
REGULAR BOARD MEETING

TUESDAY, JUNE 25, 2019

Peter L. Roach Catholic Education Centre - Boardroom

OPEN MEETING – 6:30 to 9:30 P.M.

Chairperson: Michelle Griepsma

Vice-Chairperson: David Bernier

<p>Trustees who are unable to attend the meeting are asked to please notify Michelle Kennedy (mkennedy@pvnccdsb.on.ca).</p>

A. Call to Order of the Open Meeting – 6:30 P.M.:

1. Examen.
2. Opening Prayer.
3. We acknowledge that we are meeting on the traditional territory of the Mississauga Anishinaabe.
4. Singing of the National Anthem.
5. Approval of the Agenda.
6. Declarations of Conflicts of Interest.
7. Approval of the Minutes of the May 28, 2019 Regular Meeting. Page 6
8. Business Arising Out of the Minutes.

B. Reports from the Office of the Director and Student Trustees:

1. Report from the Director of Education, Michael Nasello.
2. Introduction of Josh Hill, 2019-2020 Junior Student Trustee
R.A. Appointment of the Student Trustees, 2019-2020. Page 16
3. Report from the Student Trustees, Calahndra Brake and Eveline Fisher.

4. Report from the Manager of Communications, Mr. Galen Eagle.
Highlights of System Achievements

C. Presentations:

1. Presentation to Calahndra Brake, 2018-2019 Senior Student Trustee.
Michelle Griepsma, Board Chairperson and Michael Nasello, Director of Education.
2. R.A. Proposed Holy Cross Catholic Secondary School Excursion to New York City, New York, USA, April 30, 2020 – May 3, 2020. [R.A. Page 17](#) [Details Page 18](#)
James Brake, Principal and Janina Kraus, Teacher, Holy Cross Catholic Secondary School.
3. French as a Second Language Initiatives Presentation
Dawn Michie, Superintendent of Learning and Adam White, Learning Consultant.
4. Student Injury Prevention Initiative (SIPI) Presentation
Joan Carragher, Superintendent of Human Resource Services and Erin O’Sullivan, Principal – SIPI Lead.

D. Programs and Services:

E. Business, Finance and Governance:

1. Ontario Catholic School Trustees’ Association (OCSTA) Open Session Report.
Michelle Griepsma, Board Chairperson.
2. Ontario Catholic School Trustees’ Association (OCSTA) Fall Regional Meeting, September 18, 2019. Questions for Distribution.
Michelle Griepsma, Board Chairperson.
3. R.A. Recommended Action from Catholic Parent Engagement Committee, June 3, 2019 – PVNC Membership with Ontario Association of Parents in Catholic Education for 2019-2020 [Page 30](#)
Kevin MacKenzie, Catholic Parent Engagement Committee.
4. R.A. Recommended Actions from Committee-of-the-Whole, June 10, 2019.
 - a. Operating Expenses, Board Budget, 2019-2020. [R.A. Page 31](#) [Report Page 32](#)
 - b. Administrative Procedure #602 – Reimbursement of Expenditures on Board Business. [R.A. Page 31](#)
Linda Ainsworth, Chairperson, Committee-of-the-Whole.

5. R.A. Trustee Professional Development and Conferences, 2019-2020.
Michelle Griepsma, Board Chairperson. Page 52
6. R.A. Student Trustee Professional Development and Conferences, 2019-2020.
David Bernier, Board Vice-Chairperson. Page 53

F. Human Resources:

1. R.A. Health and Safety Annual Report R.A. Page 54 Report Page 55
Joan Carragher, Superintendent of Human Resource Services.

G. Policy Development:

H. Old Business:

I. New Business:

J. Bring Forward:

K. Information Items:

1. Chairperson's Report.
Michelle Griepsma, Board Chairperson.
2. STSCO Governance Committee, Open Session Report, June 12, 2019.
Michelle Griepsma, Board Chairperson.
3. Trustees' Reports:
 - a. Canadian Catholic School Trustees' Association AGM and Conference, May 30-June 1, 2019.
 - b. Fleming College Centre for Success Completion Ceremony, June 18, 2019.
 - c. Durham College Centre for Success Completion Ceremony, June 20, 2019.
4. Trustees' Committee Reports.
 - a. Special Education Advisory Committee Meetings, May 30, 2019 and June 20, 2019.
 - b. Catholic Parent Engagement Committee Meeting, June 3, 2019.
 - c. First Nation Métis Inuit Advisory Committee, June 4, 2019.

5. Correspondence from Ministry of Training, Colleges and Universities. Page 60

L. Future Meetings and Events:

1. Board Standing Committee Meetings: (Listed in chronological order.)
 - a. Chairperson's Committee, September 9, 2019, 4:30 p.m.
 - b. Committee-of-the-Whole, September 9, 2019, 6:30 p.m.
 - c. Board Meeting Open Session, September 24, 2019, 6:30 p.m.
(In-camera Session, 6:00 p.m.)
 - d. Policy Development Committee, October 1, 2019, 6:30 p.m.
2. Other Committee Meetings: (Listed in chronological order.)
 - a. Audit Committee Meeting, September 12, 2019, 6:30 p.m.
 - b. First Nation, Métis and Inuit Advisory Committee, September 17, 2019, 6:30 p.m.
 - c. Special Education Advisory Committee, September 19, 2019, 6:30 p.m.
 - d. Student Council Liaison Committee, September 24, 2019, 4:15 p.m.
 - e. Catholic Parent Engagement Committee Meeting, September 30, 2019, 6:30 p.m.
 - f. STSCO Governance Committee Meeting, October 9, 2019, 3:00 p.m.
 - g. Faith and Equity Advisory Committee Meeting, October 9, 2019, 6:30 p.m.
 - h. Accessibility for All Committee Meeting – TBA
 - i. Supervised Alternative Learning Meeting, TBA.
3. Board Events:
 - a. Secondary School Graduations – All secondary school graduations will take place on Thursday, June 27, 2019.
Holy Cross Catholic Secondary School – 6:30 p.m. at Holy Cross CSS – Braden Leal and Emmanuel Pinto
St. Peter Catholic Secondary School – 7:00 p.m. at St. Peter CSS – Helen McCarthy
St. Thomas Aquinas Catholic Secondary School – 7:00 p.m. at St. Thomas Aquinas CSS – Michelle Griepsma
Holy Trinity Catholic Secondary School – 7:00 p.m. at Holy Trinity CSS – Linda Ainsworth
St. Mary Catholic Secondary School – 5:30 p.m. at Cobourg Community Centre – David Bernier
St. Stephen Catholic Secondary School – 6:00 p.m. at St. Stephen CSS – Kevin MacKenzie

- b. School Year Opening Mass celebrated by His Excellency, Bishop Daniel Miehm (at Director's Meeting, Catholic Education Centre), August 27, 2019, 8:45 a.m.
- c. St. Dominic 150th Anniversary Mass celebrated by His Excellency, Bishop Daniel Miehm, September 17, 2019, 10:00 a.m.
- d. OCSTA Fall Regional Meeting, September 18, 2019, Renfrew Catholic District School Board, Renfrew, ON.

M. Conclusion:

- 1. Report from the In-camera Meeting.
- 2. Closing Prayer.
- 3. Adjournment.



Minutes

THE MINUTES OF THE OPEN SESSION OF THE REGULAR MEETING OF THE BOARD held Tuesday, May 28, 2019, at 6:30 p.m. in the Boardroom, 1355 Lansdowne Street West, Peterborough.

PRESENT:

Trustees - Mmes. Linda Ainsworth, Calahndra Brake (Student Trustee), Eveline Fisher (Student Trustee), and Michelle Griepsma.

Messrs. Dave Bernier, Braden Leal, Kevin MacKenzie, and Emmanuel Pinto.

Administration – Mmes. Joan Carragher, Laurie Corrigan, Isabel Grace, and Dawn Michie

Messrs. Galen Eagle, Fr. Paul Massel, Tim Moloney, and Michael Nasello.

Regrets – Mrs. Helen McCarthy

Recorder – Mmes. Michelle Kennedy and Andrea Bradley

A. Call to Order of the Open Meeting:

Mrs. Michelle Griepsma, Chairperson, called the meeting to order at 6:40 p.m.

1. **Examen**

The Chairperson, Michelle Griepsma, asked Father Paul Massel to lead all who were present through the Examen.

2. **Opening Prayer**

Following the Examen, Father Paul led the opening prayer.

3. **Acknowledgement**

Michelle Griepsma, Board Chairperson, acknowledged that the Board Meeting was taking place on the traditional territory of the Mississauga Anishinaabe.

4. **Singing of the National Anthem**

The National Anthem was sung.

MOTION: Moved by David Bernier, seconded by Kevin MacKenzie

that trustee Helen McCarthy be excused from the regular board meeting, open session.

Carried.

5. Approval of the Agenda.

MOTION: Moved by Linda Ainsworth, seconded by Braden Leal

that the Agenda be approved with the deferral of item B.2, Introduction of Josh Hill, 2019-2020 Junior Student Trustee, to the June 25, 2019 Regular Board meeting.

Carried.

6. Declarations of Conflicts of Interest.

There were no conflicts of interest declared.

7. Approval of the Minutes of the April 23, 2019 Regular Meeting

MOTION: Moved by Linda Ainsworth, seconded by Emmanuel Pinto

that the Minutes of the regular meeting of April 23, 2019, be approved.

Carried.

8. Business Arising Out of the Minutes.

There was no business arising from the minutes.

Michelle Griepsma, Board Chairperson welcomed all the guests who had joined the meeting as observers. She also welcomed the principal representatives who were present: Jennifer DeMaeyer, Principal of St. Mary Catholic Elementary School, Lindsay, Susan Mooney, Principal of St. Luke Catholic Elementary School, Downeyville, and Arlene Robinson, Principal St. Paul Catholic Elementary School, Lakefield.

B. Reports from the Director of Education and Student Trustee(s):

1. Report from the Director of Education.

Michael Nasello gave the Director's Report, including the following highlights:

- Commend to our prayers the repose of the soul of Mr. Paul Pulla, retired Director of Education and Trustee of our neighbouring board, Durham Catholic District School Board.
- Welcome to PVNC CUPE members in attendance: your presence is recognized as a strong message to how the cuts have impacted employees of PVNC. Decisions have been difficult to make, deliver and receive. The members of CUPE are commended as dedicated professionals who have been patient and gracious in the face of difficult news and continue to put students first and work with diligence every day.
- Our board will continue to work diligently to ensure that services to students continue to the best of our ability. With consultations still underway, and contract negotiation just beginning we will be hopeful that things will evolve for the better.
- Kevin Cameron, a world-renowned expert in school and community safety led a two-day session in Violent Threat Risk Assessment Training, Level 2. Tim Moloney, Superintendent of Safe Schools was thanked for his leadership in arranging and leading the event.
- Deep Learning Expos and Invention Conventions have been taking place in many schools to share examples of deep learning and collaborative learning. Thanks to Dawn Michie who continues to lead this important work.
- Catholic Education Week was celebrated throughout the system with the theme, "Living as Joyful Disciples". A highlight of the week is always the Catholic Student Leadership Awards which celebrate students who have daily demonstrated the Catholic Graduate Expectations.
- Thank you to the eighty Rosary Program volunteers in our schools to model and pray the rosary with our students in twenty-six of our schools.
- The Priests, Principals and Chaplaincy Leaders gathered on May 15 to meet for the second time this year to collaborate on the draft "Guidelines on Pastoral Care in Schools", a document that will guide how we minister to the staff and students in our schools. As well, the Sacrament of Reconciliation celebrations from this past season of Lent were reviewed in the spirit of making these events more meaningful and relevant to students.
- The Catholic Parent Engagement Committee hosted their annual appreciation social evening for all Catholic School Councils at St. Stephen Catholic Secondary School where they enjoyed presentations from students and staff on the experiences of some of our Specialist High Skills Majors programs (SHSMs).
- Thirty-one students are engaged in deep learning preparations for their experiential learning field study in Germany and Poland this summer as part of the Holocaust Education Program. There will be media coverage of their

learning experiences.

At the conclusion of his report, Michael Nasello invited questions from the trustees.

2. Introduction of Josh Hill, 2019-2020 Junior Student Trustee

The introduction of Josh Hill was deferred to the June 25, 2019 Regular Board Meeting.

3. Report from the Student Trustees

Eveline Fisher, Junior Student Trustee and Calahndra Brake, Senior Student Trustee gave a report to the Board of PVNC secondary school activities which have taken place throughout the month of May:

- The month began with Catholic Education Week highlighting the connection to Catholic schools and Catholic Parishes. The theme “living as joyful disciples” encouraged young people to develop their faith, enhance their relationship with God and discern their beliefs.
- Catholic Student Leadership Awards were given out to recognize a student in each elementary and secondary school for their dedication to their studies and their school communities
- Secondary schools are in the process of selecting next year’s link crew leaders
- Social justice initiatives included St. Stephen and St. Peter students assisting local seniors with yard work; “Change for Chickens” at St. Peter saw a collection of over \$1,000 to purchase chickens for families in need; St. Thomas Aquinas traveled to Oshawa for their monthly visit to the St. Vincent’s Kitchen; Holy Trinity held their annual Daniella Caterina Memorial Baseball Game for cystic fibrosis research; Holy Cross raised money for Kawartha Food Share through a Read-a-thon and also raised money for “Walk a Mile in Her Shoes” in support of Crossroads Women’s Shelter.
- St. Stephen will be holding a Multicultural Day to showcase foods from various ethnicities.
- St. Thomas Aquinas’ Environmental Science class has begun construction of a greenhouse with generous donation from Kawartha Lakeshore Building Company.
- The Environmental Club at Holy Trinity worked with the Toronto Zoo and collected old cell phones to be recycled and support Gorilla conservation.
- Inspired by the Student Council Retreat and keynote speaker, Meaghan Murphy, a chalk board was set up at St. Thomas Aquinas with the heading, “I wish I could...” Students were inspired to share their wishes for themselves and society.

- Many presentations took place throughout PVNC. St. Stephens grade nine students learned about human trafficking and the grade ten students took part in a resiliency workshop. A mental health fair was held at St. Thomas Aquinas which was presented by a girls' gym class.
- The junior and senior student trustees and the incoming junior student trustee all participated in the Ontario Student Trustees' Association Annual General Meeting and the various workshops and presentations offered there.
- Calahndra expressed how she is looking forward to seeing accomplishments from the other trustees next year as she closes out her tenure as senior trustee and Vice-President of the OSTA Catholic Board Council.

At the end of the report Eveline and Calahndra answered questions from the Trustees.

4. Report from the Manager of Communications, Galen Eagle

Manager of Communications, Galen Eagle reviewed his monthly electronic newsletter of system achievements and highlighted the following stories:

- His Excellency, Bishop Daniel Miehm's Catholic Education Week video message about what it means to be a "joyful disciple".
- Catholic Student Leadership Awards Ceremony, held May 8, 2019 during Catholic Education Week.
- A Day in the Life of a Principal twitter campaign during Catholic Education Week gave insight into the wonderful work in our Catholic Schools.
- Polar plunge for St. Mary, Campbellford Principal, Jason Roberts who rose to the challenge after the school raised its goal of \$11,000 towards playground equipment.
- Walk a Mile fundraising event at Holy Cross to raise money for the 'Safe Nights' program at the YWCA Crossroads Shelter.
- Students at St. Joseph, Douro created habitats for bees, bats and birds with the Kawartha Wildlife Centre.
- St. Peter Catholic Secondary School student Jake Douglas has earned a spot to represent Canada at the International Geography Olympiad in Hong Kong after placing in the top four of the Canadian Geographic Geography Challenge.

C. Presentations:

1. Student Presentation – Holy Cross Catholic Secondary School Student Exchange to Gitksan First Nation, British Columbia

James Brake, Principal of Holy Cross Catholic Secondary School and Sharon Lajoie, Learning Consultant were joined by a group of students to give a presentation on their

experiences on their recent exchange with students from Hazelton, British Columbia who are part of the Gitksan First Nation. The students shared many interesting photographs and spoke about the value of their excursion. The trustees then had an opportunity to ask questions.

2. Student Presentation – Holy Cross Catholic Secondary School, Wells of Hope Trip to Guatemala, Central America, April, 2019.

James Brake, Principal of Holy Cross Catholic Secondary School and Chris Clarke, Teacher at Holy Cross were joined by students who recently journeyed to Guatemala and participated in a social justice trip with the group 'Wells of Hope'. A ten-minute video which compiled comments from the student travelers was viewed by the trustees.

3. Learning Support Services, Childcare Partnerships Presentation.

Dawn Michie, Superintendent of Learning and Kerri Riel, Early Years and Childcare Programs Supervisor gave a presentation about the Childcare Partnerships which are existing with PVNC at the present time. Ms. Riel gave a brief history of the evolution of the Early Years program and the status today in our system. She also reported on future considerations and directions. At the conclusion of her report, questions from the Trustees were answered.

4. R.A. Summer Program in Holocaust Studies, Excursion to Germany and Poland, July 4-18, 2020.

MOTION: Moved by Kevin MacKenzie, seconded by David Bernier

that the proposed Summer Program in Holocaust Studies, student excursion to Germany and Poland, from July 4, 2020 to July 18, 2020, be approved in principle and that the trip will include mandatory insurance for all travelers. Such insurance must cover school board or principal rulings for cancellation of the trip

Carried.

D. Programs and Services:

E. Business, Finance and Governance:

1. Ontario Catholic School Trustees' Association (OCSTA) Open Session Report.

Michelle Griepsma, Board Chairperson, reported on information which has been received from OCSTA during the month of May and highlighted some of the correspondence received. She noted that of particular interest is the messaging and article from the Hamilton Spectator, written by Pat Daly, when speaking about the

benefits of a Catholic school system.

Information on invitations to consultation processes and the OCSTA's responses were noted. Michelle Griepsma encouraged the Student Trustees to share the letter which they sent to the Minister of Education with Steve Andrews from OCSTA as further input of student voice.

2. Ontario Catholic School Trustees' Association (OCSTA) Annual General Meeting Reports from attending Trustees.

Linda Ainsworth reported on her attendance at two of the presentations at the OCSTA AGM and Conference. She was inspired by Dr. Thomas Groome's presentation entitled 'Faith in Action in Catholic Schools: Education from and for Faith'. Linda also attended a workshop focused on Chaplaincy entitled, 'Encountering Jesus in Our Lives, Our Schools, Our World', which explained their role and vision of Chaplaincy in schools.

Emmanuel Pinto offered congratulations to Linda Ainsworth who was elected as Regional Director for District 9. He reported on his attendance at a very impactful presentation entitled 'Connecting Young People to God' by Julian Paparella, who is a university student who attended the Youth Synod. Emmanuel also reported that he enjoyed a session which gave a hands-on look at the Growing in Faith, Growing in Christ curriculum documents and heard the Deputy Minister of Education speak as well.

Michelle Griepsma reported on her experience hearing from an excellent speaker, Maggie McDonnell, who is a young teacher from Cape Breton and Global Teaching Award winner who talked about her experiences teaching in an Inuit community.

F. Human Resources:

G. Policy Development:

H. Old Business:

I. New Business:

J. Bring Forward:

K. Information Items:

1. Chairperson's Report.

Michelle Griepsma, Board Chairperson reported that she had received recent communication from CUPE President, Nora Shaughessy, about a request for an opportunity to speak with the Trustees. Information has been received from the President, and, while a presentation to the board not possible due to the collective bargaining process, the Chairperson has offered to explore the possibility of a meeting

that would respect each organization's roles and responsibilities.

2. Trustees' Committee Reports.

The Chairpersons of the following committees were given the opportunity to report on the meetings as listed:

- a. Special Education Advisory Committee, April 25, 2019.
- b. Faith and Equity Committee Meeting, May 2, 2019.
- c. Accessibility for All Committee, May 14, 2019.
- d. Audit committee, May 14, 2019.

K. Future Meetings:

1. Board Standing Committee Meetings:

- a. Chairperson's Committee, June 10, 2019, 4:30 p.m.
- b. Committee-of-the-Whole, June 10, 2019, 6:30 p.m.
- c. Board Meeting Open Session, June 25, 2019, 6:30 p.m. (In-camera Session, 6:00 p.m.)

2. Other Committee Meetings:

- a. Student Council Liaison Committee, May 28, 2019, 4:15 p.m.
- b. Special Education Advisory Committee, May 30, 2019, 6:30 p.m.
- c. Catholic Parent Engagement Committee Meeting, June 3, 2019
- d. First Nation, Métis and Inuit Advisory Committee, June 4, 2019
- e. STSCO Governance Committee Meeting, June 12, 2019, 3:00 p.m.
- f. Supervised Alternative Learning Meeting, June 18, 2019, 3:30 p.m.
- g. Special Education Advisory Committee, June 20, 2019, 6:30 p.m.
- h. Student Council Liaison Committee, June 25, 2019, 4:15 p.m.

3. Board Events:

The list of future board events was reviewed by the Trustees.

- a. CCSTA 2018-2019 AGM and Conference, Canmore, AB, May 30-June 1, 2019.
- b. Secondary School Graduations – All secondary school graduations will take place on Thursday, June 27, 2019.

Holy Cross Catholic Secondary School – 6:30 p.m. at Holy Cross CSS (Braden Leal

and Emmanuel Pinto)

St. Peter Catholic Secondary School – 7:00 p.m. at St. Peter CSS (Helen McCarthy)

St. Thomas Aquinas Catholic Secondary School – 7:00 p.m. at St. Thomas Aquinas CSS (Michelle Griepsma)

Holy Trinity Catholic Secondary School – 7:00 p.m. at Holy Trinity CSS (Linda Ainsworth)

St. Mary Catholic Secondary School – 5:30 p.m. at Cobourg Community Centre (David Bernier)

St. Stephen Catholic Secondary School – 6:00 p.m. at St. Stephen CSS (Kevin MacKenzie)

M. Conclusion:

1. Report from the In-camera Meeting.

MOTION: Moved by Emmanuel Pinto, seconded by Braden Leal

that the Board approve the actions and the discussions arising from the May 28, 2019, in-camera session, as follows:

A. Call to Order:

1. Opening Prayer
2. Approval of Agenda as amended with the addition of items D.3, STSCO Update, and G.1, Former Parent/Student Correspondence.
3. Declarations of Conflicts of Interest: None were declared
4. Approval of Minutes: Motions carried to approve the minutes from the April 23, 2019 Regular In-camera meeting, the April 23, 2019 Special In-camera meeting, and the May 13, 2019 Special In-camera meeting.

D. Business, Finance and Governance:

1. OCSTA In-camera Session Report.
2. Update on Holy Cross Field Project.

E. Human Resources

1. Staffing Updates.

I. Convening in Open Session:

1. Closing Prayer
2. Motion to convene in Open Session at 6:38 p.m.

Carried.

2. Closing Prayer.

At the request of the Board Chairperson, Braden Leal led the closing prayer.

3. Adjournment

MOTION: Moved by Emmanuel, seconded by Braden Leal
that the meeting be adjourned at 8:53 p.m.

Carried.

Michelle Griepsma
Board Chairperson

Michael Nasello
Director of Education, Secretary-Treasurer
per M.K.

Appointment of Student Trustees, 2019-2020.

R.A.: that Josh Hill, student at Holy Trinity Catholic Secondary School, be appointed the Junior Student Trustee for a one-year term, August 1, 2019 through July 31, 2020; and,
that Eveline Fisher, student at Holy Cross Catholic Secondary School, be appointed the Senior Student Trustee for a one-year term, August 1, 2019 through July 31, 2020.

June 10, 2019

Administration

Proposed Holy Cross Catholic Secondary School, Peterborough,
Student Excursion to New York City, New York, USA, April 30, 2020-
May 3, 2020.

R.A.: that the proposed Holy Cross Catholic Secondary School Student Excursion to New York City, from April 30, 2020 to May 3, 2020, be approved in principle and that the trip will include mandatory insurance for all travelers. Such insurance must cover school board or principal rulings for cancellation of the trip.

April 8, 2019

Administration



Peterborough Victoria
Northumberland and Clarington
Catholic District School Board

CATEGORY 5 APPROVAL FORM

Teacher/Organizer: J.Kraus	School: Holy Cross CSS
Adult Supervisors Attending: J.Kraus, C. Ratcliffe, S. Meinhardt & admin (to be determined)	
Destination: New York City, New York, USA	Mode of Transportation: Coach Bus
Grade/Course: 9-12, Arts Department	Date of Submission: May 9, 2019
Departure Date: Thursday, April 30, 2020	Return Date: Sunday, May 3, 2020
Number of Students: boys:20 girls:20	Number of Adult Supervisors: female: 2 male: 2
Name of Travel Agent: BrightSpark	Type of Excursion: <input type="checkbox"/> Curricular <input checked="" type="checkbox"/> Co-instructional
Total cost to be paid by each Student: \$940	

Summary of Proposed Activity: 4 days, 3 nights visit to New York City focusing on an arts experience by attending music, drama, visual art and dance performances. Students will also have the opportunity to attend several NY highlights such as Central Park, 9/11 Memorial, Rockefeller Centre, Times Square, river cruise and Highline walking tour.

Curricular Relevance: (provide the overall expectations addressed)

B1-critical analysis process when responding to/interpreting the arts. B2-demonstrate an understanding of how the arts reflect/affect the society/culture in which they are created. B4-identify various arts opportunities outside the classroom.

Estimated Cost for Entire Group: \$37600

Accommodation	\$9800
Travel	\$11400
Cost of Supply Teachers	\$1524
Meals	\$1380
Programs/Materials	\$10696
Other (insurance)	\$2800
Total	\$37600

Anticipated Sources of Revenue:

School Accounts	\$0
School Fund-raising	\$0
Student/Parent share	\$940
Other:	\$0
Other: Teacher contributions, if applicable	\$0
Total	\$37600

Checklist of Criteria: Include all of the applicable information below in the package submitted to the Superintendent

X Itinerary (including Mass if on the weekend)

X Contract Information

X Additional Medical Coverage needs considered

x History of Excursion – number of years 12 ____

X Certification required by staff attending: Educational objectives stated

X Information and consent letter to parents

Liability waivers signed

X Supervision ratio in alignment with A.P. 305

X List of destination/emergency phone numbers provided

X Passports (if required)

☒ This excursion complies with the OPHEA Guidelines for the High Care Activities listed below:

N/A

Jamira Kraus
Teacher Signature

[Signature]
Principal Signature

[Signature]
Superintendent Signature

Date

June 3/19
Date

Date

June 3/19

Emergency Response Plan for 2020 Music Department New York City Trip
April 30 to May 3, 2020

Travel Provider: Brightspark (Tour ID: 20-10810)

Tour Consultant: Scott Monro 416-486-6440

Hotel: Country Inn & Suites Elizabeth

100 International Blvd, Elizabeth, NJ 07201, USA

1 908-282-0020

Charge: J. Kraus Cell

Care: C Ratcliffe

Call: S Meinhardt

Alternate: Admin to be determined due to principal/vice principal transition

Your Tour Includes

Transportation

- Round trip transportation by Coach transportation

Tour Leader

- 1 English-speaking Tour Guide(s)

Meals

- 3 Breakfasts
- 1 dinner

Attractions and activities

- Visit The Metropolitan Museum of Art
- Visit the 9/11 Memorial
- Theatre Tickets
- Shopping at The Outlet Collection - Jersey Gardens
- Explore Central Park
- Chinatown and Little Italy
- Making Music Broadway Classroom
- Best of NYC Cruise by Circle Line Sightseeing
- Mass
- Visit Top of the Rock
- Walk along the High Line

Tour Pricing

Paying Passengers	40	35
Complimentary Chaperones (Double Occupancy)	4	4
Student Price (Quad Occupancy)	\$ 870 + \$70 Insurance	\$ 925 + \$70 Insurance

Travel Guard Deluxe Package

The Travel Guard Deluxe Package will be offered as an option to your students. The insurance is a great way for your students to avoid cancellation penalties and protect themselves while on tour. For additional peace of mind the insurance also covers cancellation by the School Board or principal of the school "for any reason" due to unforeseen events.

Travel Guard Deluxe Package: \$70.00 per student

Brightspark Benefits

- Brightspark Souvenir with emergency contact number for every passenger
- Exclusive Brightspark Programming (applicable in specific destinations)
- Access to "call home from free" phone card
- Your personal Sales Consultant & Coordinator dedicated to making your trip planning simple
- Customized Parent Information Evening presentation and documentation
- Access to the Mary Lynn Higgins Youth Fund to assist students in need
- Online registration and payment for parents - easy to navigate and less work for you
- 24/7 emergency on-tour support team
- Brightspark Bundle - rewarding schools with more than one trip
- Curriculum Justifications and school support materials

Brightspark Incentives

- \$50 draw towards the trip available to parents attending the presentation
- Referral Bonus - refer a new client and receive a student scholarship of up to \$500



Day One - Thursday April 30, 2020

- 6:00 AM Coach transportation**
Arrival at your school of a washroom equipped, climate controlled, highway motor coach.
- 6:30 AM Board your motor coach and depart.**
Appropriate rest and meal stops will be made.
En route your Tour Leader will get to know the students on a first name basis and lead discussions.
- 9:00 AM Border crossing**
Passengers are responsible for bringing appropriate identification to cross the border.
- 6:30 PM Hotel Check In**
Approximate time of arrival at the Country Inn & Suites Elizabeth.
- 7:00 PM Shopping at The Outlet Collection - Jersey Gardens**
Students can grab some dinner and do a little shopping at New Jersey's largest outlet mall. The mall is also home to the AMC Jersey Gardens 20 if they'd rather watch a movie.
- 9:30 PM As a group, walk back to your accommodations.**
- 11:00 PM Night Security provided each evening by Student Watchers- 7 hrs**
Night Security will patrol hallways each evening between 11:00pm - 6:00am

Day Two - Friday May 1, 2020

- 8:00 AM Deluxe Continental Breakfast**
- 8:45 AM Board your motor coach and depart for your next activity.**
- 9:30 AM Best of NYC Cruise by Circle Line Sightseeing**
Circumnavigate Manhattan Island's 35-mile coastline and see it all: 3 rivers, 7 major bridges, 5 boroughs, and over 25 world renowned landmarks including The Statue of Liberty, Ellis Island, Battery Park, Empire State Building, and United Nations. SPECIAL INSTRUCTIONS: Boarding is 30 minutes prior to sailing.
- 12:45 PM Explore Central Park**
Central Park, the first landscaped public park in the United States. It is one of the urban wonders of the world: a green oasis in the great concrete, high-rise landscape of New York City.
- 1:00 PM Lunch at your own cost.**

- 2:00 PM Visit The Metropolitan Museum of Art**
The Met, is one of the world's largest museums and features works from ancient Egypt to the modern times. In addition to art, you will see musical instruments, costumes and antique weapons from around the world!
Dinner at your own cost in the area.
- 7:30 PM Visit Top of the Rock**
Experience unparalleled views of New York City from the Observation Deck on the 70th floor of 30 Rockefeller Plaza, in the heart of midtown Manhattan at the Rockefeller Center.
- 8:30 PM Board your motor coach and return to your accommodations.**

Day Three - Saturday May 2, 2020

- 8:45 AM Deluxe Continental Breakfast**
- 9:30 AM Board your motor coach and depart for your next activity.**
- 10:30 AM Walk along the High Line**
Experience New York City's architecture and biodiversity as you walk along the old rail tracks 30ft above street level. This gorgeous walk runs through the Meatpacking District and Chelsea to the edge of Hell's Kitchen with many stops along the way for photos!
- 12:00 PM Visit the 9/11 Memorial**
"Reflecting Absence" are twin reflecting pools that sit within the footprints of the towers. Your students will learn about the events of this day and will pay respects to the nearly 3,000 people who died in the terror attacks on September 11, 2001 and the six people killed during the bombing in February 1993.
- 1:00 PM Chinatown and Little Italy**
Immerse yourself in the unique atmosphere of Chinatown and Little Italy. Whether you barter for souvenirs in Chinatown or indulge in delectable gelato, these neighbourhoods offer an eye-opening experience.
Lunch at your own cost.



3:00 PM Making Music Broadway Classroom

Students will learn techniques of vocal dynamics and acting through song while working with a Musical Director or Broadway performer on a piece of Broadway music. Explore the art of marrying music and drama to effectively achieve great emotional impact. Then, students have the opportunity to perform the piece they just learned along side a Broadway guest performer, followed by a question and answer session.

5:00 PM Silver Menu Dinner at the Hard Rock Cafe

6:00 PM Times Square

A trip to New York is not complete without a stop in Times Square! Be captivated by the massive screens, lights and hustle and bustle of this historic square.

8:00 PM Theatre Tickets

Enjoy a theatre performance. Subject to schedule and availability.

10:45 PM Board your motor coach and return to your accommodations.

Day Four - Sunday May 3, 2020

7:45 AM Deluxe Continental Breakfast

8:30 AM Hotel Check Out

Check out of your accommodations and load your luggage onto the motor coach.

9:00 AM Mass

Attend Mass at Sts Peter & Paul Church

10:00 AM Board your motor coach and depart for home. Appropriate rest and meal stops will be made en route.

10:00 PM Welcome Home!

Approximate time of arrival at your school.

This is your preliminary itinerary. The order of activities on your actual tour may vary based on availability of attractions and restaurants at time of booking. In keeping with Brightspark's commitment to safety and security, all our itineraries are designed to comply with the Department of Transportation's rules and regulations for maximum hours of service for motor coach drivers.



CONDITIONS AND EXCLUSIONS FORMING PART OF THE CONTRACT OF RESERVATION

Educatours, Ltd., doing business as (DBA) Brightspark, and its representative(s) (hereinafter "Educatours") is acting solely as agent for the suppliers who provide all accommodations and all transportation and other services for the Trip (hereinafter the "Suppliers".) Booking a Trip with Educatours involves an agreement between the signor of this reservation form (hereinafter the "Passenger") and where the Passenger is under the age of 18, the agreement includes the custodial parent or legal guardian who signs this reservation form, and the Suppliers. The Suppliers are independent parties, over which Educatours exercises no control. The travel services and other services provided are subject to the conditions imposed by the Suppliers and their liability is limited to tariffs, condition of carriage, tickets and vouchers and international conventions and agreements. The passenger acknowledges and agrees that Educatours is not in any way liable for personal injury, property damage, inconvenience, loss of time, or loss arising out of the act, omission, or negligence of any direct air carrier, motor coach company, hotel or any other Suppliers in conjunction with the Trip. Furthermore, the Passenger acknowledges and agrees that Educatours is not in any way responsible for any injury, damage, or loss due to reason of theft, accident, mechanical breakdown, government action, weather, failure to make timely payments, or any other reason beyond the control of any Suppliers in conjunction with the Trip. When booking the Trip with Educatours, the Passenger acknowledges and understands that the Trip and its related activities are ORGANIZATION SPONSORED (i.e. organized and sponsored through a school or club) and as a result decisions regarding, but not limited to, tour itineraries, participants, accommodations, meals, roommates, and costs will be made by the sponsoring organization or its representative (hereinafter the "Trip Planner") on the passengers' behalf. Educatours STAFF ARE NOT CHAPERONES. The permission and signature of a custodial parent/legal guardian is required if the Passenger is under 18 years of age.

DOCUMENTATION: In the event that the Passenger does not obtain the required documents, the Passenger will be denied boarding by the carrier or refused entry into the country of destination. No refunds will be made should boarding or entry be denied because of insufficient or lost documents. In such an event, any cost associated with an early return home, or to the original departure point, will be the Passenger's expense. If a passport is required for travel, the expiry date on the passport must be valid for a minimum of 6 months from departure date.

NOTICE TO PASSENGERS: Passengers should be aware that different living standards and practices, and different standards and conditions with respect to the provision of utilities, services and accommodations may exist outside of Ontario.

ROOM OCCUPANCY POLICY: It is the responsibility of the Trip Planner to fill each room to maximum occupancy based on price. If a cancellation by one or more Passengers changes the occupancy of an assigned room, leaving rooms filled below maximum occupancy, it is the Trip Planner's responsibility to reassign rooms to maximum occupancy. Rooms may consist of any combination of the following, based on occupancy: one king size bed, one queen size bed, one double size bed, two double size beds, a pull-out couch, a rollaway bed, or single bed. In accommodations other than hotels (i.e. university or college residences, international youth hostels, camps, pensions) there may be shared washroom and/or shower facilities.

PRICE INCREASES: The prices advertised are based on fixed costs at the time of printing the brochures. These costs are dependent on fuel costs, rates of exchange, and other factors. Should these costs increase, Educatours reserves the right to increase the price. Should the price increase be greater than 7%, the consumer has the right to cancel the contract for the travel service and obtain a full refund of all amounts paid to Educatours, unless the price increase is the result of government taxation or a fuel surcharge allowed by the Canadian Transportation Agency. Every effort will be made to advise you of any price increase at least 15 days before your Trip departure.

AIRLINE DEPARTURE TAXES: Departure taxes are not included in the cost of the tour and are subject to change without notice by the airlines.

DAMAGE: Passengers in each room are responsible for damages in their respective rooms as well as any unpaid room service bills. Passengers on each motor coach are responsible for any damage to that motor coach. Common area damage will be paid for by the entire tour group unless damage is associated to specific passengers. Common areas are defined as hallways, stairwells, elevators, lobbies etc. Accommodations can also hold the group responsible for the cost of excessive cleaning to the property.

CONDUCT LETTER: You may be required to sign a conduct letter before leaving for your destination. This will outline what our Suppliers, the sponsoring organization (i.e. school or club), and Educatours expect from you when travelling with us. Misconduct could result in being evicted from the Trip. Passengers who are evicted from the Trip in any way and for any reason are responsible for any associated costs and arrangements to return home. Educatours and the sponsoring organization reserve the right to decline or evict any Passenger from participating on the Trip at any time either before or during the Trip and for any cause.

INSURANCE: Educatours strongly recommends the purchase of Travel Guard Insurance. Travel Guard Insurance is non-refundable and non-transferable. Passengers must indicate if they wish to purchase or decline insurance on the registration form. If no indication is made this means insurance has been declined. If the Passenger chooses to decline the insurance package, they will be subject to the cancellation policies. Educatours will not be responsible for any denied claims by Travel Guard. Eligible expenses may include: cancellation charges prior to departure, trip interruption, excess hospital/medical, baggage, personal effects, out-of-pocket expense, return of vehicle, family transportation benefit, death after departure, and accidental benefits. This form is not an insurance policy. The policy, terms, conditions and restrictions are set out in the insurance certificate. All claims must be submitted in writing. Claims for reasons that are covered under the Travel Guard Policy must be made through Travel Guard. Your reservation and insurance policy do not commence until your Reservation Form is received and accepted in our office at 3300 Bloor St. W, West Tower, Suite 1801, Toronto, Ontario, M8X 2X2.

DEPOSITS: A minimum deposit of \$100 (CDN. programs), \$200 (U.S. programs) or \$750 (international and air programs) per student is required. Final payment is due in our office 60 days prior to departure. Additional deposit amounts may be required to cover the cost of prepaid sporting, theatre or event tickets.

CANCELLATION POLICY: Deposits are non-refundable and non-transferable. The amount of the deposit varies based on trip destination. All payments up to the full cost of the trip are non-refundable and non-transferable between 60 days and the date of departure. Special event tickets, including, but not limited to, sporting and theatre events, are non-refundable at any time.

UNCLAIMED LUGGAGE: Any lost or unclaimed articles that have been turned over to Educatours will be held by Educatours for 30 days from end of Tour date. After the 30-day period, any articles remaining unclaimed will be donated to Charity. Any expense in returning lost or forgotten items is solely at the expense of the Passenger.

TRIP CANCELLATION BY Educatours: Educatours and the sponsoring organization (i.e. school or club) reserve the right to cancel any Trip in its sole discretion. In the event that a Trip is cancelled by Educatours, Educatours shall have no responsibility beyond the refund of all monies paid by the Passenger, which shall be deemed to constitute full settlement. Educatours cannot guarantee weather conditions nor can Educatours be responsible for any shut down, whether wholly or partially of the operations of any services in connection with the Trip whether they be caused by weather or for any reason or cause, and Educatours hereby expressly reserves the right to change the Trip destination if deemed necessary by Educatours.

COMPLAINTS: If the Passenger has a problem with the services provided on or in connection with the Trip at the destination, the Passenger will contact Educatours who will do its best to correct the problem. If the problem cannot be resolved at the destination, the Passenger may send a written complaint to Educatours when the Passenger returns from the Trip.

CHANGES IN ACCOMMODATION: Every effort will be made to ensure that the accommodation included in the prices of the Trip will be provided as advertised. Educatours reserves the right to substitute accommodation for equal or better accommodations. Educatours does not control the management of hotels and resorts.

CONSTRUCTION OR RENOVATION: The Passenger acknowledges that the hotel or other accommodation selected and confirmed by Educatours for the Trip may be undergoing construction or renovations during the Passengers Trip. The Passenger agrees that he/she shall not be entitled to any refund or discount due to any such condition. It is the responsibility of Educatours to inform the clients of any construction or renovation prior to departure.

Educatours RESPONSIBILITIES: Once travel has commenced, Educatours cannot assume responsibility for any refunds, losses, costs or expenses arising out of injury, accident or death, loss of or damage to or delay in connection with baggage or other property, delay inconvenience, upset, disappointment, stress, frustration or loss of enjoyment or loss of holiday time resulting from: a) mechanical breakdown, government action, war, terrorism, revolution, elements of nature or acts of God, weather, strike, public health quarantine or any other action beyond Educatours' control; b) the Passenger's failure to provide documentation necessary for the journey and return to Country of Origin; c) being denied access to aircraft due to contravening the airline's conditions of carriage; d) being held by Government direction or security or law enforcement agency; e) the Passenger's missing connections or failing to follow the directions of Educatours or its representatives; f) the need for Educatours to change itineraries or substitute accommodation or hotels or services provided that every effort is made to supply the most comparable services and accommodations available. No refund is allowed for any unused tour or air service.

INTERPRETATION: This contract regardless of where it is performed shall be interpreted in accordance with the laws of the Province of Ontario, Canada. If there is a dispute, the Passenger (and in the case of a Passenger who is under the age of 18, also the Passenger's custodial parent or legal guardian) and Educatours agree that any legal proceedings must be commenced and conducted in the City of Toronto, Canada. In the event that any covenant, provision or term of this contract should at any time be held by any competent Court or other tribunal to be void or unenforceable, then this contract for reservation shall not fail, but the covenant, provision or term shall be deemed to be severable from the remainder of this contract, which will remain and continue in full force and effect. Any oral or written assurance or statement that differs from the terms or conditions not expressly approved in writing by Educatours head office at 3300 Bloor St. W, West Tower, Suite 1801, Toronto, Ontario, M8X 2X2, is not the responsibility of Educatours and does not form part of this contract. The provisions contained herein constitute the entire contract between Educatours and the Passenger (and in the case of a Passenger who is under the age of 18, also the Passenger's custodial parent or legal guardian). The Passenger (and in the case of a Passenger who is under the age of 18, also the Passenger's custodial parent or legal guardian) hereby acknowledges having read the contract or been given a reasonable opportunity to read and understand this contract.

Educatours, DBA Brightspark, 3300 Bloor St. W, West Tower, Suite 1801, Toronto, Ontario, M8X 2X2
TICO Registration #2422707/2267878

Dear Students and Parents/Guardians,

June 24, 2019

The Arts Department at Holy Cross is planning a trip for the spring of 2020. We will be visiting the heart of theatre entertainment in North America, New York City. It has been in the world spotlight for generations in music, dance, drama and visual arts. There will be opportunities for the students to visit historically significant sites in the arts world such as the Metropolitan Museum of Art, and, of course, Broadway. We will have the opportunity to participate in an off-stage student workshop with music and movement coached by professional performers and choreographers and then will attend an evening performance of the show. Visual Arts be the focus of our self guided tour through the Metropolitan.

What visit to New York would be complete without a visit to Times Square, Central Park and the Top of the Rockefeller Centre? We will also take time to visit the 9/11 Memorial and dinner at the Hardrock Café. We'll get a chance to see the unique architectural features of the city through a boat cruise highlighted by a pass by Ellis Island and the Statue of Liberty. We will also walk along the High Line, a park/walkway on the raised rail platforms of the old freight line that went through Manhattan. It travels through some of the old factories that have now been converted into art installations, cafes and shops. There will also be some time for shopping and snacking in Little Italy and China Town.

The trip is open to the members of the Drama, Music, and Visual Arts students from grades 9-12. The dates are... **Thursday, April 30 to Sunday, May 3, 2020.**

Our price is based on a minimum of 40 students participating. If the number increases, the fee would be reduced. The cost is approximately \$870 including taxes, bus, hotel (4 per room), entry fees, breakfasts in New York and 1 dinner. (35 students, \$925, less than 35, trip does not run). Insurance must be purchased through Brightspark (\$70). It includes health, loss of luggage and cancellation insurance. There will be a presentation made by Brightspark in the music room on **Wednesday, September 25 at 7:00pm**. They will review the itinerary, discuss insurance options and provide answers to any questions you may have. If you are not able to attend, any pertinent information will be available through me. An initial deposit of \$100 will be in November plus mandatory insurance purchased. **Students must have a valid passport.** Brightspark is offering a door prize of \$50 off the trip as a draw for those that attend.

This is a lot of money and I know many students could use some help. If you have any ideas or experiences with fundraising, please contact me as soon as possible. I am not able to do this on my own.

Our hope is that many of our students will be able to participate in this experience and I look forward to seeing you on the 25th. If you have any questions, please call me at the school, 748-6664 ext#522.

Thank you for your continued support of our music program.
Sincerely, Mrs. Janina Kraus

INFORMED CONSENT/PERMISSION FORM FOR EDUCATION TRIPS

Category 4 or 5 - Students Under 18 Years

The Holy Cross CSS Arts Department is arranging a 4 day/3 night Arts Experience trip to New York City from Thursday, April 30 to Sunday, May 3, 2020. Students will be touring the city sights by bus, boat and on foot. Please keep in mind that there is to be no swimming in the hotel pool.

**THIS FORM MUST BE READ AND SIGNED BY EVERY STUDENT WHO WISHES TO PARTICIPATE
AND BY A PARENT OR GUARDIAN OF A PARTICIPATING STUDENT.**

ELEMENTS OF RISK:

Educational activity programs, such as walking tours and Broadway classroom workshops, involve certain elements of risk. Injuries may occur while participating in these activities. The following list includes, but is not limited to, examples of the types of injury which may result from participating in walking or light dance, movement activities:

1. Blisters _____
2. Sprained ankles _____
3. dehydration _____

The risk of sustaining these types of injuries result from the nature of the activity and can occur without any fault of either the student, or the school board, its' employees/agents or the facility where the activity is taking place. By choosing to take part in this activity, you are accepting the risk that you/your child may be injured.

The chance of an injury occurring can be reduced by carefully following instructions at all times while engaged in the activity.

If you choose to participate in the New York City trip on April 30-May3, 2020, you must understand that you bear the responsibility for any injury that might occur. In case of serious student misconduct during this trip, the staff in charge will have the authority to dismiss the student and contact you to pick him/her up at the location of the activity. Parents will be responsible for any applicable costs.

The Peterborough Victoria Northumberland and Clarington Catholic District School Board does not provide accidental death, disability, dismemberment or medical expense insurance on behalf of the students participating in this activity.

ACKNOWLEDGEMENT

WE HAVE READ THE ABOVE. WE UNDERSTAND THAT IN PARTICIPATING IN THE ACTIVITY DESCRIBED ABOVE, WE ARE ASSUMING THE RISKS ASSOCIATED WITH DOING SO.

Signature of Student: _____ Date: _____

Signature of Parent/Guardian: _____ Date: _____

PERMISSION

I give _____ permission to participate in the New York City Arts Experience trip
(name of student, please print)
to be held on or about April 30-May 3, 2020

Signature of Parent/ Guardian: _____ Date: _____

The Holy Cross CSS (PVNCDSB) Arts Department is arranging a 4 day/3 night Arts Experience trip to New York City from Thursday, April 30 to Sunday, May 3, 2020. Students will be touring the city sights by bus, boat and on foot. Please keep in mind that there is to be no swimming in the hotel pool.

THIS FORM MUST BE READ AND SIGNED BY ALL STUDENTS WHO WISH TO GO.

ELEMENT OF RISK

Educational activity programs, such as, walking tours, Broadway classroom workshops, present various elements of risk. Accidents resulting from such activities may occur and cause injury. The risk associated with the activity **MUST** be assumed by the participants.

ACKNOWLEDGEMENT

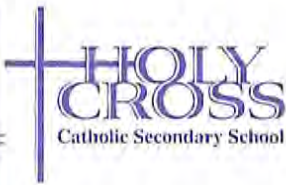
I, _____ understand and accept the above and provide the Peterborough Victoria Northumberland and Clarington Catholic District School Board with the following waiver of liability and indemnification agreement:

RELEASE AND INDEMNIFICATION AGREEMENT

I, _____ hereby release the Peterborough Victoria Northumberland and Clarington Catholic District School Board and its staff and agents from any and all liability for any injury sustained by me, regardless of how caused, resulting from my participation in the _____ (*describe activity*) arranged through the Peterborough Victoria Northumberland and Clarington Catholic District School Board on or about _____

I further agree to indemnify and save harmless the Peterborough Victoria Northumberland and Clarington Catholic District School Board and its staff and agents from any and all suits, demands, torts, and actions of any kind which may be brought against its staff or agents for which it/they may become liable by reason of any injury, loss, damage or death resulting from, or occasioned to, or suffered by any person or any property, by reason of any act, neglect or default of mine.

Signature of Student: _____ Date: _____



To the Members of the PVNC Board,

May 9, 2019

Holy Cross Music Department New York Trip Proposal

During my time at Holy Cross, we have begun the tradition of providing our students with unique ways to experience the arts. We have alternated years with very successful large scale musical productions and several international trips over the last 8 years (New York City, Boston and Chicago). This year we are hoping to return to The Big Apple for April 30-May 3, 2020.

This type of activity is an excellent way to expose students to the several professional forms within the multiple disciplines of the arts; music, drama, dance and visual art. It is important for students to develop an appreciation of the arts by seeing and experiencing examples at a very high standard. These experiences will influence their own development and interest in their skills as well as exposing students to various career options in the arts. Both elements are stipulated in the Ministry Guidelines.

Although performing is a big part of music, it is not feasible for our group at this time. We have a relatively small band 25-30 students, each one having an important part to play in the group. Not all of them may be able to participate on the trip. I would not wish to make anyone feel like they have let the group down by not being able to come. That being the case, we are making it an "arts experience" trip. By including all the arts, the trip will also allow for participation of students involved in the other arts areas of Holy Cross if any seats are available.

I have spoken to four companies to compare itineraries and costs. Prices are considerably higher than our last New York visit due to the low Canadian dollar so it was key to get as much as possible for our buck. Brightspark again, has been the most accommodating in making the itinerary meet our needs and their cost was most reasonable. We have travelled with them for the four other trips and I have been quite happy with the service. They also participate with a company called Zero Footprint, that helps counter act the carbon emissions released by the bus by planting trees. As a school, we have committed to act environmentally responsible as much as possible.

Our Itinerary includes

Attending a Broadway show

Broadway classroom experience-meeting performers and work shopping one of the pieces from the show

Metropolitan Museum of Art

A second performance (we are hoping to attend a performance at Julliard pending availability)

And New York musts...

Time Square

9/11 Memorial

A visit to Central Park

Dinner at the Hard Rock Cafe

"Top of the Rock"efeller Centre trip

A scenic river cruise travelling by Ellis Island and the Statue of Liberty, and several iconic bridges

a guided walking tour along the "High Line" highlighting architecturally significant buildings and neighbourhoods.

Shopping in Little Italy/China Town

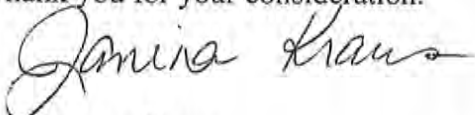
To save costs, we will be staying "off the island" in Elizabeth, New Jersey where we will attend mass at Sts. Peter and Paul Parish Sunday morning before we head home. Price includes round trip coach, hotel accommodations (4 students per room), hot breakfast each morning at the hotel, and dinner at the Hard Rock Café. Travelling April 30-May 3 also helps with costs as it is just before "Tourist Season" which, from a business point of view, begins mid May.

Our price ranges from \$925 each with 35 students down to \$870 if we have 40 students. The company offers 1 free chaperone for each 10 paying students. The cost of 3 supply teachers has been included in the student cost. The fourth chaperone (if required) will be chosen to allow for the least amount of class disruption. Families will be made aware that they must also purchase cancellation insurance. Brightspark provides a \$500 scholarship that can be offered to one student or divided. In the past, they have also helped me find money to sponsor a student who would not have been able to go without assistance. If, for some reason, we are not able to fill the bus with Holy Cross students, we could approach Amy Melanson at Thomas Aquinas to participate with us. She is always happy to combine with another school as she does not have enough students to do a trip on their own. Several of their students travelled with us the last time we went to New York.

We are also looking to do some fundraising to help defray costs. I am asking for assistance from parents to find something that works within the guidelines of our school's culture.

I hope that we are able to get your support of this trip as I feel that this will be a very enriching experience for our students as well as a chance to strengthen the relationships within the department.

Thank you for your consideration.



Mrs. Janina Kraus

Music Teacher and Chair of the Holy Cross Arts Department



Ontario Catholic School
Trustees' Association

Questions for Discussion at 2019 Fall Regional Meetings

1. What are the particular concerns at your board regarding the implementation of Ontario's new Autism Program and the impact this will have on the learning environment in classrooms this fall?
2. How will education funding announced for the 2019-20 school year impact the operation of programs and services at your board?
3. If there is another local issue that you would like discussed at the OCSTA Fall Regional Meeting, please describe.

Recommended Action from the Catholic Parent Engagement Committee, June 3, 2019.

R.A. Mover: Kevin MacKenzie
that the Ontario Association of Parents for Catholic Education (OAPCE) be supported by PVNC and membership be renewed for the 2019-2020 school year.

June 3, 2019.

Catholic Parent Engagement Committee

Recommended Actions from the Committee-of-the-Whole Meeting, June 10, 2019.

a. R.A. Mover: Linda Ainsworth

that the 2019-2020 Operating Expenses Budget, in the amount of \$190,284,843 be approved as presented.

b. R.A. Mover: Linda Ainsworth

that Policy and Administrative Procedure #208, Reimbursement of Expenditures on Board Business be deleted and the revised, newly formatted, Administrative Procedure #612, Reimbursement of Expenditures on Board Business be received and posted as amended under Directional Policy #600 – Stewardship of Resources.

June 10, 2019.

Committee-of-the-Whole

BUSINESS AND FINANCE

Report to the Committee of the Whole

Meeting: ☐ In Camera

☒ Open

Presented for: ☐ Information

☒ Approval

Meeting Date: June 10, 2019

Presented by: Isabel Grace, Superintendent of Business/Finance

Subject: 2019-2020 Draft Budget Information

Recommended Action(s): That the Committee of the Whole recommend to the Board that the 2019-2020 Operating Expenses Budget, in the amount of \$190,284,843 be approved as presented.

Background

In the spring of 2019, the Ministry of Education released the draft funding regulations for 2019-20. Since early winter, administration has been reviewing its enrolment projections and related grant calculations, staffing allocations, resource needs and departmental requirements. The core objective of the 2019-20 budget process will be to match the Strategic and Operational priorities of the Peterborough Victoria Northumberland and Clarington Catholic District School Board with available resources, and consequently develop a budget that is compliant with the Education Act.

Addressing Our Strategic Priorities

Actions planned for 2019-20 are intended to reflect the Board's vision ***Achieving Excellence in Catholic Education: Learn * Lead * Serve*** and its mission to educate students in faith-filled, safe, inclusive Catholic Learning Communities by nurturing the mind, body and spirit of all. The vision and mission are operationalized via the Board's 2017-20 strategic priorities, which are:

- Achieve excellence in instruction and assessment to enable all students to become reflective, self-directed, life-long learners
- Foster critical thinking, creativity, collaboration, and communication to enable all students to realize their God-given potential

- Inspire engagement and commitment to stewardship for creation to enable all students to become caring and responsible citizens.

The following memos have been provided by the Ministry of Education to support planning for the 2019-20 budget estimates and the Board of Trustees has received regular updates as information was being released.

2019: B06 – Budget Planning Information 2019-20 (February 28, 2019)

2019: B08 – New Vision for Education (March 15, 2019)

2019: SB02 – Key Planning Details for Attrition Protection (April 3, 2019)

2019: B14 – Grants for Student Needs (GSN) Funding for 2019-20 (April 26, 2019)

2019: B15 – Priorities and Partnerships Fund (April 26, 2019)

2019: SB06 – 2019-20 Estimates (District School Board) (May 10, 2019)

These memos have provided some initial planning details, important announcements regarding intended changes to class size funding, and cancellation of certain components of the GSN allocations and former EPO funds.

Board-by-board projections of the core GSN were made available in late April. Overall funding available under the new Priorities and Partnership Fund was provided April 26, however very little of the individual board amounts have been disclosed to date. Estimates of those amounts have been included in the budget.

As at May 10, 2019 access to the electronic forms was made available, and the Technical Paper and accompanying memos regarding Special Education, Capital (School Condition funding and School Renewal funding) and Transportation were released on May 24, 2019.

Key components and/or changes within the Grants for Student Needs (GSN) for 2019-20

Changes for the 2019-20 Grants for Student Needs (GSN) will encompass:

1. Changes in class size: funded average class sizes are being adjusted for Intermediate (Grades 4 to 8) and Secondary (Grades 9 to 12).
2. Attrition protection is being provided for up to 4 years allowing school boards to phase in the proposed class size changes. The phase in process will be distinct for each board and not consistent across the sector.
3. Local Priorities Fund (LPF) first established in 2017-18, has expired on August 31, 2019.
4. Secondary School programming amount of 1.02 staff per 1000 ADE will no longer be provided
5. Cost Adjustment Allocation, providing supplemental funding for education worker benchmarks has been discontinued
6. Human Resource Transition Supplement, provided to assist school boards in managing changes negotiated in previous central agreements has expired on August 31, 2019
7. Funding benchmarks for Early Childhood Educators in the kindergarten programs have been decreased 14%
8. School operations has had an increase to assist boards in managing the increases in commodity prices.
9. The Ministry has introduced a new reduction related to international student enrolment, charging boards a flat fee of \$1,300 per student enrolled.

10. Behaviour Expertise Amount within the Special Education allocation is being increased to allow school boards to retain existing staff or hire additional staff at the board level who have expertise in Applied Behaviour Analysis.

Reforms that began in prior years continue to be implemented in 2019-20 as follows:

- Salary benchmark increases for staff to reflect the 2017-19 central labour agreements
- Benefits investments to support the transformation to Employee Trusts
- School Condition Improvement funding will be extended another year, with the proportion of local amounts being impacted by existing condition of school buildings
- Rural and Northern Education funding continues into 2019-20. The list of schools eligible for RNEF funding is being updated and will be posted on the Ministry's website.

Keeping up with costs

- The non-staff portion of the Student Transportation Allocation will be increased by approximately 4% to help boards manage increased costs. Stabilization funding will be provided to school boards that run efficient transportation operations but for which the costs of student transportation exceed the funding provided for that purpose.
- As in previous years, the cost update will be netted against a school board's transportation surplus, if any.
- The non-staff portion of the School Operations Allocation benchmark will again be increased by 2% to help boards manage increases in commodity prices. At the same time, funding will be reduced to reflect the impact of change in class size.

Future Ministry Direction

- The Ministry of Education will be undertaking a thorough review of school board operations by establishing a minister's task force.
- The Ministry of Education will be undertaking a review of student transportation funding formula in order to achieve a more efficient and accountable transportation system in Ontario. Stabilization funding to support transportation deficits is expected to be in place for 2019-20 only.

Local Challenges for 2019-2020

Some of the inflationary costs and pressures identified by administration have not changed significantly from prior years and are as follows:

- Program pressure
 - maintaining adequate and diverse secondary school programs and supports given the change in class size funding, and where declining enrolment is occurring
 - continued requirements for training and professional learning in order to protect the gains achieved, and to further improve student achievement
 - significant investment and continued priority of technology in the classroom
 - continued requirements for training and professional learning for legislative/due diligence (Health and Safety; Safe Schools) as well as initiatives such as the board's new religion resources, and the Be Well strategy
- Managing enrolment changes at schools where decline is present in some cases, and growth is present in others

- Staffing and space allocations to meet Ministry guidelines for class sizes in elementary schools
- Continued pressure due to costs related to short and long term absences
- Continued pressure in departmental budgets where price increases exceed the inflationary amounts provided by the government.
- Renewal/extension of transportation contracts presents the board with a financial risk and will create a deficit should the ultimate settlements be greater than the funding provided by the Ministry.

Enrolment Projections-Elementary

Projected Elementary Enrolments for the grant and tuition revenue 2019-2020 are as follows:

Elementary Pupils	Actual Enrolment 2017/18	Revised Estimates 2018/19	Projected Enrolment 2019/20	Variance from Revised Estimates
	10,356	10,349	10,363	14

Enrolment Projections-Secondary

Projected Secondary Enrolments for the grant and tuition revenue 2019-20 are as follows:

Secondary Pupils	Actual Enrolment 2017-18	Revised Estimates 2018-19	Projected Enrolment 2019/20	Variance from Revised Estimates
	4,612.88	4,636.01	4,585.00	-51.01

Expenditures in Support of Catholic Education

The Board continues to make significant investments on an annual basis in support of Catholic Education. These investments are Board decisions and are funded using components of the many allocations provided in the GSN. Some of these expenditures are organized as part of Learning Support Services. The more significant of these investments are as follows:

Centrally assigned staff	\$116,595
Support for resources and professional development regarding Religion and Family Life portfolio, including Diocesan contract	260,683
Secondary School Chaplaincy Leads	558,349
Total	\$935,627

In addition, there are expenditures incurred at the schools that are not individually captured for reporting purposes.

A revision of the Religion and Family Life Program is being phased in over a number of years. The 2019/20 budget continues an allocation to purchase resources related to this implementation of Growing in Faith, Growing in Christ. Resources will continue to be needed in future years to provide the annual rollout of additional grades and for professional development to support the new resources.

Benefit Investments

The transformation of employee benefit plans for teachers and education workers is a major consolidation and rationalization project that will ultimately improve the cost-efficiency and delivery of benefits.

The migration of employee groups to the new benefit trusts has been staggered, with all employee groups completing transition in June 2018. Expenditures and funding have been reflected as per the agreements with the Ministry of Education. Reconciliations related to the number of FTE's to be funded will occur after the end of the fiscal period.

Projected 2019-2020 School and Central Staffing Allocations

Funding for school boards through the Grants for Student Needs (GSN) is calculated using many different formulae to support particular components of classroom education. The Pupil Foundation Allocation formulae make significant use of benchmarks for staffing, salaries and benefits. The number of teaching staff allocated within the school system must conform to a number of requirements including the Average Class size for Full Day Kindergarten, Primary Class Size initiative and the provision of preparation time as per the Board's collective agreement with its teaching staff. The differences experienced between the number of teachers funded and the number of teachers allocated/staffed by boards is usually as a result of the pattern of dispersion of students within the board's geographic area.

Elementary schools are being organized for 2019-20 in a manner that will achieve the revised Ministry targets on class size. Administration anticipates a few additional students will be enrolling prior to September, and changes may be necessary to reorganize classes at schools in September in order to meet the class size guidelines.

Secondary schools are being organized in accordance with the change in class size funding, and attrition funding will be supporting positions that are eligible during the 4 year phase-in to ultimately reach an average class size of 28 to 1.

In addition, staff allocations for support staff and central departments have been reduced since the 2018-19 budget period due to fiscal constraints. Where possible, attrition has also been used reduce the staffing in central departments. Primary goals are to ensure we are meeting legislative due diligence, and where possible minimize the direct impact on schools. These changes affect all departments.

Accumulated Surplus

School boards are required to create budgets that are drafted in accordance with Public Sector Accounting Board (PSAB) reporting requirements, and which are in compliance with the Education Act.

Generally, compliance with the Education Act requires total spending to be equal to or less than total revenue. There are circumstances where an in-year deficit is permissible if there were prior surpluses (called Accumulated Surplus). The draw on the accumulated surplus is limited

to ensure this action does not place the board in undue financial risk. The draw on accumulated surplus is limited to the lesser of:

- The board's Accumulated Surplus for the preceding year, and
- One percent of the board's operating revenue (approximately \$1.7 million)

For 2019-20, the draft budget is compliant for the purposes of the Education Act, and will reflect a deficit. A net current year deficit for compliance purposes of **\$620,535** is being reported. This deficit is attributable to some ongoing expenses that are supported by specific reserves. These are:

\$309,185	Amortization of capital costs for specific committed capital projects. The amortization is supported by funds specifically set aside as Internally Appropriated Surplus and will continue into the future over the life of the capital projects until fully amortized
\$311,350	Amortization of the retirement gratuity liability. This amortization is supported by funds specifically set aside as Internally Appropriated Surplus and will continue into the future until fully depleted.

The estimated balance of the Operating Accumulated Surplus following the 2019-20 budgeted deficit is outlined below:

	Sept 1, 2019	In-Year Increase (+)/ Decrease (-)	Aug 31, 2020
Available for Compliance – Unappropriated			
Operating Accumulated Surplus	5,176,472	0	5,176,472
Available for Compliance – Internally appropriated			
Retirement Gratuities	1,245,400	-311,350	934,050
School Activities	429,646		429,646
Program Equipment	677,234		677,234
Committed Capital Projects	4,054,275	-309,185	3,745,090
Total Internally Appropriated	6,406,555	620,535	5,782,020
Total Accumulated Surplus Available for Compliance	11,583,027	-620,535	10,962,492

Concluding comments

Many of the budget assumptions have been determined using past experience and estimates.

Should some of the budget assumptions vary from the projections, trustees will be apprised of any significant unbudgeted issues that require resolution via the use of Accumulated Surplus i.e. if additional teachers are needed to meet Primary Class Size compliance requirements.

Peterborough Victoria Northumberland and Clarington Catholic District School Board

Budget - Consolidated Statement of Operations
For the year ended August 31, 2020

	2019-20 Budget	2018-19 Revised	2017-18 Actual
	\$	\$	\$
REVENUES			
Provincial grants - Grants for Student Needs	151,441,565	156,840,769	151,170,920
Provincial grants - Other	1,568,136	1,704,534	4,048,876
Local taxation	23,244,662	22,952,850	22,390,677
Federal grants & fees	247,163	229,609	236,124
Investment income	300,000	300,000	441,543
Other fees & revenues	1,088,491	1,067,578	1,483,117
Subtotal	177,890,017	183,095,340	179,771,257
Grants for minor capital transferred to DCC	-793,298	-853,298	-982,771
School generated funds	4,600,000	4,200,000	4,622,005
Amortization of Deferred Capital Contributions	9,149,943	8,939,194	8,739,764
TOTAL REVENUE	190,846,662	195,381,236	192,150,255
EXPENSES			
Instruction	142,668,326	148,081,127	140,977,410
Administration	5,262,229	5,562,421	5,394,022
Transportation	11,857,138	11,224,831	11,018,224
Pupil Accommodation	25,909,148	26,413,279	24,499,183
School generated funds	4,600,000	4,200,000	4,588,930
Other	-	-	1,444,629
TOTAL EXPENSES	190,296,841	195,481,658	187,922,398
Annual Surplus/(Deficit)	549,821	-100,422	4,227,857
Accumulated Surplus / (Deficit) at beginning of year	24,195,628	24,296,050	20,068,193
Accumulated Surplus / (Deficit) at end of year	24,745,449	24,195,628	24,296,050
Reconciliation of Annual Surplus/(Deficit) for Compliance			
Annual Surplus/(Deficit)	549,821	-100,422	4,227,857
PSAB Adjustments			
Employee Future Benefits	(1,151,298)	(1,151,299)	(1,151,298)
Employee Future Benefits - portion of LTD Liab reversal not avail for compl	-	-	(1,540,445)
Accrued Interest	(19,058)	(18,027)	(17,052)
School Generated Funds (surplus)/deficit	-	-	(33,075)
Annual Surplus/(Deficit) for Compliance Before Funded Amort	(620,535)	(1,269,748)	1,485,987
Capital Asset Amortization - funded by committed surplus	309,185	242,519	183,303
Annual Surplus/(Deficit) for Compliance	(311,350)	(1,027,229)	1,669,290
Student H&Safety Project - funded by Working Funds	-	(161,000)	-
School Equipment needs for Health and Safety funded by reserve	-	60,000	13,538
One year only items funded by Working Funds	-	161,000	-
Retirement Gratuity Amortization - funded by committed surplus	311,350	311,350	311,350
Capital Facilities Sites Reserve Transfer	-	(15,691)	500
School Budgets	-	-	(52,166)
Annual Surplus/(Deficit) funded from Working Funds	0	(671,570)	1,942,512

**Peterborough Victoria Northumberland and Clarington Catholic District School Board
Budget - Summary of Consolidated Expenses**

	Budget 2019/20		Revised 2018/19		Actual 2017/18	
	\$	%	\$	%	\$	%
INSTRUCTION						
Classroom Teachers	91,082,452	47.9%	93,404,612	47.8%	92,410,023	49.2%
Supply Teachers, Teacher Assistants and RECE	4,631,979	2.4%	4,760,487	2.4%	4,899,466	2.6%
Teacher Assistants	14,838,072	7.8%	15,483,640	7.9%	11,019,826	5.9%
Early Childhood Educators	4,080,686	2.1%	4,117,956	2.1%	3,842,429	2.0%
Textbooks/Supplies	4,011,990	2.1%	4,289,901	2.2%	3,950,894	2.1%
Computers	637,463	0.3%	639,989	0.3%	1,311,648	0.7%
Professionals, Paraprofessionals	3,874,737	2.0%	4,444,161	2.3%	3,818,811	2.0%
Library and Guidance	3,018,742	1.6%	3,395,679	1.7%	2,971,472	1.6%
Staff Development	969,470	0.5%	1,183,609	0.6%	1,243,967	0.7%
Department Heads	273,504	0.1%	270,765	0.1%	266,275	0.1%
Principals and Vice-Principals	7,398,734	3.9%	7,392,659	3.8%	7,239,537	3.9%
School Office - Secretarial and Supplies	4,052,233	2.1%	4,191,240	2.1%	3,811,555	2.0%
Coordinators and Consultants	2,817,664	1.5%	3,408,101	1.7%	2,854,210	1.5%
Continuing Education	221,505	0.1%	221,505	0.1%	391,997	0.2%
Amortization	759,095	0.4%	876,823	0.4%	945,300	0.5%
TOTAL INSTRUCTION	142,668,326	75.0%	148,081,127	75.8%	140,977,410	75.0%
ADMINISTRATION						
Trustees	127,080	0.1%	127,447	0.1%	120,552	0.1%
Director and Supervisory Officers	1,063,172	0.6%	1,064,142	0.5%	1,075,474	0.6%
Board Administration	3,938,174	2.1%	4,227,287	2.2%	4,081,478	2.2%
Amortization	133,803	0.1%	143,545	0.1%	116,518	0.1%
TOTAL ADMINISTRATION	5,262,229	2.8%	5,562,421	2.8%	5,394,022	2.9%
TRANSPORTATION						
Pupil Transportation	11,857,138	6.2%	11,224,831	5.7%	11,018,224	5.9%
Amortization	-	0.0%	-	0.0%	-	0.0%
TOTAL TRANSPORTATION	11,857,138	6.2%	11,224,831	5.7%	11,018,224	5.9%
PUPIL ACCOMODATION						
School Operations and Maintenance	15,145,860	8.0%	15,863,141	8.1%	14,064,985	7.5%
Other Pupil Accommodation	2,197,060	1.2%	2,388,793	1.2%	2,572,945	1.4%
Amortization	8,566,228	4.5%	8,161,345	4.2%	7,861,253	4.2%
TOTAL PUPIL ACCOMODATION	25,909,148	13.6%	26,413,279	13.5%	24,499,183	13.0%
OTHER						
School Generated Funds	4,600,000	2.4%	4,200,000	2.1%	4,588,930	2.5%
Other Non-Operating	-	0.0%	-	0.0%	1,444,629	0.0%
TOTAL OTHER	4,600,000	2.4%	4,200,000	2.1%	6,033,559	2.5%
TOTAL EXPENSES	190,296,841	100.0%	195,481,658	100.0%	187,922,398	100.0%
Reconciliation to Summary of Operating Expenses						
Minor TCA - Capitalized	793,298		853,298		982,771	
Employee Future Benefits	1,151,298		1,151,299		2,691,743	
Amortization	(9,459,126)		(9,181,713)		(8,923,071)	
Accrued Interest	19,058		18,027		17,052	
School Generated Funds	(4,600,000)		(4,200,000)		(4,588,930)	
TOTAL EXPENSES PER OPERATING SUMMARY	178,201,369		184,122,569		178,101,963	

**Peterborough Victoria Northumberland and Clarington Catholic District School Board
Budget - Summary of Consolidated Expenses by Object**

Expenses	Budget 2019/20		Revised 2018/19		Actual 2017/18	
	\$	%	\$	%	\$	%
Salaries and Wages	125,268,753	65.8%	129,601,109	66.3%	126,348,662	67.2%
Employee Benefits	22,154,207	11.6%	23,393,209	12.0%	21,117,125	11.2%
Employee Benefits - Future Benefits	659,929	0.3%	699,089	0.4%	(2,959,058)	-1.6%
Staff Development	555,027	0.3%	822,078	0.4%	668,777	0.4%
Supplies and services	14,290,612	7.5%	14,441,488	7.4%	14,910,473	7.9%
Interest	2,197,060	1.2%	2,388,793	1.2%	2,568,041	1.4%
Rental	34,738	0.0%	36,103	0.0%	36,790	0.0%
Fees and contract services	15,491,564	8.1%	14,727,755	7.5%	14,695,240	7.8%
Other, includes Fees and Memberships	185,825	0.1%	190,321	0.1%	1,613,277	0.9%
Amortization of tangible capital assets	9,459,126	5.0%	9,181,713	4.7%	8,923,071	4.7%
	190,296,841	100.0%	195,481,658	100.0%	187,922,398	100.0%

Peterborough Victoria Northumberland and Clarington Catholic District School Board

Budget - Summary of Capital Expenditures

	Budget 2019/20	Revised 2018/19	Actual 2017/18
	\$	\$	\$
Various Building Upgrades - Renewal Funding for Projects	2,248,425	3,075,100	4,121,086
Various Building Upgrades - School Conditioning	2,407,524	4,531,393	4,490,933
Various Building Upgrades - Greenhouse Gas Reduction	-	88,927	253,496
Various Building Upgrades - Community Hubs		165,000	250,163
Land Improvement Upgrade - Capital Reserve and Working Funds		2,000,000	-
Computer Plan	793,298	793,298	977,798
Portable Moves supported by Capital Funding	139,319	150,000	90,000
Minor Tangible Capital Asset additions		60,000	248,110
Total	5,588,566	10,863,718	10,431,586

Capital projects are approved throughout the year and may span more than one fiscal period.

Peterborough Victoria Northumberland and Clarington Catholic District School Board
Budget - Detail of Accumulated Surplus/(Deficit)
For the year ended August 31, 2020

	Sept 1, 2019	In-Year Increase (+) / Decrease (-)	Aug 31, 2020
	\$		\$
Available for Compliance - Unappropriated			
Operating Accumulated Surplus (previously working & operating funds)	5,176,472	0	5,176,472
Total Unappropriated	5,176,472	0	5,176,472
Available for Compliance - Internally Appropriated			
Retirement Gratuities	1,245,400	-311,350	934,050
School Activities	429,646	0	429,646
Program Equipment	677,234	0	677,234
Committed Capital Projects	4,054,275	-309,185	3,745,090
Other Purposes - Capital (please specify):			
Facilities/Sites	0	0	0
Total Internally Appropriated	6,406,555	-620,535	5,786,020
Total Accumulated Surplus / (Deficit) Available for Compliance (Sum of	11,583,027	-620,535	10,962,492
Unavailable for Compliance			
Employee Future Benefits - retirement gratuity liability	-4,210,112	842,022	-3,368,090
Employee Future Benefits - Retirement Health and Dental	-927,826	309,275	-618,551
Employee Future Benefits - other	-485,018	0	-485,018
Interest to be Accrued	-156,500	19,058	-137,442
School Generated Funds	1,792,926	0	1,792,926
Revenues recognized for land	16,599,131	0	16,599,131
Total Unavailable for Compliance	12,612,601	1,170,355	13,782,956
Total Accumulated Surplus/(Deficit)	24,195,628	549,820	24,745,448

Peterborough Victoria Northumberland and Clarington Catholic District School Board
Budget - Summary of Enrolment

	Budget 2019/20	Revised 2018/19	Budget 2018/19	Actual 2017/18	Actual 2016/17
Day School Enrolment					
Elementary	10,363.00	10,349.00	10,434.00	10,356.00	10,233.25
Secondary	4,585.00	4,636.01	4,656.50	4,612.88	4,546.54
Total	14,948.00	14,985.01	15,090.50	14,968.88	14,779.79

Peterborough Victoria Northumberland and Clarington Catholic District School Board
Summary of Operating Revenues and Expenses

	Budget 2019/20	Revised Budget 2018/19	Budget 2018/19
MINISTRY OPERATING GRANTS	\$	\$	\$
Foundation Alloc. - Elementary	56,011,209	56,374,051	56,794,239
School Foundation - Elementary	7,422,186	7,311,713	7,360,513
Foundation Alloc. - Secondary	22,246,690	27,438,519	27,572,497
School Foundation - Secondary	3,817,541	3,779,872	3,780,470
School Foundation - Additional Table Amount	148,900	110,432	110,432
Safe Schools	317,454	315,678	317,932
Special Education Alloc.	24,364,624	24,884,014	26,176,140
Transfer from Deferred Revenue Special Education	100,000	951,313	-
Section 23	113,166	113,166	113,166
Language Allocation	2,733,835	2,672,776	2,740,919
Indigenous Education Allocation	744,314	596,295	552,557
Remote & Rural Allocation	537,919	525,145	494,393
Rural and Northern Education Fund	364,767	308,457	308,457
Learning Opportunity Alloc.	740,727	729,120	749,583
Learning Opportunity/Student Achievement deferred revenue	-	100,000	-
Local Priorities Fund	-	1,739,095	1,739,095
OFIP Tutoring, SHSM, Outdoor Ed, Library	471,442	471,057	472,397
Continuing Education and Summer School	335,047	289,077	219,526
Cost Adjustment and Teacher Qualification and Experience,	13,737,052	14,313,296	15,377,890
Attrition Funding	3,441,467	-	-
Benefits Trust Funding	997,786	1,137,132	1,137,132
ECE Qualification and Experience	974,328	1,090,812	1,122,977
Earned Leave Savings reduction	(95,896)	(95,896)	(95,896)
New Teacher Induction Program	108,354	106,249	120,868
Transportation Allocation	11,556,299	10,951,666	10,961,829
Administration & Governance	4,960,753	4,975,094	5,006,470
Program Leadership Allocation	902,112	893,954	910,676
School Operations Allocation	15,126,447	15,076,121	15,047,926
Community Use of Schools	209,037	208,671	208,671
Capital Debt Support - Interest Portion	2,216,118	2,426,739	2,436,379
Declining Enrolment	41,518	-	-
Total Operating Grants for Student Needs	174,645,198	179,793,619	181,737,239
Other Revenues			
Tuition fees	326,763	336,409	338,084
Tutors in the Classroom	-	3,500	3,500
School College Work - Co-ordination and Clerical Support	94,400	94,400	94,400
Outreach Co-ordinator	-	66,400	66,400
Experiential Learning Coordinator	83,050	83,050	83,050
Executive Compensation EPO Support	37,480	44,100	86,222
Rental revenue and Daycare Recoveries	198,000	145,000	125,000
Best Start and Extended Day Rent	105,000	105,000	103,325
Interest revenue	300,000	300,000	250,000
OYAP	122,869	122,869	122,869
Secondary Commissions	123,999	123,999	123,999
Special Grants - Targeted Funding	1,230,339	1,290,239	1,249,160
Miscellaneous revenues and recoveries	160,734	125,733	82,704
Secondment	462,186	461,020	434,195
Total Other Revenues	3,244,820	3,301,719	3,162,908
Total revenues	177,890,019	183,095,339	184,900,148
Expenditures - see schedule	178,201,369	184,122,569	185,812,731
Net revenues (expenditures)	(311,350)	(1,027,228)	(912,583)

**Peterborough Victoria Northumberland and Clarington Catholic District School Board
Summary of Operations Budget**

	Budget 2019/20	Revised Budget 2018/19	Budget 2018/19
	\$	\$	\$
Elementary	76,126,471	77,132,615	78,446,622
Secondary	38,389,147	41,028,428	41,249,893
Central	9,671,556	10,630,184	10,763,728
Department Budgets	23,652,012	23,512,528	23,148,515
Summer School	221,505	221,505	208,905
Special Education	26,977,629	28,236,850	28,675,688
Supported Capital Debt - Interest Portion	2,216,118	2,406,819	2,406,819
Total Operating Expenditures	<u>177,254,438</u>	<u>183,168,928</u>	<u>184,900,171</u>
Special Grant Expenditures	<u>946,931</u>	<u>953,641</u>	<u>912,560</u>
Total	<u><u>178,201,369</u></u>	<u><u>184,122,569</u></u>	<u><u>185,812,731</u></u>

Peterborough Victoria Northumberland and Clarington Catholic District School Board
Summary of Budgeted Elementary Panel Expenditures - Regular Day School

	Budget 2019/20		Revised Budget 2018/19		Budget 2018/19	
Expenditures	FTE	\$	FTE	\$	FTE	\$
Classroom						
Instructional						
Salaries	541.18	48,726,342	548.58	48,306,627	553.37	49,563,524
Benefits		7,114,921		7,202,662		7,267,401
Guidance						
Salaries	-	-	3.00	282,075	3.00	298,314
Benefits		-		35,646		35,780
ESL Teachers						
Salaries	2.00	201,064	2.00	199,071	2.00	199,071
Benefits		24,036		24,019		23,857
Early Childhood Educators						
Salaries	71.00	2,961,690	72.00	2,980,896	71.00	2,960,708
Benefits		1,118,996		1,137,023		1,127,386
Supply Wages and Benefits		191,436		196,061		194,044
Supply Teacher Costs						
Salaries		2,137,161		2,171,927		2,181,927
Benefits		201,757		204,291		205,239
Library Support Specialists						
Salaries	19.11	715,512	19.18	714,240	19.18	714,240
Benefits		282,017		283,746		284,045
Supply Wages and Benefits		18,364		18,316		18,316
Supervision and Crossing Guard						
Salaries	0.36	17,836	6.36	236,274	6.36	236,274
Benefits		6,180		92,602		92,694
School Administration						
Principals						
Salaries	29.00	3,563,466	30.00	3,605,062	30.00	3,607,313
Benefits		552,412		564,445		556,518
Supply Wages and Benefits		27,400		43,930		43,930
Vice - Principals						
Salaries	7.84	887,422	7.84	871,403	7.84	871,950
Benefits		100,394		98,954		98,377
Supply Wages and Benefits		5,480		6,074		6,074
Secretarial						
Salaries	34.59	1,376,066	35.51	1,441,626	35.51	1,442,115
Benefits		529,249		551,488		552,034
Supply Wages and Benefits		95,425		114,540		114,540
School Operations						
Salaries	56.00	2,634,503	61.81	2,884,254	61.88	2,891,405
Benefits		968,044		1,058,601		1,056,268
Temp and overtime		344,518		319,999		319,999
School Budgets		1,324,779		1,477,465		1,473,979
Total		<u>76,126,471</u>		<u>77,123,315</u>		<u>78,437,322</u>

**Peterborough Victoria Northumberland and Clarington Catholic District School Board
Summary of Budgeted Secondary Panel Expenditures - Regular Day School**

	Budget 2019/20		Revised Budget 2018/19		Budget 2018/19	
Expenditures	FTE	\$	FTE	\$	FTE	\$
Classroom						
Instructional						
Salaries	249.66	23,808,038	272.51	25,559,144	272.84	25,713,780
Benefits		3,570,115		3,851,829		3,865,566
Curriculum Chair allowances		223,776		221,535		221,535
Supply Teacher Costs						
Salaries		918,202		956,202		957,202
Benefits		80,991		84,289		84,412
Guidance						
Salaries	11.18	1,131,699	11.67	1,166,731	11.67	1,168,160
Benefits		134,849		140,583		139,673
Supply Wages and Benefits		10,943		16,904		16,904
Library						
Salaries	4.84	483,690	4.84	478,896	4.84	478,896
Benefits		58,104		58,060		57,669
Supply Wages and Benefits		5,268		5,271		5,271
Library Support Specialists						
Salaries	3.32	126,152	3.32	125,633	3.32	125,633
Benefits		54,874		55,219		55,376
Supply Wages and Benefits		7,846		7,525		7,525
Chaplaincy Leaders						
Salaries	5.57	430,865	5.57	422,989	5.57	452,606
Benefits		118,460		117,549		122,627
Supply Wages and Benefits		9,024		9,030		9,030
Supervision						
Salaries	-	-	3.00	110,727	3.00	110,727
Benefits		-		43,807		43,852
School Administration						
Principals						
Salaries	6.00	784,788	6.00	779,996	6.00	779,996
Benefits		169,505		161,055		157,929
Supply Wages and Benefits		2,200		4,393		4,393
Vice - Principals						
Salaries	10.33	1,223,726	10.33	1,192,291	10.33	1,210,474
Benefits		141,298		131,198		130,781
Supply Wages and Benefits		36,294		6,298		6,298
Secretarial						
Salaries	24.00	979,681	24.57	998,204	24.57	998,204
Benefits		379,582		390,142		390,502
Supply Wages and Benefits		49,774		56,489		56,489
School Operations						
Salaries	34.00	1,652,985	38.94	1,848,341	38.94	1,848,341
Benefits		601,964		688,064		688,897
Temp and overtime		214,175		201,358		201,358
School Budgets		980,279		1,138,674		1,139,785
Total		<u>38,389,147</u>		<u>41,028,428</u>		<u>41,249,893</u>

Peterborough Victoria Northumberland and Clarington Catholic District School Board
Summary of Budgeted Central Expenditures - Regular Day School

Expenditures	Budget 2019/20		Revised Budget 2018/19		Budget 2018/19	
	FTE	\$	FTE	\$	FTE	\$
Consultants and Principal						
Salaries	9.00	969,055	13.00	1,361,606	13.00	1,364,271
Benefits		109,509		156,910		156,012
Safe Schools and Students at Risk						
Salaries	3.00	251,982	5.00	371,216	5.00	371,216
Benefits		40,607		84,417		83,609
Central Professionals and Clerical						
Salaries	4.00	246,355	5.00	265,792	5.00	291,941
Benefits		76,052		90,264		92,757
Information Technology						
Salaries	16.00	1,060,835	18.00	1,118,704	18.00	1,137,116
Benefits		309,252		342,221		343,282
Overtime and temp wages and benefits		19,641		33,093		33,093
Trustees						
Salaries and benefits		85,005		81,717		80,943
Director and Superintendents						
Salaries	7.00	1,189,204	7.00	1,189,204	7.00	1,248,415
Benefits		137,054		138,750		140,617
Admin Assistants and SO Support						
Salaries	6.00	410,317	7.00	463,044	7.00	479,090
Benefits		117,572		134,805		137,225
Overtime and temp wages and benefits		14,290		17,790		17,790
General and Business Administration						
Salaries	12.71	943,881	13.00	948,906	13.80	970,193
Benefits		278,996		284,105		294,112
Overtime and temp wages and benefits		10,100		11,100		11,100
Human Resources and H&S						
Salaries	8.00	690,394	8.00	672,173	8.00	680,115
Benefits		181,710		179,677		180,462
Overtime and temp wages and benefits		5,473		15,706		5,473
Communications						
Salaries	2.57	191,989	2.57	190,145	2.57	190,145
Benefits		51,747		51,619		51,446
Overtime and temp wages and benefits		2,500		2,500		2,500
School Operations and Maintenance						
Salaries	17.50	1,109,470	19.88	1,217,133	19.88	1,236,060
Benefits		344,361		389,369		388,957
Overtime and temp wages and benefits		43,751		34,156		34,156
Transportation						
Salaries	4.00	248,294	4.00	253,043	4.00	237,599
Benefits		69,973		69,999		69,840
Secondment						
Salaries	4.50	414,208	4.50	412,438	4.50	389,670
Benefits		47,978		48,581		44,525
Total		<u>9,671,556</u>		<u>10,630,184</u>		<u>10,763,728</u>

Peterborough Victoria Northumberland and Clarington Catholic District School Board
Summary of Budgeted Special Education Expenditures

	Budget 2019/2020		Revised Budget 2018/2019		Budget 2018/2019	
	FTE	\$	FTE	\$	FTE	\$
Elementary Expenditures						
Special Education Teachers						
Salaries	42.00	4,033,539	46.50	4,411,183	46.00	4,379,645
Benefits		578,594		639,563		603,379
Supply Teacher Costs						
Salaries		82,714		85,614		85,214
Benefits		7,808		8,036		7,998
Educational Assistants						
Salaries	208.57	7,653,843	212.21	7,733,108	214.00	7,893,885
Benefits		3,087,501		3,155,557		3,201,746
Supply Wages and Benefits		727,970		503,791		580,552
Support Workers						
Salaries	9.00	340,549	11.00	417,798	15.00	569,724
Benefits		132,555		163,515		221,853
Supply Wages and Benefits		35,039		41,557		62,680
Secondary Expenditures						
Special Education Teachers						
Salaries	25.00	2,394,025	27.50	2,628,931	27.50	2,607,289
Benefits		344,094		375,618		357,751
Curriculum Chair allowances		24,864		24,615		24,252
Supply Teacher Costs						
Salaries		67,157		79,457		79,457
Benefits		6,340		7,470		7,470
Educational Assistants						
Salaries	56.71	2,086,241	59.00	2,177,846	60.00	2,214,722
Benefits		850,843		890,196		905,945
Supply Wages and Benefits		166,245		198,077		217,277
Support Workers						
Salaries	12.00	454,065	12.00	455,779	12.00	455,779
Benefits		176,740		178,380		177,483
Supply Wages and Benefits		3,841		7,131		37,043
Central Expenditures						
Special Education Teachers						
Salaries	3.00	251,408	3.00	240,686	3.00	240,686
Benefits		34,938		34,686		34,448
Section 23						
Salaries	1.00	99,936	1.00	98,946	1.00	98,946
Benefits		12,005		11,996		11,915
Consultants and Principal						
Salaries	4.00	451,830	5.00	535,825	5.00	538,705
Benefits		49,357		60,979		60,647
Paraprofessionals						
Salaries	17.64	1,276,100	20.64	1,458,533	20.64	1,457,085
Benefits		380,842		434,713		431,690
Sub-total Wages and Benefits		25,810,982		27,059,588		27,498,426
Department Budgets						
Superintendent of Special Education		30,839		35,075		35,075
Special Education Services		364,018		393,025		393,025
Professional Development - Supply Costs		71,675		66,846		66,846
SEA Claims		634,645		634,645		634,645
CASA/ABA Support		65,470		47,671		47,671
Sub-total department budgets		1,166,647		1,177,262		1,177,262
Total Expenditures		26,977,629		28,236,850		28,675,688

Peterborough Victoria Northumberland and Clarington Catholic District School Board
Summary of Departmental Budgets - Regular Day School

	Budget 2019/20	Revised Budget 2018/19	Budget 2018/19
Expenditures	\$	\$	\$
Teaching and Learning			
Central Services	71,140	71,140	71,140
Teacher/Curriculum Support Services	68,236	109,209	113,929
Early Learning	25,470	24,440	24,440
Tutoring	62,452	63,049	63,049
Religion and Family Life Education	260,683	303,757	303,757
School Effectiveness	720	42,950	42,950
Indigenous Education	141,929	182,007	142,374
MISA	40,217	40,185	40,185
Student Success Initiatives	190,684	297,505	197,505
OYAP Program Support	61,300	61,300	61,300
Specialist High Skills Major Program	125,097	125,097	125,097
Outdoor Education	131,842	133,054	133,054
Safe and Accepting Schools	68,820	68,820	68,820
Technology Learning	3,100	10,333	5,613
Catholic Parent Engagement	30,345	33,745	33,745
Superintendent of Learning & Student Success(Elem)	13,876	19,306	19,306
Superintendent of Learning & Student Success(Sec)	11,821	15,016	15,016
Superintendent of Learning & Innovation Tech	15,622	16,122	16,122
Subtotal	1,323,354	1,617,035	1,477,402
Learning Technologies			
Computer Plan Current Year	904,262	904,262	904,262
Learning Technology	514,647	397,017	397,017
Teacher In-service Release	11,868	18,870	18,870
Corporate Systems	894,538	921,433	921,433
Subtotal	2,325,315	2,241,582	2,241,582
Administrative Departments			
Employee & Labour Relations & Leadership			
Superintendent of Learning, Leadership and HR	17,576	18,576	18,576
Leadership and Talent Development	43,425	69,154	69,154
New Teacher Induction Program	58,355	56,250	70,869
Human Resources Services	149,460	225,460	225,460
Trustees	158,450	162,180	162,180
Director of Education	141,884	151,813	151,813
Communications and FOI	73,565	76,020	76,020
Business, Finance, Facilities and Transportation			
General Administration - School Support	145,000	153,250	153,250
General Administration - Admin Support	174,136	185,136	185,136
Superintendent of Business and Capital Planning	36,116	63,506	63,506
School Support	15,000	22,500	22,500
Emergency Preparedness	5,286	5,740	5,740
Business Administration	100,498	107,898	107,898
Health & Safety	212,246	290,717	290,717
Community Use of Schools	29,760	30,310	30,310
School Facilities Operations	2,149,392	2,068,946	2,068,946
School Facilities Utilities	3,258,100	3,345,000	3,345,000
School Facilities Maintenance	1,699,467	1,732,567	1,732,567
Transportation	11,535,627	10,898,188	10,659,189
Total Department Budgets	23,652,012	23,521,828	23,157,815
Supported Capital Debt - Interest Portion	2,216,118	2,406,819	2,406,819
Supported Capital Debt - Principal Portion	3,062,126	2,871,424	2,871,424
Capital Debt Expenditures	5,278,244	5,278,243	5,278,243
Total	28,930,256	28,800,071	28,436,058

Peterborough Victoria Northumberland and Clarington Catholic District School Board
Summary of Special Grants Budgets

	Budget 2019/20	Revised Budget 2018/19	Budget 2018/19
Revenue	\$	\$	\$
Innovation in Learning Fund	-	-	108,111
First Nations, Metis and Inuit Curriculum and Implementation	24,800	-	-
Mental Health Workers in Schools	251,396	251,396	251,396
Safe Inclusive and Accepting Schools and Mental Health	52,302	52,302	122,015
Highly Skilled Workforce Strategy K-12: Experiential Learning	41,258	41,258	41,258
School College Work Initiative	40,000	40,000	40,000
OLE - FML and FSL, French Extended Learning	89,874	89,874	89,874
SHSM Extra funding	223,303	223,303	-
Renewed Mathematics Strategy	507,406	507,406	507,406
Focus on Youth	-	70,000	70,000
Supporting Schools - Cannabis Legallizaiton	-	14,700	19,100
Total	1,230,339	1,290,239	1,249,160
Expenditures			
Innovation in Learning Fund	-	-	108,111
First Nations, Metis and Inuit Curriculum and Implementation	24,800	-	-
Mental Health Workers in Schools	251,396	251,396	251,396
Safe Inclusive and Accepting Schools and Mental Health	52,302	52,302	122,015
Highly Skilled Workforce Strategy K-12: Experiential Learning	41,258	41,258	41,258
School College Work Initiative	40,000	40,000	40,000
OLE - FML and FSL, French Extended Learning	89,874	89,874	89,874
SHSM Extra funding	223,303	223,303	-
Renewed Mathematics Strategy	223,998	170,806	170,806
Focus on Youth	-	70,000	70,000
Supporting Schools - Cannabis Legallizaiton	-	14,700	19,100
Expenditures	946,931	953,639	912,560
Net funding allocated to Staffing	283,408	336,600	336,600

Trustee Professional Development and Conferences, 2019-2020.

R.A.: that Trustees wishing to do so, be authorized to attend professional development and conferences to be held during the 2019-2020 school year as listed:

- a) Ontario Catholic School Trustees Association (OCSTA) Fall Regional Meeting (September 18, 2019)
- b) OCSTA Trustees' Seminar (January 17, 2020)
- c) OCSTA/OCSBOA Business Seminar (April 30, 2020)
- d) OCSTA Annual General Meeting and Conference (April 30-May 1, 2020)
- e) Canadian Catholic School Trustees' Association (CCSTA) Annual General Meeting and Conference (June 4-6, 2020)

June 10, 2019

Administration

**Student Trustee Professional Development and Conferences,
2019-2020.**

- R.A.:** that Student Trustees wishing to do so, be authorized to attend professional development and conferences to be held during the 2019-2020 school year, as listed:
- a) Ontario Catholic School Trustees Association (OCSTA) 2019-2020 Conferences and Annual General Meeting, by invitation.
 - b) Ontario Student Trustees' Association (OSTA-AECO) Conferences and Annual General Meeting for 2019-2020 (Fall General Meeting, October, 2019; Board Council Conference, February, 2020; and Annual General Meeting, May, 2020.)

June 10, 2019

Administration

Joint Health and Safety Committee Semi-Annual Report, June, 2019.

R.A. that the Joint Health and Safety Committee Semi-Annual Report to the Director of Education dated June, 2019, be received.

June 10, 2019.

Administration



JOINT HEALTH AND SAFETY COMMITTEE SEMI-ANNUAL REPORT

To: The Director of Education

From: The Joint Health and Safety Committee

Date: June 4, 2019

1 Introduction

Under the Ontario Occupational Health and Safety Act and Board Administrative Procedure for Occupational Health and Safety, the Board is committed to providing and maintaining a healthy and safe workplace by complying with all relevant health and safety legislation. To ensure that the Board meets its obligations, the Health and Safety Committee meets five times per school year to review, update and provide guidance to our stakeholders on health and safety related matters. All Board properties are inspected monthly by Work Site Inspection Committees.

This report summarizes the health and safety activities undertaken by the Joint Health and Safety Committee during the period from January 2019 to June 2019 and demonstrates the commitment of the Board, schools, administrative sites and the Committee to be compliant with the requirements of health and safety legislation.

Committee representation is comprised of the following staff members:

Management

Richard Driscoll – Co-Chair
Donna Sorrell
Darren Kahler
Derek Abrams

Worker

Bryan Dafoe
Joseph DeVuono- Co-Chair
Nora Shaughnessy
Mitch Donaldson

Melissa Featherstone, Health and Safety Officer (Guest Advisor)

2 Highlights from January 2019 – June 2019

- The committee issued a recommendation regarding the need for a Scent Awareness AP. The Board responded, and a Scent Awareness AP (AP812) was reviewed by the JHSC and adopted by the Board in February of 2019
- The committee was presented with a draft AP regarding Critical Injuries which take place in the Board and provided with an opportunity to provide feedback. This AP will be put forth for adoption in October 2019.
- Custodians of PVNC who were new to the position, casual staff, or had moved to new locations participated in a training day on February 1, 2019. Content included chemical safety, fire alarm procedures and panels review, security systems, water/gas/hydro shutoffs, Generator function, Septic pump alarms, Personal Protective Equipment, Asbestos and Designated Substance report review, and ladder safety.
- The committee participated in an annual review of the Boards AP's for Workplace Violence Prevention, Workplace Harassment Prevention and Occupational Health and Safety
- To date, school safety inspections for the 2018-2019 school year have been completed with a 98.8% percent completion rate. (In comparison, in the 2010/11 school year the annual completion rate was 42.8%, 13-14 school year, annual completion rate was 74%)
- Recommendations: Recommendation 18-19 REC 02 was submitted April 23 by the Worker Co-Chair. It requested PVNC comply with the Parmar Award. A response was received by the worker and management co-chairs on May 13, 2019.
- Safety Audits were completed at six schools by Worker/Management JHSC Rep teams in January/February 2019.

3 Upcoming Projects

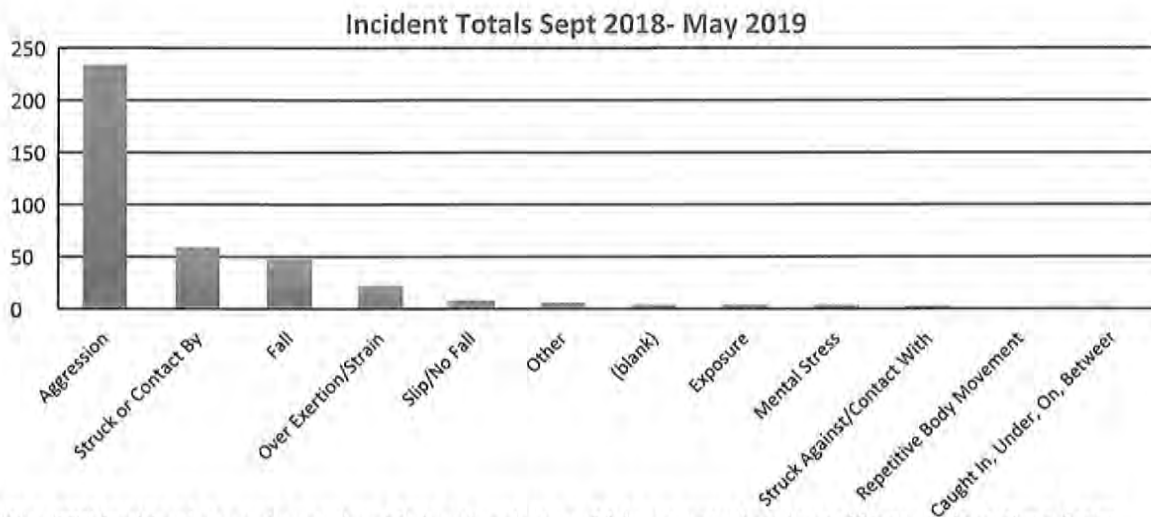
- A JHSC sub-committee has been contributing towards the development of a Board Extreme weather / Working in hot and cold environments Administrative Procedure.
- The JHSC will continue to monitor accident and incident statistics as provided at each JHSC meeting and will recommend preventive measures to the Employer as they are identified.

4 Learning Opportunities

- Anne Parco attended a JHSC meeting on June 4th and answered questions/ provided information about special education support plans/ safety plans and prevention of staff injuries from aggression.
- The committee participated in a presentation from Superintendent Anne Marie Duncan regarding the new Supporting Positive Student Behaviour: Safety for All Administrative Procedure #912.

5 Incident Reporting

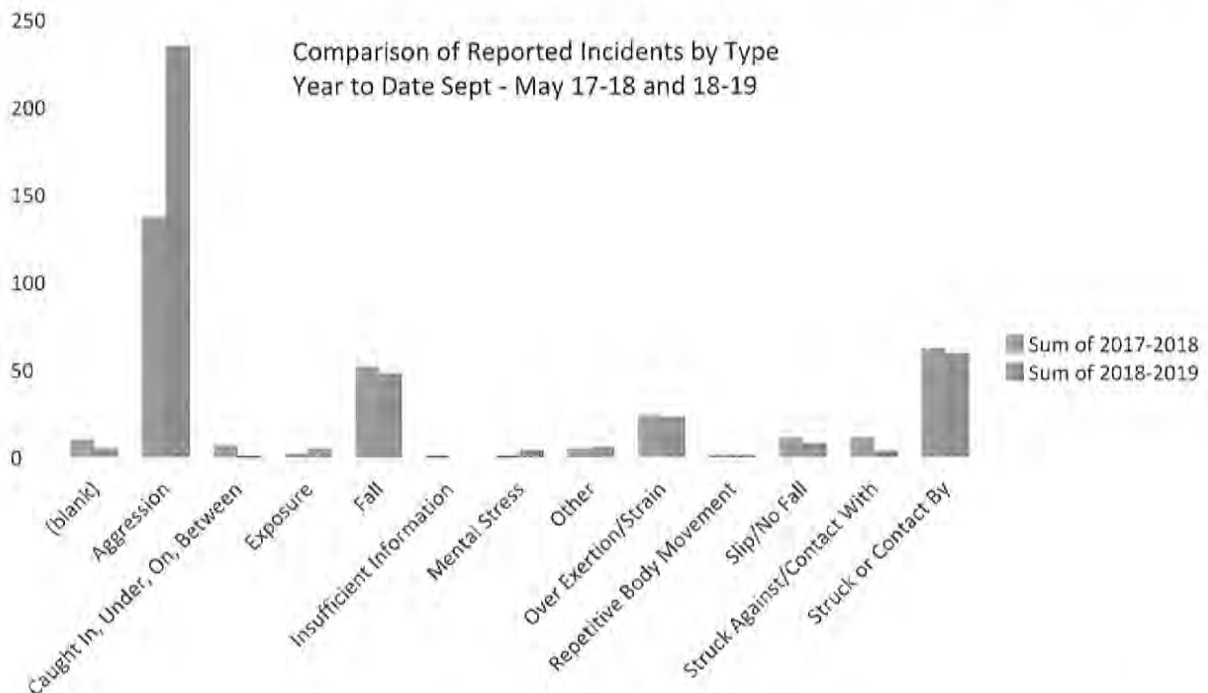
For the months of September to May 2019, there have been 398 total incident reports placed. Aggression being the most reported incident type (235 reports).



Of the 398 incident reports received this school year, 31 have resulted in staff having lost-time from work and 38 have resulted in staff requiring health-care. These incidents are reported to WSIB as compensable injuries.

In the same time period in the previous school year, 324 incident reports were received, resulting in 34 lost-time and 39 health-care claims.

For comparison purposes, data comparing incident types over the two school years is provided below.



6. 2018 -2019 JHSC Goals / Priorities

The Joint Health and Safety Committee had set the following priorities/ goals for the 2018-2019 school year.

- Professional development of the JHSC : The committee received information from Superintendent of Learning/Special Education Services- Anne Marie Duncan regarding the new Safety for All Administrative Procedure.
- To review accident/ incident data on aggression, the most commonly occurring/ reported incident type, and take steps to raise awareness and prevent injuries/ incidents. Anne Parco presented to the JHSC on June 4th and assisted in deciphering this years incident report trends in aggression. She was able to identify a few preventative measures that can be adopted to reduce/ mitigate risk associated with aggression incidents in the 2019/2020 school year. The JHSC will continue to work towards a goal of decreasing the incident report trend regarding aggression in the 2019-2020 school year.
- Workplace Violence Risk Re-assessment review and recommend actions to prevent injuries. As PVNC workplaces complete Workplace Violence Risk Re-assessments they will be shared with and reviewed by the JHSC: The Board did not undertake any Risk Re-assessments in the 2018-2019 school year. As such the JHSC was unable to review and make recommendations. The Board has been working with a new software provider on the development of an online incident/ accident report module. The program will have the additional capacity to manage Workplace Violence Risk Assessments. This goal will be carried forward to 2019-2020.

7. 2019 -2020 JHSC Goals / Priorities

- Workplace Violence Risk Re-assessment review and recommend actions to prevent injuries. As PVNC workplaces complete Workplace Violence Risk Re-assessments they will be shared with and reviewed by the JHSC. The JHSC may make recommendations to the employer, identify required policies, procedures or guidelines as a result of this review.
- Professional Development of the JHSC: The Electrical Safety Association will be invited to attend one jhsc meeting to provide committee members with PD. In addition, the committee has set aside one JHSC meeting (December) to focus on training in 2019-2020 school year.
- To continue to review accident/ incident data on aggression, the most commonly occurring/ reported incident type, and take steps to raise awareness and prevent injuries/ incidents. The JHSC intends to focus in on ensuring debrief meetings take place following any incident involving aggression/ workplace violence such that preventative measures can be implemented to prevent recurrence. The JHSC may also undertake injury analysis, prevention campaigns, training

initiatives to recommend to the employer, identification of required policies, procedures or guidelines.

- The JHSC will track the completion of Worksite Inspection Committee quarterly meeting minutes to ensure compliance with this requirement of the JHSC Terms of Reference. Meeting minutes will be moved to e-base online software program in the 2019-2020 school year so that compliance can be more easily tracked.

Respectfully Submitted,



Joe DeVuono
Worker Co-Chair (OECTA)



Richard Driscoll
Management Co-Chair (Plant)

**Ministry of Training,
Colleges and Universities**

**Ministère de la Formation
et des Collèges et Universités**

Office of the Minister

Bureau de la ministre

438 University Avenue, 5th floor
Toronto ON M7A 0B8

438, avenue University, 5e étage
Toronto ON M7A 0B8

Tel.: 416 326-1600

Tél.: 416 326-1600

JUN 11 2019



Ms. Michelle Griepsma
Board Chairperson
Peterborough, Victoria, Northumberland
and Clarington Catholic District School Board
1355 Lansdowne Street West
Peterborough ON K9J 7M3

Mr. Michael Nasello
Director of Education, Secretary-Treasurer
Peterborough, Victoria, Northumberland
and Clarington Catholic District School Board
1355 Lansdowne Street West
Peterborough ON K9J 7M3

Dear Ms. Griepsma and Mr. Nasello,

Thank you for your letter about the changes to the Ontario Student Assistance Program (OSAP). As Minister of Training, Colleges and Universities, I appreciate the opportunity to respond.

I share your commitment to the success of students at the Peterborough, Victoria, Northumberland and Clarington Catholic District School Board. I want every student at Ontario's postsecondary institutions to thrive, and to do that, we need supports that are sustainable.

Our Government for the People promised to restore accountability and trust in Ontario's finances. Changes to OSAP must be made to make it a financially sustainable program. We also believe that Ontarians with the greatest financial need should be able to access OSAP. In order to ensure these students have access now and for generations to come, changes were necessary to make the program more sustainable.

OSAP will continue to provide grants and loans to students with the greatest financial need, and will continue to provide financial aid to hundreds of thousands of students every year to help with the costs of college or university.

Students will continue to have a 6-month grace period after they graduate when loan payments are not required. Interest will now accrue on the provincial loan once a student graduates or leaves full-time studies.

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We will maintain the current \$25,000 annual income threshold for the Repayment Assistance Plan, ensuring students can get on their feet after school.

In addition to these changes to OSAP, we are making postsecondary education more affordable in other ways. As you know, tuition fees at our publicly-funded postsecondary institutions have increased significantly since 2006 to the point where they are currently among the highest in Canada. Students and their families make great sacrifices to pursue postsecondary education. For them, every dollar counts. Our government has heard from students and their families across the province that these high costs make access to postsecondary education difficult.

This is why we have introduced a 10 per cent reduction in college and university tuition fees in 2019-20, as well as a freeze in tuition rates in 2020-21. This historic and unprecedented cut is the first time Ontario student tuition for all funding-eligible programs has been reduced.

For students concerned about investing in their education and future, these cuts will come as a welcome relief. Here are three examples of the savings students will see:

- A student attending Conestoga College enrolled in a Practical Nursing program would see a \$300 reduction in their 2019-20 academic year tuition.
- An Arts and Science undergraduate student at the University of Guelph would see a reduction of \$700.
- An Engineering student at Carleton University would see a reduction of \$1,120.

Our government is also helping students by taking action to give them more choice about the additional compulsory student fees they pay. These fees can cost up to an additional \$2,000 on top of tuition. As part of our government's postsecondary reforms, institutions will be required to clearly communicate these fees to students, and to provide an online option allowing them to choose which non-essential, non-tuition fees they pay.

Fees that contribute to the health and safety of students, or are used to fund major, campus-wide services, and facilities will remain mandatory. These essential services include: walk safe programs, mental health and counselling, athletics and recreation, and academic support. Providing affordable access to college and university campuses is important to our government. As such, existing mandatory transit passes will remain a mandatory fee under the Student Choice Initiative.

.../3

Our government is committed to ensuring that Ontario's postsecondary students receive a high-quality education that helps them succeed in the workforce while obtaining the best value for their money. Thank you again for taking the time to write and share your views with me.

Sincerely,

A handwritten signature in cursive script, appearing to read "M Fullerton".

Dr. Merrilee Fullerton
Minister of Training, Colleges and Universities