

Agenda

REGULAR BOARD MEETING

TUESDAY, DECEMBER 17, 2019

Peter L. Roach Catholic Education Centre - Boardroom
OPEN MEETING - 6:30 to 9:30 P.M.

Chairperson: Michelle Griepsma Vice-Chairperson: David Bernier

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

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

- 1. Examen.
- 2. Opening Prayer.
- 3. Land Acknowledgement.
- 4. Singing of the National Anthem.
- 5. Approval of the Agenda.
- 6. Declarations of Conflicts of Interest.
- 7. Approval of the Minutes.
 - a. Approval of the Minutes of the November 26, 2019 Regular Meeting. Page 5
 - b. Approval of the Minutes of the December 3, 2019 Inaugural Board Meeting. Page 16
- 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. Report from the Student Trustees, Eveline Fisher and Josh Hill.
- 3. Report from the Manager of Communications, Mr. Galen Eagle.
 Highlights of System Achievements.

C. Presentations:

- R.A. Proposed St. Peter Catholic Secondary School Excursion to Antigua, Guatemala, November 14-22, 2020.
 R.A. Page 23
 Details Page 24
 Shannon Brady, Principal, St. Peter Catholic Secondary School and Monica Nolan, Teacher, St. Peter Catholic Secondary School.
- R.A. Proposed St. Mary Catholic Secondary School Choral Music Excursion to
 Boston, Massachusetts, USA, April 17-19, 2020. R.A. Page 48

 James Brake, Principal, St. Mary Catholic Secondary School and Tanya Earle,
 Teacher, St. Mary Catholic Secondary School.
- 3. R.A. Proposed St. Mary Catholic Secondary School Excursion to Ireland and Scotland, March 12-21, 2021. R.A. Page 56 Details Page 57 James Brake, Principal, St. Mary Catholic Secondary School and Curtis Chornie, Teacher, St. Mary Catholic Secondary School.
- Guiding Minds Survey Presentation.
 Joan Carragher, Superintendent of Human Resource Services and Kathleen Gratton, School Boards' Cooperative, Inc.
- 5. R.A. Director's Annual Report: 2018-2019 Page 93 Michael Nasello, Director of Education.

D. Programs and Services:

 Report on Proposed French Immersion Program at Holy Trinity Catholic Secondary School from the French as a Second Language Advisory Committee; and R.A. Deferred Recommended Action from the Committee-of-the-Whole, November 11, 2019.
 Page 94
 Dawn Michie, Superintendent of Learning.

E. Business, Finance and Governance:

- Ontario Catholic School Trustees' Association (OCSTA) Open Session Report.
 Michelle Griepsma, Board Chairperson.
- Education Development Charges Process. Page 95
 Isabel Grace, Superintendent of Business, Finance and Plant.
- 3. R.A. Borrowing Resolution Page 99
 Isabel Grace, Superintendent of Business, Finance and Plant.

F. Human Resources:

1. R.A. Semi-Annual Report from the Joint Health and Safety Committee. Joan Carragher, Superintendent of Human Resource Services.

R.A. Page 102

Report Page 103

G. Policy Development:

- R.A. Recommended Actions from the Policy Development Committee Meeting, November 19, 2019.
 Page 108
 David Bernier, Policy Development Committee Chairperson.
- H. Old Business:
- I. New Business:
- J. Bring Forward:
- K. Information Items:
 - Chairperson's Report.
 Michelle Griepsma, Board Chairperson.
 - 2. Trustees' Committee Reports.
 - a. French as a Second Language Advisory Committee, November 27, 2019.
 - b. First Nation Métis and Inuit Advisory Committee, December 10, 2019.

L. Future Meetings and Events:

- 1. Board Meeting:
 - a. Board Meeting Open Session, January 28, 2020, 6:30 p.m. (In-camera Session, 6:00 p.m.)
- 2. Board Standing Committee Meetings: (Listed in chronological order.)
 - a. Chairperson's Committee, January 13, 2020, 4:30 p.m.
 - b. Committee-of-the-Whole, January 13, 2020, 6:30 p.m.
 - c. Policy Development Committee, February 4, 2020, 6:30 p.m.
- 3. Other Committee Meetings: (Listed in chronological order.)
 - a. Special Education Advisory Committee, January 16, 2020, 6:30 p.m.
 - b. Student Council Liaison Committee, January 28, 2020, 4:15 p.m.

- c. STSCO Governance Committee Meeting, January 29, 2020, 3:00 p.m.
- d. Catholic Parent Engagement Committee Meeting, February 3, 2020, 6:30 p.m. (St. Mary Catholic Secondary School, Cobourg)
- e. Accessibility for All Committee Meeting, February 4, 2020, 1:15 p.m.
- f. Faith and Equity Advisory Committee Meeting, February 13, 2020, 6:30 p.m.
- g. First Nation, Métis and Inuit Advisory Committee, March 10, 2020, 6:30 p.m.
- h. French as a Second Language Advisory Committee, April 15, 2020, 4:30 p.m.
- i. Supervised Alternative Learning Meeting, TBA.
- 4. Board Events: (Listed in chronological order.)
 - a. Ontario Catholic School Trustees' Association Catholic Trustees Seminar, January 17-18, 2020, Delta Hotels by Marriott Airport.
 - b. Toonies for Tuition Board-wide Fundraising Day, April 23, 2020.
 - c. OCSTA 2019-2020 AGM and Conference, Ottawa, April 30-May 2, 2020.
 - d. Catholic Education Week, May 3-9, 2020.
 - e. Catholic Student Leadership Awards, Holy Cross Catholic Secondary School, May 6, 2020.
 - f. CPEC Parent Engagement Event, Holy Trinity Catholic Secondary School, May 20, 2020.
 - g. CCSTA 2019-2020 AGM and Conference, Collingwood, ON, June 4-6, 2020.

M. Conclusion:

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

2019 B-OP 96



Minutes

THE MINUTES OF THE OPEN SESSION OF THE REGULAR BOARD MEETING, held on Tuesday, November 26, 2019, in the Boardroom at 1355 Lansdowne Street West, Peterborough.

PRESENT:

Trustees – Mmes. Linda Ainsworth, Michelle Griepsma, and Helen McCarthy. Messrs. David Bernier, Braden Leal, and Emmanuel Pinto.

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

Messrs. Sean Heuchert, Tim Moloney, and Michael Nasello and Father Paul

Massel

Recorder – Mrs. Michelle Kennedy

REGRETS:

Trustee - Mr. Kevin MacKenzie

A. Call to Order of the Open Meeting:

1. Examen

The Board Chairperson, Michelle Griepsma, called the meeting to order at 6:34 p.m. and welcomed everyone, with particular mention of the principal representatives Leslie Keating from St. Paul Catholic Elementary, Norwood and Jennifer Fisher from St. Patrick Catholic Elementary, Peterborough.

2. Opening Prayer

Father Paul Massel opened the meeting by leading a daily examen followed by prayer.

3. Land Acknowledgement

Michelle Griepsma, Board Chairperson, respectfully acknowledged that the Board Meeting was taking place on the treaty and traditional territory of the Mississauga Anishinaabeg.

4. Singing of the National Anthem

The National Anthem was sung.

5. Approval of the Agenda

MOTION: Moved by Linda Ainsworth, seconded by Helen McCarthy

that the Agenda be approved with the addition of the following

item:

- K.3, Walkabout at St. Elizabeth Catholic Elementary School.

Carried.

6. Declarations of Conflicts of Interest

There were no declarations of conflicts of interest.

7. Approval of the Minutes of the October 22, 2019 Regular Meeting.

MOTION: Moved by David Bernier, seconded by Braden Leal that the minutes of the October 22, 2019 Regular Meeting be approved.

Carried.

8. Business Arising Out of the Minutes.

There was no 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.

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

- Celebrated the Mass for Deceased Members of the PVNC Community on November 20th at the Cathedral.
- Represented the Board and attended the funeral of Patrick Slack in Kingston. Mr. Slack was the former Executive Director of OCSTA and was the father of one of the superintendents from the Algonquin Lakeshore Catholic District School Board.
- Continue to monitor labour negotiations and are committed to keeping staff, students and parents informed of any officially announced developments.

- Attended the opening events of 'When Faith Meets Pedagogy' Conference in Toronto. Other Board participants were Superintendent Dawn Michie, Board Chaplain, Father Paul Massel, Religious Education Consultant Peter Bagnall and a number of other staff members. The Chaplaincy Leaders from each of the secondary schools accompanied students to attend the Youth Forum.
- About 80 leaders and social workers from PVNC and our coterminous board, KPR attended Traumatic Events Training led by Kevin Cameron. This critically important training will better equip our board to respond to traumatic events by having good processes and protocols to ensure safety and security of all.
- the first of our regional Catholic Parent Engagement Committee meetings took place at St. Stephen Catholic Secondary School on November 26th. This event was well attended.
- Planning is in the works for an exciting CPEC event to take place on May 20, 2020. Through the PRO Grant funding, the board will host Craig Keilburger of the WE Movement as a guest speaker to talk about his and his brother's recent book, "The World Needs Your Kids: Raising Kids Who Care and Contribute."
- The Student Council Liaison Committee hosted the annual Student Leadership retreat on November 7 at St. Thomas Aquinas Catholic Secondary School. The event was a very successful and empowering experience with the theme "Voices that Grow".
- The Board retirement dinner celebration was held on November 8 to honour 35 attending retirees from the 2017-2018 school year. It was a wonderful evening of celebration.
- The Board Annual Meeting will be held on Tuesday, December 3, 2019 to elect officers and will be followed by a Celebration of the Eucharist and a Reception.

Following his presentation, Michael Nasello invited questions from the trustees.

2. Report from the Student Trustees, Eveline Fisher and Josh Hill.

Eveline Fisher, Senior Student Trustee and, Josh Hill, Junior Student Trustee gave a report to the Board of the activities which are taking place in secondary schools throughout the system:

- The month began with "Take Your Kid to Work Day" where grade 9 students were able to visit workplaces to experience what a day at work is like. On the same day, Grade 8 students had the opportunity to visit the secondary school they will transition to next year and discover what the future has in store. Students were able to participate in classes such as drama, woodworking, and phys ed.
- Student Council members from all of the secondary schools participated in the

Student Leadership retreat "Voices that Grow". The day began with a prayer service organized by students at St. Thomas Aquinas. The keynote speakers, learning consultants, Peter Bagnall, Heather Michel and Adam White, delivered messages on the theme in their own way. Breakout sessions were held and the day wrapped up with a collaborative discussion period.

- Remembrance Day ceremonies were held throughout the system giving time to reflect on our priviledge of freedom.
- Grade 12 students are taking advantage of opportunities to travel to and tour post-secondary schools. Guidance counselors give amazing support to make transitioning to post-secondary an easier process.
- MADD presentations were held at St. Peter and Holy Trinity
- Many schools took part in the Week for Safe and Caring Schools. Examples
 were given of events that were held at St. Thomas Aquinas, Holy Cross and St.
 Peter to promote kindness and well-being.
- Social justice projects for Christmas have begun. At Holy Trinity students are adopting families in need by collecting items for them. The "Be An Angel" program through St. Vincent de Paul is taking place at St. Thomas Aquinas.
- Students are the hands and feet of God and we have so much to be thankful for.

The student trustees then invited and answered questions from the trustees.

3. Report from the Manager of Communications, Galen Eagle.

Galen Eagle, Manager of Communications shared the system achievements and highlighted the following events and other stories from across the Board:

- Caring and Safe Schools week which gave examples of events that were held at various elementary and secondary schools.
- Put your Director to Work Day raffle will be taking place again this year. With participation in payroll deduction, employees will be entered to win a day away from their job.
- St. Anne Catholic Elementary students held a birthday Celebration for a retired PVNC teacher who recently turned 100 years old.
- St. Stephen Catholic Secondary School Robotics Team came away from the Ontario Tech's Engineering Robotics Competition with second place overall. The team was also awarded the sportsmanship award.
- Remembrance Day ceremonies were attended by students throughout the board.

Students from St. Joseph, Douro participated in the cenotaph ceremony at Warsaw.

- Holy Cross students, Abby Hiltz and Rachel Bjorgan recently signed scholarship opportunities with US post-secondary schools to play lacrosse and hockey respectively.
- St. Peter Grade 12 French Immersion students are taking part in a deep learning inquiry to discover more about agencies in the Peterborough community who assist people in need. The project has led to students collecting goods and giving back to their community.
- Specialist High Skills Major students from St. Mary and Holy Trinity participated in certification training at Ganaraska Forest Centre.

C. Presentations:

 Proposed Holy Trinity Catholic Secondary School, St. Mary Catholic Secondary School and St Stephen Catholic Secondary School Ski Excursion to Stowe, Vermont, USA, March 8-11, 2020.

Mark Joly, Principal at Holy Trinity Catholic Secondary School brought forward proposed excursion, which is identical to other trips that have taken place for the last eight years. Following the presentation, Mark answered questions from the trustees.

MOTION: Moved by Linda Ainsworth, seconded by Braden Leal

that the proposed Holy Trinity Catholic Secondary School, St.

Mary Catholic Secondary School and St. Stephen Catholic

Secondary School ski excursion to Stowe, Vermont, USA, from

March 8, 2020 to March 11, 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.

2. <u>Proposed St. Mary Catholic Secondary School Choral Music Excursion to Ireland, April 28-May 6, 2020.</u>

Principal James Brake, and Teacher Tanya Earle from St. Mary Catholic Secondary

School gave a presentation about the Choral excursion and the group's opportunity to participate in a competition in Ireland. They answered questions from the trustees following the presentation.

MOTION: Moved by David Bernier, seconded by Emmanuel Pinto

that the proposed St. Mary Catholic Secondary School Choral Group excursion to Ireland, from April 28, 2020 to May 6, 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.

3. Stewards of Sustainability Presentation.

Senior Student Trustee Eveline Fisher and Junior Student Trustee Josh Hill delivered a power point presentation about the newly released document, "Stewards of Sustainability" which was developed by the Catholic Board Council of the Ontario Student Trustees' Association. The document outlines six recommended actions relating to environmental initiatives for school boards. These actions were discussed recently at the PVNC student leadership retreat "Voices that Grow" and the outcomes from those discussions will form the next steps of implementation to be considered by the Board of Trustees. Following the presentation, the student trustees answered questions.

D. Programs and Services:

E. Business, Finance and Governance:

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

The Board Chairperson, Michelle Griepsma reported on OCSTA updates as follows:

- All resolutions from the 2019 Annual Meeting were included in the Financial Brief, which included the Cyber Security resolution which was put forward by this Board.
- The legislative updates being sent out are transcripts from the legislature. Please contact Michelle if any trustees are interested in receiving them.
- A letter was issued from OCSTA regarding the Toronto Catholic DSB Code of Conduct discussions reported in the media.

- An article written by John Milloy, on the benefits of the Catholic Education System in Ontario was distributed to the trustees.
- 2. Recommended Action from the Committee-of-the-Whole.

It was noted that a recommended action to the Board was passed at the Committee-of-the-Whole on November 11, 2019 regarding the establishment of a French Immersion program at Holy Trinity Catholic Secondary School and was to be presented to the Board for approval. The French as a Second Language Advisory Committee is scheduled to meet on November 27, 2019 and it was stated that the committee could help with the informing of this recommended action.

MOTION: Moved by Linda Ainsworth, seconded by Braden Leal

that the recommended action from the Committee-of-the-Whole meeting, November 11, 2019, be deferred to the December 17, 2019 Regular Board Meeting.

Carried.

3. Recommended Action from the Audit Committee Meeting, November 13, 2019: 2018-2019 Audited Financial Statements.

MOTION: Moved by David Bernier, seconded by Braden Leal

that the 2019-2019 audited financial statements be adopted as presented.

Carried.

4. Recommended Action from the Audit Committee Meeting, November 13, 2019: 2018-2019 Annual Report.

MOTION: Moved by David Bernier, seconded by Linda Ainsworth

that the 2018-2019 Annual Report of the Audit Committee be

received.

Carried.

- F. Human Resources:
- **G. Policy Development:**

1. Recommended Actions from the Policy Development Committee Meeting, November 19, 2019.

David Bernier, Chairperson of the Policy Development Committee, brought forward the recommendations from the November 19, 2019 meeting for approval.

MOTION: Moved by David Bernier, seconded by Emmanuel Pinto

that the Board receive the report and recommendations of the Policy Development Committee of November 19, 2019, for publication and implementation.

Carried.

- H. Old Business:
- I. New Business:
- J. Bring Forward:
- K. Information Items:
 - 1. Chairperson's Report

As this is the last meeting of the year, the Board Chairperson Michelle Griepsma thanked the trustees for the honour of serving as their Chairperson. She remarked on the Board's ability to work together and looked forward to continuing in that positive relationship. Michelle Griepsma thanked administration for the organizing of the retirement event that was well attended and very enjoyable. On November 11, Michelle had the opportunity to attend the Remembrance ceremony at St. Thomas Aquinas, which was very moving.

The compilation of results from the year's meeting evaluations was distributed and reviewed. It was noted that there was a much lower response rate this year compared to last year (Dec.1/18 to Nov 30/19 compared to Dec. 1/17 to Nov. 30/18). There was a discussion about the content and execution of the evaluation survey.

2. Trustees' Committees Reports

- a. Special Education Advisory Committee, October 17, 2019.
- b. Catholic Parent Engagement Committee, November 6, 2019.
- c. Special Education Advisory Committee, November 21, 2019.

Trustee Helen McCarthy reported that the committee is impressed with the schoolbased autism programming. They are pleased with the facilities and the number of students that are able to be served.

3. Walkabout at St. Elizabeth Catholic Elementary School, November 26, 2019.

Trustee Linda Ainsworth reported on her attendance at the 'Walkabout' that took place at St. Elizabeth Catholic Elementary School on November 26, 2019. This event was an initiative through the Ministry and the Durham School Travel Committee. There was a cross-section of attendees including the principal, transportation planners, a registered nurse, a police officer, municipal councilors from Clarington and herself as a trustee. The group is examining safe accessible routes to school to give children the confidence to walk or wheel to school and will be using data collected through a survey given to the children on their mode of transportation to school. This event was seen as a positive step to making a shift from the problematic increase in number of vehicles bringing children to school.

L. Future Meetings and Events:

- 1. Board Standing Committee Meetings: (Listed in chronological order.)
 - a. Annual Board Meeting and Mass, December 3, 2019, 4:00 p.m. The Mount Community Centre and Sisters of St. Joseph Chapel, Peterborough.
 - b. Chairperson's Committee, December 9, 2019, 4:30 p.m.
 - c. Committee-of-the-Whole, December 9, 2019, 6:30 p.m.
 - d. Board Meeting Open Session, December 17, 2019, 6:30 p.m. (In-camera Session, 6:00 p.m.)
 - e. Policy Development Committee, February 4, 2020, 6:30 p.m.
- 2. Other Committee Meetings: (Listed in chronological order.):
 - a. First Nation, Métis and Inuit Advisory Committee, December 10, 2019, 6:30 p.m.
 - b. Student Council Liaison Committee, December 17, 2019, 4:15 p.m.
 - c. Special Education Advisory Committee, January 16, 2020, 6:30 p.m.
 - d. STSCO Governance Committee Meeting, January 29, 2020, 3:00 p.m.
 - e. Catholic Parent Engagement Committee Meeting, February 3, 2020, 6:30 p.m. (St. Mary Catholic Secondary School, Cobourg)
 - f. Accessibility for All Committee Meeting, February 4, 2020, 1:15 p.m.
 - g. Faith and Equity Advisory Committee Meeting, February 13, 2020, 6:30 p.m.
 - h. French as a Second Language Advisory Committee, April 15, 2020, 4:30 p.m.

i. Supervised Alternative Learning Meeting, TBA..

3. Board Events:

- a. Peterborough. Catholic Leadership Development Series Session #2, November 28, 2019, 4:00 p.m., Baxter Creek Golf Course.
- b. Ontario Catholic School Trustees' Association Catholic Trustees Seminar, January 17-18, 2020, Delta Hotels by Marriott Airport.
- c. Toonies for Tuition Board-wide Fundraising Day, April 23, 2020.
- d. OCSTA 2019-2020 AGM and Conference, Ottawa, April 30-May 2, 2020.
- e. Catholic Education Week, May 3-9, 2020.
- Catholic Student Leadership Awards, Holy Cross Catholic Secondary School, May 6, 2020.
- g. CPEC Parent Engagement Event, Holy Trinity Catholic Secondary School, May 20, 2020
- h. CCSTA 2019-2020 AGM and Conference, Collingwood, ON, June 4-6, 2020.

M. Conclusion:

1. Report from the In-camera Meeting

MOTION: Moved by David Bernier, seconded by Emmanuel Pinto

that the Board approve the actions and the discussions arising from the November 26, 2019, regular in-camera session, as follows:

- A. Call to Order: The in-camera meeting was called to order at 6:04 p.m.
 - 1. Opening Prayer
 - The agenda was approved with the addition of items F.2 Approval
 of Recommended Action from the Expulsion Committee meeting
 of November 26, 2019 and G.1, Parent Matter Update.
 - There were no conflicts of interest declared.
 - 4. Approval of Minutes: Motions were carried to approved the minutes from the October 22, 2019 Regular In-camera meeting, and the November 11, 2019 Special In-camera meeting.
- D. Business, Finance and Governance:
 - 1. OCSTA In-camera Session Report.
- E. Human Resources:
 - 1. Labour Disruption and Collective Bargaining Update.
- F. Other Urgent Matter:
 - 1. Approval of a recommended action from the expulsion committee of November 11, 2019.

- 2. Approval of a recommended action from the expulsion committee of November 26, 2019.
- I. Convening in Open Session:
 - 1. Closing Prayer
 - 2. Motion approved to convene in Open Session at 6:20 p.m.

Carried.

2. Closing Prayer

The Board Chairperson, Michelle Griepsma, led the prayer to close the meeting.

3. Adjournment

MOTION: Moved by Braden Leal, seconded by Emmanuel Pinto

that the meeting be adjourned at 8:20 p.m.

Carried.

Michelle Griepsma Board Chairperson Michael Nasello Director of Education, Secretary-Treasurer per M.K.

2019 B-OP 107



Minutes

THE MINUTES OF THE ANNUAL MEETING OF THE BOARD held Tuesday, December 3, 2019 at 4:00 p.m. at The Mount Community Centre, 1545 Monaghan Road, Peterborough, ON.

PRESENT:

Trustees - Linda Ainsworth, Dave Bernier, Eveline Fisher (Student Trustee), Michelle Griepsma, Josh Hill (Student Trustee), Braden Leal, Kevin MacKenzie, Helen McCarthy and Emmanuel Pinto.

Administration - Joan Carragher, Laurie Corrigan, Galen Eagle, Pepe Garieri, Isabel Grace, Fr. Paul Massel, Dawn Michie, Tim Moloney, and Michael Nasello.

Recorder – Michelle Kennedy.

A. Call to Order:

1. Opening Prayer

In accordance with the Education Act and the Board By-Laws, the Chief Executive Officer, Michael Nasello presided as meeting chair until the Chairperson of the Board was elected.

The meeting was called to order at 4:30 p.m. Michael Nasello welcomed everyone and noted principal and staff guests present. He especially thanked and welcomed His Excellency, Bishop Daniel Miehm and invited him to begin the meeting with prayer.

2. Land Acknowledgement

Michael Nasello respectfully acknowledged that the Annual Board Meeting was taking place on the treaty and traditional territory of the Mississauga Anishinaabeg.

3. Singing of the National Anthem

The National Anthem was sung.

4. Approval of the Agenda

MOTION: Moved by Braden Leal, seconded by Kevin MacKenzie

that the agenda be approved.

Carried.

5. Declarations of Conflicts of Interest.

There were no declarations of conflicts of interest.

6. <u>Director's Remarks</u>

The Director of Education, Michael Nasello addressed the trustees and quoted from the Assembly of Catholic Bishops of Ontario's Pastoral Letter "Renewing the Promise" that Catholic school trustees have the responsibility of the stewardship of Catholic education with other partners in the Catholic Education Community.

Mr. Nasello thanked the trustees for their generosity of service to Catholic education and offered prayers and support as they take on the collaborative work on committees and service to our students.

B. Recommended Actions:

1. Appointment of the two tellers.

Tim Moloney accepted nomination as the first teller.

MOTION: Moved by David Bernier, seconded by Kevin MacKenzie

that Tim Moloney be appointed as the first teller.

Carried.

Joan Carragher accepted nomination as the second teller.

MOTION: Moved by Linda Ainsworth, seconded by Helen McCarthy

that Joan Carragher be appointed as the second teller.

Carried.

2. Election of the Chairperson of the Board

Nominees

Michelle Griepsma – accepted

Michelle Griepsma was acclaimed the Chairperson of the Board for the term of

December 1, 2019 to November 30, 2020. Mrs. Griepsma was invited by Michael Nasello to move to the head of the table to assume the position of Chairperson of the meeting.

3. Election of the Vice-chairperson of the Board.

Nominees

David Bernier – accepted

David Bernier was acclaimed the Vice-chairperson of the Board for the term of December 1, 2019 to November 30, 2020.

4. R.A. Approval of Chairperson and Vice-Chairperson as Signing Authorities.

MOTION: Moved by Braden Leal, seconded by Helen McCarthy

that the Chairperson, Michelle Griepsma and Vice-chairperson, David Bernier, be approved as signing authorities for the Board.

Carried.

5. R.A. Naming of the Standing Committees.

MOTION: Moved by Emmanuel Pinto, seconded by Kevin MacKenzie

that the following Standing Committees be approved for 2019-2020: Chairperson's Committee, Committee-of-the-Whole, and

Policy Development Committee.

Carried.

6. Election of Standing Committee Chairpersons.

a. Committee-of-the-Whole Chairperson

Nominees

Linda Ainsworth – accepted David Bernier – declined Emmanuel Pinto – declined

Linda Ainsworth was acclaimed as the Chairperson for the Committee-of-the-Whole for the term December 1, 2019 to November 30, 2020.

b. Policy Development Chairperson.

Nominees

David Bernier – declined Emmanuel Pinto – accepted

Emmanuel Pinto was acclaimed as the Chairperson for the Policy Development Committee for the term December 1, 2019 to November 30, 2020.

7. Election of Board Representation to Various Committees.

a. Chairperson's Committee

Nominees

Linda Ainsworth – accepted
Braden Leal – accepted
Helen McCarthy – declined
Emmanuel Pinto – declined

Braden Leal was elected as trustee-at-large to the Chairperson's Committee for the term December 1, 2019 to November 30, 2020.

b. Catholic Parent Engagement Committee

Nominees

Kevin MacKenzie – accepted Emmanuel Pinto – declined

Kevin MacKenzie was acclaimed as the trustee representative on the Catholic Parent Engagement Committee for the term December 1, 2019 to November 30, 2020.

c. Supervised Alternative Learning Committee (SAL)

It was explained that one trustee sits on the SAL Committee and one alternate is designated. The election for the representative took place first, followed by the election of the alternate.

Nominees

Linda Ainsworth – declined Helen McCarthy – accepted Emmanuel Pinto – declined

Helen McCarthy was acclaimed as the trustee representative on the Supervised Alternative Learning Committee (SAL) for the term December 1, 2019 to November 30, 2020.

Nominees

Linda Ainsworth – accepted Braden Leal – declined Kevin MacKenzie – declined Emmanuel Pinto – declined

Linda Ainsworth was acclaimed as the alternate trustee representative on the Supervised Alternative Learning Committee (SAL) for the term December 1, 2019 to November 30, 2020.

8. R.A. Destroying of the Ballots

MOTION: Moved by Kevin MacKenzie, seconded by Braden Leal

that the ballots be destroyed.

Carried.

C. Future Meetings and Events:

The Board Chairperson, Michelle Griepsma, reminded the trustees to make note of the upcoming meetings as listed.

1. Board Meeting

a. Board Meeting Open Session, December 17, 2019, 6:30 p.m. (In-camera Session, 6:00 p.m.)

2. Standing Committee Meetings

- a. Chairperson's Committee, December 9, 2019, 4:30 p.m.
- b. Committee-of-the-Whole, December 9, 2019, 6:30 p.m.

MOTION: Moved by Braden Leal, seconded by Helen McCarthy

that the Committee-of-the-Whole meeting scheduled for December 9, 2019, be cancelled.

Carried.

c. Policy Development Committee, February 4, 2020, 6:30 p.m.

3. Other Committee Meetings.

- a. First Nation, Métis and Inuit Advisory Committee, December 10, 2019, 6:30 p.m.
- b. Student Council Liaison Committee, December 17, 2019, 4:15 p.m.
- c. Special Education Advisory Committee, January 16, 2020, 6:30 p.m.
- d. STSCO Governance Committee, January 29, 2020, 3:00 p.m.
- e. Catholic Parent Engagement Committee, February 3, 2020, 6:30 p.m. (St. Mary Catholic Secondary School, Cobourg)
- f. Accessibility for All Committee, February 4, 2020, 1:15 p.m.
- g. Faith and Equity Advisory Committee, February 13, 2020, 6:30 p.m.
- h. French as a Second Language Advisory Committee, April 15, 2020, 4:30 p.m.
- i. Audit Committee, TBA
- j. Supervised Alternative Learning Committee Meeting, TBA.

4. Board Events

- a. Ontario Catholic School Trustees' Association Catholic Trustees Seminar, January 17-18, 2020, Delta Hotels by Marriott Airport.
- b. Toonies for Tuition Board-wide Fundraising Day, April 23, 2020.
- c. OCSTA 2019-2020 AGM and Conference, Ottawa, April 30-May 2, 2020.
- d. Catholic Education Week, May 3-9, 2020.
- e. Catholic Student Leadership Awards, Holy Cross Catholic Secondary School, May 6, 2020.
- f. CPEC Parent Engagement Event, Holy Trinity Catholic Secondary School, May 20, 2020.
- g. CCSTA 2019-2020 AGM and Conference, Collingwood, ON, June 4-6, 2020.

D. Conclusion:

1. Closing Prayer

Michelle Griepsma, Chairperson of the Board, called upon Father Paul Massel to lead everyone in a closing prayer.

2. Adjournment

MOTION: Moved by Braden Leal, seconded by Emmanuel Pinto that the meeting be adjourned at 5:04 p.m.

Carried.

Michelle Griepsma Board Chairperson Michael Nasello
Director of Education, Secretary-Treasurer
per M.K.

<u>Proposed St. Peter Catholic Secondary School Excursion to Antigua, Guatemala, November 14-22, 2020.</u>

R.A.: that the proposed St. Peter Catholic Secondary School excursion to Antigua, Guatemala, from November 14, 2020 to November 22, 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.

December 9, 2019.

Administration



	CATEGORY 5 A	APPROVAL FORM	
mights reacher/Organizer: N	e of Canada or travel requiring Ms Nolan, Mr. O'Neill, Mr. Murphy	School: St. Peter Secondary	
Adult Supervisors Attendir	ng: 3		
Destination: Antigua, Guate	emala	Mode of Transportation: Airp	alana
Grade/Course: 10 - 12		Date of Submission: June 20	
Departure Date: November 1	4, 2020	Return Date: November 22, 20	A.A.W
THE RESIDENCE OF THE PARTY OF T	/s: 6 girls: 14	Number of Adult Supervisors	
	it Travel, Chemong Rd, Ptrborough		
Total cost to be paid by each	ch Student: \$ 2600		tholic Social Justice
the culture and values of the peo	vide the overall expectations addressed I Catholic Social Justice teachings in a de ople of Guatemala and to work side by side	The objective of this excursion is for eveloping country. This is also an aw- ide with them; improving the living c	or our students to implement their vareness trip for our students, to learn conditions in their community.
Estimated Cost for Entire G	Group:	Anticipated Sources of Rever	All Colors of the Colors of th
Accommodation	\$ 1380	School Accounts	
Travel	\$ 25 682 (flight, bus, insurance, ground)	School Fund-raising	\$
Cost of Supply Teachers	\$ 2040	Student/Parent share	\$ 52 000
Meals	\$ 840	Other:	\$ 52 000
Programs/Materials	\$17040		9
Other (Cultural Activities, donations)	\$5018	Other: Teacher contributions, if applicable	\$
Total	\$52 000	Total	7.00.000
It is understood that this	excursion will not proceed without th	en approval of the Board and sign	\$ 52 000
X Itinerary (including Mass in Contract Information X Additional Medical Covera X History of Excursion – nur X Certification required by s X Educational objectives sta	if or the applicable information below in the if on the weekend) age needs considered imber of years: 1 staff attending: NA ated	e package submitted to the Superinten X Information and consent lette X Liability waivers signed X Supervision ratio in alignmen X List of destination/emergenc X Passports (if required) -	ndent ter to parents ent with A.P. 305
ACTIVITIES N/A Teache S. B. G. Princip	er Signature pal Signature	Da Da	3/19
2018/02			

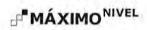
merit travel

MAI

50 clay

June 20, 2019 St Peter's School, 730 Medical Drive, Peterborough, ON. K9J 8M4 Group Contract from Toronto to Guatemala City Return 14-22 November 2020 on Avianca Airlines. Flight Information: Toronto to San Salvador AV #627 14 Nov LV: 3:10 PM AR: 7:13 PM San Salvador to Guatemala City AV #588 14 Nov LV: 8:10 PM AR: 8:50 PM Guatemala City to San Salvador AV #589 22 Nov LV: 6:22 AM AR: 7:10 AM San Salvador to Toronto AV #626 22 Nov LV: 7:50 AM AR: 1:45 PM Cost per ticket is \$642.25 + taxes \$97.87 = 740.12 x 15 people = \$11,101.80 Merit Ticketing Fee \$40.00 + HST \$5.20 = \$45.20 x 15 people = \$678.00 Total Cost for 15 people \$11,779.80. A non-refundable deposit of \$100.00 per person will be due on 28 February 2020 \$1,500.00. The name list will be due on 24 June 2020. The non-refundable final payment of \$10,279.80 will be due on September 23, 2020. St Peter's School Merit Travel Monica Nolan Wendy Clarence

> 2-806 Chemong Road, Peterborough, ON K9H 5Z6 T 705.743.1635 | **Toll Free** 1.866.341.1777 | **F** 705.743.1999 | MeritTravel.com



St. Peter Secondary School - GT - 2020

Monica Nolan: 24 Group Members

Welcome to Maximo Nivel in La Antigua, Guatemala!

ARRIVAL:	 Arrival on Saturday, 14-November-20 at Guatemala City Airport Airport Pick-Up provided. You will be met by your Field Manager upon arrival. Walk out of the airport and look for the yellow smiley face flag ⁽³⁾
DEPARTURE:	- Departure on Sunday, 22-November-20
CONTACT INFORMATION:	- Pre-Departure: John Dawson- Program Advisor at international@maximonivel.com_or 1-800-866-6358
AIRPORT PICK-UP	 Airport Pick-up is included as part of your program fee. Our local team will meet you at the airport when you arrive, and will take you to your homestay.
AIRPORT DROP-OFF	 You have elected to add Airport Drop-off. Our local team will meet you at the homestay and take you directly to the airport in time for your departure.
& IN-COUNTRY TRANSPORTATION:	 Private transportation to and from your construction volunteering site will be provided on Monday through Friday of your volunteer week. You will be picked up and dropped off at your host family.
ACCOMMODATION	You will be staying in a traditional-style home with a local Guatemalan host
INFORMATION	family. Their service includes breakfast and dinner, as well as basic cleaning for the duration of your stay. Our homestays are located in and around the La Antigua area, typically
	between a 10-40 minute walk or a 10-30 minute bus ride. Your host family will show you how to get to and from the Maximo Nivel office on the public bus.
NOVINTEED DOOLEGE	
VOLUNTEER PROJECT INFORMATION	Construction volunteers join projects in the Antigua area to work on public buildings and schools, typically in communities in need of assistance and funding. You are supported by a local, Spanish-speaking project manager who is experienced in guiding and training international volunteers.



3280 Bloor Street West Suite 901, Centre Tower Toronto, ON MSX 2X3

416 486 6440 Tel. 800 267 6425 Toll-free 416 486 7118 Fax brightsparktravel.ca

INVOICE

June 20, 2019

Attn: Monica Nolan St. Peter's Catholic Secondary School 730 Medical Drive Peterborough, ON K9J 8M4

For the purchase of Travel Guard comprehensive insurance, including trip cancellation, trip interruption, extensive medical coverage, and school board ruling waiver for trip to Guatemala, November 14 to November 22, 2020:

20 passengers @ \$82/passenger = \$1,640.00 3 passengers @ \$111/passenger = \$333.00 \$1,973.00

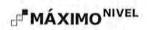
Please make cheque payable to Brightspark and forward to our office, as follows:

Attn: Nina Chabot Brightspark 3280 Bloor Street West Suite 901 Toronto, ON M8X 2X3

THANK YOU

Nina Chabot

TICO NO: 2422707R



OUTLINED DAILY SCHEDULE

Saturday, 14-No	Verifiber-2020
Arrival	 Our local team will meet you at the airport when you arrive and will take you to your homestay.
PM	- Program & Safety orientation
Sunday, 15-Nove	ember-2020
8:00 AM	- Attend mass in Iglesia de San Francisco El Grande
РМ	- La Antigua Walking Tour (A great opportunity to take photos!)
EVE	- Dinner with the local host family
Monday, 16-Nov	ember-2020
AM	- Construction Project
£70	- 1 hour of private group Spanish Classes
PM	- Chocolate Museum Workshop (Explore the process from cocoa bean to the bar Includes bilingual guide)
EVE	- Dinner with the local host family
Tuesday, 17-Nov	ember-2020
AM	- Construction Project
845	- 1 hour of private group Spanish Classes
PM	- SALSA DANCING CLASS! Refreshments, Chips & Dips provided
EVE	- Dinner with Local host family
Wednesday, 18-I	November-2020
AM	- Construction Project
PM	- Trip to the Mayan Ruins of Iximche
EVE	- Return at 7:00 PM for Dinner



hursday, 19-No	vember-2020
AM	- Construction Project
РМ	 1 hour of private group Spanish Classes Cooking Classes – a unique chance to make local Guatemalan food and practice your Spanish. Not to be missed!
EVE	- Dinner with Local host family
riday, 20-Nover	nber-2020
AM	- Construction Project
PM	 1 hour of private group Spanish Classes Pacaya Volcano Hike
EVE	- Dinner with Local host family
aturday, 21-Nov	vember-2020
AM	- Free Morning to explore La Antigua
PM	 Set off at 12:45 PM to a Mayan Community to enjoy a dance, traditional Lunch and weaving demonstration.
6:00 PM	- Attend mass at Iglesia San Francisco
EVE	 Final night in La Antigua; we are happy to make a reservation at a restaurant serving traditional food.
unday, 22-Nove	mber-2020
	Our local team will meet you at the homestay and take you directly to the airport in time for

PLEASE NOTE: This itinerary is subject to change depending on the field conditions at the time of project.





PACAYA VOLCANO HIKE

Tour designed for all ages and abilities

ITINERARY:

- Pick-up at 1:00 PM from your host family accommodations and transport to the Maximo Nivel institute.
- Between 1:15 and 2:00 PM the group will have a briefing of the experience at the institute, we will review the itinerary and safety guidelines.
- Private group transportation from Antigua to San Vicente Pacaya which takes around 1 hour & 20 minutes.
- Upon arrival we will meet with an INGUAT certified guide that will explain more about the history of the volcano, and we will start our hike.
- While we are on the way up, the Guide will show the group different rock formations and facts about the Volcano. This is a great chance to pick up quartz stones.
- When we reach the top, the group will have plenty of opportunity to take some excellent photos of the landscape.
- The guide will take the group to an ideal spot in the volcano to have lunch, then we will the hike back down.
- The bus will be waiting for the group to transport them back to Antigua.

DURATION: 05 to 07 hours

Included in Trip Price:

- Round trip transportation
- Walking sticks
- All park entrance fees
- Lunch Box
- Bilingual guide with certified 1st-Aid training
- Flash light, walking stick

Not included (what you need to bring):

- Hiking boots or trekking shoes (no open toe shoes nor sandals)
- Camera, Hat, Sunglasses & Sunscreen





ABOUT THE PACAYA VOLCANO AND THE GUIDE

Pacaya Volcano

Pacaya Volcano is located in the Municipality of Escuintla specifically in the town of San Vicente Pacaya.

The Pacaya Volcano is one of the 3 active volcanoes in Guatemala and is also one of the most visited. Approximately 18,000 people visit the Pacaya Volcano per day. At Pacaya you can find 35 species of birds and mammals in addition to a variety of plants. Most of the plants are used medicinally by the indigenous communities of the region. The group will have the chance to learn about all of this biodiversity from the guide,

Pacaya Volcano is patrolled and monitored by trained personal 24 hours a day. During the weekends, personnel may be accompanied by Guatemalan armed forces to support the higher volume of hikers.

The tour is 100% safe and includes a bilingual guide trained in first aid with more than 5 years of experience in guiding. This will also be a totally private tour in which the group will decide the time, the pace of the hike, the breaks they need and how long they will be at the top.

Safety and the Guide

The Pacaya Volcano is one of the 3 active volcanoes in Guatemala and one of the most touristic. approximately 18,000 people visit Pacaya Volcano every year. The volcano is monitored by trained personal 24 hours a day, all of them available to provide help at any required time.

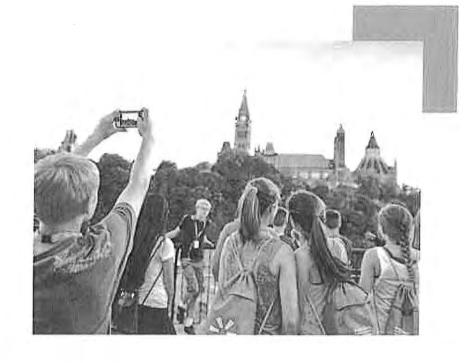
The tour is 100% safe and includes a bilingual guide trained in first aid with more than 5 years of experience with Eco Expedition and an official INGUAT tour guide, certified and trained by the government and tourism department to make this tour, it will be a totally private tour in which the participants will decide the time, the velocity of the rise, the time for the meal, and how long we will be at the top.

You will also find a community cafeteria, security of the national civil police and saves resources, telephone, local tourist guides, community parking and picnic area (reaching the volcano plateau).

In the case of any injury or emergency during your hike, your tour guide will immediately call the base camp for the appropriate assistance. If it is a severe injury on the trail, paramedics will arrive on scene and transport the injured person via a stretcher until they reach the ambulance. The ambulance will then transport the person to the nearest hospital in the neighboring area of Amatitlan for immediate assistance. A Maximo Representative will then arrive to the hospital to assist in any translation or communication needs.

Travel Guard®

Travel Insurance & Global Assistance



Schedule of Benefits

INSURANCE		DELUXE PACKAGE
Trip Cancellation, Interruption and Delay Coverage		YES
School Board Ruling Insurance		YES
Emergency Medical Coverage		YES
24-Hour Emergency Medical Assistance		ÝES
Baggage Insurance Coverage		YES
Accidental Death	In Flight	100,000
& Dismemberment	Non Flight	25,000

All benefits and premiums are quoted in Canadian currency,

The Travel Industry Council of Omeria (TICO) strongly recommends that every passenger purchase travel insurance prior to departure as protection against unforeseen and costly events.

Qualifichte

If you have questions, please call:

1.866.648.8425

Please Quate Product 800209





3280 Bloor Street West, Suite 901 Toronto, ON M8X 2X3 416.486.6440 or 1.800.267.6425

THIS IS A BRIEF OUTLINE OF GOVERAGE - RESTRICTIONS APPLY

Florase refer to the policy document for the Pre-Existing Medical Condition and Trip Consultation and Trip Interruption Exclusions.



Trip Cancellation, Interruption and Daloy Coverage

Trip Cancellation: If you must cancel your trip doe to a covered risk prior to your departure date, this policy reimburses pre-paid non-referedable penses up to the sum insured.

Trip Interruption: If your trip is interrupted due to a covered risk, on or after the departure date of the insured trip, we will pay for the noninfundable, unused trip arrangements for which you have already paid and additional travel transportation expenses to return you to your original departure point.

Trip Dalay: If your trip is delayed due to a covered risk after the schaduled return date of the intured trip we will pay for commercial accommodations and mads.

Mext Occupancy Charge: If you have prepaid shared ancommodations and your travel compenion() cancel the trip for a covered risk and you elect to trevel as originally planned, you will be reimbursed the next accupancy charge.

Missed Connection: If you arise a connection or must interrupt your trip because of the delay of a private automobile or your connecting passenger plane, ferry cruise ship, bus, limeusine, text, or train, when the delay is caused by the invaliant all failure of the vehicle; a traffic encidents are amergancy, police-directed road closure; or weather conditions, we will mimburse you up to \$800 for the extra cost of your one-vay dirfare via the more cost-offective litinarary to your next distinction or to your original point of departure.



School found felling Insurance

If you have purchased the Dehixe Package and paid the additional pr. miura, f. is zov. rage is included in your package.

School Bound Ruling: If you must reneal ye in trip due to a school board ruling as ninesals of a snich mandated trackers' labour siriks or a school board or principal of the school determination that there is a risk of harm to students travelling to a specific region of a country included in your trip, you will be reimbursed for the non-nefundable propaid travel arrangement cost up to the finits and about on your Job Pacifion for Insurance.

If you must car sol your trip due to a school E said ruling for any other reason, or the principal of the school advising of cancellution, yet will be reimburged for the non-refundable propuid traver arrangement most up to the limits selected on your applier from for insurance.



Hospital and Medical Expenses: Comrage for the active expenses related to the medical attention you need during your tap if a medical

Bedside Companion Travel and Subsistence: If you are travelling alone and are admitted to a hospital for 3 days or many, we will pay for someone to be with you.



Buggage Insurunus Covernas

Boggoga & Personal Effects have Benefit Can reinborse you if your baggage is to it, staten, or damaged while on your trip, subject to the maximum, benefit limit.

Baggage Delay Benefit If your baggage is dalayed more than 24 consecutive hours, you can be reimbursed for the purchase of necessary personal effects, subject to the maximum benefit limit.

PLEASE NOTE: This Baygage and Personal Effects insurance does not cover and no benefit is puyable for any claim arising for loss or theft of: glasses of any type, contact fances prescription drugs, money tickets, mobile phon is, court uters and cincest pries, CDs, DVDs and personal antertainment devices.



Nacitlental Dwith & Dismemharment

Accidental Death & Dismemberment: Pays for less of life or limb if an accidental leadily injury is surfained with 1,365 days of an accident during your Irip.

RESTRICTED BENEFITS

PIFASE NOTE. The policy does have restricted benefits. It is the postengor sior possengar's quardian's responsibility to contact Travel Guard for classification of navarage

A pas mulabagy condition exclusion applicas as medical conditions and, or symptometric control control over the man! There can be no - 2គេសីហិស្ថិត មិនមាន បុរស្គម សមាន ក្រសាងកែរក្នុង - នៅដែលប

for marginist draw involves those as of transfer against a growth content or conficting potential inhedition, earling it is prediction of any principants is not a 2 and honeth

the ones protegoes at 1 Best 175 with an Alm that I 72 (collect) guille a any no organi y allochuch houtaincht i ha antais coinn. Eudara to do so will treat by our twenty representative for MIP, of one eligible asperbace in succeed to down your interdeval is not draw present by pure found nothing. You must still us worn as the arrolly modellar at have someonic Bulliot these de Cart



condition begins unexpectedly after your departure date.

This is only a brief description of the coverage (s) uvailable. The Policy will contain reductions limited out a durion, and termination provisions, Insurance is underwritten by AIG Intercente Company of Canada, 120 Bromn - Boulevard, Suite 2200, Toronto, Omario, M5J 0A8, All prolicies are administered on AIG Canada's behalf by Travel Guard Group Canada, Inc. (Tr. vel Guard Canada).

St. Peter Secondary School - GT - 2020 Guatemala

FROM: 14-Nov-20 / TO: 22-Nov-2020 2 Weeks Group Bace DIN-B-O 5012 15 12 12 Students

Monica Nolan

Faculty

Total Participants

21 TBC

3 24

	Individual	Number of Participants	Total
Volunteer Abroad Program (1 Week)	\$645.00	24	\$15,480.00
Construction Surcharge (\$65/week)	\$65.00	24	\$1,560.00
Private Room Upgrade for Faculty	\$50.00	8	\$150.00
Student - 2 Extra Nights (14-Nov-2020 & 21-Nov-2020)	\$50.00	21	\$1,050.00
Faculty - 2 Extra Nights (14-Nov-2020 & 21-Nov-2020)	\$60.00	3	\$180.00
4 days - 1 hour/day in Private Group Spanish classes (Students Only)**	\$55.00	21	\$1,155.00
		Total Program Fees	\$19,575.00

PROGRAM FEES

* This fee includes project administration, shared hast family accommodation, 2 meals per day, Certificate, and Letter of Recommendation.

**This price ossumes that students will be divided into 3 private groups of 7 for Spanish classes. Groups are privaged based on Spanish level. If there is a

	afferent number of groups, or group size chang	s, this price will change.		
	Airport pick-up	Included	24	Included
NOTETOOGNEST	Airport drop-off*	\$13.00	24	\$312.00
NOTICE TO LONG	Daily Private Group Transportation**	\$1,200.00	1	\$1,200.00
		Tot	tal Transportation	\$1,512.00

"This fee opplies if all 24 participants depart on the same flight. If participants depart on separate flights, this price will increase.
"This fee applies for up to 27 participants volunteering at the same type of project. This is based on an estimation of 3 vehicles heading to 1 project, which may change depending on field conditions at the time of the placement, and depending on the final number of group members. If

the number of projects or the number of group members changes, this price will increase.

(\$1,531,75)	Total Discounts			
(\$700.00)	.1	(\$200.00)	11th person discount - only valid if group maintains 11 or more members	DISCOUNTS
(\$831.75)	17	(\$831.75)	5% program fee discount - only valid if paid in full 60 days prior to arrival	Santa Court
\$4,925.00	Total Tours			
Included	24	Included	Tandem Conversation Program	
Included	24	Included	Spanish Language Tutoring	
\$1,080.00	24	\$45.00	Mayan Cultural Exposition	
\$1,320,00	24	\$55.00		
\$150.00	1	\$150.00	Coaking Class	TOURS & ACTIVITIES
\$1,320.00	24	\$55.00	lximche Ruins	
\$95.00	1	\$95.00	Salsa Dancing Class	
\$600.00	24	\$25.00	Chocolate Museum Workshop	
\$360.00	24	\$15.00	La Antigua Walking Tour	

Carone Land
\$24,480.25



INFORMED CONSENT/PERMISSION FORM FOR EDUCATION TRIPS Category 4 or 5 - Students Under 18 Years

St. Peter Catholic Secondary School is arranging a Student Volunteer Construction and Cultural Brigade to Antigua, Guatemala, Saturday, November 14 through to Sunday, November 22, 2020.

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 travelling to Guatemala 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 social and cultural activities and volunteering on a construction site:

- 1. Minor allergic reactions or infections due to insect bites and stings or scratches and cuts.
- Gastro-intestinal issues including diarrhea and dehydration.
- 3. Sun-exposure or heat stroke due to careless application of sunscreen or protective clothing and hat.

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 activity described above on the dates provided, 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

	JNDERSTAND THAT IN PARTICIPAT RISKS ASSOCIATED WITH DOING S	
Signature of Student:		Date:
Signature of Parent/Guardian:		Date:
PERMISSION		
I give	_ permission to participate in the	
(name of student) to be held on or about	_	(description of activity)
(<i>date</i>) Signature of Parent/ Guardian:		Date:

2018/02

(describe activity) arranged



caused, resulting from my participation in the _

RELEASE AND INDEMNIFICATION FORM FOR EDUCATION TRIPS Category 4 or 5 - Students over 18 Years

The Peterborough Victoria Northumberland and Clarington Catholic District School Board will make available the opportunity of participating in a Student Volunteer Construction and Cultural Brigade to Antigua, Guatemala, Saturday, November 14 through to Sunday, November 22, 2020.

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

ELEMENT OF RISK Educational activity programs, such as, traveling to Guatemala, 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

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.

through the Peterborough Victoria Northumberland and Clarington Catholic District School Board on or about

Signature of Student:	Date:

2018/02

St. Peter Catholic Secondary School Guatemala Student Brigade November 14 – November 22, 2020 Communication Plan

Board Office: 705-748-4861

 In case of emergency or delay, Monica Nolan, Kevin O'Neill, or Aidan Murphy will contact Shannon Brady or Derek Abrams at SPCSS. The St. Peter CSS contacts are:

Shannon Brady, during school days: SPCSS: 705-745-1358 ext. 171

Email: <u>sbrady@pvnccdsb.on.ca</u> After hours: 705 772-4929

Derek Abrams, during school days: SPCSS: 705-745-1358 ext. 172

Email: dabrams@pvnccdsb.on.ca

After hours: 705 768-7665

Throughout the duration of the entire trip, our group can be accessed 24 hours a day via:

Monica Nolan - Teacher in Charge

Cell: 705 977 5996

Kevin O'Neill - Teacher Supervisor

Cell: 705 927 2021

Aidan Murphy - Chaplain

Cell: 289 675 1400

The main contact at Maximo Nivel can be accessed via:

John Dawson

www.maximonivel,com

1 800 866-6358

In addition, while in Antigua, Guatemala, 24 hour access with

Rosa Majia - Director of International

6a. Avenida Norte #16-16A

La Antigua,

Guatemala C.A.

Tel: +502 7932 1500 Tel: +502 7832 6608

Guatemala Trip November 14 – 22, 2020

Objectives:

The main objective of this excursion is for our students to implement their learned values and skills around Catholic Social Justice in a developing country. This is also an awareness trip for our students, to learn the culture and values of the people of Guatemala and to work side by side with them; improving the living conditions in their community.

We will be working with a well-established global organization, Maximo Nivel which has been leading brigades from Canada and other countries for several years.

Staff Attending:

Monica Nolan:

Monica is a teacher at St. Peter. Monica has successfully organized three consecutive St. Peter's Secondary School Student Building Brigades to Honduras (2015 – 2017) and, most recently, one to Guatemala (2018). She has a strong interest in international development and social justice issues. She has some knowledge of Spanish and is very familiar with the volunteer organization Maximo Nivel and the country of Guatemala.

Kevin O'Neill:

Kevin is a teacher at St. Peter. He assisted in the planning/preparation and subsequently traveled with the 2017 brigade to Honduras and with the 2018 brigade to Guatemala. He has an ongoing interest in international development and justice issues. Having taught for two years in Mexico, he has excellent competence in Spanish, a definite asset during the trip.

Aidan Murphy:

Aidan is the chaplain at St. Peter. He assisted in the planning/preparation and subsequently traveled with the 2018 brigade to Guatemala. He also has an ongoing interest in international development and social justice issues. He has conversational Spanish and is able to provide deeper meaner in our work while on the ground and is available from a pastoral perspective.

Cost of the trip:

The cost is \$2600. This includes our flights, accommodation and meals, transportation, and all expenses in Guatemala. Most of the cost is tax deductible and a charitable tax receipt will be issued by Maximo Nivel.

Sharing Arrangements:

Students will stay with host families in groups of 3 or 4, all within short walking distances from staff and each other. The chaperones will organize the sleeping arrangements for the students.

Safety:

Maximo Nivel have been organizing trips to Guatemala since 2003. They are a family-owned organization and own a locally-based educational institute in Guatemala. They are well established with the families and businesses in Antigua. Their first priority is the safety and security for our students. Groups travel with experienced interpreters and guides.

Medical coverage:

We include, in the flight package, a deluxe insurance package which includes medical coverage and cancellation insurance. There are also hospitals and medical clinics within walking distance in Antigua. Doctors are available 24 hours of the day.

Food and Water:

Food is prepared within the homes of host families in a kitchen which follows strict guidelines in food preparation and cleanliness. Water is filtered and safe to drink. The host families are very experienced and trained in accommodating volunteers.

Emergency contacts:

Our group can be accessed 24 hours a day via personal cell phone(s).

The organization can be accessed via: Maximo Nivel www.maximonivel.com
1 800 866 6358

In addition, while in Antigua, Guatemala, 24 hour access is available at:

6a. Avenida Norte #16-16A

La Antigua,

Guatemala C.A. Tel: +502 7932 1500

Tel: +502 7832 6608

Consent letter

I support my son/daughter to
participate in the St. Peter's Guatemala trip Date: November 14 - November 22,
2020. I have attended the parent information meeting and am aware of where my
child will be staying and what she/he will be doing while in Guatemala. I have
signed the board waiver form. I am also aware there will be 3 adult supervisors on
this trip.
I am enclosing a \$400 non refundable deposit to ensure my son or daughter's place
on this trip and will adhere to the payment schedule with all payment made
through School CashOnLine at St. Peter Secondary School.
Signed
Dated

St. Peter Secondary School Guatemala Student Brigade for November 14 – November 22, 2020



NOTE: This form must be returned to Mr. O'Neill in Room 101 no later than Monday, September 16, 2019. Late forms will not be accepted.

IVE	me: [Please print] Grade in 2019-2020:
lf y	ou'd rather write your answers on lined paper or type them, please be sure that they are clearly mbered and the pages are stapled here.
1.	In one brief paragraph, tell us why you should be a member of the Guatemala Student brigade in 2019.
2.	In one or two sentences, share what you hope to gain from your experience in Guatemala.
3.	What volunteer work have you done within the school or within the community?

VV	hat extra-curricular experiences have you had here at St. Peter Catholic Secondary School?
W	hat are your past and present hobbies and interests outside of school?
	Define initiative. What are some ways that you have shown initiative in the past?
	Fundraising is a part of the journey to bring us to Guatemala. The money we raise is used for the building and educational projects. Are you willing to commit time to raise money for these projects? We you share some ideas of how you would go about this?

- 9. Some aspects of a trip such as this may be surprising for some students. Please fully discuss how you anticipate adapting to some of these surprises, refer to any similar past experiences that you've had, and consider the following questions.
 - · How might you do in situations where few, or no, people speak or understand much English?

How might you cope with not using a phone (for social media for example) in many contexts?

- How might you cope with cold showers?
- How might you cope with electricity being unexpectedly off for a period of time?
- How might you manage being hosted by a family, in their home, where you may be served food that you're not used to?
- Have you had experiences in which you've had to speak up for yourself, make reasonable requests but also be respectful and flexible?
- How do you generally cope with unexpected changes in plans?

come with the	re of the trip is that it will be intercultural. Many of us visiting the communities in Guatemala will perspective of privilege. Can you discuss your understanding of these ideas or how you might ed your own biases?
12. De usu ha	
12. Do you hav	ve serious dietary restrictions or food intolerances?
-	ve serious dietary restrictions or food intolerances? any health concerns, whether you anticipate them being issues during the trip or not.
-	

This page is to be read and signed by parents.

I have read the information regarding this trip, and I am familiar with the nature of the activities in which my son/daughter will be participating. To my knowledge my son/daughter is capable physically and emotionally of participating in this trip. If accepted, I give permission for my child to take part in this activity. As parents, we understand the expectation that participants contribute fully to the fundraising efforts which will also require our ongoing cooperation and assistance. In addition, all forms and all trip payments (for such costs as food, transportation and board) will be submitted by the set deadlines. The cost of the trip is \$2600. ALL Payments and ALL forms (including passport copies and Letters of Consent) will be due by June 3, 2019.

Parent(s): [Please print]	
Signature of Parent/Guardian:	

There will be in information meeting for all accepted applicants and all parents on Thursday, November 21 at 6:00 p.m. in Room 101 of St. Peter Secondary. By that time, forms will be issued and a \$400 down payment will be required through SchoolCashOnline.

Note that ALL payments should be made through SchoolCashOnline.

KEEP THIS COPY FOR YOUR OWN RECORDS This page is to be read and signed by parents.

I have read the information regarding this trip, and I am familiar with the nature of the activities in which my son/daughter will be participating. To my knowledge my son/daughter is capable physically and emotionally of participating in this trip. If accepted, I give permission for my child to take part in this activity. As parents, we understand the expectation that participants contribute fully to the fundraising efforts which will also require our ongoing cooperation and assistance. In addition, all forms and all trip payments (for such costs as food, transportation and board) will be submitted by the set deadlines. The cost of the trip is \$2600. ALL Payments and ALL forms (including passport copies and Letters of Consent) will be due by June 3, 2019.

Parent(s): [Please print]		
Signature of Parent/Guardian:		
	/	

There will be in information meeting for all accepted applicants and all parents on Tuesday, April 2 at 6:00 p.m. in Room 101 of St. Peter Secondary. By that time, forms will be issued and a \$400 down payment will be required through SchoolCashOnline.

Note that all payments should be made through SchoolCashOnline.

Upon arrival in Guatemala City, we were driven to Antigua, where we stayed at a hostel and got to settle in to Guatemala for a day before heading to San Juan on the shore of Lake Atitlan, where we met our host families. For the next week, we spent the mornings split into groups of 4 or 5 to volunteer at community businesses. There was a weaving cooperative, an organic farm, a coffee plantation and an apiary. In the afternoons, we would have various classes and activities in the village, like an art workshop, a language class for the local indigenous language Tz'utujil, and a Mayan religious ceremony on the shore of the lake. We would return to our host families' homes for all meals, and were able to spend time with them in the mornings and evenings. With walking as our main way to get around town, we were active every day, and Ms. Nolan organized morning runs for those of us who wanted extra exercise. We played lots of soccer with the local kids, including a proper game against the elementary school team.

My complete immersion into a Spanish-speaking country was one of the best language learning experiences I've ever had. We used whatever Spanish language skills we had, as well as our knowledge of French to communicate with our host families ,which came a long way throughout the week for most of us. I went from only being able to speak simply with my hosts to having comfortable conversations with them. It's a type of learning that can't be done in a classroom in Canada, let alone in a single week. I was really surprised by the strong presence of Mayan culture in San Juan, which we experienced through our volunteer projects, planned activities with the group, and from our host families. I think it was really valuable to see the indigenous culture of another country, and how well it has been preserved in that area. The volunteer projects were also great team-building activities, some of them being mainly physical labour and others more creativity-based. At the apiary, we made interpretive signs in English about the bees, as there are a lot of English speaking visitors. We got to see our work progress throughout the week into something that will have a lasting impact on the business. Although at times I felt out of my comfort zone, I appreciated every opportunity I got, and I always knew we were in good hands, having 3 teachers with us, our trip coordinator Scott from Buena Onda Volunteers who lives in San Juan, and our incredibly hospitable host families.

Jake Donglas Student on 2018 Brigade

<u>Proposed St. Mary Catholic Secondary School Choral Excursion to Boston, Massachusetts, April 17-19, 2020.</u>

R.A.: that the proposed St. Mary Catholic Secondary School Choral Group excursion to Boston, Massachusetts, from April 17-19, 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.

December 9, 2019.

Administration

LSS 5



	CATEGORY 5 A	APPROVAL FORM			
	To be used for travel outside o	f Canada or travel requiring flights			
Teacher/Organizer: Tanya Ea		School: St Mary Secondary			
Adult Supervisors Attending	:5				
Destination: BOSTON		Mode of Transportation: coach			
Grade/Course:9-12 Vocal Gro	oups	Date of Submission: December, 2019			
Departure Date: April 17th ,	2020	Return Date: April 19th , 20	Return Date: April 19th , 2020		
Number of Students: boys:	girls:40	Number of Adult Supervisors: female:5 male:			
Name of Travel Agent: Elliso	on Tours	Type of Excursion: Curricular Co-instructional			
Total cost to be paid by each	Student: \$525 and 3 parents	1 going free. After fundraising			
experience local heritage and Curricular Relevance: (provid workshops, gain invaluable colla	d music workshops and particip	vocal festival for elite choral gro pate as audience members for other ed) Students will gain a greater sense embers from around the world and re	e of choral understanding through		
through workshops and clinics. Estimated Cost for Entire Gr		Anticipated Sources of Rever	nue:		
Accommodation/festival fee	\$12,021 (US) 16,000 Can	School Accounts	\$		
Travel	\$4500	School Fund-raising	\$4000		
Cost of Supply Teachers	\$560	Student/Parent share	\$18,060		
Meals	\$1000	Other:	\$		
Programs/Materials	\$	Other: Teacher contributions,	\$		
Other	\$	if applicable			
Total	22,060	Total \$22,060			
It is understood that this e	excursion will not proceed without	the approval of the Board and sign	ed parental forms completed.		
Checklist of Criteria: Include all of the applicable information below in Itinerary (including Mass if on the weekend) Contract Information Additional Medical Coverage needs considered History of Excursion – number of years: Certification required by staff attending: Educational objectives stated		☐ Information and consent le ☐ Liability waivers signed ☐ Supervision ratio in alignm ☐ List of destination/emerger ☐ Passports (if required)	tter to parents		
☐ This excursion complies v High Care Activities listed	vith the OPHEA Guidelines for the below:				
Teacher, Signature		Dec 4/	Date		
H-	pal Signature	Dec 5	Date Date		
Superinte	ndent Signature	Dec 3/	Date		

2010/02



ST. MARY CATHOLIC SECONDARY SCHOOL

d Journey With The Suich

1050 BIRCHWOOD TRAIL • COBOURG • ONTARIO • K9A 5S9 TEL: (905) 372-4339 • FAX: (905) 373-4529

Mr. Pepe Gareri

Superintendent of Schools

PVNC Catholic District School Board

1355 Lansdowne St W.

Peterborough, Ont.

K9J 7M3

Dear Mr. Gareri,

Please find attached my proposal for The St Mary Secondary school choirs, the Treblemakers and the St Mary Singers April 17th-19th, 2020. I hope you will be able to review this proposal for approval at the next board meeting.

The choirs at St Mary have been traveling with WorldStrides Music Festival for over 18 years. Previously the choirs have travelled to Montreal, Chicago, New York, Washington, LA, San Francisco and Nashville with this company. The program that is presented is the same experience that previous years have experienced.

I will be traveling with our accompanist, 3 chaperones, and the choir members. Travelling chaperones are: Caitlin Kennedy a teacher at St Mary and helper with the choir, Lisa Higney, a parent and avid choir mom, and Marie Anderson our accompanist and former choir director who has traveled with teens internationally and Tracey Bogyay, a former choir parent. While in Boston there will be opportunities to connect with other choir and band participants from across North America in workshops and by attending their performances. Students are also provided with clinics that are led by composers and conductors from North America.

This trip is only offered by World Strides Music Festival. There are no tour companies that book this event and therefore we are unable to get other quotes. Students are also provided with full medical and cancellation insurance.

The students are aware of the proposal put forth to the Board and are excited to start their fundraising and festival specific music once it is approved.

Thank you for your time.

Tanya Earle

Choral Director





HERITAGE FESTIVAL PROPOSAL ST. MARY SECONDARY SCHOOL

BOSTON FESTIVAL

Date:

12/3/2019

	GR	OUP INFORMATION	
Number of Students	40	Departure Date	4/17/2020
Number of Adults	5	Return Date	4/19/2020
Total Participants	45	# of Hotel Nights	2

PERFORMING INCLUSIONS

- V Performance in a National Music Festival
- √ On-stage mini-clinic
- V Nationally acclaimed adjudicators

- Performance recording
- Meaningful awards and trophies
- Positive, constructive adjudication with recorded and written comments

FESTIVAL SPECIFIC INCLUSIONS

- V Awards Ceremony
- √ City tour with step on guide OR Guided tour of the Freedom Trail

BOSTON FESTIVAL BASE PACKAGE					
	# of Hotel Nights	Room occupancy	Number of Participants	Price per Participants	Total Price
-	2	QUAD	40	\$273.00	\$10,920.00
_	2	TRIPLE	0	\$304.00	\$0.00
-	2	DOUBLE	3	\$367,00	\$1,101.00
_	2	SINGLE	0	\$556.00	\$0.00
_	2	FREE - DR	2	\$0.00	\$0.00
TOTAL BASE PACKAGE PRICE:		45		\$12,021.00	
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
TOTAL P	DIOC				\$12,021.00

- √ One free package for every 25 full-paying participants
- V Medical, accident, and liability insurance coverage
- V Free professional development for directors
- √ Free academic credit for students
- Page 1 of 2
- WorldStrides approved, student friendly hotels
- Gift for the Director
- Gift for each student

Important Notice to Parents/Guardians/Participants

There are several items to be discussed at this time:

All vocal group members should have in their account \$150 at this time. Initial deposit for music, transportation, Kiwanis Festival entrance fee, uniforms.

Sunday

Our trip this year will be to Boston. Friday April 17th –Monday April 19th, 2020. Please let me know ASAP if your son or daughter will NOT be attending. Final numbers affect the cost and we have uniform dresses/vests that need to be altered/ordered.

Total cost \$525 CND approx. As always I am always working to get the best deal possible for our bussing, tours and shows. The cost is approx as I do not have a final confirmation of numbers for choir which will affect the total amount.

This trip includes almost all expenses.

Coach bus to and from Boston and all transfers
Hotel
Dinner at Cheers
2 Choral Workshop
Adjudication
Harvard University Tour
Boston Guided Bus Tour
Aquarium experience
Banquet and awards
All breakfast and dinners

The only extra money the students need is for spending money and lunch money.

There will be several fundraisers that come up throughout the year that will make it possible for everyone to attend. Poinsettias, Concerts, Bingo

Listed below is the payment schedule. Everyone is reminded that practice is mandatory. Please note the following dates: Please pay with school online cash January 30th \$300.

March 5th BALANCE DUE

Christmas Concert: mark on your calendar Dec. 12th. Money from tickets sold by students will go directly towards the individual trip.

PLEASE MAKE SURE THAT YOUR SON/DAUGHER ATTENDS ALL PRACTICES. PLEASE CONTACT ME IF THERE IS A PROBLEM, Students have Sept. and Oct. calendar.

>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	>
PERMISSION	
I give my child,, permission participate in the Vocal Group trip to Boston April 17 th -19 th 2020.	to
Parent Signature:	
Date:	
Please email me or contact me at the school for any further details <u>Tearle@pvnccdsb.on.ca</u> 905-375-4339 (186)	
Choral Director	

Toronto (Mrs. Earle's cell phone 905-375-4182) Friday April 17th -Sunday April 19th

Friday

6:00am-Leave for Boston

12:00 lunch en route BRING \$ or brown bag

4:00 check into HOTEL TBD

5:30 Pizza dinner at hotel

7:30pm Workshop with Festival Clinician: SINGERS

8:30pm Workshop with Festival Clinician: TREBLEMAKERS

10:00 BED- PERFORMANCE TOMORROW!!!!

Saturday

7:00am Breakfast provided

8:30 Depart for concert venue, in concert attire. PERFORMANCE AND ADJUDICATION

12:00 Change and depart. We will explore Back Bay and have lunch.

3:30 Harvard university Walking Tour

5:00 Return to hotel and get ready for dinner

6:00 AWARDS Banquet (dinner and awards, plus AQUARIUM experience)

11:00 Arrive Back at the hotel

Sunday

8:00am breakfast provided/pack

10:00am Church service (location TBD based on the hotel) There will be an opportunity to sing at Mass

11:30am lunch location TBA

12:30 Board Bus for a 3 hour Boston Bus Tour

4:00pm Head home

6:00pm Dinner en route

1:00am return to school

<u>Proposed St. Mary Catholic Secondary School Excursion to</u> Ireland and Scotland, March 12-21, 2020.

R.A.: that the proposed St. Mary Catholic Secondary School excursion to Ireland and Scotland, from March 12-21, 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.

December 9, 2019.

Administration



2018/02

	CATEGORY 5 A	PERCUAL FORIN		
	To be used for travel outside of	Canada or travel requiring fl	ights	
Teacher/Organizer: Curtis C	Chornie	School: St. Mary Catholic School	c Secondary School Secondary	
Adult Supervisors Attendin	g: Laura Dalton, Nicole Gibson, th	e rest current or retired tea	achers from St. Mary Secondary	
Destination: Ireland and Sc	otland	Mode of Transportation:	flight/bus/ferry	
Grade/Course; all grades		Date of Submission: June 13, 2019		
Departure Date: March. 12,	2021 (tentative based on flights)		021 (tentative based on flights)	
Number of Students: boys numbers to be determined)	: 21 girls: 21 (specific	Number of Adult Supervi chaperones to be determine	isors: female: 4 male:3 (specific ned after approval)	
Name of Travel Agent: EF T	ours	Type of Excursion:	☐ Curricular	
Total cost to be paid by eac (includes the Global Protect policy).	h Student: \$ 3963 Ad ult: \$446 3 tion Plan – EF's insurance			
VISIT LOCKE Ness and the Hig	their famous murals and shipbuild ys, including Edinburgh Castle, th ghlands of Scotland, including Uro	e Royal Mile, and the Willia quhart Castle,	am Wallace Monument. We will then	
and tour Belfast, including tour Edinburgh for three day visit Locke Ness and the High Curricular Relevance: (proviworld Religions for our trip, as Catholic tradition for us to expl particular, has strong Irish and	their famous murals and shipbuild ys, including Edinburgh Castle, the ghlands of Scotland, including Ura de the overall expectations addressed well as the 21st Century Competency (ore to help us appreciate and develop Scottish cultures, as seen in Cobourg	e Royal Mile, and the Willia quhart Castle.) Please find attached the Cur Connections for our students.	rriculum Goals for English, History, and	
Curricular Relevance: (provi- World Religions for our trip, as Catholic tradition for us to expl particular, has strong Irish and Estimated Cost for Entire Gr trip is \$3963, which includes breakfast and dinner, as we 24/7 Tour Guide. Full insura for the trip. Total Cost: \$166	their famous murals and shipbuild ys, including Edinburgh Castle, the ghlands of Scotland, including Ura de the overall expectations addressed well as the 21st Century Competency (ore to help us appreciate and develop Scottish cultures, as seen in Cobourg	e Royal Mile, and the Willia quhart Castle.) Please find attached the Cur Connections for our students.	rriculum Goals for English, History, and Additionally, Ireland has a very rich umberland County, and Cobourg in	
Curricular Relevance: (provivoral Religions for our trip, as Catholic tradition for us to expl particular, has strong Irish and Estimated Cost for Entire Graph is \$3963, which includes breakfast and dinner, as we 24/7 Tour Guide. Full insura	their famous murals and shipbuild ys, including Edinburgh Castle, the ghlands of Scotland, including Ura de the overall expectations addressed well as the 21st Century Competency ore to help us appreciate and develop Scottish cultures, as seen in Cobourg roup: The student cost for the saccommodation, travel, il as all programs, tours, and a sance is included and mandatory	e Royal Mile, and the Willia quhart Castle.) Please find attached the Cur Connections for our students. our own Catholic faith. North 's Annual Highland Games.	rriculum Goals for English, History, and Additionally, Ireland has a very rich umberland County, and Cobourg in	
Curricular Relevance: (provivors) Curricular Relevance: (provivors) Catholic tradition for us to expliparticular, has strong Irish and Estimated Cost for Entire Gritrip is \$3963, which includes breakfast and dinner, as we 24/7 Tour Guide. Full insura for the trip. Total Cost: \$166 The adult cost is \$4463.	their famous murals and shipbuild ys, including Edinburgh Castle, the ghlands of Scotland, including Ura de the overall expectations addressed well as the 21st Century Competency ore to help us appreciate and develop Scottish cultures, as seen in Cobourg roup: The student cost for the saccommodation, travel, il as all programs, tours, and a since is included and mandatory 6,446 (based on 42 students).	e Royal Mile, and the Willia quhart Castle.) Please find attached the Cur Connections for our students. our own Catholic faith. North 's Annual Highland Games. Anticipated Sources of R	erriculum Goals for English, History, and Additionally, Ireland has a very rich umberland County, and Cobourg in evenue:	

Meals	Included in the \$3963. Students will pay for their individual lunches.	Other:	\$
orograms/Materials	included in the \$3963	Other: Teacher contributions,	
Olher	\$	if applicable	\$
Total	\$ 3963 X 42 = \$166,446	Total	\$ 3963 X 42 = \$166,446
It is understood that t	nis excursion will not proceed withou	t the approval of the Board and sign	ed parental forms completed.
Itinerary (including Ma Confract Information Additional Medical Co	e all of the applicable information below in ass if on the weekend) overage needs considered - number of years: We travelled to by staff attending:	텔, Information and consent let 먼, 'Liability waivers signed 먼 Supervision ratio in alignme	ter to parents
This excursion compliation of the High Care Activities III. Curtus Te R. Mo Pri	es with the OPHEA Guidelines for the	June. 13, 2 - April 10	
		¥,	
β.	9		
*			÷

Manager With Manager

1050 BIRCHWOOD TRAIL • COBOURD • DYTARIO • R9A 559 TEL: (905) 372-4339 • FAX: (905) 373-4529

To Mr. Moloney,

This letter is to request for you to please present the St. Mary Catholic Secondary School trip proposal to Ireland and Scotland in 2021 to the Peterborough, Victoria, Northumberland, and Clarington Catholic District School Board for approval. We have a long and proud tradition of providing quality educational opportunities in partnership with EF (Education First) Tours, allowing students to enrich themselves spiritually, educationally, culturally, and socially by travelling overseas. Students and parents at St. Mary Catholic Secondary School know that we are very organized, diligent, experienced, and caring during these tours and we would appreciate the opportunity to offer our students the chance to tour some of the most Catholic and historic countries in Europe. In addition to the Catholic nature of Ireland, a significant part of the population of Northumberland County is either Irish or Scottish (or a combination of the two), as evidenced by the upcoming, annual Highland Games in Cobourg. We would deeply appreciate PVNC's continued support in allowing us to provide these exceptional educational opportunities. Please find attached the tour approval and permission forms, educational objectives, itinerary, Mass commitment and locations, insurance policies, and safety guidelines.

Thank you for your time and consideration,

Sincerely,

Curtis Chornie cchornie@pvnccdsb.on.ca (905) 376-3267.



PROPOSAL FOR TRIP TO EUROPE "Scotland and Ireland" St. Mary Secondary School March 12th to March 21st, 2021 (Dates may vary slightly)

Group Leader/Teacher: Curtis Chornie

Contents of this Proposal Package:

- Category 4/5 Approval Form
- · Educational Objectives
- Itinerary
- About EF Tours
- EF Safety and Security
- Information on EF Insurance Policy (Mandatory/Included for all trip participants)
- Letter Confirming Mass Attendance
- Informed Consent/Permission Form for Education Trips Category 4/5
- Release and Indemnification Form for Education Trips Category 4/5
- Release and Indemnification Form/Contract Agreement Trip Specific

NOTE:

- 1. Specific itinerary details such as departure and arrival times, accommodation locations, mass times, etc. will be arranged closer to the travel date.
- 2. Actual dates of travel may vary, but travel will occur during March Break 2021 and may overlap the week prior and/or following.
- 3. "Accommodation" cost is an estimate based on 60% of total package price, and includes meals (B/D daily), coach bus, accommodation and attractions. "Travel" covers airfare only, and is based on 40% of total package price. No further cost breakdown is available at this time.





SCOTLAND & IRELAND

Curriculum and Competency Links

EF'S EDUCATIONAL PHILOSOPHY

Our educational philosophy at EF is simple: the best way to help students gain new perspectives and build skills for the future is through experiential learning. Every EF tour is designed to increase awareness of global perspectives, foster appreciation for different cultures, and see curriculum come to life.

We believe that students who participate in educational travel develop the necessary 21st-century skills to become effective communicators, reflective thinkers, lifelong learners, and responsible global citizens. Furthermore, educational travel allows students to develop leadership skills and successfully navigate new experiences with confidence.

The following information highlights some of the ways in which this educational tour can develop competencies in your students and bring lessons from your classroom to life.

1-800-387-1460 | eftours.ca

COMPETENCY DEVELOPMENT

We at EF know that the primary goal of education is to enable students to develop the knowledge, skills, and characteristics that will lead them to become personally successful, economically productive, and actively engaged citizens—and we want to support you in this endeavor. In addition to proficiency in essential areas such as literacy, mathematics, and humanities, these "21st century" competencies can be developed on any EF tour to help students excel towards higher standards.

COMPETENCY AREA

ON-TOUR COMPTENCY CONNECTIONS

Critical Thinking and Problem Solving

Critical thinking in the 21st century requires students to solve problems, manage projects, and make effective decisions through a variety of digital tools and resources. Travelling presents students with new situations that push them to problem solve and strategize (i.e. deciding how to spend their free time, how to fundraise, and how to budget their money on lunches and souvenirs).

Creativity

Creativity is needed for social entrepreneurialism, considering novel ideas, and leadership for action. Students will develop their creativity as they discover foreign experiences which revitalizes the mind and increases cognitive flexibility.

Communication

Communication in a 21st century context requires students to communicate effectively: orally, in writing, with a variety of digital tools, and through listening skills. Students practice effective oral communication & listening skills while on tour as they interact with peers, their tour director, locals, guides, etc.

Students will learn how communication practices are contextual, and practice communicating in a new cultural setting.

Students have the opportunity to foster their digital communication skills pre-tour through weShare.

Collaboration

Collaboration in the 21st century requires students to work in teams, learn from and contribute to the learning of others, use social networking skills, and demonstrate empathy in working with diverse others.² Students will learn from and contribute to the learning of others as they ask questions and participate in discussions (i.e. interacting with locals, hone social networking skills, and gain empathy in working with diverse others).

Character Education

Research suggests that demonstrating non-academic, intrapersonal competencies are key to overcoming challenges and achieving long-term success; i.e. perseverance, honesty, responsibility, a growth mindset, self-confidence, and empathy.

Students will develop self-confidence as they are placed outside of their comfort zone—making decisions while away from their families, and trying new foods and activities.

Students will develop empathy for diverse others, and develop valuable life skills.

Citizenship

Citizenship can be described as global knowledge, sensitivity to and respect for other cultures, and active involvement in addressing issues of human and environmental sustainability.³ Students will develop global knowledge, a deeper sense of self, and sensitivity to and respect for others as they are immersed in their host country's culture.

- 1. See Ontario Ministry of Education (2016). 21st Century Competencies: Foundation Document for Discussion.
- 2. See Fullan (2013). Great to excellent: Launching the next stage of Ontario's education agenda.
- See Fullan and Langworthy (2014). A rich seam: How new pedagogies find deep learning, p. 22.

Scotland & Ireland

Curriculum Enrichment

This EF Educational Tour provides numerous opportunities for curriculum enrichment through experiential learning. Below we highlight some ways this tour brings your classroom to life.

English

Dublin:

For a city of only 1 million people, Dublin has offered the world a disproportionately large number of great literary works. See what inspired writers such as Joyce, Beckett and Yeats during your guided tour of Ireland's capital, scenically situated between Dun Laoghaire (pronounced "dun leery") and the rocky peaks of Howth Head. Your tour also includes a visit to Trinity College, established by Queen Elizabeth I in 1592 (alumni include Samuel Beckett and Jonathan Swift). In the Long Room of the Old Library, view the illuminated 8th-century Book of Kells, written by Irish monks and found buried in the ground in 1007. You'll also see a harp that originally belonged to the famous Irish king Brian Boru.

Edinburgh:

Scotland has been the home of many famous authors and the setting for many works of literature, including Robbie Burns and J.K. Rowling. Listen to the differences between Scotlish and North American accents.

The Robert Burns Birthplace Museum celebrates Scotland's most renowned poet and consists of five distinct parts. The cottage where Burns was born, which was built by his father, has been set up to look as realistic as possible. Small details such as the cows that lived next door to the living room (as was the norm in the 18th century) are still there in model form, but it sets the scene early for recreating what life was like in those days. The gloomy interior of the cottage contributes also in giving a good impression of what it would have been like in the days of Burns. This museum is clearly quite small and certainly is interesting but the comparison with the main part, which is a short ten-minute walk away, could not be more acute. The Tam O' Shanter experience is a modern building and attraction, built in the 1990's, displaying all the modern attributes of a museum. It has two audio visual theatres, one giving an introduction to the Bard, the other telling the story of Tam O' Shanter, one of Burns' best known tales.

After you have visited both the buildings it is time to have a wander outside. The Alloway Kirk is just across the road from the Tam O'Shanter experience and while now a ruin is still of interest. Burns' father is buried here and it is the setting for Tam O'Shanter, where Satan played and the witches and warlocks danced.

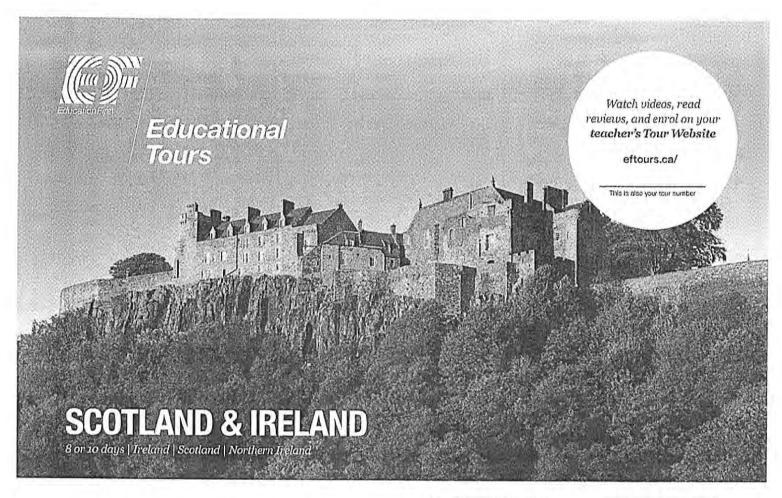
Take the short walk down to the Burns Monument and Gardens and after to the Brig O'Doon. This Grecian style monument, opened in 1823, is an extremely conspicuous landmark and the gardens are spectacular. The statue house can also be entered and contains figures of well-known characters from Burns' work.

History

Dublin:

Join your Tour Director for a stroll through "Dublin's fair city." Originally a Viking settlement, Dublin is situated on the banks of the River Liffey, which divides the city north and south. Keep an eye out for Dublin's famous Georgian-era (18th century) architecture as you stroll through the city. Walk down the brick-lined Grafton Street, the city's premier shopping street; visit the striking greenery of St. Stephen's Green, simply called Stephen's Green by local Dubliners; and make your way through Temple Bar, Dublin's hippest neighborhood.

Pass by the residence of the president of Ireland as you journey through Phoenix Park. Continue down O'Connell Street, a wide, tree-lined avenue named for one of Ireland's most famous nationalists. Then see the famous doors of Dublin as you ride through the city's elegant Georgian squares. You'll also pass an ancient Viking site (the Vikings founded Dublin in the 9th century).



These lands were once home to ancient Celtic and Gaelic tribes; today their histories blend comfortably into the modern day. Step into the Middle Ages on Edinburgh's Royal Mile and under the towering spire of St. Patrick's Cathedral in Dublin. In Belfast, old conflicts have given way to an influx of restored 19th-century architecture and a thriving arts scene.

EVERYTHING YOU GET:



Full-time Tour Director



Sightseeing: 3 sightseeing tours led by expert, licensed local guides; 2 walking tours



Entrances: Book of Kells at Trinity College; St. Patrick's Cathedral; Titanic Belfast; EPIC Emigration Museum; Edinburgh Castle; Stirling Castle; with extension: boat cruise; Urquhart Castle; Glencoe Visitor Centre



weShare: Our personalized learning experience engages students before, during, and after tour, with the option to create a final, reflective project.







All of the details are covered: Round-trip flights on major carriers; comfortable motor coach; 6 overnight stays in hotels with private bathrooms (8 with extension); European breakfast and dinner daily





Belfast:

Your tour of the capital of Northern Ireland allows you to see all of the city's famed landmarks. Starting at Donegall Square, presided over by the white stone city hall, you will also pass Belfast Castle with its huge estate rolling down the slopes of Cave Hill. Later, learn more of recent events and see the 'peace-line' - a blockade of iron that divides Protestant and Catholic communities.

Visit the Titanic Belfast Museum, where you will re-live the entire Tilanic story from her birth in Belfast to the fateful maiden voyage and her eventual discovery on the seabed. Titanic Belfast extends over nine galleries, with multiple dimensions to the exhibition, drawing together special effects, dark rides, full-scale reconstructions and innovative interactive features to explore the Titanic story in a fresh and insightful way; from her conception in Belfast in the early 1900s, through her construction and launch, to her infamous maiden voyage and catastrophic demise. The journey goes beyond the aftermath of the sinking, to the discovery of the wreck and continues into the present day with a live undersea exploration centre.

Edinburgh:

Enjoy a guided sightseeing tour that offers panoramic views of Edinburgh's New Town, constructed in the 18th century during a time of rapid expansion, known as the "Scottish Enlightenment." See Charlotte Square, the center of New Town, and then pass by the homes of Alexander Graham Bell and Robert Louis Stevenson. View a monument to Robert Burns, Scotland's national poet. Then, visit Calton Hill, part of a UNESCO World Heritage Site that offers splendid views of the Firth of Forth to the Lomond Hills of Fife. Pass the Palace of Holyroodhouse, still the Royal Family's official residence in Scotland, and the city's monument to Lord Nelson.

Situated atop an extinct volcano, Edinburgh Castle is the enduring symbol of Scotland's capital and home to many of the nation's storied events. Ownership of the fortress changed hands on numerous occasions over the centuries, from Scotlish to English and back again. Mary, Queen of Scots, gave birth in the castle to James VI of Scotland, who would later rule England as James I. Enter the castle through the Esplanade and see the Stone of Scone, the coronation stone that was returned to Scotland in 1997 after 700 years of English possession. You'll also see tiny St. Margaret's Chapel, the oldest part of the castle, dating back to the 11th century.

Stroll down the Royal Mile and through the Old Town, a historic and romantic jumble of medieval buildings. As you make your way along the Royal Mile, the narrow alleyways—known as closes—will give you a real sense of what it was like to be a resident of Edinburgh in centuries past. You might be surprised to learn that Edinburgh provided the setting for *Dr. Jekyll and Mr. Hyde*, and that a local resident inspired the plot! Stroll down Princes Street, see the city's monuments to Sir Walter Scott (one of Edinburgh's most illustrious sons), and pass by the National Gallery of Scotland and the High Kirk of St. Giles, a historic cathedral built in the 12th century.

Recall the long-ago days of Braveheart and Rob Roy on an excursion into the Scottish countryside. Drive up the Firth of Forth to Stirling's crag-top castle. Here, King James VI once lived (along with three other royal Jameses). Snap a picture of the William Wallace Monument and pass through the scenic mountains and lochs of the Trossachs, gateway to the Scottish Highlands. Along the way, stop at a wool center and watch a sheep-dog demonstration. You'll also see the banks of Loch Katrine, setting for Sir Walter Scott's The Lady of the Lake.

Optional Excursion, Specters of Scotland: A city that can inspire Robert Louis Stephenson—an Edinburgh native—to create the monstrous Mr. Hyde has to have a deep and dark past. On your ghost tour, experience the twisted, demented, and downright terrifying side of Edinburgh. See bricked over passages and caged crypts, then try to sleep wondering: who are they keeping out... or what are they keeping in?

World Religions

Dublin:

Ride past the banks of the River Liffey to the 800-year-old St. Patrick's Cathedral, built to honor the patron saint of Ireland, who brought Christianity to the country in the 5th century. Jonathan Swift once served as dean of St. Patrick's Cathedral.

This information contains potential subject links for EF's Scotland & Ireland tour. Groups may or may not choose to take part in the activities listed or visit the sites listed based on the final itinerary chosen. The information presented is not inclusive of provincial curriculum expectations and does not take into account prior learning, individual learning needs, or in-class delivery of required curriculum.

Anyone can see the world.

YOU'RE GOING TO EXPERIENCE IT.

As you can see, your EF tour includes visits to the places you've learned about in school. That's a given. But it's so much more than that. Immersing yourself in new cultures—surrounded by the people, the language, the lood, the way of life—creates inspirational moments that can't be listed in an itinerary. They can only be experienced.

And the experience begins long before you get your passport stamped and meet your *Tour Director* in your arrival city. It begins the moment you decide to go. Whether it's connecting with other travellers on Facebook, Twitter, or Instagram, or delving deeper into your destinations with our personalized learning experience, *weShare*, the excitement will hit you long before you pack your suitcase.

When your group arrives abroad, everything is taken care of so you can relax and enjoy the experience. Your full-time Tour Director is with your group around the clock, handling local transportation, hotels, and meals while also providing their own insight into the local history and culture. Expert local guides will lead your group on sightseeing tours, providing detailed views of history, art, architecture, or anything you may have a question about.

When your journey is over and you're unpacking your suitcase at home, you'll realize the benefits of your life-changing experience do not end. They have just begun.

@EFtours I attribute my college semester abroad to the love for travel I discovered on an EF Tour in high school #traveltuesday

- MELISSA, TRAVELLER





CHECK OUT WHAT A TOUR IS ALL ABOUT

Watch the videos at eftours.ca/

Your teacher's Tour Website



This top may be revered







What you'll experience on your tour

Day 1: Fly overnight to Ireland

Day 2: Dublin

- Meet your Tour Director at the airport in Dublin, Ireland's capital city scenically situated between Dun Laoghaire (pronounced "dun leery") and Howth Head's rocky peaks. Admire Dublin's elegant Georgian squares and be sure to ask your guide about the colourful doors.
- Take a walking tour of Dublin.
- See the Book of Kells at Trinity College.

Day 3: Dublin

- Take an expertly guided tour of Dublin: Georgian squares; O'Connell Street; St Stephen's Green.
- Visit St. Patrick's Cathedral.
- Visit the EPIC Emigration Museum.
- Explore Dublin on your own.

Day 4: Dublin | Belfast

- Travel to Belfast, a city in transition, and learn how it's redefining itself after famously undergoing a period of religious strife in the 1970s and 1980s. Yet, testaments to the city's past still exist: Along Catholic Falls Road and Protestant Shankill Road, witness giant political murals that help tell the history of Northern Ireland. In the city centre you'll see Victorian architectural gems such as the City Hall and the Albert Memorial Clock, Belfast's very own leaning tower. You'll also pass the shipbullding docks where the legendary steamship Titanic was constructed.
- Take an expertly guided tour of Belfast: Lower Falls: Shankill Road; Belfast's famous murals.
- Visit Titanic Belfast, an interactive museum and attraction.

Day 5: Belfast | Edinburgh

- Travel by ferry to Cairnivan.
- Travel to Alloway.
- Continue on to Edinburgh, where Edinburgh Castle is the enduring symbol of Scotland's capital and site of many of the nation's storied events. Ownership of the fortress, perched atop an extinct volcano, changed hands many times over the centuries, from Scotlish to English and back again. Mary, Queen of Scots, gave birth here to James VI of Scotland, who would later rule England as James I.

Day 6: Edinburgh

- Enjoy a guided walking tour of Edinburgh's Royal Mile specially-designed for EF Tours. For a sense of what it was like to live in Edinburgh in centuries past, stroll down the Royal Mile through the Old Town, a romantic jumble of medieval buildings, then learn the darker history of the city by walking in the footsteps of graverobbers Burke and Hare.
- Visit Edinburgh Castle.
- Take a walking tour of Edinburgh.

Day 7: Edinburgh

- Take an excursion to Stirling and the Trossachs: William Wallace Monument; sheepdog demonstration (April-September); Loch Katrine.
- Visit Stirling Castle.

Day 8: Depart for home

Q 2-DAY TOUR EXTENSION

Day 8: Edinburgh | Highlands

- Travel to Loch Ness.
- Take a boat cruise on Loch Ness.
- Visit Urquhart Castle.

Day 9: Highlands | Edinburgh

- Visit the Glencoe Visitor Centre.
- Return to Edinburgh.

Day 10: Depart for home



Today in polaroids: went boating on a take and exploring a small English town #adventure #boat Huke sungland suk #onceinalifetime #polaroids #phonebooth

- LIZ. TRAVISLLER



(w) Via Instagram

Scotland was by far the best part of the tour, filled with haggis, kilts, highland cows and castles. In the three days we spent in Edinburgh, we got the chance to visit the breathtaking Edinburgh Castle and Polace of Holyrood Hause as well as take part in a traditional Scottish dinner where we learned popular line dances and songs, and got to sample Scottish foods like haggis, neeps, and tatties.

-MOLLY, TRAVELLER



Tour review

TOP THREE THINGS I WILL SEE, DO, TRY, OR EXPLORE

1.	 	
2.		_
3.		

O Optionals and excursions

— The easiest ways to —

ENROL TODAY



Enrol on our website eftours.ca/enrol



Enrol by phone 1-800-263-2806 Enrol by fax 1-800-556-6046



Mail your Enrolment Form to: EF Educational Tours 80 Bloor Street West, 16th Floor Toronto, ON M5S 2V1 My daughter has gained such an amazing view of the world and history from this experience. She has not stopped talking since I picked her up at the airport. Thank you for all the organization, helpful hints, flexible payment plan and knowledgeable tour guides.

-CHARLOTTE, PARENT



THE WORLD LEADER IN INTERNATIONAL EDUCATION

For over 50 years EF has been working toward one global mission: Opening the World Through Education. Your teacher has partnered with EF because of our unmatched worldwide presence, our focus on affordability, and our commitment to providing experiences that teach critical thinking, problem solving, collaboration, and global competence.

- We always offer the lowest prices, guaranteed so more students can travel.
- All of our educational tours feature experiential learning activities and visits to the best sites.
- We're completely committed to your safety.
 We have more than 500 schools and offices in over 50 countries around the world, so local EF staff members can react quickly and in person wherever you travel.
- Your full-time Tour Director is with your group every step of the way on tour, providing insight about your destinations as well as great local tips.



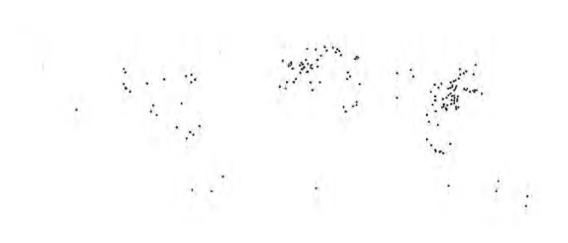


EF | What Sets Us Apart

EF Education First: Commitment to Education & Worldwide Presence

With over 500 schools and offices in more than 50 countries around the world, EF Education First is the world leader in international education. Founded in 1965, EF's mission is to open the world through education and since then we have been providing engaging learning opportunities to millions of people all across the globe. We specialize in language learning, academic degree programs, cultural exchange and educational travel to deliver transformative learning programs for our students. EF and its 46,500+teachers and staff are committed to making a positive contribution to the overall global community through key partnerships, support for good causes, and research into improving the way people learn.

EF Global Offices



EF Educational Travel

- EF College Study Tours
- EF Educational Tours
- EF Explore America
 EF Ultimate Break
- EF Go Ahead Tours

EF Language

Learning

- EF English Live
- EF Local English Language Centres
- EF Local Language Centres for Kids
- EF International Language Centres
- EF Corporate Solutions
- EF Learning Labs

EF Cultural Exchange

- EF High School Exchange Year
- Cultural Care Au Pair

EF Academics

- EF Academy-International Boarding Schools
- Hult International Business School
- Ashridge Executive Education



EF | Accessibility, Affordability, & Equity

EF believes in the power of studying abroad to transform a student's education and we are on a mission to bring these opportunities to as many students as possible. EF ensures that our tours are as affordable and equitable as possible through the following:

- EF Guarantees the Lowest Price:
 - o The guaranteed lowest price—if you find a similar tour for less, we'll beat it.
 - One simple price—no enrolment or departure fees.
 - o Once a student enrolls, their price will never change,

Monthly Payment Plans:

 EF provides families and travellers with more flexible choices for managing their payments. Our automatic payment plan allows travellers to choose their payment frequency and extend payment deadlines. By starting early, travellers' costs are broken down into smaller manageable payments.

Scholarships & Bursaries

- Every year, EF issues hundreds of thousands of dollars in student bursaries and scholarships
- EF's loyalty program also allows schools to accrue points by travelling with EF. These
 points can be redeemed for bursaries to further discount students or to plan additional
 educational content during the tour.

Early Planning

 EF allows schools to plan their trips up to 4 years in advance. This allows families to take advantage of the lowest pricing possible and manage smaller payments.

EF Canadian Youth Ambassadors

- EF supports students with great ideas. The EF Canadian Youth Ambassadors allows for students of all means the chance to see their dreams for improving the world become a reality.
- Every year 30 students are selected based on their ideas to solve an issue facing their communities that will make an impact on a local, national, and global level.
- EF funds students to participate in a service-learning trip overseas and a trip to Ottawa to be mentored by Members of Parliament and Senators to help them further develop their ideas.









EF | Safety

We are committed to the safety of our travelers. Thanks to our worldwide presence—we have 500 schools and offices in more than 50 countries—we have local EF staff members anywhere they go. That means we can react quickly and in person whenever and wherever needed.

24/7 Global Support

EF's Operations Safety & Incident Response Team, based in our European headquarters in Lucerne, Switzerland, supports our travellers and Tour Directors 24/7. This team uses a combination of extensive training, simulations, incident response planning, and previous experience to manage emergencies. The team works in close partnership with our Emergency Service & Support Team in Canada and the Tour Directors to quickly and effectively address on-tour emergencies.



A Partner You Can Count On

We'll pair you with an experienced Tour Director who will stay with you from the moment you clear customs to the time you set off for home again. In addition to knowing the ins and outs of the area where you're traveling, Tour Directors undergo extensive training to make sure they're equipped to manage challenging situations, and they have a direct line to EF offices both locally and globally for added support.



The Coverage You Need

In addition to our worldwide presence, schools, teachers and students are also covered from unforeseen circumstances that may arise before or during tour through our \$50 million General Liability Policy, Peace of Mind Program, and Global travel Protection Plan. Whether it's an on-tour incident, change of travel plans, or lost luggage, EF ensures that everyone can be covered





EF| Educational Affiliates

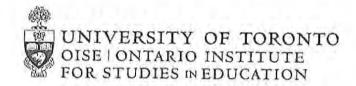
In order to create the most transformative travel experiences for our teachers and students, we collaborate with organizations who prioritize education, hands-on learning, and inspiring students learning beyond the classroom. EF works with reputable educational organization at home and abroad to enhance on-tour experiences, consult on educational initiatives, and provide teachers with classroom resources to help bring their textbooks to life.



















Twenty One Toys



EF | Our People

Dedicated EF Tour Consultants: Each group is assigned a knowledgeable and responsive Tour Consultant who will work with you one on one in planning every detail of your tour. They are supported by an in-house team of tour-planning experts- who book your flights, hotels, meals and attractions- creating the best tour experience.

Traveller Support Team: When you call EF, you won't get an answering service, but will speak to a dedicated team member ready to answer your questions. EF is the only student travel company with a Canadian customer service team dedicated to answering student and parent questions.

Education Team: With on-staff educators and an expert Educational Programming team, we understand the trends in the landscape of education. We're always working to ensure our tours meet ever-changing curriculum requirements and the needs of Canadian teachers. We partner with educators, industry experts, and educational organizations to create innovative, interactive, and unique experiences for our travelers.

EF Tour Directors: Upon arrival at your destination, groups are met by an EF Tour Director who remains with the group 24 hours a day throughout your tour. The most experienced in the industry, EF Tour Directors work closely with local guides to keep students engaged and ensure all tour logistics go smoothly. EF Tour Directors come from diverse cultural, educational and professional backgrounds and are trained in emergency response.

Worldwide Presence: EF's global presence, in more than 50 countries worldwide, provides our partners with a wider net of direct safety and security abroad, as well as enhanced access to local educational content and authentic experiential opportunities for students.



Melanie McDonald
Senior Director, Customer
Experience and Safety
Years at EF: 13
Responsible for: Melanie
oversees the safety of our
Canadian travellers on tour by
liaising with our worldwide
safety team to react when
challenges occur on the road.
She also works alongside our
global operation teams to
continually review our suppliers
and update our safety policies



Laura Palma Senior Director, Innovation & Strategic Partnerships Years at EF: 9

Responsible for: Laura currently oversees product innovation and global educational partnerships. Throughout the last four years, Laura specifically worked on evolving our history portfolio to include experiences that challenge students, foster critical thinking skills, and expose them to a variety of world-class educational partners and activities



Cameron Broderick Sales Manager, Ontario Years at EF: 8

Responsible for: Cameron oversees our administrative relationships and partnerships with school boards. He works alongside our Tour Consultants to help schools sustainably grow their study abroad participation through academically sound, safe, and accessible programming.



EF | Unique Programming

Service Learning Tours

On a Service Learning Tour, you and your students work side by side with locals on community-driven projects in Africa, Asia or the Americas. We partner with established non-profits and NGOs—like the Mariposa Foundation and WE Charity—to make sure your contributions are both meaningful and sustainable. Through hands-on work and deep exposure to the local culture, students learn vital collaboration and problem-solving skills.

Global Student Leaders Summits

EF organizes annual Global Student Leaders Summits which bring together educators and student leaders from across North America. These extraordinary events combine educational tours and a two-day leadership conference, tackling significant global issues in places where they come to life. Each Summit empowers your students today to start becoming leaders of tomorrow.

Professional Learning Tours

Broaden your knowledge of global education, connect with other extraordinary educators, and travel the world—all while earning professional development credit. EF has partnered with OISE at the University of Toronto to offer customized programming that parallels AQ courses for enhance experiential learning opportunities.

STEM

Science, Technology, Engineering, and Math shape communities across the globe. Our STEM-focused tours show students the value in diverse ways of thinking, building, and doing, as well as help them recognize the powerful universality of STEM subjects. Each STEM tour highlights real-life international applications, challenges students to think critically, and helps develop innovative solutions to global problems.

Language Immersion Tours

EF offers Language Immersion Tours in France, Spain, Costa Rica, China, Germany, Italy and Japan. To learn a new language, it helps to fall in love with where it's from. These tours include daily language lessons at one of our EF International Language Schools as well as experiential learning opportunities to connect the day's lesson to handson activities and conversations with locals.

Historic Event Tours:

Our Historic Event Tours give students a different understanding of the world—and their place in it. They return home inspired, confident, and more connected to the world around them. EF-exclusive, hands-on experiences, and connection and local communities are only part of what makes every EF Historic Event Tour stand out.









Educational Tour Safety & Security

- A partner you can count on
- Preparing for the tour experience
- Your safety team here and abroad
- Responding to an-tour incidents
- Protection for school boards and travellers

Contact us: 1-800-387-1460

A partner you can count on:

For over 50 years, EF has been working toward one global mission: Opening the World Through Education. Together with educators like you, we help more than a million students experience our programs every year and transform their perspectives on the world.

Throughout our entire history, the safety of our travellers has been our biggest priority. We train our staff to help with any kind of situation—from lost passports to airline strikes to natural disasters. What's more, with over 600 schools and offices in more than 50 countries, we have a presence in nearly every destination we travel to and can be there to support you on the ground wherever and whenever you need us.

Preparing for the tour experience:

EF Safety First program

The EF Safety First program was created to provide the safest possible tour experience for our customers and takes operational preventative measures to help ensure the safety and welfare of our travellers on all our tours. The Safety First program is aligned with ISO 31000; Risk Management Guidelines, which allows for proactive and continuous management of risk.

Some of the many aspects of the program include:

- Providing training and safety information about the tours, itineraries and destinations to staff, customers, and Tour Directors to prepare all parties for their tours and common situations that may arise.
- Monitoring and reacting to news and warnings in real-time using public world news alerts, local knowledge, industry updates, credible third party alert services, and Government of Canada Travel Advisories to make timely decisions on behalf of our customers. It is EF's policy that we will not travel to locations designated as a avoid non-essential travel or avoid all travel by the Canadian Government.
- Creating and using supplier screening criteria (e.g., for hotels and buses), which are relevant for our customers and are often more detailed than local safety standards.
- Maintaining supplier contracts that contain specific safety clauses to reflect our standards.
- Completing supplier safety checks, spot checks, and risk assessments to confirm that our criteria are being met,
- Routinely vetting destinations, itineraries, and activities for a number of safety factors.
- Consulting with World Aware, Overseas Security Advisory Council, and other risk specialists, lawyers, and insurers to make safety-related decisions.

Hotels

For travellers' protection and comfort, our team regularly inspects hotels to determine whether they comply with EF's standards for cleanliness, quality, and, most importantly, safety. When identifying hotels to work with, our team evaluates whether the properties meet local standards, including means of fire detection and alert as well as available emergency exits. EF also works with industry expert Argent Health and Safety as we regularly review and evaluate our hotel standards and selection process. Additionally, Tour Directors conduct nightly checks at all hotels to evaluate compliance with key safety requirements.

Transportation

EF works with major North American and international air carriers to transport groups to and from their destination. Once on tour, our groups travel, with limited exceptions, by public transportation or EF-arranged coach buses. EF's Operations team yets coach bus suppliers for compliance with local safety standards. In some cases, stricter

safety and quality standards are specifically required by EF. Considerations within our transportation contracts include inspection history of vehicles, driver qualifications and licensing, insurance coverage held by the company, etc. Additionally, we vet other transportation suppliers such as cruises, ferries, and trains. We not only take into account the safety records of the suppliers but also assess the specific routings we use to ensure our safety standards are met. In the event we do not feel comfortable with a routing we will evaluate whether to amend our tour itineraries accordingly.

Activities

A large part of time on tour is spent taking part in educational and experiential activities, from museum visits to zip lining to taking part in a cooking class. Each activity and supplier is selected to meet our standards for educational focus, and just as importantly, for their ability to provide a safe experience.

Crowd safety

Many of the destinations on our tours are popular with tourists or locals, and as such may tend to be crowded. Tour Directors are trained to communicate relevant guidelines to travellers before navigating busy sites and/or taking part in activities where large crowds may be present. These guidelines may include identifying assembly points, alerting travellers to multiple exits from crowded places, reminding travellers to keep snacks and extra clothing layers with them in case they are out longer than expected, and ensuring everyone has the Tour Director's contact information. We also evaluate specific events where large groups are likely to be assembled to determine whether they are appropriate for our travellers to take part in.

Tour Directors

Tour Directors meet travellers at the airport of their arrival destination, and travel with groups until they depart for home. Tour Directors undergo background checks (as is consistent with local laws) every two years and are required to participate in ongoing EF safety trainings. Specifically, they are trained to:

- Communicate relevant safety information to travellers, including advising on how to stay safe during free time
- Share their contact details with travellers so they can be reached to assist with any on-tour emergencies
- Identify, resolve, and when necessary, escalate on-tour safety concerns
- Carry out nightly hotel checks as well as spot checks with suppliers and activities
- Assist with emergencies that may arise and coordinate with EF's Safety & Incident Response Team abroad and Emergency Service & Support Team in Canada.

Your safety team here and abroad:

Worldwide presence

EF is the largest international student travel organization, with over 600 schools and offices in more than 50 countries, including regional offices dedicated to on-tour support. Our 43,000 staff and faculty members around the world provide a local presence and are able to react quickly and in person where necessary. The staff in each office and school are trained to respond to a wide range of emergency situations.

Operations Safety & Incident Response Team

EF's Operations Safety & Incident Response Team, located in operational hubs around the world, supports our travellers and Tour Directors 24/7. This team uses a combination of extensive training, simulations, incident response planning, and previous experience to manage emergencies. As needed, the team can facilitate

additional support for groups on tour, solve operational issues, arrange assistance from outside specialists, and liaise with local and international authorities. The team works in close partnership with our Emergency Service & Support Team in Canada and the Tour Directors to quickly and effectively address on-tour emergencies. The team is also responsible for proactively confirming the safety of our groups in the event of a major world event or natural disaster.

Emergency Service & Support Team

EF's dedicated Emergency Service and Support Team is available 24/7 to help resolve any issue, from a missed flight to a lost passport to more serious on-tour incidents. They also facilitate communication, in both English and French, between travellers and families in the event of an emergency at home. The Emergency Service & Support Team is made up of highly trained, dedicated EF staff based in our Toronto and Vancouver offices who are equipped to solve problems and answer questions that may come up, even cutside of regular business hours. This team also maintains direct communication with our Operations Safety & Incident Response Team to jointly solve issues as needed.

Responding to on-tour incidents:

Our experience handling travel incidents

Throughout our 50 years of experience, we have learned from many common and unexpected events around the world and have trained our staff on how to handle them should similar situations affect our travellers. Tour Directors also have training and experience dealing with common events such as flight delays, lost passports, or even pickpockets, and are able to escalate events for full support from our Operations Safety & Incident Response Team as needed.

Communication at home and abroad

EF maintains consistent and open communication with the Tour Directors, so we can reach any member of the group in numerous ways, as needed. Additionally, our Emergency Service & Support Team is made up of dedicated EF staff who are available 24 hours a day, 7 days a week, 365 days a year to help groups on the road or parents calling in. All travellers are given a wristband with EF's emergency phone number printed on it, as well as a card listing emergency phone numbers (such as local 911 equivalents) and spaces to write the Tour Director's and Group Leader's phone numbers. EF also maintains a contact list for all groups, which can be utilized to communicate important information to each traveller's emergency contact as necessary.

Medical incidents

In cases of injury or illness to any of our travellers, the Tour Director will connect the affected traveller and a designated adult with local medical professionals, which may include arranging immediate emergency medical care. The Group Leader will contact the traveller's parent to ensure they are aware of the situation and to facilitate continued updates. In the case of hospitalization, the Group Leader or a designated adult will accompany any minor at all times. The Tour Director or other local EF staff will also provide additional support as the situation requires. Should a traveller need to be hospitalized for more than 24 hours, EF will make travel arrangements and cover the cost of a parent/guardian's flight to be with the traveller, if they wish.

Travellers' safety during world events

(e.g., natural disasters, terrorist incidents, political demonstrations, general unrest)

Our Operations Safety & Incident Response Team regularly monitors for incidents that might affect our groups. In such an instance, our first step is to identify any groups in the affected area and initiate communication to confirm their location and safety. From that point forward the Operations Safety & Incident Response Team provides ongoing support and direction to the Tour Director and local EF staff. They will also coordinate with local law enforcement if necessary to remove groups from situations where they may be at risk.

Our teams in Canada and internationally work in close partnership to make arrangements to further support travellers as needed. This could include various actions such as changing hotels, rerouting the remainder of the itinerary, rebooking return flights from a different gateway, or arranging alternate forms of transportation. During any incident, our Canadian-based Emergency Service & Support Team facilitates communication with parents, teachers, students, and others to keep them informed about ongoing developments and how we are working to ensure groups' safety.

Protection for school boards and travellers:

Background checks on adult travellers

EF requires that all adults successfully pass a criminal background check before traveling on our student tours. This requirement helps to provide a safer tour experience for all travellers and aligns with the process and expectations of many school boards for adults who volunteer in schools or chaperone school activities. EF works with a leading professional provider to conduct the background check through a secure process designed to identify only those specific individuals who could present a risk to student travellers while on tour.

General Liability Insurance policy

All EF Group Leaders, schools, and school boards are automatically insured under our \$50 million USD General Liability Insurance policy, regardless of whether or not the tour is affiliated with the school. This policy safeguards Group Leaders, schools, and school boards for covered claims related to on-tour incidents, including bodily injury or property damage. The policy also provides a legal defense and covers all associated legal fees. Upon request, a certificate of insurance (COI) can be provided that names the Group Leader, school, and/or school board as additional insureds on the policy. EF's General Liability Insurance is provided by nationally recognized insurance companies with A.M. Best Ratings of A- or higher. In addition to our General Liability Insurance policy, every traveller is required to accept the conditions found in our Traveller Release & Agreement, including a clause that provides a general release of liability of the Group Leader, school, and school board (regardless of whether the trip is school sponsored).

Assumption of risk waivers

Upon request, EF can provide an example of a waiver for assumption of risk to Group Leaders, schools, or school boards. This waiver is similar to the types of waivers used by many schools for participation in sports programs, and can be used as an additional document demonstrating that travellers are knowingly assuming all risks associated with the trip. EF can also provide a sample waiver for a non-school sponsored tour. However, regardless of whether travellers sign a waiver, the Group Leader, school, and school board are still automatically covered by EF's General Liability policy.

Global Travel Protection Plan

Designed specifically with EF travellers in mind, travellers have the option to purchase the Global Travel Protection Plan. This plan helps individuals protect themselves against the impacts associated with certain unexpected situations such as loss of job by a parent, or death or illness of a family member, and offers medical coverage on tour in case of illness or accident. In addition, travellers are protected in the event the trip is cancelled by the school board due to a teacher's labour strike or the school board determines there is a risk of harm to travellers during their trip when the itinerary is scheduled to travel to a specific region of a country as part of their tour. The Global Travel Protection Plan is underwritten by Chubb Insurance Company of Canada. Please visit effours.ca/coverage for full eligibility and policy details.

EF's Peace of Mind program

We understand that plans can change due to unforeseen circumstances. EF provides an exclusive Peace of Mind program to account for such situations. This program is automatically included for all travellers and can be enacted at the group level for any reason, including terrorism or other world events. This flexible plan ensures:

- Until 45 days prior to departure, teachers can work with EF to change their group's travel dates, modify their tour plans, find a new tour, or cancel their tour and all travellers will receive a transferable travel voucher.
- Within 44 days or less prior to departure, teachers may still choose any of the above options if a formal travel
 warning status of "Avoid Non-Essential Travel" or "Avoid All Travel" is issued by the Government of Canada to
 any of the countries the group is travelling to.

Protecting travellers' payments

EF Educational Tours is registered in accordance with the Travel Industry Act and upholds the standards and policies of this Act. EF Educational Tours is registered with TICO (international registration #2395858, domestic registration #50018789), Consumer Protection BC (international registration #73991, domestic registration #73990), and is a holder of a Québec permit with the Office de la protection du consommateur (OPC permit #702732). In the unlikely event of EF bankruptcy, insolvency or cessation of business, EF has secured all advanced payments of its customers, regardless of province or territory of origin, through the above organizations.

EF is accredited in the United States by five prestigious educational associations:

EF is highly respected in the industry by the following organizations:



















EF Educational Tours 80 Bloor Street West, 16th Floor Toronto ON, M5S 2V1

1-800-387-1460 | eftours.ca

Registration Numbers: TICO-2396858, 50018789 | CPBC-73991, 73990 | OPC-702732









GLOBAL TRAVEL PROTECTION PLAN

Comprehensive and affordable, EF's recommended coverage plans let you explore the world worry-free. EF's recommended Global Travel Protection Plan gives you all the coverage below at one great price. You will notice the plan was added to your account upon enrolment. The plan is only \$15 a day for North American bus tours, \$139 for North American flight tours and \$189 for International tours. With this plan, you are covered wherever you are in the world and have access to Insurance representatives 24 hours a day. All your plan details are kept with your Tour Director while on tour, so you can relax and enjoy your trip of a lifetime!

Global Travel Protection Plan

- Medical and Accident Coverage guarantees medical attention anywhere your tour takes you. It covers hospital bills, doctors'
 fees and medical transportation for illnesses acquired during the tour. Medical and Accident Coverage also covers
 transportation, food and lodging expenses for two of your family members to be at your side in the event you are hospitalized
 with a life-threatening condition. If possible, you will be returned home promptly, as necessary. Medical expenses up to
 \$1,000,000.
- Baggage and Property Coverage covers, cash, airline tickets and other valuable documents in case of theft or delay. It provides coverage for baggage (up to \$2,800) and theft-prone property (up to \$1,400) for the duration of your tour. Should baggage be delayed more than 24 hours (except on the way home), the extra costs will be covered (up to \$225). It also covers theft of cash (up to \$400), airline tickets and other valuable documents (up to \$700).
- Tour Cancellation and Interruption Coverage ensures you receive a full refund of the Cancellation Fee or Tour Fees if you need to cancel or interrupt the tour due to reasons of serious injury and grave illness leading to hospitalization. Valid reasons for cancellations also include:
 - Cancellation of your trip by the school board due to a teacher's labour strike or the school board determines there is a
 risk of harm to you during your trip when you are scheduled to travel to a specific region of a country during your trip.
 - If the Government of Canada issues an "Avoid Non-Essential Travel" or an "Avoid All Travel" Travel Advisory after you
 purchase your insurance, advising or recommending that Canadian residents should not visit a destination included in
 your insured trip.
 - Financial hardship due to jury duty, call to military service or severe damage to your home.
- 24-hour emergency assistance is available seven days a week, no matter your destination. In the event of an emergency on tour, you will have round-the-clock access to our English-speaking network.

IF YOU:	HAVE POLICY QUESTIONS	HAVE CLAIM QUESTIONS	HAVE A MEDICAL EMERGENCY ON TOUR
CONTACT:	EF Educational Tours 60 Bloor Street West, Suite 501 Toronto, ON M4W 3B8 1-800-263-2806	Crawford & Company Canada Inc. 400-90 Matheson Blvd. West Mississauga, Ontario L5R 3R3 Attention: New CHUBB A&H Claim	Europ Assistance 1 (240) 330 1476 (from other international locations, call collect) 1 (888) 748 9739
	OR email at travellersupport@ef.com	Tel: 1-855-897-8512 Fax: 905-602-0185 claimsalertadmin@crawco.ca	(toll free in the U.S. or Canada) Group ID: N2CHUCA

Key exclusions can be found on the reverse side. For complete terms, conditions and exclusions, please refer to the Chubb Insurance Policy or Distribution Guide which may be obtained by calling EF at 1-800-263-2806 or visiting effours.ca/coverage

For complete terms, conditions and exclusions, please refer to the Chubb Insurance Policy or Distribution Guide which may be obtained by calling EF at 1-800-263-2806 or visiting eftours.ca/coverage Underwritten by Chubb Insurance Company of Canada, 199 Bay Street, Suite 2500, P.O. Box 139, Commerce Court West, Toronto, Ontario, M5L 1E2 Canada, with EF Travel Canada Ltd. (CA) as group policy holder.

GLOBAL TRAVEL PROTECTION PLAN

Premiums

\$15 a day for North American Bus Tours \$139 for North American Flight Tours

\$189 for International Tours Includes:

- · Tour Cancellation and Interruption Coverage
- · Baggage and Property Coverage
- · Medical and Accident Coverage (including emergency assistance service) All premiums are non-refundable.

TOUR CANCELLATION AND INTERRUPTION COVERAGE

Cancellation—Covered reasons:

A refund will be issued should the participant be forced to cancel his or her tour due to:

a) A serious injury, grave illness leading to hospitalization

or death of the participant or of a Family Member (see definition of Family Member below).

b) The participant being required to serve on a jury, subpoenaed, drafted into military service or having his or her home rendered uninhabitable by fire or flood.

 c) The participant being directly involved in a traffic accident en route lo the departure of an EF tour;

d) The cancellation of your trip by the school board due to a teacher's labour strike or the school board determines there is a risk of harm to you during your trip when you are scheduled to travel to a specific region of a country during

e) The Government of Canada Issues an "Avoid Non-Essential Travel* or an "Avoid All Travel" Travel Advisory after you purchase your insurance, advising or recommending that Canadian residents should not visit a destination included in your insured trip.

Interruption—Covered reasons:

a) The participant being hospitalized while on tour as the result of a serious injury or grave illness.

 b) A serious injury, grave illness leading to hospitalization or death of a Family Member during the tour (see definition of Family Member below).

If any of the covered events occur during the tour, the following coverage applies:

a) Transportation costs of bus, train or economy airfare by the most direct route (up to a maximum of \$1,400) in order to reach the return destination gateway or to travel from the place where the participant's trip was interrupted to where the trip can be rejoined.

b) Any unused air, land or sea arrangements paid by the participant.

How to make a Cancellation claim

Cancellation prior to departure: Under this plan, you will be reimbursed for the total paid portion of the tour costs (excluding the non-refundable premium), if the cancellation is due to any above covered reasons. The event or accident that causes you to cancel your tour must have occurred after your coverage effective date. In order for you to obtain four cancellation benefits, EF Educational Tours must be notified of your need to cancel the tour within 14 days of the event that causes the cancellation or prior to your group's departure, whichever comes first (see "Exclusions"). Exclusions for Tour Cancellation and Interruption Coverage

The insurance company will not reimburse you or pay Tour Cancellation/interruption Coverage benefits due to:

 Changes in travel plans due to carrier caused delays (including bad weather).

Personal change of plans by participant or a Family Member including anxiety or fear; business or contractual obligations.

 Prohibition or regulation by any government; default of tour or program operator (including EF Educational Tours and its affiliated parties), airline, cruise line or any other organization that results in a loss of service.

· Your inability to obtain the necessary travel documents (passports, visas, etc.); detention or confiscation by customs.

 The insurance company will also not reimburse you or pay benefits for the participant or any Family Members' loss, Illness or injury due to the excluded conditions as stated in the "Exclusions for Medical and Accident Coverage" section of the policy. Please refer to the "Exclusions for Medical and Accident Coverage" for a full listing. Also, the insurance company will not reimburse the participant or pay Tour Interruption benefits for any changes in travel plans due to mental or psychological health disorders, including eating disorders.

BAGGAGE AND PROPERTY COVERAGE

This policy covers:

a) Damage to or theft of personal property during four up to a maximum of \$2,800, including valuable property. (Please observe safety and security guidelines as outlined in "Exclusions.")

 b) Damage to or theft of valuable property (items valued over \$150) is reimbursable up to \$1,400 per incident. c) Baggage delayed more than 24 hours from Canada (\$75 per 24 hours delayed up to a maximum of \$225, refunded upon return, to cover costs incurred only for necessities such as tolletries, underwear, etc.) Receipts must be submitted.

d) Theft of valuable documents like airline tickets, not due to negligence (up to \$700).

e) Theft of currency (up to \$400).

How to make a claim

A police report and receipts are required for reimbursement. You must report theft during your tour to the local police department and file a police report as soon as possible. Your Tour Director will assist you. You must deliver a claim form to the Claims Agent as soon as possible, but at the latest within one year of the time of the loss. If you wait longer than one year, you will not be enlilled to any of the benefits, Exclusions for Baggage and Property Coverage

This policy does not cover any damage to, loss or theft of:
Any cash, valuable properly or valuable documents not

carried on you or not kept in a locked device, when you are absent.

Any damage caused by your negligence.

Any indirect costs following a loss or theft.

MEDICAL AND ACCIDENT COVERAGE

This policy covers the following: a) Medical expenses up to \$1,000,000 incurred outside the home country for necessary treatment and medication relating to an accident occurring or an illness acquired while on tour (see limitations and Period of coverage within the Master Policy).

Combined maximum coverage of up to \$50,000 for the following:

 b) On the Insurance Company's approval up to \$50,000, emergency evacuation to the participant's home country (if medically necessary); or home repatriation in the event of

c) Reasonable travel and accommodation costs up to \$50,000 of two Family Members travelling to visit (The Insurance Company will approve number of days) a participant considered to be in a life-threatening situation as diagnosed by a doctor and pre-approved by the

Insurance Company. d) An additional \$35,000 in supplementary benefits for disability or death in case of an accident while on tour

How to make a claim

Should you become ill or sustain an injury while on tour, go immediately to a doctor or hospital. In the case of a medical emergency, you must notify Europ Assistance. After you have been treated, be sure to request your receipt for payment and the doctor's report indicating diagnosis, treatment and any other pertinent information. Exclusions for Medical and Accident Coverage The following medical, dental, travel and other expenses

are not covered by this policy:

• All expenses resulting from or relating to treatment due to mental or psychological health disorders, including eating disorders. As well as all expenses for freatment of physical symptoms resulting from or relating to the above.

· All expenses resulting from or relating to treatment due to the abuse of alcohol, sleeping pills, narcotics or other intoxicants, as well as expenses resulting from or relating to treatment due to a suicide, suicide attempt, criminal act or violent behaviour on your part.

· Maternity expenses or any illness or treatment connected with pregnancy.

All expenses for treatment or prescription drugs related

to a pre-existing condition, insofar as they can be reasonably expected. If your condition deteriorates drastically and unexpectedly while you are a Participant in an EF tour, you may get reimbursed up to \$5,600 for the expenses related to the deterioration. As well as expenses resulting from or relating to treatment that was required before the effective inception date of this coverage and would have made a prudent person seek care prior to the effective inception date of this coverage. Telephone costs in relation to a covered claim, in

excess of \$75, other than for telephone calls to the Insurance Company.

· All expenses resulting from or relating to accidents due to extreme sports, unless these activities are a part of your EF tour and have been pre-organized by the EF Tour Operator,

 The insurance company will not pay the related travel costs if a ship or airplane is forced to change its route because of your illness or injury.

GENERAL EXCLUSIONS RELATING TO ALL TYPES OF COVERAGE

No coverage is provided and the insurance company will not pay for any losses resulting directly or indirectly from: A willful act or gross negligence on your part or on the part of anyone entitled to receive a benefit.

 War, hostile acts of a foreign power, revolution, usurped power, civil war, acts of war (declared or undeclared). riols or rebellion ("riot" means tumultuous disturbance of the peace by a group of persons whether national or local, gravely threatening the social peace and order of the area) or other disturbances of a similar nature, however not including direct acts of terrorism ("direct", meaning an immediate and geographically proximate threat to personal safety). However, the insurance company will pay up to \$2,000 for the additional costs incurred if you return home immediately after the outbreak of violence in the area where you are, due to any of the aforementioned excluded events, and in accordance with recommendations by official authorities in your home country (Ministry for Foreign Affairs). Nuclear, chemical or biological terrorism exclusion clause: Notwithstanding any provision to the contrary within

this policy or any endorsement thereto, it is agreed that this policy excludes any losses directly or indirectly arising out of, contributed to or caused by, or resulting from or in connection with any act of nuclear, chemical or biological terrorism regardless of any other cause or event contributing concurrently or in any other sequence to the

TERMS YOU SHOULD KNOW:

"Family Member" is defined as a spouse, parent, child, sibling, grandparent, grandchild, legal guardian or live-in companion. If a married couple (incl. live-in companions and domestic partners) is travelling on tour and both are covered under this insurance then family members will also include: parents-in-law, step-children

and sisters/brothers-in-law.

"Pre-existing condition" Any illness, disease or other condition during the 180-day period immediately prior to the coverage effective date for which you a) received or received a recommendation for a test, examination or medical treatment for a condition which first manifested itself, worsened or became acute or had symptoms or received a recommendation for a test, examination or medical treatment for a condition which first manifested itself, worsened or became acute or had symptoms which would have prompted a reasonable person to seek diagnosis, care or treatment; or b) took or received a prescription for drugs or medicine. Item b) of this definition does not apply to a condition which is treated or controlled solely through the taking of prescription drugs or medicine and remains treated or controlled without any adjustment or change in the required prescription throughout the 180-day period before coverage is effective.

HOW TO FILE A CLAIM:

Please contact Crawford Company Canada Ltd. and they will send you a Claim Form to fill out. The Claim Form must be filled out completely and include all the required documentation. The policy includes coverage for the duration of your EF Educational Tour. Please be aware that these policies do not include coverage for stay-ahead or stay-behind option periods, unloss you have purchased the Optional Extension Coverage.

THE CHUBB TRAVEL INSURANCE POLICY SHALL ALWAYS BE SECONDARY TO ALL OTHER POLICIES OF INSURANCE

EF Tours Canada Ltd.

EF Education, EF Education Tours, EF Me To We, EF School Trips, EF Voluntours, EF Voyages Culturels, Go Ahead Tours, EF Tours, EF Tours Canada Ltd.

80 Bloor Street West, 16th Floor

Toronto ON M5S 2V1

Fo'd



Travel Industry Council Of Ontario

55 Standish Court, Suite 460, Mississauga, Ontario L5R 482
Tel: 905-624-6241 • Toll Free: 1-888-451-TICO • Fax: 905-624-8631 • Website: www.tico.ca

EF Tours Canada Ltd.

EF Education, EF Education Tours, EF Me To We, EF School Trips, EF Voluntours, EF Voyages Culturels, Go Ahead Tours, EF Tours, EF Tours Canada Ltd.

is registered under the ONTARIO TRAVEL INDUSTRY ACT, 2002

TICO Registration No.

Issue Date

50018789

(RETAIL)

December 31, 2018

Expiry Date

CORPORATION

Category

December 31, 2019

TICO Business Registration Certificate



4/19/2019

St. Mary Catholic Secondary School 1050 Birchwood Trail Cobourg, ON K9A 5S9 CA

Dear Curtis,

EF Educational Tours (EF) is thrilled to be involved in your 2021 travel plans to Scotland and Ireland. With over 50 years as the leader in educational travel, we are uniquely qualified to provide your students with the international learning experience of a lifetime.

We understand that your school group must attend Catholic Mass while on tour and we are happy to accommodate your request.

Details of your Catholic Mass will be confirmed by your Tour Director during your pre-tour communication, approximately 14 days prior to departure. Please note that we cannot guarantee that your Mass will be conducted in English.

Please do not hesitate to contact us should have questions or concerns. We look forward to providing your school group with an unforgettable and rewarding educational travel experience.

Sincerely,

Kaitlyn Gruszewski Tour Consultant



Churches for Inclusion of Catholic Mass: Scotland and Ireland

School Name: St. Mary Catholic Secondary School

Group Leader: Curtis Chornie

Requested Departure Date: 3/12/2021

The following is a list of sample Catholic Churches where you may attend mass during your tour. Final church locations will depend on the final itinerary.

Details of your Catholic Mass will be confirmed by your Tour Director during your pre-tour communication, approximately seven days prior to departure. Please note that we cannot guarantee that your Mass will be conducted in English.

Dublin

St.Theresa's Church Clarendon St Dublin 2 Ireland

Blessed Sacrament Chapel 20 Bachelor's Walk Dublin 1 Ireland

Belfast

St Malachy's Church 24 Alfred St Belfast BT2 8EN UK

St Mary's Church 2-4 Chapel Ln Belfast BT1 1HH UK

Edinburgh

St Patrick's Church Cowgate, Edinburgh EH1 1NA, UKScotland



INFORMED CONSENT/PERMISSION FORM FOR EDUCATION TRIPS Category 4 or 5 - Students Under 18 Years

St. Mary Secondary School	1979 - 1 - 1
arranging a trip to Ireland and Scotland Mar	ch. 12-21, 2021
(description of activity and date	98)
THIS FORM MUST BE READ AND SIGNED BY EVERY STUDE AND BY A PARENT OR GUARDIAN OF A PARTI	NT WHO WISHES TO PARTICIPATE CIPATING STUDENT.
ELEMENTS OF RISK:	
Educational activity programs, such asoutlined in the itineral elements of risk. Injuries may occur while participating in these activities. The following list includes, but is of injury which may result from participating inp	not limited to examples of the types
itinerary	escribe activity)
1	237(25, 2510) 6/
2,	
3. ————————————————————————————————————	
The risk of sustaining these types of injuries result from the nature of the ac the student, or the school board, its' employees/agents or the facility where to take part in this activity, you are accepting the risk that you/your child may	the activity is taking place. By choosing
The chance of an injury occurring can be reduced by carefully following instractivity.	ructions at all times while engaged in the
If you choose to participate inour Ireland and Scotland Trip 2021, you must understand that you bear the responsibility fo serious student misconduct during this trip, the staff in charge will have the a you to pick him/her up at the location of the activity. Parents will be responsi	r any injury that might occur. In case of
The Peterborough Victoria Northumberland and Clarington Catholic District death, disability, dismemberment or medical expense insurance on behalf or	School Board does not provide accidental
ACKNOWLEDGEMENT	.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
WE HAVE READ THE ABOVE. WE UNDERSTAND THAT IN PARTICIPATI ABOVE, WE ARE ASSUMING THE RISKS ASSOCIATED WITH DOING SO	NG IN THE ACTIVITY DESCRIBED
Signature of Student:	Date:
Signature of Parent/Guardian:	Date:
PERMISSION	
give permission to participate in the	Ireland and Scotland trip
(name of student) to be held on or aboutMarch 12 – 21, 2021	(description of activity)
(date)	





RELEASE AND INDEMNIFICATION FORM FOR EDUCATION TRIPS Category 4 or 5 - Students over 18 Years

The Peterborough Victoria Northumberland and Clarington Catholic District School Board will make available the opportunity of participating inSt_Mary Catholic Secondary School Trip to Ireland and Scotland to its studen on or about March 12-21, 2021	ts
THIS FORM MUST BE READ AND SIGNED BY ALL STUDENTS WHO WISH TO GO.	
ELEMENT OF RISK	
Educational activity programs, such as, <u>outlined in the program_itinerary</u> (describe activity), present various elements of risk. Accidents resulting from such activities may occur and cause injury. The risk associated with activity MUST be assumed by the participants.	he
ACKNOWLEDGEMENT	
I, understand and accept the above and provide the Peterborough Victoria Northumberland Clarington Catholic District School Board with the following waiver of liability and indemnification agreement:	and
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 theSt Mary Trip to Ireland and Scotland (describe activity) arranged through the Peterborough Victoria Northumberland and Clarington Catholic District School Board on or about	
March, 12-21, 2021 .	
I further agree to indemnify and save harmless the Peterborough Victoria Northumberland and Clarington Catholic Dist 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.	rict
Signature of Student: Date:	
2018/02	

Release and Indemnification Form

"Ireland and Scotland"

NOTE TO PARENTS AND STUDENTS

The Peterborough Victoria Northumberland Clarington Catholic District School Board is arranging an excursion to Ireland and Scotland through EF Educational Tours during the period

March. 12, 2021 to March. 21, 2021

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

The PVNCCDSB (St. Mary Secondary School) does NOT provide any accidental death, disability, dismemberment or medical expense insurance for students participating in this excursion; however each student may be covered by additional medical insurance, purchased privately at their own expense.

	, as legal guardian, understand and accept the above and provide
PVNCCDSB (St. Mary Se	condary School) with the following waiver of liability and indemnification
agreement.	
	as legal guardian, hereby release the PVNCCDSB (St. Mary
Secondary School) and	its staff and agents from any and all liability for any injury sustained by my
child, regardless of how	caused, resulting from their participation in the Ireland and Scotland trip
arranged through the P	VNCCDSB (St. Mary Secondary School) during the dates above.

l, as le	gal guardian, give the teachers in charge of this trip, as well as
agents of EF EDUCATIONAL TOURS, per	rmission to take my child out of the country and to be in charge
of their well being while traveling abro	ad. I designate them to provide medical treatment as deemed
necessary while away and to act as a ju	udicious parent while on the trip. I further agree to indemnify
and save the PVNCCDSB (St. Mary Second	ondary School) and its staff and agents from and against any
and all suit, demands, torts, and action	s of any kind which may be brought against its staff or agents
for which it/they may become liable by	y reason of any injury, loss, damage, or death resulting from, or
occasioned to, or suffered by any person	on or any property, by reason of any act, neglect or default of
mine or my child's.	
WE HAVE READ THE ABOVE. WE UNDE	RSTAND THAT IN PARTICIPATING IN THE ST. MARY TRIP TO
	UMING THE RISKS ASSOCIATED WITH DOING SO.
(Parent/Guardian signature)	(Date)

NOTE TO STUDENTS

The Peterborough Victoria Northumberland Clarington Catholic District School Board is arranging an excursion to Ireland and Scotland through EF Educational Tours during the period

March. 12, 2021 to March. 21, 2021

l,	,, as a student participating on this exc	ursion,
a	agree to cooperate fully with the supervisors of this trip and agents of EF	
E	DUCATIONAL TOURS , by:	
•	not putting myself or the group at risk at any time (including theft, vandalism, ignorance of the law)	
•	I will not wander from the group or "pair off" but will join with every a group, or in an assigned group.	one as
•	I will follow the curfew outlined by the teachers each night and stay in own room after the curfew check is done.	my
\•	Students must be accompanied by a teacher or adult chaperone at all t	imes.
•	I will participate fully in all group activities and be punctual.	
٠	I will adhere to the school rules as outlined in the Code of Conduct, whinclude being respectful of all timelines, curfews and limits set by my supervisors.	iich
٠	I will abstain from all alcohol, non-medicinal drug consumption and an other illegal substances, including cannabis. I will also abstain from al tobacco products, including vaping and electronic cigarettes.	ıy I
	I will not bring or purchase/view inappropriate visual or auditory mate	erial
	If I fail to observe these expectations, I realize the consequences may inc	lude
being sent ho activities and	ome, suspension from school, and the loss of any redemption for remaining	
(Student Si	ignature) (Date)	

STUDENT EXCURSION PARENTAL CONSENT FORM

participate on the Ireland and Scotland trip from March. 12, 2021 to March. 21, 2021. SUMMARY OF THE TRIP: The ten-day excursion is outlined in the itinerary provided. Students will be required to attend mass for Sunday obligations. I UNDERSTAND THAT: - the students are responsible for meeting at St. Mary Secondary School at the designated time on or about March. 12, 2021; boarding a bus to Pearson Airport and from Pearson Airport upon our arrival back to Canada; and for arranging their own transportation back home on or about March. 21, 2021 upon arrival back to the school. There will be an
The ten-day excursion is outlined in the itinerary provided. Students will be required to attend mass for Sunday obligations. I UNDERSTAND THAT: - the students are responsible for meeting at St. Mary Secondary School at the designated time on or about March. 12, 2021; boarding a bus to Pearson Airport and from Pearson Airport upon our arrival back to Canada; and for arranging their own transportation back
attend mass for Sunday obligations. I UNDERSTAND THAT: - the students are responsible for meeting at St. Mary Secondary School at the designated time on or about March. 12, 2021; boarding a bus to Pearson Airport and from Pearson Airport upon our arrival back to Canada; and for arranging their own transportation back
- the students are responsible for meeting at St. Mary Secondary School at the designated time on or about March. 12, 2021; boarding a bus to Pearson Airport and from Pearson Airport upon our arrival back to Canada; and for arranging their own transportation back
time on or about March. 12, 2021; boarding a bus to Pearson Airport and from Pearson Airport upon our arrival back to Canada; and for arranging their own transportation back
additional cost for this bus transportation, to be collected closer to the travel date.
- I will be responsible for transporting my son/daughter to/from St. Mary Secondary School at the appropriate times.
- students will provide their own dinners /snacks for flights and money for lunches .
 An additional fee will be collected by Mr. Chornie to cover gratuities for tour guides and bu drivers. This amount is based on standard practice as recommended by EF tours.
** please contact EF tours at eftours.ca for information on cancellation/refund policies.
 group fundraising opportunities are available. Funds earned from fundraising events will be credited to the individual students who participate, and not distributed through the group.
- my son/daughter is expected to participate in all activities
 my son/daughter can be sent home (at the parents' expense) if any of the School Policies have been violated.
I APPOINT Mr. Curtis Chornie and Mrs. Laura Dalton as my agents to engage medical
attention or hospitalization should the need arise.
Parent/Guardian Signature Date



EF| Educational Tours Planning Process

All of our programs are designed to align with the mission of our school partners. Whether it's a focus on academic outcomes, safety, dedicated support, or access, we promise to provide an unparalleled partnership, from beginning to end.

2+ Years Ahead

- o EF helps you align your academic objectives with the best program fit.
- EF helps you navigate school board approval and provides necessary documentation for support

1+ Year Ahead

- Group leader builds teacher/chaperone team.
- o Group leader organizes group of students.
- o Parents enroll and start payment plans.
- EF prepares flights, hotels, and educational activities.
- EF provides students and families with pre-travel resources online.

2 Months Ahead

- Flight confirmation
- Tour Director is assigned to your group

1 Month Ahead

- All reservations are finalized and confirmed
- EF sends Final Departure Packet with all travel information to school, parents, and teachers.



Annual Director's Report.

R.A. that the Annual Director's Report be received by the Board and submitted to the Ministry of Education, as required.

December 9, 2019.

Administration

Recommended Actions from the Committee-of-the-Whole Meeting, November 11, 2019. (Deferred from the Regular Board Meeting, November 26, 2019.)

R.A. Mover: Linda Ainsworth

that the Board establishes a French Immersion program at Holy Trinity Catholic Secondary School for September 2020, beginning with Grade 9 and adding and additional grade in each successive year until full implementation is reached in September, 2023.

November 11, 2019.

Committee-of-the-Whole



BUSINESS AND FINANCE

Report to the Board of Trustees

Meeting:	∐ In Camera ⊠ Open
Presented for:	☑ Information ☐ Approval
Meeting Date:	December 17, 2019
Presented by:	Isabel Grace, Superintendent of Business/Finance
Subject:	Education Development Charges Bylaw process
Recommended .	Action(s): N/A

Background

Education Development Charges (EDC) are a revenue source (for School Boards that qualify) to purchase and develop land for schools. The Board has an existing EDC by-law in Clarington which expires July 2020 and will require renewal. In addition, growth projections may indicate a need to establish a new bylaw in Peterborough City/County.

The EDC process is largely technical and formulaic in nature. The methodology and requirements are set out in the Education Act and in Ontario Regulation 20/98 (as amended). Boards hire outside expertise to lead the process. A competitive procurement process was jointly undertaken by ourselves and our co-terminous board Kawartha Pine Ridge DSB. In November, the project was awarded to Watson & Associates, lead by Jack Ammendolia.

The process contains six separate components including: eligibility assessment; data analysis; policy review; ministry submission; public process; and by-law adoption and implementation.

Consultant responsibilities

- preparation of the EDC policy review study and EDC background study consistent with Ministry of Education requirements
- review of all EDC policies with the Board's staff
- collaborate with a professional appraiser and legal counsel. Administration has retained Chris Vardon of Cushman & Wakefield for the valuations/appraisals and James Easto of Keel Cottrelle as legal counsel. Both parties were involved in the previous EDC by-law process.
- preparation and attendance at all EDC meetings and information sessions
- advise on approach to costing growth-related site requirements, escalation factors to be applied and site development costs.
- provide evidence, if necessary, at Ontario Municipal Board hearings

EDC Background Study and Eligibility Assessment

The EDC background study is a technical document used to quantify the boards' growth-related needs through a demographic and financial analysis.

In general, the EDC Background Study must:

- determine Board's eligibility
- determine Board's need in terms of future school sites
- determine the quantum of the charge

Enrolment projections form the backbone of the calculation of the charge. The school aged demographics and enrolment projections in the boards' jurisdiction are key determinants for eligibility and site needs. The assumptions made regarding future enrolment and future development potential will be used to determine the location, timing and size of future school sites and facilities.

Enrolment projections rely on the regional or municipal council-approved dwelling forecasts to ensure consistency with local governments and other local agencies. Discussions and meetings are held with local planning departments to gain perspective on timing and types of units being built as well as any potential servicing or other issues that may delay or hinder development in a particular area.

One of the first steps in the EDC process is to determine whether the Board meets the EDC eligibility trigger. In order to meet the eligibility trigger, the Board must meet one of the following conditions:

 the board's average elementary and secondary enrolment, within its jurisdiction, over the five year by-law period, exceeds capacity; (EDC capacity will be the on-the-ground capacity of all operational schools on the day the bylaw comes into force) or • the board can demonstrate that they have financial obligations that exceed the current balance in the EDC Reserve Fund (a detailed reserve fund balance analysis will also be prepared which outlines EDC eligible expenditures and revenue to determine the final balance position).

The Board can qualify on either panel, and that qualifies the entire area. EDC by-laws may be uniform across the jurisdiction or area-specific. In our case they are area specific, and the Board currently has a by-law in the Clarington region of the Board. Given recent growth and space considerations in Peterborough City/County, the Board will be investigating as to whether it will be eligible in Peterborough for an elementary school site.

The enrolment forecast is therefore divided into review or planning areas of the Board's jurisdiction to determine need/requirements on a sub area basis. The enrolment projections compared with the capacities determine a Board's need for additional schools/sites. These are then translated into actual land requirements on a per acre basis. A value (based on a qualified appraiser's assumptions) to purchase and develop the land is then attached to these requirements.

There are legislated site sizes related to the acreage that can be used in the calculation of land requirements.

The total value to acquire and develop all EDC eligible lands (as well as associated study costs) becomes the Board's total net education land costs which it can collect EDCs for.

There are two primary land costs: the cost to acquire the land and the cost to prepare the land. Costs dealing with land acquisition are based on appraisals. Costs dealing with site preparation are based on historical construction experience. Land acquisition and preparation costs have been increasing significantly and rapidly.

The total land costs are spread over the approved dwelling unit forecast to determine a per unit charge.

Public Process

In addition to the technical component surrounding the calculation, the renewal process also has a public process and a review component. Stakeholder meetings, legislated public information sessions, coordination with Ministry of Education officials and finally Minister of Education approval are all coordinated by the consultant.

Before the by-law is passed there must be a total of 3 public meetings. The first meeting deals with the policies of the existing EDC by-law and makes the public aware of how the existing by-law is structured. The second meeting will deal with the proposed new charge and by-law. The intention of this meeting is to make the public aware of the new charge and by-law that the Board is considering, to explain any changes to EDC policies and to solicit feedback from the public on potential issues.

The final public meeting occurs when the Boards are considering passage of the new by-law. This final meeting presents to the public the final charge and the consultant and legal counsel go through the new by-law in detail. Assuming no new issues are raised, this meeting is where the Board typically passes and adopts the new EDC by-law.

The timing of the process has been tentatively scheduled by the consultant in order to meet all required timelines for consultation and Ministry review, and to pass the new by-law by the end of June 2020.



Meeting:

Business and Finance

Report to the Board

-	
Presented for:	☐ Information ☐ Approval
Meeting Date:	December 17, 2019
Presented by:	Isabel Grace, Superintendent of Business/Finance
Submitted by:	Isabel Grace, Superintendent of Business/Finance

Teri Smith, Controller of Finance

Subject: Banking Credit Amendment

☐ In Camera

Recommended Action(s):

- 1. That the Board approve the Borrowing Resolution in support of the Operating Line of Credit in the amount of \$10,000,000. (See attached)
- 2. That the Board authorize the Chair and the Director to sign the credit amendment agreement with the Canadian Imperial Bank of Commerce

Background:

Re: Banking Credit Amendment

The credit amendment is required to cover the annual renewal of the provision for the Operating Line-of-Credit.

Demand Operating Credit:

Each year, the Board is required to approve the Demand Operating Line-of-Credit to finance expenditures which occur before revenues are received. The current Line-of-Credit expires on December 31, 2019.

The \$10,000,000 level for the Operating Line-of-Credit provides coverage for any fluctuations in cash flow during the year. The cost to the Board is determined by the amount that must be drawn against this Line-of-Credit. The interest on the Operating Line-of-Credit is Prime.

PETERBOROUGH VICTORIA NORTHUMBERLAND AND CLARINGTON CATHOLIC DISTRICT SCHOOL BOARD BORROWING RESOLUTION

A RESOLUTION AUTHORIZING THE BORROWING OF MONEY TO MEET CURRENT EXPENDITURES OF THE PETERBOROUGH VICTORIA NORTHUMBERLAND AND CLARINGTON CATHOLIC DISTRICT SCHOOL BOARD (THE "Board")

- A. In accordance with Subsection 243(1) of the Education Act (R.S.O. 1990) (the "Act"), the Board considers it necessary to borrow the amount of up to \$10 Million Dollars (\$10,000,000) to meet, until current revenue is received, the current expenditures of the Board for the period commencing on January 1, 2020 and ending on December 31, 2020 (the "Period").
- B. Pursuant to Subsection 243(3) of the Act, the total amount borrowed pursuant to this Resolution together with the total of any similar borrowings and any accrued interest on those borrowings is not to exceed the unreceived balance of the estimated revenues of the Board for the Period.
- C. The total amount previously borrowed by the Board pursuant to Section 243 that has not been repaid is \$0.
- D. The amount borrowed for current expenditures is within the Board's Debt and Financial Obligation Limit as established by the Ministry of Education and Training from time to time.

RESOLVED THAT:

- 1. The Chair or Vice Chair and the Treasurer are authorized on behalf of the Board to borrow from time to time by way of promissory note, or overdraft, or bankers' acceptance from Canadian Imperial Bank of Commerce ("CIBC") a sum or sums not exceeding in the aggregate Ten Million Dollars (\$10,000,000) to meet, until current revenue is collected, the current expenditures of the Board for the Period (including the amounts required for the purposes mentioned in Subsection 243(1) and 243(2) of the Act), and to give to CIBC promissory notes or bankers' acceptances, as the case may be, sealed with the corporate seal of the Board and signed by any two of the Chair or Vice Chair and the Treasurer for the sums borrowed plus interest at a rate to be agreed upon from time to time with CIBC;
- 2. The interest charged on all sums borrowed pursuant to this Resolution plus any related charges, is not to exceed the interest that would by payable at the prime lending rate of the chartered banks listed in Schedule 1 of the Bank Act (Canada) on the date of borrowing;
- 3. The Treasurer is authorized and directed to apply in payment of all sums borrowed plus interest, all of the moneys collected or received in respect of the current revenues of the Board;
- 4. The Treasurer is authorized and directed to deliver to CIBC from time to time upon request a statement showing (a) the total amount of unpaid previous borrowings of the Board for current expenditures together with debt charges, if any, and (b) the uncollected balance of the estimated revenues of the previous year less any current revenue already collected.

We hereby certify that the foregoing is a true and complete copy of a Resolution of the Board in the Province of Ontario, duly passed at a meeting of the Board and that this Resolution is in force and effect.

DATED this Seventeenth day of December, 2019.
WITNESS the corporate seal

Chair

Secretary-Treasurer

Joint Health and Safety Committee Semi-annual Report, December, 2019.

R.A. that the Joint Health and Safety Committee Semiannual Report to the Director of Education dated December, 2019, be received.

.

December 9, 2019.

Administration

December 9, 2019.

Administration



JOINT HEALTH AND SAFETY COMMITTEE SEMI-ANNUAL REPORT

To: The Director of Education

From: The Joint Health and Safety Committee

Date: December 3, 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 September 2019 to December 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	Worker
Richard Driscoll – Co-Chair	Bryan Dafoe- Co-Chair
Donna Sorrell	Joseph DeVuono
Darren Kahler	Nora Shaughnessy
Derek Abrams	Mitch Donaldson

Melissa Featherstone, Health and Safety Officer (Guest Advisor)

2 Highlights from September 2019 – December 2019

- Three new Administrative Procedures under the Healthy Schools and Workplaces Board Policy
 were approved. Critical Injury/Fatality Reporting and Safe Work Procedure: Lock-out/ Tag-out of
 Energy Sources were approved in October, with the AP for Extreme Weather being adopted in
 November. The committee was given the opportunity to contribute feedback regarding all AP's
 for review and consideration.
- Each school has designated a Work Site Inspection Committee consisting of at least one CUPE, one OECTA and one Management representative whom will inspect the workplace monthly. The Board office and facilities department also have an inspection committee consisting of representatives from the union and management groups reflective of their workforce.
- The requirement under the Joint Health and Safety Committee Terms of Reference is that Work Site Inspection Committee Representatives receive training in conducting inspections once every three years. This year, the Health and Safety Officer trained 30 safety representatives in 3 sessions. 9 inspection team representatives still require training. It is anticipated that 2 additional training sessions will be run in December to catch these members.
- Following an identified need in secondary science areas, a retro-fit project was undertaken by
 the facilities and health and safety department summer 2019 in which secondary science
 chemical preparation areas were retro-fitted with drench hoses to allow for chemical spills to be
 rinsed from the body should they occur. Now, all science preparation areas will have the ability
 to utilize a drench hose to rinse chemicals should a spill occur.
- As the Board progresses towards utilization of online applications to stream-line communication, the JHSC recognized a need for clear, and more timely communication with Principals following Annual JHSC School Audits. As a result, the audit process will now be recorded on E-base and results communicated directly from the program to Principals. This will allow Principals to record actions taken to resolve issues in a manner that the resolution is communicated back to all necessary parties in a timely manner and with limited effort by Principals. It will also allow the committee to track that all items are followed up on and closed out in a satisfactory manner.
- Continuing to utilize the E-base system functionality to its maximum potential, the Work Site
 Inspection Committee Quarterly Minute template has also been added to E-base so that
 inspection teams can record and store their minutes within e-base, allowing the school, health
 and safety department and joint health and safety committee timely access to the records
 created.
- In April of 2019 the JHSC received the Heat Stress Guidelines from the Provincial Working Group on Health and Safety. The committee had the opportunity to review this information and incorporate applicable recommendations into the Extreme Weather Administrative Procedure of the Board.
- A new Custodial Training Handbook was developed by the Operations Supervisor following an identified need for additional training by the JHSC. This manual incorporates information and procedures regarding roles/ duties and responsibilities of a custodian as well as locations of essential life safety equipment/ utility shut-offs. This handbook is delivered to all new custodial staff in conjunction with hands on training which is recorded by the Operations Supervisor. Custodians of PVNC participated in one of two custodial training days in August 2019. Content included: Asbestos Awareness, Elevated Lift Training, E-Base Log Training, and Equipment

- Maintenance. In addition to a presentation by the Boards Employee and Family Assistance Plan provided on Mental Health Reducing the Stigma.
- To date, school safety inspections for the 2019-2020 school year have been completed with a 95% 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%)
- On August 28, 2019 PVNC committed a half day Professional Development to Health and Safety Initiatives. Topics for completion by staff in the SafeSchools Online training portal included: Workplace Harassment Prevention AP Review, Workplace Violence Prevention AP Review, Workplace Violence Training Module, Occupational Health and Safety AP Review, Scent Awareness AP Review and Training Module, and the Guarding Minds at Work Survey.

3 Upcoming Projects

- 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.
- The Board issued a Request for Proposal for a new Confined Space Program in October of 2019.
 The committee sent 2 representatives to a workshop on Confined Spaces in November, such that they will be able to contribute to the development/ assessment of the new Board Administrative Procedure resulting from the award of this contract.
- In the 2018-2019 school year the JHSC identified a need for high noise secondary school shops to be equipped with visual alarms to notify staff and students of Lockdown procedures being employed. Over the summer of 2019, approx. 36 new strobe lights were installed amongst the six secondary schools. These strobes went into construction shops, music classrooms, manufacturing shops, and automotive shops. The Board has committed to addressing additional areas of high noise in secondary schools and elementary music classrooms during the 2019-2020 school year in order to keep our staff and students protected.
- Each school year the JHSC identifies approximately 4-6 schools to audit their safety performance.
 These schools for the 2019-2020 school year will be identified at the December JHSC meeting and audit completed by end of February 2020.

4 Learning Opportunities

- The committee sent 1 worker and 1 manager representative to a workshop on Confined Spaces in November.
- On December 3rd the committee had an in-service by the Workplace Safety and Prevention Services on the topic of Accident Investigation
- On December 3rd the Facilities staff attended a Workshop on Lock-out Tag-out of Energy Sources to roll out the Boards new Administrative Procedure on the same topic.

5 Incident Reporting

For the months of September to November 2019, the most frequently reported incident types have been Struck or Contact By, Workplace Violence, and Struck Against or Contact with, and Falls.

Of the incident reports received this school year, 10 have resulted in staff having lost-time from work and 12 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, 12 lost-time and 10 health-care claims were reported.

6. 2019 -2020 JHSC Goals / Priorities

The Joint Health and Safety Committee has set the following priorities/ goals for 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 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,

Bryan Dafoe

Worker Co-Chair (CUPE)

Richard Driscoll

Management Co-Chair (Facilities)

Recommended Action from the Policy Committee Meeting, November 19, 2019.

R.A.: Mover: David Bernier

that the Policy and Administrative Procedure – #204 – Purchasing be deleted and the revised, newly formatted, Administrative Procedure – #610 – Purchasing, be received and posted under Directional Policy – #600 – Stewardship of Resources.

November 19, 2019

Policy Committee