



AGENDA AND MATERIAL

COMMITTEE OF THE WHOLE MEETING

TUESDAY, DECEMBER 2, 2008

7:00 P.M.

CATHOLIC EDUCATION CENTRE, WELLAND, ONTARIO

A. ROUTINE MATTERS	Reference
1. Opening Prayers - Trustee Fera	-
2. Roll Call	-
3. Approval of the Agenda	-
4. Declaration of Conflict of Interest	-
5. Approval of Minutes of the Committee of the Whole Meeting of November 11, 2008	A5
B. PRESENTATIONS	
C. COMMITTEE AND STAFF REPORTS	
1. Pupil Accommodation Review for Niagara Falls Elementary St. Catharines Elementary and St. Catharines Secondary	C1
2. Student Support Services "Sharing Promising Practices" A Resource Guide: Kindergarten to Grade 4	C2
3. Collaborative Inquiry for Learning Mathematics	C3
4. Leading Student Achievement Initiative 2008-2009	C4
5. <i>Monthly Updates</i>	
5.1 Policy Development Update	C5.1
5.2 Student Trustees' Update	-
5.3 Family of Schools Superintendents' Monthly Update	-
D. INFORMATION	
1. Trustee Information	-
1.1 Spotlight on Niagara Catholic - November 25, 2008	D1.1
1.2 OCSTA 79 th Annual General Meeting and Conference	D1.2
E. OTHER BUSINESS	
1. General Discussion to Plan for Future Action	-

- F. BUSINESS IN CAMERA
- G. REPORT ON THE IN CAMERA SESSION
- H. ADJOURNMENT

TO: Niagara Catholic District School Board
Committee of the Whole
Public Session
December 2, 2008

TOPIC: MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF
NOVEMBER 11, 2008

RECOMMENDATION

THAT the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting of November 11, 2008, as presented.



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

5MINUTES OF THE COMMITTEE OF THE WHOLE MEETING TUESDAY, NOVEMBER 11, 2008

Minutes of the Meeting of the Committee of the Whole of the Niagara Catholic District School Board, held on Tuesday, November 11, 2008, at 7:00 p.m. in the Board Room, at the Catholic Education Centre, 427 Rice Road, Welland.

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

A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayers were led by Trustee Crole.

2. Roll Call

Trustee	Present	Excused
John Belcastro	✓	
Kathy Burtnik		✓
Maurice Charbonneau	✓	
Gary Crole	✓	
John Dekker	✓	
Frank Fera	✓	
Ed Nieuwesteeg	✓	
Tony Scalzi	✓	
Student Trustees		
Ashley McGuire	✓	
Christina Volpini	✓	

The following staff were in attendance:

John Crocco, Director of Education; Rob Ciarlo, Yolanda Baldasaro, Frank Iannantuono, Lee Ann Forsyth-Sells, Superintendents of Education; Larry Reich, Superintendent of Business & Financial Services; Khayyam Syne, Administrator of Staff Development; Christine Graham, Program Officer - Curriculum; Marcel Jacques, Program Officer - Student Support Services; James Woods, Controller of Plant; Sherry Morena, Recording Secretary

3. *Approval of the Agenda*

Moved by Trustee Charbonneau

THAT the Committee of the Whole approve the Agenda of the Committee of the Whole Meeting of November 11, 2008, as presented.

CARRIED

4. *Disclosure of Interest*

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

5. *Minutes of the Committee of the Whole Meeting of October 14, 2008*

Moved by Trustee Scalzi

THAT the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting of October 14, 2008, as presented.

CARRIED

B. PRESENTATIONS

C. COMMITTEE AND STAFF REPORTS

1. *Aboriginal Education 2008-2009*

Yolanda Baldasaro, Superintendent of Education, introduced the report on Aboriginal Education for the School Year 2008-2009, and indicated that the Ministry of Education has asked School Boards to develop policies on Voluntary and Confidential Aboriginal Self-Identification.

Superintendent Baldasaro presented two documents released by the Ministry of Education, which encourages School Boards to create an Aboriginal Education Advisory Committee (AEAC) with the key purpose of forging a relationship between the School Board and with local Aboriginal Community Organizations.

Robert DiPersio, Administrator of Special Projects and Yolanda Fera, Aboriginal Lead, presented further information on the report which supports the process the Niagara Catholic District School Board is initiating, and provided information on upcoming meetings with the Ministry of Education and AEAC.

2. *Catholic School Councils Annual Report 2007-2008*

Superintendent Baldasaro presented the Catholic School Councils Annual Report 2007-2008, for information.

3. *Father Patrick Fogarty Award Recipients 2008*

John Crocco, Director of Education, presented the report on the Father Patrick Fogarty Award Recipients 2008. One student from each of Ontario's Catholic High Schools is nominated by their school to receive the Catholic Student Award sponsored by the Catholic Education Foundation of Ontario.

The Director informed Trustees that in keeping with past practice, the Board covered the expense of the parents to attend the Awards Dinner with their child.

4. *Extended Overnight Field Trip, Excursion and Exchange Approval Committee - 2008-2009*

Frank Iannantuono, Superintendent of Education, presented the report from the Extended Overnight Field Trip, Excursion and Exchange Approval Committee - 2008-2009, for information.

5. *Niagara Catholic Mentor Connector*

Superintendent Iannantuono introduced Pat Mete, Secondary Consultant, and informed Trustees that Mr. Mete was a key contributor in the preparation and development of the Niagara Catholic Mentor Connector Program which offers on-line academic support to Grade 9 and Grade 10 students in various secondary school subjects.

Mr. Mete stated that the Niagara Catholic Mentor Connector Program is the first of its kind in North America and partners with Brock University in Canada and Niagara University in the United States. The Program currently consists of 70 teacher candidate mentors.

Professor Sheeran of Niagara University spoke of the exciting and extraordinary opportunity the Niagara Catholic Mentor Connector Program offers to students in need of additional assistance.

Mr. Mete called upon a few of the teacher candidate mentors and student participants to share their on-line experiences with the Mentor Connector Program. Both groups indicated that the experience has been extremely helpful, successful and rewarding.

Trustees discussed the innovative program and asked questions of the teacher candidate mentors, students and staff.

Glen Sharp, Manager of Computer Services, demonstrated the Niagara Catholic Mentor Connector Program.

6. *Pilgrimage Sunday - October 28, 2008*

Superintendent Iannantuono, presented the report on Pilgrimage Sunday - October 28, 2008. Approximately 4,100 Niagara Catholic District School Board students, staff, Trustees, Senior Administration, Catholic School Council members, alumni, parents and community members walked 10-20 kilometres routes to demonstrate solidarity and a commitment to the poor of the world.

Terri Pauco, Religious Education Consultant, presented further details on the Pilgrimage in which over \$200,000 was raised in support of various projects including the construction of schools, medical clinics, and orphanages in developing countries.

Ms. Pauco introduced the various staff members who were essential in the organization of the 33rd Annual Pilgrimage, as well as, students representatives from each of the eight Catholic secondary schools who presented a brief reflection on this year's Pilgrimage.

Vice-Chairperson Dekker, on behalf of Board, thanked all students and staff for their dedication and acts of selflessness in supporting this worthy mission.

7. *Financial Reports*

7.1 *Monthly Banking Transactions*

Moved by Trustee Charbonneau

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board receive the Monthly Banking Transactions for the month of October 2008, as presented for information.

CARRIED

7.2 Statement of Revenue and Expenditures

Moved by Trustee Belcastro

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board receive the Statement of Revenue and Expenditures as at October 31, 2008, as presented for information.

CARRIED

9. Monthly Updates

9.1 Policy Development Update

The Policy Development Update was presented for information.

9.2 Student Trustees' Update

Ashley McGuire, Student Trustee, gave a brief verbal update on the activities of the Student Senate.

9.3 Family of Schools Superintendents' Monthly Update

The Family of Schools Superintendents gave brief verbal reports highlighting the activities in their schools.

D. INFORMATION

1. Trustee Information

1.1 Spotlight on Niagara Catholic - October 28, 2008

Director Crocco presented the Spotlight on Niagara Catholic - October 28, 2008, issue for trustees' information.

1.2 Director's Update

E-Community

The Director of Education gave an update on e-Community and commented that this is an excellent venue for sharing and communicating good news to staff, clergy, partners and stakeholders.

He also stated that all families within the Niagara Catholic District School Board will receive a copy of the E-community flyer with their child's report cards encouraging them to join the e-Community.

Pupil Accommodation Process

Trustees were informed that Senior Staff is continuing to research and review options regarding the Pupil Accommodation Process and that a report will be presented to the Board in December 2008.

Niagara Catholic - Celebrating Our Schools

The Director gave information on a new initiative "Niagara Catholic - Celebrating Our Schools" which is venue for sharing excellence in our schools. Schools will be invited to showcase their accomplishments and achievements through a display board in the lobby of the Catholic Education Centre

Diocese 50th Anniversary

Director Crocco spoke briefly about the success of the Diocese 50th Anniversary Mass and Dinner which took place on November 9, 2008. Members of Senior Staff, Trustees and Student Trustee Christina Volpini attended the event.

E. OTHER BUSINESS

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

F. BUSINESS IN CAMERA

Moved by Trustee Scalzi

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

CARRIED

The Committee of the Whole moved into the In Camera Session of the Meeting at 9:05 p.m. and reconvened at 10:25 p.m.

G. REPORT ON THE IN-CAMERA SESSION

Moved by Trustee Charbonneau

THAT the Committee of the Whole report the motions from the In Camera Session of the Committee of the Whole Meeting of November 11, 2008.

CARRIED

SECTION A: STUDENT TRUSTEES PRESENT

Moved by Trustee Belcastro

THAT the Committee of the Whole approve the Minutes of the In Camera Session of the Committee of the Whole Meeting - Section A: Student Trustees Present held on October 14, 2008, as presented.

CARRIED (Item F1)

SECTION B: STUDENT TRUSTEES EXCLUDED

Moved by Trustee Nieuwesteeg

THAT the Committee of the Whole approve the Minutes of the In Camera Session of the Committee of the Whole Meeting - Section B: Student Trustees Excluded held on October 14, 2008, as presented.

CARRIED (Item F3)

Moved by Trustee Belcastro

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the recommendations as outlined in Item F7.1 of the In Camera Agenda, as presented.

CARRIED (Item F7.1)

Moved by Trustee Fera

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the recommendation as outlined in Item F7.2 of the In Camera Agenda, as presented.

CARRIED (Item F7.2)

H. ADJOURNMENT

Moved by Trustee Belcastro

THAT the November 11, 2008, Committee of the Whole Meeting be adjourned.

CARRIED

This meeting was adjourned at 10:30 p.m.

Minutes of the Committee of the Whole Meeting of the Niagara Catholic District School Board held on November 11, 2008.

Approved on the 2nd day of December 2008.

John Dekker
Vice-Chairperson of the Board

John Crocco
Director of Education/Secretary -Treasurer

TO: Niagara Catholic District School Board
Committee of the Whole
Public Session
December 2, 2008

TOPIC: PUPIL ACCOMMODATION REVIEW FOR NIAGARA FALLS ELEMENTARY
ST. CATHARINES ELEMENTARY AND ST. CATHARINES SECONDARY

RECOMMENDATION

THAT the Committee of the Whole recommend to the Niagara Catholic District School Board that in accordance with the Board approved Niagara Catholic Pupil Accommodation Review Schedule for 2008-2009 the Staff Report on Pupil Accommodation Review for Niagara Falls Elementary, St. Catharines Elementary and St. Catharines Secondary, be received.

Prepared by: Administrative Council
Presented by: John Crocco, Director of Education
Approved by: John Crocco, Director of Education
Date: December 2, 2008



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

**REPORT TO THE
COMMITTEE OF THE WHOLE
TUESDAY, DECEMBER 2, 2008**

**PUPIL ACCOMMODATION REVIEW FOR NIAGARA FALLS ELEMENTARY,
ST. CATHARINES ELEMENTARY AND ST. CATHARINES SECONDARY**

BACKGROUND INFORMATION

In October 2007, November 2007 and January 2008, the Niagara Catholic District School Board approved the following three motions to conduct Pupil Accommodation Reviews in Niagara Falls and St. Catharines:

Niagara Falls Elementary, October 23rd, 2007

THAT an Accommodation Review Committee (ARC) for the group of Niagara Falls elementary schools consisting of Father Hennepin Catholic Elementary School, Our Lady of Mount Carmel Catholic Elementary School, St. Joseph Catholic Elementary School, St. Mary Catholic Elementary School, St. Patrick Catholic Elementary School and St. Thomas More Catholic Elementary School be appointed to conduct an accommodation review in compliance with the Ministry of Education Pupil Accommodation Review Guidelines and the Niagara Catholic District School Board School Valuation Framework.

THAT regardless of the results of the Accommodation Review Committee process and the Ad Hoc Committee – Niagara Falls Boundaries recommendations, revised elementary and secondary attendance boundaries for Niagara Falls take effect no earlier than the 2009-2010 school year.

St. Catharines Elementary, November 27th, 2007

THAT the Niagara Catholic District School Board approve that an Accommodation Review Committee (ARC) for the group of St. Catharines schools consisting of St. Alfred Catholic Elementary School, St. Denis Catholic Elementary School, St. James Catholic Elementary School, Michael J. Brennan Catholic Elementary School, St. Nicholas Catholic Elementary School and Our Lady of Fatima Catholic Elementary School be appointed to conduct an accommodation review in compliance with the Ministry of Education's Pupil Accommodation Review Guidelines and the Niagara Catholic District School Board's School Valuation Framework.

St. Catharines Secondary, January 29th, 2008

THAT the Niagara Catholic District School Board approve that an Accommodation Review Committee (ARC) for the St. Catharines secondary schools, consisting of St. Francis Catholic Secondary School, Holy Cross Catholic Secondary School and Denis Morris Catholic High School, be appointed to conduct an accommodation review in compliance with the Ministry of Education's Pupil Accommodation Review Guidelines and the Niagara Catholic District School Board's School Valuation Framework.

Accommodation Review Committee Reports

In compliance with the Board motions, the Niagara Falls Elementary, St.Catharines Elementary and the St. Catharines Secondary Accommodation Review Committees (ARC) were established and began the process as outlined in Ministry of Education *Pupil Accommodation Review Guidelines* and the Niagara Catholic District School Board Policy 701.2 – *Closure of Schools / Accommodation Review Policy*.

The mandate of the Accommodation Review Committees was to assess and study each of the identified schools involved on the basis of the school’s value to students, the school board, the community and the local economy according to specific criteria that are equally applied to all schools involved in the accommodation review. A Generic School Valuation Template was customized for each of the three ARCs and designed to weigh the value of the schools to students above the other factors assessed. The committees used the information gathered through the valuation template as part of their review.

The ARC’s also considered the following in their deliberations;

- a) Enrolment and demographics key to overall operating and capital funding
- b) Growth areas overshadowed by declining enrolment / surplus space
- c) Maintain the schools and to continue to monitor them
- d) Reorganize the schools, their programs or their grade structures
- e) Major program relocation with respect to one or more of the schools
- f) New school construction or additions to existing schools
- g) Use of portables
- h) Change boundaries of the schools
- i) Consolidation or closure of school(s)
- j) Others as determined by the ARC

In addition to the ARC Working Committee meetings, the three Accommodation Review Committees held the required four Public Meetings for Niagara Falls Elementary, St. Catharines Elementary and St. Catharines Secondary. The public meetings provided the committees a forum to share information and seek input from the community in preparation for the recommendations.

1st ARC Public Meeting

- At the first public meeting, each of the ARCs described its mandate, outlined the pupil accommodation review, and gave the public a briefing on the data and issues to be addressed. The ARCs also described how the Generic School Valuation Framework had been customized. The ARCs received community input.

2nd ARC Public Meeting

- At the second public meeting, each of the ARCs presented the draft school-specific, valuation report under the customized School Valuation Framework for the schools under consideration to the public and received community input.

3rd ARC Public Meeting

- At the third public meeting, each of the ARCs received community input on the accommodation options to be considered and received community input.

4th ARC Public Meeting

- At the fourth public meeting, each of the ARCs presented the draft School Valuation Report to the public and received community input. The ARCs made changes to the reports based on feedback at the meeting.

For each of the three Accommodation Review Committees, all Working Committee and Public Consultation meetings were electronically recorded for accuracy within the minutes. All approved minutes and Power Point presentations used during the Public Consultation meetings were promptly posted on the Niagara Catholic District School Board's website under Accommodation Review. This transparent and open process followed throughout the ARC process was positively commented on by members of the Accommodation Review Committee, schools, community members and media.

The targeted outcome for each ARC was a final School Valuation Report to the Director of Education by September 2008. The report would provide recommendations on a range of accommodation options for efficient, long term solutions to continue to provide excellence in Catholic education for our students, parents and the communities. As required, the School Valuation Report would address:

- a) the implications for the program for students both in the school(s) under consideration for consolidation, closure or program relocation and in the school(s) where programs may be affected
- b) the effects of consolidation, closure or program relocation on the following:
 - i) attendance area defined for the schools
 - ii) attendance at other schools
 - iii) the need and extent of busing
- c) the financial effects of consolidating or not consolidating school(s), including any capital implications
- d) revenue implications as a result of the consolidation, closure or program relocation
- e) savings expected to be achieved as a result of the consolidation, closure or program relocation -
 - i) school operations (heating, lighting, cleaning, routine maintenance)
 - ii) expenditures to address school renewal issues which will no longer be required

- f) additional expenditures, if any, at schools which will accommodate students displaced as a result of a consolidation, closure or program relocation decision taken by the board
 - i) School operations (heating, lighting, cleaning, routine maintenance)
 - ii) School administration
 - iii) School renewal
 - iv) Transportation
 - v) Net savings / costs associated with teaching staff, paraprofessionals, student transportation
 - vi) Possible alternative use or disposition of an empty building

With the submission of the School Valuation Reports, the three Accommodation Review Committees complied with the guidelines and procedures as outlined by the Ministry of Education and the Board's Policy and Guidelines.

Senior Staff extends to all members of the three Accommodation Review Committees a sincere appreciation for their active participation, commitment, and collaboration throughout the school valuation process and the final committee report.

Recommendations of the Accommodation Review Committees

Niagara Falls Elementary Accommodation Review Committee

The Niagara Falls Elementary ARC met from March 26th, 2008 to June 18th, 2008 with an additional review of the final ARC report by all committee members by August 29th, 2008. The Niagara Falls Elementary ARC School Valuation Report, Resource Information Package, minutes of the ARC meetings and any material received by the ARC or the Board from the public was submitted to the Director of Education on September 8th, 2008 and is attached to this report. (Appendix A)

The Niagara Falls Elementary ARC submitted the following recommendations:

1. Not before September 2010, the consolidation of St. Thomas More Catholic Elementary School within an addition and renovation to Our Lady of Mount Carmel Catholic Elementary School; the consolidation of St. Joseph with St. Mary, St. Patrick and Father Hennepin; the revision of St. Mary and Notre Dame Catholic Elementary School Boundaries.
2. Not before September 2013-14, the consolidation of Father Hennepin Catholic Elementary School with Our Lady of Mount Carmel Catholic Elementary School and a New School located in the Warren Woods Estate; potential boundary revision to Loretto Catholic and Our Lady of Mount Carmel Catholic Elementary Schools.

St. Catharines Elementary Accommodation Review Committee

The St. Catharines Elementary ARC met from February 28th, 2008 to July 8th, 2008. The St. Catharines Elementary ARC School Valuation Report, Resource Information Package, minutes of the ARC meetings and any material received by the ARC or the Board from the public was submitted to the Director of Education on September 12th, 2008 and is attached to this report. (Appendix B)

The St. Catharines Elementary ARC submitted the following recommendations:

1. That the Board will consult with Bishop Wingle and the Diocese of St. Catharines in maintaining a home and school connection with the Cathedral of St. Catherine of St. Alexandria.
2. That the Board will consult with other community partners and with the City of St. Catharines, regarding school buildings and the Downtown St. Catharines Revitalization Plan, as it applies to St. Nicholas Catholic Elementary School.
3. That the consolidation of Michael J. Brennan with St. James Catholic Elementary School takes place not prior to September 2010, and not prior to an addition/renovation and the completion of facility renewal needs to St. James to accommodate the enrolment.
4. That the consolidation of Our Lady of Fatima with St. Alfred takes place not prior to September 2010, and not prior to an addition/renovation and the completion of facility renewal needs to St. Alfred to accommodate the enrolment.
5. That the consolidation of St. Nicholas with St. Denis takes place not prior to September 2010, and not prior to an addition/renovation and the completion of facility renewal needs to St. Denis to accommodate the enrolment.
6. That if there is a consolidation of schools, the process of integration will be carried out with the parishes, Catholic School Councils, Principals, staff, parents, and community members.
7. That if there is a consolidation of schools, that action be taken to retain the historical and religious history of the consolidated schools in the newly formed school communities.

St. Catharines Secondary Accommodation Review Committee

The St. Catharines Secondary ARC met from February 27th, 2008 to July 7th, 2008. The St. Catharines Secondary ARC School Valuation Report, Resource Information Package, minutes of the ARC meetings and any material received by the ARC or the Board from the public was submitted to the Director of Education on September 12th, 2008 and is attached to this report. (Appendix C)

The St. Catharines Secondary ARC submitted the following recommendation:

1. To maintain all three Catholic secondary school communities in St. Catharines, to request an Area Attendance Review Committee, and to explore the implementation of additional specialized academic programs such as French Immersion, Arts and Culture and Robotics.

Pupil Accommodation Review Process

As recommended to the Committee of the Whole on October 14th, 2008 and approved by the Niagara Catholic District School Board on October 28th, 2009, Senior Staff and the Board would follow the approved Niagara Catholic Pupil Accommodation Review Schedule and process for 2008-2009. (Appendix D)

Appendix D provides a copy of the approved Niagara Catholic Pupil Accommodation Review Schedule which outlines the agenda of events, dates and guidelines for public input through Special Board Meetings, Staff Reports and the Board Meeting to decide on accommodations.

Between September 12th, 2008 and November 28th, 2008, Senior Staff reviewed in complete detail the three Accommodation Review School Valuation Reports and Recommendations. In addition, Senior Staff:

1. reviewed the current location and boundary maps for all schools; (Appendix E, F and G)
2. reviewed the educational, facility, financial and community implications of the recommendations;
3. reviewed the documentation submitted with the ARC reports;
4. reviewed the accommodation data for all elementary schools in Niagara Falls and all elementary and secondary schools in St. Catharines; (Appendix H and I)
5. investigated additional multiple accommodation models to:
 - a) continue to provide excellence in Catholic education
 - b) continue to provide the highest quality of learning opportunities for all students
 - c) provide the best range of options / recommendations for consideration
 - d) ensure efficient use of system resources and facilities
 - e) provide long-term accommodation recommendations
 - f) provide accurate recommendations for revised attendance boundaries, if required;
6. reviewed facility recommendations as part of the Board's Capital Plan;
7. dialogued with Ministry of Education staff regarding available funding to support ARC and Senior Staff recommendations, and,
8. consulted with community stakeholders in addition to those recommended in the ARC reports.

The Director of Education has toured the identified schools in which he was not recently familiar with the physical plant, location and community.

In addition to the data contained within the ARC School Valuation Reports, attached to this Staff Report are Appendices which provide additional boundary, enrolment, and expenditure information as references.

Recommendation

Given full consideration of the ARC recommendations and the subsequent review and research by Senior Staff, we are recommending to the Niagara Catholic District School Board for its consideration, the following recommendations. In compliance with Niagara Catholic Board Policy 701.2 – *Closure of Schools / Accommodation Review*, Section 3.1, Senior Staff recommendations to the Board will be one or more of the following;

- To maintain the schools and to continue to monitor them;
- To reorganize the schools, their programs or their grade structures;
- To change the boundaries of the schools;
- To consolidate and/or close one or more of the schools.

Senior Staff's recommendations are generally in agreement with the Accommodation Review Committee recommendations. In some cases however, there are modifications to the recommended timelines based on our additional review and discussions with community members and Ministry of Education staff regarding potential additional capital funding for facility renewal and new pupil places.

While each ARC report and its accompanying Resource Information Package provides the Board with the rationale, supplemental information and data to support the recommendations, Senior Staff agrees with the following general common benefits and challenges provided within each of the ARC's reports and final recommendations:

Benefits

- maximizes program opportunities and resources for students by reducing future requirements for multiple combined grades due to declining enrolment
- sufficient current enrolment to maintain viable programs and services
- addresses facility maintenance and renovation challenges for aging buildings and property
- addresses short and long term shifts in population migration and demographics
- maximizes available space at neighbouring schools while reducing overall surplus space
- maximizes close proximity to neighbouring Niagara Catholic schools which can accommodate student population with no or limited renovations required
- maximize operating funds for schools
- maximize limited facility renewal funds
- potential disposition of property
- potential use of property and/or facility for Board use

Challenges

- elimination of neighbourhood or community hub Catholic school
- elimination of neighbouring Parish school
- potential division of consolidated school communities within more than one school
- larger boundary catchment area for a school
- required Ministry of Education funding for additions, renovations and program enhancements
- potential increase in busing expenditures due to increased ridership
- surplus space in nearby Catholic schools resulting in students remaining in portable classrooms
- potential multiple attendance boundary revisions to larger portion of schools within a city

Recommendation – continued

Niagara Falls Elementary

ARC Recommendations

1. Not before September 2010, the consolidation of St. Thomas More Catholic Elementary School within an addition and renovation to Our Lady of Mount Carmel Catholic Elementary School; the consolidation of St. Joseph with St. Mary, St. Patrick and Father Hennepin; the revision of St. Mary and Notre Dame Catholic Elementary School Boundaries.
2. Not before September 2013-14, the consolidation of Father Hennepin Catholic Elementary School with Our Lady of Mount Carmel Catholic Elementary School and a New School located in the Warren Woods Estate; potential boundary revision to Loretto Catholic and Our Lady of Mount Carmel Catholic Elementary Schools.

Senior Staff Recommendations

1. THAT, St. Joseph Catholic Elementary School be closed by September 2010 and with the revision of St. Mary and Notre Dame Catholic Elementary School boundaries the students be relocated to St. Mary, St. Patrick and Father Hennepin Catholic Elementary Schools.
2. THAT, no sooner than September 2011 and subject to Ministry of Education funding and approval for a new school in the Warren Woods Estate and for an addition and renovations to Our Lady of Mount Carmel Catholic Elementary School, the closure of St. Thomas More Catholic Elementary School with the students relocated to Our Lady of Mount Carmel Catholic Elementary School.
3. THAT, over the next five years Senior Staff will monitor student population growth, projections, location and accommodation data in the southern portion of the City of Niagara Falls.
4. THAT, a Niagara Falls Ad Hoc Attendance Area Review Committee of the Board be established to review the attendance boundaries as recommended by Senior Staff for all elementary and secondary schools in Niagara Falls, including the potential new school in the Warren Woods Estate, to maximize facility utilization of elementary and secondary schools in Niagara Falls. (Appendix K and L)

(Senior Staff Recommendations for Niagara Falls Reference – Appendix J)

Recommendation – continued

St. Catharines Elementary

ARC Recommendations

1. That the Board will consult with Bishop Wingle and the Diocese of St. Catharines in maintaining a home and school connection with the Cathedral of St. Catherine of St. Alexandria.
2. That the Board will consult with other community partners and with the City of St. Catharines, regarding school buildings and the Downtown St. Catharines Revitalization Plan, as it applies to St. Nicholas Catholic Elementary School.
3. That the consolidation of Michael J. Brennan with St. James Catholic Elementary School takes place not prior to September 2010, and not prior to an addition/renovation and the completion of facility renewal needs to St. James to accommodate the enrolment.
4. That the consolidation of Our Lady of Fatima with St. Alfred takes place not prior to September 2010, and not prior to an addition/renovation and the completion of facility renewal needs to St. Alfred to accommodate the enrolment.
5. That the consolidation of St. Nicholas with St. Denis takes place not prior to September 2010, and not prior to an addition/renovation and the completion of facility renewal needs to St. Denis to accommodate the enrolment.
6. That if there is a consolidation of schools, the process of integration will be carried out with the parishes, Catholic School Councils, Principals, staff, parents, and community members.
7. That if there is a consolidation of schools, that action be taken to retain the historical and religious history of the consolidated schools in the newly formed school communities.

Senior Staff Recommendations

1. THAT, Senior Staff will continue to monitor the possibility of closing Michael J. Brennan Catholic Elementary School and that Senior Staff will bring a report to the Board no later than September 2012.
2. THAT, Senior Staff will continue to monitor the possibility of closing Our Lady of Fatima Catholic Elementary School and that Senior Staff will bring a report to the Board no later than September 2011.

Recommendation – continued

Senior Staff Recommendations - continued

3. THAT, no later than September 2011, the closure of St. Nicholas Catholic Elementary School with students relocated to Mother Teresa, St. Anthony, St. Christopher and St. Denis Catholic Elementary Schools unless, a) based on the current attendance catchment area the enrolment at St. Nicholas Catholic Elementary School increases to a minimum of 230 full time registered students, and b) Ministry of Education funding and approval be received for a new downtown elementary school.
4. THAT, a St. Catharines Elementary Ad Hoc Attendance Area Review Committee of the Board be established to review the attendance boundaries as recommended by Senior Staff for all elementary schools in St. Catharines to maximize facility utilization of elementary schools in St Catharines.

St. Catharines Secondary

ARC Recommendation

1. To maintain all three Catholic secondary school communities in St. Catharines, to request an Area Attendance Review Committee, and to explore the implementation of additional specialized academic programs such as French Immersion, Arts and Culture and Robotics.

Senior Staff Recommendations

1. THAT, the Board maintains all three Catholic secondary schools in St. Catharines and monitor the accommodation and utilization of all three Catholic secondary school facilities over the next five years.
2. THAT, Senior Staff will continue to apply to the Ministry of Education for additional funding to provide facility plant upgrades to St. Francis Catholic Secondary School.
3. THAT, Catholic Secondary Schools in St. Catharines will continue to have the opportunity to implement specialized programs providing sufficient student enrolment and Ministry of Education funding and approval.
4. THAT, a St. Catharines Secondary Ad Hoc Attendance Area Review Committee be established to review the attendance boundaries for all three Catholic secondary schools in St. Catharines to maximize facility utilization of secondary schools in St. Catharines.

Conclusion

We recognize that the projected trend of continued declining enrolment in our elementary and secondary schools, not only in Niagara Catholic, but throughout the Province of Ontario over the next fifteen to twenty years, presents challenges for all partners in Catholic education.

In arriving at our recommendations to the Board, we have taken into consideration;

- the multiple variables causing increased surplus space;
- the limited facility renewal, new pupil places and capital funds;
- the shifting demographics from neighbourhood schools;
- the increased potential of multiple combined grades;
- the importance of continuing to provide excellence in Catholic education; and
- the importance of being fiscally responsible and addressing long term accommodation needs in all schools in Niagara Catholic.

Above all, we recognize that we are affecting the lives of our students and their families as we address the challenges associated with declining enrolment and neighbourhood population shifts.

We provide this Staff Report to the Committee of the Whole and the Board for consideration and public input through the scheduled Special Board Meetings in February 2009.

A copy of this Staff Report and accompanying Appendices will be placed on the Board's website under Public Accommodation Review. Copies of this Staff Report, once received by the Board will also be sent to all members of the three Accommodation Review Committees in preparation for the Special Board Meetings in February 2009.

RECOMMENDATION

THAT the Committee of the Whole recommend to the Niagara Catholic District School Board that in accordance with the Board approved Niagara Catholic Pupil Accommodation Review Schedule for 2008-2009 the Staff Report on Pupil Accommodation Review for Niagara Falls Elementary, St. Catharines Elementary and St. Catharines Secondary, be received.

PREPARED BY: Administrative Council

PRESENTED BY: John Crocco, Director of Education

APPROVED BY: John Crocco, Director of Education

DATE: December 2, 2008

Attachments

- Appendix A – Niagara Falls Elementary ARC Report, Resource Information Package, Minutes of the ARC meetings and any material received by the ARC or the Board from the public.
(Provided in a binder to all Trustees)
- Appendix B – St. Catharines Elementary ARC Report, Resource Information Package, Minutes of the ARC meetings and any material received by the ARC or the Board from the public.
(Provided in a binder to all Trustees)
- Appendix C – St. Catharines Secondary ARC Report, Resource Information Package, Minutes of the ARC meetings and any material received by the ARC or the Board from the public.
(Provided in a binder to all Trustees)
- Appendix D – Niagara Catholic Pupil Accommodation Review Schedule 2008-2009
- Appendix E – Niagara Falls Elementary School Location and Boundary Map 2008
- Appendix F – St. Catharines Elementary School Location and Boundary Map 2008
- Appendix G – St. Catharines Secondary School Location and Boundary Map 2008
- Appendix H – Niagara Falls 2008-2009 Student Enrolment, Out of Boundary and Enrolment Projections
- Appendix I – St. Catharines Elementary / Secondary 2008-2009 Student Enrolment, Out of Boundary and Enrolment Projections
- Appendix J – Niagara Falls Elementary Staff Report Recommendation Enrolment and Expenditures
- Appendix K – Niagara Falls Elementary Staff Recommended Boundary Maps – Phase 1
- Appendix L – Niagara Falls Elementary Staff Recommendation Boundary Map – Phase 2

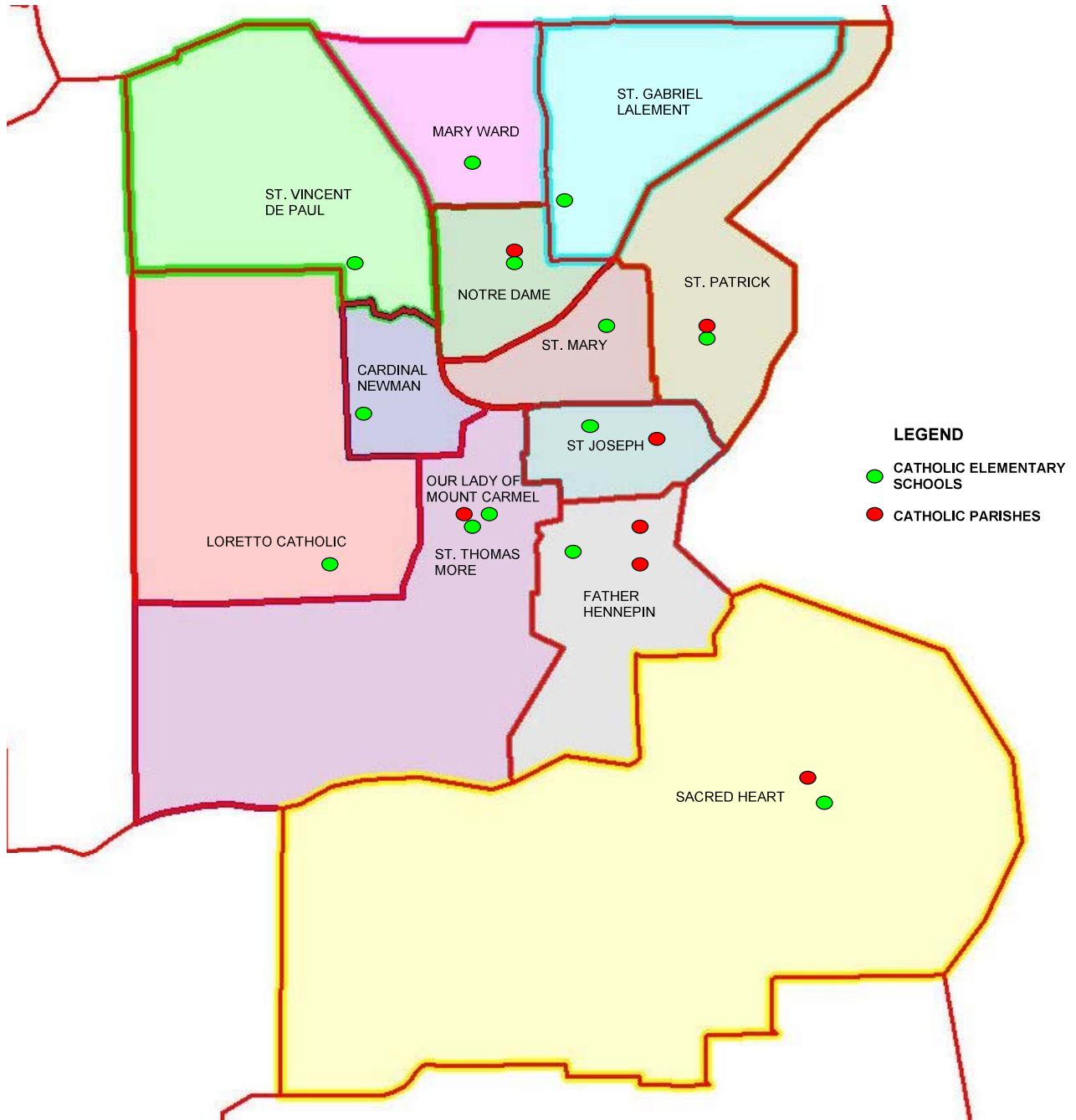


Appendix D

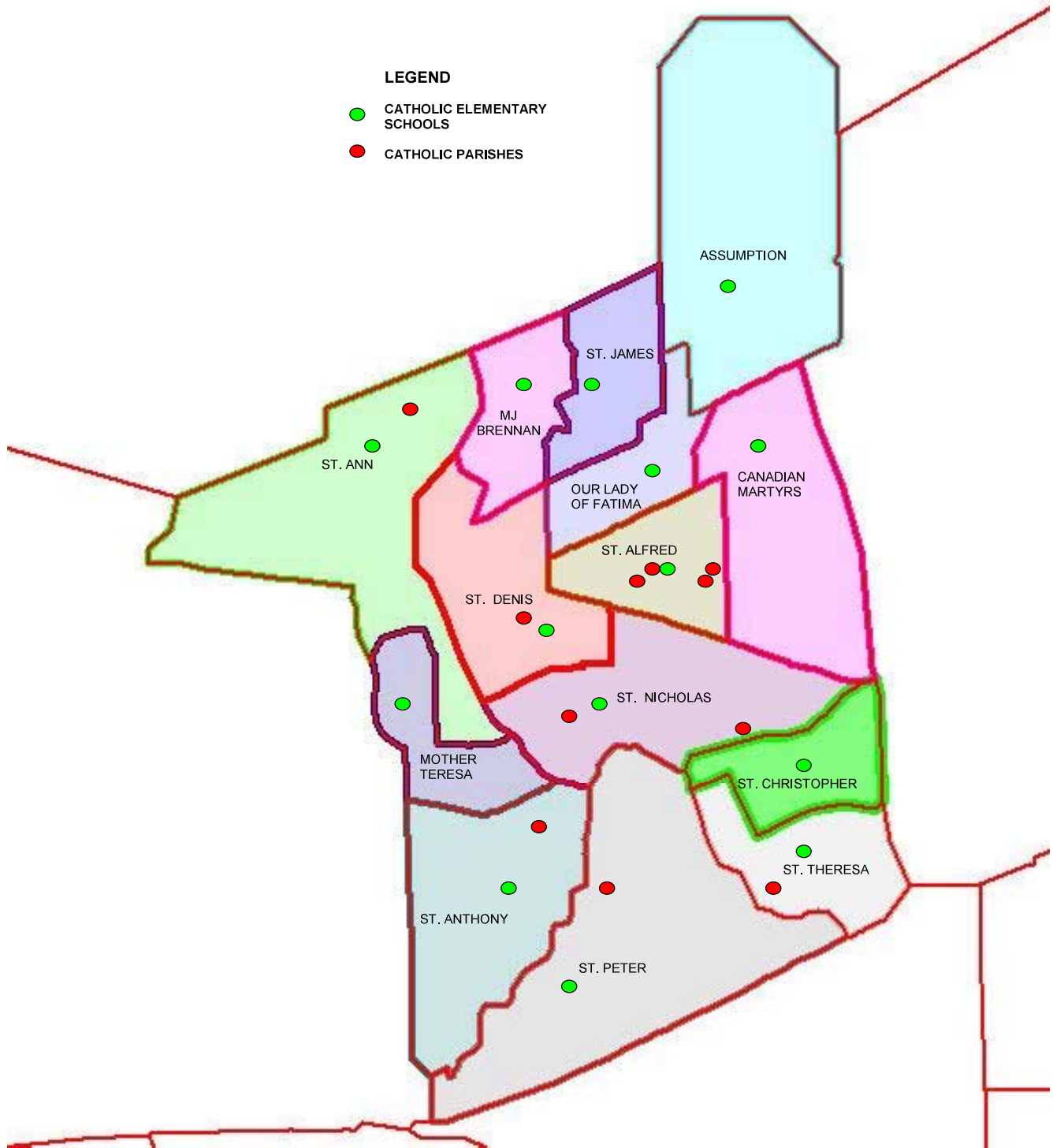
PUPIL ACCOMMODATION REVIEW SCHEDULE – 2008-2009

Meeting	Expectation	Date Restrictions	Date
Submission of ARC School Valuation Report to the Director of Education	Not earlier than 90 days after the beginning and not later than 95 days after the beginning of the ARC's first public meeting	Niagara Falls Between Sept. 5 th and 10 th , 2008	Submitted Sept. 8 th , 2008
Staff's Report and Recommendations	Not less than 30 days after the ARC report was submitted to the Director of Education	St. Catharines – Between Sept. 11 th and Sept. 16 th , 2008 Not before; Niagara Falls – Oct. 8 th , 2008 St. Catharines – Oct. 10 th , 2008	Submitted Sept. 12 th , 2008 Committee of the Whole December 2 nd , 2008 Board Meeting December 16 th , 2008
Director sets dates for Special Board meeting for public input and for Board meeting to decide accommodation	As scheduled by the Director of Education		Special Board Meetings Niagara Falls - Feb. 17 th / 09 St. Catharines - Feb. 18 th and February 23 rd , 2009
Notice of Board Meeting for Public Input	As scheduled by the Board but not sooner than 30 days after Staff's Report and recommendations are presented to the Board through CW in public session	Not before January 27 th , 2009	January 28 th , 2009
Staff's follow-up report on accommodation	Next regularly scheduled Board meeting through the Committee of the Whole		Committee of the Whole March 10 th , 2009 Board Meeting March 31 st , 2009
Notice of Board Meeting to decide accommodation	At least 60 days prior to the Board meeting	No later than March 22 nd , 2009	
Board Meeting to decide accommodation	At a regularly scheduled meeting which will not occur sooner than 60 days after the presentation of Staff's Report, 30 days after the Board Meeting for public input and 15 days after Staff's follow-up report as released publicly	Not before March 22 nd , 2009 Not before April 2 nd , 2009 Not before April 19 th , 2009	Board Meeting May 26 th , 2009
Notice of Decision on Accommodation	Within one week of decision	Not before June 2 nd , 2009	June 3 rd , 2009

**NIAGARA FALLS ELEMENTARY SCHOOL LOCATION AND BOUNDARY MAP 2008
APPENDIX E**

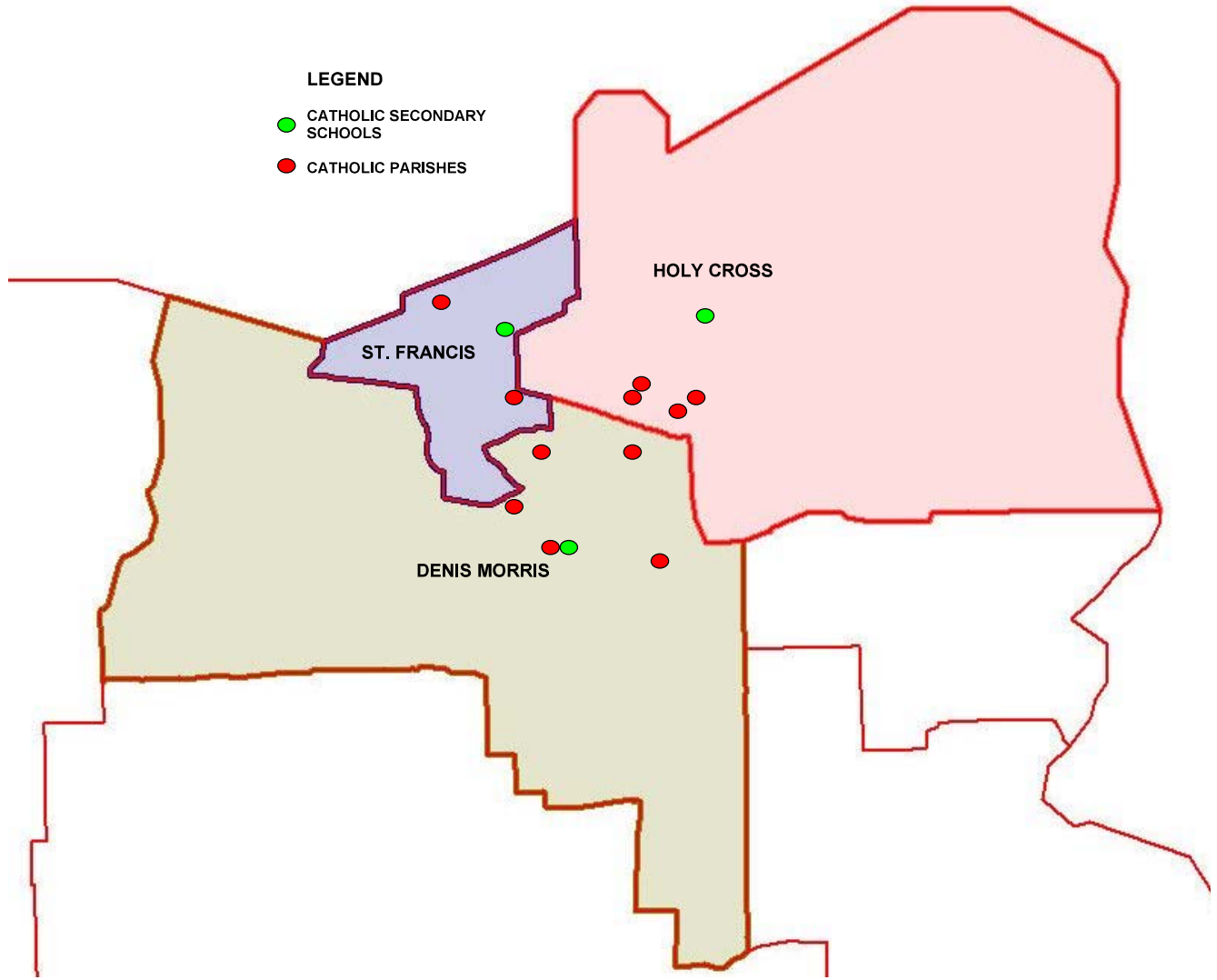


ST. CATHARINES ELEMENTARY SCHOOL LOCATION AND BOUNDARY MAP 2008
APPENDIX F



**ST. CATHARINES SECONDARY SCHOOL LOCATION AND BOUNDARY MAP 2008
APPENDIX G**

- LEGEND**
- CATHOLIC SECONDARY SCHOOLS
 - CATHOLIC PARISHES



**NIAGARA FALLS ELEMENTARY SCHOOLS CURRENT ENROLMENT,
OUT OF BOUNDARY STUDENTS AND ENROLMENT PROJECTIONS
APPENDIX H**

	Current Out of Bounds				Enrolment Projections																			Current Operating Cost	Current Renewal Needs		
	In	Out	Net		07-08	08-09	09-10	10-11	11-12	12-13	13-14	14-15	15-16	16-17	17-18	18-19	19-20	20-21	21-22	22-23							
Cardinal Newman	81	80	-16	OTG Capacity	374	374	374	374	374	374	374	374	374	374	374	374	374	374	374	374	374	374	374				
				Enrolment (ADE)	440	420	410	408	412	390	387	387	378	377	384	390	396	403	403	416							
				Available Space	-66	-46	-36	-34	-38	-16	-13	-13	-4	-3	-10	-16	-22	-29	-29	-42							
				Utilization	118%	112%	110%	109%	110%	104%	103%	103%	101%	101%	103%	104%	106%	108%	108%	111%							
Father Heanepin	23	36	-13	OTG Capacity	282	282	282	282	282	282	282	282	282	282	282	282	282	282	282	282	282	282	282				
				Enrolment (ADE)	184	178	165	153	150	145	146	145	142	133	143	144	146	149	151	154							
				Available Space	98	104	117	129	132	137	136	137	140	149	139	138	136	133	131	128							
				Utilization	65%	63%	59%	54%	53%	51%	52%	5%	50%	47%	51%	51%	52%	53%	54%	55%							
Loietto Catholic	70	46	24	OTG Capacity	360	360	360	360	360	360	360	360	360	360	360	360	360	360	360	360	360	360	360				
				Enrolment (ADE)	384	419	450	483	512	546	574	603	631	641	656	675	694	714	734	754							
				Available Space	-24	-59	-90	-123	-152	-186	-214	-243	-271	-281	-296	-315	-334	-354	-374	-394							
				Utilization	107%	116%	125%	134%	142%	152%	159%	161%	175%	178%	182%	188%	193%	198%	204%	206%							
Mary Ward	77	34	43	OTG Capacity	362	362	362	362	362	362	362	362	362	362	362	362	362	362	362	362	362	362	362				
				Enrolment (ADE)	411	395	380	359	350	324	305	294	277	270	270	270	270	271	272	273							
				Available Space	-49	-33	-18	-7	12	38	57	58	85	92	92	92	91	90	89								
				Utilization	114%	109%	105%	102%	97%	90%	84%	81%	77%	75%	75%	75%	75%	75%	75%								
Notre Dame	44	65	-21	OTG Capacity	247	247	247	247	247	247	247	247	247	247	247	247	247	247	247	247	247	247	247				
				Enrolment (ADE)	210	205	197	192	186	175	177	171	173	166	172	172	174	175	176								
				Available Space	37	42	50	55	61	72	70	76	74	81	75	75	75	73	72	71							
				Utilization	85%	83%	80%	78%	75%	71%	72%	65%	70%	67%	70%	70%	70%	70%	71%	71%							
Our Lady of Mount Carmel	0	33	-33	OTG Capacity	460	460	460	460	460	460	460	460	460	460	460	460	460	460	460	460	460	460	460				
				Enrolment (ADE)	293	286	282	234	283	274	272	274	269	277	288	300	313	326	340	353							
				Available Space	167	174	178	176	177	186	188	186	191	183	172	160	147	134	120	107							
				Utilization	64%	62%	61%	62%	62%	60%	59%	60%	58%	60%	63%	65%	68%	71%	74%	77%							
Sacred Heart	20	23	-3	OTG Capacity	295	296	296	296	296	296	296	296	296	296	296	296	296	296	296	296	296	296	296				
				Enrolment (ADE)	300	303	306	307	313	325	343	354	377	394	413	431	443	466	484	502							
				Available Space	-4	-7	-10	-11	-17	-29	-47	-38	-81	-98	-117	-135	-152	-170	-188	-206							
				Utilization	101%	102%	103%	104%	106%	110%	115%	120%	127%	133%	140%	146%	151%	157%	164%	170%							
St Gabriel L'Assommoir	37	26	11	OTG Capacity	270	270	270	270	270	270	270	270	270	270	270	270	270	270	270	270	270	270	270				
				Enrolment (ADE)	215	202	189	181	175	176	175	175	179	179	182	185	183	192	195	198							
				Available Space	55	68	81	89	94	94	95	95	91	91	88	85	82	78	75	72							
				Utilization	80%	75%	70%	67%	65%	65%	65%	65%	66%	66%	67%	69%	70%	71%	72%	73%							
St Joseph	33	26	7	OTG Capacity	293	293	293	293	293	293	293	293	293	293	293	293	293	293	293	293	293	293	293				
				Enrolment (ADE)	136	119	110	99	95	91	83	84	85	91	91	93	95	97	100	102							
				Available Space	157	174	183	194	198	202	210	209	208	202	202	200	198	196	193	191							
				Utilization	46%	41%	38%	34%	32%	31%	28%	29%	29%	31%	31%	32%	32%	33%	34%	35%							
St Mary	36	44	-8	OTG Capacity	224	224	224	224	224	224	224	224	224	224	224	224	224	224	224	224	224	224	224				
				Enrolment (ADE)	182	174	171	170	167	168	170	178	182	184	180	180	179	179	180	180							
				Available Space	42	50	53	54	57	56	54	46	42	40	44	44	45	45	44	44							
				Utilization	81%	78%	76%	76%	75%	75%	76%	79%	81%	82%	80%	80%	80%	80%	80%	80%							
St Patrick	36	47	-11	OTG Capacity	270	270	270	270	270	270	270	270	270	270	270	270	270	270	270	270	270	270	270				
				Enrolment (ADE)	198	197	197	194	200	202	207	207	214	207	212	211	211	211	212	212							
				Available Space	72	73	73	76	70	68	63	63	56	63	58	59	59	59	58	58							
				Utilization	73%	73%	73%	72%	74%	75%	77%	77%	79%	77%	79%	78%	78%	78%	78%	79%							
St Thomas More	34	28	6	OTG Capacity	363	363	363	363	363	363	363	363	363	363	363	363	363	363	363	363	363	363	363				
				Enrolment (ADE)	171	167	167	168	165	173	184	185	209	223	227	231	265	279	293	308							
				Available Space	192	196	196	195	198	190	179	168	154	140	126	112	98	84	70	55							
				Utilization	47%	46%	46%	44%	45%	48%	51%	54%	58%	61%	65%	69%	73%	77%	81%	85%							
St Vincent de Paul	45	14	31	OTG Capacity	385	385	385	385	385	385	385	385	385	385	385	385	385	385	385	385	385	385	385				
				Enrolment (ADE)	442	448	458	454	461	456	468	461	475	481	473	472	472	473	474	476							
				Available Space	-57	-63	-73	-69	-76	-71	-83	-86	-90	-96	-98	-97	-97	-98	-99	-91							
				Utilization	115%	116%	119%	118%	120%	118%	122%	125%	123%	125%	123%	123%	123%	123%	123%	124%							
Total OTG Capacity					4186	4186	4186	4186	4186	4186	4186	4186	4186	4186	4186	4186	4186	4186	4186	4186	4186	4186	4186	4186			
Total Enrolment (ADE)					1566	3513	3482	3452	1470	3445	3491	3548	1591	3523	3701	3774	3849	3934	4013	4104							
Total Capacity - Total Enrolment					620	673	704	734	716	741	695	638	595	563	485	412	337	252	173	82							
Average Utilization					85%	84%	83%	82%	83%	82%	83%	85%	86%	87%	86%	90%	92%	94%	96%	98%							

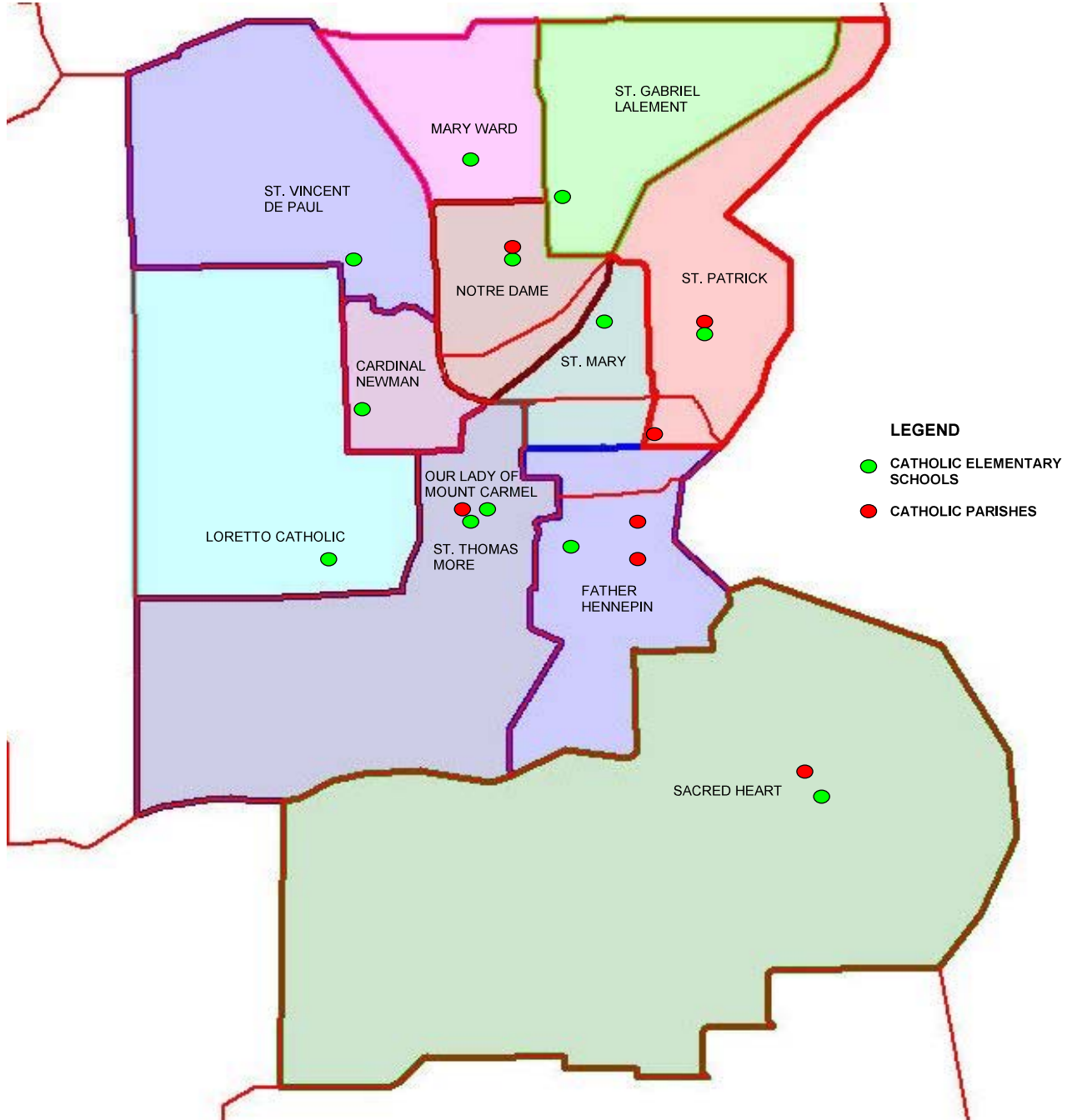
**NIAGARA FALLS ELEMENTARY STAFF REPORT RECOMMENDATIONS,
ENROLMENT PROJECTIONS AND EXPENDITURES
APPENDIX J**

		07-08	08-09	09-10	10-11	
St Joseph to St. Mary, St. Patrick and Father Hennepin from 2010	OTG Capacity	293	293	293	0	
	Enrolment (ADE)	136	119	110	0	
	Available Space	157	174	183	0	
	Utilization	46%	41%	38%		11-12
St Thomas More to Our Lady of Mount Carmel 2013	OTG Capacity	363	363	363	363	0
	Enrolment (ADE)	171	167	167	158	0
	Available Space	192	196	196	205	0
	Utilization	47%	46%	46%	44%	

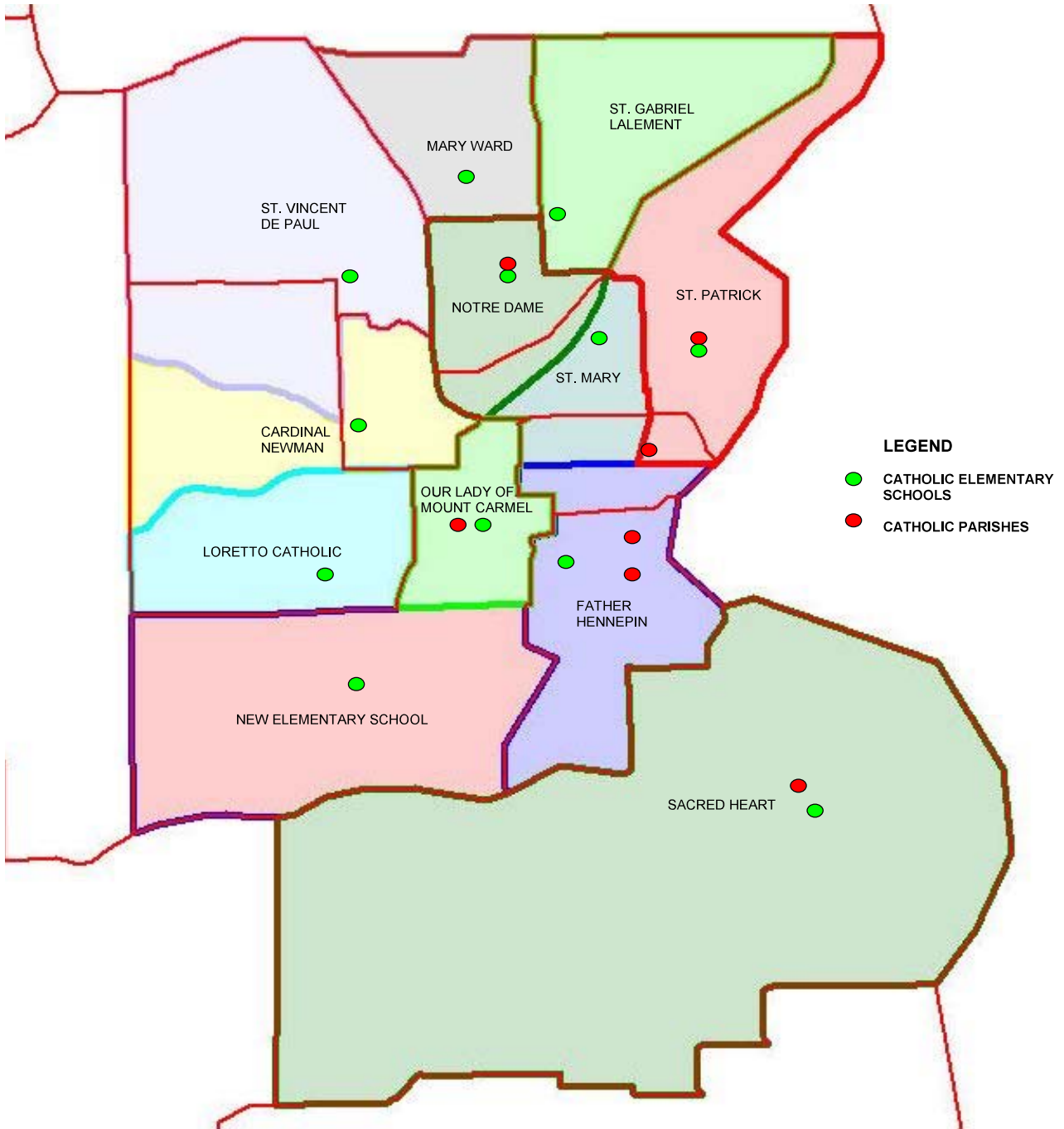
		07-08	08-09	09-10	10-11	11-12	12-13	13-14	14-15	15-16	16-17	17-18	18-19	19-20	20-21	21-22	22-23	23-24	Cost of Implementation
Cardinal Newman with boundary expansion and 6 classroom addition 2010	OTG Capacity	374	374	374	512	512	512	512	512	512	512	512	512	512	512	512	512	512	\$2.3 million PCS Funding Approved
	Enrolment (ADE)	440	420	410	486	497	476	476	485	481	481	497	507	517	527	533	548		
	Available Space	-66	-46	-36	26	15	36	36	25	31	31	15	5	-5	-15	-23	-36		
	Utilization	118%	112%	110%	95%	97%	93%	93%	95%	94%	94%	97%	99%	101%	103%	105%	107%		
Father Hennepin with part St Joseph from 2010	OTG Capacity	282	282	282	282	282	282	282	282	282	282	282	282	282	282	282	282	282	No Renovation / Addition Needed
	Enrolment (ADE)	184	178	165	214	212	209	206	209	209	206	212	214	220	223	226	231		
	Available Space	98	104	117	68	71	73	76	73	73	76	71	68	62	59	56	51		
	Utilization	65%	63%	59%	75%	75%	74%	73%	74%	74%	73%	75%	76%	78%	79%	80%	82%		
Loretto Catholic with boundary reduction	OTG Capacity	360	360	360	360	360	360	360	360	360	360	360	360	360	360	360	360	360	
	Enrolment (ADE)	384	419	450	486	511	540	560	560	560	560	560	560	560	560	560	560	560	
	Available Space	-24	-59	-90	-126	-151	-180	0	0	0	0	0	0	0	0	0	0	0	
	Utilization	07%	116%	125%	135%	142%	150%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	
Mary Ward	OTG Capacity	362	362	362	362	362	362	362	362	362	362	362	362	362	362	362	362	362	
	Enrolment (ADE)	411	395	380	395	373	348	326	315	297	290	290	290	290	293	293	293	293	
	Available Space	-49	-33	-18	-33	-11	14	36	47	65	72	72	72	72	69	69	69	69	
	Utilization	114%	109%	105%	109%	103%	96%	90%	87%	82%	80%	80%	80%	80%	81%	81%	81%	81%	
New Elementary School Warren Woods Development	OTG Capacity	0	0	0	0	0	600	600	600	600	600	600	600	600	600	600	600	600	\$10 million Growth Schools Funding Applied For
	Enrolment (ADE)	0	0	0	0	0	210	283	336	378	426	474	522	576	624	672			
	Available Space	0	0	0	0	0	390	312	264	222	174	126	78	24	-24	-72			
	Utilization						35%	48%	56%	63%	71%	76%	87%	96%	104%	112%			
Notre Dame with part St Mary and part St Vincent de Paul	OTG Capacity	247	247	247	247	247	247	247	247	247	247	247	247	247	247	247	247	247	No Renovation / Addition Needed
	Enrolment (ADE)	210	205	197	257	247	235	237	230	225	227	227	230	232	232	232	235		
	Available Space	37	42	50	10	0	12	10	17	22	20	20	17	15	15	15	12		
	Utilization	85%	83%	80%	104%	100%	95%	96%	93%	93%	91%	92%	92%	93%	94%	94%	95%		
Our Lady of Mount Carmel with St Thomas More 2011 3 classroom addition & renovations (no added capacity)	OTG Capacity	460	460	460	460	460	460	460	460	460	460	460	460	460	460	460	460	460	\$4 million including upgrades
	Enrolment (ADE)	293	286	282	284	448	447	456	460	460	460	460	460	460	460	460	460	460	
	Available Space	167	174	178	176	12	13	4	0	0	0	0	0	0	0	0	0	0	
	Utilization	64%	62%	61%	102%	97%	97%	99%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	
Sacred Heart 11 classroom addition 2015	OTG Capacity	296	296	296	296	296	296	296	296	549	549	549	549	549	549	549	549	549	\$4.2 million
	Enrolment (ADE)	300	303	306	335	340	357	373	390	417	439	461	483	505	527	549	565		
	Available Space	-4	-7	-10	39	-44	-61	-77	-94	132	110	88	66	44	22	0	-16		
	Utilization	101%	102%	103%	113%	115%	121%	126%	132%	76%	80%	84%	88%	92%	96%	100%	103%		
St Gabriel Lallement	OTG Capacity	270	270	270	270	270	270	270	270	270	270	270	270	270	270	270	270	270	
	Enrolment (ADE)	215	202	189	197	192	192	189	192	197	197	200	203	208	211	216	219		
	Available Space	55	68	81	73	78	78	81	78	73	73	70	68	62	59	54	51		
	Utilization	80%	75%	70%	73%	71%	71%	70%	71%	73%	73%	74%	75%	77%	78%	80%	81%		
St Mary with part St Joseph and some enrolment to Notre Dame 2010	OTG Capacity	224	224	224	224	224	224	224	224	224	224	224	224	224	224	224	224	224	No Renovation / Addition Needed
	Enrolment (ADE)	182	174	171	197	197	199	199	206	213	215	215	215	215	215	217	217		
	Available Space	42	50	53	27	27	25	25	18	11	9	9	9	9	9	7	7		
	Utilization	81%	78%	76%	88%	88%	89%	89%	92%	95%	96%	96%	96%	96%	96%	97%	97%		
St Patrick with part St Joseph from 2010	OTG Capacity	270	270	270	270	270	270	270	270	270	270	270	270	270	270	270	270	270	No Renovation / Addition Needed
	Enrolment (ADE)	198	197	197	235	240	240	243	246	251	243	246	246	246	248	248	248		
	Available Space	72	73	73	35	30	30	27	24	19	27	24	24	24	22	22	22		
	Utilization	73%	73%	73%	87%	89%	89%	90%	91%	93%	90%	91%	91%	91%	92%	92%	92%		
St Vincent de Paul with boundary reduction and 5 classroom addition 2010	OTG Capacity	385	385	385	500	500	500	500	500	500	500	500	500	500	500	500	500	500	\$1.9 million PCS Funding Approved
	Enrolment (ADE)	442	448	458	475	480	460	495	505	505	515	510	510	510	515	515	515		
	Available Space	-57	-63	-73	25	20	20	5	-5	-5	-15	-10	-10	-10	-15	-15	-15		
	Utilization	115%	116%	119%	95%	96%	96%	99%	101%	101%	103%	102%	102%	102%	103%	103%	103%		

Total OTG Capacity	4186	4186	4186	4146	3783	3783	4383	4383	4636	4636	4636	4636	4636	4636	4636	4636	4636	
Total Enrolment (ADE)	1566	3513	3482	3719	3736	3722	3770	3886	3951	4011	4103	4191	4285	4388	4478	4563		
Total Capacity - Total Enrolment	620	673	704	427	47	61	613	497	585	625	533	445	352	248	158	73		
Average Utilization	85%	84%	83%	90%	99%	98%	86%	89%	85%	87%	81%	90%	92%	95%	97%	98%		

**NIAGARA FALLS ELEMENTARY SCHOOL STAFF RECOMMENDED
BOUNDARY MAP PHASE 1
APPENDIX K**



**NIAGARA FALLS ELEMENTARY SCHOOL STAFF RECOMMENDED
BOUNDARY MAP PHASE 2
APPENDIX L**



TO: Niagara Catholic District School Board
Committee of the Whole
Public Session
December 2, 2008

TOPIC: STUDENT SUPPORT SERVICES "SHARING PROMISING PRACTICES"
A RESOURCE GUIDE: KINDERGARTEN TO GRADE 4

The report on the
Student Support Services "Sharing Promising Practices"
A Resource Guide: Kindergarten to Grade 4
is presented for information.

Prepared by: Lee Ann Forsyth-Sells, Superintendent of Education
Marcel Jacques, Program Officer - Student Support Services

Presented by: Lee Ann Forsyth-Sells, Superintendent of Education
Marcel Jacques, Program Officer - Student Support Services

Approved by: John Crocco, Director of Education

Date: December 2, 2008



**REPORT TO THE
COMMITTEE OF THE WHOLE
TUESDAY, DECEMBER 2, 2008**

**STUDENT SUPPORT SERVICES
“SHARING PROMISING PRACTICES”
A RESOURCE GUIDE: KINDERGARTEN TO GRADE 4**

BACKGROUND INFORMATION

Student Support Services is pleased to present the resource guide “Sharing Promising Practices” A Resource Guide: Kindergarten to Grade 4 which has resulted from the Ontario Psychological Association OPA Student Assessment Project.

The purpose of the resource guide is to provide to Ontario School boards the lesson learned from the OPA projects, to complement current Ministry of Education curricular documents and resources, and to provide specific strategies to enhance the connection between assessment and classroom teaching strategies for students with diverse strengths and learning needs.

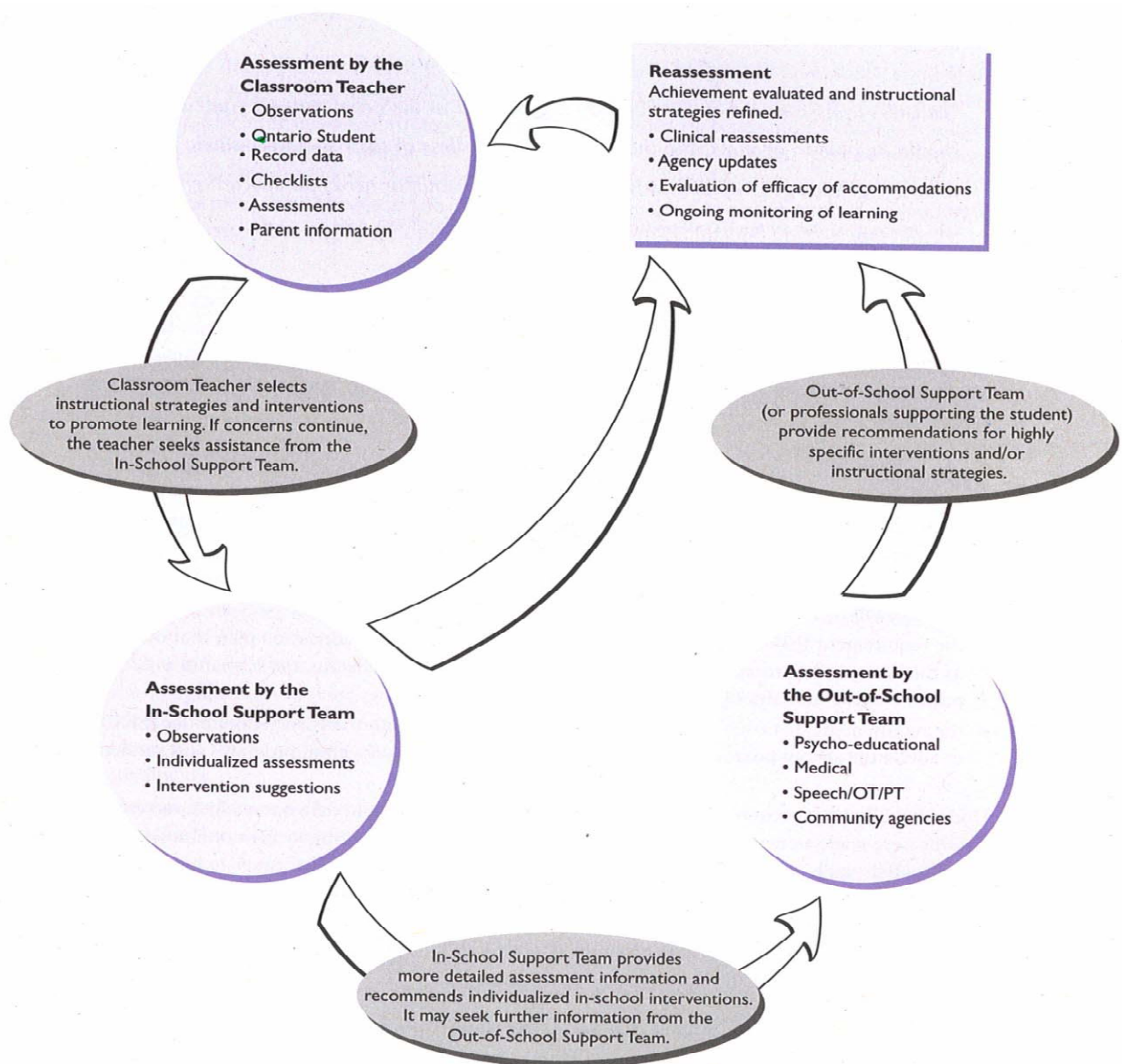
Some of the key promising practices that have emerged from the OPA projects are:

- An increase in the quality of pre-referral interventions provided for students encountering difficulties in learning during the early primary grades leads to a decrease in the number of requests for formal assessment of these children by the professional services staff.
- A strengthening of the relationship between the professional services staff and the school-based staff, particularly the classroom teachers, leads to an increase in the sharing of knowledge and makes it more likely that the programming recommendations that follow assessments are directly tied to classroom practice.
- The provision by professional services staff and the special education staff of teacher capacity-building workshops that focus on assessment data and differentiated instruction increases the confidence of teachers to work effectively with all students.
- The collection of assessment data in Kindergarten provides a basis for early intervention strategies that, when implemented effectively, increase student achievement in literacy and numeracy.
- The systematic integration of curriculum and special education initiatives through the collaborative planning of system staff leads to a more seamless delivery of instruction at the school level, a more effective use of system resources to support struggling learners and an increased likelihood that best practices will be sustained.

The four OPA project objectives were designed to:

- Reduce wait times for students in Junior Kindergarten to Grade 4 requiring professional assessments.
- Enhance teacher capacity to provide effective programming for students provided with professional assessments.
- Improve literacy and numeracy for students provided with professional assessments.
- Sustain assessment process improvements for the long term.

The Continuous Assessment Process that has been implemented by Student Support Services is an on-going activity supporting students by employing instructional strategies that will address their learning strengths and needs.



The resource guide includes discussions about “Assessment within Special Education”, “Assessment and Instruction”, “Planning for Children with Special Needs”, “The Critical Findings of the OPA Student Assessment Project”, “Effecting Change”, “Promising Practices” and resources and references.

The Niagara Catholic District School Board’s project is profiled on page 108 describing the focus on early intervention with Speech Language and Psycho- educational assessments, with a reduction in wait-time for these assessments.

This resource guide will be provided to Principals/Vice-Principals in all elementary schools, to the SEAC members, and Student Support Services’ staff.

A review of the guide will occur at a future Director’s Meeting and Educational Resource Teachers’ meeting.

**The report on Student Support Services “Sharing Promising Practices”
A Resource Guide: Kindergarten to Grade 4 is presented for information.**

PREPARED BY: Lee Ann Forsyth-Sells, Superintendent of Education
Marcel Jacques, Program Officer - Student Support Services

PRESENTED BY: Lee Ann Forsyth- Sells, Superintendent of Education
Marcel Jacques, Program Officer - Student Support Services

APPROVED BY: John Crocco, Director of Education

DATE: December 2, 2008

TO: Niagara Catholic District School Board
Committee of the Whole
Public Session
December 2, 2008

TOPIC: COLLABORATIVE INQUIRY FOR LEARNING MATHEMATICS

The report on
Collaborative Inquiry for Learning Mathematics
is presented for information.

Prepared by: Frank Iannantuono, Superintendent of Education
Christine Graham, Program Officer: Curriculum

Presented by: Frank Iannantuono, Superintendent of Education
Christine Graham, Program Officer: Curriculum
Sheri Bassett, Junior Program Consultant

Approved by: John Crocco, Director of Education

Date: December 2, 2008



**REPORT TO THE
COMMITTEE OF THE WHOLE
TUESDAY, DECEMBER 2, 2008**

COLLABORATIVE INQUIRY FOR LEARNING MATHEMATICS

BACKGROUND INFORMATION

The Literacy and Numeracy Secretariat has developed a study entitled:

COLLABORATIVE INQUIRY FOR LEARNING: A Study of Building Capacity and Leadership in Mathematics (K to 6).

The purpose of this study is to develop regional capacity and leadership in mathematics education. More specifically, the purpose is to refine and examine a professional learning design and implementation framework, in terms of the ways it engages a diverse community of learners (e.g., students, teachers, administrators, numeracy leaders) in learning mathematics for teaching within both a school-based Professional Catholic Learning Community and a professional learning network. This framework is intended to be scaleable and useable across Ontario school boards.

The inquiry is linked closely to the School Effectiveness Framework (SEF) indicators and data (e.g., school self-assessment) and student achievement data (e.g., EQAO, classroom assessments) which has been collected by the participating boards.

Through job embedded professional learning the participants will:

- identify mathematics content and instructional knowledge that can be implicated in raising the bar and closing the gap on student achievement in mathematics, within their school/board contexts
- develop and implement principal leadership strategies that support learning and improvement in mathematics instruction
- develop and implement lateral capacity building strategies that develop self-generative PCLC's within schools and professional learning networks among schools and regions and a framework that other boards can use
- develop and implement strategies for supporting professional learning networks among teachers, Principals, Vice-Principals, and Superintendents within and between schools and boards.

For the province of Ontario only 12 school boards and a total of 210 participants will experience the intensive process. Niagara Catholic will share the experience with our coterminous Board.

The participating schools from Niagara Catholic are as follows:

St. Denis Catholic School	Gr. 4/5, Gr. 5, Gr. 6
St. Mary Catholic School (W)	Gr. 4/5, Gr. 5
St. Gabriel Lalemant Catholic School	Gr. 5, Gr. 6

Clearly, the teacher plays a pivotal role in shaping the mathematics learning environment. By providing the participants of St. Denis, St. Gabriel Lalemant and St. Mary Catholic Elementary Schools with a framework for professional interaction, the educators can be guided effectively towards working as a Professional Catholic Learning Community, in which sharing mathematical understanding will lead to higher levels of student achievement.

The report on Collaborative Inquiry for Learning Mathematics is presented for information.

PREPARED BY: Frank Iannantuono, Superintendent of Education
Christine Graham, Program Officer: Curriculum

PRESENTED BY: Frank Iannantuono, Superintendent of Education
Christine Graham, Program Officer: Curriculum
Sheri Bassett, Junior Program Consultant

APPROVED BY: John Crocco, Director of Education

DATE: December 2, 2008

TO: Niagara Catholic District School Board
Committee of the Whole
Public Session
December 2, 2008

TOPIC: LEADING STUDENT ACHIEVEMENT INITIATIVE 2008-2009

The report on the
Leading Student Achievement Initiative 2008-2009
is presented for information.

Prepared by: Yolanda Baldasaro, Superintendent of Education
Robert DiPersio, Administrator of Special Projects

Presented by: Yolanda Baldasaro, Superintendent of Education
Robert DiPersio, Administrator of Special Projects

Approved by: John Crocco, Director of Education

Date: December 2, 2008



**REPORT TO THE
COMMITTEE OF THE WHOLE
TUESDAY, DECEMBER 2, 2008**

LEADING STUDENT ACHIEVEMENT INITIATIVE 2008-2009

BACKGROUND INFORMATION

The Leading Student Achievement (LSA) initiative is based on an innovative tri-level approach involving board/district leaders, principal team leaders and principal learning team members. Provincially, the initiative is supported by Catholic Principals Council of Ontario (CPCO) and the Literacy and Numeracy Secretariat. The purpose of the LSA is to provide support to school leaders as they:

- improve literacy and numeracy achievement for students in the primary and junior grades;
- work in principal learning teams to improve instructional leadership;
- build professional learning communities in their schools and across their districts;
- use evidence-based inquiry to inform instructional practice;
- share successful strategies that can be implemented across the province;
- develop teaching-learning networks at local, district and provincial levels;
- contribute to educational research rooted in the Ontario context.

As part of the LSA Initiative, Niagara Catholic participates in the London Region Teaching Learning Network as an opportunity to implement the “Teaching-Learning Critical Pathway” (TLCP) cycle for student learning. Currently, five Niagara Catholic Elementary Schools are participating in the TLCP program through Principal-Teacher teams. These schools are: St. Therese, St. Mark, Sacred Heart, St. James, and St. Ann (St. Catharines) Catholic Elementary Schools. As part of the TLCP, the Principal-Teacher teams attended TLCP workshop sessions in London and Toronto.

**The Report on the Leading Student Achievement Initiative for the 2008-2009 School Year
is presented for information.**

Prepared by: Yolanda Baldasaro, Superintendent of Education
Robert DiPersio, Administrator of Special Projects

Presented by: Yolanda Baldasaro, Superintendent of Education
Robert DiPersio, Administrator of Special Projects

Approved by: John Crocco, Director of Education

Date: December 2, 2008

TO: Niagara Catholic District School Board
Committee of the Whole
Public Session
December 2, 2008

TOPIC: POLICY DEVELOPMENT UPDATE

The Policy Development Update
is presented for information.

Prepared by: John Crocco, Director of Education
Presented by: John Crocco, Director of Education
Date: December 2, 2008



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

**REPORT TO THE
COMMITTEE OF THE WHOLE
TUESDAY, DECEMBER 2, 2008**

POLICY DEVELOPMENT UPDATE

BACKGROUND INFORMATION

The Report on Policy Development Update for the month of December 2008 is submitted for the information of trustees.

A copy of the Policy and Administrative Guidelines - Policy on Formulation of Policy (APPENDIX A) is included for ease of reference.

POLICIES BEING DEVELOPED	DUE DATE		APPENDIX
	<i>CW</i>	<i>BOARD</i>	
1. Self-Identification of Aboriginal Students Policy	Spring 2009	Spring 2009	B
2. Conflict of Interest for Employees Policy	February 2009	February 2009	C
3. Code of Conduct - Trustees Policy	February 2009	February 2009	D
POLICIES BEING REVIEWED/AMENDED			
Nil			
POLICIES BEING PRESENTED TO THE COMMITTEE OF THE WHOLE DECEMBER 2, 2008			
Nil			

Trustees are reminded that the Policies are published on the Board's website www.niagaracatholic.ca.

The Policy Development Update is presented for information.

Prepared by: John Crocco, Director of Education

Presented by: John Crocco, Director of Education

Date: December 2, 2008



THE FORMULATION OF POLICY

Policy #: 100.5

STATEMENT OF POLICY

The Niagara Catholic District School Board, in order to fulfill its duties and responsibilities, reserves to itself the function of establishing guides for the discretionary action of those to whom it delegates authority. These guides for action will constitute the policies governing the operation of the school system and the internal operations of the Board. The policies pertaining to the internal operations of the Board shall be called bylaws.

The Director of Education, as C.E.O., is accountable to the Board for the implementation of policy and shall issue Administrative Guidelines in support of policy.

The policies of the Board shall be congruent with and supportive of the Mission Statement of the Board.

The process of establishing and reviewing policy will include timely consultation with individuals and groups as deemed appropriate to a particular policy.

The policy shall be based on and supportive of the Catholic Mission Statement of the Board.

ADMINISTRATIVE GUIDELINES

The development and review of all policies shall be initiated by the Board, the Director of Education or Administrative Council.

Prior to the development of draft policy or the revision of current policies, a statement outlining the intent of the proposed policy, as well as the proposed distribution for vetting of the draft policy, will be provided to the Committee of the Whole for Information.

The Director of Education may delegate the development or revision of policy statements to appropriate staff.

The policy draft will be reviewed by Administrative Council, and if the Director deems appropriate, it will be vetted to various stakeholder groups. The vetting process will begin with Trustees who will receive the draft guidelines at least 7 days before the general vetting begins.

Following Administrative Council approval and appropriate vetting to stakeholder groups, the draft policy will be presented to the Policy Committee for recommendation to the Committee of the Whole.

The Board, at a subsequent meeting, will receive a recommendation from the Committee of the Whole regarding the adoption of the policy.

The Director of Education will issue Administrative Guidelines if necessary in support of the policy, and will distribute the policy to the system.

VETTING

A draft policy may be vetted with all or any of the following individuals or groups:

Trustees	O.E.C.T.A. Occasionals	Regional Catholic School Councils
Director of Education	C.U.P.E.	Special Education Advisory Committee
Superintendents	Managers'/Supervisors' Group	The Bishop
Principals/Vice-Principals	Student Services	Pastors
Curriculum Support Staff	Principals'/Vice-Principals' Association	Board Solicitor
O.E.C.T.A. Elementary	Non-Unionized Staff	Student Senate
O.E.C.T.A. Secondary	Catholic School Council Chairs	Others

Policy Issued:	October 27, 1998
Guidelines Issued:	October 27, 1998
Guidelines Revised:	June 26, 2001, September 19, 2001



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

POLICY DEVELOPMENT UPDATE

For the Month of December 2008

NEW

STEP 1 - NOTIFICATION OF INTENT TO COMMITTEE OF THE WHOLE

Name of Policy	<i>SELF-IDENTIFICATION OF ABORIGINAL STUDENTS POLICY</i>	Policy # N/A	Initiated By	
Intent of Policy		Issued N/A	Board	<input type="checkbox"/>
		Revised N/A	Director	<input type="checkbox"/>
			Admin. Council	<input checked="" type="checkbox"/>

Distribution of Vetting

Trustees	<input checked="" type="checkbox"/>	OECTA Occasionals	<input checked="" type="checkbox"/>	Regional Catholic School Coun.	<input checked="" type="checkbox"/>
Director	<input checked="" type="checkbox"/>	CUPE	<input type="checkbox"/>	S.E.A.C.	<input checked="" type="checkbox"/>
Superintendents	<input checked="" type="checkbox"/>	Managers/Supervisors	<input type="checkbox"/>	Bishop	<input checked="" type="checkbox"/>
Principals/V-Principals	<input checked="" type="checkbox"/>	Student Services	<input checked="" type="checkbox"/>	Pastors	<input checked="" type="checkbox"/>
Curriculum Support Staff	<input checked="" type="checkbox"/>	Principals/V. Principals Assoc.	<input checked="" type="checkbox"/>	Board Solicitor	<input checked="" type="checkbox"/>
OECTA Elementary	<input checked="" type="checkbox"/>	Non-Unionized Staff	<input type="checkbox"/>	Student Senate	<input checked="" type="checkbox"/>
OECTA Secondary	<input checked="" type="checkbox"/>	Catholic School Council Chairs	<input checked="" type="checkbox"/>	Others	<input checked="" type="checkbox"/>

Resource: Yolanda Baldasaro, Superintendent	Date of Notification to Committee of the Whole	Spring 2009
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STEP 2 - DRAFT POLICY REVIEW

Administrative Council	Date Draft Policy Reviewed	TBD
Trustees	Date Draft Policy Sent to Trustees	TBD
	Date Draft Policy Due From Trustees	TBD
Stakeholders	Date Draft Policy Reviewed	TBD
Policy Committee	Date Draft Policy Reviewed	TBD
Committee of the Whole	Date Draft Policy Reviewed	TBD
Board	Date Policy Approved	TBD

} 7 Days

COMMENTS

STATUS OF POLICY GUIDELINES (For Information - Issued by Director)



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

POLICY DEVELOPMENT UPDATE

For the Month of December 2008

NEW

STEP 1 - NOTIFICATION OF INTENT TO COMMITTEE OF THE WHOLE

Name of Policy	CONFLICT OF INTEREST FOR EMPLOYEES POLICY	Policy #	N/A	Initiated By	
Intent of Policy		Issued	N/A	Board	<input checked="" type="checkbox"/>
		Revised	N/A	Director	<input type="checkbox"/>
				Admin. Council	<input type="checkbox"/>

Distribution of Vetting					
Trustees	<input checked="" type="checkbox"/>	OECTA Occasionals	<input checked="" type="checkbox"/>	Regional Catholic School Coun.	<input checked="" type="checkbox"/>
Director	<input checked="" type="checkbox"/>	CUPE	<input checked="" type="checkbox"/>	S.E.A.C.	<input type="checkbox"/>
Superintendents	<input checked="" type="checkbox"/>	Managers/Supervisors	<input checked="" type="checkbox"/>	Bishop	<input checked="" type="checkbox"/>
Principals/V-Principals	<input checked="" type="checkbox"/>	Student Services	<input checked="" type="checkbox"/>	Pastors	<input checked="" type="checkbox"/>
Curriculum Support Staff	<input checked="" type="checkbox"/>	Principals/V. Principals Assoc.	<input checked="" type="checkbox"/>	Board Solicitor	<input checked="" type="checkbox"/>
OECTA Elementary	<input checked="" type="checkbox"/>	Non-Unionized Staff	<input checked="" type="checkbox"/>	Student Senate	<input checked="" type="checkbox"/>
OECTA Secondary	<input checked="" type="checkbox"/>	Catholic School Council Chairs	<input checked="" type="checkbox"/>	Others	<input checked="" type="checkbox"/>

Resource: John Crocco, Director of Education	Date of Notification to Committee of the Whole	February 2009
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STEP 2 - DRAFT POLICY REVIEW

Administrative Council	Date Draft Policy Reviewed	TBD
Trustees	Date Draft Policy Sent to Trustees	TBD
	Date Draft Policy Due From Trustees	TBD
Stakeholders	Date Draft Policy Reviewed	TBD
Policy Committee	Date Draft Policy Reviewed	February 2009
Committee of the Whole	Date Draft Policy Reviewed	TBD
Board	Date Policy Approved	TBD

} 7 Days

COMMENTS

At the September 9, 2008 Committee of the Whole Meeting, the following motions was passed:
 "THAT the Committee of the Whole refer the Conflict of Interest for Employees Policy back to staff for further study."

STATUS OF POLICY GUIDELINES (For Information - Issued by Director)

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NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

POLICY DEVELOPMENT UPDATE

For the Month of December 2008

NEW

STEP 1 - NOTIFICATION OF INTENT TO COMMITTEE OF THE WHOLE

Name of Policy	CODE OF CONDUCT - TRUSTEES POLICY	Policy #	N/A	Initiated By	
Intent of Policy		Issued	N/A	Board	
		Revised	N/A	Director	✓
				Admin. Council	

Distribution of Vetting

Trustees	<input checked="" type="checkbox"/>	OECTA Occasionals	<input checked="" type="checkbox"/>	Regional Catholic School Council	<input checked="" type="checkbox"/>
Director	<input checked="" type="checkbox"/>	CUPE	<input checked="" type="checkbox"/>	S.E.A.C.	<input checked="" type="checkbox"/>
Superintendents	<input checked="" type="checkbox"/>	Managers/Supervisors	<input checked="" type="checkbox"/>	Bishop	<input checked="" type="checkbox"/>
Principals/V-Principals	<input checked="" type="checkbox"/>	Student Services	<input checked="" type="checkbox"/>	Pastors	<input checked="" type="checkbox"/>
Curriculum Support Staff	<input checked="" type="checkbox"/>	Principals/V. Principals Assoc.	<input checked="" type="checkbox"/>	Board Solicitor	<input checked="" type="checkbox"/>
OECTA Elementary	<input checked="" type="checkbox"/>	Non-Unionized Staff	<input checked="" type="checkbox"/>	Student Senate	<input checked="" type="checkbox"/>
OECTA Secondary	<input checked="" type="checkbox"/>	Catholic School Council Chairs	<input checked="" type="checkbox"/>	Others	<input checked="" type="checkbox"/>

Resource: John Crocco, Director of Education	Date of Notification to Committee of the Whole	February 2009
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STEP 2 - DRAFT POLICY REVIEW

Administrative Council	Date Draft Policy Reviewed	TBD
Trustees	Date Draft Policy Sent to Trustees	TBD
	Date Draft Policy Due From Trustees	TBD
Stakeholders	Date Draft Policy Reviewed	TBD
Policy Committee	Date Draft Policy Reviewed	February 2009
Committee of the Whole	Date Draft Policy Reviewed	TBD
Board	Date Policy Approved	TBD

} 7 Days

COMMENTS

At the September 9, 2008 Committee of the Whole Meeting, the following motion was passed:
 "THAT the Committee of the Whole refer the Code of Conduct for Trustees Policy back to staff for review and rewording."

STATUS OF POLICY GUIDELINES (For Information - Issued by Director)

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TO: Niagara Catholic District School Board
Committee of the Whole
Public Session
December 2, 2008

TOPIC: TRUSTEE INFORMATION
SPOTLIGHT ON NIAGARA CATHOLIC - NOVEMBER 25, 2008

TO: Niagara Catholic District School Board
Committee of the Whole
Public Session
December 2, 2008

TOPIC: TRUSTEE INFORMATION
OCSTA 79TH ANNUAL GENERAL MEETING AND CONFERENCE



Ontario Catholic School
Trustees' Association

OCSTA 79th Annual General Meeting & Conference

Catholic Education: Good News for All

May 7 to 9, 2009
Doubletree by Hilton – Toronto Airport

Opening Keynote Speaker:

Fr. Ronald J. Nuzzi, Ph.D
*Director, Catholic Leadership Program
Alliance for Catholic Education
University of Notre Dame*

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Dates to Remember

Deadline Date	Action
January 30, 2009	Deadline for Trustee Award of Merit nominations.
January 30, 2009	Resolutions must be received by OCSTA.
March 13, 2009	<p>Deadline for full refund of registration fees.</p> <p>The deadline date for full refund of conference registration fees, due to cancellation, is March 13, 2009. A 25% administrative charge will apply to each cancelled registration received after March 13, 2009 and before April 3, 2009. Cancellation requests received after April 3, 2009 and before the close of business on April 17, 2009 will be subject to a 50% administrative charge. No refund will be available for cancellations received after April 17, 2009; however, substitutions will be accepted. Confirmed registrants who do not attend the event are responsible for the full registration fee.</p>
March 13, 2009	Deadline for 'Early Bird' registration discount (full payment must be received in the OCSTA office by this date).
April 9, 2009 10:00 a.m.	<p>Deadline for nominations for:</p> <ul style="list-style-type: none"> • Regional Directors, OCSTA Board of Directors <p><i>Provided</i> however that if no nominations for positions of OCSTA Regional Directors are received at the Corporation Head Office within the time so limited, nominations shall remain open until, but not later than, two hours and fifteen minutes prior to the time fixed in the Notice of Meeting for the call to order of the first plenary session at the Annual Meeting.</p>
April 17, 2009	Deadline for full refund of Spousal Meal Plan, due to cancellation.
April 17, 2009	Hotel rooms held in the OCSTA block will be released to the public.
May 6, 2009 10:00 a.m.	Deadline for receipt of Proxy Forms in OCSTA office.
May 8, 2009 10:00 a.m.	All proxy badges must be obtained from staff at the OCSTA Registration Desk. Proxies not collected by 10:00 a.m. on Friday, May 8, 2009 will be deemed invalid.

Delegate Registration Information

Conference Registration Fees

Early Bird Fee (until March 13, 2009)
\$495.00 + \$24.75 GST (\$519.75)

Regular Fee (after March 13, 2009)
\$525.00 + \$26.25 GST (\$551.25)

Student Trustee Fee
\$350.00 + \$17.50 GST (\$367.50)

Registration fees include admission to all sessions, receptions and meals, including Conference Breakfasts, the AGM Luncheon and the Annual Dinner.

Registration

Please complete the attached registration form (print quantity required) and return with full payment (cheques only) to:

Jane Ponte
OCSTA
1804 – 20 Eglinton Avenue West
P.O. Box 2064
Toronto, ON M4R 1K8

Please make cheques payable to OCSTA.

Note: There is no cost for attending business sessions only. However, individuals must register before **April 17, 2009**, so that identification badges may be prepared.

Registration Desk

The Registration Desk will be located in the Plaza Lobby of the Doubletree by Hilton – Toronto Airport for the duration of the Conference. OCSTA Staff will be available to welcome and assist delegates. The Plaza Lobby is located at the South end of the hotel on the second floor.

Name Badges

Name badges will be used to admit delegates to all AGM & Conference functions. Therefore, delegates are asked to wear name badges at all times.

Conference Kits

Conference kits contain information about the conference and business sessions and will be distributed to delegates as they register. The kit will include:

- Conference program
- Resolutions package
- List of delegates
- Copy of auditor's report
- Other material as appropriate.

Cancellations

The deadline date for full refund of conference registration fees, due to cancellation, is **March 13, 2009**. A 25% administrative charge will apply to each cancelled registration received after **March 13, 2009** and before **April 3, 2009**.

Cancellation requests received after **April 3, 2009** and before the close of business on **April 17, 2009** will be subject to a 50% administrative charge. No refund will be available for cancellations received after **April 17, 2009**; however, substitutions will be accepted. Confirmed registrants who do not attend the event are responsible for the full registration fee.

Notice of cancellation must be submitted in writing to Jane Ponte either by email: jponte@ocsta.on.ca or by fax 416-932-9459 within the timelines.

Hotel Registration

Room Rates

The Doubletree by Hilton – Toronto Airport has set aside a block of rooms for Conference delegates and guests starting at the special discounted rates of:

- \$128.00/night

Boards are asked to make room reservations directly with the hotel by calling 1-800-222-8733 or on-line at [Hotel Registration](#). Be sure to mention “OCSTA” when booking to secure the group discount rate.

Rooms must be booked by April 17, 2009.

After this date the special rate will be provided on the basis of availability.

Meals and Receptions

May 7 to 9, 2009

Following is a summary of the meals and receptions planned for OCSTA’s 79th AGM & Conference. Meeting session details will be included in the official conference program.

Receptions

Our Conference receptions provide wonderful opportunities to meet other trustees and Catholic colleagues from across the province. There will be two receptions held during the conference.

May 7

Delegate Mixer: 4:00 p.m. – 5:30 p.m.

Opening Reception: 8:30 p.m. *immediately following the Keynote Presentation.*

May 8

Annual Dinner Reception: 6:00 p.m.

Meals

The full registration fee for delegates covers the cost of all meals offered during the OCSTA AGM & Conference.

Note: Breakfasts are open to all guests accompanying delegates who have purchased the spousal meal plan.

May 8

Breakfast: 7:30 a.m.

Delegate Luncheon: 12:00 p.m.

Annual Dinner: 7:00 p.m.

May 9

Breakfast: 8:00 a.m.

Lunch: 12:30 p.m.

If you have special meal requirements, please contact Margaret Binns, OCSTA Office Administrator, at 416-932-9460 ext. 228, no later than April 24, 2009

Eucharistic Celebration

The Eucharistic Celebration will be held on Friday, May 8th at 4:45 p.m. at the Doubletree by Hilton – Toronto Airport. The Most Rev. Thomas Collins, Archbishop of Toronto will preside.

Nominations and Elections

General Information

Nominations are open for the following:

- **OCSTA Regional Directors**

Nomination forms are attached and additional copies may be produced locally as required. The deadline date for nominations is **10:00 a.m. on April 9, 2009** – i.e. all nominations must be received by Jane Ponte in the OCSTA office.

A list of all nominations received in the OCSTA office by **April 9, 2009** will be distributed to all member boards no later than **April 14, 2009**.

Provided however that if no nominations for the positions of OCSTA Regional Directors are received at the Corporation Head Office within the time so limited, nominations shall remain open until but not later than two hours and fifteen minutes prior to the time fixed in the Notice of Meeting for the call to order of the first plenary session at the Annual Meeting.

Voters' List

All trustees are deemed to be Trustee Members of the Association and are eligible to vote.

A list of Trustee Members in each Region, based on existing records, will be emailed separately to all boards. Boards will be asked to verify the information and advise OCSTA of any changes by **March 27, 2009**.

Proxy Votes

Trustee Members who cannot attend the Annual Meeting may appoint a proxy to vote on their behalf. We have outlined below some rules governing the appointment of proxies.

NOTE: No appointment as proxy shall entitle any individual to vote at any meeting of the Members unless the appointment:

- a. is in writing in the appropriate form set out herein;
- b. has been completed in all respects;
- c. has been witnessed by a Roman Catholic who has attained the age of eighteen years and who has completed the Declaration of Witness;
- d. has been delivered to the Head Office of the Corporation no later than 48 hours, excluding Saturdays and Holidays, before the meeting of the Members is scheduled to commence; and
- e. the individual has registered as proxy with the Registration Desk no later than **10:00 a.m.** on the day the meeting of the Members is to commence.

A proxy form is included in this package. Additional forms may be reproduced locally as required.

Business Sessions

Resolutions

The resolutions process provides member boards with the opportunity to bring important issues, which have provincial implications, to the attention of all trustees in the province. The deadline date for resolutions in the OCSTA office is **January 30, 2009**.

Generally, voting at business sessions will be by a show of hands. Delegates carrying proxies must have and show a valid proxy badge. In the event that a recorded vote is needed, ballots will be distributed.

Business Sessions consist of

- Nominations report
- President's address
- Introduction of and address by candidates

- Presentation of Audited Financial Statements
- Resolutions session(s)
- Report of the returning officer re: Election(s)

Times and details of all sessions will be included in the official conference program.

Note: There is no cost for attending business sessions only. However, individuals must register before **April 17, 2009**, so that identification badges may be prepared.

Plenaries and Workshops

Details of plenaries and workshops will be included in the official conference program.

Spousal Activities

The Doubletree by Hilton – Toronto Airport is located within driving distance to the following leisure destinations

- **Woodbine Entertainment** venue featuring horse racing and slot machines (5 minutes).
- **Woodbine Shopping Centre** (5 minutes).
- **Vaughan Mills Shopping Mall** (20 minutes).
Vaughan Mills combines outlets & brand-name retailers in a dynamic environment including theme restaurants and live entertainment, redefining the 'shopping' experience. Anchor stores and attractions include Bass Pro Shops Outdoor World, Tommy Hilfiger Outlet, designer Depot, Lucky Strike Lanes, and NASCAR Speed Park.
- **The Stage West Dinner Theatre** (10 minutes).

The Producers will be playing from April 23 to July 5, 2009. Prices range from \$54.87 to \$87.64 for a lunch/dinner and show (taxes included, beverages & gratuities extra). For schedule

and reservation information, please contact the theatre directly.

Address: 5400 Dixie Road, Mississauga
Tel: (905) 238-0042
Toll Free: 1-800-263-0684
Email: boxoffice@stagewest.com
Web: www.stagewest.com

Spousal Meal Plan

The cost for the spousal meal plan is \$95.00 – (\$90.48 + \$4.52 GST). This plan includes, breakfast and dinner on Friday, May 8th and breakfast on Saturday, May 9th.

Spousal Cancellation Policy

The deadline date for full refund of the Spousal Meal Plan due to cancellation is **April 17, 2009**.

Preliminary Program

Thursday, May 7, 2009

- 4:00 p.m. – 5:30 p.m. *Delegate Mixer (refreshments & hors d'oeuvres)*
- 4:00 p.m. – 6:45 p.m. Registration
- 7:00 p.m. Opening Liturgy – Ballroom
- 7:20 p.m. Opening Remarks, Special Acknowledgments - Ballroom
- 7:30 p.m. Keynote Address
Fr. Ronald J. Nuzzi, Ph.D
Executive Director, Alliance for Catholic Education (ACE)
Leadership Program
University of Notre Dame
- 8:30 p.m. (to 10:00 p.m.) **Networking** Reception – Hosted Bar

Friday, May 8, 2009

- 7:30 a.m. Registration - Salon B
Buffet Breakfast (Delegates & Families)
- 8:45 a.m. Morning Praise, Opening Remarks
- 9:00 a.m. President's Address
Financial Report
- 9:30 a.m. Nominations Report & Introduction of Candidates

Break
- 10:00 a.m. Resolutions Session

Student Trustee Workshop (10:00 a.m. – 11:30 a.m.)
- 11:15 a.m. Lou Rocha, Friends and Advocates for Catholic Education
Project Manager
- 12:00 p.m. Lunch

Elections
- 1:15 p.m. Regional Meetings:
 - *President addresses plenary*
 - *Delegates then move to breakout sessions according to regions*

2:15 p.m.	Kevin Feehan, LL.B - How Catholic Education Rights Have Shaped the History of Canada (invited)
3:15 p.m.	Report of the Returning Officer
3:30 p.m.	Adjournment
4:45 p.m.	Mass (to be held at the Doubletree by Hilton – Toronto Airport)
6:00 p.m.	Reception
7:00 p.m.	Annual Dinner and Awards Ceremony

Saturday, May 9, 2009

8:00 a.m.	Buffet Breakfast (Delegates & Families)
9:00 a.m.	Morning Praise
9:15 a.m.	Morning Plenary – Speaker (To be Announced)
10:15 a.m.	BREAK
10:30 a.m.	Breakout Session – Concurrent Workshops (4) Working Topics: (To be Confirmed) <ul style="list-style-type: none"> ▪ <i>Technology in Today's Schools;</i> ▪ <i>Governance;</i> ▪ <i>Parent Engagement;</i> ▪ <i>Addressing the needs of Students with Autism</i>
11:45 a.m.	Minister of Education, The Honourable Kathleen Wynne (Invited)
12:30 p.m.	Lunch
1:30 p.m.	Media Personality (To be Confirmed)
2:30 p.m.	Adjournment



Ontario Catholic School
Trustees' Association

Registration Form

OCSTA 79th AGM & Conference – May 7 to 9, 2009

Extra copies may be printed as required

<u>Name</u>	<u>Board</u>
<u>Title</u>	<u>Name of Spouse</u>
<input type="checkbox"/> Registrant (Early Bird) (Trustee or Board Staff)	@ \$519.75 (\$495.00 + \$24.75 GST) = \$ _____
<input type="checkbox"/> Registrant (Regular Fee) (Trustee or Board Staff)	@ \$551.25 (\$525.00 + \$26.25 GST) = \$ _____
<input type="checkbox"/> Student Trustee	@ \$367.50 (\$350.00 + \$17.50 GST) = \$ _____
<input type="checkbox"/> Spousal Meal Plan: (Includes breakfast on Friday & Saturday & Annual Dinner)	@ \$ 95.00 (\$ 90.48 + \$ 4.52 GST) = \$ _____
<input type="checkbox"/> Business Sessions Only (no charge)	
	TOTAL (All fees include GST) \$ _____

Cancellation Policy - Delegates

The deadline date for full refund of conference registration fees, due to cancellation is **March 13, 2009**. A 25% administrative charge will apply to each cancelled registration received after **March 13, 2009** and before **April 3, 2009**. Cancellation requests received after **April 3, 2009** and before the close of business on **April 17, 2009** will be subject to a 50% administrative charge. No refund will be available for cancellations received after **April 17, 2009**, however, substitutions will be accepted. Confirmed registrants who do not attend the event are responsible for the full registration fee. Notice of cancellation must be submitted in writing to Jane Ponte either by email: jponte@ocsta.on.ca or by fax 416-932-9459 within the timelines.

Cancellation Policy – Spousal Meal Plan

The deadline date for full refund of the Spousal Meal Plan due to cancellation is **April 17, 2009**.

Hotel Registration

The Doubletree by Hilton – Toronto Airport has set aside a block of rooms for Conference delegates and guests starting at the special discounted rates of \$128.00/night. Boards are asked to make room reservations directly with the hotel by calling 1-800-222-8733 or on-line at [Hotel Registration](#). Be sure to mention OCSTA when booking to secure the group discount rate. **Rooms must be booked by April 17, 2009**. After this date the rate will be provided on the basis of availability.

Mail Registration Form with cheque payable to: OCSTA, c/o Jane Ponte
1804 – 20 Eglinton Avenue West
P.O. Box 2064
Toronto, ON M4R 1K8

Special Meal Requirements

If you have any Special Dietary needs (not preferences), please contact Margaret Binns, OCSTA Office Administrator, at 416-932-9460 ext. 228, or mbinns@ocsta.on.ca no later than **April 24, 2009** to make appropriate food arrangements.

For questions related to the 2009 OCSTA AGM & Conference, please contact Pam DeNobrega at 416-932-9460 ext. 234 or pdenobrega@ocsta.on.ca.



Appointment as Proxy by Catholic School Trustee

I, _____ hereby appoint
(PLEASE PRINT)

(PLEASE PRINT)

Address _____
(PLEASE PRINT)

as a proxy to attend and vote on my behalf at the Annual General Meeting to commence on Friday, May 8, 2009 at 10:00 a.m. on such business as may come before the meeting, hereby revoking any proxy previously given.

I hereby certify that I am a Catholic School Trustee of the

(PLEASE PRINT NAME OF SCHOOL BOARD)

and that my appointee as proxy is a Catholic School Trustee.

Date: _____ Signature: _____

DECLARATION OF WITNESS

I, _____ hereby certify
(PLEASE PRINT)

that I saw _____ sign
(PLEASE PRINT)

this document, that it was completed in all respects at that time, and that I am a Roman Catholic and at least eighteen years of age and I am not the person appointed proxy by this document.

Signature: _____

NOTE: No appointment as proxy shall entitle any individual to vote at any meeting of the Members unless the appointment:

- a. is in writing in the appropriate form set out herein;
- b. has been completed in all respects;
- c. has been witnessed by a Roman Catholic who has attained the age of eighteen years and who has completed the Declaration of Witness;
- d. has been delivered to the Head Office of the Corporation no later than 48 hours excluding Saturdays and Holidays before the meeting of the Members is scheduled to commence;
and
- e. the individual has registered as proxy with the Registration Desk no later than 10:00 a.m. on the day the meeting of the Members is to commence.



Ontario Catholic School
Trustees' Association

Nomination Form for OCSTA Regional Director

May 2009

MOVED BY:

Name of Board:

SECONDED BY:

Name of Board:

THAT:

Name of Board:

BE NOMINATED FOR THE POSITION OF DIRECTOR OF OCSTA FOR
THE PERIOD MAY 2009 TO APRIL 2011

I,

(Signature of Nominee)

consent to stand for election to the above position.

Resolutions

The 2009 OCSTA Annual General Meeting will once again offer an opportunity for delegates to consider and vote on all resolutions received from our members.

The resolution process provides member boards with the opportunity to bring important issues, which have provincial implications, to the attention of all trustees in the province.

NEW GUIDELINES RE APPROPRIATE SUBJECT MATTER FOR RESOLUTIONS

As a result of input from our recent membership survey and discussions at our 2008 Regional Meetings, **OCSTA is asking that boards no longer submit AGM resolutions that deal with education funding issues.**

OCSTA is now designing a process separate from the Resolution process by which member boards will be able to make the Association aware of your current funding concerns and recommendations and have them brought to the government's attention in time to have maximum impact on the next provincial grant cycle. The new process will also provide feedback to boards regarding progress made by OCSTA on these funding issues.

A memo outlining the new process, its timelines and benefits will follow in the near future.

Following are guidelines to assist you in the preparation of your resolution(s).

The deadline date for receipt of resolutions
in the OCSTA office is
January 30, 2009

Guidelines for Preparing Resolutions

To improve the effectiveness of the resolution process, we ask boards to review the following guidelines.

Resolutions are your opportunity to address problems, solutions or concerns, which affect Catholic education in Ontario. A resolution approved by the membership at the Annual General Meeting calls for priority action by OCSTA and the commitment of OCSTA resources to address the particular issue outlined in the resolution.

A. Criteria for Submitting a Resolution

A resolution should:

- a. Address an area of concern for the province’s Catholic school boards.
- b. Concern a matter which requires attention or action.
- c. Be written in language appropriate for province-wide consideration (language contained in resolutions is often incorporated into subsequent communications to the government or other relevant parties).
- d. Be accompanied by substantiated rationale.
- e. **Not deal with education funding issues (a separate process is being created to deal with this type of issue).**



B. Steps in Preparing a Resolution

1. Identify the concern. Be sure the concern is a matter of **province-wide** scope.
2. Research and gather sufficient supporting background materials to substantiate the resolution. If the concern has been presented/dealt with in a previous resolution, review the outcome of that process to assess what changes in approach/additional information might be useful.
3. Write the resolution in the following proposed format taking care to ensure that:
 - a. Each “*Whereas*” is accompanied by adequate background material.
 - b. The “*Therefore be it Resolved*” directs OCSTA to take specific action.

C. Writing A Resolution

Structure

The resolution should be assigned a succinct title that identifies the problem or issue (or its proposed solution). There should be two parts to the resolution: a preamble followed by a resolving clause (or clauses).

1. Preamble

The preamble is a brief statement of background or rationale coming before the resolving clause(s).

The purpose of the preamble is to provide information without which the point or the merits of a resolution are likely to be poorly understood.

Each clause in a preamble is written as a separate paragraph, beginning with the word “WHEREAS”.

2. Resolving Clauses

A resolving clause indicates what action(s) is to be taken given the "WHEREAS" clause(s) in the preamble. If more than one action is being recommended, the "Therefore be It Resolved" portion should be divided into a), b), c), etc.

3. Submission Statement

Please include the following information in the submission statement.

[Mover's Name]
[Secunder's Name]
[Board Name]
[Topic]

D. **Submission Deadline Date**

The deadline date for receipt of resolutions in the OCSTA office is **January 30, 2009**. We encourage boards to submit their resolutions by email to Jane Ponte at jponte@ocsta.on.ca. The provincial office will distribute, in the delegate kits, resolutions to be presented from the floor provided a minimum of 225 copies of each resolution (and background material, if applicable) are received in the Provincial Office by **April 3, 2009**.

E. **Regulations**

See the enclosed attachment for current regulations regarding submission and presentation of resolutions at the AGM.

These guidelines (and the enclosed template) have been provided as a reference that we hope you will find useful in preparing effective resolutions for your Association and Catholic education in Ontario.

Thank you.

Template

The following example is provided for your reference. Please **do not use** tables, text boxes or any type of graphic. The type of font to be used in this document is **Times New Roman 12pt**.

MOVED BY: [Mover's Name] [Board Name]

SECONDED BY: [Seconder's Name]

TOPIC: [e.g. Vacancies on School Boards]

WHEREAS: from time to time a vacancy occurs in the office of a member of the board;
and

WHEREAS: according to Section 221 (1) of the *Education Act*, the vacancy must be filled by either a by-election or by appointment; and

WHEREAS: boards choosing to appoint a new trustee will, most commonly, engage in an open and fair process of selection; and

WHEREAS: the *Education Act* requires that the process be fully completed within 60 days of the office becoming vacant; and

WHEREAS: the 60 day time period may encompass a part of the year (e.g. Christmas, summer months, March Break) when board operations and processes are reduced, thus making the timelines very tight and, potentially, unmanageable;

THEREFORE BE IT RESOLVED THAT:

OCSTA petition the Ministry of Education to review the section of the *Education Act* which relates to trustee vacancies with a view to extending the timeline by either increasing the number of days or altering the requirement that the process be completed within a designated number of regular school days.

If you have any question regarding this template please contact **Jane Ponte either by telephone at (416) 932-9460 ext. 223 or by e-mail jponte@ocsta.on.ca**.

Explanation of Committee Recommendations & Resolution Session Procedures

Resolution sessions will be conducted using “**Robert’s Rules of Order**” and the provisions of the OCSTA Constitution. The chairperson of the session will ensure compliance with their rules.

Explanation of Committee Recommendations

The Conference Committee will study the resolutions and offer recommendations on the best way to meet their intent. The recommendations and their implications are:

- i. **Approve**
The direction given in the “therefore be it resolved” section of the resolution will be carried out.
- ii. **Approve and refer to the committee for appropriate implementation.**
The resolution will be forwarded to the designated committee for implementation.
- iii. **Receive and refer to the committee for study.**
The resolution will be forwarded to the designated committee for study. Following the study and receipt of the committee’s recommendation, the Board of Directors will determine whether or not the resolution will be implemented.
- iv. **Not approve**
No action will be taken.
- v. **No action required**
The intent of the resolution has been met. No further action will be taken.
- vi. **No recommendation**
The committee is not making any recommendation with respect to the resolution.

Resolution Session Procedures

Delegates wishing to speak to a resolution must go to one of the floor microphones and state their name and the name of the board they represent.

The mover of a resolution will have the opportunity to be the first and last to speak to that resolution. Other trustees may speak **once** to a resolution.

The chairperson may declare a motion out of order giving the reasons for doing so. The chairperson’s decision may be challenged by a majority vote of those voting delegates present **at the session** when the vote is called.

Voting will be by a show of hands. Delegates carrying proxies must have and show proper identification - i.e. proxy badge. Ballots will be provided in the event that a vote by ballot is called for.

Note Re Quorum: *A quorum for the transaction of business at any general meeting of Members shall consist of not fewer than forty (40) individuals entitled to vote, present in person.*

Grouped Resolutions

- a. the chair of the session will ask for a mover and seconder to approve the **grouping** of various related resolutions.
- b. the chair of the session will ask for movers and seconders for the committee recommendation for each group.
- c. delegates will vote on the committee recommendation for each group.

Delegates may request that any resolution(s) be removed from a “group” to be handled individually. These will be addressed when the group from which they have been removed has been dealt with.

Resolutions Handled Individually

These will include resolutions removed from the groups, resolutions for which the committee has not made any recommendation and resolutions from the floor.

A. Resolutions with committee recommendations

1. The chair of the session will announce the resolution number and the name of the sponsoring board:
 - ❑ the chair will call for the sponsoring board to move and second **the committee recommendation**;
 - ❑ delegates will speak to the committee recommendation;
 - ❑ delegates will vote on the committee recommendation.
2. If the sponsoring board does not move the committee recommendation from the floor:
 - ❑ the chair will call for the sponsoring board to move their **original resolution**;
 - ❑ delegates will speak to the resolution;
 - ❑ delegates will vote on the resolution.
3. If the original resolution is not moved by the sponsoring board, the resolution will be withdrawn.

B. Resolutions without committee recommendations

1. These resolutions will be handled as follows:
 - ❑ the chair will call for the sponsoring board to move their **original resolution**;
 - ❑ delegates will speak to the resolution;
 - ❑ delegates will vote on the resolution.
2. If the original resolution is not moved by the sponsoring board, the resolution will be withdrawn.

C. Amendments from the Floor

Amendments made on the floor relate to the “therefore be it resolved” section of the resolution and **must be written out** and handed to the chairperson. The chairperson will consider the amendment and, if necessary, discuss it with the parliamentarian or others to ensure that it is clearly understood.

- ❑ the chair will **read** the amendment;
- ❑ delegates will speak to the amendment;
- ❑ delegates will vote on the amendment;
- ❑ delegates will vote on the resolution as amended.

If the amendment is defeated:

- ❑ delegates will be asked to speak to the original resolution;
- ❑ delegates will vote on the original resolution.

D. Resolutions Presented from the Floor

After resolutions presented by the committee have been dealt with, other resolutions may be presented from the floor. The following rules apply:

- ❑ 2/3 of the voting delegates present at the session must consent to consider the resolution;
- ❑ sufficient copies of the resolution (and background material) must be provided for all those present at the resolution session;
- ❑ these resolutions will be handled as outlined above.

The provincial office will distribute, in the delegate kits, resolutions to be presented from the floor provided a minimum of 225 copies of each resolution (and background material, if applicable) are received in the Provincial Office by **April 3, 2009**.



Ontario Catholic School
Trustees' Association

OCSTA Trustee Award of Merit

CRITERIA AND REGULATIONS

The criteria and regulations for the Trustee Award of Merit are outlined on the following pages.

NOMINATION FORMS

We have outlined the categories to be addressed by the author of the nomination. The response for each category must **not** exceed one 8.5 x 11 double-spaced page. Submissions must be clearly legible and must address the categories outlined by OCSTA.

Boards are encouraged to submit nominations by email to Pam DeNobrega at pdenobrega@ocsta.on.ca. You may also submit nominations by fax (416-932-9459), by mail, or by courier.

**THE DEADLINE FOR RECEIPT OF AWARD NOMINATIONS
IN THE OCSTA OFFICE
IS JANUARY 30, 2009**

“To their Catholic school trustees, families entrust hundreds of thousands of human lives with the capability, the possibility, and finally the promise of achieving human greatness. It is these small, fragile and ultimately marvellous lives that you as a trustee are called to serve.”

BECOMING A CATHOLIC SCHOOL TRUSTEE (OCSTA PUBLICATION)



Ontario Catholic School
Trustees' Association

***It is time to nominate your
candidate for the OCSTA
2009 Trustee Award of Merit***

Once again, OCSTA is providing an opportunity for member boards or individual trustees to nominate Catholic school trustees to be publicly honoured at the provincial level. A trustee can nominate another trustee who is not from his or her own board.

All boards or individual trustees are strongly encouraged to participate in this process, which allows us to recognize at least a few of the very deserving Catholic trustees who have served Catholic education so well over the years.

CRITERIA

This award is given to those trustees who:

- Have made a significant contribution to the Catholic education community.
- Have strong Catholic leadership qualities.
- Give witness to the faith commitment.

This award is not a reward for long-service but this may be taken into account by the Conference Committee.

REGULATIONS

- a. The Award will be given to Catholic school trustees only.
- b. Up to three awards may be presented in one year.
- c. Current members of the OCSTA Board of Directors are not eligible to receive this award.
- d. The Conference Committee will announce its selection to the Board of Directors. The Committee's decision will be final.
- e. The official OCSTA Trustee Award of Merit nomination format must be used for all nominations.

DEADLINE

The deadline date for receiving nominations in the provincial office whether by fax, courier service, regular mail or e-mail is **January 30, 2009**.

The 2009 AGM & Conference will be held at the Doubletree by Hilton – Toronto Airport from the evening of Thursday, May 7th to Saturday, May 9th. Recipients of the Award of Merit will be honoured during the Friday evening celebrations.

**COVER SHEET FOR NOMINATION FOR
OCSTA TRUSTEE AWARD OF MERIT**

NAME OF NOMINEE:

NOMINATED BY:

BOARD:

CONTACT PERSON:

TELEPHONE NO:

FAX NO:

This award is given to trustees who have made significant contributions to the Catholic education community. Please provide details of the nominee's contributions which, in your opinion, exceed the community's expectations of a Catholic trustee.

This award is given to trustees with strong Catholic leadership qualities who give witness to the faith commitment. Please provide details of how this nominee's leadership qualities exemplify his/her faith commitment.

The Award of Merit is not intended to recognize long service only, however, the term of service may be taken into consideration by the Committee. How long has the nominee served as a trustee and what positions has he/she held?
