
Regular Board Meeting

Tuesday, October 24, 2023

Open Meeting – 6:30 P.M.-9:30 P.M.

Catholic Education Centre, 1355 Lansdowne Street W., Peterborough

and by Google Meet: <https://meet.google.com/pfr-yoyi-kdw>

If you would like to join by telephone, please contact Michelle Kennedy
by email - mkennedy@pvnccdsb.on.ca or at 1-800-461-8009 ext. 1247
Arrangements to join by phone must be made prior to 5:30 p.m. on the day of the meeting

Chairperson: Kevin MacKenzie

Vice-chairperson: Jenny Leahy

**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 and Opening Prayer.
2. Land Acknowledgement.
3. National Anthem.
4. Approval of the Agenda.
5. Declarations of Conflicts of Interest.
6. Approval of the Minutes of the September 27, 2023, Regular Board Meeting. Page 6
7. Business Arising Out of the Minutes.

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

1. Report from the Director of Education, Stephen O'Sullivan.
2. Report from the Student Trustees

Madelyn Gaskell, Senior Student Trustee and
Claire Heitzner, Junior Student Trustee.

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

C. Presentations:

1. R.A.: St. Mary Catholic Secondary School Excursion to England and Wales,
March 9-17, 2024. R.A.: Page 18 Details: Page 19
Sheila Piggott, Superintendent of Learning, Jason Roberts, Principal, St. Mary
Catholic Secondary School, Greg Conway, Teacher, St. Mary Catholic
Secondary School.
2. Providing Excellence in Teaching and Learning: Board Math Achievement Plan.

Jeannie Armstrong, Superintendent of Learning, Sandra Connolly, Learning
Consultant, Nancy McCarthy, Learning Consultant, Amanda Walchuk, Math Coach
Adele Cronin, Math Coach, and Jennifer Minnie, Math Coach.
3. Ensuring Equity: Staff Census Data.

Julie Selby, Superintendent of Learning, Sandra Connolly, Learning Consultant,
Galen Eagle, Manager of Communications, and Benjamin Tenesia, Board Equity
Advisor.

D. Programs and Services:

1. R.A.: Approval of the School Level Identification, Placement and Review Committees,
2023-2024. R.A.: Page 46 Details: Page 47
Jonathan Di Ianni, Superintendent of Special Education.

E. Business, Finance and Governance:

1. Ontario Catholic School Trustees' Association (OCSTA) Open Session Report.
Kevin MacKenzie, Board Chairperson.
2. R.A.: Approval of Member Appointment to the Special Education Advisory Committee. Page 51
Kathleen Tanguay, Trustee Representative for the Special Education Advisory

Committee.

3. R.A.: Recommended Actions from the Committee-of-the-Whole, October 10, 2023.

Mary Ann Martin, Chairperson, Committee-of-the-Whole. R.A.: [Page 52](#) Reports: [Page 53](#)

4. R.A.: Trustee Professional Development, Ontario Catholic School Trustees' Association (OCSTA) Catholic Trustees' Seminar, January 19-20, 2024.

Kevin MacKenzie, Board Chairperson. [Page 59](#)

F. Human Resources:

G. Policy Development:

1. R.A.: Recommended Action from the Policy Development Committee, October 17, 2023.

[R.A.: Page 60](#) [Details: Page 61](#)

Loretta Durst, Chairperson, Policy Development Committee.

H. Old Business:

I. New Business:

J. Bring Forward:

K. Information Items:

1. Chairperson's Report.

Kevin MacKenzie, Board Chairperson.

2. Committee and Committee Chairpersons' Report:

- a. Special Education Advisory Committee, September 28, 2023, and October 19, 2023.
- b. Catholic Parent Engagement Committee, October 2, 2023.
- c. First Nation Métis and Inuit Advisory Committee, October 3, 2023.
- d. Accessibility for All Committee, October 12, 2023.
- e. Faith and Equity Advisory Committee, October 12, 2023.

L. Future Meetings and Events:

1. Board Meetings:
 - a. Board Annual Meeting, November 15, 2023, 4:00 p.m.
 - b. Regular Board Meeting Open Session, November 28, 2023, 6:30 p.m.
(In-camera Session, 6:00 p.m.)
2. Board Standing Committee Meetings: (Listed in chronological order.)
 - a. Chairperson's Committee Meeting, November 13, 2023, 5:30 p.m.
 - b. Committee-of-the-Whole Meeting, November 13, 2023, 6:30 p.m.
 - c. Policy Development Committee Meeting, December 5, 2023, 6:30 p.m.
3. Other Committee Meetings: (Listed in chronological order.)
 - a. STSCO Governance Committee, October 25, 2023, 3:00 p.m.
 - b. French as a Second Language Advisory Committee, November 8, 2023, 6:30 p.m.
 - c. Audit Committee, November 14, 2023, 6:30 p.m.
 - d. Special Education Advisory Committee, November 16, 2023, 1:00 p.m.
 - e. Student Council Liaison Committee, November 28, 2023, 4:15 p.m.
 - f. First Nation Métis Inuit Advisory Committee, December 12, 2023, 6:30 p.m.
 - g. Catholic Parent Engagement Committee, January 29, 2024, 6:30 p.m.
 - h. Accessibility for All Committee, February 22, 2024, 1:00 p.m.
 - i. Faith and Equity Advisory Committee, February 22, 2024, 6:30 p.m.
 - j. Supervised Alternative Learning Committee, TBA
4. Board Events: (Listed in chronological order.)
 - a. Board Retirement Dinner Celebration, Holiday Inn – Peterborough Waterfront, November 10, 2023, 6:00 p.m.
 - b. Mass for Deceased PVNC Catholic Community Members, St. Peter in Chains Cathedral, November 22, 2023, 4:30 p.m.
 - c. Adult Faith Formation, Catholic Education Centre, December 13, 2023, 4:00 p.m.
 - d. Ontario Catholic School Trustees' Association Catholic Trustees' Seminar, January 19-20, 2024, Toronto, ON.

M. Conclusion:

1. Report from the Regular Board Meeting, In-camera Session, October 24, 2023.
2. Closing Prayer.
3. Adjournment.



Minutes

The Minutes of the Open Session of the Regular Board Meeting, held on Tuesday, September 26, 2023, at 6:30 p.m. at the Catholic Education Centre, 1355 Lansdowne Street West, Peterborough, and virtually, by Google Meet.

Present:

Trustees – John Connolly, Loretta Durst, Madelyn Gaskell (Senior Student Trustee), Joshua Glover, Claire Heitzner (Junior Student Trustee), Jenny Leahy, Kevin MacKenzie (Chairperson), Mary Ann Martin, and Kathleen Tanguay.

Administration – Jeannie Armstrong, Jonathan Di Ianni, Galen Eagle, Sean Heuchert, Darren Kahler, Father Paul Massel, Stephen O'Sullivan, Sheila Piggott, and Julie Selby.

Recorder – Michelle Kennedy

A. Call to Order of the Open Meeting:

The Board Chairperson Kevin MacKenzie called the meeting to order at 6:30 p.m.

1. Examen and Opening Prayer

Kevin MacKenzie, Board Chairperson, welcomed the principal representatives Lisa Heitzner, Principal at St. Joseph Catholic Elementary School, Bowmanville and Ian Kruis, Principal at Monsignor Leo Cleary Catholic Elementary School, Courtice. Chairperson MacKenzie extended a special welcome to former Clarington trustee, Linda Ainsworth and her husband, former Director of Education, Alphonse Ainsworth, Chris Heitzner, teacher at St. Stephen Catholic Secondary School, who were present with Claire's mother, Lisa Heitzner, to witness the swearing-in of Claire Heitzner as Junior Student Trustee.

Father Paul Massel, Board Chaplain and Faith Animator, was invited by the board chairperson to open the meeting with the daily examen and prayer.

2. Land Acknowledgement

Kevin MacKenzie, Board Chairperson, respectfully acknowledged that the 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 Loretta Durst, seconded by John Connolly
that the agenda be approved with addition of agenda item E.5
Food Service Training, brought forward by Trustee Kathleen
Tanguay.

Carried.

5. Declarations of Conflicts of Interest

There were no conflicts of interest declared.

6. Approval of the Minutes

a. Approval of the June 27, 2023, Regular Board Meeting.

MOTION: Moved by Kathleen Tanguay, seconded by Mary Ann Martin
that the minutes of the June 27, 2023, Regular Board Meeting
be approved.

Carried.

b. Approval of the September 12, 2023, Special Board Meeting.

MOTION: Moved by Mary Ann Martin, seconded by Loretta Durst
that the minutes of the September 12, 2023, Special Board
Meeting be approved.

Carried.

7. Business Arising Out of the Minutes.

There was no business arising out of the minutes.

8. Swearing-in of Junior Student Trustee, Claire Heitzner.

The swearing-in ceremony for the Junior Student Trustee, Claire Heitzner, was officiated
by the Director of Education, Stephen O'Sullivan, the Board Chairperson, Kevin

MacKenzie, Board Vice-chairperson Jenny Leahy, and Father Paul Massel. Claire Heitzner made a pledge of commitment to the service of Catholic Education and fellow students. Father Paul Massel welcomed Claire Heitzner to the Board of Trustees with a prayer and blessing. Both she and Trustee John Connolly were presented with a board pin which was blessed by Father Paul to symbolize their call to service with PVNCCDSB.

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

1. Report from the Director of Education.

Stephen O'Sullivan, Director of Education, presented the Report from the Director of Education, which included the following points:

- Appreciation was extended to the staff of PVNC Catholic for their dedication to prepare and welcome our 15,000 students in our 36 schools.
- Gratitude was expressed for the opportunity and privilege to lead the board as Director of Education.
- A beginning mass with Principals, Vice-principals, Managers and Superintendents and Trustees was celebrated by Bishop Daniel Miehms on August 29th at St. Peter's Cathedral. A mass was also held at the Catholic Education Centre with an offertory to Development and Peace to benefit the earthquake victims in Morocco.
- John Connolly, newly selected trustee for the City of Peterborough was welcomed.
- Claire Heitzner, Junior Student Trustee from St. Stephen Catholic Secondary School was welcomed, and best wishes extended to her and Senior Student Trustee, Madelyn Gaskell as they begin their work to represent the student body of PVNCCDSB.
- Darren Kahler, Superintendent of Human Resource Services was welcomed to his first board meeting since taking on his new role this summer.
- Professional development opportunities are underway or being planned and will follow the province's focus on foundational skills in literacy and numeracy. Communication about professional activity day agendas and training provided to staff will be available to parents through the board website.
- Schools are excited to have so many sports activities up and running this year as well as many other initiatives and celebrations, such as Franco-Ontarian Day on September 25.
- Schools will honour the survivors and victims of the residential school system on September 28 and 29, in preparation of Orange Shirt Day, the National Day for Truth and Reconciliation on September 30, which falls on a Saturday this year.

- Expressed thanks to the trustees and the senior administrative team for their support to the Director in his new role, as well as thanks to all staff who support students in our schools each day.

Stephen O'Sullivan invited and answered questions from the trustees at the conclusion of the report.

2. Report from the Student Trustees.

Senior Student Trustee, Madelyn Gaskell and Junior Student Trustee, Claire Heitzner, gave the Student Trustee report which included the following highlights:

- The school year is off to a great start with secondary schools making Grade 9 students feel welcome through the work of LINK crews and grade nine curriculum nights.
- Student council elections are being held in preparation for the year ahead.
- Terry Fox fundraisers are under way along with other social justice initiatives such as food bank collections.
- Sports teams are preparing for fall competitions in volleyball, soccer, basketball, golf and cross country running.
- Arts initiatives are also underway with many bands, choirs, art clubs and drama clubs inviting participation.
- The Student Council Liaison Committee will be participating in a leadership retreat at Camp Northern Lights in Haliburton to plan for this year's student council leadership event. This year's theme is 'Voices that Flourish: We Flourish Together'.
- Orange Shirt Day will be recognized by students on Thursday, September 28th when the historic injustices and traumas imposed on the Indigenous peoples of Canada will be acknowledged. It is a time for students to reflect and learn and to promote reconciliation in our school community.

Student trustees Madelyn Gaskell and Claire Heitzner invited questions and comments from the trustees at the conclusion of their report.

3. Report from the Communications Department.

Galen Eagle, Manager of Communications shared the system achievements from all areas of the board which included the following highlights and initiatives from the PVNC Inspires newsletter:

- A profile on the Junior Student Trustee, Claire Heitzner, from St. Stephen Catholic Secondary School, and the Senior Student Trustee, Madelyn Gaskell, from Holy Cross Catholic Secondary School.

- The introduction of the PVNC Catholic Math Achievement Team who will be responsible for operationalizing the Ministry of Education's Math Achievement Action Plan for the 2023-2024 school year.
- The Ontario Catholic School Trustees' Association held their fall meeting for the East Region at the Catholic Education Centre this year. PVNCCDSB hosted 50 Catholic school trustees and Directors from five school boards from eastern Ontario.
- The Aviation and Aerospace Specialist High Skills Major Program has expanded and is now available to students attending each of PVNC Catholic's secondary schools through a partnership with the Seneca College aeronautics course.
- The board-wide cross-country running meet hosted 600 students from 30 PVNC Catholic elementary schools with thanks to the dedication of convenors and volunteers in their organization of the event.

At the conclusion of the report, Galen Eagle invited questions and comments from the trustees.

C. Presentations:

1. Inspiring Faith: PVNC Catholic Pastoral Plan and Adult Faith Formation.

Julie Selby, Superintendent of Learning, Jennifer Koch, Learning Consultant, Father Paul Massel, Board Chaplain/Faith Animator, and Stephen O'Sullivan, Director of Education presented the PVNC Catholic Pastoral Plan updates for the 2023-2024 school year and introduced the newly developed Adult Faith Formation program.

The slide deck presentation reviewed the work that took place in the introductory year of the plan and previewed the work that will take place in schools in the coming year, highlighting the theme of inspiring hope.

Stephen O'Sullivan, Director of Education, gave an overview of the newly developed adult faith formation program that will be offered to PVNC Catholic staff throughout the school year. The program will be formed around learning about the sacraments and offer participants opportunity for personal growth and will be a prerequisite for educators seeking leadership positions.

The presenters answered question from the trustees at the conclusion of the presentation.

2. Providing Excellence in Teaching and Learning: Student Success – Summer Learning Programs Update.

Jonathan Di Ianni, Superintendent of Special Education, Julie Selby, Superintendent of

Learning, Jennifer Angelo, Mental Health Lead, Bridget McCann-Girard, Principal of Continuing, Adult and Experiential Learning, and Matthew Bowen, Principal at St. Luke Catholic Elementary School were present to deliver an overview of the Summer Learning Programs that took place during July and August 2023.

There were learning programs offered in all areas of the board of various types, including credit offerings and reach ahead studies with both elementary and secondary students participating. At the conclusion of the presentation, the group answered questions from the trustees.

3. Purchasing Resources for PVNC Catholic Learning Commons.

Julie Selby, Superintendent of Learning and Benjamin Tenesia, Board Equity Advisor reported on the newly established process that will be employed when purchasing resources for PVNC Catholic schools' learning commons. It was noted that the absence of inclusive approaches to resources can create environments prone to discrimination and unfair treatment based on identity.

The process is based on a framework of transferable skills which directly relate to the Catholic Graduate Expectations and will follow the guidelines of Canadian School Libraries Associations to ensure that the resources chosen will support the current Ministry of Education curriculum and offer inclusive and culturally relevant, and responsive collections for students of all ages. The Equity Resource Selection Guide charts ideas and notes what selectors should be looked for, noting curriculum connections, as well as the transferable skills and relationship to the Catholic Graduate Expectations.

At the conclusion, the presenters invited and answered questions from the trustees.

D. Programs and Services:

E. Business, Finance and Governance:

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

The Board Chairperson, Kevin MacKenzie, expressed his gratitude to the trustees for their participation at the OCSTA East Region meeting held on September 20, 2023, at the PVNCCDSB Catholic Education Centre. Chairperson MacKenzie noted that a tentative agreement has been reached between the Elementary Teachers Federation of Ontario and the provincial government with respect to the central provincial agreement.

2. Ontario Catholic School Trustees' Association (OCSTA) Communication Processes.

Board Chairperson, Kevin MacKenzie reviewed the process he uses to disseminate

information received from OCSTA by email. It was stated the emails that are not embargoed are sent on to trustees. In addition, the Chair stated that he gives a synopsis of the pertinent topics each month at the board meeting under the agenda item, OCSTA Open Session Report. Trustees were invited to reach out to Kevin MacKenzie or Director Stephen O'Sullivan if there are questions regarding any of the communications. The floor was opened for discussion with regard to the employed process of communication.

There were suggestions from the trustees to perhaps have all memoranda received stored in a Google drive folder. It was also suggested that discussions regarding items requiring action from OCSTA be discussed at the board table.

3. Ontario Catholic School Trustees' Association (OCSTA) Annual Membership Fees, Friends and Advocates of Catholic Education (FACE) Levy, and Central Bargaining Fees.

MOTION: Moved by Kathleen Tanguay, seconded by Mary Ann Martin

that the payment of the 2023-2024 Ontario Catholic School Trustees' Association membership fees and FACE Levy in the amount of \$66,463.84, be approved; and

that the payment for the 2023-2024 Ontario Catholic School Trustees' Association GSN Funding for Central Bargaining fees in the amount of \$52,940.00 be approved.

Carried.

4. Student Trustee Professional Development, Ontario Student Trustees' Association (OSTA-AECO) Fall General meeting, October 20-23, 2023.

MOTION: Moved by Jenny Leahy, seconded by Loretta Durst

that student trustees wishing to do so, be authorized to attend the Ontario Student Trustees' Association (OSTA-AECO) Fall General Meeting, October 20-23, 2023, in Toronto, Ontario.

Carried.

5. Food Service Training.

Trustee Kathleen Tanguay gave background information about the food handling certification that is a requirement for the deliver of food-based programs throughout the

board. It was noted that the certification is required for at least one individual in each school where such a program is delivered. The certification requires a six hour course that is often only available during the weekend or after the school day.

MOTION: Moved by Kathleen Tanguay, seconded by Mary Ann Martin

that senior board administrators facilitate a yearly opportunity to release one or two staff members to obtain the food handling certification that is required in all schools offering food-based programs, such as breakfast programs. The training should be offered during a professional activity day, preferably in the fall. The training should be done in consultation with the coterminous boards and local health units in order to maximize resources and minimize costs.

Carried.

F. Human Resources:

G. Policy Development:

H. Old Business:

I. New Business:

J. Bring Forward:

K. Information Items:

1. Chairperson's Report.

Board Chairperson, Kevin MacKenzie gave a brief report welcoming everyone back to the boardroom table for the first meeting of the year. The chair especially welcomed Stephen O'Sullivan as the new Director of Education and John Connolly who was appointed as Trustee for the City of Peterborough on September 12, 2023. Superintendent of Human Resource Services, Darren Kahler was also welcomed to his first board meeting in his new role.

Kevin MacKenzie noted that September 27 is Rowan's Law Day, a day dedicated to concussion awareness. September 30 is the National Day for Truth and Reconciliation, a day to learn about the victim's stories and honour the children who did not return home

from Residential Schools. Kevin MacKenzie noted that in September various protests were in the news throughout the province and conveyed that all students are welcomed and loved in PVNC Catholic schools.

2. Committee Chairperson's Report:

a. First Nation Métis and Inuit Advisory Committee, September 19, 2023.

Trustee John Connolly attended the meeting as the trustee representative and gave a report of the discussions and outcomes of the First Nations Inuit and Métis Advisory Committee meeting held on September 19, 2023. Topics presented during the meeting included updates from the Indigenous Education Team and an overview of the 2023-2024 budget. There were also discussions regarding the committee terms of reference and the First Nation Trustee.

Trustee Joshua Glover also attended the meeting and presented background information to rationalize a recommended action.

MOTION: Moved by Joshua Glover, seconded by John Connolly

In light of new information, that a recommended action, which is directly related to the interests of our First Nations, Métis, and Inuit Advisory Committee, was made without it being voted on by the First Nations Métis and Inuit Committee, be it resolved that, the board refer the motion, brought forward to the board of trustees at the June 26, 2023, Regular Board Meeting, back to the First Nations, Métis, and Inuit Education Advisory Committee for their consultation and recommendations.

Carried.

L. Future Meetings and Events:

1. Board Meetings:

- a. Regular Board Meeting Open Session, October 24, 2023, 6:30 p.m.
(In-camera Session, 6:00 p.m.)

2. Board Standing Committee Meetings: (Listed in chronological order.)

- a. Chairperson's Committee, October 10, 2023, 5:30 p.m.
- b. Committee-of-the-Whole, October 10, 2023, 6:30 p.m.
- c. Policy Development Committee, October 17, 2023, 6:30 p.m.

3. Other Committee Meetings: (Listed in chronological order.):

- a. Special Education Advisory Committee, September 28, 2023, 1:00 p.m.
- b. Audit Committee, September 28, 2023, 6:30 p.m.
- c. Catholic Parent Engagement Committee, October 2, 2023, 6:30 p.m.
- d. Accessibility for All Committee, October 12, 2023, 1:00 p.m.
- e. Faith and Equity Advisory Committee, October 12, 2023, 6:30 p.m.
- f. Student Council Liaison Committee, October 24, 2023, 4:15 p.m.
- g. STSCO Governance, October 25, 2023, 3:00 p.m.
- h. French as a Second Language Advisory Committee, November 8, 2023, 4:30 p.m.
- i. First Nation Métis Inuit Advisory Committee, December 12, 2023, 6:30 p.m.
- j. Supervised Alternative Learning Committee (SAL), TBA.

4. Board Events:

- a. Adult Faith Formation, Catholic Education Centre, October 11, 2023, 4:00 p.m.
- b. Board Retirement Dinner Celebration, Holiday Inn – Peterborough Waterfront, November 10, 2023, 6:00 p.m.
- c. Adult Faith Formation, Catholic Education Centre, November 21, 2023, 4:00 p.m.
- d. Mass for Deceased PVNC Catholic Community Members, St. Peter in Chains Cathedral, November 22, 2023, 4:30 p.m.

M. Conclusion:

1. Report from the Special Board Meeting, In-camera Session, July 13, 2023.

MOTION: Moved by Jenny Leahy, seconded by Kathleen Tanguay

that the Board approve the actions and the discussions arising from the Special Board Meeting, In-camera session, held on July 13, 2023, as follows:

- A. Call to Order:
 - 1. Opening Prayer.

- 2. Motion for the Approval of agenda.
- 3. There were no conflicts of interest declared.
- D. Business, Finance and Governance:
 - 1. Approval of a motion from the STSCO Governance Committee.
- I. Conclusion:
 - 1. Closing Prayer.
 - 2. Motion to adjourn.

Carried.

2. Report from the Special Board Meeting, Double In-camera Session, July 13, 2023.

MOTION: Moved by Loretta Durst, seconded by Kathleen Tanguay

that the Board approve the actions and the discussions arising from the Special Board Meeting, Double In-camera session, held on July 13, 2023, as follows:

- A. Call to Order:
 - 1. Opening Prayer.
 - 2. Motion for the Approval of agenda.
 - 3. There were no conflicts of interest declared.
- D. Business, Finance and Governance:
 - 1. Approval of a motion pertaining to the trustee vacancy.
- I. Conclusion:
 - 1. Closing Prayer.
 - 2. Motion to adjourn.

Carried.

3. Report from the Regular Board Meeting, In-camera Session, September 26, 2023.

MOTION: Moved by Kathleen Tanguay, seconded by Mary Ann Martin

that the Board approve the actions and the discussions arising from the Regular Board Meeting, In-camera session, held on September 26, 2023, as follows:

- A. Call to Order:
 - 1. Opening Prayer.
 - 2. Motion for the Approval of agenda.

3. There were no conflicts of interest declared.
- 4.a) Approval of the June 27, 2023, Regular In-camera minutes.
- 4.b) Approval of the July 13, 2023, Special In-camera minutes.
- 4.c) Approval of the July 13, 2023, Special Double In-camera minutes.

D. Business, Finance and Governance:
1. OCSTA In-camera Report.

E. Human Resources:
1. Personnel Update.

I. Conclusion:
1. Closing Prayer.
2. Motion to adjourn.

Carried.

4. Closing Prayer

Board Chairperson, Kevin MacKenzie invited Trustee Joshua Glover to lead the closing prayer to end the meeting.

5. Adjournment

MOTION: Moved by Loretta Durst, seconded by Jenny Leahy
that the open session meeting be adjourned at 9:42 p.m.

Carried.

Kevin MacKenzie
Board Chairperson

Stephen O'Sullivan
Director of Education, Secretary-Treasurer
per M.K.

**Proposed St. Mary Catholic Secondary School, Student
International Excursion to England and Wales, March 9-17, 2024.**

R.A.: that the proposed St. Mary Catholic Secondary School Student Excursion to Ireland, from March 9-17, 2024, 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.



Peterborough Victoria
Northumberland and Clarington
Catholic District School Board

CATEGORY 5 APPROVAL FORM

To be used for travel outside of Canada or travel requiring flights

Teacher/Organizer: Greg Conway	School: 256, St. Mary SS Cobourg
Adult Supervisors Attending: G. Conway, D. Quemby, T. Linehan, S. Carmichael	
Destination: England and Wales	Mode of Transportation: Airplane, Motorcoach, Subway
Grade/Course: 12/Boys Rugby Team	Date of Submission: October 1, 2023
Departure Date: Saturday, March 9, 2024	Return Date: Sunday, March 17, 2024
Number of Students: boys: 25 girls:	Number of Adult Supervisors: female: male: 4
Name of Travel Agent: Quays Crossing Travel & Tours	Type of Excursion: <input type="checkbox"/> Curricular <input type="checkbox"/> Co-instructional
Total cost to be paid by each Student: \$2900	

Summary of Proposed Activity: 8 day tour of England and Wales. Visiting various historical and cultural sights, as well as full immersion into the local culture. Meeting peers from local and international teams and schools, playing 3 matches against school and club teams. Attending a 6 Nations International rugby match. Possible extension to Paris, France or Bruges, Belgium.

Curricular Relevance: (provide the overall expectations addressed)

Experience travelling as a sport ambassador for one's country; Cross-cultural relations – visiting local secondary schools and shadowing students; Historical impact – visiting several important cultural and historic sights, including Westminster Abbey, Tower of London, British Museum, Cardiff Castle, Principality Stadium, the Eiffel Tower, the Louvre and l'Arc de Triomphe.

Estimated Cost for Entire Group: \$84,100		Anticipated Sources of Revenue:	
Accommodation/Coach Bus	\$40,020	School Accounts	\$0
Travel (airfare)	\$34,800	School Fund-raising	\$0
Cost of Supply Teachers	\$0	Student/Parent share	\$84,100
Meals	\$0	Other:	\$0
Programs/Materials	\$9,280	Other: Teacher contributions, if applicable	\$0
Other	\$0		
Total	\$84,100	Total	\$84,100

It is understood that this excursion will not proceed without the approval of the Board and signed parental forms completed.

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

- | | |
|---|---|
| <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Itinerary (including Mass if on the weekend) <input checked="" type="checkbox"/> Contract Information <input checked="" type="checkbox"/> Additional Medical Coverage needs considered <input checked="" type="checkbox"/> History of Excursion – number of years: <u>19</u> <input checked="" type="checkbox"/> Certification required by staff attending: <u>RUGBY 1</u> <u>CPR</u> <u>FIRST AID</u> <input checked="" type="checkbox"/> Educational objectives stated | <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Information and consent letter to parents <input checked="" type="checkbox"/> Liability waivers signed <input checked="" type="checkbox"/> Supervision ratio in alignment with A.P. 305 <input checked="" type="checkbox"/> List of destination/emergency phone numbers provided <input type="checkbox"/> Passports (if required) <u>will get once list is confirmed.</u> |
|---|---|

COMPLIANCE WITH OPHEA GUIDELINES FOR HIGH CARE ACTIVITIES ☒

Teacher Signature

Principal Signature

Superintendent Signature

Date

Date

Date



ST. MARY
CATHOLIC SECONDARY SCHOOL

*A Journey
With
The Spirit*

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TEL: (905) 372-4339 • FAX: (905) 372-4529

October 1st, 2023

Ms. Sheila Piggott
Superintendent of Schools
PVNC Catholic District School Board
1355 Lansdowne St W.
Peterborough, Ont.
K9J 7M3

Dear Ms. Piggott,

Enclosed is a proposal for the St. Mary's Secondary School Boys Rugby Team tour of England & Wales from March 9-17th, 2024. Please review the proposal as submitted for approval at the next Regular Board Meeting.

This tour would replace the Board approved tour to Ireland, scheduled for March 2024, due to various issues which could not be resolved involving the chosen location and operator.

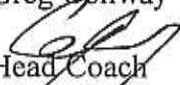
This will be the sixteenth such tour for the Boys Rugby Program, and third such tour of the UK. In 2004, the team toured the island nation of Bermuda. 2006 saw the Thunder visit London and Paris. In 2008, 2010 and 2018, the team ventured to Oahu, Hawaii. In 2012 & 2015, the team toured Scotland and England and in March of 2014 the team toured Barbados. We have also toured NYC in April of 2011, 2013, 2015, 2017, 2019 and 2023.

This tour is a mirror of the tours we did in 2006, 2012 and 2015.

These tours were an excellent opportunity and experience for both the players and coaches. The coaching staff for the proposed tour of England and Wales will be comprised of Greg Conway, Tim Linehan, Drew Quemby and Shawn Carmichael.

Our intent is to present the tour to the players immediately upon approval. Should you have any questions or require additional information regarding the proposal, feel free to contact me at (905) 372-4339 x254 at your earliest convenience.

Yours truly,
Greg Conway


Head Coach
Thunder RFC

St.Mary's Thunder RFC
RUGBY TOUR OF ENGLAND & WALES 2024

The St. Mary's Boys Rugby Team will have the opportunity to travel to England, France & Wales over March Break of 2024. This tour should prove to be an exciting and rewarding experience for those involved, allowing the players to experience a different culture, expand their knowledge of the game of rugby, experience first-hand the vast history of Great Britain, and learn about the educational system of the United Kingdom.

Itinerary: Sunday, March 10th – Sunday, March 17th (overnight flight March 9th)

- Day 1* Depart Toronto and fly overnight to London, England. Depending on our arrival time, we may have time for Sunday Mass at Westminster Cathedral. Following mass, we will transfer to our hotel in Central London. Afternoon walking tour of Trafalgar Square, Piccadilly Circus and Covent Garden. Dinner in Piccadilly Circus.
- Day 2* This morning we will tour Twickenham Stadium, the home of English Rugby. The tour includes a visit to the World Rugby Museum as well. This afternoon we will transfer to Croydon our first rugby match versus this local club's U18 Colts. Following the match, there will be a reception in the clubhouse. Evening in Central London for dinner and shopping.
- Day 3* This morning we will tour the infamous Tower of London, a major point of history in the city. This will be followed by cruise up the Thames, passing Big Ben and Parliament, finishing with a ride on the London Eye. Team dinner this evening at the Hard Rock Café.
- Day 4* *POSSIBLE DAY TRIP* If available, this morning we will depart very early on the Eurostar train for Paris, France or Bruges, Belgium. If Paris, we will spend the day touring the City of Lights – Sacre Coeur, L'Arc de Triomphe, Eiffel Tower, Champs Elysees finishing with dinner in the Latin quarter. Evening train back to London. If we do NOT go to Paris or Bruges, we will spend the day in nearby Windsor, taking an excellent guided tour of Windsor Castle all morning. Afternoon for lunch and exploring the city centre. Evening return to London.
- Day 5* This morning we will take a guided tour of the famous Westminster Abbey. Following lunch, we will take a Thames River cruise to see the city of London from the river. Late afternoon rugby match vs Glyn School. Reception to follow.
- Day 6* Today we spend our last full day in London with a walk along the south bank of the Thames River, up past Buckingham Palace to the Canadian WW2 War Memorial in Green Park. After lunch, we will explore the shopping areas of Oxford Street and Carnaby Street. Dinner in Leicester Square.
- Day 7* Today we will depart by coach bus for Cardiff, Wales. We will spend the morning exploring this capital city, taking in the Cardiff Castle. This afternoon we will attend the Wales vs Italy 6-Nations Match at Principality Stadium, the home of Welsh Rugby. Motorcoach return to London following the game.
- Day 8* Transfer to Gatwick Airport for return flight to Toronto.

Approximate cost per player: \$2900.00 CDN, which includes:

- Return Airfare from Toronto to London, England.
- Motor Coach for travel in London and Cardiff
- 7 nights hotel accommodation in London and Cardiff
- Tickets to 6 Nations game in Wales
- Eurostar return ticket from London to Paris or Bruges (if available and within budget).
- Entrance to all attractions
- Arrangement of fixtures
- Bus to Pearson International Airport

*** Comprehensive travel medical and cancellation insurance must be purchased. This is an additional cost of \$234 per person.**

The coaching staff is committed to assisting players in fund-raising over the next few months. Parents who wish to organize fundraising events are encouraged to contact the coaches prior to commencing any such activity.

Through the concerted efforts of all tour members, there is a strong possibility of decreasing the overall cost of the tour. However, only those players who make the effort to fund-raise will benefit. Any player who does not actively participate in the campaign can expect to pay the original price.

A minimum NON-REFUNDABLE deposit \$500 is due November 1st to purchase match tickets and reserve hotel space and airfare. If the trip were not to run due to lack of numbers, you obviously would receive the deposit back! The remaining balance will be paid in installments and is to be paid in full by February 1st, 2024.

Rest assured that this will not only be a rewarding and exciting experience, but also a safe one. Britain is a safe and relaxing vacation spot for thousands of tourists each year. The coaching staff for the tour will consist of 4 staff members, all with 20+ years teaching experience. All staff will be certified in CPR and First Aid.

Tour players will be required to adhere to a strict, zero tolerance no drug or alcohol policy. Players are also expected to demonstrate behaviour in accordance with the St. Mary's Code of Conduct. Failure to do so will result in immediate removal from the tour at the expense of the parents/guardian of the player.

PERMISSION

I consent to my son, _____, participating in the St. Mary Boys Rugby Tour of England and Wales from March 9th – 17th, 2024.

Signature of Parent/Guardian
Date: _____

If you have any questions or concerns, feel free to call me at the school at any time. You can reach me at (905) 372-4339 x254, or gconway@pvnccdsb.on.ca.

Sincerely,

Greg Conway
Thunder Boys Rugby Coach

ST.MARY'S BOYS RUGBY TOUR PROPOSAL

TOUR AGREEMENT INFORMATION

The tour will run *for 8 days/7 nights from March 9-17th, 2024.*

Our Travel Agency details are:

Derek Dobos
Quays Crossing Travel & Tours
Port Hope, Ontario
TICO #50026999
derek@quayscrossing.ca

Derek Dobos is extremely well respected in the Team Sports Tour industry. Quays Crossing has run many successful tours all over the globe.

We will be staying at the Premier Inn County Hall London. It is very centrally located and a short walk to many sights in London. We stayed at this hotel in 2015. **THERE ARE NO POOLS AT THE HOTEL.**

Our matches will be sanctioned by Rugby Canada and the RFU.

We will travel via coach bus while in Wales and England, as well as the Tube and train while in London, and possibly the Eurostar train from London to either Paris or Bruges..

We will also walk to many sights in each city.

EDUCATIONAL OBJECTIVES

Several opportunities for educational growth will arise from a sports tour to a foreign country, in this case England & Wales. They are:

1. Experience travelling as sports ambassadors for one's country. As a Canadian sports team travelling to Britain, we will be viewed as Canadians first. This is a unique experience few can share. The boys will learn the value of their status as ambassadors for their sport and community.
2. Cross-cultural relations. The boys will be immersed into a new and exciting culture, different from their own. They will experience foreign opinions on world issues, opinions of other nations regarding Canada and learn the value of being able to call themselves Canadians. They will also experience the daily activities of citizens from another country unlike their own back in Canada.
3. Comparing the educational systems of differing countries. By visiting a local secondary school, the boys will experience first hand the vastly different educational system of the UK.
4. Historical Impact. The boys will be immersed in a culture rich in history. From Westminster Abbey and St. Paul's Cathedral and the British Museum, to Cardiff Castle, Principality Stadium, the Eiffel Tower and the Louvre, the boys will experience first hand historical events they could only have read about back home.

COSTS

Prior to a strong fundraising campaign, the cost per player will be \$2900 CAD. We also plan to include a Tour Kit, including bag, jersey and T-shirt, which will be sponsored and not raise the price. This price includes:

- Return Airfare from Toronto to London, England.
- Airport transfers in London, coach bus travel to Cardiff, Wales.
- 7 nights hotel accommodation in London
- Day Travelcards for travel in London
- Tickets to 6 Nations International Rugby Match in Cardiff
- Entry fees to all attractions
- Arrangement of fixtures
- Eurostar Train return from London to Paris or Bruges (if available and within budget)
- Tour Kit
- Bus to Pearson International Airport

INSURANCE

21st Century Travel Insurance Ltd – through Quays Crossing Travel & Tours.
\$234 per person includes Travel Medical and Trip Cancellation (including CFAR).

SUPERVISION

The following staff will be accompanying approximately 25 players, all Grade 10, 11 or 12:

1. Tim Linehan – coach. Teaching experience – 29 years.
2. Greg Conway – coach. Teaching experience – 24 years.
3. Drew Quemby – coach. Teaching experience – 23 years.
4. Shawn Carmichael – coach. Teaching experience – 24 years.

ITINERARY

- see attached

EMERGENCY CONTACT NUMBERS

London Hotel

Premier Inn County Hall
Belvedere Road, London, United Kingdom, SE1 7PB
011-44-333-321-1246

Supervisors

Mr. Conway's cellphone: 613-243-2651
Mr. Quemby's cellphone: 905-396-3445
Mr. Carmichael's cellphone: 905-447-6460
Mr. Linehan's cellphone: 905-376-6550

EMERGENCY COMMUNICATION PLAN

All parents will be given the hotel and supervisors' phone numbers should they need to contact their son in the event of an emergency, and for some reason they cannot reach them on their own cell phone.

Each student is required to bring their cell phone and enable international text and data for the 10 days of the trip – in the event of an emergency, the supervisors may need to quickly gather everyone up prior to scheduled meet times. Students who do not have a cell phone are paired with a teammate who does for the duration of the trip. Supervisors are given (and carry) a full list of all player cell phone numbers while we are in the UK. This information is later recollected and thrown out.

In the event of an emergency (player injury in a game, serious incident at our location), supervisors will contact the parent of the impacted student. There is a master list of all emergency contact information for every student on the trip, which the supervisors carry on them during the trip.

See attached Detailed Emergency Plan

PARENT INFORMATION NIGHT

Once approval has been confirmed, there will be a parent information night to present the tour. This will take place the **FIRST Thursday night** following the Board Meeting where approval has been given.

The meeting will take place from 5:30-6:30pm in Room 136 at St. Mary CSS.

Emergency Plan

In case of emergency, all players and their parent(s) will have emergency contact/communication using WhatsApp, a universal communication application that works on both iPhones and Android phones.

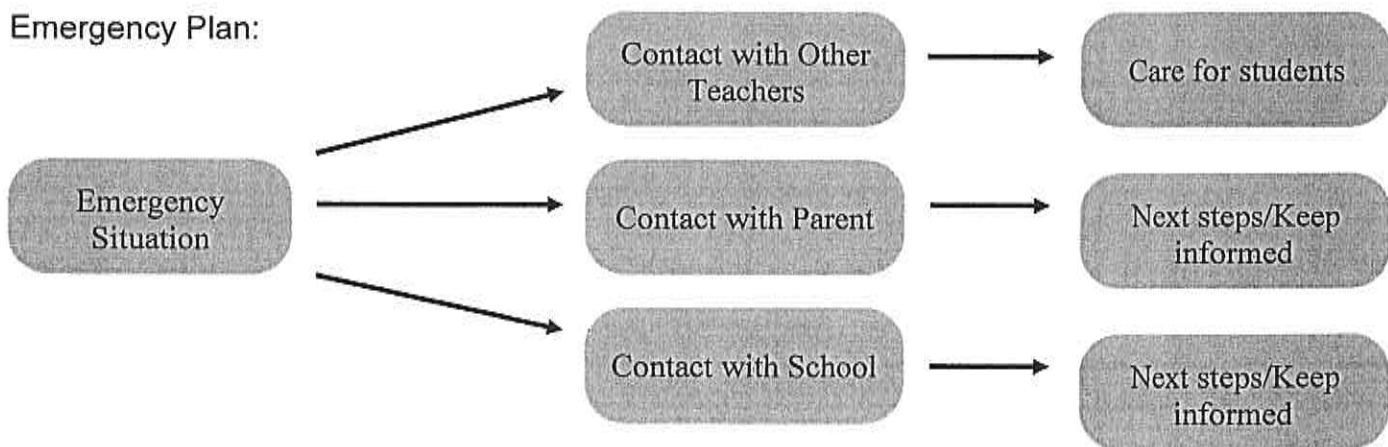
WhatsApp allows for the following means of instantaneous communication:

- Phone call;
- Video conferencing; and
- Text messaging.

Teacher(s) in charge will be assigned students they are in charge of. Communication with those student's parents and the school will be initiated by that teacher (unless they are unable to execute those responsibilities in which case those will be carried out by the other teachers).

S Carmichael	G Conway	D. Quemby	T. Linehan
Students 1-8	Students 9-16	Students 17-24	Students 25-30

Emergency Plan:



EMERGENCY ACTION PLAN

Category 3, 4 or 5 (and Category 2 if engaging in High Care Activities)

Trip: Boys Rugby Tour to England and Wales

Date: March 9-17th, 2024

Supervisor in Charge: Greg Conway

Emergency Item	Action Plan
Emergency Contacts <i>Include full names and phone numbers for the following individuals:</i> Supervisor in Charge Additional Supervisors School Principal	Greg Conway - Supervisor in Charge (613-243-2651) Drew Quemby - Supervisor (905-396-3445) Tim Linehan - Supervisor (905-376-6550) Shawn Carmichael - Supervisor (905-447-6460) Jason Roberts - Principal (289-251-4061)
Location of Activity <i>Address of Facility</i>	Premier Inn County Hall London, Belvedere Rd (+44-333-321-1246) <i>London, United Kingdom, SE1 7PB</i>
Student List <i>Include full student names and birthdates</i>	To be confirmed after participant list is finalized following promotion of the trip and approval by the school board.
Parent Contact List <i>Include full parent names and phone numbers</i>	To be confirmed after participant list is finalized following promotion of the trip and approval by the school board.
Nearest Hospital <i>Address of nearest Hospital</i>	St. Thomas' Hospital London, Westminster Bridge Rd, London SE1 7EH (+44-20-7188-7188). It is literally beside our hotel!

<p>Border Crossing Plan Include an emergency plan if a student and/or staff member are turned away at the border by a border services officer. Who is picking them up? Does the whole group stay with them or one designated person? Is the whole trip canceled? How do you communicate to that student's parents if they are denied entry?</p>	<p>As we are not crossing a land border, this section is not applicable. If a student were to have an issue clearing customs upon arrival via air, their parent/emergency contact will be contacted using the phone number provided and we will work with them to rectify any problems.</p>
<p>First Aid Kit A first-aid kit must be accessible at all times</p>	<p>First Aid kit will accompany the supervisors in backpack form. Supervisors are also trained in First Aid/CPR.</p>
<p>Plan of Care A copy for each applicable student must be printed from Edsemlif</p>	<p>These printouts will also be kept in the first aid kit, along with emergency contact information.</p>
<p>Concussion Protocol A copy of the required policy and forms must be available for completion in the event of a suspected concussion</p>	<p>These forms have already been completed as being a part of the boys' rugby team and are keep on file.</p>
<p>Heat Warning Monitor Environment Canada/local Public Health recommendations Encourage staff and students to drink lots of cold fluids Avoid strenuous physical activities Wear light, loose fitted and breathable clothing Avoid direct exposure to sun Wear hat, sunglasses and apply sunscreen Alter schedule for the day to put strenuous tasks before heat rises (if possible) Provide a cooling room, if available</p>	<p>Follow guidelines outlined to the left.</p>
<p>Cold Warning Establish "warm areas" for lunch and work/rest breaks Encourage the use of warm clothing for outdoor play Encourage the use of layers for outdoor play Encourage staff to wear appropriate footwear Follow AP816 "Extreme Weather"</p>	<p>Follow guidelines outlined to the left.</p>

<p>Tornado Warning Seek shelter immediately Make an effort to move portable classes indoors Move students to lowest level of building Move students away from windows, doors, outside Put as many walls as possible between staff/students & outside (ideal locations include washroom, change rooms, interior rooms) Coordinate which stairwell should be used by which class Guide staff and students to crouch low, head down and protect the back of your head with your arms.</p>	<p>Follow guidelines outlined to the left.</p>
<p>Thunderstorm Warning When lightning is seen or thunder is heard, staff will immediately suspend outdoor activities and have staff and students take shelter in a protected area Establish the protected area and ensure all staff know where it is.</p>	<p>Follow guidelines outlined to the left.</p>
<p>High Wind Warning Precautions will be taken when wind speeds are greater than 40 km/h. Activity is to stop or be moved indoors when wind poses a risk to participants. Schools MUST suspend outdoor activities when an Environment Canada wind warning has been issued (wind speeds of 70 km/h or gusts of 90 km/h)</p>	<p>Follow guidelines outlined to the left.</p>
<p>Flood Advisory When issued by the local conservation authority, schools will take advised precautions to maintain the safety of staff and students.</p>	<p>Follow guidelines outlined to the left.</p>

Government
of CanadaGouvernement
du Canada[Canada.ca](#) > [Travel](#) > [Destinations](#)[COVID-19: travel health notice for all travellers](#)

United Kingdom travel advice



Exercise a high degree of caution

Latest updates: The Need help? section was updated.

Last updated: September 22, 2023 09:59 ET

On this page

- [Risk level](#)
- [Safety and security](#)
- [Entry and exit requirements](#)
- [Health](#)
- [Laws and culture](#)
- [Natural disasters and climate](#)
- [Need help?](#)



Risk level

United Kingdom - Exercise a high degree of caution

Exercise a high degree of caution in the United Kingdom due to the threat of terrorism.

Risk Levels

Risk Levels

Take normal security precautions

Take similar precautions to those you would take in Canada.

Exercise a high degree of caution

There are certain safety and security concerns or the situation could change quickly. Be very cautious at all times, monitor local media and follow the instructions of local authorities.

IMPORTANT: The two levels below are official Government of Canada Travel Advisories and are issued when the safety and security of Canadians travelling or living in the country or region may be at risk.

Avoid non-essential travel

Your safety and security could be at risk. You should think about your need to travel to this country, territory or region based on family or business requirements, knowledge of or familiarity with the region, and other factors. If you are already there, think about whether you really need to be there. If you do not need to be there, you should think about leaving.

Avoid all travel

You should not travel to this country, territory or region. Your personal safety and security are at great risk. If you are already there, you should think about leaving if it is safe to do so.

Close



ST. MARY
CATHOLIC SECONDARY SCHOOL

*A Journey
With
The Spirit*

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

CUSTOM CONSENT FORM

I _____, as legal guardian, give the teachers in charge of this tour permission to take my child out of the country and to be in charge of their well-being while traveling abroad. I designate them to provide medical treatment as deemed necessary while away and to act as a judicious parent while on the trip. I further agree to indemnify and save the PVNCCDSB (St. Mary Secondary School) and its staff and agents from and against any and all suit, 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 or my child's.

WE HAVE READ THE ABOVE. WE UNDERSTAND THAT IN PARTICIPATING IN THE ST. MARY RUGBY TOUR OF ENGLAND AND WALES, WE ARE ASSUMING THE RISKS ASSOCIATED WITH DOING SO.

(Parent/Guardian signature)

(Date)



ST. MARY CATHOLIC SECONDARY SCHOOL CODE OF CONDUCT

The school vision that inspires Catholic education is one that reaches far beyond our own community. Our wholehearted acceptance that God is already with us, working in this world of ours, gives us courage and hope even in the face of what can seem like insurmountable social problems. We are rightly expected to be wholehearted participants in the development of society and to embody in our words and actions that for which we stand. The Code of Conduct for the school community of St. Mary Catholic Secondary School, including students, staff and parents, is based on the Gospel messages of love and respect for oneself and others and for the world in which we live. It reflects a commitment to diligently foster a Professional Catholic Learning Community that is a caring community and one that knows the value and dignity of each individual. Membership in the St. Mary school community, as in other communities, confers both rights and responsibilities on its members.

Rights

Every member has the right:

- To express their Catholic Christian faith.
- To participate in religious celebrations and Religious Education courses.
- To hold a personal faith.
- To have opportunities that provide a high quality curriculum appropriate to individual needs, abilities, and interests.
- To have opportunities to learn and to develop in an atmosphere that honours the "possibilities" in each of us.
- To take pride in one's work.
- To be helped and supported to be the best person one can be.
- To be treated respectfully and in a manner that ensures one's dignity.
- To feel safe in the school environment.

RESPONSIBILITIES OF STAFF

- To plan and conduct an effective educational program and to assist students in learning.
- To provide student evaluation, and to report student progress at regular intervals.
- To ensure a positive learning environment by promoting an adherence to the rules of the school while recognizing the rights of all individuals.
- To refer unco-operative students to the principals of the school.
- To comply with the responsibilities of teachers as outlined in the Ministry of Education documents and Board policies. (i.e. Education Act, Regulations, etc.)

RESPONSIBILITIES OF PARENTS

- To assist the student in meeting the responsibilities expected of students.
- To participate in a mediation process when a student is disruptive, unprepared or unco-operative.
- To co-operate with the school to enhance the academic, social and spiritual growth of the student.
- To adhere to the expectations of the Ministry of Education, the Board and the school, as outlined in the Ministry of Education document, Board policies and the school's Code of Conduct, (i.e. *Education Act, Regulations, School Calendar/Agenda, Code of Conduct etc.*)
- To become familiar with the Code of School Conduct and support the staff in its implementation.



ST. MARY CATHOLIC SECONDARY SCHOOL

*A Journey
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The Spirit*

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

RESPONSIBILITIES OF STUDENTS

- To participate in religious celebrations and Religious Education courses.
- To respect all faiths.
- To identify themselves upon request.
- To be prepared to fulfill the requirements of, and take an active part in, all classes.
- To work to the best of their abilities.
- To promote and develop self-discipline by following the Code of Conduct of St. Mary Catholic Secondary School.
- To attend classes regularly and punctually.
- To respect the rights of all others, i.e. peers and staff.
- To comply with the responsibilities of students as outlined by the Education Act, Code of Conduct, etc.)

STUDENT CARDS

All students are required to have a student card. The cost of the student card is included in the student activity fee. Student cards are needed for participation in any school event or extra curricular activity.

LOCKERS

Lockers are assigned to students by the administrators.

Only school issued locks are permitted on lockers. Other locks will be cut off and discarded.

A student is responsible for the upkeep of both the inside and the outside of the locker.

The student is responsible to ensure that the lock is properly locked, as the school is not responsible for valuables or money stolen, or missing locks. Students shall only use lockers assigned to them through the office.

The student is required to come to the office and exchange a lock if its combination becomes known to others.

Students need to keep their combination confidential.

RIGHT TO SEARCH (SCHOOL BOARD-SAFE SCHOOL POLICY)

Administrators may search students and their personal belongings such as school/gym bags to protect student safety and health.

Administrators may search school lockers, as they are the property of the school.

PERSONAL TECHNOLOGY IS PERMITTED IN THE FOLLOWING AREAS:

- In classrooms – each teacher will determine when the use of personal technology is appropriate and permitted. Personal technology use may vary from class to class and day to day depending on the needs and at the discretion of the teacher.
- Personal technology use in the classroom and library shall be prohibited when the regular classroom teacher/library technician is absent and replaced by a supply teacher/on-call teacher, in washrooms and in change rooms.
- Office areas are not permitted unless office staff request and supervise temporary student use.
- Misuse of personal technology will result in a discipline referral.

INFORMED CONSENT/PERMISSION FORM FOR EDUCATION TRIPS

Category 3, 4 or 5 - Students Under 18 Years (and Category 2 if engaging in High Care Activities)

The St. Mary Secondary School is arranging
Boys Rugby Tour of England and Wales (UK), March 9th - 17th, 2024
(name of school)
(description of activity and dates)

**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 Rugby Tours 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 the Rugby Tour:

1. Muscular or skeletal injury due to physical contact/tackling *(describe activity)*
2. Concussion due to head trauma
3. Joint sprain or dislocation

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 Rugby Tour of UK on March 9-17, 2024, you must understand that you bear the responsibility for any injury that might occur. In case of serious student misconduct during this trip, the staff in charge will have the authority to dismiss the student and contact you to pick him/her up at the location of the activity. Parents will be responsible for any applicable costs.

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

ACKNOWLEDGEMENT

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

Signature of Student: _____ Date: _____

Signature of Parent/Guardian: _____ Date: _____

PERMISSION

I give _____ permission to participate in the _____
(name of student) *(description of activity)*
 to be held on or about _____. If my child is participating in an International excursion, I will keep apprised of
(date)
 travel advisories in place at the time of the trip.

Signature of Parent/ Guardian: _____ 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 in Boys Rugby Tour of England and Wales (describe activity) to its students on or about March 9th - 17th, 2024.

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

ELEMENT OF RISK

Educational activity programs, such as, Boys Rugby Tour of England and Wales (describe activity), present various elements of risk. Accidents resulting from such activities may occur and cause injury. The risk associated with the activity MUST be assumed by the participants.

ACKNOWLEDGEMENT

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

RELEASE AND INDEMNIFICATION AGREEMENT

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

March 9th - 17th, 2024.

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

Signature of Student: _____ Date: _____

TOUR RULES – UK Tour '24

1. ALL SCHOOL RULES APPLY. THIS IS ESSENTIALLY SCHOOL IN THE UK FOR 8 DAYS.
2. Players will be assigned a Tour “Buddy” and Tour Supervisor. Before each departure, a Buddy check will be performed. You **MUST** confirm your Buddy’s presence to your Tour Supervisor **BEFORE** the departure commences.
3. At **NO TIME** may any player venture off on his own. When the group explores an area for a period of time, players will be limited to groups of **AT LEAST 4** people. Before setting off, you **MUST** check in with your supervisor to ensure they know where you will be should they need to find you.
4. Players may not vape, smoke, or consume alcohol or illegal drugs **AT ANY TIME**. Failure to comply will result in **IMMEDIATE REMOVAL** from the tour at the expense of the Parent/Guardian of the player in question.
5. A curfew will be in effect **EACH NIGHT**. Players are expected to stay in their own rooms after this time. Routine checks will be conducted to ensure this rule is followed. **AT NO TIME** should a player be in the room of a member of the opposite sex with the door closed.
6. **ALL** players are to respect the hotel and its grounds. You will treat it the same, if not **BETTER**, than you would your own home. Failure to do so will result in **YOUR** removal from the hotel and subsequent placement in an alternate facility, at the cost of your Parent/Guardian. Any costs due to damage to the hotel will be incurred by the student **IMMEDIATELY**.
7. Players are to attend **MANDATORY** morning training sessions over the winter months in preparation of the trip. Failure to do so risks removal.

Parent Acknowledgement

_____ I have read, understand and agree to all of the above rules.

_____ I also understand that my son could be removed from the tour at any time due to school behavioural issues, not attending required training, etc and that full refunds cannot be granted.

Parent/Guardian Signature

Player Signature

Date

NOTE TO STUDENTS

The Peterborough Victoria Northumberland Clarington Catholic District School Board is arranging a rugby excursion to England and Wales during the period

March 9th, 2024 to March 17th, 2024

READ THE FOLLOWING WITH A PARENT/GUARDIAN

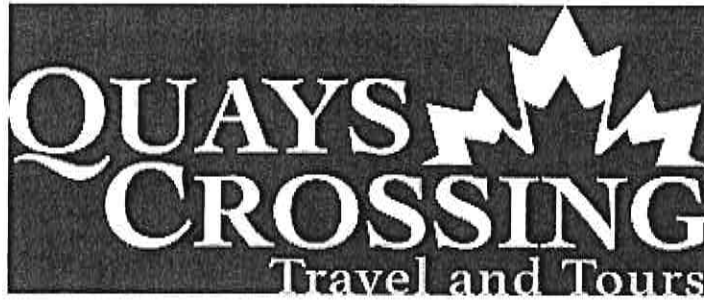
I, _____, as a student participating on this excursion, agree to cooperate fully with the supervisors of this trip by:

- 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 everyone as a group, or in an assigned group.
- I will follow the curfew outlined by the teachers each night and stay in my own room after the curfew check is done.
- Students must be accompanied by a teacher or adult chaperone at all times.
- I will participate fully in all group activities and be punctual.
- I will adhere to the school rules as outlined in the Code of Conduct, which include being respectful of all timelines, curfews and limits set by my supervisors.
- I will abstain from all alcohol, non-medicinal drug consumption and any other illegal substances, including cannabis. I will also abstain from all tobacco products, including vaping and electronic cigarettes.
- I will not bring or purchase/view inappropriate visual or auditory material

If I fail to observe these expectations, I realize the consequences may include being sent home, suspension from school, and the loss of any redemption for remaining tour activities and costs.

(Student Signature)

(Date)



September 26th, 2023

Hi Greg,

Below is a breakdown for all the England & Wales tour insurance costs, as we discussed earlier this week. Let me know if you have any questions. The 21st Century Premium Plan includes Cancellation for Any Reason (CFAR), which is why it is a much higher price than standard Medical/Cancellation insurance.

Cheers,

Derek

21st CENTURY PREMIUM PROTECTION PLAN

INSURANCE

Insured 1: (Age: 15) (DOB: 07May2007)

Premium: \$234 (\$300.93 + \$24.07 tax) (\$36.11 per day) **Insured amount:** \$2900.00

Insured 2: (Age: 16) (DOB: 07May2006)

Premium: \$234 (\$300.93 + \$24.07 tax) (\$36.11 per day) **Insured amount:** \$2900.00

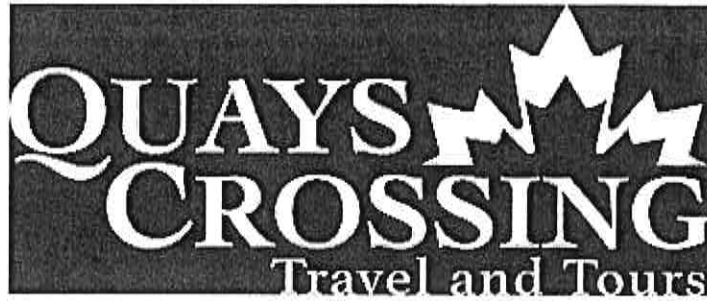
Insured 3: (Age: 17) (DOB: 07May2005)

Premium: \$234 (\$300.93 + \$24.07 tax) (\$36.11 per day) **Insured amount:** \$2900.00

Insured 4: (Age: 18) (DOB: 07May2004)

Premium: \$234 (\$300.93 + \$24.07 tax) (\$36.11 per day) **Insured amount:** \$2900.00

*using approximate ages for players



Trip Costs

September 25th, 2023

Hi Greg,

Below is a breakdown for all the England and Wales tour costs, as we discussed earlier this week. Let me know if you need anything else. Once you have approval from the Board, we can move ahead and reserve.

Cheers,

Derek

England & Wales Tour Cost Breakdown: (based on 25 players and 4 staff)

Flights: \$34,800 (\$1200 per person with Air Transat)

Hotel: \$38,020 (\$1311 per person)

*includes all rooms, taxes, mandatory baggage fee

Coach Bus: \$2000 (\$69 per person)

*Airport transfers and return journey to Cardiff, Wales

Attractions/Entry Fees: \$9280 (\$320 per person)

*Twickenham Stadium tour, World Rugby Museum tour, Tower of London entry, London Eye entry, Thames River cruise, Westminster abbey tour, Windsor Catle tour, Cardiff Castle, tickets to Wales v Italy, possible Eurostar ticket to Paris or Bruges.

APPROXIMATE TOTAL: \$84,100 (\$2900 per person)

Medical/Cancellation Insurance: \$6786 (\$234 per person)

I am the parent or legal guardian of the above (minor) applicant. I have completely read and fully understand the Release and Agreement and Booking Conditions as supplied herewith, and incorporated herein by reference and agree to be bound by, and to cause the above applicant to comply with the "Release and Agreement" and "Booking Conditions."

Quays Crossing Travel and Tours Ltd. Release and Agreement

I am an applicant for a Quays Crossing Travel and Tours Ltd. ("QC") trip or am the parent or legal guardian of such applicant. By signing this Tour Participant Application Form, I understand and agree to the following:

1. I understand and agree that the tour in which the above-named tour participant applicant (the "participant") will be participating is operated by Quays Crossing Travel and Tours Ltd. ("QC").

2. I understand that the QC tour begins when the initial flight takes off from the QC-designated departure airport and ends upon completion of the flight back to the QC-designated return airport. I further understand that international travel involves risks to a participant's personal health, safety and property. I acknowledge that many foreign countries do not have the safety and health standards that are present in Canada. I fully accept the risks associated with the participant's participation in a QC tour that involves international travel. I understand that QC cannot guarantee the health and safety of any participant in a QC tour to a foreign country, and that QC cannot eliminate the risks posed by travelling to, from or in a foreign environment.

3. I agree to release, indemnify and hold harmless QC and its affiliates (which term shall include parents, subsidiaries, officers, directors, shareholders, agents, employees and contractors of QC as well as QC itself) and the school, school board and group leader for a QC tour (the "Released Parties") from, and agree not to sue the Released Parties for, any claims that the participant may have arising from, or in connection with, any personal injury, bodily injury, mental anguish, emotional distress, physical, property or other damage that may be suffered from any cause whatsoever related in any way to the participation of the participant in any QC tour. Without limiting the generality of the foregoing, I release, indemnify and hold harmless the Released Parties from, and agree not to sue them for any personal injury, bodily injury, mental anguish, emotional distress, physical, property or other damage that the participant

may suffer from the Released Parties' negligence other than from intentional or reckless acts by such parties. I further agree to release, indemnify and hold harmless the Released Parties from any and all acts of God, war (whether declared or undeclared), terrorist activities, incidents of politically motivated violence, illness or quarantine, strikes or government restrictions, or the acts or omissions of any other agents over which the Released Parties have no direct or indirect control including, without limitation, airlines, railways, bus companies, hotels, shipping companies, guides and sub-contracted agents or tour operators. This release also includes activities not offered by QC that may be considered risky including, but not limited to, parasailing, paragliding, surfing, paddle boarding, skydiving, scuba diving (unless certified) and the use of motorbikes, mopeds, scooters and ATVs. I further release any Tour Directors, bus drivers or other individuals involved in any QC tour in which the participant participates.

4. I understand that the air carrier's liability for loss of or damage to baggage or property, or for death or injury to person, is limited by their tariffs, or the Warsaw Convention, or both.

5. I understand and agree that QC shall have no liability or responsibility for the participant when the participant is absent from QC-supervised activities or for non-QC supervised activities, such as visits to friends or relatives or during stay-ahead/stay-behind option periods during a QC tour.

6. I understand and agree that QC reserves the right to refuse or cancel the participant's registration for a QC tour at QC's sole discretion. Group Leaders may also refuse or cancel any tour participant's registration including the registration of the participant. In such an event, Standard Cancellation guidelines as outlined in the Booking

Conditions apply.

7. The participant agrees to abide by QC's regulations and the directions of the Group Leader, the QC Tour Director or QC personnel during the QC tour. Failure to do so may result in QC terminating the participant from the QC tour immediately. I understand that where a participant disobeys such rules or directions, the participant is considered to have waived the participant's right to a refund of any part of the QC Program Fee, and that QC may then send the participant home at the participant's own expense.

8. I agree to abide by all local laws when in Canada and abroad, including those concerning drugs and alcohol. (Minor participants must have their parent's or legal guardian's permission to use alcohol even if the local law where the tour is taking place would otherwise permit minor participants to consume alcohol.) The participant understands that if the participant abuses or disobeys such laws, even unintentionally, the participant waives the right to a refund of any part of the Program Fee, and QC may send the participant home at the participant's own expense or the participant's parent or legal guardian's own expense. I also understand that, should local authorities be involved, I will be subject to the laws of the country I am visiting.

9. I understand and agree that if the participant becomes ill or incapacitated, QC and its employees, the Group Leader, or a designated chaperone may take any action they deem necessary for the participant's safety and well-being, including securing medical treatment (at the participant's own expense or the participant's parent or legal guardian's own expense) and transporting the participant home at the participant's own expense or the participant's parent or legal guardian's own expense.

10. I understand and agree that QC has the right to make changes in QC tour itineraries

and departure dates, and to modify transportation arrangements, including the use of substitute airlines. In the event of such changes, refunds will be given only in accordance with the provisions of the Booking Conditions supplied herewith.

11. I understand that by enrolling in this tour, the participant has made the choice to travel with the teacher/Group Leader organizing the tour group, and I understand that this choice is not the responsibility of QC. I understand that the Group Leader is able to make decisions on the above-named tour participant's behalf including, but not limited to, changing the group's requested QC tour or travel date and requiring that the above-named tour participant purchase items such as insurance or optional excursions for the QC tour. I understand that a Group Leader must accompany the above-named tour participant on this QC tour. If the Group Leader cancels the QC tour for any reason, QC will ask him or her to assign a new Group Leader. Where a new assignment occurs, if the above-named tour participant cancels and chooses not to travel with the replacement Group Leader, the cancellation will be treated as a standard cancellation according to the QC Cancellation Policy. If no replacement Group Leader can be found, the above-named tour participant will need to cancel their participation in the QC tour and QC's Standard Cancellation Policy will apply..

12. I understand that it is the participant's

responsibility to secure the necessary travel documents (passport and/or visa[s]) unless specifically arranged for the tour group by QC. Failure to do so does not constitute grounds for a refund except according to the Standard Cancellation guidelines as outlined in the Booking Conditions.

13. I understand that the participant will be required to pay for any phone calls or incidental personal expenses that the participant incurs during the QC tour including (but not limited to) at hotels, as well as for any damage the participant causes to hotel rooms, buses or other property.

14. I understand that this QC tour has been designed for students, as reflected in the pacing, educational content, accommodations and other aspects of the tour.

15. I understand and agree that this agreement, QC's Booking Conditions and any addenda thereto, constitute the entire agreement between QC and the participant and/or parent or legal guardian with reference to the subject matter herein, and I do not rely upon any promises, inducements or agreements not provided herein, including but not limited to any oral statements made to the participant and/or the participant's parent or legal guardian by any agents or employees of QC, or by my school or Group Leader. This agreement may be amended or modified only in writing, signed by the participant or the participant's parent or legal guardian and QC. The waiver by QC of any provision of this

Agreement shall in no way affect the remaining provisions of this Agreement, and this Agreement shall be interpreted as if such waived clause or provision were not contained herein.

16. I understand and agree that this agreement shall be governed in all respects, and performance hereunder shall be judged by, the laws of the province of Ontario and the laws of Canada applicable thereto. In the event of any claim, dispute or proceeding arising out of the relationship of the participant and/or the participant's parent or legal guardian with QC, or any claim which, in contract, tort, or otherwise at law or in equity arises between the Released Parties, whether or not related to this agreement, the parties submit and consent to the exclusive jurisdiction and venue of the courts of the province of Ontario.

17. I understand and consent to QC's use of any film likenesses taken of the participant and any of the participant's comments while on a QC tour for future publicity. I also consent to QC using the participant's contact information for future QC promotions.

Sign and date the application on the applicable signature line provided above *only when you have read in full, understood and agree to the contents of this Release and Agreement.*

Quays Crossing Travel and Tours Ltd. ("QC") bases the tour booking process on five pillars of focus:

- Safety
- Affordability
- Communication
- Unparalleled Tour Experiences
- Equity, Diversity and Inclusion

Safety

The safety of all tour participants is of paramount importance; it is our number one consideration when planning a tour. From keeping abreast of world events, to following established educational guidelines and principles, to staying informed about sport-specific regulations, our TICO-certified Travel Consultants guide Tour Leaders in developing a customized tour.

Affordability

Our Travel Consultants are very familiar with the financial challenges facing Group Leaders and tour participants. Most of our Tour Planners are OCT-certified teachers who have organized several trips for their own groups in the past, and they are adept at helping Group Leaders navigate the group tour planning process, with affordability and accessibility for tour participants always top of mind.

Communication

At QC, we pride ourselves on being responsive to tour groups' needs, and we do our utmost to correspond regularly with Group Leaders throughout every step of the group tour planning process. We recognize that Group Leaders are busy juggling the simultaneous demands of trip planning, prepping and teaching classes, coaching or supervising extra-curricular activities, and leading their personal lives. We understand that their schedules require flexibility and we are available during non-traditional work hours to respond to their questions or to offer assistance to our clients.

Unparalleled Tour Experiences

QC's Travel Consultants have a wealth of experience travelling to your desired destinations, and we strive to open the world to your tour participants. We design tours that combine age-appropriate excursions with a variety of opportunities for cultural enrichment. QC's Travel Consultants who are also educators know what works best for students, and help design group tours based on that hands-on knowledge and experience. As one recent Group Leader remarked, "Our players got a lot of 'sneaky education'. These tour participants were often engaged in learning activities and opportunities without even realizing it!

Equity, Diversity and Inclusion

QC embraces the diverse world in which we live, and strives to create an environment that is welcoming to all. QC works with Group Leaders to surpass the expectations of all tour participants. We know that the very act of travelling opens the world to students and exposes them to a wide variety of people, intriguing aspects of history and culture, and different ways of thinking. As Hans Christian Andersen said, "To travel is to live."

Quays Crossing Travel and Tours Ltd. Booking Conditions

Passports and Visas

For International travel, each tour participant must obtain a passport and any applicable visas for the tour prior to the departure date. If a tour participant is unable to obtain the required travel documents, the QC Cancellation Policy will apply. Please ensure that the tour participant's passport is valid for at least six months after the tour ends. If travelling to the United States, tour participants who are non-Canadian citizens will need to contact the United States embassy or consulate to ensure that they meet the specific, applicable entry requirements.

Pricing

Since all QC tours are private and customized, our quotations include an itinerary with all inclusions listed, and are based on extensive communication between QC and the Group Leader well in advance of the tour contract being drawn up. All QC tour quotation itineraries itemize all flights and designated outgoing and return airports; the number of paid tour participants and complementary chaperones; land transportation; accommodations and rooming; meals, excursions and activities. All taxes, fees and surcharges are listed separately or are otherwise included.

What is typically NOT included in the price, unless otherwise noted:

- Travel Insurance (since a variety of options are available)
- Full Time Tour Director (unless specifically requested by Group Leader)
- All meals (although breakfast is always included, as are some dinners)
- Optional Excursions (unless otherwise noted)
- Gratuities (for bus drivers, local guides, Tour Directors/ local ambassadors)
- Baggage handling fees

Trip affordability is a major focus for QC; we do our very best to help Group Leaders offer tour participants a unique and memorable experience at an affordable price. At every step of the planning process, QC Travel Consultants partner with Group Leaders, suggesting various tour options that are both impactful and price-sensitive.

***Note:** We are dedicated to helping tour participants experience a trip of a lifetime. QC does not charge any late enrollment fees; however, any fees charged by service providers or incurred by QC in accommodating tour participants who enroll late are included in the price charged to such participants.*

All-Inclusive Travel Protection Plan

QC offers a variety of travel protection plans to suit the needs of its clients, including an all-inclusive package tour, underwritten by Manulife, consisting of: Trip Cancellation and Interruption; Emergency Medical Insurance; and Baggage Loss and Delay. QC also offers a travel protection plan that includes the Cancel For Any Reason ("CFAR") waiver (and covers school board-enforced trip cancellations); if selected, **this plan must be paid for in full when the tour is initially booked, and it is non-refundable.** QC strongly advises tour participants to purchase some form of travel protection to protect themselves while on QC tours. QC assumes no liability whatsoever with regards to a tour participant's decision about obtaining such insurance.

Quays Crossing Travel and Tours Ltd. Cancellation Policy

Up to 45 days prior to departure date:	100% of the tour cost will be refunded, net of both a \$200 cancellation fee, and the non-refundable amount of any payments that have been made to service providers (such as but not limited to transportation, accommodations and excursions providers).
44 days to 14 days prior to departure date	75% of the tour cost will be refunded, net of both a \$200 cancellation fee and the non-refundable amount of any payments that have been made to service providers (such as but not limited to transportation, accommodations, and excursions providers).
13 days or less prior to departure date	No refunds will be issued.

The Consequences of a Tour Delay

Quays Crossing Travel and Tours Ltd. ("QC") will not refund tour components that are missed due to weather conditions and/ or events that are beyond QC's control. QC will work with Group Leaders to ensure the safety of the tour group, which is of paramount concern. Tour itineraries may be adjusted accordingly.

The Consequences of a Tour Cancellation

QC may cancel any tour due to events beyond its control, including but not limited to: instability in a destination country, acts of God, war (whether declared or undeclared), terrorist activities, incidents of violence, public health issues or quarantine, substantial currency fluctuations, strikes, government restrictions, fire or severe weather conditions that make it impossible or commercially unreasonable in the opinion of QC to conduct the tour. If QC cancels the tour for any such reason, tour participants will receive a refund of 75% of the tour cost, less any non-refundable fees (such as but not limited to airline, hotel or excursion payments that have already been made). Cancellation by QC for causes described herein shall not be a violation of QC's obligations to any tour participant.

Protection for Tour Participants' Payments

QC is registered in accordance with the *Travel Industry Act, 2002*, and upholds the standards and policies of this Act. QC is likewise registered with TICO (registration #50026999). In the unlikely event of QC's bankruptcy, insolvency, or cessation of business, QC has secured all advanced payments of its customers, regardless of province or territory of origin, through its affiliation with TICO.

**Approval of School Level Identification, Placement and Review
Committees – 2023-2024.**

R.A.: that the Board approve the Identification, Placement and
Review Committees as listed, for the 2023-2024 school year.

No.	School	Principal	School Personnel
102	St. Joseph (D)	Mark Collins	Sinead McIlwain Classroom Teacher
103	St. Catherine	Julianne Charette	Krista McEwen James Mellon/Genevieve O'Grady Tania Harper Classroom Teacher
104	St. Martin	Jennifer Fisher	Tanya Tucker Classroom Teacher
105	St. Paul (L)	Jennifer DeMaeyer	Rebecca Beavis Classroom Teacher
106	Immaculate Conception	Andy Sawada	Kate Murphy Classroom Teacher
108	St. Alphonsus	Becky Brady	Mary Sheehan (Kelly) Classroom Teacher Natalie Millard (CASA)
109	St. Anne	Mélanie Bergeron Langlois	Tessa Desouza Tobi Ryan Lisa Nowak
110	St. John	Jennifer Wright	Lisa Evans Classroom Teacher
111	St. Patrick	Lisa Gemmiti-Folz	Amanda Huskison Mary Saunders Classroom Teacher
112	St. Paul (P)	Christine Brodie	Lise Fines Maureen Wayling Classroom Teacher
114	St. Francis of Assisi	Nicole McGill	Heather Michel Keri Biss Robin Terveld
115	St. John Paul II	Michael DeMaeyer	Glenna Francis Classroom Teacher
116	St. Mother Teresa	Dianne Collins	Paula Alexander Classroom Teacher
117	St. Teresa	Tammy Rutter	Beverley Atkinson Classroom Teacher
118	St. Paul (N)	Derek Abrams	Julie Doherty Classroom Teacher

119	St. Joseph (B)	Lisa Heitzner	Lisa Heitzner/Natasha Hum
			Elizabeth Collins/Laura Bradshaw
			Classroom Teacher
120	St. Mary (CPFD)	Melissa Jolicoeur	Emily Begg
			Classroom Teacher
121	St. Joseph (Cobourg)	Nancy Jones	Sabrina Butchart
			Cheryl Reyns
			Classroom Teacher
122	St. Dominic	Laura Carson	Anne Scully
			Classroom Teacher
123	St. Michael	Nicole Simpson	Emily Lefebvre
			Classroom Teacher
124	St. Mary (G)	Angelo Costa	Rebecca Herrell
			Gisele McLeod
			Classroom Teacher
126	St. Anthony (PH)	Karen McCormack	Trista Sedgwick
			Andrea Busch
			Classroom Teacher
127	Monsignor Leo Cleary	Ian Kruis	Chris Cappuccitti
			Classroom Teacher
130	St. Luke	Matt Bowen	Jennifer Oliver
			Classroom Teacher
131	St. Mary (L)	Michael DeMaeyer	Sarah O'Leary
		Joanne McDermott - Vice Principal	Classroom Teacher
132	St. Elizabeth	Rob Citro	Sheilagh Bourassa-Young
			Michael Marsella
			Zandra Smith
			Jill Barker
133	Notre Dame	Sherri Slade-Brady	Katherine Caldwell
			Classroom Teacher
134	Msgr. O'Donoghue	Paul Hough	Adam White
			Julia Tearne
			Ashlea Fitzgerald
135	Good Shepherd	Stephen Smith	Kerri Langer
			Thomas Deschamps
			Tracy Olinyk

137	Holy Family	Jean-Paul St-Amour	Nicole Matthews
			Jillian Skinner-Pickard
			Chidinma Igboanugo
			Teshanna MacDonald
			Danielle Petch
251	Holy Cross C.S.S.	Natalie Bittner	Nanzela Hopson, Claire Wilson
			Jeremy Stillman
			Chris Moher
			Amanda louanna
			Jen Howson
			Melanie Feliciano
253	St. Peter C.S.S.	Shannon Brady	Sandra Coyle (L-Z)
			Michaela Bullock
			Nancy Jewell CC
			Amanda McInnes
			Karen Bycok (A-K)
			Mike Martone
254	St. Thomas Aquinas C.S.	Wayne Clark	Kim Fletcher
			Brianna Theobold
			Mary Kennedy
255	Holy Trinity C.S.S.	Daniela Confortri	Fred Zinkie
			Amanda King
			Daniela Conforti
			Chris Chisholm
			Zack Holub
			Alycia Degenstein
			Erin Bibby
			Angela Gaskell
			Shannon Hardy
			Katherine Bidgood
			Laura Di Ianni
256	St. Mary C.S.S.	Jason Roberts	
			Thomas Fletcher
			Jillian Coulis
			Gerard Forster
			Kim Lowry
			Doug Gervais
			Chris Dunn
			Laura Krentz
			Nicole Buys-Gibson

257	St. Stephen C.S.S.	Trevor Poechman	Lisa Diachenko
			Greg Kieszkowski
			Michelle Rodriguez
			Charles Clark
			Joelle Laronde
			Michelle Heffernan
			Nora Green
			Wendy Cormier
			David Hendriks
			Pamela Lynch
			Jessica Fox

**Approval of Member Appointment to the Special Education
Advisory Committee.**

- R.A.** that Tiffany Thickson, of the Therapeutic Family Care Program (TFC) with Highland Shores Children's Aid, be approved as a member of the Special Education Advisory Committee for the remaining term of November 15, 2022 to November 14, 2026.

September 28, 2023.

Special Education Advisory Committee

**Recommended Action from the Committee-of-the-Whole Meeting,
October 10, 2023.**

1. Mover: Mary Ann Martin

that the Board approve Honoraria for Board members as outlined in the following report for the period November 15, 2023, to November 14, 2024.

2. Mover: Mary Ann Martin

that the board proceed with the process of appointment of a First Nations Representative to the Board of Trustees.

3. Mover: Mary Ann Martin

that the board approve the Long Term Growth Needs and staff include the needs as part of the Board's Capital Priorities submission as required by the Ministry.

BUSINESS AND FINANCE

Report to Committee of the Whole

Meeting: ☐ In Camera
☒ Open

Presented for: ☐ Information
☒ Approval

Meeting Date: October 10, 2023

Presented by: Sean Heuchert, Superintendent of Business and Finance

Subject: 2023-2024 Trustee Honoraria

Recommended Action(s): The Committee of the Whole recommends that the Board approve Honoraria for Board members as outlined in the following report for the period November 15, 2023 to November 14, 2024.

1. Background

- 1.1 Ontario Regulation 357/06, as amended, sets out the method for calculating the limits on honoraria paid to Board members. In addition, the Board has established Administrative Procedure 616 – Honoraria for Trustees in regards to administering and communicating Board member honoraria under the regulation.

2. Components

- 2.1 For a term of office beginning in 2022 (therefore November 15, 2022) the annual honorarium for a member of a District School Board (Trustee) shall consist of the following four components:
1. The Base Amount for the year (constant for the 4 year term);
 2. The Enrolment Amount for the year (to be recalculated annually, values rounded up to nearest dollar);
 3. The Attendance Amounts payable for the year (for prescribed Committees)
 4. The Distance Amounts payable for the year (if applicable)

2.2 Base Amount

The limit for the base amount for each Board Member, beginning on November 15, 2022 is \$5,900.

Per trustee: \$5,900

- a) The Chair will receive an additional \$5,000; and
- b) The Vice-Chair will receive an additional \$2,500.

2.3 Enrolment Amount (to be adjusted annually)

The enrolment to be used for each year beginning November 15th is that of the previous fiscal year (therefore the estimated enrolment for the fiscal year ending August 31, 2023 will be used to determine the November 15, 2023 to November 14, 2024 amount). For the Peterborough Victoria Northumberland & Clarington Catholic District School Board the estimated average daily enrolment for the 2022/23 school year was 14,707 students.

- a) The basic enrolment amount for the Board as a whole is \$1.75 per student (therefore 14,707 students at \$1.75 each yields a total of \$25,738).
- b) The total amount for the Board is divided by the number of Board members (therefore \$25,738 divided by 7 Members equals an annual amount of \$3,677 per Member.
- c) The calculations contained within the Regulation would add the following amounts to the basic enrolment amount for the Chair and Vice-Chair respectively:

Chair - \$736 (\$.05 per ADE)

Vice-Chair - \$368 (\$.025 per ADE)

2.4 Attendance Amount (for prescribed Committees)

By Board motion September 25, 2006, no committees were approved as eligible.

2.5 Distance Amount (if applicable)

By Board motion September 25, 2006, no amount was approved.

3. Summary

Presented in the table below is a summary of the amount to be paid, by component, for the Chair, Vice-Chair and Trustees for the period November 15, 2023 to November 14, 2024. Comparative amounts for the previous year (November 15, 2022 to November 14, 2023) have also been provided for information purposes.

For the Period November 15, 2023 to November 14, 2024:			
	Chair	Vice-Chair	Trustee
Base Amount	\$10,900	\$8,400	\$5,900
Enrolment Amount	\$4,413	\$4,045	\$3,677
	\$15,313	\$12,445	\$9,577

For the Period November 15, 2022 to November 14, 2023:			
	Chair	Vice-Chair	Trustee
Base Amount	\$10,900	\$8,400	\$5,900
Enrolment Amount	\$4,356	\$3,993	\$3,630
	\$15,256	\$12,393	\$9,530

BUSINESS AND FINANCE

Report to Committee of the Whole

Meeting: ☐ In Camera

☒ Open

Presented for: ☐ Information

☒ Approval

Meeting Date: October 10, 2023

Presented by: Sean Heuchert, Superintendent of Business and Finance

Subject: Long Term Growth Needs

Recommended Action(s): That the Board approve the Long Term Growth Needs and staff include the needs as part of the Board's Capital Priorities submission as required by the Ministry.

Background:

A new component of the Capital Priorities process is for Board's to develop a Long Term Growth Needs projection.

"Boards are asked to provide details of their long-term growth needs for addressing current and projected pupil accommodation linked to the Ontario Housing Action Plan and related municipal growth plans." -Capital Priorities Guidelines, 2023

Board staff have developed the long term growth needs in conjunction with the Municipalities of Clarington and Northumberland and also planners and economists at Watson & Associates.

Long Term Growth Needs

School Board #	41
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October 10, 2023

Senior School Board Officials			
Name	Position	Contact Information	Date
Sean Heuchert	Superintendent of Business and Finance	705-748-4861 x1246 sheuchert@pnccdsb.on.ca	October 10, 2023

The Ministry of Education recognizes the importance of working together with its partners, including school boards and the Ministry of Municipal Affairs and Housing to meet the government's commitment to helping build modern schools faster to support the needs of growing communities, to better utilize school capacity, and ensure value for taxpayer dollars. School boards and their local planning authorities are expected to collaborate to facilitate early and integrated planning for school facilities to meet current and future needs.

Using the excel template below, boards are asked to provide details of their longer-term growth plans for addressing current and projected pupil accommodation needs linked to the Ontario Housing Action Plan and related municipal growth plans. Elementary and secondary school information will be inserted in separate tabs. Please see [page 26 Program Guidelines](#) for further details regarding this template.

Boards are permitted to submit supplementary documents, such as, maps and long-term capital plans.

[Please provide additional information and/or include available links in this box]

The Board is at the end of its current Long Term Accommodation Plan. We have worked with Watson and Associates to develop these new forecasts and will continue work on our 2024 Long Term Accommodation Plan. As mentioned in our business case, we are experiencing extreme growth in Clarington and a new school build there is our number 1 priority. The Growth Trends Review for the municipality is available here: <https://www.clarington.net/en/business-and-development/Growth-Trends-Review.aspx> and the Clarington Official Plan Review is available here: <https://pub-clarington.escrimetings.com/filestream.ashx?DocumentId=40421>

Elementary

[illegible]

Secondary

Municipality	School Board Planning area	Proposed # of housing units	Panel	Total OTG Capacity of Area	Max portables	Total area capacity with portables	School Year Pupil Place Projections																
							2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33	2033-34	2034-35	2035-36	2036-37	2037-38	2038-39	2039-40	2040-41
Clarington	Clarington Area	44,200	Secondary (SEC)	1,881	20	2,318	2,049	2,069	2,096	2,135	2,125	2,201	2,244	2,298	2,335	2,405	2,462	2,510	2,562	2,613	2,682	2,742	2,844
Cobourg	Northumberland County	16,367	Secondary (SEC)	873	6	1,011	782	795	810	829	837	850	869	890	901	922	936	961	981	976	997	1,046	1,092

Trustee Professional Development, Ontario Catholic School Trustees' Association (OCSTA) Catholic Trustees Seminar, January 19-20, 2024.

R.A.: that trustees wishing to do so, be authorized to attend the Ontario Catholic School Trustees' Association (OCSTA) Catholic Trustees Seminar, January 19-20, 2024, in Toronto, Ontario.

**Recommended Action from the Policy Development
Committee Meeting, October 17, 2023.**

R.A.: Mover: Loretta Durst

that the Board receive the reports and recommendations
from the Policy Development Committee meeting dated
October 17, 2023, for publication and implementation.

Policy Development Committee

May 30, 2023.

**Report of the Recommended Actions from the Policy Committee Meeting,
October 17, 2023.****1. Revised Administrative Procedure, AP#503, Workplace Accommodation.**

that the Policy Development Committee recommend to the Board that the revised Administrative Procedure #503, Workplace Accommodation, with minor amendments, be received and posted under Directional Policy #500, Employee Relations.

2. Revised Directional Policy, DP #1200, Records and Information.

that the Policy Development Committee recommend to the Board that the revised Directional Policy #1200, Records and Information Management, with minor amendments, be received and posted.

3. Revised Administrative Procedure, AP #825, Anaphylaxis.

that the Policy Development Committee recommend to the Board that Administrative Procedure #319, Anaphylaxis - Reducing the Risks be deleted and that the revised Administrative Procedure #825 Anaphylaxis - Reducing the Risk, be received and posted under Directional Policy #800, Healthy Schools and Workplaces.

4. Revised Directional Policy, DP #600, Stewardship of Resources.

that the Policy Development Committee recommend to the Board that the revised Directional Policy #600, Stewardship of Resources, be received and posted.

5. Revised Administrative Procedure, AP #601 Community Use of Board Facilities.

that the Policy Development Committee recommend to the Board that the revised Administrative Procedure #601, Community Use of Board Facilities, be received and posted under Directional Policy #600, Stewardship of Resources.

6. Revised Administrative Procedure, AP #306, Home Schooling.

that the Policy Development Committee recommend to the Board that the revised Administrative Procedure #306, Home Schooling, be received and posted, with minor amendments, under Directional Policy #300, Student Achievement and Well-Being.

7. Revised Administrative Procedure, AP #807, Supporting Students with Epilepsy in Schools.

that the Policy Development Committee recommend to the Board that Administrative Procedure #323, Supporting Students with Epilepsy in Schools be deleted and that the revised Administrative Procedure #807, Supporting Students with Epilepsy in Schools, with minor amendments, be received and posted under Directional Policy #800, Healthy Schools and Workplaces.