



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

REGULAR BOARD MEETING
Tuesday, February 22, 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 - St. Christopher Catholic Elementary School (C. Geml) --
 - b. Student Achievement K-12 - Kindergarten Registration Process (C. Geml) --
 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, February 8, 2011	--
ii)	Minutes of Regular Board Meeting, February 8, 2011	1-6
b.	Items from the re-convened In-camera meeting February 8, 2011 and convened In-Camera meeting February 22, 2011	--
10.	Communications:	
a.	External (Associations, OCSTA, Ministry)	
b.	Internal (Reports from Administration):	
i)	Report: Administrative Staff Report (J. Bumbacco)	7-8
ii)	Report: French Immersion Five Year Plan Presentation (C. Geml)	9-12
iii)	Report: Compensation For Use Of Auto - Annual Review Of Mileage Rate (M. Iatonna)	13-14
iv)	Report: 2011-12 Budget Schedule (M. Iatonna)	15-16
11.	Unfinished Business	
12.	New Business:	
a.	Field Trips:	
i)	Report: 2011 Spring Muskoka Woods Leadership Experience field trip to Muskoka Woods Sports Resort April 30 to May 2 and May 2 to May 6, 2011 (C. Geml)	17-23
ii)	Report: Youth Leadership Camps Canada - Discovering Your Possibilities field trip to Orillia, Ontario March 23-25, 2011 (C. Geml)	24-46
b.	Report: Board Policy Review (<i>final approval</i>) Deferred Report: Amended Policy H:07 Selection Process of Principals and Vice Principals (J. Bumbacco)	47-55
c.	Report: School Year Calendar 2011-12 (C. Geml)	56-60
13.	Committee Reports:	
a.	Report: High School Council Meeting of January 13, 2011 (C. Geml)	61-66
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.	Deferred Report: Play Surface Material Standard – Rubber (<i>deferred from April 28, 2009</i>)	--
18.	Continuation of In-Camera, if required.	
19.	Future Board Meetings: <i>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.</i>	

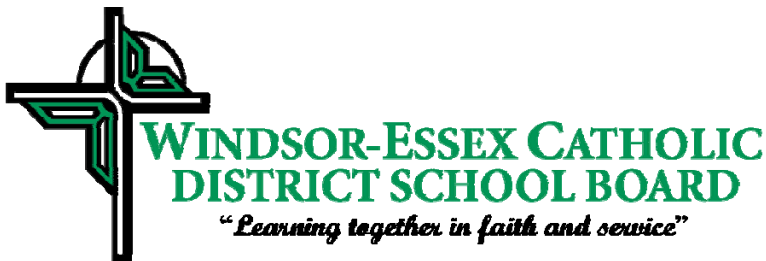
- Tuesday, March 8, 2011
- Tuesday, March 29, 2011
- Tuesday, April 12, 2011
- Tuesday, April 26, 2011
- Tuesday, May 10, 2011
- Tuesday, May 24, 2011
- Tuesday, June 14, 2011
- **Monday**, June 27, 2011

20. Closing Prayer

21. Adjournment

Fred Alexander
Board Chairperson

Paul A. Picard
Director of Education & Secretary of the Board



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

REGULAR BOARD MEETING
Tuesday, February 8, 2011 at 7:00 p.m.
Windsor Essex Catholic Education Centre
John Paul II Boardroom

MINUTES

PRESENT

Trustees:

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

Regrets:

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

Recorder: B. Marshall

1. Call To Order - Chair Alexander called the meeting to order at 7:29 p.m.
2. Opening Prayer - Fr. Brunet opened the meeting with a prayer.
3. Recording of Attendance - All trustees present.
4. Approval of Agenda - Chair Alexander noted that the handouts for the following agenda items are at trustee places and was previously provided to trustees electronically.

Handouts:

- Item 12e) Field Trips and Potential Risks
- Item 12f) Request for Proposal - Dell Refurbished Computers
- Item 12g) Request for Proposal - Engineering Services - Assumption College Catholic School Heating Upgrade

Amendment:

Addition: Walk-On Delegation Request: Jan Murphy, retired board employee, speaking on item 11a Notice of Motion.

Moved by Trustee DiMenna and seconded by Trustee Soulliere that the request from Jan Murphy, retired board employee, to speak as a delegation on agenda item 11a Notice of Motion be granted and added to the agenda as item 8b(i). Carried

Moved by Trustee Favot and seconded by Trustee McMahon that the February 8, 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: *None*
7. Presentations:
 - a. Rosemary Limarzi's Memorial
The unveiling of a commemorative plaque for the late Rosemary Limarzi, former Communications Coordinator/Diocesan Liaison for the Windsor-Essex Catholic District School Board.
8. Delegations:
 - a. Delegation Regarding Items Not on the Agenda
 - b. Delegations Regarding Items On the Agenda
 - i) Retired board employee, Jan Murphy to speak about item 11a) Trustee Holland's Notice of Motion - Ms. Murphy supports the motion and thanked trustees and administration for considering a Windsor-Essex Catholic District School Board Retiree Association.
9. Action Items:
 - a. Approval of Minutes
 - i) Minutes of In-Camera Meeting, January 25, 2011

Moved by Trustee DiMenna and seconded by Trustee Soulliere that the minutes of the Committee of the Whole Board In-Camera meeting of January 25, 2011 be adopted as distributed. Carried

- ii) Minutes of Regular Board Meeting, January 25, 2011

Moved by Trustee Mastromattei and seconded by Trustee McMahon that the minutes of the Regular Board meeting of January 25, 2011 be adopted as distributed. Carried

- b. Items from the convened In-camera meeting February 8, 2011

Vice Chair DiMenna reported that the Windsor-Essex Catholic District School Board convened a closed Committee of the Whole Board meeting on February 8, 2011 pursuant to the Education Act - Section 207, to consider specific personnel, real property matters, 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. Trustees Macri and McMahon declared a conflict of interest during the In-Camera Session and excused themselves from the relevant discussion item.

Moved by Trustee DiMenna and seconded by Trustee Holland that the recommendations and directions of the Committee of the Whole Board at its in-camera meeting of February 8, 2011 be approved. Carried

Vice Chair DiMenna made the following announcements:

from the February 8, 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 February 8, 2011
- A summary of secondary principal placement, effective March 21, 2011, is as follows:
 - Pat Hickson, Vice Principal at St. Anne Catholic Secondary School to Acting Principal, at St. Thomas of Villanova Catholic Secondary School.
 - Sue Patterson, Teacher at St. Anne Catholic Secondary School to Acting Administrator at St. Anne Catholic Secondary School
- Approval of amended terms and conditions of Supervisory Officers' Personal Service Contracts in compliance with the Public Sector Compensation Restraint to Protect Public Services Act, 2010 (Bill 16)
- Approval of Senior Administrative Organizational Restructuring:
 - Cathy Geml, Superintendent of Education - Student Achievement K-12 to Associate Director of Education - Student Achievement K-12
 - Mario Iatonna, Superintendent of Business to Executive Superintendent of Business and pending Ministry approval, Treasurer of the Board
 - Jamie Bumbacco, Superintendent of Human Resources to Executive Superintendent of Human Resources
 - Emelda Byrne, Assistant Superintendent of Education to Superintendent of Education
 - Sharon O'Hagan-Wong, Assistant Superintendent of Education to Superintendent of Education
 - JoAnne Shea, Assistant Superintendent of Education to Superintendent of Education
 - Michael Seguin, Acting Assistant Superintendent of Education to Acting Superintendent of Education
 - John Ulicny, Acting Assistant Superintendent of Education to Acting Superintendent of Education
 - Patrick Murray, Assistant Superintendent of Human Resources to Superintendent of Human Resources

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

Moved by Trustee Holland and seconded by Trustee Soulliere that the Board receive the Administrative Staff Report on hiring, retirement and resignation of staff dated February 8, 2011 as information. Carried

11. Unfinished Business:

- a. Notice of Motion: Trustee Holland: *“At the next meeting of the Board, I shall move or cause to be moved, that the Board strike a committee to study the feasibility of an Association comprised of Windsor-Essex Catholic District School Board Retirees, formulate terms of reference and return to the board with a report no later than May 10th, 2011.”*

Moved by Trustee Holland and seconded by Trustee Soulliere that the Board strike a committee to study the feasibility of an Association comprised of Windsor-Essex Catholic District School Board Retirees, formulate terms of reference and return to the board with a report no later than May 10th, 2011. Carried

Trustee Holland mentioned five board retirees have expressed an interest to initiate a Windsor-Essex Catholic District School Board Retiree Association. The Association would comprise of retirees and one trustee with limited administration involvement.

- b. Report: Policy Development and Review re: Draft Amended Policy: ST:11 Student Health Support (Including Medication Administration at School) (C. Geml)
(Reference: October 12, 2010 Deferred Motion by Trustee Porcellini - Diabetes)

Moved by Trustee Macri and seconded by Trustee Holland that the Board receive as information Amended Draft Policy ST:11 Student Health Support (Including Medication Administration at School) and the proposed consultation plan. Carried

12. New Business:

- a. Field Trips: None
- b. Report: Board Policy Review (*final approval*) Amended Policy SC:05 Blessing and Official Opening of Schools and Major Additions

Moved by Trustee Holland and seconded by Trustee DiMenna that the Board provide final approval to Draft Amended Board Policy SC:05 Blessing and Official Opening of Schools and Major Additions; and, that the Board receive Administrative Procedure Pr SC:05 Blessing and Official Opening of Schools and Major Additions as information. Carried

- c. Report: Board Policy Review (*approval in principle*) Deferred Report: Amended Policy H:07 Selection Process of Principals and Vice Principals

Moved by Trustee Soulliere and seconded by Trustee Favot that the Board approve, in principle, Draft Amended Board Policy H: 07 Selection Process Principals and Vice-Principals. Carried

- d. Report: Tender Approval - Supply Only of Carrier Heat Pumps

Moved by Trustee Soulliere and seconded by Trustee DiMenna that the Board approve the award of tender and the issuance of a purchase order contract for the supply only of Carrier Heat Pumps for Cardinal Carter Catholic Secondary School and St. Thomas of Villanova Catholic Secondary School to Carrier Canada at the submitted bid amount of \$126,540.00 plus applicable taxes to be funded from the Good Places to Learn Stage 3 (GPL3) accounts 082-76-580802-6-000-0 and 083-76-580809-6-000-0. Carried

- e. Report: Field Trips and Potential Risks (*Handout at trustee places and was previously provided to trustees electronically*).

Moved by Trustee Macri and seconded by Trustee Courtney that the Board strike a committee to provide input towards the revision of Policy SC: 04 Field Trips/Excursions. Pursuant to the suggestions of the Committee, a revised policy will be brought forward in compliance with the Development and Review Process. Carried

- f. Report: Request for Proposal - Dell Refurbished Computers (*Handout at trustee places and was previously provided to trustees electronically*).

Moved by Trustee Macri and seconded by Trustee Soulliere that the Board approve the retention of Dell Canada pursuant to the Request For Proposal (RFP) for Dell Refurbished Computers for the purchase of 500 Refurbished Computers for the Board at the submitted bid amount of \$109,500 (\$219 per unit) plus applicable taxes to be funded from Computer Central Purchases account 10-502002-6-000. Carried

- g. Report: Request for Proposal - Engineering Services - Assumption College Catholic School Heating Upgrade (*Handout at trustee places and was previously provided to trustees electronically*).

Moved by Trustee Holland and seconded by Trustee Mastromattei that the Board approve the retention of Stantec Consulting Ltd. pursuant to the Request For Proposal (RFP) for Engineering Services for Assumption College Catholic High School Heating Upgrade at the submitted proposal of 5% of the cost of construction to be funded from Good Places to Learn Stage 4 (GPL4) account 078-76-580800-6-000-0. Carried

13. Committee Reports:

- a. Report: Special Education Advisory Committee (SEAC) Meeting of October 25, 2010

Moved by Trustee DiMenna and seconded by Trustee Soulliere that the Board receive the Minutes of the October 25, 2010 Special Education Advisory Committee meeting as information. Carried

14. Notice of Motion: None

15. Remarks and Announcements:

- a. Chairperson Alexander wished Director Picard a happy birthday.
- b. Director of Education Picard provided comment on recent activities supporting the Board's strategic priorities namely;
Catholic Faith Formation: Religion Course Retreat January 29th at the CEC.
Employee Development And Student Achievement Initiatives: School visits continue, February 11th PD Day, Academic Leadership was January 26th, Health & Safety Certification for Principals, Epi-Pen Training for Occasional Teachers, New Teachers Initiation Program (NTIP) focus on Safe Schools, FSL Workshop February 18.
Miscellaneous: JK/SK Registration Dates -- February 14 to 25th, Devonshire Mall Dates February 10-12th, Open House at all schools on February 16th from 5:00 p.m. to 7:00 p.m.
 More information can be located on the board's website.

c. Board Chaplain - no comment

16. Remarks/Questions by Trustees

Trustee McMahon commended the Director on his decision to close schools on February 2, 2011 due to inclement weather for the safety and well-being of students and staff. Trustee McMahon also thanked those staff members who attended their schools to ensure no student was present.

Due to the increase in out of town conferences, Trustee Holland requested administration to consult with the Ministry regarding the possibility of video conferencing.

Trustee Courtney questioned the Annual Policy Review Plan and policy review priorities. Trustee Courtney also questioned whether the schools, parishes or combination of both taught First Eucharist preparation.

Student Trustee Limarzi commented on the upcoming Student Mental Health and Well Being Initiative held Friday, February 11. She also thanked administration for her mother's memorial.

17. Pending Items

a. Deferred Report: Play Surface Material Standard – Rubber (*deferred from April 28, 2009*)

18. Continuation of In-Camera, if required. - *The Board reconvened to In-Camera Committee of the Whole meeting following adjournment.*

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 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 February 8, 2011 adjourned at 8:43 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:
February 22, 2011

BOARD REPORT

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Paul A. Picard, Director of Education
Jamie Bumbacco, Executive Superintendent of Human Resources
Patrick Murray, Superintendent of 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 February 22, 2011 for information.

SYNOPSIS:

BACKGROUND COMMENTS:

FINANCIAL IMPACT:

TIMELINES:

APPENDICES:

- Administrative Staff Report dated February 22, 2011

REPORT REVIEWED BY:

<input type="checkbox"/>	EXECUTIVE COUNCIL	Review Date:	
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT	Approval Date:	February 16, 2011
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	February 16, 2011

February 22, 2011

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

Employee Name	Position	Date
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HIRING

RETIREMENT:	Beneteau, Jacqueline	Elementary Teacher	St. Gabriel	February 28, 2011
	Bondy, Patricia	Occasional Teacher	Unassigned	January 31, 2011
	Campagna, Helen	Occasional Teacher	Unassigned	January 31, 2011
	Imeson-Johnson, Janice	Social Worker	Holy Names Family of Schools	May 2, 2011
	Jeffrey, Catherine	Secondary Teacher	St. Thomas of Villanova	February 28, 2011
RESIGNATION:	Therriault, Heather	Educational Assistant	St. John Vianney	February 9, 2011



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

Meeting Date: February 22, 2011

BOARD REPORT

Public **In-Camera**
PRESENTED FOR: Information Approval
PRESENTED BY: Senior Administration
SUBMITTED BY: Paul A. Picard, Director of Education
 Cathy Geml, Associate Director - Student Achievement K-12
SUBJECT: **FRENCH IMMERSION FIVE YEAR PLAN**

RECOMMENDATION:

That the Board receive the French Immersion Five Year Plan as information.

SYNOPSIS: This report is being brought forward in response to a motion presented by Trustee Soulliere and seconded by Trustee Porcellini that the Board adopt the recommendation brought forward by the French Immersion Advisory Committee to develop a five-year plan to expand the French Immersion Program.

BACKGROUND COMMENTS: On January 31, 2006 the Board approved the initiation of a French Immersion Program in the County. In September 2006, fifteen (15) students attended Holy Name Elementary School site French Immersion Program. On February 12, 2008 Board approval was given to continue the County Elementary French Immersion Program at the Holy Name Elementary school site for one additional year. An Ad Hoc committee was struck to study the feasibility of the continuation and expansion of the County French Immersion Program.

In 2009-2010 the St. Mary's school site was chosen as the County French Immersion site admitting students from JK-4 with a planned expansion of an additional French Immersion grade upward each subsequent year.

With continued interest in the French Immersion Program, the Board has prepared a Five Year Plan to further develop the program.

With the expansion of the program the following conditions are under continual review; student enrolment retention numbers, locations, available space in existing schools, building sustainability, capital costs, transportation, and staffing.

FINANCIAL IMPACT: (See attached)

TIMELINES: December 8, 2009 - 2014


APPENDICES:

- Five Year Expenditure Projections

REPORT REVIEWED BY:

- EXECUTIVE COUNCIL
- EXECUTIVE SUPERINTENDENT
- DIRECTOR OF EDUCATION:

Review Date: --
Approval Date: February 16, 2011
Approval Date: February 16, 2011


ST MARY FRENCH IMMERSION FIVE YEAR PLAN EXPENDITURE PROJECTIONS										
	Year 1 2009/2010		Year 2 2010/2011		Year 3 2011/2012		Year 4 2012/2013		Year 5 2013/2014	
	Staff #'s	Salaries/ Benefits	Staff #'s	Salaries/ Benefits	Staff #'s	Salaries/ Benefits	Staff #'s	Salaries/ Benefits	Staff #'s	Salaries/ Benefits
Teaching Staff										
Salaries	6.0	480,954.00	8.0	660,510.16	9.0	765,366.15	11.0	963,510.94	12.0	1,082,635.93
Benefits @ 12%		57,714.48		79,261.22		91,843.94		115,621.31		129,916.31
Teaching LSST										
Salaries	2.0	160,318.00	2.0	165,127.54	2.0	170,081.37	3.0	262,775.71	3.0	270,658.98
Benefits @ 12%		19,238.16		19,815.30		20,409.76		31,533.09		32,479.08
FSL (Prep)										
Salaries	1.0	80,159.00	1.0	82,563.77	1.0	85,040.68	1.0	87,591.90	1.0	90,219.66
Benefits @ 12%		9,619.08		9,907.65		10,204.88		10,511.03		10,826.36
Specialty Teachers										
Salaries	0.5	40,079.50	0.5	41,281.89	0.5	42,520.34	1.0	87,591.90	1.0	90,219.66
Benefits @ 12%		4,809.54		4,953.83		5,102.44		10,511.03		10,826.36
Supervisor (1)										
Salary 1/3	-	N/A	-	N/A	-	N/A	-	N/A	-	N/A
Benefits 1/3										
Educational Assist.										
Salaries	1.0	36,550.00	1.0	37,646.50	1.0	38,775.90	1.5	59,908.76	1.5	61,706.02
Benefits @ 25%		9,137.50		9,411.63		9,693.97		14,977.19		15,426.51
TOTAL Salaries/Benefits		898,579.26		1,110,479.48		1,239,039.43		1,644,532.86		1,794,914.87
F & E/Capital		150,000.00		-		-		25,000.00		
Portables/Additions		550,000.00		-		-		100,000.00		
GRAND TOTAL		1,598,579.26		1,110,479.48		1,239,039.43		1,769,532.86		1,794,914.87

*Note all costing based on enrolment projections.

*Additional funding may be required if additional sites are required in year 5 of plan.

*F & E /Capital and portable/addition costs are based on estimates only

*Supplies/services and transportation costs have not been included.

ST. ANNE FRENCH IMMERSION FIVE YEAR PLAN EXPENDITURE PROJECTIONS										
	Year 1 2009/2010		Year 2 2010/2011		Year 3 2011/2012		Year 4 2012/2013		Year 5 2013/2014	
	Staff #'s	Salaries/ Benefits	Staff #'s	Salaries/ Benefits	Staff #'s	Salaries/ Benefits	Staff #'s	Salaries/ Benefits	Staff #'s	Salaries/ Benefits
Teaching Staff										
Salaries	19.5	1,563,100.50	20	1,651,275.40	20.5	1,743,334.00	21.5	1,883,225.93	22.5	2,029,942.37
Benefits @ 12%		187,572.06		198,153.05		209,200.08		225,987.11		243,593.08
Teaching LSST										
Salaries	3.0	240,477.00	2.5	206,409.43	3.0	255,122.05	3.0	262,775.71	3.0	270,658.98
Benefits @ 12%		28,857.24		24,769.13		30,614.65		31,533.09		32,479.08
FSL (Prep)										
Salaries	2.0	160,318.00	2.5	206,409.43	3.0	255,122.05	3.5	306,571.66	3.5	315,768.81
Benefits @ 12%		19,238.16		24,769.13		30,614.65		36,788.60		37,892.26
Specialty Teachers										
Salaries	0.0		0.5	41,281.89	0.50	42,520.34	1.0	87,591.90	1.0	90,219.66
Benefits @ 12%				4,953.83		5,102.44		10,511.03		10,826.36
Supervisor (1)										
Salary 1/3	0.0	N/A		N/A	-	N/A	-	N/A	-	N/A
Benefits 1/3										-
Educational Assist.										
Salaries	2.0	73,100.00	1.5	56,469.75	2.0	77,551.79	2.0	79,878.34	2.0	82,274.69
Benefits @ 25%		18,275.00		14,117.44		19,387.95		19,969.59		20,568.67
TOTAL Salaries/Benefits		2,290,937.96		2,428,608.46		2,668,569.99		2,944,832.96		3,134,223.97
F & E/Capital		75,000.00		-		-		-		-
Portables/Additions		900,000.00		-		-		-		-
GRAND TOTAL		3,265,937.96		2,428,608.46		2,668,569.99		2,944,832.96		3,134,223.97

*Note all costing based on enrolment projections.

*Additional funding may be required if additional sites are required in year 5 of plan.

*F & E /Capital and portable/addition costs are based on estimates only

*Supplies/services and transportation costs have not been included.



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

Meeting Date:
 February 22, 2011

BOARD REPORT

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

PRESENTED BY: Senior Administration

SUBMITTED BY: Paul Picard, Director of Education
 Mario Iatonna, Executive Superintendent of Business

SUBJECT: **COMPENSATION FOR USE OF AUTO - ANNUAL REVIEW OF MILEAGE RATE**

RECOMMENDATION:

That the Board receive the report on Compensation for Use of Auto - Annual Review of Mileage Rate as information.

SYNOPSIS:

The Board undertakes a review of the mileage rate for automobile use on a periodic basis. Pursuant to the most recent review, it is being recommended that no change in the rate be considered. As changes to vehicle operating costs occur in the future, further reviews would look to address any increases or decreases to the rate as may be appropriate.

BACKGROUND COMMENTS:

The Board's current mileage rate is \$0.46 per kilometre, which has remained unchanged for the past 4 years. By way of comparison, the Ministry of Education rates contained in the Province's most recent April 2010 expense directive are as follows:

Total Kilometres Driven Per Fiscal Year	\$ Rate Per Kilometre Southern Ontario	\$ Rate Per Kilometre Northern Ontario
0 to 4,000	0.40	0.41
4,001 to 10,700	0.35	0.36
10,701 to 24,000	0.29	0.30
More Than 24,000	0.24	0.25

Revenue Canada specifies allowance rates below for which reimbursement to employees is non-taxable. These specified rates for the past few years are as follows:

Years	\$ Rate Per Kilometre (First 5,000 Kms.)	\$ Rate Per Kilometre (Above 5,000 Kms.)
2008, 2009 & 2010	0.52	0.46
2006 & 2007	0.50	0.44
2005	0.45	0.39
2003 & 2004	0.42	0.36

Another comparison can be found through the Canadian Automobile Association's (CAA's) annual Driving Costs report. For a typical car (Cobalt LT), the annual driving costs per recent CAA reports are as follows:

Month/Year	\$ Average Canadian Gas Price Per Litre	\$ Rate Per Kilometre (18,000 Kms. Per Yr.)	\$ Rate Per Kilometre (24,000 Kms. Per Yr.)
Dec. 2009	1.02	0.474	0.394
Jan. 2009	0.82	0.469	0.384
Jun. 2008	1.40	0.524	0.411
Dec. 2007	1.10	0.497	0.414
Apr. 2007	0.925	0.518	0.428

It is noted that the current gas price in the Windsor area is at approximately \$1.07 per litre, which is near the average of prices noted in the above table since April 2007.

On the basis of all of the information provided, it appears that the Board's \$0.46 per kilometre mileage rate remains appropriate.

FINANCIAL IMPLICATIONS:

Provided in the Background Comments section.

TIMELINES:

Not applicable.

APPENDICES:

None.

REPORT REVIEWED BY:

<input checked="" type="checkbox"/> EXECUTIVE COUNCIL	Review Date:	February 14, 2011
<input checked="" type="checkbox"/> EXECUTIVE SUPERINTENDENT	Approval Date:	February 14, 2011
<input checked="" type="checkbox"/> DIRECTOR OF EDUCATION:	Approval Date:	February 14, 2011



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

Meeting Date: February 22, 2011

BOARD REPORT

Public **In-Camera**
PRESENTED FOR: Information Approval
PRESENTED BY: Senior Administration
SUBMITTED BY: Paul Picard, Director of Education
 Mario Iatonna, Executive Superintendent of Business
SUBJECT: **2011-12 BUDGET SCHEDULE**

RECOMMENDATION:

That the Board receive the report on the 2011-12 Budget Schedule as information.

SYNOPSIS:

In order to provide an orderly process for the preparation of the 2011-12 Budget, a proposed schedule has been developed.

BACKGROUND COMMENTS:

The proposed 2011-12 Budget Schedule is outlined in the attached Appendix A. It includes steps for soliciting input from school councils, committees and the general public.

FINANCIAL IMPLICATIONS:

Not applicable

TIMELINES:

Timelines are noted in the attached Appendix A.

APPENDICES:

Appendix A – 2011-12 Budget Schedule

REPORT REVIEWED BY:

<input checked="" type="checkbox"/> EXECUTIVE COUNCIL	Review Date:	February 14, 2011
<input checked="" type="checkbox"/> EXECUTIVE SUPERINTENDENT	Approval Date:	February 14, 2011
<input checked="" type="checkbox"/> DIRECTOR OF EDUCATION:	Approval Date:	February 14, 2011

APPENDIX A

2011-12 BUDGET SCHEDULE

- | | |
|--------------------------|---|
| March 7, 2011 | - Executive Council review and establishment of 2011-12 preliminary enrolment forecast |
| March 8, 2011 | - commencement of budget preparation by administration |
| May 9, 2011 | - submission of draft budget to Executive Council for review and comment |
| May 10, 2011 | - provision of the draft budget to individual Trustees for review and comment |
| May 17, 2011 | - approval by the Chair of Board to provide the draft budget to the Special Education Advisory Committee, school councils and the general public to solicit input |
| May 18, 2011 | - submission of the draft budget to the Special Education Advisory Committee, school councils and general public for review and comment |
| June 10, 2011 | - final day for receiving comments from all parties on the budget |
| June 14, 2011 | - consideration of the final draft budget by the Board |
| June 28, 2011 | - approval of the final budget by the Board |
| June 30, 2011 | - submission of the budget to the Ministry of Education |
| October 31, 2011 | - compilation of actual enrolments to be used in providing revised budget estimates to the Ministry of Education |
| December 15, 2011 | - submission of revised budget estimates, based on October 31, 2011 actual enrolments, to the Ministry of Education |

NOTES:

1. Dates are tentative and are subject to change.
2. The Ministry has yet to establish timelines for submissions by Boards. The dates shown are based on the experience of prior years and may change once the Ministry announces the timelines applicable to the 2011-12 Budget.
3. The Ministry of Education is not expected to announce its grants for student needs and other budget targets for several weeks. These announcements may impact the budget schedule.



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

Meeting Date:
 February 22, 2011

BOARD REPORT

Public **In-Camera**
PRESENTED FOR: Information Approval
PRESENTED BY: Senior Administration
SUBMITTED BY: Paul Picard, Director of Education
 Cathy Geml, Associate Director, Student Achievement K-12
SUBJECT: **2011 SPRING MUSKOKA WOODS LEADERSHIP EXPERIENCE**

RECOMMENDATION:

That the Board approve the *2011 Spring Muskoka Woods Leadership Experience* field trip.

SYNOPSIS: This report seeks Board approval to conduct the 2011 Spring Muskoka Leadership Experience at the Muskoka Woods Sports Resort. Two four-day sessions, planned to run from Saturday, April 30th to Tuesday, May 2nd, 2011 and Tuesday, May 2nd to Friday, May 6th, 2011 will provide students an opportunity to develop leadership skills through physical challenges and recreation.

BACKGROUND COMMENTS: This trip is in relation to the students' program/courses. The curriculum connections are provided in the attachment: Muskoka Woods Leadership Experience (MWLE) Ontario Curriculum Connections.

The focus of the experience will be on the development of life skills such as leadership, communication, environmental and self-awareness, cooperation, self-confidence, self-esteem and effective decision-making.

The objectives of the program include:

- Promote the awareness and importance of youth participation in outdoor recreational activities (Healthy Active Living)
- Provide our students with the opportunity for leadership training and the development of cooperative skills (teamwork)
- Provide our students with the opportunity for personal growth and confidence through recreational activities
- Create a Christian environment that is supportive, encouraging and that challenges students and staff to "do their best"

The 2011 Spring Muskoka Woods Leadership Experience will accommodate 20 elementary schools with a total of approximately 820 students. The ratio of supervision is approximately 10 students per supervisor. The adequacy of the supervision for the students participating in this learning experience has been reviewed by the Superintendent of Education to ensure compliance with the criteria set out in Board Policy SC:04 Field Trips.

2011 Spring Muskoka Woods Leadership Experience Staff Community

- Muskoka Woods Staff
- WECD SB Teaching Staff
- Cardinal Carter Secondary Leadership Students
- Assumption Secondary Leadership Students
- F. J. Brennan Secondary Leadership Students
- Catholic Central Secondary Leadership Students
- Holy Names Secondary Leadership Students
- St. Anne Secondary Leadership Students
- St. Joseph’s Secondary Leadership Students
- St. Thomas of Villanova Secondary Leadership Students
- Father Jim Roche
- Windsor Paramedic Bike Patrol Association
- University of Windsor Students/ Faculty of Education

FINANCIAL IMPACT:

The total cost which includes accommodations, meals, program fees and transportation are as follows:

Elementary Student:	\$410.00
Secondary Student:	1 session = \$188.23; 2 sessions = \$281.46
Teaching Staff &	
University Students:	\$145.00

TIMELINES:

- 1st Session (Saturday, April 30th to Tuesday, May 2nd, 2011)
- 2nd Session (Tuesday, May 2nd to Friday, May 6th, 2011)

APPENDICES:

- Letter from the Muskoka Woods Leadership Experience Organizing Team, dated January 29, 2011.
- Muskoka Woods Leadership Experience (MWLE) Ontario Curriculum Connections
- Daily Itinerary

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL	Review Date:	February 14, 2011
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT	Approval Date:	February 14, 2011
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	February 14, 2011



*Inspiring youth to shape their world...
and leaders to change their world.*

January 29, 2011

Dear Mr. Picard:

I am writing on behalf of the attached list of schools for permission to attend the Muskoka Woods Sports Resort. Our objectives include:

- promote the awareness and importance of youth participation in outdoor recreational activities
- provide our students with the opportunity for leadership training and the development of cooperative skills (teamwork)
- provide our students with the opportunity for personal growth and confidence through recreational activities
- create a Catholic Christian environment that is supportive, encouraging and that challenges students and staff to 'do their best'

This spring we are pleased to accommodate 21 elementary schools and 8 secondary schools with a total of approximately 1,000 students. Please find attached our Muskoka Woods Leadership Experience package and the *Request for Approval of Field Trip Forms* from the interested schools.

Our organizing team would be pleased to address any questions or concerns you may have pertaining to this request.

Thank you for your time and consideration!

Sincerely,

Gregory Peck

Our Muskoka Community #1

Saturday, April 30th to Tuesday, May 3rd

St. John the Baptist
Holy Cross
St. Angela
Christ the King
St. Joseph
W.J. Langlois
St. Anne Fr. Immersion
L.A. Desmarais
Our Lady of Annunciation

Our Muskoka Community #2

Tuesday, May 3rd to Friday, May 6th

Our Lady of Mount Carmel
Immaculate Conception
Notre Dame
Queen of Peace
St. Louis
Our Lady of Perpetual Help
St. John the Evangelist
St. Bernard (Windsor)
St. John (Windsor)
St. Bernard (Amherstburg)
St. James

Our Muskoka Staff Community

Friday, April 29th to Friday, May 6th

Muskoka Woods Staff
WECDSB Teaching Staff
Leadership Students Session 1 (April 29th to May 3rd - Session 2 May 2nd to May 6th)
St. Joseph's Secondary Leadership Students
F.J. Brennan Secondary Leadership Students
Assumption Secondary Leadership Students
Cardinal Carter Secondary Leadership Students
St. Thomas of Villanova Secondary Leadership Students
Holy Names Leadership Students
St. Anne's Leadership Students
Catholic Central Leadership Students
Father Jim Roche
Windsor Paramedic Bike Patrol Association
University of Windsor Students

Total Cost Per Student/Staff

Elementary Students - 3 nights/4 days

Accommodations, meals and program fees per student	\$315.00
Transportation via highway coach	\$95.00
Total cost per student	\$410.00

Secondary Students - 1 session

Accommodations, meals and program fees per student	\$93.23
Transportation via highway coach	\$95.00
Total cost per student	\$188.23

Secondary Students - 2 sessions

Accommodations, meals and program fees per student	\$186.46
Transportation via highway coach	\$95.00
Total cost per student	\$281.46

Teaching Staff

Accommodations, meals and fun	\$50.00
Transportation via highway coach	\$95.00
Total cost per staff/University students	\$145.00

Muskoka Woods Leadership Experience (MWLE) Ontario Curriculum Connections

Health & Physical Education Ontario Curriculum

Physical Activity - the MWLE experience is designed to help students learn how to participate in a wide variety of activities, while developing the personal movement proficiency necessary to enjoy life fully.

Active Living - the MWLE focuses on active participation, physical fitness, and safety. It addresses the knowledge and skills related to lifelong participation in a variety of sport and recreation activities.

Living Skills - the MWLE helps students develop a positive "sense of self", as well as effective decision making, conflict resolution, communication, and interpersonal skills.

Choices Into Action: Guidance and Career Education Program Policy for Ontario Elementary and Secondary Schools

"Students must learn and develop skills at school that will help them become more independent and responsible individuals."

The MWLE is designed to develop leadership & cooperative skills in order to be successful in the twenty-first century.

- Students must be able to apply what they learn in school to other areas of their lives.
- Students must learn to work cooperatively and productively with a wide range of people, to set and pursue goals, to evaluate their achievement of their goals, and to assume their roles as responsible citizens.
- Students must be provided with many opportunities to practice new skills in a structured and supportive 'Catholic Christian' setting.

A Muskoka Day



- 6:00 a.m. Fresh air BUGLE Wake-Up/grooming/cabin cleaning and inspection
- 8:00 a.m. Prayer, hearty breakfast & morning announcements
- 9:00 a.m. Activity period #1
- 10:00 a.m. Activity period #2
- 11:00 a.m. Activity period #3
- 12:00 p.m. Activity period #4
- 1:00 p.m. Prayer, lunch & afternoon announcements
- 2:00 p.m. Activity period #5
- 3:00 p.m. Activity period #6
- 4:00 p.m. Activity period #7
- 5:00 p.m. Activity period #8
- 6:00 p.m. Prayer, dinner & evening announcements
- 7:30 p.m. Evening program and snack.
- 11:00 p.m. Lights out!!!



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

Meeting Date:
 February 22, 2011

BOARD REPORT

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Paul A. Picard, Director of Education
 Cathy Geml, Associate Director, Student Achievement K – 12
 JoAnne Shea, Superintendent of Education

**SUBJECT: DISCOVERING YOUR POSSIBILITIES
 SECONDARY LEADERSHIP EXPERIENCE**

RECOMMENDATION:

That the Board approve the Discovering Your Possibilities Secondary Leadership Experience field trip of March 23 -25, 2011 for the following secondary schools: Assumption College Catholic School, Catholic Central Secondary School, St. Joseph’s Catholic Secondary School, and St. Thomas of Villanova Catholic Secondary School.

SYNOPSIS: This experience provides students an opportunity to develop their leadership and resiliency skills through physical challenges and recreation. The focus of the experience will be on the development of life skills such as leadership, resiliency, communication, environmental and self-awareness, cooperation, self-confidence, self-esteem and effective decision-making.

BACKGROUND COMMENTS: This leadership experience is in relation to the students’ program and addresses the fourth Pillar of the Ministry Student Success Initiative: Community, Culture and Caring.

FINANCIAL IMPACT:
 The total cost per student is \$290; personal cost per student is \$30.

TIMELINES:
 Wednesday, March 23 through Friday, March 25, 2011

- APPENDICES:**
- Requests for Approval of Field Trip – SC:04 Form A
 - LTC – Program Planning Guide
 - Discovering Your Possibilities Secondary Leadership Itinerary

REPORT REVIEWED BY:

- EXECUTIVE COUNCIL
- EXECUTIVE SUPERINTENDENT
- DIRECTOR OF EDUCATION:

Review Date: --
Approval Date: February 16, 2011
Approval Date: February 16, 2011



Windsor-Essex Catholic District School Board Field Trip Approval Form

Tuesday, February 15, 2011 10:04:46 AM

SC:04 Form A 2008 v.1

▼ Subject: Field Trip/Excursion Approval Form From: JoAnne Shea
 To: Simone Lira

Teacher: G. Malloy, S. Houlahan, B. Howes,... School: Assumption, CCH, St. Joe's, Villanova

Destination Name: YLCC - Orillia, Ontario Name of Carrier: Great Canadian

Mode of Transportation: Charter Coach Travel Company Involved:

Departure Date: Wed, Mar 23, 2011 Return Date: Fri, Mar 25, 2011

Time of Departure from School: 6 a.m. Approximate Time of Return to School: 5 p.m.

Number of Male Students: 51 Number of Female Students: 48

Total Cost Per Student: \$290 Personal Cost Per Student: \$30

Grade of Students: 10-12 Number of Supervisors: Male: 7 Female: 9

Purpose of Trip/Excursion: To develop resiliency, leadership and team building skills

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

Cross-curricular--Health and Physical Education, English and Catholic Studies

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

Participation in Discovering Your Possibilities (DYP) Program Itinerary and Activity Organization including community partners and teachers from WECD SB

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

School Leadership Initiatives, Celebration dinner at conclusion of the Discovering Your Possibilities program

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

This is during the week but there will be daily prayer services.

Date Submitted: Mon, Jan 31, 2011	<input type="checkbox"/>	Teacher: G. Malloy, S. Houlahan, ...
Approval Date: Mon, Jan 31, 2011	<input type="checkbox"/>	Principal: S. Colley-Vegh, A. Lofas...
Approval Date: Tue, Feb 01, 2011	<input type="checkbox"/>	Superintendent: S. O'Hagan-Wong, M. S...
Approval Date:	<input type="checkbox"/>	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.



TRAINING CENTRE



PROGRAM PLANNING GUIDE
Outdoor Education and Leadership Programs



Youth Leadership Camps Canada

Lake Simcoe
498 Moon Point Beach Drive
Orillia, Ontario L3V 6H1
705 326 2433

www.ylcc.com

Pigeon Lake
290 Cork Line, RR #1
Peterborough, Ontario K9J 6X2
705 326 2433

Table of Contents

Our Programs Page 3
 Our Staff Page 3
 Program Options Page 4
 Rates Page 5
 Deposit & Payment Policies Page 6
 Sample Schedules Page 7
 Our Favourite Activities Page 8
 Preparing For Your Visit Page 12

Confirmation Forms

Appendix A
 What to Bring Page 14

Appendix B
 Confidential Health History Page 15

Appendix C
 Dietary & Health Summary Page 16

Appendix D
 Directions & Transportation Page 17



Welcome to YLCC

At Youth Leadership Camps Canada we believe that we are building a better tomorrow by building leaders. We’ve created a cutting edge, dynamic and unique leadership program delivered from our Leadership Training Centres. We offer a wide range of activities and team building initiatives, customized to meet the unique needs of your group.

Our Centres are modern, clean, full-service outdoor leadership and conference centres that are perfect for group trips. We can accommodate a large group up to 320 people or as small a group as 15 plus advisors/supervisors. Both of our locations are fully equipped and offer comfortable cabins with bunk beds, modern washrooms and spacious dining halls. Each year YLCC invests significant capital to continuously improve our facilities.

Our Orillia site is located 60 minutes north of Toronto on the shores of Lake Simcoe, with 108 acres of breathtaking Muskoka woodland. It offers guests extraordinary opportunities for outdoor challenges, hiking and active leadership workshops.

Our Pigeon Lake site is located 20 minutes north-west of Peterborough in the beautiful Kawartha region. Our property contains old forests, open spaces for field games, and with the entire camp facing 1200 feet of shoreline, the sunsets are spectacular! Exclusive use of Pigeon Lake is available for groups of 75 or more.

This guide is designed to assist you in the preparation and planning of a successful experience. We look forward to working with you. If you have any questions, please do not hesitate to contact us.

In Leadership,

Brenda Clark
 Director of LTC Client Care
Brenda@ylcc.com

Richard Clark
 Director of LTC and
 Program Development
richard@ylcc.com

phone : (705) 326 2433
 fax : (705) 326 1097
www.ylcc.com

“Leadership is not wielding authority – it’s empowering people”
 -Becky Brodin-



Our Programs

All YLCC programs are custom designed from our extensive range of activity options. We develop programs to compliment all ages, sizes and types of groups. Join us for a single or multi-day experience and discover why both Orillia and Pigeon Lake facilities are the fastest growing outdoor leadership centres in Ontario!

High and low-ropes elements, canoeing, kayaking, fixed and non-fixed initiatives, large group campfire area, indoor meeting spaces and more are all located on our beautiful sites. You will not be disappointed with our delicious meals, friendly staff and welcoming accommodations!

Program Options: Each rotation lasts between one hour and one and a half hours and is designed as an experiential learning activity, followed by a debrief. The program rotations consist of a number of different land and water-based activities that may include, but are not limited to:

- Leadership Workshops
- Fixed and Non-Fixed Initiatives
- Field Sports
- Outdoor Living
- Canoeing/Kayaking
- High Ropes
- Large Group Games
- Low Ropes
- Campfire
- Crafts

Our Staff

All aspects of our program are led by our extraordinary YLCC staff. They are warm, welcoming individuals who will provoke meaningful thought and discussion among your students.

Our staff are highly qualified and extensively trained in safety and emergency procedures including certifications in Standard First Aid and CPR. If the waterfront is being used, an NLS Certified Lifeguard will be supervising.

Staff assigned to your group will facilitate your programs throughout your entire stay at YLCC.



YLCC is an accredited member of the Ontario Camping Association. We have committed ourselves to following best camping practices and standards to create an enriching, positive, safe and healthy experience for the children and staff in our care.



Program Options

We have programs for every age and type of group. Both of our locations deliver fantastic programs to public and private education institutions, community groups, sports teams and corporate groups.

We're experts at getting a leadership class, camp committee or link crew involved in helping run your retreat!

Here is an outline of some of our more popular programs:

Welcome Retreat

Our Grade 9 Welcome Retreat is a perfect start to High School — Students will be challenged and empowered as they progress through a series of activities where they discover and learn about their individual roles as leaders. Fun and interactive activities, include high ropes, low ropes, and large group games. These custom-designed programs prepare participants for a better life experience and focus on activities that explore self-awareness, improved decision making and the benefits of getting involved.

Year End Class Trip

This requires Looking for a way to combine fun, learning, and self-discovery with your end of the year celebration? Bringing your students to the YLCC Leadership Training Centres will give them the chance to enjoy their last bit of time together for the year while being challenged to look deeper into themselves and discover who they are and who they want to become.

Student-run Leadership Retreat

This requires a student-based camp committee to plan and carry out the retreat. The committee learns a lot about planning, flexibility, hard work and positive leadership. Participants discover their own leadership qualities, barriers, talents and finding a place to shine.

Student Council Retreat

Students will leave with a sense of purpose, direction and exciting new event ideas for the upcoming school year. We'll offer a wide range of activities including team building initiatives, planning workshops, high ropes activities and fun evening programs around the campfire!

Science or Geography Field Trip

This program works well for teachers who want to bring their students to our leadership centre multiple times in the same school year. Are your students learning about water systems, the parts of the plant, understanding the food chain, or learning about how animals survive in the winter? Let us know what you are working on and we will plan a day of interactive activities that will help your students to learn in an unforgettable way!

Outdoor Adventure Leadership

This program covers elements in physical education, science, geography, communication, environmental leadership and so much more. Participants spend the majority of their time outdoors preparing shelters, learning outdoor cooking, fire building, survival skills, and tree and plant identification. Sessions are available in spring, fall and winter – activities vary depending upon season. Individuals learn about themselves, their peers and their environment through valuable hands-on experiences they will never forget!

Sports Teams

Take advantage of activities where participants rely on each other off the field. Bringing your team to YLCC provides team members with a great opportunity to bond, learn new skills, work together and learn the importance of being a supportive team member!



Rates 2010

DAY PROGRAMS

Regular Day:	\$23.95 pp (lunch provided)
Arrival	9:00 am
Departure	3:00 pm
Extended Day:	\$36.95 pp (lunch and dinner provided)
Arrival	10:00 am
Departure	8:00 pm

OVERNIGHT PROGRAMS

Arrival	10:00 am
Departure	1:00 pm

Pack a lunch for Day 1 (all other meals provided)*

* an additional charge of \$4 pp applies if you choose to have YLCC provide lunch on arrival day.

2 Day / 1 Night:	\$ 78.95 pp
3 Day / 2 Night:	\$117.95 pp
4 Day / 3 Night:	\$148.95 pp
5 Day / 4 Night:	\$182.95 pp

OPTIONAL ACTIVITIES AND FEES:

High Ropes/Rock Climbing:	\$95.00 flat fee
Waterfront:	\$95.00 flat fee
T-Shirts:	quote available for customized t-shirts or shirts for tie-dying. Please call us for details.

CHAPERONES:

1 chaperone per 30 persons

50% discount on program rates

Note: Teachers/Advisors and Adults are considered chaperones.



Deposit and Payment Policies (revised 2010)

Please read carefully. There have been changes to our policies for 2010.

Booking

Once a date has been confirmed, you will be sent a contract. In order to hold these dates, you must read, sign, date, and mail a copy of the contract to YLCC along with a cheque for the security deposit. Failure to do so by the date indicated on your contract will result in cancellation of your booking.

Please be as accurate as possible when estimating how many students will attend the program. Look at the attendance history of your other school trips. If your booking numbers are not close to your actual numbers, we cannot properly staff or provide food and may not even be able to accommodate your group.

Minimum Group Size

The minimum group size that YLCC will accommodate is 15 people plus advisors/supervisors. If your group numbers decrease below 15, you will be billed for 15 people.

Changes to the Contract

30 Days Prior to Arrival:

If you contact YLCC a minimum of 30 days before your arrival date, your invoice can be changed to reflect an increase or decrease by 25% of your originally booked number. If your attendance number decreases by more than 25% of the originally booked number, your invoice will only be reduced by 25%. If YLCC can accommodate an increase by more than 25%, the extra cost will be added to your invoice. *For example, if your retreat was originally booked for 50 persons and you contact YLCC a minimum of 30 days prior to your arrival date, you can change the attendance number to be anywhere between 37 and 62.*

Less Than 30 Days Prior to Arrival:

If you contact YLCC 30 days or less, prior to your arrival date, your invoice can be changed to reflect an increase or decrease by 10% of your originally booked number. If there is a decrease by more than 10% of the originally booked numbers, your invoice will only be reduced by 10%. *For example, if your retreat was booked for 50 persons, your invoice can be changed to reflect numbers anywhere between 45 and 55.*

Payment Schedule

1. To reserve your date, a 20% non-refundable, non-transferable security deposit is **due by the date shown on your contract.**
2. **Final payment is due upon arrival at YLCC.** If a cheque has not been provided from your school or organization, the group organizer will be required to put the balance owing on a personal or company credit card to ensure that the program can proceed.

Credits/Refunds

YLCC does not issue cash, cheque refunds or credits. Please ensure that you have undertaken proper planning to make your visit to YLCC a success. We appreciate your understanding and cooperation.



Sample Schedules

Below you will find two schedule samples. The activities in your program will be carefully selected prior to your program by a YLCC staff member and the advisor booking the trip.

The number of breakout groups will be determined by the size of your group. We like to work with 12 people in each group. Each group will rotate according to the schedule. With some large groups it is not possible to have everyone complete the exact same activities, but we can tailor different activities to ensure that all participants learn similar lessons.

Once you have discussed your activity preferences with us, a final schedule will be sent to you.

Single Day Program

	Group 1	Group 2	Group 3
9:00 am	Arrival & Kick Off		
9:30	Activity 1	Activity 2	Activity 3
11:00	Activity 3	Activity 1	Activity 2
12:30-1:00 pm	Lunch		
1:15	Activity 2	Activity 3	Activity 1
3:00 pm	Departure		

3 Day / 2 Night Program

Day 1	Group 1	Group 2	Group 3	Group 4
10:00 am	Arrival, Kickoff, and Group Games			
12:30-1:00 pm	Lunch			
1:15-2:45	barn pod	beach pod	simcoe pod	trees pod
2:30-5:00	Activity 1	Activity 2	Activity 3	Activity 4
5:00-5:45	Large Group Game			
6:00-7:00	Dinner			
7:00-8:30	Activity 4	Activity 1	Activity 2	Activity 3
8:45-10:00	Campfire			
10:30 pm	Quiet Time and Lights Out			
Day 2				
8:30-9:15 am	Breakfast			
9:15-9:30	Flagpole			
9:30-11:00	Activity 3	Activity 4	Activity 1	Activity 2
11:00-12:30 pm	Workshop 1			
12:30-1:00	Lunch			
1:15-2:45	Activity 2	Activity 3	Activity 4	Activity 1
2:45-4:15	Auction			
4:15-5:45	Workshop 2			
6:00-7:00	Dinner			
7:00-8:30	Evening Activity	Evening Activity	Evening Activity	Evening Activity
8:45-10:15	Drive-In Theatre			
10:30 pm	Quiet time and Lights Out			
Day 3				
8:30-9:15 am	Breakfast and Clean Cabins			
9:15-9:30	Flagpole			
9:30-11:00	Workshop 3			
11:15-12:15 pm	Speedball Tournament			
12:15	Slideshow			
12:30-1:00	Lunch			
1:00 pm	Departure			



Activities

We are constantly updating, researching and honing our activities to ensure a positive learning experience. Below you will find some of our tried-and-true favourites! You can check out our website to see our activities in action: <http://www.ylcc.com/training-centre/multimedia/>

Not all activities are available at both sites. If you don't find what you are looking for, we would be more than happy to adapt an activity to your needs. Please call us – we'd love to work with you!

High Ropes

Aerial Trust Dive Students can both challenge themselves and build trust with their peers. Participants in the ATD will climb a 30 foot pole to a platform, from which they can jump off of in an attempt to reach a distant target. Before jumping, students are encouraged to list a goal they wish to attain or a fear they want to overcome – as the jump symbolizes their effort to reach that goal. Participants on the ground are belaying their peer and building trust with one another.

Climbing Wall A great challenge for all campers. We have two possible routes with varying difficulty levels. Climbers are able to push themselves to climb all the way to the top!

Dangling Duo Students must work, either alone or with a partner, to climb up a configuration of cargo nets and tires all the way to the top.

Fencer's Feet Students must work in pairs to traverse a cable while using both the vertical wooden beams, and their partner for support. Good luck!

High Tension Traverse As a two person element, partners start at opposite ends of the traverse cable. By creating tension on a rope handle, they help each other cross the cable from one pole to the other.

High V The entire group works together as two climbers attempt to cross two wires that get further and further apart. Communication and trust are very important for this activity to be successful.

Jack Stays Participants traverse a series of rope loops 30 feet above the ground. They must work on their balance, co-ordination, and determination in an effort to reach the far side of the course!

Multi-vine A single person traverse element. While balancing on a cable 30 feet above the ground, the participant must traverse from one side to the other; using dangling rope vines to help keep his/her balance!

Rickety Bridge In this element a student climbs up a pole and traverses across a very rickety bridge! With the encouragement of their team, the safety of their YLCC staff member and the help of an aid rope, students completing this traverse will feel a great amount of success!

Team Teeter A new ropes element where all students are involved. Two climbers help each other cross the 4x4 beams while their teammates below steady the beams for them. All participants must pay attention and be engaged to see the success of this element!

Zip Line A camp favourite! Participants challenge themselves to jump off a platform and then zip through the forest. This is an experience to remember!



Low Ropes and Fixed / Non-Fixed Initiatives

Air Miles A low ropes element with 4 cables suspended 1 foot off the ground. Students are given a start and an end destination. Without anyone falling off the cables, students must work together and strategize to get everyone to their proper end destination. When students touch the ground, the entire group starts over.

Ice Wall Working together to create a strategic plan is key to successfully get one group member to the top and ring the bell – but each participant can suggest only one wall aid change during the climb. A debrief follows discussing the virtues of the journey.

Pods are areas where students go through a series of non-fixed initiatives and begin working and thinking together as a team. Students often begin by playing a few silly games (variations on tag, name games, etc.) and then move to other activities, such as; magic carpet (problem solving), skipping challenge (time management), falcons egg (communication), interference (communication), and knot fun (problem solving).

Skipping Challenge The facilitator and one volunteer turn the rope for the rest of the group. Each participant must jump from one side of the rope to the other without touching the rope (standard skipping). Then the group is paired off and each pair must get across together. Next, two pairs (4 participants) have to get across together. This continues until everyone has to cross at once. Various objects representing challenges in managing time (cell phones, facebook, T.V., etc.) will be added throughout the exercise. Participants will discuss ways to maintain better focus in life.

Teeter Jenga The group is presented with a teeter-totter like beam and must develop a plan to maintain balance of the beam at all times. The beam cannot hit the ground and all group members must mount and dismount the beam to complete the activity.

The Spider Web The group is challenged to get members to move from one side of a rope web to the other. Each member has to go through a different hole and nobody can touch the web or the group has to start over.

Outdoor Living

Canoeing / Kayaking Our facilitators teach the basics by breaking them down into a few important strokes and explaining the mechanics of paddling. Once participants show understanding, everyone loads into the watercraft and play some games to practice their skills in control.

Exploring the Night Sky A night session with hot chocolate and the stars! The group works to identify various basic constellations.

Knot Tying Participants are taught basic, but useful knots for outdoor living. Provides a nice compliment to any High Ropes activity.

Night Paddle A perfect way to end your day! We will take your group for a quiet and reflective paddle in our Algonquin canoes to enjoy the beautiful sunsets.

Shelter Building The group is divided into teams and each team is responsible for building a shelter in a given time-frame. Students work together and go through several stages: forming, storming, norming, and performing to achieve their goals.

Crafts

Hemp and Gimp Jewelry A nice quiet and social-time activity for everyone to make a personalized camp memento.

Locker Poetry Create your own locker magnets using words from magazines, drawing pictures, or writing your own words.

Tie-Dying These shirts make excellent camp keepsakes. Each person will need to bring a white t-shirt or tank-top or we can supply t-shirts at a low cost for your group (*please advise at time of booking*). Students are shown the different techniques for tie-dying and are left to their creative devices.

Field Sports

Chuck the Chicken A fun-filled team game that is fun for anyone and makes everyone laugh.

Speedball Athletic and non-athletic types alike will enjoy this combination soccer and handball game.

Survival A perennial favourite! Everyone is assigned the role of a carnivore, omnivore or herbivore. The goal is to collect enough food and water and to stay away from the animals that can harm you or take your life. Learn about the food chain and the effects humans have on the food chain through an interactive and fun game.

Ultimate Frisbee or Rubber Chicken Ultimate Athletes or not ... it doesn't matter. These are fun and active games geared to the abilities and interest of the group.

Large Group Games

ABS Tournament stands for "Achen, Blocken, Schplochen", which translates to a giant game of Rock, Paper, Scissors! This tournament style twist on a classic game allows players to gain cheerleaders and play multiple opponents!

Falconathon YLCC's very own GIANT relay race! This ultimate race is a great way for participants to use their newly acquired skills. The race takes teams all across the facility while participating in a wide variety of challenges!

One Hour Carnival Our staff will organize a carnival that allows everyone to participate in a variety of fun and challenging activities. Some activities include:

Giant Slingshot — hockey nets are spread out on the baseball field, all facing the backstop. Students take turns shooting tennis balls from the giant slingshot.

Balloon Sculptures — groups are split into smaller groups and each receive one a bag of balloons and some tape. Using only these supplies they have 8 minutes to build the most convincing sculpture, tallest free standing structure or biggest happy face, etc.

Truck/Bus Pull — groups get three chances to pull the vehicle from the starting spot over the finish line. Whichever group does it the fastest gets bragging rights.



Workshop and Drama Activities

Auction A fun interactive evening program. Participants are divided into teams and they are given novelty money with which to buy various items for sale. They do not know until after they have purchased the items that they will be asked to create a specific structure to hold an egg and keep it from breaking. *(Please don't tell students about this in advance as it will clearly ruin the activity).*

Campfire The #1 favourite for everyone! Share energetic songs, cheers and skits under the stars. Please bring your instruments and talents to add to the show!

Choir A high energy activity where students are divided into small groups and given the lyrics to a familiar song (i.e. R-E-S-P-E-C-T, Build Me Up, Buttercup, etc.) Performers receive instructions and 50 minutes to create a musical. Each production is then showcased and judged by the YLCC staff (much kinder judges than on Canadian Idol).

Drive-In Theatre is exactly that, an outdoor theatre with popcorn and snacks! Bring your sleeping bags down to the hill and get settled in for an outdoor movie.

Games Workshop An opportunity for students to learn about various activities, facilitation and debriefing techniques. Students then practice leading these activities among their peers and receive feedback from both the participants and the instructors. This workshop is ideal for leaders who can then use their new skills when leading events, such as grade 9 orientation at their school.

Ice Cream Game This eye-opening activity challenges students to build a city using limited supplies while constantly dealing with the inequality between various groups. Students are encouraged to reflect upon how the experience made them feel and how it relates to the world outside of camp.

Leadership Fashion Show In this activity students are divided into teams, given some supplies and instructed to create an outfit on one of their team members (a model). The model must represent what leadership means to the group. For example, some students have created a very colourful outfit to symbolize the flexibility of a leader and may have great detail, as leaders must pay attention to detail. Once the costumes are completed, students present their creations to the audience in the form of a fashion show.

Sweet 16 A round-robin style tournament where students discuss and debate various leadership characteristics. Eventually the group finds the "ultimate" quality of a leader!

Sublovia This workshop allows students to express their creativity, while simultaneously learning about respect, tolerance, diversity, and cooperation. Students are given the opportunity to create the unique laws, customs, and systems of their own country (either upper or lower Sublovia). The two countries will then send delegates on a fact-finding mission to the other nation in an effort to make reunification possible!

Preparing For Your Visit

One of the most important things you can do to help ensure a successful experience for your class/group is properly prepare your students for their trip to YLCC. The sleeping, eating, and activity schedule may likely be different from their daily routine. Below are some suggestions to best prepare your group for their experience:

Preparing for the Environment

Most of our programs are designed to be outdoor experiences and will continue rain or shine. Encourage participants to bring clothing that they don't mind getting dirty and wet. Stress the importance of proper raingear, warm clothing and appropriate footwear (i.e. rubber boots for spring season).

Preparing for Camp Culture

While at our centre, there will be no T.V. or internet access for students. Cell phones and electronic devices (iPods) are not recommended on site. When discussing these rules with your group, focus on the positive aspects: the new skills they will learn without electronic distractions, the new friends they may meet, and the beautiful outdoors they will get to experience. Also, remind everyone that YLCC is not responsible for lost or stolen goods.

Meals will be served sit-down family style. We like to focus on sharing and further creating community during mealtimes.

Preparing Chaperones

We want everyone, including chaperones, to have positive experiences while at our centres. Chaperones are not expected to lead group activities, but are encouraged to participate in all activities. Overall, chaperones are responsible for ensuring their group is following our centres' rules and expectations.

Overnight: YLCC staff do not sleep in the cabins with your group. Chaperones are responsible for ensuring their group is quiet and sleeping at night time.

Logistics

Forms: Please distribute the "What to Bring" Checklist (*appendix A*) and have parents/guardians fill out the Confidential Health History Form (*appendix B*) - participants over the age of 18 can complete this form themselves. Everyone attending our centres, including chaperones, is required to complete a Confidential Health History Form. **All completed forms should be collected 3 weeks prior to arrival.**

Our talented chef is happy to accommodate various dietary needs, (vegetarian, allergies, religious, etc.), but advance notice is required. After **all appendix B** forms have been collected, please complete the Dietary & Health Summary Sheet (*appendix C*) and submit it to the centre **2 weeks prior to your arrival.**

NOTE: All original completed forms must be presented to the Leadership Training Centre upon arrival.

Cabin Groups: All cabins sleep 10-14 people. Prior to your arrival we will send a list of cabins assigned to your group. This list will outline the number of beds in each cabin. Chaperones staying overnight must sleep in the cabin that he/she is assigned to.



We Are Now NUT-AWARE

Peanut and Nut Status



At YLCC, we are proud to have operated as a “Nut-Free” facility for 14 years without an allergic incident of any sort. The “Nut-Free” designation meant that our tuck shop and food service operations did not sell or use finished products or ingredients that contain nuts (whole or part), nut extracts or products that included a “may contain” warning on its ingredient label. Additionally, we did not allow products that contain nuts to be brought on-site by our guests. We do not search student belongings and realize that sometimes nut products are brought to the centre unknowingly.

Increasingly, however, many of the manufacturers and purveyors of our finished products and raw ingredients are choosing to label their products as *possibly* containing: nuts, seeds, tropical seed/oils, peanuts, tree-nuts, etc. Their concern is due to the possible exposure of their product to nuts - both from within their own production facility as well as in the packaging, packing, handling, transportation, warehousing, delivery and storage of their product.

Currently we are finding it very difficult to source items from our suppliers which are guaranteed *to not contain nuts*. Accordingly, we are no longer content to refer to ourselves as a “Nut-Free” Facility. We still wish to provide the same high-quality, balanced menu items to which our campers and clients are accustomed and, for the time being, we must continue to use the same ingredient items with which we have been previously satisfied with. These items will continue to not include nuts (whole or in part), nut extracts or oils as an ingredient, but now may be packaged with a “*may contain nuts or nut oils*” label.

We intend to source new products that present the minimal possible risk to those with nut allergies. We hope that in the near future we can once again guarantee that all products and ingredients used in our food service operations can be deemed “Nut-Free”.

If a camper does have a serious nut allergy, please be aware that the greatest occurrence of this precautionary labeling is in the baking and dessert industries. If you feel that the child may be at risk, but still wish him or her to attend YLCC, we strongly suggest that you include sealed, nut-free meals, desserts and snacks for the duration of his or her stay with us.

We sincerely apologize for any inconvenience these changes may present.

What to Bring

Appendix A

Day Program

- Name Tag
- Footwear - *must have closed heel and toe*
- Water Bottle – *a must have!*
- SUNSCREEN
- INSECT REPELLENT ... *We will be outside!*
- Seasonal weather appropriate clothing (*Rain jacket and rubber boots*)
- Medication - *clearly labelled with camper's name in a zip lock bag*
- Sunglasses
- Hats (*1 for rain, 1 for sun*)
- Bathing suit and towel (*weather permitting*)
- Camera
- Money for our Tuck Shop (*Camp Store*)
- Energy, Enthusiasm and an Open Mind!

Important Notes

- Leave ALL NUT PRODUCTS at home! We are a peanut and NUT-AWARE camp!
- No chewing gum.
- MP3 players, hand-held video games and cell phones are discouraged.
- You are responsible for all of your personal belongings while at the YLCC Leadership Training Centre.
- YLCC is not responsible for loss, damage or theft.
- We recommend that all campers label their belongings.

Overnight Program

- Name Tag
- Sleeping Bag
- Pillow
- Extra Fleece Blanket - *temperatures may drop at night*
- Water Bottle – *a must have!*
- Footwear - *closed heel and toe for activities plus slippers for indoors*
- Seasonal, weather appropriate clothing for the length of your stay - *Rain jacket, rubber boots, hats, hoodie, pants, shorts, t-shirts, pyjamas, undergarments etc.*
- Extra Socks – *in case of wet weather*
- Medication - *clearly labelled with camper's name in a zip lock bag*
- Toiletries – *sunscreen, insect repellent, toothbrush, toothpaste, shampoo, soap, etc. (please leave scented products at home)*
- Bathing suit and towel (*weather permitting*)
- Camera
- Flashlight and extra batteries
- Musical Instruments are welcome and encouraged for campfires or just hanging out
- Money for our Tuck Shop (*Camp Store*)
- Energy, Enthusiasm and an Open Mind!

Our Camp Store Offers:

- Cold Beverages
- Candy
- Chocolate
- Freezies
- Frisbees
- Spirit Wear
- Leadership Literature



**Canadian Tire Money
always accepted
at par!**



Confidential Health History Form

Appendix B

YLCC Orillia

YLCC Pigeon Lake

We do not require participants to undergo a third party physical examination, but we do encourage all families have a proactive health plan, including regular physical examinations by your family doctor.

School/Group Name: _____

Student's Name	Birth Date (M/D/Y) <input type="checkbox"/> Male <input type="checkbox"/> Female																		
Home Address (city, province, postal code)	Home Phone																		
Parent/Guardian	Work Phone																		
Emergency Contact (if unable to reach parent/guardian)	Phone																		
Family Physician	Phone																		
<p>Does your child have any concerns with the following? Please check all that apply.</p> <table border="0"> <tr> <td><input type="checkbox"/> Asthma</td> <td><input type="checkbox"/> Environmental Allergies</td> <td><input type="checkbox"/> Medication Allergies</td> </tr> <tr> <td><input type="checkbox"/> Allergy to insect stings</td> <td><input type="checkbox"/> Food Allergies</td> <td><input type="checkbox"/> Seizures</td> </tr> <tr> <td><input type="checkbox"/> Hearing Loss</td> <td><input type="checkbox"/> Sleep Walking</td> <td><input type="checkbox"/> Diabetes</td> </tr> <tr> <td><input type="checkbox"/> Heart Problems</td> <td><input type="checkbox"/> Bed Wetting</td> <td><input type="checkbox"/> Skin Conditions</td> </tr> <tr> <td><input type="checkbox"/> Physical Disability</td> <td><input type="checkbox"/> Dietary Needs</td> <td></td> </tr> <tr> <td colspan="3"><input type="checkbox"/> Other _____</td> </tr> </table>		<input type="checkbox"/> Asthma	<input type="checkbox"/> Environmental Allergies	<input type="checkbox"/> Medication Allergies	<input type="checkbox"/> Allergy to insect stings	<input type="checkbox"/> Food Allergies	<input type="checkbox"/> Seizures	<input type="checkbox"/> Hearing Loss	<input type="checkbox"/> Sleep Walking	<input type="checkbox"/> Diabetes	<input type="checkbox"/> Heart Problems	<input type="checkbox"/> Bed Wetting	<input type="checkbox"/> Skin Conditions	<input type="checkbox"/> Physical Disability	<input type="checkbox"/> Dietary Needs		<input type="checkbox"/> Other _____		
<input type="checkbox"/> Asthma	<input type="checkbox"/> Environmental Allergies	<input type="checkbox"/> Medication Allergies																	
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<input type="checkbox"/> Heart Problems	<input type="checkbox"/> Bed Wetting	<input type="checkbox"/> Skin Conditions																	
<input type="checkbox"/> Physical Disability	<input type="checkbox"/> Dietary Needs																		
<input type="checkbox"/> Other _____																			
Please detail any of the above concerns, limitations, medications, recent illnesses, operations, or injuries.																			
Date of last tetanus shot:	Health Card Number:																		
<p>List any medications that your child must take on a regular schedule. <i>(please supply in their original containers)</i></p> <p>Name of Medication _____ Dosage _____</p> <p>How Often _____ When _____</p> <p><i>All medications must be placed in a clear zip lock bag, clearly labelled with camper's name and given to our Camp Health Director upon arrival.</i></p>																			

In permitting my child _____ to attend Youth Leadership Camps Canada, operated by YLCC Inc., I the undersigned permit my child to participate in the full range of camp activities and trips and authorize the Camp Director and his/her appointee, in the event of accident or illness affecting the above named camper, to authorize on my behalf all procedures, including admission to hospital and necessary treatment therein, as he/she may deem essential for the care and well-being of the camper. Such action is to be taken only when immediate contact with the undersigned cannot be made. I understand that the pictures taken at camp may be used for promotion. I fully understand all the risks involved in my child's participation in Youth Leadership Camps Canada programs and accept full liability. I have chosen to provide the above personal information to YLCC and understand that YLCC may send further leadership information to me in the future.

Signature of Parent/Guardian: _____ Date: _____



Dietary and Health Summary Sheet

Appendix C

 YLCC Orillia
 YLCC Pigeon Lake

Please complete this sheet and fax it back to the Leadership Training Centre at least **2 weeks prior to your arrival.**

Fax: 705-326-1097

School/Group Name: _____

Contact Person: _____ Phone: _____

Student Name	Dietary Needs / Food Allergies	Health Concerns



Directions & Transportation

Appendix D

Transportation

Every group is responsible for transportation to and from our centres. Although not always necessary, it is recommended that each group have one vehicle that can remain at the centre while the group is here.

Directions

Lake Simcoe YLCC Training Centre

498 Moon Point Beach Drive
Orillia, Ontario

FROM TORONTO

- Follow **Hwy 400N** to **Hwy 11N**
- Take **Exit 129 Memorial Ave** (Simcoe Rd. #49) to Orillia
- Travel 1 km to **Woodland Drive**, turn **right**
- Travel 2 km (over two small bridges) to **Moon Point Drive**, turn **left**
- Travel 0.7 km to YLCC Training Centre (entrance is on left hand side)

FROM WHITBY/OSHAWA/PICKERING

- Travel north on **Hwy 48** to **Hwy 12N**
- Turn **left** at **Memorial Ave** (Comfort Inn is on corner)
- Continue past OPP Headquarters on right hand side
- Take first **left**, **Woodland Drive**
- Travel 2 km (over two small bridges) to **Moon Point Drive**, turn **left**
- Travel 0.7 km to YLCC Training Centre (entrance is on left hand side)

FROM NORTH of ORILLIA VIA HWY 11

- Travel south on **Hwy 11**, exit **Hwy 12** (Old Barrie Road)
- Turn **right** at **Memorial Ave** (Comfort Inn is on corner)
- Continue past OPP Headquarters on right hand side
- Take first **left**, **Woodland Drive**
- Travel 2 km (over two small bridges) to **Moon Point Drive**, turn **left**
- Travel 0.7 km to YLCC Training Centre (entrance is on left hand side)

FROM NORTH of ORILLIA VIA HWY 69S & 400S

- Travel south on **Hwy 400**, exit **Hwy 12 East**
- Follow **Hwy 12 East** into **Orillia** (Home Depot and Wal-Mart)
- Get onto **Hwy 11S**, travel south on **Hwy 11**, exit Old Barrie Road
- Turn right at **Memorial Ave** (Comfort Inn is on corner)
- Continue past OPP Headquarters on right hand side
- Take first **left**, **Woodland Drive**
- Travel 2 km (over two small bridges) to **Moon Point Drive**, turn **left**
- Travel 0.7 km to YLCC Training Centre (entrance is on left hand side)

Pigeon Lake YLCC Training Centre

290 Cork Line, RR # 1
Peterborough, Ontario

FROM TORONTO

- Head East on the **401**
- Take exit **436 -Hwy 35/115** toward **Lindsay/Peterborough** (44.8 km)
- Continue to follow **King's Hwy 115**
- Take the **County Rd-28** exit (Hwy 7 /Fowlers Corners / Port Hope)
- Keep right, follow signs for **Lindsay** (12.5 km)
- At Fowlers Corners Hwy 7 turns into **Frank Hill Road** continue straight (7.7 km)
- Turn **right** onto **Yankee Line** (You are about 15 minutes away!)
- Turn **left** onto **Tara Road**
- Turn **left** at **Cork Line** (YLCC Sign is on your left)
- Destination will be on your right hand side



Youth Leadership Camps Canada

DISCOVER YOUR POSSIBILITIES

WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD - MARCH 23-25, 2011

TRIP ITINERARY**Day 1**

WEDNESDAY, MARCH 23						
TEAM LEADERS						
TIME	Rich	Tucker/Lynsey	Shannon	Iain	Trish	Gill
10:00-11:00	Arrival –Settle in and break into games of low organization pods.					
11:00-12:30	Beach Pod	Barn Pod	Simcoe Pod	Trees Pod	Ropes Pod	Office Pod
12:30-1:15	Lunch Grace – Assumption					
1:15-2:45	Air Miles	Ice Wall	Pods	Skipping Challenge	Teeter Jenga	The Spider Web
2:45-4:15	The Amazing Race Part 1					
4:15-5:45	Drumming	Team Teeter	Blind Trail	Web	Rock Climbing	Pipe Games
6:00-7:00	Dinner Grace- Catholic Central					
7:00-8:30	Sublovia			Sublovia		
8:45-9:45	Campfire and Prayer Service					
9:45-10:00	Debrief With YLCC Staff					
10:30	Lights Out					

DAY 2**THURSDAY, MARCH 24**

THURSDAY, MARCH 24						
7:15	WAKE UP BELL					
8:30-9:15	BREAKFAST Grace - St. Joseph					
9:15-9:30	FLAGPOLE					
9:30-11:00	Pipe Games	Drumming	Team Teeter	Blind Trail	Web	Rock Climbing
11:00-12:30	Rock Climbing	Pipe Games	Drumming	Team Teeter	Blind Trail	Web
12:30-1:15	Lunch Grace - St. Thomas of Villanova					
1:15-2:45	Web	Rock Climbing	Pipe Games	Drumming	Team Teeter	Blind Trail
2:45-4:15	The Amazing Race Part 2					
4:15-5:45	Blind Trail	Web	Rock Climbing	Pipe Games	Drumming	Team Teeter
6:00-7:00	Dinner Grace - Assumption					
7:00-7:45	Paraliturgy/Mass					
8:00-9:45	Movie Night					
9:45-10:00	Debrief With YLCC Staff					
10:30	Lights Out					

Day 3

FRIDAY, MARCH 25						
8:30-9:15	<p style="text-align: center;">BREAKFAST</p> <p style="text-align: center;">Grace – Catholic Central</p>					
9:15-9:30	<p style="text-align: center;">FLAGPOLE</p>					
9:30-11:00	Team Teeter	Blind Trail	Web	Rock Climbing	Pipe Games	Drumming
11:00-	<p style="text-align: center;">DEPARTURE</p>					
5:00	<p style="text-align: center;">RETURN TO WINDSOR</p>					



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

Meeting Date:
February 22, 2011

BOARD REPORT

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Paul Picard, Director of Education
 Jamie Bumbacco, Executive Superintendent of Human Resources
 Patrick Murray, Superintendent of Human Resources
 Colleen Norris, Manager of Human Resources & Policy Development

SUBJECT: **POLICY DEVELOPMENT AND REVIEW - AMENDED POLICY**
 – **AMENDED POLICY H:07 SELECTION PROCESS**
PRINCIPALS AND VICE-PRINCIPALS

RECOMMENDATION:

That the Board provide final approval to Draft Amended Board Policy H:07 Selection of Principal and Vice-Principals;

and, that Board receive Administrative Procedure Pr H:07 Selection Procedures for Principals and Vice-Principals as information.

SYNOPSIS: Final approval is requested of Draft amended Board Policy H:07 Selection of Principals and Vice-Principals, as previously approved in principle by the Board of Trustees on February 8, 2011.

BACKGROUND COMMENTS: The draft policy represents a revision to existing Board Policy that was first approved by the Board on December 15, 1998, with amendments in 2003. The Policy Working Subcommittee reviewed the existing Board policy with consideration for the Education Act and its regulations, as well as the current practice. The amended draft policy and supporting administrative procedures were circulated and posted for public input on December 15, 2010 and remain posted to the Board’s public web site under “Current Draft Policies”.

The full text of the draft policy was presented to the Board and approved in principle on February 8, 2011. There have been no proposed amendments to the draft policy as approved in principle, and the draft policy is recommended for final approval.

The administrative procedures were reformatted to reflect the new policy and procedure template in compliance with Board Policy/Procedures A:01 Policy Development, Approval and Review Process.

The procedures support the Board policy and comply with the requirements of the Education Act and its regulations. Amendments include:

- Establishment of two rosters (as opposed to 4): an Elementary Principal and Vice-Principal Roster and a Secondary Principal and Vice-Principal Roster.
- Applicant has potential to become principal without necessarily being Vice-Principal (section 2.1 (d))
- Clarification of language on the submission of Board report (section 5.4)
- Exception clauses to allow for certain situations (section 5.4 and 5.5)

FINANCIAL IMPACT: N/A

TIMELINES: Immediate implementation upon final Board approval.


APPENDICES:

- Administrative Procedure Pr H:07 Selection Procedures for Principals and Vice-Principals

NOTE: The full text of the draft policy as approved in principle on February 8, 2011 remains posted to the Board’s public website at www.catholicboard.ca under “Current Draft Policies”.

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL	Review Date:	February 14, 2011
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT	Approval Date:	February 14, 2011
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	February 14, 2011



Windsor-Essex Catholic District School Board

Section: Human Resources

**ADMINISTRATIVE PROCEDURE:
Pr H:07 Selection Procedures
for Principals and
Vice-Principals**

NUMBER:	Pr H:07
EFFECTIVE:	Dec. 15, 1998
AMENDED:	April 22, 2003 DRAFT
RELATED POLICIES:	See Policy H:07
REPEALS:	
REVIEW DATE:	DRAFT

1.0 OBJECTIVE:

- 1.1 To establish qualifications and an efficient selection and placement process for the positions of principal/vice principal that are consistent with the Education Act and Regulations, as well as the mission, vision and goals of the Windsor-Essex Catholic District School Board.
- 1.2 To provide a set of expectations for aspiring principals and vice-principals.

2.0 QUALIFICATIONS:

2.1 Qualifications for the Position of Principal:

- a. Principal's qualifications as identified in the Education Act and Regulations.
- b. Religious education qualifications: Religious Education Part II or equivalent shall be required. Part III (Specialist) shall be considered an asset.
- c. Completion of at least (5) years teaching experience.
- d. Experience as vice-principal or other leadership experience. (The position of vice-principal is considered as one of principal-in-training, and it shall be expected that the vice-principal be provided with the opportunity to experience many of the same responsibilities as a principal over the course of his/her development period. However, experience as a vice-principal is not mandatory where the applicant has other leadership experience).
- e. Demonstration of a system-wide perspective.
- f. Enrolment or completion of the Board's Leadership Course would be considered an asset.

2.2 Qualifications for the Position of Vice-Principal:

- a. Principal's qualifications as identified in the Education Act and Regulations.
- b. Religious education qualifications: Religious Education Part II or equivalent shall be required. Part III (Specialist) shall be considered an asset.
- c. Completion of at least two (2) years of leadership experience or equivalent and/or enrolment in the Board's Leadership Program would be considered an asset.
- d. Completion of at least five (5) years teaching experience.
- e. Demonstration of a system-wide perspective.

ADMINISTRATIVE PROCEDURE Pr H: 07 Selection Procedures for Principals and Vice-Principals DRAFT

3.0 PRINCIPAL PROFILE:

- 3.1 As vacancies for principal/vice-principal can occur at any time during the year, it is important that school councils develop and annually review a Principal Profile for their school that administration can utilize in selecting and placing principals that can best meet the needs of the school community. School councils will annually be invited by administration to review and provide their Principal Profiles.

4.0 PHASE 1 OF SELECTION PROCESS - PROCEDURES RE: ELIGIBILITY ROSTERS

- 4.1 In Phase I of the selection process, leadership candidates eligible for appointment to the positions of principal or vice-principal in the elementary and secondary panels are identified in the following two rosters:
- i. Elementary Principal and Vice-Principal Eligibility Roster
 - ii. Secondary Principal and Vice-Principal Eligibility Roster
- 4.2 When the Director deems it advisable to replenish the rosters, a notice shall be sent out inviting applications to the applicable roster.
- 4.3 All candidates shall be expected to provide the following documents:
- a. Completed Candidate Application Form (Appendix A)
 - b. Current (within two (2) years) letter of reference from the Parish Priest or, if not practical, a letter from a member of the Catholic clergy who can attest to the character and catholicity of the applicant.
 - c. A one-page statement of philosophy of Catholic Education, which highlights past experiences and examples of personal commitment to Catholicism.
 - d. A current curriculum vitae/resume with names, addresses and telephone numbers of two (2) current professional and two (2) personal references.
 - e. Completion of the Recommendation Form by a principal who has been his/her supervisor during the two (2) year period preceding the candidate's application (Appendix B).
 - f. Where the candidate does not report to a principal, a completed Recommendation Form from a supervisory officer who has been his/her supervisor during the two (2) year period preceding the candidate's application (Appendix C).
 - g. An up-to-date copy of the candidate's Certificate of Qualification from the Ontario College of Teachers.
- 4.4 The Superintendent of Human Resources shall review all applications and identify candidates fulfilling the required qualifications and application requirements to be interviewed.
- 4.5 One interview team shall be established for the Elementary Principal and Vice-Principal Eligibility Roster.

ADMINISTRATIVE PROCEDURE Pr H: 07 Selection Procedures for Principals and Vice-Principals DRAFT

- 4.6 One interview team shall be established for the Secondary Principal and Vice-Principal Eligibility Roster.
- 4.7 Each interview team shall consist of at least two (2) supervisory officers.
- 4.8 Senior administration shall review the results of the interview process and record of performance information.
- 4.9 The Director of Education shall consider the recommendations of Senior administration in appointing successful candidates to the respective roster.
- 4.10 A written report on roster appointments shall be provided as information to the Board of Trustees at an in-camera meeting. Following the presentation of the in-camera report to the Board of Trustees, the candidates shall be advised by telephone.
- 4.11 Each candidate interviewed shall receive written confirmation notifying him or her with respect to the outcome of his or her application.
- 4.12 All candidates shall be given the opportunity for a debriefing session with a supervisory officer from the interview committee.
- 4.13 Successful candidates shall be appointed to the appropriate roster for a term of five (5) years. Candidates who were not appointed to a principal or vice-principal position within the five-year term may reapply in accordance with this policy.
- 4.14 If a candidate is appointed as a vice-principal, he or she may be kept on the roster at his or her request for consideration for a principal position until the end of his or her 5 year term, and may then reapply in accordance with this policy.
- 4.15 All eligible candidates listed on a principal or vice-principal roster on the date of approval of this policy shall be placed on either the elementary or secondary roster, as applicable, for the balance of his or her current term.

5.0 PHASE II OF SELECTION PROCESS – PROCEDURE RE: PLACEMENT OF PRINCIPAL/VICE-PRINCIPAL:

- 5.1 The Director will meet with senior administration and discuss the system needs in regards to principal and vice-principal assignments.
- 5.2 When the Director has determined the need for placement of a principal/vice principal in a school from a roster list, the Director shall, prior to the appointment of a principal/vice-principal from the roster list:
 - a. Review the Principal's Profile prepared by the school council of the affected school.
 - b. Receive input from the Trustee who represents the affected school.

ADMINISTRATIVE PROCEDURE Pr H: 07 Selection Procedures for Principals and Vice-Principals DRAFT

- c. In the case of vice-principal assignments, meet with the Principal of the affected school to discuss the needs of the school community.
- 5.3 Selection and appointment of an individual from the applicable roster list shall be made by the Director, in consultation with senior administration, after consideration of the individual needs of the affected school.
- 5.4 Normally, the Director or designate will prepare a report on principal/vice-principal assignments as information to the trustees at an in-camera meeting for discussion prior to public announcement. However, when time is a factor and the decision needs to move forward prior to the Board meeting, the Director or designate shall notify Board members of the affected school(s) individually, in person or by phone, of the appointment so they will be aware of the developments.
- 5.5 The Director of Education, in special/emergent circumstances, reserves the right to appoint in a temporary acting capacity qualified individuals who are not included on a roster list. The Director or designate shall notify Board members of the affected school(s) individually, in person or by phone, of the appointment so they will be aware of the developments.

Appendices:

- Appendix A: Candidate Application Form - Principals and Vice-Principals
- Appendix B: Recommendation Form (From Applicant's Immediate Supervisor)
- Appendix C: Recommendation Form (From Applicant's Supervisory Officer)



APPENDIX A

Administrative Procedure Pr H:07
 Selection Procedure for Principals and Vice-Principals
 (Board Policy Manual)

CANDIDATE APPLICATION FORM - PRINCIPALS AND VICE-PRINCIPALS

Position Applied For:	Principal/Vice-Principal Eligibility Roster	Elementary: <input type="checkbox"/>	Secondary: <input type="checkbox"/>
Name:		Telephone: (Home)	Telephone: (School)
Current School:		Current Position:	
Current Principal:		Current Supervisory Officer:	

DEGREES: (Please include a copy of your most recent Certificate of Qualification from the Ontario College of Teachers)

Degree:	Year:

BASIC QUALIFICATIONS: (Select all those that apply, and subject if applicable)

<input type="checkbox"/> Primary	<input type="checkbox"/> Intermediate (Subject):
<input type="checkbox"/> Junior	<input type="checkbox"/> Senior (Subject):

ADDITIONAL QUALIFICATIONS: (includes Principal's Course)

EXPERIENCE: (from earliest to present day)

Elementary/Secondary	From (Month/Year)	To (Month/Year)	School

(Please return to Superintendent of Human Resources)



APPENDIX B

Administrative Procedure Pr H:07
 Selection Procedure for Principals and Vice-Principals
 (Board Policy Manual)

RECOMMENDATION FORM
 (* from Applicant's Immediate Supervisor)

Applicant's Name:			
Application for:	Principal/Vice-Principal Eligibility Roster	Elementary: <input type="checkbox"/>	Secondary: <input type="checkbox"/>
Current School/ Location:		Current Position:	

Enter comments on the applicant's demonstrated leadership in the space provided below:

Catholic Leadership:
Educational Leadership:
Communication:
Administration:
School Climate:
Human Relations:
Special Strengths observed over the past two years:
Would you recommend appointment of this applicant to the position?

 Signature of Principal/Immediate Supervisor

 Date

* NOTE: Recommendation may come from previous supervisor if either supervisor or applicant has recently transferred.

(Please return to Superintendent of Human Resources)

Pr H:07 Appendix B - 2011



APPENDIX C

Administrative Procedure Pr H:07
 Selection Procedure for Principals and Vice-Principals
 (Board Policy Manual)

RECOMMENDATION FORM
 (from Applicant's Supervisory Officer)

Applicant's Name:			
Application for:	Principal/Vice-Principal Eligibility Roster	Elementary: <input type="checkbox"/>	Secondary: <input type="checkbox"/>
Current School/ Location:		Current Position:	

Enter comments on the applicant's demonstrated leadership in the space provided below:

Recommendation of Supervisory Officer: Proceed with Application: Yes <input type="checkbox"/> No <input type="checkbox"/>
--

 Signature of Supervisory Officer

 Date



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

Meeting Date:
February 22, 2011

BOARD REPORT

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

PRESENTED BY: Senior Administration

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

SUBJECT: **SCHOOL YEAR CALENDAR – 2011-2012**

RECOMMENDATION:

**That the Board approve the Modified School Year Calendar – 2011-2012
for the Windsor-Essex Catholic District School Board.**

SYNOPSIS: As outlined in the Education Act, the school year shall include a minimum of 194 school days. Under Ontario Regulation 304, school boards must dedicate two Professional Activity Days per school year to provincial education priorities.

BACKGROUND COMMENTS: For 2011-2012, there are 196 possible school days between September 1, 2011 and June 30, 2012. The school year shall include a minimum of 194 school days of which two days must be designated as professional activity (PA) days that must be devoted to specific provincial education priorities. Boards may designate up to four additional days as PA days.

The two professional activity days dedicated to provincial education priorities and the remaining four professional development days are identified in the attached School Year Calendar Outline 2011-2012.

FINANCIAL IMPACT: The professional activity days were chosen in collaboration with our coterminous boards to avoid additional transportation costs.

TIMELINES: September 1, 2010 to June 30, 2011

APPENDICES:

- Elementary School Year Calendar 2011-2012
- Secondary School Year Calendar 2011-2012
- School Year Calendar Outline 2011-2012

REPORT REVIEWED BY:

- EXECUTIVE COUNCIL
- EXECUTIVE SUPERINTENDENT
- DIRECTOR OF EDUCATION:

Review Date: February 14, 2011

Approval Date: February 14, 2011

Approval Date: February 14, 2011



Ministry of Education
Ministère de l'Éducation

Board Name Windsor-Essex CDSB (B67024)			
Calendar Title [2011-86393] Elementary School Year Calendar 2011-2012	Panel Elementary	Calendar Type Modified	Date Created Jan 04, 2011
Start of School Year Sep 01, 2011	End of School Year Jun 29, 2012	Status Draft	
Description Modified Calendar for Elementary - WECD SB			

Month	1st Week					2nd Week					3rd Week					4th Week					5th Week					PA days	Instr days	Exam days
	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F			
August	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31			0	0	0
September				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30	1	19	0
October	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31					0	20	0
November		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30			1	21	0
December				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30	0	16	0
January	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31				1	16	0
February			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29			1	19	0
March				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30	0	17	0
April	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30					0	19	0
May		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31		0	22	0
June					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29	2	19	0
July	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31				0	0	0
Total												6	188	0														

Legend

P -Professional Activity Day;	E -Scheduled Exam Day;	B -Board Designated Day;	H -Statutory Day; / -Half Day;
P* -Professional Activity Day Devoted to Provincial Education Priorities;			

[Outline for Professional Activity Days Devoted to Provincial Education Priorities](#)



Ministry of Education
Ministère de l'Éducation

Board Name Windsor-Essex CDSB (B67024)			
Calendar Title [2011-87602] Secondary School Year Calendar 2011-2012	Panel Secondary	Calendar Type Modified	Date Created Jan 19, 2011
Start of School Year Sep 01, 2011	End of School Year Jun 29, 2012	Status Draft	
Description Modified Calendar for Secondary Schools-WECD SB			

Month	1st Week					2nd Week					3rd Week					4th Week					5th Week					PA days	Instr days	Exam days
	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F			
August	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31			0	0	0
September				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30	1	19	0
October	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31					0	20	0
November		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30			1	21	0
December				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30	0	16	0
January	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31				0	14	3
February			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29			1	17	2
March				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30	0	17	0
April	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30					1	18	0
May		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31		0	22	0
June					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29	2	14	5
July	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31				0	0	0
Total															6	178	10											

Legend

P -Professional Activity Day; **E** -Scheduled Exam Day; **B** -Board Designated Day; **H** -Statutory Day; / -Half Day;
P* -Professional Activity Day Devoted to Provincial Education Priorities;

[Outline for Professional Activity Days Devoted to Provincial Education Priorities](#)

Proposed Outline

Holidays		
Board Designated Holiday (OECTA Only)	Friday, September 2, 2011	
Labour Day	Monday, September 5, 2011	
Thanksgiving Day	Monday, October 10, 2011	
Board Designated Holiday (OECTA Only)	Friday, December 23, 2011	
Christmas Break	Monday, December 26, 2011 - January 6, 2012	
Family Day	Monday, February 20, 2012	
March Break	Monday, March 12 - Friday, March 16, 2012	
Easter	Good Friday - April 6, 2012	
	Easter Monday, April 9, 2012	
Victoria Day	Monday, May 21, 2012	
Elementary Schools		
P.A. Day	Thursday, September 1, 2011	Together in Faith Day
Classes commence	Tuesday, September 6, 2011	
P.A. Day	Friday, November 18, 2011	Ministry Designated PA Day
P.A. Day	Friday, January 20, 2012	Board Designated PA Day
P.A. Day	Friday, February 10, 2012	Ministry Designated PA Day
EQAO Assessment: Primary and Junior Division	Wednesday, May 23 - Wednesday, June 6, 2012	
P.A. Day	Friday, June 8, 2012	Board Designated PA Day
Last Day of Classes	Thursday, June 28, 2012	
P.A. Day	Friday, June 29, 2012	Board Designated PA Day
Secondary Schools		
P. A. Day	Thursday, September 1, 2011	Together in Faith Day
Classes commence	Tuesday, September 6, 2011	
P.A. Day	Friday, November 18, 2011	Ministry Designated PA Day
EQAO Gr 9 Mathematics Assessment	Thursday, January 5 - Friday, January 20, 2012	
Semester One Examinations	Friday, January 27 - Thursday, February 2, 2012	
Semester 2 begins	Friday, February 3, 2012	
P.A. Day	Friday, February 10, 2012	Ministry Designated PA Day
Ontario Secondary School Literacy Test	Thursday, March 29, 2012	
P.A. Day	Friday, April 20, 2012	Board Designated PA Day
EQAO Gr 9 Mathematics Assessment	Thursday, May 31 - Friday, June 15, 2012	
Last Day of Regular Classes	Wednesday, June 20, 2012	
Semester Two Examinations	Thursday, June 21 - Wednesday, June 27, 2012	
P.A. Day	Thursday, June 28, 2012	Board Designated PA Day
P.A. Day	Friday, June 29, 2012	Board Designated PA Day



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

Meeting Date:
 February 22, 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, Associate Director - Student Achievement K-12
 JoAnne Shea, Superintendent of Education

SUBJECT: **HIGH SCHOOL COUNCIL MEETING OF JANUARY 13, 2011**

RECOMMENDATION:

That the Board receive the report for the January 13, 2011 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:

- 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 January 13, 2011

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL	Review Date:	February 14, 2011
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT	Approval Date:	February 14, 2011
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	February 14, 2011



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

HIGH SCHOOL COUNCIL MEETING

REPORT

Thursday, January 13, 2011 at 7:00 p.m.

Host: Catholic Central High School

HIGH SCHOOL COUNCIL MEMBERS PRESENT:

Catholic School Council Parent Representatives:

Assumption College: Regrets	Holy Names: S. Zorzit
Cardinal Carter: Regrets	St. Anne: C. McCarthy-Romanick/A. M. Silva
Catholic Central: J. Bennett/K. Melanson	St. Joseph's: G. Antogiovanni
F. J. Brennan: Regrets	St. Thomas of Villanova: G. Farrah (Chair)

Community Representative: Regrets

Elementary Family of Schools Representatives: R. A. Haeussler, St. Angela

Board of Trustees Representative: Regrets

Student Trustee Representative: M. Colman, L. Limarzi

ADMINISTRATIVE RESOURCE PRESENT:

Superintendent of Education:	J. Shea, Assistant Superintendent
School Administrator Representative(s): from Catholic Central Catholic High School	A. LoFaso, Principal C. Perich, Campus Minister

Guest Presenter: J. Ulicny, Assistant Superintendent

Recording Secretary: D. Steffens

1. Call To Order and Opening Prayer - Chair Farrah called the meeting to order and opened with a prayer.
2. Introduction of Members and Roll Call - Regrets from the following members: M. Garganta (Cardinal Carter), S. Boglitch (Assumption), R. Dunn (F. J. Brennan), M. Allen (FI Parent Rep.), F. Favot (Trustee), and S. Porcellini (Community Rep).
3. Approval of Agenda - It was noted there will be no report under agenda item 8 Board of Trustees Report.
4. Presentation:
 - a) Implementation Update - New School Food and Beverage Policy: Ministry of Education PPM 150

Assistant Superintendent J. Ulicny was present to provide an update on the status of the board's implementation plans for the Ministry's new School Food and Beverage Policy. As

community can nominate a safe schools team for a Premier's Award, but a safe schools team can also nominate itself. Additional information on the nomination was provided in the agenda package. The deadline for nominations is March 31, 2011.

- d) **Premier's Awards for Teaching Excellence** - Promotional materials, including posters, post cards and nomination forms, for the 2010-11 Premier's Award for Teaching Excellence have been sent to all schools in the province. This is an excellent opportunity for exemplary educators and staff to be recognized for the exceptional work that they do. The deadline for submitting nominations is January 31, 2011.
- e) **School Councils 101: A Council Member's Guide** - The Bruce Grey Catholic District School Board recently hosted an information session for their School Councils focusing on the functions of School Councils. The information was assembled and presented by Eric Roher, Partner, Borden Ladner Gervais, LLP and National Leader of the Education Law. Mr. Roher allowed the information to be shared with other school boards. Principals have also received a copy.
- f) **International Education Study by the Programme for International Student Assessment (PISA)** - The PISA findings were released in early December and found Ontario's students in the top ten in the world for reading. The study measured reading and comprehension levels among 15-year-olds in 65 countries. Ontario also outperformed other Canadian provinces in reading.
- g) **Board Policy Review and Development Update** - A reminder to visit the Board's website at www.catholicboard.ca to review draft policies and procedures currently being vetted for public consultation.
- h) **Changes to Supervised Alternative Learning Regulations** - On September 29, 2010, the Ontario government published O. Reg. 374/10 under the Education Act, which sets out the rules applicable to supervised alternative learning and other excusals from attendance at school. Ontario Reg. 374/10 revokes Regulation 308, previously referred to as, SALEP "Supervised Alternative Learning for Excused Pupils," which had not been reviewed in over 20 years. The purpose of supervised alternative learning is to provide pupils who have significant difficulties with regular attendance at school with an alternative learning experience and individualized plan to enable the pupil to progress towards obtaining an Ontario Secondary School Diploma or achieving his or her other education and life goals. Key changes in the regulation include increased emphasis on planning for learning with a Supervised Alternative Learning Plan (SALP) for young people aged 14 to 17 who have been excused from school for a lengthy period of time with:
- a transition plan to help re-engage with the school system,
 - an individual learning plan approved by a board committee,
 - monthly monitoring to assess their progress,
 - an identified board or school contact to help guide and support them.
- Recognized alternative learning opportunities for these students may include workplace certifications, full or part-time employment at approved workplaces, volunteering, and participation in life skills courses and counselling. The new regulation will come into force on February 1, 2011.
- i) **SpeakUp Project Grants** – The board recently received notification from the Ministry of Education regarding the approval of SpeakUp Projects applications totalling \$13,300. SpeakUp Projects are intended to provide opportunities for students to creatively address issues and express themselves with the goal of positively strengthening student engagement.
- j) **Professional Learning Cycles:** In January, the Ministry of Education's *Student Success/Learning to 18* branch hosted electronic sessions for local secondary Professional Learning Cycle teams, including principals, program consultants and the Student Success Lead. The purpose of the sessions was to share promising practices and build capacity in facilitating learning teams using a professional learning cycle and to sharpen the focus on identifying and addressing student learning needs on an on-going basis. Professional Learning Cycles provide job-embedded professional learning opportunities for teachers that enable them to share resources and strategies to improve students' capacity to think critically.

- k) Other information handouts included:
- Ministry of Education Memo to Directors of Education, dated January 6, 2011 re: Opportunities for Parent to Save for Their Child's Post-Secondary Education or Training
 - Ministry of Education Memo to Parent Involvement Committee (PIC) Chairs and Co-Chairs, dated December 3, 2010 re: Parents in Partnership: A Parent Engagement Policy for Ontario Schools (*Policy document was previously provided at the October 7, 2010 High School Council Meeting*)
 - Ministry of Education Memo, dated January 3, 2011 re: Premier's Awards for Teaching Excellence nomination deadline reminder of January 31, 2011

8. Board of Trustees Report provided by Trustee F. Favot: (Trustee Favot sent regrets this evening due to a scheduling conflict.)
9. Student Senate Report and Students Helping Students Update, provided by Student Trustees L. Limarzi and M. Colman:
- a) Students Helping Students Update: The Students Helping Students Committee recently met to review student requests for financial assistance. There is currently additional funding available and principals have been reminded there is still opportunity to submit requests.
- b) Student Senate Report: An overview of the activities held at the December 10th Student Senate Faith Development Day was provided.

Student Trustees Limarzi and Colman indicated their regrets for the February 10th meeting due to their attendance at the Ontario Student Trustees' Association - Board Council Conference.

10. Chairperson Report/Comments - Chair Farrah, provided comment on the following:
- **Interim Parent Involvement Committee (PIC)** – Regular updates about the Interim PIC will be provided to the High School Council for information and feedback as needed.
11. Round Table Discussion and Comments - Each individual was invited to provide an update on activities occurring at their respective schools, including faith development activities, updates on fundraising initiatives, the status of their School Advisory Council membership, community involvement activities, and sports events.

Discussion occurred around specific School Advisory Councils where difficulties exist in school community fundraising efforts and their subsequent ability in maintaining a viable financial status. Disparities between school communities annual fundraising were noted with one high school community raising \$37,000 and another under \$1,000. It was also noted that the new provincial Food and Beverage Policy will negatively affect fundraising activities at many schools. While no resolution was reached, it was suggested a program similar to Students Helping Students could be initiated for School Advisory Councils affected by economic challenges.

12. Future Meetings/Important Dates:
- **Thursday, February 10** Host: R. Dunn, F. J. Brennan
 - **Thursday, April 14** Host: G. Farrah, St. Thomas of Villanova
 - **Sunday, May 1 to Friday, May 6** *Catholic Education Week*
 - **Thursday, May 12** Host: M. Garganta, Cardinal Carter
 - **Friday/Saturday, May 13 - 14** *OAPCE AGM & Conference (Burlington)*
 - **Thursday, June 9** Host: S. Boglitch, Assumption College

13. Closing Prayer and Adjournment

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