



1325 California Avenue
Windsor, ON N9B 3Y6
CHAIRPERSON: John Macri
DIRECTOR OF EDUCATION: Joseph Berthiaume

REGULAR BOARD MEETING
Tuesday, October 9, 2007 at 7:00 p.m.
Windsor Essex Catholic Education Centre
John Paul II Boardroom

A G E N D A

- I In-Camera Meeting – 6:00 p.m.
- II Regular Meeting of the Board - 7:00 p.m.

Page #

- 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
- 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.

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9.	Action Items	
	a. Approval of Minutes	
	i) Minutes of In-Camera Meeting, September 25, 2007	--
	ii) Minutes of Regular Meeting, September 25, 2007	1 - 5
	b. Items From In-Camera Meeting of October 9, 2007	
10.	Communications	
	a. External (Associations, OCSTA, Ministry)	
	b. Internal (Reports from Administration)	
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	iii) Report: Legal Services - June and July 2007 (M. Iatonna)	15 - 16
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11.	Unfinished Business	
12.	New Business	
	a. Field Trips:	
	i) Cardinal Carter Catholic Secondary School - Chicago, IL (M. Seguin)	24 - 34
	ii) Holy Names Catholic High School - Washington, DC (C. Geml)	35 - 40
	b. Board Policy Amendments: A:02 Inclement Weather-Emergency School Closures (for approval in principle) (M. Iatonna)	41 - 45
	c. Board Policy Amendments: SC:04 Field Trips/Excursions (for approval in principle) (L. Staudt)	46 - 50
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13.	Committee Reports	
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14.	Notice of Motion	
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	a. Chairperson	
	b. Director of Education	
	c. Board Chaplain	
16.	Remarks/Questions by Trustees	
17.	Pending Items	
18.	Continuation of In-Camera, if required.	

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

- Tuesday, October 23, 2007
- Tuesday, November 13, 2007
- Tuesday, November 27, 2007
- Tuesday, December 4, 2007 (Organizational Meeting – 7:30 p.m.)
- Tuesday, December 11, 2007
- Tuesday, January 15, 2008
- Tuesday, January 29, 2008
- Tuesday, February 12, 2008
- Tuesday, February 26, 2008
- Tuesday, March 11, 2008 (TENTATIVE – March Break)
- Tuesday, March 25, 2008
- Tuesday, April 8, 2008
- Tuesday, April 22, 2008
- Tuesday, May 13, 2008
- Tuesday, May 27, 2008
- Tuesday, June 10, 2008
- Monday, June 23, 2008

20. Closing Prayer

21. Adjournment

John Macri
Board Chairperson

Joseph Berthiaume
Director of Education & Secretary-Treasurer



1325 California Avenue
Windsor, ON N9B 3Y6
CHAIRPERSON: John Macri
DIRECTOR OF EDUCATION: Joseph Berthiaume

REGULAR BOARD MEETING
Tuesday, September 25, 2007 at 7:00 p.m.
Windsor Essex Catholic Education Centre
John Paul II Boardroom

MINUTES

PRESENT

Trustees:

F. Alexander	P. Keane
J. Courtney, Vice-Chair	J. Macri, Chair
M. DiMenna	S. Porcellini
B. Holland	L. Soulliere
C. Janisse	
Rev. L. Brunet, Board Chaplain	
N. Bradley, Student Trustee	
C. Resendes, Student Trustee	

Administration:

J. Berthiaume (Resource)	J. Bumbacco
C. Geml	K. Gignac
M. Iatonna	R. Limarzi
P. Picard	P. Littlejohns
M. Seguin	S. O'Hagan-Wong
L. Staudt	R. Sasso

Recorder:

D. Steffens

1. Call To Order - Chair Macri called the meeting to order at 7:03 p.m.
2. Opening Prayer - Fr. Brunet opened the meeting with a prayer.
3. Recording of Attendance - All trustees present.
4. Approval of Agenda
Moved by Trustee Holland and seconded by Trustee DiMenna that the September 25, 2007 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. Narrowing the Gap – Sheila Wisdom, United Way Executive Director

Sheila Wisdom, Executive Director of United Way / Centraide of Windsor-Essex County and Serge Lambert, Public Sector Fund Development Manager, were present to provide an overview of the programs the community assistance agency provides to address health and human service issues that affect people in Windsor-Essex County.

b. Holy Names Catholic High School – Costa Rica Destinations Program

Principal Jim Minello, teacher Maurice Bottos, and recent Holy Names Catholic High School graduates Kelsi Mayne and Shaune Mazzocca were in attendance to present an overview of the Costa Rica Destinations Program and describe their experiences on the April 2007 experiential learning excursion to the Monteverde Biological Research Station in Costa Rica.

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, September 11, 2007

Moved by Trustee Holland and seconded by Trustee Soulliere that the minutes of the Committee of the Whole Board In-Camera meeting of September 11, 2007 be adopted as distributed. Carried.

ii) Minutes of Regular Meeting, September 11, 2007

Moved by Trustee Janisse and seconded by Trustee Keane that the minutes of the Regular Board meeting of September 11, 2007 be adopted as distributed. Carried.

b. Items From In-Camera Meeting of September 25, 2007

Trustee Courtney reported that the Windsor-Essex Catholic District School Board convened a closed Committee of the Whole Board meeting on September 25, 2007 pursuant to the Education Act - Section 207, to consider specific personnel and other matters permitted or required to be kept private and confidential under the Freedom of Information and Protection of Privacy Act.

Moved by Trustee Courtney and seconded by Trustee DiMenna that the recommendations and directions of the Committee of the Whole Board at its in-camera meeting of September 25, 2007 be approved. Carried.

10. Communications

a. External (Associations, OCSTA, Ministry)

- i) Letter from St. Clair Catholic District School Board re *Ontario Regulation 243/07 Safe Drinking Water Act, 2002*

Moved by Trustee Soulliere and seconded by Trustee Alexander that the Board receive the correspondence from St. Clair Catholic District School Board re Ontario Regulation 243/07 Safe Drinking Water Act, 2002 as information. Carried.

b. Internal (Reports from Administration)

- i) Report: Administrative Staff Report

Moved by Trustee Alexander and seconded by Trustee Holland that the Board receive the *Administrative Staff Report* on hiring, retirement and resignation of staff dated September 25, 2007 for information. Carried.

- ii) Report: Crisis Management Plan

Moved by Trustee DiMenna and seconded by Trustee Soulliere that the Board receive the *Crisis Management Plan* as information. Carried.

- iii) Report: Specialist High Skills Major (SHSM): Arts & Culture and Primary Industries

Superintendent Staudt reported that the Board received approval from the Ministry of Education to launch two Specialist High Skills Major pilots in the sectors of Arts and Culture at F. J. Brennan Catholic High School and Primary Industries (Agriculture) at Cardinal Carter Catholic High School. This specialized program allows students to focus on knowledge and skills that are of particular importance in certain economic sectors, and to obtain certifications recognized in those sectors, as they work towards meeting the requirements for an Ontario Secondary School Diploma.

Moved by Trustee Alexander and seconded by Trustee Soulliere that the Board receive the report *Specialist High Skills Major (SHSM): Arts and Culture and Primary Industries (Agriculture)* as information. Carried.

11. Unfinished Business - None.

12. New Business

a. Field Trips:

- i) 2007 Fall Muskoka Woods Leadership Experience - Clarification was provided on the process utilized to select the schools that attend the leadership experience in response to a question raised regarding equal opportunity for all schools that want to participate to be accommodated rather than being placed on a waiting list.

Moved by Trustee Holland and seconded by Trustee DiMenna that the Board approve the *2007 Fall Muskoka Woods Leadership Experience* field trip. Carried.

- ii) St. Joseph Catholic High School's Mediation and Bullying Prevention Club – Gesstwood Camp and Retreat Centre
Moved by Trustee DiMenna and seconded by Trustee Holland that the Board approve the St. Joseph Catholic High School trip to Gesstwood Camp and Retreat Centre – Training Session for Peer Mediation and Bullying Prevention – September 28-29, 2007. Carried.

- b. Board Policy Amendments: ST:09 Control of Head Lice and Nits (for approval in principle)
Moved by Trustee Porcellini and seconded by Trustee Courtney that the Board approve in principle draft amended Policy ST: 09 Control of Head Lice and Nits. Carried.
- c. Board Policy Amendments: ST:11 Medication Administration at School (Including Epi-Pen) (for final approval)

Clarification of the provisions within the policy was provided in response to a question raised regarding the Board's or personal liability for administration of the epi-pen.

Moved by Trustee Holland and seconded by Trustee Soulliere that the Board provide final approval to an amendment to (Students) ST: 11 Medication Administration At School (including Epi-Pen). Carried.

- d. Report: Ontario Catholic Schools Trustees' Association 2007/2008 Membership Fees
Moved by Trustee Alexander and seconded by Trustee Holland that the Board renew its annual membership fees with the Ontario Catholic School Trustees' Association (OCSTA) in the amount of \$77,424.00. Carried.

13. Committee Reports - None.

14. Notice of Motion - None.

15. Remarks and Announcements

- a. Chairperson Macri reminded trustees of the Blessing and Official Blessing of the new St. Anne's Catholic High School on Sunday, September 30 at 2:00 p.m.
- b. Director of Education Berthiaume commented on the Education Quality and Accountability Office (EQAO) assessment results for the 2006 - 2007 academic year indicating that the board's overall results meet or exceed the provincial average in all but one area. The government's goal of 75% achievement level for students by June 2008 has already been met in the area of Grade 3 mathematics. Director Berthiaume commended students and staff for their hard work and continued dedication toward improving student literacy and numeracy skills. Director Berthiaume indicated he would be out of town for the new St. Anne's Blessing and reported that Superintendent Seguin would provide representation.
- c. Board Chaplain Fr. Brunet asked everyone to keep a staff member who is experiencing health difficulties in their prayers.

16. Remarks/Questions by Trustees

- Trustee Porcellini commented on a fellow trustee's remarks of at the September 11 meeting regarding the status of St. Bernard's prohibitive to repair application.
- Trustee Janisse commended all staff for their continuing efforts on improving student achievement, which is reflected in the recent EQAO assessment scores and invited everyone to attend the St. Anne's Blessing and opening on Sunday, September 30.
- Trustee Keane thanked Rosemary Limarzi, members of the organizing committee, and Facility Services staff for their work in arranging the Blessing and Opening of the Basilian Fathers' Commemorative Sculpture. Trustee Keane extended his appreciation to Elaine Carr for her work on sculpture. Trustee Keane invited everyone to participate in the first annual West End Terry Fox National School Walk that is being organized by the students and staff of St. Francis, St. James, St. John and Assumption College schools for Thursday, September 27.
- Trustee DiMenna thanked the staff for their dedication in preparing students for the EQAO assessment. Their work was very evident in the assessment scores.
- Trustee Courtney congratulated principals, teachers and students on their success with the EQAO assessment. Trustee Courtney commended the staff and students of St. Joseph Catholic Elementary School who took part in events for the International Peace Day. Trustee Courtney thanked all the custodial staff for their outstanding work in the schools.
- Student Trustee Bradley reported that she and several other students recently attended a presentation by Craig Kielburger who founded the Free the Children organization.
- Student Trustee Resendes reported that the first 2007-2008 Student Senate meeting was held on September 18 and indicated everyone is looking forward to an exciting year.

17. Pending Items - None.

18. Continuation of In-Camera - Not required.

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

- Tuesday, October 9, 2007
- Tuesday, October 23, 2007
- Tuesday, November 13, 2007
- Tuesday, November 27, 2007
- Tuesday, December 4, 2007 (Organizational Meeting – 7:30 p.m.)
- Tuesday, December 11, 2007

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

21. Adjournment - There being no further business, the Regular Board meeting of September 25, 2007 adjourned at 8:15 p.m.

Not approved.

John Macri
Board Chairperson

Joseph Berthiaume
Director of Education & Secretary-Treasurer



WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD

1325 California Avenue
Windsor, ON N9B 3Y6
CHAIRPERSON: John Macri
DIRECTOR OF EDUCATION: Joseph Berthiaume

Meeting Date:
October 9, 2007

BOARD REPORT

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Joseph Berthiaume, Director of Education
M. Seguin, Superintendent of Human Resources
P. Littlejohns, Manager of Human Resources
J. Bumbacco, Supervisor of Human Resources, Academic

SUBJECT: ADMINISTRATIVE STAFF REPORT

RECOMMENDATION:

That the Board receive the *Administrative Staff Report* on hiring, retirement and resignation of staff dated October 9, 2007 for information.

SYNOPSIS:

BACKGROUND COMMENTS:

FINANCIAL IMPACT:

TIMELINES:

APPENDICES:

- Administrative Staff Report dated October 9, 2007

REPORT REVIEWED BY:

<input checked="" type="checkbox"/> EXECUTIVE COUNCIL	Review Date: October 4, 2007
<input checked="" type="checkbox"/> SUPERINTENDENT	Approval Date: October 2, 2007
<input checked="" type="checkbox"/> DIRECTOR OF EDUCATION:	Approval Date: October 4, 2007

October 9, 2007

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

	Employee Name	Position	Location	Date
HIRING:	Justine Bruyere	Occasional Teacher	Supply	October 1, 2007
	Deanna Cappucci	Occasional Teacher	Supply	October 1, 2007
	Michael Costello	Occasional Teacher	Supply	October 1, 2007
	Dana Dicarolo-Marancie	Occasional Teacher	Supply	October 1, 2007
	Bryan Dufour	Occasional Teacher	Supply	October 1, 2007
	Cathie Fallea	Occasional Teacher	Supply	October 1, 2007
	Shannon Ficon	Manager of Payroll	Catholic Education Centre	October 15, 2007
	Heather Flynn	Occasional Teacher	Supply	October 1, 2007
	Jody Galbraith	Occasional Teacher	Supply	October 2, 2007
	Lisa George	Occasional Teacher	Supply	October 1, 2007
	Leona Greig	Occasional Teacher	Supply	October 1, 2007
	Cassia Hebert	Occasional Teacher	Supply	October 1, 2007
	Nada Iskander	Occasional Teacher	Supply	October 1, 2007
	Stacey Marcuzzi	Occasional Teacher	Supply	October 1, 2007
	Maria Napoli	Occasional Teacher	Supply	October 1, 2007
	Kristen Paterson	Occasional Teacher	Supply	October 1, 2007
	Dina Riach	Occasional Teacher	Supply	October 1, 2007
Simeon Stamatiadis	Occasional Teacher	Supply	October 1, 2007	
RESIGNATION:				
RETIREMENT:	Kyle Kingsley	Custodian	Assumption	September 17, 2007



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DIRECTOR OF EDUCATION: Joseph Berthiaume

Meeting Date:
October 9, 2007

BOARD REPORT

PRESENTED FOR: Public In-Camera
Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Joseph Berthiaume, Director of Education
Mario Iatonna, Superintendent of Business

SUBJECT: TRUSTEE EXPENSES – PROCEDURE REVISIONS

RECOMMENDATION:

That the Board receive the report on revisions to the processing of Trustee expense claims as information.

SYNOPSIS:

With the recent approval by the Board of the new policy and procedure for Trustee expenses, changes to the manner in which expense claims are submitted and processed is required.

BACKGROUND COMMENTS:

At its meeting held on May 8, 2007 and May 15, 2007, the Board approved Policy T:02 and Procedure T:02 Conventions, Meetings, Out of Pocket Expenses. Pursuant to these approvals, some questions have arisen with respect to the processing of expenditures as follows:

1. **Can Trustees exceed the \$5,000 annual Professional Development Allowance?**
The allowance is a maximum limit and any expenditure above the limit in any given year would be the sole responsibility of individual Trustees.
2. **Can meal expenses be reimbursed on a set amount per type of meal as in the past?**
Meal expenses shall only be reimbursed based on actual costs incurred upon submission of the required form, including receipts and supporting documentation. A credit card slip is not, in itself, sufficient documentation for reimbursement.

3. Is personal vehicle use reimbursement a part of the Professional Development Allowance?

If travel is to events or meetings outside the County of Essex, reimbursement for personal vehicle use is charged against the Professional Development Allowance. For travel to and from Board Meetings within Essex County, reimbursement is not drawn from the Professional Development Allowance, but accounted for separately in the Board budget.

4. Is a set amount of \$30 per day still being provided to Trustees for miscellaneous expenses (i.e. parking) when travelling outside the County of Essex?

The \$30 per day amount is a maximum limit and any expenditure above the limit would be the sole responsibility of the individual Trustee. Receipts must support all miscellaneous expenditures for which reimbursement will be made on actual costs with the exception of small out of pocket costs, such as tipping bell boys, taxi drivers, etc.

5. Must expenses such as cell phones and internet connections be charged to the Professional Development Allowance?

The Ministry has indicated that such expenses are appropriately charged to the allowance.

6. Can Professional Development Allowance funds not spent in a given year be carried forward to subsequent years?

As per accepted accounting practice pertaining to operating costs, the Ministry has indicated that such remaining funds should not be carried forward.

7. Can the previous practice of the Board paying internet connection fees directly to service providers be continued?

For consistency in accounting practices, Trustees are to pay the service providers first, then submit for reimbursement.

8. Can the Board designate certain conferences where attendance by Trustees would be considered in the broader interest of the Board, and therefore, more appropriately charged to the general budget and not to individual Trustees' Professional Development Allowance?

This option is available to the Board. Such conferences should be approved by formal Board resolution. The conferences should be limited in number to those where attendance by one or more Trustees is mandated or otherwise necessary.

Based on the approved policy and procedure, and noting the answers to questions provided herein, the process for seeking reimbursement is provided in the attached Appendix A. Eligible expenditures are listed in Appendix A.

FINANCIAL IMPACT:

The refinement of Trustee expense processing will facilitate transparency in the activities of the Board.

TIMELINES:

The revised process for reimbursement of Trustee expenses is to be effective as of September 1, 2007.

APPENDICES:

- Appendix A – Trustee Expenses Reimbursement Process
- Appendix B – Trustee Expenses Reimbursement Eligible Expenditures
- Appendix C – Trustee Expenses Reimbursement Form

REPORT REVIEWED BY:

- | | |
|--|---------------------------------|
| <input checked="" type="checkbox"/> EXECUTIVE COUNCIL | Review Date: September 24, 2007 |
| <input checked="" type="checkbox"/> SUPERINTENDENT | Approval Date: October 2, 2007 |
| <input checked="" type="checkbox"/> DIRECTOR OF EDUCATION: | Approval Date: October 4, 2007 |

Appendix A**Trustee Expense Reimbursement Process**

1. The attached form is to be supplied to Trustees by the Superintendent of Business, and is to be used by Trustees for submitting all expense claims.
2. At the top of the form, the Trustee is to fill in his/her name and the period of time for which claims are being made. This time period is at the discretion of the Trustee, noting that the period cannot cross over budget years (i.e. year end of August 31) and that requests for reimbursement should be submitted as soon as possible following out of county travel.
3. In the body of the form, expenditures are to be listed by the Trustee in chronological order, complete with information requested on the form as to date, purpose/item and dollar amount.
4. Receipts are to be provided by the Trustee for each dated item and are to be attached to the form in chronological order.
5. In the next section of the form, the Trustee is to list all travel to and from Board Meetings within Essex County, including date, purpose/item, number of kilometres and dollar amount.
6. At the bottom of the form, the Trustee is to date and sign the form.
7. The Trustee is to submit the form to the Executive Assistant to the Board, who will arrange to obtain the Chairperson's signed approval.
(Note: In the case of a form submission by the Chairperson, the Executive Assistant to the Board will arrange to obtain the Director of Education's signed approval.)
8. The Executive Assistant to the Board will then forward the form, including all receipts and supporting documentation, to the Superintendent of Business for signed confirmation that sufficient funds are available in the Trustees' Professional Development Allowance for reimbursement. In the case of local travel within Essex County, the Superintendent of Business will provide signed confirmation that sufficient funds are available in the Board's approved budget for this purpose.
9. The Superintendent of Business will then process reimbursement by Board cheque issued to the Trustees.
10. Any inquiries by Trustees regarding expense reimbursement are to be forwarded to the Superintendent of Business for response.

Appendix B**Trustee Expense Reimbursement Eligible Expenditures****Professional Development Allowance**

The following expenditures supported by original receipts are eligible for reimbursement and should be listed on the form under 'All Expenses':

1. Registration Fees
2. Hotel Accommodation -personal expenses charged to room are not eligible (i.e. mini-bar, movies, spousal expenses, etc.)
3. Meal Expenses
 - for travel outside of Essex County to a maximum of \$15 for breakfast, \$25 for lunch, \$50 for supper
 - for meal expenses incurred while conducting Board business within Essex County to a maximum of \$15 for breakfast, \$20 for lunch, \$30 for supper
 - for all meal expenses, details must be provided as to whose expense is being claimed and the purpose of the meal.
4. Personal Vehicle For Travel Outside Essex County
 - no receipts necessary
 - kilometres travelled must be indicated
 - expenditures to be completed at \$0.46 per kilometre (or the current rate)
5. Plane/Train Travel
 - must submit a receipt, boarding pass or ticket stub for reimbursement
6. Miscellaneous Travel Expenses
 - must submit receipts with the exception of small out of pocket costs, such as tipping, bells boys, taxis, etc.
 - actual costs to be reimbursed up to a maximum of \$30 per day
7. Childcare Expenses
 - actual costs resulting from the need to attend Board Meetings will be reimbursed
 - details, including receipts when available, are to be submitted
8. Books, Periodicals, Computerized Learning Materials
9. Out of Pocket Hospitality Expenses
 - for the provision of food and other amenities (i.e. coffee, and donuts) for external hospitality
 - details must be provided as to names of persons entertained and the purpose of the hospitality

10. Basic Cell Phone Package
11. Computer Supplies and Board Approved Software
12. Stationary, Letterhead, Business Cards, Office Supplies
13. Internet Connection - Trustees are to pay internet bill and then include on form for reimbursement with accompanying invoice/receipt

Board Mileage Budget

1. Personal Vehicle Use - no receipts necessary
Within Essex County - kilometres travelled must be indicated
- expenditures to be completed at \$0.46 per kilometre
(or the current rate)



1325 California Avenue
 Windsor, ON N9B 3Y6
 CHAIRPERSON: John Macri
 DIRECTOR OF EDUCATION: Joseph Berthiaume

Meeting Date:
 October 9, 2007

BOARD REPORT

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Joseph Berthiaume, Director of Education
 Mario latonna, Superintendent of Business

SUBJECT: **LEGAL SERVICES – JUNE AND JULY 2007**

RECOMMENDATION:

That the Board receive the report Legal Services – June and July 2007 as information.

SYNOPSIS:

By the terms of the agreement with the Board the Board’s solicitor, Shibley Righton LLP is required to report fees and services on a regular basis.

BACKGROUND COMMENTS:

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

FINANCIAL IMPACT:

For the months of June and July 2007 legal fees submitted as follows:

*Real Estate and Property Matters	\$16,200.00
*Labour (incl. Negotiations, contract administration and arbitration)	\$35,475.50
*Litigation (inc. OLRB Hearings, Spec Ed., Human Rights and Safe School Issues)	\$0.00
*Other Misc. (On-going legal advice and consultation)	\$47,370.00

Total	<u>\$99,045.50</u>
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The above fees do not include disbursements and GST.

TIMELINES:

June and July 2007 Report - October Board Meeting.

APPENDICES:

None.

REPORT REVIEWED BY:

- EXECUTIVE COUNCIL
- SUPERINTENDENT
- DIRECTOR OF EDUCATION:

Review Date: October 4, 2007

Approval Date: October 2, 2007

Approval Date: October 4, 2007



1325 California Avenue
Windsor, ON N9B 3Y6
CHAIRPERSON: John Macri
DIRECTOR OF EDUCATION: Joseph Berthiaume

Meeting Date:
October 9, 2007

BOARD REPORT

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Joseph Berthiaume, Director of Education
Michael Seguin, Superintendent of Education

SUBJECT: **ENROLLMENT/STAFFING SCHOOL ORGANIZATION
INFORMATION OF OUR ELEMENTARY/SECONDARY
SCHOOLS – SEPTEMBER, 2007**

RECOMMENDATION:

That the Board receive the report *Enrolment/Staffing School Organization Information of our Elementary/Secondary Schools – September 2007* as information.

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

BACKGROUND COMMENTS: The Ministry established Pupil Teacher Ratio, the Primary Reduction Program, and teacher preparation time, and the Special Education program delivery, are factors taken into consideration in the staffing of our schools.

FINANCIAL IMPACT: As budgeted

TIMELINES: 2007-2008 school year

APPENDICES:

- Appendix A: Summary of Academic Hiring – September 2007
- Appendix B: Elementary School Organizations – Pupil Teacher Ratio
- Appendix C: Secondary School Enrolment Information

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL	Review Date: October 4, 2007
<input checked="" type="checkbox"/>	SUPERINTENDENT	Approval Date: October 2, 2007
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date: October 4, 2007

APPENDIX A

SUMMARY OF ACADEMIC HIRING – SEPTEMBER, 2007

Effective September 11, 2007

Elementary Teachers:

Occasional Teachers	15
New Grads	6
Other Boards	0
Total	21

Secondary Teachers:

Occasional Teachers	4
New Grads	2
Other Boards	0
Total:	6

Total New Hires to Date: 27

ELEMENTARY SCHOOL ORGANIZATIONS / PUPIL TEACHER RATIO 2007 - 2008

APPENDIX B

School	JK	JK/SK	SK	1	1 / 2	2	2/3	3	3 / 4	4	4/5	5	5/6	6	6/7	7	7/8	8	NOMINAL	PTR
Christ the King EA: 4.5	20 12		14 20	17 19	9/9	14 14	6/13	20 19		27 26		26	5/22	28		26 27		29 28	450	417 / 19 = 21.94
L.A. Desmarais EA: 3.5	19 19	3/16	20	21	13/8	22		18 20		30		29		27	5/17	27		23	337	298.5 / 13 = 22.96
Immaculate Conception 1.0 Vice Princ. EA: 9.5	11 10		11 15	20	10/8	18		18 18		22		24	19/7	27		20 19		23 24	324	300.5 / 15 = 20.03
Holy Name 1.0 Vice Princ. EA: 8.0	16 15 15 15		18 16 18 15	20 20 21		16 21 20		17 17 17		28 28		22 22 22		30 31		22 22		29 29	582	518 / 25 = 20.72 *2 Fr.Imm.
Holy Cross 1.0 Vice Princ. EA: 8.5	20 20 19 18		22 17 19 15	18 18 19 18 19		20 21 19	9/10	20 20 20 20		25 25 25 25		27 27 27	13/12	27 28 26		29 29 28	11/16	27 27 28	883	808 / 35 = 23.08
W.J. Langlois EA : 5.5		10/10 9/11		15		18	9/10	18		29		25		23	14/10	22		25	258	238/ 11= 21.63
H.J. Lassaline EA: 5.0	19 19		18 20	20 20	12/6	21 20		22 22		30	18/11	27		27 25		29	20/9	30	445	407 / 17 = 23.94
Notre Dame 0.5 Vice Princ. EA: 3.0	17 16	4/9	19 13	22 22	10/9	19	6/13	20 19 19		24 26		28 27		23 22 23		27 28		28 31	524	485 / 21.5 = 22.55
Our Lady of Lourdes EA: 4.0	19	9/12		16		20		18	9/8	20			16/10		12/12		15/7	26	229	209 / 10 = 20.9
Our Lady of Mount Carmel 0.5 Vice Princ. EA: 2.5		10/10 7/11 10/10 8/12 11/10 7/12		20 20 20	9/11	20 19 20		20 20 20		26 26	10/16	27	10/17	30		31 31		28 28	597	538/ 23= 23.39
Our Lady of Perpetual Help 1.0 Vice Princ. EA: 5.5	17 12		18 18	20 21		19 19 18		20 20	8/11	24 24		30	20/9	29 31		31 30		30 30	509	476.5/ 20 = 23.82
Our Lady of the Annunciation EA: 2.5	11		14	19			11/2	19			17/9			22		18		22	164	151.5 / 8 = 18.93

School	JK	JK/SK	SK	1	1 / 2	2	2/3	3	3 / 4	4	4/5	5	5/6	6	6/7	7	7/8	8	NOMINAL	PTR
Queen of Peace 0.5 Vice Princ. EA: 5.5	16 12		19 18	17 17		19 19		20 20	7/15	28		29 26	8/20	30		29 27		22 21 23	462	429.5 / 19 = 22.60
Sacred Heart 1.0 Vice Princ. EA: 8.5	19 20 20		22 21 21	19 19	4/14	20 19	9/10	20 20 19		31	22/7	29 29		26 26 24		27 27 26		28 28 26	652	590.5/ 25 = 23.62
Stella Maris EA: 2	17	5/15	17	19	8/11	20	6/11	19		23 21			25/5	29		25		28	304	277 / 12.5 = 22.16
St. Alexander EA: 4.5	15	5/9	16	17 18		20	6/14		11/9	29		27	16/14	30		23 23		21 22	345	322.5 / 14.5 = 22.24
St. Angela EA: 5.0	19	6/13	14	20	8/12	19		14 15		28		21 24		19 20		28 27		26 28	361	335 / 15.5 = 21.61
St. Anne French Immersion EA: 3.0	20 20	4/16 14/6	20 20	16 19 18 18		19 20 20		16 14 15 15		28	14/9	28		23 20		29		25	486	426 / 21 = 20.29
St. Anthony EA: 1.0	15 14		13 12	22		19		20	7/15		6/19		12/14	26		29		32	275	248/ 11 = 22.54
St. Bernard, city EA: 2.5	18	5/9	16	19	6/12	20		15 15		27	9/18		13/11	23		26	7/18	29	316	292 / 13.5 = 21.62
St. Bernard, county EA: 3.0	17	6/9	16	22		23	5/17		8/15		18/10		17/7	26		25	12/6	23	282	258 / 11.5 = 22.43
St. Christopher 0.5 Vice Princ. EA: 2.5	16 20	5/12	18 19	20 20 20		20 19 22		18 18 18		31	20/11	29	16/14	30	12/18	31		27 25	529	484/ 20.5 = 23.60
St. Francis EA: 4.0	19		8	12		16		16		23			17/6		6/16		6/19		164	150.5 / 8 = 18.18
St. Gabriel 0.5 Vice Princ. EA: 3.0	19 18	7/5 9/9	19 18	22 20		20 20 20	5/10	20 20		29 29		23 25		24 24 25		28 28	13/12	28 29	578	526 / 23 = 22.86
St. Gregory EA: 5.5	18 19		17 19	19 18	7/11	20 20		20 20	13/10	26	12/15	28		24 23		28 28		30 30	475	438.5 / 19 = 23.07

School	JK	JK/SK	SK	1	1 / 2	2	2/3	3	3 / 4	4	4/5	5	5/6	6	6/7	7	7/8	8	NOMINAL	PTR
St. Rose EA: 3.0	17	7/13	20	20	15/5	20	16/4	22		28	6/17		18/7	28		24	15/5	26	333	304.5 / 13.5 = 22.55
St. Theresa EA: 1.5	10		16		13/5		9/10		15/4		12/14		15/14		8/21			25	191	178 / 8 = 22.25
St. William 1.0 Vice Princ. EA: 5.0	17 16 15		19 19 20	19 20 20 20		20 20 20		22 20 20		27 26 27		28 28		27 27 27		28 29	15/12	30 31	669	616 / 26 = 23.69

Teachers: 698.5 - 56 teachers hired under the Primary Grant = 642.5

Enrolment: (FTE) 15,622 / 642.5 = PTR 24.3

SECONDARY ENROLMENT SUMMARY

APPENDIX C

As of: October 1, 2007

Secondary Day School Enrolment October 1st 2007 (Foundation Grant)

School	Full-Time Nominal/FTE	Part-Time Nominal	Part-Time FTE	TOTAL Nominal	TOTAL FTE
Assumption College	642	9	3.57	651	645.57
Cardinal Carter	855	28	12.83	883	867.83
Catholic Central	909	11	5.61	920	914.61
F. J. Brennan	909	3	1.54	912	910.54
Holy Names	1400	16	6.86	1416	1406.86
St. Joseph's	1126	19	9.77	1145	1135.77
St. Anne	1453	25	12.7	1478	1465.7
St. Thomas of Villanova	1400	24	11.82	1424	1411.82
St. Michael's Alternate - Victoria Campus	165	29	15.87	194	180.87
St. Michael's Alternate - Rhodes Campus (Day School)	42	20	10	62	52
St. Michael's Alternate - Essex Campus	54	63	28.7	117	82.7
Total Secondary Day School Enrolment	8955	247	119.27	9202	9074.27

Secondary Adult Credit For Diploma Enrolment October 1st 2007 (Continuing Education Grant)

School	Full-Time Nominal/FTE	Part-Time Nominal	Part-Time FTE	TOTAL Nominal	TOTAL FTE
St. Michael's Alternate - Rhodes Campus (Adult Credit)	128	93	45.5	221	173.5
Total Secondary Adult Credit Enrolment	128	93	45.5	221	173.5



1325 California Avenue
Windsor, ON N9B 3Y6
CHAIRPERSON: John Macri
DIRECTOR OF EDUCATION: Joseph Berthiaume

Meeting Date:
October 9, 2007

BOARD REPORT

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Joseph Berthiaume, Director of Education
Michael Seguin, Superintendent of Education

SUBJECT: **CARDINAL CARTER CATHOLIC SECONDARY SCHOOL
- Grade 9 Science Field Trip to Chicago, Illinois**

RECOMMENDATION:

That the Board approve the Cardinal Carter Catholic Secondary School field trip to Chicago, Illinois for November 1 to November 3, 2007.

SYNOPSIS: In accordance with Board Policy SC:04 Field Trips, this report seeks Board approval for grade 9 academic science students to attend the Museum of Science and Industry, Alder Planetarium and the Field Museum in Chicago, Illinois. This field trip request is in compliance with the Field Trip policy.

BACKGROUND COMMENTS: The three day enriched science excursion will provide students with opportunities to explore exhibits, guided tours and activities in the areas of chemistry, physics, astronomy and biology.

FINANCIAL IMPACT: Approximately \$335.00 per student.

TIMELINES: November 1 to November 3, 2007

APPENDICES:

- Request for Approval of Field Trip - Form A
- Itinerary, Overall and Specific Curriculum Expectations, Rationale

REPORT REVIEWED BY:

<input type="checkbox"/> EXECUTIVE COUNCIL	Review Date: --
<input checked="" type="checkbox"/> SUPERINTENDENT	Approval Date: September 28, 2007
<input checked="" type="checkbox"/> DIRECTOR OF EDUCATION:	Approval Date: October 4, 2007



Windsor-Essex Catholic District School Board

October 1, 2007 9:41:28 AM

From: Dino Quenneville
 Leo Clark
 Laura Rubino

Send

SC:04 Form A

Subject: Approval for Field Trip v.4

2007 v.4

To: **Debi Steffens**

School: Mode of Transportation:

Departure Date: Return Date:

Name of Carrier: Destination Name:

Travel Company Involved:

Time of Departure from School: Approximate Time of Return to School:

Number of Male Students: Number of Female Students:

Total Cost Per Student: Personal Cost Per Student:

Grade of Students: Number of Supervisors: Male: Female:

Name of Teacher: Purpose of Trip:

Relationship to Students' Program/Cour...

This trip will provide students with opportunities to explore exhibits, guided-tours, and activities in the areas of chemistry, physics, astronomy, and biology. Hands-on and directed activities will stimulate students'

Pre-Trip Preparation(s) by Students:

1. Students will meet with teacher advisors in order to plan for the trip (planning, educating, clarifying information).
2. Students will be given a packet of information related to the activities and attractions planned for the trip in

Follow-up Activities Planned:

* In addition, follow-up lessons and assessments will ensure that the trip's activities meet some of the curriculum expectations of the course involved.

If activity is occurring over a weekend Indicate plans for students to attend a eucharistic celebration:

Barring any unforeseen circumstances, arrival at CCCSS should be 6:30p.m. Saturday, November 3, 2007

Date Submitted: Teacher:

Approval Date: Principal:

Approval Date: Superintendent:

Approval Date: Trustee (per SO):

For Same Day Local/Regional Trips, 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 Proposal
Cardinal Carter Catholic Secondary School

Grade 9-Academic Science Trip

To: Board of Trustees, Windsor -Essex Catholic District School Board
From: Ms. L. Rubino & Mr. P. Sperduti (Cardinal Carter Catholic Secondary School)
Date: September 20, 2007

Subject: *Science Education Field Trip*

To reinforce curriculum objectives in Grade 9 Academic Science, we would like to propose a field trip to the Museum of Science and Industry, Alder Planetarium and the Field Museum in Chicago, Illinois from November 1st to November 3rd, 2007.

This trip will provide students with opportunities to explore exhibits, guided-tours, and activities in the areas of chemistry, physics, astronomy, and biology. Hands-on and directed activities will stimulate students' interests and learning, while reinforcing concepts and curriculum objectives taught in the classroom. In addition, follow-up lessons and assessments will ensure that the trip's activities meet some of the curriculum expectations of the course involved.

All details including cost, itinerary, and how each activity meets curriculum expectations are included in the attached agenda. Also, the official board request form has already been sent electronically. Thank you for your time in considering this educational trip.

Kind Regards,

Laura Rubino

Paolo Sperduti

November 2007 Itinerary Grade 9 Science Chicago Trip

November 1, 2007:

- 5:30 a.m. Everyone assembles at CCCSS
- 6:00 a.m. Departure for Chicago, Illinois.
Traveling time: 6 hrs Making a stop en route

Please note: Chicago is one hour behind Leamington – the itinerary is now on **Local Chicago Time**

- 10:30 a.m. Arrival at the **Adler Planetarium & Astronomy Museum** takes visitors on a journey to outer space with its Planetarium sky show. The group will immediately go to the **StarRider Theater**.
- 11:00 a.m. **TimeSpace... Time Travel Only at the Adler** (StarRider Theatre)
- 12:30 p.m. The group can eat their packed lunch from home at the Adler (*Reserved area for the students).
- 1:30 p.m. The group will have seating for the **SkyTheatre** to view **Egyptian Nights: Secrets of the Sky God**
- 2:30 p.m. The group will have time to visit the exhibits at the Planetarium. The students will be under the supervision of the chaperones at all times while at the museum.
- 4:00 p.m. Departure for the Sears Tower
- 4:30 p.m. Arrival at the **Sears Tower**. - Observation Deck
- 5:30 p.m. Departure for the **Rainforest Café**
- 6:00 p.m. Dinner is served - Jungle Safari Menu
- 7:00 p.m. Departure for Briar Street Theatre to watch "The Blue Man Group"
- 7:30 p.m. Arrival at the "The Blue Man Group" Performance
- 10:00 p.m. Departure for the hotel for the evening
- 10:30 p.m. Check into the: **Chicago West Hotel**
(formally Best Western)
1600 Oakton Street
Elk Grove, Illinois
Phone: (847) 981-0010

11:00 p.m. LIGHTS OUT

November 2, 2007:

8:00 a.m. A **deluxe continental breakfast** is served in the lobby of the hotel

8:30 a.m. Departure for downtown Chicago

9:30 a.m. Arrival into the **Field Museum of Natural History**
The group will have a guided tour of the Museum with their chaperones.

12:30 p.m. The group will purchase their own lunch while at the museum.
McDonald's is located on the lower level of the Museum.

1:00 p.m. Departure for Museum of Science and Industry

1:30 p.m. Arrival into the **Museum of Science and Industry**

2:30 p.m. Everyone lines up at the Imax Theatre

3:00 p.m. Reserved seating for the **IMAX Theatre**.
The film titled has not been confirmed yet.

4:00 p.m. Departure for the **Woodfield Shopping Mall**

6:00 p.m. Due to traffic conditions we must give the extra traveling time.

The group will purchase their own dinner while at the Mall.

The students will be under the supervision of the chaperones at all times while at the Woodfield Mall. The group will purchase their own dinner while at the Mall.

9:00 p.m. Departure for the hotel for the evening

10:30 p.m. LIGHTS OUT

November 3, 2007:

- 8:00 a.m. A **deluxe continental breakfast** is served in the lobby of the hotel.
- 8:30 a.m. Check out of the hotel
Room Check
- 9:00 a.m. Departure for downtown Chicago
- 9:45 a.m. Arrival into **Wendella Cruise Lines**
- 10:00 a.m. Board Wendella for a guided tour of the Chicago River.
- 11:30 a.m. Departure for Leamington, Ontario
- 12:30 p.m. **Local Leamington Time....**
One stop en route will be made for the group to purchase their own lunch.
- 6:30 p.m. Approximate arrival time to Cardinal Carter Catholic High School**

Chicago, Illinois
Nov. 1-3, 2007

Proposal #1

Tour Includes The Following

- Round trip highway coach transportation
- Two nights lodging at the Chicago West Hotel
- Two deluxe continental breakfast
- Dinner at the Rainforest Restaurant
- Admission into:
 - Adler Planetarium
 - Star Rider Theatre
 - Sky Theatre
 - Sears Tower
 - Museum of Science & Industry
 - Omnimax Theater
 - Field Museum of Natural History
- Narrated cruise on Wendella Cruises
- Reserved seating for "The Blue Man Group"
- Hotel taxes and gratuities on included meals
- Five complimentary packages for the chaperones

Tour cost per person:

Your tour cost is based on 50 paying participants along with 5 complimentary double packages via 1-55 passenger highway coach

QUAD OCCUPANCY
 (4 people to a room)
\$ 325.00

TRIPLE OCCUPANCY
 (3 people to a room)
\$ 345.00

DOUBLE OCCUPANCY
 (2 people to a room)
\$ 379.00

SINGLE OCCUPANCY
 (1 person to a room)
\$ 489.00

Field Trip Learning Enrichment Activity

A Scientific Experience - 2007 - Chicago Illinois

Cardinal Carter Catholic Secondary School

All specific travel destinations are linked to Academic courses and Curriculum expectations
(Please see the attached table).

Student Preparation

- Students will meet with teacher advisors in order to plan for the trip (planning, educating, clarifying information).

- Students will be given a packet of information related to the activities and attractions planned for the trip in order to better enable them to understand what they are seeing and doing while touring Chicago.

- Students will use the knowledge gained on the field trip to reinforce course materials that have been taught or will be taught throughout the semester.

Chicago Tourist Destination	Curriculum Connection or Purpose
Thursday, November 1st, 2007	
Alder Planetarium and 2 Sky Shows	<ul style="list-style-type: none"> * demonstrate an understanding of how scientific evidence and technological advances support the development of theories about the formation, evolution, structure, and nature of our solar system and the universe * investigate and predict the appearance and motion of visible celestial objects * describe and compare the major components of the universe, using appropriate scientific terminology and units* describe the generally accepted theory of the origin and evolution of the universe (i.e., the “big bang” theory) and the observational evidence that supports it * explore science and technology careers that are related to the exploration of space, and identify their educational requirements * describe and explain how data provided by ground-based astronomy, satellite-based astronomy, and satellite exploration of the Sun, planets, moons, and other solar-system objects contribute to our knowledge of the solar system * outline the generally accepted theory of the formation of the solar system
Sears Tower Tour	<ul style="list-style-type: none"> * identify and describe the technologies used in geographic inquiry (e.g., geographic information systems [GIS], global positioning system [GPS]) * evaluate the impact of change (e.g., new technologies) on a selected planning project (e.g., residential or resort development, urban renewal)
Rainforest Cafe	Dinner Location
Blue Man Group Performance	<p>Teacher supervised excursion.</p> <p>* The Blue Man Group is best known for their award winning theatrical productions which cities have described as “hilarious”, “ground breaking”, “visually stunning” and “musically powerful”. The performance includes three enigmatic bald and blue characters who take the audience through a multi-sensory experience that combines theatre, percussive music, art, science and vaudeville into a form of entertainment that is like nothing else.</p>

Field Museum

- * describe various types of asexual reproduction that occur in plant species or animal species, and various methods for the asexual propagation of plants
- * demonstrate an understanding of the historical development of reproductive biology and outline the contribution of the microscope to knowledge in the field
- * describe the Sun and its effects on the Earth and its atmosphere
- * explain practical applications of static and current electricity
- * explain the terms and concepts associated with regions (e.g., bioregion, ecozone, “ecological footprint”, boundaries, transition zone, ecumene)
- * analyse variations in population density and use their findings to explain overall population patterns
- * analyse the ways in which natural systems interact with human systems and make predictions about the outcomes of these interactions
- * explain how human activities (e.g., agricultural and urban development, waste management, parks development, forest harvesting, land reclamation) affect, or are affected by, the environment; * describe how natural systems (e.g., climate, soils, landforms, natural vegetation, wildlife) influence cultural and economic activities (e.g., recreation, transportation, employment opportunities)
- * predict various global environmental changes (e.g., global warming) and the impact they may have in the future
- * recognize the similarities among cultures and the need to respect cultural differences

- * evaluate the implications for social decision making of scientific research and technological developments in reproductive biology
- * describe the major postulates of the cell theory and how the theory explains cell division
- * describe the production, structure, and function of a mature egg and sperm in the development and formation of the zygote and embryo
- * describe, in general terms, the roles of hormones in human reproduction where there is no conception, and where conception, development, and parturition occur (e.g., the role that hormones produced in the pituitary gland play in regulating the development of ova or eggs)
- * describe, in general terms, human development from conception to the growth of human organs and body proportions, including embryonic human development from early cleavage to the morphological stages
- * provide examples of how developments in reproductive biology have had an impact on global and local food production, populations, the spread of disease, and the environment
- * describe various models of the atom, the atomic structure of common elements, and their organization in the periodic table
- * describe technologies associated with the refinement, use, and recycling of chemical elements and compounds.
- * explain the characteristics and utility of a scientific model
- * describe the evolution of models of the atom (e.g., from Dalton to Bohr)
- * investigate potential careers associated with an understanding of the physical and chemical properties of elements and compounds.
- * describe technologies that have depended on understanding atomic and molecular structure (e.g., television, X-rays, nuclear medicine, nuclear power, electron microscopy)
- * describe and apply models of static and current electricity
- * describe technologies that have depended on understanding atomic and molecular structure (e.g., television, X-rays, nuclear medicine, nuclear power, electron microscopy)

Architectural Boat Tour (Wendella)

- * evaluate the social, economic, and environmental costs and benefits arising from the methods of electrical energy production
- * distinguish between the characteristics of urban and rural environments
- * explain the geographical requirements that determine the location of businesses, industries, and transportation systems.
- * compare different ways of providing human systems (e.g., transportation, social services, resource management, political structures)
- * predict future locations of businesses, industries, and transportation systems
- * use different types of maps



1325 California Avenue
Windsor, ON N9B 3Y6
CHAIRPERSON: John Macri
DIRECTOR OF EDUCATION: Joseph Berthiaume

Meeting Date:
October 9, 2007

BOARD REPORT

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Joseph Berthiaume, Director of Education
Cathy Geml, Superintendent of Education

SUBJECT: **HOLY NAMES CATHOLIC HIGH SCHOOL**
- Field Trip to Washington, DC

RECOMMENDATION:

That the Board approve the Holy Names Catholic High School field trip to Washington, DC for November 14 to November 17, 2007.

SYNOPSIS: In accordance with Board Policy SC:04 Field Trips, this report seeks Board approval for grade 11 and 12 geography and history students to attend sites of historical significance in Washington, DC. This field trip request is in compliance with the Field Trip policy.

BACKGROUND COMMENTS: The four-day excursion will provide students first hand experiences that will reinforce their studies and provide a springboard for further discussion and investigation. Sites visited will include the United States Memorial Holocaust Museum, Vietnam Veterans Memorial, Capitol Building, International Spy Museum, Arlington National Cemetery, Washington National Cathedral and the Smithsonian Museums.

FINANCIAL IMPACT: Approximately \$425.00 per student.

TIMELINES: November 1 to November 3, 2007

APPENDICES:

- Request for Approval of Field Trip - Form A
- Itinerary, Overall and Specific Curriculum Expectations, Rationale

REPORT REVIEWED BY:

<input type="checkbox"/>	EXECUTIVE COUNCIL	Review Date: --
<input checked="" type="checkbox"/>	SUPERINTENDENT	Approval Date: September 28, 2007
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date: October 4, 2007



Windsor-Essex Catholic District School Board

October 1, 2007 11:06:45 AM

From: **Simone Lira**
Jim Minello
 Chris Lanspeary

Send

SC:04 Form A

Subject: Approval for Field Trip v.4

2007 v.4

To: **Debi Steffens**

School: Mode of Transportation:

Departure Date: Return Date:

Name of Carrier: Destination Name:

Travel Company Involved:

Time of Departure from School: Approximate Time of Return to School:

Number of Male Students: Number of Female Students:

Total Cost Per Student: Personal Cost Per Student:

Grade of Students: Number of Supervisors: Male: Female:

Name of Teacher: Purpose of Trip:

Relationship to Students' Program/Cour...

Both the American History and Modern History discusses the legacy of the American Revolution, its leaders and its great achievements as a nation. See attached sheet for its relation to Ministry Guidelines.

Pre-Trip Preparation(s) by Students:

Classes have been learning about the causes of the American Revolution, its growth from a newborn nation to a world superpower.

Follow-up Activities Planned:

Students will continue to learn about America's contributions to world history in the Twentieth and Twenty First Centuries.

If activity is occurring over a weekend Indicate plans for students to attend a eucharistic celebration:

National Cathedral Tour is included.

Date Submitted: Teacher:

Approval Date: Principal:

Approval Date: Superintendent:

Approval Date: Trustee (per SO):

For Same Day Local/Regional Trips, 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.

Rationale for Washington, D.C. Field Trip

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

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

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

**day one - wednesday november 14, 2007****6:30am Coach Departure**

Board your motor coach and depart for Washington! En route, your guide will get to know the students on a first name basis and lead discussions. Students should bring a lunch from home (please no fresh fruits or vegetables).

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

Tour Start

Due to the length of the drive, a tour start is required.

6:30pm Arrive in Washington

Approximate time of arrival in Washington.

7:00pm Explore Union Station

Union Station, the gateway to the capital city is considered one of the finest examples of Beaux-Arts architecture. As the most-visited site in the Capitol, it is a must see! There is the opportunity to explore the shops and boutiques.

7:30pm Own Arrangements for Dinner

The group has the opportunity to make their own arrangements for dinner.

9:00pm Board your motor coach and return to your accommodations.

10:00pm Howard Johnson - Cheverly - Check In

Check in to your accommodations. Students will have the opportunity to unpack, relax and retire for the evening.
Address: 5811 Annapolis Road, Cheverly MD
Phone: 301-779-7700

day two - thursday november 15, 2007**7:00am Continental Breakfast**

Continental breakfast at your accommodations.

8:30am Board your motor coach

Board your motor coach.

9:30am United States Memorial Holocaust Museum

Visit the United States Holocaust Memorial Museum. This is an amazing site, which is both memorial and museum, detailing the rise of Hitler's Germany and the horrors of World War II. The Museum's Permanent Exhibition, The Holocaust, spans three floors of the Museum and presents a narrative history using more than 900 artifacts, 70 video monitors, and four theaters that include historic film footage and eyewitness testimonies.

11:30am Vietnam Veterans Memorial

At the Vietnam Veterans Memorial, students will pay their respects to Canadian service people who gave their lives in one of America's most divisive wars.

12:30pm Board your motor coach

Board your motor coach.

1:00pm Lunch at Old Post Office (Own Arrangements)**2:30pm Capitol Building Photo Stop**

En route, the group makes a photo stop at the Capitol Building. Among the most symbolically important and architecturally impressive buildings in the nation, the United States Capitol Building has housed the meeting chambers of the House of Representatives and the Senate for two centuries.

3:30pm International Spy Museum

Visit the International Spy Museum and the world of espionage where you will learn about the oldest profession that has played such an important role in current and historic events. Adopt a cover identity and learn why an operative needs one as you come face to face with the real world of spying.

5:30pm Dinner (own arrangements)

7:00pm Board your motor coach for an illuminated driving tour of Washington's famous monuments and memorials. Stops include at the Lincoln Monument, Korean Memorial, Jefferson Memorial, the FDR Memorial, World War II Memorial, and Iwo Jima.

10:00pm Board your motor coach and return to your accommodations.

day three - friday november 16, 2007**7:00am Continental Breakfast**

Continental breakfast at your accommodations.

8:00am Board your motor coach

Board your motor coach.



T. 416.915.9882 | 3300 Bloor Street West Tower, Suite 1801
800.513.4094 | Toronto, ON Canada
F. 416.915.9883 | M8X 2X2

**day three - friday november 16, 2007****9:00am Arlington National Cemetery**

Your Impact Educational Tours guide leads the group through Arlington National Cemetery. Students will visit the Tomb of the Unknown Soldier, Canadian Cross, Challenger Memorial, and John F. Kennedy gravesite.

The serene 612 acre land tract is the final resting place for over 280,000 military related personnel. It is here that you will see the Changing of the Guard at the Tomb of the Unknowns, Challenger Memorial, Memorial Amphitheatre, and the Kennedy Gravesites. Arlington House, Robert E. Lee's home built in the early 1800's, is also part of this area. A stop will be made at the Visitors Center to view displays and informational videos.

10:30am Board your motor coach and depart for the Holocaust Memorial

11:00am Washington National Cathedral - Guided Tour

A guided tour of Washington National Cathedral will give groups the chance to explore the interior of this beautiful and important building. As the home to the national church of the United States, Presidents and other world leaders have visited on many occasions to celebrate and pay tribute in times of national happiness and sadness.

12:00pm Own Arrangements for Lunch

The group has the opportunity to make their own arrangements for lunch.

1:00pm Smithsonian Museums

Explore the world's largest museum complex and research organization, the Smithsonian Institution. There are sixteen museums in Washington, DC, including National Air and Space, National Museum of Natural History, the National Art Gallery, Freer Gallery of Art, the Hirshorn Museum of Contemporary Art and National Museum of the American Indian.

NOTE: The National Museum of American History is undergoing restoration and will be closed until 2008.

6:30pm Explore Georgetown

Explore historic Georgetown. Established in 1751, this charming neighborhood was once a thriving colonial port and now features specialty stores and intriguing restaurants. Dumbarton House, Tudor Place, C&O Canal, Old Stone House and Dumbarton Oaks represent the history of this unique community.

10:00pm Board your motor coach and return to your accommodations.

day four - saturday november 17, 2007**7:30am Continental Breakfast**

Continental breakfast at your accommodations.

9:00pm Welcome Home

Approximate time of arrival at the school. Welcome Home! Don't forget to post your comments and pictures on your school's online Tour Centre when you get home!

Emergency Phone Numbers:

Impact Educational Tours : 416.915.9882 or 1-800-513-4094 (Monday to Friday, 8:30am-6:30pm)

After Hours (Emergency Only): Dial number above and listen for the emergency extension number listed in the message.

Sample Itinerary

This is a sample itinerary based on the minimum recommended days for your tour. This itinerary is completely customizable. The order of your activities and final cost of your actual tour will vary depending on the activities and meal plan you choose and the availability of sites.




T. 416.915.9882 | 3300 Bloor Street West Tower, Suite 1801
800.513.4094 | Toronto, ON Canada
F. 416.915.9883 | M8X 2X2



T. 905.568.2607
 1. 800.513.4094
 F. 905.568.8615


 10 Kingsbridge Garden Circle
 Suite 400, Mississauga, ON
 L5R 3K6 Canada

(Page 41 of 61)

 8 Essex Center Drive
 Peabody, MA
 01960 U.S.A

washington - holy names secondary school

Program	History - Grade 11 & 12	
Accommodations	Howard Johnson - Cheverly	
Departure Date	November 14, 2007	
Duration	4 days/3 nights	
Base Cost	\$	380.00
Meals	\$	0.00
Included Options	\$	45.03
<hr/>		
Subtotal	\$	425.03
<hr/>		
Total Cost	\$	<u>425.03</u>

Meals Included B: 3 continental

B= breakfast L=lunch
 D=dinner S=snack

Included in the base cost for all the itineraries:

- 24 hour emergency number available while on tour
- A parent evening conducted at the school (date to be chosen)
- Access to the Impact Educational Tours fundraising program
- Each passenger receives a personalized emergency medical tag to wear on their Impact lanyard
- Excess hospital, medical and cancellation insurance is available at an additional cost
- Impact Scholarships (credit for one student per 40 students to travel free)
- Individual account management and invoicing
- Online access to personalized trip information on our Impact Tour Centre
- Personalized parent information brochures
- Road Work Manual - a fun, educational booklet for the students to record their memories of the tour

Included options for all the itineraries:

• United States Memorial Holocaust Museum	FREE	• Smithsonian Museums	FREE
• International Spy Museum	\$ 31.00	• Washington National Cathedral - Guided Tour	\$ 4.03
• Vietnam Veterans Memorial	FREE	• Illuminated Driving Tour of Washington's Monuments	FREE
• Explore Union Station	FREE	• Explore Georgetown	FREE
• Tour Start	\$ 10.00		



1325 California Avenue
Windsor, ON N9B 3Y6
CHAIRPERSON: John Macri
DIRECTOR OF EDUCATION: Joseph Berthiaume

**WALK-ON
BOARD REPORT**

Meeting Date:
October 9, 2007

Public **In-Camera**
PRESENTED FOR: Information Approval
PRESENTED BY: Senior Administration
SUBMITTED BY: Joseph Berthiaume, Director of Education
 Paul Picard, Superintendent of Education
SUBJECT: **ST. ANNE CATHOLIC HIGH SCHOOL**
- Sr. Basketball Team Tournament in Phoenix Arizona

RECOMMENDATION:

That the Board approve the St. Anne Catholic High School field trip to participate in the Cactus Jam Hoop Classic in Phoenix, Arizona from December 26, 2007 to January 1, 2008.

SYNOPSIS: This report seeks Board approval for students of the St. Anne Sr. Basketball Team to participate in a tournament in Phoenix, Arizona. This trip is taking place on the Christmas Holidays and involves no loss of school time.

BACKGROUND COMMENTS: The excursion will provide students with an opportunity to compete in basketball at a very high level and to experience local nature and historical attractions in the Phoenix area. The adequacy of the supervision for the students participating in this learning experience has been reviewed by the Superintendent of Education to ensure compliance with the criteria set out in Board Policy SC:04 Field Trips.

FINANCIAL IMPACT: Approximately \$900.00 per student. No cost to the Board.

TIMELINES: December 26, 2007 to January 1, 2008

APPENDICES:

- Request for Approval of Field Trip - Form A/Parental Consent Form B
- Itinerary, Rationale, Tournament Information

REPORT REVIEWED BY:

<input checked="" type="checkbox"/> EXECUTIVE COUNCIL	Review Date: October 2, 2007
<input checked="" type="checkbox"/> SUPERINTENDENT	Approval Date: October 5, 2007
<input checked="" type="checkbox"/> DIRECTOR OF EDUCATION:	Approval Date: October 5, 2007



Windsor-Essex Catholic District School Board

Friday, September 28, 2007 8:39:18 AM

From: Amelia Seixas
 Larry Loebach

SC:04 Form A

Subject: Approval for Field Trip v.4

2007 v.4

To: Terri Maitre

School:

Mode of Transportation:

Departure Date:

Return Date:

Name of Carrier:

Destination Name:

Travel Company Involved:

Time of Departure from School:

Approximate Time of Return to School:

Number of Male Students:

Number of Female Students:

Total Cost Per Student:

Personal Cost Per Student:

Grade of Students:

Number of Supervisors: Male: Female:

Name of Teacher:

Purpose of Trip:

Relationship to Students' Program/Course:

Pre-Trip Preparation(s) by Students:

Follow-up Activities Planned:

If activity is occurring over a weekend Indicate plans for students to attend a eucharistic celebration:

Date Submitted:

Teacher:

Approval Date:

Principal:

Approval Date:

Superintendent:

Approval Date:

Trustee (per SO):

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

Send signed form to School Superintendent, school should retain a copy, Superintendent will return copy upon approval of trip. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, 1989, information in forms and documents pertaining to a student registered/enrolled within the Windsor-Essex Catholic District School Board is collected under the legal authority of the Education Act and its Regulations and the Ontario Student Record Guideline, 1980.



FIELD TRIP INFORMATION AND CONSENT FORM

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

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

School	Date(s) of Trip	Mode of Transportation
st. anne high school	Dec.26/07-Jan.01/08	U.S. Airlines
Destination Name and Phone#	Cost per Student	
Phoenix Arizona	\$900.00	
Time of Departure from School	Approximate Time of Return to School	
7:00 am	1:00 am	
No. Of Students	No. of Supervisors	
14	3	
Purpose/Relationship to program		
extra curricular - tournament - COST PER STUDENT IS \$350.00 - \$550.00 is being covered by fundraising		
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

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.

Itinerary

Dec. 26- Depart US Airway from Detroit Michigan at 9:30 am EST and arrive Phoenix at 1:02 pm PST. We will check into the Tempe Mission Palms Hotel by 3:00pm. We will have a team meeting at 4:00 pm and review all rules for the trip. We will go for a team dinner at 6:00pm. We will have a team meeting at 8:00 pm to review game plans and strategies. Lights out at 10:00pm as we had a long day with the time zone changes and the tournament begins tomorrow.

Dec. 27- We will get up at 8:00 for a team breakfast at 9:00 and then head to the tournament site. The first game is at 1:00 pm. We will watch the game before we play to scout out the competition. At 4:00 pm after returning to the hotel we will walk to Rio Salado and Town Lake which is a brand new recreational/entertainment attraction along a two mile stretch of the Salt River. Here we will hike and/or rent paddleboats. We will meet for a team dinner at 7:00pm and then view the tape of today's game before going to bed. Lights out at 10:00pm early start tomorrow

Dec. 28- There are two games today beginning at 9:00 am. We will get up at 6:30 for a quick breakfast and then head to the game. The second game is at 3:00 pm. Because of the distance between the hotel and the game sites we will have to stay at the game site for lunch. We will be back at the hotel by 5:30pm for a quick dinner. We are going to an Arizona State University basketball game at 7:30 pm. These tickets are included in our package. Lights out at 11:00 pm

Dec. 29- We will get up for 8:00 am and meet for breakfast. The tournament concludes today with game time depending on how you are doing in the tournament with the latest game being at 3:00pm. Depending on what time we play we will take the team to the Arizona Mills Mall for two hours of supervised shopping. Mass will be celebrated Saturday evening and we will go to mass at Our Lady of Mt. Carmel Church. The tournament convener tells us the view looking at the altar is the most beautiful sight we could imagine. After Mass we will be going for a late dinner. Light out 11:00 pm

Dec. 30- Today we meet for breakfast at 9:00 am. At 10:00 am we go for a hike to Papago Park to take in more of the picturesque landscape offered in Tempe. The tournament sets up an afternoon field trip for the visiting teams with a tour of Sun Devil's Stadium and Arizona State University. This will then be followed by the tournament banquet/awards ceremony which also includes an alcohol free barbecue and dance for all the boys and girls teams. This was very much enjoyed by all members of the team last trip. Lights out at 11:00 pm

Dec. 31- The team will meet for breakfast at 9:00 am. We will be heading to the Saquaro Lake Ranch where we will be horse back riding in the Sonora Desert. Also included is a cook out for lunch. We will return to the hotel by 3:00 pm where we will be playing a team volleyball tournament. We will go for dinner at 7:00 pm and then New Years Eve will be "Team Movie Night" back in our rooms. We have never had any problems on New Years Eve or any other part of these trips and we do not expect any problems. The

team fully understands what is expected of them and have been proactively informed about Board Policy regarding appropriate and responsible actions on their part. Lights out at 12:30 am.

Jan. 1- The team will sleep in today and meet for breakfast at 10:00 am. We will pack our bags and head to the airport at 11:30 am. Our flight on Northwest Airlines departs at 2:15 pm PST and we arrive in Detroit at 11:24 pm EST.

St. Anne Saints Sr. Boys Basketball Program

Team Goals – The St. Anne Boys basketball team is committed to providing positive learning opportunities as an extension of the classroom. Our program encourages student development in terms of team work, work ethic, discipline, commitment, organization, community involvement and communication. Although our program has produced many championships and developed many athletes that have been able to play at a post secondary level we are most proud of the high number of mature young men that have become productive citizens in our community

Rationale re) Arizona Basketball Tournament

The St. Anne senior Boys basketball team would like to participate in a tournament in Phoenix Arizona in December of 2007. We have made this trip before and found it to be an excellent opportunity to play basketball at a very high level as well as get to travel to a city that is beautiful, unique and full of history.

The St. Anne Boys basketball program attempts to offer a trip of this nature every two to three years. This is a very memorable experience that the boys can only realize through their dedication and effort to the team as well as the school. As a member of the team the boys are expected to give 60 hours of their time over a two year period as a referee, coach and mentor in the house league program. This program introduces youth in the community to the sport of basketball and at the same time serves as an excellent transitional opportunity as the children become acquainted with St. Anne high school and all that it has to offer to them. The boys take on a leadership role and are seen as role models for the children that sign up for this program. The boys are also required to help out at a summer basketball camp that is intended to give a lot of these same youth an opportunity to develop their skills on a more competitive level. Aside from this commitment the boys are all very dedicated athletes who work hard at their own game in order to maintain the status the basketball program has developed in the province of Ontario.

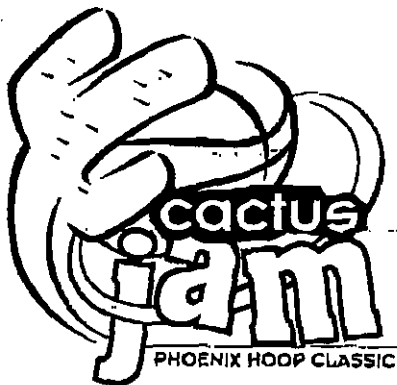
Any student that earns the right to go on this trip has not only put in countless hours they must also be willing to fund raise to cover the majority of the cost. No one is allowed on the trip if they fail to participate in all activities mentioned above. Many of these students over the years would never be able to take a trip like this and it is indeed a life experience that they have worked hard for and earned. Our motto is “A Tradition of Excellence” and every one learns what can be achieved if you want something bad enough and are willing to work for it.

Trips of this nature are available through various travel company's and are being taken advantage of by many of the top boys and girls programs in the province for basketball, soccer, volleyball and hockey. Although there are many trips available during school time we have always chosen to travel during the Christmas holidays. The tournament portion of the trip will be the focus during the first four days. This tournament only allows high school teams to participate and is sanctioned by OFSAA.

The last three days will be devoted to giving the boys an opportunity to take in some of the many attractions available. We anticipate having at least three sets of parents accompany us as well and with three coaches the trip will be more than adequately supervised.

Financial - The bulk of the cost of the trip is being covered by team funds raised by providing a house league program to the community as well as basketball camps. Lottery ticket sales by our Parents Club are also taken advantage of by the students as our team has always raised in excess of \$1000 per year in team rebates through selling these tickets. The year of the trip we offer a team program (booklet) where the boys can get sponsors to help them with their personal costs. This program is also an excellent keepsake that the boys look forward to. As coaches we make sure that any player who can not afford to pay is covered. We are fortunate to have contacts with some businesses and organizations that have helped us out in the past. We had several players last trip who were able to participate with out any personal funds of their own being utilized.

Conclusion – We, the coaches of the St. Anne's High School Basketball Team, are very proud of the program we have developed over the years. We would like to continue providing educational and memorable experiences for the young men involved in our program. This trip can provide an experience for 14 young men from our school community that they will remember for a lifetime. Your support in this matter would be greatly appreciated and we thank you in advance for your consideration.



8th ANNUAL CACTUS JAM PHOENIX HOOP CLASSIC

December 26 - 31, 2007

Phoenix/Tempe: Warm desert sun, great shopping and restaurants, famous Southwestern hospitality . . . what a perfect place to bring your team for unforgettable adventures and great basketball competition at the Cactus Jam Hoop Classic!

The **Cactus Jam Hoop Classic** has come to the "Valley of the Sun" to tap into all the sunny excitement the desert southwest has to offer. Location is everything and the tournament hotel is right in the heart of the action. Take an off day trip to Sedona or the Grand Canyon, walk or take the free FLASH shuttle to 170 shops, restaurants, and entertainment along famous tree-lined Mill Avenue. Down the street are Sun Devil Stadium and the Arizona State University campus. Behind the hotel you can hike, shop, or rent paddleboats at the "Rio Salado" and "Town Lake," a brand-new retail/entertainment/recreation attraction along a two-mile stretch of the Salt River. Golf is available just blocks away at the Pete Dye-designed ASU Karsten Golf Course. With all these options, the Cactus Jam Hoop Classic offers something for everyone, a complete fiesta under the sun!

Eligibility: This Holiday Tournament is open to all NFHS/ AIA sanctioned and eligible boys and girls high school teams.

Tournament Format: Guaranteed 3 games total for your team. There will be brackets for different team skill levels.

Tour Itinerary/Highlights:

- Dec 26 Arrive in Phoenix/Tempe
- Dec 27,28,29 Tournament games
- Dec 29 Final Games
- Dec 30 Off Day/Awards Ceremony
- Dec 31 Depart for Home

Accommodations: The Tempe Mission Palms Hotel is a first-class hotel that has over 300 rooms, heated outdoor pool, tennis courts, sauna, whirlpool, exercise room, and golf privileges at ASU's par-72 Karsten Golf Course. Walk to hundreds of shops & restaurants. Great location!

What is Included: 5 nights at the Tempe Mission Palms Hotel, charter bus transportation (to and from airport, games, attractions), 2 buffet breakfasts, awards ceremony, pass to Arizona State basketball game, free transport to Arizona Mills Mall; tournament T-shirt, all tournament fees, plus many more extras!

WALK ON REPORT for the Regular Board Meeting of October 9, 2007

(Page 9 of 9)

What is NOT Included: Airfare, transportation to departure city, meals, incidentals (phone, laundry, etc.), and travel insurance.

Tournament Package Prices (5 nights)

Prices are per person based on number of people per room

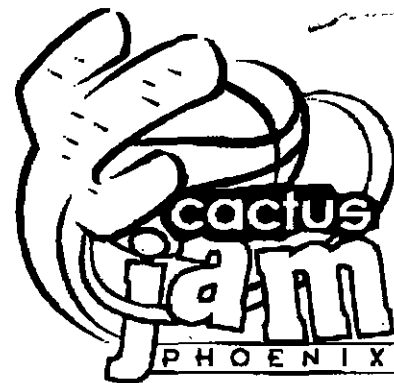
	Quad	Triple	Double
Hotel & Ground Only**	\$435	\$475	\$535

****Note: Airfare is additional and is arranged on your own.**

**See "What's Included" on the front of this brochure to find out what this price includes. All prices are in U.S. Dollars.

PARENTS & BOOSTERS can also purchase the tour package for this same price and receive all of the same benefits as your team. Must book via your schools contact!!

DRIVING TEAMS: For High School Teams within driving distance to Phoenix/Tempe we offer 4 and 5 night packages where you supply all your own ground transportation. Call our office for this special pricing.



Booking Procedures: All players and coaches must purchase the tournament package.

- \$500 non-refundable team deposit due by April 15, 2007.
 ⇒NOTE: *The \$500 deposit guarantees your spot in this tournament. Positions are filled on a first-to-pay basis.*
- 25% of group total due by September 1, 2007
- 75% of group total due by November 1, 2007

For more information contact: Jason Sarkies

BASKETBALL TRAVELERS, INC
 225 Fourth Ave. South
 Edmonds, WA USA 98020-3562

Phone: 425-776-2775
 FAX: 425-776-4094

e mail: jason@haskethalltravelers.com





1325 California Avenue
Windsor, ON N9B 3Y6
CHAIRPERSON: John Macri
DIRECTOR OF EDUCATION: Joseph Berthiaume

Meeting Date:
October 9, 2007

BOARD REPORT

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Joseph Berthiaume, Director of Education
Mario Iatonna, Superintendent of Business
Colleen Norris, Coordinator of Policy Development

SUBJECT: **BOARD POLICY AMENDMENTS**
- Draft Amended Policy A:02 Inclement Weather – Emergency School Closings

RECOMMENDATION:

That the Board approve in principle draft amended Policy A: 02 Inclement Weather – Emergency School Closings

SYNOPSIS: The Board approved Policy A:02 Inclement Weather – Emergency School Closings on September 22, 1998. An amendment was approved on October 24, 2000 to provide procedures to accommodate fog announcements. The Policy was scheduled for review in 2005, but not completed. The Policy was included in the Annual Plan for Policy Review 2006-2007. That Plan was presented to the Board on December 12, 2006. Pursuant to that Plan, a list of the policies scheduled for review was posted to the Board's web site, and on December 18, 2006, was forwarded to all Principals and Vice-principals, with a request to forward to school council chairs, in order to allow for review and input from stakeholders.

The Policy Working Subcommittee, of Mario Iatonna, Superintendent of Business and Colleen Norris, Coordinator of Policy Development, worked with staff, to develop a draft amended policy, after consideration of all comments and suggestions received pertaining to Policy A: 02 Inclement Weather – Emergency School closings.

BACKGROUND COMMENTS:

Proposed Changes to Existing Policy/Procedure: It is proposed that existing Policy A: 02 be divided into separate documents in order to separate policy from procedure.

All additions to the wording of the current policy are underlined in the draft for highlighting purposes.

Source and Rationale for the Proposals

- Paragraph 1.1 is proposed as an addition to the current policy in order to provide a clear objective.
- Paragraph 2.1 was proposed by senior administration to set out clearly that although the Board acknowledges the importance of exercise and free play time, there are instances when students may have to remain in the school due to weather conditions, for student and staff safety.
- Many of the amendments were suggested in order to clarify wording.

Results of Public Consultation Process – A Draft Policy A: 02 Inclement Weather – Emergency School Closings was forwarded to all union representatives, trustees, the Student Transportation Department and Principals and Vice-Principals, requesting that they direct copies to their School Council Chairs. On August 23, 2007, the Draft was posted to the Board's web site for feedback.

There was little feedback received, and only minor amendments were made to the original draft.

Impact On Other Policies and Procedures – N/A

Timetable For Implementing Policy and Procedure – It is proposed that a final draft be presented for final approval at the next Board meeting, at which time a supporting procedure will be presented as information. The proposed procedure reflects current protocol, which is already in place.

Benefits of the Policy Proposals – To develop a policy with a clear objective and with guiding principles that will govern all administrative procedure developed to support this policy.

Risks of Policy Direction and Mitigation Strategies – N/A

Impact on Stakeholders and Plan For Communicating the Policies – Upon final approval, the policy will be forwarded to all Principals/Vice-Principals, Union Representatives, the Student Transportation Department and posted to the Board's public web site.

FINANCIAL IMPACT: N/A

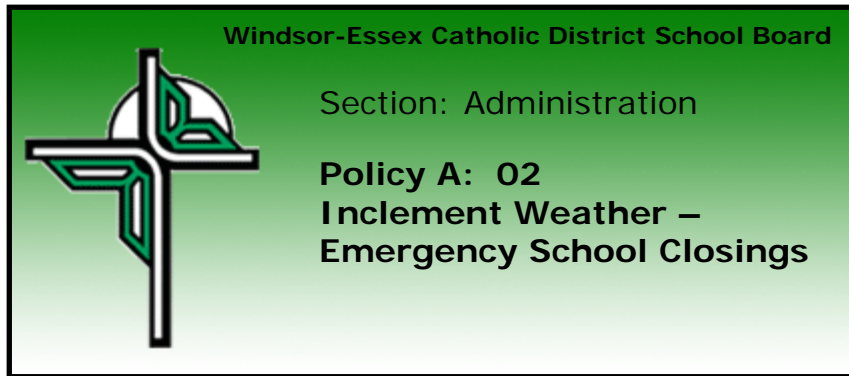
TIMELINES: As above-noted in the Timetable for Implementing Policy and Procedure.

APPENDICES:

- Draft Policy A:02 Inclement Weather – Emergency School Closings

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL	Review Date: October 4, 2007
<input checked="" type="checkbox"/>	SUPERINTENDENT	Approval Date: October 1, 2007
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date: October 4, 2007



POLICY:	A: 02
EFFECTIVE:	Sept 22, 1998
AMENDED:	Oct 24, 2000 (fog announcement)
RELATED POLICIES:	A:20
REPEALS:	
REVIEW DATE:	2010-2011

DRAFT

1.0 Objective

- 1.1 To protect staff and students where inclement weather may affect health and safety.

2.0 Guiding Principles

- 2.1 Children need an opportunity to get exercise and free play time outdoors. However, weather conditions sometimes warrant that indoor recesses, indoor lunch periods and pre-entry and post-dismissal periods inside the school be considered necessary for student and staff safety.
- 2.2 The Windsor-Essex Catholic District School Board expects that each school shall be in session and that each employee shall be in attendance at his/her duties each school day.
- 2.3 The Board shall close schools when it is apparent that inclement weather conditions might affect the safety of pupils and staff.
- 2.4 The Board shall cancel the transportation of students when it is considered to be unsafe.

3.0 Specific Directives

- 3.1 The Board policy shall apply:
- to ~~all schools including~~ elementary and secondary schools, ~~continuing education, school based childcare centers, the Catholic Education Centre, and any other Board facilities; Central Administration.~~
 - when an unusual amount of snow and/or other weather emergency is imminent;
 - to ~~either~~ the entire region of the City of Windsor/County of Essex, but may periodically affect only one or more of the municipalities within the Region depending upon prevailing weather conditions.

-
-
- 3.2 The Director of Education or his/her delegate shall develop procedures to support the objective of this policy.

4.0 Responsibility for Implementation

- 4.1 The Director of Education, Superintendents, Principals, the Communications Coordinator, and the Windsor & Essex County Student Transportation Services Department, shall be responsible for the implementation of this policy.

5.0 Review and Evaluation

- 5.1 The policy shall be reviewed during the 2010 – 2011 policy review cycle.

6.0 References

- 6.1 Education Act, R.S.O. 1990, c.E.2, section 19
Board Policy A: 20 Transportation of Students
Windsor & Essex County Student Transportation Services, Transportation Procedures
Windsor & Essex County Student Transportation Services, Inclement Weather Procedures



1325 California Avenue
 Windsor, ON N9B 3Y6
 CHAIRPERSON: John Macri
 DIRECTOR OF EDUCATION: Joseph Berthiaume

Meeting Date:
 October 9, 2007

BOARD REPORT

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Joseph Berthiaume, Director of Education
 Linda Staudt, Superintendent of Education
 Colleen Norris, Coordinator of Policy Development

SUBJECT: **BOARD POLICY AMENDMENTS**
 - **Draft Policy SC: 04 Field Trips/Excursions**

RECOMMENDATION:

That the Board approve in principle draft Policy SC: 04 Field Trips/Excursions

SYNOPSIS: The Board approved Policy SC: 04 Field Trips on April 27, 1999, and an amendment to that policy on June 26, 2001. A review was undertaken by the Policy Review Committee in 2005, but was not completed.

At the request of senior administration, the Policy Working Subcommittee composed of Linda Staudt, Superintendent of Education and Colleen Norris, Coordinator of Policy Development, undertook a review of Policy SC:04 Field Trips. The Policy Working Subcommittee worked with senior administration, staff, and the assistance of a public consultation process, to prepare the attached draft, SC:04 Field Trips/Excursions, which is proposed to replace existing Policy SC: 04 Field Trips.

BACKGROUND COMMENTS:

Proposed Changes to Existing Policy/Procedure: The proposal of the Policy Working Subcommittee includes renaming of the existing field trip policy, the creation of two separate documents (policy and procedure), and a policy incorporating new definitions and specific directions. It is recommended that the draft be approved as a new policy to replace existing Board Policy SC: 04 Field Trips.

Source and Rationale for the Proposals

- To recognize the value to students of out-of-school studies that are directly linked to specific subject curriculum (field trips), as well as the value of out-of-school activities, that although not directly linked to specific subject curriculum, enrich a student's overall Catholic education.
- To establish clear guiding principles that will govern administrative procedure.
- To establish clear directives to assist the Board or its appropriate representative when considering applications for approval of field trips/excursions.

Results of Public Consultation Process – On August 23, 2007, draft Policy SC: 04 Field Trips/Excursions was forwarded to Union Representatives, Trustees, and Principals and Vice-Principals, requesting that they direct copies to their School Council Chairs. The policy was also posted for feedback at that time on the Board's website.

Limited feedback was received. The Policy Working Subcommittee considered the feedback when making amendments to the initial draft.

Impact On Other Policies and Procedures – N/A

Timetable For Implementing Policy and Procedure – It is proposed that a final draft be presented for final approval at the next Board meeting, at which time a supporting procedure will be presented as information. The policy and procedure would then be implemented in the 2007-2008 school year.

Benefits of the Policy Proposals – The establishment of a policy to guide the Board and administration when considering applications for approval of field trips/excursions.

Risks of Policy Direction and Mitigation Strategies – N/A

Impact on Stakeholders and Plan For Communicating the Policies – Upon final approval, the policy will be forwarded to all Principals/Vice-Principals and Union Representatives. The approved policy will be posted to the Board's public web site.

FINANCIAL IMPACT: N/A

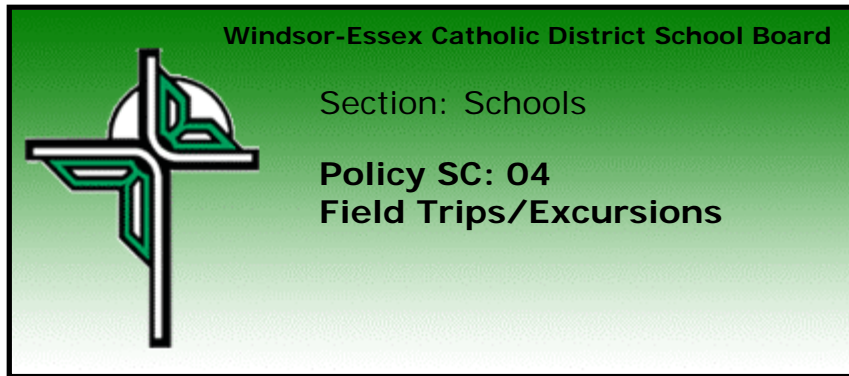
TIMELINES: As above-noted in the Timetable for Implementing Policy and Procedure.

APPENDICES:

- Draft Policy SC: 04 Field Trips/Excursions

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL	Review Date: October 4, 2007
<input checked="" type="checkbox"/>	SUPERINTENDENT	Approval Date: October 1, 2007
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date: October 4, 2007



NUMBER:	SC: 04
EFFECTIVE:	
AMENDED:	
RELATED POLICIES:	SC:02,SC:07,SC:09, SC: 15,ST: 11, ST: 11A,Pr ST: 11A
REPEALS:	Policy SC:04 Field Trips
REVIEW DATE:	2010-2011

DRAFT

1.0 Objective

- 1.1 To support field trips and excursions that are approved and appropriately supervised.

2.0 Definitions

- 2.1 Field trips are out-of-school studies that are directly linked to specific subject curriculum expectations designed to enhance student knowledge.
- 2.2 An excursion is an out-of-school activity that is not directly linked to specific subject curriculum expectations, but that is provided to enrich a student's overall Catholic education.
- 2.3 Field trips and excursions are trips, approved by the Windsor-Essex Catholic District School Board or its appropriate representative, where students travel to a location beyond the school property. This could include, but not be limited to, neighbourhood studies, visits to buildings and sites of historical interest, to museums, galleries, factories, sports events, community rinks, pools and arenas, zoos, farms, Provincial Parks, day and overnight visits, travel beyond the province and to other countries.
- 2.4 An unapproved trip is one, which has not followed the process established by Board administration to receive official approval or is one, which has followed the process, but has been denied. Neither the school nor the School Board shall sponsor, promote, or participate in the planning of any unapproved trip. Any Board employee involved in an unapproved trip may face disciplinary procedures and would surrender their legal claim to the Board's liability insurance coverage and to Worker's Compensation.

3.0 Guiding Principles

- 3.1 The Windsor-Essex Catholic District School Board believes that:
- a) Learning experiences beyond the school should be available to every student at every grade level;

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- b) Field trips and excursions should encompass all aspects of learning;
 - c) All out of school experiences occurring during school hours should be available to all students in a designated class, grade or course, without dependence upon the financial status or means of individual families;
 - d) Field trips and/or excursions may incorporate training in recreational activities as a possible preparation for the profitable use of leisure time;
 - e) Students of all ages and grades should learn to appreciate and respect the out-of-doors in order to heighten interest in the care and preservation of the environment;
 - f) Parents should be made aware of the Board's Field Trips/Excursions Policy and Procedures that are to be followed by schools for the safety and supervision of the students participating in learning experiences off the school property.

4.0 Specific Directives

4.1 In approving a field trip or an excursion, the Board or its appropriate representative shall consider the following:

- a) The impact on student learning due to the loss of regular instruction time;
- b) The contribution of the experience to curricular learning and school program objectives, including how it ties in with class activities before and after the field trip/excursion;
- c) The contribution of the experience to general student development;
- d) The appropriateness of the field trip/excursion given the students' age and development;
- e) The safety and supervision requirements for all students;
- f) The field trip/excursion in relation to the development of a responsible fiscal plan;
- g) The development of an appropriate and cost effective plan for the coverage of any teacher and support staff absence;
- h) The effect of the absence from school of teacher leaders and student participants on students, teachers and programs remaining at school;
- i) The educational value in proportion to the time spent traveling, the time lost from class, the time spent on the planned activity, and the cost to each student;
- j) Participation in athletic events or tournaments, arts performances or competitions, outside the immediate region (Ontario, Southeastern Michigan) must be part of an adjudicated competition. Athletic events or tournaments must be sanctioned by a recognized governing athletic body;
- k) An assessment of the potential for risk of injury arising out of the proposed activity. The assessment shall include consideration of the recommendations of the Ontario School Board Insurance Exchange and the provisions of the Ontario Physical Education Safety Guidelines.
- l) Field trips/excursions that do not reflect the curriculum, or do not have a clear educational purpose, or cannot be adequately supervised, shall not be approved.

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- 4.2 This policy excludes student exchanges, co-op education and placement, and credit courses outside of school and outside the regular school day.
 - 4.3 Administration shall develop procedures to establish approval requirements and guidelines to govern field trips and excursions.

5.0 Responsibility

- 5.1 Teachers, Principals and Senior Administration shall ensure compliance with the provisions of the Policy and any supporting procedures.

6.0 Review and Evaluation

- 6.1 The effectiveness of this policy shall be assessed through Trustee, staff and community satisfaction measures.
- 6.2 This policy shall be reviewed during the 2010 – 2011 policy review cycle.

7.0 References

Education Act, s. 170.1 (1) (2)

Safe Schools Act

Ontario Physical and Health Education Association's Ontario Physical Education Safety Guidelines

Related Board Policies and Procedures:

SC:02 Fundraising

SC:07 Safe Schools (Violence Free)

SC:09 School Volunteers

SC: 15 Code of Conduct

ST: 11 Medication Administration at School (Including Epi-pen)

ST: 11A Anaphylaxis Policy

Pr ST: 11A Anaphylaxis Procedure



1325 California Avenue
Windsor, ON N9B 3Y6
CHAIRPERSON: John Macri
DIRECTOR OF EDUCATION: Joseph Berthiaume

Meeting Date:
October 9, 2007

BOARD REPORT

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Joseph Berthiaume, Director of Education
Paul Picard, Senior Manager, Facilities Services
Mike Seguin, Superintendent of Education
Colleen Norris, Coordinator of Policy Development

SUBJECT: **BOARD POLICY AMENDMENT**
- Draft amended Policy ST: 09 Control of Head Lice and Nits

RECOMMENDATION:

That the Board provide final approval to the draft amendments to Policy ST: 09 Control of Head Lice and Nits;

and, that the Board receive as information Procedure Pr ST: 09 Control of Head Lice and Nits.

SYNOPSIS: On September 25, 2007, the Board approved in principle amendments to Board Policy ST: 09 Control of Head Lice and Nits.

The attached Procedure Pr ST: 09 was prepared by the Policy Working Subcommittee of Paul Picard, Senior Manager, Facilities Services, Mike Seguin, Superintendent of Education, and Colleen Norris, Coordinator of Policy Development, in consultation with Paulette Littlejohns, Manager of Human Resources, and Gary McKenzie, Risk Assessment Manager, and with the assistance of a public consultation process.

BACKGROUND COMMENTS: There have been no amendments made to the draft policy that was approved in principle. The draft as approved in principle is recommended for final approval.

Procedure Pr St: 09 supports Policy St: 09 and fulfills the directive detailed within that policy, " to develop procedures for the detection and control of pediculosis (head Lice)"

The Procedure was developed to ensure:

- That students and staff who have worked with a person having pediculosis, or that has been in the immediate vicinity of a person with pediculosis, are notified of the existence of head lice.
- That the required form is completed and returned to the Principal prior to a student returning to class, and that students and staff having head lice or nits are excluded from school until treatment is completed.
- That staff contracting head lice are aware of their rights under the Workplace Safety and Insurance Act.
- That the responsibility of the Principal is clearly defined.
- That assistance is provided for instructing on the proper method for checking for head lice (appendix "C").
- That Principals are aware that they may rely on volunteers to assist in checks for head lice, but that a duty of confidentiality exists.

FINANCIAL IMPACT: N/A

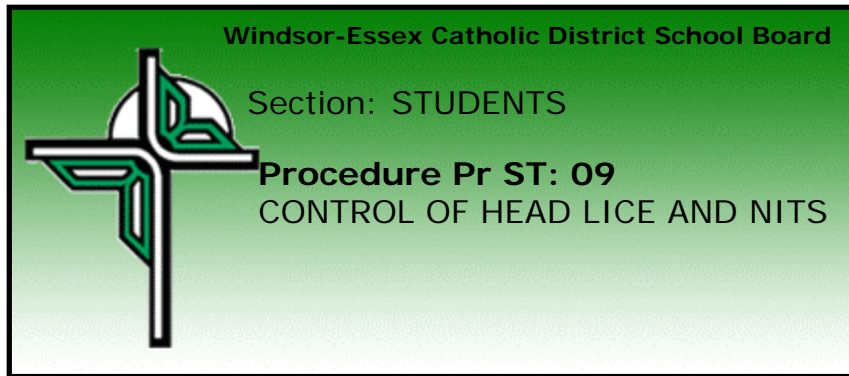
TIMELINES: The Policy and Procedure shall be implemented upon final approval of the Policy.

APPENDICES:

- Procedure Pr ST: 09 Control of Head Lice and Nits

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL	Review Date: October 4, 2007
<input checked="" type="checkbox"/>	SUPERINTENDENT	Approval Date: October 1, 2007
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date: October 4, 2007



PROCEDURE:	Pr ST:09
EFFECTIVE:	
AMENDED:	
RELATED POLICIES:	ST: 09
REPEALS:	
REVIEW DATE:	

1.0 Objective

- 1.1 To establish procedure for the detection and control of pediculosis (head lice).

2.0 Procedure

- 2.1 Each September, all elementary schools, and secondary schools where necessary, shall send information home to the school community. Parents/guardians shall be encouraged to learn how to identify head lice and nits and make the checking of hair a part of regular hygiene. Educational sessions for educators, parents/guardians or students may be arranged with the school community Public Health nurse.
- 2.2 Following the discovery or report of pediculosis, the Principal shall take the following steps:
- a. A general letter (Appendix “A”) shall be sent home with each person affected and to any other groups deemed necessary by the Principal. As well, any staff that has worked with the person having pediculosis, or that has been in the immediate vicinity of the person with pediculosis, shall be notified.
 - b. A “ Confirmation of Treatment” form (Appendix “B”) shall be sent to the parents/guardians of each student having pediculosis, advising them of the policy on control of head lice and nits and the requirements to complete the form. This form is to be returned to the Principal prior to the student returning to class.
 - c. Students and staff who are found to have head lice or nits shall be excluded from school by the Principal until treatment has been completed and they are deemed to be free of all head lice and/or nits.
 - d. Staff who have contracted head lice from the workplace have the right to apply for benefits under the Workplace Safety and Insurance Act by reporting the incident to their Principal/Supervisor, who will complete the accident and injury report.
 - e. It is the responsibility of the Principal to ensure that a check is completed of the hair of children in a class where head lice/nits have been discovered

and the hair of the siblings of the child identified with head lice that attend the same school. Principals may use volunteers from the school or community. These volunteers shall receive instruction in the identification of head lice to assist with this process. Appendix "C" may be used as a reference for instructing on the proper method for checking for the existence of head lice.

3.0 Confidentiality

- 3.1 The dignity and well being of students shall be given the highest priority. Every attempt will be made to respect the student's privacy and self-esteem. All volunteers from the school or community who assist in this process must ensure confidentiality.

4.0 Appendices

Appendix "A" Letter notifying of existence of head lice
Appendix "B" Confirmation of Treatment Form
Appendix "C" How To Check For Head Lice

APPENDIX "A"

(School Letterhead)

(Date)

Dear Parents:

It has been reported that children in this school have nits (head lice). Please do not be alarmed by this notice. It is by no means a statement regarding the cleanliness of any child, their family or their household.

Please examine the head of your child or children for nits every night for the next three or four weeks. If nits are found, all other family members should be checked. Follow the directions below to get rid of the head lice.

WHAT TO LOOK FOR:

Nits are very tiny eggs, half the size of a pinhead, and oval in shape. They may look like dandruff but they're firmly glued to the hair and can't be flicked off. New eggs, which are close to the scalp, are tan coloured and difficult to see. Nits that are farther away from the scalp appear white. Nits are most often found above and behind the ears, at the nape of the neck, and at the crown of the head.

HOW TO GET RID OF HEAD LICE:

Treating head lice requires two treatments a week apart. Get a head lice shampoo, cream rinse or lotion from your drugstore. Read the directions carefully and follow them exactly. **Remove all of the nits.** Head lice products kill many of the nits, but not all of them. **Apply a second treatment in one week.** Continue to check the head and remove any remaining nits.

TO REMOVE NITS:

Work in a brightly lit area – bright sunlight is best. After treatment, comb and part the hair in small sections. Use your thumbnail against your first finger to strip the nits from the hair starting from the roots right down to the tips. Place the nits in a bag and throw them out. You can also comb out the nits holding a fine-tooth comb on a downward angle. Special combs are available at the drugstore.

Please notify the school if head lice or nits are found.

I hope that together we can avoid or eliminate this nuisance from our school.

(Signature of Principal)

APPENDIX "B"

(School Letterhead)

CONFIRMATION OF TREATMENT FORM

(Date)

Your child, _____, has been found to have head lice and/or nits in his/her hair. Consequently he/she will be excluded from attendance at school until treatment is completed and all head lice and/or nits have been removed.

Once treatment has been completed and you have removed all the nits and egg cases, your child may return to school. Please complete this form and return it with your child, and continue to carry out your daily checks.

Thank you for your diligence in this matter. I hope that together we can eliminate head lice and nits from our school.

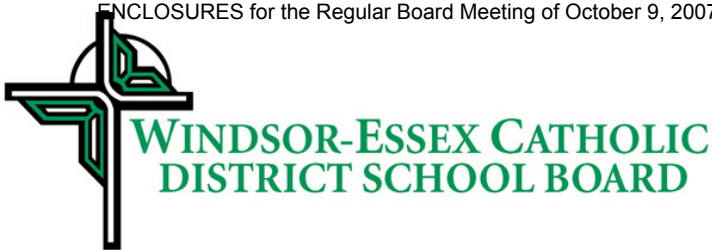
- | | | | |
|---|--|-----|----|
| 1 | I have read the information provided. | YES | NO |
| 2 | A prescribed pediculosis treatment has been used.
Name of product: _____ | YES | NO |
| 3 | Nit (egg) removal has been done. | YES | NO |
| 4 | A daily nit check will be done for 10 days. | YES | NO |
| 5 | A repeat of the treatment after 7 days has been done or is planned. | YES | NO |
| 6 | Environmental treatment has been done.
(You should wash bed linens, recently worn clothing, combs and brushes of the infested person) | YES | NO |

If you need assistance with the treatment instructions, please call the Health Unit (258-2146 or 1-800-265-5822, extension 257) and ask the Intake Nurse for information.

I feel my child has been successfully treated and at this time of re-entry to school meets the criteria for the "Control of Head Lice and Nits" policy.

Signature of Parent/Guardian

Date



APPENDIX "C"

How To Check For Head Lice:

- Examine the head under natural bright light. Head lice may be hard to detect because they move quickly and are very small.
- It is helpful to examine the head from different angles or light. This is easily achieved by moving around the adult/child while examining. Newly laid eggs are almost transparent.
- Part the hair and closely examine the scalp, especially the nape of the neck and behind the ears.
- To find the eggs, look for small white or yellowish-brown specks that are about the size of a poppy seed. You may see lice quickly moving away from the sunlight.
- To tell the difference between eggs and dandruff, try to dislodge them from the hair shaft. If they are not easily removed, they are probably eggs.



1325 California Avenue
Windsor, ON N9B 3Y6
CHAIRPERSON: John Macri
DIRECTOR OF EDUCATION: Joseph Berthiaume

Meeting Date:
October 9, 2007

BOARD REPORT

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Ad Hoc Policy Committee
- Trustees Holland (Chair), Porcellini and Soulliere
Joseph Berthiaume, Director of Education (Committee Resource)

SUBJECT: **AD HOC POLICY COMMITTEE - FINAL REPORT**

RECOMMENDATION:

That the Board refer the policies concerning the acquisition of goods and services; the appointment of consultants; senior staff compensation and performance review; and, dispute resolution with senior staff to the Board approved policy development, review and approval process;

and, that the Board approve the dissolution of the Ad Hoc Policy Committee in accordance with Board By-Law 4:03.

SYNOPSIS: This report provides the final recommendations of the Ad Hoc Policy Committee that was established by the Board in February 2006:

1. to make recommendations to the Board regarding a Policy Development Standard for consideration of the Board; and,
2. to establish a process and timeline for the development of policies concerning the acquisition of goods and services; the appointment of consultants; senior staff compensation and performance review; and, dispute resolution with senior staff.

BACKGROUND COMMENTS: Under Board direction, the Ad Hoc Policy Committee consulted with an outside professional to research best practices in the area of policy development. The Committee recommended a policy development process that was received and approved by the Board at its June 26, 2006 meeting. In October 2006, Colleen Norris was hired as Coordinator of Policy Development and the new policy development, review and approval process was implemented.

The Board received a formal report stemming from the June 2006 Joint Board / Ministry Review at the October 24, 2006 meeting that recommended an external business review, including a review of the governing policies, and the internal controls and procedures in place for the Board's procurement processes.

Subsequently, the firm of PricewaterhouseCoopers was engaged to conduct an independent business practices review. The in-depth review was conducted early in 2007, with its findings and recommendations brought to the Board at its June 25, 2007 meeting.

On September 25, 2007, after the two external reviews were completed, the Ad Hoc Policy Committee met to finalize the matters referred by the Board. Specifically, **to establish a process and timeline** for the development of policies concerning: the acquisition of goods and services; the appointment of consultants; senior staff compensation and performance review; and, dispute resolution with senior staff.

With respect to the process for the development of policies concerning the acquisition of goods and services and the appointment of consultants, the policies and practices have been extensively reviewed through both the Joint Board/Ministry Review and the Business Practices Review. The Ad Hoc Policy Committee recommends that the feedback and recommendations resulting from these reviews be incorporated into draft policy and that the draft policy be vetted through the Board approved policy development process.

A draft Performance Appraisal - Director of Education policy has been developed and was received by the Ad Hoc Policy Committee at its September 25, 2007 meeting. It is the Committee's recommendation that the draft policy be referred to the policy development process for final disposition.

Similarly, the Ad Hoc Policy Committee recommends that a new policy for dispute resolution with senior staff be referred to the policy development process. A common framework is under development by a collaborative effort involving provincial director, supervisory officer and trustee associations, which when complete will serve as a reference point for the Board's draft policy.

Given that the matters referred by the Board to the Ad Hoc Policy Committee have been dealt with, it is further recommended that the special committee be dissolved upon delivery of this final report in accordance with Board By-Law 4:03.

FINANCIAL IMPACT: n/a

TIMELINES: In order to provide sufficient time to meet the development and public consultation requirements of the Board's policy process, the timeline for finalization of all the above policies is the end of the current school year.

APPENDICES:

- Notes from the September 25, 2007 Ad Hoc Policy Committee Meeting

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL	Review Date: October 4, 2007
<input type="checkbox"/>	SUPERINTENDENT	Approval Date: --
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date: October 4, 2007



1325 California Avenue
Windsor, ON N9B 3Y6
CHAIRPERSON: John Macri
DIRECTOR OF EDUCATION: Joseph Berthiaume

AD HOC POLICY COMMITTEE
Tuesday, September 25, 2007 at 4:45 p.m.
Windsor Essex Catholic Education Centre
1325 California Avenue, Windsor
St. Thomas Aquinas Meeting Room

NOTES

PRESENT:

Trustee Committee Members: B. Holland (Chair)
S. Porcellini
L. Soulliere

Administration: J. Berthiaume
C. Norris

Recorder: J. Berthiaume

1. Call to Order and Opening Prayer – The meeting convened at 4:45 p.m. and opened with a prayer.
2. Recording of Attendance - All trustee committee members were present.
3. Approval of Agenda/Questions Pertaining to Agenda
Moved by Trustee Soulliere and seconded by Trustee Porcellini that the agenda be approved as presented.
4. Disclosure of Interest - None.
5. Review of Ad Hoc Committee Mandate - The attachment was reviewed.
6. Review of the June 26, 2006 Ad Hoc Committee Recommendations to the Board - The attachment was reviewed.
7. Review of Draft Board Policy H:20 Performance Appraisal – Director of Education - This item was deferred to item #8 for disposition.

8. Discussion and Planning for Resolution of Outstanding Items:

To establish a process and timelines for the development of new policies for:

- Acquisition of Goods and Services;
- Appointment of Consultants;
- Senior Staff Compensation and Performance Review;
- Dispute Resolution with Senior Staff.

Comments/Disposition of Outstanding Items: Colleen Norris, Coordinator of Policy Development will provide tentative timelines for the development of the outstanding policies through the Board approved policy development process.

Moved by Trustee Soulliere and seconded by Trustee Porcellini that the outstanding policies be incorporated into the policy development, review and approval process.

9. Reporting Schedule to Board and Dissolution of Ad Hoc Policy Committee

Moved by Trustee Soulliere and seconded by Trustee Porcellini that the Ad Hoc Policy Committee submit a final report to the Board with its recommendations regarding the process and timelines for the development of the outstanding policies and for the dissolution of the Ad Hoc Policy Committee in accordance with Board By-Law 4:03 Special Committees.

10. Future Scheduled Meeting Dates: Not required.

11. Closing Prayer and Adjournment - Meeting adjourned at 4:55 p.m.

NOTES Distribution:

Ad Hoc Policy Committee Members (Trustees Holland (Chair), Porcellini and Soulliere)
Trustees/Director of Education/Coordinator of Policy Development