



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

AGENDA AND MATERIAL

BOARD MEETING

**TUESDAY, SEPTEMBER 28, 2010
7:00 P.M.**

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

A. ROUTINE MATTERS

1. Opening Prayers – Trustee Charbonneau -
2. Roll Call -
3. Approval of the Agenda -
4. Declaration of Conflict of Interest -
5. Approval of Minutes of the Board Meetings
 - 5.1 June 15, 2010 A5.1
 - 5.2 July 7, 2010 A5.2
 - 5.3 July 21, 2010 A5.3
 - 5.4 August 11, 2010 A5.4

B. DELEGATIONS

C. COMMITTEE AND STAFF REPORTS

1. School Excellence Program C1
Sacred Heart Catholic Elementary School
2. Unapproved Minutes of the Committee of the Whole Meeting of September 14, 2010 C2
and Consideration of Recommendations
 - 2.1 Financial Reports
 - 2.1.1 Monthly Banking Transactions for the Months of June, July and August 2010 C2.1.1
 - 2.1.2 Statement of Revenue and Expenditures as at August 31, 2010 C2.1.2
3. Trustee Honorarium
 - 3.1 Trustee Honorarium Policy (100.11) (New) C3.1
 - 3.2 Trustee Honorarium – December 1, 2010 – November 30, 2011 C3.2
4. Special Education Advisory Committee (SEAC)
 - 4.1 Approved Minutes of the S.E.A.C. Meeting of June 2, 2010 C4.1
 - 4.2 Change in Representation to the Special Education Advisory Committee C4.2
5. Education Quality and Accountability Office (EQAO) Primary and Junior Provincial C5
Assessments of Reading, Writing and Mathematics and Grade 9 Assessments
of Mathematics-Academic and Applied 2009-2010

- | | |
|--|----|
| 6. Niagara Catholic System Priorities – 2009-2010 Achievement Report | C6 |
| 7. Operational Review Report for the Niagara Catholic District School Board 2010 | C7 |
| 8. Niagara Compliance Audit Committee | C8 |
| 9. Elementary and Secondary Staffing 2010-2011 | C9 |

D. TRUSTEE ITEMS, OPEN QUESTION PERIOD & OTHER BUSINESS

- | | |
|--|------|
| 1. Correspondence | |
| 1.1 Thorold Public Library – Thank You for Donation of “With Hope in Their Hearts” Book | D1.1 |
| 1.2 Centre for Organizational Effectiveness – Niagara Catholic Vision 2020 Strategic Plan | D1.2 |
| 1.3 Wainfleet Public Library - Thank You for Donation of “With Hope in Their Hearts” Book | D1.3 |
| 2. Report on Trustee Conferences Attended | - |
| 3. General Discussion to Plan for Future Action | |
| 3.1 November Committee of the Whole Meeting
– November 9, 2010 Revised Meeting Time | - |
| 4. Trustee Information | - |
| 4.1 Spotlight on Niagara Catholic – September 14, 2010 | D4.1 |
| 4.2 Calendar of Events – October 2010 | D4.2 |
| 4.3 Installation of Bishop Bergie | - |
| 5. Open Question Period | - |
| <i>(The purpose of the Open Question Period is to allow members of the Catholic school supporting public to ask about items on that night’s public agenda or any previous agendas, and the Board to answer and react.)</i> | |

E. NOTICES OF MOTION

F. BUSINESS IN CAMERA

G. REPORT ON THE IN CAMERA SESSION

H. FUTURE MEETINGS AND EVENTS

I. MOMENT OF SILENT REFLECTION FOR LIFE

ADJOURNMENT

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
PUBLIC SESSION
SEPTEMBER 28, 2010**

**TOPIC: MINUTES OF THE BOARD MEETING OF
JUNE 15, 2010**

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Minutes of Board Meeting of June 15, 2010, as presented.



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

MINUTES OF THE BOARD MEETING

TUESDAY, JUNE 15, 2010

Minutes of the Meeting of the Niagara Catholic District School Board, held on Tuesday, June 15, 2010, at 7:00 p.m. in the Father Kenneth Burns csc Board Room, at the Catholic Education Centre, 427 Rice Road, Welland.

The meeting was called to order at 7:00 p.m. by Chairperson Burtnik.

A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayers were led by Student Trustee Juliana Ciccarelli.

2. Roll Call

Moved by Trustee Crole
Seconded by Trustee Charbonneau

THAT the Niagara Catholic District School Board excuse Trustees Belcastro and Nieuwesteeg from attending the Board Meeting of June 15, 2010.

CARRIED

Trustee	Present	Absent	Excused
John Belcastro			✓
Kathy Burtnik	✓		
Maurice Charbonneau	✓		
Gary Crole	✓		
John Dekker	✓		
Frank Fera	✓		
Ed Nieuwesteeg			✓
Tony Scalzi	✓		
Student Trustees			
Juliana Ciccarelli	✓		
Megan Grocholsky	✓		

The following staff were in attendance:

John Crocco, Director of Education; **Yolanda Baldasaro**, **Rob Ciarlo**, **Lee Ann Forsyth-Sells**, **Frank Iannantuono**, Superintendents of Education; **Larry Reich**, Superintendent of Business & Financial Services; **James Woods**, Controller of Plant; **Jennifer Brailey**, Manager of Corporate Services & Communications; **Sherry Morena**, Recording Secretary/ Administrative Assistant, Corporate Services & Communications

3. **Approval of the Agenda**

Moved by Trustee Scalzi

Seconded by Trustee Charbonneau

THAT the Niagara Catholic District School Board approve the Agenda of the Board Meeting of June 15, 2010, as presented.

CARRIED

4. **Disclosure of Interest**

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

5. **Approval of Minutes of the Board Meeting of May 25, 2010**

Moved by Trustee Crole

Seconded by Trustee Dekker

THAT the Niagara Catholic District School Board approve the Minutes of the Board Meeting of May 25, 2010, as presented.

CARRIED

B. DELEGATIONS

1. **Kids Helping Kids ...Celebrating 12 Years of Contributions**

Yolanda Baldasaro, Superintendent of Education, presented background information on "Kids Helping Kids...Celebrating 12 Years of Contributions". Jim Marino, Executive Director of the Niagara Peninsula Children's Centre, thanked the Board for all their support over the years and related a great success story regarding one of the children at the Centre which has been able to move forward and succeed due to donations to the Niagara Peninsula Children's Centre.

Mr. Marino was presented with a cheque in the amount of \$35,573.51 on behalf of the staff and students of the Niagara Catholic District School Board.

Chairperson Burtnik commented on the shared compassion of everyone in helping children reach their full potential and thanked Mr. Marino for his dedication to the children.

2. **Lakeshore Catholic High School**

Lee Ann Forsyth-Sells, Superintendent of Education, welcomed Lakeshore Catholic High School Principal, Dan DiLorenzo, and Vice-Principal Thomas Marshall. Principal Di Lorenzo introduced the Lakeshore Catholic Jazz Band and the cast of Footloose, and spoke of the collaboration amongst the whole student body and staff in putting the production of Footloose together.

2.1 Singers & Jazz Band

Accompanied by teacher Loreen Mikalak, the Lakeshore Catholic High School Jazz Band in a performance for the Board.

Chairperson Burtnik thanked the singers and Jazz Band for their exhilarating performance. Trustee Charbonneau, Vice-Chairperson Dekker and Director Crocco presented students with Niagara Catholic “Excellence in the Arts” pins.

2.2 OFSAA Track & Field

Principal Di Lorenzo presented background information on Chris Miedema’s accomplishment of winning a Gold medal in the OFSAA Track & Field Senior Boys 800m, and introduced Track & Field Coaches Jim Jones and Rosalynn Aliberti who presented further information on Chris’ athletic journey.

The Board was informed that Chris Miedema will continue his athletic feats at DePaul University in Chicago, Illinois, the largest Catholic University in the United States, where he will study mathematics on a Track Scholarship.

Chairperson Burtnik congratulated Chris on his academic and athletic achievements. Vice-Chairperson Dekker presented Chris with a Niagara Catholic “Excellence in Athletics” pin.

3. Blessed Trinity Catholic Secondary School Choir & Band – Musicfest Canada Gold Recipients

Ted Farrell, Principal of Blessed Trinity Catholic Secondary School spoke briefly of the accomplishments of the Blessed Trinity Choir and Band. Teacher/Choir & Band leader Angela Macaroni lead the choir in song.

The Choir and Band recently traveled to Ottawa for Musicfest Canada - a National Music Festival which recognizes regionally recommended ensembles from across the country. This year both the Blessed Trinity Band and Choir merited Gold standards in their performance. They were the only Catholic high school to achieve this high standard in both the choral and instrumental division.

Chairperson Burtnik congratulated the Choir and the Band and along with Trustee Crole and Director Crocco presented the students with Niagara Catholic “Excellence in the Arts” pins.

4. Notre Dame College School

4.1 OFSAA Lacrosse Championship

Notre Dame College School Principal, Ralph DeFazio, introduced lacrosse coaches Agi Mete and Tina Turner, who presented information on the OFSAA Lacrosse Championship Teams which has won three (3) consecutive SOSSA Championships heading into the 2010 season.

This year Notre Dame College School was the official host of the 2010 OFSAA Provincial Cup of Girl's Lacrosse where the Lady IRISH Lacrosse Team won a Silver medal.

4.2 OFSAA Tennis Championship

Tennis Coach Steve Kirouac welcomed Erica Pisani-Konert who has won 4 Zone III championships, 4 SOSSA championships and 2 OFSAA championships.

Last year Erica won a Gold medal at OFSSA playing ladies' doubles. This year she won another Gold medal at OFSAA in Ladies' Singles.

4.3 Track & Field Championship

Notre Dame College School Track & Field Coach Brian Lostracco presented information on Track & Field Champion Sarah Moss who won a Gold Medal at OFSAA and broke the OFSAA record in Junior Girls' Shotput.

Chairperson Burtnik congratulated all the athletes on their accomplishments and dedication to their sports. Chairperson Burtnik along with fellow Trustees and Director Crocco presented the Notre Dame College student athletes with Niagara Catholic "Excellence in Athletics" pins.

5. Saint Paul Catholic High School OFSAA – Varsity Girls Soccer

Superintendent Baldasaro welcomed Mike Lostracco, Principal of Saint Paul Catholic High School, Principal, who introduced the Saint Paul Catholic High School Girls Soccer Coaches who recapped the awarding winning season for the Varsity Girls Soccer Team. The Lady Patriots won gold at OFSAA for the second time in four years.

The team was introduced and congratulated on their dedication and commitment to the sport and to their teammates.

Chairperson Burtnik praised the team for their accomplishments, and with the assistance of Trustee Fera and Director Crocco presented the Team with Niagara Catholic "Excellence in Athletics" pins.

6. Denis Morris Catholic High Voltage Robotics

Superintendent Baldasaro welcomed David Pihach, Principal of Program - Student Success, and Marco Magazzeni, Technological Consultant,

Brandon Atamanyk, Vice-Principal of Denis Morris Catholic High School, introduced members of the Voltage Robotics Team and explained that this year's challenge was based on the format of a soccer game. Under the guidance of industry mentors and Dennis Morris teachers the team had to create and build a robot in an allotted six week build period that could score soccer balls into two (2) goals within a predetermined time.

The team competed at the FIRST ROBOTICS Finger Lakes Regional event in Rochester, NY, at which they finished 7th out of 48 teams; the Greater Toronto Regional where they ranked 4th out of 52 teams, and brought home the prestigious Engineering Excellence Award for the quality and design of their robot.

Chairperson Burtnik praised the team for their accomplishments. Chairperson Burtnik, Trustee Charbonneau and Director Crocco, presented the Team with Niagara Catholic "Excellence in Academics" pins.

C. COMMITTEE AND STAFF REPORTS

1. School Excellence Program - St. Theresa Catholic Elementary School, St. Catharines

Director Crocco provided background information on the monthly School Excellence Program. Rob Ciarlo, Superintendent of Education introduced Mary Clare Cavasin, Principal of St. Theresa Catholic Elementary School.

Principal Cavasin with the assistance of staff showcased St. Theresa Catholic Elementary School as part of the School Excellence Program.

Chairperson Burtnik thanked Principal Cavasin and the staff for their presentation and performance.

2. Unapproved Minutes of the Committee of the Whole Meeting of June 1, 2010 and Consideration of Recommendations

Moved by Trustee Scalzi

Seconded by Trustee Charbonneau

THAT the Niagara Catholic District School Board approve receive the unapproved Minutes of the Committee of the Whole Meeting of June 1, 2010, as presented.

CARRIED

The following recommendations were presented for the Board's consideration from the Committee of the Whole Meeting of June 1, 2010:

2.1 Approval of Policies

Director Crocco presented the following policies for approval.

2.1.1 Anaphylaxis Policy (302.1)

Moved by Trustee Charbonneau

Seconded by Trustee Crole

THAT the Niagara Catholic District School Board approve the Anaphylaxis Policy (302.1), as presented.

CARRIED

2.1.2 Employee Workplace Violence Policy (201.11) (Currently Assault on an Employee Policy)

Moved by Trustee Charbonneau

Seconded by Trustee Crole

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

CARRIED

2.1.3 Niagara Catholic Retirement & Service Recognition Celebration Policy (202.1) (Currently Service Recognition Policy)

Moved by Trustee Charbonneau

Seconded by Trustee Crole

THAT the Niagara Catholic District School Board approve the Niagara Catholic Retirement & Service Recognition Celebration Policy (202.1), as presented.

CARRIED

2.1.4 Equity and Inclusive Education Policy (New) (Interim)

Moved by Trustee Charbonneau

Seconded by Trustee Crole

THAT the Niagara Catholic District School Board approve the Equity and Inclusive Education Policy (New) (Interim), as presented.

CARRIED

**2.1.5 Religious Accommodation Policy (New) (Interim)
(Equity and Inclusive Education Policy)**

Moved by Trustee Charbonneau

Seconded by Trustee Crole

THAT the Niagara Catholic District School Board approve the Religious Accommodation Policy (New) (Interim) Equity and Inclusive Education Policy), as presented.

CARRIED

**2.1.6 Complaint Resolution Policy (800.3)
(Currently Handling of Complaints Policy)**

Moved by Trustee Charbonneau

Seconded by Trustee Crole

THAT the Niagara Catholic District School Board approve the Complaint Resolution Policy (800.3), as presented.

CARRIED

2.1.7 Monthly Financial Reports Policy (600.3)

Moved by Trustee

Seconded by Trustee

THAT the Niagara Catholic District School Board approve the Monthly Financial Reports Policy (600.3), as presented.

CARRIED

2.1.8 Nutrition Policy (302.7)

Moved by Trustee Charbonneau

Seconded by Trustee Crole

THAT the Niagara Catholic District School Board approve the Nutrition Policy (302.7), as presented.

CARRIED

2.1.9 Student Transportation Policy (500.2)

Moved by Trustee Charbonneau

Seconded by Trustee Crole

THAT the Niagara Catholic District School Board approve the Student Transportation Policy (500.2), as presented.

CARRIED

2.2 Larkin Estate Admission Awards 2010-2011

Superintendent Baldasaro presented the updated Larkin Estate Admission Awards 2010-2011 report.

Moved by Trustee Crole
Seconded by Trustee Charbonneau

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the payment of \$9,000.00 for Larkin Estate Admission Awards at \$500.00 per eligible student, as presented.

CARRIED

2.3 Financial Reports

2.3.1 Monthly Banking Transactions

Moved by Trustee Crole
Seconded by Trustee Charbonneau

THAT the Niagara Catholic District School Board approve the Monthly Banking Transactions for the month of May 2010, as presented for information.

CARRIED

2.3.2 Statement of Revenue & Expenditures

Moved by Trustee Crole
Seconded by Trustee Charbonneau

THAT the Niagara Catholic District School Board approve the Statement of Revenue and Expenditures as at May 30, 2010, as presented for information.

CARRIED

3. Minutes of the Special Education Advisory Committee Meeting of May 5, 2010

Moved by Trustee Crole
Seconded by Trustee Scalzi

THAT the Niagara Catholic District School Board receive the Minutes of the Special Education Advisory Committee Meeting of May 5, 2010, as presented for information.

CARRIED

4. Special Education Plan 2010 "Building Bridges to Services 2010 and Beyond"

Superintendent Baldasaro welcomed Marcel Jacques, Program Officer: Student Achievement K-12 Special Education, who presented a brief background on the Special Education Plan 2010 "Building Bridges to Services 2010 and Beyond".

Moved by Trustee Crole
Seconded by Trustee Scalzi

THAT the Niagara Catholic District School Board approve the Special Education Plan, "Building Bridges to Services 2010 and Beyond", as presented.

CARRIED

5. Ontario EcoSchools Certification 2009-2010

James Woods, Controller of Plant, presented the report on the Ontario EcoSchools Certification 2009-2010. Ontario EcoSchools is an environmental education program that helps students develop ecological literacy while engaged in practices to become environmentally responsible citizens. Certification recognizes a school for its environmental initiatives, awarding the school bronze, silver or gold EcoSchool status depending on how successfully the school has met the requirements of the program. To become certified, a school must demonstrate achievement in at least four (4) key areas: energy conservation, waste minimization, ecological literacy and school ground greening.

This year 100% of Niagara Catholic Elementary and Secondary schools achieved Ontario EcoSchools certification.

Director Crocco congratulated all Principals and school teams, as well as James Woods and his staff for their milestones and accomplishments of being the first School Board in Ontario to achieve 100% certification of all schools.

6. Cappies Niagara 2010

Superintendent Baldasaro presented information on the Cappies Niagara (Critics and Awards Program). The program engages high school theater and journalism students who are trained as critics, attend shows at other schools, write reviews, and publish those reviews in local newspapers.

Denis Morris Catholic Secondary School was nominated in eight (8) different categories and received trophies for Featured Actor in a Play, Supporting Actress in a Play, Lead Actress in a Play, Lead Actor in a Play, and Best Play.

7. Niagara Catholic System Priorities 2009-2010 Achievement Report - Update

Director Crocco presented the Niagara Catholic System Priorities 2009-2010 Achievement Report – Update and stated that members of Senior Administrative Council, along with staff, continue to assess the achievement of each indicator within the four system priorities. The results continue to be collated by staff and reviewed by Senior Administrative Council as a measurement of our success in achieving the 2009-2010 System Priorities.

The Director informed Trustees that as the majority of indicators are directly linked to final achievement results at the conclusion of this school year the Niagara Catholic System Priorities Achievement Report for 2009-2010 will be presented at the September 2010 Board Meeting.

8. Niagara Catholic Strategic Directions Priority Indicators 2010-2011

Director Crocco presented the report on the Niagara Catholic Strategic Directions Priority Indicators 2010-2011. He stated that with the approval of the Niagara Catholic Vision 2020 Strategic Plan, the newly designed Niagara Catholic Strategic Directions Priority Indicators 2010-2011 are presented for the Board's consideration.

Trustees were informed that based on the Vision 2020 Strategic Plan, the Niagara Catholic Strategic Directions Priority Indicators further expands on last year's Niagara Catholic System Priorities. Rooted in the Board approved Vision 2020 Strategic Directions and Enabling Strategies, the specific indicators are intended to provide the framework to measure the progress in achieving the two (2) Strategic Directions and the seven (7) Enabling Priorities.

Chairperson Burtnik commended staff for their hard work in developing the indicators.

Moved by Trustee Crole

Seconded by Trustee Scalzi

THAT the Niagara Catholic District School Board approve the Niagara Catholic Strategic Directions Priority Indicators 2010-2011, as presented.

CARRIED

9. Niagara Catholic Vision 2020 Strategic Plan - Mission Statement

Director Crocco presented the report on the Niagara Catholic Vision 2020 Strategic Plan - Mission Statement informing Trustees that Senior Administrative Council reviewed and considered all feedback from the vetting of the draft Mission Statement. Having considered all input and the process followed throughout the Vision 2020 Strategic Planning process, Senior Administrative Council is recommending the following new Mission Statement for the Niagara Catholic District School Board.

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

Moved by Trustee Dekker

Seconded by Trustee Charbonneau

THAT the Niagara Catholic District School Board approve the new Mission Statement, as presented.

CARRIED

10. Niagara Catholic Budget 2010-2011 Update

Director Crocco presented the Niagara Catholic Budget 2010-2011 Update. Superintendent Reich highlighted the main categories and answered Trustees questions.

11. Revised Boundary Descriptions for the Niagara Falls Elementary and Secondary Schools

Lee Ann Forsyth-Sells presented the report on the Revised Boundary Descriptions for the Niagara Falls Elementary and Secondary Schools and reminded Trustees that at the January 26, 2010 Board Meeting the Report of the Niagara Falls Elementary and Secondary Family of Schools/St. George and St. Joseph (Snyder) Catholic Elementary Schools and St. Michael Catholic Elementary School, Niagara-on-the-Lake from the Ad Hoc Attendance Area Review presented new boundary descriptions for elementary and secondary schools in Niagara Falls as a result of a boundary review. The boundary descriptions were based on existing boundary descriptions for the identified elementary and secondary schools in Niagara Falls.

Superintendent Forsyth-Sells stated that in consultation with the Niagara Student Transportation Services (NSTS), in preparation for the 2010-2011 school year, all boundary descriptions for the elementary and secondary schools in Niagara Falls have been reviewed and revised.

Moved by Trustee Charbonneau

Seconded by Trustee Scalzi

THAT the Niagara Catholic District School Board approve the revised boundary descriptions for clarification for the Niagara Falls elementary and secondary schools, as presented.

CARRIED

12. Early Learning Extended Day Program

Superintendent Baldasaro presented the report on the Early Learning Extended Day Program. Trustees were informed that based upon the recently released Ministry of Education Early Learning Memorandum (EL-7), and a subsequent provincial teleconference with Directors of Education and Senior Board Staff, new information and requirements regarding the calculation of daily extended program fees to comply with new Ontario Regulation 224/10, Senior Staff is requesting that the motion carried at the May 25, 2010 Board Meeting be rescinded.

Moved by Trustee Charbonneau

Seconded by Trustee Dekker

THAT the Niagara Catholic District School Board in compliance with new Ministry of Education regulations pertaining to the Early Learning Program and Extended Day Program rescind the May 25, 2010 Board Motion as follows:

“THAT the Niagara Catholic District School Board approve a fee for the Extended Day Program for the 2010-2011 school year of \$8.00 per day before school and \$12.00 per day after school.”

CARRIED

13. Executive Council Power

Director Crocco presented the standard report on Executive Council Power.

Moved by Trustee Crole

Seconded by Trustee Charbonneau

THAT the Niagara Catholic District School Board empower Executive Council to approve any actions, of an emergency nature, recommended by the Director of Education, if a quorum cannot be achieved after a Special Meeting of the Board is called as per Board By-Laws, during the months of July and August 2010.

CARRIED

14. H1N1 Pandemic – Niagara Catholic Preparation and Management

Director Crocco presented the monthly Board report on the H1N1 Pandemic – Niagara Catholic Preparation and Management.

15. Financial Reports

15.1 Monthly Banking Transactions for the Month of May 2010

Moved by Trustee Dekker

Seconded by Trustee Scalzi

THAT the Niagara Catholic District School Board approve the Monthly Banking Transactions for the month of May 2010, as presented for information.

CARRIED

15.2 Statement of Revenue and Expenditures as at May 31, 2010

Moved by Trustee Dekker
Seconded by Trustee Scalzi

THAT the Niagara Catholic District School Board approve the Statement of Revenue and Expenditures as at May 31, 2010, as presented for information.

CARRIED

D. TRUSTEE ITEMS, OPEN QUESTION PERIOD & OTHER BUSINESS

Moved by Trustee Crole
Seconded by Trustee Charbonneau

THAT the Niagara Catholic District School Board approve the Board Meeting of June 15, 2010 be extended thirty (30) minutes.

CARRIED

1. Correspondence

Nil Report

2. Report on Trustee Conferences Attended

Nil Report

3. General Discussion to Plan for Future Action

3.1 Special Board Meeting – Wednesday, July 7, 2010 – 6:00 p.m. Niagara Catholic Budget 2010-2011

Director Crocco informed Trustees that a Special Board Meeting will be held on Wednesday, July 7, 2010 at 6:00 p.m. to consider:

1. Niagara Catholic Budget 2010-2011
2. Awarding of Construction Contract
 - Our Lady of Victory Catholic Elementary School
 - Blessed Trinity Catholic Secondary School
3. In-Camera Items

4. Trustee Information

4.1 Spotlight on Niagara Catholic – June 1, 2010

Director Crocco presented the Spotlight on Niagara Catholic – June 1, 2010 issue for Trustees' information.

4.2 Calendar of Events – June 2010

Director Crocco presented the Calendar of Events – June 2010 for Trustees' information.

4.3 Ground Breaking Ceremony – Our Lady of Victory Catholic Elementary School June 25, 2010 – 9:00 a.m.

Director Crocco reminded Trustees of the Ground Breaking Ceremony – Our Lady of Victory Catholic Elementary School on June 25, 2010 at 9:00 a.m.

4.4 Special Closing Assemblies

- *Our Lady of Fatima Catholic Elementary School, Grimsby – June 29, 2010 – 9:00 a.m.*
- *St. Joseph Catholic Elementary School, Grimsby – June 29, 2010 – 10:30 a.m.*

Director Crocco reminded Trustees of the Special Closing Assemblies for Our Lady of Fatima Catholic Elementary School, Grimsby on June 29, 2010 at 9:00 a.m., and St. Joseph Catholic Elementary School, Grimsby on June 29, 2010 at 10:30 a.m.

5. Open Question Period

None Submitted

E. NOTICES OF MOTION

F. BUSINESS IN CAMERA

Moved by Trustee Crole

Seconded by Trustee Charbonneau

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

CARRIED

The Niagara Catholic District School Board moved into the In Camera Session of the Board Meeting at 11:05 p.m. and reconvened at 11:45 p.m.

G. REPORT ON THE IN-CAMERA SESSION

Moved by Trustee Charbonneau

Seconded by Trustee Crole

THAT the Niagara Catholic District School Board report the motions from the In Camera Session of the Board Meeting of June 15, 2010.

CARRIED

SECTION A: STUDENT TRUSTEES PRESENT

Moved by Trustee Charbonneau

Seconded by Trustee Scalzi

THAT the Niagara Catholic District School Board approve the Minutes of the In Camera Session of the Board Meeting - SECTION A: Student Trustees Present of May 25, 2010, as presented.

CARRIED (Item F1)

Moved by Trustee Charbonneau

Seconded by Trustee Scalzi

THAT the Niagara Catholic District School Board receive the unapproved Minutes of the In Camera Session of the Committee of the Whole Meeting - SECTION A: Student Trustees Present of June 1, 2010, as presented.

CARRIED (Item F2)

SECTION B: STUDENT TRUSTEES EXCLUDED

Moved by Trustee Crole

Seconded by Trustee Charbonneau

THAT the Niagara Catholic District School Board approve the Minutes of the In Camera Session of the Board Meeting - SECTION B: Student Trustees Excluded of May 25, 2010, as presented.

CARRIED (Item F4)

Moved by Trustee Crole

Seconded by Trustee Charbonneau

THAT the Niagara Catholic District School Board receive the unapproved Minutes of the In Camera Session of the Committee of the Whole Meeting - SECTION B: Student Trustees Excluded of June 1, 2010, as presented.

CARRIED (Item F5)

H. FUTURE MEETINGS AND EVENTS

I. MOMENT OF SILENT REFLECTION FOR LIFE

J. ADJOURNMENT

Moved by Trustee Scalzi

Seconded by Trustee Dekker

THAT the June 15, 2010 meeting of the Niagara Catholic District School Board be adjourned.

CARRIED

This meeting was adjourned at 11:45 p.m.

Minutes of the Meeting of the Niagara Catholic District School Board held on **June 15, 2010**.

Approved on the **28th** day of **September 2010**.

Kathy Burtnik
Chairperson of the Board

John Crocco
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
PUBLIC SESSION
SEPTEMBER 28, 2010**

**TOPIC: MINUTES OF THE SPECIAL BOARD MEETING OF
JULY 7, 2010**

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Minutes of Special Board Meeting of July 7, 2010, as presented.



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

MINUTES OF THE SPECIAL BOARD MEETING

WEDNESDAY, JULY 7, 2010

Minutes of the Meeting of the Niagara Catholic District School Board, held on Wednesday, July 7, 2010, at 6:00 p.m. in the Father Kenneth Burns csc Board Room, at the Catholic Education Centre, 427 Rice Road, Welland.

The meeting was called to order at 6:00 p.m. by Chairperson Burtnik.

A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayers were led by Trustee Scalzi.

2. Roll Call

Moved by Trustee Scalzi
Seconded by Trustee Crole

THAT the Niagara Catholic District School Board excuse Trustee Fera from attending the Board Meeting of July 7, 2010.

CARRIED

Trustee	Present	Absent	Excused
John Belcastro	✓		
Kathy Burtnik	✓		
Maurice Charbonneau	✓		
Gary Crole	✓		
John Dekker	✓		
Frank Fera			✓
Ed Nieuwesteeg	✓		
Tony Scalzi	✓		

The following staff were in attendance:

John Crocco, Director of Education; **Yolanda Baldasaro**, **Rob Ciarlo**, **Lee Ann Forsyth-Sells**, **Frank Iannantuono**, Superintendents of Education; **Larry Reich**, Superintendent of Business & Financial Services; **James Woods**, Controller of Plant; **Jennifer Brailey**, Manager of Corporate Services & Communications; **Sherry Morena**, Recording Secretary/ Administrative Assistant, Corporate Services & Communications

3. Approval of the Agenda

Moved by Trustee Charbonneau

Seconded by Trustee Nieuwesteeg

THAT the Niagara Catholic District School Board approve the Agenda of the Special Board Meeting of July 7, 2010, as presented.

CARRIED

4. Disclosure of Interest

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

B. COMMITTEE AND STAFF REPORTS

1. Niagara Catholic 2010-2011 Annual Budget

Director Crocco presented the Niagara Catholic 2010-2011 Annual Budget. He stated that Senior Staff is submitting a balanced budget which continues to allocate the necessary funding to implement and deliver the excellence in distinctive programs and services to our students and staff as approved in the Board approved Vision 2020 Strategic Plan and the System Priorities for 2010-2011.

Senior Staff presented highlights on specific areas of program and responsibilities.

Chairperson Burtnik and Director Crocco congratulated Senior Staff, specifically Larry Reich, Superintendent of Business and Financial Services for coordinating the Niagara Catholic 2010-2011 Annual Budget Booklet.

Moved by Trustee Charbonneau

Seconded by Trustee Belcastro

THAT the Niagara Catholic District School Board approve the Niagara Catholic 2010-2011 Annual Budget, as presented.

CARRIED

**2. Award of Construction Contract, Phase One
Addition and Alterations to Blessed Trinity Catholic Secondary School**

James Woods, Controller of Plant, presented the report on the Award of Construction Contract, Phase One - Addition and Alterations to Blessed Trinity Catholic Secondary School.

Moved by Trustee Crole

Seconded by Trustee Scalzi

THAT the Niagara Catholic District School approve the award of a construction contract to Rankin Construction Inc., for Phase One of the addition and alterations to Blessed Trinity Catholic Secondary School.

CARRIED

**3. Award of Construction Contract, Phase One
Addition and Alterations to Our Lady of Victory Catholic Elementary School**

James Woods, Controller of Plant, presented the report on the Award of Construction Contract, Phase One - Addition and Alterations to Our Lady of Victory Catholic Elementary School.

Moved by Trustee Dekker

Seconded by Trustee Charbonneau

THAT the Niagara Catholic District School approve the award of a construction contract to T. R. Hinan Contractors, for the addition and alterations to Our Lady of Victory Catholic Elementary School.

CARRIED

4. Revised Boundary Descriptions for Sacred Heart Catholic Elementary School

Lee Ann Forsyth-Sells, Superintendent of Education, presented the Revised Boundary Descriptions for Sacred Heart Catholic Elementary School.

Moved by Trustee Nieuwesteeg

Seconded by Trustee Dekker

THAT the Niagara Catholic District School Board approve the July 7, 2010 revised boundary description for Sacred Heart Catholic Elementary School as presented.

CARRIED

C. BUSINESS IN CAMERA

Moved by Trustee Charbonneau

Seconded by Trustee Crole

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

CARRIED

The Niagara Catholic District School Board moved into the In Camera Session of the Board Meeting at 7:12 p.m. and reconvened at 7:25 p.m.

D. REPORT ON THE IN-CAMERA SESSION

Moved by Trustee Scalzi

Seconded by Trustee Charbonneau

THAT the Niagara Catholic District School Board report the motions from the In Camera Session of the Special Board Meeting of July 7, 2010.

CARRIED

Moved by Trustee Crole

Seconded by Trustee Dekker

THAT the Niagara Catholic District School Board approve the recommendation as outlined in Item C2 of the In Camera Agenda.

CARRIED (Item C2)

E. ADJOURNMENT

Moved by Trustee Nieuwesteeg

Seconded by Trustee Belcastro

THAT the July 7, 2010 Special meeting of the Niagara Catholic District School Board be adjourned.

CARRIED

This meeting was adjourned at 7:30 p.m.

Minutes of the Special Meeting of the Niagara Catholic District School Board held on **July 7, 2010**.

Approved on the **28th** day of **September 2010**.

Kathy Burtnik
Chairperson of the Board

John Crocco
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
PUBLIC SESSION
SEPTEMBER 28, 2010**

**TOPIC: MINUTES OF THE SPECIAL BOARD MEETING OF
JULY 21, 2010**

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Minutes of Special Board Meeting of July 21, 2010, as presented.



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

MINUTES OF THE SPECIAL ELECTRONIC BOARD MEETING

WEDNESDAY, JULY 21, 2010

Minutes of the Meeting of the Niagara Catholic District School Board, held on Wednesday, July 21, 2010, at 4:00 p.m. in the Father Kenneth Burns csc Board Room, at the Catholic Education Centre, 427 Rice Road, Welland.

The meeting was called to order at 4:00 p.m. by Chairperson Burtnik.

A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayers were led by Director Crocco.

2. Roll Call

Moved by Trustee Scalzi

Seconded by Trustee Nieuwesteeg

THAT the Niagara Catholic District School Board excuse Trustees Charbonneau and Crole from attending the Special Electronic Board Meeting of July 21, 2010.

CARRIED

Trustee	Present	Present Electronically	Absent	Excused
John Belcastro		✓		
Kathy Burtnik		✓		
Maurice Charbonneau				✓
Gary Crole				✓
John Dekker		✓		
Frank Fera			✓	
Ed Nieuwesteeg		✓		
Tony Scalzi		✓		

The following staff were in attendance:

John Crocco, Director of Education; **Frank Iannantuono**, Superintendent of Education;
James Woods, Controller of Plant; **Sherry Morena**, Recording Secretary/Administrative
Assistant, Corporate Services & Communications

3. Approval of the Agenda

Moved by Trustee Nieuwesteeg

Seconded by Trustee Scalzi

THAT the Niagara Catholic District School Board approve the Agenda of the Special
Electronic Board Meeting of July 21, 2010, as presented.

CARRIED

4. Disclosure of Interest

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

B. COMMITTEE AND STAFF REPORTS

**1. Addition and Alterations to St. Augustine Catholic Elementary School
Award of Construction Contract**

James Woods, Controller of Plant, presented the report on the Addition and Alterations to St.
Augustine Catholic Elementary School - Award of Construction Contract for 2010-2011.

Moved by Trustee Belcastro

Seconded by Trustee Nieuwesteeg

THAT the Niagara Catholic District School Board approve the award of a construction
contract to Kenmore Management Inc., for the addition and alterations to St. Augustine
Catholic Elementary School.

CARRIED

C. FUTURE MEETINGS

**1. Special Electronic Board Meeting – Award of Contract
– St. Andrew Catholic Elementary School Addition and Alterations**

Mr. Woods informed Trustees that a Special Board Meeting will be required for the Awarding
of Contract for the St. Andrew Catholic Elementary School Addition and Alterations. The date
of August 11, 2010, at 9:00 a.m.

D. ADJOURNMENT

Moved by Trustee Dekker

Seconded by Trustee Scalzi

THAT the July 21, 2010 Special Electronic Meeting of the Niagara Catholic District School
Board be adjourned.

CARRIED

This meeting was adjourned at 4:10 p.m.

Minutes of the Special Electronic Meeting of the Niagara Catholic District School Board held on **July 21, 2010**.

Approved on the **28th** day of **September 2010**.

Kathy Burtnik
Chairperson of the Board

John Crocco
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
PUBLIC SESSION
SEPTEMBER 28, 2010**

**TOPIC: MINUTES OF THE SPECIAL BOARD MEETING OF
AUGUST 11, 2010**

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Minutes of Special Board Meeting of August 11, 2010, as presented.



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

MINUTES OF THE SPECIAL ELECTRONIC BOARD MEETING

WEDNESDAY, AUGUST 11, 2010

Minutes of the Meeting of the Niagara Catholic District School Board, held on Wednesday, August 11, 2010, at 9:00 a.m. in the Father Kenneth Burns csc Board Room, at the Catholic Education Centre, 427 Rice Road, Welland.

The meeting was called to order at 9:00 a.m. by Chairperson Burtnik.

A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayers were led by Chairperson Burtnik.

2. Roll Call

Trustee	Present	Present Electronically	Absent	Excused
John Belcastro		✓		
Kathy Burtnik		✓		
Maurice Charbonneau		✓		
Gary Crole		✓		
John Dekker		✓		
Frank Fera			✓	
Ed Nieuwesteeg		✓		
Tony Scalzi		✓		

The following staff were in attendance:

John Crocco, Director of Education; **Yolanda Baldasaro**, **Lee Ann Forsyth-Sells**, **Frank Iannantuono**, Superintendents of Education; **James Woods**, Controller of Plant; **Sherry Morena**, Recording Secretary/ Administrative Assistant, Corporate Services & Communications

3. **Approval of the Agenda**

Moved by Trustee Nieuwesteeg
Seconded by Trustee Charbonneau

THAT the Niagara Catholic District School Board approve the Agenda of the Special Electronic Board Meeting of August 11, 2010, as presented.

CARRIED

4. **Disclosure of Interest**

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

B. COMMITTEE AND STAFF REPORTS

1. **Addition and Alterations to St. Andrew Catholic Elementary School
Award of Construction Contract**

James Woods, Controller of Plant, presented the report on the Addition and Alterations to St. Andrew Catholic Elementary School - Award of Construction Contract for 2010-2011.

Moved by Trustee Belcastro
Seconded by Trustee Scalzi

THAT the Niagara Catholic District School Board approve the award of a construction contract to Stolk Construction Ltd., for the addition and alterations to St. Andrew Catholic Elementary School.

CARRIED

2. **Ontario Early Years Centre – Audited Financial Statements as at March 31, 2010**

Director Crocco presented the report on the Ontario Early Years Centre – Audited Financial Statements as at March 31, 2010.

Moved by Trustee Crole
Seconded by Trustee Charbonneau

THAT the Niagara Catholic District School Board receive the Audited Financial Statements for the Ontario Early Years Centres as at March 31, 2010, as presented.

CARRIED

C. ADJOURNMENT

Moved by Trustee Nieuwesteeg
Seconded by Trustee Scalzi

THAT the August 11, 2010 Special Electronic Meeting of the Niagara Catholic District School Board be adjourned.

CARRIED

This meeting was adjourned at 9:15 a.m.

Minutes of the Special Electronic Meeting of the Niagara Catholic District School Board held on **August 11, 2010**.

Approved on the **28th** day of **September 2010**.

Kathy Burtnik
Chairperson of the Board

John Crocco
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
PUBLIC SESSION
SEPTEMBER 28, 2010**

**TOPIC: SCHOOL EXCELLENCE PROGRAM
SACRED HEART CATHOLIC ELEMENTARY SCHOOL**



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

Catholic School Profile

Sacred Heart

Principal
Lisa Selman
8450 Oliver St.
Niagara Falls, ON
L2G 6Z2
905.295.3732

Niagara Catholic District School Board

October 2009

Director of Education
John Crocco

Superintendent of Education
Lee Ann Forsyth-Sells

Catholic Education Centre
427 Rice Road
Welland, Ontario
L3C 7C1
905.735.0240
Fax 905.734.8828

Parish
Father Don Lizzotti
Sacred Heart Church
3882 Main Street
Niagara Falls, Ontario
905.295.4455

Board Mission
"The Mission of the Niagara Catholic District School Board, as a Catholic Community of Learners, is to ensure that all students develop the knowledge, skills and values to reach their full potential, with Christ as the Way, the Truth and Light."

School Mission Statement
"Sacred Heart is a Christian community grounded in the Catholic faith. As facilitators, we are dedicated to lifelong learning through the proclamation of Gospel values. The emphasis in this community is on self-respect, character formation, dignity, and respect for others."

School Motto or Theme
"A place where children give from their hearts and reach for the stars"

Who We Are

The school was built in 1957. Sacred Heart school has since expanded to meet the needs of our community.

- Grades in the school: JK to Grade 8
- Total enrolment as of September 30, 2009: 332
- Our staff includes 13.5 classroom teachers, 2 French as a Second Language (FSL) teachers, 1 Educational Resource Teacher, .5 Reading Recovery Teacher, 4 Teaching Assistants, 1 Library Technician, Secretary and a Principal.
- Our school facility includes a gym, library, and computer lab. We are handicap accessible.
- Our Grade 7 and 8 students attend classes at the CyberQuest Studio. The studio introduces students to broad base technologies including aerospace, engineering design, electronics, desktop publishing, audio-video and robotics.
- In addition to the regular Ontario school program we have a Junior Kindergarten program, extended French as a Second Language (FSL), and a full religious program culminating in a spiritual Centre and Outdoor Education Program (SCOEP), held at Our Lady of Grace.
- We are a Teaching Centre for Brock and Niagara University Student Teachers.
- Ontario Early Years Program is also located at Sacred Heart School.

What We Stand For

Community Projects

- Visits to Senior Citizens Homes
- Food collection drives at Thanksgiving, Christmas and Easter for our Parish
- Terry Fox Run
- Holy Childhood Association
- Kids Helping Kids
- Canadian Red Cross

Special Activities/Programs

- All Co-curricular Sports available & Intramurals
- Breakfast For Learning Club
- Eco School
- Literacy Club, Numeracy Club, P3 Homework Support & Chess
- School Choir & Drama performances
- Parent Literacy, Numeracy & Anti-Bullying Workshops

Catholic School Council

Our Catholic School Council was established in September 1996. It consists of parents, representatives from the parish community and elected teaching and non-teaching staff. The meetings are open to all parents of the school community.

In May and June of 2009, the EQAO Primary and Junior Assessments of Reading, Writing and Mathematics were administered. The results of these provincial assessments were released in September 2009. Students who have achieved a Level 3 or 4 on an EQAO Assessment have achieved the Provincial Standard as established by the Ontario Government.

The Niagara Catholic District School Board is celebrating the achievement of students in Grades 3 and 6 for exceeding the provincial averages in the EQAO Assessments of Reading, Writing and Mathematics. Our commitment to quality Catholic Education, and to the achievement of each individual child, has been demonstrated by the participation of 99% of all Grade 3 and Grade 6 students in the EQAO Primary and Junior Assessments.

The Niagara Catholic District School Board continues to facilitate Student Achievement on the EQAO Assessments through the dedicated and coordinated efforts of its staff through continuous School and Board Improvement Planning initiatives.

Niagara Catholic System Priorities:

- Nurturing our Distinctive Catholic Education
- Improving Student Achievement
- Building Capacity with Trustees, Administrators, Staff and Parents
- Improving Efficiencies in the Structure and Operations of the System to Maximize Performance

EQAO Background Information

The Education Quality and Accountability Office (EQAO) tests students' skills in reading, writing and mathematics at key points in their elementary-school education. Students are tested twice:

- at the end of Grade 3, to assess what they've learned throughout the Primary Division (Grades 1–3)
- at the end of Grade 6, to assess what they've learned throughout the Junior Division (Grades 4–6).

Why does Ontario conduct province-wide tests of reading, writing and mathematics?

In 1995, Ontario's Royal Commission on Learning recommended such tests for Ontario students. The Commission made this recommendation after consulting with parents, educators, students and others who wanted greater accountability and assurances of quality in the publicly funded education system.

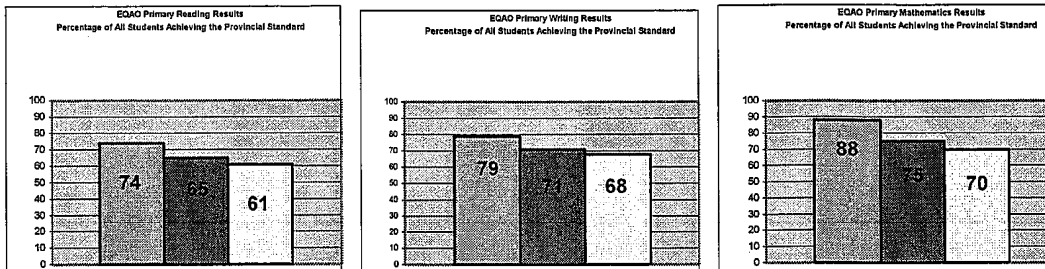
What do EQAO results tell me about my child?

EQAO test results provide a snapshot of your child's achievement in relation to the provincial standard. Students meeting or exceeding the standard (Levels 3 and 4) have demonstrated most or all of the required reading, writing and mathematics knowledge and skills expected at this stage in their education. However, no single test can offer a complete or definitive picture of what your child has learned. In the end, no one better understands the true measure of your child's abilities and knowledge—or is in a better position to assess them—than his or her classroom teacher. When used together, the results of EQAO and classroom tests provide a more complete picture of your child's knowledge.

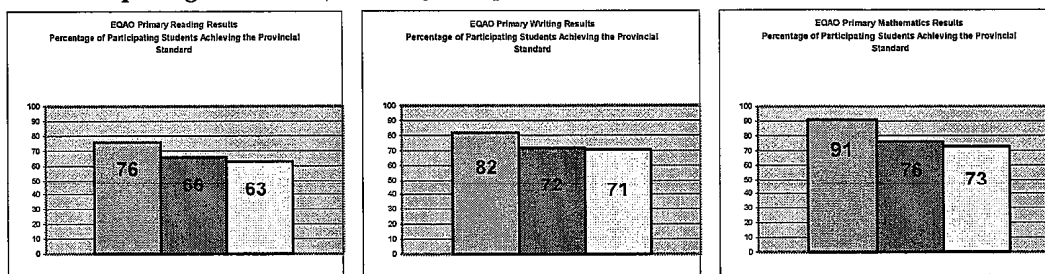
(A Parent's Guide to EQAO Testing, EQAO, September 2009)

EQAO Primary Assessments of Reading, Writing and Mathematics Results

All Students (including Exempted and No-Data Students)

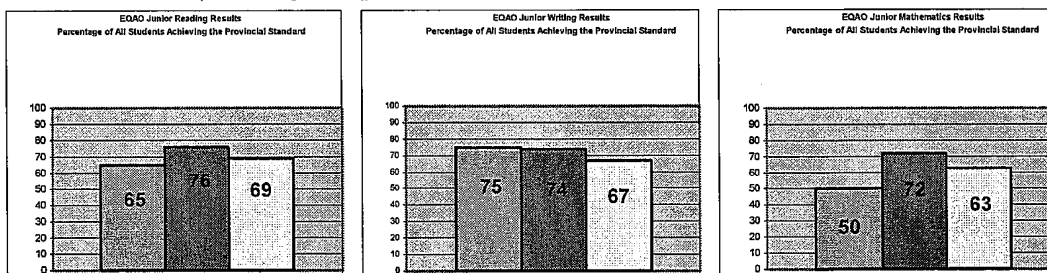


Participating Students (excluding Exempted and No-Data Students)

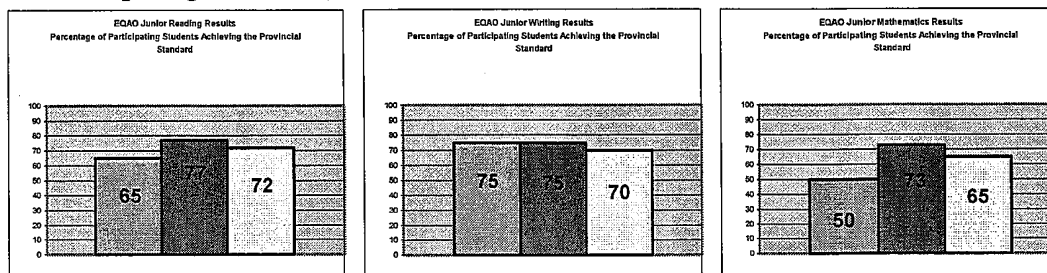


EQAO Junior Assessments of Reading, Writing and Mathematics Results

All Students (including Exempted and No-Data Students)



Participating Students (excluding Exempted and No-Data Students)



School
 Board
 Province

Board System Priority**Improving Student Achievement**

- To reduce the gap in student achievement by focusing on increasing Niagara Catholic's "16 by 16" achievement level an average of 3% and the Board graduation rate an average of 2% by June 2010.
- To improve student achievement by focusing on increasing Niagara Catholic's EQAO scores and the OSSLT achievement results an average of 2% by June 2010.
- To develop a Niagara Catholic Assessment, Evaluation and Reporting K-12 Document that will complement and comply with the Ministry of Education Assessment, Evaluation and Reporting Policy by June 2010.
- To sustain literacy and numeracy initiatives and implement programs to improve student achievement and pathway success, Kindergarten to Graduation, as outlined in Board and School Improvement Plans.

Board Improvement Planning**SMART Goals**

Niagara Catholic has developed SMART Goals in the Four Pillars of Student Success:

Literacy: To improve student achievement on the EQAO Primary and Junior Reading and Writing Assessments and the

OSSLT through data analysis, targeted interventions and instructional strategies to increase the number of students who achieve the Provincial Standard by 2% by June 30, 2010.

Numeracy: To improve student achievement on the EQAO Primary and Junior Mathematics Assessment and the Grade 9 Assessment of Mathematics (Academic and Applied) through data analysis, targeted interventions and instructional strategies to increase the number of students who achieve the Provincial Standard by 2% by June 30, 2010

Pathways: To improve student achievement by targeting instructional supports, programs, strategies and resources that support student transition:

- from home to school entry
- between elementary divisions
- between elementary and secondary panels
- to post secondary destinations

in order to reduce learning gaps and to improve the high school graduation rate by 2% by June 30, 2010.

Faith, Community, Culture, and Caring: To improve student achievement by continuing to foster a safe, equitable and inclusive learning environment that

- ensures the distinctive nature of Catholic education
- reflects the Ontario Catholic School Graduate Expectations
- employs focused interventions

to reduce the overall number of suspensions by 2% by June 30, 2010.

Sacred Heart Catholic Elementary School Improvement Planning**SMART Goals**

Literacy: All teachers from JK – Gr. 8 will implement guided reading instructional strategies for the following targeted Ontario expectations: Reading 1.3 Comprehension Strategies; 1.5 Making Inferences/Interpreting Texts; 1.6 Extending Understanding; 3.2 Reading Unfamiliar Words; 3.3 Read With Fluency; 4.1 Reflecting On Reading Skills

Numeracy: All teachers from JK-Gr. 8 will promote and model problem solving strategies to guide classroom instruction and to improve student knowledge and understandings in Math. Students will have the opportunity to (1) solve multi-step problems in groups and (2) present alternate solutions clearly and convincingly and discuss them with others.

Pathways: To improve student achievement through targeting instructional strategies, interventions, programs, resources and supports.

Faith, Community, Culture, and Caring: All staff will model, promote and integrate Christian focus each month across the curriculum. Student engagement will be supported through student participation in the school's antibullying programs, service leadership within the school community, student awards achieved and celebrated during monthly spirit assemblies and student participation in monthly masses. Student leadership will be increased by 25%.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
PUBLIC SESSION
SEPTEMBER 28, 2010**

**TOPIC: UNAPPROVED MINUTES OF THE COMMITTEE OF THE
WHOLE MEETING OF SEPTEMBER 14, 2010**

RECOMMENDATION

THAT the Niagara Catholic District School Board receive the unapproved Minutes of the Committee of the Whole Meeting of September 14, 2010, as presented.

The following recommendations are being presented for the Board's consideration from the Committee of the Whole Meeting of September 14, 2010.

2.1 Financial Reports

2.1.1 Monthly Banking Transactions

THAT the Niagara Catholic District School Board approve the Monthly Banking Transactions for the months of June, July and August, 2010, as presented.

2.1.2 Statement of Revenue & Expenditures

THAT the Niagara Catholic District School Board approve the Statement of Revenue and Expenditures as at August 31, 2010, presented.



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

MINUTES OF THE COMMITTEE OF THE WHOLE MEETING TUESDAY, SEPTEMBER 14, 2010

Minutes of the Meeting of the Committee of the Whole of the Niagara Catholic District School Board, held on Tuesday, September 14, 2010, at 7:00 p.m. in the Father Kenneth Burns csc Board Room, at the Catholic Education Centre, 427 Rice Road, Welland.

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

A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayers were led by Chairperson Burtnik.

2. Roll Call

Trustee	Present	Absent	Excused
John Belcastro	✓		
Kathy Burtnik	✓		
Maurice Charbonneau	✓		
Gary Crole	✓		
John Dekker	✓		
Frank Fera	✓		
Ed Nieuwesteeg	✓		
Tony Scalzi	✓		
Student Trustees			
Shelby Levesque	✓		
Patrick Fowler	✓		

The following staff were in attendance:

John Crocco, Director of Education; **Yolanda Baldasaro**, **Rob Ciarlo**, **Lee Ann Forsyth-Sells**, **Frank Iannantuono**, Superintendents of Education; **Larry Reich**, Superintendent of Business & Financial Services; **James Woods**, Controller of Plant; **Khayyam Syne**, Administrator of Staff Development; **Mark Lefebvre**, Administrator of School Effectiveness; **Jennifer Brailey**, Manager of Corporate Services & Communications; **Sherry Morena**, Recording Secretary/ Administrative Assistant, Corporate Services & Communications

3. **Approval of the Agenda**

Moved by Trustee Charbonneau

THAT the Committee of the Whole approve the Agenda of the Committee of the Whole Meeting of September 14, 2010, as presented.

CARRIED

4. **Disclosure of Interest**

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

5. **Minutes of the Committee of the Whole Meeting of June 1, 2010**

Moved by Trustee Crole

THAT the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting of June 1, 2010, as presented.

CARRIED

B. PRESENTATIONS

C. COMMITTEE AND STAFF REPORTS

Chairperson Burtnik announced that His Holiness, Pope Benedict XVI, has appointed Bishop Gerard Bergie as the new Bishop of the Diocese of St. Catharines. Chairperson Burtnik and Director Crocco were in contact with Bishop Bergie to express the Board's pleasure at the appointment and stated that the Board is looking forward to the spiritual guidance that he will provide to the Diocese of St. Catharines and Niagara Catholic.

1. **Director's Introduction to 2010-2011 School Year**

Director Crocco provided Trustees with an update and a preview of the Board's System Priorities and initiatives for the 2010-2011 school year. He stated that 2010-2011 will continue to be a year of a faith based, distinctive Catholic education with innovative programs and services – all focused on the Board's 24,000 students.

Yolanda Baldasaro and Frank Iannantuono, Superintendents of Education, and James Woods, Controller of Plant, presented information reports on the new school year.

**2. Staff Development Department Professional Development Opportunities
September 1st Faith/Professional Activity Day**

Superintendent Iannantuono and Khayyam Syne, Administrator of Staff Development, presented the report on the Staff Development Department Professional Development Opportunities and September 1st Faith/Professional Activity Day for information.

Mr. Syne presented a DVD highlighting the September 1, 2010 Faith Day which was attended by the Board's 3,000 employees.

3. Full Day Early Learning Kindergarten Program 2010-2011

Superintendent Baldasaro introduced the report on the Full Day Early Learning Kindergarten Program, which was implemented in eight Niagara Catholic elementary schools as well as being extended into an additional five Catholic Elementary schools.

Superintendent Baldasaro, along with members of Senior Staff, visited several of the classrooms on the first day of school, and reported that the students had a very positive experience.

Mark Lefebvre, Administrator: School Effectiveness, elaborated on the program.

4. Student Achievement K-12 - Executive Summary of Programs, Services and Resource Implementation for 2010-2011

Superintendent Baldasaro introduced the report on Student Achievement K-12 - Executive Summary of Programs, Services and Resource Implementation for 2010-2011, stating that the Student Achievement K-12 Department oversees system responsibilities in the areas of School Effectiveness, Student Success and Special Education.

The three administrators, Mark Lefebvre, Administrator: School Effectiveness; Marcel Jacques, Administrator: Special Education; and David Pihach, Administrator: Student Success, work cooperatively with school and system level personnel to provide programs, services and resource implementation to support the Niagara Catholic Strategic Directions and Priority Indicators.

5. Capital Projects 2010

Controller of Plant Woods presented the report on the Capital Projects 2010. In the summer of 2010, teams of consultants, contractors and Plant staff worked on over 310 projects worth approximately \$54 million. The projects ranged from flooring replacement to new school buildings.

6. Niagara Catholic Annual Accessibility Plan – September 2010 – August 2011 (Year 8)

Superintendent Baldasaro presented the Niagara Catholic Annual Accessibility Plan – September 2010–August 2011 (Year 8), which describes the measures the Niagara Catholic District School Board has taken in the past as well as the measures which will be taken during the 2010-2011 school year to achieve accessibility for Ontarians with disabilities with respect to goods, services, facilities, accommodations, employment, buildings, structures and premises.

7. Financial Reports

7.1 Monthly Banking Transactions

Moved by Trustee Belcastro

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Monthly Banking Transactions for the months of June, July and August 2010, as presented.

CARRIED

7.2 Statement of Revenue and Expenditures

Moved by Trustee Nieuwesteeg

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Statement of Revenue and Expenditures as at August 31, 2010, as presented.

CARRIED

8. Monthly Updates

8.1 Policy Development Update

Director Crocco presented the Policy Development Update.

8.2 Capital Projects Progress Report

Controller of Plant Woods presented the Capital Projects Progress Report.

8.3 Student Trustees' Update

Shelby Levesque and Patrick Fowler, Student Trustees, gave a brief verbal update on the activities of the Student Senate.

8.4 Family of Schools Superintendents' Monthly Update

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

Superintendent Ciarlo

- The Principals, Staff and Students of Our Lady of Fatima and St. Joseph Catholic Elementary Schools are extremely pleased with their two beautiful new schools.
- St. Mark Catholic Elementary School is proud to boast about the new landscaping which enhances the front of the school. The school received support in excess of \$12,000 for the project. Students assisted in the laying of the flagstones and interlocking blocks.
- The Niagara Catholic Teaching English as a Second Language (TESL) Program received full accreditation and recognition for TESL Ontario as a full 300 hour academic program.

Superintendent Forsyth-Sells

- St. Kevin Catholic Elementary School is holding its Opening Mass on Friday at St. Kevin Church with Father James Mulligan. St. Kevin students and their Historical projects will be featured this week at the Niagara Regional Agricultural Society Annual Fair at the Exhibition Fairgrounds in Welland.
- Saint Paul Catholic High School welcomed Grade 9 students with a standing ovation by the student body and staff at the Opening Assembly.
- St. Elizabeth Catholic Elementary School will be hosting its Open House/ Program Night for the community on September 22, 2010 featuring the newest initiative, “Collaborative Inquiry” for Mathematics. Pro Grant funds have been used to provide resources for parents to sign out to support the numeracy skills of their students.

D. INFORMATION

1. Trustee Information

1.1 Spotlight on Niagara Catholic – June 15, 2010

Director Crocco presented the Spotlight on Niagara Catholic – June 15, 2010 issue for Trustees’ information.

1.2 Calendar of Events – September 2010

Director Crocco presented information on the Calendar of Events – September 2010 for Trustees’ information.

1.3 Niagara Catholic Calendar of Events - 2010-2011 (DM-034)

Director Crocco presented the Niagara Catholic Calendar of Events - 2010-2011 (DM-034) for Trustees’ information.

1.4 Municipal, Provincial and Federal Election Administrative Procedures (DM-036)

Director Crocco presented Municipal, Provincial and Federal Election Administrative Procedures (DM-036) for Trustees’ information.

1.5 Director’s Letter to Students & Parents – September 2010

Director Crocco presented the Director’s Letter to Students & Parents – September 2010 for Trustees’ information.

1.6 Register as a Catholic School Supporter

Director Crocco presented the flyer “Register as a Catholic School Supporter” for Trustees’ information. He informed Trustees that posters and flyers were delivered to all parishes with a letter from the Director asking parish priests to post them, and to make special announcements at the end of Mass.

1.7 The Niagara Wine Festival Grande Parade – September 25, 2010

Director Crocco presented information on the Niagara Catholic Float being entered into the Niagara Wine Festival Grande Parade on September 25, 2010. Denis Morris and Holy Cross Catholic Secondary Schools will also enter floats in the parade featuring the theme “How Green It Is” promoting Niagara Catholic being the first Board in Ontario to have all its schools become 100% ECO-certified.

Trustees, Senior Staff, Principals, Staff and Students are invited to walk in the parade. Trustees were asked to respond to Sherry Morena, Administrative Assistant, Corporate Services & Communications of there intention to attend.

1.8 When Faith Meets Pedagogy – October 21-23, 2010

Director Crocco presented information on When Faith Meets Pedagogy – October 21-23, 2010. Trustees were asked to respond to Sherry Morena, Administrative Assistant, Corporate Services & Communications of there intention to attend.

E. OTHER BUSINESS

1. General Discussion to Plan for Future Action

F. BUSINESS IN CAMERA

Moved by Trustee Belcastro

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 8:40 p.m. and reconvened at 9:05 p.m.

G. REPORT ON THE IN-CAMERA SESSION

Moved by Trustee Fera

THAT the Committee of the Whole report the motions from the In Camera Session of the Committee of the Whole Meeting of September 14, 2010.

CARRIED

SECTION A: STUDENT TRUSTEES PRESENT

Moved by Trustee Scalzi

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 June 1, 2010, as presented.

CARRIED (Item F1)

SECTION B: STUDENT TRUSTEES EXCLUDED

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 B: Student Trustees Excluded held on June 1, 2010, as presented.

CARRIED (Item F3)

H. ADJOURNMENT

Moved by Trustee Scalzi

THAT the September 14, 2010 Committee of the Whole Meeting be adjourned.

CARRIED

This meeting was adjourned at 9:10 p.m.

Minutes of the Committee of the Whole Meeting of the Niagara Catholic District School Board held on **September 14, 2010.**

Approved on the **12th** day of **October 2010.**

John Dekker
Vice-Chairperson of the Board

John Crocco
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
PUBLIC SESSION
SEPTEMBER 28, 2010**

**TOPIC: FINANCIAL REPORTS
MONTHLY BANKING TRANSACTIONS
JULY, JULY & AUGUST 2010**

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the report on the Monthly Banking Transactions for the months of June, July and August 2010, as presented.

Prepared by: Larry Reich, Superintendent of Business and Financial Services

Presented by: Larry Reich, Superintendent of Business and Financial Services

Approved by: John Crocco, Director of Education

Date: September 28, 2010



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

**REPORT TO THE COMMITTEE OF THE WHOLE
SEPTEMBER 14, 2010**

**MONTHLY BANKING TRANSACTIONS
FOR THE MONTHS OF JUNE, JULY AND AUGUST 2010**

BACKGROUND INFORMATION

In accordance with the Monthly Financial Reports Policy Statement, we are pleased to enclose the Monthly Banking Transactions for the months of June, July and August 2010 for the Niagara Catholic District School Board. (See Appendix A, B & C)

As required by the Policy, a monthly list of payments is available in the Holy Cross Community Room for the TRUSTEES to review at their convenience.

RECOMMENDATION

THAT the Committee of the Whole recommends that the Niagara Catholic District School Board approve the Report on the Monthly Banking Transactions for the months of June 2010, July and August, as presented.

Prepared by: Larry Reich, Superintendent of Business & Financial Services
Presented by: Larry Reich, Superintendent of Business & Financial Services
Approved by: John Crocco, Director of Education
Date: Sept. 14, 2010

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD REPORT ON BANKING TRANSACTIONS	
SUMMARY OF BANK TRANSACTIONS FOR THE MONTH OF: JUNE, 2010	
DESCRIPTION OF ITEMS	BANK ACCOUNT
CASH BALANCE AT BEGINNING OF MONTH	(A) 29,509,656
OPERATING CASH RECEIPTS FOR THE MONTH	
1. GENERAL LEGISLATIVE GRANTS	14,960,114
2. OTHER GRANTS (EPO, O.E.Y.C.)	48,217
3. INTEREST REVENUE	11,833
4. MUNICIPAL TAXES	11,736,058
5. TUITION FEES REVENUE - A.C.E. & OTHER	69,163
6. CHARITABLE DONATIONS	3,365
7. GOVERNMENT REBATES (GST 68% REBATE ON TAXABLE PURCHASES)	139,109
8. RECOVERY OF COSTS (LTD, WCB, BENEFITS, OTHER REIMBURSEMENTS)	222,078
9. OTHER CASH RECEIPTS	
- Reimbursements of Employee Benefits	10,853
- Donations Collected from Employees for Haiti Relief	0
- Other	
10. PROCEEDS FROM DEBENTURE ISSUE (NET)	0
11. CAPITAL LOAN PRINCIPAL ADVANCES	0
TOTAL OPERATING CASH RECEIPTS AND LOAN ADVANCE	(B) 27,200,790
OPERATING CASH DISBURSEMENTS FOR THE MONTH	
1. ACCOUNTS PAYABLE (NET OF CANCELLED CHEQUES AND DEBT REPAYMENTS)	(19,450,396)
2. TEACHER PENSION DEDUCTIONS	(1,112,453)
3. O.M.E.R.S. PENSION DEDUCTIONS	(353,834)
4. CANADA SAVINGS BONDS DEDUCTIONS	(125,277)
5. TRANSFER TO 4 OVER 5 TRUST ACCOUNTS	(37,318)
6. OTHER DEBITS	(47,184)
7. INTEREST PAYMENTS ON CAPITAL DEBT	(148,977)
8. PRINCIPAL PAYMENTS ON CAPITAL DEBT	(371,000)
TOTAL OPERATING CASH DISBURSEMENTS	(C) (21,646,438)
CASH BALANCE AT END OF MONTH	A + B - C = D (D) 35,064,008

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD REPORT ON LOAN BALANCES				
SUMMARY OF LOAN BALANCES AS AT: JUNE, 2010				
The Debentures & Capital Loans are made up as follows:				
Loan Description	Opening Balance	Loan Advances	Loan Repayments	Ending Balance
1. GPL1 Loan 25 YR.	(12,853,291.68)		0.00	(12,853,291.68)
2. GPL2 Loan 25 YR.	(9,897,427.64)			(9,897,427.64)
3. GPL3 Loan 25 YR.	(4,585,476.67)			(4,585,476.67)
4. Debenture (Niagara Region)	(2,112,000.00)			(2,112,000.00)
5. Debenture (Niagara Region)	(3,539,000.00)		371,000.00	(3,168,000.00)
6. Capital Projects - Completed 2001	(20,700,602.09)			(20,700,602.09)
7. Capital Projects - Completed 2002/03	(22,015,978.44)		0.00	(22,015,978.44)
8. Capital Projects - Completed 2004/05	(8,945,751.63)			(8,945,751.63)
9. Capital Projects - Completed 2005/06	(8,056,758.32)			(8,056,758.32)
Total Debentures & Capital Loans	(92,706,286.47)	0.00	371,000.00	(92,335,286.47)

PREPARED BY: William Tumath
PRESENTED BY: Larry Reich

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD REPORT ON BANKING TRANSACTIONS SUMMARY OF BANK TRANSACTIONS FOR THE MONTH OF:		JULY, 2010
DESCRIPTION OF ITEMS	BANK ACCOUNT	
CASH BALANCE AT BEGINNING OF MONTH	(A)	35,064,008
OPERATING CASH RECEIPTS FOR THE MONTH		
1. GENERAL LEGISLATIVE GRANTS		10,469,667
2. OTHER GRANTS (EPO, O.E.Y.C.)		211,827
3. INTEREST REVENUE		12,905
4. MUNICIPAL TAXES		0
5. TUITION FEES REVENUE - A.C.E. & OTHER		156,047
6. CHARITABLE DONATIONS		7,440
7. GOVERNMENT REBATES (GST 68% REBATE ON TAXABLE PURCHASES)		126,633
8. RECOVERY OF COSTS (LTD, WCB, BENEFITS, OTHER REIMBURSEMENTS)		149,316
9. OTHER CASH RECEIPTS		
- Reimbursements of Employee Benefits		9,288
- Donations Collected from Employees for Haiti Relief		0
- Other		0
10. PROCEEDS FROM DEBENTURE ISSUE (NET)		0
11. CAPITAL LOAN PRINCIPAL ADVANCES		0
TOTAL OPERATING CASH RECEIPTS AND LOAN ADVANCE	(B)	11,143,124
OPERATING CASH DISBURSEMENTS FOR THE MONTH		
1. ACCOUNTS PAYABLE (NET OF CANCELLED CHEQUES AND DEBT REPAYMENTS)		(19,778,704)
2. TEACHER PENSION DEDUCTIONS		(1,077,861)
3. O.M.E.R.S. PENSION DEDUCTIONS		(351,804)
4. CANADA SAVINGS BONDS DEDUCTIONS		(121,026)
5. TRANSFER TO 4 over 5 ACCOUNTS		(36,475)
6. OTHER DEBITS		(28,134)
7. TRANSFER TO SINKING FUNDS		(282,104.19)
8. INTEREST PAYMENTS ON CAPITAL DEBT		(192,919)
9. PRINCIPAL PAYMENTS ON CAPITAL DEBT		(117,748)
TOTAL OPERATING CASH DISBURSEMENTS	(C)	(21,986,776)
CASH BALANCE AT END OF MONTH	A + B - C = D	(D) 24,220,356

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD REPORT ON LOAN BALANCES SUMMARY OF LOAN BALANCES AS AT :		JULY, 2010		
The Debentures & Capital Loans are made up as follows:				
Loan Description	Opening Balance	Loan Advances	Loan Repayments	Ending Balance
1. GPL1 Loan 25 YR.	(12,853,291.68)		0.00	(12,853,291.68)
2. GPL2 Loan 25 YR.	(9,897,427.64)			(9,897,427.64)
3. GPL3 Loan 25 YR.	(4,585,476.67)			(4,585,476.67)
4. Debenture (Niagara Region)	(2,112,000.00)			(2,112,000.00)
5. Debenture (Niagara Region)	(3,168,000.00)		0.00	(3,168,000.00)
6. Capital Projects - Completed 2001	(20,700,602.09)			(20,700,602.09)
7. Capital Projects - Completed 2002/03	(22,015,978.44)		0.00	(22,015,978.44)
8. Capital Projects - Completed 2004/05	(8,945,751.63)			(8,945,751.63)
9. Capital Projects - Completed 2005/06	(8,056,758.32)		112,305.26	(7,939,010.37)
Total Debentures & Capital Loans	(92,335,286.47)	0.00	112,305.26	(92,217,538.52)

PREPARED BY: William Tumath
PRESENTED BY: Larry Reich

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD REPORT ON BANKING TRANSACTIONS SUMMARY OF BANK TRANSACTIONS FOR THE MONTH OF:			AUGUST, 2010
DESCRIPTION OF ITEMS		BANK ACCOUNT	
CASH BALANCE AT BEGINNING OF MONTH		(A)	24,220,356
OPERATING CASH RECEIPTS FOR THE MONTH			
1. GENERAL LEGISLATIVE GRANTS			10,469,668
2. OTHER GRANTS (EPO, O.E.Y.C.)			483,795
3. INTEREST REVENUE			19,045
4. MUNICIPAL TAXES			0
5. TUITION FEES REVENUE - A.C.E. & OTHER			296,423
6. CHARITABLE DONATIONS			0
7. GOVERNMENT REBATES (GST 68% REBATE ON TAXABLE PURCHASES)			264,068
8. RECOVERY OF COSTS (LTD, WCB, BENEFITS, OTHER REIMBURSEMENTS))			309,654
9. OTHER CASH RECEIPTS			
- Reimbursements of Employee Benefits			10,100
- Donations Collected from Employees for Haiti Relief			0
- Other			0
10. PROCEEDS FROM DEBENTURE ISSUE (NET)			0
11. CAPITAL LOAN PRINCIPAL ADVANCES			0
TOTAL OPERATING CASH RECEIPTS AND LOAN ADVANCE		(B)	11,852,753
OPERATING CASH DISBURSEMENTS FOR THE MONTH			
1. ACCOUNTS PAYABLE (NET OF CANCELLED CHEQUES AND DEBT REPAYMENTS)			(13,362,549)
2. TEACHER PENSION DEDUCTIONS			(1,020,691)
3. O.M.E.R.S. PENSION DEDUCTIONS			(313,489)
4. CANADA SAVINGS BONDS DEDUCTIONS			(94,844)
5. TRANSFER TO 4 OVER 5 TRUST ACCOUNTS			(35,885)
6. OTHER DEBITS - Canada Revenue Agency (Employee Deductions)			(32,037)
7. TRANSFER TO SINKING FUNDS			0
7. INTEREST PAYMENTS ON CAPITAL DEBT			0
8. PRINCIPAL PAYMENTS ON CAPITAL DEBT			0
TOTAL OPERATING CASH DISBURSEMENTS		(C)	(14,859,494)
CASH BALANCE AT END OF MONTH		A + B - C = D	(D) 21,213,616

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD REPORT ON LOAN BALANCES SUMMARY OF LOAN BALANCES AS AT : AUGUST, 2010 The Debentures & Capital Loans are made up as follows:				
Loan Description	Opening Balance	Loan Advances	Loan Repayments	Ending Balance
1. GPL1 Loan 25 YR.	(12,853,291.68)		0.00	(12,853,291.68)
2. GPL2 Loan 25 YR.	(9,897,427.64)			(9,897,427.64)
3. GPL3 Loan 25 YR.	(4,585,476.67)			(4,585,476.67)
4. Debenture (Niagara Region)	(2,112,000.00)			(2,112,000.00)
5. Debenture (Niagara Region)	(3,168,000.00)		0.00	(3,168,000.00)
6. Capital Projects - Completed 2001	(20,700,602.09)			(20,700,602.09)
7. Capital Projects - Completed 2002/03	(22,015,978.44)		0.00	(22,015,978.44)
8. Capital Projects - Completed 2004/05	(8,945,751.63)			(8,945,751.63)
9. Capital Projects - Completed 2005/06	(7,939,010.37)		0.00	(7,939,010.37)
Total Debentures & Capital Loans	(92,217,538.52)	0.00	0.00	(92,217,538.52)

PREPARED BY : William Tumath
PRESENTED BY: Larry Reich

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
PUBLIC SESSION
SEPTEMBER 28, 2010**

**TOPIC: FINANCIAL REPORTS
STATEMENT OF REVENUE & EXPENDITURES
AS AT AUGUST 31, 2010**

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Statement of Revenue and Expenditures as at August 31, 2010, as presented.

Prepared by: Larry Reich, Superintendent of Business and Financial Services

Presented by: Larry Reich, Superintendent of Business and Financial Services

Approved by: John Crocco, Director of Education

Date: September 28, 2010



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

**REPORT TO THE COMMITTEE OF THE WHOLE
SEPTEMBER 14, 2010**

**STATEMENT OF REVENUE AND EXPENDITURES
AS AT AUGUST 31, 2010**

In accordance with the Monthly Financial Reports Policy Statement, we are pleased to enclose the Statement of Revenue and Expenditures as at August 31, 2010 for the Niagara Catholic District School Board. (See Appendix A)

As required by the Policy, a copy of the Financial Statements is available in the Holy Cross Community Room for the TRUSTEES to review at their convenience.

RECOMMENDATION

THAT the Committee of the Whole recommends that the Niagara Catholic District School Board approve the Report on the Statement of Revenue and Expenditures as at August 31, 2010 as presented.

Prepared by: Larry Reich, Superintendent of Business & Financial Services
Presented by: Larry Reich, Superintendent of Business & Financial Services
Approved by: John Crocco, Director of Education
Date: September 14, 2010

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
SUMMARY OF REVENUE AND EXPENDITURES
AS AT AUGUST 30, 2010

ACCOUNT DISCRIPTION	THIS YEAR					LAST YEAR		
	EXPENDED	BUDGET	% AVAIL	\$ AVAIL	COMMITTED	EXPENDED	BUDGET	% AVAIL
REVENUE								
REVENUE	-222,324,579	-230,111,033	3.4%	-7,786,454	0	-224,344,583	-221,457,182	-1.3%
TOTAL REVENUE	-222,324,579	-230,111,033	3.4%	-7,786,454	0	-224,344,583	-221,457,182	-1.3%
EXPENDITURES								
BOARD ADMINISTRATION	7,166,923	7,315,444	2.0%	148,521	190,642	7,543,658	7,168,736	-5.2%
ELEMENTARY SCHOOLS	106,231,968	108,279,161	1.9%	2,047,193	342,871	104,355,336	103,557,495	-0.8%
SECONDARY SCHOOLS	64,840,894	65,163,057	0.5%	322,163	251,402	63,865,029	62,845,816	-1.6%
CONTINUING EDUCATION	5,960,089	6,497,202	8.3%	537,113	4,068	5,688,869	5,986,817	5.0%
PLANT OPERATIONS	16,814,856	16,631,386	-1.1%	-183,470	64,458	17,071,581	16,683,203	-2.3%
PLANT MAINTENANCE	3,264,805	3,538,658	7.7%	273,853	50,536	3,406,266	3,358,014	-1.4%
TRANSPORTATION	10,366,311	10,641,107	2.6%	274,796	0	11,164,803	10,779,861	-3.6%
CAPITAL AND OTHER EXPENDITURES	9,559,984	12,045,018	20.6%	2,485,034	352,039	11,249,041	11,077,240	-1.6%
TOTAL EXPENDITURES	224,205,830	230,111,033	2.6%	5,905,203	1,256,016	224,344,583	221,457,182	-1.3%

PREPARED BY : William Tumath
Finance Department

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
PUBLIC SESSION
SEPTEMBER 28, 2010**

TOPIC: TRUSTEE HONORARIUM POLICY (100.11)

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Trustee Honorarium Policy (100.11) for the four year period from December 1, 2010 to November 30, 2014, as presented.

Prepared by: John Crocco, Director of Education

Presented by: John Crocco, Director of Education

Date: September 28, 2010



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

REPORT TO THE BOARD MEETING SEPTEMBER 27, 2010

TRUSTEE HONORARIUM POLICY FOR THE FOUR YEAR PERIOD FROM DECEMBER 1, 2010 - NOVEMBER 30, 2014

BACKGROUND INFORMATION

Ontario Regulation 357 requires all schools boards to establish a Trustee Honorarium Policy on or before October 15, 2010.

Ontario Regulation 357 sets out the method for calculating the limits on honoraria paid to Trustees under section 191 of the Education Act. The regulation states that the honorarium shall consist of the following 4 components:

- 1) The base amount for the year
- 2) The enrolment amount for the year
- 3) The attendance amount for the year
- 4) The distance amount for the year

Under the provisions of the Restraint Act (Section 7), Trustees cannot receive an honorarium greater than the honorarium paid during the previous year.

However, in accordance with the provisions of Ontario Regulation 357, the honorarium will be adjusted each year to take into consideration the changes in enrolment from the previous year.

For the consideration of the Board, we have now prepared a Trustee Honorarium Policy for the four year period from December 1, 2010 to November 30, 2014, as noted in Appendix A.

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Trustee Honorarium Policy for the four year period from December 1, 2010 to November 30, 2014, as noted in Appendix A.

Prepared by: John Crocco, Director of Education
Presented by: John Crocco, Director of Education
Date: September 28, 2010

Niagara Catholic District School Board

TRUSTEE HONORARIUM POLICY

Adopted:
Revised:

Policy No. 100.11

STATEMENT OF POLICY

It is the Policy of the Niagara Catholic District School Board to recognize the importance and value of providing fair levels of honoraria for Board members as set out in Ontario Regulation 357, “Honoraria for Board Members”

Ontario Regulation 357 sets out the method for calculating the limits on honoraria paid to Trustees under section 191 of the Education Act. The regulation states that the honorarium shall consist of the following four (4) components:

- 1) The base amount for the year
- 2) The enrolment amount for the year
- 3) The attendance amount for the year
- 4) The distance amount for the year

In accordance with the provisions of Ontario Regulation 357, the honorarium will be adjusted each year to take into consideration the changes in enrolment from the previous year.

The Honorarium for Board Members, for each year of the term of office from December 1, 2010 to November 30, 2014, will be calculated in accordance with Regulation 357 and shall consist of the following amounts:

Honorarium Component	%	2010-11 Honorarium	2011-12 Honorarium	2012-13 Honorarium	2013-14 Honorarium
Base Amount		5,900	5,900	5,900	5,900
Enrolment Amount	100%	4,951	TBD	TBD	TBD
Attendance Amount		0	0	0	0
Distance Amount		0	0	0	0
Annual Honorarium		10,851	TBD	TBD	TBD

The Honorarium for the Chairperson of the Board, for each year of the term of office from December 1, 2010 to November 30, 2014, will be calculated in accordance with Regulation 357 and shall consist of the following amounts:

Honorarium Component	%	2010-11 Honorarium	2011-12 Honorarium	2012-13 Honorarium	2013-14 Honorarium
Base Amount		10,900	10,900	10,900	10,900
Enrolment Amount	100%	6,082	TBD	TBD	TBD
Attendance Amount		0	0	0	0
Distance Amount		0	0	0	0
Annual Honorarium		16,982	TBD	TBD	TBD

The Honorarium for the Vice-Chairman of the Board, for each year of the term of office from December 1, 2010 to November 30, 2014, will be calculated in accordance with Regulation 357 and shall consist of the following amounts:

Honorarium Component	%	2010-11 Honorarium	2011-12 Honorarium	2012-13 Honorarium	2013-14 Honorarium
Base Amount		8,400	8,400	8,400	8,400
Enrolment Amount	100%	5,517	TBD	TBD	TBD
Attendance Amount		0	0	0	0
Distance Amount		0	0	0	0
Annual Honorarium		13,917	TBD	TBD	TBD

The amounts payable under this policy will be reviewed and approved by the Board annually.

Reference:

Ontario Regulation 357

Education Act & Statutes of Ontario (Sec. 191)

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
PUBLIC SESSION
SEPTEMBER 28, 2010**

**TOPIC: TRUSTEE HONORARIUM
DECEMBER 1, 2010 – NOVEMBER 30, 2011**

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Trustee Honorarium for the year period from December 1, 2010 to November 30, 2011, as noted in Appendix A
\$16,982 for the Chairperson of the Board (last year - \$17,034.81)
\$13,917 for the Vice-Chairperson of the Board (last year - \$13,963)
\$10,851 for the Trustees (last year - \$10,892).

Prepared by: John Crocco, Director of Education

Presented by: John Crocco, Director of Education

Date: September 28, 2010



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

REPORT TO THE BOARD MEETING SEPTEMBER 27, 2010

TRUSTEE HONORARIUM FOR THE YEAR FROM DECEMBER 1, 2010 - NOVEMBER 30, 2011

BACKGROUND INFORMATION

Ontario Regulation 357 sets out the method for calculating the limits on honoraria paid to Trustees under section 191 of the Education Act. The regulation states that the honorarium shall consist of the following 4 components:

- 1) The base amount for the year
- 2) The enrolment amount for the year
- 3) The attendance amount for the year
- 4) The distance amount for the year

Under the provisions of the Restraint Act (Section 7), Trustees cannot receive an honorarium greater than the honorarium paid during the previous year.

However, in accordance with the provisions of Ontario Regulation 357, the honorarium will be adjusted each year to take into consideration the changes in enrolment from the previous year.

In accordance with Board Policy 100.11, we have now calculated the Trustee Honorarium for the year period from December 1, 2010 to November 30, 2011, as noted in **Appendix A**.

Please note that the new honorarium for all Trustees for the year 2009-2010 will be slightly less than last year, because the enrolment decreased from 22,824 to 22,634, as follows:

\$16,982 for the Chairperson of the Board (last year - \$17,034.81)
\$13,917 for the Vice-Chairperson of the Board (last year - \$13,963)
\$10,851 for the Trustees (last year - \$10,892)

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Trustee Honorarium for the year period from December 1, 2010 to November 30, 2011, as noted in Appendix A

\$16,982 for the Chairperson of the Board (last year - \$17,034.81)
\$13,917 for the Vice-Chairperson of the Board (last year - \$13,963)
\$10,851 for the Trustees (last year - \$10,892).

Prepared by: John Crocco, Director of Education
Presented by: John Crocco, Director of Education
Date: September 28, 2010

1 Niagara Catholic DSB 2 Preliminary Calculation of New Honoraria for Board Members 3 For the Term of Office from December 1, 2010 to November 30, 2014 4 New Honorarium for the Year from December 1, 2010 to November 30, 2011 5				
6 HONORARIUM PAYABLE TO BOARD MEMBERS		7 FOR THE YEAR DECEMBER 1, 2010 TO NOVEMBER 30, 2011		
		8 Annual 9 Base 10 Amount	11 Annual 12 Enrolment 13 Amount	14 Annual 15 Total 16 Honorarium
17 MAXIMUM BASE AMOUNT 18 Increase in Consumer Price Index 19 Maximum Base Amount For the Year		20 5,900.00 21 0.00% 22 5,900.00		
23 Enrolment - ADE A 24 Enrolment - FACTOR B 25 Enrolment - AMOUNT C=A*B 26 Number of Members D 27 MAXIMUM ENROLMENT AMOUNT E=C/D			28 22,634.23 29 1.75 30 39,609.90 31 8.00 32 4,951.24	
33 SEAC Committee 34 SALEP Committee 35 MAXIMUM ATTENDANCE AMOUNT				
36 NCDSB Area 37 MINIMUM Area 38 NCDSB Distance 39 MINIMUM Distance 40 MAXIMUM DISTANCE AMOUNT				
41 MAXIMUM AMOUNT FOR MEMBERS		42 5,900.00	43 4,951.24	44 10,851.24
45 HONORARIUM PAYABLE TO BOARD CHAIR		46 FOR THE YEAR DECEMBER 1, 2010 TO NOVEMBER 30, 2011		
47 MAXIMUM AMOUNT FOR MEMBERS		48 5,900.00	49 4,951.24	
50 ADDITIONAL BASE AMOUNT FOR CHAIR		51 5,000.00		
52 Enrolment FACTOR A 53 Enrolment - ADE B 54 NCDSB Enrolment Amount C=A*B 55 Minimum Amount D 56 Maximum Amount E 57 ADDITIONAL ENROLMENT AMOUNT F=C			58 0.050 59 22,634.23 60 1,131.71 61 500.00 62 5,000.00 63 1,131.71	
64 MAXIMUM AMOUNT PAYABLE TO CHAIR OF THE BOARD		65 10,900.00	66 6,082.95	67 16,982.95
68 HONORARIUM PAYABLE TO BOARD VICE-CHAIR		69 FOR THE YEAR DECEMBER 1, 2010 TO NOVEMBER 30, 2011		
70 MAXIMUM AMOUNT FOR MEMBERS		71 5,900.00	72 4,951.24	
73 ADDITIONAL BASE AMOUNT FOR VICE-CHAIR		74 2,500.00		
75 Enrolment FACTOR A 76 Enrolment - ADE B 77 NCDSB Enrolment Amount C=A*B 78 Minimum Amount D 79 Maximum Amount E 80 ADDITIONAL ENROLMENT AMOUNT F=C			81 0.025 82 22,634.23 83 565.86 84 250.00 85 2,500.00 86 565.86	
87 MAXIMUM AMOUNT PAYABLE TO THE VICE-CHAIR OF THE BOARD		88 8,400.00	89 5,517.09	90 13,917.09

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
PUBLIC SESSION
SEPTEMBER 28, 2010**

TOPIC: NOTICE OF AMENDMENTS TO BOARD BY-LAWS

Prepared by: John Crocco, Director of Education

Presented by: John Crocco, Director of Education

Date: September 28, 2010



POLICY DEVELOPMENT UPDATE

For the Month of October 2010

STEP 1 – NOTIFICATION OF INTENT TO COMMITTEE OF THE WHOLE					
Name of Policy	Board By-Laws (100.1)				
Resource	John Crocco, Director of Education				
Distribution of Vetting					
Trustees	<input checked="" type="checkbox"/>	OECTA Occasional	<input type="checkbox"/>	PIC/Regional Cath. School Council	<input type="checkbox"/>
Director	<input checked="" type="checkbox"/>	CUPE	<input type="checkbox"/>	S.E.A.C.	<input type="checkbox"/>
Superintendents	<input type="checkbox"/>	Managers/Supervisors	<input type="checkbox"/>	Bishop	<input type="checkbox"/>
Principals/V-Principals	<input type="checkbox"/>	Student Services	<input type="checkbox"/>	Pastors	<input type="checkbox"/>
Curriculum Support Staff	<input type="checkbox"/>	Principals/V-Principals Assoc.	<input type="checkbox"/>	Board Solicitor	<input checked="" type="checkbox"/>
OECTA Elementary	<input type="checkbox"/>	Non-Unionized Staff	<input type="checkbox"/>	Student Senate	<input type="checkbox"/>
OECTA Secondary	<input type="checkbox"/>	Catholic School Council Chairs	<input type="checkbox"/>	Others	<input type="checkbox"/>
STEP 2 – DRAFT POLICY REVIEW					
Committee of the Whole	Date of Notification to Committee of the Whole	Oct. 2010			
Administrative Council	Date of Draft Policy Reviewed	Sept. 8, 2010			
Trustees	Date Draft Policy Sent to Trustees	Sept. 2010			
	Date Draft Policy Due From Trustees	Sept. 2010 { 7 Days			
Stakeholders	Date of Draft Policy Reviewed	Sept. 2010			
Policy Committee	Date of Draft Policy Reviewed	Sept. 2010			
Committee of the Whole	Date of Policy Approved	Oct. 12, 2010			
Board	Date of Policy Approved	Oct. 26, 2010			
COMMENTS					
<p>The current policy is being reviewed as part of the cyclical Policy and Administrative Guidelines Review Process to ensure continued compliance with the Education Statutes and Regulations of Ontario and other relevant legislation, as well as to ensure that the Policy and Administrative Guidelines continues to meet the goals, best practices and needs of the system.</p>					
STATUS OF POLICY GUIDELINES (For Information - Issued by Director of Education)					
<p> </p>					

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD

BOARD BY-LAWS

DRAFT

Adopted: December 18, 1997

Policy No. 100.1

Revised: June 26, 2001
May 28, 2002
November 26, 2002
December 20, 2005
April 24, 2007
September 27, 2010

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BOARD BY-LAWS

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

~~Procedural By-laws~~ **By-Laws** of Niagara Catholic District School Board shall be approved by the Board and reviewed from time to time as directed by the Board or recommended by the Director of Education/Secretary-Treasurer.

BOARD ORGANIZATION

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

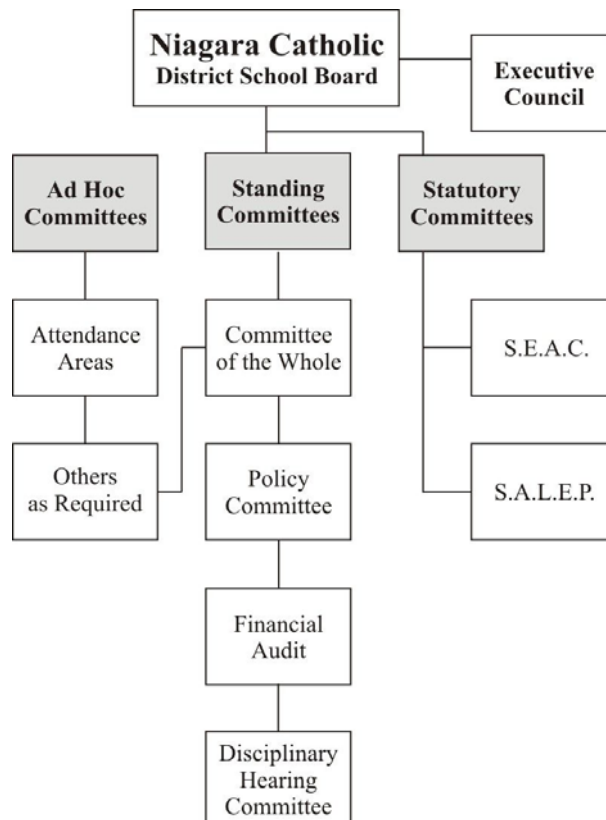
1. NAME AND JURISDICTION OF THE BOARD

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

2. MISSION STATEMENT

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

3. ORGANIZATION CHART



4. STRUCTURE OF THE BOARD

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

i. Board of Trustees

~~Composed of all eight (8) Trustees~~

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

ii. Executive Council

~~Composed~~ **The Executive Council shall be composed** of the Chairperson of the Board, the Vice-Chairperson of the Board and the Director of Education/Secretary-Treasurer. **It shall**

a. ~~• To review~~ **Review** and assist with the preparation of the agenda for Board meetings

b. ~~• To assist~~ **Assist** in planning, coordination and communication.

iii. Statutory Committees

In compliance with the *Education Act*, the Board will have two Statutory Committees, namely:

Special Education Advisory Committee (S.E.A.C.)

Supervised Alternative Learning For Excused Pupils (S.A.L.E.P.)

iv. Terms of Reference

Special Education Advisory Committee (S.E.A.C.)

The Special Education Advisory Committee will be responsible to the Board for examining, reviewing and making recommendations, as appropriate, relative to the provision of special education programs and services. The composition and role of **the** Special Education Advisory Committee is outlined in the *Education Act* and its Regulations.

Supervised Alternative Learning For Excused Pupils (S.A.L.E.P.)

The Supervised Alternative Learning For Excused Pupils Committee is a statutory Committee of the Board established annually. It is designed for students who either cannot profit from regular school instruction or who refuse to attend school. Students **fourteen** (14) years of age or over are eligible. The composition and role of the Supervised Alternative Learning For Excused Pupils Committee is outlined in the *Education Act* and its Regulations.

5. OFFICERS OF THE BOARD

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

6. DUTIES OF BOARD OFFICIALS

i. Trustees of the Board

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

- (a) carry out their responsibilities in a manner that assists the Board in fulfilling its duties under the *Education Act*, the Regulations and the guidelines issued under the Act, Board By-Laws and Board Policy;
- (b) attend and participate in meetings of the Board, including meetings of board committees of which they are members;
- (c) bring concerns of parents, students and supporters of the Board to the attention of Board staff through Policies determined by the Board;
- (d) uphold the implementation of any Board resolution after it is passed by the Board;
- (e) entrust the day to day management of the Board to its staff through the Board's Director of Education;
- (f) promote student achievement and well-being;
- (g) ensure effective stewardship of the Board's resources;
- (h) develop, monitor and evaluate the effectiveness of Policies;
- (i) develop and annually review the Board's multi-year plan;
- (j) comply with the Board's Code of Conduct and the Conflict of Interest Policy.

ii. Chairperson of the Board

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

- (a) act in the best interest of Catholic Education;
- (b) preside over meetings of the Board;
- (c) conduct the meetings in accordance with the Board's procedures and practices for the conduct of board meetings;
- (d) establish agendas for board meetings, in consultation with the Board's Director of Education or the Supervisory Officer acting as the Board's Director of Education;
- (e) ensure that members of the Board have the information needed for informed discussion of the agenda items;
- (f) with the Director of Education, act as spokesperson to the public on behalf of the Board, unless otherwise determined by the Board;
- (g) convey the decisions of the Board to the Board's Director of Education or the Supervisory Officer acting as the Board's Director of Education;
- (h) provide leadership to the Board in maintaining the Board's focus on the multi-year plan;
- (i) provide leadership to the Board in maintaining the Board's focus on the Board's mission and vision; and
- (j) assume such other responsibilities as may be specified by the Board; and

- ~~(a) Perform such duties as are outlined in appropriate sections of the Education Act and its Regulations.~~
- ~~(b) Perform such duties as are delegated from time to time by the Board.~~
- (k) perform such duties as are related to his/her position as an elected Trustee.

iii. Vice-Chairperson of the Board

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

- (a) **act in the best interest of Catholic Education;**
- (b) act in place of the Board Chairperson when absent **and fulfill the duties of the Chairperson of the Board.**
- (c) Chair the Committee of the Whole Board Meeting**
- ~~(d) Perform such duties as are outlined in appropriate sections of the Education Act and its Regulations.~~
- (e) perform such duties as **determined by the Board or** ~~outlined from time to time~~ by the Chairperson.
- (f) perform such duties as are related to his/her position as an elected Trustee.
- ~~(g) Chair the Committee of the Whole Board Meeting.~~

iv. Director of Education – Chief Executive Officer

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

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

- (a) **oversee the day to day management of the Board through Board staff;**
- (b) **annually review with the Board the multi-year plan;**
- (c) **ensure that the multi-year plan establishes the Board's priorities and identifies specific measures and resources that will be applied in achieving the priorities and in carrying out its duties under the Act, in particular, its responsibility for student achievement;**
- (d) **implement and monitor the implementation of the multi-year plan;**
- (e) **report periodically to the Board on the implementation of the multi-year plan;**
- (f) **act as Secretary to the Board;**
- (g) **immediately upon discovery bring to the attention of the Board any act or omission by the Board that in the opinion of the Director of Education may result in or has**

resulted in a contravention of this Act or any policy, guideline or regulation made under this Act; and

(h) if a Board does not respond in a satisfactory manner to an act or omission brought to its attention advise the Deputy Minister of the Ministry of the act or omission.

v. Other Officers

The duties of ~~other~~ Board Officers shall be as outlined in the *Education Act* and its Regulations and in the ~~Job Description~~ **job description and Terms and Conditions approved** prescribed by the Board.

7. ANNUAL ORGANIZATIONAL MEETING

(i) The first meeting of the Board in December of each year shall be designated as the annual organizational meeting and shall be held during the first week of December unless otherwise determined by the Board.

(ii) At such meeting, at the appointed time, the Director of Education **who is the Chief Executive Officer (CEO)** or in his/her absence a person designated by the members present, shall preside until the election of the Chairperson.

(iii) Where the annual organizational meeting follows a municipal election, the **Director of Education / CEO** shall read the returns of the election to the Board as certified to him/her by the municipal clerks and may request a Judge to attend to take the Declaration and the Oath of Allegiance **as set out in the *Education Act*.**

(iv) At the annual organization meeting following a municipal election, every person elected to the Board shall make and sign the Declaration and the Oath of Allegiance before the Secretary of the Board or before any person authorized to administer an oath unless such requirement was fulfilled prior to the organizational meeting.

(v) Election of Chairperson & Vice-Chairperson

(a) The **Director of Education / CEO** shall ~~temporary Chairperson shall~~ name the scrutineers appointed for the election of the Chairperson **and Vice-Chairperson.**

(b) The election of the Chairperson shall be by nomination and vote by ballot. The candidate receiving a clear majority of votes cast by all members present shall be elected but the count shall not be declared. Should no candidate receive a clear majority of votes cast, the candidate receiving the least number of votes shall be dropped and balloting shall be continued in this manner until a majority of ballots cast shall be in favour of one person or an equality of votes results in a tie, in which case one further ballot shall be held. If an equality of votes shall result again, the candidates shall draw lots (**straws**) to fill the position. **The drawing of lots shall be done in alphabetical order and the person who draws the longest straw shall be elected.**

(c) The person elected Chairperson shall be Chairperson until the next organizational meeting and shall at once take the chair and preside over the election of Vice-Chairperson **(in the manner set out with respect to the election of the Chairperson in section (v)(b) above)** and the further conduct of the meeting. The Chairperson has the right to vote as any other trustee for the position of Vice-Chairperson. **The person elected Vice-Chairperson shall be Vice-Chairperson until the next organizational meeting of the Board.**

(vi) Ballots - The scrutineers shall be instructed by resolution to destroy the ballots.

8. REGULAR MEETINGS OF THE BOARD

i. Schedule of Meetings

Regular meetings of the Board shall be held on the fourth Tuesday of the month, **except July and August when there shall be no meetings**, unless otherwise decided by the Board ~~(except July and August)~~ **or the Director of Education, in consultation with the Chair of the Board.**

ii. Agenda Distribution

A copy of the agenda for regular meetings of the Board shall be transmitted, **delivered** or mailed by the Secretary of the Board to the address of each member of the Board at least two clear days, including Saturday and Sunday, before the time of the meeting **of the Board.**

~~As much as~~ **To the extent** possible agendas with background material will be posted on the Board's website **the morning of a regular scheduled meeting of the Board.**

~~Agendas for Board Meetings shall also be transmitted, delivered or mailed to the following:~~

- ~~(a) — All Supervisory Officers of the Board~~
- ~~(b) — Bishop of the Diocese of St. Catharines~~
- ~~(c) — Chairperson of the Regional Catholic School Council~~
- ~~(d) — President or Chairpersons of local employee groups who have requested the public agenda~~
- ~~(e) — President of the Principal/Vice Principal Association~~
- ~~(f) — Members of the local news media~~
- ~~(g) — Principals & Catholic School Council Chairpersons (electronically)~~

Hard copies of the agenda will **also** be available for public in attendance **at meetings of the Board.**

NOTE: *Portions of the agenda dealing with In-Camera items shall be distributed only to Board members and if applicable to Supervisory Officers.*

iii. Amendment of Agenda

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

iv. ~~Roll Call~~ **Trustee Absences and Attendances at Meetings**

Trustees are expected to attend all Board meetings and all meetings of Board committees of which they are members, either physically or through electronic means. A member of the Board who participates in a meeting through electronic means in compliance with Ontario Regulation 463/97 is considered to be present at the meeting. (Reference Board Policy: 100.8 – Electronic Meetings (Board and Committees)).

A trustee who is unable to attend a ~~regularly~~ scheduled Board Meeting ~~meeting~~ must request that the Board excuse him/her by specific motion at that Board meeting, by so requesting through the Secretary of the Board. **Trustees excused from a Board meeting will be marked as excused in the official minutes of the Board.**

Trustees are required to notify the Chairperson and the Secretary of the Board if unable to attend a Committee of the Board.

Trustees who are not excused from attendance at a Board meeting or fail to notify the Chairperson and the Secretary of the Board if unable to attend a Committee of the Board will be marked as absent in the official minutes of the Board meeting or Committee of the Board.

As set out in s. 228(1)(b) of the *Education Act*, a trustee must physically attend at least three (3) Board meetings in a calendar year. A trustee will lose his or her seat for being absent without authorization for three (3) consecutive meetings of the Board, including special meetings of the Board.

v. Closing Hour of Meeting

The Board shall not remain in session later than 11:00 p.m. unless otherwise determined by a 2/3 majority of the trustees present at the time such determination is made.

vi. Presiding Officer

In the absence of the Chairperson, the Vice-Chairperson shall preside. In the absence of both the Chairperson and the Vice-Chairperson, **trustees present at the meeting** ~~the members~~ shall appoint a Chairperson for the meeting **by a two-thirds (2/3) majority of the trustees present.**

9. SPECIAL MEETINGS OF THE BOARD

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

10. QUORUM

- (i) At all meetings of the Board, the presence of a majority of all ~~members~~ **trustees** constituting the Board shall be necessary to form a quorum
- (ii) At meetings of all Committees **of the Board** the presence of a majority of all **trustees** ~~members~~ constituting the committee shall ~~ordinarily~~ be necessary to form a quorum. ~~However, to avoid the lack of a quorum in the event of the unavoidable absence of a member of the Committee at a particular meeting, the said committee members may appoint another eligible trustee to represent him/her at the meeting. This appointment must be made known to the Chairperson of the Committee or the Administration Resource Person for that Committee prior to the start of the meeting. Such appointee shall have all the rights (e.g. voting) that accrue to a regular member of the Committee.~~

- (iii) **Trustee attendance at Board and Committee meetings and notification of absence is provided under Trustee Absence and Attendance at Meetings within these By-Laws (Section 8 Sub iv)**
- (iv) **Where required, alternates to Board Committees will be determined at the time of selection to Board committees, recorded in the minutes and posted on the Board Committee Membership Form. Alternates have all rights and privileges as the appointed trustee.**
- (v) **Only Board approved alternates may represent the Board on Board Committees and participate on Board committees.**
- (vi) Unless there is a quorum present within thirty **(30)** minutes after the time appointed for the start of the meeting, the Secretary of the Board **or Chair of the Board Committee** shall record the names of those present, the time of adjournment, and the Board and its Committees shall stand adjourned.
- (vii) **Board appointed** Ex-Officio members of Committees are not to be considered in the count for a quorum but, if present, have the right to vote.

11. RIGHT OF THE CHAIRPERSON TO VOTE

The Chairperson of the Board may vote only once with the other members of the Board upon all motions, and any motion on which there is an equality of votes is lost. The Chairperson shall be recorded as voting yea, nay or abstaining on a recorded vote.

12. ACCESS TO MEETING

- (i) The meetings of the Board, and meetings of committees of the Board, including a **C**ommittee of the **W**hole Board, shall be held on regular meeting dates, and shall be open to the public, except when the subject-matter under consideration involves:
 - (a) the security of the property of the Board;
 - (b) the disclosure of intimate, personal or financial information in respect of a member of the Board or committee, and employee or prospective employee of the Board or a pupil or his/her parent or guardian;
 - (c) the acquisition or disposal of a school site;
 - (d) decisions in respect of negotiations with employees of the Board; or
 - (e) litigation or possible litigation affecting the Board.
- (ii) The presiding officer may expel or exclude from any meeting any person who has been guilty of improper conduct at the meeting.

13. ACCESS TO RECORDS

Any person may, at all reasonable hours, at the head office of the Board (**Catholic Education Centre – 427 Rice Road, Welland Ontario**), inspect the minute book, the audited annual financial report and the current accounts of the Board and, upon written request of any person and upon the payment to the Board of expenses associated with the reproduction of materials, the Secretary shall furnish copies of them or extracts therefrom certified under his/her hand.

14. DELEGATIONS

- (i) (a) Any Catholic School elector or group may request to address or ask questions of the Board.
 - (b) The Delegation or individual must provide the request in writing to the Director of Education or the Chairperson of the Board, at least 6 days prior to the next regular meeting of the Board or Committee at which the Delegation may be heard.
 - (c) The request shall contain the topic to be discussed or questions to be asked and the identity of the Spokesperson(s).
 - (d) Copies of the complete presentation shall be shared with the Board or Committee at the same time that the agenda is distributed.
 - (e) In any case, the subject matter of the Delegation will not be discussed nor will a decision be made at the meeting at which the presentation is made.
 - (f) Following the presentation by the Delegation, questions of clarification only will be allowed by the Chairperson.
 - (g) A delegation's presentation will be limited to fifteen (15) minutes with ~~normally~~ a five (5) minute question period following. Amendments as to the length of time are at the discretion of the Chairperson.
 - (h) In- Camera rules shall apply to Delegations of an In- Camera nature.
 - (i) The person or persons wishing to address the Board, Section or Committee shall be notified of the date, time and location of the meeting at which the presentation may be made.
 - (j) Delegations will upon notification have these regulations shared with them prior to their presentation.
- (ii) Notwithstanding the above, the Board retains discretion to decide all matters concerning delegations. **Decisions however, will not be discussed nor decided at the meeting at which the presentation is made (Section 14 Sub ie).**

Note: Item 13.2 does not apply to item 13.1 e)

15. OPEN QUESTION PERIOD

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

- (i) Questions shall be submitted in writing to the ~~Chair~~**Chairperson** or Secretary to the Board prior to the commencement of the Open Question Period and if possible prior to the beginning of the Board meeting, along with the name, address and telephone number of the questioner.
- (ii) The ~~Chair~~**Chairperson** will determine the validity of the questions.
- (iii) The ~~open question period~~**Open Question Period** will last a maximum of ten (10) minutes, with each questioner allowed a maximum of two (2) minutes.

- (iv) The ~~Chair~~ **Chairperson** will attempt to provide a response or direct the question to another ~~Trustee~~ **trustee** or to the Director of Education. If no immediate response can be given, a response will be communicated to the questioner at the earliest possible date. Copies of any written responses to question will be added to the minutes of the subsequent regular Board meeting.

16. ORDER OF BUSINESS

The order of business shall be as follows:

A. Routine Matters

1. Opening Prayer
2. Roll Call
2. Approval of Agenda
4. Declaration of Conflict of Interest
5. Approval of Minutes of Board Meeting

B. Delegations/Presentations

C. Committee and Staff Reports

D. Trustee Items, Open Question Period & Other Business

E. Notices of Motion

F. Business In Camera

See In- Camera Agenda

G. Report on the In Camera Session

H. Future Meetings and Events

I. Moment of Silent Reflection for Life

J. Adjournment

17. COMMITTEE MEETINGS

- (i) Only members of a committee are required to attend that committee's meeting. However, all members of the Board shall receive notice, agenda (including background materials), and minutes of all committee meetings. All Board members shall be permitted to attend committee meetings and may take part in discussion, but only ~~members~~ **appointed Trustees** of the committee shall have voting power.
- (ii) In dealing with committee reports at the Board meeting, it shall be the prerogative of the Chairperson to rule on a request by a trustee to have the recommendations dealt with item by item or as a whole.
- (iii) Committee reports shall be considered public documents, except the reports presented to the In-Camera session.

- (iv) Committee minutes shall be considered public documents except when the subject matter under consideration involves:
- (a) the security of the property of the Board;
 - (b) the disclosure of intimate, personal or financial information in respect of a member of the Board or Committee, and employee or prospective employee of the Board or a pupil or his/her parent or guardian;
 - (c) the acquisition or disposal of a school site;
 - (d) decisions in respect of negotiations with employees of the Board; or
 - (e) litigation or potential litigation affecting the Board.
- (v) All committees shall be ~~appointed~~ **established** by Board resolution. The Chairperson, in consultation with the Vice-Chairperson, shall, by the ~~next~~ Board meeting **following the meeting at which a committee is established**, appoint members to Board Committees, excluding the Committee of the Whole, which is made up of all trustees.

(a) Committee of the Whole Board

All trustees are members of this committee. The Vice-Chairperson of the Board ~~normally~~ chairs the Committee of the Whole Board meeting. **In the absence of the Vice-Chairperson, the Chairperson shall preside. In the absence of both the Chairperson and the Vice-Chairperson, trustees present at the meeting shall appoint a Chairperson for the meeting by a two-thirds (2/3) majority of the trustees present.**

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

(b) Ad-Hoc Committees

The Board may establish Ad-Hoc committees as required. The establishing motion shall indicate the specific mandate of the committee, the membership of the committee, and the due date of the final report. All Ad-Hoc committees shall require a new Board motion at the yearly organizational meeting of the Board. The Chairperson of the Ad-Hoc committees shall be elected at the first meeting of the committee by the members of the committee held after the Annual Organizational Meeting of the Board.

(c) Policy Committee

Three **(3)** trustees (one the Chairperson of the Board or designate) shall be members of the Policy Committee. This committee will receive reports from staff regarding policy recommendations and will forward recommendations and minutes to the Board through the Committee of the Whole.

The Chairperson of this committee will be elected by the members at the first meeting of the committee held after the Annual Organizational Meeting of the Board.

The committee may recommend to the Committee of the Whole the areas in which policy formation and/or review is desirable. **(Reference Board Policy 100.5)**

The meeting of the committee shall normally be held **prior to each monthly Board meeting scheduled** on the **fourth (4)** first Tuesday of each ~~any~~ month except July and August ~~and September~~, when there shall be no meetings. **Additional meetings, as required**, will be ~~and/or as coordinated~~ **called** by the Chairperson of the committee and the Director of Education.

- (vi) Meetings of ~~the Committee~~ **a committee** shall be called by the Chairperson of the committee. If the Chairperson of a committee neglects to call meetings, it is the duty of the ~~Committee~~ **committee** to meet on the call of any two (2) of its members. All meetings shall be called or cancelled through the Office of the **Director of Education** ~~Secretary of the Board~~. In the absence of the Chairperson, providing there is a quorum, the members will elect an interim Chairperson.
- (vii) The Chairperson of the Board shall be an ex-officio member of all ~~Committees~~ **committees** of the Board. **Ex-Officio members of committees are not to be considered in the count for a quorum but, if present, have the right to vote (Section 10 Sub vii)**. The Chairperson may delegate some of the ex-officio duties to the Vice-Chairperson of the Board.

18. RULES OF ORDER

- (i) Any of these ~~Procedural By-laws~~ **Laws** may be temporarily suspended by a vote of three-quarters (3/4) of the members present at a duly constituted Board Meeting. The ~~By-laws~~ **Laws** shall not be repealed, altered, or amended without one month's previous notice in writing having been given to the Board of the intended alteration or amendment.
- (ii) Temporary suspension of any ~~By-law~~ **Law** shall be active for a specified period not to exceed two (2) months in any one calendar year.
- (iii) Whenever an adjournment takes place in consequence of there not being a quorum present, the time of adjournment and the names of the members present shall be entered in the records of the Board.
- (iv) The Chairperson or other Presiding Officer shall preserve order and decorum and decide upon all questions of order.
- (v) In the absence of the Chairperson and Vice-Chairperson for any cause, the Board may, from the members present, appoint a presiding officer who, during such absence, shall have the powers of the Chairperson of the Board.
- ~~(vi) The Chairperson or person presiding may vote on all questions, and any questions on which there is an equality of votes shall be deemed to be negative. The Chairperson shall be recorded as voting yea, nay or abstaining in a recorded vote.~~
- (vi) The Chairperson may participate in any debate or discussion from his/her position as Chairperson. Should the Chairperson elect to vacate the chair to take part in any debate or discussion or for any other reason, he/she shall call upon the Vice-Chairperson or in his/her absence one of the members to fill his/her place until he/she resumes it. **The right of the Chairperson to vote is outlined in Section 11 of these By-Laws.**
- (vii) Where a question is before the Board, the mover may speak first and the seconder may speak next, and the Chairperson will attempt to allow each person wishing to speak the opportunity to speak once before any member may speak for a second time. The mover also has the

prerogative to be the last speaker before the question is decided and the seconder shall be the penultimate speaker.

- (viii) No member shall speak for more than **a total of fifteen (15) minutes** or more than three (3) times **(not to exceed five (5) minutes each time)** on the same question without the permission of the **Chairperson of the Board**.

19. MOTIONS AND DEBATE

In all cases not provided for by these rules, the rule and practice of **the most recent edition of "Robert's Rules of Order"** shall govern so far as applicable. (Moved from Section 10)

- (i) All motions shall be recorded in the minutes of the meeting **in which it is presented and discussed** and shall be seconded before being stated by the Chairperson, whereupon the Chairperson shall ask if there is any future discussion on the motion, before the vote.
- (ii) When a motion has been stated by the Chairperson, it shall be open to debate and shall be disposed of only by a vote, unless the mover, by permission of the seconder, withdraws it, in which case such motion shall not appear in the minutes of the meeting.
- (iii) Any ~~member~~ **trustee** of the Board may require the question under discussion to be read at any part of the debate, but not so as to interrupt a speaker.
- (iv) A member, prior to speaking to any question or motion, shall address the Chairperson. The member shall confine remarks to the question at hand.
- (v) When two (2) or more members wish to speak at the same time, the Chairperson shall name the member who is to speak.
- (vi) No member shall be interrupted while speaking, except in a case where the member is called to order by a member for a transgression of rules of the Board, in which case the member shall remain silent until the point of order has been decided by the Chairperson.
- (vii) Where a member wishes to make a point of order or to seek clarification he or she should so indicate in addressing the Chair and the Chair will rule on such matters before the next speaker is allowed to speak.
- (viii) When the question under consideration contains two (2) or more distinct propositions, any particular proposition upon the request of any member, shall be considered and voted upon separately.
- (ix) No question, when once decided by the Board at a regular meeting, shall be reconsidered during that meeting.
- ~~(x) In all cases not provided for by these rules, the rule and practice of "Robert's Rules of Order" shall govern so far as applicable.~~
- (xi) If it is desired to defer action on a question until a particular time, the proper motion to make is "to postpone it to that time". This motion allows limited debate, which must be confined to the propriety of the postponement to that time; it can be amended by altering the time, and this amendment allows the same debate.
- (xii) Whenever a motion has been made and seconded, it is the duty of the Chairperson, if the motion is in order, to state the question, so that the members may know what question is before them.

- (xiii) In stating the question on an amendment, the Chairperson should read the passage to be amended; the words to be struck out, if any, the words to be inserted, if any; and the whole passage as it will stand if the amendment is adopted.
- (xiv) The motion to adjourn is not debatable, it cannot be amended, or have any other subsidiary motion applied to it; nor can a vote on it be reconsidered.
- (xv) If a ~~Trustee~~ **trustee** does not put new motions or amendments in writing for the Chairperson, the motion as stated by the Chairperson and recorded by the secretary shall be the motion.

(a) Amendment(s) to Motion

An amendment may be in any of the following forms:

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

(b) Notice of Motion

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

- (i) Repeal or make permanent amendment to any of the Board’s ~~By-laws~~ **Laws**;
- (ii) Recommend an action which has not been considered and recommended to the Board by a Committee of the Board;
- (iii) Consider a matter by the Board without reference to a Committee.

(c) Regulations - Notice of Motion

- A Notice of Motion shall not be **discussed or** seconded at the meeting at which it is initially presented.
- Before any discussion shall take place at the meeting at which a Notice of Motion is presented as a proposed **Board motion** / resolution, a trustee must second it.
- The number of Notices of Motion which are presented as proposed **Board motions** / resolutions at any single meeting shall be limited in number at the discretion of the Chairperson.

- Notices of Motion which are not presented for discussion as proposed **motions** / resolutions at the meeting, shall be presented at the next regular meeting.
- Notices of Motion which require reports, or information, shall be presented to the Board without any written reports by **the Director of Education**. ~~any of the senior officials.~~ **The Director of Education or his delegate**, ~~However, such persons may be permitted to make oral statements relating to these Notices of Motion at the time of presentation.~~
- The **Director of Education or his delegate** ~~officials~~ may make written reports and/or recommendations supporting or opposing Notices of Motion, when they are presented as Motions, and which if carried will require direct action by the Board or its officials.

(d) Vote by Ballot

- a. Vote by ballot may be ordered by a motion.
- b. Motion to ballot is not debatable.
- c. When balloting is ordered, the Chairperson should appoint two (2) or more persons to conduct the vote by distributing, collecting and counting the ballots. **Following the voting by ballots, the Chairperson will announce the vote publically and direct the Director of Education to destroy the ballots.**

(e) Recorded Vote

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

20. CONFLICT OF INTEREST GUIDELINES

~~According to~~ **Conflicts of interest shall be declared and dealt with in accordance with** the current provincial legislation regarding the *Municipal Conflict of Interest Act* **and Board approved Policy on Conflict of Interest.**

21. CODE OF CONDUCT

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

- (a) A member of the Board who has reasonable grounds to believe that a member of the Board has breached the Board's Code of Conduct may bring the alleged breach to the attention of the Board.**
- (b) If an alleged breach is brought to the attention of the Board under subsection (a), the Board shall make inquiries into the matter and shall, based on the results of the inquiries, determine whether the member has breached the Board's Code of Conduct.**
- (c) If the Board determines under subsection (b) that the member has breached the Board's Code of Conduct, the Board may impose one or more of the following sanctions:**

1. Censure of the member.
 2. Barring the member from attending all or part of a meeting of the Board or a meeting of a committee of the Board.
 3. Barring the member from sitting on one or more committees of the Board, for the period of time specified by the Board.
- (d) For greater certainty, the imposition of a sanction under paragraph 2 of subsection (c) barring a member from attending all or part of a meeting of the Board shall be deemed, for the purpose of clause 228 (1) (b) of the *Education Act*, to be authorization for the member to be absent from the meeting.
- (e) A member of the Board who is barred from attending all or part of a meeting of the Board or a meeting of a committee of the Board under subsection (c) is not entitled to receive any materials that relate to that meeting or that part of the meeting and that are not available to members of the public.
- (f) If a Board determines that a member has breached the Board's Code of Conduct under subsection (c),
- (i) the Board shall give the member written notice of the determination and of any sanction imposed by the board;
 - (ii) the notice shall inform the member that he or she may make written submissions to the Board in respect of the determination or sanction by a date specified in the notice that is at least 14 days after the notice is received by the member; and
 - (iii) the Board shall consider any submissions made by the member in accordance with clause (ii) and shall confirm or revoke the determination within 14 days after the submissions are received..
- (g) If the Board revokes a determination under clause (f) (iii), any sanction imposed by the Board is revoked.
- (h) If the Board confirms a determination under clause (f) (iii), the Board shall, within the time referred to in that clause, confirm, vary or revoke the sanction.
- (i) If a sanction is varied or revoked under subsection (g) or (h), the variation or revocation shall be deemed to be effective as of the date the original determination was made under subsection (b)..
- (j) Despite subsection 207 (1) of the *Education Act* but subject to subsection (11), the part of a meeting of the Board during which a breach or alleged breach of the Board's code of conduct is considered may be closed to the public when the breach or alleged breach involves any of the matters described in clauses 207 (2) (a) to (e).
- (k) The Board shall do the following things by resolution at a meeting of the Board, and the vote on the resolution shall be open to the public:
1. Make a determination under subsection (b) that a member has breached the Board's Code of Conduct.
 2. Impose a sanction under subsection (c).
 3. Confirm or revoke a determination under clause (f) (iii).
 4. Confirm, vary or revoke a sanction under subsection (h).

- (l) A member who is alleged to have breached the Board's Code of Conduct shall not vote on a resolution to do any of the things described in paragraphs 1 to 4 of subsection (k).**
- (m) The passage of a resolution to do any of the things described in paragraphs 1 to 4 of subsection (11) shall be recorded in the minutes of the meeting.**
- (n) The *Statutory Powers Procedure Act* does not apply to anything done under this section as noted in Section 21 of the Education Act.**

Edited Version Sept 23

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
PUBLIC SESSION
SEPTEMBER 28, 2010**

**TOPIC: APPROVED MINUTES OF THE SPECIAL EDUCATION
ADVISORY COMMITTEE MEETING OF JUNE 2, 2010**

RECOMMENDATION

THAT the Niagara Catholic District School Board receive the Approved Minutes of the Special Education Advisory Committee Meeting of June 2, 2010, as presented for information.



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

MINUTES OF THE SPECIAL EDUCATION ADVISORY COMMITTEE MEETING WEDNESDAY, JUNE 2, 2010

Minutes of the Meeting of the Special Education Advisory Committee, held on Wednesday, June 2, 2010, at 7:00 p.m. in the Father Kenneth Burns csc Board Room, at the Catholic Education Centre, 427 Rice Road, Welland.

The meeting was called to order at 7:00 p.m. by Chair Racine.

A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayers were led by Chair Racine.

2. Roll Call

Members	Affiliations	Present	Excused	Absent
Anna Racine (Chair)	The Tourette Syndrome Association of Ontario	✓		
Kim Rosati (Vice-Chair)	VOICE for Hearing Impaired Children	✓		
Connie Parry	Association for Bright Children		✓	
Heather Schneider	Community Living-Welland/Pelham	✓		
Carole Fuhrer	Learning Disabilities Association	✓		
Cyndi Gryp	Community Living-Grimsby, Lincoln & West Lincoln	✓		
Rob Lavorato	Down Syndrome Caring Parents (Niagara)	✓		
Mike Gowan	Autism Ontario	✓		
Jim Wells	John Howard Society of Niagara		✓	
Dianne Radunsky	Ontario Brain Injury Association	✓		
Trustees				
Gary Crole			✓	
Maurice Charbonneau				✓

The following staff were in attendance:

Yolanda Baldasaro, Superintendent of Education; **Marcel Jacques**, Administrator Special Education; **Mary Kay Kalagian**, Principal-Elementary; **Tina DiFrancesco**, Recording Secretary

3. Approval of the Agenda

Moved by Kim Rosati
Seconded by Cyndi Gryp

THAT the Special Education Advisory Committee approve the Agenda of the Special Education Advisory Committee Meeting of June 2, 2010.

CARRIED

4. Disclosure of Interest

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

5. Approval of Minutes of the Special Education Advisory Committee Meeting of May 5, 2010

Moved by Carole Fuhrer
Seconded by Rob Lavorato

THAT the Special Education Advisory Committee approve the Minutes of the Special Education Advisory Committee Meeting of May 5, 2010, as presented.

CARRIED

B. PRESENTATIONS

C. VISIONING

1. Goals and Vision for 2009/2010

1.1 Survey to ERT's

The results of the ERT survey were included in the June agenda package for information. Staff reviewed the results with the SEAC members and suggested that the SEAC choose areas of focus for September 2010. Staff will provide a description of resources for SEAC members.

D. BUSINESS ARISING FROM THE MINUTES OF THE MEETING OF MAY 5, 2010

1. Learner Advocacy

1.1 Mission Statement Review

The draft Mission Statement will be vetted with input from all Summit participants. Chair Racine recited the draft Mission Statement to the members of the SEAC and will forward an electronic version to them by e-mail. Chair Racine asked that any recommendations be sent to her and she'll respond on behalf of the SEAC. The deadline is June 10th, 2010.

2. Parent Outreach

3. Program and Service Recommendations

4. Special Education Budget

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

6. **Other Related Items**

6.1 **SEAC Logo**

Carole Fuhrer gave an overview of the SEAC logos she's researched. There was a discussion about establishing criteria for the logo. The criteria will be put into context and presented at the September SEAC meeting.

6.2 **Review of OAPCE Conference**

Chair Racine and Vice-Chair Rosati attended the OAPCE Conference on May 15th, 2010. The keynote speaker was "Dr. Ash" Leigh Molloy and the conference included several workshops.

7. **Policy Review**

E. AGENCY REPORTS

1. **VOICE for Hearing Impaired Children – Kim Rosati**

- May 8th was the Annual VOICE Conference in Guelph. Marion Bell was the guest speaker. Her presentation was based on bringing out the best in our children and ourselves. The message was to create safe, strong and positive relationships with our children and to make sure they are offered multiple opportunities to succeed. One of the messages she offered was the Crucial C's; Connect – I believe and I belong, Capable – I believe I can do it, Count – I believe I matter, Courage – I believe I can handle whatever comes.
- Upcoming events:
 - VOICE 19TH Annual Golf Classic June 24th, 2010 at Cedar Brae Golf and Country Club.
 - 18th Annual VOICE Camp August 13th – 15th, 2010 at Bark Lake in the Haliburton Highlands.

2. **Down Syndrome Caring Parents (Niagara) – Rob Lavorato**

- Planning is underway for the August picnic and October Conference.

3. **Community Living – Welland/Pelham – Heather Schneider**

- Nil Report

4. **Association for Bright Children – Connie Parry**

- Nil Report

5. **Community Living – Grimsby, Lincoln and West Lincoln – Cyndi Gryp**

- The Annual General Meeting is taking place on June 14th, 2010 in Beamsville.

6. **Learning Disabilities Association of Niagara – Carole Fuhrer**

- Nil Report

7. Autism Ontario – Mike Gowan

- May and June included fundraising events; A Golf Tournament was held on Friday, May 28th, Cycle at Merritt Island is being held on Saturday, June 5th.
- Exam break programs are happening in conjunction with Bethesda.
- Conference in September is in conjunction with Brock University.
- Autism Ontario-Niagara Chapter has moved to Paige Street in St. Catharines.

8. The Tourette Syndrome Association of Ontario – Anna Racine

- Annual Walkathon is being held on Sunday, June 6th, 2010.

9. John Howard Society of Niagara – Jim Wells

- Nil Report

10. Ontario Brain Injury Association – Dianne Radunsky

- The Ontario Brain Injury Association (OBIA) will be announcing the new replacement for our Executive Director early next week. John Kumpf will be leaving this position on September 6, 2010.
- Our next Level II Neurobehavioural Disorders: Their Origin, Nature and Rehabilitation conducted by Dr. Roger Wood, training program will be held on June 28th & 29th at Brock University (see attached for complete details).
- Should anyone have any questions or would like to know more about our training programs, please contact Debbie Spaulding (ext. 224) or Ruth Wilcock (ext. 238) at 905-641-8877.
- Please keep in mind that June is Brain Injury Awareness month.
- OBIA and the Brain Injury Society of Toronto in keeping with the awareness theme will be having their annual “Mix & Mingle” fund raiser on June 17th in Toronto. All of our Community Associations across Ontario are doing various community activities during the month of June that will help bring the awareness of brain injury to the forefront.

F. STAFF REPORTS

1. Mary Kay Kalagian – Principal, Elementary

- Grade 3 and Grade 6 EQAO began on Monday, May 31st and end on Friday, June 11th. Schools will participate in this during this two week period.
- Track and Field is happening in each area.
- Report Cards and Evaluation of IEP's for term 3 will begin in the next two weeks.
- During the month of June, classes will be going on class trips. Many of our senior students will be going on overnight excursions to Ottawa and Camp.

2. Ken Griepsma – Principal, Secondary

- Our various Catholic secondary schools are working hard to prepare students for their June exams. Students with special needs are no exception. Resource departments are working with classroom teachers to set up accommodations for the writing of exams where appropriate.
- Student Services and Resource departments continue to work closely with our associate Catholic elementary schools to ensure a smooth transition for our grade 8 students coming to high school next year.

- St. Francis will hold a Grade 7 and 8 associate school dance at St. Francis on Thursday, June 3rd. This will be a chance for all students from the four associate Catholic elementary schools to come out, see the school, and meet others.
- OSSLT results have been forwarded to Principals of the various secondary schools; however, there is an embargo on sharing these results publicly until later in June.

3. Marcel Jacques – Administrator Special Education

- Student Achievement K-12 Special Education staff are providing Behaviour Management System (BMS) training to various staff, including Educational Assistants, Child and Youth Workers, Credit Recovery Assistants, Educational Resource Teachers, Principals and Vice Principals.
- The Annual Basketball Tournament is being held at Notre Dame College school on Friday, June 4th, 2010.

4. Yolanda Baldasaro – Superintendent of Education

- Superintendent Baldasaro informed members of the SEAC that the first day of school is September 7th, 2010, therefore, the first SEAC meeting will be held on September 8th, 2010. All meeting dates were provided for information.
- Class of 2010 Graduation Celebration was held on May 20th, 2010. The keynote speaker was Chris D'Souza.
- Niagara Catholic Faith Day was held on May 21st, 2010.

G. TRUSTEE REPORTS

1. Gary Crole – Trustee

- Nil Report

2. Maurice Charbonneau– Trustee

- Nil Report

H. NEW BUSINESS

1. Learner Advocacy

1.1 Results of IEP Survey

Results of the IEP Survey were presented to the SEAC members for information. A suggestion was made to do the survey electronically. Staff will explore the possibility.

2. Parent Outreach

2.1 SEAC/Student Achievement K-12 Special Education presence at the September Open Houses

Staff will in-service Educational Resource Teachers and Principals with the PowerPoint to be presented to all parents at the September Open Houses. A discussion was held about creating more SEAC awareness.

3. **Program and Service Recommendations**
4. **Special Education Budget**
5. **Annual Review, Special Education Plan**
6. **Other Related Items**

6.1 EA Survey

A discussion was held about doing an EA survey. More information will follow in the fall.

7. **Policy Review**

I. CORRESPONDENCE

J. NOTICES OF MOTION

K. AGENDA ITEMS – DISCUSSION FOR FUTURE MEETINGS

1. **Orientation of SEAC members for the September meeting**

There was a discussion in regards to an orientation not only for new members but for all members. A suggestion was put forth for a question period during meetings. More information will follow.

M. INFORMATION ITEMS

1. Chair Racine thanked staff, Vice-Chair Rosati and past Chair Fuhrer for their help and support.
2. Superintendent Baldasaro on behalf of Chair Kathy Burtnik and Director John Crocco thanked the Special Education Advisory Committee and extended a happy summer to all.

L. NEXT MEETING:

Wednesday, September 8, 2010 at 7:00p.m. at the Catholic Education Centre

M. ADJOURNMENT

Moved by Dianne Radunsky
Seconded by Kim Rosati

THAT the June 2, 2010 meeting of the Special Education Advisory Committee be adjourned.
CARRIED

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

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
PUBLIC SESSION
SEPTEMBER 28, 2010**

**TOPIC: CHANGE IN REPRESENTATION TO THE
SPECIAL EDUCATION ADVISORY COMMITTEE**

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the change in representation for the Learning Disabilities Association of Niagara to the Special Education Advisory Committee; Primary Representative: Ashley Graham, Executive Director; Alternate Representative: Carole Fuhrer, Chair, LDA-Niagara.

Prepared by: Yolanda Baldasaro, Superintendent of Education

Presented by: Yolanda Baldasaro, Superintendent of Education

Approved by: John Crocco, Director of Education

Date: September 28, 2010



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

**REPORT TO THE BOARD MEETING
SEPTEMBER 28, 2010**

**CHANGE IN REPRESENTATION TO THE
SPECIAL EDUCATION ADVISORY COMMITTEE**

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the change in representation for the Learning Disabilities Association of Niagara to the Special Education Advisory Committee; Primary Representative: Ashley Graham, Executive Director; Alternate Representative: Carole Fuhrer, Chair, LDA-Niagara.

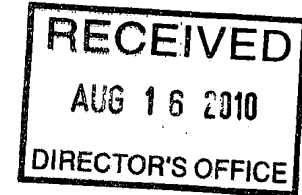
Prepared by: Yolanda Baldasaro, Superintendent of Education
Presented by: Yolanda Baldasaro, Superintendent of Education
Approved by: John Crocco, Director of Education
Date: September 28, 2010



Idanr • Learning Disabilities Association of Niagara Region

Friday, June 18, 2010

Niagara Catholic District School Board
427 Rice Road,
Welland, Ontario
L3C 7C1



Attn: Kathy Burtnik
Chair, Board of Trustees

Dear Ms. Burtnik:

The Learning Disabilities Association would like to request that the Board of Trustees consider the following changes as it relates to our representation on SEAC:

Mr. Joel Steiger Resignation from NCDSB SEAC Alternate
Ms. Carole Fuhrer Re-assignment from agency Primary Contact to Alternate Contact
Ms. Ashley Graham Approval to become LDA-Niagara's Primary Contact on NCDSB SEAC

Ashley has recently assumed the role of LDA-Niagara's Executive Director and can be reached at:

LDA-Niagara
366 St. Paul Street East
St. Catharines, Ontario L2R 3N2
905-632-1975 (ph)
ashleyldan@cogeco.net

If you require additional information as you consider this request, please feel free to contact me at 905-309-4381. On behalf of the Learning Disabilities Association of Niagara, thank you for inviting our agency to the SEAC table and look forward to our continued involvement.

Sincerely,

Carole Fuhrer
Chair, LDA-Niagara
SEAC representative

cc:

Ms. Anna Racine Chair, SEAC
Mr. John Crocco Director of Education
Ms. Ashley Graham Executive Director, LDA-Niagara
Ms. Nicole Dumais Vice- Chair, LDA-Niagara
Mr. Joel Steiger

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
PUBLIC SESSION
SEPTEMBER 28, 2010**

**TOPIC: EDUCATION QUALITY AND ACCOUNTABILITY OFFICE
(EQAO) PRIMARY AND JUNIOR PROVINCIAL ASSESSMENTS
OF READING, WRITING AND MATHEMATICS AND GRADE 9
ASSESSMENTS OF MATHEMATICS-ACADEMIC AND
APPLIED 2009-2010**

The report on the Education Quality and Accountability Office (EQAO)
Primary and Junior Provincial Assessments of Reading, Writing and Mathematics
and Grade 9 Assessments of Mathematics-Academic and Applied 2009-2010,
is presented for information.

Prepared by: Lee Ann Forsyth-Sells, Superintendent of Education
Robert DiPersio, Administrator of Special Projects

Presented by: Lee Ann Forsyth-Sells, Superintendent of Education
Robert DiPersio, Administrator of Special Projects

Approved by: John Crocco, Director of Education

Date: September 28, 2010



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

REPORT TO BOARD MEETING SEPTEMBER 28, 2010

EDUCATION QUALITY AND ACCOUNTABILITY OFFICE (EQAO) PRIMARY AND JUNIOR PROVINCIAL ASSESSMENTS OF READING, WRITING AND MATHEMATICS AND GRADE 9 ASSESSMENT OF MATHEMATICS, 2009-2010

BACKGROUND INFORMATION

On September 15th, 2010 Ontario's Education Quality and Accountability Office (EQAO) released the school and Board level results of the 2009-2010 Assessments of Reading, Writing and Mathematics, Primary Division (Grades 1 to 3) and Junior Division (Grades 4 to 6), and the Grade 9 Assessment of Mathematics. The school and Board level results of the 2009-2010 Assessments enable the Catholic elementary and secondary schools in the Niagara Catholic District School Board to review the progress of their students and the progress of Ontario schools. The analysis of school and Board level results from the provincial assessments, as one form of data, allows for students, parents, staff, school administrators and Board staff to focus on the improvement of student achievement of all students in the Niagara Catholic District School Board.

Marguerite Jackson and Dr. Desbiens of EQAO make the following comments about provincial assessments:

“Ontario's provincial testing program was created in part because parents called for an independent gauge of how their children were achieving in relation to a provincial standard. We know that early identification, focused attention and support from the school and parents alike are critical to helping students master the skills they need to succeed.” (Marguerite Jackson, EQAO's Chief Executive Officer, EQAO Press Release September 15, 2010).

“School- and board-level results provide policy makers and educators at all levels with powerful information to assess student learning and plan for improved student achievement. The systematic use of EQAO data alongside classroom-generated data to identify areas of success and areas for improvement has led to purposeful changes in instructional practices and translated into positive outcomes for thousands of students across the province.” (Dr. Brian Desbiens, Chair of EQAO's Board of Directors, EQAO Press Release, September 15, 2010).

The Catholic elementary and secondary schools in the Niagara Catholic District School Board continue to celebrate student success on provincial assessments. Through continuous Board and School Improvement Planning initiatives, along with Board, school, and classroom curriculum

based assessments, Principals, Vice-Principals, teaching and support staff, work cooperatively with the Student Achievement and the Research, Assessment and Evaluation Departments to ensure that the needs of each student in the Niagara Catholic District are being met in the classroom.

School Improvement Planning at the school level with School Teams led by the Principal of the school will continue focusing on the Niagara Catholic District School Board's system priorities and Smart Goals for 2010-2011. This focus on the improvement of student achievement for all students is captured in the priority of: "Improving Student Achievement" with the following indicators:

- To improve student achievement (K-12) in Literacy by reducing the achievement gap between males and females by 5% by June 30, 2011.
- To improve student achievement in Numeracy (K-12) by 5% across all achievement levels (1 to 4), specifically achievement in the Grades 9 and 10 Applied Mathematics, by June 30, 2011.
- To increase the number of students enrolled in appropriate Pathways, specifically in the Specialist High Skills' Major programs, by 2% of the secondary school population by June 30, 2011.

This report on EQAO Primary and Junior Assessments and the Grade 9 Assessment of Mathematics provides the following information about achievement of students at or above the Provincial Standard (Levels 3 and 4):

- Primary: Grade 3 Highlights in Reading, Writing and Mathematics, 2008-2009, 2009-2010, and over five years from 2005-2010.
- Junior: Grade 6 Highlights in Reading, Writing and Mathematics, 2008-2009, 2009-2010 and over five years from 2005-2010.
- Grade 9 Mathematics Highlights: Applied and Academic Programs, 2008-2009, 2009-2010 and over five years from 2005-2010.
- Exemption Rates for Primary and Junior Assessments and Grade 9 Mathematics, Applied and Academic.
- Gender Analysis.

The focus on the system priority of the improvement of student achievement will continue by tracking the progress of student cohorts with the Grade 3 results in 2007 and the Junior Assessment in 2010. Schools will also review the results of students on the Mathematics component of the Junior Assessment of 2007 and the results on the Grade 9 Assessment of Mathematics in 2010. This tracking will assist classroom teachers with program planning and assessment strategies based on the individual learning needs of students.

Students who participated in the provincial assessments will be receiving an Individual Student Report (ISR) indicating achievement in relation to the Provincial Standard. The ISR for students who wrote the Junior Assessment will also show their results on the Primary Assessment in 2007. The Individual Student Reports provide parents/guardians with a summary of School, Board and Provincial results. Classroom teachers will also be reviewing Individual Student Reports to support the improvement of student achievement in their classrooms.

The Research, Assessment and Evaluation Department will be updating the Catholic School Profiles for each school and will post the Catholic School Profiles on the Board website and the Schools' websites. The Catholic School Profiles contain the Provincial, Board and School

results and reflect specific priorities for the improvement of student achievement at the school and Board levels. Paper copies of the Catholic School Profiles will be available in the main office of the school. This information for parents/guardians will also be provided in the school newsletters.

Finally, the Research, Assessment and Evaluation Department will continue to analyze the results of the EQAO Primary and Junior Assessments in Reading, Writing and Mathematics and the Grade 9 Mathematics Assessment for contextual information in the areas of gender, language, and special needs, in order to support the improvement of student achievement for all students in the Niagara Catholic District School Board.

The report of the Education Quality and Accountability Office (EQAO) Primary and Junior Provincial Assessments of Reading, Writing and Mathematics and the Grade 9 Assessment of Mathematics, 2009-2010, is presented for information.

Prepared by: Lee Ann Forsyth-Sells, Superintendent of Education
Robert DiPersio, Administrator of Special Projects

Presented by: Lee Ann Forsyth-Sells, Superintendent of Education
Robert DiPersio, Administrator of Special Projects

Approved by: John Crocco, Director of Education

Date: September 28, 2010

EQAO 2009 – 2010 Primary (Grade 3) Assessments of Reading, Writing, and Mathematics

Results for All Students

	Reading	Writing	Mathematics
NCDSB	71	81	81
Province	62	70	71
% difference NCDSB with province	+9	+11	+10

NCDSB 2008-09	65 (+6)	71 (+10)	75 (+6)
Province 2008-09	61 (+1)	68 (+2)	70 (+1)

5 Year Trends

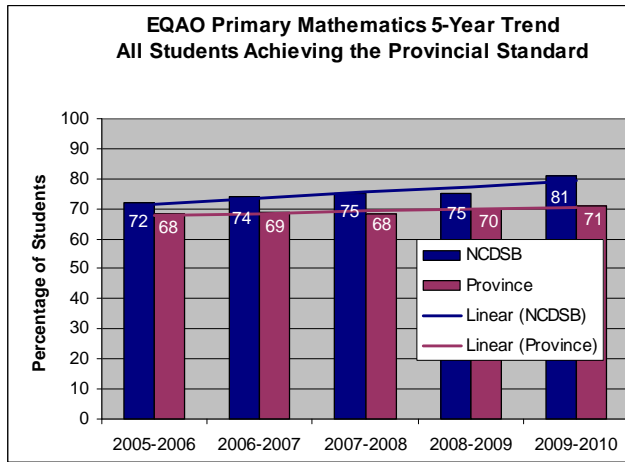
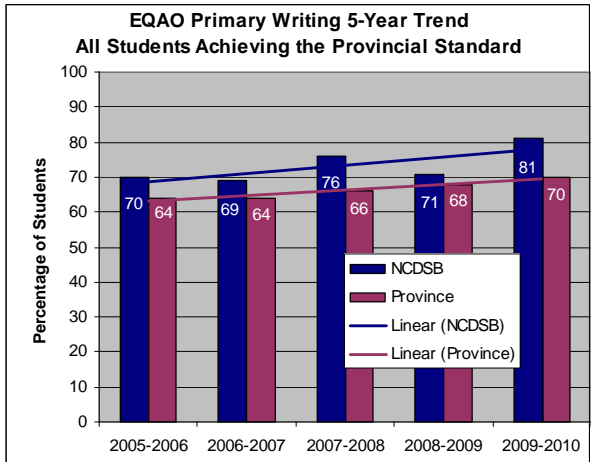
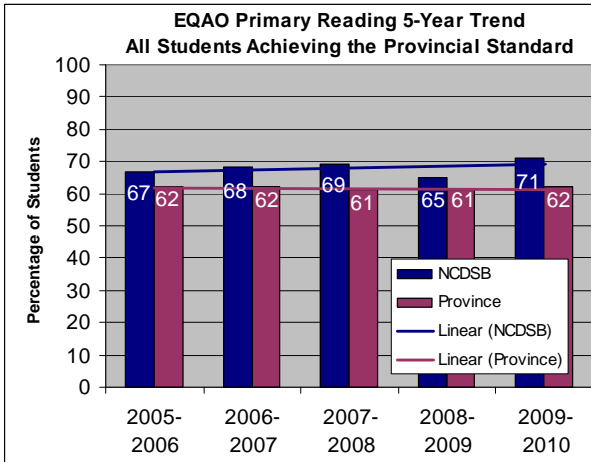
5 Year Trend NCDSB	+4	+11	+9
5 Year Trend Province	0	+6	+3

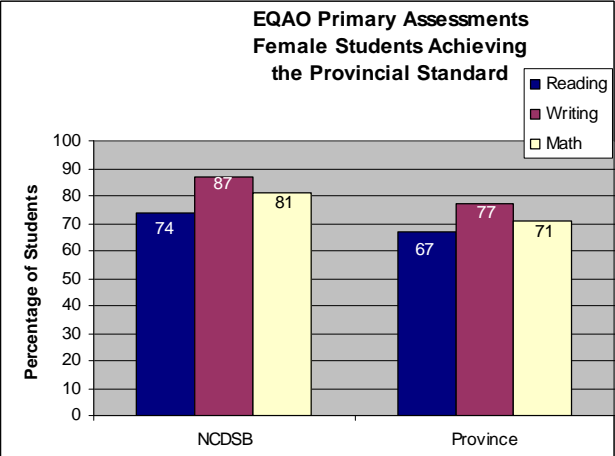
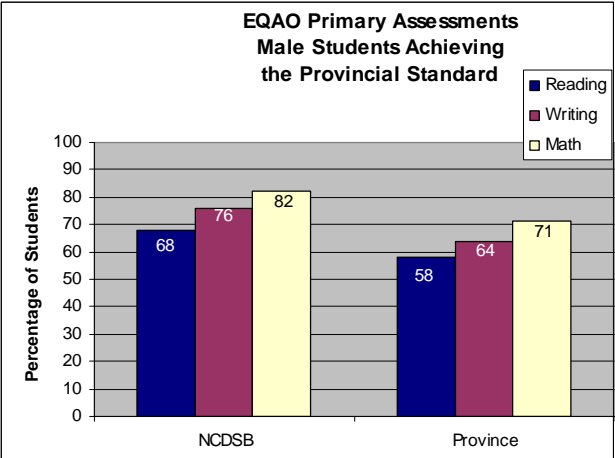
Results based on Gender

Male Students NCDSB	68	76	82
Female Students NCDSB	74	87	81
Male Students Province	58	64	71
Female Students Province	67	77	71

Exemption Rates

Exemption Rate NCDSB	1	1	1
Exemption Rate Province	3	3	3





EQAO 2009 – 2010 Junior (Grade 6) Assessments of Reading, Writing, and Mathematics

Results for All Students

	Reading	Writing	Mathematics
NCDSB	73	76	67
Province	72	70	61
% difference NCDSB with province	+1	+6	+6

NCDSB 2008-09	76 (-3)	74 (+2)	72 (-5)
PROVINCE 2008-09	69 (+3)	67(+3)	63 (-2)

5 Year Trends

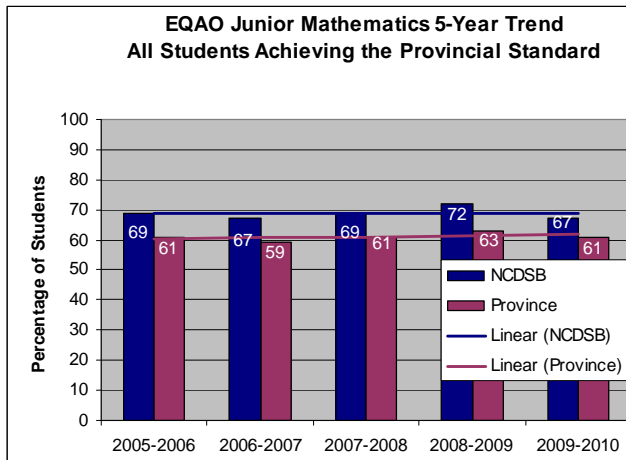
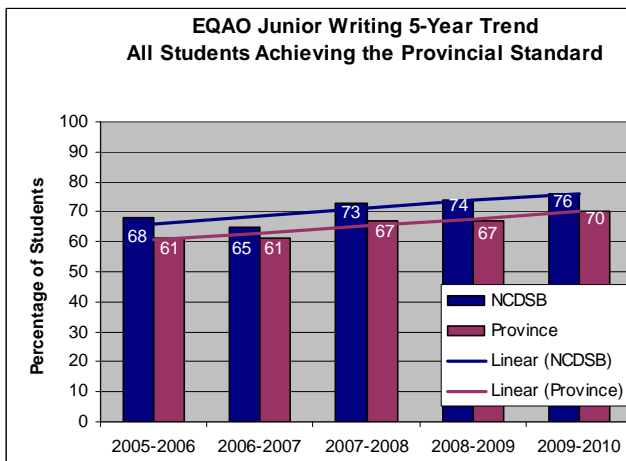
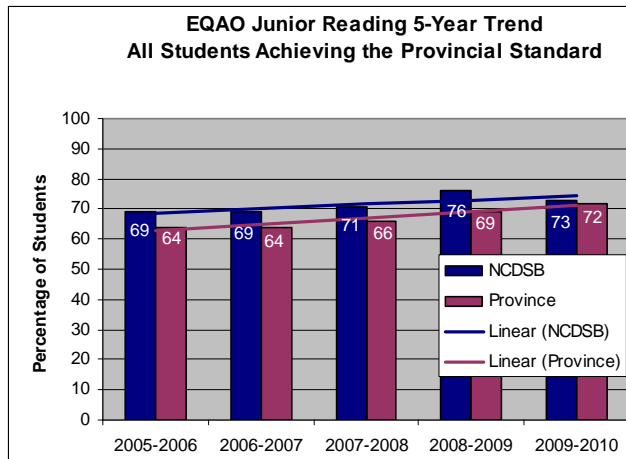
NCDSB 5 Year Trend	+4	+8	-2
Province 5 Year Trend	+8	+9	0

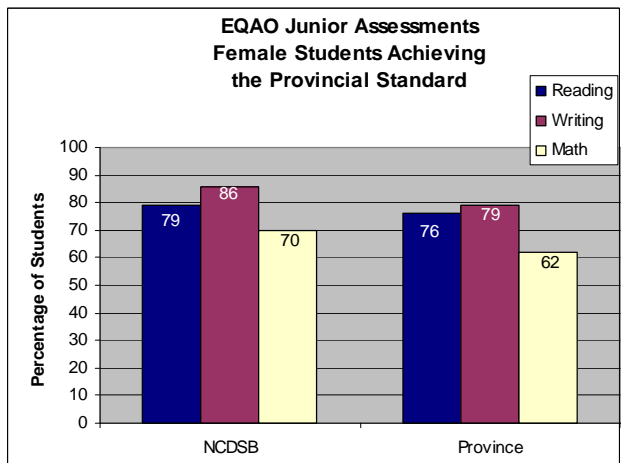
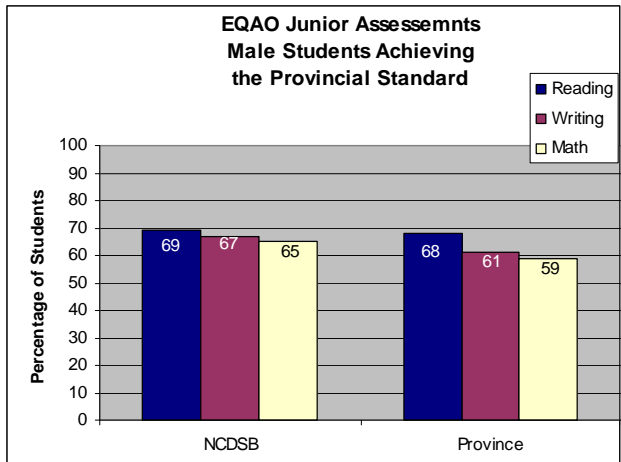
Results based on Gender

Male Students NCDSB	69	67	65
Female Students NCDSB	79	86	70
Male Students Province	68	61	59
Female Students Province	76	79	62

Exemption Rates

Exemption Rate NCDSB	1	1	1
Exemption Rate Province	2	2	3





EQAO 2009 – 2010 Grade 9 Assessment of Academic and Applied Mathematics

Results for All Students

	Academic	Applied
NCDSB	82	35
Province	82	40
% difference NCDSB with province	0	-5

NCDSB 2008-08	73 (+9)	38 (-3)
PROVINCE 2008-09	77 (+5)	38 (+2)

5 Year Trends

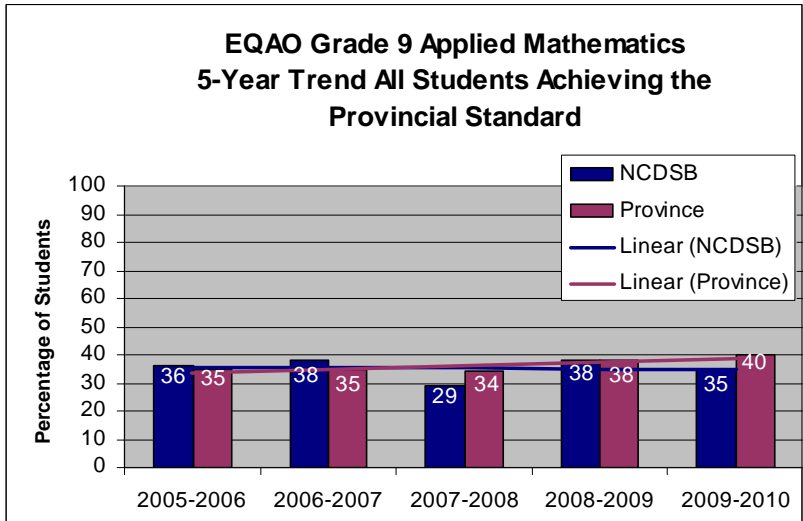
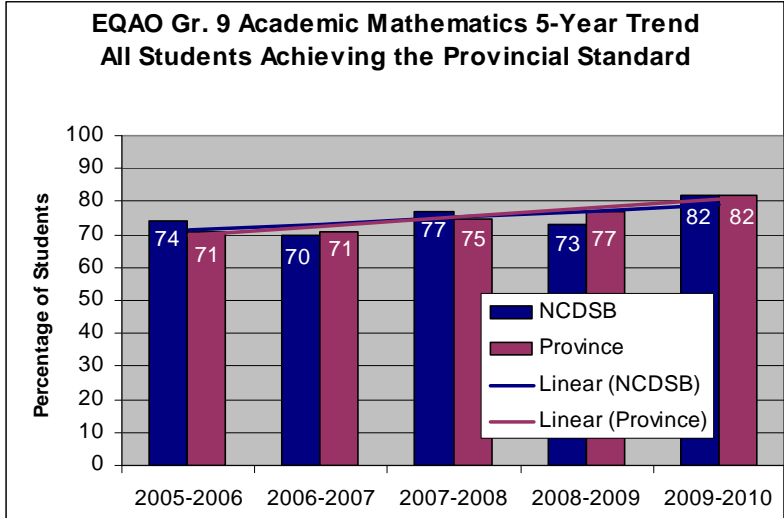
NCDSB 5 Year Trend	+8	-1
Province 5 Year Trend	+11	+5

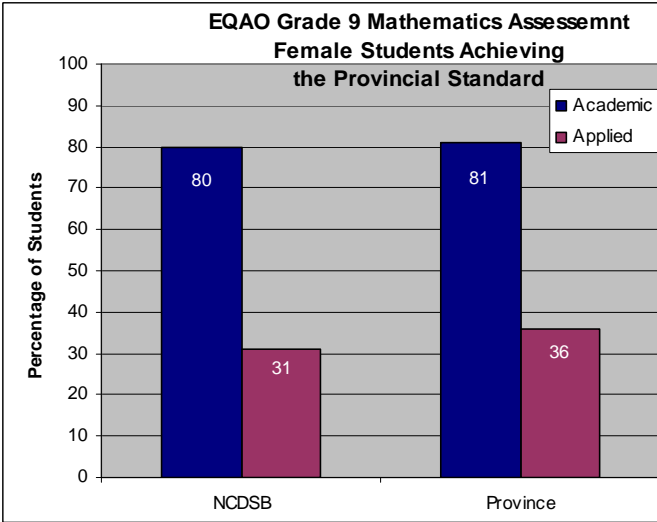
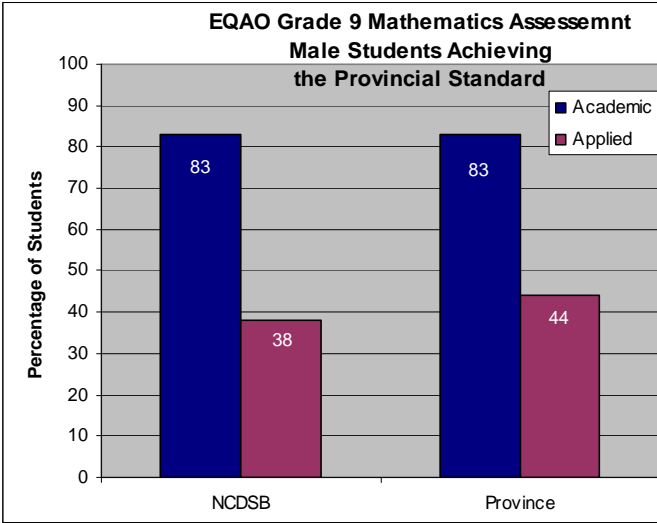
Results based on Gender

Male Students NCDSB	83	38
Female Students NCDSB	80	31
Male Students Province	83	44
Female Students Province	81	36

Exemption Rates

No Data (exemption/absences) NCDSB	<1	2
No Data (exemption/absences) Province	1	5





**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
PUBLIC SESSION
SEPTEMBER 28, 2010**

**TOPIC: NIAGARA CATHOLIC SYSTEM PRIORITIES
2009-2010 ACHIEVEMENT REPORT**

The Report on the Niagara Catholic System Priorities – 2009-2010
Achievement Report, is presented for information.

Prepared by: Senior Administrative Council
Prepared by: John Crocco, Director of Education
Presented by: John Crocco, Director of Education
Date: September 28, 2010



REPORT TO THE BOARD MEETING SEPTEMBER 28, 2010

NIAGARA CATHOLIC SYSTEM PRIORITIES – 2009-2010 ACHIEVEMENT REPORT

BACKGROUND INFORMATION

At the April 28th, 2009 meeting of the Niagara Catholic District School Board, the following motion was approved;

THAT the Niagara Catholic District School Board approve the Niagara Catholic System Priorities 2009-2010, as presented.

The Niagara Catholic System Priorities 2009-2010 were designed as part of the transition towards an approved Niagara Catholic Vision 2020 Strategic Plan to be implemented commencing September 2010. The Niagara Catholic System Priorities 2009-2010 provide four (4) main priorities for the 2009-2010 academic year. Within each priority, specific indicators were provided as the framework to measure the achievement of each priority.

The Board approved System Priorities were posted on the Niagara Catholic website and copies were provided to the Diocese of St. Catharines, SEAC, Catholic School Council Chairs and Regional Catholic School Council / CPIC. In addition, a poster size copy of the Niagara Catholic System Priorities 2009-2010 were mounted in public locations in all schools, Board sites and the Catholic Education Centre for review by students, staff, parents and guests to Niagara Catholic.

As presented in the Niagara Catholic System Priorities 2009-2010 Achievement Report Update to the Board Meeting of June 15th, 2010, with the majority of indicators directly linked to final achievement results at the conclusion of the 2009-2010 school year, members of Senior Administrative Council, along with school and Board staff required time to collate, analyze and review all data gathered for the 2009-2010 school year. It was announced that the System Priorities Achievement Report for the previous school year would be presented annually to the September Board meeting.

Attached to this report (Appendix A) is a copy of the Niagara Catholic System Priorities 2009-2010 Achievement Report. Within each of the four (4) Board approved system priorities are seventeen (17) advanced indicators of success with comments on the measurables to determine the level of achievement of either 'Completed' or 'To Be Completed 2010-2011'.

For the inaugural year of designing System Priorities with advanced indicators of success as a measurement of achieving the Board approved system priorities for 2009-2010, Senior Administrative Council is proud of the overall results and complements Niagara Catholic students and staff for the high level of achievement and success throughout 2009-2010.

As we begin a new school year with the Niagara Catholic Vision 2020 Strategic Plan and the Board approved Strategic Directions Priority Indicators 2010-2011 which are designed to achieve the outcomes of Vision 2020, Senior Administrative Council will provide a mid-year review of the achievement of the indicators at the January 2011 Board Meeting and a final report for the school year 2010-2011 at the September 2011 Board Meeting.

The Niagara Catholic System Priorities 2009-2010 Achievement Report
is presented for information.

Prepared by: Senior Administrative Council
Presented by: John Crocco, Director of Education
Approved by: John Crocco, Director of Education
Date: September 28, 2010

Appendix A – Niagara Catholic Systems Priorities 2009-2010 Achievement Report



Niagara Catholic System Priorities – 2009-2010 Achievement Report

Completed

To Be Completed
2010 – 2011

Nurturing our Distinctive Catholic Education

1. To design a Board approved Niagara Catholic Vision 2020 Strategic Plan to continue to build public confidence in Catholic education.

✓

Indicators and Comments

Following an extensive two year consultation process involving a Director's Survey of all Niagara Catholic staff; 160 Discovery Sessions with over 4,700 engaged participants representing the Niagara Catholic community; over 90 invited participants participated in the Vision 2020 Strategic Planning Summit which discerned recommendations for the future of Niagara Catholic, Niagara Catholic's Vision 2020 Strategic Plan emerged through prayer, dialogue and active listening to over 8,000 members of the Niagara Catholic community.

On May 11th, 2010, the Vision 2020 Strategic Plan was presented to the Committee of the Whole which recommended the plan to the Board. On May 25th, 2010, the Niagara Catholic District School Board approved the Vision 2020 Strategic Plan, its Vision Statements and Strategic Directions.

On June 15th, 2010, the Niagara Catholic District School Board approved a new Niagara Catholic Mission Statement.

The design of Niagara Catholic's Vision 2020 Strategic Plan was a discernment process to more fully understand how the Spirit is calling Niagara Catholic to continue, in this time and place, to build the Reign of God through Catholic Education in Niagara.



Niagara Catholic System Priorities – 2009-2010 Achievement Report

Completed

To Be Completed
2010 – 2011

2. To enhance our distinctive Catholic educational system by designing and implementing a Niagara Catholic Faith Formation program to ensure that the Board’s Vision 2020 Strategic Plan is modeled and integrated into programs and services by academic and support staff for students, parents and the community served by the Board.

✓

Indicators and Comments

With the approval of the Vision 2020 Strategic Plan, an aligned Niagara Catholic Faith Formation Program for all staff, linked to the Board’s Vision 2020 Strategic Plan, will be finalized, in print, in the fall of 2010.

As provided in the annual Board Improvement Plan, Niagara Catholic’s Faith Formation Cycle includes:

Year 1 – Individual School Faith Formation

Year 2 – Family of Schools’ Faith Formation

Year 3 – System Level Faith Formation

Faith Formation Teams exist in each Niagara Catholic elementary and secondary schools consisting of the Principal, a Teacher Representative(s) and Support Staff Representative(s).

Throughout 2009-2010, Faith Formation activities were centered on the “Beatitudes” and led by the Board Faith Co-animators for 2009-2010.

Additional Qualifications for staff in theology and other individual faith based professional development are supported through provision of centrally-based subsidies.



Niagara Catholic System Priorities – 2009-2010 Achievement Report

Completed

To Be Completed
2010 – 2011

Improving Student Achievement

1. To reduce the gap in student achievement by focusing on increasing Niagara Catholic's "16 by 16" achievement level an average of 3% and the Board graduation rate an average of 2% by June 2010.

Indicators and Comments

Based on achievement indicator data from both Semester One and Semester Two 2009-2010, Niagara Catholic students achieved a 5.5% increase in the Grade 9 credit accumulation, a .5% increase in the Grade 10 credit accumulation and a slight decrease of 1.97% in the graduation rate. While student achievement continued to increase in credit accumulation, students did not reach the specific advanced percentage targets for 16 by 16 credit accumulation or graduation rate in 2009-2010. This will be a continued focus of advancing student achievement for 2010-2011.

NIAGARA CATHOLIC Credit Accumulation				
DATE	2008-2009	February 2010	June 2010	Change
4 X 4 *	95.34%	96.24%		
12 X 12 *	90.95%	92.28%		
8 X 8 **	86.86%		92.37%	5.51%
16 X 16 **	86.91%		87.45%	0.54%

*Semester One Data – Niagara Catholic data collection and checkpoint

** Ministry of Education Reporting Requirement

NIAGARA CATHOLIC Graduation Rate			
DATE	2008-2009	2009-2010	Change
Board	88.63%	86.66%	-1.97%

Each Catholic secondary school has organized a School Success Team. Membership includes Administration, Student Success Teacher, student services personnel, special education personnel, Chaplain, Child and Youth Worker, co-operative education teacher. The School Success Teams, also supported by the Administrator of Student



Niagara Catholic System Priorities – 2009-2010 Achievement Report

Completed

To Be Completed
2010 – 2011

Success, meet on a weekly basis to discuss identified “at-risk” students in Grades 9 through 12.

Process components regarding the tracking of success rates include:

- i) At each Secondary School Principals’ meeting, Administrator of Student Success provides detailed statistics for Success Interventions (potential credits, credit accumulation, identified “at risk” students, individual student timetables, individual student profiles, suspension rates, alternative programs, etc.). Students at risk of failing are identified early on with follow up through Student Success Teacher to provide interventions to rescue credit. On track to achieve indicator based on Semester One results.
- ii) Each member of School Success Team has specific role responsibilities to best meet student needs.
- iii) Data sharing on a regular basis with entire school staff.
- iv) Each identified student has a Student Profile Support Plan form completed and tracked throughout the school year by a member of the School Success Team.
- v) Each failed course by a student is discussed by the Student Success Team and potential credit recovery options are provided.
- vi) Mid-semester collection of potential credit accumulation rates for Grades 9 and 10 are gathered and reviewed.
- vii) End of semester credit accumulation is gathered by Student Success Teachers and Administrator of Student Success to track progress.

As provided in the 2009-2010 Board Improvement Plan:

- Identifying and Tracking at the Senior Divisions “At Risk Students”
- Tracking, Monitoring and reporting of Grade 10 students
- Cross Panel Team Meetings
 - School level and Class level
- Introducing Career Education to Grade 7,8,9 and 10 through “Blended Learning”



Niagara Catholic System Priorities – 2009-2010 Achievement Report

Completed

To Be Completed
2010 – 2011

2. To improve student achievement by focusing on increasing Niagara Catholic’s EQAO scores and the OSSLT achievement results an average of 2% by June 2010.

✓

Indicators and Comments

Niagara Catholic District School Board elementary and secondary schools continue to demonstrate that students are achieving the provincial standard of 75%, are focusing on achieving the provincial standard on all EQAO assessments, and reaching our target of improvement in student achievement by an average of 2%. The 2009-2010 EQAO results in the Primary Assessments in Reading, Writing and Mathematics show a continued increase in all areas. The Junior Assessments in Reading, Writing and Mathematics show a continued increase in Writing, with a slight decrease in Reading and Mathematics. The Grade 9 Mathematics results in the Academic program have improved with a slight decrease in the Applied program. Finally, the results of the Ontario Secondary School Literacy Test indicate that 88% of students writing the test were successful in 2010. The EQAO Provincial Assessments are only one indicator of student achievement and provide valuable information for students, staff and parents to work together to identify areas of success and areas that require improvement. Therefore, the overall target average of 2.44% was attained by students on the 2009-2010 EQAO Provincial Assessments.

Clustering of schools through the Ministry of Education Schools in the Middle Initiative according to evidence based needs assessment through School Improvement Planning. Clustering of language expectations through the Schools Helping Schools Initiative via the expansion of the Teaching Learning Critical Pathway Strategy to include all elementary schools and two (2) secondary schools.

Literacy Coach Team focus on supporting schools with Primary Guided Reading strategies when requested by a School Improvement Team.

EQAO Assessments 2009 2010 Change

Primary

Reading	65%	71%	+6%
Writing	71%	81%	+10%
Mathematics	75%	81%	+6%

Junior

Reading	76%	73%	-3%
Writing	74%	76%	+2%
Mathematics	72%	67%	-5%

Grade 9 Mathematics

Academic	73%	82%	+9%
Applied	38%	35%	-3%

O.S.S.L.T.	88%	88%	0%
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Average Change Across All Assessments	2.44%		
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Niagara Catholic System Priorities – 2009-2010 Achievement Report

Completed

To Be Completed
2010 – 2011

Collaborative Inquiry Learning for Mathematics expansion. Three Year 1 schools are partnered with four (4) additional schools in Year 2. All system junior teachers receiving in-servicing on problem solving in mathematics utilizing this inquiry model.

Completion of EQAO Primary, Junior, Grade 9 Mathematics: Academic and Applied and the OSSLT 2008-2009 assessment sample booklets by all students participating in provincial assessments in the 2009-2010 school year.

As provided in the 2009-2010 Board Improvement Plan:

Literacy SMART Goals

- Clustering of schools through the Ministry of Education Schools in the Middle initiative according to evidence based needs assessment via School Improvement Planning
- Clustering of language expectations through the Schools Helping Schools Initiative via the expansion of the Teaching Learning Critical Pathway Strategy to include all Elementary Schools and 2 Secondary Schools
- New Teacher Induction Program will reflect the Teacher Learning Critical Pathway foci
- Primary Guided Reading
- K-1 Assessment Project (Council of Ontario Directors of Education Pilot Project)
Explicit reading strategy instruction was completed to a network of 10 Education Resource Teachers (ERTs) through the K-1 Assessment Project (Council of Ontario Directors of Education Pilot Project)
- Roll Out of the “DRAFT” Learning for All K-12 document
Secondary teams received the in-service on this Ministry document and shared with their respective Secondary schools.

Numeracy SMART Goals

- Collaborative Inquiry Learning for Mathematics expansion
- Diagnostic Completion of the Education Quality and Accountability Office Grade 3, 6 and 9 math Assessment
- New Teacher Induction Program New Teacher Induction Program will reflect the Teacher Learning Critical Pathway foci



Niagara Catholic System Priorities – 2009-2010 Achievement Report

Completed

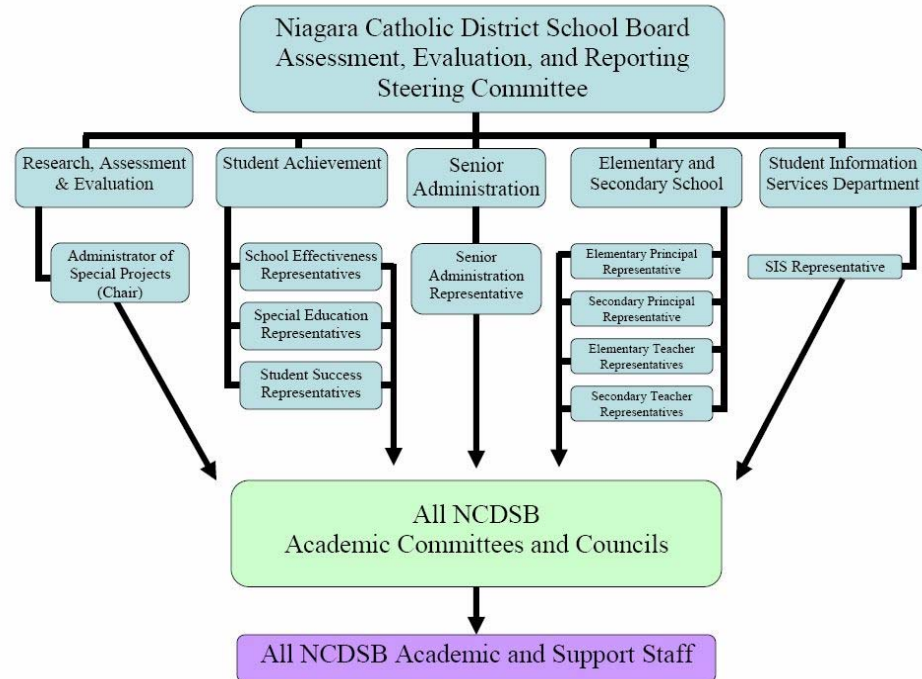
To Be Completed
2010 – 2011

3. To develop a Niagara Catholic Assessment, Evaluation and Reporting K-12 Document that will complement and comply with the Ministry of Education Assessment, Evaluation and Reporting Policy by June 2010.

✓

Indicators and Comments

As provided in the Committee of the Whole Report January 2010: In January of 2008, the Ministry of Education released its draft Assessment, Evaluation, and Reporting document entitled “*Growing Success - Assessment, Evaluation and Reporting: Improving Student Learning*” (draft). The purpose of the Growing Success document is to “clarify consolidate, to ensure that policy is aligned, consistent, and clear, and that every student in the system is benefiting from the same high-quality process” (*Growing Success – Introductory Comments*). The Ministry of Education announced that the Growing Success policy document will be released in late winter of this school year. As part of this policy document, changes will be made in the reporting of student achievement. The Ministry will adopt policy for 2010-2011 that utilizes a progress report card in the fall and a provincial report card issued two times per year in January and June.



The Niagara Catholic District School Board has developed a Growing Success – Assessment, Evaluation and Reporting Steering Committee to facilitate the implementation of the Growing Success Policy Document throughout the school district beginning in the 2010-2011 school year.



Niagara Catholic System Priorities – 2009-2010 Achievement Report

Completed

To Be Completed
2010 – 2011

With the release of the *Growing Success* Policy document in late April 2010, the “Growing Success Steering Committee” met on several occasions to review the document. During the months of May and June, the “Growing Success Steering Committee” developed and distributed the following resources for use by staff to facilitate the implementation of the Ministry of Education’s *Growing Success* Policy document:

- *Growing Success* Executive Summary
- Elementary Subject Strands Reporting Guide
- Draft Expected Practices and Guidelines on Plagiarism & Cheating, Missed & Late Assignments, and Lower Grade Limit.
- Progress Report and Report Card Templates
- *Growing Success* PowerPoint Presentations
- *Growing Success* Videos
- London Region MISA PNC videos on Work Habits & Learning Skills
- September 2nd, 2010 District Wide PA day activities

As the “Growing Success Steering Committee” continues to work towards the completion of Niagara Catholic’s Assessment and Evaluation document, this Committee will:

- continue to receive feedback during the 2010-2011 school year from staff
- review the anticipated Ministry of Education revisions to the current version of the *Growing Success Policy*, and
- develop additional resources to support staff.



Niagara Catholic System Priorities – 2009-2010 Achievement Report

Completed

To Be Completed
2010 – 2011

4. To sustain literacy and numeracy initiatives and implement programs to improve student achievement and pathway success, Kindergarten to Graduation, as outlined in Board and School Improvement Plans.

✓

Indicators and Comments

As provided in the 2009-2010 Board Improvement Plan:

Literacy SMART Goals

- Clustering of schools through the Ministry of Education Schools in the Middle initiative according to evidence based needs assessment via School Improvement Planning
- Clustering of language expectations through the Schools Helping Schools Initiative via the expansion of the Teaching Learning Critical Pathway Strategy to include all Elementary Schools and 2 Secondary Schools
- New Teacher Induction Program will reflect the Teacher Learning Critical Pathway foci
- Primary Guided Reading focus of literacy coaching/co-teaching
- Explicit reading strategy instruction was completed to a network of 10 Education Resource Teachers (ERTs) through the K-1 Assessment Project (Council of Ontario Directors of Education Pilot Project)
- Roll Out of the “DRAFT” Learning for All K-12 document
Secondary teams received the in-service on this Ministry document and shared with their respective Secondary schools.

Numeracy SMART Goals

- Collaborative Inquiry Learning for Mathematics expansion
- Problem Solving in Mathematics in-servicing of all Junior Division teachers
- Diagnostic Completion of the Education Quality and Accountability Office Grade 9 math Assessment to all Grade 9 Academic and applied students
- New Teacher Induction Program New Teacher Induction Program will reflect the Teacher Learning Critical Pathway foci



Niagara Catholic System Priorities – 2009-2010 Achievement Report

Completed

To Be Completed
2010 – 2011

Pathway SMART Goals

- Identifying and Tracking at the Senior Divisions “At Risk Students” Tracking, Monitoring and reporting of Grade 10 students
- Cross Panel Team Meetings
- School level
- Class level
- Introducing Career Education to Grade 7,8,9 and 10 through “Blended Learning”

Building Capacity with Trustees, Administrators, Staff and Parents

1. To ensure that elementary and secondary administrative, academic and support staff implement the new Ministry of Education document, *Learning For All* by June 2010 to improve overall student achievement for all students.

✓

Indicators and Comments

“Learning for All” shared with Elementary and Secondary Principals and Educational Resource Teachers.

Secondary teams consisting of the Principal, Program Chair of Special Education and two (2) other staff members have been created and will be in-service on the document “Learning For All”. This team will then present the information to their respective staff before the end of the school year. In addition meetings have taken place with the Computer Technology Department (IT) to determine the capability of designing a “Student and Class” electronic profile.

In-servicing of all Secondary teams took place on February 23rd, 2010. Secondary administrators then shared the information with their staff prior to the end of the school year.

The designing of “Student and Class” electronic profiles for staff is on going and will continue during 2010-2011 school year to integrate into the Niagara Catholic Data Warehouse Program.



Niagara Catholic System Priorities – 2009-2010 Achievement Report

Completed

To Be Completed
2010 – 2011

2. To support staff in implementing the expectations of the Ministry of Education and Board Eco School Program in all Board facilities. The Plant and Student Achievement Departments will monitor the progress throughout 2009-2010.

✓

Indicators and Comments

As of June 4th, 2010, 100% of all elementary and secondary schools have achieved Ontario EcoSchools Certification.

School EcoTeam leaders worked with staff and students to complete the required documentation for 2009-2010 certification by Ontario EcoSchools. Workshops have been held on Recycling, Waste Management and School Ground Greening.

As of June 4th, 2010, audits by Ontario EcoSchools were complete. One-hundred percent (100%) of Niagara Catholic schools achieved certification;

- 33 Gold
- 26 Silver
- 1 Bronze

Niagara Catholic was the first school Board in Ontario to achieve 100 % of all schools Eco-Certified.



Niagara Catholic System Priorities – 2009-2010 Achievement Report

Completed

To Be Completed
2010 – 2011

3. To design a Performance Appraisal Instrument for Educational Assistants, Child Youth Workers, Secretaries, Custodians and Cleaners by January 2010 and complete in-servicing of supervisory staff on utilizing the new Performance Appraisal Instrument by June 2010.

✓

Indicators and Comments

Performance Appraisal Instrument is complete for Support staff as listed in the indicator.

On target for in-servicing in Fall 2010 and implementation throughout the 2010-2011 school year.

A Steering Committee of supervisory administrative staff was established to provide feedback on a Performance Appraisal Instrument for all (Non-Unionized) Support staff.

Meetings held included: November 24th, 2009, January 30th, 2010 and February 5th, 2010.

The committee has finalized:

- i) The Performance Appraisal Instrument, the Rating Scale, and the Frequency of Evaluations.
- ii) Aligning the Performance Appraisal Instrument for all employee groups, thus all groups being responsible for Annual Growth Plans which align with School Improvement Plans, Departmental Goals, and ultimately the Board Improvement Plans and System Priorities.
- iii) Beginning in the Fall of 2010, all Supervisors will be in serviced on the instrument including all it's expectations for Fall 2010 implementation.



Niagara Catholic System Priorities – 2009-2010 Achievement Report

Completed

To Be Completed
2010 – 2011

4. To provide all employee groups with authentic professional development related to specific job classes as recommended by supervisory personnel.

✓

Indicators and Comments

Administrator of Staff Development provided professional development opportunities for all employee groups on an ongoing basis.

At Committee of the Whole meetings, the Superintendent of Human Resources and the Administrator of Staff Development provided written and oral reports to Trustees summarizing professional development to date.

Employee groups, (via the OECTA and CUPE Joint PD Committees) continued to meet on a regular basis to discuss Professional Development Opportunities for all employees.

In order to ascertain the Professional Development needs for the CUPE group of employees, a Needs Assessment was created for implementation in 2010-2011.

Professional Development sessions for staff took place throughout the year, including March Break and the summer months. For example, during March Break 2010, specific training workshops for all Custodians and Trades staff took place.



Niagara Catholic System Priorities – 2009-2010 Achievement Report

Completed

To Be Completed
2010 – 2011

5. To build capacity with Trustees, administrators, staff and parents by providing information and opportunities for dialogue on Catholic education.

✓

Indicators and Comments

Through a variety of strategies throughout 2009-2010, we built capacity through;

- improved communication and information sessions for Trustees;
- Faith Formation and Conferences for Catholic School Council and Regional Catholic School Council / CPIC;
- school-based Parental Engagement / PRO Grant programs;
- enhanced Board web-site;
- Director's Monthly Video;
- Spotlight on Niagara Catholic;
- Facebook;
- Twitter;
- eCommunity;
- voice communication to families;
- regular letters to administrative, academic and support staff;
- regular letters to parents;
- Director presentations to various community groups (Deanery; CWL; Knights of Columbus; Rotary Club etc);
- frequent news releases for parish bulletins, local media and OCSTA.



Niagara Catholic System Priorities – 2009-2010 Achievement Report

Completed

To Be Completed
2010 – 2011

Improve Efficiencies in the Structure and Operations of the System to Maximize Performance

1. To have all Job Descriptions for Unionized and Non-Unionized job classes reviewed, revised and approved by Senior Administrative Council by June 2010.

✓

Indicators and Comments

Following a review process conducted by supervisory staff, the finalized job descriptions for non-unionized support staff have been reviewed and completed by all supervisors.

Unionized job descriptions will be completed in the 2010-2011 school year.

Meetings held during 2009-2010: November 24th, 2009, January 30th, 2010 and February 5th, 2010, June 28th, 2010.

Focus of the committee has been the revision and updating of job descriptions for non-unionized support staff.

Managers and Supervisors have completed the review of the job descriptions for their particular employee groups.

Principals, Supervisors and staff will be updated on the job descriptions in the Fall of 2010.



Niagara Catholic System Priorities – 2009-2010 Achievement Report

Completed

To Be Completed
2010 – 2011

2. To implement software designed to track Tangible Capital Assets, in order to facilitate PSAB Financial Reporting Standards by June 2010.

✓

Indicators and Comments

DMS Technology, a local computer software firm, developed a program to account for all Tangible Capital Assets and worked closely with the Accounting Department to implement this new software. The firm completed the development of the software, by adding a module that calculated the monthly depreciation on all Tangible Capital Assets.

All software was installed and completed by August 31st, 2010.

3. To increase the participation and involvement in the Niagara Peninsula Purchasing Committee (NPPC) and in the Ontario Education Collaborative Marketplace (OECM).

✓

Indicators and Comments

The Purchasing Department was, and continues to be an active participant in the Niagara Peninsula Purchasing Committee (NPPC).

The purchasing Department made contact with OECM in order to achieve potential savings in the future.



Niagara Catholic System Priorities – 2009-2010 Achievement Report

Completed

To Be Completed
2010 – 2011

4. To implement in all eight Catholic secondary schools the on line collection of student fees to improve the system of internal financial controls in secondary schools.

✓

Indicators and Comments

Implemented Semester Two 2010, on-line registration for secondary school students began Friday, February 5th, 2010 and continued throughout February and March 2010.

The Niagara Catholic On-Line Fee Collection System collected activity fees from students at the eight (8) Catholic secondary schools, as well as adult students attending Continuing Education Programs. The new on-line collection system was implemented on Friday, February 5th, 2010 in alignment with the beginning of secondary student registration. The same software will be used to collect registration fees for parents enrolling in our before, during and after school day care / extended care programs in our elementary schools commencing September, 2010.

5. To improve effectiveness and efficiency of operational services in all Board departments.

✓

Indicators and Comments

All Board departments are focussed on the expectation to review effectiveness and efficiency of operational services and to make continued recommendations to their supervisor / Senior Administrative Council on strategies to improve operations. Examples include;

Senior Administrative Council – System numbered memorandums, emails and notices streamlined for distribution to all schools daily after 3.30 p.m.

Financial Department – The Business and Financial Services Departments improved the efficiency of operations of the department by upgrading computer programs (BAS2000, IPPS.net, Crystal Report Writer, etc.) and by encouraging staff to attend user groups and training sessions.

Plant Department – The Plant Department balanced the work between Caretakers and Trades; established a



Niagara Catholic System Priorities – 2009-2010 Achievement Report

Completed

To Be Completed
2010 – 2011

Caretaker replacement pool, and developed and implemented in-house training programs, workshops, cleaning standards, and a caretaker qualification standard. Energy efficient equipment, systems and components have been installed, and renewable energy generation through solar collectors will be operational in 2011. New construction standards have been established, and the Plant online facility management, community use and information system has been updated.

Student Achievement K-12 Department – The School Effectiveness, Student Success and Special Education Administrators met weekly with the Superintendent of Student Achievement K-12 to explore alignment and efficiencies in departmental support. A departmental team approach to school support has been developed and implemented by the Student Achievement Department that aligns with the problem solving model of school support previously developed by the Special Education Department. The Student Achievement Department is exploring the implementation of digital resources and technologies as an effective and efficient alternative to printed texts.

6. To comply with Ministry of Education requirement for fiscal financial management with a balanced budget.

✓

Indicators and Comments

The Board had a balance of \$9,920,760 in its Reserve for Working Funds as at August 31st, 2009.

The Board approved the 2009-2010 Annual Budget with a transfer of \$1,753,539 from the Reserve for Working Funds in order to balance the budget.

The Board approved the 2009-2010 Revised Budget with a reduced transfer of \$1,475,125 from the Reserve for Working Funds in order to balance the budget.

The Board will achieve a balanced budget for 2009-2010 by August 31st, 2010 with the additional funding from the Ministry of Education and a continued reduction in expenditures, within the control of the Board.

The Board approved a balanced budget for 2010-2011 on July 7th, 2010.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
PUBLIC SESSION
SEPTEMBER 28, 2010**

**TOPIC: OPERATIONAL REVIEW REPORT FOR THE NIAGARA
CATHOLIC DISTRICT SCHOOL BOARD 2010**

The Report on the Operational Review Report for the
Niagara Catholic District School Board 2010, is presented for information.

Prepared by: John Crocco, Director of Education

Presented by: John Crocco, Director of Education

Date: September 28, 2010



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

REPORT TO THE BOARD MEETING SEPTEMBER 28, 2010

OPERATIONAL REVIEW REPORT FOR THE NIAGARA CATHOLIC DISTRICT SCHOOL BOARD - 2010

BACKGROUND INFORMATION

Beginning in 2008, the Ministry of Education began a four (4) year Operational Review process of all seventy-two (72) District School Boards across the Province of Ontario.

The primary goal of the Ministry of Education Operational Review process is to “enhance management capacity within school boards by encouraging good stewardship of public resources and by the leveraging and sharing of best practices. By identifying opportunities for continual improvement, school board administration and operations will be aligned to support the government’s highest priority: student achievement.” (Ministry of Education Operational Review Memorandum, November 2008)

Operational Reviews are conducted by an Operational Review Team comprised of third party external consultants and Ministry of Education operations staff. The Ministry of Education identifies that the purpose of the Review is to increase public confidence and to identify strengths and areas for continual improvement. The four non-academic areas that the Operational Review process focuses on are as follows:

- Governance and School Board Administration;
- Human Resource Management;
- Financial Management; and
- School Operations

As part of the continuous improvement strategy of the Operational Review process, the Operational Review Team is scheduled to visit all Boards again within twelve (12) months of the initial visit to follow-up on the recommendations provided in the final Operational Review Report.

As the Board is aware, the Niagara Catholic District School Board was identified as a Board that would participate in the Operational Review process in February 2010 by a team of three (3) staff from Deloitte & Touche LLP and three (3) operations staff from the Ministry of Education.

The review process was focused and rigorous requiring hours of preparation by the Niagara Catholic team of the Director of Education, Superintendent of Business and Finance, Superintendent of Human Resources, Controller of Plant and Board staff prior to the on-site visit by the Operational Review Team. The actual Operational Review process contains several phases which include the following:

- (i) Pre-Field Work
- (ii) Field Work
- (iii) Reporting (Draft and Final) and
- (iv) Follow-up.

Within each of these phases, numerous activities occurred including gathering specific information and documentation as requested by the Operational Review Team; analysis of the data; and meetings conducted by the Operational Review Team of Deloitte and Ministry officials with the Chair of the Board, Director of Education, Superintendent of Business and Finance, Superintendent of Human Resources, Controller of Plant and support staff during their four (4) day Niagara Catholic review.

The Niagara Catholic on-site visit was conducted over four (4) days between Monday, February 22nd, 2010 and Thursday, February 25th, 2010. Each day was focused on one of the four non-academic areas of the Operational Review of (1) Governance and School Board Administration; (2) Human Resource Management; (3) Financial Management; and (4) School Operations.

Niagara Catholic participated in the Operational Review process approximately three-quarters of the way through the provincial review process with each of the 72 school districts in the province. The Operational Review Team will visit Niagara Catholic again in approximately twelve (12) months as a follow-up.

Summary of Operational Review

In June 2010, we received a copy of the Operational Review Final Report for the Niagara Catholic District School Board. From an operational focus, Niagara Catholic has been recognized by the third party Operational Review Team, both verbally and in the final report, for its numerous provincial leading practices. This third party review is clearly about the process of continuous improvement to which we have a focused commitment.

As noted in the report, “the review team found that the school board (Niagara Catholic) has implemented many leading practices. Noted strengths include the school board’s leadership in its strategic planning process, succession, and talent development, the use of three-way matching, and the development of a framework to prioritize maintenance and capital projects.” (Operational Review – Executive Summary). The final report will be posted on the website of the School Business Support Branch of the Ministry of Education.

All of the recommendations provided by the Operational Review Team have been reviewed and have either been implemented prior to the beginning of this school year, included within the Board Priorities Indicators for 2010-2011 or will be included in departmental Operational Plans.

A copy of the Executive Summary from the Operational Review Report for the Niagara Catholic District School Board has been included with this Board report. (Appendix A)

The Operational Review Report for the Niagara Catholic District School Board – 2010 is presented for information.

Prepared by: John Crocco, Director of Education
Presented by: John Crocco, Director of Education
Date: September 28, 2010

1. Executive Summary

This report details the findings and recommendations of the Operational Review of the Niagara Catholic District School Board (the school board) conducted by the Operational Review Team composed of external consultants from Deloitte and Ministry of Education staff. The Operational Review was conducted over four days beginning February 22, 2010.

Introduction

The Ministry plans to perform Operational Reviews of the 72 district school boards across the province. The initiative supports Ministry goals and will increase confidence in public education. The Ministry's goal is to enhance management capacity within school boards by encouraging good stewardship of public resources and by the leveraging and sharing of best practices. By identifying opportunities for continual improvement, school board administration and operations will be aligned to support the government's highest priority: student achievement.

The Operational Review Team assessed the school board's operations in four functional areas: Governance and Board Administration; Human Resource Management and School Staffing/Allocation; Financial Management; and School Operations and Facilities Management. The purpose of this was to determine the extent to which the school board has implemented the leading practices set out in the "Operational Review Guide for Ontario School Boards". The review also provides, where appropriate, recommendations on opportunities for improvement. Appendix A provides an overview summary of the Operational Review scope and methodology.

The review team found that the school board has implemented many leading practices. Noted strengths include the school board's leadership in its strategic planning process, succession, and talent development, the use of three-way matching, and the development of a framework to prioritize maintenance and capital projects. A summary of the findings and recommendations identified in each of the functional areas reviewed follows. Details can be found in subsequent sections of the report.

Governance and School Board Administration

The board has adopted many leading practices in governance and school board administration, including:

- A governance model that clearly delineates the division of duties and responsibilities between the Board and the Director of Education, and supports an effective working relationship.
- Maintaining a current strategic plan and building toward their long term 2020 strategic plan.
- A formal and well-developed Succession and Talent Development Plan has been established.
- A formal stakeholder and communications plan that actively engages internal and external stakeholders on a regular basis.

Recommendations: none

Human Resources Management and School Staffing/Allocation

The Human Resources (HR) department at the school board has implemented many of the leading practices, including:

- Creating processes to monitor compliance of HR policies and procedures.
- Creating opportunities to inform/train staff on HR policies and procedures.
- Effective labour relations, including established policies and procedures to minimize grievances.
- Policies and procedures for employee evaluation, professional development, and discipline are in place for all staff.
- Management of HR and payroll data is adequately controlled, tracked, and reviewed.
- Plans and processes for the monitoring and reporting of staff allocation are maintained and accessed by both HR and Finance.

Management should consider developing an annual departmental plan, complete with measurable targets, designated accountabilities, and target timelines that are aligned with the annual operating plan. The departmental plan should be founded on the strategic directions of the Board and the board-wide operating plan. It should link department priorities with unit or individual performance measures and accountabilities, facilitate clear definition of roles, enable collaboration among the team members, and provide a roadmap for the department.

The school board does not have policies to adequately support the recruitment process. The school board is encouraged to formalize these procedures, to ensure transparency, and to provide consistency across the teaching and non-teaching staff groups.

Management undertakes various activities in support of an attendance management program. The school board is encouraged to consolidate and build on their procedures to create an effective attendance management system, which combines policies/procedures, information systems to record and analyze trends in absenteeism, and dedicated resources to develop a cohesive and consistent strategy. While there is some reporting on absence statistics, reports are not tied to targets or initiatives driven by a formal attendance support process or program.

The school board is encouraged to formalize the process for exit interviews, and ensure they are performed for all staff. Practices such as staff surveys and exit interviews can provide management with valuable input, for both professional development and policies impacting future employee relations.

The school board's staff planning and allocation process is based on enrolment projections, student need, class size maximums, preparation time, alignment to collective agreements, and resource and program needs, among others. The school board is encouraged to clearly document this process, and create a detailed document demonstrating the procedures in use.

Recommendations:

- Management should develop a recruitment policy and ensure it is reviewed annually to align staff planning with student achievement.
- Management should continue to develop a comprehensive attendance management program, including policies and procedures to address specific categories of absenteeism. This will provide management with a consistent and structured approach to improve attendance across all employee groups.
- Management should periodically report to the Board and senior management on the effectiveness of its attendance management program, once it is in place.
- Management should implement an approved pay equity plan, which is reviewed periodically and amended as necessary.
- Management should consider developing a formal plan for conducting exit interviews. These interviews would provide input for HR policy as well as process and program improvement.
- The school board should develop policies and procedures to govern the development of an annual staffing plan and allocation process that reflects the priorities of the Board and Ministry initiatives.

Financial Management

The department has implemented several leading practices:

- The finance department has clearly defined organizational units and delineates the respective roles and responsibilities for its staff
- Staff are appropriately trained, and maintain significant experience with the school board.
- Ongoing education regarding financial policy is supported by monitoring the compliance of these policies.
- The annual budget development process is transparent and clearly communicated, incorporating input from key stakeholders including staff, management, trustees, and the community.
- The school board's integrated financial information system provides useful, timely, and accurate information for management and stakeholders.
- Controls are used to safeguard non-grant revenues, while ensuring the proper reporting of revenues and expenditures from all sources.

Management should consider developing an annual departmental plan, complete with measurable targets, designated accountabilities, and target timelines that are aligned with the annual operating plan, which are in turn guided by the overall strategic plan. This would help link department priorities with unit or individual performance measures and accountabilities, facilitate clear definition of roles, enable collaboration among the team members, and provide a roadmap for the department.

Management has processes in place to mitigate budgetary risks. The key risks and mitigation strategies should be formalized and summarized into a single risk plan. The plan should be presented to senior management and the Board as part of the budget development process. It should explain why accumulated reserves are being used.

Management does not report to the Board on investment activities because there are too few banking transactions involving term investments. The school board should assess its financial risks and determine if a plan to monitor its cash and investment activities is necessary.

The school board does not currently have an internal auditor but reported that they will follow the Ministry directive once the new guidelines are established. Developing a mandate for the internal audit function would assist the executive leadership team and the Board in their overall governance and accountability roles. The internal audit function can also help develop performance measures and indicators for programs and services. The school board does not have an audit committee, and is awaiting further direction from the Ministry. The establishment of an audit committee with external advisors should be considered.

There has been no requirement to centralize bank accounts to one institution due primarily to geographic consideration. Schools should be encouraged to use the school board's bank where feasible.

The school board does not currently maintain approved procurement policies or procedures aligned with the Supply Chain Secretariat's Supply Chain Guideline 1.0. As a result, the current procurement policy does not identify circumstances where the school board will use competitive versus non-competitive procurement methods. Aligning the policy with the new guidelines will also ensure that vendor evaluation criteria is developed, reviewed, or approved before the competitive process begins.

There is currently no policy or procedural guideline that indicates that purchasing authorization levels are commensurate with job roles and responsibilities. These should be formalized and monitored for compliance by supervisors or department heads.

The school board uses Electronic Funds Transfer (EFT) payments to school for employee payroll, but does not use EFT to pay the majority of its suppliers. The school board is encouraged to expand the use of EFT in the purchasing payment cycle, to maximize efficiency within the Accounts Payable department.

Recommendations:

- The department should consider developing an annual departmental plan aligned with the school board's annual operating plan and overall strategic direction. This action will enable the department to track and report the progress of its defined priorities and goals throughout the year.
- The school board should consider consolidating key risks and mitigation strategies into a single risk plan.
- Management should establish an internal audit function giving due consideration to the new Ministry's direction on internal audit.

- Management should ensure the internal and external audit plans are clearly documented and acted upon by senior management.
- Management and the board of trustees should consider establishing an audit committee that includes external advisors in accordance with the Ministry's emerging direction on internal audit.
- Cash management activities should be consolidated with a single institution.
- Management should periodically report to the Board on the performance of the investment activity, including not investing and the reason as to why, in accordance with the approved investment policy in accordance with the Education Act.
- Management should monitor financial risks related to cash/investment management and develop a plan to mitigate associated risks.
- The school board should review existing supply chain and procurement policies, ensuring they are communicated to staff with purchasing authority and are periodically reviewed and updated.
- Management is encouraged to develop procurement policies that clearly outline circumstances under which the school board will use competitive versus non-competitive procurement methods.
- Management is encouraged to develop guidelines that ensure purchasing authorization levels are commensurate with job roles and responsibilities and that such levels are monitored for compliance by a supervisor or department head.
- Management should continue to explore additional Electronic Fund Transfers (EFT) opportunities to maximize efficiencies.

School Operations and Facilities Management

The department has adopted several of the leading practices in operations and facilities management, including:

- The development of an annual maintenance plan, including staff training.
- Standardization of cleaning and maintenance supplies.
- An automated work-order system that is evaluated by senior administration.
- Development, implementation and monitoring of a detailed security plan and health strategy.
- An approved annual and multi-year capital plan.
- On-going monitoring and maintenance of data supporting capital planning, including using SFIS and ReCAPP methodology.
- Cost effective practices in the design and use of facilities, project management controls, and maintaining and updating lists of contractors and service providers.

- The school board shares facilities with both the conterminous and French school boards.

The department has not developed an annual departmental plan. Currently, system priorities are used to drive departmental priorities. Management should consider developing an annual departmental plan, complete with measurable targets, designated accountabilities, and target timelines aligned with the annual operating plan, which in turn would roll up to the overall strategic plan. This would help link department priorities with unit or individual performance measures and accountabilities, facilitate clear definition of roles, enable collaboration among the team members, and provide a roadmap for the department.

The school board has piloted green product usage at some facilities to evaluate their effectiveness, and has plans for further testing. However, it has not implemented a formal green clean program.

Although the school board has reviewed the synopsis of the *Ontario Green Energy Act, 2009*, it does not have a formal energy management or conservation plan and has not set any goals related to energy conservation. While there are no formal consumption reduction goals or a designated energy manager, the Eco Schools program has seen significant impacts on behaviour of students and staff. There are presently no procurement practices that support objectives or targets of energy management.

The school board should expand its energy conservation procedures. Some minor components of an energy management policy are in place. The department should combine them while establishing a multi-year energy management plan that incorporates measures to be implemented, and the tools to monitor and manage the plan. Included in the multi-year plan should be a procurement policy that includes references to green and energy efficient products. This would include, where feasible, a requirement that all new equipment has an appropriate energy efficiency rating.

Occupational health and safety is the responsibility of HR. The school board does not have a occupational health and safety committee, as no such comprehensive occupational health and safety plan has been developed. The school board is encouraged to develop one.

Recommendations:

- The department should consider developing an annual departmental plan aligned with the school board's operating plan and overall strategic directions. This will enable the department to track and report the progress of its defined priorities and goals throughout the year.
- The department should develop a green clean program.
- The school board is encouraged to establish a multi-year energy management plan that incorporates measures to be implemented and the tools to monitor and manage the plan.

- The school board should enhance its procurement policy to support energy management goals.
- Management should provide formal annual reporting to the board of trustees on the conservation savings achieved against the plan once it has been developed.
- The school board should develop a system to track consumption, budget expenditures, and identify opportunities for further energy management savings.
- The department should work with its major utility providers to consolidate billings for schools to one periodic invoice per utility.
- The school board should develop an occupational health and safety plan, to ensure compliance with associated health and safety statutory requirements.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
PUBLIC SESSION
SEPTEMBER 28, 2010**

TOPIC: NIAGARA COMPLIANCE AUDIT COMMITTEE

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the participation in the Niagara Joint Compliance Audit Committee to comply with the Municipal Elections Act, 1996, as presented.

Prepared by: John Crocco, Director of Education

Presented by: John Crocco, Director of Education

Date: September 28, 2010



REPORT TO THE BOARD MEETING SEPTEMBER 28, 2010

NIAGARA COMPLIANCE AUDIT COMMITTEE

BACKGROUND INFORMATION

New for this election year, the Municipal Elections Act, 1996, was recently amended to provide for an independent compliance audit committee that determines whether a candidate's campaign expenses comply with the Municipal Elections Act. The amendments mandate that a compliance audit committee be formed by each council and local board, including school boards, before October 1st of the election year to hear and decide on applications for compliance audits regarding a candidate's campaign expenses.

In compliance with the Act, the municipalities and school boards of the Niagara Region have cooperatively worked together to establish a Niagara Compliance Audit Committee. The purpose of the Niagara Compliance Audit Committee is to:

- i) consider whether to grant or reject a compliance audit request made by an elector;
- ii) where an audit is granted, appoint an auditor and review the auditor's report;
- iii) in light of the auditor's report, decide whether legal proceedings shall be commenced;
and,
- iv) advise municipal council or school board on the result of a compliance audit request.

The Regional Clerk and the Clerks of local municipalities in Niagara have decided to establish one committee for all of their councils and any local board that would like to participate. They have established administrative practices and procedures and have advertised for members willing to sit on the Niagara Compliance Audit Committee.

Members of a Compliance Audit Committee cannot be employees or officers of the municipality or local board; members of council or the local board or any persons who are candidates in the election for which the committee is established. The committee hears an elector's complaint and decides if an auditor is to be appointed. If the decision is to appoint an auditor, the auditor promptly conducts an audit of the campaign finances and submits a report to the council or local board and the Compliance Audit Committee. The auditor's fee is paid by the council or the local board.

After considering the auditor's report, the committee determines whether the Act has been contravened. If the committee concludes that the candidate appears to have contravened a provision of the Act relating to election campaign finances, it may commence a legal proceeding against the candidate for the apparent contravention.

The local municipalities have invited the school boards and other local boards to participate in a common venture whereby an audit committee would be set up to deal with an alleged contravention of the finance provisions of the Municipal Elections Act by any candidate for any municipal council or local board. The committee will be comprised of seven (7) members. Once a complaint is made, each municipality or local board for which the candidate ran for election must cover the cost of the hearing and the arbitrator's cost as per the legislation.

In discussions with local city clerks, to ensure we meet the requirements of the Municipal Elections Act and as a cost saving measure, we are recommending Board approval to join the Niagara Compliance Audit Committee with the various city, towns and local boards of the Region of Niagara.

Attached to this report are Terms and References for the Niagara Compliance Audit Committee. (Appendix A)

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the participation in the Niagara Joint Compliance Audit Committee to comply with the Municipal Elections Act, 1996, as presented.

Prepared by: John Crocco, Director of Education
Presented by: John Crocco, Director of Education
Date: September 28, 2010

Appendix A: Terms of Reference for Niagara Compliance Audit Committee

Terms of Reference for Niagara Compliance Audit Committee

1. **Authority**

- 1.1 Section 81.1 of the *Municipal Elections Act, 2006* (“Act”) requires the council, before October 1st in an election year, to establish a compliance audit committee for the purposes of Section 81 of the said *Act* relative to a possible contravention of the election campaign finance rules.

2. Objectives

- 2.1.1 To establish a Joint Compliance Audit Committee (“Committee”) and process with the following potential participants (referred to as the “Joint Area”):

“Area Municipalities”

Regional Municipality of Niagara
Town of Fort Erie
Town of Grimsby
Town of Lincoln
City of Niagara Falls
Town of Niagara on the Lake
Town of Pelham
City of Port Colborne
City of St. Catharines
City of Thorold
Township of Wainfleet
City of Welland
Township of West Lincoln

“School Boards”

1. District School Board of Niagara
2. Niagara Catholic District School Board

- 2.2 Each Council/Board of the Joint Area will determine its participation in the Niagara Compliance Audit Committee and as such, will be referred to herein as “Joint Area Participants”.

- 2.3 To ensure compliance with Sections 81 and 81.1 of the *Act*.

3. **Name**

- 3.1 The Committee shall be named the “Niagara Compliance Audit Committee” hereinafter called “the Committee.”

3.2 For the purpose of reference to the School Boards, modifications to certain terms used herein shall have a corresponding meaning to the Board, ie Council/Board, Clerk/Secretary, responding municipality/responding board.

4. **Type of Committee**

4.1 The Committee is a Statutory Committee.

5. **Term**

5.1 The term of the Committee shall be concurrent with the term of the office of the Council that takes effect following the next regular election, and the term of office of the members of the committee is the same as the term of the committee to which they have been appointed.

5.2 The term of appointment shall be December 1st of the regular election year to November 30, of the next regular election year.

6. **Duration**

6.1 The Committee shall be established before October 1st of an election year.

6.2 The establishment of the Committee and terms of reference shall continue as set out herein from Council term to Council term until and unless determined otherwise by Council. However, the appointment of the members to the Committee shall be approved by each Council in the Joint Area prior to October 1st in each election year.

7. **Mandate**

7.1 An elector who is entitled to vote in an election and believes on reasonable grounds that a candidate has contravened a provision of the *Municipal Elections Act, 1996* relating to election campaign finances may apply for a compliance audit of the candidate's election campaign finances.

7.2 The mandate of the Committee is to hear and determine all applications filed in accordance with Section 81 of the *Act*, in accordance with the procedures established by the Clerk under the *Act*. Any application which does not meet the legislative deadline for submission will not be presented to the Committee for review.

7.3 The powers and functions of the Committee are set out in Section 81 of the *Act*. The Committee shall:

- (a) review and consider a compliance audit application received from an elector and decide whether it should be granted or rejected;
- (b) if the application is granted, appoint an auditor to conduct a compliance audit;
- (c) receive the auditor's report;
- (d) consider the auditor's report and if the report concludes that the candidate appears to have contravened a provision of the *Act* relating to election campaign finances, decide whether legal proceedings against the candidate for the apparent contravention shall be commenced;
- (e) if the report concludes that the candidate does not appear to have contravened a provision of the *Act* relating to election campaign finances, make a finding as to whether there were reasonable grounds for the application, and
- (f) submit its findings to Council if the report indicates there was no apparent contravention and no reasonable grounds for the application and Council may recover the auditor's costs from the applicant.

8. Composition

8.1 The Committee shall be composed of a maximum of seven (7) members with membership drawn from the following stakeholder groups:

- (a) accounting and audit – accountants or auditors with experience in preparing or auditing the financial statements of municipal candidates;
- (b) academic – college or university professors with expertise in political science or local government administration;
- (c) legal profession with experience in municipal law, municipal election law or administrative law;
- (d) professionals who in the course of their duties are required to adhere to codes or standards of their profession which may be enforced by disciplinary tribunals, and
- (e) other individuals with knowledge of the campaign financing rules of the *Municipal Elections Act, 1996*.

8.2 The Committee shall not include,

- (a) employees or officers of the municipality or local board;
- (b) members of the council or local board;
- (c) any persons who are candidates in the election for which the committee is established or family members or employees of same, or any person connected to a candidate through an employment, contractual, business or partnership relationship, or
- (d) any person who is or intends to volunteer or seek employment to assist any candidate in the election for which the committee is established.

8.3 When an application has been filed under Section 81 of the *Act*, only three (3) of the seven (7) members of the Committee shall comprise the audit committee for the purposes of reviewing and considering the application.

8.4 The Clerk of the responding municipality shall determine the selection of the three (3) sitting members of the Committee from the pool of members based on availability.

8.5 To avoid possible conflict of interest, an auditor or accountant appointed to the Committee must agree in writing to not undertake the audits or preparation of the financial statements of any candidates seeking election to Council/Board of Joint Area Participants. Failure to adhere to this requirement will result in the individual being removed from the Committee.

9. Member Selection and Appointment

9.1 All persons interested in serving on the Committee shall complete an application form prescribed by the Clerk setting out their qualifications and experience.

9.2 A Nomination Committee consisting of a majority of the Clerks of the Joint Area Participants shall review the applications and submit a joint short list of candidates to their respective Councils for approval.

9.3 The member selection process shall be carried out by the Joint Area Participant Clerks on behalf of the School Boards. The School Boards shall be so notified of the short-list of candidates.

9.4 Committee members shall be appointed by each Joint Area Participant Council.

9.5 In the event a vacancy occurs during the term, the municipality may rely on the remaining members to compose a committee of three (3) members.

10. Selection Criteria

10.1 Without limiting the foregoing, members shall be selected on the basis of the following:

- (a) demonstrated knowledge and understanding of municipal election campaign finance rules;
- (b) proven analytical and decision-making skills;
- (c) experience working on a committee, administrative tribunal, task force or similar setting;
- (d) availability and willingness to attend meetings;
- (e) excellent oral and written communication skills.

11. Chair of Committee

11.1 The Committee members shall select a Chair form amongst its members at its first meeting.

12. Secretary to Committee

12.1 The Clerk of the responding municipality shall act as Secretary to the Committee.

13. Compensation

13.1 Members of the Committee shall receive an initial honorarium of \$100.00, including mileage, for attendance at a training session the costs of which shall be shared equally amongst the Area Municipalities and School Boards.

13.2 Members shall receive an honorarium of \$100.00 per meeting, plus mileage at the rate of the responding municipality.

14. **Costs and Funding**

- 14.1 The responding municipality shall fund and pay all costs associated with the Committee, including the retention of an auditor and any costs incurred as a result of a decision of the Committee being challenged to the Ontario Court of Justice.
- 14.2 The Joint Area Participants shall share equally in the costs associated with advertising and training.
- 14.3 If the report indicates there was no apparent contravention and the Committee finds there were no reasonable grounds for the application, the Council or local board is entitled to recover the auditor's costs from the applicant.

15. **Auditor**

- 15.1 The Area Clerks shall issue a joint RFP for auditor services.
- 15.2 The Committee shall appoint an auditor.

16. **Meetings**

- 16.1 The Committee shall conduct its meeting in public subject to the need to meet in closed session for a purpose authorized by Section 239 of the *Municipal Act, 2001*.
- 16.2 The municipality's website shall be used to communicate meeting notices, agendas, minutes and decisions.
- 16.3 The Committee shall conduct its meetings in accordance with the responding municipality's Council Rules of Procedure By-law and the Statutory Powers Procedures Act, with modifications as necessary.

17. **Conflicts**

- 17.1 Committee members shall comply with the *Municipal Conflict of Interest Act* and shall disclose a pecuniary interest to the Secretary and absent him/herself from meetings for the duration of the consideration of the application, discussion and voting with respect to the matter.
- 17.2 In the event a member discloses a pecuniary interest in the application, the Clerk of the responding municipality shall select another member to replace him/her on the Committee.

18. **Practices and Procedures**

18.1 The Clerk shall establish administrative practices and procedures for the Committee and shall carry out any other duties required under the *Act* to implement the Committee's decisions.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
PUBLIC SESSION
SEPTEMBER 28, 2010**

TOPIC: ELEMENTARY AND SECONDARY STAFFING 2010-2011

RECOMMENDATION

THAT the Niagara Catholic Board approve up to four (4) additional staff for deployment in the Elementary panel for the 2010-2011 school year.

THAT the Niagara Catholic Board approve up to two (2) additional staff for deployment in the Secondary panel for the 2010-2011 school year.

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

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

Approved by: John Crocco, Director of Education

Date: September 28, 2010



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

REPORT TO THE COMMITTEE OF THE WHOLE MEETING SEPTEMBER 28, 2010

ELEMENTARY AND SECONDARY STAFFING 2010-2011

BACKGROUND INFORMATION

The following enrolment estimates are presented to the board as background information on the enrolment and staffing for 2010-2011.

Elementary Panel

March 2010 Enrolment	14,129 A.D.E.
June 2010 Enrolment Estimate	14,020 A.D.E.
September Estimates (based on School Organization charts)	14,107 A.D.E.
Enrolment comparison to March 2010	(-22)
Enrolment comparison to June Estimates	(+87)
Current Budget Staffing	910
Request of additional staffing	Up to 4 additional staff to be deployed Total: 914

Secondary Panel

Up top two(2) additional staff for increased class sizes	544
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RECOMMENDATION

THAT the Niagara Catholic Board approve up to four (4) additional staff for deployment in the Elementary panel for the 2010-2011 school year.

THAT the Niagara Catholic Board approve up to two (2) additional staff for deployment in the Secondary panel for the 2010-2011 school year.

Prepared by: Frank Iannantuono, Superintendent of Education
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**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
PUBLIC SESSION
SEPTEMBER 28, 2010**

**TOPIC: CORRESPONDENCE
THOROLD PUBLIC LIBRARY – THANK YOU FOR DONATION
OF “WITH HOPE IN THEIR HEARTS” BOOK**

THOROLD PUBLIC LIBRARY

July 23, 2010

John Crocco
Director of Education
Niagara Catholic District School Board
427 Rice Road,
Welland, ON
L3C 7C1

Dear Mr. Crocco:

I would like to take this opportunity to thank you and the Niagara Catholic District School Board for your kind and generous donation of "*With Hope in Their Hearts*".

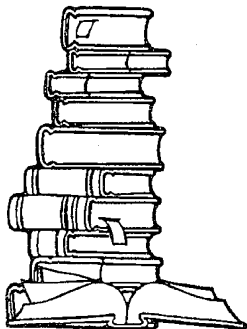
This book is indeed a welcome addition to our collection and one which will be of great interest and value to our patrons.

Your thoughtfulness and generosity are most appreciated.

Yours truly,



Patricia Bronson, B.A., B.Ed., M.L.S.
Chief Librarian



**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
PUBLIC SESSION
SEPTEMBER 28, 2010**

**TOPIC: CORRESPONDENCE
CENTRE FOR ORGANIZATIONAL EFFECTIVENESS
NIAGARA CATHOLIC VISION 2020 STRATEGIC PLAN**



July 26, 2010

Ms. Kathy Burtnik
Board of Trustees, Chair
Niagara Catholic District School Board
427 Rice Road
Welland, Ontario L3C 7C1

Dear Kathy,

On your website, I read with great interest, excitement and joy the approval of the Mission Statement:

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

As I read it, I thought of your constant reminder that the Mission Statement had to speak to the uniqueness of Catholic Education in the Niagara Region. As a result of the *bold* and *engaging* process with which the Board of Trustees and John, as the Director of Education led, we were able to capture the uniqueness of Catholic Education through the voices, prayers and discernment of many. What a legacy the leadership has left the community – to have discerned the charisms with which God has gifted you and for which you are responsible to pass on to students for generations to come.

Summer is always a good time to reflect and thank God for the work in which we have been involved over the past year. Facilitating the Niagara Catholic's Vision 2020 project was one of the most significant highlights for us. I wanted to commend you, the Board of Trustees and John Crocco for choosing to involve your community, for engaging so deeply in the process and for modeling what it means to be a Catholic Community by the way we went through the process. The voices of many have created your Vision, Mission and Strategic Directions. You can be confident that through your leadership a strong and clear direction has been set and that God has been a close partner in its development. From my knowledge, Niagara Catholic is the only Board that has engaged stakeholders to this degree and truly discerned together, in the Spirit of prayer, the direction for your Board.

It has been such a pleasure and honour to have had the opportunity to work with all of you. Those involved in and those who care for Catholic Education in Niagara are an amazing group of people.

May God continue to bless you, the Board and all the people of Niagara Catholic as you continue to be living witnesses of Christ.

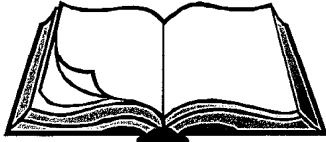
Yours sincerely,


Maria Sánchez-Keane
Principal Consultant

cc: John Crocco, Director of Education.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
PUBLIC SESSION
SEPTEMBER 28, 2010**

**TOPIC: CORRESPONDENCE
WAINFLEET PUBLIC LIBRARY - THANK YOU FOR
DONATION OF "WITH HOPE IN THEIR HEARTS" BOOK**



**WAINFLEET TOWNSHIP
PUBLIC LIBRARY**

19M9 Park Street
P.O. Box 118
Wainfleet, ON L0S 1V0

Phone: 905-899-1277
Fax: 905-899-2495

www.wainfleetlibrary.ca

Lorrie Atkinson
Chief Executive Officer
latkinson@wainfleetlibrary.ca

Lynn J. Hunt
Board Chair

Patricia Wilson
Trustee

George Csuka
Trustee

Rhoda Wills
Trustee

Ron Kramer
Council Representative

September 14, 2010

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

Dear Mr. Crocco:

On behalf of the Wainfleet Township Public Library, I would like to thank you for donating *With Hope in Their Hearts* by the young authors and artists in the elementary schools of the Niagara Catholic District School Board.

As a small rural library with limited resources, we appreciate all book donations. This item will be added to our collection for all to enjoy. We are always happy to receive book donations, especially when the content has local significance

We thank you again, and appreciate you consideration and generosity.

Sincerely,

Lorrie Atkinson
Chief Executive Officer

LA/cdc

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
PUBLIC SESSION
SEPTEMBER 28, 2010**

**TOPIC: TRUSTEE INFORMATION
SPOTLIGHT ON NIAGARA CATHOLIC
SEPTEMBER 14, 2010**



Spotlight

on

NIAGARA CATHOLIC

Nurturing Souls & Building Minds

www.niagracatholic.ca

September 14, 2010

Niagara Catholic Staff Celebrate Catholic Education at Faith Day September 1



Members of the Niagara Catholic family enjoy a fitness break during the Faith Formation Day.

Niagara Catholic began the 2010-2011 school year with an “impressive” faith formation day at Brock University, September 1st.

The event brought together Niagara Catholic’s 3,000 staff for a Mass concelebrated by Monsignor Wayne Kirkpatrick and several Niagara priests.

Board Chairperson, Kathy Burtnik, told attendees that in addition to teaching academic subjects, Niagara Catholic teachers instill in students the faith, hope and confidence they need to succeed in school and throughout their lives.

In an inspiring keynote address, Director of Education John Crocco officially launched the Vision 2020 Strategic Plan.

The event also launched the Helping Hands Fund. This fund will offer financial subsidies to help worthy students fully benefit from their Catholic education.

2010-2011 School Year Off To A Fantastic Start at Niagara Catholic



Niagara Catholic had many things to celebrate on the first day of the 2010-2011 school year. Among them were the opening of Grimsby's two newly built elementary schools and the launch of the Province's Early Learning Kindergarten Program. Approximately 390 four-and-five-year-olds are enrolled in Niagara Catholic's Early Learning Kindergarten Program, which is currently available in fifteen classrooms at eight Niagara Catholic schools.

***Above left:** Students at Our Lady of Fatima Catholic Elementary School make their way to their new classroom. Following a morning assembly, students from each grade were selected to bring crucifixes, and other items from the former Our Lady of Fatima School, to their new classrooms.*

***Top right:** Niagara Catholic Chairperson Kathy Burtnik shows youngsters in the Early Learning Kindergarten Program at St. Joseph Catholic Elementary School in Grimsby how a train track is put together.*

***Bottom right:** Director of Education John Crocco helps a young Kindergarten student with building blocks at the new St. Joseph Catholic Elementary School in Grimsby.*

Niagara Catholic 2010 Capital Projects Update

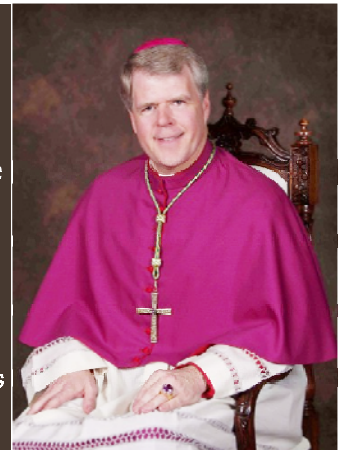
Niagara Catholic Controller of Plant James Woods provided the Board with an overview of projects started and/or completed during the summer. There were 310 projects totalling approximately \$54 million in capital spending. These included:

- Lighting control systems in 58 facilities;
- Window binds and interior locks in 43 facilities;
- Paving, fencing and site improvements at 21 facilities;
- Ventilation systems in 17 facilities;
- Energy efficient boilers in 9 facilities;
- Accessibility projects such as washrooms, chair lifts and ramps in 6 facilities;
- Classroom additions to Blessed Trinity Catholic Secondary School and Our Lady of Victory, St. Andrew, St. Augustine, St. Mark and St. Anthony Catholic Elementary Schools.



Welcome Bishop Bergie

Niagara Catholic welcomes Bishop Gerard Bergie as the fifth Bishop of St. Catharines. We offer him prayers and support in his new role as our Bishop.



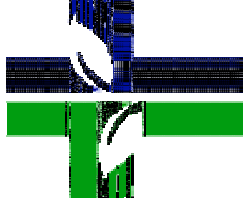
**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
PUBLIC SESSION
SEPTEMBER 28, 2010**

**TOPIC: TRUSTEE INFORMATION
CALENDAR OF EVENTS – OCTOBER 2010**

October 2010

SUN MON TUE WED THU FRI SAT

SUN	MON	TUE	WED	THU	FRI	SAT
3	4	5	6	7	8	9
	World Teachers Day National Family Week		SEAC Mtg International Walk to School Day		Elem & Sec PA Day	
10	11	12	13	14	15	16
	Thanksgiving 	CW Mtg			National Science & Technology Week Oct 15-24	
17	18	19	20	21	22	23
National School Safety Week	Persons Day		Annual Chairs & Catholic School Council Opening Meeting	When Faith Meets Pedagogy Conference to Oct 23 >>		
24	25	26	27	28	29	30
Pilgrimage Sunday	2010 Municipal Elections 	Board Mtg				Canonization of Brother André Religious Ceremony Montreal
31						



Niagara Catholic District School Board
 Events posted at www.niagaracatholic.ca

