AGENDA AND MATERIAL

COMMITTEE OF THE WHOLE MEETING

TUESDAY, DECEMBER 4, 2012
7:00 P.M.

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

A. ROUTINE MATTERS

1. Opening Prayers – Trustee O'Leary — -
2. Roll Call — -
3. Approval of the Agenda — -
4. Declaration of Conflict of Interest — -
5. Approval of Minutes of the Committee of the Whole Meeting of November 13, 2012 — A5

B. PRESENTATIONS

C. COMMITTEE AND STAFF REPORTS

1. Policy Committee
   1.1 Unapproved Minutes of the Policy Committee Meeting of November 27, 2012 — C1.1
   1.2 Approval of Policies
      1.2.1 Niagara Catholic Education Award of Distinction Policy (#100.7) — C1.2.1
      1.2.2 Student Parenting Policy (#302.5) — C1.2.2
      1.2.3 Accessibility Standards Policy *(new) (Interim)* — C1.2.3
   1.3 Policy Schedule — C1.3
   1.4 Policy Update — C1.4

2. Niagara Catholic Learning Management System – Teacher/Student Communication Demonstration — C2

3. Mental Health & Addiction Workers In Schools — C3

4. Staff Development Department Professional Development Opportunities — C4

5. Monthly Updates
   5.1 Capital Projects Update — C5.1
   5.2 Student Senate Update — -
   5.3 Senior Staff Good News Update — -

D. INFORMATION

E. OTHER BUSINESS

F. BUSINESS IN CAMERA

G. REPORT ON THE IN CAMERA SESSION

H. ADJOURNMENT

NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

MINUTES OF THE
COMMITTEE OF THE WHOLE MEETING

TUESDAY, NOVEMBER 13, 2012

Minutes of the Meeting of the Committee of the Whole of the Niagara Catholic District School Board, held on Tuesday, November 13, 2012, 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 Charbonneau.

A. ROUTINE MATTERS

1. *Opening Prayer*

   Opening Prayers were led by Trustee MacNeil.

2. *Roll Call*

   Vice-Chairperson Charbonneau noted that Trustees Fera and Nieuwesteeg asked to be excused from the Committee of the Whole Meeting.

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

The following staff were in attendance:

John Crocco, Director of Education; **Yolanda Baldasaro, Mario Ciccarelli, Lee Ann Forsyth-Sells, Frank Iannantuono, Mark Lefebvre,** Superintendents of Education; **Larry Reich**, Superintendent of Business & Financial Services; **Scott Whitwell**, Controller of Facilities Services; **Jennifer Brailey**, Manager of Corporate Services & Communications; **Sherry Morena**, Recording Secretary/Administrative Assistant, Corporate Services & Communications

3. *Approval of the Agenda*

Moved by Trustee Burkholder
THAT the Committee of the Whole approve the Agenda of the Committee of the Whole Meeting of November 13, 2012, as presented.
CARRIED

4. *Disclosure of Interest*

A Disclosure of Interest was declared by Trustee Burkholder with Item C10.1 Appendix A of the Public Agenda, as she has a family member who is associated with the Quartek Group.

A Disclosure of Interest was declared by Trustee O'Leary with Item F5.1 of the In Camera Agenda, as he has family members who are teachers, or employees of the Board. This Trustee left the meeting during discussion of this item.

5. *Minutes of the Committee of the Whole Meeting of October 9, 2012*

Moved by Trustee Sicoli
THAT the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting of October 9, 2012, as presented.
CARRIED

B. PRESENTATIONS

C. COMMITTEE AND STAFF REPORTS

1. *Pilgrimage Sunday – October 2012*

Mark Lefebvre, Superintendent of Education, welcomed Terri Pauco, Religious Education and Family Life Consultant, who presented information on Pilgrimage Sunday – October 2012 in which approximately 4000 Niagara Catholic students, staff, Trustees, Senior Administration, Priests, Catholic School Council members and alumni from Niagara Catholic's eight (8) Secondary Schools participated. This year's annual Pilgrimage raised approximately $183,500.00 to assist those in need in Haiti, the Dominican Republic, Dominica, Guatemala, Peru, and Rwanda, in addition to Development & Peace and Fogquest.

Student and staff representatives from each of Niagara Catholic's eight (8) Catholic Secondary Schools were in attendance to speak of their Pilgrimage experience.

2. *School Wide Positive Behaviour Supports Program -*
   St. Patrick Catholic Elementary School, Niagara Falls

   Yolanda Baldasaro, Superintendent of Education, introduced   Amanda Cybula, Principal – St. Patrick Catholic Elementary School, Niagara Falls; Amy Dowd, Special Education Coordinator; and Cathy McMullin, Applied Behaviour Analysis Coordinator, who presented the report on the School Wide Positive Behaviour Supports Program - St. Patrick Catholic Elementary School, Niagara Falls.

   They informed Trustees that Positive Behaviour Supports (PBS) involves an integrated system of school-wide, classroom management and individual student supports that provide staff with effective strategies to improve behavioural outcomes in their school.

3. *Niagara Catholic French Immersion Program 2013-2014*

   Mark Lefebvre, Superintendent of Education, introduced Jayne Evans, FSL /ESL /Arts Consultant, who presented the report on the proposed Niagara Catholic French Immersion Program 2013-2014, the public consultation process and parental survey commencing on November 23 until December 12, 2012.

   A follow-up report on the implementation of the Niagara Catholic French Immersion Program will be presented to the January 2013 Committee of the Whole Meeting.

4. *Policy Committee*

   4.1 *Unapproved Minutes*
       Adjourned Policy Committee Meeting – October 23, 2012 (October 29, 2012)

       Moved by Trustee Sicoli
           THAT the Committee of the Whole receive the unapproved Minutes of the Adjourned Policy Committee Meeting of October 23, 2012 (October 29, 2012), as presented.
       CARRIED

   4.2 *Approval of Policies*

       On behalf of Policy Committee Chairperson Nieuwesteeg, Chairperson Burtnik presented information and the Policy Committee recommendations for approval to the Committee of the Whole for consideration.

       4.2.1 *Attendance Support Program Policy*

             Chairperson Burtnik presented background information on the Attendance Support Program Policy.

             Trustees discussed the Attendance Support Program Policy.

             Moved by Trustee Burkholder
                 THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Attendance Support Program Policy. as presented.
             CARRIED

4.2.2 *Elementary Standardized Dress Code Policy – Safe Schools*

Chairperson Burtnik presented background information on the Elementary Standardized Dress Code Policy – Safe Schools.

Trustees discussed the Elementary Standardized Dress Code Policy – Safe Schools. It was decided that the Policy will be reviewed in two years.

Moved by Trustee Sicoli
    THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Elementary Standardized Dress Code Policy – Safe Schools (302.6.6.1), as presented, and
    THAT the Elementary Standardized Dress Code Policy – Safe Schools, be reviewed no later than June 2014.
CARRIED

4.2.3 *Employee Code of Conduct and Ethics Policy*

Chairperson Burtnik presented background information on the Employee   Code of Conduct and Ethics Policy.

Trustees discussed the Employee Code of Conduct and Ethics Policy, and suggested that the first sentence in the second paragraph *"As required by regulation within the Operational Reviews of District School Boards, all Boards in the Province of Ontario are required to have an Employee Code of Conduct and Ethics Policy."* be deleted.

Moved by Trustee Burkholder
    THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Employee Code of Conduct and Ethics Policy, as amended and presented.
CARRIED

4.3 *Policy Schedule*

Director Crocco presented the Policy Schedule.

4.4 *Policy Update*

Director Crocco presented the Policy Update.

5. *Support for the Legal Roles, Rights and Responsibilities of Local School Boards in Ontario*

Director Crocco presented background information on the Support for the Legal Roles, Rights and Responsibilities of Local School Boards in Ontario. Chairperson Burtnik elaborated on the report with information from OCSTA.

Moved by Trustee MacNeil
    THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve that a letter be sent to the Minister of Education and local Members of Provincial Parliament acknowledging the following:
        THAT local Catholic School Board Trustees are legally entrusted with ensuring that Ontario students receive the highest level of quality Catholic education possible;

THAT the Education Act and the Ontario Labour Relations Act clearly signify that local school Boards are the legally designated employers in Ontario's education system;

THAT the rights of democratically elected Catholic Trustees were usurped by the signing of the Memorandum of Understanding by the Minister of Education in July 2012;

THAT the relationships and partnership within the Catholic education sector have been negatively affected by the decisions of the Government of Ontario to sign the Memorandum of Understanding void of an open, consultative, inclusive and transparent process with Catholic Trustees and stakeholders;

THAT the Minister of Education and all elected members of the Ontario Provincial Parliament publicly demonstrate their support for the roles, rights and responsibilities of all local district school Boards in Ontario as they exist in both the Education Act and the Ontario Labour Relations Act.

CARRIED

6. ***Board Improvement Plan for Student Achievement (BIPSA) 2012-2013***

Lee Ann Forsyth-Sells, Superintendent of Education, presented the Board Improvement Plan for Student Achievement (BIPSA), highlighting the key areas for 2012-2013. Trustees were informed that the Ministry of Education identified theme for the 2012-2013 school year is "Coherence and Alignment".

7. ***Niagara Catholic Parent Involvement Committee (NCPIC) Conference 2012***

Superintendent Forsyth-Sells presented a summary report on the Niagara Catholic Parent Involvement Committee (NCPIC) Conference for Catholic School Councils and Parents and Guardians which was held on November 3, 2012, with the theme of "What it means to be a Niagara Catholic Parent in 2012".

8. ***Extended Overnight Field Trip/Excursion/Exchange Trip Information***

Superintendent Lefebvre presented the Extended Overnight Field Trip/Excursion/Exchange Trip Information.

9. ***Staff Development Department Professional Development Opportunities***

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

10. ***Monthly Updates***

   10.1 ***Capital Projects Progress Report***

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

   10.2 ***Student Trustees' Update***

   Vincent Atallah and Michael Blair, Student Trustees, presented a brief verbal update on the current activities of the Student Senate.

10.3 *Senior Staff Good News Update*

Senior Staff highlights included:

Superintendent Baldasaro
- Superintendent Baldasaro presented information on the 75th Anniversary celebration of Niagara, Big Brothers Big Sisters St. Catharines during which Niagara Catholic was recognized for their partnership with the organization.

Director Crocco
- Director Crocco presented the Global Best Award 2012 which the Board received in recognition of its continued commitment to student success from the International Education Business Partnership Network (IPN) Conference held this year in Durbin, South Africa.

D. INFORMATION

1. *Trustee Information*

1.1 *Spotlight on Niagara Catholic – October 23, 2012*

Director Crocco presented the Spotlight on Niagara Catholic – October 23, 2012 issue for Trustees' information.

1.2 *Calendar of Events – November 2012*

Director Crocco presented information on the Calendar of Events – November 2012.

1.3 *Niagara Catholic Spelling Bee – November 22, 2012*

Director Crocco presented information on the Niagara Catholic Spelling Bee – November 22, 2012.

Trustees were asked to confirm their attendance with Sherry Morena, Administrative Assistant, Corporate Services & Communications.

1.4 *2013 OCSTA Labour Relations Seminar*

Director Crocco presented information on the 2013 OCSTA Labour Relations Seminar being held on January 17, 2013 in Toronto.

Trustees were asked to confirm their attendance with Sherry Morena, Administrative Assistant, Corporate Services & Communications.

1.5 *2013 OCSTA AGM*

Director Crocco presented information on the 2013 OCSTA AGM being held May2-4, 2013 in Toronto.

Trustees were asked to confirm their attendance with Sherry Morena, Administrative Assistant, Corporate Services & Communications.

1.6 *Blessed Trinity Catholic Secondary School Blessing*

Director Crocco informed Trustees that the Blessed Trinity Catholic Secondary School Blessing is scheduled for Monday, December 17, 2012 at 7:00 p.m.

Trustees were asked to confirm their attendance with Sherry Morena, Administrative Assistant, Corporate Services & Communications.

E. OTHER BUSINESS

1. *General Discussion to Plan for Future Action*

- Superintendent Ciccarelli and Controller of Facilities Services, Scott Whitwell are continuing to work on the Demographic and School Utilization Report for the January Board Meeting
- Senior Staff is waiting to hear information from the Ministry of Education regarding Capital Funding for St. James and Our Lady of Mount Carmel Catholic Elementary Schools and Lakeshore Catholic High School. The Director will keep the Trustees informed.
- Based on the French Immersion feedback, Senior Staff will bring an information report on the implementation of French Immersion to the January Committee of the Whole or Board Meeting.
- It has been confirmed that Fr. McNamara is honoured and accepted that the Saint Michael Catholic High School Athletic Centre will be renamed the Fr. Tony McNamara Athletic Centre. Trustees will be informed of the date of the blessing when a date has been chosen.

F. BUSINESS IN CAMERA

Moved by Trustee O'Leary
   THAT the Committee of the Whole move into the In Camera Session.
CARRIED

The Committee of the Whole moved into the In Camera Session of the Meeting at 9:35 p.m. and reconvened at 9:40 p.m.

G. REPORT ON THE IN-CAMERA SESSION

Moved by Trustee O'Leary
   THAT the Committee of the Whole report the motions from the In Camera Session of the Committee of the Whole Meeting of November 13, 2012.
CARRIED

SECTION A: STUDENT TRUSTEES PRESENT

Moved by Trustee MacNeil
   THAT the Committee of the Whole approve the Minutes of the In Camera Session of the Committee of the Whole Meeting - Section A: Student Trustees Present held on October 9, 2012, as presented.
CARRIED (Item F1)

SECTION B: STUDENT TRUSTEES EXCLUDED

Moved by Trustee O'Leary
THAT the Committee of the Whole approve the Minutes of the In Camera Session of the Committee of the Whole Meeting - Section B: Student Trustees Excluded held on October 9, 2012, as presented.
CARRIED (Item F3)

H. ADJOURNMENT

Moved by Trustee Sicoli
THAT the November 13, 2012 Committee of the Whole Meeting be adjourned.
CARRIED

This meeting was adjourned at 9:40 p.m.

Minutes of the Committee of the Whole Meeting of the Niagara Catholic District School Board held on **November 13th, 2012.**

Approved on the **4th** day of **December 2012**.

_____   _____
Maurice Charbonneau   John Crocco
Vice-Chairperson of the Board   Director of Education/Secretary -Treasurer

NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

MINUTES OF THE
POLICY COMMITTEE MEETING

TUESDAY, NOVEMBER 27, 2012

Minutes of the Policy Committee Meeting held on Tuesday, November 27, 2012 at 4:00 p.m. in the Holy Cross Community Room, at the Catholic Education Centre, 427 Rice Road, Welland.

The meeting was called to order at 4:00 p.m. by Chair Burtnik, who chaired the Policy Committee Meeting for Committee Chair, Ed Nieuwesteeg until his arrival.

1. *Opening Prayer*

    The meeting was opened with a prayer by Chair Burtnik.

2. *Attendance*

Committee Members	Present	Absent	Excused
Ed Nieuwesteeg (Committee Chair)	✓		
Kathy Burtnik	✓		
Dino Sicoli	✓		

Trustees:
Rhianon Burkholder
Michael Blair
Maurice Charbonneau

Staff:
John Crocco, Director of Education
Yolanda Baldasaro, Superintendent of Education
Lee Ann Forsyth-Sells, Superintendent of Education
Mark Lefebvre, Superintendent of Education
Frank Iannantuono, Superintendent of Education
Jennifer Brailey, Manager of Corporate Services & Communications Department
Linda Marconi, Recording Secretary

3. *Approval of Agenda*

    Moved by Trustee Sicoli
    THAT the November 27, 2012 Policy Committee Agenda be approved, as presented.
    APPROVED

4.   *Disclosure of Interest*

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

5.   *Minutes of the Policy Committee Meeting of October 29, 2012*

Moved by Trustee Sicoli
         THAT the Policy Committee approve the minutes of the Policy Committee Meeting of October 29, 2012, as presented.
APPROVED

6.   *Policies*

ACTION REQUIRED

POLICIES - FOR RECOMMENDATION TO DECEMBER COMMITTEE OF THE WHOLE

6.1   *Niagara Catholic Education Award of Distinction Policy (#100.7)*

Frank Iannantuono, Superintendent of Education, presented the amendments to the Niagara Catholic Education Award of Distinction Policy (#100.7).

Trustees asked questions of Superintendent Iannantuono and discussed the Policy and Administrative Guidelines.

The Policy Committee suggested the following amendments:

ADMINISTRATIVE GUIDELINES

- **Selection Committee:**
  Add #8 as Board Chaplaincy Leader; move #8 to #9

Moved by Trustee Sicoli
         THAT the Policy Committee recommend to the Committee of the Whole approval of the Niagara Catholic Education Award of Distinction Policy (#100.7), as amended.
APPROVED

6.2   *Student Parenting Policy (#302.5)*

Mark Lefebvre, Superintendent of Education, presented the amendments to the Student Parenting Policy (#302.5).

Trustees asked questions of Superintendent Lefebvre and discussed the Policy.

The Policy Committee suggested the following amendments:

POLICY STATEMENT

- Move paragraph two to paragraph one.
- Through the implementation of a resource guide, the Board will require staff to respond by empowering Board personnel: to respond with respect, compassion and love; to assist the student's ~~decision-making~~ by providing information, insight and

support; to support the rights of the child in the womb; to make a concerted effort to involve the student's family members ~~in the decision-making process~~;

- The Director of Education will establish a **Niagara Catholic R**esource **G**uide that will serve **to support** ~~as the Administrative Guidelines for~~ the implementation of this Policy.

Moved by Trustee Sicoli
> **THAT** the Policy Committee recommend to the Committee of the Whole approval of the Student Parenting Policy (#302.5), as amended.

APPROVED

POLICIES - INTERIM *(To December Committee of the Whole Meeting)*

6.3   *Accessibility Standards Policy (new) (Interim)*

Yolanda Baldasaro, Superintendent of Education, presented the Accessibility Standards Policy *(new) (Interim)* which is required to be in place by January 1, 2013.

Trustees asked questions of Superintendent Baldasaro and discussed the Policy and Administrative Guidelines.

The Policy Committee suggested the following amendments:

POLICY STATEMENT

- Add to the policy title **Interim**

Moved by Trustee Sicoli
> **THAT** the Policy Committee recommend to the Committee of the Whole approval of the Accessibility Standards Policy (new) (Interim), as presented.

APPROVED

POLICIES - PRIOR TO VETTING

6.4   *Admission of Students Policy (301.1)*

Lee Ann Forsyth-Sells, Superintendent of Education, presented the amendments to the Admission of Students Policy (301.1).

Trustees asked questions of Superintendent Lee Ann Forsyth-Sells and discussed the Policy and Administrative Guidelines.

The Policy Committee suggested the following amendments:

ADMINISTRATIVE GUIDELINES

- Page 3, Section 1
  Achievement of Religious Education credits and participation in faith life activities are criterion for students to participate in faith-based graduation ceremonies. This expectation is to **fulfil** ~~comply with~~ the Ontario Catholic School Graduation Expectations as endorsed by the Niagara Catholic District School Board for all graduates. ~~of the Niagara Catholic District School Board.~~

- Page 4, Section 3
  The Admission of a Non-Separate School Supporter student will require the recommendation from the school Principal **in consultation with** and the approval from the Family of Schools' Superintendent of Education.

- Page 5, Section 4
  ~~Effective for September 2010,~~ **A**pproval for Out-of-Boundary requests ~~will not be granted to:~~ **for:**

  a. Early Learning Kindergarten Programs / Full Day Kindergarten Programs
  b. schools identified by Board motion
  c. schools at or above on-the-ground capacity (no surplus space)

  ~~Any exemptions to these specific exceptions~~ will require the approval of the Family of Schools' Superintendent of Education and Senior Administrative Council.

- Page 6, 10. EXPELLED STUDENTS
  An expelled student will be referred to the Family of Schools' Superintendent of Education, who in consultation with the Principal, **parent(s) or guardian(s)/student or where applicable adult student** will determine an appropriate placement recommendation.

The Policy Committee requested that the Admission of Students Policy (301.1) be vetted from November 28, 2012 to January 17, 2013 with a recommended deadline for presentation to the Policy Committee in January 2013, and the Committee of the Whole and Board in February 2013.

6.5 *Educational Field Trips Policy (400.2)*

Superintendent Lefebvre presented the amendments to the Educational Field Trips Policy (400.2).

Trustee Nieuwesteeg arrived at 5:30 p.m.

Trustees asked questions of Superintendent Lefebvre and discussed the Policy and Administrative Guidelines.

The Policy Committee suggested the following amendments:

POLICY STATEMENT

- It is expected that all educational field trips ~~involves~~ **include celebration of the Eucharist on days of holy obligation,** preparatory, follow-up and assessment activities.

ADMINISTRATIVE GUIDELINES

- It is expected that all educational field trips involve preparatory, follow-up and assessment activities. **Where an Education Field Trip occurs on a Day of Obligation, the Principal is to ensure that an appropriate liturgy, including Eucharist, is conducted for all students, staff and supervisors.**

- ~~Should be~~ Are **Made** available to every student at every grade level; exceptions respecting individual students may be made at the discretion of the school Principal.

- **a staff member, chaperone or supervisor must meet with a designated family member prior to a student's departure and upon return to the group; and,**
- It is the responsibility of the student(s), parent(s) or guardian(s) to provide, or arrange for supervision of a student who is sent home by the ~~supervising teacher~~ **supervisor in charge**. All costs to provide for such supervision is incurred by the parent/guardian.

The Policy Committee requested that the Educational Field Trips Policy (400.2) be vetted from November 28, 2012 to January 17, 2013 with a recommended deadline for presentation to the Policy Committee in January 2013, and the Committee of the Whole and Board in February 2013.

6.6   *Volunteers in Catholic Schools Policy (new)*

Superintendent Iannantuono presented the Volunteers in Catholic Schools Policy *(new)*.

Trustees asked questions of Superintendent Iannantuono and discussed the Policy and Administrative Guidelines.

The Policy Committee suggested the following amendments:

POLICY STATEMENT

- A school volunteer is defined as an individual who **is not employed by the Niagara Catholic District School Board and who** has direct and regular contact with students of the Niagara Catholic District School Board.

- Add to References:
  1. Criminal Background Check **Policy (Vulnerable Sector Check)**

ADMINISTRATIVE GUIDELINES

- #2., first sentence, change no to not
- #3., e. the supervision ~~and evaluation~~ of the volunteers
- #12., second sentence:
  Volunteers shall ~~not~~ have access to~~, nor disclose~~ confidential information **as determined by the Principal**.

Volunteer Application
- As a volunteer I acknowledge and will adhere to **all of** the following expectations

- **I agree to model, caring Catholic values as outlined in the Mission, Vision and Values of the Niagara Catholic District School Board.**

- Completed ~~Criminal Reference Checks and/or~~ Vulnerable Sector Checks for volunteers, as well as all subsequent offence declarations will be completed and filed at the school.
- Combine bullet #6 and #7:

I acknowledge that in the course of my volunteer work with **Catholic School I may receive confidential information with respect to the affairs of its students, including information on its students and parents of its students. I hereby agree not to disclose at any time, such confidential information to any person, information relating to the students or any part thereof and other information relating to the school or board.**

The Policy Committee requested that the Volunteers in Catholic Schools Policy *(new)* be vetted from November 28, 2012 to January 17, 2013 with a recommended deadline for presentation to the Policy Committee in January 2013, and the Committee of the Whole and Board in February 2013.

6.7 *Safe Schools Policy (302.6)*

Superintendent Iannantuono presented the amendments to the Safe Schools Policy (302.6).

Trustees asked questions of Superintendent Iannantuono and discussed the Policy and Administrative Guidelines.

The Policy Committee suggested the following amendments:

POLICY STATEMENT

- Create **learning environments** that are safe, inclusive and accepting of pupils

The Policy Committee requested that the Safe Schools Policy (302.6) be vetted from November 28, 2012 to January 11, 2013 with a recommended deadline for presentation to the Policy Committee in January 2013, and the Committee of the Whole and Board in February 2013.

6.8 *Bullying Prevention and Intervention Policy (302.6.8)*

Superintendent Iannantuono presented the amendments to the Bullying Prevention and Intervention Policy (302.6.8).

Trustees asked questions of Superintendent Baldasaro and discussed the Policy and Administrative Guidelines.

The Policy Committee suggested the following amendments:

POLICY STATEMENT

- Catholic Education plays a critical role in preparing young people to **become:**
  - **a discerning believer formed in the Catholic faith community;**
  - **an effective communicator;**
  - **a reflective and creative thinker;**
  - **a self-directed, responsible, lifelong learner;**
  - **a collaborative contributor;**
  - **a caring family member; and**
  - **a responsible citizen.**
- All students should feel safe at school and deserve a positive school climate that is inclusive and accepting, regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, family status, **marital status, socio-economic** status or disability.

- Add to References:
  - ***Freedom of Information and Protection of Privacy Act***

ADMINISTRATIVE GUIDELINES

- **Page 3, Prevention and Intervention Strategies**
  d) activities or organizations that promote the awareness and understanding of, and respect for, people of all sexual orientations and gender identities. ~~including organizations with the name gay-straight alliance or another name~~.
- **Page 4, Principal Responsibilities with Employees**
  After investigating a matter reported under subsection (1), the **P**rincipal shall communicate the results of the investigation
    a) **to that teacher** if the matter was reported by
    b) **to that employee** if an employee who is not a teacher, that employee unless, in **due diligence of** the Principal~~'s opinion~~, it would not be appropriate to do so.
- If the teacher is not clear on whether to call the parent or guardian, the teacher should contact the principal, **or if unavailable** the Supervisory Officer for direction. The Principal or Vice Principal will follow-up with the parent as soon as possible.

The Policy Committee requested that the Bullying Prevention and Intervention Policy (302.6.8) be vetted from November 28, 2012 to January 17, 2013 with a recommended deadline for presentation to the Policy Committee in January 2013, and the Committee of the Whole and Board in February 2013.

6.9 *Code of Conduct Policy (302.6.2)*

Superintendent Iannantuono presented the amendments to the Code of Conduct Policy (302.6.2).

Trustees asked questions of Superintendent Iannantuono and discussed the Policy and Administrative Guidelines.

The Policy Committee requested that the Code of Conduct Policy (302.6.2) be vetted from November 28, 2012 to January 11, 2013 with a recommended deadline for presentation to the Policy Committee in January 2013, and the Committee of the Whole and Board in February 2013.

INFORMATION

6.10 *POLICIES CURRENTLY BEING VETTED (October 29, 2012 – December 21, 2012)*

- Accessibility Standards Policy (new) (Interim)
- Transportation During Inclement Weather Policy (#500.1)

6.11 *POLICY BEING POSTPOSTED TO JANUARY 2013 POLICY COMMITTEE*

- School Generated Funds Policy (#301.6)

6.12 *Policy Schedule*

Director Crocco presented the Policy Schedule.

6.13 *Policy Update*

Director Crocco presented the Policy Update.

7. *Date of Next Meeting*

Tuesday, January 29, 2013 - 4:30 p.m.

8. *Adjournment*

The meeting adjourned at 6:30 p.m.

NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

NIAGARA CATHOLIC EDUCATION AWARD OF DISTINCTION

Adopted: October 26, 2004

Revised:

Policy No. 100.7

STATEMENT OF POLICY

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board , the Board believes in the importance of recognizing individuals and groups who have made/or continue to make outstanding contributions to Catholic Education in the Niagara Region.

In honour of these contributions the Niagara Catholic District School Board has established an award known as the "Niagara Catholic Education Award of Distinction".

Annually, these individuals or groups may be recognized with this prestigious honour.

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

DRAFT

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD

NIAGARA CATHOLIC EDUCATION AWARD OF DISTINCTION

Issued: October 26, 2004   Policy No. 100.7

Revised: February 22, 2005

ADMINISTRATIVE GUIDELINES

The following administrative guidelines have been established to meet the requirements of the Board's policy on the Niagara Catholic Education Award of Distinction.

~~To achieve the goal of the Board in establishing this permanent award,~~ A Wall of Distinction ~~will~~ is ~~be~~ erected in a prominent location in the foyer of the Catholic Education Centre, to publicly proclaim the Board's esteem for those who have provided outstanding contributions to Catholic Education in the Niagara Region.

Eligibility:

Any individual or group (school, parish, home, community) who has participated in, or contributed to the growth of Catholic Education in the Niagara Region.

Criteria:

Nominees must have:
1. made a notable, significant and positive contribution to Catholic Education in the Niagara Region over a sustained period of time;
2. demonstrated recognized leadership that has had an identifiable impact and has made a significant difference to the Catholic character of the Board
3. The fundamental, all-pervasive quality that distinguishes our schools as Catholic schools.
4. Believing that education in the faith is possible in every aspect of school life.
5. Striving to build community and the ideal of the Christian community among Catholic schools and the Niagara Catholic District School Board and the Diocese.
6. Accompanying and guiding students on their faith journey which is our most sacred responsibility.
7. demonstrated tangible sacrifice for Catholic Education;
8. ~~been an inspiration for~~ inspired Catholic Education in the Niagara Region.

Nomination Process:

1. Each year, nominations will be invited from the public at large (through newspaper advertisements, forms available at the CEC, the schools and on the Board's website. Nominations will also be sent to the Parishes, Catholic School Councils, Diocesan Office, and groups such as past and present leaders of the Board).
2. Nomination forms will require detailed documentation and substantiation of a nominee's contribution to Catholic Education in Niagara. This may include input from the group being nominated.
3. Each nomination will require the signed endorsement of three individuals.
4. Nominations must be sent to the Manager of Corporate Services and Communications ~~Board~~ Services, who will forward them to the designated Superintendent of Education.
5. Nominations must be received by the Manager of Corporate Communication and Communications ~~Board~~ Services at the Catholic Education Centre as announced on the Nomination Form.
6. ~~The Selection Committee appointed yearly by the Director of Education will review all submissions and arrive at a final decision. Once the Committee makes a decision, it will be promptly communicated to the Board through the Director of Education.~~
7. ~~*Ordinarily,* The Award will be announced and presented annually at the Bishop's Gala in January or February. The recipient(s) will also be publicized through the local media.~~
8. ~~The Award will consist of a commemorative plaque which will be presented to the recipient. A permanent acknowledgment plaque will also be placed on the Wall of Distinction. Recipients will be invited to view the commemorative plaques on the Wall of Distinction.~~

Selection Committee:

Each fall, the Director will establish a Niagara Catholic Award of Distinction Selection Committee, which will consist of the following members:
1. The Chairperson of the Board or his/her designate
2. The Vice-Chairperson of the Board or his/her designate
3. The Director of Education or his/her designate
4. The Bishop or his designate
5. A Superintendent of Education
6. An Elementary Principal.
7. A Secondary Principal
8. Board Chaplaincy Leader
9. Up to three additional members as selected by the Director, in consultation with Senior Administrative Council. ~~(These additional members may come from the community at large).~~ The Chairperson of the Board, or designate, will be the Chairperson of the Selection Committee.

The Selection Committee will review all submissions and arrive at a final decision. Once the Committee makes a decision, it will be promptly communicated to the Board through the Director of Education.

10. ~~Up to three additional members as selected by the Director, in consultation with Senior Administrative Council. (These additional members may come from the community at large). The Chairperson of the Board, or designate, will be the Chairperson of the Selection Committee.~~

Presentation of the Award:

1. ~~*Ordinarily,*~~ The Award will be announced and presented annually ~~at the Bishop's Gala in January or February~~. The recipient(s) will also be publicized through the local media.
2. The Award will consist of a commemorative plaque which will be presented to the recipient. A permanent acknowledgment plaque will also be placed on the Wall of Distinction. Recipients will be invited to view the commemorative plaques on the Wall of Distinction.

DRAFT

Niagara Catholic District School Board

STUDENT PARENTING POLICY

Adopted: March 27, 2001

Policy No. 302.5

Revised:

STATEMENT OF POLICY

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board and in the spirit of Gospel values and being faithful to Church teaching, Niagara Catholic District School Board staff are to be assisted in understanding the Catholic teaching of respect for life from the moment of conception.

The Board recognizes and provides support in cases of student pregnancy and parenting. In such cases, it empowers Board personnel to respond with respect, compassionate concern and unconditional love in accordance with the principles and procedures necessary for the implementation of this policy.

Through the implementation of a resource guide, the Board will require staff to respond by empowering Board personnel: to respond with respect, compassion and love; to assist the student's decision making by providing information, insight and support; to support the rights of the child in the womb; to make a concerted effort to involve the student's family members in the decision making process; and to encourage the student to continue his/her education within the system and maintain his/her career plans. Within this loving, affirming environment our students will receive psychological and spiritual guidance and their right to privacy and confidentiality will be safeguarded where possible.

The Director of Education will establish a Niagara Catholic Resource Guide that will serve as the Administrative Guidelines for to support the implementation of this policy.

REFERENCES
- *Evangelium Vitae (the Gospel of Life), March 25, 1995, Pope John Paul II*
- *The Ontario Conference of Catholic Bishops: This Moment of Promise. Feb. 1989.*
- *Elisabeth Kubler-Ross: Death - The Final Stages of Growth. 1975.*
  York Region Roman Catholic School Board: Teen Pregnancy Policy. 1991.
  Prieur, Father Michael, Theological Orientations Regarding Some Aspects of Treatment in the Sexual Assault Examination of St. Joseph Hospital, January 1979, London, Ontario
  Origins, September 11, 1986, Bishops' Joint Committee Reply: Use of Morning After Pill in Cases of Rape, Volume 16: No. 19 Donum Vitae

DRAFT

Niagara Catholic District School Board

ACCESSIBILITY STANDARDS POLICY (INTERIM)

Adopted:

Revised:

Policy No. _____

STATEMENT OF POLICY

In keeping with its Mission, Vision and Values, the Niagara Catholic District School Board is committed to providing an environment that fosters independence, dignity and respect in all of its facilities.

The Board is committed to providing services that are free of barriers and biases to our students, parents/guardians, staff and the public.

The Board strives to ensure that the principle of equity of opportunity is reflected and valued in our Catholic learning and working environments.

As a fully inclusive Board, the Accessibility Standards Policy recognizes the uniqueness and gifts of all people. This Policy acknowledges a respect for self and others by ensuring that all people have the same opportunity of access to Board services in order to actively and equitably participate fully in the Catholic learning environment.

The Board is committed to meeting, in a timely manner, the accessibility needs of people with disabilities in the provision of services including those related to;
1. information and communication;
2. employment; and,
3. student transportation.

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

References
- *Accessibility for Ontarians with Disabilities Act, 2005 (AODA)*
- *Accessibility Standards for Customer Service, Ontario Regulation 429/07*
- *Integrated Accessibility Standard, Ontario Regulation 191/11*
- *Workplace Safety and Insurance Act*
- *Ontario Human Rights Code*
- *Ontarians with Disabilities Act, 2001*
- *Accessible Customer Service Policy, 701.4*
- *Equity and Inclusive Education Policy, 100.10*
- *Multi-Year Accessibility Plan, 2012-2017*

DRAFT

Niagara Catholic District School Board

ACCESSIBILITY STANDARDS POLICY

Adopted:

Revised:

Policy No. _____

ADMINISTRATIVE GUIDELINES

I)   ACCESSIBILITY STANDARDS FOR INFORMATION AND COMMUNICTION

Providing Accessible Information and Communication Services

The Board is committed to ensuring that people with disabilities have the same opportunity of access to our services as do all others we serve. The Board is committed to meeting the accessibility needs of people with disabilities, in a timely manner, in the provision of services related to information and communications.

DEFINITIONS

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

Information includes data, facts and knowledge that exist in any format, including text, audio, digital or images, and that conveys meaning.

Communications means the interaction between two or more persons or entities, or any combination of them, where information is provided, sent, or received.

Accessible formats include but are not limited to options such as large print, screen readers, Braille, audio format, captioning.

Conversion-ready is an electronic or digital format that facilitates conversion into an accessible format.

WCAG refers to the World Wide Web Consortium Web Content Accessibility Guidelines.

PROCEDURES

1.0   Responsibility

      1.1   Supervisory Officers, Principals and Managers will ensure that all staff, volunteers and others providing services and programs on behalf of the board have received training in the requirements of the Integrated Accessibility Standards including the Standards related to Information and Communications.

      1.2   Initial training will be completed by January 1, 2014.

2.0   Feedback

2.1   The Board will ensure that its processes for receiving and responding to feedback
        are accessible to persons with disabilities.
2.2   Upon request the Board will provide or arrange for the provision of accessible
        formats and/or communication supports to facilitate feedback.
2.3   The Board will notify the public about the availability of accessible formats and
        communications supports with regard to its feedback processes.
2.4   The above provisions will be in place by January 1, 2014.

3.0   Procurement

3.1   The Board and all its managers and school-based administrators will, wherever
        practicable, incorporate accessibility criteria and features when procuring or
        acquiring goods and services, designing new systems or planning a new initiative
        that are related to provision of information and communication services.
3.2   The above approach will be in place by January 1, 2013.

4.0   Provision of information and communications in accessible formats

4.1   Upon request, the Board will provide, or arrange for the provision of, accessible
        formats and communications supports for persons with disabilities to facilitate
        their access to the services of the Board.
4.2   Accessible formats and communications supports will be provided in a timely
        manner that takes into account the person's accessibility needs and at a cost
        no greater than the regular cost charged to other persons.
4.3   The Board will determine the suitability of an accessible format or
        communication support and, in so doing, will consult with the person making the
        request.
4.4   The Board will notify the public, through the Board website, general publications
        and other relevant means, about the availability of accessible formats and
        communications supports.
4.5   The Board will ensure that the provisions of accessible formats are in place by
        January 1, 2014.

5.0   Accessible Websites

5.1   The Board will ensure that, as of January 1, 2014, all new websites and web
        content on these sites will conform with the WCAG 2.0 at Level A.
5.2   The Board will ensure that, as of January 1, 2021, all its internet websites and
        web content will conform with WCAG 2.0 at Level AA.
5.3   These requirements do not include Live Captions or Pre-recorded Audio
        Descriptions.
5.4   These requirements apply to:
        (a) Websites and web content, including web-based applications, that the Board
            controls directly or controls through a contractual relationship that allows for
            modifications of the product.
        (b) Web content published on a website after January 1, 2012.
5.5   Where the Board determines that meeting these requirements is not practicable,
        such determination will include consideration of:
        1. The availability of commercial software or tools or both; and
        2. Significant impact on an implementation timeline that was planned or
            initiated before January 1, 2012.

6.0   Educational and training resources and materials

6.1   The Board will, upon notification of need, provide educational or training resources or materials in an accessible format that takes into account the accessibility needs due to a disability of the person to whom the material is to be provided.
6.2   To do so, the Board will procure through purchase or obtain by other means an accessible or conversion-ready electronic format, where available.
6.3   If the resources cannot be procured or converted into an accessible format the Board will arrange for the provision of comparable resources.
6.4   The Board will, upon notification of need, provide information on the requirements, availability and descriptions of programs in an accessible format to persons with disabilities.
6.5   The Board will, upon notification of need, provide student records in an accessible format to persons with disabilities.
6.6   The Board will ensure these services are in place as of January 1, 2013.

7.0   Training for Program/Classroom Staff

7.1   The Board will ensure that all staff involved in program or course design, delivery and instruction will be provided with accessibility awareness training related to these responsibilities.
7.2   The Board will keep a record of the training provided including the dates on which training was provided and the number of individuals to whom training was provided.
7.3   The effective date for provision of this training is January 1, 2013.

8.0   School Information Centres

8.1   The Board will ensure that school information centres (libraries) are able to provide, procure or acquire an accessible or conversion ready format of print resources upon request by a person with a disability.
8.2   The effective date of the provision in 8.1 is January 1, 2015.
8.3   The Board will ensure that school libraries are able to provide, procure or acquire an accessible or conversion ready format of digital or multimedia resources materials upon request by a person with a disability.
8.4   The effective date of the provision in 8.1 is January 1, 2020.

II)   ACCESSIBILITY STANDARDS FOR EMPLOYMENT

Accessibility in Employment

The Board is committed to ensuring that people with disabilities have the same opportunity of access to employment opportunities and services as do all employees and prospective employees. The Board is committed to meeting the accessibility needs of people with disabilities, in a timely manner, in the provision of services related to employment.

DEFINITIONS

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

Performance management means activities related to assessing and improving employee performance, productivity and effectiveness with the goal of facilitating employee success.

Career development and advancement includes providing additional responsibilities within an employee's current position and the movement of an employee from one job to another that may be higher in pay, provide greater responsibility or be at a higher level, or a combination of these.

For both additional responsibilities and employee movement this is usually based on merit or seniority or a combination of these.

Redeployment means the reassignment of employees to other departments or jobs as an alternative to layoff when a particular job or department has been eliminated.

Information includes data, facts and knowledge that exist in any format, including text, audio, digital or images, and that conveys meaning.

Communications means the interaction between two or more persons or entities, or any combination of them, where information is provided, sent, or received.

Accessible formats include but are not limited to options such as large print, screen readers, Braille, audio format, captioning.

Conversion-ready is an electronic or digital format that facilitates conversion into an accessible format.

WCAG refers to the World Wide Web Consortium Web Content Accessibility Guidelines.

PROCEDURES

The procedure with regard to Accessibility in Employment applies only to employees and does not apply to volunteers and other non-paid individuals.

9.0 <u>Responsibility</u>

    9.1 Supervisory Officers, Principals, Managers and other staff who have responsibility for hiring and employee selection and/or supervise the work of employees of the Board will ensure that the provisions in this procedure are implemented.

    9.2 Staff of the Board's Human Resources department will ensure that the provisions of this procedure are incorporated in their practices.

    9.3 Unless otherwise stated, the provisions of this procedure will be in place by January 1, 2014.

10.0 <u>Recruitment</u>

    10.1 The Board will ensure that in its recruitment outreach practices the public is made aware that the Board will provide accommodation for applicants with disabilities in its recruitment processes.

    10.2 Employees of the Board will be made aware that the Board provides accommodation for applicants with disabilities in its recruitment processes.

    10.3 When the Board selects job applicants for a job selection process, the Board will make applicants aware that, upon request, they have access to accommodations in relation to materials and processes that will be used for applicant selection and that they will be consulted about the necessary accommodations that take into account their accessibility needs due to disability.

    10.4 When the Board makes an offer of employment, the Board will notify the successful applicant of its policy of accommodating employees with disabilities.

11.0 <u>Supports for Employees</u>

    11.1 The Board will inform employees of the Board's policy of supporting employees with disabilities and procedures that provide for job accommodations.

    11.2 The Board will make this information available as soon as practicable to new employees and will provide updated information as policies are revised.

12.0   Accessible Formats and Communication Supports

12.1   Where an employee with a disability so requests, the Board will consult with the employee to provide or arrange for accessible formats and communication supports in relation to information that is generally available to employees in the workplace and that the employee needs to perform the employee's job.

12.2   The Board, in determining the suitability of an accessible format or communication as required by 12.1, will consult with the employee.

13.0   Workplace emergency response information

13.1   The Board will ensure that individualized workplace emergency response information is provided to employees who have a disability provided the disability is such that individualized information is necessary and the Board has been made aware of the need for accommodation due to the disability. The Board will provide the necessary information as soon as practicable after becoming aware of the need for accommodation.

13.2   If an employee who receives individualized workplace emergency response information requires assistance, the Board will, with the consent of the employee, provide such information to the person designated to provide assistance to the employee.

13.3   The Board will review individualized workplace emergency response information:
(a) When the employee moves to a different location in the board;
(b) When the employee's overall accommodations needs or plans are reviewed, and;
(c) When the Board reviews its general emergency response procedures.

13.4   The Board will ensure that the requirements of this section are in place as of January 1, 2012.

14.0   Individual Accommodation Plans

14.1   The Board, through the Human Resources Department, will have in place a written process for the development of documented individual accommodation plans for employees with disabilities.

14.2   The Board's written process will address:
(a) How the employee requesting accommodation can participate in the development of the individual accommodation plan;
(b) The means by which the employee is assessed on an individual basis;
(c) How the Board can request an evaluation by an outside medical or other expert, at the Board's expense, to assist in determining if accommodation can be achieved and, if so, how it can be achieved;
(d) How the employee can request to have a representative of their bargaining unit, or another workplace representative if the employee is not a member of a bargaining unit, participate in the development of the accommodation plan;
(e) The steps taken to protect the privacy of the employee's personal information;
(f) The frequency with which the individual accommodation plan will be reviewed and updated and how this will be done;
(g) How the reasons for denying an individual accommodation plan will be provided to an employee, if accommodation is denied;
(h) How the Board will ensure that the individual accommodation plan is provided in a format that takes into account the employee's accessibility needs due to disability;

14.3 The Board will provide individual accommodation plans that:
    (a) Include, if requested any information regarding accessible formats and accommodation supports provided;
    (b) Include, if required, individualized workplace emergency response information; and
    (c) Identify any other accommodation to be provided.

15.0   Return to Work Process

This return to work process does not replace or override any other return to work process created as a result of any other statutory compliance, e.g. under the Workplace Safety and Insurance Act.

15.1 The Board will develop, put in place and document a return to work process for its employees who have been absent from work due to a disability and require disability-related accommodations in order to return to work.

15.2 The return to work process will:
    (a) Outline the steps the Board will take to facilitate the return to work of employees who were absent because their disability required them to be away from work;
    (b) Use documented individual accommodation plans (as in 14.0) as part of the process; and
    (c) Ensure that all staff involved in program or course design, delivery and instruction will be provided with accessibility awareness training related to these responsibilities.

16.0   Performance Management

16.1 In administering performance appraisal processes in respect of employees with disabilities, the Board will take into account the accessibility needs of employees with disabilities as well as individual accommodation plans.

17.0   Career Development

17.1 Where the board provides career development and advancement to its employees, the Board will take into account the accessibility needs of employees with disabilities as well as any individual accommodation plans.

18.0   Redeployment

18.1 Where the Board has in place a redeployment process, the Board will take into account the accessibility needs of employees with disabilities as well as any individual accommodation plans during the redeployment process.

III)   ACCESSIBILITY STANDARDS FOR SCHOOL TRANSPORTATION

Provision of Accessible Student Transportation Services

The Board is committed to ensuring that people with disabilities have the same opportunity of access to our services in a similar way as these services are available to all others we serve. We are committed to meeting, in a timely manner, the accessibility needs of students with disabilities in the provision of services related to student transportation.

The Board will ensure that accessible school transportation services are provided for students with disabilities in a manner that meets their unique needs and ensures their safety. Where appropriate and practicable, integrated accessible school transportation services will be provided.

The provision of accessible student transportation services will include the development of an individual school transportation plan for each student who has a disability that affects their transportation to and from school, from school to school and field trips. The plan will be developed by the Board's Special Education Services in collaboration with the Transportation Provider and in consultation with the student's parents/guardians and home school staff.

These Administrative Guidelines will be included as an addendum to Niagara Student Transportation Services Consortium Operator contracts and training requirements for drivers/monitors.

DEFINITIONS

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

Individual school transportation plan is a plan that provides details of the arrangements that meet the transportation needs of an individual student who has a disability.

Operator means the driver of the school transportation vehicle.

Transportation Provider is an entity or person who has entered into an agreement with the board for the transportation of students in accordance with the *Education Act*.

Transportation Services means transportation that a board provides for students in accordance with the *Education Act*.

PROCEDURES

19.0   Responsibility

19.1   The Board will ensure that the provisions of this Administrative Guideline are in place by January 1, 2014.

19.2   The Superintendent responsible for Special Education and staff responsible for student transportation will ensure that the provisions of this administrative guideline are implemented.

20.0   Individual School Transportation Plans

20.1   The Superintendent responsible for Special Education, or his/her designate, will, in consultation with parents/guardians and home school staff, annually identify students with disabilities who require specific transportation services; such identification will, wherever possible, be made prior to the commencement of the school year.

20.2   Following consultation with parents/guardians and home school staff, the Superintendent responsible for Special Education, or his/her designate, will work with the Student Transportation Manager, or his/her designate, to develop an individual student transportation plan for each student with a disability who requires specific transportation services.

21.0   Content of Individual School Transportation Plans (**Appendix A**)

21.1   An individual school transportation plan shall, in respect of each student with a disability requiring specific transportation services, include the following:
(a) Details of the student's assistance needs with respect to transportation to and from school, from school to school and field trips;
(b) Provisions for the boarding, securement and deboarding of the student as applicable. (**Appendix B**)

22.0 <u>Communication of responsibilities re Individual School Transportation Plans</u>

22.1 The Superintendent responsible for Special Education and, where appropriate, the Student Transportation Manager, will identify and communicate roles and responsibilities with regard to the implementation of the individual school transportation plan to the following:
(a) The Transportation Provider
(b) The parents or guardians of the student with the disability
(c) The operator (driver) of the student transportation vehicle
(d) The appropriate members of the school staff (e.g., principal, teacher, educational assistant)
(e) The student with the disability.

SAMPLE INDIVIDUAL STUDENT TRAVEL PLAN

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
NIAGARA STUDENT TRANSPORTATION SERVICES (NSTS) CONSORTIUM

PERSONALIZED STUDENT TRANSPORTATION ACCESSIBILITY PLAN FOR STUDENTS WITH SPECIAL NEEDS

ID:

Name: «First Name» «Last Name»   School: «School Name»

Grade: «School Grade»   Program: «PROGRAM»
Details of Student's Assistance Needs:

Equipment check/drop down box, i.e. wheelchair, rider, etc…

Routine: AM Transportation
                  Noon Transportation
                  PM Transportation
                  Late Bus Transportation

Plans for individual student boarding: In accordance with Administrative Guidelines **Appendix B**

Plans for individual student securement: In accordance with Administrative Guidelines **Appendix B**

Plans for individual student deboarding: In accordance with Administrative Guidelines **Appendix B**

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Follow up: Annual Review initiated by School Board Special Education Superintendent to plan for new school year

ROLES

Transportation Provider	Operator/Driver	Parent/Guardian	School Staff	Student	School Board Staff
Ensure that all Bus Operators/ Drivers are made aware of individual student's needs with regard to boarding, securement and deboarding, and provide appropriate training.	Ensure that the student is transported safely according to needs. Follow Consortium/Board procedures for the transportation of students with disabilities.	Advise home school staff of medical or other conditions affecting safe transportation of student and communicate any changes. Help identify tools or strategies that may help driver and/or monitor while transporting the student.	Advise NSTS and parents of relevant issues while at school during the day. Help identify tools or strategies that may help driver and/or monitor while transporting the student	Follow bus rules. Advise driver and/or monitor of any emergency health issues or concerns	Consult with schools on students with specialized transportation needs and advise NSTS on the student's specialized transportation requirements.

Confirmation of Communication:

School Board Responsibility:

☐ With School Staff   Date: (Staff person responsible)
☐ With Parent/Guardian   Date: (Staff person responsible)
☐ With Student   Date: (Staff person responsible)
☐ With NSTS   Date: (Staff person responsible)

Niagara Student Transportation Services Responsibility:

☐ With Operator/Driver   Date: (Staff person responsible)

PROVISIONS FOR BOARDING, SECUREMENT AND DEBOARDING

The following notes provide a range of examples but are not intended to be comprehensive or address all the situations school boards may need to consider in the development of individual student transportation plans.

With regard to boarding and de-boarding procedures it will be important to clarify that a parent/guardian or family member must know that they have to be there to transfer and receive the student.

BOARDING

Loading a Wheelchair

When operating a lift to load a student with a wheelchair on highways, country roads, city, town or village streets (unless otherwise directed by the Police or Transportation Manager) the driver must:
(a) Put the 4-way emergency flasher on in approaching the stop.
(b) Ensure vehicle is stopped in a safe position for the pick-up.
(c) Ensure the parking brake has been applied (most ramps will not operate if parking brake is not applied.)
(d) Check that the student is ready to be loaded on to lift.
(e) Check traffic and then activate overhead alternating lights and stop arm before exiting the vehicle.
(f) Open lift doors and secure them.
(g) Deploy and lower the lift and undo the lift safety belt.
(h) Back on to lift with wheelchair and set brakes. Secure lift safety belt. If the student is using a power chair, be sure to use low gear and turn power off.
(i) Keep one hand on the wheelchair and use the other hand to operate the controls.
(j) Inform the student you are raising the wheelchair lift.
(k) Ensure that in raising the lift, the front plate on the lift folds up and locks into position and the power cable is clear of any pinch points.
(l) Raise the lift to its fullest extent (level with vehicle floor).
(m) Release brakes on wheelchair and load student into the vehicle positioning the wheelchair into a tie-down position and reapply brakes. If power chair, use low gear and turn power off.
(n) Exit the vehicle, stow the ramp and close doors.
(o) Enter the vehicle and turn off the overhead alternating flashing lights and stop arm.
(p) Secure the wheelchair with the Q-straint system

SECUREMENT

Securing Students Who Have a Wheelchair

(a) Each wheelchair must be restrained and made secure as it is loaded onto the bus.
(b) There shall not be more than one wheelchair loose or free at any time while the bus is being loaded.
(c) Position the wheelchair, centred and square to the floor anchor points so that the restraint belts will attach to the chair and floor at approximately a 45 degree angle. The smaller front pivoting wheels on the wheelchair should be pointing straight.
(d) The chair and student must always face forward in the bus.
(e) Apply the wheelchair brakes (manual) or turn off the power (power chair).
(f) Attach the front belts (narrow type) by connecting the large hook to a solid frame member of the chair and connect the opposite end (flat hook) of the belt to the floor anchor point.
(g) Pull the belt through the clamping mechanism until all the slack is removed and the belt is snugly attached to the wheelchair.

(h) The rear belt clamps will provide the final tensioning of the front belts. Attach the loose end of the belt to the Velcro patch above the clamp.
(i) Attach the rear belts by connecting the chair hook to a solid frame member, as close to the point where the wheelchair back and seat cushion meet.
(j) Attach the floor hook at the opposite end of the belt into the floor anchor point.
(k) Attach the belts only to a solid, welded frame member on the wheelchair. Do not attach the hook to the wheels. Some chairs may come equipped with bolt-on anchor points or sling-straps, which are acceptable. Do not, under any circumstances, cross belts over each other.
(l) With the buckle open, pull the loose end of the belt until snug. While holding the loose end with one hand, close the clamp lever down until it securely locks into position. Connect the loose ends of the belts to the Velcro patch to keep the excess belting off the floor.
(m) Check that all the belts are tight and the wheelchair is secure and does not have any back and forth or sideways movement.
(n) To attach the lap belts, pass the loose ends of the lap belts around the student and downward toward the rear tie-down belts through the gap between the side panels and seat cushion or the gap between the seat cushion and the back rest of the wheelchair. Connect the belt ends to the pin connectors on the rear tie-down belts.
(o) The lap belt should be positioned as low as possible over the student's pelvic area and adjusted as tightly as possible. Ensure the belt is not twisted.
(p) To attach the shoulder belt, connect the loose end of the belt to the pin connector on either the left or right side of the lap belt. The should belt should be attached to the connector pin of the lap belt depending on which side of the bus the wheelchair is located. Use the right side pin if the wheelchair is on the left side of the bus and the left side pin if the wheelchair is on the right side of the bus. Again adjust the shoulder belt as snugly as possible, making sure the belt does not rub on the student's neck area.
(q) The shoulder belt should lie across the mid-point of the shoulder and travel upward and rearward from that point to ensure that downward force is avoided. Lap and shoulder belts should not be held away from the student's body by wheelchair components or parts such as wheelchair armrests or wheels.

DEBOARDING

Unloading a Wheelchair

When operating a lift to unload a student with a wheelchair on highways, country roads, city, town or village streets (unless otherwise directed by the Police or Transportation Manager) the driver must:

(a) Ensure the vehicle is parked in a safe position for unloading
(b) Put on 4-way emergency lights.
(c) Ensure parking brake has been applied.
(d) Go to the student in the wheelchair and remove lap belt, shoulder belt, front 2 floor Q-straints, rear 2 floor Q-straints, and hang up belts.
(e) Position the wheelchair to unload and set brakes; if it is a power chair make sure the power switch is off.
(f) Check traffic and, when ready, activate overhead alternating red flashing lights.
(g) Exit the vehicle and open lift door and secure it.
(h) Deploy the lift to floor level.
(i) Go back inside the vehicle and push the wheelchair (If power chair, turn on power and put in low gear) onto the lift. Set the brakes. For power chair, turn off the power.
(j) With one hand on the chair and the other hand on the control, lower wheelchair to ground level. Make sure the student is made aware that he/she is about to be lowered.
(k) Release brakes and undo the lift safety belt and push the wheelchair (if power chair, turn on power and set in low gear) off the lift.
(l) A parent/guardian or family member must know that they have to be there so that immediately upon unloading, they are there to receive the student.

(m) If there is not a person there to meet the student, the driver must call dispatch and wait for further instruction; the student must not be left alone.
(n) Secure lift safety belt, raise and stow the lift into the vehicle and close the doors.
(o) Return to the vehicle and turn off the overhead alternating flashing red lights.

BOARDING

Loading a Walker

When operating a lift to load a student with a 4 point walker on highways, country roads, city, town or village streets (unless otherwise directed by the Police or Transportation Manager) the driver must:

(a) Put the 4-way emergency flasher on in approaching the stop.
(b) Ensure vehicle is stopped in a safe position for the pick-up.
(c) Ensure the parking brake has been applied (most ramps will not operate if parking brake is not applied.)
(d) Check that the student is ready to be loaded on to lift.
(e) Check traffic and then activate overhead alternating lights and stop arm before exiting the vehicle.
(f) Open lift doors and secure them.
(g) Deploy and lower the lift and undo the lift safety belt.
(h) Back on to lift with the walker and set brakes; secure the lift safety belt
(i) Keep one hand on the walker and use the other hand to operate the controls.
(j) Inform the student you are raising the lift.
(k) Ensure that in raising the lift, the front plate on the lift folds up and locks into position and the power cable is clear of any pinch points.
(l) Raise the lift to its fullest extent (level with vehicle floor).
(m) Release the brakes on the walker and load student into the vehicle and into assigned seat.
(n) Secure walker to the wall of the vehicle
(o) Exit the vehicle and stow the ramp and close doors.
(p) Enter the vehicle and turn off the overhead alternating flashing lights and stop arm.

DEBOARDING
Unloading a Walker

When operating a lift to unload a student with a 4 point walker on highways, country roads, city, town or village streets (unless otherwise directed by the Police or Transportation Manager) the driver must:

(a) Ensure the vehicle is parked in a safe position for unloading
(b) Put on 4-way emergency lights.
(c) Ensure parking brake has been applied.
(d) Position the walker to unload on the lift and set brakes.
(e) Check traffic and, when ready, activate overhead alternating red flashing lights.
(f) Exit the vehicle and open lift door and secure it.
(g) Deploy the lift to floor level.
(h) Go back inside the vehicle and help the student with the walker onto the lift. Set the brakes.
(i) With one hand on the walker and the other hand on the control, lower the walker to ground level. Make sure the student is made aware that he/she is about to be lowered.
(j) Release brakes and assist the student with the walker off the lift.
(k) A parent/guardian or family member must know that they have to be there so that immediately upon unloading, they are there to receive the student.
(l) If there is not a person there to meet the student, the driver must call dispatch and wait for further instruction; the student must not be left alone.
(m) Secure lift safety belt, raise and stow the lift into the vehicle and close the doors.
(n) Return to the vehicle and turn off the overhead alternating flashing red lights.

Note: In any instance where a student is required to wear a seatbelt or similar security device it will be the responsibility of the parent/guardian to secure/detach the device at the point of departure or arrival at the home stop and it will be the responsibility of the receiving school staff to secure/detach the device at the point of arrival at or departure from the school.

FOR STUDENTS WHO HAVE A DISABILITY AND ARE AMBULATORY (Examples might be students who have vision or communication disabilities, or have autism)

Do not use the loading ramp unless authorized.

    (a) Communicate with the student. Ask what help he/she needs. Allow time for response.
    (b) Let the student set the pace. If the student is unable to respond, indicate clearly what you are going to do and what you expect the student to do.
    (c) Follow behind the student while he/she is going up the steps; support the student while he/she steps up.

FOR STUDENTS WHO ARE DEAF OR HARD OF HEARING

Students board and deboard unassisted and are seated unsecured, unless otherwise specified in the student's individual student transportation plan.

FOR STUDENTS WHO HAVE ASTHMA

Students board and deboard unassisted and are seated unsecured, unless otherwise specified in the student's individual student transportation plan.

FOR STUDENTS WHO HAVE DIABETES

Students board and deboard unassisted and are seated unsecured, unless otherwise specified in the student's individual student transportation plan.

FOR STUDENTS WHO HAVE EPILEPSY

Students board and deboard unassisted and are seated unsecured, unless otherwise specified in the student's individual student transportation plan.

FOR STUDENTS WHO REQUIRE EPIPENS

Students board and deboard unassisted and are seated unsecured unless otherwise specified in the student's individual student transportation plan.

STUDENTS WHO HAVE SERVICE ANIMALS

Where a student with a disability is accompanied by a service animal, the requirement for the service animal, including the type of service animal, will be specified in the student's individual student transportation plan.

TO: **NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**
COMMITTEE OF THE WHOLE
DECEMBER 4, 2012

PUBLIC SESSION

TOPIC: **POLICY SCHEDULE**

The Policy Schedule
is presented for information.

Prepared by:	John Crocco, Director of Education
Presented by:	John Crocco, Director of Education
Date:	December 4, 2012

Legend	
	Policy/Administrative Guidelines Adopted
	Policy/Administrative Guidelines Reviewed *(NO REVISIONS)*
	Policy/Administrative Guidelines Reviewed *(REVISIONS)*

Policy #	POLICY NAME	Policy Issued	Reviewed Revised	PC	CW	BD	AG Issued	Reviewed Revised	Resp
				Projected Presentation Timelines					
400.5	Acceleration Retention	2003		Nov. 2012	Feb. 2013	Feb. 2013	2003		ML
302.6.3	Access to School Premises - *Safe Schools*	2001	2008				2001	2008	FI
701.4	Accessibility Customer Service	2009					2009		LAFS
NEW	Accessibility Standards	NEW		Oct. 2012	Feb. 2013	Feb. 2013	NEW		YB
302.2	Administration of Oral Medication to Students Under the Age of 18 During School Hours	1998	2009				1998	2009	LAFS
301.1	Admission of Students	1998	2010	Nov. 2012	Feb. 2013	Feb. 2013	1998	2010	LAFS
400.1	Adult and Continuing Education	1998		Nov. 2012	Feb. 2013	Feb. 2013	N/A	N/A	FI
600.5	Advertising Expenditures	2007		Mar. 2013	Jun. 2013	Jun. 2013	2007		LR
100.9	Advocacy Expenditures	2007		Mar. 2013	Jun. 2013	Jun. 2013	2007		LR
302.1	Anaphylaxis	1998	2010				1998	2010	YB
701.1	Architect Selection	1998		Nov. 2012	Feb. 2013	Feb. 2013	1998	2007	SW
301.10	Assessment, Evaluation And Reporting (Interim)	2011		Jan. 2013	Apr. 2013	Apr. 2013	2011		LAFS
202.1	Assignment of Principals and Vice-Principals	1998	2012				1998	2012	FI
301.3	Attendance Areas	1998	2012				1998	2012	SW
NEW	Attendance Support Program	NEW		Oct. 2012	Nov. 2012	Nov. 2012	NEW		FI
100.1	Board By-Laws	1997	2010				N/A	N/A	JC
701.5	Bottled Water	2012					2012		LAFS
302.6.8	Bullying Prevention & Intervention - *Safe Schools*	2003	2010	Nov. 2012	Jan. 2013	Jan. 2013	2003	2010	FI
202.2	Catholic Leadership: Principal & Vice-Principal Selection	1998	2012				1998	2012	FI
800.1	Catholic School Councils	1998	2011				1998	2011	LAFS
400.3	Christian Community Service	2001	2012				2001	2012	ML
302.6.2	Code of Conduct - *Safe Schools*	2001	2009	Nov. 2012	Feb. 2013	Feb. 2013	2008	2009	FI
800.2	Community Use of Facilities	1998	2012	Jan. 2013	Mar. 2013	Mar. 2013	1998	2012	SW
800.3	Complaint Resolution	1998	2011				1998	2011	JC
600.4	Corporate Cards, Purchasing Cards & Petty Cash	2007		Jan. 2013	Apr. 2013	Apr. 2013	2007		LR
302.6.7	Criminal Background Check - *Safe Schools*	2001	2003				2001	2003	FI
201.5	Death Benefit	2002		Nov. 2012	Feb. 2013	Feb. 2013	N/A	N/A	FI
201.10	Deferred Salary Plan (X/Y)	2002		Nov. 2012	Feb. 2013	Feb. 2013	2002		FI
302.8	Diabetes Management	2012					2012		YB
302.6.6.2	Dress Code - Secondary Uniform - *Safe Schools*	2001	2012				2001	2012	FI
400.2	Educational Field Trips	1998	2012	Nov. 2012	Feb. 2013	Feb. 2013	1998	2012	ML
301.2	Education-Based Research	1998	2012				1998	2012	LAFS

Policy #	POLICY NAME	Policy Issued	Reviewed Revised	PC	CW	BD	AG Issued	Reviewed Revised	Resp
				Projected	Presentation	Timelines			
201.12	Electronic Communications Systems (Employees)	2006	2012				2006	2012	MC
301.5	Electronic Communications Systems (Students)	2006	2012				2006	2012	MC
100.8	Electronic Meetings (Board and Committees)	2005		Jan. 2013	Apr. 2013	Apr. 2013	N/A	N/A	JC
302.6.6.1	Elementary Standardized Dress Code - *Safe Schools*			Oct. 2012	Nov. 2012	Nov. 2012			FI
201.9	Employee Attendance During Inclement Weather & Workplace Closure	2002	2012				2002	2012	FI
NEW	Employee Code of Conduct & Ethics	NEW		Oct. 2012	Nov. 2012	Nov. 2012	NEW		FI
201.15	Employee Conferences, Workshops & Meetings	2007		Nov. 2012	Jan. 2013	Jan. 2013	2007		LR
203.1	Employee Hiring and Selection Policy (Teachers)	2012	2012				2012	2012	FI
201.1	Employee Leaves of Absence	1998	2001	Feb. 2013	May 2013	May 2013	1998	2001	FI
201.14	Employee Meals & Hospitality	2007		Nov. 2012	Jan. 2013	Jan. 2013	2007		LR
201.7	Employee Workplace Harassment *	2002	2012				2002	2012	FI
201.11	Employee Workplace Violence *	2002	2011				2002	2011	FI
NEW	Enrolment Register Policy	NEW		Feb. 2013	May 2013	May 2013			LR
400.6	Environmental Stewardship	2011					2011		SW
100.10	Equity and Inclusive Education	2010	2010				2010	2010	YB
100.5	Establishment and Cyclical Review of Policies	1998	2010				1998	2010	JC
800.6	Facility Partnerships	2010					2010		SW
301.4	Fundraising	2002	2012				2002	2012	LR
NEW	Leadership Succession Plan	NEW		Nov. 2012	Feb. 2013	Feb. 2013	NEW		FI
600.3	Monthly Financial Reports	1998	2010				N/A	N/A	LR
100.7	Niagara Catholic Education Award of Distinction	2004	2005	Sept. 2012	Dec. 2012	Dec. 2012	2004	2005	FI
800.7	Niagara Catholic Parent Involvement Committee	2011	2012				2011	2012	LAFS
302.7	Nutrition	2005	2011				2005	2011	YB
201.6	Occupational Health & Safety *	2002	2011				2002	2011	FI
301.7	Ontario Student Record (OSR)	2006		Mar. 2013	Jun. 2013	Jun. 2013	2006		ML
302.6.1	Opening or Closing Exercises - Safe Schools	2001	2002	Apr. 2013	Jun. 2013	Jun. 2013	2001	2002	FI
702.1	Playground Equipment	1998	2012				1998	2012	SW
400.4	Prior Learning Assessment & Recognition (PLAR)	2003		Jan. 2013	Apr. 2013	Apr. 2013	2003		ML
302.6.9	Progressive Student Discipline - *Safe Schools*	2008	2010				2008	2010	FI
701.2	Pupil Accommodation Review	1998	2010				1998	2010	SW
600.1	Purchasing/Supply Chain Management (*previously Purchasing of Goods & Services*)	1998	2011				1998	2011	LR
600.2	Records and Information Management	1998	2011				1998	2011	JC
201.4	Reimbursement of Travel Expenses	1998	2008				1998	2008	LR
100.10.1	Religious Accommodation	2010	2010				2010	2010	YB
201.3	Religious Education Courses for Staff	1998	2002	Apr. 2013	Jun. 2013	Jun. 2013	1998	2002	FI
201.2	Retirement & Service Recognition Celebration	1998	2010				1998	2010	FI
302.3	Safe Arrival	1999	2010				1999	2010	FI
302.8	Safe Physical Intervention with Students	2009					2009		LAFS
302.6	Safe Schools	2001	2008	Nov. 2012	Jan. 2013	Jan. 2013	N/A	N/A	FI
301.6	School Generated Funds	2006		Jan. 2013	Feb. 2013	Feb. 2013	2006		LR
201.13	Sexual Misconduct	2006		Feb. 2013	May 2013	May 2013	2006		FI

Policy #	POLICY NAME	Policy Issued	Reviewed Revised	PC	CW	BD	AG Issued	Reviewed Revised	Resp
				Projected Presentation Timelines					
302.6.5	Student Expulsion - *Safe Schools*	2001	2009				2001	2009	FI
301.11	Student Fees	2011	2011				2011	2011	YB
302.5	Student Parenting	2001		Sept. 2012	Dec. 2012	Dec. 2012	2001		ML
100.6	Student Senate	2000	2012				2000	2012	JC
302.6.4	Student Suspension - *Safe Schools*	2001	2009				2001	2009	FI
500.2	Student Transportation	2007	2010	TBD	TBD	TBD	2007	2010	LR
100.4	Student Trustees	1998	2012				1998	2012	JC
500.1	Transportation Inclement Weather	1998	2004	Oct. 2012	Feb. 2013	Feb. 2013	1998	2004	LR
100.12	Trustee Code of Conduct	2010					N/A	N/A	JC
100.13	Trustee Expenses & Reimbursement (Interim)	2011					N/A	N/A	JC
100.11	Trustee Honorarium	2010					N/A	N/A	JC
701.3	Video Security Surveillance	2002	2004	Jan. 2013	Apr. 2013	Apr. 2013	2002	2004	SW
301.9	Voluntary and Confidential Self-Identification Policy for First Nation, Métis and Inuit Students	2011					2011		YB
NEW	Volunteer	NEW		Nov. 2012	Feb. 2013	Feb. 2013	NEW		FI
302.4	Volunteer Driver	2001	2009				2001	2009	YB
800.4	Volunteer Recognition	2007	2008				2008		JC

POLICIES RESCINDED

Policy #	POLICY NAME	Policy Issued	AG Issued	Policy Rescinded	Policy Replaced With
100.2	Trustee Conference & Travel Expenses	1998	1998	2011	Trustee Expenses and Reimbursement Policy (100.13)
100.3	Trustee Travel Expenses	1998	1998	2011	

*   MINISTRY OF LABOUR COMPLIANCE ANNUAL REVIEW

** POLICY COMMITTEE REVIEW

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

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

TO: **NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**
COMMITTEE OF THE WHOLE
DECEMBER 4, 2012

PUBLIC SESSION

TOPIC: **POLICY UPDATE**

The Policy Update
is presented for information.

Prepared by: John Crocco, Director of Education

Presented by: John Crocco, Director of Education

Date: December 4, 2012

NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

REPORT TO THE COMMITTEE OF THE WHOLE MEETING
AS AT NOVEMBER 13, 2012

POLICY UPDATE

BACKGROUND INFORMATION

The Policy Update is submitted for the information of Trustees.

A copy of the Policy and Administrative Guidelines - The Establishment and Cyclical Review of Policies Policy (Appendix A) is included for ease of reference.

	POLICIES BEING DEVELOPED/REVIEWED	PC	CW	BD	APPENDIX
		Projected Presentation Timelines			
	POLICIES BEING DEVELOPED				
1	Leadership Succession Plan	Nov. 2012	Feb. 2013	Feb. 2013	B
2	Volunteer	Nov. 2012	Feb. 2013	Feb. 2013	C
3	Enrolment Register	Feb. 2013	May 2013	May 2013	D
	POLICIES BEING REVIEWED				
4	Bullying Prevention & Intervention-Safe Schools (302.6.8)	Nov. 2012	Jan. 2013	Jan. 2013	E
5	Employee Conferences, Workshops & Meetings (201.15)	Nov. 2012	Jan. 2013	Jan. 2013	F
6	Employee Meals & Hospitality (201.14)	Nov. 2012	Jan. 2013	Jan. 2013	G
7	Safe Schools (302.6)	Nov. 2012	Jan. 2013	Jan. 2013	H
8	Acceleration Retention (400.5)	Nov. 2012	Feb. 2013	Feb. 2013	I
9	Admission of Students (301.1)	Nov. 2012	Feb. 2013	Feb. 2013	J
10	Adult and Continuing Education (400.1)	Nov. 2012	Feb. 2013	Feb. 2013	K
11	Architect Selection (701.1)	Nov. 2012	Feb. 2013	Feb. 2013	L
12	Code of Conduct - Safe Schools (302.6.2)	Nov. 2012	Feb. 2013	Feb. 2013	M
13	Death Benefit (201.5)	Nov. 2012	Feb. 2013	Feb. 2013	N
14	Deferred Salary Plan (X/Y) (201.10)	Nov. 2012	Feb. 2013	Feb. 2013	O
15	Student Transportation (500.2)	TBD	TBD	TBD	P
	POLICIES BEING VETTED **(October 29 to December 21, 2012)**				
1	Accessibility Standards	Oct. 2012	Feb. 2013	Feb. 2013	
2	Transportation Inclement Weather (500.1)	Oct. 2012	Feb. 2013	Feb. 2013	

POLICIES BEING DEVELOPED/REVIEWED	PC	CW	BD	APPENDIX
	Projected Presentation Timelines			
POLICIES BEING PRESENTED TO THE COMMITTEE OF THE WHOLE				
1 Niagara Catholic Education Award of Distinction Policy (100.7)	Sept. 2012	Dec. 2012	Dec. 2012	
2 Student Parenting Policy (302.5)	Sept. 2012	Dec. 2012	Dec. 2012	
3 Accessibility Standards (Interim)	Oct. 2012	Feb. 2013	Feb. 2013	
POLICIES BEING POSTPONED **(to January 2013 Board Meeting)**				
1 School Generated Funds Policy (301.6)	Sept. 2012	Feb. 2013	Feb. 2013	

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

The Policy Update is presented for information.

Prepared by: John Crocco, Director of Education

Presented by: John Crocco, Director of Education

Date: November 27, 2012

POLICY UPDATE

NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

STATEMENT OF POLICY

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

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

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

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

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

ADMINISTRATIVE GUIDELINES

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

The Director of Education may delegate the development or revision of Policy Statements and Administrative Guidelines to appropriate members of Senior Administrative Council and staff.

The establishment of new Policies and Administrative Guidelines as well as the cyclical review of existing Policies and Administrative Guidelines will adhere to the following process:

1. The draft Policy will be reviewed by Senior Administrative Council for input.
2. Once approved by the Director of Education, the draft Policy will then be forwarded to the Policy Committee for input and information.
3. The Policy Committee may recommend that the draft Policy be vetted to various stakeholder groups or that it be returned to staff for further study.
4. Once approved by the Policy Committee for vetting, the draft Policy will then be distributed to stakeholder groups as identified in the Policy Development Update Form.
5. Once the vetting process has been completed, the final draft Policy will then be presented to Senior Administrative Council for review.
6. Once approved by the Director of Education, the final draft Policy will then be submitted to the Policy Committee for recommendation to the Committee of the Whole.
7. Once reviewed by the Committee of the Whole, the final draft will then be forwarded to the Board for consideration at its next meeting.
8. The Director of Education will issue Administrative Guidelines if necessary in support of the policy, and will distribute the policy to the system.
9. Policies and Administrative Guidelines will be reviewed with the appropriate staff, who will in turn review with school staff to begin the implementation process.

VETTING

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

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

POLICY UPDATE

For the Month of November 2012

STEP 1 – NOTIFICATION OF INTENT TO COMMITTEE OF THE WHOLE			

		Policy # N/A	Initiated by
Name of Policy	Leadership Succession Plan		

			Board	
Intent of Policy	To design a Niagara Catholic Leadership Succession Planning Policy and process for the selection to all positions of leadership within Niagara Catholic by March 2012.	**Issued** N/A	Director	✓
			Sr. Admin. Council	
Resource	Frank Iannantuono, Superintendent of Education/ Human Resources	**Revised** N/A	Ministry of Education	

Distribution of Vetting							
Trustees	✓	OECTA Occasional	✓	NC Parent Involvement Committee	✓
Principals/V-Principals	✓	Student Services	✓	Pastors	✓
Director	✓	CUPE	✓	S.E.A.C.	✓
Superintendents	✓	Managers/Supervisors	✓	Bishop	✓
Curriculum Support Staff	✓	Principals/V-Principals Council	✓	Board Solicitor	✓
OECTA Elementary	✓	Non-Unionized Staff	✓	Student Senate	
OECTA Secondary	✓	Catholic School Council Chairs	✓	Others	

STEP 2 – DRAFT POLICY REVIEW		
	Date of Notification to Committee of the Whole	September 2012
Senior Administrative Council	Date of Draft Policy Reviewed	November 2012
Trustees	Date Draft Policy Sent to Trustees	November 2012
Stakeholders	Date of Draft Policy Reviewed	November 2012
Policy Committee	Date of Draft Policy Reviewed	November 2012
Committee of the Whole	Date of Draft Policy Reviewed	Feburary 2013
Board	Date of Draft Policy Reviewed	Feburary 2013

COMMENTS
A Leadership Succession Planning Policy is being developed 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.

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

POLICY UPDATE

For the Month of November 2012

STEP 1 – NOTIFICATION OF INTENT TO COMMITTEE OF THE WHOLE			

		Policy # N/A	Initiated by
Name of Policy	Volunteer		

			Board	
Intent of Policy	To design a Niagara Catholic Volunteer Policy and Administrative Guidelines within Niagara Catholic by February 2013.	Issued N/A	Director	✓
			Sr. Admin. Council	
Resource	Frank Iannantuono, Superintendent of Education/ Human Resources	Revised N/A	Ministry of Education	

Distribution of Vetting						
Trustees	✓	OECTA Occasional	✓	NC Parent Involvement Committee	✓
Principals/V-Principals	✓	Student Services	✓	Pastors	✓
Director	✓	CUPE	✓	S.E.A.C.	✓
Superintendents	✓	Managers/Supervisors	✓	Bishop	✓
Curriculum Support Staff	✓	Principals/V-Principals Council	✓	Board Solicitor	✓
OECTA Elementary	✓	Non-Unionized Staff	✓	Student Senate	✓
OECTA Secondary	✓	Catholic School Council Chairs	✓	Others	

STEP 2 – DRAFT POLICY REVIEW		
	Date of Notification to Committee of the Whole	November 2012
Senior Administrative Council	Date of Draft Policy Reviewed	November 2012
Trustees	Date Draft Policy Sent to Trustees	November 2012
Stakeholders	Date of Draft Policy Reviewed	November 2012
Policy Committee	Date of Draft Policy Reviewed	November 2012
Committee of the Whole	Date of Draft Policy Reviewed	February 2013
Board	Date of Draft Policy Reviewed	February 2013

COMMENTS

A Volunteer Policy is being developed 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.

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

TO: **NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**
COMMITTEE OF THE WHOLE
DECEMBER 4, 2012

PUBLIC SESSION

TOPIC: **NIAGARA CATHOLIC LEARNING MANAGEMENT SYSTEM**
– TEACHER/STUDENT COMMUNICATION DEMONSTRATION

The Niagara Catholic Learning Management System
– Teacher/Student Communication Demonstration
is presented for information.

Prepared by:	Mario Ciccarelli, Superintendent of Education
Presented by:	Mario Ciccarelli, Superintendent of Education
Approved by:	John Crocco, Director of Education
Date:	December 4, 2012

REPORT TO THE COMMITTEE OF THE WHOLE MEETING
December 4, 2012

THE LEARNING MANAGEMENT SYSTEM (LMS) DEMONSTRATION

BACKGROUND INFORMATION

In alignment with the Niagara Catholic Vision 2020 Strategic Plan and the Niagara Catholic Strategic Directions System Priorities for 2012-2013 "To increase technologies across the system and to enhance e-learning and e-communication" we are introducing and presenting the new and enhanced Niagara Catholic Learning Management System.

The Learning Management System (LMS) is a software application for the administration, documentation, tracking, reporting and delivery of education content and training programs. According to research and experiences, a robust LMS should deliver the following:

- centralize and automate administration
- use self-service and self-guided services
- assemble and deliver learning content rapidly
- consolidate training initiatives on a scalable web-based platform
- support portability and standards
- personalize content and enable knowledge reuse
- deliver online training, teaching and webinars

Learning Management System programs range from systems for managing training and educational records, to software for distributing online or blended/hybrid courses over the Internet with features for online collaboration. Numerous colleges and universities use LMSs to deliver online courses and augment on-campus courses for students.

Characteristics of Effective Learning Management Systems

Key characteristics of the new Niagara Catholic Learning Management Systems include the following:
- student self-service (e.g., self-registration on instructor-led training),
- training workflow (e.g., user notification, manager approval, wait-list management),
- the provision of on-line learning (e.g., computer-based training, read & understand),
- online assessment,
- management of continuous professional education (CPE),

- collaborative learning (e.g., application sharing, discussion threads), and
- training resource management (e.g., instructors, facilities, equipment);
- enhance and support classroom teaching and offering courses to a larger population of learners

An initial component of a learning management system was implemented in our Student Success program last year. Through the LMS our Student Success students have accessed on line learning through instructor led teaching. This has enabled our students to work ahead and also has allowed our students to catch up by fast tracking. The provision of on-line learning (e.g., computer-based training, read & understand), online assessment, management of continuous professional education (CPE), are all key dimensions of the LMS that we have accessed.

As part of this report we will demonstrate how the LMS enhances and supports classroom teaching and interaction with students by delivering online training, teaching and webinars for students. Our interactive demonstration will highlight the advantages that this system delivers for teachers and students across our system.

The communication tools built in to the LMS will also be highlighted. This system will not only increase the ongoing student-teacher communication but will also increase parental involvement in their child's learning.

Through our trained staff, Mark Di Tomasso, E-Learning Consultant, Anna Perrotta and Ryan Sauriol, Grade 7 and 8 Education Technology Coaches will showcase some of the teachers ability to customize lessons using the LMS by imbedding media-rich content and activities into the existing e-learning format.

We will be conducting a live demonstration which will allow us to demonstrate the interaction between teacher-student and advancing student achievement in alignment with our Blueprint for Technology within the Board's Vision 2020 Strategic Plan.

The report on the Technology Department – The Learning Management System (LMS) is presented to the Committee of the Whole for information.

Prepared by: Mario Ciccarelli, Superintendent of Education

Presented by: Mario Ciccarelli, Superintendent of Education

Approved by: John Crocco, Director of Education

Date: Tuesday, December 4, 2012

TO: **NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**
              COMMITTEE OF THE WHOLE
              DECEMBER 4, 2012

              PUBLIC SESSION

TOPIC: **MENTAL HEALTH WORKERS IN SCHOOLS**

The report on the
Mental Health Workers In Schools
is presented for information.

Prepared by:	Yolanda Baldasaro, Superintendent of Education
Presented by:	Yolanda Baldasaro, Superintendent of Education
Approved by:	John Crocco, Director of Education
Date:	December 4, 2012

NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

REPORT TO THE COMMITTEE OF THE WHOLE MEETING
DECEMBER 4, 2012

MENTAL HEALTH WORKERS IN SCHOOLS - UPDATE

BACKGROUND INFORMATION

In April, 2012, the initial *Mental Health Workers in Schools* report was presented to the Board which outlined the protocol Niagara Catholic developed with community agencies Pathstone Mental Health and Contact Niagara to bring this level of mental health support expertise into our schools.

The *Social Workers in Schools Protocol* was built to dovetail our Board's current Special Education Problem Solving Model as well as align with the Working Together For Kids Mental Health (WTFKMH) Project. In February, 2012, Niagara Catholic Educational Resource Teachers, Secondary Child and Youth Workers and our Stay in School Coordinator were trained on the use of identification tools as screening mechanisms for potential referral and case management involvement with the dedicated Pathstone Mental Health Social Workers assigned to Niagara Catholic. The application of the screening tools and referral process has been underway in all Niagara Catholic Elementary and Secondary schools since the latter half of April 2012.

The purpose of this update is to showcase data, collected to date, that informs our Board practice by:
- collating the number of students screened through the use of the identification tools;
- observing referral trends; and
- reviewing the types of services offered to students and their families to gauge the effectiveness of the implementation of the protocol.

The report also addresses the following Niagara Catholic 2012-2013 Enabling Strategies:

Provide Supports for Success

- To design, implement and assess the model of intervention strategies, programs and services within the Niagara Catholic Mental Health and Addictions Plan by June 2013.

- To implement the Social Workers in Schools protocol in cooperation with Pathstone Mental Health and Contact Niagara to continue to address the need for increased supports for children and youth mental health by June 2013.

The data is tracked through the efforts of the Board's Behaviour Resource Teachers and Special Education Coordinators. A review of the current data is attached for information.

During the Committee of the Whole meeting the Special Education Coordinators will provide a brief presentation, based on the data collected.

Current Data Review for Mental Health Workers in Schools:

Category	Total
Number of Screening Tools Scored	105
Number of Screening Tools Scored (by gender)	Male: 76 Female: 29
Number of referrals made to Mental Health and Workers in Schools	49*
Number of students currently working with Mental Health Workers in schools	21**
Number of Screening Tools (by division)	
Primary (JK-Gr.3)	29
Junior (Gr.4-6)	26
Intermediate (Gr.7-8)	27
Secondary (Gr. 9-12)	23

*additional referrals are awaiting parental consent before they are submitted
**some students have been referred to other Pathstone programs by the Mental Health workers

The report on Mental Health Workers in Schools – Update is presented for information.

Prepared by: Yolanda Baldasaro, Superintendent of Education
                Colleen Atkinson, Amy Dowd, David O'Rourke – Special Education Coordinators

Presented by: Yolanda Baldasaro, Superintendent of Education
                Colleen Atkinson, Amy Dowd, David O'Rourke – Special Education Coordinators

Approved by: John Crocco, Director of Education

Date: December 4, 2012

TO: **NIAGARA CATHOLIC DISTRICT SCHOOL BOARD COMMITTEE OF THE WHOLE DECEMBER 4, 2012**

PUBLIC SESSION

TOPIC: **STAFF DEVELOPMENT DEPARTMENT PROFESSIONAL DEVELOPMENT OPPORTUNITIES**

The report on the
Staff Development Department
Professional Development Opportunities
is presented for information.

Prepared by:	Frank Iannantuono, Superintendent of Education/Human Resources Khayyam Syne, Administrator of Staff Development
Presented by:	Frank Iannantuono, Superintendent of Education/Human Resources Khayyam Syne, Administrator of Staff Development
Approved by:	John Crocco, Director of Education
Date:	December 4, 2012

REPORT TO THE COMMITTEE OF THE WHOLE MEETING
DECEMBER 4, 2012

STAFF DEVELOPMENT DEPARTMENT
PROFESSIONAL DEVELOPMENT OPPORTUNITIES

BACKGROUND INFORMATION

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

The following is a listing of activities that will be occurring during the period December 5, 2012 through January 15, 2013,

Wednesday, December 5, 2012

Support Staff - First Aid Certification Training
- A mandatory set of training for this group of employees that will allow the Board to maintain its legal obligation under the Occupational Health and Safety Act, Regulation 1101.

Secondary English Teachers – Saint Paul Catholic High School – Ontario Comprehension Assessment (OCA)
- A workshop planned for this group of teachers to examine this assessment tool to determine student literacy needs and strengths as they apply to various Grade 9 subject areas. The OCA is directly linked to various Grade 9 Ontario Curriculum expectations as well as Literacy expectations assessed during the OSSLT.

Thursday, December 6, 2012

Elementary Teacher Religious Education Council – Student Agenda Writing
- A full day workshop to assist in the development of the 2013-14 Niagara Catholic Student Agenda which will have a focus on the Year 2 theme of worship in the pastoral theme of *"Growing in Wisdom to Worship and Witness"*, members of the Elementary Religion Council.

Friday, December 7, 2012

Early Learning Kindergarten Program (ELKP) and Early Childhood Educators (ECEs) – Inquiry and Self-Regulation
- A series of workshops to assist these groups of educators in utilizing more widespread inquiry models and developing skills in teaching students self-regulation tactics as a way of controlling behaviour more effectively.

Monday, December 10, 2012

Grade 8 Teachers – Career Cruising
- A half- day workshop intended to introduce this group of teachers to the implementation of the Electronic Annual Education Plan (AEP), relative to the Board's Improvement Plan 2012-2013 Smart Goal of enhancing the AEP by, "utilizing the software program – "Career Cruising."

Wednesday, December 12, 2012

Early Primary Teachers – Collaborative Inquiry
- A workshop to assist this group of teachers from the Early Years to become familiar to the latest strategies involved in delivering mathematics curriculum, while at the same time sharing best practices and collaborating on future planning.

Early Learning Kindergarten Program (ELKP) and Early Childhood Educators (ECEs) – Inquiry and Self-Regulation
- The second in series of workshops to assist these groups of educators in utilizing more widespread inquiry models and developing skills in teaching students self-regulation tactics as a way of controlling behaviour more effectively.

Monday, December 17, 2012

Secondary English Teachers – St. Francis Catholic Secondary School – Ontario Comprehension Assessment (OCA)
- A workshop planned for this group of teachers to examine this assessment tool to determine student literacy needs and strengths as they apply to various Grade 9 subject areas. The OCA is directly linked to various Grade 9 Ontario Curriculum expectations as well as Literacy expectations assessed during the OSSLT.

Wednesday, January 9, 2013

Early Learning Kindergarten Program (ELKP) and Early Childhood Educators (ECEs) – Inquiry and Self-Regulation
- The third in a series of workshops to assist these groups of educators in utilizing more widespread inquiry models and developing skills in teaching students self-regulation tactics as a way of controlling behaviour more effectively.

Thursday, January 10, 2013

Early Learning Kindergarten Program (ELKP) and Early Childhood Educators (ECEs) – Inquiry and Self-Regulation
- The fourth in a series of workshops to assist these groups of educators in utilizing more widespread inquiry models and developing skills in teaching students self-regulation tactics as a way of controlling behaviour more effectively.

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

Prepared By: Frank Iannantuono, Superintendent of Education
                        Khayyam Syne, Administrator of Staff Development

Presented By: Frank Iannantuono, Superintendent of Education
                        Khayyam Syne, Administrator of Staff Development

Approved By: John Crocco, Director of Education
Date: December 4, 2012

TO: **NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**
              COMMITTEE OF THE WHOLE
              DECEMBER 4, 2012

              PUBLIC SESSION

TOPIC: **CAPITAL PROJECT UPDATE**

The Capital Project Update
is presented for information

Prepared by:	Scott Whitwell, Controller of Facilities
Presented by:	Scott Whitwell, Controller of Facilities
Approved by:	John Crocco, Director of Education
Date:	December 4, 2012

NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

REPORT TO COMMITTEE OF THE WHOLE
TUESDAY, DECEMBER 4, 2012

CAPITAL PROJECTS PROGRESS REPORT

BACKGROUND INFORMATION

Individual progress reports for capital projects are presented as follows:

In Progress

ELKP	Appendix A	Mary Ward Catholic Elementary School
	Appendix B	St. Alexander Catholic Elementary School
	Appendix C	St. Andrew Catholic Elementary School
	Appendix D	St. John Catholic Elementary School
	Appendix E	St. Kevin Catholic Elementary School
	Appendix F	St. Philomena Catholic Elementary School
Secondary	Appendix G	Blessed Trinity Catholic Secondary School
	Appendix H	Saint Michael Catholic High School
New Build	Appendix I	St. Martin Catholic Elementary School

The Capital Projects Progress Report is presented for information.

Prepared by:	Scott Whitwell, Controller of Facilities Services
Presented by:	Scott Whitwell, Controller of Facilities Services
Recommended by:	John Crocco, Director of Education
Date:	Tuesday, December 4, 2012

MARY WARD CATHOLIC ELEMENTARY SCHOOL

Scope of Project: Design and construction of a library addition, and renovation of the existing library to be a new full day early learning kindergarten classroom.

Current Status: Applied for Site Plan. Approval initialized.

Project Information:

New Area to be Constructed	2000	sq. ft.
Existing Area to be Renovated	1500	sq. ft.
Total New Facility Area	37,034	sq. ft.
Total Site Area	4	acres
Pupil Places Added	38	students
New Facility Capacity	400	students

Project Funding:

FDK Grant	434,584
Facilities Renewal	265,916
	$700,500

Project Costs:

	Budget	Paid	Forecast
Construction Contract	562,500	0	562,500
Fees & Disbursements	59,000	44,005	59,000
Furniture & Equipment	25,000	0	25,000
Other Project Costs	54,000	9,831	54,000
	$700,500	**$53,836**	**$700,500**

Project Timelines:

	Scheduled Completion	Actual Completion
Funding Approval	March 2, 2011	March 2, 2011
Architect Selection	August 2011	August 12, 2011
Design Development	September 2011	September 30, 2011
Contract Documents	February 2012	February 17, 2012
Tender & Approvals	February 2013	
Construction	August 2013	
Occupancy	September 2013	
Official Opening & Blessing		

Project Team:

Architect	Svedas Koyanagi Architects Inc.
General Contractor	TBD
Project Manager	Tunde Labbancz
Superintendent	Mark Lefebvre
Principal	Domenic Massi

ST. ALEXANDER CATHOLIC ELEMENTARY SCHOOL

Scope of Project:
Design and construction of a new full day early
learning kindergarten classroom.

Current Status: Final layout adopted. Tender
documents are being prepared.

Project Information:

New Area to be Constructed	1,339	sq. ft.
Existing Area to be Renovated	0	sq. ft.
Total New Facility Area	1,339	sq. ft.
Total Site Area	4.98	acres
Pupil Places Added	26	students
New Facility Capacity	411	students

Project Funding:		**Project Costs:**	Budget	Paid	Forecast
FDK Grant	479,925	Construction Contract	312,065		312,065
	$479,925	Fees & Disbursements	31,200		31,200
		Furniture & Equipment	4,000		4,000
		Other Project Costs	45,000		45,000
			$392,265	**$0**	**$392,265**

Project Timelines:

	Scheduled Completion	Actual Completion
Funding Approval	December 12, 2011	December 12, 2011
Architect Selection	April 12, 2012	
Design Development	November 07, 2012	
Contract Documents	December 13, 2012	
Tender & Approvals	January 31, 2013	
Construction	August 2013	
Occupancy	September 2013	
Official Opening & Blessing		

Project Team:

Architect	Venerino V. P. Panici Architect Inc
General Contractor	TBD
Project Manager	Tunde Labbancz
Superintendent	Lee Ann Forsyth-Sells
Principal	Irene Ricci

ST. ANDREW CATHOLIC ELEMENTARY SCHOOL

Scope of Project:

Expansion of an existing classroom for a new full day early leaning kindergarten classroom.

Current Status: Final layout adopted. Tender documents are being prepared.

Project Information:

New Area to be Constructed	0	sq. ft.
Existing Area to be Renovated	3,835	sq. ft.
Total New Facility Area	3,835	sq. ft.
Total Site Area	4.6	acres
Pupil Places Added	6	students
New Facility Capacity	394	students

Project Funding:

FDK Grant	239,962
Facilities Renewal	108,038
	$348,000

Project Costs:

	Budget	Paid	Forecast
Construction Contract	285,000		285,000
Fees & Disbursements	28,500		28,500
Furniture & Equipment	12,000		12,000
Other Project Costs	22,500		22,500
	$348,000	**$0**	**$348,000**

Project Timelines:

	Scheduled Completion	Actual Completion
Funding Approval	December 12, 2011	December 12, 2011
Architect Selection	April 12, 2012	
Design Development	November 97, 2012	
Contract Documents	December 11, 2012	
Tender & Approvals	January 24, 2013	
Construction	August 2013	
Occupancy	September 2013	
Official Opening & Blessing		

Project Team:

Architect	Chapman Murray Associate Architects Inc.
General Contractor	TBD
Project Manager	Tunde Labbancz
Superintendent	Lee Ann Forsyth-Sells
Principal	Carla Bianco

ST. JOHN CATHOLIC ELEMENTARY SCHOOL

Scope of Project:

Construction of two new purpose built kindergarten rooms for the full day early learning program.

Current Status: Application for Site Plan approval initialized. Tender documents are being prepared.

Project Information:

New Area to be Constructed	3,800	sq. ft.
Existing Area to be Renovated	0	sq. ft.
Total New Facility Area	3,800	sq. ft.
Total Site Area	9.27	acres
Pupil Places Added	52	students
New Facility Capacity	311	students

Project Funding:

FDK Grant	959,850
Facilities Renewal	42,350
	$1,002,200

Project Costs:

	Budget	Paid	Forecast
Construction Contract	881,100		881,100
Fees & Disbursements	88,100		88,100
Furniture & Equipment	10,000		10,000
Other Project Costs	23,000		23,000
	$1,002,200	**$0**	**$1,002,200**

Project Timelines:

	Scheduled Completion	Actual Completion
Funding Approval	December 12, 2011	December 12, 2011
Architect Selection	April 12, 2012	
Design Development	November 07, 2012	
Contract Documents	December 14, 2012	
Tender & Approvals	February 04, 2013	
Construction	August 2013	
Occupancy	September 2013	
Official Opening & Blessing		

Project Team:

Architect	Grguric Architects Incorporated
General Contractor	TBD
Project Manager	Tunde Labbancz
Superintendent	Yolanda Baldasaro
Principal	Emma Fera Massi

ST. KEVIN CATHOLIC ELEMENTARY SCHOOL

Scope of Project: Design and construction of a single classroom addition and expansion of an existing classroom to be a new full day early learning kindergarten classroom.

Current Status: Application for Site Plan Approval initialized. Tender documents are being prepared.

Project Information:

New Area to be Constructed	3,685	sq. ft.
Existing Area to be Renovated	2,580	sq. ft.
Total New Facility Area	6,265	sq. ft.
Total Site Area	4.2	acres
Pupil Places Added	32	students
New Facility Capacity	417	students

Project Funding:

FDK Grant	719,888
Facilities Renewal	188,612
	$908,500

Project Costs:

	Budget	Paid	Forecast
Construction Contract	770,000		770,000
Fees & Disbursements	77,000		77,000
Furniture & Equipment	20,000		20,000
Other Project Costs	41,500		41,500
	$908,500	**$0**	**$908,500**

Project Timelines:

	Scheduled Completion	Actual Completion
Funding Approval	December 12, 2011	December 12, 2011
Architect Selection	April 12, 2011	
Design Development	November 07, 2012	
Contract Documents	December 11, 2012	
Tender & Approvals	January 24, 2013	
Construction	August 2013	
Occupancy	September 2013	
Official Opening & Blessing		

Project Team:

Architect	Chapman Murray Associate Architects Inc.
General Contractor	TBD
Project Manager	Tunde Labbancz
Superintendent	Lee Ann Forsyth-Sells
Principal	Acting Principal, Branka Jones

ST. PHILOMENA CATHOLIC ELEMENTARY SCHOOL

Scope of Project: Expansion of an existing classroom to be a new full day early learning kindergarten classroom.

Current Status: Final layout adopted. Tender documents are being prepared.

Project Information:

New Area to be Constructed	0	sq. ft.
Existing Area to be Renovated	3,850	sq. ft.
Total New Facility Area	3,850	sq. ft.
Total Site Area	10.55	acres
Pupil Places Added	6	students
New Facility Capacity	233	students

Project Funding:

FDK Grant	239,962
Facilities Renewal	49,938
	$289,900

Project Costs:

	Budget	Paid	Forecast
Construction Contract	199,400	4,072	199,400
Fees & Disbursements	27,000		27,000
Furniture & Equipment	28,000		28,000
Other Project Costs	35,500		35,500
	$289,900	**$4,072**	**$289,900**

Project Timelines:

	Scheduled Completion	Actual Completion
Funding Approval	December 12, 2011	December 12, 2011
Architect Selection	April 12, 2012	
Design Development	November 07, 2012	
Contract Documents	December 10, 2012	
Tender & Approvals	January 22, 2013	
Construction	August 2013	
Occupancy	September 2013	
Official Opening & Blessing		

Project Team:

Architect	Quartek Group Inc.
General Contractor	TBD
Project Manager	Tunde Labbancz
Superintendent	Lee Ann Forsyth-Sells
Principal	Robert Grand

BLESSED TRINITY CATHOLIC SECONDARY SCHOOL, GRIMSBY

Scope of Project: Design and construction of a twenty-three classroom addition to the existing facility under the Energy Efficient Funding Program

Current Status: Construction nearing completion. Chapel and Hospitality scheduled for November 2012 completion.

Project Information:

New Area to be Constructed	43,338	sq. ft.
Existing Area to be Renovated	16,864	sq. ft.
Total New Facility Area	129,731	sq. ft.
Total Site Area	16.8	acres
Pupil Places Added	483	students
New Facility Capacity	1059	students

Project Funding:

Energy Efficiency	11,000,000
Facilities Renewal	329,915
	$11,329,915

Project Costs:

	Budget	Paid	Forecast
Contract, Phase 1	1,435,925	1,440,130	1,440,130
Contract, Phase 2	7,873,905	6,729,156	6,835,375
Contract, Phase 3	0	441,541	700,808
Fees & Disbursements	880,000	1,082,019	1,144,790
Furniture & Equipment	700,085	241,042	176,816
Other Project Costs	440,000	293,423	1,031,996
	$11,329,915	**$10,227,311**	**$11,329,915**

Project Timelines:

	Scheduled Completion	Actual Completion
Funding Approval	June10, 2009	10 June 2009
Architect Selection	July 20, 2009	26 July 2009
Design Development	November 2, 2009	26 January 2010
Contract Documents, Phase 1	April 8, 2010	18 June 2010
Tender & Approvals, Phase 1	May 25, 2010	7 July 2010
Construction, Phase 1	August 27, 2010	27 September 2010
Contract Documents, Phase 2	March 24, 2011	16 March 2011
Tender & Approvals, Phase 2	March 29, 2011	12 April 2011
Construction, Phase 2	September 2012	September 2012
Construction, Phase 3	November 2012	November 2012
Occupancy	September 4, 2012	4 September 2012
Official Opening & Blessing	December 17, 2012	

Project Team:

Architect	Raimondo + Associates Architects Inc.
General Contractor, Phase 1	Rankin Construction Inc.
General Contractor, Phase 2	Brouwer Construction (1981) Ltd.
General Contractor, Phase 3	Brouwer Construction (1981) Ltd.
Project Manager	Anthony Ferrara
Superintendent	Yolanda Baldasaro
Principal	Joseph Zaroda

SAINT MICHAEL CATHOLIC HIGH SCHOOL

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

Current Status:
Schematic Designs are being prepared.

Project Information:

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

Project Funding:

Capital Priorities	5,527,880
Facilities Renewal	400,000
	$5,927,880

Project Costs:

	Budget	Paid	Forecast
Construction Contract	4,760,323	0	4,760,323
Fees & Disbursements	544,037	21,656	544,037
Furniture & Equipment	204,820	0	204,820
Other Project Costs	418,700	1,131	418,700
	$5,927,880	**$22,787**	**$5,927,880**

Project Timelines:

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

Project Team:

Architect	Raimondo + Associates Architect Inc.
General Contractor	TBD
Project Manager	Anthony Ferrara
Superintendent	Mark Lefebvre
Principal	James Whittard

ST. MARTIN CATHOLIC ELEMENTARY SCHOOL

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

Current Status:
Client-architect agreement is being prepared for signature. Ministry of Education approved funding for purchase of property. Township held public open house on November 14, 2012 to hear concerns about proposed change in zoning. Next meeting related to re-zoning application is to be held January 14, 2013 (Planning Committee Meeting).

Project Information:

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

Project Funding:

Capital Priorities	9,430,364
Land Purchase	100,000
	$9,530,364

Project Costs:

	Budget	Paid	Forecast
Site Purchase	100,000		100,000
Construction Contract	7,479,925	0	7,479,925
Fees & Disbursements	900,000	58,226	900,000
Furniture & Equipment	100,000	0	100,000
Other Project Costs	950,439	34,177	950,439
	$9,530,364	**$92,403**	**$9,530,364**

Project Timelines:

	Scheduled Completion	Actual Completion
Funding Approval	July 7, 2011	July 7, 2011
Ministry Approval (space)	December, 2011	February 14, 2012
Architect Selection	January 30, 2012	March 22, 2012
Design Development	March, 2012	
Contract Documents	May, 2012	
Tender & Approvals	July, 2012	
Ministry Approval (cost)	July, 2012	
Construction	August, 2013	
Occupancy	September 3, 2014	
Official Opening & Blessing		

Project Team:

Architect	MMMC Inc Architects
General Contractor	TBD
Project Manager	Anthony Ferrara
Superintendent	Yolanda Baldasaro
Principal	Chris Zanuttini

D1.1

TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
                     COMMITTEE OF THE WHOLE
                     DECEMBER 4, 2012

                     PUBLIC SESSION

TOPIC: TRUSTEE INFORMATION
                     SPOTLIGHT ON NIAGARA CATHOLIC – NOVEMBER 27, 2012

Saint Michael Catholic High School Delivers School Excellence Program During November 27th Board Meeting

Saint Michael Catholic High School was the featured school for the November 2012 School Excellence Presentation. Led by Principal Jim Whittard, the School Excellence Presentation began with a procession led by the Saint Michael Drum Line and a bagpiper. The presentation also included a stirring rendition of the song "Wonder" by the Saint Michael choir, musicians and the Drum Circle and delicacies made by Saint Michael Culinary Arts students and staff. At left, members of the Saint Michael Catholic High School Drum Line perform a Drum Circle for trustees and parents in attendance at the meeting. The School Excellence Presentation ended with students being piped out to "Scotland the Brave." For more information about Saint Michael Catholic High School, please see the back page of Spotlight on Niagara Catholic.

Elementary Standardized Dress Code Policy Approved

All Niagara Catholic elementary students will be required to follow a standardized dress code, beginning September 1, 2013.

During the November 27th Board Meeting, trustees approved the new *Elementary Standardized Dress Code (Safe Schools) Policy (new)*, beginning on the first day of the 2013-2014 academic year.

At a minimum, each student is required to wear one of the following items: Navy Blue sweat pants for students in Early Learning Kindergarten to Grade 3; Navy Blue pants (dress, cargo, denim, Kobe, or corduroy style permitted); Navy Blue walking shorts or capris and Grade 8 students will have the option of wearing grey secondary uniform pants.

For shirts, students is required to wear one of the following items: Navy Blue or White Oxford shirt (long or short-sleeved); Navy Blue or White polo shirt or a school-designed spirit wear shirt (shirt, sweater or hoodie).

The policy was one of three approved by trustees during the meeting. The Board also approved the *Attendance Support Program Policy (new)*, and the *Employee Code of Conduct and Ethics Policy (new)*.

The three policies are posted in the Policies section of *www.niagaracatholic.ca.*

NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

FRENCH IMMERSION
PARENT INFORMATION MEETINGS

Niagara Catholic is exploring the viability of implementing French Immersion beginning in September 2013.

Parents are invited to attend any of the following sessions:

December 3	Denis Morris Catholic	40 Glen Morris Drive
December 5	Blessed Trinity Catholic	145 Livingston Avenue
December 6	Notre Dame College	64 Smith Street
December 10	Lakeshore Catholic	150 Janet Street
December 11	St. Francis Catholic	541 Lake Street
December 12	Saint Michael Catholic	8699 McLeod Road

All meetings begin at 7:00 p.m.
Information & survey at www.niagaracatholic.ca

School Excellence Program

F⚙CUS on
Saint Michael Catholic High School

The January 27, 2009 Board meeting saw the launch of a new initiative at Niagara Catholic.

*The **School Excellence Program** is part of a series of new strategies within Niagara Catholic to increase the profile of our schools and celebrate the success of our students and staff.*

Each month, one Niagara Catholic school will have the opportunity to appear before the Board to celebrate their successes, share their plans for continuous improvement and showcase one "extraordinary item or initiative that makes the school an indispensable choice for parents."

Saint Michael Catholic High School opened its doors in 1989, to serve a growing demand for Catholic secondary education in Niagara Falls.

The original school, located on Valley Way, was eventually replaced with a brand new building on McLeod Road in the city's south end in 2003. Today, approximately 950 students attend Saint Michael Catholic High School. Ground will be broken for a new addition to the school in the spring to accommodate growing demand for Catholic education in the city.

During the November 27th Board Meeting, Principal Jim Whittard was joined by several members of the Saint Michael family to share why it's so great to be a Mustang.

Video and Power Point presentations demonstrated life at Saint Michael and showcased many of the great Mustang traditions and the local, national and international causes supported by students and staff each year.

Grade 10 student Thomas Mingle spoke about his pride at being selected as a representative on the Minister's Student Advisory Committee. Student Council representative Hambouyle Moyo spoke about how teachers are committed to helping students achieve their academic and personal best every day.

Student-athlete Kelsey Darnay spoke about the many ways teachers and coaches help motivate and develop young athletes such as herself.

Student Council Spiritual Co-ordinator Hillary Belec spoke about the many faith formation opportunities available to students during their time at Saint Michael, such as retreats and the Annual Pilgrimage. She said students also have the opportunity to reflect on their faith during many activities throughout the year.

Anna Racine, the Parish representative on Saint Michael's Catholic School Council, also spoke about the strong home-school-parish connection during the presentation.

Left: Mustangs Oppose Bullying (MOB) is one advocacy group within the Safe Schools Committee at Saint Michael Catholic High School. Below: Saint Michael Catholic High School has an excellent Culinary Arts program, under the guidance of teacher Mario Scozzafava.

D1.2

TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
            COMMITTEE OF THE WHOLE
            DECEMBER 4, 2012

            PUBLIC SESSION

TOPIC: TRUSTEE INFORMATION
            CALENDAR OF EVENTS

December 2012

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2 1st Sunday of Advent	3	4 **Organizational Meeting & CW**	5 **SEAC Meeting** **Mathlete Tournament**	6	7	8
9 2nd Sunday of Advent	10 Human Rights Day	11 **Faith Formation**	12	13	14	15
16 3rd Sunday of Advent	17 **BT Blessing**	18 **Board Meeting**	19	20	21 **Winter Solstice**	22
23 4th Sunday of Advent	24 **Christmas Eve**	25 **Christmas Day**	26 **Boxing Day**	27	28	29
		~ Board Christmas Shutdown ~				
30	31 **New Year's Eve**					
~ Christmas Shutdown ~						

Niagara Catholic
District School Board

Events posted at niagaracatholic.ca