

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
NOVEMBER 25, 2025**

PUBLIC SESSION

**TOPIC: UNAPPROVED MINUTES OF THE COMMITTEE OF THE
WHOLE MEETING OF NOVEMBER 11, 2025**

RECOMMENDATION

THAT the Niagara Catholic District School Board receive the unapproved Minutes of the Committee of the Whole Meeting of November 11, 2025, as presented.

The following recommendations are being presented for the Board's consideration from the Committee of the Whole Meeting of November 11, 2025:

7.1.1 Board By-Laws Policy (100.1)

THAT the Niagara Catholic District School Board approve the Board By-Laws Policy (100.1), as presented.

7.1.2 Trustee Electronic Meetings (Board and Committee) Policy (100.8)

THAT the Niagara Catholic District School Board approve the Trustees Electronic Meetings (Board and Committee) Policy (100.8), as presented.



MINUTES OF THE COMMITTEE OF THE WHOLE MEETING

TUESDAY, NOVEMBER 11, 2025

Minutes of the Meeting of the Committee of the Whole of the Niagara Catholic District School Board, held on Tuesday, November 11, 2025 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 6:30 p.m. by Vice-Chair Burkholder.

A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayer was led by Trustee Huibers.

2. Roll Call

Vice-Chair Burkholder noted that Trustee Benoit and Trustee Turner asked to be excused.

Trustee	Present	Present Electronically	Absent	Excused
Natalia Benoit				✓
Joseph Bruzzese	✓			
Rhianon Burkholder	✓			
Danny Di Lorenzo	✓			
Larry Huibers	✓			
Doug Joyner	✓			
Jim Marino	✓			
Paul Turner				✓
Student Trustees				
Taylor Sexton	✓			
Mason Pasma	✓			

The following staff were in attendance:

Camillo Cipriano, Director of Education; **Lee Ann Forsyth-Sells, Kim Kinney, Gino Pizzoferrato, Pat Rocca, Domenic Massi, Joseph Zaroda**, Superintendents of Education; **Giancarlo Vetrone**, Superintendent of Business & Financial Services; **Julia Tiessen**, Executive Officer of Human Resources; **Anna Lisa Conidi**, Recording Secretary/Administrative Assistant, Corporate Services

3. **Approval of the Agenda**

Moved by Trustee Di Lorenzo

THAT the Committee of the Whole approve the Agenda of the Committee of the Whole Meeting of November 11, 2025, as presented.

CARRIED

4. **Declaration of Conflict of Interest**

No Declaration of Conflict of Interest was declared with any items on the Agenda.

5. **Approval of Minutes of the Committee of the Whole Meeting of October 14, 2025**

Moved by Trustee Marino

THAT the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting of October 14, 2025, as presented.

CARRIED

6. **Consent Agenda Items**

6.1 **Staff Development Department Professional Development Opportunities**

Presented for information.

6.2 **Capital Projects Progress Report Update**

Presented for information.

6.3 **In Camera Items G1**

Moved by Trustee Joyner

THAT the Committee of the Whole adopt consent agenda items.

CARRIED

B. PRESENTATIONS

1. **Remembrance Day Presentation – Alexander Kuska Catholic Elementary School**

Director Cipriano welcomed Principal Moscato and students Giorgia Gallo, Sabrina Gugliemi, Paityn Heersink, and Kylio Rubino of Alexander Kuska Catholic Elementary School. The students presented a powerful Remembrance Day Presentation. Following the presentation Chair Di Lorenzo and Vice Chair Burkholder presented each student with an Excellence in Academics pin.

C. COMMITTEE AND STAFF REPORTS

1. ***K-12 Experiential Learning & Technology, Cooperative Education, School College To Work, Ontario Youth Apprenticeship Program (OYAP), and Specialist High Skills Major (SHSM)***

Joseph Zaroda, Superintendent of Education introduced David Cristelli, Coordinator-Experiential Learning (K-12)- Technology, Specialist High Skills Major, Cooperative Education and Ontario Youth Apprenticeship Program, and Fran Vella, Coordinator of Student Success.

Mr. Cristelli and Ms. Vella presented the K-12 Experiential Learning and Technology, Cooperative Education, School College to Work, Ontario Youth Apprenticeship Program (OYAP), and Specialist High Skills Major (SHSM) in the Niagara Catholic District School Board Report for information.

Mr. Cristelli and Ms. Vella answered questions of the Trustees.

2. ***Monthly Updates***

2.1 ***Student Trustees' Update***

Taylor Sexton and Mason Pasma, Student Trustees, presented a brief verbal update on the current activities of the Student Senate and highlighted Sofia Fiore a Grade 12 student from Saint Paul Catholic High School.

2.2 ***Senior Staff Good News Update***

Senior Staff highlights included:

Superintendent Gino Pizzoferrato,

- The Niagara Catholic District School Board has successfully secured a \$70,000 grant to support student inclusion introducing the Paralympic Sport - Boccia across all Niagara Catholic schools. In partnership with ParaSport Ontario and the Rick Hanen Foundation.

Superintendent Lee Ann Forsyth-Sells,

- The Knights of Columbus Council 1394 has generously donated six boxes of winter coats to support Niagara Catholic students in St. Catharines through their "Coats for Kids" program, in partnership with local organizations such as Community Care of St. Catharines and Thorold. Those interested in receiving or donating coats can visit the Council 1394 website.
- At Our Lady of the Holy Rosary Catholic Elementary School, students and staff marked Remembrance Day with Mass and continue to engage in monthly liturgies and spiritual activities. For Advent, the Knights have also donated coats to the school, and the community is preparing for a food drive in collaboration with St. Vincent de Paul.

D. GOVERNANCE POLICIES

1. Governance Policies for Recommendation to the Board

1.1. Board By-Laws Policy (100.1)

Director Cipriano presented feedback received from the vetting process and highlighted recommended amendments to the Board By-Laws Policy (100.1) following the vetting process.

Following discussion, the Committee of the Whole recommended the following additional amendments:

- No amendment

Moved by Trustee Marino

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Board By-Laws Policy (100.1), as presented.

APPROVED

1.2. Trustee Electronic Meeting (Board and Committees) Policy (100.8)

Director Cipriano presented feedback received from the vetting process and highlighted recommended amendments to the Trustee Electronic Meeting (Board and Committees) Policy (100.8), following the vetting process.

Following discussion, the Committee of the Whole recommended the following additional amendments:

- No amendment

Moved by Trustee Joyner

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Trustees Electronic Meeting (Board and Committees) Policy (100.8), as presented.

APPROVED

2. Governance Policies Prior to Vetting

2.1. Student Exclusion From School or Class Policy (302.6.11)

Superintendent Domenic Massi, presented the Student Exclusion From School or Class Policy (302.6.11)

The Committee of the Whole suggested the following amendments:

- No amendment

The Committee of the Whole requested that the Student Exclusion from School or Class Policy (302.6.11), be vetted from November 12, 2025 to January 21, 2026 with a recommended deadline for presentation to the Committee of the Whole in February, 2026, for consideration to the Board in February, 2026.

3. Governance Policy Review Schedule

Director Cipriano presented the Governance Policy Review Schedule for information.

E. INFORMATION

1. Trustee Information

1.1 OCSTA - 2026 -AGM Resolutions

Vice Chair Burkholder highlighted the process and the deadline of February 6, 2026 for submitting resolutions to the Ontario Catholic School Trustees Association's 2026 Annual General Meeting.

Trustees were asked to provide their submissions by the January Committee of the Whole Meeting.

F. OTHER BUSINESS

1. General Discussion to Plan for Future Action

- 1.1 Director Cipriano reminded Trustees of the December 2, 2025 Advent Retreat at Holy Cross Catholic Secondary School

G. BUSINESS IN CAMERA

Addressed within consent agenda section.

H. REPORT ON THE IN-CAMERA SESSION

SECTION B: STUDENT TRUSTEES EXCLUDED

Moved by Trustee Joyner

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 October 14, 2025, as presented.

CARRIED (Item G1)

I. ADJOURNMENT

Moved by Trustee Bruzzese

THAT the November 11, 2025 Committee of the Whole Meeting be adjourned.

CARRIED

This meeting was adjourned at 8:25 p.m.

Minutes of the Committee of the Whole Meeting of the Niagara Catholic District School Board held on **November 11, 2025.**

Approved on **December 9, 2025.**

Rhianon Burkholder
Vice-Chair of the Board

Camillo Cipriano
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
NOVEMBER 25, 2025**

PUBLIC SESSION

TITLE: BOARD BY-LAWS POLICY (100.1)

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Board By-Laws Policy (100.1) as presented.

Prepared by: Camillo Cipriano, Director of Education/Secretary-Treasurer

Presented by: Camillo Cipriano, Director of Education/Secretary-Treasurer

Recommended by: Committee of the Whole

Date: November 25, 2025



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BOARD BY-LAWS

Pursuant to the provisions of the *Education Act* and its Regulations, the By-Laws of the Niagara Catholic District School Board shall regulate the powers and responsibilities of the Board, its officers and committees, and shall be observed for the procedure and dispatch of business at the meetings of the Board and its committees.

The By-Laws of the Niagara Catholic District School Board shall be approved by the Board and reviewed bi-annually as directed by the Board or recommended by the Director of Education/Secretary-Treasurer.

Definitions used in these By-Laws and not otherwise defined in the text shall have the meanings set out in the attached Definitions Schedule.

BOARD ORGANIZATION

The administrative organization of Niagara Catholic District School Board shall be subject to periodic review to ensure that it is designed to meet the needs of the school system.

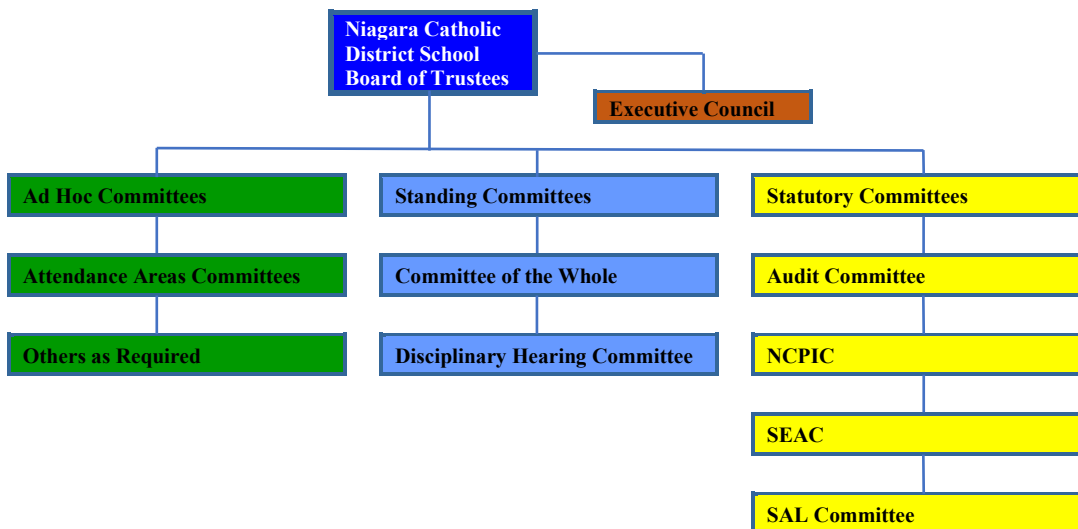
1. NAME AND JURISDICTION OF THE BOARD

The name of the Board shall be “Niagara Catholic District School Board” and it shall have jurisdiction as is provided by the *Education Act* and Regulations.

2. MISSION STATEMENT

”We are a Christ-centred Catholic faith community that celebrates diversity and fosters spiritual growth, inspiring all to reach their full potential in mind, body and spirit.”

3. ORGANIZATION CHART



4. STRUCTURE OF THE BOARD

The Structure of the Board, its Sections and its Committees will be set up according to the Organization Chart in Section 3 and the following description.

i. **Board of Trustees**

The Board shall be composed of all eight (8) Trustees and the two (2) Student Trustees and shall perform duties in accordance with the *Education Act* and its Regulations, Board By-Laws and Governance Policies.

ii. **Executive Council**

The Executive Council shall be composed of the Chair of the Board, the Vice-Chair of the Board and the Director of Education/Secretary-Treasurer. It shall review and assist with the preparation of the agendas for Committee of the Whole and Board meetings.

iii. **Committees**

The Board is required by the *Education Act* to have the following Statutory Committees:

- Audit Committee
- Niagara Catholic Parent Involvement Committee (NCPIC)
- Special Education Advisory Committee (SEAC)
- Supervised Alternative Learning Committee (SAL)

In addition, the Board has the following standing committees:

- Committee of the Whole
- Disciplinary Hearing Committee

The Board may also put in place other committees as required from time to time.

iv. **Terms of Reference**

Audit Committee

The Audit Committee is a statutory Committee of the Board established annually. The composition and role of the Audit Committee is outlined in the *Education Act* and its Regulations and in particular O. Reg 361/10 – *Audit Committee*.

The Audit Committee assists the Board in fulfilling its duties related to financial governance and oversight. The duties of the Audit Committee fall under the following key areas: the financial reporting process, internal control framework, risk management practices, performance and function of the Board's internal and external auditors and the Board's compliance with its obligations under legislation.

The Audit Committee shall meet at least three (3) times in each fiscal year, plus Ad Hoc meetings as the Chair considers advisable and shall be governed in accordance with section 11 of O. Reg 361/10. At the first meeting of the Audit Committee in each fiscal year, the members of the committee shall elect the Chair of the committee for the fiscal year of the Board from among the members appointed to the committee. If at any meeting of the Audit Committee the Chair is not present, the members present may elect a Chair for that meeting.

The Committee is made up of three (3) trustees and two (2) who are not members of the Board, all as approved by the Chair, Vice-Chair and the Director of Education.

Niagara Catholic Parent Involvement Committee (NCPIC)

The Niagara Catholic Parent Involvement Committee is a statutory Committee of the Board established annually, but prior to November 15th of the school year and before the first meeting of the committee in the school year. The composition and role of the Parent Involvement Committee is outlined in the *Education Act* and its Regulations and in particular O. Reg 612/00 - *School Councils and Parent Involvement Committees*.

The purpose of the Niagara Catholic Parent Involvement Committee (NCPIC) is to support, encourage and enhance parent engagement at the Board level in order to improve student achievement and well-being. The NCPIC provides information and advice on parent engagement to the Board; communicates with and supports Catholic School Councils of the Board; and undertakes activities to help parents of pupils of the Board support their children's learning at home and at school.

The NCPIC is comprised of the number of parent members the Board determines appropriate; the Director of Education/Designate; two (2) members of the Board appointed by the Board and the number of community representatives, specified in the By-Laws of the NCPIC. Subject to the By-Laws of the NCPIC, the Board may appoint one (1) elementary principal, one (1) secondary principal, one (1) elementary teacher other than a principal or vice-principal, one (1) secondary teacher other than a principal or vice-principal and one (1) person employed by the Board, other than a principal, vice-principal or teacher.

The NCPIC shall meet at least four (4) times in each school year and shall be governed in accordance with s. 40 of O. Reg 612/00.

Special Education Advisory Committee (SEAC)

The Special Education Advisory Committee is a statutory Committee of the Board established annually. The Special Education Advisory Committee will be responsible to the Board for examining, reviewing and making recommendations, as appropriate, relative to the provision of special education programs and services. The composition and role of the Special Education Advisory Committee is outlined in the *Education Act* and its Regulations and in particular O. Reg 464/97, *Special Education Advisory Committees*.

Supervised Alternative Learning (SAL)

The Supervised Alternative Learning for Excused Pupils Committee is a statutory Committee of the Board established annually. The composition and role of the Supervised Alternative Learning for Excused Pupils Committee is outlined in the *Education Act* and its Regulations and in particular O. Reg 374/10 - *Supervised Alternative Learning And Other Excusals From Attendance At School*.

5. OFFICERS OF THE BOARD

The Officers of the Board shall consist of the Chair, the Vice-Chair of the Board who are elected trustees, and the Director of Education/Secretary-Treasurer, who is the Chief Executive Officer. They shall have such duties as are assigned to them by the *Education Act* and its Regulations, Board By-Laws and Governance Policies.

6. DUTIES OF BOARD OFFICIALS

i. Trustees of the Board

In accordance with the *Education Act* and its Regulations, trustees, in addition to other duties under the *Education Act* and its Regulations, Board By-Laws and Governance Policies, are required to;

- (a) act in the best interest of publicly funded Catholic Education;
- (b) carry out their responsibilities in a manner that assists the Board in fulfilling its duties under the *Education Act*, the Regulations and the guidelines issued under the Act, Board By-Laws and Board Governance Policies;
- (c) attend and participate in meetings of the Board, including meetings of Board committees of which they are members;
- (d) consult with parents, students and supporters of the Board on the Boards Multi-Year Strategic Plan;
- (e) bring concerns of parents, students and supporters of the Board to the attention of the Director of Education, as appropriate;
- (e) uphold the implementation of any Board resolution after it is passed by the Board;
- (f) entrust the day-to-day management of the Board to its staff through the Director of Education;
- (g) promote student achievement and well-being;
- (h) ensure effective stewardship of the Board's resources;
- (i) develop, monitor and evaluate the effectiveness of Governance Policies;
- (j) develop and annually review the Board Multi-Year Strategic plan;
- (k) comply with the Board Code of Conduct Policy as addressed in Section 21 of these By-Laws.

ii. Chair of the Board

In accordance with the *Education Act* and its Regulations, the Chair of the Board, in addition to other duties under the *Education Act* and its Regulations, Boards By-Laws and Governance Policies, is required to;

- (a) act in the best interest of publicly funded Catholic Education;
- (b) preside over meetings of the Board;
- (c) conduct the meetings in accordance with the Boards procedures and practices for the conduct of Board meetings;
- (d) establish agendas for Committee of the Whole and Board Meetings, in consultation with the Director of Education or the Supervisory Officer acting as the Boards Director of Education;
- (e) ensure that members of the Board have the information needed for informed discussion of the agenda items;
- (f) with the Director of Education, act as spokesperson to the public on behalf of the Board, unless otherwise determined by the Board;
- (g) convey the decisions of the Board to the Director of Education or the Supervisory Officer acting as the Director of Education;
- (h) provide leadership to the Board in maintaining the Board's focus on the Multi-Year Strategic Plan;
- (i) provide leadership to the Board in maintaining the Board's focus on the Boards Mission, Vision and Values;
- (j) serve as an Ad Hoc member of any Board committee;
- (k) be an official signing officer of the Board;
- (l) assume such other responsibilities as may be specified by the Board; and
- (m) perform such duties as are related to their position as a trustee.

iii. Vice-Chair of the Board

In accordance with the *Education Act* and its Regulations, the Vice-Chair of the Board, in addition to other duties under the *Education Act* and its Regulations, Boards By-Laws and Governance Policies, is required to;

- (a) act in the best interest of publicly funded Catholic Education;
- (b) act in place of the Board Chair when absent and fulfill the duties of the Chair of the Board
- (c) chair Committee of the Whole and Board Meetings;
- (d) review and assist with the preparation of the agendas for Committee of the Whole and Board meetings, in consultation with the Director of Education and the Chair of the Board;
- (e) perform such duties as determined by the Board or by the Chair;
- (f) perform such duties as are related to their position as a trustee; and
- (g) be an official signing officer of the Board and shall assume all responsibilities and duties of the Chair in the event that the Chair is absent or incapacitated for a period exceeding forty-eight (48) hours.

iv. Director of Education – Chief Executive Officer

The Director of Education is the Chief Education Officer and the Chief Executive Officer (CEO) of the Board. The Chief Executive Officer of a Board shall ensure that Board staff comply with the duties under the *Education Act* and its Regulations, Board By-Laws and Governance Policies established by the Board and shall develop and maintain an effective organization and programs required to implement the *Education Act* and its Regulations, Board By-Laws, Governance Policies and Administrative Operational Procedures.

In accordance with the *Education Act* and its Regulations, the Director of Education, in addition to other duties under the *Education Act* and its Regulations, Board By-Laws and Governance Policies, is required to;

- (h) act in the best interest of publicly funded Catholic Education;
- (i) oversee the day-to-day management of the Board through Board staff;
- (c) annually review with the Board the Multi-Year Strategic Plan;
- (d) ensure that the Multi-Year Strategic Plan establishes the Board's priorities and identifies specific measures and resources that will be applied in achieving the priorities and in carrying out its duties under the *Education Act*, in particular, its responsibility for student achievement;
- (e) implement and monitor the implementation of the Multi-Year Strategic Plan; and other reports as required as CEO of the Board or as determined by Executive Council or by Board motion to provide the Board with information to fulfill their duties as trustees and as CEO of the Board;
- (f) report periodically to the Board on the implementation of the Multi-Year Strategic Plan and other reports as required as CEO of the Board and as determined by Executive Council or by Board motion to provide the Board with information to fulfill their duties as trustees and as CEO of the Board;
- (g) act as Secretary to the Board;
- (h) immediately upon discovery, bring to the attention of the Board any act or omission by the Board that in the opinion of the Director of Education may result in or has resulted in a contravention of the *Education Act* or any policy, guideline or regulation made under the *Education Act*; and
- (i) advise the Deputy Minister of Education if the Board does not respond in a satisfactory manner to an act or omission brought to its attention under clause (h).

v. Board Officers

The duties of Board Officers shall be as outlined in the *Education Act* and its Regulations and in the job description and Terms and Conditions approved by the Board from time to time.

7. INAUGURAL MEETING OF THE BOARD

i. The Board shall hold its Inaugural Meeting not later than seven days after the day on which the term of office of the board commences on such date and at such time and place as the Board determines and, failing such determination, at 8 p.m. at the head office of the Board on the first Wednesday following the commencement of the term of office. Notwithstanding the foregoing, on the petition of a majority of the members of a newly elected or appointed Board, the appropriate supervisory officer may provide for calling the first meeting of the Board at some other time and date.

ii. The Agenda for the Inaugural Meeting of the Board will be:

A. ROUTINE MATTERS

1. Meeting Called to Order – (*Director of Education or Designate*)
2. Land Acknowledgement
3. Opening Prayer (*Bishop of St. Catharines or Designate*)
4. Roll Call
5. Declaration of Conflict of Interest
6. Returns of Election – (*Director of Education*)
7. Declaration of Office and Oath of Allegiance (*Director of Education or Designate*)
8. Election of Chair and Vice-Chair
9. Chair’s Remarks
10. Vice-Chair’s Remarks
11. Appointment of Board Auditors
12. Board Committees

B. MOMENT OF SILENT REFLECTION

C. ADJOURNMENT

iii. At the Inaugural Meeting following a municipal election, the Director of Education shall read the returns of the election to the Board as certified to them by the municipal clerks and may request that a Judge attend the Inaugural Meeting to take the Declaration and the Oath of Allegiance as set out in the *Education Act*.

iv. At the Inaugural Meeting following a municipal election, every person elected to the Board shall make and sign the Declaration and the Oath of Allegiance before the Director of Education/Secretary-Treasurer of the Board or before any person authorized to administer an oath unless such requirement was fulfilled prior to the organizational meeting.

v. Election of Chair & Vice-Chair

- (a) The members shall elect one of themselves to be Chair at the Inaugural Meeting and at the first meeting after a vacancy occurs in the office of Chair.
- (b) The Director of Education shall name the scrutineers appointed for the election of the Chair and Vice-Chair.

- (c) The election of the Chair shall be by nomination and vote by ballot. The candidate receiving a clear majority of votes cast by all members present shall be elected but the count shall not be declared. Should no candidate receive a clear majority of votes cast, the candidate receiving the least number of votes shall be dropped and balloting shall be continued in this manner until a majority of ballots cast shall be in favour of one (1) person or an equality of votes results in a tie, in which case one (1) further ballot shall be held. If an equality of votes shall result again, the candidates shall draw lots (straws) to fill the position. The drawing of lots shall be done in alphabetical order and the person who draws the longest straw shall be elected.
- (d) The person elected Chair shall be Chair until the next organizational meeting and shall at once take the chair and preside over the election of Vice-Chair (in the manner set out with respect to the election of the Chair in section (v (c) above) and the further conduct of the meeting. The Chair has the right to vote as any other trustee for the position of Vice-Chair. The person elected Vice-Chair shall be Vice-Chair until the next organizational meeting of the Board.
- (e) Ballots - The scrutineers shall be instructed by resolution to destroy the ballots.

8. ANNUAL ORGANIZATIONAL MEETING OF THE BOARD

- i. Excluding the Inaugural Meeting of the Board, annually, the first Tuesday of December will be designated as the Annual Organizational Meeting unless otherwise determined by the Board.
- ii. At such meeting, at the appointed time, the Director of Education who is the Chief Executive Officer (CEO) or in their absence a person designated by a two-thirds (2/3) majority of the trustees present at the meeting shall preside until the election of the Chair.
- iii. **The Agenda for the Annual Organizational Meeting of the Board will be:**

A. ROUTINE MATTERS

1. Meeting Called to Order (*Director of Education or Designate*)
2. Land Acknowledgement
3. Opening Prayer and Comments (*Bishop of St. Catharines or Designate*)
4. Roll Call
5. Approval of Agenda
6. Declaration of Conflict of Interest
7. Election Procedures
8. Election of Chair
9. Election of Vice-Chair
10. Chair's Remarks
11. Vice-Chair's Remarks

B. COMMITTEE AND STAFF REPORTS

1. Board Committees

C. MOMENT OF SILENT REFLECTION FOR LIFE

D. ADJOURNMENT

iv. **Election of Chair & Vice-Chair**

- (a) The members shall elect one of themselves to be Chair at the Annual Organizational Meeting.
- (b) The Director of Education/CEO shall name the scrutineers appointed for the election of the Chair and Vice-Chair.
- (c) The election of the Chair shall be by nomination and vote by ballot. The candidate receiving a clear majority of votes cast by all members present shall be elected but the count shall not be declared. Should no candidate receive a clear majority of votes cast, the candidate receiving the least number of votes shall be dropped and balloting shall be continued in this manner until a majority of ballots cast shall be in favour of one (1) person or an equality of votes results in a tie, in which case one (1) further ballot shall be held. If an equality of votes shall result again, the candidates shall draw lots (straws) to fill the position. The drawing of lots shall be done in alphabetical order and the person who draws the longest straw shall be elected.
- (d) The person elected Chair shall be Chair until the next organizational meeting and shall at once take the chair and preside over the election of Vice-Chair (in the manner set out with respect to the election of the Chair in section (iii. (c) above) and the further conduct of the meeting. The Chair has the right to vote as any other trustee for the position of Vice-Chair. The person elected Vice-Chair shall be Vice-Chair until the next organizational meeting of the Board.
- (e) Ballots - The scrutineers shall be instructed by resolution to destroy the ballots.

9. REGULAR MEETINGS OF THE COMMITTEE OF THE WHOLE AND BOARD

i. Schedule of Meetings

All regular Committee of the Whole and Board Meetings will be communicated publicly before the start of the school year. With some exceptions, regular meetings of the Committee of the Whole shall be held on the second Tuesday of the month, except July and August when there shall be no meetings. With some exceptions, the Board Meeting shall be held on the fourth Tuesday of the month, except July and August when there shall be no meetings, unless otherwise decided by the Board or the Director of Education, in consultation with the Chair of the Board. In the event of a change to the posted schedule of meetings, the change will be publicly communicated through the Board's communication process.

ii. Agenda Distribution

A copy of the agenda for regular meetings of the Committee of the Whole and the Board shall be transmitted electronically to Trustees and to Senior Administrative Council through the Director of Education/Secretary-Treasurer of the Board at least two (2) clear days, including Saturday and Sunday, before the time of the meeting.

To the extent possible, agendas with background material will be posted on the Board's website the day before the regular scheduled meetings.

Hard copies of the agenda will also be available for the public in attendance at meetings. Portions of the agenda dealing with In-Camera items shall be distributed only to Board members and if applicable to Supervisory Officers.

iii. Physical Presence

The Chair or designate, the Vice-Chair or designate and the Director of Education/Secretary to the Board or designate must be physically present at all public (open) and in-camera (closed) sessions of the Board Meeting in the Board Room or at a site otherwise determined by the Board.

The Chair or designate, the Director of Education or designate and at least one (1) other Trustee must be physically present at all public (open) and in-camera (closed) sessions of an electronic meeting of the Board Meeting in the Board Room or at a site otherwise determined by the Board. All Trustees must be physically present for at least one (1) public (open) meetings of the Board for every four (4) month period beginning November 15th.

iv. Amendment of Agenda

The agenda may be amended at the opening of the meeting with the consent of the majority of the trustees present at the meeting.

v. Trustee Absences and Attendances at Meetings

As per Ontario Regulation 463/97 as amended by 313/24, all school board trustees will be required to be physically present for every regularly scheduled meeting of the Board and every regularly scheduled meeting of the Committee of the Whole in each year of the term of office, unless a trustee receives prior written approval from the Chair or Vice Chair of the Board and one of the exceptions to the requirement for in-person attendance applies. A member of the Board who participates in a meeting through electronic means in compliance with Reg 463/97 – *Electronic Meetings and Meeting Attendance*, is considered to be present at the meeting. (Reference Board Policy: 100.8 – Electronic Meetings Board and Committees).

Prior to participation electronically, the Trustee must seek approval from the Chair (or designate), and the Chair from the Vice-Chair or designate. A request to participate electronically must be for one or more of the following reasons:

1. The member's primary place of residence within the area of jurisdiction of the board is located 125 kilometres or more from the meeting location.
2. Weather conditions do not allow the member to travel to the meeting location safely.
3. The member cannot be physically present at a meeting due to health-related issues.
4. The member has a disability that makes it challenging to be physically present at a meeting.
5. The member cannot be physically present due to family responsibilities in respect of,
 - i. the member's spouse,
 - ii. a parent, step-parent or foster parent of the member or the member's spouse,
 - iii. a child, step-child, foster child, or child who is under legal guardianship of the member or the member's spouse,
 - iv. a relative of the member who is dependent on the member for care or assistance, or
 - v. a person who is dependent on the member for care or assistance and who considers the member to be like a family member.

The Chair shall not approve a request to participate electronically if approving the request would result in fewer than one member of the board, in addition to the Chair of the board or their designate, being physically present in the meeting room.

The Vice-Chair or designate shall not approve a request from the Chair unless the Chair's designate will be physically present in the meeting room.

Trustee's attending electronically are required to have their cameras on and participate from a private, secure location to ensure confidentiality and active engagement.

A trustee who is unable to attend a scheduled Board meeting must request that the Board excuse them at that Board meeting, by so requesting through the Chair or Vice-Chair of the Board. Trustees excused from a Board meeting will be marked as excused in the official minutes of the Board.

A trustee, who, prior to the adjournment of a meeting, has excused themselves or departs at any time during a Board meeting for the remainder of the meeting, will have the time of departure noted in the official minutes of the Board.

A Trustee who is not excused from attendance at a Committee of the Board or a Board meeting or fails to notify the Chair or Vice-Chair of the Board or designate if unable to attend a Committee of the Board or Board meeting will be marked as absent in the official minutes of the Committee of the Board or Board meeting.

Subject to any exemptions identified in O. Reg 463/97, a trustee may lose their seat for being absent, without being authorized as entered in the minutes.

Trustees are required to notify the Chair or Vice- Chair of the Board if they are unable to attend a Committee of the Whole or a Board meeting.

vi. Closing Hour of Meeting

The Board and all its committees shall not remain in session later than 9:30 p.m. unless a time is otherwise determined by a 2/3 majority of the trustees present at the time such determination is made.

vii. Presiding Officer

In the absence of the Chair, the Vice-Chair shall preside. In the absence of both the Chair and the Vice-Chair, the Director of Education/Secretary-Treasurer of the Board shall call the meeting to order and if there is quorum the Director of Education/Secretary-Treasurer shall request that the trustees present at the meeting appoint a Chair for the meeting by a vote of the trustees present at the meeting. In the case of an equality of votes at the election of a Chair, the candidates shall draw lots to fill the position of Chair.

In the absence of the Vice-Chair, the Chair will select the Vice-Chair to preside with the Chair.

In the absence of the Director of Education/Secretary-Treasurer from any meeting, the Chair or other member presiding may appoint any member or other person to act as secretary for that meeting.

10. SPECIAL MEETINGS OF THE BOARD

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

11. ELECTRONIC MEETINGS OF THE BOARD

The Chair or designate, the Director of Education or designate and at least one (1) other trustee must be physically present at all public (open) and in-camera (closed) sessions of an electronic meeting of the Board in the Board Room or at a site otherwise determined by the Board.

At the request of a trustee or student trustee to join any meeting electronically, the Board shall provide the appropriate technology to ensure that two-way communication is available for trustee participation in the meeting. A written request to join electronically shall be made to the Director of Education a minimum of forty-eight (48) hours (excluding weekends or holidays and Special Board meetings) prior to the date of the meeting. At the discretion of the Chair, failure to notify the Director within the minimum timeframe may result in the Trustee being marked as an unexcused absence. However, all trustees must be physically present for at least three (3) public (open) meetings of the Board for any 12 month period beginning November 15th.

Subject to any condition or limitations provided for under the *Education Act* or its Regulations, a member of the Board who participates in the full Committee of the Whole meeting, Board meeting or Committee meeting through electronic means shall be deemed to be present at the said meeting for the purposes of every *Act* and shall be recorded as being in attendance, electronically, in the minutes of the meeting. (Reference Board Policy: 100.8 – Electronic Meetings (Board and Committees).

A trustee or student trustee will be entitled to vote on any matter on which they are eligible to vote.

12. QUORUM

- i. At all meetings of the Board, the presence of a majority of all trustees constituting the Board shall be necessary to form a quorum.
- ii. At meetings of all Committees of the Board the presence of a majority of all trustees constituting the committee shall be necessary to form a quorum.
- iii. Trustee attendance at Board and Committee meetings and notification of absence is dealt with under Trustee Absence and Attendance at Meetings within these By-Laws (Section 9 Sub v).
- iv. Where required, alternates to Board Committees will be determined at the time of selection to Board Committees, recorded in the minutes and posted on the Board Committee Membership Form. Alternates have all rights and privileges as the appointed trustee.
- v. Only Board approved alternates may represent the Board on Board Committees and participate on Board committees.
- vi. Unless there is a quorum present within thirty (30) minutes after the time appointed for the start of the meeting, the Director of Education/Secretary-Treasurer of the Board or Chair of the Board Committee shall record the names of those present, the time of adjournment, and the Board and its Committees shall stand adjourned.
- vii. Board appointed ex-officio members of committees are not to be considered in the count for a quorum but, if present, have the right to vote.

13. RIGHT OF THE PRESIDING OFFICER TO VOTE

The presiding officer, except where he or she is the Chief Executive Officer and is not a trustee, may vote only once with the other members of the Board upon all motions, and any motion on which

there is an equality of votes is lost. The presiding officer shall be recorded as voting yea, nay or abstaining on a recorded vote.

14. ACCESS TO MEETING

- i. The meetings of the Board, and meetings of committees of the Board, including the Committee of the Whole, shall be held on regular meeting dates, and shall be open to the public, except when the subject matter under consideration involves:
 - (a) the security of the property of the Board;
 - (b) the disclosure of intimate, personal or financial information in respect of a member of the Board or committee, an employee or prospective employee of the Board or a pupil or their parent or guardian;
 - (c) the acquisition or disposal of a school site;
 - (d) decisions in respect of negotiations with employees of the Board;
 - (e) litigation or possible litigation affecting the Board; or
 - (f) an ongoing investigation under the *Ombudsman Act* respecting the Board.
- ii. To the extent possible all public meetings will be live streamed and accessible to the public during the meeting. All in-camera meetings may also be recorded but not accessible to the public unless challenged by the Ombudsman.
- iii. The presiding officer shall expel or exclude from any meeting any person(s) who is demonstrating improper conduct at the meeting.

15. ACCESS TO RECORDS

Any person may, at all reasonable hours, at the head office of the Board (Catholic Education Centre, 427 Rice Road, Welland, Ontario), inspect the minute book, the audited annual financial report and the current accounts of the Board and, upon written request of any person and upon the payment to the Board at the rate in compliance with legislation or at such lower rate as the Board may fix, the Director of Education/Secretary-Treasurer of the Board shall furnish copies of them or extracts therefrom certified under their hand in accordance with the *Freedom of Information and Protection of Privacy Act* and all relevant legislation and regulations.

16. DELEGATIONS

- i.
 - (a) Any Niagara Catholic School supporter (a “Delegation”) may request to address or ask questions of the Board.
 - (b) The Delegation or individual must provide the request in writing to the Director of Education or the Chair of the Board, at least 7 (seven) business days prior to the next regular meeting of the Board at which the Delegation may be heard.
 - (c) The decision to allow the Delegation rests with Executive Council.
 - (d) The request shall contain the topic to be discussed or questions to be asked and the identity of the Spokesperson(s).
 - (e) After a delegation request is approved, a complete copy of the presentation/script must be submitted to the Office of the Director of Education and Secretary of the Board no later than four (4) business days before the Regular Board meeting. The presenter is required to follow the script they provided, as approved by the Director.
 - (f) Copies of the complete presentation shall be shared with the Board or Committee at the same time that the agenda is distributed.
 - (g) In any case, the subject matter of the Delegation will not be discussed nor will a decision be made at the meeting at which the presentation is made.

- (h) Following the presentation by the Delegation, questions of clarification only will be allowed by the Chair.
 - (i) A Delegation's presentation will be limited to ten (10) minutes with a ten (10) minute question period following. Amendments as to the length of time and the number of delegations are at the discretion of the Chair.
 - (j) In-Camera rules shall apply to Delegations of an In-Camera nature.
 - (k) The person or persons wishing to address the Board, Section or Committee shall be notified of the date, time and location of the meeting at which the presentation may be made.
 - (l) Each organization or individual delegate is allowed to make only one presentation to the Board of Trustees on a specific issue within the school year period. Additional presentations on the same issue may be permitted if significant differences are outlined and submitted in writing to the Chair of the Board and the Director of Education and Secretary of the Board at least seven (7) days before the Board meeting.
 - (m) The Chair (or designate) in consultation with the Director shall determine whether there are significant differences in the written request for an additional presentation and grant or deny the request to delegate to the Board of Trustees. The Director will share any denied delegation request(s) with all Trustees.
 - (n) The Board of Trustees will automatically receive the delegation as information.
 - (o) Delegations will upon notification have these regulations shared with them prior to their presentation.
- ii. Notwithstanding the above, the Board retains discretion to decide all matters concerning Delegations. Decisions however, will not be discussed nor decided at the meeting at which the presentation is made.
 - iii. If the Board of Trustees makes a decision on a presentation, the Director of Education and Secretary of the Board shall communicate the Board's decision in writing to the delegate.

17. OPEN QUESTION PERIOD

The purpose of the Open Question Period is to allow members of the Catholic school supporting public to ask about items on that night's public agenda, and the Board to answer.

- i. Questions shall be submitted in writing to the Chair or Director of Education/Secretary-Treasurer to the Board prior to 12:00 p.m. on the day of the Board meeting. The submission must include the name, address and telephone number of the questioner.
- ii. The Director of Education or designate will validate that the individual submitting the question is a member of the Catholic school supporting public through the Municipal Property Assessment Corporation.
- iii. The Chair will determine the validity of the questions.
- iv. The Open Question Period will last a maximum of fifteen (15) minutes. The Chair will attempt to provide a response or direct the question to another trustee or to the Director of Education. If no immediate response can be provided, a verbal response will be communicated by the Board to the questioner at the earliest possible date, through the Director of Education as Secretary to the Board. Copies of any written responses to question will be added to the minutes of the subsequent regular Board meeting.

18. ORDER OF BUSINESS

THE ORDER OF BUSINESS FOR THE COMMITTEE OF THE WHOLE SHALL BE AS FOLLOWS:

- A. Routine Matters**
 - 1. Opening Prayer
 - 2. Roll Call
 - 2. Approval of Agenda
 - 4. Declaration of Conflict of Interest
 - 5. Approval of Minutes of Board Meeting
 - 6. Consent Agenda Items
- B. Presentations**
- C. Committee and Staff Reports**
- D. Governance Policies**
- E. Information**
- F. Other Business**
- G. Business In-Camera**
- H. Report on the In Camera Session**
- I. Adjournment**

THE ORDER OF BUSINESS FOR BOARD MEETINGS SHALL BE AS FOLLOWS:

- A. Routine Matters**
 - 1. Land Acknowledgement
 - 2. Opening Prayer
 - 3. Roll Call
 - 4. Approval of Agenda
 - 5. Declaration of Conflict of Interest
 - 6. Approval of Minutes of Board Meeting
 - 7. Consent Agenda Items
- B. Delegations**
- C. Presentations**
- D. Committee and Staff Reports**
- E. Trustee Items, Open Question Period & Other Business**
- F. Notices of Motion**
- G. Business In Camera**
- H. Report on the In Camera Session**
- I. Future Meetings and Events**

J. Moment of Silent Reflection for Life

K. Adjournment

19. COMMITTEE MEETINGS

- i. Only members of a committee are required to attend that committee's meeting. All members of the Board shall receive notice, agenda, and minutes of all committee meetings. All Board members shall be permitted to attend committee meetings and may take part in discussion, but only appointed trustees of the committee shall have voting power.
- ii. In dealing with committee reports at the Board meeting, it shall be the prerogative of the Chair to rule on a request by a trustee to have the recommendations dealt with item by item or as a whole.
- iii. Committee reports shall be considered public documents, except the reports and minutes presented to the In-Camera session.
- iv. In accordance with the *Education Act*, In-Camera agenda items and minutes may only involve:
 - (a) the security of the property of the Board;
 - (b) the disclosure of intimate, personal or financial information in respect of a member of the Board or Committee, an employee or prospective employee of the Board or a pupil or their parent or guardian;
 - (c) the acquisition or disposal of a school site;
 - (d) decisions in respect of negotiations with employees of the Board;
 - (e) litigation or potential litigation affecting the Board; or
 - (f) an ongoing investigation under the *Ombudsman Act* respecting the Board.
- v. All committees shall be established by Board resolution. The Chair, in consultation with the Vice-Chair, shall, by the Board meeting following the meeting at which a committee is established, appoint members to Board committees, excluding the Committee of the Whole, which is made up of all trustees.

(a) Committee of the Whole

All trustees and the Director of Education/Secretary-Treasurer are members of this committee. The Vice-Chair of the Board chairs the Committee of the Whole meeting. In the absence of the Vice-Chair, the Chair shall preside. In the absence of both the Chair and the Vice-Chair, trustees present at the meeting shall appoint a Chair for the meeting by a two-thirds (2/3) majority of the trustees present. The Chair will select the Vice-Chair to preside with the Chair.

Regular meetings of the Committee of the Whole shall be held on the second (2nd) Tuesday of the month (except July and August) unless otherwise decided by the Board.

As a standing item of the Committee of the Whole, the committee members shall consider the areas in which policy formation and/or review is desirable. (Reference Board Policy 100.5, The Establishment and Cyclical Review of Policies).

(b) Ad-Hoc Committees

The Board may establish Ad-Hoc committees as required. The establishing motion shall indicate the specific mandate of the committee, the membership of the committee, and the due date of the final report. All Ad-Hoc committees shall require a new Board motion at the yearly organizational meeting of the Board. The Chair of the Ad-Hoc committees

shall be elected at the first meeting of the committee by the members of the committee held after the Annual Organizational Meeting of the Board.

- vi. Meetings of a committee shall be called by the Chair of the committee. If the Chair of a committee neglects to call meetings, it is the duty of the committee to meet on the call of any two (2) of its members. All meetings shall be called or cancelled through the Office of the Director of Education. In the absence of the Chair, providing there is a quorum, the members will elect an interim Chair.
- vii. The Chair of the Board shall be an ex-officio member of all committees of the Board. Ex-Officio members of committees are not to be considered in the count for a quorum but, if present, have the right to vote (By-Laws Section 12 Sub vii). The Chair may delegate some of the ex-officio duties to the Vice-Chair of the Board.

20. RULES OF ORDER

- i. Any of these By-Laws may be temporarily suspended by a vote of three-quarters (3/4) of the members present at a duly constituted Board meeting. The By-Laws shall not be repealed, altered, or amended without a minimum of one (1) month's previous notice in writing having been given to the Committee of the Whole or the Board of the intended alteration or amendment.
- ii. Temporary suspension of any of these By-Laws shall be active for a specified period not to exceed two (2) months in any one (1) calendar year.
- iii. Whenever an adjournment takes place in consequence of there not being a quorum present, the time of adjournment and the names of the members present shall be entered in the records of the Board.
- iv. The Chair or other presiding officer shall preserve order and decorum and decide upon all questions of order.
- v. In the absence of the Chair and Vice-Chair for any cause, the Board may, from the members present, appoint a presiding officer who, during such absence, shall have the powers of the Chair of the Board.
- vi. The Chair may participate in any debate or discussion from their position as Chair. Should the Chair elect to vacate the chair to take part in any debate or discussion or for any other reason, they shall call upon the Vice-Chair or in their absence one (1) of the members to fill their place until they resume it. The right of the Chair to vote is outlined in Section 13 of these By-Laws.
- vii. Where a question is before the Board, the mover may speak first and the seconder may speak next, and the Chair will attempt to allow each person wishing to speak the opportunity to speak once before any member may speak for a second time. The mover also has the prerogative to be the last speaker before the question is decided and the seconder shall be the penultimate speaker.
- viii. No member shall speak for more than a total of fifteen (15) minutes or more than three (3) times (not to exceed five (5) minutes each time) on the same question without the permission of the Chair of the Board.
- ix. Any decisions of the chair can be appealed as per Roberts Rules

21. MOTIONS AND DEBATE

In all cases not provided for by these By-Laws, the rule and practice of the most recent edition of “Robert’s Rules of Order” shall govern so far as applicable.

- i. All motions shall be recorded in the minutes of the meeting in which it is presented and discussed and shall be seconded before being stated by the Chair, whereupon the Chair shall ask if there is any future discussion on the motion, before the vote.
- ii. When a motion has been stated by the Chair, it shall be open to debate and shall be disposed of only by a vote, unless the mover, by permission of the seconder, withdraws it, in which case such motion shall not appear in the minutes of the meeting.
- iii. Any trustee of the Board may require the question under discussion to be read at any part of the debate, but not so as to interrupt a speaker.
- iv. A member, prior to speaking to any question or motion, shall address the Chair. The member shall confine remarks to the question at hand.
- v. When two (2) or more members wish to speak at the same time, the Chair shall name the member who is to speak.
- vi. No member shall be interrupted while speaking, except in a case where the member is called to order by a member for a transgression of rules of the Board, in which case the member shall remain silent until the point of order has been decided by the Chair.
- vii. Where a member wishes to make a point of order or to seek clarification, they should so indicate in addressing the Chair and the Chair will rule on such matters before the next speaker is allowed to speak.
- viii. When the question under consideration contains two (2) or more distinct propositions, any particular proposition upon the request of any member, shall be considered and voted upon separately.
- ix. If it is desired to defer action on a question until a particular time, the proper motion to make is “to postpone it to that time”. This motion allows limited debate, which must be confined to the propriety of the postponement to that time; it can be amended by altering the time, and this amendment allows the same debate.
- x. Whenever a motion has been made and seconded, it is the duty of the Chair, if the motion is in order, to state the question, so that the members may know what question is before them.
- xi. In stating the question on an amendment, the Chair should read the passage to be amended; the words to be struck out, if any, the words to be inserted, if any; and the whole passage as it will stand if the amendment is adopted.
- xii. The motion to adjourn is not debatable, it cannot be amended, or have any other subsidiary motion applied to it; nor can a vote on it be reconsidered.
- xiii. If a trustee does not put new motions or amendments in writing for the Chair, the motion, as stated by the Chair and recorded by the secretary, shall be the motion.

(a) **Amendment(s) to Motion**

An amendment may be in any of the following forms:

- (i) to “add” or “insert” certain words or paragraphs;
- (ii) to “strike out” certain words or paragraphs, and if this fails it does not preclude any other amendment than the identical one that has been rejected;
- (iii) to “strike out certain words and insert others,” which motion is indivisible, and if lost does not preclude another motion to strike out the same words and insert different ones;
- (iv) to “substitute” another resolution or paragraph on the same subject for the one pending;
- (v) to “divide the question” into two (2) or more questions as the mover specifies, so as to get a separate vote on any particular point or points;
- (vi) if an amendment is defeated, vote on the motion. If an amendment is carried, vote on the amended motion.

(b) **Notice of Motion**

A member of the Board must give notice of motion in writing so that it appears on the agenda of the meeting at which the notice of motion is presented, if they wish to:

- (i) repeal or make permanent amendment to any of the Board By-Laws;
- (ii) recommend an action which has not been considered and recommended to the Board by a committee of the Board;
- (iii) consider a matter by the Board without reference to a committee.

(c) **Regulations - Notice of Motion**

- A Notice of Motion shall not be discussed or seconded at the meeting at which it is initially presented.
- Before any discussion shall take place at the meeting at which a Notice of Motion is presented as a proposed Board motion / resolution, a trustee must second it.
- The number of Notices of Motion which are presented as proposed Board motions / resolutions at any single meeting shall be limited in number at the discretion of the Chair.
- Notices of Motion which are not presented for discussion as proposed motions / resolutions at the meeting, shall be presented at the next regular meeting.
- Notices of Motion which require reports, or information, shall be presented to the Board without any written reports by the Director of Education. The Director of Education or Delegate, may be permitted to make oral statements relating to these Notices of Motion at the time of presentation.
- The Director of Education or Delegate may make written reports and/or recommendations supporting or opposing Notices of Motion, when they are presented as Motions, and which if carried will require direct action by the Board or its officials.

(d) **Reconsideration of a Motion**

- An adopted motion can be re-visited, provided that it (or the parts that the Board wishes to change or cancel) was not acted upon.
- Adopted Motion: An adopted motion that was not acted upon can be brought back for consideration at the same meeting, by majority vote. The motion to reconsider must be made by a trustee who voted in favor of the motion. If the motion to

reconsider is adopted, the motion to which it applies is re-opened for debate and a new vote.

- Defeated Motion: A defeated motion can be brought back for consideration at the same meeting if the trustees, by a majority vote, agree to do so. Only a member who voted against the motion may make the motion to reconsider in this case.

22. VOTING

(a) Voting by ballot for the Election of the Chair and Vice-Chair of the Board

- i. Voting by ballot will only take place for the election of the Chair and Vice-Chair of the Board.
- ii. The Director of Education should appoint two (2) or more persons to conduct the vote by distributing, collecting and counting the ballots. Following the voting by ballots, the Director of Education will announce the vote publicly. The Chair will move to destroy the ballots.
- iii. Trustees electronically attending the Inaugural or Annual Organizational Meeting of the Board may cast their vote by communicating their decision electronically through a private communication link with the Board solicitor (or designate) as determined by the Board solicitor. The Board solicitor (or designate) shall be present physically at the meeting and will cast the communicated decision of the trustee by ballot with the other ballots casted by trustees present at the Board meeting. Trustee(s) joining electronically for the Inaugural or Annual Organizational Meeting of the Board and requesting to cast their vote electronically are to provide the Director of Education, Secretary to the Board 48 hours of advanced notice to make the necessary arrangements with the Board Solicitor or designate.

(b) Recorded Vote

Each member's vote shall not be recorded upon any motion unless requested by a member before the Chair calls upon the members to vote upon the question. Provided a request is made in the manner herein before mentioned, the names of those who vote in favour of the question, those who vote in opposition and those who abstain, shall be entered upon the minutes. Any member may request that their individual vote be recorded either before or after the Chair calls the question.

23. CONFLICT OF INTEREST

Any Conflict of Interest shall be declared and dealt with in accordance with the *Municipal Conflict of Interest Act*, these By-Laws and the Code of Conduct Policy.

24. CODE OF CONDUCT

All Trustees are required to be in full compliance with the Code of Conduct Policy as approved by the Board. The Board approved Code of Conduct Policy for Trustees is in compliance with the *Education Act*.

Code of Conduct is addressed in the Niagara Catholic District School Board Trustee Code of Conduct Policy (100.12).

DEFINITIONS SCHEDULE

For this By-Law and all other By-Laws of the Board unless the context otherwise requires:

Words importing gender shall include all genders;

A reference to a statute, refers to that statute, and any regulations or rules issued thereunder, as amended, supplemented or replaced from time to time;

“Annual Organizational Meeting” means the meeting at which the Chair of the Board and the Vice-Chair of the Board are elected and members of committees are appointed in each year other than a year in which an inaugural meeting is held;

“Board” for the By-Laws means the Board of Trustees of the Niagara Catholic District School Board and, where the context requires, means the NCDSB;

“Committee” includes any committee or subcommittee of the Board established under this By-Law;

“Committee of the Whole” for the purposes of this By-Law references in the Act to a Committee of the Whole or of the whole board are to situations when the trustees meet as a body but not as the Board. All trustees are members of the Committee of the Whole as described in more detail in section 17(v);

“Director of Education” means the Director of Education, who is also the Chief Executive Officer of the Niagara Catholic District School Board as well as the Secretary-Treasurer;

“Education Act” and **“Act”** means the Education Act, R.S.O. 1990, c.E.2, and includes, where the context requires, the Regulations enacted thereunder;

“Inaugural Meeting” means the meeting at which the Chair of the Board and the Vice-Chair of the Board are elected and members of Committees are appointed in the year after a municipal election;

“Meeting” includes a meeting of the Board and a meeting of a committee;

“Multi-Year Strategic Plan” means the plan developed by the Board in accordance with Article 2.1.6;

“Municipal Elections Act” means the *Municipal Elections Act*, 1996, S.O. 1996, c.32 and includes, where the context requires, the Regulations enacted thereunder;

“NCDSB” means the Niagara Catholic District School Board;

“Policies” means the governance policies put in place by the Board from time to time;

“Roll Call” means taking attendance by the Chair of the meeting by way of calling out the names of the Trustees;

“Statutory Committee” means any committee that, by law, the Niagara Catholic District School Board is required to establish;

“Student Trustee” means a secondary school student, elected by a student body, to represent the interest of students in the last two (2) years of the intermediate division and students in the senior division of the Niagara Catholic District School Board;

“**Trustee**” means a person elected, acclaimed, or appointed to the office of trustee of the Board of Trustees according to the provisions of the *Education Act* or the *Municipal Elections Act*;

Adopted Date:	December 18, 1997
Revision History:	June 26, 2001
	May 28, 2002
	November 26, 2002
	December 20, 2005
	April 24, 2007
	October 26, 2010
	June 21, 2016
	May 25, 2021
	June 22, 2022
	October 24, 2023
	December 17, 2024

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
NOVEMBER 25, 2025**

PUBLIC SESSION

**TITLE: TRUSTEE ELECTRONIC MEETINGS (BOARD AND
COMMITTEES) POLICY (100.8)**

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Trustee Electronic Meeting (Board and Committees) Policy (100.8), as presented.

Prepared by: Camillo Cipriano, Director of Education/Secretary - Treasurer

Presented by: Camillo Cipriano, Director of Education/Secretary - Treasurer

Recommended by: Committee of the Whole

Date: November 25, 2025



Niagara Catholic District School Board
TRUSTEE ELECTRONIC MEETINGS POLICY
(Board and Committees)
STATEMENT OF GOVERNANCE POLICY

100 – Board

Policy No 100.8

Adopted Date: October 25, 2005

Latest Reviewed/Revised Date: January 28, 2025

In keeping with the Mission, Vision, and Values of the Niagara Catholic District School Board, the Board is committed to conducting its business in an atmosphere of accountability, openness and transparency and to ensure that all Trustees have every opportunity to participate in the meetings of the Board of Trustees and its Committees of the Board.

In accordance with Board By-Laws Section 9(v) *Trustee Absences and Attendances at Meetings*, when Trustees, including Student Trustees, are unable to be physically present for a meeting of the Board and/or its Committees. To ensure that Trustees have every opportunity to participate in the meetings of the Board and its Committees, the Board is committed to ensuring participation of Trustees in meetings, upon request, through electronic means, in accordance with Ontario Regulation 463/97 – *Electronic Meetings and Meeting Attendance*.

At the request of any Trustee or Student Trustee, and upon approval of the Chair or the Vice-Chair, the Board shall provide access to a Board technology platform which will provide two-way communication to the meeting. A written request to join a meeting electronically shall be made to the Chair with a copy to the Director of Education Secretary/Treasurer a minimum of 48 hours (excluding weekends or holidays and Special Board meetings) prior to the date of the meeting.

Subject to any condition or limitations provided for under the *Education Act* or its Regulations, a member of the Board of Trustees, who participates in a meeting through electronic means shall be deemed to be present at the meeting for the purposes of every Act and shall be recorded as being in attendance, electronically, in the minutes of the meeting.

The Director of Education will issue [Administrative Operational Procedures](#) for the implementation of this Policy.

References

- [Education Act \(s.208.1; s. 229 \(a\)\)](#)
- [Ontario Regulation 463/97 amended to 268/06](#)
- [Niagara Catholic District School Board Policies/Procedures](#)
 - [Board By-Laws Policy \(100.1\)](#)
 - [Trustee Code of Conduct Policy \(100.12\)](#)

Adopted Date: October 25, 2005

Revision History:
May 27, 2014
February 25, 2020
October 24, 2023
January 28, 2025

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
NOVEMBER 25, 2025**

PUBLIC SESSION

TITLE: TRUSTEE HONORARIUM FOR THE 2025-2026 YEAR

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Trustee Honorarium for the period from November 15, 2025 to November 14, 2026, as noted in Appendix A, as follows:

\$16,923 for the Chairperson of the Board
\$13,863 for the Vice-Chairperson of the Board
\$10,802 for the Other Trustees of the Board

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

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

Recommended by: Camillo Cipriano, Director of Education/Secretary-Treasurer

Date: November 25, 2025



REPORT TO THE BOARD NOVEMBER 25, 2025

TRUSTEE HONORARIUM FOR THE 2025-2026 YEAR

BACKGROUND INFORMATION

Ontario Regulation 357/06 outlines the method for calculating the limits on honoraria paid to Trustees under Section 191 of the *Education Act*. According to the regulation, the honorarium consists of the following four components:

1. The base amount for the year
2. The enrolment amount for the year
3. The attendance amount payable to the member for the year
4. The distance amount payable to the member for the year

A member's term year begins on **November 15** and ends on **November 14** of the following year.

In accordance with Ontario Regulation 357/06, the honorarium is adjusted annually to reflect changes in enrolment from the previous year. However, compensation adjustments are currently suspended until the new government completes its review and establishes an appropriate expenditure management strategy. As a result, the ministry will not increase the base amount for school board trustees' honoraria as announced in the 2018–2019 GSN memo (2018: B06).

Amendments to O. Reg. 357/06, *Honoraria for Board Members* under the *Education Act*, implement updates communicated in the August 24, 2018 B-memo for the term beginning December 1, 2018. The regulation has been amended to maintain the honoraria base amount limit of **\$5,900** for district school board trustees, a rate unchanged since 2006.

New honorarium amounts for all Trustees are as follows:

- **\$16,923** for the Chairperson of the Board
- **\$13,863** for the Vice-Chairperson of the Board
- **\$10,802** for Other Trustees

Appendix A Honorarium Payable to Board of Trustees Calculation

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Trustee Honorarium for the period from November 15, 2025 to November 14, 2026, as noted in Appendix A, as follows:

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Recommended by: Camillo Cipriano, Director of Education/Secretary-Treasurer

Date: November 25, 2025

HONORARIUM PAYABLE TO BOARD TRUSTEES		NOVEMBER 15, 2025 TO NOVEMBER 14, 2026		
		Annual Base Amount	Annual Enrolment Amount	Annual Total Honorarium
MAXIMUM BASE AMOUNT		\$5,900		
Increase in CPI		0.0%		
Maximum Base Amount for the year		\$5,900		
Enrolment ADE - 2024-2025		22,411		
Enrolment Factor		\$1.75		
Enrolment Amount		\$39,219		
Number of Members		8		
MAXIMUM ENROLMENT AMOUNT*		\$4,902		
MAXIMUM AMOUNT FOR MEMEBERS		\$5,900	\$4,902	\$10,802

*Maximum Enrolment Amount = Enrolment Amount / Number of Members

HONORARIUM PAYABLE TO BOARD CHAIR		NOVEMBER 15, 2025 TO NOVEMBER 14, 2026		
		Annual Base Amount	Annual Enrolment Amount	Annual Total Honorarium
MAXIMUM BASE AMOUNT		\$5,900		
Increase in Core Consumer Price Index		0.0%		
Maximum Base Amount for the year		\$5,900	\$4,902	
ADDITIONAL BASE AMOUNT FOR CHAIR		\$5,000		
Enrolment ADE		22,411		
Enrolment Factor		\$0.05		
Enrolment Amount (A)		\$1,121		
Minimum Amount (A < \$500)		\$500		
Maximum Amount (A > \$5000)		\$5,000		
ADDITIONAL ENROLMENT AMOUNT		\$1,121		
MAXIMUM AMOUNT FOR MEMEBERS		\$10,900	\$6,023	\$16,923

HONORARIUM PAYABLE TO BOARD VICE CHAIR		NOVEMBER 15, 2025 TO NOVEMBER 14, 2026		
		Annual Base Amount	Annual Enrolment Amount	Annual Total Honorarium
MAXIMUM BASE AMOUNT		\$5,900		
Increase in CPI		0.0%		
Maximum Base Amount for the year		\$5,900	\$4,902	
MAXIMUM BASE FOR VICE-CHAIR		\$2,500		
Enrolment ADE		22,411		
Enrolment Factor		\$0.025		
Enrolment Amount (A)		\$560		
Minimum Amount (A < \$250)		\$250		
Maximum Amount (A > \$2,500)		\$2,500		
ADDITIONAL ENROLMENT AMOUNT		\$560		
MAXIMUM AMOUNT FOR MEMEBERS		\$8,400	\$5,463	\$13,863

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
*MEETING NOVEMBER 25, 2025***

PUBLIC SESSION

**TOPIC: APPROVED MINUTES OF THE SPECIAL EDUCATION
ADVISORY COMMITTEE (SEAC) MEETING OF
OCTOBER 1, 2025**

RECOMMENDATION

THAT the Niagara Catholic District School Board receive the Approved Minutes of the Special Education Advisory Committee Meeting of October 1, 2025 as presented for information.



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

MINUTES OF THE SPECIAL EDUCATION ADVISORY COMMITTEE MEETING

October 1, 2025

Minutes of the Meeting of the Special Education Advisory Committee, held on Wednesday, October 1, 2025 at 6:30 p.m., at the Catholic Education Centre, 427 Rice Road, Welland, ON L3C 7C1

Chair Monique Somma called the meeting to order at 6:30 p.m.

A. ROUTINE MATTERS

1. **Land Acknowledgement**
Chair Somma led the Land Acknowledgment
2. **Opening Prayer**
Chair Somma led the opening prayer
3. **Roll Call**

Members	Affiliations	Present In-person	Present Electronically	Excused	Absent
Jessica Thomas	Autism Ontario Niagara Region		X		
Alyson Wilson	Bethesda Services	X			
Monique Somma (CHAIR)	Community Living (Pelham/Welland)	X			
Sara Wencel & DJ Holmes	Community Living (Port Colborne/Wainfleet)	X			
Andrea Pede	Down Syndrome Niagara	X			
Aishah Sonekan	Learning Disabilities Association of Niagara		X		
Erica Simmanivong-Elizarraras	Mainstream				X
Chris Tawil	Niagara Children's Centre	X			
Michelle Toy	Pathstone			X	
Community Representative					
Krystine Donato			X		
Indigenous Representative					
Cindi Lee Ecker-Flagg			X		
Secondary Student Senate Representative					
Lucas Bishop			X		
Trustees					
Trustee, Rhianon Burkholder		X			
Trustee, Jim Marino		X			

Regrets Received: Michelle Toy

The following staff were in attendance:

Gino Pizzoferrato, Superintendent of Education, **Jenna Young**, Recording Secretary/Administrative Assistant

Guests/Staff Resources in attendance: Roxanne Rees, Nicole Royer, Tayler Sergenese, Grace Brochu, Ashley Prohaszka, Lisa Clark, Susy Walsh, Ann Marie Criddle, Vince Mancuso, Kelly Keighan, Tara Formisano

4. **Approval of the Agenda**

Moved by: Alison Pede

Seconded by: Trustee Burkholder

THAT the Special Education Advisory Committee approve the agenda of the Special Education Advisory Committee Meeting of October 1, 2025 as presented.

CARRIED

5. **Declaration of Conflict of Interest**

No declarations of conflict of interest were declared with any item on the agenda.

6. **Approval of the Special Education Advisory Committee Meeting Minutes of September 3, 2025**

Moved by: Trustee Burkholder

Seconded by: Jessica Thomas

THAT the Special Education Advisory Committee approve the minutes of the Special Education Advisory Committee Meeting of September 3, 2025 as presented.

CARRIED

B. PRESENTATIONS

1. ***Susy Walsh, Principal of St. Joseph Catholic Elementary School – Skill Building Resource Support Model***

Susy Walsh presented:

The skill building Resource Support Pilot rollout has occurred throughout the following schools:

St. Mark	Father Hennepin	Our Lady of Victory
St. Anthony	St. Andrew	Loretto
Our Lady of Mount	Our Lady of the Holy	St. Martin
Carmel	Rosary	St. John Henry Newman
St. Denis	St. Nicholas	
Canadian Martyrs	St. Mary – Welland	

Students will be receiving needs-based resource support aimed at developing essential learning and life skills. These transferable skills can be applied not only in the classroom, but also at home and within the broader community.

Resource support may be provided within the regular classroom setting or in an alternate location for a designated timeframe. Withdrawal support will offer targeted, purposeful small group intervention tailored to children's unique needs, with clearly defined goals to guide their progress.

Currently:

- Schools are aligning the Niagara Catholic's problem-solving model to the pilot program in order to collect data to determine goals for success, continue the conversation with parents and staff through the SBT process, with the end goal being skill growth and increased independence.
- Targeted skills include: self-regulation, learning skills, executive functioning skills, structured teaching reinforcement, communication etc.
- 67 students have been onboarded through the Skill Building Resource Support Model Portal Gateway form.
- Within the portal, progressing monitoring for students will occur on a scheduled basis to determine next steps, goal review, supports and resources required. Schools will be using the data they have collected to determine whether an increase in skills has occurred and an increase in independence.

C. CHAIR'S REPORT-*Chair Somma*

Chair Somma reported:

1. Ideas/suggestions to support goal development
2. Agency updates for school newsletters
3. Potential guest speakers/presentations

D. AGENCY REPORTS

1. Learning Disabilities Association of Niagara Region – *Aishah Sonekan*

Aishah Sonekan reported:

The launch of their fall programs starting next week, including *Reading Rocks*, *Jump Math*, and the *Student Social*. These programs will be offered both online and in-person for middle school (Grades

6–8) and high school (Grades 9–10) students, with spots still available. Additionally, winter program applications will open on November 24 at 12 p.m.

2. Niagara Children’s Centre – Chris Tawil

Chris Tawil reported:

- Oxana is the new CEO of Niagara Children’s Centre, and will be hiring a new manager as well.
- The Superhero run is the biggest fundraiser of the year, and is happening on Saturday, October 4th, 2025. The run will include a 5k and 1k inclusive fun run, and Halloween activities for children needing a more accessible environment.
- A recreation therapist assistant has been hired to support the lone recreation therapist, expanding capacity for recreation programs.
- Fall programs have begun, including physiotherapy and recreation groups.
- Tier 1 school-based supports across PT, OT and SLP disciplines are rolling out this month.

3. Pathstone Mental Health – Michelle Toy

No report.

4. Community Living (Port Colborne/Wainfleet) – DJ Holmes

DJ Holmes reported:

- Fall programs have started up at CLPCW for many of the youth aged 14-21 (Guy's Night Out/ Girls Night Out, Darts Group, Karate Club, Special Olympic Bowling). We are in the process of hiring two new staff so we can offer more programs to families, and support some of the youth who prefer a smaller group setting.
- People Helping People Achieve self-advocate's group is celebrating their 25th anniversary this month. We kicked off the celebrations with a flag raising at city hall on October 1st and are looking forward to our open house on October 23rd. One of the goals for this year is to try and get more of our youth and young adults involved- this will be offered to the families we support beginning next month.

5. Down Syndrome Niagara-Andrea Pedo

Andrea Pedo reported:

- The Annual Friendship Walk took place recently and was a major success, raising awareness and funds while bringing the community together with entertainment, activities and food.
- October is Down Syndrome Awareness Month. The National Down Syndrome Society shares 31 facts in 31 days to raise awareness and promote inclusion.
- A TED Talk related to Down syndrome and Alzheimer’s will be shared.

- Upcoming Events:
 - DSAO Annual Conference: October 17-18 at the Jolly Rogers Inn, Parry Sound
 - Halloween Party: Sunday, October 26 at St. Columba Anglican Church.
 - Christmas Party: Sunday, December 7 from 11 a.m.-2 p.m. at the Americana Conference Center

6. Mainstream - Erica Simmanivong-Elizarraras

No report.


7. Bethesda Services – Alyson Wilson


Alyson Wilson reported:

Bethesda offers **free Foundational Family Services** for families registered with the **Ontario Autism Program** or **Children’s Behaviour Services**. These services are **immediately available** and include:


- Caregiver and youth workshops
- Social and recreational groups
- Clinical group services
- Family activities and community events
- Family and sibling support groups
- Brief consultations (SLP, OT, ABA, Mental Health)

 [Service Guide](#)

 Contact: 905-684-6918 ext. 170

 Email: serviceinfo@bethesdaservices.com

Ontario Autism Program – Entry to School (ETS) Program

- **Current Fall ETS Program** (Sept 2025–Jan 2026) serves **18 children** at Bethesda’s Niagara Family Centre.
- **Spring graduates** (March–Aug 2025) have transitioned to school with **Integrated Transition to School Reports** shared with caregivers and schools.
- **Ongoing support** is available to families and educators throughout the school term via the interdisciplinary team.
 -  Educators can request consultations at: entrytoschool@bethesdaservices.com

Upcoming Events:

- Caregiver Club – A night out with other grown ups and no children.
 - Wednesdays 6:30p.m. – 8:00 p.m.
 - Sept. 3, Oct. 1, Nov. 5, Dec. 3
 - In person at Bethesda Niagara Family Centre, 3310 Schmon Parkway, Thorold, ON, L2V 4Y6

- Bry-Anne Farms – Families can enjoy hayrides and all the pumpkin patch has to offer.
 - Saturday, October 18, 1:30 p.m. – 3:30 p.m.
 - Bye-Anne Farms, 471 Foss Rd., Fenwick, ON, L0S 1C0
- Teen Halloween Dance – Make new friends at our sensory friendly teen Halloween dance night. Music, dancing and hang out area.
 - Tuesday, October 28, 6:00 p.m. – 7:30 p.m.
 - In person at Bethesda Niagara Family Centre, 3310 Schmon Parkway, Thorold, ON, L2V 4Y6
- Trick-or-Treat at Bethesda – All ages welcome, drop-in event. Practice Trick-or-Treating in a safe and fun environment. Explore the building, meet the staff and dress up in your costume.
 - Wednesday, October 29, 5:00 p.m. – 7:00 p.m.
 - In person at Bethesda Niagara Family Centre, 3310 Schmon Parkway, Thorold, ON, L2V 4Y6

8. Autism Ontario Niagara Region – Jessica Thomas

Jessica Thomas reported:

- **The Journey Through Special Education: Navigating Challenges and Building Connection.** (On-demand webinar) Through stories rooted in lived, learned, and loved experiences, the panel will explore common challenges ("the bumps"), what helped them get through, and what others might try in their advocacy journeys. Parents will walk away with real-life strategies, encouragement, and a reminder that while advocacy looks different for every family, connection and persistence can make a difference.
- **Understanding Special Education: Workshop for Caregivers of Autistic Learners** – Offered monthly, this 2-hour live session will share information and tools to help caregivers support their student's learning needs. Participants will learn about how schools support autistic students, the different options available, and how to work with the school team to help their child succeed.
 - Upcoming dates: October 16, 2025 (7:00 – 9:00 PM) and November 20, 2025 (12:00 – 2:00 PM)
- **Transform Your Classroom: Tips for Creating a Neuro-Affirming Learning Environment** – practical tips for creating neuro-affirming learning environments, developed by a special education coordinator.

9. Community Living (Welland/Pelham) – Monique Somma

Monique Somma reported:

- New Tutoring and Social Skills Program:
 - A combined program for youth that focuses on targeted social skills (e.g. – safety, financial literacy) and academic tutoring.
 - Available through Community Living Welland
 - Curriculum is being developed by and experienced educator with a background in community-based program design

- Tailored specifically for youth, not young adults
- Tutors are provided with structured materials to deliver the sessions
- Family Advocacy Showcase (from recent AGM):
 - Featured personal stories from families involved in a program supporting advocacy for valued social roles, core mission of Community Living Welland
 - Families shared how the program helped shift their expectations and improve relationships with loved ones
 - Highlighted the impact of coaching and support in helping families become stronger advocates

E. COMMUNITY REPRESENTATIVE REPORT - *Krystine Donato*

No report.

F. INDIGENOUS REPRESENTATIVE REPORT - *Cindi Lee Ecker-Flagg*

Cindi Lee Ecker-Flagg reported:

- Annual Visual Walk:
 - Taking place on October 4 in St. Catharines, starting at City Hall (10:30 a.m.) and ending at Barnabas Church (11:30 a.m.).
- Indigenous Voice Gathering:
 - An upcoming event bringing together Indigenous students across the board to contribute and lead in meaningful ways.
- The team is just getting started with the school year, so further updates will follow as activities ramp up.

G. SECONDARY STUDENT SENATE REPRESENTATIVE REPORT- *Lucas Bishop*

Lucas Bishop reported:

- Grade 9 Transition Support:
 - All Catholic secondary schools held Grade 9 orientation day to help new students meet peers and connect with staff, and learn about school culture.
 - Open houses and curriculum nights provided parents with information about high school life.
- Student Leadership and Involvement:
 - Grade 9 students were invited to run for Grade 9 rep positions on student councils, encouraging early engagement.
 - A wide range of extracurriculars are available to help all students find their place in the school community.
- Upcoming events:
 - Schools are preparing for the 50th anniversary of the Niagara Catholic Pilgrimage, a tradition that fosters faith, service, and global awareness.
 - A personal story highlighted its impact and the connections it fosters between students.

H. STAFF REPORTS

1. Elementary Principal – Susy Walsh

Susy Walsh reported:

- On September 18, Loretto Catholic Elementary School in Niagara Falls held a Parent Information Night to help families access special education supports and learn about:
 - Programs for infants to age six
 - Support for international students and families
 - Connections to local doctors and community organizations
- While parents connected with representatives, students had access to a safe play space during the event.
- The event was inspired by a professional session attended by educational resource teacher Carrie Schellhorn and colleague Rita Mancuso Tropea, who led the initiative with staff support.
- The goal was to:
 - Help families understand the school and community supports available
 - Demystify roles like ABA and speech-language professionals by allowing families to meet them in person
 - Build trust and collaboration between families, schools and community agencies
- The event also highlighted the importance of preparing families for varied educational pathways, whether toward graduation, college, university, or the workplace – especially for students with unique learning needs.
- It was praised as a powerful way to build community, increase awareness, and live out Niagara Catholic’s mission of helping every student reach their full potential in mind, body and spirit.
- A short video was shown with pictures from the event

2. Secondary Principal – Nicole Royer

Nicole Royer reported:

- Denis Morris:
 - We are hosting and participating in Special Olympics Soccer on Thursday Oct 9th.
 - We are hosting the special education Halloween Dance on Friday Oct 31 for all 8 high schools.
 - We have March of Dimes coming in, starting the Pave the Way program on October 14th which will run for 6 weeks.
 - We have started the weekly Lunch program every Friday in our class. Students are having fun helping to prepare and eat the food.
- Blessed Trinity:
 - 7 students attending COOP this semester
 - 2 at Giant Tiger
 - 2 at Sobeys

- 3 at the Library and Grimsby Benevolent Fund
- 3 new students this year
- Oct 30 we are attending SNAP at Brock
- Oct 31 we are attending a board wide Special Education Event at Denis Morris
- Holy Cross:
 - We are signed up with Special Olympics Ontario again this school year and are planning to take place in the soccer event at DM. We also plan to participate in Basketball, Bocce ball and Floor hockey again.
 - We've had a full school Colour Wars event and opening school mass that our students have attended, and they managed those events very well overall.
 - Our students continue to eat their lunch with the general student body in the cafeteria, and we have plans to begin to encourage our regular education students to engage with our special education students during lunch by having games, puzzles and other activities available for them to use together.
 - Two of our new Grade 9 students attended the Grade 9 retreat on Monday and had a successful day.
 - We are taking the full allotment of students we are allowed, which is 10, to SNAP on November 13th and plan to bring all of our students to the Halloween Special Education dance at DM on October 31st.
- Saint Francis:
 - Show & Share Fridays: Each week, one student brings something from home to share with their classmates. It's been a wonderful way to build communication skills and classroom community.
 - Music Therapy: We are beginning a fantastic new program with Music for Every Child. It is a free, in-person, 1-hour session each week
 - Community Trip: On October 23rd, we are heading to Warner's Ranch & Pumpkin Farm for a fun fall experience
 - Niagara College Partnership: Students from the *Social Service Worker* and *Educational Assistance & Adult Support* programs at Niagara College will be joining us in class to assist and learn while working alongside our students

3. Secondary Principal – Roxanne Rees

Roxanne Rees reported:

- Special Education Teachers and ERTs are supporting students in life skills, including:
 - Taking public transit, grocery shopping and money management
 - Weekly library visits
- Therapy dogs visit regularly:
 - Penny, the chaplain's dog visits on Fridays
 - Another therapy dog visits each Monday
- Students participated in Grade 9 retreats at Notre Dame and Lakeshore Catholic
- Several students were highlighted for their achievements:
 - One student joined the drum line and concert band
 - One joined the law enforcement torch run

- A Grade 12 student completed a 5-week leadership camp placement.
- Two teams are preparing for the Special Olympics Soccer Qualifier on October 9
 - Teams include 14 students with special needs and 4 neurotypical peers
- St. Paul Initiatives:
 - Project Share donation bags: Students shop for and assemble bags
 - Patriot Perks (began Sept. 22) Hot beverage cart
 - “Talk With Thursday” starts October 9
 - Food Days: Students prepare and enjoy their own meals twice a month
 - Pumpkin Patch Field Trip took place on September 16
 - Board-wide Halloween Social scheduled for October 31
- St. Michael’s Updates:
 - Renovations to washrooms and multi-sensory rooms to support growth in their community.
 - Training underway to speech-to-text technology to support students with documented needs.
- A compilation video was shown of the different activities Notre Dame College School Special Education students have been participating in since the beginning of the school year.

4. Student Support – Ann Marie Criddle

Ann Marie reported:

Deaf/Hard of Hearing Staff workshop

The Understanding the Needs of Deaf and Hard of Hearing Students workshop was held on Sept. 23rd. Teachers, who will be working with deaf or hard of hearing students in their schools were invited to a presentation hosted by Provincial Schools staff, together with Niagara Catholic Teachers of the Deaf and Hard of Hearing. Topics included Hearing loss, the audiogram, FM systems, along with strategies on how to support students with a hearing loss in the classroom.

ERT and Special Education Classroom Teacher meeting

Our next Student Support Learning Session will be held October 7th at the CEC. The day will highlight an introduction to our new and upcoming referral platform in RISE by LearnStyle staff, mental health updates from our Acting Mental Health Lead, as well as breakout sessions on Data Collection with Student Support Resource Teachers, RISE with Special Education Classroom Teachers, and much more.

Upcoming Oct. 10th PD Day

Elementary Principals will be leading Teachers, Educational Assistants (EAs), Intervenors, ERTs, Early Childhood Educators (ECEs), and MLL Teachers through a presentation developed by Student Support. The focus of this presentation is a framework for supporting students in reaching their full potential as they transition across divisions throughout their educational journey. It will also highlight collaboration within Niagara Catholic’s problem-solving model and its application to all students’ educational pathways.

In addition to the presentation, there will be dedicated time for both elementary and secondary ERTs to work closely with EA/Intervenor teams. These sessions will involve reviewing all prevalent Behaviour Support Plans, Safety Plans, Medical Plans of Care, Individual Education Plans (IEPs), and any related Niagara Catholic Administrative Operational Procedures (AOPs), such as those addressing Sensory and Movement Rooms. The goal is to foster collaboration around planning, problem-solving, and resource development to meet the diverse needs of students within each school building.

Furthermore, each Student Support Area Team will be hosting virtual consultation sessions. These sessions are designed to assist school teams in collaborative planning and provide additional support in implementing strategies and resources aligned with student needs.

Applied Behaviour Analysis Specialized Education Program (ABASE) Update

Our ABA team are happy to report that a new cohort of first year students have entered this placement at St. Anthony. All ABASE staff remain committed to supporting and assisting students to meet their most challenging goals.

Gifted Module

Gifted students in grades 5 – 8 recently participated in a Micro:bits module held at Pope Francis Alternative Learning Centre. Students had the opportunity to enhance their coding and programming skills through creativity, use of critical-thinking and problem-solving skills. Using the Micro:bits Inventor Kits, students engaged in hands-on projects that integrated electronic circuits with Micro:bit technology.

5. Superintendent Pizzoferrato – Gino Pizzoferrato

Superintendent Pizzoferrato reported:

PD Day – October 10

- A system-wide PD day is planned with a focus on:
 - Increasing access to key resources and information across employee groups.
 - Using a self-guided slide deck, supported by policy and legislation, to facilitate open dialogue on processes, roles, and collaboration.
- Principals are being trained ahead of the day to guide discussions at their schools.
- Aimed at addressing gaps in communication and understanding system processes and responsibilities.

LearnStyle Partnership

- Ongoing collaboration with LearnStyle to support Tier 3 reading interventions (65 one-to-one lessons).
- Positive feedback from schools on the impact of LearnStyle programming.
- A key improvement: schools now have direct access to student progress data, which was previously limited to central staff.
- This helps resource and classroom teachers act more effectively on student learning data.

School Visits and Staff Engagement

- School visits are taking place to speak directly with Principals, resource teachers, EAs and other staff to have discussions regarding challenges, successes and newcomer integration.
- Emphasis being put on frontline service, improving support and engaging families.

SEAC Membership

- There is one open seat for a community organization on the SEAC committee.
- Members are encouraged to suggest potential groups to approach.

I. TRUSTEE REPORTS - Trustee Burkholder/Trustee Marino

Trustee Marino reported:

A heartfelt thank you was extended to Superintendent Pizzoferrato for his thoughtful and meaningful remarks recognizing the outstanding work of Niagara Catholic District School Board (NCDSB) staff and SEAC partners. His comments were a tribute to the success of the board.

Trustee Marino encouraged everyone to regularly visit the **Niagara Catholic District School Board website**, which is rich with positive stories and updates about school and community events. Highlights include:

- The inspiring career of **Notre Dame graduate David Lametti**, now Canadian Ambassador to the UN.
- A feature on the **50th anniversary of the Niagara Catholic Pilgrimage**, started by Father Jim Mulligan.
- Coverage of a **parent information night at Loretto Catholic**, connecting families with staff and community agencies.
- A recap of the **National Day of Truth and Reconciliation walk** in Niagara Falls, featuring remarks by Brock University professor Josh Manitowabi and showcasing a strong partnership with Niagara Parks.

The site regularly features student and staff achievements and is a valuable resource for celebrating the board's ongoing success.

J. NIAGARA CATHOLIC PARENT INVOLVEMENT COMMITTEE REPORT

No report.

K. NEW BUSINESS/AGENDA ITEMS

No report.

L. NEXT MEETING: Wednesday, November 5, 2025 at 6:30 p.m., at The Catholic Education Centre.

M. CLOSING PRAYER/MOMENT OF SILENCE: Chair Somma led the closing prayer.

N. ADJOURNMENT

Moved by: Trustee Burkholder

Seconded by: Alison Pede

THAT the October 1, 2025 meeting of the Special Education Advisory Committee be adjourned.

CARRIED

This meeting was adjourned at 7:53 p.m.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
*MEETING NOVEMBER 25, 20205***

PUBLIC SESSION

**TOPIC: APPROVED MINUTES OF THE NIAGARA CATHOLIC
PARENT INVOLVEMENT COMMITTEE (NCPIC) MEETING
OF SEPTEMBER 4, 20205**

RECOMMENDATION

THAT the Niagara Catholic District School Board receive the Approved Minutes of the Niagara Catholic Parent Involvement Committee Meeting of September 4, 2025, as presented for information.



**MINUTES OF THE
NIAGARA CATHOLIC PARENT INVOLVEMENT COMMITTEE MEETING
SEPTEMBER 4, 2025**

Minutes of the Meeting of the Niagara Catholic Parent Involvement Committee, held on Thursday, September 4, 2025 at 6:30 p.m., in the Father Kenneth Burns csc Board Room, at the Catholic Education Centre, 427 Rice Road, Welland, ON.

Chair Thomas welcomed new and returning members to the Niagara Catholic Parent Involvement Committee and stated that the meetings of the Niagara Catholic Parent Involvement Committee will be livestreamed, recorded and posted on the Board website.

Chair Thomas called the meeting to order at 6:37 p.m.

A. ROUTINE MATTERS

1. Opening Prayer

Fr. Paul MacNeil led the Land Acknowledgement and the opening prayer.

Welcome

Chair Thomas thanked all members for their support and commitment to Catholic education and parent engagement in the Niagara Catholic District School Board and invited all NCPIC members to introduce themselves.

2. Roll Call: Trustee and Chair of the Board, Danny DiLorenzo was in attendance.

Parent Members	Present In-person	Present Electronically	Excused	Absent
Brenda Annen	√			
Julie Bateman	√			
Rose Heron		√		
Sara Ivicic	√			
Michael McKnight	√			
Laura Thomas	√			
Carrie Vernelli		√		
Bishop/Diocesan Representative				
Fr. Paul MacNeil	√			
Ontario Association for Parents in Catholic Education (OAPCE)				
Jennifer Pilzecker		√		
Secondary Student Senate Representative				
Ella Colaneri		√		
Trustees				
Joe Bruzzese	√			
Larry Huibers				√

The following staff attended:

Camillo Cipriano, Director of Education, **Lee Ann Forsyth-Sells**, Superintendent of Education, **Maria Solomon**, Elementary Principal, **Chris McLean**, Secondary Vice-Principal, and **Yvonne Anderson**, Recording Secretary/Administrative Assistant.

Regrets Received: Trustee Huibers

3. Commissioning of the Niagara Catholic Parent Involvement Committee

Fr. Paul MacNeil presided over the commissioning ceremony of the members of the Niagara Catholic Parent Involvement Committee as they publicly proclaimed their commitment to promote the Mission of Catholic education and the Mission, Vision and Values of the Niagara Catholic District School Board.

4. Approval of the Agenda

Moved by: Julie Bateman

THAT the Niagara Catholic Parent Involvement Committee approve the agenda of the Niagara Catholic Parent Involvement Committee Meeting of September 4, 2025 as presented.

CARRIED

5. Declaration of Conflict of Interest

No declarations of conflict of interest were declared with any item on the agenda.

6. NCPIC Membership 2025-2026 and Terms of Office

Chair Thomas, reviewed the parent/guardian membership, and the terms of office for parent members were determined by consensus.

Parent Members	One Year Term	Two Year Term
Brenda Annen	√	
Julie Bateman	√	
Rose Heron	√	
Sara Ivicic	√	
Michael McKnight		√
Laura Thomas	√	
Carrie Vernelli	√	

7. Approval of the Niagara Catholic Parent Involvement Committee Meeting Minutes of May 1, 2025

Moved by: Sara Ivicic

THAT the Niagara Catholic Parent Involvement Committee approve the minutes of the Niagara Catholic Parent Involvement Committee Meeting of May 1, 2025 as presented.

CARRIED

B. POLICY

Chair Thomas reported that no policies were currently being vetted.

C. REPORT FROM THE DIRECTOR'S DESIGNATE SUPERINTENDENT OF EDUCATION

1. Niagara Catholic Theological Theme 2025-2026

Superintendent Forsyth-Sells shared that the Niagara Catholic Theological Theme for the 2025-2026 school year is **“Called by Name: Go and Make Disciples”**. The theological theme will once again direct us through the daily prayer and resource package, faith formation sessions; school and system faith-centered events; the Journey Retreat program; retreats and class visits, and resources for staff and student engagement and reflection.

2. NCPIC Meeting Dates 2025-2026

Superintendent Forsyth-Sells shared the 2025-2026 NCPIC meeting dates:

September 4, 2025

November 6, 2025

January 8, 2026

March 12, 2026 (The Niagara Foundation Gala will take place on the Thursday, March 5, 2026)

May 7, 2026

3. Ministry of Education Funding 2025-2026

Superintendent Forsyth-Sells reported that the Ministry of Education has provided funds to all Parent Involvement Committees to support parent engagement. The Niagara Catholic Parent Involvement Committee received \$8,886.00 and each elementary and secondary school received \$500.00 for the 2025-2026 school year.

In addition, the Ministry of Education has also provided funds to school boards through the Core Education Funding and Niagara Catholic has received \$30,000. Catholic School Councils may apply for additional funds up to \$1000 to support parent engagement activities.

4. School Mental Health Ontario (SMH-ON) Parent Resources: Supporting your child through back-to-school stress and anxiety;

Superintendent Forsyth-Sells reported that the link to access SMH-ON resources was included on the agenda and resources for parents/caregivers are also posted on the Board website under the Mental Health and Well-Being tile.

5. Review: Establishment and Cyclical Review of Board Governance Policies Policy (100.5)

In response to Trustee Huibers at the NCPIC meeting of May 1, 2025, all NCPIC members have been provided with a copy of the Establishment and Cyclical Review of Board Governance Policy and Administrative Operational Procedures. The Director of Education is accountable to the Board for the implementation of Board Governance Policies. All Board Governance Policies shall be reviewed on a cyclical basis at least every five (5) years, in order to meet the current needs of the system, to comply with current legislation, and to provide an opportunity for feedback.

From time to time, specific Board Governance Policies may be reviewed earlier than the five-year cycle to ensure alignment with changes in law, or regulations or at the request of the Board. The development of a new Board Policy will be at the direction of the Board, or as required by law or regulations by the Director of Education.

6. NCPIC By-Laws Review

Superintendent Forsyth-Sells reported that all NCPIC members were provided with the NCPIC By-Laws for review. The By-Laws of the Niagara Catholic Parent Involvement Committee are in accordance with the *Education Act*, Regulations (Ontario Regulations 330/10 School Councils and Parent Involvement Committees), the Niagara Catholic District School Board, and the Niagara Catholic Parent Involvement Committee Governance Policy (800.7) and Administrative Operational Procedures. Superintendent Forsyth-Sells asked if there were any questions about the By-Laws. No questions were forthcoming.

7. NCPIC Financial Report

Superintendent Forsyth-Sells reported on the finances of the NCPIC for the 2025-2026 school year.

D. BISHOP/DIOCESAN REPORT-Fr. Paul MacNeil

Fr. Paul reported that:

- There are two young saints being canonized in Rome this Sunday. St. Pier Giorgio Frassati was born in 1901 and died of polio in 1925, possibly from ministering to the poor. St. John Paul II called him a saint of the beatitudes. St. Carlo Acutis is the first millennial Saint, often called the patron saint of the internet-a gamer, a coder, who loved the eucharist. He was born in 1991, died in 2006 at the age of 15, of Leukemia. His parents were not particularly religious, but he himself requested to receive first holy communion, and went to daily mass ever since. He once commented on the lineups to see concerts, but no lineups to adore Jesus in the Eucharist. He once designed a website cataloguing all the eucharistic miracles in the world. He stood up to the bully, he invited one of his divorced friends to become part of his family. And yet he was completely normal. He loved Nintendo Game Boy and GameCube as well as PlayStation and Xbox. He had conversations with his gaming buddies about the importance of going to Mass and confession and limited his video game playing to no more than two hours per week. Carlo also liked Spider-Man and Pokémon. He may not have even realized it, but he was seeing his life from God's point of view. He was diagnosed with Leukemia and died at the age of 15 in 2006. *I'm happy to die because I lived my life without wasting even a minute on anything displeasing to God.*
- Bishop Bergie is celebrating a special Mass for St. Carlo Acutis and St. Pier Giorgio at the cathedral on Sunday, September 7, at 12:00 pm, all are invited.
- Upcoming Feasts:
 - September 14: Exaltation of the Cross
 - October 1: St. Therese of Lisieux
 - October 4: St. Francis of Assisi
 - October 12: St. Carlo Acutis Feast Day

E. ONTARIO ASSOCIATION FOR PARENTS IN CATHOLIC EDUCATION (OAPCE)

Jennifer Pilzecker welcomed all members back after the summer. Jennifer on behalf of OAPCE and herself extended a heartfelt thank you for everything that Niagara Catholic, and the NCPIC did to support the OAPCE conference as well as the Niagara Catholic families that attended the conference in May. OAPCE is also just getting back from the summer and has not had a meeting as of yet but as we start the new school year, notifications will be sent to parents/guardians about the upcoming online meetings/seminars in November. We encourage parents/guardians to get involved with OAPCE to support Catholic education.

Superintendent Forsyth-Sells reported that Niagara Catholic received a framed picture signed by participants at the conference, and a plaque of appreciation to the Niagara Catholic District School Board as the host of the OAPCE Conference 2025.

F. SEAC REPORT

Chair Thomas on behalf of SEAC reported on the following:

- **Spring LDANR Transition Programs**

In late spring 2025, and in Partnership with the Learning Disabilities Association of Niagara Region (LDANR), transition programs were held for students in Niagara Catholic. Twenty-eight students from grades 7 and 8 participated from the elementary panel and 9 students from grades 11 and 12.

- **Summer ABA Programs**

38 elementary students participated in our ABA Summer Program which provided students and families with an opportunity to better prepare for kindergarten year 1. The ABA team and staff involved provided programming strategies rooted in Applied Behaviour Analysis to prepare students for successful school entry.

- **Summer Speech/Language Assessments**

10 Speech-Language assessments were prioritized from our waitlist and were completed during the months of July and August by our Board Speech and Language Pathologists, which helped to address the current assessment waitlist.

- **Student Support August Transition Team**

Through additional Ministry Funding, the Student Support implemented a transition team for the period of August 25-29, 2025 which involved 15 members from the department who supported students, families, teachers, and administrators with students new to school or returning to school this September. The focus was on liaising with community partners, preparing visual schedules, transition meetings, environmental assessments, reviewing safety plans and much more. We thank the staff who were involved in this program and wish all students the best of luck in their new beginning.

- **Empower**

Niagara Catholic elementary schools are scheduled to deliver Empower reading to targeted students again this school year. Refresher training for experienced staff will occur on September 10, while training for new staff will occur on September 11 and 12. Staff will soon begin to determine the best candidates for the program.

- **Our first Student Support Session for ERT and Special Education Classroom Teachers** will be held on September 16, where staff will gather in-person at the CEC. A full agenda is planned that includes presentations from some of our community partners such as Niagara Children's Centre – School Based Rehabilitation Services and Brock University SNAP Program.

G. STAFF REPORTS-*Maria Solomon and Chris McLean*

Elementary Principal, Solomon and Secondary Vice-Principal, McLean provided elementary and secondary school updates for information.

Elementary: Principal Solomon shared that:

- Tuesday September 2 was our official first day back. Much preparation went into making our schools across Niagara Catholic ready for learning – from the physical space to the operation of our schools. Niagara Catholic schools across the system provided warm and welcoming communication to returning and new families.
- With September comes eventful happenings. Here are a few:
- Niagara Catholic continues to register and welcome new students. We at St. Mary Catholic in NF have registered 60 new students and like other schools throughout Niagara Catholic we are ensuring they are welcomed and feel part of our Niagara Catholic family by building relationships. While we continue to work on the operation of the school we are also working on staffing and space to accommodate our new families.
- Principals are meeting with parish priests regarding dates for making the sacraments and planning for school masses throughout the school year.
- Expect one of two practice Lockdown Drills and one of six practice Fire Drills within the next two weeks of September.
- Throughout Niagara Catholic, Meet and Greet and Curriculum Nights are being organized to support parent engagement and student achievement.
- Catholic School Council elections will be taking place within the month, along with the annual Terry Fox Walk/Run, and the National Day for Truth and Reconciliation on September 30.
- Beyond wearing Orange Shirts, we continue to be committed to reconciliation and learning and relearning to support our Indigenous brothers and sisters.
- During the month of October, we will also be supporting the Holy Childhood Association Walk Fundraiser and All Saints and Souls Day in November.
- Niagara Catholic Chaplaincy visits are underway with three visits per school throughout the year. Students receive faith-based lessons while teachers continue to receive literacy and numeracy support from the Board.
- Elementary sports are well underway and sports councils from each family of schools are meeting to look at the logistics and confirm the dates.

Secondary: Vice-Principal, McLean shared that:

- Grade 9 orientation was organized by all Niagara Catholic secondary schools the week before the first day of school. This is a great opportunity for grade 9 students to get comfortable in the building, receive their timetable and locker assignments, and meet the teachers.
- Grade level assemblies were held the first week to inform students of the expectations for the school year and review material in the student handbook.

- Emergency response drills are held within the first few weeks to ensure staff and students are familiar with the emergency procedures.
- Emails sent to the parent/guardian community for updated medical plan of care forms to be completed.
- The year starts off quickly with Fall sports. The following sports are running this Fall.
 - Baseball
 - Girls' Basketball
 - Cross Country
 - Girls Flag Football
 - Football
 - Golf
 - Tennis
 - Volleyball Boys
- Opening school masses scheduled in early September to facilitate the faith journey we are traveling along for the 2025-2026 school year.
- Grade 9 Curriculum Night: September 18-This is opportunity for parents to connect with the school, meet administration/teachers, see their child's classroom and hear the programming that will be provided.
- This year marks the 50th anniversary of Niagara Catholic Annual Pilgrimage. In honour and recognition of this milestone, all eight Catholic secondary schools will walk together on Pilgrimage Sunday, October 26, 2025.

H. TRUSTEE REPORT

Trustee Bruzzese reported that it was a privilege for Niagara Catholic to host the OAPCE conference and it was a great success. He shared that Niagara Catholic would be happy to have parent representation at 2025-2026 OAPCE conference and encouraged parent participation.

Trustee, Chair of the Board, Di Lorenzo also shared that it was an honour to host the OAPCE conference and that Trustee Bruzzese was recognized at the conference for his outstanding years of service with OAPCE and promoting Catholic education and parent engagement.

Trustee, Di Lorenzo also reported that he was interviewed by the St. Catharines Standard as Chair of the Board to provide thoughts on the comments made by the Minister of Education regarding school boards and Trustees. Trustee Di Lorenzo stated that he was insulted by the comment that school boards are in shambles; Niagara Catholic is not in shambles. Niagara Catholic is a growing and vibrant board. As the Board of Trustees, all eight Trustees have the best interest of our students at heart. Our resources are directed to the appropriate areas to support our students. Trustee Di Lorenzo was disappointed that all school boards are being put under one umbrella. Niagara Catholic is exemplary and has a balanced budget as we are conscientious of how our resources are spent to support students. Niagara Catholic is a model of the triad: home, school and church, and with the support of all Niagara Catholic staff, senior administration, administrators, parents/guardians, the clergy, and Trustees, students in the Niagara Catholic District School Board are thriving.

I. NEW BUSINESS/AGENDA ITEMS-DISCUSSION FOR FUTURE MEETINGS

- No new business, or agenda items were forthcoming.

J. NEXT MEETING: Thursday, November 6, 2025 at 6:30p.m. at the Catholic Education Centre.

K. CLOSING PRAYER: Fr. Paul MacNeil led the closing prayer.

L. ADJOURNMENT

Moved by: Brenda Annen

THAT the September 4, 2025 meeting of the Niagara Catholic Parent Involvement Committee be adjourned.

CARRIED

This meeting was adjourned at 7:13 p.m.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
NOVEMBER 25, 2025**

PUBLIC SESSION

**TITLE: MINUTES OF THE AUDIT COMMITTEE MEETING OF
SEPTEMBER 18, 2025**

RECOMMENDATION

THAT the Niagara Catholic District School Board receive the Minutes of the Audit Committee Meeting of September 18, 2025, as presented for information.



MINUTES OF THE AUDIT COMMITTEE MEETING PUBLIC SESSION

THURSDAY. SEPTEMBER 18, 2025

Minutes of the Audit Committee Meeting (public session) of the Niagara Catholic District School Board, held on Thursday, September 19, 2025, 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 10:05 a.m. by Giancarlo Vetrone.

A. ROUTINE MATTERS

1. **Opening Prayer**

Opening Prayer was led by Giancarlo Vetrone.

2. **Roll Call**

<u>Trustee Committee Members</u>	Present	Present Electronically	Absent	Excused
Trustee Natalia Benoit		✓		
Trustee Joe Bruzzese		✓		
Trustee Larry Huibers	✓			
<u>External Committee Members</u>	Present	Present Electronically	Absent	Excused
Mario Falvo		✓		
Charles Skelton			✓	

Resources to the Audit Committee were in attendance:

- Camillo Cipriano**, Director of Education
- Giancarlo Vetrone**, Superintendent of Business and Financial Services
- Rosa Rocca**, Finance Officer
- Andrea Eltherington**, Regional Internal Audit Manager
- Melanie Dugard**, Doane Grant Thornton LLP

Staff in attendance:

Grant Frost, Chief Information Officer
William Mancini, IT Engineer
John Forte, Privacy and Risk-Advisor
Shari Bush, Recording Secretary

3. Election of Chairperson for the Fiscal Year 2025-2026

Director Cipriano called for nominations for the position of Chair of the Audit Committee for the 2025-2026 fiscal year.

Trustee Larry Huibers was nominated
No other nominations were made.

Director Camillo asked Trustee Huibers if he wished to accept the position of Chair of the Audit Committee. Trustee Huibers accepted.

4. Approval of the Public Agenda of September 18, 2025

Moved by Trustee Bruzzese

THAT the Niagara Catholic Audit Committee approve the agenda of the Audit Committee Meeting (Public Session) of Thursday, September 18, 2025.

CARRIED

5. Declaration of Conflict of Interest

5.1 Declaration of Conflict of Interest Form (2025-2026)

Declaration of Conflict-of-Interest Forms will be completed by Committee Members and given to Shari Bush.

5.2 Declaration of Conflict of Interest re: Agenda (verbal)

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

6. Approval of Minutes of the Audit Committee Meeting (Public Session)

6.1 Wednesday, March 19, 2025

Moved by Trustee Bruzzese

THAT the Niagara Catholic Audit Committee approve the Minutes of the Audit Committee Meeting (Public Session) of March 19, 2025.

CARRIED

B. REPORTS

1. Regional Internal Audit Status Report

Andrea Eltherington presented the Regional Internal Audit Status Report to the committee members.

1.1 2025-2026 Regional Internal Audit Plan

Andrea Eltherington presented the 2025-2026 Regional Internal Audit Plan to the committee members for approval and recommendation to the Board of Trustees.

Moved by Trustee Bruzzese

THAT the Niagara Catholic District School Board Audit Committee approve the 2025-2026 Regional Audit Plan and recommend to the Board of Trustees.

CARRIED

C. BUSINESS IN CAMERA

Moved by Trustee Bruzzese

THAT the Niagara Catholic Audit Committee move into the In Camera Session

CARRIED

The Niagara Catholic Audit Committee moved into the In Camera Session of the Committee Meeting at 10:13 a.m. and reconvened at 10:31 a.m.

REPORT ON THE IN-CAMERA SESSION

Moved by Mr. Falvo

THAT the Niagara Catholic Audit Committee approve the minutes of the Audit Committee Meeting (In-Camera Session) of March 19, 2025.

CARRIED

Andrea Eltherington presented the Regional Internal Audit Status Report for information.

Andrea Eltherington presented the Open Audit Recommendations to the Committee Members.

Moved by Mr. Falvo

THAT the Niagara Catholic Audit Committee approve the External Auditors Report for the year ended August 31, 2025 as presented.

CARRIED

Moved by Trustee Benoit

THAT the Niagara Catholic Audit Committee recommends the Detailed Annual Report to the Board of Trustees.

CARRIED

Moved by Mr. Falvo

THAT the Niagara Catholic Audit Committee recommends the Annual Report to the Board of Trustees and forwarded to the Ministry of Education.

CARRIED

Annual Performance Assessment forms were discussed and requested to be completed by October 31, 2025.

D. FUTURE MEETINGS

Future meetings were presented for the next school year. The next Audit Committee Meeting is Wednesday, November 19, 2025 at 10:00 a.m.

E. ADJOURNMENT

Moved by Mr. Falvo

THAT the September 18, 2025 meeting of the Niagara Catholic Audit Committee be adjourned.

CARRIED

Meeting was adjourned at 10:38 a.m.