



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

**REGULAR BOARD MEETING**  
**Tuesday, May 11, 2010 at 7:00 p.m.**  
**Windsor Essex Catholic Education Centre**  
**John Paul II Boardroom**

**A G E N D A**

- |  | Page # |
|--|--------|
| I In-Camera Meeting – 6:00 p.m.  |        |
| II Regular Meeting of the Board - 7:00 p.m.  |        |
| 1. Call To Order   |        |
| 2. Opening Prayer  |        |
| 3. Recording of Attendance   |        |
| 4. Approval of Agenda  |        |
| 5. Questions Pertaining to Agenda  |        |
| 6. Disclosure of Interest - <u>Pursuant to the Municipal Conflict of Interest Act.</u>   |        |
| 7. Presentations:  |        |
| a. Presentation: St. Joseph Catholic Elementary School Choir (P. Picard)   | --     |
| b. Principal's Report on Student Achievement - St. Anne Catholic Secondary School (C. Geml/J. Minello)   | --     |
| 8. Delegations:  |        |
| a. Delegation Regarding Items <u>Not</u> on the Agenda   |        |
| <i>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.</i> |        |
| b. Delegations Regarding Items <u>On</u> the Agenda  |        |
| <i>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 not longer than ten (10) minutes.</i>  |        |

9. Action Items:
  - a. Approval of Minutes
    - i) Minutes of In-Camera Meeting, April 27, 2010 --
    - ii) Minutes of Regular Board Meeting, April 27, 2010 1-8
  - b. Items from the In-Camera Meeting of May 11, 2010 --
  
10. Communications:
  - a. External (Associations, OCSTA, Ministry): None
  - b. Internal (Reports from Administration):
    - i) Report: Administrative Staff Report (P. Picard) 9-10
  
11. Unfinished Business: None.
  
12. New Business:
  - a. Field Trips:
    - i) Report: F. J. Brennan Secondary School - Field Trip to Canada's Wonderland, May 28, 2010 (C. Geml) 11-12
    - ii) Report: St. Gregory Catholic Elementary School - Field Trip to Niagara Falls, May 26, 2010 (C. Geml) 13-15
    - iii) Report: St. John the Baptist, St. Bernard (W), St. Jules and L.A. Desmarais - Field Trip to Canada's Wonderland Music Festivals, Toronto (C. Geml) 16-21
  - b. Report: Board Policy Review (*approval in principal*) Draft Policy B:08 Facility Partnerships Policy (M. Iatonna) 22-27
  - c. Report: The Appointment of Mary-Anne Mouawad from the Learning Disabilities Association of Windsor-Essex County to the Special Education Advisory Committee (SEAC) (C. Geml) 28-35
  
13. Committee Reports: None
  
14. Notice of Motion
  
15. Remarks and Announcements:
  - a. Chairperson
  - b. Director of Education
  - c. Board Chaplain
  
16. Remarks/Questions by Trustees
  
17. Pending Items
  - a. Draft Board Policy H:07 Selection Process - Principals and Vice Principals (*deferred March 10, 2009*) --
  - b. Deferred Report: Play Surface Material Standard – Rubber (*deferred from April 28, 2009*) --
  
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 with the In-Camera Session beginning at 6:00 p.m. and the Public Session beginning at 7:00 p.m.*

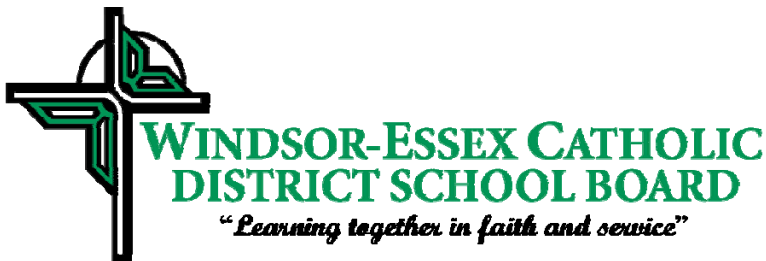
- Tuesday, May 25, 2010
- Tuesday, June 8, 2010
- **Monday**, June 21, 2010

20. Closing Prayer

21. Adjournment

*Fred Alexander*  
*Board Chairperson*

*Joseph Berthiaume*  
*Director of Education & Secretary-Treasurer*



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

**REGULAR BOARD MEETING**  
**Tuesday, April 27, 2010 at 7:00 p.m.**  
**Windsor Essex Catholic Education Centre**  
**John Paul II Boardroom**

**MINUTES**

**PRESENT**

**Trustees:** F. Alexander, Chair P. Keane  
 J. Courtney J. Macri  
 M. DiMenna, Vice-Chair S. Porcellini  
 B. Holland L. Soulliere

N. Timperio, Student Trustee  
 J. Wolinski, Student Trustee  
 Rev. L. Brunet, Board Chaplain

**Regrets:** Trustee Janisse

**Administration:** J. Berthiaume (Resource) J. Bumbacco  
 C. Geml E. Byrne  
 M. Iatonna P. Littlejohns  
 P. Picard P. Murray  
 L. Staudt S. O'Hagan-Wong  
 J. Braido J. Shea

**Recorder:** B. Marshall

1. Call To Order - Chair Alexander called the meeting to order at 7:16 p.m.
2. Opening Prayer - Fr. Brunet opened the meeting with a prayer.
3. Recording of Attendance - Trustee Janisse sent his regrets.
4. Approval of Agenda
  - Addition to the agenda: Item 12c Walk-On report 2009-2010 Status Report - School Renewal, Good Places to Learn (Stages 3 & 4) and Energy Efficiency Programs. Handout at trustee places and was previously provided to trustees electronically.

**Moved by Trustee Macri and seconded by Trustee DiMenna that the April 27, 2010 Regular Board meeting agenda be approved as amended. Carried**

5. Questions Pertaining to Agenda: None
6. Disclosure of Interest - Pursuant to the Municipal Conflict of Interest Act. None
7. Presentations:
  - a. Principal's Report on Student Achievement - St. Alexander Catholic Elementary School  
Principal Bill Vaillancourt was present to provide an overview of the strategies and initiatives in place at St. Alexander Catholic Elementary School to support faith development and student achievement.
  - b. Presentation: Newcomer Reception Centre Update: The Windsor-Essex Catholic District School Board in partnership with the New Canadians Centre of Excellence Inc. (NCCE Inc.) offer a variety of settlement services for new to Canada students and their families. English as a Second Language (ESL) teachers, English Literacy Development (ELD) teachers, and Settlement Workers in Schools (SWIS) are available to assist with language and cultural interpretation both at the school and within the community. Iole Iadipaolo, Yasmine El Abdallah, and Dolores Maillet informed trustees on the progress of the Newcomer Reception Centre. Since opening their doors in October 2008, the number of students and families serviced has more than tripled.
8. Delegations:
  - a. Delegation Regarding Items Not on the Agenda: None
  - b. Delegations Regarding Items On the Agenda: None
9. Action Items:
  - a. Approval of Minutes
    - i) Minutes of In-Camera Meeting, April 13, 2010  
  
**Moved by Trustee Holland and seconded by Trustee Soulliere that the minutes of the Committee of the Whole Board In-Camera meeting of April 13, 2010 be adopted as distributed. Carried**
    - ii) Minutes of Regular Board Meeting, April 13, 2010  
  
**Moved by Trustee Keane and seconded by Trustee Courtney that the minutes of the Regular Board meeting of April 13, 2010 be adopted as distributed. Carried**
  - b. Items from the In-Camera Meeting of April 27, 2010  
  
Vice Chair DiMenna reported that the Windsor-Essex Catholic District School Board convened a closed Committee of the Whole Board meeting on April 27, 2010 pursuant to the Education Act - Section 207, to consider specific personnel, and other matters permitted or required to be kept private and confidential under the Freedom of Information and Protection of Privacy Act. Trustees Courtney and Macri declared a conflict of interest during the In-Camera Session and excused themselves from the relevant discussion item.

**Moved by Trustee DiMenna and seconded by Trustee Porcellini that the recommendations and directions of the Committee of the Whole Board at its in-camera meeting of April 27, 2010 be approved. Carried**

Vice Chair DiMenna made the following announcements:  
from the April 27, 2010 Committee of the Whole Board in-camera meeting

- receipt of the Administrative Staff Report on hiring, leave of absence, return from leave of absence, retirement and resignation of staff, dated April 27, 2010
- Elementary and Secondary Principal and Vice Principal placements effective September 1, 2010:
  - **Cathy Nelson**, Principal at St. John School to Principal at Christ the King School effective January 1, 2011. (Carol Seguin will remain at Christ the King until December 31, 2010).
  - **Carol Wilk**, Principal at Sacred Heart School to Principal at Immaculate Conception School
  - **Anna Marie Melito**, Principal at St. Bernard School (City) to Principal at H. J. Lassaline School
  - **Steve Bellaire**, Principal at H. J. Lassaline School to Principal at Queen of Peace School
  - **Zina Vivier**, Principal at Immaculate Conception School to Principal at Sacred Heart School
  - **Brian Rivait**, Principal at St. William School to Principal at St. Bernard School (City)
  - **Nancy Sarkis**, Principal at Queen of Peace School to Principal at St. John de Brebeuf School
  - **Sean Schulert**, Principal at St. John de Brebeuf School to Principal at St. William School
  - **Ian Drago**, Vice Principal at St. Christopher School to Vice Principal at Holy Name Elementary School
  - **Fred Macapagal**, Vice Principal at Our Lady of Perpetual Help School to Vice Principal at H. J. Lassaline School
  - **Jeff Chambers**, Vice Principal at Our Lady of Mount Carmel School to Vice Principal at Our Lady of Perpetual Help School
  - **Brenda Stanley-Dauphin**, Vice Principal at St. Gabriel School to Vice Principal at Sacred Heart School
  - **Donna Savage**, Vice Principal at Holy Cross School to Vice Principal at St. Anthony School
  - **Dean Favero**, Vice Principal at Sacred Heart School to Vice Principal at St. John the Baptist School
  - **Tony Gebrail**, Vice Principal at Queen of Peace School to Vice Principal at St. Louis School
  - **Jeff Fairlie**, Teacher at Immaculate Conception School to Vice Principal at Christ the King School
  - **Jackie O'Bright**, Teacher at Catholic Education Centre to Vice Principal at Holy Cross School
  - **Anna T. Mancini**, Teacher at Holy Cross Elementary School to Vice Principal at Queen of Peace School
  - **Mike Pio**, Teacher at St. James School to Vice Principal at Holy Cross School

- **Kevin Roberts**, Teacher at Assumption Secondary School to Vice Principal at Our Lady of Mount Carmel School
- **Tina Tuer**, Teacher at St. Angela School to Vice Principal at St. Angela School
- **Bob Flanagan**, Teacher at Queen of Peace School to Vice Principal at St. Bernard School (County)
- **Maggie Kobrosli**, Teacher at St. John the Baptist School to Vice Principal at St. Christopher School
- **Dave Bishop**, Teacher at St. Anthony School to Vice Principal St. Gregory School
- **Tania Sorge**, Teacher at St. James School to Vice Principal at St. John de Brebeuf School

A summary of secondary principal and vice principal placements, effective September 1, 2010, is as follows:

- **Michael Seguin**, Principal at St. Joseph Secondary School to Principal at Catholic Central Secondary School
- **Patricia Hedderson**, Vice Principal at Assumption Secondary School to Principal at St. Joseph Secondary School
- **Patti Moulard**, Vice Principal at St. Joseph Secondary to Vice Principal at Catholic Central Secondary School
- **Dave Labute**, Vice Principal at F. J. Brennan Secondary School to Vice Principal at Catholic Central Secondary School
- **Pat Hickson**, Vice Principal at Catholic Central Secondary School to Vice Principal at St. Anne Secondary School
- **Brendan Roberts**, Vice Principal at St. Anne Secondary School to Vice Principal at St. Joseph Secondary School
- **Filomena Greco**, Vice Principal at St. John the Baptist Elementary School to Vice Principal at F. J. Brennan Secondary School
- **Fr. Peter Hrytsyk**, Principal at St. Francis Elementary School to Vice Principal at St. Anne Secondary School
- **Genevieve Cano**, Teacher at Assumption Secondary School to Vice Principal at Assumption Secondary School
- **Jim Kittl**, Teacher at Assumption Secondary School to Vice Principal at Assumption Secondary School
- **Danielle Koloff**, Teacher at the Catholic Education Centre to Vice Principal Holy Names Secondary School
- **JoAnne Chiandussi**, Teacher at Holy Names Secondary School to Vice Principal at Holy Names Secondary School
- **Amy Facchineri**, Teacher at F. J. Brennan Secondary School to Vice Principal at F. J. Brennan Secondary School
- **Laura Beltran**, Teacher at St. Joseph Secondary School to Vice Principal at Cardinal Carter Secondary School
- **Cynthia Facchinato**, Teacher at the Catholic Education Centre to Vice Principal at St. Joseph Secondary School
- **Darlene Cossarini-Mascaro**, Teacher at F. J. Brennan Secondary School to Vice Principal at St. Thomas of Villanova Secondary School
- **Doug Sadler**, Consultant at the Catholic Education Centre to Vice Principal at St. Michael Alternative Secondary School
- The retirement of Joseph Berthiaume, Director of Education effective December 31, 2010

10. Communications:
- a. External (Associations, OCSTA, Ministry): None
  - b. Internal (Reports from Administration):
    - i) Report: Administrative Staff Report

**Moved by Trustee Macri and seconded by Trustee DiMenna that the Board receive the Administrative Staff Report on hiring, retirement and resignation of staff dated April 27, 2010. as information. Carried**

- ii) Report: Legal Services - February 2010

**Moved by Trustee Soulliere and seconded by Trustee Holland that the Board receive the report Legal Services – February 2010 as information. Carried**

- iii) Verbal Report: St. Francis/St. James Integration Committee Update

Superintendent Staudt updated trustees on the St. Francis/St. James Integration Committee led by Assistant Superintendent Jamie Bumbacco, Principals Dan Laporte and Fr. Peter Hrytsky. Students and staff from both schools will be attending a mass at Assumption Church on May 4<sup>th</sup> at 9:00 a.m. and an Open House is scheduled June 16<sup>th</sup> at St. Francis to celebrate 109 years of providing education to the community.

11. Unfinished Business: None.

12. New Business:

- a. Field Trips:
  - i) Report: St. Mary Catholic Elementary School Field Trip - Canada Wonderland, Toronto, June 17, 2010

**Moved by Trustee Porcellini and seconded by Trustee Holland that the Board approve the St. Mary's Catholic Elementary School field trip to Canada's Wonderland, Toronto, June 17, 2010. Carried**

- ii) Report: St. Thomas of Villanova Catholic Secondary School Field Trip – Canada's Wonderland, Toronto, May 27, 2010

**Moved by Trustee Porcellini and seconded by Trustee Holland that the Board approve the St. Thomas of Villanova Catholic Secondary School Field Trip to Canada's Wonderland, Toronto, May 27, 2010. Carried**

- iii) Report: F. J. Brennan Catholic Secondary School Field Trip - Cedar Point, Sandusky, Ohio, June 28, 2010

**Moved by Trustee Porcellini and seconded by Trustee Holland that the Board approve the F. J. Brennan Catholic Secondary School Field Trip to Cedar Point, Sandusky, Ohio, June 28, 2010. Carried**



- iv) Report: Assumption Secondary, Notre Dame, Christ the King, St. William, St. Pius X, St. Francis, St. James, Holy Cross, Sacred Heart, Our Lady of Lourdes, St. John, W. J. Langlois, Our Lady of Mount Carmel, and St. Gabriel Elementary Schools Field Trip - Canada's Wonderland Music Festivals, Toronto

**Moved by Trustee Porcellini and seconded by Trustee Holland that the Board approve the Assumption Secondary, Notre Dame, Christ the King, St. William, St. Pius X, St. Francis, St. James, Holy Cross, Sacred Heart, Our Lady of Lourdes, St. John, W. J. Langlois, Our Lady of Mount Carmel, and St. Gabriel Elementary Schools Field Trip to Canada's Wonderland Music Festivals in Toronto. Carried**

- b. Report: Tender Approval - St. Michael's Alternative High School - Asphalt Pavement Repairs

**Moved by Trustee Holland and seconded by Trustee DiMenna that the Board approve the award of tender and the issuance of a purchase order contract for the Asphalt Pavement Repairs at St. Michael's Alternative High School (Victoria) to Coco Paving Inc. at the submitted bid amount of \$89,223.75, incl. GST to be charged to 2009/10 School Renewal Program Account No. 106-42-430034-4-000-808. Carried**

- c. WALK-ON Report: 2009-2010 Status Report - School Renewal, Good Places to Learn (Stages 3 & 4) and Energy Efficiency Programs

Trustee Soulliere raised concerns regarding the \$1.5 million budget for the St. James addition/portables and the number of school renewal needs deferred to accommodate the St. James project. Trustee Soulliere requested administration limit the number of handouts.

**Moved by Trustee Porcellini and seconded by Trustee Macri that the Board approve the revised budgets as detailed in the report on the 2009-2010 status of the School Renewal, Good Places to Learn (Stages 3 & 4) and Energy Efficiency Programs. Carried**

13. Committee Reports:

- i) Report: High School Council Meeting of February 11, 2010

**Moved by Trustee Porcellini and seconded by Trustee DiMenna that the Board receive the report for the February 11, 2010 High School Council meeting as information. Carried**

- ii) Report: Special Education Advisory Committee (SEAC) Meeting of February 18, 2010

**Moved by Trustee DiMenna and seconded by Trustee Soulliere that the Board receive the Minutes of the February 18, 2010 Special Education Advisory Committee meeting as information. Carried**

14. Notice of Motion - None

15. Remarks and Announcements:

- a. Chairperson Alexander congratulated Joseph Berthiaume, Director of Education on his retirement and commented on what a pleasure and privilege it is to work with him. He is a man who embodied our Catholic beliefs and will be deeply missed.

- b. Director of Education Berthiaume thanked Chair Alexander and trustees for their kind words. Director provided comment on recent activities supporting the Board's strategic priorities namely;
- Faith Development:* Catholic Education Week: May 2 to May 7, 2010 "Rejoicing in Hope." Information regarding masses and activities at individual schools can be found on the board website beginning Wednesday, April 28.
- Student Achievement:* Secondary School Teachers Professional Development Day April 23 "Learning for All"; Custodial Professional Development Day April 23 "Getting to know your Union."
- Community Engagement and Partnerships:* Twenty-five professors from the University of Windsor met with Superintendent Staudt for joint research possibilities; Brought greetings, along with Vice Chair Mary DiMenna to the Canadian Principals Council of Ontario conference this past weekend; Minister Dombrowsky's visit to Windsor on April 22<sup>nd</sup> included a visit to Assumption College and the Canadian Catholic Principals Association(CPCP) AGM conference hosted by Windsor Essex Principal and Vice Principal Association; Attended the English Catholic Council of Directors of Education meeting and the Ontario Catholic Supervisory Officers Association conference.
- Celebrating Achievements:* Holy Names Secondary student, Tarini Chandak qualified for the prestigious Developing Excellence Celebrating Achievement (DECA) International Accounting competition held in Louisville, Kentucky.

At the Director's request, Superintendent Picard commented on Bishop Fabbro's first visit to Muskoka Woods, a four-day outdoor experience for elementary students and how remarkable Bishop Fabbro and the students were.

- c. Board Chaplain thanked Superintendent Picard for the Muskoka update and congratulated the Director on his retirement.

#### 16. Remarks/Questions by Trustees

Trustee Holland congratulated the Director and thanked Superintendent Picard for the Muskoka Woods update.

Trustee Soulliere wished the Director all the best in his retirement.

Trustee Keane welcomed Minister Dombrowsky's visit to Assumption College School on April 22, 2010 and thanked the Director for his years of service.

Trustee DiMenna attended the Catholic Principals Council of Ontario conference April 23 and thanked the committee on hosting this event. She also congratulated the Director on his announcement.

Trustee Porcellini thanked the Director on his commitment to the core schools and congratulated him on his retirement. She also thanked St. Angela's Principal Kevin Bellaire for attending the "Dad's Matter" conference and invited trustees to Catholic Central Secondary School Arts Display "MayWorks Windsor 2010" at the Artspeak Gallery May 2 -7, 2010.

Trustee Macri congratulated the Director on his retirement.

Trustee Courtney thanked the Director for leading by example and wished him well on his retirement.

Student Trustee Wolinski also attended the CPCO conference as a volunteer usher for the elementary school choirs. She invited trustees to Catholic Central Secondary School for *The Soloist Speaking*, and mentioned it was a pleasure working with Director.

Student Trustee Timperio invited trustees to the Holy Name Secondary School Used Book Fair, May 1st. All proceeds toward “Helping Students Helping Students.” She also thanked the Director.

17. Pending Items
  - a. Draft Board Policy H:07 Selection Process - Principals and Vice Principals (*deferred March 10, 2009*)
  - b. Deferred Report: Play Surface Material Standard – Rubber (*deferred from April 28, 2009*)
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 with the In-Camera Session beginning at 6:00 p.m. and the Public Session beginning at 7:00 p.m.*
  - Tuesday, May 11, 2010
  - Tuesday, May 25, 2010
  - Tuesday, June 8, 2010
  - **Monday**, June 21, 2010
20. Closing Prayer – Fr. Brunet closed the meeting with a prayer.
21. Adjournment- There being no further business, the Regular Board meeting of April 27, 2010 adjourned at 8:38 p.m.

*Not Approved*

***Fred Alexander***  
*Board Chairperson*

***Joseph Berthiaume***  
*Director of Education & Secretary-Treasurer*



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

**Meeting Date:**  
 May 11, 2010

## BOARD REPORT

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

**PRESENTED FOR:** Information  Approval

**PRESENTED BY:** Senior Administration

**SUBMITTED BY:** Joseph Berthiaume, Director of Education  
 P. Picard, Superintendent of Human Resources  
 J. Bumbacco, Assistant Superintendent, Human Resources  
 C. Norris, Manager of Human Resources & Policy Development

**SUBJECT:** ADMINISTRATIVE STAFF REPORT

**RECOMMENDATION:**

**That the Board receive the *Administrative Staff Report* on hiring, retirement and resignation of staff dated May 11, 2010 for information.**

**SYNOPSIS:**

**BACKGROUND COMMENTS:**

**FINANCIAL IMPACT:**

**TIMELINES:**

**APPENDICES:**

- Administrative Staff Report dated May 11, 2010

**REPORT REVIEWED BY:**

<input checked="" type="checkbox"/> EXECUTIVE COUNCIL	Review Date:	May 2010
<input checked="" type="checkbox"/> SUPERINTENDENT	Approval Date:	May 2010
<input checked="" type="checkbox"/> DIRECTOR OF EDUCATION:	Approval Date:	May 2010

May 11, 2010

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

Employee Name	Position	Date
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**HIRING:****RETIREMENT:**

Bruno, Anthony	Secondary Teacher	St. Michael Alternative	June 30, 2010
Crouse, Linda	Elementary Teacher	St. Francis	June 30, 2010
Higginbottom, Shelley	Elementary Teacher	Immaculate Conception	June 30, 2010
Innocente, Ronald	Secondary Vice Principal	Catholic Central	June 30, 2010
Nixon, Kathleen	Elementary Teacher	St. John de Brebeuf	June 30, 2010
Renaud, Cecile	Elementary Teacher	St. Joseph	June 30, 2010

**RESIGNATION:**



1325 California Avenue  
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CHAIRPERSON: Fred Alexander  
DIRECTOR OF EDUCATION: Joseph Berthiaume

**Meeting Date:**  
May 11, 2010

## 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:** **FIELD TRIP: F. J. BRENNAN HIGH SCHOOL  
- Canada's Wonderland, Toronto, ON**

### RECOMMENDATION:

**That the Board approve the F. J. Brennan High School Field trip to  
Canada's Wonderland scheduled for Friday, May 28, 2010**

**SYNOPSIS:** In accordance with Board Policy SC:04 Field Trips, this report seeks board approval for approximately 54 secondary students to attend a day-trip to Canada's Wonderland. Canada's Wonderland is open to graduates from 7:00 p.m. to 1:00 a.m.. The students will return at that time.

**BACKGROUND COMMENTS:** This trip will afford grade 12 graduates the opportunity to further their networking and community building skills and reinforce their Catholic identity as representatives of the Brennan Community.

**FINANCIAL IMPACT:** Cost per student is approximately \$75.

**TIMELINES:** Friday, May 28, 2010

### APPENDICES:

- Request for approval of Field Trip – Form A

### REPORT REVIEWED BY:

<input checked="" type="checkbox"/> EXECUTIVE COUNCIL	Review Date: May 3, 2010
<input checked="" type="checkbox"/> SUPERINTENDENT	Approval Date: May 3, 2010
<input checked="" type="checkbox"/> DIRECTOR OF EDUCATION:	Approval Date: May 3, 2010



### Windsor-Essex Catholic District School Board Field Trip Approval Form

April 27, 2010 2:49:30 PM

SC:04 Form A 2008 v.1

Subject: Field Trip/Excursion Approval Form

From: Celeste DiPonio

To: Beth Marshall  
JoAnne Shea

Denise Deziel  
Karen Varga

Teacher: Karen Varga

School: F. J. Brennan High School

Destination Name: Canada's Wonderland

Name of Carrier: Great Canadian

Mode of Transportation: Bus

Travel Company Involved: Great Canadian

Departure Date: May 28, 2010



Return Date: May 29, 2010



Time of Departure from School: 1:00 pm

Approximate Time of Return to School: 6:00 am

Number of Male Students: 27

Number of Female Students: 27

Total Cost Per Student: \$75.00

Personal Cost Per Student: \$75.00

Grade of Students: Grade 12 graduates

Number of Supervisors: Male: 1 Female: 1

Purpose of Trip/Excursion:

Relationship to Students' Program/Course: *Maximum 200 characters.*

This event will afford grade 12 graduates the opportunity to further their networking and community building skills and reinforce their Catholic identity as representatives of the Brennan community.

Pre-Trip/Excursion Preparation(s) by Students: *Maximum 200 characters.*

Students will participate in an information session geared towards conduct and behaviour; they will participate in fund-raising activities to facilitate the trip

Follow-up Activities Planned: *Maximum 200 characters.*

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

Date Submitted: Apr 22, 2010



Teacher: Karen Varga

Approval Date: Apr 22, 2010



Principal: Denise Deziel

Approval Date: Apr 27, 2010



Superintendent: JoAnne Shea

Approval Date:



Trustee (per SO):

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

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



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

**Meeting Date:**  
May 11, 2010

## 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  
Sharon O’Hagan-Wong, Assistant Superintendent of Education

**SUBJECT:** **ST. GREGORY CATHOLIC ELEMENTARY SCHOOL – FIELD TRIP TO NIAGARA FALLS**

**RECOMMENDATION:**

**That the Board approve the St. Gregory Catholic Elementary School field trip to Niagara Falls May 26, 2010.**

**SYNOPSIS:** In accordance with Board Policy SC:04 Field Trips, this report seeks board approval for approximately 47 students to attend a day-trip to Niagara Falls, Ontario. This trip is in relation to the student’s program/courses.

**BACKGROUND COMMENTS:** All procedures with regard to the policy have been followed. The activities include research of marine life systems, water systems and a variety of simple machines.

**FINANCIAL IMPACT:** N/A

**TIMELINES:** Wednesday, May 26, 2010.

**APPENDICES:**

- Request for Approval Field Trip – SC:04 Form A
- Itinerary

**REPORT REVIEWED BY:**

<input checked="" type="checkbox"/> EXECUTIVE COUNCIL	Review Date:	April 26, 2010
<input checked="" type="checkbox"/> SUPERINTENDENT	Approval Date:	April 26, 2010
<input checked="" type="checkbox"/> DIRECTOR OF EDUCATION:	Approval Date:	April 26, 2010



Last Modified by: **Terri Maitre**

Wednesday, April 21, 2010 11:55:49 AM

Title: **Field Trip/Excursion Approval Form : Windsor-Essex CDSB**

Page 1 of 1



### Windsor-Essex Catholic District School Board Field Trip Approval Form

Wednesday, April 21, 2010 10:34:37 AM

**SC:04 Form A** 2008 v.1

Subject: Field Trip/Excursion Approval Form

From: **Ardra Kepran**

To: **Sharon O'Hagan-Wong**  
 **Terri Maitre**

**Beth Renaud**

Teacher: Renaud/Kostanjevec

School: St. Gregory

Destination Name: Niagara Falls

Name of Carrier: Badder Bus

Mode of Transportation: Bus

Travel Company Involved: Shoreline Charter & Tours

Departure Date: Wed, May 26, 2010



Return Date: Wed, May 26, 2010



Time of Departure from School: 5:30am

Approximate Time of Return to School: 10:30 pm

Number of Male Students: 19

Number of Female Students: 28

Total Cost Per Student: 120.75

Personal Cost Per Student: 73.75

Grade of Students: 8

Number of Supervisors: Male: 2 Female: 2

Purpose of Trip/Excursion: End of year field trip

Relationship to Students' Program/Course: *Maximum 200 characters.*

To observe water systems, life systems and mechanical devices as per grade 8 science curriculum.

Pre-Trip/Excursion Preparation(s) by Students: *Maximum 200 characters.*

Research marine life systems, water systems and a variety of simple machines.

Follow-up Activities Planned: *Maximum 200 characters.*

Oral visual presentations to demonstrate and reflect on personal and group experiences.

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

Date Submitted: Thu, Apr 15, 2010



Teacher: Renaud/Kostanjevec

Approval Date:



Principal: Ardra Kepran

Approval Date:



Superintendent:

Approval Date:



Trustee (per SO):

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

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

## ST. GREGORY SCHOOL

## Grade 8 End-of-the-Year Field Trip

## Niagara Falls, May 26, 2010 Itinerary

The trip has been planned through Shoreline Travel, with transportation provided through Badder Bus Lines. Various components of the trip include curriculum connections to the grade 8 History, Science, and Geography curriculum and will be addressed as such before, during, and after the trip.

- 5:30 a.m. Depart St. Gregory School parking lot.
- 10:30 a.m. Arrive at Maid of the Mist; take boat tour.
- 11:30 a.m. Arrive at Clifton Hill for lunch
- 12:30 p.m. Depart for Marineland
- 5:00 p.m. Depart for Hard Rock Café Restaurant for dinner
- 6:30 p.m. Depart for St. Gregory School
- 10:30 p.m. Approximate time of arrival at St. Gregory School



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

**Meeting Date:**  
 May 11, 2010

## 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. JOHN THE BAPTIST, ST. BERNARD (W), ST. JULES, AND  
 L.A. DESMARAIS CATHOLIC ELEMENTARY SCHOOLS - FIELD  
 TRIP TO CANADA’S WONDERLAND MUSIC FESTIVALS**

**RECOMMENDATION:**

**That the Board approve the field trips to Canada’s Wonderland to  
 participate in the Canada’s Wonderland Music Festivals as follows:  
 May 31 – St. John the Baptist  
 June 14 – St. Bernard (W), St. Jules, L.A. Desmarais**

**SYNOPSIS:** In accordance with Board Policy SC:04 Field Trips, this report seeks Board approval for grades 7 and 8 music band students from 4 elementary schools to attend Canada’s Wonderland to be professionally adjudicated by a panel of professional musicians. Students will be performing songs at Canada’s Wonderland in front of a panel of professional musicians. Afterward, they will take in the park activities.

**BACKGROUND COMMENTS:** In May and June, school bands and choirs can showcase their talent in one of our three venues. This festival is open to all grade levels. A professional musician will be there to adjudicate the performance. This is an adjudication, not a competition. The adjudicator will make comments throughout the performances on an audio cassette tape for the groups to keep. Once the performances are over, the director can pick up their scores, taped comments to share with the bands/choirs and a performance appreciation plaque to display in the music rooms.

These field trip requests are in compliance with the Field Trip Policy (SC:04).

**FINANCIAL IMPACT:** Students’ costs is between \$80.00 and \$95.00

**TIMELINES:** May 31 and June 14, 2010

**APPENDICES:**

- Requests for Approval Field Trip – SC:04 Form A

**REPORT REVIEWED BY:**

- EXECUTIVE COUNCIL
- SUPERINTENDENT
- DIRECTOR OF EDUCATION:

Review Date: May 10, 2010

Approval Date: May 5, 2010

Approval Date: May 5, 2010

4/9/2010 2:Terri Maitre

Wednesday, May 05, 2010 1:56:51 PM

Title: Field Trip/Excursion Approval Form : Windsor-Essex CDSB

Page 1 of 1



### Windsor-Essex Catholic District School Board Field Trip Approval Form

Friday, April 30, 2010 3:07:39 PM

SC:04 Form A 2008 v.1

Subject: Field Trip/Excursion Approval Form

From: Sharon O'Hagan-Wong

To: Terri Maitre

Sharon O'Hagan-Wong  
 Joe Iacono  
 Mike McNamara

Teacher: Mike McNamara

School: SJB

Destination Name: Canada's Wonderland

Name of Carrier: Badder

Mode of Transportation: Coach

Travel Company Involved:

Departure Date: Mon, May 31, 2010



Return Date: Mon, May 31, 2010



Time of Departure from School: 6:30 am

Approximate Time of Return to School: 10:00 pm

Number of Male Students: 15

Number of Female Students: 25

Total Cost Per Student: \$85

Personal Cost Per Student: \$85

Grade of Students: 7 & 8

Number of Supervisors: Male: 2 Female: 2

Purpose of Trip/Excursion:

Relationship to Students' Program/Course: *Maximum 200 characters.*

Perform at the music festival

Pre-Trip/Excursion Preparation(s) by Students: *Maximum 200 characters.*

practice and concerts

Follow-up Activities Planned: *Maximum 200 characters.*

more practice

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

Date Submitted: Fri, Apr 30, 2010



Teacher: Mike McNamara

Approval Date: Fri, Apr 30, 2010



Principal: Joe Iacono

Approval Date:



Superintendent:

Approval Date:



Trustee (per SO):

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

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

5/5/2010 6:Terri Maitre

Wednesday, May 05, 2010 1:54:00 PM

Title: Field Trip/Excursion Approval Form : Windsor-Essex CDSB

Page 1 of 2



### Windsor-Essex Catholic District School Board Field Trip Approval Form

**SC:04 Form A** 2008 v.1

Send

▼ Subject: Field Trip/Excursion Approval Form  
To:

From: **Terri Maitre**  
Celeste DiPonio  
Nicole Girard

Teacher:	<input type="text" value="Cecilia Calongagong"/>	School:	<input type="text" value="St. Bernard Windsor"/>
Destination Name:	<input type="text" value="Canada's Wonderland"/>	Name of Carrier:	<input type="text"/>
Mode of Transportation:	<input type="text" value="bus"/>	Travel Company Involved:	<input type="text" value="Badder Bus Service"/>
Departure Date:	<input type="text" value="Mon, Jun 14, 2010"/>	Return Date:	<input type="text" value="Mon, Jun 14, 2010"/>
Time of Departure from School:	<input type="text" value="6:30 a.m."/>	Approximate Time of Return to School:	<input type="text" value="10:30 p.m."/>
Number of Male Students:	<input type="text" value="4"/>	Number of Female Students:	<input type="text" value="4"/>
Total Cost Per Student:	<input type="text" value="100.00"/>	Personal Cost Per Student:	<input type="text" value="100.00"/>
Grade of Students:	<input type="text" value="7, 8"/>	Number of Supervisors: Male:	<input type="text" value="1"/>
		Female:	<input type="text" value="3"/>
Purpose of Trip/Excursion:	<input type="text" value="to participate in a School Music Festival"/>		

Relationship to Students' Program/Course: *Maximum 200 characters.*

This is a performance opportunity by which the band is assessed by an adjudicator and they are able to receive feedback on the performance, reinforcing the learning process.

Pre-Trip/Excursion Preparation(s) by Students: *Maximum 200 characters.*

small group rehearsals, 3 large band rehearsals, daily practising at home.

Follow-up Activities Planned: *Maximum 200 characters.*

listening to the recording provided by the adjudicator, and reviewing the comments made at the festival.

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

Date Submitted:	<input type="text" value="Wed, May 05, 2010"/>	Teacher:	<input type="text" value="Cecilia Calongagong"/>
Approval Date:	<input type="text" value="Wed, May 05, 2010"/>	Principal:	<input type="text" value="Anna Marie Meltio"/>
Approval Date:	<input type="text" value="Wed, May 05, 2010"/>	Superintendent:	<input type="text" value="Emelda Byrne"/>
Approval Date:	<input type="text"/>	Trustee (per SO):	<input type="text"/>

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

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

5/4/2010 10Terri Maitre

Wednesday, May 05, 2010 1:52:27 PM

Title: **Field Trip/Excursion Approval Form : Windsor-Essex CDSB**

Page 1 of 2



**Windsor-Essex Catholic District School Board Field Trip Approval Form**

**SC:04 Form A** 2008 v.1

Subject: Field Trip/Excursion Approval Form

From: **Terri Maitre**  
 Celeste DiPonio  
 Elise Daragon  
 Cecilia Calongcagong

To: **Celeste DiPonio**

Teacher:  School:

Destination Name:  Name of Carrier:

Mode of Transportation:  Travel Company Involved:

Departure Date:  Return Date:

Time of Departure from School:  Approximate Time of Return to School: 
 Number of Male Students:  Number of Female Students:

Total Cost Per Student:  Personal Cost Per Student:

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

Purpose of Trip/Excursion:

Relationship to Students' Program/Course: *Maximum 200 characters.*

This is a performance opportunity by which the band is assessed by an adjudicator and they are able to receive feedback on the performance, reinforcing the learning process.

Pre-Trip/Excursion Preparation(s) by Students: *Maximum 200 characters.*

small group rehearsals, 3 large band rehearsals, daily practising at home.

Follow-up Activities Planned: *Maximum 200 characters.*

listening to the recording provided by the adjudicator, and reviewing the comments made at the festival.

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

Date Submitted:	<input type="text" value="Tue, May 04, 2010"/>	Teacher:	<input type="text" value="Cecilia Calongcagong"/>
Approval Date:	<input type="text" value="Tue, May 04, 2010"/>	Principal:	<input type="text" value="Elise Daragon"/>
Approval Date:	<input type="text" value="Wed, May 05, 2010"/>	Superintendent:	<input type="text" value="JoAnne Shea"/>
Approval Date:	<input type="text"/>	Trustee (per SO):	<input type="text"/>

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

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

5/4/2010 4:Terri Maitre

Wednesday, May 05, 2010 1:42:18 PM

Title: Field Trip/Excursion Approval Form : Windsor-Essex CDSB

Page 1 of 1



### Windsor-Essex Catholic District School Board Field Trip Approval Form

Wednesday, May 05, 2010 1:36:23 PM

SC:04 Form A 2008 v.1

Subject: Field Trip/Excursion Approval Form

From: Celeste DiPonio

To: Terri Maitre

Louise St. Pierre  
Cecilia Calongcagong

Teacher: Cecilia Calongcagong

School: L.A. Desmarais

Destination Name: Canada's Wonderland

Name of Carrier:

Mode of Transportation: bus

Travel Company Involved: Badder Bus Service

Departure Date: Mon, Jun 14, 2010

Return Date: Mon, Jun 14, 2010

Time of Departure from School: 6:30 a.m.

Approximate Time of Return to School: 10:30 p.m.

Number of Male Students: 2

Number of Female Students: 9

Total Cost Per Student: \$100

Personal Cost Per Student: \$100

Grade of Students: 8

Number of Supervisors: Male: 1 Female: 3

Purpose of Trip/Excursion: to participate in a School Music Festival

Relationship to Students' Program/Course: *Maximum 200 characters.*

This is a performance opportunity by which the band is assessed by an adjudicator and they are able to receive feedback on the performance, reinforcing the learning process.

Pre-Trip/Excursion Preparation(s) by Students: *Maximum 200 characters.*

small group rehearsals, 3 large band rehearsals, daily practising at home.

Follow-up Activities Planned: *Maximum 200 characters.*

listening to the recording provided by the adjudicator, and reviewing the comments made at the festival.

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

Date Submitted: Tue, May 04, 2010

Teacher: Cecilia Calongcagong

Approval Date: Wed, May 05, 2010

Principal: L. St. Pierre

Approval Date:

Superintendent:

Approval Date:

Trustee (per SO):

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

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





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

**Meeting Date:**  
 May 11, 2010

## 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, Superintendent of Education  
 Colleen Norris, Manager of Human Resources & Policy Development

**SUBJECT:** **POLICY DEVELOPMENT AND REVIEW:**  
 – **NEW POLICY B:08 FACILITY PARTNERSHIPS**

**RECOMMENDATION:**

**That the Board approve, in principle, Draft New Board Policy B:08 Facility Partnerships.**

**SYNOPSIS:** The new Draft Policy was developed in compliance with *Ministry Memorandum 2010: B1 Encouraging Facility Partnerships*, dated February 11, 2010 and the *Ministry of Education’s Facility Partnerships Guideline*. The draft policy is intended to establish guidelines for the development of facility partnership opportunities with community partners and is recommended for approval in principle at this time.

**BACKGROUND COMMENTS:**

**Proposed Changes to Existing Policy/Procedure:** New Policy is recommended separate from the current A:03 Community Use of Schools policy where community partners are encouraged to use school facilities outside of school hours. The Ministry of Education’s new Facilities Partnerships Guidelines is intended to assist boards in establishing more community partners that may involve co-built facilities, lease, license, and joint-use agreements to utilize part of a school facility specifically during school hours, in new and existing school facilities where students are being taught.

**Source and Rationale for the Proposals:** Ministry Memorandum 2010: B1 Encouraging Facility Partnerships, dated February 11, 2010 and the Ministry of Education’s Facility Partnerships Guideline.

**Results of Public Consultation Process:** The draft policy was forwarded to principals and vice principals, with a request to forward to school council chairs and staff for their suggestions and comments. The draft was also forwarded to Bishop Daniels, union and association representatives, trustees, student trustees, and was posted to the Board’s website on March 30, 2010, inviting public input. The Draft will remain posted for feedback pending final Board approval on May 25, 2010. To date, there have been no suggestions for amendment.

**Impact On Other Policies and Procedures:** The draft policy is consistent with existing board policy and procedure.

**Timetable For Implementing Policy and Procedure:** The approved policy will be implemented following final approval.

**Benefits of the Policy Proposals:** The proposed policy reinforces the Board’s commitment to explore community partnership opportunities that: provide for the operation of schools and facilities as effectively and efficiently as possible; enhance the learning experiences for students; and, ensure partnership agreements are in place that respect the Education Act and protect the Board’s rights.

**Risks of Policy Direction and Mitigation Strategies:** – N/A

**Impact on Stakeholders and Plan For Communicating the Policies:** Upon final approval, the Policy will be forwarded to Principals and Vice-Principals to share with the school community. The approved policy must be posted on the Board’s website no later than May 30, 2010 along with a list of available space and/or co-building partnership opportunities. The Board must hold its first annual public meeting prior to June 30, 2010, in order to exchange information with interested community partners regarding available spaces and/or potential co-build projects and community needs.

**FINANCIAL IMPACT:** Boards are not expected to take on additional costs to support facility partnerships.


**TIMELINES:** The draft new policy will be presented for final Board approval at the May 25, 2010 Regular Board Meeting.

**APPENDICES:**

- Draft New Policy B:08 Facility Partnerships

**REPORT REVIEWED BY:**

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL	Review Date:	May 3, 2010
<input checked="" type="checkbox"/>	SUPERINTENDENT	Approval Date:	May 3, 2010
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	May 3, 2010



**Windsor-Essex Catholic District School Board**

Section: Building/Plant/Grounds

**POLICY B: 08**  
**Facility Partnerships**

<b>NUMBER:</b>	B: 08
<b>EFFECTIVE:</b>	DRAFT
<b>AMENDED:</b>	
<b>RELATED POLICIES:</b>	See References
<b>REPEALS:</b>	
<b>REVIEW DATE:</b>	DRAFT

DRAFT

**1.0 OBJECTIVE:**

- 1.1 To establish guidelines for the development of facility partnership opportunities with community partners whose missions enhance and respect the autonomy and denominational rights of the Catholic school system.

**2.0 DEFINITIONS:**

- 2.1 **Facility Partnerships:** Partnerships between the Windsor-Essex Catholic District School Board and community partners to share facilities to benefit the board, students and the community, and to optimize the use of public assets owned by the school board. Partnerships may involve co-built facilities, lease, license, and joint-use agreements to utilize part of a school facility specifically during school hours, in new and existing school facilities where students are being taught.

**3.0 GUIDING PRINCIPLES:**

- 3.1 The Windsor-Essex Catholic District School Board shall operate its school buildings and property for the primary purpose of providing a suitable learning environment for the delivery of educational programs to support student achievement and safety of students.
- 3.2 The Board recognizes that cooperative and collaborative partnerships are part of the foundation of a strong, vibrant and sustainable publicly funded educational system and that effective partnerships must respect the core values of each partner.
- 3.3 The Board is open to consideration of joint capital ventures where they are demonstrated to be in the best interest of the Board. When considering a Facility partnership, the health and safety of students must be protected and the partnership must be appropriate for the school setting.
- 3.4 The intent of entering into a facility partnership is to:
  - a) Improve services and supports available to students
  - b) Strengthen relationships between the board, community partners and the public
  - c) Maximize the use of public infrastructure
  - d) Reduce facility operating costs
  - e) Provide opportunities for new and/or additional sources of funds for financing building improvements and program delivery
  - f) Provide a foundation for improved service delivery for the community.

**POLICY B: O8 Facility Partnerships**

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**4.0 SPECIFIC DIRECTIVES:**

- 4.1 This policy does not apply:
- a) where the Board has declared space surplus in compliance with Ontario Regulation 444/98, which grants priority treatment to coterminous boards and other public entities when disposing of surplus property through sales or leases.
  - b) under the Community Use of Schools program which encourages community partners to use school facilities outside of school hours.
- 4.2 The Board has the authority to make decisions regarding its school facilities and the use of its facilities that are consistent with the *Education Act*, municipal zoning and other legal restrictions, and will identify which schools will or will not be suitable for facility partnerships. Available space is not the only criteria for selecting schools for partnerships. The Board will also consider, among other factors:
- a) issues related to student safety
  - b) student achievement and pupil accommodation strategies (including those that may result in school consolidations)
  - c) zoning and site use restrictions
  - d) facility condition
  - e) the configuration of space
  - f) the ability to separate the space used by partners from the space used by students.
- 4.3 The Board shall develop a notification list that will include the entities listed in Ontario Regulation 444/98 - Disposition of Surplus Properties. If other entities, such as childcare operators and government-funded agencies request it, they will be added to the notification list. The Board reserves the right to prioritize the notification list as it sees fit.
- 4.4 The Board shall post information on its website regarding its intention to build new schools and to undertake significant renovations and information regarding unused space in open and operating schools and administrative buildings that is available for facility partnerships. This information will be updated at least once a year in the case of space in existing schools, and as needed in the case of co-building opportunities. Entities on its notification list will be informed when information on its website about facility partnership opportunities is updated.
- 4.5 The Board shall hold a public meeting, once a year, to exchange information with interested community partners regarding available spaces and/or potential co-build projects, and community needs. This public meeting may be part of the Board's Regular Board meeting. The Board shall provide advance notice of the public meeting to entities on its notification list.
- 4.6 In keeping with the intent of the Facility Partnerships, primary criteria regarding the eligibility of partners shall include the value of the partnership to students, the school and the local Catholic community. Among other factors, the Board will also consider:
- a) health and safety of students must be protected;

**POLICY B: O8 Facility Partnerships**

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- b) partnership must be appropriate for the school setting;
  - c) partnership must not compromise the student achievement strategy;
  - d) entities that provide competing education services such as tutoring services, JK - 12 private schools or private colleges, and credit offering entities that are not government-funded are not eligible partners.
- 4.7 As part of the Board's planning process, when considering building a new school or undertaking significant addition or renovation, the Board will notify the entities on the notification list one (1) to three (3) years prior to the potential construction start date, where practical. The notification shall be supported by a Board resolution. The Board does not need to have an identified source of funding or Ministry approval when notification is provided.
- 4.8 Once notified, entities may express their interest in co-building with the Board. The Board will then evaluate the expressions of interest to select partner(s) based on its Facility Partnerships policy. The Minister's approval may be required depending on the provision under the *Education Act*. Partnership agreements cannot be finalized until both the Board and the partner(s) have an approved source of funding.
- 4.9 Potential partners shall be provided clear instructions regarding their rights and responsibilities as tenants, including maintenance standards, and the applicability of board policies, including accessibility and inclusiveness policies.
- 4.10 On a cost recovery-basis, the fees charged to partners should cover the operations and capital cost, including administrative costs and property taxes, to the board of the space occupied by the partner. Additional costs to perform minor renovations to protect student safety, provide appropriate washrooms, and otherwise make the space suitable for use by facility partners should be borne by the partners. In the case of co-building, partners will be required to pay for and finance their own share of construction, including a proportional share of joint-use or shared space.

**5.0 RESPONSIBILITY:**

- 5.1 It is the role and responsibility of the Board to determine what facilities are suitable and not suitable for partnerships, what entities are suitable and not suitable facility partners, and when to enter into a partnership.
- 5.2 The Board is responsible for ensuring proper legal agreements that respect the *Education Act* and protect its rights.
- 5.3 The Director is responsible for assisting the Board in the process of long-term accommodation planning, in order to monitor enrolment trends, school capacity, address provincial policy initiatives, and implement new capital projects accordingly. This planning should take into account opportunities for facility partnerships.
- 5.4 The Superintendent of Business shall be responsible for formalizing Facility Partnership agreements.

**POLICY B: O8 Facility Partnerships**

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- 5.5 The Board's Outreach Coordinator shall be responsible for ensuring information is provided as required under this policy and for addressing facility partnership inquiries received from the Ministry of Education and/or the community.

**6.0 REVIEW AND EVALUATION:**

- 6.1 The effectiveness of this policy shall be assessed through Trustee, staff, and community satisfaction measures.
- 6.2 This Policy shall be reviewed during the 2013 – 2014 policy review cycle.

**7.0 REFERENCES:**

Ontario Education Act  
Ontario Regulation 444/98 - Disposition of Surplus Properties  
Facility Partnerships Guideline, Ministry of Education, February 11, 2010  
Pupil Accommodation Review Guidelines, Ministry of Education, revised June 26, 2009

Board Policy References  
A:03 Community Use of Schools  
A:05 Pupil Accommodation Review  
A: 22 School Boundary  
A:31 Accessibility Standards for Customer Service  
B:01 Smoke Free Schools and Sites  
B:03 Vehicles on School Property During School Hours  
B:04 Keys to Schools  
B:05 Property Damage/Vandalism/Theft  
B:06 Facility Maintenance  
B:06 Access to School Premises  
SC:11 Trespassing



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

**Meeting Date:**  
 May 11, 2010

## 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:** **THE APPOINTMENT OF MARY-ANNE MOUAWAD FROM THE LEARNING DISABILITIES ASSOCIATION OF WINDSOR-ESSEX COUNTY TO THE SPECIAL EDUCATION ADVISORY COMMITTEE (SEAC)**

**RECOMMENDATION:**

**That the Board approve the appointment of Mary-Anne Mouawad from the Learning Disabilities Association of Windsor-Essex County to the Special Education Advisory Committee (SEAC) for the balance of the four-year term, December 1, 2006 to November 30, 2010.**

**SYNOPSIS:** The Learning Disabilities Association of Windsor-Essex County has notified the Board of its nomination of Mary-Anne Mouawad to serve as the alternate Learning Disabilities Association of Windsor-Essex County representative on the Board's Special Education Advisory Committee (Appendix "A"). The Board of Directors' approves appointments to the committee.

**BACKGROUND COMMENTS:** Subsection 57.1(1) of the Education Act requires every school board to establish a Special Education Advisory Committee (SEAC). The composition and duties of SEAC are set out in *Ontario Regulation 464/97 Special Education Advisory Committee* (Appendix "B").

In order to be nominated or appointed to a special education advisory committee, a person must be a Canadian citizen, at least 18 years old, qualified to vote for members of that board, and be a resident in its area of jurisdiction. Employees of a school board are not eligible for membership on the SEAC of the board that employs them.

Ms. Mouawad meets the required conditions for this appointment.

**FINANCIAL IMPACT:** No financial implications.

**TIMELINES:** SEAC members are appointed by the school board for the same term of office as the elected members of the board. Therefore, Ms. Mouawad's appointment will be effective immediately upon Board approval for the balance of the current four-year term which ends November 30, 2010.

**APPENDICES:**

- Appendix A: Letter from Learning Disabilities Association of Windsor-Essex County
- Appendix B: Ontario Regulation 464/97 Special Education Advisory Committees

**REPORT REVIEWED BY:**

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL	Review Date: May 3, 2010
<input checked="" type="checkbox"/>	SUPERINTENDENT	Approval Date: May 3, 2010
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date: May 3, 2010



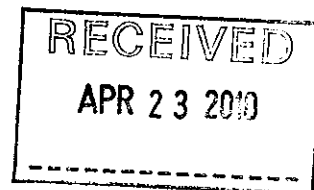


# Idawe • Learning Disabilities Association of Windsor-Essex County

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April 15, 2010

Windsor Essex Catholic District School Board  
1325 California  
Windsor, ON N9B 3Y6  
Attention: Joe Berthiaume



Dear Mr. Berthiaume,

The Learning Disabilities Association of Windsor-Essex County Board of Directors approved the following motion at their April 14, 2010, board meeting:

“That Mary-Anne Mouawad be appointed the Special Education Advisory Committee Alternate for the Windsor Essex Catholic District School Board.”

If you require any additional information, please contact me at (519) 252-7889.

Sincerely,

Bev Clarke  
Executive Director

BC/mg.

## **SPECIAL EDUCATION ADVISORY COMMITTEES**

(O. Reg. 464/97)

1. In this Regulation,

“local association” means an association or organization of parents that operates locally within the area of jurisdiction of a board and that is affiliated with an association or organization that is not an association or organization of professional educators but that is incorporated and operates throughout Ontario to further the interests and well-being of one or more groups of exceptional children or adults.

2. (1) Every district school board shall establish a special education advisory committee that shall consist of,

- (a) subject to subsections (2) and (3), one representative from each of the local associations that operates locally within the area of jurisdiction of the board, as nominated by the local association and appointed by the board;
- (b) one alternate for each representative appointed under clause (a), as nominated by the local association and appointed by the board;
- (c) Such number of members from among the board's own members as it determined under subsection (4), as appointed by the board;
- (d) where the number of members appointed under clause (c) is less than three, one alternate, as appointed by the board from among its own members, for each member appointed under clause (c);
- (e) one or two persons to represent the interests of Indian pupils, as provided by section 4; and
- (f) one or more additional members appointed under subsection (5).

(2) The board shall not appoint more than 12 representatives under clause (1) (a).

(3) Where there are more than 12 local associations within the area of jurisdiction of the board, the board shall select the 12 local associations that shall be represented.

(4) The number to be appointed by the board under clause (1) (c) shall be the lesser of,

(a) three; and

(b) 25 per cent of the total number of members of the board, rounded down to the nearest whole number.

(5) For the purposes of clause (1) (f), the board may appoint one or more additional members who are neither representatives of a local association nor members of the board or another committee of the board.

3. (1) Every school authority, other than a board established under section 68 of the Act, shall establish a special education advisory committee that shall consist of,

- (a) two representatives from the local associations that operate locally within the area of jurisdiction of the board, as nominated by the local associations and appointed by the board.
- (b) one alternate for each representative appointed under clause (a), as nominated by the local associations and appointed by the board;
- (c) one member from among the board's own members, as appointed by the board;
- (d) one alternate, as appointed by the board from among its own members, for the member appointed under clause (c); and
- (e) one or two persons to represent the interests of Indian pupils, as provided by section 4.

(2) Where no local association or associations have been established, instead of the members and alternates required by clauses (1) (a) and (b), the board shall appoint two members and two alternates who are not members of the board.

4. (1) Where a board has one member appointed in accordance with a regulation made under section 188 of the Act, the special education advisory committee shall include one person appointed to represent the interests of Indian pupils.

(2) Where a board has more than one member appointed in accordance with a regulation made under section 188 of the Act, the special education advisory committee shall include two persons appointed to represent the interests of Indian pupils.

(3) One alternate shall be appointed for each person appointed in accordance with subsection (1) or (2).

(4) The representatives and alternates shall be nominated by the councils of the bands with which the board has entered into agreements under section 188 of the Act.

(5) The board shall appoint the persons nominated under subsection (4).

5. (1) A person is not qualified to be nominated or appointed under section 2 or 3 to a special education advisory committee of a board unless the person is qualified to vote for members of that board and is resident in its area of jurisdiction.

(2) Subsection (1) does not apply in respect of persons appointed under section 4.

(3) A person is not qualified to be nominated or appointed under section 2, 3 or 4 if the person is employed by the board.

6. Subject to section 7, each of the persons appointed to a special education advisory committee of a board shall hold office during the term of office of the members of the board and until a new board is organized.

7. (1) A member of a special education advisory committee vacates his or her seat if he or she,

- (a) is convicted of an indictable offence;
- (b) absents himself or herself without being authorized by resolution entered in the minutes from three consecutive regular meetings of the committee, or
- (c) ceases to hold the qualifications to be appointed to the committee.

(2) An alternate for a member of a special education advisory committee vacates his or her position if he or she,

- (a) is convicted of an indictable offence;
- (b) absents himself or herself without being authorized by resolution entered in the minutes from three consecutive regular meetings of the committee in respect of which the alternate received a notice under subsection 9 (9); or
- (c) ceases to hold the qualifications to be appointed as an alternate.

(3) Where a seat or position becomes vacant under this section, section 8 applies with respect to filling the vacancy.

(4) Despite subsection (3), where a member of the committee or an alternate for a member of a committee is convicted of an indictable offence, the vacancy or position shall not be filled until the time for taking any appeal that may be taken from the conviction has elapsed, or until the final determination of any appeal so taken, and in the event of the quashing of the conviction the seat or position shall be deemed not to have been vacated.

8. (1) If a seat or position on a special education advisory committee becomes vacant, the board that appointed the person whose seat or position has become vacant shall appoint a qualified person to fill the vacancy for the remainder of the term of the person whose seat or position has become vacant.

(2) The nomination requirements of sections 2, 3 and 4 apply with respect to appointments under this section.

(3) Where a seat of a member of the committee is vacant and has not yet been filled, the alternate for the member, if there is an alternate, shall act in the member's place for all purposes of this Regulation.

9. (1) A majority of the members of a special education advisory committee is a quorum, and a vote of a majority of the members present at a meeting is necessary to bind the committee.

(2) Every member present at a meeting, or his or her alternate when attending the meeting in his or her place, is entitled to one vote.

(3) The members of the committee shall, at their first meeting, elect one of their members as chair and one of the members as vice-chair.

(4) The vice-chair shall assist the chair and shall act for the chair at meetings in his or her absence.

(5) The chair or, in the absence of the chair, the vice-chair, shall preside at meetings.

(6) If at any meeting the chair and vice-chair are not present, the members present may elect a chair for that meeting.

(7) The chair may vote with the other members of the committee and any motion on which there is an equality of votes is lost.

(8) The committee shall meet at least 10 times in each school year.

(9) Where a member for whom an alternate has been appointed cannot attend a meeting of the committee, the member shall so notify the alternate.

(10) Where an alternate receives a notice under subsection (9), he or she shall attend the meeting and act at the meeting in the member's place.

10. (1) The board shall make available to its special education advisory committee the personnel and facilities that the board considers necessary for the proper functioning of the committee, including the personnel and facilities that the board considers necessary to permit the use of electronic means for the holding of meetings of the committee in accordance with the regulations made under section 208.1 of the Act.

(2) Within a reasonable time after a special education advisory committee is appointed, the board shall provide the members of the committee and their alternates with information and orientation respecting,

- (a) the role of the committee and of the board in relation to special education; and
- (b) Ministry and board policies relating to special education.

11. (1) A special education advisory committee of a board may make commendations to the board in respect of any matter affecting the establishment,

development and delivery of special education programs and services for exceptional pupils of the board.

(2) Before making a decision on a recommendation of the committee, the board shall provide an opportunity for the committee to be heard before the board and before any other committee of the board to which the recommendation is referred.

12. (1) The board shall ensure that its special education advisory committee is provided with the opportunity to participate in the board's annual review, under Regulation 306 of the Revised Regulations of Ontario, 1990, of its special education plan.

(2) The board shall ensure that its special education advisory committee is provided with the opportunity to participate in the board's annual budget process under section 231 of the Act, as that process relates to special education.

(3) The board shall ensure that its special education advisory committee is provided with the opportunity to review the financial statements of the board, prepared under section 252 of the Act, as those statements relate to special education.

13. This Regulation comes into force on the day section 31 of the *Education Quality Improvement Act, 1997* comes into force.

[Note: Section 31 of the *Education Quality Improvement Act, 1997*, came into force on January 1, 1998.]