



**WINDSOR-ESSEX CATHOLIC
DISTRICT SCHOOL BOARD**

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

**REGULAR BOARD MEETING
Tuesday, October 23, 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
 - a. M² Mediation Mentoring – F. J. Brennan High School/St. Jules Elementary School and Cardinal Carter Secondary School/Queen of Peace Elementary School (L. Staudt)
8. Delegations
 - a. Delegation Regarding Items Not on the Agenda

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

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

9. Action Items
 - a. Approval of Minutes
 - i) Minutes of In-Camera Meeting, October 9, 2007 - -
 - ii) Minutes of Regular Meeting, October 9, 2007 1 - 6
 - b. Items From In-Camera Meeting of October 23, 2007
10. Communications
 - a. External (Associations, OCSTA, Ministry)
 - b. Internal (Reports from Administration)
 - i) Report: Administrative Staff Report (M. Seguin) 7 - 8
 - ii) Report: Status - Policy Review and Development (J. Berthiaume) 9 - 16
11. Unfinished Business
12. New Business
 - a. Field Trips:
 - i) St. Thomas of Villanova and St. Anne's Catholic High School Destinations Program - France and Italy (M. Seguin/C. Geml) 17 - 23
 - ii) St. Thomas of Villanova Catholic High School - Winnipeg (C. Geml) 24 - 32
 - iii) Stella Maris Catholic Elementary Catholic School - Bark Lake, Haliburton (C. Geml) 33 - 35
 - b. Report: 2007 – 2008 Capital Renewal Program (P. Picard) 36 - 47
 - c. Report: Tender – Snow Removal 2007 - 2008 (P. Picard/M. Iatonna) 48 - 50
 - d. Report: Realty Representation - Request for Proposal (RFP) Process (M. Iatonna) 51 - 52
 - e. Report : Board Policy Amendments: A:02 Inclement Weather-Emergency School Closures (for final approval) (M. Iatonna) 53 - 62
 - f. Report: Board Policy Amendments: SC:04 Field Trips/Excursions (for final approval) (L. Staudt) 63 - 76
13. Committee Reports
 - a. Report: High School Council Meeting of June 7, 2007 (L. Staudt) 77 - 82
 - b. Report: Special Education Advisory Committee (SEAC) Minutes of June 7, 2007 (C. Geml) 83 - 88
14. Notice of Motion
15. Remarks and Announcements
 - a. Chairperson
 - b. Director of Education
 - c. Board Chaplain
16. Remarks/Questions by Trustees
17. Pending Items

18. Continuation of In-Camera, if required.
19. Future Board Meetings: (unless stated otherwise all meetings will be held at the Windsor Essex Catholic Education Centre - 1325 California Avenue, Windsor)
- Tuesday, 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, October 9, 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
M. Iatonna	S. O'Hagan-Wong
M. Seguin	R. Sasso
L. Staudt	

Recorder:

D. Steffens

1. Call To Order - Chair Macri called the meeting to order at 7:30 p.m.
2. Opening Prayer - Fr. Brunet opened the meeting with a prayer.
3. Recording of Attendance - All trustees present.
4. Approval of Agenda

Amendments:

- Addition: 12a(iii) Field Trip: St. Anne Catholic High School - Phoenix AZ

Moved by Trustee Holland and seconded by Trustee DiMenna that the October 9, 2007 Regular Board meeting agenda be approved as amended. *Carried.*

5. Questions Pertaining to Agenda - None.

6. Disclosure of Interest - Pursuant to the Municipal Conflict of Interest Act. - Trustee Porcellini disclosed interest in relation to item 10b(iv) Enrolment / Staffing School Organization Information for Elementary / Secondary Schools September 2007 due to the employment of her husband and did not participate in the discussion or vote on any question raised on that item.
7. Presentations - None.
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 25, 2007
Moved by Trustee Soulliere and seconded by Trustee Janisse that the minutes of the Committee of the Whole Board In-Camera meeting of September 25, 2007 be adopted as distributed. Carried.
 - ii) Minutes of Regular Meeting, September 25, 2007
Moved by Trustee Keane and seconded by Trustee Janisse that the minutes of the Regular Board meeting of September 25, 2007 be adopted as distributed. Carried.
 - b. Items From In-Camera Meeting of October 9, 2007

Vice-Chair Courtney reported that the Windsor-Essex Catholic District School Board convened a closed Committee of the Whole Board meeting on October 9, 2007 pursuant to the Education Act - Section 207, to consider specific personnel, real property matters, labour relations and other matters permitted or required to be kept private and confidential under the Freedom of Information and Protection of Privacy Act. Trustee Courtney declared a conflict of interest during the October 9, 2007 In-Camera Session and excused herself from the relevant discussion item.

Moved by Trustee DiMenna and seconded by Trustee Soulliere that the recommendations and directions of the Committee of the Whole Board at its in-camera meeting of October 9, 2007 be approved. Carried. Abstained: Trustee Courtney

 - The appointment of Sharon O'Hagan-Wong to the position of Supervisor Capacity Building
 - The secondment of Emelda Byrne to the position of Acting Supervisor - Learning Support
 - The following individuals have been added to the 2007 – 2012 Secondary Principal Roster: Joseph Charron, Luigi Conte
 - The following individuals have been added to the 2007 – 2012 Secondary Vice Principal Roster: Marisa Lipari, Joseph O'Neill
 - The following individuals have been added to the 2007 – 2012 Elementary Principal Roster: Elise Daragon

- The following individuals have been added to the 2007 – 2012 Elementary Vice Principal Roster: Jeffrey Chambers, Darryl Fanick, Tara Harris
- The following elementary principal and vice-principal assignments:
 - Karen Drago from Principal St. Jules to Principal St. John the Baptist
 - Elise Daragon from vice-principal St. Peter and St. John Vianney to Acting Principal St. Jules
 - Filomena Greco from Special Education Coordinator to full-time vice-principal St. Peter and St. John Vianney schools

10. Communications

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

b. Internal (Reports from Administration)

i) Report: Administrative Staff Report

Moved by Trustee DiMenna and seconded by Trustee Courtney that the Board receive the *Administrative Staff Report* on hiring, retirement and resignation of staff dated October 9, 2007 for information. *Carried.*

ii) Report: Trustee Expense Procedures

Moved by Trustee Holland and seconded by Trustee Alexander that the Board receive the report on revisions to the processing of Trustee expense claims as information. *Carried.*

iii) Report: Legal Services - June and July 2007

Discussion occurred on the annual cost to the board for legal services. Since the current contract expires in the spring of 2008, administration will present a report that will provide service delivery options that considers both cost-effectiveness and breadth of service, and include a survey of legal costs to boards from across the province.

Moved by Trustee Alexander and seconded by Trustee Holland that the Board receive the report *Legal Services – June and July 2007* as information. *Carried.*

iv) Report: Enrolment / Staffing School Organization Information for Elementary / Secondary Schools September 2007

Administration responded to questions related to the number of educational assistants at Sacred Heart school, the rationale for split JK/SK classes, and the possibility of further Ministry initiatives to reduce class sizes beyond grade 3. Additional information will be provided regarding Learning Support Services Teachers (LSST) and specialty teachers.

Moved by Trustee Holland and seconded by Trustee DiMenna that the Board receive the report *Enrolment/Staffing School Organization Information of our Elementary/Secondary Schools – September 2007* as information. *Carried.*

Abstained: Trustee Porcellini

11. Unfinished Business - None.

12. New Business

a. Field Trips:

i) Cardinal Carter Catholic Secondary School - Chicago, IL

Moved by Trustee Alexander and seconded by Trustee Janisse that the Board approve the Cardinal Carter Catholic Secondary School field trip to Chicago, Illinois for November 1 to November 3, 2007. Carried.

ii) Holy Names Catholic High School - Washington, DC

Moved by Trustee Alexander and seconded by Trustee Janisse that the Board approve the Holy Names Catholic High School field trip to Washington, DC for November 14 to November 17, 2007. Carried.

iii) WALK-ON: Field Trip: St. Anne Catholic High School - Phoenix AZ (*Handout was at trustee places and previously emailed to trustees.*)

Moved by Trustee Alexander and seconded by Trustee Janisse 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. Carried.

b. Board Policy Amendments: A:02 Inclement Weather-Emergency School Closures (for approval in principle) - Discussion occurred around the practicality of including guidelines within the procedures establishing specific acceptable temperatures in permitting students to participate in outside activities.

Moved by Trustee Alexander and seconded by Trustee Porcellini that the Board approve in principle draft amended Policy A: 02 Inclement Weather – Emergency School Closings. Carried.

c. Board Policy Amendments: SC:04 Field Trips/Excursions (for approval in principle)

Moved by Trustee Holland and seconded by Trustee DiMenna that the Board approve in principle draft Policy SC: 04 Field Trips/Excursions. Carried.

d. Board Policy Amendments: ST:09 Control of Head Lice and Nits (for final approval)

Moved by Trustee Alexander and seconded by Trustee Janisse 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. Carried.

13. Committee Reports

a. Report: Ad Hoc Policy Committee – Final Report

Trustee Holland, Chair of the Ad Hoc Policy Committee reported that this report provides the final recommendations of the Committee that was established by the Board in February 2006. 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.

Moved by Trustee Holland and seconded by Trustee DiMenna 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. Carried.

14. Notice of Motion - None.

15. Remarks and Announcements

- a. Chairperson Macri commented on the Blessing and Official Opening celebration for the new St. Anne Catholic High School and congratulated everyone for their work on organizing the beautiful occasion.
- b. Director of Education Berthiaume reminded trustees of the October 16, 2007 School Advisory Council Commissioning of the Chairs. Director Berthiaume thanked Sharon O'Hagan-Wong and her team of volunteers for their participation in the Raise-a-Reader Day.
- c. Board Chaplain Fr. Brunet encouraged everyone to vote on the provincial election.

16. Remarks/Questions by Trustees

- Trustee Porcellini encouraged everyone to exercise their right to vote in the provincial election.
- Trustee Janisse commented on the St. Anne's Catholic High School Blessing and Opening and thanked Rosemary Limarzi, John Byrne and the staff and students for a fabulous celebration.
- Trustee Keane congratulated Principal John Byrne and all who helped organized the St. Anne's Catholic High School Blessing and Opening celebration. Trustee Keane congratulated the organizers and participants of the first annual West End Terry Fox National School Walk.
- Trustee Soulliere thanked Kimberley Juras from CBC radio for her news coverage of the St. Anne's Catholic High School Blessing and Opening and thanked Rosemary Limarzi for her assistance with the event.
- Trustee Holland commented on the Muskoka Woods Leadership Experience and commended trustees for their continuing commitment to the program.
- Trustee Courtney commented on the St. Anne's Catholic High School Blessing and Opening.
- Student Trustee Bradley commented on the Jean Vanier Youth Forum Training she recently attended in Toronto and on the October 4 Student Senate Retreat.
- Student Trustee Resendes thanked the board for the opportunity to attend the Jean Vanier Youth Forum Training and commented on the recent Grade 11 student retreat that featured keynote speaker Darrell Scott who founded the "Rachel's Challenge" program.

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)
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 - Tuesday, April 22, 2008
 - Tuesday, May 13, 2008
 - Tuesday, May 27, 2008
 - Tuesday, June 10, 2008
 - Monday, June 23, 2008
20. Closing Prayer - Fr. Brunet closed the meeting with a prayer.
21. Adjournment - There being no further business, the Regular Board meeting of October 9, 2007 adjourned at 8:15 p.m.

Not approved.

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

Meeting Date:
October 23, 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 23, 2007 for information.

SYNOPSIS:

BACKGROUND COMMENTS:

FINANCIAL IMPACT:

TIMELINES:

APPENDICES:

- Administrative Staff Report dated October 23, 2007

REPORT REVIEWED BY:

<input checked="" type="checkbox"/> EXECUTIVE COUNCIL	Review Date: October 15, 2007
<input checked="" type="checkbox"/> SUPERINTENDENT	Approval Date: October 16, 2007
<input checked="" type="checkbox"/> DIRECTOR OF EDUCATION:	Approval Date: October 17, 2007

October 23, 2007**Windsor-Essex Catholic District School Board
Administrative Staff Report**

	Employee Name	Position	Location	Date
HIRING:	Dawn Ibrahim	Occasional Teacher	Supply	October 1, 2007
	Richard Jacobs	Occasional Teacher	Supply	October 1, 2007
	Joslyne Jobin	Occasional Teacher	Supply	October 2, 2007
	James Lasorda	Secondary Teacher	St. Michael's Victoria	October 9, 2007
	Stephanie McEachern	Occasional Teacher	Supply	October 1, 2007
	Christina Novakovich	Occasional Teacher	Supply	October 1, 2007
	Kathryn Pavlovic	Occasional Teacher	Supply	October 1, 2007
	Brianne Tomsich	Occasional Teacher	Supply	October 1, 2007
	Graziella Turchi	Occasional Teacher	Supply	October 1, 2007
RESIGNATION:	Deborah Smithies	Elementary Teacher	St. Anne Fr. Imm	October 11, 2007
RETIREMENT:	Mary Gavrelets	Educational Assistant	St. Theresa	January 31, 2008
	Gerard Marentette	Custodian	Christ the King	June 30, 2008



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CHAIRPERSON: John Macri
DIRECTOR OF EDUCATION: Joseph Berthiaume

Meeting Date:
October 23, 2007

BOARD REPORT

Public ☒ **In-Camera** ☐

PRESENTED FOR: Information ☒ Approval ☐

PRESENTED BY: Senior Administration

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

SUBJECT: **STATUS – POLICY REVIEW AND DEVELOPMENT**

RECOMMENDATION:

That the Board receive the status report on policy review and development as information.

SYNOPSIS: The Board approved Policy A: 01 Policy Development, Approval and Review Process on July 26, 2006. Pursuant to that policy, the Director is to provide the Board with an annual plan for policy review each year.

On December 12, 2006, the Director presented to the Board the Annual Policy Review Plan 2006 – 2007.

A list of the policies scheduled for review in 2006-2007 was circulated to stakeholders and was posted to the Board's web site in December 2006, with a request for feedback on the effectiveness of those policies.

BACKGROUND COMMENTS: The attached Tracking Sheet (appendix "A") details the status of each policy included in the Annual Policy Review Plan 2006 – 2007. Each policy has been reviewed after consideration of feedback received. The policies are in various stages of policy development, as reported within the Tracking Sheet.

Appendix "B" represents the Annual Policy Review Plan 2007 – 2008. This plan includes all policies with review dates (as specified within the policy) in 2007-2008 and those with scheduled review dates prior to 2007 - 2008, where the reviews were not completed.

The text of the policies listed in Appendix "B" are posted on the Board web site at www.wecdsb.on.ca

Appendix "A" and "B" reference those existing policies scheduled for review pursuant to the regular review cycle. Appendix "C" includes proposals currently being considered for development of new policy.

Proposals for policy development that may be received during the year shall be incorporated into the policy development process.

FINANCIAL IMPACT: N/A

TIMELINES: The reviews shall be completed over the course of the 2007 – 2008 school year. Drafts will be presented periodically to the Board for consideration for approval. A status report on the policies scheduled for review and development in 2007-2008 shall be presented with the policy review and development plan for the next year.

APPENDICES:

- Appendix "A" Policy Review Tracking Sheet
Status – Annual Policy Review Plan 2006 - 2007
- Appendix "B" Annual Plan for Policy Review 2007 – 2008
- Appendix "C" Status of Proposals for Development of New Policy

REPORT REVIEWED BY:

☒ EXECUTIVE COUNCIL
☐ SUPERINTENDENT
☒ DIRECTOR OF EDUCATION:

Review Date: October 15, 2007
Approval Date: --
Approval Date: October 17, 2007

Appendix "A"

WINDSOR- ESSEX CATHOLIC DISTRICT SCHOOL BOARD POLICY REVIEW TRACKING SHEET Status - Annual Policy Review Plan 2006-2007	
POLICY	STATUS OF POLICY REVIEW
Administration:	
A: 02 Inclement Weather-Emergency School Closures	Posted for Public Input August 27, 2007 Approved in Principle October 9, 2007
A: 12 Code of Ethics/Conflict of Interest	Under consideration of Executive Council
Facilities Services – Buildings/Plants/Grounds	
B: 01 Smoke Free Schools and Sites	Draft policy pending before Executive Council for approval for public consultation
B: 02 Mould-Portable Classrooms	Development proposal and draft policy currently being prepared by Policy Working Subcommittee, Paul Picard and Colleen Norris, in consultation with Risk Management Committee
Finance	
F: 01 Donations	Draft Policy F: 01 Donations and Sponsorships posted for public input August 29, 2007
Human Resources	
H: 01 Principal Supervision/Evaluation	Policy Working Subcommittee, Michael Seguin and Colleen Norris – amended draft policy being prepared for presentation to Executive Council for approval for public consultation
H: 16 Teacher Performance Appraisal	Policy Working Subcommittee, Michael Seguin and Colleen Norris – amended draft policy being prepared for presentation to Executive Council for approval for public consultation
Schools	
SC: 06 Corporate Sponsorship	Draft Policy F: 01 Donations and Sponsorships posted for public input August 29, 2007
SC: 12 Co-Instructional Activities	Policy Working Subcommittee, Linda Staudt and Colleen Norris – amended policy being prepared for presentation to Executive Council for approval for public consultation
SC: 17 Video Security Surveillance	Policy Working Subcommittee, Paul Picard and Colleen Norris, in consultation with Risk Management Committee – amended policy being prepared for presentation to Executive Council for approval for public consultation
Students	
ST: 13 Safe Arrival - Elementary	Policy Working Subcommittee, Cathy Geml and Colleen Norris - Draft policy pending before Executive Council for approval for consultation
ST: 17 Alcohol and Drug Abuse/Students	Policy Working Subcommittee, Linda Staudt and Colleen Norris – amended draft policy being prepared for presentation to Executive Council

Appendix "B"

WINDSOR- ESSEX CATHOLIC DISTRICT SCHOOL BOARD ANNUAL PLAN FOR POLICY REVIEW 2007-2008	
POLICY	GENERAL EFFECTIVENESS/ANTICIPATED POLICY DEVELOPMENT
<p>The following policies/amendments were approved by the Board in 2006-2007:</p> <p>A: 03 Community Use of Schools A: 04 Travel, Meal, Professional Development and Compensation for Use of Auto A: 21 Child Care A: 27 Purchasing Cards H: 19 Violence Prevention in the Workplace T: 02 Conventions, Meetings, Out of Pocket Expenses</p>	<p>A: 21 Child Care and H: 19 Violence Prevention in the Workplace provide for annual reviews in consultation with stakeholders.</p> <p>The remainder of the new policies/amendments was scheduled for review in the first year of implementation to review for effectiveness of policy and supporting procedures.</p> <p>The new policies/amendments have essentially proven effective and may require minor amendments, primarily affecting procedure.</p>
Administration:	
<p>A: 10 Disposal of Assets Approved: April 25, 2000 Scheduled review date: 2004</p>	<p>A review is required to clarify responsibility for implementation of policy and to ensure procedure reflects current practice.</p>
<p>A: 20 Transportation Approved: April 25, 2000 Scheduled review date: 2005</p>	<p>It is expected that the Ministry of Education will be conducting a comprehensive effectiveness and efficiency review of the transportation operation in the spring. The board policy should be reviewed for compliance with Ministry recommendations</p>
<p>A: 22 School Boundary Approved: March 25, 2003 Scheduled review date: Sept 25, 2003</p>	<p>Policy to be reviewed for alignment with A: 05 Pupil Accommodation Policy and Ministry of Education, Pupil Accommodation Review Guidelines.</p>
<p>A: 23 Microwave Ovens in Elementary School Classrooms Approved: May 25, 2004 Scheduled review date: 2005</p>	<p>The policy is generally effective and no substantive amendments are anticipated.</p>

Finance:	
F: 02 Purchasing of Furniture, Equipment, Supplies and Services Approved: Oct 24, 2000 Scheduled review date: 2005	Policy to be reviewed pursuant to the recommendations of the Ad Hoc Policy Committee at its meeting of September 25, 2007. A review should include consideration of the Ministry of Education Review completed in 2006 and the Board's internal business review.
F: 03 Appointment of Architect for Major Projects Approved: May 23, 2000 Scheduled review date: 2005	Policy should be reviewed as part of Ad Hoc Policy Committee recommendation for the development of a policy for the appointment of consultants.
Human Resources	
H: 03 Hiring Procedures – Teachers Approved: August 25, 1998 Scheduled review date: 2002	Policy requires review. Anticipate amendments to procedure to reflect current practice.
H: 07 Selection Process – Principals and Vice-Principals Approved: December 15, 1998 Scheduled review date: 2005	Requires review.
H: 09 Assault on Employees Approved: June 26, 2001 Scheduled review date: 2005	Requires review and anticipate revisions
H: 10 Employee Injury Approved: January 11, 2000 Scheduled review date: 2005	Requires review particularly to consider the acknowledgement of workplace related illness.
H: 15 Transfer of Principals and Vice-Principals Approved: October 24, 2000 Scheduled review date: 2005	Requires review.
H: 18 Internet Acceptable Use – Employees Approved: May 25, 2004 Scheduled review date: 2007	An amended draft of this Policy has been circulated for feedback. Those amendments were proposed to address the need for guidelines for all users of Board technology, particularly when posting to school web sites. Input has also been received indicating policy and related policy H: 17, Employees' Acceptable Use of Electronic Technology, may

	benefit from a review, to ensure clear guidelines are incorporated in procedure to deal with the proper use of the Board's First Class e-mail system.
Schools	
SC: 01 Catholic School Councils Amended: June 26, 2001 Scheduled review date: 2005	Policy is thorough and comprehensive. Do not anticipate need for amendment.
SC: 05 Blessing and Opening of New Schools Approved: October 13, 1998 Scheduled review date: 2004	Generally effective, minor amendments anticipated.
SC: 07 Safe Schools (Violence Free) Amended: June 26, 2001 Scheduled review date: 2005	This policy and related policies (ST: 05 Suspension, ST: 06 Suspension Review and Appeal, ST: 07 Expulsion and ST: 21 Expulsion Appeal) will require review and development to ensure compliance with amendments to the Education Act set out within the Education Amendment Act (Progressive Discipline and School Safety), 2007, effective February 1, 2008.
SC: 08 Child Abuse Reporting Approved: April 25, 2000 Scheduled review date: 2004	Policy is generally effective, requiring some review to ensure compliance with current legislation.
SC: 10 Crisis/Trauma Response Plan Approved: April 25, 2000 Scheduled review date: 2004	The Board has developed a Crisis Management Plan with input from community partners and the Board's Risk Management Committee. That plan was received by the Board as information at its meeting of September 25, 2007. The policy should be reviewed to ensure that it conforms with that plan

Appendix "C"

STATUS OF PROPOSALS FOR DEVELOPMENT OF NEW POLICY

Proposed New Policy

Status

Policy Proposals recommended by the
Ad Hoc Policy Committee and incorporated
into the policy development process by
Board motion October 9, 2007:

Appointment of consultants

Policy development will be
undertaken in conjunction
with review of existing Board
Policies F: 02 Purchasing of
Furniture, Equipment,
Supplies and Services and F:
03 Appointment of Architect
for Major Projects.

Senior Staff Compensation and Performance
Review

Draft Policy H: 20
Performance Appraisal –
Director of Education
pending before Executive
Council for approval for
consultation.
Draft policy being prepared
to incorporate the Board's
Performance Management
Process for Superintendents.

Dispute Resolution with Senior Staff

Awaiting finalization of
provincial framework for
consideration in development
process

Policy Proposals recommended by the
Ministry of Education in its Board review
of 2006:

Construction Policy

Policy will be developed with consideration of Ministry recommendations.

Policy Proposals through Board motion:

Fifth Disease

Draft procedure being finalized in consultation with Joint Health and Safety Committee and Risk Management Committee. To be presented to Executive Council for approval for public consultation.

Policy Proposals of Trustees, Staff, Community:

Disposal of Needles

Under consideration of the Policy Working Sub-Committee of Paul Picard and Colleen Norris, in consultation with the Risk Management Committee.

Musculoskeletal Disorder Prevention

Under consideration of the Risk Management Committee

Privacy

Draft being finalized for presentation to Executive Council for approval for consultation.



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

Meeting Date:
October 23, 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: **ST. THOMAS OF VILLANOVA & ST. ANNE SECONDARY**
- Field Trip to France & Italy

RECOMMENDATION:

That the Board approve the St. Thomas of Villanova & St. Anne High School field trip to France and Italy, from February 29 – March 15, 2008.

SYNOPSIS: In accordance with Board Policy SC:04 Field Trips, this report seeks Board approval for 40 grade 11 and 12 students taking French and Italian Language, History and Art to attend sites of historical significance in France and Italy. This field trip request is in compliance with the Field Trip policy.

BACKGROUND COMMENTS: The 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 mass and tour at Notre Dame Cathedral. Site-seeing in Parish, will include the Place des Invalides, Place de la Concorde, Champs de Elysees and the Arc de Triomphe, the Louvre, Versailles and the Left Bank by boat, Nice, the French Riviera, and Monaco. Upon arrival in Italy, the students will experience Venice, Padua and Donatello's statue, The Equestrian, a train trip to Santa Lucia, St. Marks Square via the Grand Canal, visit to the Doges Palace, Florence by way of Pisa, and mass at Santa Croce. After this there will be a visit to the Academic museum, home of Michaelangelo's statue of David. From Florence, the group will make its way from Tuscany to Umbria and Assisi, Pompeii, Naples, Rome and a tour of the Vatican.

The trip is designed to provide students with academic enrichment and program enhancement as a result of first-hand experience of foreign language, historical sites and artwork. It will also give the students the ability to see how the Western World has evolved through history from the sixteenth century to the present, and be exposed to the tenets of modern beliefs and philosophies.

FINANCIAL IMPACT: Approximately \$3800.00 per student.

TIMELINES: February 29, 2008 – March 15, 2008

APPENDICES:

- Request for Approval of Field Trip - Form A
- Itinerary
- Destinations Learning Enrichment Activity

REPORT REVIEWED BY:

☒ EXECUTIVE COUNCIL
☒ SUPERINTENDENT
☒ DIRECTOR OF EDUCATION:

Review Date: October 4, 2007
Approval Date: September 28, 2007
Approval Date: October 17, 2007

**Request for Approval of Field Trip**

School	St. Thomas of Villanova/St. Anne's			Date of Trip	Ex. mm/dd/yyyy 02/29/08-03/15/08	
Destination	France, Italy			Mode of Transportation	Air, Coach, metro, taxi	
School Departure Time	3:00 PM	School Arrival Time	6:00 PM	Name of Carrier	Air France	
# of Male Students	30	Grade of Students	11/12	Number of Supervisors	Female 2	Male 2
# of Female Students	10	Personal Cost Per Student	\$3800.00	Travel Company Involved	Pauwels Travel Bureau Ltd	
Total Cost Per Student	\$3800.00					

EDUCATIONAL RATIONALE

Name of Teacher	Silvio Puzzuoli and Lisa Voegeli and Lisa Bastien and Sam Cipparone
Purpose of Trip	Curriculum Enrichment related to material being studied in Language, History and Art
Relationship to Students' Program/Course	Students are enrolled in History, Art or French-Italian courses
Pre-Trip Preparation(s) by Students	Classroom study and activities related to the areas to be visited - pre-trip
Follow-Up Activities Planned	Reflection on the events of the field trip with specific reference to the
If Activity is Occuring over a Weekend Indicate Plans for Students to Attend a Eucharistic Celebration	Notre Dame, Vatican, Sacre Coeur

Date Submitted	26/09/2007	Name of Teacher	Silvio Puzzuoli and Lisa Voegeli and Lisa
Approval Date	26/09/2007	Name of Principal	Ms. JoAnne Shea and Mr. John Bryne
Approval Date	05/10/2007	Name of Superintendent	Cathy Geml
Approval Date		Board of Trustees Approval (per Superintendent)	

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

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

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

Ship's School Educational Tours Ltd.
95 Dalhousie St., Brantford, Ontario N3T 2J1
Tel: (519) 756-4900 Fax: 753-6376
email: kathy@pauwelstravel.com

THE BEST OF FRANCE& ITALY
St. Thomas of Villa Nova, and St. Anne's
February 29, - March 15, 2008
Proposed Itinerary

Friday, February 29:

Evening departure from Detroit aboard Northwest Airlines direct to Paris, France. Full in-flight services will be provided.

Saturday, March 01:

Arrival in Paris where you are met by your coach and taken to Montmartre. En route a stop will be made at the American Express office. Transfer to the hotel following your visit. In the evening, after dinner you will be taken on a panoramic tour of the "City of Lights".

Sunday, March 02:

Breakfast followed by mass at Notre Dame. Following church you are taken on a sightseeing tour of the city. Highlights include the Cathedral of Notre Dame with its beautiful stained glass windows and the Pieta, Place des Invalides, Place de la Concorde, the Champs De Elysees, and the Arc de Triomphe. In the afternoon you will be taken for a short drive outside the city to Versailles. While here, you will visit the Palace of the Sun King. Following your visit, you will return to the city of Paris. This evening, after dinner at a bistro on the Left Bank, you will be taken for a cruise aboard the Bateaux Mouches.

Monday, March 03:

This morning you head to the Louvre museum where you can have all day if you like to wander through the galleries and enjoy the priceless works of art. For those who finish early, there will be a chance to participate in teacher orientated activities. Dinner in a typical French Bistro.

Tuesday, March 04:

Transfer after breakfast to the train station for a trip on a high speed train to Nice unofficial capital of the French Riviera. Transfer to the hotel followed by time for lunch. This afternoon you are joined by a local guide for a sightseeing tour of the Old Town.

Wednesday, March 05:

Morning to enjoy the flower market at the Cours Selena. This afternoon you will enjoy a drive along the Mediterranean to Monaco. Time to explore the small principality before returning to Nice. A stop will be made in Eze to allow a visit to a local perfume factory. Dinner and overnight.

Thursday, March 06:

Departure from Nice after breakfast. Before long you arrive in Italy. Your destination today is Venice. En route you will visit Padua, where you will have an opportunity to see Donatello's statue, The Equestrian. Dinner & overnight in Treviso.

Friday, March 07:

Morning transfer by train to Santa Lucia Train Station where you will board a vaporetta to St. Marks Square by way of the Grand Canal, where you will be met by a local guide and taken on a sightseeing tour of Venice. Highlights include St. Mark's Square, the Doges Palace, the Rialto Bridge and the Bridge of Sighs. In the late afternoon you return to Treviso. Dinner and overnight.

Saturday, March 08:

Today you travel from Venice to Florence by way of Pisa, where you will see the famous leaning tower. Dinner and overnight in Florence.

Sunday, March 09:

This morning after breakfast you will enjoy a walking tour of the city including with a local guide. Highlights include the Duomo, Giotto's Bell Tower, the Baptistery with its famous bronze doors, **Santa Croce where we will attend Mass**, and the Ponte Vecchio. This afternoon you will visit the Academia museum, home of Michelangelo's statue of David. Dinner & overnight.

Monday, March 10:

Early morning departure from Florence as you make your way from Tuscany to Umbria. Arrival in Assisi in time for lunch this afternoon you will enjoy a tour of the Church of St. Francis. Dinner at the hotel.

Tuesday, March 11:

Departure after breakfast. Today's travels take you to Pompeii. Visit of the site where Mt Vesuvius covered the city with ash & preserved the many houses & public buildings & residents of the Roman city. Following your visit you will be taken to the archaeological Museum in Naples where many of the treasures unearthed in Pompeii are on display. Dinner and overnight in Pompeii.

Wednesday, March 12:

Breakfast before boarding the coach making your way north to Rome. Arrival at the hotel and time for lunch before enjoying a walking tour of ancient Rome. Dinner tonight at a local pizzeria.

Thursday, March 13:

This morning's tour will focus on Vatican City. Guided visit of the museum including the Sistine Chapel as well as St. Peter's Basilica. Dinner and overnight.

Friday, March 14:

Full day in the "Eternal City" with activities arranged by your chaperons. Tonight you will enjoy a farewell dinner at the Consolato d'Abruzzi. Overnight.

Saturday, March 15:

Morning transfer to Fiumicino Airport for your return flight to Detroit.

WELCOME HOME!!!!

*Please note this is a proposed itinerary only. The activities and order of activities are subject to change.

Tour cost: \$3,455.00 per person based on three or four persons sharing.

Twin Supplement: \$325.00 per person

Single Supplement: \$565.00

Please note:

Students will attend Mass on Sunday March 2 at Notre Dame in Paris

Students will attend Mass on Sunday March 9 at Santa Croce in Florence

Destinations Learning Enrichment Activity
European Cultural, Historical and Artistic Experience – 2008 – Italy and France

St. Thomas of Villanova Catholic Secondary School

St. Anne's Catholic Secondary School

Destination Program provides students with opportunities for

- 1 Academic Enrichment
- 2 Program Enhancement
- 3 Travel
- 4 Long Range Academic Planning

An Independent Study Unit is tied to a language, art, and/or history course

A specific travel destination is linked to academic courses and curriculum expectations.

History Expectations and their connection to the Destinations Activity

By the end of this course, students will:

Change and Continuity

- assess the influence of individuals and groups who have helped shape Western attitudes to change
- assess the variety, intensity, and breadth of change that has taken place from the sixteenth century to the present
 - o *students will tour a number of major European cities where significant historical changes have taken place that have helped to shape Western attitudes i.e., Paris – French Revolution, Florence – The Enlightenment, Rome – The Vatican*

Citizenship and Heritage

- describe the main tenets of key modern beliefs and philosophies and explain how they have shaped Western thought
- describe key developments in a variety of modes of artistic expression in the West and the rest of the world since the sixteenth century (e.g., classical, baroque, romantic, and modern art; traditional and modern architectural styles)
 - o *students will tour cities that have been the source of some key modern beliefs and philosophies i.e., Paris, Florence, Rome*
 - o *students will tour a number of art galleries and museums that display a variety of modes of artistic expression i.e., the Louvre, the Academia, the Vatican museum*

Methods of Historical Inquiry and Communication

- select and use a wide variety of relevant primary and secondary sources (e.g., written, visual, oral, physical) that represent a diverse range of perspectives
 - o *students will be exposed to many primary and secondary historical sources as they tour France and Italy – i.e., museums, art galleries, cathedrals*

Language Expectations and their connection to the Destinations Activity

By the end of this course, students will

Oral Communication

- demonstrate an understanding of a variety of oral messages, communicated in various situations and for a variety of purposes
- respond in a variety of ways to a wide range of media works
- use appropriate language conventions during oral communication
- express and justify ideas and opinions in self-directed conversations and discussion on a variety of issues
 - o *students will have numerous opportunities to use their oral communication skills in both French and Italian - i.e., ordering in restaurants, asking directions, purchasing items, touring museums and art galleries*

Reading

- read and demonstrate an understanding of a range of literary information and texts
 - o *students will have numerous opportunities to use their French and Italian reading skills – i.e., menus, airports, signs, museums and art galleries*

Arts Expectations and their connection to the Destinations Activity

By the end of this course students will

- use a wide range of appropriate terminology related to all areas of art theory to describe art works, crafts and applied design forms.
- describe aspects of the history of modern Western art as well as other selected forms of other cultural arts.
- describe the history of the form, function, and content of selected works of art (paintings, architectural structures, textiles, furniture).
- demonstrate an understanding of the historical context and stylistic evolution of some fine art, applied design, and craft forms.
- demonstrate an understanding of modern and contemporary art.

ANI.03 - Explain the visual and conceptual aspects of art works in terms of the context (historical, social, political, economic) in which the works were created.

AN3..03 - Analyze skills acquired in the study of visual arts, and explain how they can be applied in a variety of other contexts.

Ontario Catholic School Graduate Expectations

CCGE2e - Uses and integrates the Catholic faith tradition, in the critical analysis of the arts, media, technology and information systems to enhance the quality of life.

CGE3e - Adopts a holistic approach to life by integrating learning from various subject areas and experiences



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

Meeting Date:
October 23, 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: **ST. THOMAS OF VILLANOVA CATHOLIC HIGH SCHOOL
- Winnipeg Tournament of Champions Field Trip**

RECOMMENDATION:

That the Board approve the St. Thomas of Villanova High School field trip to Winnipeg to participate in the Winnipeg High School Hockey League Tournament of Champions from January 9 to 13, 2008.

SYNOPSIS: In accordance with Board Policy SC:04 Field Trips, this report seeks Board approval for 20 hockey players in grades 9 – 12 to travel by air to Winnipeg for this hockey tournament. This field trip request is in compliance with the Field Trip policy.

BACKGROUND COMMENTS: The Winnipeg High School Tournament of Champions will allow exposure of the hockey players to games with hockey teams from across Canada and North America. There are five guaranteed games that are played without the traditional center ice “red line”, thereby allowing for much faster and more competitive hockey. This trip will provide the hockey team players with a superior playing experience.

FINANCIAL IMPACT: Approximately \$625.00 per student.

TIMELINES: January 9 – 13, 2008

APPENDICES:

- Request for Approval of Field Trip - Form A
- Fact Sheet and Itinerary

REPORT REVIEWED BY:

☒ EXECUTIVE COUNCIL

☒ SUPERINTENDENT

☒ DIRECTOR OF EDUCATION:

Review Date: October 4, 2007

Approval Date: September 28, 2007

Approval Date: October 17, 2007

**Request for Approval of Athletic Trip**

School	St. Thomas of Villanova			Date(s) of Trip	Ex. mm/dd/yyyy 01/09 to 01/13/2008	
Destination	Winnipeg Tournament of Champions			Mode of Transportation	Air	
School Departure Time (approx.)	6:00	School Arrival Time (approx.)	11:00	Name of Carrier	West Jet	
# of Male Students	20	Grade(s) of Students	9-12	Number of Supervisors	Female <input type="text"/>	Male <input type="text" value="3"/>
# of Female Students	<input type="text"/>	Personal Cost Per Student (estimated)	625	Travel Company Involved	<input type="text"/>	
Total Cost Per Student (estimated)	625					

EDUCATIONAL RATIONALE**Name(s) of Teacher(s)/ Supervisor(s)** J. Frias, G. O'Keefe**Purpose of Trip** Participate - in the Winnipeg High School Hockey League Tournament of Champions**If Activity is Occurring over a Weekend Indicate Plans for Students to Attend a Eucharistic Celebration**

St. Patrick's Parish on Saturday, Jan. 12

Date Submitted	24/09/2007	Name of Teacher	J. Frias
Approval Date	26/09/2007	Name of Principal	JoAnne Shea
Approval Date	10/10/2007	Name of Superintendent	Cathy Geml
Approval Date	<input type="text"/>	Board of Trustees Approval (per Superintendent)	<input type="text"/>

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

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

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

December 2003

Original: Teacher Responsible

cc: school

Villanova Wildcat Hockey – Winnipeg
Tournament of Champions (January 9-13th, 2008)

Itinerary- Wednesday, Jan. 9th, 2008

Time	Activity
6:00 a.m.	Bring Equipment to School – Load Bus & Depart for Toronto Airport
8:00 a.m.	Stop for quick Breakfast in London
11:00 a.m.	Arrive Toronto Airport - Check in & Board for Winnipeg
3:00 p.m.	Arrive in Winnipeg – Pick-up Luggage & Depart for Hotel (Tournament Convenors arrange all ground transportation in Winnipeg)
4:00 p.m.	Approx. Check-in @ CanadInns Polo Park
5:30 – 7:30.	Team Dinner – TBD
8:00-9:30	School Work Time
10:30 p.m.	Room Check (All players stay in your own room for the night)
11:00 p.m.	Lights out

Thursday January 10th, 2008

Time	Activity
8:30 a.m.	WAKE – UP CALL
9:00-10:00a.m.	CONTINENTAL BREAKFAST – included/provided by Hotel
12:00-3:30 p.m.	Depart for Game 1 vs. TBD-
4:00 -	Return to Hotel – Get cleaned up
4:00-5:30 p.m.	School Work Time
5:30 – 7:30.	Team Dinner – TBD
7:30-10:00	Team Outing – Winnipeg IMAX Theatre
10:30 p.m.	Room Check (All players stay in your own room for the night)
11:00 p.m.	Lights out

Friday January 11th, 2008

Time	Activity
8:00 a.m.	WAKE – UP CALL
8:00-9:00a.m.	CONTINENTAL BREAKFAST – included/provided by Hotel
10:00-1:00 a.m.	Game 2 vs. TBD
2:00-5:00	Team Lunch – Back to Hotel – School work time
7:00 – 9:30	Game 3 vs. TBD
10:30 p.m.	Room Check (All players stay in your own room for the night)
11:00 p.m.	Lights out

Hotel Information:

CanadInns Polo Park
1405 St. Matthews Ave.
Winnipeg MB.
R3G OK5
Ph. # - 205-775-8791

Teacher Contact

Mr. Jamie Frias –
Cell Phone (519) 965-4532

Saturday January 12th, 2008

Time	Activity
8:00 a.m.	WAKE – UP CALL
8:00-9:00a.m.	CONTINENTAL BREAKFAST – included/provided by Hotel
11:00a.m.-1:30 p.m.	Game 4 vs. TBD
2:00-5:00	Team Lunch – Team Outing – Manitoba Museum & Planetarium
4:00-5:00	ATTEND MASS AS A TEAM -St. Patrick's Parish (2.5 miles away from Hotel) 168 Worth St. Winnipeg MB. 204-774-7307 - Alt. Mass times – Sunday 9:00 & 11:30
7:00 – 9:30	Game 5 vs. TBD
10:30 p.m.	Room Check (All players stay in your own room for the night)
11:00 p.m.	Lights out

Sunday January 13th, 2008

Time	Activity
7:00 a.m.	WAKE – UP CALL
7:00-8:00a.m.	CONTINENTAL BREAKFAST – included/provided by Hotel
9:00-10:00 a.m.	ATTEND MASS AS A TEAM - Alternate time (only if there is a conflict with the Saturday -4:00)
12:00-4:00	FINAL GAMES OF THE TOURNAMENT
4:00 p.m.	Depart for Winnipeg Airport -
8:00 p.m.	Arrive at Toronto Airport
12:00 .a.m.	Approximate time of Arrival at Villanova

Hotel Information:

CanadInns Polo Park
1405 St. Matthews Ave.
Winnipeg MB.
R3G OK5
Ph. # - 205-775-8791

Teacher Contact

Mr. Jamie Frias –
Cell Phone (519) 965-4532



2007 / 2008

**Winnipeg High School Hockey League
High School Tournament of Champions
Fact Sheet**

What is the WSHL High School Hockey Tournament of Champions?

The WSHL High School Hockey Tournament of Champions brings together high school hockey teams from across Canada and North America. This year will our 10th Annual Tournament of Champions. Last year our tournament continued its tremendous success with St. Paul's Crusaders from the Winnipeg High School Hockey League defeating the Mathieu-Martin Matadors from Moncton, New Brunswick in the finals for the gold. Previous winners include two time winners Edge Mountaineers from Calgary, Notre Dame Hounds from Saskatchewan, King's Edgehill School from Nova Scotia, Silver Heights Huskies from Winnipeg, Carman Cougars from Manitoba and the Kenora Broncos from Northwestern Ontario.

Who's involved in the WSHL High School Tournament of Champions?

We have planned for teams from Alberta, Saskatchewan, Manitoba, Ontario, Nova Scotia, Quebec, New Brunswick, Newfoundland and the United States. Manitoba will ice teams from the Winnipeg High School Hockey League and from our provincial high school leagues, Westman and Zone 4 for Manitoba representation. With hockey's firm grasp on Canadian culture, we encourage family members to accompany many of the athletes. Also, volunteers, officials, coaching staffs, dignitaries and sponsors from across the province will all contribute to make the tournament a huge Manitoba success.

When will the tournament happen?

The WSHL High School Hockey Tournament of Champions is scheduled for January 9th to January 13th, 2008 with local teams playing on the 9th and out of Province teams beginning play on the 10th of January. All dates will be finalized by September 14th 2007 in order to allow for plane travel arrangements. We are currently working with Westjet to be our Preferred Airline Partner to assist with team travel from the major centers across Canada. A tournament booking file number will be provided to all registered teams.

Where does it occur?

Round robin games will be played at Keith Bodley Arena and the Civic Centre with finals at the Civic Centre.

Why the WSHL High School Tournament of Champions?

High School hockey is on the rise. Here in Manitoba, 32 teams now play in the Winnipeg High School Hockey league alone. The game itself is an exciting one. Played without the traditional center ice "red line" and this year the hurry up face-offs, high school hockey is crisp, fast, and competitive.



WINNIPEG HIGH SCHOOL HOCKEY LEAGUE High School Tournament of Champions

September 2007

TEAM COACHES

We are very pleased to offer you this invitation to participate in our Tenth Annual WSHL High School Tournament of Champions. The tournament is scheduled for Winnipeg, Manitoba, Canada from January 9th to January 13th, 2008. Local teams will begin play on the 9th of January with all teams in action beginning on the 10th. We are asking for all out of Province teams to arrive in Winnipeg on Wednesday January 9th.

This tournament has been sanctioned by the M.H.S.A.A. and has the full co-operation and participation of Morris Glimcher, Executive Director of the Manitoba High School Athletics Association. This tournament will draw entrants from across the country and beyond as we represent the high quality game that High School Hockey now provides.

Tournament Structure:

- a) This will be a four-day tournament with a minimum of five games guaranteed.
- b) The site for the tournament will be the Keith Bodley, Allard Arena and the St. James Civic Center arenas.
- c) The format and the final draw format will be confirmed by October 14th, 2007. Final draw will be made available in mid to late November to allow for appropriate team rankings and match ups to be determined.
- d) Round robin play and finals will consist of two fifteen and one twenty minute period with overtime in the playoff rounds.
- e) The tournament committee has arranged for all accommodation, ground transportation as well as breakfasts for the visiting teams participating in this year's event. Teams are to make their own travel arrangements to Winnipeg. We are currently working with Westjet to provide block seating for teams from across Canada. Details to be provided as available.

Planned Events:

- a) Official Opening Ceremonies
- b) Hospitality Suite
- c) Coaches reception
- d) Medal and Trophy Presentations



Requirements:

- a) All out of city teams will stay at the CanadInns Polo Park, which is adjacent to the Polo Park Shopping Center during the tournament. Six rooms have been booked for each team. The costs of the six suites for players and coaches are included in your registration while suites are available for parents at a reduced rate.
- b) Continental breakfasts will be provided for all team players and coaches.
- c) All teams and players are expected to participate in all scheduled events.
- d) Teams and players who do not abide by the tournament regulations will lose their accommodation and meal subsidy.

Costs: Registration fees for this year's event will be \$2800.00 as per last year. This fee includes the following:

a) Coaches reception	(Value \$50.00)
b) Breakfast vouchers	(Value \$600.00)
c) Ground Transportation, when necessary	(Value \$800.00)
d) Rooms, 6 rooms for 4 nights	(Value \$2160.00)
e) Tournament fee	(Value \$750.00)

Total Value	<u>\$4260.00</u>
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Each team is responsible for their travel costs to the tournament. We are working with Westjet as our Preferred Airline Partner to provide access to block seating and reduced air travel costs through a reduced group rate. Details to follow.

Our first nine years have been very successful on and off the ice allowing us to keep our costs per out of town team at \$2800.00 not including airfare/bus transportation to Winnipeg.



If you are interested in being a part of this event, please mail the enclosed form and \$500.00 deposit by Friday September 28, 2007. Cheques should be made out to:

Winnipeg High School Hockey League (WHSHL)

Re: - Tournament of Champions.

Mail to: Mr. Glen Bennett

Registrar Tournament of Champions

C/O Westwood Collegiate

360 Rouge Road

Winnipeg MB

R3K 1K3

We will be selecting the teams on a first come basis and hope you will be able to join us for what promises to be a most rewarding experience. We intend to accept only one registration per province/region so please confirm as soon as possible if you are at all interested. Invitations have been sent out to more than one team from each region and thus encourage you to respond as soon as possible. We will confirm participating teams as we receive your deposit. If you require additional information, please contact Glen Bennett at Westwood Collegiate at 1-204-888-7650 or fax 1-204-889-0802. In the event that Glen is not available and you need immediate assistance, please contact Bob Adamson at 1 (204) 297-7795, fax 1 (204) 261-7624 Special Events Chairperson of the WHSHL.

Sincerely

Bob Adamson

Tournament Co-Chairperson

Fort Richmond Collegiate

99 Killarney Ave

Winnipeg Manitoba

R3T 3B3

badamson@pembinatrails.ca

Glen Bennett

Tournament Registrations

Westwood Collegiate

360 Rouge Road

Winnipeg Manitoba

R3K 1K3

gbennett@sjsd.net



2008

Hill Abra Dewar International Tournament of Champions

Presented by:

The Winnipeg High School Hockey League

&

The Winnipeg Sun

*Please complete the following form and fax to Glen Bennett ASAP 1-204-889-0802

Name of School: _____

Team Name: _____

Contact Person: _____

 Phone Bus
 Home
 Mailing Address

 Fax Bus
 Home

Team Coaches: _____

 Phone Bus
 Home
 Mailing Address

 Fax Bus
 Home

Team Coaches: _____

 Phone Bus
 Home
 Mailing Address

 Fax Bus
 Home

Team Colors: _____

A write-up of your last seasons records Provincial finish, and a synopsis of this year's team.
Registration Deposit in the mail: Yes _____ or No _____



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

Meeting Date:
October 23, 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: **STELLA MARIS CATHOLIC ELEMENTARY SCHOOL**
- Field Trip to Bark Lake Leadership & Conference Ctr.
In Haliburton, Ontario

RECOMMENDATION:

That the Board approve the Stella Maris Catholic Elementary School field trip to Bark Lake Leadership and Conference Centre in Haliburton, Ontario May 3 – May 5, 2008.

SYNOPSIS: In accordance with Board Policy SC:04 Field Trips, this report seeks Board approval for 28 grade 8 students to attend Bark Lake Leadership and Conference Centre to experience an outdoor leadership experience to promote Christian leadership and develop students as well-balanced individuals. This field trip request is in compliance with the Field Trip policy.

BACKGROUND COMMENTS: The three-day excursion will provide students with ecological, physical education, curriculum and theme-based activities, depending on the weather.

FINANCIAL IMPACT: Approximately \$320.00 per student.

TIMELINES: May 3 – 5, 2008

APPENDICES:

- Request for Approval of Field Trip - Form A
- Itinerary

REPORT REVIEWED BY:

<input checked="" type="checkbox"/> EXECUTIVE COUNCIL	Review Date: --
<input checked="" type="checkbox"/> SUPERINTENDENT	Approval Date: October 16, 2007
<input checked="" type="checkbox"/> DIRECTOR OF EDUCATION:	Approval Date: October 17, 2007

**Request for Approval of Field Trip**

School	Stella Maris			Date of Trip	Ex. mm/dd/yyyy 05/03/08 - 05/05/08		
Destination	Bark Lake Leadership and Conference Centre			Mode of Transportation	Coach Bus		
School Departure Time	6:00 AM	School Arrival Time	10:00 PM	Name of Carrier	Greyhound		
# of Male Students	13	Grade of Students	8	Number of Supervisors	Female 1	Male 3	
# of Female Students	15	Personal Cost Per Student	\$320.00	Travel Company Involved	Greyhound		
Total Cost Per Student	\$320.00						

EDUCATIONAL RATIONALE

Name of Teacher	Joe Iacono, Mark DeThomasis, Erin McMahon, Sam Macri
Purpose of Trip	to promote Chrsitian leadership and develop well balanced individuals
Relationship to Students' Program/Course	
Pre-Trip Preparation(s) by Students	provided by Bark Lake
Follow-Up Activities Planned	suggestions from Bark Lake
If Activity is Occuring over a Weekend Indicate Plans for Students to Attend a Eucharistic Celebration	

Date Submitted	10/10/2007	Name of Teacher	Mark DeThomasis
Approval Date	10/10/2007	Name of Principal	Joe Iacono
Approval Date	11/10/2007	Name of Superintendent	Cathy Geml
Approval Date		Board of Trustees Approval (per Superintendent)	

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

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

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



BARK LAKE

Leadership Centre

STELLA MARIS CES - Sample Schedule

Total Outdoor Leadership Experience - TOLE

3 DAY/2 NIGHTS - MAY 7th - 9th, 2008

*Please note that schedules will vary depending on focus of the group & weather
Focus choices include: ecology based, physical education based, curriculum based, and
theme based activities.*

Time	Day 1 Wed. May 7th	Day 2 Thurs. May 8th	Day 3 Fri. May 9th
8:00 am	5:30 am Depart School	Breakfast	Breakfast (Check Out and Load Luggage)
9:00 am - 11:00 am		Low Rope Challenge Course	Amazing Race or Leadership Olympics or Voyageur Canoe Relay
11:00 - 12:00 pm		Supervised Free Time	Free Time - Tuck Shop
12:00 pm - 1:00 pm	Bag Lunch Enroute	Lunch	Lunch
1:00 pm - 3:00 pm	2:00 pm Arrive at Bark Lake Check In *** Site Tour Full Value Contract	Archery or Signs of Spring Ecology Program	Debrief and Evaluation Session
3:00 pm - 5:00 pm	Orienteering or Survival Skills	High Ropes Challenge Course (Is a 2 hour period)	1:30pm Departure
5:30 pm - 6:30 pm	Dinner	Dinner Cabin & litter "Clean up"	
7:00 pm - 9:00 pm	Night Games, Night Hike, Scavenger Hunt, Wolf Howl	Camp Fire or Talent Show	10:00pm Arrive School
11:00 pm	Quiet Time	Quiet Time	

Please discuss your options with the Program Director.



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

Meeting Date:
October 23, 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
Paul Picard, Senior Manager Facilities Services

SUBJECT: 2007/2008 CAPITAL RENEWAL PROGRAM

RECOMMENDATION:

That the Board approve the 2007/2008 Capital Renewal Program.

SYNOPSIS: The Facilities Services Department has assembled the 2007/2008 Capital Renewal Program addressing the priority-based facility needs in the system.

BACKGROUND COMMENTS: The 2007/2008 Capital Renewal Program consists of the recommended allocation of budget funds in the following categories:

- Transfer to NPPG Reserve
- Roofing
- Window replacement
- HVAC
- Environmental Issues-Asbestos and Mould Abatement
- Confined Space Compliance Regulations
- Roof Replacement
- Accessibility Program
- Portable Management
- Fire Prevention Initiatives
- Play Structure and Playground Repair Items
- Bleacher Repairs
- Gym Equipment Repairs
- Septic, Sewer & Watermain Improvements
- Flooring
- Painting

- Gym Floor Re-Finishing
- School Improvements
- Siteworks
- Field Items
- FS Capital Requests
- Security Infrastructure Initiative

FINANCIAL IMPACT: The Renewal budget has been confirmed at \$3,100,000.

TIMELINES: All projects under Capital Renewal are to be completed within the fiscal year of 2007/2008.

APPENDICES:

- Appendix A 2007/2008 Capital Renewal Program

REPORT REVIEWED BY:

☒ EXECUTIVE COUNCIL
☒ SUPERINTENDENT
☒ DIRECTOR OF EDUCATION:

Review Date: October 4, 2007
Approval Date: October 15, 2007
Approval Date: October 17, 2007

WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD

CAPITAL RENEWAL BUDGET REPORTING 2007/2008

School	Project Description	Project Manager		Renewal Budget			
				Account Code	Approved Budget	Encumbered	Expenditures to Date
Roofing							
Sacred Heart	E, splitting as of Fall 2006	GR	42-43001-1-000-832	\$55,000	\$0	\$0	\$55,000
St. Angela	E1 failed - remainder of E2 next		42-43001-1-000-835	\$225,000	\$0	\$0	\$225,000
St. Edmond (ICS)	All existing poor - B1, C1, D4 all canopy roofs		42-43001-1-000-821	\$0	\$0	\$0	\$0
St. Gabriel	A1,A2,A3,B1,B3,B4,C,D leaking and failing	GR	42-43001-1-000-843	\$375,000	\$0	\$0	\$375,000
St. John the Baptist	B, E, F - all aging and poor condition - past	GR	42-43001-1-000-848	\$180,000	\$0	\$0	\$180,000
St. Jules	B, C, D - Fair/Poor - replace		42-43001-1-000-852	\$110,000	\$0	\$0	\$110,000
St. Rose	Roof A - Poor		42-43001-1-000-860	\$83,000	\$0	\$0	\$83,000
St. William	A, C, E, F - Poor condition		42-43001-1-000-864	\$155,000	\$0	\$0	\$155,000
W.J. Langlois	All in uniformly deteriorated condition		42-43001-1-000-822	\$495,000	\$0	\$0	\$495,000
Secondary							
Assumption - Residence	All in uniformly deteriorated condition	GR	42-43001-4-000-800	\$0	\$0	\$0	\$0
Cardinal Carter	Phase II/ III	GR	42-43001-4-000-802	\$200,000	\$0	\$0	\$200,000
Sub Total				\$1,878,000	\$0	\$0	\$1,878,000
NPPG							
	Transfer to NPPG Reserve			\$260,000	\$0	\$0	\$260,000
Sub Total				\$260,000	\$0	\$0	\$260,000
Windows							
Stella Maris	Replace in older wing and primary		42-43002-1-000-865	\$0	\$0	\$0	\$0
Secondary							
Assumption	Windows in gym (original request blackout curtains)		42-43002-4-000-800	\$0	\$0	\$0	\$0
Sub Total				\$0	\$0	\$0	\$0
H VAC							
	A/C medical		42-43003-1-000-000	\$0	\$0	\$0	\$0
L.A. Desmarais	Replace roof top units - Phase II		42-43003-1-000-818	\$0	\$0	\$0	\$0
St. Joseph - RC	Boiler controls/conversion		42-43003-1-000-851	\$200,000	\$0	\$0	\$200,000
Stella Maris	Install central air - entire school		42-43003-1-000-865	\$0	\$0	\$0	\$0
St. Angela`	Air condition 1st floor		42-43003-1-000-835	\$0	\$0	\$0	\$0
St. Anne (Fr. Imm)	Air condition 2nd floor		42-43003-1-000-836	\$0	\$0	\$0	\$0

WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD

CAPITAL RENEWAL BUDGET REPORTING 2007/2008

School	Project Description	Project Manager	Renewal Budget				
			Account Code	Approved Budget	Encumbered	Expenditures to Date	Variance to Date:
				\$0	\$0	\$0	\$0
Secondary							
Catholic Central	Revamp heating system main campus		42-43003-4-000-803	\$30,000	\$0	\$0	\$30,000
Sub Total				\$230,000	\$0	\$0	\$230,000
Controls							
			42-43003-4-000-000	\$0	\$0	\$0	\$0
Sub Total				\$0	\$0	\$0	\$0
Painting							
Christ the King	Entire interior (halls) C43		42-43004-1-000-816	\$0	\$0	\$0	\$0
Christ the King	Rooms 5,6,8,14,15		42-43004-1-000-816	\$0	\$0	\$0	\$0
L. A. Desmarais	Paint washrooms, stage and cloak area		42-43004-1-000-818	\$0	\$0	\$0	\$0
H. J. Lassaline	Playground		42-43004-1-000-823	\$0	\$0	\$0	\$0
OLMC	Closed classroom -Sr. Wing		42-43004-1-000-828	\$0	\$0	\$0	\$0
St. Alexander	Front entrance and flag pole		42-43004-1-000-833	\$2,000	\$0	\$0	\$2,000
St. Angela	Staffroom and library		42-43004-1-000-835	\$7,000	\$0	\$0	\$7,000
St. Bernard - (A)	Dressing rooms		42-43004-1-000-839	\$2,000	\$0	\$0	\$2,000
St. Bernard - (A)	Room 6		42-43004-1-000-839	\$0	\$0	\$0	\$0
St. Bernard - City	Playground		42-43004-1-000-836	\$0	\$0	\$0	\$0
St. Bernard - City	Room 31B		42-43004-1-000-836	\$0	\$0	\$0	\$0
St. Gabriel	Interior and exterior (2006/2007)		42-43004-1-000-843	\$0	\$0	\$0	\$0
St. Gregory	Hallway		42-43004-1-000-844	\$0	\$0	\$0	\$0
St. John the Evangelist	Staff washrooms and hallways, etc. (TBD)		42-43004-1-000-847	\$0	\$0	\$0	\$0
St. John Vianney	SK washroom		42-43004-1-000-850	\$0	\$0	\$0	\$0
St. Joseph - RC	Rooms 25,52		42-43004-1-000-851	\$2,500	\$0	\$0	\$2,500
St. Joseph - RC	Entire interior		42-43004-1-000-851	\$0	\$0	\$0	\$0
St. Maria Goretti	Exterior doors (both sides)		42-43004-1-000-854	\$0	\$0	\$0	\$0
St. Peter	JK/SK hallway and accompanying rooms		42-43004-1-000-858	\$0	\$0	\$0	\$0
St. Peter	Port-a-pack Washrooms		42-43004-1-000-858	\$1,000	\$0	\$0	\$1,000
St. Pius X	Lockers senior wing (Gr.6/7/8 hallway)		42-43004-1-000-859	\$0	\$0	\$0	\$0
St. Theresa	Interior doors and washrooms, hallways		42-43004-1-000-861	\$0	\$0	\$0	\$0
Stella Maris	Library		42-43004-1-000-865	\$0	\$0	\$0	\$0
Stella Maris	Rm 39 Storage Rm New Wing		42-43004-1-000-865	\$0	\$0	\$0	\$0
St. William	Classrooms in old wing (northeast)		42-43004-1-000-864	\$0	\$0	\$0	\$0

WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD

CAPITAL RENEWAL BUDGET REPORTING 2007/2008

School	Project Description	Project Manager	Renewal Budget				
			Account Code	Approved Budget	Encumbered	Expenditures to Date	Variance to Date:
SECONDARY							
Brennan	All washrooms		42-43004-4-000-801	\$0	\$0	\$0	\$0
Cardinal Carter	Doors in stairwell leading to exterior, repairs/ paint-attend., main office, rms. 218,130,154 hallway to 158		42-43004-4-000-802	\$0	\$0	\$0	\$0
Catholic Central	Room 300		42-43004-4-000-803	\$1,500	\$0	\$0	\$1,500
St. Michaels (Essex)	Repair walls and paint		42-43004-4-000-	\$0	\$0	\$0	\$0
St. Michael's (Rhodes)	Lockers		42-43004-4-000-	\$0	\$0	\$0	\$0
St. Thomas of Villanova	Auditorium		42-43004-4-000-809	\$0	\$0	\$0	\$0
St. Thomas of Villanova	Lower portion of gym and several classrooms		42-43004-4-000-809	\$0	\$0	\$0	\$0
Sub Total				\$16,000	\$0	\$0	\$16,000
Flooring							
Sacred Heart	Room 11		42-43005-1-000-832	\$2,000	\$0	\$0	\$2,000
St. Francis	Library		42-43005-1-000-842	\$0	\$0	\$0	\$0
St. Gabriel	5 Rooms		42-43005-1-000-843	\$0	\$0	\$0	\$0
St. John the Baptist	Replace floor in room 111		42-43005-1-000-848	\$2,000	\$0	\$0	\$2,000
St. John Vianney	Replace floor tile Room 6/7 (TBD)		42-43005-1-000-850	\$4,000	\$0	\$0	\$4,000
St. Joseph - RC	Replace carpet with tile (P & Sec.)		42-43005-1-000-851	\$2,000	\$0	\$0	\$2,000
St. Louis	Gym, Office		42-43005-1-000-853	\$20,000	\$0	\$0	\$20,000
St. Louis	Remove carpet replace with tile (Principal office)staff & kitchen		42-43005-1-000-853	\$5,000	\$0	\$0	\$5,000
St. Maria Goretti	Remove asbestos floor tile Rm 21		42-43005-1-000-854	\$2,000	\$0	\$0	\$2,000
St. Mary	Gym		42-43005-1-000-855	\$0	\$0	\$0	\$0
St. Mary	Replace floor in washroom #1		42-43005-1-000-855	\$1,500	\$0	\$0	\$1,500
St. Peter	Office area, main hall, wash		42-43005-1-000-858	\$0	\$0	\$0	\$0
St. Peter	Replace flooring in front entrance and hallway		42-43005-1-000-858	\$0	\$0	\$0	\$0
St. Pius	Front entrance office, 1 room		42-43005-1-000-859	\$1,500	\$0	\$0	\$1,500
St. Pius X	Replace floor in rooms 3,5,6,8,9		42-43005-1-000-859	\$0	\$0	\$0	\$0
St. Rose	Gym floor		42-43005-1-000-860	\$0	\$0	\$0	\$0
St. Theresa	Replace carpet in office		42-43005-1-000-861	\$2,000	\$0	\$0	\$2,000
W. J. Langlois	Balance of carpet (2006/2007)		42-43005-1-000-822	\$0	\$0	\$0	\$0
SECONDARY							
Cardinal Carter	Replace carpet in Resource Centre & Sp. Ed.		42-43005-4-000-802	\$15,000	\$0	\$0	\$15,000
Cardinal Carter	Cafeteria, office, music room		42-43005-4-000-802	\$30,000	\$0	\$0	\$30,000
Catholic Central	Rm 206,304, hall, washroom, music room		42-43005-4-000-803	\$12,000	\$0	\$0	\$12,000

WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD

CAPITAL RENEWAL BUDGET REPORTING 2007/2008

School	Project Description	Project Manager	Renewal Budget				
			Account Code	Approved Budget	Encumbered	Expenditures to Date	Variance to Date:
Holy Names S.S.	10 rooms, office		42-43005-4-000-804	\$15,000	\$0	\$0	\$15,000
St. Thomas of Villanova	Copy room., prep rooms 1,6, resource		42-43005-4-000-809	\$0	\$0	\$0	\$0
Sub Total				\$114,000	\$0	\$0	\$114,000
Other Repairs							
H.J. Lassaline	Replace shelves/cupboards with locks LSST room		42-43006-1-000-823	\$0	\$0	\$0	\$0
Immaculate Conception	Replace exterior doors & frames		42-43006-1-000-821	\$0	\$0	\$0	\$0
L.A. Desmarais	Replace ceiling tiles in open area		42-43006-1-000-818	\$0	\$0	\$0	\$0
L.A. Desmarais	Replace exterior doors & new door closers		42-43006-1-000-818	\$0	\$0	\$0	\$0
Our Lady of Annunciation	Storm doors for boiler rm		42-43006-1-000-826	\$0	\$0	\$0	\$0
Our Lady of Mt. Carmel	Additional shelving in primary classrooms		42-43006-1-000-828	\$0	\$0	\$0	\$0
Our Lady of Mt. Carmel	Install window pane in 3 LET rm doors		42-43006-1-000-828	\$0	\$0	\$0	\$0
Our Lady of Mt. Carmel	Replace double doors near gym		42-43006-1-000-828	\$0	\$0	\$0	\$0
Sacred Heart	New ceilings in P/V/P & Zones 2,3,4,5		42-43006-1-000-832	\$0	\$0	\$0	\$0
St. John the Baptist	Replace fascia, soffits - trim		42-43006-1-000-848	\$0	\$0	\$0	\$0
St. John the Evangelist	Replace exterior doors (North, south & west)		42-43006-1-000-847	\$0	\$0	\$0	\$0
St. John Vianney	New doors - main office-control button		42-43006-1-000-850	\$0	\$0	\$0	\$0
St. Mary	Replace fire doors in gym		42-43006-1-000-855	\$0	\$0	\$0	\$0
St. Mary	Replace exit doors in gym and south entrance		42-43006-1-000-858	\$7,000	\$0	\$0	\$7,000
St. Pius X	Ceiling & lighting in old section to be checked)		42-43006-1-000-859	\$0	\$0	\$0	\$0
St. Pius X	Replace 2 sets of doors		42-43006-1-000-859	\$0	\$0	\$0	\$0
St. William	Replace fountain (main entrance)		42-43006-1-000-864	\$1,000	\$0	\$0	\$1,000
Secondary							
Assumption	Chapel repairs		42-43006-4-000-800	\$0	\$0	\$0	\$0
Catholic Central	Full length counter - Attend Office (TBD)		42-43006-4-000-803	\$0	\$0	\$0	\$0
St. Thomas of Villanova	Remove storage room walls between 215&216		42-43006-4-000-809	\$0	\$0	\$0	\$0
Sub Total				\$8,000	\$0	\$0	\$8,000

WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD

CAPITAL RENEWAL BUDGET REPORTING 2007/2008

School	Project Description	Project Manager	Renewal Budget				
			Account Code	Approved Budget	Encumbered	Expenditures to Date	Variance to Date:
Mechanical/Electric							
St. John the Baptist	Update electrical per H & S		42-43008-1-000-848	\$0	\$0	\$0	\$0
Secondary							
Assumption	Power/heat to greenhouse		42-43008-4-000-800	\$5,000	\$0	\$0	\$5,000
Sub Total				\$5,000	\$0	\$0	\$5,000
Washroom/Plumbing							
Immaculate Conception	Replace all upstairs washrooms- Phase II		42-43009-1-000-821	\$0	\$0	\$0	\$0
L.A. Desmarais	New sinks in student washrooms		42-43009-1-000-818	\$0	\$0	\$0	\$0
	Renovate staff & visitors washrooms						
Sacred Heart			42-43009-1-000-832	\$0	\$0	\$0	\$0
	Renovate primary washrooms 1st fl.						
St. Angela			42-43009-1-000-835	\$0	\$0	\$0	\$0
	Renovate north end boys & girls washrooms						
St. Gregory			42-43009-1-000-844	\$0	\$0	\$0	\$0
	Renovate student washrooms n/w wing (TBD)						
St. John the Baptist			42-43009-1-000-848	\$0	\$0	\$0	\$0
St. John Vianney	Install toilet in SK washroom		42-43009-1-000-850	\$0	\$0	\$0	\$0
St. Peter	Renovate washrooms JK/SK		42-43009-1-000-858	\$5,000	\$0	\$0	\$5,000
	Renovate washrooms junior wing (06/07 budget)						
St. Pius X			42-43009-1-000-859	\$0	\$0	\$0	\$0
St. William	Renovate washrooms (NE wing)		42-43009-1-000-864	\$0	\$0	\$0	\$0
	Reno boys & girls washrooms older & primary						
Stella Maris			42-43009-1-000-865	\$0	\$0	\$0	\$0
Sub Total				\$5,000	\$0	\$0	\$5,000
Lighting							
St. Alexander	Exterior lighting		42-43012-1-000-833	\$0	\$0	\$0	\$0
Sub Total				\$0	\$0	\$0	\$0
Addition/Renovation							
Christ the King	Extended office/meeting space front of school		42-43013-1-000-816	\$0	\$0	\$0	\$0
	Eliminate gym windows - extend wall						
Christ the King			42-43013-1-000-816	\$0	\$0	\$0	\$0
H.J. Lassaline	Enclose sec office/glass walls		42-43013-1-000-823	\$0	\$0	\$0	\$0
	Renovate front entry, mail office (alternative install window)						
St. Alexander			42-43013-1-000-833	\$1,000	\$0	\$0	\$1,000

WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD

CAPITAL RENEWAL BUDGET REPORTING 2007/2008

School	Project Description	Project Manager	Renewal Budget				
			Account Code	Approved Budget	Encumbered	Expenditures to Date	Variance to Date:
St. Anne (Fr. Imm)	Additional classroom space 2007		42-43013-1-000-836	\$0	\$0	\$0	\$0
St. Anne (Fr. Imm)	Add staff washroom main floor		42-43013-1-000-836	\$0	\$0	\$0	\$0
St. Francis	Renovate class, staff, washrooms		42-43013-1-000-842	\$50,000	\$0	\$0	\$50,000
St. Gabriel	Renovate main entrance		42-43013-1-000-843	\$0	\$0	\$0	\$0
St. John the Evangelist	Renovate main off P/Sec		42-43013-1-000-847	\$5,000	\$0	\$0	\$5,000
St. Peter	New addition to replace port-a-pac		42-43013-1-000-858	\$0	\$0	\$0	\$0
St. Pius X	Re-furbish senior wing		42-43013-1-000-859	\$0	\$0	\$0	\$0
St. Theresa	Flag pole		42-43013-1-000-861	\$0	\$0	\$0	\$0
St. William	Storage shed for garbage and recyclables		42-43013-1-000-864	\$0	\$0	\$0	\$0
Secondary							
Assumption	Renovate cafeteria lobby stairwell		42-43013-4-000-800	\$0	\$0	\$0	\$0
Catholic Central	Open wall between 2 rooms (weight room)		42-43013-4-000-803	\$0	\$0	\$0	\$0
Holy Names	New science labs		42-43013-4-000-804	\$0	\$0	\$0	\$0
Holy Names	Drama dept- dance facility		42-43013-4-000-804	\$0	\$0	\$0	\$0
Holy Names	New gym entrance on s/w cafeteria wall		42-43013-4-000-804	\$0	\$0	\$0	\$0
Sub Total				\$56,000	\$0	\$0	\$56,000
Grounds keeping							
H. J. Lassaline	Re-seed front lawn/sprinkler system		42-43031-1-000-823	\$0	\$0	\$0	\$0
H. J. Lassaline	Level soccer field		42-43031-1-000-823	\$0	\$0	\$0	\$0
Sacred Heart	Drainage in yard B		42-43031-1-000-832	\$0	\$0	\$0	\$0
St. Alexander	Level playground and courtyard/ add drainage		42-43031-1-000-833	\$0	\$0	\$0	\$0
St. Christopher	Level soccer field		42-43031-1-000-840	\$0	\$0	\$0	\$0
St. Francis	Level playground		42-43031-1-000-842	\$0	\$0	\$0	\$0
St. John Vianney	Fill, grade & seed playground		42-43031-1-000-850	\$0	\$0	\$0	\$0
St. John the Baptist	Install drainage in front of building		42-43031-1-000-848	\$30,000	\$0	\$0	\$30,000
St. John de Brebeuf	Topsoil for senior play area		42-43031-1-000-849	\$0	\$0	\$0	\$0
St. Peter	Drainage, surface (north parking lot)		42-43031-1-000-858	\$0	\$0	\$0	\$0
Secondary							
Assumption	Upgrade south playing field		42-43031-4-000-800	\$0	\$0	\$0	\$0
Holy Names	New athletic field and track		42-43031-4-000-804	\$0	\$0	\$0	\$0
Sub Total				\$30,000	\$0	\$0	\$30,000
Fencing							

WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD

CAPITAL RENEWAL BUDGET REPORTING 2007/2008

School	Project Description	Project Manager	Renewal Budget				
			Account Code	Approved Budget	Encumbered	Expenditures to Date	Variance to Date:
Christ the King	JK/SK area		42-43033-1-000-816	\$15,000	\$0	\$0	\$15,000
Holy Name (Essex)	Fence & gate in primary		42-43033-1-000-820	\$0	\$0	\$0	\$0
Notre Dame	Fence along Partington Ave.		42-43033-1-000-825	\$0	\$0	\$0	\$0
Queen of Peace	Repair/replace fence around sch. Yard.		42-43033-1-000-830	\$0	\$0	\$0	\$0
Stella Maris	Additional fence St. William street		42-43033-1-000-865	\$0	\$0	\$0	\$0
St. John Vianney	Install fence between driveway and sidewalk		42-43033-1-000-850	\$0	\$0	\$0	\$0
St. Maria Goretti	Fence school yard		42-43033-1-000-854	\$0	\$0	\$0	\$0
Sub Total				\$15,000	\$0	\$0	\$15,000
Paving							
Holy Name (Essex)	Extend asphalt in playground		42-43034-1-000-820	\$0	\$0	\$0	\$0
Notre Dame	Larger parking lot		42-43034-1-000-825	\$0	\$0	\$0	\$0
Our Lady of Mount Carmel	Extend asphalt		42-43034-1-000-828	\$0	\$0	\$0	\$0
Sacred Heart	New layer of asphalt in yard A & B		42-43034-1-000-832	\$0	\$0	\$0	\$0
Stella Maris	Repair/replace asphalt in parking lot & playground		42-43034-1-000-865	\$0	\$0	\$0	\$0
St. Christopher	Extend asphalt for play area		42-43034-1-000-840	\$0	\$0	\$0	\$0
St. Francis	Asphalt		42-43034-1-000-842	\$0	\$0	\$0	\$0
St. Gabriel	Resurface asphalt in primary and junior area		42-43034-1-000-843	\$0	\$0	\$0	\$0
St. John Evangelist	Level ground/new driveway		42-43034-1-000-847	\$0	\$0	\$0	\$0
St. Theresa	Repave parking lot (complete??)		42-43034-1-000-861	\$0	\$0	\$0	\$0
Secondary							
St. Michael's (Victoria)	Repair parking lot & asphalt		42-43034-4-000-808	\$0	\$0	\$0	\$0
St. Thomas of Villanova	Resurface asphalt (close area?) tennis courts		42-43034-4-000-809	\$0	\$0	\$0	\$0
Sub Total				\$0	\$0	\$0	\$0
Playground							
H. J. Lassaline	Replace basketball standards in playground		42-43036-1-000-823	\$0	\$0	\$0	\$0
Holy Names (Essex)	Fill in holes in playground		42-43036-1-000-820	\$0	\$0	\$0	\$0
St. John the Evangelist	Play area		42-43036-1-000-847	\$0	\$0	\$0	\$0
Sub Total				\$0	\$0	\$0	\$0
Gym repairs							
St. Louis	Replace gym floor		42-43036-1-000-853	\$0	\$0	\$0	\$0

WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD

CAPITAL RENEWAL BUDGET REPORTING 2007/2008

School	Project Description	Project Manager	Renewal Budget				
			Account Code	Approved Budget	Encumbered	Expenditures to Date	Variance to Date:
St. Mary	Replace gym floor		42-43036-1-000-855	\$0	\$0	\$0	\$0
Sub Total				\$0	\$0	\$0	\$0
Bleachers							
			42-43036-4-000	\$0	\$0	\$0	\$0
Sub Total				\$0	\$0	\$0	\$0
Septic/Sewer/water main/drains							
St. John the Evangelist	Sanitary connection, septic		42-43037-1-000	\$105,000	\$0	\$0	\$105,000
Sub Total				\$105,000	\$0	\$0	\$105,000
Security							
St. Maria Goretti	Security system for entry control (investigate)		42-43040-1-000-854	\$0	\$0	\$0	\$0
Secondary							
Catholic Central	Increase cameras Phase I		42-43040-4-000-803	\$25,000	\$0	\$0	\$25,000
Holy Names	Improve security camera equipment & add more cameras		42-43040-4-000-804	\$0	\$0	\$0	\$0
St. Michael's (Rhodes)	Security cameras		42-43040-4-000-	\$20,000	\$0	\$0	\$20,000
St. Michael's (Victoria)	Additional security cameras-gym & parking lot		42-43040-4-000-808	\$0	\$0	\$0	\$0
Sub Total				\$45,000	\$0	\$0	\$45,000
Fire Prevention							
	Hold open devices		42-43041-1-000	\$10,000	\$0	\$0	\$10,000
			42-43041-4-000	\$0	\$0	\$0	\$0
Sub Total				\$10,000	\$0	\$0	\$10,000
Haz Material Abatement							
	Contingency		42-43070-6-000-000	\$180,000	\$0	\$0	\$180,000
Sub Total				\$180,000	\$0	\$0	\$180,000
Confined Spaces Regulation							
			42-43072-4-000	\$0	\$0	\$0	\$0

WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD

CAPITAL RENEWAL BUDGET REPORTING 2007/2008

School	Project Description	Project Manager	Renewal Budget				
			Account Code	Approved Budget	Encumbered	Expenditures to Date	Variance to Date:
Sub Total				\$0	\$0	\$0	\$0
Special Ed Accessibility							
Queen of Peace	Exterior handicap accessible (doors, ramps)		42-43092-1-000-830	\$5,000	\$0	\$0	\$5,000
Sacred Heart	Install automatic door opener at front		42-43092-1-000-832	\$5,000	\$0	\$0	\$5,000
St. Alexander	Handicap accessible interior doors		42-43092-1-000-833	\$0	\$0	\$0	\$0
Sub Total				\$10,000	\$0	\$0	\$10,000
Portable Networking							
			42-50300-4-000	\$0	\$0	\$0	\$0
Sub Total				\$0	\$0	\$0	\$0
Lan Closets							
	(IT expenditure)		42-50301-4-000	\$0	\$0	\$0	\$0
Sub Total				\$0	\$0	\$0	\$0
Additional Vehicles	(Operating expenditure)						
			42-55400-6-000-	\$0	\$0	\$0	\$0
Sub Total				\$0	\$0	\$0	\$0
Moving of Portables							
	Based on enrollment projections		42-68100-1-000	\$100,000	\$0	\$0	\$100,000
			42-68100-4-000	\$0	\$0	\$0	\$0
Sub Total				\$100,000	\$0	\$0	\$100,000
Portable Purchase							
			42-75902-1-000-000	\$0	\$0	\$0	\$0
Queen of Peace	Replace port-a-pack incl. Washrooms.		42-75902-4-000-830	\$0	\$0	\$0	\$0
Sub Total				\$0	\$0	\$0	\$0

WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD
CAPITAL RENEWAL BUDGET REPORTING 2007/2008REVISED DATE:
(Page 47 of 88)
September 18, 2007/3:45.

School	Project Description	Project Manager	Renewal Budget				
			Account Code	Approved Budget	Encumbered	Expenditures to Date	Variance to Date:
Contingency Renewal							
			42-72599--000	\$33,000	\$0	\$0	\$33,000
Sub Total				\$33,000	\$0	\$0	\$33,000
TOTAL				\$3,100,000	\$0	\$0	\$3,100,000



**WINDSOR-ESSEX CATHOLIC
DISTRICT SCHOOL BOARD**

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

HANDOUT REVISED BOARD REPORT

Meeting Date:
October 23, 2007

Public ☒ **In-Camera** ☐

PRESENTED FOR: Information ☐ Approval ☒

PRESENTED BY: Senior Administration

SUBMITTED BY: Joseph Berthiaume, Director of Education
Mario Iatonna, Superintendent of Business
Claude Marier, Manager of Purchasing & Administrative Services
Paul Picard, Senior Manager, Facilities Services

SUBJECT: TENDER – SNOW REMOVAL 2007/2008

RECOMMENDATION:

That the Board approve successful tender bids for Snow Removal for the 2007/2008 period and that Purchase Order Contracts be issued to Riverside Auto Spa \$7,320 + G.S.T. per event and to Landscape Concepts \$4,530 + G.S.T. per event and to Exteriors by Wade \$13,445 + G.S.T. per event.

SYNOPSIS:

Results of the 2007/2008 snow removal tender resulted in two (2) contractors sharing the contract.

BACKGROUND COMMENTS:

A tender opening for snow removal 2007/2008 took place on Monday, October 15, 2007. Twelve companies were sent a package with five (5) closing. The attached tender results summary sheet gives the details of the pricing supplied. Present at the tender opening: Patrick Keane, Ken Gignac, Claude Marier, Annamarie Easby, Ken Anderson, Ian Gauld, Debbie Maurice and three (3) people representing the bidding firms.

The original recommendation allocating the distribution of service from two contractors to three has been included in this modified report.

Due to concerns by Riverside Auto Spa's inability to handle properly the volume of work assigned it was necessary to re-distribute the workload over three contractors. This new allocation is the result of a request from Riverside Auto Spa and was not generated by our Administration.

The approval of the Board for the issuance of Purchase Order Contracts is timely, in that we require them to be in place to meet the first snowfall event of the season.

FINANCIAL IMPACT:

Costs shown are per snowfall event over 2" and actual expenditures depend on the number of events throughout the winter months. Total cost per event is \$25,295 + G.S.T.

Two companies will be sharing the tender as follows:

Company

Contract Price

Riverside Auto Spa

- 13 Parking Lots - plowing & salting
- 11 Sidewalks – plowing & salting

\$7,320 + G.S.T. Total
per event cost

Landscape Concepts

- 9 Parking Lots – plowing & salting
- 9 Sidewalks – plowing & salting

\$4,530 + G.S.T Total
per event cost

Exteriors by Wade

- 25 Parking Lots – plowing & salting
- 23 Sidewalks – plowing & salting

\$13,445 + G.S.T Total
per event cost

TIMELINES:

Approval is required as soon as possible to be able to address possible inclement weather conditions. Formal recording of Board approval will be at the Board Meeting October 23, 2007.

APPENDICES:

- Appendix A - Tender Results Summary Sheet
- Appendix B - Letter from Riverside Auto Spa dated October 22, 2007.

REPORT REVIEWED BY:

- ☐ EXECUTIVE COUNCIL
☒ SUPERINTENDENT
☒ DIRECTOR OF EDUCATION:

Review Date:
 Approval Date: October 17, 2007
 Approval Date: October 23, 2007

SUMMARY OF SNOW REMOVAL TENDER 2007/2008

Appendix A

ZONE	RIVERSIDE AUTO SPA	LANDSCAPE CONCEPT	J & T TRUCKING	EXTERIORS BY WADE
A1	\$2,280.00	\$2,500.00		\$3,675.00
A2	\$1,805.00			\$2,405.00
A3	\$1,980.00			\$2,355.00
A4	\$1,655.00			\$2,935.00
A5	\$1,780.00			\$2,630.00
A6	\$1,960.00			\$3,120.00
A7 & A8	\$2,060.00			
A9	\$3,740.00		\$5,350.00	
A10	\$1,520.00			
A11	\$2,145.00	\$2,030.00		\$2,850.00

LISTING OF SCHOOLS WITHIN EACH ZONE

A1	CATHOLIC EDUCATION CENTER	A6	ST. JOSEPH H.S.
A1	ASSUMPTION	A6	L.A. DESMARAIS
A1	ST. MICHAEL'S ALT.	A6	H.J. LASSALINE
A1	ST. FRANCIS	A6	ST. JOHN VIANNEY
A1	ST. JAMES	A6	ST. MARIA GORETTI
A1	ST. JOHN	A6	ST. MARIA GORETTI
A2	F. J. BRENNAN	A7	OUR LADY OF THE ANNUNCIATION
A2	W. J. LANGLOIS	A8	ST. MICHAEL'S ESSEX CAMPUS
A2	OUR LADY OF LOURDES	A8	HOLY NAME (ESSEX)
A2	ST. ALEXANDER	A8	ST. MARY
A2	ST. BERNARD (WINDSOR)	A9	CARDINAL CARTER
A2	ST. JULES	A9	ST. JOHN DE BREBEUF
A3	CATHOLIC CENTRAL & ANNEX	A9	ST. LOUIS
A3	IMMACULATE CONCEPTION	A10	STELLA MARIS
A3	ST. ANGELA	A10	ST. ANTHONY
A3	ST. ANNE (F.I.)	A10	ST. BERNARD (AMH)
A3	ST. CHRISTOPHER	A10	ST. THERESA
A4	HOLY NAMES H.S.	A11	ST. THOMAS OF VILLANOVA
A4	CHRIST THE KING	A11	HOLY CROSS
A4	NOTRE DAME	A11	SACRED HEART
A4	ST. GABRIEL		
A5	ST. JOHN THE BAPTIST		
A5	ST. PETER		
A5	ST. PIUS X		



Appendix B

October 22, 2007

Windsor-Essex Catholic District School Board
1325 California Avenue
Windsor, Ontario N9B 3Y6
Ph. (519) 253-2481 Fax (519) 253-8397
Attention: Claude Marier

Following our telephone conversation this morning, the areas we will be able to accept for the 2007 – 2008 season are as follows. Groupings A7, A8, A9 and A10.
Thank you for the opportunity to place a tender, and we look forward to working with you in the future.

Sincerely,

Chuck Lavin



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

Meeting Date:
October 23, 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
Claude Marier, Mgr. of Purchasing & Admin. Services

SUBJECT: **REALTY REPRESENTATION – REQUEST FOR PROPOSAL PROCESS**

RECOMMENDATION:

That the Board approve the request for proposal process for realty representation.

SYNOPSIS:

It has been several years since the Board has sought public submissions for the services of a realty representative. Given the time that has passed, it is in order to proceed with a request for proposal (RFP) to secure future services in this regard.

BACKGROUND COMMENTS:

At its June 12, 2007 Board Meeting, the Board approved a proposal process to proceed with the appointment of a realty representative. It is being recommended that the RFP process include the following:

1. Advertising of the RFP in the Windsor Star.
2. Direct invitation of applicable service providers who are presently documented in the Board's purchasing files.
3. A minimum two (2) week period between date of publication of the RFP advertisement and the RFP closing date.

4. Proponents must address the following items in their RFP submissions:

- i) history of organization
- ii) current incorporation, licensing and ownership information
- iii) affiliations with insurance companies, financial institutions or outside agencies
- iv) primary contact and that individual's qualifications
- v) qualifications for all staff that may provide services to the Board
- vi) two (2) largest clients and confirmation these can be contacted as references
- vii) current public sector clients and duration of association with each
- viii) current school board clients and duration of association with each
- ix) office location
- x) services unique to the organization and any relevant information that may differentiate the organization from other proponents
- xi) fee schedule
 - i) as a percentage of premium and the duration for which this rate is guaranteed
 - ii) on a fee-for-service basis, including a comprehensive list of all various fees associated with each service to be provided and the duration for which each fee is guaranteed
 - iii) any alternative fee arrangements with specific details

- 5. Evaluation of the submissions on the basis of qualifications, references, experience, fee proposal, unique services, timing of commencement and other relevant factors.
- 6. Evaluation of the submissions to be conducted by a committee consisting of the Superintendent of Business, the Senior Manager of Facilities Services and the Manager of Purchasing & Admin. Services.
- 7. A final report submitted through Executive Council to the entire Board for consideration and approval.
- 8. Proponents will be advised of the application provisions to address the requirements of "The Municipal Freedom of Information and Privacy Act R.S.O., 1990 Chapter M.56".

FINANCIAL IMPACT: The cost of realty services is included in the Board's general budget item for Professional Services. The budget allotment is established based on past experience. There are some occasions where realty services are charged elsewhere, as in the case of new school construction projects or school additions.

TIMELINES: It is recommended to make arrangements for advertising the RFP as soon as is practical, subsequent to Board approval to proceed. A report on the evaluation results would be targeted for submission to the Board for approval at a meeting approximately four (4) weeks after the RFP closing date. Commencement of services by the successful proponent would occur thereafter. It is anticipated that the duration of the agreement would be 3 years with Board approved options for extensions.

APPENDICES: None.

REPORT REVIEWED BY:

- ☒ EXECUTIVE COUNCIL
- ☒ SUPERINTENDENT
- ☒ DIRECTOR OF EDUCATION:

Review Date: October 15, 2007
 Approval Date: October 15, 2007
 Approval Date: October 16, 2007



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

Meeting Date:
October 23, 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 provide final approval to draft amendments to Policy A: 02 Inclement Weather – Emergency School Closings;

and, that the Board receive as information Procedure Pr A: 02 Inclement Weather – Emergency School Closings.

SYNOPSIS: On October 9, 2007, the Board approved in principle amendments to Board Policy A: 02 Inclement Weather – Emergency School Closings.

The Policy Working Subcommittee of Mario Iatonna, Superintendent of Business, and Colleen Norris, Coordinator of Policy Development, in consultation with staff and the assistance of a public consultation process, prepared the attached procedure.

BACKGROUND COMMENTS: The only amendment made to the draft that was approved in principle was to correct a clerical error in the lettering of a paragraph. The draft, as approved in principle, is recommended for final approval.

The Procedure was drawn from the original Board Policy and was reviewed for compliance with the policies and procedures of the Windsor & Essex Student Transportation Services Department. The majority of the amendments were made to address the creation of new titles and roles within Board Administration. A provision was added to recognize the role of a school principal in deciding whether weather conditions threaten the health and safety of staff and students and therefore warrant that students be kept indoors.

FINANCIAL IMPACT: N/A

TIMELINES: The Policy shall be implemented upon final approval. The Procedure reflects current practice.

APPENDICES:

- Procedure Pr A:02 Inclement Weather – Emergency School Closings

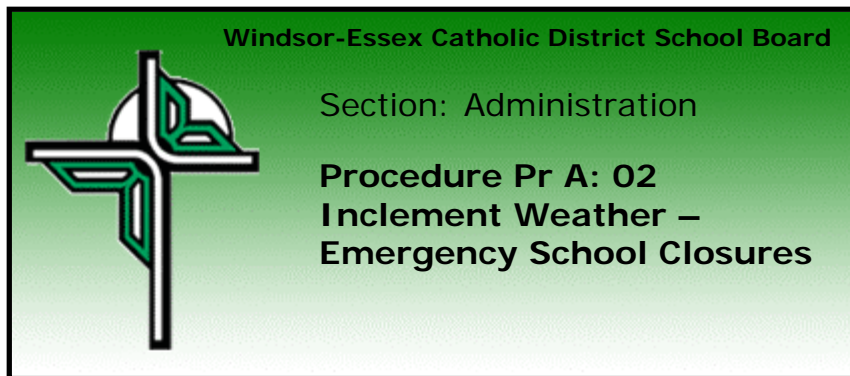
REPORT REVIEWED BY:

☒ EXECUTIVE COUNCIL
☒ SUPERINTENDENT
☒ DIRECTOR OF EDUCATION:

Review Date: October 15, 2007

Approval Date: October 16, 2007

Approval Date: October 17, 2007



PROCEDURE:	Pr A: 02
EFFECTIVE:	
AMENDED:	
RELATED POLICIES:	A: 02, A:20
REPEALS:	
REVIEW DATE:	

1.0 Objective

- 1.1 To establish procedures to address situations where inclement weather may affect the health and safety of staff and students.

2.0 Definitions

- 2.1 **Student Transportation Services**, for the purpose of this policy, refers to the Windsor & Essex Student Transportation Services Department governed by the Joint Board Transportation Committee.

3.0 Conditions that Require Students Remain Indoors

- 3.1 Weather conditions sometimes warrant indoor recesses, indoor lunch periods, pre-entry or post-dismissal periods to ensure student and staff safety. Weather conditions change during the day. When necessary, and if the weather is questionable, the Principal should consult with the following authorities when deciding whether to keep students indoors:
- Environment Canada Weather Office (www.weatheroffice.gc.ca)
 - Windsor Essex County Health Unit
 - The Ministry of the Environment
 - Weather warnings posted to the WECDSB web site

4.0 The Decision to Close Schools

- 4.1 The decision to close schools, including on-site childcare centres, shall be at the discretion of the Director of Education or designate.
- 4.2 The decision to close the Catholic Education Centre and other attendant buildings shall be at the discretion of the Director of Education or designate.
- 4.3 In emergency situations requiring immediate action, Principals shall have discretion to close their schools and the reason(s) shall be communicated as soon as possible to:
- a. the School Superintendent;
 - b. the Student Transportation Services Department.

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- 4.4 In all other situations, Principals must first consult with the Superintendent of Education and/or the Director of Education before exercising his or her discretion to close their school. The Student Transportation Services Department shall be notified as soon as possible.
 - 4.5 The Catholic Education Centre shall remain open at least until all schools are closed.
 - 4.6 All contact with the news media relating to school closures or early dismissal due to inclement weather shall be made through the Student Transportation Services Department or the Board's Communications Coordinator.
 - 4.7 The Student Transportation Services Department shall meet with the Bus Company (ies) serving the Board before the end of September of each year to review the Board's policies and procedures pertaining to inclement weather closures.
 - 4.8 The Board's Facilities Services Department shall meet with snow removal companies (under contract with the Board) and arrange for these companies to consult with Principals to clarify the Board/ school snow clearing requirements before the first snowfall.
 - 4.9 A letter shall be prepared by each school outlining parent responsibility and procedures pertaining to inclement weather closures.

5.0 Inclement Weather Procedures Before the School Day Commences

- 5.1 The Director or designate, in consultation with the Supervisor of Student Transportation Services/designate, shall communicate the decision to the Superintendents to either:
 - a. cancel transportation and keep schools open; or
 - b. cancel transportation and close schools.
- 5.2 The decision shall be communicated by 6:30 a.m., when feasible, so that students, parents and Board personnel may be informed in sufficient time.
- 5.3 The Supervisor of Student Transportation Services/Designate shall communicate the decision to cancel transportation of students and/or to close schools to:
 - a. Communications Coordinator;
 - b. bus contractor(s)
 - c. taxi operators
 - d. Switchboard operator at the Catholic Education Centre
- 5.4 The Student Transportation Services Officer shall inform all radio stations and other media of transportation cancellation or school closures.

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- 5.5 If it is decided to keep the schools open but to cancel transportation, all staff will be expected to make every effort to report to their work locations.
- 5.6 In the event that it is decided to close the schools and to cancel transportation, the following conditions shall apply:
- a. It shall be the responsibility of the Principal to use best efforts to ensure that all students who come to the school are looked after and to use best efforts to ensure the safe return of the students to their homes, whether schools are kept open or closed.
 - b. The Director, Superintendents, Principals, Supervisors, Managers shall remain available for contact by telephone at home or at work.
- 5.7 The Manager of Student Transportation Services shall notify the Director(s) that part of the transportation system is not operating by 6:15 A. M. If system wide shutdown of transportation has occurred, the Manager of Student Transportation Services will request authorization for a total system shutdown from the Directors or designate.
- 5.8 At approximately no later than 6:30 A. M. the media will be faxed or e-mailed the following information:
- A. All School Board transportation is cancelled and schools are open.
- OR**
- B. All School Board transportation is cancelled and schools are closed.
- OR**
- C. Schools and School Board transportation may be closed or cancelled by district (if this is the case, the Boards will include what schools are affected).
- OR**
- D. School Board transportation is cancelled in the morning due to fog and schools are open. Buses will run at normal times at noon and in the afternoon.
- 5.9 The Board will attempt to fax or e-mail the media even on less serious inclement weather days, to provide as much information as possible to the public and minimize the excessive phone calls to bus company operation.
- 5.10 The Board's Communications Coordinator will forward a complete inclement weather operational package to all media at the start of each school year.

6.0 Incomplete Routes

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- 6.1 If after commencing a route, the driver is unable to complete a portion of the route, it shall be the driver's responsibility to inform the Principal(s) concerned of the incomplete operation.
 - 6.2 The Principal shall notify the Manager of Student Transportation Services of any incomplete routes immediately.

7.0 Inclement Weather Procedures After the School Day has Commenced

- 7.1 The Director/designate shall communicate the decision to the Supervisor of Student Transportation Services /designate and to the Superintendents that schools will close early.
- 7.2 The decision to close schools early shall be made before 10:30 a.m.
- 7.3 The Supervisor of Student Transportation Services shall communicate the decision to close schools early to:
 - a. the Communications Coordinator
 - b. bus contractor(s)
 - c. taxi operators
 - d. Switchboard Operator at the Catholic Education Centre
- 7.4 The Student Transportation Services Officer or Communication Coordinator shall inform all radio stations and other media of bus cancellation or school closures.
- 7.5 The Superintendents of Education shall communicate the decision to close schools early to:
 - a. all Principals
 - b. the Trustees in the families of schools
- 7.6 It shall be the responsibility of the Principals to use best efforts to ensure that all students who are in school are looked after and to ensure the safe return of the students to their homes.
- 7.7 The Teachers and school/office staff shall remain at their work locations until their Principal/Supervisor authorizes them to go home.

8.0 Role of Director of Education

- 8.1 It shall be the responsibility of the Director of Education in consultation with the Director of the coterminous Board(s), to make a decision to either:
 - a. keep schools open; or
 - b. close schools.

8.2 When the decision is announced, staff shall implement either:

- a. Inclement Weather Procedures **Before** the School Day commences, or
- b. Inclement Weather Procedures **After** the School Day commences.

9.0 Role of Parents/Guardians

- 9.1 In the event of impending severe weather conditions, parents should consider the safety of their children in deciding whether or not to send them to school.
- 9.2 Parents should stay tuned to local radio stations for weather reports and school board announcements.
- 9.3 Parents who, in spite of school board transportation cancellations, drive their children to school, will be required to make the necessary arrangements if schools are cancelled for the safe return home of their children. School board transportation that does not run in the morning will not run for the rest of the day except for fog days.
- 9.4 Phone calls to the school during severe weather conditions are to be made only in the case of an extreme emergency.
- 9.5 Parents shall be requested to provide the school with the name and telephone number of a neighbour alternate, (someone who lives in close proximity to the home) who would be willing to act on their behalf in the event that they cannot be reached.

10.0 Role of Principal

- 10.1 The Principal shall in-service staff on the requirements of the Board's Inclement Weather - Emergency School Closings Policy, clarify the roles of teachers/staff in the event of inclement weather and identify options and expectations.

11.0 Early or Delayed Dismissal

- 11.1 In the case of an early dismissal, all parents (or their alternate) of grades JK-8 children must be notified prior to the dismissal of the children.
- 11.2 In cases of a prolonged delayed dismissal, all parents (or their alternate) of the children involved, must be notified of the delay. Should such a delay require a public announcement, the Principal shall contact the Manager of Student Transportation Services for this purpose.
- 11.3 An up-to-date list of family telephone numbers and alternate phone numbers are to be compiled for such emergencies.

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- 11.4 Older children could be encouraged to assist younger children under severe weather conditions.
 - 11.5 Through a letter or other form of communication at the beginning of the school year, Principals shall notify parents that, under severe weather conditions, they should meet their children at school or at their school board transportation stop.
 - 11.6 In the event of a delayed dismissal, it is the responsibility of the Principal to provide adequate supervision. It is at the discretion of the Principal to decide what constitutes supervision and to assign teachers for this purpose.
 - 11.7 In the event that staff and students must remain in the school overnight, on the day following such an event, the school shall be closed for one day to allow students and staff to recuperate.

12.0 School Closure

- 12.1 In the event that a decision to close schools is made and announced after 7:00 a.m., the Principal/designate shall use best effort to be at the school to safely redirect any child who may have missed the announcement of closure or if no one can be at the school, call the local Police to check the school to ensure that any children who may be at the school are transported home or to a supervised location.
- 12.2 In the event children arrive at school, parents are to be notified in order that arrangements may be made for the safe return home of their children. No child should be allowed to leave the school until these arrangements have been completed.
- 12.3 The Principal/designate shall use best efforts to be present at school for the beginning of the afternoon session to redirect any child who may appear, or if this is not feasible to call the local Police and have them take actions similar to section 12.1.
- 12.4 Once all students are safely dismissed, the Principal/designate shall dismiss all staff, including the secretary and custodial staff upon completion of the normal closing procedures.

13.0 Principal's Designate

- 13.1 In choosing a Principal's designate, the following prioritized list is to be considered:
 - a. Vice-Principal (where applicable);
 - b. Head teacher;
 - b. Teacher on school staff;
 - c. Teacher employed by the Board; or
 - d. Consult with school secretary or custodian for alternate arrangements.

-
- 13.2 The Principal's designate or other staff assigned to the school should have a key to the school, access to a phone and necessary phone numbers.

14.0 Role of Student Transportation Services Department

- 14.1 It shall be the responsibility of the Manager of Student Transportation Services to monitor weather conditions in order to ensure the safe transportation of students. The Manager shall follow the Transportation Services Inclement Weather Procedures when monitoring weather conditions.
- 14.2 When weather warnings are announced, the Manager of Student Transportation Services shall contact one or more of the following agencies to obtain specific information about the weather warnings and the areas affected:
- a. The Windsor Weather Office
 - b. Ontario Provincial Police
 - c. School bus contractor(s) serving the Board
- 14.3 The Manager of Student Transportation Services shall appoint a contact person "a weather monitor", in each area of the Windsor-Essex Region on an annual basis. This person would provide the Manager with a report on weather conditions when called upon to do so. Prior to making a recommendation to the Director of Education as to whether or not to close a school(s), the Manager of Student Transportation Services shall communicate with the contact persons to confirm the weather conditions in each area being called.
- 14.4 If, in the opinion of the Manager of Student Transportation Services, the weather conditions could endanger the safe transportation of students, the Manager of Student Transportation Services shall make recommendations to the Director of Education with respect to the cancellation of transportation and to the closing of schools in an area affected or throughout the entire region due to inclement weather.

15.0 Role of Child Care Centres

- 15.1 Childcare staff and school personnel will work together to meet the needs of families and ensure the safety of all children.
- 15.2 If the school closes, the childcare centre (Day Care or Latch-Key) located in that school also closes.
- 15.3 If transportation is cancelled and the school remains open, the centre will be open to receive children whose parents chose to accept responsibility for transporting children to and from the centre. Parents shall be aware that in the event of closure they or their alternate must be available to ensure the child's return home.
- 15.4 During periods when school is not operating, i.e. Christmas Break, March Break and after school hours, it will be the responsibility of the Board of Directors or operator,

in consultation with the Parent Advisory Committee (where there is no Board of Directors) to determine whether the centre will remain open. Each centre shall have clearly defined procedures for closure.

- 15.5 The Childcare centre will accept responsibility for children only for the times when a child would normally be in attendance at the centre. School programs must provide for children during the regular hours of school instruction.
- 15.6 If the closure occurs after the school day has commenced, the responsibility for a child will remain with the program the child was attending at the time of the closure.
- 15.7 The school principal and childcare supervisor shall co-ordinate the notification of parents (or their alternate) regarding an emergency situation. To avoid duplication, the childcare staff will assume responsibility for contacting all families whose children attend the centre. These families would then be taken off the list for the school. After the centre staff has contacted all their assigned families, the telephone line in the centre could be made available to school personnel for their additional calls.

16.0 Role of Contracted Bus Operators

- 16.1 Spotters in each area should check and report road conditions to their operator as early as possible and in accordance with the Student Transportation Services Inclement Weather Procedures (spotters are a necessity - the only means that you have to accurately assess the road conditions).
- 16.2 The bus operators will make their own decision, as to whether their operation will run or not.
- 16.3 The bus operators shall report their decision to the area spokesperson and inform other bus operators that weather conditions may be unsuitable for operation in that part of the County.
- 16.4 The area spokesperson shall call the designated Supervisor by 6:00 A. M., to report the operational shutdowns (if any).
- 16.5 The bus operator will await further instructions from the Board (if necessary).
- 16.6 In the case of a delayed bus or incomplete bus route, the bus operator will notify the schools affected as soon as possible.
- 16.7 Inclement weather route sheets must be prepared and forwarded by September 1st of every school year.



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

Meeting Date:
October 23, 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 provide final approval to draft Policy SC: 04 Field Trips/Excursions;

and, that the Board receive as information Procedure Pr SC: 04 Field Trips/Excursions

SYNOPSIS: On October 9, 2007, the Board approved in principle draft Policy SC: 04 Field Trips/Excursions to replace existing Board Policy SC: 04 Field Trips.

The attached Procedure Pr SC: 04 Field Trips/Excursions was prepared by the Policy Working Subcommittee of Linda Staudt, Superintendent of Education and Colleen Norris, Coordinator of Policy Development, with the assistance of staff and 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 SC: 04 was prepared to establish approval requirements and guidelines to govern field trips and excursions.

FINANCIAL IMPACT: N/A

TIMELINES: The policy and procedure shall be implemented immediately upon final approval of the Policy.

APPENDICES:

- Procedure Pr SC: 04 Field Trips/ Excursions

REPORT REVIEWED BY:

☒ EXECUTIVE COUNCIL

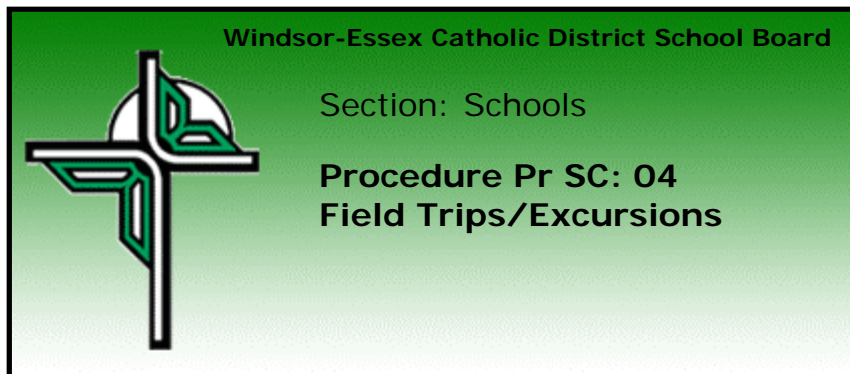
☒ SUPERINTENDENT

☒ DIRECTOR OF EDUCATION:

Review Date: October 15, 2007

Approval Date: October 16, 2007

Approval Date: October 17, 2007



PROCEDURE:	Pr SC: 04
EFFECTIVE:	
AMENDED:	
RELATED POLICIES:	SC:02,SC:04 SC:07,SC:09 SC:15,ST:11 ST:11A,PrST:11A:
REPEALS:	
REVIEW DATE:	

1.0 Objective

- 1.1 To establish approval requirements and guidelines to govern field trips and excursions.

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 Considerations When Planning For Field Trips

- 3.1 Teachers are required to consider the learning outcomes and age appropriateness when planning for Field Trips/excursions.

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- 3.2 When addressing field trips/excursions on an annual basis the Principal and teacher shall consider the frequency of field trips/excursions per student/staff member.
- 3.3 As part of the field trip/excursion planning process, the Principal and teacher shall consider the financing of all field trips/excursions including:
- a) consideration of all costs of the trip/excursion and the ability of families to pay such costs;
 - b) ensuring that funds are used to the best advantage for the greatest number of students;
 - c) ensuring that the planning for fundraising for trips/excursions is considered as part of the fundraising plan for the school for the year so that fundraising activities do not place undue burdens on the staff, the students or their families;
 - d) ensuring compliance with Board Policy SC: 02 Fundraising;
- 3.4 Use of the local community and region when planning field trips/excursions is encouraged. Consideration of field trip/excursion destinations in Canada, if possible, should be a priority.

4.0 Types of Trips and Approval Process

- 4.1 For all field trips/excursions, teachers shall obtain the Principal's approval in advance (Form A) and the Principals shall inform the parents in writing.

a) Same Day Local/Regional Field Trip/Excursion

For a field trip/excursion within the City of Windsor, the County of Essex, the Province of Ontario and the State of Michigan which takes place during a school day:

The teacher is required to obtain the approval of the Principal at least two (2) weeks in advance (Form A). For day trips/excursions outside of the County of Essex, especially trips to Michigan, the Principal is required to provide the Superintendent with a copy of Form A for information immediately upon the Principal approving the trip/excursion.

b) Multiple Days Local/Regional Field Trip/Excursion

For a field trip/excursion within of the City of Windsor, the County of Essex, the Province of Ontario and the State of Michigan of more than one day's duration:

The Principal is required to secure the Superintendent's written approval at least four (4) weeks in advance (Form A). Parents should be informed two (2) weeks in advance and shall provide written consent (Form B) as well as their child's specific needs (i.e. medication, allergies).

NOTE: Only students in the intermediate and senior grade levels (7-12) may participate in a Multiple Days Local/Regional Field Trip/Excursion.

c) Special Trip/Excursion

Shall be defined for the purpose of this procedure, as a field trip/excursion outside of Ontario and the State of Michigan or a trip/excursion where students will miss more than five days of school, or a trip/excursion deemed special by the school Superintendent.

For all special trips/excursions, especially those involving potential risks, the Principal shall secure the Superintendent's approval at least eight (8) weeks in advance (Form A). The Superintendent shall present the request to the Board for approval at least six (6) weeks in advance.

Parents shall be informed at least four (4) weeks in advance and shall provide written consent for their child's participation in said trips/excursions (Form B), as well as relevant student information as requested, i.e. medical problems, special consideration.

- 4.2 The Principal shall consult the Superintendent of Education before granting approval for a field trip/excursion, if in doubt about a specific activity.
- 4.3 Principals, Superintendents, and the Board shall assess requests for approval of field trips/excursions based on the criteria set out within Policy SC: 04 section 4.1.
- 4.4 Any field trip/excursion may be cancelled at any time by a Principal and/or Superintendent, if required.

5.0 Supervision and Authorized Transportation Mode

- 5.1 All field trips/excursions require the supervision of at least one qualified teacher. When returning from a field trip/excursion after school hours, a teacher shall remain with the students until all have been picked up by their parents or legal guardians.
- 5.2 Teachers and chaperones must not schedule any unsupervised time for students, and must supervise students at all times during the field trip/excursion.
- 5.3 An adequate supervisor/student ratio shall be maintained at all times. The number of supervisors shall reflect the risk involved in the outing. Principals and teachers shall assess risk as a prudent and reasonable person would given the circumstances. The following are strongly recommended minimum supervision requirements.

i. Same Day Local/Regional Trip/Excursion

4 - 6 adults per class
3 - 5 adults per class
2 - 4 adults per class

Grade Level

JK/SK
Primary (1 - 3)
Junior (4 - 6)

1 – 4 adults per class

Intermediate & Senior (7
- 12)

ii. Multiple Days Local/Regional Trip/Excursion

2 – 4 adults per class

Grade Level

Intermediate & Senior (7
- 12)

iii. Special Trip/Excursion

4 - 6 adults per class **or**
Appropriate to risk factor

Grade Level

All Grade levels

5.4 In the case of field trips/excursions of more than a day's duration including students of both genders, adults of both genders shall accompany the students as official supervisors.

5.5 It is recommended that one of the supervisors accompanying students hold a valid First Aid Certificate.

5.6 Following approval of a field trip/excursion, it is the obligation of the Principal to ensure that:

- teachers and dependable supervisors are appointed;
- the teachers fully understand the responsibilities and liabilities to which they may be subjected
- the students, parents, appointed supervisors and teachers have been thoroughly informed;
- provision is made for a full instructional program for students left without their regular teachers as a result of an approved field trip
- The teacher in charge is informed of the names of students who require special medication (such as Epi-pen) for the duration of the field trip/excursion, and the teacher shall confirm that these students have brought their medication and administration of the medication shall be according to Board policy.
- For students with life threatening allergies, the following is in place before the student is permitted to participate in the field trip/excursion:
 - That a parent/guardian, or an adult designated by the parent/guardian or staff, who is acquainted with the student's Individual Anaphylactic Plan (With Emergency Treatment Plan) (Pr ST11A Form A) and who has been trained in the administration of Epi-pen, accompany the student on the field trip/excursion.
 - That a copy of the Individual Anaphylactic Plan (With Emergency Treatment Plan) and the Epi-pen accompany the student on the field trip/excursion.

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- 5.7 The teacher in charge shall maintain accurate and updated lists of students and supervisors who are aboard each bus and/or personal automobile, prior to departure. A copy of the lists, containing the bus identification number and/or vehicle license plate numbers, shall be left at the school.
 - 5.8 For all field trips/excursions involving potential risks, teachers, supervisors and Principals shall acquaint themselves with all aspects and requirements of such trips/excursions, parents shall be fully informed, and pupils shall be adequately prepared.
 - 5.9 In order to minimize the inherent element of risk involved in certain physical activities, field trip/excursion participants shall abide by The Ontario Physical Education Safety Guidelines issued by the Ontario Physical and Health Education Association:
 - 5.10 Volunteers may accompany students on field trips/excursions as supervisors and Principals shall ensure that the school has an Application for School Volunteer (SC: 09 School Volunteers Appendix "A") on file for each volunteer participating in a Field trip/excursion. Principals must ensure that volunteers receive guidelines on their responsibilities prior to the field trip/excursion.
 - 5.11 Any adult accompanying students on a field trip/excursion is expected to act in an appropriate manner consistent with Board policy/procedures, standards and values.
 - 5.12 Principals shall inform parents of the Field Trips/Excursions Policy and Procedure.
 - 5.13 The teacher initiating the field trip/excursion is responsible for arranging transportation including the method of payment. Regular and approved school or public transportation is strongly recommended.
 - 5.14 Private automobiles are allowed, however, drivers who are volunteers, teachers, or employees shall receive a copy of Appendix A of this Procedure and must abide by the requirements contained therein. The car's owner remains the primary responsible party and, if an accident occurs, his/her own insurance coverage is expected to be used, without reimbursement by the Board, before the Board's insurance.
 - 5.15 For transport by automobile:
 - a) Everyone riding in an automobile shall be wearing seat belts and/or the appropriate restraint systems and students under 12 years of age shall be seated in the back only.
 - b) Students under 40 lbs. shall be in a forward facing car seat that must be tethered to the vehicle by a strap that hooks into an anchor bolted to the vehicle's frame.
 - c) Booster seats with the lap and shoulder belt combination are to be used for children weighing between 40 to 80 lbs, less than 4 feet, 9 inches tall, and up to 8 years old. (Appendix A).

- d) When a child meets any one of the following criteria, a seatbelt alone may be used:
 - i. Eight years of age and older;
 - ii. 80 pounds or more;
 - iii. 4 feet 9 inches or taller.
- e) In order to respect the stringent requirements and related liability of the Highway Traffic Act, the driver of a vehicle with a capacity of **6 to 11 passengers** shall not be reimbursed in any way. No vehicle over 12 passengers shall be driven by a volunteer, teacher or employee unless the regulations of the Highway Traffic Act are satisfied.

6.0 Planning of all Field Trips/Excursions

- 6.1 Teachers shall complete and submit Form A to the Principal, in order to obtain approval for all field trips/excursions.
- 6.2 Pre-inspection of site:
 - a) In order to ensure a worthwhile, safe and accessible field trip/excursion for all students, pre-planning is essential. Upon agreement by the teacher and Principal, the teacher should visit the selected site in advance. If this is not feasible, the teacher should obtain as much information as possible about the area to be visited.
 - b) Whether pre-inspection occurs or not, the teacher shall determine potential hazards and share this information with other supervisors.
- 6.3 Teachers will determine supervision strategies that will be used during any proposed field trip/excursion such as the buddy system, audio and visual contacts, groups, curfews, etc. Student identification should be by school or group only with no personal names. Roll call shall be taken before each stop and departure. These strategies should include a clear method of informing Principals and parents of emergencies or arrival delays at any hour of the day or night.
- 6.4 Teachers are required to review bus safety procedures and revisit requirements with students prior to departure.
- 6.5 It is imperative that the teacher(s)- in- charge of a field trip or excursion have access to health information and emergency contact information about each participating student, should an emergency arise. For a field trip/excursion, any part of which is outside of normal school hours, the teacher(s)- in- charge shall have the information on hand. For activities that are taking place within school hours, the information may be retained at the school where it can be accessed by telephone (with the exception of the Individual Plan (With Emergency Treatment Plan) for any student with life threatening allergies, which must accompany the student on the field trip/excursion).

6.6 Itinerary:

- a) Prior to final approval, and prior to departure on any field trip or excursion, the teacher in charge shall have prepared a detailed itinerary, copies of which are to be distributed to parents, Principal, other appointed supervisors and the bus driver.
- b) This itinerary is to include the following details:
 - All departure and arrival times for each site to be visited;
 - Name and telephone number of the transportation company;
 - All planned stops along the route, as accurately as possible;
 - Accommodations (name, address, telephone number);
 - List of supervisors;
 - Mass time for trips/excursions that include a Sunday;
 - Visit to religious historical site of monument, if applicable.
- c) The supervising teacher has the right to change the itinerary of the field trip/excursion if, at his/her discretion, an emergency or dangerous situation arises, or as the situation warrants.

7.0 Student Preparation, Consent Forms and Ontario Health Card:

- 7.1 Signed parental or guardian consent forms shall be received from each student prior to her/his participation in any field trip or excursion (Form B Field Trip/Excursion Information and Consent Form).
- 7.2 For recurring outings to the same destination i.e. a walking trip to the local park, it is sufficient for a student to provide a single consent form (Form B) that will apply to all recurring trips. The form must be completed prior to the first trip and should include information as to the proposed frequency of the trips/excursions, mode of transportation, description and purpose of activity. Parents/Guardians should also be advised that they are being asked to give permission for all of the outings and that a separate form will not be sent home each time.
- 7.3 It shall be sufficient for a student to provide a single consent form (Form B) to attend all “away” games while participating on a school team. The form must be completed prior to the first “away” game and should include information as to the proposed mode of transportation. The months in which the season begins and ends should also be included. It is recommended that a team schedule accompany the form. Parents/Guardians should be advised that they are being asked to give permission to attend all “away” games and that a separate form will not be sent home each time.
- 7.4 Students are to be advised of the trip’s objectives and made aware of the teachers’ expectations as to behaviour, etc. before leaving school. It is understood that the Principal may refuse participation in a field trip/excursion because of prior or anticipated general lack of discipline on the part of a student. In such a case, the student’s parents shall be notified of the decision by the Principal.

- 7.5 Students and chaperones participating in a field trip/excursion that takes them out of the country must have a valid proof of out-of-country health insurance and a Birth Certificate or equivalent proof of Canadian Citizenship.

8.0 Consequence of Misconduct

- 8.1 In the case of serious student misconduct during a field trip/excursion, the teacher in charge shall have the authority to dismiss the student and so inform the student's parents who will be responsible to meet their son/daughter wherever the situation occurred.
- 8.2 The Principal shall be consulted before the dismissal, where feasible, and a written report shall be prepared for submission to the Superintendent immediately upon return from the field trip/excursion.

9.0 Equipment:

- 9.1 Teachers are required to ensure that equipment that is required for the proposed field trip/excursion is adequate and in good condition.
- 9.2 A standard First Aid Kit must be available throughout the field trip/excursion.
- 9.3 When transporting students by watercraft, the school shall obtain a letter from the owner/operator verifying sufficient, approved lifejackets and/or PFD (personal floatation devices) for the group and indicating the date of their most recent successful Ministry of Transportation inspection.

10.0 Post field trip/excursion reporting:

- 10.1 Following each field trip/excursion, the Principal is to be presented with an oral or written report outlining the success of the event from an educational and organizational point of view. Such reports should also highlight the shortcoming and problems encountered during the field trip/excursion and should include specific recommendations in view of eliminating similar problems in the future.
- 10.2 Written reports shall be mandatory for reporting incidents of a significant or serious nature. The Principal shall make his/her school staff aware of the appropriate reporting procedures as they relate to incidents of a significant or serious nature. All said incidents shall be reported to the Superintendent of Schools and the Superintendent of Business.

11.0 Related 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



Windsor-Essex Catholic District School Board

APPENDIX A**Use of Private Vehicles to Transport Students****SC: 04**

As part of the Procedures and Guidelines for Field Trips/Excursions, it is understood that persons who use a privately owned vehicle in the transportation of students shall have the Principal's authorization. This authorization is dependent upon the driver having current and valid Public Liability Insurance and a valid Driver's License.

It is also understood by the owner of the vehicle that his or her own Public Liability Insurance Policy bears the initial liability for property damage and/or personal injury to self and passengers.

The Windsor-Essex Catholic District School Board maintains an Excess Liability Insurance Policy that covers all employees and volunteers who are transporting students within Canada on behalf of the Board. This coverage comes into effect only in the event that a judgment arises against that employee or volunteer resulting from use of his/her vehicle and is in excess of the limit carried by the individual on his/her personal policy.

The number of students per vehicle cannot exceed the available, working seat belts, which must be worn by each student/adult in the vehicle. In the case of vehicles equipped with air bags, students under 12 years of age shall be seated in the back seat(s) only. **Students under 40 lbs. shall be in a forward facing car seat that must be tethered to the vehicle by a strap that hooks into an anchor bolted to the vehicle's frame.** Booster seats with the lap and shoulder belt combination are to be used for children weighing between 40 to 80 lbs, less than 4 feet, 9 inches tall, and up to 8 years old. When a child meets any one of the following criteria, a seatbelt alone may be used:

- Eight years of age and older;
- 80 pounds or more;
- 4 feet, 9 inches or taller.

DIRECTIONS: To be given to any member of staff or volunteer who will be transporting students in a Private Motor Vehicle as part of a Field Trip/Excursion (including sporting events).



Windsor-Essex Catholic District School Board

FORM A**Request for Approval of Field Trip****SC: 04**

School		Date of Field Trip
Destination		Mode of Transportation
School Departure Time	School Arrival Time	Name of Carrier
Number of Students	Grade of Students	Number of Supervisors
Total Cost per Student	Personal Cost per Student	Travel Company Involved
EDUCATIONAL RATIONALE		
Name(s) of Teacher Supervisor(s)		
Purpose of Trip		
Relationship to Students' Program/Course		
Pre-Trip Preparation(s) by Students		
Follow-up Activities Planned		
Date submitted	Teacher's Signature	
Approval Date	Principal's Signature	
Approval Date	Superintendent's Signature	
Approval Date	Board of Trustees (per Superintendent)	
Same Day Local/Regional Trips	Submit request to Principal	2 weeks prior to trip
Multiple Days Local/Regional Trips	Submit request to Superintendent	4 weeks prior to trip
Special Trips	Submit request to Superintendent for Board approval	8 weeks prior to trip

Original: Teacher Responsible
 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, 1989.

'Learning together in faith and service'



Windsor-Essex Catholic District School Board

FORM B**Field Trip/Excursion Information and Consent Form****SC: 04****PART 1 TRIP/EXCURSION 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/Excursion described below. To have your son/daughter participate in the trip/excursion, please complete Part 2 below and return it to the school as soon as possible.

School		Date(s) of Trip/Excursion: Departure_____ Return_____		Mode of Transportation
Destination Name & Phone Number				Cost per Student
Time of Departure from School	Approximate Time of Return to School	# of Students	# of Supervisors	
Purpose/relationship to program				
Students should come prepared with				

**Parents/Guardians to cut-off from here and retain Part 1;
Part 2 (below) must 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/excursion to (note destination) _____

I/We are aware that the Mode of Transportation noted in Part 1 above, indicates that students may travel to/from the destination by use of private motor vehicle. I/We hereby give permission for the above named 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 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, 2000.

Original: Teacher Responsible**Copy: School**

In the case of serious student misconduct during a Field Trip/Excursion, the teacher in charge shall have the authority to dismiss the student and so inform the student's parents who will be responsible to meet their son/daughter wherever the situation occurred.



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

Meeting Date:
October 23, 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

SUBJECT: HIGH SCHOOL COUNCIL MEETING OF JUNE 7, 2007

RECOMMENDATION:

That the Board receive the report for the June 7, 2007 High School Council meeting as information.

SYNOPSIS: The High School Council meets several times during each school year. All reports of the High School Council are to be received by the Board.

BACKGROUND COMMENTS: Every school in the Windsor-Essex Catholic School Board has a school council, a group made up of parents, school staff and community representatives to offer advice to principals and the board on various topics. In addition, a High School Council, that includes school council representation from the board's high schools, provides an opportunity for high school council parent members and principals to discuss matters of regional concern or interest with each other and their area superintendent. These meetings also offer the chance to share successes and solutions from their school councils and "best practices" followed at their schools.

FINANCIAL IMPACT: n/a

TIMELINES: High School Council meetings are tentatively scheduled for 7 p.m. on the third Thursday of each month during the school year with the exception of December and March.

APPENDICES:

- High School Council Report of June 7, 2007

REPORT REVIEWED BY:

<input type="checkbox"/> EXECUTIVE COUNCIL	Review Date: --
<input checked="" type="checkbox"/> SUPERINTENDENT	Approval Date: October 15, 2007
<input checked="" type="checkbox"/> DIRECTOR OF EDUCATION:	Approval Date: October 17, 2007



WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD

HIGH SCHOOL COUNCIL MEETING

June 7, 2007

~ Cardinal Carter Catholic Secondary School ~

7:12 p.m.

REPORT

PRESENT

Parent Representatives

Cardinal Carter

Catholic Central

Holy Names

St. Anne's

Barbara Gaspard, Judy Butera,

Larry & Marg Verbeke

Cynthia Casagrande, Antonia Reive

Janice Bennett

Daniela Pastorius

Joe Bachmeier

Parent Representatives – Feeder Schools

Queen of Peace

Patricia Zonta

Administration

Principal – Cardinal Carter

Trustees

Supervisor – Board Office

Leo Clark

Shannon Porcellini

Randal Sasso

Recording Secretary

Celeste DiPonio

REGRETS

Assumption

F. J. Brennan

St. Anne's High School

St. Joseph's

St. Thomas of Villanova

Student Trustee

SEAC Rep

Trustee

Sam Boglitch

Robin Marentette

Pat Machina

Barbara Dettlinger

Representative to be named

Luke Willson

Claudio DelDuca

Patrick Keane

1. Call to Order and Opening Prayer

Mr. Bachmeier opened with prayer.

2. Introduction of Members and Roll Call

Joe Bachmeier introduced everyone. He thanked Leo Clark and Barbara Gaspard and the Cardinal Carter parents for hosting the meeting.

3. Approval of Agenda/Amendments to Agenda

Moved by: Janice Bennet

Seconded by: Antonia Reeve

THAT the agenda be approved. All in favour. CARRIED.

4. Approval of Minutes – May 10, 2007

Moved by: Janice Bennet

Seconded by: Daniela Pastorius

Correction – Item #12 – Report by Barbara Gaspard for Cardinal Carter:

Should read: June 1st—Cardinal Carter is hosting a "Friday Night Concert" live with

*High School Council
Minutes- June 7, 2007*

Jody Raffoul as a fundraiser.

THAT the minutes of the May 10, 2007 meeting be approved. All in favour. CARRIED.

5. Presentation

Barbara Gaspard

- On behalf of the Parents of the P.A.C., attended the 68th Annual General Meeting of the Ontario Association of Parents' in Catholic Education Symposium held in Peterborough Ontario on June 1, 2007.
- She gave a very enthusiastic and in-depth presentation on what she gleaned from this Symposium. She spoke of the various guest speakers and their message. Some of the guest speakers were: Kathleen Wynne, Minister of Education; Marc Keilburger and Sr. Joan Cronin.

ACTION ITEM: The recording secretary will type Barbara Gaspard's notes and distribute to all the members electronically.

- She noted the four goals she would like to see accomplished:
 - 1) OAPCE representative for the Windsor Area.
 - 2) She would like to offer the Ministry workshop that parents had created in our school communities.
 - 3) She would like to have Marc Kielburger as a guest speaker for our school communities.
 - 4) Host the 71st Annual General Meeting of the OAPCE in Windsor in 2010.

Discussion ensued:

1) **Engaging Parents** - offering this Ministry Parent workshop in three separate locations in order to accommodate the various areas of the city and county. Joe Bachmeier noted that this is the same committee meeting that Barbara Dettlinger had gone to. Randy Sasso noted his involvement with the sub-committee comprised of Daniela Pastorius and Robin Marentette along with two elementary parents who have been in contact with Maire Bracken from OAPCE. He stated that someone in our area has been trained to conduct this workshop. He stated that they will send a group down to our board at a cost recovery basis. The goal was to train some of our own people; however, we did not have a team in place when the training was conducted last March. **ACTION ITEM:** *Bring this item forward for the October 2007 meeting.*

2) Discussed the possibility of merging the elementary and secondary school council meetings as many topics discussed always encompass the elementary panel.

3) 4th Goal of Barbara Gaspard - Host the 71st Annual General Meeting of the OAPCE 2010 in Windsor. Explore the possibility of a partnership with CASINO Windsor for the use of their facility. **ACTION ITEM:** *October agenda discuss the 2010 OAPCE Annual Conference.*

6. Business Arising from the Minutes

Action Items from May 10th meeting

#1 Randal Sasso

A MOTION was made at the last meeting:

That the High School Council sponsor money from the Parent Involvement Fund in the amount of \$500 to be allocated to St. Michael's Alternate High School graduating students in an effort to encourage parents to support their graduation and to promote further education of these students.

ACTION ITEM: Supervisor, Randal Sasso was to approach Ivano Fregonese in accounting, to see if the \$500 was deposited to the St. Michael's account as per motion made at the April 12th meeting. *Supervisor Randal Sasso reported that the monies were indeed deposited. The school did call to inquire to whom they are to send the thank you letter.*

Joe Bachmeier and Randy Sasso highlighted the various reasons students attend St. Michael's in order to accommodate their unique curriculum needs and the positive outcomes. They noted that each of the three campuses had a very successful graduation experience.

7. Supervisor's Report – Randal Sasso

- 1) *He spoke of the Elearning Strategies taking place in our board.*
 - He noted that eLearning are on-line courses offered to students that are accessible "any time and any place". It enables self-directed learners to engage in exciting and authentic learning fostering formal learning through electronic tools.
 - He acknowledged the wonderful work done on the board website by Rose Mousaly, Lorenzo Pinazza, Diane Bedard, Paul DiMarco and Sam Papaefthimiou.
- 2) **Hoping to see soon, a template for an active web site specific to parent and school councils, in order for parents to be able to access information.** He will speak to Rose Mousaly with respect to having the High School Council Reports posted on the website as well.
- 3) *He gave an update on the policy on Community Use of Schools*
- 4) *He spoke of a book purchased for parent councils called – 176 Ways to Involve Parents.*
- 5) *Website – ABC-123* –It's a Ministry website offering an effective forum for parents and the ministry to engage the parents to improve student achievement www.abc.123.org
- 6) *ICE Questionnaire – Sr. Joan Cronin, speaker from the conference.* He mentioned the threat to Catholic education and the powerful message that Sr. Cronin gave.
- 7) *"M" Squared Pilot Project* at Queen of Peace (Mediation and Mentoring). Grade 11 students working with Grade 7 students on dispute and conflict resolution. He noted the marvellous program at both Queen of Peace and Cardinal Carter.
- 8) **Marc Keilburger** – He indicated as part of the board's Catholic Character Development and Grade 11 retreat next year, they are looking to have him speak at these forums.
- 9) *John Vanier Youth Forum in October at the "When Faith Meets Pedagogy Symposium".* – A unique high school training session with one representative from each high school to go to Richmond on September 28th. Then these nine representatives will go to the larger forum on October 28th. He noted Jean Vanier is an incredible speaker.
Discussion ensued as to the possibility of having a John Vanier as a guest speaker in our school community. The following motion was made:

Moved by: Larry Verbeke

Seconded by: Marg Verbeke

That the High School Council along with the Elementary School Council support the initiative of engaging our parents by hosting John Vanier as a guest speaker for our school communities, similar to that which took place for Barbara Colorasso.

All in favour. CARRIED.

8. Student Senate Report – Luke Willson

Absent, report tabled till next meeting.

Two student trustee representatives were named at the last board meeting, April 24, 2007 – *Nerissa Bradley* from Holy Names Catholic High School and *Chynna Resendes* from St. Thomas of Villanova Catholic Secondary School.

9. SEAC Report – Claudio DelDuca

Absent, report tabled to a meeting later on in the school year.

*High School Council
Minutes- June 7, 2007*

10. Chairperson's Report/Comments

a) Joe Bachmeier noted that Pat Machina was unable to be present this evening due to another commitment, but wanted to acknowledge her and thank her for her contributions to the St. Anne's High School Council. He appreciates her involvement and support over the years and will truly miss her at St. Anne's HS.

b) He highlighted the work the Policy Committee is doing with respect to the school closure policy and noted the work of the Board Policy Coordinator, Colleen Norris.

11. OAPCE Report

No representative and date has come and gone no reps from this area.

12. New Business/Other

Shannon Porcellini, Trustee

- She gave an update on the Community Use of Schools policy and noted that the revised policy would be brought forth at the next board meeting.
- Child Care committee met for the last time this year and this policy is also coming up at the next board meeting for approval. She indicated that it is very generic and does not deal with the issue of profit or non-profit, but rather it deals with the fact that we as a board value the ability to offer child care in our schools where space permits and procedures will show quality.
- With respect to parent engagement, she is of the firm belief that if parents are engaged from the get goes – JK/SK, they will be involved for their rest of their child's educational years.
- She highlighted the St. Michael's graduation and noted how outstanding it was, and very inspiring. She also said that the valedictorian was charming and artistic.

Daniella Pastorius – Parent Council Chairperson, Holy Names High School

- She noted the great walkathon Holy Names had through the neighbourhood. They raised approximately \$30,000. Monies were then donated to We Care for Kids, St. Vincent de Paul and to St. John. Every student walked and participated and fun things. They also fed 1400 kids in a matter of 30minutes along with parents.

Janice Bennett, Parent Council Chairperson, Catholic Central High School

- She highlighted the Bursary gala sold out event and noted that approximately \$20,000 was raised for bursaries.
- Yard sale went very well.
- Auditions for the Fall play – "Little Shops of Horror" are taking place.
- The prom is this Saturday, June 9th.
- An evening of excellence honouring their outstanding students is taking place next week.

Larry Verbeke, School Council Parent from Cardinal Carter

- He noted the very successful fashion show.
- He stated that a mystery dinner will be coming soon.
- Proceeds from their various fundraising and lottery initiatives will be shared within the various departments of the school for their needs.

Leo Clark – Principal, Cardinal Carter Secondary School

- He thanked everyone for coming to the meeting and would be happy to address any questions or concerns.
- He noted the hard work and endurance the students displayed at the Day of Champions.

*High School Council
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- The students have been busy this year with their track meet, drama and field trips.

Judy Butera – Campus Minister, Cardinal Carter Secondary School

- She noted that today, June 7th was the “Day of Champions” and what a beautiful and inspiring experience it was.
- The Special Needs students participated and it did not matter who wins, rather, it was the effort they put into it. It brought many to tears watching them compete, their energy level and awesome spirit. They were so pleased to receive their awards. She also stated that their superintendent started the day off by playing the bugle. It was also wonderful to see the energy level of the Educational Assistants and the wonderful way they work with all of the students.

Joe Bachmeier – Parent Council Co-chairperson, St. Anne’s High School and Chair of HS Council

- He thanked everyone for his or her on-going support and involvement in the Council and once again acknowledged Pat Machina.
- He remarked on the great turnout of alumni for the St. Anne’s Reunion day. Everyone enjoyed walking through the school, viewing the memorabilia, looking at old photos, etc. All in all, it was a great memorable event.

14. Next Meeting

October 11th, 2007 at St. Joseph’s High School.

15. Closing Prayer and Adjournment

Meeting adjourned at -- 9:23 p.m.

Moved by: Daniela Pastorius

Seconded by: Barbara Gaspard

All in favour. CARRIED



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

Meeting Date:
October 23, 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: **SPECIAL EDUCATION ADVISORY COMMITTEE (SEAC)
MEETING OF JUNE 7, 2007**

RECOMMENDATION:

That the Board receive the Minutes of the June 7, 2007 Special Education Advisory Committee meeting as information.

SYNOPSIS: The Special Education Advisory Committee (SEAC) is an advisory committee mandated through the Education Act as a standing committee of each school board. All minutes of the Special Education Advisory Committee are to be received by the Board.

BACKGROUND COMMENTS: The Special Education Advisory Committee reports to the school board and makes recommendations to the board regarding special education programs and services. Regulation 464/97 sets out requirements for school boards with respect to Special Education Advisory Committees and outlines their role, membership, and scope of activities. The regulation requires SEACs to meet at least ten times in each school year.

FINANCIAL IMPACT: n/a

TIMELINES: The next SEAC meeting took place on Thursday, October 4, 2007 and the Minutes will be forwarded following Committee approval.

APPENDICES:

- Special Education Advisory Committee Minutes of June 7, 2007

REPORT REVIEWED BY:

<input type="checkbox"/> EXECUTIVE COUNCIL	Review Date: --
<input checked="" type="checkbox"/> SUPERINTENDENT	Approval Date: October 16, 2007
<input checked="" type="checkbox"/> DIRECTOR OF EDUCATION:	Approval Date: October 17, 2007



Windsor-Essex Catholic District School Board

1325 California Ave., Windsor, ON N9B 3Y6

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SPECIAL EDUCATION ADVISORY COMMITTEE MEETING

Thursday, June 7, 2007 – 6:00 P.M.

Windsor Essex Catholic Education Centre

1325 California Avenue, Windsor

MINUTES

Present:	Bev Clarke	Learning Disabilities Association (Chair)
	Lisa Soulliere	Trustee member (Vice-Chair)
	Mary DiMenna	Trustee member
	Tom Aymar	Maryvale Adolescent & Family Services
	Michelle Mastellotto	Down Syndrome Parents (alternate)
	Cas Graham-Stuart	Autism Ontario Windsor-Essex
	Rita Raniwsky	Principals' Association
	Cathy Geml	Superintendent of Education

1. Call to order – Bev Clarke, Chair
2. Opening Prayer - SEAC prayer together
3. Welcome/Introductions
Cas Graham-Stuart was welcomed as the new member representing Autism Ontario Windsor-Essex.
4. Recording of Attendance
Regrets were received from Paula Nantais-Murphy and Dave Beresford.
5. Approval of Agenda
Motion by Lisa Soulliere and Michelle Mastellotto that the Agenda be approved as printed and circulated. Carried.
Michelle Mastellotto will have questions concerning the following under New Business:
Meeting Schedule
Uniforms
Representation for physical challenges
Status of psychologists
6. Agenda Questions from Observers - none.

7. Disclosure of Pecuniary Interest - none.
8. Approval of Minutes – April 26, 2007
Bev Clarke requested the following change to the April 26th Minutes under Association Reports:
"Learning Disabilities Ontario conducted research based on census data."
Motion by Mary DiMenna and Lisa Soulliere that the Minutes of the April 26, 2007 meeting be approved as amended. Carried.
9. Business Arising - none
10. Information Items
SEAC Chairs received a letter from the Ministry concerning initiatives to expand supports for students with Autism Spectrum Disorders. The Policy and Program Memorandum (PPM) on Applied Behavioural Analysis (ABA) directs school boards to consult with SEACs regarding the implementation and monitoring of the PPM. Superintendent Geml will report on the Board's plan at the next SEAC meeting.
11. Report from Chair - nothing to report
12. Report from Trustees
Trustee DiMenna reported the following from the May 22, 2007 Board meeting:
 - Delegations were received from Autism Services Windsor Essex, Core City Hoops, and Riverside Sports.
 - The appointment and transfer of Principals, Vice-Principals, Department Heads and other staff members was announced.
 - Elaine Carr presented a model of the Basilian Fathers commemorative sculpture she has been commissioned to create.
 - The Board deferred the policy for community use of schools.
 - The trustees approved the appointment of Cas Graham-Stuart to SEAC representing Autism Ontario, and Bill Spadafora as the alternate member.
13. Report from Superintendent
 - On June 6th Superintendent Geml and the Coordinators attended a training session for implementation of the Policy and Program Memorandum (PPM) on Applied Behaviour Analysis (ABA) regarding students with Autism Spectrum Disorders. The plan is simple but there is difficulty explaining to parents the difference between intensive behaviour intervention and ABA. One of the main criteria with ABA is that it has to be data driven with a detailed plan that includes school, home and the community. Staff will put together a comprehensive rollout plan, hopefully for presentation in the fall to Principals, Trustees and SEAC. As the Ministry requires regular reporting to SEAC, information will be sent by email in preparation for the fall presentation.

- CODE will fund one position only for the third and final year of the grant. In the 2006-07 school year four staff members were involved in the project.
- There is still no funding model for Special Education, but the Minister has indicated she wants a new model outlined in 2007 for implementation in 2008. The new funding model will determine how much money each board will receive. Funding is presently based on Net New Needs, with a 4% funding increase over the previous year.
- The Board continues to experience an influx of children with needs, some being very complex.
- The Ministry wants every child in the classroom, with some students removed for group sessions, but not for the majority of the day.
- Staff will be working on the ABA over the summer and will send information to SEAC members.

14. New Business

- Special Education Plan Amendments 2007 (separate enclosure)
- Superintendent Geml explained the Ministry of Education's requirements for the Special Education Plan and Amendments. After this year the Plan will be combined with the Board Improvement Plan. The Board will receive further direction from the Ministry in the fall.

Several questions were responded to.

The Board's Strategic Plan is included in the Special Education Plan because it applies to all students, including those with special needs.

The Coordinators identify students for placement in Provincial and Demonstration schools and make recommendations, but it is difficult to get into these programs, and many parents are not willing to send their child. The various programs are:

- Robarts School for the Deaf - deaf/hard of hearing
- CPRI – London (Child Parent Research Institute) – students with dual diagnosis – mental and developmental
- Amethyst Demonstration School – severe learning disabilities
- W. Ross Macdonald – blind
- Ernest C. Drury – blind and deaf

The Special Equipment amount reduces over the years because the equipment belongs to the Board, so when the child leaves the Board the equipment stays.

The Plan Amendments are inserted into the Special Education Plan.

The Behaviour Management Systems program is proactive and teachers are not to make decisions about mental health issues/behaviour. Through data collection the determination is made by experts. It is in compliance with the revisions of the

Safe Schools Act, which will take effect in February 2008.

Regarding the Safe Schools alternative program, all Principals have had training, are professionals, and work with families to best serve them. There is some change in the legislation to keep children in school under certain conditions, but this applies to all students, not specifically to students with special needs.

Attempts have been made to recruit an association member to the Accessibility Committee, but no one has volunteered.

Concerning the LSST Model, the classroom is the first placement but when students need to be taken out for periods of time, teachers are responsible for the students.

The "gifted" program is now called "enriched", and involves students who have other interests outside of classroom. For example, students and parents have been meeting at Holy Cross on a filmmaking project. One student who participated in the program wants to come back next year as a helper. These students may come to SEAC in the fall to show movie clips. Students are also participating in the Math Olympiad, and we are looking at expanding an additional activity.

Secondary teachers are offered the same workshops as elementary teachers regarding learning disabilities, and they seek out information they need. The new IEP can now be sent to teachers electronically and there is a one-page summary for secondary teachers. SpedAssist will also help.

Physical/coordination issues concerning uniforms are addressed with the individual student's parents.

Anna Marie Drkulec joined the meeting at 7:05 p.m.

- 2007/2008 Budget Consultation

Any ratepayer, including SEAC and School Councils, can provide input or make a presentation regarding budget. SEAC has made presentations to the Board in the past. Superintendent of Business, Mario Iatonna, will be asked to send the Special Education portion of the budget to SEAC members when it's finalized.

Brief discussion was held on future SEAC meeting dates to avoid conflicts with parent interview dates. The first meeting will be September 20, 2007 at 6:00 p.m.

15. Association Reports

Brief discussion was held on access to information for new SEAC members. The September meeting will include a summary of the previous year's activities. LDAO has on-line information for SEAC members, and the Board's web site includes the Ministry's eLearning program for SEAC members, along with the previous year's SEAC Minutes and Agendas, which are part of the Board's Special

Education Plan.

Michelle Mastellotto reported that the Down Syndrome parent association is involved in group activities with children. There are three groups representing different age categories and the children are enjoying the sports and activities. The association has also submitted requests for funding to provide books and training for teachers and parents.

Bev Clarke noted that the LDAO's SEAC Circular includes information for SEAC members and is sent to our members by email. LDAO is requesting a Board policy on taking equipment home. Superintendent Geml noted that there is a form to be signed when equipment is removed, but accountability is still difficult. Some equipment is not returned, and there is no replacement money for lost, stolen or damaged equipment. The Board is now putting the Deep Freeze program on every machine.

Copies of the Sudbury Catholic School Board's SEAC newsletter were distributed.

One member has received called from secondary parents who indicate they are having difficulty accessing accommodation in the classroom. Superintendent Geml noted that Special Education staff are assisting teachers, who are expected to follow their recommendations with the Principal's support. The member was asked to speak with Superintendent Geml about specific concerns.

Motion by Michelle Mastellotto and Anne Marie Drkulec that the 2007 Amendments to the Board's Special Education Plan be approved and forwarded to the Board for its approval. Carried.

16. Closing Prayer - Hail Mary - together

17. Adjournment

The meeting adjourned at 8:40 p.m. at the call of the Chair.

NEXT MEETING
CATHOLIC EDUCATION CENTRE

THURSDAY, SEPTEMBER 20, 2007
6:00 P.M.

Patricia Hickmott
Recorder.

/psh/M06seac/06 29 2007