

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
JUNE 18, 2024**

***PUBLIC SESSION***

**TOPIC: UNAPPROVED MINUTES OF THE COMMITTEE OF THE  
WHOLE MEETING OF JUNE 11, 2024**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board receive the unapproved Minutes of the Committee of the Whole Meeting of June 11, 2024, as presented.

The following recommendations are being presented for the Board's consideration from the Committee of the Whole Meeting of June 11, 2024:

**7.1.1 Purchasing/Supply Chain Management Policy (600.1)**

**THAT** the Niagara Catholic District School Board approve the Purchasing/Supply Chain Management Policy (600.1), as presented.

**7.1.2 Attendance Area Policy (301.3)**

**THAT** the Niagara Catholic District School Board approve the Attendance Area Policy (301.3), as presented.

**7.1.3 Equity and Inclusive Education Policy (100.10)**

**THAT** the Niagara Catholic District School Board approve the Equity and Inclusive Education Policy (100.10), as presented.

**7.1.4 Leadership Pathways Policy (203.4)**

**THAT** the Niagara Catholic District School Board approve the Leadership Pathways Policy (203.4), as presented.

**7.1.5 Niagara Catholic Education Award of Distinction Policy (100.7)**

**THAT** the Niagara Catholic District School Board approve the Niagara Catholic Education Award of Distinction Policy (100.7), as presented.



# MINUTES OF THE COMMITTEE OF THE WHOLE MEETING

## TUESDAY, JUNE 11, 2024

Minutes of the Meeting of the Committee of the Whole of the Niagara Catholic District School Board, held on Tuesday, June 11, 2024 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 Chair Di Lorenzo for Vice-Chair Burkholder.

### A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayer was led by Trustee Turner.

2. Roll Call

Chair Di Lorenzo noted that Trustees Burkholder and Huibers asked to be excused, Trustee Benoit's absence was approved due to sanction, and Trustee Joyner 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	✓			
<b>Student Trustees</b>				
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; **Anna Pisano**, Recording Secretary/Administrative Assistant, Corporate Services

3. **Approval of the Agenda**

Moved by Trustee Marino

**THAT** the Committee of the Whole approve the Agenda of the Committee of the Whole Meeting of June 11, 2024, as presented.

**CARRIED**

4. **Declaration of Conflict of Interest**

Declaration of Conflict of Interest was declared by Trustee Di Lorenzo with item D1 of the Agenda. This trustee has family members who are teachers, or employees of the Board and will not vote on the first portion of the motion.

5. **Approval of Minutes of the Committee of the Whole Meeting of May 14, 2024**

Moved by Trustee Marino

**THAT** the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting of May 14, 2024, as presented.

**CARRIED**

6. **Consent Agenda Items**

6.1 **Capital Projects Progress Report Update**

Presented for information.

6.2 **In Camera Items G1**

Moved by Trustee Bruzzese

**THAT** the Committee of the Whole adopt consent agenda items.

**CARRIED**

**B. PRESENTATIONS**

1. **New Student Trustee and Co-Chair – Student Senate 2024-2025/2025-2026**

Student Trustee Charlotte Johnstone welcomed and introduced incoming Student Trustee Taylor Sexton.

Chair Di Lorenzo extended a welcome on behalf of the Board of Trustees.

## C. GOVERNANCE POLICIES

### 1. Governance Policies for Recommendation to the Board

#### 1.1. Purchasing/Supply Chain Management Policy (600.1)

Giancarlo Vetrone, Superintendent of Business & Financial Services, highlighted recommended amendments to the Purchasing/Supply Chain Management Policy (600.1).

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

- No amendment

Moved by Trustee Bruzzese

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Purchasing/Supply Chain Management Policy (600.1), as presented.

**APPROVED**

#### 1.2. Attendance Area Policy (301.3)

Clark Euale, Controller of Facilities Services, presented feedback received from the vetting process and highlighted recommended amendments to the Attendance Area Policy (301.3), following the vetting process.

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

- No amendment

Moved by Trustee Bruzzese

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Attendance Area Policy (301.3), as presented.

**APPROVED**

#### 1.3. Equity and Inclusive Education Policy (100.10)

Lee Ann Forsyth-Sells, Superintendent of Education, presented feedback received from the vetting process and highlighted recommended amendments to the Equity and Inclusive Education Policy (100.10), following the vetting process.

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

- No amendment

Moved by Trustee Marino

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Equity and Inclusive Education Policy (100.10), as presented.

**APPROVED**

**1.4. Leadership Pathways Policy (203.4)**

Pat Rocca, Superintendent of Education, presented feedback received from the vetting process and highlighted recommended amendments to the Leadership Pathways Policy (203.4), following the vetting process.

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

- No amendment

Moved by Trustee Bruzzese

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Leadership Pathways Policy (203.4), as presented.

**APPROVED**

**1.5. Niagara Catholic Education Award of Distinction Policy (100.7)**

Superintendent Rocca presented feedback received from the vetting process and highlighted recommended amendments to the Niagara Catholic Education Award of Distinction Policy (100.7), 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 Niagara Catholic Education Award of Distinction Policy (100.7), as presented.

**APPROVED**

**D. COMMITTEE AND STAFF REPORTS**

**1. 2024-2025 Original Estimates**

Trustee Bruzzese chaired the Board meeting at this time.

Giancarlo Vetrone, Superintendent of Business & Financial Services presented the 2024-2025 Original Estimates.

Superintendent Vetrone answered questions of Trustees.

The 2024-2025 Original Estimates has been deferred to the June 18, 2024 Board meeting, due to lack of quorum.

Trustee Di Lorenzo chaired the Board meeting at this time.

## 2. Monthly Updates

### 2.1 Student Trustees' Update

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

### 2.2 Senior Staff Good News Update

Senior Staff highlights included:

#### **Superintendent Zaroda**

- The kindergarten class from St. Ann Catholic Elementary School in St. Catharines learned about Jesus, His miracles, and the Easter Story. They wrote to Pope Francis, and received a response from the Vatican.
- Our International Ed team is thrilled to announce that 143 students from Medellin and Bogota, Colombia, chose Niagara Catholic over other Ontario districts for a 4-week stay. Due to their large number, they stayed at Brock University and were bused to our 23 schools by NSTS. On May 29, Bishop Bergie welcomed the group, emphasizing the value of our international program in fostering global community and friendships. Several appreciative letters from their families were received.
- Niagara Catholic International is honored to partner with the Municipal Government of Recife, Brazil, in a social-educational initiative for underprivileged students. Unlike publicly funded schools in Canada, Brazilian public school students often come from low-income families. Recife's Mayor Joao Campos has launched a program offering English language training and fully-paid scholarships for international summer English programs. The first 100 students have been selected, with 40 joining us at Saint Michael CHS in Niagara Falls this July. This initiative aims to expand English learning and broaden social and cultural perspectives. Additionally, Niagara Catholic is being considered for a larger program offering full academic scholarships for a semester in fall 2024 and winter/spring 2025.

#### **Superintendent Forsyth-Sells**

- On May 24, 2024, Fred Fox, brother of Terry Fox, visited St. Michael Catholic Elementary School to share memories of Terry and express gratitude for the community's support of the Terry Fox Foundation.
- On May 30, students in grades four to eight performed the musical "Heroes of the Faith," directed by Principal Fera-Massi and staff, showcasing the integration of faith and the arts.
- The Niagara Roots of Empathy Baby Celebration 2024 took place on May 31, involving volunteer parents, their babies, staff, and instructors. This program, in partnership with the Early Childhood Community Development Centre, develops social-emotional skills and empathy in kindergarten classrooms.

#### **Superintendent Kinney**

- Members of the Notre Dame College School swim team had the unique opportunity to film a commercial for *Kids Help Phone*. It was part of the nation-wide campaign *Even Champions need Champions* to help bring awareness to mental health and the resources available to young Canadians. This two minute long commercial will be featured in internet platforms and 30 second and 60 second shorts will be featured on TV and cinema screens.

## **E. INFORMATION**

### **1. Trustee Information**

Director Cipriano reminded Trustees of the Retirement & Service Recognition Celebration on Thursday at 6:00 pm.

## **F. OTHER BUSINESS**

### **1. Cyber Security**

Deferred

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

1.21 Director Cipriano reminded Trustees, that due to graduation celebrations, the Board meeting will be on June 18, 2024 rather than the usual 4<sup>th</sup> Tuesday of the month.

## **G. BUSINESS IN CAMERA**

Moved by Trustee Bruzzese

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

**CARRIED**

The Committee of the Whole moved into the In Camera Session of the Committee of the Whole Meeting at 7:34 p.m. and reconvened at 7:45 p.m.

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

Moved by Trustee Bruzzese

**THAT** the Committee of the Whole report the motions from the In Camera Session of the Committee of the Whole Meeting of June 11, 2024.

**CARRIED**

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

Moved by Trustee Bruzzese

**THAT** the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting - In Camera Session (Section B: Student Trustees Excluded) held on May 14, 2024, as presented.

**CARRIED (Item G1)**

Discussion took place regarding the Director of Education travel allowance.

Moved by Trustee Marino

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the recommendation as outlined in Item G4.1 of the In Camera Agenda.

**CARRIED (Item G4.1)**



## **I. ADJOURNMENT**

Moved by Trustee Joyner

**THAT** the June 11, 2024 Committee of the Whole Meeting be adjourned.

**CARRIED**

This meeting was adjourned at 7:46 p.m.

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Minutes of the Committee of the Whole Meeting of the Niagara Catholic District School Board held on **June 11, 2024.**

Approved on **September 10, 2024.**

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Danny Di Lorenzo  
Chair of the Board

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Camillo Cipriano  
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
JUNE 18, 2024**

***PUBLIC SESSION***

**TITLE: PURCHASING/SUPPLY CHAIN MANAGEMENT POLICY  
(600.1)**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the Purchasing/Supply Chain Management Policy (600.1), as presented

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

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

Recommended by: Committee of the Whole

Date: June 18, 2024



**PURCHASING/SUPPLY CHAIN MANAGEMENT POLICY**

STATEMENT OF GOVERNANCE POLICY

Adopted Date: February 24, 1998

Latest Reviewed/Revised Date: February 25, 2020

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the Board supports the concept of “centralized purchasing” as a means of obtaining maximum value for each dollar expended, consistent with the educational goals of the Board and fair business principles.

The Niagara Catholic District School Board recognizes that fair, open and transparent competition is a basic tenet of public acquisition through the Quotation, Tender and Request for Proposal processes using a variety of source selection methods under varying market conditions, in accordance with the Supply Chain Management regulations. Awards will be given to the qualified bidder(s) who provide the best value to the Board.

All staff involved in purchasing activities shall abide by all applicable Board Policies, Statutory Acts & Regulations and Code of Ethics stipulated by Supply Chain Canada.

The Purchasing/Supply Chain Management activities will be carried out in accordance with the following Approval Authority Limits.

APPROVAL AUTHORITY LIMITS			
Purchase Authority Limit	Purchase Initiated By	Purchase Approved By	Procedure
<\$5,000	School Staff CEC Staff Program Staff	Appropriate Supervisor or member of Senior Staff	Purchases can be paid by petty cash, purchasing card, payment request or purchase order.
>\$ 5,001 - \$50,000	Administrators Principals Consultants Senior Staff	Appropriate member of Senior Staff	At least three (3) written quotes or a completed Non-Competitive Approval form or referencing a current Vendor of Record agreement (i.e. NPPC, OEMC, MGCS) must be attached to the purchase requisition submitted in our finance/purchasing system
>\$50,001 - \$100,000	Administrators Principals Consultants Senior Staff	Appropriate member of Senior Staff & Superintendent of Business & Finance	
>\$100,001	Administrators Principals Consultants Senior Staff	Superintendent of Business & Finance and the Director of Education	Open Competitive Process - Tenders/Request for Proposals/Request for Supplier Qualifications issued by Purchasing/SCM Department, Architectural/Engineering Firm, or supported by a Vendor of Record Agreement (i.e. NPPC, OEMC, MGCS)

\*all Purchase Authority Limits above are pre-tax amounts.

The following capital projects will require Board of Trustees approval:

- i) Non ministry support capital projects

- ii) New builds and additions before tendering
- iii) Any ongoing capital project that exceeds pre-approved ministry funding sources (i.e. priority capital funding, school condition improvement and school renewal).

All contracts and agreements, including community partner agreements, must be approved by an appropriate staff member who has the designated approval authority for the total procurement value of the contract, in accordance with this Policy. All contractual agreements that extend beyond one school year must be signed by the principal and a member of senior administrative staff.

Subject to the provisions listed above, only members of senior administrative staff or the Director of Education have the authority to contractually bind the school board.

On a yearly basis, a listing of awards of contract and capital projects greater than one million dollars will be brought to the Board of Trustees for information.

Niagara Catholic will give Ontario businesses preference when conducting procurements for goods and services under a specified threshold amount of \$121,000. (Building Ontario Businesses Initiative Act, 2022).

The Building Ontario Businesses Initiative Act does not override Niagara Catholic’s requirement to engage in competitive procurement.

The Niagara Catholic District School Board believes it is our responsibility to ensure no product we obtain is the result of any child or forced labour. Niagara Catholic expects its business partners, suppliers and contractors with whom we do business to uphold the similar standards by complying with applicable law in the countries where they operate and not engaging or permitting any child or forced labour.

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

**References**

- [Canadian Free Trade Agreement \(CFTA\)](#)
- [Canada-European Union Comprehensive Economic and Trade Agreement \(CETA\)](#)
- [Ontario Ministry of Government and Consumer Services \(MGCS\)](#)
- [Supply Chain Canada](#)
- [Ontario Education Collaborative Marketplace \(OECM\)](#)
- [Ontario Association of School Business Officials \(OASBO\)](#)
- [Niagara Public Purchasing Committee \(NPPC\)](#)
- [Ontario Public Buyers Association \(OPBA\)](#)
- [Building Ontario Businesses Initiative Act, 2022](#)

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

- [Accessibility Standards Policy \(800.8\)](#)
- [Privacy Policy \(600.6\)](#)
- [Corporate Cards, Purchasing Cards and Petty Cash Policy \(600.4\)](#)
- [School Generated Funds \(301.6\) AOP](#)

<b>Adopted Date:</b>	<b>February 24, 1998</b>
<b>Revision History:</b>	<b>December 21, 2010 April 26, 2011 June 16, 2015 February 25, 2020</b>

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
JUNE 18, 2024**

***PUBLIC SESSION***

**TITLE: ATTENDANCE AREA POLICY (301.3)**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the Attendance Area Policy (301.3), as presented

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Prepared by: Clark Euale, Controller of Facilities Services

Presented by: Clark Euale, Controller of Facilities Services

Recommended by: Committee of the Whole

Date: June 18, 2024



## **ATTENDANCE AREA POLICY**

### STATEMENT OF GOVERNANCE POLICY

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the Board recognizes its responsibility to operate its schools economically and efficiently, while prioritizing the education of our students, within the limits of the Board's available resources.

The Board will establish Attendance Areas for each of its schools within its jurisdiction to ensure that facilities are used efficiently.

The Board acknowledges that there may be changes to school Attendance Areas from time to time, to accommodate changing demographics, construction of new schools or additions, or school closures within the Niagara Region.

The Director of Education or designate shall make recommendations to the Board as required to establish an Ad-Hoc Attendance Area Review Committee with specific terms of reference in order to identify any proposed changes to school Attendance Areas through a public process.

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

#### **References**

- ***Pope Francis: “when we speak of sustainability, we cannot overlook how important it is to include and to listen to all voices, especially those usually excluded from this type of discussion, such as the voices of the poor, migrants, indigenous people and the young.”***
- ***Education Act R.S.O. 1990, c. E.2, s. 171 (1), par. 7***
- ***Niagara Catholic District School Board Policies/Procedures***
  - ***Admission of Elementary and Secondary Students Policy (301.1)***
  - ***Pupil Accommodation Review Policy (701.2)***

**Adopted Date:** June 23, 1998

**Revision History:**  
November 9, 1999  
September 12, 2000  
September 19, 2001  
June 16, 2009  
October 23, 2012  
May 26, 2020

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
JUNE 18, 2024**

***PUBLIC SESSION***

**TITLE: EQUITY AND INCLUSIVE EDUCATION POLICY (100.10)**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the Equity and Inclusive Education Policy (100.10), as presented

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

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

Recommended by: Committee of the Whole

Date: June 18, 2024



Niagara Catholic District School Board

## **EQUITY AND INCLUSIVE EDUCATION POLICY**

### STATEMENT OF GOVERNANCE POLICY

100 – Board

Policy No 100.10

Adopted Date: June 15, 2010

Latest Reviewed/Revised Date: October 27, 2020

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the Board acknowledges that an equitable, inclusive Catholic education system is fundamental to a positive school climate and student achievement and well-being. The Board recognizes, that any form of discrimination is incompatible with Catholic moral principles and the teachings of the Church; that all persons are created equal, in the image of God, each with inimitable characteristics deserving of dignity (Genesis: 1:27); and is contrary to the *Ontario Human Rights Code*.

The Board is committed to understanding, identifying, addressing and eliminating barriers and biases to support staff, students, parents/guardians, and volunteers within its diverse Catholic community in accordance with the denominational rights of the Catholic school system.

The Board will continue to review and implement policies, programs, procedures and practices, in alignment with the Multi-Year Strategic Plan, and the principles of equity and inclusive education to equip students with the knowledge, skills, and attitudes to live in an increasingly diverse world to support equitable outcomes for all students.

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

#### **References:**

- [\*Achieving Excellence: A Renewed Vision for Education in Ontario \(2014\)\*](#)
- [\*Accepting Schools Act\*](#)
- [\*Anti-Racism Act, 2017. S.O. 2017 C.15\*](#)
- [\*Assembly of Catholic Bishops of Ontario, \(letter dated October 4, 2010\)\*](#)
- [\*Canadian Charter of Rights and Freedoms\*](#)
- [\*Constitution Act, 1982\*](#)
- [\*Equity and Inclusive Education in Ontario Schools: Guidelines for Policy Development and Implementation, 2014\*](#)
- [\*Accessibility for Ontarians with Disabilities Act \( 2005\)\*](#)
- [\*Ontario Catholic School Graduate Expectations: Institute for Catholic Education, Third Edition 2019\*](#)
- [\*Ontario Human Rights Code\*](#)
- [\*Ontario Leadership Strategy\*](#)
- [\*Ontario Equity and Inclusive Education Strategy\*](#)
- [\*Ontario Ministry of Education - Policy/Program Memorandum No. 108\*](#)
- [\*Ontario Ministry of Education - Policy/Program Memorandum No. 119\*](#)
- [\*Ontario Ministry of Education - Policy/Program Memorandum No. 128\*](#)
- [\*Ontario Ministry of Education - Policy/Program Memorandum No. 144\*](#)
- [\*Supporting Students Who Identify as Transgender in our Catholic Schools: Institute for Catholic Education 2019\*](#)
- [\*Niagara Catholic District School Board Policies/Procedures\*](#)
  - [\*Access to Board Premises \(302.6.3\) Administrative Operational Procedures\*](#)
  - [\*Accessibility Standards Policy \(800.8\)\*](#)
  - [\*Bullying Prevention and Intervention Policy \(302.6.8\)\*](#)
  - [\*Code of Conduct Policy \(302.6.2\)\*](#)
  - [\*Employee Code of Conduct and Ethics Policy \(201.17\)\*](#)



- [\*Employee Hiring and Selection \(Teachers\) \(203.1\) Administrative Operational Procedures\*](#)
- [\*Employee Workplace Harassment Policy \(201.7\)\*](#)
- [\*Employee Workplace Violence Policy \(201.11\)\*](#)
- [\*Opening and Closing Exercises \(302.6.1\) Administrative Operational Procedures\*](#)
- [\*Privacy Policy \(600.6\)\*](#)
- [\*Progressive Discipline \(302.6.9\) Administrative Operational Procedures\*](#)
- [\*Religious Accommodation Policy \(100.10.1\)\*](#)
- [\*Safe and Accepting Schools Policy \(302.6\)\*](#)
- [\*Voluntary and Confidential Indigenous Students First Nation, Métis and Inuit Self-Identification \(301.9\) Administrative Operational Procedures\*](#)
- [\*Equity Action Plan 2023-2026\*](#)

<b>Adopted Date:</b>	<b>June 15, 2010</b>
<b>Revision History:</b>	<b>November 23, 2010</b> <b>June 16, 2015</b> <b>October 27, 2020</b>

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
JUNE 18, 2024**

***PUBLIC SESSION***

**TITLE: LEADERSHIP PATHWAYS POLICY (203.4)**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the Leadership Pathways Policy (203.4), presented

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Prepared by: Pat Rocca, Superintendent of Education

Presented by: Pat Rocca, Superintendent of Education

Recommended by: Committee of the Whole

Date: June 18, 2024



Niagara Catholic District School Board  
**LEADERSHIP PATHWAYS POLICY**  
STATEMENT OF GOVERNANCE POLICY

200 – Human Resources

Policy No 203.4

Adopted Date: June 18, 2013

Latest Reviewed/Revised Date: November 24, 2020

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the Board recognizes and values the importance of all staff, academic and non-academic, and the key role they play to support student achievement and well-being of all Niagara Catholic students.

The Board offers professional development and leadership opportunities through a variety of platforms, including but not limited to professional activity days, workshops and training sessions, professional learning and leadership programs. Professional development is essential for the growth and development of staff and future leaders at the school and system levels.

Niagara Catholic leadership programs provide tools and resources for aspiring leaders to self-reflect, enhance their personal and professional growth, and acquire the skills and competencies required for effective Catholic leadership to create safe, inclusive and engaging learning and work environments.

The Board promotes and encourages all staff to participate in professional development and leadership opportunities.

### **References**

- [\*\*Education Act R.S.O. 1990, Chapter E.2\*\*](#)
- [\*\*Institute for Education Leadership \(IEL\)\*\*](#)
- [\*\*Ontario Catholic Leadership Framework\*\*](#)
- [\*\*Niagara Catholic District School Board Policies/Procedures/Documents\*\*](#)
  - [\*\*Niagara Catholic District School Board Mission, Beliefs and Values\*\*](#)
  - [\*\*Employee Hiring and Selection \(Teachers\) \(203.1\) Administrative Operational Procedures\*\*](#)
  - [\*\*Catholic Leadership: Principal and Vice-Principal Selection \(202.2\) Administrative Operational Procedures\*\*](#)

<b>Adopted Date:</b>	<b>June 18, 2013</b>
<b>Revision History:</b>	<b>November 24, 2020</b>

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
JUNE 18, 2024**

***PUBLIC SESSION***

**TITLE: NIAGARA CATHOLIC EDUCATION AWARD OF  
DISTINCTION POLICY (100.7)**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the Niagara Catholic Education Award of Distinction Policy (100.7), presented

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Prepared by: Pat Rocca, Superintendent of Education

Presented by: Pat Rocca, Superintendent of Education

Recommended by: Committee of the Whole

Date: June 18, 2024



Niagara Catholic District School Board

**NIAGARA CATHOLIC  
EDUCATION AWARD OF DISTINCTION POLICY**

STATEMENT OF GOVERNANCE POLICY

100 - Board

Policy No 100.7

Adopted Date: October 26, 2004

Latest Reviewed/Revised Date: May 23, 2023

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the Board believes in the importance of recognizing individuals and groups who have made outstanding contributions to Catholic Education in the Niagara Region.

In honour of these contributions the Niagara Catholic District School Board has established an award known as the “Niagara Catholic Education Award of Distinction”.

The names of the individuals or groups nominated for this award will be brought to the Board for information at an in-camera Board meeting. The names of the recipients of this award will also be brought for information at an in-camera Board meeting.

Annually, these individuals or groups may be recognized with this prestigious honour.

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

<b>Adopted Date:</b>	<b>October 26, 2004</b>
<b>Revision History:</b>	<b>February 22, 2005</b> <b>December 18, 2012</b> <b>February 27, 2018</b> <b>May 23, 2023</b>

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
JUNE 18, 2024**

***PUBLIC SESSION***

**TOPIC: APPROVED MINUTES OF THE SPECIAL EDUCATION  
ADVISORY COMMITTEE (SEAC) MEETING OF  
MAY 1, 2024**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board receive the Approved Minutes of the Special Education Advisory Committee Meeting of May 1, 2024, as presented for information.



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

**WEDNESDAY, MAY 1 , 2024  
 6:30 PM**

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

**APPROVED**

**ROUTINE MATTERS**

**1. Land Acknowledgement – Susy 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 – Chair Somma**

**3. Roll Call**

<b>Roll Call Members</b>	<b>Affiliations</b>	<b>Yes</b>	<b>Excused</b>
Somma, Monique	Community Living (Welland/Pelham) - CHAIR	x	
Cipriano, Madeline	Learning Disabilities Association of Niagara Region	x	
Maxwell, Michelle	Niagara Children’s Centre		X
T.B.D.	Pathstone Mental Health		
Andrea Pede	Down Syndrome Niagara	x	
Attree, Alexandria	Autism Ontario Niagara Region	x	
T.B.D.	Indigenous Representative		x

T.B.D.	Mainstream		x
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Smith, Rita/ Christine Bowers	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	
Cipriano, Camillo	Director of Education	x	
Filice, Adele	Principal, Secondary	x	
Walsh, Susy	Principal, Elementary	x	
Pizzoferrato, Gino	Superintendent of Education	x	
Alli, Babra	Student Senate Representative		x
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
Keigan, Kelly	Speech-Language Pathologist		x
Brochu, Grace	Student Support Facilitator	x	
Nemcko, Julia	Behaviour Analyst		x
Mancuso, Vince	Behaviour Resource Teacher	x	
Bailey, Babette	Teacher of the Deaf/Hard of Hearing	x	
Hornick, Tina	Special Initiative Teacher	x	
Loughhead, Brooke	ABA Lead	x	
Taylor, Paige	Administrative Assistant/Recording Secretary	x	

**4. Approval of the Agenda**

**Moved by:** Alexandria  
Attree

**Seconded by:** Madeline  
Cipriano

**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 April 3, 2024.**

**Moved by:** Trustee Marino  
**Seconded by:** Madeline Cipriano

**B. PRESENTATIONS**

1. Thomas - Community Living Welland Pelham
2. Jim Di Gioia – Annual Special Education Plan Update and Review



### C. AGENDA ITEMS

1. **Chair's Report** – Chair Somma  
Future SEAC meetings offsite - June - Bethesda
2. **Accessibility Committee Update** – Chair Somma
3. **Goals Update**

### D. AGENCY REPORTS

#### **Learning Disabilities Association of Niagara Region** – Madeline Cipriano

The LDANR opens its Fall program applications on Monday, May 27<sup>th</sup> at noon for our regular school year programming including our Student Social, JUMP Math, and Reading Rocks. We are also very excited to partner with Niagara Catholic this Spring to offer our transition workshops/programs to students either entering high school or post-secondary this coming school year.

**Pathstone Mental Health** – Vacant  
N/A

**Down Syndrome Niagara** – Andrea Pede

**Autism Ontario Niagara Region** - Alexandria Attree

**Mainstream** – Vacant  
N/A

#### **Bethesda Services** – Alyson Wilson

Bethesda offers a variety of different **Foundational Family Services and Supports** that are available to families registered with the Ontario Autism Program or Children's Behaviour Services. Our latest Service Guide can be found on our website - <https://bethesdaservices.com/en/youth/home>. All of the services are free and immediately available to families! Services include:

- Caregiver and Youth Workshops
- Social Recreational Groups
- Clinical Group Services
- Family Activities and Community Events
- Family and Sibling Support Groups
- Brief Consultation Services (SLP, OT, ABA and Mental Health Services)

For more information about the services offered at Bethesda, please contact our Service Coordinators at (905) 684-6918, ext. 170 or [serviceinfo@bethesdaservices.com](mailto:serviceinfo@bethesdaservices.com).

**Extensive Needs Service – Niagara Collaborative**

**Community Living (Port Colborne/Wainfleet) – Rita Smith**

**Community Living (Welland/Pelham) – Monique Somma**

**E. STUDENT REPORT**

**Student Senate Representative - Babra**

**2. STAFF REPORTS**

**Secondary Principal – A. Felice**

**Elementary Principal – S. Walsh**

**3. Student Support Department - Superintendent Pizzoferrato/Danny/Jim/Ann Marie**

**F. TRUSTEE REPORTS –Trustee Marino, Trustee Joyner**

**G. NCPIC REPORT – No update**

**H. NOTICES OF MOTION**

N/A

**I. INFORMATION ITEMS**

N/A

**J. MOMENT OF SILENCE / REFLECTION OF LIFE**

**L. NEXT MEETING**

Wednesday, June 5, 2024 at 6:30 pm at Bethesda

**M. ADJOURNMENT:**

**Motion to Adjourn:**

Monique Somma

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
JUNE 18, 2024**

***PUBLIC SESSION***

**TOPIC: APPROVED MINUTES OF THE AUDIT COMMITTEE  
MEETING OF APRIL 17, 2024**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board receive the Approved Minutes of the Audit Committee Meeting of April 17, 2024, as presented for information.



# MINUTES OF THE AUDIT COMMITTEE MEETING (PUBLIC SESSION)

## WEDNESDAY, APRIL 17, 2024

Minutes of the Audit Committee Meeting (public session) of the Niagara Catholic District School Board, held on Wednesday, April 17, 2024 electronically in compliance with Education Act Section 207 and Ontario Regulation 463/97 Section 5.1(2).

The meeting was called to order at 10:02 a.m. by Chair Mario Falvo.

### A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayer was led by Giancarlo Vetrone.

2. Roll Call

Committee Member	Present	Present Electronically	Absent	Excused
Joe Bruzzese	✓			
Rhianon Burkholder	✓			
Larry Huibers			✓	
Mario Falvo	✓			
Charles Skelton	✓			

Resources to the Audit Committee were in attendance:

**Giancarlo Vetrone**, Superintendent of Business and Financial Services  
**Rosa Rocca**, Controller of Business and Finance  
**Andrea Eltherington**, Regional Internal Audit Manager

Staff in attendance:

**Grant Frost**, Chief Information Officer  
**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 November 22, 2023.**

Moved by Trustee Burkholder

Seconded by Charles Skelton

**THAT** the Niagara Catholic Audit Committee approve the Public Agenda of the Audit Committee Meeting (Public Session) of Wednesday, November 22, 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 22, 2023**

Moved by Trustee Burkholder

Seconded by Trustee Bruzzese

**THAT** the Niagara Catholic Audit Committee approve the Minutes of the Audit Committee Meeting (Public Session) of November 22, 2023.

**CARRIED**

**B. BUSINESS IN CAMERA**

Moved by Trustee Burkholder

Seconded by Trustee Bruzzese

**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 10:05 a.m. and reconvened at 10:57 a.m.

**C. FUTURE MEETINGS**

Next Audit Committee Meeting is Friday, June 7, 2024 at 10:00 a.m.

**D. ADJOURNMENT**

Moved by Trustee Burkholder

Seconded by Trustee Bruzzese

**THAT** the April 17, 2024 meeting of the Niagara Catholic Audit Committee be adjourned.

**CARRIED**

The Niagara Catholic Audit Committee Meeting was adjourned at 10:59 a.m.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
JUNE 18, 2024**

***PUBLIC SESSION***

**TITLE: ECOSCHOOLS RESULTS FOR 2023-2024**

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The EcoSchools Results for 2023-2024 report is presented for information.

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Prepared by: Clark Euale, Controller of Facilities Services  
Cassandra Osborne, Niagara Catholic EcoSchools Coordinator

Presented by: Clark Euale, Controller of Facilities Services

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

Date: June 18, 2024



## **REPORT TO THE BOARD JUNE 18, 2024**

### **ECOSCHOOLS RESULTS FOR 2023-2024**

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#### **BACKGROUND INFORMATION**

EcoSchools Canada is the largest K-12 Environmental Education Certification Program in Canada. Through collaboration with educators, students, parents, school board/district officials, and community organizations, they work to address climate change by fostering environmental leadership in school communities.

Since 2005, EcoSchools Canada's award-winning certification framework has provided independent reporting and recognition for schools and outdoor and environmental education centres. Reaching about 1 million students annually. They are the largest bilingual, voluntary environmental certification programs for K-12 schools in Canada; engaging across all levels of the education sector, including students, teachers, Trustees and parents through training workshops, webinars, annual conferences, educational resources, and national campaigns.

EcoSchools certification represents environmental excellence for elementary through secondary schools in Canada. Participation in the program allows students, all school staff and parents to get a clear picture of their current environmental practices and take action to reduce their environmental footprint.

Each year, our schools apply for certification by undertaking environmental actions, campaigns, and projects, and then recording them in the online EcoSchools Certification Application to earn points. At the end of the year, school applications are assessed based on a standard established over 10 years of benchmarking and are awarded a final certification level from Platinum, Gold, Silver, Bronze or Participation.

#### **EcoTeams**

Every school forms a group of dedicated environmental champions called an EcoTeam who are responsible for leading EcoSchools actions and initiatives. EcoTeams can range from just a few members to whole schools, and operate best with a diverse membership base, including students, staff, parents, and community partners.

#### **Engaging in Environmental Actions**

Actions make up the backbone of EcoSchools certification, and consist of a variety of fun and educational projects, campaigns, lessons, and challenges that help schools assess and improve their environmental practices. Actions are designed to be flexible and adaptable to all curricula and school types to ensure that everyone across Canada can pursue certification. EcoSchools actions also connect schools to Niagara Catholic's Environmental Stewardship and Sustainability Policy,


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United Nations' Sustainable Development Goals, and the Global Foundation for Environmental Education. Schools can select from dozens of engaging actions like waste-free lunches, planting gardens, Good-On-One-Side or GOOS Paper campaigns, and conducting energy audits among many other exciting options.

Niagara Catholic has been participating in the EcoSchools Canada Program since 2007 with the majority of schools obtaining certification levels of Platinum, Gold, Silver and Bronze.

For the 2023/24 school year, we are very excited and proud to announce that 100% of our schools are certified with the EcoSchools Canada Program. Congratulations to all of our schools who worked so hard to accomplish this during a very busy school year. Well done!

The following is a summary of the results for 2023-2024.

	Denis Morris Blessed Trinity St. Nicholas Notre Dame St. Therese Notre Dame College School St. Denis Our Lady of Victory St. George St. John Bosco St. Andrew St. Alexander	Assumption Father Hennepin Holy Cross Our Lady of Mount Carmel St. Alfred St. Edward St. Mark St. Michael St. Philomena
	St. Teresa of Calcutta St. Joseph (FE) Sacred Heart Canadian Martyrs St. Patrick (PC) St. Joseph (G) St. Theresa St. Anthony Holy Name St. Vincent de Paul Loretto Catholic St. Kevin Mary Ward Saint Francis St. Patrick (NF) Our Lady of Fatima (SC) St. Mary (NF)	Lakeshore Catholic Saint Paul Alexander Kuska St. Ann (P) St. Elizabeth Our Lady of Fatima (G) St. Mary (W) Our Lady of the Holy Rosary Saint Michael CHS St. Augustine St. Gabriel Lalemant St. John St. Peter St. Ann (SC) St. John Henry Newman St. Martin



	St. Christopher	
	St. James	
		

The EcoSchools Results for 2023-2024 report is presented for information.

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Prepared by: Clark Euale, Controller of Facilities Services  
Cassandra Osborne, Niagara Catholic EcoSchools Coordinator

Presented by: Clark Euale, Controller of Facilities Services

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

Date: June 18, 2024

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
JUNE 18, 2024**

***PUBLIC SESSION***

**TITLE: EXECUTIVE COUNCIL POWER – JULY & AUGUST 2024**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board empower Executive Council to approve any actions, of an emergency nature, recommended by the Director of Education, if a quorum cannot be achieved after a Special Meeting of the Board is called as per Board By-Laws, during the months of July and August 2024.

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

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

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

Date: June 18, 2024



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

## REPORT TO THE BOARD MEETING JUNE 18, 2024

### EXECUTIVE COUNCIL POWER – JULY & AUGUST 2024

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#### BACKGROUND INFORMATION

In accordance with the Niagara Catholic District School Board By-Laws Section 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 Board’s By-Laws, no other business shall be considered at a special meeting other than the subjects stated in the notice.”*

The following recommendation is presented in the event that it becomes necessary to call a Special Meeting of the Board to deal with emergency items only and a quorum cannot be achieved, after all reasonable attempts by the Director of Education to achieve quorum during the months of July and August 2024 have been exhausted.

#### RECOMMENDATION

**THAT** the Niagara Catholic District School Board empower Executive Council to approve any actions, of an emergency nature only, as recommended by the Director of Education, only if a quorum cannot be achieved after a Special Meeting of the Board is called as per Board By-Laws, during the months of July and August 2024.

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Prepared by:	Camillo Cipriano, Director of Education/Secretary-Treasurer
Presented by:	Camillo Cipriano, Director of Education/Secretary-Treasurer
Recommended by:	Camillo Cipriano, Director of Education/Secretary-Treasurer
Date:	June 18, 2024

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
JUNE 18, 2024**

***PUBLIC SESSION***

**TITLE: THE PROVISIONS OF SPECIAL EDUCATION PROGRAMS  
AND SERVICES – SPECIAL EDUCATION PLAN REVISIONS**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the revisions, as set out in Appendix A to be included in the Special Education Plan 2024, as presented.

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Prepared by: Gino Pizzoferrato, Superintendent of Education

Presented by: Gino Pizzoferrato, Superintendent of Education

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

Date: June 18, 2024



## REPORT TO THE BOARD JUNE 18, 2024

### THE PROVISIONS OF SPECIAL EDUCATION PROGRAMS AND SERVICES – SPECIAL EDUCATION PLAN REVISIONS

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#### BACKGROUND INFORMATION

The Ministry of Education requires district school boards to publicly make available a comprehensive report regarding the current special education programs and services of the Board. *Building Bridges to Services 2023 and Beyond* is our Board's current version of the Ministry of Education mandated Special Education Plan that includes the components that are defined in *Special Education in Ontario Kindergarten to Grade 12 Policy and Resource Guide 2017* as well as the protocols established in Policy and Program Memorandum 149.

In compliance with *Regulation 464/97*, Student Support staff consults with the Niagara Catholic Special Education Advisory Committee (SEAC) in the preparation and update of the Special Education Plan. Appendix A lists an Executive Summary of the revisions, as approved by the Special Education Advisory Committee at the SEAC meeting of June 5, 2024, that will be incorporated into the current Special Education Plan.

**Motion 1:**       **THAT** the Special Education Advisory Committee approves the revisions to the Provisions of Special Education Programs and Services to be included in the *Special Education Plan 2024*, as presented.

Moved by **Monique Somma**

Seconded by **Michelle Maxwell**

**CARRIED**

**Motion 2:**       **THAT** the Special Education Advisory Committee forwards the *Special Education Plan 2024* to the Committee of the Whole for their consideration and approval.

Moved by **Monique Somma**

Seconded by **Christine Donato**

**CARRIED**

A checklist that notes the plan's component parts, updated sections and the URL leading to the Special Education Plan on our Board's website is annually completed and submitted to the London Regional Education Office by July 31<sup>st</sup> each year. Once all revisions are finalized, the 2024 Plan will be accessible through Niagara Catholic's website.

The Niagara Catholic District School Board recognizes that the updated *Special Education Plan 2024* is a valuable resource to students, parents, school, and Board staff. In the fall of each year, the revised Special Education Plan is accessible via our Niagara Catholic District School Board website.

**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board Niagara Catholic District School Board approve the revisions, as set out in Appendix A to be included in the Special Education Plan 2024, as presented

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Prepared by: Gino Pizzoferrato, Superintendent of Education

Presented by: Gino Pizzoferrato, Superintendent of Education

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

Date: June 18, 2024

**Special Education Plan 2024 - Executive Summary of Revisions for SEAC**

General Revisions: Update year to reflect 2023-2024 school year

Part 1: Model for Special Education - NO CHANGE

Part 2: IPRC Process - Update IPRC data numbers

Part 3: Special Education Placement provided by board - Update to reflect ABASE program and remove reference to Learning Centres of Excellence

Part 4: IEPs - NO CHANGE

Part 5: Special Education Staff - Update the FTE numbers for job classes

Part 6: Specialized Equipment - NO CHANGE

Part 7: Transportation - NO CHANGE

Part 8: Transition Planning - NO CHANGE

Part 9: Roles and Responsibilities in Spec Ed - NO CHANGE

Part 10: Categories of Exceptionalities - NO CHANGE

Part 11: Prov and Demo Schools - NO CHANGE

Part 12: Board's Consultation Process - NO CHANGE

Part 13: SEAC - update membership information

Part 14 - early identification - NO CHANGE

Part 15 - Educational and other assessments - NO CHANGE

Part 16: Coordination of services other ministries - NO CHANGE

Part 17: - Specialized Health support - NO CHANGE

Part 18: Staff Development - Update to reflect activities from the current school year

Part 19: Accessibility - Update to reflect completed projects from this year

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
JUNE 18, 2024**

***PUBLIC SESSION***

**TITLE: EXTENDED OVERNIGHT FIELD TRIP, EXCURSION AND  
EXCHANGE APPROVAL COMMITTEE 2023-2024**

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The Extended Overnight Field Trip, Excursion and Exchange Approval Committee  
2023-2024 report is presented for information.

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Prepared by: Joseph Zaroda, Superintendent of Education

Presented by: Joseph Zaroda, Superintendent of Education

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

Date: June 18, 2024





## **REPORT TO THE BOARD JUNE 18, 2024**

### **EXTENDED OVERNIGHT FIELD TRIP, EXCURSION AND EXCHANGE APPROVAL COMMITTEE 2023-2024**

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#### **BACKGROUND INFORMATION**

The Extended Overnight Field Trip, Excursion and Exchange Approval Committee continues to review proposals for 2023-2024 extended overnight field trips, excursions and exchanges as submitted to date. The composition of the approval Committee is as follows:

1 Supervisory Officer	-	Joseph Zaroda
1 Secondary School Vice-Principal	-	Monique Mastroianni
1 Secondary School Principal	-	Krista Moscato
1 Elementary School Principal	-	Rosie Araujo
1 Program Department Consultant	-	Fred Wilson

As defined in the Niagara Catholic Educational Field Trips Administrative Operational Procedures 400.2, an Extended Overnight Field Trip is:

- A field trip that requires four or more nights' lodgings, or requiring an individual flight ticket of \$600.00 or more.
- An extended overnight field trip which involves more than one school will follow the same procedures and will require the approval of the principal/administrator and the Family of Schools' Superintendent of Education of all participating schools at the time of submission for approval.

An Excursion is defined as follows:

- An excursion is a trip that is planned and arranged for secondary school students that would be held during the year when students are not normally expected to be attending classes and that may not adhere to all guidelines and procedures relating to educational field trips. Approval will not normally be granted for excursions that require students and/or staff to be away from school on a regularly scheduled instructional school day.

Attached to this information report is an Executive Summary of a 2023-2024 Extended Overnight Field Trip as submitted on Tuesday, June 18, 2024. (Appendix A)

The Extended Overnight Field Trip, Excursion and Exchange Approval Committee 2023-2024  
report is presented for information.

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Prepared by: Joseph Zaroda, Superintendent of Education

Presented by: Joseph Zaroda, Superintendent of Education

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

Date: June 18, 2024

**EXECUTIVE SUMMARY**

*Appendix A*

**Extended Overnight Field Trip, Excursion and Exchange Committee Approval – 2023-2024**

SCHOOL	TYPE	APPROVAL REQUIRED	DESTINATION	CURRICULUM UNIT/THEME	EDUCATION VALUE	FAITH COMPONENT	DATE	NUMBER OF STUDENTS, STAFF & CHAPERONES ON TRIP	DURATION	COST (APPROX)	TRANSPORTATION
Blessed Trinity CSS	Extended Overnight Field Trip	Superintendent, Extended Overnight Field Trip Committee and SAC	Costa Rica	Non-Credit	Allow students the opportunity to explore one of the most biologically diverse places while participating in an enriching global service project. Students will participate in a mangrove forest volunteer restoration project and then experience the culture in the rural communities they will be helping.	Students will attend mass on Sunday, March 9, 2025.	Friday, March 7 to Saturday, March 15, 2025	40 students; 2 staff members (1 no coverage needed, 1 TBD), 1 or 2 chaperone staff/chaperones to be determined if needed.	9 days (0 school days)	<p>\$4438 includes bus transportation to and from airport, all trip tours, return air fare, trip cancellation insurance, bus transportation between tours in country, all meals and hotel accommodations.</p> <p>Additional costs for souvenirs and any gratuities as per student wishes. Students responsible for their own lunches only on the day of departure and day of return.</p> <p>Cancellation policy will be clearly communicated with parents.</p>	Airline will be confirmed upon approval.