



*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*

## COMMITTEE OF THE WHOLE MEETING

**TUESDAY, DECEMBER 1, 2015  
7:00 P.M.**

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



### **A. ROUTINE MATTERS**

1. Opening Prayer – Trustee Burtnik -
2. Roll Call -
3. Approval of the Agenda -
4. Declaration of Conflict of Interest -
5. Approval of Minutes of the Committee of the Whole Meeting of November 10, 2015 A5

### **B. PRESENTATIONS**

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

1. Policy Committee
  - 1.1 Unapproved Minutes of the Policy Committee Meeting of November 24, 2015 C1.1
  - 1.2 Approval of Policies
    - 1.2.1 Attendance Support Program Policy (201.16) C1.2.1
    - 1.2.2 Asthma Policy (NEW) C1.2.2
  - 1.3 Policy and Guideline Review 2015-2016 Schedule C1.3
2. Student Voice Conference 2015 – Lead Out Loud! C2
3. Niagara Catholic Electronic Safe Arrival Program C3
4. Extended Overnight Field Trip, Excursion and Exchange Approval Committee 2015-2016 C4
5. Staff Development Department Professional Development Opportunities C5
6. Committee of the Whole System Priorities and Budget 2015-2016 Update – December -
7. Monthly Updates
  - 7.1 Capital Projects Update C7.1
  - 7.2 Student Senate Update -
  - 7.3 Senior Staff Good News Update -

**D. INFORMATION**

- |  |      |
|--|------|
| 1. Trustee Information   |      |
| 1.1 Spotlight on Niagara Catholic – November 24, 2015                                    | D1.1 |
| 1.2 Calendar of Events – December 2015   | D1.2 |
| 1.3 Annual Administrators, Trustees, Parish Priests, Faith Formation – December 10, 2015 | -    |
| 1.4 OCTSA Professional Development Seminar January 15-16, 2016                           | -    |
| 1.5 OCSTA Annual General Meeting & Conference April 28-30, 2016 Package                  | D1.3 |

**E. OTHER BUSINESS**

- |   |   |
|---|---|
| 1. General Discussion to Plan for Future Action | - |
|---|---|

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

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
DECEMBER 1, 2015**

*PUBLIC SESSION*

**TOPIC: MINUTES OF THE COMMITTEE OF THE WHOLE  
MEETING OF NOVEMBER 10, 2015**

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**RECOMMENDATION**

**THAT** the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting of November 10, 2015, as presented.



## MINUTES OF THE COMMITTEE OF THE WHOLE MEETING

### TUESDAY, NOVEMBER 10, 2015

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Minutes of the Meeting of the Committee of the Whole of the Niagara Catholic District School Board, held on Tuesday, November 10, 2015 in the Father Kenneth Burns C.S.C. Board Room, at the Catholic Education Centre, 427 Rice Road, Welland.

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

#### A. **ROUTINE MATTERS**

1. **Opening Prayer**

Opening Prayer was led by Trustee Sicoli

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 Chair MacNeil

**THAT** the Committee of the Whole approve the Agenda of the Committee of the Whole Meeting of November 10, 2015, as presented.

**CARRIED**

**4. Declaration of Conflict of Interest**

Declaration of Conflict of Interest was declared by Trustees O'Leary with Items F5.1.1, F5.2.1 and F5.2.2 of the In Camera Agenda.

**5. Approval of Minutes of the Committee of the Whole Meeting of October 13, 2015**

Moved by Trustee Vernal

**THAT** the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting of October 13, 2015, as presented.

**CARRIED**

**B. PRESENTATIONS**

**1. Pilgrimage 2015**

On behalf of Terri Pauco, Religion & Family Life Consultant, Mark Lefebvre, Superintendent of Education introduced the Pilgrimage 2015 presentation and Ken Griepsma, Principal of Saint Francis Catholic Secondary School.

Student testimonials from each Catholic secondary school and a visual presentation capturing all of the Pilgrimages 2015 was shared with the Committee of the Whole.

Chair MacNeil and Vice Chair Sicoli thanked students and staff for their presentation.

**C. COMMITTEE AND STAFF REPORTS**

**1. Policy Committee**

**1.1 Unapproved Minutes of the Policy Committee Meeting of October 27, 2015**

Moved by Trustee Burtnik

**THAT** the Committee of the Whole receive the unapproved Minutes of the Policy Committee Meeting of October 27, 2015, as presented.

**CARRIED**

As Chair of the Policy Committee, Trustee Burtnik confirmed the requirement for all vetting feedback to follow the proper process as outlined in the Board Policy when submitting vetting comments. All comments are to be sent to Jennifer Pellegrini, Communications Officer who would then forward the feedback to the lead Supervisory Officer who would then share the vetting feedback with the Policy Committee.

**1.2 Policy and Guideline Review 2015-2016 Schedule**

John Crocco, Director of Education presented the Policy and Guideline Review 2015-2016 Schedule for the information of Trustees.

Director Crocco answered questions of Trustees.

**2. Education Quality and Accountability Office (EQAO) Grade 9 Assessment of Mathematics 2014-2015 Results**

Lee Ann Forsyth-Sells, Superintendent of Education presented the report on the Education Quality and Accountability Office (EQAO) Grade 9 Assessment of Mathematics 2014-2015 Results.

Superintendent Forsyth-Sells answered questions of Trustees.

**3. Leadership Identification Program 2014-2016**

Ted Farrell, Superintendent of Education presented the report on Leadership Identification Program 2014-2016 for information. A visual presentation was presented highlighting the program.

Superintendent Farrell introduced planning committee members Andrew Boon, Vice-Principal of Lakeshore Catholic High School and Lori Spadafora, Principal of St. Joseph Catholic Elementary School. Vice-Principal Boon and Principal Spadafora highlighted the framework of the Leadership Identification Program 2014-2016.

Superintendent Farrell introduced the candidates accepted into the 2014-2016 Leadership Identification Program cohort.

Chair MacNeil thanked the candidates for stepping forward to participate in our leadership program.

**4. Catholic Education Congress 2016-2017**

Director Crocco presented the report on Catholic Education Congress 2016-2017 for Trustee information and noted that future reports will be presented to the Committee of the Whole as plans continue to be developed and finalized.

Director Crocco answered questions of Trustees.

**5. Staff Development Department Professional Development Opportunities - 2015**

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

**6. Committee of the Whole System Priorities and Budget 2015-2016 Update – November**

Director Crocco and members of Senior Administrative Council presented the November Committee of the Whole System Priorities and Budget 2015-2016 Update for the information of the Committee of the Whole.

Director Crocco and members of Senior Staff answered questions of Trustees.

**7. Monthly Updates**

**7.1 Capital Projects Update**

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

Controller Whitwell answered questions of Trustees.

**7.2 Student Senate Update**

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

**7.3 Senior Staff Good News Update**

Senior Staff highlights included:

**Superintendent Farrell**

- The Educational Technology Services Department was notified that the application for a Shared Services Grant from the Ministry of Education to help support our data center move to the Niagara Region was approved for \$100,000.
- The Educational Technology Services Department was also an applicant on a joint initiative to provide Cloud services throughout the region of Niagara for another Shared Services Grant. Partnering with the department were the District School Board of Niagara, Brock University, Niagara College, Niagara Police Services, and the Niagara Region. The application was successful and consequently the consortium will receive \$100,000 as seed money for the project.

**Director Crocco**

- Congratulations to Student Trustees Michaela Bodis and Aidan Harold for a successful and productive Student Senate meeting and their leadership in representing all students across Niagara Catholic.
- Trevor Plug, a graduate of Holy Rosary, St. Charles, Monsignor Clancy Catholic Elementary Schools and Denis Morris Catholic Secondary School was ordained to the Sacred Order of the Diaconate.

## **D. INFORMATION**

### **1. Trustee Information**

#### **1.1 Spotlight on Niagara Catholic – October 27, 2015**

Director Crocco highlighted the Spotlight on Niagara Catholic – October 27, 2015 issue for Trustees information.

#### **1.2 Calendar of Events – November 2015**

Director Crocco presented the November Calendar of Events for Trustees information.

#### **1.3 Annual Organizational Meeting of the Board – December 1, 2015 – 6:00 p.m.**

Director Crocco reminded Trustees of the Annual Organizational Meeting on December 1, 2015 at 6:00 p.m. at the Catholic Education Centre.

#### **1.4 December Committee of the Whole – December 1, 2015 – 7:00 p.m.**

Director Crocco announced the Committee of the Whole meeting for December 1, 2015.

Director Crocco included two additional information items.

#### **CCSTA 2017 Planning Committee Meeting – November 18, 2015**

Director Crocco confirmed that the CCSTA 2017 Planning Committee meeting has been re-scheduled to November 18, 2015.

#### **Debra McCaffery Funeral Mass**

Director Crocco informed Trustees that Danny DiLorenzo, Principal of Denis Morris Catholic High School has arranged for reserved parking and seating until 11:30 for Debra McCaffery's Funeral Mass taking place on Wednesday November 11, 2015 at 12:00 p.m. at St. Julia's Roman Catholic Church.

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

## **E. OTHER BUSINESS**

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

Director Crocco confirmed that the multi-year reports presented under item C6 would be presented commencing at the January 2016 Committee of the Whole Meeting.

## **F. BUSINESS IN CAMERA**

Moved by Trustee Charbonneau

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

**CARRIED**

The Committee of the Whole moved into the In Camera Session of the Committee of the Whole Meeting at 9:28 p.m. and reconvened at 11:21 p.m.



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

Moved by Trustee Fera

**THAT** the Committee of the Whole report the motions from the In Camera Session of the Committee of the Whole Meeting of November 10, 2015.

**CARRIED**

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

Moved by Trustee O'Leary

**THAT** the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting - In Camera Session (Section A: Student Trustees Included) held on October 13, 2015, as presented.

**CARRIED (Item F1)**

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

Moved by Trustee Vernal

**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 October 13, 2015, as presented.

**CARRIED (Item F4)**

## **H. ADJOURNMENT**

Moved by Trustee Chair MacNeil

**THAT** the November 10, 2015 Committee of the Whole Meeting be adjourned.

**CARRIED**

This meeting was adjourned at 11:21 p.m.

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Minutes of the Committee of the Whole Meeting of the Niagara Catholic District School Board held on **November 10, 2015.**

Approved on **December 1, 2015.**

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Dino Sicoli  
Vice-Chairperson of the Board

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John Crocco  
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
DECEMBER 1, 2015**

*PUBLIC SESSION*

**TOPIC: UNAPPROVED MINUTES OF THE POLICY COMMITTEE  
MEETING OF NOVEMBER 24, 2015**

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**RECOMMENDATION**

**THAT** the Committee of the Whole receive the Unapproved Minutes of the Policy Committee Meeting of November 24, 2015, as presented.



# MINUTES OF THE POLICY COMMITTEE MEETING

## TUESDAY, NOVEMBER 24, 2015

Minutes of the Policy Committee Meeting held on Tuesday, November 24, 2015 at 4:30 p.m. in the Holy Cross Community Room, at the Catholic Education Centre, 427 Rice Road, Welland.

The meeting was called to order at 4:35 p.m. by Policy Committee Chairperson Burtnik.

**1. Opening Prayer**

The meeting was opened with a prayer by Trustee Burtnik

**2. Attendance**

Committee Members	Present	Absent	Excused
Kathy Burtnik (Committee Chair)	✓		
Frank Fera	✓		
Dino Sicoli	✓		

**Trustees:**

*Fr. Paul MacNeil*  
*Pat Vernal*

**Student Trustees:**

*Michaela Bodis*, Trustee  
*Aidan Harold*, Trustee

**Staff:**

*John Crocco*, Director of Education  
*Frank Iannantuono*, Superintendent of Education/Human Resource Services  
*Lee Ann Forsyth-Sells*, Superintendent of Education  
*Mark Lefebvre*, Superintendent of Education  
*Anna Pisano*, Administrative Assistant, Corporate Services & Communications Department  
/Recording Secretary

**3. Approval of Agenda**

Moved by Trustee Fera

**THAT** the November 24, 2015, Policy Committee Agenda be approved, as presented.

**APPROVED**

**4. Declaration of Conflict of Interest**

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

**5. Minutes of the Policy Committee Meeting of October 27, 2015**

Moved by Trustee Sicoli

**THAT** the Policy Committee approve the minutes of the Policy Committee Meeting of October 27, 2015, as presented.

**APPROVED**

**6. Policies**

***ACTION REQUIRED***

**POLICIES - FOR RECOMMENDATION TO DECEMBER 1, 2015 COMMITTEE OF THE WHOLE MEETING**

**6.1 Attendance Support Program Policy (201.16)**

Frank Iannantuono, Superintendent of Education, presented feedback received from the vetting process and highlighted amendments to the Attendance Support Program Policy (201.16) following the vetting process.

Following discussion, the Policy Committee approved the following additional amendments:

**POLICY STATEMENT**

- Page 1 Bullet e replace “*of progressive discipline*” with “*consistent with the Collective Agreement, Terms & Conditions of Employment and the Education Act*”

**ADMINISTRATIVE GUIDELINES**

- Page 3 & 4 remove the word “*Threshold*” and replace with “*indicators*”
- Page 5 Paragraph 1 move “*who have attendance related concerns*” to end of sentence
- Page 5 Stage 2 Bullet 3 add “*consistent with the Collective Agreement, Terms & Conditions of Employment and the Education Act*”
- Page 7 Monitoring Attendance Bullet 4 replace the word “*regular*” with “*reasonable*”

Moved by Trustee Sicoli

**THAT** the Policy Committee recommend to the December 1, 2015 Committee of the Whole Meeting to approve the revisions to the Attendance Support Program Policy, as amended.

**APPROVED**

**6.2 Asthma Policy (NEW)**

Lee Ann Forsyth-Sells, Superintendent of Education, presented feedback received from the vetting process and highlighted amendments to the Asthma Policy (NEW) following the vetting process.

Following discussion, the Policy Committee approved the following additional amendments:

**POLICY STATEMENT**

- No amendment

**ADMINISTRATIVE GUIDELINES**

- Page 3 Procedures Bullet 2 remove the words “*been*” and “*with*”
- Page 5 Bullet 8 remove the word “*regular*”

Moved by Trustee Sicoli

**THAT** the Policy Committee recommend to the December 1, 2015 Committee of the Whole Meeting to approve the revisions to the Asthma Policy, as amended.

**APPROVED**

**POLICIES - PRIOR TO VETTING**

**6.3 Dress Code – Secondary Uniform – Safe Schools Policy (302.6.6)**

Superintendent Forsyth-Sells, presented the Dress Code – Secondary Uniform – Safe Schools Policy (302.6.6).

The Policy Committee recommended the following amendments:

**POLICY STATEMENT**

- No amendments

**ADMINISTRATIVE GUIDELINES**

- Page 4 Bullet 1.5 replace sentence with “*Hair must be styled in a manner that is not offensive to an individual, group/culture.*”

The Policy Committee requested that the Dress Code – Secondary Uniform – Safe Schools Policy, be vetted from November 25, 2015 to January 15, 2016 with a recommended deadline for presentation to the Policy Committee in January, 2016, for consideration to the Committee of the Whole and Board in 2016.

#### **6.4 Elementary Standardized Dress Code – Safe Schools Policy (302.6.10)**

Superintendent Forsyth-Sells, presented the Elementary Standardized Dress Code– Safe Schools Policy (302.6.10).

The Policy Committee recommended the following amendments:

##### **POLICY STATEMENT**

- No amendments

##### **ADMINISTRATIVE GUIDELINES**

- Page 3 Item 1.1 Bullet 1 remove “??”
- Page 3 Bullet 1.5 replace sentence with “*Hair must be styled in a manner that is not offensive to an individual, group/culture.*”

The Policy Committee requested that the Elementary Standardized Dress Code – Safe Schools Policy, be vetted from November 25, 2015 to January 15, 2016 with a recommended deadline for presentation to the Policy Committee in January, 2016, for consideration to the Committee of the Whole and Board in 2016.

#### **6.5 French Immersion Policy (NEW)**

Mark Lefebvre, Superintendent of Education, presented the French Immersion Policy (NEW).

The Policy Committee recommended the following amendments:

##### **POLICY STATEMENT**

- No amendments

##### **ADMINISTRATIVE GUIDELINES**

- Page 4 Paragraph 3 replace the word “*French*” with “*English*” and add “*in English for Grade*”

The Policy Committee requested that the French Immersion Policy, be vetted from November 25, 2015 to January 15, 2016 with a recommended deadline for presentation to the Policy Committee in January, 2016, for consideration to the Committee of the Whole and Board in 2016.

## ***INFORMATION***

### ***6.6 Policies Currently Being Vetted until January 14, 2016***

- Facility Partnerships Policy (800.6)
- Pupil Accommodation Review Policy (701.2)

### ***6.7 Policy and Guideline Review 2015-2016 Schedule***

Director Crocco presented the Policy and Guideline Review 2015-2016 Schedule.

### ***7. Date of Next Meeting***

January 26, 2016 4:30 p.m.

### ***8. Adjournment***

The meeting adjourned at 6:47 p.m.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE MEETING  
DECEMBER 1, 2015**

***PUBLIC SESSION***

**TITLE: ATTENDANCE SUPPORT PROGRAM POLICY (201.16)**

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**RECOMMENDATION**

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Attendance Support Program Policy (201.16), as presented

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Prepared by: Frank Iannantuono, Superintendent of Education

Presented by: Frank Iannantuono, Superintendent of Education

Recommended by: Policy Committee

Date: December 1, 2015





Niagara Catholic District School Board

## **ATTENDANCE SUPPORT PROGRAM**

STATEMENT OF POLICY

200 – Human Resources

Policy No 201.16

Adopted Date: June 23, 1998

Latest Reviewed/Revised Date: January 28, 2014

In keeping with the Mission, Vision, and Values of the Niagara Catholic District School Board, all employees have the responsibility of contributing to the success of the organization in fulfilling its Mission, Vision and Values for students and the families it serves.

To achieve the Mission of the Board, the Board is committed to creating and maintaining a healthy workplace for all employees as both individual and organizational health, are important factors affecting the ability of all employees to attend work and to contribute fully to its mission.

To achieve the Board's Mission, Vision, and Values regular attendance by all employees is an essential expectation. It is the responsibility of all employees to manage their regular attendance in order to maintain the quality of programs and services, to students, staff and the community, as well as ensuring a fair distribution of work among colleagues. All employees have a responsibility to ensure their optimal and consistent regular and prompt attendance at work so as to fulfill their duties and responsibilities. Through a supportive process, the Board will ensure the regular monitoring of attendance of all employees as part of the board's duties and fiscal responsibilities

The Attendance Support Program (ASP) is a non-disciplinary, supportive program that respects and protects the confidentiality and privacy of employee information. Throughout all aspects of the phased program, the Board is committed to establishing healthy relationships and working together in a mutually respectful environment that is caring of all employees. The focus of the Attendance Support Program is to create, maintain and support a healthy workplace, which includes the physical and social environment, as well as personal health practices by addressing workplace, wellness and promoting a healthy workplace.

This Attendance Support Program combines prevention, intervention and supportive assistance to achieve the goals of personal and workplace wellness.

The Niagara Catholic District School Board Attendance Support Program (ASP) is built upon the following principles:

- a. To encourage optimal and consistent attendance at work by supporting all staff in a sensitive, caring and compassionate manner.
- b. To provide assistance to all employees who are absent from work by utilizing effective practices, supports and return to work procedures.
- c. To hold all staff accountable through a subsidiary approach for responding to absenteeism by an employee's immediate supervisor.
- d. The Attendance Support Program (ASP) will comply with the legislated Short Term Sick Leave and Disability Plan.
- e. Through objective standards, culpable absences will be managed through the independent process ~~of progressive discipline~~ consistent with the Collective Agreement, Terms and Conditions of Employment and the Education Act.
- f. To apply this program in a manner consistent with the Ontario Human Rights Code and any other applicable legislation.

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

*References:*

- *Employment Standards Act*
- *Municipal Freedom of Information and Protection of Privacy Act*
- *Ontario Human Rights Code*
- *Workplace Safety and Insurance Act*
- *Employee Assistance Program (EAP)*
- *Equity and inclusive Education Policy*
- *Employee Code of Conduct Policy*
- *Employee Workplace Harassment Policy*
- *Accessibility Standards*
- *Collective Agreements*
- *Terms and Conditions*
- *Education Act and Regulations*



## ATTENDANCE SUPPORT PROGRAM

### ADMINISTRATIVE GUIDELINES

## ATTENDANCE SUPPORT PROGRAM : DEFINITIONS AND PROCEDURES

### Definitions of Absenteeism

**Non-Culpable or Innocent Absenteeism** occurs when an employee, through no fault of his/her own, is absent from the workplace because of a personal illness, disease or injury. ~~The reason for the absence is not the concern; rather, it is the need to meet attendance expectations.~~

The Attendance Support Program (ASP) recognizes that employees with non-culpable absenteeism may require assistance to attend work regularly ~~and meet attendance expectations.~~

**Culpable or Unaccountable Absenteeism** refers to absences from work for which the employee is found to be accountable **and within the employee's control**. Some examples of culpable absences are: failure to attend work without notifying the employer; late for work or leaving early; and abuse of leave. Employees with culpable absences are subject to progressive discipline in accordance with associated Board Policies, Administrative Guidelines, Procedures, Collective Agreements and Terms of Employment. It is required that culpable absences be directed to Human Resource Services for further direction and advice and are not intended to be addressed in the Attendance Support Program (ASP). **Board approved Leaves of Absence are excluded from the Attendance Support Program (ASP).**

### Absence Reporting

Employees are required to attend work as scheduled, with the understanding that there will be times when employees are unable to attend work due to a legitimate personal illness, or injury.

In order to ensure a consistent and equitable approach throughout the Board, all employees are required to report his/her own absences for all vacancies through the normal reporting procedures (Smartfind Express) within the required timeframe.

### Process of Addressing Absenteeism

The process of addressing absenteeism ~~is supportive in nature. The intent is to understand the reasons for the absences, provide support, discuss the impact the absences are having on the specific school, department or location,~~ and identify support services that are available to the employee. This process of addressing absenteeism will allow sufficient time for the employee to address issues so he/she will attend work regularly in the future.

## ABSENCE THRESHOLD INDICATORS

Attendance ~~threshold~~ indicators to address attendance concerns are defined as a rate of absenteeism equivalent to 3.5% of the total working days of the employee (i.e. 3.5% of 194/3.5% of 260).

**11 days per year prorated to the employee's employment status. Board approved leaves are excluded from the absence ~~threshold~~ indicators.**

**Notwithstanding the above ~~threshold~~ indicators,** it is the responsibility of all immediate supervising administrators (Director of Education, Superintendent of Education, Controller of Facilities Services,

Principal, Vice-Principal and Managers) to identify the absences and/or circumstances which may necessitate a meeting with the employee when;

- i. the Attendance Support Program ~~threshold-indicators~~ has been reached or exceeded  
**and/or;**
- ii. the types of absences include, but are not limited to:
  - A pattern of absenteeism (e.g. Mondays and Fridays, P.A. Days)
  - ~~Absences due to personal illness~~
  - ~~Frequent absences of short duration~~
  - Unclear rationale for absences
  - Unauthorized absences

## HEALTH AND MEDICAL INFORMATION

Health and medical information is among the most sensitive information that employees provide to the employer, the Board. All health and medical information will be treated with the utmost respect and confidentiality. The Board acknowledges and shall strictly adhere to the legislation pertaining to personal information under the Personal Health Information Act.

If the employee indicates at any step that there is a medical condition or disability contributing to their attendance challenges then the supervising administrator should discuss the situation with the Coordinator of Attendance Support Program so that appropriate steps can be taken.

Medical information is required for several reasons:

1. To provide the Human Resources Services Department with the necessary information to ensure that appropriate accommodation strategies can be explored and to ensure compliance with the Human Rights and Workplace Safety Insurance Legislation.
2. To medically verify absences as outlined in the respective Collective agreements or Terms and Conditions for employees.
3. To verify that the employee is sick or fit to return to work.
4. To staff and replace personnel appropriately.

The Human Resource Services Department may request medical confirmation of illness or injury confirming the dates of the absence, the reason, (omitting a diagnosis), the employee's prognosis and any limitations or restrictions. **As per the Collective Agreement and/or Terms and Conditions of an employee,** medical confirmation will be required to be provided by the employee as determined by the Human Resource Services Department for absences of five (5) consecutive days or greater.

The Human Resource Services Department is entitled to make reasonable follow up requests and seek periodic updates. Requests shall be sent to the employee who shall be responsible for authorizing the medical practitioner to respond in a timely fashion. The medical confirmation and follow up requests will be required to be provided in the attached Medical Certificate form (Appendix A).

## SUPPORTIVE INTERVENTION HAS TWO (2) DISTINCT STAGES

### Stage 1

1. Employees ~~who have attendance-related concerns~~ may be identified by either the supervising administrator or as a result of the attendance monitoring of the Coordinator of Attendance Support ~~who have attendance related concerns~~.
2. The supervising administrator who has a concern with the employee's attendance will arrange a meeting to review the attendance concern with the employee under their supervision.
3. The areas of concern discussed at the meeting will include, but not be limited to;
  - a. Employee absences which may have a negative impact on the learning environment;
  - b. identified patterns of absence.
4. The meeting shall include the employee, the supervising administrator, union/association representative and other administrative staff as required to support the process.
5. The supervising administrator will determine whether the attendance concerns are such that they should progress to the Superintendent of Human Resources.
6. The supervising administrator will have access to attendance records of their staff.
7. The Coordinator of Attendance Support will have access to the attendance information for all employees of the Board and will provide this information to supervising administrators as required.

### Stage 2

1. When the attendance concern is brought forward to the Superintendent of Human Resources, a meeting will occur with the Superintendent of Human Resources, the employee, the supervising administrator, non-union or union or association representative and other administrative staff as required to support the process.
2. The Superintendent of Human Resources may notify the employee that a medical note for each absence in the future will be required until the Superintendent of Human Resources and the supervising administrator deem that the attendance has been corrected.
3. The monitoring of absences may be deemed disciplinary and if so will be managed through the process of progressive discipline ~~consistent with the Collective Agreement, Terms and Conditions of Employment and the Education Act~~.
4. The Superintendent of Human Resources will determine if absences will be deemed disciplinary and will inform the employee that the appropriate sections of the Collective Agreement and/or Terms and Conditions will apply.
5. A record of the meeting will be issued to the employee via a letter and will be filed in the employee's personnel file.

## ROLES AND RESPONSIBILITIES

Personnel involved in the Attendance Support Program will respect and protect the confidentiality and privacy of employee information.

### **Employer – Niagara Catholic District School Board**

- Expects that employees will attend work regularly as they fulfill the services they were hired to provide
- Promotes and foster the expectation of regular attendance in the work environment
- Promotes and maintain a work environment that promotes overall health, safety and wellness of all employees
- Advocates that the Attendance Support Program be administered in a fair and consistent manner.
- Provides employee training and orientation on the program, attendance expectations, supports and resources
- Promotes timely and successful return to work transitions

### **Employee**

- Attends work as scheduled and actively participate in managing his/her attendance
- Maintains a record of all absences due to personal illnesses and be familiar with the attendance process
- Reports all absences in Smartfind Express, in accordance with his/her appropriate Employee group procedure
- Seeks and actively participate in appropriate Counselling (Employee and Family Assistance Program) and/or medical attention to address health concerns
- Cooperates in setting personal attendance goals
- Promotes timely and successful return to work transitions
- Maintains regular contact with the Supervising Administrator during extended absences
- Contacts union representative
- Provides any appropriate documentation and relevant health information, during any level of the process, in a timely manner, or upon request.

### **Senior Administration**

- Acts as positive role models for employees and provides support to supervisors
- Promotes and maintains a work environment which protects the overall health, safety and wellness of all Employees
- Demonstrates a commitment to the Attendance Support Program
- Ensures all Supervisors act consistently in dealing with attendance issues at all levels of the organization
- Communicates expectations for attendance at work.

### **Supervising Administrator**

- The supervising administrator includes the Director of Education, Superintendents of Education, Controller of Facilities Services, Principals, Vice-Principals and Managers. The supervisors are responsible for the promotion of a positive work environment and to ensure employees are aware that their contributions are valued. As well, supervisors are responsible for;

#### **Communication**

- Communicates attendance expectations to all employees and ensure that they understand the principles of the Attendance Support Program
- Advises employees of available resources (i.e. Employee and Family Assistance program (EFAP), Ontario Teachers Insurance Plan (OTIP))

- Maintains ~~professional~~ **obligatory** confidentiality
- Participates in all meetings as outlined in the Attendance Support Program ~~and provide input into the development of individualized attendance goals for each employee involved in the program.~~

#### Monitoring Attendance

- Accesses and reviews monthly attendance reports from Smartfind Express for all Employees under his/her direct supervision
- Ensures all employees are treated fairly and equitably when monitoring attendance
- Provides assistance and support to all employees as necessary
- Maintains ~~regular~~ **reasonable** contact with absent employees
- Ensures a consistent and timely application of the Attendance Support Program

#### Attendance Recognition

- Practices, expects and promotes regular attendance of all employees as advocated by the employer
- Provides positive reinforcement to employees who are progressing and reaching their attendance goals.

### **Coordinator of Attendance Support Program**

- Safeguards employee confidentiality
- Supports and offers guidance with return to work transitions
- Supports supervisors to follow the Attendance Support Program process
- Offer support and resources to assist employees to meet attendance goals, as necessary
- Supports and promotes regular and improved attendance
- Monitor and report regularly on attendance
- To provide information to employees and their respective unions or employee group representatives about excessive absenteeism and or any reoccurring attendance patterns and advise on expectations.
- To monitor the consistent application of the Attendance Support Program.
- To maintain appropriate documentation throughout the Attendance Support Program.

**APPENDIX A**

This form shall be provided by the medical practitioner to the employee who will then deliver it to the Human Resources Department.

**Medical Certificate**

**Part 1 – Employee** - please complete following:

\_\_\_\_\_  
(Employee Name)

The information supplied will be used in a confidential manner and may assist in creating a return to work plan.

I hereby consent to the completion of this form by:

\_\_\_\_\_  
(Treating Medical Practitioner's Name)

\_\_\_\_\_  
(Signature of Employee)

\_\_\_\_\_  
(Date)

<input type="checkbox"/>	Absent from Work _____ (first date of absence)
<input type="checkbox"/>	Not absent from work but requires accommodations

**Part 2 – Medical Practitioner** - please complete the following

1. Nature of Illness (do not provide diagnosis):

\_\_\_\_\_

**\* "Nature of the Illness"(or injury) suggests a general statement of a person's illness or injury in plain language without any technical medical details, including diagnosis or symptoms. Although revealing the nature of an illness may suggest the diagnosis, it will not necessarily do so. "Nature of illness" and "diagnosis" are not congruent terms. For example, a statement that a person has a cardiac or abdominal condition or that s/he has undergone surgery in that respect reveals the essence of the situation without revealing a diagnosis.**



CONFIDENTIAL

2. Is this condition the result of: (check one)

Non-occupational illness/injury

Occupational illness/injury

3. Is he/she receiving treatment:  Yes  No

4. Has or will a referral to a specialist been made?  Yes  No

If yes, date of referral: \_\_\_\_\_  
(dd/mm/yyyy)

5. Have you discussed return to work with your patient?  Yes  Not at this time

6. Is the patient able to return to work:  with accommodation  without accommodation

Expected date of return: \_\_\_\_\_  
(dd/mm/yyyy)

unable to return to work at this time

7. Date of next assessment: \_\_\_\_\_  
(dd/mm/yyyy)

Health Care Practitioner Signature:	Date Completed: _____ dd/mm/yyyy
Health Care Practitioner Name and Address:	

**Part 3 and/or 4 need only be completed for a return to work that requires an accommodation.**

**Part 3 – Medical Practitioner – please complete the following:**

**COGNITIVE LIMITATIONS AND/OR RESTRICTIONS**

N/A

Please describe **cognitive** limitations and/or restrictions. Physical limitations and/or restrictions, if any, can be detailed in Part 4. These cognitive restrictions will be assessed when determining modified work either in the employee’s own position or another suitable position.

**Date of Assessment:** \_\_\_\_\_  
(dd/mm/yyyy)

<u>Level of Functioning</u> (Please circle which level applies for each task)	<b>LEVEL 1</b>	<b>LEVEL 2</b>	<b>LEVEL 3</b>	<b>LEVEL 4</b>
<b>Supervision Required</b>	needs constant supervision	needs frequent supervision	needs limited supervision	requires no supervision
<b>Supervision of Others</b>	not able to supervise others	can meet demands of or for occasional supervision	can meet demands of or for regular supervision	can meet demands of full supervision
<b>Tolerance to Deadlines</b>	cannot deal with deadline pressures	occasionally deal with deadlines	can deal with deadlines that are reoccurring	can deal with strict deadlines
<b>Attention to Detail</b> (indicate maximum time the individual can concentrate)	concentration on detail is severely limited	concentrate on detail is limited	can concentrate on details, needs occasional breaks of non detailed work	able to concentrate intensely on detailed work
<b>Performance of Multiple Tasks</b>	can deal with one task at a time	can handle more than 1 task but requires cues as to when to do task	can handle multiple tasks requires some time management assistance	fully able to handle multiple tasks without difficulty
<b>Tolerance to External Stimulus</b>	needs quiet, non distracting work environment	can cope with small degree of distraction	can cope with distracting stimuli for portion of day	fully able to cope with multiple stimuli without negative effect
<b>Ability to Work with Others Cooperatively</b>	tolerates working alone	can tolerate others within vicinity, but needs to perform independent tasks	can work with others cooperatively when required	fully able to work in close cooperation with others
<b>Confrontational Situations</b>	unable to cope with confrontational situations	can cope with exposure to confrontational situations with back-up available	moderate ability to cope with confrontational situations	able to deal with confrontational situations with tact and control
<b>Responsibility and Accountability</b>	errors in judgment or attention likely to occur	can exercise a moderate level of responsibility with occasional need for support	can accept responsibility including the responsibility for the safety of others	can accept a high level of responsibility including sensitive situations

**Prognosis** (based on objective assessments)

**From the date of this assessment, the above will apply for approximately:**

- 1-2 weeks  
  3-5 weeks  
  6-8 weeks  
  2-3 months  
  4-6 months  
 6+ months  
 Unknown

**Recommendations for work hours and start date:**

- Regular full time hours  
 Modified hours  
 Graduated hours

**Start Date:** \_\_\_\_\_  
(dd/mm/yyyy)

**Next appointment date to review Limitations and/or Restrictions:** \_\_\_\_\_  
(dd/mm/yyyy)

**Part 4 - Medical Practitioner – please complete the following:**

<b>PHYSICAL LIMITATIONS AND/OR RESTRICTIONS</b> <input type="checkbox"/> N/A			
Please describe <b>physical</b> limitations and/or restrictions only. <b>Cognitive</b> limitations and/or restrictions, if any, can be detailed in Part 3. These physical restrictions will be assessed when determining modified work either in the employee's own position or another suitable position.			
<b>Date of Assessment:</b> _____ (dd/mm/yyyy)			
<b>Walking:</b> <input type="checkbox"/> Full abilities <input type="checkbox"/> Up to 100 metres <input type="checkbox"/> 100 - 200 metres <input type="checkbox"/> Other (please specify) _____	<b>Standing:</b> <input type="checkbox"/> Full abilities <input type="checkbox"/> Up to 15 minutes <input type="checkbox"/> 15 - 30 minutes <input type="checkbox"/> Other (please specify) _____	<b>Sitting:</b> <input type="checkbox"/> Full abilities <input type="checkbox"/> Up to 30 minutes <input type="checkbox"/> 30 minutes - 1 hour <input type="checkbox"/> Other (please specify) _____	<b>Lifting from floor to waist:</b> <input type="checkbox"/> Full abilities <input type="checkbox"/> Up to 5 kilograms <input type="checkbox"/> 5 - 10 kilograms <input type="checkbox"/> Other (please specify) _____
<b>Lifting from Waist to Shoulder:</b> <input type="checkbox"/> Full abilities <input type="checkbox"/> Up to 5 kilograms <input type="checkbox"/> 5 - 10 kilograms <input type="checkbox"/> Other (please specify) _____	<b>Stair Climbing:</b> <input type="checkbox"/> Full abilities <input type="checkbox"/> Up to 5 steps <input type="checkbox"/> 5 - 10 steps <input type="checkbox"/> Other (please specify) _____		
<input type="checkbox"/> <b>Bending/twisting repetitive movement of</b> (please specify): _____	<input type="checkbox"/> <b>Work at or above shoulder activity:</b> _____	<input type="checkbox"/> Limited pushing / pulling with: <input type="checkbox"/> Left Arm <input type="checkbox"/> Right Arm <input type="checkbox"/> Other (please specify) _____	<input type="checkbox"/> Limited use of hand(s): Left <input type="checkbox"/> Gripping <input type="checkbox"/> Pinching <input type="checkbox"/> Other <input type="checkbox"/> Right <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> <b>Operating motorized Equipment</b>	<input type="checkbox"/> <b>Environmental Exposure to:</b> (heat, cold, noise) _____	<input type="checkbox"/> <b>Chemical exposure to:</b> _____	<input type="checkbox"/> <b>Exposure to Vibration:</b> <input type="checkbox"/> Whole body <input type="checkbox"/> Hand/arm
<b>Other</b> (Please describe) _____			
<b>Prognosis - From the date of this assessment, the above will apply for approximately:</b> <input type="checkbox"/> 1-2 weeks <input type="checkbox"/> 3-5 weeks <input type="checkbox"/> 6-8 weeks <input type="checkbox"/> 2-3 months <input type="checkbox"/> 4-6 months <input type="checkbox"/> 6+ months <input type="checkbox"/> Unknown			
<b>Recommendations for work hours and start date:</b> <input type="checkbox"/> Regular full time hours <input type="checkbox"/> Modified hours <input type="checkbox"/> Graduated hours   Start Date: _____ <div style="text-align: right;">(dd/mm/yyyy)</div>			
<b>Next appointment date to review Limitations and/or Restrictions:</b> _____ <div style="text-align: right;">(dd/mm/yyyy)</div>			

Please provide any additional information/comments/findings/limitations (ex. Physical, Cognitive) which you feel would assist our employee in a safe and timely return to work.

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**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE MEETING  
DECEMBER 1, 2015**

***PUBLIC SESSION***

**TITLE: ASTHMA POLICY (NEW)**

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**RECOMMENDATION**

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Asthma Policy (New), as presented

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

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

Recommended by: Policy Committee

Date: December 1, 2015



Niagara Catholic District School Board

## **ASTHMA**

### STATEMENT OF POLICY

Policy No

Adopted Date: New

Latest Reviewed/Revised Date: New

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the Board and its staff, work cooperatively with families, health care providers, and community partners in order to provide a safe, inclusive, and healthy educational environment for all students. The Board recognizes that students diagnosed with asthma achieve at their fullest potential when their needs are met at school.

This policy is intended to meet the needs of students diagnosed with asthma and be in compliance with *Ryan's Law - Ensuring Asthma Friendly Schools- 2015*.

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

#### *References:*

- Ryan's Law, Ensuring Asthma Friendly Schools-2015
- Ontario Lung Association ([www.on.lung.ca](http://www.on.lung.ca))
- *Education Act* Section 265-Duties of Principal
- Regulation 298 s20-Duties of Teachers
- Niagara Catholic Policies:
  - Anaphylaxis Policy No. 302.1
  - Administration of Oral Medication of Students Under the Age of 18 Policy No. 302.2



Niagara Catholic District School Board

## **ASTHMA POLICY**

### ADMINISTRATIVE GUIDELINES

Policy No

Adopted Date: New

Latest Reviewed/Revised Date: New

## DEFINITIONS

### Definition of Asthma

According to the Ontario Lung Association ([www.on.lung.ca](http://www.on.lung.ca)), asthma is very common chronic (long-term) lung disease making it difficult for a person to breathe. Persons with asthma have sensitive airways that react to triggers such as **including but not limited to** poor air quality, **allergies, cold/flu, physical activities, mold, dust, and** pollen, viral infections, animals, smoke and cold air. When the airways react to a trigger, they become narrow due to swelling and squeezing of the airways resulting in less air getting through to the lungs and less air getting out.

### Symptoms of Asthma

Symptoms of asthma include acute episodes of coughing, wheezing, difficulty breathing, shortness of breath and chest tightness. Symptoms can vary in severity, as they can be mild or moderate and affect activity levels, or they can be severe and life threatening.

### Medication

“Medication” refers to any medication prescribed by a health care provider and may be administered to a student or taken by the student during school hours or school related activities.

### Emergency Medication and Administration of Medication

“Emergency Medication” refers to medication that is administered by a staff member to a student at the time of an asthma exacerbation; i.e. reliever inhaler or stand-by-medication.

Employees of the Board may be preauthorized to administer medication or supervise a student while the student takes medication in response to an asthma exacerbation with the consent of the parent/ guardian or student.

If an employee of the Board has reason to believe that a student is experiencing an asthma exacerbation, the employee may administer asthma medication even if there is no authorization.

### Immunity

*The Act to Protect Pupils with Asthma* states that “No action or other proceeding for damages shall be commenced against a Board employee for an act or omission done or omitted by the employee in good faith in the execution or intended execution of any duty or power under this Act.”

The procedures outlined will establish an appropriate response when a parent/guardian or adult student indicates to the Principal, in writing, that a student/adult student has been diagnosed with asthma and that the student/adult student will require assistance or will have easy access to their prescribed reliever inhaler(s) medication at the first sign of an asthma attack with consent from the parent/guardian/student.

## PROCEDURES

The Board shall:

- Ensure that all schools identify students with asthma as part of the registration process or following a diagnosis, to gather necessary asthma related information from parents/guardians and the student.
- Provide asthma education and regular training opportunities for all staff, employees and others, in direct contact with students on a regular basis, on recognizing and preventing asthma triggers, recognizing when symptoms are worsening, and managing asthma exacerbations. The Board will ensure that all administrative, teaching, support staff and others are familiar with the *Asthma Policy* and with students and staff who have ~~been diagnosed with~~ asthma.
- Review the Board's Asthma Policy as part of the Board's regular policy review cycle.

## SCHOOL STAFF TRAINING

All administrative, teaching, support staff and others at the school must familiarize themselves with students and staff members with asthma and the Board Asthma Policy.

A Niagara Region Public Health Nurse from the School Health Program shall be contacted **by the Principal/Vice-Principal or designate** to provide training to all staff on the use of reliever inhalers at the beginning of each school year or as soon as an at-risk individual(s), student/adult student has been identified at the school.

Should staff change at any time throughout the year, it is the responsibility of the Principal to inform and provide training for new staff member(s), occasional teachers and support staff.

## APPENDIX A

### DIVISION OF RESPONSIBILITIES

#### RESPONSIBILITIES OF THE PARENTS/GUARDIANS OF A STUDENT DIAGNOSED WITH ASTHMA

- Be familiar with the Board's *Asthma Policy*.
- Inform the Principal in writing that his/her student has been diagnosed with asthma and provide consent for the student to carry his/her asthma medication.
- Complete and authorize the *Student Asthma Management Plan* (Appendix B) approved by the student's physician. **Any changes to the student's medication will require a revised Student Asthma Management Plan (Appendix B) to be completed and authorized by the students' physician and parent/guardian.**
- Continually provide the required medication to the school with administration direction provided by the student's physician/ health care provider.
- **Ensure that any devices that are necessary for the administration of the prescribed medication are clean and free from defects.**
- Annually review the *Student Asthma Management Plan* and procedures with school personnel and others as required.
- Provide current emergency contact information to the school.
- Ensure that their student:
  - Recognizes early warning signs and symptoms of an asthma attack
  - Carries their prescribed reliever inhaler(s) medication and understand how to take the medication
- At the end of each school year it is the responsibility of the parent/guardian to pick-up any unused medication. If unused medication is not picked-up, the Principal/Designate will take the medication to a local pharmacy for disposal.

#### RESPONSIBILITIES OF THE SCHOOL PRINCIPAL

With Parents/Guardians and students, the Principal shall:

- Ensure that, upon registration, parents/guardians or adult student shall be asked to supply information about the diagnosis of asthma.
- Develop a *Student Asthma Management Plan* (Appendix B) for each student diagnosed with asthma based on the recommendations of the student's health care provider, including details about the monitoring and avoidance strategies, appropriate treatment, a readily accessible emergency procedure for the student, and storage of the student's asthma medication.
- Inform school board personnel and others who are in direct contact on a regular basis with a student diagnosed with asthma about the contents of the student's *Student Asthma Management Plan* (Appendix B).
- Allow students to carry his/her own asthma medication with the consent of his/her parents/guardians. If the student 16 years or older, he/she is not required to have parental consent.



- Require that all school staff ensure that all students have easy access to their prescribed reliever inhaler(s) medication at all times in the schools of the Board.
- Identify each student ~~diagnosed~~ with asthma in Maplewood.
- Maintain a file for each student ~~diagnosed~~ with asthma, including current treatment and other information, a copy of the prescription and instructions from the student's physician, and a current emergency contact list.
- Inform the Executive Director, Niagara Student Transportation Services of any problems reported regarding busing and the safety of students ~~diagnosed~~ with asthma.
- In conjunction with the Controller of Facilities Services and the Board's Facilities Services' Department, identify asthma triggers in school to reduce the risk of exposure, and to set and monitor consistent standards for school maintenance, ventilation, indoor air quality, and dust control at all Board sites. In addition, Facilities Services will ensure that repairs, renovations and cleaning will be scheduled to avoid exposing students and staff to dust and other irritants, with major projects scheduled when schools are not in operation.

### **RESPONSIBILITIES OF THE CLASSROOM TEACHER AND SUPPORT STAFF**

- Participate in the review of the *Student Asthma Management Plan* (Appendix B) for each student ~~diagnosed~~ with asthma in his/her classroom.
- Conduct spot checks to reinforce the student's responsibility to carry their prescribed reliever inhaler(s) medication.
- Participate in ~~regular~~ training on recognizing asthma symptoms and managing asthma exacerbations.
- Discuss signs and symptoms of asthma with the class in age-appropriate terms.
- Provide *Student Asthma Management Plans* (Appendix B) to occasional teachers, parent/guardian volunteers, or others who are in direct contact with the student when required.
- Plan for field trips by communicating with parents/guardians/students prior to the activity.

### **RESPONSIBILITIES OF STUDENTS DIAGNOSED WITH ASTHMA**

The student shall:

- Take age-appropriate responsibility for avoiding asthma triggers.
- Recognize early warning signs and symptoms of an asthma attack.
- Carry their prescribed reliever inhaler(s) medication and understand how to take the medication with parental permission under the age of sixteen (16) years.

### **RESPONSIBILITY OF EXECUTIVE DIRECTOR, NIAGARA STUDENT TRANSPORTATION SERVICES**

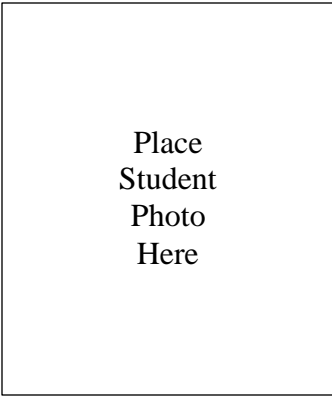
- Ensure that all bus drivers are familiar with the Board's *Asthma Policy* and provide training for bus drivers.

## **RESPONSIBILITIES OF PUBLIC HEALTH/SCHOOL NURSE**

- Consult with and provide information to parents/guardians, students, and school personnel.
- Participate and/or conduct in-services, including training, on the use of reliever inhalers.
- Assist in developing the *Student Asthma Management Plan* (Appendix B) as required.
- Be available as a school resource.

## APPENDIX B

### Niagara Catholic Student Asthma Management Plan



Name of Student: \_\_\_\_\_ D.O.B.: \_\_\_\_\_

Name of Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_

Emergency Contact Information (List in priority of contact)			
Name	Relationship	Daytime Phone	Alternate Phone
1.			
2.			
3.			

#### Known Asthma Triggers

- Air Quality   
  Allergies (specify) \_\_\_\_\_   
  Cold/flu   
  Physical Activities   
  Pollen  
 Anaphylaxis (specify allergy) \_\_\_\_\_   
  Other (specify) \_\_\_\_\_

#### RELIEVER INHALER

\_\_\_\_\_ has been diagnosed with asthma and has been prescribed a reliever inhaler.  
(Name of student)

**Instructions/Dosage:** \_\_\_\_\_ **Expiry Date:** \_\_\_\_\_

**Name of Physician:** \_\_\_\_\_ **Phone No.** \_\_\_\_\_

**Signature of Physician:** \_\_\_\_\_ **Date:** \_\_\_\_\_

#### PARENT/GUARDIAN CONSENT

I, \_\_\_\_\_ confirm that my son/daughter \_\_\_\_\_  
(Print Name) (Print Name of Student)

is responsible and has permission to carry his/her reliever inhaler at all times including outdoor activities and field trips.

#### Please Check One:

- Student will be responsible to carry and administer his/her own reliever inhaler.  
 Student requires assistance to use his/her reliever inhaler. Make sure it is readily accessibility by teacher/supervisor.

**Signature of Parent/Guardian:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE MEETING  
DECEMBER 1, 2015**

*PUBLIC SESSION*

**TITLE: POLICY AND GUIDELINE REVIEW 2015-2016 SCHEDULE**

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The Policy and Guideline Review 2015-2016 Schedule is presented for information.

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

Presented by: Policy Committee

Date: December 1, 2015



# POLICY AND GUIDELINE REVIEW SCHEDULE

SEPTEMBER 2015 - JUNE 2016

Updated: November 24, 2015

<i>SORTED BY POLICY COMMITTEE MEETING DATE</i>				
Policy Issued	Reviewed Revised	Policy #	POLICY NAME	Prior to Vetting After Vetting
2012	2014	201.16	Attendance Support Program	Sept. 2015
<b>NEW</b>		<b>NEW</b>	Asthma	Sept. 2015
2010	2010	800.6	Facility Partnerships	Oct. 2015
1998	2010	701.2	Pupil Accommodation Review	Oct. 2015
2001	2012	302.6.6	Dress Code - Secondary Uniform - <i>Safe Schools</i>	Nov. 2015
2012	2012	302.6.10	Elementary Standardized Dress Code - <i>Safe Schools</i>	Nov. 2015
<b>NEW</b>		<b>NEW</b>	French Immersion	Nov. 2015
2012	2014	201.16	Attendance Support Program	Nov. 2015
<b>NEW</b>		<b>NEW</b>	Asthma	Nov. 2015
2001	2013	302.6.3	Access to Board Premises - <i>Safe Schools</i>	Jan. 2016
2011	2013	800.7	Niagara Catholic Parent Involvement Committee & By-Laws	Jan. 2016
2010	2010	800.6	Facility Partnerships	Jan. 2016
1998	2010	701.2	Pupil Accommodation Review	Jan. 2016
2001	2012	302.6.6	Dress Code - Secondary Uniform - <i>Safe Schools</i>	Jan. 2016
2012	2012	302.6.10	Elementary Standardized Dress Code - <i>Safe Schools</i>	Jan. 2016
<b>NEW</b>		<b>NEW</b>	French Immersion	Jan. 2016
1997	2010	100.1	Board By-Laws	Feb. 2016
1998	2010	100.5	Establishment and Cyclical Review of Policies	Feb. 2016
2001	2013	302.6.3	Access to Board Premises - <i>Safe Schools</i>	March 2016
2011	2013	800.7	Niagara Catholic Parent Involvement Committee & By-Laws	March 2016
1997	2010	100.1	Board By-Laws	April 2016
1998	2010	100.5	Establishment and Cyclical Review of Policies	April 2016
<b>NEW</b>		<b>NEW</b>	Anti-Spam	

<b>SORTED BY CW/BOARD MEETING DATE</b>				
Policy Issued	Reviewed Revised	Policy #	POLICY NAME	CW/BD
2012	2014	201.16	Attendance Support Program	Dec. 2015
<b>NEW</b>		<b>NEW</b>	Asthma	Dec. 2015
2010	2010	800.6	Facility Partnerships	Feb. 2016
1998	2010	701.2	Pupil Accommodation Review	Feb. 2016
2001	2012	302.6.6	Dress Code - Secondary Uniform - <i>Safe Schools</i>	Feb. 2016
2012	2012	302.6.10	Elementary Standardized Dress Code - <i>Safe Schools</i>	Feb. 2016
<b>NEW</b>		<b>NEW</b>	French Immersion	Feb. 2016
2001	2013	302.6.3	Access to Board Premises - <i>Safe Schools</i>	Apr. 2016
2011	2013	800.7	Niagara Catholic Parent Involvement Committee & By-Laws	Apr. 2016
1997	2010	100.1	Board By-Laws	May 2016
1998	2010	100.5	Establishment and Cyclical Review of Policies	May 2016
<b>NEW</b>		<b>NEW</b>	Anti-Spam	

Policy Issued	Reviewed Revised	Policy #	NIAGARA CATHOLIC DISTRICT SCHOOL BOARD - POLICIES	Resp
<i>Sorted by Policy Name</i> <i>Updated: November 24, 2015</i>				

1	2003	2013	400.5	Acceleration/Retention (Elementary)	ML
2	2001	2013	302.6.3	Access to Board Premises - <i>Safe Schools</i>	LAFS
3	2009	2015	800.8.1	Accessibility Customer Service	YB
4	2012	2013	800.8	Accessibility Standards	YB
5	1998	2009	302.2	Administration of Oral Medication to Students Under the Age of 18 During School Hours	YB
6	1998	2015	301.1	Admission of Elementary & Secondary Students	LAFS
7	2007	2014	600.5	Advertising Expenditures	GV
8	2007	2014	100.9	Advocacy Expenditures	GV
9	1998	2014	302.1	Anaphylaxis	YB
10	2014	NEW	NEW	Anti-Spam	JC
11	1998	2014	701.1	Architect Selection	SW
12	2011	2013	301.1	Assessment, Evaluation, Reporting and Homework Policy	LAFS
13	1998	2012	203.2	Assignment of Principals & Vice-Principals	FI
14	2015	NEW	NEW	Asthma	LAFS
15	1998	2012	301.3	Attendance Areas	TF
16	2012	2014	201.16	Attendance Support Program	FI
17	1997	2010	100.1	Board By-Laws	JC
18	2012	2012	701.5	Bottled Water	LAFS
19	2003	2014	302.6.8	Bullying Prevention & Intervention - <i>Safe Schools</i>	LAFS
20	1998	2012	203.3	Catholic Leadership: Principal & Vice-Principal Selection	FI
21	1998	2013	800.1	Catholic School Councils	LAFS
22	2001	2012	400.3	Christian Community Service	ML
23	2001	2013	302.6.2	Code of Conduct - <i>Safe Schools</i>	LAFS
24	1998	2013	800.2	Community Use of Facilities	SW
25	1998	2011	800.3	Complaint Resolution	JC
26	2014	NIL	303.1	Concussion	ML
27	1998	2013	400.1	Continuing Education	FI
28	2007	2013	600.4	Corporate Cards, Purchasing Cards & Petty Cash	GV
29	2001	2014	302.6.7	Criminal Background Check - <i>Safe Schools</i>	LAFS
30	2002	2013	201.5	Death Benefit	FI
31	2002	2013	201.1	Deferred Salary Plan (X/Y)	FI
32	2012	2012	302.8	Diabetes Management	YB
33	2001	2012	302.6.6	Dress Code - Secondary Uniform - <i>Safe Schools</i>	LAFS
34	1998	2015	400.2	Educational Field Trips	ML
35	1998	2012	800.5	Education-Based Research	LAFS
36	2006	2012	201.12	Electronic Communications Systems (Employees)	TF
37	2006	2012	301.5	Electronic Communications Systems (Students)	TF
38	2005	2014	100.8	Electronic Meetings (Board and Committees)	JC
39	2012	2012	302.6.10	Elementary Standardized Dress Code - <i>Safe Schools</i>	LAFS
40	2002	2012	201.9	Employee Attendance During Inclement Weather & Workplace Closure	FI
41	2012	2012	201.17	Employee Code of Conduct & Ethics	FI
42	2007	2013	201.15	Employee Conferences, Workshops & Meetings	GV
43	2012	2012	203.1	Employee Hiring and Selection Policy (Teachers)	FI
44	1998	2013	201.1	Employee Leaves of Absence	FI
45	2007	2013	201.14	Employee Meals & Hospitality	GV
46	2002	2015	201.7	Employee Workplace Harassment *	FI
47	2002	2015	201.11	Employee Workplace Violence *	FI
48	2011	2011	400.6	Environmental Stewardship	SW
49	2010	2015	100.1	Equity and Inclusive Education	YB
50	1998	2010	100.5	Establishment and Cyclical Review of Policies	JC

51	2010	2010	800.6	Facility Partnerships	SW
52	2015	NEW	NEW	French Immersion	ML
53	2002	2012	301.4	Fundraising	GV
54	2013	2013	203.4	Leadership Pathways	FI
55	1998	2010	600.3	Monthly Financial Reports	GV
56	2004	2012	100.7	Niagara Catholic Education Award of Distinction	FI
57	2011	2013	800.7	Niagara Catholic Parent Involvement Committee & By-Laws	LAFS
58	2005	2011	302.7	Nutrition	ML
59	2002	2015	201.6	Occupational Health & Safety *	FI
60	2006	2014	301.7	Ontario Student Record (OSR)	ML
61	2001	2013	302.6.1	Opening or Closing Exercises - Safe Schools	LAFS
62	1998	2012	702.1	Playground Equipment	SW
63	2003	2013	400.4	Prior Learning Assessment and Recognition (PLAR)	ML
64	2008	2015	302.6.9	Progressive Student Discipline - <i>Safe Schools</i>	LAFS
65	1998	2010	701.2	Pupil Accommodation Review	SW
66	1998	2015	600.1	Purchasing/Supply Chain Management	GV
67	1998	2011	600.2	Records and Information Management	JC
68	1998	2014	201.4	Reimbursement of Travel Expenses	GV
69	2010	2010	100.10.1	Religious Accommodation	YB
70	1998	2014	201.3	Religious Education Courses for Staff	FI
71	1998	2015	201.2	Retirement & Service Recognition Celebration	FI
72	1999	2010	302.3	Safe Arrival	LAFS
73	2009	2015	301.8	Safe Physical Intervention with Students	YB
74	2001	2013	302.6	Safe Schools	LAFS
75	2006	2014	301.6	School Generated Funds	GV
76	2006	2014	201.13	Sexual Misconduct	FI
77	2001	2015	302.6.5	Student Expulsion - <i>Safe Schools</i>	LAFS
78	2011	2011	301.11	Student Fees	GV
79	2001	2012	302.5	Student Parenting	ML
80	2013	2013	100.6.2	Student Senate - Elementary	JC
81	2000	2013	100.6.1	Student Senate - Secondary	JC
82	2001	2015	302.6.4	Student Suspension - <i>Safe Schools</i>	LAFS
83	2007	2014	500.2	Student Transportation	GV
84	1998	2012	100.4	Student Trustees	JC
85	1998	2013	500.1	Transportation & School Operations for Inclement Weather	JC
86	2010	2010	100.12	Trustee Code of Conduct	JC
87	2011	2011	100.13	Trustee Expenses & Reimbursement	JC
88	2010	2010	100.11	Trustee Honorarium	JC
89	2014	NIL	100.14	Use of Corporate Logo	JC
90	2002	2013	701.3	Video Security Surveillance	SW
91	2011	2011	301.9	Voluntary and Confidential Self-Identification Policy for First Nation, Métis and Inuit Students	ML
92	2001	2015	302.4	Volunteer Driver	ML
93	2007	2015	800.4	Volunteer Recognition	JC
94	2013	2013	800.9	Volunteering in Catholic Schools	FI

\* MINISTRY OF LABOUR COMPLIANCE ANNUAL REVIEW



Policy Issued	Reviewed Revised	Policy #	NIAGARA CATHOLIC DISTRICT SCHOOL BOARD - POLICIES	Resp
<i>Sorted by Policy Number</i> <i>Updated: November 24, 2015</i>				

1	1997	2010	100.1	Board By-Laws	JC
2	2010	2015	100.10	Equity and Inclusive Education	YB
3	2010	2010	100.11	Trustee Honorarium	JC
4	2010	2010	100.12	Trustee Code of Conduct	JC
5	2011	2011	100.13	Trustee Expenses & Reimbursement	JC
6	2014	NIL	100.14	Use of Corporate Logo	JC
7	1998	2012	100.4	Student Trustees	JC
8	1998	2010	100.5	Establishment and Cyclical Review of Policies	JC
9	2004	2012	100.7	Niagara Catholic Education Award of Distinction	FI
10	2005	2014	100.8	Electronic Meetings (Board and Committees)	JC
11	2007	2014	100.9	Advocacy Expenditures	GV
12	2002	2013	201.10	Deferred Salary Plan (X/Y)	FI
13	1998	2013	201.1	Employee Leaves of Absence	FI
14	2002	2015	201.11	Employee Workplace Violence *	FI
15	2006	2012	201.12	Electronic Communications Systems (Employees)	TF
16	2006	2014	201.13	Sexual Misconduct	FI
17	2007	2013	201.14	Employee Meals & Hospitality	GV
18	2007	2013	201.15	Employee Conferences, Workshops & Meetings	GV
19	2012	2014	201.16	Attendance Support Program	FI
20	2012	2012	201.17	Employee Code of Conduct & Ethics	FI
21	1998	2015	201.2	Retirement & Service Recognition Celebration	FI
22	1998	2014	201.3	Religious Education Courses for Staff	FI
23	1998	2014	201.4	Reimbursement of Travel Expenses	GV
24	2002	2013	201.5	Death Benefit	FI
25	2002	2015	201.6	Occupational Health & Safety *	FI
26	2002	2015	201.7	Employee Workplace Harassment *	FI
27	2002	2012	201.9	Employee Attendance During Inclement Weather & Workplace Closure	FI
28	2012	2012	203.1	Employee Hiring and Selection Policy (Teachers)	FI
29	1998	2012	203.2	Assignment of Principals & Vice-Principals	FI
30	1998	2012	203.3	Catholic Leadership: Principal & Vice-Principal Selection	FI
31	2013	2013	203.4	Leadership Pathways	FI
32	1998	2015	301.1	Admission of Elementary & Secondary Students	LAFS
33	2011	2013	301.10	Assessment, Evaluation, Reporting and Homework Policy	LAFS
34	2011	2011	301.11	Student Fees	GV
35	1998	2012	301.3	Attendance Areas	TF
36	2002	2012	301.4	Fundraising	GV
37	2006	2012	301.5	Electronic Communications Systems (Students)	TF
38	2006	2014	301.6	School Generated Funds	GV
39	2006	2014	301.7	Ontario Student Record (OSR)	ML
40	2009	2015	301.8	Safe Physical Intervention with Students	YB
41	2011	2011	301.9	Voluntary and Confidential Self-Identification Policy for First Nation, Métis and Inuit Students	ML
42	1998	2014	302.1	Anaphylaxis	YB
43	1998	2009	302.2	Administration of Oral Medication to Students Under the Age of 18 During School Hours	YB
44	1999	2010	302.3	Safe Arrival	LAFS
45	2001	2015	302.4	Volunteer Driver	ML
46	2001	2012	302.5	Student Parenting	ML
47	2001	2013	302.6	Safe Schools	LAFS
48	2005	2011	302.7	Nutrition	ML
49	2012	2012	302.8	Diabetes Management	YB
50	2014	NIL	303.1	Concussion	ML

51	1998	2013	400.1	Continuing Education	FI
52	1998	2015	400.2	Educational Field Trips	ML
53	2001	2012	400.3	Christian Community Service	ML
54	2003	2013	400.4	Prior Learning Assessment and Recognition (PLAR)	ML
55	2003	2013	400.5	Acceleration/Retention (Elementary)	ML
56	2011	2011	400.6	Environmental Stewardship	SW
57	1998	2013	500.1	Transportation & School Operations for Inclement Weather	JC
58	2007	2014	500.2	Student Transportation	GV
59	1998	2015	600.1	Purchasing/Supply Chain Management	GV
60	1998	2011	600.2	Records and Information Management	JC
61	1998	2010	600.3	Monthly Financial Reports	GV
62	2007	2013	600.4	Corporate Cards, Purchasing Cards & Petty Cash	GV
63	2007	2014	600.5	Advertising Expenditures	GV
64	1998	2014	701.1	Architect Selection	SW
65	1998	2010	701.2	Pupil Accommodation Review	SW
66	2002	2013	701.3	Video Security Surveillance	SW
67	2012	2012	701.5	Bottled Water	LAFS
68	1998	2012	702.1	Playground Equipment	SW
69	1998	2013	800.1	Catholic School Councils	LAFS
70	1998	2013	800.2	Community Use of Facilities	SW
71	1998	2011	800.3	Complaint Resolution	JC
72	2007	2015	800.4	Volunteer Recognition	JC
73	1998	2012	800.5	Education-Based Research	LAFS
74	2010	2010	800.6	Facility Partnerships	SW
75	2011	2013	800.7	Niagara Catholic Parent Involvement Committee & By-Laws	LAFS
76	2012	2013	800.8	Accessibility Standards	YB
77	2013	2013	800.9	Volunteering in Catholic Schools	FI
78	2010	2010	100.10.1	Religious Accommodation	YB
79	2000	2013	100.6.1	Student Senate - Secondary	JC
80	2013	2013	100.6.2	Student Senate - Elementary	JC
81	2001	2013	302.6.1	Opening or Closing Exercises - Safe Schools	LAFS
82	2012	2012	302.6.10	Elementary Standardized Dress Code - <i>Safe Schools</i>	LAFS
83	2001	2013	302.6.2	Code of Conduct - <i>Safe Schools</i>	LAFS
84	2001	2013	302.6.3	Access to Board Premises - <i>Safe Schools</i>	LAFS
85	2001	2015	302.6.4	Student Suspension - <i>Safe Schools</i>	LAFS
86	2001	2015	302.6.5	Student Expulsion - <i>Safe Schools</i>	LAFS
87	2001	2012	302.6.6	Dress Code - Secondary Uniform - <i>Safe Schools</i>	LAFS
88	2001	2014	302.6.7	Criminal Background Check - <i>Safe Schools</i>	LAFS
89	2003	2014	302.6.8	Bullying Prevention & Intervention - <i>Safe Schools</i>	LAFS
90	2008	2015	302.6.9	Progressive Student Discipline - <i>Safe Schools</i>	LAFS
91	2009	2015	800.8.1	Accessibility Customer Service	YB
92	2014	NEW	NEW	Anti-Spam	JC
93	2015	NEW	NEW	Asthma	LAFS
94	2015	NEW	NEW	French Immersion	ML

\* MINISTRY OF LABOUR COMPLIANCE ANNUAL REVIEW

Policy Issued	Reviewed Revised	Policy #	NIAGARA CATHOLIC DISTRICT SCHOOL BOARD - POLICIES	Resp
<i>Sorted by Review Date</i> <i>Updated: November 24, 2015</i>				

1	1998	2009	302.2	Administration of Oral Medication to Students Under the Age of 18 During School Hours	YB
2	1997	2010	100.1	Board By-Laws	JC
3	1998	2010	100.5	Establishment and Cyclical Review of Policies	JC
4	2010	2010	800.6	Facility Partnerships	SW
5	1998	2010	600.3	Monthly Financial Reports	GV
6	1998	2010	701.2	Pupil Accommodation Review	SW
7	2010	2010	100.10.1	Religious Accommodation	YB
8	1999	2010	302.3	Safe Arrival	LAFS
9	2010	2010	100.12	Trustee Code of Conduct	JC
10	2010	2010	100.11	Trustee Honorarium	JC
11	1998	2011	800.3	Complaint Resolution	JC
12	2011	2011	400.6	Environmental Stewardship	SW
13	2005	2011	302.7	Nutrition	ML
14	1998	2011	600.2	Records and Information Management	JC
15	2011	2011	301.11	Student Fees	GV
16	2011	2011	100.13	Trustee Expenses & Reimbursement	JC
17	2011	2011	301.9	Voluntary and Confidential Self-Identification Policy for First Nation, Métis and Inuit Students	ML
18	1998	2012	203.2	Assignment of Principals & Vice-Principals	FI
19	1998	2012	301.3	Attendance Areas	TF
20	2012	2012	701.5	Bottled Water	LAFS
21	1998	2012	203.3	Catholic Leadership: Principal & Vice-Principal Selection	FI
22	2001	2012	400.3	Christian Community Service	ML
23	2012	2012	302.8	Diabetes Management	YB
24	2001	2012	302.6.6	Dress Code - Secondary Uniform - <i>Safe Schools</i>	LAFS
25	1998	2012	800.5	Education-Based Research	LAFS
26	2006	2012	201.12	Electronic Communications Systems (Employees)	TF
27	2006	2012	301.5	Electronic Communications Systems (Students)	TF
28	2012	2012	302.6.10	Elementary Standardized Dress Code - <i>Safe Schools</i>	LAFS
29	2002	2012	201.9	Employee Attendance During Inclement Weather & Workplace Closure	FI
30	2012	2012	201.17	Employee Code of Conduct & Ethics	FI
31	2012	2012	203.1	Employee Hiring and Selection Policy (Teachers)	FI
32	2002	2012	301.4	Fundraising	GV
33	2004	2012	100.7	Niagara Catholic Education Award of Distinction	FI
34	1998	2012	702.1	Playground Equipment	SW
35	2001	2012	302.5	Student Parenting	ML
36	1998	2012	100.4	Student Trustees	JC
37	2003	2013	400.5	Acceleration/Retention (Elementary)	ML
38	2001	2013	302.6.3	Access to Board Premises - <i>Safe Schools</i>	LAFS
39	2012	2013	800.8	Accessibility Standards	YB
40	2011	2013	301.10	Assessment, Evaluation, Reporting and Homework Policy	LAFS
41	1998	2013	800.1	Catholic School Councils	LAFS
42	2001	2013	302.6.2	Code of Conduct - <i>Safe Schools</i>	LAFS
43	1998	2013	800.2	Community Use of Facilities	SW
44	1998	2013	400.1	Continuing Education	FI
45	2007	2013	600.4	Corporate Cards, Purchasing Cards & Petty Cash	GV
46	2002	2013	201.5	Death Benefit	FI
47	2002	2013	201.10	Deferred Salary Plan (X/Y)	FI
48	2007	2013	201.15	Employee Conferences, Workshops & Meetings	GV
49	1998	2013	201.1	Employee Leaves of Absence	FI
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51	2013	2013	203.4	Leadership Pathways	FI
52	2011	2013	800.7	Niagara Catholic Parent Involvement Committee & By-Laws	LAFS
53	2001	2013	302.6.1	Opening or Closing Exercises - Safe Schools	LAFS
54	2003	2013	400.4	Prior Learning Assessment and Recognition (PLAR)	ML
55	2001	2013	302.6	Safe Schools	LAFS
56	2013	2013	100.6.2	Student Senate - Elementary	JC
57	2000	2013	100.6.1	Student Senate - Secondary	JC
58	1998	2013	500.1	Transportation & School Operations for Inclement Weather	JC
59	2002	2013	701.3	Video Security Surveillance	SW
60	2013	2013	800.9	Volunteering in Catholic Schools	FI
61	2007	2014	600.5	Advertising Expenditures	GV
62	2007	2014	100.9	Advocacy Expenditures	GV
63	1998	2014	302.1	Anaphylaxis	YB
64	1998	2014	701.1	Architect Selection	SW
65	2012	2014	201.16	Attendance Support Program	FI
66	2003	2014	302.6.8	Bullying Prevention & Intervention - <i>Safe Schools</i>	LAFS
67	2001	2014	302.6.7	Criminal Background Check - <i>Safe Schools</i>	LAFS
68	2005	2014	100.8	Electronic Meetings (Board and Committees)	JC
69	2006	2014	301.7	Ontario Student Record (OSR)	ML
70	1998	2014	201.4	Reimbursement of Travel Expenses	GV
71	1998	2014	201.3	Religious Education Courses for Staff	FI
72	2006	2014	301.6	School Generated Funds	GV
73	2006	2014	201.13	Sexual Misconduct	FI
74	2007	2014	500.2	Student Transportation	GV
75	2009	2015	800.8.1	Accessibility Customer Service	YB
76	1998	2015	301.1	Admission of Elementary & Secondary Students	LAFS
77	1998	2015	400.2	Educational Field Trips	ML
78	2002	2015	201.7	Employee Workplace Harassment *	FI
79	2002	2015	201.11	Employee Workplace Violence *	FI
80	2010	2015	100.10	Equity and Inclusive Education	YB
81	2002	2015	201.6	Occupational Health & Safety *	FI
82	2008	2015	302.6.9	Progressive Student Discipline - <i>Safe Schools</i>	LAFS
83	1998	2015	600.1	Purchasing/Supply Chain Management	GV
84	1998	2015	201.2	Retirement & Service Recognition Celebration	FI
85	2009	2015	301.8	Safe Physical Intervention with Students	YB
86	2001	2015	302.6.5	Student Expulsion - <i>Safe Schools</i>	LAFS
87	2001	2015	302.6.4	Student Suspension - <i>Safe Schools</i>	LAFS
88	2001	2015	302.4	Volunteer Driver	ML
89	2007	2015	800.4	Volunteer Recognition	JC
90	2014	NIL	303.1	Concussion	ML
91	2014	NIL	100.14	Use of Corporate Logo	JC
92	2014	NEW	NEW	Anti-Spam	JC
93	2015	NEW	NEW	Asthma	LAFS
94	2015	NEW	NEW	French Immersion	ML

\* MINISTRY OF LABOUR COMPLIANCE ANNUAL REVIEW

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE MEETING  
DECEMBER 1, 2015**

***PUBLIC SESSION***

**TITLE: STUDENT VOICE CONFERENCE 2015 - LEAD OUT LOUD!**

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The Student Voice Conference 2015 - Lead Out Loud! report is presented for information.

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Prepared by: Mark Lefebvre, Superintendent of Education  
Teri Cristelli, Arts and Student Leadership Consultant

Presented by: Mark Lefebvre, Superintendent of Education  
Teri Cristelli, Arts and Student Leadership Consultant  
Michaela Bodis, Co-Chair Secondary Student Senate  
Aidan Harold, Co-Chair Secondary Student Senate

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

Date: December 1, 2015



## **REPORT TO THE COMMITTEE OF THE WHOLE DECEMBER 1, 2015**

### **STUDENT VOICE CONFERENCE 2015 LEAD OUT LOUD!**

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#### **BACKGROUND INFORMATION**

On Wednesday, November 18<sup>th</sup>, 2015 184 Niagara Catholic students gathered at St. Andrew's United Church Hall in Niagara Falls to participate in the Board's annual Student Conference, entitled "Lead Out Loud!". This annual conference is in alignment with the 2015-2016 System Priority to *Build Strong Catholic Identity and Community to Nurture the Distinctiveness of Catholic Education* and the Enabling Strategy of *Enriching the Engagement of Student Voice*.

The Niagara Catholic Student Voice Conference 2015 brought together student leaders from all elementary and secondary schools in our Board. Through the leadership of our Secondary Student Senate, and in concert with the organization *Harmony Movement*, students were introduced to what it means to be social change makers and were challenged to move forward as social change makers in their schools and communities.

The conference began with Co-Chairs of the Secondary Student Senate Michaela Bodis and Aidan Harold, who acted as emcees for the day. Students were led in prayer by the Secondary Student Senators, who prompted all to respond to the intercessions with: "All are welcome, all are loved, and all are equal in God's house". Michaela Bodis and Aidan Harold then acknowledged the land of the Anishinaabe people and provided students with inspiration and excitement for what was to come. Participants were introduced to the *Harmony Movement's* Keynote Speaker, who spoke about what having privilege really means, why equity and diversity are important, and discussed actions to make schools safer for people of all identities.

Following the address, students attended separate break-out sessions. In each session, students had the opportunity to talk about and understand how current world issues relate to their lives. In some of the breakout sessions, students discussed how they felt about the terrible events that happened in Paris, France and the reactions they and other students had towards it. Students were introduced to a form of discrimination called Islamophobia, where individuals who are Muslim experience hateful treatment based solely on their religion.

After lunch, which was shared with newly formed student friendships from their break-out groups, Director of Education, John Crocco addressed the participants and asked what they had learned during the morning's dynamic session. Some indicated that they had gained an understanding of the difference between *equity* and *equality* and the importance of acceptance. Director Crocco invited students to meet with their school Principals and bring these new ideas back to their schools and in a tangible way, he challenged all students to raise social awareness and to be the instruments of change in their school community and society.

The afternoon involved students divided into groups. These groups proceeded to different stations spread around the Hall for the “Roadblocks of Life” game. At each station, led by Student Senators, a different 'ism', such as racism, sexism were presented to the students with an activity or problem to solve before they could proceed to the next station. Certain groups were given easier tasks than others, and therefore proceeded more quickly through the stations. The group who finished all tasks first and won the 'prize' was then brought to the front of the Hall for recognition. One of the students on the winning team remarked that he didn't feel it was fair that his group receive the prize because their tasks were easier. The point of the game was then realized that in the game, as in life, some have advantages simply because of circumstances beyond their control. The winning group's prize was revealed - a paper with the word 'privilege' printed on it.

Overall, the students were inspired by their experience and completed the day's activities by brainstorming an Action Plan of what they can do at their own schools to bring social change. Students discussed ways to change the attitudes and behaviours of those who do not accept Muslim students at their school, as well as other immigrants and refugees who come to their city. This certainly brought forward our Niagara Catholic theme of 'One Family in Christ – Know Him', as students learned how to see Christ in others, regardless of their appearance or circumstances.

As we reflect on the Lead Out Loud! Student Voice 2015 Conference, we recognize the themes of love and acceptance that are echoed in the Gospel that Jesus taught us (Matthew 25:40) - “Truly I tell you, whatever you did for one of the least of these brothers and sisters of mine, you did for me.” In essence, this is what being a *Social Change maker* is Niagara Catholic is all about.

Co-Chairs of the Secondary Student Senate, Michaela Bodis and Aidan Harold, along with a visual presentation, will enhance the report to the Committee of the Whole.

The Student Voice Conference 2015 - Lead Out Loud! report is presented for information.

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Prepared by: Mark Lefebvre, Superintendent of Education  
Teri Cristelli, Arts and Student Leadership Consultant

Presented by: Mark Lefebvre, Superintended of Education  
Teri Cristelli, Arts and Student Leadership Consultant  
Michaela Bodis, Co-Chair Secondary Student Senate  
Aidan Harold, Co-Chair Secondary Student Senate

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

Date: December 1, 2015

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE MEETING  
DECEMBER 1, 2015**

***PUBLIC SESSION***

**TITLE: NIAGARA CATHOLIC ELECTRONIC SAFE ARRIVAL  
PROGRAM**

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The Niagara Catholic Electronic Safe Arrival Program report is presented for information.

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Prepared by: Ted Farrell, Superintendent of Education  
Diane van der Veldt, Coordinator of Student Information Services

Presented by: Ted Farrell, Superintendent of Education  
Diane van der Veldt, Coordinator of Student Information Services

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

Date: December 1, 2015





## **REPORT TO THE COMMITTEE OF THE WHOLE DECEMBER 1, 2015**

### **NIAGARA CATHOLIC ELECTRONIC SAFE ARRIVAL PROGRAM**

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#### **BACKGROUND INFORMATION**

In compliance with the 2015-2016 System Priority to Enhance Technology for Optimal Learning, with the strategy to design a new support model for corporate communications, this information report provides a progress report on the implementation of the new Niagara Catholic Electronic Safe Arrival Program in all elementary and secondary schools in our Board.

Throughout Niagara Catholic, student safety is paramount.

When students leave home for school, it is imperative that they arrive safely at school. School attendance procedures ensure that there is follow up with parents/guardians when there is an unreported student absence.

Existing school attendance procedures work optimally under the following three conditions.

1. Parent/guardians report their child's absence.
2. If parents/guardians do not report their child's absence, the school secretary is able to make contact with an adult in a timely manner.
3. When classroom teachers input attendance accurately and timely.

In the spring of 2015, we purchased a new electronic Safe Arrival Program, through the School Connect software of Synrevoice. Following software testing and connectivity into our system at our Education Technology Centre along with staff training, the new Safe Arrival Program was successfully field tested last May and June 2015 at four schools: Mother Teresa and St. John Catholic Elementary Schools and Lakeshore Catholic and Saint Michael Catholic High Schools.

The new program requires that all parents/guardians report absences using one of the following methods:

1. Calling 1-844-287-6287; or
2. Connecting to the SchoolConnects website ([nc.schoolconnects.com](http://nc.schoolconnects.com)) through our parent portal; or
3. Using a free app, called Safe Arrival, which is available for iOS/Android mobile devices.

This new Niagara Catholic Electronic Safe Arrival Program will reduce the time it takes to verify student attendance and will allow staff to respond quickly to unaccounted student absences. All systems will be available 24 hours/day, 7 days/week. Future absences can also be reported at any time. The program has the enhanced benefit of increasing the time for secretaries to perform other duties and reducing congestion in the Main Offices of schools. Classroom teachers will enter student attendance online through our Student Information System, Maplewood, instead of entering student absenteeism on a form, the form being delivered to the Main Office, secretaries entering the absenteeism's manually, generating an absence report and then beginning the calls to parents/guardians for students who are reported absent.

With the new Electronic Safe Arrival Program, parents of a student with an unreported absence will be contacted using an automated notification system at multiple phone numbers until one of the designated contacts has been reached. If the system is unable to reach a designated contact after 20 minutes, Main Office staff will be responsible for further follow-up.

Parents or Guardians reporting a student's absence in advance using the Safe Arrival toll-free number, Parent Portal website or Smartphone App, will not receive an automated call.

Despite the ease of reporting via the web or app, data from field tests last spring and schools currently implementing the Electronic Safe Arrival Program indicate that phone calls to the 1-844 number are the most common method of reporting. Parents/Guardians are encouraged to use the web or app to reduce the time it takes to report an absence.

Following staff training and family notification, effective Monday, November 30<sup>th</sup> we have fully implemented the new Niagara Catholic Electronic Safe Arrival Program in all elementary and secondary schools.

As part of this information report to the Committee of the Whole, we will provide a live demonstration of the web version of the electronic Safe Arrival Program, a brief video of a parent using the Safe Arrival app, and a visual overview of the rollout using slides prepared in Google Apps for Education.

The Niagara Catholic Electronic Safe Arrival Program report is presented for information.

Prepared by: Ted Farrell, Superintendent of Education  
Diane van der Veldt, Manager of Student Information Systems

Presented by: Ted Farrell, Superintendent of Education  
Diane van der Veldt, Manager of Student Information Systems

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

Date: December 1, 2015

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE MEETING  
DECEMBER 1, 2015**

***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: December 1, 2015



## **REPORT TO THE COMMITTEE OF THE WHOLE DECEMBER 1, 2015**

### **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, December 1, 2015. (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: December 1, 2015

**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
Holy Cross Catholic Secondary School	Extended Overnight Field Trip	Superintendent and Extended Overnight Field Trip Committee	Walt Disney World, Orlando, Florida, USA	Arts - Performance	Participants will gain experience with public performance and knowledge from professional clinics while at Disney. They will be participating in performances and workshops. Groups include Choir, Concert Band, Samba Band, Jazz Band, Art Club and Dance Club	Wednesday, May 11 to Monday, May 16, 2016. Includes Mass participation	100 students (approximately) 4 staff 3 chaperones	6 days 5 nights 4 school days	\$1450.00 – (based on 100 participants) - Airfare, transportation in Orlando, accommodations, park tickets  \$300.00 – food, passports, transportation to and from airport  Personal spending money	Air, coach

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE MEETING  
DECEMBER 1, 2015**

***PUBLIC SESSION***

**TITLE: STAFF DEVELOPMENT DEPARTMENT PROFESSIONAL  
DEVELOPMENT OPPORTUNITIES**

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

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Prepared by: Frank Iannantuono, Superintendent of Education  
Anthony Corapi, Coordinator of Staff Development

Presented by: Frank Iannantuono, Superintendent of Education

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

Date: December 1, 2015



## REPORT TO THE COMMITTEE OF THE WHOLE MEETING DECEMBER 1, 2015

### STAFF DEVELOPMENT DEPARTMENT PROFESSIONAL DEVELOPMENT OPPORTUNITIES

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#### BACKGROUND INFORMATION

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

The following is a listing of activities occurring during the period December 1, 2015 through January 12, 2016.

#### **Tuesday, December 1, 2015**

*Framing Sexual and Mental Health in Faith (Heartland Forest Nature Experience Centre, Niagara Falls)*

- The focus of this full day in-service is to provide supports to Religion and Health Education teachers as they plan for and implement curriculum expectations in both secondary Religion and Health courses specific to Human Development and Sexual Health. The Institute for Catholic Education (I.C.E.) has developed resources that allow for instruction in both curriculum areas to be delivered through our Catholic faith "lens". In addition, many expectations in Religion and Health curriculum documents touch upon Mental Health topics. Resources and dialogue will be provided for this area as well.
- An important outcome of this in-service is to review cross curricular strategies for covering sensitive issues in Human Development and Sexual Health so teachers can ensure our Catholic faith is the focus as we meet the curriculum expectations in both Religion and Health courses. Mental Health expectations and themes often include issues dealing with sexuality. Teachers will have an opportunity to discuss and review supports as well as plan on how to best utilize resources and coordinate what themes are best covered in specific subject area courses.

#### **Tuesday, Wednesday and Thursday (December 1, 2 and 3, 2015)**

*After School Workshops: Accommodations and Modifications for English Language Learners*

- The Workshops are being held at St. Kevin (12/1/15), St. Anthony (12/2/15) and Father Hennepin (12/3/15)
- The sessions will focus on the following:
  - o Overview of NCDSB's ESL support model
  - o Providing accommodations and modifications for English Language Learners
  - o Assessment *for* learning as a tool for continuous improvement
  - o Grading and reporting for ELLs.



### **Monday, November 30, 2015 and Wednesday, December 2, 2015**

#### *Elementary Digital Lead Learner Training (Catholic Education Centre)*

- The first of three half day sessions this year will be focused on Google Applications for Education. To accommodate all elementary schools, two time slots provided.

### **Wednesday, December 2, 2015**

#### *French Immersion Program Development (Catholic Education Centre)*

- In order to support teachers of the new French Immersion Program, a Collaborative Planning and Implementing Series of in-services have been planned for the coming school year. Administrators, French Immersion teachers and DECEs will meet to:
  - o Create a common SMART Goal for schools
  - o Review best practices and resources
  - o Collaborate with their peers
  - o Determine future professional development opportunities.

### **Thursday, December 3, 2015**

#### *Learning Language and Loving It (Catholic Education Centre)*

- Kindergarten teachers and Early Childhood Educators from St. Denis, St. Mary (Niagara Falls), Our Lady of Victory, St. Kevin and St. Ann (St. Catharines) are participating in Learning Language and Loving It.

### **Friday, December 4, 2015**

#### *Secondary Digital Lead Learner Training (Catholic Education Centre)*

- The first of three half day sessions this year will be focused on Google Applications for Education.

### **Tuesday, December 8, 2015**

#### *Robotics Pilot Initiative (Catholic Education Centre)*

- The Council of Ontario Directors of Education (CODE) is funding a new initiative for a Robotics Project that is to be rolled out provincially. This is to present opportunities to support students in the area of Science, Technology, Engineering and Mathematics (STEM), with a special focus on robotics and coding. CODE recognized that through the use of robotics, students will be engaged in the development of 21<sup>st</sup> century skills and competencies. Connecting students with the stimulating possibilities presented through robotics and related activities leads to opportunities for the development of interactive, collaborative, entrepreneurial and problem-solving skills. The intended target is for students in grades 1, 2, 3 and 6, 7, 8. Also, schools with greater need (economic and social challenges) are to be considered for the distribution of these robotic kits.
- An initial in-service for select teachers is being offered to provide the necessary information, resources and training materials. Each teacher will receive 5 robotic kits. The expectation is to incorporate the use of robotics with curriculum to enhance student learning. The use of these kits is to support student instruction and teacher practice through classroom use and increase teacher capacity. The kits will be directed towards the specific groups of learners consistent with priorities outlined in the School and Board improvement plans.
- The roll out will begin in January 2016. In May 2016, teachers will be asked to provide feedback on the use of the robotics and the impact they had on classroom instruction and student learning. This feedback will then be used for reporting purposes with the Ministry.

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

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Prepared by: Frank Iannantuono, Superintendent of Education  
Anthony Corapi, Coordinator of Staff Development

Presented by: Frank Iannantuono, Superintendent of Education

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

Date: December 1, 2015

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE MEETING  
DECEMBER 1, 2015**

*PUBLIC SESSION*

**TITLE: CAPITAL PROJECTS PROGRESS REPORT UPDATE**

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The Capital Projects Progress Report Update is presented for information.

Prepared by: Scott Whitwell, Controller of Facilities Services  
Presented by: Scott Whitwell, Controller of Facilities Services  
Approved by: John Crocco, Director of Education/Secretary-Treasurer  
Date: December 1, 2015



**REPORT TO THE COMMITTEE OF THE WHOLE MEETING  
DECEMBER 1, 2015  
CAPITAL PROJECTS PROGRESS REPORT UPDATE**

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**BACKGROUND INFORMATION**

Individual progress reports for capital projects are presented as follows:

In Progress

**NEW BUILD**

Appendix A

St. Martin Catholic Elementary School

**CAPITAL PRIORITIES**

Appendix B

Lakeshore Catholic High School

The Capital Projects Progress Report Update is presented for information.

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Prepared by: Scott Whitwell, Controller of Facilities Services  
Presented by: Scott Whitwell, Controller of Facilities Services  
Approved by: John Crocco, Director of Education/Secretary-Treasurer  
Date: December 1, 2015



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
CAPITAL PROJECT PROGRESS REPORT  
DECEMBER 10, 2015**

**APPENDIX A**

**ST. MARTIN CATHOLIC ELEMENTARY SCHOOL**

**Scope of Project:**

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

**Current Status:** We have received the MOE approval letter for this project.

**Project Information:**

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



**Project Funding:**

Capital Priorities	9,819,364
	<b><u>\$9,819,364</u></b>

**Project Costs:**

	Budget	Paid
Construction Contract	7,479,925	0
Fees & Disbursements	900,000	708,077
Furniture & Equipment	100,000	0
Other Project Costs	1,339,439	287,830
	<b><u>\$9,819,364</u></b>	<b><u>\$995,907</u></b>

**Project Timelines:**

	Scheduled Completion	Actual Completion
Funding Approval	July 7, 2011	July 7, 2011
Ministry Approval (space)	December 2011	February 14, 2012
Architect Selection	January 30, 2012	March 22, 2012
Design Development	March 2012	October 2013
Contract Documents	January 2014	Feb 2014
Tender & Approvals (re-design)	Summer/Fall 2015	October 2015
Ministry Approval (cost - revised)	Summer/Fall 2015	November 2015
Ground Breaking Date	December 2015	
Construction Start	December 2015	
Occupancy	Spring 2017	
Official Opening & Blessing	TBD	

**Project Team:**

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



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
CAPITAL PROJECT PROGRESS REPORT  
DECEMBER 10, 2015**

**APPENDIX B**

**LAKESHORE CATHOLIC HIGH SCHOOL**

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**Scope of Project:** Design and construction of a ten classroom addition, science lab/student services renovations and upgraded parking lot.



**Current Status:** Working on deficiencies.

**Project Information:**

New Area to be Constructed	1441	sq. m.
Existing Area to be Renovated		sq. m.
Total New Facility Area		sq. m.
Total Site Area		ha.
Pupil Places Added	210	students
New Facility Capacity	1071	students

**Project Funding:**

Capital Priorities	5,501,722
	<u>0</u>
	<b>\$5,501,722</b>

**Project Costs:**

	Budget	Paid
Construction Contract	4,235,021	4,370,393
Fees & Disbursements	568,520	547,450
Other Project Costs	698,181	299,036
	<u><b>\$5,501,722</b></u>	<u><b>5,216,879</b></u>

**Project Timelines:**

	<u>Scheduled Completion</u>	<u>Actual Completion</u>
Funding Approval	January 2013	January 2013
Architect Selection	May 2013	May 2013
Design Development	November 2013	December 2013
Contract Documents	March 2014	May 2014
Tender & Approvals	June 2014	June 2014
Construction	August 2015	August 2015
Occupancy	September 2015	September 2015
Official Opening & Blessing	October 29, 2015	October 29, 2015

**Project Team:**

Architect	Raimondo + Associates Architects Inc.
General Contractor	Manorcore Group Inc.
Project Manager	Tunde Labbancz
Superintendent	Lee Ann Forsyth-Sells
Principal	Glenn Gifford

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
DECEMBER 1, 2015**

*PUBLIC SESSION*

**TOPIC: TRUSTEE INFORMATION  
SPOTLIGHT ON NIAGARA CATHOLIC – NOVEMBER 24, 2015**

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**November 24, 2015**

### **Spotlight on Our Lady of Victory Catholic Elementary School**

During the November 24 Board Meeting, representatives from Our Lady of Victory Catholic Elementary School in St. Catharines shone the spotlight on the school, sharing why it is so important to the Fort Erie community.

View the presentation [here](#).

As part of the presentation, teacher Chad Faner performed his own song, Know Him.

### **Niagara Catholic Celebrates Culture of Life**



Alex Schadenberg

Niagara Catholic's Third Annual Culture of Life Conference took place at the Mount Carmel Spiritual Centre on November 5. Approximately 140 students from our eight Catholic secondary schools gathered together to explore and discuss key concepts of the Culture of Life.

This year's Keynote Address was by Alex Schadenberg, Executive Director of the Euthanasia Prevention Coalition. The conference also featured workshops by the St. Catharines Right to Life Association: Rachel Mathie spoke about her experience with the L'Arche Community, which fosters an understanding about the value placed on individuals with Down syndrome and other intellectual delays, and Nikki Sinke spoke about the effects of sexual relationships on our brain chemistry and provided strategies for teenagers to live a chaste life.



## **EQAO Assessments for Grade 3 and 6 Reading and Mathematics Shared with Board**



The Education Quality and Accountability Office (EQAO) has released the assessment results for Grade 3 and 6 students who wrote provincial Mathematics and Literacy assessments in May and June, including the results for the Niagara Catholic District School Board.

Junior students at Niagara Catholic showed an overall improvement in reading, writing and math. Eighty-three per cent of

students met or exceeded the Provincial standard of Level 3 or better in reading, a one per cent increase over the previous year. Eighty-five per cent of students met or exceeded the Provincial standard in Junior Writing; also a one per cent increase over 2013-2014. On the Mathematics assessment, 60 per cent of Grade 6 students met or exceeded the Provincial standard, up two per cent over the previous year.

Seventy-four per cent of Niagara Catholic's Grade 3 students met or exceeded the Provincial standard in reading, the same percentage as students in 2013-2014. The number of students who met or exceeded the Provincial standard in writing slipped 81 per cent in 2014-2015, and Primary mathematics results showed 67 per cent of students who wrote the assessment meeting or exceeding the Provincial standard, down four per cent over 2013-2014.

Provincial results were not released for the 2014-2015 school year.

*"Student success is paramount at Niagara Catholic," said Board Chair Father Paul MacNeil. "Assessments give one piece of the picture, but it's important to note the small successes that happen in our classrooms every day: The way a student helps another to grasp a new concept; the way in which students collaborate with each other to write stories design artwork, and the joy that fills a classroom when a student who has struggled with a concept succeeds and the whole class celebrates. These successes are no less important than a percentage on a test. We are grateful at Niagara Catholic to have a team of partners committed to student success on all levels, from our students and teachers, to parents, administrators and the Board of Trustees."*

Director of Education John Crocco said the Board will continue to work toward areas of strength continue to move forward, and to focus on areas where improvement is needed.

*“At Niagara Catholic, we are proud of the exemplary Catholic leadership of our school and system administrators, the dedication and skills of our talented staff and the commitment of our students to academic excellence” said Mr. Crocco. “EQAO assessments are one of the many pieces of evidence that Niagara Catholic uses as a system, and schools use individually, to measure student achievement. Combined with other data, assessments, and the important interactive dialogue with students, parents and staff throughout the school year, this provides consistent opportunities for feedback and planning to design and provide programs and services for the success of all students in all schools throughout the Niagara Catholic District School Board.”*

Niagara Catholic’s EQAO Assessment Results are available [online](#).

### **Snow Removal Tender Approved**



Niagara Catholic will contract five companies for snow ploughing and salting services this winter.

Griffin Construction, Niagara Compost Soil Farm, Sacco Construction, Ltd., Steele’s Landscaping and Stevensville Lawn Service will clear the ice and snow from Niagara Catholic schools this winter.

The complete report is available in Section C8 in the [November 24 Agenda](#).

### **Don’t miss the Good News!**

Have you checked out our [Good News Blog](#) lately? If you haven’t, you’re missing great stories about life at Niagara Catholic. And please don’t forget to send us your story ideas for the upcoming issue of Showcase. Story ideas can be sent to [showcase@ncdsb.com](mailto:showcase@ncdsb.com).

### **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 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  
COMMITTEE OF THE WHOLE MEETING  
*DECEMBER 1, 2015***

***PUBLIC SESSION***

**TOPIC: TRUSTEE INFORMATION  
CALENDAR OF EVENTS – DECEMBER 2015**

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# DECEMBER 2015

Sun First Sunday Of Advent	Mon	Tue 1 Org. Board Meeting CW Meeting	Wed 2 SEAC Meeting	Thu 3 Grade 8 Transition Masses	Fri 4	Sat 5
6 Second Sunday Of Advent	7	8	9	10 Trustee, Priests and Administrators Annual Faith Formation	11	12
13 Third Sunday Of Advent	14	15 Board Meeting	16	17	18	19
20 Fourth Sunday Of Advent	21	22	23	24 Christmas Eve!	25 Christmas Day	26 Boxing Day
<b>Christmas Break</b>						
27	28	29	30	31 New Year's Eve	1 Happy New Year! Welcome to 2016	
<b>Christmas Break</b>						

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE MEETING  
*DECEMBER 1, 2015***

***PUBLIC SESSION***

**TOPIC: TRUSTEE INFORMATION  
OCSTA ANNUAL GENERAL MEETING & CONFERENCE  
APRIL 28-30, 2016 PACKAGE**

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Ontario Catholic School  
Trustees' Association

# EMBRACING OUR VISION

## OCSTA 86th Annual General Meeting & Conference

April 28-30, 2016  
Blue Mountain Resort

Co-hosted by the Simcoe Muskoka Catholic District School Board

## Table of Contents

Dates to Remember .....	1
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## Dates to Remember

Deadline Date	Action
<b>January 22, 2016</b> <b>12:00 p.m. (EST)</b>	Deadline for Trustee Award of Merit nominations.  <i>Please refer to the memo sent on October 5, 2015. Click <a href="#">here</a> to link to this document.</i>
<b>January 29, 2016</b> <b>12:00 p.m. (EST)</b>	Deadline for receipt of Annual General Meeting Resolutions from Boards.  <i>Please refer to the memo sent on October 7, 2015. A link to this document is included in this package for your convenience.</i>
<b>March 18, 2016</b>	Deadline for 'Early Bird' registration discount. <b>(Full payment must be received in the OCSTA office by this date).</b>
<b>March 25, 2016</b>	Deadline for full refund of registration fees.
<b>April 8, 2016</b>	Deadline for full refund of purchased Annual Dinner Ticket(s).
<b>Hotel Room Release Date:</b> <b>March 26, 2016</b>	After March 26, 2016, hotel rooms held in the OCSTA block at the Blue Mountain Resort will be released to the public.
<b>Hotel Reservations:</b> <b>Cancellation and Change Fees</b> <b>10 days or less prior to arrival date</b>	Changes to reservations less than 10 days prior to arrival will incur a \$25 administration fee.  Cancellations received within 10 days of arrival and not rebooked for another date will incur a fee equal to one night's accommodation.  <b>See important details under "Hotel Reservations and Room Rates."</b>
<b>April 8, 2016</b> <b>9:00 a.m. (EST)</b>	Deadline for nominations for: <ul style="list-style-type: none"> <li>• OCSTA President</li> <li>• OCSTA Vice President</li> <li>• OCSTA Representative to the CCSTA Board of Directors</li> </ul> If, however, no nominations for the positions above are received at the Corporation Head Office within the time so limited, nominations shall remain open until, but not later than, two hours and fifteen minutes prior to the time fixed in the Notice of Meeting for the call to order of the first plenary session at the Annual Meeting.
<b>April 27, 2016</b> <b>9:00 a.m. (EST)</b>	Deadline for receipt of Proxy Forms in the OCSTA office.  <i>A link to this document is included in this package for your convenience.</i>
<b>April 29, 2016</b> <b>9:00 a.m. (EST)</b>	All proxy badges must be obtained from staff at the OCSTA Registration Desk. Proxies not collected by <b>the deadline</b> will be deemed invalid.



# Delegate Registration Information

## Conference Registration Fees

**Early Bird Fee** (until March 18, 2016)

\$665.57 (\$589.00 + \$76.57 HST)

**Full payment must be received in the OCSTA office by this date in order to receive the discounted rate. No exceptions.**

**Regular Fee** (after March 18, 2016)

\$733.37 (\$649.00 + \$84.37 HST)

**Student Trustee Fee**

\$395.50 (\$350.00 + \$45.50 HST)

**Additional Annual Dinner Ticket**

\$101.70 (\$90.00 + \$11.70 HST) – *gratuities included*

Delegate registration fees include admission to all sessions, receptions and meals, including breakfasts, lunch and the Annual Dinner.

## Registration

For on-line registration, please click [here](#).

**Please make cheques payable to**

**OCSTA**

Attn: Camille Martin

1804 – 20 Eglinton Avenue West

Box 2064

Toronto, ON M4R 1K8

**Note:** There is no cost for attending the business session only. However, meals are not provided and individuals must register before **April 15, 2016**.

Requests for a reduction in fees for partial attendance will not be accepted.

**Business Sessions consist of:**

- Nominations report (if required)
- President's address
- Introduction of and address by candidates (if required)
- Presentation of Audited Financial Statements
- Resolutions session(s)
- Report of the returning officer re: election(s) (if required)

## Name Badges

Name badges are required for admission to all AGM & Conference functions. Delegates are asked to wear their name badges at all times.

## Conference Package & Event App

OCSTA will once again be using a mobile application or "app" for our event. The event app can be viewed on any device with an internet connection. There will not be a printed program. **Information and instructions for downloading the app can be found on page 5.**

The conference package will be distributed to delegates at the event and will contain:

- Resolutions package
- Copy of auditor's report
- Other material as appropriate.

## Cancellations

**Registration Fees:**

**Up to March 25, 2016** – full refund

**March 26 to March 31, 2016** – 25% of the registration fee will be charged.

**April 1 to April 8, 2016** – 50% of the registration fee will be charged.

**After April 8, 2016** – no refund, under any circumstances will be issued – substitutions are welcomed.

**Additional Annual Dinner Ticket:**

A full refund will be issued for cancellations received by **April 8, 2016**. No refunds will be issued after that date – substitutions are welcomed.

All cancellations must be submitted in writing to Camille Martin at [cmartin@ocsta.on.ca](mailto:cmartin@ocsta.on.ca).

# Hotel & Meals

## Hotel Reservations & Room Rates

The Blue Mountain Resort has set aside a block of rooms for delegates and guests attending the OCSTA 2016 AGM & Conference, starting at the discounted rate of \$139 + applicable taxes. Note: There is a 2% Village Amenity Fee (VAF) charged to all accommodations.

If anyone wishes to extend their time in the area, the above nightly rates will also apply to pre- and post-event dates and will be based on availability.

In order to ensure that all delegates are accommodated, please reserve only the rooms that your board actually needs. Those booking rooms should already be registered for the AGM & Conference.

Boards are asked to make room reservations directly with the hotel by calling 1-877-445-0231, or click [here](#) for on-line registration. When booking, be sure to identify yourself as an OCSTA delegate or quote the group code “**GRP111804**” to secure the group discount rate.

The deadline date for booking rooms is March 26, 2016. After this date, rooms will be released to the public and offered only through general availability.

### **IMPORTANT HOTEL POLICIES:**

- All reservations must be guaranteed by a credit card number. A first night deposit will be processed 30 days prior to the scheduled arrival date.
- ***Changes to reservations made less than 10 days prior to arrival will incur an administration fee of \$25.00.***
- ***Delegates who cancel within 10 days of arrival will be given the opportunity to rebook their reservation for another date up to 12 months from the cancellation date. The 1<sup>st</sup> night deposit will be kept on file up to 12 months. If the delegate has not rebooked and stayed within this time frame, the deposit on file will be forfeited.***
- Check-in time is 4:00 pm. Check-out is 11:00 am.

With these policies in mind, please reserve ONLY those rooms that are actually needed. Otherwise, you will incur charges by Blue Mountain Resort.

## Meals and Receptions

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

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

The following is a summary of the receptions and meals planned for OCSTA's AGM & Conference.

***NOTE: Times listed below are subject to change.***

### ***April 28***

- ***Meet & Greet (5:30 pm – 7:00 pm)***  
*Heavy hors d'oeuvres, cash bar*
- ***Opening Reception (8:30 pm – 9:30 pm)***  
*Cash bar*

### ***April 29***

- ***Delegate Breakfast (7:30 am – 8:30 am)***
- ***Delegate Lunch (12:00 pm – 1:00 pm)***
- ***Annual Dinner Reception (7:00 pm)***
- ***Annual Dinner (7:30 pm)***

### ***April 30***

- ***Delegate Breakfast (8:00 am – 9:00 am)***

If you have any special dietary needs (not preferences), please notify Margaret Binns, OCSTA Director of Administrative Services, at [mbinns@ocsta.on.ca](mailto:mbinns@ocsta.on.ca) by no later than April 8, 2016.

## Eucharistic Celebration

The Eucharistic Celebration will be held at 5:30 p.m. on Friday, April 29, 2016, in the Georgian Bay Ballroom at Blue Mountain Resort. The Principal Celebrant and Homilist will be The Most Reverend Wayne Kirkpatrick, Bishop, Northern Pastoral Region, Archdiocese of Toronto.

## Business Sessions

### Nominations

Nominations are open for the following positions:

- [OCSTA President](#)
- [OCSTA Vice President](#)
- [OCSTA Representative to the CCSTA Board of Directors](#)

Please click the links above for nomination forms. Additional forms may be reproduced locally as required. The deadline date for nominations is **9:00 a.m. (EST) on April 8, 2016**.

A list of all nominations received in the OCSTA office by **April 8, 2016** will be distributed to all member boards no later than **April 11, 2016**.

If however, no nominations for the positions of OCSTA President, Vice President and OCSTA Representative to the CCSTA Board of Directors are received at the Corporation Head Office within the time so limited, nominations shall remain open until but not later than two hours and fifteen minutes prior to the time fixed in the Notice of Meeting for the call to order of the first business session at the Annual Meeting.

### Voters' List

All trustees are deemed to be Trustee Members of the Association and are eligible to vote. A list of Trustee Members in each Region, based on existing records, will be emailed separately to all boards. Boards will be asked to verify the information and advise OCSTA of any changes.

Your AGM & Conference badge must be worn at all times as it identifies your eligibility to vote.

### Proxy Votes

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

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

- a. is in writing in the appropriate form set out herein;
- b. has been completed in all respects;
- c. has been witnessed by a Roman Catholic who has attained the age of eighteen years and who has completed the Declaration of Witness;
- d. has been delivered to the Head Office of the Corporation no later than 48 hours, excluding Saturdays and Holidays, before the meeting of the Members is scheduled to commence; and
- e. the individual has registered as proxy with the Registration Desk no later than 9:00 a.m. on the day the meeting of the Members is to commence.

A proxy form is available [here](#). Additional forms may be reproduced locally as required.

The deadline date for receipt of Proxy Forms in the OCSTA office is 9:00 a.m. (EST), April 27, 2016.

Should you have any questions, please contact Jane Ponte at [jponte@ocsta.on.ca](mailto:jponte@ocsta.on.ca) or call the OCSTA office at 416-932-9460.

### Resolutions

The resolutions process provides member boards with the opportunity to bring important issues that have provincial implications to the attention of all trustees in the province. Guidelines for preparing resolutions are available [here](#). The deadline date for receipt of resolutions in the OCSTA office is 12:00 p.m. EST, January 29, 2016.

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

## Spousal Activities

Blue Mountain Resort offers abundant recreational activities. Please visit the links below, which offer a sampling of on- and off-site activities as well as dining in the area. We encourage spouses and guests to make their own arrangements to take advantage of these and other opportunities.

[Recreation at Blue Mountain](#)

[Scandinave Spa](#)

[Scenic Caves](#)

["Active Pack" Group Rates](#)

# Download Your Guide to the AGM & Conference!

Once again, OCSTA is excited to be offering to all attendees the digital **EventMobi Guide to the AGM & Conference**.

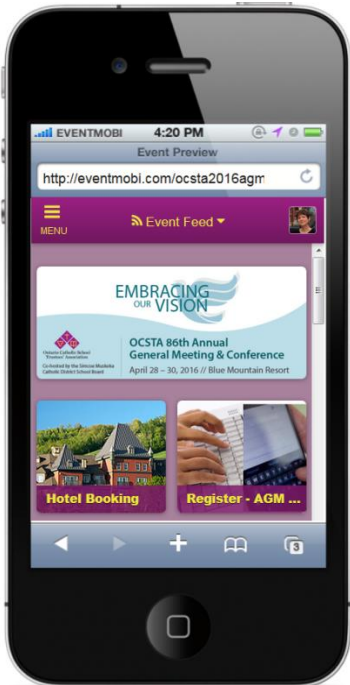
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- On the home page of the event app, click (or tap) images for the following features:
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Hint: Scroll down if you don't see all of these images on your screen.

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## How to Access our Mobile Event Guide:

- Method 1: Scan the QR Code below



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**Download your event app today and explore!**



<b>9:20 am</b> <i>Huron Grand Ballroom</i>	<b>Nominations Report &amp; Introduction of Candidates</b>
<b>9:40 am</b> <i>Huron Grand Ballroom</i>	<b>Presentation of Financial Report</b> <i>Marino Gazzola, Past President, OCSTA</i>
<b>9:50 am</b> <i>Atrium</i>	<b>Break</b>
<b>10:00 am</b> <i>Algonquin</i>	<b>Student Trustee Workshop</b> <i>Speaker to be confirmed</i>
<b>10:00 am</b> <i>Huron Grand Ballroom</i>	<b>Resolutions Session</b> <i>Chair:</i> <i>Parliamentarian:</i>
<b>12:00 pm</b> <i>Nipissing</i>	<b>Elections</b>
<b>12:00 pm</b> <i>Georgian Bay Ballroom</i>	<b>Buffet Lunch (Delegates Only)</b>

---

**1:00 – 2:00**

**CONCURRENT WORKSHOPS**

<i>Petun I &amp; IV</i>	<b>“Strategic Planning for Catholic School Boards”</b> <i>Michael Shipticki, Vice President, Strategic Objectives</i>
<i>Petun II &amp; III</i>	<b>“Aboriginal Education”</b> <i>Linda McGregor, Manager of First Nations, Métis, and Inuit Education, SMCDSB</i> <i>Stephen Charbonneau, FNMI Superintendent Lead</i>
<i>Kolapore I &amp; II</i>	<b>“Mental Health, Spirituality, and Authentic Happiness”</b> <i>Dr. Patrick Carney, Mental Health Lead, Simcoe Muskoka CDSB</i>
<i>Kolapore III &amp; IV</i>	<b>Current Issue</b> <i>Speaker to be confirmed</i>

---

**2:00 pm**  
*Atrium*

**Break**

**2:15 pm**  
*Huron Grand Ballroom*

**Minister of Education**

**2:45 pm**  
*Huron Grand Ballroom*

**Report of the Returning Officer**

3:00 pm

**Regional Meetings**

Region	Boards and Region Numbers
<b>West</b> <i>Petun 1 &amp; IV</i>	Brant Haldimand Norfolk (4), Bruce-Grey (4), Huron-Perth (4), London (5), St. Clair (5), Waterloo (4), Wellington (4), Windsor/Essex (5)
<b>Central</b> <i>Silver Creek</i>	Dufferin-Peel (7), Durham (9), Halton (11), Hamilton-Wentworth (11), Niagara (11), Simcoe Muskoka (9), Toronto (6), York (8)
<b>Northeast</b> <i>Petun II &amp; III</i>	Huron-Superior (1), Nipissing-Parry Sound (1), Northeastern (1), Sudbury (1)
<b>Northwest</b> <i>Kolapore I &amp; II</i>	Kenora (2), Northwest (2), Superior North (2), Thunder Bay (2)
<b>East</b> <i>Kolapore III &amp; IV</i>	Algonquin and Lakeshore (10), Eastern Ontario (10), Ottawa (12), Peterborough Victoria Northumberland & Clarington (9), Renfrew (10)

5:30 pm

*Georgian Bay Ballroom*

**Mass & Awards Ceremony**

***Principal Celebrant and Homilist:***

***The Most Reverend Wayne Kirkpatrick, Bishop, Northern Pastoral Region, Archdiocese of Toronto***

7:00 pm

*Atrium*

**Reception (Cash Bar)**

7:00 – 8:30 pm

7:30 pm

*Huron Grand Ballroom*

**Silent Auction**

**Annual Dinner**

**SATURDAY, APRIL 30**

8:00 am

*Georgian Bay Ballroom*

**Buffet Breakfast (Delegates Only)**

9:00 am

*Huron Grand Ballroom*

**Morning Praise**

***Simcoe Muskoka CDSB***

9:15 am

*Huron Grand Ballroom*

**“The Truth and Reconciliation Commission of Canada – A Discussion”**

***Speaker to be confirmed***

10:15 am

*Huron Grand Ballroom*

**“Presentation Skills for Trustees” [working title]**

***Lorraine Behnan, communication coach, author***

11:15 am

*Huron Grand Ballroom*

**Grand Prize Draw & Adjournment**

Presentations and handouts will be available at the following link after the AGM & Conference (login required):

<http://www.ocsta.on.ca/members-centre>



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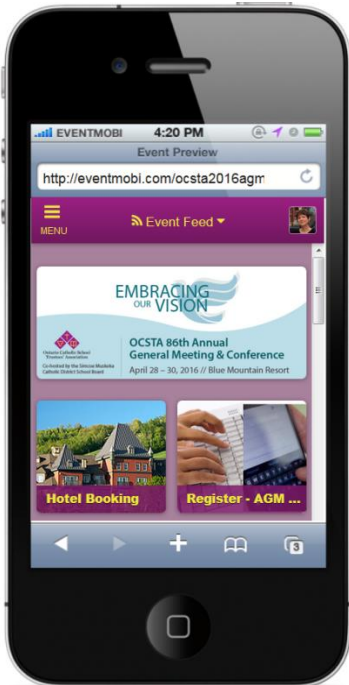
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Ontario Catholic School  
Trustees' Association

October 1, 2015

**MEMO TO:** Chairpersons and Directors of Education  
Catholic District School Boards

**FROM:** Margaret Binns, Director of Administrative Services

**RE:** **2016 AGM & Conference Resolutions**

---

The 2016 OCSTA Annual General Meeting will once again offer an opportunity for delegates to consider and vote on all resolutions received from our members.

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

The processing of all resolutions is a fundamental responsibility of the Association. Attached please find guidelines to assist you in the preparation of your resolution(s).

*Please Note:*

*To assist OCSTA with preparation for the Annual Finance Brief to the Minister and in providing input into the consultation process regarding the GSNs, boards are encouraged to submit education funding issues requiring Association action and advocacy by **Thursday, October 22, 2015**. However, should a board prefer to use the AGM Resolutions process for funding issues with provincial implications, they are, of course, welcome to do so.*

**THE DEADLINE FOR RECEIPT OF RESOLUTIONS  
IN THE OCSTA OFFICE IS  
12:00 P.M. EST, JANUARY 29, 2016.**

*Attachments*

# Guidelines for Preparing Resolutions

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

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

## A. Criteria for Submitting a Resolution

A resolution should:

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

## B. Steps in Preparing a Resolution

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

## C. Writing A Resolution

Structure

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

### 1. Preamble

The preamble is a brief statement of background or rationale coming before the resolving clause(s). The purpose of the preamble is to provide information without which the point or the merits of a resolution are likely to be poorly understood.

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

## 2. Resolving Clauses

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

## 3. Submission Statement

Please include the following information in the submission statement.

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

## D. **Submission Deadline Date**

The deadline date for receipt of resolutions in the OCSTA office is **12:00 p.m. EST, January 29, 2016**. We encourage boards to submit their resolutions by email to Jane Ponte at [jponte@ocsta.on.ca](mailto:jponte@ocsta.on.ca). The provincial office will distribute, in the delegate kits, resolutions to be presented from the floor provided that a copy of each resolution (and background material, if applicable) is received in the Provincial Office by **April 11, 2016**.

## E. **Regulations**

Please see the attached current regulations regarding submission and presentation of resolutions at the AGM.

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

# Template

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

The following example is taken from a Resolution dealt with at a previous AGM and is provided for your reference.

**Moved by:** [Mover's Name] [Board Name]

**Seconded by:** [Secunder's Name]

**Topic:** [e.g. Vacancies on School Boards]

---

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

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

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

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

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

**Therefore be it Resolved that:**

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

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

## *Explanation of Committee Recommendations & Resolution Session Procedures*

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

### *Explanation of Committee Recommendations*

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

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

### *Resolution Session Procedures*

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

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

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

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

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

## ***Grouped Resolutions***

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

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

## ***Resolutions Handled Individually***

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

### **A. Resolutions with committee recommendations**

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

### **B. Resolutions without committee recommendations**

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

### C. Amendments from the Floor

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

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

If the amendment is defeated:

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

### D. Resolutions Presented from the Floor

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

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

The provincial office will distribute, in the delegate kits, resolutions to be presented from the floor provided that a copy of each resolution (and background material, if applicable) is received in the Provincial Office by **April 11, 2016**.



Ontario Catholic School  
Trustees' Association

## Nomination Form for OCSTA President – April 2016

**Moved by:**

\_\_\_\_\_

*(print name)*

\_\_\_\_\_

*(signature)*

\_\_\_\_\_

*(board)*

**Seconded by:**

\_\_\_\_\_

*(print name)*

\_\_\_\_\_

*(signature)*

\_\_\_\_\_

*(board)*

**That:**

\_\_\_\_\_

*(print nominee's name)*

\_\_\_\_\_

*(board)*

**be nominated for the position of OCSTA President for the period April 2016 to the conclusion of the 2018 AGM & Conference.**

**I, \_\_\_\_\_ consent to**  
*(signature of nominee)*

**stand for election to the above position.**

Deadline: April 8, 2016 – 9:00 a.m. EST

Please submit completed form to Jane Ponte – [jponte@ocsta.on.ca](mailto:jponte@ocsta.on.ca).

*Attachment – OCSTA Board of Directors – Roles and Responsibilities*





## Ontario Catholic School Trustees' Association

### **OCSTA Board of Directors – Roles and Responsibilities**

OCSTA is a Not-For-Profit Corporation and is subject to the  
**Not-For-Profit Corporations Act**

The Board of Directors is the major decision-making body of the Association. This group manages the affairs of the Associations and consists of:

3 Table Officers: President, Vice President, Past President  
15 Regional Directors  
Executive Director  
Chaplain  
ACBO Liaison to OCSTA

Regional Directors and Table Officers are elected at the Annual General Meeting.

#### **The Board of Directors**

- Serves as the principal source of policy and political direction for the Association between Annual General Meetings.
- Approves amendments to the Constitution and By-Law which are then taken to the membership for approval at an AGM.
- Approves the annual Association budget and establishes membership and service fees.
- Selects OCSTA award recipients.
- Establishes ad-hoc work groups, as required.
- Other responsibilities as adopted by the Board of Directors.

#### **Board of Directors' Meetings**

- 6 times per year (September, December, February, April (2), and June.
- May be called by the President at others times.
- Shall be convened by the Executive Director upon direction in writing of five Directors.

#### **Committee Meetings**

- There are currently 6 Standing Committees.
- OCSTA Regional Directors are required to sit on 2 of these committees.
- Committees meet approximately 3-6 times per year.
- Ad Hoc Committees may be established, as needed.

## **Regional Directors**

- Know and understand:
  - the issues currently under discussion at OCSTA;
  - the position of OCSTA on these issues; and
  - the position of boards (within their region) on these issues.
- Know the full range of services that are available from OCSTA for trustees and administrators and encourage the maximum use of OCSTA services.
- Engage and participate in meetings and Association events.
- Seek input and views from their respective regions and bring forward issues to the Board of Directors.
- Help to build member board commitment to OCSTA through liaison activities and information sharing with other trustees and member boards.
- Keep boards and trustees in their regions aware of OCSTA issues and initiatives, sharing available reports and position papers, as appropriate.
- Enhance communication between the Boards they represent and OCSTA by:
  - providing on a regular basis to boards in their regions, a report on OCSTA Board of Directors' meetings
  - encouraging boards to respond to OCSTA issues and discussion papers.
- Ensure that OCSTA is kept informed of important issues, events and needs of boards in their region.
- Respect and protect the confidentiality of matters discussed at OCSTA board meetings.

## **Table Officers**

### The Role of the President

- Presides at all general meetings of the Association and at meetings of the Board of Directors
- Has general supervision of OCSTA's affairs
- Is an ex-officio member of all committees
- Is the official spokesperson for OCSTA

### The Role of the Vice President

- Presides at meetings of the Board of Directors in the absence of the President.
- Represents the Association in place of the President, as required.
- Any other duties, as determined by the President.

### The Role of the Past President

- Because of the immediate Past President's familiarity with Association operations and political priorities, this position fills an important role for the current President and the board.

### **Mission Statement**

*Inspired by the Gospel, OCSTA provides leadership, service, and a provincial voice for Catholic school boards in promoting and protecting Catholic education in Ontario.*



Ontario Catholic School  
Trustees' Association

## Nomination Form for OCSTA Vice President – April 2016

**Moved by:**

\_\_\_\_\_

*(print name)*

\_\_\_\_\_

*(signature)*

\_\_\_\_\_

*(board)*

**Seconded by:**

\_\_\_\_\_

*(print name)*

\_\_\_\_\_

*(signature)*

\_\_\_\_\_

*(board)*

**That:**

\_\_\_\_\_

*(print nominee's name)*

\_\_\_\_\_

*(board)*

**be nominated for the position of OCSTA Vice President for the period April 2016 to the conclusion of the 2018 AGM & Conference.**

**I,** \_\_\_\_\_ **consent to**  
*(signature of nominee)*

**stand for election to the above position.**

Deadline: April 8, 2016 – 9:00 a.m. EST

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Ontario Catholic School  
Trustees' Association

## Nomination Form for OCSTA Representative to the CCSTA Board of Directors – April 2016

**Moved by:**

\_\_\_\_\_

*(print name)*

\_\_\_\_\_

*(signature)*

\_\_\_\_\_

*(board)*

**Seconded by:**

\_\_\_\_\_

*(print name)*

\_\_\_\_\_

*(signature)*

\_\_\_\_\_

*(board)*

**That:**

\_\_\_\_\_

*(print nominee's name)*

\_\_\_\_\_

*(board)*

**be nominated for the position of OCSTA Representative to the CCSTA Board of Directors for the period April 2016 to the conclusion of the 2018 AGM & Conference.**

I, \_\_\_\_\_ consent to  
*(signature of nominee)*

**stand for election to the above position.**

Deadline: April 8, 2016 – 9:00 a.m. EST

Please submit completed form to Jane Ponte – [jponte@ocsta.on.ca](mailto:jponte@ocsta.on.ca).

*Attachment – OCSTA Board of Directors – Roles and Responsibilities*



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- Selects OCSTA award recipients.
- Establishes ad-hoc work groups, as required.
- Other responsibilities as adopted by the Board of Directors.

#### **Board of Directors' Meetings**

- 6 times per year (September, December, February, April (2), and June.
- May be called by the President at others times.
- Shall be convened by the Executive Director upon direction in writing of five Directors.

#### **Committee Meetings**

- There are currently 6 Standing Committees.
- OCSTA Regional Directors are required to sit on 2 of these committees.
- Committees meet approximately 3-6 times per year.
- Ad Hoc Committees may be established, as needed.

## **Regional Directors**

- Know and understand:
  - the issues currently under discussion at OCSTA;
  - the position of OCSTA on these issues; and
  - the position of boards (within their region) on these issues.
- Know the full range of services that are available from OCSTA for trustees and administrators and encourage the maximum use of OCSTA services.
- Engage and participate in meetings and Association events.
- Seek input and views from their respective regions and bring forward issues to the Board of Directors.
- Help to build member board commitment to OCSTA through liaison activities and information sharing with other trustees and member boards.
- Keep boards and trustees in their regions aware of OCSTA issues and initiatives, sharing available reports and position papers, as appropriate.
- Enhance communication between the Boards they represent and OCSTA by:
  - providing on a regular basis to boards in their regions, a report on OCSTA Board of Directors' meetings
  - encouraging boards to respond to OCSTA issues and discussion papers.
- Ensure that OCSTA is kept informed of important issues, events and needs of boards in their region.
- Respect and protect the confidentiality of matters discussed at OCSTA board meetings.

## **Table Officers**

### The Role of the President

- Presides at all general meetings of the Association and at meetings of the Board of Directors
- Has general supervision of OCSTA's affairs
- Is an ex-officio member of all committees
- Is the official spokesperson for OCSTA

### The Role of the Vice President

- Presides at meetings of the Board of Directors in the absence of the President.
- Represents the Association in place of the President, as required.
- Any other duties, as determined by the President.

### The Role of the Past President

- Because of the immediate Past President's familiarity with Association operations and political priorities, this position fills an important role for the current President and the board.

### **Mission Statement**

*Inspired by the Gospel, OCSTA provides leadership, service, and a provincial voice for Catholic school boards in promoting and protecting Catholic education in Ontario.*





Ontario Catholic School  
Trustees' Association

October 5, 2015

**EMAIL TO:** Trustees and Directors of Education  
– Catholic District School Boards

**FROM:** Margaret Binns, Director of Administrative Services

**RE:** **2016 OCSTA Trustee Award of Merit**

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Boards or individual trustee members are encouraged to submit nominations for the 2016 OCSTA Trustee Award of Merit. This award recognizes Catholic trustees who have rendered exceptional service to Catholic education over the years.

The recipient(s) of the Trustee Award of Merit will be honoured during the Eucharistic Celebration on Friday, April 29, at the 2016 AGM & Conference at Blue Mountain Resort.

Please see the attached guidelines and nomination forms.

**The deadline for receipt  
of nominations in the OCSTA office is  
12:00 p.m. EST, Friday, January 22, 2016.**

# 2016 OCSTA Trustee Award of Merit Guidelines

## NOMINATION ELIGIBILITY

- Only Ontario Catholic school trustees are eligible to receive this award.
- Nominations may be made by OCSTA member boards or individual trustees.
- A trustee may nominate another trustee who is not from his or her own board.
- Current members of the OCSTA Board of Directors are not eligible to receive this award.

## EVALUATION CRITERIA

This award is given to trustees who have demonstrated one or more of the following three criteria, given a weighted value in points totalling 100:

- The nominee has made a significant contribution to the Catholic education community while serving as a Catholic trustee. (50 points)
- The nominee has strong Catholic leadership qualities and gives witness to their faith commitment. (30 points)
- The nominee has served as a Catholic trustee for a significant period of time. Although this award is not a reward for long-term service, length of service may be taken into account. (20 points)

## REGULATIONS

- Nominations are reviewed at the February Board of Directors' meeting.
- The Board of Directors makes the selection from among all nominations.
- Up to three awards may be presented in any given year.

## NOMINATION FORMAT

- Nominations must be preceded by the Nomination Cover Sheet.
- The response for each of the criteria must **not** exceed one 8.5 x 11 double-spaced page or 400 words. Only information within the prescribed length will be considered.
- Within the prescribed length, please provide sufficient information about the nominee to permit the Board of Directors to make an informed choice.
- Submissions must be clearly legible.

## SUBMISSION METHOD AND DEADLINE

- Nominations may be submitted by email (to Camille Martin at [cmartin@ocsta.on.ca](mailto:cmartin@ocsta.on.ca)), mail, courier, or fax (416-932-9459).
- The deadline for the receipt of nominations in the provincial office is **12:00 p.m. EST, Friday, January 22, 2016**. The deadline is firm and will not be extended.

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

*BECOMING A CATHOLIC SCHOOL TRUSTEE (OCSTA PUBLICATION)*

# Nomination Cover Sheet

## 2016 OCSTA Trustee Award of Merit

Name of Nominee: \_\_\_\_\_

Nominated by: \_\_\_\_\_

Board: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Fax #: \_\_\_\_\_

Please provide details of the nominee's contributions to the Catholic education community that, in your opinion, exceed the community's expectations of a Catholic trustee. (50 points)

Please provide details of how this nominee's strong Catholic leadership qualities exemplify his/her faith commitment. (30 points)

The term of service will be taken into consideration. How long has the nominee served as a trustee? What positions has he/she held? (20 points)



Ontario Catholic School  
Trustees' Association

## Appointment as Proxy by Catholic School Trustee

*Extra copies may be printed as required*

I, \_\_\_\_\_ hereby appoint  
*(Please print trustee name)*

\_\_\_\_\_  
*(Please print proxy holder's name)*

of the \_\_\_\_\_  
*(Please print proxy holder's school board)*

as a proxy to attend and vote on my behalf at the Annual General Meeting to commence on Friday, April 29, 2016, at 9:00 a.m. on such business as may come before the meeting, hereby revoking any proxy previously given.

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

\_\_\_\_\_  
*(Please print name of school board)*

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

### DECLARATION OF WITNESS

I, \_\_\_\_\_ hereby certify  
*(Please print name of witness)*

that I saw \_\_\_\_\_ sign  
*(Please print trustee name)*

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

Signature: \_\_\_\_\_

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

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

**Deadline Date:** April 27, 2016 – 9:00 a.m. EST (please submit to Jane Ponte – [jponte@ocsta.on.ca](mailto:jponte@ocsta.on.ca))