



*We are a Christ-centered Catholic faith community
that celebrates diversity and fosters spiritual growth,
inspiring all to reach their full potential in mind, body and spirit.*

AGENDA AND MATERIAL

COMMITTEE OF THE WHOLE MEETING

**TUESDAY, OCTOBER 11, 2022
6:30 P.M.**

PUBLIC ACCESS LIVE STREAM LINK
<https://niagaracatholic.ca/meetings-livestream/>



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 September 13, 2022 A5
6. Consent Agenda Items -
 - 6.1 Extended Overnight Field Trip, Exchange and Excursion Committee A6.1
 - 6.2 Staff Development Department Professional Development Opportunities A6.2
 - 6.3 Capital Projects Progress Report Update A6.3
 - 6.4 In Camera Items F1 -

B. PRESENTATIONS

C. GOVERNANCE POLICIES

1. Governance Policies for Recommendation to the Board -
2. Governance Policies Prior to Vetting -
 - 2.1 Retirement and Service Recognition Celebration Policy (201.2) C2.1
 - 2.2 Volunteer Recognition Policy (800.4) C2.2
3. Governance Policy Review Schedule C3

D. COMMITTEE AND STAFF REPORTS

1. Staffing Report Update – Joe/Pat D1
2. Monthly Updates -
 - 2.1 Student Senate Update -
 - 2.2 Senior Staff Good News Update -

E. INFORMATION

1. Trustee Information

F. OTHER BUSINESS

1. General Discussion to Plan for Future Action

G. BUSINESS IN CAMERA

H. REPORT ON THE IN CAMERA SESSION

I. ADJOURNMENT

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
OCTOBER 11, 2022**

PUBLIC SESSION

**TOPIC: MINUTES OF THE COMMITTEE OF THE WHOLE
MEETING OF SEPTEMBER 13, 2022**

RECOMMENDATION

THAT the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting of September 13, 2022, as presented.



MINUTES OF THE COMMITTEE OF THE WHOLE MEETING

TUESDAY, SEPTEMBER 13, 2022

Minutes of the Meeting of the Committee of the Whole of the Niagara Catholic District School Board, held on Tuesday, September 13, 2022 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 6:30 p.m. by Vice-Chair Moody.

A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayer was led by Trustee Turner.

2. Roll Call

Vice-Chair Moody noted that Trustee Fera and Trustee Sicoli asked to be excused.

Trustee	Present	Present Electronically	Absent	Excused
Rhianon Burkholder	✓			
Kathy Burtnik	✓			
Frank Fera				✓
Larry Huibers	✓			
Daniel Moody	✓			
Leanne Prince	✓			
Dino Sicoli				✓
Paul Turner	✓			
Student Trustees				
Charlotte Johnstone	✓			
Steffen Zylstra	✓			

The following staff were in attendance:

Camillo Cipriano, Director of Education; **Lee Ann Forsyth-Sells, Kimberly Kinney, Gino Pizzoferrato, Pat Rocca**, Superintendents of Education; **Domenic Massi, Joseph Zaroda**, Associate Superintendents of Education; **Giancarlo Vetrone**, Superintendent of Business & Financial Services; **Clark Euale**, Controller of Facilities Services; **Julia Tiessen**, Senior Administrator of Human Resources **Anna Pisano**, Recording Secretary/Administrative Assistant, Corporate Services

3. **Approval of the Agenda**

Moved by Trustee Prince

THAT the Committee of the Whole approve the Agenda of the Committee of the Whole Meeting of September 13, 2022, as presented.

CARRIED

4. **Declaration of Conflict of Interest**

Declaration of Conflict of Interest was declared by Trustee Huibers with Item F1 of the In Camera Agenda. This trustee has family members who are teachers, or employees of the Board. He left the meeting during discussion of this item.

5. **Approval of Minutes of the Committee of the Whole Meeting of June 14, 2022**

Moved by Trustee Burtnik

THAT the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting of June 14, 2022, as presented.

CARRIED

6. **Consent Agenda Items**

Trustee Prince requested Item A6.2 be held. This item was moved to Committee and Staff Reports Section D3 of the agenda.

6.1 **2022-2023 Parents Reaching Out (PRO) Grants**

Presented for information.

6.2 **Annual Reports for Catholic School Councils and the Niagara Catholic Parent Involvement Committee 2021-2022**

Moved to Section D3

6.3 **Capital Projects Progress Report Update**

Presented for information.

Moved by Trustee Prince

THAT the Committee of the Whole adopt consent agenda items.

CARRIED

B. PRESENTATIONS

1. Introduction of New Student Trustee

Director Cipriano called upon Student Trustee Zylstra to introduce incoming Student Trustee Charlotte Johnstone.

Student Trustee Zylstra provided a brief bio on Student Trustee Johnstone, and noted that Student Trustee Johnstone has been appointed as the Southern Regional Representative for OSTA-AECO.

C. GOVERNANCE POLICIES

1. Governance Policies for Recommendation to the Board

1.1. Disconnect From Work Policy (NEW)

Julia Tiessen, Senior Administrator of Human Resources presented feedback received from the vetting process and highlighted recommended amendments to the Disconnect From Work Policy following the vetting process.

Following discussion, the Committee of the Whole recommended the following additional amendments:

- Paragraph 2 add “*non-emergency*”

Moved by Trustee Burtnik

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Disconnect From Work Policy, as amended.

APPROVED

2. Governance Policies Prior to Vetting

2.1. Privacy Policy (600.6)

John Forte, Privacy and Risk Advisor, presented the Privacy Policy (600.6).

The Committee of the Whole suggested the following amendments:

- No amendment

The Committee of the Whole requested that the Privacy Policy (600.6), be vetted from September 14, 2022 to October 27, 2022 with a recommended deadline for presentation to the Committee of the Whole in November, for consideration to the Board in November.

2.2. Records and Information Management Policy (600.2)

Mr. Forte presented the Records and Information Management Policy (600.2).

The Committee of the Whole suggested the following amendments:

- Revise second sentence of the first paragraph.

The Committee of the Whole requested that the Records and Information Management Policy (600.2), be vetted from September 14, 2022 to October 27, 2022 with a recommended deadline for presentation to the Committee of the Whole in November, for consideration to the Board in November.

3. **Governance Policy Review Schedule**

Director Cipriano presented the Governance Policy Review Schedule.

D. COMMITTEE AND STAFF REPORTS

1. **Director of Education and Senior Staff Introduction to the 2022-2023 School Year**

Director Cipriano and Senior Staff presented the Introduction to the 2022-2023 School Year report for Trustee information.

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

2. **Niagara Compliance Audit Committee Report**

Director Cipriano presented the Niagara Compliance Audit Committee report.

Moved by Trustee Burtnik

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board continues as a joint participant in the Niagara Compliance Audit Committee;

THAT the Committee of the Whole recommends to the Niagara Catholic District School Board the approval the updated Terms of Reference, as established and updated (*Appendix I*);

THAT the Committee of the Whole recommends to the Niagara Catholic District School Board that the Secretary of the Board be delegated the authority to appoint members to the Niagara Compliance Audit Committee.

CARRIED

3. **Consent Agenda Item A6.2**

3.1 **Annual Reports for Catholic School Councils and the Niagara Catholic Parent Involvement Committee 2021-2022**

Trustee Prince acknowledged the excellent work of Catholic School Councils.

4. **Monthly Updates**

4.1 **Student Trustees' Update**

Charlotte Johnstone, and Steffen Zylstra, Student Trustees, presented a brief verbal update on the current activities of the Student Senate.

4.2 Senior Staff Good News Update

Senior Staff highlights included:

Superintendent Rocca

- Superintendent Rocca highlighted the events of the Niagara Celebration of Nations which took place September 9-11, 2022 at the Niagara Performing Arts Center. This is a three-day Gathering of Indigenous Arts, Culture, and Tradition that showcased a wide variety of Indigenous arts and artists, including our very own students from St. Kateri Secondary School who had the opportunity to display and present their artwork honoring Indigenous athletes.

Superintendent Lee Ann Forsyth-Sells

- Superintendent Forsyth-Sells extended congratulations to Principal Ward and Vice-Principal Gambale on their successful application to President's Choice Charities. St. Anthony Catholic Elementary School has received \$10,000 to support their breakfast program.

Superintendent Kinney

- In mid-September Minister Lecce will be visiting two of our classrooms to observe teachers that are engaging in the work of the Science of Reading.

D. INFORMATION

1. Trustee Information

1.1 OCSTA 2022 Fall Regional Meeting – September 27, 2022

Director Cipriano highlighted the September 27, 2022 OCSTA 2022 Regional Meeting.

Trustees were asked to confirm their attendance with Anna Pisano.

E. OTHER BUSINESS

1. General Discussion to Plan for Future Action

F. BUSINESS IN CAMERA

Moved by Trustee Prince

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 9:14 p.m. and reconvened at 9:43 p.m.

G. REPORT ON THE IN-CAMERA SESSION

Moved by Trustee Prince

THAT the Committee of the Whole report the motions from the In Camera Session of the Committee of the Whole Meeting of September 13, 2022.

CARRIED

SECTION B: STUDENT TRUSTEES EXCLUDED

H. ADJOURNMENT

Moved by Trustee Turner

THAT the September 13, 2022 Committee of the Whole Meeting be adjourned.

CARRIED

This meeting was adjourned at 9:44 p.m.

Minutes of the Committee of the Whole Meeting of the Niagara Catholic District School Board held on **September 13, 2022.**

Approved on **October 11, 2022.**

Daniel Moody
Vice-Chair of the Board

Camillo Cipriano
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
OCTOBER 11, 2022**

PUBLIC SESSION

**TOPIC: GOVERNANCE POLICIES PRIOR TO VETTING
RETIREMENT AND SERVICE RECOGNITION CELEBRATION
POLICY (201.2)**

Prepared by: Pat Rocca, Superintendent of Education/Human Resources

Presented by: Pat Rocca, Superintendent of Education/Human Resources

Date: October 11, 2022



Niagara Catholic District School Board
**RETIREMENT & ~~AND~~ SERVICE RECOGNITION
 CELEBRATION POLICY**

STATEMENT OF GOVERNANCE POLICY

200 – Human Resources

Policy No 201.2

Adopted Date: March 24, 1998

Latest Reviewed/Revised Date: October 27, 2020

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the Board values and appreciates dedicated service by ~~its~~ **Niagara Catholic** employees and members of the clergy serving **elementary and secondary schools of the Board**.

The Retirement and Service Recognition Celebration will recognize and honour Niagara Catholic retirees, employees with 25 years of service, and in partnership with the Diocese of St. Catharines, clergy within the Roman Catholic Diocese of St. Catharines and within the jurisdiction of the Niagara Catholic District School Board celebrating 25th, 40th, or 50th anniversaries.

ELIGIBILITY

Retirees: Niagara Catholic employees who have notified Human Resources Services of their retirement from the Niagara Catholic District School Board as of August 31st of the current school year.

25 Years of Service: Niagara Catholic employees who have contributed 25 years of service in Catholic education in the Niagara Catholic District School Board as identified by Human Resources Services as of the current calendar year.

Clergy: Members of the clergy who have served within the Roman Catholic Diocese of St. Catharines and within the jurisdiction of the Niagara Catholic District School Board and have been identified through the Office of the Bishop and/or local Religious Orders as celebrating their 25th, 40th or 50th anniversary as of the current calendar year.

INVITATION TO ATTEND THE RETIREMENT AND SERVICE RECOGNITION CELEBRATION

~~Through~~ The Office of the Director of Education, will issue an invitation to attend the Retirement and Service Recognition Celebration ~~will be sent~~ to all eligible retirees, employees celebrating 25 years of service, and clergy celebrating their 25th, 40th or 50th anniversary.

The annual Retirement and Service Recognition Celebration shall be planned and organized by the Office of the Director of Education.

~~Annually, the Board will invite its partners, OECTA, CUPE, and the Diocese of St. Catharines to co-host a Retirement and Service Recognition Celebration to formally express its appreciation to:~~

- ~~1. Employees who are retiring;~~
- ~~2. Employees who have contributed 25 years of service;~~
- ~~3. Clergy who have served within the Roman Catholic Diocese of St. Catharines and the jurisdiction of the Niagara Catholic District School Board who are celebrating their 25th, 40th or 50th anniversary of service as members of the clergy.~~

Please refer to the [Administrative Operational Procedures](#) for the implementation of this Policy.

Adopted Date:	March 24, 1998
Revision History:	March 26, 2002 June 15, 2010 June 16, 2015 October 27, 2020

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
OCTOBER 11, 2022**

PUBLIC SESSION

**TOPIC: GOVERNANCE POLICIES PRIOR TO VETTING
VOLUNTEER RECOGNITION POLICY (800.4)**

Prepared by: Lee Ann Forsyth-Sells, Superintendent of Education
Presented by: Lee Ann Forsyth-Sells, Superintendent of Education
Date: October 11, 2022



Niagara Catholic District School Board
VOLUNTEER RECOGNITION POLICY
STATEMENT OF GOVERNANCE POLICY

800 – Schools and Community Councils

Policy No. 800.4

Adopted Date: April 24, 2007

Latest Reviewed/Revised Date: October 27, 2020

In keeping with the Mission, Vision and Values, of the Niagara Catholic District School Board, the Board recognizes that volunteers make a positive, meaningful and significant contribution to Niagara Catholic schools and the Board. and values the positive contribution that individuals make while volunteering in our Catholic school communities, committees and organizations.

~~With approval from the authorized administrator, Niagara Catholic volunteers undertake, without pay, assigned tasks that support and enhance the mission, vision and values of the Board.~~

Volunteers in Niagara Catholic schools support a strong Catholic identity and community that nurtures the distinctiveness of Catholic Education and advances student achievement and well-being.

Volunteers undertake, without remuneration, activities that support Catholic school communities, committees and organizations. Therefore, to recognize volunteers in Niagara Catholic schools, elementary and secondary administrators will host a Volunteer Recognition Celebration, during Catholic Education Week or National Volunteer Appreciation Week to recognize volunteers in their school communities, in consultation with their Catholic School Councils.

~~The Board recognizes that volunteers make a positive, meaningful and significant contribution to a school and/or the Board. Through their spirit of volunteerism, they help in building a strong Catholic identity and community that nurtures the distinctiveness of Catholic education and advances student achievement.~~

Please refer to the [Administrative Operational Procedures](#) for the implementation of this Policy.

Reference

- *Niagara Catholic District School Board Policies/Procedures*
 - [Volunteering in Catholic Schools \(800.9\) AOP](#)

Adopted Date:	April 24, 2007
Revision History:	April 28, 2015 October 27, 2020

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
OCTOBER 11, 2022**

PUBLIC SESSION

TOPIC: POLICY REVIEW SCHEDULE

The Policy Review
Schedule is presented for information.

Prepared by: Camillo Cipriano, Director of Education/Secretary-Treasurer
Presented by: Camillo Cipriano, Director of Education/Secretary-Treasurer
Date: October 11, 2022



GOVERNANCE POLICY REVIEW SCHEDULE

SEPTEMBER 2022 - JUNE 2023

Updated: Updated: September 13, 2022

SORTED BY COMMITTEE OF THE WHOLE MEETING DATE					
Policy Issued	Reviewed Revised	Policy #	POLICY NAME	Prior to Vetting	After Vetting
NEW	NEW	NEW	Right to Disconnect		September 2022
2017	2017	600.6	Privacy	September 2022	November 2022
1998	2018	600.2	Records and Information Management	September 2022	November 2022
1998	2020	201.2	Retirement & Service Recognition Celebration	October 2022	December 2022
2007	2020	800.4	Volunteer Recognition	October 2022	December 2022
1998	2018	100.4	Student Trustees	November 2022	January 2023
1998	2016	701.2	Pupil Accommodation Review	December 2022	February 2022
2012	2018	701.5	Bottled Water	December 2022	February 2023
2011	2018	400.6	Environmental Stewardship	January 2023	March 2023
2006	2018	201.12	Electronic Communications Systems (Employees)	February 2023	April 2023
2012	2018	201.17	Employee Code of Conduct & Ethics	March 2023	May 2023
2004	2018	100.7	Niagara Catholic Education Award of Distinction	March 2023	May 2023
2002	2022	201.7	Employee Workplace Harassment *	April 2023	June 2023
2002	2022	201.11	Employee Workplace Violence *	April 2023	June 2023
2002	2022	201.6	Occupational Health & Safety *	April 2023	June 2023

* Ministry of Labour Compliance Annual Review

SORTED BY BOARD MEETING DATE					
Policy Issued	Reviewed Revised	Policy #	POLICY NAME	BOARD MEETING DATE	
NEW	NEW	NEW	Right to Disconnect	September 2022	
2017	2017	600.6	Privacy	November 2022	
1998	2018	600.2	Records and Information Management	November 2022	
1998	2020	201.2	Retirement & Service Recognition Celebration	December 2022	
2007	2020	800.4	Volunteer Recognition	December 2022	
1998	2018	100.4	Student Trustees	January 2023	
1998	2016	701.2	Pupil Accommodation Review	February 2023	
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2006	2018	201.12	Electronic Communications Systems (Employees)	April 2023	
2012	2018	201.17	Employee Code of Conduct & Ethics	May 2023	
2004	2018	100.7	Niagara Catholic Education Award of Distinction	May 2023	
2002	2022	201.7	Employee Workplace Harassment *	June 2023	
2002	2022	201.11	Employee Workplace Violence *	June 2023	
2002	2022	201.6	Occupational Health & Safety *	June 2023	

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE MEETING
OCTOBER 11, 2022**

PUBLIC SESSION

TITLE: STAFFING REPORT UPDATE

The Staffing Report Update is presented for information.

Prepared by: Pat Rocca, Superintendent of Education
Joseph Zaroda, Associate Superintendent of Education

Presented by: Pat, Rocca, Superintendent of Education
Joseph Zaroda, Associate Superintendent of Education

Approved by: Camillo Cipriano, Director of Education/Secretary-Treasurer

Date: October 11, 2022



**REPORT TO THE COMMITTEE OF THE WHOLE
OCTOBER 11, 2022**

STAFFING REPORT UPDATE

ELEMENTARY STAFFING UPDATE

CLASS SIZE DETERMINATION REPORTING DATE

-September 15th has been selected as out Boards Reporting Date

KINDERGARTEN

Ministry Requirement	Niagara Catholic Class Size Average
Board Average of 26:1 90% below 30 Cap of 32	Board Average of 23:1 90% of classes are below 30 Cap of 32

PRIMARY DIVISION (GRADE 1-3)

Ministry Requirement	Niagara Catholic Class Size Average
90% of classes 20:1 100% of classes 23 and under	90% of classes are 20:1 and under 100% of cases are 23 and under

JUNIOR/INTERMEDIATE DIVISON (GRADE 4-8)

Ministry Requirement	Niagara Catholic Class Size Average
Board Average of 24.5:1	Board Average of 24.5:1

ELEMENTARY CLASS SIZE DISTRIBUTION (K-8)

Number of Students in class	Number of classes in System
17 or less	61
18-20	170
21-23	128
24-26	159
27-29	97
30+	24 (9 less since September 13 report)

STAFFING TIMELINES

August 26: The process for the recall of redundant teachers began.
-ALL redundant teachers have been recalled.

September 15: Joint Staffing meeting with OECTA Elementary took place to discuss school pressures and the potential need to create new classroom positions

September 15: Selected as our Class Size Determination date.

Approximately 28 Full time Equivalent positions have been put back into the system since September 1st

SECONDARY STAFFING UPDATE

SECONDARY SUMMARY OF SECTIONS AS OF OCTOBER 3, 2022

- ❖ Converted 8 LTO sections to top up part-time contract teachers
- ❖ Added 2 contract sections to Blessed Trinity and Saint Paul (increases to part-time permanent teachers)
- ❖ Added 6 contract sections (5 to saint Michael, 1-TBD)
- ❖ Added 2 e-learning contract sections (Posting Backfill from Blessed Trinity)
- ❖ Add 10 LTO sections to Semester 1

Secondary Staffing Sections:

School	Originally Allocated School Sections (not including Program)	Increased SECTIONS ALLOCATED Prior to Sept 1/22	Additional Sections Allocated as of Oct 3/22	New Total per School as of Oct 3/22
Blessed Trinity	334	0	3 contracts with e-learning	337
Denis Morris	236	13	1	250
Holy Cross	183	5	0	188
Lakeshore Catholic	205	6	2 LTO (1 LTO sem 2)	214
Notre Dame College	269	3	3 LTO	275
Saint Francis	161	2	0	163
Saint Michael	298	11	5 contracts 3 LTO	317
Saint Paul	179	7	1 contract 1 LTO	188
Totals	1865	47**	20	1932

**33 sections from SSF funds, coverage for success which was 4 sections, 3 sections for e-learning and 3 sections for DM re: special education and 4 sections were centrally allocated.

Increase in Part Time Contracts:

School	Previous FTE	Current FTE
Blessed Trinity	0.83	1.0
Blessed Trinity	0.50	1.0
Blessed Trinity	0.50	1.0
Holy Cross	0.67	1.0
Holy Cross	0.33	1.0
Notre Dame	0.83	1.0
Notre Dame	0.83	1.0
Saint Michael	0.83	1.0
Saint Paul	0.83	1.0
Saint Paul	0.50	0.67
		18 Sections

The Staffing Report Update is presented for information.

Prepared by: Pat Rocca, Superintendent of Education
Joseph Zaroda, Associate Superintendent of Education

Presented by: Pat Rocca, Superintendent of Education
Joseph Zaroda, Associate Superintendent of Education

Approved by: Camillo Cipriano, Director of Education/Secretary-Treasurer

Date: October 11, 2022