



Windsor-Essex Catholic District School Board

1325 California Avenue, Windsor, Ontario N9B 3Y6

Telephone (519) 253-2481
Michael B. Moher, Director of Education

Fax: (519) 253-0620
John Macri, Board Chairperson

REGULAR BOARD MEETING Tuesday, September 28, 2004 Windsor Essex Catholic Education Centre 1325 California Avenue, Windsor

A G E N D A

I In-Camera Meeting – 6:00 p.m.

Page #

II Regular Meeting of the Board- 7:00 p.m.

1. Call To Order

2. Opening Prayer

3. Recording of Attendance

4. Approval of Agenda

5. Questions Pertaining to Agenda

6. Disclosure of Interest

7. Presentations

- a. Leading Math Success: Mathematical Literacy Grades 7 – 12: The Report of the Expert Panel on Student Success in Ontario (L. Staudt)

8. Delegations

- a. Delegation Regarding Items Not on the Agenda

3:11.1 Any person(s) wishing to make a formal presentation to the Board shall make their intent known, in writing, to the Secretary at least one week prior to the regular meeting. They shall briefly explain in their petition the nature of their business. Discussion shall be limited to the petition and shall be not longer than ten (10) minutes. The time limit can be waived by the consent of the majority of the Board.

- b. Delegations Regarding Items On the Agenda

3:11.2 Any person(s) wishing to appear before the Board and speak on an item appearing on the agenda of the Board Meeting has until NOON of the day of the Board meeting to make a request to the Secretary. They shall explain briefly the nature of their business. The discussion shall be limited to the item on the agenda and shall be no longer than ten (10) minutes.

9. Action Items	
a. Approval of Minutes	
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12. New Business	
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<i>Elementary Schools:</i> St. Louis, St. Francis, St. Maria Goretti, H. J. Lassaline, St. Pius X, Queen of Peace, St. Bernard (Amherstburg); <i>Secondary Schools:</i> St. Joseph's, St. Thomas of Villanova, Cardinal Carter, F. J. Brennan	
c. Notice of Motion	
Trustee Courtney (from September 14, 2004): “At the next regular scheduled meeting of the Board, I shall move or cause to be moved that the board approve the immediate appointment of a campus minister at for St. Michael’s Alternate High School and its satellite campuses; in keeping with past and current practice of employing Campus Ministers in all our secondary schools.”	
13. Committee Reports	
d. Policy Review Committee: Community Use of Schools - Policy Amendment and Community Recreation and Use of Facilities Agreement	64 - 93

14. Notice of Motion
15. Remarks and Announcements
 - a. Chairperson
 - b. Director of Education
 - c. Board Chaplain
16. Remarks/Questions by Trustees
17. Pending Items
18. Continuation of In-Camera, if required
19. Future Board Meetings: (unless stated otherwise all meetings will be held at the Windsor Essex Catholic Education Centre - 1325 California Avenue, Windsor)
 - Tuesday, October 12 – 7:00 p.m.
 - Tuesday, October 26 – 7:00 p.m.
 - Tuesday, November 9 – 7:00 p.m.
 - Tuesday, November 23 – 7:00 p.m.
 - Tuesday, December 7 – 7:00 p.m. (Organizational Meeting)
 - Tuesday, December 14 – 7:00 p.m.
20. Closing Prayer
21. Adjournment

John Macri
Board Chairperson

Michael Moher
Director of Education & Secretary

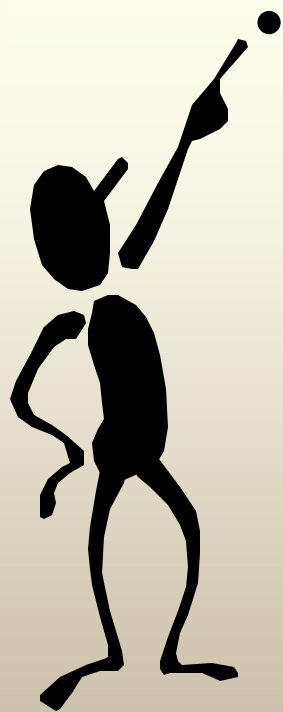
Leading MATH Success Mathematical Literacy Grades 7 - 12

**The Report of the Expert
Panel on Student Success in
Ontario**



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Expert Panel



- Ministry established a provincial Expert Panel to provide direction to Ontario School Boards on mathematical literacy for at risk students in Grades 7 - 12



- The report is intended to inform and change educational practice, propose effective strategies and help shift attitudes both in our schools and in society.



THE CHALLENGE!

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Systematically identify students at risk and intervene decisively to close learning gaps



Students at risk need the **BEST** of what we have to offer!



- We may use the best strategies to benefit all students, but we **MUST** use them to support struggling students.



A KEY Message



- Everyone is capable of becoming mathematically literate
- All students can learn mathematics with enough support, resources and time and we must ensure that they do.



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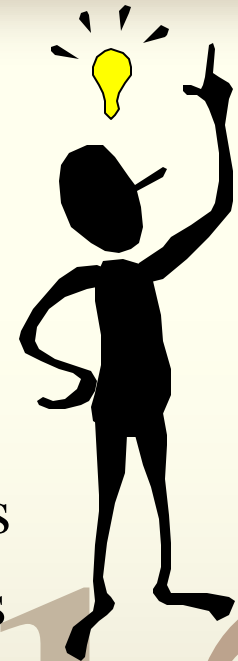
Who is at Risk?



- Elementary students who are performing at level 1 or below grade expectations
- Secondary students who have studied at the modified or basic level in the previous curriculum
- Secondary students who are performing below the provincial level, earning marks in the 50's and 60's, and who do not have the foundations to be successful in the current curriculum
- Students who are disengaged, with very poor attendance



Mathematical Literacy: What is it?



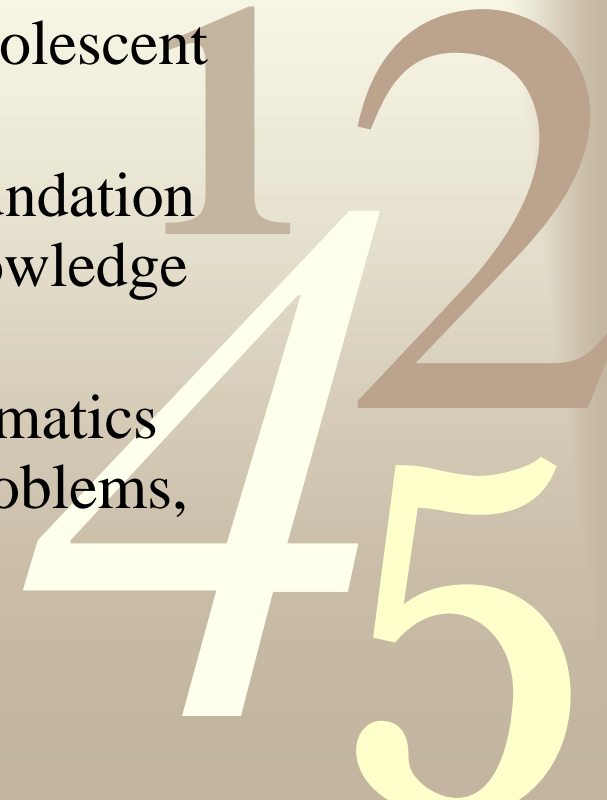
- The ability to:
 - Estimate in numerical or geometric situations
 - Know and understand mathematical concepts and procedures
 - Question, reason and solve problems
 - Make connections within mathematics and between mathematics and life
 - Generate, interpret and compare data
 - Communicate mathematical reasoning



Main Themes that Emerge from Research



- Effective teaching and learning begins with the needs of adolescent students
- An effective learning experience is one that connects mathematics with the lives of adolescent students
- Students must have a solid conceptual foundation in mathematics in order to apply their knowledge and continue to learn mathematics
- Effective instructional strategies in mathematics emphasize the ability to think, to solve problems, and to build one's own understandings



Needs of Adolescent Learners

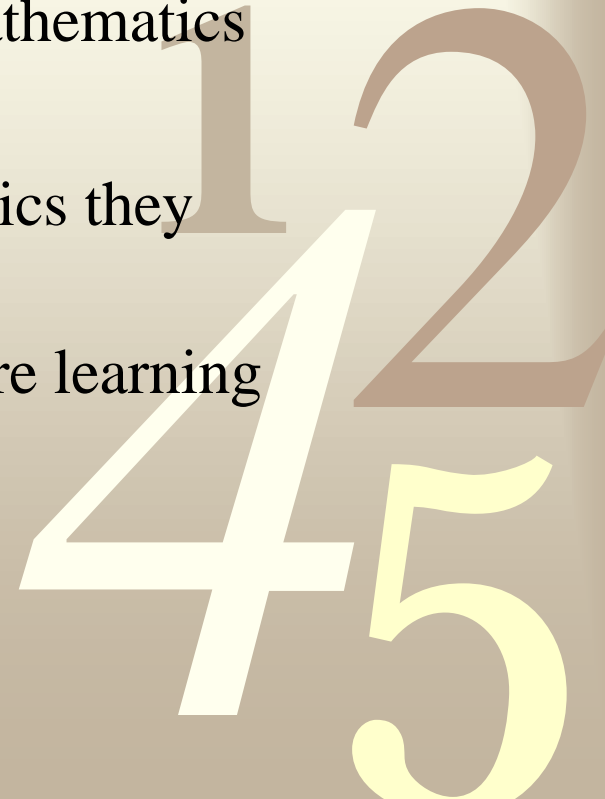


- It is important for the teacher to help all students feel confident about their ability to learn mathematics. There is a positive correlation between attitude and achievement in mathematics
- One of the chief elements of mathematics education reform is for teachers who make the development of student self-confidence in mathematics as important as achievement

What are the students telling us?



- Student questionnaires from the EQAO Grade 9 Applied Assessment:
 - 23% of the students said they liked mathematics
 - 41% felt it was boring
 - 39% understood most of the mathematics they were taught
 - 28% felt that the mathematics they were learning was very useful for everyday life



What do we know about Adolescent Development?

- Teachers can respond by ensuring that students feel safe to take risks and participate during mathematics learning. Sometimes just showing up takes courage.



Recognition by peers and social status are extremely important to them

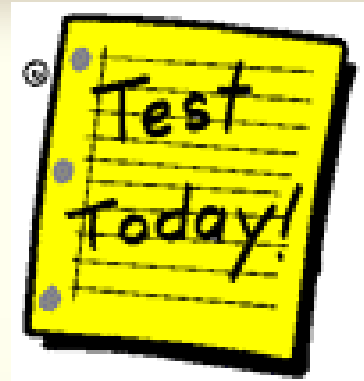




- Solving problems in math class involves risk taking. Students do not want to be embarrassed in front of their peers and will not take risks unless they feel valued and supported.



Remember...

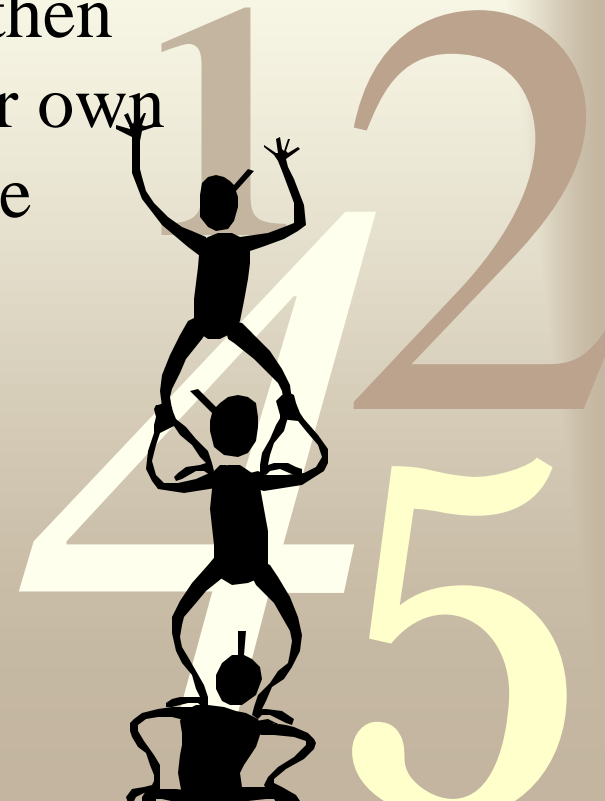


The emotional part of the brain can hijack the thinking part in a moment's notice.



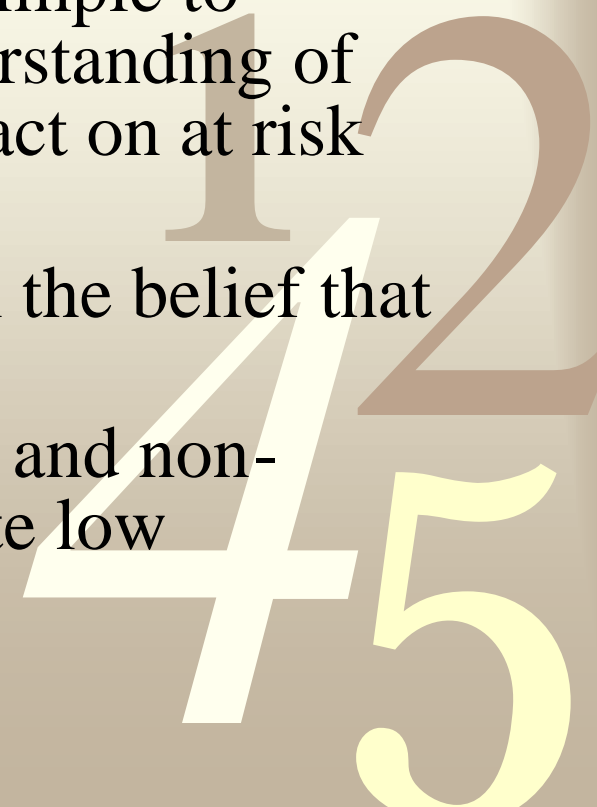
Supporting Students at Risk

- Effective teachers help students at risk retrace their thinking back to the point where meaning became lost. They then help students see links between their own prior knowledge and new knowledge



Supporting Students at Risk

- At risk students often learn in ways different from those currently used to teach them.
- Intervention strategies range from simple to complex. Teachers require an understanding of these strategies as well as their impact on at risk learners
- It is important for teachers to model the belief that all students can learn mathematics.
- Be sensitive to and avoid the verbal and non-verbal ways that adults communicate low expectations for at-risk students.



Attitude, Attitude, Attitude!

- Success in mathematics learning requires being positively disposed toward the subject.
 - Kilpatrick and Swatford, 2002





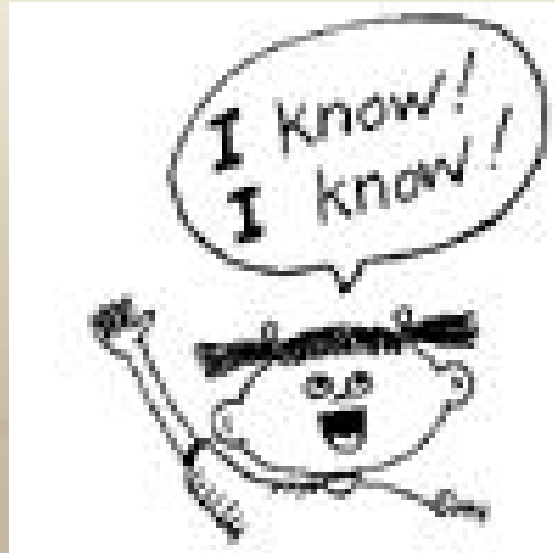
Instructional Strategies



- Effective instructional strategies in mathematics emphasize the ability to think, to solve problems, and to build one's own understanding
 - Students have a variety of opportunities for learning
 - Mathematical problems are sequenced so that students can see mathematical connections, relationships, and structures in the topic
 - Provide opportunities for practice with a focus on applying new material to new situations



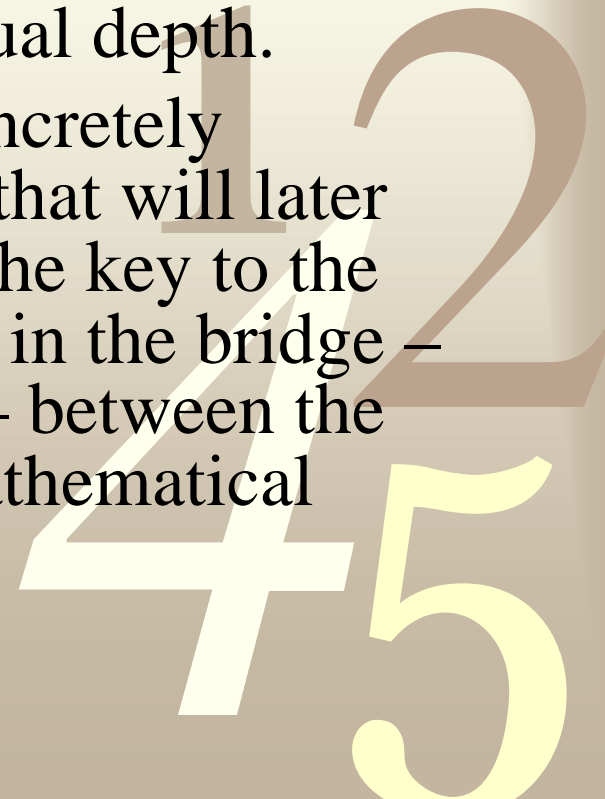
- Mathematics instruction should no longer mean the transmittal of information and procedures --- rather, students must be encouraged to construct their own understandings.



One strategy: Manipulatives

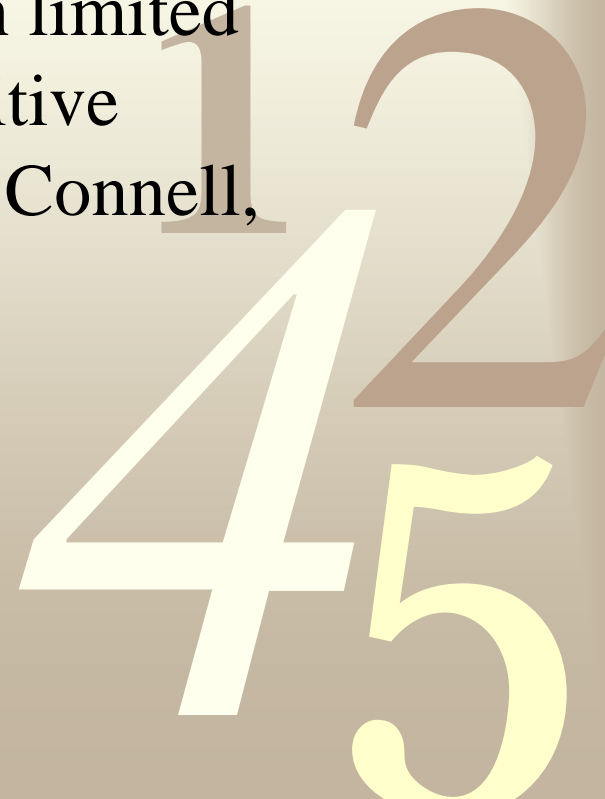
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- A focus on deep learning of particular mathematics topics – through a variety of strategies, including working with concrete materials – leads to greater conceptual depth.
- Manipulatives allow students to concretely explore mathematical relationships that will later be translated into symbolic form. The key to the successful use of manipulatives lies in the bridge – which must be built by the teacher – between the manipulative and the underlying mathematical concept



It Works!!

- Studies on the use of manipulatives by students described as low achievers, at risk, having behavioral problems, or with limited English proficiency have found positive effects on achievement (Ruzic & O'Connell, 2004).



OUR MISSION

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Adopt the best mathematics instructional and assessment strategies for all students, with emphasis on strategies that most benefit students at risk, coupled with targeted support

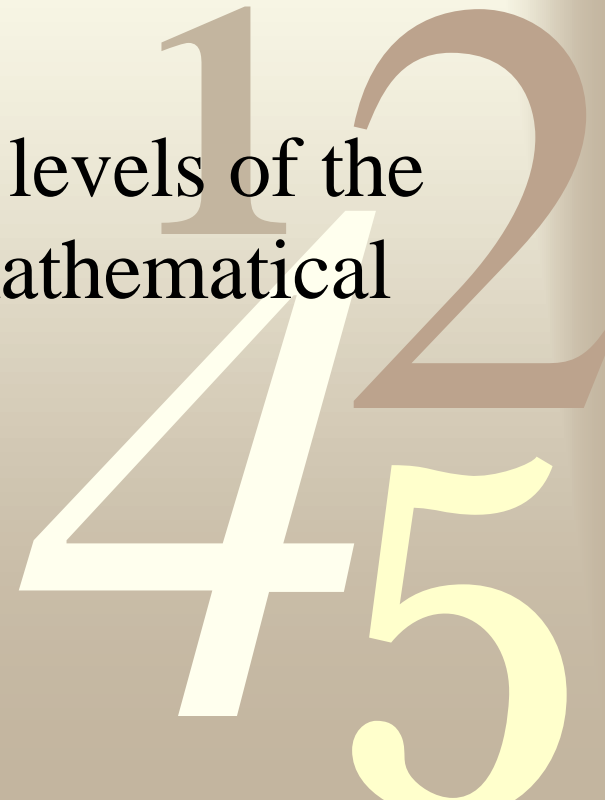
Build and sustain professional learning communities



OUR MISSION

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- Use information more effectively to identify and track the progress of students at risk in mathematics
- Provide strong leadership at all levels of the education system to promote mathematical literacy for all



- Teachers must be agents of change that they did not experience as students.”
 - Anderson and Piazza, 1996.



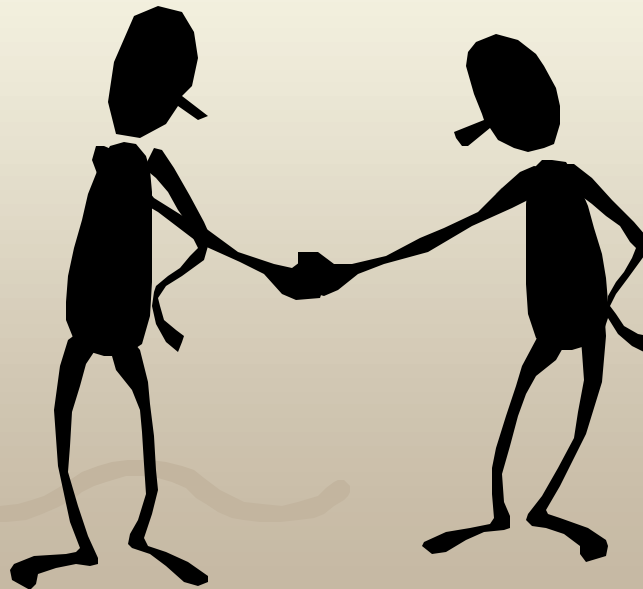
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We must truly believe that all students can learn and be confident in mathematics.



OUR MESSAGE TO OUR AT RISK STUDENTS

- We will not give up on you, nor will we allow you to give up on yourself.





Windsor-Essex Catholic District School Board

1325 California Avenue, Windsor, Ontario N9B 3Y6
Telephone (519) 253-2481 Fax: (519) 253-0620
Michael B. Moher, Director of Education John Macri, Board Chairperson

REGULAR BOARD MEETING Tuesday, September 14, 2004 Windsor Essex Catholic Education Centre 1325 California Avenue, Windsor

MINUTES

PRESENT:

Trustees:

J. Courtney, Vice-Chair	P. Keane
M. DiMenna	J. Macri, Chair
B. Holland	L. Soulliere
C. Janisse	
Rev. L. Brunet, Board Chaplain	
Natalie Deschamps, Student Trustee	
Emily Limarzi, Student Trustee (Alternate)	

Regrets:

F. Alexander, S. Porcellini

Administration:

M. Moher, Resource	P. Littlejohns
J. Berthiaume	C. Marier
J. Ouellette	K. Gignac
P. Marchini	E. Poirier
T. Halford	L. Staudt
T. Robins	

Guest Presenters:

Bruno and John Bortolotti, J. P. Thomson Associates Ltd.
Don Joudrey - Stantec Consulting
Rod Strickland - Green Corridor / University of Windsor
Noel Harding, Toronto

Recorder:

D. Steffens

1. Call To Order – Chair Macri called the meeting to order at 7:35 p.m.
2. Opening Prayer and Blessing of New Student Trustee Representatives

Father Brunet opened the meeting with a special blessing for the incumbent student trustee representatives Natalie Deschamps and Emily Limarzi as they commence their duties for the coming school year.

3. Recording of Attendance – Trustees Alexander and Porcellini sent regrets.

4. Approval of Agenda

- Amendment: Move agenda Item 11(b) New Pupil Place Grant Project – St. Anthony Catholic Elementary School to agenda item 7(a)
- Addition: 8(a) (i) Delegations Not on the Agenda: Huron Church Road Overhead Pedestrian Bridge

Moved by Trustee Soulliere and seconded by Trustee Courtney that the September 14, 2004 Regular Board meeting agenda be approved as amended. *Carried.*

5. Questions Pertaining to Agenda – None.

6. Disclosure of Interest- Pursuant to the Municipal Conflict of Interest Act. – None.

7. Presentations

a. New Pupil Place Grant Project – St. Anthony Catholic Elementary School

On April 13, 2004, the board voted to close the current St. Anthony Catholic Elementary School and rebuild a new 300 pupil capacity school on the existing site, if possible. In accordance with Ontario Regulation 444/98, all statutory bodies were notified that St. Anthony School was available for sale or lease. Negative replies have been received from all parties including the Ontario Realty Corporation.

Bruno and John Bortolotti of J. P. Thomson Associates Ltd. presented the proposed site plan and schematic drawings for the new St. Anthony Catholic Elementary School. A new St. Anthony Elementary School will cost approximately \$4,876,000. The project will be funded through New Pupil Place Grants (NPPG's) generated by the closure of the existing facility.

Moved by Trustee DiMenna and seconded by Trustee Janisse that the Board instruct administration to proceed with the design of St. Anthony Catholic Elementary School in Harrow, on the current site. *Carried.*

8. Delegations

a. Delegation Regarding Items Not on the Agenda

i) Huron Church Road Overhead Pedestrian Bridge (Walk On Agenda Item)

Don Joudrey of Stantec Consulting, Rod Strickland of the Green Corridor Group/ University of Windsor and Canadian artist Noel Harding were in attendance to provide an update on the planning for the Huron Church Road Overhead Pedestrian Bridge. In March 2004, the governments of Canada, Ontario and Windsor announced new measures as part of a joint \$300 million federal-provincial investment to help improve the Windsor Gateway. Part of the initiative includes the construction of a pedestrian overpass near the intersection of Huron Church Road and Girardot Street (by Assumption College Catholic High School.)

Mr. Jourdrej, Stantec Consulting, indicated that initial public consultation has occurred and an environmental assessment is in progress. The Green Corridor Group has been identified by the City of Windsor to assist with the design features. Several design options were presented to the Board and will be presented to the City of Windsor within the next two weeks. Rod Strickland from Green Corridor Group was present along with Noel Harding, to provide an overview of the Green Corridor objectives and to share the advantages of an “Educational Nature Bridge” as the overpass design. Representatives of the Board and Assumption College Catholic High School have raised concerns with regard to keeping the Fire Access Route open; visibility of the school from Huron Church Road, and the distance of bridge from the current crosswalk. The presenters responded to trustees concerns with regard to the above and to the need to have a safe crossing for the school community as quickly as possible. Mr. Jourdrej indicated that, once environmental assessment process has been completed, the overhead pedestrian bridge would take 6 to 12 months to complete.

Moved by Trustee Keane and seconded by Trustee Courtney that the presentation Huron Church Road Overhead Pedestrian Bridge be accepted as information. Carried.

b. Delegations Regarding Items On the Agenda – None.

9. Action Items

a. Approval of Minutes

i) Minutes of the Special In-Camera Meeting, August 31, 2004

Moved by Trustee Soulliere and seconded by Trustee Holland that the minutes of the In-Camera meeting of August 31, 2004 be adopted as distributed. Carried.

ii) Minutes of the Regular Meeting, August 31, 2004

Moved by Trustee Keane and seconded by Trustee Holland that the minutes of the regular meeting of August 31, 2004 be adopted as distributed. Carried.

b. Items From In-Camera Meeting of September 14, 2004

Trustee Courtney reported that the Windsor-Essex Catholic District School Board convened a closed Committee of the Whole meeting on September 14, 2004, pursuant to the Education Act - Section 207, to consider specific personnel and real property issues and other matters permitted or required to be kept private and confidential under the Freedom of Information and Protection of Privacy Act.

Moved by Trustee Courtney and seconded by Trustee Soulliere that the recommendations and directions of the Committee of the Whole Board at its meeting of September 14, 2004 be approved. Carried.

10. Communications

- a. External (Associations, OCSTA, Ministry) – None.
- b. Internal (Reports from Administration)
 - i) Report: Administrative Staff Report
Moved by Trustee Soulliere and seconded by Trustee Courtney that the Board receive the Administrative Staff Report on hiring, retirement and resignation of staff dated September 14, 2004 for information. Carried.
 - ii) Report: Legal Services – July 2004
Moved by Trustee Soulliere and seconded by Trustee DiMenna that the report Legal Services – July 2004 be received as information. Carried.

11. Unfinished Business

- a. Report: 2004/2005 Fiscal Year Budget – Final Approval (*report was distributed at the August 31 Regular Board Meeting*)

Superintendent Marchini reported that additional input was received from St. Anne French Immersion Elementary School, which will be discussed at the next executive council meeting. Director Moher reported that he has left an inquiry with the Assistant Deputy Minister's office with regard to a response to the Board's correspondence of August 16 and the loss of Intensive Support Amount (ISA) special education reserves. The Intensive Support Amount (ISA) is provided for students who meet the Ministry's criteria for high-cost specialized programs and services.

Trustees requested that administration revise the budget report to include a pre-“clawback” budget that indicates which planned initiatives have been eliminated due to the loss of reserves. The Board will continue to convey its displeasure of this action to the Ministry of Education and local elected officials. Trustees agreed to amend the original motion to include: “... while conveying its resolute objection to the Ministry of Education's unjust clawback of ISA funding of \$2.3 million which will result in special education service deficits for our students.”

Moved by Trustee Soulliere and seconded by Trustee Holland that the Board approve the expenditures and revenue budget for the fiscal year budget – September 1, 2004 to August 31, 2005 in the amount of \$203,951,854 while conveying its resolute objection to the Ministry of Education's unjust clawback of ISA funding of \$2.3 million which will result in special education service deficits for our students. Carried.

- b. Report: New Pupil Place Grant Project – St. Anthony Catholic Elementary School

This item was discussed under 7(a).

12. New Business

a. Field Trip Requests

i) Holy Names Catholic High School – Northern Edge Algonquin

Moved by Trustee Courtney and seconded by Trustee Janisse that the Board approve the Holy Names Catholic High School Northern Edge Algonquin field trip for September 29 to October 2, 2004. Carried.

b. Notice of Motion - Trustee Soulliere “At the next regular scheduled meeting of the Board, I shall move or cause to be moved that the Board establish an internal expert Kindergarten Program Panel of no more than four members to: evaluate the existing program based on successful student rates; survey our community and take input from focus groups within the system; make recommendations to the Board on its Kindergarten Programs; report progress by-monthly to the Board until the Panel’s final report can be provided to the Board; and, that the financial impacts be considered.”

Superintendent Ouellette indicated that many initiatives outlined in the motion are addressed on an ongoing basis. In addition, the Ministry has mandated several curriculum initiatives that currently involve our primary teaching and support staff. Trustee Soulliere agreed to the following amendment of the notice of motion.

Moved by Trustee Soulliere and seconded by Trustee Courtney that administration prepare a report, to be presented to the Board no later than February 2005, that provides a framework to evaluate the existing Kindergarten program, including the appointment of an internal committee to facilitate the process and timelines for reporting program recommendations to the Board. Carried.

13. Committee Reports – None

14. Notice of Motion

Trustee Courtney: “At the next regular scheduled meeting of the Board, I shall move or cause to be moved that the board approve the immediate appointment of a campus minister at for St. Michael’s Alternate High School and its satellite campuses; in keeping with past and current practice of employing Campus Ministers in all our secondary schools.”

15. Remarks and Announcements

a. Chairperson – No comments.

b. Director of Education

- Enrolment Update: Director Moher reported that September enrolment is stable across the system. Elementary enrolment has decreased by approximately 100 FTE and secondary enrolment has increased by the same amount.

c. Board Chaplain – Encouraged those present to attend the First Annual Bishop’s Dinner Fund Raising Event on October 28.

16. Remarks/Questions by Trustees

Trustee Holland commented on upcoming OECTA conference “Join in the Dance.” Trustees were asked to provide input for this year’s “Together in Faith Day” prior to the Committee’s meeting on September 16. Trustee Holland inquired into the possibility of a fall meeting of principals, priests and parish workers.

Trustee Keane commented on recent visits to schools within his area.

Trustee DiMenna thanked the staff and parents at St. John de Brebeuf Elementary School for their efforts over the Labour Day weekend to prepare the facility for the first day of school.

Trustee Courtney commended Lorne Sauve, Manager of Transportation and the Transportation department for their work in co-ordinating student bussing for the start of the new school year.

Alternate Student Trustee Limarzi conveyed her support for the Green Corridor’s “Nature Bridge” Overhead Pedestrian crossing design concept and invited trustees to Assumption Catholic College carwash on September 18.

17. Pending Items – None.

18. Continuation of In-Camera – Not required.

19. Future Board Meetings: (unless stated otherwise all meetings will be held at the Windsor Essex Catholic Education Centre - 1325 California Avenue, Windsor)

- Tuesday, September 28 – 7:00 p.m.
- Tuesday, October 12 – 7:00 p.m.
- Tuesday, October 26 – 7:00 p.m.
- Tuesday, November 9 – 7:00 p.m.
- Tuesday, November 23 – 7:00 p.m.
- Tuesday, December 7 – 7:00 p.m. (Organizational Meeting)
- Tuesday, December 14 – 7:00 p.m.

20. Closing Prayer - Father Brunet closed the meeting with a prayer

21. Adjournment - There being no further business, the meeting adjourned at 9:00 p.m. at the call of the Chair.

John Macri
Board Chairperson

Michael Moher
Director of Education & Secretary



HALTON CATHOLIC DISTRICT SCHOOL BOARD

802 DRURY LANE, P.O. BOX 5308, BURLINGTON, ONTARIO. L7R 3Y2

TELEPHONE (905) 632-6300 FAX (905) 333-4661

Office of the
Chair of the Board

September 13, 2004

The Honourable Gerard Kennedy
Minister of Education
22nd Floor, Mowat Block
900 Bay Street
Toronto, ON M7A 1L2

Dear Minister Kennedy:

The Halton Catholic District School Board wishes to express grave concern over the recent "claw back" announcement relative to Special Education funding and its adverse impact on the 2004-2005 Budget Estimates. In particular, this funding announcement will drastically affect students who have been identified with special needs and are the most vulnerable.

The Halton Catholic District School Board is justifiably proud of its proven track record of providing a quality education to all of its students. With respect to our special education students and the ISA claims process, we have consistently had an exceptionally high level of approval. In fact, we had 134 claims approved in November 2003, an approval rate of one hundred per cent (100%) for our ISA 2 and 3 claims which were determined to be in full compliance with the Ministry's criteria.

Historically, our Board has acted in a very fiscally responsible manner in the provision of educational programs and services for our students. The year to year uncertainty over the last several years surrounding the level at which special education would be funded has resulted in the creation of a modest and temporary special education reserve fund, a prudent fiscal strategy. These reserves were established so that we might be able to fund in the short and long term, the supports required for students identified according to the ISA 2 or 3 criteria, as well as the development of new, more effective programming services to support the special needs students.

In the 2003-2004 school year, we were one of the ten school boards in the province that agreed to review and pilot the *Standards for Dealing with Students with Autism*. This study resulted in identifying the need to establish a Transition Centre, the first of its kind in Ontario. This Centre was to be funded through the planned reserves established by the Board. The Centre may now be closed before it actually opens. This new initiative would improve student adaptation and functioning. Reducing student dependence on support staff in a student population targeted for province-wide professional development of educators seems a fitting and responsible deployment of funds.

Believing In You...Believing In Us

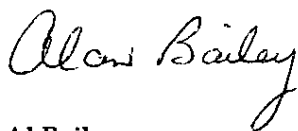
The Honourable Gerard Kennedy
September 13, 2004
Page 2

We are confident that we have abided by all the rules and followed all the criteria established by your Ministry. We acted responsibly and did not spend the funds for the cycle 5 claims because we never received notice from your government identifying what the approved ISA claim would generate. Acting responsibly and planning for the future has resulted in the Halton Catholic District School Board losing in excess of \$650,000.00.

Your News Release, dated July 28, 2004, does not in fact seem to benefit students with special needs in Halton as a result of the funding "claw back". Can we expect that your Ministry will review our circumstance and consider adjusting the estimates you have communicated? We believe that our plans for service improvement for autistic students will be a provincial model of best practise if realized. The funds need to be restored for this to occur.

We are prepared to meet with you and/or Ministry staff to outline how we had established the approved 2004-2005 Special Education budget. We anxiously await your immediate attention and response to this communication.

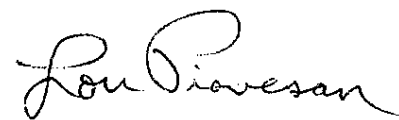
Sincerely,



Al Bailey
Chair of the Board



Ruth Ann McAuley
Chair, SEAC



Lou Piovesan
Director of Education

:dr

cc: Ted Chudleigh, MPP, Halton
Kevin Flynn, MPP, Oakville
Cam Jackson, MPP, Burlington
Ted McMeekin, MPP, Ancaster - Dundas - Flamborough - Aldershot
John Stunt, Executive Director of OCSTA
Halton Catholic School Councils
Chairs, Catholic District School Boards



Windsor-Essex Catholic District School Board

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Telephone (519) 253-2481 Fax: (519) 253-0620

Michael B. Moher, Director of Education

John Macri, Board Chairperson

BOARD REPORT

Meeting Date:
Sept. 28, 2004

PRESENTED FOR: Public In-Camera
Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Michael B. Moher, Director of Education
J. Berthiaume, Superintendent of Education
P. Littlejohns, Manager of Human Resources
J. Byrne, Supervisor of Human Resources, Academic

SUBJECT: ADMINISTRATIVE STAFF REPORT

RECOMMENDATION:

That the Board receive the *Administrative Staff Report* on hiring, and resignation of staff dated September 28, 2004 for information.

BACKGROUND:

FINANCIAL:

COMMENTS:

TIMELINES:

APPENDICES:

- Administrative Staff Report dated September 28, 2004

September 28, 2004

**Windsor-Essex Catholic District School Board
Administrative Staff Report**

HIRING:	Employee Name	Position	Location	Date	Reason
	Laura Alward	Elementary Teacher	St. Joseph Elementary (.5)	September 15, 2004	
	Gloria Baric	Occasional Teacher	Supply	September 10, 2004	
	Craig Braithwaite	Elementary Teacher	St. John Vianney (.75)	September 1, 2004	
	Diane Brissette	Learning Commons Spec.	St. Anne Fr. Imm./ St. Francis	August 30, 2004	
	Danielle Chevalier	Occasional Teacher	Supply	September 10, 2004	
	Michele Cooper	Occasional Teacher	Supply	September 8, 2004	
	Stephanie Curry	Occasional Teacher	Supply	September 15, 2004	
	Nicole Dimitropoulos	Occasional Teacher	Supply	September 15, 2004	
	Darryl Martin	Occasional Teacher	Supply	September 10, 2004	
	Amanda Meloche	Learning Commons Spec.	St. James/ St. John	August 30, 2004	
	Glen Mills	Educational Assistant	St. Thomas of Villanova	September 7, 2004	
	Melanie Mills	Occasional Teacher	Supply	September 15, 2004	
	Phil Morosin	Occasional Teacher	Supply	September 10, 2004	
	Roberta Pavelich	Elementary Teacher	Stella Maris/ St. Joseph (.75)	September 1, 2004	
	Amy Pleva	Elementary Teacher	St. John de Brebeuf	September 20, 2004	
	Karen Rivard	Occasional Teacher	Supply	September 10, 2004	
	Naomi Shaw	Occasional Teacher	Supply	September 13, 2004	
	Michaela Sheehan	Elementary Teacher	St. John (.75)	September 1, 2004	
	Jan Sokolowski	Secondary Teacher	St. Joseph's Secondary	September 1, 2004	
	Rodica Vasiliu	Occasional Teacher	Supply	September 13, 2004	
	Ge Yu	Learning Commons Spec.	I.C.S./St. Bernard (city)	August 30, 2004	
	Anna Mandato-Digesu	Elementary Teacher	H. J. Lassaline	September 13, 2004	
	Don Diubaldo	Elementary Teacher	St. William	September 7, 2004	
	Jillian Millar	Elementary Teacher	St. Angela/St. Christopher P.	September 7, 2004	
RESIGNATION:	Rhonda Chisholm	Occasional Teacher	Supply	September 10, 2004	Employment Elsewhere
	Mary Furlotte	Temporary Educ. Assist.	Supply	September 7, 2004	Employment Elsewhere
	Sarah Kepran-Blair	Occasional Teacher	Supply	September 13, 2004	Employment Elsewhere
	Kristine Mandato	Educational Assistant	Cardinal Carter	September 1, 2004	Employment Elsewhere

September 28, 2004

**Windsor-Essex Catholic District School Board
Administrative Staff Report**

Ron McNamara	Principal	St. Louis	August 31, 2004	Employment Elsewhere
Rae-Anne Robinet	Elementary Teacher	Holy Cross	September 10, 2004	Employment Elsewhere
Kathleen Girimonte	Custodian	Supply	September 30, 2004	Employment Elsewhere

RETIREMENT: Sharon LeBlanc Educational Assistant St. Alexander September 30, 2004



Windsor-Essex Catholic District School Board

1325 California Avenue, Windsor, Ontario N9B 3Y6
Telephone (519) 253-2481 Fax: (519) 253-0620

Michael B. Moher, Director of Education

John Macri, Board Chairperson

BOARD REPORT

Meeting Date:
September 28, 2004

Public **In-Camera**
PRESENTED FOR: Information Approval
PRESENTED BY: Senior Administration
SUBMITTED BY: Michael B. Moher, Director of Education
Peter S. Marchini, Superintendent of Business Services
Timothy J. Robins, Controller of Facilities Services
SUBJECT: **PORTABLE INVENTORY 2002 TO 2004**

RECOMMENDATION:

That the Board receive the *Portable Inventory 2002 to 2004* as information.

BACKGROUND:

The Board has requested an up-to-date report identifying the Windsor-Essex Catholic District School Board past and current portable inventory.

FINANCIAL:

Funding to purchase, move and maintain portables is incorporated in the Pupil Accommodation Grant (PAG) – Renewal and Operations.

COMMENTS:

Portables are assigned to Windsor-Essex Catholic District School Board locations to accommodate changing student enrollment requirements.

The general direction taken in the administration of portables over the past three years has been to reduce the number of portables, system-wide. This reduction has been achieved through the construction of new pupil places following the Board's Capital Accommodation Plan. Please see Appendix A for the portable inventory listing.

The Facilities Services Department is responsible for the purchase, installation and maintenance of portables. Further, the FS Department conducts annual inspections of portables, utilizing consulting services, to update records associated with the physical condition of the portables and to determine any required environmental or maintenance related repairs. The 2004 inspections were completed during the summer months and reports are currently being

reviewed and work orders issued to undertake the required repairs. All work is being prioritized and is scheduled to be completed by October 31, 2004.

With the exception of steel and concrete portables, the current system inventory of portables is aging, with an average portable age of twenty (20) plus years of service.

TIMELINES:

Not applicable.

APPENDICES:

- Appendix A – Windsor-Essex Catholic District School Board Portable Inventory 2002 to 2004.
- Appendix B – Sample 2004 Inspection Report.

WECDSB Portable Inventory Summary 2002 to 2004

School	2002	2003	2004
Assumption		3	
Board Office			1
Cardinal Carter	13	10	10
Catholic Central	8	8	8
Christ the King	2	2	3
F. J. Brennan	6	6	
H. J. Lassaline			
Holy Cross			
Holy Name (Essex)	7		
Holy Names H.S.	6	6	6
Immaculate Conception			
L. A. Desmarais			
Notre Dame	6		
Our Lady of Annunciation	3	4	4
Our Lady of Lourdes			
Our Lady of Mt. Carmel	3	1	
Our Lady of Perpetual Help	2	6	6
Queen of Peace	6	6	6
Sacred Heart	6	6	6
St. Alexander	2	2	2
St. Angela			
St. Anne (F.I.)	4	4	4
St. Anne's H.S.	9	7	7
St. Anthony			
St. Bernard (Amherst.)	1	1	
St. Bernard (Wind.)			
St. Christopher - Jr./Int.	2	3	3
St. Christopher - Primary	2	2	2
St. Francis			
St. Gabriel	2	2	3
St. Gregory			
St. James			
St. John (Windsor)			
St. John (Woodslee)			
St. John de Brebeuf	3	4	
St. John the Baptist			
St. John Vianney			
St. Joseph (Ele.)			
St. Joseph H.S.	5	3	3
St. Jules			
St. Louis			
St. Maria Goretti	1	2	2
St. Mary			
St. Michael's (Manning Rd.)	2	2	
St. Michael's (Victoria)			
St. Paul	9		
St. Peter	4	8	8
St. Pius	6	6	4
St. Rose			
St. Therese			
St. Thomas of Villanova	21	8	8
St. William	5		
Stella Maris			
W. J. Langlois			
Total	146	112	96

Windsor-Essex Catholic District School Board

PORTABLE'S MOISTURE INSPECTION CHECKLIST

School	St. Joseph High School # 364			Portable I D #: Portable B		
Inspector: & Insp. Date	Tina Manning			July 14, 2004		
Site Configuration:	Single	Yes	Complex		Portapack	
Portable Use	Classroom	Yes	Storage		Other	
Weather:	Hot & Sunny	Yes	Hot & Humid		Raining	

Readings were taken for each wall panel, "At Risk" & "Wet" panels were further tested using the moisture % number. Identity numbers on previously marked panels were used. Where numbers were not available colored stickers were used to mark the panel. The following table presents the results for this portable.

MOISTURE READINGS INSIDE BUILDING: (non-invasive inspection)

		Panel #		Panel #	
Panels Dry	Yes	Panels "At Risk" %		Panels "Wet" %	
		Panels "At Risk" %		Panels "Wet" %	
		Panels "At Risk" %		Panels "Wet" %	
		Panels "At Risk" %		Panels "Wet" %	

INTERIOR VISUAL OBSERVATIONS:

FLOOR	Tiles Good	Yes	Tiles missing
	Sheet Flooring Good		Peeling / blistering
	Carpet Good		Deteriorating
	Generally Satisfactory	Yes	Requires Repairs

WALLS	Drywall Good	Yes	Damaged
	Wood Good		Damaged
	Generally Satisfactory	Yes	Requires Repairs

CEILINGS	Drywall Good		Damaged
	Lay-in Ceiling Tile Good	Yes	Damaged
	Stuck-on Ceiling Tile Good		Damaged
	Wood Ceiling Good		Damaged
	Generally Satisfactory	Yes	Requires Repairs

WINDOWS & DOORS	Windows Good	Yes	Repair Window
	Window Moldings Good	Yes	Repair Molding
	Door Seals Good	Yes	Repair Seals

Windsor-Essex Catholic District School Board

**PORTABLE'S MOISTURE INSPECTION
CHECKLIST**

EXTERIOR VISUAL OBSERVATIONS:

ROOF	Shingles Good		Shingles missing	
	Rolled Asphalt Good	Yes	Peeling / blistering	
	Steel Good		Rusting	
	Ridge cap Good		Ridge cap Damaged	
	Caulking Good		Caulking Dry & Cracked	
	Generally Satisfactory	Yes	Requires Repairs	

SOFFIT & FACIA	Wood Good		Damaged	
	Aluminum Steel or Vinyl Good	Yes	Damaged	
	Generally Satisfactory	Yes	Requires Repairs	

SIDING BOARD	Wood Good		Repair Damage	Yes
	Vinyl Good		Repair Damage	
	Steel or Aluminum Good		Repair Damage	
	Caulking @ Air Conditioner Good	Yes	Caulk Air Conditioner.	
	Skirting Board Good	Yes	Repair Skirting Boards	
	Windows Caulking Good	Yes	Repair Caulking	
	Windows Drip Edge Good	Yes	Repair Drip Edge	
	Generally Satisfactory	Yes	Requires Repairs	

SKETCH OF BUILDING:

Indicating locations noted in comments.

- 1) 1)



Stain	S
Mould	M
Moisture Detected	MD
Floor Spongy	FS
Wood Rot	WR
Vapor Barrier Compromised	VB
Invasive Maintenance Required	IMR

COMMENTS ON BUILDING:

- 1) *Wood siding seams missing in several areas*



Windsor-Essex Catholic District School Board

1325 California Avenue, Windsor, Ontario N9B 3Y6
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Michael B. Moher, Director of Education

John Macri, Board Chairperson

BOARD REPORT

Meeting Date:
Sept. 28, 2004

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Michael B. Moher, Director of Education
Joseph Berthiaume, Superintendent of Human Resources

SUBJECT: **ENROLLMENT/STAFFING/SCHOOL ORGANIZATION
INFORMATION OF OUR ELEMENTARY/SECONDARY SCHOOLS
– SEPTEMBER 2004.**

RECOMMENDATION:

That the Board receive the report *Enrollment/Staffing/School Organization Information Of Our Elementary/Secondary Schools – September 2004* as information

BACKGROUND:

Staffing is done based on Ministry Regulations concerning enrollment and the relevant collective agreements.

FINANCIAL:

As budgeted

COMMENTS:

In cooperation with the business department our school principals and the Human Resources Department, we staff our schools in accordance with Ministry Regulations and the relevant collective agreements.

TIMELINES:

2004-2005 School Year

APPENDICES:

- Appendix A: Summary of Academic Hiring – September 2004
- Appendix B: Elementary School Organizations / Pupil Teacher Ratio
- Appendix C: Secondary School Staff / Enrollment Information

SUMMARY OF ACADEMIC HIRING – SEPTEMBER, 2004

Effective September 17, 2004

Elementary Teachers:

Occasionals	22
New Grads	9
Other Boards	6
Total	37

Secondary Teachers:

Occasionals	8
New Grads	1
Other Boards	1
Total:	10

Total New Hires to Date: 47

ELEMENTARY SCHOOL ORGANIZATIONS / PUPIL TEACHER RATIO

APPENDIX B

School	JK	JK/SK	SK	1	1 / 2	2	2/3	3	3 / 4	4	4/5	5	5/6	6	6/7	7	7/8	8	NOMINAL	PTR
Christ the King (.5 add'l JK/SK incentive)	16 17	6/10	18 19	29	21/7	27		27 24		27 27		29 29		21 23		25 24		25 24	475	432 / 17.5 = 24.69
L.A. Desmarais	19	11/7	20	25		26		27		30	8/22				20/6	27		25	273	244.5 / 9.5 = 25.74
Immaculate Conception (1.0 add'l Primary incentive)	17 20		22 20	14 14		23 24		16 16 15		24 25		29 29		26	13/11	26	10/15	28	437	397.5 / 18 = 22.08
Holy Name (.5 add'l JK/SK incentive) (1.0 add'l Primary incentive)	17 17 17	7 / 9	20 20	26 26		29 29		18 18 16		24 25		26 29		31 30		30 30		21 20 20	555	501.5 / 21 = 23.88
Holy Cross	16 16 17 18		19 22 21 22	27 28 20 29		25 30 28		27 29 32		30 30 28	10/16	29 29 25		30 30 31		30 29 30		27 23 27	880 (2.5 rotary)	804.5 / 32.5 = 24.75
W.J. Langlois	13	3/11	14	23	8/13		8/14		17/6	25		28		27	15/10		17/8	28	288	267.5 / 11.5 = 23.26
H.J. Lassaline (.5 add'l JK/SK incentive) (1.0 add'l Primary incentive)	16 17 14		20 22	21 24		18 18		25 27		22 23		23 23		25 25		27 22		27 27	466	421.5 / 18.5 = 22.78
Notre Dame	17 14		24 21 23	24 24		28 27		23 22 21		27 26		30 31		26 26		29 30		29 29	551	501.5 / 19.5 = 25.72
Our Lady of Lourdes	19	8/14	16	21	10/9		11/9	21		29	5/19	28		26		30		28	303	274.5 / 11.5 = 23.87
Our lady of Mount Carmel	20 14 16	11/9	20 17	28 28		26 25		18 20		28 30		25 28		28	13/15	27	10/18	29	503	449.5/ 18 = 24.97
Our Lady of Perpetual Help (1 add'l Primary incentive)	19 21	8/10	21 19	21 21 21		16 18 19		24 24 24		28 25	11/7	29	21/7	27 26		24 24	11/14	23 26	599	550 / 23.5 = 23.40
Our Lady of the Annunciation (1 add'l Primary incentive)	14		20	18			7/9	18			17/12		11/24			18		20	188	171 / 8 = 21.38
Queen of Peace	19 19		20 14 17	20 21		20 20 21		24 24		28 28		24 22 24		24 24 24		28 28		28 30	551	506.5 / 21.5 = 23.56
Sacred Heart	21 16 17	9/11	21 20 19	28 28		23 23 25		22 21 18 21		26 26 25		24 25 25	15/12	26 28 26		30 32	9/7	32 32	743	676 / 27.5 = 24.58

School	JK	JK/SK	SK	1	1 / 2	2	2/3	3	3 / 4	4	4/5	5	5/6	6	6/7	7	7/8	8	NOMINAL	PTR
Stella Maris	16 17		16 16	20 21		25		28	7/17		8/18		16/11	29		25		24 24	338	305.5 / 13 = 23.50
St. Alexander	16 16		13 13	28	7/20	30		23 23		24 26		22 21		25 26		21 21		28 26	429	400 / 17 = 23.53
St. Angela	18 15		17 15	24	7/15	24	10/12	26		26 26	11/12	24 22		27 29		26 25	12/11	23 22	479	446.5 / 19 = 23.50
St. Anne French Immersion (.5 add'l JK/SK incentive)	16 17 17	7/10	19 18 20	31 29		22 20		28	22/4	27		26		28	4/21			20	406	344 / 14.5 = 23.72
St. Anthony (1.0 add'l Primary incentive)	18		23	17		22	6/15	24		28		21	10/13	24		22	8/12	22	285	264.5 / 12 = 22.04
St. Bernard, city (1.0 add'l Primary incentive)	19	11/10	19	17 17		17 16		18 19		26	7/17	29		28	14/13	28		23 24	372	342.5 / 15.5 = 22.10
St. Bernard, county	17	11/9	19	19 20		31		26	7/12	23		32		29	14/12	30		20 20	351	323 / 14 = 23.07
St. Christopher	18 19 14	9/8	22 19	23 23		26 27		27 28		23 24		25 27		26 25		26 26		33 32	530	475.5 / 19 = 25.03
St. Francis (1.0 add'l Primary incentive)	15		21	13 13		21		16		23		21			12/15		9/17		196	178 / 9 = 19.78
St. Gabriel (.5 add'l JK/SK incentive)	15 15 17	7/8 6/9	21 15	26 27		23 25		24 26 24		23 23 24		23 24 24		25 29		31 31	22/6	29 30	632	575.5 / 23.5 = 24.49
St. Gregory	16 14 16		20 13 16	24 24		21 21		23 23		27 27		31 30		23 22		31 30	5/26	32	515	467.5 / 19 = 24.61
St. James	16	5/7	12	22		28		27	15/10	26	5/21		14/11		17/10	28		24 24	322	302 / 12.5 = 24.16
St. John (1.0 add'l Primary incentive)	19	7/12	17	19	11/8	17		25		28	16/13	27		23 24		23	18/7	28	342	314.5 / 13.5 = 23.30
St. John the Evangelist (.5 add'l JK/SK incentive)	15		13 12		18/5	24		26		22		26			19/7		7/22		216	196 / 8.5= 23.06
St. John de Brebeuf (.5 add'l JK/SK incentive) (1.0 add'l Primary incentive)	17 16 14		20 20 19	20 20	12/6	26		30 29		26	13/10	27		24 22		29	9/18	28	455	402 / 17 = 23.65
St. John the Baptist	18 18	15/4	19 18	24 24		20 18 21		23 24		24 26 24		30 30		26 27		29 29	11/16	28 29	575	529 / 21.5 = 24.60
St. John Vianney	17 20		20 18 20	28 28		25 26		28 28	5/15	23 24		30 28	14/11	28 29		23 23 23		30 31	595	547.5 / 21.5 = 25.47

School	JK	JK/SK	SK	1	1 / 2	2	2/3	3	3 / 4	4	4/5	5	5/6	6	6/7	7	7/8	8	NOMINAL	PTR
St. Joseph (.5 add'l JK/SK incentive)	17 17	7/9	17 18	22 21		30	18/11	30		30 29		27 28		26 27		24 23 24		24 26	505	462.5 / 18.5 = 25.0
St. Jules	18 16	4/14	15	21	8/11	26		28	9/18		22/6	28		32		22		32	330	296.5 / 12 = 24.71
St. Louis	18 20		18 17	20 21		18 16		18 16		29	11/20	29		27 27		25 23		27 28	428	391.5 / 17 = 23.03
St. Maria Goretti	12 12		23 20	23	13/8	20		29	15/12	27			22/5	28		28		25	322	288.5 / 12 = 24.04
St. Mary	18		12		17/7		5/20			15		24		20		26		29	193	178 / 8 = 22.25
St. Peter	19	18/4	17 17 17	18 18 18		23 23 23		21 22		27 26		30 30		25 26		27 28		26 26	529	483 / 20.5 = 23.56
St. Pius	17 18 17 18		23 23 23	24 24 23		24 25 24		28 28 29		23 23 23 24		26 27 27 29		21 23 23 23		27 26 26 28		25 25 25 23	865	795.5 / 32.5 = 24.48
St. Rose	17 19	6/12	16	30		24	13/12	27		26	17/6	25		22 23		25	7/19	29	375	340 / 14 = 24.29
St. Theresa		6/12 6/13		17		21		25			23/6		20/8		12/16			26	211	192.5 / 8 = 24.06
St. William	17 17 18		20 19 18	25 25 25		20 19 18		26 27 27		31 30	13/13	31 30		23 23 26		27 26 25		32 32	683	628.5 / 25 = 25.14

Teachers: 695.5 - 14 teachers hired under the Primary Grant = 681.5

Enrolment: (FTE) 16,668 / 681.5 = PTR 24.46

Secondary School Staff / Enrolment Information

As of Sept. 17, 2004	Enrolment	# of Teachers
Assumption	707	47.3
F. J. Brennan	1035	59
Cardinal Carter	886	54.8
Catholic Central	1033	66.3
Holy Names	1319	75.8
St. Anne	1550	89.8
St. Joseph	1041	62.3
St. T. of Villanova	1569	93.2
St. Michael	425	20
Totals	9540	568.5



Windsor-Essex Catholic District School Board

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Michael B. Moher, Director of Education

John Macri, Board Chairperson

BOARD REPORT

Meeting Date:
Sept. 28, 2004

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Michael B. Moher, Director of Education
Janet M. Ouellette, Superintendent

SUBJECT: **BLUEPRINT FOR SUCCESS – FAITH FORMATION**

RECOMMENDATION:

That the Board receive as information the report *Blueprint For Success – Faith Formation* for the 2004/05 school year.

BACKGROUND:

In response to a request from the Board, senior administration has prepared an outline (see Appendix A) of the initiatives being undertaken in the 2004/05 school year to implement the faith pillar of the Board's strategic plan "Blueprint for Success".

- **Support the ongoing faith development of all students and employees.**
- **Strengthen the partnership of the school, parish and home.**
- **Establish a systematic process for decision-making, which integrates the Ontario Catholic School Graduate Expectations into all decisions.**

FINANCIAL:

The total amount allotted to these initiatives is approximately \$145,300 (see appendix B)

COMMENTS:

The implementation of the this plan will be the responsibility of the school principals, the Religion/Family Life Consultant, the Faith Animator and the Senior Administration Team.

TIMELINES: 2004/05 school year

APPENDICES:

- Appendix A – Faith Formation Plan 2004 - 2005
- Appendix B – Financial Commitments

Faith Formation Plan 2004 - 2005

Orientation For New Teachers: An orientation workshop for new teachers will be provided. This workshop will focus on Religion and Family Life Curriculum, prayer and liturgy in the life of the school, faith expectations and faith development.

Retreat Day for Teachers: One is planned for the spring. It will be Thursday evening Friday retreat. An occasional teacher will be available for those wishing to attend the retreat. This will be made available to 30 teachers. The cost will be approximately \$10000. If the response is positive we will consider adding additional retreats next year. Retreat opportunities will also be made available for those who have completed all three parts of the religious education course. The board and those participating in the retreat will share cost of these retreats.

Bussing: The need to bus students to church for school liturgies is an issue for 13 or 14 of our schools. The cost ranges from \$250 to close to \$1000 depending on the size of the school. It is recommended that schools visit their parish for at least two liturgies per year. Funds needed for this should come partly from the school budget. Additional funds will be available from the board for the schools that are in need.

Resources: Monies should be made available to support the teaching of religion and family life. It is recommended that principals set aside \$300 for the purchase of support materials. A list of materials will be supplied to principals that support curriculum, liturgy, faith development and prayer. In addition, the Board will produce and provide collections of prayers for every staff member.

School Councils: The faith animator and religion consultant will meet with representatives from school councils to discuss what they see as their needs in the areas of spiritual and faith development and how we can assist them in meeting those needs. The possibilities for retreat opportunities and Catholic educational forums are being considered. This will be determined by the needs assessment carried out with school councils. Principals will be expected to set aside a portion of the school budget for a school based faith experience for the School Council. The board will be responsible for planning and implementing one faith based activity for parents per year at the system level. The board will also provide an annual faith based activity for school councils at the system level.

Elementary Campus Minister: We have had discussions with the deans regarding the possibility of providing a campus minister who would be involved in an elementary family of schools and the parish partners. The parishes and the board would share the cost of this. This initiative is still under discussion with the deans. Potential cost to the board could be \$20000.

Retreat Opportunities. All grade eight students have the opportunity to take part in a retreat. The board and the school share the cost of this. The schools pay for transportation and the board covers the cost of the retreat. Yearly cost of this averages about \$12000. Some of our secondary schools offer retreats to grade 12, some to grade 9 and 12 and some to all students. The schools cover the cost of these retreats. The consultant will review this in 2004-2005 with regard to establishing some consistency.

Student Leadership: Opportunities should be provided to our secondary schools to bring in Catholic motivational speakers. Further opportunities should be provided to bring student leaders together to promote and encourage Catholic student leadership. A portion of school budgets and student activity fees should be devoted to this. The board will also support the annual Student Senate Development Day by the Student Trustees.

Faith Animation: Opportunities for training and direction for elementary school faith animators should be provided. We are exploring working with Assumption University in this endeavour.

Potential cost would be \$ 22000.

Additional Campus Ministry for Larger High Schools: This will be explored for the 2005- 2006 budget year at the direction of the board.

ISSUE	ESTIMATED COST	PLAN
Orientation for New Teachers	\$12,000	<ul style="list-style-type: none"> • New teachers – one full day on faith expectations • First Early Release day • Focus on Religion and Family Life Curriculum
Retreat Day for Teachers	\$10,000	<ul style="list-style-type: none"> • Available to 30 teachers at a time • Our cost will be supply coverage • One day planned for in Spring on a Thursday or Friday evening • If response is positive will consider adding additional retreats for the following year • Retreat opportunities will also be made available for those who have completed all three parts of the Religious Education Course. The board and those participating in the retreat will share the costs.
Bussing	\$15 - \$18,000	<ul style="list-style-type: none"> • 13 – 14 schools • the costs range from \$250- \$1000 depending on size of school • recommended that schools visit their parish at least twice a year • funding should come partly from the school budget, and schools in need may access additional funds from the board.
Resources	\$300 per school - \$12,350 along with approx. \$7000 for prayer book	<ul style="list-style-type: none"> • monies made available to support the teaching of religion and family life • It is recommended that principals set aside \$300 for the purchase of support materials. • The board will produce and provide collections of prayers for every staff member.
School Councils	\$30,000	<ul style="list-style-type: none"> • Principals will set aside a portion of their School Budget. • The board will be responsible for planning and implementing one parent evening per year at the system level. • The board will also provide an Annual Faith-based activity for School Councils at the System level.

ISSUE	ESTIMATED COST	PLAN
Elementary Campus Minister	\$20,000	<ul style="list-style-type: none"> • Discussion with the Deans regarding the possibility of providing a campus minister who would be involved in an elementary family of schools and the parish partners. • Expectation would be that the parishes and the board would share this cost. • This initiative is still under discussion with the deans.
Retreat Opportunities	\$12,000	<ul style="list-style-type: none"> • All grade 8 students take part in a retreat • The board and school share the cost. • The school pays for the transportation and the board covers the cost of the retreat. • Some secondary schools offer retreats to grade 12 and some to all students. The high schools cover the cost of these retreats. • The consultant will review this in 2004-05 with regard to establishing consistency.
Student Leadership	\$5000	<ul style="list-style-type: none"> • The board will support the Student Senate Development Day.
Faith Animation	\$22,000	<ul style="list-style-type: none"> • Opportunities for training and direction for elementary school faith animators. • One half day each term. • Exploring the possibility of working with Assumption University.
Additional Campus Ministers	To be Determined	<ul style="list-style-type: none"> • Additional Campus Ministers for Larger High Schools to be explored for 2005-06 budget year

TOTAL (APPROXIMATELY) \$145,300



Windsor-Essex Catholic District School Board

1325 California Avenue, Windsor, Ontario N9B 3Y6
Telephone (519) 253-2481 Fax: (519) 253-0620

Michael B. Moher, Director of Education

John Macri, Board Chairperson

BOARD REPORT

Meeting Date:
September 28, 2004

PRESENTED FOR: Public In-Camera
Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Michael B. Moher, Director of Education

SUBJECT: **ONTARIO CATHOLIC SCHOOLS' TRUSTEES ASSOCIATION (OCSTA) 2004/2005 MEMBERSHIP FEES**

RECOMMENDATION:

That the Board renew its membership fees with the Ontario Catholic Schools' Trustees Association (OCSTA) in the amount of \$78,836.00 based on the 2003-2004 enrolment figure of 25,976.

BACKGROUND:

The Ontario Catholic Schools' Trustees Association has provided a strong provincial voice necessary for the protection and continuation of Catholic education. OCSTA's services to member boards include: government relations, political advocacy, labour relations and communications services.

FINANCIAL:

2004/2005 Membership Fees: \$78,836.00.

COMMENTS:

Last year's membership fees were \$79,828.00 based on the 2002-2003 enrolment figure of 26,414.

TIMELINES:

APPENDICES:

- OCSTA Correspondence dated September 10, 2004 (including Invoice)

29
RECEIVED
SEP 17 2004

P.O. Box 2064, Suite 1804
20 Eglinton Avenue West
Toronto, Ontario M4R 1K8

Telephone 416-932-9460
Fax 416-932-9459
Email ocsta@ocsta.on.ca
Website www.ocsta.on.ca

September 10, 2004

DIRECTOR OF EDUCATION

President, Paul C. Whitehead
Vice-President Bernard Murray
Executive Director, John Stunt

TO: Chairpersons & Directors of Education
- All Catholic District School Boards & School Authorities

FROM: John Stunt, Executive Director

RE: **OCSTA Membership Fees**

Your invoice for the 2004-2005 OCSTA membership fee is enclosed.

Through a number of efficiencies and cost cutting measures and despite inflationary pressures and declining enrolment, I am pleased to report that the OCSTA membership fee will remain the same as the previous year. At the same time, OCSTA expects to continue to provide an improved level of service to our member boards.

Once again this year **government relations** and **political advocacy** will be crucial in influencing the strategic and political direction of the Ontario government and political parties. In the year ahead there will be significant issues to influence that are critical to our Catholic boards. *Transportation, Special Education, Primary Class Size Cap and Assessment* are just a few of the issues that will require significant resources from OCSTA, its senior staff and your elected representatives.

In this critical year of collective bargaining, OCSTA will provide a more direct and timely **labour relations service** to assist and co-ordinate efforts among our boards.

We will also continue to improve our **communications services** to support the work of OCSTA and member boards. These services include strategic communications, media relations, networking and issues management.

We also expect to develop print and electronic materials to assist in the promotion of Catholic education provincially and at the local board level.

Through the Office of Catholic Education, OCSTA will continue to monitor and influence all curriculum initiatives that impact on Catholic education and maintain a wide variety of contact with our Catholic education partners and other education networks.

In addition to these initiatives, OCSTA will continue to:

- √ Provide opportunities for trustees' faith and professional development (e.g. Finance Seminar, Labour Relations Seminar, New Trustees Seminar, AGM/Conference, and Regional Professional Development Days).
- √ Represent Catholic boards on all provincial consultations and work groups.
- √ Disseminate information to our members through communiqués, faxes, e-mail, *The Catholic Trustee* (print newsletter), the *OCSTA Newswire* (electronic bi-weekly newsletter) and website.
- √ Assist in the development of positions and policy guidelines for Catholic boards.
- √ Provide resources for Catholic Education Week.
- √ Work with partners in Catholic education both at the provincial and federal levels.
- √ Lobby the government on important and essential issues including improvement/refinement of the funding formula.
- √ Monitor and analyze provincial legislation.
- √ Prepare position papers and briefs on issues affecting Catholic education.
- √ Represent Catholic education in legal issues.
- √ Provide a leadership role in Catholic school curriculum development.
- √ Develop communications strategies for Catholic school boards.
- √ Research projects in Catholic education.
- √ Provide annual finance reports and briefs.
- √ Convene meetings and information sessions for boards around current issues.

With the support of our members, OCSTA is a strong, vibrant and effective voice for Catholic school boards in promoting and protecting Catholic education.

We are proud of the solidarity that exists in the Catholic education community. We are grateful to be able to speak with confidence to the government on behalf of **all** English Catholic school boards in Ontario.

Your continued support of OCSTA is most appreciated.

Attachments

Summary of 2004-2005 Budget

2004-2005 Membership Fee Schedule

2004-2005 Membership Fee Invoice (with Directors' copy of memo only)

L: LSR Bookkeeper Budget September 2003 re FYE 04 Membership Fee Memo Aug 2004 DOC

Our Mission

Inspired by the Gospel

We provide
leadership, service
and a provincial voice
for Catholic School Boards
in promoting and
protecting
Catholic education



Summary of 2004 - 2005 OCSTA Budget

Partnerships	Budget	Sub-Total	Sub-Total as % of Budget
CCSTA	98,000		
ICE	74,000		
OCSTA/OECTA Religious Education Courses	30,000		
Student Trustees' Projects	1,000		
Membership Fees - Misc. Assoc.	1,500	204,500	12.11%
Political Advocacy			
Political Affairs & Government Relations	85,000		
Catholic Curriculum & Education Research	30,000		
Consultants, Authors & Researchers	25,000	140,000	8.29%
Communications, Public & Media Relations			
Communications	46,000		
History of Catholic Education Project	0		
Public Relations	5,000		
Advertising	2,500		
Newsletter	2,000	55,500	3.29%
Governance			
OCSTA Committee & Other Meetings	75,000		
Board of Directors' Meetings	45,000		
Attendance at Conferences & Seminars	5,000	125,000	7.40%
Legal	50,000	50,000	2.96%
Labour Relations	70,000	70,000	4.15%
Operations			
Rent	162,000		
Office Expense	70,000		
Furniture & Computers	10,000		
Telephone	17,000		
Postage & Courier	12,000		
Audit	6,500		
Insurance	6,500		
Library	2,000		
Sundry	1,000	287,000	17.00%
Human Resources			
Salaries & Fees	688,500		
Benefits & Pension	42,500		
EL, EHT & CPP	22,000		
Professional Development	3,500	756,500	44.80%
	1,688,500	1,688,500	100.00%

OCSTA Membership Fee Schedule

-- 2004 - 2005 --

Cat.	Enrolment	Basic Fee	Per Pupil Cost	Cat.	Enrolment	Basic Fee	Per Pupil Cost
A	School Authorities - 800 -	\$2,200		I	20,000 - 29,999	\$20,000	2.265
B	2,999 3,000 -	\$2,000	4.274	J	30,000 - 39,999	\$30,000	1.989
C	4,999 5,000 -	\$4,000	4.162	K	40,000 - 49,999	\$40,000	1.722
D	6,999 7,000 -	\$5,000	3.936	L	50,000 - 59,999	\$50,000	1.415
E	7,999 8,000 -	\$6,000	3.711	M	60,000 - 69,999	\$60,000	1.251
F	11,999 12,000 -	\$8,000	3.485	N	70,000 - 79,999	\$70,000	1.148
G	14,999 15,000 -	\$10,000	3.372	O	80,000 - 89,999	\$80,000	1.066
H	19,999	\$15,000	2.819	P	90,000 ++++	\$90,000	1.025

This fee schedule, approved by Board in June 2002, reflects a 2.5% increase in the per pupil cost portion of the membership fee schedule approved for use in 2002-2003, 2003-2004 & 2004-2005.



Ontario Catholic School
Trustees' Association

34

PO Box 2064 Suite 1804
20 Eglinton Avenue West
Toronto, Ontario M4R 1K8

Telephone 416-932-9460
Fax 416-932-9459
Email ocsta@ocsta.on.ca
Website www.ocsta.on.ca

RECEIVED
SEP 17 2004

President Paul C Whitehead
Vice-President, Bernard Murray
Executive Director John Stunt

Invoice

DATE	INVOICE NO.	TERMS
9/1/2004	05-09-33	Due Upon Receipt

BILL TO

Windsor-Essex CDSB
1325 California Ave
Windsor, ON N9B 2Z8

DESCRIPTION

AMOUNT

2004 - 2005 MEMBERSHIP FEE

78,836.00

Membership Fee
Based on 2003-04 Enrolment Figure of: 25,976

TOTAL AMOUNT PAYABLE to OCSTA

If Questions, please Contact June Johnson- Accounting- [416 932 9460-ext 29]

TOTAL

\$78,836.00



Windsor-Essex Catholic District School Board

1325 California Avenue, Windsor, Ontario N9B 3Y6
Telephone (519) 253-2481 Fax: (519) 253-0620

Michael B. Moher, Director of Education

John Macri, Board Chairperson

BOARD REPORT

Meeting Date:
September 28, 2004

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Michael B. Moher, Director of Education
Janet Ouellette, Superintendent of Education

SUBJECT: **ST. ANNE'S CATHOLIC HIGH SCHOOL - FIELDTRIP**
- Owen Sound, Port Elgin, Kincardine, Ontario
- End of September or early October, 2004

RECOMMENDATION:

That the Board approve the St. Anne Catholic High School Owen Sound, Port Elgin, Kincardine, Ontario Field Trip for the harvesting of salmon eggs for 2 days falling somewhere between the end of September to early October.

BACKGROUND:

This trip is in relation to the students' program/courses for their Aquaculture Training in Northern Hatchery.

FINANCIAL: None.

COMMENTS:

This field trip request is in compliance with the Field Trip Policy (SC:04). All procedures with regard to the policy have been followed.

TIMELINES:

APPENDICES:

- Request for Approval of Field Trip – SC:04 Form A
- Parent Consent – SC:04 Form B
- Parent Letter with info on itinerary and expenses



Request for Approval of Field Trip

School	St. Anne High School		Date of Trip	Ex. mm/dd/yyyy End of Sept. beginning of
Destination	Owen Sound, Port Elgin, kincardine, Ontario		Mode of Transportation	Bus
School Departure Time	09:00:00	School Arrival Time	09:00:00	Name of Carrier
				Stevenson
Number of Students	15	Grade of Students	12	Number of Supervisors
				2-3
Total Cost Per Student	\$0.00	Personal Cost Per Student	\$0.00	Travel Company Involved
				Stevenson's

EDUCATIONAL RATIONALE

Name of Teacher: Mr. C. LaRocque

Purpose of Trip: Harvesting salmon eggs for our school hatchery (Aquaculture training in northern hatchery)

Relationship to Students' Program/Course: Hands-on work related to course.

Pre-Trip Preparation(s) by Students: Background research.

Follow-Up Activities Planned: Running the hatchery and debriefing on trip.

Date Submitted	09/08/2004	Teacher's Signature	Chris LaRocque
Approval Date	09/13/2004	Principal's Signature	Mr. John Byrne
Approval Date	09/17/2004	Superintendent's Signature	Janet Ouellette
Approval Date		Board of Trustees (per Superintendent)	

For Same Day Local/Regional Trip, submit request to Principal 2 weeks prior to trip.
For Multiple Days Local/Regional Trips, submit request to Superintendent 4 weeks prior to trips.
For Special Trips, submit request to Superintendent for Board approval 8 weeks prior to trip.

Send signed form to School Superintendent, school should retain a copy, Superintendent will return copy upon approval of trip.

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, 1989, information in forms and documents pertaining to a student registered/enrolled within the Windsor-Essex Catholic District School Board is collected under the legal authority of the Education Act and its Regulations and the Ontario Student Record Guideline, 1980.



FIELD TRIP INFORMATION AND CONSENT FORM

PART 1 TRIP INFORMATION (To be retained by Parent/Guardian)

To the Parent/Guardian

Permission has been granted by the Principal (and Superintendent or Board if applicable) for the students to participate in the Field Trip described below. To have your son/daughter participate in the trip, please complete **Part 2** below and return it to the school as soon as possible.

School	Date(s) of Trip	Mode of Transportation
St. Anne High School	End of Sept-Beginning of Oct	Bus
Destination Name and Phone#	Cost per Student	
Owen Sound, Port Elgin, Kincardine, Ontario	\$0.00	
Time of Departure from School	Approximate Time of Return to School	
08:00:00 a.m.	09:00:00p.m.	
No. Of Students	No. of Supervisors	
15	2-3	
Purpose/Relationship to program		
Egg collection for St. Anne's Aquaculture Facility (Aquaculture training in northern hatchery)		
Students should come prepared with tent, extra clothes ,warm garnments, rain suit , money for trip		

Parent/Guardian to cut-off from here and Retain Part 1; **Part 2 below to be returned to the school**

Part 2 PARENT/GUARDIAN CONSENT to be returned to the school at least 3 days prior to the trip

To the Windsor-Essex Catholic District School Board and the Principal of _____ Catholic School.

As the Parent(s)/Guardian(s) of (print name in full) _____

We hereby request that the above-named student be permitted to participate in the trip to (Note destination) _____

I/We are aware that the Mode of Transportation noted in Part 1 above indicates that the students may travel to/from the destination by use of private motor vehicle. I/We hereby give permission for the above-name student to be transported in a vehicle driven by another **student/parent**.

Signature(s) _____ **Student Health Card #** _____

Medical Condition (if any) or Prescribed Medication _____

Date _____ **Signature of Parent(s) or Guardian(s)** _____

Student Home Telephone # _____ **Emergency Contact Name** _____

Emergency Phone Number _____

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, 1989, information in forms and documents pertaining to a student registered/enrolled within the Windsor-Essex Catholic District School Board is collected under the legal authority of the Education Act and its Regulations and the Ontario Student Record Guideline, 1989.

*St. Anne's High School Fish Harvest Fieldtrip
2004- 2005
CGR-4M1
Aquaculture-Great Lakes Studies*

Dear Parents:

We are again preparing for the upcoming opening of the aquaculture center here at St. Anne's High School. We will be on stand by for the trip until we get word as to the dates from the fishery officials in Port Elgin, Ontario. As of now, we usually leave at the end of September, or the beginning of October. The trip will be for two days and one night camping at Harrison Park Campground in Owen Sound, Ontario. A fieldtrip form will be sent home with your son/daughter to be filled out in advance. I will be preparing an itinerary to be sent home in the near future which will fully outline the events of the trip and an estimate of the cost for the students.

Thanks in advance, for your support in this matter.

*Mr. LaRocque
Aquaculture- Great Lakes Teacher*

***St. Anne's High School Fish Harvest Fieldtrip
2004- 2005
CGR-4M1
Aquaculture-Great Lakes Studies
Itinerary for Fieldtrip***

Day 1:

- Bus Arrives at St. Anne's High School at 7:30 am.
- We pack and leave at about 8:00 am
- Visit and tour the Kincardine Trout Hatchery at about 12:00 noon
- Depart for Owen Sound, Harrison Park Campground at about 1:00-1:30 pm
- Along the way, stop for lunch (Port Elgin McDonald's)
- Arrive at Harrison Park Campgrounds at about 4:00 pm
- Unpack and set up camp
- Go into Owen Sound for Dinner at about 7:00 pm
- Arrive back at campground for rest of evening about 10:00 pm

Day 2:

- Bus picks us up at 6:30 am to pack bus and break up camp
- Go for a coffee and donut on the way to the Mill Dam Owen Sound
- Arrive about 7:30 at the falls to harvest Salmon and perform work
- Leave for Port Elgin Salmon Hatchery to conduct work at about 12:00 noon. If we have time, we will stop for lunch at this time.
- Arrive at Port Elgin about 1:30 pm to perform work
- Leave for St. Anne's at about 4:00 pm
- Stop for dinner at MacDonald's in Goderich about 6.00 pm
- Arrive at parking lot at St. Anne's about 9:00 pm

Note:

Parents: This outline is an estimate of time and we could be earlier or later based on what happens over the course of the trip. Your children can call from school when we arrive home to get a ride if earlier or later. It would be a great idea if they have a cell phone to bring it with them to call home before we arrive home to give you the best updated time of arrival when to be picked up in the parking lot.

Thanks for your support!

Mr. LaRocque
Aquaculture- Great Lakes Teacher

Field Trip Expense Form

Teacher: Mr. Chris LaRocque

Course: CGR-4M1

Date of Field Trip: End of September/start of October

Destination: Owen Sound, Port Elgin, Kincardine, Ontario.

	COST	Source of Funds
Supply Teacher	2 days	Students
Transportation	Approx. \$800.00 for truck rental plus gas \$100.00	Great Lakes club account and students
Accomodations	\$10.00	Student
Entry Fees	none	Student
Total	Approx. \$900.00	

Teacher Signature: Chris LaRocque

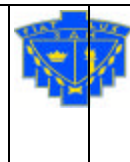
Date: September 14, 2004

Dept. Head Signature: _____ Date _____

Office Approval: John Byrne

Date: September 14, 2004

**ST. ANNE HIGH SCHOOL
CLASSROOM TEACHER:
FIELD TRIP PERMISSION FORM**



Teacher and Class Conducting Trip: Mr. LaRocque CGR-4M1 Aquaculture-Great Lakes Studies.

Date: Sept-Oct.2004

I hereby grant my son/daughter _____ permission to participate in the organized trip to: Owen Sound, Port Elgin and Kinkardine, Ontario in the last week of September-First week of October.

It is understood that the student will be responsible for any homework or assignments issued for that day of class.

Period 1 _____

Teacher's Name

Period 2 _____

Teacher's Name

Period 3 _____

Teacher's Name

Period 4 _____

Teacher's Name

This form must be completed before a student is eligible to participate in a field trip.

Teacher Advisor



Windsor-Essex Catholic District School Board

1325 California Avenue, Windsor, Ontario N9B 3Y6
Telephone (519) 253-2481 Fax: (519) 253-0620

Michael B. Moher, Director of Education

John Macri, Board Chairperson

BOARD REPORT

Meeting Date:
September 28, 2004

Public **In-Camera**
PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Michael B. Moher, Director of Education
Janet M. Ouellette, Superintendent of Education

SUBJECT: **IMMACULATE CONCEPTION ELEMENTARY SCHOOL**
- Camp Gesstwood – October 4 – 6, 2004

RECOMMENDATION:

**That the Board approve the Immaculate Conception Elementary School
Camping Trip to Gesstwood on October 4 – 6, 2004.**

BACKGROUND:

This trip is in relation to the students' program/courses (leadership, teamwork, physical education and science.)

FINANCIAL: None.

COMMENTS:

This field trip request is in compliance with the Field Trip Policy (SC:04). All procedures with regard to the policy have been followed.

TIMELINES:

APPENDICES:

- Request for Approval of Field Trip – SC:04 Form A
- Parent Consent – SC:04 Form B
- Itinerary



Request for Approval of Field Trip

School	Immaculate Conception		Date of Trip	Ex. mm/dd/yyyy Oct 4-6
Destination	Camp Gesstwood		Mode of Transportation	Bus
School Departure Time	9:00am	School Arrival Time	12:30pm	Name of Carrier
# of Male Students	56	Grade of Students	7/8	Number of Supervisors
# of Female Students	44	Personal Cost Per Student	\$75.00	Female <input type="text" value="4"/> Male <input type="text" value="7"/>
Total Cost Per Student	\$100.00	Travel Company Involved	n/A	

EDUCATIONAL RATIONALE

Name of Teacher Brian Marenchin

Purpose of Trip leadership / teamwork / physical education / science

Relationship to Students' Program/Course same as above

Pre-Trip Preparation(s) by Students numerous activities

Follow-Up Activities Planned a one day debriefing using various activities

If Activity is Occuring over a Weekend Indicate Plans for Students to Attend a Eucharistic Celebration a planned paraliturgy

Date Submitted	09/10/2004	Name of Teacher	Brian Marenchin
Approval Date	09/10/2004	Name of Principal	Jim McMahon
Approval Date	09/20/2004	Name of Superintendent	Janet Ouellette
Approval Date		Board of Trustees Approval (per Superintendent)	

For Same Day Local/Regional Trip, submit request to Principal 2 weeks prior to trip.
For Multiple Days Local/Regional Trips, submit request to Superintendent 4 weeks prior to trips.
For Special Trips, submit request to Superintendent for Board approval 8 weeks prior to trip.

Send signed form to School Superintendent, school should retain a copy, Superintendent will return copy upon approval of trip.

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, 1989, information in forms and documents pertaining to a student registered/enrolled within the Windsor-Essex Catholic District School Board is collected under the legal authority of the Education Act and its Regulations and the Ontario Student Record Guideline, 1980.



FIELD TRIP INFORMATION AND CONSENT FORM

PART 1 TRIP INFORMATION (To be retained by Parent/Guardian)

To the Parent/Guardian
 Permission has been granted by the Principal (and Superintendent or Board if applicable) for the students to participate in the Field Trip described below. To have your son/daughter participate in the trip, please complete **Part 2** below and return it to the school as soon as possible.

School	Date(s) of Trip	Mode of Transportation
Immaculate Conception	Oct. 4-6	bus
Destination Name and Phone#		Cost per Student
Camp Gesstwood		\$75.00
Time of Departure from School	Approximate Time of Return to School	
9:00 am	12:30 pm	
No. Of Students	No. of Supervisors	
100	11	
Purpose/Relationship to program		
leadership / team building / physical education / science		
Students should come prepared with		
see attached list		

Parent/Guardian to cut-off from here and Retain Part 1; **Part 2 below to be returned to the school**

Part 2 PARENT/GUARDIAN CONSENT to be returned to the school at least 3 days prior to the trip

To the Windsor-Essex Catholic District School Board and the Principal of Catholic School.

As the Parent(s)/Guardian(s) of (print name in full)

We hereby request that the above-named student be permitted to participate in the trip to (Note destination)

I/We are aware that the Mode of Transportation noted in Part 1 above indicates that the students may travel to/from the destination by use of private motor vehicle. I/We hereby give permission for the above-name student to be transported in a vehicle driven by another **student/parent**.

Signature(s) **Student Health Card #**

Medical Condition (if any) or Prescribed Medication

Date **Signature of Parent(s) or Guardian(s)**

Student Home Telephone # **Emergency Contact Name**

Emergency Phone Number

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, 1989, information in forms and documents pertaining to a student registered/enrolled within the Windsor-Essex Catholic District School Board is collected under the legal authority of the Education Act and its Regulations and the Ontario Student Record Guideline, 1989.

Time	Wednesday 4	Thursday 5	Friday 6
6:00		Fresh Air Early Morning Wake-up	
7:00		Breakfast	Fresh Air Early Morning Wake-up
8:00	Meet at school	Activity #4	Breakfast
9:00	Bus arrives @ ICS...leaves at 9:30	Activity #5	Clean-up Cabins...Inspection...Pack out to Bus Pick-up Area
10:00	Arrives Camp Gesstwood...unpack & settle into cabins	Large Group Activity	Large Group Activity
11:00	Tribal Announcements	Large Group Activity	Bus Pick-up at 10:30
12:00	Lunch	Lunch	Arrive back at ICS @ 11:30 Parents pick-up
1:00	Activity #1	Activity #6	
2:00	Activity #2	Activity #7	
3:00	Design Challenge	Reward Challenge	
4:00	(Make It Float)	(Leadership Personal/Study Time 3:00-5:30)	
5:00	Clean-up/Shower	↓	
5:30	Supper	Supper	
6:30	Activity #3	Clean-up/Shower	
7:30	Hike	Prayer Service	
8:30	↓ (Leadership Personal/Study Time 7:30-10:00)	Fire/Drama Presentations/Snack	
9:00	Fire/Camp Fire Songs/Snack	↓	
10:00	Journal/Get Ready For Bed	Journal/Get Ready For Bed	
10:30	Lights Out	Lights Out	

Camp Gesstwood Fall Itinerary 2004



Windsor-Essex Catholic District School Board

1325 California Avenue, Windsor, Ontario N9B 3Y6
Telephone (519) 253-2481 Fax: (519) 253-0620

Michael B. Moher, Director of Education

John Macri, Board Chairperson

BOARD REPORT

Meeting Date:
September 28, 2004

Public **In-Camera**
PRESENTED FOR: Information Approval
PRESENTED BY: Senior Administration
SUBMITTED BY: Michael B. Moher, Director of Education
Joseph Berthiaume, Superintendent of Education
Janet Ouellette, Superintendent of Education
SUBJECT: **2004 FALL MUSKOKA WOODS LEADERSHIP EXPERIENCE**
- October 11 – 15, 2004

RECOMMENDATION:

That the Board approve the *2004 Fall Muskoka Woods Leadership Experience* field trip of October 11 – October 15, 2004 for the following schools: St. Louis Elementary, St. Francis Elementary, St. Maria Goretti Elementary, H. J. Lassaline Elementary, St. Pius X Elementary, Queen of Peace Elementary, St. Bernard (Amherstburg) Elementary, St. Joseph's High School, St. Thomas of Villanova High School, Cardinal Carter High School and F. J. Brennan High School.

BACKGROUND: This trip is in relation to the students' program/courses. (See attached Ontario Curriculum Connections)

FINANCIAL: None.

COMMENTS: This field trip request is in compliance with the Field Trip Policy (SC:04). All procedures with regard to the policy have been followed.

TIMELINES:

APPENDICES:

- Letter to Michael Moher dated September 9, 2004
- Ontario Curriculum Connections
- Itinerary
- Request for Approval of Field Trip – SC:04 Form A



St. John Vianney Catholic School

8405 Cedarview, Windsor, Ontario N8S 1K9
Telephone: (519) 948-8817 Fax: (519) 948-6719
Email: www.wecdsb.on.ca/137

Principal: Mr. S. Freeman Vice-Principal: Mr. G. Peck
Secretaries: Ms. L. Robillard & Mrs. H. Hayes

The Windsor-Essex Catholic District School
Director of Education: Mr. M. Moher

Superintendent: Mrs. J. Ouellette
Trustee: Mrs. B. Holland

September 9, 2004

RECEIVED

SEP 14 2004

Dear Mr. Moher:

We are writing on behalf of the attached lists of schools for permission to attend the Muskoka Woods Sports Resort. Our objectives include:

- promote the awareness and importance of youth participation in outdoor recreational activities
- provide our students with the opportunity for leadership training and the development of cooperative skills (teamwork)
- provide our students with the opportunity for personal growth and confidence through recreational activities
- create a Christian environment that is supportive, encouraging and that challenges students and staff to 'do their best'

This fall we are pleased to accommodate 7 elementary schools and 4 secondary schools with a total of approximately 450 students. Please find attached our 2004 Fall Muskoka Woods Leadership Experience itinerary and the *Request for Approval of Field Trip Forms* from the committed schools.

Our organizing team would be pleased to address any questions or concerns you may have pertaining to this request.

Thank you for your time and consideration!

Sincerely,

The Team

Gregory Peck
Paul Picard
Jim McMahon
Cathy Geml
Therese Barichello

Muskoka Woods Leadership Experience (MWLE) Ontario Curriculum Connections

Health & Physical Education Ontario Curriculum 1999

Physical Activity – the MWLE experience is designed to help students learn how to participate in a wide variety of activities, while developing the personal movement proficiency necessary to enjoy life fully.

Active Living – the MWLE focuses on active participation, physical fitness, and safety. It addresses the knowledge and skills related to lifelong participation in a variety of sport and recreation activities.

Living Skills – the MWLE helps students develop a positive “sense of self”, as well as effective decision making, conflict resolution, communication, and interpersonal skills.

Choices Into Action: Guidance and Career Education Program Policy for Ontario Elementary and Secondary Schools 1999

“Students must learn and develop skills at school that will help them become more independent and responsible individuals.”

The MWLE is designed to develop leadership & cooperative skills in order to be successful in the twenty-first century.

- Students must be able to apply what they learn in school to other areas of their lives.
- Students must learn to work cooperatively and productively with a wide range of people, to set and pursue goals, to evaluate their achievement of their goals, and to assume their roles as responsible citizens.
- Students must be provided with many opportunities to practice new skills in a structured and supportive ‘Christian’ setting.

Fall 04 Muskoka Woods Itinerary

Elementary Schools

St. Louis
St. Francis
St. Maria Goretti
H. J. Lassaline
St. Pius
Queen of Peace
St. Bernard (Amherstburg)

Secondary Schools

St. Joseph's
St. Thomas of Villanova
Cardinal Carter
F. J. Brennan

Day 1 - Monday, October 11th (Thanksgiving Day)

Departure: Secondary Students - 6:00 a.m.

Arrival: 1:00 p.m. @ Muskoka Woods Sports Resort

2:00 p.m. Orientation

3:00 p.m. Team Meetings

4:00 p.m. Activity Period (High Ropes, Mountain Biking, Low Ropes, etc.)

6:00 p.m. **Thanksgiving Dinner**

7:00 p.m. The Bike Hike

9:00 p.m. Spirit Presentations

11:00 p.m. Lights Out!

Day 2 - Tuesday, October 12th

Departure: Elementary Students - 6:00 a.m.

Arrival: 12:00 p.m. @ Muskoka Woods Sports Resort

1:00 p.m. **Lunch**

2:00 p.m. **Activity Period #1**

3:00 p.m. **Activity Period #2**

4:00 p.m. **Activity Period #3**

5:00 p.m. **Activity Period #4**

6:00 p.m. **Dinner**

7:00 p.m. **The BIG Hike**

8:30 p.m. **Evening Entertainment - Secondary Students Spirit Presentations**

10:00 p.m. **Journal Entry & Snack**

11:00 p.m. **Lights Out!**

Day 3 - Wednesday, October 13th

7:00 a.m. **Wake-up/Cabin Organization & Inspection**

8:00 a.m. **Breakfast**

9:00 a.m. **Activity Period #5**

10:00 a.m. **Activity Period #6**

11:00 a.m. Activity Period #7
12:00 p.m. Activity Period #8
1:00 p.m. **Lunch**
2:00 p.m. Activity Period #9
3:00 p.m. Activity Period #10
4:00 p.m. Activity Period #11
5:00 p.m. Activity Period #12
6:00 p.m. **Dinner**
7:00 p.m. Freshen-up
8:00 p.m. Evening Entertainment - Cadence (4 men & 4 microphones)
9:00 p.m. Journal Writing & Snack
10:00 p.m. Lights Out!

Day 4 - Thursday, October 14th

7:00 a.m. Wake-up/Cabin Organization & Inspection
8:00 a.m. **Breakfast**
9:00 a.m. Activity Period #13
10:00 a.m. Activity Period #14
11:00 a.m. Activity Period #15

12:00 p.m. Activity Period #16
1:00 p.m. Lunch
2:00 p.m. Activity Period #17
3:00 p.m. Activity Period #18
4:00 p.m. Activity Period #19
5:00 p.m. Activity Period #20
6:00 p.m. Dinner
7:00 p.m. Freshen-up
8:00 p.m. Celebration of the Eucharist
9:00 p.m. Spirit of Muskoka Recognition Ceremony
10:00 p.m. Journal Writing & Snack
11:00 p.m. Lights Out!

Day 5 - Friday, October 15th

7:00 a.m. Wake-up/Cabin Cleaning & Inspection
8:00 a.m. Breakfast & Boarding
9:00 a.m. Departure from Muskoka Woods
4:00 p.m. Arrival @ School



Request for Approval of Field Trip

School	St. Louis	Date of Trip	Ex. mm/dd/yyyy 10/12/04 to 10/15/04	
Destination	Muskoka Woods Sports Resort	Mode of Transportation	Highway Coach	
School Departure Time	6:00 am	School Arrival Time	4:00 pm	Name of Carrier
# of Male Students	23	Grade of Students	8	Number of Supervisors
# of Female Students	32	Personal Cost Per Student	\$335.00	Female <input type="text" value="2"/> Male <input type="text" value="2"/>
Total Cost Per Student	\$345.00	Travel Company Involved	Erie	

EDUCATIONAL RATIONALE

Name of Teacher | Nancy George and John Muraccas

Purpose of Trip | Leadership Training/Recreation/Personal Growth

Relationship to Students' Program/Courses | Cross Curricular - Health & Physical Education/Language/Arts/Religion

Pre-Trip Preparation(s) by Students | Student Journal/Spirit Presentation/Itinerary Organization

Follow-Up Activities Planned | School leadership initiatives.

If Activity is Occuring over a Weekend Indicate Plans for Students to Attend a Characteristic Celebration | Father Jim Roche will celebrate the Eucharist.

Date Submitted	09/13/2004	Name of Teacher	Nancy George and John Muraccas
Approval Date		Name of Principal	Ardra Kepran
Approval Date	Sept 18/04	Name of Superintendent	Joe Berthiaume <i>Joe Berthiaume</i>
Approval Date		Board of Trustees Approval (per Superintendent)	

- For Same Day Local/Regional Trip, submit request to Principal 2 weeks prior to trip.
- For Multiple Days Local/Regional Trips, submit request to Superintendent 4 weeks prior to trips.
- For Special Trips, submit request to Superintendent for Board approval 8 weeks prior to trip.

Send signed form to School Superintendent, school should retain a copy. Superintendent will return copy upon approval of trip.

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, 1989, information in forms and documents pertaining to a student registered/enrolled within the Windsor-Essex Catholic District School Board is collected under the legal authority of the Education Act and its Regulations and the Ontario Student Record Guideline, 1980.

"Learning together in faith and service"



Request for Approval of Field Trip

School	St. Francis		Date of Trip	10/12/04 to 10/15/04	
Destination	Muskoka Woods Sports Resort		Mode of Transportation	Highway Coach	
School Departure Time	8:00 am	School Arrival Time	4:00 pm	Name of Carrier	Erie
# of Male Students	13	Grade of Students	8	Number of Supervisors	Female <input type="checkbox"/> Male <input type="checkbox"/>
# of Female Students	4	Personal Cost Per Student	\$50	Travel Company Involved	
Total Cost Per Student	\$345.00				

EDUCATIONAL RATIONALE

Name of Teacher | Mark Drouillard

Purpose of Trip | Leadership Training/Recreation/Personal Growth

Relationship to Students' Program/Course | Cross Curricular - Health & Physical Education/Language/Arts/Religion

Pre-Trip Preparation(s) by Students | Student Journal/Spirit Presentation/Itinerary Organization

Follow-Up Activities Planned | School leadership initiatives

If Activity is Occuring over a Weekend indicate Plans for Students to Attend a Eucharistic Celebration | Father Jim Roche will celebrate the Eucharist.

Date Submitted	09/10/2004	Name of Teacher	Mark Drouillard
Approval Date	09/10/2004	Name of Principal	Gary Frigon
Approval Date	Sept 20 2004	Name of Superintendent	<i>[Signature]</i>
Approval Date		Board of Trustees Approval (per Superintendent)	

For Same Day Local/Regional Trip, submit request to Principal 2 weeks prior to trip.
For Multiple Days Local/Regional Trips, submit request to Superintendent 4 weeks prior to trips.
For Special Trips, submit request to Superintendent for Board approval 8 weeks prior to trip.

Send signed form to School Superintendent, school should retain a copy, Superintendent will return copy upon approval of trip.

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Request for Approval of Field Trip

School	ST. MARIA GORETTI			Date of Trip	10/12/04 to 10/15/04
Destination	Muskoka Woods Sports Resort			Mode of Transportation	Highway Coach
School Departure Time	8:00 am	School Arrival Time	4:00 pm	Name of Carrier	Erie
# of Male Students	12	Grade of Students	B	Number of Supervisors	Female <input type="checkbox"/> Male <input checked="" type="checkbox"/>
# of Female Students	13	Personal Cost Per Student	\$345.00	Travel Company Involved	
Total Cost Per Student	\$345.00				

EDUCATIONAL RATIONALE

Name of Teacher | MR. D. McMAHON

Purpose of Trip | Leadership Training/Recreation/Personal Growth

Relationship to Students' Program/Course | Cross Curricular - Health & Physical Education/Language/Arts/Religion

Pre-Trip Preparation(s) by Students | Student Journal/Spirit Presentation/Itinerary Organization

Follow-Up Activities Planned | School leadership initiatives.

If Activity is Occuring over a Weekend Indicate Plans for Students to Attend a Eucharistic Celebration | Father Jim Roche will celebrate the Eucharist.

Date Submitted	Sept. 10/04	Name of Teacher	D. McMAHON
Approval Date	Sept. 10/04	Name of Principal	D. BORNAIS
Approval Date	Sept 20 104	Name of Superintendent	<i>[Signature]</i>
Approval Date		Board of Trustees Approval (per Superintendent)	

For Same Day Local/Regional Trip, submit request to Principal 2 weeks prior to trip.
For Multiple Days Local/Regional Trips, submit request to Superintendent 4 weeks prior to trips.
For Special Trips, submit request to Superintendent for Board approval 8 weeks prior to trip.

Send signed form to School Superintendent, school should retain a copy, Superintendent will return copy upon approval of trip.

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1325 California Avenue
Windsor, Ontario, N9B 3Y6
(519)253-2481

SC:04 Form A 56

Request for Approval of Field Trip

School	H.J.Lassaline			Date of Trip	Ex. mm/dd/yyyy 10/12/04 to 10/15/04	
Destination	Muskoka Woods Sports Resort			Mode of Transportation	Highway Coach	
School Departure Time	6:00 am	School Arrival Time	4:00 pm	Name of Carrier	Erie	
# of Male Students	19	Grade of Students	8	Number of Supervisors	Female <input type="text" value="3"/>	Male <input type="text" value="1"/>
# of Female Students	35	Personal Cost Per Student	\$300.00	Travel Company Involved		
Total Cost Per Student	\$345.00					

EDUCATIONAL RATIONALE

Name of Teacher | Marc Leonardi, Teresa Hrischenko, Judy Martyniuk, Carrie Gagnier

Purpose of Trip | Leadership Training/Recreation/Personal Growth

Relationship to Students' Program/Course | Cross Curricular - Health & Physical Education/Language/Arts/Religion

Pre-Trip Preparation(s) by Students | Student Journal/Spirit Presentation/Itinerary Organization

Follow-Up Activities Planned | School leadership initiatives.

If Activity is Occuring over a Weekend Indicate Plans for Students to Attend a Eucharistic Celebration | Father Jim Roche will celebrate the Eucharist.

Date Submitted	09/08/2004	Name of Teacher	Marc Leonardi & Teresa Hrischenko
Approval Date	09/08/2004	Name of Principal	Doris Baggio
Approval Date	Sept 15/04	Name of Superintendent	Joseph Ruthkame
Approval Date		Board of Trustees Approval (per Superintendent)	

For Same Day Local/Regional Trip, submit request to Principal 2 weeks prior to trip.
For Multiple Days Local/Regional Trips, submit request to Superintendent 4 weeks prior to trips.
For Special Trips, submit request to Superintendent for Board approval 8 weeks prior to trip.

Send signed form to School Superintendent, school should retain a copy, Superintendent will return copy upon approval of trip.

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, 1989, information in forms and documents pertaining to a student registered/enrolled within the Windsor-Essex Catholic District School Board is collected under the legal authority of the Education Act and its Regulations and the Ontario Student Record Guideline, 1980.

April 1999

Original: Teacher Responsible

c: school

"Learning together in faith and service"



Windsor-Essex Catholic District School Board
 1325 California Avenue
 Windsor, Ontario, N9B 3Y6
 (519)253-2481

SC:04 Form A 57

Request for Approval of Field Trip

School	St. Plus X School		Date of Trip	10/12/04 to 10/15/04	
Destination	Muskoka Woods Sports Resort		Mode of Transportation	Highway Coach	
School Departure Time	6:00 am	School Arrival Time	4:00 pm	Name of Carrier	Erie
# of Male Students	53	Grade of Students	8	Number of Supervisors	Female 4 Male 2
# of Female Students	45	Personal Cost Per Student	\$360.00	Travel Company Involved	N/A
Total Cost Per Student	\$360.00				

EDUCATIONAL RATIONALE

Name of Teacher Mr. Murphy, Mrs. Reynolds, Mrs. Hastings-Thomson, Mrs. Pavlica, Mr. Bachetti, Mrs. Byrne

Purpose of Trip Leadership Training/Recreation/Personal Growth

Relationship to Students' Program/Course Cross Curricular - Health & Physical Education/Language/Arts/Religion

Pre-Trip Preparation(s) by Students Student Journal/Spirit Presentation/Itinerary Organization

Follow-Up Activities Planned School leadership initiatives.

If Activity is Occuring over a Weekend Indicate Plans for Students to Attend a Eucharistic Celebration Father Jim Roche will celebrate the Eucharist.

Date Submitted	09/13/2004	Name of Teacher	Mr. Murphy, Mrs. Reynolds (see above for list)
Approval Date	09/13/2004	Name of Principal	Mrs. E. Byrne <i>Mrs. E. Byrne</i>
Approval Date	<i>Sept 20, 2004</i>	Name of Superintendent	<i>Michael...</i>
Approval Date		Board of Trustees Approval (per Superintendent)	

For Same Day Local/Regional Trip, submit request to Principal 2 weeks prior to trip.
For Multiple Days Local/Regional Trips, submit request to Superintendent 4 weeks prior to trips.
For Special Trips, submit request to Superintendent for Board approval 8 weeks prior to trip.

Send signed form to School Superintendent, school should retain a copy, Superintendent will return copy upon approval of trip.

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April, 1999

Original: Teacher Responsible

c: school

"Learning together in faith and service"



Request for Approval of Field Trip

School	Queen of Peace Catholic Elementary School		Date of Trip	10/12/04 to 10/15/04	
Destination	Muskoka Woods Sports Resort		Mode of Transportation	Highway Coach	
School Departure Time	6:00 am	School Arrival Time	4:00 pm	Name of Carrier	Erie
Number of Male Students	29	Grade of Students	8	Number of Supervisors	Female <input type="text" value="2"/> Male <input type="text" value="2"/>
Number of Female Students	29	Personal Cost Per Student		Travel Company Involved	
Total Cost Per Student	\$345.00				

EDUCATIONAL RATIONALE

Name of Teacher | Jeff Chambers, Mona Taouil, Gwen Wilkinson, Steve Dumont

Purpose of Trip | Leadership Training/Recreation/Personal Growth

Relationship to Students' Program/Course | Cross Curricular - Health & Physical Education/Language/Arts/Religion

Pre-Trip Preparation(s) by Students | Student Journal/Spirit Presentation/Itinerary Organization

Follow-Up Activities Planned | School leadership initiatives.

Activity is Occurring over a Weekend
 Indicate Plans for Students to Attend a
 Eucharistic Celebration | Father Jim Roche will celebrate the Eucharist .

Date Submitted	09/13/2004	Name of Teacher	Jeff Chambers, Mona Taouil
Approval Date	09/13/2004	Name of Principal	Velma Picco
Approval Date	Sept 15/04	Name of Superintendent	Joseph Butcherina
Approval Date		Board of Trustees Approval (per Superintendent)	

**For Same Day Local/Regional Trip, submit request to Principal 2 weeks prior to trip.
 For Multiple Days Local/Regional Trips, submit request to Superintendent 4 weeks prior to trips.
 For Special Trips, submit request to Superintendent for Board approval 8 weeks prior to trip.**

Send signed form to School Superintendent, school should retain a copy, Superintendent will return copy upon approval of trip.

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April 1999 Original: Teacher Responsible cc: school



Request for Approval of Field Trip

School	St. Bernard Amh.		Date of Trip	Ex. mm/dd/yyyy 10/12/04 to 10/15/04	
Destination	Muskoka Woods Sports Resort		Mode of Transportation	Highway Coach	
School Departure Time	6:00 am	School Arrival Time	4:00 pm	Name of Carrier	Erie
# of Male Students	18	Grade of Students	8	Number of Supervisors	Female <input type="text" value="3"/> Male <input type="text" value="1"/>
# of Female Students	22	Personal Cost Per Student	\$345.00	Travel Company Involved	
Total Cost Per Student	\$345.00				

EDUCATIONAL RATIONALE

Name of Teacher | Ken Zajacz, Sophie DiPaolo, Marisa Wismer and Michelle Fischer (EA)

Purpose of Trip | Leadership Training/Recreation/Personal Growth

Relationship to Students' Program/Course | Cross Curricular - Health & Physical Education/Language/Arts/Religion

Pre-Trip Preparation(s) by Students | Student Journal/Spirit Presentation/Itinerary Organization

Follow-Up Activities Planned | School leadership initiatives.

Activity is Occuring over a Weekend
 Suggest Plans for Students to Attend a
 Charismatic Celebration | Father Jim Roche will celebrate the Eucharist .

Date Submitted	09/10/2004	Name of Teacher	Ken Zajacz, Marisa Wismer and Sophie
Approval Date		Name of Principal	Therese Barichello
Approval Date	Sept 15/04	Name of Superintendent	Joseph Berthiaume <i>Joseph Berthiaume</i>
Approval Date		Board of Trustees Approval (per Superintendent)	

For Same Day Local/Regional Trip, submit request to Principal 2 weeks prior to trip.
For Multiple Days Local/Regional Trips, submit request to Superintendent 4 weeks prior to trips.
For Special Trips, submit request to Superintendent for Board approval 8 weeks prior to trip.

Send signed form to School Superintendent, school should retain a copy, Superintendent will return copy upon approval of trip.

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Request for Approval of Field Trip

School	ST JOSEPH'S H.S.			Date of Trip	10/11/04 to 10/15/04
Destination	Muskoka Woods Sports Resort			Mode of Transportation	Highway Coach
School Departure Time	8:00 am	School Arrival Time	4:00 pm	Name of Carrier	Erie
# of Male Students	25	Grade of Students	12	Number of Supervisors	Female <input type="checkbox"/> Male <input checked="" type="checkbox"/>
# of Female Students	25	Personal Cost Per Student	\$100	Travel Company Involved	
Total Cost Per Student	\$223.50				

EDUCATIONAL RATIONALE

Name of Teacher: Don Hollerhead / PAT PATRSON / RUBEN FERONE

Purpose of Trip: Leadership Training/Recreation/Personal Growth

Relationship to Students' Program/Course: Cross Curricular - Health & Physical Education/Language/Arts/Religion

Pre-Trip Preparation(s) by Students: Student Journal/Spirit Presentation/Itinerary Organization

Follow-Up Activities Planned: School leadership initiatives.

If Activity is Occuring over a Weekend Indicate Plans for Students to Attend a Eucharistic Celebration: Father Jim Roche will celebrate the Eucharist.

Date Submitted	Sept 13/04	Name of Teacher	Don Hollerhead
Approval Date		Name of Principal	
Approval Date	Sept 15/04	Name of Superintendent	Joseph Buthmann
Approval Date		Board of Trustees Approval (per Superintendent)	

For Same Day Local/Regional Trip, submit request to Principal 2 weeks prior to trip.
For Multiple Days Local/Regional Trips, submit request to Superintendent 4 weeks prior to trips.
For Special Trips, submit request to Superintendent for Board approval 8 weeks prior to trip.

Send signed form to School Superintendent, school should retain a copy, Superintendent will return copy upon approval of trip.

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Request for Approval of Field Trip

School	St. Thomas of Villanova		Date of Trip	10/11/04 to 10/15/04	
Destination	Muskoka Woods Sports Resort		Mode of Transportation	Highway Coach	
School Departure Time	8:00 am	School Arrival Time	4:00 pm	Name of Carrier	Erie
# of Male Students	5	Grade of Students	1 grade 11 21 grade 12	Number of Supervisors	Female <input type="checkbox"/> Male 2
# of Female Students	17	Personal Cost Per Student	\$223.50	Travel Company Involved	
Total Cost Per Student	\$223.50				

EDUCATIONAL RATIONALE

Name of Teacher	Mark Strong, Tom Beale		
Purpose of Trip	Leadership Training/Recreation/Personal Growth		
Relationship to Students' Program/Course	Cross Curricular - Health & Physical Education/Language/Arts/Religion		
Pre-Trip Preparation(s) by Students	Student Journal/Spirit Presentation/Itinerary Organization		
Follow-Up Activities Planned	School leadership initiatives.		
If Activity is Occuring over a Weekend Indicate Plans for Students to Attend a Eucharistic Celebration	Father Jim Roche will celebrate the Eucharist.		
Date Submitted	09/10/2004	Name of Teacher	Tom Beale
Approval Date	09/10/2004	Name of Principal	Mike Seguin
Approval Date	Sept 15/04	Name of Superintendent	Joseph Berthiaume
Approval Date		Board of Trustees Approval (per Superintendent)	

**For Same Day Local/Regional Trip, submit request to Principal 2 weeks prior to trip.
 For Multiple Days Local/Regional Trips, submit request to Superintendent 4 weeks prior to trips.
 For Special Trips, submit request to Superintendent for Board approval 8 weeks prior to trip.**

Send signed form to School Superintendent, school should retain a copy, Superintendent will return copy upon approval of trip.

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Request for Approval of Field Trip

School	Cardinal Carter		Date of Trip	Ex. mm/dd/yyyy 10/11/04 to 10/15/04	
Destination	Muskoka Woods Sports Resort		Mode of Transportation	Highway Coach	
School Departure Time	6:00 am	School Arrival Time	4:00 pm	Name of Carrier	Erie
# of Male Students	8	Grade of Students	10-12	Number of Supervisors	Female <input type="checkbox"/> Male <input checked="" type="checkbox"/>
# of Female Students	8	Personal Cost Per Student	\$223.50	Travel Company Involved	
Total Cost Per Student	\$223.50				

EDUCATIONAL RATIONALE

Name of Teacher: Colin Lesperance

Purpose of Trip: Leadership Training/Recreation/Personal Growth

Relationship to Students' Program/Course: Cross Curricular - Health & Physical Education/Language/Arts/Religion

Pre-Trip Preparation(s) by Students: Student Journal/Spirit Presentation/Itinerary Organization

Follow-Up Activities Planned: School leadership initiatives.

If Activity is Occuring over a Weekend Indicate Plans for Students to Attend a Eucharistic Celebration: Father Jim Roche will celebrate the Eucharist.

Date Submitted	09/09/2004	Name of Teacher	C Lesperance
Approval Date	09/10/2004	Name of Principal	L. Clark
Approval Date	Sept 15/04	Name of Superintendent	Joseph Butheume
Approval Date		Board of Trustees Approval (per Superintendent)	

For Same Day Local/Regional Trip, submit request to Principal 2 weeks prior to trip.
 For Multiple Days Local/Regional Trips, submit request to Superintendent 4 weeks prior to trip.
 For Special Trips, submit request to Superintendent for Board approval 8 weeks prior to trip.

Send signed form to School Superintendent, school should retain a copy, Superintendent will return copy upon approval of trip

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Request for Approval of Field Trip

School	F. J. Brennan Catholic High School		Date of Trip	10/11/04 to 10/15/04	
Destination	Muskoka Woods Sports Resort		Mode of Transportation	Highway Coach	
School Departure Time	6:00 am	School Arrival Time	4:00 pm	Name of Carrier	Erie
# of Male Students	10	Grade of Students	11/12	Number of Supervisors	Female <input type="checkbox"/> Male <input checked="" type="checkbox"/>
# of Female Students	10	Personal Cost Per Student	\$112.00	Travel Company Involved	
Total Cost Per Student	\$223.50				

EDUCATIONAL RATIONALE

Name of Teacher: Mark Baggio

Purpose of Trip: Leadership Training/Recreation/Personal Growth

Relationship to Students' Program/Course: Cross Curricular - Health & Physical Education/Language/Arts/Religion

Pre-Trip Preparation(s) by Students: Student Journal/Spirit Presentation/Itinerary Organization

Follow-Up Activities Planned: School leadership initiatives.

If Activity is Occuring over a Weekend Indicate Plans for Students to Attend a Eucharistic Celebration: Father Jim Roche will celebrate the Eucharist.

Date Submitted	09/11/2004	Name of Teacher	Mark Baggio
Approval Date	09/11/2004	Name of Principal	JoAnne Shea
Approval Date	Apr 20 104	Name of Superintendent	Janet Ouellette
Approval Date		Board of Trustees Approval (per Superintendent)	

**For Same Day Local/Regional Trip, submit request to Principal 2 weeks prior to trip.
 For Multiple Days Local/Regional Trips, submit request to Superintendent 4 weeks prior to trips.
 For Special Trips, submit request to Superintendent for Board approval 8 weeks prior to trip.**

Send signed form to School Superintendent, school should retain a copy, Superintendent will return copy upon approval of trip.

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, 1989, information in forms and documents pertaining to a student registered/enrolled within the Windsor-Essex Catholic District School Board is collected under the legal authority of the Education Act and its Regulations and the Ontario Student Record Guideline, 1980.



Windsor-Essex Catholic District School Board

1325 California Avenue, Windsor, Ontario N9B 3Y6
Telephone (519) 253-2481 Fax: (519) 253-0620

Michael B. Moher, Director of Education

John Macri, Board Chairperson

WALK ON BOARD REPORT

Meeting Date:
September 28, 2004

Public **In-Camera**
PRESENTED FOR: Information Approval
PRESENTED BY: Senior Administration
SUBMITTED BY: Michael B. Moher, Director of Education
Janet Ouellette, Superintendent of Education
SUBJECT: **F. J. Brennan High School**
- Owen Sound, Port Elgin, Kincardine, Ontario
- End of September or early October, 2004

RECOMMENDATION:

That the Board approve the F. J. Brennan Catholic High School's Owen Sound, Port Elgin, Kincardine, Ontario Field Trip for the Harvesting of Salmon Eggs for 2 days falling somewhere between the end of September to early October.

BACKGROUND:

This trip is in relation to the students' program/courses.

FINANCIAL: None.

COMMENTS:

This field trip request is in compliance with the Field Trip Policy (SC:04). All procedures with regard to the policy have been followed.

TIMELINES:

APPENDICES:

- Request for Approval of Field Trip – SC:04 Form A
- Parent Consent – SC:04 Form B
- Parent Letter with info on itinerary and expenses



Request for Approval of Field Trip

School	F J Brennan High School		Date of Trip	Ex. mm/dd/yyyy End of Sept. beginning of
Destination	Owen Sound, Port Elgin, kincardine, Ontario		Mode of Transportation	Bus
School Departure Time	08:00:00	School Arrival Time	09:00:00	Name of Carrier
				Stevenson
Number of Students	15	Grade of Students	10	Number of Supervisors
				3
Total Cost Per Student	\$60.00	Personal Cost Per Student	\$60.00	Travel Company Involved
				Stevensons

EDUCATIONAL RATIONALE

Name of Teacher: Mr. D Taylor

Purpose of Trip: Harvesting salmon eggs as guests for St. Anne's HS hatchery (Aquaculture training in northern

Relationship to Students' Program/Course: Ecosystems-ecology- hands on work with a biotic aspect of the Great Lakes

Pre-Trip Preparation(s) by Students: Background research.-current topic of study

Follow-Up Activities Planned: Running the hatchery and debriefing on trip. Apply observations to our study of

Date Submitted	09/21/2004	Teacher's Signature	Dave Taylor
Approval Date	09/21/2004	Principal 's Signature	JoAnne Shea
Approval Date	09/24/2004	Superintendent's Signature	Janet Ouellette
Approval Date		Board of Trustees (per Superintendent)	

For Same Day Local/Regional Trip, submit request to Principal 2 weeks prior to trip.
For Multiple Days Local/Regional Trips, submit request to Superintendent 4 weeks prior to trips.
For Special Trips, submit request to Superintendent for Board approval 8 weeks prior to trip.

Send signed form to School Superintendent, school should retain a copy, Superintendent will return copy upon approval of trip.

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, 1989, information in forms and documents pertaining to a student registered/enrolled within the Windsor-Essex Catholic District School Board is collected under the legal authority of the Education Act and its Regulations and the Ontario Student Record Guideline, 1980.



FIELD TRIP INFORMATION AND CONSENT FORM

PART 1 TRIP INFORMATION (To be retained by Parent/Guardian)

To the Parent/Guardian
 Permission has been granted by the Principal (and Superintendent or Board if applicable) for the students to participate in the Field Trip described below. To have your son/daughter participate in the trip, please complete **Part 2** below and return it to the school as soon as possible.

School	Date(s) of Trip	Mode of Transportation
Brennan High School	End of Sept-Beginning of Oct	Bus
Destination Name and Phone#		Cost per Student
Owen Sound, Port Elgin, Kincardine, Ontario		\$60.00
Time of Departure from School	Approximate Time of Return to School	
08:00:00 a.m.	09:00:00p.m.	
No. Of Students	No. of Supervisors	
15	2-3	
Purpose/Relationship to program		
Egg collection as guests for St. Anne's Aquaculture Facility (Aquaculture training in northern hatchery)We have		
Students should come prepared with tent, extra clothes ,warm garnments, rain suit , money for trip		

Parent/Guardian to cut-off from here and Retain Part 1; **Part 2 below to be returned to the school**

Part 2 PARENT/GUARDIAN CONSENT to be returned to the school at least 3 days prior to the trip

To the Windsor-Essex Catholic District School Board and the Principal of _____ Catholic School.

As the Parent(s)/Guardian(s) of (print name in full) _____

We hereby request that the above-named student be permitted to participate in the trip to (Note destination)

I/We are aware that the Mode of Transportation noted in Part 1 above indicates that the students may travel to/from the destination by use of private motor vehicle. I/We hereby give permission for the above-name student to be transported in a vehicle driven by another **student/parent**.

Signature(s) _____ **Student Health Card #** _____

Medical Condition (if any) or Prescribed Medication _____

Date _____ **Signature of Parent(s) or Guardian(s)** _____

Student Home Telephone # _____ **Emergency Contact Name** _____

Emergency Phone Number _____

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, 1989, information in forms and documents pertaining to a student registered/enrolled within the Windsor-Essex Catholic District School Board is collected under the legal authority of the Education Act and its Regulations and the Ontario Student Record Guideline, 1989.

F.J. Brennan High School
Guests of the St. Anne's High School Fish Harvest Fieldtrip
2004- 2005
CGR-4M1
Aquaculture-Great Lakes Studies

Dear Parents:

We are again preparing for the upcoming opening of the aquaculture center here at St. Anne's High School. The students of F. J. Brennan are guests. We will be on stand by for the trip until we get word as to the dates from the fishery officials in Port Elgin, Ontario. As of now, we usually leave at the end of September, or the beginning of October. The trip will be for two days and one night camping at Harrison Park Campground in Owen Sound, Ontario. A fieldtrip form will be sent home with your son/daughter to be filled out in advance. I will be preparing an itinerary to be sent home in the near future which will fully outline the events of the trip and an estimate of the cost for the students.

Thanks in advance, for your support in this matter.

Mr. LaRocque
Aquaculture- Great Lakes Teacher

**F J Brennan HIGH SCHOOL
CLASSROOM TEACHER:
FIELD TRIP PERMISSION FORM**

Teacher and Class Conducting Trip: Mr. Taylor SNC 2P1 Grade 10 Science.

Date: Sept-Oct.2004

I hereby grant my son/daughter _____, permission to participate in the organized trip to: Owen Sound, Port Elgin and Kinkardine, Ontario in the last week of September-First week of October.

It is understood that the student will be responsible for any homework or assignments issued for that day of class.

Period 1 _____

Teacher's Name

Period 2 _____

Teacher's Name

Period 3 _____

Teacher's Name

Period 4 _____

Teacher's Name

This form must be completed before a student is eligible to participate in a field trip.

Teacher Advisor

***St. Anne's High School Fish Harvest Fieldtrip
2004- 2005
CGR-4M1
Aquaculture-Great Lakes Studies
Itinerary for Fieldtrip***

Day 1:

- Bus Arrives at St. Anne's High School at 7:30 am.
- We pack and leave at about 8:00 am
- Visit and tour the Kincardine Trout Hatchery at about 12:00 noon
- Depart for Owen Sound, Harrison Park Campground at about 1:00-1:30 pm
- Along the way, stop for lunch (Port Elgin McDonald's)
- Arrive at Harrison Park Campgrounds at about 4:00 pm
- Unpack and set up camp
- Go into Owen Sound for Dinner at about 7:00 pm
- Arrive back at campground for rest of evening about 10:00 pm

Day 2:

- Bus picks us up at 6:30 am to pack bus and break up camp
- Go for a coffee and donut on the way to the Mill Dam Owen Sound
- Arrive about 7:30 at the falls to harvest Salmon and perform work
- Leave for Port Elgin Salmon Hatchery to conduct work at about 12:00 noon. If we have time, we will stop for lunch at this time.
- Arrive at Port Elgin about 1:30 pm to perform work
- Leave for St. Anne's at about 4:00 pm
- Stop for dinner at MacDonald's in Goderich about 6.00 pm
- Arrive at parking lot at St. Anne's about 9:00 pm

Note:

Parents: This outline is an estimate of time and we could be earlier or later based on what happens over the course of the trip. Your children can call from school when we arrive home to get a ride if earlier or later. It would be a great idea if they have a cell phone to bring it with them to call home before we arrive home to give you the best updated time of arrival when to be picked up in the parking lot.

Thanks for your support!

Mr. LaRocque
Aquaculture- Great Lakes Teacher

Field Trip Expense Form

Teacher: Mr. Dave Taylor

Course: SNC2P1

Date of Field Trip: End of September/start of October

Destination: Owen Sound, Port Elgin, Kincardine, Ontario.

	COST	Source of Funds
Supply Teacher	2 days	Students
Transportation	Approx. \$800.00 for truck rental plus gas \$100.00	Great Lakes club account and students
Accomodations	\$10.00	Student
Entry Fees	none	Student
Total	Approx. \$900.00	

Teacher Signature: Dave Taylor

Date: September 14, 2004

Dept. Head Signature: _____ Date _____

Office Approval: JoAnne Shea

Date: September 14, 2004

F J Brennan





Windsor-Essex Catholic District School Board

1325 California Avenue, Windsor, Ontario N9B 3Y6
Telephone (519) 253-2481 Fax: (519) 253-0620

Michael B. Moher, Director of Education

John Macri, Board Chairperson

BOARD REPORT

Meeting Date:
September 28, 2004

PRESENTED FOR: **Public** **In-Camera**
Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Michael B. Moher, Director of Education
Joseph Berthiaume, Superintendent of Education
Board Policy Review Committee
Timothy J. Robins, Controller of Facilities Services

SUBJECT: **COMMUNITY USE OF SCHOOLS**
- Policy Amendment: A:03 Community Use of Schools
- Community Recreation and Use of Facilities Agreement

RECOMMENDATION:

That the Board approve amended policy A:03 Community Use of Schools.

That the Board approve the Community Recreation and Use of Facilities Agreement with the Ministry of Tourism and Recreation.

BACKGROUND:

The Board's Policy Review Committee, consisting of Trustee Holland and Janisse, School Council Representatives Angela Thoman and Heather Walsh-Gagnon, and Jim Byrne, Administrative Resource, has conducted a review of policy A:03, Community Use of Schools and is presenting the revised policy for approval.

FINANCIAL:

The Ministry of Education announced a joint funding initiative with the Ministry of Tourism and Recreation (MTR) for School Boards relating to the Community Use of Schools. The Windsor-Essex Catholic District School Board is eligible for \$232,561.00 for the 2004-2005 budget year.

COMMENTS:

The Policy Review Committee has conducted a review of board policy A:03 Community Use of Schools is recommending revisions to the policy (see attached Appendix A). Revisions to the policy have incorporated the vision and goals associated with the MTR initiative.

To be eligible to receive funds for Community Use of Schools, school boards will be asked to enter into Community Recreation and Use Agreements with the Ministry of Tourism and Recreation (see attached Appendix B). This is a voluntary program for school boards.

TIMELINES:

The Community Recreation and Use Agreement must be signed and returned to the Ministry of Tourism and Recreation by October 15, 2004.

APPENDICES:

- Appendix A – Revised Policy A:03, Community Use of Schools
- Appendix B – DRAFT Community Recreation and Use Agreement with the Ministry of Tourism and Recreation

REVISED Policy

Policy A:03 Community Use of Schools



POLICY

1. The Windsor-Essex Catholic District School Board shall operate its school buildings and property for the primary purpose of providing a suitable learning environment for the delivery of educational programs mandated by the Education Act and its regulations.
2. The Board shall exercise its power under the same Act and Regulations to offer Continuing Education Programs (International Languages, English as a Second Language, Summer School, Evening Classes, etc.).
3. The Board shall permit the use of its buildings and properties by parishes and the community subject to availability and certain other considerations.
4. **Overnight use of facilities IS NOT PERMITTED by special application only. Exceptions may be granted for special events through written application to the Board. This written application must be forwarded to the Board at least 3 months prior to the event.**
5. ~~As a matter of policy, fees charged for WECDSD facilities will be on a cost recovery basis and not on a for profit basis (see Schedule C).~~

REGULATIONS

The Principal has the authority and responsibility under the Education Act and the Regulations to exercise reasonable care and judgement and to refuse or revoke access to any Board facilities at any time to any person, group of persons, or organizations. (Regulation 298, Section 11)

BOARD REGULATIONS

1. Priority of Use

A **School Use**
(No charge, no custodial fee or security cost)

- i. All programs and inter-related activities operated or sponsored by the Board including sporting events.

~~A1~~ Catholic School Councils

B Community Non-Profit

- i. Parish/Diocesan Activities including, but not limited to, marriage preparation, parenting, family life, youth groups, etc.
- ii. Not-for-profit Youth-related Community Groups – Activities run by local not-for-profit youth groups. Groups directly involved with children and youth (Scouts/Guides, YMCA/YWCA)
- iii. Not-for-profit recognized children's sport and recreation service providers – as per MTR's Recognition Criteria (Schedule C)
- iv. Not-for-profit Childcare Operations – Before and after-school childcare (as per the Day Nurseries Act)
- v. Other not-for-profit or charitable groups such as local service clubs, community health associations, senior groups, etc. as determined by the DSB.

(\$5 per month + \$25 key deposit + \$50 security deposit per Authorized User + custodial fees where applicable)

- ~~i. Parish/Diocesan Activities including, but not limited to, marriage preparation, parenting, family life, youth groups, etc.~~
- ~~ii. Groups directly involved with children and youth (Scouts/Guides, YMCA/YWCA)~~

C-D Community for Profit (Other)

(Rental fee schedule per Schedule C + \$150 key deposit + \$150 security deposit per Authorized User + custodial fees where applicable)

Community-based groups, organized athletic or recreational groups or associations ~~where~~ **for which** fees are charged to attain as a condition of membership/participation.

2. Areas of Use

PERMITTED

Gymnasiums
 Auditorium
 Classrooms without computers
 Cafeteria
 Washrooms
Parking Lots
Soccer Fields
Baseball Fields
Athletic Tracks
Tennis Courts

NOT PERMITTED

Principal's Office
 Secretarial Office
 Libraries/Resource Centres
 Speciality Rooms (computers, science, technical)
 Staff Rooms, Nurse's Room
 Material and Equipment Storage Areas
 Field Houses
Weight/Exercise Room
Green Houses
Areas with Computers

3. Uses Not Permitted

- a. The use of Board facilities shall be restricted to parish and other approved community groups. Wedding receptions, anniversary celebrations, birthday parties and similar private gatherings are not permitted.
- b. The sale and/or consumption of alcoholic beverages shall be prohibited. Exceptions may be granted for special events such as School Reunions through written application to the Board. This written application must be forwarded to the Board at least 3 months prior to the event.
- c. Any activity which ~~which~~ that could result in damage to school facilities shall be prohibited.
- d. Any use which ~~which~~ that interferes with the normal day-to-day operations of the schools shall not be ~~allowed~~ permitted.

4. Rental Season

All schools shall be made available for rentals from ~~September 15 to June 15~~ **October 1 to June 15** and from Monday to Thursday (6:00 p.m. to 10:30 p.m.), when not in use by the school with the exception of Scouts Canada, Girls Guides, YMCA, and parish-related activities. ~~who~~ These groups may use the facilities beginning in the third week of September, based on availability. Rentals shall not conflict with school activities including Parent/Teacher Interviews.

Outdoor facilities will be available for rental from May 4 **15** to October 31.

School facilities will not be made available for rental purposes during Christmas Break, March Break, Easter, Summer Holidays** and all Board scheduled Professional Development Days except for **School/Day Care/Latch Key** where special arrangements are made.

** Rental Period: Applications for summer rentals (first week of July to the second week of August) are to be forwarded in writing no later than May 15th to the Controller, Facilities Services. The Director of Education, in consultation with the Controller, Facilities Services, will grant special approvals.

Schools shall not normally be available for rental during the weekends. Some exceptions may be made.

5. Exceptions to this Policy

- a. Festival Theatre, St. Thomas of Villanova (The Villanova Theatre Management Committee, 734-7671).

-
- b. Baseball field, St. Thomas of Villanova (Windsor Titans).
 - c. Certain long-standing agreements may contain clauses that override this policy.
 - d. Joint-use agreements shall not be subject to this policy.

PROCEDURES

1. Principals shall reserve one evening per week for school functions during the school year and inform the Facilities Services Department of their choice ~~prior to the second Wednesday after Labour Day~~ prior to the second Tuesday in September. The evening reserved by the Principal shall not be available for rental.
2. In situations where it is necessary for the school to cancel a rental for one night or longer, the school shall notify the Facilities Services Department at least one week in advance of the cancellation date.

The Principal is to contact the Rental Office at least one week in advance, in those instances where a school has not scheduled an event, and where unforeseen circumstances require the use of a rented space. The Rental Office will notify the affected group of the cancellation.

All schools have the use of their school space from Monday to Thursday until 6:00 p.m., if school space is not required after 6:00 p.m. by the school staff or students, it will be made available to Facilities Services Department, Rental Office.

Refunds will not be provided for cancellations made by the rental group.

3. Applications and Approval for After Hours Use of Schools

- a. Application for Facility Use Forms shall be available at school offices and the Facilities Services Department. For all uses, completed forms (including the signed ~~Hold Harmless~~ Indemnification Agreement or Proof of Liability Insurance) shall be forwarded to the Facilities Services Department for approval ten (10) days prior to the event.
- b. The application shall be approved or denied by the Facilities Services Department in accordance with Board Policy.
- c. Upon approval, rental cost (including applicable tax) and conditions shall be established by the Facilities Services Department and collected by the Facilities Services Department ten (10) days prior to the event. Payment must be made, in full, in the form of a cheque or money order made payable to the Windsor-Essex Catholic District School Board. In the event that the cheque is not cleared, the applicable N.S.F. fee will be charged. A certified cheque or money order will then be required for repayment.

Appealing of fees and special requests for use outside of the rental policy are to be forwarded, in writing, at least three (3) weeks prior to the scheduled event to the Controller, Facilities Services. The Director of Education, in consultation with the Controller, Facilities Services, will **may** grant special approvals.

- d. The approved contract shall be forwarded by the Facilities Services Department to the User, and the Principal. ~~and the Custodian(s).~~
- e. Groups are expected to leave the facility in a neat and clean state. All and any costs incurred for clean-up/vandalism/loss shall be charged to the permit holder.
- ~~f. Any cost incurred for clean-up/vandalism/damage/loss to bring the school to the cleanliness level acceptable to the Principal and the Facilities Services Department shall be charged to the Authorized User.~~
- f. All groups must abide by the rules and regulations established by the WECD SB for rental permit holders. Any failure to adhere to these regulations will result in cancellation in the permit to the rental group and the assessment of all costs for damage or extra services needed.
- g. Distribution of keys and alarm codes shall be restricted to authorized board personnel or as designated by the Facilities Services Department. Any infraction of this trust shall result in privileges being withdrawn.
- ~~h. As a general rule, facilities shall not be available during Easter, Christmas or summer holidays, March break, and all Board scheduled P.D. days. School facilities will not be made available for rental purposes during Christmas Break, March Break, Easter, Summer Holidays and all Board scheduled Professional Development Days except for **School/Day Care/Latch Key** where special arrangements are made.~~
- i. Schools shall be made available as electoral polling stations.

Amended by the Board: _____

Approved by the Board: September 28, 1999

Related Policy:

Related Board Committee:

Policy Review Date: 2005



GROUP CLASSIFICATIONS

SCHEDULE A

A:03

CLASSIFICATION	DESCRIPTION	RENTAL PRIORITY
A Priority School Use	All programs and inter-related activities operated or sponsored by the School Board. No rental fee, no custodial cost recovery, no security fee	First
A-1 Priority School Council	Fundraising by Schools/School Councils/Parent Club No rental fee, custodial cost recovery (where applicable) no security fee	First
B Priority Community Non-Profit	Parish/Diocesan Activities, Community based groups, Scouts, Girl Guides, YMCA/YWCA <ul style="list-style-type: none"> i. <u>Parish/Diocesan Activities including, but not limited to, marriage preparation, parenting, family life, youth groups, etc.</u> ii. <u>Not-for-profit Youth-related Community Groups – Activities run by local not-for-profit youth groups. Groups directly involved with children and youth (Scouts/Guides, YMCA/YWCA)</u> iii. <u>Not-for-profit recognized children’s sport and recreation service providers – as per MTR’s Recognition Criteria (Schedule C)</u> iv. <u>Not-for-profit Childcare Operations – Before and after-school childcare (as per the Day Nurseries Act)</u> v. <u>Other not-for-profit or charitable groups such as local service clubs, community health associations, senior groups, etc. as determined by the DSB.</u> Rental fee, custodial cost recovery , security <u>fee deposit</u>	Second
C Priority Community For-Profit (Other)	All other groups that do not fall into category A or B. This includes for-profit groups and/or individuals. Community-based groups, organized athletic or recreational groups or associations where <u>for which</u> fees are charged to attain <u>as a condition of</u> membership/ <u>participation</u> . Rental fee, custodial cost recovery, security <u>fee deposit</u>	Third
D Priority	Outdoor use – Soccer Fields, Baseball Diamonds, Athletic Tracks are available for rental from May 1 to October 31. Rental fee, custodial cost recovery, security fee	Outdoor

- No organization whose policies or activities are in opposition to Canada or the mission, values and goals philosophy of the Board shall be granted use of any property of the Board.
- In case of conflicting rental time request(s) for space, rental priority will be used.

AREAS OF USE

PERMITTED	NOT PERMITTED
Gymnasiums	Principal's Office
Auditorium	Secretarial Office
Classrooms	Libraries/Resource Centres
Cafeteria	Specialty Rooms (Science, Technical)
Washrooms	Staff Rooms
Parking Lots	Material & Equipment Storage Areas
Soccer Fields	Field Houses
Baseball Diamonds	Weight Rooms
Athletics Tracks	Green Houses
Tennis Courts	Areas with Computers



RENTAL FEE SCHEDULE – 'B' for Classification

SCHEDULE B: COMMUNITY (NON-PROFIT)

A:03

January 2003

Unless otherwise agreed by the Board, the following rates shall apply:

<u>FACILITY</u>	<u>CLASSIFICATION</u>	<u>COST PER USE</u>		<u>*MONTHLY</u>	
GYMNASIUM	Elementary	\$50	\$5	\$50	\$5
	Secondary	\$100	\$5	\$100	\$5

*Monthly rate is based on four weeks per month and a one two-hour period per week.

AUDITORIUM

- Holy Names and Cardinal Carter \$200 (+ additional costs)
- Catholic Central and F. J. Brennan \$125 (+ additional costs)

CAFETERIA

Meetings

\$45 (+ additional costs)

CLASSROOM

Hobbyists, courses

\$5.00/hr. to a daily maximum rate of \$25 (+ additional costs)

ADDITIONAL COSTS (where applicable)

- \$150 security deposit or \$200 security deposit for Auditorium
- \$150 key deposit
- GST
- ~~Custodial overtime will be charged at the appropriate rate~~
- \$75 lighting fee
- ~~\$14/hr.~~ **\$15/hr.** per technician

OUTDOOR FACILITIES

Parking Lots	\$25.00	\$1.00 per usage
Soccer Fields, Athletic Tracks, Baseball Diamonds	\$ 5.00 \$30.00 per month	\$1.00 per usage \$1.00 per usage



RENTAL FEE SCHEDULE 'C' for Classification

SCHEDULE C: COMMUNITY (OTHER)

A:03

January 2003

Unless otherwise agreed by the Board, the following rates shall apply:

<u>FACILITY</u>	<u>CLASSIFICATION</u>	<u>COST PER USE</u>	<u>*MONTHLY</u>
GYMNASIUM	Elementary	\$75	\$75
	Secondary	\$120	\$120

*Monthly rate is based on four weeks per month and a one two-hour period per week.

AUDITORIUM

- Holy Names and Cardinal Carter
 - Performance Nights ~~\$275~~ **\$310** (+ additional costs)
 - Rehearsal Nights ~~\$175~~ **\$200** (+ additional costs)
- Catholic Central and F. J. Brennan
 - Performance Nights ~~\$155~~ **\$175** (+ additional costs)
 - Rehearsal Nights ~~\$100~~ **\$125** (+ additional costs)

CAFETERIA Meetings \$90 (+ additional costs)

CLASSROOM Hobbyists, courses \$12.00/hr. to a daily maximum rate of \$50 (+ additional costs)

ADDITIONAL COSTS (where applicable)

- \$150 security deposit or \$200 security deposit for Auditorium
- \$150 key deposit
- GST
- Custodial overtime will be charged at the appropriate rate
- \$75 lighting fee
- ~~\$14/hr.~~ **\$15/hr.** per technician

OUTDOOR FACILITIES

Parking Lots \$25.00 per usage

Soccer Fields, Athletic Tracks,
Baseball Diamonds \$ 5.00 per usage or
\$30.00 per month



GENERAL RULES & REGULATIONS

SCHEDULE D

A:03

-
1. In all after-hours use of school facilities, the Authorized User shall ensure that the facilities are maintained in total readiness for the day-school students. Where necessary an "After Hours Use of Facility Incident Report" shall be completed and submitted to the Facilities Services Department by the Principal or Custodian.
 2. The signing officer shall be at least 21 years old. Adequate adult supervision shall be provided by the Authorized User.
 3. ~~A designated Board representative on the property during the hours of the permit shall have complete supervision of the building. The Authorized User shall be required to adhere to his/her instructions.~~
During the hours of the permit, a designated Board representative, if available on the property, will be responsible for the building. The authorized user will be required to adhere to their instructions. In the absence of a Board representative, the authorized user will be in charge.
 4. Groups or organizations using the school facilities shall use only those areas which have been approved for the group's purpose. No other area of the school shall be used by the group. **FAILURE TO COMPLY SHALL RESULT IN CANCELLATION.**
 5. Authorized Users shall not be permitted to alter, modify, or interfere with electrical or mechanical equipment.
 6. ~~Fire Prevention~~
~~Halls and doorways shall remain clear of obstructions. Decorations shall be limited to flame proof material and shall never be attached to electrical lights or outlets. All decorations shall be installed in such a manner that no damage or permanent marking occur in areas where decorations are attached. All decorations shall be removed at the end of the event.~~
 7. ~~APPROPRIATE FOOTWEAR AND EQUIPMENT SHALL BE USED.~~ ~~Non-marking~~ running shoes shall be worn on gym floors at all times. Only non-marking footwear and equipment will be allowed for gymnasium use.
 8. ~~No floor hockey allowed.~~ Floor hockey is prohibited.
 9. All parking shall be at the risk and responsibility of the owner and/or driver of the vehicle. Parking shall be restricted to designated areas and limited to Authorized Users of school facilities. Parking shall not be permitted on driveways, fire routes or lawns. Parking shall be restricted to designated areas and limited to authorized users of school facilities. Parking shall not be

-
- permitted on driveways, fire routes or lawns. Where parking is permitted, the authorized user shall supervise parking. All parking shall be at the risk of the vehicle owner.
10. SMOKING shall be prohibited on all Board property.
(see Board Policy B:01 – Smoke Free Schools & Sites)
 11. The Authorized User shall be responsible to the Board for all damage to the building and equipment, and shall indemnify and hold harmless the Board from any claim whatsoever, for any person or persons. Any damage to the building and/or its equipment shall be repaired or replaced at the Authorized User's expense. Facilities used by the Authorized User shall be examined after use and the Authorized User shall agree to make good any loss or damage.
 12. The Board shall not be responsible for personal injury or damage, nor the loss or theft of clothing and equipment for anyone attending on the invitation of the Authorized User.
 13. The use of school premises or facilities shall be restricted to those agreed upon.
 14. The rental season shall be ~~September 15 to June 15~~ October 1 to June 15 from 6:00 p.m. to 10:30 p.m. Unless expressly stated to the contrary in the permit, permits shall be invalid during all school holidays, professional activity days, and days when schools are closed due to inclement weather. It shall be the responsibility of the rental group to coordinate access of arrivals. Specifically, doors may not be propped open with any materials (rocks, pieces of wood, chairs, etc.) at any time during the rental period. The authorized user shall be responsible for all rental participants and must ensure that the school grounds are vacated by the time specified on the contract.
 15. Outdoor facilities will be available for rental from May 1 15 to October 31.
 16. It shall be the responsibility of the Authorized User to make sure that all persons admitted to the function have vacated the school buildings and grounds promptly by the time specified on the permit. **FAILURE TO LEAVE AT THE APPOINTED TIME MAY RESULT IN ADDITIONAL CHARGES.**
 17. ~~No authorized~~ Unauthorized advertising shall not be permitted on school property.
 18. ~~Moving of any school piano to and from designated locations shall be carried out by professional movers approved by the Facilities Services Department at the expense of the Authorized User.~~
 19. No storage space shall be granted to outside organizations.
 20. **COSTS INCURRED FOR THE IMPROPER USE OF FIRE AND SECURITY ALARMS SHALL BE CHARGED TO THE AUTHORIZED USER.**
 21. Groups shall be restricted to hours and frequency of use as specified on the contract.
 22. The Board shall reserve the right to remove any permit user. Permits are not transferable.
-

- 23. Permits shall not be allowed during designated school holidays, Christmas Break, March Break, Easter, Summer Holidays and all Board scheduled Professional Development Days. Permits may be cancelled due to inclement weather without a refund.
- 24. All fundraising activities shall require a Board representative to be present. ~~The user will pay custodial costs recovery (See SCHEDULE A).~~
- 25. No athletic equipment will be provided for the user group, except volleyball poles.
- 26. Outdoor rental groups or organizations must refrain from using area(s) specified, if field conditions are unsuitable for play. The conduct of players should be such that there is no offense to the general public. Outdoor facilities are rented on an 'as is' basis. Improvement(s) to the said area(s) may be made at no cost to the Board, after written permission is obtained.
- 27. The Fire Emergency Procedures will be provided to each authorized user (see SCHEDULE F).
- 28. A minimum of 2.5 hours overtime will be charged to rentals in Schedule C.

LIABILITY

- 1. The holder of the permit shall be responsible to the Board for all damages to the building and equipment and shall indemnify and hold harmless the Board from any and all claims. Facilities used by the applicant shall be examined after use and any damages to the building and/or its equipment shall be repaired or replaced at the renter's expense.
- 2. The Board shall not be responsible for personal injury or damage, nor the loss or theft of personal property and equipment of any member of the rental group.

I understand that, if granted permission to use the facility, I will abide by all of the clauses outlined above.	
Authorized User	Date
Facilities Services Dept.	Date



FIRE EMERGENCY PROCEDURES FOR USER GROUPS

SCHEDULE F

A:03

FIRE EMERGENCY PROCEDURES FOR USER GROUPS

As the person in charge of a group using the Community Use facilities, you are responsible for ensuring that all participants in your program are made aware of the following emergency procedures.

IF YOU DISCOVER A FIRE:

1. Leave the area immediately and close doors behind you.
2. Sound the Fire Alarm.
3. Leave the building immediately by using the nearest exit.
4. Call the Fire Department at **911**.

IN GENERAL:

- Keep doors to stairways closed at all times.
- Keep stairways, landings, hallways, passageways and exits clear of any obstruction.
- Have a working knowledge of activating the fire alarm pull station(s).
- DO NOT use elevators.

FIRE PROCEDURES:

It is the responsibility of all persons using these facilities that they be familiar with the "Fire Emergency Procedures", Ontario Fire Code.

All permit holders are required to visit the school PRIOR to the first date of use indicated on their permit and review the following fire emergency procedures with the school custodian:

- ✓ Location of nearest fire exits
- ✓ Location of nearest fire alarm pull stations
- ✓ Location of the fighting equipment

The permit holder is also required to review these emergency procedures with all participants of their program on the first date of use.



INDEMNIFICATION AGREEMENT

A:03

SCHEDULE G

This Agreement dated this _____ day of _____, 200__

BETWEEN:

THE WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD

("the Board")

- and -

("the Organization")

- and -

(names of individuals)

INDEMNIFICATION AGREEMENT

IN CONSIDERATION of the sum of One Dollar (\$1.00), receipt of which is hereby acknowledged and in consideration for the licence to use the Board's facilities identified in Schedule "A" attached hereto on the terms and conditions set out in said Schedule "A", the Organization, its officers and directors agree, jointly and severally to indemnify, protect, and save harmless the Board from all loss, costs, including legal costs, expenses of any kind, or damages on account or as a result of claims, actions, causes of action or proceedings of any kind against the Board as a result of claims of injury to person(s) or property in any way caused by or resulting from or allegedly caused by or resulting from the negligence or wrongdoing of the Organization, its officers, directors, servants or volunteers arising out of the use of the premises or equipment of the Board or other matters to which this Agreement and the Schedule(s) hereto pertain.

The Organization, at its expense, shall defend any such claim, suit, action or proceeding to which the Board is a named party or to which a party seeks to name the Board as a party.

The Organization shall maintain insurance satisfactory to the Board, and furnish evidence of same to the Board upon request, sufficient to protect it, its officers, directors and servants and the Board from any claim for damages for personal injury, including death, and from claims for property damage as set out above in this Agreement.

For (Organization)

For the Board

President

Secretary

Community Recreation and Use Agreement

re: Community Use of Schools

Community Recreation and Use Agreement

Background

Many District School Boards across the Province encourage community use of their facilities. Some District School Boards allow use of their facilities by charging a fee based on the user group classification in accordance with their community use policy.

The *Education Act* (Section 183) also provides that District School Boards may enter into joint agreements with municipalities to provide for the maintenance and operation of facilities for cultural, recreational, athletic, educational, administrative and other community purposes.

In recognition of the many benefits associated with community use of school space, the Ministry of Tourism and Recreation (the "MTR" or "the Ministry") and the Ministry of Education (the "EDU") have recently announced a \$20 million Community Use of Schools Program (the "Program") to encourage greater and more affordable access to school facilities for community Not-For-Profit Groups (as defined in the attached Schedule "B"). In addition, the government also adopted a Policy Statement that outlines provincial objectives and principles respecting community use of school facilities (attached as Schedule "A").

Purpose

The Program has been specifically established to provide assistance to District School Boards to increase affordable access for Not-For-Profit Groups to both indoor and outdoor school space. It is envisioned that these measures will help achieve greater accessibility across the Province with respect to community use of schools at reduced rates. It is recognized that changes to accessibility and costs to users as a result of this program are ultimately intended to benefit the individual participants.

Allocation

In support of the Policy Statement, MTR and the Windsor-Essex Catholic District School Board (each a "Party" and together the "Parties") hereby enter into a Community Recreation and Use Agreement (the "Agreement"). To this end the Windsor-Essex Catholic District School Board has been provided with \$232,561.00 in the 2004/05 academic year through the Grant for School Operations to increase affordable community access to school space ("Funds"). The Funds provided must be used exclusively for the purposes of the Program.

Conditions

The District School Board covenants that it will:

1. Reduce cost barriers commencing September 1, 2004 for Not-For-Profit Groups
2. Endeavour to increase access for Not-For-Profit Groups.

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3. Encourage discussions with municipalities on joint use agreements with the intent of improving accessibility and reducing cost barriers where appropriate.
4. Offer Not-For-Profit Groups fair access to school space during non-school hours.
5. Provide priority access for Not-For-Profit Groups serving children and youth and low-income groups.
6. Agree to the provisions contained in the attached Schedule "D".
7. Work with MTR to plan communications aspects related to the signing of the Community Recreation and Use Agreement.
8. Abide by Schedule "E".
9. Report on the use made of the Funds in a standard report form provided by MTR.

Baseline Data

The Windsor-Essex Catholic District School Board agrees to provide MTR with the following baseline data for the 2003-2004 academic year by November 30, 2004 in a standardized reporting template (to be provided by MTR):

- a. Current user fee schedule and user group classification (if applicable).
- b. The number of permitted hours allocated to all users.
- c. The number of permitted hours allocated to Not-For-Profit Groups.
- d. Total permit revenue collected through user fees from all users.
- e. Permit revenue collected through user fees from Not-For-Profit Groups (if available).
- f. A copy of the District School Board's community access policy.
- g. The number of participants as per permit information (if possible the number of participants serviced by Not-For-Profit Groups).
- h. A description of existing joint use agreements with municipalities.

Note: if baseline information is not available in the format outlined above, District School Board will develop a mechanism to gather the requested information for 2004/2005 no later than November 30, 2004.

Reporting

The Windsor-Essex Catholic District School Board shall provide to MTR by the end of June 2005 (or earlier) the following information in a standardized reporting template (to be provided by MTR):

- a. Current community use of schools policy and user fee schedule detailing any changes as a result of the Community Recreation and Use Agreement.
- b. The number of permitted hours allocated to all users.
- c. The number permitted hours allocated to Not-For-Profit Groups.
- d. The total revenue collected through user fees from all users.
- e. Revenue collected through user fees from Not-For-Profit Groups.

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- f. The number of participants as per permit information (if possible the number of participants serviced by Not-For-Profit Groups).
- g. Report on progress in developing joint use agreements with municipalities.
- h. Accounting for funds expended in standard report form provided by MTR and providing any other details as requested by the Ministry.

This Agreement is not intended to affect existing joint use agreements or policies in a manner that is inconsistent with the Provincial Policy Statement or result in increasing existing user fees.

It is understood that this document constitutes an agreement between the Parties, and shall be in effect from September 1, 2004 to August 31, 2005. By signing below, the Parties hereby indicate their agreement with the provisions contained in this document, together with the attached Schedules A, B, C, D and E.

John Macri
Chairperson

Date

Michael M. Moher
Director of Education

Date

I / We have authority to bind the Windsor-Essex Catholic District School Board

Jim Bradley
Minister of Tourism and Recreation

Date

W.R. (Bill) Allen
Deputy Minister of Tourism and Recreation

Date

Community Recreation and Use Agreement

SCHEDULE A

Ministry of Tourism and Recreation & Ministry of Education Joint Policy Statement on Community Use of Schools

a) Statement on the need for a government policy on community use of schools:

Non-profit community Groups and organizations depend on affordable access to publicly funded school space to conduct their activities.

Community Groups and District School Boards have identified a number of factors that have resulted in significant decreases in community use of school facilities particularly by Not-For-Profit Groups. These include:

- a) The difficulty community Groups have in accessing school facilities for their activities due to either unavailability of space or unaffordable rental fees;
- b) The additional costs which District School Boards incur when keeping schools open in the evening or on weekends as a result of:
 - 1. Heating and lighting costs
 - 2. Custodial costs
 - 3. Greater liability risk with community use of schools
 - 4. Shortage of dedicated funding to offset costs of community use of schools in non-school hours
- c) Variance of school rental fees from school board to school board throughout the Province.

These factors have created new barriers to community programs and participation in those programs by members of the public who rely on affordable access to school facilities.

This policy framework is being issued to guide partnership involvement in preserving the community use of schools as a cornerstone of building strong and healthy communities.

Community Recreation and Use Agreement

b) Vision:

"Schools in Ontario are recognized as hubs for community activity and will be affordable and accessible to communities in order to support the goals of a healthier Ontario, stronger communities and student success."

c) Policy Goals:

- a) Remove cost barriers associated with community use of school facilities and increase participation in community programs located in publicly funded school facilities.
- b) Achieve consistency across the Province in terms of community access to schools at nominal rates.
- c) Encourage co-operation between District School Boards and municipalities regarding use of school space.

d) Policy Principles:

The following are defining principles and that should guide the implementation of the policy:

- a. Schools as Hubs of Communities
Schools are the hubs of their communities and offer an effective use of taxpayers' investment in providing citizens with a place to come together, volunteer, build skills, access community programs, become physically active and build strong and healthy communities.
- b. Fair and Equal Access
Schools are welcoming and inclusive and will offer community organizations and citizens fair access to use of school space at nominal rates for community purposes in non-school hours.
- c. Respect for Roles and Responsibilities
Community use of school facilities will be facilitated by stakeholder partners who respect each other's roles, responsibilities and obligations to the community and education system.
- d. School Activities are a Priority
School day activities and extra-curricular activities organized or administered by the school or school board shall have priority use of school space during and after regular school hours.

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- e. Not-For-Profit organizations to be charged nominal rates.
District School Boards, where feasible, should ensure that after-hours user fees for school facilities in their district are affordable for Not-For-Profit community users.

e) Roles and Responsibilities

Provincial Government – The provincial government has a responsibility to build strong and healthy communities by providing policy direction and supporting and promoting cooperative planning processes and approaches amongst the partners involved in community use of schools.

Municipal Governments – Municipal governments are responsible for providing a range of community, sport, and recreation opportunities by encouraging engagement with District School Boards to facilitate community use of schools.

District School Boards – District School Boards are responsible for coordinating community use of affordable school space when not being used for school purposes as a regular part of board business, and for engaging their municipalities in joint planning to facilitate community use of schools.

Community Groups using school space – Community Groups seeking the use of school facilities are responsible for adhering to the school board's administrative procedures for the use of school space. They are also responsible for ensuring that school facilities are utilized in a responsible and respectful manner.

SCHEDULE B

Community Recreation and Use Agreement

DEFINITIONS

Not-For-Profit Groups

Not-For-Profit Groups are corporations incorporated for the purpose of carrying on, without financial gain, objects of a patriotic, charitable, philanthropic, religious, professional, sporting or athletic character.

For the purposes of this document Not-For-Profit Groups shall be further defined to include:

- a) **Not-For-Profit Youth-Related Community Groups** –run by local youth groups such as Boy Scouts, Girl Guides, 4H Clubs and Cadets etc., are local youth groups where the activities are intended for participants under the age of 18 (or where the participants are under a disability then under the age of 28).
- b) **Not-For-Profit Recognized Children’s Sport And Recreation Service Providers-** are as defined by the Ministry of Tourism and Recreation’s Recognition Criteria For Children’s Recreation Services (attached as Schedule C).
- c) **Not-For-Profit Childcare Operations** – groups involved with before and after-school childcare programs delivered by eligible operators (as per the *Day Nurseries Act*) within the school board district.
- d) **Other Not-For-Profit Or Charitable Groups** – other groups such as local service clubs, community health associations, seniors Groups etc. as determined by the district school board.

Note: municipal programs and services (as identified in Schedule C) are eligible only if the municipality providing the program has a joint use agreement with the District School Board.

Recipient - The District School Board.

Program – Community Use of Schools Program.

Joint Use Agreement – Agreements concerning use of facilities as provided for under Section 183 of the *Education Act*.

Municipality - Includes Local Service Boards (the “LSB” in unorganized Territories / excludes bands).

Charitable Status - An organization established and operated for charitable purposes, that devotes its resources to charitable activities. The organization must be registrated with Revenue Canada as a charity, under the *Income Tax Act*.

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SCHEDULE C

RECOGNITION CRITERIA FOR CHILDREN'S RECREATION SERVICES

The following are recognized by the Ministry of Tourism and Recreation:

1. Recreation committees appointed by,
 - i. the council of a local municipality,
 - ii. the councils of two or more local municipalities,
 - iii. the council of the band,
 - iv. the councils of two or more bands,
 - v. the council of one or more local municipalities and the council of one or more bands,
 - vi. a school board,
 - vii. two or more school boards,
 - viii. a local services board.
2. Recreation camp organizations accredited by the Ontario Camping Association.
3. Sports organizations that are members or affiliates of provincial sports organizations that are recognized by the Ministry.
4. Ministry agencies.
5. Ministry of Tourism and Recreation agencies and attractions.
6. Organizations that are recognized as children's recreation service providers by a resolution passed by the entity described in subparagraph i, ii, iii, iv, v, vi, vii or viii of paragraph 1 that appointed the recreation committee in the jurisdiction in which the organization operates.

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Schedule D

ADDITIONAL TERMS AND CONDITIONS

1. Conflict of Interest. Recipient shall carry out the Program and use the Funds in a manner so that no person associated with the Program in any capacity (directly or indirectly) shall have a potential or actual conflict of interest. For purposes of this Section, a “conflict of interest” includes, but is not limited to, situations where a person associated with the Program or any member of his or her family is able to benefit financially (directly or indirectly) from his or her involvement in the Program. Nothing in this Section prevents the Recipient from reimbursing its volunteers for their reasonable out of pocket expenses incurred in connection with the Program. The Recipient shall disclose to the Ministry without delay any situation that may be reasonably interpreted as either an actual or potential conflict of interest.

2. Limitation of Liability. The Ministry, its officers, employees and agents shall not be liable to the Recipient or its officers, directors, employees or agents for any general, consequential incidental, indirect, or special damages, or for any injuries, loss, death, costs, expenses, lost profits or any other losses howsoever caused that arise out of or are in any way related to the Program or this Agreement. Without limiting the generality of the foregoing, the Ministry shall not be liable for any punitive, indirect, special, consequential or incidental damages whatsoever (or for any loss of revenue, profits or data), whether such damages arise in contract or in tort, including without limitation such damages based in negligence, strict liability, material breach or any other legal theory. The provisions of this section shall survive the termination or expiry of this Agreement. This Section shall survive any termination or expiration of this Agreement.

3. Indemnity. Recipient together with any and all subcontractors, hereby agrees to indemnify and hold the Ministry harmless from and against any and all liability, loss, costs, damages and expenses, causes of action, actions, claims, demands, lawsuits or other proceedings, (collectively, “Claims”), by whomever made, sustained, brought or prosecuted, including for third party bodily injury (including death), personal injury and property damage, in any way based upon, occasioned by or attributable to anything done or omitted to be done by the Recipient, its subcontractors or their respective directors, officers, agents, employees or independent contractors in the course of performance of the Program, or otherwise in connection with this Agreement. The Recipient further agrees to indemnify and hold the Ministry harmless for any incidental, indirect, special or consequential damages, or any loss of use, revenue or profit, by any person, entity or organization, including, without limitation, the Ministry, claimed or resulting from such Claims. The obligations contained in this section shall survive the termination or expiry of this Agreement. This Section shall survive any termination or expiration of this Agreement.

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4. Insurance. The Recipient shall at its own expense put in effect and maintain, with insurers acceptable to the Ministry, all the necessary insurance that is appropriate for a prudent person carrying out a project similar to the Program, including, but not limited to Commercial General Liability Insurance, for third party bodily injury, personal injury and property damage to an inclusive limit of not less than Two Million Dollars (\$2,000,000) per occurrence and not less than Two Million Dollars (\$2,000,000) products and completed operations aggregate, with such policy to include, at minimum, the following provisions: Her Majesty the Queen in right of Ontario as represented by the Minister of Tourism of Recreation as an additional insured; Contractual Liability; Products and Completed Operations Liability; a valid WSIB Clearance Certificate; and a thirty (30) day written notice of cancellation. The Recipient shall provide the Ministry with a valid Certificate of Insurance that references the Program and confirms the above requirements.

5. No Waiver & No Assignment. A waiver of any failure to comply with any term of this Agreement shall be in writing and signed by the party providing the waiver. Any waiver must refer to a specific failure to comply and shall not have the effect of waiving any subsequent failures to comply. The Recipient shall not assign this Agreement or the Program Funding Funds or any part thereof without the prior written consent of the Ministry.

6. FIPPA. The Recipient acknowledges that the Ministry is bound by the *Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c.F. 31, as amended from time to time, and that any information provided to the Ministry in connection with this Agreement is subject to disclosure in accordance with the requirements of that Act.

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SCHEDULE E

USE OF FUNDS

[Instructions:

This Schedule to be developed through discussion between District School Boards and MTR and will be completed and included as part of the final version of the Agreement.

In order to assist in the development of Schedule “E”, the District School Board shall provide a report to contain various data including, but not limited to the following:

- **Current Community Use of Schools user fee structure (the total cost for the user group to access school space including custodial, administrative costs, etc.) as well as a revised user fee structure as a result of the Program.**
- **Total number of hours permitted in 2003-04, the total number of hours to be permitted in 2004-05 (as it currently stands) and the revised number of hours to be permitted in 2004-05 as a result of the Program.**
 - **Total hours of usage permitted to not-for-profit user groups and revenue collected**
 - **Total hours of usage permitted to commercial user groups and revenue collected**
 - **Total hours permitted to not-for profit user groups when custodians are scheduled to be in the building and when they are not scheduled to be in the building (ie. weekends)**
- **Does your DSB ‘blend’ rates for user groups? (ie. same rate for user groups whether custodians are scheduled to be in the building and not in the building?)]**