



1325 California Avenue
Windsor, ON N9B 3Y6
CHAIRPERSON: Fred Alexander
INTERIM DIRECTOR OF EDUCATION: Paul A. Picard

REGULAR BOARD MEETING
Tuesday, October 26, 2010 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. | Page # |
| II | Regular Meeting of the Board - 7:00 p.m. | |
| 1. | Call To Order | |
| 2. | Opening Prayer | |
| 3. | Recording of Attendance | |
| 4. | Approval of Agenda | |
| 5. | Questions Pertaining to Agenda | |
| 6. | Disclosure of Interest - <u>Pursuant to the Municipal Conflict of Interest Act.</u> | |
| 7. | Presentations: | |
| | a) System Staffing and Initiatives - Student Achievement K-12 (C. Geml) | -- |
| 8. | Delegations: None | |
| | 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 no 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 no longer than ten (10) minutes.</i> | |
| 9. | Action Items: | |
| | a. Approval of Minutes | |
| | i) Minutes of In-Camera Meeting, October 12, 2010 | -- |
| | ii) Minutes of Regular Board Meeting, October 12, 2010 | 1-9 |

b.	Items from the convened In-camera meeting October 26, 2010	--
10.	Communications:	
a.	External (Associations, OCSTA, Ministry)	
i)	Ontario Catholic Schools Trustees' Association (OCSTA) Memorandum, dated October 14, 2010 re: Request for Information re: Municipal Election Problems resulting from inaccuracies in voters' list	10
b.	Internal (Reports from Administration):	
i)	Report: Administrative Staff Report (J. Bumbacco)	11-12
ii)	Report: Legal Services - September 2010 (M. Iatonna)	13-14
11.	Unfinished Business:	
12.	New Business:	
a.	Field Trips:	
i)	Report: Assumption College Secondary School - Field Trip to Nashville, TN April 14-17, 2011 (C. Geml)	15-19
ii)	Report: St. Joseph Catholic Secondary School - Field Trip to France, Italy and Greece, March 10-22, 2011(C. Geml)	20-30
iii)	Report: St. Joseph Catholic Secondary School - Field Trip to Ottawa, ON November 27 to December 4, 2010 (C. Geml)	31-49
b.	Report: Board Policy Review (<i>final approval</i>) Amended Policy A:08 Board Name and Corporate Status and Amended Policy A:11 Naming of Schools (P. Picard)	50-51
c.	Report: Ontario Catholic Schools Trustees' Association (OCSTA) 2010-11 Membership Fees (M. Iatonna)	52-53
13.	Committee Reports:	
a.	Report: City and Schools Liaison Committee Meeting Minutes of May 27, 2010 (M. Iatonna)	54-57
b.	Report: High School Council Meeting Notes of June 3, 2010 (C. Geml)	58-63
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 (<i>deferred March 10, 2009</i>)	--
b.	Deferred Report: Play Surface Material Standard – Rubber (<i>deferred from April 28, 2009</i>)	--
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, November 9, 2010
- Tuesday, November 23, 2010
- Tuesday, December 7, 2010 (*Mass at 6:45 p.m., Organizational Meeting - 7: 30 p.m.*)
- Tuesday, December 14, 2010

20. Closing Prayer

21. Adjournment

Fred Alexander
Board Chairperson

Paul A. Picard
Interim Director of Education & Secretary-Treasurer



1325 California Avenue
 Windsor, ON N9B 3Y6
 CHAIRPERSON: Fred Alexander
 INTERIM DIRECTOR OF EDUCATION: Paul A. Picard

REGULAR BOARD MEETING
Tuesday, October 12, 2010 at 7:00 p.m.
Windsor Essex Catholic Education Centre
John Paul II Boardroom

MINUTES

PRESENT

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

M. Colman, Student Trustee
 L. Limarzi, Student Trustee
 Rev. L. Brunet, Board Chaplain

Regrets: Trustee Macri

Administration: P. Picard (Resource) E. Byrne
 J. Bumbacco P. Murray
 C. Geml C. Norris
 M. Iatonna S. O'Hagan-Wong
 J. Braido J. Shea
 P. Littlejohns M. Seguin
 J. Ulicny

Recorder: B. Marshall

1. Call To Order - Chair Alexander called the meeting to order at 7:13 p.m.
2. Opening Prayer - Fr. Brunet opened the meeting with a prayer.
3. Recording of Attendance - Trustee Macri was not in attendance.
4. Approval of Agenda

Amendments:

- **ADDITION:** 8b(i) Delegation - Sandra Dennison, Registered Nurse and Certified Diabetes Educator, to speak about 11a) Unfinished Business - Trustee Porcellini's notice of motion that the board establish a policy and procedure to deal with students who have diabetes.

- **ADDITION:** 8b(ii) Delegation - Marc Beneteau and Nicole Cozad to speak about item 11a) Unfinished Business - Trustee Porcellini's notice of motion that the board establish a policy and procedure to deal with students who have diabetes.
- **REPLACEMENT:** Item 10b(ii) Enrolment/Staffing School Organization Information for Elementary and Secondary Schools September 2010 replace pages 31-32 Elementary Combined Classes and pages 35-36 Elementary Pupil Teacher Ratios. St. Anne Catholic Elementary French Immersion was omitted in the original documents. Copies are at trustees' places.
- **DELETION:** Item 12a(iii) Cardinal Carter Catholic Secondary School field trip to Toronto Science Centre October 28-30, 2010.
- **DELETION:** Item 12a(v) Assumption College Secondary School field trip to Quebec City February 2-5, 2011

Moved by Trustee DiMenna and seconded by Trustee Keane that the October 12, 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.

As a matter of record, Trustee Courtney disclosed interest on September 28, 2010 agenda item 10b(iii) Enrolment/Staffing and Budget Overview 2010 due to her daughter's employment and further indicated she was not present at the meeting.

7. Presentations:
 - a) System Staffing and Initiatives - Student Achievement K-12

Superintendent Geml introduced staff members from the following areas: Program Specialists, Discrete Trial Trainers, Behaviour Specialists, Safe Schools Team and Continuous Intake Cooperative Education Teacher.

- b) Youth Engagement Proposal - Mayor's Youth Advisory Committee and Windsor-Essex County Health Unit

A partnership with the Windsor-Essex County Health Unit and the Mayor's Youth Advisory Committee (MYAC) provides an opportunity to engage youth and raise awareness for a Tobacco Free Sports and Recreation initiative. MYAC members, Jennifer Luu and Trese MacNeil seek approval from the board to engage youth in grades 6 to 12 to respond and complete a one page questionnaire survey. The statistics from this survey will lend support to the findings and will be utilized for the presentation to organized sports groups. In addition, the results will contribute to the final presentation to Windsor City Council for consideration to change the Parks and Recreation policy and bylaw.

Trustees instructed Assistant Superintendent Ulicny to move forward with MYAC's request.

Trustee Porcellini left the meeting at 7:41 pm and returned at 7:44 pm.

c) Service Canada Centre for Youth

Letitia Hope-Hukezalie and Kyle Brown, Student Ambassadors for Service Canada Centre for Youth would like principals to be aware of the workshops and services provided to secondary students. These include, but are not limited to, information sessions on resume and cover letter writing, interview skills, job search techniques, Canada Student Loans, and Summer Experience programs. Information will be forward to Superintendent Geml.

d) Facility Partnerships Public Announcement

In compliance with *Ministry Memorandum 2010: B1 Encouraging Facility Partnerships*, dated February 11, 2010 and the *Ministry of Education's Facility Partnerships Guideline*, the board held its first annual public meeting in order to exchange information with interested community partners regarding available spaces and/or potential co-build projects and community needs. Presently there is no available space in any of our schools for the purposes identified in the policy. If this changes in the future, appropriate notification will be provided.

8. Delegations: None

a. Delegation Regarding Items Not on the Agenda

b. Delegations Regarding Items On the Agenda

i) Delegation Sandra Dennison was present to speak to agenda item 11a Unfinished Business, Trustee Porcellini's notice of motion that the board establish a policy and procedure for students with diabetes - As a community nurse and certified diabetes educator, Ms. Dennison petitioned the board to develop a policy and procedure for students with Type 1 Diabetes.

ii) Delegations Marc Beneteau and Nicole Cozad was present to speak to agenda item 11a Unfinished Business, Trustee Porcellini's notice of motion that the board establish a policy and procedure for students with diabetes - As parents of children with Type 1 Diabetes, Mr. Beneteau and Ms. Cozad petitioned the board to develop a policy and procedure for students with Type 1 Diabetes.

9. Action Items:

a. Approval of Minutes

i) Minutes of In-Camera Meeting, September 28, 2010

Moved by Trustee Janisse and seconded by Trustee Soulliere that the minutes of the Committee of the Whole Board In-Camera meeting of September 28, 2010 be adopted as distributed. Carried

ii) Minutes of Regular Board Meeting, September 28, 2010

Moved by Trustee Keane and seconded by Trustee DiMenna that the minutes of the Regular Board meeting of September 28, 2010 be adopted as distributed. Carried

b. Items from the convened In-camera meeting October 12, 2010

Vice Chair DiMenna reported that the Windsor-Essex Catholic District School Board convened a closed Committee of the Whole Board meeting on October 12, 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. Trustee Courtney and Porcellini declared a conflict of interest during the In-Camera Session and excused themselves from the relevant discussion item.

As a matter of record, Trustee Courtney disclosed interest in an item discussed at the September 14, 2010 In-Camera Session and further indicated she did not participate in the discussion.

Also, Trustee Courtney and Porcellini disclosed interest in an item discussed at the September 28, 2010 and were not in attendance during the discussion.

Moved by Trustee DiMenna and seconded by Trustee Holland that the recommendations and directions of the Committee of the Whole Board at its in-camera meeting of October 12, 2010 be approved. Carried

Vice Chair DiMenna made the following announcements:

from the October 12, 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 October 12, 2010
- the following placements:
 - Aldo Bertucci as Acting Administrator at St. Joseph Catholic Secondary School to Secondary Vice Principal at St. Joseph Catholic Secondary School
 - Michael Naicker as Teacher at Catholic Central Secondary School to Acting Administrator at Catholic Central Secondary School
- a review of the Ministry of Education School Board Operational Review - Follow-up report

10. Communications:

a. External (Associations, OCSTA, Ministry)

- i) Ontario Catholic Schools Trustees' Association (OCSTA) Memorandum, dated September 27, 2010 re: 2011 AGM & Conference Resolutions

Moved by Trustee Porcellini and seconded by Trustee Holland that the Board receive the Ontario Catholic Schools Trustees' Association (OCSTA) Memorandum, dated September 27, 2010 re: 2011 AGM & Conference Resolutions as information. Carried.

- ii) Ontario Catholic Schools Trustees' Association (OCSTA) Memorandum, dated September 27, 2010 re: OCSTA Trustee Award of Merit

Moved by Trustee DiMenna and seconded by Trustee Courtney that the Board receive the Ontario Catholic Schools Trustees' Association (OCSTA) Memorandum, dated September 27, 2010 re: OCSTA Trustee Award of Merit as information. Carried.

- b. Internal (Reports from Administration):
 i) Report: Administrative Staff Report

Moved by Trustee Soulliere and seconded by Trustee Janisse that the Board receive the *Administrative Staff Report on hiring, retirement and resignation of staff dated October 12, 2010 for information. Carried*

- ii) Report: Enrolment/Staffing School Organization Information for Elementary and Secondary Schools September 2010

Moved by Trustee Holland and seconded by Trustee Soulliere that the Board receive the report *Enrolment/Staffing School Organization Information of our Elementary/Secondary Schools – September 2010 as information. Carried*

- iii) Report: 2010 Summer Programs - Focus on Youth and Summer School

Moved by Trustee DiMenna and seconded by Trustee Janisse that the Board receive the *Summer Programs: Focus on Youth and Summer School report as information. Carried*

- iv) Report: 2010 Education Quality and Accessibility Organization (EQAO) Assessments of Reading, Writing and Mathematics, Primary Division (Grades 1-3) and Junior Division (Grades 4-6), and the Grade 9 Assessment of Mathematics

Moved by Trustee Porcellini and seconded by Trustee Janisse that the Board receive the *2010 EQAO Assessments of Reading, Writing and Mathematics: Primary Division (Grades 1-3) and Junior Division (Grades 4-6), and the Grade 9 Assessment of Mathematics report as information. Carried*

11. Unfinished Business:

Deferred Notice of Motion: (*Deferred from September 14, 2010*)

Moved by Trustee Porcellini and seconded by Trustee Macri that the Board establish a consistent policy and procedure for dealing with students who have diabetes and that the policy be brought to the Board for discussion and debate by January 2011.

- a. Verbal Report: Amended Policy ST:11 Medication Administration at School

Administration requested to defer the motion to January 2011 to provide time to implement correct policy procedures and explore the viability of some of the options suggested by tonight's delegations.

Following lengthy discussion and debate on the intent and effectiveness of a deferral, and the type of additional data required from administration, Trustee Porcellini reiterated delegations' request for the development and implementation of a standard set of protocols for students with Type 1 Diabetes. Administration cautions the development of specific illness protocols and suggest to amend the current Board Policy ST:11 Medication Administration at School to encompass all illness/diseases reflecting consistency and guidelines for staff.

The discussion continued an amended motion was presented and approved by the mover and seconder.

Moved by Trustee Porcellini and seconded by Trustee Courtney that the Board establish a consistent policy and procedure for dealing with students who have diabetes and that the policy be brought to the Board for discussion and debate by January 2011. (*Motion amended*)

AMENDED MOTION: Moved by Trustee Janisse and seconded by Trustee Holland that the board establish a consistent chronic diseases policy and procedure for dealing with students who may have diabetes and other chronic diseases. The policy would be brought to the board for discussion and debate by January 2011. *Carried*

Trustee Porcellini left the room at 9:17 p.m.

12. New Business:

a. Field Trips:

- i) Report: Holy Names Catholic Secondary School - Field Trip to Cleveland, Ohio -Our Bodies Within Exhibit October 25, 2010

Moved by Trustee Holland and seconded by Trustee DiMenna that the Board approve the Holy Names Catholic Secondary School field trip to Cleveland, Ohio – Our Bodies Within Exhibit on October 25, 2010. *Carried*

- ii) Report: St. Thomas of Villanova Catholic Secondary School - Field Trip to Quebec City February 11-15, 2011

Moved by Trustee Courtney and seconded by Trustee Holland that the Board approve the St. Thomas of Villanova Secondary School field trip to Quebec City, from Friday, February 11, 2011 to Tuesday, February 15, 2011. *Carried*

- iii) Report: Cardinal Carter Catholic Secondary School - Field Trip to Toronto Science Centre, Toronto, Ontario October 28-30, 2010

DELETED from the Agenda

- iv) Report: St. Anne Catholic Secondary School - Field Trip to France, Belgium, Netherlands, Germany April 1-10, 2011

Moved by Trustee Janisse and seconded by Trustee DiMenna that the Board approve the St. Anne Catholic Secondary School's field trip to Europe, April 1 to 10, 2011. *Carried*

- v) Report: Assumption College Secondary School - Field Trip to Quebec City February 2-5, 2011

DELETED from the Agenda

- vi) Report: Assumption College Secondary School - Field Trip to Monteverde Costa Rica
June 5-12, 2011

Moved by Trustee Keane and seconded by Trustee Janisse that the Board approve the Assumption College Secondary School field trip to Monteverde Costa Rica, Sunday June 5, 2011 to Sunday June 12, 2011. Carried

- b. Report: Board Policy Review (*final approval*) Amended Policy T:06 Honoraria for Trustees

Moved by Trustee DiMenna and seconded by Trustee Soulliere that the Board provide final approval to Draft Amended Board Policy T:06 Honoraria for Trustees. Carried

- c. Report: Board Policy Review (*approval in principle*) Amended Policy A:08 Board Name and Corporate Status

Moved by Trustee DiMenna and seconded by Trustee Soulliere that the Board approve, in principle, Draft Amended Board Policy A: 08 Board Name and Corporate Status. Carried

- d. Report: Board Policy Review (*approval in principle*) Amended Policy A:11 Naming of Schools

Moved by Trustee Soulliere and seconded by Trustee Janisse that the Board approve, in principle, Draft Amended Board Policy A: 11 Naming of Schools. Carried

- e. Report: Request for Proposal (RFP) – Digital Photocopier Equipment, Service Maintenance and Supplies

Moved by Trustee Keane and seconded by Trustee Soulliere that the Board approve the retention of Advance Business Systems (Windsor) Inc. pursuant to the Request For Proposal (RFP) for Digital Photocopier Equipment, Service Maintenance and Supplies for a 60 month period starting October 2010 up to and including October 31, 2015. Carried

13. Committee Reports:

- a. Report: Appointment of Maureen O’Halloran, Alternative Representative Community Living Essex County to Special Education Advisory Committee

Moved by Trustee DiMenna and seconded by Trustee Keane that the Board approve the appointment of Maureen O’Halloran, alternate representative, Community Living Essex County to the Special Education Advisory Committee (SEAC) for the balance of the four-year term, December 1, 2006 to November 30, 2010. Carried

14. Notice of Motion: None

15. Remarks and Announcements:

- a. Chairperson Alexander mentioned tonight is the last meeting before the Municipal Election and wished all candidates the best of luck.
- b. Interim Director of Education Picard provided comment on recent activities supporting the Board's strategic priorities namely;
 - Faith Development:* Attending the Bishop's Dinner on October 21st and the Catholic Board Directors will be meeting with Bishop Fabbro tomorrow in London. Fr. Cullen's Memorial Mass is being held October 18th at Assumption Church.
 - Employee Development and Student Achievement:* Special High Skills Majors teams met October 4th to share new information pertaining to the delivery of the SHSM programs at the schools; Principal's retreat in Oxley today and tomorrow; and Fall Muskoka Woods Leadership camp begins this week until Sunday.
- c. Board Chaplain Brunet informed trustees of Bishop Fabbro's 30th anniversary as a priest and Bishop Sherlock's 60th anniversary, both celebrating Thursday, October 14th in London.

Trustee Porcellini entered the room at 9:24 p.m.

16. Remarks/Questions by Trustees

Trustee Porcellini encouraged her colleagues to continue the process of the development of the chronic diseases policy.

Trustee Soulliere inquired as to the Superintendent responsible for reporting on the Special High Skills Majors meeting. (*Assistant Superintendent Ulicny*)

Trustee Courtney requested administration to report on the progress status of the International Baccalaureate Program, specifically on enrolment numbers and projections, succession planning, mentoring of new teachers, space availability for the program in the next five years, and what is currently being done to attract new and qualified teachers to the program. The report should include what is working, what needs to be improved, and what is being done to attract new students.

Student Trustee Colman commented on the Faith Development Day scheduled for December 10th with guest speaker Chris D'Souza. Schools began fundraisers for Students Helping Students program.

Student Trustee Limarzi wished the trustees well in the upcoming election and mentioned she will be attending Muskoka Woods as a leader.

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. - 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, October 26, 2010
 - Tuesday, November 9, 2010
 - Tuesday, November 23, 2010
 - Tuesday, December 7, 2010 (*Mass at 6:45 p.m., Organizational Meeting - 7: 30 p.m.*)
 - Tuesday, December 14, 2010
20. Closing Prayer – Fr. Brunet closed the meeting with a prayer.
21. Adjournment - There being no further business, the Regular Board meeting of October 12, 2010 adjourned at 9:29 p.m.

Not Approved

Fred Alexander
Board Chairperson

Paul A. Picard
Interim Director of Education & Secretary-Treasurer



Ontario Catholic School
Trustees' Association

P.O. Box 2064, Suite 1804
20 Eglinton Avenue West
Toronto, Ontario M4R 1K8
T. 416.932.9460 F. 416.932.9459
ocsta@ocsta.on.ca www.ocsta.on.ca

Nancy Kirby, *President*
Marino Gazzola, *Vice President*
Kevin Kobus, *Executive Director*

October 14, 2010

MEMORANDUM

TO: Chairpersons and Directors of Education
- All Catholic District School Boards

FROM: Carol Devine, Director, Legislative and Political Affairs

SUBJECT: **Request for Information re: Municipal Election Problems resulting from inaccuracies in voters' lists**

OCSTA continues our efforts to seek remedies to help correct inaccuracies in the voters' list and assessment roll. In order to substantiate our position that these inaccuracies significantly interfere with the democratic rights of voters and the democratic process itself, it would be useful to have concrete examples of such difficulties that arise during the October 25, 2010 municipal election.

OCSTA would very much appreciate receiving from your board information regarding difficulties that occur during this election period. These may include issues around

1. questionable eligibility of registered trustee candidates;
2. blatant errors on the voters' list regarding a ratepayers school support designation
3. difficulties encountered at the polls by Catholic ratepayers attempting to exercise their right to vote for a Catholic trustee.

We would ask that examples of these and any other related problems about which the board's trustees or staff become aware be gathered and forwarded together by email to cdemelo@ocsta.on.ca as soon as possible following the election. OCSTA will use this information as the basis for recommendations for improvements for the 2014 election, as well as in our advocacy for a more accurate voters' list.

Thank you for your cooperation and support for OCSTA's work.



1325 California Avenue
Windsor, ON N9B 3Y6
CHAIRPERSON: Fred Alexander
INTERIM DIRECTOR OF EDUCATION: Paul A. Picard

Meeting Date:
October 26, 2010

BOARD REPORT

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Paul A. Picard, Interim Director of Education
Jamie Bumbacco, Superintendent of Human Resources
Patrick Murray, Assistant Superintendent, Human Resources
Colleen 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 October 26, 2010 for information.

SYNOPSIS:

BACKGROUND COMMENTS:

FINANCIAL IMPACT:

TIMELINES:

APPENDICES:

- Administrative Staff Report dated October 26, 2010

REPORT REVIEWED BY:

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

October 26, 2010

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

	Employee Name	Position	Date
HIRING	Bleau, Crystal	Occasional Teacher	October 12, 2010
	Bourdkane, Laurice	Occasional Teacher	October 12, 2010
	Colicchia, Ezio	Occasional Teacher	October 12, 2010
	Curnutte, Colleen	Occasional Teacher	October 12, 2010
	D'Alimonte, Melanie	Occasional Teacher	October 12, 2010
	Dattilo-Faraci, Maria	Occasional Teacher	October 12, 2010
	Davidovic, Sandra	Occasional Teacher	October 12, 2010
	Deluca, Adriana	Occasional Teacher	October 12, 2010
	Di Domenico, Dan	Occasional Teacher	October 12, 2010
	DiPonio, Angela	Occasional Teacher	October 12, 2010
	Eansor, Edyta	Occasional Teacher	October 12, 2010
	Faucher, Ashley	Occasional Teacher	October 12, 2010
	Flis, Elizabeth	Occasional Teacher	October 12, 2010
	Frezell, Scott	Occasional Teacher	October 12, 2010
	Gaudette, Nil	Occasional Teacher	October 12, 2010
	Hunter, Katherine	Occasional Teacher	October 12, 2010
	Ibrahim, Karen	Occasional Teacher	October 12, 2010
	Johnstone, Megan	Occasional Teacher	October 12, 2010
	Murphy, Lisa	Occasional Teacher	October 12, 2010
	Reaume, Richard	Occasional Teacher	October 12, 2010
	Santarossa, Michael	Occasional Teacher	October 12, 2010
	Schentag, Rachel	Occasional Teacher	October 12, 2010
	Topalovski, Jerry	Occasional Teacher	October 12, 2010
	Verbora, Stephanie	Occasional Teacher	October 12, 2010
	Wachna, Matthew	Occasional Teacher	October 12, 2010
	Wolicki, Patrick	Occasional Teacher	October 12, 2010
Younan, John	Occasional Teacher	October 12, 2010	

RETIREMENT:**RESIGNATION:**



**WINDSOR-ESSEX CATHOLIC
DISTRICT SCHOOL BOARD**

1325 California Avenue
Windsor, ON N9B 3Y6
CHAIRPERSON: Fred Alexander
INTERIM DIRECTOR OF EDUCATION: Paul A. Picard

Meeting Date:
October 26, 2010

BOARD REPORT

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Paul A. Picard, Interim Director of Education
Mario Iatonna, Superintendent of Business

SUBJECT: **LEGAL SERVICES – SEPTEMBER 2010**

RECOMMENDATION:

That the Board receive the report Legal Services – September 2010 as information.

SYNOPSIS:

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

BACKGROUND COMMENTS:

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

FINANCIAL IMPACT:

For the month of September 2010 legal fees submitted are as follows:

* Real Estate and Property Matters	\$0.00
* Labour (incl. Grievances, Contract Administration and Arbitration)	1,300.00
* Litigation (inc. OLRB Hearings, Spec Ed., Human Rights and Safe School Issues)	0.00
*Contract Negotiations	0.00
*Other Misc. (On-going Legal Advice and Consultation)	29,402.00

TOTAL **\$30,702.00**

The above fees do not include disbursements and GST.

TIMELINES:

N/A

APPENDICES:

None

REPORT REVIEWED BY:

- EXECUTIVE COUNCIL
- SUPERINTENDENT
- DIRECTOR OF EDUCATION:

Review Date: October 18, 2010

Approval Date: October 18, 2010

Approval Date: October 18, 2010



WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD

1325 California Avenue
Windsor, ON N9B 3Y6
CHAIRPERSON: Fred Alexander
INTERIM DIRECTOR OF EDUCATION: Paul A. Picard

Meeting Date:
October 26, 2010

BOARD REPORT

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Paul A. Picard, Interim Director of Education
Cathy Geml, Superintendent of Education
Sharon O’Hagan-Wong, Assistant Superintendent of Education

SUBJECT: **ASSUMPTION SECONDARY SCHOOL
FIELD TRIP TO NASHVILLE TN**

RECOMMENDATION:

That the Board approve the Assumption Secondary School field trip to Nashville TN from Thursday, April 14 to Sunday, April 17, 2011.

SYNOPSIS: In accordance with Board Policy SC:04 Field Trips, this report seeks Board approval for (40) forty students to experience music performances and art appreciation.

BACKGROUND COMMENTS: This field trip request is in compliance with the Field Trip policy.

FINANCIAL IMPACT: Approximately \$595 per student.

TIMELINES: Thursday, April 14, 2011 to Sunday, April 17 2011.

APPENDICES:

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

REPORT REVIEWED BY:

<input checked="" type="checkbox"/> EXECUTIVE COUNCIL	Review Date: October 18, 2010
<input checked="" type="checkbox"/> SUPERINTENDENT	Approval Date: October 18, 2010
<input checked="" type="checkbox"/> DIRECTOR OF EDUCATION:	Approval Date: October 18, 2010

9/16/2010 1Terri Maitre

Tuesday, October 12, 2010 2:45:41 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

From: Terri Maitre

To: Beth Marshall

Sherrilynn Colley-Vegh
Brian Zanier

Teacher:	Brian Zanier	School:	Assumption College Catholic High S...
Destination Name:	Nashville, TN	Name of Carrier:	Badder Bus
Mode of Transportation:	Coach Bus	Travel Company Involved:	Ellison Travel
Departure Date:	Thu, Apr 14, 2011	Return Date:	Sun, Apr 17, 2011
Time of Departure from School:	6:00AM	Approximate Time of Return to School:	9:00PM
Number of Male Students:	20	Number of Female Students:	20
Total Cost Per Student:	\$595	Personal Cost Per Student:	0
Grade of Students:	9-12	Number of Supervisors: Male:	2
		Female:	2

Purpose of Trip/Excursion: Music performance and Art Appreciation Tour

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

We will be attending two live music performances as well as participating in two concerts ourselves.

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

We will be practicing twice a week throughout the year to prepare for this trip.

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

We will listening to the recording that we are going to make in one of the recording studios there.

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

We will be attending mass on the Sunday at Cathedral of the Incarnation Church.

Date Submitted:	Wed, Sep 29, 2010	Teacher:	Brian Zanier
Approval Date:	Fri, Oct 01, 2010	Principal:	S. Vegh
Approval Date:	Fri, Oct 08, 2010	Superintendent:	Sharon O'Hagan-Wong
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.

member of



311 Main Street, P.O. Box 1990
 Exeter, Ontario, Canada N0M 1S7
 Tel: (519) 235-2000 Fax: (519) 235-2061
 TICO #2392471

www.ettravel.com

255 West 1st Street, Suite #116
 North Vancouver, BC, Canada V7M 3G8
 Tel: (604) 983-2470 Fax: (604) 983-2471
 BPCPA Registration #37951

ASSUMPTION COLLEGE CHS MUSIC APPRECIATION TOUR TO NASHVILLE, TN APRIL 14 – 17, 2011

Tentative Itinerary – September 24, 2010

Note: It is the responsibility of all participants to be in possession of the correct documentation to travel out of the country. Failure to do so will result in participants being denied entry/boarding and returned home at the expense of the individual. Canadian citizens 15 years of age or under will require proof of citizenship, such as an original birth certificate, or a Canadian citizenship card. Canadian citizens 18 years of age or under who are travelling with a school or other organized group, under adult supervision with parental/guardian consent may also present proof of citizenship alone. Canadian Citizens 19 and over require a valid passport (the Canadian Government recommends that passports are valid at least 6 months beyond your return date). Notarized letters of consent for minors to travel are also strongly recommended and may be required. Non-Canadians must check entry and transit requirements.

Day 1 – Thursday, April 14

- 5:30am - a **47 passenger coach** will arrive at the school for loading luggage and band equipment
- 5:45am - depart Windsor for **Nashville** with stops en route to purchase lunch and to stretch (9.5 hours drive time + border stop + meal stop, etc)
 - there will be a driver switch enroute to allow for the additional hours of coaching tonight
 - turn your watches back 1 hour
 - a stop will be made to purchase dinner before arriving in Nashville
- 6:00pm - check in at the **Hampton Inn Vanderbilt for a 3 night stay** with time to freshen up quickly
- 6:30pm - board the coach and transfer downtown to the Symphony Center
- 7:00pm - attend a concert by the **Guitar Orchestra of Barcelona**
 - Twenty-five guitarists will perform together on the stage of Schermerhorn Symphony Center when this celebrated Spanish ensemble makes a special stop in Nashville. Led by director Sergi Vicente, they'll explore a wide range of repertoire, from the Baroque to the modern day, with a special focus on the spirited music of their homeland
 - board the coach and return to the hotel following the concert

Day 2 – Friday, April 15

B/D

- 8:00am - **deluxe continental breakfast** is included this morning
- 8:45am - board the coach and transfer to a local high school to prepare for your performance
- 10:00am - **performance by the Assumption College CHS music department**
- 10:45am - performance end and you will pack up and load the coach

Continued...

-2-

- 11:15am - board the coach and transfer to **Music Valley**
- when you arrive at Opry Mills your coach will stay parked in the same place until you leave the Grand Ole Opry at the end of the evening
- there is some time to shop at the **Opry Mills** – featuring stores such as Bass Pro Shop, Sak’s Fifth Avenue, Nike, Barnes & Noble, Tommy Hilfiger, American Eagle, Champs Sports, and more
- you will also have time to explore the world of the **Opryland Hotel** – there is a walkway from the mall to the hotel
- visit the **Grand Ole Opry Museum** home to many memorabilia from some of the Opry's biggest stars, past and present. Artifacts from the likes of Minnie Pearl, Roy Acuff, Patsy Cline, Reba McEntire, Alan Jackson and Garth Brooks
- 4:30pm - **food court coupons** are provided for an early dinner
- 5:15pm - meet your coach at the Opry Mills parking lot – walk to the **Grand Ole Opry** to prepare for your performance
- 5:40pm - **performance by the Assumption College CHS music department**
- 6:00pm - performance ends and you will pack up and return the instrument to the coach (there are two groups performing after your so you may want to stop and listen)
- 6:40pm - meet as a group outside the auditorium – enter and find your seats for the show
- 7:00pm - watch a live radio performance of the **Grand Ole Opry**
- 9:00pm - show ends
- 9:30pm - your group will be given a **backstage tour**
- 10:00pm - board the coach and return to your hotel
- 10:45pm - arrive at the hotel and proceed to your rooms

Day 3 – Saturday, April 16**B/D**

- 8:30am - **deluxe continental breakfast** is included this morning
- 9:00am - you will be given **A Music City Welcome** to begin your day
- 9:30am - enjoy a **guided city tour** this morning, including a visit to the **Ryman Auditorium** – birth place of the Grand Ole Opry
- 12:00pm - following the tour you will break into your chaperoned groups to purchase lunch at one of the Honky Tonks on Broadway
- 1:15pm - continue to the **Country Music Hall of Fame** (5th Ave at Demonbreun)
- 1:30pm - enjoy a **self-guided visit** of this shrine to Country music
- 2:55pm - meet as a group at the entrance to the museum and you will be directed to the location of your workshop
- 3:00pm - **a song writer will work with your group** sharing his/her art and you will write new lyrics to a familiar song
- there is time for pictures and autographs with your songwriter
- 4:20pm - meet the coach and transfer to **Studio B to participate in a group recording**
- 4:45pm - your group will record a song in the RBC Studio B where such legends as Elvis, Willie Nelson and the Everly Brothers have recorded
- 5:45pm - your program ends and you will board the coach and transfer to Broadway and 4th Ave – then break into groups for dinner (maps provided)
- **a slush fund is provided** to purchase dinner – restaurants in the downtown area do not accept group reservations on Saturday so you will purchase dinner in your chaperoned groups at a restaurant of your choice
- evening activity to be advised

continued...

-3-

Day 4 – Sunday, April 17**B**

- 7:00am - **deluxe continental breakfast** is included this morning, followed by check out and loading the coach
- 8:15am - walk across to the **Cathedral of the Incarnation**
- 8:30am - **mass begins**
- 9:30am - following mass walk back to the hotel parking lot to board the coach and depart for home (9.5 hours drive time + border stop + meal stop, etc)
- turn your watches ahead 1 hour
- 8:30pm - estimated arrival time at Assumption College CHS
- WELCOME HOME!

B - Breakfast / L - Lunch / D - Dinner - denote meals included in tour cost

* Itinerary is tentative and subject to confirmation. *



1325 California Avenue
 Windsor, ON N9B 3Y6
 CHAIRPERSON: Fred Alexander
 INTERIM DIRECTOR OF EDUCATION: Paul A. Picard

Meeting Date:
 October 26, 2010

BOARD REPORT

	Public	<input checked="" type="checkbox"/>	In-Camera	<input type="checkbox"/>
PRESENTED FOR:	Information	<input type="checkbox"/>	Approval	<input checked="" type="checkbox"/>
PRESENTED BY:	Senior Administration			
SUBMITTED BY:	Paul Picard, Director of Education Cathy Geml, Superintendent of Education Mike Seguin, Assistant Superintendent of Education			
SUBJECT:	ST. JOSEPH CATHOLIC SECONDARY SCHOOL - Field Trip to France, Italy & Greece			

RECOMMENDATION:

That the Board approve the St. Joseph Catholic Secondary School field trip to France, Italy and Greece, from Thursday, March 10 to Tuesday, March 22, 2011.

SYNOPSIS: In accordance with Board Policy SC:04 Field Trips, this report seeks Board approval for 33 grade 11 and 12 students (from St. Joseph’s Secondary and St. Thomas of Villanova Secondary) to travel to France, Italy and Spain for the purpose of curriculum enrichment for academic courses of study in Language, Art and History. Students will attend Mass in Athens, Greece on Sunday, March 13 at and at the Duomo in Florence, Italy on Sunday, March 20, 2011.

BACKGROUND COMMENTS: This trip is designed for French Immersion students and Social Studies students where research is done in Europe to connect various course curriculum. Fundraising included raffles and ticket sales from the French Immersion Christmas Special in December 2010. This field trip request is in compliance with the Field Trip policy.

FINANCIAL IMPACT: Approximately \$3200 per student.

TIMELINES: Thursday, March 10 – Tuesday, March 22, 2011

APPENDICES:

- Request for Approval of Field Trip - Form A
- Letter of Information to School Board
- Code of Behaviour
- Destinations Learning Enrichment Activity Outline
- Proposed Itinerary, Terms & Conditions, Student Application Form

REPORT REVIEWED BY:

- EXECUTIVE COUNCIL
- SUPERINTENDENT
- DIRECTOR OF EDUCATION:

Review Date: October 4, 2010
Approval Date: October 4, 2010
Approval Date: October 4, 2010



Windsor-Essex Catholic District School Board Field Trip Approval Form

Thursday, September 30, 2010 10:32:02 AM

SC:04 Form A 2008 v.1

Subject: Field Trip/Excursion Approval Form

From: **Simone Lira**

To: **Mike Seguin (Asst Superinten...**

JoAnne Shea
Kathy Furlong
 Lisa Voegeli

Teacher: Renee Saad and Silvio Puzzuoli School: St. Joseph's/ St. Thomas of Villanova

Destination Name: France, Italy, Greece Name of Carrier: Lufthansa

Mode of Transportation: Air, Coach, metr... Travel Company Involved: Pauwels Travel Bureau Ltd

Departure Date: Thu, Mar 10, 2011 Return Date: Tue, Mar 22, 2011

Time of Departure from School: 3:00 pm Approximate Time of Return to School: 6:00 pm

Number of Male Students: 14 Number of Female Students: 19

Total Cost Per Student: \$3200.00 Personal Cost Per Student: \$3200.00

Grade of Students: 11 & 12 Number of Supervisors: Male: 1 Female: 2

Purpose of Trip/Excursion: Curriculum Enrichment related to material being studied in Language, Histor

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

Students are enrolled in History, Art or French-Italian courses

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

Classroom study and activities related to the areas to be visited - pre-trip historical and cultural study of location to be visited

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

Reflection on the events of the field trip with specific reference to the material learned. Written and /or visual/oral presentation to classes.

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

Morning Mass in Athens, Mass at the Duomo in Florence

Date Submitted: Mon, Sep 13, 2010 Teacher: Lisa Voegeli

Approval Date: Tue, Sep 28, 2010 Principal: Tish Hedderson

Approval Date: Thu, Sep 30, 2010 Superintendent: Mike Seguin

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. Joseph's Catholic High School

2425 Clover Avenue, Windsor, Ontario N8P 2A3

Main Office: 519-735-3326

Fax: 519-735-5322

Attendance Office: 519-735-7883



Mrs. T. Hedderson
Principal

Mr. A. Bertucci
Vice Principal

Mr. B. Roberts
Vice Principal

Ms C. Facchinato
Vice Principal

September 30, 2010

St. Joseph's Catholic High School 2011 Europe trip - France, Italy and Greece

This trip is designed for French Immersion students and social studies students where research is done in Europe to connect the grade 12 World History course (CHY4U), and the grades 11 and 12 French Immersion language courses (FIF3U and FIF4U), as well as the grade 12 Art (AVI4M) course. This is a very educationally focused trip. French Immersion students are introduced to the trip in gr. 9 and 10 and make the decision that in their grade 11 or grade 12 year they will make the trip. Typically students save money from summer jobs, birthday and Christmas gifts.

The trip is all-inclusive with breakfast and dinner included in the price. Students usually need \$150 - \$200 for spending money.

Payments are made in installments:

September - \$500

February - \$1250

Balance – Spring - about \$1450

Fundraising includes the following:

- raffle for one Transit bus ticket valid from October to June
- raffle for one NetBook laptop
- tickets sales from French Immersion X-Mas special in December/10

The length of the trip will be 12 days and the cost of the trip is being kept close to the \$3,000 mark again this year. The total cost of the trip is \$3,200.00 plus airport taxes.

Sincerely,

Mrs. Patricia Hedderson
Principal

"Learning together in faith and service"

Ship's School Educational Tours Ltd.

95 Dalhousie St., Brantford, Ontario, N3T 2J1

TEL: (519) 756-4900 FAX: (519) 753-6376

Email: tours@pauwelstravel.com**ANCIENT WONDERS OF GREECE, ITALY & PARIS****March 10-22, 2011**Proposed Itinerary**Thursday, March 10:**

Departure from Detroit International Airport with Lufthansa, or similar. Dinner & breakfast served onboard.

Friday, March 11: Athens

Morning arrival in Frankfurt with a connecting flight to Athens, Greece. Upon arrival you are met by your driver and guide and taken on a panoramic tour of the city before arriving at the hotel. Time to settle in before dinner. Overnight.

Saturday, March 12: Athens

Full day tour of Athens covering all the highlights of this historical city, Acropolis with the Parthenon Temple, the Royal Palace, the Stadium, Hadrian's Arch, the Theatre of Dionysos, the Temple of Olympian Zeus and a visit to the Archaeological Museum. Dinner, and overnight.

Sunday, March 13: DelphiMorning mass followed by an excursion to the Agora of Athens, as well as the Plaka district where you will have an opportunity to visit the many shops. Time for lunch before boarding the coach and travelling to Delphi, once the home of the famous Oracle, and perhaps the single most important religious sanctuary in ancient Greece. Delphi also benefits from a superb site high on the slopes of legendary Mount Parnassos, with a magnificent view of the valley and sea below. Check into the hotel followed by free time before dinner. Overnight**Monday, March 14: Overnight Ferry**

Breakfast followed by a detailed sightseeing tour of Delphi including a visit to the sanctuary of Apollo, the circular temple of Athena, and the very interesting local museum which houses classical art treasures such as the famous statue of the Charioteer. In the later afternoon you continue to the port of Patra where you will board your coach for the overnight ferry to Bari, Italy.

Tuesday, March 15: Sorrento

Morning Arrival in Bari where you will be met by your local coach and taken to the resort town of Sorrento. Time for lunch followed by a guided tour of the town. Check into the hotel before enjoying dinner in a local, family run restaurant. Overnight.

Wednesday, March 16: Rome

Departure after breakfast as you make your way to Pompeii where you will enjoy a guided tour of the city covered by Mount Vesuvius in the year 79. Time for lunch before boarding the coach and continuing to Monte Casino where you will enjoy a guided tour of the Monastery. Following the tour you continue to Rome. Check in to the hotel followed by dinner and overnight.

Thursday, March 17: Rome

Morning panoramic coach tour of the city including Piazza Venezia, the Imperial Forums, the Circus Maximus, the Colosseum, via Veneto, etc. Following some time for lunch you continue sightseeing with a visit to Vatican City. Guided tour of Vatican Museum, Sistine Chapel and St. Peter's. Dinner, and overnight.

SHIP'S SCHOOL EDUCATIONAL TOURS

95 Dalhousie Street, Brantford, Ontario N3T 2J1

Tel: (519)753-2695 Fax: 753-6376 Email: tours@pauwelstravel.com

Ont. Reg. #1034992

TERMS AND CONDITIONS**RESERVATIONS AND DEPOSITS:**

A deposit of \$250.00 is required at the time of registration. Your reservation is confirmed upon receipt of your deposit and application form. No reservations will be accepted without a signed application form. A further installment of \$500.00 is required by the end of September 2010

REFUND OF UNUSED ARRANGEMENTS:

Because the rates of Ship's School Educational Tours are based on group participation, no refund can be made for any tour accommodation or tour service or tour feature not taken. If cancellation occurs while the tour is in progress, no refund can be made for the tour portion not taken. We strongly suggest that to allow for any unexpected contingencies, you purchase the all-inclusive insurance.

CANCELLATION POLICY:

Refund of money paid is made in full, up to September 30, 2010. After September 30, 2010 a \$250.00 administration fee applies if cancellation is received in writing by Ship's School Educational Tours more than 120 days prior of the departure date. For cancellation received in writing 120 days prior or less the following cancellation charges apply:

120 days to 90 days before departure:	deposit of \$750.00
90 days to 46 days before departure:	25% of tour cost
45 to 15 days before departure:	50% of tour cost
within 14 days prior to departure:	100% of tour cost

RESPONSIBILITY:

Ship's School Educational Tours reserves the right without notice, to withdraw any part or all of the tour. Factors such as airline schedule changes, hotel overbookings, inclement weather, etc. may necessitate changes in the itinerary as outlined. There may also be other circumstances in which changes become necessary or advisable. Any savings realized by these changes will be passed on to the passengers, any resultant expenses shall be borne by the passenger. Ship's School Educational Tours acts only as an agent in securing hotel, transportation and other travel services and in no event shall be held responsible for the failure by any person or company to render any transportation, lodging or other travel service to be provided on the tour. All hotel, transportation and other travel services are provided to tour members subject to all the terms and conditions under which they are offered to the public generally. The acceptance of the initial service to be provided under the tour shall be considered an acceptance by the tour member of those conditions. Ship's School Educational Tours also reserves the right to decline, to accept or retain any person as a member of the tour, in which case equitable refund will be made at the discretion of the tour operators.

AIR TRANSPORTATION:

Trans Atlantic economy flight by scheduled, IATA carriers, based on charter class fare. Other fares may also be used. All fares are subject to specific rules and regulations, to changes and to government approval.

CURRENCY

The tour cost is based on the current exchange rate of CAD \$1.5 per Euro and \$1.1 per U.S. Should the rate of exchange rise or fall by 5% the cost of the tour will be adjusted accordingly. Any difference in exchange exceeding 5% of the rate used will result in a reduction or supplement as applicable.

95 Dalhousie Street
Brantford, Ontario N3T 2J1
Tel: 519-756-4900 Fax: 519-753-6376

APPLICATION FORM (To be filled out by each student)
Ancient Wonders Italy & Greece March 10-22, 2011

Name: _____ Sex: _____
(Surname as it appears in your passport) (First name as it appears on your passport)

WE REQUIRE A COPY OF YOUR PASSPORT (INFORMATION PAGES ONLY) TO BE SENT NO LATER THAN DECEMBER 30, 2010.

This Information Is Required By This Date For Submission To The Airlines In Order For Tickets To Be Issued. If your passport is not received by this date and your ticket is issued without Passport validation any changes that are required will result in a charge of \$75.00 billed directly to the student.

Address: _____

City: _____

Postal Code: _____ Phone Number: _____ Birthdate: _____
(Day/Month/Year)

School: _____ Group Leader: _____

Are you a Canadian citizen? Yes: _____ No: _____

If not, please provide citizenship: _____

We the undersigned have read, understand and agree to abide by all the conditions stipulated in the TERMS & CONDITIONS. We undertake full financial responsibility for any damage caused by the undersigned participant and agree to pay his/her return home on the first available flight, should his/her behavior be deemed detrimental to the welfare of the group. It is understood that the decision for such action rests with his/her teacher in consultation with Ship's School Educational Tours.

Signature of Parent/Guardian
(If participant is under 18 years)

Signature of Student

Please complete this form and submit it together with your deposit of \$250.00 Insurance premiums are shown on the itinerary and can guard against cancellation penalties if cancellation is due to a reason covered by the policy. Reasons include; loss of a parents employment, issuance of an official travel advisory, or cancellation due to a medical reason. Some exceptions may apply. For complete details on the Youth Package Tour insurance please contact our office. Insurance must be accepted OR declined before any penalties take effect. Please indicate below if you would like to accept or decline the insurance.

Youth Package Accepted **Declined** please sign _____

Special Requests: (Dietary) Vegetarian Food Allergy _____

* Special Medical Needs: _____

* Must be indicated at time of booking. Cannot be requested after your application is received or a \$50.00 charge will apply.

St. Joseph's Catholic High School
French Immersion and Social Studies Europe Trip
CODE OF BEHAVIOUR

I _____ agree to abide by the following rules and regulations while participating in the trip to France and Italy and Greece, which will take place from Thursday March 10 2011 until Tuesday March 22, 2011.

I understand that Madame Saad is my supervisor for the entire trip and that I must fully cooperate with her as well as with Mr. Puzzuoli and Mrs. Voegeli from St. Thomas of Villanova Secondary School. Failure to do so will result in appropriate sanctions as determined by the teacher supervisors.

Unlawful activities of any kind (such as shoplifting and drug related activities) will not be tolerated. Students and/or parents/guardians will be entirely responsible for consequences and or costs resulting from their own actions if any problems arise, legally or otherwise. Parents will be promptly contacted to assume responsibility.

The consumption of alcohol is prohibited. Students will be entirely responsible for their own actions if any problems arise, legally or otherwise. Failure to adhere to this policy will result in appropriate sanctions as determined by the teacher supervisors.

Any costs resulting from damage to hotels, means of transportation or any other items will be the student's responsibility. Students are to respect their own belongings as well as those of others.

Supervisors must be aware of the student's whereabouts at all times. It is the student's responsibility to ask a supervisor if he/she wishes permission to leave the group.

Appropriate curfews will be given on a daily basis. Students are expected to strictly follow in-room and lights out curfews.

Students must be punctual. It is very important that the timetable of the group is not delayed because of the actions of a few.

Students are expected to be polite, responsible and respectful towards everyone at all times.

Any student's actions or behaviour deemed unacceptable by the teacher supervisors will result in appropriate sanctions determined by the teacher supervisors. Students will have to abide by these sanctions.

Student Signature

Parent or Guardian Signature

French Immersion Learning Enrichment Activity

European Cultural, Historical and Artistic Experience– 2011– Italy and France and Greece

St. Joseph's Catholic High School

French Immersion 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 Europe trip 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

- *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, Athens – The Parthenon*

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)

- *students will tour cities that have been the source of some key modern beliefs and philosophies i.e., Paris, Florence, Rome, Athens*
- *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, Archaeological Museum in Athens*

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 and Greece – i.e., museums, art galleries, cathedrals*

Language Expectations and their connection to the Europe trip 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: Fred Alexander
 INTERIM DIRECTOR OF EDUCATION: Paul A. Picard

Meeting Date:
 October 26, 2010

BOARD REPORT

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Paul Picard, Interim Director of Education
 Cathy Geml, Superintendent of Education

SUBJECT: **ST. JOSEPH'S CATHOLIC HIGH SCHOOL**
Field Trip to Ottawa re: Encounters with Canada
- Saturday, November 27, 2010 – Saturday, December 4, 2010

RECOMMENDATION:

That the Board approve the St. Joseph Catholic High Schools' Field Trip to Ottawa from Saturday, November 27, 2010 – Saturday, December 4, 2010

SYNOPSIS: In accordance with Board Policy SC:04 Field Trips, this report seeks Board approval for 7 students in Grades 10 - 12 to participate in the Encounters Cultural exchange program. Students will acquire a variety of learning opportunities with respect to their curriculum in Canadian and World Studies, Social Studies and the Humanities as well as Guidance and Career curriculums.

BACKGROUND COMMENTS: This field trip is in relation to the students' Grade 10 to 12 courses of study.

FINANCIAL IMPACT: Approximately \$300 per student

TIMELINES: Saturday, November 27, 2010 – Saturday, December 4, 2010

APPENDICES:

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

REPORT REVIEWED BY:

<input checked="" type="checkbox"/> EXECUTIVE COUNCIL	Review Date:	October 18, 2010
<input checked="" type="checkbox"/> SUPERINTENDENT	Approval Date:	October 18, 2010
<input checked="" type="checkbox"/> DIRECTOR OF EDUCATION:	Approval Date:	October 18, 2010



Windsor-Essex Catholic District School Board Field Trip Approval Form

October 20, 2010 3:39:01 PM

SC:04 Form A 2008 v.1

Subject: Field Trip/Excursion Approval Form
 To: **Beth Marshall**

From: **Celeste DiPonio**
Terri Maitre
Cathy Geml
Mike Seguin (Asst Superinten...
 Tish Hedderson
 Bernard Howes
 St. Joseph's Catholic High School

Teacher: Bernard Howes School: St. Joseph's Catholic High School

Destination Name: Encounters with Canada; Ottaw... Name of Carrier: N/A

Mode of Transportation: Train/Plane Travel Company Involved: Government Ministry

Departure Date: Nov 27, 2010 Return Date: Dec 4, 2010

Time of Departure from School: N/A Approximate Time of Return to School: N/A

Number of Male Students: 1(38) Number of Female Students: 6 (94)

Total Cost Per Student: \$625 Personal Cost Per Student: \$300

Grade of Students: 10-12 Number of Supervisors: Male: 1(2) Female: (4)

Purpose of Trip/Excursion: Cultural exchange program; Note:(#) above indicate total partic. on arrival

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

Cross-curricular extension of the Canadian and World Studies, Social Studies and the Humanities, and Guidance and Career curriculums. All provided via an assortment of learning opportunities.

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

Students must familiarize themselves with the rules and policies of the Encounters with Canada program. They are also required to complete all necessary documentation.

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

Students will share their experiences with fellow students, the parent's council and other financial sponsors of the event.

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

Every effort will be made to attend mass at a local church on November 28, 2010.

Date Submitted: Oct 4, 2010 Teacher: Bernard Howes

Approval Date: Oct 7, 2010 Principal: Tish Hedderson

Approval Date: Oct 18, 2010 Superintendent: Mike Seguin

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. Joseph's Catholic High School

2425 Clover Avenue, Windsor, Ontario N8P 2A3
 Main Office: 519-735-3326 Fax: 519-735-5322 Attendance Office: 519-735-7883



Mrs. T. Hedderson
Principal

Mr. A. Bertucci
Vice Principal

Mr. B. Roberts
Vice Principal

Ms. C. Facchinato
Vice Principal

Windsor Essex Catholic District School Board
Attn: Superintendent of Education
 1325 California Ave.
 Windsor, Ontario N9B 3Y6

Friday, October 15, 2010

RE: "ENCOUNTERS WITH CANADA" Field Trip, November 27 to December 4, 2010

Dear Mr. Seguin,

For your consideration, please find some additional information regarding our requested field trip to the Encounters with Canada program in Ottawa. The information is organized under the following headings:

1. Program Description and rationale
2. Student Access and recruitment
3. Trip and student costs
4. Parent communication
5. Supervision
6. Trip Itinerary
 - a. Eucharistic Celebration
 - b. Day by day breakdown
7. Selected curriculum connections
8. Contact information

This package of information is put together with the intent to provide as much detail as possible. We hope that you will find that this is indeed a great program to which the Windsor Essex Catholic District School Board should participate in. Should you have any questions or concerns, please let me know.

PROGRAM DESCRIPTION AND RATIONALE

Encounters with Canada is our country's largest and foremost youth forum. Every week of the school year, 120 to 138 teens from across Canada (ages 14 to 17) come to Ottawa. While there, they discover their country through each other, learn about Canadian institutions, meet famous and accomplished Canadians, explore exciting career options, develop their civic leadership skills and live an extraordinary bilingual experience.



Consider these facts:

- The Canadian Unity Council opened the door to EWC in 1982
- Over 84,000 youth have lived the EWC experience
- Students on occasion meet prime ministers, royalty, Olympians, celebrities, and have had exclusive access to cultural sites in around Ottawa.

EWC has been **recognized and endorsed by every Ministry of Education** in every province and territory across Canada, and receives generous funding from Canadian Heritage, Veterans Affairs, the RCMP and more. Youth participation in the EWC program is also officially recognized by the Duke of Edinburgh's Award program.

Students from St. Joseph's Catholic High School should have the opportunity to participate in such a unique educational and cultural experience.

STUDENT ACCESS AND RECRUITMENT

Recruitment efforts began in early June 2010 due to financial incentives for early registrations. Efforts to find participants continued until the first week of school. All students at St. Joseph's Catholic High School were invited to participate in this program through daily announcements and open lunch time presentations. In addition to the open call for participants, guidance counselors also provided a list of students to which promotional material from EWC with program details and an invite to attend the information meetings were sent to.

The response to the program was the best ever.

FEES AND STUDENT COSTS

The regular fee to attend Encounters with Canada is \$625. This includes all travel, accommodations and activity fees.

There are no additional field trip expenses since Mr. Howes, the teacher chaperone, does not require occasional teacher coverage.

Due to the students early on-line registration, they qualified for a \$225 bursary from the Historica-Dominion Institute. In addition to that, the St. Joseph's Parent Association provided another \$100 bursary to each student to promote this unique "cultural exchange" program.

The out of pocket expense to each student participant of this program is **\$300**.

PARENT COMMUNICATION

In the following pages, you will see several sample letters sent to all parents of students who showed interest in the program.

The samples include: 1) Parent Participation Consent Letter 2) Letter from EWC and 3) EWC info calendar.



Dear Sir/Madam,

First and foremost, I would like to thank you for taking the time to consider the Encounters with Canada (henceforth known as EWC) program for your son/daughter. This is truly a once-in-a-lifetime experience that will have a lifelong impact on them.

EWC is our country's largest and foremost youth forum! Every week of the school year, 120 to 138 teens from across Canada (ages 14 to 17) come to Ottawa. Here, at the Terry Fox Canadian Youth Centre, they discover their country through each other, learn about Canadian institutions, meet famous and accomplished Canadians, explore exciting career options, develop their civic leadership skills and live an extraordinary bilingual experience. Through our 29 year history, over 87,000 youth have lived the EWC experience!

When students begin their EWC experience, they become the full responsibility of the EWC program. Through the generous funding of the Department of Canadian Heritage, EWC is responsible for purchasing the transportation for students traveling to and from Ottawa. Once the students begin to travel, they are advised to remain within the airport/train station/bus terminal at all times until they arrive in Ottawa where an identified EWC staff member will meet them and bring them to the Terry Fox Canadian Youth Centre. If complications arise during the travel to or from Ottawa, students are advised to contact the Terry Fox Canadian Youth Centre (TEL: 1-800-361-0419) where a transportation staff member is on call and ready to assist them. This procedure has resulted in no serious complications or incidents in the 29 year history of the EWC program.

Once the students arrive at the Terry Fox Canadian Youth Centre, they become the responsibility of the EWC program. During their one-week stay, a combination of EWC Program Staff, EWC Security Staff and EWC sanctioned Teacher-Monitors (former or current teachers or school administrators) supervise the students. EWC does have emergency protocols in place in the event that one does occur – these protocols are transmitted to all supervisory staff.

If you should require any additional information regarding the safety and security measures of the EWC program, please feel free to visit the EWC website (www.ewc-rdc.ca) or contact us via telephone (1-800-361-0419).

Sincerely,

Linda Brunet
Director General

Encounters with Canada, a program of the Historica-Dominion Institute

-----SAMPLE CORRESPONDANCE TO PARENTS -----



ON TO ENCOUNTERS TREK

Participant Name: **Adam xxxxx**

Thursday, June 17, 2010

Program Theme: 1st:
2nd:

STEP 2: Program update, parental confirmation and deposit.

Congratulations, your application to participate in the Encounters with Canada program has been accepted.

The next stage in the process involves four steps:

- Confirming your parents approval
- Returning this sheet completed and with a deposit
- Getting you're *My Encounters* ACCESS CODE
- Completing your on-line registration.

In detail:

PARENT APPROVAL: You must get your parents to read and sign the opposite side of this sheet. They must initial and sign where indicated. If they have any questions, please invite your parents to call me at 519-735-3326 x2113.

RETURNING SHEET: This sheet must be returned to the school by **MONDAY, JUNE 21** in the morning to **MS. MARTEL, our receptionist, in the MAIN OFFICE.** (On your own time of course.) **A cheque made out to ENCOUNTERS CANADA for \$225 must accompany this sheet.**

ACCESS CODE: Upon returning this sheet, you will receive a confirmation sheet with you're *My Encounters* ACCESS CODE. Follow the instructions on the sheet to get yourself formally registered at Encounters. You **will have until Friday to get registerred.** (This is an extended deadline.)

COMPLETE YOUR REGISTRATION: You're ACCESS CODE will expire on FRIDAY, June 24 –you must register by then. Once registered, you will print out your forms, sign them, and bring them in your form to Ms. Martel in the main office.

PARENTAL APPROVAL TO PARTICIPATE IN ENCOUNTERS PROGRAM

As the parent/legal guardian of Adam Abass please read the information below carefully and sign as required:

- ❑ I realize that the Encounters with Canada deposit indicates your son or daughter's commitment to the program. The deposit is non-refundable.
- ❑ I realize that travel to Encounters Canada will likely require that your son/daughter travel to Ottawa without an adult. Please keep in mind that modes of transportation could include train, plane or bus. All travel arrangements are made by Encounters Canada and all necessary precautions regarding their safe arrival to Ottawa will be taken into consideration.
- ❑ I realize that the total cost of the program may reach \$400. The balance of the funds will be due in September. Every effort is being made to reduce this cost, including a contribution by the St. Joseph's Parent's Council of \$1000. Our goal is to bring the actual cost to below \$300.

If you have any questions, please contact **Bernard Howes at St. Joseph's High School at 519-735-3326 (ext. 2113)** or visit the Encounters with Canada web site at <www.encounters-rencontre.ca> to get more information. Also, we require that you read and sign the Encounters with Canada registration form before returning it.

I, the legal parent/guardian of Adam Abass have **read the above and understand their requirements of participation in this program.** I give my consent for them to participate in this program.

NAME: (print) _____

Signature: _____ DATE: _____

SUPERVISION

The students from St. Joseph's High School will be accompanied by myself, Mr. B. Howes, on the train ride up to Ottawa. Once we arrive at the Terry Fox Centre (the name of the EWC's main building and dormitories) we will join the other students as well as the other teacher chaperones, who at that point become official TEACHER MODERATORS. The teacher's are also joined by other paid staff members who are part of the programming, security and maintenance crews.

On the week that we will be there, there will be teachers from Saskatchewan, British Columbia and Ontario. This includes 4 women and 2 men.

Teacher-moderators have specific requirements and duties. They must:

- Be certified in their province to teach.
- Need their School Board's approval to attend
- Must supply EWC with a current Police check.
- They must stay on duty from 7 until 10 at night.
- They lead one group of students for the entire week.
- On a scheduled day, they will be HEAD Teacher Moderator.
- Teacher-Moderators are volunteers and are not paid staff.

TRIP ITINERARY

Eucharistic Celebration:

9:00 am on Sunday, November 28, 2010. (Walking distance.)

Parish info: Our Lady of Mount Carmel

400 St-Laurent Boulevard, Ottawa, Ontario, K1K 2Z6 Tel: 748-6040;

Reverend Stephen Liang; Permanent Deacon: Mr. Norm Levesque

Mass Schedule: Saturday: 5:00pm - Sunday: 9:00am; 11:00pm

DETAILED SCHEDULE:

The following schedule details the hour by hour breakdown of the trip for each of the seven days..

“LAW WEEK” @ EWC**DETAILED TRIP OUTLINE****Saturday, November 27, 2010**

WHEN	WHAT	WHO	WHERE	DETAILS
5:50 am	Depart Windsor	St. Joseph's Participants	Train Station	<ul style="list-style-type: none"> Morning train departure for Toronto to connect to train to Ottawa.
4:30	Arrival in Ottawa	All	Train Station	Arrive and look for EWC shuttle bus.
6:00	Arrive at the Terry Fox Centre	All	Ottawa	<ul style="list-style-type: none"> Unpack and settle in. Supervision begins for all teacher moderators.
10:00	Bedtime --			Teacher Moderators are responsible for supervision.
11:00	Lights out.	All		<ul style="list-style-type: none"> Security staff takes over.

“LAW WEEK” @ EWC**DETAILED TRIP OUTLINE****Sunday, November 28, 2010**

WHEN	WHAT	WHO	WHERE	DETAILS
8:30	Mass	St. Joseph's delegation	Our Lady of Mount Carmel	<ul style="list-style-type: none"> Participants will walk there.
11:00	Brunch	All	Cafeteria	<ul style="list-style-type: none"> Social time to follow in dorms.
2:00 – 5:00 p.m.	Briefing of teacher-monitors	Kim	Conference room	<ul style="list-style-type: none"> Staff briefing on Centre's operations and week's program Students: Supervised recreation time in centre.
5:00 – 5:15 p.m.	Tour of Facilities	Kim		<ul style="list-style-type: none"> All teacher-monitors are welcome to join
5:15 – 5:30 p.m.	Sunday Head teacher-monitors' meeting	Kim	Conference room	<ul style="list-style-type: none"> Review of Sunday evening All teacher-monitors are welcome to attend Teacher-monitors decide on ice breaker games
5:15 – 6:00 p.m.	Supper		Cafeteria	
6:00 – 6:30 p.m.	Welcome Introduction of teacher-monitors	Kim	Cafeteria	<ul style="list-style-type: none"> Bilingual Presentation Outline House rules
6:30 – 7:00 p.m.	Terry Fox Video		Cafeteria – English Resource Centre - French	<ul style="list-style-type: none"> Please select participants to introduce the video
7:00 – 8:00 p.m.	Ice Breaker games	Head teacher-monitor	Cafeteria	<ul style="list-style-type: none"> Head teacher-monitor's group folds tables All Teacher-monitors take part
8:00 – 9:00 p.m.	Group Meetings	Teacher-monitors	Meeting rooms	<ul style="list-style-type: none"> Refer to Sunday night reminders Introduction of participants
9:15 p.m.	Snack & sign ups for Monday Night activities		Cafeteria	<ul style="list-style-type: none"> Head Teacher-monitor's group prepare cafeteria for snack Refer to green sheet
10:00 p.m.	To bed	All teacher-monitors	Dorms	<ul style="list-style-type: none"> Supervise
10:30 p.m.	Lights out	All teacher-monitors	Dorms	<ul style="list-style-type: none"> Ask participants to make the beds for the late arrivals

“LAW WEEK” @ EWC**DETAILED TRIP OUTLINE****Monday, November 29, 2010**

WHEN	WHAT	WHO	WHERE	DETAILS
7:00 – 7:45 a.m.	Breakfast		Cafeteria	<ul style="list-style-type: none"> After breakfast, the Head teacher-monitor’s groups sets up cafeteria theatre style
8:00 – 8:45 a.m.	Youth Engagement Module	Senior Citizenship Judge George Springate	Cafeteria	<ul style="list-style-type: none"> Select two participants to introduce the Judge After presentation, please set up the room cafeteria style
8:15 – 8:45 a.m.	Teacher-monitor’s Meeting	Francine Jobin, Program Director	Conference room	<ul style="list-style-type: none"> Teacher-monitors give feedback on yesterday’s activities Francine reviews activities for the day
8:45 – 9:00 a.m.	Overview of the week	Francine	Cafeteria	<ul style="list-style-type: none"> Bilingual presentation: House rules, program overview
9:00 – 9:15 a.m.	Monday Morning Meeting	Teacher-monitors	Meeting rooms	<ul style="list-style-type: none"> Refer to Monday morning check list
9:20 a.m.	Board buses			
9:40 a.m.	Group photo	Greg Newton, Photographer	Steps of Parliament	<ul style="list-style-type: none"> Make sure all participants are present
10:00 a.m.	Security		Centre Block	
10:30 – 11:30 a.m.	Tour of Parliament	House of Commons Guides	Centre Block	<ul style="list-style-type: none"> The group will be divided into 3 tours (1 French, 2 English)
11:45 a.m.	Board buses		Corner of Queen & Metcalf	<ul style="list-style-type: none"> Take attendance Return to centre
12:15 – 1:00 p.m.	Lunch		Cafeteria	<ul style="list-style-type: none"> After lunch, the head teacher-monitor’s group sets up cafeteria theatre style
1:00 p.m.	Director General `s speech	Linda Brunet	Cafeteria	<ul style="list-style-type: none"> Bilingual presentation
1:30 – 2:00 p.m.	Sign ups for the week	Kim and Teacher- monitors	Meeting Rooms	<ul style="list-style-type: none"> Refer to colour sheets
2:00 – 3:00 p.m.	Special Guest	Mr. Daniel Cahoy	Cafeteria	
3:15 – 4:15 p.m.	Introduction to the mock trial	Teacher-monitors	Meeting Rooms	<ul style="list-style-type: none"> Refer to hand out Selection of the roles
4:15 – 5:00 p.m.	Walk & Sports	Teacher-monitors	Outside	
5:00 p.m.	Teacher-monitor’s meeting	Bridgit Muldoon, Evening Program Officer	Bridgit’s Office	
5:10 p.m.	Address of the Evening Program Officer	Bridgit	Cafeteria	<ul style="list-style-type: none"> Bilingual presentation
5:30 – 6:15 p.m.	Supper		Cafeteria	
6:30 – 10:00 p.m.	Evening Activities ~ Sports	Bridgit		<ul style="list-style-type: none"> Head teacher-monitors group folds tables Refer to green page
10:00 p.m.	To bed	All teacher-monitors	Dorms	<ul style="list-style-type: none"> Supervise
10:30 p.m.	Lights out		Dorms	

“LAW WEEK” @ EWC**DETAILED TRIP OUTLINE****Tuesday, November 30, 2010**

WHEN	WHAT	WHO	WHERE	DETAILS
7:30 – 8:15 a.m.	Breakfast		Cafeteria	<ul style="list-style-type: none"> After breakfast, the head teacher-monitor’s group sets up cafeteria theatre style
8:15 – 8:45 a.m.	Teacher-monitor’s meeting	Francine	Conference room	<ul style="list-style-type: none"> Teachers-monitor give feedback on yesterday’s activities Francine reviews activities for the day and
8:45 or 9:15 a.m.	Boarding buses			<ul style="list-style-type: none"> Morning announcement will be given on the bus
9:15 – 11:30	Guided Tour of the National Capital Region & Guided tour of the Supreme Court			<ul style="list-style-type: none"> Refer to handout for exact schedule
12:00 – 12:45 p.m.	Lunch		Cafeteria	
1:00 – 2:30 p.m.	Module on Linguistic Duality	Teacher-monitors	Meeting rooms	<ul style="list-style-type: none"> Refer to handout
2:30 - 4:30 p.m.	Mock trial preparation	Lawyers	Cafeteria & Meeting rooms	<ul style="list-style-type: none"> Head Teacher-monitors group sets up cafeteria theatre style
4:30 – 5:00 p.m.	Ticket Sales for Cultural Events	Bridgit and Teacher-monitors	Meeting rooms	<ul style="list-style-type: none"> Refer to green sheet for cultural activity details REMIND PARTICIPANTS NO REFUND ON TICKETS
5:15 – 6:00 p.m.	Supper		Cafeteria	<ul style="list-style-type: none"> After supper, the Head teacher-monitor’s group set up cafeteria theatre style
7:00 – 8:15 p.m.	Live your passion!	Robert Forest	Cafeteria	<ul style="list-style-type: none"> After presentation, please put room back in cafeteria style
10:00 p.m.	To bed	All teacher-monitors	Dorms	<ul style="list-style-type: none"> Supervise
10:30 p.m.	Lights out		Dorms	

“LAW WEEK” @ EWC**DETAILED TRIP OUTLINE****Wednesday, December 1st, 2010**

WHEN	WHAT	WHO	WHERE	DETAILS
7:30 – 8:15 a.m.	Breakfast		Cafeteria	
8:15 – 8:45 a.m.	Teacher-monitors' Meeting	Francine	Conference room	<ul style="list-style-type: none"> • Teacher-monitors give feedback on yesterday's activities • Francine reviews activities for the day
8:45 – 9:00 a.m.	Announcements	Teacher-monitors	Meeting rooms	
9:15 a.m.	Board buses			
9:45 – 11:00 a.m.	Visits			<ul style="list-style-type: none"> • Refer to blue sheet • According to sign ups
11:00 a.m.	Board buses			
11:45 – 12:30 p.m.	Lunch		Cafeteria	
1:00 – 2:00 p.m.	Preparation for the mock trial	Lawyers	Cafeteria & Meeting rooms	
2:00 - 2:30 p.m.	Preparation time for lawyers & witnesses		Meeting Rooms	
2:30 – 3:30 p.m.	Walk & Sports	Teacher-monitors	Outside	
3:45 – 5:30 p.m.	Peace Module	Major Wayne MacCulloch	Cafeteria & Beechwood Cemetery	<ul style="list-style-type: none"> • Refer to Handout • Select 2 MC's for the module
5:30 – 6:15 p.m.	Supper		Cafeteria	<ul style="list-style-type: none"> • Head teacher-monitor's group sets up cafeteria for supper
6:30 p.m.	Teacher-monitor's meeting	Bridgit and teacher-monitors	Bridgit's Office	<ul style="list-style-type: none"> • To go over certain details of Canada 360°
6:50 – 10:00 p.m.	Evening Activities ~ Canada 360	Bridgit	Cafeteria	<ul style="list-style-type: none"> • Head teacher-monitor's group puts cafeteria in theatre style • Refer to green page
10:15 p.m.	To bed	All teacher-monitors	Dorms	<ul style="list-style-type: none"> • Supervise
10:30 p.m.	Lights out		Dorms	

“LAW WEEK” @ EWC**DETAILED TRIP OUTLINE****Thursday, December 2, 2010**

WHEN	WHAT	WHO	WHERE	DETAILS
7:30 – 8:15 a.m.	Breakfast		Cafeteria	
8:15 – 8:45 a.m.	Teacher-monitors' Meeting	Francine	Conference room	<ul style="list-style-type: none"> Teacher-monitors give feedback on yesterday's activities Francine reviews activities for the day and picks up pink slips
8:30 – 9:00 a.m.	Citizenship reaffirmation ceremony	Citizenship Judge Suzanne Pinel	Cafeteria	
9:00 – 9:15 a.m.	Announcements	Teacher-monitors	Meeting rooms	
9:15 – 10:45 a.m.	Discussing Diversity, Racism and Multiculturalism	Teacher-monitors	Meeting rooms	<ul style="list-style-type: none"> Refer to handout Select two participants to introduce the module
10:45 – 11:45 a.m.	Variety Night Preparation	Teacher-monitors	Meeting rooms	<ul style="list-style-type: none"> Refer to handout
11:45 a.m.	Transportation information	Chrissy Paterson	Cafeteria	<ul style="list-style-type: none"> Transportation information
12:00 – 1:00 p.m.	Lunch		Cafeteria	<ul style="list-style-type: none">
1:30 – 1:45 p.m.	Set up for the mock trial		Meeting rooms	
1:30 – 1:45 p.m.	Final preparation time for lawyers and witnesses		Ressource Centre	
1:45 – 4:00 p.m.	Mock Trial		Meeting rooms	
4:00 – 5:00 p.m.	Clean up and break			
5:15 – 6:00 p.m.	Supper		Cafeteria	
7:00 – 10:00 p.m.	Evening Activities ~ Cultural events	Bridgit		<ul style="list-style-type: none"> Refer to green sheet
10:30 p.m.	To bed	All teacher-monitors	Dorms	<ul style="list-style-type: none"> Supervise Note: depending on the Cultural activities, some participants may not get back to the Centre until after 11 p.m.
11:00 p.m.	Lights out		Dorms	

LAW ~ 2926**DETAILED TRIP OUTLINE****Friday, December 3rd, 2010**

WHEN	WHAT	WHO	WHERE	DETAILS
7:30 – 8 15 a.m.	Breakfast		Cafeteria	
8:15 – 9:15 a.m.	Teacher-monitors' Meeting	Francine	Conference room	<ul style="list-style-type: none"> Teacher-monitors give feedback on yesterday's activities Francine reviews activities for the day and picks up teacher-monitor's evaluations
9:00 – 10:30	Capital Think Tank	Olivier Nadon	Cafeteria	<ul style="list-style-type: none"> Head teacher-monitor's group helps with the set-up (with Katelyn)
10:45 – 11:15 a.m.	I-Clicker Evaluation	Katelyn Southern, FYI New Media and Web Coordinator	Cafeteria	
11:15 – 11:45 a.m.	Thank You Letters & announcements	Teacher-monitors	Meeting rooms	<ul style="list-style-type: none"> Write home return address on letter Letters should be handed into the pigeon hole outside the program office before leaving for downtown
12:00 – 12:45 p.m.	Lunch		Cafeteria	
1:00 p.m.	Board buses			
1:15 - 4:00 p.m.	Free time Downtown		Byward Market	
4:15 p.m.	Board buses		Totem pole	<ul style="list-style-type: none"> Pick up in front of the totem pole CHECK ATTENDANCE Return to Centre
4:45 – 5:15 p.m.	Banquet set-up	Head teacher-monitor and Marina	Cafeteria	<ul style="list-style-type: none"> Head teacher-monitor's group sets up the cafeteria for the banquet
4:45 – 5:15 p.m.	Meeting	Teacher-monitors	Meeting rooms	<ul style="list-style-type: none"> Distribute group photos, email lists and DVDs Write names on DVDs and photos
5:15 – 5:35 p.m.	Participants change for banquet			
5:45 – 7:00 p.m.	Banquet	MCs	Cafeteria	
7:00 – 7:15 p.m.	Set up for Closing Ceremonies	Head teacher-monitor's group	Cafeteria	<ul style="list-style-type: none"> Head Teacher-monitor's group sets cafeteria theatre style
7:15 – 8:15 p.m.	Closing Ceremonies	Teacher-monitors	Cafeteria	
8:15 – 9:00 p.m.	Midnight snack sale & Final Variety Night Preparation time	Marina	Cafeteria	
9:00 – 10:30 p.m.	Variety Night	MCs	Cafeteria	<ul style="list-style-type: none"> MCs run the program according to the order decided on earlier
10:30 – 11:30 p.m.	Talking stick ceremony	Chaired by 2 participants	Cafeteria	<ul style="list-style-type: none"> All participants help put chairs away. Opportunity for participants to discuss their experiences
11:30 – 12:00 a.m.	Break/Packing			<ul style="list-style-type: none"> Last chance for participants to go up on their own to their dorms and come back down for the dance
12:00 a.m.	DANCE / MIDNIGHT SNACK		Cafeteria	<ul style="list-style-type: none"> After 12:00 p.m., participants who go up to the dormitories must stay there.

LAW ~ 2926**Saturday, December 4, 2010**

WHEN	WHAT	WHO	WHERE	DETAILS
*4:30 – 6:30 a.m.	Early bird breakfast		Cafeteria	<ul style="list-style-type: none"> • Security guard provides juice and muffins for participants who are leaving early
6:00 am	St. Joseph's Student Departure		Ottawa train station	
5:00 pm	Arrival	All	Windsor Via Rail	<ul style="list-style-type: none"> • Trip is completed.
				<ul style="list-style-type: none"> •

NOTE: *Subject to departure schedule

CURRICULUM EXPECTATIONS (SELECTED)

This program specifically addresses the main goals of the Canadian and world studies program
A week at EWC helps:

- develop the knowledge and values they need to become responsible, active, and informed Canadian citizens in the twenty-first century;
- develop practical skills (such as critical-thinking, research, and communication skills),
- apply the knowledge and skills they acquire in Canadian and world studies courses to better understand their interactions with the natural environment; the political, economic, and cultural interactions among groups of people; the relationship between technology and society; and the factors contributing to society's continual evolution.

More specifically, the sheet lists some of the expectations that are associated with selected activities featured in the above itinerary. (Expectation page numbers taken from the Canadian and World Studies Curriculum, 2005)

- **Guided tour of National capital region**
 1. “demonstrate an understanding of the need for democratic decision making” – p.65
 2. “explain why it is essential in a democracy for governments to be open and accountable to their citizens” – p.65
- **Legal Discussion Panel**
 1. explain the legal rights and responsibilities associated with Canadian citizenship;
 2. explain what it means to be a “global citizen” and why it is important to be one.
- **History Session – Lt. Col. David Patterson**
 1. “assess Canada’s participation in war and contributions to peacekeeping and security” – p.46
 1. “describe Canada’s and Canadians’ contributions to the war effort overseas during World War I and World War II” – p.48
- **Remembrance Day Ceremonies**
 1. “describe Canada’s and Canadians’ contributions to the war effort at home during World War I and World War II, as well as some of the effects the wars had on the home front” – p.48
 2. “describe Canada’s and Canadians’ contributions to the war effort overseas during World War I and World War II” – p.48
- **Canadian War Museum**
 1. “assess Canada’s participation in war and contributions to peacekeeping and security” – p.46
 2. “describe Canada’s and Canadians’ contributions to the war effort overseas and at home during WW I and WWII” – p.47
 3. “describe the roles and functions of the Canadian Armed Forces since 1945” - p.47

4. “explain the impact in Canada of the experience and memory of the Holocaust” – p.47
- **Peace Module**
 1. “explain how the role Canada has played in international events and organizations has changed the way the country has been perceived by Canadians and/or the international community “ – p.162
 - **Discover Canada Abroad**
 1. “identify contributions to Canada’s multicultural society by regional, linguistic, ethno-cultural and religious communities” – p.46
 - **Books of Remembrance**
 1. “explain how the role Canada has played in international events and organizations has changed the way the country has been perceived by Canadians and/or the international community “ – p.162
 - **Guided tour of Parliament**
 1. “demonstrate an understanding of the need for democratic decision making” – p.65
 2. “explain why it is essential in a democracy for governments to be open and accountable to their citizens” – p.65
 3. “compare the benefits and drawbacks of democratic and authoritarian forms of decision making” – p.65
 4. “demonstrate an understanding of the process of electing governments in Canada” – p.65
 - **Talking stick ceremony**
 1. “identify contributions to Canada’s multicultural society by regional, linguistic, ethno-cultural and religious communities” – p.46
 - **Canadian Museum of Civilization**
 1. “identify contributions to Canada’s multicultural society by regional, linguistic, ethno-cultural and religious communities” – p.46
 2. “analyze the similarities and differences between current and historical patterns of immigration to Canada, making reference to changing immigration policies and pull factors” - p.48
 - **Canada 360**
 1. “analyze cases that have upheld or restricted a citizen’s rights and responsibilities” – p.65

CONTACT DETAILS

Please feel free to contact me with any question at 519-735-3326 or Bernard_howes@wecdsb.on.ca

By all means, please feel free to contact the Encounters with Canada program directly.

Eric Saxton
 Director, Recruitment and Transportation ,
 1805 Gaspé Ave. Ottawa ON K1K 0A4 |
 Telephone | Téléphone 613-744-1290 (231) - 1-800-361-0419 (231)
esaxton@historica-dominion.ca
www.encounters-rencontres.ca

Thank you for your consideration.

Bernard Howes

ENCOUNTERS WITH CANADA (Nov. 28, 2010): Field Trip Request *Supplemental Sheet*

You will notice that the field trip permission form includes several numbers in brackets. These numbers indicate the total numbers of participants –both students and teachers, on the trip. The purpose of this is to indicate the trip’s adherence to school board field trip policies. Specifically those highlighted below:

Pr SC: 04 --5.0 Supervision and Authorized Transportation Mode
Specifically:

- 5.1** All field trips/excursions require the supervision of at least one qualified teacher.
- 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.

In determining the trips adherence to policy, please consider:

- The students on this trip **will be supervised by a certified teacher** (Mr. Howes) who will be travelling with the students the entire journey to and from Ottawa by train.
- Upon arrival at the train station in Ottawa, we will be greeted by members of the Encounters staff who will shuttle us to the Terry Fox Centre –home to Encounters with Canada.
- At the Terry Fox Centre, 6 certified teachers; (the official “Teacher-Moderators”) will **work as teachers for the week and provide supervision** during the entire week **starting that evening**. Supervision is a collaborative effort between all participating schools. Details of which for the week of November 27to December 4 are as follows:

“**The breakdown** of teacher-monitors is **4 women** (all teachers with well over 100 years experience between them all -1 from Ontario) and **2 men (including Bernie Howes)**. All of these teacher-monitors have been at the Centre before and are highly qualified.” --**Eric Saxton** *Director, Recruitment and Transportation* October 5, 2010.

- *In addition to certified teachers*, there is a presence of highly qualified and trained program staff and security staff who all take on supervisor roles. These individuals are NOT volunteers.

Please consider these excerpts from the Encounters’ web page’s [FAQ as well:](#)

<http://www.ewc-rdc.ca/en/our_youth_program/for_parents.html>

Q. How does EWC ensure the safety of my child during travel?

Regardless of your child's mode of travel to and from the Terry Fox Canadian Youth Centre, an EWC representative is there to greet your child immediately upon arrival in Ottawa. We then bring your child directly to the Centre to settle in. Our EWC staff also ensures your child is safely on his/her journey home. Once registered, your child will receive information about travel plans and emergency protocols through his/her *My Encounters* page.

Q. How does EWC ensure the safety and well-being of my child while at the Centre?

Your teen is supervised by EWC staff and 6 teacher-monitors all day. (Nothing gets by us!) In the evenings and overnight (from 4 p.m. to 9 a.m.), EWC also has a Security Team on alert! This professional and highly trained team works to ensure the uncompromised safety and well-being of all participants, volunteers and staff at the Centre. Surveillance cameras and emergency "panic buttons" are located throughout the Centre and our grounds. Internet security settings and monitoring assure safe browsing at our "Café Internet." All of EWC's staff are trained in first aid and CPR, emergency protocols are in place, and a nurse is on site for one hour per day.



1325 California Avenue
Windsor, ON N9B 3Y6
CHAIRPERSON: Fred Alexander
INTERIM DIRECTOR OF EDUCATION: Paul A. Picard

Meeting Date:
October 26, 2010

BOARD REPORT

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Paul Picard, Interim Director of Education
Colleen Norris, Manager of Human Resources & Policy Development

SUBJECT: **POLICY DEVELOPMENT AND REVIEW - AMENDED POLICY**
– **A:08 BOARD NAME AND CORPORATE STATUS**
– **A:11 NAMING OF SCHOOLS**

RECOMMENDATION:

That the Board provide final approval to Draft Amended Board Policy A:08 Board Name and Corporate Status.

and, that the Board provide final approval to Draft Amended Board Policy A:11 Naming of Schools.

SYNOPSIS: Final approval is requested of Draft amended Board Policies A:08 Board Name and Corporate Status and A:11 Naming of Schools, as previously approved in principle by the Board of Trustees on October 12, 2010.

BACKGROUND COMMENTS: The draft policies represent a revision to existing Board Policies that were reviewed as part of the Board’s policy review cycle. The draft policies were circulated and posted for public input on September 9, 2010 and remain posted to the Board’s public web site under “Current Draft Policies”.

The full text of the draft policies were presented to the Board and approved in principle on October 12, 2010. There have been no proposed amendments to the draft policy as approved in principle, and the draft policies are recommended for final approval.

FINANCIAL IMPACT: N/A

TIMELINES: Immediate implementation upon final Board approval.

APPENDICES: None.

Note: Draft amended Board Policies A:08 Board Name and Corporate Status and A:11 Naming of Schools, as previously presented and approved in principle by the Board of Trustees on October 12, 2010 are currently posted to the Board's public website at www.catholicboard.ca under "Board Policies Drafts".

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL	Review Date:	October 18, 2010
<input checked="" type="checkbox"/>	SUPERINTENDENT	Approval Date:	October 18, 2010
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	October 18, 2010



1325 California Avenue
 Windsor, ON N9B 3Y6
 CHAIRPERSON: Fred Alexander
 INTERIM DIRECTOR OF EDUCATION: Paul A. Picard

Meeting Date:
 October 26, 2010

BOARD REPORT

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Paul A. Picard, Interim Director of Education

SUBJECT: **ONTARIO CATHOLIC SCHOOL TRUSTEES' ASSOCIATION (OCSTA) 2010-11 MEMBERSHIP FEES**

RECOMMENDATION:

That the Board renew its annual membership with the Ontario Catholic School Trustees' Association (OCSTA) and that payment for the 2010-11 membership fees in the amount of \$78,302 be funded with \$73,000 from the 2010-11 approved budget (Acct. No. 31-701000-6-000) and \$5,302 to be added to this account from other sources, at the time of the submission of the 2010-11 Revised Estimates.

SYNOPSIS:

The Board's annual membership fees for the Ontario Catholic School Trustees' Association (OCSTA) are due in the fall of each school year.

BACKGROUND COMMENTS:

The Ontario Catholic School Trustees' Association (OCSTA) services to member boards include: government relations, political advocacy, labour relations and communications services.

FINANCIAL IMPACT:

An amount of \$73,000 has been approved by the Board in account 31-701000-6-000 for Board Memberships, as part of the 2010-11 Budget. It will be necessary to increase this approval to \$78,302 at the time of Revised Estimates submission to the Ministry of Education in December 2010. The \$5,302 difference will be funded from increased Board grant revenues or transferred from other accounts, as may be deemed to be appropriate.

TIMELINES:

Payment is due upon receipt of invoice.

APPENDICES:

None

REPORT REVIEWED BY:

- EXECUTIVE COUNCIL
- SUPERINTENDENT
- DIRECTOR OF EDUCATION:

Review Date: October 18, 2010

Approval Date: October 18, 2010

Approval Date: October 18, 2010



1325 California Avenue
 Windsor, ON N9B 3Y6
 CHAIRPERSON: Fred Alexander
 INTERIM DIRECTOR OF EDUCATION: Paul A. Picard

Meeting Date:
 October 26, 2010

BOARD REPORT

Public **In-Camera**
PRESENTED FOR: Information Approval
PRESENTED BY: Senior Administration
SUBMITTED BY: Paul A. Picard, Interim Director of Education
 Mario Iatonna, Superintendent of Business
SUBJECT: **CITY AND SCHOOL BOARDS LIAISON COMMITTEE MEETING
 - MAY 27, 2010**

RECOMMENDATION:

That the Board receive the draft Minutes of the May 27, 2010 City and School Boards Liaison Committee Meeting as information.

SYNOPSIS: This joint committee is comprised of the Chair, Vice-Chair, Director of Education and Superintendent of Business from the four local school boards. It is also comprised of Councillors and Resource Personnel from the City of Windsor. Meetings to discuss issues of a common concern are arranged on an as needed basis.

BACKGROUND COMMENTS: A meeting was held on May 27, 2010 and Board Representatives in attendance were Chairperson, Fred Alexander and the Superintendent of Business, Mario Iatonna.

FINANCIAL IMPACT: N/A

TIMELINES: The next City and School Boards Liaison Committee meeting has been scheduled for November 30, 2010.

APPENDICES:

- Draft Minutes of the May 27, 2010 City and School Boards Liaison Committee Meeting.

REPORT REVIEWED BY:

<input checked="" type="checkbox"/> EXECUTIVE COUNCIL	Review Date:	October 18, 2010
<input checked="" type="checkbox"/> SUPERINTENDENT	Approval Date:	October 18, 2010
<input checked="" type="checkbox"/> DIRECTOR OF EDUCATION:	Approval Date:	October 18, 2010

**Minutes of the City & School Boards Liaison Committee Meeting
held on Thursday, May 27th, 2010 at the
Conseil scolaire de district des écoles catholiques du Sud-Ouest
7515 Forest Glade Drive, Windsor
(Minutes will be formally approved at the next Committee meeting)**

In attendance from the City of Windsor:

Lee Ann Doyle, Chief Building Official
Wes Hicks, Senior Manager, Infrastructure and Transportation Planning/Deputy City Engineer
Don Wilson, Manager of Development
Josette Eugeni, Manager of Transportation Planning
Steve Kapusta, Policy Analyst
Lee Tome, Chief Fire Prevention Officer
Gary Cian, Manager of Policy, Gaming & Licensing & Deputy Licence Commissioner
Robert Barlozzari, City Council Secretariat
Sergeant Don Williams, Windsor Police - Traffic Office

In attendance from the Greater Essex County District School Board:

Gale Simko-Hatfield, Chairperson of the Board
Helga Bailey, Vice-Chairperson of the Board
Warren Kennedy, Director of Education
Penny Allen, Superintendent of Business

In attendance from the Conseil scolaire de district des écoles catholiques de Sud Ouest:

Carolyn Miljan, Assistant Superintendent of Business
François Brûlé, Manager of Plant and Operations

In attendance from the Conseil scolaire de district du Centre Sud-Ouest:

Jean-Luc Bernard, Director of Education
Gyslaine Hunter-Perreault, Associate Director
Denyse Berecz, Principal - École L'Envolée
Hani Fadel, Principal - École secondaire de Windsor

In attendance from the Windsor-Essex Catholic District School Board:

Mario Iatonna, Superintendent of Business
Fred Alexander, Chairperson of the Board

Regrets received from:

Councillor Caroline Postma - Ward 2
Councillor Bill Marra, Councillor - Ward 4
Staff Sergeant Stephen Bodri - Windsor Police
Inspector Kirk Mason - Windsor Police
Thom Hunt, City Planner
Terri Best, Supervisor of Parking Enforcement
Janine Griffore, Director of Education, Conseil scolaire de district des écoles catholiques du Sud-Ouest

1.	<p><u>Call to Order</u> Carolyn Miljan, Assistant Superintendent of Business of the Conseil scolaire de district des écoles catholiques du Sud-Ouest called the meeting to order at 12:25 p.m.</p> <p>Introductions were made individually.</p>	
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May 27th, 2010

2.	<p><u>Approval of Agenda</u> Moved by H. Bailey and seconded by G. Simko-Hatfield that the agenda be approved as presented.</p> <p style="text-align: right;">CARRIED</p>	
3.	<p><u>Approval of Minutes of September 24, 2009</u> Moved by F. Alexander and seconded by L. Tome that the minutes of the Committee meeting held on September 24, 2009 be approved.</p> <p style="text-align: right;">CARRIED</p>	
4.	<p><u>Business Arising from the Minutes</u></p> <p>4.1 Council Resolution 383/2009 W. Hicks reviewed resolution CR383/2009 that was adopted by City Council regarding bus bays. He noted that the Bus Bay Program will be targeted from savings, if any, from other construction projects, to a maximum of \$50,000 per year subject to approval by the City Treasurer rather than going to Council. He indicated that no additional funds will be allocated as a result of the surplus.</p> <p>4.2 Enforcement issues around schools Sergeant D. Williams mentioned that to his knowledge there have not been many complaints. M. Iatonna indicated that the Windsor Police are being called to go to various schools. S. Kapusta noted that there is no decrease in problems as he still being contacted on certain issues. It was suggested to be mindful of Notre Dame School on Labelle due to the curbing surrounding the school. There was a discussion on the utilization of the church parking lot at St. Gabriel's and Notre Dame's.</p>	
5.	<p><u>Business Items submitted by the City of Windsor</u></p> <p>5.1 Requirement for Construction Permits, 2009 5.2 2009 Construction Activity Update 5.3 Construction Projects Proposed for 2010 L. A. Doyle discussed the process for issuing construction permits and she reviewed the projects approved in 2009 as well as for 2010. She recommended that any issues or concerns that need to be reviewed be forwarded to the Building Department.</p> <p>5.4 Notice of Council Decision M332-2009 D. Wilson spoke on the Notice of Council Decision with respect to site plan control process for school portables and a protocol between the City and the school boards with respect to consultations with the residents in the neighborhoods affected. The boards expressed concerns with respect to the City's expectation that they undertake a consultation process before portables are placed on school sites. Boards have very little flexibility with respect to the location of portables on school sites and are under very tight timelines. L. A. Doyle indicated that a draft protocol will be prepared by the City and presented at the next City and School Boards Liaison Committee meeting.</p>	<p>The Building Department will prepare a draft protocol for the next City and School Board Liaison Committee meeting.</p>

	<p>5.4 (continued)</p> <p>He discussed the changes to the Planning Act (Building Code) for school portables as of January 1, 2007. If a school was in existence on January 1, 2007, it is exempt from the site plan control process prior to obtaining a permit to construct a portable on the school property. For any new schools built after January 1, 2007, the school board will still have to apply for site plan control approval prior to constructing any portable classrooms.</p> <p>5.5 Walking Route Programs</p> <p>S. Kapusta is pleased with the results and spoke on the launch of the walking route programs at Hugh Beaton, Princess Elizabeth and Our Lady of Lourdes Schools which is made possible through a grant from the Heart and Stroke Foundation to the Windsor-Essex County Health Unit. He added that it is hoped that other schools will join in the initiative. The program is geared to all elementary students.</p> <p>There was discussion on what school boards should do due to liability issues. P. Allen will enquire at the June OSBIE meeting.</p> <p>There was some confusion by the City as to the Operation Trek initiative that was implemented at the Greater Essex County District School Board and the Windsor-Essex Catholic District School Board.</p>	
6.	<p><u>Date and Host of Next Meeting</u></p> <p>The Windsor-Essex Catholic District School Board will host the next City and School Boards Liaison Committee meeting in September 2010.</p> <p>The Conseil scolaire de district du Centre-Sud-Ouest will host the January 2011 meeting at the new French-language Public High School.</p>	<p><u>ACTION</u></p> <p>The Windsor-Essex Catholic District School Board will contact the Committee members with respect to the date and time of the next meeting.</p>
7.	<p><u>Adjournment</u></p> <p>Moved by G. Simko-Hatfield and seconded by F. Brûlé that the meeting be adjourned at 1:30 p.m.</p> <p style="text-align: right;">CARRIED</p>	



1325 California Avenue
 Windsor, ON N9B 3Y6
 CHAIRPERSON: Fred Alexander
 DIRECTOR OF EDUCATION: Paul A. Picard

Meeting Date:
 October 26, 2010

BOARD REPORT

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: High School Council Trustee Member – S. Porcellini

SUBMITTED BY: Paul Picard, Interim Director of Education
 Cathy Geml, Superintendent of Education
 JoAnne Shea, Assistant Superintendent of Education

SUBJECT: **HIGH SCHOOL COUNCIL MEETING OF JUNE 3, 2010**

RECOMMENDATION:

That the Board receive the report for the June 3, 2010 High School Council meeting as information.

SYNOPSIS: The High School Council meets several times during each school year. In accordance with Board By-Laws, as a committee of the Board, all reports of High School Council meetings are to be received by the Board.

BACKGROUND COMMENTS: Every school in the Windsor-Essex Catholic School Board has a Catholic 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, the board has regional *High School Council* that includes school council representation from all of the board's secondary schools, provides an opportunity for secondary Catholic School Council 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, experiences and "best practices" followed at their schools.

FINANCIAL IMPACT: n/a

TIMELINES: High School Council meetings are tentatively scheduled for 7:00 p.m. on the second Thursday of each month during the school year with the exception of December and March. The last meeting occurred on October 7; for which the report will be presented to the Board following approval by the High School Council at its next meeting. Upcoming meetings are scheduled as follows:

- November 11, 2010 – Hosted by St. Joseph’s Catholic High School
- January 13, 2011 - Hosted by Catholic Central High School
- February 10, 2011 - Hosted by F. J. Brennan Catholic High School
- April 11, 2011 - Hosted by St. Thomas of Villanova Catholic Secondary School
- May 12, 2011 - Hosted by Cardinal Carter Catholic Secondary School
- June 9, 2011 - Hosted by Assumption College Catholic High School

APPENDICES:

- High School Council Report of June 3, 2010

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL	Review Date:	October 18, 2010
<input checked="" type="checkbox"/>	SUPERINTENDENT	Approval Date:	October 18, 2010
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	October 18, 2010

6. New Business:
- a) New Director of Education Announcement - Assistant Superintendent Shea reported that the Board approved the appointment, pending Ministry approval, of Paul Picard to the position of Director of Education. Mr. Picard will be appointed Interim Director of Education effective August 2, 2010 and Director of Education effective January 1, 2011.
 - b) Ontario Secondary School Literacy Test (OSSLT) Update - Assistant Superintendent Shea reported that the OSSLT results have been provided to school boards across the province. However, the results are embargoed by the Education Quality and Accountability Office (EQAO) until June 16. The Board will be releasing board-level results at a media event scheduled on that date at F. J. Brennan Catholic High School.
7. Superintendent of Education's Report - Assistant Superintendent Shea provided a brief update on the following initiatives:
- a) **2010 - 2011 Parents Reaching Out (PRO) Grants** - A reminder of the June 11 deadline for the 2010 - 2011 grant proposal submissions was provided.
 - b) **Draft Board Policies for Public Consultation** - A list of policies currently vetted for public consultation was provided in the handout package.
 - c) **Development of the 2010-11 School Year Budget** - The Windsor-Essex Catholic District School Board will be holding a public meeting on July 27 for consideration and approval of the 2010-11 budget. It is anticipated that draft budget documents will be available to stakeholders on or about June 17, 2010. Any comments received by July 9 will be considered before finalizing a recommendation to the Board of Trustees.
 - d) The **Secondary Day of Champions** has been scheduled for Wednesday, June 9 from 9:30 a.m. to 1:30 p.m. at Cardinal Carter Catholic Secondary School.
 - e) **Focus on Youth Summer Programs** - A list of the Focus on Youth Summer programs was provided for reference. The programs will run from Monday, July 5 to Friday, August 13. The application deadline for students wishing to apply for employment with Focus on Youth summer programs is June 4.
 - f) **Upcoming Municipal Elections 2010** - An information pamphlet concerning the 2010 Municipal Elections for the position of Catholic School Trustee was provided for information.
 - g) **The Awards Committee is pleased to advise of the following award recipients:**

2009-2010 Outstanding Student Council Leadership Award in recognition of overall efforts and dedication to their school:

J. Sbrocca, Prime Minister, St. Thomas of Villanova.

2009-2010 Outstanding School Council Leadership Award in recognition of efforts and dedication to their school and school system:

Secondary: G. Farrah, Chair, St. Thomas of Villanova

Elementary: S. Koscielski, Chair, Sacred Heart

The awards will be presented to the recipients at the June 8 Board meeting.

8. Board of Trustees Report - Trustee Porcellini sent regrets.
9. Student Senate Report and Students Helping Students Update

- Student Trustee Timperio, provided comment on the following:

Student Senate Report: A full-day Student Senate retreat has been scheduled for both incoming and outgoing Student Senate members on June 11 to assist with the transition for the new school year.

Students Helping Students Update: Student Trustee Timperio reported that a meeting to consider applications for the Students Helping Students funding has not occurred yet. It is anticipated a meeting will be scheduled prior to the end of the school year to determine the disbursement of funds and members of the High School Council will be advised of the meeting date. Roundtable discussion occurred regarding the original criteria for disbursement of the funds and the membership of the Students Helping Students membership as articulated in the June 16, 2009 High School Council meeting. A suggestion was made to consider rolling this year's funds into next school year to ensure financial assistance is related to school based programs. **Assistant Superintendent Shea will touch base with Superintendent Staudt with regard to moving this year's process forward and Student Trustee Timperio will bring the concerns of the High School Council to the next meeting of the Students Helping Students committee.**

10. Chairperson Farrah's Report/Comments - Chair Farrah, provided comment on the following: his attendance at a meeting with Superintendent Staudt along with two other parent representatives with regard to the development of a regional Parents Reaching Out (PRO) Grant application intended to enhance parent engagement during the next school year.
11. Round Table Discussion and Comments
 - a) J. Bachmeier, Community Representative High School Council , provided comment on the following: his attendance at the May 18th Student Support Leadership Initiative; Windsor Police Services has hired several secondary students through their Youth in Policing (YIP) program where selected to students gain real work experience, develop new skills, build self-confidence and learn about careers in policing; and, indicated this would be his last meeting as Community Representative for the High School Council. Members of the Council extended their appreciation for his work on the Council over the past several years.
 - b) G. Antogiovanni, Chair St. Joseph's Catholic High School Council, provided comment on the following: the school's annual Spring Fling will be held on June 4; the Evening of Excellence for students will be held next week; and, the graduation ceremony is scheduled for June 29.
 - c) M. Allen, Parent Representative (French Immersion) St. Thomas of Villanova Catholic Secondary School Council, provided comment on the following: recent school fundraisers included a "Hair-Cut-a-thon" and Walk for Cancer; the graduation ceremony is scheduled for June 28; students recently returned from the Destinations Program trip to Costa Rica; and, the religion class recent city tour of various faiths' places of worship.
 - d) S. Boglitch, Vice Chair Assumption College Catholic High School Council, provided comment on the following: finalization of bursary applications; 35 active students on student council; repairs to the chapel; history students' field trip to Washington; the senior prom was held on May 29; graduation ceremony on June 29; school music concert held on June 2; Athletic Banquet on June 8; and, the year-end Mass will be June 9.
 - e) S. Zorzit, Chair Holy Names Catholic High School Council, provided comment on the following: a book fair was held recently with proceeds going to the Students Helping Students initiative; Mass will be held on June 21 for graduating students; the Sr boys soccer, track and field and tennis teams participated in OFSAA events; the school's year-end Mass will be June 8; graduation ceremony is scheduled for June 29; the fourth annual We Walk for Kids campaign raised \$25,000; and, a retirement lunch will be held for Ms. McDougal, Mr. Chalut and Mr. Bedard on June 17.
 - f) A. M. Silva, Parent Representative St. Anne Catholic High School Council, provided comment on the following: the outdoor signage "Ecole" has been completed; ten bursary applications have been finalized; St. Anne's lottery is running again; transitioning in of several new school council members; project in honour of students who have passed away is under

development; discussion on the prom re: student attendance at school day of prom; and, school council to take on weeding around the school.

- g) J. Bennett, Chair Catholic Central High School Council, provided comment on the following: the annual Bursary Gala and Silent Auction raised close to \$23,000; Sr Boys soccer team won SWOSSA and will proceed to OFSAA; school is hosting the OFSAA Sr Girls soccer event; the artworks of 12 students are on display at the University of Windsor's School of Visual Arts' LeBel Gallery; Evening of Excellence will be June 8; fundraising yard sale will be held on June 12; a retirement tea party for Ms. Kennedy and Mr. Innocente's retirement is scheduled on June 16, and the graduation Mass / ceremony has been scheduled for June 25.
- h) Guests H. McGuire-Rainone and L. Farbota, Chair and Parent Representative, St. James Catholic Elementary School Council, provided comment on the following: an update on the amalgamating and transition activities with the students of St Francis; graduation ceremony is June 23 where the after party will be hosted by parents at Malden Park; and, grade 8 students attended the spring Muskoka Woods Leadership Experience.

ROUNDTABLE DISCUSSION ITEMS:

Student Uniform Concerns: Discussion was held on the timing for uniform orders/pick-ups, enforcement of the proper wearing of uniform and a new style of pant has been chosen to assist with the waistband / zipper issue.

12. Future Meetings:

- **Thursday, October 7, 2010** Host: Holy Names Catholic High School

13. Closing Prayer and Adjournment

Adjournment - The meeting adjourned at 8:30 p.m.