a person's disability.
6. When services that are normally provided to a person with a disability are temporarily unavailable such as access to an elevator, a disruption of service notice will be posted at the site and on the Board website. **(Appendix 4)**

Please note: The Board encourages individual members of the public, who will be accessing any Board site, to provide sufficient notice of their special needs to Board staff so that staff may accommodate the individual.

7. In order to monitor the effectiveness of implementation of the Accessible Customer Service Standard, the Board will develop a process for receiving and responding to feedback. Information about the feedback process will be readily available to the public and will allow people to provide feedback using a number of methods.
8. So that adherence to this policy can be achieved efficiently and effectively, the Board and all its managers and school-based administrators will take into account the impact on persons with disabilities when purchasing new equipment, designing new systems, or planning a new initiative.
9. The Board will create a feedback process that will review the implementation of this policy with the Board's various constituency groups. Examples include: the Special Education Advisory Committee (SEAC), Federations, unions, citizens' groups. Methods of communication will include the use of electronic means such as Board Website. **(Appendix 5)**
10. The Board will establish a process for consulting with frontline staff and volunteers who have a role in implementing the expectations and procedures established under this policy to review its effectiveness.



## **ACCESSIBILITY CUSTOMER SERVICE GUIDELINE SUPPORT PERSONS**

### **Use of Support Persons by the General Public**

The Niagara Catholic District School Board will welcome all members of the school and broader community to our facilities by committing our staff and volunteers to providing services that respect the independence and dignity of people with disabilities, such service to incorporate measures that include but are not limited to the use of support persons.

### **Definition/Explanation of Support Person**

A support person is a person who assists or interprets for a person with a disability who accesses the services of the Board. A support person is distinct from an employee who provides support services to a student or staff person in the system - separate and specific procedures apply.

### **Additional Information**

A support person is an individual chosen by a person with a disability to provide services or assistance with communication, mobility, personal care, medical needs or with access to goods or services. Personal care needs may include, but are not limited to, physically transferring an individual from one location to another or assisting an individual with eating or using the washroom. Medical needs may include, but are not limited to, monitoring an individual's health or providing medical support by being available in the event of a seizure.

The support person could be a paid professional, a volunteer, a friend or a family member. He or she does not necessarily need to have special training or qualifications.

## **ADMINISTRATIVE PROCEDURES**

### **1.0 Responsibility**

- 1.1 Supervisory Officers, Principals and Departmental Managers will ensure that staff receive training in interacting with people with disabilities who are accessing Board services accompanied by a support person.

### **2.0 Access to Board Premises**

- 2.1 Any person with a disability who is accompanied by a support person will be welcomed on Board and/ or school premises with his or her support person. Access will be in accordance with normal security procedures.
- 2.2 This requirement applies only to those areas of the premises where the public or third parties customarily have access and does not include places or areas of the school or board offices where the public does not have access.

### **3.0 Confidentiality**

- 3.1 Where a support person is accompanying a person with a disability, who is the parent/guardian of a student, for the purpose of assisting in a discussion that may involve confidential information concerning the student, the Superintendent, Principal or other staff member must first secure the consent of the parent/guardian regarding such disclosure.
- 3.2 Consent to the disclosure of confidential information in the presence of the support person must be given in writing by the parent or guardian. (See attached "Sample Consent Form".)
- 3.3 The support person must also provide assurance in writing to safeguard the confidentiality of information disclosed in the discussion.
- 3.4 A copy of the signed consent document will be retained in the school/board office.
- 3.5 If the parent/guardian uses a different support person for subsequent meetings, a new signed consent will be required.

### **4.0 Support Persons Accompanying a Person with a Disability at School Events for which there is an admission fee**

- 4.1 Where an individual with a disability who is accompanied by a support person wishes to attend a school, family of schools or board-organized event for which a fee is charged, the notice of the event will include information as to whether support persons will be charged a fee and specify the amount of the fee.

### **5.0 Where the Board may require the presence of a Support Person**

- 5.1 The Board may require a person with a disability to be accompanied by a support person when on the premises, but only if a support person is necessary to protect the health or safety of the person with a disability or the health or safety of others on the premises.

**NOTE:** This would be a highly rare situation and would only occur where, after consultation with the person with the disability, requiring a support person is the only means available to allow the person to be on the premises and, at the same time, fulfill the Board's obligations to protect the health or safety of the person with a disability or of others on the premises.

It is further noted that people with disabilities are free to accept a reasonable risk of injury to themselves just as other people do. Different individuals will have a different tolerance for risk. Risk should be weighed against any benefit for the person with a disability. It is not enough that the support person might help to protect health and safety; a support person must be necessary or essential to protect health and safety before you can require one - the risk cannot be eliminated or reduced by other means. Any considerations on protecting health or safety should be based on specific factors and not on assumptions. Just because someone has a disability doesn't mean they're not capable of meeting health or safety requirements.

## SAMPLE CONSENT FORM

I, (parent/guardian) consent to the sharing of confidential information by (name of principal teacher/other staff member) related to my child/ward (name) in the presence of my support person (name).

My support person (name) consents to safeguarding the confidentiality of the information shared.

Affirmation of consent:

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

(Printed Name of Parent/Guardian)\_\_\_\_\_

I undertake to safeguard the confidentiality of information shared between (school staff) and (parent/guardian) for whom I am a support person.

Support Person Signature \_\_\_\_\_ Date \_\_\_\_\_

(Printed Name of Support Person)\_\_\_\_\_

Signature of Witness - Principal/Staff Member\_\_\_\_\_

(Printed Name of Staff Person)\_\_\_\_\_ Date\_\_\_\_\_



## ACCESSIBILITY CUSTOMER SERVICE GUIDELINE ASSISTIVE DEVICES

### Use of Assistive Devices by the General Public

The Niagara Catholic District School Board will welcome all members of the school and broader community to our facilities by committing our staff and volunteers to providing services that respect the independence and dignity of people with disabilities. Such services incorporate measures that include but are not limited to the use of assistive devices.

### Definition/Explanation of Assistive Devices

An assistive device is any device used by people with disabilities to help with daily living. Assistive devices include a range of products such as wheelchairs, walkers, white canes, oxygen tanks, and electronic communication devices.

### ADMINISTRATIVE PROCEDURES

#### 1.0 Responsibility

- 1.1 Supervisory Officers, Principals and Departmental Managers will ensure that staff are trained to support parents and the general public who may use assistive devices while accessing board services.
- 1.2 Training is focused on how to interact with people using assistive devices rather than on the technical use of the assistive devices.
- 1.3 Students and staff have separate and specific procedures related to their personal use of assistive devices.

#### 2.0 Communication re Use of Assistive Devices

##### *Assistive Devices Carried by Persons with Disabilities*

- 2.1 The Board website and each school website will indicate that all Board facilities provide services that respect the independence and dignity of people with disabilities and offer services that include the use of assistive devices.
- 2.2 Each Board facility that is open to the public will post information in the front office/reception area that welcomes the use of assistive devices and encourages users to seek support from staff and volunteers as they require it.

##### *Assistive Devices/Services- Made available by the Board\**

- 2.3 The Board website and school websites, as applicable, will indicate the availability of assistive devices provided by the board or school to assist in provision of services to people with disabilities.
- 2.4 Each Board facility that is open to the public will, as applicable, post information in the front office/reception area that indicates the availability of assistive devices and encourage potential users to seek support from staff and volunteers as they require it.

**\*NOTE:** These could include:  
Assistive devices: Telephones with large numbers, amplifiers, lifts.  
Services: Sign language interpretation, oral interpretation, real-time captioning.  
Alternate service methods: Assistance of a staff person to complete a transaction, e.g., school registration

## **TIPS FOR HELPING SOMEONE WITH AN ASSISTIVE DEVICE**

Many users of board services and facilities who have disabilities will have their own personal assistive devices.

Examples of personal assistive devices include:

- wheelchairs
- scooters
- walker
- amplification devices that boost sound for listeners who are hard-of-hearing without reducing background noise
- hearing aids
- oxygen tanks
- electronic notebooks or laptop computers or personal data managers
- communication boards used to communicate using symbols, words or pictures
- speech-generating devices that "speak" when a symbol, word or picture is pressed

*Key Point To Remember: One should not touch or handle an assistive device without permission.*

## **MOVING PERSONAL ASSISTIVE DEVICES**

If you have permission to move a person in a wheelchair remember to:

- wait for and follow the person's instructions;
- confirm that the person is ready to move;
- describe what you are going to do before you do it;
- avoid uneven ground and objects that create bumpy and unsafe ride; and
- practice consideration and safety - do not leave the person in an awkward, dangerous or undignified position such as facing a wall or in the path of opening doors.

Do not move items or equipment, such as canes and walkers, out of the users reach.

Respect personal space. Do not lean over a person with a disability or lean on their assistive device.

Let the person know about accessible features in the immediate environment (automatic doors, accessible washrooms, etc.).

*(Copyright for the above resource is Queen's Printer. The resource is excerpted from the e-learning course developed by the Accessibility Directorate of Ontario and modified for this use.)*



## **ACCESSIBILITY CUSTOMER SERVICE GUIDELINE USE OF SERVICE ANIMALS**

### **Use of Service Animals by General Public**

The Niagara Catholic District School Board will welcome all members of the school and broader community to our facilities by committing our staff and volunteers to providing services that respect the independence and dignity of people with disabilities, such service to incorporate measures that include but are not limited to the use of service animals.

### **Definition/Explanation of Service Animal**

A service animal is an animal that is being used because of a person's disability and this is either readily apparent or is supported by a letter from a physician or nurse.

### **Additional Information**

Examples of service animals include dogs used by people who have vision loss, hearing alert animals for people who are deaf, deafened or hard of hearing, and animals trained to alert an individual to an oncoming seizure and lead them to safety. The customer service standard's provisions also apply to animals providing other services to people with disabilities.

It is "readily apparent" that an animal is a service animal when it is obvious by its appearance or by what it is doing. For example, it may be readily apparent that an animal is a service animal if it is wearing a harness, saddle bags, a sign that identifies it as a service animal or has a certificate or identification card from a service animal training school or an identification card from the Attorney General of Ontario. It may also be readily apparent if a person is using the animal to assist him or her in doing things, such as opening doors or retrieving items.

## **ADMINISTRATIVE PROCEDURES**

### **1.0 Responsibility**

- 1.1 Supervisory Officers, Principals and Departmental Managers will ensure that all staff, volunteers and others dealing with the public are properly trained in how to interact with people with disabilities who are accompanied by a service animal.

### **2.0 Access to Board premises**

- 2.1 Any person with a disability who is accompanied by a service animal will be welcomed on Board and/or school premises with his or her service animal and will be accompanied by the service animal while on the premises. Access will be in accordance with normal security procedures.
- 2.2 This requirement applies only to those areas of the premises where the public or third parties customarily have access and does not include places or areas of the school or board offices where the public does not have access.
- 2.3 This procedure deals solely with the individual's right to be accompanied by a service animal.

### **3.0 Exclusion of Service Animal**

- 3.1 A service animal can only be excluded from access to the premises where this is required by another law. Examples include the *Health Protection and Promotion Act* and the *Food Safety and Quality Act*. The former Act prohibits service animals in places where food is prepared, processed, or handled (e.g., kitchen of school cafeteria or culinary arts classroom) although service dogs are permitted where food is served and sold (e.g. school cafeteria or lunchroom).
- 3.2 Where there is a risk to the health and safety of another person as a result of the presence of a service animal, consideration must be given to options available prior to exclusion of a service animal. An example would be a situation where an individual has a severe allergy to the service animal. It is the Board's expectation that the situation be fully analyzed and all measures to eliminate the risk be considered, e.g. creating distance between the two individuals concerned, making reasonable alterations to schedules, etc.
- 3.3 A service animal can be excluded if it is of a breed that is prohibited by law. An example would be the Ontario *Dog Owners' Liability Act* which places restrictions on pit bull terriers.

### **4.0 Alternative measures if Service Animal must be excluded**

- 4.1 In the rare instance where a service animal must be excluded, the Board must make every effort to put alternative arrangements in place to provide the services required by the person with a disability. This could involve leaving the animal in a secure area where it is permitted by law and discussing with the person how best to serve them, e.g., a person with a vision disability might need someone (a member of staff or volunteer) to guide them.

### **5.0 When it is necessary to confirm an animal is a Service Animal**

- 5.1 Where an animal is not a trained guide dog and it is not readily apparent that the animal is a service animal, the school or board staff member may ask the person using the service animal for a letter from a physician or nurse confirming that the animal is needed because of a disability. The letter does not need to identify the disability, why the animal is needed or how it is used.
- 5.2 Where the person using the service animal regularly attends at the school or Board facility, the Principal or Departmental Manager may request to keep a copy of the letter on file but only as long as required by the circumstances. Alternatively, the person using the service animal may be asked to bring a letter with them on occasions when they visit the premises. The Principal or Departmental Manager shall preserve the confidentiality of the letter and information contained in the letter, and shall not use or disclose the letter or information except as provided for in the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, cM56, or as otherwise required by law.





## **ACCESSIBILITY CUSTOMER SERVICE GUIDELINE DISRUPTION OF SERVICE**

When services that are normally provided to a person with a disability are unavailable such as access to an elevator, a disruption of service notice will be posted at the site and on the Board website. Definition/Explanation of Disruption of Service:

As members of the general public, people with disabilities may rely on certain facilities, services or systems in order to access the services of the school or Board offices. Escalators and elevators, for example, are important to people with mobility disabilities because that may be the only way they can access the premises. Other systems and services designed to meet the needs of people with disabilities can include accessible washrooms, amplification systems, and note-taking. When those facilities or services are temporarily unavailable or if they are expected to be unavailable in the near future, a notice of disruption of service is required.

Generally, disruptions to all of the Board's services, such as during a major storm or power outage, do not require this special notice. However, if the disruption has a significant impact on people with disabilities, a notice of the disruption should be provided.

### **ADMINISTRATIVE PROCEDURES**

#### **1.0 Responsibility**

- 1.1 Supervisory Officers, Principals, Departmental Managers, Board Communications Specialists and/or Facilities Services Staff will ensure that the users of Board and school services are notified when there is a disruption in services that may have an impact on access to services by people with disabilities.

#### **2.0 How Must the Notice of Disruption of Services be provided?**

- 2.1 Notice may be given by posting the information at a conspicuous place at or in the school or at or in Board facilities. Other options that may be used include: posting on the Board and/or school website; through direct communication with users of the services in accordance with school practices.
- 2.2 Consideration should be given to providing notice in multiple formats.
- 2.3 If the disruption is planned, notice should be provided in advance of the disruption. If the notice is unplanned, notice should be provided as soon as possible after the disruption has been identified.

#### **3.0 What Must be Included in Notice of Disruption of Services**

- 3.1 The notice of disruption of service must include information about the reason for the disruption, its anticipated duration and a description of alternative facilities or services, if any, that are available.

## **SAMPLE NOTICES DISRUPTION OF SERVICE**

### **Sample 1 - Access to School Building**

To: Parents, Guardians and Community Users of our School

Maintenance work will make the main door of the school and the access ramp inaccessible from May 1 to May 8. A temporary ramp has been set up that gives access to the door at the east of the school building. We regret this inconvenience. If you have questions or concerns, please contact at... [*insert phone number*].

Thank you,  
Principal

### **Sample 2 - Accessible Washroom**

To: Visitors to the Education Centre

Our accessible washroom is out of service due to a broken pipe. Repairs are underway and the washroom is expected to be usable again by tomorrow. In the interim, we have made arrangements for our visitors to use the accessible washroom at 123 Main Street, which is located next door to our premises. We apologize for this inconvenience.

Thank you,  
Controller of Facilities Services



## **ACCESSIBILITY CUSTOMER SERVICE GUIDELINE MONITORING AND FEEDBACK ON ACCESSIBLE CUSTOMER SERVICE**

The Niagara Catholic District School Board will monitor the effectiveness of implementation of the Accessibility Standard for Customer Service through a process for receiving and responding to feedback. Information about the feedback process will be readily available to the public and will allow people with disabilities to provide feedback using a number of methods.

The Board will create a feedback process that will review the implementation of this policy with the Board's various constituency groups. Examples include, but are not limited to, the Special Education Advisory Committee (SEAC), Teacher Federations\*, Employee unions, and citizens' groups. Methods will include electronic means such as websites.

\*NOTE: Consultation relates to membership of these groups as providers of Accessible Customer Service.)

### **ADMINISTRATIVE PROCEDURE**

#### **1.0 Responsibility**

- 1.1 The Director of Education and/or designates will implement a process for feedback on Accessibility Customer Service that has the following components:
  - Information on the Board and school websites inviting users of Board services to provide feedback on their experience with, or concerns about, access to services for people with disabilities
  - Printed information available through school offices and public offices of the Board to invite people with disabilities to provide feedback on their experience with, or concerns about, accessibility of services. Consideration should be given to providing information in alternate formats.
  - Information on how the Board will respond to feedback.
- 1.2 The Director of Education and/or designates will create a process for reviewing implementation of the policy on Accessibility Customer Service that includes consultation with various constituency groups including, the Special Education Advisory Committee (SEAC), Federations, unions, and citizens' groups. Consultation methods could include electronic feedback and focus groups.

#### **2.0 Methods for Feedback**

- 2.1 A range of methods for soliciting feedback will be employed to ensure optimum access to the feedback process by people with disabilities.
- 2.2 Methods could include e-mail, verbal input, suggestion box or feedback card.
- 2.3 The feedback process should include the title(s) of the person(s) responsible for receiving feedback and indicate how the Board's response to the feedback will be made known.

#### **3.0 Proactive Measures for Accessibility Customer Service**

- 3.1 To ensure ongoing efficient and effective adherence to the Accessibility Customer Service Policy, the Board, its school-based administrators, and its managers including those representing the Board, will take into account the impact on people with disabilities when purchasing new equipment, designing new systems, or planning a new initiative.

## **SAMPLE NOTICE MONITORING AND FEEDBACK ON ACCESSIBLE CUSTOMER SERVICE**

The Niagara Catholic District School Board is committed to ensuring that its services meet optimum standards of accessibility for people with disabilities using the facilities and services of the Board. Comments on our services regarding how well those expectations are being met are welcome and appreciated.

Feedback regarding the way Niagara Catholic District School Board provides services to people with disabilities can be made by [*insert the ways feedback can be provided, for example, e-mail, verbally, suggestion box, feedback card, etc.*].

All feedback will be directed to [*insert title of person responsible for receiving feedback*].

Response to your feedback will be provided as follows: [*indicate method, e.g., direct response to the individual, summary report on website, etc.*]

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
FEBRUARY 24, 2015**

***PUBLIC SESSION***

**TITLE: EMPLOYEE WORKPLACE HARASSMENT POLICY (201.7)**

---

**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the Employee Workplace Harassment Policy (201.7), as presented.

---

Prepared by: Frank Iannantuono, Superintendent of Education/Human Resources

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

Recommended by: Committee of the Whole

Date: February 24, 2015

	<p><b>EMPLOYEE WORKPLACE HARASSMENT POLICY</b></p> <p>STATEMENT OF POLICY</p>	Section:	200 – Human Resources
		No:	201.7
		Adopted:	March 26, 2002
		Revised:	February 24, 2015 November 16, 2013 February 28, 2012

In keeping with the Mission, Vision, and Values of the Niagara Catholic District School Board, the Niagara Catholic District School Board is committed to providing a safe working environment in which all Employees are treated with consideration, dignity, respect, equity and in accordance with the gospel values of Jesus Christ, as well as the Mission, Vision and Values of the Board.

The Board believes that the eradication of harassment in the school/workplace is the joint responsibility of the employer and the employee. Therefore, any employee who becomes aware of a harassment situation has a responsibility to draw appropriate attention to it.

Where the occasion of a complaint of harassment arises, the Board may achieve resolution through a formal or informal process. During the process all information gathered is to be kept confidential. It is the intention of the policy and the resulting guidelines to attempt to protect both the complainant and the accused. Therefore, each party has equal rights at all steps throughout the process.

The Board will review this policy with respect to workplace, harassment on an annual basis, and will post this policy in the workplace along with any applicable procedures and/or related programs.

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

**References:**

- [\*Municipal Freedom of Information and Protection of Privacy Act\*](#)
- [\*Occupational Health & Safety Act \(December 2009\)\*](#)
- [\*Ontario Human Rights Code 1990\*](#)
- [\*Teaching Profession Act\*](#)
- [\*Niagara Catholic - Workplace Violence Policy \(201.11\)\*](#)
- [\*Protocol Between Niagara Region Police Service and the Niagara Catholic District School Board\*](#)
- [\*FACS Protocol\*](#)
- [\*Safe Schools Act 2012\*](#)
- [\*Trustee Code of Conduct\*](#)
- [\*Complaint Resolution Policy\*](#)



## **EMPLOYEE WORKPLACE HARASSMENT POLICY**

### **ADMINISTRATIVE GUIDELINES**

Section:	200 – Human Resources
No:	201.7
Adopted:	March 26, 2002
Revised:	February 24, 2015 November 16, 2013 February 28, 2012

The expected duties of a supervisor of the Niagara Catholic District School Board are comprised of but not limited to the responsibilities of training, evaluating, counselling, supervising and disciplining when warranted. These duties in itself do not constitute harassment.

#### **Workplace Harassment**

Means engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought to reasonably to be known to be unwelcome.

#### **Ethnocultural Harassment**

Is one or a series of unwanted, unsolicited remarks, behaviours or communications, in any form, directed toward an individual or members of an identifiable group because of a prohibited ground of discrimination, which has the effect of:

- ◆ Creating an intimidating, hostile, or offensive psychological or emotional climate for work or study, and/or
- ◆ Undermining work/academic performance, and/or
- ◆ Preventing or impairing full and equal enjoyment of employment/educational services, benefits, and/or opportunities.

#### **Sexual Harassment is**

- ◆ Unwanted sexual attention of a persistent or abusive nature made by a person who knows, or ought to know, that such attention is unwanted;
- ◆ Implied or expressed threat or reprisal in the form either of actual reprisal or the denial of opportunity for refusal to comply with a sexually oriented request; and
- ◆ Sexually oriented remarks, gestures and/or behaviour which may reasonably be perceived to cause humiliation or a negative psychological and/or emotional environment for work or study.

#### **Sexual Harassment may include**

- ◆ The display or distributing of offensive material such as pictures, cartoons, e-mails and graffiti in schools, or in other Board premises,
- ◆ Unwanted and unnecessary physical contact,
- ◆ Unwelcome remarks, jokes or other gestures of a sexual nature.
- ◆ Unwelcome sexual innuendo, sexual advances, inappropriate body contact, request for sexual favours and the display of exploitive material

#### **Sexual Harassment is not**

- ◆ Conduct which both parties find acceptable such as an occasional compliment,
- ◆ An occasional or appropriate comment which a reasonable person, in his/her circumstances, would not take to have an unwelcome sexual connotation.
- ◆ Relationships between consenting adults which are voluntary. However, when such a relationship ends, continued unwanted attention may constitute sexual harassment.

## COMPLAINT RESOLUTION PROCEDURES - INFORMAL RESOLUTION (VERBAL PROCESS)

- ◆ Complainants are encouraged to attempt to resolve concerns at the Informal Resolution Stage. However, if the complainant believes circumstances make this difficult to do, the complainant may follow the Formal Resolution procedures.
- ◆ The complainant may speak directly to the accused, in order to:
  - identify the specific conduct, action or attitudes which are alleged to be harassing
  - demand that the conduct, action or attitudes cease
- ◆ The complainant may choose to speak to his/her Immediate Supervisor, or another supervisor, in an attempt to resolve the complaint.
- ◆ This supervisor may arrange informal meetings to resolve the issue and the parties concerned may be accompanied by an advocate to attend the meetings if they so choose.
- ◆ No formal written records are necessary at this stage. It is strongly suggested, however, that the parties should keep personal documentation of the meeting(s).

## COMPLAINT RESOLUTION PROCEDURES - FORMAL RESOLUTION

- ◆ This complaint procedure is not intended to affect the employee's rights and duties as outlined in relevant legislation and/or Collective Agreements or Terms of Employment.
- ◆ If the complainant is not satisfied that the informal resolution procedure has produced acceptable results, or if circumstances warrant further action, then the complainant may initiate the formal resolution procedure.
- ◆ The complainant has the right to bring forward a formal complaint and to obtain a review of her/his complaint in an atmosphere of respect and confidentiality without fear of embarrassment or reprisals.
- ◆ The formal complaint shall be in written form.
- ◆ The formal complaint should be brought to the attention of the Immediate Supervisor with copies to the appropriate Superintendent and the Senior Administrator of Human Resources.
- ◆ Resolution to the formal complaint process shall be initiated through the Immediate Supervisor or Senior Administrator of Human Resources.
- ◆ When the accused is the Immediate Supervisor the complaint shall be directed to the appropriate Superintendent, with a copy to the Senior Administrator of Human Resources.
- ◆ When the accused person is a Superintendent or Senior Administrator of Human Resources the complaint shall be directed to the Director of Education.
- ◆ When allegations are made against the Director the complaint shall be directed to the Chairperson of the Board.
- ◆ The complaint shall be forwarded to the Director if the accused is a Trustee.
- ◆ The formal written complaint shall include:
  - identification of the accused individual(s) involved
  - identification of the specific conduct, action, or attitudes which the complainant considers harassing
  - identification of any witnesses to the conduct, action or attitudes
  - a suggested resolution
- ◆ A copy of this complaint must be sent by the complainant to the accused within 3 working days of the registration of the complaint.
- ◆ If the complaint is directed at another member of the College of Teachers, teachers are required to comply with section 18 1(b) of the regulation made under the **Teaching Profession Act**.



## INVESTIGATIVE PROCEDURE OF THE COMPLAINT BY THE SUPERVISOR

- ◆ Upon receipt of a formal complaint the Supervisor shall ascertain that a copy of the complaint has been provided to the accused and to the appropriate Superintendent and the Senior Administrator of Human Resources.
- ◆ The Supervisor shall arrange a meeting within ten (10) working days of the written complaint being sent to the accused. Each party to this meeting may have an "advocate" present during the meeting. This advocate may be a principal, vice principal, supervisor, trusted staff member, friend, association or union representative.
- ◆ During this meeting the Supervisor shall review the complaint, allow each party to present their position relative to the complaint, and question the parties for clarification.
- ◆ **No Merit**  
A written report is expected if the Supervisor concludes after an internal investigation that the complainant's allegations have no merit. This report shall be completed with a rationale for ending the investigation. The report shall be communicated to the parties within ten (10) working days of the meeting. A copy of this report shall be forwarded to the appropriate Superintendent and to the Senior Administrator of Human Resources.
- ◆ **With Merit**  
An internal investigation is expected if the Supervisor concludes that the allegations have merit. After internal investigation:
  - If it is clear that the respondent's behaviour did constitute harassment/ discrimination, the respondent will be required to provide a written plan that outlines what will be done to prevent any reoccurrence of the harassing behaviour(s).
  - The plan will also address future interactions with the complainant to ensure that there will be no overt or subtle intimidation or retaliation. The plan may include specific action regarding harassment/discrimination prevention education or counselling provided in the community.
  - The complainant's wishes regarding future interactions with the respondent may be considered in the development and the final approval of the plan.
  - The Superintendent of Human Resources will determine the appropriate disciplinary action to be taken.
- ◆ If either party is not accepting of the findings the matter may be referred to the Director of Education. He/she may select to proceed with an investigation through his / her office or refer the matter to an independent third party. Selection of the third party shall be the exclusive decision of the Director of Education.
- ◆ Should the he/she choose to investigate the matter through his / her office he/she may request, in writing a meeting with either party for the purpose of reviewing the decision reached by the Supervisor. This request must be made within fourteen (14) working days of the decision by the Supervisor. The Director of Education will hold a meeting with both parties.
- ◆ After a meeting with the Director of Education a written final decision will be presented to both parties. A copy of this final decision including any prescribed action and discipline will be filed with the Senior Administrator of Human Resources.
- ◆ The final decision of the Director of Education may be appealed to the Committee of the Whole/ or the Board by either party not to exceed sixty (60) school days.
- ◆ If the complaint is against the Director of Education the Chair of the Board will refer the issue to the Board after conducting an informal investigation in order to assess merit.
- ◆ If the complaint is against a Trustee, the Director of Education will refer the issue to the Chair of the Board after conducting an informal investigation in order to assess merit.
- ◆ If the complaint is against Chair, the Director of Education will refer the issue to Vice- Chair of the Board after conducting an informal investigation in order to assess merit.

## **RECORDS**

- ◆ All records for cases determined to have merit, shall be sealed and placed in the accused person's electronic personnel file and are accessible only to authorized Board personnel, the accused and any representative of the accused with the appropriate written permission. If there are no further complaints that are deemed to have merit, within a three (3) year period this individual may request, in writing, that their record be removed and destroyed.
- ◆ At the written request of the accused, the Director of Education and / or delegate may review the appropriate harassment file after a three (3) year period provided the individual has fully complied with the Board's Employee Workplace Harassment policy during that time period.
- ◆ The Director of Education and/or delegate may, at his/her discretion, determine that the harassment file be retained or destroyed following the review.

## **OTHER CONSIDERATIONS**

- ◆ All investigations, accusations and all matters dealing with the Employee Workplace Harassment complaint will be conducted with regard to due process and confidentiality.
- ◆ Any breach of confidentiality by those parties involved may result in disciplinary action.
- ◆ The process does not abrogate or deny the rights of any employee granted or contained in any other provincial acts or regulations, federal legislation or collective agreements.
- ◆ If the most recent incident giving rise to the complaint occurred prior to the current school year or prior to six months before initiation of the complaint, the complaint must have a reasonable explanation of why the complaint was not promptly made and the supervisor, in consultation with the appropriate Supervisory Officer and/or Controller of Facilities Services, must be satisfied that the delay was incurred in good faith and no substantial prejudice will result to any individual affected by the delay.
- ◆ If the complaint is made by a student or a parent against an employee of the Board the appropriate supervisor will exercise the relevant guidelines or regulations as set out in the Police Protocol section of the Safe Schools Policy (302.6) as well as the FACS Protocol.
- ◆ All principals/supervisors shall make all employees aware of this policy as well as the Employee Assistance Program (EAP).
- ◆ Failure to take measures to address harassment in the workplace has legal implications for the employer (Board) under the Ontario Human Rights Code.
- ◆ This policy will be implemented in accordance with the Municipal Freedom of Information and Protection of Privacy Act.
- ◆ Timelines to the investigation and the process listed in this policy may be extended with the approval and agreement of the parties.
- ◆ Copies of this policy will be submitted to the complainant and harasser upon receipt of the complaint.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
FEBRUARY 24, 2015**

***PUBLIC SESSION***

**TITLE: EMPLOYEE WORKPLACE VIOLENCE POLICY (201.11)**

---

**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the Employee Workplace Violence Policy (201.11), as presented.

---

Prepared by: Frank Iannantuono, Superintendent of Education/Human Resources

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

Recommended by: Committee of the Whole

Date: February 24, 2015

	<p style="text-align: center;"><b>EMPLOYEE WORKPLACE VIOLENCE POLICY</b></p> <p style="text-align: center;">STATEMENT OF POLICY</p>	Section:	200 – Human Resources
		No:	201.11
		Adopted:	April 23, 2002
		Revised:	December 20, 2011 November 26, 2012 October 22, 2013

In keeping with the Mission, Vision, and Values of the Niagara Catholic District School Board, the Niagara Catholic District School Board is committed to providing a safe working environment in which all Employees are treated with consideration, dignity, respect, equity and in accordance with the gospel values of Jesus Christ, as well as the Mission, Vision and Values of the Board.

The board believes that the eradication of workplace violence in the school/workplace is the joint responsibility of the employer and the employee. Therefore, any employee who becomes aware of a potential workplace violence situation has a responsibility to draw appropriate attention to it.

Workplace Violence will not be tolerated on the Niagara Catholic District School Board premises, while conducting company business, or work related functions, whether such violence is perpetrated by senior administration, managers, employees, contractors, customers, clients, visitors or members of the general public.

If the employee believes they are at risk of violence in the workplace including domestic violence they must advise the employer and the employer should take appropriate steps which may include seeking the assistance of the local police.

Where the occasion of workplace violence arises, the Board will achieve resolution through a formal process. During the process all information gathered is to be kept confidential.

The Board will assess the risks of workplace violence that may arise from the nature of the workplace, and provide relevant training, information and instruction, in accordance with current legislation in the Province of Ontario.


This Policy is to be applied in conjunction with other Board Policies dealing with employee behaviour, progressive discipline, conflict resolution and school safety (i.e. Code of Conduct, Access to School Premises, Criminal Background Check, Police and School Board Protocol, Occupational Health and Safety, Safe Physical Intervention for Students, Employee Workplace Harassment).

The Board will review this policy with respect to workplace violence, on an annual basis, and will post this policy in the workplace along with any applicable procedures and/or related programs.

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

***References:***

- [\*Ontario Human Rights Code 1990\*](#)
- [\*Municipal Freedom of Information and Protection of Privacy Act\*](#)
- [\*Occupational Health & Safety Act \(December 2009\)\*](#)
- [\*Bill 168: Occupational Health and Safety Amendment Act \(Violence and Harassment in the Workplace\) 2009\*](#)
- [\*Niagara Catholic - Employee Workplace Harassment Policy \(201.7\)\*](#)
- [\*Niagara Catholic - Workplace Violence Management Program\*](#)

	<b>EMPLOYEE WORKPLACE VIOLENCE POLICY</b>  <b>ADMINISTRATIVE GUIDELINES</b>	Section:	200 – Human Resources
		No:	201.11
		Adopted:	April 23, 2002
		Revised:	December 20, 2011 November 26, 2012 October 22, 2013

**Workplace Violence** is defined by the Ministry of Labour (MOL) as:

- ◆ the exercise of physical force by a person against an employee, in a workplace, that causes or could cause physical injury to the employee;
- ◆ an attempt to exercise physical force against a employee, in a workplace, that could cause physical injury to the employee; and
- ◆ a statement or behaviour that it is reasonable for an employee to interpret as a threat to exercise physical force against the employee, in the workplace, that could cause physical injury to the employee.
- ◆ **Workplace** refers to any place where employees perform work or work-related duties or functions. Schools and school-related activities, such as co-curricular activities and excursions, comprise the workplace, as do Board offices and facilities. Conferences and training sessions fall within the ambit of this policy.
- ◆ **Employee** refers to all employees of the Board.

Definitions are subject to changes from time to time as the appropriate legislation is reviewed or amended.

The Employee Workplace Violence Policy and Administrative Guidelines shall be posted in a conspicuous place in every workplace throughout the Niagara Catholic District School Board.

### **Provision of Information**

**Disclosure** of Information with respect to Workplace Violence provided to an Employee may include personal information related to a risk of violence from a person with a history of violent behaviour if,

- ◆ The Employee can be expected to encounter that person in the course of his or her work; and
- ◆ The risk of workplace violence is likely to expose the employee to physical injury, as outlined in legislation.

No employer or supervisor shall disclose more personal information than is reasonably necessary to protect the worker from physical injury.

### **Domestic Violence**

If the employer becomes aware, or ought to reasonably be aware that domestic violence that is likely to expose an Employee to physical injury may occur in the workplace, the employer will take every reasonable precaution to protect the employee.

### **Complaint Procedure**

When an employee has been the subject of a workplace violence, the following steps shall be considered:

1. The alleged assailant will be removed from the presence of the Employee immediately, if the Immediate Supervisor at the time of the incident deems it reasonable and practical.
2. The Employee(s) shall receive immediate and appropriate support and/or medical attention if warranted.
3. In the event of a physical assault, medical verification of the injury sustained in the assault must be established and recorded as soon as possible by the Immediate Supervisor.
4. At the earliest opportunity, the assaulted Employee(s) shall inform the Immediate Supervisor. The Immediate Supervisor must inform the Senior Administrator of Human Resources, who will then notify the appropriate Superintendent or Controller of Plant.

5. It shall be the responsibility of the Senior Administrator of Human Resources to inform the appropriate Union President, if applicable, of the incident. These guidelines do not preclude the assaulted employee(s) from contacting the police and/or their Association/union representatives.
6. The Immediate Supervisor will advise the alleged assailant, as soon as it is practical, that documentation of the specific details shall be recorded.
7. The Immediate Supervisor will endeavour to restore the environment to normalcy and will conduct an investigation into the assault. The completed *Incident Report, Employee Workplace Violence*, resulting from the investigation will be forwarded to the Senior Administrator of Human Resources with a copy to the appropriate Superintendent or Controller of Plant. A copy of the *Workplace Safety and Insurance Board, Employee Incident/Accident Report* will also be required in the event of a physical assault.
8. Upon receiving the reports from the Employee and Immediate Supervisor, the Senior Administrator of Human Resources will consult with the appropriate Superintendent(s) and/or Controller of Plant prior to any action taken.
9. The Senior Administrator of Human Resources may seek legal advice for the Board regarding the incident.
10. The Senior Administrator of Human Resources shall inform the Employee of the support mechanisms available through the Board.
11. With the approval of the Superintendent of Human Resources, the Senior Administrator of Human Resources may, if deemed appropriate, grant an approved leave of absence without loss of pay or sick leave credit, to the Employee(s) who has been the subject of an assault.
12. The Niagara Catholic District School Board will not discriminate employees because they are perceived to be victims of workplace violence.
13. In all cases, with Police involvement, the Employee and Immediate Supervisor shall report the incident(s) on the appropriate form.
14. Copies of reports made by the Employee and Immediate Supervisor must be given to the Senior Administrator of Human Resources, appropriate Superintendent(s) and/or Controller of Plant if appropriate, where appropriate action will be taken. Upon written request to the Senior Administrator of Human Resources, a copy of the detailed report from the Immediate Supervisor will be provided to the Employee(s).
15. Where the two or more parties involved in the assault are assigned to the same department or work-site, future work assignments and location shall be reviewed with the Senior Administrator of Human Resources, the appropriate Superintendent(s) or Controller of Plant, and the Immediate Supervisor.
16. Infringement of this policy will give rise to disciplinary measures up to and including termination of employment.

### **Joint Occupational Health and Safety Committee Representatives**

The employer shall advise the Joint Occupational Health and Safety Committee Representatives at the school site of the results of the assessment or re-assessment of the Workplace Violence Management Program and provide a copy where the assessment or re-assessment is in writing.

The Employee Workplace Violence Survey will be conducted on an annual basis in order to monitor employee input on risk assessments, and the provision of necessary information to employees.

The OHSA requires employers to notify the Ministry of Labour of critical injury (as defined by the OHSA) or fatality immediately and file a written report with 48 hours. Absent a critical injury or fatality, an employer need not report a workplace violence incident to the Ministry of Labour unless ordered to do so by a Ministry of Labour Inspector.

The JHSC, the health and safety representative and the union(s) shall be notified within 4 days of a workplace violence incident if a person is disabled from performing his or her usual work or requires medical attention because of the incident.

This policy is to be interpreted and applied in conjunction with other board policies dealing with employee behaviour, progressive discipline, conflict prevention and resolution, and school safety.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
FEBRUARY 24, 2015**

***PUBLIC SESSION***

**TITLE: OCCUPATIONAL HEALTH & SAFETY POLICY (201.6)**

---

**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the Occupational Health & Safety Policy (201.6), as presented.

---

Prepared by: Frank Iannantuono, Superintendent of Education/Human Resources

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

Recommended by: Committee of the Whole

Date: February 24, 2015



## OCCUPATIONAL HEALTH & SAFETY

### STATEMENT OF POLICY

Section:	200 – Human Resources
No:	201.6
Adopted:	January 29, 2002
Revised:	December 20, 2011 October 22, 2013 November 16, 2013

In keeping with the Mission, Vision, and Values of the Niagara Catholic District School Board the Niagara Catholic District School Board believes that the prevention of employee occupational illness and injury, and the prevention of accidents to volunteers, students and visitors on Board premises, is of the utmost importance. The Board, therefore, shall endeavour to provide and maintain as safe a work environment as possible.

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

#### *Reference*

- **Occupational Health and Safety Act and Regulations for Industrial Establishments, R.S.O. 2001, Chapter 0.1**





## OCCUPATIONAL HEALTH & SAFETY

### ADMINISTRATIVE GUIDELINES

Section:	200 – Human Resources
No:	201.6
Adopted:	January 29, 2002
Revised:	December 20, 2011

Every supervisor has a responsibility to the safety of employees who report to him/her and therefore must ensure that employees work in a safe manner and use or wear the equipment, protective devices or clothing that the Board, or legislation, requires to be used or worn. Additionally, the Board, through its supervisors and/or other designated personnel, has a responsibility to respond promptly to any concerns put forth by any party regarding matters of occupational health and safety that are within the Board's jurisdiction;

Every employee has a responsibility to work in a safe manner; to use or wear the equipment, protective devices or clothing that the Board, or legislation, requires to be used or worn; to report to his/her supervisor, the absence or defect in any equipment or protective device of which s/he is aware and which may endanger him/herself or another worker; to report to his/her supervisor any hazard or potential hazard, within the Board's jurisdiction, of which s/he is aware;

All parties employed within or contracted by the Board must act in compliance with the **Occupational Health and Safety Act and Regulations for Industrial Establishments, R.S.O. 2001, Chapter 0.1**, as amended.

Refer to the Occupational Health and Safety Procedural Manual developed by the Joint Occupational Health & Safety Committee.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
REPORT TO THE BOARD  
FEBRUARY 24, 2015**

***PUBLIC SESSION***

**TITLE: LONG TERM FINANCING FOR CAPITAL PROJECTS  
APPROVED BY THE MINISTRY OF EDUCATION**

---

---

**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the Borrowing By-Law 2015-OFA-1 in the amount of \$117,000 and the related documents, as presented.

---

---

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

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

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

Date: February 24, 2015



## **REPORT TO THE BOARD FEBRUARY 24, 2015**

### **LONG TERM FINANCING FOR CAPITAL PROJECTS APPROVED BY THE MINISTRY OF EDUCATION**

---

---

#### **BACKGROUND INFORMATION**

On October 3, 2014, The Ministry of Education issued memo 2014: SB24 to inform all school boards that the Ministry would be wrapping up the Good Places To Learn (GPTL) Renewal funding program and that the March 2015 issue of Ontario Finance Authority (OFA) long term financing for capital projects substantially completed as at August 31, 2014 would be the final opportunity to make a request for financing under this program.

In accordance with the instructions outlined in this memo, Niagara Catholic District School Board requested long term financing in the amount of \$117,000 for the following approved capital project:

\$ 117,000 St. Anthony Catholic Elementary School

It is important to note that the Board will receive the appropriate capital grants through the Ministry of Education monthly transfer payments in order to cover all principal and interest payments associated with this long term financing.

The legal firm of Borden Ladner Gervais LLP will prepare the Borrowing By-Law in the amount of \$117,000 and the related documents, which will be signed by the Chair of the Board and the Director of Education on behalf of the Board.

When the following documents are completed, signed and executed, they will be submitted to the Ontario Financing Authority prior to March 4, 2015:

- Appendix A – By-Law # 2015 OFA-1
- Appendix B – Niagara Catholic District School Board Loan Agreement
- Appendix C – Schedule A-2 to Loan Agreement
- Appendix D – Schedule B to Loan Agreement
- Appendix E – Schedule C to Loan Agreement
- Appendix F – Certificate of the Director of Education

**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the Borrowing By-Law 2015-OFA-1 in the amount of \$117,000 and the related documents, as presented.

---

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

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

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

Date: February 24, 2015

**Niagara Catholic District School Board**

**BY-LAW NUMBER 2015- OFA-1**

A by-law to authorize a loan from the Ontario Financing Authority in the principal amount of \$117,000.00 pursuant to a loan agreement under section 7 of Ontario Regulation 41/10

**WHEREAS** subsection 247 (1) of the *Education Act* R.S.O. 1990, c. E.2, as amended (the "*Education Act*") and the regulations made thereunder, provides that, subject to any other provision of the *Education Act* and, specifically, the regulations made under subsection 247 (3) of the *Education Act*, a district school board may by by-law borrow money or incur debt for permanent improvements and may issue or execute any instrument prescribed under clause 247 (3) (f) of the *Education Act* in respect of the money borrowed or the debt incurred;

**AND WHEREAS** section 7 of Ontario Regulation 41/10 (the "Regulation"), provides that (1) a board may by by-law borrow money for permanent improvements by way of a loan with an initial maturity of more than one year from the Ontario Financing Authority and that (2) a board that obtains a loan described in section 7 of the Regulation shall ensure that the proceeds of it are used for permanent improvements;

**AND WHEREAS** the Niagara Catholic District School Board, which under the *Education Act* constitutes a district school board (the "Board"), has undertaken capital projects under the Consolidated Capital Programs (the "CC Program") with respect to various capital projects for the Board, some of which projects are described in Schedule "A-2" attached to the Loan Agreement, as hereinafter defined (individually a "CC Eligible Project", collectively the "CC Eligible Projects") and each CC Eligible Project constitutes a "permanent improvement" as defined in subsection 1(1) of the *Education Act*. In the event that the Board will borrow the principal amount specified in paragraph 2.1 under the said Loan Agreement in respect of a single CC Eligible Project, the term "CC Eligible Projects" means that CC Eligible Project;

**AND WHEREAS** the CC Eligible Projects are collectively referred to as the "Eligible Projects". In the event that the Board will borrow the principal amount specified in paragraph 2.1 under the said Loan Agreement in respect of a single Eligible Project, the term "Eligible Projects" means that Eligible Project. The CC Program is referred to as the "Programs". In the event that the Board will borrow the principal amount specified in paragraph 2.1 under the said Loan Agreement in respect of a single Program, the term "Programs" means that Program;

**AND WHEREAS** the Board has in part financed the Eligible Projects by way of temporary borrowing from a financial institution or from a restricted purpose revenue account (formerly referred to as a reserve account or a reserve fund account) of the Board and the Board intends to borrow money from the Ontario Financing Authority for the purpose of financing the Eligible Projects on a long-term basis, and in this connection the Board intends to borrow by way of a loan with an initial maturity of more than one year from the Ontario Financing Authority the principal amount of \$117,000.00 (the "Loan") pursuant to a loan agreement in the form attached

hereto as Schedule "A" (the "Loan Agreement") which Loan Agreement constitutes an instrument prescribed under clause 247 (3) (f) of the *Education Act* and which sets out the terms and conditions on which the Ontario Financing Authority will make the Loan available to the Board;

**NOW THEREFORE THE NIAGARA CATHOLIC DISTRICT SCHOOL BOARD ENACTS AS FOLLOWS:**

1. The Board hereby authorizes the Loan on the basis that it constitutes a loan under section 7 of the Regulation and authorizes the entering into of the Loan Agreement that is prescribed for the purposes of clause 247(3)(f) of the *Education Act*.
2. The Board is hereby authorized to enter into the Loan Agreement pursuant to which the Loan will be made available to the Board and the Chair of the Board and the Treasurer of the Board are hereby authorized to execute for and on behalf of the Board the Loan Agreement which provides for instalments of interest only and of combined (blended) principal and interest as hereinafter set forth, substantially in the form of Schedule "A", with such changes thereto as may be suggested by the Ontario Financing Authority and as such authorized officials of the Board shall approve.
3. The Director of Education of the Board, the Treasurer of the Board and any other financial officer of the Board are hereby each individually authorized generally to do all things and execute all other documents, instruments and agreements in the name of the Board in order to give effect to the Loan Agreement.
4. The Loan shall be paid in instalments of interest only and of combined (blended) principal and interest over a 25 year amortization period on the specified dates set out in Schedule "B" to the Loan Agreement with the first interest only payment on May 15, 2015 and thereafter instalments of combined (blended) principal and interest to November 15, 2039 in each of the years during the currency of the Loan as set forth in such schedule with the final payment of combined (blended) principal and interest on March 9, 2040. The Loan shall bear interest at the rate of 2.993% on the outstanding principal amount owing thereunder from time to time from the date thereof, which interest shall be payable in arrears as part of the instalments of interest only and of combined (blended) principal and interest payable on such days in each year of the currency of the Loan as are set out in Schedule "B" to the Loan Agreement.
5. In accordance with the provisions of the *Education Act* and the regulations made thereunder, during the currency of the Loan, the Board shall provide in its estimates for each fiscal year for the setting aside out of its general revenue in the fiscal year the amount necessary to pay the principal and interest coming due on the Loan in the fiscal year and, on or before each due date in each such year, the Board shall pay out of its general revenue the principal and interest coming due on the Loan in the year. Such sums of principal and interest payable on the Loan shall be provided for in accordance with subsection 247(5) of the *Education Act*. Subject to the foregoing, on or before each due date in each year during the currency of the Loan, the Board shall pay out of its general revenue the amount necessary to pay the specific sums of principal and interest payable on the Loan shown for the respective year as set forth in Schedule "B" to the Loan Agreement; but such amount shall be paid out of the Board's general revenue only to the extent required after taking into account funds available from other sources.
6. Any amounts payable by the Board in respect of the Loan including interest on overdue principal and interest in respect of the Loan together with fees and other amounts payable by the

Board under the Loan Agreement, if applicable, shall be paid out of the Board's general revenue or any other available funds.

7. The proceeds of the Loan shall be used to finance the Eligible Expenditures, as defined in the Loan Agreement, in respect of the Eligible Projects on a long-term basis and for no other purpose except as permitted by the *Education Act* and the regulations made thereunder.

**READ AND FINALLY PASSED** this 24th day of February, 2015.

---

**CHAIR**

---

**DIRECTOR OF EDUCATION**

**Niagara Catholic District School Board**

**SCHEDULE "A" TO BY-LAW NUMBER 2015- OFA-1**

***[PLEASE INSERT A FORM OF THE LOAN AGREEMENT]***



This Loan Agreement made in duplicate dated and effective as of the 11th day of March, 2015.

BETWEEN:

ONTARIO FINANCING AUTHORITY, a corporation established under the *Capital Investment Plan Act, 1993*, (hereinafter the "OFA")

OF THE FIRST PART

AND:

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD, a district school board continued under the *Education Act* (hereinafter the "Board")

OF THE SECOND PART

WHEREAS:

- (a) the Board has participated in one or more different capital programs that have now been consolidated into the Consolidated Capital Programs (the "CC Program") involving various capital projects, in accordance with the maximum entitlement listed in Column 2 opposite the name of the Board in Table 27 of Ontario Regulation 196/10, and under the CC Program has undertaken projects, some of which projects are described in the Schedule "A-2" attached hereto (individually a "CC Eligible Project", collectively the "CC Eligible Projects") and each CC Eligible Project constitutes a "permanent improvement" as defined in subsection 1(1) of the *Education Act*, R.S.O. 1990, c.E2, as amended (the "*Education Act*"). In the event that the Board will borrow the principal amount specified in paragraph 2.1 under this Agreement in respect of a single CC Eligible Project, the term "CC Eligible Projects" means that CC Eligible Project;
- (b) the CC Eligible Projects are collectively referred to as the "Eligible Projects". In the event that the Board will borrow the principal amount specified in paragraph 2.1 under this Agreement in respect of a single Eligible Project, the term "Eligible Projects" means that Eligible Project. The CC Programs are collectively referred to as the "Programs". In the event that the Board will borrow the principal amount specified in paragraph 2.1 under this Agreement in respect of a single Program, the term "Programs" means that Program;

- (c) the Board has financed the Eligible Projects by way of temporary borrowing from a financial institution or from a restricted purpose revenue account (formerly referred to as a reserve account or a reserve fund account) and is entitled to receive grants in respect of the Eligible Projects from the Minister of Education pursuant to various regulations under the *Education Act* including grants for the Board's fiscal year 2014-2015 for the payment of interest;
- (d) the Board has requested and the OFA has agreed to lend the aggregate principal amount specified in paragraph 2.1 to the Board for the purpose of financing the Eligible Projects under the specified Programs on a long-term basis which will include the repayment of temporary borrowing, if any;
- (e) the Board is authorized to borrow money for permanent improvements from the Ontario Financing Authority by way of a loan pursuant to Ontario Regulation 41/10 and is authorized to receive grants for the repayment of such a loan from the Minister of Education pursuant to Ontario Regulation 76/14; and
- (f) the Board has agreed to enter into this Agreement to evidence its indebtedness and provide for the repayment of the loan to the OFA on the terms and conditions set forth herein.

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the mutual covenants and agreements contained in it and subject to the terms and conditions set out in it, the parties agree as follows:

1.0 DEFINITIONS

1.1 In this Loan Agreement, unless the context or the subject matter otherwise requires:

- (a) "Advance Date" means March 11, 2015;
- (b) "Agreement" means this Agreement as it may be amended or extended from time to time by the parties in writing, including all schedules hereto and any document which the parties may at a future time mutually designate as a schedule to this Agreement, by so marking such document in writing as a schedule hereto and part hereof;
- (c) "Aggregate Principal Amount" means the total of the Program Principal Amounts, as hereinafter defined, to be advanced to the Board pursuant to paragraph 2.1 of this Agreement and is equal to the total principal amount

set out in Column 2 opposite the reference to "Aggregate Principal Amount";

- (d) "business day" means any day that is not a Saturday or Sunday and that, in the City of Toronto, is not a day on which banking institutions are generally authorized or obligated by law or executive order to close;
- (e) "dollars" or "\$" means Canadian dollars;
- (f) "Material Adverse Change" means any change or event which (i) materially impairs the ability of the Board to timely and fully perform its obligations under this Agreement, or (ii) could materially impair the ability of the OFA to enforce its rights and remedies under this Agreement; or (iii) has a material adverse effect on the operations, properties, assets, liabilities or financial condition of the Board;
- (g) "Program" means a program undertaken by the Board that is specified in paragraph 2.1 of this Agreement;
- (h) "Program Principal Amount" means the total principal amount of monies to be advanced to the Board for Eligible Projects undertaken in connection with a Program pursuant to paragraph 2.1 of this Agreement;
- (i) "Rate" means 2.993% per annum, including an administrative fee of 0.025% per annum; and
- (j) "Repayment Date" means March 9, 2040.

2.0 PRINCIPAL AMOUNT

2.1 The OFA agrees to lend to the Board and the Board agrees to borrow from the OFA the Aggregate Principal Amount being the aggregate of the respective total principal amount specified below for each of the Programs in lawful money of Canada with interest thereon at the relevant Rate on the terms and conditions set forth in this Agreement:

1	2	3	4
<b>PROGRAMS</b>	<b>PROGRAM PRINCIPAL AMOUNTS</b>	<b>PURPOSE FOR WHICH FUNDS WILL BE USED</b>	<b>STATUS OF ELIGIBLE PROJECT BY</b>
		Funds will only be used for the CC	Substantially completed

1	2	3	4
<b>PROGRAMS</b>	<b>PROGRAM PRINCIPAL AMOUNTS</b>	<b>PURPOSE FOR WHICH FUNDS WILL BE USED</b>	<b>STATUS OF ELIGIBLE PROJECT BY</b>
CC Program	\$117,000.00	Eligible Projects	by August 31, 2014
Aggregate Principal Amount	\$117,000.00		

2.2 The Board acknowledges that the relevant Rate includes an administrative fee payable to the OFA in the amount of 0.025% of the Aggregate Principal Amount outstanding per annum as specified in paragraph 1.1(i).

2.3 Except as otherwise agreed in writing between the Board and the OFA, the monies to be advanced by the OFA shall be advanced by the OFA to the Board by electronic funds transfer directly into the bank account designated by the Board.

2.4 The Board authorizes the OFA to open and maintain records evidencing the Board's obligations under this Agreement and to record therein all advances, interest rates, accrued interest, payments of principal and interest and the aggregate principal and accrued interest outstanding from time to time under this Agreement. The Board agrees that the records kept by the OFA, in the absence of manifest error, shall be prima facie evidence of the indebtedness of the Board and the matters recorded provided that the failure of the OFA to record or correctly record any amount or date shall not affect the obligation of the Board to repay the Aggregate Principal Amount and pay accrued interest thereon owing under this Agreement.

3.0 REPAYMENT

3.1 The Board agrees to repay the Aggregate Principal Amount together with interest thereon as follows:

- (i) the Aggregate Principal Amount and interest thereon at the Rate accrued from and including the Advance Date to but excluding the Repayment Date shall be paid in instalments of interest only and of combined (blended) principal and interest over a 25 year amortization period on the specified dates set out in the amortization schedule(s) attached to this Agreement as Schedule "B" with the first and only interest only payment

on May 15, 2015 and thereafter instalments of combined (blended) principal and interest to November 15, 2039 in each of the years during the currency of the loan as set forth in such Schedule with the final payment of combined (blended) principal and interest on March 9, 2040; and

(ii) the loan shall be fully repaid on the relevant Repayment Date.

- 3.2 If the Board fails to make any payment of principal or interest payable by it under this Agreement on the relevant due date, the overdue amount shall bear interest at the Rate (before as well as after judgment) calculated from the due date until the date of actual payment to the OFA.
- 3.3 Interest, other than interest in respect of the combined (blended) principal and interest instalments, shall be computed under this Agreement on the basis of a year of 365 days and the actual number of days elapsed.
- 3.4 If any day on which a payment is due and payable under this Agreement would otherwise fall on a day that is not a business day, such due date shall instead fall on the next following business day.
- 3.5 Except as otherwise agreed in writing between the Board and the OFA and without affecting the liability of the Board under this Agreement, the monies to be repaid under this Agreement shall be repaid by the Board in immediately available funds to the OFA on the due date by pre-authorized debit from an account of the Board, such account to be designated to the OFA by the execution and delivery of the Payor Pre-Authorized Debit Agreement in a form satisfactory to the OFA ("PAD Agreement") attached to this Agreement as Schedule C, together with such other authorizations, voided cheques and other documentation as the deposit-taking institution and the rules of the Canadian Payments Association may require for such pre-authorized debit. The Board undertakes to notify the OFA and the Ministry of Education, immediately and not later than five business days prior to any due date or the relevant Repayment Date, in writing of any changes in its designated account for the purposes of the pre-authorized debits and agrees to execute and deliver a revised PAD Agreement.
- 3.6 The Board is not entitled to prepay the Aggregate Principal Amount and accrued interest thereon outstanding under this Agreement except with the prior written consent of the OFA.

4.0 CONDITIONS PRECEDENT

4.1 The obligation of the OFA to advance the Program Principal Amounts pursuant to paragraph 2.1 of this Agreement is subject to the following conditions being met to the OFA's satisfaction on the Advance Date:

- (a) that the representations and warranties of the Board contained in this Agreement continue to be true and correct as at the Advance Date;
- (b) that there shall, in the reasonable opinion of the OFA, have been no Material Adverse Change with respect to the Board;
- (c) that this Agreement shall have been duly executed and delivered; and
- (d) that the OFA shall have received such other documentation in form and substance satisfactory to the OFA which it has reasonably requested to ensure that the Board is in compliance with the terms and conditions of this Agreement including (i) a certified true copy of the necessary by-law authorizing the borrowing of the Program Principal Amounts and the execution of this Agreement, (ii) a favourable legal opinion from external legal counsel to the Board as to due authorization, execution, validity and enforceability of this Agreement and such other matters as the OFA considers necessary or appropriate, and (iii) a certificate or certificates executed by an authorized officer or officers of the Board as to the continued truth and correctness of the representations and warranties, the due authorization and execution of this Agreement and other documents, compliance with the *Education Act* and regulations made thereunder and such other matters as the OFA may reasonably request.

5.0 REPRESENTATIONS AND WARRANTIES OF BOARD

5.1 The Board represents and warrants to the OFA that:

- (a) the Board is a district school board under the *Education Act*;
- (b) each Eligible Project has been duly authorized by the Board at a duly called meeting of the Board at which a quorum was present by a resolution or resolutions passed by the Board (the "Resolutions"). In the event that the Board will borrow a Program Principal Amount under this Agreement in respect of a single Eligible Project and the Board has passed a single resolution in respect of the Eligible Project, the term "Resolutions" means that resolution. No application has been made or action brought to quash, set aside or declare invalid the Resolutions nor have the Resolutions been repealed, altered and amended and the Resolutions are in full force and effect;

- (c) copies of the Resolutions mentioned in paragraph 5.1(b) have been forwarded to the Capital Policy and Programs Branch of the Ministry of Education, if applicable;
- (d) each of the CC Eligible Projects constitutes an Eligible Project under the relevant Program and has been undertaken at a school of the Board (which school may constitute a shared facility) or involves the construction of a new school for the Board;
- (e) each Eligible Project constitutes a permanent improvement within the meaning of subsection 1(1) of the *Education Act*; and the Board has obtained all necessary approvals to authorize the carrying out of the Eligible Projects by the Board and the long-term financing thereof;
- (f) the status of each Eligible Project as at August 31, 2014 is accurately set out in paragraph 2.1, the Board has incurred expenditures in respect of the relevant Programs for the Eligible Projects (the "Eligible Expenditures") and the total amount of the Eligible Expenditures in respect of the Eligible Projects undertaken at an individual school of the Board does not exceed the respective aggregate amount of expenditures authorized by the Board in respect of such school of the Board nor does such total amount exceed the expenditures authorized by the Board pursuant to the authorizations referred to in paragraph 5.1(b);
- (g) the Program Principal Amount to be borrowed by the Board under this Agreement in respect of each Program will be borrowed by the Board in respect of the Eligible Projects undertaken by the Board pursuant to that specified Program and will not be borrowed by the Board in respect of any Eligible Projects undertaken pursuant to any other Program;
- (h) the information provided by the Board to the OFA or Her Majesty the Queen in right of Ontario, to the extent that it relates to the Board or the Eligible Projects is true and correct in all material respects when provided and remains true and correct as of the Advance Date;
- (i) the borrowing of the Aggregate Principal Amount to be advanced under this Agreement and the execution, delivery and performance of this Agreement are within the powers and capacities of the Board and have been duly authorized by all necessary legal action and proper proceedings, including a by-law passed by the Board;
- (j) the borrowing of the Aggregate Principal Amount to be advanced under this Agreement, the execution and delivery of this Agreement, and the compliance with the terms and conditions of this Agreement will not conflict with or result in a breach of any of the terms or provisions of the

- by-laws or resolutions of the Board, laws of Ontario, including laws of Canada applicable therein, applicable to the Board or any contractual or other obligation binding on the Board and does not require the consent or approval of any other person;
- (k) this Agreement will, when executed and delivered, constitute a legal, valid and binding obligation of the Board enforceable against it in accordance with its terms;
  - (l) the obligations of the Board under this Agreement are direct, unsecured and unsubordinated debt obligations and rank concurrently and equally in respect of payment of principal and interest with all other debentures and prescribed debt instruments of the Board, except as to the availability of any sinking fund, retirement fund or other prescribed fund applicable to any issue of debentures or such prescribed debt instruments;
  - (m) no litigation or proceedings of any nature are now pending or threatened, attacking or in any way attempting to restrain or enjoin the execution and delivery of this Agreement or in any manner questioning the proceedings and the authority under which this Agreement is authorized, or affecting the validity thereof, or contesting the capacity of the authorized officers of the Board to sign and no authority or proceeding under which the Board is authorized to execute this Agreement has been repealed, revoked or rescinded in whole or in part;
  - (n) there are no actions, suits or proceedings threatened or pending against the Board in any court except actions, suits or proceedings which would not result in a Material Adverse Change if determined against the Board;
  - (o) the Aggregate Principal Amount to be borrowed under this Agreement shall be used only for the Eligible Projects, including the repayment of temporary borrowing for the Eligible Projects from a financial institution and from a restricted purpose revenue account (formerly referred to as a reserve account or a reserve fund account) of the Board, if any, and will not be used for any other purpose except as permitted by the *Education Act* and the regulations made thereunder;
  - (p) the Board is not currently in default under any debentures or other long-term debts of any kind and undertakes to immediately inform the OFA if it is in default under any such long-term financial obligations at any time during the term of this Agreement; and
  - (q) the Board is not now subject to an order under the *Education Act* vesting in the Ministry of Education control and charge over the administration of the affairs of the Board.



5.2 The representations and warranties set out in paragraph 5.1 herein shall survive the execution and delivery of this Agreement, notwithstanding any investigations or examinations which may be made by counsel for the OFA.

5.3 For greater certainty, the OFA is not responsible for ensuring that the proceeds advanced to the Board are in fact used in the manner specified in paragraph 5.1(o).

## 6.0 COVENANTS

6.1 The Board will duly and punctually pay or cause to be paid all principal, interest, fees and other amounts payable by it under this Agreement in accordance with the terms and subject to the conditions of this Agreement.

6.2 The Board will provide prompt notice to the OFA of the occurrence of any Event of Default, as hereinafter defined, or Material Adverse Change.

6.3 The Board complied at all times with all of the Board's obligations in respect of the debt and financial obligation and liability limits for the Eligible Projects, if applicable, under the *Education Act* and the regulations made thereunder which were then in force.

6.4 The Board shall allocate all grants received by it from the Ministry of Education relating to Eligible Expenditures in respect of the Eligible Projects in accordance with the applicable legislation and shall apply such grants to the payment of its obligations for such Eligible Projects including its obligations under this Agreement.

6.5 The Board will obtain all licences, permits, consents, approvals and other authorizations which are necessary or desirable to carry out the Eligible Projects.

6.6 The Board will provide to the Ministry of Education reports respecting the status of the Eligible Projects as requested from time to time.

## 7.0 DEFAULT

7.1 Failure by the Board to pay any principal, interest, fees or other amount payable by it under this Agreement, unless such default is cured within three business days after the date such payment was due, shall constitute an event of default (each, an "Event of Default") and each Event of Default shall be deemed to exist and continue so long as it shall not have been remedied.

8.0 INTERCEPT AND REMEDIES ON THE OCCURRENCE OF DEFAULT

- 8.1 (a) The Board agrees that the Minister of Finance is entitled to deduct from monies appropriated by the Legislature for payment to the Board amounts equal to any amounts that the Board fails to pay under this Agreement. On the occurrence of an Event of Default, the Minister of Finance and such other Minister of the Crown as appropriate is irrevocably authorized to deduct from money appropriated by the Legislature for payment to the Board amounts equal to any amounts that the Board fails to pay to the OFA in accordance with the provisions of this Agreement and to pay such amounts directly to the OFA (the "Intercept").
- (b) The Board agrees that any notice from the OFA to the Minister of Finance in relation to this paragraph may be relied upon by such Minister without further inquiry or verification by such Minister and, upon receipt of such notice, an amount equal to the amount that the Board fails to pay to the OFA shall be deducted from money appropriated by the Legislature for payment to the Board and paid to the OFA.
- 8.2 On the occurrence of any Event of Default and at any time thereafter, so long as the same shall be continuing, the OFA may, in addition to any other remedy available to the OFA at law, at its option, by notice to the Board, invoke the Intercept mechanism to require payment of any amount due and payable under this Agreement.
- 8.3 No delay or omission of the OFA to exercise any right or remedy accruing upon any Event of Default shall impair any such right or remedy or constitute a waiver of any such Event of Default or an acquiescence therein. Every right and remedy given by this Agreement or by law to the OFA may be exercised from time to time, and as often as may be deemed expedient by the OFA.
- 8.4 No right or remedy herein conferred upon or reserved to the OFA is intended to be exclusive of any other such right or remedy, and every such right and remedy shall, to the extent permitted by law, be cumulative and in addition to every other right and remedy given hereunder or now or hereafter existing at law or in equity or otherwise. The assertion or employment of any right or remedy hereunder, or otherwise, shall not prevent the concurrent assertion or employment of any other appropriate right or remedy.

9.0 ADMISSIBILITY OF EVIDENCE

- 9.1 Where communications between the parties are provided on an electronic basis under this Agreement, printouts or other tangible reproductions of any electronic record maintained by a party in relation to such communications shall be

considered business records in any legal, administrative or other proceedings that may arise in relation to this Agreement.

10.0 INTEREST ACT DISCLOSURE

10.1 For the purposes of disclosure pursuant to the *Interest Act* (Canada), the yearly rate of interest to which any rate of interest payable under this Agreement that is calculated on any basis other than a full calendar year is equivalent may be determined by multiplying such rate by a fraction, the numerator of which is the actual number of days in the calendar year in which such yearly rate of interest is to be ascertained and the denominator of which is the number of days comprising such other basis.

11.0 NOTICES

11.1 A notice or other communication pursuant to this Agreement shall be in writing and delivered in person or sent by first class prepaid post or by facsimile transmission (subject, in the case of communication by facsimile transmission, to confirmation by telephone) to the party for which it is intended at the following addresses:

The OFA	Ontario Financing Authority One Dundas St. West, Suite 1400 Toronto, Ontario M7A 1Y7
---------	-----------------------------------------------------------------------------------------------

Attention:	Executive Director Capital Markets Division
------------	------------------------------------------------

Tel. No:	(416) 325-8930
Fax No:	(416) 325-8111

The Board	Niagara Catholic District School Board
-----------	----------------------------------------

Attention:	Superintendent of Business & Financial Services
------------	----------------------------------------------------

Tel. No:	(905) 735-0240
Fax No.	(905) 735-9710

11.2 Either party may change its address for the purposes of receipt of any such communication by giving five business days' prior written notice of such change to the other party in the manner prescribed above.

11.3 Any notice so given takes effect, in the case of delivery in person, at the time of delivery, in the case of delivery by first class prepaid post, seven business days after dispatch and, in the case of delivery by facsimile transmission, at the time of confirmation by telephone.

12.0 GENERAL

12.1 This Agreement shall be governed by and construed in accordance with the laws of the Province of Ontario and the laws of Canada applicable therein.

12.2 This Agreement shall be binding on and enure to the benefit of the OFA, and the Board and their respective successors and permitted assigns, except that the Board shall not, without the prior written consent of the OFA assign, pledge or hypothecate any rights or obligations with respect to this Agreement.

12.3 If any of the provisions of this Agreement are held to be invalid, illegal or unenforceable by a court or tribunal of competent jurisdiction, the remaining provisions shall remain in full force and effect.

12.4 A party, by waiving the breach of any provision of this Agreement, does not waive any further breach of the same provision or any breach of any other provision of this Agreement. A waiver is binding on the waiving party only if it is in writing.

12.5 Subject to the provisions herein, this Agreement may not be altered or amended, except by the mutual agreement of the parties evidenced in writing.

12.6 Time shall in all respects be of the essence of this Agreement.

12.7 All references to time in this Agreement are references to Toronto time, unless otherwise indicated.

12.8 If any date on which an act is required to be taken under this Agreement is not a business day, such act shall be taken on the next following business day.

12.9 Each party shall, upon request of the other, acting reasonably, use its best efforts to make, do, execute or cause to be made, done or executed all further and other lawful acts, deeds, things, devices, documents, instruments and assurances whatever for the performance of the terms and conditions of this Agreement.

12.10 This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior and contemporaneous agreements, understandings, negotiations and discussions, oral and written, between the parties.

12.11

This Agreement may be executed in counterparts each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

IN WITNESS WHEREOF the parties hereto have executed this Agreement.

ONTARIO FINANCING AUTHORITY

BY: \_\_\_\_\_  
Michael D. Manning  
Executive Director  
Capital Markets Division

NIAGARA CATHOLIC DISTRICT  
SCHOOL BOARD

BY: \_\_\_\_\_  
Name:  
Title: Chair

BY: \_\_\_\_\_  
Name:  
Title: Treasurer

## SCHEDULE "A-2"

## CONSOLIDATED CAPITAL ELIGIBLE PROJECTS DESCRIPTION

Please provide a list of the CC Eligible Projects which were substantially completed by August 31, 2014 (and in respect of which the Eligible Expenditures have not been previously financed on a long-term basis) in respect of which a total of \$117,000.00 will be borrowed hereunder. Please include the name of the school, the SFIS number, a project description and the amount to be borrowed hereunder.

<u>School Name/SFIS</u>	<u>Description of CC Eligible Project</u>	<u>Amount to be Borrowed Hereunder</u>
St. Anthony CES/7959	PCS	\$117,000.00

**SCHEDULE "B"**  
**AMORTIZATION SCHEDULE**

**Borrower Name(s):** Niagara Catholic District School Board

**Program(s):** Consolidated Capital Projects - Mar 11 2015

**Loan Date (m/d/yyyy):** 03/11/2015

**Principal Amount (\$):** \$117,000.00

**Annual Interest Rate (%):** 2.993%

**includes Annual Admin Fee (%):** 0.025%

**Loan Term:** 25

**Maturity Date (m/d/yyyy):** 03/09/2040

**Payment Frequency:** 6

**Loan Type:** Amortized

Payment Date	Total Payment	Principal Amount	Interest Amount	Admin Fee	Principal Balance
05/15/2015	\$623.61	\$0.00	\$618.40	\$5.21	117,000.00
11/16/2015	\$3,357.09	\$1,806.19	\$1,736.28	\$14.63	115,393.81
05/16/2016	\$3,357.09	\$1,830.22	\$1,712.44	\$14.42	113,763.59
11/15/2016	\$3,357.09	\$1,854.62	\$1,688.25	\$14.22	112,108.97
05/15/2017	\$3,357.09	\$1,879.38	\$1,663.70	\$14.01	110,429.59
11/15/2017	\$3,357.09	\$1,704.51	\$1,638.78	\$13.80	108,725.08
05/15/2018	\$3,357.09	\$1,730.02	\$1,613.48	\$13.59	106,995.06
11/15/2018	\$3,357.09	\$1,755.91	\$1,587.81	\$13.37	105,239.15
05/15/2019	\$3,357.09	\$1,782.19	\$1,561.75	\$13.15	103,456.96
11/15/2019	\$3,357.09	\$1,808.86	\$1,535.30	\$12.93	101,648.11
05/15/2020	\$3,357.09	\$1,835.93	\$1,508.46	\$12.71	99,812.18
11/16/2020	\$3,357.09	\$1,863.40	\$1,481.21	\$12.48	97,948.78
05/17/2021	\$3,357.09	\$1,891.29	\$1,453.56	\$12.24	96,057.49
11/15/2021	\$3,357.09	\$1,919.59	\$1,425.49	\$12.01	94,137.90
05/16/2022	\$3,357.09	\$1,948.32	\$1,397.01	\$11.77	92,189.58
11/15/2022	\$3,357.09	\$1,977.47	\$1,368.09	\$11.52	90,212.11
05/15/2023	\$3,357.09	\$2,007.07	\$1,338.75	\$11.28	88,205.04
11/15/2023	\$3,357.09	\$2,037.10	\$1,308.96	\$11.03	86,167.94
05/15/2024	\$3,357.09	\$2,067.59	\$1,278.73	\$10.77	84,100.35
11/15/2024	\$3,357.09	\$2,098.53	\$1,248.05	\$10.51	82,001.82
05/15/2025	\$3,357.09	\$2,129.93	\$1,216.91	\$10.25	79,871.89
11/17/2025	\$3,357.09	\$2,161.81	\$1,185.30	\$9.98	77,710.08
05/15/2026	\$3,357.09	\$2,194.16	\$1,153.22	\$9.71	75,515.92
11/16/2026	\$3,357.09	\$2,227.00	\$1,120.66	\$9.44	73,288.93
05/17/2027	\$3,357.09	\$2,260.32	\$1,087.61	\$9.16	71,028.61
11/15/2027	\$3,357.09	\$2,294.15	\$1,054.06	\$8.88	68,734.46
05/15/2028	\$3,357.09	\$2,328.48	\$1,020.02	\$8.59	66,405.98
11/15/2028	\$3,357.09	\$2,363.33	\$985.46	\$8.30	64,042.65
05/15/2029	\$3,357.09	\$2,398.69	\$950.39	\$8.01	61,643.96
11/15/2029	\$3,357.09	\$2,434.59	\$914.80	\$7.71	59,209.37
05/15/2030	\$3,357.09	\$2,471.02	\$878.67	\$7.40	56,738.35

Payment Date	Total Payment	Principal Amount	Interest Amount	Admin Fee	Principal Balance
11/15/2030	\$3,357.09	\$2,508.00	\$842.00	\$7.09	54,230.35
05/15/2031	\$3,357.09	\$2,545.53	\$804.78	\$6.78	51,684.82
11/17/2031	\$3,357.09	\$2,583.63	\$767.00	\$6.46	49,101.19
05/17/2032	\$3,357.09	\$2,622.29	\$728.66	\$6.14	46,478.90
11/15/2032	\$3,357.09	\$2,661.53	\$689.75	\$5.81	43,817.36
05/16/2033	\$3,357.09	\$2,701.36	\$650.25	\$5.48	41,116.00
11/15/2033	\$3,357.09	\$2,741.79	\$610.16	\$5.14	38,374.21
05/15/2034	\$3,357.09	\$2,782.82	\$569.47	\$4.80	35,591.39
11/15/2034	\$3,357.09	\$2,824.47	\$528.18	\$4.45	32,766.92
05/15/2035	\$3,357.09	\$2,866.73	\$486.26	\$4.10	29,900.19
11/15/2035	\$3,357.09	\$2,909.63	\$443.72	\$3.74	26,990.55
05/15/2036	\$3,357.09	\$2,953.18	\$400.54	\$3.37	24,037.38
11/17/2036	\$3,357.09	\$2,997.37	\$356.71	\$3.00	21,040.00
05/15/2037	\$3,357.09	\$3,042.23	\$312.23	\$2.63	17,997.78
11/16/2037	\$3,357.09	\$3,087.75	\$267.09	\$2.25	14,910.02
05/17/2038	\$3,357.09	\$3,133.96	\$221.26	\$1.86	11,776.06
11/15/2038	\$3,357.09	\$3,180.86	\$174.76	\$1.47	8,595.20
05/16/2039	\$3,357.09	\$3,228.46	\$127.55	\$1.07	5,366.74
11/15/2039	\$3,357.09	\$3,276.78	\$79.64	\$0.67	2,089.96
03/09/2040	\$2,109.67	\$2,089.96	\$19.54	\$0.16	0.00
<b>Total:</b>	<b>\$167,230.73</b>	<b>\$117,000.00</b>	<b>\$49,811.16</b>	<b>\$419.57</b>	



**SCHEDULE "C"****PAYOR PRE-AUTHORIZED DEBIT AGREEMENT**  
(this "PAD Agreement")**TO: Ontario Financing Authority (the "OFA")****Payor (the "Board"):**

<u>Niagara Catholic District School Board</u>	<u>Niagara Catholic District School Board</u>	
Full Legal Name	Exact Name in which Account is Held	
<u>427 Rice Road</u>	<u>1-905-735-0240</u>	
Address	Telephone Number	
<u>Welland</u>	<u>Ontario</u>	<u>L3C 7C1</u>
City	Province	Postal Code

**Payor's Financial Institution (the "Bank"):**

<u>CIBC</u>	<u>22 King Street</u>	
Name of Bank	Address	
<u>Welland</u>	<u>Ontario</u>	<u>L3B 3H9</u>
City	Province	Postal Code
<u>95-11512</u>	<u>00872</u>	<u>010</u>
Bank Account No.	Branch No.	Institution No.

**1. Scope**

The Board acknowledges that this PAD Agreement is provided for the benefit of the OFA and the Bank, and is provided in consideration of the Bank agreeing to process pre-authorized debits (each, a "PAD") against the Board's account specified above (the "Account") in accordance with the rules of

**CERTIFICATE OF THE DIRECTOR OF EDUCATION**

**TO: Ontario Financing Authority**  
**AND TO: BORDEN LADNER GERVAIS LLP**

IN THE MATTER OF a loan agreement dated March 11, 2015 between the Ontario Financing Authority, as lender, and the Niagara Catholic District School Board (the "Board"), as borrower, for a loan in the principal amount of **\$117,000.00** repayable by March 9, 2040 (the "Loan Agreement"), authorized by By-law Number 2015-OFA-1 (the "By-law")

I, **John Crocco**, in my capacity as Director of Education of the Board and without personal liability do hereby certify as follows (capitalized terms not otherwise defined herein shall have their respective meanings specified in the Loan Agreement):

1. The representations and warranties of the Board in the Loan Agreement are true and correct in all material respects on and as of the date hereof with the same effect as if made on the date hereof and the Board has complied with all the agreements and satisfied all the conditions on its part to be performed or satisfied under the Loan Agreement at or prior to the date hereof;
2. There has been no Material Adverse Change with respect to the Board as indicated in the Loan Agreement;
3. The By-law was finally passed and enacted by the Board on the **24th day of February, 2015** in full compliance with the *Education Act*, as amended (the "Act") at a duly called meeting at which a quorum was present. Forthwith after the passage of the By-law, the same was signed by the Chair of the Board, being the head of the Board, and the Director of Education of the Board. Attached as Schedule "A" hereto is a duplicate original or a certified true copy of the By-law, as the case may be;
4. No application has been made or action brought to quash, set aside or declare invalid the By-law nor has the same been in any way repealed, altered or amended and the By-law is now in full force and effect;
5. All of the recitals contained in the By-law are true in substance and fact;
6. The Loan Agreement authorized pursuant to the By-law has been duly signed by **Fr. Paul MacNeil**, the duly elected Chair of the Board, and by **me**, the duly appointed Treasurer of the Board, in accordance with the By-law. As at the date hereof, the respective office set forth in this paragraph is held by each of the relevant signatories to the Loan Agreement set forth in this paragraph.
7. The Loan Agreement is in all respects in accordance with the By-law and in signing the Loan Agreement and borrowing money under the Loan Agreement, the Board is not exceeding its borrowing powers;

8. The By-law, the execution and delivery of the Loan Agreement and the transactions contemplated thereby do not conflict with, or result in a breach or violation of any statutory provisions which apply to the Board or any agreement to which the Board is a party or under which the Board or any of its property is or may be bound, or, to the best of my knowledge, violate any order, award, judgment, determination, writ, injunction or decree applicable to the Board of any regulatory, administrative or other government or public body or authority, arbitrator or court.

Dated March 11, 2015

---

Name: **John Crocco**  
Title: Director of Education

I, **Fr. Paul MacNeil**, Chair of the Board do hereby certify that the signature of **John Crocco**, Director of Education of the Board described above, is true and genuine.

---

**Fr. Paul MacNeil**, Chair

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
FEBRUARY 24, 2015**

***PUBLIC SESSION***

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

---

---

**RECOMMENDATION**

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

---

---

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

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

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

Date: February 24, 2015



**REPORT TO THE BOARD  
FEBRUARY 24, 2015**

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

---

---

**BACKGROUND INFORMATION**

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

January 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 January 2015 as presented.

---

---

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

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

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

Date: February 24, 2015

## Appendix A

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD REPORT ON BANKING TRANSACTIONS SUMMARY OF BANK TRANSACTIONS FOR THE MONTH OF:      JANUARY, 2015	
DESCRIPTION OF ITEMS	BANK ACCOUNT
<b>CASH BALANCE AT BEGINNING OF MONTH</b>	<b>(A) 27,804,805</b>
<b>CASH RECEIPTS FOR THE MONTH</b>	
1. GENERAL LEGISLATIVE GRANTS	15,852,298
2. CAPITAL GRANTS	519,100
3. OTHER GRANTS	130,856
<b>SUB-TOTAL - MINISTRY OF EDUCATION GRANTS</b>	<b>16,602,254</b>
4. ONTARIO EARLY YEARS CENTRE	41,615
5. INTEREST REVENUE	25,104
6. MUNICIPAL TAXES	280,126
7. TUITION FEES REVENUE - A.C.E. & OTHER	321,005
8. COMMUNITY USE	24,525
9. CHARITABLE DONATIONS	125
10. GOVERNMENT REBATES (HST 83% REBATE ON TAXABLE PURCHASES)	455,889
11. RECOVERY OF COSTS (LTO, WOB, BENEFITS, OTHER REIMBURSEMENTS)	107,999
12. OTHER CASH RECEIPTS - Other receipts and refunds - Donations Collected from Employees - Other - Other	59,304
13. TRANSFER FROM SINKING FUNDS	0
14. PROCEEDS FROM DEBENTURE ISSUE (NET)	0
15. O.F.A. LOAN PRINCIPAL ADVANCES	0
<b>TOTAL CASH RECEIPTS AND LOAN ADVANCES</b>	<b>(B) 17,817,946</b>
<b>CASH DISBURSEMENTS FOR THE MONTH</b>	
1. ACCOUNTS PAYABLE (NET OF CANCELLED CHEQUES AND DEBT REPAYMENTS)	-6,285,888
2. TEACHER PENSION DEDUCTIONS	-1,817,697
3. O.M.E.R.S. PENSION DEDUCTIONS	-604,263
4. CANADA SAVINGS BONDS DEDUCTIONS	-155,044
5. TRANSFER TO 4 OVER 5 TRUST ACCOUNTS	-9,334
6. OTHER DEBITS	-1,063
7. PAYROLL TRANSFERS AND GOVERNMENT PAYMENTS	-16,324,200
8. INTEREST PAYMENTS ON CAPITAL DEBT	-164,973
9. PRINCIPAL PAYMENTS ON CAPITAL DEBT	-145,694
<b>TOTAL OPERATING DISBURSEMENTS</b>	<b>(C) (25,618,156)</b>
<b>CASH BALANCE AT END OF MONTH</b>	<b>A + B - C = D (D) 20,104,595</b>

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD REPORT ON LOAN BALANCES SUMMARY OF LOAN BALANCES AS AT :      JANUARY, 2015				
The Debentures & Capital Loans are made up as follows:				
Loan Description	Opening Balance	Loan Advances	Loan Repayments	Ending Balance
1. OFA - GPL1 Loan 25 YR.	-11,086,369.91			-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. Debenture (Niagara Region)	-824,000.00			-824,000.00
10. Debenture (Niagara Region)	-855,000.00			-855,000.00
11. Capital Projects - Completed 2001	-12,201,374.95			-12,201,374.95
12. Capital Projects - Completed 2002/03	-18,750,499.65			-18,750,499.65
13. Capital Projects - Completed 2004/05	-3,967,395.01			-3,967,395.01
14. Capital Projects - Completed 2005/06	-6,889,648.04		145,694.45	-6,743,951.59
15. Sinking Fund Asset	621,463.77			621,463.77
<b>Total Debentures &amp; Capital Loans</b>	<b>-81,180,238.43</b>	<b>0.00</b>	<b>-145,694.45</b>	<b>-81,034,543.98</b>

PREPARED BY : Rosa Rocca  
PRESENTED BY: Giancarlo Vetrone

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
FEBRUARY 24, 2015**

***PUBLIC SESSION***

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

---

**RECOMMENDATION**

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

---

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

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

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

Date: February 24, 2015



## **REPORT TO THE BOARD FEBRUARY 24, 2015**

### **UNAUDITED INTERIM STATEMENT OF OPERATIONS**

---

---

#### **BACKGROUND INFORMATION**

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

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

#### **RECOMMENDATION**

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

---

---

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

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

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

Date: February 24, 2015



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

For presentation at Board Meeting on February 24, 2015

ACCOUNT DESCRIPTION	2014-15 ANNUAL BUDGET	2014-15 ACTUAL As at January 31	2013-14 ACTUAL As at January 31	% CHANGE FROM PRIOR YEAR
<b>TOTAL REVENUES</b>	<b>253,193,727</b>	<b>106,521,397</b>	<b>106,166,029</b>	<b>↑ 0.33%</b>
<b>EXPENDITURES</b>				
BOARD ADMINISTRATION	7,520,820	3,804,375	3,528,013	↑ 7.83%
ELEMENTARY SCHOOLS	127,892,618	53,771,800	53,597,957	↑ 0.32%
SECONDARY SCHOOLS	67,912,660	28,451,391	28,667,544	↓ -0.75%
CONTINUING EDUCATION	5,513,307	2,234,372	2,389,942	↓ -6.51%
PLANT OPERATIONS	18,553,272	7,452,974	7,287,709	↑ 2.27%
PLANT MAINTENANCE	3,408,125	1,321,016	1,388,667	↓ -4.87%
TRANSPORTATION	9,721,468	4,608,961	4,826,712	↓ -4.51%
<b>TOTAL OPERATING EXPENDITURES</b>	<b>240,522,270</b>	<b>101,644,889</b>	<b>101,686,543</b>	<b>↓ -0.04%</b>
AMORTIZATION	10,630,054	4,429,194	3,931,385	↑ 12.66%
INTEREST EXPENSES	4,387,683	2,224,526	2,456,378	↓ -9.44%
OTHER	117,487	0	0	
<b>TOTAL EXPENDITURES</b>	<b>255,657,494</b>	<b>108,298,609</b>	<b>108,074,306</b>	<b>↑ 0.21%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>-2,463,767</b>	<b>-1,777,212</b>	<b>-1,908,277</b>	<b>↓ -6.87%</b>
<b>ADJUSTMENTS FOR COMPLIANCE PURPOSES</b>				
AMORTIZATION OF EMPLOYEE FUTURE BENEFITS	934,433	389,347	389,347	→ 0.00%
<b>NET SURPLUS/(DEFICIT) FOR COMPLIANCE</b>	<b>-3,398,200</b>	<b>-2,166,559</b>	<b>-2,297,624</b>	<b>↓ -5.70%</b>

**Notes:**

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

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
FEBRUARY 24, 2015**

***PUBLIC SESSION***

**TITLE: CORRESPONDENCE  
UNITED WAY SOUTH NIAGARA - REQUEST TO ATTEND  
MAY 2015 BOARD MEETING**

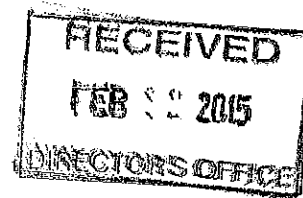
---



**United Way**  
South Niagara  
Change starts here.

February 4th, 2015

Director of Education Secretary/Treasurer  
Niagara Catholic District School Board  
427 Rice Road  
Welland, ON L3C 7C1



Dear Director of Education Secretary/Treasurer,

On behalf of United Ways across the Niagara Region, it is my pleasure to express our sincerest appreciation and gratitude for the annual partnership nurtured over the years with the Niagara Catholic District School Board.

To recognize the Niagara Catholic District School Board and its many schools, leaders and United Way canvassers, **we respectfully request the opportunity to attend the May 2015 Board Meeting to conduct a cheque presentation and very short presentation** in recognition of the entire Board's outstanding contributions to the 2014 United Way Campaign. We would like to invite media to share in this cheque presentation and to publicly recognize your outstanding support.

Niagara Catholic District School Board and its many leaders have truly gone above and beyond with their support and their annual involvement with our campaign, as well as the annual United Way Day held every April at NCDSB. This past year alone, the board, staff and leaders within the Niagara Catholic District School Board raised over \$32,000. I thank you for your commitment to excellence in education, to your community and to helping children and youth reach beyond their potential.

I look forward to attending an upcoming Board meeting to truly recognize your collective efforts. I can be reached at 905-735-0490 or via email at [tamara@southniagara.unitedway.ca](mailto:tamara@southniagara.unitedway.ca) at any time to discuss our request or confirm the Board meeting date. Thank you once again.

Sincerely,

Tamara Coleman-Lawrie  
Executive Director, United Way South Niagara

United Way South Niagara  
800 Niagara Street, 2<sup>nd</sup> Floor, Welland, ON L3C 5Z4  
P: 905-735-0490 | F: 905-735-5432 | E: [office@southniagara.unitedway.ca](mailto:office@southniagara.unitedway.ca)

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
FEBRUARY 24, 2015**

***PUBLIC SESSION***

**TITLE: CORRESPONDENCE  
SOPHIE MARY STANKO – PROPOSED REVITALIZATION  
OF MCGUINTY’S SEX ED**

---

Sophie Mary Stanko  
19 Eastchester Ave.  
St. Catharines ON  
L2P 2V7

Attention: Bd of Trustees: Fr. Paul MacNeil, Chair  
Secretary John Crocco

**URGENT**

Will be ~~sent~~ <sup>sent</sup> by Hon. Liz Sandals, Kathleen Wynne and James Bradley  
in typed form from this hurried draft... my apologies for pressed time but  
Queen Parks has ~~set~~ <sup>set</sup> Fri., Feb. 20th as Submission's Deadline!!!

Re: Proposed Revitalization of McQuinty's Sex Ed

As a 34<sup>th</sup> year elementary school Educator, <sup>tax payer</sup> and outspoken  
member of the Catholic Women's League of Canada, I  
herein state my grave concerns, <sup>as well as, request for fair extension</sup> ~~totally supported by the~~  
~~affiliated separatist~~, over Ontario's imminent, mandatory  
<sup>to the Fri. Feb. 20th deadline submission</sup>  
Sex-ed Curriculum ~~AD~~ that more than 100,000 consulted may  
reproach more closely <sup>the school pop of 2 Million</sup>

1. What is your agenda in having only a limited  
number of parents in your consultation program instead  
of <sup>having public</sup> town hall meetings or similar feedbacks ubiquitously?

2. How can you willingly, usurp parental fundamental  
rights, without due consideration, <sup>as being the</sup> for them primary  
educators best qualified to handle this serious topic  
at an age or developmentally sensitive time and in the  
moral dimension of their respective religion and culture?

3. What qualifications do you have to decide how  
and when to teach this contradictory material, which  
was overwhelmingly rejected in Premier Dalton McQuinty's  
2010 attempt to do so?

4. Why cannot Catholic educational institutions replace it  
with their Fully Alive program for the wholistic teaching  
of the moral dimension of sexuality? Creating a favourable  
positive environment is worth a thousand ill-timed graphics

5. Medical professionals have <sup>interactive, recorded</sup> first-hand proof that <sup>the</sup> trans-  
gendered patients are equally unhappy because their root  
cause has been overlooked. Their <sup>psychological</sup> deep <sup>problems</sup> psychological problems  
needs to be resolved. <sup>ask</sup> ~~Are~~ <sup>empirical</sup> results the <sup>basis</sup> of all <sup>research</sup> papers?

6. In reflecting on my undergrad subject of concentration at UofT,  
namely, Russian, and its freedom-denied Writers, e.g. the author  
of The Gulag Archipelago, <sup>ask</sup> Are you also poignantly attempting to  
deny Canada's Charter of Rights and Freedoms to us democratically  
privileged Ontarians, within the parameters of a multicultural setting?

Yours truly,  
S. Mary Stanko, UofT (BA '70) Brock (MEd. 79) Tel: 905-685-8076

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
*FEBRUARY 24, 2015***

***PUBLIC SESSION***

**TOPIC: TRUSTEE INFORMATION  
SPOTLIGHT ON NIAGARA CATHOLIC – FEBRUARY 10, 2015**

---



**February 10, 2015**

## **Blessed Trinity Catholic Secondary School Receives Premier's Award for Accepting Schools.**

Blessed Trinity Catholic Secondary School has been recognized with a Premier's Award for Accepting Schools from the Province. It is the fifth Niagara Catholic school to be recognized since the Award was first presented in 2011.

Blessed Trinity's most significant challenge was to foster a safe and positive school environment that supported the mental health needs of students. Staff and students have worked diligently for the past several years to create a climate of acceptance, inclusion and support and the results are remarkable. Student suspensions have dropped from 52 in 2011-2012 to 19 in 2013-2014. A number of students, staff and parents have been trained in suicide awareness and prevention and overall students are now more aware of the mental health challenges facing youth today.



## Niagara Catholic Teacher Receives Norah Morgan Memorial Award

Congratulations to Marty Umanetz, a teacher at Our Lady of Fatima Catholic Elementary School in St. Catharines, who is the 2015 recipient of Carousel Players' Norah Morgan Memorial Award. Mr. Umanetz was presented with his Award during the February 10 Committee of the Whole Meeting.

This Award celebrates the contributions and achievements of elementary school teachers who have made a strong contribution to the arts in Niagara. Mr. Umanetz has shared his expertise and love of the arts in his daily classroom activities by integrating art, dance, drama and music into all parts of the curriculum.

Mr. Umanetz is the fifth Niagara Catholic teacher to receive the Norah Morgan Memorial Award, which is alternated each year between Niagara Catholic and the public school board. Previous recipients include Barb Hennessy (2007), Anneliese Burke (2009), Laurie Crain-Anez (2011) and Paul Lukacs (2013).

Our Lady of Fatima students in ELKP through Grade 3 will be treated to a free performance of *Peg and the Yeti* by Carousel Players.





## **Special Needs Strategy for Children and Youth**

Ontario's Special Needs Strategy, which was announced in February 2014, aims to connect children and youth with special needs to the services they require as quickly as possible, and to improve the service experience of families in early identification of special needs children, co-ordinated service planning and integrated delivery of rehabilitation services for children, including physiotherapy, Occupational Therapy and Speech and Language Therapy.

Niagara is one of 34 designated service areas in the province, and Niagara Catholic is one of many stakeholder groups involved in community planning tables to discuss co-ordinated service planning and integrated delivery of rehabilitation services.

Additional information about the Special Needs Strategy can be found at <http://specialneedsstrategy.children.gov.on.ca/background/>.

## **Holy Cross Student Wins Silver, Bronze at Speed Skating Event**

Max Brant, a Grade 10 student at Holy Cross Catholic Secondary School, competed in the Canadian Age Class Long Track Speed Skating Championships in Saskatoon, Saskatchewan, February 7-8. Max competed in the 14 year old boy's age class and brought home Silver medals in the 100-metre and 300-metre events, and was part of the Ontario Team Pursuit, which brought home Bronze.

For those unfamiliar with speed skating, Team Pursuit involves a team of four skaters which start on one side of the oval, competing against another team, which begins on the other end. The skaters have to stay one behind the other throughout the whole race (although they switch up leading). As a team race, if one falls and does not get up, the whole team is out.

Max began speed skating 2009 and is looking forward to Racing in the Short Track Provincial Championships at the end of the month in Kingston, ON.

## **Niagara Catholic In the News**

We've made the paper again! Here are a couple of news stories from early February for you to enjoy.

[A Natural Way to do Business](#)

[A Healthy Start for Niagara Kids](#)

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
*FEBRUARY 24, 2015***

***PUBLIC SESSION***

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

---



# MARCH 2015



Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3 Family of Schools Public Speaking	4 Family of Schools Public Speaking SEAC Meeting	5 Family of Schools Public Speaking French, Italian Spanish Public Speaking	6	7
8 Daylight Savings Time Begins	9 Speak Out! Showcase	10 Technology Skills Competition Committee of the Whole Meeting	11 Technology Skills Competition	12	13	14
15	16 March Break	17 March Break St. Patrick's Day	18 March Break	19 March Break	20 March Break	21
22	23	24 Policy Committee Meeting Board Meeting	25	26 OSSLT Test NCPIC Meeting	27	28
29 Palm Sunday	30 Holy Week	31 Holy Week	Holy Week	Holy Week	Good Friday	

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
FEBRUARY 24, 2015**

***PUBLIC SESSION***

**TITLE: TRUSTEE INFORMATION  
LETTER TO ALL FAMILIES - MEASLES / INFORMATION  
FROM PUBLIC HEALTH**

---



Tuesday, February 17<sup>th</sup>, 2015

Dear Students, Parents and Guardians:

Over this past weekend, we were informed by Dr. Jaeger, Medical Officer of Health for the Niagara Region Public Health Unit, that individuals with measles have had contact within the Niagara community and specifically within the school communities of Our Lady of Mount Carmel Catholic Elementary School and Saint Michael Catholic High School in Niagara Falls.

While both schools have a very high vaccination rate, Public Health continued to be in contact with the families of students over this past weekend who have not been adequately vaccinated. According to the *Immunization of School Pupils Act*, students who have not completed the required immunization schedule for, in this case, measles, have been excluded from school until they meet the requirements to return. Both schools are working with families of excluded students to provide school work during the period of exclusion.

While the airborne measles virus can impact non-immunized individuals anywhere, with the confirmation this weekend of the measles virus in Niagara with school aged children, we put several steps into place to keep Niagara Catholic parents and staff informed during this outbreak.

In consultation with Dr. Jaeger, two fact sheets were created with information on measles and vaccinations. One fact sheet is for families of students in school, the other fact sheet is for staff in our schools. Attached to this letter is a copy of the fact sheet for families with important health information and Public Health contact information.

Over the weekend, a copy of the fact sheet was posted on the Board website and links on each Niagara Catholic elementary and secondary school website. On Sunday, February 15<sup>th</sup>, 2015, the Principals of Our Lady of Mount Carmel Catholic Elementary School and Saint Michael Catholic High School sent voicemail messages to all families in their school communities to inform them that an individual with a confirmed case of measles has been in the school community. They have advised parents/guardians to call Public Health if their child has not been adequately vaccinated or exhibits symptoms.

Niagara Catholic is committed to the health, wellness and safety of our 24,000 students and 3,000 staff. If the virus affects any other school aged children, we will contact the families of the specific school community and follow the process outlined above. Students and staff who have up-to-date vaccinations have the best protection against contracting measles.

Both Dr. Jaeger and I thank all parents and guardians who have immunized their children, and remind those who have not yet immunized their children of the importance of childhood vaccinations to prevent the spread of infectious diseases, such as measles.

If you have any questions, please contact your school Principal or the Public Health Unit at 905.688.8248 ext. 7330.

Sincerely,

John Crocco  
Director of Education

## Important information for parents and guardians of school-aged children

### Measles Information

#### Measles in Niagara

Measles is circulating in Niagara and in other areas across the province. Anyone can catch it anywhere. As more cases are confirmed Niagara residents should be aware that measles can be in any community so the best protection for you and your family is to ensure your measles vaccination is up to date.

The following information can be found at [www.niagararegion.ca/health](http://www.niagararegion.ca/health):

- The most up-to-date information about measles activity
- General vaccination clinics
- Information about measles

**Niagara Region Public Health strongly encourages all residents to have their measles vaccination up to date:**

- For individuals born before 1970 and can confirm they have had the disease or have had one dose of MMR, no further vaccination is required at this time
- For individuals born in 1970 or after, two doses of the MMR vaccination is required to be considered adequately protected

#### About measles

- Measles is an infection of the lungs (respiratory system) that is caused by a virus
- It is easily spread from person to person
- Nine out of 10 unimmunized people who come in close contact with an infected person with measles will get the disease
- Measles is a serious disease, one in 10 will develop complications, one in 1,000 will die

Who is at risk (susceptible)?

- Anyone who has not had their age-appropriate vaccines
- Recommendations for vaccination include:
  - Children as per Ontario's Publicly Funded Immunization vaccination schedule
  - Adults before 1970 with no evidence of previous measles illness and who have not had one dose of the measles vaccine
  - Adults born in 1970 or after who have not had two doses of measles vaccine

Note: Infants under one year of age, pregnant women, and persons with weakened immune systems are more likely to get very ill with measles

### Symptoms of Measles

- Fever of 38.3° C (101° F) or greater
- Cough
- Runny nose and red/watery eyes
- A red blotchy rash on the face begins on the third to seventh day and spreads downward to the rest of the body
- The rash will last between four to seven days
- Measles usually lasts for two weeks

### How is it spread?

- Measles is spread easily through the air or through contact with droplets from the nose and throat of an infected persons when they cough or sneeze
- Particles from an infected person can stay in the air for long periods of time and infect others in the same room or in neighbouring rooms
- People infected with measles can spread the disease to others four days before the rash appears and up to four days after the rash appears

### My child has developed symptoms. Who do I call?

- If you need medical attention , seek medical care but call ahead first to allow health care staff to manage your case appropriately
- If your child develops any of the symptoms listed above, call Public Health at 905-688-8248 ext. 7330 or 1-888-505-6074 or after hours at 905-984-3690 or 1-877-552-5579

## **General Information about the *Immunization of School Pupils Act***

### What is the *Immunization of School Pupils Act*?

- The *Immunization of School Pupils Act* requires every Public Health unit to have either an up-to-date vaccination record or a legal exemption form on file for each child attending school.
- The Act ensures that children in Niagara are protected against vaccine preventable diseases
- Mandated by the Ontario Ministry of Health and Long-Term Care

### What does “exclusion from school” mean?

- Susceptible students will be excluded from school if they have been in contact with a confirmed or suspected case

### What are the criteria for exclusion from school?

- When the Medical Officer of Health identifies an outbreak or an immediate risk of an outbreak of a reportable disease in the school where the student attends
- The student has not completed the required immunization schedule for the disease circulating

What is the purpose of exclusion from school?

- Exclusion is about protection and prevention
  1. It protects your child from getting the illness
  2. It prevents your child from spreading the illness

My child has been excluded from school. When can he/she return?

- Exclusion from school will remain in effect until either:
  - Public Health has received notification that the child has received the required immunizations for the disease circulating, OR
  - The risk of disease exposure and illness has subsided, as determined by the Medical Officer of Health

My child has the required vaccination, but I haven't reported it to Public Health. Who do I call?

- To report vaccination(s) please contact Public Health 905-688-8248 or 1-888-505-6074 ext. 7309 between 8:30 a.m. and 4:30 p.m. Monday to Friday.

I have questions about the exclusion process. Who do I call?

- If you require any further information about the exclusion process please call 905-688-8248 ext. 7309, or 1-888-505-6074 between 8:30 a.m. and 4:30 p.m.



**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
*FEBRUARY 24, 2015***

***PUBLIC SESSION***

**TOPIC: TRUSTEE INFORMATION  
ONTARIO COLLEGE OF TEACHERS PRESENTATION**

---



Ontario  
College of  
Teachers

Ordre des  
enseignantes et  
des enseignants de  
l'Ontario

Ontario College of Teachers

Working in the Public Interest

# Who Does What In Education?

The screenshot shows the website's navigation menu with the following items: PUBLIC, MEMBERS, BECOMING A TEACHER, NETWORK, and ABOUT THE COLLEGE. A search bar is located at the top right with the text "FIND A TEACHER Search our public registry" and a "FIND" button. Below the navigation is a banner with five photos of teachers and the text "THE COLLEGE'S NEWS Learn more about what the College does and how it supports teaching excellence".

The "NEWS" section contains the following articles:

- October 17, 2012**  
**Support for The Protecting Students Act**  
Since its introduction to the legislature by Minister Le Marchand, the Protecting Students Act has been widely received. Learn what people are saying in support of the Act.
- College welcomes announcement of Protecting Students Act**  
Proposed legislative amendments to the Ontario College of Teachers Act (referred to as the Protecting Students Act) have been announced. The amendments will strengthen the College's ability to better protect students and ensure the highest standards of teaching excellence.

The "FOR MEMBERS" section includes the following links:

- Access member discounts
- Download a tax receipt
- Pay membership fees
- Find an AD

The "BECOME A TEACHER" section includes a "FIND" button and a search bar with the text "Search our public registry".

# What the College Does

[Home](#) / [About the College](#) / [What We Do](#) / [Inspiring Public Confidence](#)

[PUBLIC](#) / [MEMBERS](#) / [BECOMING A TEACHER](#) / [NETWORK](#) / [ABOUT THE COLLEGE](#)

[Find a Teacher](#)  
 Search our public registry  
 Eg. B. Smith or 907154

**ABOUT THE COLLEGE**  
 What We Do  
 Inspiring Public Confidence  
 Legislation  
 College Leadership  
 College Staff  
 Organizational Chart  
 Speakers Bureau  
 History of the Ontario College of Teachers

**INSPIRING PUBLIC CONFIDENCE**  
 The Ontario College of Teachers was established in 1997 to allow teachers to regulate and govern their own profession in the public interest. Teachers who want to work in publicly funded schools in Ontario must be certified to teach in the province and be members of the College.

The College:
 

- ensures Ontario students are taught by skilled teachers who adhere to clear standards of practice and conduct
- establishes standards of practice and conduct

Ontario College of Teachers

**COLLEGE STATS**

- 52 accredited teacher education programs offered at 17 Ontario Universities
- 24 Public Awareness Initiative presentations to 20 different school boards
- 238,201 members
- 13 presentations to international delegations since January 2014
- 34,528 AOs awarded in 2013 to members
- 80 decisions made in 2013 by the Discipline Committee
- 303 decisions made in 2013 by the Investigations Committee
- 25 educational conferences attended since January 2014
- 444 complaints received in 2013

# Standards of the Profession

The screenshot shows the website for the Ontario College of Teachers. The main navigation bar includes links for PUBLIC, MEMBERS, BECOMING A TEACHER, NETWORK, and ABOUT THE COLLEGE. A search bar is located on the right side of the navigation bar. The main content area features a large image of a classroom with a teacher and students. Below the image, there is a section titled 'STANDARDS OF PRACTICE' with a sub-section 'Introduction' and a list of bullet points. A 'FIND A TEACHER' search box is also visible on the right side of the page.

Ontario College of Teachers

Home / Public / Professional Standards / Standards of Practice

Public / Contact / Professional Standards / FAQ / Q

PUBLIC MEMBERS BECOMING A TEACHER NETWORK ABOUT THE COLLEGE

**FIND A TEACHER**  
Search our public registry  
E.g. "Toronto" or "507654"

## STANDARDS OF PRACTICE

### Introduction

The Standards of Practice for the Teaching Profession provide a framework of principles that describe the knowledge and skills that are essential to the teaching profession. These standards articulate the goals and aspirations of the profession. These standards convey a collective vision of professionalism that guides the daily practices of members of the Ontario College of Teachers.

**The Purpose of the Standards of Practice for the Teaching Profession are:**

- to inspire a shared vision for the teaching profession
- to identify the values, knowledge and skills that are essential to the teaching profession
- to guide the profession in setting standards for its members
- to provide a framework for ongoing professional development for all teaching professionals

**The Standards of Practice for the Teaching Profession are:**

### PUBLIC

**The Public Interest**

- Professional Standards
- Standards of Practice
- Standards of Ethics
- Professional Learning Framework
- Standards of Practice
- Professional Advancement
- Standards of Practice
- Additional Qualifications

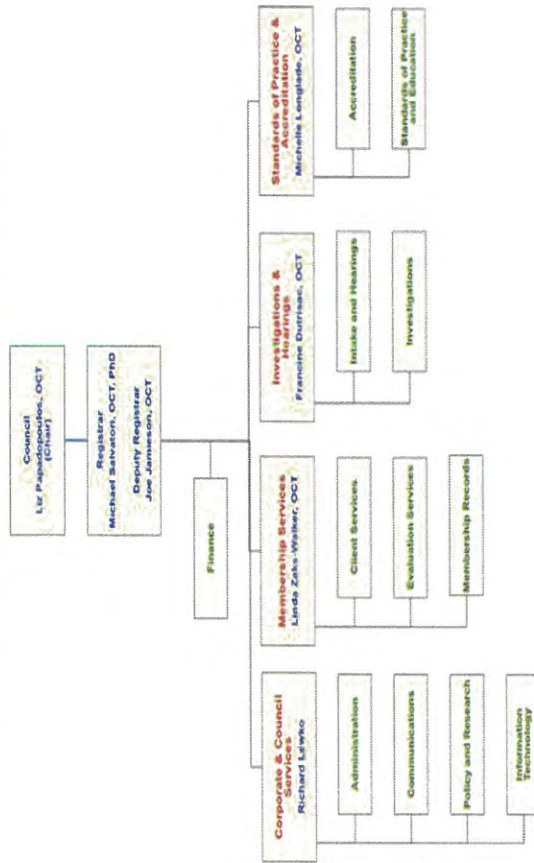
**Accreditation**

**Complaints and Discipline**

# Serving on Council



# College Organization



# Membership in the College

[Home](#) | [Becoming a Teacher](#) | [Requirements](#) | [Public](#) | [Members](#) | [Becoming a Teacher](#) | [Network](#) | [About the College](#)

**Ontario College of Teachers**

**BECOMING A TEACHER**  
 FIND A TEACHER  
 Search our public registry  
 E.g. 'B' for or 307594

**BECOMING A TEACHER**  
**Applying**  
**Requirements**  
 General Education  
 Accepted Training and Teacher Education  
 Knowledge of Education  
 Canadian Native Language  
 Good Moral Standing  
 Recent Educational Program Involvement  
 Document Translation  
**Interjurisdictional Educator Teachers**

**REQUIREMENTS**  
 To teach in Ontario's publicly funded schools, a teacher must be certified by the Ontario College of Teachers. Certified teachers pay an annual membership fee to maintain their membership and certification. To be certified, teachers must:
 

- have completed a minimum three-year postsecondary degree from an acceptable postsecondary institution
- have successfully completed a one-year acceptable teacher education program
- apply to the College for certification and pay the annual membership and registration fees. Application process includes providing proof of identity and a Canadian Criminal Record Check Report.

 Before you begin your online application, you should select and print one of the application guides listed here. Pick the one that applies to you and make sure you read it carefully. There are five different registration guides. Each one tells you what you need to know to get certified.

If you are applying as a teacher of academic subjects from Kindergarten to Grade 12,

# Professional Designation

Home | Members | Know Your College | Your Professional Designation

Ontario College of Teachers

Public | Members | Becoming a Teacher | Network | About the College

Find a Teacher  
Search our public registry  
E.g. 'B. Green' or 'B/S/Ma' [Find]

### YOUR PROFESSIONAL DESIGNATION

#### YOUR MARK OF PROFESSIONALISM

For the first time in the history of Ontario education, teachers in this province have a professional designation. In fact, this was a first for Canadian educators.

This Ontario College of Teachers launched the Ontario Certified Teacher (OCT) designation in the fall of 2009.

The College Council grants the OCT designation to members in good standing. The designation signifies that you:

- are certified and qualified to teach in Ontario's publicly funded schools
- possess subject knowledge and skills specific to teaching
- engage in ongoing learning throughout your career
- belong to a community of highly educated, responsible and caring practitioners who are committed to helping Ontario students develop and succeed.

Teachers who hold one of the most respected and recognized designations in the education profession are professional designations.

#### MEMBERS

- Services
- Library
- Membership and other fees
- Member Newsletter
- Discounts
- Know Your College
- Advocacy
- Your Authority
- Our College
- Our Commitment
- Your Professional and Early Childhood

# Find a Teacher

Home | Members | Know Your College | Your Professional Designation

Ontario College of Teachers

Public | Members | Becoming a Teacher | Network | About the College

Find a Teacher  
Search our public registry  
E.g. 'B. Green' or 'B/S/Ma' [Find]

### Who can I search for?

You may search for anyone who has a teaching certificate in Ontario's publicly funded schools.

### What information is available?

Find a Teacher, the College's public register, lists teachers with teaching certificates and their contact information. Member schools. Each record includes:

- a teacher's qualifications
- date of final certification
- status with the College
- disciplinary history, if applicable

#### MEMBERS

- Services
- Library
- Membership and other fees
- Member Newsletter
- Discounts
- Know Your College
- Advocacy
- Your Authority
- Our College
- Our Commitment
- Your Professional and Early Childhood

# Teacher Education in Ontario

Home / Contact / Registrar / Accreditation / About the College

Public / Members / Becoming a Teacher / Network / About the College

Ontario College of Teachers

Find a Teacher  
Search our public registry  
E.g. 'B. Sc.' or '8754'

Accreditation

**ACCREDITATION**

The College has accredited more than 50 full- and part-time teacher education programs in 18 university faculties of education in Ontario – the places people go to learn how to teach. The College also reviews and accredits business, additional qualification, and other courses. These courses keep teachers current and prepare them to teach in diverse communities including those from English, French, multicultural, First Nations, Métis and Inuit heritages.

Accreditation helps to ensure the programs and courses that prepare teachers are based on the profession's ethical and practice standards.

The College continually reviews teacher education programs in the province to ensure they meet regulatory requirements for accreditation. We site the [Ontario Schedule](#) to provide you, the public, with an opportunity to share your thoughts about program quality. We welcome your feedback.

You can also view [Accreditation Committee Reports](#).

**PUBLIC**

- The Public Interest
- Professional Standards
- Accreditation
- Accreditation Issues / Feedback
- Accreditation Timeline
- Complaints and Discipline
- Media
- Governance
- Resources

Home / Public / Accreditation / About the College

# Teacher Education in Ontario

Home / Contact / Registrar / Accreditation / About the College

Public / Members / Becoming a Teacher / Network / About the College

Ontario College of Teachers

Find a Teacher  
Search our public registry  
E.g. 'B. Sc.' or '8754'

Becoming a Teacher

**BECOMING A TEACHER**

Applying

Requirements

- General Education
- Language Requirements
- Ontario Teacher Education
- Canadian Content
- Technological Education
- Canadian History / Language
- Board of Initial Training
- Teacher Education Program Providers
- Document Translation

Intentionally Educated Teachers

**TEACHER EDUCATION PROGRAM PROVIDERS**

For information about Ontario's teacher education programs and admission requirements, please contact the faculty table:

**BROCK UNIVERSITY** - Offers consecutive, concurrent, nondegree and atypical teacher education programs

Faculty of Education  
Office of the Registrar - Admissions  
500 Chalmers Avenue  
St. Catharines ON L2S 3A1  
Phone: 905-688-5500 ext. 3962  
<http://www.brock.ca/teachereducation>  
email: [REGISTRATION@BROCKU.CA](mailto:REGISTRATION@BROCKU.CA)

Home / Public / Accreditation / About the College

# Enhanced Teacher Education Program

Home / Public / The Public Interest / Enhancing Teacher Education

Ontario College of Teachers

Home / Members / Becoming a Teacher / Network / About the College

**ENHANCING TEACHER EDUCATION**  
Initial teacher education – what people learn to become teachers – is undergoing significant and exciting change in Ontario.  
Beginning on September 1, 2015, the initial teacher education program at Ontario's faculties of education will

**Find out about the Planning New Teacher Education**

**FIND A TEACHER**  
Search our public registry  
E.g. "S. Smith" or 907684

**PUBLIC**  
The Public Interest  
The Standard – An e-newsletter of the Ontario College of Teachers  
How Teachers are Certified  
Enhancing Teacher Education

# Additional Qualifications

Home / Members / Services / Find an AQ

Ontario College of Teachers

Home / Contact / Members / Professional Learning / FAQ / Q

Home / Public / Becoming a Teacher / Network / About the College

**FIND AN AQ**  
See our **FAQs** on how to ensure your Additional Qualifications (AQs) appear on your certificate.  
If you're thinking about taking an additional qualifications course to expand your subject knowledge or sharpen your classroom skills, our search engine **Find an AQ** will help you find the AQ and the provider to suit your needs.

Subject recourses or keyword:

Schedule/Onsite:

Provider:

All Providers

**FIND A TEACHER**  
Search our public registry  
E.g. "S. Smith" or 907684

**MEMBERS**  
My Account  
Create An Account  
Request My Membership Card  
Add An AQ  
Make My Profile Public  
View My Payment History  
Contact the college  
Get Support  
My Certificate Status  
Where My Fee Goes

**Library**  
Membership and other fees



# Ontario Certified Teachers are Accountable

Home / About Us / Public / Members / Becoming a Teacher / Network / About the College

**Ontario College of Teachers**

Members of the Investigation Committee shall consider and investigate complaints or actions of a member of the College.

**COMPLAINTS AND DISCIPLINE**

The College investigates and resolves complaints about College members related to professional misconduct, incapacity and incompetence.

Members accused of professional misconduct have a right to procedural fairness, including the right to answer and defend to be presumed innocent until proven otherwise, and to have matters dealt with in a timely manner. They also have a right under law to appeal.

By preparation, complaints against teachers are rare. The College has 235,000 members. About 60 people on average have a public hearing in any given year.

These member panels of publicly appointed and teacher-elected College members rule on each case. The panel can decide on an appropriate penalty. The penalty can range from a reprimand, and directors to remove counselling or take courses, to being over a license to teach. **THE ADVISORY DECISIONS ARE LISTED IN ALPHABETICAL ORDER.**

Do you have concerns about a member? The link and investigating of a complaint follows a specific process. Learn about the **COMPLAINTS PROCESS** and the steps to take to **REPORT A CONCERN**.

**PUBLIC**

- The Public Interest
- Professional Standards
- Accreditation
- Complaints and Discipline

Discusses  
Complaints Process  
How to Report a Concern  
How to Appeal a Decision  
Hearing Schedule  
Investigation Process  
Investigation Committee

Home / About Us / Public / Members / Becoming a Teacher / Network / About the College

# Ontario Certified Teachers are Accountable

Home / About Us / Public / Members / Becoming a Teacher / Network / About the College

**Ontario College of Teachers**

Members of the Investigation Committee shall consider and investigate complaints or actions of a member of the College.

**PROFESSIONAL MISCONDUCT RELATED TO SEXUAL ABUSE AND SEXUAL MISCONDUCT**

**PROFESSIONAL MISCONDUCT RELATED TO SEXUAL ABUSE AND SEXUAL MISCONDUCT**

**PROFESSIONAL MISCONDUCT RELATED TO SEXUAL ABUSE AND SEXUAL MISCONDUCT**

The Council of the Ontario College of Teachers approved the professional advisory on September 27, 2002. This advisory applies to all members of the Ontario College of Teachers, including but not limited to teachers, consultants, vice-principals, principals, supervisory officers, directors of education and those working in non-school-board positions.

**PROFESSIONAL MISCONDUCT RELATED TO SEXUAL ABUSE AND SEXUAL MISCONDUCT**

The Council of the Ontario College of Teachers has approved the Professional Advisory. The intent of this advisory is to provide a clear and consistent standard of conduct for all members of the College. It also governs their behaviour and to prevent sexual abuse of students and sexual misconduct. This advisory is not to be construed as providing an exhaustive list of unacceptable behaviours, but rather is intended to provide

Home / About Us / Public / Members / Becoming a Teacher / Network / About the College

# Ontario Certified Teachers are Accountable

Home / Resources / Professional Advisory: Use of Electronic Communication and Social Media

Ontario College of Teachers

PUBLIC MEMBERS BECOMING A TEACHER NETWORK ABOUT THE COLLEGE

FIND A TEACHER  
Search our public registry

Go to: Teacher or School

RESOURCES  
Alphabetical List  
Categories

**PROFESSIONAL ADVISORY – USE OF ELECTRONIC COMMUNICATION AND SOCIAL MEDIA**

• **PDF**

The Council of the Ontario College of Teachers approved this professional advisory on February 23, 2011. This advisory applies to all members of the Ontario College of Teachers, including, but not limited to, principals, supervisory officers, directors of education and those working in non-school board positions.

**USE OF ELECTRONIC COMMUNICATION AND SOCIAL MEDIA**

This professional advisory is intended to provide a context for the responsible, professional use of electronic communication and social media by members of the College.

For the purposes of this advisory, electronic communication and social media encompasses e-mails, applications (including those on mobile devices), e-mail and web sites, which enable users to

# Ontario Certified Teachers are Accountable

Home / Resources / Professional Advisory: Safety in Learning Environments: A Shared Responsibility

Ontario College of Teachers

PUBLIC MEMBERS BECOMING A TEACHER NETWORK ABOUT THE COLLEGE

FIND A TEACHER  
Search our public registry

Go to: Teacher or School

RESOURCES  
Alphabetical List  
Categories

**PROFESSIONAL ADVISORY - SAFETY IN LEARNING ENVIRONMENTS: A SHARED RESPONSIBILITY**

• **PDF**

The Council of the Ontario College of Teachers approved this professional advisory on April 4, 2013. This advisory applies to all members of the Ontario College of Teachers, including, but not limited to, principals, supervisory officers, directors of education and those working in non-school board positions.

**SAFETY IN LEARNING ENVIRONMENTS: A SHARED RESPONSIBILITY**

Professional advisors are intended to inform professional judgment and practice. The Council of the Ontario College of Teachers approved this advisory on April 4, 2013 to remind members that they are responsible for ensuring safe learning environments for their students. It may be read in conjunction with the Professional Regulatory for Student Abuse and Sexual Harassment and Use of Electronic Communication and Social Media.

# Amendments to Ontario College of Teachers Act, 1996

Home / Public / Media / News / Support to the Protecting Students Act

Ontario College of Teachers

Public / Members / Becoming a Teacher / Network / About the College

**Support for The Protecting Students Act**

10/17/2013 11:21:05 AM

**Building support for Bill 103, The Protecting Students Act**

**Update: October 11, 2013**

On September 18, 2013, Minister of Education Liz Stenson introduced Bill 103, The Protecting Students Act to the Ontario legislature.

The proposed legislation is consistent with advice provided to the government by the Ontario College of Teachers in response to an independent review by former Ontario Chief Justice Patrick LeBel. Since the report's release in June 2012, the College Council has moved forward to implement LeBel's recommendations.

"I'm encouraged by the growing momentum in support of Bill 103," said College CEO and Registrar Michael Sabatini. "OCT has made great strides to improve transparency and efficiency and the proposed legislation will expand our ability to move these reforms forward."

**Public**

The Public Interest  
Professional Standards  
Accreditation  
Complaints and Discipline  
Media  
Press  
Media Calendar  
College History/Podcast  
Award Programs  
Governance

10/17/2013 11:21:05 AM

# Public Awareness Initiative

Home / Public / Media / News / Support to the Protecting Students Act

Ontario College of Teachers

Public / Members / Becoming a Teacher / Network / About the College

**Public**

The Ontario College of Teachers regulates teaching in the public schools - your interest. We ensure the people we certify to teach in Ontario's publicly funded elementary and secondary schools are qualified and worthy of the trust placed in them by their colleagues, parents and students. When you want to know about professional standards for teachers, the accreditation of programs that prepare teachers to teach or how complaints and discipline are handled, the Ontario College of Teachers can help.

Part of serving the public involves operating in an open manner and keeping you informed. Find out how the College is accessed or who to contact for media inquiries and interview requests.

The College's quarterly magazine *Professional Standards* is one of public education's largest circulation magazines in North America. You can find the qualifications, credentials and current status of every College member at [find.a.teacher.on.ca](http://find.a.teacher.on.ca)

**Public**

The Public Interest  
Professional Standards  
Accreditation  
Complaints and Discipline  
Media  
Governance  
Resources

10/17/2013 11:21:05 AM

# Subscribe to The Standard

Home / Public / The Public Interest / The Standard - An Newsletter of the Ontario College of Teachers

Pages / Home / Becoming a Teacher / Network / About the College

Ontario College of Teachers

PUBLIC MEMBERS BECOMING A TEACHER NETWORK ABOUT THE COLLEGE

**FIND A TEACHER**  
Search our public registry

E.g. 'St. George's 907854' **FIND**

**THE STANDARD - AN NEWSLETTER OF THE ONTARIO COLLEGE OF TEACHERS**

Check our previous issues in our [STORES](#)

**THE STANDARD - A NEWSLETTER OF THE ONTARIO COLLEGE OF TEACHERS**

- Discover College services that help you learn more about teacher qualifications.
- Read about how the College works to ensure high standards in education.
- Be the first to see College reports on trends in education.
- Learn about changes in education legislation.

**PUBLIC**

**The Public Interest**  
The Standard - An Newsletter of the Ontario College of Teachers  
How Teachers are Certified

**Professional Standards**

**Accreditation**

# Speakers Bureau

Pages / Home / Becoming a Teacher / Network / About the College

Ontario College of Teachers

PUBLIC MEMBERS BECOMING A TEACHER NETWORK ABOUT THE COLLEGE

Home / About the College / What We Do / Speakers Bureau

**FIND A TEACHER**  
Search our public registry

E.g. 'St. George's 907854' **FIND**

**ABOUT THE COLLEGE**

What We Do  
[Ontario Public Confidence](#)  
[Licensing](#)  
[College Governance](#)  
[Operational Chart](#)  
[Member of Public Interest](#)  
[Privacy Code](#)  
[Privacy Policy Terms and Conditions](#)  
[Professional Staff Regulations](#)

[Contact Us](#)  
[Feedback](#)  
[Privacy Policy](#)  
[Terms and Conditions](#)

**SPEAKERS BUREAU**

The College Speakers Bureau can connect you with teachers and other professionals with expertise in the profession of the public interest who can speak on a wide variety of professional standards and regulatory governance topics.

Our speakers are available to speak at your event or on the radio and the Ontario College of Teachers will get back to you within 48 hours to discuss details.

The service is available across Ontario to professional associations/regulators and groups providing services to students, parents/families, teachers, business professionals, new immigrants and more.

Topics:

- Role of the College in Ontario's publicly-funded education system
- Public Interest
- Changes include to educators etc.
  - o establishing boundaries
  - o helping students safe
- Role of the College in regulating and social media
- Role of the College in regulating and social media
- Supporting LITBSC students
- Ethical decision making
- Compliance and Investigation and Hearings processes
- Professional Standards - Use of Disciplinary Proceedings, Use of Disciplinary Proceedings and Social Media
- Professional Advisory - Professional Misconduct Related to Sexual Abuse and Sexual Misconduct
- Professional Advisory - Additional Basic Qualifications - Gaining Professional Knowledge

Minimum attendance requirement: 15  
 Minimum advance notice: 4 weeks

For more information, please email us at [ocot@ocot.org](mailto:ocot@ocot.org).

# Other Resources



# Working Together

How can we work together in the public interest?

Opportunities to inform the public about the work of the College:

- Conferences
- Information packages for parents
- Further meetings with PICs, School Councils and other groups

Suggestions?

## Public Awareness Initiative to the broader community

- Young Parents' Clubs/Groups
- Mommy Clubs/Groups
- Trade Shows
- The Mississauga and Toronto Babytime Shows
- London Baby Expo
- Hamilton Baby Show
- Libraries/YMCA/YWCA/Ontario Early Years Centres
- Chambers of Commerce

Suggestions?

## Contact us

Telephone	416-961-8800
Toll-free in Ontario	1-888-534-2222
Fax	416-961-8822
Web site	<a href="http://www.oct.ca">www.oct.ca</a>
E-mail	<a href="mailto:info@oct.ca">info@oct.ca</a>
Address	101 Bloor Street West 14 <sup>th</sup> floor, Toronto M5S 0A1
	Mon.-Fri. 8:30 a.m.- 5 p.m.

Questions?

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL  
BOARD BOARD MEETING  
FEBRUARY 24, 2015**

***PUBLIC SESSION***

**TOPIC: NOTICE OF MOTION  
ATTENDANCE SUPPORT PROGRAM POLICY**

---

---

**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board refer the Attendance Support Program Policy to the Policy Committee for review.

---

---

Prepared by: Vice-Chair Sicoli  
Date Submitted: January 22, 2015  
To Be Presented: February 24, 2015  
Date: February 24, 2015





NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

**REPORT TO THE BOARD  
FEBRUARY 24, 2015**

**NOTICE OF MOTION  
ATTENDANCE SUPPORT PROGRAM POLICY**

---

---

**BACKGROUND INFORMATION**

Vice-Chair Sicoli submitted the following Notice of Motion regarding the Attendance Support Program Policy (Appendix A).

**Whereas** it is the primary responsibility of the board of trustees to create and monitor policy and to govern the organization through policy;

**Whereas** it is important for all of our policies to be carefully crafted and monitored by the board of trustees;

**Whereas** the attendance support policy has had a significant impact on the morale and well-being on staff and;

**Whereas** the inconsistent application of the policy has raised concerns of validity.

**Therefore**, the following Notice of Motion is presented;

“**THAT** the Niagara Catholic District School Board refer the Attendance Support Program Policy to the Policy Committee for review.”

**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board refer the Attendance Support Program Policy to the Policy Committee for review.

---

---

Presented by:	Vice-Chair Sicoli
Date Submitted:	January 22, 2015
To Be Presented:	February 24, 2015
Date:	February 24, 2015