



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

REGULAR BOARD MEETING
Tuesday, January 25, 2011 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 - Pursuant to the Municipal Conflict of Interest Act.
 7. Presentations:
 - a. Principal's Report on Student Achievement - Assumption Catholic Secondary School (J. Bumbacco/S. Colley-Vegh) --
 - b. Student Achievement K - 12 - Growing Success - AER (Assessment, Evaluation and Reporting) (J. Bumbacco/K. Power) --
 8. Delegations:
 - a. Delegation Regarding Items Not on the Agenda
3:11.1 Any person(s) wishing to make a formal presentation to the Board shall make their intent known, in writing, to the Secretary at least one week prior to the regular meeting. They shall briefly explain in their petition the nature of their business. Discussion shall be limited to the petition and shall be no longer than ten (10) minutes. The time limit can be waived by the consent of the majority of the Board.
 - b. Delegations Regarding Items On the Agenda
3:11.2 Any person(s) wishing to appear before the Board and speak on an item appearing on the agenda of the Board Meeting has until NOON of the day of the Board meeting to make a request to the Secretary. They shall explain briefly the nature of their business. The discussion shall be limited to the item on the agenda and shall be no longer than ten (10) minutes.

9. Action Items:
 - a. Approval of Minutes
 - i) Minutes of In-Camera Meeting, January 11, 2011 --
 - ii) Minutes of Regular Board Meeting, January 11, 2011 1-8
 - b. Items from the convened In-camera meeting January 25, 2011 --

10. Communications:
 - a. External (Associations, OCSTA, Ministry)
 - b. Internal (Reports from Administration):
 - i) Report: Administrative Staff Report (J. Bumbacco) 9-10
 - ii) Report: Legal Services - December 2010(M. Iatonna/P. King) 11-12

11. Unfinished Business: None

12. New Business:
 - a. Field Trips:
 - i) Report: St. Theresa Catholic Elementary School - Field Trip to Cedar Point June 14, 2011 (C. Geml) 13-14
 - ii) Report: St. Anne Catholic Secondary School - Field Trip to Knoxville, Tennessee April 21-24, 2011 (J. Bumbacco) 15-19
 - iii) Report: St. Anne Catholic Secondary School - Field Trip to Montreal, Quebec April 5-8, 2011 (J. Bumbacco) 20-24
 - iv) Report: Cardinal Carter Catholic Secondary School - Field Trip to Ottawa, Ontario May 24-26, 2011 (C. Geml) 25-32
 - v) Report: St. Joseph Catholic Secondary School - Field Trip to Ottawa, Ontario (Encounters) March 5-12, 2011 (C. Geml) 33-49
 - b. Report: Board Policy Review (*approval in principle*) Amended Policy SC:05 Blessing and Official Opening of Schools and Major Additions (C. Geml) 50-53
 - c. Report: Capital Plan (M. Iatonna/P. King) 54-60

13. Committee Reports:
 - a. Report: 2010-2014 Appointments to Special Education Advisory Committee (SEAC) (C. Geml) 61-67
 - b. Report: Interim Parent Involvement Committee - Update on Interim Committee Appointments (C. Geml) 68-70
 - c. Report: High School Council Meeting of November 11, 2010 (C. Geml) 71-76
 - d. Report: City and School Boards Liaison Committee Meeting - Draft Minutes of November 30, 2010 (M. Iatonna/P. King) 77-85

14. Notice of Motion

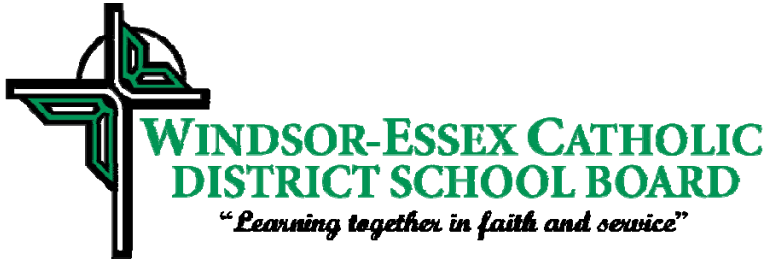
15. Remarks and Announcements:
 - a. Chairperson
 - b. Director of Education
 - c. Board Chaplain

16. Remarks/Questions by Trustees

17. Pending Items
 - a. Draft Board Policy H:07 Selection Process - Principals and Vice Principals (*deferred March 10, 2009*) --
 - b. Deferred Report: Play Surface Material Standard – Rubber (*deferred from April 28, 2009*) --
18. Continuation of In-Camera, if required.
19. Future Board Meetings: *Unless stated otherwise, all meetings will be held at the Windsor Essex Catholic Education Centre - 1325 California Avenue, Windsor with the In-Camera Session beginning at 6:00 p.m. and the Public Session beginning at 7:00 p.m.*
 - Tuesday, February 8, 2011
 - Tuesday, February 22, 2011
 - Tuesday, March 8, 2011
 - Tuesday, March 29, 2011
 - Tuesday, April 12, 2011
 - Tuesday, April 26, 2011
 - Tuesday, May 10, 2011
 - Tuesday, May 24, 2011
 - Tuesday, June 14, 2011
 - **Monday**, June 27, 2011
20. Closing Prayer
21. Adjournment

Fred Alexander
Board Chairperson

Paul A. Picard
Director of Education & Secretary-Treasurer



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

REGULAR BOARD MEETING
Tuesday, January 11, 2011 at 7:00 p.m.
Windsor Essex Catholic Education Centre
John Paul II Boardroom

MINUTES

PRESENT

Trustees: F. Alexander, Chair J. Macri
 M. DiMenna, Vice-Chair B. Mastromattei
 F. Favot J. McMahan
 B. Holland L. Soulliere
 M. Colman, Student Trustee
 L. Limarzi, Student Trustee
 Rev. L. Brunet, Board Chaplain

Regrets: Trustee Courtney

Administration: P. Picard (Resource) E. Byrne
 J. Bumbacco P. Murray
 C. Geml J. Shea
 M. Iatonna M. Seguin
 J. Braido J. Ulicny
 P. Littlejohns

Recorder: B. Marshall

1. Call To Order - Chair Alexander called the meeting to order at 7:38 p.m.
2. Opening Prayer - Fr. Brunet opened the meeting with a prayer.
3. Recording of Attendance - Trustee Courtney sent regrets due to a work commitment.
4. Approval of Agenda

Amendments:

- Item 10b(iii) - Trustee Attendance July to December 2010, clerical error. Student Trustee chart should read 2010-2011

ADDITION: 8b(i) Delegation - Darlene Kennedy, Janice Murphy and Debbie Richards, retired Board employees to speak about item 10b(ii) Deferred Report: FirstClass Student and Retired User Accounts Update.

ADDITION: Item 12d: WALK ON Report: 2011 Temporary Borrowing Resolution - Annual Expenditures is at trustees' places and previously provided to trustees electronically.

ADDITION: Item 12e: WALK ON Report: 2011 Temporary Borrowing Resolution - Permanent Improvements is at trustees' places and previously provided to trustees electronically.

DELETION: Item 7b: Presentation: Student Achievement K - 12 - Growing Success - AER (Assessment, Evaluation and Reporting). Due to inclement weather, the presenter was not able attend. The presentation will be re-scheduled.

Moved by Trustee DiMenna and seconded by Trustee McMahon that the January 11, 2011 Regular Board meeting agenda be approved as amended. Carried

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

Trustee Macri disclosed interest in relation to agenda item 10b(ii) Deferred Report: FirstClass Student and Retired User Accounts Update due to his son's employment and did not participate in the discussion or vote on any question raised on that item.

7. Presentations:
 - a. Principal's Report on Student Achievement - Cardinal Carter Catholic Secondary School
Principal Lou Conte, Vice-Principals Laura Beltran, Joe Charron and Rosemary LoFaso were present to provide an overview of the strategies and initiatives in place at Cardinal Carter Catholic Secondary School to support faith development and student achievement.
 - b. Student Achievement K - 12 - Growing Success - AER (Assessment, Evaluation and Reporting)

Due to inclement weather, the presenter was not able attend. The presentation will be re-scheduled.
8. Delegations:
 - a. Delegation Regarding Items Not on the Agenda: None
 - b. Delegations Regarding Items On the Agenda: Darlene Kennedy, Janice Murphy retired Board employees to speak about item 10b(ii) Deferred Report: FirstClass Student and Retiree User Accounts Update - The retired employees petitioned the board to not remove retiree accounts from the board's primary email provider FirstClass.
9. Action Items:
 - a. Approval of Minutes
 - i) Minutes of In-Camera Meeting, December 14, 2010

Moved by Trustee Holland and seconded by Trustee DiMenna that the minutes of the Committee of the Whole Board In-Camera meeting of December 14, 2010 be adopted as distributed. Carried

- ii) Minutes of Regular Board Meeting, December 14, 2010

Moved by Trustee Soulliere and seconded by Trustee Holland that the minutes of the Regular Board meeting of December 14, 2010 be adopted as distributed. Carried

- b. Items from the convened In-camera meeting January 11, 2011

Vice Chair DiMenna reported that the Windsor-Essex Catholic District School Board convened a closed Committee of the Whole Board meeting on January 11, 2011 pursuant to the Education Act - Section 207, to consider specific personnel, potential litigation matters and other matters permitted or required to be kept private and confidential under the Freedom of Information and Protection of Privacy Act.

Moved by Trustee DiMenna and seconded by Trustee McMahon that the recommendations and directions of the Committee of the Whole Board at its in-camera meeting of January 11, 2011 be approved. Carried

Vice Chair DiMenna made the following announcements:

from the January 11, 2011 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 January 11, 2011
- Elementary Principal and Vice Principal placements effective January 1, 2011:
 - Brian Marenchin, Acting Principal at St. John Catholic Elementary School to Principal at St. John Catholic Elementary School
 - Linda DiPasquale, Vice Principal at St. William Catholic Elementary School to Acting Principal at St. Gregory Catholic Elementary School
 - Marisa Wismer, Vice Principal at Our Lady of Perpetual Help to Vice Principal at St. William Catholic Elementary School

10. Communications:

- a. External (Associations, OCSTA, Ministry)
 b. Internal (Reports from Administration):
 i) Report: Administrative Staff Report

Moved by Trustee Soulliere and seconded by Trustee DiMenna that the Board receive the Administrative Staff Report on hiring, retirement and resignation of staff dated January 11, 2011 as information. Carried

- ii) Deferred Report: FirstClass Student and Retiree User Accounts Update

Assistant Superintendent Ulicny and IT Systems Manager Sam Papaefthimiou presented three options to the trustees:

- Option 1: In house upgrade with no change to user accounts (infrastructure, licensing, administration \$373,990 initial cost, \$123,900 annually)
- Option 2: Hosted model with no change to user accounts (licensing and administration \$125,690 annually)
- Option 3: Hosted model with core staff (licensing and administration \$86,990 annually)

Senior Administration recommends Option 3. Due to the FirstClass contract expiring June 30, 2011, administration would like to begin negotiations with OpenText, the owners of FirstClass. OpenText would provide FirstClass services by way of a hosted model for the Windsor-Essex Catholic District School Board.

Discussion and debate was held on concerns and issues regarding retiree access to FirstClass.

ORIGINAL MOTION: Moved by Trustee McMahon and seconded by Trustee Holland that the Board receive as information an update on FirstClass user accounts for students and retired employees.

Trustee Soulliere requested the motion be divided into two parts:

AMENDED MOTION: Moved by Trustee McMahon and seconded by Trustee Holland that the Board receive as information the removal of FirstClass student user accounts by March 31, 2011. Carried

And that the Board receive as information the removal of FirstClass retiree user accounts. Defeated

Moved by Trustee McMahon and seconded by Trustee Holland that the Board begin negotiations with OpenText and report back to the board with options for maintaining retiree access. Carried

- iii) Report: Trustee Attendance July - December 2010

Clerical error. Student Trustee chart should read 2010-2011.

Moved by Trustee Favot and seconded by Trustee DiMenna that the Board receive the report Trustee Attendance – August to December 2010 as information. Carried

- iv) Deferred Report: Legal Services Annual Report 2009-10

Moved by Trustee Macri and seconded by Trustee Soulliere that the Board receive the Legal Services Annual Report 2009-10 as information. Carried

11. Unfinished Business: None

12. New Business:

a. Field Trips:

- i) Report: Holy Names Catholic Secondary School - Field Trip to New York City, April 26-29, 2011

Moved by Trustee Holland and seconded by Trustee DiMenna that the Board approve the Holy Names Catholic High Schools' Field Trip to New York City from Tuesday, April 26, 2011 to Friday, April 29, 2011. Carried

- ii) Report: St. Anne Catholic Secondary School - Field Trip to Columbus, Ohio January 31 to February 2, 2011

Moved by Trustee Holland and seconded by Trustee DiMenna that the Board approve the St. Anne Catholic Secondary School's field trip to Columbus, Ohio, January 31 to February 2, 2011. Carried

- b. Report: Trustee Group Accident Insurance - 2011

Moved by Trustee Macri and seconded by Trustee Soulliere that the Board approve payment in the amount of \$305.88, including PST, to Ontario School Boards' Insurance Exchange for Trustee Group Accident Insurance, including Student Trustees, for the period January 1, 2011 to November 1, 2011. Carried

- c. Report: Ontario School Boards' Insurance Exchange (OSBIE) Insurance Premium - 2011

Moved by Trustee Macri and seconded by Trustee McMahan that the Board approve payment in the amount of \$656,621.84, including PST as applicable, for the Ontario School Boards' Insurance Exchange Insurance Premium for the year 2011. Carried

- d. WALK-ON Report: 2011 Temporary Borrowing Resolution - Annual Expenditures

Trustees received a report indicating that a Temporary Borrowing Resolution is approved annually authorizing a limit that the Board may borrow to finance the calendar year's expenditure. The short-term loan is required to bridge finance the Board's capital expenditures that will ultimately be debentured and finance operations when expenses exceed revenues, a situation that occurs at the end of every calendar quarter due to the time lag in receiving the tax levy payments from municipalities.

Moved by Trustee Macri and seconded by Trustee Favot that the Board approve the 2011 Temporary Borrowing Resolution (deemed to be read three times) authorizing the Board to borrow up to \$55,300,000 to meet, until current revenues are collected, the current expenditures of the Board for 2011. Carried

2011 TEMPORARY BORROWING RESOLUTION - ANNUAL EXPENDITURES

WHEREAS the Windsor-Essex Catholic District School Board (the "Board") considers it necessary to borrow the amount of up to \$55,300,000 to meet, until current revenues are collected, the current expenditures of the Board for 2011.

AND WHEREAS the total amount borrowed pursuant to this Resolution together with the total of any similar borrowing is not to exceed the uncollected balance of estimated revenues of the Board.

THEREFORE, BE IT RESOLVED THAT:

1. The Chairperson, Vice-Chairperson or Secretary-Treasurer of the Board are hereby authorized on behalf of the Board to borrow from time-to-time by way of Promissory Note a sum or sums not exceeding the aggregate \$55,300,000 to meet the current expenditures of the Board until the current revenues have been received and to give on behalf of the Board a Promissory note or notes under the corporate seal of the Board signed by the Chairperson or Vice-Chairperson of the Board and the Secretary-Treasurer for the monies borrowed hereunder;

Provided, however, that the interest and any other charges connected therewith do not exceed the interest that would be payable at the prime lending rate on the date of borrowing of banks listed in Schedule 1 to the Bank Act plus 100 basis points.

2. The Secretary-Treasurer of the Board is hereby authorized and directed to apply in payment of all sums borrowed as aforesaid, together with interest thereon, all monies compromising the current revenues of the Board hereafter received.
3. The Secretary-Treasurer of the Board is hereby authorized and directed to deliver to the bank from time-to-time upon request a statement showing the total amount of unpaid previous borrowings of the Board for current expenditures together with debt charges, if any, and also the uncollected balance of the estimated revenues for the current year or, where the estimates have not been adopted, the estimated revenues of the previous year less any current revenues already collected.

e. WALK-ON Report: 2011 Temporary Borrowing Resolution - Permanent Improvements

Trustees received a report indicating that a separate resolution is required to segregate the capital portion of the loans in the amount of \$17,200,000 to bridge financing until a debenture is issued.

Moved by Trustee Soulliere and seconded by Trustee Holland that the Board approve the 2011 Temporary Borrowing Resolution – Permanent Improvements (deemed to be read three times) authorizing the Board to borrow \$17,200,000 to bridge finance the permanent improvements as detailed in Schedule A of the Resolution. Carried

2011 TEMPORARY BORROWING RESOLUTION - PERMANENT IMPROVEMENTS

WHEREAS the Windsor-Essex Catholic District School Board (the “Board”) is permitted to borrow money pursuant to the provisions of Section 247 of the Education Act (the “Act”) for the raising of funds to finance certain permanent improvements as more particularly described in this Resolution.

AND WHEREAS:

- A. The Board has authorized the permanent improvements as detailed in Schedule “A” attached to this Resolution;
- B. The Board wishes to apply to the Canadian Imperial Bank of Commerce (“CIBC”) for a capital loan for the purpose of financing the permanent improvements;
- C. The total cost of the permanent improvements is within the Board’s Debt and Financial Obligation Limit as established by the Ministry of Education and Training.

THEREFORE, BE IT RESOLVED THAT:

1. The Chairperson, Vice-Chairperson or Secretary-Treasurer of the Board are hereby authorized on behalf of the Board to borrow \$17,200,000 for permanent improvements in accordance with the Act, plus interest at a rate to be agreed upon from time to time with CIBC.
 2. The Chairperson, Vice-Chairperson or Secretary-Treasurer of the Board are hereby authorized for and on behalf of the Board to execute and deliver all such other documents and to do such other acts and things as may be necessary to give full effect to the Resolution.
13. Committee Reports:
- a. Report: Appointment of Rose Lamug, Alternate Representative Autism Ontario, Windsor Essex To Special Education Advisory Committee (SEAC)
- Moved by Trustee DiMenna and seconded by Trustee Soulliere that the Board approve the appointment of Rose Lamug, alternate representative, Autism Ontario, Windsor Essex to the Special Education Advisory Committee (SEAC) for the balance of the four-year term, December 1, 2010 to November 30, 2014. Carried**
14. Notice of Motion: None
15. Remarks and Announcements:
- a. Chairperson Alexander congratulated committee members responsible for the Junior Kindergarten registration package.
 - b. Director of Education Picard provided comment on recent activities supporting the Board's strategic priorities namely;
Catholic Faith Formation: Staff Retreats continue
Employee Development And Student Achievement Initiatives: School visits, Religion course and mentoring for newly appointed school leaders continue; Educational Assistant Orientation January 12th; Full Day Early Learning Kindergarten Program Literacy Instruction January 13th; Occasional Teachers will receive their Epi-Pen training; Family of schools meetings will be held this month.
 - c. Board Chaplain - no comment this evening.
16. Remarks/Questions by Trustees
 Trustee Holland thanked senior administration and trustees for their support, the flowers and perpetual masses during her mother-in-law's funeral.
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, January 25, 2011
 - Tuesday, February 8, 2011
 - Tuesday, February 22, 2011
 - Tuesday, March 8, 2011
 - Tuesday, March 29, 2011
 - Tuesday, April 12, 2011
 - Tuesday, April 26, 2011
 - Tuesday, May 10, 2011
 - Tuesday, May 24, 2011
 - Tuesday, June 14, 2011
 - **Monday**, June 27, 2011
20. Closing Prayer – Fr. Brunet closed the meeting with a prayer.
21. Adjournment - There being no further business, the Regular Board meeting of January 11, 2011 adjourned at 9:32 p.m.

Not Approved

Fred Alexander
Board Chairperson

Paul A. Picard
Director of Education & Secretary-Treasurer



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

Meeting Date:
 January 25, 2011

BOARD REPORT

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Paul A. Picard, 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 January 25, 2011 for information.

SYNOPSIS:

BACKGROUND COMMENTS:

FINANCIAL IMPACT:

TIMELINES:

APPENDICES:

- Administrative Staff Report dated January 25, 2011

REPORT REVIEWED BY:

<input type="checkbox"/>	EXECUTIVE COUNCIL	Review Date:	
<input checked="" type="checkbox"/>	SUPERINTENDENT	Approval Date:	January 2011
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	January 2011

January 25, 2011

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

Employee Name	Position	Date
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HIRING

RETIREMENT:	Baillargeon, Gary	Secondary Teacher	January 31, 2011
	Kirchhoefel, Gail	Educational Assistant	December 31, 2010
	Maitre, Timothy	Secondary Teacher	January 31, 2011
	Patrick Weston	Secondary Teacher	January 31, 2011

RESIGNATION:	Charbonneau, Robert	Occasaional Teacher	January 4, 2011
	Gossmann, Sheryl	Educational Assistant	January 3, 2011



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

Meeting Date:
 January 25, 2011

BOARD REPORT

Public **In-Camera**
PRESENTED FOR: Information Approval
PRESENTED BY: Senior Administration
SUBMITTED BY: Paul A. Picard, Director of Education
 Mario Iatonna, Superintendent of Business
SUBJECT: **LEGAL SERVICES – DECEMBER 2010**

RECOMMENDATION:

That the Board receive the report Legal Services – December 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 December 2010 legal fees submitted are as follows:

* Real Estate and Property Matters	\$0.00
* Labour (incl. Grievances, Contract Administration and Arbitration)	8,177.50
* Litigation (inc. OLRB Hearings, Spec Ed., Human Rights and Safe School Issues)	1,832.50
*Contract Negotiations	0.00
*Other Misc. (On-going Legal Advice and Consultation)	<u>7,142.50</u>

TOTAL **\$ 17,152.50**

The above fees do not include disbursements and HST.

TIMELINES:

N/A

APPENDICES:

None

REPORT REVIEWED BY:

- EXECUTIVE COUNCIL
- SUPERINTENDENT
- DIRECTOR OF EDUCATION:

Review Date:

Approval Date: January 19, 2011

Approval Date: January 19, 2011



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

Meeting Date:
 January 25, 2011

BOARD REPORT

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

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

SUBJECT: **ST. THERESA CATHOLIC ELEMENTARY SCHOOL
 - Field Trip to Cedar Point**

RECOMMENDATION:

That the Board approve the St. Theresa Catholic Elementary School field trip to Cedar Point in Sandusky, Ohio on Tuesday, June 14, 2011.

SYNOPSIS: In accordance with Board Policy SC:04 Field Trips, this report seeks Board approval for 37 grade 7 and 8 students to attend Cedar Point for their end of year Graduation Trip. This field trip request is in compliance with the Field Trip policy.

BACKGROUND COMMENTS: The one-day excursion is meant to build character through inclusion, sharing and bonding, with ties to math and physics in the curriculum.

FINANCIAL IMPACT: \$70 per student.

TIMELINES: Tuesday, June 14, 2011

APPENDICES:

- Request for Approval of Field Trip - Form A

REPORT REVIEWED BY:

<input checked="" type="checkbox"/> EXECUTIVE COUNCIL	Review Date:	January 10, 2011
<input checked="" type="checkbox"/> SUPERINTENDENT	Approval Date:	January 10, 2011
<input checked="" type="checkbox"/> DIRECTOR OF EDUCATION:	Approval Date:	January 10, 2011



Windsor-Essex Catholic District School Board Field Trip Approval Form

Friday, January 07, 2011 3:52:58 PM

SC:04 Form A 2008 v.1

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

From: **Simone Lira**
Greg Jolicoeur

Teacher: Larry Morneau, Josh Scharlach School: St. Theresa

Destination Name: Cedar Point Name of Carrier: Badder Bus Lines

Mode of Transportation: Highway Coach Travel Company Involved: None

Departure Date: Tue, Jun 14, 2011 Return Date: Tue, Jun 14, 2011

Time of Departure from School: 7:00 AM Approximate Time of Return to School: 10:00 PM

Number of Male Students: 22 Number of Female Students: 15

Total Cost Per Student: 70.00 Personal Cost Per Student: 70.00

Grade of Students: 7 & 8 Number of Supervisors: Male: 4 Female: 6

Purpose of Trip/Excursion: End of year, graduation trip.

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

End of year and graduation celebration experience. Character building through inclusion, sharing and bonding. Tie-ins to math and physics.

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

Fund raising to defray personal costs as much as possible. Math unit to completed before and after excursion.

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

Integrated math unit provided. Follow-up journal activity.

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

Date Submitted: Tue, Jan 04, 2011 Teacher: Josh Scharlach

Approval Date: Tue, Jan 04, 2011 Principal: Greg Jolicoeur

Approval Date: Tue, Jan 04, 2011 Superintendent: JoAnne Shea

Approval Date: Trustee (per SO):

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

Send signed form to School Superintendent, school should retain a copy, Superintendent will return copy upon approval of trip/excursion. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, 1989, information in forms and documents pertaining to a student registered/enrolled within the Windsor-Essex Catholic District School Board is collected under the legal authority of the Education Act and its Regulations and the Ontario Student Record Guideline, 2000.



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

Meeting Date: January 25, 2011
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BOARD REPORT

Public **In-Camera**
PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Paul Picard, Director of Education
 Jamie Bumbacco, Superintendent of Education

SUBJECT: **ST. ANNE CATHOLIC SECONDARY SCHOOL –**
- Field Trip Knoxville, Tennessee, April 21 to 24, 2011

RECOMMENDATION:

That the Board approve the St. Anne Catholic Secondary School’s field trip to Knoxville, Tennessee, April 21 to 24, 2011

SYNOPSIS: In accordance with Board Policy SC:04 Field Trips, this report seeks Board approval for approximately 46 secondary students to travel to Knoxville, Tennessee for a track and field meet.

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

FINANCIAL IMPACT: No cost to students

TIMELINES: April 21 to 24, 2011

APPENDICES:

- Request for Approval Field Trip – SC:04 Form A
- Itinerary
- Rationale for the field trip

REPORT REVIEWED BY:

<input checked="" type="checkbox"/> EXECUTIVE COUNCIL	Review Date: January 10, 2011
<input checked="" type="checkbox"/> SUPERINTENDENT	Approval Date: January 10, 2011
<input checked="" type="checkbox"/> DIRECTOR OF EDUCATION:	Approval Date: January 10, 2011



Windsor-Essex Catholic District School Board Field Trip Approval Form

January 6, 2011 3:10:38 PM

SC:04 Form A 2008 v.1

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

From: **Dino Quenneville**
 Anna Adisho
 Jim Minello
 Mark Garant

Teacher: Mark Garant

School: St. Anne High School

Destination Name: Tennessee

Name of Carrier: Badder

Mode of Transportation: Coach

Travel Company Involved:

Departure Date: Apr 21, 2011

Return Date: Apr 24, 2011

Time of Departure from School: 8:30 AM

Approximate Time of Return to School: 2:00 AM

Number of Male Students: 23

Number of Female Students: 23

Total Cost Per Student: 0

Personal Cost Per Student: 0

Grade of Students: 9-12

Number of Supervisors: Male: 2 Female: 2

Purpose of Trip/Excursion: Track & Field Meet

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

Track & Field Team

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

Practice, fundraiser

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

Begin Season

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

Students will return before Sunday Masses, so therefore can attend with family.

Date Submitted: Dec 14, 2010

Teacher: Mark Garant

Approval Date: Dec 15, 2010

Principal: Jim Minello

Approval Date: Jan 6, 2011

Superintendent: Patrick Murray

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.

TRAVELLER SAFETY

1. Don't answer the door in a hotel/motel room without verifying who it is. If a person claims to be an employee, call the front desk and ask if someone from their staff is supposed to have access to your room and for what purpose.
2. When returning to your hotel/motel late in the evening, use the main entrance of the hotel. Be observant and look around before entering parking lots.
3. Close the door securely whenever you are in your room and use all the locking devices provided.
4. Don't needlessly display guest room keys in public or carelessly leave them on restaurant tables, at the swimming pool, or other places where they can be easily stolen.
5. Don't draw attention to yourself by displaying large amounts of cash or expensive jewellery.
6. **Don't invite strangers to your room.**
7. Check to see that any sliding glass doors or windows and any connecting room doors are locked.
8. If you see any suspicious activity, please report your observations to the management/coaches.

Knoxville, **Tenn**essee

**TRACK
& field**

**ST. ANNE'S SAINTS
TRACK TRIP 2010
KNOXVILLE, TENNESSEE**



**THE 48th VOLUNTEER TRACK CLASSIC
Friday / Saturday, April 22-23, 2011
Tom Black Track, The University of Tennessee**

Schedule of Events

Thursday, April 21th 2011

9:00 a.m. Departure from St. Anne
 1:00 p.m. 30 min. stop for lunch
 5:00 p.m. Rest Stop 15 min.
 7:30 p.m. Arrival Pigeon Forge
 8:30-11:00 Supper & Free Time (students
 may settle in to their rooms,
 explore the motel to use the
 swimming pool, weight room
 which are all within the view
 of the chaperones)
 11:00 in Rooms
 12:00 midnight Lights out/sleep tight

Friday, April 22nd 2011

7:00 a.m. Rise and Shine /Breakfast
 9:00 a.m. Board Bus for Practice
 9:30—11:30 Practice
 11:30-1:00 Smokey Mountain Tour &
 Lunch in Gatlinburg
 1:00-3:30 Outlet Shopping (Groups of
 11 plus one chaperone all
 within a single mini mall)
 4:30-6:30 Team Dinner and Activity
 10:30 p.m. Return to the Hotel
 11:00 p.m. Must be in rooms
 11:30 p.m. Lights Out !!!!!

Saturday, April 23rd 2011

6:00 a.m. Rise and Shine
 6:30 a.m. Depart for Knoxville
 7:45 a.m. Arrive at the University
 8:00 a.m. Track Meet Begins
 6:00 p.m. Depart Knoxville
 E.T.A. at St. Anne's around 2:00 a.m.

Transportation: Canada Coach



Accomodations:

Motel 6
 336 Henderson Chapel Road
 Pigeon Forge, TN
 37863

Finances

If you sold your quota of manure (40 bags)
 accommodations and transportation are cov
 ered. Money will be necessary for food and
 souvenirs and SHOPPING!!!

Chaperones:

Mr. M. Garant Mr. D. Fuerth
 Mrs. J. Senjanin Mrs. B. D'Amore

Track Meet Starts

Sat., April 23rd at 8:00 a. m.

University of Tennessee

Knoxville Track Club

Things you might want to pack

(Checklist)

All Necessary Track Equipment

Uniform	Sweat suit	Wind suit
Spikes	Socks	Rain gear
Hat	Running Shoes	
Implement, if applicable		

Toiletries

Deodorant	Brush	Perfume
Toothpaste	Comb	Sanitary Supplies
Band-Aids	Q-Tips	Toothbrush
Body Lotion	Make-up	Bar of Soap
Aftershave	Ben Gay	Book(s) to read
Wash cloth	Towel	Shampoo

Personals (Clothes for 30—75 degree weather)

P.J.'s	“Good” casual attire
Socks	jeans, shorts
t-shirts	jacket
underwear	sun block
sweater	bathing suit
pillow	

MANDATORY

PASSPORT

OUT OF PROVINCE MEDICAL COVERAGE

**PARENTAL APPROVAL FOR CROSSING THE
 BORDER.**

Tennessee Track & Field Trip Rationale

December 14, 2010

The Tennessee Track & Field trip has been a tradition at St. Anne High School for close to twenty years now and has benefitted our Track Team greatly. Through fundraising, this trip has been made possible each and every year that we have applied to go.

The purpose of the trip is to develop team spirit, teamwork and team cohesion. Since our move from Tecumseh, we had put the trips and fundraisers on hold so we as a school could settle in. The school location appears to have had a detrimental effect on the numbers that take part in track and thus has affected our overall performance at Track Meets.

To counteract this effect we believe by reintroducing the fundraiser and trip, our numbers and thus our performances will improve, returning us to the forefront of performance where St. Anne H. S. had been for many years. The fundraiser motivates the students to raise funds initially for obvious benefits for a trip to Tennessee, but it leads to bonds developing during the delivery days that can last a lifetime. The Tennessee trip is in itself a method for the athletes that go to further develop these relationships which will aid in the spirit of the team later in the season. Also, it provides an excellent opportunity for our athletes to compete against some of the very best that the United States has to offer, allowing them the chance to see how they fair and teaches them where they will need to improve before our own season starts.

The Tennessee Volunteer Outdoor Track Classic is and always has been an excellent preseason training event and team building pursuit. Please allow us the chance to continue this great tradition.

Sincerely

Mark Garant

St. Anne High School Track Coach



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

Meeting Date:
 January 25, 2011

BOARD REPORT

Public **In-Camera**
PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Paul Picard, Director of Education
 Jamie Bumbacco, Superintendent of Education

SUBJECT: **ST. ANNE CATHOLIC SECONDARY SCHOOL –
 - Field Trip Montreal, Quebec, April 5 to 8, 2011**

RECOMMENDATION:

That the Board approve the St. Anne Catholic Secondary School’s field trip to Montreal, Quebec, April 5 to 8, 2011

SYNOPSIS: In accordance with Board Policy SC:04 Field Trips, this report seeks Board approval for approximately 30 secondary students to travel to Montreal, Quebec to experience the French Canadian Culture and to practice their language skills in many life situations.

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

FINANCIAL IMPACT: \$100.00 per student

TIMELINES: April 5 to 8, 2011

APPENDICES:

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

REPORT REVIEWED BY:

<input checked="" type="checkbox"/> EXECUTIVE COUNCIL	Approval Date: January 10, 2011
<input checked="" type="checkbox"/> SUPERINTENDENT	Approval Date: January 10, 2011
<input checked="" type="checkbox"/> DIRECTOR OF EDUCATION:	Approval Date: January 10, 2011



Windsor-Essex Catholic District School Board Field Trip Approval Form

January 7, 2011 1:47:24 PM

SC:04 Form A 2008 v.1

Subject: Field Trip/Excursion Approval Form

From: **Dino Quenneville**
Anna Adisho
Jim Minello
Linda Guadagno (Colasanti)

To: **Beth Marshall**

Teacher: Linda Guadagno School: St. Anne Catholic High School

Destination Name: Montreal, Quebec Name of Carrier: Badder Bus

Mode of Transportation: Bus Travel Company Involved: Brightspark

Departure Date: Apr 5, 2011 Return Date: Apr 8, 2011

Time of Departure from School: 4:00am Approximate Time of Return to School: 11pm

Number of Male Students: 15 Number of Female Students: 15

Total Cost Per Student: \$630.00 Personal Cost Per Student: \$100.00

Grade of Students: 10, 11, 12 Number of Supervisors: Male: 1 Female: 2

Purpose of Trip/Excursion: French Cultural exchange

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

Students will be exposed to French Canadian Culture through a variety of supervised activities. They will demonstrate their knowledge of French language skills in real life situations.

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

Students are preparing for real life situations through classroom activities (simulation of a restaurant scene). Students are examining French Canadian Culture as well as other francophone cultures.

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

Students will demonstrate their knowledge acquired in this trip in their ISU Projects and classroom presentations.

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

Date Submitted: Jan 5, 2011 Teacher: Linda Guadagno

Approval Date: Jan 5, 2011 Principal: Jim Minello

Approval Date: Jan 7, 2011 Superintendent: Pat Murray

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.

Day One - Tuesday April 5, 2011

- 5:00am Arrival at your school of a washroom equipped, climate controlled, highway motor coach.
- 5:30am Board your motor coach, depart for Montreal! En route, your Tour Leader will get to know the students on a first name basis and lead discussions.
- Take highway #407 to and from your destination.
- Lunch on your own en route.
- 2:30pm **Photo Stop at St Joseph's Oratory**
The Basilica's huge dome is second only in height to Saint Peter's Basilica in Rome. The sheer size of it contrasts sharply with its frail founder, Brother André, the humble doorkeeper who had initiated its construction in 1904.
- 3:15pm **Mount Royal Lookout**
Upon arrival in Montreal, head for the Mount Royal Lookout. From the lookout, students will find that downtown Montreal is at their feet with the view of the river and beyond into the Monteregian Hills. Afterwards, students will play games on the grounds of Beaver Lake (led by your tour leader).
- 4:30pm **Hotel Lord Berri - Hotel Check In - Lord Berri**
Approximate time of arrival at Lord Berri Hotel.
- 6:00pm **Smoked Meat Dinner at Briskets Restaurant**
- 8:00pm **Ice Skating at Atrium Le 1000 De La Gauchetière**
Billed as the "warmest skating rink in the city", the Atrium Le 1000 is open to the public all year long. The complex boasts an enormous 10,000 square foot indoor skating rink that attracts thousands of Montrealers and tourists alike no matter what the season or time of day. NOTE: Skate rentals are at your own cost.
- 9:30pm School Bus Transportation: One way transfer. (due to revised Federal driver hour regulations)
- 10:00pm Night Security provided by Securite Sirois will patrol hallways between 10:00pm - 5:00am

Day Two - Wednesday April 6, 2011

- 7:00am Board your motor coach.
- 8:00am **Breakfast at Pacini Restaurant - Montreal**
- 9:30am **Guided Tour of the Notre Dame Basilica**
The history and importance of the catholic religion to French Canadian society will be explored in Montreal's oldest Catholic church. Notre Dame Basilica is known for its intricately designed interior, which includes stained glass chronicling the history of the city.
- 11:00am **Admission Only - Montreal Science Centre**
The Montreal Science Centre, a vast, interactive tourism, leisure and science complex allows visitors to discover the major scientific and technological secrets of our time. Located in Montreal's Old Port, the Centre is an interesting attraction for those who want to have fun while increasing their knowledge.
- Lunch on your own.
- 1:30pm **Explore Old Montreal**
Includes Place Jacques Cartier and free time to shop and explore the cobblestone streets of Old Montreal.
- 3:00pm **Exploration Rally of Old Montreal**
Groups participate in the Exploration Rally by tracking clues in Old Montreal.
- 5:30pm **Dinner and Entertainment at Le Cabaret du Roy**
Shiver, laugh, sing and feast along: a great team of musicians and historical characters will get the New-France festive spirit to immerge from you.
- 8:00pm **Guided Historical Walking Tour**
A local Montreal guide from Guidatour will meet the group to lead the way in a step-on-step-off tour of the city. Whether you want to see the McGill campus or the Golden Triangle of the downtown, these guides can make sure you have fun while learning about their great city.
- 9:30pm Board your motor coach and return to your accommodations.
- 10:00pm Night Security provided by Securite Sirois will patrol hallways between 10:00pm - 5:00am

Day Three - Thursday April 7, 2011



Day Three - Thursday April 7, 2011

- 8:00am **Breakfast at Chez Cora - Parc Avenue**
- 9:30am **Visit the Biodome & Cable Car Ride at the Olympic Park**
"Get an eyeful" combination pass which includes the cable car ride up to the Olympic Park Observatory and the Biodome. Inherited from the games of the XXI Olympiad, the Olympic Park is made up of the Stadium, the Montréal Tower, the Sports Centre, the fields and the outside grounds. The view of Montréal from the observation tower is as unique as it is exceptional. On a clear day, visitors can see up to 80 kilometres all around, including the Laurentian Mountains.
- 12:00pm Lunch on your own.
- 12:30pm **Montreal Underground**
Explore Montreal's Underground, a network of shops, pathways and restaurants.
- 2:00pm **Visit at the Cinerobothèque**
The CineRobothèque is the NFB's distribution and consultation centre in downtown Montreal. It houses some 8,200 films, all of which are available for onsite viewing.
- 4:30pm Board your motor coach and depart for this evenings events.
- 5:30pm **Sucrierie de la Montagne - Sugar Shack Evening**
Sucrierie de la Montagne is open all year long and can be found between Montréal and Ottawa. Visitors are invited to participate in several traditional activities: hay-rides in horse-drawn carriage, guided tours to the sugar shack and the hundred-year-old bakery. After the meal, a visit to the general store is a must!

Board your motor coach and head back to your accommodations.
- 10:00pm Night Security provided by Securite Sirois will patrol hallways between 10:00pm - 5:00am

- 7:30am **Hotel Lord Berri - Hotel Check Out - Lord Berri**
Check out of your accommodations and load luggage onto your motor coach.
- 8:00am **Continental Breakfast at the Lord Berri Hotel**
MENU: Muffins, croissant, yogurt, fruits,, coffee, orange juice and milk.
- 9:00am Board your motor coach.
- 10:00am **Guided Tour of the Fur Trade Museum at Lachine**
Erected in 1670, this former trading post and its fur warehouse, perforated with loopholes for its defence, are the oldest extant structures in the entire Montreal region. The Musee de la Ville de Lachine is divided into four separate exhibition areas that groups can explore at their own pace.
- 11:30am Board the motor coach and depart for home. Appropriate rest and meal stops will be made en route.

This is a sample itinerary that is completely customizable to meet your school's specific needs. The order of your activities and final cost of your actual tour will vary depending on the activities and meal plan you choose and the availability of sites.
- 10:00pm **Welcome Home!**
Approximate time of arrival at the school.

Day Four - Friday April 8, 2011



Customized Proposal

Date of Proposal: December 15, 2010

Program: Copy of Montreal "C'est la Vie!"

Duration: 4 days and 3 nights

Minimum # of paying passengers: 40

Complimentary Chaperones: 4

Total Cost: \$ 593.23

(includes applicable taxes and service charges)

This quote is valid until December 29, 2010.

Your itinerary includes:

- 1 Motorcoach Transportation: 47 seats
- 1 English Speaking Tour Leader

- Accommodations at Hotel Lord Berri
- Private dedicated night supervision is included (one guard for every coach)

Meals

- 1 Continental Breakfast(s)
- 2 Full Breakfast(s)
- 3 Full Dinner(s)

Tours and Attractions

- Admission Only - Montreal Science Centre
- Guided Tour of the Fur Trade Museum at Lachine
- Ice Skating at Atrium Le 1000 De La Gauchetière
- Night Security provided by Securite Sirois - 7 hrs
- School Bus Transportation One way transfer
- Visit the Biodome & Cable Car Ride at the Olympic Park

- Guided Historical Walking Tour
- Guided Tour of the Notre Dame Basilica
- Montreal Underground
- Photo Stop at St Joseph's Oratory
- Visit at the Cinerobotheque

Brightspark Benefits

- "Call Home for Free!" phone card for every passenger
- 24 hour Emergency Phone Service
- Access to our fundraising program and curriculum justification
- Chaperones are Complimentary on a 1:10
- Individual passenger access to Tour Centre: account summary, final itinerary, packing list
- Personalized parent information material
- Teacher Travel Kit - including trip departure details

- \$25 Million in Liability Insurance
- Access to account summary, creation of rooming list and bus list
- Access to the Mary Lynn Higgins Youth Fund to assist students that may not be able to travel
- Educational Sales Consultant and Account Coordinator dedicated specifically to your tour
- Parent Information Evening to be conducted at the school (within specific geographical area)
- Scholarship - one student travels for free with a minimum of 40 paying passengers (Upon receipt of deposit)
- With our "Go Green" initiative, the transportation on your trip is Carbon Neutral





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

Meeting Date:
January 25, 2011

BOARD REPORT

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Paul Picard, Director of Education
Cathy Geml, Superintendent of Education
John Ulicny, Assistant Superintendent of Education

**SUBJECT: CARDINAL CARTER CATHOLIC SECONDARY SCHOOL
- Field Trip to Ottawa, Ontario**

RECOMMENDATION:

That the Board approve the Cardinal Carter Catholic Secondary School field trip to Ottawa, from Tuesday, May 24 to Thursday, May 26, 2011.

SYNOPSIS: In accordance with Board Policy SC:04 Field Trips, this report seeks Board approval for 50 grade 10 students to travel to Ottawa, Ontario for the purpose of curriculum enrichment for in History and Civics.

BACKGROUND COMMENTS: This trip is an educational trip to the nation's capital that directly ties into many curriculum expectations in both the grade 10 History and Civics courses. This field trip request is in compliance with the Field Trip policy.

FINANCIAL IMPACT: Approximately \$386 per student.

TIMELINES: Tuesday, May 24 to Thursday, May 26, 2011

APPENDICES:

- Request for Approval of Field Trip - Form A
- Proposed Itinerary
- Tour Information
- Curriculum Expectations

REPORT REVIEWED BY:

<input checked="" type="checkbox"/> EXECUTIVE COUNCIL	Review Date:	January 10, 2011
<input checked="" type="checkbox"/> SUPERINTENDENT	Approval Date:	January 10, 2011
<input checked="" type="checkbox"/> DIRECTOR OF EDUCATION:	Approval Date:	January 10, 2011



Windsor-Essex Catholic District School Board Field Trip Approval Form

Saturday, December 18, 2010 2:05:48 PM

SC:04 Form A 2008 v.1

▼ Subject: Field Trip/Excursion Approval Form
To: **Simone Lira**

From: John Ulicny
 Luigi Conte
 Mark Ficon

Teacher: Mark Ficon School: Cardinal Carter
Destination Name: Ottawa Field Trip Name of Carrier: Badder Bus Lines
Mode of Transportation: Coach Bus Travel Company Involved: Shoreline
Departure Date: Tue, May 24, 2011 Return Date: Thu, May 26, 2011
Time of Departure from School: 6:00 am Approximate Time of Return to School: 10:30 pm
Number of Male Students: 29 Number of Female Students: 21
Total Cost Per Student: 386.00 Personal Cost Per Student: 386.00
Grade of Students: Grade 10 Number of Supervisors: Male: 2 Female: 2
Purpose of Trip/Excursion: History/Civics Trip

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

This is an educational trip to the nation's capital that directly ties into many curriculum expectation in both the grade 10 History and Civics courses.

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

All grade 10 students are currently or will be taking these courses next semester. This will greatly add to their understanding and appreciation for Canada from a current and historical perspective.

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

Individual teachers will complete class activities and reflection upon returning from the trip.

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

Date Submitted: Thu, Dec 16, 2010 Teacher: Mark Ficon
Approval Date: Thu, Dec 16, 2010 Principal: Lou Conte
Approval Date: Sat, Dec 18, 2010 Superintendent: john ulicny
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.

**Cardinal Carter High School
Ottawa, Ontario
May 24-26, 2011**

The trip to Ottawa will help the students fulfill the following curriculum expectations from the Grade 10 Canadian History and Civics Course.

Overall Expectations – Canadian History

- explain how local, national, and global influences have helped shape Canadian identity
- analyse the impact of external forces and events on Canada and its policies since 1914;
- analyse the development of French-English relations in Canada, with reference to key individuals, issues, and events;
- assess Canada's participation in war and contributions to peacekeeping and security.
- explain the causes of World War I and World War II and how Canada became involved in these two wars;
- describe Canada's and Canadians' contributions to the war effort overseas during World War I and World War II (e.g., Ypres, Vimy Ridge, Passchendaele, Hong Kong, Battle of the Atlantic, Dieppe, Sicily, D-Day; contributions of individuals, such as Billy Bishop, Georges Vanier, Tommy Prince; contributions of groups, such as Aboriginal peoples; convoys; liberation of prisoners from Nazi concentration/death camps)
- 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 (e.g., munitions industry, Halifax explosion, women war workers, British Commonwealth Air Training Plan, Camp X, the war effort in local communities);
- analyse significant events related to the Holocaust (e.g., the rise of anti-Semitism and Nazism; Kristallnacht; establishment of ghettos, concentration camps, and death camps) and Canada's response to those events;
- describe atrocities committed during World War II and assess Canada's response to them (e.g., Nanking massacre, Battle of Hong Kong and its aftermath, concentration camps, Nazi murder of Canadian prisoners of war in Normandy, fire bombing of Dresden);
- analyse Canada's role in Cold War activities until 1989 (e.g., espionage, Korean War, nuclear arms race, North Atlantic Treaty Organization [NATO], North American Air Defence Command [NORAD], Vietnam War);
- describe the roles and functions of the Canadian armed forces since 1945 (e.g., maintaining collective security, asserting national sovereignty, providing aid to

- civil powers in the wake of disasters, peacekeeping and peace making) and assess their success in performing these tasks.
- assess the contributions of selected individuals to the development of Canadian identity since 1914 (e.g., Nellie McClung, Arthur Currie, Thérèse Casgrain, Maurice Richard, Georges and Pauline Vanier, Max Ward, Marshall McLuhan, Rosemary Brown, Matthew Coon Come, Adrienne Clarkson);
 - assess how artistic expression has reflected Canadian identity since World War I (e.g., in the work of Ozias Leduc, the Group of Seven, Gabrielle Roy, Farley Mowat, Joy Kogawa, Oscar Peterson, Chief Dan George, the Guess Who, Toller Cranston, Karen Kain, Michael Ondaatje, Drew Hayden Taylor, Susan Aglukark);
 - assess the contributions of selected Canadian political leaders since 1914.

Overall Expectations – Civics

- demonstrate an understanding of the need for democratic decision making;
- explain the legal rights and responsibilities associated with Canadian citizenship;
- describe the main structures and functions of municipal, provincial, and federal governments in Canada;
- compare key features and functions of different levels of government in Canada (i.e., municipal, provincial, and federal);
- compare how laws, regulations, public policies, and decisions are made and enforced at the municipal, provincial, and federal levels;
- demonstrate an understanding of the process of electing governments in Canada (e.g., riding distribution, decision to call an election, voters' lists, campaigning, candidates' debates, election – day procedures) ;
- describe the role of political parties in the parliamentary process and explain how this role changes in majority, minority, and coalition governments, using provincial and federal examples;
- explain the roles played by elected representatives, interest groups, and the media in the political process (e.g., legislative and constituency work; lobbying; providing public information on, and analysis of, issues facing government).

**Cardinal Carter High School
Ottawa, Ontario
May 24-26, 2011**

Tuesday, May 24, 2011:

- 5:30 a.m. Everyone assembles at: Cardinal Carter High School
120 Ellison Ave.
Leamington, Ontario
- 5:45 a.m. Bus Company: Badder Bus Lines – 55 passenger
Head Teacher: Mark Ficon
- 6:00 a.m. Departure for Ottawa, Ontario
Traveling time: 9 hr Making stops en route
- 3:00 p.m. Arrival at the **Museum of Civilization**
The group will be met by a **guided for a tour** of the Grand Hall. The museum features permanent and temporary exhibitions and special events year-around, including the Children's Museum.
(1½ hr)
- 4:30 p.m. Everyone will line up for the **Cineplus Theatre**
The film title has not been announced yet.
- 5:30 p.m. Departure for the **Tucker's Market Place**
- 6:00 p.m. **Dinner included** at Tuckers Market Place located in the Byward Market area.

The group will have an **All-You-Can-Eat Buffet**
Soups, Salads, Vegetables, Variety of Pasta Salads, and bread, Craving Station, Desserts, Beverages
- 9:00 p.m. Departure for the hotel
- 9:30 p.m. Check into the: **Residence Inn – Algonquin College**
1385 Woodruff
Ottawa, Ontario
Phone: (613) 727-7698
- 11:00 p.m. **Hallway security begins** – the guards will identify himself/herself before starting duty. At this time please give instructions to the guard as to any special requirements you need.

Wednesday, May 25, 2011:

- 5:00 a.m. Hallway security is finished.
- 7:00 a.m. **Continental breakfast** is included at the hotel
- 8:30 a.m. Departure for the **Capital Infocentre**
- 9:00 a.m. The group will be met by a **local guide** for an informative tour of Ottawa. The students will learn the history and interesting facts about the City. They drive by 24 Sussex Dr, Rideau Hall, Parliament Hill and many other significant landmarks. (2 hr)
- Gratuity To Guide:** This is the responsibility of the school.
- 11:00 a.m. Arrival at the **Canadian War Museum** – A new facility housing Canada’s military history is being built on LeBreton Flats. The location opens on May 8, 2005, commemorating the 60th anniversary of the end of the Second World War in Europe. The new facility will allow for the museum’s collection to be on display, including large artifacts such as tanks and airplanes.
- 11:15 a.m. The group will **meet a Guide** at the Canadian War Museum. **The Second World War** covers the second World War, including the home front, D-Day, the Italian campaign and the war in the air and on the sea. (1½ hr)
- 1:15 p.m. Departure for Byward Market Area
- 1:30 p.m. Arrival into the **Byward Market** Area for lunch
- 2:30 p.m. Departure for Parliament Hill
The group will proceed through a Security Check to entry into Parliament Hill.
- 3:25 p.m. Group # 1 – 28 people
Begin the Guided tour of **Parliament Hill**.
A Parliament guide will meet the group for a tour of Parliament Hill. The group will visit the Library of Parliament, House of Commons, the Senate and the Hall of Honor.
- 3:35 p.m. Group #2 – 28 people
A Parliament guide will meet the group for a tour of Parliament Hill. The group will visit the Library of Parliament, House of Commons, the Senate and the Hall of Honor.
- 5:00 p.m. Departure for the **Hard Rock Café**

- 5:30 p.m. **Dinner included** this evening with All You Can Burger Buffet
Menu Items:
Burger Buffet - All Fixin's - Veggie Burger, Fries, Drinks, 2 Salads
(Caesar Salad & House Salad), Dessert, Served with a beverage
- 7:30 p.m. Departure for Paul's Boat Lines – **Rideau Canal Cruise**
**8:00 p.m. Boarding: Dock located behind the National Conference Centre, five
minutes from Parliament and directly across the street from the
Chateau Laurier Hotel.**
- 8:30 p.m. All aboard **Paul's Boat Lines**, for a narrated cruise on the **Rideau Canal**.
This cruise has the best view possible of one of the engineering marvels
of the nineteenth century, The Rideau Canal. The guides will show you
this major part of Canadian history as no one else is able to. Along the
way you will be shown many of the major sites that have led to the
development and rise of Ottawa as a city and a seat of government.
Points of interest while on the cruise are National Arts Center, University
of Ottawa, Landsdowne Park, Carleton University, Dow Lake and more
(1.5 hrs.)
- 11:00 p.m. **Hallway security** begins for the evening.
Same procedure as last night

Thursday, May 26, 2011:

- 5:00 a.m. Hallway security is finished.
- 8:00 a.m. **Continental Breakfast** is served at the hotel.
- 8:30 a.m. Check Out – Room Check
Departure for the **Diefenbunker Museum**
- 9:00 a.m. Thirty-five kilometres from Canada's capital city, Ottawa, lies a Cold War
bunker that is home to the Diefenbunker - Canada's Cold War Museum.
"The most important surviving Cold War site in Canada" *the Historic Sites
and Monuments Board of Canada*. Below a farmer's field in the Ottawa
Valley, Canada's "secret" bunker quietly began operation in 1961.
Throughout its 33 year lifetime the Diefenbunker was the Central
Emergency Government Headquarters for Canada. Federal government
budget cuts led to its being decommissioned in 1994. (1½ hr)
- 11:30 a.m. Departure for **Cardinal Carter School**
Making one stop en route
- 10:30 p.m. Arrival into the school



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

Meeting Date: January 25, 2011
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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 A. Picard, Director of Education
 Cathy Geml, Superintendent of Education
 Mike Seguin, Assistant Superintendent of Education

SUBJECT: **ST. JOSEPH CATHOLIC SECONDARY SCHOOL**
- Field Trip to Ottawa re: Encounters

RECOMMENDATION:

That the Board approve the St. Joseph Catholic High School Field Trip to Ottawa from Saturday, March 5, 2011 – Saturday, March 12, 2011

SYNOPSIS: In accordance with Board Policy SC:04 Field Trips, this report seeks Board approval for 12 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. Students will also attend a Eucharistic celebration at Notre Dame Cathedral Basilica on Sunday, March 3, 2011.

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, March 5, 2011 – Saturday, March 12, 2011

APPENDICES:

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

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL	Review Date:	January 17, 2011
<input checked="" type="checkbox"/>	SUPERINTENDENT	Approval Date:	January 17, 2011
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	January 17, 2011



Windsor-Essex Catholic District School Board Field Trip Approval Form

January 10, 2011 11:27:04 AM

SC:04 Form A 2008 v.1

Subject: Field Trip/Excursion Approval Form

From: Celeste DiPonio

To: **Beth Marshall**
Tish Hedderson
Mike Seguin (Asst Superinten...
Bernard Howes

Tish Hedderson
Bernard Howes

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

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

Mode of Transportation: School Bus Travel Company Involved:

Departure Date: Mar 5, 2011 Return Date: Mar 12, 2011

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

Number of Male Students: 5 Number of Female Students: 7

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

Grade of Students: 10-12 Number of Supervisors: Male: 1 Female: 1

Purpose of Trip/Excursion: Participate in Canada's largest youth forum during their "Science Week"

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

All participants will explore the nation's capital and explore the careers and issues in the world of science. The program compliments the science and Canada and World Studies Ontario curriculum.

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

Reading of all safety information and completion of all forms required by the staff at Encounters with Canada.

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

Students will share their experience with fellow students as well sponsor's of the trip, including St. Joseph's HS Parent's Council.

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

Date Submitted: Jan 6, 2011 Teacher: Bernard Howes

Approval Date: Jan 6, 2011 Principal: Tish Hedderson

Approval Date: Jan 10, 2011 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

Thursday, January 20, 2011

RE: "ENCOUNTERS WITH CANADA" Field Trip, March 5 to March 11, 2011

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.



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

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.

Due to the student's 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**. Some other incidental costs are involved such as souvenirs and a couple meals while travelling and some occasional teacher costs for the chaperones,

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 two teachers from our board on the train ride up to Ottawa –one male and one female. 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 MONITORS. 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. At present, 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 Monitor.
- Teacher-Monitors are volunteers and are not paid staff.

TRIP ITINERARY

EUCCHARISTIC CELEBRATION:

NOTRE DAME CATHEDRAL BASILICA

The Church is located on 385 Sussex Dr, between St. Patrick Street and Guigues avenue, in front of the National Gallery of Canada

Bilingual mass: **Sunday at 9:00 am**

DETAILED DAILY SCHEDULE:

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

ENCOUNTERS WITH CANADA

– DIALY ITENERARY MARCH 6 to 12, 2011

SCIENCE AND TECHNOLOGY WEEK - 2011

Sunday, March 3, 2011

WHEN	WHAT	WHO	WHERE	DETAILS
9:00-10:00 a.m.	Mass	St. Joseph's HS Delegation	Notre Dame Basillica	<ul style="list-style-type: none"> • All students are invited to attend; transportation by bus.
3:00 – 5:00 p.m.	Briefing	Isabelle	Main Hall	<ul style="list-style-type: none"> • Staff briefing on Centre's operations and week's program
5:00 – 5:15 p.m.	Tour of Facilities	Isabelle		<ul style="list-style-type: none"> • All teacher-monitors are welcome to join
5:15 – 5:30 p.m.	Sunday Head teacher-monitors' meeting	Isabelle	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	<ul style="list-style-type: none"> •
6:00 – 6:30 p.m.	Welcome Introduction of teacher-monitors	Isabelle	Cafeteria	<ul style="list-style-type: none"> • Bilingual Presentation • Outline House rules
6:30 – 7:30 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
7:45 – 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

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 group 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
8:15 – 8:45 a.m.	Teacher-monitor's Meeting	Francine Jobin, Program Director	Conference room	<ul style="list-style-type: none"> • 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
9:30 – 10:30 a.m.	Magic Chemistry Show		Cafeteria	
11:00 – 11:45 a.m.	Sign ups for the week	Isabelle and teacher-monitors	Meeting Rooms	<ul style="list-style-type: none"> • Refer to colour sheets
11:45 a.m.	Director General's speech	Linda Brunet	Cafeteria	<ul style="list-style-type: none"> • Bilingual presentation
12:00 – 12:45 p.m.	Lunch		Cafeteria	<ul style="list-style-type: none"> • The head teacher-monitor's group sets up cafeteria for lunch
12:45 p.m.	Board buses			
1:15 p.m.	Security		Centre Block	
2:00 – 3:00 p.m.	Question Period	House of Commons	Centre Block	<ul style="list-style-type: none"> • Participants must remain quiet in the gallery • Pick up cameras
3:15 – 4:00 p.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)
4:15 p.m.	Group photo	Greg Newton, Photographer	Steps of Parliament	<ul style="list-style-type: none"> • Make sure all participants are present
4:30 p.m.	Board buses		Corner of Queen & Metcalfe	<ul style="list-style-type: none"> • Take attendance • Return to centre
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	

SCIENCE AND TECHNOLOGY WEEK - 2011

Tuesday, March 5, 2011

WHEN	WHAT	WHO	WHERE	DETAILS
7:45 – 8:30 a.m.	Breakfast		Cafeteria	
8:15 – 8:45 a.m.	Teacher-monitor's meeting	Francine	Conference room	<ul style="list-style-type: none"> Francine reviews activities for the day
8:45 – 9:00 a.m.	Announcements	Teacher-monitors	Meeting rooms	
9:15 a.m.	Board buses			
9:30 – 11:30 a.m.	Guided Tour of National Capital Region	Conference Aide Guides	National Capital Region	<ul style="list-style-type: none"> This is a 120 minute guided bus tour The group will be divided into 3 smaller ones and one of these will be French Pick up and drop off guides at the corner of Queen and Metcalfe
11:45 – 12:30 p.m.	Lunch		Cafeteria	
12:45 – 1:15 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
1:30 – 3:20 pm	Module on Linguistic Duality & Citizenship Challenge	Teacher-monitors	Meeting rooms	<ul style="list-style-type: none"> Refer to handout
3:30 – 4:30 p.m.	Career panel		Cafeteria	<ul style="list-style-type: none"> Head Teacher-monitor's group sets cafeteria theatre style
4:45 – 5:30 p.m.	Supper		Cafeteria	<ul style="list-style-type: none"> Head Teacher-monitor's group sets cafeteria for supper
5:30 p.m.	Board buses			
6:00 - 10:00 p.m.	A evening at the Museum		Canadian Museum of Civilization	<ul style="list-style-type: none"> See green sheet The groups will divided into 5 smaller ones (one group will be in French) Use Main Entrance
10:00 p.m.	Board buses			
10:30 p.m.	To bed	All teacher-monitors	Dorms	<ul style="list-style-type: none"> Supervise
11:00 p.m.	Lights out		Dorms	
				<ul style="list-style-type: none">

SCIENCE AND TECHNOLOGY WEEK - 2011

Wednesday, March 6, 2011

WHEN	WHAT	WHO	WHERE	DETAILS
7:45 – 8:30 a.m.	Breakfast		Cafeteria	
8:15 – 8:45 a.m.	Teacher-monitors' Meeting	Francine	Conference room	<ul style="list-style-type: none"> 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 – 11:45 a.m.	Visits			<ul style="list-style-type: none"> According to sign ups Refer to blue sheet
11:45 a.m.	Board buses			
12:15 – 1:00 p.m.	Lunch		Cafeteria	
1:00 – 2:30 p.m.	Workshop Session 1	Guests	Cafeteria & meetings rooms	<ul style="list-style-type: none"> Refer to yellow sheet According to sign ups
2:30 – 3:15 p.m.	Workshop Session 2	Guests	Cafeteria & meetings rooms	<ul style="list-style-type: none"> Refer to yellow sheet According to sign ups
3:30 – 5:15 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 Trumpet player
5:30 – 6:15 p.m.	Supper		Cafeteria	<ul style="list-style-type: none"> Head teacher-monitor's group sets up cafeteria for supper
6:20 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°
6:40 – 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	

SCIENCE AND TECHNOLOGY WEEK - 2011

Thursday, March 7, 2011

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-monitors' Meeting	Francine	Conference room	<ul style="list-style-type: none"> 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	
9:15	Board buses			
9:30 – 11:30	Museum of Science and Technology visit			<ul style="list-style-type: none"> Unguided visit of the museum Participants have the option of the simulation 3D experience for 2\$, they must sign up at their arrival
11:45	Board buses			
12:15 – 1:15 p.m.	Lunch		Cafeteria	<ul style="list-style-type: none"> Head teacher-monitor's group sets up cafeteria for lunch
1:15 p.m.	Transportation information	Chrissy Paterson	Cafeteria	<ul style="list-style-type: none"> Transportation information
1:30 – 3:00 p.m.	Discussing Diversity, Racism & Multiculturalism	Teacher-monitors	Cafeteria & Meeting rooms	<ul style="list-style-type: none"> Refer to handout Select two participants to introduce the module
3:15 – 4:15	Walk & Sports	Teacher-monitors	Outside	
4:30 – 5:30 p.m.	Variety Night Preparation	Teacher-monitors	Meeting rooms	<ul style="list-style-type: none"> Refer to handout
5:30 – 6:15 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	

SCIENCE AND TECHNOLOGY WEEK - 2011

Friday, March 8, 2011

WHEN	WHAT	WHO	WHERE	DETAILS
7:45 – 8 30 a.m.	Breakfast		Cafeteria	
8:15 – 9:15 a.m.	Coffee Conversation	Francine	Conference room	
9:00 – 10:30 a.m.	Capital Think Tank	Olivier Nadon	Cafeteria	<ul style="list-style-type: none"> • Head teacher-monitor's group help Dixie with the set up
10:45 – 11:15 a.m.	I Clicker Evaluation	Dixie Légaré-Collins, 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 & evaluations should be handed into the pigeon in the conference room 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 and DVDs • Write names on DVDs and photos
5:15 – 5:35 p.m.	Participants change for banquet			
5:30 – 5:40 p.m.	Teachers-monitors meeting	Marina	Marina's Office	
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	
9:15 – 10:45 p.m.	Variety Night	MCs	Cafeteria	<ul style="list-style-type: none"> • MCs run the program according to the order decided on earlier
11:00 – 12:00 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
12:00 – 12:30 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
12:30 a.m. - ...	DANCE / MIDNIGHT SNACK		Cafeteria	<ul style="list-style-type: none"> • After 12:30 p.m., participants who go up to the dormitories must stay there.

Saturday, March 9, 2011

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; Science Curriculum, Gr. 11 and 12, 2008.)

- **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
- **Career Discussion Panel**
 1. explain the legal and responsibilities associated with working in scientific fields.
 2. expose students to unique career options in Science.
 3. explain what it means to be a “global citizen”
- **Museum of Science and Technology**
 1. “assess Canada’s participation in the development of modern technologies” – p.46
 2. “describe Canada’s and Canadians’ contributions to the world of science. – p.47
 3. Help emphasize the key fundamentals of the science curriculum:
 - a. **to relate science to technology, society, and the environment**
 - b. **to develop the skills, strategies, and habits of mind required for scientific inquiry**
 - c. **to understand the basic concepts of science**
- **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

- **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.

Sincerely,

Bernard Howes



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

Meeting Date:
 January 25, 2011

BOARD REPORT

Public **In-Camera**
PRESENTED FOR: Information Approval
PRESENTED BY: Senior Administration
SUBMITTED BY: Paul A. Picard, Director of Education
 Colleen Norris, Manager of Human Resources & Policy Development
SUBJECT: **POLICY DEVELOPMENT AND REVIEW:**
 – **AMENDED POLICY SC:05 BLESSING AND OFFICIAL
 OPENING OF SCHOOLS AND MAJOR ADDITIONS**

RECOMMENDATION:

**That the Board approve, in principle, Draft Amended Board Policy SC:05
 Blessing and Official Opening of Schools and Major Additions.**

SYNOPSIS: Draft Policy SC:05 Blessing and Official Opening of Schools and Major Additions amends existing Board Policy SC:05 Blessing and Official Opening of Schools and Additions, and is recommended for approval in principle.

BACKGROUND COMMENTS:

Proposed Changes to Existing Policy/Procedure: Board Policy SC:05 was first approved by the Board on October 13, 1998 with a proposed review date of 2004. This is the first review since the original approval date. Amendments and new language contained within the draft have been underlined for highlighting purposes.

The previous policy (old format) consisted of a single policy statement blended with detailed administrative procedures. The policy has been expanded to include the new policy format headings: guiding principles, specific directives and responsibility.

Source and Rationale for the Proposals: A review of best practices across the province was conducted. Out of that review, the Policy Review Subcommittee proposes the highlighted amendments noted in the attached draft policy.

Results of Public Consultation Process: The draft policy and supporting draft administrative procedures were forwarded to principals and vice principals on December 9, with a request to forward to school council chairs and staff for their suggestions and comments. The drafts were also forwarded to union and association representatives, trustees, Auxiliary Bishop Daniels and posted to the Board’s website.

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

Timetable For Implementing Policy and Procedure: The policy shall be implemented upon final approval.

Benefits of the Policy Proposals: The further development of the policy reinforces the Board’s commitment to the importance of faith as the central focus of Blessing and Official Opening ceremonies for new schools and major additions.

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

Impact on Stakeholders and Plan For Communicating the Policies: Upon final approval, the Policy will be forwarded to Principals and Vice-Principals to provide a guideline for the organization and planning of these milestone events.

FINANCIAL IMPACT: N/A

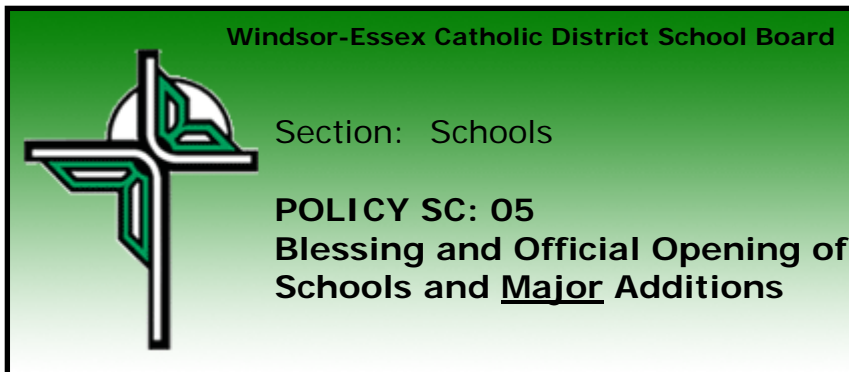
TIMELINES: The draft amended policy will be presented for final Board approval at the February 8, 2011 Regular Board Meeting. At that time, the administrative procedures, supporting the Policy will also be presented in accordance with the Board’s policy development and review process.

APPENDICES:

- Draft Amended Policy SC:05 Blessing and Official Opening of Schools and Major Additions

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL	Review Date:	January 17, 2011
<input checked="" type="checkbox"/>	SUPERINTENDENT	Approval Date:	January 17, 2011
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	January 17, 2011



NUMBER:	SC: 05
EFFECTIVE:	Oct. 13, 1998
AMENDED:	DRAFT 2010
RELATED POLICIES:	A: 11; Pr SC:05
REPEALS:	
REVIEW DATE:	DRAFT

DRAFT as of Jan. 12/11

1.0 OBJECTIVE:

- 1.1 The Windsor-Essex Catholic District School Board shall dedicate new schools or ~~new~~ major additions to schools with a solemn blessing and official opening ceremony.

2.0 GUIDING PRINCIPLES:

- 2.1 A school blessing is a milestone event in the life of a Catholic school community. It is an occasion that marks:
- commitment to Catholic education
 - establishment of school structure
 - celebration of a new school community
 - completion of a major school addition project
- 2.2 As a Catholic community, the Windsor-Essex Catholic District School Board supports the expression of faith as the central focus of the Blessing and Opening/Dedication Ceremony for all new schools and major additions to schools or other Board facility.

3.0 SPECIFIC DIRECTIVES:

- 3.1 The Blessing and Official Opening/Dedication Ceremony shall be held as soon as possible after a new school or major addition to an existing school is completed and occupied.
- 3.2 A Program Committee comprised of the local school trustee(s), the appropriate Superintendent, the principal, other designated school staff, parish priest ~~or school chaplain~~, local school trustee(s), chair of the Catholic School Advisory /Parents' Council, president of the Student Council (if applicable), and Communications ~~Officer~~ Coordinator, ~~and representative from the Director's office~~ will be established to plan and organize the appropriate event. Where a Catholic School Advisory Council or Student Council has not been established, a representative may be selected by the principal.
- 3.3 A budget for the costs of the Blessing and Official Opening/Dedication Ceremony shall be established and the costs will be covered centrally.
- 3.4 The Bishop/Auxiliary of the Diocese will be invited to officiate, with the assistance of the Parish Priest(s), at the Blessing and Opening of a new school. The Auxiliary Bishop/

POLICY SC: 05 Blessing and Official Opening of Schools and Major Additions DRAFT

Episcopal Vicar (or local Parish Pastor) will be invited to officiate at the Blessing and Dedication of a major addition to a school or other Board related facility.

4.0 RESPONSIBILITY:

- 4.1 The Director of Education shall be responsible for preparing general guidelines to implement the requirements of the Blessing and Official Opening of Schools and Major Additions policy.

5.0 REVIEW AND EVALUATION:

- 6.1 The effectiveness of this policy shall be assessed through trustee, staff and community satisfaction measures.
- 6.2 This policy will be reviewed in the 2014-2015 policy review cycle.

6.0 REFERENCES:

Other related policies of the Board which support this policy are:

A: 11 Naming of Schools

Pr SC:05 Blessing and Official Opening of Schools and Major Additions Procedures



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

Meeting Date:
January 25, 2011

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 Mario Iatonna, Superintendent of Business			
SUBJECT:	2011 CAPITAL PLAN			

RECOMMENDATION:

That the Board approve the 2011 Capital Plan confirming the Board’s single and highest priority being the consolidation of the existing St. Bernard (Windsor) and Our Lady of Lourdes Catholic Elementary Schools in a new school facility.

SYNOPSIS:

It is being recommended in this report that the Board confirm its single and highest priority for its 2011 Capital Plan to be the consolidation of the existing St. Bernard and Our Lady of Lourdes Catholic Elementary Schools in a new school facility.

BACKGROUND COMMENTS:

The attached report on the 2008 Capital Plan was considered by the Board on October 14, 2008. The Board approved the recommendation as noted in the report. All four immediate actions identified in the recommendation have been completed as follows:

St. Anne Catholic Elementary French Immersion – A 3 classroom expansion was completed for the start of the 2009-10 school year to accommodate the entire enrolment at that site.

Near East Windsor – An accommodation review was completed and the recommendation arising out of the review to consolidate St. Bernard and Our Lady of Lourdes Catholic Elementary Schools was approved by the Board.

West Windsor – An accommodation review was completed and the recommendation arising out of the review to consolidate St. Francis Catholic Elementary School with St. James Catholic Elementary school was approved by the Board and implemented with a 4 classroom addition at the St. James site for the start of the 2010-11 school year.

County French Immersion Program – Planning was completed for a dual-track English/French Immersion program and the program was implemented at St Mary Catholic Elementary School for the start of the 2009-10 school year.

The only outstanding item pursuant to the actions approved in the 2008 Capital Plan is the construction of a new school facility to allow for the consolidation of St. Bernard and Our Lady of Lourdes Catholic Elementary Schools. It is being recommended that this remain the Board’s highest and only priority for the 2011 Capital Plan.

FINANCIAL IMPACT:

A business case has previously been submitted to the Ministry in support of the construction of a new school facility to permit the consolidation of St. Bernard and Our Lady of Lourdes. The estimated cost is \$13M for this work.

TIMELINES:

Funding approval by the Ministry in the 2010-11 school year will permit detailed construction planning to take place in order to identify appropriate timelines.

APPENDICES:

- Board Report – 2008 Capital Plan

REPORT REVIEWED BY:

EXECUTIVE COUNCIL

SUPERINTENDENT

DIRECTOR OF EDUCATION:

Review Date:

Approval Date: January 18, 2011

Approval Date: January 19, 2011



WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD

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

**HANDOUT
BOARD REPORT**

Meeting Date:
October 14, 2008

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

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

SUBJECT: 2008 CAPITAL PLAN

RECOMMENDATION:

1. That the Board approve the 2008 Capital Plan and that the Plan, including business cases as may be required, be submitted to the Ministry of Education by October 31, 2008.
2. That the actions prescribed in the Plan for 2008-09 proceed immediately as follows:

St. Anne French Immersion

- Pursue an expansion (portables/port-a-pak) to accommodate entire projected enrolment on the site for 2009-10 school year.

Near East Windsor

- Secure Prohibitive to Repair funding from the Ministry of Education for both St. Bernard (Windsor) and St. Jules for new school construction and proceed with an accommodation review to assess the optimum means for maximizing educational opportunities for students at these schools and at Our Lady of Lourdes.

West Windsor

- Proceed with an accommodation review to assess the optimum means for maximizing educational opportunities for students at St. Francis, St. James and St. John elementary schools and to ensure the viability of Catholic education in this area.

County French Immersion Program

- **In consultation with the Ad Hoc French Immersion Program Committee, proceed with the possible planning for a dual track English/French Immersion program, subject to a recommendation by the Ad Hoc French Immersion Committee and approval by the Board.**

3. That regular reports on the progress in implementing the Plan be provided to the Board by Administration and that the Plan be updated on an annual basis.

SYNOPSIS:

The Board's Capital Plan was last updated in 2006. The Ministry of Education has requested all boards to update their plans and to submit their plans by October 31, 2008, including business cases for projects proposed to be undertaken in 2009-10, 2010-11 and 2011-12.

BACKGROUND COMMENTS:

The updated 2008 Capital Plan is attached. It is being recommended that the Plan be approved and that the plan be submitted to the Ministry of Education by October 31, 2008. Business cases for the projects proposed to proceed immediately are to be developed and submitted to the Ministry with the 2008 Capital Plan.

It is noted that the Capital Plan will be reviewed and updated on an annual basis. Since the Board last updated its Capital Plan in 2006, various school communities from across the system have provided input as to local needs. The input has been considered in the development of the 2008 Capital Plan and, while specific school facility needs may not be addressed in the 2008 Plan, they will continue to be considered in future updates.

FINANCIAL IMPACT:

This is provided in the attached appendix.

TIMELINES:

The 2008 Capital Plan and associated business cases are due to the Ministry of Education by October 31, 2008.

APPENDICES:

- 2008 Capital Plan – October 9, 2008

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL	Review Date:	October 6, 2008
<input checked="" type="checkbox"/>	SUPERINTENDENT	Approval Date:	October 7, 2008
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	October 8, 2008



2008 CAPITAL PLAN

1. INTRODUCTION

The Board most recently received an updated Capital Plan at its meeting held on May 2, 2006. Pursuant to a request from the Ministry of Education by memorandum dated August 20, 2008, the Board's Capital Plan has been reviewed and updated to ensure that planned projects intended to be opened and operating for at least the 2009-10, 2010-11 and 2011-12 school years are reflected. This 2008 Capital Plan along with updated business cases to be developed for the Board's top capital priorities for funding consideration are to be submitted to the Ministry by October 31, 2008.

2. ACCOMODATION CRITERIA

A number of items have been identified that are impacting on the future capital needs of the Board and these are summarized as follows.

2.1 Enrolment

- The Board is presently experiencing pockets of growth with an overall decline in enrolment in recent years.
- While growth in some areas may continue, the long term trend is for overall enrolment to gradually decrease over time.
- Improvements to the local economy in the coming years would enhance the enrolment forecast.

2.2 School Utilization

- Overall utilization of schools is currently very high at 97.3%.
- While some schools may experience over-capacity due to enrolment growth, the future trend is for overall capacity to gradually decrease over time, but still remain above 90% over the longer term.
- Improvements to the local economy in the coming years would result in increased utilization of capacity over time.

2.3 Operations & Renewal

- While the Board has a significant number of newer buildings, school operations and school renewal needs are expected to increase over time as facilities age and as the cost of maintenance continues to escalate.
- There is an ongoing need for the Board to protect the investment in its facilities by implementing timely maintenance and renewal.



3. CAPITAL PLAN CONSIDERATIONS

Discussions with the Ministry have led to the recommendation of a phased approach to the implementation of capital projects extending over several years. This is necessary for a number of reasons as follows.

3.1 Accommodation Review Process

- Significant efforts are needed to ensure adherence to the Board's approved accommodation review process.
- Public consultation is an essential component of this process and the required timelines are necessary to ensure appropriate public input.

3.2 Funding

- The Board's ability to fund all of the projects has yet to be confirmed, since funding is largely contingent on approvals of grants from the Ministry.
- The funding model for capital projects is currently under review by the Ministry and changes to the current practices are anticipated in the future.
- Upon consideration of each board's updated capital plan, the Ministry will determine the timing of funding for projects, noting that the Ministry has already suggested a multi-year phasing of projects to be prudent.

3.3 Projections

- The projection of enrolments into future years is being complicated, not only by known changes in birth rates and immigration patterns, but also by an unexpected movement of families from the area for economic reasons.
- Whether this latter trend will continue is uncertain, however a multi-year implementation of projects will allow for adjustments to be made, if necessary, based on how these trends play out into the future.

4. CAPITAL PLAN PHASING

The recommended phasing of the capital plan is provided as follows:

4.1 St. Anne French Immersion

- | | |
|---------|---|
| 2008-09 | Install portables/port-a-pak to accommodate entire projected enrolment on the site and move French Immersion students currently at St. Angela to St. Anne site commencing in 2009-10. |
|---------|---|



4.2 Near East Windsor

2008-09 Pursue and secure Prohibitive to Repair funding from Ministry for both St. Bernard (Windsor) and St. Jules and proceed with an accommodation review to assess the optimum means for maximizing educational opportunities for students at these schools and at Our Lady of Lourdes.

4.3 West Windsor

2008-09 Proceed with an accommodation review to assess the optimum means for maximizing educational opportunities for students at St. Francis, St. James and St. John elementary schools and to ensure the viability of Catholic education in this area.

4.4 County French Immersion Program

2008-09 In consultation with the Ad Hoc French Immersion Program Committee, proceed with the possible planning for a dual track English/French Immersion program, subject to a recommendation by the Ad Hoc French Immersion Committee and approval by the Board.

5. CAPITAL PLAN PROJECTS AND COSTING

CONSTRUCTION PERIOD	PROJECT	ESTIMATED COST
2008-09	Pursue an expansion at St. Anne French Immersion site.	\$900,000
2009-10	Construct new elementary school to replace St. Bernard (Windsor).	13,000,000
2009-10	Construct new elementary school to replace St. Jules.	13,000,000
	TOTAL	\$26,900,000



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

Meeting Date: January 25, 2011
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BOARD REPORT

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Paul A. Picard, Director of Education
Cathy Geml, Superintendent of Education Student Achievement K-12

SUBJECT: **2010-2014 APPOINTMENTS TO SPECIAL EDUCATION
ADVISORY COMMITTEE**

RECOMMENDATION:
**That the Board approve the 2010-2014 appointments to
Special Education Advisory Committee.**

BACKGROUND: Ontario Regulation 464/97 under the *Education Act*, states that Association representatives on the board's Special Education Advisory Committee (SEAC) are to be appointed for the same term as that of Trustees, and that the Board of Trustees is to approve all appointments.

FINANCIAL: None.

COMMENTS: The above Associations have indicated that all proposed SEAC members are qualified to vote for Roman Catholic Trustees, and reside in the Board's area of jurisdiction.

TIMELINES: Each SEAC appointee shall hold office during the term of office of the members of the Board and **until a new Board is organized.**

APPENDICES:

- Ontario Regulation 464/97
- Members/Alternate members SEAC 2010-2014

REPORT REVIEWED BY:

<input checked="" type="checkbox"/> EXECUTIVE COUNCIL	Review Date:	January 10, 2011
<input checked="" type="checkbox"/> SUPERINTENDENT	Approval Date:	January 10, 2011
<input checked="" type="checkbox"/> DIRECTOR OF EDUCATION:	Approval Date:	January 10, 2011

Education Act

ONTARIO REGULATION 464/97

SPECIAL EDUCATION ADVISORY COMMITTEES

Consolidation Period: From January 1, 1998 to the [e-Laws currency date](#).

No amendments.

This is the English version of a bilingual regulation.

1. In this Regulation,

“ local association” means an association or organization of parents that operates locally within the area of jurisdiction of a board and that is affiliated with an association or organization that is not an association or organization of professional educators but that is incorporated and operates throughout Ontario to further the interests and well-being of one or more groups of exceptional children or adults.
O. Reg. 464/97, s. 1.

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

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

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

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

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

(a) three; and

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

(5) For the purposes of clause (1) (f), the board may appoint one or more additional members who are neither representatives of a local association nor members of the board or another committee of the board. O. Reg. 464/97, s. 2.

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

(a) two representatives from the local associations that operate locally within the area of jurisdiction of the board, as nominated by the local associations and appointed by the board;

(b) one alternate for each representative appointed under clause (a), as nominated by the local associations and appointed by the board;

(c) one member from among the board's own members, as appointed by the board;

(d) one alternate, as appointed by the board from among its own members, for the member appointed under clause (c); and

(e) one or two persons to represent the interests of Indian pupils, as provided by section 4.

(2) Where no local association or associations have been established, instead of the members and alternates required by clauses (1) (a) and (b), the board shall appoint two members and two alternates who are not members of the board. O. Reg. 464/97, s. 3.

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

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

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

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

(5) The board shall appoint the persons nominated under subsection (4). O. Reg. 464/97, s. 4.

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

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

(3) A person is not qualified to be nominated or appointed under section 2, 3 or 4 if the person is employed by the board. O. Reg. 464/97, s. 5.

6. Subject to section 7, each of the persons appointed to a special education advisory committee of a board shall hold office during the term of office of the members of the board and until a new board is organized. O. Reg. 464/97, s. 6.

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

(a) is convicted of an indictable offence;

(b) absents himself or herself without being authorized by resolution entered in the minutes from three consecutive regular meetings of the committee; or

(c) ceases to hold the qualifications to be appointed to the committee.

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

(a) is convicted of an indictable offence;

(b) absents himself or herself without being authorized by resolution entered in the minutes from three consecutive regular meetings of the committee in respect of which the alternate received a notice under subsection 9 (9); or

(c) ceases to hold the qualifications to be appointed as an alternate.

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

(4) Despite subsection (3), where a member of the committee or an alternate for a member of a committee is convicted of an indictable offence, the vacancy or position shall not be filled until the time for taking any appeal that may be taken from the conviction has elapsed, or until the final determination of any appeal so taken, and in the event of the quashing of the conviction the seat or position shall be deemed not to have been vacated. O. Reg. 464/97, s. 7.

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

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

(3) Where a seat of a member of the committee is vacant and has not yet been filled, the alternate for the member, if there is an alternate, shall act in the member's place for all purposes of this Regulation. O. Reg. 464/97, s. 8.

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

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

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

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

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

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

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

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

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

(10) Where an alternate receives a notice under subsection (9), he or she shall attend the meeting and act at the meeting in the member's place. O. Reg. 464/97, s. 9.

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

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

(a) the role of the committee and of the board in relation to special education; and

(b) Ministry and board policies relating to special education. O. Reg. 464/97, s. 10.

11. (1) A special education advisory committee of a board may make recommendations to the board in respect of any matter affecting the establishment, development and delivery of special education programs and services for exceptional pupils of the board.

(2) Before making a decision on a recommendation of the committee, the board shall provide an opportunity for the committee to be heard before the board and before any other committee of the board to which the recommendation is referred. O. Reg. 464/97, s. 11.

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

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

(3) The board shall ensure that its special education advisory committee is provided with the opportunity to review the financial statements of the board, prepared under section 252 of the Act, as those statements relate to special education. O. Reg. 464/97, s. 12.

13. Omitted (provides for coming into force of provisions of this Regulation). O. Reg. 464/97, s. 13.

SPECIAL EDUCATION ADVISORY COMMITTEE

**FOR THE TERM DECEMBER 1, 2010
TO NOVEMBER 20, 2014**

ASSOCIATION	MEMBER	ALTERNATE
Integration Action for Inclusion	Anne Marie Drkulec	Michelle Friesen
Community Living Windsor/Essex	Mary Ferguson	Anne Fantin
Windsor Down Syndrome Association	Paula Nantais-Murphy	Michelle Mastellotto
Learning Disabilities Association	Sonia Sovran	MaryAnne Mouawad
Autism Ontario Windsor-Essex	Cas Graham-Stuart	Rose Lamug (TBA)
 VIEWS - Support for the Families of Blind & Visually Impaired Children	 Melanie Allen	 no appointment
Principal's Association	Rita Raniswki	



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

Meeting Date:
 January 25, 2011

BOARD REPORT

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Paul A. Picard, Director of Education
 Cathy Geml, Superintendent of Education
 JoAnne Shea, Assistant Superintendent of Education
 Emelda Byrne, Assistant Superintendent of Education

SUBJECT: **INTERIM PARENT INVOLVEMENT COMMITTEE
 - UPDATE ON INTERIM COMMITTEE APPOINTMENTS**

RECOMMENDATION:

That the Board approve the appointments to the Interim Parent Involvement Committee and direct the Committee to proceed with developing draft Terms of Reference to be presented for final Board approval prior to the end of May 2011.

SYNOPSIS: Further to the Regular Board meeting of November 23, 2010 and pursuant to Ontario Regulation 612/00 School Councils and Parent Involvement Committees, section 32 which provides for the establishment of an Interim Parent Involvement Committee, it is recommended that the Board proceed with the appointment of individuals to the Interim Parent Involvement Committee to develop draft Terms of Reference (by-laws governing the conduct of the committee’s affairs) that comply with the requirements of the amended regulation.

BACKGROUND COMMENTS: Effective September 1, 2010, Ontario Regulation 612 School Councils has been amended by the addition of specific provisions for Parent Involvement Committees (PICs).

On November 23, 2010, the Board of Trustees received an administrative report providing an overview of the Board’s current “regional” school councils both at the elementary and secondary level. As reported, neither group in their present format meet the requirements of the new regulation. It was also noted that the new PIC would not preclude the existence of the two “regional” school council groups which come together to discuss needs specific to secondary or elementary schools. However, the evolution of the PIC may lead to the dissolution of the other if the two groups determine their needs are met through the one board level PIC.

The primary purpose of the Interim PIC is to consult with the school community, study provincial best practices and develop a draft Terms of Reference (by-laws governing the conduct of the PIC's affairs) that comply with the requirements of the amended regulation prior to the transition to a permanent PIC in the fall of 2011.

Amendments to Regulation 612/00, while providing for some flexibility to suit local needs provide specific direction on the purpose of the PIC and provides for their composition, mandate and function. The draft Terms of Reference to be developed by the Interim PIC will address: the PIC's purpose, mandate, role, responsibilities, membership composition, appointment/election procedures, terms of office, officers, remuneration considerations, meetings, voting entitlements, etc. It is anticipated that the draft Terms of Reference will be presented to the Board of Trustees for review and approval prior to the end of May 2011.

Next Steps: At this time, it is recommended that the individuals be appointed to the Interim PIC:

- Two secondary parents: (to be confirmed January 25)
- Two elementary parents: (to be confirmed January 25)
- The director of education: Paul Picard (or designate)
- One trustee member: Frank Favot
- One Diocesan representative: Auxiliary Bishop Daniels (or designate)

Colleen Norris, Manager of Human Resources & Policy Development will provide administrative resource to the Interim PIC in respect to developing a Terms of Reference to govern the election and operations of the permanent Committee. Other members of administration may be invited to attend meetings to provide specific resource or expertise on an as needed basis.

FINANCIAL IMPACT: N/A

TIMELINES:

- by January 31, 2011 - Board appoints Interim PIC members
- by May 31, 2011 - Board approves Terms of Reference
- by June 30, 2011 - communication of appointment/election procedures be communicated to the school community
- by September 30, 2011 - election processes be initiated
- by November 15, 2011 - the "permanent" PIC be appointed and established in accordance with the requirements of O. Reg. 612.

APPENDICES:

- Ministry of Education Fact Sheet: Parent Involvement Committees

On-Line Resources:

Ministry of Education Document: Parents in Partnership - A Parent Engagement Policy for Ontario Schools http://www.edu.gov.on.ca/eng/parents/involvement/PE_Policy2010.pdf

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL	Review Date:	January 17, 2011
<input checked="" type="checkbox"/>	SUPERINTENDENT	Approval Date:	January 17, 2011
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	January 17, 2011

Parent Involvement Committees

Supporting Parent Engagement in Ontario School Boards and Schools

All boards in Ontario are required to have a Parent Involvement Committee by February 2011. This fact sheet answers commonly asked questions about Parent Involvement Committees in Ontario.

Parent Involvement Committees:

- enhance parent involvement to support student achievement and well-being at the regional level
- provide a direct link between parents and the director of education and trustees.

What is a Parent Involvement Committee?

A Parent Involvement Committee (PIC) is an important advisory body to school boards. A PIC is a formal structure and a key vehicle at the board level that enhances parent involvement and supports student achievement and well-being.

What do Parent Involvement Committees do?

The purpose of Parent Involvement Committees is to support, encourage and enhance meaningful parent involvement at the board level to improve student achievement and well-being. The Parent Involvement Committee (PIC) acts as an advisory body to the local school board, and provides an important link between parents and the board's director of education and trustees. Parent Involvement Committees build parent engagement by:

- providing information and advice to the district school board on parent engagement and communicating with parents
- developing strategies and initiatives the board could use to engage more parents to support their children's learning at home and at school
- sharing information with, and supporting the work of, school councils.

Each PIC decides how best to achieve these goals depending on the unique needs of its board and community, its organization, and the members of the committee. Funding of \$5,000 plus \$0.17 per student is provided to each school board to support its collaborative work with its Parent Involvement Committee. This allocation is intended to fund activities undertaken by the PIC to support parent engagement at home, at school and through the PIC's work with school councils.

Who can sit on a Parent Involvement Committee?

The PIC is a parent-led committee. The chair and co-chair(s) are parents and the majority of members are parents. The director and a trustee are also members of the PIC to provide a direct link to the board. The PIC may appoint up to three community members. PICs decide whether to include other members, such as principals, teachers and support staff to suit local needs. Parent members serve for a term of one or two years and must be the

parent or guardian of a pupil enrolled in a school of the board that established the PIC.

May I attend meetings?

PICs meet at least four times a year. Meetings are open to the public, and are held in a location accessible to the public. Those who wish to observe, and learn first-hand about the operation of the PIC are welcome to attend meetings. Notices of when and where meetings are to be held, as well as minutes of past meetings are posted on the board's website.

How do PICs differ from school councils?

School councils are school-based structures. PICs focus on things that affect more than one school and link parents with the school board's director of education and trustees. The PIC provides advice to the board on parent engagement, communicates with and supports school councils, and undertakes activities to help parents in the board support their children's learning at home and at school.

PICs actively support school councils by enhancing their role in fostering parent engagement, building capacity and sharing information.

Is the work of PICs guided by education policy?

Yes. Like all education partners, PICs play an important role in fulfilling the vision and goals of Ontario's parent engagement policy to support student achievement. *Parents in Partnership: A Parent Engagement Policy for Ontario Schools*, can be found [on the ministry website](#). PICs are also guided by [Ontario Regulation 612/00, as amended](#).

How do PICs help the education system?

The positive results of a genuine partnership between parents and schools include improved student achievement, reduced absenteeism, better behaviour and increased confidence among parents in their children's schooling. The Ministry of Education, district school boards and schools benefit not only from the important work parents do to support their children's learning, but also by seeking and considering parent perspectives at the provincial, regional and local levels.

Where can I learn more?

Visit the ministry website to learn more about Parent Involvement Committees and [parent engagement](#) in Ontario schools and school boards.



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

Meeting Date:
January 25, 2011

BOARD REPORT

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: High School Council Trustee Representative – F. Favot

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

SUBJECT: **HIGH SCHOOL COUNCIL MEETING OF NOVEMBER 11, 2010**

RECOMMENDATION:

That the Board receive the report for the November 11, 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 a regional *High School Council* that includes school council representation from all of the board’s secondary schools and 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" implemented 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 January 13; 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:

- February 10, 2011 - Hosted by F. J. Brennan Catholic High School
- April 14, 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 November 11, 2010

REPORT REVIEWED BY:

EXECUTIVE COUNCIL

SUPERINTENDENT

DIRECTOR OF EDUCATION:

Review Date: January 17, 2011

Approval Date: January 17, 2011

Approval Date: January 17, 2011



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

HIGH SCHOOL COUNCIL MEETING

REPORT

Thursday, November 11, 2010 at 7:00 p.m.

Host: St. Joseph's Catholic High School

HIGH SCHOOL COUNCIL MEMBERS PRESENT:

Catholic School Council Parent Representatives:

Assumption College: S. Boglitch	Holy Names: S. Zorzit
Cardinal Carter: M. Garganta	St. Anne: Regrets
Catholic Central: J. Bennett, K. Rabideau	St. Joseph's: J. Columbe
F. J. Brennan: Regrets	St. Thomas of Villanova: G. Farrah (Chair)

Elementary Family of Schools Representatives: None present.

Community Representative: Not appointed at this time

Board of Trustees Representative:	S. Porcellini
Student Trustee Representative:	M. Colman, L. Limarzi

ADMINISTRATIVE RESOURCE PRESENT:

Superintendent of Education:	J. Shea, Assistant Superintendent
School Administrator Representative(s): from St. Joseph's Catholic High School	T. Hedderson, Principal

Recording Secretary: D. Steffens

GUEST PRESENTERS:

P. Picard, Director of Education
D. Petro, Mathematics Department Head/Member Ontario Association for Mathematics Education
M. Cooper, Junior Mathematics Teacher/ Member Ontario Association for Mathematics Education
M. DeRubeis, Attendance/Social Worker
M. Erdelyan, Program Consultant Centre for Addiction and Mental Health

OTHERS:

B. Mastromattei, Trustee-Elect

1. Call To Order and Opening Prayer- Assistant Superintendent Shea called the meeting to order and opened with a prayer.
2. Introduction of Members and Roll Call
3. Approval of Agenda - The agenda was re-ordered as follows:

Board of Trustees Report was renumbered from agenda item 8 to 4a.

4. Presentation:

- a) New Director of Education - Opening Remarks - Interim Director of Education Paul Picard was in attendance to provide an overview of the board's *Foundations of Faith and Learning 2009 - 2014* strategic plan that identifies system priorities to support Faith Development and Student Achievement in the Windsor-Essex Catholic District School Board. Mr. Picard briefly summarized the system-wide initiative to "Move One in His Name."
- b) Board of Trustees Report (*this item was renumbered from agenda #8*) Trustee Porcellini introduced incoming trustee Bernie Mastromattei who was in attendance and provided comment on the following:
 - The Ministry of Education's Effectiveness and Efficiency Review (E&E. Review) of Student Transportation Report was received by the Board of Trustees on November 9. The report noted that the Consortium has demonstrated a commitment to performing the tasks required to manage an effective and cost efficient transportation service. Trustee Porcellini indicated that the Board of Trustees are looking at the current walking distances both in the city and the county areas. Trustee Porcellini indicated she would share a copy of the final report with the High School Council Chairperson.

Chair Farrah expressed his appreciation to outgoing Trustee Porcellini for her commitment to both Catholic education and the High School Council.

Trustee Porcellini left the meeting at 7:30 p.m. due to a personal commitment.

- c) Ontario Association for Mathematics Education (OAME) 2011 Annual Conference

David Petro, Mathematics Department Head at Cardinal Carter Catholic Secondary School and President of the Ontario Association for Mathematics Education (OAME) and Michele Cooper were present to provide an overview of the *2011 Annual OAME Conference - Put Math on the Map: Many Routes, One Destination: Student Success* that will be hosted by Windsor in May 2011. It is anticipated that several workshops geared toward parents will be offered. Additional information will be provided once the program is finalized.

- d) Healthy Communities Fund Project - "*This is Me in Grade Nine*"

Maria DeRubeis, WECDSD Social Worker and Mark Erdelyan - Program Consultant Centre for Addiction and Mental Health were present to provide an overview of the Healthy Communities Fund Project - *This is Me in Grade Nine*. The peer led project, funded through the Ministry of Health and Sport, will focus on addressing substance misuse and mental health issues among teens entering secondary school. The project will target the entire school community including school staff, youth workers, and parents to educate them on the issues teens may be facing. Updates will be provided as the project progresses.

5. Approval of and Business Arising from the October 7, 2010 Report - A clerical error was noted and corrected.

Moved by: J. Bennett Seconded by: S. Zorzit
THAT the Report of October 7, 2010 be approved as corrected. *Carried.*

6. New Business:

- a) Appointment of Community Representative Pursuant to Minutes of June 16, 2009 Minutes: *That the High School Council adopt a community representative for this council, who no longer has any students in either the elementary or secondary panel; and, that the Community Representative be given voting rights.*

A discussion was held concerning the above noted criteria for community representatives.

Moved by J. Bennett and seconded by S. Boglitch that the High School Council adopt a community representative for this council, who has or may not have any students in either the elementary or secondary panel (preference may be given to a person who does not currently have a student in the system); and, that the Community Representative be given voting rights. Carried by majority.

Moved by: J. Bennett Seconded by: S. Boglitch
That Shannon Porcellini is nominated as community representative to the High School Council for the 2010-11 school year. Carried.

7. Superintendent of Education's Report - Assistant Superintendent Shea provided comment on the following:
- a) **Professional Development** - During this school year, professional development will be primarily focussed on Board and School Improvement Plans, and the School Effectiveness Framework. A brief summary of the new assessment, evaluation and reporting processes was provided.
 - b) **Reengagement Initiative (12 / 12+) Early Leaver Program** - In July, the Ministry of Education introduced a re-engagement initiative designed to encourage students who have left school in grade 12 / 12+ to return to complete their high school diploma. The Ministry has asked Boards to compile lists of "early leavers" – those students who left school last year before completing their graduation requirements, or those who are expected back this September but did not return to school.
 - c) A reminder that the annual **School Council Chair Commissioning** has been scheduled for Thursday, December 9th at the Catholic Education Centre - it will begin at 6:00 p.m. with the commissioning and blessing, followed by dinner and guest speaker Chris D'Souza, who is well-known throughout the province for his reflections on diversity and equity.
 - d) A reminder of **Mr. Berthiaume's retirement celebration** that will be held on Wednesday, November 17th at the Ciociaro Club with the reception beginning at 5:00 p.m. and formal program at 6:15 p.m.
 - e) **2010 - 2011 Parents Reaching Out (PRO) Grants** - The Ministry recently approved 2010 - 2011 Parents Reaching Out (PRO) Grants applications received from eight of the board's schools. Information regarding how to access the approved funds can be received from your school principal. The proposed Regional PRO Grant projects are being reworked to fit within the reduced amount of funding that was approved.
 - f) **People for Education** - A copy of the People for Education's 2010 Report on Ontario's School Councils was provided for reference.
 - g) **Updated Principal Profiles** - School Advisory Councils are encouraged to provide a current Principal Profile Director's Office. The profiles will be referred to when addressing principal assignments for the 2011-12 school-year. Principal Profiles previously submitted will remain on file in the Director's Office and will be referred to as required.
8. Board of Trustees Report - This item was renumbered and discussed under 4b.
9. Student Senate Report and Students Helping Students Update

Student Trustees Laura Limarzi and Mackenzie Colman were present to provide an update on Student Senate activities.

Student Senate Report: The Student Senate is planning for the Faith Development Day that will be held on December 10th and has met with the coterminous board Student Senate to plan shared events.

Students Helping Students Update: The first meeting of the school-year was held yesterday where all requests for assistance were filled. Funding is still available and many schools have yet to complete their fundraising activities for this year.

10. Chairperson Report/Comments- Chair Farrah, provided comment on the following:

- People for Education School Council Survey Results – Chair Farrah encouraged School Councils to participate in this year's survey.

11. Round Table Discussion and Comments

Each individual was invited to provide an update on activities occurring at their respective schools, including updates on fundraising activities, the status of their School Advisory Council membership, community involvement activities, and sports events.

12. Future Meetings/Important Dates:

- **Thursday, December 9, 2010** School Council Chairperson Commissioning & Blessing
- **Thursday, January 13, 2011** Host: Catholic Central High School
- **Thursday, February 10, 2011** Host: F. J. Brennan Catholic High School
- **Thursday, April 14, 2011** Host: St. Thomas of Villanova Catholic Secondary School
- **Sunday, May 1 to Friday, May 6, 2011** Catholic Education Week
- **Thursday, May 12, 2011** Host: Cardinal Carter Catholic Secondary School
- **Thursday, June 9, 2011** Host: Assumption College Catholic High School

13. Closing Prayer and Adjournment

Adjournment - The meeting adjourned at 9:10 p.m.



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

Meeting Date:
 January 25, 2011

BOARD REPORT

Public **In-Camera**
PRESENTED FOR: Information Approval
PRESENTED BY: Senior Administration
SUBMITTED BY: Paul A. Picard, Director of Education
 Mario latonna, Superintendent of Business
SUBJECT: **CITY AND SCHOOL BOARDS LIAISON COMMITTEE MEETING
 - NOVEMBER 30, 2010**

RECOMMENDATION:

That the Board receive the draft Minutes of the November 30, 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 the 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 November 30, 2010 and Board Representatives in attendance were Chairperson, Fred Alexander and the Superintendent of Business, Mario latonna.

FINANCIAL IMPACT: N/A

TIMELINES:

The next City and School Boards Liaison Committee meeting has been scheduled for April/May 2011.

APPENDICES:

- Draft Minutes of the November 30, 2010 City and School Boards Liaison Committee Meeting.

REPORT REVIEWED BY:

<input type="checkbox"/> EXECUTIVE COUNCIL	Review Date:	
<input checked="" type="checkbox"/> SUPERINTENDENT	Approval Date:	January 19, 2011
<input checked="" type="checkbox"/> DIRECTOR OF EDUCATION:	Approval Date:	January 19, 2011

DRAFT
Minutes of the City & School Boards Liaison Committee Meeting
held on Tuesday, November 30, 2010 at the
Windsor Essex Catholic Education Centre
1325 California Avenue, Windsor
(Minutes will be formally approved at the next Committee meeting)

In attendance from the City of Windsor:

Lee Anne Doyle, Chief Building Official
 Wes Hicks, Deputy City Engineer
 Don Wilson, Manager of Development
 Tony Ruffolo, Engineering, Office Technologist
 Lee Tome, Chief Fire Prevention Officer
 Andrew Dowie, Policy Analyst, Traffic
 Gary Cian, Deputy License Commissioner
 Robert Barlozzari, City Council Secretariat
 Inspector Kirk Mason, Windsor Police Service

In attendance from the Greater Essex County District School Board:

Helga Bailey, Vice-Chairperson of the Board
 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

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

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 Bill Marra, City of Windsor
 Gale Simko-Hatfield, Chairperson of the Board, Greater Essex County District School Board
 Janine Griffore, Director of Education, Conseil scolaire de district des écoles catholiques de Sud Ouest

1.	<p><u>Call to Order</u> Mario Iatonna called the meeting to order at 12:27 p.m. Introductions were made individually.</p>	
2.	<p><u>Approval of Agenda</u> Moved by Fred Alexander and seconded by Helga Bailey that the agenda be approved as presented.</p> <p style="text-align: right;">CARRIED</p>	
3.	<p><u>Approval of Minutes of May 27, 2010</u> Moved by Lee Tome and seconded by P. Allen that the minutes of the Committee meeting held on May 27, 2010 be approved.</p> <p style="text-align: right;">CARRIED</p>	

4.	<p><u>Business Arising from the Minutes</u></p> <p>4.1 Notice of Council Decision M332-2009</p> <p>L. A. Doyle reiterated comments from the last meeting wherein 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>Since the meeting held last May, L.A. Doyle indicated that Bill Jean, Deputy CBO developed a checklist for school boards based on best practices. Using this checklist will streamline the approval process with the City. In many instances, applications are not received until August with the expectation that the portable will be ready for start up of school in September. If school boards could plan for portable needs in early June, it would streamline the process considerably.</p> <p>L.A. Doyle presented the following checklist relating to Zoning and Building Codes:</p> <p><u>Zoning:</u></p> <ul style="list-style-type: none"> • Portable classrooms should be located within the ID1.2 Zoning Bylaw regulations • Parking must be provided for the portable classroom at the rate of 1.5 spaces for each portable for elementary schools and 2.5 for each portable classroom for secondary schools. <p><u>Building Code (in general):</u></p> <ul style="list-style-type: none"> • Portable classrooms cannot be more than 100 square meters otherwise the Code requirements would be the same as the school. • The fire alarm system does not need to be extended into the portable classroom as long as the number and spacing requirements of the OBC are met for the individual portable classrooms. • The fire access route does not need to be extended to the portable classrooms as long as the number and spacing requirements of the OBS are met for the individual portable classrooms • A fire extinguisher must be installed in each portable classroom • If the portable classroom seats more than 60 persons, 2 exits are required. • Washrooms and a barrier free access to the classroom do not need to be barrier free as long as there are barrier free washrooms and barrier free access in the main school. 	
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	<ul style="list-style-type: none"> • If there is a fuel fire appliance in the portable, it may need to be enclosed in a 45 minute or 1.5 hour fire separation depending on the situation. • Spatial separation requirements of the OBC may not be required depending on the number, spacing and type of egress facility of the portable classrooms. <p>Based on recent situations that have come forward to Committee of Adjustment for variance, it would be prudent and beneficial for school boards to ensure consultation prior to the building and/or development application being submitted, through school councils, with neighbourhoods directly surrounding those schools affected by an addition of a portable. Often time residents receive misinformation that can negatively affect and impede the process.</p>	
<p>5.</p>	<p>5.1 Potential Changes for the 2011 Building Code – Code Number 3.2.9.3 and 3.2.9.4</p> <p>L.A. Doyle reported that the Comment form attached to the agenda was submitted by the City of Windsor Building Department to the Ministry of Municipal Affairs and Housing with respect to the removal of fire hoses not being permitted in other occupancies such as schools. The City is aware that School Boards have made requests, through the local Fire Department, to have the hoses from the cabinets removed because of potential mischief from students and have been unable to do due to the present building code.</p> <p>L.A. Doyle urged School Boards to submit completed comment forms to the Ministry as soon as possible and the information for doing so was provided. (attached)</p> <p>Lee Tome reiterated the comments noted in the Form indicating the local fire department will not use the hoses in the existing cabinets in schools. The Fire Fighters will bring and use their own equipment. This occurs in all types of occupancies.</p>	<p><u>Action</u> Submit comment form to Ministry of Municipal Affairs for potential changes to the building code as noted (attached)</p>
	<p>5.2 Public Works Permits and Bus Bay Encroachments</p> <p>T. Ruffolo highlighted the reasons for the encroachment (right-of-way) agreement form and noted that the City can limit its liability as well as stipulate other requirements such as future maintenance, replacement costs, removal of facilities that may no longer be required. Recent closures and consolidation of schools has resulted in an increase in busing and in turn an increase in construction of bus bays, both on private property as well as the public right of way. It is the City’s position that property owners, including school boards, should be locating bus loading areas or bus bays on private property wherever possible so as not to encumber the right of way. In cases where these facilities cannot be located on private property, the City will review requests for encroachments into the right of way. After pre-consultation</p>	

	<p>with municipal staff, the application is required to be submitted with the appropriate application fees.</p> <p>School Boards are considered partially exempt in the current encroachment policy as provided by council, therefore the normal encroachment fees are reduced by 50 percent. These fees for school boards are payable one-time rather than an annual charge.</p> <p>Encroachment fees are based on the area of the right of way occupied by the proposed facilities. The current rate for a parking space is \$240. However the fees for a bus bay based on land area calculations may be slightly higher.</p> <p>He noted that the requirement for an encroachment agreement is not intended to burden property owners, developers or school boards in this particular case and is not a money making process for the City, but rather a means of controlling the use of the right of way and mitigating the City's exposure to liability.</p> <p>T. Ruffolo answered questions regarding the issue of private property and the area of right of way along with the application process.</p>	
6.	<p>Other Business:</p> <p>W. Hicks questioned school board administration with respect to the current bus bay list provided to the City in 2008 from Windsor-Essex Student Transportation Services (WEST) as to its accuracy since there may be an opportunity for funding in the near future. M. Iatonna and P. Allen confirmed that it was an accurate list.</p>	
7.	<p><u>Date and Host of Next Meeting</u></p> <p>The Conseil scolaire de district du Centre-Sud-Ouest will host the next meeting sometime in April or May, 2011 at the new French Language Public High School, Ecole secondaire de Windsor. The contacts are Mr. Hani Fadel, Principal of Ecole Secondaire de Windsor and Denise Berez, Principal of Ecole l'Envolee</p>	<p><u>Action</u></p> <p>Hani Fadel, and Denise Berez will contact Committee members with respect to the date and time of the next meeting.</p> <p>E. Belanger will forward the contact information to them</p>
8.	<p><u>Adjournment</u></p> <p>The meeting adjourned at 1:10 p.m.</p>	

ITEM 4.1

Doyle, LeeAnne

From: Jean, Bill
Sent: November 30, 2010 11:14 AM
To: Doyle, LeeAnne
Subject: Portable Classrooms

Zoning

- Portable classroom should be located within the ID1.2 Zoning Bylaw regulations
- Parking must be provided for the portable classroom at the rate of 1.5 spaces for each portable for elementary schools and 2.5 for each portable classroom for secondary schools

Building Code (in general):

- Portable classroom cannot be more than 100 square meters otherwise the Code requirements would be the same as the school
- The fire alarm system does not need to be extended into the portable classroom as long as the number and spacing requirements of the OBC are met for the individual portable classrooms
- The fire access route does not need to be extended to the portable classrooms as long as the number and spacing requirements of the OBC are met for the individual portable classrooms
- A fire extinguisher must be installed in each portable classroom
- If the portable classroom seats more than 60 persons, 2 exits are required
- Washrooms and a barrier free access to the classroom do not need to be barrier free as long as there are barrier free washrooms and barrier free access in the main school
- If there is a fuel fire appliance in the portable, it may need to be enclosed in a 45 minute or 1.5 hour fire separation depending on the situation
- Spatial separation requirements of the OBC may not be required depending on the number, spacing and type of egress facility of the portable classrooms

ITEM 5.1

■ Ministry of Municipal Affairs and Housing

Potential Building Code Changes

The approximately 450 potential Building Code changes included in the first round of consultation are summarized in the tables in Appendix A. A full description of these changes can be accessed from the Building Code website at Ontario.ca/BuildingCode.

The potential changes are organized sequentially based upon the structure of the Building Code (e.g. changes to Division B, Part 3 precede changes to Division B, Part 4).

A compact disc setting out the potential changes is available upon request. To obtain a compact disc, please contact via e-mail:

Alek Antonluk
Manager - Code Development
Building and Development Branch
Ministry of Municipal Affairs and Housing
E-mail: Alek.Antonluk@ontario.ca

Unlike previous Building Code consultations, the details of each potential code amendment is not included in the printed version of the consultation paper. This is in recognition of the significant number of potential changes presented, and an effort to reduce the "carbon footprint" of the consultation.

Comment Submission

We look forward to your feedback regarding potential changes for the next edition of the Building Code. Your active involvement helps ensure that potential Code changes are fully informed, are technically and economically feasible, and enforceable. Comments are also appreciated on the timing of the potential changes. As was the case with the 2006 Building Code, it would be possible to phase in Code changes over the lifespan of the next Code cycle.

Note: This "hardcopy" or "paper" edition of the Consultation Paper is reproduced on the Building Code website at Ontario.ca/BuildingCode, which provides for online feedback.

Steps to submission:

- Review this consultation paper, and visit the links provided below to the online potential Code change descriptions.
- You can provide feedback on a potential change, by completing the comment form found online. An example of this form is also reproduced below. Complete an additional form for each potential change for which you want to provide input.
- Submit by fax, mail, or e-mail as described below.

Ministry of Municipal Affairs and Housing ■

You are encouraged to submit additional material in a manner that best allows you to express your views on the potential Building Code amendments.

The Ministry of Municipal Affairs and Housing must receive your response to this consultation by **November 8, 2010.**

In order to maximize the effectiveness of your comments and to fully understand your views, we ask that your comments relate to the specific potential changes listed in this consultation.

A comment that refers to requirements in the Code, for which no change is proposed, will not be considered as part of this consultation. However, should you wish to provide input on other Code requirements or make suggestions for changes to be included at a later date you may do so by completing the "Code Change Request Form to Building Code" available on the Building Code website at Ontario.ca/BuildingCode. A copy of this form is also attached in Appendix B.

If you do not support the potential changes, or would support the changes with modifications, please include an explanation of the rationale for your concerns to help the Ministry and the Technical Advisory Committee understand your views.

In reviewing the potential changes, you are encouraged to keep in mind a number of considerations related to the benefits and impacts of the changes. Some possible considerations are set out below.

For tracking purposes, please submit a separate form for each potential Code amendment on which you are commenting, noting the change number in the appropriate box. Please remember to include the following on each Comment Form:

- your name
- your mailing address
- whether you are responding on behalf of yourself or an organization

Completed Comment Forms and supporting documents may be submitted to the ministry by fax or mail:

E-mail: james.ross@ontario.ca

Fax: 416-585-7531

Subject Line: 2010 Next Edition Building Code Consultation

Mail:

2010 Next Edition Building Code Consultation

c/o Building and Development Branch

Ministry of Municipal Affairs and Housing

777 Bay Street – 2nd Floor

Toronto, ON M5G 2E5

■ Ministry of Municipal Affairs and Housing

Any questions on the development of the next edition of the Building Code or the consultation process may be directed to:

Alek Antoniuk, Manager – Code Development

Tel: 416-585-6456

E-mail: Alek.Antoniuk@ontario.ca

James Ross, Policy Coordinator

Tel: 416-585-4243

E-mail: James.Ross@ontario.ca

Personal information provided in responses to Building Code consultations is collected under the authority of subsection 38(2) of the Freedom of Information and Protection of Privacy Act for consultative purposes and for contacting you should we need to clarify your response to this consultation. Responses to consultations (minus addresses, where provided) may be shared with provincial and national building and fire code development committees. Questions about the collection of personal information may be addressed to James Ross, Policy Coordinator, at the address noted above.

Consultation Sessions

Ministry staff will be holding information sessions around the province to explain the potential changes and answer questions. Please visit the Building Code website to find out where and when the sessions will take place: Ontario.ca/BuildingCode.