



*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, MAY 24, 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 Vernal                     | -  |
| 2. Roll Call  | -  |
| 3. Approval of the Agenda                               | -  |
| 4. Declaration of Conflict of Interest                  | -  |
| 5. Minutes of the Board Meeting of April 26, 2016       | A5 |
| 6. Minutes of the Special Board Meeting of May 10, 2016 | A6 |

### **B. DELEGATIONS/PRESENTATIONS**

### **C. COMMITTEE AND STAFF REPORTS**

- |   |        |
|---|--------|
| 1. School Excellence Program<br>St. Therese Catholic Elementary School  | C1     |
| 2. Unapproved Minutes of the Committee of the Whole Meeting of May 10, 2016<br>and Consideration of Recommendations | C2     |
| 2.1 Approval of Policies  |        |
| 2.1.1 Access to Board Premises – Safe Schools Policy (302.6.3)  | C2.1.1 |
| 2.1.2 Reimbursement of Travel Expenses Policy (201.4)   | C2.1.2 |
| 2.1.3 Establishment and Cyclical Review of Policies Policy (100.5)  | C2.1.3 |
| 2.2 Approval of Administrative Guidelines Reference to Administrative Procedures                                    | C2.2   |
| 2.3 Consolidated Long Term Accommodation Plan   | C2.3   |
| 2.4 Board and Committee Meeting Dates Calendar 2016-2017 - Revised  | C2.4   |
| 2.5 Report on the 2016-2017 Balanced Board Budget   | C2.5   |
| 3. Approved Minutes of the Niagara Catholic Parent Involvement Committee (NCPIC)<br>Meeting of March 3, 2016        | C3     |
| 4. Approved Minutes of the Special Education Advisory Committee (SEAC)<br>Meeting of April 6, 2016                  | C4     |
| 5. Niagara Catholic Athletic Association  | C5     |
| 6. Extended Overnight Field Trip, Excursion and Exchange Approval Committee 2015-2016                               | C6     |
| 7. Financial Report 2015-2016 as at April 29, 2016  | C7     |

**D. TRUSTEE ITEMS, OPEN QUESTION PERIOD & OTHER BUSINESS**

- |  |      |
|--|------|
| 1. Correspondence  |      |
| 1.1 May 17, 2016 Letter from Monsignor Clancy Catholic and St. Charles Catholic<br>Elementary Schools Catholic School Councils   | 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 – May 10, 2016   | D4.1 |
| 4.2 Calendar of Events – June 2016   | D4.2 |
| 5. Open Question Period  |      |
| <i>(The purpose of the Open Question Period is to allow members of the Catholic school supporting public to ask about items on that night's public agenda or any previous agendas, and the Board to answer and react.)</i> |      |

**E. NOTICES OF MOTION****F. BUSINESS IN CAMERA****G. REPORT ON 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  
MAY 24, 2016**

***PUBLIC SESSION***

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

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**RECOMMENDATION**

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



## MINUTES OF THE BOARD MEETING

**TUESDAY, APRIL 26, 2016**

Minutes of the Meeting of the Niagara Catholic District School Board, held on Tuesday, April 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	✓			
<b>Student Trustees</b>				
Michaela Bodis	✓			
Aidan Harold	✓			

The following staff were in attendance:

**John Crocco**, Director of Education; **Yolanda Baldasaro**, **Lee Ann Forsyth-Sells**, **Mark Lefebvre**, Superintendents of Education; **Scott Whitwell**, Controller of Facilities Services; **Anna Pisano**, Recording Secretary/Administrative Assistant, Corporate Services & Communications

**3. Approval of the Agenda**

Moved by Trustee O'Leary

Seconded by Trustee Nieuwesteeg

**THAT** the Niagara Catholic District School Board approve the Agenda of the Board Meeting of April 26, 2016, as amended:

**ADDITION TO THE PUBLIC AGENDA**

Item C2.3 Accessibility Standards Policy Edits to Appendix A within the Policy

Amend Item C3 on the Agenda Cover from March 2, 2016 to February 3, 2016

**CARRIED**

**4. Declaration of Conflict of Interest**

A Disclosure of Interest was declared by Trustee O'Leary with Items F8.2.1 and F8.2.2 and Trustee Fera with Items F8.1.1 and 8.3.1 of the In Camera Agenda. These trustees have family members who are employees of the Board. They left the meeting during discussion of this item.

**5. Approval of Minutes of the Board Meeting of March 29, 2016**

Moved by Trustee Sicoli

Seconded by Trustee Charbonneau

**THAT** the Niagara Catholic District School Board approve the Minutes of the Board Meeting of March 29, 2016, as presented.

**CARRIED**

**B. DELEGATIONS/PRESENTATIONS**

**C. COMMITTEE AND STAFF REPORTS**

**1. School Excellence Program – Mary Ward Catholic Elementary School**

Director Crocco provided background information on the monthly School Excellence Program. Mark Lefebvre, Family of Schools Superintendent of Education introduced Joseph Tornabuono, Principal of Mary Ward Catholic Elementary School.

Principal Tornabuono, with the assistance of students and staff showcased Mary Ward Catholic Elementary School as part of the School Excellence Program.

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

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

Moved by Trustee Charbonneau

Seconded by Trustee Vernal

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

**CARRIED**

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

2.1 **Niagara Catholic System Priorities 2016-2017**

Moved by Trustee Sicoli

Seconded by Trustee Fera

**THAT** the Niagara Catholic District School Board approve the Niagara Catholic System Priorities 2016-2017, as amended.

**CARRIED**

2.2 **Long Term Accommodation Plan – Phase Three**

Moved by Trustee Charbonneau

Seconded by Trustee Burtnik

**THAT** the Niagara Catholic District School Board approve the Long Term Accommodation Plan – Phase Three, as presented.

**CARRIED**

Director Crocco answered questions of Trustees

2.3 **Policy Edit – Accessibility Standards Policy (800.8)**

Trustee Vernal, Chair of the Policy Committee highlighted the edits to Appendix A of the Accessibility Standards Policy.

Moved by Trustee Burtnik

Seconded by Trustee Vernal

**THAT** the Niagara Catholic District School Board approve the edits to Appendix A within the Accessibility Standards Policy (800.8), as presented.

**CARRIED**

3. **Approved Minutes of the Special Education Advisory Committee (SEAC) Meeting of February 3, 2016**

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 February 3, 2016, as presented for information.

**CARRIED**

4. **Appointment of Niagara Catholic Special Education Advisory Committee (SEAC) Member 2014-2018**

Yolanda Baldasaro, Superintendent of Education provided background information on the Appointment of Niagara Catholic Special Education Advisory Committee (SEAC) Member 2014-2018.

Moved by Trustee Charbonneau  
Seconded by Trustee Vernal

**THAT** the Niagara Catholic District School Board appoint the following local association representative to serve as a Special Education Advisory Committee member for the term of 2014-2018: Michael Jacques – Community Living Welland Pelham (Alternate Representative).

**CARRIED**

5. **Financial Report 2015-2016 as at March 31, 2016**

On behalf of Giancarlo Vetrone, Superintendent of Business & Financial Services, Director Crocco presented the Financial Report 2015-2016 for information.

Director Crocco answered questions of Trustees.

**D. TRUSTEE ITEMS, OPEN QUESTION PERIOD & OTHER BUSINESS**

1. **Correspondence**

Director Crocco, highlighted information contained in the following correspondence for Trustees information:

- 1.1 **March 10, 2016 Letter from Holy Childhood Association**
- 1.2 **March 14, 2016 Letter from St. Alfred Roman Catholic Parish**
- 1.3 **March 22, 2016 Letter from Project Share**
- 1.4 **April 4, 2016 Letter from Niagara Children's Centre**
- 1.5 **April 12, 2016 Letter from Ontario College of Teachers**
- 1.6 **April 14, 2016 Letter from Ministry of Education**
- 1.7 **April 19, 2016 Letter from Ministry of Education**

2. **Report on Trustee Conferences Attended**

Nil Report

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

Director Crocco announced the revisions to the Health and Physical Education Curriculum; the actioning of the Ministry of Education Priorities and the Board's recently approved System Priorities for 2016-2017 in a Report on the Budget for 2016-2017; and a summary of the Vision 2020 Check-In are on target for presentation at the May Committee of the Whole Meeting.

4. **Trustee Information**

4.1 **Spotlight on Niagara Catholic – April 12, 2016**

Director Crocco highlighted the Spotlight on Niagara Catholic – April 12, 2016.

#### **4.2 Calendar of Events – May 2016**

Director Crocco reviewed the Calendar of Events - May 2016 and asked Trustees to confirm their attendance with Anna Pisano, Administrative Assistant to Corporate Services & Communications, for recognition by the Chair, participation, and where appropriate, confirming attendance for dinner for the following;

May 2, 2016 Catch the Spirit  
May 6, 2016 Distinguished Alumni Luncheon  
May 10, 2016 Budget Information Session  
May 19, 2016 Annual Graduation Celebration  
May 19, 2016 Partners in Catholic Education Dinner

#### **4.3 Catholic Education Week 2016**

Mark Lefebvre, Superintendent of Education presented Trustees with a compilation of Catholic Education Week 2016 Planners of all of Niagara Catholic Schools and extended an invitation to all Trustees to attend any or all sessions.

#### **4.4 Ontario College of Teachers Conference Invitation**

Director Crocco brought to Trustees attention the Ontario College of Teachers Conference Invitation that was distributed to each Trustee.

#### **4.5 Naming of Saint Francis Catholic Secondary School Chapel**

Director Crocco requested the endorsement of the Board to name the newly renovated Chapel at Saint Francis Catholic Secondary School the Saint Clare of Assisi Chapel as per the request of Principal Ken Griepsma, students and staff of Saint Francis Catholic Secondary School.

Director Crocco answered questions of Trustees.

Moved by Trustee Charbonneau  
Seconded by Trustee Burtnik

**THAT** the Niagara Catholic District School Board endorse the naming of Saint Francis Catholic Secondary School Chapel to Saint Clare of Assisi Chapel

**CARRIED**

Director Crocco extended appreciation to the Board for their endorsement and he will inform Principal Griepsma and Bishop Bergie.

#### **5. Open Question Period**

None Submitted

### **E. NOTICES OF MOTION**



## **F. BUSINESS IN CAMERA**

Moved by Trustee Charbonneau  
Seconded by Trustee Vernal

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

**CARRIED**

The Niagara Catholic District School Board moved into the In Camera Session of the Board Meeting at 7:57 p.m. and reconvened at 9:19 p.m.

## **G. REPORT ON THE IN-CAMERA SESSION**

Moved by Trustee Charbonneau  
Seconded by Trustee Vernal

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

**CARRIED**

### **SECTION A: STUDENT TRUSTEES PRESENT**

Moved by Trustee O'Leary  
Seconded by Trustee Vernal

**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 March 29, 2016, as presented.

**CARRIED (Item F1)**

Moved by Trustee O'Leary  
Seconded by Trustee Vernal

**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 April 12, 2016, as presented.

**CARRIED (Item F2)**

### **SECTION B: STUDENT TRUSTEES EXCLUDED**

Moved by Trustee Sicoli  
Seconded by Trustee Vernal

**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 March 29, 2016, as presented.

**CARRIED (Item F4)**

Moved by Trustee Sicoli  
Seconded by Trustee Vernal

**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 April 12, 2016, as presented.

**CARRIED (Item F5)**

## **H. FUTURE MEETINGS AND EVENTS**

## **I. MOMENT OF SILENT REFLECTION FOR LIFE**

## **J. ADJOURNMENT**

Moved by Trustee Charbonneau

Seconded by Trustee O'Leary

**THAT** the April 29, 2016 meeting of the Niagara Catholic District School Board be adjourned.

**CARRIED**

This meeting was adjourned at 9:20 p.m.

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

Approved on **May 24, 2016**.

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Fr. Paul MacNeil  
Chairperson of the Board

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John Crocco  
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
MAY 24, 2016**

***PUBLIC SESSION***

**TITLE: MINUTES OF THE SPECIAL BOARD MEETING OF  
MAY 10, 2016**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the Minutes of the Special Board Meeting of May 10, 2016, as presented.



# MINUTES OF THE SPECIAL BOARD MEETING

**TUESDAY MAY 10, 2016**

Minutes of the Special Meeting of the Niagara Catholic District School Board, held on Tuesday May 10, 2016 at 7:00 p.m. 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 11:20 p.m. by Chairperson MacNeil.

## A. ROUTINE MATTERS

### 1. Opening Prayer

Opening Prayer were led by Trustee Sicoli.

### 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	✓			

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; **Scott Whitwell**, Controller of Facilities Services; **Giancarlo Vetrone**, Superintendent of Business & Financial Services; **Anna Pisano**, Recording Secretary/Administrative Assistant, Corporate Services & Communications

**3. Approval of the Agenda**

Moved by Trustee Burtnik

Seconded by Trustee Nieuwesteeg

**THAT** the Niagara Catholic District School Board approve the Agenda of the Special Board Meeting of May 10, 2016, as presented.

**CARRIED**

**4. Declaration of Conflict of Interest**

Declaration of Conflict of Interest was declared by Trustee O'Leary with Item B1 and Trustee Fera with Item B2 of the In Camera Agenda. These trustees have family members who are teachers, or employees of the Board. They left the meeting during discussion of this item.

**5. Consideration of Recommendation from the Committee of the Whole Meeting of April 12, 2016**

5.1 Delegation to the conseil scolaire de district catholique Centre-Sud

Moved by Trustee Vernal

Seconded by Trustee Sicoli

**THAT** the Niagara Catholic District School Board submit a request to delegate to the Conseil scolaire de district catholique Centre-Sud requesting a partnership to submit a capital priorities business case for a joint use school between St. Nicholas Catholic Elementary School and Ecole Immaculee Conception.

**CARRIED**

**B. COMMITTEE AND STAFF REPORTS**

Nil

**C. 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 Special Board Meeting at 11:22 p.m. and reconvened at 11:35 p.m.

#### **D. 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 Special Board Meeting of May 10, 2016.

**CARRIED**

Moved by Trustee Sicoli

Seconded by Trustee Nieuwesteeg

**THAT** the Niagara Catholic District School Board approve the recommendation as outlined in Item B1 of the In Camera Agenda.

**CARRIED (Item B1)**

Moved by Trustee Sicoli

Seconded by Trustee Charbonneau

**THAT** the Niagara Catholic District School Board approve the recommendation as outlined in Item B2.2 of the In Camera Agenda.

**CARRIED (Item B2.2)**

#### **E. MOMENT OF SILENT REFLECTION FOR LIFE**

#### **F. ADJOURNMENT**

Moved by Trustee Vernal

Seconded by Trustee Sicoli

**THAT** the May 10, 2016 Special Meeting of the Niagara Catholic District School Board be adjourned.

**CARRIED**

This meeting was adjourned at 11:35 p.m.

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Minutes of the Special Meeting of the Niagara Catholic District School Board held on **May 10, 2016**.

Approved on the **May 24, 2016**.

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Fr. Paul MacNeil  
Chairperson of the Board

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John Crocco  
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
MAY 24, 2016**

***PUBLIC SESSION***

**TITLE: SCHOOL EXCELLENCE PROGRAM  
ST. THÉRÈSE CATHOLIC ELEMENTARY SCHOOL**

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The School Excellence Program report is presented for information.

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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: May 24, 2016



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

## SCHOOL EXCELLENCE PROGRAM ST. THÉRÈSE CATHOLIC ELEMENTARY SCHOOL

### Contact Information

530 Killaly St. E  
Port Colborne, ON  
L3K 1P5

Phone: 905.835.8082

Fax: 905.835.9314

Email: [st.therese.pc@ncdsb.com](mailto:st.therese.pc@ncdsb.com)

### Grades

Full-Day Kindergarten to Gr. 8

### Enrolment

204 as of September 2015

### Principal

Lisa Selman

### Superintendent of Education

Lee Ann Forsyth-Sells

### Catholic School Council

Chair-Catharine Charette

### Parish

St. Thérèse of Lisieux



St. Thérèse Catholic Elementary School entered a new stage in its history on October 1999, when it was blessed and dedicated to St. Thérèse of Lisieux by the Most Reverend John O'Mara, DD, Bishop of St. Catharines. The school continues its long-established tradition of service to students from JK to Grade 8 and to the community on the east side of Port Colborne.

St. Thérèse Catholic Elementary School is a part of the [Lakeshore Catholic High School](#) Family of Schools.

### School Mission Statement

*"St. Thérèse School: Spirit, Learning, Love"*

### School Moto

*"We do the little things with great love"*

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: May 24, 2016



**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
MAY 24, 2016**

***PUBLIC SESSION***

**TITLE: UNAPPROVED MINUTES OF THE COMMITTEE OF THE  
WHOLE MEETING OF MAY 10, 2016**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board receive the unapproved Minutes of the Committee of the Whole Minutes of May 10, 2016, as presented.

The following recommendations are being presented for the Board's consideration from the Committee of the Whole Meeting of May 10, 2016:

**2.1 Policies**

**2.1.1 Access to Board Premises – Safe Schools Policy (302.6.3)**

**THAT** the Niagara Catholic District School Board approve the Access to Board Premises – Safe Schools Policy (302.6.3), as presented.

**2.1.2 Reimbursement of Travel Expenses Policy (201.4)**

**THAT** the Niagara Catholic District School Board approve the Reimbursement of Travel Expenses Policy (201.4), as presented.

**2.1.3 Establishment and Cyclical Review of Policies Policy (100.5)**

**THAT** the Niagara Catholic District School Board approve the Establishment and Cyclical Review of Policies Policy (100.5), as presented.

**2.2 Approval of Administrative Guidelines Reference to Administrative Procedures**

**THAT** the Niagara Catholic District School Board with the approval of the Establishment and Cyclical Review of Policies Policy (100.5), all references to Administrative Guidelines in current Board Policies be changed to Administrative Procedures.

**2.3 Consolidated Long Term Accommodation Plan**

**THAT** the Niagara Catholic District School Board endorse the Long Term Accommodation Plan Report, Phase One, Two and Three, as presented

**2.4 Amended Board and Committee Meeting Dates Calendar 2016-2017**

**THAT** the Niagara Catholic District School Board approve the Board and Committee Meeting Dates Calendar 2016-2017, as amended.

**2.5 Report on the 2016-2017 Balanced Board Budget**

**THAT** the Niagara Catholic District School Board receive the Report on the 2016-2017 Annual Balanced Budget, as presented for information.



# MINUTES OF THE COMMITTEE OF THE WHOLE MEETING

## TUESDAY, MAY 10, 2016

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Minutes of the Meeting of the Committee of the Whole of the Niagara Catholic District School Board, held on Tuesday, May 10, 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-Chair 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	✓			
<b>Student Trustees</b>				
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 Vernal

**THAT** the Committee of the Whole approve the Agenda of the Committee of the Whole Meeting of May 10, 2016, as presented.

**CARRIED**

**4. Declaration of Conflict of Interest**

Declaration of Conflict of Interest was declared by Trustee Fera with Items F6.1.1, F6.2.2 and F6.3.1 and Trustee O'Leary with Items F6.2.1 and F6.2.2 of the In Camera Agenda. These trustees have family members who are teachers, or 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 April 12, 2016**

Moved by Trustee Sicoli

**THAT** the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting of April 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 April 26, 2016**

Moved by Trustee Vernal

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

**CARRIED**

**1.2 Approval of Policies**

Policy Committee Chair Vernal presented the Policy Committee recommendations to the Committee of the Whole for consideration.

**1.2.1 Access to Board Premises – Safe Schools Policy (302.6.3)**

Moved by Trustee Sicoli

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the revised Access to Board Premises – Safe Schools Policy (302.6.3), as presented.

**CARRIED**

**1.2.2 Reimbursement of Travel Expenses Policy (201.4)**

Moved by Trustee Sicoli

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the revised Reimbursement of Travel Expenses Policy (201.4), as presented.

**CARRIED**

**1.2.3 Establishment and Cyclical Review of Policies Policy (100.5)**

Moved by Trustee Vernal

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the revised Establishment and Cyclical Review of Policies Policy (100.5), as presented.

**CARRIED**

Moved by Trustee Vernal

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board that with the approval of the Establishment and Cyclical Review of Policies Policy (100.5), all references to Administrative Guidelines in current Board Policies be changed to Administrative Procedures.

**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.

**2. Consolidated Long Term Accommodation Plan**

Ted Farrell, Superintendent of Education presented the Niagara Catholic District School Board – Long Term Accommodation Plan – 2016-2021 report.

Moved by Trustee Fera

**THAT** the Committee of the Whole recommends to the Niagara Catholic District School Board the endorsement of the Long Term Accommodation Plan Report, Phase One, Two and Three, as presented.

**CARRIED**

Vice-Chair Burtnik thanked staff for all their efforts.

**3. Revised Health and Physical Education Family Life Curriculum Supplemental Resources**

Mark Lefebvre, Superintendent of Education introduced Terri Pauco, Religion and Family Life Consultant. Ms. Pauco presented the Revised Health and Physical Education Family Life Curriculum Supplemental Resources report.

Ms. Pauco answered questions of Trustees.

Chair McNeil and Vice-Chair Burtnik expressed their gratitude to Ms. Pauco and her colleagues who represented Niagara Catholic on the provincial writing team.

**4. Niagara Catholic District School Board Level Graduation Rates for the 2010-2011 Grade 9 Cohort**

Lee Ann Forsyth-Sells, Superintendent of Education presented the Niagara Catholic District School Board Level Graduation Rates for the 2010-2011 Grade 9 Cohort report which included the 2015 Graduation Rates, for all District School Boards in Ontario as provided by the Ministry of Education.

**5. Vision 2020 Strategic Plan Check-In**

Superintendent Forsyth-Sells introduced Christine Battagli, Consultant-Research, Assessment, Evaluation and Reporting, who presented the Vision 2020 Strategic Plan Check-In report.

Vice-Chair Burtnik thanked Ms. Battagli for the implementation of the Check-In and the presentation of the feedback as part of the planning for 2016 to 2020.

**6. Board and Committee Meeting Dates Calendar 2016-2017**

Director Crocco highlighted the report and the recommended Board and Committee meeting dates for 2016-2017.

Director Crocco announced once the Board approves the Board and Committee Meeting Dates Calendar, the calendar will be communicated to the system, Niagara Catholic families and all our partners.

Director Crocco answered questions of Trustees.

Moved by Trustee Vernal

**THAT** the Committee of the Whole recommend to the Niagara Catholic District School Board the approval of the Board and Committee Meeting Dates Calendar 2016-2017, as presented.

**CARRIED**

**7. Staff Development Department Professional Development Opportunities - 2016**

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

**8. Committee of the Whole System Priorities and Budget 2015-2016 Update – April 2016**

Director Crocco and Senior Administrative Council provided an update on the Committee of the Whole System Priorities and Budget 2015-2016.

Director Crocco and Senior Administrative Council answered questions of Trustees.

**9. Report on the 2016-2017 Balanced Board Budget**

Director Crocco and Giancarlo Vetrone, Superintendent of Business & Financial Services presented the Report on the 2016-2017 Balanced Board Budget.

Director Crocco and Superintendent Vetrone answered questions of Trustees.

Moved by Trustee Vernal

**THAT** the Committee of the Whole recommends that the Niagara Catholic District School Board receive the Report on the 2016-2017 Annual Balanced Budget, as presented for information.

**CARRIED**

**10. Monthly Updates**

**10.1 Capital Projects Update**

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

**10.2 Student Trustees' Update**

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

**10.3 Senior Staff Good News Update**

Senior Staff highlights included:

**Superintendent Baldasaro**

- All three Niagara Catholic Schools in Grimsby, Our Lady of Fatima Catholic Elementary School, St. Joseph Catholic Elementary School and Blessed Trinity Catholic Secondary School, will be participating in a Go Green Walk to School Day encouraging their students and staff to walk or bike to school. This program is linked to the national School Travel Planning program.

**Superintendent Lafebvre**

- Cardinal Newman Catholic Elementary School had a successful Walk to School Event with a total of 228 students who either walked or biked to school.
- Niagara Catholic students competed at the Ontario Technological Skills Competition in Waterloo and received three gold, three silver and two bronze. Alex DiPaola from Notre Dame College School and Justin Schulz from Lakeshore Catholic High School now advance to the Skills Canada National Competition taking place in Moncton, BC.

**Director Crocco**

- The four Catholic Educational Congresses were well attended with notes taken at break out sessions, facilitated by parents and staff, to be compiled and sent to schools as part of next years parish, school, home and community sessions.
- Fr. Tom Rosica, CEO of Salt and Light Television will be showcasing Niagara Catholic with a feature on Salt and Light. The program will highlight the Lakeshore Catholic High School students designing religious Icons, Niagara Catholic's unique Elementary and Secondary Chaplaincy Leader Program, the Journey Program, and the Pope Francis Centre.

## **D. INFORMATION**

### **1. Trustee Information**

#### **1.1 Spotlight on Niagara Catholic – April 29, 2016**

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

#### **1.2 Calendar of Events – May 2016**

Director Crocco presented the May 2016 Calendar of Events for Trustees information.

Director Crocco reminded Trustees of the May 19, 2015 Graduation celebration being held at the Gale Centre in Niagara Falls at 10:00 a.m., and the Partners in Catholic Education being held at the Americana at 5:30 p.m.

#### **1.3 Graduation Dates June 2016**

Director Crocco highlighted the Graduation dates for June 2016.

Director Crocco presented information on the 2016 Elementary & Secondary School Graduation Dates, times and locations, and informed Trustees that Elementary Principals would be in direct contact with them regarding invitations and any request to present awards.

Director Crocco requested that Trustees inform Anna Pisano, Administrative Assistant to Corporate Services & Communications if they would like to bring greetings at their family of Schools graduations. Ms. Pisano will inform the Principal.

## **E. OTHER BUSINESS**

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

- 1.1 Director Crocco informed the Board that Senior Administrative Council continues to design the balanced budget for 2016-2017 to meet the Board approved System Priorities and the goals of the Ministry of Education, and will be presenting a draft Facilities Partnership Plan at the June Committee of the Whole meeting.

## **F. BUSINESS IN CAMERA**

Moved by Trustee O'Leary

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

**CARRIED**

The Committee of the Whole moved into the In Camera Session of the Committee of the Whole Meeting at 8:59 p.m. and reconvened at 11:18 p.m.

## **G. REPORT ON THE IN-CAMERA SESSION**

Moved by Trustee O'Leary

**THAT** the Committee of the Whole report the motions from the In Camera Session of the Committee of the Whole Meeting of May 10, 2016.

**CARRIED**



## **SECTION A: STUDENT TRUSTEES INCLUDED**

Moved by Trustee Fera

**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 April 12, 2016, as presented.

**CARRIED (Item F1)**

## **SECTION B: STUDENT TRUSTEES EXCLUDED**

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 F4.1 of the In Camera Agenda.

**CARRIED (Item F4.1)**

Moved by Trustee O'Leary

**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 Sicoli

**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 Nieuwesteeg

**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 April 12, 2016, as presented.

**CARRIED (Item F5)**

## **H. ADJOURNMENT**

Moved by Trustee Fera

**THAT** the May 10, 2016 Committee of the Whole Meeting be adjourned.

**CARRIED**

This meeting was adjourned at 11:19 p.m.

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Minutes of the Committee of the Whole Meeting of the Niagara Catholic District School Board held on **May 10, 2016.**

Approved on **June 14, 2016.**

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
MAY 24, 2016**

***PUBLIC SESSION***

**TITLE: APPROVAL OF POLICIES  
ACCESS TO BOARD PREMISES – SAFE SCHOOLS POLICY  
(302.6.3)**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the Access to Board Premises – Safe Schools Policy (302.6.3), as presented.

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

Presented by: Policy Committee

Recommended by: Committee of the Whole

Date: May 24, 2016



Niagara Catholic District School Board

## **ACCESS TO BOARD PREMISES POLICY (SAFE SCHOOLS)**

### STATEMENT OF POLICY

300 – Schools/Students

Policy No 302.6.3

Adopted Date: June 26, 2001

Latest Reviewed/Revised Date: December 17, 2013

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the safety of students, staff, parents/guardians and authorized persons is a priority for the Niagara Catholic District School Board. The Board promotes a safe learning environment and workplace for all students, staff and authorized persons which is consistent with current legislation specifying who is permitted on Board premises when the premises are being used for a purpose authorized at any time by the Board.

This policy applies to all persons accessing any Board owned property or building under the jurisdiction of the Niagara Catholic District School Board. The Board authorizes its administrators to exercise rights as occupiers under the provisions of the Trespass to Property Act to ensure the safety of all authorized persons accessing Board property or buildings, including Board contracted transportation vehicles.

The Board authorizes administrators or another person authorized by Board policy to prohibit entry onto Board premises of any unauthorized person and to direct any unauthorized person to leave Board premises.

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

#### **References:**

- [\*Access to School Premises, Regulation \(0.Reg.474/00\)\*](#)
- [\*Protocol between Niagara Regional Police Service and the Niagara Catholic District School Board\*](#)
- [\*Protocol between Niagara Catholic District School Board and Family and Children's Services Niagara\*](#)
- [\*Safe and Accepting Schools Act\*](#)
- [\*Trespass to Property Act \(R.S.O. 1990 C. T. 21; Sections 1-5, 9\)\*](#)

#### ***Niagara Catholic District School Board Policies/Procedures***

- [\*Code of Conduct Policy \(302.6.2\)\*](#)
- [\*Safe and Accepting Schools Policy \(302.6\)\*](#)
- [\*Student Suspension Policy \(302.6.4\)\*](#)
- [\*Student Expulsion Policy \(302.6.5\)\*](#)
- [\*Dress Code-Secondary Uniform Policy \(302.6.6\)\*](#)
- [\*Criminal Background Check Policy \(302.6.7\)\*](#)
- [\*Bullying Prevention and Intervention Policy \(302.6.8\)\*](#)
- [\*Progressive Student Discipline Policy \(302.6.9\)\*](#)
- [\*Elementary Standardized Dress Code Policy \(302.6.10\)\*](#)
- [\*Video Security Surveillance Policy \(701.3\)\*](#)
- [\*Community Use of Facilities Policy \(800.2\)\*](#)



Niagara Catholic District School Board  
**ACCESS TO BOARD PREMISES POLICY**  
**(SAFE SCHOOLS)**  
ADMINISTRATIVE PROCEDURES

300 – Schools/Students

Policy No 302.6.3

Adopted Date: June 26, 2001

Latest Reviewed/Revised Date: December 17, 2013

## SIGNAGE

The Facilities Services Department will ensure that all Board property and buildings have clearly marked signage indicating that it is Board Property; trespassers are prohibited; and that all visitors are to report to the main office or designated area in accordance with the Access to Board Premises Policy.

## PERSONS AUTHORIZED ON BOARD PREMISES

Persons authorized to be on Board premises are not entitled to have access to all areas of the premises. Access shall be restricted to areas authorized by an administrator/supervisor or by permit approved by the Facilities Services Department.

The following persons are permitted to be on Board premises when the premises are being used for a purpose authorized by the Board:

- A person enrolled as a student in the school.
- A parent or guardian of a student enrolled in the school.
- A person employed or retained by the Board.
- A person who is otherwise on the premises for lawful purposes (i.e. mail, deliveries, voting, Community Use Permit).
- A person invited to attend an event, class or meeting.
- A person invited by the Administrator/Supervisor or another person authorized by Board policy to be on the Board premises for a specific purpose (i.e. Catholic School Council, NCPIC, SEAC).

The following individuals have a statutory right to attend a Board site as a visitor and are required to sign in at the Main Office/Reception Desk. The Administrator/Supervisor will authorize access within the school/Board site as a visitor to:

- A Trustee of the Board
- A MPP member of the Provincial Legislative for the school in his/her constituency
- A member of the clergy in the area where the member has pastoral charge.

## REFUSAL OF ACCESS TO BOARD PREMISES

An Administrator/Supervisor or another person authorized by the Board has the duty to exercise discretion to refuse access to Board premises to:

- anyone whose presence on the premises would be detrimental to the safety or well-being of a person on the premises.
- anyone who fails to report his or her presence on the premises as required by the Access to Board Premises Policy.
- a student who is suspended or expelled unless determined that the student is using the services of or taking a course or program to assist suspended or expelled students.

- individuals, under the order of the court, are not permitted to access Board premises, including, but not limited to, identified trespassers, non-custodial parents or other offenders.

## BOARD PHOTO IDENTIFICATION CARDS AND AUTHORIZED ACCESS CARDS

Niagara Catholic Photo Identification Cards and authorized Access Cards provide access to designated Board buildings and/or rooms within a building as authorized by the Facilities Services Department.

Individuals, who have been authorized to use the identification card to gain access to a Board building or rooms within a building are to provide their own individual access and are prohibited from providing access to visitors or unauthorized individuals.

Niagara Catholic Photo Identification Cards and authorized Access Cards are the property of the Board and must:

- not be covered or defaced in any way;
  - be returned when no longer valid or in use; and
  - be reported immediately if lost to the Facilities Services Department.
1. A Niagara Catholic Photo Identification Cards will be authorized by Human Resources Services and issued by the Facilities Services Department to all Niagara Catholic employees and occasional employees and must be worn by the employee during working hours and the hours of operation. Employees must use their own photo identification card to gain access to a Board building and/or rooms within a building and are prohibited from providing access to visitors.
  2. A Niagara Catholic authorized Access Card will be made available upon the request of a Trustee, including a Student Trustee of the Board, for access to the Catholic Education Centre and Holy Cross Community Room during their term of office.
  3. A Niagara Catholic authorized Access Card will be made available, upon the request of a school Principal and authorized by the Facilities Services Department to the local Parish Priest. As a visitor, the local Parish Priest is required to enter the school at the main entrance, to sign in at the main office of the school, and have access as authorized by the school Principal.
  4. A Niagara Catholic authorized Access Card will be issued to an authorized person, upon approval of community use of facilities permit by the Facilities Services Department.

## ACCESS BY VISITORS TO BOARD PREMISES

All non-school based employees and visitors during operational hours are to comply with the following procedures when accessing any Board premises:

1. Upon arrival all non-school based employees and visitors are required to report to the main office/front desk to:
  - sign the Visitor's Book, stating their name, time and reason for the visit.
  - wear a Visitor's Identification name tag for the duration of their visit.
  - sign-out upon departure from Board premises.
2. All visitors authorized to access Board premises beyond normal operational hours are to gain access and be accompanied by an authorized employee of the Board. Visitors are prohibited from unaccompanied access to any Board premises.

## TRESPASS TO PROPERTY

An Administrator/Supervisor or authorized designate may direct a person to leave the Board premises if the person is prohibited by regulation or Board policy. When a person is prohibited from Board premises, it means all premises and property of the Niagara Catholic District School Board.

If determined necessary by the Administrator/Supervisor and in consultation with the Family of Schools' Superintendent/Controller of Facilities Services, the Administrator/Supervisor will issue a Trespass to Property Letter ([Appendix A](#)) by registered mail with copies sent to the Niagara Regional Police Service, the Family of Schools' Superintendent/Controller of Facilities Services and the Board Lawyer. The Trespass to Property Letter will prohibit the individual from access to all Board property and premises throughout the Niagara Catholic District School Board until otherwise notified.

## SCHOOL WATCH PROGRAM

School Watch Program signs are posted at all Board sites in the Niagara Catholic District School Board. Administrators or authorized designate will invite community partners/neighbours by letter ([Appendix B](#)) to participate in the School Watch Program by anonymously contacting the police during non-school hours if they observe any inappropriate activities or actions on school or Board property.

## APPENDIX A

### TRESPASS TO PROPERTY SAMPLE LETTER

Place on School Letterhead

Date

Name

Address

Town, Province

Postal Code

Dear:

Re: Trespass to Property Letter  
*Sent by Registered Mail*

This letter is to inform you that under the *Trespass to Property Act*, s. 305 of the Education Act, you are not, permitted access to, or be on the premises of, \_\_\_\_\_ [*Name of School, and address*], Board property or buildings, including Board contracted transportation vehicles of the Niagara Catholic District School Board.

The conditions of this letter are in effect from \_\_\_\_\_ to \_\_\_\_\_.  
[insert date] [insert date]

If you [*or Name of Student*] for any reason, disregard the conditions set out in this letter and enter(s) the premises of the Board, the Niagara Regional Police Service will be instructed to charge you under the *Trespass to Property Act*, R.S.O. 1990 c.T.21 as amended.

If found guilty of trespassing, you (*he/she*) could be liable to a fine of up to \$2000, and in the event of any damage, a further judgement of up to \$1000.

Please be advised that no further warning will be given and you are expected to conduct yourself appropriately.

Should you wish to appeal the conditions set out in this letter, you must provide written notice of your intention to appeal to the Family of Schools' Superintendent within ten (10) days of receipt of this letter. Please forward such written notice to the *Family of Schools' Superintendent of Education*, Niagara Catholic District School Board, 427 Rice Road, Welland, Ontario L3C 7C1 or (Fax 905.735.9710).

Sincerely,

Principal

c. Chief of Police, Niagara Regional Police Service  
Family of Schools' Superintendent/Controller of Facilities Services  
Board Lawyer

**PARTICIPATION IN SCHOOL WATCH PROGRAM  
SAMPLE LETTER**

Place on School Letterhead

RE: SCHOOL WATCH PROGRAM

Dear Community Partner/Neighbour:

As community partners and neighbours you are invited to participate in the School Watch Program simply by anonymously contacting the Niagara Regional Police Service during non-school hours if you observe any inappropriate activities or actions on school or board property.

For non-emergency calls or for general information, do not dial 9-1-1.

Use the Niagara Regional Police Service number for your area and follow the instructions given by the automated attendant:

<b>Area</b>	<b>Phone Number</b>
St. Catharines, Niagara-on-the-Lake, Niagara Falls and Thorold	905.688.4111
Fort Erie	905.871.2300
Pelham	905.735.7811
Grimsby, Lincoln and West Lincoln	905.945.2211
Welland, Wainfleet and Port Colborne	905.735.7811

Callers with a TTY 905.688.1466  
*(a text telephone device that is used by the hearing or speech impaired)*

Thank you for your participation in the Niagara Catholic School Watch Program, for your continued support of Catholic education and the safety of our school communities in the Niagara Catholic District School Board.

Sincerely,

*[Insert Principal's Name/Designate]*  
*[Insert Title]*



**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
MAY 24, 2016**

***PUBLIC SESSION***

**TITLE: APPROVAL OF POLICIES  
REIMBURSEMENT OF TRAVEL EXPENSES POLICY (201.4)**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the Reimbursement of Travel Expenses Policy (201.4), as presented.

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

Presented by: Policy Committee

Recommended by: Committee of the Whole

Date: May 24, 2016



Niagara Catholic District School Board

## **REIMBURSEMENT OF TRAVEL EXPENSES POLICY**

### STATEMENT OF POLICY

200 – Human Resources

Policy No 201.4

Adopted Date: December 22, 1998

Latest Reviewed/Revised Date: October 28, 2014

In keeping with the Mission, Vision, and Values of the Niagara Catholic District School Board, the Board shall provide reimbursement for reasonable travel expenses incurred while on Board approved business. The Board is committed to ensuring travel reimbursement expenses are associated with employee's and Trustee's duties and continue to maximize benefits to the Board.

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

#### **References**

- *Niagara Catholic District School Board Policies/Procedures*
  - [\*Employee Code of Conduct and Ethics Policy \(201.17\)\*](#)
  - [\*Income Tax Regulations C.R.C, c.945 Income Tax Act\*](#)



Niagara Catholic District School Board  
**REIMBURSEMENT OF TRAVEL EXPENSES**  
ADMINISTRATIVE GUIDELINES

200 – Human Resources

Policy No 201.4

Adopted Date: December 22, 1998

Latest Reviewed/Revised Date: October 28, 2014

## EMPLOYEES ELIGIBLE FOR REIMBURSEMENT

Travel cost reimbursements will be paid to eligible employees for travel on approved Board business to various destinations, as follows:

1. Employees scheduled between work sites, according to Board approved assignments.
2. Employees travelling within the Board's jurisdiction on business, with the approval of their Supervisor.
3. Employees travelling outside the Board's jurisdiction, with the approval of their Supervisor.

## TRAVEL ELIGIBLE FOR REIMBURSEMENT

1. All travel at the start of day and end of day between home and any Niagara Catholic work site is the responsibility of the employee.
2. All travel costs between Niagara Catholic work sites are eligible for reimbursement when an employee is scheduled for two assignments on the same day.
3. All distances claimed for reimbursement will be determined by the shortest route. A schedule of predetermined distances between school sites will be provided. For distance travelled outside of the Region of Niagara a copy of the most effective and efficient route travelled as provided by MapQuest will be provided.
4. During weekends, with the approval of their Supervisor, eligible employees will be reimbursed for the distance actually travelled on Board business, unless the individual is paid overtime.
5. Employees participating in full day conferences, meetings, workshops or general activities organized within the Niagara Region will not be eligible for travel reimbursement. The location of the conference, meeting, workshop or general activity will be designated as a Niagara Catholic site for the duration of the activity.

## RATE OF REIMBURSEMENT

Employees will receive an allowance on a per-kilometer rate that is deemed reasonable by the Niagara Catholic District School Board in accordance with the amounts prescribed in section 7306 of the Income Tax Regulations.

These rates will be used as a guideline to determining the annual per-kilometre rate paid to Niagara Catholic Employees and Trustees as recommended by the Superintendent of Business and Financial Services to the Director of Education for approval. Employees will be notified when the annual per-kilometre rate is changed through a Memorandum issued by the Superintendent of Business & Financial Services.

## REIMBURSEMENT PROCEDURES

Eligible employees will be reimbursed at the approved rate, as follows:

1. The [Reimbursement of Travel Expenses Form](#) is to be completed and signed by the eligible employee.

2. The Reimbursement of Travel Expenses Form is to be signed by the eligible employee's Supervisor/Superintendent and then forwarded to the appropriate Superintendent/ Controller of Facilities Services.
3. The Reimbursement of Travel Expenses Form shall be submitted on a monthly basis within the current school year.
4. The approval for travel reimbursement for forms submitted beyond 60 days of travel dates will be at the discretion of the Superintendent of Business and Financial Services.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
MAY 24, 2016**

***PUBLIC SESSION***

**TITLE: APPROVAL OF POLICIES  
ESTABLISHMENT AND CYCLICAL REVIEW OF POLICIES  
POLICY (100.5)**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the Establishment and Cyclical Review of Policies Policy (100.5), as presented.

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

Presented by: Policy Committee

Recommended by: Committee of the Whole

Date: May 24, 2016



Niagara Catholic District School Board

**ESTABLISHMENT AND CYCLICAL  
REVIEW OF POLICIES POLICY**

STATEMENT OF POLICY

100 – Board

Policy No 100.5

Adopted Date: October 27, 1998

Latest Reviewed/Revised Date: April 27, 2010

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, in order to fulfill its duties and responsibilities, the Board reserves the governing function of establishing and cyclically reviewing Policies. The Policies that regulate action will govern the Niagara Catholic school system. The Policy pertaining to the internal governing operations of the Board of Trustees shall be called By-laws.

The Director of Education, as Chief Executive Officer, is accountable to the Board for the implementation of Board approved Policy and shall issue Administrative Procedures to implement each Policy.

The Policies of the Board shall be congruent with and supportive of the Education Act and Regulations of the Province of Ontario, all applicable laws and statutes, the Mission Statement and Vision 2020 Strategic Plan of the Niagara Catholic District School Board.

The process of establishing Policies and the cyclical review of all Policies will include timely consultation with individuals and groups as deemed appropriate to a particular policy.

All Policies will be reviewed on a cyclical basis of at least every five (5) years to ensure that they continue to meet the current needs of the system and are in compliance with current legislation. Specific Policies may be reviewed earlier within the five year cycle as required to ensure alignment with changes in law, regulations or at the request of the Board, Policy Committee or the Director of Education. The development of a new Board Policy will be at the direction of the Board, or as required by law or regulations by the Director of Education.

The Director of Education will issue Administrative Procedures to implement this policy.

**References:**

- [Education Act](#)
- *Niagara Catholic District School Board Policies/Procedures*
  - [Board By-laws \(100.1\)](#)



Niagara Catholic District School Board

**ESTABLISHMENT AND CYCLICAL  
REVIEW OF POLICIES POLICY**

**ADMINISTRATIVE PROCEDURES**

100 – Board

Policy No 100.5

Adopted Date: October 27, 1998

Latest Reviewed/Revised Date: April 27, 2010

The development of a new Board Policy will be at the direction of the Board or the Director of Education as required by law or regulations. The development and review of policies will be initiated by the Board, Policy Committee or the Director of Education. The Director of Education may delegate the development or revision of Policy Statements and Administrative Procedures to appropriate members of Senior Administrative Council and staff.

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

1. The draft of a new Policy or changes to an existing Policy will be reviewed by Senior Administrative Council.
2. The draft Policy and Administrative Procedures will be forwarded to the Policy Committee.
3. The Policy Committee may recommend that the draft Policy be vetted to various stakeholder groups or that it be returned to staff for further study.
4. Once recommended by the Policy Committee for vetting, the draft Policy and Administrative Procedures will then be distributed to stakeholder groups as identified in these Administrative Procedures.
5. Once the vetting process has been completed, Senior Administrative Council will consider the recommendations from the vetting process as part of the design of the final draft Policy to the Policy Committee.
6. Once approved by the Director of Education, the final draft Policy will be submitted to the Policy Committee for review and consideration as a recommendation to the Committee of the Whole. At the Policy Committee, the lead member of Senior Administrative Council will provide a summary of the feedback received during the vetting process and any changes made to the draft Policy. Once approved by the Policy Committee, the final draft will be forwarded to the Committee of the Whole as a recommendation for consideration at the next Committee of the Whole meeting.
7. Once reviewed and approved by the Committee of the Whole, the final draft will be forwarded to the Board as a recommendation for consideration at the next Board Meeting.
8. The Director of Education will issue and be accountable for the Administrative Procedures, if necessary, to implement the Policy, ensure it is posted on the Board website and brought to the attention of staff for compliance.
9. Once approved by the Board, the Policy and Administrative Procedures will be reviewed with the appropriate administrative staff, who will then review the Policy and Administrative Procedures with staff for implementation as of the date of Board approval.

## **VETTING PROCESS**

As determined by the Policy Committee, a draft Policy and its accompanying Administrative Procedures may be vetted with all or any of the following individuals or groups:

- Trustees
- Director of Education
- Superintendents
- Administrators
- Principals/Vice-Principals
- Student Achievement Department
- OECTA Elementary
- OECTA Secondary
- OECTA Occasional Teachers
- CUPE
- Managers
- Principals'/Vice-Principals' - Association
- Staff
- Catholic School Councils - Alliance Committee
- Parent Involvement Committee
- Special Education Advisory Committee
- The Bishop
- Pastors
- Board Solicitors
- Student Senates
- Others as identified by the Policy Committee

## **VETTING TIMELINE**

The timeline for vetting will generally be six (6) weeks to ensure an opportunity for placement on the agendas of Staff Meetings, Catholic School Councils, Alliance, Parent Involvement and Special Education Advisory Committee meetings of the Niagara Catholic District School Board.

As part of the Vetting Process, all draft Policy and Administrative Procedures will be placed on the Board website for feedback from members of the Niagara Catholic community.



**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
MAY 24, 2016**

***PUBLIC SESSION***

**TITLE: APPROVAL OF ADMINISTRATIVE GUIDELINES  
REFERENCE TO ADMINISTRATIVE PROCEDURES**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board with the approval of the Establishment and Cyclical Review of Policies Policy (100.5), all references to Administrative Guidelines in current Board Policies be changed to Administrative Procedures.

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

Presented by: Policy Committee

Recommended by: Committee of the Whole

Date: May 24, 2016

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
MAY 24, 2016**

***PUBLIC SESSION***

**TITLE: CONSOLIDATED LONG TERM ACCOMMODATION PLAN**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board endorse the Long Term Accommodation Plan Report, Phase One, Two and Three, as presented

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

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

Recommended by: Committee of the Whole

Date: May 24, 2016



## **REPORT TO THE COMMITTEE OF THE WHOLE MAY 10, 2016**

### **NIAGARA CATHOLIC DISTRICT SCHOOL BOARD - LONG TERM ACCOMMODATION PLAN – 2016-2021**

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#### **BACKGROUND INFORMATION**

At the February 9<sup>th</sup>, 2016 Committee of the Whole Meeting, the Committee of the Whole received Phase One of the Long Term Accommodation Plan for its consideration. The Phase One Report provided a summary and update on the status of previous Board motions on accommodations and recommended planning principles the Board would follow in designing the Long Term Accommodation Plan. At the February 23<sup>rd</sup>, 2016 Board Meeting, the Board approved Long Term Accommodation Planning Principles - Phase One.

At the March 8<sup>th</sup>, 2016 Committee of the Whole Meeting, the Committee of the Whole received Phase Two of the Long Term Accommodation Plan for its consideration. The Phase Two Report provided enrolment data for individual schools and consolidated enrolment data for each Families of Schools and each of the lower-tier municipalities in the Region of Niagara. At the March 29<sup>th</sup>, 2016 Board Meeting, the Board received the Committee of the Whole information report on Phase Two of the Long Term Accommodation Plan. At the March 29<sup>th</sup>, 2016 In-Camera Board Meeting, Section A, the Board discussed the staffing and property implications associated with the data provided in the Long Term Accommodation Plan – Phase Two report.

At the April 12<sup>th</sup>, 2016 Committee of the Whole Meeting, the Committee of the Whole received Phase Three of the Long Term Accommodation Plan for its consideration. The Phase Three Report provided recommendations for school communities to be considered for Attendance Area Reviews, Pupil Accommodation Reviews, and opportunities for community planning and partnerships for the consideration of the Board. At the April 26<sup>th</sup>, 2016 Board Meeting, the Board approved the Long Term Accommodation Plan – Phase Three.

#### **Updated Ministry Guidelines**

The capital assets of school boards need to be managed effectively and dedicated appropriately to achieve the Board's two Strategic Directions with its Vision 2020 Strategic Plan to *Build Strong Catholic Identity and Community and to Nurture the Distinctiveness of Catholic Education and Advance Student Achievement for All*. Guidelines issued by the Ministry of Education in March 2015, support school boards in designing Long Term Accommodation Plans.

#### **Board Policies**

At the February 23<sup>rd</sup>, 2016 Board Meeting, the Niagara Catholic District School Board approved the Pupil Accommodation Review Policy and the Community Planning and Partnerships Policy to support accommodation reviews that may impact school utilization. These two Board Policies also support the development of a Long Term Accommodation Plan.

## **Outstanding Board Approved Motions and Senior Staff Follow-up**

The information provided below provides the historical and current status of the Board motions along with a statement of an associated update.

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.

*Approved: April 23, 2013*

*Update: May 10, 2016 - Monitoring continues*

2. 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.

*Approved: April 23, 2013*

*Update: A delegation from the Niagara Catholic District School Board will be presenting to the Board of the Conseil scolaire de district catholique Centre-Sud on Wednesday, May 11, 2016.*

3. 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.

*Approved: April 23, 2013*

*Update: At the April 12th, 2016 Committee of the Whole Meeting, the following motion was passed: THAT the Committee of the Whole recommend to the Niagara Catholic District School Board to submit a request to delegate to the Conseil scolaire de district catholique Centre-Sud requesting a partnership to submit a capital priorities business case for a joint use school between St. Nicholas Catholic Elementary School and Ecole Immaculee Conception.*

*A delegation from the Niagara Catholic District School Board will be presenting to the Board of the Conseil scolaire de district catholique Centre-Sud on Wednesday, May 11, 2016.*

## **French Immersion**

One of the recommendations that came from the consultation process for Vision 2020, the Board's Strategic Plan, was for the Board to implement French Immersion. The Program will be fully implemented, ELKP to Grade 8, in designated elementary sites by September 2020. The program will then impact the secondary schools between 2021-2025. Summaries of the impact of the French Immersion were provided in the previous reports of the previous three phases.

## **Current Enrolment**

As of Thursday, March 31<sup>st</sup>, 2016 our Board enrolment for elementary and secondary school students is 21,986 students, comprised of 14,845 in the elementary panel and 7,141 in secondary.

The overall utilization rate of our schools is 92%: 89% elementary and 98% secondary.

## **Final Report**

The Board's Vision 2020 Strategic Plan 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 Catholic schools. The Board is further committed to maximizing the use of its facilities through pupil enrolment and engaging community partners.

The data for three Families of Schools has been slightly altered to reflect historical changes only to the On The Ground capacity as the result of school closures of three schools: Michael J. Brennan Catholic Elementary School (Saint Francis Catholic High School Family of Schools), Our Lady of Victory Senior Catholic Elementary School (Lakeshore Catholic Family of Schools) and St. Thomas More (Saint Michael Catholic High School Family of Schools).

The information included in the Niagara Catholic District School Board's Long Term Accommodation Plan 2016-2021 provides the Board with recommended directions related to the use of schools, in alignment with the Mission, Vision and Values of the Board and is made public part of our transparent process.

The recommendations are presented with the intent that there be an annual Board review of the current needs originally outlined in the long term accommodation plan which will address accommodation issues. The annual review by the Board will provide regular opportunities for the Board to address new accommodation issues.

A copy of the final Niagara Catholic District School Board Long Term Accommodation Plan 2016-2021 will be provided at the Committee of the Whole Meeting.

Following the May 10<sup>th</sup>, 2016 Committee of the Whole meeting, copies of the Long Term Accommodation Plan will be provided to all administrators, Catholic School Council Chairs, SEAC Chair, NCPIC Chair, Alliance Committee, Mayors and municipalities throughout the Region of Niagara.

All information, agendas and minutes related to Long Term Accommodation Planning will be posted on the Board website: [www.niagaracatholic.ca](http://www.niagaracatholic.ca).

## **RECOMMENDATION**

**THAT** the Committee of the Whole recommends to the Niagara Catholic District School Board the endorsement of the Long Term Accommodation Plan Report, Phase One, Two and Three, as presented.

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

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

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

Date: May 10, 2016

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
MAY 24, 2016**

***PUBLIC SESSION***

**TITLE: BOARD AND COMMITTEE MEETING DATES CALENDAR  
2016-2017**

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*Board and Committee Meeting Dates Calendar 2016-2017 revised following the May 12, 2016 NCPIC Meeting to reflect the May 2017 NCPIC Meeting change from May 18, 2017 to May 11, 2017.*

**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the Board and Committee Meeting Dates Calendar 2016-2017, as revised.

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Prepared by: Corporate Services and Communications

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

Recommended by: Committee of the Whole

Date: May 24, 2016



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

## REPORT TO THE COMMITTEE OF THE WHOLE MEETING MAY 10, 2016

### BOARD AND COMMITTEE MEETING DATES CALENDAR 2016-2017

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#### BACKGROUND INFORMATION

At the February 23, 2016 Board Meeting, the Board approved the 2016-2017 School Year Calendar for submission to the Ministry of Education. On April 14, 2016 the Director of Education was notified by the Ministry of Education that “In accordance with subsection 5(1) of Regulation 304, your modified calendars have been approved”.

Annually, staff utilizes the approved Board and Ministry of Education school year calendar to design the Board School Year Calendar and Meeting Dates along with a calendar of dates for school and system activities, celebrations, events, faith formation, meetings and professional development.

In compliance with the Niagara Catholic District School Board By-Laws on Annual Organizational Meeting (Section 7), Regular Meetings of the Board (Section 8) and Committee Meetings (Section 17), meeting date recommendations from the Niagara Catholic Parent Involvement Committee (NCPIC) and the Board’s Special Education Advisory Committee (SEAC) along with historical annual meeting date adjustments for the Board Meeting in December and June, a draft Board and Committee Meeting Dates Calendar 2016-2017 is presented for the consideration of the Committee of the Whole (Appendix A).

When the Board approves the Board and Committee Meeting Dates Calendar 2016-2017, staff will place a copy on Board websites, notify Board Committees and staff, produce a Board Meeting Dates Calendar for each school and a Board and Committee Meeting Dates Calendar 2016-2017 for distribution to all families.

Attached – Board and Committee Meeting Dates Calendar 2016-2017 (Draft)

#### RECOMMENDATION

THAT the Committee of the Whole recommends to the Niagara Catholic District School Board the approval of the Board and Committee Meeting Dates Calendar 2016-2017, as presented.

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Prepared By: Corporate Services and Communications  
Presented By: John Crocco, Director of Education, Secretary/Treasurer  
Recommended By: John Crocco, Director of Education, Secretary/Treasurer  
Date: May 10, 2016



# NIAGARA CATHOLIC DISTRICT SCHOOL BOARD

## 2016-2017 School Year Calendar & Meeting Dates

**DRAFT**

Revised

SEPTEMBER 2016						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13 SAL CW	14	15 NCPIC	16	17
18	19	20	21	22	23	24
25	26	27 PC BD	28	29	30	

OCTOBER 2016						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11 SAL CW	12	13	14	15
16	17	18	19	20	21	22
23	24	25 PC BD	26	27	28	29
30	31					

NOVEMBER 2016						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8 SAL CW	9 SEAC	10	11	12
13	14	15	16	17 NCPIC	18	19
20	21	22 PC BD	23	24	25	26
27	28	29	30			

DECEMBER 2016						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6 ORG BD MTG CW	7 SEAC	8	9	10
11	12	13 SAL	14	15	16	17
18	19	20 BD	21	22	23	24
25 Christmas	26	27	28	29	30	31

JANUARY 2017						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11 SEAC	12	13	14
15	16	17 SAL CW	18	19 NCPIC	20	21
22	23	24	25	26	27	28
29	30	31 PC BD				

FEBRUARY 2017						
SUN	MON	TUE	WED	THU	FRI	SAT
			1 SEAC	2	3	4
5	6	7	8	9	10	11
12	13	14 SAL CW	15	16	17	18
19	20	21	22	23	24	25
26	27	28 PC BD				

MARCH 2017						
SUN	MON	TUE	WED	THU	FRI	SAT
			1 SEAC	2	3	4
5	6	7 SAL CW	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23 NCPIC	24	25
26	27	28 PC BD	29	30	31	

APRIL 2017						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4 SAL CW	5 SEAC	6	7	8
9	10	11	12	13 Holy Thursday	14 Good Friday	15 Holy Saturday
16	17 Easter Monday	18	19	20	21	22
23	24	25 PC BD	26	27	28	29
30						

MAY 2017						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3 SEAC	4	5	6
CATHOLIC EDUCATION WEEK APR 30 - MAY 5						
7	8	9 SAL CW	10	11 NCPIC	12	13
14	15	16	17	18	19	20
21	22	23 PC BD	24	25	26	27
28	29	30	31			

JUNE 2017						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7 SEAC	8	9	10
11	12	13 SAL CW	14	15	16	17
18	19	20 BD	21	22	23	24
25	26	27	28	29	30	

JULY 2017						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

AUGUST 2017						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**REGULAR SCHEDULE OF MEETINGS**

- Committee of the Whole
- Supervised Alternative Learning Meeting
- Board Meeting
- Organizational Meeting of the Board
- Special Education Advisory Committee Meeting
- Policy Committee Meeting
- Niagara Catholic Parent Involvement Committee Meeting

- 7:00 p.m. 2<sup>nd</sup> Tuesday of each month
- 2:00 p.m. 2<sup>nd</sup> Tuesday of each month
- 7:00 p.m. 4<sup>th</sup> Tuesday of each month
- 6:00 p.m. 1<sup>st</sup> Tuesday of December
- 7:00 p.m. 1<sup>st</sup> Wednesday of each month
- 4:00 p.m. 4<sup>th</sup> Tuesday of each month
- 7:00 p.m. Thursday as noted

- CW**
- SAL**
- BD**
- ORG**
- SEAC**
- PC**
- NCPIC**

- Elementary P.A. Day
- Secondary P.A. Day
- Elementary & Secondary P.A. Day
- Statutory & Other Holiday
- School Holiday
- Board Office Shutdown
- Secondary Exams



**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
MAY 24, 2016**

***PUBLIC SESSION***

**TITLE: REPORT ON THE 2016-2017 BALANCED BOARD BUDGET**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board receive the Report on the 2016-2017 Annual Balanced Budget, as presented for information.

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Prepared by: Giancarlo Vetrone, Superintendent of Business & Financial Services  
Senior Administrative Council

Presented by: Giancarlo Vetrone, Superintendent of Business & Financial Services  
Senior Administrative Council

Recommended by: Committee of the Whole

Date: May 24, 2016



## **REPORT TO THE COMMITTEE OF THE WHOLE MEETING MAY 10, 2016**

### **REPORT ON THE 2016-2017 ANNUAL BUDGET**

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#### **BACKGROUND INFORMATION**

On March 24, 2016, the Ministry of Education, announced the education funding for the 2016-2017 school year. Investments in Ontario's publicly-funded education system continue to increase, with total funding expected to increase from \$22.6B in 2015-2016 to \$22.9B in 2016-2017. Per-pupil funding is projected to increase in 2016-2017 to \$11,709 – an increase of 1.4 percent from 2015-2016 and 63 percent since 2002-2003.

The 2016-2017 GSN introduced funding to support central labour agreements within the Province of Ontario. Salary increases in 2016-2017 will be funded by an increase in the salary benchmarks for teaching and not teaching staff of 1.25% for the entire 2016-2017 year.

The transformation of more than 1,000 different benefit plans for teachers and education workers throughout Ontario's 72 school boards into several provincial trusts is a major consolidation and rationalization that will improve the cost-efficiency and delivery of benefits.

The Ministry will again provide a two percent cost benchmark update to the non-staff portion of the School Operations Allocation benchmark to assist boards in managing the increases in commodity prices. With the exception of the electricity component of the School Operations Allocation benchmark which will increase by 7.3 percent, based on the Ministry of Energy's most recent Long-Term Energy Plan.

The projected average daily enrolment (ADE) for Niagara Catholic elementary and secondary schools is expected to decrease by (426) for the 2016-2017 academic school year. Our enrolment numbers continue to trend downward impacting our Grant allocation, which must be offset by a proportional reduction in expenditures.

The Senior Administrative Council continues to design accountability mechanisms for all areas of ministry revenues and ensure our cost structure is aligned with our 2016-2017 estimated Ministry revenue.

In addition, the 2016-2017 balanced budget aligns to achieve the Board approved Strategic Directions System Priorities 2016-2017 (Appendix A) and accomplish the expectations of Niagara Catholic's Vision 2020 Strategic Plan.

The Niagara Catholic District School Board is pleased to provide a projected 2016-2017 balanced budget without the use of prior year accumulated surplus.

For the review of the Trustees, we enclose the following information:

**APPENDIX A**

System Priorities 2016-2017

**APPENDIX B**

Estimates for 2016-2017 Enrolment, FTE Report

**APPENDIX C**

Expenditures by Departments

**APPENDIX D**

Estimates for Special Education & Board Administration

We take this opportunity to thank all the members of Board staff, who have been involved in the preparation of the 2016-2017 Annual balanced budget.

**RECOMMENDATION**

**THAT** the Committee of the Whole recommends that the Niagara Catholic District School Board approve the Report on the 2016-2017 annual balanced budget, as presented.

Prepared by: Giancarlo Vetrone, Superintendent of Business & Financial Services  
Senior Administration Council

Presented by: Giancarlo Vetrone, Superintendent of Business & Financial Services  
Senior Administration Council

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

Date: May 10, 2016



**NIAGARA CATHOLIC  
SYSTEM PRIORITIES 2016-2017**

*To continue to achieve excellence, ensure equity, promote well-being and enhance public confidence in publically funded Catholic education through the delivery of innovative and supportive programs and services for students and staff rooted in the Board's Mission, Vision and Values.*

***STRATEGIC DIRECTIONS***

***Build Strong Catholic Identity and Community to Nurture the Distinctiveness of Catholic Education***

***Advance Student Achievement for All***

***ENABLING STRATEGIES***

***Provide Supports for Success***

- Evangelize our schools as we continue to deliver Catholic programs, supports and services to build strong Catholic identity and community, to advance student achievement and to promote positive well-being and relationships
- Improve student achievement in mathematics and create pathways for success for all students
- Develop and implement a plan to imbed global competencies and experiential learning in elementary and secondary programs
- Expand social justice opportunities, global citizenship and international education experiences

***Enhance Technology for Optimal Learning***

- Implement the 2016-2017 phase of the Technology Blueprint 2016-2020
- Relocate the network infrastructure of Educational Technology Services

***Building Partnerships and Schools as Hubs***

- Enrich the engagement of student voice and leadership
- Enhance the relationship and capacity between schools, parishes and homes in Niagara Catholic and the Diocese of St. Catharines
- Expand, develop and implement community hub programs, services and facilities partnerships within school communities

### ***Strengthen Human Resource Practices and Develop Transformational Leadership***

- Design and deliver a comprehensive multi-year Professional Development plan
- Promote effective communication, process and leadership in decision making to nurture the distinctiveness of Catholic education and advance student achievement for all
- Develop a differentiated coaching and mentoring model for aspiring leaders

### ***Create Equity and Accessibility of Resources***

- Continue to design evidence informed decision making with key performance indicators to align with board and school improvement plans, system priorities and annual budgets

### ***Ensure Responsible Fiscal and Operational Management***

- Maintain financial stability through a balanced budget for 2016-2017
- Select and implement a functional and user friendly Accounting Software Platform

### ***Address Changing Demographics***

- Implement the 2016-2018 phase of the Long Term Board Accommodations Plan

## APPENDIX B

	Revised Budget 2015-2016	Original Budget 2016-2017	Increase (Decrease)
Projected Student Enrolment	-----	-----	-----
Elementary Enrolment - ADE	14,798	14,636	(162)
Secondary Enrolment - ADE	7,064	6,800	(264)
<b>Total Board Enrolment - ADE</b>	----- 21,862 =====	----- 21,436 =====	----- (426) =====

Average Daily Enrolment (ADE) continues to be a major factor in the calculation of the Funding Allocations for all school boards.

Under the Regulations, the calculation of Average Daily Enrolment for the school year is to be based on the number of students enrolled in our schools on two specific dates: OCTOBER 31 and MARCH 31.

ADE for Adult & Continuing Education programs is to be calculated using the same methods and parameters, as outlined in the regulations, as in prior years.

	Revised Budget 2015-2016	Original Budget 2016-2017	Increase (Decrease)
Projected School Staffing	-----	-----	-----
Total Elementary School Teachers	835	830	(5)
Total Secondary School Teachers	480	463	(17)
<b>Total Board School Teachers</b>	----- 1,315 =====	----- 1,293 =====	----- (22) =====

### Average Class Size:

Kindergarten ELKP (Year 1, 2)	26:1	26:1
Primary (Grade 1 to 3)	19.8:1	19.8:1
Junior and Intermediate (Grade 4 to 8)	24.5:1	24.5:1
Secondary (Grade 9 to 12)	22:1	22:1
Early Childhood Educator	26:1	26:1

SCHEDULE 10 JOB CATEGORY	2015-2016 Staffing	2016-2017 Staffing	Increase (Decrease)
Board Administration	57.20	56.40	(0.80)
Classroom Teachers	1292.00	1270.00	(22.00)
Coordinators & Consultants	23.00	23.00	0.00
Department Heads	88.00	88.00	0.00
Director & Supervisory Officers	7.00	7.00	0.00
Early Childhood Educators	101.00	95.00	(6.00)
Library & Guidance	67.45	67.45	0.00
Principals & Vice Principals	80.00	80.00	0.00
Professionals, Para and Technicians	88.20	88.20	0.00
Pupil Transportation	2.00	2.00	0.00
School Office	4.00	4.00	0.00
School Operations & Maintenance	210.00	210.00	0.00
School Secretary	94.50	94.50	0.00
Supply Teachers	39.00	34.00	(5.00)
Teachers Assistants & CYW	329.00	320.50	(8.50)
Trustees	10.00	10.00	0.00
Grand Total FTE	2492.35	2450.05	(42.30)
	=====	=====	=====

Board Administration continues to reduce staffing needs and has not filled a vacant position

Classroom Teacher reductions are attributed to class size ratio compliance in all panels.

Early Childhood Educations have a class size compliance ratio in ELKP of 26:1. This reduction is the result of declining enrolment.

Supply Teacher reduction is attributed to the Ministry's Earned Leave Plan for OECTA staff. Implemented to control absenteeism in the province of Ontario.

Education Assistants and Child Youth Workers reduction is attributed to declining in enrolment and was accomplished through attrition without any layoffs.

## APPENDIX C

Expenditures by Department	Revised Budget 2015-2016	Original Budget 2016-2017	Increase (Decrease)
	-----	-----	-----
<b>Operating Expenditures</b>			
Board Administration	\$8,030,693	\$7,688,786	(\$341,907)
Elementary Schools	\$125,948,860	\$127,503,875	\$1,555,015
Secondary Schools	\$65,209,330	\$65,174,972	(\$34,358)
Continuing Education	\$5,182,558	\$5,063,791	(\$118,767)
Facilities Operations	\$19,391,474	\$19,374,241	(\$17,233)
Facilities Maintenance	\$3,187,773	\$3,404,286	\$216,513
Student Transportation	\$9,720,800	\$9,553,860	(\$166,940)
Amortization of Future Benefits	\$856,805	\$856,805	\$0
Employee Future Benefits - Service Costs	\$450,000	\$450,000	\$0
Benefits - Maternity, WSIB and LTD, LTD	\$500,000	\$645,722	\$145,722
<b>Total Operating Expenses</b>	<b>\$238,478,293</b>	<b>\$239,716,338</b>	<b>\$1,238,045</b>
	-----	-----	-----
<b>Capital &amp; Other Expenditures</b>			
Facility Renewal	\$540,980	\$509,531	(\$31,449)
Interest on Capital	\$3,582,094	\$3,617,883	\$35,789
Depreciation & Amortization	\$11,335,000	\$10,304,234	(\$1,030,766)
Non-Operating Expenditures	\$117,487	\$117,487	\$0
Total Capital & Other Expenses	\$15,575,561	\$14,549,135	(\$1,026,426)
	-----	-----	-----
<b>Total Board Operating Expenditures</b>	<b>\$254,053,854</b>	<b>\$254,265,473</b>	<b>\$211,619</b>
	=====	=====	=====



	Revised Budget 2015-2016	Original Budget 2016-2017	Increase (Decrease)
	-----	-----	-----
<b>Board Administration</b>			
Salary & Wages	4,421,903	4,370,328	(51,575)
Employee Benefits	943,890	950,940	7,050
Professional Development	114,450	130,450	16,000
Supplies & Services	1,098,950	1,032,150	(66,800)
Computer Equipment	35,000	35,000	0
Furniture & Equipment	20,000	15,000	(5,000)
Fees & Contracts	1,396,500	1,154,917	(241,583)
	-----	-----	-----
Total Board Administration	<b>8,030,693</b>	<b>7,688,786</b>	<b>(341,907)</b>
	=====	=====	=====

The Reduction in Board Administration costs are attributed to a multi-year strategy to reduce workload and find efficiencies in our workflow models.

We have reallocated software costs to appropriate panels and continue to maintain a vacant position.

	Revised Budget 2015-2016	Original Budget 2016-2017	Increase (Decrease)
Elementary Panel	-----	-----	-----
Salary & Wages	\$105,710,042	\$106,183,749	\$473,707
Employee Benefits	\$16,212,345	\$16,644,678	\$432,333
Professional Development	\$92,000	\$238,400	\$146,400
Supplies & Services			
School Instruction Budgets	\$1,126,434	\$1,277,658	\$151,224
Central Instruction Budgets	\$688,500	\$733,500	\$45,000
Central Other Budgets	\$428,500	\$472,640	\$44,140
Computers	\$1,162,239	\$1,124,050	(\$38,189)
Furniture & Equipment	\$470,000	\$470,000	\$0
Fees & Contracts	\$158,800	\$359,200	\$200,400
<b>Elementary Panel Total Expenditures</b>	----- \$126,048,860 =====	----- \$127,503,875 =====	----- \$1,455,015 =====

	Revised Budget 2015-2016	Original Budget 2016-2017	Increase (Decrease)
<b>Secondary Panel</b>	-----	-----	-----
Salary & Wages	\$54,102,404	\$53,768,341	(\$334,063)
Employee Benefits	\$7,508,287	\$7,705,406	\$197,119
Professional Development	\$26,000	\$30,500	\$4,500
Supplies & Services			
School Instruction Budgets	\$1,089,306	\$967,331	(\$121,975)
Central Instruction Budgets	\$1,560,500	\$1,657,300	\$96,800
Central Other Budgets	\$215,500	\$200,044	(\$15,456)
Computers	\$393,000	\$703,050	\$310,050
Furniture & Equipment	\$140,133	\$70,000	(\$70,133)
Fees & Contracts	\$174,200	\$73,000	(\$101,200)
	-----	-----	-----
<b>Total Secondary Panel Expenditures</b>	<b>\$65,209,330</b>	<b>\$65,174,972</b>	<b>(\$34,358)</b>
	=====	=====	=====

Reduction in Secondary enrolment has impacted the teaching compliment to ensure an adequate aggregate of 22:1 at the secondary schools.

Employee Benefits continue to rise in our District and 7.5% estimated increase was factored in for 2016-2017.

	Revised Budget 2015-2016	Original Budget 2016-2017	Increase (Decrease)
	-----	-----	-----
<b>Continuing Education School</b>			
Salary & Wages	\$3,508,784	\$3,449,517	(\$59,267)
Employee Benefits	\$621,199	\$589,199	(\$32,000)
Professional Development	\$35,500	\$35,500	\$0
Supplies & Services	\$1,009,575	\$982,075	(\$27,500)
Computer Equipment	\$7,500	\$7,500	\$0
Furniture & Equipment	\$0	\$0	\$0
Fees & Contracts	\$0	\$0	\$0
	-----	-----	-----
<b>Total Continuing Education Expenditures</b>	<b>\$5,182,558</b>	<b>\$5,063,791</b>	<b>(\$118,767)</b>
	=====	=====	=====

Efficiencies in staffing to address declining activity and demand for continuing education courses.

Reduction in support of a Guidance Counselor and adjustments in class offering has continued to reduce costs in continuing education to support day school subsidies for NCDSB.

Facilities Plant & Facilities Maintenance Services	Revised Budget 2015-2016	Original Budget 2016-2017	Increase (Decrease)
	-----	-----	-----
Salary & Wages	\$9,762,705	\$9,691,425	(\$71,280)
Employee Benefits	\$2,457,042	\$2,669,102	\$212,060
Professional Development	\$17,500	\$15,000	(\$2,500)
Supplies & Services			
Utilities	\$4,950,000	\$4,779,000	(\$171,000)
Cleaning & Operating	\$1,242,500	\$1,322,500	\$80,000
Site & Grounds Maintenance	\$1,515,000	\$1,515,000	\$0
Department Operation	\$169,000	\$169,000	\$0
Mechanical & Electrical	\$589,000	\$589,000	\$0
Building Maintenance	\$545,000	\$705,000	\$160,000
Computer Equipment	\$31,500	\$31,500	\$0
Furniture & Equipment	\$565,000	\$602,000	\$37,000
Fees & Contracts	\$735,000	\$690,000	(\$45,000)
<b>Total Plant Facilities Services</b>	----- \$22,579,247 =====	----- \$22,778,527 =====	----- \$199,280 =====

	Revised Budget 2015-2016	Original Budget 2016-2017	Increase (Decrease)
	-----	-----	-----
<b>Transportation</b>			
Salary & Wages	\$153,465	\$122,978	(\$30,487)
Employee Benefits	\$38,953	\$34,875	(\$4,078)
Professional Development	\$0	\$0	\$0
Supplies & Services	\$0	\$0	\$0
Computer Equipment	\$0	\$0	\$0
Furniture & Equipment	\$0	\$0	\$0
Fees & Contracts	\$9,528,382	\$9,396,007	(\$132,375)
	-----	-----	-----
<b>Total Transportation Expenditures</b>	<b>\$9,720,800</b>	<b>\$9,553,860</b>	<b>(\$166,940)</b>
	=====	=====	=====

Efficiencies in the transportation model for both Boards has continued to result in savings for our Transportation consortium. The cancellation of the early exam bus has resulted in additional savings for 2016-2017.

## APPENDIX D

	Revised Budget 2015-2016	Original Budget 2016-2017	Increase (Decrease)
	-----	-----	-----
<b>Special Education Funding</b>			
SEPPA Allocation	\$15,193,014	\$15,193,014	\$0
SEA Allocation	\$792,778	\$773,699	(\$19,079)
HNA / DSENA	\$11,516,582	\$11,618,425	\$101,843
Approval of SIP	\$60,000	\$60,000	\$0
Behavioural Expertise amount	\$144,967	\$146,107	\$1,140
<b>Special Education Allocation</b>	<b>\$27,707,341</b>	<b>\$27,791,245</b>	<b>\$83,904</b>
	=====	=====	=====
<b>Expenditures</b>			
Classroom Teachers	\$7,571,211	\$7,833,800	\$262,589
Occasional /Supply Teachers	\$68,640	\$105,315	\$36,675
Education Assistants, CYW	\$17,992,183	\$17,711,535	(\$280,648)
Textbooks, Learning materials, Supplies	\$1,024,200	\$1,024,200	\$0
Paraprofessionals, Mental Health Leader	\$1,502,357	\$1,366,022	(\$136,335)
Staff Development	\$15,000	\$15,000	\$0
Coordinators	\$338,779	\$345,139	\$6,360
	-----	-----	-----
	\$28,512,370	\$28,401,011	(\$111,359)
	-----	-----	-----
Less: Revenue Adj. Education Program - Other	\$0	\$0	\$0
	-----	-----	-----
<b>Total Special Education Net Expenditures</b>	<b>\$28,512,370</b>	<b>\$28,401,011</b>	<b>(\$111,359)</b>
	=====	=====	=====
<b>Unspent (Overspent) Special Education Funding</b>	<b>(\$805,029)</b>	<b>(\$609,766)</b>	<b>\$195,263</b>
	=====	=====	=====

NCDSB is committed to overspending our resource allocation for special education in 2016-2017.

	Revised Budget 2014-2015	Original Budget 2015-2016	Increase (Decrease)
	-----	-----	-----
<b>Board Administration Funding Allocation</b>			
Total Funding Allocation for board Administration	\$6,342,098	\$6,347,568	\$5,470
	-----	-----	-----
Restraint Savings	(\$64,921)	(\$64,921)	\$0
Revenue from Fees & Other	\$660,000	\$660,000	\$0
<b>Total Board Funding Allocation</b>	<b>\$6,937,177</b>	<b>\$6,942,647</b>	<b>\$5,470</b>
	-----	-----	-----
<b>Board Administration Expenditures</b>			
Net Expenditures relating to Board Administration	\$8,030,693	\$7,688,786	(\$341,907)
	-----	-----	-----
<b>Unspent (Overspent) Board Admin. Funding*</b>	<b>(\$1,093,516)</b>	<b>(\$746,139)</b>	<b>(\$347,377)</b>
	=====	=====	=====

Continue to reduce costs in Board Administration and address our multi-year target to achieve Ministry compliance.

\* 2016-2017 continues to be non-compliant in Board Administration



**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
MAY 24, 2016**

***PUBLIC SESSION***

**TITLE: APPROVED MINUTES OF THE NIAGARA CATHOLIC  
PARENT INVOLVEMENT COMMITTEE (NCPIC) MEETING  
OF MARCH 3, 2016**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board receive the Approved Minutes of the Niagara Catholic Parent Involvement Committee Meeting of March 3, 2016 as presented for information.



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

**APPROVED MINUTES OF THE  
NIAGARA CATHOLIC PARENT INVOLVEMENT COMMITTEE MEETING**

**THURSDAY, MARCH 3, 2016**

Minutes of the Meeting of the Niagara Catholic Parent Involvement Committee, held on Thursday, March 3, 2016, at 7:00 p.m. in the Father Kenneth Burns csc Board Room at the Catholic Education Centre, 427 Rice Road, Welland, ON.

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

**A. ROUTINE MATTERS**

**1. Opening Prayer**

Opening prayer was led by all members-A Litany for Lent

**2. Roll Call**

Guests in attendance: John Crocco, Director of Education / Secretary Treasurer, Krista Wood, Board Chaplaincy Leader and Michaela Bodis, Secondary Student Senate Representative

Parent Members	Affiliations	Present	Excused	Absent
Jennifer Pellegrini	Fort Erie/Port Colborne/Wainfleet	√		
Kristina Kym Raso	Fort Erie/Port Colborne/Wainfleet			√
Shonna Daly	Grimsby/Lincoln/West Lincoln/Pelham	√		
Rebecca Monte	Grimsby/Lincoln/West Lincoln/Pelham	√		
Kim Hedden	Merritton/Thorold			√
Heather McCluckie	Merritton/Thorold	√		
Alexandra Attree	Niagara Falls/Niagara-on-the-Lake	√		
Gregg Kirchofer	Niagara Falls/Niagara-on-the-Lake	√		
Mary Mannella-Byers	Niagara Falls/Niagara-on-the-Lake	√		
Josephine Muraca-Lettieri	Niagara Falls/Niagara-on-the-Lake		√	
Marion Battersby	St. Catharines	√		
Lisa Finley	St. Catharines		√	
Kate Hingston	St. Catharines	√		
Julie Wiley-Pol	St. Catharines		√	
Agnes Dim	Welland			√
Carrie Vernelli	Welland	√		
<b>Development and Peace</b>				
Leone Strilec	Development and Peace		√	
Heather Pyke	OAPCE	√		
Shelley Gilbert	Society of St. Vincent de Paul	√		
<b>SEAC Representative</b>				
Anna Racine	SEAC Representative	√		
Fr. Peter Rowe	Bishop/Diocesan Representative	√	Arrived at 8:30 p.m.	
Carter Cake	Secondary Student Senate Representative		√	

<b>Trustees</b>				
Kathy Burtnik	Vice-Chair of the Board		√	
Dino Sicoli	Trustee	√		

The following staff was in attendance:

Superintendent Forsyth-Sells, Josie Rocca, Support Staff Representative and Yvonne Anderson, Recording Secretary.

Regrets sent: Kathy Burtnik, Carter Cake, Theo Dagenais, Lisa Finley, Glenn Gifford, Leone Strilec, and Julie Wiley-Pol.

**3. Approval of the Agenda**

Moved by: Mary Mannella-Byers

Seconded by: Anna Racine

**THAT** the Niagara Catholic Parent Involvement Committee approve the agenda of the Niagara Catholic Parent Involvement Committee Meeting of March 3, 2016 as presented.

**CARRIED**

**4. Declaration of Conflict of Interest**

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

**5. Approval of the Niagara Catholic Parent Involvement Committee Meeting Minutes of November 19, 2015**

Moved by: Carrie Vernelli

Seconded by: Mary Mannella-Byers

**THAT** the Niagara Catholic Parent Involvement Committee approve the minutes of the Niagara Catholic Parent Involvement Committee Meeting of November 19, 2015 as presented.

**CARRIED**

**6. NCPIC Information Session Minutes of January 7, 2016**

The NCPIC Information Session Minutes of January 7, 2016 were provided for review.

**B. PRESENTATIONS- John Crocco, Director of Education/Secretary Treasurer**

1. Niagara Catholic System Priorities 2016-2017
2. Niagara Catholic Budget 2016-2017
3. Vision 2020 Strategic Plan Check-In Invitation

John Crocco presented and reviewed the Niagara Catholic System Priorities 2016-2017 and the Niagara Catholic Budget 2016-2017. NCPIC members asked to forward any feedback to Superintendent Forsyth-Sells by March 29, 2016.

John Crocco reviewed the Vision 2020 Strategic Plan and invited the NCPIC members as partners in Catholic education, to participate in the Vision 2020 check-in survey. Niagara Catholic values parent voice and feedback as we continue our focus on achieving the Board's two Strategic Directions within Vision 2020: to *Build Strong Catholic Identity and Community* to *Nurture the Distinctiveness of Catholic Education* and to *Advance Student Achievement for All*.

## C. 2015-2016 NCPIC GOALS

### 1. Building capacity with Catholic School Councils

A subcommittee meeting will be held to review the NCPIC Policy and By-Laws before they are presented to the Policy Review Committee on March 29, 2016.

### 2. Alliance Committee-PRO Grant: Catholic Congress

Krista Wood, Board Chaplaincy Leader provided a brief overview of the upcoming Catholic Congress Phase I-2015-2016 events with the theme "One Family in Christ: Embracing Catholic Education". Father Thomas Rosica will be the keynote speaker at each session.

Event dates:

Monday, April 25, 2016-Blessed Trinity Catholic Secondary School

Tuesday, May 3, 2016-Denis Morris Catholic High School

Wednesday, May 4, 2016-Lakeshore Catholic High School

Thursday, May 5, 2016-Saint Michael Catholic High School

## D. SUBCOMMITTEE REPORTS

### 1. **FAITH FORMATION**-*Josie Rocca*

- Invitation to the Man of the Shroud Exhibit

Interested parties may view the exhibit following the 10:30 a.m. Mass on Sunday, March 6, 2016 at St. Alfred Church in St. Catharines. Mass will be celebrated by Bishop Bergie.

### 2. **POLICY**-*Shonna Daly*

The following Policies and Administrative Guidelines are currently being reviewed as part of the cyclical Policy and Administrative Guidelines Review process.

- Access to Board Premises – Safe Schools Policy (302.6.3)
- Reimbursement of Travel Expenses Policy (201.4)

*Feedback is to be submitted to [jennifer.pellegrini@ncdsb.com](mailto:jennifer.pellegrini@ncdsb.com) by April 8, 2016*

- Employee Workplace Harassment Policy (201.7)
- Employee Workplace Violence Policy (201.11)
- Occupational Health & Safety Policy (201.6)
- Establishment and Cyclical Review of Policies Policy (100.5)

*Feedback is to be submitted to [jennifer.pellegrini@ncdsb.com](mailto:jennifer.pellegrini@ncdsb.com) by April 11, 2016*

3. **PRO GRANT- 2016-2017**

PRO Grant application options for 2016-2017 were discussed.

**MOTION**

Moved by: Chair Daly

Seconded by: Heather McCluckie

THAT the Niagara Catholic Parent Involvement Committee complete and submit an application for the 2016-2017 PRO Grant in partnership with the Alliance Committee in support of Phase II of the Niagara Catholic Congress focusing on parent/guardian engagement throughout the Niagara Catholic District School Board.

**CARRIED**

**E. REPORT FROM THE DIRECTOR'S DESIGNATE SUPERINTENDENT OF EDUCATION**

**1. Niagara Catholic Director's Annual Report 2015-2016**

John Crocco provided and reviewed the highlights on the Niagara Catholic Director's Annual Report 2015-2016.

**2. Niagara Catholic System Priority Mid-Year Achievement Report 2015-2016**

John Crocco provided and reviewed the highlights on the Niagara Catholic System Priority Mid-Year Achievement Report 2015-2016.

**3. Distinguished Alumni Award**

John Crocco provided a brief outline on the eligibility requirements of the Niagara Catholic Distinguished Alumni Award. NCPIC members were invited to nominate a Niagara Catholic alumnus by completing and submitting a nomination form no later than by March 11, 2016.

**4. Bishop's Gala**

John Crocco invited the NCPIC members to attend the 13<sup>th</sup> annual Bishop's Gala on Friday, April 1, 2016 at Club Roma. Tickets are available for purchase online by accessing the Niagara Catholic website.

**5. NEW Elementary and Secondary P.A. Day-Friday, April 15, 2016**

Superintendent Forsyth-Sells shared that an additional P.A. Day Friday, April 15, 2016 was added to the school year 2015-2016 calendar for elementary and secondary schools as per Ministry of Education mandate.

**6. London Regional PIC Symposium-Saturday, April 16, 2016**

Superintendent Forsyth-Sells shared that the Ministry of Education has extended an invitation to the NCPIC and Catholic School Councils (up to 7 participants) to attend the London Regional PIC Symposium on Saturday, April 16, 2016 from 9:00 a.m. to 4:00 p.m. at the Ivey Spencer Leadership Centre, London ON. Accommodations, travel cost/mileage and a meal allowance will be covered by the Ministry of Education according to their guidelines. Members wishing to attend are to e-mail Yvonne no later than Friday, March 10, 2016.

### 7. School Climate Surveys

Superintendent Forsyth-Sells shared that school boards must conduct anonymous School Climate Surveys at least once every two (2) years. Staff, grades 4 to 12 students and parents/guardians are invited to participate in completing online school climate surveys. The time frame to complete the online School Climate Surveys is from **Monday, February 22 to Friday, April 1, 2016**. To access the Parents/Guardians School Climate Survey 2016 visit:

<https://www.surveymonkey.com/r/safeparentsguardians>

### 8.NCPIC Catholic School Council Survey

A memo will be sent in April 2016 inviting Catholic School Councils to complete the survey.

### 9.NCPIC Financial Report

A financial statement was provided for information. Funds will once again be allocated to support the Partners in Catholic Education Dinner on May 19, 2016.

## F. COMMUNITY REPORTS

### 1. Development and Peace-*Leone Strilec*

- The Diocesan Council of Development and Peace held their Share Lent Launch – “Create a Climate of Change” on Saturday, January 30, 2016. Mass was celebrated by Bishop Bergie followed by discussions about the issues surrounding climate change.
- For the ninth year, representatives from the Diocesan Council presented “Create a Climate of Change” at Brock University’s Social Justice Forum on Saturday, February 6, 2016.
- In 2017, Development and Peace will celebrate its 50th anniversary. In celebration a quilt patch ‘pilgrimage’ started on Ash Wednesday from Victoria, British Columbia and is making its way across the country, collecting more patches as it goes. It will arrive in St. Catharines during Lent 2017. For more information visit <http://www.rcdvictoria.org/blog/post/en/fifty-years-of-solidarity> and you can also follow the pilgrimage on Facebook at “Jubilé DEVP Jubilee”.

### 2. Society of St. Vincent de Paul-*Shelley Gilbert*

- To support sending kids to camp, St. Vincent de Paul will hold a Music Trivia Night. Further details to follow.
- St. Vincent de Paul is looking into opening a Thrift Store in Niagara Falls.
- Linda Dollard is the new President of the Society of St. Vincent de Paul, Ontario.
- St. Vincent de Paul, Welland will be hosting their 2<sup>nd</sup> annual family pasta dinner on Friday, April 29, 2016.
- The number of families that St. Vincent de Paul supports has increased this year.

### 3. Ontario Association Parents in Catholic Education-*Heather Pyke*

- Heather provided and reviewed an information brochure to promote the 77<sup>th</sup> Annual Conference Annual General Meeting and Gala Awards Dinner “Many Gifts, One Voice: Living our Virtues in a Virtual World” held on May 6 and 7, 2016 in Toronto. Mass will be celebrated by His Eminence Cardinal Collins.

- Heather Pyke provided and reviewed the OAPCE Award Nomination Form and encouraged the NCPIC members to complete and submit nomination forms to OAPCE by Thursday, March 31, 2016.

**G. SEAC REPORT-Anna Racine**

- SEAC will be reviewing the Special Education Plan
- SEAC presented Student Senate on the importance of inclusion and the role of SEAC and partnering agencies.
- SEAC Goals for 2016-2017
  - Recruiting new associate members to join the SEAC
  - Resources Directory for Teachers
  - Presentation to Student Senate
  - Apply for a 2016-2017 PRO Grant to engage a dynamic speaker to address inclusion in schools.

**H. BISHOP/DIOCESAN REPORT-Fr. Peter Rowe**

Fr. Peter extended an invitation to all NCPIC members to attend the New Evangelization Summit-Inspiring Catholics at Saint Michael Catholic High School on April 15 and 16, 2016. Tickets must be purchased in advance. For tickets and information visit [newevangelization.ca](http://newevangelization.ca). Fr. Peter wished the NCPIC a Happy Easter.

**I. STUDENT SENATE REPORT-Michaela Bodis, Lakeshore Catholic High School**

- Student Senate is in the process of creating a template for Grade 6 retreats on how to build on relationships.
- Student Senate will be reviewing the criteria for Grade 12 scholarships.

**J. STAFF REPORTS**

Catholic elementary schools:

- A Board-wide ELKP Open House took place on January 13, 2016
- Students participated in Kids Helping Kids Campaign
- The beginning of Lent was celebrated with religious activities including Shrove Tuesday and Ash Wednesday Masses.
- First Term Report Cards
- Staff, students and parents/guardians have been invited to complete the safe school climate surveys and participate in special events promoting Junior and Intermediate literacy.

Notre Dame College School –Student Trustee, Aiden Harold, Grade 12 student at Notre Dame College School is one of the thirty-one (31) recipients of the Loran Scholarship (approximately 80,000) which incorporates leadership, community involvement and volunteerism.

Lakeshore Catholic High School – Lakeshore Catholic High School is pleased to announce its second installment in the Lakeshore Catholic Concert Series. On Friday, May 13, 2016 Lakeshore Catholic welcomes the Juno Award winning Band Great Lake Swimmers. For tickets contact Lakeshore Catholic High School.

**K. TRUSTEE REPORTS-** *Dino Sicoli, Trustee*

Trustee Sicoli, congratulated John Crocco, for being recognized at the 2016 American Association of School Administrators (AASA) Conference in Phoenix, Arizona in February 2016 as the Canadian recipient representing Ontario as the Superintendent of the Year.

**L. NEW BUSINESS**

How can we build on the disconnect between the NCPIC and Catholic School Councils?  
Discussion occurred with a suggestion to add information on the Board website under the Parent Involvement tab. The names of NCPIC parent members and the schools that they represent will be posted on the site.

**M. AGENDA ITEMS-DISCUSSION FOR FUTURE MEETINGS**

- It was suggested that the starting time for NCPIC meetings be reviewed at the next meeting.

**N. NEXT MEETING:**

Thursday, May 12, 2016 at 7:00 p.m. at the Catholic Education Centre

**O. CLOSING PRAYER:** Closing Prayer was led by Krista Wood.

**P. ADJOURNMENT**

Moved by: Shelly Gilbert

Seconded by: Marion Battersby

**THAT** the March 3, 2016 meeting of the Niagara Catholic Parent Involvement Committee be adjourned.

**CARRIED**

This meeting was adjourned at 9:05 p.m.

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**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
MAY 24, 2016**

***PUBLIC SESSION***

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

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**RECOMMENDATION**

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



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

Minutes of the Meeting of the Special Education Advisory Committee, held on Wednesday, April 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 Chair Racine

### A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayers were led by Chair Racine

2. Roll Call

Members	Affiliations	Present	Excused	Absent
Anna Racine	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	✓		
<b>Trustees</b>				
Pat Vernal		✓		
Maurice Charbonneau		✓		
<b>Student Senate Representative</b>				
Taylor Timoney		✓		

The following staff were in attendance:

**Yolanda Baldasaro**, Superintendent of Education; **Amy Dowd**, Special Education Coordinator; **Colleen Atkinson**, Special Education Coordinator; **Denice Robertson**, Principal – Secondary; **Lisa Selman**, Principal – Elementary; **Tina DiFrancesco**, Recording Secretary

**3. Approval of the Agenda**

Moved by Rob Lavorato

Seconded by Andrew Howcroft

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

**CARRIED**

**4. Disclosure of Interest**

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

**5. Approval of Minutes of the Special Education Advisory Committee Meeting of February 3, 2016**

Moved by Rob Lavorato

Seconded by Trustee Vernal

**THAT** the Special Education Advisory Committee approve the Minutes of the Special Education Advisory Committee Meeting of February 3, 2016 as presented.

**CARRIED**

There was no quorum at the March 2, 2016 meeting.

**B. PRESENTATIONS**

**C. VISIONING**

**1. Goals and Vision for 2015-2016**

**1.1 Goals for the 2015-2016 School Year – ProGrant Application**

Chair Racine, Vice-Chair Lavorato and Superintendent Baldasaro met to initiate the process of completing the ProGrant application. Chair Racine and Vice-Chair Lavorato reviewed the proposed responses to the questionnaire with the SEAC members who offered more feedback. A suggestion was made to provide partnerships with agencies to support the event. Further discussion will be held at the May meeting to finalize the application in order to meet the May deadline.

**D. BUSINESS ARISING FROM THE MINUTES OF THE MEETING OF FEBRUARY 3, 2016**

**1. Learner Advocacy**

**2. Parent Outreach**

**3. Program and Service Recommendations**

**4. Special Education Budget**

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

**5.1 Discuss Revisions to the Plan**

Superintendent Baldasaro reviewed the changes that Special Education staff have made to several sections of the Niagara Catholic Special Education Plan and asked the SEAC members for their feedback regarding the proposed changes. Further review of the remaining sections will occur at the May and June meetings. The deadline for submission of the Special Education Plan checklist to the Ministry is July 31, 2016. The final copy of the Special Education Plan will be posted on the Board website.

**6. Other Related Items**

**7. Policy Review**

The *Access to Board Premises – Safe Schools Policy (302.6.3)* and *Reimbursement of Travel Expenses Policy (201.4)* were presented for information and review. The deadline to respond is April 8, 2016. *The Establishment and Cyclical Review of Policies Policy (100.5)*, *Employee Workplace Violence Policy (201.11)*, *Occupational Health and Safety Policy (201.6)* and *Employee Workplace Harassment Policy (201.7)* were presented for information and review. The deadline to respond is April 11, 2016. Vice-Chair Lavorato will send feedback to the SEAC members for review. Individual responses are also welcome.

The *Niagara Catholic Parent Involvement Committee & By-Laws Policy (800.7)*, *Religious Accommodation Policy (100.10.1)*, *Safe Arrival Policy (302.3)* and *Board By-Laws Policy (100.1)* were presented for review. The deadline to respond is May 13, 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**

- A meeting will be held on April 18 to discuss the summer family picnic.

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

- Nil Report

**4. Learning Disabilities Association (Niagara) – Sarah Farrell**

- We have wrapped up our winter program session and everything ran successfully and we are very proud of the children's accomplishments. Melinda Cheevers, from Niagara This Week, visited our Reading Rocks program out of St. Michael Catholic Elementary School and wrote a great article, which captured the program well.
- All spring applications for Reading Rocks, BEST, Let's READ and Reading Rocks Junior will be closed on April 6.
- We are now accepting applications for our full-day summer literacy program called Sunshine, Learning, Achievement & More (SLAM). All applications must be received 2 weeks prior to the start date – there are very limited spots! Attached is the SLAM brochure.
- On Friday, May 6<sup>th</sup>, we will be holding our 4<sup>th</sup> Annual Trivia Night at St. Thomas' Church in St. Catharines. Doors open at 6:00p.m. and games begin at 6:30p.m. The cost is \$20/individual or \$120/team of 6-8. Call 905-641-1021 to purchase your tickets by May 4<sup>th</sup> (pre-sale only)!

**5. Pathstone Mental Health – Bill Helmeczi**

- Nil Report

**6. Community Living Welland Pelham – Andrew Howcroft**

- The article entitled, "Confessions of a Special Educator" by Sheila Bennett, Brock University was addressed.
- "Effective Education Advocacy" conference was held on Wednesday, March 23, sponsored by Community Living Ontario. Speakers included: Dr. Gordon Porter, Director of Inclusive Education Canada, Rob Lattanzio, Executive Director, ARCH Disability Law Centre and Luke Reid, Staff Lawyer, ARCH Disability Law Centre. Topics included; Human Rights and the Education Act, the Education System, its process, and ways of navigating them alongside families, The Art of Effective Advocacy, Understanding Accommodation, Inclusion, Exclusion, Suspension and Expulsion, Relationship Building with the School Board.

## G. STAFF REPORTS

### 1. Lisa Selman – Principal, Elementary

#### St. Therese

- Currently in the midst of sacramental preparations.
- Preparations are happening to plan for IPRC meetings.
- A second ELKP open house and registration day is being held on April 19.
- Schools are using technology effectively.
- School climate surveys are completed.
- Activities/clubs are happening, i.e. chess, zumba, badminton
- Accessibility Awareness week will be held during the week of April 11<sup>th</sup>.
- World Autism Awareness day was held on April 2<sup>nd</sup>.

### 2. Denice Robertson – Principal, Secondary

#### Blessed Trinity

- Preparation for the Ontario Secondary School Literacy Test (OSSLT) took place for all students, including students with Individual Education Plans. Students wrote the test on March 31<sup>st</sup>, 2016.
- Transition and IPRC meetings have begun with our feeder schools. Visits are also being set for students and parents from non-feeder schools choosing Blessed Trinity for the coming school year. Special Education staff is pleased to be part of these critical information sharing sessions with the feeder schools. The information shared at these sessions enables us to match all students with a kind, caring adult which makes the transition to secondary school very smooth, helping to alleviate initial anxiety of students and parents.
- Meetings are also taking place with our students who will attend a post-secondary institution next year. We review the accommodations on their IEP and let them know the process for maintaining these accommodations in college or university. We also emphasize that they must let the appropriate people know who they are and what they need by advocating for themselves.
- The Special Education Class is looking forward to a visit from young adults from Grimsby/Lincoln Association for Community Living. In support of the TAY protocol, individuals from Community Living will enjoy a day of activities with our students at Blessed Trinity.
- Staff and students in the Special Education Class are looking forward to hosting our Event on April 28<sup>th</sup>. The very dynamic group “ill skillz” will be coming to perform. These motivational speakers and hip hop performers will provide an interactive and inclusive environment for our students from all eight secondary schools. Please feel free to come by on April 28<sup>th</sup> to join in the fun!

#### Denis Morris

- Denis Morris has "sprung into spring" with our Best Buddies Spring Celebration that took place Tuesday, April 5, 2016. Our best buddies teamed up to participate in spring activities and baking. A great time building friendships was had by all.
- Our Special Education Capacity Building Series for April was a summary of the *Learning for All* document (2013). We are starting to dig deeper into Ministry documents to

integrate these frameworks into our existing frameworks for student achievement to move the teaching/learning conversation forward.

- All three teacher members of our Special Education department have completed their ABA Certificate Course through the Geneva Centre. We look forward to sharing our learning with our colleagues to further develop the ABA in the Secondary Classroom mindset as a tool to strengthen our School Effectiveness Framework (SEF).

#### Saint Michael

- Spring TAY (Transitional-Aged Youth) meetings are currently taking place for students with developmental disabilities. Saint Michael hosts these meetings where the school, parents, child and community agencies work together to ensure a successful transition for students when they exit high school.
- Continued transition meetings are taking place for both incoming grade 9 students and graduating grade 12s to ensure for smooth transitions to and from Saint Michael.
- Special Class IPRCs for incoming grade 9 students will take place in June. We are presently looking at six new students entering the Saint Michael Special Education classroom.
- Our students are enjoying their community outings and workplace opportunities. We presently have seven Special Education class students who are at the School of Horticulture and one student at a day care.
- We are also proud of our Special Education class students who are constructing wood art pieces to decorate our walls.

#### Saint Paul

- The students of the Saint Paul Special Education class continue to do great things! One of our students participated in the Board-wide Culinary Arts Challenge; all students prepared a dish with pork loin, scalloped potatoes, broccoli, and carrots, served with an espaniol (peppercorn) sauce. Our participating student showed very well at the competition by placing 6<sup>th</sup> overall! We have students at co-operative education placements at Bulk Barn and Pet Valu. Feedback from the establishments indicates the students are doing wonderful and valuable work at their respective placements! As well, all of the students continue to thrive in their integrated classes; they are learning great skills and gaining knowledge in a variety of subjects (Art, Math, Science, Physical Education etc.).
- The students are really looking forward to showing off their dance moves at the upcoming Special Education Social event (on April 28) hosted by Blessed Trinity!

#### Notre Dame College

There are plenty of things happening in the Special Education Area this semester! Here are a few of the highlights:

- We are very proud of our co-op students who are doing fantastic jobs at the Welland Arena and the Blue Star Restaurant.
- Two of our students were recently photographed by Kerry Howe from Association for Community Living as representatives for Inclusive Education Project.
- We all had an excellent time at the Special Needs Activity Program held at Brock University. Dr. Maureen Connelly and her student volunteers do a fantastic job of providing both fun and fitness.
- Our Notre Dame superstars recently participated in the invitational Special Olympics indoor soccer tournament, with some Peer Tutors and our Niagara College student. We won all three of our games!

- Lakeshore Catholic High School in Port Colborne hosted a “*Hurray for Hollywood*” extravaganza the first week in March. Each secondary school submitted a video clip highlighting student talent. Notre Dame rocked it out to Watch Me Whip. (Nae Nae) A shout out goes to our cafeteria staff and Principal for their cameo performance. Our video was outstanding thanks to the creative talents of our Peer Tutors. The day also included lunch and a dance. Thank you to Lakeshore Catholic for a great day!
- As our salute to spring, our class and dedicated Peer Tutors will be going to the Hillside Bowling Lanes for a couple of games of bowling and lunch. The class had the chance to spend time outside the classroom with our peer tutors, socializing and having fun benefits everyone.
- We recently planted seeds which should bloom just in time for Mother’s Day. Students are enjoying watering the seeds and watching them sprout.

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

- On March 31<sup>st</sup>, 2016 our Catholic secondary schools participated in the Ontario Secondary School Literacy Test (OSSLT).
- Catholic Education Week will be held the week of May 2 – 6, 2016.
- The *2016-2017 Education Funding, A Guide to the Special Education Grant* was handed out for information and discussed, as well is posted on the SEAC Electronic Portal. This document provides an overview of how Special Education funding is structured.

**4. Amy Dowd – Coordinator Special Education**

- In order to support student needs for the 2016-2017, school staff at each Catholic elementary and secondary schools are completing and submitting their needs assessment data. Special Education staff will review the student profiles with school Principals and staff to clarify the information in order to prepare for support staff recommendations for 2016-2017.

**5. Colleen Atkinson – Coordinator Special Education**

- In an effort to strengthen capacity throughout Niagara Catholic for writing effective Individual Education Plans (IEPs), workshops have been created for teaching staff and administrators. The workshops will be delivered by central level Special Education staff on various dates throughout the month of April, 2016.

## **H. TRUSTEE REPORTS**

**1. Pat Vernal – Trustee**

- Nil Report

**2. Maurice Charbonneau – Trustee**

- The budget process is ongoing; highlights have been in our technology blueprint.
- In the process of discussing a Long Term Accommodation Plan for the Board. Looking at facilities and doing statistical analysis to maximize and be more efficient.



## **I. STUDENT REPORT**

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

- There is a Student Senate scholarship being awarded to two students. The deadline to apply is April 14.
- Student Senate has chosen the theme for the Student Senate Symposium, *Reality TV*.

## **J. NCPIC REPORT**

- NCPIC is working with the Alliance Committee on the event, *One Family in Christ Embracing Catholic Education Congress*, an evening of learning and dialogue to enhance Catholic Education. The facilitator for the event is Father Tom Rosica. SEAC members were handed invitations to the event which is being held on four different dates and locations.

## **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. A letter was received from Community Living Welland Pelham to add an alternate SEAC representative. This letter will be presented to the Board for approval at the April 26<sup>th</sup>, 2016 meeting.

**Approval to appoint an alternate Special Education Advisory Committee Representative**

Moved by Rob Lavorato  
Seconded by Andrew Howcroft

**THAT** the Special Education Advisory Committee approve the appointment of the following local association representative to serve as a Special Education Advisory Committee member for the term 2014-2018: Michael Jacques – Community Living Welland Pelham (Alternate Representative)

**CARRIED**

2. Invitations were sent to SEAC members from the Niagara Falls Citizenship and Immigration office and Saint Michael Catholic High school to attend a special citizenship ceremony being held on May 6, 2016.

**M. QUESTION PERIOD**

**N. NOTICES OF MOTION**

**O. AGENDA ITEMS – DISCUSSION FOR FUTURE MEETINGS**

**P. INFORMATION ITEMS**

**Q. NEXT MEETING:**

Wednesday, May 4, 2016 at 7:00p.m. at the Catholic Education Centre

**R. ADJOURNMENT**

Moved by Rob Lavorato  
Seconded by Andrew Howcroft

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

**CARRIED**

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

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**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
MAY 24, 2016**

***PUBLIC SESSION***

**TITLE: NIAGARA CATHOLIC ATHLETIC ASSOCIATION**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board endorses the Niagara Catholic Athletic Association, as presented.

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Prepared by: Mark Lefebvre, Superintendent of Education  
Mike Sheahan, Consultant, Health and Physical Education, Science and Social Sciences

Presented by: Mark Lefebvre, Superintendent of Education  
Mike Sheahan, Consultant, Health and Physical Education, Science and Social Sciences

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

Date: May 24, 2016



## **REPORT TO THE BOARD MAY 24, 2016**

### **NIAGARA CATHOLIC ATHLETIC ASSOCIATION**

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#### **BACKGROUND INFORMATION**

Currently, Niagara Catholic secondary schools participate in an interschool athletics structure with the District School Board of Niagara (DSBN), French, Private and Independent schools. We are part of the Southern Ontario Secondary School Athletic Association (SOSSA) and within this association, participate fully in the Niagara Regional Secondary Schools Athletic Association (NRHSAA) and are members of the Ontario Federation of Secondary School Athletics (OFSAA).

Within our Niagara Catholic family of secondary schools, there have been regular discussions about a variety of challenges and issues throughout the last several years. The following is a partial list of challenges and issues which continue to be unresolved:

- As a Niagara family of eight (8) secondary schools, we are in the minority when constitutional issues are voted on.
- The NRHSAA forms specific committees to deal with sanctions, protests and transfers. As a group of eight schools, we are in the minority within these committees and thus cannot impact decisions or rulings.
- The process of scheduling of games and league formats continue to be a real challenge since we can't effectively contribute to the process and based on these decisions, impact us greatly and do not support our students and our athletic programs.
- There is a philosophical difference in athletic competition when looking at attempts to "tier" or incorporate 'developmental' league formats for the 2016-2017 school year.
- It is common and well documented that league structures, football being the most affected, are too frequently changed to meet the needs of particular schools based on perceived level of competitiveness. A "safety" rationale is often cited as a main reason but it is hard to justify not fielding teams due to a regulation that would restrict our students from a true athletic experience based on a philosophical difference among schools outside Niagara Catholic.
- Niagara Catholic secondary schools adhere to the Board's Attendance Areas Policy for student participation and eligibility in boundaries and apply this to interschool sports eligibility.
- The procedure of implementation of the OFSAA Transfer process has consistently been a challenge as students appeal for eligibility entering Niagara Catholic schools. This is not suggesting our schools are not fairly heard, it is simply another example of our system not having significant 'voice' at the time of decision-making.

#### **Provincial Perspective**

As a means of comparing our challenges and issues to other school board scenarios, it is apparent that not all associations within OFSAA are necessarily similar in structure. For example, Toronto Catholic and Ottawa Catholic District School Boards interschool athletics membership is so large and has been in existence since inception that it is not practical to use as a 'best practice' or comparative.

### ***London Catholic***

London Catholic experienced serious issues with their existing structure in 2012. As co-terminus OSSTF members proceeded with a 'job action' and athletics was affected, the WOSSA executive 'blocked' Catholic schools from competing for OFSAA. Since that time, the Catholic schools formed their own conference and a process for qualification for OFSAA was negotiated. London Catholic competes in 'single sport' activities such as Cross Country and Track & Field with the public conferences.

### ***Hamilton Catholic***

The public and Catholic boards competed as one entity in all sports before 1980. The public board organized the leagues and booked the community facilities (rinks etc.). In the early eighties, the two boards separated their athletic programs. Both remained part of GHAC and, at the end of each season, the two (2) champions would compete to determine who would play vs. the Halton champions. In some sports, such as track and swimming, Hamilton public and Catholic would combine to run qualifying meets.

In the mid-late 1980's, amalgamation of the Hamilton and Wentworth County boards took place. Wentworth had been part of SOSSA. So the decision was made for the new amalgamated board to join SOSSA. This was largely predicated on the path to OFSAA finals, as there were far fewer large schools in SOSSA.

### ***Waterloo Catholic***

Waterloo Catholic withdrew from Waterloo Athletic Association last year, 2015, and formed an eight (8) team 'District 8' league for all interschool sports and are members of the CWOSSA and compete for OFSAA representation within that association. The former Association's Constitution and playing regulations were dictated by the public board which meant that Catholic school staff and students were being directly impacted by co-terminus policy. This was not acceptable to Waterloo Catholic and a restructuring was initiated.

Single sport activities are co-convened and both public and Catholic membership share responsibilities to enhance the delivery of these sports. Area Christian, Mennonite and French Catholic schools joined District 8 but do not run a full array of OFSAA sports.

### **Considerations**

The Niagara Catholic Program Chairs of Physical and Health Education have met multiple times to deliberate about solutions and offer constitutional changes following NRHSAA constitutional process and volunteering on existing committees and executive roles. The Niagara Catholic Program Chairs have not arrived at this proposal frivolously or without serious reflection.

As a unified group of Program Chairs of Physical and Health Education, they presented a proposal, supported by all Secondary Principals of Niagara Catholic to Senior Administrative Council to consider approving a move to an inclusive interschool athletic structure. This structure would include all interschool sports. Our rationale is consistent with Niagara Catholic's System Priorities of building strong Catholic identity and advance student achievement through a vibrant sports program.

The move to an inclusive Niagara Catholic Athletic Association would provide greater autonomy and shared leadership to make decisions in the best interest of students. By providing opportunities for input in the organization and constitutional structure, we are confident that decisions can be consistently monitored and appropriately revised to enhance and benefit our students' athletic experience.

The following overview outlines timelines and specific supports that would have to be in place in order to move to a Niagara Catholic Athletics Association structure commencing in the 2016-2017 school year:

- April 24<sup>th</sup>, 2016 - informal meeting with DSBN representative to inform them of Niagara Catholic's intentions.
- May 2<sup>nd</sup> and May 10<sup>th</sup>, 2016 more detailed conversations with DSBN and NRHSAA Coordinator.

- May 16<sup>th</sup>, 2016 - Meeting with Niagara Regional High School Athletic Association representatives to discuss Niagara Catholic's intentions and put forward formats on how representation would work for SOSSA.
- May 18<sup>th</sup>, 2016 – meeting with SOSSA Executive to make them aware of our intentions. SOSSA Executive stated that the issue needed to be resolved at the Zone 3 and Zone 4 (NRHSAA) level and this was not a SOSSA issue. OFSAA has taken a similar stance to SOSSA. Both SOSSA and OFSAA are only concerned that the Zone 3 and Zone 4 sent traditional representation to SOSSA championships.

After the informal and official meetings as indicated above, Niagara Catholic is waiting on a response to our request for a cooperative meeting to work on a fair and equitable process for SOSSA qualification.

We have put forward a request to the Niagara Regional High School Athletic Association for Niagara Catholic District School Board's eight high schools to compete in league play for all team sports within our own Niagara Catholic Athletic Association. This would mean we would withdraw from Zone 3 and Zone 4 league play for all team sports. At the end of league play, Niagara Catholic schools would return to their traditional Zones 3 and 4 to participate in SOSSA qualification games and events.

As for individual/single athlete sports (Cross Country or Track & Field), our request is to remain in respective Zones and participate fully with NRHSAA membership. In discussions within our deliberations, this is in the best interest of all student-athletes since many of these sports are enhanced with more competitors and/or some sports do not have a full roster of teams from membership schools. The qualification process for individual / single sport events for SOSSA is more tedious and staying within the existing parameters for these sports is best for our students.

While Niagara Catholic will continue to participate in NRHSAA individual or single sport events, schools within Zone 3 and Zone 4 can apply to participate in the Niagara Catholic Athletic Association pending written agreement to be in full compliance with the association's 'Play Like a Champion' philosophy and all Niagara Catholic Athletic Association Administrative Sport Procedures.

The move to a newly created Niagara Catholic Athletic Association with the necessary administrative sport procedures is targeted to commence in the 2016-2017 school year.

## **RECOMMENDATION**

**THAT** the Niagara Catholic District School Board endorses the Niagara Catholic Athletic Association, as presented.

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Prepared by: Mark Lefebvre, Superintendent of Education  
Mike Sheahan, Consultant, Health and Physical Education, Science and Social Sciences

Presented by: Mark Lefebvre, Superintended of Education  
Mike Sheahan, Consultant, Health and Physical Education, Science and Social Sciences

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

Date: May 24, 2016

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
MAY 24, 2016**

***PUBLIC SESSION***

**TITLE: EXTENDED OVERNIGHT FIELD TRIP, EXCURSION AND  
EXCHANGE APPROVAL COMMITTEE 2015 - 2016**

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The Extended Overnight Field Trip, Excursion and Exchange Approval Committee 2015-2016 report is presented for information.

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Prepared by: Mark Lefebvre, Superintendent of Education

Presented by: Mark Lefebvre, Superintendent of Education

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

Date: May 24, 2016



## **REPORT TO THE BOARD MAY 24, 2016**

### **EXTENDED OVERNIGHT FIELD TRIP, EXCURSION AND EXCHANGE APPROVAL COMMITTEE 2015 - 2016**

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#### **BACKGROUND INFORMATION**

The Extended Overnight Field Trip, Excursion and Exchange Approval Committee continues to review proposals for 2015-2016 extended overnight field trips, excursions and exchanges as submitted to date. The composition of the approval Committee is as follows:

1 Supervisory Officer	-	Mark Lefebvre
1 Secondary School Vice-Principal	-	Andrew Bartley
1 Secondary School Principal	-	Jeff Smith
1 Elementary School Principal	-	Steve Ward
1 Program Department Consultant	-	Mike Sheahan

As defined in the Niagara Catholic Educational Field Trip Policy (400.2) Administrative Guidelines, an Extended Overnight Field Trip is:

- “Any school/board sponsored and supervised activity, on scheduled instructional days, beyond the school property that requires four or five more night lodgings”  
or
- “Requiring an individual flight ticket of \$600.00 or more.” (Part II, A.4)

An Excursion is defined as follows:

- “A trip not directly linked to specific subject curriculum expectations, but provided to enrich a student’s overall Catholic education. An excursion is a trip that is planned and arranged for secondary school students that would be held during the year when the students are not normally expected to be attending classes and that does not adhere to all guidelines and procedures relating to Educational Field Trips.” (Part II, A.5)

Attached to this information report is an Executive Summary of a 2015-2016 Extended Overnight Field Trip as submitted on Tuesday, May 24, 2016. (Appendix A)



The Extended Overnight Field Trip, Excursion and Exchange Approval Committee 2015-2016  
report is presented for information.

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Prepared by: Mark Lefebvre, Superintendent of Education

Presented by: Mark Lefebvre, Superintended of Education

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

Date: May 24, 2016

**EXECUTIVE SUMMARY**

*Appendix A*

**Extended Overnight Field Trip, Excursion and Exchange Committee Approval – 2015-2016**

SCHOOL	TYPE	APPROVAL REQUIRED	DESTINATION	CURRICULUM UNIT/THEME	EDUCATION VALUE	DATE	NUMBER OF STUDENTS, STAFF & CHAPERONES ON TRIP	DURATION	COST (APPROX)	TRANSPORTATION
Saint Paul Catholic High School	Extended Overnight Field Trip	Superintendent and Extended Overnight Field Trip Committee	Lima and Cusco, Peru	Religion	This would be the 4 <sup>th</sup> Annual Mission trip to Lima and Cusco, Peru. This program will provide students with a meaningful opportunity for international exposure and developing of their faith and leadership. The students usually return with a renewed pride of being Catholic, an expended view of the world, critical thinking skills and a desire to participate in local social justice initiatives.	Monday, February 20 to Friday, March 3, 2017. Includes Mass participation	20 students (approximately) 3 staff 1 chaperone (self- paid)	12 days 11 nights 9 school days	\$2800.00 – Airfare, transportation, accommodations, meals, excursions, Spanish classes, travel insurance  \$50.00 – lunch and dinner in Cusco, vaccinations, visas.  Personal spending money	Air

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
MAY 24, 2016**

***PUBLIC SESSION***

**TITLE: FINANCIAL REPORT 2015-2016 AS AT APRIL 30, 2016**

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The Financial Report 2015-2016 as at April 30, 2016 report is presented for information.

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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: May 24, 2016



**REPORT TO THE BOARD  
MAY 24, 2016**

**FINANCIAL REPORT 2015-2016 AS AT APRIL 30, 2016**

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**BACKGROUND INFORMATION**

Financial Report 2015-2016 is presented in Appendix A

Also attached;

Appendix B – Financial Report as at April 30, 2016

Appendix C – Average Daily Enrolment Report as at April 30, 2016

The Financial Report 2015-2106 as at April 30, 2016 report is presented for information.

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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: May 24, 2016

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## FINANCIAL REPORT

### MONTH-END REVIEW

The operations for Niagara Catholic have ended March in a projected surplus position for compliance purposes of approximately \$978,459. 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. Also, a milder winter season has created a savings of approximately \$400,000 in snow removal and utilities.

The non-union lump sum payments and local ratification for OECTA Secondary grid step restoration has been processed by Niagara Catholic. The lump sum payment for OECTA Secondary will be processed in the coming weeks, well within the 30 day time-line established in the central agreement. 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 through the Grants for Student Needs.

### 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.
- Aging equipment and infrastructure that could burden the system with emergency repairs and replacement of equipment.

### *Looking Forward*

#### *2016-2017*



The 2016-2017 operating budget was presented at the Committee of the Whole with a balanced position without the use of reserves for information.

An estimated increase of 7.5% for our current benefit package was built into 2016-2017.

The 2016-2017 classroom size regulation is in full Ministry compliance.

An increased allocation in Professional Development to address new math strategies for September 1, 2016.

Niagara Catholic has addressed the pay equity non-union management group effective September 1, 2016.

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
FINANCIAL REPORT  
AS AT APRIL 30, 2016

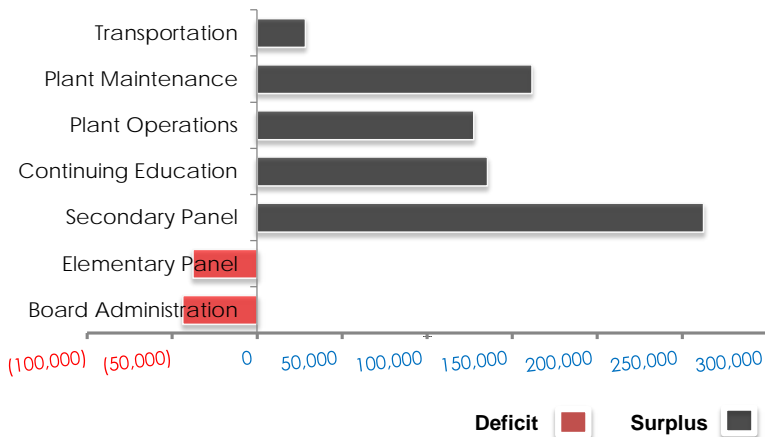


Appendix B

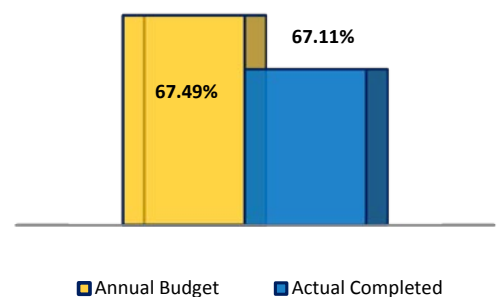
**FINANCIAL RESULTS:**

	2014-15	-----2015-16-----			2015-16 Forecast	Annual Budget	%
	YTD	Year-to-date					
	Actual	Actual	Budget	Variance			
<b>Revenues</b>	172,243,127	173,320,816	173,320,816	(0)	256,896,458	256,896,458	67.47%
<b>Total Revenue</b>	172,243,127	173,320,816	173,320,816	(0)	256,896,458	256,896,458	67.47%
<b>Expenditures</b>							
Board Administration	5,660,360	5,547,250	5,503,517	(43,733)	7,700,000	7,768,132	71.41%
Elementary Panel	87,000,479	87,247,703	87,210,000	(37,703)	129,200,000	129,268,997	67.49%
Secondary Panel	45,336,771	43,425,501	43,688,083	262,582	65,433,246	65,532,124	66.27%
Continuing Education	3,546,296	3,303,885	3,439,435	135,550	5,192,000	5,503,096	60.04%
Plant Operations	13,196,962	12,044,085	12,171,536	127,451	18,245,000	18,655,945	64.56%
Plant Maintenance	2,178,676	2,230,023	2,391,593	161,570	3,900,000	4,114,189	54.20%
Transportation	7,763,229	7,596,110	7,624,595	28,485	9,479,000	9,530,744	79.70%
<b>Total Operating Expenses</b>	164,682,773	161,394,557	162,028,758	634,201	239,149,246	240,373,227	67.14%
Amortization	6,832,739	7,270,668	7,556,667	285,999	11,335,000	11,335,000	64.14%
Interest Expenses	3,289,586	3,105,930	3,092,306	(13,625)	4,387,000	4,123,074	75.33%
Other	0	0	78,325	78,325	117,487	117,487	0.00%
Adjustments for compliance	565,487	571,202	571,202	0	856,803	856,803	66.67%
<b>Total Expenditures</b>	175,370,585	172,342,357	173,327,257	984,900	255,845,536	256,805,591	67.11%
<b>Net Surplus/(Deficit) for Compliance</b>	<b>(3,127,458)</b>	<b>978,459</b>	<b>(6,441)</b>		<b>1,050,922</b>	<b>90,867</b>	

**Chart: YTD Variance Per Operating Area**



**YTD Percentage of Annual Budget Completed**



**Cost Per Average Daily Enrolment:**

	Forecast	Budget	Variance	%
Elementary Panel	\$8,732	\$8,737	\$5	0.1%
Secondary Panel	\$9,134	\$9,147	\$14	0.2%
Facilities Services	\$1,008	\$1,037	\$28	2.7%
Board Administration	\$351	\$354	\$3	0.9%

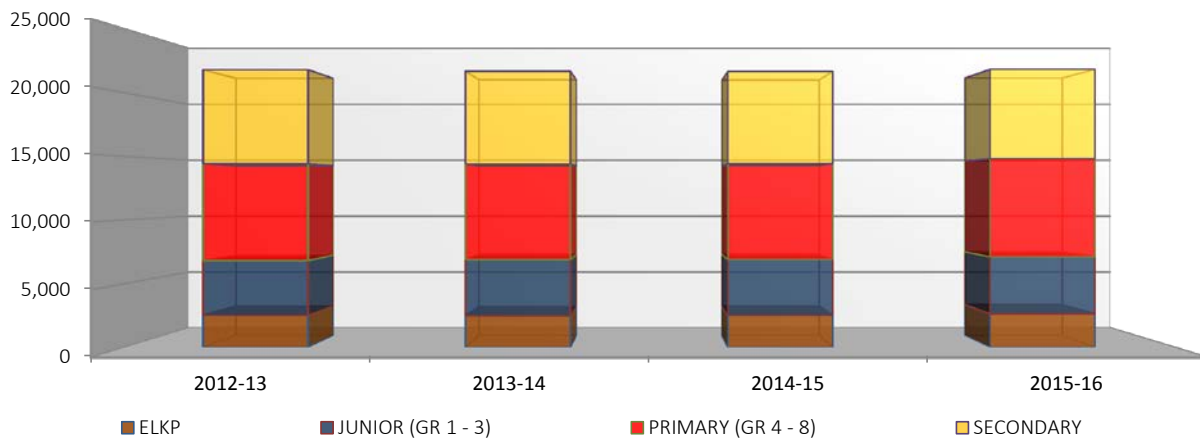
NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
 AVERAGE DAILY ENROLMENT REPORT  
 AS AT APRIL 30, 2016



Appendix C

**AVERAGE DAILY ENROLMENT (A.D.E)**

	<u>2015-16 ESTIMATES</u>	<u>2015-16 ACTUAL</u>	<u>VARIANCE</u>	<u>ACTUAL CLASS SIZE</u>	<u>ACTUAL RATIO</u>
ELKP	2,642	2,663	21	102	25.9
JUNIOR (GR 1 - 3)	4,461	4,478	17	238	18.7
PRIMARY (GR 4 - 8)	7,693	7,710	17	314	24.5
<b>ELEMENTARY</b>	<b>14,796</b>	<b>14,851</b>	<b>55</b>	<b>654</b>	<b>22.6</b>
<b>SECONDARY</b>	<b>7,164</b>	<b>7,141</b>	<b>(23)</b>	<b>-</b>	<b>22.0</b>
<b>TOTAL A.D.E</b>	<b>21,960</b>	<b>21,992</b>	<b>32</b>	<b>-</b>	<b>-</b>



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.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
MAY 24, 2016**

*PUBLIC SESSION*

**TOPIC: CORRESPONDENCE  
MAY 14, 2016 LETTER FROM MONSIGNOR CLANCY  
CATHOLIC AND ST. CHARLES CATHOLIC ELEMENTARY  
SCHOOLS CATHOLIC SCHOOL COUNCILS**

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May 17, 2016

John Crocco

Director of Education, Secretary /Treasurer of Niagara Catholic District School Board

Dear Mr. Crocco,

The Catholic School Councils of St. Charles Catholic School and Monsignor Clancy Catholic School applaud the decision of the NCDSB in addressing the underutilized space in the Thorold Catholic schools and recommending a Pupil Accommodation Review for St. Charles CS and Monsignor Clancy CS. While we would welcome the opportunity for exploring the option of retrofitting MC, we believe that a new building would suit the needs and longevity of our Catholic school community.

In the current organization of St. Charles CS and Monsignor Clancy CS, some of our families will never have their children in attendance under one roof. We believe that every child should have the opportunity to attend school with their siblings. If there is a five year span between siblings, children will never have the opportunity to attend school together. Our children have expressed excitement when planned activities for ELKP –Grade 8 allow them to be together, if only for the understanding that they are in the same school together.

Our children are required to transition twice in their school lives, once in Grade 3 and in Grade 8, whereas all other students in NCDSB are required to only do so in Grade 8. Our concern for our children is their resiliency in this transition, moving from being the oldest in their first school to being the youngest in their second school. This split identity is a challenge for our children. We appreciate the activities and work that goes into the planning of bringing our children together, however this is additional work for two schools. We appreciate the direction in bringing our primary, junior and intermediate students together, however, we are aware that additional budget costs are incurred to provide this experience for our children.

Our vision for Catholic Education in Thorold is to pay homage to the past and move toward to the future with one strong viable Catholic school in Thorold. Throughout the history of Catholic education in Thorold, students have been divided between two to three schools. The current buildings have been repurposed several times. The memory of all of these changes remains with the Thorold Catholic community and conversation concerning the movement from building to building or removal of buildings still exist. This part of our history requires healing by bringing everyone together.

As a Catholic school community, we are asking the Niagara Catholic DSB to propose to the Ministry of Education, one newly built Catholic school in Thorold which is assessable to all. The current location of Monsignor Clancy provides space which would allow for a new school to be constructed without disruption to the learning of the students in the current two buildings. Construction outside of both buildings provides a greater safety level for our children.

As parents of children, we believe our children require a child friendly school that allows for 10 years of learning and play. Our children currently participate in activities together. They walk together for the

Terry Fox and Holy Childhood Walks, attend masses together as two ELKP – Grade 7 or 8 schools and participate in special activities. Our children recently participated in a Literacy Day (ELKP – Grade 8) together at Monsignor Clancy CS and they were excited to be able to be together in the same building. We look for the opportunity for our older children to be leaders and examples to our younger children. This is so important in their development.

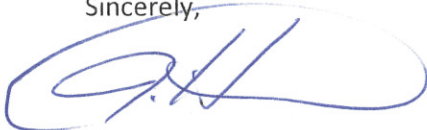
We ask you to look at our current Thorold Catholic schools through the eyes of a parent. We are required to coordinate two different bus schedules, child care outside of school day with two different dismissal times and in emergency situations we must get to our children at two different schools.

Our CSCs currently meet jointly. We share information and plan together to support the one school community under two roofs. We recently had a very successful parent information evening which was funded by the Ministry PROGrant.

We appreciate the current leadership that has moved us forward as one community in all aspects of our children's lives.

In conclusion, based on these concerns brought forward by the CSCs of St. Charles and Monsignor Clancy Catholic Elementary schools our recommendation to you and the Niagara Catholic School Board is to amalgamate both Thorold Catholic schools into one new building.

Sincerely,

A handwritten signature in blue ink, appearing to read 'J. Hamm', enclosed within a large, loopy blue oval.

Jennifer Hamm  
Co-Chair, St. Charles CSC

A handwritten signature in blue ink, appearing to read 'A. Coleman', written in a cursive style.

Angela Coleman  
Chair, Monsignor Clancy CSC

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
MAY 24, 2016**

***PUBLIC SESSION***

**TOPIC: TRUSTEE INFORMATION  
SPOTLIGHT ON NIAGARA CATHOLIC – MAY 10, 2016**

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May 10, 2016

### Niagara Catholic's Graduation Rate Second in Ontario Among English School Boards



The Ontario Ministry of Education released the 2015 graduation rate for all publicly funded high schools in Ontario on May 3.

Director of Education John Crocco was pleased to announce that once again, Niagara Catholic continues to provide a variety of programs and services designed for students in all four career pathways (apprenticeships, college, university and direct entry into the work world), which has resulted in a graduation rate of 91.3 per cent,

second among the province's 57 publicly funded English-language school boards for four-year graduation rates.

That figure is 13 per cent higher than the provincial average, and a 2.3 per cent increase over Niagara Catholic's graduation rate in 2014, the first year the Ministry of Education released the provincial results. We are also proud of the fact that 93.5 per cent of all secondary school students completed their OSSGD requirements within five years of beginning high school, eight (8) per cent higher than the provincial average.

Niagara Catholic's figures exceed the Ministry of Education's goal of an 85 per cent five-year graduation rate, and fulfill a strategy laid out in the Board's Vision 2020 Strategic Plan to exceed the Provincial target rate.

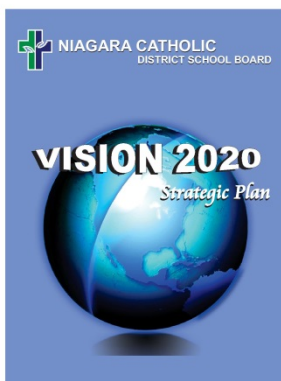
Board Chair Father Paul MacNeil said the results reflect the commitment Niagara Catholic has to student success.

*"This is truly wonderful news, and I can think of no better time than during Catholic Education Week in Ontario to celebrate the excellence in Catholic education here at Niagara Catholic," said Chair MacNeil. "Parents, staff and our parish priests play a significant role in influencing students to strive for their personal best. This outstanding result is a fantastic good news story, but is certainly no surprise to those of us who see first-hand the commitment to student success by all those involved in our Catholic schools."*

Director of Education John Crocco called the 2015 graduation result evidence of the Board's commitment to academic achievement.

*"The graduation rate of students is a key indicator of student success completing an Ontario Secondary School Diploma," said Mr. Crocco. "We believe our graduation rate is a clear indication of our Board's commitment to student success. We provide a range of pathways, programs, options and supports for all students, including Specialist High Skills Major, Dual Credit/Connecting College programs and a number of innovative strategies designed to increase student engagement and programs to enhance student experiences for all students throughout Niagara Catholic. While we are very proud of the success of all of our students, who are nurtured by our dedicated and talented staff, we will continue to strive to exceed our own excellent standard to ensure our students graduate from high school fully prepared for the next stage of their lives, whether it is apprenticeship, college, university or the world of work."*

### **Vision 2020 Strategic Plan Check-In**



Earlier this year, students, staff, parents, guardians, clergy and partners in Catholic education were invited to provide feedback on Niagara Catholic's multi-year Vision 2020 Strategic Plan, which is now at its halfway point.

Vision 2020 focuses on two Strategic Directions: *Build Strong Catholic Identity and Community to Nurture the Distinctiveness of Catholic Education*, and *Advance Student Achievement for All*.

The Check-in questions focused on the two Strategic Directions, and also the seven enabling strategies found in the Vision 2020 Strategic Plan, all of which align with the Board's Mission, Vision and Values and clearly articulate Niagara Catholic's direct focus. Respondents provided feedback on the seven Enabling Strategies: *Provide Supports for Success; Enhance Technology for Optimal Learning; Building Partnerships and Schools as Hubs; Strengthen Human Resource Practices and Develop Transformational Leadership; Create Equity and Accessibility of Resources; Ensure Responsible Fiscal and Operational Management and Address Changing Demographics*.

The feedback will be reviewed to support the collaborative design of the Board's annual System Priorities for 2017 through 2020.

### **2016-2017 Annual Budget**

After months of working diligently to ensure Niagara Catholic's cost structure is aligned with the Board's estimated 2016-2017 Ministry revenue, during the May 10 Committee of the Whole Meeting, Trustees were presented with a projected balanced 2016-2017



budget. This balanced budget will be achieved without the use of prior year surplus funds.

The 2016-2017 Annual Budget is set at \$254,053,854, an increase of \$211,000 over 2015-2016.

In March, the Ministry of Education announced funding for the 2016-2017 school year. This includes a 1.25 per cent increase for salaries, a result of the central labour agreements within the province.

Keeping this, an estimated decline in enrollment of 426 students for 2016-2017, and the two per cent benchmark for School Operations Allocation in mind, Senior Administrative Council presented a budget which addresses these issues and accomplishes the expectations of the Vision 2020 Strategic Plan.

The Report on the 2016-2017 Balanced Board Budget is available in the May 10 Committee of the Whole [agenda](#).

### **Phase Three of Long-Term Accommodation Plan Approved**

At the April 26 Board Meeting, Trustees approved the third phase of the Board's Long-Range Accommodations Plan for Niagara Catholic's 57 Catholic elementary and secondary schools. This phase focused on potential boundary changes, closings, amalgamations and potential space-sharing with outside agencies.

During the May 10 Committee of the whole Meeting, Trustees reviewed the complete Long-Term Accommodations Plan, which included a number of updates. Among the options being discussed is examining the potential of a joint venture with the French Catholic District School Board to build a new joint-use Catholic elementary school in downtown St. Catharines that would be occupied by St. Nicholas Catholic Elementary School and Ecole Immaculee Conception.

Read the complete report [here](#).

### **Policies Approved**

During the May 10 Committee of the Whole Meeting, Trustees recommended three policies be sent to the Board for consideration.

***Access to Board Premises – Safe Schools Policy (302.6.3), Reimbursement of Travel Expenses Policy (201.4) and Establishment and Cyclical Review of Policies Policy (100.5)*** will be considered at the May 24 Board Meeting.

### **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 shared in April and Catholic Education Week, including our [Distinguished Alumni Celebration](#), our students bound for the [Skills Canada](#) competition and our [Catholic Education Congress](#). Check out the In The News section found on the front page of our website for some great coverage from our schools, including Holy Cross Catholic Secondary School's [Art Auction](#) and our [Inspiring Thinkers Conference](#).

### **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  
MAY 24, 2016**

***PUBLIC SESSION***

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

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# JUNE 2016



Sun	Mon	Tue	Wed 1 SEAC Meeting	Thu 2	Fri 3	Sat 4 Niagara Catholic Family Mass and Picnic
5	6	7	8	9	10 Elementary PA Day	11
12	13	14 SAL Meeting CW Meeting	15	16	17	18
19	20	21 Board Meeting	22	23	24 Retirement and Service Recognition Celebration Club Roma	25
26	27 Holy Cross Catholic	28 Blessed Trinity Catholic Notre Dame College Saint Michael Catholic Saint Paul Catholic	29 Denis Morris Catholic Lakeshore Catholic Saint Francis Catholic	30		