



# Windsor-Essex Catholic District School Board

1325 California Avenue, Windsor, Ontario N9B 3Y6  
Telephone (519) 253-2481 Fax: (519) 253-0620  
Michael B. Moher, Director of Education John Macri, Board Chairperson

## REGULAR BOARD MEETING Tuesday, January 25, 2005 Windsor Essex Catholic Education Centre 1325 California Avenue, Windsor

### 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. H. J. Lassaline Catholic Elementary School Webpage (D. Baggio)
  8. Delegations
    - a. Delegation Regarding Items Not on the Agenda  
*3:11.1 Any person(s) wishing to make a formal presentation to the Board shall make their intent known, in writing, to the Secretary at least one week prior to the regular meeting. They shall briefly explain in their petition the nature of their business. Discussion shall be limited to the petition and shall be not longer than ten (10) minutes. The time limit can be waived by the consent of the majority of the Board.*
    - b. Delegations Regarding Items On the Agenda  
*3:11.2 Any person(s) wishing to appear before the Board and speak on an item appearing on the agenda of the Board Meeting has until NOON of the day of the Board meeting to make a request to the Secretary. They shall explain briefly the nature of their business. The discussion shall be limited to the item on the agenda and shall be no longer than ten (10) minutes.*

9. Action Items	
a. Approval of Minutes	
i) Minutes of the In-Camera Meeting, January 11, 2005	
ii) Minutes of the Regular Meeting, January 11, 2005	1 - 8
b. Items From In-Camera Meeting of January 25, 2005	
10. Communications	
a. External (Associations, OCSTA, Ministry)	
b. Internal (Reports from Administration)	
i) Report: Administrative Staff Report (J. Berthiaume)	9 - 10
ii) Report: Emergency Response Program (P. Marchini/G. McKenzie)	11 - 12
iii) Report: Trustee Attendance – June to December 2004 (M. Moher)	13
iv) Report: Capital Strategic – Blueprint for the Future – 2004 - 2006 (M. Moher/P. Marchini/T. Robins)	14 - 16
11. Unfinished Business	
12. New Business	
a. Notice of Motion:	
Trustee Alexander (from December 14, 2004): <i>“At the January 25, 2005 regular meeting of the Windsor-Essex Catholic District School Board, I will move or cause to be moved that the administration undertake a feasibility study regarding the relocation of Catholic Central High School, and that a report be submitted to the Board of Trustees as soon as possible.”</i>	
b. Notice of Motion:	
Trustee Porcellini (from January 11, 2004): <i>“At the next regular scheduled meeting of the Board, I shall move, or cause to be moved, that the Board organize a Capital Planning Priority meeting before the end of March, at which the Board, in conjunction with Administration, will establish a process, to be communicated to our school communities, that will organize and formalize how schools will be chosen, going forward for major repair, addition or construction.”</i>	
c. Report: Replacement of Maintenance Vehicles (P. Marchini/T. Robins)	17 – 18
d. Report: Energy Conservation Plan (P. Marchini/T. Robins)	19 – 20
e. Report: Board Meeting Schedule for Remainder of 2004- 2005 School Year (M. Moher)	21
f. Report: Report: Boundary Change: Cardinal Carter and St. Thomas Of Villanova Catholic High Schools (J. Ouellette)	22 – 25
g. Field Trip:	
i) Catholic Central High School – Chicago, IL	26 – 30
13. Committee Reports	
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. Notice of Motion (deferred from September 28, 2004)  
Trustee Courtney: “At the next regular scheduled meeting of the Board, I shall move or cause to be moved that the board approve the immediate appointment of a campus minister at St. Michael’s Alternate High School and its satellite campuses; in keeping with past and current practice of employing Campus Ministers in all our secondary schools.”

18. Continuation of In-Camera, if required

19. Future Board Meetings: (unless stated otherwise all meetings will be held at the Windsor Essex Catholic Education Centre - 1325 California Avenue, Windsor)

- Tuesday, February 8, 2005 - 7:00 p.m.
- Tuesday, February 22, 2005 – 7:00 p.m.
- Tuesday, March 8, 2005 – 7:00 p.m.

20. Closing Prayer

21. Adjournment

***John Macri***  
*Board Chairperson*

***Michael Moher***  
*Director of Education & Secretary*



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## REGULAR BOARD MEETING Tuesday, January 11, 2005 Windsor Essex Catholic Education Centre 1325 California Avenue, Windsor

### MINUTES

#### PRESENT

##### **Trustees:**

F. Alexander	P. Keane
J. Courtney, Vice-Chair	J. Macri, Chair
M. DiMenna	S. Porcellini
B. Holland	L. Soulliere
C. Janisse	
Rev. L. Brunet, Board Chaplain	
N. Deschamps, Student Trustee	
E. Limarzi, Student Trustee Alternate	

##### **Administration:**

M. Moher (Resource)	K. Gignac
J. Berthiaume	P. Littlejohns
P. Marchini	C. Marier
J. Ouellette	T. Robins
	L. Staudt

##### **Recorder:**

D. Steffens

1. Call To Order - Chair Macri called the meeting to order at 7:25 p.m.
2. Opening Prayer - Father Brunet opened the meeting with a prayer.
3. Recording of Attendance – All trustees present.
4. Approval of Agenda – Chair Macri indicated that the report pertaining to agenda item 12c *St. Anthony Catholic Elementary School Tender* is as trustee places and was previously emailed to trustees.

##### Amendments to the agenda:

- agenda item 12a *Notice of Motion* to be renumbered to item 8c
- agenda item 12c *St. Anthony Catholic Elementary School Tender* to be renumbered to item 8d

**Moved by Trustee Janisse and seconded by Trustee Courtney that the January 11, 2005 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. St. Angela Catholic Elementary School – Music Therapy Program  
Principal Mary Ann Harding and Dimitra Kampergiannis, Music Therapist Intern, provided highlights of the Music Therapy Program at St. Angela Catholic Elementary School. The program, part of Ms. Kampergiannis' internship, uses music and musical elements to promote, maintain, and restore mental, physical, emotional and spiritual health. Music therapy assists in addressing Individual Education Plan goals and to improve student communication skills, academic skills, motor skills, emotional skills and social skills.
- b. Catholic Central High School – Computer Technology  
Principal Darlene Kennedy and teachers from Catholic Central High School's Technology department provided an overview of the technological and skilled trade programs offered at the school. Melissa Medeiros, Anthony Maniscalco, and Patrick Soulard students from the Communication class, presented two videos created the Communications class – one as a promotional tool for the technology programs offered system-wide and one providing highlights of a skilled trade open house offered to elementary students from Catholic Central feeder schools.

8. Delegations

- a. Delegation Regarding Items Not on the Agenda – None.
- b. Delegations Regarding Items On the Agenda

*St. Bernard Catholic Elementary School Parent Delegation*

Shawn Lappan and Dave Laforce spoke on behalf of St. Bernard parents and School Council conveying their support for the notice of motion pertaining to a feasibility study on rebuilding St. Bernard Catholic Elementary School in Windsor. Students Carlie Prymack, Jessica Lappan and Spencer Zakoor brought forward concerns on behalf of the student body, including limited playground area, inadequate washroom facilities and the need for major interior repairs. Trustees received a paper copy of an electronic presentation, which will form part of the meeting records, outlining physical plant concerns including roof leaks, poor ventilation, interior structural cracks and exterior deterioration.

- c. Notice of Motion: Trustee Alexander from December 14, 2004 (item moved up from 12a)

Administration responded to trustee questions regarding the physical condition of the school facility and the application of the priority ratings contained in the elementary school profile document which was received at the December 14 Board meeting. Discussion occurred around concerns regarding the timing of the motion in relation to the possibility of significant revisions to the Ministry's New Pupil Place Grants and School Renewal funding models, and around the number of capital revitalization projects already in progress.

**Moved by Trustee Alexander and seconded by Trustee Janisse that administration undertake a feasibility study regarding the construction of a new St. Bernard Catholic Elementary School (Windsor), and that a report be submitted to the Board of Trustees as soon as possible.**

Moved by Trustee Porcellini and seconded by Trustee Courtney that the motion be deferred until the Ministry of Education releases the details of the new funding model. *Defeated.*

**Original motion - Carried.**

- d. Report: St. Anthony Catholic Elementary School Tender (item moved up from 12c)

Superintendent Marchini reported that a tender opening for the new St. Anthony Catholic Elementary School took place on January 7, 2005. Six contractors had previously completed a pre-qualification process and five companies successfully closed on the call to tender.

\$1,183,678 above the Capital Strategy Plan is related to increased cost of construction materials and a contract provision to ensure the new school is ready for occupancy for September 5, 2005.

*Trustee Porcellini left the meeting at 9:00 p.m.*

**Moved by Trustee DiMenna and seconded by Trustee Courtney that the Board approve the successful tender bid from Wincon Construction Co. Limited of \$5,707,575 for the new St. Anthony Catholic Elementary School and that a purchase order contract be issued upon Board approval.**

***and, that the Board approve the total project cost of \$6,083,678.***

***and, that the Board approve the amount of \$4,900,000 to be included in the Board's next debenture issuance.***

***and, that the difference in the Project Cost and debenture amount of \$1,183,678 be funded through the Board's Working Fund Reserve Account. Carried.***

## 9. Action Items

- a. Approval of Minutes

- i) Minutes of the In-Camera Meeting, December 14, 2004

**Moved by Trustee Janisse and seconded by Trustee Keane that the minutes of the In-Camera meeting of December 14, 2004 be adopted as amended. Carried.**

- ii) Minutes of the Regular Meeting, December 14, 2004

**Moved by Trustee DiMenna and seconded by Trustee Keane that the minutes of the regular meeting of December 14, 2004 be adopted as distributed. Carried.**

b. Items From In-Camera Meeting of January 11, 2005

Trustee Courtney reported that the Windsor-Essex Catholic District School Board convened a closed Committee of the Whole meeting on January 11, 2005, pursuant to the Education Act - Section 207, to consider specific personnel and real property issues and other matters permitted or required to be kept private and confidential under the Freedom of Information and Protection of Privacy Act.

**Moved by Trustee Courtney and seconded by Trustee Soulliere that the recommendations and directions of the Committee of the Whole Board at its meeting of January 11, 2005 be approved. Carried.**

Trustee Courtney made the following announcements:

- o extension of retirement for one additional school year for M. Stoyanovich in accordance with Board Policy H:12
- o secondment of Kathy Furlong to the position of Secondary Vice-Principal: Special Assignment for the period of February 2005 to June 2005 to support the Intensive Support Team Initiative.

*Trustee Porcellini re-entered the meeting at 9:15 p.m.*

10. Communications

- a. External (Associations, OCSTA, Ministry) – None.
- b. Internal (Reports from Administration)

i) Report: Administrative Staff Report

**Moved by Trustee Janisse and seconded by Trustee DiMenna that the Board receive the *Administrative Staff Report* on hiring, retirement and resignation of staff dated January 11, 2005 for information. Carried.**

ii) Report: Pilot Project Funding to Support Student Learning to 18

Linda Staudt, Supervisor of Pathways to Success, reported that the Ministry of Education recently announced funding will be made available to school boards for pilot projects that provide expanded programming for Student Success initiatives. Two project applications submitted by our Board have been approved for funding. Over \$200,000 will be available to put additional staffing and programming in place to serve “at risk” learners at three high schools for semester two of the 2004-2005 school year. The expanded programming will include: *Intensive Support Team Initiative* (\$170,000) and *Alternative Education: Expansion of Programming* (\$40,000.)

**Moved by Trustee Keane and seconded by Trustee DiMenna that the Board receive the report *Pilot Project Funding to Support Student Learning to 18* as information. Carried.**

- iii) Report: Trustee Expenditures 2003/2004  
**Moved by Trustee Keane and seconded by Trustee Holland the Board receive the Report of Trustee Expenses as information. Carried.**
- iv) Report: Legal Services-September through November 2004  
**Moved by Trustee Porcellini and seconded by Trustee Holland that the report Legal Services – September through November 2004 be received as information. Carried.**

11. Unfinished Business – None.

12. New Business

- a. Notice of Motion: Trustee Alexander (from December 14, 2004) – Trustees discussed this item under 8c.

- b. Report: Fiscal 2004 Year End Financial Statements (P. Marchini/K. Gignac)

Superintendent Marchini reported that, for the fiscal year ended August 31, 2004, the Board realized a modest surplus in its operating fund. Last year's surplus of \$3,719,787 was used to retire the deficit of \$3,467,680 and the balance of \$252,107 was transferred to a reserve for working funds. Transferring this year's surplus to working funds increases the reserve to \$1,714,670. In addition to the operating surplus, the Board increased its Special Education Reserve fund to \$458,295 to \$3,208, 439 to fund this school year's special education expenditures. As previously reported, 98% of that reserve fund was clawed back by the Ministry. Proceeds from the sale of buildings and sites totalling \$1,543,621 were added to the Pupil Accommodation Reserve fund.

**Moved by Trustee Janisse and seconded by Trustee Porcellini that the Board approve the Fiscal 2004 Year End Financial Statements;**

**and, that the year-end surplus of \$1,462,563 be transferred to the Reserve for Working Funds. Carried**

- c. Report: St. Anthony Catholic Elementary School Tender – Trustees discussed this item under 8d.
- d. Report: Appointment of Special Education Advisory Committee (SEAC) Alternate  
**Moved by Trustee Soulliere and seconded by Trustee Janisse that the Board approve the immediate appointment of Beverly Clarke as the alternate member of the Board's Special Education Advisory Committee, representing the Learning Disabilities Association of Windsor-Essex County. Carried.**
- e. Field Trip:
  - i) Assumption College Catholic High School – Battle Creek, Michigan  
**Moved by Trustee Keane and seconded by Trustee Janisse that the Board approve the Assumption College Catholic High School Field trip – Battle Creek, Michigan from March 8 – 12, 2005. Carried.**



### 13. Committee Reports

#### a. Report: Ad Hoc OCSTA Resolutions Committee

Trustee Soulliere reported that the Ad Hoc OCSTA Resolutions Committee met on November 23, 2004 to discuss possible resolutions to be brought forward at the 2005 Ontario Catholic Schools Trustees' Association (OCSTA) Annual General Meeting.

##### *Funding of the Reduced Class Size Initiative*

**Moved by Trustee Soulliere and seconded by Trustee Holland that the resolution *Funding of the Reduced Class Size Initiative* be submitted for consideration at the 2005 OCSTA Annual General Meeting as distributed. Carried.**

##### *New Funding for Special Education*

Resolution to be amended as follows: Bullet "d" to be renumbered to "a" and bullet "e" to be amended to read "Any change to *special education* funding ...."

**Moved by Trustee Soulliere and seconded by Trustee Holland that the resolution *New Funding for Special Education* be submitted for consideration at the 2005 OCSTA Annual General Meeting as amended. Carried.**

##### *Claw Back of Special Education Funding*

**Moved by Trustee Soulliere and seconded by Trustee Holland that the resolution *Claw Back of Special Education Funding* be submitted for consideration at the 2005 OCSTA Annual General Meeting as distributed. Carried.**

##### *Claw Back of Reserves*

**Moved by Trustee Soulliere and seconded by Trustee Holland that the resolution *Claw Back of Reserves* be submitted for consideration at the 2005 OCSTA Annual General Meeting as distributed. Carried.**

##### *French Immersion (Certificates of Proficiency)*

**Moved by Trustee Porcellini and seconded by Trustee Holland that the resolution *French Immersion (Certificates of Proficiency)* be submitted for consideration at the 2005 OCSTA Annual General Meeting as distributed. Carried.**

##### *French Immersion (Marketing Strategy)*

**Moved by Trustee Porcellini and seconded by Trustee Holland that the resolution *French Immersion (Marketing Strategy)* be submitted for consideration at the 2005 OCSTA Annual General Meeting as distributed. Carried.**

##### *Core French as a Second Language*

Trustees referred this resolution back to the Ad Hoc OCSTA Resolution Committee for further discussion.

##### *Effectiveness and Equity Fund (Special Education)*

**Moved by Trustee Soulliere and seconded by Trustee Holland that the resolution *Effectiveness and Equity Fund (Special Education)* be submitted for consideration at the 2005 OCSTA Annual General Meeting as distributed. Carried.**

*Monitoring of Funding Adequacy*

**Moved by Trustee Soulliere and seconded by Trustee Holland that the resolution *Monitoring of Funding Adequacy* be submitted for consideration at the 2005 OCSTA Annual General Meeting as distributed. Carried.**

*Special Education Advisory Committees*

**Moved by Trustee DiMenna and seconded by Trustee Holland that the resolution *Special Education Advisory Committees* be submitted for consideration at the 2005 OCSTA Annual General Meeting as distributed. Carried.**

14. Notice of Motion

- Trustee Porcellini: “At the next regular scheduled meeting of the Board, I shall move, or cause to be moved, that the Board organize a Capital Planning Priority meeting before the end of March, at which the Board, in conjunction with Administration, will establish a process, to be communicated to our school communities, that will organize and formalize how schools will be chosen, going forward for major repair, addition or construction.”

15. Remarks and Announcements

- a. Chair Macri indicated that the 2005 Trustee Committee appointment list is at Trustee places.
- b. Director of Education Moher indicated that reports will be presented to the Board regarding strategies for fleet management and the Board’s energy conservation program.
- c. Father Brunet commented on the recent Tsunami disaster in south Asia and requested a summary of school fundraising for the relief efforts.

16. Remarks/Questions by Trustees

Trustee DiMenna sought clarification on funding source for school purchases such as replacement screens and doorstoppers.

Trustee Courtney sought clarification on school principals providing yard duty. Trustee Courtney expressed her concern with present model for the elementary school profile report and suggested that communication be sent to school communities that have a low rating in order to alleviate concerns of school closure.

Trustee Porcellini encouraged everyone to attend the musical production of Annie Jr. at W. J. Langlois Catholic Elementary School during the week of January 24.

Trustee Janisse inquired into the protocol of distributing information for a Red Cross tsunami benefit dinner to be held at the Fogolar Furlan Windsor Club.

Student Trustee Alternate Limarzi expressed her appreciation for the work that has gone into the at risk pilot programs.

17. Pending Items

a. Notice of Motion (deferred from September 28, 2004)

Trustee Courtney: “At the next regular scheduled meeting of the Board, I shall move or cause to be moved that the board approve the immediate appointment of a campus minister at St. Michael’s Alternate High School and its satellite campuses; in keeping with past and current practice of employing Campus Ministers in all our secondary schools.”

b. Notice of Motion (from December 14, 2004)

Trustee Alexander: “At the January 25, 2005 regular meeting of the Windsor-Essex Catholic District School Board, I will move or cause to be moved that the administration undertake a feasibility study regarding the relocation of Catholic Central High School, and that a report be submitted to the Board of Trustees as soon as possible.”

18. Continuation of In-Camera - Not required.

19. Future Board Meetings: (unless stated otherwise all meetings will be held at the Windsor Essex Catholic Education Centre - 1325 California Avenue, Windsor)

- Tuesday, January 25, 2005 - 7:00 p.m.
- Tuesday, February 8, 2005 - 7:00 p.m.
- Tuesday, February 22, 2005 – 7:00 p.m.

20. Closing Prayer – Father Brunet closed the meeting with a prayer.

21. Adjournment- There being no further business, the Regular Meeting of the Board of January 11, 2005 adjourned at 10:20 p.m. at the call of the Chair.

**John Macri**  
*Board Chairperson*

**Michael Moher**  
*Director of Education & Secretary*



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Michael B. Moher, Director of Education

John Macri, Board Chairperson

## BOARD REPORT

**Meeting Date:**  
January 25, 2005

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

**PRESENTED BY:**      Senior Administration

**SUBMITTED BY:**      Michael B. Moher, Director of Education  
J. Berthiaume, Superintendent of Education  
P. Littlejohns, Manager of Human Resources  
J. Byrne, Supervisor of Human Resources, Academic

**SUBJECT:**      **ADMINISTRATIVE STAFF REPORT**

**RECOMMENDATION:**

**That the Board receive the *Administrative Staff Report* on hiring, retirement and resignation of staff dated January 25, 2005 for information.**

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**BACKGROUND:**

**FINANCIAL:**

**COMMENTS:**

**TIMELINES:**

**APPENDICES:**

- Administrative Staff Report dated January 25, 2005

January 25, 2005

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

	<b>Employee Name</b>	<b>Position</b>	<b>Location</b>	<b>Date</b>	<b>Reason</b>
<b>HIRING:</b>	Vicki Leung	Learning Commons Spec.	Holy Cross	January 17, 2005	
<b>RETIREMENT:</b>	Larry Lajoie	Maintenance Foreperson	Catholic Education Centre	March 31, 2005	
<b>RESIGNATION:</b>	Toni Morden	Part-Time Custodian	Supply	January 3, 2005	
<b>Teacher Retirements - Upcoming</b> <b>*Have given notice; have yet to retire</b>		<b>Elementary: 2</b>	<b>Secondary: 3</b>	<b>Total: 5</b>	
<b>Teacher Retirements - Year to Date</b> <b>** Have retired as of this date</b>		<b>Elementary: 2</b>	<b>Secondary: 2</b>	<b>Total: 4</b>	
<b>Teacher Resignations - Upcoming</b>		<b>Elementary: 0</b>	<b>Secondary: 0</b>	<b>Total: 0</b>	
<b>Teacher Resignations - Year to Date</b>		<b>Elementary: 1</b>	<b>Secondary: 0</b>	<b>Total: 1</b>	



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## BOARD REPORT

**Meeting Date:**  
January 25, 2005

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

**PRESENTED FOR:** Information  Approval

**PRESENTED BY:** Senior Administration

**SUBMITTED BY:** Michael B. Moher, Director of Education  
Peter Marchini, Superintendent of Business  
Gary McKenzie, Health and Safety Officer

**SUBJECT: EMERGENCY RESPONSE PROGRAM**

### RECOMMENDATION:

**That the Board receive the report *Emergency Response Program* as information.**

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### BACKGROUND:

Over the past year, the Boards' Health and Safety Officer, in cooperation with administration from the St. Clair Catholic District School Board and the Lambton Kent District School Board, has developed a comprehensive manual to be used as a reference guide for school administrators when dealing with various school emergencies. Once a situation arises within a school or its surrounding area, the manual provides school administrators with an appropriate course of action to resolve the particular event.

The manual covers various levels of emergencies, from an altercation on the school grounds, to an armed and dangerous intruder within the school. A team of school personnel is trained on how each of these particular situations should be handled. Each school will receive a copy of the manual, an Emergency Response Kit, which includes a First Aid Kit, a weather radio, mega phone, flash light etc. Two to three days of professional training for the school response team will be provided.

A number of individuals from each of the boards' bargaining units including a subcommittee of the Principals' Executive have reviewed the manual and subsequently their suggestions and comments were incorporated within the final document. It is administrations intention to commence the training of school teams in the new year, so that within the next year the program will be completely implemented.

**FINANCIAL:**

The cost of the school kits and professional development for staff replacement is estimated at \$200,000.

**COMMENTS:**

The Greater Essex County District School Board has launched a similar program within their schools as well. Police and Fire Departments within the Boards' jurisdiction will receive a copy of the manual. The Boards' Health and Safety Officer has met with officers from the individual departments to seek their advice and approval.

**TIMELINES:**

- January 2005 distribution of manual to Schools
- March 2005 final selection of school response teams
- April 2005 commence training of teams
- September 2006 completion of team training

**APPENDICES:**

- DVD - Emergency Response Manual



# Windsor-Essex Catholic District School Board

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Michael B. Moher, Director of Education

John Macri, Board Chairperson

## BOARD REPORT

**Meeting Date:**  
January 25, 2005

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

**PRESENTED FOR:** Information  Approval

**PRESENTED BY:** Senior Administration

**SUBMITTED BY:** Michael B. Moher, Director of Education

**SUBJECT:** **TRUSTEE ATTENDANCE – June to December 2004**

### RECOMMENDATION:

That the Board receive the report *Trustee Attendance –May 2004 to December 2004* as information.

### BACKGROUND:

At the Regular Board Meeting of December 16, 2003, the following motion was passed:

**“That, the Board establish a policy providing that Trustee attendance be publicly recorded twice yearly.”**

### COMMENTS:

Eleven regularly scheduled meetings of the Board have been scheduled during the period of May 2004 to December 2004. The following chart summarizes Trustee attendance.

Trustee	Meetings Attended
Fred Alexander	9
Joan Courtney	9
Mary DiMenna	11
Barbara Holland	10
Chris Janisse	11
Patrick Keane	11
John Macri	11
Shannon Porcellini	10
Lisa Soulliere	11

Student Trustee	Meetings Attended
Helaina Gaspard	2
Sarah Favot (Alternate)	2
Natalie Deschamps	9
Emily Limarzi (Alternate)	9





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**Meeting Date:**  
January 25, 2005

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

**PRESENTED FOR:** Information  Approval

**PRESENTED BY:** Senior Administration

**SUBMITTED BY:** Michael B. Moher, Director of Education  
Peter S. Marchini, Superintendent of Business

**SUBJECT:** **CAPITAL STRATEGY - BLUEPRINT FOR THE FUTURE - 2004 - 2006**

### RECOMMENDATION:

**That, the attached Capital Strategy – Blueprint for the Future - 2004- 2006 be received as information.**

### BACKGROUND:

The board's administration has on an ongoing basis undertaken a review of its Capital needs and commitments.

As part of this process administration reviews a number of fundamental areas of its operations to determine where the Capital Plan requires revisions, or adjustments.

Key to this review are:

- Current and projected school enrolments short and long term
- Population trends within the board's jurisdiction – verified by the board's planner
- Ministry of Education policies regarding Pupil Accommodation Grants
- Final or projected expenditures for Capital Projects approved by the Board
- New Pupil Place Grants and Disposition of Board Properties Reserve positions

- Facility capital needs as indicated in Facility Service staff reports as well as independent engineering assessments
- Age, condition and number of portables in use at individual schools and projected continued need.
- Ability of the board to place additional Capital Debentures considering status of current projects, projected enrolments and NPPG Reserve position.
- The Capital Strategy Blueprint for the Future – 2004- 2006 has been drafted after considering the above issues.
- The report first reviews the basis for New Pupil Place Grant revenues which is current and projected enrolments. Projections used in “Appendix 1” of the report (page 46) were reviewed and substantiated by the board’s planner, Mr. Bob Dragicevic of Walker, Nott, Dragicevic Associates.
- It is imperative that enrolment projections and population trends within the board’s jurisdiction be monitored so that adjustment to “Appendix 1” may be made in a timely manner.
- The report reviews the board’s eight Planning Areas in a manner that groups schools that are in similar geographic boundaries. Within these groupings administration reviewed enrolments, present and projected, condition of the facilities and use of portables.
- From this review decisions were made as to whether or not accommodation issues were forecasted for the particular planning area.
- If it was determined that a school required an addition, or due to the extent of repairs needed it should be rebuilt, the funding options were reviewed. Funding options include consolidation with other schools, closure of existing school and construction of a new facility, repairs or additions funded through school renewal and or existing New Pupil Place Grants, other sources such as sale of properties, or board reserves.

Senior administration reviewed the Capital Plan recommendations as well as the status of existing approved capital projects.

**FINANCIAL:**

The board has completed or approved twenty Capital projects over the past three years, since the closure of seven elementary schools in June 2001.

Three debentures have been issued:

- By-law 02.01 for \$32,176,740 (5.9%)
- By-law 2003.05 for \$30,987,300 (5.8%)
- By-law 2003.04 for \$24,012,700 (5.3%)

**Total \$ 87,176,740.**

Estimated total costs of the twenty projects including St. Anne, St. Joseph and St. Anthony are \$141,502,966. The board will seek a fourth debenture in late 2005 or early 2006 for approximately \$51,000,000 to cover the remaining project, expenditures net of contributions made or to be made through School Renewal Envelope and Board Working Fund Reserves.

“Appendix 1” on page 46 of the Capital Strategy Plan, provides that in 2006/2007 once the St. Anne’s and St. Joseph’s projects have been debentured and board capacities reduced through the existing school closures, board NPPG revenues should reach \$8,798,750. With the placement of the fourth debenture (\$51,000,000) the board’s annual debenture principal and interest payments will be approximately \$10,372,000 for 2006/07 and subsequent years.

The board works closely with the consortium banking institution with regard to the board’s Debt Service Coverage Ratio. (DSCR).

School boards are restricted from incurring a debt burden that causes debt service costs in any year to exceed 10% of expenditures.

The WECD SB’s service costs are 4.7% of expenditures for 2004/2005 (\$9,512,704/\$203,604,000). This percent will rise to approximately 6% once the board’s fourth debenture has been placed.

In summary the Capital Strategy Plan provides (“Appendix 1”) a 25 year financial analysis of the board’s commitments. “Appendix 1” includes the capacity reduction in 2006/2007 at Secondary due to the closure of St. Anne and St. Joseph as well as the associated debenture principal and interest payments.

Table 1 on page 45 of the Plan provides a listing of all twenty capital projects.

A number of projects have exceeded the initial estimated project costs as shown on “Table 1”, however the board has \$20.0 million from the initial St. Anne’s debenture to cover these cost overruns.

The fourth debenture to be placed in the fall of 2005 will then cover the two approved projects St. Anne and St. Joseph.

**COMMENTS:**

The Capital Strategy Plan (page 47 and 48) refers to a number of new capital projects, however at this time these projects have not been included in “Appendix 1” Enrolment Pressures and New Pupil Place Grant Revenue Schedule (page 46).

Administration has not received approval to undertake any of the above noted projects nor have they prepared reports on these projects. As future enrolments are verified or funding formulas are modified “Appendix 1” of the board’s Capital Strategy Plan will be revised to reflect these changes.

**TIMELINES:**

**APPENDICES:** Capital Strategy – Blueprint for the Future – 2004 – 2006 (*Handout*)



# Windsor-Essex Catholic District School Board

1325 California Avenue, Windsor, Ontario N9B 3Y6  
Telephone (519) 253-2481 Fax: (519) 253-0620

Michael B. Moher, Director of Education

John Macri, Board Chairperson

## BOARD REPORT

**Meeting Date:**  
January 25, 2005

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

**PRESENTED BY:**      Senior Administration

**SUBMITTED BY:**      Michael B. Moher, Director of Education  
Peter S. Marchini, Superintendent of Business Services  
Timothy J. Robins, Controller of Facilities Services

**SUBJECT:**              **REPLACEMENT OF MAINTENANCE VEHICLES**

### RECOMMENDATION:

**That the Board approve the replacement of five (5) maintenance vehicles and that funding to purchase the new vehicles, in the estimated amount of \$200,000.00, be funded through the Board's Working Fund Reserve.**

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### BACKGROUND:

The Facilities Services department, with the assistance of an external expert in vehicle fleet management, has conducted a review of the Board's current maintenance vehicles. All vehicles have received an extensive evaluation, which included a mechanical inspection, review of repair records, research into the residual value, fuel records and in-service mileage for each vehicle. At the conclusion of this review, the Facilities Services department received a Fleet Vehicle Assessment report.

### FINANCIAL:

Funding to purchase the proposed five (5) replacement maintenance vehicles is available from the Working Fund Reserve.

The per vehicle replacement cost is estimated at \$35,000.00 plus \$5,000.00 for fitments (i.e. signage, shelving and racks) each.

## **COMMENTS:**

The evaluation of the Windsor-Essex Catholic District School Board Fleet and resulting report identified the following key points:

1. The average of the Windsor-Essex Catholic District School Board Fleet is 9 years. Of the 22 vehicles in the fleet, 13 vehicles (59%) exceed the average.
2. The average mileage of the Windsor-Essex Catholic District School Board Fleet is 150,000 kilometers. Of the 22 vehicles in the fleet, 10 vehicles (45%) exceed the average kilometers.
3. The average fuel cost per vehicle kilometer is \$0.15. The newest vehicles average \$0.09 per kilometer and the oldest vehicles average \$0.18 kilometer.
4. 72% of the vehicle fleet is not equipped with air bag safety systems, fuel injection systems for fuel efficiency, or on board diagnostic (OBD2) systems for air emissions.
5. The report recommended a replacement strategy for the fiscal year 2005 of five (5) vehicles.

The Facilities Services, Business Services and Information Technology departments provide vehicles to be utilized by the Board's personnel (i.e., maintenance, painter, utility, courier and cabling technician) in the performance of their duties.

As part of the tendering and disposal process, and upon approval of the tender, disposal of the identified vehicles will be undertaken following the Disposal of Assets, A:10 policy.

## **TIMELINES:**

February-March 2005.

## **APPENDICES:**

None



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## BOARD REPORT

**Meeting Date:**  
January 25, 2005

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

**PRESENTED BY:** Senior Administration

**SUBMITTED BY:** Michael B. Moher, Director of Education  
Peter S. Marchini, Superintendent of Business Services  
Timothy J. Robins, Controller of Facilities Services  
Karen Goetz, Coordinator of Energy & Building Systems

**SUBJECT:** ENERGY CONSERVATION PLAN

### RECOMMENDATION:

**That the Board approve the expenditure of approximately \$400,000.00 to complete the Building Management Systems – Automated Controls project and that funding be taken from the Board’s Working Fund Reserve.**

### BACKGROUND:

At the April 27, 2004 meeting, the Board approved the Energy Conservation Plan at an estimated expenditure of approximately \$4,700,000.00. The initial plan followed the National Resources Canada (NRCAN) requirement of a phased approach with the first phase being approximately \$2,340,000.00 and the replicated project in the second half of the schools being approximately \$2,360,000.00.

Since the start of the project, NRCAN has lifted its two phase approach requirement and is allowing organizations the flexibility of completing the projects in any order within the allotted time frame. The approved Windsor-Essex Catholic District School Board Energy Conservation Plan included the following key elements:

- Building Management Systems (BMS) – Automated Controls (\$1,135,286.00)
- Lighting Retrofit Program (\$1,831,908.00)
- Window Replacement Program (\$1,014,394.00)
- Electrical Load Conditioning (\$705,000.00)

**FINANCIAL:**

Funding to complete the BMS project in the amount of \$400,000.00 is available from the Working Fund Reserve account.

Funding to complete the Energy Conservation Plan will be considered later this fiscal year once the 2005-2006 Pupil Accommodation Grants have been announced.

**COMMENTS:**

The Facilities Services department is proposing an adjustment to the original plan that would involve completing the installation of the entire building management systems – automated controls, system-wide, over the next eight (8) months with the exception of two locations. This will provide Facilities Services with total system control of the school building management systems on one integrated system.

With the implementation of the building management system the Board will have the necessary infrastructure and opportunity to upgrade school security by implementing access card entry, similar to the card access system currently in place at the Catholic Education Centre, at all Windsor-Essex Catholic District School Board locations. The access card entry system would be utilized by all Windsor-Essex Catholic District School Board employees, community use rental groups and approved contractors.

**TIMELINES:**

The anticipated project completion date is planned for September 2005.

**APPENDICES:**

None.



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John Macri, Board Chairperson

## BOARD REPORT

**Meeting Date:**  
January 25, 2005

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

**PRESENTED FOR:** Information  Approval

**PRESENTED BY:** Senior Administration

**SUBMITTED BY:** Michael B. Moher, Director of Education

**SUBJECT:** **BOARD MEETING SCHEDULE FOR THE REMAINDER OF 2004 – 2005 SCHOOL YEAR**

### RECOMMENDATION:

**That the Board reschedule the Regular Board meeting of Tuesday, March 22 to Tuesday, March 29, 2005 and the Regular Board meeting of Tuesday, June 28 to Monday, June 27, 2005.**

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### BACKGROUND:

In accordance with Board By-Laws, Regular Meetings of the Board shall be held on the second and fourth Tuesday in each month unless otherwise ordered by special motion.

### FINANCIAL:

### COMMENTS:

This year, the regularly scheduled Board meetings in March fall on the 8<sup>th</sup> and 22<sup>nd</sup>. The agenda and supporting documentation is normally prepared the week preceding Board meetings. Several staff will be away during the March break, March 14 to 18. Since there are five Tuesdays in March, it is recommended that the second meeting be rescheduled to Tuesday, March 30 in order to allow for adequate preparation time.

In addition, the Regular Meeting of Tuesday, June 28 conflicts with several secondary school exercises. It is recommended that this meeting be rescheduled to Monday, June 27.

### TIMELINES:

### APPENDICES:





# Windsor-Essex Catholic District School Board

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John Macri, Board Chairperson

## BOARD REPORT

**Meeting Date:**  
January 25, 2005

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

**PRESENTED BY:**      Senior Administration

**SUBMITTED BY:**      Michael B. Moher, Director of Education  
Janet M. Ouellette, Superintendent

**SUBJECT:**      **BOUNDARY CHANGE: CARDINAL CARTER and ST. THOMAS OF VILLANOVA CATHOLIC HIGH SCHOOLS**

### RECOMMENDATION:

**That the Board approve the boundary change for Cardinal Carter and St. Thomas of Villanova Catholic high schools as outlined below (Appendices A and B.)**

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### BACKGROUND:

In the past, Holy Name Elementary School has sent students to St. Anne's, St. Thomas of Villanova and Cardinal Carter High Schools. This has meant, in some cases, duplicate bus routes to the same areas. For the past two years, no new students have been transported to St. Anne's. In consultation with the Transportation Department and the principals of Holy Name Elementary and Cardinal Carter and St. Thomas of Villanova Secondary schools, it was determined that a small boundary adjustment between St. Thomas of Villanova and Cardinal Carter would enable the entire town of Essex and therefore most of the students of Holy Name, to be directed to Cardinal Carter, which has space, rather than St. Thomas of Villanova which is over crowded.

### FINANCIAL:

The transportation costs will remain the same with some potential savings, in time, where there has been duplication.

**COMMENTS:**

A public consultation process was conducted with parents from Holy Name which included an initial meeting to explain the change and a follow-up meeting to address any concerns. The issue of travel times was raised. The Transportation Department has verified that the travel times will remain the same. As with other boundary changes, there will be no change for students presently enrolled or for students who have a sibling presently in attendance at St. Thomas of Villanova.

**TIMELINES:**

The boundary change will take place immediately and will affect the 2005 grade 8 graduating class from Holy Name.

**APPENDICES:**

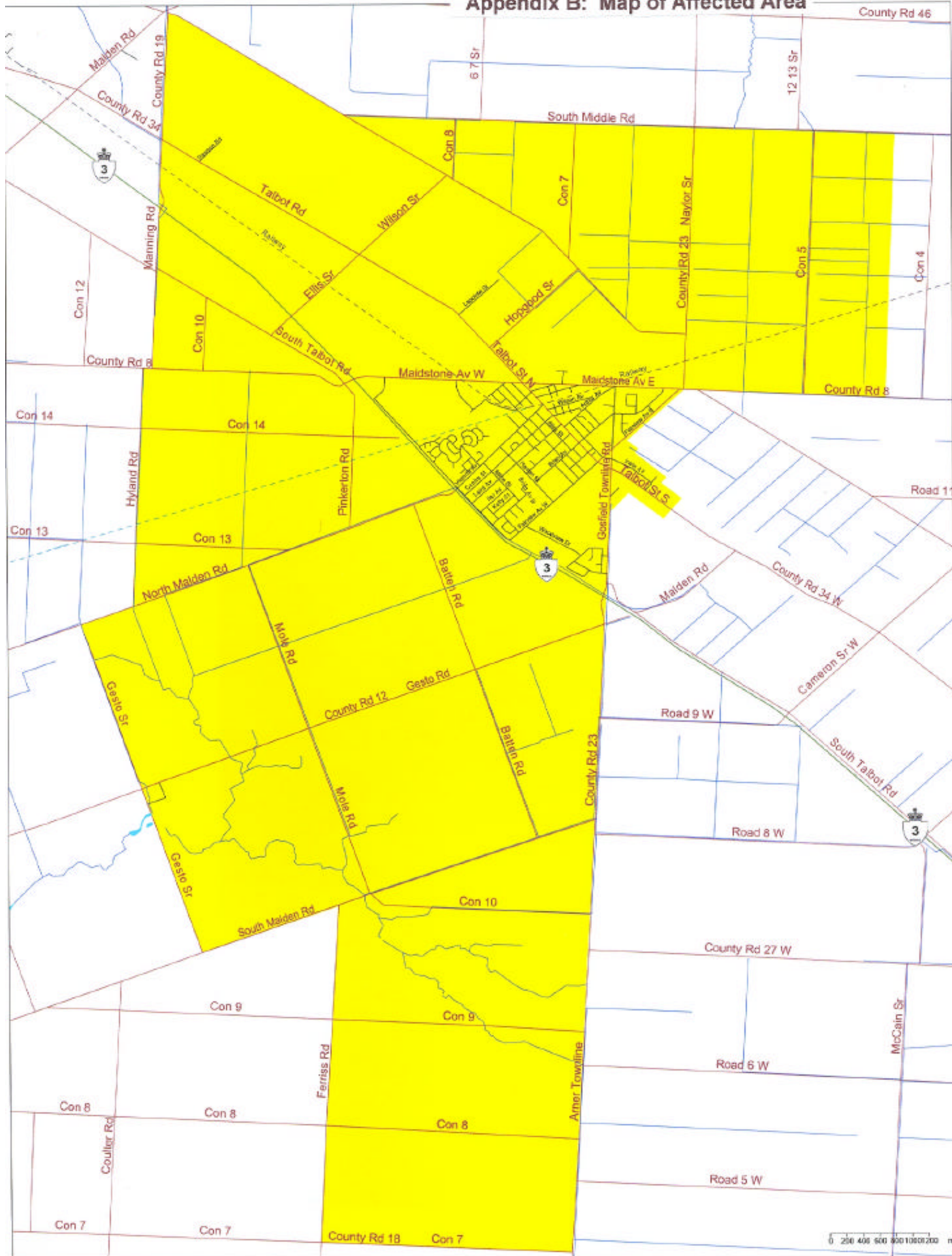
- Appendix A: Description of Boundary Change
- Appendix B: Map of Affected Area

**Boundary Change: Cardinal Carter  
and  
St. Thomas Of Villanova Catholic High Schools**

**DESCRIPTION OF BOUNDARY CHANGE**

Including the former Town of Essex municipal boundary –  
Starting at Hwy 3, East along Ellis/Wilson Sideroad to South Middle Rd  
Along South Middle road East to County Rd 23/Naylor Sideroad  
South on County Rd 23 to Fairview, and south to Gosfield Townline Rd  
South along Gosfield Townline/Arner Townline to Concession 7  
West on Concession 7 to Ferriss Rd  
North on Ferriss Rd to South Malden Rd  
West on South Malden Rd to Gesto Sideroad  
North on Gesto Sideroad to North Malden Rd  
East on North Malden Rd to Hyland Rd  
North on Hyland Rd to a line between Concession 14 and County Rd 8  
East along this line to Hwy 3  
West along Hwy 3 to Ellis Sideroad.

# Appendix B: Map of Affected Area



Affected Area



# Windsor-Essex Catholic District School Board

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Michael B. Moher, Director of Education

John Macri, Board Chairperson

## BOARD REPORT

**Meeting Date:**  
January 25, 2005

**Public**  **In-Camera**   
**PRESENTED FOR:** Information  Approval   
**PRESENTED BY:** Senior Administration  
**SUBMITTED BY:** Michael B. Moher, Director of Education  
Janet Ouellette, Superintendent of Education  
**SUBJECT:** **CATHOLIC CENTRAL HIGH SCHOOL**  
**- Chicago, Illinois, May 12 – 15, 2005**

### RECOMMENDATION:

**That the Board approve the Catholic Central High School – Chicago, Illinois Trip re performances by Catholic Central High School music ensembles for May 12 – 15, 2005.**

### BACKGROUND:

This trip is in relation to the students' program/courses.

**FINANCIAL:** None.

### COMMENTS:

This field trip request is in compliance with the Field Trip Policy (SC:04). All procedures with regard to the policy have been followed.

### TIMELINES:

### APPENDICES:

- Request for Approval of Field Trip – SC:04 Form A
- Parent Consent – SC:04 Form B
- Memo from teacher re: program and itinerary



### Request for Approval of Field Trip

<b>School</b>	Catholic Central High School		<b>Date of Trip</b>	Ex. mm/dd/yyyy 05/12/2005-05/15/2005	
<b>Destination</b>	Chicago, Illinois		<b>Mode of Transportation</b>	highway coach	
<b>School Departure Time</b>	6:00 AM	<b>School Arrival Time</b>	6:00 PM	<b>Name of Carrier</b>	to be determined
<b># of Male Students</b>	20	<b>Grade of Students</b>	9-12	<b>Number of Supervisors</b>	Female <input type="text" value="2"/> Male <input type="text" value="2"/>
<b># of Female Students</b>	25	<b>Personal Cost Per Student</b>	<input type="text"/>	<b>Travel Company Involved</b>	Ellison Tours
<b>Total Cost Per Student</b>	\$400.00				

#### EDUCATIONAL RATIONALE

<b>Name of Teacher</b>	Grant Bergeron
<b>Purpose of Trip</b>	performances by CCHS music ensembles / cultural, musical education
<b>Relationship to Students' Program/Course</b>	Performance skills; historical & musical relation to course study
<b>Pre-Trip Preparation(s) by Students</b>	8 months of rehearsals; fundraising; cultural/musical background
<b>Follow-Up Activities Planned</b>	n/a
<b>If Activity is Occuring over a Weekend Indicate Plans for Students to Attend a Eucharistic Celebration</b>	Our Lady of Peace Catholic Church, Chicago, IL

<b>Date Submitted</b>	10/15/2004	<b>Name of Teacher</b>	Grant Bergeron
<b>Approval Date</b>	10/15/2004	<b>Name of Principal</b>	Darlene Kennedy
<b>Approval Date</b>	01/06/2005	<b>Name of Superintendent</b>	Janet Ouellette
<b>Approval Date</b>	<input type="text"/>	<b>Board of Trustees Approval (per Superintendent)</b>	<input type="text"/>

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

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

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



**FIELD TRIP INFORMATION AND CONSENT FORM**

<b>PART 1 TRIP INFORMATION (To be retained by Parent/Guardian)</b>			
To the Parent/Guardian Permission has been granted by the Principal (and Superintendent or Board if applicable) for the students to participate in the Field Trip described below. To have your son/daughter participate in the trip, please complete <b>Part 2</b> below and return it to the school as soon as possible.			
<b>School</b>	<b>Date(s) of Trip</b>	<b>Mode of Transportation</b>	
Catholic Central HS	May 12,13,14,15, 2005	Highway Coach	
<b>Destination Name and Phone#</b>			<b>Cost per Student</b>
Chicago, Illinois (see itinerary for details)			\$400.00
<b>Time of Departure from School</b>	<b>Approximate Time of Return to School</b>		
7:00am	5:00pm		
<b>No. Of Students</b>	<b>No. of Supervisors</b>		
40	4		
<b>Purpose/Relationship to program</b>			
see attachment			
<b>Students should come prepared with</b>			
refer to itinerary			

Parent/Guardian to cut-off from here and Retain Part 1; **Part 2 below to be returned to the school**

<b>Part 2 PARENT/GUARDIAN CONSENT to be returned to the school at least 3 days prior to the trip</b>	
To the Windsor-Essex Catholic District School Board and the Principal of	Catholic Central High School Catholic School.
As the Parent(s)/Guardian(s) of (print name in full)	
We hereby request that the above-named student be permitted to participate in the trip to (Note destination)	
Chicago, Illinois	
I/We are aware that the Mode of Transportation noted in Part 1 above indicates that the students may travel to/from the destination by use of private motor vehicle. I/We hereby give permission for the above-name student to be transported in a vehicle driven by another <b>student/parent</b> .	
<b>Signature(s)</b>	<b>Student Health Card #</b>
<b>Medical Condition (if any) or Prescribed Medication</b>	
<b>Date</b>	<b>Signature of Parent(s) or Guardian(s)</b>
<b>Student Home Telephone #</b>	<b>Emergency Contact Name</b>
	<b>Emergency Phone Number</b>

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**Attachment to: Request for Field Trip Approval**

Date: January 10, 2005

To: Janet Ouellette, Superintendent of Schools

From: Grant Bergeron, Catholic Central High School

RE: Catholic Central High School  
Band / Choir trip to Chicago, Illinois  
May 12, 13, 14, 15, 2005

**Relationship to students' program/course:**

The many educational benefits of a music performance trip of this nature are directly linked to the curriculum covered in the grade 9-12 music courses. The following are just a sample of some of the connections between the classroom and a co-curricular activity such as the proposed trip to Chicago, Illinois.

- ...”Through this program students will not only find in music a source of enjoyment and personal satisfaction, but also gain creative problem-solving skills, individual and cooperative work habits, knowledge of themselves and others, a sense of personal responsibility, and connections to their communities...”
- ...”Creative work involves the practical application of performance skills and knowledge of theory as they relate to the performance medium...”
- ...”Analysis involves listening to live or recorded performances to understand the language of music, its historical and cultural context, and how effectively its composers and performers communicate to their audience. The music analysed will be drawn from a range of cultures...”



Itinerary for Catholic Central High School's Band / Choir trip to Chicago  
(May 12-15, 2005)

The following is a draft itinerary (subject to minor changes).

Thursday, May 12, 2005

- 6:00am Load highway coach and depart from CCH  
Stop enroute for a rest stop
- 11:00am Arrive in Chicago and have lunch
- 1:00pm **Performance by the Concert Band, Choir, Jazz Ensemble**
- 4:00pm Check into AmeriSuites Hotel (Hinsdale, Illinois)
- Evening activity to be determined

Friday, May 13, 2005

- Following breakfast, **the music ensembles will travel to the performance destination** (to be determined)
- Following the performance we will travel downtown for lunch / shopping
- Afternoon boat cruise
- Dinner at Joe's Bebop Café
- Attend orchestra concert in the evening

Saturday, May 14, 2005

- Breakfast at hotel
- John Hancock Observatory
- Magnificent Mile
- Blue Chicago Store
- Shedd Aquarium

Sunday, May 15, 2005

- Breakfast at hotel
- Check out and load highway coach
- 11:00am: **attend mass at Our Lady of Peace Catholic Church**
- depart for Windsor
- lunch stop en route
- 5:00pm: estimated time of arrival at Catholic Central High School