



REGULAR BOARD MEETING
Tuesday, December 11, 2007 at 7:00 p.m.
Windsor Essex Catholic Education Centre
John Paul II Boardroom

AGENDA

- I In-Camera Meeting – 6:00 p.m.
II Regular Meeting of the Board - 7:00 p.m.

Page #

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. St. Michael's Alternate High School Program (L. Staudt)
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 In-Camera Meeting, November 27, 2007	--
	ii) Minutes of Regular Meeting, November 27, 2007	1 - 6
	iii) Minutes of Organizational Meeting, December 4, 2007	7 - 9
	b. Items From In-Camera Meeting of December 11, 2007	
10.	Communications	
	a. External (Associations, OCSTA, Ministry)	
	b. Internal (Reports from Administration)	
	i) Report: Administrative Staff Report (P. Picard)	10 - 11
	ii) Report: Legal Services – August and September 2007 (M. Iatonna)	12 - 13
	iii) Report: 2006 – 2007 Property Disposition and Acquisition Summary (M. Iatonna)	14
	iv) Verbal Report: 2007 – 2008 Revised Estimates (M. Iatonna)	--
11.	Unfinished Business	
12.	New Business	
	a. Field Trips:	
	i) Catholic Central and Assumption College Catholic High School - New York City (L. Staudt)	15 - 22
	ii) Assumption College Catholic High School - Quebec City (L. Staudt)	23 - 28
	b. Report: Board Policy Amendment (for approval in principle) - Draft Policy F:01 Donations/Sponsorships/Partnerships (M. Iatonna)	29 - 32
	c. Report: Board Policy Amendment (for approval in principle) - Draft Policy B: 01 Smoke Free Schools and Sites (P. Picard)	33 - 36
	d. Report: Revised School Year Calendar 2007 - 2008 (L. Staudt)	37 - 39
	e. Report: Ontario Association of Parents in Catholic Education (OAPCE) 2008 Annual Membership Fees (L. Staudt)	40 - 44
	f. Report: Cafeteria Services Request for Proposal (RFP) Process (M. Iatonna)	45 - 57
	g. Report: Budget Report for the Fiscal Year Ended August 31, 2007 (M. Iatonna) <i>(Handout pending finalization and receipt by the Audit Committee)</i>	<i>Handout</i>
13.	Committee Reports	
	a. Report: Special Education Advisory Committee (SEAC) Meeting of October 4, 2007 (C. Geml)	58 - 64
	b. Report: Elementary School Council – Umbrella Group Meeting of November 14, 2007 (P. Picard)	65 - 70
	c. Report: Audit Committee Meeting of November 14, 2007 (M. Iatonna)	71 - 73
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
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, January 15, 2008
 - Tuesday, January 29, 2008
 - Tuesday, February 12, 2008
 - Tuesday, February 26, 2008
 - Tuesday, March 11, 2008 (TENTATIVE – March Break)
 - Tuesday, March 25, 2008
 - Tuesday, April 8, 2008
 - Tuesday, April 22, 2008
 - Tuesday, May 13, 2008
 - Tuesday, May 27, 2008
 - Tuesday, June 10, 2008
 - Monday, June 23, 2008
20. Closing Prayer
21. Adjournment

John Macri
Board Chairperson

Joseph Berthiaume
Director of Education & Secretary-Treasurer



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

REGULAR BOARD MEETING
Tuesday, November 27, 2007 at 7:00 p.m.
Windsor Essex Catholic Education Centre
John Paul II Boardroom

MINUTES

PRESENT

Trustees:

J. Courtney, Vice-Chair	P. Keane
M. DiMenna	J. Macri, Chair
B. Holland (<i>electronically</i>)	S. Porcellini
C. Janisse	L. Soulliere
N. Bradley, Student Trustee	
C. Resendes, Student Trustee	

Regrets:

F. Alexander
Rev. L. Brunet, Board Chaplain

Administration:

J. Berthiaume (Resource)	E. Byrne
M. Iatonna	K. Gignac
P. Picard	P. Littlejohns
M. Seguin	S. O'Hagan-Wong
J. Bumbacco	R. Sasso

Recorder:

D. Steffens

1. Call To Order - Chair Macri called the meeting to order at 7:20 p.m.
2. Opening Prayer - The meeting opened with a reading of intentions and a prayer.
3. Recording of Attendance - Trustee Alexander sent regrets due to his vacation schedule and Rev. Brunet sent regrets due to his participation in a pilgrimage to Egypt. Trustee Holland participated electronically.
4. Approval of Agenda
Moved by Trustee Janisse and seconded by Trustee Courtney that the November 27, 2007 Regular Board meeting agenda be approved as distributed. Carried.
5. Questions Pertaining to Agenda - None.

6. Disclosure of Interest - Pursuant to the Municipal Conflict of Interest Act. - None.
7. Presentations - None.
8. Delegations
 - a. Delegation Regarding Items Not on the Agenda - None.
 - b. Delegations Regarding Items On the Agenda - None.
9. Action Items
 - a. Approval of Minutes
 - i) Minutes of In-Camera Meeting, November 13, 2007
Moved by Trustee Keane and seconded by Trustee Soulliere that the minutes of the Committee of the Whole Board In-Camera meeting of November 13, 2007 be adopted as distributed. Carried.
 - ii) Minutes of Regular Meeting, November 13, 2007
Moved by Trustee Keane and seconded by Trustee DiMenna that the minutes of the Regular Board meeting of November 13, 2007 be adopted as distributed. Carried.
 - b. Items From In-Camera Meeting of November 27, 2007

Vice Chair Courtney reported that the Windsor-Essex Catholic District School Board convened a closed Committee of the Whole Board meeting on November 27, 2007 pursuant to the Education Act - Section 207, to consider specific personnel, real property matters, labour relations and other matters permitted or required to be kept private and confidential under the Freedom of Information and Protection of Privacy Act. Trustees Porcellini and Courtney declared a conflict of interest during the November 27, 2007 In-Camera Session and excused themselves from the relevant discussion items. Trustees Macri and Porcellini disclosed interest in the Minutes of In-Camera Meeting, November 13, 2007 and did not vote on approval.

Moved by Trustee DiMenna and seconded by Trustee Soulliere that the recommendations and directions of the Committee of the Whole Board at its in-camera meeting of November 27, 2007 be approved. Carried.

10. Communications
 - a. External (Associations, OCSTA, Ministry)
 - i) Ontario Catholic Schools Trustees' Association (OCSTA) Annual General Meeting & Conference Information Package
Moved by Trustee Keane and seconded by Trustee Janisse that the Ontario Catholic Schools Trustees' Association (OCSTA) Annual General Meeting & Conference Information Package be received as information. Carried.

ii) Memorandum from OCSTA dated September 13, 2007 re Trustee Award of Merit
Moved by Trustee Soulliere and seconded by Trustee DiMenna that the Memorandum from OCSTA dated September 13, 2007 re Trustee Award of Merit be received as information. Carried.

iii) Memorandum from OCSTA dated September 17, 2007 re 2008 AGM & Conference Resolutions
Moved by Trustee Janisse and seconded by Trustee Soulliere that the Memorandum from OCSTA dated September 17, 2007 re 2008 AGM & Conference Resolutions be received as information. Carried.

b. Internal (Reports from Administration)

i) Report: Administrative Staff Report
Moved by Trustee Holland and seconded by Trustee DiMenna that the Board receive the Administrative Staff Report on hiring, retirement and resignation of staff dated November 27, 2007 for information. Carried.

11. Unfinished Business - None.

12. New Business

a. Field Trips:

i) St. Anne's and St. Joseph Catholic High School French Program - Epcot Centre
Moved by Trustee Janisse and seconded by Trustee Keane that the Board approve the St. Anne/St. Joseph's Catholic High School field trip to Orlando Florida from February 12 to 16, 2008. Carried.

ii) St. Joseph's Catholic High School - Quebec City
Moved by Trustee Janisse and seconded by Trustee Keane that the Board approve the St. Joseph's Catholic High School field trip to Quebec City from February 24 to 27, 2008. Carried.

iii) F. J. Brennan Catholic High School - Montreal
Moved by Trustee Janisse and seconded by Trustee Keane that the Board approve the F. J. Brennan Catholic High School field trip to Montreal to participate in the Montreal Heritage Music Festival from Thursday, April 10 – Sunday April 13, 2008. Carried.

iv) St. Anne Catholic High School - Los Angeles, California
Moved by Trustee Janisse and seconded by Trustee Keane that the Board approve the St. Anne Catholic High School trip to Los Angeles California from April 23 to April 27, 2008. Carried.

b. Report: Honoraria for Board Members - In accordance with the Education Act and Regulations, Trustee Honoraria must be calculated for each year beginning December 1. Policy TO6 establishes levels of honoraria for Trustees to reflect the change in a) the Ontario Consumer

Price Index for the period between July 1 and June 30, and b) the day school average daily enrolment as determined under section 234 of the Act.

Moved by Trustee DiMenna and seconded by Trustee Courtney that the Board approve the Honoraria for Board Members for the period December 1, 2007 to November 30, 2008 as follows: Trustee - \$10,872.04, Vice-chair - \$13,999.16, and Chair - \$17,126.29. Carried.

- c. Report: Trustee Group Accident Insurance
Moved by Trustee Soulliere and seconded by Trustee DiMenna that the Board approve payment in the amount of \$528, plus tax for elected Trustees and for the two Student Trustees for the year 2008. Carried.
- d. Report: Ontario School Boards' Insurance Exchange (OSBIE) Insurance Premium – Year 2008
Moved by Trustee Holland and seconded by Trustee Janisse that the Board approve payment in the amount of \$544,447, plus tax for the Ontario School Boards' Insurance Exchange Insurance Premium for the year 2008. Carried.

13. Committee Reports

- a. Report: High School Council Meeting of October 11, 2007
Moved by Trustee Keane and seconded by Trustee Porcellini that the Board receive the report for the October 11, 2007 High School Council meeting as information. Carried.

14. Notice of Motion - None.

15. Remarks and Announcements

- a. Chairperson Macri commented on attending the 25 Year Long Service Celebration held last Friday and, as one of those recognized for 25 years of service to Catholic education, he commended the organizational team on the success of the event.
- b. Director of Education Berthiaume reminded trustees of the system-wide Together in Faith Day - "Our Journey to Holiness" that will be held on Friday, November 30.
- c. Board Chaplain Rev. Brunet sent regrets.

16. Remarks/Questions by Trustees

- Trustee Porcellini congratulated the St. Angela school community on their 2nd annual family movie night and congratulated the staff and students of Immaculate Conception and Catholic Central who are involved in a differential instruction project partnership. Trustee Porcellini congratulated fellow trustees Keane and Macri upon 25 years of service to Catholic education.
- Trustee Janisse congratulated the members of St. Anne's basketball team for winning gold medal last weekend at the OFSAA senior girls AAAA basketball championships. Trustee Janisse congratulated fellow trustees Keane and Macri upon 25 years of service to Catholic education.

- Trustee Keane expressed his appreciation to facilities services staff for installing lighting in the horticultural classroom at Assumption College. Trustee Keane commented on attending the 25 Year Long Service Celebration held last Friday and, as one of those recognized for 25 years of service to Catholic education, he congratulated others who were recognized for long service and congratulated the other award recipients. Trustee Keane commended all the members of the organizational team on the success of the event.
- Trustee DiMenna congratulated fellow trustees Keane and Macri upon 25 years of service to Catholic education.
- Trustee Courtney congratulated fellow trustees Keane and Macri upon 25 years of service to Catholic education, congratulated the St. Thomas of Villanova school community on the success of their canned goods drive and congratulated Michelle Sutton upon recently receiving the “Coaching to Inclusion 2007 - Inclusive Educator of the Year” award.
- Trustee Holland commended the St. Joseph’s High School community for reaching out to their broader ethnic community by translating their latest school newsletter into several languages. Trustee Holland thanked City of Windsor Councillor Hatfield for his work in having a sidewalk installed for St. Joseph’s High School students and asked administration to approach the City regarding traffic safety concerns in the area of St. Joseph’s High School.
- Student Trustee Bradley congratulated trustees Keane and Macri upon 25 years of service to Catholic education and commented on the recent Student Senate Faith day that was attended by approximately 180 students from student councils across the system.
- Student Trustee Resendes congratulated trustees Keane and Macri upon 25 years of service to Catholic education.

17. Pending Items - None.

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, December 4, 2007 (Organizational Meeting – 7:30 p.m.)
- Tuesday, December 11, 2007
- Tuesday, January 15, 2008
- Tuesday, January 29, 2008
- Tuesday, February 12, 2008
- Tuesday, February 26, 2008
- Tuesday, March 11, 2008 (TENTATIVE – March Break)
- Tuesday, March 25, 2008
- Tuesday, April 8, 2008
- Tuesday, April 22, 2008
- Tuesday, May 13, 2008

- Tuesday, May 27, 2008
- Tuesday, June 10, 2008
- Monday, June 23, 2008

20. Closing Prayer - The meeting closed with a prayer.
21. Adjournment - There being no further business, the Regular Board meeting of November 27, 2007 adjourned at 7:37 p.m.

Not approved.

John Macri
Board Chairperson

Joseph Berthiaume
Director of Education & Secretary-Treasurer



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

ORGANIZATIONAL MEETING

Tuesday, December 4, 2007 at 7:30 p.m.
Windsor Essex Catholic Education Centre
1325 California Avenue, Windsor
(*Mass Assumption Chapel at 6:45 p.m.*)

MINUTES

PRESENT

Trustees:

F. Alexander	C. Janisse (<i>entered meeting at 7:43 p.m.</i>)
J. Courtney	P. Keane
M. DiMenna	J. Macri
B. Holland (<i>electronically</i>)	S. Porcellini
Rev. L. Brunet, Board Chaplain	
N. Bradley, Student Trustee	
C. Resendes, Student Trustee	

Regrets:

L. Soulliere

Administration:

J. Berthiaume (Resource)	K. Gignac
C. Geml	P. Littlejohns
P. Picard	C. Marier
M. Seguin	S. O'Hagan-Wong
J. Bumbacco	R. Sasso
E. Byrne	W. Wong

Recorder:

D. Steffens

1. Call To Order/Welcome - In accordance with Section Two of the Board By-laws, Joseph Berthiaume, Director of Education called the meeting to order at 7:30 p.m. and presided over the meeting until the election of the Chair.
2. Opening Prayer/Re-Commissioning - Fr. Brunet opened the meeting with a prayer and led a re-commissioning prayer reaffirming trustees' commitment to the provision of Catholic education.
3. Recording of Attendance - Trustee Soulliere sent regrets. Trustee Holland participated electronically. Trustee Janisse entered the meeting at 7:43 p.m.

4. Election of Chair

The Director of Education read the bylaws and procedures pertaining to election of the Chair. Trustees were asked to approve the appointment of two scrutineers.

Moved by Trustee Holland and seconded by Trustee Keane that the Board approve the appointment of Fr. Brunet and Superintendent Geml as scrutineers.

As Presiding Officer, Director Berthiaume invited trustees who wished to serve as Chair to stand and declare their candidacy. The following trustees declared their candidacy:

- Trustee Macri
- Trustee Alexander nominated Trustee DiMenna for the position of Chairperson. Trustee DiMenna respectfully declined the nomination.

After three requests by Director Berthiaume inviting those who wished to stand to do so, there were no further declarations and the Director called that nominations be closed.

Trustee Macri was acclaimed as Chairperson.

At this point, Trustee Macri assumed the Chair and proceeded with election of the Vice-Chair.

5. Election of Vice-Chair

Chair Macri invited trustees who wished to serve as Vice-Chair to stand and declare their candidacy. The following trustees rose and declared their candidacy:

- Trustee Courtney

Trustee Janisse entered the meeting at 7:43 p. m.

- Trustee Alexander nominated Trustee DiMenna for the position of Vice-Chair. Trustee DiMenna respectfully declined the nomination.

After three requests by the Chair inviting those who wished to stand to do so there were no further declarations and the Chair called that the nominations be closed.

Trustee Courtney was acclaimed as Vice-Chair.

Vice-Chair Courtney briefly addressed the indicating that the leadership role of Vice-Chair is not one she takes lightly and that she looks forward to working with trustees and administration in this position for the coming year.

6. Chairperson's Address - Chair Macri addressed the Board and thanked his colleagues for their continued support and endorsement. Chair Macri thanked the entire board staff for their dedication and contributions to making Catholic education such a success in Windsor and Essex County. Chair Macri commented on the accomplishments of the Board over the last term and outlined some of the challenges for Catholic education in Windsor and Essex County for the upcoming year.

7. Establishment of Committees - Chair Macri asked trustees to review the present list of Committee appointments and to contact him with their preferences as soon as possible. Committee appointments will be confirmed at a later meeting.
8. Next Regular Meeting of the Board: Tuesday, December 11, 2007
9. Closing Prayer – Fr. Brunet closed the meeting with a prayer.
10. Adjournment – There being no further business, the Organizational Meeting adjourned at 7:55 p.m. at the call of the Chair.

Not-approved

John Macri
Board Chairperson

Joseph Berthiaume
Director of Education & Secretary



WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD

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

Meeting Date:
December 11, 2007

BOARD REPORT

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Joseph Berthiaume, Director of Education
P. Picard, Senior Manager of Human Resources
P. Littlejohns, Manager of Human Resources
J. Bumbacco, 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 December 11, 2007 for information.

SYNOPSIS:

BACKGROUND COMMENTS:

FINANCIAL IMPACT:

TIMELINES:

APPENDICES:

- Administrative Staff Report dated December 11, 2007

REPORT REVIEWED BY:

<input checked="" type="checkbox"/> EXECUTIVE COUNCIL	Review Date: December 3, 2007
<input checked="" type="checkbox"/> SUPERINTENDENT	Approval Date: December 4, 2007
<input checked="" type="checkbox"/> DIRECTOR OF EDUCATION:	Approval Date: December 4, 2007

December 11, 2007**Windsor-Essex Catholic District School Board
Administrative Staff Report**

	Employee Name	Position	Location	Date
HIRING:	Justin Goggins	Elementary Teacher	St. Angela	January 11, 2008
RESIGNATION:	Ferdinanda Van Gennip	Occasional Teacher	Supply	November 20, 2007
RETIREMENT:	Gerry Adams	Elementary Teacher	Notre Dame	December 31, 2007
	Patricia Michaud	Absence Records Clerk	Catholic Education Centre	November 30, 2007



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

Meeting Date:
 December 11, 2007

BOARD REPORT

Public **In-Camera**
PRESENTED FOR: Information Approval
PRESENTED BY: Senior Administration
SUBMITTED BY: Joseph Berthiaume, Director of Education
 Mario latonna, Superintendent of Business
SUBJECT: **LEGAL SERVICES – AUGUST AND SEPTEMBER 2007**

RECOMMENDATION:

That the Board receive the report Legal Services – August and September 2007 as information.

SYNOPSIS:

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

BACKGROUND COMMENTS:

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

FINANCIAL IMPACT:

For the months of August and September 2007 legal fees submitted as follows:

*Real Estate and Property Matters	\$ 14,046.00
*Labour (incl. Negotiations, contract administration and arbitration)	\$ 14,438.50
*Litigation (inc. OLRB Hearings, Spec Ed., Human Rights and Safe School Issues)	\$4,890.00
*Other Misc. (On-going legal advice and consultation)	\$33,570.00

Total	<u>\$66,944.50</u>
-------	--------------------

The above fees do not include disbursements and GST.

TIMELINES:

August and September Report - December Board Meeting.

APPENDICES:

None.

REPORT REVIEWED BY:

- EXECUTIVE COUNCIL
- SUPERINTENDENT
- DIRECTOR OF EDUCATION:

Review Date: December 3,2007

Approval Date: December 3 ,2007

Approval Date: ,2007



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

Meeting Date: December 11, 2007

BOARD REPORT

Public **In-Camera**
PRESENTED FOR: Information Approval
PRESENTED BY: Senior Administration
SUBMITTED BY: Joseph Berthiaume, Director of Education
 Mario Iatonna, Superintendent of Business
SUBJECT: **2006/2007 PROPERTY DISPOSITION AND ACQUISITION SUMMARY**

RECOMMENDATION:

That the Board receive the Property Disposition and Acquisition Summary for 2006/2007 as information.

SYNOPSIS: This is a summary of real property transactions completed during the 2006/2007 school year.

BACKGROUND COMMENTS: At the June 26, 2006 Committee of the Whole Board In-Camera Meeting, a motion was approved for the Agreement of Purchase and Offer of Sale of Property located at 5420 Empress Street, Windsor in the amount of \$1,125,000.

At the January 16, 2007 Committee of the Whole Board In-Camera Meeting, a motion was approved for the Agreement of Purchase and Offer of Sale of Property located at 162 Talbot Street East, Leamington in the amount of \$85,000.

At the June 25, 2007 Committee of the Whole Board In-Camera Meeting, a motion was approved for the Agreement of Purchase of 10.06 metre wide portion of the Princess Avenue right-of-way between Guy Street and Empress Street in the amount of \$4,600.

FINANCIAL IMPACT: Details are provided in the Background Comments Section.

TIMELINES: N/A

APPENDICES: None.

REPORT REVIEWED BY:

<input checked="" type="checkbox"/> EXECUTIVE COUNCIL	Review Date: December 3, 2007
<input checked="" type="checkbox"/> SUPERINTENDENT	Approval Date: December 3, 2007
<input checked="" type="checkbox"/> DIRECTOR OF EDUCATION:	Approval Date: December 4, 2007



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

Meeting Date:
December 11, 2007

BOARD REPORT

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Joseph Berthiaume, Director of Education
Linda Staudt, Superintendent of Education

SUBJECT: **FIELD TRIP: ASSUMPTION COLLEGE AND CATHOLIC
CENTRAL HIGH SCHOOLS - Arts Appreciation Tour to New
York City**

RECOMMENDATION:

**That the Board approve the Assumption College and Catholic Central
High School field trip to New York City scheduled from May 22-25, 2008.**

SYNOPSIS: In accordance with Board Policy SC:04 Field Trips, this report seeks board approval for 54 students that are in the band, jazz and choir perform and tour New York City.

FINANCIAL IMPACT: Fundraising projects to assist in funding the trip.

TIMELINES: May 22-25, 2008

APPENDICES:

- Request for approval of Field Trip – Form A
- Letter to Superintendent
- Itinerary

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL	Review Date: December 3, 2007
<input checked="" type="checkbox"/>	SUPERINTENDENT	Approval Date: December 3, 2007
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date: December 4, 2007



Windsor-Essex Catholic District School Board

November 29, 2007 3:44:59 PM

From: **Celeste DiPonio**
 Brian Zanier

Send

SC:04 Form A

Subject: Approval for Field Trip v.4

2007 v.4

To: **Debi Steffens**

School: Mode of Transportation:

Departure Date: Return Date:

Name of Carrier: Destination Name:

Travel Company Involved:

Time of Departure from School: Approximate Time of Return to School:

Number of Male Students: Number of Female Students:

Total Cost Per Student: Personal Cost Per Student:

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

Name of Teacher: Purpose of Trip:

Relationship to Students' Program/Cour...

Pre-Trip Preparation(s) by Students:

Follow-up Activities Planned:

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

Date Submitted: Teacher:

Approval Date: Principal:

Approval Date: Superintendent:

Approval Date: Trustee (per SO):

For Same Day Local/Regional Trips, 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.

