



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, May 10, 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. Design of Public Spaces in the Catholic Education Centre (J. Ouellette/E. Carr)
 - b. Building a Culture of Excellence: The Use of Data to Enhance Academic Achievement (J. Ouellette/K. Power)
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 In-Camera Meeting, April 26, 2005
 - ii) Minutes of Regular Meeting, April 26, 2005 1 - 7

 - b. Items From In-Camera Meeting of May 10, 2005

- 10. Communications
 - a. External (Associations, OCSTA, Ministry)
 - i) Letter from Community Social Planning Council Kingsville Leamington dated April 28, 2005 re: Permanent Board Position Representative 8 - 10

 - b. Internal (Reports from Administration)
 - i) Report: Administrative Staff Report (J. Berthiaume) 11 - 12

- 11. Unfinished Business

- 12. New Business
 - a. Report: Tender – Lighting 2005 (Good Places to Learn – Stage 1) *handout*
 (P. Marchini/C. Marier/T. Robins)
 - b. Report: 2005 – 2006 Student Trustee Appointment (J. Berthiaume/J. Byrne) *handout*
 - c. Fieldtrips:
 - i) St. Anne Catholic High School – Quebec City 13 - 20
 - ii) St. James Catholic Elementary School – Cedar Point, Ohio 21 - 23

- 13. Committee Reports

- 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. Trustee Porcellini Amended Notice of Motion from March 29, 2005: *“that the Board request from administration a report detailing and discussing the enrolment pressures facing Catholic Central High School, identifying possible solutions and next steps.”*

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, 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 REVISED DATE**)

20. Closing Prayer

21. Adjournment

John Macri
Board Chairperson

Michael Moher
Director of Education & Secretary



Windsor-Essex Catholic District School Board

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REGULAR BOARD MEETING

Tuesday, April 26, 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	
Student Trustee N. Deschamps	
Student Trustee (Alternate) E. Limarzi	

Regrets:

J. Courtney, Vice-Chair

Administration:

M. Moher (Resource)	P. Littlejohns
J. Berthiaume	C. Marier
P. Marchini	T. Robins
J. Ouellette	L. Staudt
T. Halford	L. Pinazza

Recorder:

D. Steffens

1. Call To Order - Chair Macri called the meeting to order at 7:05 p.m.
2. Opening Prayer – Fr. Brunet opened the meeting with a prayer.
3. Recording of Attendance –Trustee Courtney sent regrets.
4. Approval of Agenda

Amendments:

- Addition: Special Announcement - St. Joseph Catholic High School (after agenda item 6)

Moved by Trustee Keane and seconded by Trustee Soulliere that the April 26, 2005 Regular Board meeting agenda be approved as amended. Carried.

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

Special Announcement – St. Joseph Catholic High School

Chair Macri announced that the Windsor-Essex Catholic District School Board has selected a site for the new St. Joseph Catholic High School. The site (approximately 20 acres) is located in Windsor at the corner of McHugh Avenue and Clover Avenue in the East Riverside area. The selection of the new site took into account several criteria identified by the School Consolidation Committee and other stakeholders. The property acquisition process will proceed by expropriation working cooperatively with the existing owner in order to expedite the planning process.

The meeting recessed at 7:10 p.m. allow questions by the media and resumed at 7:20 p.m.

7. Presentations

- a. Holy Name Catholic Elementary School – Choir and Mission Club

Principal Dave Lozinsky, introduced teacher Lori Market and students who participate in the school's Choir and Mission Club. Students presented a spiritual liturgical dance and provided an overview of the faith development activities and community outreach programs carried out at the school.

Father Brunet left the meeting at this point.

- b. Catholic Education Week - Communication Plan for System-Wide Activities

Linda Staudt - Supervisor Pathways to Success, Lorenzo Pinazza – Information Technologies Consultant and Tim Halford – Communication Services Coordinator, provided an overview of the system-wide Catholic Education Week celebrations that will occur May 1 to May 6. Additional information can be found on the Board's website at www.wecdsb.on.ca or at the Ontario Catholic Schools Trustees' Association website at www.ocsta.on.ca.

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 In-Camera Meeting, April 12, 2005
Moved by Trustee DiMenna and seconded by Trustee Janisse that the minutes of the In-Camera meeting of April 12, 2005 be adopted as amended. Carried.

- ii) Minutes of Regular Meeting, April 12, 2005
Moved by Trustee Keane and seconded by Trustee Soulliere that the minutes of the Regular Meeting of April 12, 2005 be adopted as distributed. Carried.
 - iii) Minutes of Emergency In-Camera Meeting, April 14, 2005
Moved by Trustee DiMenna and seconded by Trustee Holland that the minutes of the Emergency In-Camera meeting of April 14, 2005 be adopted as distributed. Carried.
- b. Items From In-Camera Meeting of April 12, April 14 and April 26, 2005

Trustee DiMenna reported the Windsor-Essex Catholic District School Board resumed a closed Committee of the Whole meeting on April 12, 2005, convened an Emergency Closed Committee of the Whole meeting on April 14, 2005 and convened a closed Committee of the Whole meeting on April 26, 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, Courtney, Keane and Porcellini did not attend the April 14 Emergency In-Camera meeting due to conflict of interest.

Moved by Trustee DiMenna and seconded by Trustee Holland that the recommendations and directions of the Committee of the Whole Board at its meetings of April 12, April 14 and April 26 be approved. Carried.

Trustee DiMenna made the following announcements:

- at the March 29, 2005 In-Camera Meeting - trustees approved the transfer of administrative functions of the Section 20 school at Glengarda Child and Family Services to the Greater Essex County District School Board
- at the April 12, 2005 In-Camera Meeting – trustees approved an extension of the Personal Services Contract for Michael Moher, Director of Education until June 2007
- at the April 14, 2005 Emergency In-Camera meeting – trustees approved the ratification of a two-year collective agreement between the Board and OECTA Secondary teachers
- at the April 26, 2005 In-Camera meeting trustees approved:
 - the extension of retirement for Anne Maurice for one additional school year
 - the appointment of Mary Heath to position of Adult Faith Animator for a one year term with an option for renewal
 - the appointment of Greg Jolicouer as *Acting* Principal at St. Peter Catholic Elementary School, effective May 9, 2005
 - the appointment of Cathy Prekupec as *Acting* Administrator at St. Peter Catholic Elementary School, effective May 9, 2005

10. Communications

a. External (Associations, OCSTA, Ministry)

- i) Memorandum from the Ontario Catholic School Trustees' Association re: Resolutions to be Considered at the 2005 AGM (*Deferred from April 12, 2005 - full package provided to trustees previously*)

Trustee Soulliere indicated the Board's Ad Hoc OCSTA Resolution Committee reviewed the resolution package received from the Ontario Catholic School Trustees' Association. At the AGM, the Ad Hoc Committee plans to speak about the Board's Special Education Advisory Committee (SEAC) resolution that was not supported by OCSTA and withdraw it from the floor.

Moved by Trustee Soulliere and seconded by Trustee Porcellini that the memorandum from the Ontario Catholic School Trustees' Association re: Resolutions to be Considered at the 2005 AGM be received as information. Carried.

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 retirement of staff dated April 26, 2005 for information. Carried.
- ii) Report: Legal Services – February 2005
Moved by Trustee Soulliere and seconded by Trustee Holland that the report *Legal Services – February 2005* be received as information. Carried.

11. Unfinished Business – None.

12. New Business

a. Report: Revised Good Places to Learn - Stage 1 Plan

Superintendent Marchini reported that the Ministry has provided additional information since the Board received the March 8th Good Places to Learn document which was prepared in anticipation of the Ministry of Education's grants under Stage 1 of the Good Places to Learn initiative. Since the release of Ministry Memorandum 2005:B4 on March 18 and gaining full access to the Ministry's ReCAPP database, the Facilities Services Department has been reviewing the original plan and making the necessary adjustments to Stage 1 projects in order to conform with the urgent and high needs capital renewal needs listed in the Ministry data. Projects not included in ReCAPP but identified as urgently required will be presented under the 2005/06 Capital Renewal Budget.

Moved by Trustee Janisse and seconded by Trustee Porcellini that the Board approve the *Revised Good Places to Learn – Stage 1 Plan*;

and, that the Board approve that funding for the Revised Good Places to Learn – Stage 1 Plan be used to address repair projects that have been identified as urgent and high needs in the ReCAPP database. Carried.

b. Report: Tender - Roofing 2005 (A)

Moved by Trustee Keane and seconded by Trustee Holland that the Board approve the tender bids from Gillett Roofing, Horizon Roofing, Kingsville Roofing, Rauth Roofing and Semple Gooder Roofing for various roofing projects as listed on the attached spreadsheet and that purchase order contracts be issued upon board approval. Carried.

c. Report: St. Joseph Catholic High School – Construction Management

Superintendent Marchini indicated the Board has acquired land for the construction of the new St. Joseph Catholic High School. It is recommended the Board pursue a construction management process, which may enable the Board to complete the school prior to August 31, 2006. The closure of the existing school by August 31st, 2006 is critical since the Board's secondary capacity for St. Joseph (1,059 pupil places) will only be reduced if the new facility is occupied in September 2006. Trustees sought clarification on the potential of increased costs under the construction management process, the sequential tendering procedure, and discussed options for accommodating future enrolment growth. A full report containing options, costs and timelines will be presented to the Board for review and final approval when the request for proposals process is completed. Trustees Alexander, Holland and Porcellini volunteered to sit on the St. Joseph Catholic High School Construction Management Committee.

Moved by Trustee Alexander and seconded by Trustee Holland that the Board approve the Construction Management approach to the building of the new St. Joseph Catholic High School. Carried.

d. Fieldtrips:

i) Our Lady of Lourdes Catholic Elementary School – Camp Queen Elizabeth

Moved by Trustee Alexander and seconded by Trustee Keane that the Board approve the Our Lady of Lourdes Catholic Elementary School field trip to Camp Queen Elizabeth, Honey Harbour, Ontario from June 1 - 3rd, 2005. Carried.

ii) St. Angela Catholic Elementary School – Cedarwin Scout Camp

Moved by Trustee Alexander and seconded by Trustee Keane that the Board approve the St. Angela Catholic Elementary School field trip to Cedarwin Scout Camp from June 8 – 10, 2005. Carried.

13. Committee Reports – None.

14. Notice of Motion – None.

15. Remarks and Announcements

a. Chairperson – None.

- b. Director of Education – Director Moher reported that the Board has received approval from the Ministry of Education for the modified 2005 – 2006 School Year Calendar. The calendar is available to the public on the Board’s website at: www.wecdsb.on.ca.
- c. Board Chaplain – Not present.

16. Remarks/Questions by Trustees

- Trustee Porcellini congratulated students and staff of both Catholic Central High School and the students of Immaculate Conception Catholic Elementary School on the success of their recent concerts.
- Trustee Janisse inquired into the status of a report concerning the feasibility of a central maintenance building.
- Trustee Keane indicated that Fr. John Reddy, from Assumption Parish, is being transferred to Texas and expressed his appreciation for his support of our Catholic school system. Trustee Keane indicated he would not be in attendance at the May 10th meeting due to surgery.
- Trustee Alexander congratulated members of the Christ the King Robotics Team four placing fourth in the World Robofest 2005 Championships. Trustee Alexander also commended the staff for their hard work in preparing the students for competition
- Trustee Soulliere extended an invitation to trustees to attend Cardinal Carter Catholic High School’s fundraising event - Jody Raffoul Concert - on June 3rd. The concert will also feature area students who have been successful in the local Battle of Bands.
- Trustee Holland extended her congratulations and welcome to the Board’s new Adult Faith Animator Mary Heath and thanked fellow trustees for supporting the new location for St. Joseph Catholic High School.
- Trustee DiMenna congratulated two grade 7 students at Queen of Peace Catholic Elementary School who placed first in their divisions at the recent Optimist Club Oratorical Contest in Sarnia. Each student was awarded a \$1,500 post-secondary scholarship.

17. Pending Items

- a. Trustee Porcellini Amended Notice of Motion from March 29, 2005: *“that the Board request from administration a report detailing and discussing the enrolment pressures facing Catholic Central High School, identifying possible solutions and next steps.”*

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, 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 REVISED DATE**)

20. Closing Prayer –The meeting closed with a prayer.
21. Adjournment - There being no further business, the Regular Board Meeting of April 26, 2005 adjourned at 8:48 p.m. at the call of the Chair.

John Macri
Board Chairperson

Michael Moher
Director of Education & Secretary



Growing Together In Thought & Action!

www.cspckl.on.ca

April 28, 2005

Michael B. Moher,
Director of Education
Windsor-Essex Catholic District School Board
1325 California Ave.,
Windsor, ON N9B 3Y6

RECEIVED

MAY - 2 2005

Dear Mr. Moher:

Re: Request Permanent Board Position by WECDSB Representative.

The Community Social Planning Council Kingsville – Leamington (CSPCKL) is a non-profit organization funded by United Way. We do not offer front-line services. Rather, to improve the quality of life for members of Kingsville and Leamington that respect the uniqueness of both communities, CSPCKL provides a forum for community members to equally participate in community social planning and development. For more information, please read the enclosed brochure and visit www.cspckl.on.ca.

Currently, CSPCKL is equally represented by six members of each Municipality, namely a municipal representative, two service providers, and three citizens. The executive board and our Social Planning Coordinator meet the third Tuesday of each month, while sub-committees meet as needed. **To more effectively serve both communities, the Council members fully recognized the need to expand the Council membership from 12 to 17 members to include certain key community stakeholders, such as the Windsor-Essex Catholic District School Board.**

On behalf of CSPCKL, **I wish to invite you to appoint a WECDSB representative to join us who can best address the needs of those who reside in the Municipalities of Kingsville and Leamington.** We look forward to speaking with you, or your appointed representative, at your earliest convenience. Please contact Judy Wheeler at 733-4893.

Sincerely,

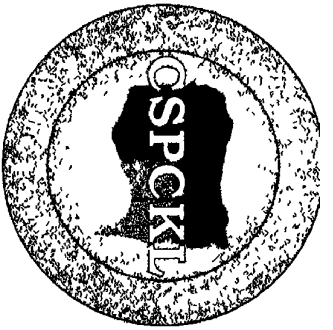
Katherine Gunning

Katherine Gunning, Chair
Community Social Planning Council Kingsville - Leamington

cc: May 10 Board meeting

P.O. Box 133, Kingsville, Ontario N9Y 1S4
Coordinator: Judith Wheeler (519) 733-4893 ~ E-mail: j.wheeler@cspckl.on.ca

Member Agency of  UNITED WAY
EVERY DAY



Growing Together in Thought & Action!

Enhancing

the Quality of Life for...

The Community Social Planning Council of Kingsville & Learnington invites you to assist in...

The Community Social Planning Council of Kingsville and Learnington provides a forum, for those who reside or work within its borders, to equally participate in community planning that identifies the assets and social needs of both communities, and creates solutions that respect the uniqueness of each community.

Awareness

& Inclusiveness...

The Council's key role is to support a broad community approach to effectively respond to emerging social needs. This approach, in the social planning process, encourages all community members to collaborate in the identification of gaps through research and community-level education, by building on existing community assets and developing strategies to address gaps.

**Individuals
& Families**

*Children
& Youth*

Seniors

*Persons with
Disabilities*

Volunteers

*Community
Organizations*

- creating a community building process to enhance the quality of life for community members.
- promoting social justice for all.
- networking with others who share community-level values.
- drawing on the resources in both the communities.
- developing research proposals to identify social needs.
- participating in planning and decision-making that respect the uniqueness of both communities.

You can make a difference!

Get connected
by
becoming a

Council Member
Contact
our office at...

733-4893

Our Mission

To improve the quality of life for community members of Kingsville and Leamington by developing social plans based on assessments of their strengths and social needs, and by collaborating on solutions that respect the uniqueness of both communities.

Our Core Values

Equality & Accessibility

Promote equal treatment and fair access to resources.

Community Collaboration

Develop community-based services that are representative and respectful of diversity.

Accountability & Awareness

Perform community work with honesty and integrity in an open process that is accountable to all citizens.

Our Vision

The Community Social Planning Council of Kingsville & Leamington is a recognized leader in planning for the human and social needs of our unique communities.

Growing together in thought and action

Community

Social Planning Council

Kingsville • Leamington

P.O. Box 133,

Kingsville, ON N9Y 1S4

Judy Wheeler, Coordinator

(519) 733-4893

j.wheeler@cspckl.on.ca

www.cspckl.on.ca

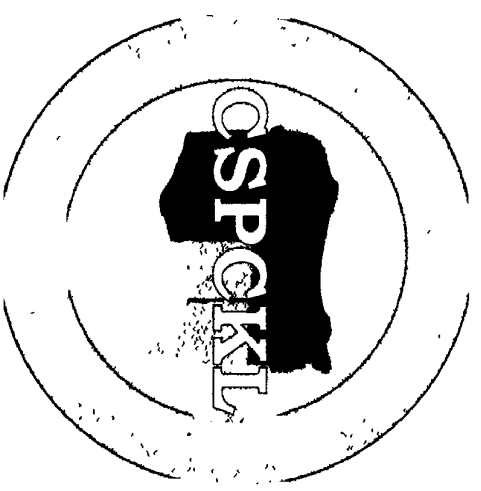
Member Agency

of



"Community social planning is essential for communities committed to building their capacity to respond to social issues and involving citizens in the creation of innovative solutions."

- Sheila Wisdom,
United Way, Windsor-Essex



- ❖ **Healthy Communities**
- ❖ **Community Planning & Development**
- ❖ **Community Resource**
- ❖ **Social Research**
- ❖ **Public Awareness**
- ❖ **Community Collaboration**



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Michael B. Moher, Director of Education

John Macri, Board Chairperson

BOARD REPORT

Meeting Date:
May 10, 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 May 10, 2005 for information.

BACKGROUND:

FINANCIAL:

COMMENTS:

TIMELINES:

APPENDICES:

- Administrative Staff Report dated May 10, 2005

May 10, 2005

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

	Employee Name	Position	Location	Date	Reason
HIRING:	Mary Heath	Adult Faith Animator	Catholic Education Centre	May 2, 2005	
	Daniel Pellarin	Occasional Teacher	Supply	April 15, 2005	
	Paul Sobol	Occasional Teacher	Supply	April 15, 2005	
RETIREMENT:	Ann Dumala	Elementary Teacher	St. Angela	June 30, 2005	
	Jacquelynn Marchi	Elementary Teacher	St. Peter	June 30, 2005	
	Ken Stephens	Secondary Teacher	St. Anne Secondary	June 30, 2005	
	John Vinall	Courier	Catholic Education Centre	July 1, 2005	
RESIGNATION:	Sr. Lise Jolie	Secondary Teacher	F. J. Brennan	April 12, 2005	
Teacher Retirements - Upcoming *Have given notice; have yet to retire		Elementary: 25	Secondary: 11	Total: 36	
Teacher Retirements - Year to Date ** Have retired as of this date		Elementary: 5	Secondary: 7	Total: 12	
Teacher Resignations - Upcoming		Elementary: 0	Secondary: 1	Total: 1	
Teacher Resignations - Year to Date		Elementary: 1	Secondary: 2	Total: 3	



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Michael B. Moher, Director of Education

John Macri, Board Chairperson

BOARD REPORT

Meeting Date:
May 10, 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. Anne Catholic High School**
- **Quebec City, Quebec**

RECOMMENDATION:

That the Board approve the St. Anne Catholic High School's Quebec City field trip for the study of French Culture and History from October 19th – 23rd, 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
- Parent Consent – SC:04 Form B
- Itinerary

JMO/cdp



Request for Approval of Field Trip

School	<input type="text" value="St-Anne's High School"/>		Date of Trip	<input type="text" value="10/19/2005-10/23/2005"/>
Destination	<input type="text" value="Québec City"/>		Mode of Transportation	<input type="text" value="Bus"/>
School Departure Time	<input type="text" value="5:00am"/>	School Arrival Time	<input type="text" value="12:00am"/>	Name of Carrier
# of Male Students	<input type="text" value="20"/>	Grade of Students	<input type="text" value="10-11-12"/>	<input type="text" value="Chatham Coach"/>
# of Female Students	<input type="text" value="22"/>	Personal Cost Per Student	<input type="text"/>	Number of Supervisors
Total Cost Per Student	<input type="text" value="\$683.00"/>			Female <input type="text" value="2"/> Male <input type="text" value="2"/>
				Travel Company Involved
				<input type="text" value="Visit Canda"/>

EDUCATIONAL RATIONALE

Name of Teacher	<input type="text" value="Réjean Dufresne"/>
Purpose of Trip	<input type="text" value="Learn more about french culture, the history and be immerse into french culture"/>
Relationship to Students' Program/Course	<input type="text" value="Geography, history, language courses, french culture"/>
Pre-Trip Preparation(s) by Students	<input type="text" value="Research on the city and the history, fundraising"/>
Follow-Up Activities Planned	<input type="text" value="Write a paper in french on their experience"/>
If Activity is Occuring over a Weekend Indicate Plans for Students to Attend a Eucharistic Celebration	<input type="text" value="Will be attending 9:30 am mass at Basilique Cathédrale Notre-Dame"/>

Date Submitted	<input type="text" value="04/13/2005"/>	Name of Teacher	<input type="text" value="Réjean Dufresne"/>
Approval Date	<input type="text" value="04/13/2005"/>	Name of Principal	<input type="text" value="John Byrne"/>
Approval Date	<input type="text" value="04/14/2005"/>	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
Ste-Anne's High School	Oct 19- Oct 23 2005	Bus
Destination Name and Phone#		Cost per Student
Québec City		\$683.00
Time of Departure from School	Approximate Time of Return to School	
5:00 am	12:00 am	
No. Of Students	No. of Supervisors	
45	4	
Purpose/Relationship to program		
Cultural, historical, language experiences		
Students should come prepared with		
personal belongings, money for lunches		

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

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

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

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

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

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

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

Medical Condition (if any) or Prescribed Medication _____

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

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

Emergency Phone Number _____

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VISIT CANADA



STE-ANNE'S HIGH SCHOOL

UNE EXCURSION FRANÇAISE À LA VILLE DE QUÉBEC

Sample Itinerary

DAY ONE: MERCREDI, 19 OCTOBRE

5:00am

Depart school on a deluxe, climate-controlled and restroom-equipped motorcoach.

7:00pm

Arrive at Place Montcalm on the Grande Allée (the Champs Elysées of Québec) meet your VISIT CANADA escort and guide and check into the deluxe **Loews le Concorde Hotel**, pictured at right.



8:00pm

After checking in, time permitting, reassemble in the lobby, then depart on an **early evening walking orientation tour** that will introduce you to the Grande Allée (the Champs Elysées of Québec), the Assemblée Nationale and, time and weather permitting, the Plains of Abraham.

9:00pm

Your tour will end with dinner across the street from the hotel at the **Restaurant le Bonaparte**, a fine French-Canadian restaurant in a handsomely restored, 170-year-old building on the *Grande Allée*.

10:30pm

Overnight security services begin at 10:30pm.

DAY TWO: JEUDI, 20 OCTOBRE

8:15am

Meet your guide in the lobby, then walk to a full Canadian breakfast at the **Café Buade** in the Old City.

9:45am

After breakfast, walk to the historic Chateau Frontenac for a **group photograph** on the *Promenade des Gouverneurs*.



10:15am

After the photo, walk to Place Royale to begin a cultural and historic "**Chasse au Trésor**" that will introduce you to the rich history of New France.

10:30am

You will wind through the narrow streets of Old Québec, past the Château Frontenac, down the rue du Trésor, past city hall, and past a real cannon ball that's still visible after being shot into a tree several centuries ago. (*If the weather is inclement, you will visit the Musée de la Civilisation in lieu of the treasure hunt.*)

12:00pm

Your treasure hunt will end at the **Assemblée Nationale** from which you will walk into the **Quartier Latin** for lunch on your own. After lunch you can practice your French in the student-friendly shops along rue St-Jean.

2:30pm

Reassemble in front of City Hall and walk back to the Château Frontenac.

3:00pm

Upon arrival at the Château, you'll take a **guided tour of the magnificent, century-old hotel** that has hosted kings and queens, presidents and prime ministers since its doors opened more than a century ago, in 1893.

4:00pm

After the tour, walk back to the hotel to freshen up and dress for dinner.

5:00pm

Reassemble in the lobby, then ascend to the 29th floor for dinner in the hotel's revolving rooftop restaurant, **L'Astral**.

During one 360°, 90-minute revolution, as you eat dinner, you'll have a memorable, panoramic view of the Laurentian Mountains to the north, the Old City to the east and the ships passing en route to and from Montréal on the Saint Lawrence River immediately to the south.

7:15pm

After dinner, walk to the **National Battlefields Commission's Maison de la Découverte** for an interactive lesson (at 7:30pm) about the history of Québec, from the French Regime through the end of the Second World War.

Your day will end with a fascinating lesson about warfare in the time of **Generals Wolfe and Montcalm**.



9:30pm

After your history lesson, walk with your guide back to the hotel.

10:00pm

Overnight security begins at 10:00pm.

DAY THREE VENDREDI, 21 OCTOBRE

8:00am

Meet your guide in the lobby, then stroll up the *Grande Allée* to a unique **breakfast of stuffed Brittany crêpes** (served by waiters and waitresses in authentic costumes of the region).

9:30am

After breakfast, walk to Québec's historic Citadelle, **the Gibraltar of North America**.



10:00am. There, upon arrival, you'll tour the 200-year-old, French-designed, British-built fortification also constructed to defend Canada from attack from the United States.

11:00am. After your tour, meet the bus, and transfer to **les Galeries de la Capitale**.

11:30am

Arrive at les Galeries de la Capitale, where you can begin your visit with lunch on your own in the international food court. After lunch, you can go ice skating on its oversized ice rink, take a ride on the indoor roller coaster, or practice your French in a few of *les Galeries'* 250 boutiques and retail stores.

1:30pm

Meet the bus and depart for the **Albert Gilles Copper Art Museum**.

2:00pm

There, upon arrival, you will learn about the extraordinary craftsmanship of Albert Gilles, who created a number of pieces that you will see later this afternoon at Sainte-Anne-de-Beaupré.

After your tour, you will participate in a **hands-on copper workshop** during which you will produce your own work of copper art.



3:00pm

Depart for the magnificent **Basilique-Ste-Anne-de-Beaupré** (pictured below left).



3:15pm. This gothic cathedral is renowned for its enormous proportions and superb stained glass windows. More than a million visitors tour the basilica every year.

3:45pm. Depart for the **Parc de la Chutes Montmorency**, where the first battle between Generals Wolfe and

Montcalm took place during the epochal summer of 1759.

4:00pm

Upon arrival at the falls, you will walk across a footbridge that crosses directly over the top of the 83-meter high falls, then down a 250-foot staircase that's so close to the face of the falls, you'll feel the mist.

5:00pm

Meet your bus and depart for a ride through the rolling hills and quaint villages of rural Québec to an **authentic French- Canadian *cabane à sucre***.

After an **all-you-can-eat dinner** of Québécois fare, you'll learn some traditional dances and folk songs, and your evening will end with a sugar-on-snow party, with real maple syrup and real snow (stored in the winter and served every day of the year).



9:00pm

Transfer back to the hotel at about 9:00pm. Overnight security services begin at 10:00pm.

DAY FOUR: SAMEDI, 22 OCTOBRE

8:30am

8:30am. Meet your guide in the lobby, then walk to the Quartier Petit Champlain for a 9:00am **French breakfast** of large fresh croissants and a bowl of *café au lait* or *chocolat chaud* in at the **Cochon Dingue**.

10:00am



10:00am. After breakfast, walk to the beautiful **Musée de la Civilisation**, where, after a brief orientation from your guide, you will be free to explore its permanent exhibit on the history and culture of Québec and its many constantly rotating temporary exhibits.

While you're there, you will see a 250-year-old boat, the **Barque**, that was found on the very site of the museum, and you can visit and photograph the interior of the **Maison Estèbe**, a beautifully preserved 250-year-old stone house, considered to be one of the brightest jewels of the crown of Québec's architectural heritage.

11:30am

Walk with your guide to the nearby **Quartier Petit Champlain** where, upon arrival, you'll have lunch on your own in the oldest part of the city, where the ancient greystone buildings and cobblestoned streets date back to the 1600s.



1:15pm

After lunch, walk to the **Musée du Fort** where you will see a sound and light show depicting the rich history of Québec.

1:30pm

During the show, you will learn about the many battles and skirmishes between the French, British and American armies, and the show will end with a memorable and highly educational depiction of the decisive Battle of the Plains of Abraham.

2:00pm

Walk the **Quartier Latin**, where you can practice your French for the balance of the afternoon while browsing in the student-friendly shops along rue St-Jean.

Return to the hotel on your own, or in your subgroups, in time to freshen up and dress for dinner.

5:00pm

Walk via the Grande Allée to the historic, century-old Château Frontenac, where you'll have an early (5:30pm) dinner **Café de la Terrasse** while watching the ferries come and go on the Saint Lawrence River.

7:00pm

After dinner, you will walk, weather permitting, to the Quebec Ferry terminal for a **round-trip ferry ride to the City of Lévis**. You may never forget the view of the Québec City skyline from the river.



8:15pm

After your ferry ride, return to the hotel via the **funiculaire** (Québec's unique outdoor elevator that transports pedestrians from the Quartier Petit Champlain to the Terrasse Dufferin) and the scenic **Promenade des Gouverneurs** or rue St-Louis and the Grande Allée.

9:00pm

You'll be back at the hotel at about 9:00pm.

10:00pm

Overnight security begins at 10:00pm.

DAY FIVE: DIMANCHE, 23 OCTOBRE

7:00am

Breakfast in the hotel dining room.

8:00am

Return to your rooms, then bring your bags to the lobby and place them on the bus between 8:30 and 9:00am.

9:15am

Board the bus and depart on a short ride to 9:30am Mass at the **Basilique-Cathédrale Notre-Dame de Québec**.

10:30pm

After mass, board your bus and depart for Ontario.

12:00pm

You'll be back in Tecumseh at or shortly after midnight.



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:
May 10, 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. James Catholic Elementary School**
- Cedar Point, Ohio
RECOMMENDATION:

That the Board approve the St. James Catholic Elementary School Cedar Point Culminating Activity field trip for June 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
- Parent Consent – SC:04 Form B



Request for Approval of Field Trip

School	St. James Catholic School		Date of Trip	Ex. mm/dd/yyyy 06/11/2004
Destination	Sandusky, Ohio		Mode of Transportation	Motorcoach
School Departure Time	6:30 AM	School Arrival Time	9:30 PM	Name of Carrier
# of Male Students	20	Grade of Students	Grade 8	Shoreline Tours
# of Female Students	14	Personal Cost Per Student	\$40.00	Number of Supervisors
Total Cost Per Student	\$95.00			Female <input type="text" value="3"/> Male <input type="text" value="1"/>
				Travel Company Involved
				Shoreline Tours

EDUCATIONAL RATIONALE

Name of Teacher Ron Fantin, Kathy Kehoe

Purpose of Trip Grade 8 Trip

Relationship to Students' Program/Course Leisure and recreation activity

Pre-Trip Preparation(s) by Students Personal student safety, decision making

Follow-Up Activities Planned Journal writing

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

Date Submitted	04/16/2004	Name of Teacher	Ron Fantin
Approval Date	04/16/2004	Name of Principal	Rita Pallisco
Approval Date	04/21/2004	Name of Superintendent	Janet Ouellette
Approval Date		Board of Trustees Approval (per Superintendent)	

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

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

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



FIELD TRIP INFORMATION AND CONSENT FORM

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

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

School	Date(s) of Trip	Mode of Transportation
St. James	June 14, 2005	Shoreline - Motorcoach
Destination Name and Phone#	Cost per Student	
Cedar Point Amusement Park	\$0.00	
Time of Departure from School	Approximate Time of Return to School	
6:30a.m.	9:00 p.m.	
No. Of Students	No. of Supervisors	
46	4	
Purpose/Relationship to program		
Culminating activity for cross curricular unit		
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 Catholic School.

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

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

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

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

Medical Condition (if any) or Prescribed Medication

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

Student Home Telephone # **Emergency Contact Name**

Emergency Phone Number

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