

AGENDA

Board of Trustees Regular Public Meeting
December 17, 2025, 4:30 PM

Trustees: Lisa Cefaratti, John Dickson, Michelle Duncanson, Brett Sweeny

Staff: Catherine Hodson (Principal), Kristie Mucciante (Business/HR)

Regrets: Aimee Huisman

Recorder: Kristie Mucciante

Presiding: Michelle Duncanson

Location: Niagara Children's Centre School Authority

I. Commencement of the Meeting of the Board

1. Call to Order and Noting of Members Absent
2. Declaration of Conflict of Interest

II. Business of the Board

1. Additions to and Approval of the Agenda

Recommended Motion - "That the Agenda be adopted."

2. Approval of the Minutes from the meeting on November 19, 2025

Recommended Motion - "That the Minutes of the Regular Meeting of the Niagara Children's Centre School Authority dated November 19, 2025 be confirmed as submitted."

3. Business Arising out of the Minutes

III. Committee of the Whole

1. Motion to Move to Committee of the Whole (Private session)

Recommended Motion - "That the board moves into the committee of the whole"

2. Motion to Return to Open Board (Public Session)

Recommended Motion - "That the board returns to the open board meeting"

IV. Ratification or Acknowledgement of Business Conducted in Committee of the Whole

1. Acknowledgement of Business Conducted from November 19, 2025

Recommended Motion - "That the business transacted in Committee of the Whole from November 19, 2025 be acknowledged by the absent board members"

2. Ratification of Current Business Conducted in Committee of the Whole

Recommended Motion - "That the business transacted in Committee of the Whole be now ratified by the Board."

V. Educational Showcase - C. Hodson

VI. Principal's Report - C. Hodson

VII. Action/Information Items

1. Governance

- a. By-Laws Update - Jan 26, 2026 review date 9:00-1:00
- b. Student & Family Support Offices
- c. Employee Handbook Review September 1, 2022-August 31, 2026

Recommended Motion - "That the Board approve the 22-26 Employee Handbook"

2. Policy

- a. Cyclical Policy Review
 - i. Health & Safety
 - ii. Equity & Inclusive Education
 - iii. Safe Schools

3. Financial Reporting

- a. Audit Presentation 24/25 FS (completed at the beginning of the meeting)

Recommended Motion "The Board approves the audited financial statements for the year ending August 31, 2025 as presented."

- b. 25/26 Budget Approval from the Ministry
- c. 25/26 Financial Statements September to November- K. Muccianti

Recommended Motion - "That the financial report be approved as presented."

VIII. Correspondence and Communications

- None

IX. Questions Asked of and by Board Members

- None

X. New Business

- None

Adjournment of the Public Board Meeting

NIAGARA PENINSULA CHILDREN'S CENTRE SCHOOL AUTHORITY BOARD MEETING MINUTES

Wednesday Dec 17, 2025 at 4:30 PM

I. COMMENCEMENT OF THE MEETING OF THE BOARD

1. Call to order

The meeting was called to order at 4:29 PM

2. Members Absent

Motion was made that the absence of Amiee Huisman be approved.

Moved by J. Dickson

Seconded by L Cefaratti

Carried

3. The Chair asked the Trustees if there are any conflicts of interest.

There were none.

II. BUSINESS OF THE BOARD

1. A motion was made to approve the agenda with the removal of one item.

Moved by J. Dickson

Seconded by L. Cefaratti

Carried

2. A motion was made to approve the meeting minutes from October 15, 2025.

Moved by L Cefaratti

Seconded by J. Dickson

Carried

3. There was no business arising out of the minutes of the last meeting.

III. COMMITTEE OF THE WHOLE

1. A motion was made to move to committee of the whole (private)

Moved by L Cefaratti

Seconded by J. Dickson

Carried

2. A motion was made to return to open board (public)

Moved by J. Dickson

Seconded by B. Sweeney

Carried

IV. RATIFICATION OF BUSINESS CONDUCTED IN THE COMMITTEE OF THE WHOLE

1. A motion was made to acknowledge that all members who were absent from the Committee of the Whole meeting held on November 19, 2025, have now received and reviewed the information, and that no approvals were required from the meeting.

Moved by B. Sweeney

Seconded by L. Cefaratti

Carried

2. The Board acknowledges that not all members were present during the Committee of the Whole meeting. As such, no official business or approvals were conducted.



Discussions remain confidential, and any matters requiring approval will be brought forward when quorum is present.

Moved by J. Dickson
Seconded by B. Sweeney
Carried

V. EDUCATIONAL SHOWCASE

C. Hodson presented the educational showcase showcasing how our students are growing and learning every day. Students enjoyed a concert and got to play with the musical instruments. She shared PD information and the resources purchased to support that PD

VI. PRINCIPALS IMPACT REPORT

C. Hodson presented the principles impact report and plans to work with Brock and disability studies for visual arts, music and drama.

VII. ACTION ITEMS

1. Governance

a. By-Laws Updating

Met with a lawyer who helped another S68 School with their by-laws and signed an agreement to have them redo our by-laws as well.

b. Student & Family Support Offices Update

This is not for us so we do not need to worry about it.

c. Employee Handbook Review

The board reviewed the handbook and a motion was made to approve the handbook changes.

Moved by L Cefaratti
Seconded by J. Dickson
Carried

2. Cyclical Policy Review

a. Health & Safety

b. Equity & Inclusive Education

c. Safe Schools

The Board reviewed the policies as part of the cyclical review. No revisions were recommended. *No motion was required.*

3. Financial Reporting

a. Auditor Presentation and 24/25 Final Financial Statements

A motion was made to accept the audited financial statements as presented.

Moved by B. Sweeney
Seconded by L Cefaratti
Carried

b. 25/26 Budget Approval from the Ministry -

The Ministry approved our budget in full for the 2025/2026 school year.



c. 25/26 Financial Statements September to October- K. Mucciante

Some questions were raised by the presentation of the FS in quickbooks and some investigation into why some balances appear on some reports and not others. K. Mucciante will look into this.

A motion was made to approve the financial statements as presented.

Moved by J. Dickson

Seconded by B. Sweeney

Carried

VIII. CORRESPONDENCE AND COMMUNICATIONS

- None

IX. QUESTIONS ASKED OF AND BY BOARD MEMBERS

- None

X. NEW BUSINESS

- None

ADJOURNMENT

The meeting was adjourned at 5:30 PM.

Moved by L Cefaratti

Seconded by J. Dickson

Carried

NEXT MEETING

The next meeting of the Board is Dec 26, 2025 at 11:00 AM.

Michelle Duncanson

Michelle Duncanson
Board Chair

February 10/2026

Date

