



Windsor-Essex Catholic District School Board

1325 California Avenue, Windsor, Ontario N9B 3Y6

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

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

REGULAR BOARD MEETING

Tuesday, February 8, 2005

Windsor Essex Catholic Education Centre
1325 California Avenue, Windsor

AGENDA

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 - Pursuant to the Municipal Conflict of Interest Act.
7. Presentations
 - a. Board Pathways Committee – J. Ouellette/L. Staudt
8. Delegations
 - a. Delegation Regarding Items Not on the Agenda
3:11.1 Any person(s) wishing to make a formal presentation to the Board shall make their intent known, in writing, to the Secretary at least one week prior to the regular meeting. They shall briefly explain in their petition the nature of their business. Discussion shall be limited to the petition and shall be not longer than ten (10) minutes. The time limit can be waived by the consent of the majority of the Board.
 - b. Delegations Regarding Items On the Agenda
3:11.2 Any person(s) wishing to appear before the Board and speak on an item appearing on the agenda of the Board Meeting has until NOON of the day of the Board meeting to make a request to the Secretary. They shall explain briefly the nature of their business. The discussion shall be limited to the item on the agenda and shall be no longer than ten (10) minutes.

9. Action Items	
a. Approval of Minutes	
i) Minutes of the In-Camera Meeting, January 25, 2005	
ii) Minutes of the Regular Meeting, January 25, 2005	1 - 7
b. Items From In-Camera Meeting of February 8, 2005	
10. Communications	
a. External (Associations, OCSTA, Ministry)	
i) Letter from Premier McGuinty dated January 20, 2005 re South Asia Relief Efforts	8
b. Internal (Reports from Administration)	
i) Report: Administrative Staff Report (J. Berthiaume)	9 – 10
ii) Report: Report to the Audit Committee (P. Marchini/K. Gignac)	11 – 13
iii) Report: Minutes of High School Council Meeting – November 25, 2004 (J. Berthiaume/J. Byrne)	14 – 17
iv) Report: Fiscal 2005 Special Education Budget Report – September 1, 2004 to January 12, 2005 (P. Marchini/K. Gignac)	18 – 20
11. Unfinished Business	
12. New Business	
a. Report: Board Resolution for Temporary Borrowing (P. Marchini/K. Gignac)	21 – 22
b. Report: School Beverage Vending Machine Tender (P. Marchini/C. Marier)	23 – 30
c. Report: Campus Ministry Services – St. Michael’s Catholic High School (J. Ouellette)	31 – 32
d. Report: Ontario Association of Parents in Catholic Education (OAPCE) – 2005 Membership Fees (M. Moher)	33 – 36
e. Field Trips:	
i) St. Gregory Catholic Elementary School – Toronto/Midland	37 – 42
ii) St. Peter Catholic Elementary School field trip to Toronto	43 – 46
iii) St. Joseph Catholic High School – New York	47 – 53
iv) St. Joseph/St. Anne Catholic High Schools – Washington	54 – 60
13. Committee Reports	
a. Special Education Advisory Committee (SEAC) - Minutes of November 25, 2004 Meeting (J. Ouellette)	61 - 65
b. Ad Hoc Elementary Uniform Committee – Interim Report (J. Berthiaume)	66 - 72
14. Notice of Motion	
15. Remarks and Announcements	
a. Chairperson	
b. Director of Education	
c. Board Chaplain	

16. Remarks/Questions by Trustees

17. Pending Items

- 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 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, February 22, 2005 – 7:00 p.m.
- Tuesday, March 8, 2005 – 7:00 p.m.
- Tuesday, March 29, 2005 – 7:00 p.m. (**NOTE NEW DATE**)
- Tuesday, April 12, 2005 – 7:00 p.m.
- Tuesday, April 26, 2005 – 7:00 p.m.
- Tuesday, May 10, 2005 – 7:00 p.m.
- Tuesday, May 24, 2005 – 7:00 p.m.
- Tuesday, June 14, 2005 – 7:00 p.m.
- Monday, June 27, 2005 – 7:00 p.m. (**NOTE NEW DATE**)

20. Closing Prayer

21. Adjournment

John Macri
Board Chairperson

Michael Moher
Director of Education & Secretary



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, January 25, 2005 Windsor Essex Catholic Education Centre 1325 California Avenue, Windsor

MINUTES

PRESENT

Trustees:

F. Alexander	P. Keane
M. DiMenna	J. Macri, Chair
B. Holland	S. Porcellini
C. Janisse	L. Soulliere
Rev. L. Brunet, Board Chaplain	

Regrets:

J. Courtney, Vice-Chair
Student Trustee Deschamps
Student Trustee (Alternate) Limarzi

Administration:

M. Moher (Resource)	P. Littlejohns
J. Berthiaume	T. Robins
P. Marchini	K. Goetz
J. Ouellette	G. McKenzie

Recorder:

D. Steffens

1. Call To Order - Chair Macri called the meeting to order at 7:15 p.m.
2. Opening Prayer - Father Brunet opened the meeting with a prayer.
3. Recording of Attendance – Trustee Courtney, Student Trustee Deschamps and Student Trustee (Alternate) Limarzi sent regrets.
4. Approval of Agenda - Chair Macri indicated that the handout pertaining to agenda item 10b (iv) *Capital Strategic – Blueprint for the Future – 2004 - 2006* was previously couriered to trustees.

Moved by Trustee DiMenna and seconded by Trustee Holland that the January 25, 2005 Regular Board meeting agenda be approved as distributed. Carried.

5. Questions Pertaining to Agenda – None.
6. Disclosure of Interest - Pursuant to the Municipal Conflict of Interest Act. – None.

7. Presentations

- a. H. J. Lassaline Catholic Elementary School Webpage (D. Baggio)

Principal Doris Baggio, Head Teacher Janice Semeniuk and Educational Assistant/ Web Master Linda Parchoma were present to provide an overview of H. J. Lassaline Catholic Elementary School webpage. The webpage highlights the school's catholicity and faith initiatives and serves as a communication tool to provide parent information, school history and current events affecting the school community.

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, January 11, 2005

Moved by Trustee Keane and seconded by Trustee Porcellini that the minutes of the In-Camera meeting of January 11, 2005 be adopted as distributed. Carried.

- ii) Minutes of the Regular Meeting, January 11, 2005

Moved by Trustee Soulliere and seconded by Trustee DiMenna that the minutes of the regular meeting of January 11, 2005 be adopted as distributed. Carried.

- b. Items From In-Camera Meeting of January 25, 2005

Trustee DiMenna reported that the Windsor-Essex Catholic District School Board convened a closed Committee of the Whole meeting on January 25, 2005, 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, Porcellini and Keane declared a conflict of interest in the In-Camera Session and excused themselves from the relevant discussion items.

Moved by Trustee DiMenna and seconded by Trustee Janisse that the recommendations and directions of the Committee of the Whole Board at its meeting of January 25, 2005 be approved. Carried.

Trustee DiMenna made the following announcement:

- o Extension of retirement for one additional school year for W. Clemens in accordance with Board Policy H:12

10. Communications

a. External (Associations, OCSTA, Ministry) – None.

b. Internal (Reports from Administration)

i) Report: Administrative Staff Report

Moved by Trustee Alexander and seconded by Trustee DiMenna that the Board receive the *Administrative Staff Report* on hiring, retirement and resignation of staff dated January 25, 2005 for information. Carried.

ii) Report: Emergency Response Program

Superintendent Marchini reported that Gary McKenzie, Health and Safety Officer, in cooperation with administration from the St. Clair Catholic District School Board and the Lambton Kent District School Board, developed a comprehensive manual to be used as a reference guide for school administrators when dealing with various school emergencies. Training of school teams will start as soon as possible so that within the next year the program will be completely implemented. Mr. McKenzie responded to trustee questions regarding the emergency response to catastrophic events and the need for on-going training due to staff movement.

Moved by Trustee Porcellini and seconded by Trustee DiMenna that the Board receive the report *Emergency Response Program* as information. Carried.

iii) Report: Trustee Attendance – June to December 2004

Moved by Trustee Alexander and seconded by Trustee Soulliere that the Board receive the report *Trustee Attendance – May 2004 to December 2004* as information. Carried.

iv) Report: Capital Strategic – Blueprint for the Future – 2004 - 2006

Director Moher presented the report *Capital Strategic – Blueprint for the Future – 2004 – 2006* that provides an annual administrative review of the Board's capital needs and commitments. From this administrative review, the Board determines whether or not further action is required to address accommodation issues for particular planning areas. Superintendent Marchini indicated that, since the closure of seven elementary schools in June 2001, the Board has completed or approved twenty capital projects. The estimated total costs of the twenty projects, including St. Anne High School, St. Joseph High School and St. Anthony Elementary School are \$141,502,966.

Superintendent Marchini provided an overview of the New Pupil Place Grant (NPPG) Revenue Schedule (Appendix A) and indicated the Board is bringing in enough revenue to meet the debenture costs as we have committed to for the next 25 years. However, unless financial conditions change (e.g., Ministry funding formulas and foundation grants) or enrolment projections increase, the Board is not in a financial position to add new major capital projects.

Moved by Trustee Janisse and seconded by Trustee Porcellini defer receipt of the Capital Strategy – Blueprint for the Future - 2004- 2006 for one month to study the document and have more input. *Motion withdrawn.*

After further discussion, Trustees agreed to schedule a Study Session prior to the end of March to review the planning document in-depth.

Moved by Trustee Keane and seconded by Trustee Soulliere that the Capital Strategy – Blueprint for the Future - 2004- 2006 be received as information. Carried.

11. Unfinished Business – None.

12. New Business

- a. Notice of Motion: Trustee Alexander (from December 14, 2004) - Trustee Alexander indicated that he is withdrawing this notice of motion after discussion with the School Council Chair who indicated the parents and stakeholders would like more time to be involved in the process.
- b. Notice of Motion: Trustee Porcellini (from January 11, 2004) - Trustee Porcellini withdrew the notice of motion in light of the study session which will be scheduled to discuss the *Capital Strategic – Blueprint for the Future – 2004 – 2006.*
- c. Report: Replacement of Maintenance Vehicles

Tim Robins, Controller of Facilities Services reported that the Facilities Services department, with the assistance of an external expert in vehicle fleet management, recently conducted a review of the Board's vehicles. The resulting Fleet Vehicle Assessment report recommended a replacement strategy of five vehicles for the 2005 fiscal year.

Moved by Trustee Alexander and seconded by Trustee Porcellini that the Board approve the replacement of five (5) maintenance vehicles; and that funding to purchase the new vehicles, in the estimated amount of \$200,000.00, be funded through the Board's Working Fund Reserve. Carried.

- d. Report: Energy Conservation Plan

Tim Robins, Controller of Facilities Services and Karen Goetz, Coordinator of Energy and Building Systems, provided an update on the implementation of the Board's Energy Conservation Plan. The initial plan, approved by Trustees in April 2004, followed the National Resources Canada (NRCAN) requirement of a phased approach. Since then, NRCAN has lifted its two-phase approach requirement and is allowing organizations the flexibility of completing the projects in any order within the allotted time frame.

The facility renewal project involves completing the installation of building management systems throughout the system over the next eight months. In addition, with the implementation of the building management system, the Board will have the necessary infrastructure and opportunity to

upgrade school security by implementing access card entry. September 2005 is the targeted completion date.

Moved by Trustee Alexander and seconded by Trustee Holland that the Board approve the expenditure of approximately \$400,000.00 to complete the Building Management Systems – Automated Controls project and that funding be taken from the Board’s Working Fund Reserve. Carried.

- e. Report: Board Meeting Schedule for Remainder of 2004- 2005 School Year
Moved by Trustee Keane and seconded by Trustee DiMenna that the Board reschedule the Regular Board meeting of Tuesday, March 22 to Tuesday, March 29, 2005 and the Regular Board meeting of Tuesday, June 28 to Monday, June 27, 2005. Carried.
- f. Report: Report: Boundary Change: Cardinal Carter and St. Thomas Of Villanova Catholic High Schools

Superintendent Ouellette reported that a small boundary adjustment between St. Thomas of Villanova and Cardinal Carter would enable the entire town of Essex and therefore most of the students of Holy Name to be directed to Cardinal Carter which has space, rather than St. Thomas of Villanova which is over crowded. The boundary change will take place immediately and will affect the 2005 grade 8 graduating class from Holy Name Catholic Elementary School. A public consultation process was conducted with parents from Holy Name, which included an initial meeting to explain the change and a follow-up meeting to address any concerns.

Moved by Trustee Holland and seconded by Trustee DiMenna that the Board approve the boundary change for Cardinal Carter and St. Thomas of Villanova Catholic high schools as outlined below (Appendices A and B.) Carried.

- g. Field Trip:
 - i) Catholic Central High School – Chicago, IL
Moved by Trustee Holland and seconded by Trustee Janisse that the Board approve the Catholic Central High School – Chicago, Illinois Trip re performances by Catholic Central High School music ensembles for May 12 – 15, 2005. Carried.

13. Committee Reports – None.

14. Notice of Motion – None.

15. Remarks and Announcements

- a. Chairperson Macri indicated that he had no comments this evening.
- b. Director of Education Moher thanked employees and students of the Board who have collected a total of \$91,828 for the Tsunami relief effort. Director Moher also reported that JK/SK Kindergarten registration activities would occur from February 14 to 25th.

- c. Board Chaplain Brunet echoed comments by Director Moher regarding the generosity and caring of our Catholic school community in their outreach to the victims of the Tsunami in South Asia.

16. Remarks/Questions by Trustees

- Trustee Holland congratulated Director Moher on the enrolment presentation he provided at the OCSTA Conference for Chairs, Vice-Chairs and Directors.
- Trustee DiMenna reminded trustees to provide feedback on the discussion paper related to the importance of Special Education Advisory Committees.
- Trustee Porcellini requested elementary enrolment figures in Ward 3 for the period of 1999 to 2003 including schools that no longer exist and requested a list of upcoming major reports to the Board. Trustee Porcellini congratulated Catholic Central High School basketball teams on remaining undefeated.
- Trustee Janisse sought clarification on the criteria to implement an education development charge and asked that documentation be available for discussion at the upcoming Study Session. Trustee Janisse asked that trustees be provided adequate time to review large documents prior to being presented at Board meetings.

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 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 – Not required.

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

- Tuesday, February 8, 2005 - 7:00 p.m.
- Tuesday, February 22, 2005 – 7:00 p.m.
- Tuesday, March 8, 2005 – 7:00 p.m.
- Tuesday, March 29, 2005 – 7:00 p.m. (**NOTE NEW DATE**)
- Tuesday, April 12, 2005 – 7:00 p.m.
- Tuesday, April 26, 2005 – 7:00 p.m.
- Tuesday, May 10, 2005 – 7:00 p.m.
- Tuesday, May 24, 2005 – 7:00 p.m.
- Tuesday, June 14, 2005 – 7:00 p.m.
- Monday, June 27, 2005 – 7:00 p.m. (**NOTE NEW DATE**)

20. Closing Prayer – Father Brunet closed the meeting with a prayer.
21. Adjournment - There being no further business, the Regular Meeting of the Board of January 25, 2005 adjourned at 10:10 p.m. at the call of the Chair.

John Macri
Board Chairperson

Michael Moher
Director of Education & Secretary

The Premier
of Ontario

Legislative Building
Queen's Park
Toronto, Ontario
M7A 1A1

Le Premier ministre
de l'Ontario

Édifice de l'Assemblée législative
Queen's Park
Toronto (Ontario)
M7A 1A1



January 20, 2005

Mr. John Macri
Chair
Windsor-Essex Catholic District School Board
1325 California Avenue
Windsor, Ontario
N9B 2Z8

RECEIVED

JAN 26 2005

Dear Mr. Macri:

On behalf of the Province of Ontario, I would like to thank you and everyone associated with the Windsor-Essex Catholic District School Board — teachers, students, parents, and administrative and support staff — for your invaluable work in support of the relief effort for the catastrophe in South Asia. I am proud of how all of you rolled up your sleeves and pitched in time or money to alleviate the suffering of those affected by this unprecedented disaster.

Your collective ability to respond to this emergency in such a prompt and positive way is a tribute to your caring nature and commitment to helping others. Most importantly, your vital efforts will help deliver relief — and hope — to thousands of people who desperately need it in South Asia.

Like your fellow Ontarians, I have tremendous respect for all that everyone has done. I know the strength of our province comes from a willingness to lend a helping hand to others. We are truly citizens of the world: we hail from every part of it and are connected to every corner of it. When the world is dealt a staggering blow, the people of our province will reach out with charity and kindness, because that is what Ontarians do when our fellow citizens need help.

Please accept my personal best wishes. I am confident the Windsor-Essex Catholic District School Board will continue to change lives for the better — and inspire others to do the same.

Yours truly,

A handwritten signature in black ink that reads "Dalton McGuinty".

Dalton McGuinty
Premier

cc: trustees

c: Mr. Michael Moher, Windsor-Essex Catholic District School Board





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:
February 8, 2005

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 February 8, 2005 for information.

BACKGROUND:

FINANCIAL:

COMMENTS:

TIMELINES:

APPENDICES:

- Administrative Staff Report dated February 8, 2005

February 8, 2005

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

	Employee Name	Position	Location	Date	Reason
HIRING:	Jolaine Breton	Occasional Teacher	Supply	January 26, 2005	
	William Devin	Occasional Teacher	Supply	January 24, 2005	
	Kevin Helmer	Occasional Teacher	Supply	January 21, 2005	
	Christine Luhowy	Occasional Teacher	Supply	January 25, 2005	
	Christopher Mazar	Secondary Teacher	Cardinal Carter	February 3, 2005	
	Suzanne McLaughlin	Elementary Teacher	St. Jules	February 1, 2005	
RETIREMENT:	Donna Barrett	Absence Records Clerk	Catholic Education Centre	February 28, 2005	
	Jeannine Lawhead	Payroll Clerk	Catholic Education Centre	April 30, 2005	
RESIGNATION:	Stacey Mills	Temporary Secretary	Supply	January 20, 2005	Employment Elsewhere
Teacher Retirements - Upcoming *Have given notice; have yet to retire		Elementary: 1	Secondary: 1	Total: 2	
Teacher Retirements - Year to Date ** Have retired as of this date		Elementary: 3	Secondary: 5	Total: 8	
Teacher Resignations - Upcoming		Elementary: 0	Secondary: 0	Total: 0	
Teacher Resignations - Year to Date		Elementary: 1	Secondary: 0	Total: 1	



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:
February 8, 2005

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
Ken Gignac, Controller of Finance

SUBJECT: REPORT TO AUDIT COMMITTEE

RECOMMENDATION:

That the Board accept the *Report to Audit Committee* and the attached letter as information.

BACKGROUND:

In accordance with generally accepted auditing standards (GAAS) for entities with public accountability, the auditor is required to communicate with the audit committee having oversight responsibility for the financial reporting process.

FINANCIAL:

COMMENTS:

In February 2004, the first report was presented to the full Board as the audit committee. The attached letter from Graham, Settrington, McIntosh, Driedger & Hicks is in regards to the audit for the fiscal year ending August 31, 2004.

TIMELINES:

APPENDICES:

- Letter from Graham, Settrington, McIntosh, Driedger & Hicks dated July 21, 2004

GRAHAM, SETTERINGTON, McINTOSH, DRIEDGER & HICKS

CHARTERED ACCOUNTANTS



DAVID P. SETTERINGTON, FCA
AL W. McINTOSH, CA
PAUL H. DRIEDGER, BSc, CA
R. TYLER HICKS, BBA, CA
HEATHER L. MacPHERSON, BAcc, CA
R. MICHAEL GRAHAM, CA (Retired)

P.O. BOX 189, 49 ERIE ST. N.,
LEAMINGTON, ONTARIO N8H 3W2

TELEPHONE (519) 326-2681
FAX (519) 326-8044

July 21, 2004

To Management of The Windsor-Essex Catholic District School Board

We have been engaged to audit the financial statements of The Windsor-Essex Catholic District School Board for the year ending August 31, 2004.

Canadian generally accepted auditing standards (GAAS) require that we communicate at least annually with you regarding all relationships between The Windsor-Essex Catholic District School Board and ourselves that, in our professional judgment, may reasonably be thought to bear on our independence.

In determining which relationships to report, these standards require us to consider relevant rules and related interpretations prescribed by the Ontario Institute of Chartered Accountants and applicable legislation, covering such matters as:

- a) holding a financial interest, either directly or indirectly, in a client;
- b) holding a position, either directly or indirectly, that gives the right or responsibility to exert significant influence over the financial or accounting policies of a client;
- c) personal or business relationships of immediate family, close relatives, partners or retired partners, either directly or indirectly, with a client;
- d) economic dependence on a client; and
- e) provision of services in addition to the audit engagement.

The Windsor-Essex Catholic District School Board

July 21, 2004

Page 2

We are not aware of any relationships between The Windsor-Essex Catholic District School Board and ourselves that, in our professional judgment, may reasonably be thought to bear on our independence, that have occurred.

The total fees charged to The Windsor-Essex Catholic District School Board for non-audit services were \$0.00 during the period under review.

GAAS requires that we confirm our independence to management of The Windsor-Essex Catholic District School Board in the context of the Rules of Professional Conduct of the Institute of Chartered Accountants of Ontario. Accordingly, we hereby confirm that we are independent with respect to The Windsor-Essex Catholic District School Board within the meaning of the Rules of Professional Conduct of the Institute of Chartered Accountants of Ontario.

This report is intended solely for the use of management, and others within The Windsor-Essex Catholic District School Board and should not be used for any other purposes.

Yours truly,

**GRAHAM, SETTERINGTON, McINTOSH
DRIEDGER & HICKS**

*Graham, Setterington, McIntosh,
Driedger & Hicks*

Chartered Accountants



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:
February 8, 2005

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: **MINUTES OF THE HIGH SCHOOL COUNCIL MEETING
- November 25, 2004**

RECOMMENDATION:

**That the Board receive the minutes of the High School Council dated
November 25, 2004, as information.**

BACKGROUND:

All minutes of the High School Council are to be received by the Board.

FINANCIAL: None.

COMMENTS:

It was decided, by general consensus, that following meetings, the recording secretary would prepare a report and forward it to the Co-Chairs. If they agreed with the information contained in the report, it would be forwarded to the Board as information and the minutes would be approved by the Council at their next meeting.

Because of the length of time between meetings, there may be information contained in the report that would be received by Trustees after the fact, however, minutes are not posted to the board's website until they are formally approved by the High School Council.

TIMELINES:

APPENDICES:

- Report of November 25, 2004 meeting is attached.



WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD

HIGH SCHOOL COUNCIL MEETING

November 25, 2004

~ St. Anne High School ~

7:00 P.M.

REPORT

PRESENT

Parent Representatives

F. J. Brennan	Jane Mallen
Catholic Central	Heather Walsh-Gagnon
Holy Names	Mary Bocian, Carol Delisle
St. Anne	Patricia Machina, Luciana Allen
St. Thomas of Villanova	Mary Sagat

Trustee

Patrick Keane

Vice-Principal

Brendan Roberts

Supervisor

Jim Byrne

Recording Secretary

Jo-Anne McCaffrey

REGRETS

Assumption	Frank Favot
Cardinal Carter	Judy Peltier
St. Joseph's	Catherine Schmidt
Trustee	Shannon Porcellini

Mary Sagat, Co-Chair, called the meeting to order and led the opening prayer.

ADDITIONS TO AGENDA ~ none

APPROVAL OF MINUTES

Moved by: Carol Delisle

Seconded by: Pat Machina

THAT the minutes of October 14, 2004 be approved.

Carried.

BUSINESS ARISING FROM THE MINUTES

- The January 13th meeting had been scheduled for Holy Names High School but will now take place at Assumption so that the committee may have the opportunity to tour the newly renovated school and board office.

SEAC REPORT ~ no report. Jayne Wysman is attending the SEAC Meeting tonight.

POLICY REVIEW

- Heather Walsh-Gagnon reported that the Policy Committee has, to date, dealt with 34 policies.
- Some discussion took place regarding the fundraising policy.

ACCOUNTING PROCEDURES AND INTERNAL CONTROLS

1.3 All School Council records and ledgers must be stored on the school premises **in a dedicated lockable space, clearly marked "School Council Records." The records must be readily accessible to School Council members.**

It might be nothing more than a locked filing cabinet however, the area must be accessible to the school council whenever it is appropriate for the council to have access.

- ✓ The principal, in consultation with the school council, permits fund raising. There must be absolute transparency – accountability for every dime that is raised and spent is open and visible to all.
- There was also discussion regarding purchases made by the School Council. When the school council buys something for the school, the council relinquishes ownership to the school.

MINUTES OF WECSSAA MEETINGS ~ no report.

CHAIRPERSON'S REPORT

M. Sagat

- reported that she and F. Favot represented school councils at the 2nd meeting for new teacher orientation on October 21st.
- reported that December 3rd is the Board's 'Together in Faith' Day.
- reported that Joan Courtney has suggested that a campus minister position be added to the staff of St. Michael's High School. The Board is considering a half-time teacher from January to June 2005. All of our high schools could use the services of additional campus ministers, perhaps one float position could be added.
- praised the commitment of Rose Jobin (music teacher at Holy Names High School) and the Music Band Camp that she holds for two weeks each summer at Holy Names High School. These two weeks of intensive music lessons are open to all grade 7 & 8 students in our school system after which everyone is invited to the Jobin farm for a hayride, corn roast and barbeque. Throughout the year Mrs. Jobin is at school by 7:30 every morning so that students may come in to practice (choir, jazz band) and she remains after school each day. Her students also offer their talents for weddings, funerals, business association performances, etc.
- reported on a break-in at Holy Cross Elementary School that saw plasma televisions, digital cameras and iMac computers destroyed.
- spoke to the opportunities afforded students in the Muskoka Woods Program and the Leadership Camp.
- spoke to Holy Cross Elementary School as being one of the most innovative learning communities in Canada after a study was done of 100 schools in Ontario and Saskatchewan, with emphasis on physical education for students in Grades 6-8.

SUPERVISOR'S REPORT (Jim Byrne)

Supervisor Byrne reported that

- the Grade 10 Literacy Test was held towards the end of October. Two schools (Assumption and Catholic Central) suspended classes in the morning and held classes in the afternoon.
- Board Results of Grade 9 testing – Catholic Central showcased by 20% in both academic and applied. Our students continue to make progress, particularly in the applied. The provincial average is not good.
- Student Senate Faith Day will take place on December 7th with 170-200 students. The theme this year is 'Building Spirit' with a capital 'S' – God's Holy Spirit is a part of it.
- On Friday, December 3rd, the 'Together in Faith' Day, all employees from Villanova and Assumption will gather at Assumption to hear Fr. Neil Hibbard speak on how do we integrate Catholic values in teaching our regular program. In which ways can we consciously be sure that we are integrating Catholic values into our curriculum.
- the Board was very disappointed with the Windsor Star's coverage of Barry Elliott's and Margaret Palmer-McCann's presentation. The report given by Barry and Margaret was very positive and the reporter who provided coverage for the Windsor Star must have attended a different meeting. It was recommended that Barry and Margaret be invited to attend the January High School Council Meeting at Assumption College High School on Thursday, January 13th.
- Holy Names and Villanova both won their football games.
- Catholic Central won both the Junior and Senior Championship Football Games.
- Congratulations to all the teams that competed in the quarters and finals and thank you to the incredible teacher-coaches who continue to 'give and give and give'.

NEW BUSINESS - Trustee Keane reported on the Bishop Fabbro's dinner, called the first annual, which was held at the Ciociaro Club. It was a huge success. There were 910 tickets sold. The event was organized, hosted and funded by Tony Toldo and realized a net profit in excess of \$72,000. Everyone enjoyed the evening, including Bishop Fabbro, who stayed until the very end!

Trustee Keane also attended the ordination of our new Auxiliary Bishop, The Most Reverend Anthony Daniels. Bishop Daniels is a graduate of F. J. Brennan High School. He will reside in the Bishop's Residence at Heavenly Rest Cemetery.

Mary Sagat thanked Brendan Roberts, Pat Machina & Luciana Allen for hosting the meeting this evening.

The meeting adjourned at 8:20 P.M.

The next meeting is scheduled for January 13, 2005 at Assumption College High 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:
February 8, 2005

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Michael B. Moher, Director of Education
Peter S. Marchini, Superintendent of Business
Ken Gignac, Controller of Finance

SUBJECT: **FISCAL 2005 SPECIAL EDUCATION BUDGET REPORT
SEPTEMBER 1, 2004 – JANUARY 12, 2005**

RECOMMENDATION:

That the Board accept the attached Special Education Budget Report for the period September 1, 2004 – January 12, 2005 as information.

BACKGROUND:

The Special Education reserve fund currently has a balance of \$3,208,349 after having transferred a surplus of \$458,295 for the fiscal year ended August 31, 2004.

FINANCIAL:

The year-end projection in the attached report estimates a deficit of \$2,753,316 for the Special Education Department. This deficit will be funded from the reserve fund.

The major change in the projected expenditure category results from adding teaching staff in February 2005 instead of September 2004 resulting in a savings of approximately \$260,000.

The Revised Allocation consists of a Special Education allocation of \$21,265,971 and an additional sum of \$1,161,115 which was transferred from the Learning Opportunities grant.

COMMENTS:

TIMELINES:

APPENDICES: Special Education Report as at January 12, 2005

Windsor Essex Catholic District School Board
Special Education Report
as at January 12 , 2005

	Original Budget	Expended To Jan12 2005	% Spent	Year End Projection	Revised Allocation	Surplus < Deficit >
CLASSROOM TEACHER						
<u>Salaries</u>						
-Glengarda	387,000	117,419	30.34%	387,000		
-Elementary	6,386,000	1,936,904	30.33%	6,126,000		
-Secondary	2,178,000	919,598	42.22%	2,178,000		
Supply	60,000	4,566	7.61%	60,000		
Prep Time	110,000	37,400	34.00%	110,000		
Fringe Benefits	1,333,400	440,022	33.00%	1,333,400		
Sub-Total	10,454,400	3,455,909	33.06%	10,194,400	8,435,245	(1,759,155)
EDUCATIONAL ASSISTANT						
Salaries	9,523,000	3,701,620	38.87%	9,523,000		
Fringe Benefits	2,380,000	928,200	39.00%	2,380,000		
Sub-Total	11,903,000	4,629,820	38.90%	11,903,000	10,789,252	(1,113,748)
PROFESSIONAL and PARAPROFESSIONAL						
<u>Salaries</u>						
-Psych	133,000	28,210	21.21%	70,000		
-Speech	440,000	161,334	36.67%	440,000		
-Social Work	610,000	223,438	36.63%	610,000		
-Child Youth workers	280,000	102,562	36.63%	280,000		
Fringe Benefits	424,000	147,308	34.74%	424,000		
Sub-Total	1,887,000	662,852	35.13%	1,824,000	1,962,386	138,386
TEACHER CONSULTANT						
Salaries	412,000	143,209	34.76%	412,000		
Fringe Benefits	59,000	19,860	33.66%	59,000		
Sub-Total	471,000	163,069	34.62%	471,000	394,472	(76,528)
Text & Learning Materials	64,000	50,966	79.63%	64,000	64,000	
Computers	60,000	5,506	9.18%	60,000	50,234	(9,766)

Transportation	70,000	1,815	2.59%	20,000	20,000	
Professional Development	50,000	40,565	81.13%	100,000	167,493	67,493
Community Living	36,000	3,129	8.69%	36,000	36,000	
ISA 1 Equipment	400,000	377,353	94.34%	400,000	508,004	
LOG (Included in above)					1,161,115	
GRAND TOTAL	25,395,400	9,390,984	36.98%	25,072,400	22,427,086	(2,753,318)



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:
February 8, 2005

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
Ken Gignac, Controller of Finance

SUBJECT: BOARD RESOLUTION FOR TEMPORARY BORROWING

RECOMMENDATION:

That the Board approve the Resolution for Temporary Borrowing with a limit of \$40,000,000.

BACKGROUND:

Each year, the Board is required to pass a Resolution for Temporary Borrowing for an amount sufficient to meet the current expenditures until revenues are collected from the Province and the municipalities.

FINANCIAL:

For fiscal 2005, it is estimated that \$40,000,000 will be a sufficient line of credit to cover the operating and construction related expenses for the year.

COMMENTS:

TIMELINES:

APPENDICES:

- Board Resolution for Temporary Borrowing

**Resolution for Temporary Borrowing by
Boards of Public, Separate, Secondary Schools
and Boards of Education (Ontario)**

RESOLUTION duly passed by the Windsor-Essex Catholic District School Board at the meeting duly called on the 8th day of February 2005.

ON MOTION it was resolved as follows:

WHEREAS the Windsor-Essex Catholic District School Board (hereinafter called the "Board") considers it necessary to borrow the amount of up to \$40,000,000 to meet, until current revenues are collected, the current expenditures of the Board for 2005.

AND WHEREAS the total amount borrowed pursuant to this resolution together with the total of any similar borrowing is not to exceed the uncollected balance of estimated revenues of the Board.

1. The Chairperson, Vice-Chairperson or Secretary of the Board and the Treasurer of the Board are hereby authorized to borrow from time-to-time by way of Promissory Note a sum or sums not exceeding the aggregate \$40,000,000 to meet the current expenditures of the Board until the current revenues have been received and to give on behalf of the Board a Promissory note or notes under the corporate seal of the Board signed by the Chairperson or Vice-Chairperson of the Board and the Treasurer for the monies borrowed hereunder;

Provided, However:

That the interest and any other charges connected therewith do not exceed the interest that would be payable at the prime lending rate on the date of borrowing of banks listed in schedule 1 to the Bank Act.

2. The Treasurer of the Board is hereby authorized and directed to apply in payment of all sums borrowed as aforesaid, together with interest thereon, all monies compromising the current revenues of the Board hereafter received.
3. The Treasurer is hereby authorized and directed to deliver to the bank from time-to-time upon request a statement showing the total amount of unpaid previous borrowings of the Board for current expenditures together with debt charges, if any, and also the uncollected balance of the estimated revenues for the current year or, where the estimated have not been adopted, the estimated revenues of the previous year less any current revenues already collected.

I CERTIFY that the foregoing is true copy of a resolution passed at a meeting of the Board duly called and held as aforesaid, which resolution remains in full force and effect un-amended on the date hereof.

AS WITNESS, the Corporate Seal of this Board this _____ day of _____ 2005.

Director of Education, M. B. Moher

Witness

Superintendent of Business, P.S. Marchini

Witness



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:
February 8, 2005

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Michael B. Moher, Director of Education
Peter Marchini, Superintendent of Business
Claude Marier, Manager of Purchasing and Administrative Services

SUBJECT: SCHOOL BEVERAGE VENDING MACHINE TENDER

RECOMMENDATION:

- 1) That the Board approve a purchase order contract with F.M.J. Vending for the placement of milk vending machines in the Boards elementary and secondary schools in accordance with the specifications and terms outlined in our "Beverage Vending Machine Tender".
- 2) That the Board approve a purchase order contract with the Pepsi Bottling Group for the placement of beverage vending machines in the Boards elementary schools in accordance with the specifications and terms outlined in the "Beverage Vending Machine Tender".
- 3) That the Board approve a purchase order contract with the Coca-Cola Bottling Group for the placement of beverage vending machines in the Boards secondary schools in accordance with the specifications and terms outlined in the Board "Beverage Vending Machine Tender".

BACKGROUND:

As reported to the Board at the meeting of November 10, 2004 (see Appendix "B" attached), a request for quote (RFQ) for "Beverage Machine Vending" was issued to 34 companies. The RFQ closed on December 3, 2004. Six of the 34 companies invited to bid successfully submitted tenders. The information from the six submissions was analyzed (see Appendix "A" attached).

A committee comprised of Principals and Vice Principals from elementary and secondary schools along with representatives from Administration met on two occasions to review the tender results. The recommendations in this report are derived from the work of that committee.

FINANCIAL:

As reported to the Board on November 10, 2004, revenues from these vending machines will be forwarded to the Board's Central Office (segregated elementary and secondary) and will be distributed to each participating school on a pro-rata student basis in a similar fashion to the cafeteria services contract.

Current Estimated Revenues

Elementary Schools:	42 X \$2,000.00 each = \$84,000
Secondary Schools:	8 X \$20,000.00 each = <u>\$160,000</u>
Total:	\$244,000

Projected Revenues (see attached analysis)

Elementary Schools:	\$116,905
Secondary Schools:	<u>\$268,900</u>
Total	\$385,805

A percentage of the projected revenues (approximately 15%) will be held centrally to address the social justice concerns of the board. A committee of representatives from the board of trustees, the student senate and the principals group will be established to develop a process to receive applications to disperse these funds throughout each school year.

COMMENTS:

- All Purchase Order Contracts to be issued will be in compliance with the Ministry of Education Memorandum No. 135 issued October 20, 2004. Only products that meet the requirements recommended in this memorandum will be allowed to be dispensed from these vending machines.
- Contracts will be 3-years duration with the ability to be extended if required by the Board.
- The placement of the vending machines will not deter or impact on milk programs currently in elementary schools. This placement is meant to augment and also encourage the milk program.

TIMELINES:

- Require Board approval for the contracts at the Board Meeting of Tuesday, February 8, 2005.
- The final installation of all vending machines and program start-up is scheduled for April 1, 2005.

APPENDICES:

- Appendix A - Request For Quotes Submission Analysis
- Appendix B – Board Report dated November 10, 2004

SUMMARY OF RECOMMENDED OPTIONS:

A) SALES POTENTIAL WITH CONTRACTS FOR MILK WITH F.M.J. AND POP AND JUICE WITH COKE:

ELEMENTARY SCHOOLS:	<u>Juice@\$1.25</u>	Juice @\$1.00	
MILK SALES WITH F.M.J.	\$67,200	\$67,200	(\$1,600 UPFRONT / MACHINE)
JUICE SALES WITH COKE	<u>\$49,736</u>	<u>\$17,684</u>	(88,420 UNITS 343 ml @ 1.00 @ 20%)
TOTAL ELEMENTARY	\$116,936	\$84,884	343 ml @ 1.25 @ 45%
SECONDARY SCHOOLS:			
POP SALES WITH COKE:	\$141,750	\$141,750	(180,000 UNITS 591 ml @ 1.75 @ 45%)
JUICE SALES WITH COKE	<u>\$141,750</u>	<u>\$141,750</u>	(180,000 UNITS 473 ml @ 1.75 @ 45%)
TOTAL SECONDARY	\$283,500	\$283,500	
TOTAL REVENUE POTENTIAL:	<u>\$400,436</u>	\$368,384	

B) SALES POTENTIAL WITH CONTRACTS FOR MILK WITH F.M.J. AND POP AND JUICE WITH PEPSI:

ELEMENTARY SCHOOLS:	<u>Juice @\$1.00</u>	
MILK SALES WITH F.M.J.	\$67,200	(\$1,600 UPFRONT / MACHINE)
JUICE SALES WITH PEPSI	\$22,105	(88,420 UNITS 343 ml @ \$1.00 @ 25%)
PEPSI INCENTIVE PROGRAM:	<u>\$27,600</u>	(16,800 x \$1.50 + \$2,400 free product)
TOTAL ELEMENTARY	\$116,905	
SECONDARY SCHOOLS:		
POP SALES WITH PEPSI:	\$126,000	(180,000 UNITS 591ml @ 1.75 @ 40%)
JUICE SALES WITH PEPSI:	\$90,000	(180,000 UNITS 473 ml @ 2.00 @ 25%)
PEPSI INCENTIVE PROGRAM:	<u>\$52,900</u>	(\$4.00 x 9,200 + \$10,000 + \$1,600 + \$4,500)
TOTAL SECONDARY	\$268,900	product + cafeteria exclusivity.)
TOTAL REVENUE POTENTIAL:	<u>\$385,805</u>	

C) RECOMMENDATION INCLUDED IN THIS REPORT WILL BE TO PROVIDE ELEMENTARY SCHOOLS WITH A MILK VENDING MACHINE FROM F.M.J. AND A JUICE VENDING MACHINE FROM PEPSI BOTTLERS VENDING 100 % JUICE AND WATER.

AT THE SECONDARY LEVEL PROVIDE A COKE VENDING MACHINE SELLING A VARIETY OF PRODUCTS.

VENDING MACHINE TENDER ANALYSIS:

Projections used for Sales volumes:

(A) Elementary schools

Current estimated profit volumes: \$1,600 per school per year.

Average current % return commission 30%

Current average selling price of product. \$1.25 per unit

Current average profit per unit \$.38

Current unit average per school units / year ... 4210 units x 42 locations = 176,842 units per year.

Average school size 400 students = 10.5 units per year per student
or... 1 unit per student per month.

Estimated 50% juice products, and 50% milk products

Therefore 88,420 juice products and 88,420 milk products per year

(B) Secondary Schools

Current estimated profit volumes: \$20,000 per school per year.

Average current % return commission 30%

Current average selling price of product. \$1.50 per unit

Current average profit per unit \$.45

(\$20,000 / .45)

Current unit average per school units / year ... 45,000 units x 8 locations = 360,000 units per year

Average school size 1000 students = 45 units per year per student
or... 1.2 units per student per week.

Estimated 100 % juice and pop products .

SUMMARY OF BIDS:

VENDOR NAME	PRODUCT BID	PRODUCT PRICE	PACKAGING SIZE QUOTED	% COMMISSION RETURN QUOTED	ADDITIONAL INCENTIVES PROGRAM (IF OFFERED)	COMMENTS	
METRO WINDSOR	MILK	\$1.50	500 ML	10.0%	\$1,400 PER MACHINE INSTEAD OF 10%	NO OTHER PRODUCT VENDING AVAILABLE IN QUOTE:	
	MILK	\$1.25	350 ML	10.0%			
F. M. J.	MILK	\$1.50	500 ML	13.5%	\$1,600 / MACHINE UP FRT. / YEAR	13.5% PAID IF OVER 200 / WEEK PER MACHINE	
	MILK	\$1.25	350 ML	13.5%			
	100 % JUICES	\$1.50	414 ML	13.5%			
COCA COLA BOTTLING	MILK POP	\$1.75	591 ML	45.0%	NO INCENTIVES QUOTED	NO QUOTE	
		\$1.25	355 ML	45.0%			
	NON CARB. JUICES		\$1.75	473 ML			45.0%
			\$1.25	341 ML			45.0%
	WATER		\$1.50	591 ML			45.0%
			\$1.25	355 ML			45.0%
			\$1.00	355 ML			20.0%
	POWERAIDE	\$2.00	591 ML	45.0%			
	100 % JUCIES		\$1.75	473 ML			45.0%
			\$1.25	341 ML			45.0%
		\$1.00	341 ML	20.0%			
PEPSI BOTTLING	MILK POP	\$1.75	591 ML	40.0%	+ INCENTIVES *	NO QUOTE	
		\$1.25	355 ML	40.0%			
	NON CARB. JUICES	\$1.75	591 ML	40.0%			
	WATER		\$1.75	591 ML			40.0%
			\$1.00	355 ML			25.0%
	GATERAIDE	\$2.00	591 ML	25.0%			
	100 % JUCIES		\$2.00	473 ML			25.0%
			\$1.00	341 ML			25.0%

* Secondary support \$36,800
 Elementary support \$25,200
 Bursary monies support secondary \$10,000
 Free Product support secondary \$1,600
 Free Product support elementary \$2,400
 Secondary exclusivity in cafeteria bonus \$4,500 (\$500. / school)
 Based on 180,000 units of 591 ml the board would not obtain a volume incentive.

SUMMARY OF BIDS:

VENDOR NAME	PRODUCT BID	PRODUCT SELLING PRICE	PACKAGING SIZE QUOTED	% COMMISSION RETURN QUOTED	ADDITIONAL INCENTIVES PROGRAM (IF OFFERED)	COMMENTS		
ARAMARK	MILK	\$1.75	500 ML	10.0%	NO INCENTIVES			
		\$1.25	350 ML	10.0%				
	POP	\$1.75	591 ML	40.0%				
		\$1.00	355 ML	40.0%				
	NON CARB. JUICES	\$1.75	473 ML	25.0%				
	WATER	\$1.50	591 ML	25.0%				
		\$1.50	500 ML	25.0%				
	SPORTS DRINK	\$1.75	591 ML	25.0%				
	100 % JUCIES	\$1.75	473 ML	25.0%				
		\$1.00	341 ML	25.0%				
	NUTRITIONAL MANAGEI	MILK						NO QUOTE
		POP	\$2.00	600 ML	10.0%		+ INCENTIVES	
			\$1.25	355 ML	10.0%			
		NON CARB. JUICES	\$1.60	473 ML	10.0%			
\$1.25			355 ML	10.0%				
WATER		\$1.25	591 ML	10.0%				
GATERAIDE		\$2.25	591 ML	10.0%				
100 % JUCIES		\$1.60	473 ML	10.0%				
		\$1.25	341 ML	10.0%				



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

COPY

HANDOUT BOARD REPORT

Meeting Date:
November 10, 2004

PRESENTED FOR: Public In-Camera
Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Michael B. Moher, Director of Education
Peter Marchini, Superintendent of Business
Claude Marier, Manager of Purchasing and Administrative Services

SUBJECT: SCHOOL VENDING MACHINES REPORT

RECOMMENDATION:

That a Request for Quote on vending machines be issued the week of November 15, 2004.

BACKGROUND:

Following the Ministry of Education guideline on "creating a healthy school nutrition environment", the Purchasing Department will undergo a Request for Quote on vending machines for all Board schools.

FINANCIAL:

Currently all secondary schools and twenty-nine elementary schools operate with beverage vending machines. These machines operate through a variety of verbal or written agreements and written contracts. The percent of sales returned to the school also varies. Return of sales at elementary schools is generally less than \$2000 annually however secondary school returns are on average closer to \$10,000 - \$15,000.

The Request for Quote should secure the board a higher rate of return and increase revenues at both the elementary and secondary level.

Revenues will be forwarded to the Boards' central office and distributed to schools on a pro-rata basis in a similar fashion to the Cafeteria Services Contract.

COMMENTS:

Healthy Foods and Beverages in Elementary School Vending Machines Policy Memorandum No. 135 issued by the Ministry of Education on October 20, 2004 set out clear recommended standards for school boards regarding the sale of foods and beverages through vending machines in elementary schools.

In accordance with paragraph 27.1 of subsection 8(1) of the Education Act, school boards are required to report to their district office of the Ministry of Education on their progress in achieving the recommended standards in the selection of foods and beverages sold through vending machines in their elementary schools.

The form to be used for the report will be distributed to school boards in the near future. A completed report must be filed with the Ministry of Education by January 14, 2005. This report must also be distributed to the school community, school council and the general public through the Boards' website.

Dietitians of Canada have recommended that elementary school vending machines contain lower-fat and non-fat milk and 100 percent fruit juice. These products provide a good source of essential nutrients.

A copy of the Dietitians of Canada Recommended Standards for Foods and Beverages Sold in Elementary School Vending Machines will accompany the boards Request for Quote and only those vendors that are able to supply these products within the Boards elementary schools will be considered. (see Appendix B)

At the secondary school level the vending machines may contain water, fruit juice products or soft drinks.

Once the Request for Quote has been received a committee of the board including Principals (elementary and secondary) and board administration will review all submissions, provide recommendations and forward a final report to the Board for approval.

TIMELINES:

- November 9, 2004 report re: Request for Quote
- November 12, 2004 release of Request for Quote
- December 3, 2004 closing of Request for Quote
- January 11, 2005 report to Board

APPENDICES:

- Appendix A - Terms and Conditions of School Vending Machine Request for Quote (2 Pages)
- Appendix B - Recommended Standards for Foods and Beverages Sold in Elementary School Vending Machines (1 Page)
- Appendix C – Complete Request for Quotation Package (15 Pages)
- Appendix D – List of Companies Invited to Bid (2 Pages)



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:
February 8, 2005

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

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

SUBJECT: CAMPUS MINISTRY SERVICES – ST. MICHAEL’S HIGH SCHOOL

RECOMMENDATION:

That the Board accept the report Campus Ministry Services – St. Michael’s High School for approval.

BACKGROUND:

All of the Windsor-Essex Catholic School Board secondary schools have at least one Campus Minister assigned to the school. At the request of the Board, the issue of the provision of this service to St. Michael’s High School programs was pursued with the administration and staffs of the three sites – Essex, Victoria and St. Clair College.

Because of the unique nature of the programs and the special relationships which are established with the staff in the alternate programs for adolescents (Victoria and Essex), it is recommended that the schools continue to develop their own programs. Assistance will be provided, upon the request of the principal, for funding and/or supply teachers to assist in planning special events.

A report was sent to the Board on November 10, 2004 which included a report from the principal of St. Michael’s as well as a proposal for a pilot program at the Adult Program at St. Clair College. This did not receive Board approval.

As an alternative, it is recommended that the staffing of the adult program be adjusted to allow for the assignment of one extra period of staff in each quarter of instruction. This would enable the principal to assign a teacher who knows the students and the program to be available to plan and implement **opportunities for faith development** for staff and students.

FINANCIAL:

The cost of the extra teaching period per quarter would be approximately \$5,000.00 and could be absorbed in the adult education budget. The cost of the supply coverage for the two adolescent programs could be absorbed in the Staff Development budget.

COMMENTS:

The principal and staff of the adult program will be required to keep statistics on the numbers of students accessing the service, the types of services provided and the impact on both staff and students of having this service available.

TIMELINES:

Assistance to be available to the adolescent programs immediately and the extra period of staffing in the adult program will begin in the next quarter.

APPENDICES:

None.



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

Meeting Date:
February 8, 2005

BOARD REPORT

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

PRESENTED BY: Senior Administration

SUBMITTED BY: Michael B. Moher, Director of Education

SUBJECT: **ONTARIO ASSOCIATION OF PARENTS IN CATHOLIC EDUCATION (OAPCE) – ANNUAL MEMBERSHIP FEES**

RECOMMENDATION:

That the Board approve payment of the Ontario Association of Parents in Catholic Education (OAPCE) 2005 membership fees for 41 elementary schools and 8 secondary schools in the amount of \$60.00 per school.

BACKGROUND:

Each year, the Board pays for the School Council membership fees with the Ontario Association of Parents in Catholic Education (OAPCE). This year, the fees remain at the 2004 rate.

FINANCIAL:

The total 2005 annual membership fee for 49 schools is \$2940.00.

COMMENTS:

Individual School Councils have the option of purchasing Liability Insurance Coverage from Ontario Association of Parents in Catholic Education.

TIMELINES:

APPENDICES:

- Correspondence dated January 31, 2005 from the OAPCE
- Invoice received January 28, 2005



Ontario Association of Parents in Catholic Education

Room 108 Blessed Trinity School 2495 Credit Valley Road
905-828-2081 (office) 905-828-2103 (fax)
Web Site: www.oapce.on.ca

January 31, 2005

Mr. John Macri, Chair
Board of Trustees
Windsor-Essex Catholic District School Board
Windsor, Ontario

Dear Mr. Macri

I am pleased to be able to write to you and the Board of Trustees requesting that your Board seriously consider paying the OAPCE membership fee for this year. Your membership payment entitles the parents and guardians whose children attend the many excellent schools of the Windsor-Essex Catholic Board membership is the only Catholic Parent organization in Ontario. I am confident you are well aware of our purpose, *"The primary purpose of OAPCE is to be the voice of parents and guardians of children enrolled in publicly funded Catholic education in Ontario. We believe in the active collaboration between school, parish and home. It is an holistic partnership which recognizes that parents and guardians are the primary educators of children."*

Attached is a PowerPoint presentation that outlines the workings of OAPCE for over sixty-five years.

I applaud your efforts as trustees in maintaining our Catholic schools for generations to come. I urge you as a Board to consider paying the membership fee for OAPCE this year to entitle your parents a vital communication link and resource tools as they continue to work in a variety of volunteer capacities to ensure the Catholicity of our faith based education system.

You and your trustees along with your parent community are invited to attend our 2005 Conference and Annual Meeting held in London, Ontario on the weekend of May 13, 14, and 15, 2005. I am very confident as trustees and indeed your parents will find it very educational and informative. Please contact me directly if any member of the Board requires further information.

I await a positive response to our membership request for 2005.

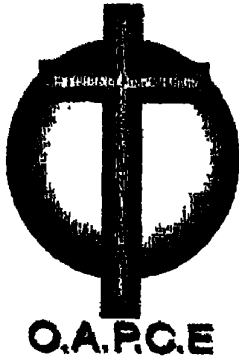
May God keep you in good health to continue the great work each of your board of trustees do in the name of Catholic education in Windsor-Essex.

Sincerely

Brian Evoy
Vice-President/Director (Region 8)
613-548-6317

Attachment – 1

Cc Michele Piccini, President



Ontario Association of Parents in Catholic Education
Room 108 Blessed Trinity School
2495 Credit Valley Rd.
Mississauga, ON
LSM 4G8
Tel: (905) 828 2081 Fax: (905) 828 2103

RECEIVED

Invoice No. P3439

12.01.04

To: Windsor Essex CDSB
1325 California Avenue
Windsor, ON
N9B2Y6

For : Annual Membership

Description	No. of Schools	Rate	Amount
Annual Membership	52 49	60.00	3120.00 \$ 2940.00

Attn: Delia Stephens

\$ 2940.00
TOTAL \$3120.00



Windsor-Essex Catholic District School Board

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

Michael B. Moher, Director of Education

John Macri, Board Chairperson

BOARD REPORT

Meeting Date:
February 8, 2005

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. GREGORY CATHOLIC ELEMENTARY SCHOOL**
Midland/Toronto - June 13 – 14, 2005

RECOMMENDATION:

That the Board approve the St. Gregory Catholic Elementary School field trip to Midland/Toronto from June 13 – 14, 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
- Field Trip Information and Consent Form – SC:04 Form B
- Itinerary/Schedule of Events/Cost



Request for Approval of Field Trip

School	St. Gregory		Date of Trip	Ex. mm/dd/yyyy	June 13/14
Destination	Toronto-Midland		Mode of Transportation	Coach Canada Bus	
School Departure Time	5:30am	School Arrival Time	11:00 pm	Name of Carrier	Coach Canada Bus
# of Male Students	36	Grade of Students	7/8	Number of Supervisors	Female <input type="text" value="3"/> Male <input type="text" value="5"/>
# of Female Students	25	Personal Cost Per Student	\$245.00	Travel Company Involved	Shoreline Tours
Total Cost Per Student	\$245.00				

EDUCATIONAL RATIONALE

Name of Teacher:

Purpose of Trip:

Relationship to Students' Program/Course:

Pre-Trip Preparation(s) by Students:

Follow-Up Activities Planned:

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

Date Submitted	<input type="text" value="01/05/2005"/>	Name of Teacher	<input type="text" value="Wojciech Ficon and Dean Favero"/>
Approval Date	<input type="text" value="01/06/2005"/>	Name of Principal	<input type="text" value="Fred Lessard"/>
Approval Date	<input type="text" value="01/07/2005"/>	Name of Superintendent	<input type="text" value="Janet Ouellette"/>
Approval Date	<input type="text"/>	Board of Trustees Approval (per Superintendent)	<input type="text"/>

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

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

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



FIELD TRIP INFORMATION AND CONSENT FORM

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

To the Parent/Guardian

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

School	Date(s) of Trip	Mode of Transportation
St. Gregory	June 13-14, 2005	Coach Canada Bus
Destination Name and Phone#	Cost per Student	
Toronto - Midland	\$245.00	
Time of Departure from School	Approximate Time of Return to School	
5:30 am	11:00 pm	
No. Of Students	No. of Supervisors	
61	8	
Purpose/Relationship to program		
Year-end field trip		
Students should come prepared with		
Necessities for a two day trip - money for souvenirs - money for 3 meals		

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

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

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

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

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

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

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

Medical Condition (if any) or Prescribed Medication

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

Student Home Telephone # **Emergency Contact Name**

Emergency Phone Number

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

11:00 p.m. Check into the: **Residence Inn - Seneca**
1760 Finch Ave. East
Toronto, Ontario

Phone: 416-491-8811

11:00 p.m. **Hallway security begins** – the guards will identify himself/herself before starting duty. At this time please give instructions to the guard as to any special requirements you need.

June 14, 2005

5:00 a.m. Hallway security is finished

7:00 a.m. Rise and Shine!
A **deluxe continental breakfast** is served at the hotel

8:00 a.m. Check out of the hotel
Room Check

Departure for Midland, Ontario
Traveling time: 2 hrs

10:00 a.m. Arrival into **St. Marie Among the Hurons**. Founded in 1639, Sainte-Marie among the Hurons was the Jesuit mission headquarters in the country of the Huron people and was the first European community in what is now Ontario. The students will enjoy a guided tour with time to visit the museum. (1½ hrs)

12:00 p.m. Visit the **Martyr's Shrine**. Students will enjoy a talk on the Shrine. The Shrine, built in 1926, stands as a testimony to the faith of the Jesuit missionaries who labored among the Huron Indians from 1625 to 1650. (1 hr)

1:30 p.m. Board the **Miss Midland** for a 2 1/2 hour cruise around the unique Historic Huronia and Midland Area better known as the 30,000 Islands. The Miss Midland is the largest cruising tour ship cruising Muskoka/Georgian Bay.

The group will have **luncheon on the Miss Midland**.

Lunch Includes: Two Pieces of Pizza
Bag of Chips
Soft Drink

4:30 p.m. Departure for St. Clair Beach
Making stops along the way

11:00 p.m. Arrival into St. Gregory School

**St. Gregory School
Midland/Toronto
June 13-14, 2005**

Tour Includes the Following:

Round trip motor coach transportation
One nights lodging at the Residence Inn – Seneca College
One Breakfast at the hotel
One Dinner
Guided Tour of the following: Ste. Marie Among the Hurons
Martyr's Shrine
30,000 Island Cruise
Admission into the: Ontario Science Center
Omnimax Theatre
Reserved seating at the Toronto Blue Jays Baseball Game
Two hour play card at Segra City Playdium
Hallway security at the hotel in the evenings
Taxes, handling & service charges
Eight complimentary double packages for the chaperones.

Tour Cost Per Person

Your tour is based on 62 paying participants along with 8 complimentary double packages via 2-47 passenger motor coach

QUAD OCCUPANCY

(4 people to a room)

\$ 229.00

\$ 16.03 g.s.t.

\$ 245.03

TRIPLE OCCUPANCY

(3 people to a room)

\$ 239.00

\$ 16.73 g.s.t.

\$ 255.73

DOUBLE OCCUPANCY

(2 people to a room)

\$ 249.00

\$ 17.43 g.s.t.

\$ 266.43

SINGLE OCCUPANCY

(1 person to a room)

\$ 289.00

\$ 20.23 g.s.t.

\$ 309.23



Windsor-Essex Catholic District School Board

385 Cameron Avenue, Windsor, Ontario N9B 1Y8
Telephone (519) 253-2481 Fax: (519) 253-0620

Michael B. Moher, Director of Education

John Macri, Board Chairperson

BOARD REPORT

Meeting Date:
February 8, 2005

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. PETER CATHOLIC ELEMENTARY SCHOOL**
- Toronto – June 23 – 24, 2005
RECOMMENDATION:

That the Board approve the St. Peter Catholic Elementary School field trip to Toronto on June 23 – 24, 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
- Field Trip Information and Consent – SC: 04 Form B
- Itinerary

JMO/cdp



Request for Approval of Field Trip

School	St. Peter Elementary School		Date of Trip	Ex. mm/dd/yyyy 06/23/2005...06/24/2005	
Destination	Toronto		Mode of Transportation	Bus	
School Departure Time	7:00 AM	School Arrival Time	9:00 PM	Name of Carrier	Greyhound
# of Male Students	55	Grade of Students	8	Number of Supervisors	Female <input type="text" value="2"/> Male <input type="text" value="3"/>
# of Female Students	45	Personal Cost Per Student	<input type="text"/>	Travel Company Involved	Ellison Travel
Total Cost Per Student	\$197.00				

EDUCATIONAL RATIONALE

Name of Teacher

Purpose of Trip

Relationship to Students' Program/Course

Pre-Trip Preparation(s) by Students

Follow-Up Activities Planned

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

Date Submitted	<input type="text" value="01/25/2005"/>	Name of Teacher	<input type="text" value="Randy Ruta"/>
Approval Date	<input type="text" value="01/25/2005"/>	Name of Principal	<input type="text" value="Brian Rivait"/>
Approval Date	<input type="text" value="01/26/2005"/>	Name of Superintendent	<input type="text" value="Janet Ouellette"/>
Approval Date	<input type="text"/>	Board of Trustees Approval (per Superintendent)	<input type="text"/>

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

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

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



FIELD TRIP INFORMATION AND CONSENT FORM

PART 1 TRIP INFORMATION (To be retained by Parent/Guardian)			
To the Parent/Guardian Permission has been granted by the Principal (and Superintendent or Board if applicable) for the students to participate in the Field Trip described below. To have your son/daughter participate in the trip, please complete Part 2 below and return it to the school as soon as possible.			
School	Date(s) of Trip	Mode of Transportation	
St. Peter	June 23, 24	Bus	
Destination Name and Phone#			Cost per Student
Toronto			\$197.00
Time of Departure from School	Approximate Time of Return to School		
7:00 a.m.	9:00 p.m.		
No. Of Students	No. of Supervisors		
50	5		
Purpose/Relationship to program			
Grade 8 Year end trip			
Students should come prepared with			

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 <input style="width: 200px;" type="text"/> Catholic School.	
As the Parent(s)/Guardian(s) of (print name in full) <input style="width: 400px;" type="text"/>	
We hereby request that the above-named student be permitted to participate in the trip to (Note destination)	
<input style="width: 900px;" type="text"/>	
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) <input style="width: 250px;" type="text"/>	Student Health Card # <input style="width: 150px;" type="text"/>
Medical Condition (if any) or Prescribed Medication <input style="width: 450px;" type="text"/>	
Date <input style="width: 80px;" type="text"/>	Signature of Parent(s) or Guardian(s) <input style="width: 350px;" type="text"/>
Student Home Telephone # <input style="width: 150px;" type="text"/>	Emergency Contact Name <input style="width: 150px;" type="text"/>
	Emergency Phone Number <input style="width: 150px;" type="text"/>

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

Ellison Travel & Tours Ltd.

311 Main Street, P.O. Box 1990, Exeter, Ontario, CANADA N0M 1S7
Tel: (519) 235-2470 Fax (519) 235-2061 Web Site: www.elltravel.com



ST. PETER SCHOOL EDUCATIONAL TOUR TO TORONTO JUNE 23 & 24, 2005 Tentative Itinerary - October 4, 2004

Day 1 - Thursday, June 23

D

- 7:15am - a 55 passenger motor coach arrives at the school to load luggage
- 7:30am - depart Windsor for Toronto (students are to pack a bagged lunch)
- a rest stop will be made before arriving into Toronto
- 12:00pm - estimated arrival at Harbourfront with time to eat your lunch
- 12:45pm - meet at the Great Lake Schooner Company where your group will board the "Kajama"
- 1:00pm - enjoy a 1 1/2 hour hands-on-program on board the Schooner Kajama as you learn navigational language, knot tying, how to raise and lower the sail and how the wind is used to power the vessel
- 2:30pm - board the coach and transfer to the Eaton Centre
- 3:00pm - time to do some shopping in your chaperoned groups
- 4:00pm - meet your coach at the Albert St. entrance - transfer to your hotel
- 4:30pm - check into the Clarion Hotel Selby Downtown for a 1 night stay
- 5:30pm - board the coach and transfer to Exhibition Place
- 6:15pm - arrive at the main entrance of Medieval Times
- 6:30pm - be greeted by the Lord of the Castle, Don Raimundo II
- follow your path into the Hall of Arms where you will see an authentic display of armour, weaponry, family crests and a museum of Medieval artifacts
- 7:00pm - as your journey proceeds, move into the arena where the excitement begins
- feast on a four course meal as knights compete in daring games and jousting tournaments for the honour of their country
- 9:30pm - following the tournament meet your coach and depart for the hotel
- night security (1 security officer from 11:00pm - 6:00am)

Day 2 - Friday, June 24

B

- 8:00am - continental breakfast at the hotel followed by check-out
- 9:30am - board the coach and depart for Paramount Canada's Wonderland
- enjoy the day taking in the many rides and shows at one of the greatest parks in Canada! Be sure to try out Drop Zone!!!!
- purchase lunch at the park
- 4:00pm - meet your group at the front gate and walk back to the coach
- 4:30pm - depart for home
- a stop will be made near London to purchase dinner
- 9:30pm - estimated arrival time at St. Peter School
- welcome home

B - Breakfast / L - Lunch / D - Dinner - denote meals included in tour cost
Itinerary is tentative and subject to final confirmation



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:
February 8, 2005

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: **ST. JOSEPH CATHOLIC HIGH SCHOOL**
- New York – United Nations and other points of interest
- May 12 to 15, 2005

RECOMMENDATION:

That the Board approve the St. Joseph Catholic High School – United Nations – New York field trip for May 12 to 15, 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
- Field Trip Information and Consent Form - SC:04 Form B
- Rationale for the St. Joseph Concert Band Trip to New York
- Relationship to Students' Program/Course
- Itinerary



Request for Approval of Field Trip

School	St. Joseph's Catholic High School		Date of Trip	Ex. mm/dd/yyyy 05/12-15/05
Destination	New York City, United Nations , Points of Interest		Mode of Transportation	Bus
School Departure Time	6:00am	School Arrival Time	10:00pm	Name of Carrier
# of Male Students	20-25	Grade of Students	Various	Chaco Trails
# of Female Students	20-25	Personal Cost Per Student	\$450.00	Number of Supervisors
Total Cost Per Student	\$450.25			Female <input type="text" value="2-3"/> Male <input type="text" value="2-3"/>
				Travel Company Involved
				Impact Tours

EDUCATIONAL RATIONALE

Name of Teacher Miss Annie Touma and Miss Marielle Bisnare

Purpose of Trip Tour the United Nations, Band will perform at the United Nations, Tour New York City

Relationship to Students' Program/Course See Attached Info Sheet : Social Justice, Global Awareness, Music

Pre-Trip Preparation(s) by Students Background info on The UN, travel documents needed, Parent info night

Follow-Up Activities Planned Discussion and connection to course expectations, Debate Team

If Activity is Occuring over a Weekend Indicate Plans for Students to Attend a Eucharistic Celebration St. Patrick's Cathedral Mass Sun. May 15/05 before returning home.

Date Submitted	01/17/2005	Name of Teacher	Annie Touma and Marielle Bisnare
Approval Date		Name of Principal	Kevin Mulvey
Approval Date		Name of Superintendent	Joseph Berthiaume
Approval Date		Board of Trustees Approval (per Superintendent)	

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

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

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



FIELD TRIP INFORMATION AND CONSENT FORM

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

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

School	Date(s) of Trip	Mode of Transportation
St. Joseph's High School	May 12-15,2005	Bus
Destination Name and Phone#	Cost per Student	
New York City Tour Of the United Nations and other points of Interest	\$450.25	
Time of Departure from School	Approximate Time of Return to School	
6:00 am	10:00 pm	
No. Of Students	No. of Supervisors	
40-50	4 - 5	
Purpose/Relationship to program		
Religion (Social Justice), History, Politics, Law and the Model United Nations Debate Team		
Students should come prepared with		
Weather appropriate clothes, Identification, money for lunch +dinner.		

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

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

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

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

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

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

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

Medical Condition (if any) or Prescribed Medication

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

Student Home Telephone # **Emergency Contact Name**

Emergency Phone Number

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

Rational For The St. Joseph's Concert Band Trip To New York:

By traveling to New York, the music students will be able to explore the following on a new level. New York is a strong cultural center worth having our students explore.

Why see a Broadway Show, go to an art museum or perform for others?

Music is that eminent **gift of God** that is imbued with the power to transform and reshape the spirituality of the human soul, uplifting it towards the Divine. To that end, the music student is provided the opportunity to experience and grow as a constantly forming Christian Learner. **By experiencing the rich cultural heritage** which is music education, the student becomes aware of **the unique role that it plays in the Christian and secular world**. No other medium has the power to transmit the ever-dynamic Gospel messages in such an awe-inspiring manner. Finally, the student will be encouraged **to look at music as a creative facet** which is part of a greater whole: namely the Catholic learner.

Career Education Component:

As students advance through school, they continue **to learn about their interests, strengths, and aspirations**.

Discussions pertaining to the musical and the art museum will include:

AMV.O1– explain in detail, both **orally** and in writing, the elements of music and visual art (i.e., rhythm, melody, timbre, dynamics, harmony, texture, and form);

ANV.01 · analyse and evaluate musical works in the course repertoire, demonstrating an understanding of the main characteristics of contemporary popular music;

ANV.02 · identify, analyse, and evaluate musical works through listening;

ANV.03 · analyse and evaluate a variety of music productions;

ANV.04 · demonstrate an understanding of music in its social context;

ANV.05 · demonstrate an understanding of possibilities for postsecondary studies and for careers related to music.

Rational for performing inside the entry of the main building of United Nations:

CRV.01 · play or sing with proficiency musical works that are appropriate

Why see the city of New York?

It is important to get a clear, larger picture of what has influenced the creation of the Arts, and what makes the people vibrate. Why is New York so infamous? By going on a bus tour, the students will have a guide to explain the history and the making of the city.

Annie Touma: Catholic Studies
Model United Nations Debate Team
Young Global Leaders.

Relationship to Students' Program/Course

Each of the religion courses in the Catholic Studies Department share in common the social justice strand. Students are expected to relate the gospel values to their daily lives and to become cognizant of the way their lives can touch and change the lives of others. Responsible citizenship on a local, national, federal and international level is emphasized.

Grade 9 Be With Me: Program Goals

Students are expected to develop their skills as collaborative contributors who find meaning, dignity, and vocation in work which respects the rights of all and contributes to the common good.

Students are expected to become reflective, creative and holistic thinkers who solve problems and make responsible decisions with an informed moral conscience for the common good. Their intent is to be focused on participating in the transformation of society.

Grade 10 Christ and Culture: Program Goals

Students are called to identify justice as an essential ingredient in the liberation of human person and a key expression of Christian love.

Students are called to be caring family members and responsible citizens who respect and understand the history, cultural heritage and pluralism of today's contemporary society.

Grade 11 World Religions: Program Goals

Students will become responsible citizen who gives witness to Catholic Social Teaching by promoting peace, justice, and the sacredness of human life.

Students will be reflective, creative thinkers who listen actively, think critically and understand and relate to others in our world today.

Students will act morally and witness Catholic Social Teaching by promoting equality, democracy, and solidarity for a just, peaceful and compassionate society.

Students will affirm the diversity and interdependence of the world's people and cultures.

Grade 12 Church and Culture: Program Goals

Students will be able to explain the Christian responsibility to respond effectively to social, political and economic injustice based on gospel values and Church's social teaching.

Students will acknowledge that the love of God for all people demand justice and recognize the responsibility of Christians to work for justice and peace.

Students will critique social, political, and economic structures in light of the Church's social teachings.

Pre-Trip Preparation(s) by Students

Most students will have learned about the United Nations during their religion classes, or law class or history class. Also the students involved in the Model United Nations Debate Team will have looked at the history and development of the United Nations as well as its' role in the world political arena of today.

Students will also be made aware of the need for proper identification and documents they will need in order to travel across the American border, especially those students who are not Canadian born or Canadian Citizens.

Feb. 11, 2005, 7:18PM

Impact Educational Tours

No. 2169 P. 2



new york city • st joseph • 4 days - 3 nights

day one – may 12th

6:00am Depart from the school. Rest stops are made en route.

PASSENGERS ARE RESPONSIBLE FOR BRINGING APPROPRIATE ID TO CROSS THE BORDER.

Comparisons between Canada and the United States will be discussed with your Impact Educational Tour Guide.

3:00pm Students visit the sweetest place on earth, Hershey, PA, and tour the Hershey Chocolate Factory.

Evening Visit the world famous Times Square to see it lit up at night. Afterward, soar a quarter of a mile into the atmosphere at the Empire State Building.

day two – may 13th

Morning Breakfast

8:30am Board the motor coach for an orientation city tour of New York. Starting in Harlem the tour highlights the rich history and socio-economic conditions from area to area.

12:30am Visit the South Street Sea Port for lunch. Students may wish to buy half price Broadway tickets at TKTS and visit the free Museum of the American Indian.

2:30pm Guided tour of the United Nations Headquarters. The principles, structure and activities of the United Nations will be discussed. With 192 member countries, it is the most important global organization and instrument for world peace. Music students will perform inside the gates at the entrance to the headquarters.

4:00pm Free time to explore the area that surrounds 34th Street, Macy's and Madison Square Garden.

5:30pm Dinner

Evening Attend an evening performance in a Broadway Theatre, off-Broadway Theatre, Comedy Club, or Jazz Club – New York has so much to offer.

day three – may 14th

Morning Breakfast

9:00am Your Impact Educational Tour guide leads you on a stroll through Central Park, the first landscaped public park in the United States. Admission to the Central Park Zoo is included.

10:00am Students visit the American Museum of Natural History. One of the finest natural history and astronomical exhibition spaces on Earth, this museum is a must-see for students. The dinosaur fossil exhibit and the wildlife dioramas are the benchmark by which other museums are judged.

11:30pm Lunch and time to shop and browse on 5th Avenue and at Rockefeller Center.

1:00pm Following the lead of Radio City's experienced tour guides, students explore: the Great Stage, one of the largest indoor performance stages in the world; the stage's hydraulic system, still in operation since the '30s; the renowned private suite, with 12-foot high gold leaf ceilings.

3:30pm Visit the site of the former World Trade Centre, where students will reflect on the tragic and historic events of September 11, 2001.

4:30pm Chinatown and Little Italy are unique atmospheres where students can immerse themselves in two different cultures.

5:00pm Dinner

Evening Students explore the trendy areas of SoHo or Greenwich Village. For over 100 years, this small area has been a Mecca to the creative, rebellious, and Bohemian. Students can take in a jazz club, a comedy show, or live music.

day four – may 15th

Morning Breakfast

9:00am Students attend mass at St Patrick's Cathedral.

Depart for home. Rest stops will be made en route.

The order of activities and final cost of your actual tour will vary depending on the activities and meal plan you choose to include and the availability of sites.



T (905) 568-2607 | 10 Kingsbridge Garden Circle, Suite 400.
 1-800-513-4094 | Mississauga, ON, Canada.
 F (905) 568-8615 | L5R 3K6

impacttours.com



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:
February 8, 2005

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: **ST. ANNE CATHOLIC HIGH SCHOOL**
ST. JOSEPH CATHOLIC HIGH SCHOOL
- Washington D.C. - April 7 to 10, 2005

RECOMMENDATION:

That the Board approve the St. Anne and St. Joseph Catholic High Schools field trip to Washington D.C. for April 7 to 10, 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
- Rationale and Itinerary



Request for Approval of Field Trip

School	St. Joseph's High School / St. Anne's High School		Date of Trip	Ex. mm/dd/yyyy 04/07 - 04/10/2005
Destination	Washington D.C.		Mode of Transportation	Coach Bus
School Departure Time	6:15 am	School Arrival Time	8:30 pm	Name of Carrier
# of Male Students	20	Grade of Students	11/12	Impact Ed. Tours
# of Female Students	20	Personal Cost Per Student	\$370.00	Number of Supervisors
Total Cost Per Student	\$370.00			Female <input type="text" value="1"/> Male <input type="text" value="3"/>
				Travel Company Involved
				Impact Ed. Tours

EDUCATIONAL RATIONALE

Name of Teacher John Conlon / Jeff Rivard (Chaperones - Laura Beltran, Paul Melim)

Purpose of Trip See attached notes

Relationship to Students' Program/Course See attached notes

Pre-Trip Preparation(s) by Students See attached notes

Follow-Up Activities Planned See attached notes

If Activity is Occuring over a Weekend Indicate Plans for Students to Attend a Eucharistic Celebration Will be attending 9:00 am service at the Washington National Cathedral

Date Submitted	02/01/2005	Name of Teacher	John Conlon/Jeff Rivard
Approval Date	02/02/2005	Name of Principal	Kevin Mulvey
Approval Date	02/02/2005	Name of Superintendent	Joseph Berthiaume/J. Ouellette
Approval Date		Board of Trustees Approval (per Superintendent)	

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

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

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

WASHINGTON PROPOSAL – OCTOBER 07/04

**JOHN CONLON – BUSINESS / SOCIAL SCIENCE CHAIRPERSON ST.
JOSEPH’S HIGH SCHOOL**

JEFF RIVARD – SOCIAL SCIENCE TEACHER – ST. ANNE’S S.S

To whom it may concern,

The grade 11, and 12 students at St. Joseph’s and St. Anne’s have the opportunity to travel to Washington in April of 2005. The students will spend four days and three nights in the U.S. capital. They will tour Washington and take in all of the famous sites. They will visit the Lincoln, Jefferson, and FDR memorials as well as the Washington monument and the Arlington Cemetery. It will include a short walking tour of the White House and visits to the different memorials commemorating the wars of this past century. Washington is well known for its many museums. The Smithsonian Museums, (Natural History, American History, Air and Space Museum) the National Art Gallery, the Holocaust Memorial Museum and the Fredrick Douglas House (19th century African American activist and author) are all included in the itinerary. Their trip will include a stop in Gettysburg where they will attend a play/monologue that details the life of Abraham Lincoln and a guided tour of the Gettysburg battlefield. They will also have the opportunity to experience Washington’s city centre with its markets, shops, parks and monuments.

Washington is a long way from Windsor and most students have never had the opportunity to visit the U.S. capital. It is the political and cultural centre of the United States and I believe this tour will provide students with a great opportunity to take in the sights and sounds of Washington, and that they will come away with a deeper understanding and appreciation of the American culture, politics and history.

Students involved in this trip are currently enrolled (1st or 2nd semester) in one or more of the following classes:

Grade 11 and 12 Law,
Grade 11 World History,
Grade 12 Sociology,
Grade 12 North American History
Grade 11 American History

As previously mentioned the educational value of a trip to Washington D.C. is self-evident and will be a valuable learning experience for students regardless of its perceived “curricular relevance”.

CURRICULAR RELEVANCE OF WASHINGTON ITINERARY

GRADE 11 – AMERICAN HISTORY (CHA 3U)

STUDENT EXPECTATIONS:

1. DEMONSTRATE AN UNDERSTANDING OF THE EXPERIENCES OF AFRICAN AMERICANS TO THE PRESENT TIME , PARTICULARLY IN CONNECTION WITH SLAVERY, EMANCIPATION AND CIVIL RIGHTS
2. DESCRIBE THE EVENTS THAT MARKED PROFOUND CHANGES IN AMERICAN HISTORY (EX. BATTLES OF LEXINGTON, GETTYSBURG)
3. EVALUATE THE IDEAS AND INFLUENCE OF AMERICAN SOCIAL, ECONOMIC, AND POLITICAL THINKERS (EX. THOMAS PAINE, JAMES MADISON, ANGELINA BRIMKE ETC...)
4. DEMONSTRATE AN UNDERSTANDING OF THE IMPORTANCE OF INDIVIDUALS AND GROUPS WHO HAVE TAKEN LEADERSHIP ROLES IN AMERICAN POLITICS AND SOCIETY (EX. BENJAMIN FRANKLIN, THOMAS JEFFERSON, ELIZABETH COADY, MARTIN LUTHER KING JR. ETC...)
5. DESCRIBE THE CONTRIBUTIONS TO AMERICAN CULTURE OF A VARIETY OF NOTABLE AMERICAN ARTISTIC, ARCHITECTURAL, AND LITERARY SCHOOLS AND INDIVIDUALS (EX. GEORGIA O'KEEFE, JACKSON POLLOCK, ANDY WARHOL, FRANK LLOYD WRIGHT , ETC...)
6. ANALYSE THE CHANGING ROLES PLAYED BY MINORITY GROUPS IN THE DEVELOPMENT OF AMERICAN SOCIETY (EX. ABORIGINAL PEOPLES, AFRICAN AMERICANS, IRISH AMERICANS, JEWISH AMERICANS ETC...)

ITINERARY MATCH

1. STUDENTS WILL GAIN AN IN-DEPTH LOOK AT THE CHALLENGES FACED BY AFRICAN AMERICANS SHORTLY AFTER EMANCIPATION WHEN THEY VISIT THE FREDRICK DOUGLAS HOUSE
2. STUDENTS WILL GAIN A DEEPER UNDERSTANDING OF THE BATTLE OF GETTYSBURG AND THE CHALLENGES FACED BY ABRAHAM LINCOLN. THEY WILL ATTEND A ONE-MAN PLAY CALLED *MR. LINCOLN RETURNS TO GETTYSBURG* AND PARTICIPATE IN A GUIDED TOUR OF THE GETTYSBURG BATTLEFIELD

3/4/5/STUDENTS WILL HAVE THE OPPORTUNITY TO BETTER THEIR UNDERSTANDING OF THE KEY POLITICAL, SOCIAL AND CULTURAL EVENTS IN AMERICAN HISTORY AS WELL AS THE INDIVIDUALS BEHIND THOSE EVENTS WHEN THEY VISIT THE AIR AND SPACE MUSEUM AND THE MUSEUM OF AMERICAN HISTORY.

6. STUDENTS WILL VISIT THE NATIONAL HOLOCAUST MUSEUM AND COME TO APPRECIATE THE SUFFERING OF THE JEWISH AMERICANS WHO SUFFERED THEMSELVES OR LOST LOVED ONES IN THE HOLOCAUST OF WWII.

GRADE 11 WORLD HISTORY TO THE 16TH CENTURY (CHW 3M)

SELECTED EXPECTATIONS:

1. DEMONSTRATE AN UNDERSTANDING OF THE DEVELOPMENT OF DIFFERENT FORMS OF COMMUNITIES FROM PREHISTORY TO THE SIXTEENTH CENTURY.
2. ANALYSE THE INTERACTION BETWEEN SELECTED SOCIETIES FROM PREHISTORY TO THE SIXTEENTH CENTURY.
3. EVALUATE THE CONTRIBUTIONS OF SELECTED INDIVIDUALS AND GROUPS TO THE DEVELOPMENT OF ARTISTIC, INTELLECTUAL AND RELIGIOUS TRADITIONS.
4. DEMONSTRATE AN ABILITY TO LOCATE, SELECT, AND ORGANIZE INFORMATION FROM A VARIETY OF SOURCES

ITINERARY MATCH

1/2/3/STUDENTS WILL BE VISITING THE SMITHSONIAN'S MUSEUM OF NATURAL HISTORY WHERE THEY WILL HAVE THE OPPORTUNITY TO VIEW ARTIFACTS, AND EXIBITS REPRESENTING ANCIENT SOCIETIES AND STUDY THE IMPACT OF THOSE SOCITIES ON OUR MODERN WORLD.

5. STUDENTS WILL ALSO BE ASKED TO SELECT A NUMBER OF ARTIFACTS OR EXIBITS AND WRITE A REPORT ON HOW THESE OBJECTS OR DIORAMA REPRESENT THEIR RESPECTIVE CULTURE.

GRADE 12 HISTORY – CANADA: HISTORY, IDENTITY AND CULTURE (CHI 4U)

SELECTED EXPECTATIONS:

1. DESCRIBE VARIOUS ASPECTS OF ABORIGINAL LIFE (EX. ECONOMIC LIFE, SPIRITUALITY, RELATIONSHIP WITH THE ENVIRONMENT, POLITICAL ORGANIZATION) PRIOR TO CONTACT WITH THE EUROPEANS
2. ANALYZE HOW CANADA'S CHANGING RELATIONSHIPS WITH THE UNITED STATES HAVE INFLUENCED THE FORMATION AND TRANSFORMATION OF CANADA'S IDENTITY
3. ANALYSE HOW SPECIFIC CONFLICTS AND COMPROMISES BETWEEN CANADA AND THE UNITED STATES HAVE HELPED SHAPE CANADIAN IDENTITY (EX UEL, WAR OF 1812, ANNEXATION MANIFESTO, NORAD, NAFTA)

ITINERARY MATCH

1. STUDENTS WILL VISIT THE MUSEUM OF AMERICAN HISTORY WHERE THEY WILL BE ABLE TO EXAMINE THE EARLY ASPECTS OF NORTH AMERICAN ABORIGINAL CULTURE AND THE IMPACT OF THE EUROPEAN SETTLEMENT ON THE ABORIGINAL SOCIETY.
- 2/3 STUDENTS WILL VISIT THE CANADIAN EMBASSY IN WASHINGTON AND WILL EXPERIENCE FIRST HAND, OUR CANADIAN PRESENCE IN AMERICA AND OBSERVE CANADA'S PRESENT DAY RELATIONSHIP WITH THE UNITED STATES.

GRADE 12 – CANADIAN AND INTERNATIONAL LAW (CLN 4U)

SELECTED EXPECTATIONS:

1. DEMONSTRATE AN UNDERSTANDING OF THE MAJOR CONCEPTS, PRINCIPALS, AND PURPOSES OF INTERNATIONAL LAW
2. IDENTIFY DOMESTIC LAWS (EX. THE NUREMBERG LAWS, LAWS ON APARTHEID) THAT CONFLICT WITH THE PRINCIPLES OF INTERNATIONAL LAW AND EXPLAIN HOW THEY VIOLATE THOSE PRINCIPLES

ITINERARY MATCH

- 1/2 STUDENTS WILL GAIN A DEEPER UNDERSTANDING OF THE IMPORTANCE OF INTERNATIONAL LAW AND ACCOMPANYING CONSEQUENCES WHEN DOMESTIC LAWS SUPER-CEDE THOSE INTERNATIONAL LAWS (EX. THE NUREMBERG LAWS) WHEN THEY VISIT THE UNITED STATES HOLOCAUST MEMORIAL MUSEUM



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:
February 8, 2005

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: **SPECIAL EDUCATION ADVISORY COMMITTEE MEETING
- November 25, 2004**

RECOMMENDATION:

That the Board receive the minutes of the November 25, 2004 Special Education Advisory Committee meeting as information.

BACKGROUND:

All minutes of the Special Education Advisory Committee (SEAC) are to be received by the Board.

FINANCIAL:

n/a

COMMENTS:

n/a

TIMELINES:

Meeting date: November 25, 2004

APPENDICES:

- Minutes of the November 25, 2004 Special Education Advisory Committee (SEAC) meeting



Windsor-Essex Catholic District School Board

1325 California Ave., Windsor, ON N9B 3Y6

Phone: (519) 253-2481

Fax: (519) 253-0620

SPECIAL EDUCATION ADVISORY COMMITTEE MEETING

Thursday, November 25, 2004

Windsor Essex Catholic Education Centre

1325 California Avenue, Windsor

MINUTES

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
	Jane Wysman	Member-at-large, High School Council
	Jennifer Jaco-McKay	Association for Bright Children
	Melissa-Jo Meyer	Autism Society - Alternate
	Janet Ouellette	Superintendent
	Cathy Geml	Principals' Association/Supervisor

The Chair called the meeting to order.

1. Opening Prayer – the SEAC prayer was read together.
2. Welcome/Introductions – Pam Skillings, Principal, Children's Rehabilitation Centre.
3. Regrets – D. Rollier.
4. Approval of Agenda

Moved by M. DiMenna and G. Gignac that the November 25, 2004 SEAC Agenda be approved as printed and distributed. Carried.

5. Disclosure of Pecuniary Interest – None.
6. Presentation

Pam Skillings, accompanied by a PowerPoint presentation (attached), highlighted the services provided by the Children's Rehabilitation Centre, the clientele served and statistics indicating the reasons for the increased complexities of needs. She noted that the family is at the centre of the service wheel, and outlined the needs of

families and how to access the services they require. Ms. Skillings responded to several questions, and commended SEAC and the Board's Special Education staff on their commitment to students with special needs.

7. Presentation

Jennifer Jaco-McKay distributed an information sheet on the Association for Bright Children, and briefly outlined the philosophy of the Association, the provincial and local issues, and issues concerning the Board. The public board has a new gifted program, and she would like to bring back a report to SEAC on this program. A.B.C. will keep pressing the board to obtain what is needed for students who are gifted.

8. Approval of Minutes

Amendment to page four: third sentence under New Business to read, "Transportation Department finds it difficult to change schedules..."

Motion by M. DiMenna and J. Jaco-McKay that the Minutes of the October 28, 2004 meeting be approved as amended. Carried.

9. Business Arising – None.

10. Information Item – Letter to Minister from Thames Valley D.S.B.

Moved by M. J. Meyer and J. Wysman that the information item be received. Carried.

11. Report from Chair

Information from the November 17, 2004 publication of the Standing Committee on Estimates was distributed for information.

A SEAC representative to the Board's Accessibility Committee was requested. As no volunteers came forward, a teacher or student will be appointed.

12. Report from Trustees

There has been no response from the Minister to the August 16, 2004 or September 27, 2004 letters.

13. Report from Superintendent/Supervisor

All the I.B. students have been tested and each one is at least two grade levels above their grade. The program is providing very important enrichment, and the Superintendent will seek student evaluation of the program soon.

The Coordinators are working on their various disciplines and have begun holding family of schools meetings. The autism initiative is well under way and hopefully an electronic newsletter will be initiated for the system.

The Board received a letter from Linda Stanczak indicating that her daughter's trip to Muskoka Woods was a positive experience for the student and the family. Positive comments have been received regarding other students with disabilities who have gone on this trip in the past.

Discussion took place on funding cuts and reduction of the behaviour program. Initiatives being investigated at the administrative level are:

- expanding the role of the Social Workers or Behaviour Specialist at the school level – hoping to get one in place for the next term;
- moving from one-on-one behaviour intervention to group intervention;
- early intervention in Kindergarten;
- working with St. Clair College for development of further training.

Grouping of students will be neither strongly recommended nor forced, but very challenging behaviour issues place Boards in difficult positions when people are being injured. The waiting period for CPRI is frustrating for the Board and parents as there is no behaviour program in place. A concern was raised about placing appropriately trained Educational Assistants with students who have specific challenges.

14. New Business

Discussion: Role of SEAC members/Value within Board:

A lengthy discussion took place. SEAC feels that they are not consulted on issues such as program development or Board initiatives prior to implementation, and that SEAC recommendations are not acted on by the Board. As well, they would like data on IPRCs and the effectiveness of IEPs. Discussion was held on recruitment of new SEAC members. SEAC and the Board both see the other as adversaries. SEAC had no input into who should do the Special Education Review, and the Special Education Plan is not brought to the members in a timely manner. Some members question how important SEAC is to the Board. Understanding how funds are spent is also an issue for SEAC.

The Board views much of what comes from SEAC as contradictory, and some may not see SEAC as an effective part of Special Education. There are concerns around the SEAC Circular, and the Board feels that they are not meeting the needs

of all students, and need to move in other directions.

It was noted, however, that SEAC has brought positive change to the Board; e.g., the last Educational Assistant contract, and that SEAC has provided the Superintendent and Supervisor with valuable input into program development. Following a suggestion on how SEAC can be more effective rather than focusing on negative things, the next Agenda will include discussion on how to solve the problems discussed.

Notice of Motion

M. Mastellotto: That SEAC recommend that the Board investigate the impact that early dismissal has on high school children and their families. As a result of the discussion concerning early dismissal of students with special needs, every elementary and secondary school now dismisses all students at the same time.

Notice of Motion

M. Mastellotto: That SEAC recommend that the Board investigate the option of partnering with a community agency to provide after school care at the high school level for children with special needs.

Moved by M. Mastellotto and M. J. Meyer that SEAC recommend that the Board investigate the option of partnering with a community agency to provide before and after school care at the high school level for children with special needs. Defeated.

15. Closing Prayer – J. Ouellette closed the meeting with prayer.
16. Adjournment

On motion by G. Gignac and M. Mastellotto, the meeting adjourned at 9:35 p.m. Carried.

**NEXT MEETING
CATHOLIC EDUCATION CENTRE (Board Office)**

**JANUARY 27, 2005
7:00 P.M.**

Patricia Hickmott
Recording Secretary

/psh/M06seac/11/28/2004
E&OE



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:
February 8, 2005

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: AD HOC ELEMENTARY UNIFORM COMMITTEE REPORTS

RECOMMENDATION:

That the Board accept the *Research Committee Report – January 2005* and the *Interim Report of the Ad Hoc Elementary Uniform Committee* as information.

BACKGROUND:

At the May 25, 2004 Regular Board meeting, the Board approved the following motion:

“That the Board establish a stakeholder focus group that would:

- i. study the feasibility of system-wide mandatory school uniforms for the elementary panel.*
- ii. consult with all appropriate stakeholders including, but not limited to, Catholic School Councils, Parishes, Principals and Elementary staff.*
- iii. give consideration to best practices, advantages, disadvantages, appearance, availability, cost and compliance.*
- iv. submit a report to the Board by January 2005 including recommendations and timelines for possible implementation.”*

FINANCIAL: None.

COMMENTS:

TIMELINES:

APPENDICES:

- Appendix A – Interim Report of the Ad Hoc Elementary Uniform Committee
- Appendix B - Research Committee Report to the Ad Hoc Elementary Uniform Committee

Interim Report of the ad hoc Elementary Uniform Committee

The *ad hoc* Elementary Uniform Committee of the Windsor Essex Catholic District School Board has met on three occasions since November 2004. The committee at this time is prepared to provide this interim report with respect to its findings and its intended direction.

The Committee has determined that:

- Anecdotal research supports the view that school uniforms can significantly improve school climate.
- The Hamilton-Wentworth Catholic District School Board adopted a mandatory school uniform for its students in September 2004. By any measure, this initiative, accepted by all stakeholders of that community, has been a success for the Hamilton Catholic Board.
- A number of elementary school communities within the Windsor-Essex Catholic District School Board have indicated significant interest in the adoption of a school uniform.

It is the intention of the Committee to begin a process of ***consultation to determine the potential support*** among the key stakeholders for the concept of a mandatory uniform policy for elementary students.

- The committee will initiate a consultation with school councils to determine their support for a board-wide survey of parents.
- The committee will initiate a dialogue with principals and the local executive of the teachers' association for the purpose of providing information and gauging levels of support.
- The committee will assess the results of the consultation process and make a recommendation to the Board with respect to next steps.

The Committee is unanimous in the view that any recommendation with respect to the adoption a mandatory school uniform policy for elementary students should come from the stakeholders of the Board and particularly from the parents of our students. Accordingly, the Committee believes that its function at this point is to facilitate the dialogue around elementary school uniforms so that the wishes of our parents and other stakeholders are clearly articulated and clearly heard.

Respectfully submitted: January 2005

Research Committee Report to the Ad Hoc Elementary Uniform Committee

January 2005

Task: to determine what, if any, benefits come from implementing a school uniform, what are the key concerns and how have these been addressed in other regions – to help determine the benefit and feasibility of adopting a school uniform for our region.

How: The Research Committee investigated through Internet searches, a telephone survey of Ontario School Boards and an on-site tour of the Hamilton Board.

Research Findings

Overview:

The only Catholic Board in Ontario with a full school uniform in its elementary schools currently is Hamilton - implemented in Sept. 2004. There are individual schools in Ontario with dress codes and uniforms (i.e. Toronto, and Ottawa – not investigated to date). There are several Boards, and public (vs. private) schools in the United States, which have also implemented school uniforms.

Research Data:

To date, there is a vast amount of anecdotal support for uniforms. There is little if any applicable empirical data. While anecdotal support is compelling, we need to be sure not to make broad conclusions from specific observations

One key study (National Educational Longitudinal Study of 1988 – of the 10th grade) found that uniforms have no direct effect on substance use, behavioral problems, attendance, academic preparedness, or pro-school attitudes. However, they also stated that uniforms may indirectly affect school environments and student outcomes by providing a visible and public symbol of commitment to school improvement and reform.

Hamilton Experience:

The Hamilton Catholic Board initiated a mandatory uniform policy for its 19,000 elementary students effective September 2004. The initiative has been extremely successful insofar as it was implemented without incident and it readily provides visible and tangible evidence of a highly energized and focused school system. Evidence of the success of this initiative is found in the following:

- Virtually unanimous, enthusiastic approval of teachers and school administrators
- Acceptance and pro-active involvement of school councils
- Willing compliance on the part of parents and students

Why was this initiative successful? The answer lies in three key factors:

- The conviction and commitment of the **Hamilton trustees**
- A highly **effective implementation process** characterized by on-going consultation and carried out in measured, deliberate steps
- **Quality research** that enabled an effective response to all the understandable questions around the obvious issues of cost, quality and compliance. As a result of this research parents and school councils moved toward a consensus that **the benefits inherent in the adoption of a uniform outweighed the potential disadvantages of such a decision.**

The Leadership of the Hamilton Trustees:

The uniform initiative was trustee-driven in Hamilton. We were told that a delegation of Hamilton Catholic trustees visited the Chicago public school system some five years earlier. They saw the impact that uniforms had on that system and determined that such a policy would dramatically benefit their schools and their students. Everyone we spoke to in Hamilton emphasized that it was the **unanimous commitment of the trustees** to the uniform policy as a positive benefit to students that was essential to the overall success of the entire venture. Board Chair Patrick Daly pointed out that if even one or two trustees had been opposed it was likely that substantial opposition in the community would have coalesced around those individuals and the initiative's success would have been in serious doubt.

The Implementation Process:

The Hamilton trustees needed to ensure that a significant level of support for the concept of a mandatory elementary uniform policy was in place among all stakeholders. A deliberate, staged and unrushed process of consultation was essential to the successful implementation.

- The Board surveyed parents to gauge overall support and required an approval response of 66% as a sign that the community was prepared to accept uniforms. At the same time they determined that if any school community was opposed to the policy by a measure of 66% that the policy would not affect that school community.
- They informed all stakeholders of their decision to go forward with a mandatory elementary uniform 16 months ahead of implementation. This allowed schools, stores, suppliers, school councils and parents time to effectively prepare. The Board was wise to delay the implementation of the uniform a full year and more after the initial decision to go ahead with the policy.

Timelines for Implementation:

- September 2002 to April 2003 – stakeholder surveys to gauge the level of **support for the concept** of a mandatory uniform policy.
- May 2003 – Board makes the final decision to implement a uniform policy in its elementary schools.
- Parents and schools councils are consulted on **the process** of implementation.
- November 2003 to January 2004– details of uniform policy are finalized.
- Winter and Spring 2004 - School councils and principals engage suppliers – contracts signed.
- September 2004 – uniform in place

Benefits:

From the Hamilton trip we have compiled the following list of perceived benefits based on empirical observations & participant comments:

- Uniforms can create a sense of 'community / team' – even in schools with a lax uniform policy.
 - Uniforms can help reduce clothing competition.
 - Uniforms can provide less distraction in the classroom.
 - Uniforms can help identify who belongs to a school community.
 - Uniforms can make clothing decisions easier in the morning for children and parents.
 - Uniforms can provide a school environment which counters the current media hype on 'clothing' and 'what you have' as being more important than 'who you are' and 'what you try to achieve.'
 - The children did seem to feel that it was easier in the morning than picking out clothes and did decrease some level of 'clothing competition'.
 - There were fewer compliance issues (almost none) than expected at the start of the school year
 - Uniforms help address the variety of secular "cross currents" which in many ways run counter to the Catholic moral values espoused and fostered by the Board. Often these values – or the absence thereof – are expressed, at times intangibly, in the dress of individuals both indirectly in terms of certain styles that can tend to compromise modesty and more directly in terms of explicit messaging which occasionally appears on student's clothing.

Cautions:

- This is a new project that is still in its 'honeymoon phase' and some of the positive effects attributed to the uniforms may wear off or not really be as significant as believed at this point in time.
- As time goes on, through clothing/jewelry, etc. children will likely develop ways to express their individuality and compete socio-economically through means of 'creative compliance'.
- Uniforms of the rich & poor – there will still be hand-me-down & new uniforms, differences in accessories, and in lax systems Walmart vs Gap uniforms.

Concerns – addressed to date by the Hamilton Board:

- In general, Hamilton and other Boards have developed options that seem to address most of the concerns raised to date – the question is the flexibility and standardization levels developed within a program.
- Hamilton has already completed a lot of the preliminary work necessary for this type project to be considered and has been more than willing to share their information. We can adapt some of their model to suit our regional requirements.
- They seem to have struck a balance between a controlled board-wide implementation and allowances for economic needs and individual school wants.
- The majority of children we spoke to (though not all) – seemed to feel good/ok about the uniforms, despite not looking forward to them the previous year.

- The Hamilton teachers we spoke to were 100% in favour of uniforms (less attitude with respect to clothing and felt that the uniforms increased the pride of the student community– esp. inner city schools.
- Concern over personal ‘individuality’ expressed through clothing – With the implementation of uniforms, the emphasis now should refocus on ‘individual expression’ through one’s schoolwork and creative educational opportunities. This counters the current media hype on ‘clothing’ and ‘what you have’ as being more important than ‘who you are’ and ‘what you try to achieve.’
- Enforcement – was not a concern once the mandatory program was established in Hamilton, but was a problem previously with 4 individual school programs.
- Schools had worked out with suppliers a means of providing clothing to families in need working under the guidance of each school’s principal. The Hamilton Board did not want to develop a pool of monies they would have to administer on an ongoing basis.
- In future years, Principals and School Councils would act as clearinghouses for resale of uniforms.
- Manufacturers provided high quality items for the price, with reinforced knees, seam allowances for growth, etc.
- Competition between local suppliers was felt to have provided a significant plus for the entire system, assuring quality along with the best price.
- Principals and School Councils dealt with suppliers and handled the implementation, once the Board’s policy and system procedures were established.

Conclusions:

To date, there is a vast amount of anecdotal support for uniforms. There is little if any applicable empirical data. While anecdotal support is compelling, we need to be sure not to make broad conclusions from specific observations.

That being said, the Research Committee was pleased with its tour of Hamilton. A significant number of the preliminary questions have been adequately addressed. Remaining concerns can likely be addressed as we move through this research process. Presently, there seems to be enough evidence to move to the next phase of the research process, that being soliciting input from stakeholders.

What are the obvious considerations inherent in any decision to proceed?

- Community Input – is our community interested in pursuing this concept. How do we ensure they feel heard, are included in the decision making process and buy into it if the Board goes forward.
- Costs: Uniforms may be comparable in cost (not sure) and may be more affordable over time – depending on how and which options are developed. However, uniforms may be only affordable to people who typically spend more than the cost of a uniform on an outfit(s) for their child. This is still to be determined.
- Low Income Families - How to address the uniform costs for families with limited incomes. Some Hamilton schools had lax policies allowing for more affordable clothing, however most did not.
- One size fits all – sometimes does not fit extreme body shapes and sizes well, some not at all.

- Comfort – restricting clothing may not feel comfortable to some children and may make it more difficult for them to concentrate in school.
- Enforcement – some court cases pending in the US. Need to ensure with our legal counsel that this system is enforceable.
- Special Needs Students – need to consider any special requirements for children with disabilities, i.e.: autistic children (who often are sensitive to the materials, etc.)
- Colours: Individual school colours vs. one colour uniform system throughout the board.
- Availability: in some US districts suppliers have not been able to meet the demand. Adequate time and flexibility may be required.
- Clear Style Guidelines – esp. in lax systems – some parents have purchased clothing for their children that they feel meets the guidelines, only to have their children disciplined for wearing it.

Possible Recommendations to the Board:

At our meeting on Thursday, January 20, the Hamilton sub-committee discussed possible next steps. Over the past three months we as a committee have had an opportunity to review the research for ourselves and absorb both the Hamilton experience and the various articles about the pros and cons of school uniforms. Just as our collective thinking about this issue evolved, our sense is that our various stakeholders probably need to go through the same process as well. Parents, school council members, trustees, teachers, administrators and students all need to wrestle with the pros and cons and come to their own conclusions. This is not a decision that can or should be made overnight. It should neither be forced nor rushed. People need to see it coming, consider it, prepare for it and have the opportunity, if so inclined, to voice their opinions. A major role of the larger ad hoc uniform committee, if given a mandate to continue by the Board, will be to frame and facilitate this on-going debate.

Among the possible first steps:

- Make an interim report to the Board of the findings of the research committee
- Solicit the approval of the Board to send a preliminary survey (with a brief overview) to all elementary School Councils to determine whether their level of interest in this issue is sufficient to warrant a full survey of parents, teachers and other key stakeholders?
- Compile the results of a School Council Survey (if approved by the Board)
- Assuming positive results from a School Council survey, make a recommendation to the Board with respect to:
 - The advisability of proceeding with a Board-wide stakeholder survey
 - The advisability of the Board publicly setting a benchmark level of approval from such a survey upon which to base a decision to implement a mandatory elementary school uniform policy