



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

AGENDA AND MATERIAL

COMMITTEE OF THE WHOLE MEETING

**TUESDAY, JANUARY 14, 2014
7:00 P.M.**

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



A. ROUTINE MATTERS

1. Opening Prayers – Trustee Nieuwesteeg -
2. Roll Call -
3. Approval of the Agenda -
4. Declaration of Conflict of Interest -
5. Approval of Minutes of the Committee of the Whole Meeting of December 3, 2013 A5

B. PRESENTATIONS

1. International Education Partnership Agreements and Visits B1

C. COMMITTEE AND STAFF REPORTS

1. Policy Committee – Policy and Guideline Review 2013-2014 Schedule C1
2. Raise Me Up 2013-2014 C2
3. Community Addiction Services of Niagara – Holy Cross Catholic Secondary School C3
4. Attendance Support Program C4
5. Award of Construction Contract for Early Learning Kindergarten Program (ELKP) –Year 5 C5
6. Award of Construction Contract for St. James Catholic Elementary School Addition C6
7. Award of Construction Contract for Our Lady of Mount Carmel Catholic Elementary School Renovations C7
8. Elementary School Chapels C8
9. Extended Overnight Field Trip, Excursion and Exchange Committee C9
10. Staff Development Department Professional Development Opportunities January & February 2014 C10

| | |
|------------------------------------|-------|
| 11. Monthly Updates | |
| 11.1 Capital Projects Update | C11.1 |
| 11.2 Student Senate Update | - |
| 11.3 Senior Staff Good News Update | - |

D. INFORMATION

| | |
|---|------|
| 1. Trustee Information | |
| 1.1 Spotlight on Niagara Catholic – December 17, 2013 | D1.1 |
| 1.2 Calendar of Events – January 2014 | D1.2 |
| 1.3 4 th Annual Niagara Catholic Baby Celebration – January 15, 2014 | - |
| 1.4 OCSTA Professional Development Seminar – January 17- 18, 2014 | D1.4 |
| 1.5 Business Education Council Annual Partners Breakfast – February 7, 2014 | - |
| 1.6 Draft 2014 Board Committee Membership | D1.6 |

E. OTHER BUSINESS

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

F. BUSINESS IN CAMERA

G. REPORT ON THE IN CAMERA SESSION

H. ADJOURNMENT

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
JANUARY 14, 2014**

PUBLIC SESSION

**TOPIC: MINUTES OF THE COMMITTEE OF THE WHOLE
MEETING OF DECEMBER 3, 2013**

RECOMMENDATION

THAT the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting of December 3, 2013, as presented.



MINUTES OF THE COMMITTEE OF THE WHOLE MEETING

TUESDAY, DECEMBER 3, 2013

Minutes of the Meeting of the Committee of the Whole of the Niagara Catholic District School Board, held on Tuesday, December 3, 2013 at 7:00 p.m. 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 7:30 p.m. by Vice-Chairperson Burkholder.

A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayers were led by Trustee MacNeil

2. Roll Call

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

The following staff were in attendance:

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

3. Approval of the Agenda

Moved by Trustee Charbonneau

THAT the Committee of the Whole approve the Agenda of the Committee of the Whole Meeting of December 3, 2013, as presented.

CARRIED

4. Declaration of Interest

A Disclosure of Interest was declared by Vice-Chairperson Burkholder with Item C6.1 of the Public Agenda, as she has a family member who is associated with the Quartek Group.

5. Approval of Minutes of the Committee of the Whole Meeting of November 12, 2013

Moved by Trustee Nieuwesteeg

THAT the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting of November 12, 2013, as presented.

CARRIED

B. PRESENTATIONS

1. Nil

C. COMMITTEE AND STAFF REPORTS

1. Policy Committee

1.1 Unapproved Minutes of the Policy Committee Meeting of October 22, 2013

Moved by Trustee O'Leary

THAT the Committee of the Whole receive the unapproved Minutes of the Policy Committee Meeting of October 22, 2013, as presented.

CARRIED

1.2 Approval of Policies

1.2.1 Employee Meals & Hospitality Policy (201.14)

Moved by Trustee O'Leary

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Employee Meals & Hospitality Policy (201.14), as presented.

CARRIED

1.2.2 Employee Conferences, Workshops & Meetings Policy (201.15)

Moved by Trustee O'Leary

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Employee Conferences, Workshops & Meetings Policy (201.15), as presented.

CARRIED

1.2.3 Corporate Cards, Purchasing Cards & Petty Cash Policy (600.4)

Moved by Trustee O'Leary

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Corporate Cards, Purchasing Cards & Petty Cash Policy (600.4), as presented.

CARRIED

1.2.4 Admission of Elementary and Secondary Students Policy (301.1)

Moved by Trustee O'Leary

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

CARRIED

1.2.5 Continuing Education Policy (400.1)

Moved by Trustee O'Leary

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Continuing Education Policy (400.1), as presented.

CARRIED

1.2.6 Access to School Premises Policy (302.6.3)

Moved by Trustee O'Leary

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Access to School Premises Policy (302.6.3), as presented.

CARRIED

1.3 Policy and Guideline Review 2013-2014 Schedule

Director Crocco presented the Policy and Guideline Review 2013-2014 Schedule for Trustees' Information. He pointed out that the new policy on the use of the Board Logo will be brought to the March Policy Committee prior to vetting.

2. St. Catharines Elementary and Secondary Family of Schools /Michael J. Brennan Catholic, St. James Catholic, Assumption Catholic, St. Alfred Catholic, St. Ann Catholic, Canadian Martyrs Catholic and Our Lady of Fatima Catholic Elementary Schools Ad Hoc Attendance Area Review Committee

2.1 Unapproved Minutes of the Town Hall Feedback Session – November 18, 2013

The Unapproved Minutes of Ad Hoc Attendance Area Review Town Hall Feedback Session for the St. Catharines Elementary and Secondary Family of Schools of November 18, 2013 were presented for information.

2.2 Unapproved Minutes of the Committee Meeting – November 18, 2013

The Unapproved Minutes of Ad Hoc Attendance Area Review Committee Meeting for the St. Catharines Elementary and Secondary Family of Schools of November 18, 2013 were presented for information.

2.3 St. Catharines Ad Hoc Attendance Area Review Committee Report

Trustee Burkholder, Chair of the St. Catharines Ad Hoc Attendance Area Review committee introduced the report and thanked all the members of the Committee for their diligent work.

Yolanda Baldasaro, Superintendent of Education presented details outlined in the report, following which Trustees discussed the proposed changes.

Moved by Trustee Charbonneau

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board receive the report of the St. Catharines Elementary and Secondary Family of Schools/Michael J. Brennan Catholic, St. James Catholic, Assumption Catholic, St. Alfred Catholic, St. Ann Catholic, Canadian Martyrs Catholic and Our Lady of Fatima Catholic Elementary Schools Ad Hoc Attendance Area Review Committee and approve the recommendations as presented.

- 1. THAT** upon further consideration by the St. Catharines Elementary and Secondary Family of Schools/Michael J. Brennan Catholic, St. James Catholic, Assumption Catholic, St. Alfred Catholic, St. Ann Catholic, Canadian Martyrs Catholic and Our Lady of Fatima Catholic Elementary Schools Ad Hoc Attendance Area Review Committee that the following proposed boundary changes occur for St. Ann Catholic, St. James Catholic, Our Lady of Fatima Catholic, and Assumption Catholic Elementary Schools effective September 2014.

THAT the new boundary description for St. Ann Catholic Elementary School be described as:

East: Commencing on Lake Street (centerline) to

South: Lakeshore Road (centerline) to Lakeport Road (centerline) to Linwell Road (centerline) to Ontario Street (centerline) to Ontario Jaycee Gardens (Fairview Creek) projected west to Twelve Mile Creek South to Hwy 406 to Vansickle Road N (centerline) to Martindale Road to Erion Road (centerline – and its extension) to

West: Hwy 406 to the QEW to

North: Fifteen Mile Creek to Lake Ontario to the point of commencement on Lake Street (centerline)

THAT the new boundary for St. James Catholic Elementary School be described as:

East: Commencing at Lake Ontario and Vine Street (centerline) to

South: Linwell Road (centerline) to

West: Lakeport Road (centerline) to Ontario Street (centerline) to Lakeshore Road (centerline) to Lake Street (centerline) to

North: Lake Ontario to the point of commencement on Vine Street

THAT the new boundary description for Our Lady of Fatima Catholic Elementary School be described as:

East: Commencing on Niagara Street (centerline) at Linwell Road to

South: Scott Street (centerline) to

West: Lake Street (centerline) to

North: Linwell Road (centerline) to the point of commencement on Niagara Street

THAT the new boundary description for Assumption Catholic Elementary School be described as:

East: Commencing on the City Boundary (St. Catharines & Niagara on the Lake) to

South: Linwell Road East (centerline), crossing Welland Canal to Linwell Road to

West: Vine Street (centerline) to

North: Lake Ontario to the point of commencement on the City Boundary

CARRIED

Moved by Trustee Sicoli

2. **THAT** there is grandfathered right of attendance to current students at Our Lady of Fatima Catholic Elementary School without transportation (as per Board Policy/Guidelines 301.1, Admission of Elementary and Secondary Students and Board Policy/Guidelines 500.2, Student Transportation).

CARRIED

Moved by Trustee O'Leary

3. **THAT** there is grandfathered right of attendance to St. James Catholic Elementary School, with transportation (as per Board Policy/Guidelines 301.1, Admission of Elementary and Secondary Students and Board Policy/Guidelines 500.2, Student Transportation) provided to current Grade 6 Michael J. Brennan Catholic/St. James Catholic Elementary School students only, and their siblings, who choose to attend St. James Catholic Elementary School until June 2016 at which time transportation will be discontinued.

CARRIED

Moved by Trustee Charbonneau

4. **THAT** students currently in Grade 7 at St. James Catholic Elementary School will be considered as a grandfathered right of attendance with transportation (as per Board Policy/Guidelines 301.1, Admission of Elementary and Secondary Students and Board Policy/Guidelines 500.2, Student Transportation) until June 2015.

CARRIED

Moved by Trustee Nieuwesteeg

5. **THAT** Senior Staff proceed with the transition plan in consultation with staff and Catholic School Councils for the transition of students of the affected school communities.

CARRIED

3. *Niagara Catholic Parent Involvement Committee, Catholic School Council Chairs/Co-Chairs and Members' Sharing Session*

Lee Ann Forsyth-Sells, Superintendent of Education presented the report on the Niagara Catholic Parent Involvement Committee (NCPIC), Catholic School Council Chairs/Co-Chairs and Members' Sharing Session for information.

Chair Burkholder welcomed Mary-Jo Au, Chair of the NCPIC who was in attendance.

4. *Early Learning Program Initiatives 2013-2014*

Mark Lefebvre Superintendent of Education introduced Kendall Cappellazzo, Early Years Consultant Lead and Chris Moscato, Numeracy Facilitator who presented the report on Early Learning Program Initiatives 2013-2014 for information.

Trustees asked questions for clarifications.

5. *Staff Development Department Professional Development Opportunities*

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

6. *Monthly Updates*

6.1 *Capital Projects Update*

Scott Whitwell, Controller of Facilities Services, presented the Capital Projects and advised that all projects are completed except Lakeshore Catholic High School.

6.2 *Student Trustees' Update*

Vincent Atallah and Dallas McMahon, Student Trustees, will present an update on the activities of the Student Senate at the December Board Meeting.

6.3 *Senior Staff Good News Update*

The following Senior Staff presented Good New updates:

Ted Farrell, Superintendent of Education

The Culinary Arts students from Denis Morris Catholic High School received media attention for the work they do in preparing meals for organizations such as the Project Share Food Bank in Niagara Falls. Last year the students hosted a dinner for 800 for the Salvation Army and are planning to do the same this year.

Mark Lefebvre, Superintendent of Education

Our Lady of Mount Carmel Grade 6 students participated in two (2) virtual classroom lessons with prominent Canadians via the National Film Board of Canada – Understanding Earth and Space Systems with Chris Hadfield and Understanding Life Systems – Biodiversity. Interacting with students were David Suzuki and Olympic medallist in kayaking, Adam van Koverden.

Joseph Forte a teacher at Mary Ward Catholic Elementary School has published a book "At the Window". The book will be distributed to Niagara Catholic Elementary School Information Centres by the Program Department.

John Crocco, Director of Education

Niagara Catholic's total contribution to Development and Peace Caritas Nassa in the Philippines was \$51,126.94. The goal was reached through matched funds by the Government of Canada and from the school community's support through the Holy Childhood Walk, Pilgrimage and Mary's Meals.

D. INFORMATION

1. Trustee Information

1.1 Spotlight on Niagara Catholic – November 26, 2013

Director Crocco highlighted the Spotlight on Niagara Catholic – November 26, 2013 issue for Trustees' information.

1.2 Calendar of Events – December 2013

Director Crocco presented the December 2013 Calendar of Events for Trustees' information.

1.3 Annual Administrators, Trustees and Parish Priests Faith Formation – December 12, 2013

Trustees were asked to confirm their attendance at the Annual Administrator, Trustees and Parish Faith Formation – December 12, 2013 with Linda Marconi, by December 9, 2013.

E. OTHER BUSINESS

1. General Discussion to Plan for Future Action

1.1 Draft Letter of Reply to District School Board of Niagara

Chair Kathy Burtnik presented a draft letter addressed to the Chair of the District School Board of Niagara.

Trustees discussed the content of the letter and agreed that a revised draft of the letter will be brought to the Board Meeting on December 17, 2013.

F. BUSINESS IN CAMERA

Moved by Trustee O'Leary

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

CARRIED

The meeting went into In Camera Session at 8:50 p.m. and reconvened in public session at 9:46 p.m.

G. REPORT ON THE IN-CAMERA SESSION

Moved by Trustee Nieuwesteeg

THAT the Committee of the Whole report the motions from the In Camera Session of the Committee of the Whole Meeting of December 3, 2013.

CARRIED

SECTION A: STUDENT TRUSTEES INCLUDED

Moved by Trustee Nieuwesteeg

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 November 12, 2013, as presented.

CARRIED (Item F1)

SECTION B: STUDENT TRUSTEES EXCLUDED

Moved by Trustee Charbonneau

THAT the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting - In Camera Session (Section B: Student Trustees Excluded) held on November 12, 2013, as presented.

CARRIED (Item F4)

Moved by Trustee Nieuwesteeg

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

CARRIED (Item F6)

H. ADJOURNMENT

Moved by Trustee Sicoli

THAT the December 3, 2013 Committee of the Whole Meeting be adjourned.

CARRIED

This meeting was adjourned at 9:50 p.m.

Minutes of the Committee of the Whole Meeting of the Niagara Catholic District School Board held on **December 3, 2013.**

Approved on **January 14, 2014.**

Rhianon Burkholder
Vice-Chairperson of the Board

John Crocco
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE MEETING
JANUARY 14, 2014**

PUBLIC SESSION

**TOPIC: INTERNATIONAL EDUCATION PARTNERSHIP
AGREEMENTS AND VISITS**

Prepared by: Frank Iannantuono, Superintendent of Education/Human Resources Services
Fred Wilson, Supervisor of International Education

Presented by: Frank Iannantuono, Superintendent of Education
Fred Wilson, Supervisor of International Education

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

Date: January 14, 2014



PRESENTATION BACKGROUND

Committee of the Whole Meeting
January 14, 2014

INTERNATIONAL EDUCATION PARTNERSHIP AGREEMENTS AND VISITS

BACKGROUND INFORMATION

In alignment with Niagara Catholic's System Priority 2013-2014 "to enhance social justice experiences and global citizenship for elementary and secondary students and staff through local, national and international experiences" and with the endorsement and encouragement of the Director of Education and the Superintendent of Education for Continuing Education, over the last three (3) years our Niagara Catholic International Program staff have actively engaged potential international partners to design agreements for student and staff exchanges, program and service delivery, staff training and professional development opportunities.

Following a recent Board delegation to China and South Korea, we stated that we would continue to inform the Board on the progress of these partnership agreements and the development of new international education partnership agreements as we create international experiences and opportunities for students and staff and position Niagara Catholic as a recognized international destination for Catholic educational experiences.

As part of Niagara Catholic's International Education Department Program, between January 6 and February 25, 2014, ninety-two (92) elementary students from South Korea will be attending our schools as part of the Integration Program with Niagara Catholic District School Board. Amongst a number of accompanying chaperons currently here with their students is Sister Angela Bang, Principal of Bokja Catholic Girls' Middle School where in October 2013 Niagara Catholic signed a memorandum of understanding to provide programs and services commencing the spring of 2014. In addition, Sister Insuk Pak from Soha Catholic Elementary School is also with us to begin dialogue on a mutually beneficial partnership for both Soha and Niagara Catholic students and staff. A number of teachers from other partner schools along with Kevin Yu from Skyvision Academy are also visiting with us and will be attending the Committee of the Whole Meeting to be introduced to the Board and share with the Committee of the Whole their appreciation for the partnership with Niagara Catholic.

As we begin the 2014 year, the chart below indicates the number of short-term students currently attending our Integration Program in Niagara Catholic schools:

| <i>Date of Arrival</i> | <i>Group Name</i> | <i>Number of Students</i> | <i>Accompanying Guests</i> |
|------------------------|---|---------------------------------|---|
| Sunday, January 5 | Jeollabuk-Do Foundation | 50 | Mr. Allen Lee + 3 Chaperons |
| Tuesday, January 7 | Salesio Catholic AND Soha Catholic Elementary Schools | 28 (14 Salesio + 14 Soha) | Soha Principal, Sister Pak + 2 Teachers + Kevin and Chloe |
| Wednesday, January 8 | Bokja Catholic | 14 | Principal Angela Bang 2 Teachers + Steven Hur |
| | Total Number | 92 | 13 |

Twenty-Four (24) students from Panama and Peru are scheduled to arrive in late January 2014 to join this current integration program group.

Prepared By: Frank Iannantuono, Superintendent of Education
Fred Wilson, Supervisor of International Education

Presented By: Frank Iannantuono, Superintendent of Education
Fred Wilson, Supervisor of International Education

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

Date: January 14, 2014

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE MEETING
JANUARY 14, 2014**

PUBLIC SESSION

TOPIC: POLICY AND GUIDELINE REVIEW 2013-2014 SCHEDULE

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

Prepared by: John Crocco, Director of Education/Secretary-Treasurer
Presented by: Policy Committee
Date: January 14, 2014

POLICY AND GUIDELINE REVIEW 2013-2014 SCHEDULE

AS AT JANUARY 14, 2014 (Sorted by PC DATE)

| Policy Issued | Reviewed Revised | Policy # | POLICY NAME | Resp | Policy Committee | | Proposed CW & Board Timeline |
|---------------|------------------|------------|--|------|------------------|------------|------------------------------|
| | | | | | Prior to Vetting | | |
| | | | | | After Vetting | | |
| 2001 | 2008 | 302.6.3 | Access to School Premises - <i>Safe Schools</i> | LAFS | | Sept. 2013 | Dec. 2013 |
| 1998 | | 400.1 | Adult and Continuing Education | FI | | Sept. 2013 | Dec. 2013 |
| 2007 | | 600.4 | Corporate Cards, Purchasing Cards & Petty Cash | GV | | Sept. 2013 | Dec. 2013 |
| 2006 | | 301.6 | School Generated Funds | GV | | Oct. 2013 | Feb. 2014 |
| 1998 | 2002 | 201.3 | Religious Education Courses for Staff | FI | | Oct. 2013 | Feb. 2014 |
| 2002 | 2012 | 201.7 | Employee Workplace Harassment * | FI | | Oct. 2013 | Nov. 2013 |
| 2002 | 2011 | 201.11 | Employee Workplace Violence * | FI | | Oct. 2013 | Nov. 2013 |
| 2002 | 2011 | 201.6 | Occupational Health & Safety * | FI | | Oct. 2013 | Nov. 2013 |
| 2003 | | 400.5 | Acceleration/Retention (Elementary) | ML | | Oct. 2013 | Nov. 2013 |
| 1998 | 2001 | 201.1 | Employee Leaves of Absence | FI | | Oct. 2013 | Nov. 2013 |
| 2001 | 2002 | 302.6.1 | Opening or Closing Exercises - <i>Safe Schools</i> | FI | | Oct. 2013 | Nov. 2013 |
| 2007 | | 600.5 | Advertising Expenditures | GV | | Nov. 2013 | Mar. 2014 |
| 1998 | | 701.1 | Architect Selection | SW | | Nov. 2013 | Mar. 2014 |
| 2006 | | 301.7 | Ontario Student Record (OSR) | ML | | Nov. 2013 | Mar. 2014 |
| 1998 | 2010 | 301.1 | Admission of Elementary & Secondary Students | LAFS | | Nov. 2013 | Dec. 2013 |
| 2001 | 2008 | 302.6.3 | Access to School Premises - <i>Safe Schools</i> | LAFS | | Nov. 2013 | Dec. 2013 |
| 1998 | | 400.1 | Adult and Continuing Education | FI | | Nov. 2013 | Dec. 2013 |
| 2007 | | 600.4 | Corporate Cards, Purchasing Cards & Petty Cash | GV | | Nov. 2013 | Dec. 2013 |
| 2007 | | 201.15 | Employee Conferences, Workshops & Meetings | GV | | Nov. 2013 | Dec. 2013 |
| 2007 | | 201.14 | Employee Meals & Hospitality | GV | | Nov. 2013 | Dec. 2013 |
| 2007 | | 100.9 | Advocacy Expenditures | GV | | Jan. 2014 | Apr. 2014 |
| 1998 | 2010 | 302.1 | Anaphylaxis | YB | | Jan. 2014 | Apr. 2014 |
| 2007 | 2010 | 500.2 | Student Transportation | GV | | Jan. 2014 | Apr. 2014 |
| 2006 | | 201.13 | Sexual Misconduct | FI | | Jan. 2014 | Apr. 2014 |
| 1998 | 2002 | 201.3 | Religious Education Courses for Staff | FI | | Jan. 2014 | Feb. 2014 |
| 2006 | | 301.6 | School Generated Funds | GV | | Jan. 2014 | Feb. 2014 |
| 2005 | | 100.8 | Electronic Meetings (Board and Committees) | JC | | Feb. 2014 | May 2014 |
| NEW | | NEW | Enrolment Register Policy | GV | | Feb. 2014 | May 2014 |
| 2007 | | 600.5 | Advertising Expenditures | GV | | Feb. 2014 | Mar. 2014 |
| 1998 | | 701.1 | Architect Selection | SW | | Feb. 2014 | Mar. 2014 |
| 2006 | | 301.7 | Ontario Student Record (OSR) | ML | | Feb. 2014 | Mar. 2014 |
| 2001 | 2003 | 302.6.7 | Criminal Background Check - <i>Safe Schools</i> | FI | | Mar. 2014 | Jun. 2014 |
| NEW | | NEW | Use of Board Logo | JC | | Mar. 2014 | Apr. 2014 |
| 2003 | 2013 | 302.6.8 | Bullying Prevention & Intervention - <i>Safe Schools</i> | LAFS | | Mar. 2014 | Apr. 2014 |
| 2007 | | 100.9 | Advocacy Expenditures | GV | | Mar. 2014 | Apr. 2014 |
| 2006 | | 201.13 | Sexual Misconduct | FI | | Mar. 2014 | Apr. 2014 |
| 2005 | | 100.8 | Electronic Meetings (Board and Committees) | JC | | Apr. 2014 | May 2014 |
| NEW | | NEW | Enrolment Register Policy | GV | | Apr. 2014 | May 2014 |
| 2007 | 2010 | 500.2 | Student Transportation | GV | | Apr. 2014 | May 2014 |
| 2003 | 2013 | 302.6.8 | Bullying Prevention & Intervention - <i>Safe Schools</i> | LAFS | | May 2014 | Jun. 2014 |
| 2001 | 2003 | 302.6.7 | Criminal Background Check - <i>Safe Schools</i> | FI | | May 2014 | Jun. 2014 |

| Policy Issued | Reviewed Revised | Policy # | POLICY NAME | Resp | Policy Committee | | Proposed CW & Board Timeline |
|---------------|------------------|----------|-------------|------|------------------|---------------|------------------------------|
| | | | | | Prior to Vetting | After Vetting | |

| | | | | | | | |
|------|------|-----------|---|------|--|--|--|
| 2009 | | 701.4 | Accessibility Customer Service | LAFS | | | |
| 2012 | 2013 | 800.8 | Accessibility Standards | YB | | | |
| 1998 | 2009 | 302.2 | Administration of Oral Medication to Students Under the Age of 18 During School Hours | LAFS | | | |
| 1998 | 2010 | 301.1 | Admission of Elementary & Secondary Students | FI | | | |
| 1998 | 2010 | 302.1 | Anaphylaxis | LAFS | | | |
| 1998 | 2012 | 203.2 | Assignment of Principals & Vice-Principals | FI | | | |
| 1998 | 2012 | 301.3 | Attendance Areas | SW | | | |
| 2012 | | 201.16 | Attendance Support Program | FI | | | |
| 1997 | 2010 | 100.1 | Board By-Laws | JC | | | |
| 2012 | | 701.5 | Bottled Water | LAFS | | | |
| 2003 | 2013 | 302.6.8 | Bullying Prevention & Intervention - <i>Safe Schools</i> | FI | | | |
| 1998 | 2012 | 203.3 | Catholic Leadership: Principal & Vice-Principal Selection | FI | | | |
| 1998 | 2013 | 800.1 | Catholic School Councils | LAFS | | | |
| 2001 | 2012 | 400.3 | Christian Community Service | ML | | | |
| 2001 | 2013 | 302.6.2 | Code of Conduct - <i>Safe Schools</i> | FI | | | |
| 1998 | 2011 | 800.3 | Complaint Resolution | JC | | | |
| 1998 | 2013 | 800.2 | Community Use of Facilities | SW | | | |
| 2002 | 2013 | 201.5 | Death Benefit | FI | | | |
| 2002 | 2013 | 201.10 | Deferred Salary Plan (X/Y) | FI | | | |
| 2012 | | 302.8 | Diabetes Management | YB | | | |
| 2001 | 2012 | 302.6.6.2 | Dress Code - Secondary Uniform - <i>Safe Schools</i> | FI | | | |
| 1998 | 2012 | 301.2 | Education-Based Research | LAFS | | | |
| 1998 | 2013 | 400.2 | Educational Field Trips | ML | | | |
| 2006 | 2012 | 201.12 | Electronic Communications Systems (Employees) | MC | | | |
| 2006 | 2012 | 301.5 | Electronic Communications Systems (Students) | MC | | | |
| 2012 | | 302.6.6.1 | Elementary Standardized Dress Code - <i>Safe Schools</i> | FI | | | |
| 2002 | 2012 | 201.9 | Employee Attendance During Inclement Weather & Workplace Closure | FI | | | |
| 2012 | | 201.17 | Employee Code of Conduct & Ethics | FI | | | |
| 2012 | 2012 | 203.1 | Employee Hiring and Selection Policy (Teachers) | FI | | | |
| 2011 | | 400.6 | Environmental Stewardship | SW | | | |
| 2010 | 2010 | 100.1 | Equity and Inclusive Education | YB | | | |
| 1998 | 2010 | 100.5 | Establishment and Cyclical Review of Policies | JC | | | |
| 2010 | | 800.6 | Facility Partnerships | SW | | | |
| 2002 | 2012 | 301.4 | Fundraising | GV | | | |
| 2013 | | 203.4 | Leadership Pathways | FI | | | |
| 1998 | 2010 | 600.3 | Monthly Financial Reports | GV | | | |
| 2004 | 2012 | 100.7 | Niagara Catholic Education Award of Distinction | FI | | | |
| 2011 | 2013 | 800.7 | Niagara Catholic Parent Involvement Committee & By-Laws | LAFS | | | |
| 2005 | 2011 | 302.7 | Nutrition | YB | | | |
| 1998 | 2012 | 702.1 | Playground Equipment | SW | | | |
| 2003 | 2013 | 400.4 | Prior Learning Assessment and Recognition (PLAR) | ML | | | |
| 2008 | 2010 | 302.6.9 | Progressive Student Discipline - <i>Safe Schools</i> | FI | | | |
| 1998 | 2010 | 701.2 | Pupil Accommodation Review | SW | | | |
| 1998 | 2011 | 600.1 | Purchasing/Supply Chain Management | GV | | | |
| 1998 | 2011 | 600.2 | Records and Information Management | JC | | | |
| 1998 | 2008 | 201.4 | Reimbursement of Travel Expenses | GV | | | |
| 2010 | 2010 | 100.10.1 | Religious Accommodation | YB | | | |

| Policy Issued | Reviewed Revised | Policy # | POLICY NAME | Resp | Policy Committee | | Proposed CW & Board Timeline |
|---------------|------------------|----------|--|------|------------------|---------------|------------------------------|
| | | | | | Prior to Vetting | After Vetting | |
| | | | | | | | |
| 1998 | 2010 | 301.1 | Admission of Elementary & Secondary Students | LAFS | | | |
| 2001 | 2008 | 302.6.3 | Access to School Premises - <i>Safe Schools</i> | LAFS | | | |
| 1998 | | 400.1 | Adult and Continuing Education | FI | | | |
| 2007 | | 600.4 | Corporate Cards, Purchasing Cards & Petty Cash | GV | | | |
| 2007 | | 201.15 | Employee Conferences, Workshops & Meetings | GV | | | |
| 2007 | | 201.14 | Employee Meals & Hospitality | GV | | | |
| 1998 | 2010 | 201.2 | Retirement & Service Recognition Celebration | FI | | | |
| 1999 | 2010 | 302.3 | Safe Arrival | FI | | | |
| 2009 | | 302.8 | Safe Physical Intervention with Students | LAFS | | | |
| 2001 | 2013 | 302.6 | Safe Schools | FI | | | |
| 2001 | 2009 | 302.6.5 | Student Expulsion - <i>Safe Schools</i> | FI | | | |
| 2011 | 2011 | 301.11 | Student Fees | YB | | | |
| 2001 | 2012 | 302.5 | Student Parenting | ML | | | |
| 2013 | | 100.6.12 | Student Senate - Elementary | JC | | | |
| 2000 | 2013 | 100.6 | Student Senate - Secondary | JC | | | |
| 2001 | 2009 | 302.6.4 | Student Suspension - <i>Safe Schools</i> | FI | | | |
| 1998 | 2012 | 100.4 | Student Trustees | JC | | | |
| 1998 | 2013 | 500.1 | Transportation & School Operations for Inclement Weather | JC | | | |
| 2010 | | 100.12 | Trustee Code of Conduct | JC | | | |
| 2011 | | 100.13 | Trustee Expenses & Reimbursement (<i>Interim</i>) | JC | | | |
| 2010 | | 100.11 | Trustee Honorarium | JC | | | |
| 2002 | 2013 | 701.3 | Video Security Surveillance | SW | | | |
| 2011 | | 301.9 | Voluntary and Confidential Self-Identification Policy for First Nation, Métis and Inuit Students | YB | | | |
| 2001 | 2009 | 302.4 | Volunteer Driver | YB | | | |
| 2007 | 2008 | 800.4 | Volunteer Recognition | JC | | | |
| 2013 | | 800.9 | Volunteering in Catholic Schools | FI | | | |

*** MINISTRY OF LABOUR COMPLIANCE ANNUAL REVIEW**

POLICY & GUIDELINES REVIEW REPORTS TO SENIOR ADMINISTRATIVE COUNCIL AGENDA ONE WEEK PRIOR TO A REGULARLY SCHEDULED POLICY COMMITTEE MEETING

PC MEETING DATES - 4:30 PRIOR TO SEPT, OCT, NOV, JAN, FEB, MAR, APR & MAY BD MEETINGS

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE MEETING
JANUARY 14, 2014**

PUBLIC SESSION

TOPIC: RAISE ME UP 2013-2014

The Raise Me Up 2013-2014 report is presented for information.

Prepared by: Mark Lefebvre, Superintendent of Education
Marco Magazzeni, Coordinator of Student Success

Presented by: Ivana Galante, Consultant K-12 – Technology/Specialist High Skills Major

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

Date: January 14, 2014



REPORT TO THE COMMITTEE OF THE WHOLE TUESDAY, JANUARY 14, 2014

RAISE ME UP 2013-2014

BACKGROUND INFORMATION

In alignment with both the Board's Vision 2020 Strategic Plan and the 2013-2014 System Priority to "build partnerships and schools as hubs" in June of 2012, Niagara Catholic along with the City of Welland began discussions about the opportunity of working together to utilize City owned 'infill lots' allowing students to complete full home builds.

For the past several years, the City of Welland had been trying to sell off eight (8) municipal 'infill' lots located approximately 250 meters from Notre Dame College School on Dufferin Street. As discussions took place, it became clear this development was not only a construction project, but truly a multi-sector Specialist High Skills Major (SHSM) Program initiative. As details came together, Toscani Developments from Mount Hope who have worked with the City of Welland and throughout the Niagara Region on several residential projects, came forward eager to work with both the City of Welland and the Niagara Catholic District School Board. A proposal was put forward to Welland City Council that Toscani Developments purchase the eight (8) building lots from the City with Niagara Catholic retaining an interest in four (4) of the eight lots. These four lots would become Niagara Catholic "living classrooms". In November of 2012, a new Program was developed for Lakeshore Catholic and Notre Dame College school where students could take a full day course focused on construction - two credits issued will be construction and two credits will be cooperative education. This course would be delivered on the Dufferin Street, site.

Niagara Catholic students are currently constructing a 1200 square foot home from start to finish alongside qualified and certified local trades. As students work with local industry leaders, they have the opportunity to be registered as apprentices under the Ontario Youth Apprenticeship Program. This program has fostered partnerships between Niagara Catholic and:

- The City of Welland
- Freeman Contracting
- DunRite Aluminum
- Fonthill Building Supply
- Sherk TimbrMart
- Doig Excavating
- Silver Creek Cabinets
- Welland Plumbing
- Feenstra Electric
- Welland Equipment
- Superior Drywall
- Ballagio Painting
- Parent Roofing
- Nauta Home Designs

- Atech Mechanical
- Studio Tile
- Star Tile

Along with our construction sector partners, we have developed partnerships with:

- Flett Beccario Law Office
- ReMax
- Caisse Populaire Welland
- Mathews Cameron Surveyors
- Business Education Council
- Apprenticesearch.com
- Liuna Training and Costello Consulting

These individuals will provide our Business SHSM students the financial resources needed when planning, building, purchasing and financing a home. Students work with REMAX to develop sales and costing proposals and processes and legalities in buying, building and selling a home. Together with Nauta Design and Cameron Mathews, students learn engineering and surveying concepts such as what it takes to develop a parcel of property, severance process and when and where to dig.

Students from all the sectors are exposed to costing, building, financing, surveying, engineering and most importantly, giving back to the community. Our Environmental students will review the advantages of building homes on in-fill lots rather than expanding urban boundaries, and using existing infrastructure rather than adding new strains on existing systems.

Through this initiative, Niagara Catholic students, whether building, costing, designing or serving a cooperative education placement, are involved in a multi-million dollar residential land development project from start to finish.

As part of this report, a visual presentation on the Raise Me Up Project will be presented by students and staff involved in this creative initiative.

The Raise Me Up 2013-2014 report is presented for information.

Prepared by: Mark Lefebvre, Superintendent of Education
Marco Magazzeni, Coordinator of Student Success

Presented by: Ivana Galante, Consultant K-12 – Technology/Specialist High Skills Major

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

Date: January 14, 2014

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE MEETING
JANUARY 14, 2014**

PUBLIC SESSION

**TOPIC: COMMUNITY ADDICTION SERVICES OF NIAGARA - HOLY
CROSS CATHOLIC SECONDARY SCHOOL**

The Community Addictions Services of Niagara - Holy Cross Catholic Secondary School
report is presented for information.

Prepared by: Yolanda Baldasaro, Superintendent of Education
Christine Battagli, Consultant, Research, Assessment, Evaluation and Reporting

Presented by: Christine Battagli, Consultant, Research, Assessment, Evaluation and Reporting
Andrea Bozza, Mental Health Lead
Denice Robertson, Principal of Holy Cross Catholic Secondary School
Paul Niesink, Director of Community Programs, Community Addiction Services of Niagara
(CASON)
Joanne Baker, Counselor, Community Addition Services of Niagara (CASON)

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

Date: January 14, 2014



REPORT TO THE COMMITTEE OF THE WHOLE JANUARY 14, 2014

COMMUNITY ADDICTION SERVICES OF NIAGARA - HOLY CROSS CATHOLIC SECONDARY SCHOOL

BACKGROUND INFORMATION

Through the approval of the Research Ethics Review Committee of the Niagara Catholic District School Board, Community Addiction Services of Niagara (CASON) is investigating and evaluating their school-based substance abuse/addictions treatment and counselling program at Holy Cross Catholic Secondary School. This comprehensive program provides education, prevention and support for students who struggle with alcohol and/or drug-related issues as well as process addiction including gambling, gaming and internet use.

CASON is a member of Addictions Ontario and the Ontario Federation of Community Mental Health and Addiction Programs and is funded by the provincial government through the Hamilton Niagara Haldimand Brant Local Health Integration Network (HNHB LHIN). CASON is committed to excellence and collaboration as it offers a comprehensive client-centered community service for individuals and families with addictions concerns. The organization provides addictions education and counselling to the youth community and values family involvement. CASON has a positive history of supporting the Niagara Catholic District School Board secondary students in their schools.

The school-based substance abuse/addictions treatment and counselling program at Holy Cross Catholic Secondary School is the result of a multi-sector community partnership. This collaboration brings prevention, education and treatment services into the secondary school setting by involving board and school staff, addiction agencies, police and public health officials, teachers, students and families.

CASON's research project to evaluate their program at Holy Cross Catholic Secondary School supports our Vision 2020 Strategic Plan, System Priorities and Enabling Strategies, specifically Advancing Student Achievement for All by providing supports for success and building partnerships and schools as hubs. The program is designed to support healthy lifestyles and well-being for students and illustrates how collaboration between CASON, Holy Cross Catholic Secondary School and the Research Ethics Review Committee of Niagara Catholic will allow us to share current research and learning to consider expansion of the program in support of student success.

The work of CASON also aligns with our Mental Health and Addictions Plan which embraces a comprehensive and integrated tiered approach, including awareness, early prevention and intervention, in support of student well-being. The program at Holy Cross Catholic Secondary School provides support in all three tiers. CASON counselors provide educational sessions for both staff and students to raise awareness about addictions. Through the collaborative efforts of CASON counselors, school administration, Student Success, Guidance and Board staff, earlier prevention efforts may be made as those involved in training are more adept at recognizing addictions issues among students.

The evaluation of the program will help determine the extent to which this school-based substance abuse/addictions treatment and counselling program is supporting improved well-being and academic success for the students of Holy Cross Catholic Secondary School. The Research Ethics Review Committee has approved the collection of more robust data to understand the effectiveness of CASON's program at Holy Cross Catholic Secondary School with the intent that positive results will allow CASON to expand its program to students in need across Niagara Catholic District School Board.

During the Committee of the Whole meeting, Christine Battagli, Consultant, Research, Assessment, Evaluation and Reporting, Andrea Bozza, Mental Health Lead, Denice Robertson, Principal, Holy Cross Catholic Secondary School, Paul Niesink, Director of Community Programs, Community Addiction Services of Niagara and Joanne Baker, Counselor, Community Addiction Services of Niagara will provide a brief overview of this program and how it supports Niagara Catholic's 2013-2014 Enabling Strategies that focus on providing supports for student success in the area of Mental Health and Addictions.

The Community Addictions Services of Niagara - Holy Cross Catholic Secondary School report is presented for information.

Prepared by: Yolanda Baldasaro, Superintendent of Education
Christine Battagli, Consultant, Research, Assessment, Evaluation and Reporting

Presented by: Christine Battagli, Consultant, Research, Assessment, Evaluation and Reporting
Andrea Bozza, Mental Health Lead
Denice Robertson, Principal of Holy Cross Catholic Secondary School
Paul Niesink, Director of Community Programs, Community Addiction Services of Niagara (CASON)
Joanne Baker, Counselor, Community Addition Services of Niagara (CASON)

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

Date: January 14th, 2014

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE MEETING
JANUARY 14, 2014**

PUBLIC SESSION

TOPIC: ATTENDANCE SUPPORT PROGRAM

The Attendance Support Program report is presented for information.

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

Presented by: Frank Iannantuono, Superintendent of Education/Human Resources Services
Lana Pasto, Coordinator of Attendance Support
Gina Sattin, Coordinator of Staff Wellness

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

Date: January 14, 2014



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

**REPORT TO
THE COMMITTEE OF THE WHOLE
JANUARY 14, 2014
ATTENDANCE SUPPORT PROGRAM**

BACKGROUND INFORMATION

In accordance with the Vision 2020 Strategic Plan and 2013-2014 System Priorities, in 2012-2013 the Human Resources Department initiated the development of the Attendance Support Policy and Program for all staff of Niagara Catholic. Accordingly on November 27, 2012 the Attendance Support Policy and Administrative Guidelines (Appendix A) were approved by the Board.

The most recent reorganization in staffing within the Human Resources Services Department; namely the formalization of the Coordinator of WSIB/Health and Safety to the new title of Coordinator of Staff Wellness (Gina Sattin) and the addition of the Coordinator of Attendance Support (Lana Pasto) has allowed for the implementation of the Attendance Support Program and for more efficient use of skills in order that a more focused effort is placed on addressing staff wellness and attendance. Partnering with Principals, Lana Pasto and Gina Sattin will work closely in monitoring staff wellness and staff absences; in particular, Lana Pasto will monitor all medical notes received and therefore be able to monitor trends in absences and Gina Sattin will work closely with staff in order to facilitate a supportive return to work as efficiently as possible.

Implementation

The implementation of the Attendance Support Program has been initiated with an information session for Senior Administrative Council in December 2013. On January 14, 2014 the Committee of the Whole will receive an overview of the program to be implemented and at the January 16, 2014 Director's Meeting the Principals, Managers and Supervisors will receive training on their roles in the Attendance Support Program.

At the Director's Meeting, administrators will receive the following information:

- i. The particular employee entering the program from their site.
- ii. The non-culpable absences of the same employee for the last twelve (12) working months.
- iii. Trends and patterns of non-culpable absences as provided in Appendix B.
- iv. Absence patterns for employees spanning the past 5 years.

To date, the Coordinator of Attendance Support, through a comprehensive study of the Integrated Payroll and Personnel System (IPPS) data base has collected all of the above-mentioned absence data for all 3,000 Niagara Catholic employees.

Following the Principal, Manager and Supervisor training as described above, all school and site-based staff will receive an overview of the Program at January Staff Meetings.

An overview of the Attendance Support Program will be provided at the Committee of the Whole Meeting as part of this report.

Appendix A: Attendance Support Policy and Administrative Guidelines

Appendix B: Attendance Support Program Flow Chart

The Report on the Attendance Support Program is presented for information.

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

Presented by: Frank Iannantuono, Superintendent of Education -- Human Resources
Lana Pasto, Coordinator of Attendance Support
Gina Sattin, Coordinator of Staff Wellness

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

Date: January 14, 2014

APPENDIX A

| | | | |
|---|--|----------|-----------------------|
|  | ATTENDANCE SUPPORT PROGRAM POLICY STATEMENT OF POLICY | Section: | 200 – Human Resources |
| | | No: | 201.16 |
| | | Adopted: | November 27, 2012 |
| | | Revised: | NIL |

In keeping with the Mission, Vision, and Values of the Niagara Catholic District School Board, the Board is committed to creating and maintaining a healthy workplace. The Board believes that both individual and organizational health, are important factors affecting the ability of all employees to attend work and to contribute fully to its mission.

In order to carry out the Mission, Vision, and Values of the Niagara Catholic District School Board, regular attendance by all employees is an essential expectation. The Attendance Support Program (ASP) is a comprehensive program aimed at positively supporting the health & wellness of employees and the organization. All employees contribute to the Board's Mission, Vision, and Values and their regular attendance is required to maintain the quality of programs and services, to students, staff and the community, as well as ensuring a fair distribution of work among colleagues.

This Attendance Support Program combines prevention, intervention and support to achieve the goals of personal and workplace wellness.


The Attendance Support Program (ASP) is a comprehensive program aimed at positively supporting the health & wellness of employees and the organization. Its primary focus is to create, maintain and support a healthy workplace, which includes the physical and social environment, as well as personal health practices by addressing workplace wellness issues and promoting a healthy workplace. The Attendance Support Program will consistently support all employees so they are able to attend work regularly and contribute to the success of the Board. All employees have a responsibility to ensure their regular and prompt attendance at work.

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

References:

- ***Ontario Human Rights Code***
- ***Workplace Safety and Insurance Act***
- ***Employment Standards Act***
- ***Municipal Freedom of Information and Protection of Privacy Act***
- ***Putting Students First Act***

APPENDIX A

| | | | |
|---|--|----------|-----------------------|
|  | ATTENDANCE SUPPORT PROGRAM POLICY ADMINISTRATIVE GUIDELINES | Section: | 200 – Human Resources |
| | | No: | 201.16 |
| | | Adopted: | November 27, 2012 |
| | | Revised: | NIL |

1. Guiding Principles

The Niagara Catholic District School Board Attendance Support Program (ASP) is built upon the following principles:

- a. To provide assistance to employees who are absent from work and to enable them to attend work regularly and productively.
- b. To utilize effective and successful practices, supports and return to work procedures.
- c. To encourage regular attendance at work through the proactive use of preventative measures.
- d. To apply the application of this program in a manner consistent with the Ontario Human Rights Code and any other applicable legislation.
- e. The Attendance Support Program (ASP) will comply with the Short Term Sick Leave and Disability Plan of the Putting Students First Act.

2. Attendance Support Program Procedures

a. Definitions of Absenteeism

- i. Non-Culpable or Innocent Absenteeism occurs when an Employee, through no fault of his/her own, is absent from the workplace because of a personal illness, disease or injury. The reason for the absence is not the concern; rather, it is the need to meet attendance expectations.
- ii. The Attendance Support Program (ASP) recognizes that employees with non-culpable absenteeism may require assistance to attend work regularly and meet attendance expectations.
- iii. Culpable Absenteeism refers to absences from work for which the employee is found to be accountable. Some examples of culpable absences are: failure to attend work without notifying the employer; late for work or leaving early; and abuse of leave. Employees with culpable absences are subject to progressive discipline in accordance with associated Board Policies, Administrative Guidelines, Procedures, Collective Agreements and Terms of Employment. It is required that culpable absences be directed to Human Resources for further direction and advice and are not intended to be addressed in the Attendance Support Program (ASP).

Culpable absences will be managed through the process of progressive discipline.

APPENDIX A

b. Absence Reporting

Employees are required to attend work as scheduled, with the understanding that there will be times when employees are unable to attend work due to a legitimate personal illness, disease or injury.

In order to ensure a consistent and equitable approach throughout the Board, all employees are required to report his/her own absences for all vacancies through the normal reporting procedures (Smartfind Express), within the required timeframe.

c. Process of Addressing Non-Culpable Absenteeism/Innocent Absenteeism

When an employee reaches or exceeds the determined absence threshold, specific to their employment group, he/she will enter into the Attendance Support Program.

The process of addressing non-culpable absenteeism is supportive in nature. The intent is to understand the absences, discuss the impact the absences are having on the specific school, department or location, provide support and identify support services that are available to the employee. This process will allow sufficient time for the employee to address issues so he/she will attend work regularly in the future.

d. Identifying Absences That Require Attention by Supervisors

It is the responsibility of all Supervising Administrators (Director of Education, Superintendent of Education, Controller of Facilities Services, Principals, Vice-Principals and Managers) to identify the absences and/or circumstances which may necessitate a meeting with the employee when the Attendance Support Program threshold has been reached or exceeded. The types of absences include, but are not limited to:

- A pattern of absenteeism (e.g. Mondays and Fridays)
- Absences due to personal illness, personal appointments, and leaves related to personal or family matters
- Absences due to workplace injury and/or illness
- Frequent absences of short duration
- Unclear rationale for absences
- Unauthorized absences

3. Absence Threshold

- a. Absence Threshold – is the established number of absences over a rolling working period. When an employee's absences reach or exceed the determined threshold, the process of supportive intervention with administration will commence to discuss the level of absenteeism, having regard for the personal circumstances of the employee.

APPENDIX A

Identified Absence Thresholds are as follows:
10 occurrences for 10 and 12 month employees

Absences beyond 10 days will follow the provisions of the Putting Students First Act.

- b. The Absence threshold will be reviewed every two years by Senior Administration. Employees will be notified of the initial threshold and any subsequent changes thereafter.
- c. The goals that are set within any phase of the multi-level process are specific and unique to each employee's circumstances.

4. Supportive Intervention has four (4) distinct Phases:

- a. **Phase 1** – When the employee reaches or exceeds the determined Absence threshold, the Supervising Administrator will arrange a meeting to initiate discussion related to the employee's absence level, gain an understanding of the issue(s) that may be preventing the employee from regularly attending work, offer support and guidance, as well as set attendance goals for the next four (4) months. During the four (4) month period, if the Supervising Administrator determines that the employee has met the goals set, then an "Improvement Letter" will be issued. The Phase 1 meeting shall include: the employee, Supervising Administrator, union/association representative (per employee request) and other administrative staff as required to support the process. A letter will be issued to the employee acknowledging entry into the Attendance Support Program.
- b. **Phase 2** – When the employee has been unable to meet the attendance goals established in Phase 1 or the prorated threshold is reached or exceeded during the first phase review period, the employee will enter into Phase 2. Attendance goals will again be set with the employee that will apply for the next four (4) months. During the next four (4) months, if the Supervising Administrator determines that the employee has met the goals set, then an "Improvement Letter" will be issued (Appendix A). The Phase 2 meeting shall include: the employee, Supervising Administrator, Coordinator of Attendance Support, union/association representative (per employee request) and other administrative staff as required to support the process. A letter will be issued to the employee acknowledging entry into Phase 2 of the Attendance Support Program.
- c. **Phase 3** – When the employee has been unable to meet the attendance goals established in Phase 2 or the prorated threshold is reached or exceeded during the Phase 2 review period, the employee will enter into Phase 3. Attendance goals will again be set with the employee that will apply for the next four (4) months. The employee will be advised that failure to meet the attendance goals set in Phase 3 may result in termination of employment. During the next four (4) months, if the Supervising Administrator determines that the employee has met the goals set, then an "Improvement Letter" will be issued (Appendix A). The Phase 3 meetings shall include: the Employee, Supervising Administrator and next level Supervisor or Family of Schools Superintendent, Coordinator of Attendance Support, union/association representative (per employee request) and other administrative staff as required to support the process. A letter will be

APPENDIX A

issued to the employee acknowledging entry into Phase 3 of the Attendance Support Program.

- d. **Phase 4** – When the employee has been unable to meet the attendance goals established in Phase 3 or the prorated threshold is reached or exceeded during the Phase 3 review period, the employee will enter into Phase 4. The Phase 4 meeting shall include: the Employee, Supervising Administrator, next level Supervisor or Family of Schools Superintendent, union/association representative (per employee request), Coordinator of Attendance Support and Superintendent of Human Resources or designate.

Where the employee progresses to Phase 4 and the Employer determines, as a result of the Phase 4 meeting, that there are no conditions which would suggest the need for reconsidering termination, the employee may be advised that his/her employment is being terminated on a non-disciplinary basis due to “frustration of contract”. If the decision is to terminate employment, the formal request of such is made to the Director of Education.

When attendance goals have been achieved, within any of the review periods, the employee remains in the Attendance Support Program (ASP), and their absences are monitored by the Coordinator of Attendance Support for a period of up to 12 working months.

Employees who do not reach or exceed the established threshold during the 12 working month review period will exit from the Attendance Support Program.

To provide consistency, an interview check list must be completed, during the meeting/interview, at every phase of the process.

5. Roles and Responsibilities

Employee

- Attend work as scheduled and actively participate in managing his/her attendance
- Maintain a record of all absences due to personal illnesses and be familiar with the attendance process
- Report all absences in Smartfind Express, in accordance with his/her appropriate Employee group procedure
- Seek and actively participate in appropriate Counselling (Employee and Family Assistance Program) and/or medical attention to address health concerns
- Cooperate in setting personal attendance goals
- Promote timely and successful return to work transitions
- Maintain regular contact with the Supervising Administrator during extended absences
- Contact union representative
- Provide any appropriate documentation and relevant health information, during any level of the process, in a timely manner, or upon request

Employer – Niagara Catholic District School Board

- Promote and foster the expectation of regular attendance in the work environment

APPENDIX A

- Promote and maintain a work environment that promotes overall health, safety and wellness of all employees
- Advocate that the Attendance Support Program be administered in a fair and consistent manner

Supervising Administrator

- Supervising Administrator includes Director of Education, Superintendent of Education, Controller of Facilities Services, Principal, Vice-Principal and Managers
- Communicate attendance expectations to all employees and ensure that they understand the principles of the Attendance Support Program
- Access and review monthly attendance reports from Smartfind Express for all Employees under his/her supervision
- Ensure all employees are treated fairly and equitably when monitoring attendance
- Practice, expect and promote regular attendance of all employees as advocated by the employer
- Ensure a consistent and timely application of the Attendance Support Program
- Maintain professional confidentiality
- Provide assistance and support to all employees as necessary
- Maintain regular contact with absent employees
- Advise employees of available resources (i.e. Employee and Family Assistance program (EFAP), Ontario Teachers Insurance Plan (OTIP))
- Participate in all meetings as outlined in the Attendance Support Program and provide input into the development of individualized attendance goals for each employee involved in the program
- Provide positive reinforcement to employees who are progressing and reaching their attendance goals

Coordinator of Attendance Support

- Provide training and support to Supervising Administrator regarding the Attendance Support Program
- Manage the implementation of the Attendance Support Program
- Safeguard employee confidentiality
- Support and offer guidance with return to work transitions
- Support Supervising Administrator to follow the Attendance Support Program process
- Offer support to assist employees to meet attendance goals, as necessary
- Support and promote regular and improved attendance
- Assist in setting attendance standards and protocols
- Monitor, evaluate and recommend revisions to the Attendance Support Program on an annual basis and/or as necessary

Supervisory Officer

- Promote and maintain a work environment which protects the overall health, safety and wellness of all Employees
- Demonstrate a commitment to the Attendance Support Program

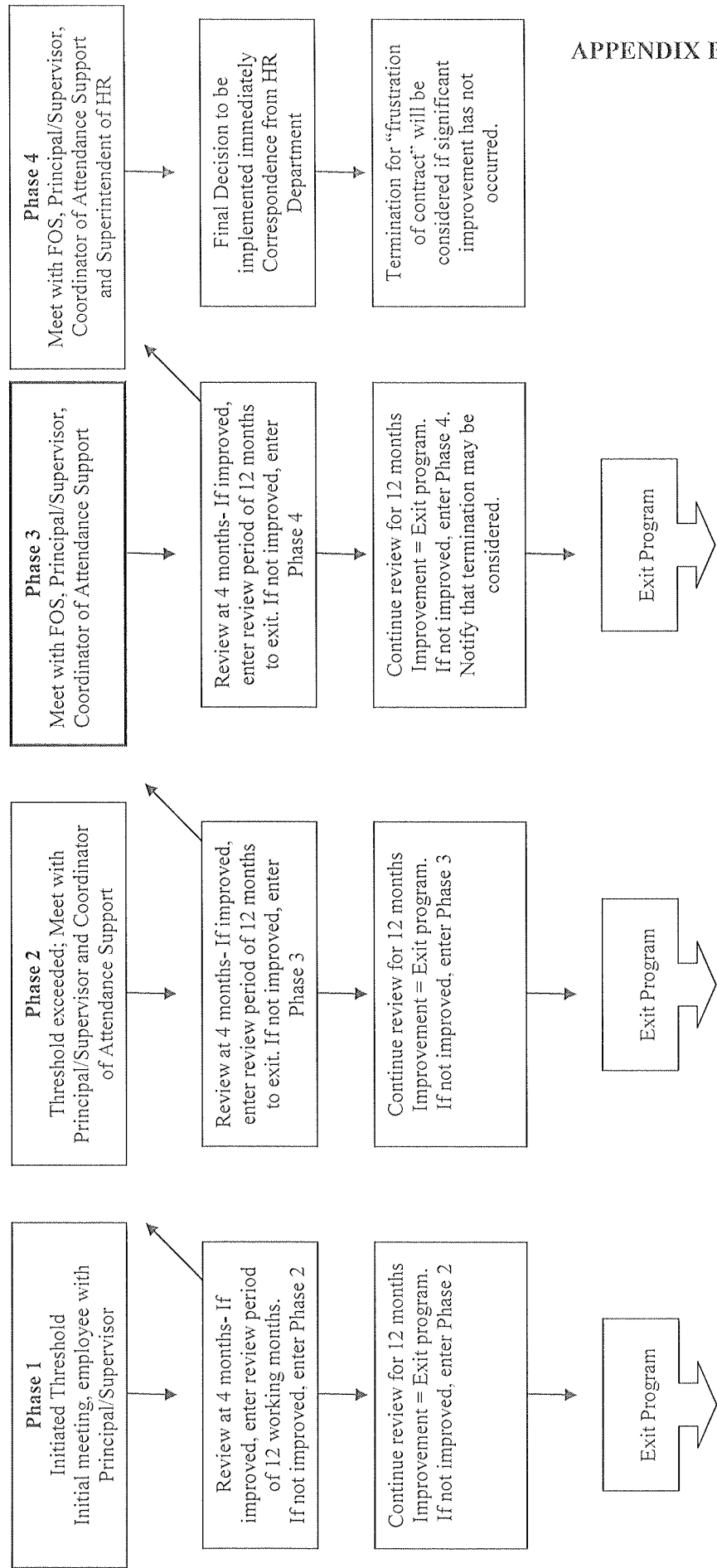
APPENDIX A

- Ensure all Supervising Administrators act consistently in dealing with attendance issues at all levels of the organization
- Communicate expectations for attendance at work.

ATTENDANCE SUPPORT PROGRAM FLOW CHART

To avoid progressing to the next phase in the Attendance Support Program, personal absence days should not exceed the established threshold within any 12 month review period

***At any time during the review period, if there is no improvement in personal absenteeism, the employee will proceed to the next phase of the program



**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE MEETING
JANUARY 14, 2014**

PUBLIC SESSION

**TOPIC: AWARD OF CONSTRUCTION CONTRACT FOR EARLY
LEARNING KINDERGARTEN PROGRAM (ELKP) – YEAR 5**

RECOMMENDATION

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve The Award of Construction Contracts for Early Learning Kindergarten Program (ELKP) – Year 5 to:

| SCHOOL NAME | RECOMMENDED CONTRACTOR | TOTAL PROJECT COST |
|------------------|------------------------|--------------------|
| Canadian Martyrs | King Contractors | \$993,684 |
| Loretto Catholic | Brouwer Construction | \$801,615 |
| St. John Bosco | Stolk Construction | \$601,858 |

for a total three project cost of \$2,397,157.

Prepared by: Scott Whitwell, Controller of Facilities Services
 Presented by: Scott Whitwell, Controller of Facilities Services
 Recommended by: John Crocco, Director of Education/Secretary-Treasurer
 Date: January 14, 2014



**REPORT TO THE COMMITTEE OF THE WHOLE MEETING
TUESDAY, JANUARY 14, 2014
AWARD OF CONSTRUCTION CONTRACTS FOR
ELKP PROJECTS - YEAR 5**

BACKGROUND INFORMATION

The Ministry of Education approved \$2,399,625 to address capital needs related to the implementation of the Year Five Early Learning Kindergarten Program classrooms at the three Niagara Catholic elementary schools indicated below.

The tender closing period for the three subject projects commenced on November 26, 2013 and concluded on December 10, 2013.

The chart below shows the school name, architectural firm and Ministry of Education (MOE) funding allocation.

The architects have analyzed the bids and have recommended the award of a construction contract to the listed contractors as follows. All of the named contractors were the low bidders for each project.

| SCHOOL NAME | ARCHITECT | RECOMMENDED CONTRACTOR | FUNDING ALLOCATION | TOTAL PROJECT COST | AMOUNT OF EXTRA FUNDING REQUIRED FROM FACILITIES RENEWAL |
|------------------|--------------------|------------------------|--------------------|--------------------|--|
| Canadian Martyrs | Grguric Architects | King Contractors | \$959,850 | \$993,684 | \$33,834 |
| Loretto Catholic | Quartek Group | Brouwer Construction | \$959,850 | \$801,615 | N/A |
| St. John Bosco | M.Z.E. Architects | Stolk Construction | \$479,925 | \$601,858 | \$121,933 |
| TOTAL | | | \$2,399,625 | \$2,397,157 | \$155,767 |

TOTAL PROJECT COST

The total three project cost is calculated as follows:

| | |
|---------------------------------|-------------|
| Construction Contracts | \$1,797,867 |
| Consultant Fees & Disbursements | \$218,050 |
| Other Project Costs | \$381,240 |
| TOTAL | \$2,397,157 |

Please note that proceeding with these projects is also contingent on MOE approval.

It is the recommendation of the Director of Education and the Controller of Facilities Services in consultation with the project architects that the Niagara Catholic District School Board approve the award of construction contracts to:

| SCHOOL NAME | RECOMMENDED CONTRACTOR | TOTAL PROJECT COST |
|------------------|------------------------|--------------------|
| Canadian Martyrs | King Contractors | \$993,684 |
| Loretto Catholic | Brouwer Construction | \$801,615 |
| St. John Bosco | Stolk Construction | \$601,858 |
| TOTAL | | \$2,397,157 |

RECOMMENDATION

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve The Award of Construction Contracts for Early Learning Kindergarten Program (ELKP) – Year 5 report to:

| SCHOOL NAME | RECOMMENDED CONTRACTOR | TOTAL PROJECT COST |
|------------------|------------------------|--------------------|
| Canadian Martyrs | King Contractors | \$993,684 |
| Loretto Catholic | Brouwer Construction | \$801,615 |
| St. John Bosco | Stolk Construction | \$601,858 |

for a total three project cost of \$2,397,157.

Prepared by: Scott Whitwell, Controller of Facilities Services
 Presented by: Scott Whitwell, Controller of Facilities Services
 Recommended by: John Crocco, Director of Education/Secretary-Treasurer
 Date: January 14, 2014

LEGEND:

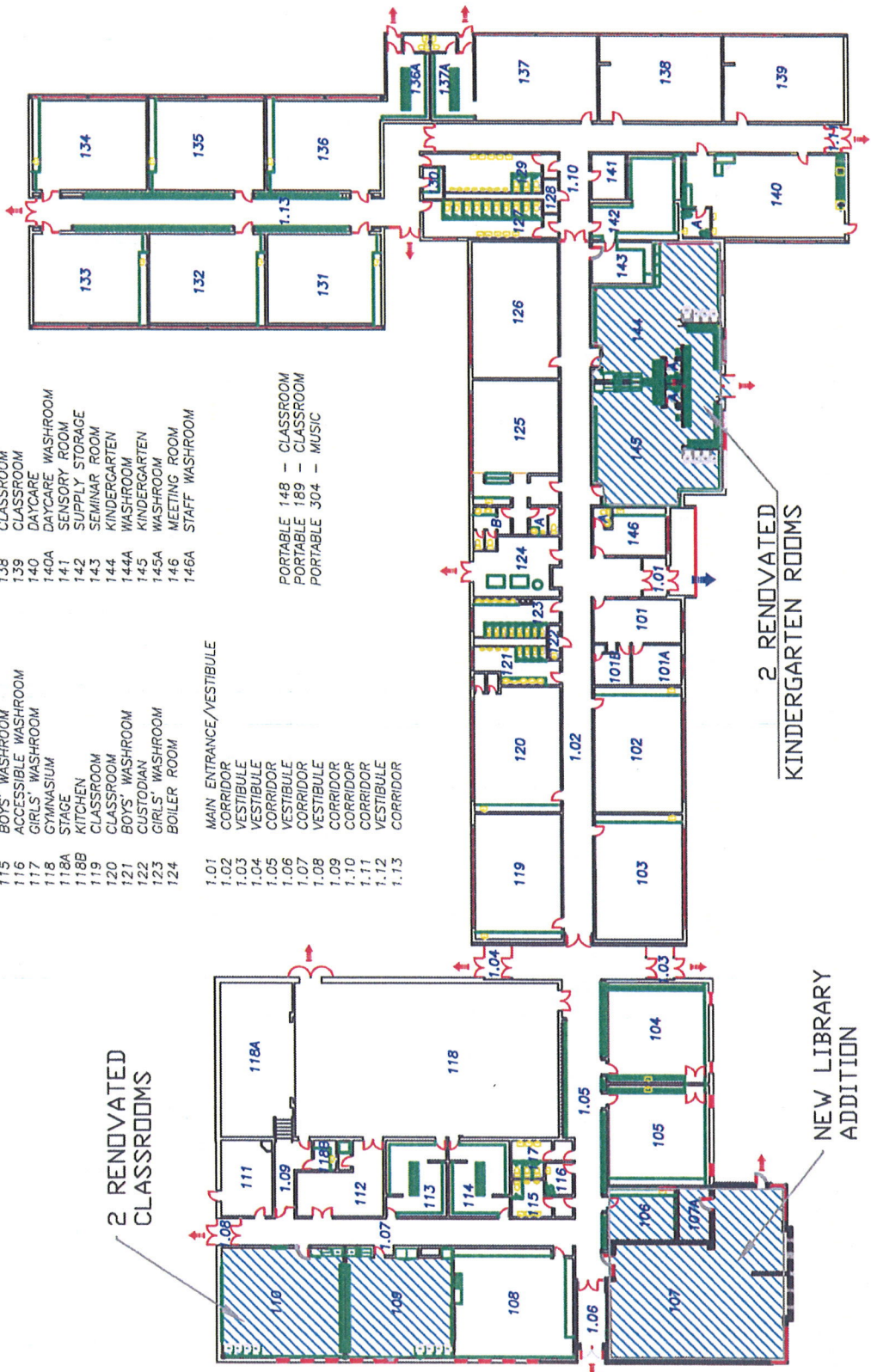
- 101 ADMINISTRATION
- 101A PRINCIPAL'S OFFICE
- 101B VICE-PRINCIPAL'S OFFICE
- 102 CLASSROOM
- 103 CLASSROOM
- 104 CLASSROOM
- 105 CLASSROOM
- 106 RESOURCE ROOM
- 107 LIBRARY INFORMATION CENTRE
- 107A STORAGE
- 108 CLASSROOM
- 109 CLASSROOM
- 110 CLASSROOM
- 111 BOILER ROOM
- 112 GYM STORAGE
- 113 BOYS' CHANGE ROOM
- 114 GIRLS' CHANGE ROOM
- 115 BOYS' WASHROOM
- 116 ACCESSIBLE WASHROOM
- 117 GIRLS' WASHROOM
- 118 GYMNASIUM
- 118A STAGE
- 118B KITCHEN
- 119 CLASSROOM
- 120 CLASSROOM
- 121 BOYS' WASHROOM
- 122 CUSTODIAN
- 123 GIRLS' WASHROOM
- 124 BOILER ROOM
- 1.01 MAIN ENTRANCE/VESTIBULE
- 1.02 CORRIDOR
- 1.03 VESTIBULE
- 1.04 CORRIDOR
- 1.05 VESTIBULE
- 1.06 CORRIDOR
- 1.07 VESTIBULE
- 1.08 CORRIDOR
- 1.09 CORRIDOR
- 1.10 CORRIDOR
- 1.11 CORRIDOR
- 1.12 VESTIBULE
- 1.13 CORRIDOR
- 125 STAFF ROOM
- 125A STAFF WASHROOM
- 125B STAFF WASHROOM
- 126 CLASSROOM
- 127 GIRLS' WASHROOM
- 128 JANITOR
- 129 BOYS' WASHROOM
- 130 CARETAKER
- 131 CLASSROOM
- 132 CLASSROOM
- 133 CLASSROOM
- 134 CLASSROOM
- 135 CLASSROOM
- 136 CLOAK ROOM/WR
- 136A KINDERGARTEN
- 137 KINDERGARTEN
- 137A CLOAK ROOM/WR
- 138 CLASSROOM
- 139 CLASSROOM
- 140 DAYCARE
- 140A DAYCARE WASHROOM
- 141 SENSORY ROOM
- 142 SUPPLY STORAGE
- 143 SEMINAR ROOM
- 144 KINDERGARTEN
- 144A WASHROOM
- 145 KINDERGARTEN
- 145A WASHROOM
- 146 MEETING ROOM
- 146A STAFF WASHROOM
- 121A VESTIBULE
- 121B VESTIBULE
- 121C VESTIBULE
- 121D VESTIBULE
- 121E VESTIBULE
- 121F VESTIBULE
- 121G VESTIBULE
- 121H VESTIBULE
- 121I VESTIBULE
- 121J VESTIBULE
- 121K VESTIBULE
- 121L VESTIBULE
- 121M VESTIBULE
- 121N VESTIBULE
- 121O VESTIBULE
- 121P VESTIBULE
- 121Q VESTIBULE
- 121R VESTIBULE
- 121S VESTIBULE
- 121T VESTIBULE
- 121U VESTIBULE
- 121V VESTIBULE
- 121W VESTIBULE
- 121X VESTIBULE
- 121Y VESTIBULE
- 121Z VESTIBULE
- 1.10A CORRIDOR
- 1.10B CORRIDOR
- 1.10C CORRIDOR
- 1.10D CORRIDOR
- 1.10E CORRIDOR
- 1.10F CORRIDOR
- 1.10G CORRIDOR
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- 1.10I CORRIDOR
- 1.10J CORRIDOR
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- 1.10R CORRIDOR
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- 1.10U CORRIDOR
- 1.10V CORRIDOR
- 1.10W CORRIDOR
- 1.10X CORRIDOR
- 1.10Y CORRIDOR
- 1.10Z CORRIDOR
- 1.11A VESTIBULE
- 1.11B VESTIBULE
- 1.11C VESTIBULE
- 1.11D VESTIBULE
- 1.11E VESTIBULE
- 1.11F VESTIBULE
- 1.11G VESTIBULE
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- 1.11V VESTIBULE
- 1.11W VESTIBULE
- 1.11X VESTIBULE
- 1.11Y VESTIBULE
- 1.11Z VESTIBULE
- 1.12A CORRIDOR
- 1.12B CORRIDOR
- 1.12C CORRIDOR
- 1.12D CORRIDOR
- 1.12E CORRIDOR
- 1.12F CORRIDOR
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- 1.12W CORRIDOR
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- 1.12Y CORRIDOR
- 1.12Z CORRIDOR
- 1.13A CORRIDOR
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- 1.13J CORRIDOR
- 1.13K CORRIDOR
- 1.13L CORRIDOR
- 1.13M CORRIDOR
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- 1.13O CORRIDOR
- 1.13P CORRIDOR
- 1.13Q CORRIDOR
- 1.13R CORRIDOR
- 1.13S CORRIDOR
- 1.13T CORRIDOR
- 1.13U CORRIDOR
- 1.13V CORRIDOR
- 1.13W CORRIDOR
- 1.13X CORRIDOR
- 1.13Y CORRIDOR
- 1.13Z CORRIDOR

PORTABLE 148 - CLASSROOM
 PORTABLE 189 - CLASSROOM
 PORTABLE 304 - MUSIC

2 RENOVATED CLASSROOMS

2 RENOVATED KINDERGARTEN ROOMS

NEW LIBRARY ADDITION

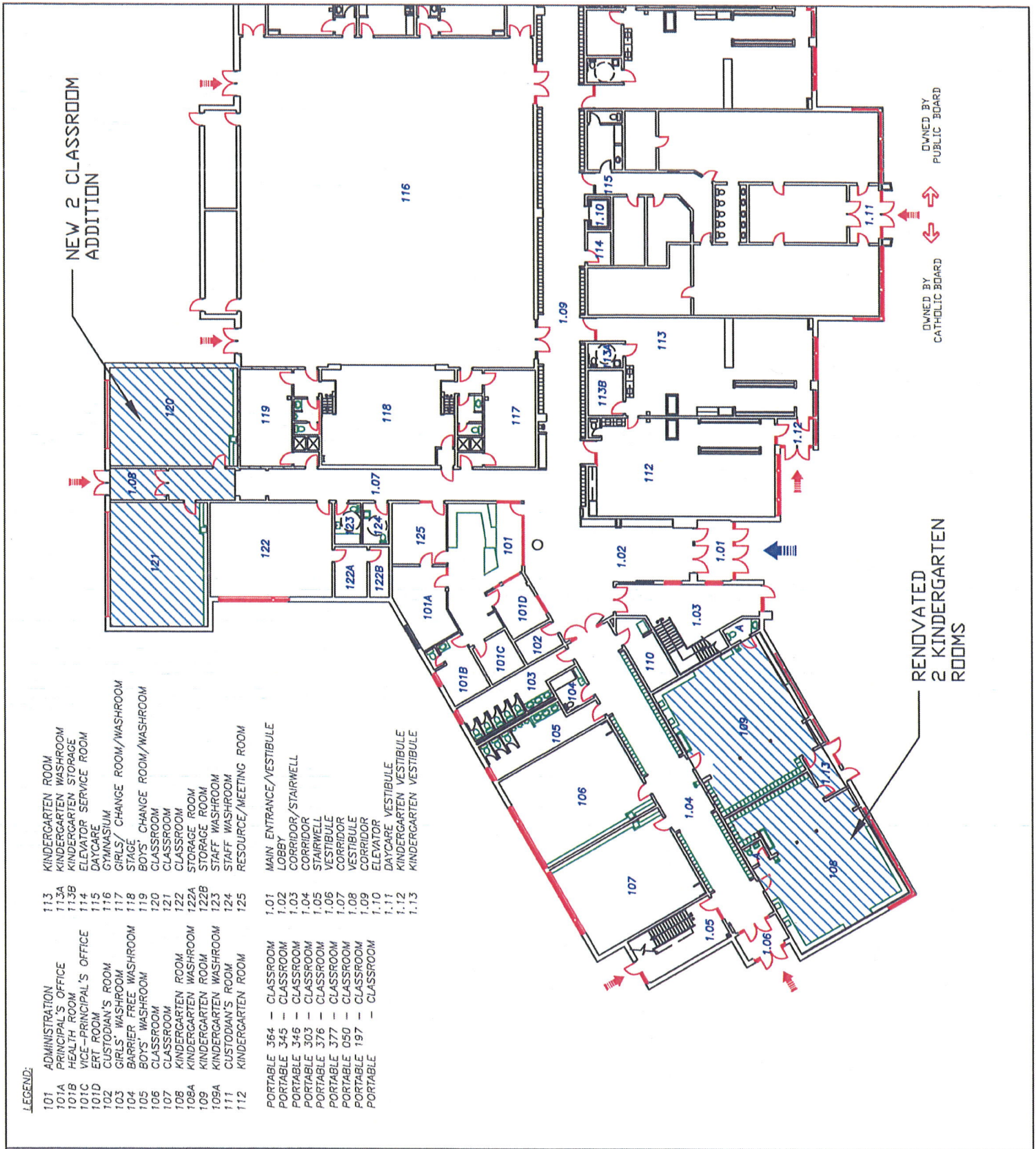


NIAGARA CATHOLIC DISTRICT SCHOOL BOARD

| | | | |
|---|---------------|-------------------|-----------------------|
| FIRM NAME AND ADDRESS NIAGARA CATHOLIC DISTRICT SCHOOL BOARD 427 RICE ROAD, WELLAND, ONTARIO, L3C 7C1, (905) 735-0240 | | | |
| PROJECT NAME AND ADDRESS CANADIAN MARTYRS ELEMENTARY SCHOOL 502 SCOTT ST, ST CATHARINES, ON, L2M 3X2 | | | |
| DWG.NO. | REVISION | SHEET TITLE | |
| 172gf | NOVEMBER 2013 | GROUND FLOOR PLAN | |
| DATE | SCALE | NTS | DRAWN BY T. LABBAN CZ |
| SEP 1999 | | | |


GENERAL NOTES
 TOTAL SCHOOL AREA 3825 SQ.M.
 PROPERTY ACREAGE 3.193 HA





LEGEND:

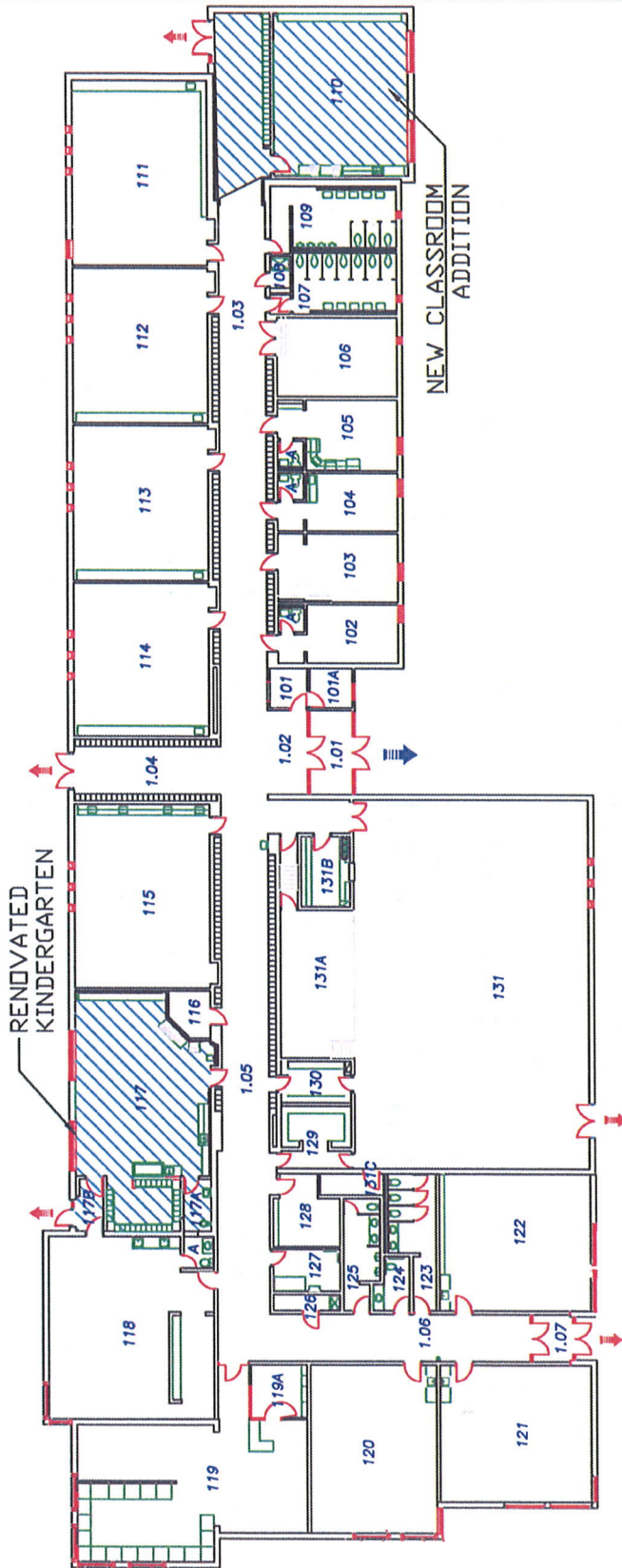
- 101 KINDERGARTEN ROOM
- 101A KINDERGARTEN WASHROOM
- 101B KINDERGARTEN STORAGE
- 101C ELEVATOR SERVICE ROOM
- 101D DAYCARE
- 102 CYNASTIUM
- 103 GIRLS' CHANGE ROOM/WASHROOM
- 104 STAGE
- 105 BOYS' CHANGE ROOM/WASHROOM
- 106 CLASSROOM
- 107 CLASSROOM
- 108A KINDERGARTEN ROOM
- 108B KINDERGARTEN WASHROOM
- 109 KINDERGARTEN ROOM
- 109A KINDERGARTEN WASHROOM
- 110 CUSTODIAN'S ROOM
- 111 KINDERGARTEN ROOM
- 112 KINDERGARTEN ROOM
- 113 KINDERGARTEN ROOM
- 113A KINDERGARTEN WASHROOM
- 113B KINDERGARTEN STORAGE
- 114 ELEVATOR SERVICE ROOM
- 115 DAYCARE
- 116 CYNASTIUM
- 117 GIRLS' CHANGE ROOM/WASHROOM
- 118 STAGE
- 119 BOYS' CHANGE ROOM/WASHROOM
- 120 CLASSROOM
- 121 CLASSROOM
- 122A STORAGE ROOM
- 122B STORAGE ROOM
- 123 STAFF WASHROOM
- 124 STAFF WASHROOM
- 125 RESOURCE/MEETING ROOM
- 1.01 MAIN ENTRANCE/VESTIBULE
- 1.02 LOBBY
- 1.03 CORRIDOR/STAIRWELL
- 1.04 CORRIDOR
- 1.05 STAIRWELL
- 1.06 VESTIBULE
- 1.07 CORRIDOR
- 1.08 VESTIBULE
- 1.09 CORRIDOR
- 1.10 ELEVATOR
- 1.11 DAYCARE VESTIBULE
- 1.12 KINDERGARTEN VESTIBULE
- 1.13
- PORTABLE 364 - CLASSROOM
- PORTABLE 345 - CLASSROOM
- PORTABLE 346 - CLASSROOM
- PORTABLE 303 - CLASSROOM
- PORTABLE 376 - CLASSROOM
- PORTABLE 050 - CLASSROOM
- PORTABLE 197 - CLASSROOM
- PORTABLE

| | | | | |
|---|--|---------------------------------|---|------------------------------------|
|  NIAGARA CATHOLIC DISTRICT SCHOOL BOARD | FIRM NAME AND ADDRESS NIAGARA CATHOLIC DISTRICT SCHOOL BOARD 427 RICE ROAD, WELLAND, ONTARIO, L3C 7C1, (905) 735-0240 | | GENERAL NOTES TOTAL SCHOOL AREA 40307 SQ.FT PROPERTY ACREAGE 7 ACRES | |
| | PROJECT NAME AND ADDRESS LORETTO CATHOLIC ELEMENTARY SCHOOL 6855 KALAR RD, NIAGARA FALLS, ON, L2H 2T3 | | | |
| | DWG.NO. 129gf | REVISION OCTOBER 2013 | | SHEET TITLE GROUND FLOOR |
| | DATE JUNE 1998 | SCALE NTS | | DRAWN BY T. LABBANCZ |



LEGEND:

- | | | | |
|---------------------------|-----------------------|-------------------------|-------------------------|
| 101 ADMINISTRATION | 110 CLASSROOM | 120 CLASSROOM | 1.01 MAIN VESTIBULE |
| 101A PRINCIPAL'S OFFICE | 111 CLASSROOM | 121 CLASSROOM | 1.02 CORRIDOR |
| 102 SEMINAR-PHOTO COPY | 112 CLASSROOM | 122 CLASSROOM | 1.03 CORRIDOR |
| 103 CONFERENCE ROOM | 113 CLASSROOM | 123 CLASSROOM | 1.04 CORRIDOR |
| 104 SEMINAR-RESOURCE ROOM | 114 CLASSROOM | 124 CLASSROOM | 1.05 CORRIDOR |
| 104A STAFF WASHROOM | 115 CLASSROOM | 125 CLASSROOM | 1.06 CORRIDOR |
| 105 STAFF WASHROOM | 116 CUSTODIAN | 126 BOYS' WASHROOM | 1.07 VESTIBULE |
| 105A STAFF WASHROOM | 117 KINDERGARTEN | 127 ACCESSIBLE WASHROOM | |
| 106 FURNACE ROOM | 117A WASHROOM | 128 SENSORY ROOM | |
| 107 GIRLS' WASHROOM | 117B VESTIBULE | 129 GIRLS' CHANGE ROOM | |
| 108 CARETAKER | 118 KINDERGARTEN | 130 BOYS' CHANGE ROOM | |
| 109 BOYS' WASHROOM | 119 WASHROOM | 131 GYMNASIUM | |
| | 119A LIBRARY RESOURCE | 131A STAGE | |
| | 119A LIBRARY OFFICE | 131B KITCHEN | |
| | | 131C STORAGE ROOM | |
| | | | PORTABLE 369 -CLASSROOM |
| | | | PORTABLE 378 -CLASSROOM |



NIAGARA CATHOLIC DISTRICT SCHOOL BOARD

| | | | |
|---|---------------------------|----------------------------------|--|
| FIRM NAME AND ADDRESS NIAGARA CATHOLIC DISTRICT SCHOOL BOARD 427 RICE ROAD, WELLAND, ONTARIO, L3C 7C1, (905) 735-0240 | | | |
| PROJECT NAME AND ADDRESS ST JOHN BOSCO ELEMENTARY SCHOOL 191 HIGHLAND AVE, PORT COLBORNE, ON, L3K 3S7 | | | |
| DWG.NO. 133gf | REVISION NOVEMBER 2013 | SHEET TITLE GROUND FLOOR PLAN | |
| DATE JUNE 1997 | SCALE NTS | DRAWN BY T. LABBANCZ | |

GENERAL NOTES
TOTAL SCHOOL AREA 2181.1 SQ.M.
PROPERTY ACREAGE 4.452 HA



**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE MEETING
JANUARY 14, 2014**

PUBLIC SESSION

**TOPIC: AWARD OF CONSTRUCTION CONTRACT FOR ST. JAMES
CATHOLIC ELEMENTARY SCHOOL ADDITION**

RECOMMENDATION

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Award of Construction Contract for St. James Catholic Elementary School Addition/Renovations to Charter Building Company with a total project cost of \$2,721,042.

Prepared by: Scott Whitwell, Controller of Facilities Services
Presented by: Scott Whitwell, Controller of Facilities Services
Recommended by: John Crocco, Director of Education/Secretary-Treasurer
Date: January 14, 2014



**REPORT TO THE COMMITTEE OF THE WHOLE MEETING
TUESDAY, JANUARY 14, 2014**

**AWARD OF CONSTRUCTION CONTRACT FOR ST. JAMES CATHOLIC
ELEMENTARY SCHOOL ADDITION/RENOVATIONS**

BACKGROUND INFORMATION

The Ministry of Education (MOE) approved \$1,837,689 (\$1,357,761 Capital Priority Funding and \$479,928 FDK Grant) to address capital needs related to St. James Catholic Elementary School.

The project consists of the addition of two ELKP classrooms, one regular classroom and renovations to classrooms, Staff Room and Administration area.

The tender period was from November 28, 2013 to December 19, 2013. Svedas Architects Inc. was the architectural firm for this project.

The architect has analyzed the bids and has recommended the award of a construction contract to Charter Building Company who was the low bidder for this project.

| SCHOOL NAME | ARCHITECT | RECOMMENDED CONTRACTOR | FUNDING ALLOCATION | TOTAL PROJECT COST |
|-------------|------------------|--------------------------|--------------------|--------------------|
| St. James | Svedas Architect | Charter Building Company | \$1,837,689 | \$2,721,042 |

TOTAL PROJECT COST

| | |
|---------------------------------|--------------------|
| Construction Contract | \$2,040,781 |
| Consultant Fees & Disbursements | \$212,000 |
| Other Project Costs | \$468,261 |
| TOTAL | \$2,721,042 |

FUNDING

Proposed funding is as follows:

| | |
|-------------------------|--------------------|
| Capital Priority | \$1,357,761 |
| FDK Grant | \$479,928 |
| Proceeds of Disposition | \$883,353 |
| TOTAL | \$2,721,042 |

Please note that proceeding with this project is also contingent on MOE approval.

It is the recommendation of the Director of Education and the Controller of Facilities Services in consultation with the project architect that the Niagara Catholic District School Board approve the award of construction contract to Charter Building Company.

RECOMMENDATION

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Award of Construction Contract For St. James Catholic Elementary School Addition/Renovations to Charter Building Company with a total project cost of \$2,721,042.

Prepared by: Scott Whitwell, Controller of Facilities Services
Presented by: Scott Whitwell, Controller of Facilities Services
Recommended by: John Crocco, Director of Education/Secretary-Treasurer
Date: January 14, 2014



| | | | |
|--|---------------------------|----------------------------------|--|
| FIRM NAME AND ADDRESS NIAGARA CATHOLIC DISTRICT SCHOOL BOARD 427 RICE ROAD, WELLAND, ONTARIO, L3C 7C1, (905) 735-0240 | | | |
| PROJECT NAME AND ADDRESS ST JAMES ELEMENTARY SCHOOL 615 GENEVA ST, ST CATHARINES, ON, L2N 2J3 | | | |
| DWG.NO. 180gf | REVISION NOVEMBER 2013 | SHEET TITLE GROUND FLOOR PLAN | |
| DATE OCT 1996 | SCALE NTS | DRAWN BY T. LABBANCZ | |

| | |
|-------------------|-------------|
| GENERAL NOTES | |
| TOTAL SCHOOL AREA | 21798 SQ.F. |
| PROPERTY ACREAGE | 5.41 ACRES |



**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE MEETING
JANUARY 14, 2014**

PUBLIC SESSION

**TOPIC: AWARD OF CONSTRUCTION CONTRACT FOR OUR LADY OF
MOUNT CARMEL CATHOLIC ELEMENTARY SCHOOL
RENOVATIONS**

RECOMMENDATION

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Award of Construction Contract For Our Lady of Mount Carmel Catholic Elementary School Renovations to Bromac Construction Inc. with a total project cost of \$2,423,405.

Prepared by: Scott Whitwell, Controller of Facilities Services
Presented by: Scott Whitwell, Controller of Facilities Services
Recommended by: John Crocco, Director of Education/Secretary-Treasurer
Date: January 14, 2014



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

**REPORT TO THE COMMITTEE OF THE WHOLE MEETING
TUESDAY, JANUARY 14, 2014**

**AWARD OF CONSTRUCTION CONTRACT FOR
OUR LADY OF MOUNT CARMEL CATHOLIC ELEMENTARY SCHOOL
RENOVATIONS**

BACKGROUND INFORMATION

The Ministry of Education (MOE) approved \$2,433,405 (\$1,473,555 Capital Priority Funding and \$959,850 FDK Grant) to address capital needs related to Our Lady of Mount Carmel Catholic Elementary School.

The project consists of interior renovations which will result in four new classrooms being built in the existing Cyberquest area (Cyberquest program is being eliminated at this school), three new ELKP classrooms and renovations to gym change rooms and Administrative area.

The tender period was from November 26, 2013 to December 17, 2013. Venerino V.P. Panici Architects Inc. was the architectural firm for this project.

The architect has analyzed the bids and has recommended the award of a construction contract to Bromac Construction Inc. who was the low bidder for this project.

| SCHOOL NAME | ARCHITECT | RECOMMENDED CONTRACTOR | FUNDING ALLOCATION | TOTAL PROJECT COST |
|--------------------------|-------------------|--------------------------|--------------------|--------------------|
| Our Lady of Mount Carmel | Panici Architects | Bromac Construction Inc. | \$2,433,405 | \$2,423,405 |

TOTAL PROJECT COST

| | |
|---------------------------------|--------------------|
| Construction Contract | \$1,685,963 |
| Consultant Fees & Disbursements | \$298,000 |
| Other Project Costs | \$439,442 |
| TOTAL | \$2,423,405 |

FUNDING

The total MOE funding of \$2,433,405 will fund this entire project.

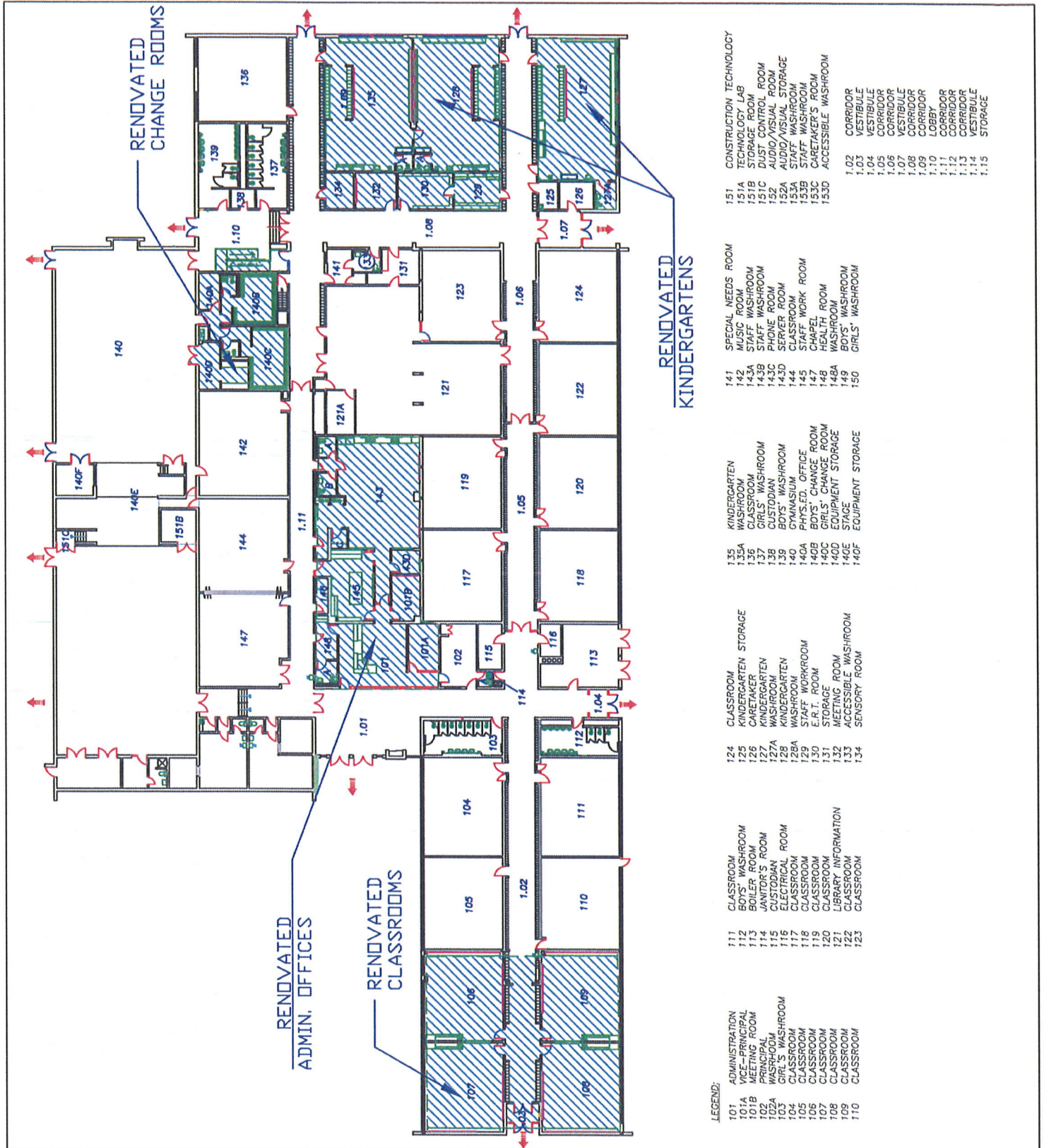
Please note that proceeding with this project is also contingent on MOE approval.

It is the recommendation of the Director of Education and the Controller of Facilities Services in consultation with the project architect that the Niagara Catholic District School Board approve the award of construction contract to Bromac Construction Inc.



RECOMMENDATION

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Award of Construction Contract For Our Lady of Mount Carmel Catholic Elementary School Renovations to Bromac Construction Inc. with a total project cost of \$2,423,405.

Prepared by: Scott Whitwell, Controller of Facilities Services
Presented by: Scott Whitwell, Controller of Facilities Services
Recommended by: John Crocco, Director of Education/Secretary-Treasurer
Date: January 14, 2014



- LEGEND:**
- 101 ADMINISTRATION
 - 101A VICE-PRINCIPAL
 - 101B MEETING ROOM
 - 102 WASHROOM
 - 102A JANITOR'S ROOM
 - 103 GIRL'S WASHROOM
 - 104 CLASSROOM
 - 105 CLASSROOM
 - 106 CLASSROOM
 - 107 CLASSROOM
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 - 123 CLASSROOM
 - 124 CLASSROOM
 - 125 CLASSROOM
 - 126 CLASSROOM
 - 127A CUSTODIAN
 - 127B ELECTRICAL ROOM
 - 128A CLASSROOM
 - 128B CLASSROOM
 - 129 CLASSROOM
 - 130 CLASSROOM
 - 131 CLASSROOM
 - 132 CLASSROOM
 - 133 CLASSROOM
 - 134 CLASSROOM
 - 135 CLASSROOM
 - 135A CLASSROOM
 - 136 CLASSROOM
 - 137 GIRL'S WASHROOM
 - 138 CUSTODIAN
 - 139 BOYS' WASHROOM
 - 140 GYMNASIUM
 - 140A PHYS.ED. OFFICE
 - 140B BOYS' CHANGE ROOM
 - 140C GIRL'S CHANGE ROOM
 - 140D EQUIPMENT STORAGE
 - 140E STAGE
 - 140F EQUIPMENT STORAGE
 - 141 KINDERGARTEN
 - 142 WASHROOM
 - 143A CLASSROOM
 - 143B GIRL'S WASHROOM
 - 143C CUSTODIAN
 - 143D SERVER ROOM
 - 144 CLASSROOM
 - 145 STAFF WORK ROOM
 - 147 CHAPEL
 - 148 HEALTH ROOM
 - 149 BOYS' WASHROOM
 - 150 GIRL'S WASHROOM
 - 151 SPECIAL NEEDS ROOM
 - 152 MUSIC ROOM
 - 153A STAFF WASHROOM
 - 153B STAFF WASHROOM
 - 153C CARETAKER'S ROOM
 - 153D ACCESSIBLE WASHROOM
 - 151 CONSTRUCTION TECHNOLOGY
 - 151A TECHNOLOGY LAB
 - 151B STORAGE ROOM
 - 151C DUST CONTROL ROOM
 - 152 AUDIO/VISUAL ROOM
 - 152A AUDIO/VISUAL STORAGE
 - 153A STAFF WASHROOM
 - 153B STAFF WASHROOM
 - 153C CARETAKER'S ROOM
 - 153D ACCESSIBLE WASHROOM
 - 1.02 CORRIDOR
 - 1.03 VESTIBULE
 - 1.04 CORRIDOR
 - 1.05 CORRIDOR
 - 1.06 VESTIBULE
 - 1.07 CORRIDOR
 - 1.08 CORRIDOR
 - 1.09 CORRIDOR
 - 1.10 LOBBY
 - 1.11 CORRIDOR
 - 1.12 CORRIDOR
 - 1.13 CORRIDOR
 - 1.14 VESTIBULE
 - 1.15 STORAGE

| | | | | | |
|---|--|---|--|--|---|
|  | FIRM NAME AND ADDRESS NIAGARA CATHOLIC DISTRICT SCHOOL BOARD 427 RICE ROAD, WELLAND, ONTARIO, L3C 7C1, (905) 735-0240 | | GENERAL NOTES TOTAL SCHOOL AREA 4935.7 SQ.M. PROPERTY ACREAGE 3.302 HA | |  |
| | PROJECT NAME AND ADDRESS OUR LADY OF MOUNT CARMEL ELEMENTARY SCHOOL 6525 CARLTON AVE, NIAGARA FALLS, L2G 5K4 | | | | |
| DWG.NO. 118gf | REVISION NOVEMBER 2013 | SHEET TITLE GROUND FLOOR PLAN | | | |
| DATE JUNE 1997 | SCALE NTS | DRAWN BY T. LABBANCZ | | | |

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE MEETING
JANUARY 14, 2014**

PUBLIC SESSION

TOPIC: ELEMENTARY SCHOOL CHAPELS

The Elementary School Chapels report is presented for information.

Prepared by: Scott Whitwell, Controller of Facilities Services
Presented by: Scott Whitwell, Controller of Facilities Services
Approved by: John Crocco, Director of Education/Secretary-Treasurer
Date: January 14, 2014



**REPORT TO THE COMMITTEE OF THE WHOLE MEETING
TUESDAY, JANUARY 14, 2014
ELEMENTARY SCHOOL CHAPELS**

BACKGROUND INFORMATION

In accordance with the Board's Vision 2020 Strategic Direction to "Build Strong Catholic Identity and Community to Nurture the Distinctiveness of Catholic Education" and recent comments made by John Crocco, Director of Education, on the continued nurturing of our Catholic faith with students, staff and members of our school communities through Chapels in elementary schools, Facilities Services was actioned to design a plan to commence the renovation of an available space in elementary schools, where possible, to a Chapel.

The design of Chapels in elementary schools will be unique to the available space provided, minimizing structural changes and interior redesigning. The design of the Chapels will utilize the experiences and knowledge gained through the construction of the Board's eight current secondary school Chapels, input from Principals, Bishop Bergie, school Parish Priests, Catholic School Councils and staff. The plan is to have available space in Chapels for approximately 25 students.

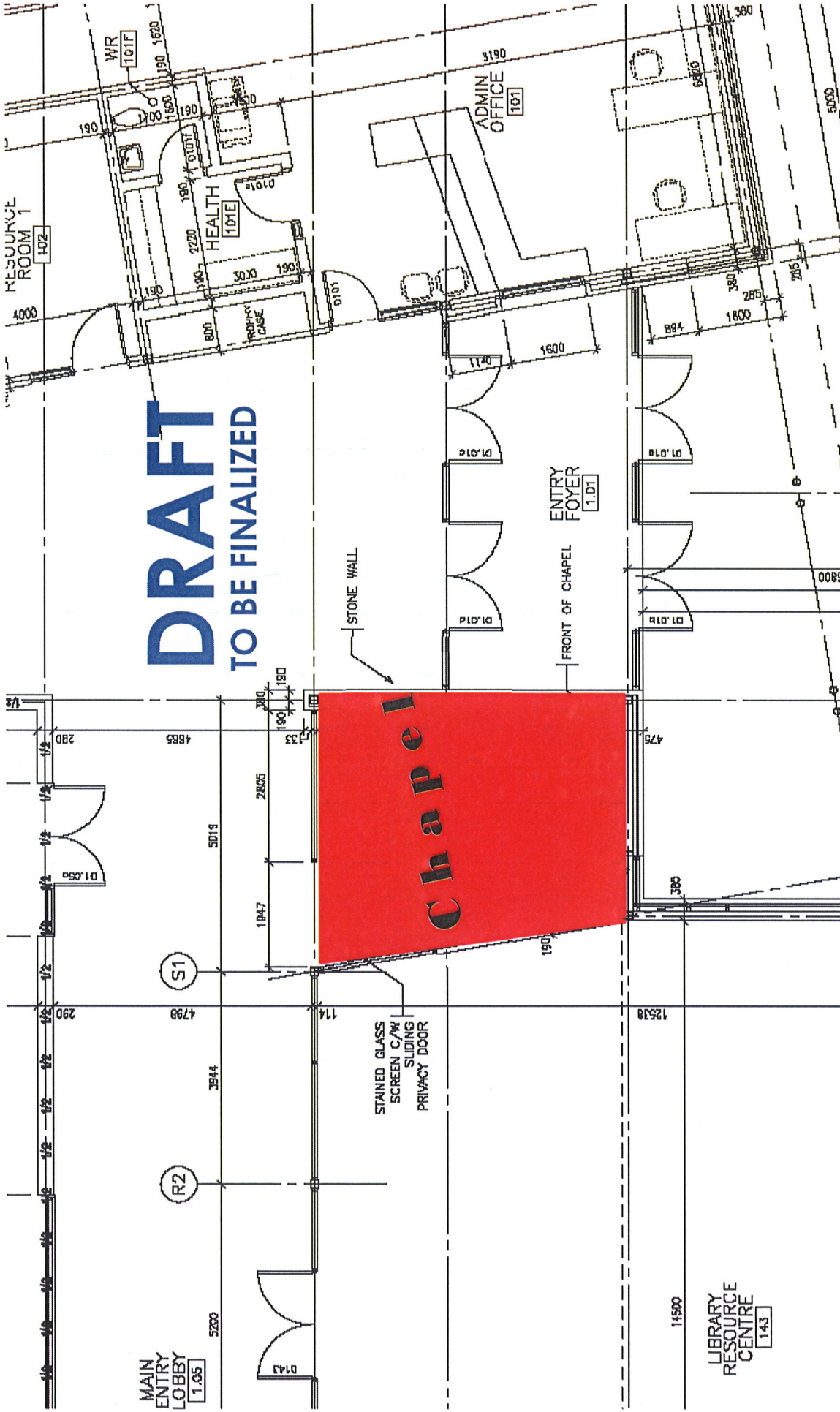
With the full support of the Director, Senior Administrative Council and school Principals, Facilities Services is currently designing the first three elementary school Chapels at the new St. Martin Catholic Elementary School, Our Lady of Mount Carmel Catholic and St. James Catholic Elementary Schools as part of the new construction and renovations to these schools. Appendices A, B and C provide a blue print of the location of the Chapels in these three elementary schools.

At the last Director's Meeting, the plan to commence the renovation of an available space in elementary schools to a Chapel was shared with all Principals and received overwhelming support and praise.

Facilities Services will be working with Senior Administrative Council, all elementary Principals and Catholic School Councils to review potential space for a Chapel, potential expenditure to the facilities renewal account and a projected timeline for the implementation and completion of this initiative. A report will be presented to Senior Administrative Council for consideration along with an information report to the Committee of the Whole once completed.

The Elementary School Chapels report is presented for information.

Prepared by: Scott Whitwell, Controller of Facilities Services
Presented by: Scott Whitwell, Controller of Facilities Services
Approved by: John Crocco, Director of Education/Secretary-Treasurer
Date: January 14, 2014



DRAFT
TO BE FINALIZED

Chapel

| | | |
|---|--|----------------------------|
| | | DATE 2012.11.01 |
| SCALE 1:75 | | SCALE 1:75 |
| DRAWN G.P. | | DRAWN G.P. |
| REVIS | | DATE |
| PROJECT TITLE ST. MARTIN CATHOLIC ELEMENTARY SCHOOL ENLARGED FLOOR PLAN | | |
| PROJECT NO. 1208 | | DRAWING NO. SK-1 |

GROUND FLOOR PLAN

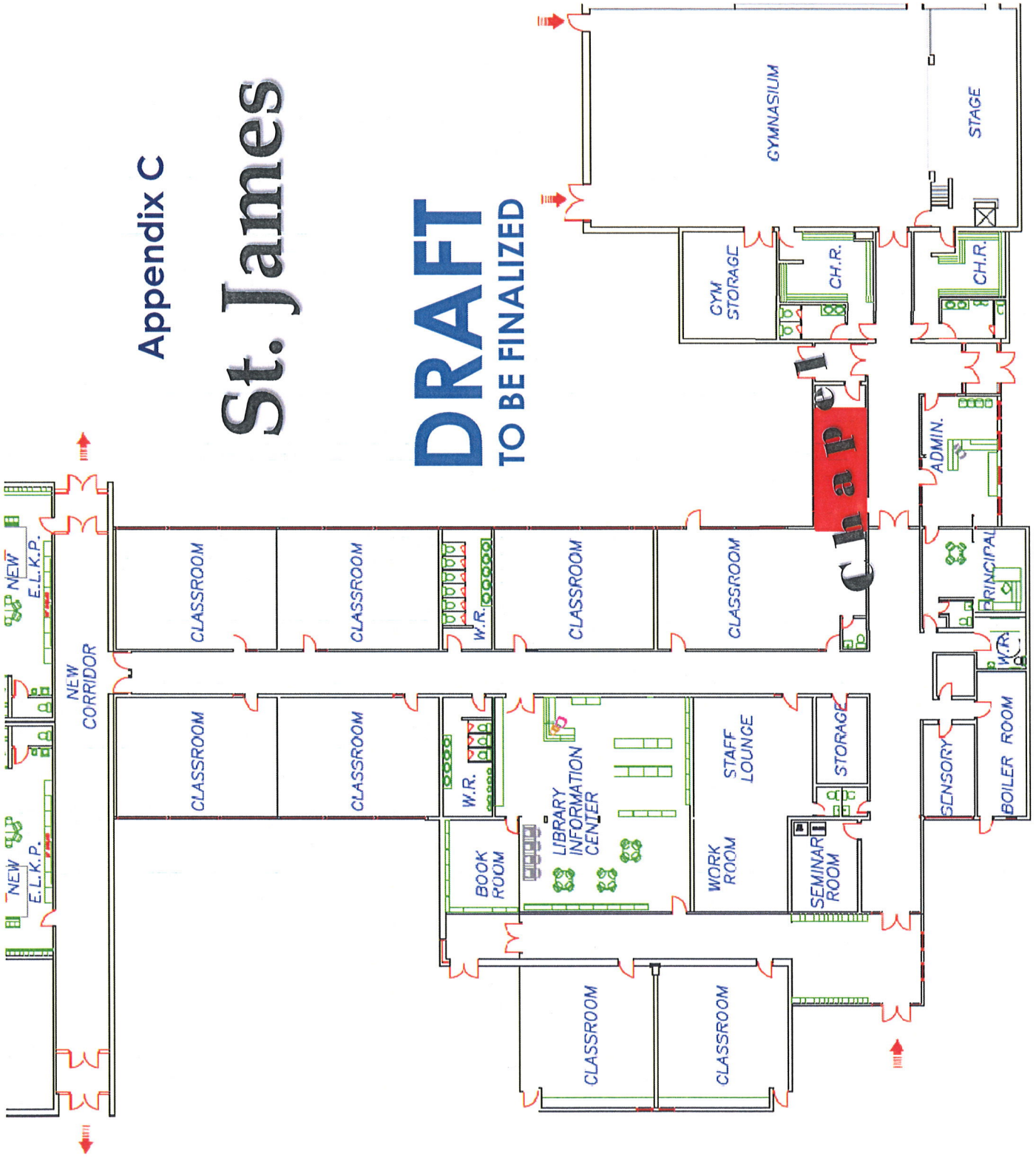
St. Martin

Appendix A

Appendix C

St. James

DRAFT
TO BE FINALIZED



FIRM NAME AND ADDRESS
 NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
 427 RICE ROAD, WELLAND, ONTARIO, L3C 7C1, (905) 735-0240

PROJECT NAME AND ADDRESS
 ST JAMES ELEMENTARY SCHOOL
 615 GENEVA ST, ST CATHARINES, ON, L2N 2J3

GENERAL NOTES

TOTAL SCHOOL AREA 21798 SQ.F
 PROPERTY ACREAGE 5.41 ACRES



**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE MEETING
JANUARY 14, 2014**

PUBLIC SESSION

**TOPIC: EXTENDED OVERNIGHT FIELD TRIP, EXCURSION AND
EXCHANGE COMMITTEE**

The Extended overnight field trip, excursion and exchange committee report is presented for information.

Prepared by: Mark Lefebvre, Superintendent of Education
Presented by: Mark Lefebvre, Superintendent of Education
Approved by: John Crocco, Director of Education/Secretary-Treasurer
Date: January 14, 2014



**REPORT TO THE COMMITTEE OF THE WHOLE
TUESDAY, JANUARY 14, 2014**

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

BACKGROUND INFORMATION

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

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

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

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

An Excursion is defined as follows:

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

Attached to this information report is an Executive Summary of a 2012-2013 Extended Overnight Field Trip as submitted on Tuesday, January 14, 2014. (Appendix A)

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

Prepared by: Mark Lefebvre, Superintendent of Education
Presented by: Mark Lefebvre, Superintendent of Education
Approved by: John Crocco, Director of Education/Secretary-Treasurer
Date: Tuesday, January 14, 2014

EXECUTIVE SUMMARY

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

| SCHOOL | TYPE | APPROVAL REQUIRED | DESTINATION | CURRICULUM UNIT/THEME | EDUCATION VALUE | DATE | NUMBER OF STUDENTS, STAFF & CHAPERONES ON TRIP | DURATION | COST (APPROX) | TRANSPORTATION |
|---------------------------------|-------------------------------|--|------------------------------|-----------------------|---|--|--|---------------------------------------|--|----------------|
| Saint Paul Catholic High School | Extended Overnight Field Trip | Superintendent and Extended Overnight Field Trip Committee | New York City, New York, USA | History, Arts | Students will experience viewing historical sites, perform in a Broadway workshop, then view a professional production. Students will learn how architecture is different in NYC, specifically Saint Patrick Cathedral and Saint John Divine. Students will attend a mass at Saint Patrick Cathedral. | Tuesday, May 13 @ 3:00 p.m. – Saturday, May 17, 2014 @ 7:00 a.m. | 35-40 students 2 staff 2 chaperones | 4 nights 5 days (3 school days) | Approximately \$694.00 per person – transportation, accommodations (with breakfast), all tours and attractions, taxes & gratuities. Additional personal spending money. | Coach bus |

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE MEETING
JANUARY 14, 2014**

PUBLIC SESSION

**TOPIC: STAFF DEVELOPMENT DEPARTMENT PROFESSIONAL
DEVELOPMENT OPPORTUNITIES JANUARY & FEBRUARY
2014**

The Staff Development Department Professional Development Opportunities January & February 2014 report is presented for information.

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

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

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

Date: January 14, 2014



REPORT TO THE COMMITTEE OF THE WHOLE MEETING January 14, 2014

STAFF DEVELOPMENT DEPARTMENT PROFESSIONAL DEVELOPMENT OPPORTUNITIES

BACKGROUND INFORMATION

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

The following is a listing of activities occurring during the period January 6, 2014 through February 11, 2014.

Wednesday, January 8, 2014 & Thursday, January 9, 2014

Tuesday, February 4, 2014 & Wednesday, February 5, 2014

First Aid/CPR Training (Full Course – two days)

- Under the Occupational Health and Safety Act, Regulation 1101, the Niagara Catholic District School Board is holding two training sessions for employees at Our Lady of Mount Carmel (Niagara Falls).

Wednesday, January 15, 2014

Leadership Identification Program (LIP) 2013-2014

- The second of five (5) LIP sessions will be held at Amici's Banquet and Conference Centre. Melanie Sodtka (Live Wire Consulting) will deliver a Coactive Coaching workshop offering LIP candidates:
 - o Enhanced communication
 - o Learn to design effective relationship building alliances with others
 - o Distinguish when to use different levels of listening to deepen relationships
 - o Understand how to use powerful questions during coaching conversations with others

Friday, January 17, 2014

Occasional Teacher Professional Development (Father Burns Board Room)

- Occasional Teachers have been invited to attend a full-day professional development opportunity focused in the two (2) following areas:
 - o Special Education (9:00 am – 11:00 am)
 - IEP process and development
 - Hands-on IEP engine workshop
 - o Assessment and Evaluation (1:00pm – 3:00 pm)
 - Growing Success
 - Assessment For Learning
 - Learning Goals and Success Criteria

Monday, January 13, 2014*Report Card Writing Workshop for Grades 1 to 8 teachers (CEC)*

- Teachers are invited to attend an after school workshop focused on:
 - o Preparing report cards using Maplewood *connectEd*
 - o Creating precise and personalized comments that authentically reflect student learning
 - o Ensuring report card comments align with *Growing Success* and board policies

Tuesday, January 14, 2014*Report Card Writing Workshop for Grades 9 to 12 teachers (CEC)*

- Teachers are invited to attend an after school workshop focused on:
 - o Preparing report cards using Maplewood *connectEd*
 - o Creating precise and personalized comments that authentically reflect student learning
 - o Ensuring report card comments align with *Growing Success* and Board policies

Tuesday, January 14, 2014*First Aid/CPR Training (recertification Course – one day)*

- Under the Occupational Health and Safety Act, Regulation 1101, the Niagara Catholic District School Board is holding a recertification course for employees at Our Lady of Mount Carmel (Niagara Falls).

Friday, January 17, 2014*Behavior Management Systems Training (BMS)*

- All Elementary Educational Assistants (EAs), and Early Childhood Educators (ECEs) (Contract and Long Term Occasional), requiring the annual three hour Behaviour Management Systems (BMS) Refresher Course are required to participate in the training sessions on January 17, 2013 at five (5) elementary schools throughout the Board.

Friday, January 29, 2014*Behavior Management Systems Training (BMS)*

- Secondary Educational Assistants (EAs), Credit Recovery Assistants (CRAs), all Elementary and Secondary Child and Youth Workers and Secondary Special Education Classroom Teachers (Contract and Long-Term Occasional) requiring the annual three hour Behaviour Management Systems (BMS) Refresher Course are required to participate in the training session on January 29, 2014 at each of the secondary schools.

Thursday, January 30, 2014*Workplace Safety and Insurance Board (WSIB) Training*

- WSIB “Certification (Part 2) Education Workplace Specific Hazards” will be offered on Thursday, January 30, 2014 at Our Lady of Mount Carmel (Niagara Falls) from 8:30 a.m. – 4:00 p.m. for select employees at Niagara Catholic District School Board.

Tuesday, February 4, 2014 and Wednesday, February 5, 2014*ASIST Training (Sheraton Four Points, Thorold, ON)*

- ASIST is a two-day intensive, interactive and practice-dominated course designed to help caregivers recognize risk and learn how to intervene in order to prevent the immediate risk of suicide.
- This training is the first of three (3) training sessions (two days) for all Elementary and Secondary Principals and Vice-Principals, Secondary Chaplaincy Leaders, Secondary Guidance Counsellors, Elementary and Secondary Child and Youth Workers and Fresh Start/Jump Start staff are required to attend the ASIST training being held throughout the year.

Thursday, February 6, 2014

Dr. Steven Katz Workshop - Building Capacity in Assessment for Learning: The Role of the Learning-Driven School

- The MISA funded workshop is targeted for Secondary Administrators and Program Chairs.
- The session will explore the nature of learning and the role that classroom assessment can play in enhancing learning for all. Classroom assessment, specifically *Assessment for Learning*, will be conceptualized as an inquiry mechanism to support professional learning that improves classroom practice.
- In addition, the workshop will unpack what it takes to develop the strong assessment *for* learning practices in the context of minute-by-minute, day-by-day classroom practice and will offer participants the opportunity to learn about the characteristics of effective school-based professional learning environments.

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

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

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

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

Date: January 14, 2014

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE MEETING
JANUARY 14, 2014**

PUBLIC SESSION

TOPIC: CAPITAL PROJECTS UPDATE

The Capital Projects Update report is presented for information.

Prepared by: Scott Whitwell, Controller of Facilities Services
Presented by: Scott Whitwell, Controller of Facilities Services
Approved by: John Crocco, Director of Education/Secretary-Treasurer
Date: January 14, 2014



**REPORT TO THE COMMITTEE OF THE WHOLE MEETING
TUESDAY, JANUARY 14, 2014
CAPITAL PROJECTS PROGRESS REPORT UPDATE**

BACKGROUND INFORMATION

Individual progress reports for capital projects are presented as follows:

In Progress

ELKP PHASE 5

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

SECONDARY

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

NEW BUILD

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

CAPITAL PRIORITIES

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

The Capital Projects Progress Report Update is presented for information.

Prepared by: Scott Whitwell, Controller of Facilities Services
Presented by: Scott Whitwell, Controller of Facilities Services
Approved by: John Crocco, Director of Education/Secretary-Treasurer
Date: January 14, 2014



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
CAPITAL PROJECT PROGRESS REPORT
JANUARY 14, 2014**

APPENDIX A

CANADIAN MARTYRS CATHOLIC ELEMENTARY SCHOOL

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

Current Status: Project tendered November 12, 2013. Tender closing December 3, 2013.



Project Information:

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

Project Funding:

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

Project Costs:

| | Budget | Paid | Forecast |
|-----------------------|------------------|-----------------|-----------|
| Construction Contract | | | |
| Fees & Disbursements | | 77,688 | |
| Furniture & Equipment | | 3,818 | |
| Other Project Costs | | 12,181 | |
| | \$993,684 | \$93,687 | \$ |

Project Timelines:

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

Project Team:

| | |
|--------------------|---------------------------------|
| Architect | Grguric Architects Incorporated |
| General Contractor | |
| Project Manager | Tunde Labbancz |
| Superintendent | Ted Farrell |
| Principal | Alan Creelman |



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
CAPITAL PROJECT PROGRESS REPORT
JANUARY 14, 2014**

APPENDIX B

LORETTO CATHOLIC ELEMENTARY SCHOOL

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



Current Status: Project tendered on November 19, 2013. Tender closing on December 10, 2013.

Project Information:

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

Project Funding:

| | |
|--------------------|------------------|
| FDK Grant | 959,850 |
| Facilities Renewal | 0 |
| | <u>\$959,850</u> |

Project Costs:

| | |
|-----------------------|--------|
| Construction Contract | 0 |
| Fees & Disbursements | 64,162 |
| Furniture & Equipment | 0 |
| Other Project Costs | 30,827 |

| | Budget | Paid | Forecast |
|--|------------------|-----------------|-----------|
| | | 0 | |
| | | 64,162 | |
| | | 0 | |
| | | 30,827 | |
| | \$959,850 | \$94,989 | \$ |

Project Timelines:

| | Scheduled Completion | Actual Completion |
|-----------------------------|----------------------|-------------------|
| Funding Approval | June 2012 | June 2012 |
| Architect Selection | June 2013 | June 28, 2013 |
| Design Development | October 2013 | October 28, 2013 |
| Contract Documents | November 2013 | November 19, 2013 |
| Tender & Approvals | December 2013 | |
| Construction | August 2014 | |
| Occupancy | September 2014 | |
| Official Opening & Blessing | October 2014 | |

Project Team:

| | |
|--------------------|--------------------|
| Architect | Quartek Group Inc. |
| General Contractor | |
| Project Manager | Tunde Labbancz |
| Superintendent | Mark Lefebvre |
| Principal | Anthony Cardamone |



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
CAPITAL PROJECT PROGRESS REPORT
JANUARY 14, 2014**

APPENDIX C

ST. JOHN BOSCO CATHOLIC ELEMENTARY SCHOOL

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



Current Status: Project tendered on November 5, 2013. Tender closing on November 26, 2013.

Project Information:

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

Project Funding:

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

Project Costs:

| | |
|-----------------------|--------|
| Construction Contract | 0 |
| Fees & Disbursements | 34,768 |
| Furniture & Equipment | 0 |
| Other Project Costs | 8,178 |

| | Budget | Paid | Forecast |
|--|------------------|-----------------|-----------|
| | | | |
| | | | |
| | | | |
| | | | |
| | \$601,858 | \$42,946 | \$ |

Project Timelines:

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

Project Team:

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



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
CAPITAL PROJECT PROGRESS REPORT
JANUARY 14, 2014**

APPENDIX D

SAINT MICHAEL CATHOLIC HIGH SCHOOL

Scope of Project:

Design and construction of a ten classroom addition.

Current Status: New asphalt parking area/bus loading zone in front of school was completed for start of September classes. Footing/foundation completed. Walls for new addition are well underway. Wet and extreme cold weather is slowing construction.

Project Information:

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



Project Funding:

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

Project Costs:

| | Budget | Paid | Forecast |
|-----------------------|--------------------|--------------------|--------------------|
| Construction Contract | 4,999,428 | 1,389,426 | 4,999,428 |
| Fees & Disbursements | 544,037 | 428,460 | 544,037 |
| Furniture & Equipment | 204,820 | 0 | 204,820 |
| Other Project Costs | 418,700 | 49,331 | 418,700 |
| | \$6,166,985 | \$1,867,217 | \$6,166,985 |

Project Timelines:

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

Project Team:

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



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
CAPITAL PROJECT PROGRESS REPORT
JANUARY 14, 2014**

APPENDIX E

ST. MARTIN CATHOLIC ELEMENTARY SCHOOL

Scope of Project:

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

Current Status:

Estimated construction completion date is March 2015. Design is nearing completion. Site Plan application has been made to Township. Awaiting MOE approval for tender.



Project Information:

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

Project Funding:

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

Project Costs:

| | Budget | Paid | Forecast |
|-----------------------|--------------------|------------------|--------------------|
| Construction Contract | 7,479,925 | 0 | 7,479,925 |
| Fees & Disbursements | 900,000 | 471,285 | 900,000 |
| Furniture & Equipment | 100,000 | 0 | 100,000 |
| Other Project Costs | 950,439 | 134,776 | 950,439 |
| | \$9,430,364 | \$606,061 | \$9,430,364 |

Project Timelines:

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

Project Team:

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



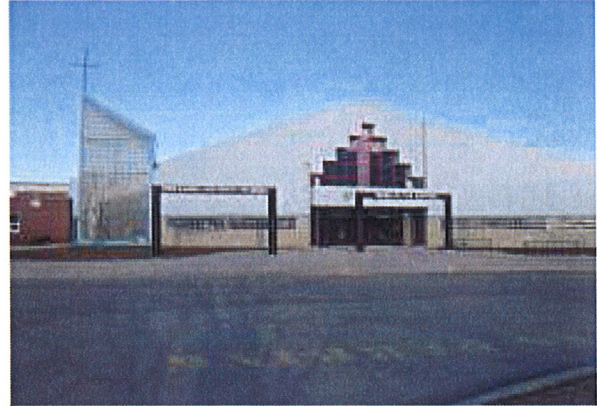
**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
CAPITAL PROJECT PROGRESS REPORT
JANUARY 14, 2014**

APPENDIX F

LAKESHORE CATHOLIC SECONDARY SCHOOL

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

Current Status: Design phase underway. Architect working on Site Plan Agreement.



Project Information:

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

Project Funding:

| | |
|--------------------|--------------------|
| Capital Priorities | 5,501,722 |
| | 0 |
| | \$5,501,722 |

Project Costs:

| | |
|-----------------------|--------|
| Construction Contract | 0 |
| Fees & Disbursements | 38,856 |
| Furniture & Equipment | 0 |
| Other Project Costs | 735 |

| Budget | Paid | Forecast |
|--------------------|-----------------|-----------|
| \$5,501,722 | \$39,591 | \$ |

Project Timelines:

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

Project Team:

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



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
CAPITAL PROJECT PROGRESS REPORT
JANUARY 14, 2014**

APPENDIX G

ST. JAMES CATHOLIC ELEMENTARY SCHOOL

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



Current Status: Project tender November 28, 2013. Tender closing December 19, 2013.

Project Information:

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

Project Funding:

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

Project Costs:

| | |
|-----------------------|--------|
| Construction Contract | 0 |
| Fees & Disbursements | 69,082 |
| Furniture & Equipment | 0 |
| Other Project Costs | 70,969 |

| Budget | Paid | Forecast |
|--------------------|------------------|-----------|
| | 0 | |
| | 69,082 | |
| | 0 | |
| | 70,969 | |
| \$2,721,042 | \$140,051 | \$ |

Project Timelines:

| | | |
|-----------------------------|----------------|-------------------|
| Funding Approval | January 2013 | January 2013 |
| Architect Selection | May 2013 | May 2013 |
| Design Development | November 2013 | November 14, 2013 |
| Contract Documents | November 2013 | November 28, 2013 |
| Tender & Approvals | December 2013 | |
| Construction | August 2014 | |
| Occupancy | September 2014 | |
| Official Opening & Blessing | October 2014 | |

Scheduled Completion

Actual Completion

Project Team:

| | |
|--------------------|------------------------|
| Architect | Svedas Architects Inc. |
| General Contractor | |
| Project Manager | Tunde Labbancz |
| Superintendent | Ted Farrell |
| Principal | Glenda Hillier |



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
CAPITAL PROJECT PROGRESS REPORT
JANUARY 14, 2014**

APPENDIX H

OUR LADY OF MOUNT CARMEL CATHOLIC ELEMENTARY SCHOOL

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



Current Status: Project tender November 26, 2013. Closing December 17, 2013.

Project Information:

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

Project Funding:

| | |
|--------------------|--------------------|
| Capital Priorities | 1,473,555 |
| FDK Grant | 959,850 |
| Facilities Renewal | 0 |
| | <u>\$2,433,405</u> |

Project Costs:

| | Budget | Paid | Forecast |
|-----------------------|--------------------|------------------|-----------|
| Construction Contract | | 0 | |
| Fees & Disbursements | | 208,116 | |
| Furniture & Equipment | | 0 | |
| Other Project Costs | | 9,655 | |
| | <u>\$2,433,405</u> | <u>\$217,771</u> | <u>\$</u> |

Project Timelines:

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

Project Team:

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

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
JANUARY 14, 2014**

PUBLIC SESSION

**TOPIC: TRUSTEE INFORMATION
SPOTLIGHT ON NIAGARA CATHOLIC – DECEMBER 17, 2013**

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
JANUARY 14, 2014**

PUBLIC SESSION

**TOPIC: TRUSTEE INFORMATION
CALENDAR OF EVENTS – FEBRUARY 2014**

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
JANUARY 14, 2014**

PUBLIC SESSION

**TOPIC: TRUSTEE INFORMATION
OCSTA PROFESSIONAL DEVELOPMENT SEMINAR –
JANUARY 17-18, 2014**



Ontario Catholic School
Trustees' Association

2014 Catholic Trustees' Professional Development Seminar Preliminary Program Theme: Building Community

Friday, January 17, 2014

| Time | Event |
|------------|--|
| 7:30 a.m. | Registration |
| 7:30 a.m. | Breakfast |
| 8:30 a.m. | Gathering Prayer Father Pat Fitzpatrick , Chaplain <i>Ontario Catholic School Trustees' Association</i> |
| | Welcome Remarks Colleen Landers , Chair, Conference Committee <i>Ontario Catholic School Trustees' Association</i> |
| 8:45 a.m. | Keynote Address – Building Community Fr. Raymond de Souza <i>Chaplain, Newman House, Queen's University</i> <i>Editor-in-Chief, Convivium</i> <i>Columnist, National Post & Catholic Register</i> |
| | <p><i>In the Year of Faith, Pope Benedict wanted the Church to mark the 50th anniversary of the opening of the Second Vatican Council. In deciding to canonize Blessed John XXIII and Blessed John Paul II together on Divine Mercy Sunday 2014, Pope Francis wishes to highlight the father of the Council and its authentic interpreter. At the heart of the Council's vision is the reality of the Church as a communion. Pope Francis has furthered specified that this communion is that of "missionary disciples". How is the Church, a communion of missionary disciples, different from "community" as understood in our common life today? Communion is rooted in a common union – for Catholic Christians, in our common baptism in Christ Jesus and our participation in the kerygma, leitourgia and diakonia of the Church. In contrast, what makes a community? Especially at a time when diversity – difference rather than common union – is celebrated, on what basis is a community constructed? If tolerance or celebration of diversity is the highest goal of a community, will it be necessarily suspicious of any communion?</i></p> |
| 9:45 a.m. | Break |
| 10:00 a.m. | Building Bridges for Catholic Education: The Home, School & Parish Opportunity Michelle Griepsma , Trustee, Peterborough Victoria Northumberland & Clarington CDSB Orlanda Sousa , President, Ontario Association of Parents in Catholic Education Fr. Phil Smith , St. Roch's Parish, Toronto Andre Potvin , President, Catholic Principals' Council of Ontario |

- 11:00 a.m. **President's Report & Q & A**
Marino Gazzola, President
Ontario Catholic School Trustees' Association
- 11:30 a.m. **FACE Presentation**
Roger Lawler, Project Manager
Friends & Advocates of Catholic Education
- 12:00 p.m. **Lunch**
- 1:00 p.m. **"Do You See What I See"**
Catholic Principals' Council of Ontario's Poverty Awareness Initiative
Poverty in Our Schools
Marcelle DeFreitas, Professional Learning Coordinator
Deirdre Kinsella Biss, Communications Coordinator
Michael Schmitt, Protective Services Coordinator
Catholic Principals' Council of Ontario
- Principals and Vice-Principals in Catholic schools in Ontario witness the impact of poverty on student learning and well-being every day. In this presentation, CPCO communicates the lived reality of our members in order to ignite a conversation among Catholic School Trustees about a call to action.*
- 2:15 p.m. **Break**
- 2:30 p.m. **Advancing Local Priorities with Social Media**
Cyrus Mavalwala, ABC
Founding Partner, Advantis Communications
Speaker and Instructor - Communications & Digital Strategies
- 3:45 p.m. **Meeting Adjourned**
- 5:30 p.m. **Reception (Cash Bar)**
- 6:15 p.m. **Buffet Dinner (Cash Bar)**

Saturday, January 18, 2014

| Time | Event |
|-------------|---|
| 7:30 a.m. | Breakfast |
| 8:30 a.m. | Eucharistic Celebration <i>Presider: His Eminence, Thomas Cardinal Collins Archbishop of Toronto</i> <i>Concelebrant: Father Pat Fitzpatrick, Chaplain Ontario Catholic School Trustees' Association</i> <i>Musical Liturgists: Nancy Bodsworth Jeff Boss Ginny Bodsworth Michael Bodsworth</i> |
| 9:30 a.m. | Module 11: Conflict of Interest – Some Legal aspects of Governance <i>The Honorable Peter D. Lauwers, Judge, Ontario Court of Appeal Former Partner, Miller Thomson and Counsel for OCSTA</i> |
| 11:00 a.m. | Closing Remarks & Adjournment |

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
JANUARY 14, 2014**

PUBLIC SESSION

TOPIC: DRAFT 2014 BOARD COMMITTEE MEMBERSHIP



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

2014 BOARD COMMITTEE MEMBERSHIP FORM

DRAFT

| STATUTORY COMMITTEES | TRUSTEE MEMBERSHIP REQUIRED | 2014 MEMBERSHIP |
|--|-----------------------------|---|
| <i>Audit Committee</i> <i>O. Reg. 361/10, s. 7 (1). The term of office of a member of the audit committee who is a board member shall be determined by the board but shall not exceed four years.</i> | <i>3 Trustees required</i> | Kathy Burtnik Ed Nieuwesteeg Fr. Paul MacNeil |
| <i>Niagara Catholic Parent Involvement Committee (N.C.P.I.C.)</i> | <i>2 Trustees required</i> | Kathy Burtnik Rhianon Burkholder |
| <i>Special Education Advisory Committee (S.E.A.C.)</i> | <i>2 Trustees required</i> | Moe Charbonneau Fr. Paul MacNeil |
| <i>Supervised Alternative Learning Committee (S.A.L. Committee)</i> | <i>2 Trustees required</i> | Ted O'Leary Frank Fera |

| STANDING COMMITTEES | TRUSTEE MEMBERSHIP REQUIRED | 2014 MEMBERSHIP |
|--|-----------------------------|--|
| <i>Disciplinary Hearing Committee</i> <i>NOTE: All Trustees serve as alternates for this Committee only</i> | <i>3 Trustees required</i> | Ted O'Leary Moe Charbonneau Frank Fera |
| <i>Policy Committee</i> | <i>3 Trustees required</i> | Kathy Burtnik Rhianon Burkholder Dino Sicoli |

| AD HOC COMMITTEES | TRUSTEE MEMBERSHIP REQUIRED | 2014 MEMBERSHIP |
|---|-----------------------------|--|
| <i>Blessed Trinity Catholic Elementary and Secondary Family of Schools Attendance Area Ad Hoc Committee</i> | <i>3 Trustees required</i> | Fr. Paul MacNeil Ted O'Leary Rhianon Burkholder |
| <i>Denis Morris, Holy Cross, and Saint Francis Catholic Elementary and Secondary Family of Schools Attendance Area Ad Hoc Committee</i> | <i>3 Trustees required</i> | Kathy Burtnik Moe Charbonneau Rhianon Burkholder |
| <i>Lakeshore Catholic Elementary and Secondary Family of Schools Attendance Area Ad Hoc Committee</i> | <i>3 Trustees required</i> | Dino Sicoli Frank Fera Kathy Burtnik |
| <i>Notre Dame College Catholic Elementary and Secondary Family of Schools Attendance Area Ad Hoc Committee</i> | <i>3 Trustees required</i> | Ted O'Leary Fr. Paul MacNeil Dino Sicoli |
| <i>Saint Michael and Saint Paul Catholic Elementary and Secondary Family of Schools Attendance Area Ad Hoc Committee</i> | <i>3 Trustees required</i> | Ed Nieuwesteeg Frank Fera Moe Charbonneau |

| OTHER LIAISON COMMITTEES | TRUSTEE MEMBERSHIP MANDATED | 2014 MEMBERSHIP |
|--------------------------|-----------------------------|-----------------|
| <i>E.A.P.</i> | <i>1 Trustee required</i> | Ed Nieuwesteeg |