



MINUTES OF THE BOARD MEETING

TUESDAY, DECEMBER 17, 2013

Minutes of the Meeting of the Niagara Catholic District School Board, held on Tuesday, December 17, 2013, at 7:00 p.m. in the Father Kenneth Burns C.S.C. Board Room, at the Catholic Education Centre, 427 Rice Road, Welland.

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

A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayers were led by Trustee Nieuwesteeg

2. Roll Call

Chair Burtnik noted that Student Trustee Vincent Atallah was excused and that all Trustees were in attendance.

Trustee	Present	Present Electronically	Absent	Excused
Rhianon Burkholder	✓			
Kathy Burtnik	✓			
Maurice Charbonneau	✓			
Frank Fera	✓			
Fr. Paul MacNeil	✓			
Ed Nieuwesteeg	✓			
Ted O'Leary	✓			
Dino Sicoli	✓			
Student Trustees				
Vincent Atallah				✓
Dallas McMahon	✓			

The following staff were in attendance:

John Crocco, Director of Education; **Yolanda Baldasaro**, **Ted Farrell**, **Lee Ann Forsyth-Sells**, **Frank Iannantuono**, **Mark Lefebvre**, Superintendents of Education; **Giancarlo Vetrone**, Superintendent of Business & Financial Services; **Scott Whitwell**, Controller of Facilities Services; **Jennifer Brailey**, Manager of Corporate Services & Communications; **Kristine Murphy**, Recording Secretary/Administrative Assistant, Corporate Services & Communications.

3. Approval of the Agenda

Moved by Trustee O'Leary

Seconded by Trustee Charbonneau

THAT the Niagara Catholic District School Board approve the Agenda of the Board Meeting of December 17, 2013, as presented.

amended:

CARRIED

Giancarlo Vetrone, Superintendent of Business & Financial Services advised that the Financial Reports for November and December will be presented at the January 28, 2014 Board Meeting.

4. Declaration of Conflict of Interest

Nil

5. Minutes of the Board Meetings

5.1 Approval of Minutes of the Board Meeting of November 26, 2013

Moved by Trustee Fera

Seconded by Trustee MacNeil

THAT the Niagara Catholic District School Board approve the Minutes of the Board Meeting of November 26, 2013, as presented.

CARRIED

5.2 Approval of Minutes of the Board Meeting of December 3, 2013

Moved by Trustee Fera

Seconded by Trustee MacNeil

THAT the Niagara Catholic District School Board approve the Minutes of the Board Meeting of December 3, 2013, as presented.

CARRIED

B. DELEGATIONS/PRESENTATIONS

1. Christmas Cards 2013

Mark Lefebvre, Superintendent of Education, presented the report on Christmas Cards 2013. He indicated that schools throughout Niagara Catholic were invited to submit artwork designed by their students in order to create the 2013 Niagara Catholic Christmas Cards.

Chair Burtnik and Vice-Chair Burkholder, presented the following students with Excellence in the Arts pins and a plaqued picture of their artwork. The students, whose artwork was selected

for the Board's Christmas cards, were introduced by their school Principal and spoke about their art. Yang Xi An (Gr. 7, St. Peter Catholic Elementary School, St. Catharines); Atamanyk Brooke (Gr. 6, Alexander Kuska Catholic Elementary School, Welland); Isabella DiPaola (Gr. 3, St. Anthony Catholic Elementary School, St. Catharines); Rea Krutschke (Gr. 9, Saint Michael Catholic High School, Niagara Falls); Kiera McKee (Gr. 9, Saint Michael Catholic High School, Niagara Falls); Cassandra Potter (Gr. 9, Saint Michael Catholic High School, Niagara Falls); and Casey Talampas (Gr.7, Loretto Catholic Elementary School, Niagara Falls).

C. COMMITTEE AND STAFF REPORTS

1. School Excellence Program – St. John Bosco Catholic Elementary School

John Crocco Director of Education, Secretary/Treasurer provided background information on the monthly School Excellence Program. Lee Ann Forsyth-Sells, Superintendent of Education introduced Theo Dagenais, Principal of St. John Bosco Catholic Elementary School.

Principal Dagenais, introduced Mrs. Lisa MacPherson and Mrs. Antonia Giammarco who facilitated the choir presentation. He thanked Lakeshore Catholic High School students, Bruce Cook, Sydney Lee and Brandi Vidacek and teacher Ms. Teresa Ross who produced the video.

Trustee Sicoli thanked Principal Dagenais, students, staff and community for making St. John Bosco Catholic Elementary School such a special school.

Chair Burtnik thanked Principal Dagenais, the staff and students for their presentation and performance.

2. Unapproved Minutes of the Committee of the Whole Meeting of December 3, 2013 and Consideration of Recommendations

Moved by Trustee Charbonneau

Seconded by Trustee Nieuwesteeg

THAT the Niagara Catholic District School Board receive the unapproved Minutes of the Committee of the Whole Meeting of December 3, 2013 as presented.

CARRIED

The following recommendations were presented for the Board's consideration from the Committee of the Whole Meeting of December 3, 2013.

2.1 Approval of Policies

2.1.1 Employee Meals & Hospitality Policy (201.14)

THAT the Niagara Catholic District School Board approve the Employee Meals & Hospitality Policy (201.14), as presented.

2.1.2 Employee Conferences, Workshops & Meetings Policy (201.15)

THAT the Niagara Catholic District School Board approve the Employee Conferences, Workshops & Meetings Policy (201.15), as presented.

2.1.3 Corporate Cards, Purchasing Cards & Petty Cash Policy (600.4)

THAT the Niagara Catholic District School Board approve the Corporate Cards, Purchasing Cards & Petty Cash Policy (600.4), as presented.

2.1.4 Admission of Elementary and Secondary Students Policy (301.1)

THAT the Niagara Catholic District School Board approve the Admission of Elementary and Secondary Students Policy (301.1), as presented.

2.1.5 Continuing Education Policy (400.1)

THAT the Niagara Catholic District School Board approve the Continuing Education Policy (400.1), as presented.

2.1.6 Access to School Premises Policy (302.6.3)

Moved by Trustee Sicoli

Seconded by Trustee Burkholder

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

CARRIED

2.2 St. Catharines Ad Hoc Attendance Area Review Committee

THAT the Niagara Catholic District School Board approve the report of the St. Catharines Elementary and Secondary Family of Schools/Michael J. Brennan Catholic, St. James Catholic, Assumption Catholic, St. Alfred Catholic, St. Ann Catholic, Canadian Martyrs Catholic and Our Lady of Fatima Catholic Elementary Schools Ad Hoc Attendance Area Review Committee and approve the recommendations as presented.

1. **THAT** upon further consideration by the St. Catharines Elementary and Secondary Family of Schools/Michael J. Brennan Catholic, St. James Catholic, Assumption Catholic, St. Alfred Catholic, St. Ann Catholic, Canadian Martyrs Catholic and Our Lady of Fatima Catholic Elementary Schools Ad Hoc Attendance Area Review Committee that the following proposed boundary changes occur for St. Ann Catholic, St. James Catholic, Our Lady of Fatima Catholic, and Assumption Catholic Elementary Schools effective September 2014.

THAT the new boundary description for St. Ann Catholic Elementary School be described as:

East: Commencing on Lake Street (centerline) to

South: Lakeshore Road (centerline) to Lakeport Road (centerline) to Linwell Road (centerline) to Ontario Street (centerline) to Ontario Jaycee Gardens (Fairview Creek) projected west to Twelve Mile Creek South to Hwy 406 to Vansickle Road N (centerline) to Martindale Road to Erion Road (centerline – and its extension) to

West: Hwy 406 to the QEW to

North: Fifteen Mile Creek to Lake Ontario to the point of commencement on Lake Street (centerline)

THAT the new boundary for St. James Catholic Elementary School be described as:

East: Commencing at Lake Ontario and Vine Street (centerline) to

South: Linwell Road (centerline) to

West: Lakeport Road (centerline) to Ontario Street (centerline) to Lakeshore Road (centerline) to Lake Street (centerline) to

North: Lake Ontario to the point of commencement on Vine Street

THAT the new boundary description for Our Lady of Fatima Catholic Elementary School be described as:

East: Commencing on Niagara Street (centerline) at Linwell Road to

South: Scott Street (centerline) to

West: Lake Street (centerline) to

North: Linwell Road (centerline) to the point of commencement on Niagara Street

THAT the new boundary description for Assumption Catholic Elementary School be described as:

East: Commencing on the City Boundary (St. Catharines & Niagara on the Lake) to

South: Linwell Road East (centerline), crossing Welland Canal to Linwell Road to

West: Vine Street (centerline) to

North: Lake Ontario to the point of commencement on the City Boundary

2. **THAT** there is grandfathered right of attendance to current students at Our Lady of Fatima Catholic Elementary School without transportation (as per Board Policy/Guidelines 301.1, Admission of Elementary and Secondary Students and Board Policy/Guidelines 500.2, Student Transportation).
3. **THAT** there is grandfathered right of attendance to St. James Catholic Elementary School, with transportation (as per Board Policy/Guidelines 301.1, Admission of Elementary and Secondary Students and Board Policy/Guidelines 500.2, Student Transportation) provided to current Grade 6 Michael J. Brennan Catholic/St. James Catholic Elementary School students only, and their siblings, who choose to attend St. James Catholic Elementary School until June 2016 at which time transportation will be discontinued.
4. **THAT** students currently in Grade 7 at St. James Catholic Elementary School will be considered as a grandfathered right of attendance with transportation (as per Board Policy/Guidelines 301.1, Admission of Elementary and Secondary Students and Board Policy/Guidelines 500.2, Student Transportation) until June 2015.

Moved by Trustee Charbonneau

Seconded by Trustee Sicoli

5. **THAT** Senior Staff proceed with the transition plan in consultation with staff and Catholic School Councils for the transition of students of the affected school communities.

CARRIED

3. **Approved Minutes of the Special Education Advisory Committee (SEAC) Meeting of November 6, 2013**

Moved by Trustee MacNeil

Seconded by Trustee Burkholder

THAT the Niagara Catholic District School Board receive the Approved Minutes of the Special Education Advisory Committee Meeting of November 6, 2013, as presented for information.

CARRIED

4. Trustee Honorarium for the Year December 1, 2013 to November 30, 2014

Director Crocco presented the report on Trustee Honorarium for the Year December 1, 2013 to November 30, 2014.

Moved by Trustee MacNeil

Seconded by Trustee Nieuwesteeg

THAT the Niagara Catholic District School Board approve the Trustee Honorarium for the year December 1, 2013 to November 30, 2014, as noted in Appendix A, as follows:

\$16,781 for the Chairperson of the Board

\$13,753 for the Vice-Chairperson of the Board

\$10,517 for the other Trustees

CARRIED

5. Trustee Expenses and Reimbursement Fiscal Year 2012-2013

Superintendent Vetrone, will present a revised Trustee Expenses and Reimbursement Fiscal Year 2012-2013 report at the Board Meeting January 28, 2014.

6. Director of Education's Annual Report 2013

Director Crocco presented the Report on the Director's Annual Report 2013 and a copy of the Director's Annual Report 2013. He informed Trustees that the Annual Report 2013 is in compliance with the requirements of the Education Act and the Minister of Education regarding the submission of Directors Annual Reports.

Director Crocco thanked the members of Senior Administrative Council for their submissions and Jennifer Brailey, Manager of Corporate Services & Communications, and the Print Shop staff for their work in the preparation of the impressive Director's Annual Report 2013.

7. Revised Budget for the Year 2013-2014

Director Crocco presented the Report on the Revised Annual Budget for the Year 2013-2014.

Director Crocco stated that Senior Administrative reviewed and updated the revenue and expenditures of the Board based on new information including the revised Average Daily Enrolment (ADE) and the unexpected loss of the Board's annual utility rebate of approximately \$600,000. Based on their review, the risk assessment plan and the latest adjustments to the anticipated Ministry revenue, a potential in-year deficit of \$600,000 is projected for the 2013-2014.

He advised that he and Superintendent Vetrone will continue to update the Board throughout the year on the status of the in-year deficit.

Senior Administrative Council continues to review all sources of revenue and expenditures aggressively to reduce the cost structure and achieve a balanced budget without the use of reserves. Director Crocco pointed out that in order to meet the System Priorities for 2013-2014 the Board may need to draw on its reserves to balance the budget for 2013-2014.

Superintendent Vetrone, highlighted key areas of the Revised Board Budget 2013-2014, under Appendix A and Appendix B and answered Trustees' questions.

He advised that he and Superintendent Vetrone will continue to update the Board throughout the year on the status of the in-year deficit.

Moved by Trustee Fera

Seconded by Trustee MacNeil

THAT the Niagara Catholic District School Board approve the Revised Budget for the Year 2013-2014, as presented.

CARRIED

D. TRUSTEE ITEMS, OPEN QUESTION PERIOD & OTHER BUSINESS

1. Correspondence

1.1 York Catholic District School Board – Re: Bill 69

Director Crocco presented correspondence from the York Catholic District School Board Re: Bill 69.

E. General Discussion to Plan for Future Action

2.1 Chair Burtnik presented a revised draft letter addressed to the Chair of the District School Board of Niagara.

Moved by Trustee Nieuwesteeg

Seconded by Trustee Charbonneau

THAT the Niagara Catholic District School Board approve that the letter addressed to the Chair of the District School Board of Niagara be mailed, as presented.

CARRIED

F. Trustee Information

1. Spotlight on Niagara Catholic – December 3, 2013

Director Crocco highlighted the Spotlight on Niagara Catholic – December 3, 2013 issue for Trustees' information.

2. Calendar of Events – January 2014

Director Crocco presented the Calendar of Events - January 2014 for Trustees' information and noted the following important dates;

Christmas Break – December 23, 2013 – January 3, 2014

Director Crocco informed Trustees that all schools, along with the Catholic Education Centre, will be closed from December 23, 2013 – to January 5, 2014 inclusive.

Niagara Catholic Baby Celebration – January 15, 2014

Director Crocco informed Trustees of the Niagara Catholic Baby Celebration being held at the Catholic Education Centre on January 15, 2014.

System Letter

Director Crocco provided Trustees with a hardcopy of a letter from Bishop Bergie, Chair Burtnik and himself which will be sent home with all students this week. A letter from Bishop Bergie, Chair Burtnik and Director Crocco will be emailed to all 3,000 staff, including Trustees on Wednesday, December 18, 2013.

3. Business Education Council Annual Partners Breakfast – February 7, 2014

Director Crocco informed Trustees about the Business Education Council Annual Partners Breakfast on Friday, February 7, 2014 at Marriott Gateway on the Falls, Niagara Falls from 7:30 a.m. – 10:00 a.m., featuring keynote speaker Anil Patel of Timeraiser.

Trustees were asked to confirm their attendance with Kristine Murphy no later than Tuesday, January 14, 2014.

4. Faith in Our Future Video

Director Crocco advised Trustees that out of 90 Catholic Secondary School video submissions to OCSTA (5) five Niagara Catholic High Schools - Blessed Trinity Catholic Secondary School, Denis Morris Catholic High School, Lakeshore Catholic High School, Notre Dame College School and Saint Paul Catholic High School - are among eight (8) semi-finalists in the Ontario Catholic School Trustees' Association's Secondary School Faith in Our Future Video Competition. Trustees viewed the five (5) 2 minute video's on Catholic Education. Director Crocco congratulated Principals, staff and students for the creative video submissions and noted that all represent the very best of Catholic Education in Niagara Catholic.

G. Open Question Period

None Submitted

H. NOTICES OF MOTION

I. BUSINESS IN CAMERA

Moved by Trustee MacNeil

Seconded by Trustee Sicoli

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

CARRIED

The Niagara Catholic District School Board moved into the In Camera Session of the Board Meeting at 8:55 p.m. and reconvened at 10:20 p.m.

J. REPORT ON THE IN-CAMERA SESSION

Moved by Trustee MacNeil

Seconded by Trustee Charbonneau

THAT the Niagara Catholic District School Board report the motions from the In Camera Session of the Board Meeting of December 17, 2013.

CARRIED

SECTION A: STUDENT TRUSTEES PRESENT

Moved by Trustee Nieuwesteeg

Seconded by Trustee Sicoli

THAT the Niagara Catholic District School Board approve the Minutes of the In Camera Session of the Board Meeting - SECTION A: Student Trustees Present of November 26, 2013, as presented.

CARRIED (Item F1)

Moved by Trustee Nieuwesteeg

Seconded by Trustee Sicoli

THAT the Niagara Catholic District School Board receive the Unapproved Minutes of the In Camera Session of the Committee of the Whole Meeting - SECTION A: Student Trustees Present of December 3, 2013, as presented.

CARRIED (Item F2)

SECTION B: STUDENT TRUSTEES EXCLUDED

Moved by Trustee O'Leary

Seconded by Trustee Charbonneau

THAT the Niagara Catholic District School Board approve the recommendation as outlined in Item F4.1 of the In Camera Agenda.

CARRIED (Item F4.1)

Moved by Trustee Charbonneau

Seconded by Trustee Sicoli

THAT the Niagara Catholic District School Board approve the recommendation as outlined in Item F4.2 of the In Camera Agenda.

CARRIED (Item F4.2)

Moved by Trustee Burkholder

Seconded by Trustee Sicoli

THAT the Niagara Catholic District School Board approve the Minutes of the In Camera Session of the Board Meeting - SECTION B: Student Trustees Excluded of November 26, 2013, as presented.

CARRIED (Item F5)

Moved by Trustee Burkholder

Seconded by Trustee Sicoli

THAT the Niagara Catholic District School Board receive the Unapproved Minutes of the In Camera Session of the Committee of the Whole Meeting - SECTION B: Student Trustees Excluded of December 3, 2013, as presented.

CARRIED (Item F6)

Moved by Trustee Charbonneau

Seconded by Trustee MacNeil

THAT the Niagara Catholic District School Board approve the Principals and Vice-Principals Terms & Conditions – September 1, 2013 – August 31, 2014 SECTION B: Student Trustees Excluded of December 3, 2013, as presented.

CARRIED (Item F6.1)

K. FUTURE MEETINGS AND EVENTS

L. MOMENT OF SILENT REFLECTION FOR LIFE

M. ADJOURNMENT

Moved by Trustee MacNeil

Seconded by Trustee Sicoli

THAT the December 17, 2013 meeting of the Niagara Catholic District School Board be adjourned.

CARRIED

This meeting was adjourned at 10:24 p.m.

Minutes of the Meeting of the Niagara Catholic District School Board held on **December 17, 2013**.

Approved on **January 28, 2013**.

Kathy Burtnik
Chair of the Board

John Crocco
Director of Education/Secretary -Treasurer