

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
OCTOBER 24, 2023**

PUBLIC SESSION

**TOPIC: UNAPPROVED MINUTES OF THE COMMITTEE OF THE
WHOLE MEETING OF OCTOBER 10, 2023**

RECOMMENDATION

THAT the Niagara Catholic District School Board receive the unapproved Minutes of the Committee of the Whole Meeting of October 10, 2023, as presented.

The following recommendations are being presented for the Board's consideration from the Committee of the Whole Meeting of October 10, 2023:

7.1.1 Board By-Laws Policy (100.1)

THAT the Niagara Catholic District School Board approve the Board By-Laws Policy (100.1), as presented.

7.1.2 Trustee Electronic Meetings (Board and Committees) Policy (100.8)

THAT the Niagara Catholic District School Board approve the Trustee Electronic Meetings (Board and Committees) Policy (100.8), as presented.

7.1.3 Letter to Minister Lecce

THAT the Niagara Catholic District School Board approve the Letter to Minister Lecce, as presented.

7.1.4 Letter to Ministers Lecce and Parsa

THAT the Niagara Catholic District School Board approve the Letter to Ministers Lecce and Parsa, as presented.



MINUTES OF THE COMMITTEE OF THE WHOLE MEETING TUESDAY, OCTOBER 10, 2023

Minutes of the Meeting of the Committee of the Whole of the Niagara Catholic District School Board, held on Tuesday, October 10, 2023 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 Burkholder.

A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayer was led by Trustee Burkholder

2. Roll Call

Vice-Chair Burkholder noted that Trustee Benoit asked to be excused.

Vice-Chair Burkholder noted that Trustee Huibers joined electronically.

Trustee	Present	Present Electronically	Absent	Excused
Natalia Benoit				✓
Joseph Bruzzese	✓			
Rhianon Burkholder	✓			
Danny Di Lorenzo	✓			
Larry Huibers		✓		
Doug Joyner	✓			
Jim Marino	✓			
Paul Turner	✓			
Student Trustees				
Charlotte Johnstone	✓			
Emilio Geremia	✓			

The following staff were in attendance:

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

3. Approval of the Agenda

Moved by Trustee Turner

THAT the Committee of the Whole approve the Agenda of the Committee of the Whole Meeting of October 10, 2023, as presented.

CARRIED

4. Declaration of Conflict of Interest

No Declaration of Conflict of Interest was declared with any items on the Agenda.

5. Approval of Minutes of the Committee of the Whole Meeting of September 12, 2023

Moved by Trustee

THAT the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting of September 12, 2023, as presented.

CARRIED

6. Consent Agenda Items

Trustee Burkholder requested Item 6.1 be held. This item was moved to Committee and Staff Reports Section C of the agenda.

6.1 Annual Reports for Catholic School Councils & NCPIC 2022-2023

Moved to Section C

6.2 The Ministry's Advisory Council on Special Education Community Collaboration Form

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the submission of the attached Community Collaboration Form to the Chair of the Eastern Ontario Catholic District School Board for sharing with the Minister's Advisory Council on Special Education.

6.3 Extended Overnight Field Trip, Excursion and Exchange Committee

Presented for information.

6.4 Staff Development Department Professional Development Opportunities

Presented for information.

6.5 Capital Projects Progress Report Update

Presented for information.

Moved by Trustee Joyner

THAT the Committee of the Whole adopt consent agenda items.

CARRIED

B. PRESENTATIONS

C. GOVERNANCE POLICIES

Consent Agenda Item 6.1 Annual Reports for Catholic School Councils & NCPIC 2022-2023

Director Cipriano and Superintendent Forsyth-Sells answered questions of Trustees.

1. Governance Policies for Recommendation to the Board

1.1. Board By-Laws Policy (100.1)

Director Cipriano presented feedback received from the vetting process and highlighted recommended amendments to the Board By-Laws Policy (100.1), following the vetting process.

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

- Page 5, Item 6 Section ii – add “*review and assist with the preparation of the agendas for Committee of the Whole and Board meetings, in consultation with the Director of Education and the Chair of the Board*”

Moved by Trustee Joyner

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Board By-Laws Policy (100.1), as amended.

APPROVED

1.2. Trustee Electronic Meetings (Board and Committees) Policy (100.8)

Director Cipriano presented feedback received from the vetting process and highlighted recommended amendments to the Trustee Electronic Meetings (Board and Committees) Policy (100.8), following the vetting process.

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

- No amendment

Moved by Trustee Turner

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Trustee Electronic Meetings (Board and Committees) Policy (100.8), as presented.

APPROVED

2. Governance Policies Prior to Vetting

2.1. Safe Schools Policy (302.6)

Domenic Massi, Superintendent of Education, presented the Safe Schools Policy (302.6).

The Committee of the Whole suggested the following amendments:

- The committee requested that moving forward all policies add a connection or passage of our faith that reflects the content of the policy if applicable.

The Committee of the Whole requested that the Safe Schools Policy (302.6), be vetted from October 11, 2023 to December 13, 2023 with a recommended deadline for presentation to the Committee of the Whole in January, for consideration to the Board in January.

2.2. Dress Code – Secondary Uniform – Safe Schools Policy (302.6.6)

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

The Committee of the Whole suggested the following amendments:

- Add a connection or passage of our faith that reflects the content of the policy if applicable.

The Committee of the Whole requested that the Dress Code – Secondary Uniform – Safe Schools Policy (302.6.6), be vetted from October 11, 2023 to December 13, 2023 with a recommended deadline for presentation to the Committee of the Whole in January, for consideration to the Board in January.

2.3. Corporate Cards, Purchasing Cards and Petty Cash Policy (600.4)

Giancarlo Vetrone, Superintendent of Business & Financial Services, presented the Corporate Cards, Purchasing Cards and Petty Cash Policy (600.4).

The Committee of the Whole suggested the following amendments:

- Add a connection or passage of our faith that reflects the content of the policy if applicable.

The Committee of the Whole requested that the Corporate Cards, Purchasing Cards and Petty Cash Policy (600.4), be vetted from October 11, 2023 to December 13, 2023 with a recommended deadline for presentation to the Committee of the Whole in January, for consideration to the Board in January.

3. Governance Policy Review Schedule

Vice-Chair Burkholder presented the Governance Policy Review Schedule.

D. COMMITTEE AND STAFF REPORTS

1. Draft Letters to Minister Lecce

Director Cipriano highlighted the letters addressed to Minister Lecce.

Following discussion, it was recommended that the letter regarding rising food insecurity be addressed to both Minister Parsa and Minister Lecce and that the letter be revised and brought back to the October Board meeting for approval.

Following discussion, it was recommended that both letters be endorsed by the Student Trustees as well as the Chair of the Board.

Moved by Trustee Di Lorenzo

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Draft Letter regarding the rising mental health crisis addressed to Minister Lecce, as amended.

CARRIED

2. Draft Letter to Bishop Bergie and Fr. Paul MacNeil

Director Cipriano highlighted the letters addressed to Bishop Bergie and Fr. Paul MacNeil.

Moved by Trustee Turner

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Draft Letter addressed to Bishop Bergie and Fr. Paul MacNeil, as presented.

CARRIED

3. Capital Priorities Program Submissions 2023-2024

Clark Euale, Controller of Facilities Services provided background information on the Capital Priorities Program Submissions, and introduced Alexandria Pasquini-Smith, Administrator of Planning and Properties Submissions for 2023-2024.

Controller Euale and Ms. Pasquini-Smith answered questions of Trustees.

4. Monthly Updates

4.1 Student Trustees' Update

Charlotte Johnstone, and Emilio Geremia, 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

- On Thursday, September 28th, CBC Journalist Beattie visited our Saint Kateri Tekakwitha Centre to do an interview on Niagara Catholic's Elementary and Secondary Soaring Eagles Program. The visit included an interview with our

Indigenous Lead Gary Parker and Principal John Belcastro who discussed the value and importance of this program.

- The Truth and Reconciliation Walk held on September 29th was well represented by Niagara Catholic District School Board including Senior staff, administration and our Niagara Catholic Secondary schools.

Director Cipriano

- Two communication pieces have been created through the communication department and human resources department. One for our families called *Niagara Catholic Chronicle*, and one for our staff called *Niagara Catholic CommUNITY*.

E. INFORMATION

1. Trustee Information

1.1 OCSTA 2024 Catholic Trustees Seminar – January 19-20, 2024

Vice-Chair Burkholder highlighted the OCSTA 2024 Catholic Trustees Seminar being held on January 19-20, 2024.

Trustees were asked to confirm their attendance with Anna Pisano.

F. OTHER BUSINESS

1. General Discussion to Plan for Future Action

- 1.1 The 2nd PD Session with Dr. Sinclair is planned for December 5, 2023 at 4:15 prior to the 6:00 pm Organizational Board meeting and the 6:30 Committee of the Whole meeting.

G. BUSINESS IN CAMERA

Nil

H. REPORT ON THE IN-CAMERA SESSION

I. ADJOURNMENT

Moved by Trustee Marino

THAT the October 10, 2023 Committee of the Whole Meeting be adjourned.

CARRIED

This meeting was adjourned at 8:07 p.m.

Minutes of the Committee of the Whole Meeting of the Niagara Catholic District School Board held on **October 10, 2023.**

Approved on **November 14, 2024.**

Rhianon Burkholder
Vice-Chair of the Board

Camillo Cipriano
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
OCTOBER 24, 2023**

PUBLIC SESSION

TOPIC: BOARD BY-LAWS POLICY (100.1)

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Board By-Laws Policy (100.1), as presented.

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

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

Recommended by: Committee of the Whole

Date: October 24, 2023



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BOARD BY-LAWS

Pursuant to the provisions of the *Education Act* and its Regulations, the By-Laws of the Niagara Catholic District School Board shall regulate the powers and responsibilities of the Board, its officers and committees, and shall be observed for the procedure and dispatch of business at the meetings of the Board and its committees.

The By-Laws of the Niagara Catholic District School Board shall be approved by the Board and reviewed bi-annually as directed by the Board or recommended by the Director of Education/Secretary-Treasurer.

Definitions used in these By-Laws and not otherwise defined in the text shall have the meanings set out in the attached Definitions Schedule.

BOARD ORGANIZATION

The administrative organization of Niagara Catholic District School Board shall be subject to periodic review to ensure that it is designed to meet the needs of the school system.

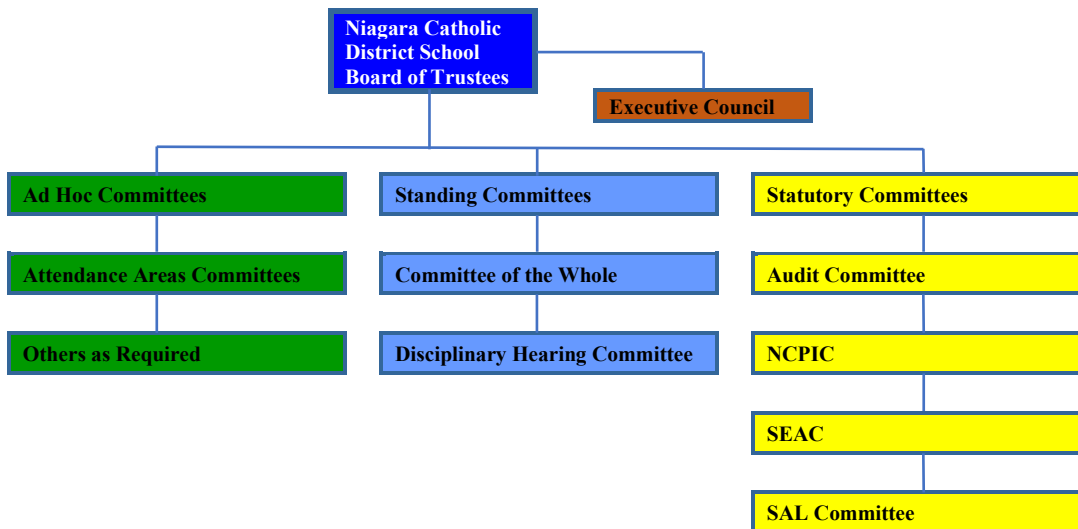
1. NAME AND JURISDICTION OF THE BOARD

The name of the Board shall be “Niagara Catholic District School Board” and it shall have jurisdiction as is provided by the *Education Act* and Regulations.

2. MISSION STATEMENT

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

3. ORGANIZATION CHART



4. STRUCTURE OF THE BOARD

The Structure of the Board, its Sections and its Committees will be set up according to the Organization Chart in Section 3 and the following description.

i. Board of Trustees

The Board shall be composed of all eight (8) Trustees and the two (2) Student Trustees and shall perform duties in accordance with the *Education Act* and its Regulations, Board By-Laws and Governance Policies.

ii. Executive Council

The Executive Council shall be composed of the Chair of the Board, the Vice-Chair of the Board and the Director of Education/Secretary-Treasurer. It shall review and assist with the preparation of the agendas for Committee of the Whole and Board meetings.

iii. Committees

The Board is required by the *Education Act* to have the following Statutory Committees:

- Audit Committee
- Niagara Catholic Parent Involvement Committee (NCPIC)
- Special Education Advisory Committee (SEAC)
- Supervised Alternative Learning Committee (SAL)

In addition the Board has the following standing committees:

- Committee of the Whole
- Disciplinary Hearing Committee

The Board may also put in place other committees as required from time to time.

iv. Terms of Reference

Audit Committee

The Audit Committee is a statutory Committee of the Board established annually. The composition and role of the Audit Committee is outlined in the *Education Act* and its Regulations and in particular O. Reg 361/10 – *Audit Committee*.

The Audit Committee assists the Board in fulfilling its duties related to financial governance and oversight. The duties of the Audit Committee fall under the following key areas: the financial reporting process, internal control framework, risk management practices, performance and function of the Board's internal and external auditors and the Board's compliance with its obligations under legislation.

The Audit Committee shall meet at least three (3) times in each fiscal year, plus Ad Hoc meetings as the Chair considers advisable and shall be governed in accordance with section 11 of O. Reg 361/10. At the first meeting of the Audit Committee in each fiscal year, the members of the committee shall elect the Chair of the committee for the fiscal year of the Board from among the members appointed to the committee. If at any meeting of the Audit Committee the Chair is not present, the members present may elect a Chair for that meeting.

The Committee is made up of three (3) trustees and two (2) who are not members of the Board, all as approved by the Chair, Vice-Chair and the Director of Education.

Niagara Catholic Parent Involvement Committee (NCPIC)

The Niagara Catholic Parent Involvement Committee is a statutory Committee of the Board established annually, but prior to November 15th of the school year and before the first meeting of the committee in the school year. The composition and role of the Parent Involvement Committee is outlined in the *Education Act* and its Regulations and in particular O. Reg 612/00 - *School Councils And Parent Involvement Committees*.

The purpose of the Niagara Catholic Parent Involvement Committee (NCPIC) is to support, encourage and enhance parent engagement at the Board level in order to improve student achievement and well-being. The NCPIC provides information and advice on parent engagement to the Board; communicates with and supports Catholic School Councils of the Board; and undertakes activities to help parents of pupils of the Board support their children's learning at home and at school.

The NCPIC is comprised of the number of parent members the Board determines appropriate; the Director of Education/Designate; two (2) members of the Board appointed by the Board and the number of community representatives, specified in the By-Laws of the NCPIC. Subject to the By-Laws of the NCPIC, the Board may appoint one (1) elementary principal, one (1) secondary principal, one (1) elementary teacher other than a principal or vice-principal, one (1) secondary teacher other than a principal or vice-principal and one (1) person employed by the Board, other than a principal, vice-principal or teacher.

The NCPIC shall meet at least four (4) times in each school year and shall be governed in accordance with s. 40 of O. Reg 612/00.

Special Education Advisory Committee (SEAC)

The Special Education Advisory Committee is a statutory Committee of the Board established annually. The Special Education Advisory Committee will be responsible to the Board for examining, reviewing and making recommendations, as appropriate, relative to the provision of special education programs and services. The composition and role of the Special Education Advisory Committee is outlined in the *Education Act* and its Regulations and in particular O. Reg 464/97, *Special Education Advisory Committees*.

Supervised Alternative Learning (SAL)

The Supervised Alternative Learning for Excused Pupils Committee is a statutory Committee of the Board established annually. The composition and role of the Supervised Alternative Learning for Excused Pupils Committee is outlined in the *Education Act* and its Regulations and in particular O. Reg 374/10 - *Supervised Alternative Learning And Other Excusals From Attendance At School*.

5. OFFICERS OF THE BOARD

The Officers of the Board shall consist of the Chair, the Vice-Chair of the Board who are elected trustees, and the Director of Education/Secretary-Treasurer, who is the Chief Executive Officer. They shall have such duties as are assigned to them by the *Education Act* and its Regulations, Board By-Laws and Governance Policies.

6. DUTIES OF BOARD OFFICIALS

i. Trustees of the Board

In accordance with the *Education Act* and its Regulations, trustees, in addition to other duties under the *Education Act* and its Regulations, Board By-Laws and Governance Policies, are required to;

- (a) act in the best interest of publicly funded Catholic Education;
- (b) carry out their responsibilities in a manner that assists the Board in fulfilling its duties under the *Education Act*, the Regulations and the guidelines issued under the Act, Board By-Laws and Board Governance Policies;
- (c) attend and participate in meetings of the Board, including meetings of Board committees of which they are members;
- (d) consult with parents, students and supporters of the Board on the Boards Multi-Year Strategic Plan;
- (e) bring concerns of parents, students and supporters of the Board to the attention of the Board;
- (e) uphold the implementation of any Board resolution after it is passed by the Board;
- (f) entrust the day to day management of the Board to its staff through the Director of Education;
- (g) promote student achievement and well-being;
- (h) ensure effective stewardship of the Board's resources;
- (i) develop, monitor and evaluate the effectiveness of Governance Policies;
- (j) develop and annually review the Board Multi-Year Strategic plan;
- (k) comply with the Board Code of Conduct Policy as addressed in Section 21 of these By-Laws.

ii. Chair of the Board

In accordance with the *Education Act* and its Regulations, the Chair of the Board, in addition to other duties under the *Education Act* and its Regulations, Boards By-Laws and Governance Policies, is required to;

- (a) act in the best interest of publicly funded Catholic Education;
- (b) preside over meetings of the Board;
- (c) conduct the meetings in accordance with the Boards procedures and practices for the conduct of Board meetings;
- (d) establish agendas for Committee of the Whole and Board Meetings, in consultation with the Director of Education or the Supervisory Officer acting as the Boards Director of Education;
- (e) ensure that members of the Board have the information needed for informed discussion of the agenda items;
- (f) with the Director of Education, act as spokesperson to the public on behalf of the Board, unless otherwise determined by the Board;
- (g) convey the decisions of the Board to the Director of Education or the Supervisory Officer acting as the Director of Education;
- (h) provide leadership to the Board in maintaining the Board's focus on the Multi-Year Strategic Plan;
- (i) provide leadership to the Board in maintaining the Board's focus on the Boards Mission, Vision and Values;
- (j) serve as an Ad Hoc member of any Board committee;
- (k) be an official signing officer of the Board;
- (l) assume such other responsibilities as may be specified by the Board; and
- (m) perform such duties as are related to their position as a trustee.

ii. **Vice-Chair of the Board**

In accordance with the *Education Act* and its Regulations, the Vice-Chair of the Board, in addition to other duties under the *Education Act* and its Regulations, Boards By-Laws and Governance Policies, is required to;

- (a) act in the best interest of publicly funded Catholic Education;
- (b) act in place of the Board Chair when absent and fulfill the duties of the Chair of the Board
- (c) chair Committee of the Whole and Board Meetings;
- (d) review and assist with the preparation of the agendas for Committee of the Whole and Board meetings, in consultation with the Director of Education and the Chair of the Board;
- (e) perform such duties as determined by the Board or by the Chair;
- (f) perform such duties as are related to their position as a trustee; and
- (g) be an official signing officer of the Board and shall assume all responsibilities and duties of the Chair in the event that the Chair is absent or incapacitated for a period exceeding forty-eight (48) hours.

iii. **Director of Education – Chief Executive Officer**

The Director of Education is the Chief Education Officer and the Chief Executive Officer (CEO) of the Board. The Chief Executive Officer of a Board shall ensure that Board staff comply with the duties under the *Education Act* and its Regulations, Board By-Laws and Governance Policies established by the Board and shall develop and maintain an effective organization and programs required to implement the *Education Act* and its Regulations, Board By-Laws, Governance Policies and Administrative Operational Procedures.

In accordance with the *Education Act* and its Regulations, the Director of Education, in addition to other duties under the *Education Act* and its Regulations, Board By-Laws and Governance Policies, is required to;

- (a) act in the best interest of publicly funded Catholic Education;
- (b) oversee the day to day management of the Board through Board staff;
- (c) annually review with the Board the Multi-Year Strategic Plan;
- (d) ensure that the Multi-Year Strategic Plan establishes the Board's priorities and identifies specific measures and resources that will be applied in achieving the priorities and in carrying out its duties under the *Education Act*, in particular, its responsibility for student achievement;
- (e) implement and monitor the implementation of the Multi-Year Strategic Plan; and other reports as required as CEO of the Board or as determined by Executive Council or by Board motion to provide the Board with information to fulfill their duties as trustees and as CEO of the Board;
- (f) report periodically to the Board on the implementation of the Multi-Year Strategic Plan and other reports as required as CEO of the Board and as determined by Executive Council or by Board motion to provide the Board with information to fulfill their duties as trustees and as CEO of the Board;
- (g) act as Secretary to the Board;
- (h) immediately upon discovery, bring to the attention of the Board any act or omission by the Board that in the opinion of the Director of Education may result in or has resulted in a contravention of the *Education Act* or any policy, guideline or regulation made under the *Education Act*; and
- (i) advise the Deputy Minister of Education if the Board does not respond in a satisfactory manner to an act or omission brought to its attention under clause (h).

iv. **Board Officers**

The duties of Board Officers shall be as outlined in the *Education Act* and its Regulations and in the job description and Terms and Conditions approved by the Board from time to time.

7. INAUGURAL MEETING OF THE BOARD

i. The Board shall hold its Inaugural Meeting not later than seven days after the day on which the term of office of the board commences on such date and at such time and place as the Board determines and, failing such determination, at 8 p.m. at the head office of the Board on the first Wednesday following the commencement of the term of office. Notwithstanding the foregoing, on the petition of a majority of the members of a newly elected or appointed Board, the appropriate supervisory officer may provide for calling the first meeting of the Board at some other time and date.

ii. The Agenda for the Inaugural Meeting of the Board will be:

A. ROUTINE MATTERS

1. Meeting Called to Order – (*Director of Education or Designate*)
2. Land Acknowledgement
3. Opening Prayer (*Bishop of St. Catharines or Designate*)
4. Roll Call
5. Declaration of Conflict of Interest
6. Returns of Election – (*Director of Education*)
7. Declaration of Office and Oath of Allegiance (*Director of Education or Designate*)
8. Election of Chair and Vice-Chair
9. Chair’s Remarks
10. Vice-Chair’s Remarks
11. Appointment of Board Auditors
12. Board Committees

B. MOMENT OF SILENT REFLECTION

C. ADJOURNMENT

iii. At the Inaugural Meeting following a municipal election, the Director of Education shall read the returns of the election to the Board as certified to them by the municipal clerks and may request that a Judge attend the Inaugural Meeting to take the Declaration and the Oath of Allegiance as set out in the *Education Act*.

iv. At the Inaugural Meeting following a municipal election, every person elected to the Board shall make and sign the Declaration and the Oath of Allegiance before the Director of Education/Secretary-Treasurer of the Board or before any person authorized to administer an oath unless such requirement was fulfilled prior to the organizational meeting.

v. **Election of Chair & Vice-Chair**

- (a) The members shall elect one of themselves to be Chair at the Inaugural Meeting and at the first meeting after a vacancy occurs in the office of Chair.
- (b) The Director of Education shall name the scrutineers appointed for the election of the Chair and Vice-Chair.
- (c) The election of the Chair shall be by nomination and vote by ballot. The candidate

receiving a clear majority of votes cast by all members present shall be elected but the count shall not be declared. Should no candidate receive a clear majority of votes cast, the candidate receiving the least number of votes shall be dropped and balloting shall be continued in this manner until a majority of ballots cast shall be in favour of one (1) person or an equality of votes results in a tie, in which case one (1) further ballot shall be held. If an equality of votes shall result again, the candidates shall draw lots (straws) to fill the position. The drawing of lots shall be done in alphabetical order and the person who draws the longest straw shall be elected.

- (d) The person elected Chair shall be Chair until the next organizational meeting and shall at once take the chair and preside over the election of Vice-Chair (in the manner set out with respect to the election of the Chair in section (v (c) above) and the further conduct of the meeting. The Chair has the right to vote as any other trustee for the position of Vice-Chair. The person elected Vice-Chair shall be Vice-Chair until the next organizational meeting of the Board.
- (e) Ballots - The scrutineers shall be instructed by resolution to destroy the ballots.

8. ANNUAL ORGANIZATIONAL MEETING OF THE BOARD

- i. Excluding the Inaugural Meeting of the Board, annually, the first Tuesday of December will be designated as the Annual Organizational Meeting unless otherwise determined by the Board.
- ii. At such meeting, at the appointed time, the Director of Education who is the Chief Executive Officer (CEO) or in their absence a person designated by a two-thirds (2/3) majority of the trustees present at the meeting shall preside until the election of the Chair.
- ii. **The Agenda for the Annual Organizational Meeting of the Board will be:**

A. ROUTINE MATTERS

- 1. Meeting Called to Order (*Director of Education or Designate*)
- 2. Land Acknowledgement
- 3. Opening Prayer and Comments (*Bishop of St. Catharines or Designate*)
- 4. Roll Call
- 5. Approval of Agenda
- 6. Declaration of Conflict of Interest
- 7. Election Procedures
- 8. Election of Chair
- 9. Election of Vice-Chair
- 10. Chair's Remarks
- 11. Vice-Chair's Remarks

B. COMMITTEE AND STAFF REPORTS

- 1. Board Committees

C. MOMENT OF SILENT REFLECTION FOR LIFE

D. ADJOURNMENT

- iii. **Election of Chair & Vice-Chair**

- (a) The members shall elect one of themselves to be Chair at the Annual Organizational Meeting.

- (b) The Director of Education/CEO shall name the scrutineers appointed for the election of the Chair and Vice-Chair.
- (c) The election of the Chair shall be by nomination and vote by ballot. The candidate receiving a clear majority of votes cast by all members present shall be elected but the count shall not be declared. Should no candidate receive a clear majority of votes cast, the candidate receiving the least number of votes shall be dropped and balloting shall be continued in this manner until a majority of ballots cast shall be in favour of one (1) person or an equality of votes results in a tie, in which case one (1) further ballot shall be held. If an equality of votes shall result again, the candidates shall draw lots (straws) to fill the position. The drawing of lots shall be done in alphabetical order and the person who draws the longest straw shall be elected.
- (d) The person elected Chair shall be Chair until the next organizational meeting and shall at once take the chair and preside over the election of Vice-Chair (in the manner set out with respect to the election of the Chair in section (iii. (c) above) and the further conduct of the meeting. The Chair has the right to vote as any other trustee for the position of Vice-Chair. The person elected Vice-Chair shall be Vice-Chair until the next organizational meeting of the Board.
- (e) Ballots - The scrutineers shall be instructed by resolution to destroy the ballots.

9. REGULAR MEETINGS OF THE COMMITTEE OF THE WHOLE AND BOARD

i. Schedule of Meetings

All regular Committee of the Whole and Board Meetings will be communicated publicly before the start of the school year. With some exceptions, regular meetings of the Committee of the Whole shall be held on the second Tuesday of the month, except July and August when there shall be no meetings. With some exceptions, the Board Meeting shall be held on the fourth Tuesday of the month, except July and August when there shall be no meetings, unless otherwise decided by the Board or the Director of Education, in consultation with the Chair of the Board. In the event of a change to the posted schedule of meetings, the change will be publicly communicated through the Board's communication process.

ii. Agenda Distribution

A copy of the agenda for regular meetings of the Committee of the Whole and the Board shall be transmitted electronically to Trustees and to Senior Administrative Council through the Director of Education/Secretary-Treasurer of the Board at least two (2) clear days, including Saturday and Sunday, before the time of the meeting.

To the extent possible, agendas with background material will be posted on the Board's website the day before the regular scheduled meetings.

Hard copies of the agenda will also be available for the public in attendance at meetings. Portions of the agenda dealing with In-Camera items shall be distributed only to Board members and if applicable to Supervisory Officers.

iii. Physical Presence

The Chair or designate, the Vice-Chair or designate and the Director of Education/Secretary to the Board or designate must be physically present at all public (open) and in-camera (closed)

sessions of the Board Meeting in the Board Room or at a site otherwise determined by the Board.

The Chair or designate, the Director of Education or designate and at least one (1) other Trustee must be physically present at all public (open) and in-camera (closed) sessions of an electronic meeting of the Board Meeting in the Board Room or at a site otherwise determined by the Board. All Trustees must be physically present for at least three (3) public (open) meetings of the Board for any 12 month period beginning November 15th.

iv. Amendment of Agenda

The agenda may be amended at the opening of the meeting with the consent of the majority of the trustees present at the meeting.

v. Trustee Absences and Attendances at Meetings

Trustees are expected to attend all Board meetings and all meetings of Board committees of which they are members, either physically or through electronic means. A member of the Board who participates in a meeting through electronic means in compliance with. Reg 463/97 – *Electronic Meetings and Meeting Attendance*, is considered to be present at the meeting. (Reference Board Policy: 100.8 – Electronic Meetings Board and Committees)

A trustee who is unable to attend a scheduled Board meeting must request that the Board excuse them at that Board meeting, by so requesting through the Director of Education/Secretary-Treasurer of the Board. Trustees excused from a Board meeting will be marked as excused in the official minutes of the Board.

A trustee, who, prior to the adjournment of a meeting, have excused themselves or depart at any time during a Board meeting for the remainder of the meeting, will have the time of departure noted in the official minutes of the Board.

Trustees who are not excused from attendance at a Committee of the Board or a Board meeting or fail to notify the Director of Education/Secretary-Treasurer of the Board or designate if unable to attend a Committee of the Board or Board meeting will be marked as absent in the official minutes of the Committee of the Board or Board meeting.

Subject to any exemptions identified in O. Reg 463/97, a trustee must be physically present in the meeting room of the Board for at least three regular meetings of the Board during each 12-month period. A trustee will lose his or her seat for being absent for three (3) consecutive meetings of the Board, including special meetings of the Board, without being authorized as entered in the minutes.

Trustees are required to notify the Director of Education/Secretary-Treasurer of the Board if unable to attend a Committee of the Whole or a Board meeting.

vi. Closing Hour of Meeting

The Board and all its committees shall not remain in session later than 9:30 p.m. unless a time is otherwise determined by a 2/3 majority of the trustees present at the time such determination is made.

vii. Presiding Officer

In the absence of the Chair, the Vice-Chair shall preside. In the absence of both the Chair and the Vice-Chair, the Director of Education/Secretary-Treasurer of the Board shall call the meeting to order and if there is quorum the Director of Education/Secretary-Treasurer shall

request that the trustees present at the meeting appoint a Chair for the meeting by a vote of the trustees present at the meeting. In the case of an equality of votes at the election of a Chair, the candidates shall draw lots to fill the position of Chair.

In the absence of the Vice-Chair, the Chair will select the Vice-Chair to preside with the Chair.

In the absence of the Director of Education/Secretary-Treasurer from any meeting, the Chair or other member presiding may appoint any member or other person to act as secretary for that meeting.

10. SPECIAL MEETINGS OF THE BOARD

Special meetings of the Board shall be held by order of the Board, on the written request of three (3) trustees, to the Chair or the Director of Education, on the call of the Chair, or at the request of the Director of Education. The trustees shall be given a twenty-four (24) hour notice for special meetings except in emergency situations. Such meetings shall be called for specific reasons. Such subjects shall be stated in the notice calling the meeting. Notwithstanding any other provisions to the Boards By-Laws, no other business shall be considered at a special meeting other than the subjects stated in the notice.

11. ELECTRONIC MEETINGS OF THE BOARD

The Chair or designate, the Director of Education or designate and at least one (1) other trustee must be physically present at all public (open) and in-camera (closed) sessions of an electronic meeting of the Board in the Board Room or at a site otherwise determined by the Board.

At the request of a trustee or student trustee to join any meeting electronically, the Board shall provide the appropriate technology to ensure that two way communication is available for trustee participation in the meeting. A written request to join electronically shall be made to the Director of Education a minimum of forty-eight (48) hours (excluding weekends or holidays and Special Board meetings) prior to the date of the meeting. At the discretion of the Chair, failure to notify the Director within the minimum timeframe may result in the Trustee being marked as an unexcused absence. However, all trustees must be physically present for at least three (3) public (open) meetings of the Board for any 12 month period beginning November 15th.

Subject to any condition or limitations provided for under the *Education Act* or its Regulations, a member of the Board who participates in the full Committee of the Whole meeting, Board meeting or Committee meeting through electronic means shall be deemed to be present at the said meeting for the purposes of every *Act* and shall be recorded as being in attendance, electronically, in the minutes of the meeting. (Reference Board Policy: 100.8 – Electronic Meetings (Board and Committees).

A trustee or student trustee will be entitled to vote on any matter on which they are eligible to vote.

12. QUORUM

- i. At all meetings of the Board, the presence of a majority of all trustees constituting the Board shall be necessary to form a quorum.
- ii. At meetings of all Committees of the Board the presence of a majority of all trustees constituting the committee shall be necessary to form a quorum.

- iii. Trustee attendance at Board and Committee meetings and notification of absence is dealt with under Trustee Absence and Attendance at Meetings within these By-Laws (Section 9 Sub v).
- iv. Where required, alternates to Board Committees will be determined at the time of selection to Board Committees, recorded in the minutes and posted on the Board Committee Membership Form. Alternates have all rights and privileges as the appointed trustee.
- v. Only Board approved alternates may represent the Board on Board Committees and participate on Board committees.
- vi. Unless there is a quorum present within thirty (30) minutes after the time appointed for the start of the meeting, the Director of Education/Secretary-Treasurer of the Board or Chair of the Board Committee shall record the names of those present, the time of adjournment, and the Board and its Committees shall stand adjourned.
- vii. Board appointed ex-officio members of committees are not to be considered in the count for a quorum but, if present, have the right to vote.

13. RIGHT OF THE PRESIDING OFFICER TO VOTE

The presiding officer, except where he or she is the Chief Executive Officer and is not a trustee, may vote only once with the other members of the Board upon all motions, and any motion on which there is an equality of votes is lost. The presiding officer shall be recorded as voting yea, nay or abstaining on a recorded vote.

14. ACCESS TO MEETING

- i. The meetings of the Board, and meetings of committees of the Board, including the Committee of the Whole, shall be held on regular meeting dates, and shall be open to the public, except when the subject matter under consideration involves:
 - (a) the security of the property of the Board;
 - (b) the disclosure of intimate, personal or financial information in respect of a member of the Board or committee, an employee or prospective employee of the Board or a pupil or their parent or guardian;
 - (c) the acquisition or disposal of a school site;
 - (d) decisions in respect of negotiations with employees of the Board;
 - (e) litigation or possible litigation affecting the Board; or
 - (f) an ongoing investigation under the *Ombudsman Act* respecting the Board.
- ii. To the extent possible all public meetings will be live streamed and accessible to the public during the meeting. All in-camera meetings may also be recorded but not accessible to the public unless challenged by the Ombudsman.
- iii. The presiding officer shall expel or exclude from any meeting any person(s) who is demonstrating improper conduct at the meeting.

15. ACCESS TO RECORDS

Any person may, at all reasonable hours, at the head office of the Board (Catholic Education Centre, 427 Rice Road, Welland, Ontario), inspect the minute book, the audited annual financial report and the current accounts of the Board and, upon written request of any person and upon the payment to the Board at the rate in compliance with legislation or at such lower rate as the Board

may fix, the Director of Education/Secretary-Treasurer of the Board shall furnish copies of them or extracts therefrom certified under their hand in accordance with the *Freedom of Information and Protection of Privacy Act* and all relevant legislation and regulations.

16. DELEGATIONS

- i.
 - (a) Any Niagara Catholic School supporter (a “Delegation”) may request to address or ask questions of the Board.
 - (b) The Delegation or individual must provide the request in writing to the Director of Education or the Chair of the Board, at least 6 (six) business days prior to the next regular meeting of the Board at which the Delegation may be heard.
 - (c) The decision to allow the Delegation rests with Executive Council.
 - (d) The request shall contain the topic to be discussed or questions to be asked and the identity of the Spokesperson(s).
 - (e) Copies of the complete presentation shall be shared with the Board or Committee at the same time that the agenda is distributed.
 - (f) In any case, the subject matter of the Delegation will not be discussed nor will a decision be made at the meeting at which the presentation is made.
 - (g) Following the presentation by the Delegation, questions of clarification only will be allowed by the Chair.
 - (h) A Delegation’s presentation will be limited to ten (10) minutes with a ten (10) minute question period following. Amendments as to the length of time and the number of delegations are at the discretion of the Chair.
 - (i) In Camera rules shall apply to Delegations of an In Camera nature.
 - (j) The person or persons wishing to address the Board, Section or Committee shall be notified of the date, time and location of the meeting at which the presentation may be made.
 - (k) Delegations will upon notification have these regulations shared with them prior to their presentation.
- ii. Notwithstanding the above, the Board retains discretion to decide all matters concerning Delegations. Decisions however, will not be discussed nor decided at the meeting at which the presentation is made.

17. OPEN QUESTION PERIOD

The purpose of the Open Question Period is to allow members of the Catholic school supporting public to ask about items on that night’s public agenda, and the Board to answer.

- i. Questions shall be submitted in writing to the Chair or Director of Education/Secretary-Treasurer to the Board prior to 12:00 p.m. on the day of the Board meeting. The submission must include the name, address and telephone number of the questioner.
- ii. The Director of Education or designate will validate that the individual submitting the question is a member of the Catholic school supporting public through the Municipal Property Assessment Corporation.
- iii. The Chair will determine the validity of the questions.
- iv. The Open Question Period will last a maximum of fifteen (15) minutes. The Chair will attempt to provide a response or direct the question to another trustee or to the Director of Education. If no immediate response can be provided, a verbal response will be communicated by the Board to the questioner at the earliest possible date, through the Director of Education as Secretary to the Board. Copies of any written responses to question will be added to the minutes of the subsequent regular Board meeting.

18. ORDER OF BUSINESS

THE ORDER OF BUSINESS FOR THE COMMITTEE OF THE WHOLE SHALL BE AS FOLLOWS:

- A. Routine Matters**
 - 1. Opening Prayer
 - 2. Roll Call
 - 2. Approval of Agenda
 - 4. Declaration of Conflict of Interest
 - 5. Approval of Minutes of Board Meeting
 - 6. Consent Agenda Items
- B. Presentations**
- C. Governance Policies**
- D. Committee and Staff Reports**
- E. Information**
- F. Other Business**
- G. Business In-Camera**
- H. Report on the In Camera Session**
- I. Adjournment**

THE ORDER OF BUSINESS FOR BOARD MEETINGS SHALL BE AS FOLLOWS:

- A. Routine Matters**
 - 1. Land Acknowledgement
 - 2. Opening Prayer
 - 3. Roll Call
 - 4. Approval of Agenda
 - 5. Declaration of Conflict of Interest
 - 6. Approval of Minutes of Board Meeting
 - 7. Consent Agenda Items
- B. Delegations**
- C. Presentations**
- D. Committee and Staff Reports**
- E. Trustee Items, Open Question Period & Other Business**
- F. Notices of Motion**
- G. Business In Camera**
- H. Report on the In Camera Session**

- I. **Future Meetings and Events**
- J. **Moment of Silent Reflection for Life**
- K. **Adjournment**

19. COMMITTEE MEETINGS

- i. Only members of a committee are required to attend that committee's meeting. All members of the Board shall receive notice, agenda, and minutes of all committee meetings. All Board members shall be permitted to attend committee meetings and may take part in discussion, but only appointed trustees of the committee shall have voting power.
- ii. In dealing with committee reports at the Board meeting, it shall be the prerogative of the Chair to rule on a request by a trustee to have the recommendations dealt with item by item or as a whole.
- iii. Committee reports shall be considered public documents, except the reports and minutes presented to the In-Camera session.
- iv. In accordance with the *Education Act*, In-Camera agenda items and minutes may only involve:
 - (a) the security of the property of the Board;
 - (b) the disclosure of intimate, personal or financial information in respect of a member of the Board or Committee, an employee or prospective employee of the Board or a pupil or their parent or guardian;
 - (c) the acquisition or disposal of a school site;
 - (d) decisions in respect of negotiations with employees of the Board;
 - (e) litigation or potential litigation affecting the Board; or
 - (f) an ongoing investigation under the *Ombudsman Act* respecting the Board.
- v. All committees shall be established by Board resolution. The Chair, in consultation with the Vice-Chair, shall, by the Board meeting following the meeting at which a committee is established, appoint members to Board committees, excluding the Committee of the Whole, which is made up of all trustees.

- (a) **Committee of the Whole**

All trustees and the Director of Education/Secretary-Treasurer are members of this committee. The Vice-Chair of the Board chairs the Committee of the Whole meeting. In the absence of the Vice-Chair, the Chair shall preside. In the absence of both the Chair and the Vice-Chair, trustees present at the meeting shall appoint a Chair for the meeting by a two-thirds (2/3) majority of the trustees present. The Chair will select the Vice-Chair to preside with the Chair.

Regular meetings of the Committee of the Whole shall be held on the second (2nd) Tuesday of the month (except July and August) unless otherwise decided by the Board.

As a standing item of the Committee of the Whole, the committee members shall consider the areas in which policy formation and/or review is desirable. (Reference Board Policy 100.5, The Establishment and Cyclical Review of Policies).

- (b) **Ad-Hoc Committees**

The Board may establish Ad-Hoc committees as required. The establishing motion shall indicate the specific mandate of the committee, the membership of the committee, and

the due date of the final report. All Ad-Hoc committees shall require a new Board motion at the yearly organizational meeting of the Board. The Chair of the Ad-Hoc committees shall be elected at the first meeting of the committee by the members of the committee held after the Annual Organizational Meeting of the Board.

- vi. Meetings of a committee shall be called by the Chair of the committee. If the Chair of a committee neglects to call meetings, it is the duty of the committee to meet on the call of any two (2) of its members. All meetings shall be called or cancelled through the Office of the Director of Education. In the absence of the Chair, providing there is a quorum, the members will elect an interim Chair.
- vii. The Chair of the Board shall be an ex-officio member of all committees of the Board. Ex-Officio members of committees are not to be considered in the count for a quorum but, if present, have the right to vote (By-Laws Section 12 Sub vii). The Chair may delegate some of the ex-officio duties to the Vice-Chair of the Board.

20. RULES OF ORDER

- i. Any of these By-Laws may be temporarily suspended by a vote of three-quarters (3/4) of the members present at a duly constituted Board meeting. The By-Laws shall not be repealed, altered, or amended without a minimum of one (1) month's previous notice in writing having been given to the Committee of the Whole or the Board of the intended alteration or amendment.
- ii. Temporary suspension of any of these By-Laws shall be active for a specified period not to exceed two (2) months in any one (1) calendar year.
- iii. Whenever an adjournment takes place in consequence of there not being a quorum present, the time of adjournment and the names of the members present shall be entered in the records of the Board.
- iv. The Chair or other presiding officer shall preserve order and decorum and decide upon all questions of order.
- v. In the absence of the Chair and Vice-Chair for any cause, the Board may, from the members present, appoint a presiding officer who, during such absence, shall have the powers of the Chair of the Board.
- vi. The Chair may participate in any debate or discussion from their position as Chair. Should the Chair elect to vacate the chair to take part in any debate or discussion or for any other reason, they shall call upon the Vice-Chair or in their absence one (1) of the members to fill their place until they resume it. The right of the Chair to vote is outlined in Section 13 of these By-Laws.
- vii. Where a question is before the Board, the mover may speak first and the seconder may speak next, and the Chair will attempt to allow each person wishing to speak the opportunity to speak once before any member may speak for a second time. The mover also has the prerogative to be the last speaker before the question is decided and the seconder shall be the penultimate speaker.
- viii. No member shall speak for more than a total of fifteen (15) minutes or more than three (3) times (not to exceed five (5) minutes each time) on the same question without the permission of the Chair of the Board.

- ix. Any decisions of the chair can be appealed as per Roberts Rules

21. MOTIONS AND DEBATE

In all cases not provided for by these By-Laws, the rule and practice of the most recent edition of “Robert’s Rules of Order” shall govern so far as applicable.

- i. All motions shall be recorded in the minutes of the meeting in which it is presented and discussed and shall be seconded before being stated by the Chair, whereupon the Chair shall ask if there is any future discussion on the motion, before the vote.
- ii. When a motion has been stated by the Chair, it shall be open to debate and shall be disposed of only by a vote, unless the mover, by permission of the seconder, withdraws it, in which case such motion shall not appear in the minutes of the meeting.
- iii. Any trustee of the Board may require the question under discussion to be read at any part of the debate, but not so as to interrupt a speaker.
- iv. A member, prior to speaking to any question or motion, shall address the Chair. The member shall confine remarks to the question at hand.
- v. When two (2) or more members wish to speak at the same time, the Chair shall name the member who is to speak.
- vi. No member shall be interrupted while speaking, except in a case where the member is called to order by a member for a transgression of rules of the Board, in which case the member shall remain silent until the point of order has been decided by the Chair.
- vii. Where a member wishes to make a point of order or to seek clarification he or she should so indicate in addressing the Chair and the Chair will rule on such matters before the next speaker is allowed to speak.
- viii. When the question under consideration contains two (2) or more distinct propositions, any particular proposition upon the request of any member, shall be considered and voted upon separately.
- ix. If it is desired to defer action on a question until a particular time, the proper motion to make is “to postpone it to that time”. This motion allows limited debate, which must be confined to the propriety of the postponement to that time; it can be amended by altering the time, and this amendment allows the same debate.
- x. Whenever a motion has been made and seconded, it is the duty of the Chair, if the motion is in order, to state the question, so that the members may know what question is before them.
- xi. In stating the question on an amendment, the Chair should read the passage to be amended; the words to be struck out, if any, the words to be inserted, if any; and the whole passage as it will stand if the amendment is adopted.
- xii. The motion to adjourn is not debatable, it cannot be amended, or have any other subsidiary motion applied to it; nor can a vote on it be reconsidered.
- xiii. If a trustee does not put new motions or amendments in writing for the Chair, the motion, as stated by the Chair and recorded by the secretary, shall be the motion.

(a) **Amendment(s) to Motion**

An amendment may be in any of the following forms:

- (i) to “add” or “insert” certain words or paragraphs;
- (ii) to “strike out” certain words or paragraphs, and if this fails it does not preclude any other amendment than the identical one that has been rejected;
- (iii) to “strike out certain words and insert others,” which motion is indivisible, and if lost does not preclude another motion to strike out the same words and insert different ones;
- (iv) to “substitute” another resolution or paragraph on the same subject for the one pending;
- (v) to “divide the question” into two (2) or more questions as the mover specifies, so as to get a separate vote on any particular point or points;
- (vi) if an amendment is defeated, vote on the motion. If an amendment is carried, vote on the amended motion.

(b) **Notice of Motion**

A member of the Board must give notice of motion in writing so that it appears on the agenda of the meeting at which the notice of motion is presented, if they wish to:

- (i) repeal or make permanent amendment to any of the Board By-Laws;
- (ii) recommend an action which has not been considered and recommended to the Board by a committee of the Board;
- (iii) consider a matter by the Board without reference to a committee.

(c) **Regulations - Notice of Motion**

- A Notice of Motion shall not be discussed or seconded at the meeting at which it is initially presented.
- Before any discussion shall take place at the meeting at which a Notice of Motion is presented as a proposed Board motion / resolution, a trustee must second it.
- The number of Notices of Motion which are presented as proposed Board motions / resolutions at any single meeting shall be limited in number at the discretion of the Chair.
- Notices of Motion which are not presented for discussion as proposed motions / resolutions at the meeting, shall be presented at the next regular meeting.
- Notices of Motion which require reports, or information, shall be presented to the Board without any written reports by the Director of Education. The Director of Education or Delegate, may be permitted to make oral statements relating to these Notices of Motion at the time of presentation.
- The Director of Education or Delegate may make written reports and/or recommendations supporting or opposing Notices of Motion, when they are presented as Motions, and which if carried will require direct action by the Board or its officials.

(d) **Reconsideration of a Motion**

- An adopted motion can be re-visited, provided that it (or the parts that the Board wishes to change or cancel) was not acted upon.
- Adopted Motion: An adopted motion that was not acted upon can be brought back for consideration at the same meeting, by majority vote. The motion to reconsider must be made by a trustee who voted in favor of the motion. If the motion to

reconsider is adopted, the motion to which it applies is re-opened for debate and a new vote.

- Defeated Motion: A defeated motion can be brought back for consideration at the same meeting if the trustees, by a majority vote, agree to do so. Only a member who voted against the motion may make the motion to reconsider in this case.

22. VOTING

(a) Voting by ballot for the Election of the Chair and Vice-Chair of the Board

- i. Voting by ballot will only take place for the election of the Chair and Vice-Chair of the Board.
- ii. The Director of Education should appoint two (2) or more persons to conduct the vote by distributing, collecting and counting the ballots. Following the voting by ballots, the Director of Education will announce the vote publicly. The Chair will move to destroy the ballots.
- iii. Trustees electronically attending the Inaugural or Annual Organizational Meeting of the Board may cast their vote by communicating their decision electronically through a private communication link with the Board solicitor (or designate) as determined by the Board solicitor. The Board solicitor (or designate) shall be present physically at the meeting and will cast the communicated decision of the trustee by ballot with the other ballots casted by trustees present at the Board meeting. Trustee(s) joining electronically for the Inaugural or Annual Organizational Meeting of the Board and requesting to cast their vote electronically are to provide the Director of Education, Secretary to the Board 48 hours of advanced notice to make the necessary arrangements with the Board Solicitor or designate.

(b) Recorded Vote

Each member's vote shall not be recorded upon any motion unless requested by a member before the Chair calls upon the members to vote upon the question. Provided a request is made in the manner herein before mentioned, the names of those who vote in favour of the question, those who vote in opposition and those who abstain, shall be entered upon the minutes. Any member may request that their individual vote be recorded either before or after the Chair calls the question.

23. CONFLICT OF INTEREST

Any Conflict of Interest shall be declared and dealt with in accordance with the *Municipal Conflict of Interest Act*, these By-Laws and the Code of Conduct Policy.

24. CODE OF CONDUCT

All Trustees are required to be in full compliance with the Code of Conduct Policy as approved by the Board. The Board approved Code of Conduct Policy for Trustees is in compliance with the *Education Act*.

Code of Conduct is addressed in the Niagara Catholic District School Board Trustee Code of Conduct Policy (100.12).

DEFINITIONS SCHEDULE

For this By-Law and all other By-Laws of the Board unless the context otherwise requires: Words

importing gender shall include all genders;

A reference to a statute, refers to that statute, and any regulations or rules issued thereunder, as amended, supplemented or replaced from time to time;

“**Annual Organizational Meeting**” means the meeting at which the Chair of the Board and the Vice-Chair of the Board are elected and members of committees are appointed in each year other than a year in which an inaugural meeting is held;

“**Board**” for the By-Laws means the Board of Trustees of the Niagara Catholic District School Board and, where the context requires, means the NCDSB;

“**Committee**” includes any committee or subcommittee of the Board established under this By-Law;

“**Committee of the Whole**” for the purposes of this By-Law references in the Act to a Committee of the Whole or of the whole board are to situations when the trustees meet as a body but not as the Board. All trustees are members of the Committee of the Whole as described in more detail in section 17(v);

“**Director of Education**” means the Director of Education, who is also the Chief Executive Officer of the Niagara Catholic District School Board as well as the Secretary-Treasurer;

“**Education Act**” and “**Act**” means the Education Act, R.S.O. 1990, c.E.2, and includes, where the context requires, the Regulations enacted thereunder;

“**Inaugural Meeting**” means the meeting at which the Chair of the Board and the Vice-Chair of the Board are elected and members of Committees are appointed in the year after a municipal election;

“**Meeting**” includes a meeting of the Board and a meeting of a Committee;

“**Multi-Year Strategic Plan**” means the plan developed by the Board in accordance with Article 2.1.6;

“**Municipal Elections Act**” means the *Municipal Elections Act*, 1996, S.O. 1996, c.32 and includes, where the context requires, the Regulations enacted thereunder;

“**NCDSB**” means the Niagara Catholic District School Board;

“**Policies**” means the governance policies put in place by the Board from time to time;

“**Roll Call**” means taking attendance by the Chair of the meeting by way of calling out the names of the Trustees;

“**Statutory Committee**” means any committee that, by law, the Niagara Catholic District School Board is required to establish;

“**Student Trustee**” means a secondary school student, elected by a student body, to represent the interest of students in the last two (2) years of the intermediate division and students in the senior division of the Niagara Catholic District School Board;

“**Trustee**” means a person elected, acclaimed, or appointed to the office of trustee of the Board of Trustees according to the provisions of the *Education Act* or the *Municipal Elections Act*;

Adopted Date:	December 18, 1997
Revision History:	June 26, 2001
	May 28, 2002
	November 26, 2002
	December 20, 2005
	April 24, 2007
	October 26, 2010
	June 21, 2016
	May 25, 2021
	June 22, 2022

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
OCTOBER 24, 2023**

PUBLIC SESSION

**TOPIC: TRUSTEE ELECTRONIC MEETINGS (BOARD AND
COMMITTEES) POLICY (100.8)**

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Trustee Electronic Meetings (Board and Committees) Policy (100.8), as presented.

Prepared by: Camillo Cipriano, Director of Education/Secretary-Treasurer
Presented by: Camillo Cipriano, Director of Education/Secretary-Treasurer
Recommended by: Committee of the Whole
Date: October 24, 2023



Niagara Catholic District School Board
TRUSTEE ELECTRONIC MEETINGS POLICY
(Board and Committees)

STATEMENT OF GOVERNANCE POLICY

100 – Board

Policy No 100.8

Adopted Date: October 25, 2005

Latest Reviewed/Revised Date: February 25, 2020

In keeping with the Mission, Vision, and Values of the Niagara Catholic District School Board, the Board is committed to conducting its business in an atmosphere of accountability, openness and transparency and to ensure that all Trustees have every opportunity to participate in the meetings of the Board of Trustees and its Committees of the Board.

In accordance with Board By-Laws, the Board recognizes that there may be occasions when Trustees, including Student Trustees, are unable to be physically present for a meeting of the Board and/or its Committees. To ensure that Trustees have every opportunity to participate in the meetings of the Board and its Committees, the Board is committed to ensuring participation of Trustees in meetings, upon request, through electronic means.

At the request of any Trustee or Student Trustee, the Board shall provide access to a Board technology platform which will provide two-way communication to the meeting. A written request to join a meeting electronically shall be made to the Director of Education Secretary/Treasurer a minimum of 48 hours (excluding weekends or holidays and Special Board meetings) prior to the date of the meeting.

Subject to any condition or limitations provided for under the *Education Act* or its Regulations, a member of the Board of Trustees, who participates in a meeting through electronic means shall be deemed to be present at the meeting for the purposes of every Act and shall be recorded as being in attendance, electronically, in the minutes of the meeting.

The Director of Education will issue [Administrative Operational Procedures](#) for the implementation of this Policy.

References

- [Education Act \(s.208.1; s. 229 \(a\)\)](#)
- [Ontario Regulation 463/97 amended to 268/06](#)
- [Niagara Catholic District School Board Policies/Procedures](#)
 - [Board By-Laws Policy \(100.1\)](#)
 - [Trustee Code of Conduct Policy \(100.12\)](#)

Adopted Date:	October 25, 2005
Revision History:	May 27, 2014 February 25, 2020

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
OCTOBER 24, 2023**

PUBLIC SESSION

TOPIC: LETTER TO MINISTERS LECCE

RECOMMENDATION

THAT Niagara Catholic District School Board approve the Letter addressed to Minister Lecce, as presented.



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

The Honourable Stephen Lecce,
Minister of Education,
5th Floor, 438 University Avenue,
Toronto, Ontario,
M5G 2K8

October 24, 2023

Dear Minister Lecce,

The Niagara Catholic District School Board recognizes the valuable work of the Toronto Youth Cabinet to improve the lives of children and youth not only in Toronto, but across Ontario.

As we are all aware, the COVID-19 pandemic led to a significant increase in students reaching out for mental health support at school and within the community. We know there is a backlog of students waiting for help and support. These students are not names or numbers on a list; they are children and youth in our province living with various levels of mental health challenges.

Educators today do much more than simply teach students. They are often the first to notice when something seems wrong with a child or adolescent, and may be a trusted adult a student goes to when there is a concern for their own mental health or that of a friend.

We recognize that the Ministry has provided additional support to students through the new Grade 7 and 8 Health and Physical Education curriculum, which has been implemented across our board. However, this curriculum requires direct support through additional mental health care services available to students in our schools.

Earlier this year, the Toronto Youth Council called upon the provincial government to do more to improve students' access to mental health services. Niagara Catholic urges you to do more to fill the gaps in mental health support for elementary and secondary students in Ontario, particularly as we emerge from the COVID-19 pandemic. Our students need to be able to access support at school in a timely fashion, whether they are social workers or other mental health staff.

We also believe that a student-first approach to mental health and well-being, including allowing students to take designated "mental health days" without prejudice or penalty, is key to addressing the stigma and shame some students living with anxiety, depression, or another mental illness feel. This is a very simple and very human approach to supporting students which costs the government nothing but adds lasting goodwill.

Cont'd.../2

Finally, we support the Toronto Youth Cabinet's call for the Ministry to recognize the importance of school-based, culturally appropriate mental health screening, data collection, and reporting on mental health supports and services available in schools to the community.

We have a shared responsibility to do all that we can to ensure students are fully supported while in school, so that they grow into confident adults. Please consider enacting the steps recommended above for the well-being of all Ontario students.

Sincerely,

Danny Di Lorenzo
Chair of the Board

Charlotte Johnstone
Student Trustee

Emilio Geremia
Student Trustee

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
OCTOBER 24, 2023**

PUBLIC SESSION

TOPIC: LETTER TO MINISTERS LECCE AND PARSA

RECOMMENDATION

THAT Niagara Catholic District School Board approve the Letter addressed to Ministers Lecce and Parsa, as presented.



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

The Honourable Michael Parsa
Minister of Children, Community and Social Services
7th Floor, 438 University Avenue
Toronto, ON M5G 2K8

The Honourable Stephen Lecce,
Minister of Education,
5th Floor, 438 University Avenue,
Toronto, ON M5G 2K8

October 24, 2023

Dear Minister Parsa and Minister Lecce,

The Niagara Catholic District School Board commends the outstanding work of the Toronto Youth Cabinet for its efforts to improve the lives of students not only in Toronto, but throughout Ontario.

We share the Cabinet's very serious concerns about the impact rising prices have had on food insecurity. The higher costs for food and delivery, compounded by a large increase in the number of students depending on school nutrition programs, has triggered budgetary challenges and an unprecedented need for further financial support to maintain even the current levels of quality programming in Niagara schools. Sadly, if no substantial increase or newly found funding is forthcoming, the essential nutrition that so many students depend upon will be seriously jeopardized resulting in disappointing cutbacks. As an example, instead of a well-rounded meal consisting of three food groups, students would possibly receive only a granola bar. For some schools it may mean reduction to three days a week instead of five and for others perhaps even program termination. Today, an increasing number of students and families who might never have experienced hunger at home or school now find themselves in need. It is truly a crisis in all of our communities and one that needs to be addressed at every level possible.

Here in the Niagara Region, Niagara Nutrition Partners which is a Region-wide initiative that offers support and coordination for student nutrition programs in both elementary and secondary schools in addition to community-based programs has seen the number of students participating in food programs jump to 24,000 from 17,000 in the past two school years. This information and some of the challenges, obstacles and problems impacting Niagara school food programs, and how the agency is attempting to cope with them is contained in an excellent article published on October 1, 2023 in the three Niagara Region Daily newspapers, a copy of which is enclosed for your information.

Cont'd.../2

Further, at Niagara Region’s public health and social services committee Meeting October 10, the Region’s associate director of chronic disease and injury prevention described food insecurity as a public health issue.

He further noted that “access to nutritious food and income are social determinants of health,” and that individuals who do not have regular access to nutritious food are at risk for chronic diseases, mental health issues, and other healthcare conditions which ultimately affect the cost of healthcare services in Ontario while also imposing additional strain.

As we are all aware, students are at their best when their brains are fueled with good food. Local organizations providing breakfast programs to students do wonderful grassroots work. But given the situation affecting millions of households in Ontario, it is time for intervention at a higher level.

To that end, the Niagara Catholic District School Board wholeheartedly endorses the Toronto Youth Cabinet’s call for a universal breakfast and lunch program in schools across Ontario, to ensure no child has to try to learn when they are hungry.

We urge the provincial government to please find a way to support this initiative to benefit children and their families.

Sincerely,

Danny Di Lorenzo
Chair of the Board

Charlotte Johnstone
Student Trustee

Emilio Geremia
Student Trustee

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
OCTOBER 24, 2023**

PUBLIC SESSION

TOPIC: LETTER TO BISHOP BERGIE AND FR. PAUL MACNEIL

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Letter addressed to Bishop Bergie and Fr. Paul MacNeil, as presented.



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

Bishop Bergie
St. Catharines Diocese Centre
3400 Merrittville Hwy,
Thorold, ON L2V 4Y6

October 24, 2023

Dear Bishop Bergie,

It is with regret that we find ourselves addressing this letter to you.

On September 22, we learned of a post on St. Denis Catholic Church's Facebook page, encouraging families to eschew publicly funded Catholic education in favour of enrolling their children in a private Catholic school.

The text of the post reads:

*The Sisters of the Sacred Heart have started another school year, (sic) and have increased their enrolment by 50% from last year. If you are a parent and trying to decide where to send your children, I would HIGHLY recommend their private school.
Trust me, it will be the best investment you have ever made!*

It is our understanding that the St. Denis parish Facebook page is maintained by Fr. Stephen Bruzzese.

For clarity, we recognize and respect that parents have choice in where to send their children to school. Private schools are certainly an option for those who can afford it, and we take no issue with the Sisters of the Sacred Heart opening their school.

However, we believe that it is the obligation of priests serving schools within Niagara Catholic to publicly support our schools as the first choice for parents seeking an English-Catholic education for their children.

Digital evangelization is a formidable medium and we understand that there are priests within the diocese who use this tool very effectively to communicate with parishioners. Much like the Diocese of St. Catharines' Facebook page, which provides timely information to the Catholic community, we are confident that the majority of parish priests share information online in a responsible, respectful way.

Cont'd.../2

Such was not the case with the St. Denis post, which caused harm within the school communities entrusted to its care, and to the Niagara Catholic community as a whole. It reflected a disregard for the excellent schools within St. Denis parish, including St. Denis and St. James Catholic elementary schools and Saint Francis Catholic Secondary School. Finally, it tarnished the legacy of outstanding Catholic education these schools and all Niagara Catholic have provided to generations of students and continue to provide to students today.

We are disappointed that Father Bruzzese did not consider the influence of his words, and the dispiriting impact they would have on the school communities he serves.

As the Honourary Chair of the Niagara Catholic District School Board, a past member of the board's FACE Committee, a regular presence at our school celebrations, and a long-time friend to Niagara Catholic, we know you are aware of the ongoing threat to Catholic education by those who seek a singular, secular school board system in our province.

We know that you share our concerns about what could happen if the long-entrenched right to a publicly funded Catholic education was stripped from Catholic students.

We have worked together for many years to showcase the excellence in publicly funded Catholic education at Niagara Catholic and in publicly funded Catholic school boards across Ontario, and to ensure that right remains enshrined in law. While we do not always align on issues, we always work toward the common goal of supporting and promoting publicly funded Catholic education for Catholic families here in Niagara and provincewide.

A post such as the one published by St. Denis emboldens those who seek to remove funding for Catholic education and diminishes our value to the community.

On behalf of the Niagara Catholic District School Board and the Niagara Catholic Board of Trustees, we call on you and Fr. Paul MacNeil, Vicar for Education, to remind priests of their moral imperative to support Niagara Catholic schools and to continue to work with us, pray for us, and support us in our mission to support our students and staff in mind, body, and spirit as we do for you and our local clergy.

Sincerely,



Danny Di Lorenzo
Chair of the Board

c. Fr. Paul MacNeil, Vicar for Education

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
OCTOBER 24, 2023**

PUBLIC SESSION

**TITLE: MINUTES OF THE SPECIAL EDUCATION ADVISORY
COMMITTEE (SEAC) MEETING OF SEPTEMBER 6, 2023**

RECOMMENDATION

THAT the Niagara Catholic District School Board receive the Minutes of the Special Education Advisory Committee (SEAC) Meeting of September 6, 2023, as presented for information.



**MINUTES OF THE
 SPECIAL EDUCATION ADVISORY COMMITTEE MEETING**

WEDNESDAY, SEPTEMBER 6, 2023

6:30 PM

Virtual Meeting in Compliance with Education Act Section 207 and
 Ontario Regulation 463/97 Section 5.1 (2)

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

ROUTINE MATTERS

1. Land Acknowledgement – Suzy Walsh

Introduction:

The Niagara Catholic District School Board wishes to honour the Indigenous people who have been the protectors of this land, known as Turtle Island, for more than ten thousand years. We begin this meeting by acknowledging the land on which we gather is the traditional territory of the Haudenosaunee and Anishinaabe peoples, many of whom continue to live and work here today. This territory is covered by the Upper Canada Treaties and is within the land protected by the Dish With One Spoon Wampum agreement. Today this gathering place is home to many First Nations, Métis and Inuit peoples and acknowledging reminds us that our great standard of living is directly related to the resources and friendship of Indigenous people.

2. Opening Prayer – Adele Felice

3. Roll Call

SEAC Meeting Roll Call – September 6, 2023

Members	Affiliations	Yes	Excused
Somma, Monique	Community Living (Welland/Pelham) - CHAIR		x
Morrison, Emily (for Emily Glencross)	Learning Disabilities Association of Niagara Region		x
Maxwell, Michelle	Niagara Children’s Centre	x	
Kelly, Tara	Pathstone Mental Health		x
Andrea Pede	Down Syndrome Niagara	x	
Attree, Alexandria	Autism Ontario Niagara Region		x
T.B.D.	Indigenous Representative		

Smith, Lorraine	Mainstream	x	
Smith, Rita	Community Living (Port Colborne/Wainfleet)	x	
Wilson, Alyson	Bethesda Services		x
Donato, Krystine	Community Representative		x
Joyner, Doug	Trustee of the Board		x
Marino, Jim	Trustee of the Board	x	
Filice, Adele	Principal, Secondary	x	
Walsh, Susy	Principal, Elementary	x	
Pizzoferrato, Gino	Superintendent of Education	x	
T.B.D.	Student Senate Representative		
Di Gioia, Jim	Coordinator of Student Support		x
Giancola, Danny	Coordinator of Student Support	x	
Criddle, Ann Marie	Coordinator of Student Support	x	

Observers	Affiliations	Yes	Excused
Keighan, Kelly	Speech-Language Pathologist	x	
Brochu, Grace	Student Support Facilitator	x	
Price, Angela	Behaviour Analyst	x	
Mancuso, Vince	Behaviour Resource Teacher	x	
Bailey, Babette	Teacher of the Deaf/Hard of Hearing	x	
Fisher, Amber	Niagara Support Services (NSS)		
Hornick, Tina	Special Initiative Teacher		
Fuller, Kayla	ABA Facilitator	x	
Loughhead, Brooke	ABA Lead		
Davies, Elizabeth	Administrative Assistant/Recording Secretary	x	

4. Approval of the Agenda

Moved by: Rita Smith

Seconded by: 4 in favour/no opposed

5. Declaration of Conflict of Interest

No disclosure of interest was declared with any items on the agenda.

6. Approval of Minutes of the Special Education Advisory Committee Meeting of June 7, 2023

Moved by: Trustee Marino

Seconded by: 5 in favour/carried

B. PRESENTATIONS

1. All Access Home - Kayla Fuller, Niagara Catholic ABA Facilitator

2. New Announcement – Kayla Fuller, Niagara Catholic ABA Facilitator

Ministry of Education has approved our grant for \$140,000 to continue to build on what we started this past school year. We are excited to move forward with planning for the proposed initiatives.

Superintendent Pizzoferrato – Congratulations to the team for what they accomplished. The news of this successful application was well received by the planning committee members who are eager to move forward with planning for the proposed initiatives. The outcome of this work will benefit the students and staff who will continue to grow in their awareness, recognition and understanding of barriers that affect our students and will empower individuals to make a difference for others in the most meaningful ways.

The purpose of the grant application was for the Board to commit to a 2 year program where we zeroed in on raising awareness in identifying and eliminating barriers. The learning was infinitely beneficial to us.

This year we are looking at involving the secondary students in an experiential day to provide a similar experience had by the elementary students.

We are open to feedback and ideas.

C. AGENDA ITEMS

1. Overview of the Role of the SEAC Committee – Superintendent Pizzoferrato

No new additions, just overview of the purpose of the role. Members are advisory in nature.

The recommendations you make to the Board go forward through the Trustees.

You help us gain better insight about what our families experience. You hear about our services and we hear about yours. We are partners and want to serve our families.

I like to stress the importance of this advisory role and extend the invitation to share.

2. SEAC Handbook Development – Superintendent Pizzoferrato

We wanted to look at items such as the voting process and procedures. E Davies took this on as a project over the summer. We are working through the draft stages and it will come forward to the committee.

Please connect with E. Davies if you would like to include anything.

How we parallel that with the handbook guidelines policy and procedures of the Board etc. make it meaningful to committee

3. Feedback on Goals – Superintendent Pizzoferrato

Monique in her absence has shared the link to the google documents in June minutes.

4. Department Profile – Superintendent Pizzoferrato

Currently filling a retirement, introducing ABA class, etc.

Ann Marie Criddle – Coordinator Student Support

Anthony Di Toro – Behaviour Resource Teacher

Tina Hornick – Special Program Teacher

D. AGENCY REPORTS

Learning Disabilities Association of Niagara Region – Emily Glencross

Niagara Children’s Centre – Michelle Maxwell

Our new Fort Erie site has opened at the Boys and Girls Club of Niagara Fort Erie location. We now have 2 functioning treatment spaces that can accommodate a wider variety of our therapy services (SLP, OT, PT, SW, Recreation therapy, etc.). We look forward to the opportunities this new space and partnership with the Boys and Girls Club of Niagara will afford us.

The Centre continues its partnership with Bethesda in delivery of the Entry to School Program through the OAP. We are thankful for the partnership with the Catholic Board, as 3 of the ETS program sites were in NCDSB schools (St. Augustine, St. Gabriel and St. Vincent) which supported transition for many of the children. The program wrapped up last week and included a great collaboration with the ABA facilitators from the Board, as they were able to come to the programs to coordinate and support transition. These ETS students are eligible for in-school consults at request of the board.

Our School-Based Rehabilitation Services OT program continues its plans for the roll out of the Tiered Model of service. Approximately 10-12 schools in the Board are on board for the first phase of roll out of the Tiered model. Staff will be connecting with principals at these schools to discuss processes and consent requirements this fall. The Centre is in the process of arranging a presentation to the ERTs on tiered model. We'll be sharing information on the SmartStart Hubs with ERTs as well.

Please consider supporting our Superhero Run (volunteer, participate or donate!). We are back at Brock this year with a 1K family fun walk, as well as a 2.5K and 5K run. Saturday October 14th <https://niagarachildrenscentre.akaraisin.com/ui/superherorun2023>

Please continue to check and share our Events calendar:
<https://niagarachildrenscentre.com/calendar>

Pathstone Mental Health – Tara Kelly
N/A

Down Syndrome Niagara –Andrea Pede
Music with Mendelt:

o This past summer, we hosted three one-hour sessions for our members with Mendelt and it was a great success! Members and their families were able to enjoy popular music played by Mendelt in a virtual setting, and each child would make a song request – some of which he didn't know right away but was committed to learning for the next session.

• **Annual Friendship Walk 2023:**

o Down Syndrome Niagara is proud to announce our annual Friendship Walk on Sunday, September 24, 2023, at the Grantham Lions Club, along the Welland Canal Path in St. Catharines.

o Families, friends and community partners walk together along the Canal to raise awareness about Down Syndrome. Through advocacy and support we are dedicated to improving opportunities for people with Down Syndrome that promotes independence, self-confidence and inclusion in their communities.

o 100% of the fundraiser proceeds are put directly into our community and will be used to cover the costs of our Halloween Dances, Christmas Parties, creating new parent package materials, conference fees, subsidies, and special therapies.

o There will be penny raffles, 50/50 draw, food (for purchase), bouncy castle, face painter and a Dance Party.

Follow **Down Syndrome Niagara** on Facebook, or on our Instagram page **@down.syndrome.niagara** for updates on upcoming events and community initiatives.

Bethesda Services – Alyson Wilson

N/A

Autism Ontario Niagara Region - Alexandria Attree

N/A

Mainstream – Lorraine Smith

Created full time position which will focus on offering social and leisure opportunities for the people we support (people after high school looking for friendship, girlfriends or boyfriends) High school plays a very important role in socializing.

Journey to Belonging guidelines from ministry – over the next few months we are planning discussions focusing on how we can improve and build on the supports being offered through the Options Niagara program as well as how the Journey to Belonging document will impact the delivery and quality of supports we offer.

Bethesda Services – Alyson Wilson

N/A

Community Living (Port Colborne/Wainfleet) – Rita Smith

During the summer 30 children (under 12 years) and 15 teens (13 to 18 years) were supported in summer camps by Community Living. The children attended programs of their choice and CLPCW provided support workers to attend with them to ensure true inclusion.

Partnering with Bethesda in hosting “Game Night” at the center for Community Living in Port Colborne. We are hoping this will be the start of Bethesda offering groups and programs in Port Colborne as transportation to Thorold is difficult to many families.

Kids are taking part in “Badges on the Boarder International Torch Run” on Wednesday September 13th to celebrate the commitment of local law enforcement to the Special Olympic movement. (flyer attached)

Community Living (Welland/Pelham) – Monique Somma

N/A

E. STUDENT REPORT

Student Senate Representative –

N/A

F. STAFF REPORTS

Secondary Principal – A. Felice

All staff are getting used to the new students coming in. Excited to see everyone hustle and bustle

Elementary Principal – S. Walsh

Transitioning our JK students. It is great to see a big increase in numbers entering our schools.

Student Support Department - Danny Giancola

1. New Staff in Student Support

We welcome staff in new roles to our Student Support Team.

Ann Marie Criddle – Student Support Coordinator

Anthony Di Toro – Behaviour Resource Teacher

Tina Hornick – (Applied Behaviour Analysis Specialized Education Program (ABASE)
classroom teacher

Kristina Koziej (Ko-zej) – Educational Assistant for ABASE

Andrew Thompson – Educational Assistant for ABASE

We look forward to working with them.

2. Student Support August Transition Team

Through additional Ministry Funding, Student Support implemented a transition support team for the period of Aug. 22 – Aug. 31. Approximately 23 staff members joined the team to support students, families, teachers and administrators with students new to school or returning to school this September. We thank all staff who were involved in this program and wish all students the best of luck in their new beginning.

3. Empower

As the final step in our three-year plan, all 48 Niagara Catholic elementary schools are scheduled to deliver Empower reading intervention program to student candidates this school year. We welcome eleven new staff to the role of ERT and Empower Reading teacher.

4. Our Student Support Department Staff meeting is being held tomorrow at the CEC. This meeting will highlight our success to date and to also review some of our plans and direction for this upcoming year.

5. Our first ERT and Special Education Classroom Teacher staff meeting

will be held Sept. 13 where staff will gather in-person here at the CEC. A full agenda is planned that includes presentations from outside agencies and a “Refresher Training” session for Empower.

6. TIPS at Saint Michael and Denis Morris

This past May, Niagara Catholic supported students in grade eleven and twelve who were/are transitioning to post-secondary education this Fall or in Sept. 2024. The TIPS program was offered in partnership with the Learning Disabilities Association of Niagara Region to help support and prepare secondary students with their post-secondary transition. Nine students registered for this one-day program in two locations in Niagara Catholic.

7. Let’s Read After-School Reading Program

Student Support and the Learning Disabilities Association of Niagara Region (LDANR) have partnered to offer a grade two to four Reading Program. This FREE program is offered exclusively to grade two, three and four students who require further intervention to improve their literacy skills. Students work on foundational literacy skills such as phonics principles, sight word knowledge, and reading fluency. The Program will commence Oct. 24 and will include fifteen, one-hour sessions of intensive instruction.

8. (Applied Behaviour Analysis Specialized Education Program (ABASE) Update

Our ABA team is currently finalizing the entry process to the ABASE program and working through profiles to determine the students that would best be served in this program. This program aims to target primary and early junior grade students to provide focused and intensive behaviour and self-regulation strategies with the goal of furthering their independence in their homeschool classroom.

9. Music with Mendelt Continues

Niagara Catholic welcomes back Mendelt to our Secondary Special Education classrooms. Mendelt is a music therapist and has been providing weekly virtual music session to our 8 secondary schools since January 2022, with the support of our Central Staff.

10. The Deaf/Hard of Hearing Staff workshop

Itinerant Program Resource Teachers of the Deaf/Hard of Hearing have collaborated with our Provincial School partners to offer an interactive, virtual workshop for staff who are supporting deaf/hard of hearing students. This workshop is taking place virtually on Sept. 26.

11. LDAO August Conference

We would like to thank the LDAO for providing fifteen Niagara Catholic staff with opportunity to participate in their August Conference, at no cost. Our staff were eager and grateful to participate in these virtual sessions which strengthened their knowledge in the area of Learning Disabilities and the strategies that best support these students.

G. TRUSTEE REPORTS – Trustee Marino

Good evening everyone. I hope that you had an enjoyable and restful summer with an opportunity of carrying out things on your “I want to do list”, rather than your “I must do list”.

I don't have anything earth shattering to report this evening, but I would like to reflect just a bit on some recent school board functions that I as a trustee was happy and privileged to attend.

One was the “Catch the Spirit”, celebrating excellence evening, that honours students, staff and alumni who have been, or who are now, products of the Niagara Catholic District School Board system. Catholic Leadership, Catholic Faith, Mission, Values, Vocation, call to service areas of the Catholic Community, Family Commitment, Community Relations and Involvement, distinguished success in adult life are all qualities that contributed to the honours of award for the recipients. And there were some excellent examples of Catholic education individuals with these qualities who were honoured that evening.

I also was pleased by the opportunity of attending three graduation ceremonies.

One was for the combined students attending Pope Francis Secondary, Saint Kateri Tekawitha Catholic Elementary and Secondary Schools, Niagara Link-Community Outreach, and Young

Parent students. It was a delight to witness the students proudly sprint up for the diploma presentation, and pause for a memorable photo, flashing a joyful smile of accomplishment.

The other two ceremonies were for graduating students from Saint Paul and Saint Michael Secondary Schools.

The experience that I enjoyed at all four ceremonies as a trustee of the Niagara Catholic District School Board was proof positive of something that I have known for some time, that we have an administrative staff, principals, teachers, support staff and remarkable students that make up quality ingredients resulting in a recipe for a Catholic Education system that is second to none. The pride of students, parents, relatives, friends and Niagara Catholic staff members permeated the air as diplomas, awards and scholarships were presented at the graduation ceremonies. And there were cheers, and accolades when accomplishments were read out including marks as high as 99.5%.

On Wednesday, September 20, the Niagara Foundation for Catholic Education will hold one of its major fundraising events in support of students in need and scholarships. Since the classics first tee-off, over 750 scholarships have been awarded and support has been provided to other outreach programs including "Seeing Clearly" which provides funding for the purchase of eye glasses, nutritious food funding, as well as assistance for medical bills to list just a few examples. We are pleased that this classic has developed into one of Niagara's premier tournaments attracting many annual repeat golfers.

H. NCPIC REPORT

N/A

I. NOTICES OF MOTION

N/A

J. INFORMATION ITEMS

N/A

K. MOMENT OF SILENCE / REFLECTION OF LIFE

K. NEXT MEETING

Wednesday, October 4, 2023 at 6:30 pm

L. ADJOURNMENT: 7:35 pm

Motion to Adjourn: L. Smith all in favour/no opposed

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
OCTOBER 24, 2023**

PUBLIC SESSION

**TITLE: MINUTES OF THE AUDIT COMMITTEE MEETING OF
JUNE 16, 2023**

RECOMMENDATION

THAT the Niagara Catholic District School Board receive the Minutes of the Audit Committee Meeting of June 16, 2023, as presented for information.



MINUTES OF THE AUDIT COMMITTEE MEETING (PUBLIC SESSION)

FRIDAY, JUNE 16, 2023

Minutes of the Audit Committee Meeting (public session) of the Niagara Catholic District School Board, held on June 16, 2023 electronically in compliance with Education Act Section 207 and Ontario Regulation 463/97 Section 5.1(2).

The meeting was called to order at 10:01a.m. by Trustee Rhianon Burkholder as acting Chair.

A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayer was led by Trustee Rhianon Burkholder.

2. Roll Call

Committee Member	Present	Present Electronically	Absent	Excused
Rhianon Burkholder		✓		
Larry Huibers		✓		
Doug Joyner		✓		
Mario Falvo				✓
Charles Skelton		✓		

Resources to the Audit Committee were in attendance:

Camillo Cipriano, Director of Education
Giancarlo Vetrone, Superintendent of Business and Financial Services
Rosa Rocca, Controller of Business and Finance
Andrea Eltherington, Regional Internal Audit Manager
Melanie Dugard, Grant Thornton LLP
Chris Guglielmi, Grant Thornton LLP

Staff in attendance:

William Mancini, IT Engineer
John Forte, Privacy and Risk-Advisor
Shari Bush, Recording Secretary/Administrative Assistant, Business and Financial Services

3. Approval of the Public Agenda of June 16, 2023.

Moved by Larry Huibers
Seconded by Doug Joyner

THAT the Niagara Catholic Audit Committee approve the Agenda of the Audit Committee Meeting (Public Session) of Friday, June 16, 2023.

CARRIED

4. Declaration of Conflict of Interest

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

5. Approval of Minutes of the Audit Committee Meeting (Public Session) of November 23, 2022

Moved by Doug Joyner
Seconded by Larry Huibers

THAT the Niagara Catholic Audit Committee approve the Minutes of the Audit Committee Meeting (Public Session) of November 23, 2022.

CARRIED

B. REPORTS

1. Regional Internal Audit Status Report

Andrea Eltherington presented the RIAT Status Report to the committee members.

1.2 Regional Internal Audit Team Internal Audit Mandate

Andrea Eltherington presented the Regional Internal Audit Team Internal Audit Mandate for signature from the Audit Committee Chair and the Director of Education.

1.3 2023-2024 Audit Plan Proposal

Andrea Eltherington presented the 2023-2024 Audit Plan Proposal as a recommendation to the committee members.

Moved by Doug Joyner
Seconded by Larry Huibers

THAT the Niagara Catholic Audit Committee approve the 2023-2024 Audit Plan Proposal as presented.

CARRIED

C. BUSINESS IN CAMERA

Moved by Larry Huibers
Seconded by Doug Joyner

THAT the Niagara Catholic Audit Committee move into the In Camera Session

CARRIED

The Niagara Catholic Audit Committee moved into the In Camera Session of the Committee Meeting at 10:18 a.m. and reconvened at 10:39 a.m.

D. FUTURE MEETINGS

Next Audit Committee Meeting is Friday, September 22, 2023 at 10:00 a.m.

E. ADJOURNMENT

Moved by Doug Joyner

Seconded by Larry Huibers

THAT the June 16, 2023 meeting of the Niagara Catholic Audit Committee be adjourned.

CARRIED

The Niagara Catholic Audit Committee Meeting was adjourned at 10:42 a.m.