



# 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, October 12, 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. Summer Institute (E. Poirier)
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	
i) Minutes of the In-Camera Meeting, September 28, 2004	
ii) Minutes of the Regular Meeting, September 28, 2004	1 - 8
b. Items From In-Camera Meeting of October 12, 2004	
10. Communications	
a. External (Associations, OCSTA, Ministry)	
i) Letter from St. Clair Catholic District School Board dated Sept. 28, 2004 re New Reporting Expectations	9
ii) Letter from Dufferin-Peel Catholic District School Board dated Sept. 29/2004 re: Special Education funding	10 - 11
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b. Internal (Reports from Administration)	
i) Report: Administrative Staff Report (J. Berthiaume)	20 - 21
ii) Report: Legal Services - August 2004 (P. Marchini)	22 - 23
iii) Report: Summer School Program 2004 (J. Ouellette)	24 - 27
11. Unfinished Business	
12. New Business	
a. Report: Regular Meeting of the Board – November 9, 2004 (M. Moher)	28 - 29
b. Report: Five Year Natural Gas Supply Contract (P. Marchini/T. Robins)	30 - 36
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i) St. John Vianney Catholic Elementary School - Ottawa	37 - 45
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13. Committee Reports	
a. Special Education Advisory Committee – Minutes of June 17, 2004	54 - 57
14. Notice of Motion	

15. Remarks and Announcements

- a. Chairperson  
- Minister of Education's Visit of October 4, 2004
- b. Director of Education
- c. Board Chaplain

16. Remarks/Questions by Trustees

17. Pending Items

- a. Notice of Motion (deferred from September 28, 2004)  
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."

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 26 – 7:00 p.m.
- Wednesday, November 10 – 7:00 p.m. (**tentative new date**)
- Tuesday, November 23 – 7:00 p.m.
- Tuesday, December 7 – 7:00 p.m. (Organizational Meeting)
- Tuesday, December 14 – 7:00 p.m.
- Tuesday, January 11, 2005 - 7:00 p.m.
- Tuesday, January 25, 2005 - 7:00 p.m.
- Tuesday, February 8, 2005 - 7:00 p.m.

20. Closing Prayer

21. Adjournment

*John Macri*  
*Board Chairperson*

*Michael Moher*  
*Director of Education & Secretary*



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Michael B. Moher, Director of Education John Macri, Board Chairperson

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

### MINUTES

#### **PRESENT:**

##### **Trustees:**

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

##### **Administration:**

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

##### **Recorder:**

D. Steffens

1. Call To Order - Chair Macri called the meeting to order at 7:35 p.m.
2. Opening Prayer – Father Brunet led the opening prayer.
3. Recording of Attendance – All trustees present.
4. Approval of Agenda
  - Addition: 12(b) (iv) Field Trip Requests – F. J. Brennan Catholic High School – Owen Sound/Port Elgin/Kincardine

**Moved by Trustee DiMenna and seconded by Trustee Keane that the September 28, 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. Leading Math Success: Mathematical Literacy Grades 7 – 12: The Report of the Expert Panel on Student Success in Ontario

Linda Staudt, Supervisor of Students At-Risk provided an overview of the provincial publication *Leading Math Success: The Report on the Expert Panel on Student Success in Ontario*. The Ministry of Education established the Expert Panel to provide direction to Ontario school boards on mathematical literacy for at-risk students in grades 7 to 12. Trustees participated in a demonstration of math manipulatives and strategies used to support students at risk.

8. Delegations

- a. Delegation Regarding Items Not on the Agenda – None.  
b. Delegations Regarding Items On the Agenda – None.

9. Action Items

- a. Approval of Minutes

- i) Minutes of the In-Camera Meeting, September 14, 2004

**Moved by Trustee Keane and seconded by Trustee DiMenna that the minutes of the In-Camera meeting of September 14, 2004 be adopted as amended. Carried.**

- ii) Minutes of the Regular Meeting, September 14, 2004

**Moved by Trustee Soulliere and seconded by Trustee Courtney that the minutes of the regular meeting of September 14, 2004 be adopted as distributed. Carried.**

- b. Items From In-Camera Meeting of September 28, 2004

Vice-Chair Courtney reported that the Windsor-Essex Catholic District School Board convened a closed Committee of the Whole meeting on September 28, 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.

Trustees Alexander, Courtney, Keane and Porcellini declared a conflict of interest in the In-Camera Session and excused themselves from the relevant discussion item.

**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 28, 2004 be approved. Carried.**

In accordance with Policy H:12 *Retirement of Employees*, the Board received the following as information:

- *Employees over 65 Exceptions performing specific or temporary short-term work:*  
Mancisa Curti, Aleksandra Kormorska, Gabriella Gombai, Myrna Hunter, Jack Marquis, Ravinder Sidhu
- *Extensions of Retirement beyond 65:* Anne Maurice, Elsie Heath, Minnie Stoyanovich

## 10. Communications

### a. External (Associations, OCSTA, Ministry)

- i) Letter from Halton Catholic District School Board dated Sept. 13, 2004 re Special Education funding

Director Moher reported that the Board has not yet received a response to its letter sent to Minister Kennedy on August 16 regarding special education funding. The Director has inquired into the status with the Assistant Deputy Minister and the London District Office.

**Moved by Trustee Keane and seconded by Trustee Holland that the letter from the Halton Catholic District School Board re Special Education Funding be received as information. Carried.**

### b. Internal (Reports from Administration)

- i) Report: Administrative Staff Report  
**Moved by Trustee DiMenna and seconded by Trustee Porcellini that the Board receive the *Administrative Staff Report on hiring, and resignation of staff dated September 28, 2004 for information. Carried.***

- ii) Report: Portable Inventory Report

Tim Robins, Controller of Facilities Services presented the Portable Inventory Report and responded to trustee questions pertaining to the age, structural construction and condition of existing portables. Mr. Robins clarified that there are 90 portables presently in use by students. Director Moher indicated that the average use of portables/port-a-paks across the province is approximately 15% of student enrolment while our Board is currently at 8%. A follow-up report will be presented at a future Board meeting.

**Moved by Trustee Porcellini and seconded by Trustee Janisse that the Board receive the report *Portable Inventory 2002 to 2004 as information. Carried.***

- iii) Report: Enrolment/Staffing School Organization Information for Elementary/Secondary Schools – September 2004

Superintendent Berthiaume announced that enrolment exceeded projections in both the elementary (16,668 FTE) and secondary (9,540 FTE) panels. A total of forty-seven teachers were hired for September 2004: thirty-seven elementary and ten secondary. Of

the forty-seven new hires, thirty teachers were hired from the OECTA Occasional Teachers Unit. The elementary pupil/teacher ratio (PTR) is 24.46, which is within the Ministry requirement of 24.5 PTR.

Trustee Porcellini declared a possible conflict of interest with regard to discussion pertaining to the OECTA Occasional Teacher list. The Chair determined that a conflict was not present.

**Moved by Trustee Courtney and seconded by Trustee DiMenna that the Board receive the report Enrollment/Staffing/School Organization Information Of Our Elementary/Secondary Schools – September 2004 as information. Carried.**

iv) Report: Blueprint for Success - Faith Formation

Superintendent Ouellette presented the report *Blueprint for Success – Faith Formation*. The report provides an outline of the faith formation initiatives being undertaken in the 2004/2005 school year to implement the faith pillar of the Board's strategic plan "Blueprint for Success." The total funding allotted to these initiatives is approximately \$145,300, most of which is provided from the central staff development budget. Director Moher indicated that this report provides a living framework, which will be discussed with principals and adjusted as necessary to meet the faith formation needs of the system.

**Moved by Trustee Janisse and seconded by Trustee DiMenna that the Board receive as information the report Blueprint For Success – Faith Formation for the 2004/05 school year. Carried.**

11. Unfinished Business – None.

12. New Business

- a. Report: Ontario Catholic Schools Trustees' Association Membership Fees  
**Moved by Trustee Alexander and seconded by Trustee Holland 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. Carried.**
- b. Field Trip Requests
- i) St. Anne Catholic High School – Owen Sound/Port Elgin/Kincardine  
**Moved by Trustee Alexander and seconded by Trustee Holland 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. Carried.**
- ii) Immaculate Conception Catholic Elementary School – Camp Gesstwood  
**Moved by Trustee Alexander and seconded by Trustee Holland that the Board approve the Immaculate Conception Elementary School Camping Trip to Gesstwood on October 4 – 6, 2004. Carried.**

*Vice-Chair Courtney assumed the position of Chair at 9:00 p.m.*

- iii) 2004 Fall Muskoka Woods Leadership Experience  
**Moved by Trustee Alexander and seconded by Trustee Holland 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. Carried.**

*Chair Macri resumed the position of Chair at 9:05 p.m.*

- iv) F. J. Brennan Catholic High School – Owen Sound/Port Elgin/Kincardine  
**Moved by Trustee Alexander and seconded by Trustee Holland 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. Carried.**

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.”*

Superintendent Ouellette indicated that the nature of the St. Michael’s Alternative High School program and the variety of needs these students are very different than those of a regular high school. The current campus ministry model may not be a very good fit for the St. Michael’s Alternative High School. As part of the current study on the use of campus ministry, administration will consult with the principal and staff of St. Michael’s Alternative High School and report the recommendations back to the Board within a month.

**Moved by Trustee Holland and seconded by Trustee Alexander that the notice of motion be deferred until a report is received from administration on the use of campus ministry staff. Carried.**

13. Committee Reports

- d. Policy Review Committee: Community Use of Schools - Policy Amendment and Community Recreation and Use of Facilities Agreement

Trustee Holland reported that Policy Review Committee is recommending amendments to Board *Policy A:03 Community Use of Schools* at this time due to an opportunity to access a new grant from the Ministry of Tourism and Recreation. In order to proceed with the grant application, the Ministry requires the revised Board policy as soon as possible. A further Policy review will be held in January, in order to allow for input by the school community stakeholders. In addition to the proposed policy amendments presented in “Appendix A” of



the Board Report, Trustee Holland identified the following additional amendments:

- Page 2 of 5: B (ii) amended to read: Not-for-profit **local community groups whose activities directly involve children and youth (i.e., Scouts/Guides, YMCA/YWCA)**
- Page 2 of 5: C subtitle amended to read: Community - **For Profit**
- Page 2 of 5: correct the spelling of greenhouses
- Page 3 of 5: last sentence of item 4 amended to read: The Director of Education, in consultation with the Controller, Facilities Services, **may** grant special approvals
- Page 3 of 5: last paragraph of item 4 to be **deleted** from the policy (Schools shall not normally be available for rental during the weekends. Some exceptions may be made.)
- Page 4 of 5: correct spelling of indemnification under 3(c)
- Page 5 of 5: last sentence under (e) to be amended to read: All and any costs incurred for clean-up/vandalism/loss **during rental use** shall be charged to the permit holder.
- Page 1 of Schedule A: Title of C amended to read: Priority Community - **For Profit**
- Page 2 of Schedule A: correct the spelling of greenhouses
- Page 1 of Schedule C: Subtitle amended to read: Schedule C: Community - **For Profit**

Tim Robins, Controller of Facilities Services provided background on the grant for community use of schools and briefly summarized the draft Community Recreation and Use of Facilities Agreement provided as “Appendix B” of the Board Report. The funding allocation for our Board is approximately \$232,000 for the 2004/2005 school year. The funding is intended to assist Board with the operational costs associated with facility use by non-profit community groups. Participation in the program by school boards is voluntary. However, in order to be eligible to receive the funds, the Board must enter into a Community Recreation and Use Agreement with the Ministry of Tourism and Recreation by October 15.

*Chair Macri left the meeting at 9:30 p.m. Vice-Chair Courtney assumed the position of Chair.*

**Moved by Trustee Alexander and seconded by Trustee Holland that the Board approve policy A:03 Community Use of Schools as amended.**

**and, that the Board approve the Community Recreation and Use of Facilities Agreement with the Ministry of Tourism and Recreation. Carried.**

14. Notice of Motion – None.

15. Remarks and Announcements

- a. Chairperson – None.
- b. Director of Education – Director Moher indicated that he has received positive feedback about the OCSTA Fall Regional Meeting, which was held at the Windsor Essex Catholic Education Centre on September 21.
- c. Board Chaplain – None.

16. Remarks/Questions by Trustees

Trustee Porcellini requested the opinion of *Ontario School Board Insurance Exchange (OSBIE)* with respect to first aid training for field trips.

Trustee Janisse (Beverage Report) – Director Moher indicated that the Beverage Report will be presented to the Board before the end of October.

Trustee Keane congratulated the parents, staff and students of Our Lady of Mount Carmel Catholic Elementary School for the beautiful blessing and rededication of school. He commended Alison Johnson of CBC Radio and a graduate of Assumption College Catholic High School who will be receiving a national award on her story about the school community following the accident on Huron Church Road. Trustee Keane suggested that Auxiliary Bishop Tony Daniels be invited to attend a future Board meeting.

Trustee DiMenna thanked Tim Robins for the St. Louis Elementary School parking lot presentation to parents.

Trustee Holland suggested the Board host an evening of dinner and discussion with Bishop Daniels rather than Board meeting and requested a date to gather priest, principals and pastoral workers together.

Trustee Alexander commented on the need to updated school websites. Trustee Alexander conveyed his concern with regard to the security of any surplus funds held aside by Board motion (e.g., procession of sales), given recent actions by the Ministry of Education and conversations with trustees at the Ontario Catholic Schools Trustees Association (OCSTA) Regional Meeting. Director Moher will further investigate whether or not our surplus funds are at risk.

Student Trustee Natalie Deschamps commended students and teachers who supported the Terry Fox Run.

17. Pending Items – None.

18. Continuation of In-Camera – In-Camera resumed at 10:00 p.m.

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.
- Tuesday, January 11, 2005 - 7:00 p.m.
- Tuesday, January 25, 2005 - 7:00 p.m.
- Tuesday, February 8, 2005 - 7:00 p.m.

20. Closing Prayer – Father Brunet closed the meeting with a prayer.
21. Adjournment - There being no further business, the Regular Meeting of the Board adjourned at 9:54 p.m. at the call of the Chair.

*John Macri*  
*Board Chairperson*

*Michael Moher*  
*Director of Education & Secretary*

**Margaret Nelson**  
Director of Education



**James W. McKenzie**  
Superintendent of Business

**ST. CLAIR CATHOLIC**  
DISTRICT SCHOOL BOARD

*Lighting the Way ~ Rejoicing in Our Journey*

September 28, 2004

007 2004

Honourable Gerard Kennedy, MPP  
Minister of Education  
Ministry of Education  
22<sup>nd</sup> Floor, Mowat Block  
900 Bay St.  
TORONTO, ON M7A 1L2

Dear Mr. Kennedy:

The Ministry of Education announced the grant allocations for school boards in May and subsequent funding announcements in July and August. With each announcement additional compliance and accountability report guidelines were also designated. It became evident that these new reports are required within rigid timelines inconsistent with other reporting expectations and will require significant preparation time by Board staff.

After reviewing the Ministry of Education's reporting expectations, the following motion was approved at the regular meeting of the St. Clair Catholic District School Board on August 31, 2004.

"That the St. Clair Catholic District School Board write a letter to the Minister of Education, with a copy to all provincial school boards, expressing concern over the burden that new compliance and accountability reports are placing on Board personnel."

Any support that the Ministry can introduce to assist Boards in this area would be greatly appreciated. The St. Clair Catholic District School Board awaits your reply.

Sincerely,

**Brenda Kormendy**  
Chair of the Board

cc: Ontario School Boards  
OCSTA



# Dufferin-Peel Catholic District School Board

40 Matheson Boulevard West, Mississauga, Ontario L5R 1C5 • Tel. (905) 890-1221 • Fax: (905) 890-7610

September 29, 2004

The Honourable Gerard Kennedy  
Minister of Education  
900 Bay Street  
22<sup>nd</sup> Floor, Mowat Block  
Queen's Park  
Toronto, Ontario  
M7A 1L2

RECEIVED  
SEP 30 2004

**BOARD OF TRUSTEES**

**Brampton**  
Wards 1.3.5  
Ken Adamson

**Wards 7 & 6**  
Linda Zanella

**Wards 7-10**  
Arthur Peters

**Mississauga**  
Wards 1 & 3  
Mario G. Pascucci

**Wards 2 & 8**  
Albert B. Casuga

**Ward 4**  
Anna M. Abbruscato

**Ward 5**  
Tracy Thomas

**Ward 6**  
Peter Ferreira

**Ward 7**  
Bruno Iannicca

**Ward 9**  
Esther O'Toole

**Dufferin/Caledon**  
Frank Di Cosola

Dear Minister Kennedy:

**Re: SPECIAL EDUCATION**

On behalf of the Board of Trustees, I want to express our concerns regarding the negative impact on our Board as a result of the July 28, 2004 B 11 Memorandum from the Assistant Deputy Minister of Education concerning adjustments to Special Education funding.

We have determined that our Special Education Reserves for fiscal year 2004/2005 have been reduced by an estimated \$4.5 million as a result of the clawback.

Our Board has been historically underfunded in special education. Through our experience with the ISA Comprehensive Review Process, we clearly proved significant student need at Dufferin-Peel. As the ISA funding flowed to the Board, we demonstrated that we had a strong, responsible and carefully planned expenditure program in place to address the immediate and long-term requirements of our students with special needs.

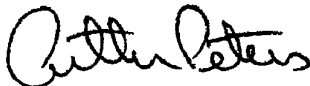
Our commitment to responsible program planning required us to ensure that current and new programs could be maintained and sustained in the future. As a direct result of the July 28, 2004 announcement from the Ministry of Education, the programs and services for students with special needs that have been planned and budgeted for by the Board, will now be in jeopardy of being implemented in the future.

We understand that a new "Effectiveness and Equity Fund" will soon be established by the Ministry of Education. This vehicle will provide our Board with an opportunity to access the special education adjustment through a formal application process. We, Dufferin-Peel, on behalf of our students, will be requesting the return of all funds clawed back by the Ministry. We look forward to receiving details about the fund as soon as possible.

We wish to continue to work with you to ensure that our students receive the quality education they deserve now and in the future. This requires that we continue to have access to our committed reserve funds.

We look forward to receiving an early reply to this letter.

Yours truly,



Arthur Peters  
Chair of the Board

AP/cj

c.c. MPPs – Dufferin-Peel Area  
SEAC Chair  
Catholic School Council Chairs  
Local Media  
Ontario Catholic Schools Trustees Association  
Catholic School Boards



## **News Release**

September 30, 2004

**For Immediate Release**

### **Dufferin-Peel trustees express concerns with provincial claw back of special education reserves**

Dufferin-Peel Catholic District School Board trustees have expressed grave concerns over the recently announced Ministry of Education policy that claws back special education reserves from many school boards. According to a ministry memo, school boards will be required to re-apply for these funds through a Ministry-controlled *Effectiveness and Equity Fund*.

“This action by the Ministry effectively reduces Dufferin-Peel’s special education reserves by an estimated \$4.5 million,” said Arthur Peters, board chair. “These specifically designated and committed funds were to help us sustain existing special education programs as well as to help ensure that specific funds were available in the future to meet the needs of our students.”

While the details of the application process have not yet been revealed by the Ministry, Dufferin-Peel trustees will press for full recovery of the value of the funding reduction. “The funds in question reflect proven student needs,” said Arthur Peters. “If these funds are not recovered, existing programs and the timely implementation of future plans will be jeopardized.”

Trustees have written a letter communicating the board’s concerns with this action to Education Minister Gerard Kennedy, with copies to local MPPs, Catholic school council chairs, Special Education Advisory Committee chair, the Ontario Catholic School Trustees Association and other Catholic school boards.

The Dufferin-Peel Catholic District School board is one of the largest school boards in Ontario with approximately 86,000 students in 139 schools located throughout Mississauga, Brampton, Caledon and Orangeville.

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**Media: A copy of letter to Minister Kennedy is available at**  
<http://www.dpcdsb.org/pr/lettertoedminister.pdf>

**For information contact:** Bruce Campbell - Manager, Community Relations,  
(905) 890-0708, ext. 4466 or (905) 609-1480



Ontario Catholic School  
Trustees' Association

September 30, 2004

EMAIL TO: Directors of Education  
All Member Boards and School Authorities

FROM: Margaret Binns, Office Administrator

RE: **Trustee Award of Merit**

Detailed information regarding many matters relating to the 2005 AGM/Conference will be distributed in the coming months. Meanwhile, we are providing information regarding the OCSTA Trustee Award of Merit.

### CRITERIA AND REGULATIONS

The criteria and regulations for the Trustee Award of Merit are outlined on the following pages.

### NOMINATION FORMS

We are providing one cover sheet and one sheet for each award. We have outlined the categories to be addressed by the author of the nomination. The response for each category must **not** exceed one 8.5 x 11 double-spaced page. Submissions must be clearly legible and must address the categories outlined by OCSTA.

Boards are encouraged to submit nominations by email to Pam DeNobrega at [pdenobrega@ocsta.on.ca](mailto:pdenobrega@ocsta.on.ca).

**THE DEADLINE FOR RECEIPT OF AWARD  
NOMINATIONS IN THE OCSTA OFFICE, WHETHER  
BY EMAIL, REGULAR MAIL, COURIER SERVICE OR  
BY FAX IS FRIDAY, JANUARY 7, 2005**



***“He or she who seeks the  
office of trustee is seeking  
an honourable office”***

*(THE CHALLENGE OF TRUSTEESHIP – G. EMMET CARDINAL CARTER)*



Ontario Catholic School  
Trustees' Association

***It is time to nominate your  
candidate for the OCSTA 2005  
Trustee Award of Merit***

Once again, OCSTA is providing an opportunity for member boards to nominate Catholic school trustees to be publicly honoured at the provincial level. All boards are strongly encouraged to participate in this process which allows us to recognize at least a few of the very deserving Catholic trustees who have served Catholic education so well over the years.

**CRITERIA**

This award is given to those trustees who:

- v Have made a significant contribution to the Catholic education community.
- v Have strong Catholic leadership qualities.
- v Give witness to the faith commitment.

This award is not a reward for long-service but this may be taken into account by the Committee.

**REGULATIONS**

- a. The Award will be given to Catholic school trustees only.
- b. Up to three Awards may be presented in one year.
- c. Current members of the OCSTA Board of Directors are not eligible to receive this Award.
- d. The AGM/Conference Committee will announce its selection to the Board of Directors. The Committee's decision will be final.
- e. The official OCSTA Trustee Award of Merit Nomination format must be used for all nominations.

**DEADLINE**

The deadline date for receiving nominations in the provincial office whether by fax, courier service, regular mail or email is Friday, January 7, 2005.

The 2005 AGM/Conference will be held at the Deerhurst Resort in Huntsville on Thursday, April 28<sup>th</sup> (evening), Friday, April 29<sup>th</sup> and Saturday, April 30<sup>th</sup>. Recipients of the Award of Merit will be honoured during the Friday evening celebrations.

# COVER SHEET FOR NOMINATION FOR OCSTA TRUSTEE AWARD OF MERIT

NAME:

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BOARD:

---

TELEPHONE NO:

---

FAX NO:

---

CONTACT PERSON:

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**This award is given to trustees who have made significant contributions to the Catholic education community. Please provide details of the nominee's contributions which, in your opinion, exceed the community's expectations of a Catholic trustee.**

---

**This award is given to trustees with strong Catholic leadership qualities who give witness to the faith commitment. Please provide details of how this nominee's leadership qualities exemplify his/her faith commitment:**

---

**The Award of Merit is not intended to recognize long service only, however, the term of service may be taken into consideration by the Committee. How long has the nominee served as a trustee and what positions has he/she held?**

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# 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:**  
Oct. 12, 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, retirement and resignation of staff dated October 12, 2004 for information.**

---

**BACKGROUND:**

**FINANCIAL:**

**COMMENTS:**

**TIMELINES:**

**APPENDICES:**

- Administrative Staff Report dated October 12, 2004

October 12, 2004

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

<b>HIRING:</b>	<b>Employee Name</b>	<b>Position</b>	<b>Location</b>	<b>Date</b>	<b>Reason</b>
	Elisa Bachetti	Occasional Teacher	Supply	September 17, 2004	
	Heather Best	Elementary Teacher	Sacred Heart	September 23, 2004	
	Michelle Green	Occasional Teacher	Supply	September 17, 2004	
	Jennifer Gillis	Elementary Teacher	St. John the Evangelist (.5)	September 21, 2004	
	Mary Lou Holland	Occasional Teacher	Supply	September 27, 2004	
	Heather Iversen	Occasional Teacher	Supply	September 28, 2004	
	Karie Jackson	Occasional Teacher	Supply	September 23, 2004	
	Michael Kosty	Occasional Teacher	Supply	September 20, 2004	
	Maureen Scarfone	Occasional Teacher	Supply	September 23, 2004	
	Paul Schell	Elementary Teacher	St. Rose	September 13, 2004	
	Paul Sperduti	Occasional Teacher	Supply	September 17, 2004	
<b>RETIREMENT:</b>	Stewart Yoell	Secondary Teacher	On Leave	September 30, 2004	
<b>RESIGNATION:</b>	Sean McNeil	Occasional Teacher	Supply	September 17, 2004	Employment Elsewhere
	Leslie Morash	Occasional Teacher	Supply	September 28, 2004	Employment Elsewhere
<b>CORRECTION:</b>	Sarah Kepran-Blair	Elementary Teacher	St. Bernard (W) (On MLOA)		Resigned From Occasional (On last list as resigned)





# 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:**  
October 12, 2004

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

**PRESENTED BY:** Senior Administration

**SUBMITTED BY:** Michael B. Moher, Director of Education  
Peter S. Marchini, Superintendent of Business

**SUBJECT:** Legal Services –August 2004

### RECOMMENDATION:

**That the report *Legal Services – August 2004* be received as information**

---

### BACKGROUND:

By the terms of the agreement with the board the board's solicitors, Shibley Righton LLP are requested to report fees and services on a regular basis.

This report is supported by documentation that has been provided to and reviewed by senior administration. Records provided indicate hourly rates, time billed, description of services and total amount invoiced.

### FINANCIAL:

For the month of August 2004 legal fees submitted are as follows:

▪ Real Estate and property matters	\$7,927
▪ Labour, incl. negotiations, contract administration and arbitrations	\$9,600
▪ Litigation (incl. OLRB hearings, Spec. Ed., Human Rights and Safe School issues).	\$125
▪ Other Misc. (ongoing legal advice and consultation).	<u>\$4,563</u>
<b>TOTAL</b>	<b>\$22,215</b>

**COMMENTS:**

A portion of the August 2004 fees for real estate (\$7,355) will be charged to New Pupil Place Grant Capital project accounts.

**TIMELINES:**

September 2004 Report – November 2004 Board meeting.

**APPENDICES:**

- None



# Windsor-Essex Catholic District School Board

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Michael B. Moher, Director of Education

John Macri, Board Chairperson

## BOARD REPORT

**Meeting Date:**  
October 12, 2004

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

**PRESENTED BY:** Senior Administration

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

**SUBJECT:** SUMMER SCHOOL PROGRAM 2004

### RECOMMENDATION:

That the Board received the report *Summer School Program 2004* as information.

---

### BACKGROUND:

See attached report from Rosemary McDougall, Principal of the 2004 Summer school program.

### FINANCIAL:

### COMMENTS:

### TIMELINES:

### APPENDICES:

- Summer School 2004 Report

## **SUMMER SCHOOL 2004 REPORT**

Summer School 2004 was a successful program again this year at the three operating sites of St. Michael's, St. Anne's and St. Thomas of Villanova. In all there were 6 sections of Grade 7 and Grade 8 Remedial Literacy , 6 sections of Grade 7 and Grade 8 Remedial Numeracy ,one section of ESL (English as a Second Language), 34 Grade 9, Grade 10, Grade 11 and Grade 12 classes in the secondary credit upgrade and one section of Grade 12 Full Credit English Literacy class. In the Grade 7/8 Remedial Literacy and Numeracy program, each site operated four Grade 7/8 classes over a three-week period – 2 Remedial Literacy and 2 Remedial Numeracy. Also at the St. Michael's site, one class of ESL students participated in a three week-12 day program.

The secondary credit upgrade program was quite extensive. There were 2 Grade 9 Math, 4 Grade 10 Math, 2 Grade 11 Math, 2 Grade 12 Math, 1 Grade 9 Science , 1 Grade 10 Science, 1 Grade 10 Careers, 1 Grade 10 Civics, 1 Grade 9 Geography, 1 Grade 10 History, 1 grade 9/10 English, and 2 Grade 11/12 English at the St. Anne's High School (STA)site. St. Thomas of Villanova (STV) offered 1 Grade 9 Math and 1 Grade 10 Math class while St. Michael's High School (STM) offered 3 Grade 9 Math, 2 Grade 10 Math, 1 Grade 9 Science, 1 Grade 10 Science, 1 Grade 9 English, 1 Grade 10 English, 2 Grade 11 English, and 2 Grade 12 English classes.

This year we introduced at St. Michael's one section of the full credit OLC 400, the literacy course, to assist those students who may have not been successful with the OSSLT (the Ontario Secondary School Literacy Test) and who hope to graduate relatively soon.

The following chart indicates the numbers of students who successfully completed the summer school program with respect to grade level and site.

		<b>Registered</b>	<b>Completed</b>	<b>NoShow/Withdrew</b>
Grade 7	STM	23	22	1 (4.3%)
Grade 7	STA	19	18	1 (5.3%)
Grade 7	STV	25	16	9 (36%)
Grade 8	STM	31	15	16 (51.6%)
Grade 8	STA	15	12	3 (20%)
Grade 8	STV	14	10	4 (28.6%)
ESL	STM	19	8	11 (57.9%)
Grade 9	STM	93	70	23 (24.7%)
Grade 9	STA	128	88	40 (31.3%)
Grade 9	STV	24	22	2 ( 8.3%)
Grade 10	STM	122	96	26 (21.3%)
Grade 10	STA	156	120	36 (23.1%)
Grade 10	STV	20	17	3 (15%)
Grade 11	STM	64	50	14 (21.9%)
Grade 11	STA	64	60	4 (6.3%)
Grade 12	STM	16	12	4 (25%)
Grade 12	STA	55	42	13 (23.6%)

In the full credit OLC 40 course, offered at St. Michael's campus only, there were 5 students registered, one withdrew and the other 4 completed the course successfully.

Staff for the Summer 2004 program included 28 classroom teachers, two office assistants, one vice-principal, and one principal. All staff were committed and caring individuals who contributed to making the program a success.

The Grade 7/8 Remedial Literacy and Remedial Numeracy program operated for three weeks and 89.2 % of the completers showed improvement. The students entering the program were performing academically at Level 1, and the focus during the three weeks was a back-to-basics emphasis. Parents were contacted when their son/daughter was not working to potential. Attendance was monitored daily and for the most part, students attended regularly. After the first week, there were no Friday classes that allowed some vacation time during the summer session. Final reports with an indicator of Showed Improvement or Didn't Show Improvement were mailed to the students with copies sent to the home school or the new school (Grade 8).

The Grade 9,10, 11 and 12 Credit Upgrade program operated for five weeks and in general approximately 92.1 % of the completers in each class successfully passed the credit. Midterm reports were sent home at the half- way point with a grade and comment from the teacher. Attendance and productivity were monitored closely throughout the program. Final grades were mailed to the student and copies were sent to the home school.

Financially, the Summer School 2004 program was very successful with earnings exceeding expenses.

Teacher Earnings	Grades 7,8 and ESL		<b>\$ 27,470.63</b>
	Grades 9-12	+	<b><u>\$106,535.00</u></b>
	<b>TOTAL</b>		<b>\$134,005.63</b>
Teacher Expenses			
(including benefits and supplies)		-	<u>\$106,748.00</u>
	<b>NET</b>		<b>\$ 27,257.63</b>
Accommodation Grant		+	<b>\$ 2343.17</b>
Application fees collected	\$12, 040.00		
Expenses (Office)	-		<u>\$ 2548.44</u>
			\$ 9491.56
<b>Balance of application fees returned</b>		+	<b><u>\$ 9491.56</u></b>
<b>Final Summer School Net</b>			<b>\$39,092.36</b>

Thank you to the Board for selecting me as the Principal of Summer School 2004 and thank you to Mrs. Ouellette, Superintendent, and to Mrs. JoAnne Shea, Principal, F.J. Brennan High School for their availability and support.

Respectfully submitted,

Rosemary McDougall

Summer School 2004 Principal



# 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:**  
October 12, 2004

**Public**  **In-Camera**   
**PRESENTED FOR:** Information  Approval   
**PRESENTED BY:** Senior Administration  
**SUBMITTED BY:** Michael B. Moher, Director of Education  
**SUBJECT:** **REGULAR MEETING OF THE BOARD  
- NOVEMBER 9, 2004**

### RECOMMENDATION:

**That the Regular Meeting of the Board scheduled for Tuesday,  
November 9, 2004 be held Wednesday, November 10, 2004.**

---

### BACKGROUND:

The Board's By-Laws state, "regular meetings of the board, unless otherwise ordered by special motion, shall be held at the business office of the Board at 7:00 p.m. in the evening of the second and fourth Tuesday each month." The Board has received notification that Bishop-elect Anthony Daniels' Episcopal Ordination will take place on Tuesday, November 9, 2004 at St. Peter's Cathedral in London. The regular meeting of the Board is also scheduled for November 9.

**FINANCIAL:** n/a

### COMMENTS:

As Bishop-elect Daniels attended F. J. Brennan Catholic High School, several trustees and members of administration are interested in attending the ordination. In accordance with the Board By-Laws, a special Board motion is required to change the regular meeting schedule of the Board.

### TIMELINES:

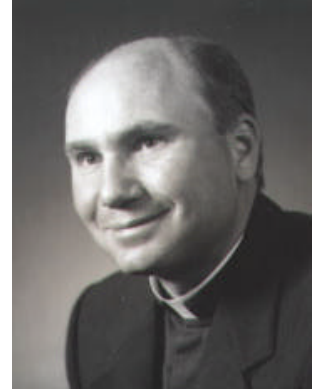
**APPENDICES:** News Release dated September 21, 2004

# Rev. R. Anthony Daniels named Auxiliary Bishop for London Diocese

Date: September 21, 2004

His Holiness Pope John Paul II today named **Father R. Anthony (Tony) Daniels**, as Auxiliary Bishop of London. He will assist Most Rev. Ronald Fabbro, C.S.B., the current bishop of London, in his pastoral duties.

Father Robert Anthony Daniels is Rector of St. Peter's Cathedral Basilica. He has held a number of positions of authority in the diocese, including Vicar General, Chancellor, and Moderator of the Curia, and has served as President of the National Federation of Presbyteral Councils.



In his letter of announcement, Bishop Fabbro writes,

"In each of these positions, he has demonstrated his generosity and faithfulness, his exceptional leadership abilities, and his fervent love of the Church."

"On behalf of all of us, I offer Father Daniels our heartfelt congratulations. I know his appointment as Auxiliary Bishop will be welcomed with joy and gratitude by our entire diocese, and I am particularly happy for the people in Windsor, where he will be residing.

"Father Daniels' appointment is a wonderful moment in the history of our diocese, and we will celebrate it appropriately."

**The episcopal ordination will take place on Tuesday, November 9, 2004, at St. Peter's Cathedral, London.**

Bishop-elect Daniels was born on June 18, 1957, in Windsor, Ontario, son of Robert Daniels and Barbara (née Fuerth), both deceased. He has two sisters and one brother.

**He attended F.J. Brennan High School, Windsor.** He entered St. Peter's Seminary, London, and received a master of divinity degree from the University of Western Ontario.

He was ordained to the priesthood on May 7, 1983 for the Diocese of London and served in two parishes in the City of London: St. John the Divine and St. Peter's Cathedral.

In 1989 he was named diocesan chancellor, and four years later vicar general and moderator of the curia.

The Diocese of London comprises nine counties in Southwestern Ontario, stretching from Windsor to Wingham, and from Sarnia to Stratford and Simcoe. It has a Catholic population of 444,310 in 167 parishes and missions, served by 160 diocesan priests, 71 religious order priests, three permanent deacons, and 479 religious sisters and brothers.





# Windsor-Essex Catholic District School Board

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Michael B. Moher, Director of Education

John Macri, Board Chairperson

## BOARD REPORT

**Meeting Date:**  
October 12, 2004

**Public**  **In-Camera**

**PRESENTED FOR:** Information  Approval

**PRESENTED BY:** Senior Administration

**SUBMITTED BY:** Michael B. Moher, Director of Education  
Peter Marchini, Superintendent of Business  
Tim Robins, Controller, Facilities Service  
Karen Goetz, Coordinator, Energy & Building Systems

**SUBJECT:** **FIVE-YEAR NATURAL GAS SUPPLY CONTRACT**

### RECOMMENDATION:

**That the Board approve a fixed price natural gas supply contract for a five-year term.**

**and, that the Board approve a fixed price natural gas transportation contract for a minimum two-year term.**

---

### BACKGROUND:

1. Natural gas costs are currently billed to the Windsor-Essex Catholic District School Board in three portions: Commodity Supply (Coral Energy), Trans-Canada pipeline transit, and Delivery to Schools (Union Gas) The existing natural gas bundled transportation contract with Coral Energy covers a portion of natural gas supply for the next two years, with the remaining portions to be locked in at a future date.
2. Volumes and pricing for the gas supply were locked-in on October 2, 2003 with Coral Energy Canada Inc. 100% of the year November 1, 2003 – October 31, 2004 has been locked in at \$5.39/GJ and 50% of the predicted volume for the years 2004/2005 and 2005/2006 at \$5.34/GJ and \$5.24/GJ respectively. The remaining 50% of volume for 2004/2005 must be locked in prior to October 31, 2004 and the 2005/2006 must be locked in no later than October 31, 2005. Current pricing for one-year supply contract is greater than \$7.50/GJ. The transportation and delivery costs are currently floating prices paid through Union Gas.
3. Natural gas pricing has steadily increased year over year. This has been a factor of both increased demand and a reduced surplus in supply. A reduction in long-term supply is

expected in the northeast industrial regions of North America for the next five - seven years until such time as a secondary pipeline is established from the northwest. This pipeline is not expected to be complete until at least 2008.

**FINANCIAL:**

The total financial implication to the board for this fixed pricing contract is an average natural gas budget increase over the next 5 years of approximately 2%/year. This historically is much less than the average rise in natural gas pricing of approximately 20%/year over the last 10 years. The budgets for the next two consecutive budget years will remain constant at approximately \$2.35M due to a portion of the volume that was locked in last year at 20% lower prices. There will be an approximate increase of 10% increase in the budget for the year 2006-2007 when all of the gas volume is charged at the new pricing. The remaining budget years will remain relatively constant.

The pricing arrangement options include 1 year, 2 year and 3 year and 5 year fixed price with pricing based on forecast natural gas supply & demand. The 1 year and 2 year pricing is very high right now at over \$7.5/GJ. The consortium has recommended going with a five year fixed price contract based on historical increases in pricing and volatility of the market. The expected 5yr pricing will be within the range of \$6.20/GJ to \$7.25/GJ (depending on lock-in date) for 100% of any remaining gas volume usage for a five-year term. Any gas volumes used above or below the contracted amount are purchased or sold on the open market respectively at year-end.

The pricing component for the transportation costs is a smaller portion of the overall gas cost. These costs are typically in the order of 3% of the total bill, however the pricing for this has also increased year over year. Pricing arrangement options for this portion are offered in maximum 2 year fixed price contracts.

**COMMENTS:**

Similar to the previous natural gas contracts, the Facilities Services Department will be given authority to act on behalf of the Windsor-Essex Catholic District School Board to accept a pricing confirmation within the limitations stated above. Final pricing information will be conveyed back to the board at the November board meeting.

**TIMELINES:**

Complete Pricing Confirmation for 5yr Supply Contract	October 31/04
Complete Pricing Confirmation for 2yr Transportation Contract	October 31/04

**APPENDICES:**

- Appendix A: Greater Essex Consortium Members
- Appendix B: Distribution of Canada's Total Natural Gas Resources by Region
- Appendix C: Alberta Reserves to Production Ratio for Producing Reserves
- Appendix D: Short Term Outlook – end of 2005
- Appendix E: Medium Term – 2006-2010

**REFERENCES:**

“Natural Gas Supply Issues” presentation by Paul DuMaresq, Coral Energy May 5-7, 2004.

## **Appendix A**

### **Greater Essex Consortium Members**

**Conseil Scolaire de District Des Ecoles Catholiques Du Sud-Ouest**

**Corporation of the City of Windsor**

**Enwin Utilities**

**Essex Region Conservation Authority**

**Greater Essex County District School Board**

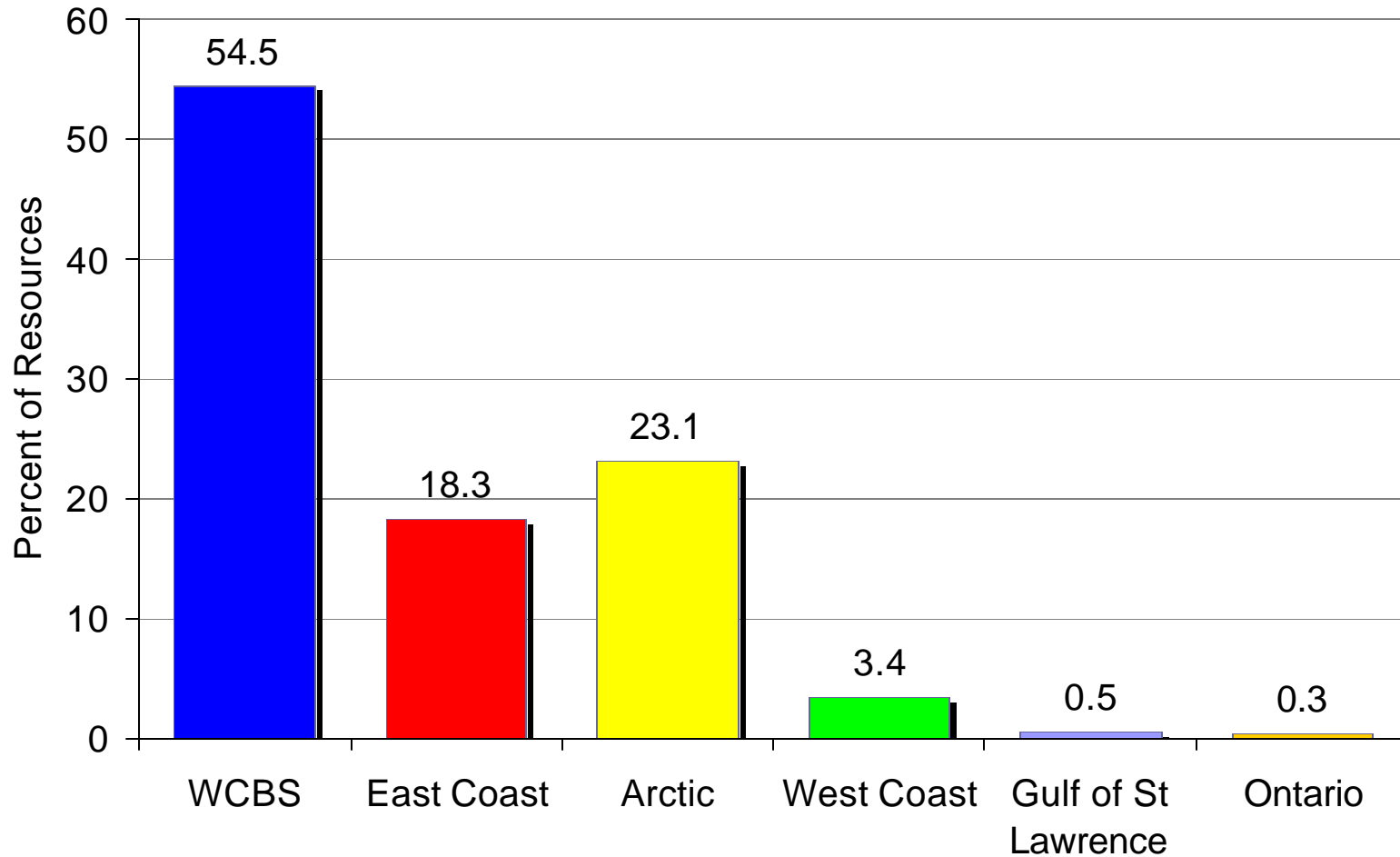
**St Clair College**

**Windsor Essex Catholic District School Board**

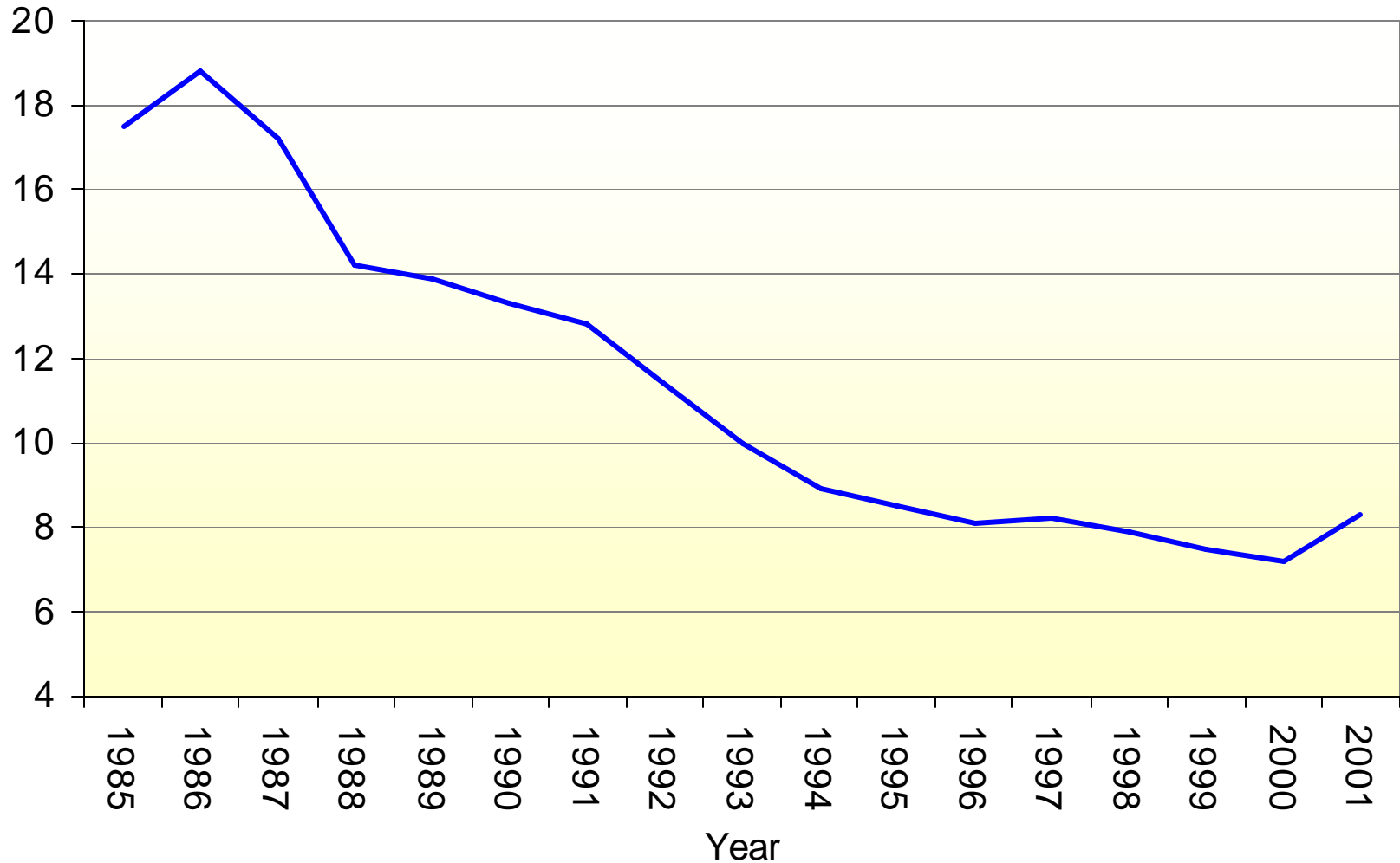
**Windsor Essex Children's Aid Society**

**Windsor Public Library**

## Distribution of Canada's Total Natural Gas Resources by Region



## Alberta Reserves to Production Ratio for Producing Reserves





### Short Term Outlook – end of 2005

- ◆ Expectation of price spikes and volatility
- ◆ Expect an increase in shallow well drilling
- ◆ Expect an increase in CBM supplies
- ◆ Expect LNG infrastructure to begin process



### Medium Term - 2006 to 2010

- ◆ Expect LNG to be maturing and adding to the supply
- ◆ Expect additional supplies from the Atlantic region
- ◆ Expect Mackenzie Delta and Alaska gas to have infrastructure in place
- ◆ Expect record drilling in known basins



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Michael B. Moher, Director of Education

John Macri, Board Chairperson

## BOARD REPORT

**Meeting Date:**  
October 12, 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. JOHN VIANNEY CATHOLIC ELEMENTARY SCHOOL  
- OTTAWA - February 15 – 17, 2004.**

### RECOMMENDATION:

**That the Board approve the St. John Vianney Catholic Elementary School –  
Ottawa, Ontario Field Trip for February 15 - 17, 2004.**

---

### 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
- Itinerary and booking agreement
- Parent Letter





### Request for Approval of Field Trip

<b>School</b>	St. John Vianney		<b>Date of Trip</b>	Ex. mm/dd/yyyy 02/15/2005 -02/17/2005	
<b>Destination</b>	Ottawa, Ontario		<b>Mode of Transportation</b>	Motorcoach	
<b>School Departure Time</b>	5:15 am	<b>School Arrival Time</b>	10:30 pm	<b>Name of Carrier</b>	Coach Canada
<b># of Male Students</b>	26	<b>Grade of Students</b>	Eight	<b>Number of Supervisors</b>	Female <input type="text" value="3"/> Male <input type="text" value="3"/>
<b># of Female Students</b>	35	<b>Personal Cost Per Student</b>	\$375.00	<b>Travel Company Involved</b>	Keating Educational Tours
<b>Total Cost Per Student</b>	\$375.00				

#### EDUCATIONAL RATIONALE

**Name of Teacher** Mr. Kristopher Tremblay, Mrs. Maxine Lacasse

**Purpose of Trip** Tour Ottawa- view museums, Parliament, important landmarks, outdoor activities

**Relationship to Students' Program/Course** Directly linked to language, history, and phys ed.

**Pre-Trip Preparation(s) by Students** Language Arts writing, oral presentations,

**Follow-Up Activities Planned** Language Arts writing, oral presentations

**If Activity is Occuring over a Weekend Indicate Plans for Students to Attend a Eucharistic Celebration** Students will be attending Notre Dame Basilica

<b>Date Submitted</b>	09/27/2004	<b>Name of Teacher</b>	Mr. Kristopher Tremblay
<b>Approval Date</b>	09/27/2004	<b>Name of Principal</b>	Mr. Stephen Freeman
<b>Approval Date</b>	10/04/2004	<b>Name of Superintendent</b>	Ms. Janet Ouellette
<b>Approval Date</b>		<b>Board of Trustees Approval (per Superintendent)</b>	

**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.

<b>School</b>	<b>Date(s) of Trip</b>	<b>Mode of Transportation</b>
St. John Vianney	February 15,16,17, 2005	Highway Coach bus
<b>Destination Name and Phone#</b>	<b>Cost per Student</b>	
Ottawa, Ontario	\$375.00	
<b>Time of Departure from School</b>	<b>Approximate Time of Return to School</b>	
5:00 am	10:30 pm	
<b>No. Of Students</b>	<b>No. of Supervisors</b>	
60	6	
<b>Purpose/Relationship to program</b>		
History, Language Arts, Physical Education		
<b>Students should come prepared with</b>		
List will be provided in days before departure		

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**

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# booking agreement

Quote 8824

Date September 20, 2004

**St John Vianney Elementary**

8405 Cedarview Rd  
Windsor, Ontario N8S 1K9

**Coordinator** Mr. Kristopher Tremblay

### TOUR DETAILS

**3 Day Ottawa Winter Programme**

**Tour Dates** Feb 15-16-17, 2005

**Days** Tue-Wed-Thu

**# of Students** 60 English Keating Tour Guide

**Maximum Seats per Bus** 46 & 1 Guide  
27 & 1 Guide

**Tour Language** English **Grade** 8

**Rooming List Due Date** January 8, 2005

**Accommodation**

Quality Hotel on Rideau  
February 15-16, 2005  
Tue-Wed

### ACCOUNTING DETAILS

**Total Cost Per Student** \$327.25 + \$22.91 GST = \$350.16

**Deposit Per Student** \$75.00 **Due Date** October 18, 2004  
(Please note that the deposit is non-refundable)

**Below Minimum Seat Charge** \$139.80 + \$9.79 GST = \$149.59  
(Tour Cost based on a minimum of 60 students - 2 buses.)

**Balance Due Date** December 17, 2004

**# of Meals Included** 4 Meals - 2 Breakfasts, 2 Suppers (Students to bring lunch on first day)

**Teachers At No Charge** 1 Per 10 Students  
(Additional teachers will be charged on a pro-rated basis)

**Included in your tour are the following options**


Nordik Adventures	\$20.00	Museum Of Civilization	\$4.00
Lone Star - Log Farm	\$8.00	Notre Dame Basilica	\$0.00
Canada Aviation Museum	\$3.25		

**Comments**

Hi Kristopher! Thank you for booking your 2005 Ottawa field trip with Keating Educational Tours again this year. I have based your price on a minimum of 60 paying passengers - if your numbers drop to between 51 & 59, empty seat charges will be applied and the cost will increase. We can discuss this later if need be. Please call with any questions or concerns.

Video or slide shows are available for parents until April 1st.

Please sign this agreement and return with your deposits to guarantee your reservation.



**Keating Educational Tours Ltd.**

**Confirmed By**

**St John Vianney Elementary**

**Date:**

St John Vianney Elementary  
3 Day Ottawa Winter Programme  
Feb 23-24-25, 2004

*Itinerary from  
2004 trip.*

Day One  
Monday  
February 23

St John Vianney Elementary, 8405 Cedarview Rd., Windsor, Ontario,  
N8S 1K9 (519-948-8817)

DIRECTIONS:

401 to Essex Rd 19 (Manning Rd). Take Essex Rd all the way to the end (Riverside Drive). Left on Riverside Drive to Riverdale (fairly long drive). Left on Riverdale and immediate right onto Cedarview. Through first stop sign and school is on the left.

- 5:00 a.m. Coach Canada Motorcoach (1 X 47 passenger) to arrive at the school.
- 5:15 a.m. Depart from school. Students to bring a lunch from home. Meal and rest stops are made en route.
- 9:00 a.m. Pick up your Keating Tour Guide at the Pickering GO Station, Exit Hwy 401 at Whites Road, go South to Bayly St and turn left, go East on Bayly, continue past the main Go Station to Sandy Beach Road, go left on Sandy Beach Road, coaches are to park in the Sandy Beach lot and wait for the guide.
- En route to Ottawa students participate in a parliamentary game in which they are elected as political leaders.
- 2:00 p.m. Arrive in Ottawa! Enjoy an interactive walking/driving tour through the streets of Ottawa with your Keating Tour Guide. Experience the past, present and future of our great Nation! A stop to be made at the Tomb of the Unknown Soldier.
- Continue on to Parliament Hill.
- 3:00 p.m. A meeting with your Member of Parliament has been requested.
- 3:35 p.m. Guided tour of the Centre Block of the Parliament Buildings including the House of Commons, the Senate and the Hall of Honour. Please note that the Library of Parliament is closed for renovations.
- 4:15 p.m. Board the bus and depart for your hotel.
- 4:45 p.m. Check in at the Quality Hotel on Rideau, 290 Rideau Street, (613-789-7511)
- Students have the opportunity to unpack and freshen up.
- 6:00 p.m. Walk to the Byward Market. Don't forget your skates!
- 6:30 p.m. Dinner is at Tucker's Marketplace Restaurant.
- Evening Students enjoy the evening skating on the Rideau Canal, the worlds largest skating rink stretching over 7 kilometers. Skate Rental is available. Canal conditions 613-239-5234.

Overnight at the Quality Hotel on Rideau

(Night supervision has been arranged from 10:00pm-6:00am.)

Your bus driver will be staying at the Travelodge Innes Road - 1385 Innes Road (613-745-1133).

ay Two  
uesday  
ebruary 24

- 7:30 a.m. Walk to breakfast.
- 8:00 a.m. Buffet breakfast at The Marble Works.
- 9:00 a.m. Board the bus and depart for Val des Monts.
- 9:30 a.m. Students enjoy dog sledding. A once in a lifetime opportunity. There is a cabin on site where students can warm up and enjoy some hot chocolate.
- 11:30 a.m. Board the bus and return to Ottawa.
- 12:00 p.m. Group makes own arrangements for lunch at the Rideau Centre. Afterwards, time allows for some shopping.
- 1:00 p.m. Board the bus and depart for the Museum of Civilization.
- 1:30 p.m. Students track clues in the History Hall of the Museum of Civilization, their journey will pass through time beginning with the Vikings.
- 3:00 p.m. Enjoy winter in the Capital region! Explore the Ice Palace with its many outdoor slides and mazes.
- 4:00 p.m. Board bus and return to your hotel.
- Students have the opportunity to relax and freshen up.
- 5:30 p.m. Board the bus and depart for the Lone Star Ranch.
- 6:00 p.m. Enjoy the evening at Lone Star Ranch starting with a fajita buffet (including all the fixings). Students enjoy a winter sleigh ride through lantern illuminated woods. Afterwards hot chocolate will be served around the campfire at the old log farm.
- 9:00 p.m. Board the bus return to your hotel.
- Overnight at the Quality Hotel.
- (Night supervision has been arranged from 10:00pm-6:00am.)

ay Three  
dnesday  
ebruary 25

- 7:00 a.m. Check out of your accommodation. Load luggage on the bus and depart for breakfast.
- 7:30 a.m. Enjoy a tropical breakfast buffet at the Hard Rock Cafe.
- 8:30 a.m. Board the bus and depart for the Aviation Museum.

St John Vianney Elementary, Grade 8

- 9:00 a.m. Canada's high-flying past is celebrated at the National Aviation Museum. A museum tour guide gives students a chance to view part of this incredible collection of aircraft up close and explains Canada's role in aviation history.
- 10:30 a.m. Board the bus and depart for the Byward Market.
- 11:00 a.m. Group makes own arrangements for lunch in the Byward Market.
- 12:00 p.m. Students attend a special Ash Wednesday Mass at the beautiful Notre Dame Basilica.
- 1:30 p.m. Board the bus and depart for Windsor. Rest and meal stops are made en route.
- 6:30 p.m. Drop of your Keating Guide at the Pickering GO station.
- 10:30 p.m. Arrive at St. John Vianney School.

OUR COORDINATOR: Ms. Pam Prsa (42 + 4) St John Vianney Elementary, Grade 8

MEAL PLAN: 4 meals included

Note: Travel times on the first and last day depend upon traffic and weather.

Important Numbers:

- Toronto Office..... 1-416-974-9600 or 1-800-387-4446
- Ottawa Office ..... 1-613-237-9001



# 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](http://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 Board  
Director of Education: Mr. M. Moher

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

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September 28, 2004

Dear Parents,

Even though the school year has barely begun, the planning for the Grade 8 trip is already under way. This year we would like our grade eight students to have the opportunity to experience our country's capital, Ottawa. In Ottawa, the students will take part in a wide range of engaging activities, from outdoor pursuits, to tours of the Parliament Building and museums in Ottawa and Gatineau, Quebec.

This three day, two-night trip will be well supervised by the Grade 8 teachers and other staff, as well as by the tour company's guides and security. This trip is based on a minimum of 60 paying passengers.

The proposed date for this trip is Tuesday, February 15, 2005 to Thursday, February 17, 2005. Our projected cost per students is \$375.00. This fee includes:

- Roundtrip transportation via motor coach for the entirety of the trip
- Two night hotel accommodation
- Keating Tour guide
- Night supervision by a security officer at the hotel
- Activities (Dog sledding, Lone Star Ranch dinner and sleigh ride, museum tours, Winterlude activities, etc)
- Two dinners and two breakfasts at sit-down restaurants in Ottawa (as well as meal money for return trip dinner)

Payment for this trip will be made in two installments. A **\$75.00 (NON-REFUNDABLE as per tour company policy)** deposit is required no later than **Friday, October 15, 2004** in order to reserve your child's spot for this once-in-a-lifetime opportunity. The remainder of the balance is **due in full by Friday, December 10, 2004.**

Fundraising will be used as a means of making the trip less costly for families. In this case, any profits will be applied directly to the student who helped to raise them (only students who wish to raise funds will benefit from the fundraising). Families who do not wish to participate in fundraising events will be expected to pay the full fees for the trip.

Families who do not feel that they have the means to pay for the trip are urged to contact Mr. Freeman, as we do not wish to have any student left behind due to financial reasons.

We have enclosed last year's itinerary as a sample of what students might expect.

Over...



# 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](http://www.wecdsb.on.ca/137)

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

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

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Since the focus of this trip is both leadership and responsibility, there is a certain level of expectation attached to being allowed to participate in this outing. Students who have not met the criteria set forth by all classroom teachers will be excluded from this trip. Behaviour, work habits, and attitude are prime factors in this assessment. The following will be used as criteria:

1. Continual disruptiveness/ inattentiveness in class
2. Habitual, inefficient use of time
3. Numerous incomplete assignments
4. Frequent absenteeism/lateness
5. Inappropriate behaviour and attitude

We are implementing a 10-letter system based on the words, "OTTAWA TRIP". For each infraction of the above criteria, your child will have one letter removed. When all ten letters have been consumed, he/she will forfeit the opportunity to go on our Ottawa trip. Please be assured that this decision will not be based on an isolated incident, but rather on repeated failure to meet the criteria. Our company policy does not allow for a refund of the \$75.00 deposit.

Thank you,

Mrs. Lacasse and Mr. Tremblay





# 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:**  
October 12, 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

**SUBJECT:** **HOLY NAMES SECONDARY SCHOOL**  
**- Disney World, Florida – Concert Band and Festival –**  
**Performance Tour - May 19 to 23, 2005**

### RECOMMENDATION:

**That the Board approve the Holy Names Catholic High School – Disney World, Florida, field trip for May 19 to 23, 2005.**

### 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
- Itinerary for the Disney Performance Tour
- Letter from R. Jobin, Music Director and J. Minello, Principal



### Request for Approval of Field Trip

<b>School</b>	Holy Names High School		<b>Date of Trip</b>	Ex. mm/dd/yyyy May 19th-23, 2005
<b>Destination</b>	Disney World, Florida		<b>Mode of Transportation</b>	plane
<b>School Departure Time</b>	4:30am	<b>School Arrival Time</b>	6:30pm	<b>Name of Carrier</b>
<b># of Male Students</b>	30	<b>Grade of Students</b>	9 to 12	Northwest Flight #432
<b># of Female Students</b>	50	<b>Personal Cost Per Student</b>	\$400.00	<b>Number of Supervisors</b>
<b>Total Cost Per Student</b>	\$1100.00			Female <input type="text" value="6"/> Male <input type="text" value="4"/>
				<b>Travel Company Involved</b>
				Self-directed

#### EDUCATIONAL RATIONALE

<b>Name of Teacher</b>	Rose Jobin
<b>Purpose of Trip</b>	Cultural, educational, performance and workshop experiences with Disney Professionals
<b>Relationship to Students' Program/Course</b>	Holy Names Concert Band and Festival Choir members
<b>Pre-Trip Preparation(s) by Students</b>	Rehearse quality repertoire to fill a one hour time slot at Disney World
<b>Follow-Up Activities Planned</b>	Evaluate video and audio performances - discuss experiences
<b>If Activity is Occuring over a Weekend Indicate Plans for Students to Attend a Eucharistic Celebration</b>	Sunday Mass at Mary Queen of the Universe Shrine, Orlando, Florida

<b>Date Submitted</b>	10/01/2004	<b>Name of Teacher</b>	Rose Jobin
<b>Approval Date</b>		<b>Name of Principal</b>	Jim Minello
<b>Approval Date</b>		<b>Name of Superintendent</b>	Joseph Berthiaume
<b>Approval Date</b>		<b>Board of Trustees Approval (per Superintendent)</b>	

**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.

**Holy Names Music Department  
Disney Performance Tour  
Orlando Florida May 19-23, 2005**

<b>Thursday May 19</b>	4:30 AM 6:40 AM 9:18 AM 11:00 AM  6:00 PM	Leave Holy Names for Detroit Metro Airport Northwest Flight #432 leaves for Orlando Arrive in Orlando and meet ground transportation Check-in at Disney All Star Music Resort - store luggage as rooms will not be ready Group will have lunch and spend the afternoon exploring EPCOT Meet back for check-in and dinner at the resort Buffet Dinner at the resort (COUPON PROVIDED) Evening is free to enjoy the fabulous Guitar and Piano pools at the resort.
<b>Friday May 20</b>	8:00 AM  5:00 PM 5:45 PM	THIS IS A PERFORMANCE/WORK SHOP DAY (more details will be provided once confirmed by Disney) Performance Breakfast & Orientation Performance Day - Choir, Concert Band & Jazz Band Work Shops Meet and freshen up for our evening out Leave by bus for Orlando Broadway Dinner Theatre to see The Sound of Music (INCLUDES BUFFET DINNER)
<b>Saturday May 21</b>	8:00 AM  6:00 PM	Breakfast at Resort (COUPON PROVIDED) Enjoy the day at Disney's MAGIC KINGDOM and MGM STUDIOS Dinner at All Star Music resort (COUPON PROVIDED) Return to Disney to see a Disney Show and the Fireworks
<b>Sunday May 22</b>	7:30 AM 8:30 AM 9:30 AM  11:30 AM 6:30 PM 7:30 PM	Early Breakfast (COUPON PROVIDED) Meet local transportation to Church Mass at Mary, Queen of the Universe Shrine Choir will have the opportunity to participate in parts of the mass with the professional choir at this church Enjoy your afternoon at Disney's TYPHOON LAGOON Meet back at the resort to freshen up for dinner Leave for dinner at "The Rain Forest" (PRE-SET MENU)
<b>Monday May 23</b>	9:00 AM 10:00 AM  1:00 PM 3:35 PM 4:11 PM 6:30 PM	Breakfast (COUPON PROVIDED) Check-out All bags packed and brought to storage Free time to enjoy the sun and pools or shopping at Disney's Main Street Meet ground transportation to Orlando Airport Northwest Flight # 429 leaves for Detroit Arrive in Detroit and meet transportation back to Holy Names Welcome Home!

**Cost \$1100 CAN Includes: 4 breakfasts and 4 dinners as noted  
all park entrance and workshop fees  
medical and cancellation insurance  
accommodations (students 4 per room)**

**Students are responsible for: Lunch each day, breakfast at the airport and any souvenirs .**

September 28, 2004

Dear Mr. Berthiaume;

Would you kindly grant the Holy Names Concert Band and Festival Choir permission to travel to Disney World, Orlando, Florida, May 19-23, 2005? The purpose of this trip is to give 14-18 year old Band and Choir members, cultural, educational and performance experiences that relate to band and choir involvement at Holy Names High School.

The band/choir from Holy Names High School travel annually and have performed nationally at Music Fest Canada in such cities as Vancouver, Calgary, Toronto, and Ottawa. In May, 2004, the band and choir performed at the Atlantic Band Festival in Halifax, Nova Scotia and experienced the cultural of eastern Canada. The highlights of their travels occurred during the European Tour in 2001 when they performed for a Mass at the Vatican in Rome and for a memorial service at the foot of Vimy Ridge, Paris, France. Travel has become a very important component for the success of the music program at Holy Names because it provides a motivational factor in band/choir membership, attendance and performance level.

The Music Parent's Support Group together with the music students are planning various fundraising events to help defray the costs of the trip to Orlando, Florida. Such fundraisers include: a Silent Auction/Dinner at Ciociaro Club, December 3<sup>rd</sup>, Citrus Fruit Sales during the months of November and December and a Polar Bear Steak Dinner, February 4<sup>th</sup>/5<sup>th</sup>, 2005 at the South Windsor Knights of Columbus. Most students take advantage of these great fundraising opportunities.

Thank you for your continuous support. Please refer to the attached tentative trip agenda which includes a choir performance for a Mass at Queen Mary of the Universe Shrine in Orlando, on Sunday, Nov 22, 2005. If you have any questions, please feel free to call me at home (735-2206) or at school (966-2504).

Sincerely,

Jim Minello

Rose Jobin (Music Director)

Jim Minello (Principal)



# 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:**  
October 12, 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  
**SUBJECT:** **HOLY NAMES SECONDARY SCHOOL**  
- Washington, D.C., Exploring historical and global significance  
of Washington, D.C. - November 10 to 13, 2004

### RECOMMENDATION:

**That the Board approve the Holy Names Catholic High School –  
Washington, D.C. field trip for November 10 to 13, 2004.**

### 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
- Rationale for Washington, D.C. Field Trip



### Request for Approval of Field Trip

<b>School</b>	Holy Names High School		<b>Date of Trip</b>	Ex. mm/dd/yyyy 11/10/2004 - 11/13/2004	
<b>Destination</b>	Washington, D.C.		<b>Mode of Transportation</b>	Motor Coach	
<b>School Departure Time</b>	7am	<b>School Arrival Time</b>	7am	<b>Name of Carrier</b>	School Voyageurs
<b># of Male Students</b>	19	<b>Grade of Students</b>	11 and 12	<b>Number of Supervisors</b>	Female <input type="text" value="2"/> Male <input type="text" value="2"/>
<b># of Female Students</b>	21	<b>Personal Cost Per Student</b>	\$350.00	<b>Travel Company Involved</b>	School Voyageurs
<b>Total Cost Per Student</b>	\$350.00				

#### EDUCATIONAL RATIONALE

**Name of Teacher** Mr. Christopher Lanspeary, Ms. Patricia Bondy; Ms. Shayne Vleck, TBA

**Purpose of Trip** Exploring the historical and global significance of Washington, D.C.

**Relationship to Students' Program/Course** The students of American History, Modern Western History, World Issues,

**Pre-Trip Preparation(s) by Students** Students will have studied most of the places and events prior to the trip as par

**Follow-Up Activities Planned** Students will be asked to place these sites in the context of the course through

**If Activity is Occuring over a Weekend Indicate Plans for Students to Attend a Eucharistic Celebration** Students will be visiting The National Cathedral

<b>Date Submitted</b>	09/17/2004	<b>Name of Teacher</b>	Chris Lanspeary
<b>Approval Date</b>	09/24/2004	<b>Name of Principal</b>	Jim Minello
<b>Approval Date</b>		<b>Name of Superintendent</b>	Joseph Berthiaume
<b>Approval Date</b>		<b>Board of Trustees Approval (per Superintendent)</b>	

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**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.

# **Rationale for Washington, D.C. Field Trip**

## **INTRODUCTION**

A field trip to Washington D.C. is beneficial to both geography and history classes. The Grade 11 American History and the Grade 12 Modern Western History courses examine the major role that the United States has played in the last two hundred years. History students examine the roots of the American Revolution, the heroes and villains of the War of Independence, the novelty and significance of the American Constitution and the great experiment in democracy that it set out to achieve as part of the curriculum set out by the Ministry of Education. The national capital of the United States is often discussed in the Grade 12 World Issues class. Washington, D.C. is an extraordinary example of the extreme power that the United States holds on an international level. The grandeur of the American capital is often reflected in the media and it is also reflected predominantly in American society. One of the core foundations of the Grade 11 Travel and Tourism course is the concept of regions. Washington D.C would be an excellent model for students to examine as world-class city and major political region. Student will also be able to analyze the characteristics of Washington as a touring region using a variety of criteria.

The trip to Washington D.C. will provide the students with first -hand experiences that will reinforce what has been studied and will provide a springboard for further discussion and investigation. Students will stand at the foot of the Lincoln Memorial where Martin Luther King Jr. delivered his "I Have a Dream"; in the Smithsonian Institute they will view the great artifacts/discoveries of history, science and geography. Other attractions we hope to visit will be the Vietnam War Memorial (and various other memorials), Arlington cemetery, Lincoln Theater and numerous other famous sites of interest.

History classes will have studied the cause and impact of America's entry into both world wars, Korea and Vietnam and to view the memorials will give a lasting impact on their sacrifices. Geography classes will witness the physical features of the location and the nationalistic nature of American society. A visit to Washington allows the students to see the manifestation of the ideas and events they have studied and will continue to learn about in the weeks following the field trip.

## **SPECIFIC MINISTRY OF EDUCATION EXPECTATIONS**

### **CGW4U: Canadian and World Issues: A Geographic Analysis**

- identify the social, economic, cultural, and political components of selected geographic issues;
- identify similarities and differences in the economic and political aspirations of selected regional or cultural groups within different countries;
- select and compare statistical indicators of quality of life for a variety of countries of the world;
- analyze the impact of urbanization and urban growth on natural and human systems
- analyze geopolitical relationships between selected countries and regions
- using field study techniques, collect data and analyze the data to identify patterns and relationships

### **CGG30: Regional Geography: Travel and Tourism**

- demonstrate an understanding of different types of regions;
- analyze the major characteristics of selected regions in terms of natural, cultural, economic, and political criteria;
- identify significant global tourist attractions;

- select criteria and compare travel and tourism characteristics for a world class city-centered region;
- demonstrate an understanding that the travel and tourism industry consists of many interconnected components.

### **CHA3U: American History**

- describe how regional identities emerged in the United States, and how they have changed over time;
- assess the factors that have contributed to the United States' status as a world power;
- describe the events that marked profound changes in American history;
- describe the roles played by key individuals in the process of change in American history;
- describe the theory and practice of the American system of government.

### **CHY4U: World History: The West and the World**

- describe the development of modern urbanization;
- assess the influence of key individuals and groups who helped shape Western attitudes to change;
- explain how viewing events in chronological order and within a specific period provides a basis for historical understanding;
- describe key social developments that have occurred as a result of Western technological innovations;
- demonstrate an understanding of the consequences of global economic interrelationships that developed in the twentieth century.



# Sample - Final 1 BA

Handout - Oct 12

## SCHOOL VOYAGEURS

A Division of New Dimensions Travel and Tours

55 EGLINTON AVENUE EAST, SUITE 406, TORONTO, ON, M4P 1G8

TEL. 416 486 8410 FAX: 416-486-7118

Toll Free 1-800-267-6425 1-800-237-8604

WEBSITE: [www.schoolvoyageurs.com](http://www.schoolvoyageurs.com)

Sample Itinerary Prepared For: **Holy Name High School**

Travelling to: **Washington**

Dates: **Wednesday, [REDACTED], 2004 to Saturday, [REDACTED], 2004**

Prepared By: **Paul Pettipiece**

### Wednesday, [REDACTED], 2004

NOTE: Please abide by US Federal laws regarding your coach driver's hours

Motor Coach Transportation

Depart for Washington, appropriate rest and meal stops will be made en route

Immigration at Border crossing

Lunch & dinner at your own cost en route

Accommodation at the Comfort Inn Springfield

Note: You will not have use of your coach until tomorrow - transfers are at your own cost, or by foot

### Thursday, [REDACTED], 2004

Deluxe continental breakfast at the Hampton/Comfort Inn Springfield

Free time for shopping at the Potomac Mills Mall

Lunch at your own cost at the Potomac Mills Mall

Visit the Mount Vernon Estate, home of George Washington

Visit Arlington National Cemetery

Dinner at your own cost

Evening illuminated guided coach tour of Washington D.C., led by a local guide

Return to accommodation by coach & settle in rooms

### Friday, [REDACTED], 2004

Deluxe continental breakfast at the Hampton/Comfort Inn Springfield

Room inspection & loading of luggage

Note: Upon arrival at the Ford Theater you will not have use of your coach today until departure for home - transfers are at your own cost, or by foot

Visit Ford's Theatre and the Lincoln Museum

Visit the National Museum of American History including special exhibit "Brown V. Board of Education"

Lunch at your own cost en route

Timed-ticket visit to the US Holocaust Memorial Museum - subject to availability

Visit your choice of the Smithsonian Institution Museums

Dinner at your own cost

Depart on a continuous overnight drive

### Saturday, [REDACTED], 2004

Immigration at Border crossing

Approximate time of arrival at your school



# 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:**  
October 12, 2004

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

**PRESENTED BY:** Senior Administration

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

**SUBJECT:** **SPECIAL EDUCATION ADVISORY COMMITTEE MEETING**

### RECOMMENDATION:

**That the Board receive the Minutes of the June 17, 2004 Special Education Advisory Committee meeting.**

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### BACKGROUND:

All Minutes of the Special Education Advisory Committee meetings are to be received by the Board.

### FINANCIAL:

n/a

### COMMENTS:

n/a

### TIMELINES:

Meeting date: June 17, 2004

### APPENDICES:

- Minutes of June 17, 2004 SEAC meeting.

/psh/M05/04 09 24



## Windsor-Essex Catholic District School Board

385 Cameron Avenue, Windsor, ON N9B 1Y8

Phone: (519) 253-2481

Fax: (519) 253-0620

### SPECIAL EDUCATION ADVISORY COMMITTEE

**Minutes** of a meeting of the Special Education Advisory Committee, Thursday, June 17, 2004, 7:30 p.m., in Committee Room "B", Civic and Education Centre, Essex.

Present:	Lisa Soulliere	Trustee Member (Chair)
	Gerry Gignac	Learning Disabilities Association (Vice-Chair)
	Mary DiMenna	Trustee Member
	Michelle Friesen	Integration Action for Inclusion
	Michelle Mastellotto	Down Syndrome Parent Association
	Deborah Rollier	WCLSS/ECACL
	Jennifer Jaco-McKay	Association for Bright Children
	Jane Wysman	Member-at-large, High School Council
	Janet Ouellette	Superintendent
	Cathy Geml	Principals' Association/Supervisor

The Chair called the meeting to order and the SEAC prayer was read together. Regrets were noted from M. Nouvion.

There were no Agenda questions from observers.

#### Approval of Agenda:

**Motion by M. Friesen and J. Jaco-McKay that the Agenda be approved as printed and circulated. CARRIED.**

There was no disclosure of pecuniary interest.

#### Approval of Minutes:

**Motion by M. Mastellotto and J. Jaco-McKay that the Minutes of the May 27, 2004 meeting be approved as printed and circulated. CARRIED.**

#### Business Arising:

Notice of Motion – by M. Friesen: That SEAC cannot recommend that students be excluded from their neighbourhood schools based on physical accommodations.

**Motion by M. Friesen and J. Wysman.**

**Amendment by M. Friesen and J. Wysman that SEAC recommends to the Board that students not be excluded from their neighbourhood schools based on physical accommodations. MOTION AS AMENDED CARRIED.**

Notice of Motion - by M. Friesen: That SEAC recommends to the Board that programs be developed based on individual needs, rather than based on group programming.

**Motion by M. Friesen and J. Wysman.**

**Amendment by M. Friesen and J. Wysman that SEAC recommends that the Board develop a model that does not create mandatory congregated classes based on diagnosis; that individual programs continue to be developed based on the strengths and needs of each student, including educational goals, with support to fully participate in the regular stream as a priority for those who need it.**

**MOTION AS AMENDED CARRIED.**

An information package titled Pre-K to Grade 12 Gifted Program Standards, by the National Association for Gifted Children, was distributed to the SEAC members.

Notice of Motion - by J. Jaco-McKay: That SEAC recommends to the Board that congregated classes be held regularly and frequently throughout the year for children who are gifted, so that they may reach their full potential.

**Motion by J. Jaco-McKay and D. Rollier that SEAC recommends to the Board that congregated classes be held regularly and frequently throughout the year for children who are gifted, so that they may reach their full potential. CARRIED.**

Notice of Motion - by J. Jaco-McKay: That SEAC recommends to the Board that the gifted program be a continuum of services from Kindergarten through Grade 12.

**Motion by J. Jaco-McKay and M. Mastellotto that SEAC recommends to the Board that the gifted program be a continuum of services from Kindergarten through Grade 12. CARRIED.**

Information Items:

Special Education Budget Report:

J.Ouellette noted that the original request for an additional person in psychological services, and two additional Behavioural Specialists will not be put forward to the Board unless the Cycle 5 funding is received. Further discussion was held concerning the report.

**Motion by J. Jaco-McKay and M. Mastellotto that the Board hire an additional staff member in psychological services to a total of four, and two additional Behavioural Specialists, for a total of ten, to benefit children with special needs. CARRIED.**

It was noted that the amount of money being spent on lunchtime supervision amounts to half the deficit amount stated in the budget report.

**Motion by M. Mastellotto and G. Gignac that the letters from the Durham District School Board and the Windsor-Essex Catholic District School Board be received. CARRIED.**

Report from Chair:

- A letter from the Minister of Education regarding Cycle 5 funding was read by the Committee members.
- A request from the Autism Society that associations write to the Premier concerning Autism treatment for Ontario children was distributed.
- The SEAC Chair and Superintendent will meet to schedule SEAC meetings and prepare agenda content for the coming year. Any requests for presentations or

topics should be emailed to L Soulliere - lisa\_soulliere@wecdsb.on.ca, or P. Hickmott - pat\_hickmott@wecdsb.on.ca.

Report from Trustees:

M. DiMenna noted that the recommendations from the May 27<sup>th</sup> SEAC meeting have not been brought forth as there has been no budget meeting. They will be presented at the budget meeting, and as part of the SEAC Minutes at the August 31<sup>st</sup> Board meeting.

Report from Special Education Personnel:

The Special Education Plan amendments were reviewed and discussed.

**Motion by G. Gignac and D. Rollier that SEAC approve the amendments to the Special Education Plan and forward them to the Board for approval.  
CARRIED.**

J. Ouellette informed the Committee members that a team of L. Soulliere and the two members of the Expert Panel interviewed 12 candidates for the four new coordinator positions. The new Special Education coordinators are Filomena Greco, Tony Gebrail, Pam Prsa, and Ellen Sebben-Cerchie. Each will have two families of schools, and will be introduced to the SEAC members at the September meeting.

New Business:

Suggestions for future SEAC Agenda items:

- Behaviour Program
- Restraining
- Presentation - Down Syndrome
- Presentation - Learning Disabilities
- Presentation - Integration Action for Inclusion

The closing prayer was led by Janet Ouellette.

**NEXT MEETING  
BOARD OFFICE  
1325 California Ave.**

**SEPTEMBER 23, 2004  
6:30 P.M.**

Patricia Hickmott  
Recording Secretary

E&OE/psh/M06seac/04/08/17