



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

AGENDA AND MATERIAL

BOARD MEETING

**TUESDAY, FEBRUARY 23, 2016
7:00 P.M.**



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

A. ROUTINE MATTERS

1. Opening Prayers – Trustee Sicoli -
2. Roll Call -
3. Approval of the Agenda -
4. Declaration of Conflict of Interest -
5. Minutes of the Board Meeting of January 26, 2016 A5

B. DELEGATIONS/PRESENTATIONS

C. COMMITTEE AND STAFF REPORTS

1. School Excellence Program C1
Alexander Kuska Catholic Elementary School
2. Unapproved Minutes of the Committee of the Whole Meeting of February 9, 2016 C2
and Consideration of Recommendations
- 2.1 Approval of Policies
- 2.1.1 Facility Partnerships Policy (800.6) C2.1.1
- 2.1.2 Pupil Accommodation Review Policy (701.2) C2.1.2
- 2.1.3 Dress Code – Secondary Uniform – Safe Schools Policy (302.6.6) C2.1.3
- 2.1.4 Elementary Standardized Dress Code – Safe Schools Policy (302.6.10) C2.1.4
- 2.1.5 French Immersion (NEW) C2.1.5
- 2.2 Long Term Accommodation Planning – Phase One C2.2
- 2.3 Elementary and Secondary School Year Calendars 2016-2017 C2.3
3. Approved Minutes of the Special Education Advisory Committee (SEAC) C3
Meeting of January 6, 2016
4. Financial Report 2015-2016 C4

D. TRUSTEE ITEMS, OPEN QUESTION PERIOD & OTHER BUSINESS

1. Correspondence
- 1.1 February 12, 2016 Letter – St. Alfred Roman Catholic Parish D1.1
2. Report on Trustee Conferences Attended -
3. General Discussion to Plan for Future Action -

- 4. Trustee Information
 - 4.1 Spotlight on Niagara Catholic – February 2016 D4.1
 - 4.2 Calendar of Events – March 2016 D4.2
 - 4.3 OCSTA/OCSBOA Business Seminar Registration Information D4.3

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

E. NOTICES OF MOTION

F. BUSINESS IN CAMERA

G. REPORT ON IN CAMERA SESSION

H. FUTURE MEETINGS AND EVENTS

I. MOMENT OF SILENT REFLECTION FOR LIFE

J. ADJOURNMENT

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
FEBRUARY 23, 2016**

PUBLIC SESSION

**TITLE: MINUTES OF THE BOARD MEETING OF
JANUARY 26, 2016**

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Minutes of the Board Meeting of January 26, 2016, as presented.



MINUTES OF THE BOARD MEETING

TUESDAY, JANUARY 26, 2016

Minutes of the Meeting of the Niagara Catholic District School Board, held on Tuesday, January 26, 2016, in the Father Kenneth Burns c.s.c. Board Room, at the Catholic Education Centre, 427 Rice Road, Welland.

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

A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayers were led by Trustee Nieuwesteeg.

2. Roll Call

Chairperson MacNeil noted that all Trustees and Student Trustees were in attendance.

Trustee	Present	Present Electronically	Absent	Excused
Kathy Burtnik	✓			
Maurice Charbonneau	✓			
Frank Fera	✓			
Fr. Paul MacNeil	✓			
Ed Nieuwesteeg	✓			
Ted O'Leary	✓			
Dino Sicoli	✓			
Pat Vernal	✓			
Student Trustees				
Michaela Bodis	✓			
Aidan Harold	✓			

The following staff were in attendance:

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

3. Approval of the Agenda

Moved by Trustee Charbonneau

Seconded by Trustee Sicoli

THAT the Niagara Catholic District School Board approve the Agenda of the Board Meeting of January 26, 2016, as presented.

CARRIED

4. Declaration of Conflict of Interest

A Disclosure of Interest was declared by Trustee O'Leary with Items F9.2.1 and F9.2.2 of the In Camera Agenda. This trustee has family members who are employees of the Board. He left the meeting during discussion of this item.

Disclosures of Interest were declared by Trustee Fera with Items F9.1.1 and F9.3.1 of the In Camera Agenda. This trustee has family members who are employees of the Board. He left the meeting during discussion of this item.

5. Minutes of the Board Meeting

5.1 Approval of Minutes of the Board Meeting of December 15, 2015

Moved by Trustee Vernal

Seconded by Trustee Sicoli

THAT the Niagara Catholic District School Board approve the Minutes of the Board Meeting of December 15, 2015, as presented.

CARRIED

5.2 Approval of Minutes of the Special Board Meeting of January 12, 2016

Moved by Trustee Vernal

Seconded by Trustee Sicoli

THAT the Niagara Catholic District School Board approve the Minutes of the Board Meeting of January 12, 2016, as presented.

CARRIED

B. DELEGATIONS/PRESENTATIONS

Nil

C. COMMITTEE AND STAFF REPORTS

1. School Excellence Program – Loretto Catholic Elementary School

John Crocco, Director of Education provided background information on the monthly School Excellence Program. Mark Lefebvre, Superintendent of Education introduced Antonio Cardamone, Principal and Gus Marchio, Vice-Principal of Loretto Catholic Elementary School.

Principal Cardamone and Vice-Principal Marchio, with the assistance of students and staff showcased Loretto Catholic Elementary School as part of the School Excellence Program.

Chairperson MacNeil along with Trustee Nieuwesteeg and Trustee Fera, thanked Principal Cardamone, the staff and students for their presentation and performance.

2. Unapproved Minutes of the Committee of the Whole Meeting of January 12, 2016 and Consideration of Recommendations

Moved by Trustee Vernal

Seconded by Trustee O'Leary

THAT the Niagara Catholic District School Board receive the unapproved Minutes of the Committee of the Whole Meeting of January 12, 2016, as presented.

CARRIED

The following recommendations were presented for the Board's consideration from the Committee of the Whole Meeting of January 12, 2016.

2.1 Technology Blueprint 2016-2020

Moved by Trustee Charbonneau

Seconded by Trustee Sicoli

THAT the Niagara Catholic District School Board endorse the Niagara Catholic Technology Blueprint 2016-2020, as presented.

CARRIED

2.2 Preparation of the System Priorities and Budget 2016-2017

Moved by Trustee Nieuwesteeg

Seconded by Trustee Charbonneau

THAT the Niagara Catholic District School Board approve the report on the Preparation of the System Priorities and Budget 2016-2017, as presented.

CARRIED

3. Approved Minutes of the Special Education Advisory Committee (SEAC) Meeting of December 2, 2015

Moved by Trustee Vernal

Seconded by Trustee Charbonneau

THAT the Niagara Catholic District School Board receive the Approved Minutes of the Special Education Advisory Committee Meeting of December 2, 2015, as presented for information.

CARRIED

4. Niagara Catholic System Priorities Mid-Year Achievement Review 2015-2016

Director Crocco and Senior Administrative Council presented the Niagara Catholic System Priorities Mid-Year Achievement Review 2015-2016 report for information.

Director Crocco acknowledged the efforts of Senior Administrative Council, Jennifer Pellegrini, Communications Officer and Margaret Wesley, Print Clerk.

Senior Administrative Council answered questions of Trustees.

Chair MacNeil extended appreciation to Director Crocco and his staff for the excellent report which captured how responsive the Board is to meet the needs of students in Catholic Education.

5. Financial Report 2015-2016

Giancarlo Vetrone, Superintendent of Business & Financial Services presented the Financial Report 2015-2016 for Trustee information.

Superintendent Vetrone answered questions of Trustees.

Chair MacNeil extended appreciation to Superintendent Vetrone for the clarity of the newly designed report.

D. TRUSTEE ITEMS, OPEN QUESTION PERIOD & OTHER BUSINESS

1. Correspondence

1.1 January 8, 2016 Letter from Friends of Simon Wiesenthal Center for Holocaust Studies

Chair MacNeil, highlighted information contained in the January 8, 2016 letter from Friends of Simon Wiesenthal Center for Holocaust Studies to Director Crocco.

2. Report on Trustee Conferences Attended

Trustee O'Leary highlighted the community hub presentation during the OCSTA Professional Development Seminar held in Toronto on January 15 & 16, 2016.

Trustee Sicoli highlighted the presentation addressing transgender students.

Trustee Vernal enjoyed all the presentations.

Trustee Burtnik noted that the conference engaged dialogue on many difficult and often misunderstood topics and thanked Niagara Catholic for their outstanding support.

3. General Discussion to Plan for Future Action

Director Crocco reported the Multi-Year Accommodation Plan will be provided to the February 2016 Committee of the Whole.

4. Trustee Information

4.1 Spotlight on Niagara Catholic – January 12, 2016

Director Crocco highlighted the Spotlight on Niagara Catholic – January 12, 2016 issue for Trustee's information.

4.2 Calendar of Events – February 2016

Director Crocco reviewed the Calendar of Events - February 2016 for Trustees information and reminded Trustees of the information session at 5:15 p.m. on Tuesday, February 9, 2016 prior to the Committee of the Whole Meeting.

Chair MacNeil reminded Trustees of the CCSTA 2017 AGM meeting at the Catholic Education Centre on Thursday January 28, 2016 at 4:00 p.m.

4.3 Board Committee Membership 2016

Chair MacNeil presented the Board Committee Membership 2016, and thanked all Trustees for their 2015 membership participation.

5. Open Question Period

None Submitted

E. NOTICES OF MOTION

F. BUSINESS IN CAMERA

Moved by Trustee Nieuwesteeg

Seconded by Trustee O'Leary

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

CARRIED

The Niagara Catholic District School Board moved into the In Camera Session of the Board Meeting at 8:49 p.m. and reconvened at 10:50 p.m.

G. REPORT ON THE IN-CAMERA SESSION

Moved by Trustee Nieuwesteeg

Seconded by Trustee O'Leary

THAT the Niagara Catholic District School Board report the motions from the In Camera Session of the Board Meeting of January 26, 2016

CARRIED

SECTION A: STUDENT TRUSTEES PRESENT

Moved by Trustee Fera

Seconded by Trustee Sicoli

THAT the Niagara Catholic District School Board approve the Minutes of the In Camera Session of the Board Meeting - SECTION A: Student Trustees Present of December 15, 2015, as presented.

CARRIED (Item F1)

Moved by Trustee Fera

Seconded by Trustee Sicoli

THAT the Niagara Catholic District School Board receive the unapproved Minutes of the In Camera Session of the Committee of the Whole Meeting - SECTION A: Student Trustees Present of January 12, 2016, as presented.

CARRIED (Item F2)

SECTION B: STUDENT TRUSTEES EXCLUDED

Moved by Trustee Charbonneau

Seconded by Trustee Sicoli

THAT the Niagara Catholic District School Board approve the recommendation as outlined in Item F4.1 of the In Camera Agenda.

CARRIED (Item F4.1)

Moved by Trustee Charbonneau

Seconded by Trustee Sicoli

THAT the Niagara Catholic District School Board approve the recommendation as outlined in Item F4.2 of the In Camera Agenda.

CARRIED (Item F4.2)

Moved by Trustee Vernal

Seconded by Trustee Sicoli

THAT the Niagara Catholic District School Board approve the Minutes of the In Camera Session of the Board Meeting - SECTION B: Student Trustees Excluded of December 15, 2015, as presented.

CARRIED (Item F5)

Moved by Trustee Vernal

Seconded by Trustee Charbonneau

THAT the Niagara Catholic District School Board receive the unapproved Minutes of the In Camera Session of the Committee of the Whole Meeting - SECTION B: Student Trustees Excluded of January 12, 2016, as presented.

CARRIED (Item F6)

H. FUTURE MEETINGS AND EVENTS

I. MOMENT OF SILENT REFLECTION FOR LIFE

J. ADJOURNMENT

Moved by Trustee Burtnik

Seconded by Trustee Sicoli

THAT the January 26, 2016 meeting of the Niagara Catholic District School Board be adjourned.

CARRIED

This meeting was adjourned at 10:51 p.m.

Minutes of the Meeting of the Niagara Catholic District School Board held on **January 26, 2016.**

Approved on **February 23, 2016.**

Fr. Paul MacNeil
Chairperson of the Board

John Crocco
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
FEBRUARY 23, 2016**

PUBLIC SESSION

**TITLE: SCHOOL EXCELLENCE PROGRAM
ALEXANDER KUSKA CATHOLIC ELEMENTARY SCHOOL**

The School Excellence Program report is presented for information.

Prepared by: Lee Ann Forsyth-Sells, Superintendent of Education

Presented by: Lee Ann Forsyth-Sells, Superintendent of Education

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

Date: February 23, 2016



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

SCHOOL EXCELLENCE PROGRAM ALEXANDER KUSKA CATHOLIC ELEMENTARY SCHOOL

Contact Information

333 Rice Road
Welland, ON L3C 2V9

Phone: 905.735.4471

Fax: 905.735.6400

Email: alexanderkuska@ncdsb.com

Grades

Full-Day Kindergarten to Gr. 8

Enrolment

365 as of September 2015

Principal

Mary Lou Vescio

Superintendent of Education

Lee Ann Forsyth-Sells

Catholic School Council

Chair-Patrick McCauley

Parish

St. Kevin



Alexander Kuska Catholic Elementary School was named after our former Director and Knight of St. Gregory, Alexander Kuska. Alexander Kuska Catholic Elementary School opened in 1979 to meet the growing need in the north end of the City of Welland and consisted of 8 classrooms. Our school has since expanded to meet the needs of our community and now consists of 20 classrooms. Alexander Kuska Catholic Elementary School is a part of the [Notre Dame College School](#) Family of Schools

School Mission Statement

As a community of faith, the mission of Alexander Kuska Catholic Elementary School is to work in partnership with the home and the parish to provide a Christ-centred learning environment which allows students to grow spiritually, to strive for academic excellence and to become responsible citizens with a love of learning.

Prepared by: Lee Ann Forsyth-Sells, Superintendent of Education

Presented by: Lee Ann Forsyth-Sells, Superintendent of Education

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

Date: February 23, 2016

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
FEBRUARY 23, 2016**

PUBLIC SESSION

**TITLE: UNAPPROVED MINUTES OF THE COMMITTEE OF THE
WHOLE MEETING OF FEBRUARY 9, 2016**

RECOMMENDATION

THAT the Niagara Catholic District School Board receive the unapproved Minutes of the Committee of the Whole Minutes of February 9, 2016, as presented.

The following recommendations are being presented for the Board's consideration from the Committee of the Whole Meeting of February 9, 2016:

2.1 Policies

1.2.1 Community Planning & Partnerships Policy (800.6)

THAT the Niagara Catholic District School Board approve the Community Planning & Partnerships Policy (800.6), as presented.

1.2.2 Pupil Accommodation Review Policy (701.2)

THAT the Niagara Catholic District School Board approve the Pupil Accommodation Review Policy (701.2), as presented.

1.2.3 Dress Code – Secondary Uniform – Safe Schools Policy (302.6.6)

THAT the Niagara Catholic District School Board approve the Dress Code – Secondary Uniform – Safe Schools Policy (302.6.6), as presented.

1.2.4 Elementary Standardized Dress Code – Safe Schools Policy (302.6.10)

THAT the Niagara Catholic District School Board approve the Elementary Standardized Dress Code – Safe Schools Policy (302.6.10), as presented.

1.2.5 French Immersion (NEW)

THAT the Niagara Catholic District School Board approve the French Immersion Policy (NEW), as presented.

2.2 Long Term Accommodation Planning – Phase One

THAT the Niagara Catholic District School Board approve the Long Term Accommodation Planning Principles, as presented.

2.3 Elementary and Secondary School Year Calendars 2016-2017

THAT the Niagara Catholic District School Board approve the Elementary and Secondary School Year Calendars for the 2016-2017 school year.



**MINUTES OF THE
COMMITTEE OF THE WHOLE MEETING
TUESDAY, FEBRUARY 9, 2016**

Minutes of the Meeting of the Committee of the Whole of the Niagara Catholic District School Board, held on Tuesday, February 9, 2016 in the Father Kenneth Burns c.s.c. Board Room, at the Catholic Education Centre, 427 Rice Road, Welland.

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

A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayer was led by Trustee O'Leary.

2. Roll Call

Trustee	Present	Present Electronically	Absent	Excused
Kathy Burtnik	✓			
Maurice Charbonneau	✓			
Frank Fera	✓			
Fr. Paul MacNeil	✓			
Ed Nieuwesteeg	✓			
Ted O'Leary	✓			
Dino Sicoli	✓			
Pat Vernal		✓		
Student Trustees				
Michaela Bodis	✓			
Aidan Harold	✓			

The following staff were in attendance:

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

3. Approval of the Agenda

Moved by Trustee Sicoli

THAT the Committee of the Whole approve the Agenda of the Committee of the Whole Meeting of February 9, 2016, as presented.

CARRIED

4. Declaration of Conflict of Interest

Declaration of Conflict of Interest was declared by Trustee O'Leary with Item F5.2.1 and F5.2.2 and Trustee Fera with Item F5.1.1 and F5.3.1 of the In Camera Agenda. Both Trustees declared that they have family members who are employees of the Board. They left the meeting during discussion of this item.

5. Approval of Minutes of the Committee of the Whole Meeting of January 12, 2016

Moved by Trustee Charbonneau

THAT the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting of January 12, 2016, as presented.

CARRIED

B. PRESENTATIONS

Nil

C. COMMITTEE AND STAFF REPORTS

1. Policy Committee

1.1 Unapproved Minutes of the Policy Committee Meeting of January 26, 2016

Moved by Trustee Sicoli

THAT the Committee of the Whole receive the unapproved Minutes of the Policy Committee Meeting of January 26, 2016, as presented.

CARRIED

1.2 Approval of Policies

Vice-Chairperson Burtnik presented the Policy Committee recommendations to the Committee of the Whole for consideration.

1.2.1 Facility Partnerships Policy (800.6)

Moved by Trustee Sicoli

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the revised Facility Partnerships Policy (800.6), as presented.

CARRIED

1.2.2 Pupil Accommodation Review Policy (701.2)

Moved by Trustee Sicoli

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the revised Pupil Accommodation Review Policy (701.2), as presented.

CARRIED

1.2.3 Dress Code – Secondary Uniform – Safe Schools Policy (302.6.6)

Moved by Trustee Sicoli

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the revised Dress Code – Secondary Uniform – Safe Schools Policy (302.6.6), as presented.

CARRIED

1.2.4 Elementary Standardized Dress Code – Safe Schools Policy (302.6.10)

Moved by Trustee Sicoli

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the revised Elementary Standardized Dress Code – Safe Schools Policy (302.6.10), as presented.

CARRIED

1.2.5 French Immersion (NEW)

Moved by Trustee Sicoli

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the revised French Immersion (NEW), as presented.

CARRIED

1.3 Policy and Guideline Review 2015-2016 Schedule

Director Crocco presented the Policy and Guideline Review 2015-2016 Schedule for the information of Trustees and announced that future Policy Committee meetings for 2016 will begin at 4:00 p.m.

2. Long Term Accommodation Planning – Phase One

Ted Farrell, Superintendent of Education, Scott Whitwell, Controller of Facilities Services and Kathy Levinski, Manager Facilities Services presented the Long Term Accommodation Planning Report.

Superintendent Farrell answered questions of Trustees.

Moved by Trustee Charbonneau

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Long Term Accommodation Planning Principles, as presented.

CARRIED

3. French Immersion Program

Mark Lefebvre, Superintendent of Education introduced Roxanne Rees, Consultant, French/International Language/Equity. Mrs. Rees presented the French Immersion Program report for Trustee information.

Mrs. Rees and Superintendent Lefebvre answered questions of Trustees.

4. Elementary and Secondary School Year Calendars 2016-2017

Frank Iannantuono, Superintendent of Education presented the proposal of the Elementary and Secondary School Year Calendars 2016-2017.

Moved by Trustee Fera

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Elementary and Secondary School Year Calendars 2016-2017, as presented.

CARRIED

5. Committee of the Whole System Priorities and Budget 2015-2016 Update – February 2016

John Crocco, Director of Education and Senior Administrative Council presented the System Priorities and Budget 2015-2016 Update – February 2016 for Trustee information.

Director Crocco and Senior Administrative Council answered questions of Trustees.

6. Design of System Priorities and Budget 2016-2017

Director Crocco presented the Design of System Priorities and Budget 2016-2017.

7. Staff Development Department Professional Development Opportunities

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

Superintendent Iannantuono and Superintendent Lefebvre answered questions of Trustees.

8. Monthly Updates

8.1 Capital Projects Update

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

8.2 Student Trustees' Update

Aidan Harold and Michaela Bodis Student Trustees, presented a brief verbal update on the current activities of the Student Senate.

8.3 Senior Staff Good News Update

Senior Staff highlights included:

Superintendent Farrell

- At the February 5, 2015 Annual Partners Breakfast Nancy Cookson, Teacher at Holy Cross Catholic Secondary School was awarded the Lincoln Fabrics Limited Annual Teacher Award for her role in the achievement of school-community collaboration.

D. INFORMATION

1. Trustee Information

1.1 Spotlight on Niagara Catholic – January 29, 2016

Director Crocco highlighted the Spotlight on Niagara Catholic – January 29, 2016 issue for Trustees information.

1.2 Calendar of Events – February 2016

Director Crocco presented the February 2016 Calendar of Events and reminded Trustees that Niagara Catholic will be closed for Family Day Monday, February 15, 2016.

1.3 OCSTA 86th Annual General Meeting & Conference, Collingwood

Director Crocco informed Trustees that rooms have been booked to the OCSTA 86th Annual General Meeting & Conference being held in Collingwood and noted the cancellation deadline of April 1, 2016.

1.4 CCSTA 2017 Niagara Falls – June 1-3, 2017 Planning Committee

Chair MacNeil provided an update on the CCSTA 2017 Niagara Falls – June 1-3, 2017 Planning Committee and distributed a list of committee positions for consideration of all Trustees.

Chair MacNeil requested that Trustees notify him by the February Board meeting.

E. OTHER BUSINESS

1. General Discussion to Plan for Future Action

- 1.1 Director Crocco informed the Board that in addition to the regular update reports on the 2015-2016 System Priorities and Budget along with the Design of the 2016-2017 System Priorities Budget, Phase 2 of the Multi-Year Long Term Accommodations Plan is on schedule to present to the March Committee of the Whole meeting.

F. BUSINESS IN CAMERA

Moved by Trustee Charbonneau

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 Committee of the Whole Meeting at 8:25 p.m. and reconvened at 10:33 p.m.

G. REPORT ON THE IN-CAMERA SESSION

Moved by Trustee Charbonneau

THAT the Committee of the Whole report the motions from the In Camera Session of the Committee of the Whole Meeting of February 9, 2016.

CARRIED

SECTION A: STUDENT TRUSTEES INCLUDED

Moved by Trustee O'Leary

THAT the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting - In Camera Session (Section A: Student Trustees Included) held on January 12, 2016, as presented.

CARRIED (Item F1)

SECTION B: STUDENT TRUSTEES EXCLUDED

Moved by Trustee Sicoli

THAT the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting - In Camera Session (Section B: Student Trustees Excluded) held on January 12, 2016, as presented.

CARRIED (Item F4)

Moved by Trustee Charbonneau

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the recommendation as outlined in Item F4.1 of the In Camera Agenda.

CARRIED (Item F4.1)

Moved by Trustee Sicoli

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the recommendation as outlined in Item F4.2 of the In Camera Agenda.

CARRIED (Item F4.2)

Moved by Trustee Fera

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the recommendation as outlined in Item F4.3 of the In Camera Agenda.

CARRIED (Item F4.3)

Moved by Trustee Sicoli

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the recommendation as outlined in Item F4.4 of the In Camera Agenda.

CARRIED (Item F4.4)

H. ADJOURNMENT

Moved by Trustee Nieuwesteeg

THAT the February 9, 2016 Committee of the Whole Meeting be adjourned.

CARRIED

This meeting was adjourned at 10:35 p.m.

Minutes of the Committee of the Whole Meeting of the Niagara Catholic District School Board held on **February 9, 2016.**

Approved on **March 8, 2016.**

Kathy Burtnik
Vice-Chairperson of the Board

John Crocco
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
FEBRUARY 23, 2016**

PUBLIC SESSION

**TITLE: APPROVAL OF POLICIES
COMMUNITY PLANNING & PARTNERSHIPS POLICY
(800.6)**

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Community Planning & Partnerships Policy (800.6), as presented

Prepared by: Scott Whitwell, Controller of Facilities Services

Presented by: Policy Committee

Recommended by: Committee of the Whole

Date: February 23, 2016



Niagara Catholic District School Board

COMMUNITY PLANNING & PARTNERSHIPS POLICY

STATEMENT OF POLICY

800 – Schools and Community Councils

Policy No. 800.6

Adopted Date: May 25, 2010

Latest Reviewed/Revised Date: NIL

In keeping with its Mission, Vision and Values, Niagara Catholic District School Board is committed to working with community partners who support Catholic education to make the best use of its facilities.

The Niagara Catholic District School Board recognizes its responsibility to provide, operate and maintain school facilities as effectively and efficiently as possible, while providing the best education of students, as well as recognizing the value of Catholic schools in fostering a spirit of cooperation between the home, the school and the church. Offering space in schools to partners can also strengthen the role of schools in communities, provide a place for programs and facilitate the coordination of, and improve access to, services for students and the wider community.

Any partnership arrangements must be consistent with the Board's mandate to provide learning environments in which the Gospel values and teachings of the Catholic Church are central to its vision and mission.

The Board will build its success with community partners by putting measures in place to increase the opportunities to expand the number of partnerships as well as long-term planning in a way that is well-informed, well-coordinated, transparent, sustainable and supportive of student achievement in its Catholic schools.

Where opportunities exist to share facilities with community partners that enhance Catholic Education and the partnership between the home, school, church and the broader community, the Niagara Catholic District School Board may enter into license or joint-use agreements for unused space in open and operating facilities, or may co-build a new school or addition with such partners.

The Director of Education will issue Administrative Guidelines in support of this policy.

References

- [*Ministry of Education – Community Planning and Partnerships Guideline \(March 2015\)*](#)
- [*Ontario Regulation 444/98 – Disposition of Surplus Real Property*](#)

- ***Niagara Catholic District School Board Policies/Procedures***
 - [*Attendance Areas Policy \(301.3\)*](#)
 - [*Pupil Accommodation Review Policy \(701.2\)*](#)



COMMUNITY PLANNING & PARTNERSHIPS POLICY

ADMINISTRATIVE GUIDELINES

BACKGROUND

The *Community Planning & Partnerships Policy and Administrative Guidelines* implements the Community Planning and Partnerships Guideline released by the Ministry of Education in March 2015. A copy of the Policy and Guidelines as well as a list of available space and/or co-building opportunities are posted on the Niagara Catholic District School Board website and available, through the Facilities Services Department, at the Catholic Education Centre, 427 Rice Road, Welland, Ontario.

The Niagara Catholic District School Board, while supporting the achievement and safety of students, through community planning and partnerships, strives to:

- Reduce facility operating costs;
- Improve services and supports available to students;
- Strengthen relationship between the Board, community partners and the public;
- Maximize the use of public infrastructure through increased flexibility and utilization; and
- Provide a foundation for improved service delivery for communities.

The Board will continue to follow Ontario Regulation 444/98 – Disposition of Surplus Real Property regarding the lease or sale of surplus assets, to co-build facilities with other entities, and to enter into a variety of facility partnerships through a licence or a joint use agreement.

FACILITY PARTNERSHIPS AND BOARD PLANNING

The Niagara Catholic District School Board will undertake long-term capital and accommodation planning informed by relevant information obtained from local municipal governments and potential community partners. Long-term enrolment projections and planning opportunities for the effective use of excess space in all area schools will take into account opportunities for partnerships with other school boards and appropriate organizations. Such partnerships must be financially sustainable, safe for students and staff, and protect the core values and objectives of the Board.

The Controller of Facilities Services shall report annually to the Board identifying facilities that may be suitable for facility partnerships with respect to new construction and unused space in open and operating schools and administrative buildings.

The Board will share planning information with potential community partners in a timely manner to allow external entities sufficient time to respond to presented opportunities. These opportunities may include participation in a facility partnership or contribution to land-use or green space/park plans. The Board will include information related to the Community Planning and Partnerships Policy and discussions with community organizations in School Information Profiles when the Board is undertaking accommodation review processes.

SUITABILITY OF FACILITY PARTNERSHIPS

The suitability of facility partners shall be determined by criteria including the following:

- The use of facilities is consistent with the Board Mission, Vision and Values;
- The use of facilities is in compliance with the Education Act and Board policy;
- The health and safety of students and staff must be protected;
- The partnership must be appropriate for school setting; and
- The partnership must not compromise student achievement.

Entities that provide competing education services such as tutoring services, ELKP to Grade 12, private schools or private colleges and credit offering entities that are not government funded are not eligible partners.

The Board, in compliance with local bylaws, may consider both for-profit and non-profit entities.

NOTIFICATION PROCESS

Facilities

The Controller of Facilities Services or designate will post information on the website, under the Facilities tab, regarding its intention to build new schools and to undertake significant renovations, as well as information regarding unused space, in open and operating schools and administrative buildings, that is available for facility partnerships. This information will be updated at least once per year in the case of space in existing facilities, and as needed in the case of co-building opportunities. The Board will post the name and contact information of the staff member who will respond to questions regarding facility partnerships throughout the year.

Facilities – Surplus Space

For surplus space being offered for sale the Board will follow the circulation process outlined in O. Reg. 444/98.

Facilities – Non-Surplus Space

Where the unused space in open and operating schools is not surplus, but is available for partnership, or where the partnership opportunity involves new construction, the information will be provided to potential partners through the notification process outlined below. The notification should be supported by a Board resolution.

1. The Controller of Facilities Services will create a notification list of Potential Partners who will be notified when key information regarding community planning or facility partnerships is changed or updated. The notification list will address the following requirements:
 - Entities listed in Ontario Regulation 444/98 – Disposition of Surplus Real Property, and will include:
 - All applicable levels of municipal government (upper, lower tiers)
 - Consolidated Municipal Service Manager(s)
 - Public Health Boards, Local Health Integration Networks and Children’s Mental Health Centres
 - Child care operators or government-funded organizations, if requested
 - Other entities as determined by Board staff
2. The Board will provide information about the available space to the entities on the notification list including size, location, facility amenities and required renovations, if needed.

3. Entities may then express their interest in using the space. Senior Administrative Council will evaluate the expressions of interest to select partner(s) based on the Community Planning and Partnerships Policy. The Board may enter into a license or joint use agreement. Approval from the Minister of Education may be required depending on the provision under the Education Act allowing the transaction.

Public Meeting

The Controller of Facilities Services or designate will coordinate a public meeting at least once per year to discuss potential community partnership opportunities. The potential partners on the notification list and the general public will be notified about the meetings through the Board website and three (3) local newspapers: the St. Catharines Standard, the Niagara Falls Review, and the Welland Tribune. Additional staff level meetings may also be held if required.

During the annual meeting, Board staff will present all or a portion of the Board's capital plan, details of any schools deemed eligible for community partnerships, relevant information available on the Board's website and any supplementary community planning and partnership information. This information will be shared during the public meeting and any staff level meetings as appropriate.

When inviting entities on the notification list to the annual meeting and/or staff level meeting, Board staff will clearly request that organizations be prepared to share planning information including population projections, growth plans, community needs, land-use and green space/park requirements. The invitation list, the entities in attendance at the public meeting and any information exchanged will be formally documented by Board staff.

In addition to the annual Community Planning and Partnership meeting, the Board will continue discussions with affected municipalities and community organizations as it explores options to address underutilized space issues within specific areas of the Board. These discussions will inform proposals that Board staff may present to Trustees, including recommendations to undertake a pupil accommodation review process.

CO-BUILDING WITH COMMUNITY PARTNERS

When considering building a new school or undertaking a significant addition or renovation, the Controller of Facilities Services will inform Potential Partners on the notification list one (1) to three (3) years prior to the potential construction start date. The notification must be supported by a Board resolution. An identified source of funding or Ministry approval is not required at this point. Senior Administrative Council will receive and evaluate expressions of interest to select partner(s) based on its Community Planning and Partnership Policy.

The Board has the authority to co-build schools with other entities and to enter into a variety of facility partnerships through license or joint use agreement as outline in paragraph 44 of subsection 171(1), paragraph 4 of subsection 171.1(2) and sections 183, 194 and 196 of the Education Act, although Education Act required Minister approval in some circumstances. .

Partnership agreements cannot be finalized until the Board and the partner(s) have an approved source of funding. Prior to receiving Ministry of Education approval to proceed with new construction or major renovation projects, the Board will be required to demonstrate that potential partnerships have been considered.

SHARING UNUSED EXISTING SPACE WITH COMMUNITY PARTNERS

Underutilized open and operating school and administrative facilities will be reviewed for their suitability for partnership, in alignment with the Board's mission, vision and values, based on the following criteria:

- The facility is 60 percent utilized (or less) for two years and/or have 200 or more unused pupil places;
- Space needs of existing educational programming and initiatives has been taken into consideration;
- Student and staff safety will not be compromised;
- Student achievement will not be compromised;
- Pupil accommodation has been taken into consideration;
- The partnership will be in compliance with zoning and site use restrictions;
- Facility condition is suitable, or will be addressed at the partner's cost;
- Configuration of existing space is suitable or will be altered at the partner's cost; and
- There is an ability to separate the student space from the partner space.

PARTNERSHIP AGREEMENTS

The Board should not incur additional costs to support facility partnerships. On a cost-recovery basis, the fees charged to partners should cover the operations, administrative and capital cost to the Board of the space occupied by the partner.

In co-building, partners will be required to pay for and finance their share of construction, including a proportional share of joint-use or shared space. Construction is required to be within Ministry funding and space benchmarks for the Board portion of the facility.

The Director of Education shall ensure the provision of proper legal agreements to potential partners that respect the Education Act and protect the rights of the Board and will include clauses regarding but not limited to:

- Terms of the Agreement;
- Cost sharing;
- Hours of operation;
- Improvements to the building;
- Insurance and liability;
- Terms of termination;
- Mediation in event of conflict; and
- Other clauses as deemed applicable.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
FEBRUARY 23, 2016**

PUBLIC SESSION

**TITLE: APPROVAL OF POLICIES
PUPIL ACCOMMODATION REVIEW POLICY (701.2)**

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Pupil Accommodation Review Policy (701.2), as presented

Prepared by: Ted Farrell, Superintendent of Education
Scott Whitwell, Controller of Facilities Services

Presented by: Policy Committee

Recommended by: Committee of the Whole

Date: February 23, 2016



Niagara Catholic District School Board

PUPIL ACCOMMODATION REVIEW POLICY

STATEMENT OF POLICY

700 – Building and Sites

Policy No. 701.2

Adopted Date: April 28, 1998

Latest Reviewed/Revised Date: February 23, 2010

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, Niagara Catholic is committed to providing the best educational facilities that advance student achievement for all and build strong Catholic identity and community.

In accordance with the Ministry of Education, the Niagara Catholic District School Board recognizes its responsibility:

- To provide adequate accommodation and instruction for all pupils attending its schools;
- To undertake long-term capital planning;
- To operate its schools economically and efficiently, while providing the best Catholic education for the pupils, within the limits of the Board's available resources;
- To explore opportunities for effective, sustainable partnerships; and
- To maintain communication with stakeholders and potential partners concerning possible changes in the status of a school or of school boundaries.

The Board acknowledges that the consolidation or closure of schools may be required to meet the above objectives. The Board is committed to providing student accommodation in a responsible and organized manner considering reasonable and just alternatives.

The Director of Education shall present an Initial Staff Report to the Board to review a school or schools for potential consolidation or closure. The Board may establish an Accommodation Review Committee (ARC) and provide the Terms of Reference or proceed to the Modified Accommodation Review Process.

The Board shall consider consolidation or closure of a school(s) following the submission of the Final Staff Report which will contain feedback from an Accommodation Review Committee and/or a community consultation section. The Niagara Catholic District School Board has the discretion to approve the recommendation(s) of the Final Staff Report as presented, modify the recommendation(s) of the Final Staff Report or to approve a different outcome. The final decision regarding the future of a school or group of schools rests solely with the Board of Trustees.

The Director of Education will issue Administrative Guidelines in support of this policy.

References

- [***Ministry of Education - Administrative Review of the Accommodation Review Process***](#)
- [***Ministry of Education - Pupil Accommodation Review Guidelines \(Revised March 2015\)***](#)
- [***Niagara Catholic District School Board Policies/Procedures***
 - \[***Admission of Students Policy \\(301.1\\)***\]\(#\)
 - \[***Attendance Areas Policy \\(301.3\\)***\]\(#\)
 - \[***Board By-Laws \\(100.1\\)***\]\(#\)
 - \[***Community Planning & Partnerships Policy \\(800.6\\)***\]\(#\)](#)



Niagara Catholic District School Board

PUPIL ACCOMMODATION REVIEW POLICY

ADMINISTRATIVE GUIDELINES

700 – Building and Sites

Policy No. 701.2

Adopted Date: April 28, 1998

Latest Reviewed/Revised Date: February 23, 2010

BACKGROUND

The Pupil Accommodation Review Policy and Administrative Guidelines 701.2 implement the Pupil Accommodation Review Guidelines released by the Ministry of Education in March 2015. A copy of the Ministry of Education Pupil Accommodation Review Guidelines, and link to the Ministry documents entitled Administrative Review of Accommodation Review Process along with the Niagara Catholic District School Board Pupil Accommodation Review Policy and Administrative Guidelines are posted on the Board website and will be made available at the Catholic Education Centre.

CONTEXT

The Board's elementary schools are organized as families of schools, linked to a secondary school. The goal of providing a suitable and equitable range of learning opportunities in a school or family of schools requires monitoring and active curriculum and programming decisions to nurture the distinctiveness of Catholic Education.

The Board is responsible for fostering student achievement and well-being and ensuring effective stewardship of its resources. One aspect of the Board's capital and accommodation planning is reviewing schools that have underutilized space. These are schools where the student capacity of the school is greater than the number of students enrolled. When the Board identifies a school that is projected to have long-term excess space, the Board will look at a number of options such as:

- moving attendance boundaries and programs to balance enrolment between over and underutilized schools;
- offering to lease underutilized space within a school to a coterminous school board;
- finding community partners who can pay the full cost of operating the underutilized space; and/or
- decommissioning or demolishing a section of the school that is not required for student use to reduce operating costs.

If none of these options are deemed viable by the Board, the Board may determine that a pupil accommodation review process take place which could lead to possible school consolidations and closures. These decisions are made within the context of supporting the Board's student achievement and well-being strategy and to make the most effective use of its school buildings and funding.

In some cases, to address changing student populations, decisions that might require consolidation, closure or major program relocation will take into account the needs of all of the students in all of the schools in a particular group. There may, however, be circumstances in which a single school should be studied for closure or relocation.

PLANNING PRIOR TO AN ACCOMMODATION REVIEW

The Niagara Catholic District School Board will undertake long-term capital and accommodation planning informed by any relevant information obtained from local municipal governments and other community partners, which takes into consideration long-term enrolment projections and planning

opportunities for the effective use of excess space in all area schools. The planning will take into account opportunities for partnerships with other school boards and appropriate organizations that are financially sustainable, safe for students and staff, and are consistent with the core values and Mission of the Board.

A school or group of schools may be considered for an accommodation review if one or more of the following conditions apply:

- The school or group of schools is, currently or projected to be, unable to provide a suitable and equitable range of learning opportunities for students;
- The school or group of schools has experienced or will experience an adverse impact on learning opportunities for students due to changes in enrolment;
- Reorganization involving the school or group of schools could enhance program and learning opportunities for students;
- Teaching/learning spaces are not suitable to provide the programs needed to serve the community and retrofitting may be cost prohibitive;
- Under normal staff allocation practices, it would be necessary to assign three grades to one class in one or more of the schools;
- One or more of the schools is experiencing higher building maintenance expenses than the average for the system and/or is in need of major capital improvements;
- In respect of one or more of the schools there are safety and/or environmental concerns attached to the building, the school site or its locality;
- The consolidation of schools is in the best interests of the overall school system;
- It has been no less than five years since the inception of a study of the school by an Accommodation Review Committee, except where extenuating circumstances warrant such as an unexpected economic or demographic shift or a change in a school's physical condition;
- Any other reason upon recommendation of the Director of Education and subject to the approval of the Board. Examples include, but are not limited to: unforeseen changes in funding, policy or legislation; a request from the community; etc.

ESTABLISHING AN ACCOMMODATION REVIEW

The Board may proceed to establish a pupil accommodation review only after undertaking the necessary assessment of long-term capital and accommodation planning options for the school(s).

Initial Staff Report

Prior to establishing a pupil accommodation review, the Initial Staff Report to the Board must contain one or more options to address the accommodation issue(s) and each option must have supporting rationale. There must be a recommended option if more than one option is presented. The Initial Staff Report must also include information on actions taken by board staff prior to establishing a pupil accommodation review process, supporting rationale as to any actions taken or not taken, School Information Profile(s) (SIPs) and proposed Terms of Reference for the Accommodation Review Committee. The Initial Staff Report will recommend an accommodation review process, standard or modified, and provide rationale.

The option(s) included in the Initial Staff Report must address the following:

- Summary of accommodation issue(s) for the school(s) under review;
- Where students would be accommodated;
- If proposed changes to existing facility or facilities are required as a result of the pupil accommodation review;
- Identify any program changes as a result of the proposed option;
- How student transportation would be affected if changes take place;
- If new capital investment is required as a result of the pupil accommodation review, how the Board intends to fund the capital investment and a proposal on how students would be accommodated if funding does not become available;

- Any relevant information obtained from municipalities and other community partners prior to the commencement of the pupil accommodation review, including any confirmed interest in using the underutilized space.

Each recommended option must include a timeline for implementation.

The Director and/or designate will present an Initial Staff Report to the Board identifying a school or group of schools in which challenges may be faced in providing a suitable and equitable range of learning opportunities for students, and in respect of which there may be a need to consider the possible consolidation, closure or major program relocation in respect of one or more schools.

The Initial Staff Report and School Information Profile(s) will be made available to the public and posted on the Board's website following the Board's decision to undertake an accommodation review.

Efforts to obtain information from local municipal governments as well as other community partners that expressed an interest prior to the pupil accommodation review will be documented and included in the Initial Staff Report.

NOTICE OF INITIATION OF AN ACCOMMODATION REVIEW

Following the date of the Board's approval to initiate an accommodation review, Notice of Initiation shall be provided within 5 business days to:

1. Affected school Principal(s), Catholic School Council(s) and local Roman Catholic parishes;
2. Affected lower and upper-tier municipalities through the Clerk's Office;
3. Community partners that expressed interest prior to the pupil accommodation review;
4. The general public;
5. The Directors of Education of coterminous boards; and
6. The Ministry of Education through the office of the Assistant Deputy Minister of the Financial Policy and Business Division.

Notice of Initiation shall be given as follows:

1. Posting on the Niagara Catholic District School Board website;
2. Publishing in the local newspaper(s);
3. Mailing or emailing to the Principals of the affected schools, the Catholic School Councils of affected schools, the Clerks of lower and upper-tier municipalities and community partners.

Notice of Initiation will include an invitation to municipalities and community partners for a meeting to discuss and comment on the recommended option(s) in the Initial Staff Report.

The affected lower and upper-tier municipalities, as well as community partners that expressed an interest prior to the pupil accommodation review, must provide their responses, if any, on the recommended option(s) in the Initial Staff Report a minimum of two weeks prior to the final public meeting.

ESTABLISHING AN ACCOMMODATION REVIEW COMMITTEE

After reviewing the Initial Staff Report, the Board may direct the formation of an Accommodation Review Committee (ARC) to lead the review of a group of schools or a single school.

Role of the Accommodation Review Committee

The Board will establish an Accommodation Review Committee (ARC) that represents the school(s) under review. The Accommodation Review Committee will act as the official conduit for information shared between the Board and the school communities. The Accommodation Review Committee may comment on the Initial Staff Report and may, throughout the pupil accommodation review process, seek

clarification of the Initial Staff Report. The Accommodation Review Committee may provide accommodation options other than those in the Initial Staff Report; however, it must include supporting rationale for any option.

The Accommodation Review Committee members do not need to achieve consensus regarding information provided to the Board.

Membership of the Accommodation Review Committee

The Accommodation Review Committee will consist of the following persons:

1. A Superintendent of Education, or designate, who shall:
 - a. Coordinate appointments to the Accommodation Review Committee;
 - b. Ensure that staff resources are available to the Accommodation Review Committee to provide support;
 - c. Interpret and ensure compliance with the Pupil Accommodation Review Policy;
 - d. Ensure meeting records are kept;
 - e. Ensure attendance registers are maintained for all meetings, and;
 - f. Facilitate all Accommodation Review Committee meetings.
2. From each school:
 - a parent/guardian representative chosen by their respective school communities;
 - a student representative to represent the views of the student body;
3. A Priest or representative from each parish associated with the school(s);
4. Principals from each of the schools under review to;
 - act as a resource;
 - coordinate appointment of parent/guardian and student representative;
 - ensure notices are posted in school communications and on the school website;
 - arrange for space for Accommodation Review Committee meetings;
 - arrange and coordinate school staff input; and
 - respond to day to day inquires about the accommodation review.
5. Controller of Facilities Services, or designate, to act as a resource and compile feedback from the pupil accommodation review process;
6. Any other individual as deemed necessary by the Board.

The Accommodation Review Committee will be deemed to be properly constituted whether or not all of the listed members are willing and able to participate.

Terms of Reference

The Board of Trustees will provide the Accommodation Review Committee with the Terms of Reference (Appendix A) that will include:

1. The Accommodation Review Committee's Mandate:
 - The mandate of the Accommodation Review Committee will refer to the Board's education and accommodation objectives in undertaking the Accommodation Review Committee and reflect the Board's strategy for supporting student achievement and well-being while nurturing the distinctiveness of Catholic education.
2. The Roles and Responsibilities of the Accommodation Review Committee:
 - The Accommodation Review Committee is to act as the official conduit for information between the Board and school communities and the Accommodation Review Committee will:
 - will review the Initial Staff Report and other information presented by staff;
 - provide feedback on the Initial Staff Report;
 - provide other accommodation options with supporting rationale if desired.
3. The Procedure of the Accommodation Review Committee s:
 - The Accommodation Review Committee shall hold a minimum of two working meetings.

The Accommodation Review Committee does not need to achieve a consensus regarding information provided to the Board.

Meetings of the Accommodation Review Committee

The Accommodation Review Committee will meet to review materials presented by Board staff, receive public input for consideration and provide feedback to Board staff for the Final Staff Report.

The Board will ensure that individuals from the school(s) under review and the broader community are invited to participate in the pupil accommodation review process through consultation with municipalities local to the affected school(s), public meetings and public delegations.

Orientation Session

The Accommodation Review Committee will be formed following the Board's consideration of the Initial Staff Report and prior to the first public meeting. Accommodation Review Committee members will be invited to an orientation session that will describe the mandate, roles and responsibilities and procedures of the Accommodation Review Committee.

School Information Profile (SIP)

Board staff will develop a School Information Profile (SIP) for each of the schools under review at the same point in time for comparison purposes as orientation documents to help the Accommodation Review Committee and the community understand the context surrounding the decision to include the specific school(s). The School Information Profile provides an understanding and familiarity with the facilities under review.

A facility, instructional and other school use profile will constitute the SIP. The SIP will include data for each of the following two considerations about the school(s) under review:

- value to the student; and
- value to the Board.

The Accommodation Review Committee may request clarification about information provided in the School Information Profile but it is not the role of the Accommodation Review Committee to approve the School Information Profile.

The SIP will include, at a minimum, the following data for the school(s) in the review:

Facility Profile:

1. School name and address.
2. Site plan and floor plan(s) (or space template) of the school with the date of school construction and any subsequent additions.
3. School attendance area (boundary) map.
4. Context map (or air photo) of the school indicating the existing land uses surrounding the school.
5. Planning map of the school with zoning, Official Plan or secondary plan land use designations
6. Size of school (acres or hectares).
7. Building area (square feet or square metres).
8. Number of portable classrooms.
9. Number and type of instructional rooms as well as specialized classroom teaching spaces (e.g. science lab, tech shop, gymnasium, etc.).
10. Area of hard surfaced outdoor play area and/or green space, the number of play fields and the presence of outdoor facilities (e.g. tracks, courts for basketball, tennis, etc.).
11. Ten-year history of major facility improvements (item and cost).
12. Projected five-year facility renewal needs of school (item and cost).
13. Current Facility Condition Index (FCI) with a definition of what the index represents.

14. A measure of proximity of the students to their existing school, and the average distance to the school for students.
15. Percentage of students that are and are not eligible for transportation under the school board policy and the length of bus ride to the school (longest, shortest, and average length of bus ride times).
16. School utility costs (totals, per square foot, and per student).
17. Number of parking spaces on site at the school, an assessment of the adequacy of parking, and bus/car access and egress.
18. Measures that the school board has identified and/or addressed for accessibility of the school for students, staff, and the public with disabilities (i.e. barrier-free).
19. On-the-ground (OTG) capacity and surplus/shortage of pupil places.

Instructional Profile:

1. Describe the number and type of teaching staff, non-teaching staff, support staff, itinerant staff and administrative staff at the school.
2. Describe the course and program offerings at the school.
3. Describe the specialized service offerings at the school (e.g., cooperative placements, guidance counseling, etc.).
4. Current grades configuration of the school (e.g. ELKP to Grade 6, ELKP to Grade 12, etc.).
5. Current grade organization of the school (e.g. number of combined grades etc.).
6. Number of out of area students.
7. Utilization factor/classroom usage.
8. Summary of five previous years' enrolment and 10-year enrolment projection by grade and program.
9. Current extracurricular activities.

Other School Use Profile:

1. Current non-school programs or services resident at or co-located with the school as well as any revenue from those non-school programs or services and whether or not it is at full cost recovery.
2. Current facility partnerships as well as any revenue from the facility partnerships and whether or not it is at full cost recovery.
3. Community use of the school as well as any revenue from the community use of the school and whether or not it is at full cost recovery.
4. Availability of before and after school programs or services (e.g. child care) as well as any revenue from the before and after school programs and whether or not it is at full cost recovery.
5. Lease terms at the school as well as any revenue from the lease and whether or not it is at full cost recovery.
6. Description of the school's suitability for facility partnerships.
7. Parish locations, proximity to school and other considerations.

Public Meetings

The Board will hold two public meetings to secure broader community consultation on the recommended option(s) contained in the Initial Staff Report. The Board may hold additional public meetings, if considered appropriate. Board staff will organize and facilitate the public meetings. For greater certainty, the public meetings will not be meetings of the Board of Trustees. Members of the Accommodation Review Committee may attend the public meetings held by the Board in accordance with this policy. If the members of the Accommodation Review Committee do not attend such public meetings, the meetings will proceed nonetheless.

Notice of the public meetings will be provided through school newsletters, letters to the school community, the home notification system, the Board's website and advertisements in local community newspapers, and will include date, time, location, purpose, name of contact and phone number.

Notice of the first public meeting will be provided no less than twenty business days in advance of the meeting; excluded from the calculation will be school holidays such as summer vacation, Christmas break and Spring break, including adjacent weekends.

The first public meeting will be held no fewer than thirty business days after the Board of Trustees decides to conduct a pupil accommodation review.

At a minimum, the first public meeting will address the following:

- an overview of the Accommodation Review Committee orientation session;
- the Initial Staff Report with recommended option(s); and
- a presentation of the School Information Profile(s).

The Final Public Meeting will be held at least forty business days after the date of the first public meeting. Notice of the final public meeting will be provided no less than twenty business days in advance of the meeting; excluded from the calculation will be school holidays such as summer vacation, Christmas break and Spring break, including adjacent weekends.

Final Staff Report

At the conclusion of the pupil accommodation review process, Board staff will submit a Final Staff Report to the Board that will include the following:

- The recommended option(s) which may be amended from the Initial Staff Report;
- A proposed accommodation plan which contains a timeline for implementation, and,
- A community consultation section that records feedback from the Accommodation Review Committee, any public consultations, and any relevant information obtained from municipalities and other community partners prior to and during the accommodation review process.

Delegations to the Board

The Final Staff Report will be available to the public and posted on the Board's website no fewer than 10 business days after the final public meeting and no fewer than 10 business days before public delegations.

After the Final Staff Report is presented to the Board, members of the public will be provided with an opportunity to provide feedback through public delegations to the Board of Trustees as per Board By-law 100.1.

Board staff will compile feedback from the public delegations which will be presented to the Board of Trustees with the Final Staff Report.

Decision of the Board

Public notice of the meeting at which the Board will make its decision regarding the accommodation review will be provided through school newsletters, letters to the school community, the Board website and advertisements in local community newspapers, and will include date, time, location, purpose, contact name and number.

The Board will make the final decision regarding the future of the school(s). If the Board votes to close or consolidate a school or schools, the Board will outline clear timelines around when the school(s) will close and the transition plans.

Parents/guardians, staff and Catholic School Council members of the affected schools, municipalities and community partners will be informed, in writing, within five business days of the Board's decision. The decision will also be posted on the Board website.

The Board has the discretion to approve the recommendation(s) of the Final Staff Report as presented, modify the recommendation(s) of the Final Staff Report or to approve a different outcome.

TIMELINES FOR THE ACCOMMODATION REVIEW PROCESS (Appendix B)

As noted above, upon the Board's approval to initiate an accommodation review, Notice of Initiation will be completed within 5 business days.

After the Board's approval to conduct a pupil accommodation review, there must be no less than thirty (30) business days prior to the first public meeting.

Beginning with the first public meeting, there must be no less than forty (40) business days before the final public meeting.

The Final Staff Report must be publicly posted no less than ten (10) business days before the opportunity for public delegations to the Board.

The final decision by the Board must not take place sooner than ten (10) business days after the public delegations to the Board.

Summer vacation, Christmas break and Spring break, including adjacent weekends, will not be considered part of the 5, 10, 30 and 40 business day periods.

MODIFIED ACCOMMODATION REVIEW PROCESS

In certain circumstances where the potential pupil accommodation options available are deemed by the Board to be less complex, a modified pupil accommodation review process may be followed. The modified accommodation review process can be conducted if two or more of the following factors apply:

- Enrolment:
 - An elementary school with an enrolment of less than 125 students for the current year and which is projected to remain below 125 for the next two years.
 - A secondary school with an enrolment of less than 300 students for the current year and which is projected to remain below 300 for the next two years.
 - A school with utilization rate of 65% or lower. Utilization will be determined by dividing the school's enrolment by the on-the-ground capacity of the school building.
- A school facility that is physically not suitable to serve the school community and;
 - Where retrofitting may involve major capital investment or
 - Where the Facility Condition Index (FCI) deems the school prohibitive to repair; or
 - Where the school has a higher than average operating and maintenance costs.
- Distance to the nearest available accommodation:
 - In the case of an elementary school review where the nearest available accommodation option is 10 kms or less from the school(s) under review; and
 - In the case of a secondary school review where the nearest available accommodation option is 20 km or less from the school(s) under review.
- When the Board is planning the relocation (in any school year or over a number of school years) of a program in which the projected enrolment constitutes more than or equal to 50% of the school's enrolment (calculation based on enrolment at the time of the relocation or the first phase of a relocation carried over a number of school years).

The modified accommodation review process is implemented in accordance with the remainder of this policy except for the following:

1. The Initial Staff Report must provide the rationale for exempting the school(s) from the standard accommodation review process;
2. No Accommodation Review Committee is required to be established; and,

3. A minimum of one public meeting must be held.

Upon the Board's approval to initiate a modified accommodation review, written notice shall be provided within 5 business days to the following:

1. Affected school Principal and Catholic School Council(s);
2. Affected lower and upper-tier municipalities through the Clerk's Office or equivalent;
3. Community partners that expressed interest prior to the modified pupil accommodation review;
4. The general public;
5. The Directors of Education of coterminous boards; and
6. The Ministry of Education through the office of the Assistant Deputy Minister of the Financial Policy and Business Division.

Such written notice will include an invitation to municipalities and community partners for a meeting to discuss and comment on the recommended option(s) in the Initial Staff Report.

The Initial Staff Report and SIPs will be made available to the public and posted on the Board website. A public meeting will be announced through school newsletters, letters to the school community, the Board website and advertisements in local community newspapers, and will include date, time, location and purpose. The meeting will be held no sooner than 30 business days after approval to conduct a modified pupil accommodation review.

Following the Public Meeting, Board staff will submit a Final Staff Report to the Board that will include a community consultation section containing feedback from public consultations, information obtained from municipalities and other community partners prior to and during the modified pupil accommodation review. The Final Staff Report will be available to the public and posted on the Board's website no fewer than 10 business days after the final public meeting and no fewer than 10 business days before public delegations.

The Board will allow the opportunity for members of the public to provide feedback on the Final Staff Report through public delegations to the Board per Board By-law 100.1.

Board staff will compile feedback from the public delegations and submit such feedback to the Board to be included in the Director's Report.

There will be no fewer than 10 business days between public delegations and the final decision of the Board.

The Board has the discretion to approve the recommendation(s) of the Director's Report as presented, modify the recommendation(s) or approve a different outcome.

Should the decision to consolidate and/or close a school be made by the Board, a transition plan and timelines will be provided to all the affected school communities.

TRANSITION PLANNING PROCESS

If the Board decision is consolidation, closure, or program relocation, it is important that the integration of students and staff into their new school(s) is achieved in a way that is positive and supportive for the incoming and existing students and parents of the respective school communities.

This process of integration will be carried out in consultation with parents and staff. The Board will establish an ad hoc Transition Committee which will include Superintendent(s) of Education, school principal(s), Catholic School Council representative(s), teacher representative(s), student representative(s), Chaplaincy Leader(s), and appropriate board staff.

The Transition Committee will identify the issues, needs and responsibilities related to the implementation of the school consolidation, will monitor progress on the transition, and communicate with stakeholders on a regular basis.

EXEMPTIONS FROM APPLICATION OF ACCOMMODATION REVIEW PROCESS

The following outlines circumstances where the Board is not obliged to undertake an accommodation review in accordance with the Ministry of Education Pupil Accommodation Review Guideline, March 2015. In these circumstances, the Board will consult with local communities about proposed accommodation options for students in advance of any decisions by the Board.

- Where a replacement school is to be rebuilt by the Board on the existing site or built or acquired within the existing school attendance boundary as identified through the Board's existing policies;
- Where a replacement school is to be built by the Board on the existing site, or built or acquired within the existing school attendance boundary and the school community must be temporarily relocated to ensure the safety of students and staff during the reconstruction as identified through Board policy;
- When a lease is terminated;
- When the Board is considering the relocation (in any school year or over a number of school years) of grades, or programs, where the enrolment in the grades, or programs, constitutes less than 50% of the enrolment of the school (this calculation is based on the enrolment at the time of the relocation, or the first phase of a relocation carried over a number of school years);
- When the Board is repairing or renovating a school, and the school community must be temporarily relocated to ensure the safety of students and staff during the renovations;
- Where a facility has been serving as a holding school for a school community whose permanent school is under construction or repair;
- Where there are no students enrolled at the school at any time throughout the school year;
- Where an accommodation proposal does not involve a school offering elementary or secondary regular day school programs.

In the above circumstances, the Board will inform school communities about the proposed accommodation plans for students before a decision is made by the Board. The Board, through the Director of Education, will also provide written notice to each of the affected lower and upper-tier municipalities through the Clerks Department (or equivalent), as well as other community partners that expressed an interest prior to the exemption, and the Board's coterminous school boards in the areas of the affected school(s) and to the Ministry of Education through the Assistant Deputy Minister of the Financial Policy and Business Division no fewer than 5 business days after the decision to proceed with an exemption.

ADMINISTRATIVE REVIEW OF THE ACCOMMODATION REVIEW PROCESS

The Ministry of Education has provided a process for an individual(s) to initiate a review of the Accommodation Review Process - Ministry of Education, Administrative Review of the Accommodation Review Process. A copy of the Ministry of Education, Administrative Review of the Accommodation Review Process is also available at the Catholic Education Centre through the Controller of Facilities Services and on the Board website.

DEFINITIONS

Accommodation review: A process, as defined in a school board pupil accommodation review policy, undertaken by a school board to determine the future of a school or group of schools.

Accommodation Review Committee (ARC): A committee, established by a school board that represents the affected school(s) of a pupil accommodation review, which acts as the official conduit for information shared between the school board and the affected school communities.

ARC working meeting: A meeting of ARC members to discuss a pupil accommodation review, and includes a meeting held by the ARC to solicit feedback from the affected school communities of a pupil accommodation review.

Business day: A calendar day that is not a weekend or statutory holiday. It also does not include calendar days that fall within school boards' Christmas, spring, and summer break. For schools with a year-round calendar, any break that is five calendar days or longer is not a business day.

Consultation: The sharing of relevant information as well as providing the opportunity for municipalities and other community partners, the public and affected school communities to be heard.

Facility Condition Index (FCI): A building condition as determined by the Ministry of Education by calculating the ratio between the five-year renewal needs and the replacement value for each facility.

Final Staff Report: The report to the Board at the conclusion of the PAR process made available to the public and containing community consultation section, feedback from ARC and public consultations, relevant information obtained from municipalities and other community partners prior to and during PAR, and recommended option(s), proposed accommodation plan and timeline for implementation.

Initial Staff Report: The report to the Board containing one or more options to address accommodation issue(s) including information on actions taken by Board staff prior to establishing PAR process and supporting rationale.

On-the-ground (OTG) capacity: The capacity of the school as determined by the Ministry of Education by loading all instructional spaces within the facility to current Ministry standards for class size requirements and room areas.

Public delegation: A regular meeting of the Board of Trustees where presentations by groups or individuals can have their concerns heard directly by the school board trustees.

Public meeting: An open meeting held by the school board to solicit broader community feedback on a pupil accommodation review.

School Information Profile (SIP): An orientation document with point-in-time data for each of the schools under a pupil accommodation review to help the ARC and the community understand the context surrounding the decision to include the specific school(s) in a pupil accommodation review.

Space template: A Ministry of Education template used by a school board to determine the number and type of instructional areas to be included within a new school, and the size of the required operational and circulation areas within that school.



**ACCOMMODATION REVIEW COMMITTEE
TERMS OF REFERENCE TEMPLATE**

1. Name of School or Group of Schools

2. Mandate

- a. Educational Objectives*
- b. Accommodation Objectives*
- c. Strategy for Supporting Student Achievement and Well-Being*

3. Committee Members

Roles and Responsibilities

4. Procedures

5. Meetings



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

STANDARD PUPIL ACCOMMODATION REVIEW PROCESS

MEETING DATES AND EXPECTATION SUMMARY

Meeting	Expectation	Date	Time
Submission of Initial Staff Report to the Board	✓ Board to consider initiation of a pupil accommodation review		
Approval by Board to Conduct a Pupil Accommodation Review	✓ Notice of Initiation of Accommodation Review Process within 5 business days of initiation of pupil accommodation review		
ARC Orientation Session	<ul style="list-style-type: none"> ✓ Presentation of ARC Terms of Reference ✓ Committee Member Roles/Responsibilities/Expectations ✓ Review of ARC Mandate ✓ Review of Initial Staff Report ✓ Presentation and review of School Information Profile(s) 		
¹ First ARC Working Meeting	<ul style="list-style-type: none"> ✓ Tour of School(s) ✓ Discussion of tour(s) ✓ Feedback on Initial Staff Report ✓ Preparation for Public Meeting Presentation 		
First Public Meeting	<ul style="list-style-type: none"> ✓ No earlier than 30 business days following Board approval for a pupil accommodation review ✓ Overview of ARC Orientation Meeting and tour(s) ✓ Review of Initial Staff Report ✓ Presentation of School Information Profile(s) ✓ Receive public input 		
Second ARC Working Meeting	<ul style="list-style-type: none"> ✓ Review Feedback from First Public Meeting ✓ Provide input for Final Staff Report ✓ Second Public Meeting preparation 		
Input from lower and upper-tier municipalities and community partners on Initial Staff Report	✓ To be received a minimum of 10 business days prior to Final Public Meeting		
Final Public Meeting	<ul style="list-style-type: none"> ✓ No earlier than 40 business days from the First Public Meeting ✓ Review ARC Process to date ✓ Presentation of community and committee feedback ✓ Receive Public input ✓ Discuss ARC Timelines 		
Third ARC Working Meeting	<ul style="list-style-type: none"> ✓ Consider Feedback from Second Public Meeting ✓ Finalize input for Final Staff Report to Trustees 		
Preparation of Final Staff Report	✓ In a timely manner		

Final Staff Report	<ul style="list-style-type: none"> ✓ Available no earlier than 10 business days following the Final Public Meeting and no earlier than 10 business days prior to Board meeting for public delegations 		
Board Meeting for Public Input through delegations	<ul style="list-style-type: none"> ✓ As scheduled by the Board ✓ Notice of Board Meeting based on timelines outlined in Board By-Laws 		
Final Staff Report including input from Public Delegations at Board Meeting to Committee of the Whole	<ul style="list-style-type: none"> ✓ date to be determined by Board 		
Board Meeting to decide accommodation	<ul style="list-style-type: none"> ✓ No earlier than 10 business days after the Board meeting for public input through delegations ✓ Notice of Board Meeting to decide accommodation provided in advance ✓ Accommodation decision to be approved by Board 		
Notice of decision on accommodation	<ul style="list-style-type: none"> ✓ Public to be notified within 5 business days of decision by Board of Trustees 		



MODIFIED PUPIL ACCOMMODATION REVIEW PROCESS

MEETING DATES AND EXPECTATION SUMMARY

Meeting	Expectation	Date	Time
Submission of Initial Staff Report to the Board	✓ Board to consider initiation of a modified accommodation review		
Notice of Initiation to public of Modified Accommodation Review Process	<ul style="list-style-type: none"> ✓ Within 5 business days of initiation of Modified Accommodation Review Process ✓ Initial Staff Report and School Information Profile will be made available to the public 		
Input from lower and upper-tier municipalities and community partners	✓ To be received a minimum of 10 business days prior to Public Meeting		
Public Meeting	<ul style="list-style-type: none"> ✓ No earlier than 30 business days after Board approval to conduct modified pupil accommodation review process ✓ Review of Initial Staff Report ✓ Presentation of School Information Profile(s) ✓ Receive public input 		
Final Staff Report	✓ Final Staff Report to be posted a minimum of 10 business days prior to Board Meeting for public input through public delegations		
Board Meeting for Public Input through delegations	<ul style="list-style-type: none"> ✓ As scheduled by the Board ✓ Notice of Board Meeting for Public Input through Delegations 		
Final Staff Report including public input from delegations presented to Committee of the Whole	✓ To Board of Trustees through Committee of the Whole		
Board Meeting to decide accommodation	<ul style="list-style-type: none"> ✓ No earlier than 10 business days after public delegations ✓ Public to be notified of meeting in advance 		
Notice of decision on accommodation	✓ Public to be notified of decision of Board of Trustees within 5 business days of decision		

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
FEBRUARY 23, 2016**

PUBLIC SESSION

**TITLE: APPROVAL OF POLICIES
DRESS CODE – SECONDARY UNIFORM – SAFE SCHOOLS
POLICY (302.6.6)**

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Dress Code – Secondary Uniform – Safe Schools Policy (302.6.6), as presented

Prepared by: Lee Ann Forsyth-Sells, Superintendent of Education

Presented by: Policy Committee

Recommended by: Committee of the Whole

Date: February 23, 2016



Niagara Catholic District School Board

**DRESS CODE – SECONDARY UNIFORM POLICY
(Safe Schools)**

STATEMENT OF POLICY

300 – Schools/Students

Policy No 302.6.6

Adopted Date: June 26, 2001

Latest Reviewed/Revised Date: June 12, 2012

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board and in accordance with the dress code requirements of the Safe Schools Act, all secondary schools within the Niagara Catholic District School Board will implement a secondary uniform that recognizes the uniqueness and gifts of all students.

This Policy acknowledges a respect for self and others by supporting each student to actively and equitably participate fully in the Catholic learning environment through the creation of safe, inclusive and accepting school climates in alignment with the design and expectations Niagara Catholic Vision 2020 Strategic Plan.

The secondary uniform creates a unified sense of belonging for all students from Grades 9 to 12 and supports the commitment of our students to be visible role models of the teachings of the Gospel and the Roman Catholic Church within all our schools, communities and society.

It promotes Catholic school identity, instills pride and spirit by identifying with a particular school community. The secondary uniform is inclusionary by equalizing any peer pressure and is intended to be economical for all families.

All Niagara Catholic secondary school uniforms as defined in the Administrative Guidelines must be purchased through Board uniform suppliers in compliance with the Niagara Catholic Purchasing and Supply Chain Management Policy.

This Policy has been developed in compliance with the *Canadian Charter of Rights and Freedoms*, the *Ontario Human Rights Code* and the *Education Statutes and Regulations of Ontario*. For the purpose of this Policy, the term secondary school uniform aligns with the *Education Statutes and Regulations of Ontario* term dress code.

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

References

- [*Canadian Charter of Rights and Freedoms*](#)
- [*Education Statutes and Regulations of Ontario - Regulation 298 S.23 \(1\) \(f\)*](#)
- [*Ontario Human Rights Code*](#)
- [*Safe Schools Act, 2007. Education Act S. 301 \(1\) \(3\), 302 \(3\) \(5\)*](#)
- [*Niagara Catholic District School Board Policies/Procedures*](#)
 - [*Elementary Standardized Dress Code Policy \(302.6.10\)*](#)
 - [*Purchasing / Supply Chain Management Policy \(600.1\)*](#)
 - [*Religious Accommodation Policy \(100.10.1\)*](#)
 - [*Fundraising Policy \(301.4\)*](#)



Niagara Catholic District School Board

***DRESS CODE – SECONDARY UNIFORM POLICY
(Safe Schools)***

ADMINISTRATIVE GUIDELINES

300 – Schools/Students

Policy No 302.6.6

Adopted Date: June 26, 2001

Latest Reviewed/Revised Date: June 12, 2012

1. It is the expectation that all secondary students, and parents/guardians within the Niagara Catholic District School Board comply with the expectations of the Secondary Uniform Policy and Administrative Guidelines.
2. Compliance with the Niagara Catholic Secondary Uniform Policy and Administrative Guidelines is a condition of registration and attendance in a secondary school within the Niagara Catholic District School Board.
3. The school Principal, in consultation with the Catholic School Council, will annually review the secondary uniform items as part of the Student Code of Conduct.
4. The secondary uniform requirements and expectations will be communicated annually to all families through school agendas, newsletters, school websites or correspondence from the school Principal.
5. It is the expectation that students wear the secondary uniform properly and in compliance with expectations from home to school; throughout the school day from school to home and at all activities and events as representatives of the school and/or Board.
6. Student co-curricular clothing items, spirit wear or athletic uniforms will have, in addition to the school name and logo, the Board logo embroidered and/or screened on the items.
7. No advertisement of any kind is permitted on any student co-curricular clothing items, spirit wear, athletic uniforms or on any secondary uniform item.
8. Alternate Dress Days, to a maximum of ten (10) days per school year excluding specialized charity events as approved by the Family of Schools' Superintendent, will be determined by the school Principal for specific events or activities and will be communicated in advance to students and parents/guardians.
9. All secondary uniform expectations regarding student safety, hats, jewellery, body piercing, tattoos, and hair style apply on alternate dress days. On alternate dress days, shirts must modestly cover from shoulders to hips. Pant, skirt or dress length must be appropriate and modest. Only knee length shorts or capris are permitted. All clothing must be in good repair and not ripped, torn or have holes. Clothing must not display any sign, symbol or phrase which is directed at an individual, group/culture or which contains an offensive or inappropriate message, advertisement or slogan.
10. All students are expected to wear the secondary uniform when on field trips unless otherwise approved by the school Principal.

11. Appropriate dress may be required for specialized activities or work experiences. Appropriate dress for these activities will be determined by the school Principal in consultation with the classroom teacher.

Notification regarding appropriate dress for specialized activities will be communicated in advance to students and parents/guardians.

SECONDARY STUDENT UNIFORM ITEMS

1. Designated Board uniform suppliers will make available for purchase by parents/guardians the following minimum secondary uniform items required of every secondary school student.

1.1 At a minimum, every student is required to wear one (1) of the following items:

- Grey Pants
Pants must be in good repair, buttoned at the waist and properly hemmed to the heel of the shoe just above the ground. Uniform pants that have been improperly altered may not be worn.
- Kilts/Skorts
The kilt/skort must be properly hemmed and cannot be worn higher than 8 cm from the middle of the kneecap. Uniform knee socks or tights must be worn with the school kilt/skort.
- Walking Shorts
Walking shorts that have been improperly altered may not be worn.

The following statement will be copied into the Student Agenda:

The kilt or skort must be properly hemmed and cannot be worn higher than 8 cm from the middle of the kneecap. Uniform tights or knee socks must be worn with the school kilt/skort.

Pants must be in good repair, buttoned at the waist and properly hemmed to the heel of the shoe just above the ground. Uniform kilts, pants and shorts that have been improperly altered may not be worn.

1.2 At a minimum, every student is required to wear one (1) of the following items:

- White Oxford shirt (short or long sleeve)
- Polo shirt (short or long sleeve)

Uniform shirts, either polo or white oxford with embroidered school logo, must be buttoned to the second button from the collar and the collar must be buttoned on both sides. Shirts designed to be tucked in are to be tucked in so that the belt loops are visible. Shirts with the school logo at the bottom may be worn untucked. Visible t-shirts worn under uniform tops must be plain white.

In addition, approved sweaters and hoodies embroidered with the school logo are permitted to be worn as part of the secondary uniform.

1.3 Only low cut, full back, closed toe, solid black dress shoes or oxfords are acceptable. Laces must be black and plain. Prior to purchasing, any clarification on the appropriate shoe type or style should be directed to the secondary school Principal/Vice-Principal. There is an option of a winter shoe/boot that is black, low cut and with a low heel during the months of November to March.

1.4 Socks must be neutral in colour, and must be worn with the uniform pants or shorts at all times.

1.5 The following items may not be worn with the uniform: bandanas, distracting belt buckles, hats, hoods, jewellery with spikes and studs.

1.6 Hair must be styled in a manner that is not offensive to an individual, group/culture.

1.7 Piercing and Tattoos: Visible facial piercing (excluding a small nose stud), excessive piercing, ear expanders and visible tattooing and branding which is inappropriate, excessive, is directed at an individual group/culture, which contains an offensive, inappropriate message, advertisement, slogan are prohibited.

2. As part of the secondary uniform, secondary students are required to wear specific Physical Education clothing items for all Physical Education courses as determined by the school Principal.
3. Designated Board uniform suppliers will make available for purchase optional sweaters, hoodies and turtlenecks as part of the secondary school uniform. These items are not mandatory and can supplement the minimum uniform items required of every secondary school student. Non-mandatory optional items are determined by the school Principal in consultation with the Catholic School Council. The design of the sweater or hoodie will be in place for a minimum of three (3) years before a new design may be available for purchase. The original sweater or hoodie design will be grandfathered and permitted to be worn as part of the secondary uniform.
4. Designated Board uniform suppliers will limit the number of school Principal approved uniform items to ten (10) per secondary school. Any transition from one type of approved uniform item to another will be grandfathered and permitted to be worn as part of the secondary uniform during a school's transition period.
5. To assist with uniform item purchases throughout the year, the following will be implemented with Board uniform suppliers and in every Niagara Catholic secondary school:
 - 5.1 Uniform suppliers will provide a percent return to assist initial purchases.
 - 5.2 Uniform Suppliers will provide discounts to families with more than two (2) children or a family spending more than \$100.00 per purchase for Niagara Catholic uniform/dress code items.
 - 5.3 All secondary schools with the voluntary assistance of the Catholic School Council will facilitate donations of gently used uniforms items and hold an annual or semi-annual "Uniform Trade Day".

STANDARDIZED SECONDARY STUDENT UNIFORM COMPLIANCE

All secondary students are to arrive at school daily and/or for special school related community events dressed in the required secondary uniform.

Students, who do not comply with the secondary uniform expectations, will be issued consequences according to school guidelines following progressive discipline.

PROGRESSIVE DISCIPLINE

The teacher, school Principal/Vice-Principal, or designate will communicate to parents/guardians regarding the non-compliance of the Board's Secondary Uniform Policy. The communication will outline the following consequences:

- Loss of school privileges,
- Detention/age appropriate discipline assignment,
- Parents/guardians may be contacted to pick up the student from school,
- Parents/guardians and student may be contacted for a meeting with the school Principal/Vice-Principal,
- Possible suspension from school.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
FEBRUARY 23, 2016**

PUBLIC SESSION

**TITLE: APPROVAL OF POLICIES
ELEMENTARY STANDARDIZED DRESS CODE – SAFE
SCHOOLS POLICY (302.6.10)**

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Elementary Standardized Dress Code – Safe Schools Policy (302.6.10), as presented

Prepared by: Lee Ann Forsyth-Sells, Superintendent of Education

Presented by: Policy Committee

Recommended by: Committee of the Whole

Date: February 23, 2016



Niagara Catholic District School Board

ELEMENTARY STANDARDIZED DRESS CODE POLICY (Safe Schools)

STATEMENT OF POLICY

300 – Schools/Students

Policy No 302.6.10

Adopted Date: November 27, 2012

Latest Reviewed/Revised Date: NIL

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board and in accordance with the dress code requirements of the Safe Schools Act, all elementary schools within the Niagara Catholic District School Board will implement an elementary standardized dress code that recognizes the uniqueness and gifts of all students.

This Policy acknowledges a respect for self and others by supporting each student to actively and equitably participate fully in the Catholic learning environment through the creation of safe, inclusive and accepting school climates in alignment with the design and expectations of the Niagara Catholic Vision 2020 Strategic Plan.

The elementary standardized dress code creates a unified sense of belonging for all students from Early Learning Kindergarten to Grade 8, building community and promoting an environment of belonging, school identity, pride and spirit, by identifying with a Catholic elementary school community. The elementary standardized dress code strives to equalize peer pressure through proper and respectful dress which is intended to be economical for all families.

All Niagara Catholic elementary standardized dress code items as defined in the Administrative Guidelines can be purchased either through Board suppliers or through parent/guardian selected retail stores who supply the acceptable elementary standardized dress code clothing items.

This Policy has been developed in compliance with the *Canadian Charter of Rights and Freedoms*, the *Ontario Human Rights Code* and the *Education Statutes and Regulations of Ontario* and for the purpose of this Policy, the term standardized elementary dress code aligns with the *Education Statutes and Regulations of Ontario* term dress code.

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

References:

- [*Canadian Charter of Rights and Freedoms*](#)
- [*Education Statutes and Regulations of Ontario - Regulation 298 S.23 \(1\) \(f\)*](#)
- [*Ontario Human Rights Code*](#)
- [*Safe Schools Act, 2007. Education Act S. 301 \(1\) \(3\), 302 \(3\) \(5\)*](#)
- [*Niagara Catholic District School Board Policies/Procedures*](#)
 - [*Dress Code-Secondary Uniform Policy\(302.6.6\)*](#)
 - [*Purchasing / Supply Chain Management Policy \(600.1\)*](#)
 - [*Religious Accommodation Policy \(100.10.1\)*](#)
 - [*Fundraising Policy \(304.1\)*](#)



Niagara Catholic District School Board

ELEMENTARY STANDARDIZED DRESS CODE POLICY
(Safe Schools)

ADMINISTRATIVE GUIDELINES

300 – Schools/Students

Policy No 302.6.10

Adopted Date: November 27, 2012

Latest Reviewed/Revised Date: NIL

1. Compliance with the Elementary Standardized Dress Code Policy and Administrative Guidelines is a condition of registration and attendance in an elementary school within the Niagara Catholic District School Board.
2. The school Principal, in consultation with the Catholic School Council, will annually review the elementary standardized dress code items as part of the Student Code of Conduct.
3. The elementary standardized dress code requirements and expectations will be communicated annually to all families through school agendas, newsletters, school websites or correspondence from the school Principal.
4. It is the expectation that students wear the elementary standardized dress code items properly and in compliance with expectations throughout the school day and at all activities and events as representatives of the school and/or Board.
5. Student co-curricular clothing items, spirit wear or athletic uniforms will have, in addition to the school name and logo, the Board logo embroidered and/or screened on the items.
6. No advertisement of any kind is permitted on any student co-curricular clothing items, spirit wear, athletic uniform or any elementary standardized dress code item.
7. Alternate Dress Days, to a maximum of ten (10) days per school year excluding specialized charity events as approved by the Family of Schools' Superintendent, will be determined by the school Principal for specific events or activities and will be communicated in advance to students and parents/guardians.
8. All elementary standardized dress code expectations regarding student safety, hats, jewellery, body piercing, tattoos, and hair style apply on alternate dress days. On alternate dress days, shirts must modestly cover from shoulders to hips. Pant, skirt or dress length must be appropriate and modest. Only knee length shorts or capris are permitted. All clothing must be in good repair. Clothing must not display any sign, symbol or phrase which is directed at an individual, group/culture or which contains an offensive or inappropriate message, advertisement or slogan.
9. All students are expected to wear the elementary standardized dress code items on field trips unless otherwise approved by the school Principal.
10. Appropriate dress will be required for specialized activities, including physical education and play days. Appropriate dress for these activities will be determined by the school Principal in consultation with the classroom teacher. Notification regarding appropriate dress for specialized activities will be communicated in advance to students and parents/guardians.
11. As part of the elementary standardized dress code, elementary students are required to wear appropriate physical education clothing items.

ELEMENTARY STANDARDIZED DRESS CODE ITEMS

1.1 At a minimum, every student is required to wear one (1) of the following items:

- Navy Blue sweat pants for students in Early Learning Kindergarten to Grade 3;
- Navy Blue Pants (Cargo, Corduroy, Denim, Dress, Kobe styles permitted);
- Navy Blue Dresses or Skorts; or
- Navy Blue Capris or Walking Shorts.
- Grade 8 students have the option to wear grey secondary uniform pants purchased through Board uniform suppliers.

Pants, skirt or dress length must be appropriate and modest. Only knee length capris or shorts are permitted. All clothing must be in good repair.

1.2 At a minimum, every student is required to wear one (1) of the following items:

- Navy Blue or White Oxford shirt (short or long sleeve);
- Navy Blue or White Polo shirt (short or long sleeve); or
- School designed spirit wear polo shirt.

The elementary standardized dress code shirts, either polo or oxford must be buttoned in a respectable manner. Visible t-shirts worn under the elementary standardized dress code top must be either navy blue or white.

In addition, approved sweaters and hoodies embroidered and/or screened with the school logo are permitted to be worn as part of the elementary standardized dress code.

1.3 Running shoes are the recommended footwear with a full back and a closed toe. It is recommended that parents/guardians provide a pair of indoor shoes for physical education and indoor wear.

1.4 Socks must be neutral in colour and worn with the elementary standardized dress code pants or shorts at all times.

1.5 The following items may not be worn with the elementary standardized dress code: bandanas, distracting belt buckles, hats, hoods, jewellery with spikes and studs.

1.6 Hair must be styled in a manner that is not offensive to an individual, group/culture.

1.7 Piercing and Tattoos: Visible facial piercing (excluding a small nose stud), excessive piercing, ear expanders and visible tattooing and branding which is inappropriate, excessive, is directed at an individual, group/culture which contains an offensive, inappropriate message, advertisement, slogan are prohibited.

2. Designated Board suppliers will make available for purchase optional spirit wear, including current spirit wear, sweaters and hoodies as part of the elementary standardized dress code. The design of the sweater or hoodie will be in place for a minimum of three (3) years before a new design is made available for purchase. The original sweater or hoodie design will be grandfathered and permitted to be worn as part of the elementary standardized dress code. These items are not mandatory and can supplement the minimum elementary standardized dress code items required of every elementary school student. Non-mandatory optional items are determined by the school Principal in consultation with the Catholic School Council.

3. To assist families with the purchase of elementary standardized dress code items throughout the year, the following will be implemented with Board approved dress code suppliers through the Board's Request for Proposal process and within every Niagara Catholic elementary school:

- 3.1 Board approved suppliers will provide a discount to families to assist with initial purchases.
 - 3.2 Board approved suppliers will provide discounts to families with more than two (2) children or a family spending more than \$100.00 per purchase for elementary and/or secondary clothing items.
 - 3.3 All elementary schools, with the voluntary assistance of the Catholic School Council will facilitate donations of gently used dress code items and hold an annual or semi-annual “Dress Code Trade Day”.
4. Note – Above items 3.1 and 3.2 do not apply to parents/guardians selected retail stores for the purchase of elementary standardized dress code items.

ELEMENTARY STANDARDIZED DRESS CODE COMPLIANCE

All elementary students will arrive at school daily and/or for special school related community events dressed in the required elementary standardized dress code.

Students, who do not comply with the elementary standardized dress code expectations, will be issued consequences according to school guidelines, following progressive discipline.

At a minimum and in addition to the following, if the elementary student is not in compliance with the mandatory elementary standardized dress code, parents/guardians will be contacted to bring the required dress code items to the school.

PROGRESSIVE DISCIPLINE

Through open communication with parents/guardians, staff will review the elementary standardized dress code expectations of all elementary students in Niagara Catholic and will implement a progressive discipline process, as required, to ensure acceptance of the standardized elementary dress code.

In addition, the progressive discipline process includes, but is not limited to:

1. Three reminders
 - The first reminder will be made by the classroom teacher, school Principal/Vice-Principal to the student and will be recorded.
 - The second reminder will be made by the classroom teacher, school Principal/Vice-Principal to the student’s parents/guardians through a telephone call and will be recorded.
 - The third reminder will be made by the classroom teacher through a note in the agenda and/or a phone call to the student’s parents/guardians inviting the parents/guardians to a meeting. The notification will indicate that any further non-compliance of the expectations of the elementary standardized dress code will result in the student and parents/guardians meeting with the school Principal/Vice-Principal.
2. The teacher, school Principal/Vice-Principal or designate will communicate to parents/guardians regarding further non-compliance to the Elementary Standardized Dress Code Policy including but not limited to the following consequences:
 - Loss of school privileges,
 - Detention/age appropriate discipline assignment,
 - Parents/guardians may be contacted to pick up the student from school,
 - Parents/guardians and student may be contacted for a meeting with the school Principal/Vice-Principal,
 - Possible suspension from school.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
FEBRUARY 23, 2016**

PUBLIC SESSION

**TITLE: APPROVAL OF POLICIES
FRENCH IMMERSION POLICY (NEW)**

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the French Immersion Policy (NEW), as presented

Prepared by: Mark Lefebvre, Superintendent of Education

Presented by: Policy Committee

Recommended by: Committee of the Whole

Date: February 23, 2016



Niagara Catholic District School Board

French Immersion Policy

STATEMENT OF POLICY

Policy No

Adopted Date: New

Latest Reviewed/Revised Date: New

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, it is the policy of the Board to allow students access to French Immersion programming from grade to grade in accordance with their individual performance.

Students will generally be placed in classes with their age appropriate peers. The placement of students must be based on all the factors influencing the student's progress including academic, social, emotional and physical growth considerations.

The location of French Immersion Programs in the Board will be determined by the Director of Education and the Superintendent of Education, Program.

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

References:

- Niagara Catholic Admission of Elementary and Secondary Students Policy No. 301.1
- Niagara Catholic Attendance Area Policy No. 301.3
- Niagara Catholic Student Transportation Policy No. 500.2



Adopted Date: New

Latest Reviewed/Revised Date: New

The French Immersion procedures outline the application, registration and program requirements for the Niagara Catholic District School Board French Immersion Programs.

Stakeholder Groups with Responsibilities under the French Immersion Administrative Guidelines:

- Director of Education
- Superintendent of Education, Program
- Superintendent of Education, Human Resource Services
- Family of Schools Superintendents of Education
- Program Department
- Principals
- Teachers
- Parents/Guardians
- Student

PROCEDURES

The procedure outlines processes and requirements for the Niagara Catholic District School Board French Immersion (FI) Program.

Rationale

French Immersion (FI) is an optional program in which students receive their instruction in French for a variety of subjects from a teacher who speaks the language fluently. The program is designated for children whose first language is *not* French. Parents/guardians do not need to have knowledge of the French language or culture. Communication with parents/guardians is or can be in English including, but not limited to, report cards, newsletters and parent-teacher interviews depending on parent/caregiver(s) level of French proficiency.

In Niagara Catholic schools, the FI program begins in ELKP or Grade 1, depending on school site entry point, and is based on grade appropriate Ontario Curriculum expectations. The Program operates similarly to the program in English classrooms with instruction provided in French.

Participation in the FI program reflects the diversity of the student population. Appropriate accommodations are made for students, and special education support for formally identified students with special education needs, as outlined in the Board Special Education Plan, are available for students participating in the French Immersion Program.

Entry Point

Niagara Catholic District School Board offers early immersion in which the expected entry point is ELKP or Grade 1. Under special circumstances, after consultation with parents and with the approval of the school Principal, the appropriate Family of Schools Superintendent and the Superintendent of Education, Program, a student may be allowed to enter the program at another point provided the students

accumulated hours in the French Immersion Program qualifies them for successful graduation from this program.

Attendance

French Immersion students are to attend the French Immersion site closest to their home address. Any out of boundary requests will follow the Board's Admission of Elementary and Secondary Students Policy, and the Student Transportation Policy.

Registration Processes

As there is a provincially mandated hard cap in all primary grade class sizes as well as an aggregate class size cap in all other elementary grades, there are a limited number of spots available for students entering the FI Program. The class enrollment cap is set at 26 (Board aggregate) for ELKP and 20 (hard cap) for all other primary grades.

Siblings of current French Immersion students that are entering ELKP or Grade 1 in the Niagara Catholic School Board for the first time are provided with the first opportunity to pre-register for available French Immersion Programs at their local site by December 15th of the year preceding the September enrollment in French Immersion of the following year. Should the sibling not pre-register for any reason, application for the Program will be on-line and enrollment in the program will not be guaranteed.

Registration for the Niagara Catholic French Immersion Program is on-line at a time and date communicated to all interested parent/guardian(s) at a date advertised at least two months in advance. Electronic registration is time stamped (day, hour, minute and seconds) rank ordered by time. Parents will receive notification by email to inform them if their child has been placed in the grade appropriate French Immersion class or if they have been placed on the school's French Immersion Class Waitlist. On-line registration is the sole avenue to enroll students in the Niagara Catholic French Immersion Program. It is the sole responsibility of the parent/guardian(s) to ensure that they have registered their child at the correct site and grade. Errors in registration will not be considered at an alternative grade or French Immersion site when a waitlist exists for that specific entry point.

The specific French Immersion school site will contact successful applicants via e-mail and telephone to complete the registration process. Should a family fail to register a child by June 1st of the current school year for a September start in the next school year; the next qualified student registered electronically in rank order will be offered the available classroom position by the French Immersion site principal.

Transportation

All students enrolled in the French Immersion Program will be provided with transportation to their local Family of Schools designated French Immersion School site in accordance with the Board's Transportation of Students Policy #500.2. Designated Family of Schools French Immersion schools can be located at the following link: www.niagaracatholic.ca.

EQAO Participation

The Ministry of Education currently allows school boards to select participation in EQAO assessments in English or French (or both). All Niagara Catholic Elementary French Immersion students will participate in the Language component of the EQAO assessment in English in Grade 6. The EQAO assessment of Mathematics will be in French for Grades 3 and in English for Grade 6.

Support for Instruction

Staff Development

The Niagara Catholic District School Board recognizes that second language instruction requires specific teaching methodology. In keeping with the provincial guidelines and the standards of excellence used by the Niagara Catholic District School Board, French Immersion teachers must have:

- Professional development appropriate to their grade and subject;
- Professional development specific to immersion teaching; and
- An excellent command of oral and written French
- Professional qualifications in French under the Ontario College of Teachers Act

Resources

The Board will provide the necessary human resources (administrative, teaching and support staff), material and information technology resources to deliver an effective program in French.

Responsibilities

The Director of Education shall:

- allocate staff and resources to support the French Immersion Program.

Family of Schools Superintendents of Education shall:

- review French Immersion attendance areas and determine program locations in accordance with Policy and Procedure #108.0, Student Accommodation – Attendance Areas and Student Transfers;
- provide leadership and support to French Immersion site principals, as required, in implementing the French Immersion Program.

Superintendent of Education, Program shall:

- provide leadership and support the high-quality implementation of the elementary and secondary Ontario French Immersion Curriculum.

Superintendent of Human Resource Services shall:

- ensure that selection processes for French Immersion (FI) teaching staff are aligned with legislation and all applicable Board policies and procedures;
- ensure that FI teachers hold additional qualifications to teach in French as a Second Language programs in English schools, and where teachers do not have additional qualifications in French, apply to the Ministry of Education for a Temporary Letter of Approval;
- administer language assessments for FI teacher candidates.

Program Department Staff shall:

- provide leadership and support to schools in implementing appropriate supports for students with special education needs.

Principals of Schools with French Immersion shall:

- adhere to the Board's French Immersion (FI) Program ensuring integrity and consistency are maintained across the system;
- ensure that French is the language of instruction in all subjects taught in French;
- adhere to the Board's protocol for hiring FI teaching staff.

Elementary Schools with French Immersion shall:

- support the FI registration process;
- host an information night for parents/guardians interested in enrolling their child(ren) in the FI program and share the following;
- upcoming space accommodations if applicable;
- the registration process.

For late registrations:

- advise parents/guardians that students may be required to overflow due to staffing or accommodation considerations;
- consider admission to the program on a first come, first served basis.

For delayed entry students:

- consider, in consultation with parents/guardians whether enrolment in the FI program is in the best interest of the student;
- monitor the student during the first six weeks, as required, with the classroom teacher and/or the special education resource teacher to ensure the student is progressing appropriately;
- ensure parents/guardians are informed of the child's performance at regular intervals;
- determine for Grades 4 to 8 which of Health and Physical Education and/or the Arts subjects will be taught in French and which in English, meeting program requirements and ensuring consistency within the school including, but not limited to,
- Not changing the subject language mid-year,
- Not offering one subject in both languages;
- ensure FI-qualified staff teaches all French subjects;
- avoid, if at all possible, having one teacher teach both French and English to the same class;
- for students entering the Board from a different Board's FI program or returning to FI after an extended absence, consider whether FI is an appropriate choice for the student by;
- ensuring that the Student Record of Accumulated Instruction in French over their previous schooling includes at least 70 per cent of the total accumulated by Niagara Catholic students in the grade they are entering;
- reviewing other relevant information, including student report cards;
- recommending a curriculum-based assessment, as appropriate;
- communicating the final decision about student's participation in FI to parents/guardians;
- consulting with the superintendent of schools, as required;
- for English language learners (ELLs) entering Grade 1, update the English as a Second Language (ESL) information in Maplewood, as outlined in the Entering English as a Second Language/English Literacy Development Data document;
- for English language learners (ELL) in Grades 4 to 8;
- for subjects taught in English, ensure teachers determine the students' level of English language proficiency and communicate this information to the principal;
- ensure that the student's level of English language proficiency is noted in Trillium as outlined in the Entering English as a Second Language/English Literacy Development Data document;
- support the implementation of Board and Ministry policies and procedures for programming, and for tracking of ELLs' language proficiency.

Secondary Schools with French Immersion shall:

- ensure the most appropriate Core French placement for students who graduate from the Grade 8 FI program but do not continue with FI in secondary school;
- ensure that all required courses and a variety of other courses are available to students enrolled in the FI program in order to satisfy the requirements of the French Immersion Certificate upon graduation.

Teachers of French Immersion shall:

- recognize that the French Immersion (FI) program operates similarly to the program offered in English, and that all curriculum expectations and relevant Board policies and procedures apply;
- adhere to the Board Special Education Plan as it relates to FI;
- use French as the language of instruction for subjects taught in French;
- ensure students use French at all times in subjects taught in French;
- foster, model and encourage the use of French outside the classroom;
- for delayed entry students, inform parents/guardians of the child's performance at regular intervals;
- for English language learners (ELLs) in Grades 4 to 8 for subjects taught in English;
- determine the level of English language proficiency and communicate this information to the principal;
- provide the necessary program adaptations for ELLs as they acquire English proficiency;
- monitor the ELLs' level of English proficiency on an ongoing basis.

Parent(s)/guardian(s) shall:

- register their children for French Immersion (FI) by:
- for Kindergarten students in the Board, providing the child's Student Index Card signed by the current principal to the FI school,
- for students new to the Board, providing completed registration package as outlined in Policy and Procedure #163.0, School Admission, and
- presenting the appropriate documentation at the FI school to register;
- understand that students who register late may be overflowed to another site due to staffing issues or accommodation;
- understand that delayed entry students will need additional support at home to catch up on missed learning;
- understand that students who have not been in FI will not be accepted in the program after the last Friday in November of their Grade 1 year;
- communicate concerns about their child's progress or any additional information relevant to the student's learning, achievement and well-being with school staff;
- understand that learning materials will be in French including, but not limited to, homework assignments, assessment criteria and learning goals;
- understand that school boundaries are subject to review and may change.

French Immersion Students shall:

- use French at all times in subjects taught in French.

It is the expectation of the Niagara Catholic District School Board that all employees, students and persons invited to or visiting Board property; or partaking/volunteering in Board or school-sponsored events and activities will respect the policies and procedures of the Board. The term "parents" refers to both biological/adoptive parents and guardians in all Board policies and procedures.

Progression of Niagara Catholic French Immersion Program Possible Entry Points Over Time

(Individual entry point dependant on location)

Year	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
French Immersion	ELKP, 1	ELKP, 1, 2	ELKP, 1, 2, 3	ELKP, 1, 2, 3, 4	ELKP, 1, 2, 3, 4, 5	ELKP, 1, 2, 3, 4, 5, 6	ELKP, 1, 2, 3, 4, 5, 6, 7	ELKP, 1, 2, 3, 4, 5, 6, 7, 8

Elementary French Immersion Programming

French must be the language of instruction for a minimum of **50 per cent** of the total instructional time at every grade level of the program. FI programs must include the study of French as a second language and the study of at least two other subjects taught in French.

Subjects must be selected from the following: The Arts, Social Studies (Grades 1 to 6) or History and Geography (Grades 7 and 8), Mathematics, Science and Technology, and Health and Physical Education. The minimum requirement for French language instruction Immersion is 3800 hours at the end of Grade 8.

Niagara Catholic Elementary French Immersion Programs

French Instructional time

English Language Instructional time in shaded area

<i>ELKP - Gr. 1</i>	90% French Language <i>274 Minutes</i>	Religion <i>10%</i> <i>30 minutes</i>
<i>Grade 2 - 3</i>	80% French Language <i>243 Minutes</i>	English Language Arts is introduced <i>20%</i> <i>61 minutes</i>
<i>Grade 4 - 5</i>	75% French Language <i>228 Minutes</i>	Additional subjects taught in English are introduced <i>25%</i> <i>76 minutes</i>
<i>Grade 6 - 8</i>	50% French Language <i>152 minutes</i>	50% English Language <i>152 minutes</i>

Subjects that *may* be taught in French are: French Language Arts, Religion, Math, Science and Technology, Social Studies (History & Geography in the Intermediate grades), Music, Visual Arts, Drama/Dance, Health and Physical Education.

Choice of subjects to teach in French may depend on the availability of staff able to teach that subject in French (i.e. Phys. Ed Specialist)

French Immersion Secondary School Credits

All Niagara Catholic students are required to successfully complete 30 credits in order to complete the requirements for the Ontario Secondary School Graduation Diploma. Niagara Catholic will offer enough credits in French (14 credits) to enable a student to graduate with a French Immersion Diploma.

Secondary French Immersion Program

Each secondary school will offer the following courses in French:

- Four required language courses (FIF)
- Grade 9 Geography
- Grade 10 History
- Grade 10 Civics and Careers
- at least three other courses taught in the French language (excluding third language since the language of instruction should be in the third language).

Secondary school students must accumulate at least 10 French Immersion credits to qualify for the French Immersion Certificate upon graduation.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
FEBRUARY 23, 2016**

PUBLIC SESSION

**TITLE: LONG TERM ACCOMMODATION PLANNING – PHASE
ONE**

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Long Term Accommodation Planning Principles, as presented.

Prepared by: Ted Farrell, Superintendent of Education
Scott Whitwell, Controller of Facilities Services
Kathy Levinski, Manager Facilities Services

Presented by: Ted Farrell, Superintendent of Education
Scott Whitwell, Controller of Facilities Services
Kathy Levinski, Manager Facilities Services

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

Date: February 23, 2016



REPORT TO THE COMMITTEE OF THE WHOLE FEBRUARY 9, 2016

LONG TERM ACCOMMODATION PLANNING - PHASE ONE

BACKGROUND INFORMATION

Updated Ministry Guidelines

The capital assets of school boards need to be managed effectively and dedicated appropriately to advance student achievement. In March 2015, the Ministry of Education issued Guidelines to support school boards in their efforts to do so.

The Pupil Accommodation Review Guidelines attempted to streamline and clarify the process for school boards to be able to close underutilized schools and introduced the modified accommodation process, which permitted school boards to make school closure decisions with less public consultation and fewer meetings. The Community Planning and Partnership Guidelines were introduced to ensure that school boards were consulting regularly with community agencies in an effort to facilitate partnerships to minimize underutilized space within schools.

The Ministry linked the two Guidelines as it encouraged boards to consider the value of underutilized space within schools to community partners who would be able to offset such cost. The Ministry now requires a more concerted effort on the part of school boards to investigate this partnership options prior to closing schools.

At the January 26th, 2016 Policy Meeting, the Pupil Accommodation Review Policy, 701.2, and the Community Planning and Partnerships Policy, 800.6 were recommended to be submitted for approval at the Committee of the Whole Meeting at the February 9th, 2016 Meeting. Each of the revised Policies respects the spirit of the new Ministry Guidelines and complies with the respective requirements.

With the passage of the two Policies near completion, it is now time for Board staff to focus on the development of a Long Term Accommodation Plan. The plan will help guide the Board in making pupil accommodation decisions and enable community partners seeking space in underutilized schools to identify potential locations.

Recent History of Board Approved Motions and Senior Staff Follow-up

In an attempt to maximize the utilization of its facilities the Board has addressed accommodation issues over the past few years through a number of Board motions.

At the May 26th, 2009 meeting of the Niagara Catholic District School Board, the Board approved eleven (11) motions. The closure of St. Joseph Catholic Elementary School (June 2010) in Niagara Falls and Michael J. Brennan Catholic Elementary School (June 2014) were the result of two of the motions. The motions also encouraged the development of new programs involving innovative Specialist High Skills Major programs that have since been introduced at several of the Board's Catholic high schools.

On April 5th, 2013, the Board received a Long Term Accommodation Review Resource Document prepared by Watson & Associates, Economists Ltd. for consideration which provided an overview of the Board and its historical accommodation decisions, observations and recommendations for both the elementary and secondary panels and next steps. The report outlined the short, medium and long term accommodation challenges faced by the Board and offered potential solutions.

Senior Administrative Council reviewed the content of the Long Term Accommodation Review Resource Document and brought to the April 9th, 2013 Committee of the Whole Meeting twelve (12) motions. Some of the motions passed required no further action on the part of the Board.

At the April 23rd, 2013 meeting of the Niagara Catholic District School Board, the Board approved seven (7) motions. The information provided below provides the historical and current status of the Board motions along with a statement of the follow up, to date.

1. THAT the Niagara Catholic District School Board maintains all three Catholic Secondary Schools in St. Catharines and continues to monitor the accommodation and utilization of all three Catholic secondary facilities, and that Senior Staff bring a report to the Board no later than April 2018.

February 9th, 2016 Update
Monitoring continues.

2. THAT the Niagara Catholic District School Board approve that the St. Catharines Elementary and Secondary Ad Hoc Attendance Area Review Committee of the Board review the attendance boundaries of the following St. Catharines Catholic Elementary Schools, Assumption Catholic Elementary School, St. Alfred Catholic Elementary School, St. Ann Catholic Elementary School, Canadian Martyrs Catholic Elementary School, Our Lady of Fatima Catholic Elementary School and the consolidated St. James Catholic Elementary School/Michael J. Brennan Catholic Elementary School and that a report be submitted to the Committee of the Whole no later than December 2013.

February 9th, 2016 Update

An Attendance Area Review was completed for the area and a report was submitted for the consideration of the Board at the December 17, 2013 meeting. Changes to the boundaries took effect in September 2014.

3. THAT the Niagara Catholic District School Board approve that an Accommodation Review Committee be established to review St. Christopher Catholic Elementary School and St. Theresa Catholic Elementary School and that Senior Staff bring a report to the Committee of the Whole no later than January 2014.

February 9th, 2016 Update

An Accommodation Review Committee was established and its recommendations presented to the Committee of the Whole on April 8th, 2014. At the subsequent Board Meeting on May 27th, 2014 several motions were approved:

THAT the Niagara Catholic District School Board, in accordance with the Board approved St. Catharines Pupil Accommodation Review Schedule 2014, receive the Pupil Accommodation Review - Senior Staff Follow-Up Report and Recommendations for St. Christopher Catholic Elementary School and St. Theresa Catholic Elementary School.

THAT the following recommendations by Senior Staff as provided in the April 8th, 2014 Pupil Accommodation Review - Senior Staff Follow-Up Report and Recommendations for St.

Christopher Catholic Elementary School and St. Theresa Catholic Elementary School, be received and considered for approval at the May 27, 2014 Board Meeting.

THAT the Board submit to the Ministry of Education a request for capital funding for an addition to St. Christopher Catholic Elementary School to be received by the Board no later than 2016 subject to Ministry of Education Capital Funding Approval.

THAT the Board submit to the Ministry of Education a request for retrofit funding for renovations to St. Theresa Catholic Elementary School to be received by the Board no later than 2016 subject to Ministry of Education Capital Funding Approval.

THAT an Ad Hoc Attendance Area Review Committee of the Board be established to review the attendance boundaries of St. Christopher Catholic Elementary school and St. Theresa Catholic Elementary School and that boundary changes not take place prior to the Ministry of Education approval for funding for an addition to St. Christopher Catholic Elementary School and retrofit funding required to accommodate additional enrolment at St. Theresa Catholic Elementary School.

February 9th, 2016 Update

The Board has unsuccessfully applied for capital funding to support the recommended renovations to each school. Another application may be made to fund the projects this year with a Board approved motion.

4. THAT the Niagara Catholic District School Board approve an agreement to create a new joint venture St. Nicholas Catholic Elementary School with the French Catholic District School Board which is contingent on acquiring a suitable downtown site and Ministry of Education funding for a new elementary school by September 2014. Senior Staff will continue to explore all available facility options for St. Nicholas Catholic and bring a report to the Board no later than November 2013.

February 9th, 2016 Update

At the November 26, 2013 Board Meeting, the Controller of Facilities reported that the Board would continue to dialogue with the City of St. Catharines, and potential community partners to support the motion. Also, the Board was recently provided the opportunity to purchase a vacant school from our coterminous board but deemed the site unacceptable. The Board will continue to monitor the downtown core for potential sites.

5. THAT the Niagara Catholic District School Board not require a Niagara Falls Elementary and Secondary Ad Hoc Attendance Boundary Review be completed for the St. Thomas More Catholic Elementary School and Our Lady of Mount Carmel Catholic Elementary School consolidation.

February 9th, 2016 Update

No action was required.

6. THAT the Niagara Catholic District School Board approve the preparation and submission of a capital priorities business case to secure funding for a new joint venture Catholic elementary school in downtown St. Catharines with the French Catholic District School Board.

February 9th, 2016 Update

In June 2014 The Director of Education wrote a letter to the Director of Education of Conseil scolaire de district catholique Centre-Sud, to pursue a joint capital submission. The Board is currently waiting for a reply.

7. THAT the Niagara Catholic District School Board approve the preparation and submission of a capital priorities business case to secure funding for an addition at St. Michael Catholic Elementary School to replace existing portables and to accommodate future projected student enrolment.

February 9th, 2016 Update

The Board has unsuccessfully applied for two consecutive years to secure funding for the addition. A subsequent application for capital funding will require a Board approved motion.

French Immersion

One of the recommendations that came from the consultation process for Vision 2020, the Board's Multi-year Strategic Plan, was for the Board to implement French Immersion.

- In September 2013, the Niagara Catholic District School Board began implementing a French Immersion Program with entry points at:
- ELKP and Grade 1 across 5 sites located at St. Mark Catholic Elementary School, Beamsville, for the Blessed Trinity Family of schools;
- Notre Dame Catholic Elementary School, Niagara Falls, for the Saint Paul Family of Schools;
- Our Lady of Mount Carmel Catholic Elementary School, Niagara Falls for the Saint Michael Family of Schools;
- Our Lady of Fatima Catholic Elementary School, St. Catharines for the Saint Francis, Denis Morris and Holy Cross Family of Schools;
- Holy Name, Welland for the Notre Dame College Family of Schools.

The Program will be fully implemented in existing elementary sites in September 2020. The program will then impact the secondary schools.

The French Immersion program has an impact on the use of school facilities and will need to be considered as the Long Term Accommodation Plan is developed. As the program matures, there will need to be consideration to the ability of existing sites to absorb the additional enrolment and the need to potentially move to new locations.

Current Enrolment

The following appendices are included to provide a visual overview of the current state of enrolment in Niagara Catholic and a snapshot of projected enrolment in 2020-2021.

Appendix A - Historical and Projected Overall Board Enrolment

Appendix B - Historical and Projected Overall Elementary School Enrolment

Appendix C - Elementary School Enrolment vs. Capacity - 2015-2016 vs. 2020-2021

Appendix D - Historical and Projected Overall Secondary School Enrolment

Appendix E - Secondary School Enrolment vs. Capacity - 2015-2016 vs. 2020-2021

Current Status

Board Staff is in the process of developing a current Long Term Accommodation Plan. The updated plan is intended to provide the Niagara Catholic District School Board with direction related to the use of schools, in line with the mission, vision and values of the Board. The plan will be made public for transparency and may be relied upon by the community and those interested in community partnerships.

The plan will outline in the short, medium and long term strategies that will address accommodation issues. It is intended to be dynamic through regular review and revision.

Our vision with respect to Board school facilities recognizes that our Catholic schools are an integral part of vibrant and healthy communities. The Niagara Catholic District School Board is committed to ensuring that students are educated in the highest quality schools. The Board is committed to maximizing the use of its facilities through pupil enrolment and engaging community partners.

Planning Principles

The following Long Term Accommodation Planning Principles have been developed to guide the long term planning process:

1. Ensure viable and sustainable Catholic schools and programs for all students:
 - i. that students are accommodated in safe, healthy and appropriate facilities that support the highest quality Catholic education to meet their needs, while advancing student achievement and well-being nurturing the distinctiveness of Catholic education in local communities.
 - ii. that schools should be of a sufficient size to support equity of educational opportunities for all students from a resource perspective, including technology, to ensure effective and efficient stewardship of Board resources from fiscal and environmental perspectives.
 - iii. that each school plays an important part to the long-term health and sustainability of the Board and that schools are sustainable over the long term.
2. Minimize the use of temporary accommodation/ facilities to address short, medium and long term enrolment pressures:
 - i. that the use of portables be minimized in terms of number and duration.
 - ii. that the preferred models of school organization are self-contained within the on- the- ground capacity of the school: Elementary: ELKP to Grade 8; and Secondary: Grades 9 to 12.
 - iii. that new programs support the Board's Vision and be fiscally responsible.
 - iv. that boundary changes may be required to ensure a viable distribution of pupils across school communities as per the Attendance Areas Policy, 301.3.
 - v. that the Pupil Accommodation Review Policy, 701.2 will be used to guide the process for arriving at accommodation decisions.
 - vi. that when addressing enrolment pressures, current projections and planning techniques will be used to make decisions.
 - vii. that all capital projects are 100% dependent on approval and funding from the Ministry of Education.
3. The Long Term Accommodation Plan will be in compliance with legislation such as the *Accessibility for Ontarians with Disabilities Act*, and will consider Daily Physical Activity, Child Care Centres with Before and After School Programs available at the school, the locations of Child Care Centres, Community Partnerships, and the community use of schools.
4. The Long Term Accommodation Plan will promote facility partnerships to market schools as a community resource within the Region, municipalities and not for profit agencies.

Accommodation planning is a dynamic process. The recommendations enclosed in this report are based on enrolment figures from October 31, 2015. Changes in the population distribution in local school communities may vary from the projections. In making pupil accommodations further consultation and analysis will be required.

A visual presentation will be presented at the Committee of the Whole Meeting to supplement the content of this report.

Next Steps

Long Term Accommodation Plan – Phase Two

Senior Administrative Council will bring a Long Term Accommodation Plan – Phase Two report to the March 8th, 2016 Committee of the Whole Meeting. This Phase 2 report will contain current and projected enrolment figures for:

- each elementary school;
- each secondary school;
- each of the Family of Schools;
- lower-tier municipality;
- the secondary panel.

Long Term Accommodation Plan – Phase Three

Following discussions with the Committee of the Whole at the February 2016 and March 2016 meetings, Senior Administrative Council will bring a Long Term Accommodation Plan – Phase 3 report to the April Committee of the Whole meeting outlining the Long Term Accommodation Plan for Attendance Area Reviews; Pupil Accommodation Reviews, applications for capital consideration by the Ministry of Education and opportunities for community planning and partnerships for the consideration of the Board.

RECOMMENDATION

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Long Term Accommodation Planning Principles, as presented.

Prepared by: Ted Farrell, Superintendent of Education
Scott Whitwell, Controller of Facilities Services
Kathy Levinski, Manager Facilities Services

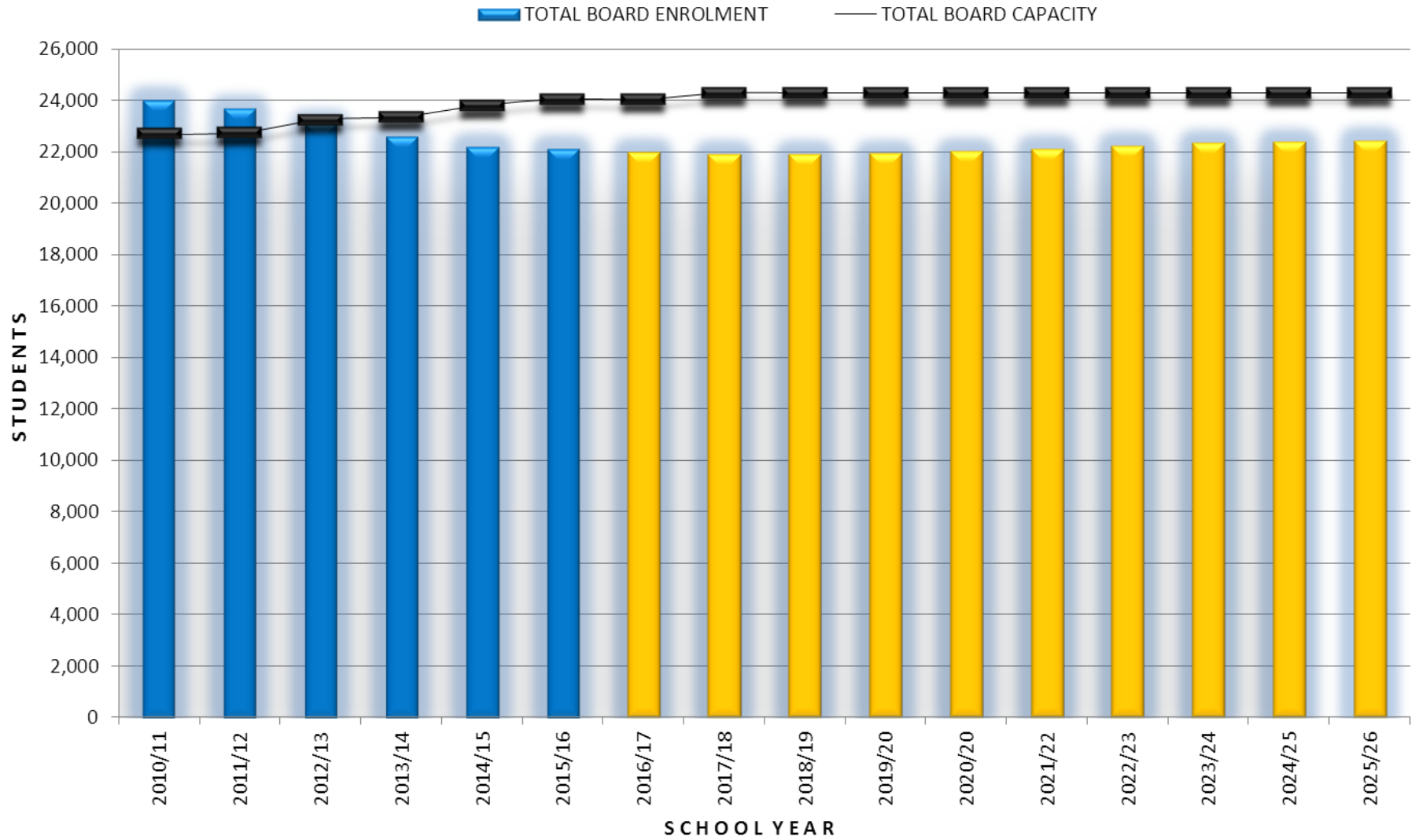
Presented by: Ted Farrell, Superintendent of Education
Scott Whitwell, Controller of Facilities Services
Kathy Levinski, Manager Facilities Services

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

Date: February 9, 2016

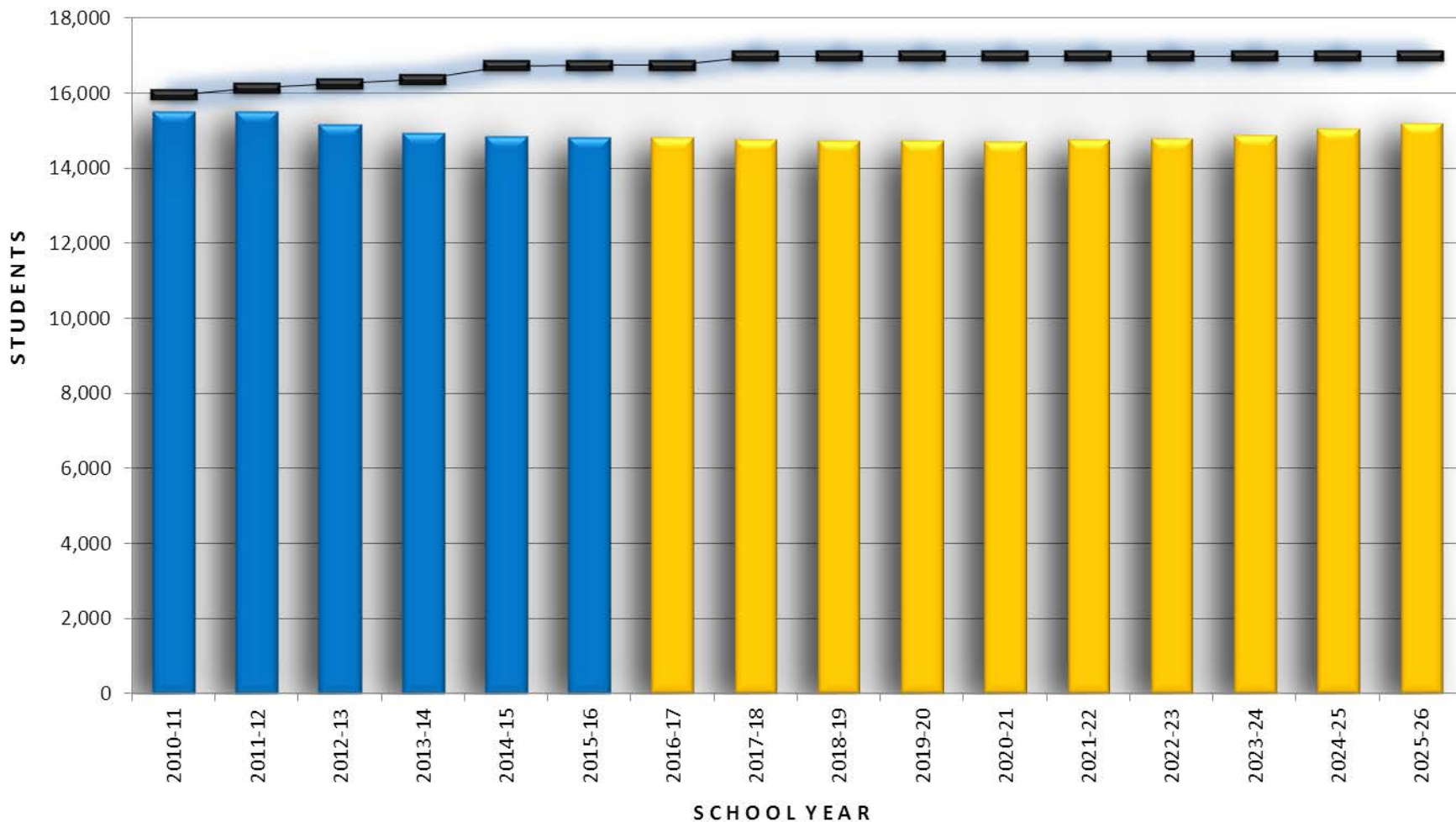
HISTORICAL AND PROJECTED OVERALL BOARD ENROLMENT EXISTING SCHOOLS

Appendix A



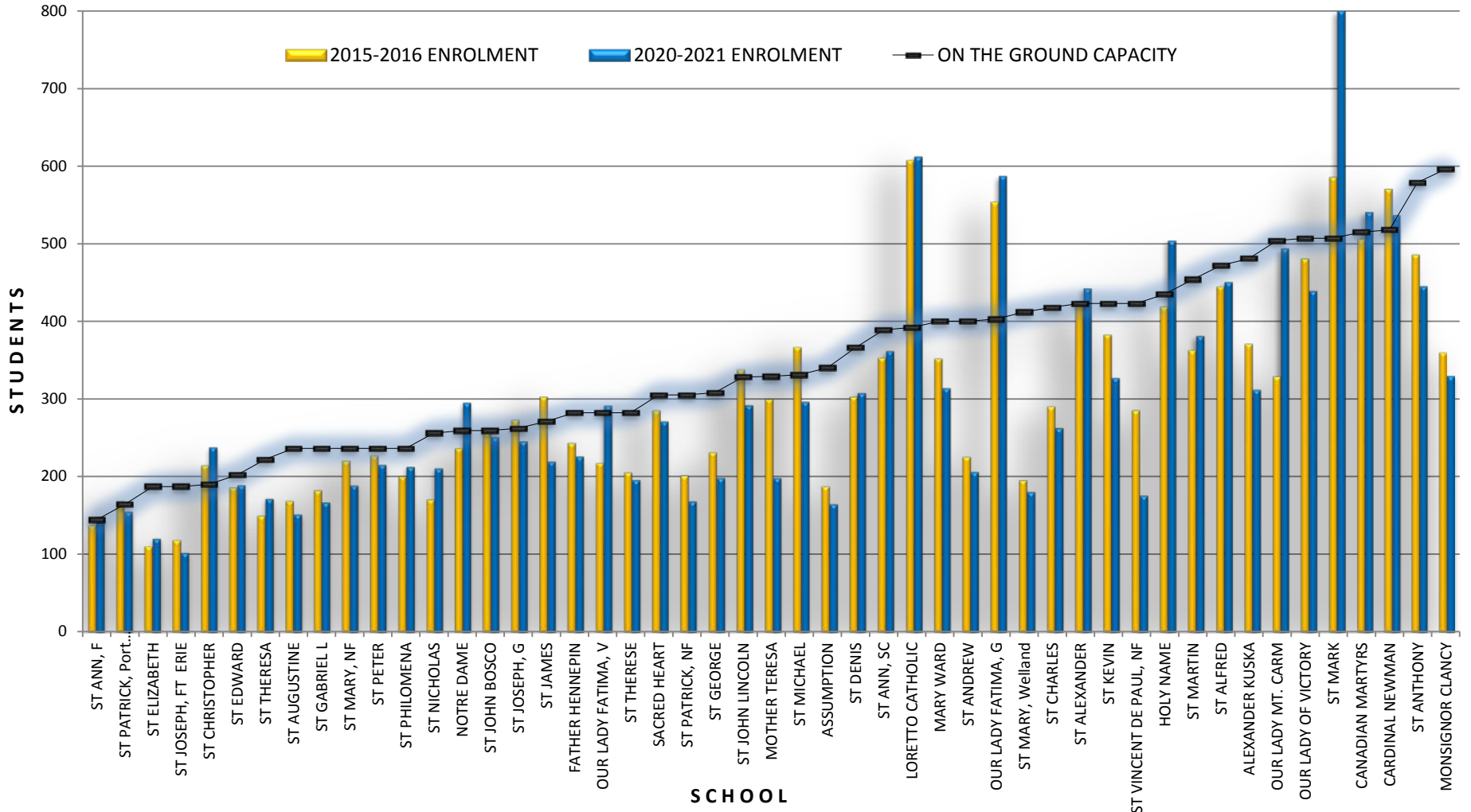
HISTORICAL AND PROJECTED ELEMENTARY SCHOOL ENROLMENT

Enrolment — On the Ground Capacity

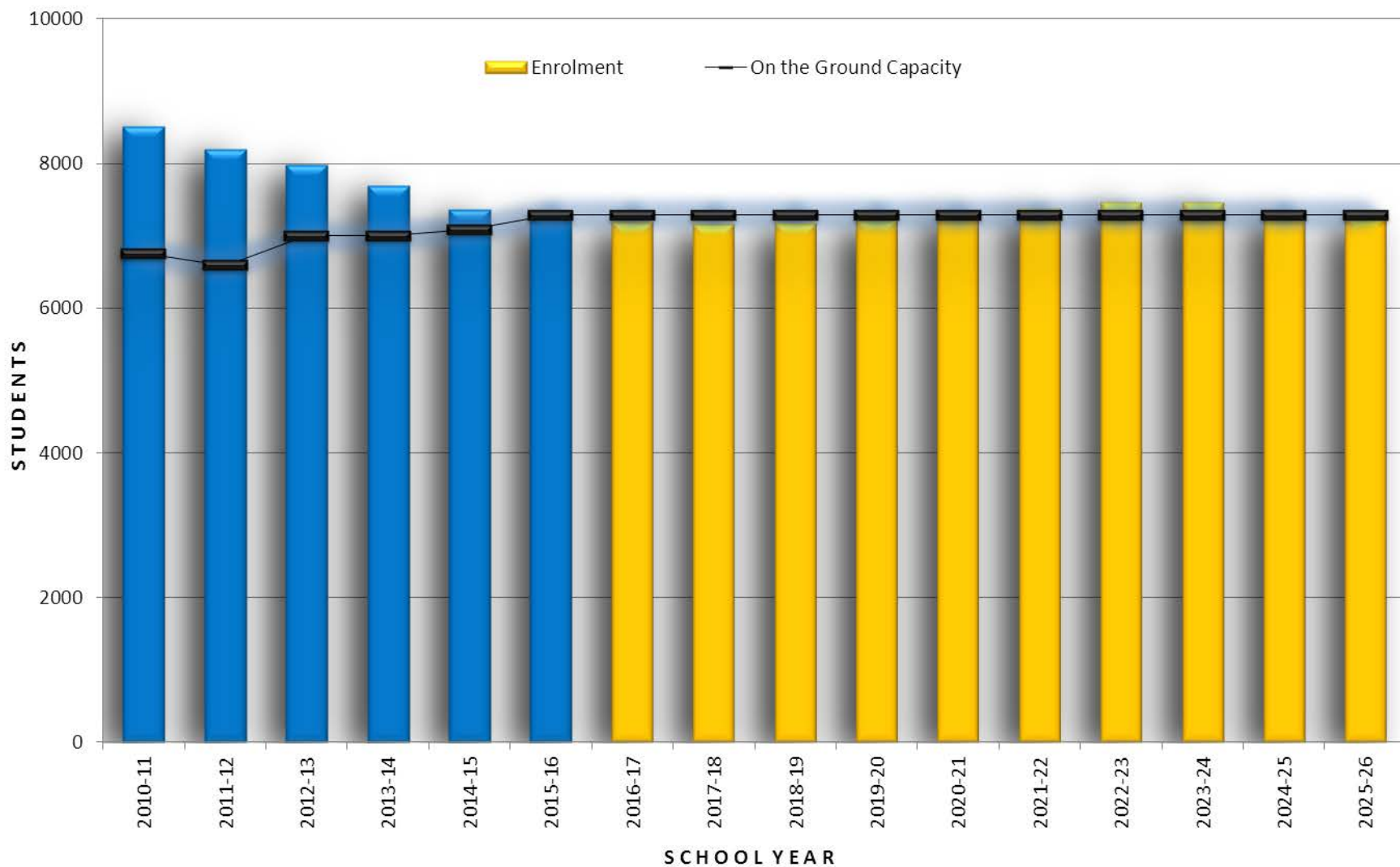


ELEMENTARY SCHOOL ENROLMENT VS. CAPACITY

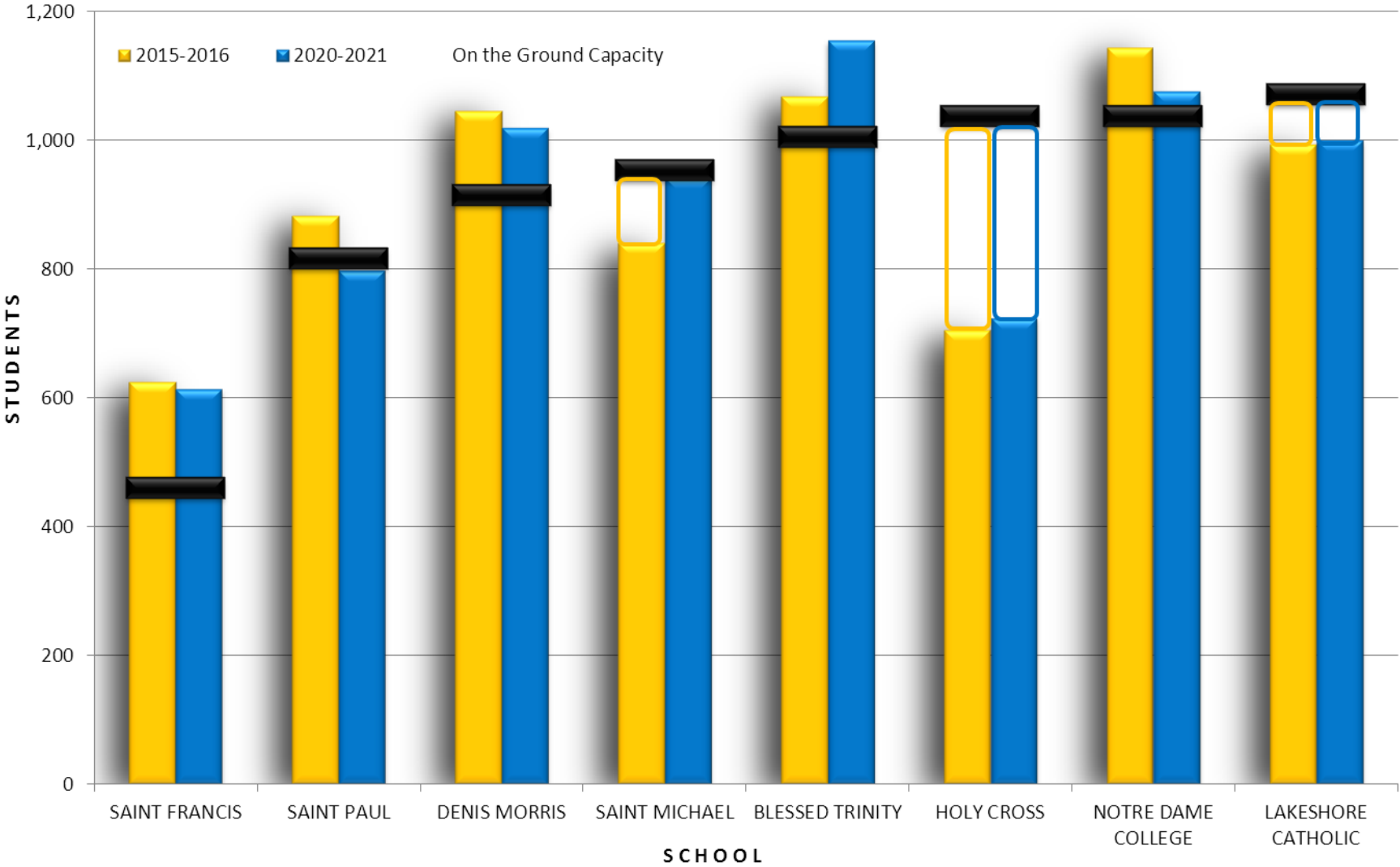
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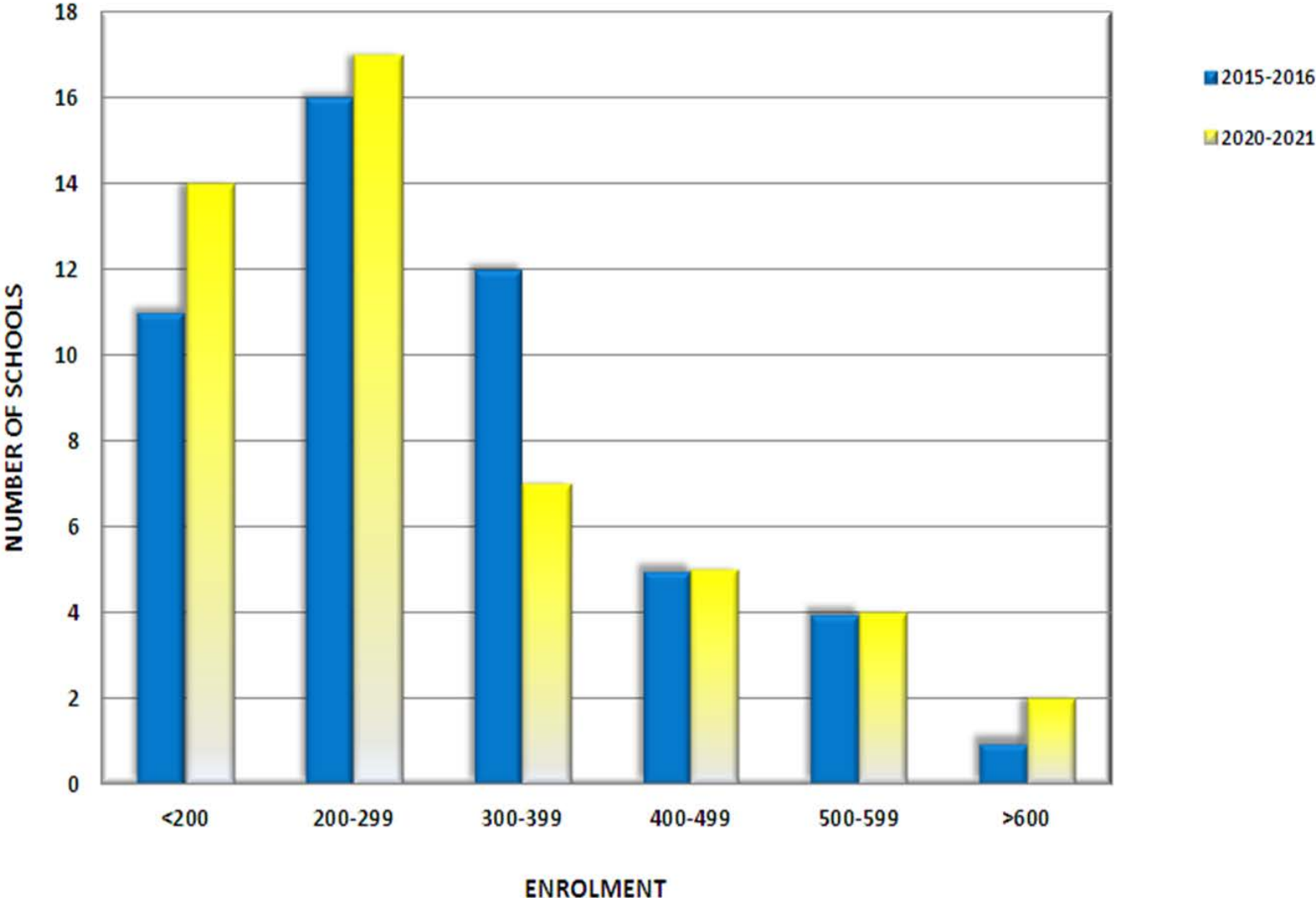
HISTORICAL AND PROJECTED SECONDARY SCHOOL ENROLMENT



SECONDARY SCHOOL ENROLMENT VS. CAPACITY



COUNT OF ELEMENTARY SCHOOLS BY SIZE BASED ON ENROLMENT



**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
FEBRUARY23, 2016**

PUBLIC SESSION

**TITLE: ELEMENTARY AND SECONDARY SCHOOL YEAR
CALENDARS 2016-2017**

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Elementary and Secondary School Year Calendars for the 2016-2017 school year.

Prepared by: Frank Iannantuono, Superintendent of Education

Presented by: Frank Iannantuono, Superintendent of Education

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

Date: February 23, 2016



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

REPORT TO THE COMMITTEE OF THE WHOLE MEETING FEBRUARY 9, 2016

ELEMENTARY AND SECONDARY SCHOOL YEAR CALENDARS: 2016-2017

BACKGROUND INFORMATION

The *Education Act, Regulation 304 - School Year Calendar, Professional Activity Days* outlines the requirements and timelines for preparing and submission of school year calendars to the Ministry of Education for approval.

For the 2016-2017 School Year Calendars, there are 194 possible school days between September 8th, 2016 and June 30th, 2017. Within this total, elementary and secondary schools must have a minimum of 194 school days of which seven (7) days must be designated as professional activity days. Secondary schools may have a maximum of ten (10) instructional days set as examination days. The remaining school days shall be instructional days.

CONSULTATION PROCESS

The 2016-2017 School Year Calendar Committee met on January 13th, 2016 to discuss and review the draft calendar and the consultation process.

Members of the 2016-2017 School Year Calendar Committee are:

Frank Iannantuono	Superintendent of Education and Committee Chair
Yolanda Baldasaro	Superintendent of Education
Anne Marie Crocco	Elementary Principal
Dan DiLorenzo	Secondary Principal
Anthony Corapi	Coordinator of Staff Development
Lee Ann Forsyth-Sells	Superintendent of Education
Anna Maxner	CUPE President
Marie Balanowski	OECTA President
Shonna Daly	Niagara Catholic Parent Involvement Committee
Rob Lavorato	SEAC

The consultation process provided the elementary and secondary draft modified calendars to all Elementary and Secondary Principals, Vice-Principals, Catholic School Council Chairs, Niagara Catholic Parent Involvement Committee (NCPIC), Special Education Advisory Committee (SEAC), OECTA Elementary and Secondary Presidents, CUPE President, Student Achievement Departments for feedback by January 29th 2016.

Simultaneously, there has been on-going consultation with the co-terminous Board to achieve a similar school year calendar, where possible.

SUMMARY OF THE ATTACHED CALENDARS

Attached to this Committee of the Whole Report are the proposed Elementary (Appendix A) and Secondary School Year (Appendix B) Calendars for 2016-2017.

Highlights of the Proposed School Year Calendars for 2016-2017

Professional Activity Days

In accordance with the *Education Act, Regulation 304 - School Year Calendar*, the following seven (7) days have been identified as Professional Activity Days.

Elementary Professional Activity

Friday, October 7th, 2016:	Student Achievement/Student Success: Developing and Implementing Board and School Improvement Plans
Friday, November 18th, 2016:	Implementing strategies to improve and/or to close the gaps in student achievement in numeracy.
Friday, January 20th, 2017:	Report Card Writing Day: Performing assessments for, as and of learning
Friday, February 17th, 2017:	Developing Individual Education Plans (IEPs) Building educator literacy concerning student mental health needs, with a focus on developing educators' awareness of mental health issues Implementing activities related to assistive technologies, differentiated instruction, Universal Design for Learning, and professional learning technologies
Friday, May 19th, 2017:	Faith Day – System Wide
Friday, June 9th, 2017:	Report Card Writing Day: Performing assessments for, as and of learning.
Friday, June 30th, 2017:	Facilitating transitions for students who are entering school, changing grades or schools, or leaving school

Secondary Professional Activity Days

Friday, October 7th, 2016:	Student Achievement/Student Success: Developing and Implementing Board and School Improvement Plans
Friday, November 18th, 2016:	Implementing strategies to improve and/or to close the gaps in student achievement in numeracy.
Friday, February 3rd, 2017:	Student Achievement/Student Success: Performing assessments for, as and of learning
Friday, February 17th, 2017:	Developing Individual Education Plans (IEPs) Building educator literacy concerning student mental health needs, with a focus on developing educators' awareness of mental health issues Implementing activities related to assistive technologies, differentiated instruction, Universal Design for Learning, and professional learning technologies
Friday, May 19th, 2017:	Faith Day – System Wide
Friday, June 29th, 2017:	Facilitating transitions for students who are entering school, changing grades or schools, or leaving school
Friday, June 30th, 2017:	Facilitating transitions for students who are entering school, changing grades or schools, or leaving school

Secondary Examination Days

Semester 1 – Friday, January 27th, 2017 to Thursday, February 2nd, 2017
Semester 2 – Thursday, June 22nd, 2017 to Tuesday, June 28th, 2017

Board and Civic Holidays

Labour Day	Monday, September 5 th , 2016
Thanksgiving Day	Monday, October 10 th , 2016
Christmas Break	Monday, December 26 th , 2016 to Friday, January 6 th , 2017
Family Day	Monday, February 20 th , 2017
March Break	Monday, March 13 th to Friday, March 17 th , 2017 (ten month employees only)
Good Friday	Friday, April 14 th , 2017
Easter Monday	Monday, April 17 th , 2017
Victoria Day	Monday, May 22 nd , 2017
Canada Day	Saturday, July 1 st , 2017

To comply with the timelines outlined in *Regulation 304 - School Year Calendar*, school boards are required to submit Board approved **regular** school year calendars to the Ministry of Education by May 1st, 2016 and Board approved **modified** school year calendars to the Ministry of Education by March 1st, 2016.

Based on feedback from the consultation process, discussions with the School Year Calendar Committee, Senior Administrative Council and our coterminous board, the 2016-2017 Elementary and Secondary **modified** School Year Calendars will be submitted immediately following the Board Meeting of February 23rd, 2016 for approval.

Appendix A: Proposed Elementary School Year Calendars for 2016-2017

Appendix B: Proposed Secondary School Year Calendars for 2016-2017

RECOMMENDATION

THAT the Committee of the Whole recommends that the Niagara Catholic District School Board approve the Elementary and Secondary School Year Calendars for the 2016-2017 school year, as presented.

Prepared by: Frank Iannantuono, Superintendent of Education

Presented by: Frank Iannantuono, Superintendent of Education

Recommended by: John Crocco, Director of Education, Secretary/Treasurer

Date: February 9, 2016



Ministry of Education
Ministère de l'Éducation

Board Name Niagara CDSB (B67156)		Calendar Title [2016-232033] Niagara Catholic Elementary		Panel Elementary	Calendar Type Modified	Date Created Jan 13, 2016	
Start of School Year Sep 06, 2016		End of School Year Jun 30, 2017		First Day Students Sep 06, 2016		Last Day Students Jun 29, 2017	
Status Draft		Description Modified					

Month	1st Week					2nd Week					3rd Week					4th Week					5th Week					PA days	Instr days	Exam days	
	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F				
August	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31				0	0	0
September				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30	0	19	0	
October	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31					1	19	0	
November		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30			1	21	0	
December				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30	0	17	0	
January	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31				1	16	0	
February			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28				1	18	0	
March			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31	0	18	0	
April	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28						0	18	0	
May	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31			1	21	0	
June				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30	2	20	0	
July	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31					0	0	0	



Ministry of Education
Ministère de l'Éducation

Board Name Niagara CDSB (B67156)	
Calendar Title [2016-232060] Niagara Catholic Secondary	Panel Secondary
Calendar Type Modified	Date Created Jan 14, 2016
Start of School Year Sep 06, 2016	End of School Year Jun 30, 2017
First Day Students Sep 06, 2016	Last Day Students Jun 28, 2017
Status Draft	Description Modified

Month	1st Week					2nd Week					3rd Week					4th Week					5th Week					PA days	Instr days	Exam days
	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F			
August	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31			0	0	0
September				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30	0	19	0
October	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31					1	19	0
November		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30			1	21	0
December				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30	0	17	0
January	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31				0	14	3
February			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28				2	15	2
March			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31	0	18	0
April	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28						0	18	0
May	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31			1	21	0
June				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30	2	15	5
July	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31					0	0	0

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
FEBRUARY 23, 2016**

PUBLIC SESSION

**TITLE: APPROVED MINUTES OF THE SPECIAL EDUCATION
ADVISORY COMMITTEE (SEAC) MEETING OF
JANUARY 6, 2016**

RECOMMENDATION

THAT the Niagara Catholic District School Board receive the Approved Minutes of the Special Education Advisory Committee Meeting of January 6, 2016 as presented for information.



MINUTES OF THE SPECIAL EDUCATION ADVISORY COMMITTEE MEETING WEDNESDAY, JANUARY 6, 2016

Minutes of the Meeting of the Special Education Advisory Committee, held on Wednesday, January 6, 2016, 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 Superintendent Baldasaro

A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayers were led by Anna Racine

2. Roll Call

Members	Affiliations	Present	Excused	Absent
Anna Racine	The Tourette Syndrome Association of Ontario	✓		
Rob Lavorato	Down Syndrome Caring Parents (Niagara)	✓		
Carol Baldinelli	VOICE for Hearing Impaired Children		✓	
Sarah Farrell	Learning Disabilities Association – Niagara	✓		
Bill Helmeczi	Pathstone Mental Health	✓		
Andrew Howcroft	Community Living Welland Pelham	✓		
Trustees				
Pat Vernal		✓		
Maurice Charbonneau			✓	
Student Senate Representative				
Taylor Timoney			✓	

The following staff were in attendance:

Yolanda Baldasaro, Superintendent of Education; **David O'Rourke**, Special Education Coordinator; **Lisa Selman**, Principal – Elementary; **Tina DiFrancesco**, Recording Secretary

Superintendent Baldasaro thanked Anna Racine and Rob Lavorato for their leadership as Chair and Vice-Chair over the past year.

3. **Election of Chairperson**

Moved by Trustee Vernal

THAT Anna Racine be nominated for the position of Chairperson of the Special Education Advisory Committee.

Superintendent Baldasaro asked Anna Racine if she wished to stand for the position of Chairperson of the Special Education Advisory Committee. Anna Racine accepted the nomination.

Superintendent Baldasaro asked if there were any more nominations.

There were no further nominations forthcoming.

Anna Racine was acclaimed as the Chairperson of the Special Education Advisory Committee.

Superintendent Baldasaro turned over the Chairship of the Special Education Advisory Committee to Chairperson Racine.

Election of Vice-Chairperson

Moved by Andrew Howcroft

THAT Rob Lavorato be nominated for the position of Vice-Chairperson of the Special Education Advisory Committee.

Chair Racine asked Rob Lavorato if he wished to stand for the position of Vice-Chairperson of the Special Education Advisory Committee. Rob Lavorato accepted the nomination.

There were no further nominations forthcoming.

Rob Lavorato was acclaimed as the Vice-Chairperson of the Special Education Advisory Committee.

4. **Approval of the Agenda**

Moved by Sarah Farrell

Seconded by Andrew Howcroft

THAT the Special Education Advisory Committee approve the Agenda of the Special Education Advisory Committee Meeting of January 6, 2016.

CARRIED

5. **Disclosure of Interest**

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

5. **Approval of Minutes of the Special Education Advisory Committee Meeting of December 2, 2015**

Moved by Rob Lavorato

Seconded by Sarah Farrell

THAT the Special Education Advisory Committee approve the Minutes of the Special Education Advisory Committee Meeting of December 2, 2015 as presented.

CARRIED

B. PRESENTATIONS

1. **Niagara Student Transportation Services (NSTS) – Lori Powell, Executive Director**

Lori Powell, Executive Director, Niagara Student Transportation Services (NSTS) presented information on the harmonized transportation consortium between the Niagara Catholic District School Board and the District School Board of Niagara. Background information was provided about NSTS, compliance with the Accessibility for Ontarians with Disabilities Act (AODA) and the provisions that are in place to assist students with special education needs with specific transportation requirements. Questions were asked and answered during the presentation.

C. VISIONING

1. **Goals and Vision for 2014-2015**

1.1 **Goals for the 2015-2016 School Year – Planning and Preparation**

Chair Racine reviewed the SEAC goals for the 2015-2016 school year. Superintendent Baldasaro presented a draft letter for review regarding the invitation to associations to sit on SEAC; however a suggestion was made to contact agencies via a phone call as the first step towards potential membership.

SEAC members confirmed that February 9 will be the date to present to Student Senate. Sarah Farrell described the steps involved in completing the ProGrant application. A suggestion was made to form a subcommittee to meet prior to the next meeting to start the application process as the deadline is in May 2016.

D. BUSINESS ARISING FROM THE MINUTES OF THE MEETING OF DECEMBER 2, 2015

1. **Learner Advocacy**

2. **Parent Outreach**

3. **Program and Service Recommendations**

4. **Special Education Budget**

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

6. **Other Related Items**

7. **Policy Review**

The *Pupil Accommodation Review Policy (701.2)*, *Facility Partnerships Policy (800.6)*, the new *French Immersion Policy*, *Elementary Standardized Dress Code Policy (302.6.10)* and *Dress Code – Secondary Uniform Policy (302.6.6)* were presented for information and review. Chair Racine suggested that any comments can be sent to the SEAC members for review. Individual comments are also welcome. The deadline to respond is January 14, 2016.

E. SEAC REPORT

1. **Review and Approval of SEAC Insert for Catholic School Council Agenda**

- Nil Report

2. **Review and Approval of SEAC Insert for School Newsletters**

- Nil Report

F. AGENCY REPORTS

1. **VOICE for Hearing Impaired Children – Carol Baldinelli**

- Nil Report

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

- The Down Syndrome Caring Parents Christmas Party had approximately 30 families in attendance.
- The Ontario Down Syndrome Association is hosting a conference in the fall of 2016 at Great Wolf Lodge. A flyer is included in the February agenda package with further information.

3. **The Tourette Syndrome Association of Ontario – Anna Racine**

- Tourette Syndrome meetings have started however currently attendance has been deficient.

4. Learning Disabilities Association (Niagara) – Sarah Farrell

- We are currently accepting applications for all of our Winter programs until this Friday, January 8. Information on our programs can be found online at www.Ldaniagara.org. Spots are filling up!
- We are selling raffle tickets for a suite at the Niagara Ice Dogs game on Thursday, February 4, 2016 (7:00p.m.). You can win 12 seats valued at \$271.20. Tickets are \$10 each and proceeds go to supporting programs and services for children with learning disabilities. Draw will be held on January 13.

5. Pathstone Mental Health – Bill Helmeczi

- Ellis Katsof, Director of Pathstone Mental Health has resigned; therefore Pathstone is currently in search of a new Director.

6. Community Living Welland Pelham – Andrew Howcroft

- The article entitled, “*Inclusion in the classroom, simple, says educator*” is included in the February agenda package for information.

G. STAFF REPORTS

1. Lisa Selman – Principal, Elementary

St. Therese

- Stepping Stones – Social Skills program is occurring for students in grade 2 – grade 5.
- ELKP Open Houses are being held on January 13. Information has been sent home to families/siblings to join us and prepare for registration.
- High school transitions – meeting with high school staff to prepare students for incoming grade 9 students.
- Friday, January 15 - Professional Activity Day - report card preparation and IEP development will occur.
- Upcoming presentations – Fire Safety, Bus Safety and the Public Health Nurse is coming in.

St. Elizabeth

- St Elizabeth welcomed a new student to our St Elizabeth family from Niagara Children’s Centre this month. It has been a wonderful transition. She is a welcome addition to our family.

2. **Jim Whittard – Principal, Secondary**
Report Submitted

Blessed Trinity

- Preparation for Grade 9 EQAO is under way. Accommodations are in place for students with Individual Education Plans and letters to parents have been mailed home.
- Preparation for the OSSLT is in full force. The Special Education Department is working closely with the Success and English Departments. Students who will require additional preparation have been identified and a letter has gone home to parents to inform them as such.
- Individual transition meetings with the elementary schools have begun. These early meetings with Educational Resource teachers and parents are key to a student's successful integration into high school. Addressing questions and concerns about programming and accommodations early helps to alleviate the unknowns and therefore the anxiety that often comes with the transition.
- Conversations are taking place between Special Education, Teachers and students regarding exams. Review of accommodations and reviewing good study habits.
- Our amazing peer tutors accompanied the students to their many outings in December, including the Grimsby Museum, Saint Paul High school for Bocce Ball and Mass. Many craft and baking activities took place that will be shared with family and friends. The Christmas cactus the students took home is especially lovely. A special thank you to the Superstore cooking school for coming in to the classroom to help us decorate beautiful gingerbread houses!

Saint Paul

- Progress reports went home recently. All indications show that our students continue to do great things while enjoying many successes in their integrated classes. We have a student who is successfully working a co-op placement in the bakery at Sobeys; the student has learned to independently use bus transportation to and from school! A few of our students made beautiful and colourful Gingerbread houses in their Culinary Arts class. As well, we have several students continually showing off their physical prowess in their Physical Education classes. Keep up the great work!
- On December 4, Saint Paul hosted a social event for all Special Education classes of our sister high schools. The students had a great time as they played bocce, did Christmas crafts, and ate a lot of food! The day ended with a wonderful dance/social.
- Lastly, we will be winding up a successful semester one and getting ready for the new experiences and challenges that semester two will bring!

3. **Yolanda Baldasaro – Superintendent of Education**

- Annual System Wide Open House for Early Learning Kindergarten Program (ELKP) is being held on Wednesday, January 13.
- Catholic Secondary School Open Houses are being held in January 12-14, 2016.
- Award of Distinction– Deadline for submission is February 26, 2016. The award will be presented at the 13th Annual Bishop's Gala being held on Friday, April 1, 2016.
- Distinguished Alumni Award – Deadline for submission is March 11, 2016.
- Online registration for the French Immersion program is on January 15, 2016.
- Secondary examinations are being held from January 29 – February 4, 2016.

4. **David O'Rourke – Coordinator Special Education**

- Niagara Catholic is co-hosting the Special Education Regional Coordinators Conference (SERCC) in March. The agenda will highlight some of the happenings at Niagara Catholic.
- Registrations for ELKP and high schools are occurring. Transition meetings will be happening in order to be ready for September.

H. TRUSTEE REPORTS

1. **Pat Vernal – Trustee**

- Nil Report

2. **Maurice Charbonneau – Trustee**

- Nil Report

I. STUDENT REPORT

1. **Taylor Timoney – Student Senate Representative**

- Nil Report

J. NCPIC REPORT

- The next NCPIC meeting is being held on Thursday, January 7, 2016.

K. NEW BUSINESS

1. **Learner Advocacy**

2. **Parent Outreach**

3. **Program and Service Recommendations**

4. **Special Education Budget**

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

6. **Other Related Items**

7. Policy Review

L. CORRESPONDENCE

1. Review New Correspondence

Chair Racine informed the SEAC members that a summary of the latest correspondence will be included in the February agenda package.

M. QUESTION PERIOD

N. NOTICES OF MOTION

O. AGENDA ITEMS – DISCUSSION FOR FUTURE MEETINGS

1. Special Needs Strategy
2. Highlight students/schools in the system
3. SEAC Electronic Portal – Hector Jarquin
4. System Priorities/Consultation Services – Director Crocco

P. INFORMATION ITEMS

1. Superintendent Baldasaro informed the SEAC members that presentations about the SEAC Electronic Portal and System Priorities/Consultation Services are forthcoming.

Q. NEXT MEETING:

Wednesday, February 3, 2016 at 7:00p.m. at the Catholic Education Centre

R. ADJOURNMENT

Moved by Andrew Howcroft

Seconded by Rob Lavorato

THAT the January 6, 2016 meeting of the Special Education Advisory Committee be adjourned.

CARRIED

This meeting was adjourned at 8:30p.m.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
FEBRUARY 23, 2016**

PUBLIC SESSION

TITLE: FINANCIAL REPORT 2015-2016

The Financial Report 2015-2016 report is presented for information.

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

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

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

Date: February 23, 2016



REPORT TO THE BOARD FEBRUARY 23, 2016

FINANCIAL REPORT 2015-2016

BACKGROUND INFORMATION

Financial Report 2015-2016 is presented in Appendix A

Also attached;

Appendix B – Financial Report as at January 31, 2016

Appendix C – Salaries and Replacement Report as at January 31, 2016

Appendix D – Average Daily Enrolment Report as at January 31, 2016

The Financial Report 2015-2106 report is presented for information.

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

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

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

Date: February 23, 2016



FINANCIAL REPORT

MONTH-END REVIEW

The first five months of operations for Niagara Catholic in 2015-2016 have ended in a projected surplus position for compliance purposes of approximately \$914,374. The contributing factors of this in-year projected surplus are primarily attributed to the planned delays in implementing the remaining 2015-2016 Board approved System Priorities, which were planned for September 1 2015. The implementation of the remaining system priorities have been approved for 2015-2016 fiscal year. We continue to monitor our expenditures associated with local negotiations, snowplowing, and other utility costs.

Board Administration variance is attributed to the central bargaining costs incurred by OCSTA during central negotiations. Niagara Catholic will be reimbursed by the Provincial government for all central negotiation costs.

COMMITMENT TO YEAR-END

To achieve our commitment for a balanced budget for 2015-2016, Senior Administrative Council and its departments continues to monitor the pressures that have in prior years negatively impacted the financial results of Niagara Catholic.

- Fringe benefit costs associated with health benefit costs.
- The continued monthly costs associated with sick replacement for all staff that requires coverage.
- The legal fees associated with local negotiations, grievances, and arbitrations.
- Inclement weather for the remaining winter months.
- Aging equipment and infrastructure that could burden the system with emergency repairs and replacement of equipment.

Additional support in the area of Technology Business Intelligence through other funding grants has been implemented to meet the multi-year commitment to reduce Board Administration costs and achieve Ministry Compliance in 2018. This support will review all manual processes, automate administrative functions and create a robust data analytics at Niagara Catholic.

Looking Forward

2016-2017



Niagara Catholic has endorsed the Technology Blueprint as a pathway to earmark funds for 2016-2017 for students and staff.

Commitment to Special Education funding to support students with special needs in the system will continue to exceed Ministry Funding in 2016-2017.

Niagara Catholic will address the pay equity gap and will plan for a compensatory increase for non-union Management staff for September 1, 2016.

Mental health priority for our learners will continue to be a focus for Niagara Catholic.

Commitment to move the Education Technology Centre and Catholic Resource Centre to Niagara Catholic existing sites.

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
FINANCIAL REPORT
AS AT JANUARY 31, 2016

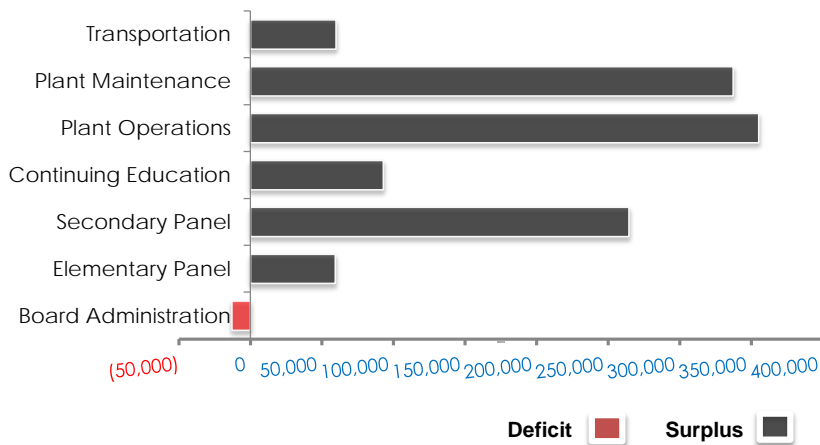


Appendix B

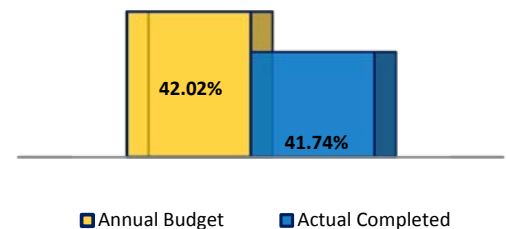
FINANCIAL RESULTS:

	2014-15	-----2015-16-----			2015-16 Forecast	Annual Budget	%
	YTD	Year-to-date					
	Actual	Actual	Budget	Variance			
Revenues	106,521,397	107,828,952	108,186,064	(357,112)	256,896,458	256,896,458	41.97%
Total Revenue	106,521,397	107,828,952	108,186,064	(357,112)	256,896,458	256,896,458	41.97%
Expenditures							
Board Administration	3,804,375	3,436,055	3,423,133	(12,922)	7,593,000	7,429,860	46.25%
Elementary Panel	53,771,800	54,514,125	54,573,455	59,330	129,300,000	129,268,997	42.17%
Secondary Panel	28,451,391	27,069,287	27,333,758	264,471	65,600,000	65,532,124	41.31%
Continuing Education	2,234,372	1,899,030	1,991,929	92,899	5,192,000	5,182,559	36.64%
Plant Operations	7,452,974	6,918,206	7,273,310	355,104	18,245,000	18,741,508	36.91%
Plant Maintenance	1,321,016	1,349,013	1,686,350	337,337	3,900,000	4,047,239	33.33%
Transportation	4,608,961	4,455,601	4,515,372	59,771	9,479,000	9,520,800	46.80%
Total Operating Expenses	101,644,889	99,641,317	100,797,307	1,155,990	239,309,000	239,723,087	41.57%
Amortization	4,429,194	4,822,027	4,722,917	(99,110)	11,335,000	11,335,000	42.54%
Interest Expenses	2,224,526	2,094,233	1,717,948	(376,286)	4,387,000	4,123,074	50.79%
Other	0	0	48,953	48,953	117,487	117,487	0.00%
Adjustments for compliance	389,347	357,001	357,001	0	856,803	856,803	41.67%
Total Expenditures	108,687,956	106,914,578	107,644,125	729,547	256,005,290	256,155,451	41.74%
Net Surplus/(Deficit) for Compliance	(2,166,559)	914,374	541,940		891,168	741,007	

Chart: YTD Variance Per Operating Area



YTD Percentage of Annual Budget Completed



Cost Per Average Daily Enrolment:

	Forecast	Budget	Variance	%
Elementary Panel	\$8,708	\$8,706	(\$2)	0.0%
Secondary Panel	\$9,119	\$9,109	(\$9)	-0.1%
Facilities Services	\$1,005	\$1,034	\$29	2.8%
Board Administration	\$344	\$337	(\$7)	-2.2%

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
SALARIES AND REPLACEMENT REPORT
AS AT JANUARY 31, 2016

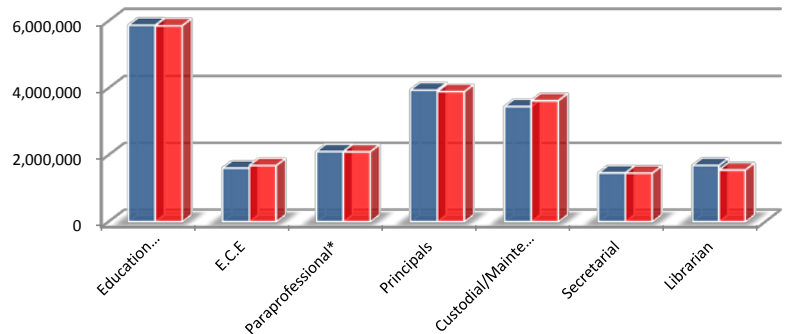
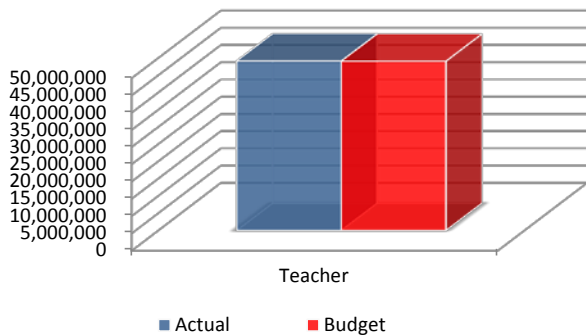


Appendix C

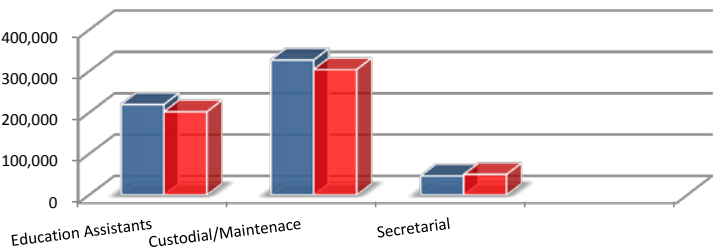
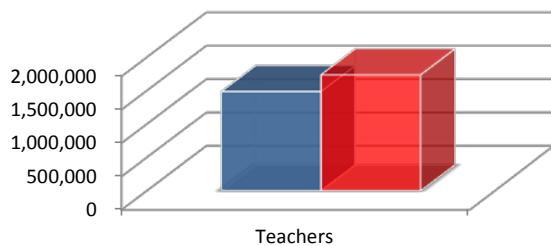
SALARIES & REPLACEMENT RESULTS:

	2014-2015	-----2015-16-----			2015-16 Forecast	Annual Budget
	YTD Actual	Year-to-date Actual	Budget	Variance		
Base Salary Costs						
Teacher	50,907,747	49,115,804	49,042,091	(73,713)	115,925,932	115,903,693
Education Assistant	6,344,952	5,876,082	5,861,478	(14,604)	13,514,988	13,496,571
E.C.E	1,436,984	1,608,216	1,686,195	77,979	3,698,897	3,809,640
Paraprofessional*	2,089,858	2,108,712	2,101,000	(7,712)	5,179,228	4,966,001
Principals	3,707,232	3,946,792	3,894,796	(51,996)	9,472,301	9,347,510
Custodial/Maintenance	3,570,782	3,451,475	3,626,074	174,599	8,212,253	8,608,455
Secretarial	1,522,800	1,465,668	1,458,563	(7,105)	3,207,938	3,234,189
Librarian	1,836,383	1,690,372	1,554,850	(135,522)	3,744,765	3,405,861
Total Salaries	71,416,738	69,263,121	69,225,047	(38,074)	162,956,302	162,771,920
Replacement Costs						
Teachers	1,579,563	1,485,435	1,735,837	250,402	3,470,870	3,629,477
Education Assistants	157,718	219,746	202,347	(17,399)	423,090	423,090
Custodial/Maintenance	279,408	327,238	304,298	(22,940)	719,250	719,250
Secretarial	37,107	46,647	50,099	3,452	104,752	104,752
Total Replacement	2,053,796	2,079,066	2,292,581	213,515	4,717,962	4,876,569

* Paraprofessional - speech and Language, social workers, CYW, chaplains



Replacement Costs



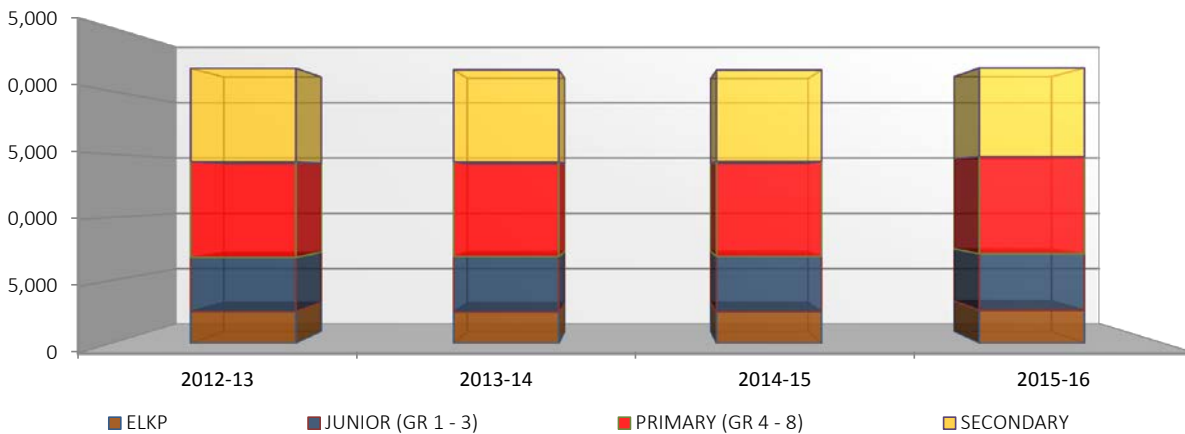
NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
 AVERAGE DAILY ENROLMENT REPORT
 AS AT JANUARY 31, 2016



Appendix D

AVERAGE DAILY ENROLMENT (A.D.E)

	2014-15 ACTUAL	2015-16 TARGET	VARIANCE	ACTUAL CLASS SIZE	ACTUAL RATIO
ELKP	2,640	2,642	2	102	25.9
JUNIOR (GR 1 - 3)	4,537	4,461	(76)	238	19.1
PRIMARY (GR 4 - 8)	7,671	7,708	37	314	24.4
ELEMENTARY	14,848	14,811	(37)	654	22.7
SECONDARY	7,194	7,204	10	-	22.0
TOTAL A.D.E	22,042	22,015	(27)	-	-



The Niagara Catholic District School Board continues to monitor our demographics in the Niagara Region to understand our potential enrolment figures for the coming years. Currently, our average daily enrolment (A.D.E) as at October 31, 2015 has decreased slightly from the actual A.D.E in fiscal 2014-15.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
*FEBRUARY 23, 2016***

PUBLIC SESSION

**TOPIC: CORRESPONDENCE
FEBRUARY 12, 2016 LETTER – ST. ALFRED ROMAN
CATHOLIC PARISH**



St. Alfred

Roman Catholic Parish

February 12, 2016

Mr. John Crocco
Director
Niagara Catholic District School Board
427 Rice Rd.
Welland, Ontario L3C 7C1

Dear Mr. Crocco,

The Man of the Shroud Steering Committee of St. Alfred Church wishes to acknowledge the generous contribution of the Niagara Catholic District School Board to this unique and informative exhibit, by awarding the Board a Platinum Level Sponsorship.

Acutely aware of your support in the form of a good will donation on behalf of each student attending the exhibit, supplying student transportation, a one thousand dollar donation, advertising on the NCDSB website, and engaging Ms. Terri Paucio, Religion Consultant, as liaison between Steering Committee and Principals, it is deemed a fitting recognition.

The Shroud Committee wishes to extend to the Senior Administration, Board Trustees, Principals, Staff and Students our deepest gratitude and look forward with great anticipation to the Man of the Shroud exhibit.

Sincerely,

Father Hugh Gibson, Pastor
On behalf of the Man of the Shroud
Steering Committee

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
*FEBRUARY 23, 2016***

PUBLIC SESSION

**TOPIC: TRUSTEE INFORMATION
SPOTLIGHT ON NIAGARA CATHOLIC – FEBRUARY 2016**



February 2016

Student Trustee and Co-Chair of the Student Senate Aidan Harold Wins Prestigious National Loran Award



Congratulations to Aidan Harold, a Grade 12 student at Notre Dame College School in Welland, and one of 30 recipients of the Loran Scholars Award. Aidan's scholarship is valued at up to \$100,000, which includes covering his undergraduate degree and many internship, mentoring and summer learning opportunities.

Aidan is Co-Chair of the Niagara Catholic Student Senate, and is one of our two Student Trustees.

Niagara Catholic Board Chair Father Paul MacNeil congratulated Aidan on being named a Loran Scholar.

"On behalf of the Niagara Catholic community, I congratulate Aidan Harold on this outstanding accomplishment," said Chair MacNeil.

"Niagara Catholic's Senior Administrative Staff and the entire Board of Trustees values the tremendous importance of the student voice,

and Aidan has been an outstanding representative for the students we serve. He has been a strong voice not only at Notre Dame College School and in the Father Burns csc Board Room, but in meetings throughout the province. "Aidan is respectful, confident and positive in all that he does; attributes which will serve him well. I am proud of the hard work and commitment he has shown to his own academic pursuits and to serving Catholic education in Niagara and in Ontario. It has been my privilege to work with Aidan on the Niagara Catholic Board of Trustees this year, and I am certain that a very bright future lies ahead of him, and for him."

Director of Education John Crocco also offered high praise for Aidan.

"To simply define Aidan as a 'fine young man with a tremendous future' would be an understatement," said Director Crocco. *"Aidan exemplifies each one of the qualities the Loran Scholars Foundation seeks, and much more. I was immediately impressed with Aidan when he first joined Niagara Catholic Student Senate, and I am immensely proud of his hard work, focus and commitment he consistently exhibits to his own academic achievements combined with his dedicated, active and focused leadership to serving Catholic education in Niagara Catholic and throughout the Province of Ontario."*

“Being a Loran Scholar puts Aidan in the elite group of the brightest minds in this country, and will afford him with multiple opportunities far beyond the financial benefit he will receive. The personal mentorship from business, industry, private and non-profit leaders, the internship and retreat opportunities and the network of individuals he will join as a Loran Scholar will be a significant benefit on his life and career journey.

As an upcoming Catholic graduate of the Notre Dame College and Niagara Catholic Class of 2016, I am absolutely confident in Aidan's future achievements and that he will make a significant and lasting impact on our society, communities and nation in whatever and wherever his life and career journey takes this exceptional young man.”

Check out the wonderful story about Aidan Harold in the newspaper last week [here](#).

Director of Education Recognized at National U.S. Education Conference



Director of Education, Mr. Crocco was recognized among 50 peers from the United States at the AASA Conference in Phoenix, Arizona, in February. The AASA is the School Superintendents

Association in the United States – the counterpart to the Canadian Association of School System Administrators (CASSA), which selected Director Crocco as the top school administrator in the country in July 2015.

More than 3,000 educators participated in the AASA Conference, and Director Crocco was fortunate to be joined by members of his Senior Administrative Team Yolanda Baldasaro, Ted Farrell, Lee Ann Forsyth-Sells, Frank Iannantuono and Giancarlo Vetrone and representatives from CASSA for the presentation.

Board Chair Father Paul MacNeil said this U.S. National honour is a testament to Director Crocco's commitment to education.

"Director Crocco is a tireless advocate for Catholic education wherever he goes," said Chair MacNeil. "He is a dynamic and innovative leader, which is evidenced by this national recognition. On behalf of the Board and the entire Niagara Catholic family, I congratulate him on this very well-deserved honour."

Director of Education John Crocco said the honour is truly a reflection of the quality of the entire Senior Administrative Team.

"It may have been my name that was announced, but this honour recognizes the outstanding efforts of Niagara Catholic's exceptional Senior Administrative Team, who work tirelessly to support the school administrators and staff each and every day," said Mr. Crocco. "I share this honour with them, with the Board and all staff who serve the vocation of Catholic education for the students of today, and the future. As I have said before, they are a platinum medal team of leadership, knowledge, talent and friendship and represent the very best in Catholic educational leadership in Ontario."

Policies Reviewed

Niagara Catholic regularly reviews its policies, in order to ensure they continue to be in compliance with Ministry of Education requirements and meet the evolving needs of our System. New policies are also added when necessary. These policies are thoroughly vetted by stakeholders and then discussed at length by the Policy Committee.

During the February 9 Committee of the Whole Meeting, Trustees recommended five policies be brought forward to the February 23 Board Meeting for approval. The policies to be discussed at the Board Meeting are: Facility Partnerships Policy (800.6), Pupil Accommodation Review Policy (701.2), Dress Code – Secondary Uniform – Safe Schools (302.6.6), Elementary Standardized Dress Code Policy – Safe Schools (302.6.10) and a new French Immersion Policy.

Phase One of Long-Term Accommodation Planning Now Under Way



In March 2015, the Ministry of Education issued guidelines to school boards in Ontario, to support their efforts to effectively manage and the capital assets of school boards – our schools.

The Pupil Accommodation Review (PAR) Guidelines attempt to streamline and clarify the process school boards follow in order to close underutilized schools.

The Community Planning and Partnership Guidelines were introduced to ensure that school boards regularly consult with community agencies to facilitate partnerships in underutilized schools.

Niagara Catholic's Pupil Accommodation Review Policy (701.2) and Community Planning and Partnerships Policy (800.6) were approved at the January 26, 2016, Board Meeting. These revised policies reflect the spirit of the new Ministry guidelines, and comply with their respective requirements.

During the February 9 Committee of the Whole Meeting, Trustees received a report from Superintendent of Education Ted Farrell, Controller of Facilities Services Scott Whitwell and Manager of Facilities Services Kathy Levinski, which outlines the Board's recent actions in long-term accommodation planning. This report is available as part of the [February 9 Committee of the Whole Agenda](#).

French Immersion Program Update

Niagara Catholic implemented French Immersion in five Catholic elementary schools in September 2013: St. Mark Catholic Elementary School in Beamsville, Our Lady of Fatima Catholic Elementary School in St. Catharines, Our Lady of Mount Carmel and Notre Dame Catholic Elementary Schools in Niagara Falls and Holy Name Catholic Elementary School in Welland.

French Immersion is the highest level of French instruction in English-language schools. Core French is taught 42 minutes a day to all students in Grades 1 through 8, students in Intensive/Extended French receive between 25 and 50 per cent of instruction in French during the school day, while 90 per cent of lessons taught to ELKP and Grade 1 students and 80 per cent of instruction for students in Grades 2-3 is taught in French to students in the French Immersion program.

The program begins in either ELKP or Grade 1, depending on the school site entry point. The program operates similarly to curriculum taught in English classrooms, with instructions provided in French.

A report reviewing Niagara Catholic's French Immersion program recommends the status quo remain in schools in for 2016-2017, coming years, and changes made to others in the 2017-2018 school year.

The report is available in the [February 9 Committee of the Whole Agenda](#).

2016-2017 Elementary and Secondary School Calendar

Niagara Catholic's Superintendent of Human Resources presented Niagara Catholic's proposed 2016-2017 school year calendar to Trustees during the February 9 Committee of the Whole Meeting.

The Ministry of Education requires 194 school days in an academic year. Within those days, seven days must be designated as Professional Activity Days and 10 days must be set aside for secondary examinations. The remaining days are instructional days.

The proposed 2016-2017 school year calendar was vetted through stakeholders in January 2016, and reviewed by Senior Staff. Trustees recommended bringing the proposed 2016-2017 school year calendar forward to the Board for approval at the February 23 Board Meeting. The Board-approved calendar will then be submitted to the Ministry of Education for approval.

Key dates in the proposed 2016-2017 calendar include the Christmas Break (December 26, 2015 – January 6, 2017 inclusive) and the March Break, which will take place from March 13-17, 2017.

The final, Ministry-approved 2016-2017 school year calendar will be posted in the calendar section of this website to assist parents with planning throughout the year.

Catch Up With Our Good News!

If you haven't checked out our [Good News](#) section in a while, be sure to take a look at some of the great stories we've had to share in December, including some pretty impressive musical performances by our students.

Follow us!

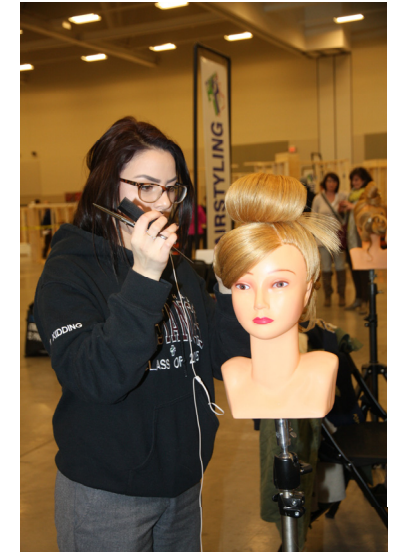
To ensure you stay connected with Niagara Catholic news and events, please be sure to like us on [Facebook](#) and follow us on [Twitter](#) and [Instagram](#), and check our website often for updates and breaking news. It's the best way to stay in the know.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
*FEBRUARY 23, 2016***

PUBLIC SESSION

**TOPIC: TRUSTEE INFORMATION
CALENDAR OF EVENTS – MARCH 2016**

MARCH 2016



Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2 SEAC Meeting	3	4	5
6	7	8 SAL Meeting CW Meeting	9	10	11	12
13	14	15	16	17	18	19
March Break						
20 Palm Sunday	21	22	23	24 Holy Thursday	25 Good Friday	26
Holy Week						
27 Easter Sunday	28 Easter Monday	29 Policy Committee Board Meeting	30	31		

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
*FEBRUARY 23, 2016***

PUBLIC SESSION

**TOPIC: TRUSTEE INFORMATION
OCSTA/OCSBOA BUSINESS SEMINAR REGISTRATION
INFORMATION**



Ontario Catholic School
Trustees' Association

P.O. Box 2064, Suite 1804
20 Eglinton Avenue West
Toronto, Ontario M4R 1K8
T. 416.932.9460 F. 416.932.9459
ocsta@ocsta.on.ca www.ocsta.on.ca

Kathy Burtnik, *President*
Bob Schreder, *Vice President*
Nick Milanetti, *Executive Director*

February 12, 2016

MEMORANDUM

TO: All Catholic School Trustees, Directors of Education and Senior Business Officials
FROM: Wally Easton, Policy Advisor - Finance
SUBJECT: **OCSTA/OCSBOA Business Seminar – Registration**

The annual OCSTA/OCSBOA Business Seminar is scheduled for Thursday, April 28, 2016 at the Blue Mountain Resort, 110 Jozo Weider Boulevard, Blue Mountains, Ontario.

Please click [here](#) to register on-line. Please click [here](#) to access the Preliminary Program.

Please submit payment by **April 18, 2016** to:

Attention: Connie Araujo-De Melo
OCSTA
1804-20 Eglinton Avenue West
Box 2064
Toronto, ON M4R 1K8

Cancellations

The deadline date for full refund of seminar registration fees, due to cancellation, is April 1, 2016. A 50% administrative charge will apply to each cancelled registration received after April 1, 2016 and before April 15, 2016.

No refund, under any circumstances, will be available for cancellations received after April 15, 2016, however, substitutions will be accepted. Confirmed registrants who do not attend the event are responsible for the full registration fee.

All cancellations must be submitted to Connie Araujo-De Melo by email at cdemelo@ocsta.on.ca or by fax 416-932-9459 within the timelines.